



Mountain Rides Transportation Authority

PUBLIC NOTICE of Regular Board Meeting Agenda

12:30pm, Wednesday, March 16, 2016

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

Board Members: Chair Dave Patrie (Blaine County), Vice-chair Jane Conard (Sun Valley), Secretary Joe Miczulski (Bellevue), Steve Wolper (at-large), Kristin Derrig (Ketchum), Mark Gilbert (Sun Valley), Becki Keefer (Hailey) and Anne Corrock (Ketchum)

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. Presentation of Certificate of Appreciation for Michael David for his years of service on the Mountain Rides board
5. Presentation from Kim MacPherson on attending American Public Transportation Association Marketing & Communications conference
6. Action and discussion items
 - a. Action item: approve Mountain Rides' 2016 Marketing and Communications Plan (p.2-7)
 - b. Action item: approve contract between Mountain Rides and RouteMatch Software for RouteShout customer phone app (p.8-24)
7. Committee reports
 - a. Planning and Marketing Committee report for March from Chair (p.25)
 - i. Committee members approve March minutes
 - b. Finance and Performance Committee report for March from Chair (p.26)
 - i. Committee members approve March minutes
8. Staff reports
 - a. Dashboard performance report for January 2016 (p.27-30)
 - b. Operations report (p.31)
 - c. Marketing Outreach report (p.32-33)
 - d. Bike – Ped report (p.34)
 - e. Maintenance report (p.35)
 - f. Business Manager report (p.36)
 - g. Executive Director report (p.37)
9. Consent Calendar items
 - a. Approve minutes – February 17th regular meeting (p.38-40)
 - b. Receive and file January 2016 financials and bills paid (p.41-46)
10. 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

<u>Date:</u>	<input type="text" value="03/16/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="6a. Approve Mountain Rides' 2016 Marketing and Communications Plan"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning & Marketing"/>
<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 attached 2016 Marketing and Communications Plan, with any edits as discussed."/>		
<u>Fiscal Impact:</u>	<input type="text" value="included in FY2016 budget for base, added funding based on budget revision"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY budgets, 5 year plan"/>		
<u>Background:</u>	<div><p>Annually, Mountain Rides adopts a Marketing and Communications plan that dictates the work plan for marketing, outreach, public relations, and communications for the organization. Normally, this plan is adopted in January or February, but many of the ideas in this plan were based on ideas in the 5 year plan, which only recently was fully discussed.</p><p>This year's plan suggests using the mid fiscal year budget revision as an opportunity to allocate more resources to marketing and communication efforts described in the plan. The revision to the FY2016 budget will occur in April with additional funding coming available from areas of the budget that are running under budget, especially fuel.</p><p>This plan was discussed at the Planning and Marketing committee and comes with a recommendation for adoption.</p></div>		



Mountain Rides Transportation Authority 2016 Marketing & Communications Plan

To be adopted 3/16/16

Mountain Rides' board and staff believe that strong public transportation supports and improves the vitality, health, and well-being for all that visit, work, or live in the Sun Valley area. In order to maximize success, Mountain Rides must actively market its services and programs to the community and communicate the benefits of supporting and using public transportation. Without effective marketing and public communications, the overall use and awareness of Mountain Rides will be diminished.

This past calendar year of 2015 brought the second year of record ridership combined with public approvals of major capital projects and resounding support for Mountain Rides' efforts. These successes are due, in part, to the effective implementation of the 2014-15 Marketing and Communications Plan. The intent is to continue to build upon this success by continuing to focus on our marketing and communications efforts.

PURPOSE

The purpose of this 2016 Marketing and Communications Plan is to provide the roadmap for marketing, communications, public relations and outreach for the coming year. Mountain Rides must utilize a variety of low-cost, grass-roots approaches that are focused on leveraging and building partnerships with businesses and non-profits; community events that promote positive public relations; direct engagement and outreach to existing and potential customers; and low cost technologies such as social media, online trip planning tools, and our existing website. A large part of the plan is a stay-the-course approach, focused on continuation of ongoing marketing and communications efforts.

This 2016 plan is focused on achieving the following high-level goals:

- Maintaining 100% Customer Satisfaction for Mountain Rides services
- Increase ridership on bus fixed routes and vanpool services
- Increase public and private awareness & support
- Leverage technology to increase access to Mountain Rides services and internal information

The tactics to achieve these goals are laid out on the following pages and provide for specific outputs that fulfill the goals. In addition to these targeted tactics, Mountain Rides will continue to seek new riders, new partnerships and new sources of revenue by maintaining our base level of marketing actions.

MARKET SEGMENTS

Mountain Rides tailors its message to the unique markets that it is trying to reach. Knowing the audience is the key to developing effective messages. Whenever Mountain Rides creates an ad, video, brochure or resource piece, the message will be tailored to the market segment and demographic.

Markets by service

Bus - Ketchum/Sun Valley Route	Bus – Valley and Hailey Routes	Vanpool	Bike/Walk programs
Locals	Commuters	Commuters	Youth/Families
2 nd Homeowners	Non-profit clients	Out of county residents	Commuters
Visitor	Youth and school	Service Industry employees	Visitors
Seniors	Hispanics		Environmentally Conscious
Some commuters	Environmentally Conscious		Recreationists
Recreationists	Females		

POSITIONING & KEY MESSAGING

Over the years, Mountain Rides has tried many different approaches to how to position our services and how best to message the benefits of public transportation. We've focused on environmental, economic and community benefits that result from using and supporting our services. These messages have been evolving over the past few years to focus on two main aspects: convenience and community benefits. For 2016, Mountain Rides will tailor its external messaging to position Mountain Rides as a:

- **Time saver – utilize your time better by not having to drive your car and waste time looking for parking**
- **Fun, reliable and interesting way to get around – immerse yourself into the local culture and community in a unique way that no other service can match (car = isolation; bus/walk/bike = connected to community)**
- **Integrated into how our community moves – whether for recreation, commuting, or special events, using alternative transportation is the better way to go**
- **A good investment for the community – having strong public transportation is an essential part of our mountain resort economy that reduces congestion, traffic and pollution**

This messaging will be used in advertising, on board buses, in press releases, at special events and in presentations to our funding partners and the community at large. Mountain Rides is a community asset that is convenient, fun, reliable and healthy way to get around.

MARKETING AND COMMUNICATIONS TACTICS BY GOAL

Goal 1 – Increase and maintain existing ridership

The most direct result of good marketing and communications should be increased ridership. We have found this to be true over the past few years and hope to continue the ridership growth in the coming year. With lower gas prices continuing for the foreseeable future, increasing ridership will take significant marketing,

sales and outreach efforts to get people to choose not to drive their car. Tactics to address this challenge include:

GOAL 1 TACTIC	DESCRIPTION/TIMEFRAME
Carry out series of customer appreciation events for riders and users	- Have a series of special events throughout the year that recognize bus riders, bicyclists, and other users of public transportation with a focus on fun things that reward people. Examples like free cookie day on the bus, or live music on the bus, or a BBQ for people who bike to work. Start events by May 2016 and continue throughout the year.
Increase partnerships with non-profit and business community through targeted outreach and network. Develop presentation to business and non-profit community to highlight importance of multi-modal transportation	- Prepare business and non-profit resource guides by June 2016 with distribution for remainder of year at company meetings; Presentations to business community complete by Oct 2016. - Create partnerships with at least 5 new business and/or non-profit organizations. Complete by Dec 2016. - Work with churches on promoting public transportation, especially with those that have higher percentage of Spanish speakers
Develop Blaine County business benefit campaign to encourage businesses to take advantage of Mountain Rides services and programs	- Develop quick reference guides for restaurants, hair salons, auto repair shops, non-profits and other additional businesses with targeted needs. Complete by November 2016.

