



Mountain Rides Transportation Authority

PUBLIC NOTICE of Regular Board Meeting Agenda

12:30pm, Wednesday, September 16, 2015

Ketchum City Hall Council Chambers, 480 East Ave. N., Ketchum, ID 83340

Board Members: Chair Mark Gilbert (Sun Valley), Vice – chair Dave Patrie (Blaine County), Secretary Steve Wolper (at-large), Michael David (Ketchum), Kristin Derrig (Ketchum), Jane Conard (Sun Valley), Susan McBryant (Hailey), Joe Miczulski (Bellevue)

1. 12:30pm: Call meeting to order
2. Comments from the Chair and Board Member thoughts
3. Public comment period for items not on the Agenda (including questions from the press)
4. Action and discussion items
 - a. Action item: Adopt FY2016 annual budget (p.2-6)
 - b. Action item: Adopt 5 – year capital improvement plan (CIP) for FY2016-2020 (p.7-12)
 - c. Action item: Adopt FY2016 pay scale and updated paid time off (PTO) chart (p.13-16)
 - d. Action item: Adopt revised project budget for south valley facility project work (p.17-18)
 - e. Action item: Approve change order to EKC, Inc for additional south valley facility project work (wash bay, radiant heat, finish 2nd floor) (p.19-22)
 - f. Action item: Approve acceptance of RouteMatch technology project (p.23-35)
 - g. Discussion item: Update on FY2016 transportation service plan (p.36-51)
 - h. Discussion item: Fall strategic planning workshop for 5 year business plan (p.52-53)
5. Committee reports
 - a. Planning and Marketing Committee report from Chair Steve Wolper (p.54)
 - i. Committee members approve minutes for September 2015
 - b. Finance and Performance Committee report from Chair Joe Miczulski (p.55-56)
 - i. Committee members approve minutes for August and September 2015
6. Staff reports
 - a. Dashboard performance report for July 2015 (p.57-60)
 - b. Operations report (p.61)
 - c. Marketing Outreach report (p.62)
 - d. Bike-Ped report (p.63)
 - e. Maintenance report (p.64)
 - f. Business Manager report (p.65)
 - g. Executive Director report (p.66)
7. Consent Calendar items
 - a. Approve minutes – August 19 regular board meeting (p.67-70)
 - b. Receive and file July 2015 Financials and Bills Paid (p.71-76)
8. Adjournment

NOTE: Public information on agenda items is available from the Mountain Rides office 800 1st Ave. North, or 208-788-7433. Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides three days prior to the meeting at 208-788-7433.

Mountain Rides Agenda Action Item Summary

Date:

09/16/2015

From:

Jason Miller and Wendy Crosby

Action Item:

4a. Adopt FY2016 annual budget

Committee Review:

☒ yes

☐ no

Committee

Finance & Performance

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Recommended
Motion:

I move to approve adoption of the FY2016 budget for the general operations fund, capital equipment fund, facilities fund, workforce housing fund and contingency fund.

Fiscal Impact:

FY2016

Related Policy or
Procedural Impact:

FY2016 budget

Background:

Attached are the proposed FY2016 budgets for the general operations fund, capital equipment fund, facilities fund, workforce housing fund and contingency fund.

Drafts of the FY2016 budgets have been before both the F & P Committee and the full board. Local Partner contributions and federal awards have been confirmed and the final FY2016 budget reflects these amounts.

				FY2015 Budget REVISED 4/15/2015	FY2016 Budget DRAFT	% Difference FY15 vs. FY16				
	Revenue									
		Operations Fund		2,547,495.00	2,616,700.00	2.7%				
		Capital Equipment Fund		278,660.00	655,713.00	135.3%				
		Capital Equipment Reserve Carryover		150,000.00	227,340.00	51.6%				
		Capital Equipment use of reserves		0.00	-127,563.00	0.0%				
		Work Force Housing Fund		31,150.00	30,725.00	-1.4%				
		Work Force Housing Reserve Carryover		30,000.00	34,150.00	13.8%				
		Work Force Housing use of reserves		-600.00	-25,000.00	4066.7%				
		Facilities Fund		1,197,935.00	1,072,444.00	-10.5%				
		Facilities Reserve Carryover		150,000.00	157,774.00	5.2%				
		Facilities Fund use of reserves		-86,480.00	-113,243.00	30.9%				
		Contingency Fund		112,901.00	75,000.00	-33.6%				
		Contingency Reserve Carryover		275,000.00	112,149.00	-59.2%				
		Contingency Fund use of reserves		-62,851.00	-14,975.00	-76.2%				
	Total Revenue			4,623,210.00	4,701,214.00	1.7%				
	Expense									
		Operations Fund		2,547,495.00	2,616,700.00	2.7%				
		Capital Equipment Fund		268,000.00	628,213.00	134.4%				
		Work Force Housing Fund		31,150.00	30,725.00	-1.4%				
		Facilities Fund		1,197,935.00	1,072,444.00	-10.5%				
		Contingency Fund		112,901.00	75,000.00	-33.6%				
	Total Expense			4,157,481.00	4,423,082.00	6.4%				
	Gross Revenue			465,729.00	278,132.00	-40.3%				
		Less Fund Balances held in Reserve								
			Capital Equipment Fund Reserve	160,660.00	127,277.00	-20.8%				
			Work Force Housing Fund Reserve	29,400.00	9,150.00	-68.9%				
			Facilities Fund Reserve	63,520.00	44,531.00	-29.9%				
			Contingency Fund Reserve	212,149.00	97,174.00	-54.2%				
			Total Fund Balances in Reserve	465,729.00	278,132.00	-40.3%				
NET REVENUE (Gross Revenue minus Funds Held in Reserve)				0.00	0.00					
					FY2015 Breakout		FY2016 Breakout			
SUMMARY OF TOTAL LOCAL FUNDING REQUESTS				FY2015	operating	capital	FY2016	operating	capital	
	City of Ketchum		\$	550,000.00	\$	484,000.00	\$	560,000.00	\$	84,000.00
	City of Sun Valley		\$	250,000.00	\$	220,000.00	\$	265,000.00	\$	39,750.00
	City of Hailey		\$	68,000.00	\$	59,840.00	\$	68,000.00	\$	57,800.00
	City of Bellevue		\$	500.00	\$	500.00	\$	2,000.00	\$	1,700.00
	Blaine County		\$	108,000.00	\$	108,000.00	\$	121,000.00	\$	102,850.00
	SV CO		\$	178,500.00	\$	157,080.00	\$	180,000.00	\$	153,000.00
			\$	1,155,000.00	\$	1,029,420.00	\$	1,196,000.00	\$	1,016,600.00

		FY2015 Budget REVISED 4/15/2015	DRAFT FY2016	COMMENTS			
Income							
41000 • Federal Funding							
	41200 • Federal - 5311	845,000	975,000.00				
	41300 • Federal - 5316	0.00	8,000.00				
	41400 • Federal - 5317	26,000.00	48,000.00				
	41500 • Federal - 5310	30,000.00	0.00				
	41600 • Federal - other programs	8,000.00	15,000.00	SRTS			
Total 41000 • Federal Funding		924,000.00	1,046,000.00				
42000 • State Funding							
	42400 • State - Training	7,500.00	5,000.00	reduced funding from State			
Total 42000 • State Funding		7,500.00	5,000.00				
43000 • Local Funding							
	43100 • Local - Ketchum	496,575.00	476,000.00				
	43200 • Local - Hailey	59,840.00	57,800.00				
	43300 • Local - Bellevue	500.00	1,700.00				
	43400 • Local - Blaine County	108,000.00	102,850.00				
	43500 • Local - Sun Valley	222,000.00	225,250.00				
	43600 • Local - Sun Valley Co./Other	157,080.00	153,000.00				
Total 43000 • Local Funding		1,043,995.00	1,016,600.00				
44000 • Fares							
	44100 • Fares - Down Valley Cash	76,000.00	85,000.00				
	44200 • Fares - Down Valley Passes	130,000.00	155,000.00				
	44300 • Fares - Vanpool	175,000.00	130,000.00	decreased Webb			
	44400 • Fares - ADA	1,000.00	1,000.00				
Total 44000 • Fares		382,000.00	371,000.00				
45000 • Revenue							
	45100 • Rev - Advertising	55,000.00	65,000.00	includes Bike Share ads			
	45500 • Rev - Charter/Special Event	15,000.00	17,500.00				
	45600 • Rev - Bike Share-Bike Swap	5,000.00	5,000.00				
Total 45000 • Revenue		75,000.00	87,500.00				
47000 • Private Donations							
	47100 • Foundations/Other	500.00	500.00				
Total 47000 • Private Donations		500.00	500.00				
48000 - Transfer from Housing Fund		20,000.00	20,000.00				
49000 • Interest Income		500.00	100.00				
49500 • Diesel Tax Refunds		19,000.00	20,000.00				
50000 • Excess Operating Funds		75,000.00	50,000.00	projected @\$150K, 100K to Fac and 50K to ops			
Total Income		2,547,495.00	2,616,700.00				
Expenses							
Total 51000 • Payroll Expenses		1,646,560.00	1,708,400.00	3% overall increase plus 10K to jump up to new payscale;			
Total 52000 • Insurance Expense		111,000.00	111,000.00				
Total 53000 • Professional Fees		39,500.00	41,000.00				
Total 54000 • Equipment/Tools		15,400.00	19,000.00	SV equipment			
Total 55000 • Rent and Utilities		43,000.00	31,500.00	SV available Dec 2015; Rhinehart lease thru 4/30/16, \$2350 security deposit but repairs will be needed			
Total 56000 • Supplies		21,900.00	21,900.00				
Total 57000 • Repairs and Maint.		30,500.00	31,500.00				
Total 58000 • Communications Exp.		16,500.00	17,500.00				
Total 59000 • Travel and Training		23,000.00	24,000.00				
Total 60000 • Business Expenses		8,500.00	5,500.00				
Total 61000 • Advertising		37,500.00	33,500.00				
Total 62000 • Mrktg and Promotion		24,500.00	15,000.00				
Total 63000 • Printing and Repr.		11,500.00	12,500.00				
Total 64000 • Fuel Expense		299,135.00	300,425.00				
Total 65000 • Vehicle Maintenance		169,000.00	183,975.00	IC's off warranty			
Total 69500 • Fund Expense-Conting		50,000.00	60,000.00	rebuild			
Total Expense		2,547,495.00	2,616,700.00				
Income over Expenses		0.00	0.00				

CAPITAL EQUIPMENT FUND					
		FY2015 Budget REVISED 4/15/2015	DRAFT Budget FY2016	Comments	
Income					
	41100 • Federal - 5309 Funding	\$ -	\$ -		
	41102 • Federal - 5339-buses/vans/refurb	\$ 120,000	\$ 463,000	bus 30, refurb bus 1 &2, vans (from one-time funding)	
	41104 • Federal - 2012 State of Good Repair/ Other pr	\$ 8,000	\$ -	electronic farebox deferred to FY2017	
	41108 • Federal - EPA grant, City of Hailey	\$ 8,000	\$ -		
	41500 • Federal - Other- 5317	\$ 30,000	\$ -		
	42300 • Statewide Rideshare/VIP	\$ 25,000	\$ -		
	42301 • Fares - Vanpool	\$ 35,000	\$ 35,000		
	48000 • Use of reserve cash	\$ -	\$ 87,563		
	43000 • Local	\$ 47,460	\$ 65,100		
	49000 • Interest Earned	\$ 200	\$ 50		
	49900 • Misc Income- Asset Disposal	\$ 5,000	\$ 5,000		
Total Income		\$ 278,660	\$ 655,713		
Expense					
	68100 • Vans	\$ 170,000	\$ 107,500	one -time funding for vans	
	68200 • Buses-mid and heavy duty	\$ -	\$ 405,000	bus 30	
	68300 • Buses-refurb	\$ 80,000	\$ 81,000	one-time funding for refurb bus 1 &2	
	68400 • Bike Share Program	\$ 8,000	\$ -		
	68500 • Technology	\$ 10,000	\$ 5,713		
	54000 • Shop Equipment	\$ -	\$ 29,000	SV facility- hoist, bus washer system (CIP)	
Total Expense		\$ 268,000	\$ 628,213		
	Income over Expenses	\$ 27,500	\$ 27,500		
	Starting Fund Balance on 10/1	\$ 150,000	\$ 227,340		
	Transfer to Income (use of fund balance)	\$ -	\$ (127,563)		
	Net Income	\$ 10,660	\$ 27,500		
	Ending Fund Balance on 9/30	\$ 160,660	\$ 127,277		
CONTINGENCY FUND					
		FY2015 Budget REVISED 4/15/2015	DRAFT Budget FY2016	Comments	
Income					
	47000 • Use of Reserve cash	\$ 62,851	\$ 14,975		
	48000 • Transfer from Ops Fund	\$ 50,000	\$ 60,000		
	49000 • Interest Earned	\$ 50	\$ 25		
Total Income		\$ 112,901	\$ 75,000		
Expense					
	transfer to Facilities Fund	\$ 112,901	\$ 75,000		
Total Expense		\$ 112,901	\$ 75,000		
Net Income		\$ -	\$ -		
	Starting Fund Balance on 10/1	\$ 275,000	\$ 112,149		
	Transfer to Income (use of fund balance)	\$ (62,851)	\$ (14,975)		
	Net Income for FY	\$ -	\$ -		
	Ending Fund Balance on 9/30	\$ 212,149	\$ 97,174	3.72% of Operating budget	

FACILITIES FUND								
			FY2015 Budget REVISED 4/15/2015	DRAFT Budget FY2016	Comments			
Income								
	41106 • Federal Funding - 5309: Facility	\$ 800,000	\$ 67,000					
	41600 • Federal Funding - Other-One-Time	\$ -	\$ 500,000	still awaiting confirmation				
	41105 • Federal Funding - 5309 2011 Bus Livabili	\$ 13,000	\$ -					
	41107 • Federal Funding - 5309 2011 Bus Livabili	\$ 18,000	\$ -					
	43000 • Local Funding	\$ 78,120	\$ 114,300					
	43100 • Local-Ketchum / KURA	\$ -	\$ -					
	47000 • Use of Reserve cash	\$ 86,480	\$ 113,243					
	48000 • Transfers	\$ 112,901	\$ 177,901	25K WFH; 40K Cap Eq;112.9 Contig less portion allocated to FY2015;				
	49000 • Interest Earned	\$ 100	\$ -					
	49000 •Excess Operating Reserves	\$ 89,334	\$ 100,000					
Total Income			\$ 1,197,935	\$ 1,072,444				
Expense								
	66100 • Construction- East Fork curb, sdwlk, pat	\$ 15,000	\$ -					
	66200 • South Facility Construct-Improve	\$ 1,000,000	\$ 1,037,444	includes wash bay and radiant heat alternates and ~5% contig				
	66300 • South Facility Design/Plan	\$ 80,000	\$ 10,000					
	66400 • South Facility Move in	\$ 5,000	\$ 5,000					
	66500 • Ketchum Facility Upgrades	\$ 17,500	\$ 5,000					
	66000 Ketchum Transit Plaza	\$ 80,435	\$ -					
	66310 Ketchum Transit Plaza Design/Plan	\$ -	\$ 15,000					
Total Expense			\$ 1,197,935	\$ 1,072,444				
Income over Expenses			\$ -	\$ -				
			REVISED FY15					
	Starting Fund Balance on 10/1	\$ 150,000	\$ 157,774					
	Transfer to Income (use of fund balance)	\$ (86,480)	\$ (113,243)					
	Net Income for FY	\$ -	\$ -					
	Ending Fund Balance on 9/30	\$ 63,520	\$ 44,531					
WORK FORCE HOUSING FUND								
			FY2015 Budget REVISED 4/15/15	DRAFT Budget FY2016	Comments			
Income								
	45350 • Apartment Rent	\$ 29,500	\$ 29,500	assumes no vacancy				
	45400 • Laundry Revenue	\$ 1,000	\$ 1,200					
	45325 • Rental Deposits	\$ -	\$ -					
	47000 • Use of Reserve cash	\$ 600	\$ -					
	49000 • Interest Earned	\$ 50	\$ 25					
Total Income			\$ 31,150	\$ 30,725				
Expense								
	55200 • Utilities	\$ 5,200	\$ 5,000					
	57100 • Equipment Repairs/Maintenance	\$ 250	\$ 1,025					
	57200 • Building Repair and Maintenance	\$ 3,000	\$ 3,000					
	57400 • Elevator Expenses	\$ 2,700	\$ 1,700					
	48000 • Transfer out to Operations Account-Adm	\$ 20,000	\$ 20,000					
Total Expense			\$ 31,150	\$ 30,725				
Net Income			\$ -	\$ -				
	Starting Fund Balance on 10/1	\$ 30,000	\$ 34,150					
	Transfer to Income (use of fund balan	\$ (600)	\$ -					
	Transfer to Facilities Fund		\$ (25,000)					
	Net Income for FY	\$ -	\$ -					
	Ending Fund Balance on 9/30	\$ 29,400	\$ 9,150					

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4b. Adopt 5-year capital improvement plan (CIP) for FY2016-2020"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve the Capital Improvement Plan for FY2016-2020 as presented. (Alternative: I move to approve the Capital Improvement Plan for FY2016-2020 with the following changes...)"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016-2020"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Capital Improvement Plan, Adopted budget"/>		
<u>Background:</u>	<div><p>Attached is our capital improvement plan for FY2016-2020. Annually we adopt our CIP in conjunction with our budget. The CIP includes all of the capital expenditures for the immediate upcoming budget year plus it looks out an additional 4 years to project the capital needs for a total of 5 years. The plan shows not only the capital projects for the coming budget year but looks out into the future in order to indicate to our funding partners what capital requirements Mountain Rides has in the future.</p><p>This is a very important document as it gives Mountain Rides and its funding partners a long-term picture of our capital needs for equipment, facilities, and rolling stock. This document will help inform the development of our 5 year business plan for capital needs.</p><p>The attached document overviews the types of projects and funding sources, while the attached spreadsheet details the particular projects and their costs by year.</p></div>		



Capital Improvement Plan

FY2016-2020

Adopted September 16, 2015

Purpose

The purpose of this Capital Improvement Plan (CIP) is to provide a strategy, time table and estimated budget for capital needs over the next five years. These capital needs include rolling stock (i.e. buses and vans), street facilities and structures including bus shelters and bike racks, technology implementation, improvements and upkeep to our existing primary facility in Ketchum, development of a downtown transportation hub in Ketchum, and finishing our new south valley maintenance and storage facility in Bellevue.

This CIP will be adopted annually in September or October at the same time that our full fiscal annual budget is adopted. This CIP is designed to be a working document that is updated regularly and is always adjusted to look at the next immediate five years of capital needs. The CIP is a tool that should be used to show our various funding partners what capital needs we have for the coming 5 years.

