



## Mountain Rides Transportation Authority

### PUBLIC NOTICE of Regular Board Meeting Agenda

12:30pm, Wednesday, July 15, 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: Action on update to Financial Policy 101: Procurement (p.2-11)
  - b. Action item: Action on request by City of Ketchum for edits to Joint Powers Agreement update (p.12-14)
  - c. Discussion item: Update on Mountain Rides' FY2016 budget development and impacts of flat or declining local funding on transit service (p.15-16)
  - d. Discussion item: Report on south valley facility construction progress including change orders issued to date (p.17-18)
5. Committee reports
  - a. Planning and Marketing Committee report from Chair Steve Wolper (p.19)
    - i. Committee members approve minutes for July 2015
  - b. Finance and Performance Committee report from Chair Joe Miczulski (p.20)
    - i. Committee members approve minutes for July 2015
6. Staff reports
  - a. Dashboard performance report for May 2015 (p.21-24)
  - b. Operations report (p.25)
  - c. Maintenance report (p.26)
  - d. Marketing Outreach report (p.27)
  - e. Bike-Ped report (p.28)
  - f. Business Manager report (p.29)
  - g. Executive Director report (p.30)
7. Consent Calendar items
  - a. Approve minutes – June 17<sup>th</sup> regular board meeting (p.31-34)
  - b. Receive and file May 2015 Financials and Bills Paid (p.35-40)
8. Adjournment

NOTE: Public information on agenda items is available from the Mountain Rides office 800 1<sup>st</sup> 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

<u>Date:</u>	<input type="text" value="07/15/2015"/>	<u>From:</u>	<input type="text" value="Wendy Crosby"/>
<u>Action Item:</u>	<input type="text" value="4a. Action on update to Financial Policy 101: Procurement"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; 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 the amendments to Financial Policy 101: Procurement.&lt;br/&gt;(Atlternative I move to approve Financial Policy 101: Procurement with the&lt;br/&gt;following changes....)"/>		
<u>Fiscal Impact:</u>	<input type="text" value="none"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Financial Policy 101: Procurement"/>		
<u>Background:</u>	<input type="text" value="As discussed at the June 17 board meeting, we have revised the&lt;br/&gt;Procurement Policy to include policy related to capital construction projects.&lt;br/&gt;The changes to the existing policy will allow Jason to authorize payments&lt;br/&gt;under approved project budgets and to issue change orders in amounts&lt;br/&gt;under \$15,000, so long as they are within budget, deemed necessary and do&lt;br/&gt;not constitute a cardinal change. Change orders in excess of \$15,000 must&lt;br/&gt;be approved by the board."/>		

## **Policy 101: Procurement**

**Issued: April 27, 2011**

**Revised: February 19, 2013**

**Revised: March 20, 2013**

**Revised: November 20, 2013**

**Revised: November 5, 2014**

**Revised: July 15, 2015**

### **A. Purpose:**

This policy establishes procedures and control and provides an orderly process for purchasing goods and services necessary in the ordinary course of business of Mountain Rides Transportation Authority (MRTA). It also covers the limitations and process for issuing contract change orders (CCO) on any Mountain Rides Transportation Authority construction project that impacts the approved project budget. All project budgets must be adopted by the Board for each capital construction project in excess of \$25,000.

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- B. Personnel Affected:** Board of Directors, Executive Director, Operations Manager, Maintenance & Facilities Manager and other Maintenance employees involved in purchases, Business Manager, Outreach & PR Specialist, Bike & Mobility Specialist

### **C. Definitions**

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

- A. BOARD shall mean the Board of Directors of the MRTA.
- B. BUSINESS MANAGER shall mean the Business Manager of MRTA.
- C. CONTRACT shall mean a written agreement, including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.
- D. DBE shall mean Disadvantaged Business Enterprises.
- E. FTA shall mean the United States Department of Transportation, Federal Transit Administration.
- F. INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or a PUBLIC WORKS project.
- G. ITD shall mean the State of Idaho Transportation Department.
- H. NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.
- I. PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.
- J. PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services

rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

- K. PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.
- L. REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for PROFESSIONAL SERVICES.
- M. REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.
- N. SIGNIFICANT IDAHO PRESENCE as defined in Idaho Code shall mean a bidder must have, for a minimum of one year, prior to the bid, maintained in Idaho fully staffed offices, or fully staffed sales offices or divisions, or fully staffed sales outlets, or manufacturing facilities, or warehouses or other related property. Further if the bidder is a corporation, it must be registered with the office of the Secretary of State and licensed to do business in the State of Idaho.
- N. SERVICES shall mean PROFESSIONAL AND/OR NON-PROFESSIONAL SERVICES, or both, in accordance with the context.
- O. SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance or repair of any property of MRTA or of any other person or agency for which it is the duty of MRTA to maintain or repair.

**D. Procedures:**

All vendors from which purchases are made must be in the MRTA accounting system. All purchases will be made, regardless of the amount, with the intention of getting the best possible price for the goods and/or services without compromising on the quality, reliability, timeliness, etc. of the goods and/or service and in accordance with both State and Federal procurement requirements (i.e. including all appropriate state and federal clauses, etc.).

Positive efforts shall be made to utilize local businesses, small businesses, minority-owned firms, and women's business enterprises, and businesses in the DBE Directory whenever possible (refer to applicable Federal DBE policy, which is not incorporated into this policy). All new vendors must be pre-approved by the Business Manager before goods and/or services are ordered. Completion of a Vendor Application form (Exhibit 1) must be submitted to the Business Manager in order to obtain approval.

All purchases made on behalf of MRTA must comply with the following:

~~a. Procurement of Legal and Audit Services are exceptions to the dollar bidding thresholds of this policy and, the procedures outlined in e. below must be followed regardless of amount (i.e., ED and BOD pre-approval of the solicitation, BOD approval of the bid selection, and BOD approval of any resulting contracts).~~

~~b.a.~~ All purchases under or equal to \$3000 may be made by the appropriate department head and/or delegate. However, if the purchase will cause MRTA to be over budget in that particular expenditure category, written pre-approval of

the Executive Director is necessary before purchasing the goods/services. MRTA has a "best price practice" meaning that generally the lowest cost supplier is preferred HOWEVER, other criteria such as reliability, quality, timeliness, etc., are also factors considered in the decision.

e-b. All purchases over \$3,000 and up to or equal to \$25,000 for goods/services need the written approval of the Executive Director before the purchase is made. In addition, Purchases will be recorded in a log (Exhibit 2) that tracks the purchase process, including quotes received, vendor selected and reason for selection. Once the Executive Director has reviewed the request to ensure the purchase doesn't cause MRTA to be over budget and that the cost is reasonable, prudent and necessary and that quotes received are appropriate, approval is granted by indicating on the log.

d-c. All purchases over \$25,000 and up to or equal to \$50,000 require compliance with State and applicable Federal Laws as outlined in Idaho Code, Title 67 State and Government Affairs Chapter 28 Purchasing by Political Subdivisions, Sections 67-2806 and 67-2808, or any successor thereto regarding the procurement process. This section of the Idaho Code requires a solicitation for a minimum of 3 written bids, a minimum of 3 days to submit a bid and 1 day to object to the specifications or procedures, before they are considered, a compilation of the bids and then approval by the Board or Board authorized official of the lowest bid. In addition to these requirements, the following MRTA procedures must be completed;

- i. written pre-approval of the request by the Executive Director,
- ii. written pre-approval of the request by the MRTA Board of Directors, if it is a new request (pre-approval is not required for bids that cover an expense that is reoccurring, i.e. a bid for Health coverage, insurance coverage, tires, fuel, etc.)
- iii. Solicitation of bids (Exhibit 3)
- iv. Recap of bids and selection of vendor (Exhibit 4)
- v. a MRTA Purchase Order (Exhibit 5 attached)

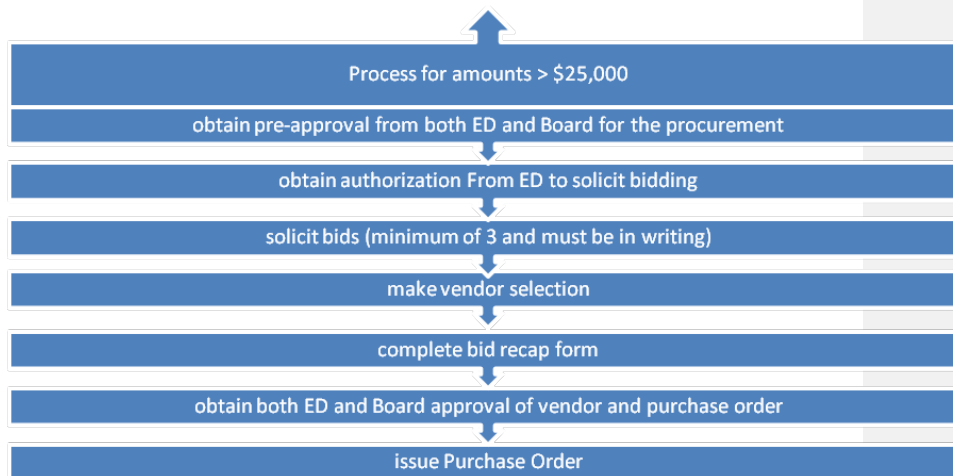
After the Executive Director reviews the **request** and deems the purchase to be within budget and reasonable and prudent, the board is notified and required to approve the request in writing **before** the order for the goods/services is made. Board pre-approval is **not required** for bids on reoccurring items, e.g. fuel, tires, health plan, insurance coverage and the like, where MRTA is attempting to minimize or control the cost of the reoccurring expense. Once the Executive Director and Board (if necessary) approvals are obtained, a solicitation of bids occurs. Following receipt of bids, results are compiled and a recommendation is made to the Executive Director and then to the Board as to the selected vendor. Both the Executive Director and the Board must approve the selection in writing. Once that approval is obtained, a Purchase Order is created and submitted to the Business Manager. The Purchase Order will be numbered and the number will be entered into the Board minutes as a permanent record of approval of the Board of Directors of MRTA and to protect the check signing parties.

e-d. If an emergency and/or unexpected incident occurs for which the purchase of the goods and/or service is critical to keep MRTA fully functioning and the amount exceeds \$25,000, the MRTA Board must declare by written resolution that an emergency exists and that public interest and necessity demand the immediate

expenditure, pursuant to Section 67-2808 , or any successor thereto. Once the Board declares an emergency, the Executive Director is authorized to make the purchase without complying with bid procedures, as outlined in Section 67-2808, or any successor thereto.

The Executive Director shall prepare a report for the next regularly scheduled meeting of MRTA's Board of Directors describing any procurement made under emergency/exigent circumstances for a procurement costing more than \$25,000. This exception only applies to ensure that MRTA can maintain fully functional and not be forced to reduce its services to the public.

- f.** All purchases over \$50,000 have the same requirements outlined in d. above and in addition, require a sealed bid process as detailed in Section 67-2806 of the Idaho Code (<http://www.legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2806.htm>), or any successor thereto. This section of the Idaho Code requires two public notifications of the request for bids, written specifications/instructions for bids, and receipt of sealed bids.



**e. Procurement of Legal and Audit Services**

Legal and Audit Services are exceptions to the dollar bidding thresholds of this policy and, the procedures outlined in e. below must be followed regardless of amount (i.e., ED and BOD pre-approval of the solicitation, BOD approval of the bid selection, and BOD approval of any resulting contracts).

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**f. Procurement for Public Works projects**

Public Works projects require Board approval for engagement of services or execution of any contract for any capital project in which the amount of the project exceeds \$25,000. If the service or contract is less than \$25,000 but the entire related project exceeds \$25,000 Board approval is required. Once the Board has approved the project and the related project budget, so long as budget is not exceeded, the ED may authorize payments in any amount, under the project contract.