Goal 2 – Increase community awareness of Mountain Rides to affect support & funding of all multi-modal services

General support and awareness of Mountain Rides is critical to overall success. A general community sense that Mountain Rides is doing good work helps improve local funding and overall opinion of our work, regardless of whether someone uses Mountain Rides services or not. Mountain Rides enjoys a high level of support and needs to work to maintain that support. Tactics to do so in 2016 include:

GOAL 2 TACTIC	DESCRIPTION/TIMEFRAME
Finish roll-out new Mountain Rides brand to all vehicles, printed materials and other marketing	All branding to be completed by June 2016.
Bus stop improvement plan	-Create new, modern look and feel for all bus stops that is consistent with branded signage, artistic components, defined amenities and standardized look and feel. Complete by August of 2016. -Start to implement plan at high priority stops. Have 6-10 stops updated by end of 2016.
Video spotlights and build stock photo library	-Put together short videos of passenger profiles, project highlights and program information for use online, in presentations and for distribution to our partners. Complete at least 2 new videos by Sept 2016. - Build library of professional photos of people using our services that can be used online, in print and in presentations. Start by August of 2016 and continue ongoing.

Contract for support of social media outlets and general public relations	- Hire a firm to manage PR and social media presence with goal of expanding online exposure and improving brand image and awareness. Firm hired by May 2016.
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Goal 3 – Leverage technology to increase access to Mountain Rides services and internal information

Mountain Rides must utilize existing technologies in order to improve customer access to information like real-time bus location, trip planning on Google maps and other methods

GOAL 3 TACTIC	DESCRIPTION/TIMEFRAME
Install 3 additional real-time customer information signs within Ketchum, Sun Valley and Hailey	Continue to install signage at high priority stops that gives real-time bus arrival information. Goal of 1 sign per calendar year quarter, starting with Q2 of 2016
Update website with better trip planning information utilizing Google maps capabilities	Continue to improve our website for ease of use. Updated site by November 2016
Launch a dedicated mobile phone app for Mountain Rides bus arrival and departure information	Utilizing existing real-time info from our RouteMatch system, develop an app that would give customers real-time bus location and arrival data. Research complete by March 2016; begin development July 2016 with full public
Investigate possibility of Wi-Fi on buses	Evaluate what it would take to have on-board wifi on buses, especially Valley Route. Report back by Oct 2016.

Ongoing efforts throughout the year that support all goals and increase customer satisfaction

Many of our marketing and communications efforts started as a specific initiative in this plan and have transitioned to ongoing efforts that continue annually. These efforts are very important to accurate and readily available customer information, keeping customers highly satisfied and general community awareness of Mountain Rides services and programs and include:

- Carry out annual customer service survey to benchmark our perception among riders and non-riders alike; act on results
- Continue to grow engagement on social media through Facebook, Twitter and Instagram
- Continue engagement with potential visitor market through hotel directory with Discovery Maps, quick reference guides and table tents in hotel rooms
- Collaborate with Sun Valley Co with targeted print materials and trainings with guest services, concierge and bell staff
- Continue to emphasize the importance of customer service with all employees
- Address customer requests for additional service or service changes as part of our biannual service updates
- Communication with hotels and property managers, create maps for their properties
- Connect Mountain Rides to the community by participating in a variety of public events
- Maintain existing vanpool routes and add ridership to those routes
- Continue to build on targeted outreach for specific initiatives like late night service, commute service, ski service
- Present to funding partners on a regular basis the importance of multi-modal transportation in our community

RESOURCES and BUDGET

This plan is designed to be carried out with our existing resources. It is estimated that this plan will require the following time commitments from staff:

- Executive Director: 2-4 hours per week
- Support Specialist: 15-20 hours per week
- Business Manager: Periodic as needed, less than 60 hours total for coming year
- Bike/Ped Coord: 2-4 weeks on bike-ped community outreach
- Customer Service Staff Training: At least semiannually to focus in on importance of customer service with all staff
- Contract with a graphic design firm to update schedules and website, increase brand awareness and improve advertising and messaging
- Contract with firm to manage social media and public relations

The current budget for the FY2016 marketing, outreach and advertising activities in this plan is:

Website:	\$2,500
Print ads:	\$3,150
Radio ads:	\$1,500
Promo Items:	\$1,500
Events:	\$2,500
Printing (schedules/passes):	\$10,000
Subtotal:	\$21,150

However, this funding is insufficient to cover all the goals of this plan. Additional budget is required and includes:

Bus Stop Design:	\$5,000
Graphic Design Firm	\$10,000
Technology App	\$22,000
Video production	\$4,000
Social Media support	\$2,000
Subtotal:	\$43,000

TOTAL: \$64,150.00 (\$21,150 base funding plus \$43,000 additional)

Staff believes that 2016 is the time to invest more resources in our marketing and communication to increase ridership and build awareness across a variety of platforms. Adding these new categories to the current budget will increase the marketing and communication budget, but it is a critical time to invest in resources, such as a real-time phone app, better website, and more engaging social media content. Mountain Rides must adapt and respond to changes in how riders and potential riders receive information. Hiring a new graphic design firm will yield a more cohesive ad campaign that is coordinated with marketing pieces that fit together. From our bus stops to the printed schedule to the website, there should be a singular, cohesive and coherent look and feel.

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="03/16/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="6b. Approve contract between Mountain Rides and RouteMatch Software for RouteShout customer phone app"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning & Marketing"/>
<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 attached contract with RouteMatch software for the RouteShout mobile phone app for displaying real-time bus arrival information and the allocation of \$21,750 for the cost of this implementing this project."/>		
<u>Fiscal Impact:</u>	<input type="text" value="\$21,750 unbudgeted (to be included in April FY2016 budget revision)"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="2016 Marketing and Communications Plan, FY2016 budget"/>		
<u>Background:</u>	<input type="text" value="For a couple of years Mountain Rides board and staff have been talking about the need for a mobile phone app that would give customers bus arrival and location info in real time. We are finally able to move forward with this project and recommend contracting with RouteMatch, our technology provider of fixed route software and vehicle location data.

This attached contract, along with project deliverable and implementation process information, has been developed to leverage our existing technology in the most cost effective and time efficient way possible. The goal is to have this app launched within 3-4 months."/>		

Proposal Agreement:

Mountain Rides Transit Authority

Submitted By:

RouteMatch Software
Atlantic Center Plaza
1201 West Peachtree Street, Suite 3300
Atlanta, Georgia 30309
(404) 593-9298
www.routematch.com

Submitted On:

March 9, 2016



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Confidentiality Notice

The information contained in this proposal is intended only for evaluation by the Mountain Rides Transit Authority, RouteShout Proposal Integration or its agents for the purpose of consideration of a contract with RouteMatch Software, Inc. for software and services as described in this cost proposal. RouteMatch Software considers all information contained herewith to represent trade secrets and confidential business information. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information or retrieval system, except as expressly related to the evaluation process performed by the Mountain Rides Transit Authority and permitted in writing by RouteMatch Software. All requests should be sent to Attention: Richard Jo, Contracts Manager, RouteMatch Software, Inc., 1201 West Peachtree Street, Suite 3300, Atlanta, GA 30309.