Project Categories to be Funded

Mountain Rides must fund many types of capital projects in order to be successful including:

1. **On-street infrastructure and facilities:** Building supporting infrastructure for our transportation service is vital for the success of our system. Better bike and pedestrian facilities in combination with high quality passenger waiting shelters will result in more ridership and better return on investment on the service hours we operate. Over the next five years, we will continue to work to add more bus shelters to our system every year. With 24 bus shelters in our system, we also need to maintain these facilities over time. A downtown Ketchum transportation hub is also critical to better coordinating our overall transportation system. This facility would allow all of our routes to better interact and facilitate transfers, as well as serve as a simple place for customers to go to figure out how to get anywhere in our system. We need additional funding for this project in order to be successful with constructing a hub.
2. **Rolling stock:** Mountain Rides operates roughly 750,000 to 850,000 miles per year, which results in the depreciation of 1-2 buses per year and 2-3 vans per year. Our vehicle mix includes vans, small buses, mid-duty buses, and heavy-duty buses. In order to continue to provide high-quality service that is attractive and comfortable, we must continue to replace

and upgrade these vehicles over the coming years. In addition to replacement vehicles, we must also look at expanding our fleet of buses and vans to help us expand our services. With diminishing federal funds for capital replacement, refurbishment of existing heavy duty buses is a strategy we will continue to use to meet our capital needs.

3. **Technology improvements:** In order to continue to grow services and ridership, we must have a strong backbone of technology to support our future. Mountain Rides hopes to implement technology solutions for customer service and management including: automatic tracking of vehicles via GPS, real-time traveler information via signs and web-based technology, automation of passenger counts, electronic fareboxes, back-end fixed route management software, and automated destination signage.
4. **Improvements to Ketchum facility:** Our existing facility that includes bus maintenance, offices, and apartments is in need of maintenance and upkeep over time. New paint, roof repair, new roll-up doors, and general upkeep are needed in order to maintain this asset over time. We are also looking at upgrades that will help reduce energy consumption over time like lighting upgrades and a more efficient heating system.
5. **New South Valley facility:** With this project well underway, Mountain Rides will be making a big leap forward with the completion of this project in FY2016. Mountain Rides has long needed this facility to better support the Valley and Hailey routes and will be our most significant capital project to date. Once open, Mountain Rides will be able to save operating funding in the form of reduced maintenance and more efficient operations.

Funding Sources

In order to fund all of the projects in the coming years, Mountain Rides must utilize a variety of funding sources. There are less rural capital funding sources than in years past, but Mountain Rides still has access to these programs:

- State of Good Repair and Bus Livability – this is a discretionary Federal Transit Administration (FTA) program that provides capital funding for vehicles and facilities that support bus operations. We have used this program to purchase buses in the past, as well as fund the Ketchum Intermodal Center and East Fork bus stop improvements. The funding for this program is 83% federal funding with a local match of 17% for vehicles and 80% federal funding with a local match of 20% for facilities.
- Rural formula funding 5339 for buses and bus facilities – The 2-year federal funding bill that went into effect in October 2012 has a program that includes a fixed amount of formula funding for each state. Idaho will receive \$1.25MM annually for bus and bus facilities, and Mountain Rides will apply as these funds are available. Mountain Rides has already received funding for 1 new bus, 2 bus refurbishments and 3 replacement vans as part of this funding.
- State Vehicle Improvement Plan funding – There is a small amount of funding that the state makes available to replace and improve public transportation fleets. Mountain Rides has received some vanpool van funding through this program and will continue to apply for this statewide competitive pool of funds.
- TIGER funding – Mountain Rides will consider funding more complex infrastructure through the nationally competed TIGER funding pool going forward. A larger Ketchum downtown hub may be a good fit for TIGER funding.
- Funding from local cities and county– Mountain Rides allocates funding received from its local funding partners to capital needs on annual basis as part of the local, annual budget requests to the cities of Ketchum, Sun Valley and Hailey, as well as Blaine

County. Mountain Rides dedicates these capital funds for facility projects, maintenance of workforce housing units, and capital equipment purchases. These fund balances are currently adequate, but we continue to work to grow these balances over time.

- Private funds and miscellaneous grants – This includes any funding from employer partners, grants not known at this time, foundations, or private businesses who may wish to help Mountain Rides achieve its CIP goals.

Project List by Year

CIP Attachment A lists the various projects with their associated costs and estimated year for expenditure. Some projects span multiple years and some, like maintenance and upkeep projects, are more focused on the coming fiscal year. The costs are listed in the year they are estimated to be incurred. Some purchases like buses need to be made sooner due to long lead times. The project list also shows the total project funding, local funding and federal funding estimated to complete the project. This shows what must be funded by our own capital fund balances, through funding from our local partners, and what would be paid for from federal sources. This also shows the match needed for these federal funds.

CIP Success Factors

Successful CIP implementation is dependent on many internal and external factors, some of which we can affect and some of which are out of our control. In order to fund all of our capital projects, the following assumptions are built in:

- ✓ Municipal funding partners continue to support Mountain Rides with funds that can be used as match for capital projects (above and beyond operational support)
- ✓ We are able to keep our capital projects within estimated budgets
- ✓ FTA finds a way to fund larger projects once MAP-21 expires (earmarks have been eliminated under MAP-21 with no replacement)
- ✓ ITD continues to manage capital funding applications and support statewide applications for capital funding
- ✓ Mountain Rides continues to advance planning efforts for all of these projects
- ✓ Smaller grants are discovered and successfully applied for in the coming years
- ✓ We have stable enough operating funds that justify the capital expenses (equity between service level and capital requirements)
- ✓ We have community support for the development of some of these capital projects

**CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST FY2016-FY2020,
for Adoption 9/16/2015**

Priority 1 – 3	1= highest	2= medium 3= lowest																
PROJECTS	Priority	Purpose/details	FY2016				FY2017			FY2018			FY2019			FY2020		
			Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
MAINTAIN KETCH SHOP																		
Interior Upgrades	2	Ongoing updates and upgrades	\$3,000	\$3,000	\$0	yes, facilities fund	\$25,000	\$10,000	\$15,000				\$5,000	\$5,000	\$0			
Building security	2	Finish security system	\$2,000	\$2,000	\$0	yes, facilities fund												
Doors & Windows	1	Replace one maintenance bay door Operator	\$2,500	\$2,500	\$0	ops budget- repairs	\$7,500	\$7,500	\$0									
Boiler and Heaters	3	Maintain systems and upgrade as needed	\$3,000	\$3,000	\$0	yes, WFH fund	\$15,000	\$3,000	\$12,000									
Vehicle Hoist	2	Maintenance								\$5,000	\$5,000	\$0						
NEW FACILITIES																		
Downtown Ketchum transportation hub	2	Centralized bus stop with passenger amenities in Ketchum	\$15,000	\$15,000		one time funding -pending	\$550,000	\$150,000	\$400,000									
South Facility-design/construct	1	Critical to overall operations	\$1,048,000	\$481,000	\$567,000	Yes - federal and local are secured												
South Facility-move in costs	2	Upgrades to make usable	\$5,000	\$5,000	\$0	Yes - facilities fund												
PASSENGER SHELTERS & SIGNAGE																		
New shelters, stop amenities	1	Bus stop updates and upgrades - keep increasing pass amenities	\$5,000	\$5,000			\$37,500	\$7,500	\$30,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000			
Repair, replace, upgrade signage	2	Customer information sources	\$5,000	\$5,000			\$37,500	\$7,500	\$30,000									
ADA improvements	2	Curb ramps & landing pads at stops								\$15,000	\$4,000	\$11,000						
CAPITAL EQUIPMENT																		
Bus washer systems	2	Bus wash system for Bellevue site	\$24,000	\$24,000	\$0	yes, fac fund												
Machinery for shop	3	Additional tools to allow for more involved engine and transmission work	\$5,000	\$5,000	\$0	yes, fac fund	\$10,000	\$10,000	\$0				\$4,000	\$4,000	\$0	\$10,000	\$10,000	\$0
TECHNOLOGY																		
Stop annunciators	3	Devices that automatically announce stops via GPS and pre-recorded messages								\$65,000	\$13,000	\$52,000						
Electronic fare boxes	2	Fareboxes that would allow for electronic media and cash verification					\$90,000	\$18,000	\$72,000									
Automatic passenger counters	2	Integrated electronic eyes that recognize and track passengers on and off automatically								\$65,000	\$13,000	\$52,000						
Bike share program	1	Maintain and add to bike program in Hailey and Ketchum					\$2,500	\$2,500	\$0				\$2,500	\$2,500	\$0			
Develop an app for real time bus info	2	Integrate RouteMatch info into an app that riders could use for real time bus location	\$10,000	\$10,000	\$0	unfunded at this point but something to investigate for Ketch										\$5,000	\$1,000	\$4,000
New two radio system	1	To replace outdated analog system and move to digital	\$5,000	\$5,000	\$0	funded from cap equip fund	\$20,000	\$4,000	\$16,000									
VEHICLES																		
Vans	1	For vanpool	\$107,500	\$21,500	\$86,000	one-time funds pending	\$35,000	\$25,000	\$10,000									
Refurbish existing buses	1	For Town and Valley routes	\$81,000	\$16,000	\$65,000	one-time funds pending- bus 1&2										\$50,000	\$10,000	\$40,000

CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST FY2016-FY2020,
for Adoption 9/16/2015

PROJECTS	Priority	Purpose/details	FY2016				FY2017			FY2018			FY2019			FY2020		
			Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
Small Bus (Sprinter)	2	For neighborhood routes					\$100,000	\$20,000	\$80,000	\$65,000	\$15,000	\$50,000	\$90,000	15000	75000			
Mid-duty Bus (IC)	2	For Valley and some Town routes					\$180,000	\$30,000	\$150,000	\$220,000	\$44,000	\$176,000				\$220,000	\$44,000	\$176,000
Large Bus (Gillig)	1	For Town and Valley routes	\$405,000	\$93,000	\$312,000	yes - local and cap equip fund	\$410,000	\$82,000	\$328,000				\$360,000	\$72,000	\$288,000	\$360,000	\$72,000	\$288,000
			Total Proj \$	Local \$	Fed \$		Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
TOTALS			\$1,726,000	\$696,000	\$1,030,000		\$1,520,000	\$377,000	\$1,143,000	\$445,000	\$96,000	\$349,000	\$471,500	\$100,500	\$371,000	\$645,000	\$137,000	\$508,000
		sources	reserves	\$466,100														
			in fund															
			budgets	\$15,500														
			K	\$84,000														
			SV	\$39,750														
			SVC	\$27,000														
			H	\$10,200														
			Bell	\$300														
			BC	\$18,150														
			Revenue (vanpool fares)	\$35,000														
				\$696,000														
Federal funding is dependent on successful grants and no rescissions ; Local Funding is secure for FY2016 but only estimated beyond FY16																		

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4c. Adopt FY2016 pay scale and updated paid time off (PTO) chart"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve adoption of the FY2016 pay scale and paid time off (PTO) accrual chart as presented. (Alternative: I move to approve the changes to the FY2016 pay scale and paid time off accrual charts with the following change....)"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016 Budget"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Employee Manual"/>		
<u>Background:</u>	<input type="text" value="This item was before you at the August meeting with an incorrect chart in the packet. The correct chart is attached."/>		

MOUNTAIN RIDES PAYSCALE FOR FY2016

Mountain Rides Transportation Authority

PAY SCALE FOR ALL POSITIONS - FY2016

Positions - Year-round (Full time and seasonal classifications)	Max # of positions (ExecDir manages actual #, up to max, based on budget & service needs)	Position Hiring Range	Position Performance Range	Knowledge, Skills and Abilities Required
Executive Director (salaried)	1	79,000 - \$90,850 per year	\$82,500 - \$112,000 per year	Bachelors degree in related field, min 7 years management & oversight experience in transit or related field; ability to develop strategic plans, organizational resources and budgets
Assistant Director (salaried - new position - unfilled until needed)	0	\$69,000 - \$79,350 per year	\$71,500 - \$97,400 per year	This position is a placeholder, based on input from Bonnie Brazier. This position may be needed in the future if Mountain Rides grows significantly and needs more support for Director functions. 3-4 yrs out.
Manager (salaried)	3	\$60,000 - \$69,000 per year	\$62,000 - \$84,700 per year	Bachelors Degree or equivalent in related field, superior computer skills, specialized knowledge in field, min 5 yrs leadership/management experience, excellent communication skills, team player
Supervisor	2	\$25.00 - \$28.75 per hour	\$26.00 - \$35.40 per hour	Associates Degree or equivalent in related field, competent computer skills, specialized knowledge in field, min 2 yrs leadership/management experience, excellent communication skills, team player
Specialist	3	\$22.40 - \$25.75 per hour	\$23.30 - \$31.60 per hour	Associates degree or equivalent, excellent computer skills, min 2 yrs experience in related field, excellent communication skills, team player
Certified Mechanic	3	\$20.00 - \$23.00 per hour	\$20.80 - \$28.30 per hour	High school diploma, min 3 years experience in diesel fleet mechanics; class B CDL; certified (ASE); team player
Coordinator - Driver Trainer*	3	\$17.85 - \$20.50 per hour	\$18.50 - \$25.20 per hour	High School diploma, good communication skills, solid computer skills, team oriented person; Trainer position must have Class B CDL
Full-time Driver	10	\$16.50 - \$19.00 per hour	\$17.10 - \$23.35 per hour	Class B CDL , safe driving record, good customer service skills, ability to adhere to schedule, min 3 yrs bus exp
Seasonal Driver	8	\$15.30 - \$17.60 per hour	\$15.90 - \$21.60 per hour	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year bus exp
Returning Part-Time Driver (winter only w/CDL)	8	N/A- see below	\$15.90 - \$21.60 per hour	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year bus exp
Lube Tech/Mechanic Apprentice	2	\$14.20 - \$16.30 per hour	\$14.80 - \$20.00 per hour	Ability to take direction in English, min 1 year experience with vehicle mechanics; team player
Bus Washer	2	\$13.15 - \$15.10 per hour	\$13.65 - \$18.50 per hour	Ability to work independently, ability to take direction in English

Proposed Hiring Range starts at min from salary survey and goes up to min x 1.15 (15% range)

Proposed Performance Range starts at min x 1.04 (4% higher) up to position max from survey

MOUNTAIN RIDES PAYSCALE FOR FY2016

NEW HIRES Positions - Winter Only (Part-time classification)	During initial training period	After training period
Part-time (winter only) Driver w/CDL	\$14.00	\$15.50
Part-time (winter only) Driver w-out/CDL (assumes employee will have CDL at end of training period)	\$13.00	\$14.50

Performance evaluation matrix for all employees for merit increases

Based on performance evaluation (25 points max)	Percent raise
11 or less points	0%
12 - 17 points	2.0%
18 - 22 points	3.5%
23 - 25 points	5.0%

Part-time (winter only) Drivers receive performance review following the winter season. Upon return the next season, a new wage, based upon previous season's review, applies. All other employees receive an annual performance review on their hire date anniversary.

Guidelines for using pay scale

1. New employees should be hired within the hiring range, DOE. Executive Director has ability to approve hires at 5% in excess of max. hiring range for candidates who significantly exceed qualifications. Any hires at rates in excess of that amount require Board approval.
2. Pay increases will be based on total performance evaluation points, but cannot exceed the maximum pay rate in the Performance Range for the respective Position.
3. Pay increases only happen following a performance evaluation on the employee's anniversary date. 90 day reviews will not usually result in pay increases.
4. Those employees whose responsibilities are unchanged and whose pay is above the pay scale, will remain at their current pay rate for their Position.
5. Employees whose responsibilities have changed, will be subject to the pay rates for the appropriate Position on this pay scale.
6. Performance range is typical but will be based on actual performance, which may result in pay that is below the performance range (e.g. a low performing employee who comes in at hire min)

** Coordinator covers Ops Coordinator, Bike-Ped Coordinator and Driver-Trainers*

FY2016 PTO Accrual Chart: Full Time Salary and Full Time Hourly Employees FOR ADOPTION Sept 16, 2015			
<u>Years of Employment</u>	<u>PTO Time/year</u>	<u>Accrual per pay period</u>	<u>Maximum Accrual</u>
Beginning at 3month anniversary (starts accruing upon hire but not usable until 3 mos.) - 3 years	27 Days	8.31 hours	120 hours
Beginning at 3 rd anniversary – 6 Years	32 Days	9.85 hours	160 hours
Beginning at 7 th anniversary -10 Years	35 Days	10.77 hours	200 hours
Beginning at 11 th anniversary + (this is maximum)	38 Days	11.69 hours	200 hours
PTO Accrual Chart: Seasonal Employees			
<u>Years of Employment</u>	<u>PTO Time/year</u>	<u>Hourly Accrual per pay period</u>	<u>Maximum Accrual</u>
Beginning at 3month anniversary (starts accruing upon hire but not usable until 3 mos.)	8 days	.04267 per hour	24 hours
Beginning at 3 rd anniversary – 6 Years	9 Days	.048 per hour	40 hours
Beginning at 7 th anniversary -10 Years	10 Days	.0533 per hour	40 hours
Beginning at 11 th anniversary + (this is maximum)	12 Days	.064 per hour	40 hours

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4d. Adopt revised project budget for south valley facility construction project"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee</u> <u>Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve the amended construction budget to add Bid Alternates 1,2,3,4 and 5 as long as the additional ITD one-time 5339 Capital funding of \$500,000 becomes available, in the total amount of \$1,863,999. [Alternate - I move to approve the amended construction budget (with changes)]"/> +		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016 budget,capital improvement plan"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="5 year capital improvement plan"/>		
<u>Background:</u>	<p>We will have confirmation of additional one time capital funding from ITD within a day or so. For timing reasons, we are seeking Board approval of revisions to the Construction Budget on the assumption that these funds will be forthcoming. Your approval on this basis will allow us to authorize EKC to proceed with the additional work as soon as we have ITD confirmation and authority to spend. This will keep the cost of these Alternates to a minimum.</p> <p>Attached is a revised construction budget that shows the costs of Bid Alternates 1,2,3,4 and 5 as well as an additional contingency of 8% of the additional costs.</p> <p>The attachment also shows the sources of funds for the revised construction cost.</p>		