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Change orders that increase or decrease the overall cost of a project may be authorized by the ED for amounts up to and equal to \$15,000, subject to the budgetary limitations of the approved project budget.

Within this limit, the Executive Director has the ability to approve or deny any given CCO, subject to the following:

o The Executive Director must review any CCOs to ensure it is reasonable, prudent and necessary. If the project has a consultant for architecture or design, there should be additional confirmation from the consultant/architect that the change is appropriate.

o The Executive Director should determine that the CCO doesn't substantially change the scope of work and isn't deemed a "cardinal change," per FTA definition. Substantial or "cardinal" changes would be those that would significantly alter the appearance or function of the board approved project.

o CCOs will be issued and documented according to the templates provided for in the contract between MRTA and the contractor. The CCOs will be summarized and reported to the Board of Directors at the next scheduled board meeting after the CCO is issued

For CCOs exceeding \$15,000.00, the Mountain Rides' Board of Directors must approve or deny the CCO, subject to the following:

o The CCO must be reviewed, submitted and recommended by the Executive Director and/or the contractor. If the project has a consultant for architecture or design, there should be additional confirmation from the consultant/architect that the change is appropriate.

o The CCO must not be deemed a "cardinal change," per FTA definition

o If the CCO exceeds the project budget, the Board of Directors must adjust the project budget accordingly

Change orders must be treated on an individual basis and cannot be combined and "netted" against each other.

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#### **E. Capitalization Policy:**

All items purchased for more than \$5000 AND in addition, when an item is complete unto itself, and is not a component of another capitalized item AND when the item has a useful life of greater than one year, it will be capitalized in the records of Mountain Rides and booked in the appropriate fixed asset category unless specifically recommended otherwise by MRTA's outside auditors. Goods and/or services purchased for less than or equal to \$5,000 will be expensed in the fiscal year the goods and/or services were received, subject to GAAP.

#### **F. Compliance with ITD and Federal grant requirements**

- a. A PROCUREMENT funded in full or in part pursuant to the terms of a **federal grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance. A PROCUREMENT funded in full or in part pursuant to the terms of a **state grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of state laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of state financial assistance. All procurements shall be carried out in accordance with applicable state laws and implementing regulations and applicable requirements of the state or federal financial assistance.
- b. In addition to complying with the above procedures, local and DBE Vendors should be included for consideration and must be used where appropriate and available under the ITD guidelines.
- c. Purchases made with Federal funds for goods and/or services over \$50,000 must use a formal procurement process for large purchases (a sealed bid process) and produce a schedule that provides the following information:
- i. RFP/IFB; publish two notices soliciting bids in the official city newspaper, with the first notice at least two weeks before bid opening and the second notice at least a week prior to bid opening. The notice must succinctly describe the personal property or services to be procured and must state that specifications, bid forms, instructions, contract documents and other information must be made available upon request to any interested bidder.
  - ii. A list of any pre-bid meeting and attendees.
  - iii. Provide a closing date.
  - iv. A list of bidders.
  - v. Notification date of the successful bidder.
  - vi. List of any protests.
  - vii. Date the contract was signed.
  - viii. For vehicles purchased; proof of insurance must be provided.
- d. Purchases made with Federal funds over \$100,000 requires full compliance with requirements for purchases over \$50,000 (listed above) and applicable federal requirements (see FTA Circular 4220.1F, [http://www.fta.dot.gov/documents/C\\_4220\\_1F.pdf](http://www.fta.dot.gov/documents/C_4220_1F.pdf) , or any successor thereto). In addition, the following forms must be completed and procedures followed:
- i. Buy America Certifications (pre and post-delivery).
  - ii. Debarment and Suspension Certification.
  - iii. Lobbying Certification.
  - iv. DBE Approval Certification.
  - iv. Certificate of Compliance with Bus Testing Requirement.
  - vi. Pre-award & Post Delivery Audit forms, 49 U.S.C.5323, 49 CFR Part 663.
  - vii. Bus Testing Certification, 49 U.S.C. 5323(c) 49 CFR part 665.

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### **G. Receiving and Acceptance**

The receiving and acceptance function is the final phase in completion of the purchasing cycle. At this point, acceptance or rejection of material is accomplished and final determination is made as to quantity, quality, delivery and payment authorization.

1. Material or services and equipment will be delivered according to the instructions on the purchase order, which in most cases will be to the initiating department.
2. Upon receipt and acceptance of material equipment or service, the department must confirm that all items are received in good order and then must forward all shipping papers to the Business Manager for authorization of payment. Shipment contents should be reconciled to the packing slip.
3. Packing slip should be delivered to the Business Manager where it is matched to the purchase order. Upon receipt of the invoice, it will be reconciled to the purchase order and packing slip.
4. If the material is not acceptable or the quantity is incorrect, the department must advise the vendor immediately and negotiate a correction that is acceptable to the department. If it is advisable to hold up payment until this adjustment can be made, the Business Manager must be immediately informed.
5. When material and supplies are ordered on long term contracts or when a partial payment is to be made on an open purchase order, the department must complete a Request for Payment Form (Exhibit 6), attach a copy of the purchase order, and forward it to the Business Manager.

#### **• Miscellaneous**

- Under no circumstances shall this policy be circumvented by dividing purchases into smaller orders, spreading an order over time, or similar action.
- Committing MRTA to any obligation or contract that exceeds a term of one year requires the Executive Director's prior approval. The total amount of the contract determines the procurement procedures (i.e. contracts greater than one year in length require the Executive Director's written approval; contracts exceeding \$25,000 require prior Executive Director AND MRTA Board approval). Commitments/leases/contracts for terms of greater than one year should include provisions to void the commitment if public funding for the expense is eliminated.
- Any changes or exceptions to this Procurement Policy require MRTA Board approval.

### **H. Termination**

The performance of work under a procurement may be terminated in whole or in part by MRTA by a written "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. MRTA will not be liable to Seller for any work done or materials purchased after such termination or for lost profits or other damages. Such right of termination is in addition to and not in lieu of rights of any other provisions of the procurement. Seller's failure to effect delivery by date specified or to fulfill any other terms of the procurement will entitle MRTA to cancel a procurement at MRTA's option.

### **I. Protest Procedures and Appeals Process**

1. Who May Protest or Appeal: Any document holder showing a substantial economic interest in the award of a contract under a procurement who claims to be aggrieved in connection with the solicitation or proposed award of a contract under this procurement may protest in accordance with the procedures set forth herein.

2. Timing of Protest: Protests based on the contents of a procurement must be received by MRTA no later than 7 business days prior to the date and time designated for submittal of Bids, Proposals, or Statements of Qualification. Protests based on other circumstances must be received within 5 business days after the allegedly aggrieved person or party is notified of contract award or intent thereof, whichever is earlier.

3. Contents of Protest: A protest shall be in writing and shall include: (1) the procurement title and/or number under which the protest is made; (2) the name and address of the allegedly aggrieved party; (3) a detailed description of the specific grounds for the protest and all supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed to: MRTA, PO Box 3091, Ketchum ID 83340 and mailed postage pre-paid by US Mail, certified with return receipt.

4. Protest Procedure: Upon receipt of a timely written protest, the MRTA procurement officer will consider the protest in accordance with established procedures and promptly issue a written decision stating the reasons for the action taken and informing the allegedly aggrieved person of his/her right to appeal the decision to the Executive Director.

5. Appeal Procedure: The decision made by the MRTA procurement officer shall be final and conclusive unless a written appeal to the Executive Director is received within five (5) business days of written, email or facsimile transmittal to the protester. The written appeal must be mailed to MRTA postage pre-paid by US Mail, certified with return receipt. The Executive Director will consider the appeal and promptly issue a written decision, which shall be final and conclusive. A copy of the decision shall be (a) mailed by U.S. mail and (b) emailed or faxed to the allegedly aggrieved protester, and the FTA.

6. Secondary Appeal Procedure: The decision made by the MRTA Executive Director shall be final and conclusive unless a written secondary appeal to the MRTA Board of Directors is received within five (5) business days of written, email or facsimile transmittal to the protester by the Executive Director. The written secondary appeal must be mailed to MRTA postage pre-paid by US Mail, certified with return receipt. Within ten (10) business days from receipt of the written secondary appeal, the MRTA Board of Directors shall notice a review hearing, such hearing to take place within twenty (20) days of said notice. Notice shall be furnished in writing to the protester, the MRTA Executive Director, and the MRTA procurement officer. The review hearing shall be held before at least a quorum of the MRTA Board of Directors.

The MRTA Board of Directors will consider the secondary appeal, and information provided during the hearing and issue a written decision within thirty (30) days from the date of the hearing, which decision shall be final and conclusive. A copy of the decision shall be (a) mailed by U.S. mail and (b) emailed or faxed to the protester, and the FTA.

7. Failure to Comply with Requirements: Failure of the protester to strictly comply with these protest and appeal requirements will render a protest or an appeal untimely or inadequate and may result in rejection by MRTA.

8. Deadlines for all purchases below \$100,000: A written protest in a purchase action valued below \$100,000 (whether based on the content of the procurement or otherwise) must be received by MRTA within the earlier of (a) 2 business days of the opening of bids or (b) the time the Contract is executed or performed.

9. Exhaustion of Administrative Remedies: A protester may not commence litigation prior to exhausting all administrative remedies. Failure to exhaust all administrative remedies shall constitute an absolute waiver of the Protester's right, if any, to commence litigation.

910. Commencement of Litigation: After the exhaustion of all administrative remedies, the Protester shall have 10 business days in which to commence litigation. Failure to commence litigation within this limitation shall constitute an absolute waiver of the Protester's right, if any, to

do so. MRTA may award and execute a Contract during this ten day period in accordance with state law.

11. Protests at the FTA Level (For Federally-Funded Projects only): Protests made to the FTA will be limited to MRTA's failure to have or follow its protest procedures, MRTA's failure to review a complaint or protest, or violations of Federal law or regulation. Any protest to the FTA must be made in accordance with the following guidelines:

- a. A protest must be filed with the FTA no later than 5 working days after the protester learns or should have learned of an adverse decision by MRTA or other basis of appeal to FTA.
- b. A protest to FTA must be filed in accordance with FTA Circular 4220.1F, as amended.

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="07/15/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4b. Action on request by City of Ketchum for edits to Joint Powers Agreement update"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Both Committees"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="None at this time. As this has just come up and needs to be addressed now in order to keep the JPA renewal process moving, there isn't a suggested motion. The discussion at the board meeting will dictate possible motions."/>		
<u>Fiscal Impact:</u>	<input type="text" value="n/a"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Joint powers agreement, by-laws"/>		
<u>Background:</u>	<input type="text" value="The updated Joint Powers Agreement that was approved by the MRTA board for consideration by the cities and the county is now making its way through city councils. Hailey has already approved it, but Ketchum has requested that Mountain Rides consider two possible amendments, as described on the attached memo."/>		



## MEMO

**Date:** July 13, 2015  
**To:** Board of Directors  
**From:** Jason Miller  
**RE:** Response from City of Ketchum to our request to approve the Joint Powers Agreement (JPA)

The City of Ketchum is requesting that the Mountain Rides' board consider updating the JPA extension agreement in two ways.

#1. Under section 7. Duration, the City of Ketchum has requested that we change the language so that they wouldn't be constrained by the April 1<sup>st</sup> deadline. The thinking and concern here was that the city wouldn't yet be in their budget discussion by April 1<sup>st</sup>, so they didn't want that date as the deadline. From April until July, the city works on their budget and wouldn't know if they weren't able to fund Mountain Rides until July or even August. They were thinking that if they couldn't or didn't want to fund Mountain Rides that they would want to give termination notice at that time.