<u>1.0</u>	<u>ROUTESHOUT DESCRIPTION</u>	<u>4</u>
<u>2.0</u>	<u>PRICING</u>	<u>9</u>
<u>3.0</u>	<u>PAYMENT TERMS</u>	<u>9</u>
<u>4.0</u>	<u>ACCEPTANCE</u>	<u>10</u>

1.0 ROUTESHOUT DESCRIPTION

RouteMatch believes that riders' access to real-time bus location information is the best method to improve system awareness, improve the perception of the transit system, improve customer convenience and ultimately improve the overall transit experience. To this end, RouteMatch has developed RouteShout™, a suite of Traveler Information Systems (TIS) offerings to provide access to real-time transit data.

Accuracy

The key to delivering real-time bus arrival information is the ability to accurate data. RouteMatch understands that rider confusion and frustration will be magnified by inaccurate arrival information. Based on our expertise with GIS-based routing and path finding, RouteMatch has developed powerful computing services to analyze the transit schedule and integrate real-time AVL data to calculate an accurate prediction of bus arrivals. RouteMatch's advanced Real-Time Arrival (RTA) functionality is composed of two service-oriented components: RMQS and RMNetSolve. RMQS provides the interface between the database (fed by the mobile devices or API) and RMNetSolve. RMNetSolve is RouteMatch's proprietary street network path-finding engine which is responsible for analyzing a vehicle's current position, next stop, current speed, posted speed, speed reduction factors and returning an accurate, up to the minute travel time.