**Construction budget for SOUTH VALLEY FACILITY adding Alternates
for Board approval 9/16/15**

PROJECT COST	project budget adopted 6.3.2015	amended project budget 9/16/2105	comments
SV Facility-base project	\$ 1,390,281	\$ 1,390,281	
change orders applied against contract to date	\$ (55,666.00)	\$ (71,142.32)	
SV remaining Design/Const Mgmt costs	\$ 40,000	\$ 30,000	emaining balance outstanding
SV Facility Alt 1-wash bay		\$ 185,482	
SV Facility Alt 2-finish 2nd floor		\$ 99,492	
SV Facility Alt 3-radiant heat	\$ 37,294	\$ 89,967	
SV Facility Alt 4-bus wash system		\$ 27,737	
SV Facility Alt 5-epoxy floor		\$ 8,956	
5% contingency - original amt	\$ 70,295	\$ 70,295	
8% Contingency on alternates only		\$ 32,931	
REVISED PROJECT BUDGET	\$ 1,482,204	\$ 1,863,999	
FUNDS available			
SV facility federal grant award	\$ 776,000	\$ 776,000	
Facilities Fund cash on hand	\$ 160,000	\$ 185,000	
Budgeted from Contig fund	\$ 113,000	\$ 113,000	
Local capital contrib to Fac Fund for balance of FY15	\$ 45,000	\$ 6,500	
ADDITIONAL ITD AWARD one-time capital funds		\$ 500,000	
	\$ 1,094,000	\$ 1,580,500	
SURPLUS or (DEFICIT)	\$ (388,204)	\$ (283,499)	

SOURCES of \$ to COVER SURPLUS or DEFICIT			
Take contingency to 2.2%; leaving remaining balance of \$55,000	\$ 175,000	\$ 75,000	per FY2016 budget
Ops Fund budget adjustments (fuel savings)	\$ 45,000	\$ 100,000	excess operating funds per FY20-16 budget
Facilities fund contribution for FY16	\$ 80,000	\$ 114,300	per FY2016 budget
Use of Work Force Housing Fund \$; leaving remaining balance of \$7,000	\$ 28,000	\$ 25,000	per FY2016 budget
Use of Captial Equipment Fund \$; leaving remaining balance of \$42,000 (includes FY15 budgeted surplus of \$10,000)	\$ 55,000	\$ 40,000	per FY2016 budget
	\$ 383,000	\$ 354,300	
SURPLUS/DEFICIT	\$ (5,204)	\$ 70,801	

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4e. Approve change order to EKC, Inc. for additional south valley facility project work (wash bay, radiant heat, finish 2nd floor)"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee</u> <u>Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve change orders to the EKC contract to allow for additional work that includes Alternates 1 (Wash Bay),2 (second floor offices),3 (radiant heat) and 4 (bus wash system). These change orders total \$402,678.56. (Alternate: I move to deny approval for changes)"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2016 budget, Capital Improvement Plan"/>		
<u>Background:</u>	<input type="text" value="This item is related to Agenda Item 4d. amending the overall construction budget for the South Valley facility. Attached are EKC's Proposed Change Orders 20, 21 and 22. PCO 20 adds the construction of the wash bay to our contract (bid Alternate 1) at a cost of \$185,481.69. PCO 21 adds the cost to complete the second floor office space (Bid Alternate 2) at a cost of \$99,492.44. PCO 22 adds the cost of completing the radiant floor in the main building (Bid Alternate 3) at a cost of \$89,967.43. A PCO to add the cost of the bus wash system (Bid Alternate 4) has not been received yet. We have been advised by EKC that cost will not change from the amount in the contract, \$27,737. A change order to add the cost of the epoxy floor (Bid Alternate 5) is within the Executive Director's authority and is a part of the amended project budget."/>		



Proposed Change Order

PCO-20

9/10/2015

RE: wash bay alternate

Job # and Name: 15-010 Mountain Rides South Valley Transit Facility

TO: Mountain Rides Transportation Authority
800 1st Avenue North
Ketchum, ID 83340
(208)788-7433

Cc: JHS Architects, PA
125 N Garfield Avenue
Pocatello, ID 83204
(208)323-1223

FROM: EKC, Inc.
1649 W Shoreline Dr., Ste 201
Boise, Idaho 83702
Phone: (208)-345-8944
Fax: (208)-429-1480

DESCRIPTION OF WORK:

See attached worksheet for wash bay - ea 1.00 178,357.39

Note: This is based on Mtn Ride adding the wash bay alternate week of 9/14/2015.

EKC Labor	-	HR	33.14	-
EKC Supervision	-	HR	52.62	-
Time Delay - Superintendent Vehicle	-	DAY	20.00	-

SUBTOTAL		\$	178,357.39
General Conditions	5.00%	\$	-
Liability Insurance	1.00%	\$	178.46
Builders Risk Insurance	0.00%		
Permit	1.94%	\$	3,456.45
Bond	1.55%	\$	276.62

Subtotal Cost		\$	182,268.93
Overhead and Profit (on additions only)	8.00%		3,212.76
TOTAL CHANGE ORDER		\$	185,481.69

The Contract days will **+increased/** -(decreased) or unchanged by
Date of Substantial Completion after all prior changes
Revised date of Substantial Completion is:

This request shall be signed by all parties before work can commence

Signatures:

Owner Rep
Mountain Rides Transportation Authority

Contractor
EKC, Inc.

by: _____ date: _____

by: _____ date: _____

Architect
JHS Architects, PA

by: _____ date: _____



Proposed Change Order

PCO-21

9/10/2015

RE: second level office infill

Job # and Name:

15-010 Mountain Rides South Valley Transit Facility

TO: Mountain Rides Transportation Authority
800 1st Avenue North
Ketchum, ID 83340
(208)788-7433

Cc:
JHS Architects, PA
125 N Garfield Avenue
Pocatello, ID 83204
(208)323-1223

FROM: EKC, Inc.
1649 W Shoreline Dr., Ste 201
Boise, Idaho 83702
Phone: (208)-345-8944
Fax: (208)-429-1480

DESCRIPTION OF WORK:

See attached worksheet for wash bay - ea 1.00 96,333.28

Note: This is based on Mtn Ride adding the
scnd floor finishes alternate week of 9/14/2015.

EKC Labor	-	HR	33.14	-
EKC Supervision	-	HR	52.62	-
Time Delay - Superintendent Vehicle	-	DAY	20.00	-

SUBTOTAL		\$	96,333.28
General Conditions	5.00%	\$	-
Liability Insurance	1.00%	\$	192.26
Builders Risk Insurance	0.00%		
Permit	1.94%	\$	1,868.73
Bond	1.55%	\$	298.01

Subtotal Cost		\$	98,692.28
Overhead and Profit (on additions only)	8.00%		800.16
TOTAL CHANGE ORDER		\$	99,492.44

The Contract days will **+increased/** -(decreased) or unchanged by
Date of Substantial Completion after all prior changes
Revised date of Substantial Completion is:

This request shall be signed by all parties before work can commence

Signatures:

Owner Rep
Mountain Rides Transportation Authority

Contractor
EKC, Inc.

by:

date:

by:

date:

Architect

JHS Architects, PA

by:

date:



Proposed Change Order

PCO-22

9/10/2015

radiant floor controls and

RE: boiler

Job # and Name:

15-010 Mountain Rides South Valley Transit Facility

TO: Mountain Rides Transportation Authority
800 1st Avenue North
Ketchum, ID 83340
(208)788-7433

Cc: JHS Architects, PA
125 N Garfield Avenue
Pocatello, ID 83204
(208)323-1223

FROM: EKC, Inc.
1649 W Shoreline Dr., Ste 201
Boise, Idaho 83702
Phone: (208)-345-8944
Fax: (208)-429-1480

DESCRIPTION OF WORK:

See attached worksheet for radiant floor	-	ea	1.00	87,230.49
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EKC Labor	-	HR	33.14	-
EKC Supervision	-	HR	52.62	-
Time Delay - Superintendent Vehicle	-	DAY	20.00	-

SUBTOTAL		\$	87,230.49
General Conditions	5.00%	\$	-
Liability Insurance	1.00%	\$	-
Builders Risk Insurance	0.00%		
Permit	1.94%	\$	2,534.20
Bond	1.55%	\$	-

Subtotal Cost		\$	89,764.69
Overhead and Profit (on additions only)	8.00%		202.74
TOTAL CHANGE ORDER		\$	89,967.43

The Contract days will **+increased/** -(decreased) or unchanged by
Date of Substantial Completion after all prior changes
Revised date of Substantial Completion is:

This request shall be signed by all parties before work can commence

Signatures:

Owner Rep
Mountain Rides Transportation Authority

Contractor
EKC, Inc.

by: _____ date: _____

by:  9/11/15 date: _____

Architect
JHS Architects, PA

by: _____ date: _____

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4f. Approve acceptance of Route Match technology project"/>		
<u>Committee Review:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Both Committees"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve [or reject] execution of the Route Match System Acceptance Sign-off and the Amendment to the Customer Support and Hosting Agreement"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016 and beyond; budgeted"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="5 year capital improvement plan; long-term technology plan"/>		
<u>Background:</u>	<input type="text" value="For over a year now the Route Match technology, which includes fixed route software, automatic vehicle location, tablets on board the buses for ridership capture and electronic signage, has been operating well and has been stable. For over a year, the only piece that we were waiting on was a fix on the reporting module. That fix is now complete and Mountain Rides is at a point where we can accept the system and officially move into support mode. This has been long overdue, and staff is happy that we can recommend this move.

The amendment to the agreement includes a reduction in our overall original commitment by \$8,000 plus a \$4,000 credit towards future technology like an app (Route Shout). This was negotiated in recognition of the long and challenging path we had in the early years of this project, with many problems and delays that occurred prior to 2014."/>		

RouteMatch System Acceptance Sign-off

RouteMatch Professional Services

Mountain Rides
Jason Miller
800 1st Ave. North
Ketchum, ID 83340
208-788-7433
jason@mountainrides.org

RouteMatch Software
Thomas Coogan
1625 Broadway, Suite 1400
Denver, CO 80202
303-997-1502
tom.coogan@routematch.com

Date Submitted: 9/9/2015



System Acceptance Signoff

The RouteMatch Project System Acceptance Sign-off is a component of the RouteMatch Implementation Methodology project delivery. Sign-off on System Acceptance is your acknowledgement that all components have been delivered and are functioning in the production environment.

The implementation is free of significant issues that prevent your agency from transitioning to support on the scheduled support transition date below. All open issues and actions will continue to be documented in the Implementation.

Transition to RouteMatch Client Services Support Team is scheduled for: 9/20/2015 with an effective date of 10/1/2015.



9/9/2015

Thomas Coogan
RouteMatch Vice President

Date

Jason Miller
MRTA, Executive Director

Date

Mountain Rides Transit Authority
Board of Directors Representative

Date

**Amendment to Customer Support and Hosting Agreement
Between
RouteMatch Software, Inc. and Mountain Rides Transportation Authority**

This Amendment (the "Amendment") is made effective as of October 1, 2015 (the "Effective Date") by and between RouteMatch Software, Inc. a Georgia Corporation ("RouteMatch") and Mountain Rides Transportation Authority ("MRTA"), a public body organized under the laws of the State of Idaho, collectively herein referred to as "Parties".

WHEREAS, RouteMatch and MRTA entered into a Customer Support and Hosting Agreement dated February 1, 2012 ("the Original Agreement"), and

WHEREAS, the Parties desire to amend that Original Agreement as more fully set forth below.

NOW, THEREFORE, the Parties hereto agree as follows:

1. Fees. The Parties agree to delete Section 5(a) of the Original Agreement in its entirety and replace with the language below:

(a) Fees. MRTA shall pay to RouteMatch the following amounts for Hosting and Support fees for the first five years. MRTA acknowledges that under its Master Agreement with ITD, it is contractually obligated to pay for a minimum of five years of Customer Support and Hosting.

Year	Description	Cost P/Year
1	ASP Hosting Fees 4 users – Premium Support Included in first year	\$4,800.00
2	ASP Hosting Fees 4 users – Premium Support (Due 2012 Anniversary of Go Live Date)	\$12,500.00
3	ASP Hosting Fees 4 users – Premium Support (Due 2013 Anniversary of Go Live Date)	\$13,000.00
4	ASP Hosting Fees 4 users – Premium Support (Due 2014 Anniversary of Go Live Date)	\$13,500.00
5	ASP Hosting Fees 4 users – Premium Support (Due 2015 Anniversary of Go Live Date)	\$14,000.00

Initial Five Year Total for Annual
Operations, On-Going Software License
Fees and Maintenance **\$57,800.00**

2. Credit. RouteMatch shall provide to MRTA a credit in the amount of \$4,000, which may be applied towards the purchase of any additional RouteMatch Software Licenses, including but not limited to RouteShout[®], that MRTA elects to procure after the Effective Date of this Amendment.

3. Effect. Except as specifically set forth in provisions herein (which provisions, as of the Effective Date, fully govern the subject matter related to such provisions), all other terms of the Original Agreement and any applicable amendment(s) shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment effective as of the date first set forth above.

ROUTEMATCH:

MRTA:

ROUTEMATCH SOFTWARE, INC.

**MOUNTAIN RIDES
TRANSPORTATION AUTHORITY**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ORIGINAL

Hosting Term } 2/1/12 - 1/31/13
Support Term }

Invoice yr. 1 support
= April 2012

Invoice yr. 2 =

Jan 2013

CUSTOMER SUPPORT AND HOSTING AGREEMENT BETWEEN ROUTEMATCH SOFTWARE, INC. AND MOUNTAIN RIDES TRANSPORTATION AUTHORITY

THIS CUSTOMER SUPPORT AND HOSTING AGREEMENT (the "Agreement") is made and entered into effective as of FEBRUARY 1st 2012 (the "Effective Date"), by and between ROUTEMATCH SOFTWARE, INC., a Georgia corporation ("RouteMatch") and MOUNTAIN RIDES TRANSPORTATION AUTHORITY, a public body organized under the laws of the State of Idaho ("MRTA"). (Hereinafter each may be referred to as a "Party" or collectively as the "Parties").

WHEREAS, RouteMatch licensed certain Software and sold certain Hardware and Professional Services to the State of Idaho Transportation Department ("ITD" or "Licensee") pursuant to Solicitation # RFP02256 and the resultant Purchase Order # CPO02301, as amended; and

WHEREAS, ITD entered into a Funding Agreement with MRTA whereby ITD awarded to MRTA the Software License, Hardware and Professional Services purchased from RouteMatch, for installation into and use by MRTA buses, (the "Master Agreement" which is incorporated herein by reference); and

WHEREAS, MRTA desires to obtain Customer Support and Hosting Services for its business operations on the terms and conditions set forth in this Agreement;

NOW, THEREFORE, for and in consideration of the premises and mutual covenants set forth herein, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Agreement to Purchase.

In consideration of the payment of the Customer Support and Hosting Fees set forth herein, and provided and so long as MRTA is not in breach of or default under this Agreement, RouteMatch will provide to MRTA the Customer Support and Hosting Services described below under the Terms and at the Fees set forth herein.

2. Description of Customer Support Services.

(a) Phone Support. RouteMatch will provide technical support by phone twenty-four (24) hours a day, seven days a week. Customer Support Personnel will be available for live consultation from 7:00 AM – 8:00 PM(EST) and will return all calls within two (2) hours. After hours and emergency support will be available via a pager by which, upon licensee leaving a message on the RouteMatch Support Voice Mail, a customer support technician will contact the customer within two (2) hours. Upon the initiation of a support event, email alert notifications will be sent to ITD and MRTA containing a unique tracking identification number.

(b) Updates. RouteMatch will provide all Updates to MRTA without charge. These updates and patches will be provided on CD or other acceptable electronic means. For purposes of this Agreement, the term "Updates" refers to fixes and minor changes to the Software, which are indicated by internal, incremental numeric changes smaller than "1" unit (i.e. release 1.1 to 1.2). If and so long as MRTA has paid in full an annual technical support fee for the then current Support Term of this Agreement, and MRTA is not otherwise in breach of or default under the terms of this Agreement, RouteMatch shall, at no additional charge or fee to MRTA, provide MRTA with all Updates issued and disseminated by RouteMatch.

(c) Upgrades. RouteMatch will provide all Upgrades to MRTA without charge. These upgrades will be provided on CD or other acceptable electronic means. For purposes of this Agreement, the term "Upgrades" means and refers to major changes or to a new release of the Software, including without limitation any new major release of the Software. Upgrades to the Software are normally indicated by incremental numeric changes as "1" whole units (i.e. release 1.0 to 2.0). If and so long as MRTA has paid in full an annual technical support fee for the then current Support Term of this Agreement, and MRTA is not otherwise in breach of or default under the terms of this Agreement, RouteMatch shall, at no additional charge or fee to MRTA, provide MRTA with all Upgrades issued and disseminated by RouteMatch.

(d) Customer Support Website. RouteMatch will provide MRTA access through a unique, secure password to the Customer Support Website ("CSW"). The CSW will be maintained for customers only and contain information regarding the Software, Services, and other helpful information. The CSW will also provide access to the most up to date documentation, new case submittal forms, and available releases. Customers submitting cases or requests through the CSW will receive confirmation of receipt within four (4) business hours of submittal.

(e) User Groups. MRTA will be permitted to participate in regional user groups for MRTA's region, if available, free of charge.

(f) On-Line Training Sessions. Up to five (5) of MRTA's authorized users will be allowed to participate in two (2) web-based, on-line training sessions each year. Upon MRTA's request RouteMatch will schedule a training session on the subject matter requested by Licensee at an agreed upon date and time.

(g) Scheduled Web Training Classes. Each year, RouteMatch will provide up to five (5) of MRTA's authorized users access to five (5) of RouteMatch's regularly schedule Web-Training classes free of charge. RouteMatch will routinely publish a schedule of available training classes and subjects on the CSW. Additional access can be purchased at the then applicable rate for Premium Support customers.

(h) Annual User Conference. RouteMatch will hold an Annual Users Conference one time each year. Up to five (5) of MRTA's authorized users are eligible to attend the annual RouteMatch User Conference free of charge. All expenses and costs included those associated with travel, lodging, and meals are not included. Any additional authorized users shall be eligible to attend at the rates set forth in Exhibit B-3.

3. Hosting Services.

RouteMatch will provide MRTA with access to the Software and its data on the server by installing, operating and maintaining the Software on a centralized server and providing access to the server and data necessary for the proper usage of the Software. RouteMatch shall allow MRTA access and use of the Software on the server and data via MRTA's Internet facilities and/or dedicated data connection, as listed in the System Requirements, set forth in Exhibit A, at all times during normal business hours during the Hosting Term; provided, however, that the system may be down for routine or other maintenance and/or problem resolution.

4. Terms.

530.01:01018665.1

Page 2 of 6

CONFIDENTIAL - DO NOT DISCLOSE

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Initials: RM

 MRTA

(a) MRTA's Obligations. During the Term of this Agreement, MRTA agrees to follow and comply with the RouteMatch Customer Support Program provided or communicated to MRTA, name a point of contact representative (the "Point of Contact") responsible for all communications between RouteMatch and MRTA; direct all technical support questions and communications through the Point of Contact, and provide the necessary and qualified personnel, as requested by RouteMatch, to assist in completing the technical solution.