Here's the language that I received from the city of Ketchum for withdrawal. This is what we currently have with the city edits shown as redline and strike through:

Under section 7. Duration, 2<sup>nd</sup> paragraph

Any Party may withdraw from the Authority upon six (6) month's written notice. Such notice shall be effective upon the next **fiscal year following such notice**. ~~April 1 which follows the expiration of the six (6) months' notice. For example, an entity would have to give notice no later than April 1 if it did not want to be a party to the Joint Powers Agreement the next fiscal year.~~ Upon withdrawal of a party the Board seats appointed by such withdrawing party shall be terminated. Withdrawal of either Ketchum or Sun Valley shall constitute dissolution of the Authority

#2. The City of Ketchum has also requested that we consider changing our board make-up to add a third City of Ketchum representative or add language like the airport board has to give weighted voting based on funding contribution. Some Ketchum council members seemed to be concerned that Ketchum is not getting enough representation on the Mountain Rides' board, based on the fact that Ketchum contributes more than double that of the contribution of the next local funding partner.

Here's the voting language that Ketchum is suggesting that is from the airport board:

Airport board voting

City Parties shall retain 90% of the voting rights and voting rights shall be allocated among all Board members based on their respective annual 1% LOT contributions to the Board. The initial allocation of these voting rights shall be determined using each City Party's year ending September 30, 2013, total fiscal year actual LOT revenue collection on taxable sales described in the Ballot Questions. Each year thereafter, the voting percentages shall be revised as

necessary to reflect each City Party's year ending September 30 actual 1% LOT revenue contributions to the Board.

Voting Majorities. The members of the Board shall take action upon the affirmative vote of those members holding more than 50% of the voting rights, unless otherwise provided herein. A super-majority of two-thirds of those members holding voting rights shall be needed to (1) approve any initial Contract for Services with an entity or contractor or change an entity or contractor with a Contract for Services in excess of \$50,000 to a different entity and/or contractor; and (2) approve any initial performance metrics and change in performance metrics determined jointly by members of the Board and contractor(s) as identified in the Contracts for Services.

# Mountain Rides Agenda Discussion Item Summary

Date:

07/15/2015

From:

Jason Miller

Discussion Item:

4c. Update on Mountain Rides' FY2016 budget development and impacts of flat or declining local funding on transit service

Committee Review:

☒ yes

☐ no

Committee

Both Committees

Purview:

Fiscal Impact:

FY2016 operating and capital budgets

Related Policy or  
Procedural Impact:

5 year capital improvement plan. 5 year business/service plan

Background:

For the past three months, we have been working with our local funding partners on budgeting funding for Mountain Rides for the coming fiscal year, FY2016. In all cases, we have been asking for increased funding just to continue operations "as-is." We have also been asking for increased funding for new and improved services, given demand.

The feedback on the importance of our services has been very positive and enthusiastic, but most of our funding partners are facing different funding challenges and have indicated that funding increases will be difficult.

Attached is a document/spreadsheet that summarizes where we are in the budget request process and associated service impacts of flat or declining funding.

**Mountain Rides Transportation Authority**  
**FY2016 Budget development as of July 15, 2015**  
**Impact of budget contribution on service**

Local funding partner	FY2016 request (w/out improvements)	FY2016 likely	Impact of flat or declining funding
City of Ketchum	\$ 561,000.00	\$ 550,000.00	If Ketchum keeps funding at \$550,000, we would not be able to keep services intact. Blue Route evening service would be one place to look for savings, as would late night service during peak season. We were hoping to be able to look at service increases like better Blue Route service year-round and better peak night service on Blue. Green Route service, which connects West Ketchum would be another area to consider for service cut, especially midday service during peak.
City of Sun Valley	\$ 265,000.00	\$ 265,000.00	It looks like Sun Valley is funding our base request to maintain service. If this doesn't go through and funding were flat or declining, Red Route summer service would be affected.
Blaine County	\$ 131,000.00	\$ 110,000.00	This is very tentative but Blaine County has asked what the impact would be if funding were around \$110,000. Impact would be significant cuts to the Valley Route, in particular to weekend service. This is painful, as ridership is very solid and hard to find any places to cut service. This is also unfortunate, as Mountain Rides is able to leverage for additional federal funding that is currently available.
City of Hailey	\$ 75,000.00	\$ 68,000.00	If City of Hailey keeps its funding flat at \$68,000, the first consideration would be to institute a fare on Hailey Route, as ridership is outpacing service. A fare could generate \$10k-\$15k, but it is hard to say how much ridership would decline.
City of Bellevue	\$ 2,000.00	\$ 1,000.00	If Bellevue cannot increase its contribution, Valley Route service within Bellevue could be impacted. Having Valley Route not connect to Bellevue is a bad thing for our system, as riders depend on this. We could also look at more fare increases (we have already increased fares for Bellevue riders the past two years)



# Mountain Rides Agenda Discussion Item Summary

Date:

07/15/2015

From:

Jason Miller

Discussion Item:

4d. Report on south valley facility construction progress including change orders issued to date

Committee Review:

☐ yes

☒ no

Committee

Finance & Performance

Purview:

Fiscal Impact:

Contingency reserve of established budget for south valley facility

Related Policy or  
Procedural Impact:

FY2015 and FY2016 budgets

Background:

The south valley facility construction project continues to go well and is progressing on-time and within budget.

There have been several change orders, some additive and some deductive, issued since project construction began. These change orders are summarized on the change order report attached.



## Change Order (CO) report #1

As of June 30, 2015, change orders to the base project have affected the budgeted contingency as follows:

CO	Description	Net Amount
1 and 2	Difference between estimated deductive change orders of \$61,066 and actual deduct of \$55,666.	\$5,400.00
5	Extra building permit fees (and CMU coarse to do walls before flo	\$4,806.36
6	Add roof drain tie-in that was missed on civil drawings (\$3,557), delete two light shelves on north exterior(-\$4,404), add concrete footer on interior (\$2,374)	\$1,527.64
TOTAL		\$11,734.00
Starting base project contingency		\$70,295
Less change orders to base		-\$11,734
Remaining project contingency		\$58,561
% of base project COMPLETE TO DATE		18.37%
% of base contingency USED TO DATE		17%

In addition to these change orders to the base bid, there have also been the following change orders that impact the bid alternates:

- For the radiant floor Bid Alternate #3:
  - \$41,603 for plumbing in the radiant floor on CO#3 – this item was in the board approved project budget, outside of the contingency, and will be credited for radiant hear when we authorize this work.
  - \$2,065.45 for putting in the radiant floor snow sensors on CO#6 – this item will also be credited for radiant heat when we authorize this work.
- For the wash bay Bid Alternate #1
  - \$13,039.53 for putting in the footers for the wash bay on CO#4 – this was approved by the board and will be credited for the wash bay when we authorize this work.
  - \$3,906.00 for roof joist decking for wash bay on CO#6 – the extra shipping on this item alone was \$3,600 vs. including it in the initial shipment of roof deck of \$3,906, so this change order was issued to have the wash bay roof trusses built and shipped now. This will be credited to when we authorize this work.



## **MINUTES**

### **Planning and Marketing Committee**

**Wednesday, 7/8/15, 1:00pm**

**Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D, Ketchum, ID 83340**

**In attendance: Steve Wolper, Kristin Derrig, Jane Conard, Dave Patrie, Wendy Crosby, Ben Varner, Jim Finch**

Meeting start: 1pm

1. Discuss progress on FY2016 Transportation Service Plan
  - a. Committee reviewed draft plan and discussed how important it was that local funding partners hear the message about how flat or declining funding will result in service cuts.
2. Review draft airport service plan and discuss Galena service
  - a. Committee was presented a draft plan for airport service. Galena service was not discussed.
3. Review FY2016 outreach plan
  - a. Committee reviewed plan and decided that an online survey was the best way to solicit input on the FY2016 transit service plan.
4. Discuss talking points about the Hub project
  - a. The committee discussed the need to keep this project moving forward and to keep funding intact. The committee wants staff to work with the city on alternate locations for a hub.
5. Other items to come before the committee.
  - a. There were none.

Meeting adjourn: 2:25pm



## **MINUTES**

### **Finance and Performance Committee**

**Wednesday, 7/8/15, 2:30pm**

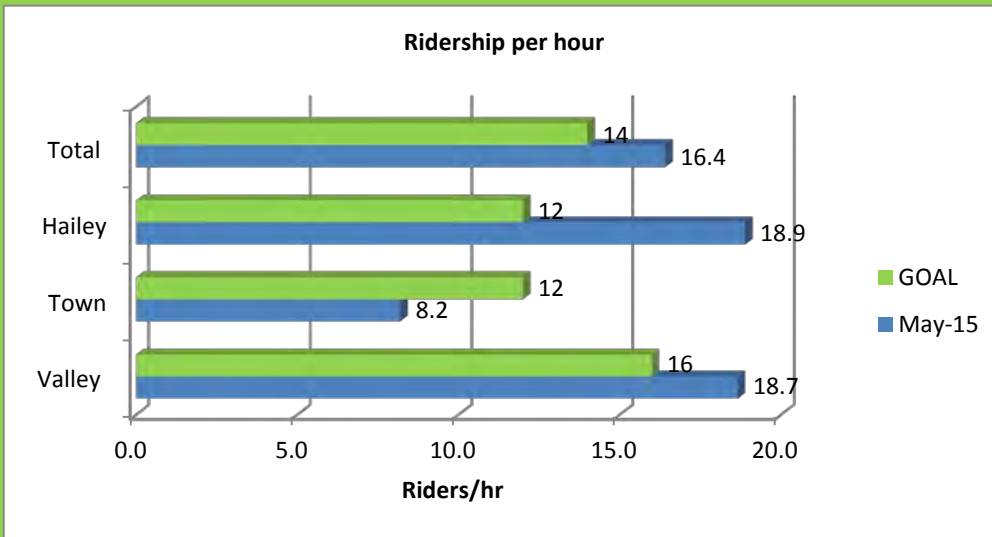
**Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D, Ketchum, ID 83340**

In Attendance: Joe Miczulski , Mark Gilbert, Susan McBryant, Mike David, Jason Miller, Ben Varner and Wendy Crosby

Absent: none

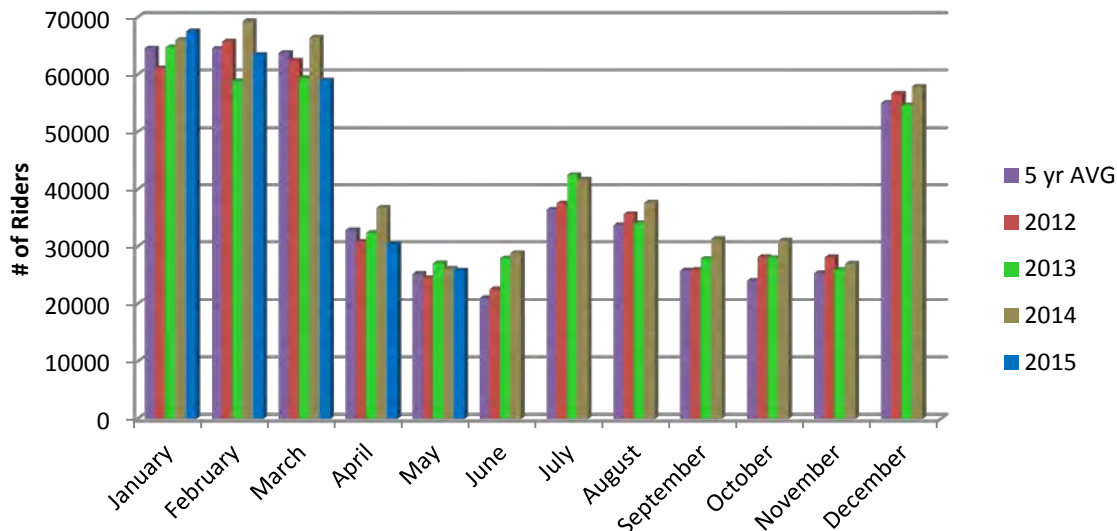
- 1) Reviewed May 2015 financials and bills paid
- 2) Discussed final recommendations of salary survey. Committee felt the salary and PTO recommendations were in line with funding partners and the local labor market. There was discussion of the PTO maximum accruals that are allowed to be carried over. Staff will gather data from partners to compare to MRTA accruals. This will be discussed further at the August F & P meeting and taken to the entire Board at the August meeting for approval. The committee also recommended that MRTA undergo this review every 2 years so as not to get behind on wages and benefits.
- 3) Discussed the update to the procurement policy. It incorporates changes to the ED authority to make payments under the SV construction contract and sets limits on change orders. It was reviewed and OK'd by the committee and will go to the board in July for approval. The committee requested that in addition to monthly board reports on construction progress and percent complete, staff provide updates comparing budget to actual costs, use of contingency funds and change orders.
- 4) Discussed options for dedicated local option tax. The committee suggested that staff begin conversations with the City of Hailey for a fixed increased in LOT dedicated to MRTA. Hailey is considering an increase in their LOT and expanding the products/ services covered. It was felt that this might be a good opportunity for MRTA to test the waters on a dedicated LOT percentage.
- 5) Discussed the FY2016 draft budget.