RouteShout distribute

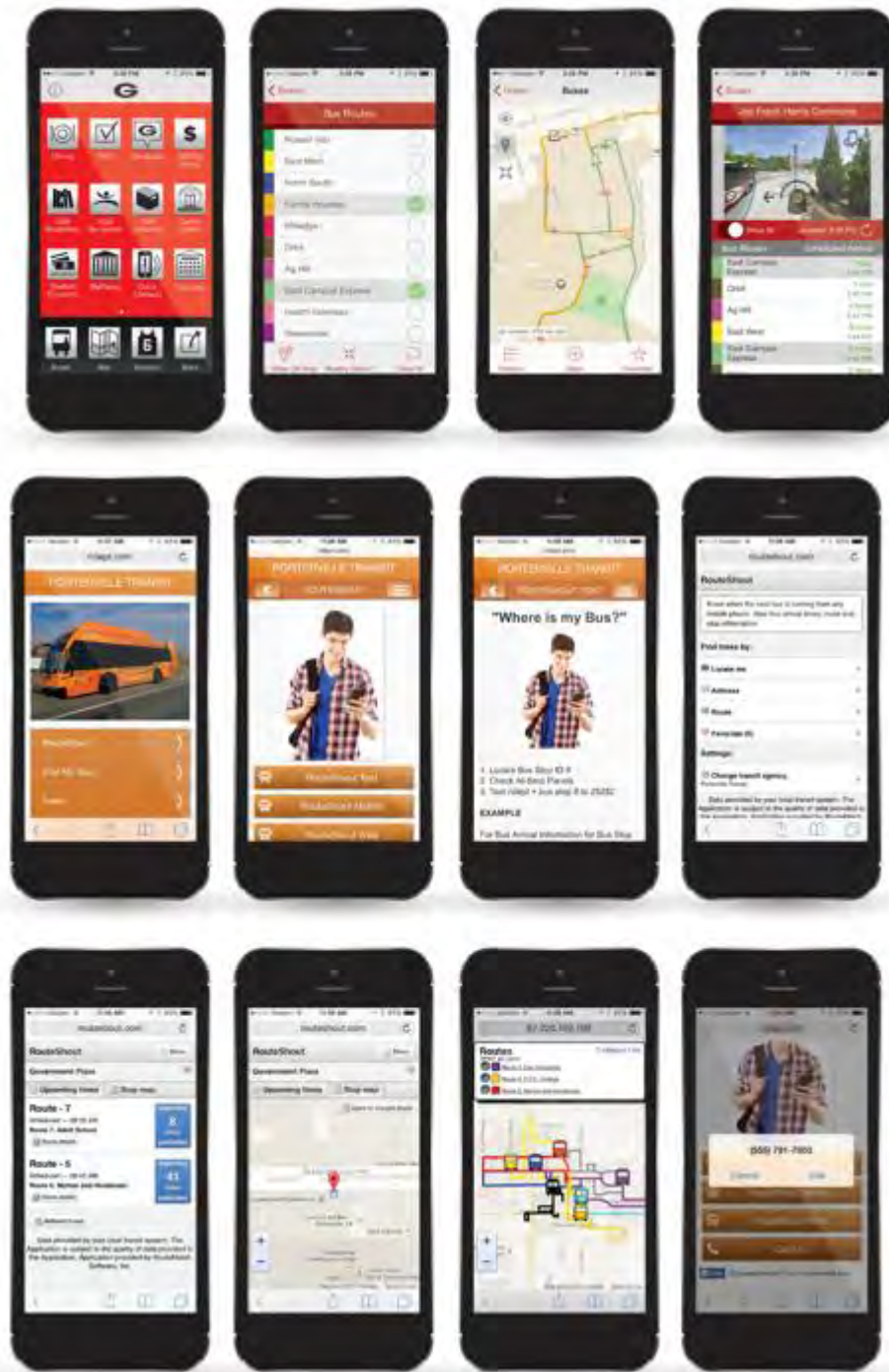
Accessibility

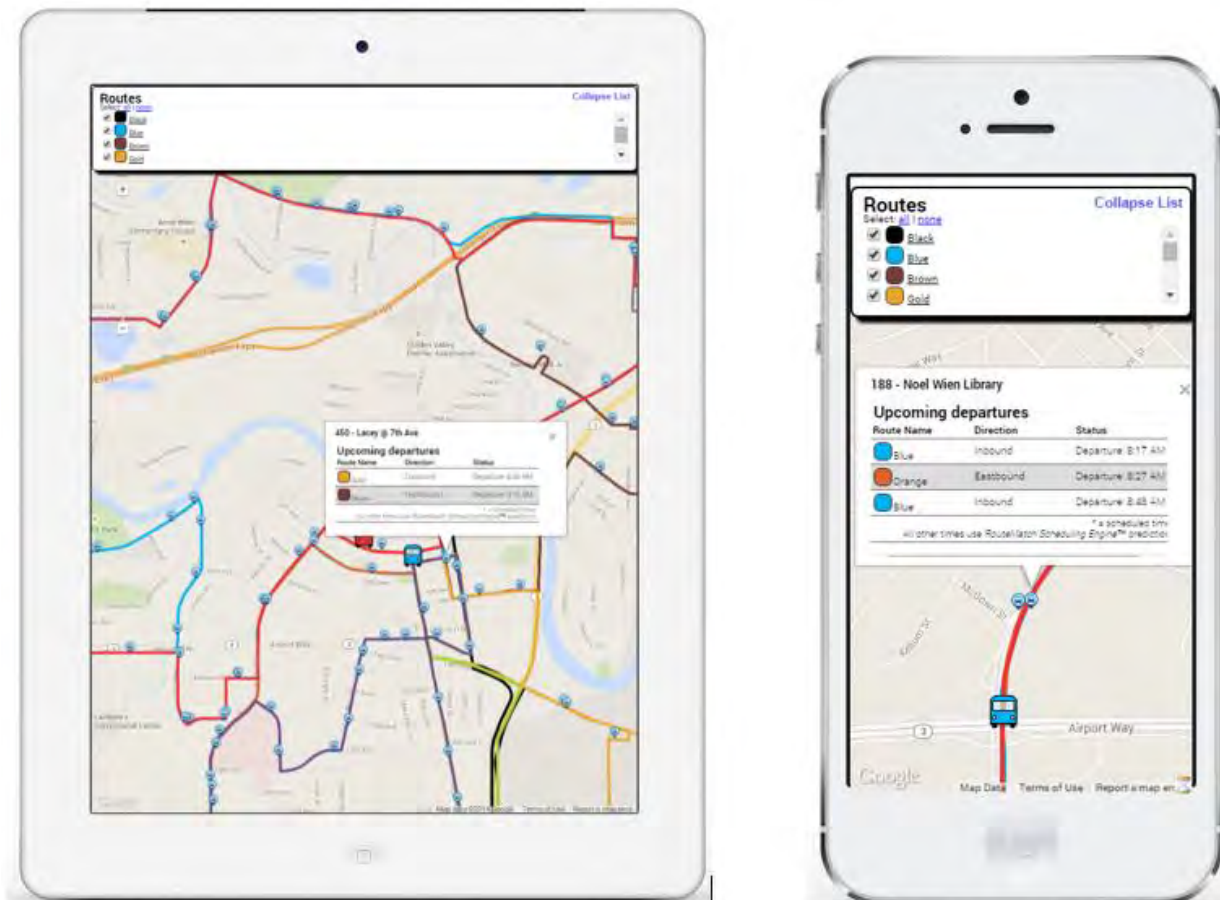
In today's society, it is imperative to deliver real-time bus arrival information in a variety of media formats. RouteShout™ provides the ability and flexibility to connect with riders of differing demographics, increasing accessibility and maximizing the investment on the TIS solution. RouteShout™ provides real-time bus location and bus arrival information in the following formats:

Smartphone

RouteMatch will provide RouteShout, a smartphone application that is compatible across Blackberry, Android, and iPhone systems. This feature-rich application will be free to the public, and provides a plethora of real-time information. Users will be able to:

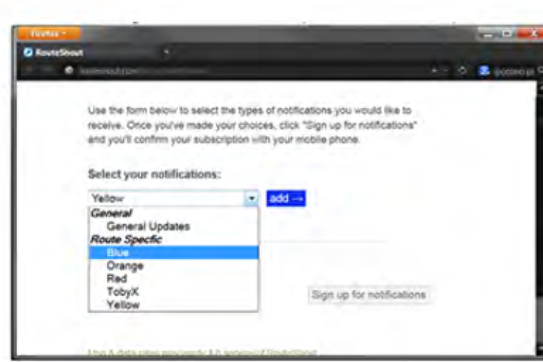
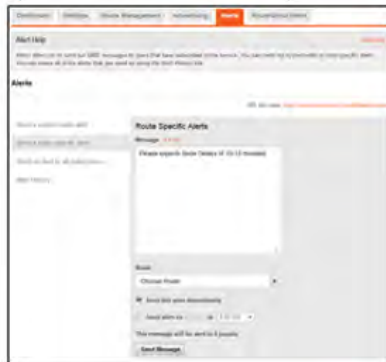
- Use "Locate Me" function utilizing internal GPS functionality to determine closest bus stop
- Access quickly Route & Stop information and Locations
- Save Favorite Routes and Stops to quick lookup
- Access Real-time next Bus Arrival information and location via the smartphone
- View real time location information on an integrated map via the smartphone





Subscription Services

RouteMatch will provide MRTA as a part of this project the ability for riders to subscribe to general messages or specific routes / stops in order to receive automated alerts concerning estimated arrival times, bus delays, and messages. Riders will have the ability to choose a particular scheduled time, how far in advance they want to receive an alert, how frequently, and the active date to start. Users will have the option of selecting how they wish to receive the alert via mobile application, web browser, email, or text. Finally, alerts are automatically generated, but can also be generated manually by eligible MRTA staff.



Monroe County Transit Authority Rider Notifications

Use the form below to select the types of notifications you would like to receive. Once you've made your choices, click "Sign up for notifications" and you'll confirm your subscription with your mobile phone.

Select your notifications:

Blue [add --](#)

My notifications:

None

[Sign up for notifications](#)

Marketing Your Real Time Information

While RouteMatch is a technology company, we know that marketing is very important to your transit agency's project success. Traveler information systems are high visibility, and engaging riders early on can lead to a number of benefits. These include an increase in choice riders, fewer customer calls for "where's my bus" information, smoother transfers, and building community good will.

RouteMatch has an in-house team of marketing specialists with deep expertise in strategic counsel, design and messaging. Our goal is to help you engage your riders and get the most out of your RouteShout product investment. RouteMatch's marketing team can work with your internal marketing department or outside marketing agency to help you plan effective marketing campaigns and in some cases, execute campaigns.

Examples of initiatives to promote RouteShout:

- Launch Plans of New Services
- Create Bus sign Designs
- Video Campaigns to engage Riders
- Press Releases & Media Outreach
- Case Studies, Testimonials and Email Campaigns
- Abstract Creation & Award Submissions
- White Papers for Conferences & Events



- Webinars to Share Best Practices in Traveler Information

RouteShout Logo

RouteMatch also offers the use of our RouteShout logo. Anywhere your riders see the RouteShout horn, so know they can find real-time bus arrival information!

Marketing Checklist

In order to help your agency utilize this tool, deliver real value to your riders and increase overall ROI, we have put together a check-list of action items to help you get started and get the word out in your community and increase user adoption.

- **Update your Agency Website** – Update your agency’s website with information announcing the ability of riders to check online for bus schedules and routes, in real time. Include links to maps of routes, as well as route timetables, and information on obtaining estimated bus times via text. For an example, visit <http://www.transit.uga.edu/>.
- **Consider New Signage** – Your agency can increase public awareness and make a big visual impact by investing in new signs to promote RouteShout around your community. Consider placing these signs on your buses, in bus stops, or transit centers and other high-volume rider locations. Be sure to include your logo, website information and/or SMS text info. (You can also make more inexpensive paper fliers with the same information and leave them on bulletin boards in key locations.)
- **Send an Email Announcement** – Plan and send an email blast announcing your agency’s new real-time traveler information technology tool to the community. Be sure to target a combination of your current riders, local media contacts, large employers, schools and/or universities in the area, and various community centers serving teens, the elderly and disabled. You can build your target list by directly contacting potential targets and requesting email lists and/or their media contact.
- **Use Local Advertising** – If your agency has the financial ability, or can obtain pro bono services, consider creating an original advertising campaign to announce RouteShout, as well as reintroduce your services to riders. This is a good opportunity to remind the public of the services available to them. Print campaigns can be posted in or on your buses, as well as placed online, or in key local publications.
- **Launch the Service with a “Creative Hook”** - If your agency or community is planning a special event or a seasonal activity (e.g. Take Transit Day, Back to School, Halloween, Summer Festival), consider launching the new service then. You can embark on developing a creative campaign such as creating T-shirts where you can scan QR/Bar codes to get more information about RouteShout or hold a contest, rewarding riders who use the service or will become public champions for the service.
 - *Key Messages to Tell Your Community About RouteShout –*
 - *Find out when your bus is arriving, in real-time!*
 - *You can use the Web, SMS texts or your smartphone to find bus routes and schedule timesHelps you conveniently plan ahead.*
 - *Find out immediately via text or online if there is an emergency, disruption, or schedule change on your route!*