(b) Term. As set forth more fully in the Master Agreement with ITD, the Customer Support obligations of the Parties under and pursuant to this section shall become effective as of the "Go Live" Date of the License Agreement, and the Hosting obligations shall become effective at that point in time in which the Software is placed on the centrally hosted server and MRTA employees have access to the server.

Notwithstanding any provision to the contrary herein or in the Master Agreement, both Customer Support and Hosting obligations shall remain in effect for a period of twelve (12) months after Go Live (the "Initial Term"); provided, however, that the Parties' obligations shall be automatically extended for additional twelve (12) months periods (each a "Renewal Term") on the anniversary date of Go Live unless either Party provides the other Party with at least sixty (60) days written notice of non-renewal prior to the end of the Initial Term or any Renewal Term, as applicable. Notwithstanding any provision to the contrary herein or in the Master Agreement, either party may terminate this agreement upon thirty (30) days written notice to the other.

For the purposes of the Agreement, "Go Live" shall mean that point in time at which Licensee uses the Software in its daily operations.

The Initial Term together with any Renewal Term shall be the "Term" of this Agreement; provided and so long as MRTA is not in breach of or default under this Agreement.

5. Fees and Payment.

(a) Fees. MRTA shall pay to RouteMatch the following amounts for Hosting and Support fees for the first five years. MRTA acknowledges that under its Master Agreement with ITD, it is contractually obligated to pay for five years of Customer Support and Hosting.

Year	Description	Cost P/Year
1	ASP Hosting Fees 4 users – Premium Support Included in first year	\$4,800.00
2	ASP Hosting Fees 4 users – Premium Support (Due 2012 Anniversary of Go Live Date)	\$14,500.00
3	ASP Hosting Fees 4 users – Premium Support (Due 2013 Anniversary of Go	\$15,000.00

Live Date)

- 4 ASP Hosting Fees 4 users – \$15,500.00
Premium Support (Due
2014 Anniversary of Go
Live Date)
- 5 ASP Hosting Fees 4 users – \$16,000.00
Premium Support (Due
2015 Anniversary of Go
Live Date)

Total for Annual Operations, On-Going \$65,800.00
Software License Fees and Maintenance

(b) Payment.

Customer Support: First year Customer Support is included. MRTA shall pay fees for all subsequent years of Customer Support on the anniversary of Go Live.

Hosting: MRTA shall pay one hundred (100%) of the first year annual hosting service fees when the Software has been installed in the centrally hosted server and Licensee has received user names and passwords which enable each user to access the Software. Licensee shall pay fees for all subsequent years of Hosting Services upon the anniversary of Go Live.

RouteMatch may increase annual Customer Support and Hosting Service fees up to 10% in each Renewal Term after the Initial Term.

(c) Offests.

The Parties agree that MRTA may receive a credit, as set forth below, against its annual Support and Hosting Fees if certain tasks are performed by MRTA staff which are outside the scope of the current deployment. Prior to any work being performed or credit owed, such tasks must be mutually agreed upon in a written scope of work, signed by the Parties. Such tasks include but are not limited to:

- (a) Consulting on product features;
- (b) Application/Database Alpha/Beta Testing;
- (c) Business Development including attendance at conferences and trade shows upon request and approval by RouteMatch.

The Parties agree that the credit shall be based on the following MRTA staff hourly rates:

Executive Director: Burden Rate: \$58.00 per hour
Operations Management: Burden Rate: \$39.00 per hour
Operations Staff: Burden Rate: \$23.00 per hour

MRTA agrees to keep and maintain complete and accurate records of the time spent by MRTA staff, and

to submit such records to RouteMatch for approval on a monthly basis. In no event may the credit in any calendar year exceed the total amount owed by MRTA for Support and Hosting.

(d) Fees and Reimbursement of Expenses.

All invoices will be due and owing within ten (10) days of the date of the invoice. In the event that MRTA fails to pay any amounts owed to RouteMatch hereunder on or before the due date therefore, all unpaid amounts will accrue interest at the rate of 1.5% per month thereafter until paid, and MRTA shall reimburse RouteMatch for all costs and reasonable attorneys fees incurred by RouteMatch by reason thereof.

B. MISCELLANEOUS.

(a) Notices. All notices, requests, demands and other communications required or permitted hereunder shall be in writing and, if mailed by prepaid first class mail or certified mail, return receipt requested, shall be deemed to have been received on the earlier of the date shown on the receipt or three (3) business days after the postmarked date thereof and, if sent by facsimile, shall be followed forthwith by first class mail and shall be deemed to have been received on the next business day following dispatch and acknowledgment of receipt by the recipient's facsimile machine. In addition, notices hereunder may be delivered by hand, in which event the notice shall be deemed effective when delivered, or by overnight courier, in which event the notice shall be deemed to have been received on the next business day following delivery to such courier. All notices and other communications under this Agreement shall be given to the Parties hereto at the following addresses with adequate postage thereon, if applicable, and as follows unless and until notice of another or different address shall be given as provided herein:

(1)	If to RouteMatch:	with a copy to:
	RouteMatch Software, Inc. Suite 1200 1349 West Peachtree Street Atlanta, Georgia 30309	Barclay T. Macon, Jr. Freisem, Macon, Swann & Malone, LLP 2905 Piedmont Road Atlanta, Georgia 30305

(2) If to MRTA:

Mountain Rides Transportation Authority
~~411 Leadville~~ *PO Box 3091*
~~Office 3~~ *800 1st Ave N*
Ketchum, Idaho 83340

(b) Section Headings. Section and other headings contained in this Agreement are for references only and shall not affect in any way the meaning or interpretation of this Agreement.

(c) Governing Law. This Agreement shall be controlled, construed and enforced in accordance with the substantive laws of the State of Idaho, without regard to any laws related to choice or conflicts of laws.


(d) Waiver; Entire Agreement. This Agreement constitutes the entire agreement among the Parties relating to the subject matter hereof, and supersedes all prior and contemporaneous negotiations, writings,

agreements, warranties, guarantees, whether written or oral, express or implied, relating to the subject matter of this Agreement. The Parties may, by mutual written agreement and in no other manner, modify or amend the terms of this Agreement. The failure or delay of any Party at any time or times to require the performance of any provision of this Agreement shall in no manner affect its right to enforce that provision. No single or partial waiver by any Party of any condition of this Agreement, or the breach of any term, agreement or covenant of, or the inaccuracy of any representation or warranty in, this Agreement, whether by conduct or otherwise, in any one or more instances, shall be construed or deemed to be a further or continuing waiver of any such condition, breach or inaccuracy or a waiver of any other condition, breach or inaccuracy.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date first above written.

ROUTEMATCH SOFTWARE, INC.

**MOUNTAIN RIDES TRANSPORTATION
AUTHORITY**

By: 
Name: Elizabeth B. Simons
Title: Director of Contracts
Date: Feb. 9, 2012

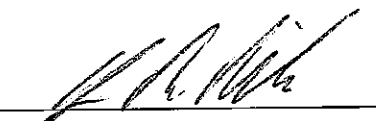
By: 
Name: JASON M. MILLER
Title: EXECUTIVE DIRECTOR
Date: 2/1/12

EXHIBIT A

To Customer Support Agreement Between RouteMatch Software, Inc. and Mountain Rides Transportation Authority

System Requirements

The Software requires, and Licensee is solely responsible for providing, and will provide, the following minimum components, facilities and computer configuration standards for use with the Software:

(a) MINIMUM SYSTEM REQUIREMENTS – CLIENT WORKSTATION

Workstation Requirements	
Item	Requirement
Operating System	Windows XP Professional, Service Pack 3 or Windows 7 in Windows XP Mode. See note below for more information.
Processor	Intel or AMD 2.8GHz single-core, 2.70GHz dual-core, or 2.66GHz quad-core (or higher)
Memory	<p>Minimum 2.0GB – For agencies performing more than approximately 800 trips/day, dispatch workstations need to be outfitted with 4 GB of RAM due to the larger amount of memory required to manage an entire days worth of trip data in one data set.</p> <p>This is a minimum for workstations dedicated to RouteMatch use. If other applications run on the computer, performance will slow unless the memory is increased.</p>
Hard Drive(s)	80GB SATA - 7200rpm (or larger)
Video Card	Industry standard video card capable of 16-bit color at 1024x768 resolution
Network Card	At least 100 Mb/sec network card
Industry Standard Monitor	Minimum resolution required is 1024x768; monitor size should be large enough to ensure that users are comfortable with text size at minimum resolution.
UPS Battery Backup and Surge Protection	Both of these are highly recommended.



Note

32-bit vs. 64-bit OS: The majority of RouteMatch software is 32-bit applications and services. These applications run on 64-bit OS as of version 5.X with Windows on Windows (WoW.)

Windows 7 in Windows XP Mode

Windows XP Mode runs in Windows 7 using Virtual PC 2007. Some users may experience reduced performance with this configuration and must increase the processor usage allocated to the operating system running through Virtual PC 2007. By default, Virtual PC 2007 does not allow this, so a configuration change must be made to the file **options.xml**. This file is located at C:\users\<username>\appdata\local\microsoft\windows virtual pc\options.xml



Note

Add the following to this file:

```
<virtual machines>
<enable_idle_thread type="Boolean">true</enable_idle_thread>
</virtual_machines><br/>
```

Operation in this mode requires 4 GB RAM minimum.

Users must also change the Networking settings of Windows XP Mode from Shared Networking (NAT) to Bridged mode by selecting the name of the network adapter for that computer in the Adapter drop-down.



Note

Monitor Resolution: Systems used to display the RouteMatch client application, either locally or remotely via RDP/Citrix, must be capable of rendering a minimum 16-bit color display to prevent runtime errors when application uses high-color components. The application is designed to display at 1024x768, so having a higher resolution will not allow you to view more of the application at once.

(c) MINIMUM NETWORK REQUIREMENT

Network Configuration Requirements	
Item	Requirement
Network Speed	At least a 100Mb/sec network (using switches, no hubs.)
Network Protocol	TCP/IP Protocol only (no NetBEUI/NetBios, IPX, or AppleTalk)

Mountain Rides Agenda Discussion Item Summary

Date:

09/16/2015

From:

Jason Miller & Jim Finch

Discussion Item:

4g. Update on FY2016 transportation service plan

Committee Review:

☒ yes

☐ no

Committee

Planning & Marketing

Purview:

Fiscal Impact:

FY2016 budget (within budget)

Related Policy or
Procedural Impact:

FY2016 transportation service plan

Background:

We have been working diligently at a staff level and at the planning and marketing committee level on the transportation service plan for the coming year. The plan is focused on maintaining the overall service level, in terms of number of service hours, but the plan is incorporating improvements to Blue Route that we have been working on for many years.

The improvements to Blue are accomplished through a shift in hours from Green Route and from a re-routing of the downtown Ketchum portion of Red Route. We believe these changes will result in more ridership and more effective use of service hours.

The attached document is an overview of the changes and the current draft of the plan. Over the coming weeks, we will be soliciting public comment on the changes ahead of final board adoption of the plan in October.



FY2016 Preliminary
Transportation
Service Plan
*For Board Meeting
Sept 16, 2015*

Mountain Rides FY16 snapshot

Operating Budget	\$2.6MM
Capital Budget	\$1.75MM (mainly south facility and 1 35' bus)
# of Employees	25-45 depending on time of year (approx. 30 FTEs)
Ridership goal	525,000
Estimated hours of service	28,600
Estimated annual miles of service	450,000 fixed route bus; 300,000 vanpool
Services	5 free bus fixed routes, 1 commuter fixed route bus, 1 deviated fixed route bus, 2 paratransit ADA vans, 8-12 commuter vanpool routes, Safe Routes to School, MR BikeShare, transportation planning
Service goals	Maintain existing services while looking to improve

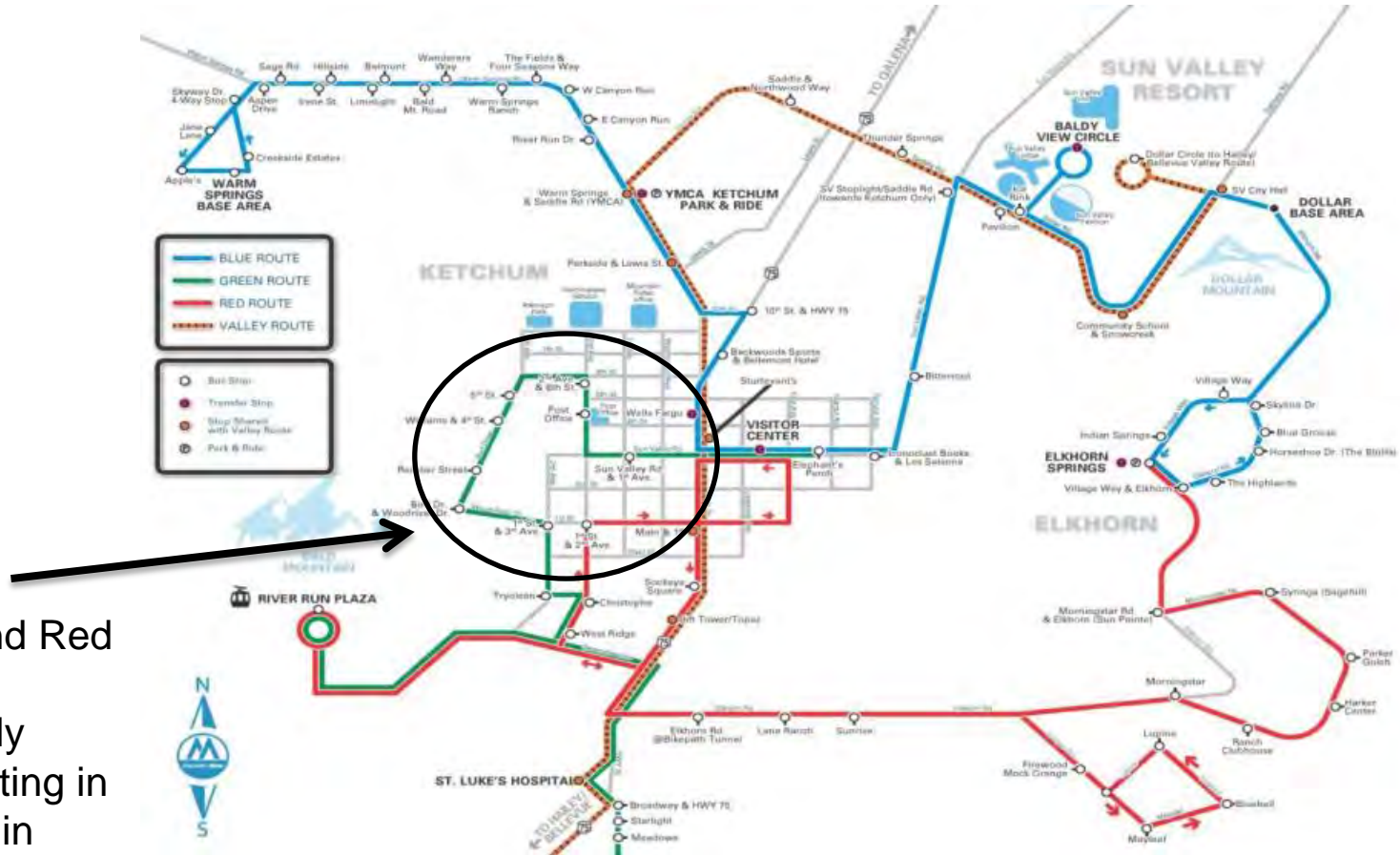
Highlights of FY2016 Service Plan

- Continue base level of service from current schedule, which requires stable funding with modest increases
 - 28800 service hours in total
- Look at moving approx. 1000 hours of service from Green Route to Blue Route to improve Blue service year-round, as well as improve night service during peak
 - Green would runs as it does during the slack: M-F with midday gap
- Change Red Route routing to serve West Ketchum
- Change Green Route routing to allow for 30 min frequency
 - Green would no longer serve W Ketchum
- Add fare for Hailey Route and Valley Route in Ketchum
- Maintain bike-ped programs, vanpool

Seasons of service – FY16

Season	FY2015	FY2016
Early Winter	Nov 27 – Dec 12	Nov 26 – Dec 18
Peak Winter	Dec 13 – Mar 31	Dec 19 – Mar 31
Late Winter	Apr 1 – Apr 19	Apr 1 – close of mtn
Spring slack	Apr 20 – June 19	Day after mtn close – June 17
Summer	June 20 – Sept 6	June 18 – Sept 5
Fall slack	Sept 7 – Nov 25	Sept 6 – Nov 23

Connectivity – the current map



Green and Red would essentially swap routing in this area in proposed FY16 schedule

Blue Route

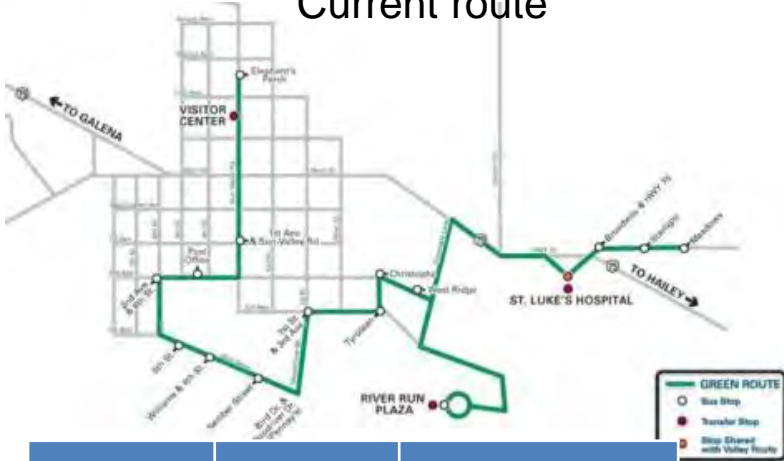


Hours FY15	Hours FY16	Average productivity
8600	9700	19 riders/hour

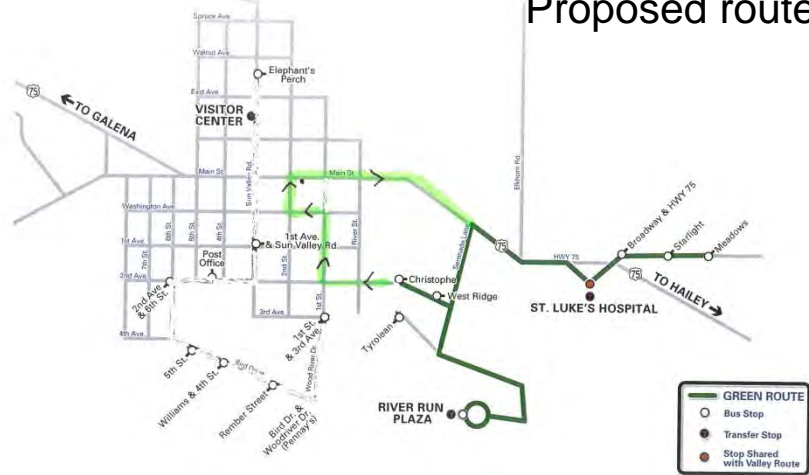
Season	Current Schedule	Proposed schedule	Notes
Winter	Blue 1 – 7a-9:20p Blue 2 – 7:30a-12:50a	Blue 1 – 7a-10:30p Blue 2 – 7:30a-1:30a	Increase night service by 1 hour on Blue 1 and 1.5 hours on Blue 2
Summer	Blue 1 – 7a-9:20p Blue 2 – 10:30a-10:50p	Blue 1 – 7a-10:30p Blue 2 – 7:30a – 11:50p	Have 30 minute service starting at 7a instead of at 10a
Spring and Fall Slack	Blue 1 – 7a-9:20p	Blue 1 – 7a-9:20p Blue 2 – 7:20a – 10:15a and 3:15p-6:15p	Add Blue 2 service 7:20a-10:15a and 3:15p-6:15p year-round