## PERFORMANCE DASHBOARD - RIDERSHIP, MAY 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.

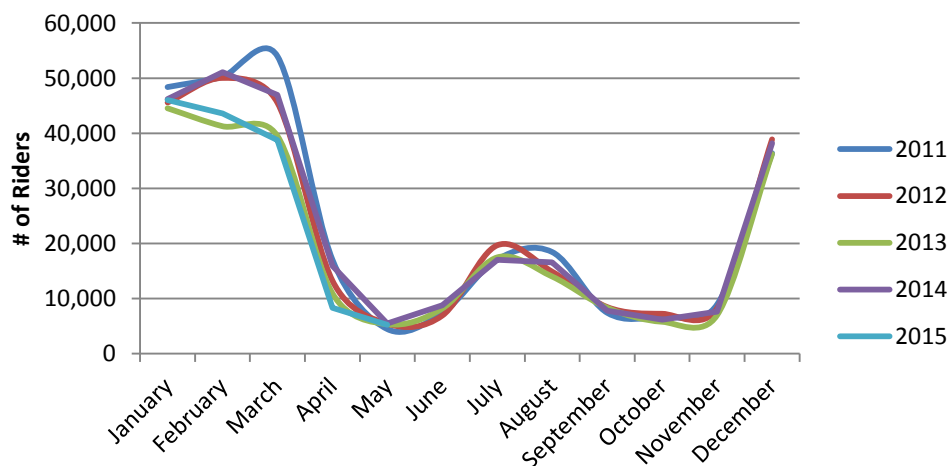
### Total Ridership by Month



2015 YTD Ridership 246,276  
 2014 YTD Ridership 265,021  
 2013 YTD Ridership 242,569  
 2012 YTD Ridership 244,876

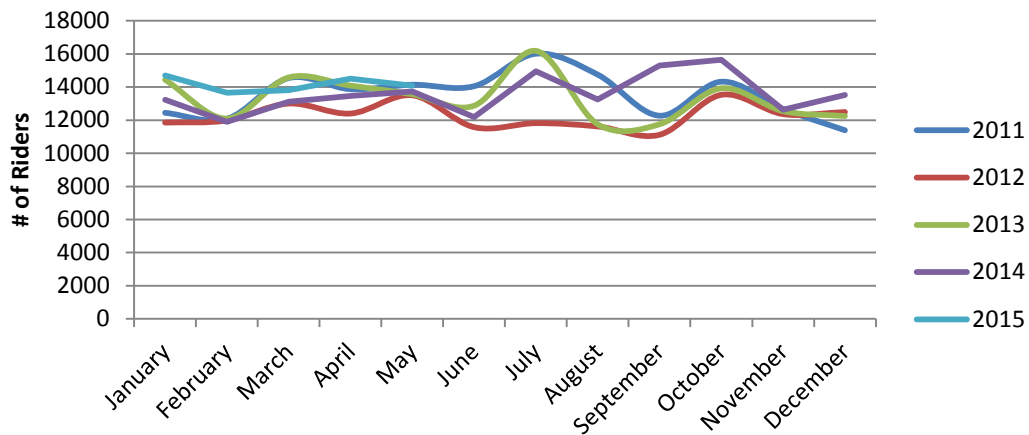
**Definition:** Monthly ridership compared with one year ago, two years ago and the 5 year average.

### Town Routes

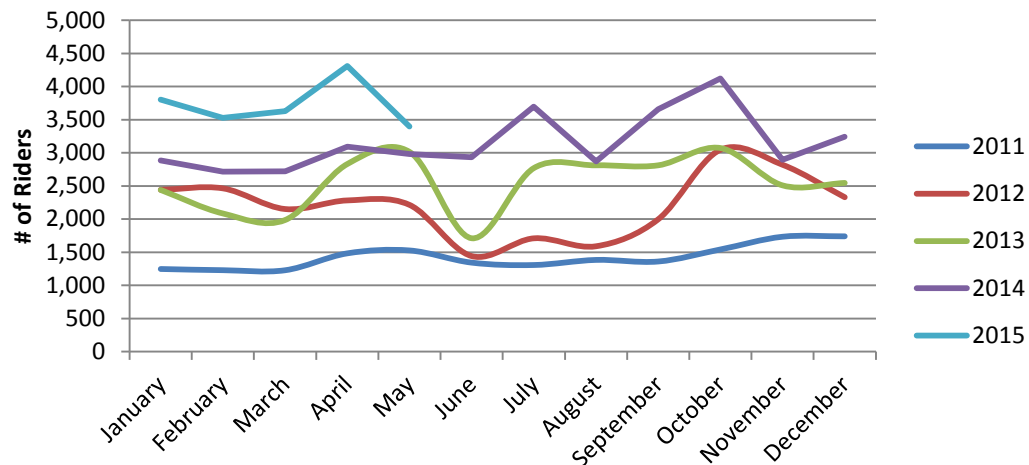


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, MAY 2015

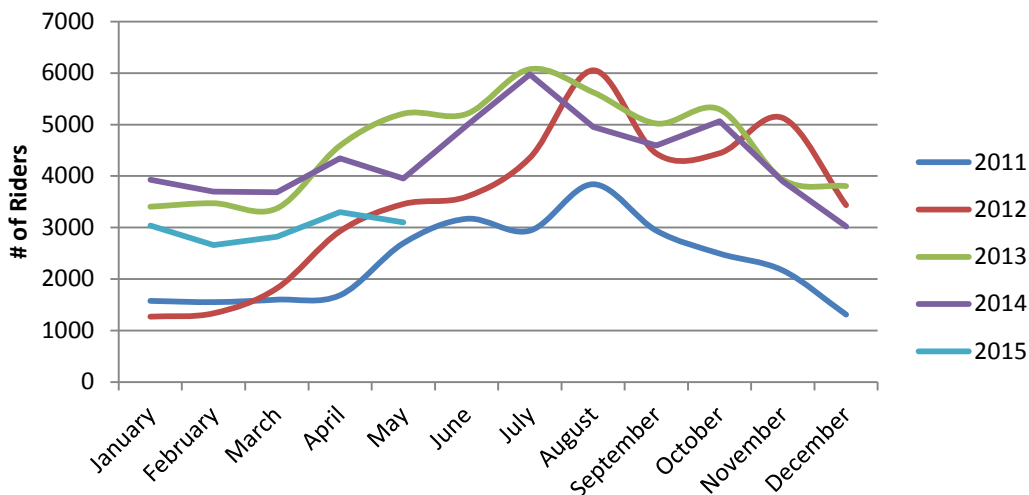
### Valley Route



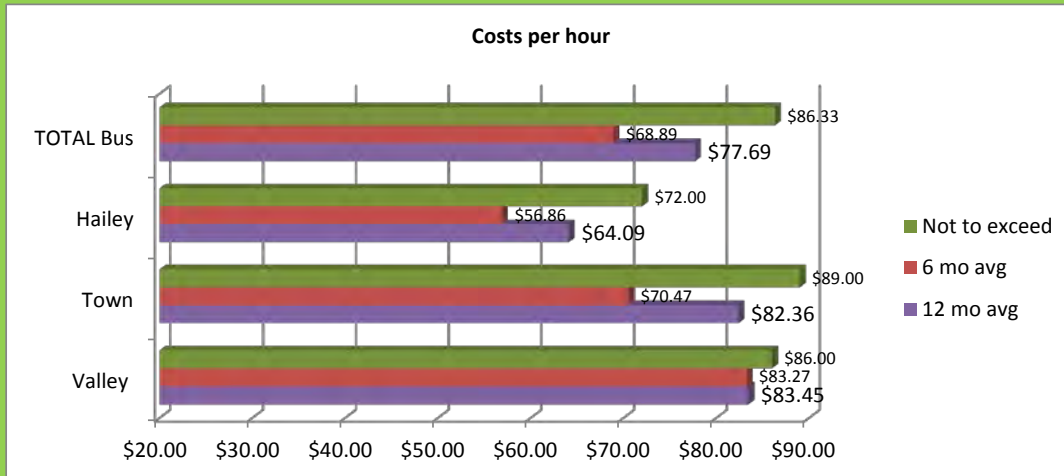
### Hailey Route



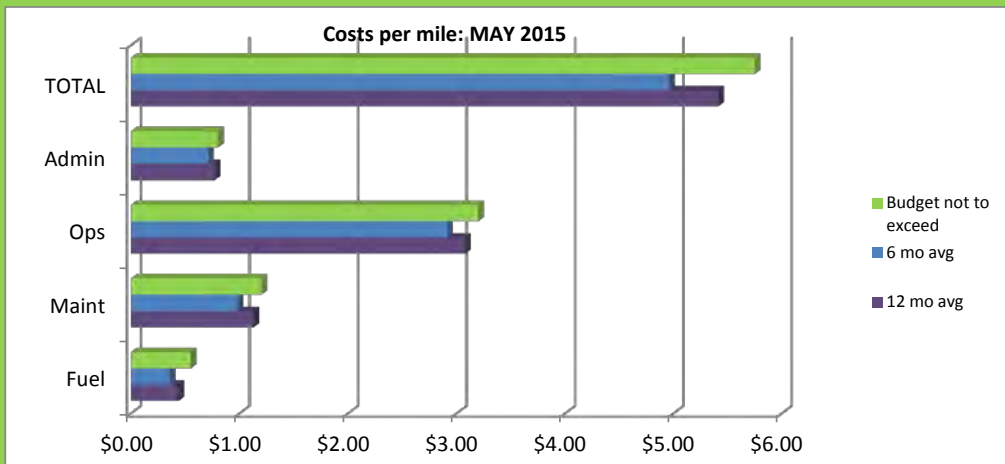
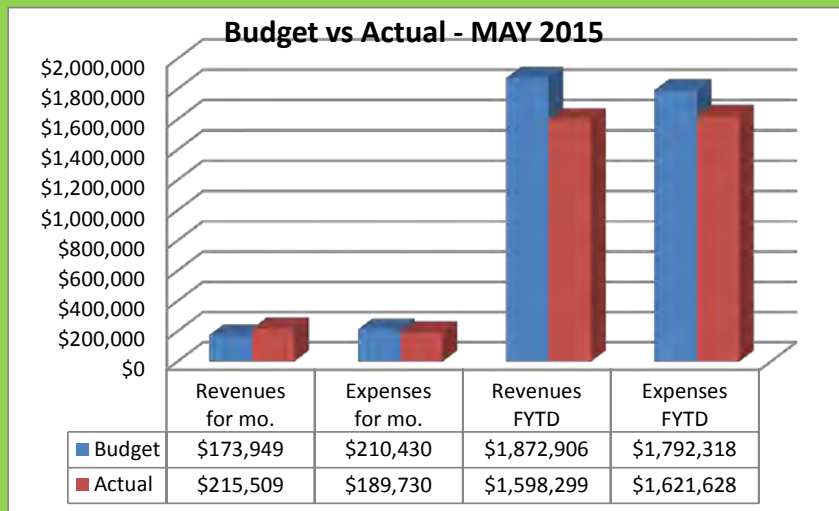
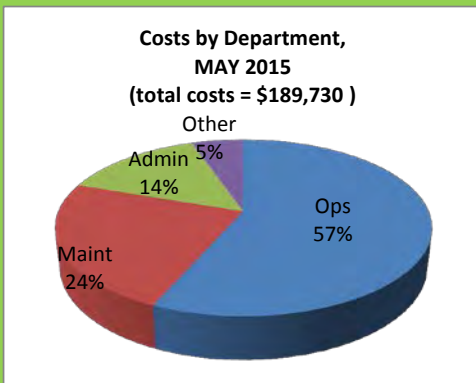
### Vanpool



## PERFORMANCE DASHBOARD - FINANCIAL, MAY 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, MAY 2015



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

Safety	Feb-15	Mar-15	Apr-15
<b>Incidents</b>	0	0	0
<b>Accidents</b>	0	0	0
<b>Road Calls</b>	1	0	0

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

**558**

**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:

07/15/2015

Staff Member:

Jim Finch

Department:

Operations

Department  
Highlights from the  
Previous Month:

June 2015 overall ridership up 3% to 30,093 total passengers. Hailey Town Route (+32%), Valley Route (+5%) and Blue route (+14%) ridership increases were the highlights of the month.  
Vanpool ridership is down 22% due to 3 fewer vans operating for Webb employees.