2.0 PRICING

RouteMatch Software Products & Services	Quantity	Unit Price	Partnership Discount	Total Price
RouteMatch Software Licensing				
RouteShout Mobile App	19	\$1000.00	(\$4750.00)	\$14,250.00
Licensing Subtotal			(\$4,750.00)	\$14,250.00
RouteMatch Professional Services				
Professional Services - Project Management - Rural	8	\$150.00	(\$200.00)	\$1,000.00
Professional Services - Phase 1: Initiate - Rural	2	\$150.00	(\$50.00)	\$250.00
Professional Services - Phase 2: Design - Rural	8	\$150.00	(\$200.00)	\$1,000.00
Professional Services - Phase 3: Build - Rural	16	\$150.00	(\$400.00)	\$2,000.00
Professional Services - Phase 4: Educate - Rural	8	\$150.00	(\$200.00)	\$1,000.00
Professional Services - Phase 5: Deploy - Rural	16	\$150.00	(\$400.00)	\$2,000.00
Professional Services - Phase 6: System Acceptance - Rural	2	\$150.00	(\$50.00)	\$250.00
Professional Services Subtotal			(\$1,500.00)	\$7,500.00
Comprehensive Technical Support & Maintenance - Year 1	1	Included	\$0.00	\$0.00
Year 1 Grand Total				\$21,750
Comprehensive Technical Support & Maintenance - Year 2	1	\$2,850.00	\$0.00	\$2,850.00

3.0 PAYMENT TERMS

- Software Licenses will be invoiced upon receipt of the signed proposal
- Support and Maintenance fees are due annually in advance of the go live date.

4.0 ADDITIONAL TERMS AND CONDITIONS

- All Use of Software on RouteMatch's Cloud are subject to the ASP policies.
- Ongoing fees are subject to increase after Year 2
- Pricing provided is valid for a period of 90 days.

5.0 ACCEPTANCE

This proposal serves as an addendum to the Customer Support and Hosting Agreement (“the Agreement”) between RouteMatch Software, Inc. and Mountain Rides Transit Authority. The scope, terms, and conditions of this proposal are incorporated into and form a part of the Agreement, and any applicable obligations and limitations related to warranties, liabilities, and permitted uses of licenses/services, shall apply to the licenses, services, and/or other deliverables contemplated herein. As RouteMatch’s software is licensed, not sold, RouteMatch reserves all rights in its intellectual property. RouteMatch is not responsible for Licensee’s failure to comply with directions provided, and except as explicitly noted herein, all deliverables are provided “as-is.” RouteMatch does not guarantee that the hosting services will be available at all times or at any particular time. Should any term of this proposal conflict with the Agreement, this proposal shall govern, but except as expressly modified herein, all other terms and conditions of the Agreement shall remain in full force and effect. This proposal, inclusive of the applicable terms of the Agreement, represents the complete agreement between the Parties with respect to the scope of licenses, services and/or other deliverables provided hereunder and supersedes any prior understandings or agreements.

Please have an authorized official to sign and return as acceptance of this proposal. Upon receipt of the accepted quote, RouteMatch will authorize the above described product and/or services to be delivered to Mountain Rides Transit Authority.

Authorized Signature

Date

Printed Name

Please return to the following contact:

RouteMatch Software
Attn: Richard Jo, Contracts Manager
1201 West Peachtree St., Suite 3300
Atlanta, GA 30309
FAX (404) 898-1145

1. Project Deliverables

Project Management

- Occurs throughout all phases of RIM
- Ensures Project Success
- Executes Project within RIM Methodology
- Project Managers: Create, update, review, and resolve RM issues, Conduct Weekly Project Status reviews with client
- Tracks Action Items
- Review Issues and Action Item List with Client at weekly meetings and progress against the schedule

DELIVERABLES

- **Implementation Work Plan**
- **Revised Project Deliverables**
- **Transition Process Documents**

Phase 0: Initiate

Tasks include: Contract Initiation, Project Kickoff, End to End Project Plan (Scope, Deliverables, Budget, Timeline, Risks, Issue, and Resource Requirements). Includes but not limited to the following:

Kickoff Meeting

- Reconfirm Client's Expectations: Schedule and SOW
- Discuss Project Objectives and Critical Success Factors
- Discuss and Review High Level Functionality
- Agree dates for Operations and Technical Assessments
- Send Discovery Survey

Client Acknowledgement of Phase 0 Letter

DELIVERABLES

- **Implementation Work Plan**
- **Completed Discovery Survey by MRTA**

Phase 1: Design

Tasks include: Operations Assessment, Technical Assessment, Critical Success Factors (Metrics/Measures/Matrix), Functional Design, Detail Design, Baseline Client Statistics/Metrics. Includes but not limited to the following:

Operations and Technical Assessments

- Discovery survey issued before onsite visit to gather initial design details
- Review of operations and discussions with all necessary personnel
- Review of current reporting to communicate reporting needs

- Technical review of client's IT architecture and policies for access
- Review of the MRTA legacy systems
- Review of Fleet – vehicle assessments

System Design Document

- Documents how MRTA will use the RouteMatch solution in their Operation and how it will be utilized by the ridership
- Identifies Each Functional Area of the RouteMatch solution
- Highlight changes needed between current Operation Processes and system flow
- Iterative Review and Revision with Client Involvement

Hardware Design Document

- Documents all the server and peripheral specifications that will be implemented as part of the Solution for MRTA
- Identifies each hardware component of the RouteMatch solution and the ordering and delivery process. RouteMatch will purchase all equipment and services required on behalf of the project and manage the delivery process.
- All equipment except for tablet mounts is sent to RouteMatch Office for initial Vendor Assembly Testing and then kitting by vehicle for delivery to the client with individual inventory sheet per vehicle
- Hardware will go through Vendor Assembly Testing.

Installation Design Document

- Reconfirm Client's Expectations: Schedule and SOW
- Documents by vehicle type where and how each peripheral component will be installed into the vehicle
- This document is used by RouteMatch installers during vehicle installs

Training Needs Analysis

- Evaluates the training requirements on both an agency and individual level
- Streamlines superfluous training topics, in order to optimize time efficiency

DELIVERABLES changes made to match descriptions in PSO's RIM documents

- **System Design Document (SDD)**
- **Hardware Design Document (HDD)**
- **Installation Design Document (IDD)**
- **Training Plan**

Phase 2: Build

Tasks Include: System Configuration and Vendor Assembly Testing, Development of User Training. Includes but not limited to the following:

Vendor Assembly Testing

- Create Vendor Assembly Test plan against System Design Document
- Execute test cases in MRTA's Test Environment:
 - Unit Testing
 - Integration Testing
 - System Testing
- User Acceptance Testing Preparation

Hardware Verification –

The above Vendor Assembly Testing steps will be completed for the peripherals as follows:

- Unit and end to end (Integration) testing of proposed design to determine and document proper equipment and cabling configurations in the RouteMatch Office before kitting.
- RouteMatch will then complete the Proof of Concept Installations onsite with the selected subcontractor. The Proof of Concept vehicles will be used for any Acceptance Tests agreed to and also for initial pilot activity.
- RouteMatch will unit test each installation to verify proper operation before the units are used live.
- All equipment will be tracked and inventoried by vehicle, including but not limited to - the serial numbers, application versions, electronic serial numbers, device IDs assigned in the system. This information will be managed initially by the RouteMatch project manager and turned over to MRTA when the system is deployed, to maintain.