Green Route

Current route



Proposed route



Hours FY15	Hours FY16	Average productivity
2700	1650	7 riders/hour

Season	Current Schedule	Proposed schedule	Notes
Winter	7 days/week 7:35a-5:30p, 1 hour headway	Year-round, same schedule M-F: 7:15a – 10:30a and 2:30p – 5:45p (midday gap) 30 MIN HEADWAY!	Simplify this route to serve downtown Ketchum to River Run w/connect to St Luke's and Meadows AND double number of trips to 30 MIN headway
Summer	M-F: 7:35-11a, 2:05-5:30p (midday gap), 1 hr headway		
Slack	M-F: 7:35-11a, 2:05-5:30p (midday gap), 1 hr headway		

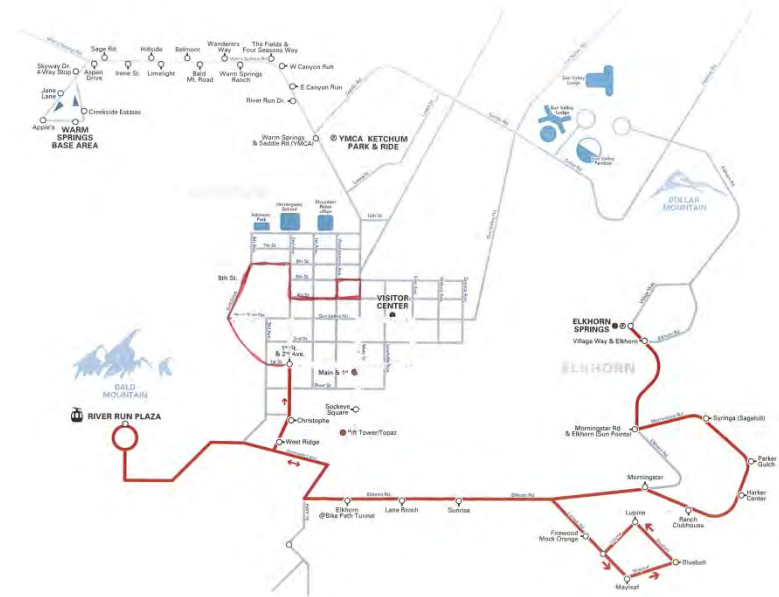
Current route

Red Route

Proposed route



FY15 Hours	FY16 Hours	Average productivity
2500	2500	5 riders/hour (7 during peak winter)



Season	Current Schedule	Proposed schedule	Notes
Winter	Red 1 – 8:30a-4:55p Red 2 – 9a-3:55p 30 min peak headway	No change	Opportunity to consider is eliminating summer service in favor of more Blue Route service
Summer	8:30a-4:55p 1 hr headway		
Slack	No service		

Valley Route



FY15 Valley	FY16 Valley	Average productivity
10200	10200	17 riders/hour

Valley Route	Current Schedule	Proposed schedule	Notes
Same Schedule all year	NB 5:45a-8:14p SB 6:35a-9:20p (30 min freq commute times with a few 2 hour gaps midday and evening). 15 RTs weekday, 7 RTs weekends 45	No change	Valley Route needs more weekday service. Priority with additional funding. Also, Valley 4 can be started out of new south facility midyear

Hailey Route	Current Schedule	Proposed schedule	Notes
Same Schedule all year	8a-5p Monday – Friday with 1 hour headway	No change, except Hailey will help Valley at 7:30a	Hailey Route will have a fare this year for the first time

Other routes

- Silver Route
 - Winter only route for Sun Valley Co that operates on 15 min headways peak
 - Connects Sun Valley resort with River Run via Sun Valley Rd and 3rd Ave.
 - No change for FY16 vs FY15
- Bronze Route
 - Winter only route for Sun Valley Co that operates on 15 min headways peak
 - Connects Sun Valley resort with Warm Springs via Saddle Rd and Warm Springs Rd.
 - No change for FY16 vs FY15
- Gronze Route
 - This is an idea to combine Green and Bronze into one route: this will be explored over the next year

FY2016 initiatives related to service

Initiative	Status	Cost implications	Other implications
Phone app	There was a state partnership to develop an app, of which MR was a part, but this has faltered in past 6 months. We do have integration with Google Maps for static schedule info	\$10,000-\$25,000	Needs to integrate with existing systems in place that give real-time bus location. We are also part of the statewide 511 transit system that could be leveraged.
Additional outdoor real time info signs	We have signs in stock, ready to install, but we have had challenges getting approvals. City support on negotiating locations could help.	\$1000-\$5000 of install costs per site	Each sign must have power, which can be challenging for certain locations
Solar lights	We have these at 5 of our stops in Hailey that have bus shelters. We don't know of product that is a self actuated indicator light.	\$800 per stop for lights	We need a pole or a structure to attach these lights. Securing ROW is an issue.
Better bus schedule	We have recently restructured our schedule for better readability	None	We will continue to work on this. We are looking to convene a focus group.
Improved bus stops	On-going. This takes support from the city in navigating ROW issues	A bus shelter is \$10k-\$15k installed	In many cases we need easements to improve stops
Coordination of school transp.	On-going. We have partnerships with all schools and have worked with BCSD on coordinating	We receive over \$35k in bus pass revenue for Valley Route	Yellow school buses have restrictions and safety issues. MR has restrictions on dedicated school service
Encourage riders to take advantage of slack specials	We have tried things like Party Bus but it takes a lot of marketing resources	? – perhaps just using existing marketing and event resources	We need marketing partners and could be an area where city could partner for events

Other improvements if funding improves

Prioritized list (highest to lowest)	Cost
Improve Valley Route midday service	\$35,000
Add Valley Route commute service	\$35,000
Add Valley Route late night service	\$35,000
Further improve Blue Route to have 30 min freq midday in slack	\$100,000
Begin new airport fixed route service	\$75,000
Restore Bronze Route midday service during peak winter	\$10,000

Other transportation services

- Vanpool services
 - Public routes, Webb routes and Sun Valley Co routes
 - 5-10 routes, depending on time of year
- Safe Routes to School
 - Education, events and encouragement at schools for biking and walking to school
- 5B BikeShare
 - 40 bikes: 20 in Hailey and 20 in Ketchum
- Multi-modal transportation planning (bike-ped plan) and employer support

Transportation Service Plan process

- Upcoming dates
 - Budget adoption: mid September
 - Service plan draft: mid September
 - Public survey and comments: mid-Sept to early Oct
 - Service plan adopted: mid October
 - Contract for services with partners: late Oct, early Nov

Mountain Rides Agenda Discussion Item Summary

Date:

09/16/2015

From:

Jason Miller

Discussion Item:

4h. Fall strategic planning workshop for 5 year business plan

Committee Review:

☒ yes

☐ no

Committee

Both Committees

Purview:

Fiscal Impact:

n/a

Related Policy or
Procedural Impact:

Future budgets and capital planning

Background:

This project has been moving slower than we have hoped, but we have been making progress. Staff is working on a draft 5 year strategic business plan for Mountain Rides that will be the basis for discussion at a board/staff workshop in late October or early November.

The workshop will be 3-4 hours with the single topic of developing our 5 year plan. The goal is to finalize a 5 year plan that can be adopted in January of 2016 and will serve as the guiding document for our work for the next 5 years.

Attached is the result of the poll of board and staff on available time slots. We polled dates when we would already have a board or committee meetings, but these dates aren't working for all. Perhaps we look at alternate dates and times?

Poll "Strategic Planning session"

<http://doodle.com/poll/5bd4ucarday9ntgz>

		October 2015	November 2015	
		Wed 21	Wed 4	Wed 18
		8:00 AM	9:00 AM	8:00 AM
	Kim MacPherson	OK	OK	OK
	David Patrie		OK	
	Jane Conard		OK	OK
	Steve Wolper			OK
	Wendy Crosby		OK	OK
	Jason Miller	OK	OK	OK
	Ben Varner	OK	OK	OK
	susan			
	Mark Gilbert	OK	OK	
	Kaz Thea	OK	OK	OK
	Kristin Derrig		OK	
	Count	5	9	7



MINUTES

Planning and Marketing Committee

Wednesday, 9/2/15, 1:00pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

In Attendance: Steve Wolper, Kristin Derrig, Dave Patrie, Jason Miller, Jim Finch, Kim MacPherson, Ben Varner and Wendy Crosby

Ryan Thorne, *Idaho Mountain Express*

Meeting start: 1:00pm

Meeting adjourn: 2:00pm

1. Discuss progress on FY2016 service plan, associated service options and action items from Ketchum meeting
 - a. Jim Finch gave an overview of the FY16 service plan that came out of discussions with the City of Ketchum.
2. Review school partnerships and their status for coming school year
 - a. Kim MacPherson gave an update to the new pass program with the schools. We have bulk pass agreements with all the schools in the Valley and all have a pass the students must show to the drivers.
3. Discuss partnership with Region IV development on economic study
 - a. Jason Miller mentioned that he spoke with Joe Herring about doing a study on the economic benefits of what Mountain rides does. This study has come available because of a grant for mobility services received by Region IV development Association.
4. Other items to come before the committee



MINUTES

Finance and Performance Committee

Wednesday, 8/5/15, 2:30pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

In attendance: Mark Gilbert, Joe Miczulski, Jason Miller, Jim Finch, Ben Varner and Kim MacPherson

Absent: Susan McBryant, Michael David, Wendy Crosby

Meeting start: 2:40pm

Meeting adjourn: 4:15pm

- 1) Reviewed June 2015 financials and bills paid
 - a) Jason Miller reviewed the financials and bills paid with the board members using Wendy's notes.
- 2) Reviewed current status of FY2016 budget
 - a) The group reviewed the FY2016 budget which will come back to committees in September for further review.
- 3) Reviewed final salary and benefits survey recommendations
 - a) Staff gathered data from partners to compare to MRTA accruals. The committee felt the salary and PTO recommendations were in line with funding partners and the local labor market. This will now go to the whole Board at the August meeting for approval. The committee also recommended that MRTA undergo this review every 3 years so as not to get behind on wages and benefits.
- 4) Discussed 5 year capital improvement plan for 2016-2020
 - a) The group discussed the draft of the Capital Improvement plan which will come before the committee in September and then to the full board for adoption in September.
- 5) Discuss progress against strategic plan for the year
 - a) The committee discussed the capital improvement plan and Jason stated that we need to work on a 5 year strategic business plan with Dave Patrie and Mark Gilbert's suggestion of aligning it with our budget year. We are working towards have a meeting in October.
- 6) Other items to come before the committee
 - a) Jason and Ben gave an update to the south valley facility and the Idaho Power set up issue.
 - b) The committee discussed the upcoming meeting with the City of Ketchum.



MINUTES

Finance and Performance Committee

Wednesday, 9/2/15, 2:30pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

In attendance: Michael David, Mark Gilbert, Susan McBryant, Jason Miller, Wendy Crosby, Ben Varner

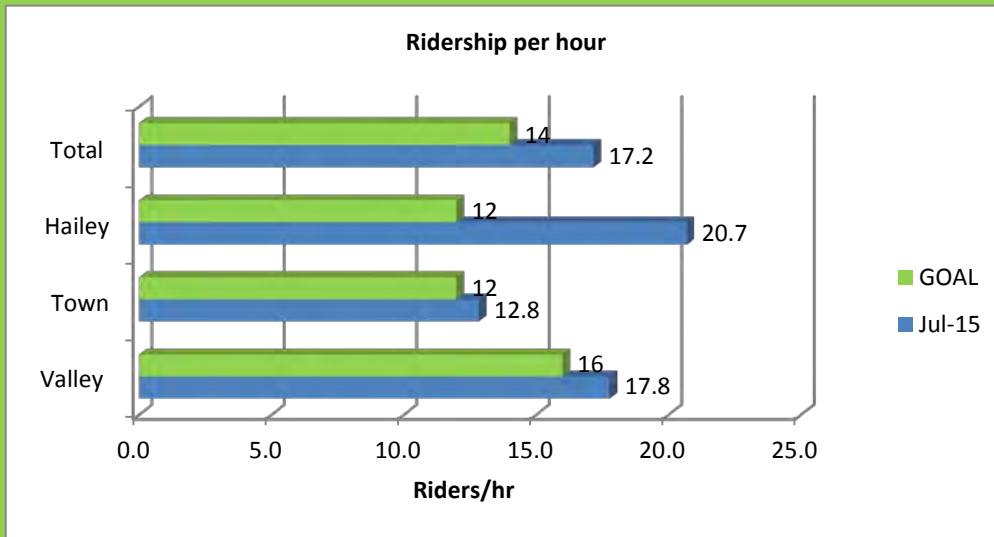
Absent: Joe Miczulski

Meeting start: 2:30pm

- 1) Reviewed July 2015 financials and bills paid.
- 2) Reviewed final FY2016 pay scale and PTO chart. Corrections were made to the chart that was presented to the Board at the August meeting. F & P recommended the corrected version go to the full board for approval.
- 3) Discussed the approach to funding partners for a fixed percentage of LOT. Committee recommended that staff move forward with 1) preparation of a 5 year strategic plan, and 2) do some homework on the time limits for expiration of existing LOT tax for each jurisdiction and the percentage contribution that MR has received over the years. Once that data is in hand the committee will come up with a strategy to pursue a fixed percentage of LOT.
- 4) Discussed the FY2016 budget and capital improvement plan. Final FY2016 budget was reviewed and recommended to go to full board for adoption at the Sept. meeting. CIP was also reviewed and recommended for adoption at Sept. meeting.
- 5) Discussed potential dates for a Board Strategic meeting.
- 6) Wendy gave a brief overview of the FTA Financial Management Oversight seminar she attended in August.

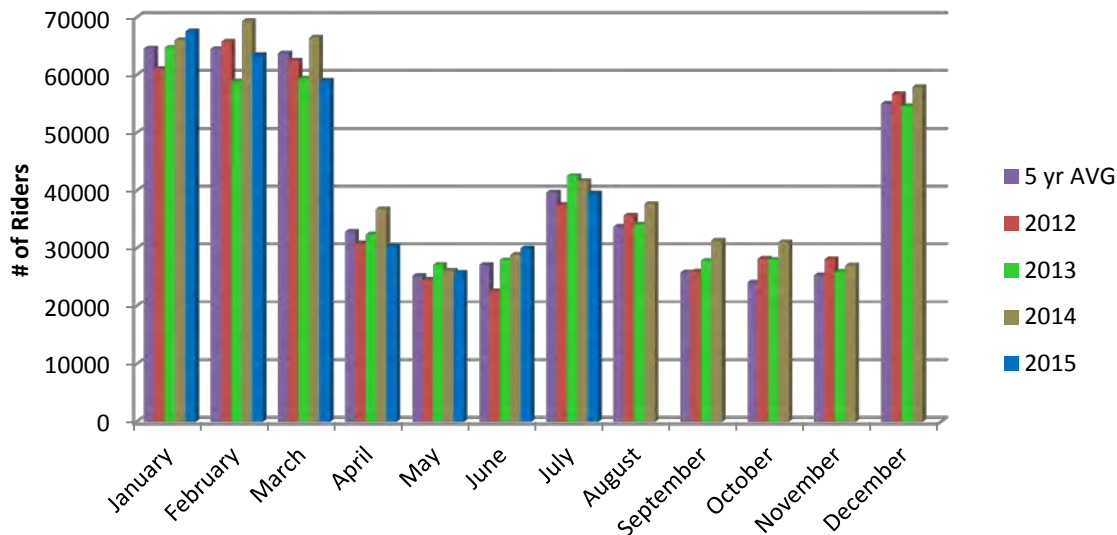
Meeting adjourn: 3:50pm

PERFORMANCE DASHBOARD - RIDERSHIP, JULY 2015



Definition: One way rides for the month divided by the number of bus revenue service hours for the month (aka productivity) - being higher than goal is good. 15 is reasonable goal for a resort-rural fixed route system.