Progress on  
projects/initiatives:

Annual Summer All Staff meeting held on June 14th. Focus on Safety and Pre-trip inspections.

Summer TAPTCO REFRESHER training will commence in July 2015.

Challenges/  
Opportunities:

All of us in the Operations Department look forward to working with Ben Varner as he learns the ins and outs of Facilities and Maintenance. WELCOME ABOARD BEN!

# Mountain Rides Staff Report

Date:

07/15/0215

Staff Member:

Ben Varner

Department:

Maintenance

Department  
Highlights from the  
Previous Month:

Bus # 26 had a new engine installed under warranty. The IC warranties expire in December so we were happy with the timing of this repair.

We are fully staffed with the hire of Scott Smith, who started last week. Scott brings some great experience to us from the construction industry and we are excited to have him on board, especially at the Facilities level.

We had a great week last week getting several PMIs done on commuter vans.

Progress on  
projects/initiatives:

Some minute but very important details were worked through on the new South Valley Facility. Approach and departure angles for the bays were looked at more thoroughly and some updated engineering and re-grading was done.

The Hailey Park and Ride shelter has been repainted. We are going to complete the other Hailey Chevron and Mini Mart shelters this week.

Challenges/  
Opportunities:

While we are fully staffed, both Ben and Scott have much to learn about the entire MRTA system. Carlos and all other staff have been a great help in this endeavor.

Ben has identified several opportunities for improvement in the bus washing and interior cleaning department. A step up in tools, supplies and processes should lead to large improvements over the next 30-60 days.

# Mountain Rides Staff Report

Date:

07/15/2015

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department  
Highlights from the  
Previous Month:

Our new bus schedules are in service.

Dump the pump day was on Thursday June 18th. We gave out tote bags with "I dumped the Pump" on them and some giveaways and they were a big hit. We had riders posting on facebook about it.

Progress on  
projects/initiatives:

Free Fridays in July have started.

The Sun Valley Story Tour started on Friday July 10th and will run every Friday through September 4th.

Challenges/  
Opportunities:

# Mountain Rides Staff Report

Date:

07/15/2015

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department  
Highlights from the  
Previous Month:

BikeShare has been going for about a month so far. We are seeing pretty consistent use in Ketchum. We have 62 active members and most folks seem to use the bikes to go to Sun Valley, Elkhorn, and to the light industrial area. I received permission to have a bikeshare HUB station at the new Bigwood Bread restaurant in the light industrial. Waiting for bike racks to arrive before I set up that HUB.

We signed an MOU with Boise GreenBike to allow annual and monthly members of our program to use Boise GreenBikes for free and vice versa. Members of this MOU agreement just receive a promo code from the administrators of each program to take advantage of this opportunity.

A Grant was submitted to Sonoran Institute for technical assistance to help develop a design and plan to reconfigure Main Street in Hailey. We were partners on the grant with the City of Hailey and should hear this week on whether we will be awarded the grant. Workshops to involve the community and conduct design charrettes will be done in the fall. Hailey Chamber businesses submitted a letter of support for the grant.

Progress on  
projects/initiatives:

Challenges/  
Opportunities:

Challenge is to grow memberships for BikeShare. I am working on building interest with businesses like Rocky Mountain Hardware with enough staff to hopefully sell group memberships. Also with area hotels. AmericInn has shown serious interest in offering memberships to patrons as a bonus. Waiting to hear back from them. Their local manager had to inquire with regional team.

# Mountain Rides Staff Report

Date:

07/15/2015

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department  
Highlights from the  
Previous Month:

The new ADA van is on the road and has been helpful with the increase in ADA requests in the last week or so.  
We received agreements covering the additional 5316 (~\$76,000) and 5317 funding (~\$55,000) and are using it!

Progress on  
projects/initiatives:

Draft of the FY2016 budget has been completed and will continue to be revised as we gain more information on local funding.

Challenges/  
Opportunities:

Public comment period is underway for 2016-2018 federal funding. We have sent emails to many of our partners requesting their support by way of a quick email to ITD. Opening of the comment period was delayed and as a result, we do not expect to hear from ITD on confirmation of our funding applications (particularly the one-time funding for the SV facility) until September 2015.

# Mountain Rides Staff Report

Date:

07/15/2015

Staff Member:

Jason Miller

Department:

Executive Director

Department  
Highlights from the  
Previous Month:

Budget work - the bulk of my time has been spent working with cities and the county on development of the local funding. There is a separate agenda item that details progress. Maintenance department - Ben Varner has hit the ground running and is quickly rebuilding the maintenance and facilities department. We are all very excited to have him on board.

Rotary presentation - I gave a well received presentation to Ketchum Rotary on all that Mountain Rides has been doing and ways for the business community to engage with MR.

Dump the Pump Day - This national transit day was on June 18th. We celebrated with give-aways on the bus for passengers, discount for bike share, and fare free day on Valley.

On a personal note, if you haven't heard, I was married on June 27th to Mariel Platt on a perfect day in Stanley Idaho! Afterwards, we enjoyed some time off for a mini-moon in McCall for some rest, relaxation and exploring the mountains hiking and biking.

Progress on  
projects/initiatives:

Salary survey - this work is now complete and being finalized at the Finance and Performance Committee and is being incorporated into the draft FY16 budget. I'm very happy with the process we used where Kim did the initial research, which was then reviewed and finalized by an outside consultant.

UTA buses - all paperwork has been to FTA and we are awaiting word from them.

Airport service - we have a preliminary service plan, but it looks unlikely that any local funding partners are willing to step up and fund this new service.

Hub - we are going to work to keep the federal funding active and restart conversations with the city on where the project goes from here.

Challenges/  
Opportunities:

Henry Brown - unfortunately our new hire to transition into Operations Manager has not worked out. After making a commitment to Mountain Rides, Henry decided he had a better opportunity with Blaine County. We spent a lot of time and effort to make this work for Henry, so I am very disappointed with how this has gone. Jim is willing to stay on longer until we can create a new transition plan and recruit a replacement at the right time (probably next spring)

New strategic session - In a recent meeting with Mark and Dave, we talked about better aligning our annual strategic planning session with the budget year. We are working towards a possible strategic planning session in early October of this year, instead of Jan of next year. This will provide better overall continuity to match our budget year.



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, June 17, 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) by phone, Joe Miczulski (Bellevue), Susan McBryant (Hailey), Kristin Derrig (Ketchum) and Jane Conard (Sun Valley)

**ALSO PRESENT:** Mountain Rides Executive Director Jason Miller  
Mountain Rides Business Manager Wendy Crosby  
Support Specialist Kim MacPherson  
Terry Smith, *Idaho Mountain Express*  
Ben Varner  
Henry Brown

**1. CALL TO ORDER**

Chairman Mark Gilbert called to order the meeting of Wednesday, June 17, 2015 at 12:32pm. Secretary Steve Wolper took roll and determined that a quorum was present.

**2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS**

Michael David mentioned that Robin Mattison from the City of Ketchum gave a report at the last city council meeting that there was a \$52,000 grant from ITD available. One of the ideas for use would be to improve access for Sun Valley Road and East Ave in Ketchum since the Hub project isn't moving forward. Mike David wanted to clarify that the Hub idea is on the shelf at the moment and that Mountain Rides should create a talking point about the Hub project so that we could spread the word consistently.

Jason Miller mentioned that staff at the City of Ketchum would like to see this investment and be distributed over all the bus stops. This discussion will be added to the next meeting.

Jane Conard arrived at the meeting.

Mark Gilbert stated that it is an exciting year for us with awarding a major construction project and acquiring buses. The most important assets of an agency are people you hire. Mark Gilbert introduced two soon-to-be new employees, Ben Varner and Henry Brown. Jason Miller stated that he was very excited to be able to do the introductions. Ben Varner is starting on June 22<sup>nd</sup> and comes from the *Idaho Mountain Express* where he has been circulation manager. He has

been there for almost 9 years, has roots in the community, is involved with Rotary and is a volunteer firefighter. Ben Varner spoke a bit about his background and said he was very excited about taking on the challenge of working with Mountain Rides. The Board welcomed Ben to the organization.

Jason introduced Henry Brown who was a candidate for the Maintenance manager, but Jason thought his skill set was better suited to the Operations department with his Human Resource experience. Jim Finch will be starting to transition into a different role and be semi-retired. Henry will be working in parallel with Jim to learn the Operations role. Henry Brown spoke about the opportunity to work for Mountain Rides. The Board welcomed Henry to the organization.

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

Terry Smith from the *Idaho Mountain Express* spoke from a rider perspective regarding the code of conduct. He mentioned that he sees passengers pestering the bus driver and talking to the drivers the whole trip and he didn't think it was safe. Terry also mentioned that he is resigning from the *Idaho Mountain Express* to do some freelance writing. The Board thanked him for his service and for writing about Mountain Rides over the years. Jason Miller stated that Terry has always covered Mountain Rides in a very fair and accurate manner.

### 4. ACTION ITEMS AND DISCUSSION ITEMS

#### a. Action item:

##### *Action on adoption of Passenger Code of Conduct*

Jason Miller highlighted the updates to the Passenger Code of Conduct. This policy was identified as a need in the past year as part of our review by the Washington State Insurance Pool. The Board members spoke about making some changes to the document. Steve Wolper appreciated that Terry Smith brought up the issue about talking to the driver while the bus is in motion and that people are ahead of the yellow/white standee line. Susan McBryant stated that she feels that it is a training issue about passengers standing forward of the yellow/white standee line. Susan also felt that the topics don't "flow" and recommended that the topics are put in order of safety, behavior and others. Michael David wanted to know the mode of delivery of the document to the passengers. Dave Patrie suggested that the drivers should engage with passengers as long as we are safe but we don't want to compromise on our customer service. Dave also suggested changes to the exclusion and appeal process. Appeals would go to the Board of Directors and not to the Executive Director. Board members made several other modifications to the existing code which staff will include in the final version.