Software Installation

- Install software on the RouteMatch hosted Servers

Perform System Configuration

- Test System Configuration in Client's Test Environment
- Configure Production Environment

DELIVERABLES

- **Test Report**
- **Tailored Training Plan**
- **Go Live Risk Assessment with Mitigation Plan**

Phase 3: Educate

Tasks Include: Execute Tailored User Training, End to End Systems Overview. Pre-Go Live and Conversion Activities and Risk Assessment. Includes but not limited to the following:

End User Training

- Execution of tailored Training sessions based on predetermined curriculum courses
- Training is role based covering all aspects of the RouteMatch solution for MRTA

Risk Assessment with Revised Project Objectives

- Compared to Project Objectives provided in Phase 1: Design
- Reviewed and Acknowledged by Client as Part of Readiness Assessment

DELIVERABLES

- **GoToTraining course schedule**
- **Tailored Training documentation**
- **Go-Live Readiness call**

Phase 4: Deployment

Tasks Include: Phased in approach - UAT, Pilot, Burn In, Acceptance and Warranty. Includes but not limited to the following:

- User Acceptance Testing performed by MRTA project team
- Pilot – this is an operational test where the system is rolled out to a small subset of the fleet
- Go Live and burn in to the rest of the fleet
- Post Go-Live Support - expand on this with new Client Services team
- Customer Support Transition Requirements & Needs Assessment

DELIVERABLES

- **Post Project Assessment Documents including Baseline/ Go Live analysis and follow up system test to confirm everything is functioning to design post go-live.**

Phase 5: System Acceptance

Tasks Include: Project Closure, Transition to Customer Support. Includes but not limited to the following:

- On-going Support
- Continual Maintenance
- Review project Critical Success Factors

DELIVERABLES

- **Customer Support Transition document**
- **System Acceptance Documentation**
- **End of Contract Transition documentation**

1.0 Implementation Plan

1.1 RouteMatch Implementation Methodology

The ultimate success of any transit system implementation project is highly dependent on how you begin. That's why every RouteMatch implementation starts with our tested and proven RouteMatch Implementation Methodology (RIM), a system of best practices and processes that ensures a smooth and successful deployment of our industry-leading transit solutions and rapid delivery of return on investment (ROI) for our customers.

The RouteMatch Professional Services Organization (PSO) has institutionalized a standard proven pragmatic and adaptable implementation methodology that capitalizes on our collective experience with Go Lives at over 600 locations across the USA. This internally developed methodology RIM (RouteMatch Implementation Methodology), has evolved through the hundreds of installations that we have completed. RIM takes into account the proper staffing to meet the client's timelines and the proper procedures and documentation results in a successful implementation of our systems. RIM fundamentals include teamwork, structured client involvement, discrete, flexible stages with concrete deliverables.

Specifically, RIM adds value to a project by:

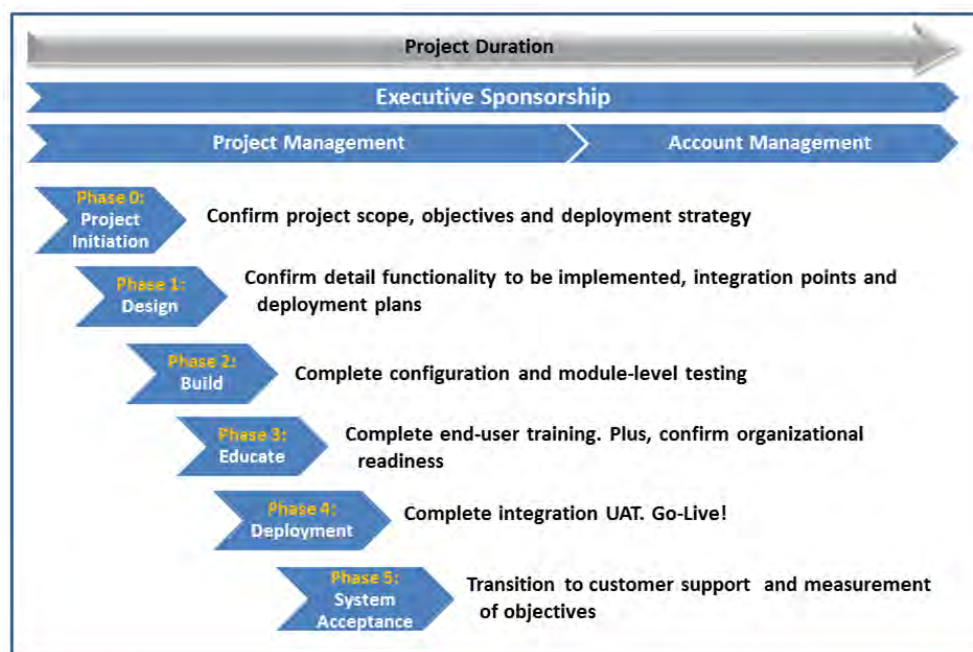
- Institutionalizing best practices refined through over 600 client implementations
- Defining guidelines for setting roles and responsibilities of both client and project team
- Providing a road map to assist in scheduling and resource planning,
- Standardizing methods in order to assure accuracy and consistency,
- Implementing a systematic, proactive approach to project management,
- Flexibility to that enables our staff to tailor the stages and focus energy, time, and expertise where they are most needed,
- Increasing visibility to critical path items and key milestones, and
- Integrating feedback loops/reviews into the implementation process to drive organizational learning
- Ensuring successful communications with client's project team

The below outlines RouteMatch's approach and the associated services. This approach is built around the 3 core teams of RouteMatch's PSO:

- Project Management Office – provides project management and design expertise
- Technical Services – provided engineering and installation expertise
- Educational Services – provide expertise in adult education of complex transit systems

As illustrated in the figure, the stages and components of the RouteMatch Software RIM approach include:

- **Phase 0:** Project Initiation - A structured transition from contract award to project kickoff.
- **Phase 1:** Design - Determines the details required to implement RouteMatch Software' solutions in the client's environment to meet the client's operations.
- **Phase 2:** Build – Software and hardware install, configuration, and Vendor Assembly Testing; prepares the project teams for operation in the client's environment.
- **Phase 3:** Educate – End to End system overviews ensures knowledge share of the updated operational inputs and outputs including end user training in distinct levels of training through a tailored course structure.
- **Phase 4:** Deployment – User acceptance testing; confirms the solutions ability to execute a production environment in the client's current IT environment. Integrates the system and operations in a production environment for the client. Includes Go Live.
- **Phase 5:** System Acceptance - Happens once the client is fully operational and ready for transition to customer support. Transition to RouteMatch's Customer Support Organization (CSO)
- **Project Management** – occurs throughout all phases to ensure project goals, objectives, timeline and budget are being met and communications are clearly executed.
- **Account Management** – ensures customer satisfaction is maintained over course of entire project, and that transition into RouteMatch's Customer Support Organization (software maintenance) is successful through meeting all project objectives.
- **Executive Sponsorship** – aligns the project's objectives to RouteMatch's corporate goals to ensure that client satisfaction and return on investment meet organizational expectations for all parties.