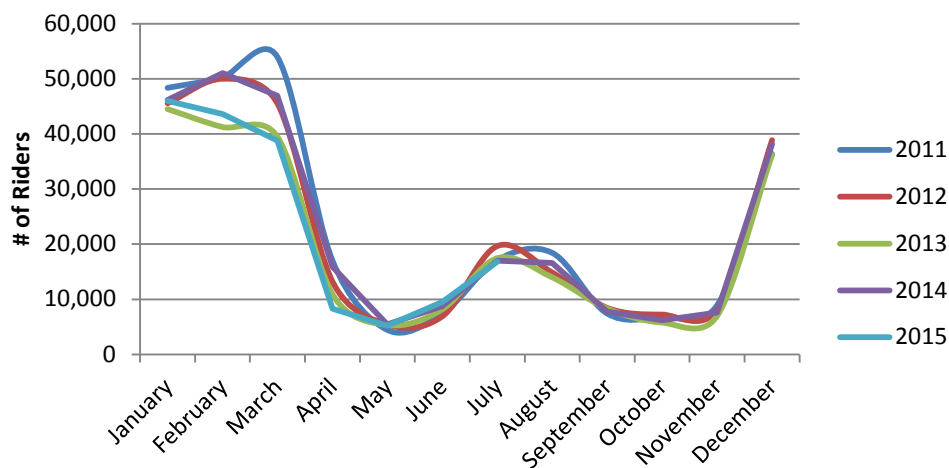
Total Ridership by Month



2015 YTD Ridership 315815
 2014 YTD Ridership 335540
 2013 YTD Ridership 310,928
 2012 YTD Ridership 305,944

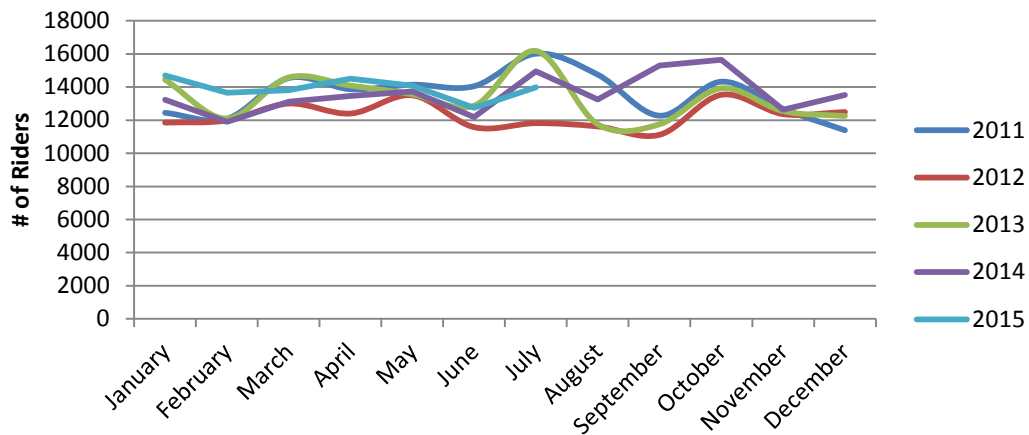
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

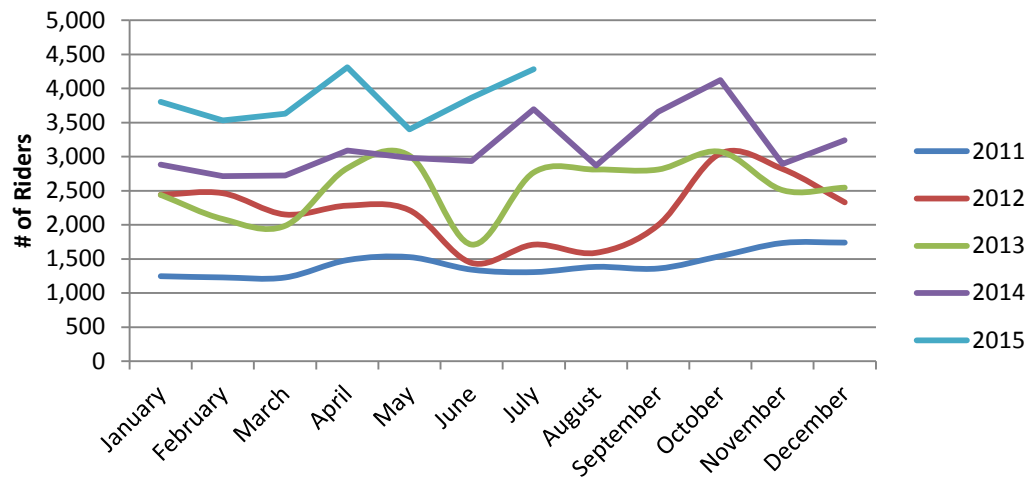


PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, JULY 2015

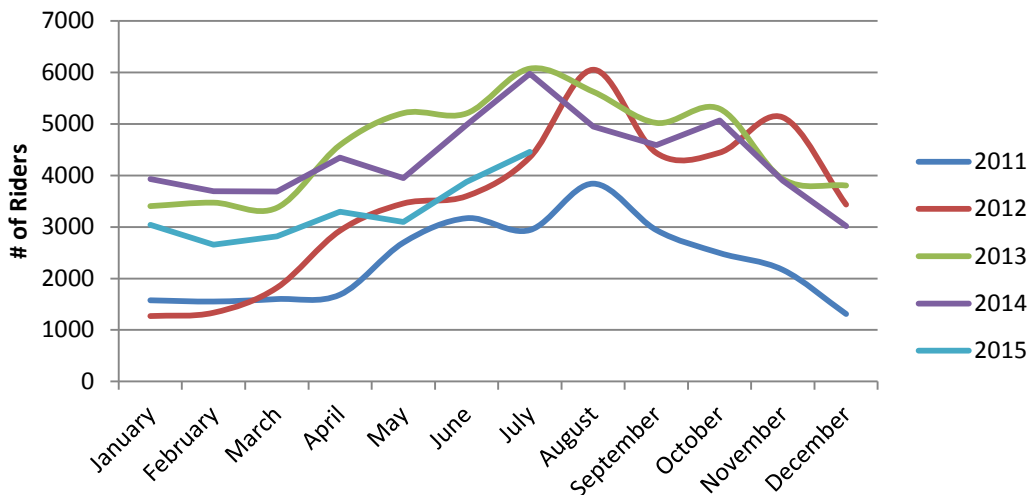
Valley Route



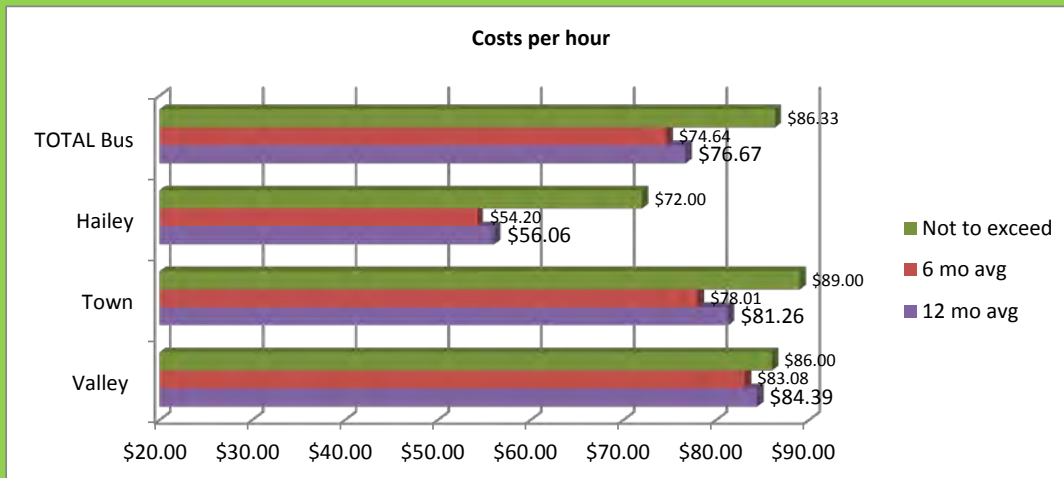
Hailey Route



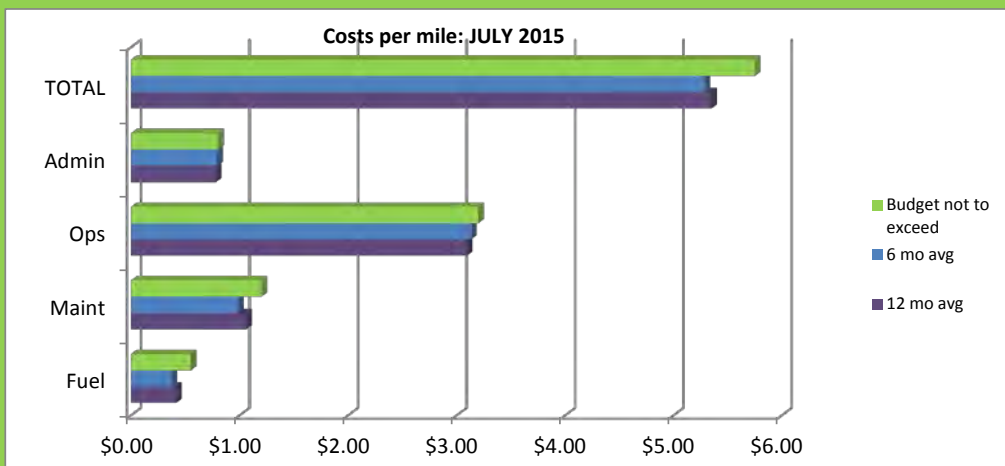
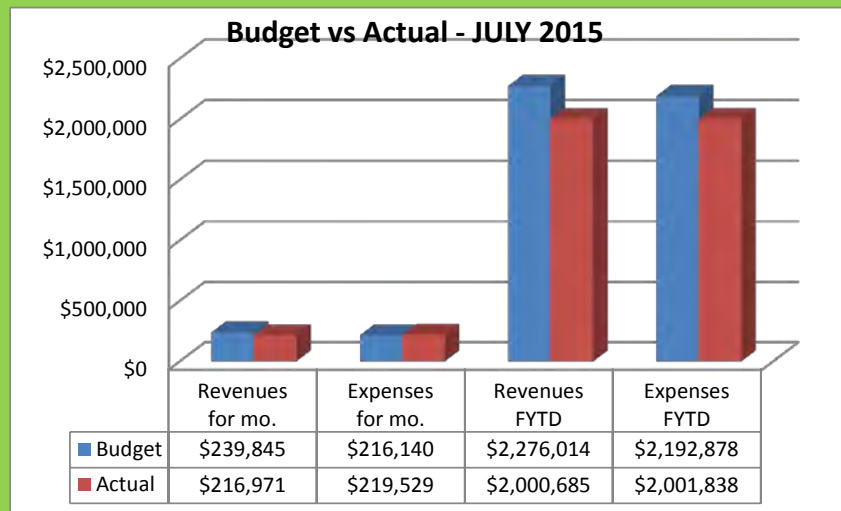
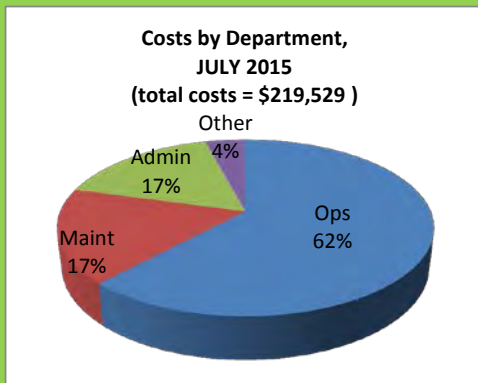
Vanpool



PERFORMANCE DASHBOARD - FINANCIAL, JULY 2015



Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



Definition: Costs for services are taken in total for the month and then divided by the mileage operated for the month. Costs are also calculated for each department to show the contribution to costs per mile. The budget is established based on historical averages and what is reasonable on a statewide basis for a rural fixed route system.

PERFORMANCE DASHBOARD - SAFETY, JULY 2015



Definition: This is the rate at which these safety related items are happening at a rate that is consistent with industry

Safety	May-15	Jun-15	Jul-15
Incidents	0	0	0
Accidents	0	0	0
Road Calls	0	0	1

**MAINTENANCE DAYS WITHOUT
A LOSS TIME ACCIDENT OR
INJURY: Current**

618

Incident is defined as an event that involved a minor collision, injury or altercation that may have caused physical damage or injury (less than \$200) to MRTA property or persons only. No outside parties involved.

Accident is defined as an event that caused damage to one or more MR vehicles or property in excess of \$200 OR damage to vehicles, property or persons unrelated to MRTA in any amount.

Road Call is defined as a vehicle that is taken out of revenue service because of a need for unscheduled maintenance.

Mountain Rides Staff Report

Date:

09/16/2015

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

August 2015 ridership totalled 37,727 passenger trips. This is down 5% compared to 39,674 trips in 2014. No comparison can be made to 2013 due to the Beaver Creek Fire.
Vanpool 3968 compare to 4951 (-20% due to 3 fewer vans for Webb Landscape)
Blue Route: 14,072 passenger trips = +26 passengers compare to 2014 and +6% over 2012
Green Rte: 1,118 passengers -23% compared to 2014; +90% over 2012
Red Route: 802 passengers -17% compare to 2014; +10% over 2012
Total Town routes: 18,007 -3% compared to 18,484 in 2014 and 13,908 in 2013 (Beaver creek Fire) 13,908 in 2012
Valley Route: 12,158 passengers -8% compared to 2014; 46%
Hailey Route: 3,517 passengers +25% compared to 2014; 121% over 2012

YTD through 8/31/15:	2014 thru 8/31/14
All services 357,352	377,746 (-5.4%)
Vanpool= 27,211	35,476 (-23%)

Other significant decline due to poor ski season reflected in February, March, and April numbers.

Progress on
projects/initiatives:

Safety First! No Accidents or Incidents.

Challenges/
Opportunities:

Mountain Rides Staff Report

Date:

09/16/2015

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department

Highlights from the
Previous Month:

The beginning to the school year has been a busy one.

I attended all the school registration days at the WRMS and the WRHS. In those days I sold almost 250 \$20 bus passes.

All the secretaries at the schools have an envelope with bus passes to sell to the kids who didn't get one at registration. For the first week of school, we have sold almost 50 more.

The Community school, Syringa Mountain School, The Sage school and Pioneer Montessori all have their passes as well.

I have spoken with some of the drivers and the kids are showing their bus passes when they board the bus.

The Sun Valley Story Tour ended on Sept 4th and they had a 48% increase in riders over last summer. Overall Jim and Wendy Jaquet said it was a success.

Progress on

projects/initiatives:

We have been working with RouteMatch to reach a point of acceptance.

The reporting issues that we had have been addressed.

This week we will have three technical support people here.

I am planning to go to the RouteMatch conference in Atlanta at the end of October for which I do have an RTAP scholarship.

Challenges/

Opportunities:

We are still working on putting together a group of people to have a discussion about the upcoming schedule design.

Mountain Rides Staff Report

Date:

09/16/2015

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department
Highlights from the
Previous Month:

We won Honorable Mention for the outstanding plan award for the Bike-Ped Master Plan submitted to the Idaho APA, American Planning Association. We are invited to the annual meeting in Sandpoint in October when they will have an awards ceremony for the winners.

We have 115 active members of bikeshare so we hit our goal just got there a little behind when we were hoping to meet that goal. More use is in Ketchum but we are seeing some use in Hailey as well particularly in conjunction with the bus to complete the last mile.

We will start work this month on the technical assistance grant we received to take a look at improving main street/Highway 75 in Hailey. A consultant will be hired in the next week or 2 and I am working to help assess the proposals submitted.

Progress on
projects/initiatives:

I continue to maintain bikeshare bikes and to work on building membership.

I will start to work with schools for the safe routes to school program now that school is in session. One thing I hope to accomplish is to build bike/walking trains by working with school staff, PTA and parents in neighborhoods. I will work to start a bike train if possible with the after school program at Alturas and try to get kids to ride to the Community Campus to attend the after school program. Currently working with a teacher, Elaine, at Alturas to try and make this happen.

Challenges/
Opportunities:

Bike trains difficult with coordination and buy in from parents to get them to send kids to school with their bikes. Challenge to build neighborhood bike trains to ride to school but I will try to work with PTA in Hailey to establish a bike train.

Mountain Rides Staff Report

Date:

09/16/2015

Staff Member:

Ben Varner

Department:

Maintenance

Department
Highlights from the
Previous Month:

The Maintenance Department is 100% caught up with PMIs and services on both Buses and Commuter vans. Scott has taken over Commuter Van PMIs and services.

The Bellevue facility construction is moving along quickly and without any major obstacles. Concrete was poured two weeks ago and the entire facility is really taking shape.

An informal in-house training has been put in motion to train Ben and Scott on small items on buses so that Carlos can continue to focus on major projects.

The Bus Cleaning program has been improved and the buses are being cleaned more often and more thoroughly.

Progress on
projects/initiatives:

A "project list" is being put together for the Ketchum Facility for the long term. There are a lot of little things that can be done by Maintenance and Facilities staff to improve the facility and safety around the facility.

Operations and Maintenance personnel are working more closely together to work through maintenance issues with the buses. Better communication will lead to fewer road calls and out-of-service time for the buses.

Challenges/
Opportunities:

There is a lot of work to be done in preparation for winter. We are going to be very busy the next few months.

Ben is looking at ways to improve our already great Maintenance Program with a goal of eliminating road calls for all but the worst mechanical failures.

Mountain Rides Staff Report

Date:

09/16/2015

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

I attended an FTA conference in Seattle on Financial Management Oversight that was very informative. I gave a report to the F & P Committee and will be using information learned to review MRTA's financial health and trends.

I also attended the PTAC meeting in August and got to know a few of its members at a lunch following the meeting, including the new District 4 representative. PTAC recommended funding 97.3% of our 5311 request for operations and many of our capital projects for FY2017& FY2018. They did not recommend our \$1.78 million request for additional buses and we are hopeful that there will be other federal programs to meet this need. The ITD Board will meet to approve their recommendations on 9/16/2015. Once we have approval, we will be able to immediately 'obligate' funds for the south valley facility.

Progress on
projects/initiatives:

The FY2016 Budget is final and is before you for approval this month.

I am working with Ameriben, our retirement plan Administrator to revise our retirement plan in order to conform to changes that have recently come into effect. Plan sponsors are required by law to "restate," or rewrite, their plan document by April 30, 2016, in order to comply. None of the changes are expected to be significant and I am hoping to have this completed in the next few weeks.

Challenges/
Opportunities:

ITD will be visiting this week to review our facility and operations. They have provided a long list of items that they intend to review with us; most of the information has been previously provided. We are looking forward to their review and confirmation that all of our procedures and operations are sound.

Mountain Rides Staff Report

Date:

09/16/2015

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

The Public Transportation Advisory Committee (PTAC) met on August 24th and voted to recommend funding for all of our operating and capital projects as previously reported. I also met with our ITD board representative, Jim Kempton, and he is supportive. The ITD board will ratify the PTAC recommendations on Sept 16th. This funding includes additional funding for our south valley facility and for a slight increase in federal operating funding as of Oct 2016.

School partnerships - we have renewed all of the partnerships with all of the public and private schools in our area so that students have access to the Valley Route and Hailey Route during the school year.

Progress on
projects/initiatives:

JPA extension - all entities have approved the final version, except the city of Hailey, which will see the updated JPA next Monday the 21st. The final step is getting all of the mayors and county commissioners to sign the final version, which will be recorded with the county.

Staff retreat - we had a meeting of administrative and managerial staff to lay the groundwork for the 5 year business plan going forward. We will continue this over the next few weeks in anticipation of creating a draft for the strategic workshop.

Challenges/
Opportunities:

Opportunity for analysis of economic impact of Mountain Rides - I met with Joe Herring from Region IV Development, an economic development organization for our area, about having his organization develop a report on the economic return on investment that Mountain Rides generates for our area. Region IV Dev has the contract for mobility services for our area and is excited to do this analysis for Mountain Rides as part of the scope of his mobility contract with ITD.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, August 19, 2015, 12:30 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

Board Members of the Mountain Rides Transportation Authority met in a Regular Meeting in the Ketchum City Hall Meeting Room, Ketchum, Idaho.

PRESENT: Chair Mark Gilbert (Sun Valley), Vice-chair David Patrie (Blaine County), Secretary Steve Wolper (At-Large), Michael David (Ketchum), Kristin Derrig (Ketchum), Susan McBryant (Hailey) and Jane Conard (Sun Valley)

ABSENT: Joe Miczulski (Bellevue)

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager Wendy Crosby
Mountain Rides Operations Manager Jim Finch
Mountain Rides Maintenance Manager Ben Varner
Support Specialist Kim MacPherson
Ryan Thorne, *Idaho Mountain Express*

1. CALL TO ORDER

Chair Mark Gilbert called to order the meeting of Wednesday, August 19, 2015 at 12:36pm and Secretary Steve Wolper took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Mark Gilbert mentioned that he was going to the annual APTA meeting with Jason Miller in October in San Francisco. He thanked staff for applying for and receiving an RTAP grant for the expenses.

3. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (including questions from Press)

Ryan Thorne from the *Idaho Mountain Express* was present. Ryan asked if there were any comments regarding the article in the paper about Mayor Jonas' comments after the meeting on Monday night. Mark Gilbert mentioned that we have an item on our agenda and will talk about it then. He also mentioned that the organization is always going through changes and making sure we do the best for the community. Mark Gilbert welcomed Ryan to the meeting.

Mark Gilbert would like to take Item 4b and 4d together.

4. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve FY2016 pay scale and benefit update

Jason Miller stated that one of our top priorities for 2015 we wanted to take a look at our pay scale and that we had not done a full look or comparison of pay or benefits since 2008-2009 timeframe. For the last 6 months we have been involved with the research from peer and local public and private agencies. We contracted with a consultant out of Boise for about \$1000 to have a third party look at the research. We did make a few changes to the PTO chart. This chart does not affect any existing employees in any immediate way but allows a better entry wage for attraction of employees. On the retention side it allows for the potential for head room in their category for well performing employees. **Susan McBryant made a motion to continue item to the September 16th regular board meeting. Steve Wolper seconded. The motion passed unanimously.**

c. Discussion item:

Review current draft of Mountain Rides' FY2016 budget

Wendy Crosby stated that this is the updated FY2016 budget which has been reviewed by the Finance & Performance committee. This is the first time that the board has seen it. This will come as an action item to be adopted at the regular board meeting in September. Susan McBryant noted that in the City of Hailey there will be a charge for the Hailey route which is a change over last year because the City of Hailey did not find the \$7000 to fund the route to be fare-free.

b. Action item:

Action to approve change order for Idaho Power hook-up fee for south valley facility

Jason Miller stated that this change order is a change to the contract and the contingency budget but not to the contractor. He wanted the board to have the information. We are moving along well with the project. We expected some utility cost at the street but this came as a surprise that there was no three-phase power at the street.

This was incorrectly listed as an action item; The contract amount falls within the Executive Director's authority and this is not a change order.

d. Discussion item:

Update on south valley facility project including change order report

Ben Varner has been on the ground in Bellevue and gave an update to the City of Bellevue at the city council meeting. Ben gave an update as to the status of the project and we are staying on schedule.

e. Discussion item:

Discuss recent City of Ketchum workshop and impacts of FY2016 service planning

Jason Miller gave a report regarding the final budget number for the City of Ketchum and because of this all the agencies that receive money from the city will have a workshop style meeting in front of the mayor and city council. All Mountain Rides staff was at the meeting. It was a long workshop. The good news is that we have support from our elected officials. The

city is paying attention and is interested in what we do. The structured process that we go through was communicated to the council as well. Jason Miller stated there were three main things we will have to address: how do we shift from other routes with less productivity to the Blue route? We could shift about 1000 hours from Green route to the Blue route. The midday gap will still exist but the shift would come out of West Ketchum to improve Blue route frequency to 30 minutes year round during morning and afternoon and improve night service in summer and winter. In the workshop we were also joined by Todd Beutler from Cache Valley transit in Logan, UT. as part of the format to have an outside perspective. He was a great asset and offered great input. As far as infrastructure projects go we will be working with city staff and the KURA identifying right-of-way for bus stops and amenities and improving digital signs and customer service information. The third big idea that was interesting was having a fixed percentage of the LOT going to public transit. It sounded that the city was quite interested in that and it would be helpful going forward if all three cities with the LOT could support it.

Michael David remarked that the staff did a great job on too short of notice. It was a good discussion and a lot of good will come out of it. The long bullet list of items were ideas and the only ones that had unanimous support was the improvement of the Blue route and improving bus stops. It was great to have Todd's unbiased eyes on this and to speak to the benefits of cost free service. Michael was disappointed about the City of Hailey not finding the funding for the Hailey route. They may not understand the significance of adding fares and how much "leakage" it could cause.

Kristin Derrig stated that the city didn't necessarily want to shift service but to add to service and in speaking with Mayor Jonas that marketing is a big issue.

Steve Wolper mentioned that we should define leakage as a loss of passengers due to charging fares. He went to the meeting with great trepidation but there was great recognition of our services and hearing council members ask how to increase service, add a fixed amount LOT and share in capital improvements. As a board member it was reassuring that our service is appreciated.

Dave Patrie gave kudos to the staff for the presentation.

Jason Miller said it was a huge team effort. The 4th item that came out of this discussion is the need for a 5 year business plan. It may require some outside help. We need to have a long term plan out there so our partners know what we are planning for.

Mark Gilbert stated that former board member Nils Ribi directed our attention to the fact we should have a 5 year business plan along with our 5 year capital improvement plan. As an organization we see a connection with the 5 year business plan and the LOT amount. We could do a lot with a designated funding. An agency that has a reliable dedicated funding source would have a leg up on everyone else to carry out long term plans. Kudos to staff and everyone who worked on the project.

5. Committee Reports

Planning & Marketing committee reports for July and August from Steve Wolper.

The committee members approved the reports.

Finance & Performance committee reports for July.

Due to the fact that there was no quorum, this will be moved to the September meeting for approval.

6. Staff reports

- a. Dashboard performance reports for June 2015
- b. Operations report
- c. Maintenance report
- d. Marketing and Outreach report – Free Fridays are a good will effort for the community.
- e. Bike-Ped report – Jason Miller pointed out that we have almost 100 members for bikeshare.
- f. Business Manager report
- g. Executive Director report

7. Consent Calendar items

- a. Approve minutes for July 15th regular board meeting. **David Patrie moved to approve the July 15th minutes. Jane Conard seconded and the motion carried unanimously. Mark Gilbert, Steve Wolper and Kristin Derrig abstained.**
- b. Receive & File financials June 2015
Susan McBryant moved to receive and file the financials. Michael David seconded, and the motion carried unanimously.

8. Adjournment

Michael David moved to adjourn the meeting at 1:48pm. Steve Wolper seconded and the motion carried unanimously.

Chair Mark Gilbert

Mountain Rides Agenda Item Summary

Date:

09/16/2015

From:

Wendy Crosby

Subject:

7b. July financials

Background:

July 2015- Operations Fund:

Revenue continues to be supplemented by the 5316 and 5317 awards, and as a result 5311 reimbursements are below budget (reimbursable expenses are spread over 3 awards instead of 1). Despite being at 90.6% of budget, we expect total federal funding revenue to be close to that budgeted for the FY.

Van Pool revenues continue to be below budget as a result of decreased Webb ridership, and we do not expect to hit budget for van pool, although other fare revenue is strong. Advertising and charter revenue are both above budget.

Total revenue for the YTD is below budget and may come in slightly below for the FY.

Total Expenses are below budget YTD with Fuel at less than 80% of budget. A few expense line items are above budget for the month but at or below budget for the YTD. The only exception is 63000-Printing Expense at 6% over budget for the year due to the schedule format change.

July 2015 Checks Issued:

Large (over \$2,500)/Unusual Items of note:

Alexander Clark Printing- \$4088.60- summer schedule

Rush Truck- \$2577.56- bus #26 oil leak

Nicole Brown- \$1312.00 (June) and \$1986.94 (July)-advertising commissions

11:14 AM

08/31/15

Accrual Basis

MRTA - Operations Main

Checks Issued

As of July 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						112,378.44
Liability Check	07/01/2015		QuickBooks Payroll Service	Created by Payroll Se...	-30,699.01	81,679.43
Bill Pmt -Check	07/01/2015	5012	Davis Embroidery		-987.76	80,691.67
Bill Pmt -Check	07/01/2015	5013	Kim MacPherson	expense reimbursem...	-15.00	80,676.67
Bill Pmt -Check	07/01/2015	5014	Virginia Rhinehart	Monthly Rent- 4171 G...	-2,000.00	78,676.67
Bill Pmt -Check	07/01/2015	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-112.67	78,564.00
Bill Pmt -Check	07/01/2015	ACH	Cox Communications	001-2401-205184001	-33.77	78,530.23
Deposit	07/01/2015			Deposit	4.56	78,534.79
Paycheck	07/02/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Finch, James F	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Gray, Stuart	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Grubbs, Torrey E	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Johnson, Mark F	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Kelly, David W	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Knudson, Michael W	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	MacPherson, Kim	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Miller, Jason M	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Nestor, Robert A	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Parker, Michael J	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Selisch, Kurt	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Sproule, William	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Tellez, Carlos	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Thea, Karen J	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Torres, April L	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Uberuaga, Richard S	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Varner, Benjamin N	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Victorino, Jose L	Direct Deposit	0.00	78,534.79
Paycheck	07/02/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	78,534.79
Liability Check	07/02/2015	E-pay	United States Treasury	82-0382250 QB Trac...	-9,793.60	68,741.19
Liability Check	07/02/2015	5010	Idaho Child Support Receipting	326231	-244.60	68,496.59
Liability Check	07/02/2015	5011	National Benefit Services, LLC	Mountain Rides FSA	-430.37	68,066.22
Deposit	07/02/2015		Mountain West Bank	Deposit	-25,000.00	43,066.22
Deposit	07/03/2015			Deposit	775.95	43,842.17
Deposit	07/06/2015			Deposit	1,666.66	45,508.83
Deposit	07/07/2015			Deposit	3,998.50	49,507.33
Deposit	07/07/2015			Deposit	746.70	50,254.03
Deposit	07/08/2015			Deposit	96.50	50,350.53
Bill Pmt -Check	07/08/2015	5015	Alexander Clark Printing	Cust #66170	-4,088.60	46,261.93
Bill Pmt -Check	07/08/2015	5016	Allstar Property Services, Inc.		-182.00	46,079.93
Bill Pmt -Check	07/08/2015	5017	Certified Folder Display Service, I...	14-0086946	-152.00	45,927.93
Bill Pmt -Check	07/08/2015	5018	Integrated Technologies		-258.40	45,669.53
Bill Pmt -Check	07/08/2015	5019	Luke's Family Pharmacy/Fisher J...		-46.22	45,623.31
Bill Pmt -Check	07/08/2015	5020	Names and Numbers		-313.66	45,309.65
Bill Pmt -Check	07/08/2015	5021	National Benefit Services, LLC		-601.54	44,708.11
Bill Pmt -Check	07/08/2015	5022	Nicole Brown		-1,312.00	43,396.11
Bill Pmt -Check	07/08/2015	5023	Southern Belle Buisness Park Ow...		-125.00	43,271.11
Bill Pmt -Check	07/08/2015	5024	NAPA Auto Parts		-1,077.27	42,193.84
Bill Pmt -Check	07/08/2015	5025	AlSCO		-118.30	42,075.54
Bill Pmt -Check	07/08/2015	5026	Copy & Print		-217.18	41,858.36
Bill Pmt -Check	07/08/2015	5027	Rush Truck Centers		-2,577.56	39,280.80
Bill Pmt -Check	07/08/2015	5028	L.L. Green's Hardware		-25.96	39,254.84
Bill Pmt -Check	07/08/2015	5029	Window Welder Inc.		-759.92	38,494.92
Bill Pmt -Check	07/08/2015	5030	American Funds	plan ID BRK100102	-250.00	38,244.92
Bill Pmt -Check	07/08/2015	5031	Freightliner of Idaho		-1,247.00	36,997.92
Deposit	07/08/2015			Deposit	445.00	37,442.92
Bill Pmt -Check	07/09/2015	5032	IRS	Tax ID#: 82-0382250 ...	-74.88	37,368.04
Bill Pmt -Check	07/09/2015	5033	IRS	Tax ID#: 82-0382250 ...	-44.00	37,324.04
Bill Pmt -Check	07/09/2015	5034	Business As Usual		-468.76	36,855.28
Bill Pmt -Check	07/09/2015	5035	Davis Embroidery		-134.83	36,720.45
Bill Pmt -Check	07/09/2015	5036	Express Publishing Inc.		-1,281.01	35,439.44
Bill Pmt -Check	07/09/2015	5037	Greyhound Design		-87.50	35,351.94
Bill Pmt -Check	07/09/2015	5038	Johnny G's Sub Shack		-69.12	35,282.82
Bill Pmt -Check	07/09/2015	5039	Ketchum Computers, Inc.		-201.25	35,081.57
Bill Pmt -Check	07/09/2015	5040	Lawson Laski Clark & Pogue, PLLC		-195.00	34,886.57
Bill Pmt -Check	07/09/2015	5041	ULINE	customer #8077959	-116.99	34,769.58
Bill Pmt -Check	07/09/2015	5042	Associated Petroleum Products, I...		-8,131.51	26,638.07
Bill Pmt -Check	07/09/2015	5043	Gillig LLC	36869600	-712.87	25,925.20
Deposit	07/10/2015			Deposit	5,446.37	31,371.57
Deposit	07/10/2015			Deposit	1,000.00	32,371.57
Bill Pmt -Check	07/13/2015	5044	Les Schwab	117-00888	-447.85	31,923.72

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Checks Issued

As of July 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/13/2015	ACH	Intermtn Gas Co #10630400-001-6	#10630400-001-6	-23.49	31,900.23
Bill Pmt -Check	07/13/2015	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-2.85	31,897.38
Deposit	07/14/2015			Deposit	48,828.23	80,725.61
Bill Pmt -Check	07/14/2015	5045	Access Idaho		-279.00	80,446.61
Bill Pmt -Check	07/14/2015	5046	City of Ketchum		-774.19	79,672.42
Bill Pmt -Check	07/14/2015	5047	Clear Creek Disposal	1327	-105.60	79,566.82
Bill Pmt -Check	07/14/2015	5048	Galena Engineering, Inc.	East Fork pathway pr...	-1,302.50	78,264.32
Bill Pmt -Check	07/14/2015	5049	Minert & Associates, Inc.		-249.50	78,014.82
Bill Pmt -Check	07/14/2015	5050	Rich Broadcasting - KSKI FM/KE...		-240.00	77,774.82
Bill Pmt -Check	07/14/2015	5051	Schaeffer MFG. CO.	1140316	-1,039.50	76,735.32
Bill Pmt -Check	07/14/2015	5052	Atkinsons' Grocery		-43.02	76,692.30
Bill Pmt -Check	07/14/2015	5055	National Benefit Services, LLC		-107.00	76,585.30
Deposit	07/14/2015			Deposit	1,017.10	77,602.40
Liability Check	07/15/2015		QuickBooks Payroll Service	Created by Payroll Se...	-31,018.85	46,583.55
Paycheck	07/16/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Finch, James F	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Gray, Stuart	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Grubbs, Torrey E	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Johnson, Mark F	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Kelly, David W	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Knudson, Michael W	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Miller, Jason M	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	MacPherson, Kim	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Nestor, Robert A	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Parker, Michael J	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Sanchez, Jose J	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Selisch, Kurt	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Smith, Scott A	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Spalding, Richard L	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Sproule, William	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Tellez, Carlos	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Torres, April L	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Uberuaga, Richard S	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Varner, Benjamin N	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Victorino, Jose L	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	46,583.55
Paycheck	07/16/2015	DD	Thea, Karen J	Direct Deposit	0.00	46,583.55
Liability Check	07/16/2015	5053	Idaho Child Support Receipting	326231	-244.60	46,338.95
Liability Check	07/16/2015	5054	National Benefit Services, LLC	Mountain Rides FSA	-430.37	45,908.58
Liability Check	07/17/2015	E-pay	United States Treasury	82-0382250 QB Trac...	-9,730.40	36,178.18
Deposit	07/17/2015			Deposit	859.10	37,037.28
Liability Check	07/20/2015	TAP	Idaho State Tax Commission	000186434	-3,118.00	33,919.28
Deposit	07/20/2015			Deposit	987.58	34,906.86
Bill Pmt -Check	07/20/2015	5056	Davis Embroidery		-12.00	34,894.86
Bill Pmt -Check	07/20/2015	5057	Integrated Technologies		-296.00	34,598.86
Bill Pmt -Check	07/20/2015	5058	Jim Finch	expense reimbursem...	-90.00	34,508.86
Bill Pmt -Check	07/20/2015	5059	Wells Fargo		-1,178.68	33,330.18
Bill Pmt -Check	07/20/2015	5060	White Cloud Communications Inc.		-288.00	33,042.18
Bill Pmt -Check	07/20/2015	ACH	City of Hailey	40205001	-66.57	32,975.61
Bill Pmt -Check	07/20/2015	ACH	Verizon Wireless	942013229	-255.32	32,720.29
Deposit	07/20/2015			Deposit	27,110.00	59,830.29
Deposit	07/20/2015			Deposit	565.50	60,395.79
Deposit	07/22/2015			Deposit	6,970.00	67,365.79
Bill Pmt -Check	07/22/2015	5063	Associated Petroleum Products, I...		-9,915.53	57,450.26
Bill Pmt -Check	07/22/2015	5064	Ben Varner		-105.00	57,345.26
Bill Pmt -Check	07/22/2015	5065	Brooks Welding, Inc.		-64.85	57,280.41
Bill Pmt -Check	07/22/2015	5066	Davis Embroidery		-134.83	57,145.58
Bill Pmt -Check	07/22/2015	5067	Gem State Welders Supply Inc.		-61.88	57,083.70
Bill Pmt -Check	07/22/2015	5068	Idaho Sunshine Media		-178.68	56,905.02
Bill Pmt -Check	07/22/2015	5069	Integrated Technologies		-92.50	56,812.52
Bill Pmt -Check	07/22/2015	5070	Jason Miller	expense reimbursem...	-222.74	56,589.78
Bill Pmt -Check	07/22/2015	5071	Wood River Lock & Safe		-42.55	56,547.23
Bill Pmt -Check	07/22/2015	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-112.72	56,434.51
Bill Pmt -Check	07/22/2015	ACH	Idaho Power Acc#2204788885		-262.76	56,171.75
Bill Pmt -Check	07/22/2015	ACH	Idaho Power Acct.#2204640144		-41.44	56,130.31
Deposit	07/22/2015			Deposit	868.90	56,999.21
Deposit	07/23/2015			Deposit	9,359.84	66,359.05
Deposit	07/23/2015			Deposit	742.00	67,101.05
Bill Pmt -Check	07/23/2015	5072	Nicole Brown		-1,986.94	65,114.11
Deposit	07/24/2015			Deposit	48.25	65,162.36