**Dave Patrie moved to approve the Mountain Rides Passenger Code of Conduct as presented with the changes discussed.** Susan McBryant asked when the document would be implemented. This document will be implemented as soon as it is adopted. **Steve Wolper seconded and the motion passed unanimously.**

#### b. Action item:

##### *Action on update to Financial Policy 102: Accounts Payable*

This is an update to the Accounts Payable Policy section covering credit cards. Wendy stated that with Rod's departure, we canceled his card and recognized the need to update the policy to streamline the use of credit cards. Current policy does not allow for positions below



Department Head to have credit cards. Often it is employees just below this level that are ordering goods or services. This policy revision will allow for positions down to Specialist to hold a credit card, at the discretion of the Executive Director. This will allow Jason to determine if a position and/or employee in an authorized position warrants a card and it will streamline the procurement process.

**Steve Wolper made a motion to approve the changes to MRTA Financial Policy 102: Accounts Payable as outlined by staff. Jane Conard seconded, and the motion passed unanimously.**

**c. Action item:**

*Action on EKC Inc. payment application #1 for \$60,691.61 for south valley facility*

Jason Miller stated that this is the first payment to EKC. This will come before the Finance & Performance committee on July 8th for further discussion about the procurement policy, as this is an item that shouldn't have to come back to the board once the project budget and project contract have been established.

**Michael David made a motion to approve the payment for EKC, Inc. Payment Application #1 in the amount of \$60,691.61 for the south valley facility. Joe Miczulski seconded and the motion passed unanimously.**

**d. Action item:**

*Action on Bus conveyance agreement between Mountain Rides and UTA*

Jason Miller stated that we have been working on this transfer for some time and finally have the details we need to execute this agreement. The amount of \$3,646.83 is for buyout of the tires which would cost over \$8000 for new tires so this amount is within our tire budget.

These buses will allow us to have better overall fleet operations and consider service improvements like Valley Express - Airport service. They will also allow us to dispose of 2 buses that are over 20 years old. This agreement has been reviewed by our legal counsel, including the indemnity language, which was also discussed with ICRMP. **Dave Patrie moved to approve the execution of the conveyance agreement between MRTA and UTA for transfer of three used buses with remaining useful life from UTA to Mountain Rides, as presented.**

**Furthermore, I give the Executive Director ability to coordinate all administrative details with said conveyance. Joe Miczulski seconded, and the motion passed unanimously.**

**e. Discussion item:**

*Update on south valley facility project progress*

Jason Miller showed photos of the progress to date on the south valley facility. The project is moving along well.

Mike David left the meeting at 1:50pm.

**5. Committee Reports**

Planning & Marketing committee reports for May from Steve Wolper. **Steve Wolper moved to approve the minutes for May. Jane Conard seconded and the motion passed. Jane Conard moved to approve the minutes for June. Kristin Derrig seconded and the motion passed with Steve Wolper and Dave Patrie abstaining.**

Finance & Performance committee reports for June. **Susan McBryant moved to approve the minutes for June. Mark Gilbert seconded and the motion passed. Joe Miczulski abstained.**

## 6. Staff reports

- a. Dashboard performance reports for April 2015
- b. Operations report
- c. Marketing and Outreach report

Kim MacPherson brought it some new schedules for the board to see the new format.

- d. Bike-Ped report

Jason Miller showed a thank you poster from the YMCA where Mountain Rides gave out helmets. Kim stated that Steve Wolper started the helmet program years ago which we are continuing. Dave Patrie asked about the MOU and wanted to make sure that legal counsel and upper management has seen the document.

- e. Business Manager report

Wendy Crosby stated that we have received the new ADA van. She also noted that there were a couple things that happened in April. There was a large transfer from excess operating funds to the facilities fund. April did not include 5311 reimbursement. We did receive JARC money in June. We are on track to be on budget.

- f. Executive Director report

Jason Miller stated that additional money has come from ITD through the 5316 program for operations which we can use towards Hailey and Green route. Carlos Tellez has been carrying the load in maintenance.

## 7. Consent Calendar items

- a. Approve minutes for May 20<sup>th</sup> regular board meeting. **Susan McBryant moved to approve the May 20<sup>th</sup> minutes and Steve Wolper seconded. Motions carried unanimously. Kristin Derrig abstained.**

Approve minutes for June 3<sup>rd</sup> special board meeting. **Jane Conard moved to approve the June 3<sup>rd</sup> minutes and Susan McBryant seconded. Motions carried unanimously. Steve Wolper, Dave Patrie and Joe Miczulski abstained.**

- b. Receive & File financials April 2015

**Susan McBryant moved to receive and file the financials. Dave Patrie seconded, and the motion carried unanimously.**

## 8. Adjournment

**Steve Wolper moved to adjourn the meeting at 2:16pm. Joe Miczulski seconded and the motion carried unanimously.**

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Chairman Mark Gilbert

# Mountain Rides Agenda Item Summary

Date:

07/15/2015

From:

Wendy Crosby

Subject:

7b.May financials

Background:

May 2015:

5311 reimbursements have ramped up with the new grant year that began in April. We also received some unexpected additional 5316 funding amounting to approx. \$76,000, which is funding valley route maintenance costs. Although federal funding revenues are below budget we expect them to meet budget by year end.

For both the month and the year-to-date, expenses are running 10% below budget. This is attributable largely to fuel savings, although there has been tight cost control across the board. Exceptions are legal fees resulting from review of the JPA, EKC contract and the UTA bus contract. Promotional expenses are also above budget for the month. These costs are attributable to the Bike events held in May and much of the cost will be reimbursed under the Safe Routes to School program.

May 2015 Checks Issued:

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

Freightliner - \$2,569.83-repairs to bus #13

Les Schwab - \$2,709.01-tires for Bus 24,29 & vans

State Insurance Fund - \$16,052.00-quarterly workman's comp insurance premium

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of May 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 · Mountain West Checking</b>						55,945.29
Liability Check	05/01/2015	E-pay	United States Treasury	82-0382250 QB Track...	-485.96	55,459.33
Deposit	05/01/2015			Deposit	1,183.88	56,643.21
Bill Pmt -Check	05/04/2015	4900	Allstar Property Services, Inc.		-565.25	56,077.96
Bill Pmt -Check	05/04/2015	4901	GEM State Paper & Supply Co.	#105020	-90.74	55,987.22
Bill Pmt -Check	05/04/2015	4902	Greyhound Design		-105.00	55,882.22
Bill Pmt -Check	05/04/2015	4903	Karen Thea	expense reimbursement	-75.44	55,806.78
Bill Pmt -Check	05/04/2015	4904	Names and Numbers		-156.83	55,649.95
Bill Pmt -Check	05/04/2015	4905	Nicole Brown		-1,064.06	54,585.89
Deposit	05/04/2015			Deposit	720.15	55,306.04
Liability Check	05/06/2015		QuickBooks Payroll Service	Created by Payroll Se...	-40,987.92	14,318.12
Paycheck	05/07/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Domke, Rodney F	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Finch, James F	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Glasscock, David T	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Gray, Stuart	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Johnson, Mark F	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Kelly, David W	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Knudson, Michael W	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	MacPherson, Kim	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Miller, Jason M	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Nestor, Robert A	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Parker, Michael J	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Selisch, Kurt	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Sproule, William	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Tellez, Carlos	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Thea, Karen J	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Torres, April L	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Victorino, Jose L	Direct Deposit	0.00	14,318.12
Paycheck	05/07/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	14,318.12
Liability Check	05/07/2015	4906	Idaho Child Support Receipting	326231	-244.60	14,073.52
Liability Check	05/07/2015	4907	National Benefit Services, LLC	Mountain Rides FSA	-436.14	13,637.38
Deposit	05/07/2015			Deposit	345.00	13,982.38
Deposit	05/07/2015			Deposit	459.50	14,441.88
Liability Check	05/08/2015	E-pay	United States Treasury	82-0382250 QB Track...	-18,340.26	-3,898.38
Deposit	05/08/2015			Deposit	25,000.00	21,101.62
Deposit	05/08/2015			Deposit	922.80	22,024.42
Bill Pmt -Check	05/11/2015	4908	NAPA Auto Parts		-829.37	21,195.05
Bill Pmt -Check	05/11/2015	4909	L.L. Green's Hardware		-13.96	21,181.09
Bill Pmt -Check	05/11/2015	4910	Copy & Print		-237.48	20,943.61
Bill Pmt -Check	05/11/2015	4911	AlSCO		-132.16	20,811.45
Bill Pmt -Check	05/11/2015	4912	Freightliner of Idaho		-2,569.83	18,241.62
Bill Pmt -Check	05/11/2015	4913	Six Roblees' Inc formerly Valley Br...	64830	-279.95	17,961.67
Bill Pmt -Check	05/11/2015	4914	Associated Petroleum Products, I...		-8,317.54	9,644.13
Bill Pmt -Check	05/11/2015	4915	National Benefit Services, LLC		-2,113.00	7,531.13
Bill Pmt -Check	05/11/2015	4916	Schaeffer MFG. CO.	1140316	-1,039.50	6,491.63
Bill Pmt -Check	05/11/2015	4917	Gem State Welders Supply Inc.		-39.15	6,452.48
Bill Pmt -Check	05/11/2015	4918	Clear Creek Disposal	1327	-77.53	6,374.95
Bill Pmt -Check	05/11/2015	4919	Access Idaho		-9.00	6,365.95
Bill Pmt -Check	05/11/2015	4920	Gillig LLC	36869600	-1,048.12	5,317.83
Bill Pmt -Check	05/11/2015	4921	Les Schwab	117-00888	-2,706.01	2,611.82
Bill Pmt -Check	05/11/2015	4922	Atkinsons' Grocery		-27.04	2,584.78
Bill Pmt -Check	05/11/2015	4923	Cummins Rocky Mountain LLC		-501.10	2,083.68
Bill Pmt -Check	05/11/2015	4924	Business As Usual		-64.98	2,018.70
Bill Pmt -Check	05/11/2015	4925	CTAI		-450.00	1,568.70
Bill Pmt -Check	05/11/2015	4926	Integrated Technologies		-168.97	1,399.73
Bill Pmt -Check	05/11/2015	4927	Ketchum Computers, Inc.		-101.07	1,298.66
Bill Pmt -Check	05/11/2015	4928	Lawson Laski Clark & Pogue, PLLC		-1,228.50	70.16
Bill Pmt -Check	05/11/2015	4929	Social Bicycles Inc.		-300.00	-229.84
Bill Pmt -Check	05/11/2015	4930	TransitTalent.com LLC		-95.00	-324.84
Bill Pmt -Check	05/11/2015	4931	Wells Fargo		-5,686.78	-6,011.62
Bill Pmt -Check	05/11/2015	4932	Wood River Lock & Safe		-78.75	-6,090.37
Bill Pmt -Check	05/11/2015	4933	Zilch Art & Design		-687.50	-6,777.87
Deposit	05/11/2015			Deposit	46,833.33	40,055.46
Bill Pmt -Check	05/11/2015	4934	Cummins Rocky Mountain LLC	VOID: credit applied s...	0.00	40,055.46
Bill Pmt -Check	05/11/2015	4935	Rush Truck Centers		-283.90	39,771.56
Bill Pmt -Check	05/11/2015	4936	Chateau Drug & True Value Hard...		-5.68	39,765.88
Deposit	05/11/2015			Deposit	159.31	39,925.19
Deposit	05/11/2015			Deposit	625.75	40,550.94
Bill Pmt -Check	05/12/2015	4937	Cummins Rocky Mountain LLC		-11.93	40,539.01