Graphic 1 - Implementation Approach



MINUTES

Planning and Marketing Committee

Wednesday, 3/2/16, 1:00pm

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

In attendance: Steve Wolper, Joe Miczulski, Kristin Derrig, Mark Gilbert, Jason Miller, Jim Finch and Kim MacPherson

Meeting start: 1pm

Adjourn: 2:20pm

1. Review 2016 Marketing and Communications Plan
 - a. The group discussed the draft of the plan, made suggestions, changes, and additions. The plan will be edited and then brought to the regular March board meeting agenda for approval.
2. Discuss implementation plan for phone app
 - a. The group discussed the implementation for getting the App in process. This will be on the regular March board meeting agenda for approval.
3. Other items to come before the committee.
 - a. Service planning will be discussed at the April committee meeting.



MINUTES

Finance and Performance Committee

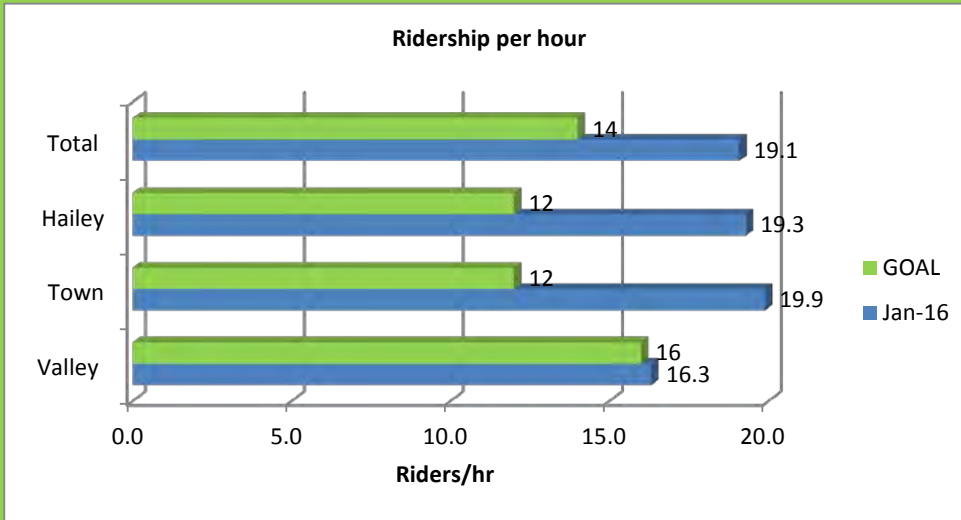
Wednesday, 3/2/16, 2:30pm

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

Meeting started at 2:33p with Jane Conard, David Patrie, Anne Corrock, Becki Keefer, Ben Varner, and Jason Miller in attendance.

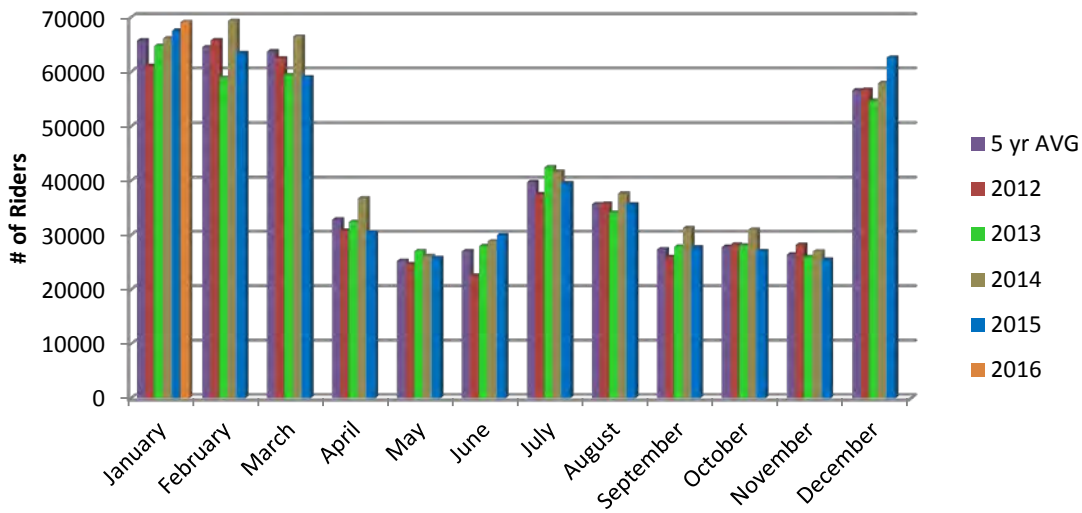
- 1) Review January 2016 financials and bills paid
 - a) Jason presented preliminary financial information for January, noting that Wendy was out of the office and that the revenues were not yet fully entered into Quickbooks.
- 2) Discuss preliminary FY2017 budget development
 - a) Jason presented budget concepts for the coming FY2017. With many of our funding partners starting the budget process earlier and earlier, Mountain Rides must work towards a draft concept budget with associated city and county funding requests by April.
- 3) Other items to come before the committee.
 - a) The committee discussed a few more additions to the 5 year plan.

PERFORMANCE DASHBOARD - RIDERSHIP, JANUARY 2016



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.

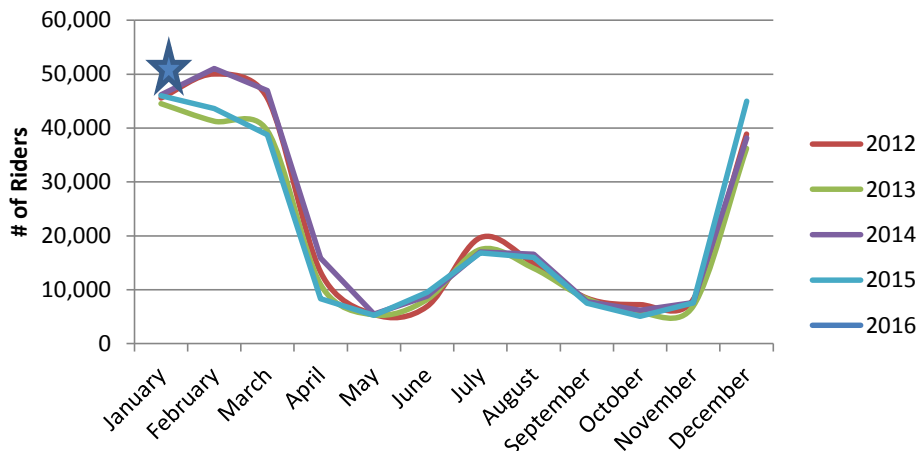
Total Ridership by Month



2016 YTD Ridership
69165
2015 YTD Ridership
67553
2014 YTD Ridership
66231
2013 YTD Ridership
64,817
2012 YTD Ridership
61,140