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of July 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/24/2015	5073	BDPA, Inc.		-1,350.00	63,812.36
Deposit	07/24/2015			Deposit	609.60	64,421.96
Deposit	07/27/2015			Deposit	135.00	64,556.96
Deposit	07/27/2015			Deposit	54,838.83	119,395.79
Deposit	07/27/2015			Deposit	150.00	119,545.79
Deposit	07/27/2015			Deposit	1,503.42	121,049.21
Deposit	07/28/2015			Deposit	15,000.00	136,049.21
Deposit	07/28/2015			Deposit	468.90	136,518.11
Liability Check	07/29/2015		QuickBooks Payroll Service	Created by Payroll Se...	-33,855.46	102,662.65
Deposit	07/29/2015			Deposit	817.55	103,480.20
Paycheck	07/30/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Finch, James F	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Gray, Stuart	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Grubbs, Torrey E	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Johnson, Mark F	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Kelly, David W	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Knudson, Michael W	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	MacPherson, Kim	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Miller, Jason M	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Nestor, Robert A	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Parker, Michael J	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Sanchez, Jose J	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Selisch, Kurt	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Smith, Scott A	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Spalding, Richard L	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Sproule, William	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Tellez, Carlos	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Thea, Karen J	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Torres, April L	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Uberuaga, Richard S	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Varner, Benjamin N	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Victorino, Jose L	Direct Deposit	0.00	103,480.20
Paycheck	07/30/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	103,480.20
Liability Check	07/30/2015	5074	Idaho Child Support Receipting	326231	-244.60	103,235.60
Liability Check	07/30/2015	5075	National Benefit Services, LLC	Mountain Rides FSA	-516.91	102,718.69
Bill Pmt -Check	07/30/2015	5078	Associated Petroleum Products, I...		-7,260.57	95,458.12
Deposit	07/30/2015			Deposit	6,177.00	101,635.12
Deposit	07/30/2015			Deposit	6,461.00	108,096.12
Deposit	07/30/2015			Deposit	5,751.00	113,847.12
Deposit	07/30/2015			Deposit	342.50	114,189.62
Deposit	07/30/2015			Deposit	384.94	114,574.56
Bill Pmt -Check	07/30/2015	ACH	Cox Communications	001-2401-205184001	-33.77	114,540.79
Liability Check	07/31/2015	ACH	Idaho Department of Labor	0001211374	-3,673.12	110,867.67
Liability Check	07/31/2015	ACH	Aflac	DQR88	-684.54	110,183.13
Liability Check	07/31/2015	5076	Blue Cross of Idaho	10034150-R001	-13,406.97	96,776.16
Liability Check	07/31/2015	5077	Blue Cross of Idaho	10034150-R001	-1,241.34	95,534.82
Liability Check	07/31/2015	E-pay	United States Treasury	82-0382250 QB Trac...	-10,592.34	84,942.48
Deposit	07/31/2015			Deposit	128.00	85,070.48
Deposit	07/31/2015			Deposit	623.00	85,693.48
Deposit	07/31/2015			Interest	1.90	85,695.38
Deposit	07/31/2015			Deposit	323.14	86,018.52
Total 11100 - Mountain West Checking					-26,359.92	86,018.52
TOTAL					-26,359.92	86,018.52

MRTA - Operations Main

Revenue & Expenditures Budget Performance

July 2015

	Jul 15	Budget	% of Budget	Oct '14 - Jul 15	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 - Federal Funding							
41200 - Federal - 5311	77,278.00	110,403.00	70.0%	671,702.00	819,799.00	81.9%	845,000.00
41300 - Federal - 5316	10,241.00	0.00	100.0%	42,484.00	0.00	100.0%	0.00
41400 - Federal - 5317	7,761.00	5,000.00	155.2%	33,877.00	17,000.00	199.3%	26,000.00
41500 - Federal - Stimulus/5310	0.00	0.00	0.0%	32,133.00	30,000.00	107.1%	30,000.00
41600 - Federal - SRTS	0.00	0.00	0.0%	11,979.96	10,000.00	119.8%	15,000.00
41700 - Federal Funding -other programs	0.00	0.00	0.0%	9,423.57	8,000.00	117.8%	8,000.00
Total 41000 - Federal Funding	95,280.00	115,403.00	82.6%	801,599.53	884,799.00	90.6%	924,000.00
42000 - State Funding							
42400 - State - Training	0.00	0.00	0.0%	2,635.46	6,500.00	40.5%	7,500.00
Total 42000 - State Funding	0.00	0.00	0.0%	2,635.46	6,500.00	40.5%	7,500.00
43000 - Local Funding							
43100 - Local - Ketchum	40,333.34	40,333.33	100.0%	415,908.34	415,908.30	100.0%	496,575.00
43200 - Local - Hailey	4,986.66	4,986.67	100.0%	49,866.67	49,866.70	100.0%	59,840.00
43300 - Local - Bellevue	0.00	0.00	0.0%	440.00	500.00	88.0%	500.00
43400 - Local - Blaine County	9,000.00	9,000.00	100.0%	90,000.00	90,000.00	100.0%	108,000.00
43500 - Local - Sun Valley	16,333.33	16,333.33	100.0%	185,333.32	185,333.30	100.0%	222,000.00
43600 - Local - Sun Valley Company	0.00	0.00	0.0%	157,089.00	157,089.00	100.0%	157,089.00
Total 43000 - Local Funding	72,653.33	72,653.33	100.0%	898,628.33	898,688.30	100.0%	1,043,995.00
44000 - Fares							
44100 - Fares - Valley Cash	8,352.30	8,000.00	104.4%	57,280.20	60,000.00	95.5%	76,000.00
44200 - Fares - Valley Passes	7,504.60	9,000.00	83.4%	105,476.73	100,000.00	105.5%	130,000.00
44300 - Fares - Vanpool	17,152.24	25,000.00	68.6%	120,231.33	146,300.00	82.2%	175,000.00
44400 - Fares - ADA	128.00	80.00	160.0%	927.00	840.00	110.4%	1,000.00
Total 44000 - Fares	33,137.14	42,080.00	78.7%	283,915.26	307,140.00	92.4%	382,000.00
45000 - Revenue							
45100 - Rev - Advertising							
45125 - Bike Share membership revenue	327.70			705.21			
45150 - Bike Share ad revenue	0.00			1,985.00			
45100 - Rev - Advertising - Other	3,021.87	2,000.00	151.1%	55,348.13	52,000.00	106.4%	55,000.00
Total 45100 - Rev - Advertising	3,349.57	2,000.00	167.5%	58,038.34	52,000.00	111.6%	55,000.00
45450 - Rev - Misc.	0.00	0.00	0.0%	312.15	0.00	100.0%	0.00
45500 - Rev - Charter/Special Event	7,612.50	1,000.00	761.3%	11,117.50	10,900.00	102.0%	15,000.00
45600 - Rev - Bike Share- Bike Swap	0.00	1,000.00	0.0%	148.14	4,500.00	3.3%	5,000.00
Total 45000 - Revenue	10,962.07	4,000.00	274.1%	69,616.13	67,400.00	103.3%	75,000.00
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	500.00	0.0%	500.00
47300 - Priv. Donation - Other	0.00			250.00			
Total 47000 - Private Donations	0.00	0.00	0.0%	250.00	500.00	50.0%	500.00
48000 - Transfers							
48300 - Transfer - Facilities Fund	0.00			-89,334.00			
48400 - Transfer - Housing Fund	1,666.66	1,666.66	100.0%	16,666.65	16,666.68	100.0%	20,000.00
Total 48000 - Transfers	1,666.66	1,666.66	100.0%	-72,667.35	16,666.68	-436.0%	20,000.00
49000 - Interest Income	12.63	41.67	30.3%	301.71	416.70	72.4%	500.00
49500 - Diesel Tax Refunds	3,259.00	4,000.00	81.5%	16,405.00	19,000.00	86.3%	19,000.00
49800 - Excess Operating Funds	0.00	0.00	0.0%	0.00	75,000.00	0.0%	75,000.00
Total Income	216,970.83	239,844.66	90.5%	2,000,684.07	2,276,110.68	87.9%	2,547,495.00
Gross Profit	216,970.83	239,844.66	90.5%	2,000,684.07	2,276,110.68	87.9%	2,547,495.00
Expense							
51000 - Payroll Expenses							
51100 - Salaries and Wages	128,738.08	108,500.00	118.7%	1,042,462.21	1,076,500.00	96.8%	1,234,060.00
51300 - FICA Expense	7,584.80	6,790.00	111.7%	61,955.21	62,950.00	98.4%	72,500.00
51350 - Medicare Tax Expense	1,773.87	1,515.00	117.1%	14,415.43	14,550.00	99.1%	17,250.00
51400 - Retirement Plan Expenses	10,558.19	8,500.00	124.2%	82,926.90	77,000.00	107.7%	93,000.00
51500 - Workers Comp Expense	0.00	9,666.67	0.0%	34,361.00	44,666.70	76.9%	45,000.00
51600 - SUI Expense	1,601.25	1,776.67	90.1%	12,934.35	20,466.70	63.2%	24,000.00
51700 - Medical Ins. Expense	9,413.33	12,000.00	78.4%	116,307.07	118,500.00	98.1%	142,000.00
51800 - Dental Ins. Expense	753.25	1,016.67	74.1%	9,296.17	9,966.70	93.3%	12,000.00
51975 - Employee Assistance expense	0.00	416.67	0.0%	4,166.70	0.00	0.0%	5,000.00
51000 - Payroll Expenses - Other	153.00	150.00	102.0%	1,216.00	1,459.00	83.9%	1,750.00
Total 51000 - Payroll Expenses	160,575.77	150,331.68	106.8%	1,375,874.34	1,430,216.80	96.2%	1,646,560.00
52000 - Insurance Expense							
52100 - Ins. - Vehicles	8,750.00	8,750.00	100.0%	87,500.00	87,500.00	100.0%	105,000.00
52150 - Ins- Deductibles/claims	0.00	500.00	0.0%	0.00	6,000.00	0.0%	6,000.00
Total 52000 - Insurance Expense	8,750.00	9,250.00	94.6%	87,500.00	93,500.00	93.6%	111,000.00
53000 - Professional Fees							
53100 - Accounting & Audit	0.00	0.00	0.0%	9,400.00	11,000.00	85.5%	11,000.00
53200 - IT Systems	201.25	500.00	40.3%	948.75	4,700.00	20.2%	12,000.00
53300 - Grant Support/Admin	2,891.58	0.00	100.0%	2,891.58	0.00	100.0%	0.00
53400 - Legal Fees	156.00	600.00	26.0%	7,696.20	5,800.00	132.7%	7,000.00
53450 - Planning/ Design	1,302.50	0.00	100.0%	2,013.13	1,500.00	134.2%	1,500.00
53500 - Other Professional Fees	1,682.00	500.00	336.4%	6,467.45	7,000.00	92.4%	8,000.00
Total 53000 - Professional Fees	6,233.33	1,600.00	389.6%	29,417.11	30,000.00	98.1%	39,500.00
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment expense	507.82	0.00	100.0%	755.35	7,000.00	10.8%	7,000.00
54200 - Shop Tools	31.09	300.00	10.4%	824.61	2,725.00	30.3%	3,400.00
54300 - Office Equipment	0.00	50.00	0.0%	3,641.92	3,450.00	105.6%	5,000.00
Total 54000 - Equipment/ Tool Expense	538.91	350.00	154.0%	5,221.88	13,175.00	39.6%	15,400.00
55000 - Rent and Utilities							
55100 - Rent	2,000.00	1,950.00	102.6%	21,597.90	22,300.00	96.9%	26,500.00
55200 - Utilities	1,434.70	1,000.00	143.5%	13,054.46	14,500.00	90.0%	16,500.00
Total 55000 - Rent and Utilities	3,434.70	2,950.00	116.4%	34,652.36	36,800.00	94.2%	43,000.00
56000 - Supplies							
56100 - Office Supplies	296.00	150.00	197.3%	1,938.92	1,700.00	114.1%	2,000.00
56200 - Janitorial & Safety Supplies	77.68	200.00	38.8%	3,076.71	3,550.00	86.7%	4,000.00
56300 - Department Supplies	83.54	725.00	11.5%	3,157.87	7,050.00	44.8%	8,500.00
56400 - Uniforms	278.36	0.00	100.0%	6,740.46	6,500.00	103.7%	6,500.00
56500 - Postage and Delivery	0.00	90.00	0.0%	377.54	720.00	52.4%	900.00
Total 56000 - Supplies	735.58	1,165.00	63.1%	15,291.50	19,520.00	78.3%	21,900.00
57000 - Repairs and Maintenance							
57100 - Equipment Repairs/Maintenance	99.58	186.36	53.4%	1,457.42	2,127.24	68.5%	2,500.00
57200 - Building Repairs/Maintenance	392.31	500.00	78.5%	4,443.64	11,000.00	40.4%	12,000.00
57250 - Bus Stop Repairs/Maint	13.98	500.00	2.8%	792.87	4,300.00	18.4%	5,000.00
57300 - Grounds Repairs/Maintenance	128.80	0.00	100.0%	878.80	2,250.00	39.1%	2,500.00
57400 - Bike Share Repairs/Maintenance	1,010.37	500.00	202.1%	2,083.53	5,200.00	40.1%	6,000.00
57500 - Janitorial Services	0.00	200.00	0.0%	910.00	2,100.00	43.3%	2,500.00
Total 57000 - Repairs and Maintenance	1,645.04	1,886.36	87.2%	10,566.26	26,977.24	39.2%	30,500.00
58000 - Communications Expense							
58100 - Office Phone Expense	27.72	300.00	9.2%	2,689.54	3,000.00	89.7%	4,000.00
58200 - Cell & Two-Way Mobile	783.36	720.00	108.8%	7,840.99	8,560.00	91.6%	10,000.00
58300 - Internet/Website	118.77	200.00	59.4%	3,403.23	2,158.33	157.7%	2,500.00
Total 58000 - Communications Expense	929.85	1,220.00	76.2%	13,933.76	13,718.33	101.6%	16,500.00
59000 - Travel and Training							
59100 - Vehicle/Airfare	0.00	500.00	0.0%	1,882.55	3,500.00	53.8%	4,000.00
59200 - Lodging	0.00	0.00	0.0%	1,260.83	2,500.00	50.4%	2,500.00
59300 - Food/Meals/Entertainment	0.00	300.00	0.0%	976.44	3,400.00	28.7%	4,000.00
59400 - Training/Education	50.86	150.00	33.9%	1,418.81	1,700.00	83.5%	2,000.00
59500 - Safety Curriculum	126.88	0.00	100.0%	9,369.22	10,500.00	89.2%	10,500.00
Total 59000 - Travel and Training	177.74	950.00	18.7%	14,907.85	21,600.00	69.0%	23,000.00
60000 - Business Expenses							
60100 - Business Registration Fees	0.00	0.00	0.0%	69.00	0.00	100.0%	0.00
60400 - Dues & Subscriptions	0.00	625.00	0.0%	1,480.78	6,250.00	23.7%	7,500.00
60500 - Bank Fees/Bad Debt	12.73	83.34	15.3%	449.64	833.40	54.0%	1,000.00
60700 - Bad Debt	0.00	0.00	0.0%	67.50	0.00	100.0%	0.00
Total 60000 - Business Expenses	12.73	708.34	1.8%	2,066.92	7,083.40	29.2%	8,500.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance

July 2015

	Jul 15	Budget	% of Budget	Oct '14 - Jul 15	YTD Budget	% of Budget	Annual Budget
61000 - Advertising							
61100 - Print Advertising	922.95	570.00	161.9%	10,013.55	8,930.00	112.1%	10,000.00
61200 - Radio Advertising	500.00	0.00	100.0%	2,020.00	1,200.00	168.3%	2,000.00
61300 - Online Advertising	0.00	41.67	0.0%	360.00	1,416.70	25.4%	1,500.00
61400 - Vehicle Graphics	0.00	0.00	0.0%	6,676.00	11,000.00	60.7%	11,000.00
61500 - Bus. Adv. Contract	1,986.94	750.00	264.9%	14,417.51	11,500.00	125.4%	13,000.00
Total 61000 - Advertising	3,409.89	1,361.67	250.4%	33,487.06	34,046.70	98.4%	37,500.00
62000 - Marketing and Promotion							
62100 - Info. Displays-Stop Signage	0.00	500.00	0.0%	2,963.50	3,500.00	84.7%	4,000.00
62200 - Graphic Design	137.50	166.67	82.5%	3,380.02	5,666.70	59.6%	6,000.00
62300 - Promotional Items	0.00	750.00	0.0%	2,522.14	3,000.00	84.1%	3,000.00
62400 - Customer Events and Misc.	0.00	500.00	0.0%	4,197.31	2,500.00	167.9%	3,500.00
62500 - Staff Appreciation/ Events	158.78	250.00	63.5%	6,668.02	7,000.00	95.3%	8,000.00
Total 62000 - Marketing and Promotion	296.28	2,166.67	13.7%	19,730.99	21,666.70	91.1%	24,500.00
63000 - Printing and Reproduction							
63100 - Copies, Passes & Flyers	386.98	500.00	77.4%	2,295.76	2,500.00	91.8%	2,500.00
63200 - Schedules, Maps & Brochures	-155.00	0.00	100.0%	9,936.23	9,000.00	110.4%	9,000.00
Total 63000 - Printing and Reproduction	231.98	500.00	46.4%	12,231.99	11,500.00	106.4%	11,500.00
64000 - Fuel Expense	20,923.85	25,000.00	83.7%	195,376.01	245,515.00	79.6%	299,135.00
65000 - Vehicle Maintenance							
65100 - Parts Expense	5,358.42	8,500.00	63.0%	62,503.49	85,458.31	73.1%	102,500.00
65200 - Fluids Expense	209.55	1,333.33	15.7%	11,106.87	14,333.30	77.5%	17,000.00
65300 - Tires Expense	888.77	2,000.00	44.4%	27,732.63	35,000.00	79.2%	37,000.00
65400 - Purchased Services	360.00	500.00	72.0%	7,872.48	9,500.00	82.9%	10,500.00
65500 - Vehicle Computer/Diagnostic	650.00	200.00	325.0%	698.44	1,600.00	43.7%	2,000.00
Total 65000 - Vehicle Maintenance	7,466.74	12,533.33	59.6%	109,913.91	145,891.61	75.3%	169,000.00
69500 - Contingency Expense-Operations	4,166.67	4,166.67	100.0%	41,666.65	41,666.70	100.0%	50,000.00
Total Expense	219,529.06	216,139.72	101.6%	2,001,838.59	2,192,877.48	91.3%	2,547,495.00
Net Ordinary Income	-2,558.23	23,704.94	-10.8%	-1,154.52	83,233.20	-1.4%	0.00
Net Income	-2,558.23	23,704.94	-10.8%	-1,154.52	83,233.20	-1.4%	0.00

After review, I have determined that each payment listed on this report is correct as to payee and amount, and is for a proper and authorized purpose, except as otherwise explained below.

Exceptions: 1) None or 2) See below. (Circle One)

W. King Signed

Business Manager Title

9/16/15 Date