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of May 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/12/2015			Deposit	11,069.38	51,608.39
Check	05/13/2015	ACH	Intuit	CHECK ORDER	-316.47	51,291.92
Deposit	05/13/2015			Deposit	6,275.00	57,566.92
Deposit	05/13/2015			Deposit	62,500.00	120,066.92
Bill Pmt -Check	05/13/2015	ACH	Intermtn Gas Co #10630400-001-6	#10630400-001-6	-320.48	119,746.44
Bill Pmt -Check	05/13/2015	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-60.01	119,686.43
Deposit	05/14/2015			Deposit	402.50	120,088.93
Deposit	05/15/2015			Deposit	57.96	120,146.89
Bill Pmt -Check	05/18/2015	4938	Johnny G's Sub Shack		-95.90	120,050.99
Bill Pmt -Check	05/18/2015	4939	State Insurance Fund	Policy # 495600	-16,052.00	103,998.99
Bill Pmt -Check	05/18/2015	4940	White Cloud Communications Inc.		-288.00	103,710.99
Deposit	05/19/2015			Deposit	3,904.00	107,614.99
Deposit	05/19/2015			Deposit	35.80	107,650.79
Check	05/19/2015	ACH	Capital Equipment Fund	monthly transfer April ...	-2,170.00	105,480.79
Check	05/19/2015	ACH	Facilities Fund	monthly transfer April ...	-6,510.00	98,970.79
Check	05/19/2015	ACH	Contingency Fund	monthly transfer April ...	-4,166.67	94,804.12
Deposit	05/19/2015			Deposit	1,666.67	96,470.79
Bill Pmt -Check	05/19/2015	4943	Idaho Chapter of PRIMA		-35.00	96,435.79
Bill Pmt -Check	05/19/2015	4944	Superior Door Co.		-679.00	95,756.79
Deposit	05/19/2015			Deposit	692.20	96,448.99
Liability Check	05/20/2015	TAP	Idaho State Tax Commission	000186434	-3,626.00	92,822.99
Liability Check	05/20/2015		QuickBooks Payroll Service	Created by Payroll Se...	-27,803.00	65,019.99
Paycheck	05/21/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Finch, James F	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Glasscock, David T	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Gray, Stuart	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Johnson, Mark F	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Kelly, David W	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Knudson, Michael W	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	MacPherson, Kim	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Miller, Jason M	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Nestor, Robert A	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Selisch, Kurt	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Sproule, William	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Tellez, Carlos	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Thea, Karen J	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Torres, April L	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Victorino, Jose L	Direct Deposit	0.00	65,019.99
Paycheck	05/21/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	65,019.99
Liability Check	05/21/2015	4941	Idaho Child Support Receipting	326231	-244.60	64,775.39
Liability Check	05/21/2015	4942	National Benefit Services, LLC	Mountain Rides FSA	-436.14	64,339.25
Bill Pmt -Check	05/21/2015	ACH	City of Hailey	40205001	-66.57	64,272.68
Bill Pmt -Check	05/21/2015	ACH	Idaho Power Acc#2204788885		-290.49	63,982.19
Bill Pmt -Check	05/21/2015	ACH	Idaho Power Acct.#2204640144		-48.43	63,933.76
Bill Pmt -Check	05/21/2015	ACH	Verizon Wireless	942013229	-252.84	63,680.92
Liability Check	05/22/2015	E-pay	United States Treasury	82-0382250 QB Track...	-8,966.92	54,714.00
Deposit	05/22/2015			Deposit	549.30	55,263.30
Bill Pmt -Check	05/25/2015	4947	Associated Petroleum Products, I...		-7,517.18	47,746.12
Bill Pmt -Check	05/25/2015	4948	Karen Thea	expense reimbursement	-40.14	47,705.98
Bill Pmt -Check	05/25/2015	4949	Snap-on Tools Company, LLC		-41.04	47,664.94
Bill Pmt -Check	05/25/2015	4950	Social Bicycles Inc.		-156.00	47,508.94
Deposit	05/26/2015			Deposit	48.22	47,557.16
Deposit	05/26/2015			Deposit	1,716.00	49,273.16
Deposit	05/26/2015			Deposit	530.75	49,803.91
Bill Pmt -Check	05/28/2015	4951	Virginia Rhinehart	Monthly Rent- 4171 Gl...	-2,000.00	47,803.91
Deposit	05/29/2015			Deposit	115.30	47,919.21
Deposit	05/29/2015			Deposit	86.00	48,005.21
Deposit	05/29/2015			Deposit	726.50	48,731.71
Deposit	05/29/2015			Deposit	797.70	49,529.41
Liability Check	05/31/2015	ACH	Aflac	DQR88	-345.60	49,183.81
Liability Check	05/31/2015	4945	Blue Cross of Idaho	10034150-R001	-1,222.20	47,961.61
Liability Check	05/31/2015	4946	Blue Cross of Idaho	10034150-R001	-12,931.05	35,030.56
Deposit	05/31/2015			Deposit	148.14	35,178.70
Deposit	05/31/2015			Interest	3.00	35,181.70
Total 11100 · Mountain West Checking					-20,763.59	35,181.70
<b>TOTAL</b>					<b>-20,763.59</b>	<b>35,181.70</b>

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Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2015**

	May 15	Budget	% of Budget	Oct '14 - May 15	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 - Federal Funding							
41200 - Federal - 5311	81,294.00	61,207.00	132.8%	541,112.00	668,475.00	80.9%	845,000.00
41300 - Federal - 5316	25,840.00	0.00	100.0%	25,840.00	0.00	100.0%	0.00
41400 - Federal - 5317	6,461.00	4,000.00	161.5%	20,365.00	8,000.00	254.6%	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	5,000.00	0.0%	2,620.12	10,000.00	26.2%	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
<b>Total 41000 - Federal Funding</b>	<b>113,595.00</b>	<b>70,207.00</b>	<b>161.8%</b>	<b>631,493.69</b>	<b>724,475.00</b>	<b>87.2%</b>	<b>924,000.00</b>
42000 - State Funding							
42400 - State - Training	0.00	1,000.00	0.0%	2,635.46	6,500.00	40.5%	7,500.00
<b>Total 42000 - State Funding</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>	<b>2,635.46</b>	<b>6,500.00</b>	<b>40.5%</b>	<b>7,500.00</b>
43000 - Local Funding							
43100 - Local - Ketchum	40,333.34	40,333.33	100.0%	335,241.66	335,241.64	100.0%	496,575.00
43200 - Local - Hailey	4,986.67	4,986.67	100.0%	39,893.34	39,893.36	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%	72,000.00	72,000.00	100.0%	108,000.00
43500 - Local - Sun Valley	18,333.33	18,333.33	100.0%	148,666.66	148,666.64	100.0%	222,000.00
43600 - Local - Sun Valley Company	0.00	0.00	0.0%	157,080.00	157,080.00	100.0%	157,080.00
<b>Total 43000 - Local Funding</b>	<b>72,653.34</b>	<b>72,653.33</b>	<b>100.0%</b>	<b>753,321.66</b>	<b>753,381.64</b>	<b>100.0%</b>	<b>1,043,995.00</b>
44000 - Fares							
44100 - Fares - Valley Cash	4,777.85	5,000.00	95.6%	41,177.45	46,000.00	89.5%	76,000.00
44200 - Fares - Valley Passes	6,066.75	13,000.00	46.7%	88,203.13	82,000.00	107.6%	130,000.00
44300 - Fares - Vanpool	12,629.78	1,300.00	971.5%	89,001.09	101,300.00	87.9%	175,000.00
44400 - Fares - ADA	86.00	80.00	107.5%	719.00	680.00	105.7%	1,000.00
<b>Total 44000 - Fares</b>	<b>23,560.38</b>	<b>19,380.00</b>	<b>121.6%</b>	<b>219,100.67</b>	<b>229,980.00</b>	<b>95.3%</b>	<b>382,000.00</b>
45000 - Revenue							
45100 - Rev - Advertising							
45150 - Bike Share ad revenue	1,300.00			1,685.00			
45100 - Rev - Advertising - Other	2,550.00	5,000.00	51.0%	49,126.26	45,000.00	109.2%	55,000.00
<b>Total 45100 - Rev - Advertising</b>	<b>3,850.00</b>	<b>5,000.00</b>	<b>77.0%</b>	<b>50,811.26</b>	<b>45,000.00</b>	<b>112.9%</b>	<b>55,000.00</b>
45450 - Rev - Misc.	0.00	0.00	0.0%	312.15	0.00	100.0%	0.00
45500 - Rev - Charter/Special Event	0.00	2,000.00	0.0%	2,820.00	7,900.00	35.7%	15,000.00
45600 - Rev - Bike Share- Bike Swap	148.14	1,500.00	9.9%	148.14	1,500.00	9.9%	5,000.00
<b>Total 45000 - Revenue</b>	<b>3,998.14</b>	<b>8,500.00</b>	<b>47.0%</b>	<b>54,091.55</b>	<b>54,400.00</b>	<b>99.4%</b>	<b>75,000.00</b>
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	500.00	0.0%	0.00	500.00	0.0%	500.00
47300 - Priv. Donation - Other	0.00			250.00			
<b>Total 47000 - Private Donations</b>	<b>0.00</b>	<b>500.00</b>	<b>0.0%</b>	<b>250.00</b>	<b>500.00</b>	<b>50.0%</b>	<b>500.00</b>
48000 - Transfers							
48300 - Transfer - Facilities Fund	0.00			-89,334.00			
48400 - Transfer - Housing Fund	1,666.67	1,666.67	100.0%	13,333.33	13,333.35	100.0%	20,000.00
<b>Total 48000 - Transfers</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>100.0%</b>	<b>-76,000.67</b>	<b>13,333.35</b>	<b>-570.0%</b>	<b>20,000.00</b>
49000 - Interest Income	35.05	41.67	84.1%	259.82	333.36	77.9%	500.00
49500 - Diesel Tax Refunds	0.00	0.00	0.0%	13,146.00	15,000.00	87.6%	19,000.00
49800 - Excess Operating Funds	0.00	0.00	0.0%	0.00	75,000.00	0.0%	75,000.00
<b>Total Income</b>	<b>215,508.58</b>	<b>173,948.67</b>	<b>123.9%</b>	<b>1,598,298.18</b>	<b>1,872,903.35</b>	<b>85.3%</b>	<b>2,547,495.00</b>
<b>Gross Profit</b>	<b>215,508.58</b>	<b>173,948.67</b>	<b>123.9%</b>	<b>1,598,298.18</b>	<b>1,872,903.35</b>	<b>85.3%</b>	<b>2,547,495.00</b>

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Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2015**

	May 15	Budget	% of Budget	Oct '14 - May 15	YTD Budget	% of Budget	Annual Budget
<b>Expense</b>							
<b>51000 - Payroll Expenses</b>							
51100 - Salaries and Wages	98,384.37	85,750.00	114.7%	837,705.16	884,500.00	94.7%	1,234,060.00
51300 - FICA Expense	5,836.17	4,945.00	118.0%	49,906.78	51,220.00	97.4%	72,500.00
51350 - Medicare Tax Expense	1,364.92	1,515.00	90.1%	11,597.61	11,820.00	98.1%	17,250.00
51400 - Retirement Plan Expenses	8,239.07	7,500.00	109.9%	62,987.69	61,000.00	103.3%	93,000.00
51500 - Workers Comp Expense	16,052.00	13,666.67	117.5%	34,361.00	34,833.36	98.6%	45,000.00
51600 - SUI Expense	1,342.74	1,576.67	85.2%	10,352.43	17,113.36	60.5%	24,000.00
51700 - Medical Ins. Expense	10,232.64	12,000.00	85.3%	94,601.81	94,500.00	100.1%	142,000.00
51800 - Dental Ins. Expense	879.10	1,016.67	86.5%	7,558.24	7,933.36	95.3%	12,000.00
51975 - Employee Assistance expense	0.00	416.67	0.0%	0.00	3,333.36	0.0%	5,000.00
51000 - Payroll Expenses - Other	89.20	150.00	59.5%	977.00	1,150.00	85.0%	1,750.00
<b>Total 51000 - Payroll Expenses</b>	<b>142,420.21</b>	<b>128,536.68</b>	<b>110.8%</b>	<b>1,110,047.72</b>	<b>1,167,403.44</b>	<b>95.1%</b>	<b>1,646,560.00</b>
<b>52000 - Insurance Expense</b>							
52100 - Ins. - Vehicles	8,750.00	8,750.00	100.0%	70,000.00	70,000.00	100.0%	105,000.00
52150 - Ins- Deductibles/claims	0.00	0.00	0.0%	0.00	5,500.00	0.0%	6,000.00
<b>Total 52000 - Insurance Expense</b>	<b>8,750.00</b>	<b>8,750.00</b>	<b>100.0%</b>	<b>70,000.00</b>	<b>75,500.00</b>	<b>92.7%</b>	<b>111,000.00</b>
<b>53000 - Professional Fees</b>							
53100 - Accounting & Audit	0.00	0.00	0.0%	9,400.00	11,000.00	85.5%	11,000.00
53200 - IT Systems	0.00	500.00	0.0%	747.50	3,700.00	20.2%	12,000.00
53400 - Legal Fees	2,262.00	600.00	377.0%	7,345.20	4,600.00	159.7%	7,000.00
53450 - Planning/ Design	0.00	0.00	0.0%	710.63	1,500.00	47.4%	1,500.00
53500 - Other Professional Fees	274.00	500.00	54.8%	4,149.95	6,000.00	69.2%	8,000.00
<b>Total 53000 - Professional Fees</b>	<b>2,536.00</b>	<b>1,600.00</b>	<b>158.5%</b>	<b>22,353.28</b>	<b>26,800.00</b>	<b>83.4%</b>	<b>39,500.00</b>
<b>54000 - Equipment/ Tool Expense</b>							
54100 - Shop Equipment expense	0.00	0.00	0.0%	247.53	7,000.00	3.5%	7,000.00
54200 - Shop Tools	3.56	300.00	1.2%	767.56	2,125.00	36.1%	3,400.00
54300 - Office Equipment	0.00	50.00	0.0%	3,641.92	3,350.00	108.7%	5,000.00
<b>Total 54000 - Equipment/ Tool Expense</b>	<b>3.56</b>	<b>350.00</b>	<b>1.0%</b>	<b>4,657.01</b>	<b>12,475.00</b>	<b>37.3%</b>	<b>15,400.00</b>
<b>55000 - Rent and Utilities</b>							
55100 - Rent	1,325.00	1,925.00	68.8%	17,597.90	18,400.00	95.6%	26,500.00
55200 - Utilities	550.64	1,000.00	55.1%	11,088.59	12,500.00	88.7%	16,500.00
<b>Total 55000 - Rent and Utilities</b>	<b>1,875.64</b>	<b>2,925.00</b>	<b>64.1%</b>	<b>28,686.49</b>	<b>30,900.00</b>	<b>92.8%</b>	<b>43,000.00</b>
<b>56000 - Supplies</b>							
56100 - Office Supplies	18.84	150.00	12.6%	1,595.62	1,400.00	114.0%	2,000.00
56200 - Janitorial & Safety Supplies	247.20	300.00	82.4%	2,867.16	2,950.00	97.2%	4,000.00
56300 - Department Supplies	395.78	725.00	54.6%	2,967.49	5,600.00	53.0%	8,500.00
56400 - Uniforms	145.46	0.00	100.0%	5,221.21	3,700.00	141.1%	6,500.00
56500 - Postage and Delivery	0.00	50.00	0.0%	377.54	560.00	67.4%	900.00
<b>Total 56000 - Supplies</b>	<b>807.28</b>	<b>1,225.00</b>	<b>65.9%</b>	<b>13,029.02</b>	<b>14,210.00</b>	<b>91.7%</b>	<b>21,900.00</b>
<b>57000 - Repairs and Maintenance</b>							
57100 - Equipment Repairs/Maintenance	90.14	186.36	48.4%	1,211.69	1,754.52	69.1%	2,500.00
57200 - Building Repairs/Maintenance	899.99	6,500.00	13.8%	3,744.33	10,000.00	37.4%	12,000.00
57250 - Bus Stop Repairs/Maint	0.00	300.00	0.0%	778.89	1,800.00	43.3%	5,000.00
57300 - Grounds Repairs/Maintenance	0.00	100.00	0.0%	750.00	2,250.00	33.3%	2,500.00
57400 - Bike Share Repairs/Maintenance	0.00	0.00	0.0%	1,073.16	4,200.00	25.6%	6,000.00
57500 - Janitorial Services	0.00	200.00	0.0%	910.00	1,700.00	53.5%	2,500.00
<b>Total 57000 - Repairs and Maintenance</b>	<b>990.13</b>	<b>7,286.36</b>	<b>13.6%</b>	<b>8,468.07</b>	<b>21,704.52</b>	<b>39.0%</b>	<b>30,500.00</b>
<b>58000 - Communications Expense</b>							
58100 - Office Phone Expense	280.58	300.00	93.5%	2,380.75	2,400.00	99.2%	4,000.00
58200 - Cell & Two-Way Mobile	618.32	720.00	85.9%	6,394.31	7,120.00	89.8%	10,000.00
58300 - Internet/Website	375.84	200.00	187.9%	3,078.19	1,758.33	175.1%	2,500.00
<b>Total 58000 - Communications Expense</b>	<b>1,274.74</b>	<b>1,220.00</b>	<b>104.5%</b>	<b>11,853.25</b>	<b>11,278.33</b>	<b>105.1%</b>	<b>16,500.00</b>

11:15 AM

07/07/15

Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2015**

	May 15	Budget	% of Budget	Oct '14 - May 15	YTD Budget	% of Budget	Annual Budget
<b>59000 - Travel and Training</b>							
59100 - Vehicle/Airfare	179.40	250.00	71.8%	1,882.55	2,500.00	75.3%	4,000.00
59200 - Lodging	77.68	500.00	15.5%	1,260.83	2,300.00	54.8%	2,500.00
59300 - Food/Meals/Entertainment	17.58	400.00	4.4%	976.44	2,800.00	34.9%	4,000.00
59400 - Training/Education	35.00	150.00	23.3%	1,367.95	1,400.00	97.7%	2,000.00
59500 - Safety Curriculum	0.00	0.00	0.0%	9,242.34	10,500.00	88.0%	10,500.00
<b>Total 59000 - Travel and Training</b>	<b>309.66</b>	<b>1,300.00</b>	<b>23.8%</b>	<b>14,730.11</b>	<b>19,500.00</b>	<b>75.5%</b>	<b>23,000.00</b>
<b>60000 - Business Expenses</b>							
60100 - Business Registration Fees	0.00	0.00	0.0%	69.00	0.00	100.0%	0.00
60400 - Dues & Subscriptions	41.98	625.00	6.7%	1,438.80	5,000.00	28.8%	7,500.00
60500 - Bank Fees/Bad Debt	14.21	83.34	17.1%	398.34	666.72	59.7%	1,000.00
60700 - Bad Debt	0.00	0.00	0.0%	67.50	0.00	100.0%	0.00
<b>Total 60000 - Business Expenses</b>	<b>56.19</b>	<b>708.34</b>	<b>7.9%</b>	<b>1,973.64</b>	<b>5,666.72</b>	<b>34.8%</b>	<b>8,500.00</b>
<b>61000 - Advertising</b>							
61100 - Print Advertising	2,350.52	3,070.00	76.6%	7,287.76	7,790.00	93.6%	10,000.00
61200 - Radio Advertising	60.00	600.00	10.0%	1,280.00	600.00	213.3%	2,000.00
61300 - Online Advertising	40.00	541.67	7.4%	320.00	1,333.36	24.0%	1,500.00
61400 - Vehicle Graphics	-33.00	3,000.00	-1.1%	6,676.00	11,000.00	60.7%	11,000.00
61500 - Bus. Adv. Contract	675.00	750.00	90.0%	11,118.57	10,000.00	111.2%	13,000.00
<b>Total 61000 - Advertising</b>	<b>3,092.52</b>	<b>7,961.67</b>	<b>38.8%</b>	<b>26,682.33</b>	<b>30,723.36</b>	<b>86.8%</b>	<b>37,500.00</b>
<b>62000 - Marketing and Promotion</b>							
62100 - Info. Displays-Stop Signage	39.87	0.00	100.0%	2,619.55	2,500.00	104.8%	4,000.00
62200 - Graphic Design	554.50	166.67	332.7%	2,805.02	5,333.36	52.6%	6,000.00
62300 - Promotional Items	1,224.38	750.00	163.3%	1,685.40	1,500.00	112.4%	3,000.00
62400 - Customer Events and Misc.	343.93	500.00	68.8%	4,173.31	2,000.00	208.7%	3,500.00
62500 - Staff Appreciation/ Events	305.70	250.00	122.3%	6,397.10	6,500.00	98.4%	8,000.00
<b>Total 62000 - Marketing and Promotion</b>	<b>2,468.38</b>	<b>1,666.67</b>	<b>148.1%</b>	<b>17,680.38</b>	<b>17,833.36</b>	<b>99.1%</b>	<b>24,500.00</b>
<b>63000 - Printing and Reproduction</b>							
63100 - Copies, Passes & Flyers	11.14	700.00	1.6%	1,560.39	1,950.00	80.0%	2,500.00
63200 - Schedules, Maps & Brochures	0.00	0.00	0.0%	5,832.13	5,000.00	116.6%	9,000.00
<b>Total 63000 - Printing and Reproduction</b>	<b>11.14</b>	<b>700.00</b>	<b>1.6%</b>	<b>7,392.52</b>	<b>6,950.00</b>	<b>106.4%</b>	<b>11,500.00</b>
<b>64000 - Fuel Expense</b>	<b>14,959.13</b>	<b>25,000.00</b>	<b>59.8%</b>	<b>156,405.12</b>	<b>195,515.00</b>	<b>80.0%</b>	<b>299,135.00</b>
<b>65000 - Vehicle Maintenance</b>							
65100 - Parts Expense	2,939.99	8,500.00	34.6%	52,157.96	68,458.31	76.2%	102,500.00
65200 - Fluids Expense	1,399.00	1,333.33	104.9%	9,714.84	11,666.64	83.3%	17,000.00
65300 - Tires Expense	1,450.16	6,000.00	24.2%	26,396.01	33,000.00	80.0%	37,000.00
65400 - Purchased Services	219.55	1,000.00	22.0%	6,046.13	8,000.00	75.6%	10,500.00
65500 - Vehicle Computer/Diagnostic	0.00	200.00	0.0%	20.89	1,400.00	1.5%	2,000.00
<b>Total 65000 - Vehicle Maintenance</b>	<b>6,008.70</b>	<b>17,033.33</b>	<b>35.3%</b>	<b>94,335.83</b>	<b>122,524.95</b>	<b>77.0%</b>	<b>169,000.00</b>
<b>69500 - Contingency Expense-Operations</b>	<b>4,166.67</b>	<b>4,166.67</b>	<b>100.0%</b>	<b>33,333.31</b>	<b>33,333.36</b>	<b>100.0%</b>	<b>50,000.00</b>
<b>Total Expense</b>	<b>189,729.95</b>	<b>210,429.72</b>	<b>90.2%</b>	<b>1,621,628.08</b>	<b>1,792,318.04</b>	<b>90.5%</b>	<b>2,547,495.00</b>
<b>Net Ordinary Income</b>	<b>25,778.63</b>	<b>-36,481.05</b>	<b>-70.7%</b>	<b>-23,329.90</b>	<b>80,585.31</b>	<b>-29.0%</b>	<b>0.00</b>
<b>Net Income</b>	<b>25,778.63</b>	<b>-36,481.05</b>	<b>-70.7%</b>	<b>-23,329.90</b>	<b>80,585.31</b>	<b>-29.0%</b>	<b>0.00</b>

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)

Wing Signed

Business Manager Title

7/15/2015 Date