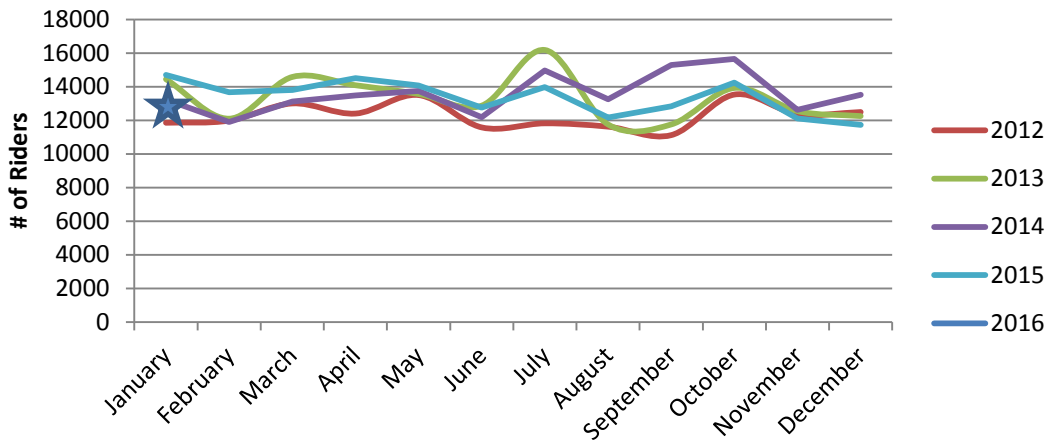
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

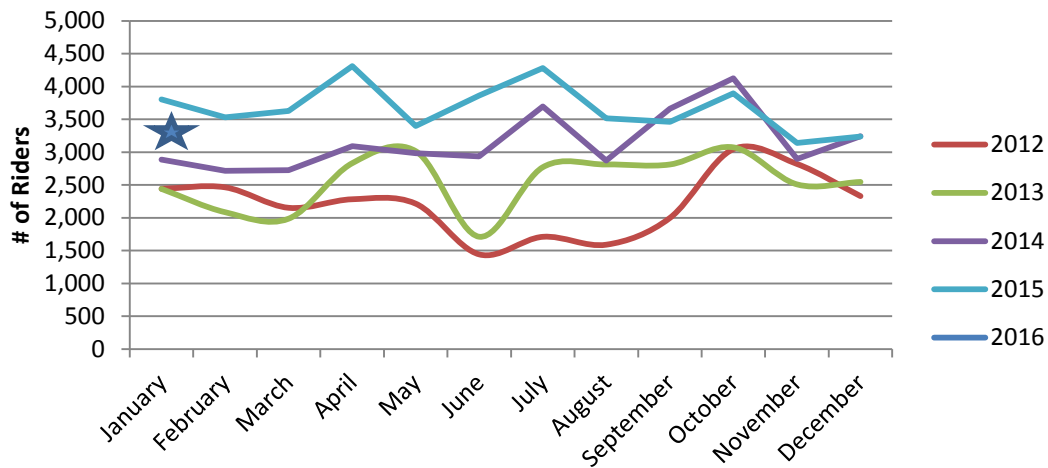


PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, JANUARY 2016

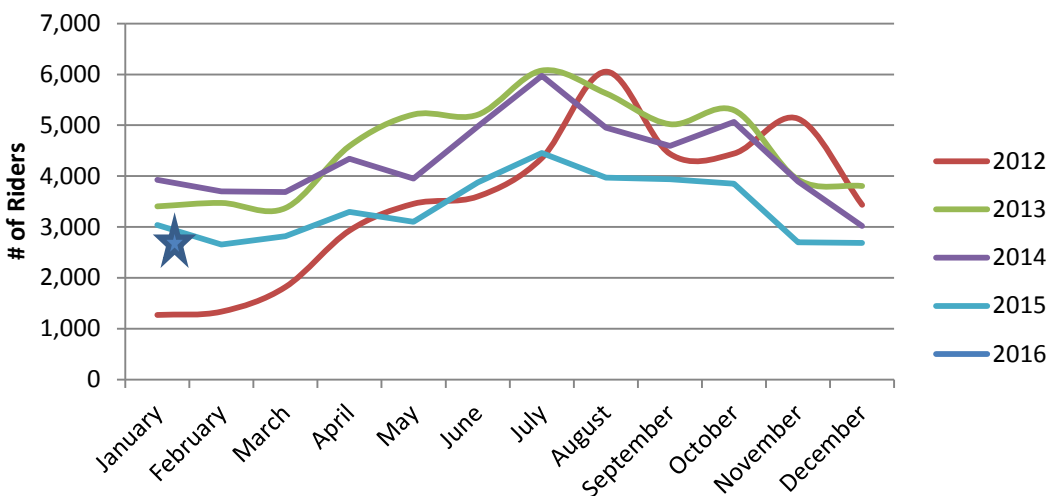
Valley Route



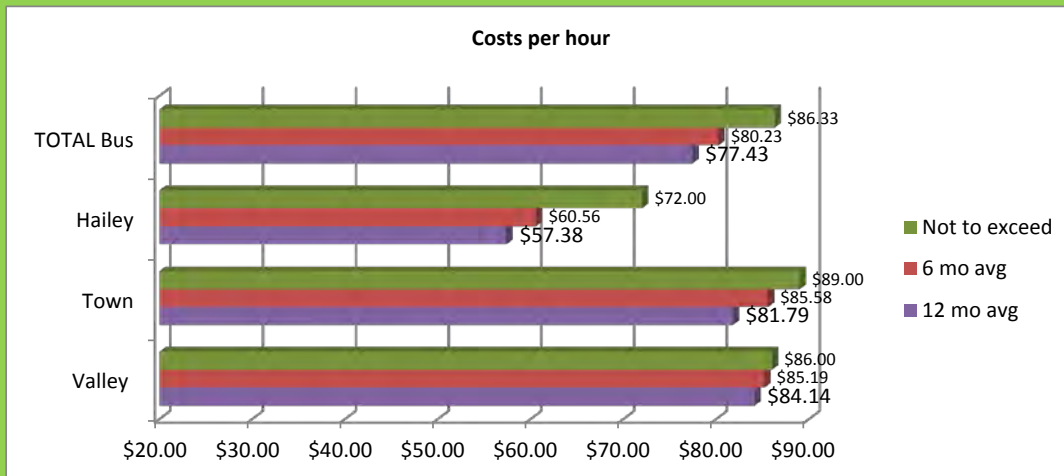
Hailey Route



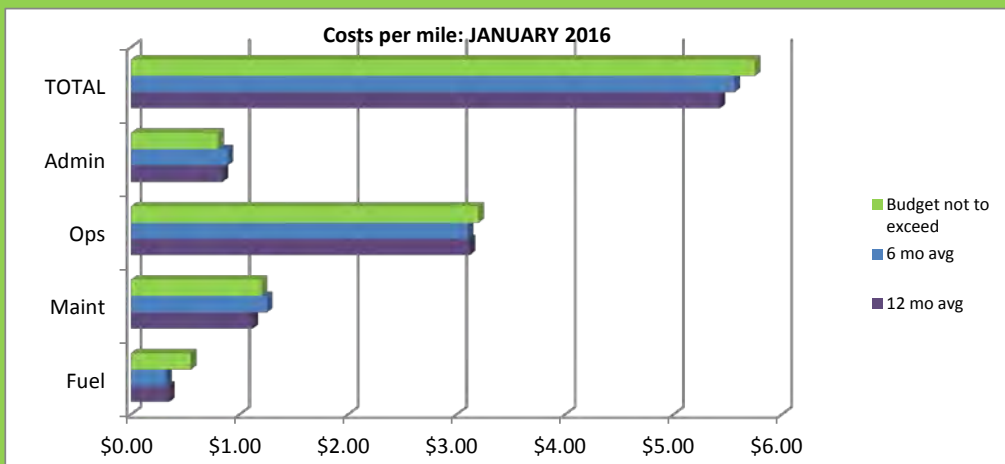
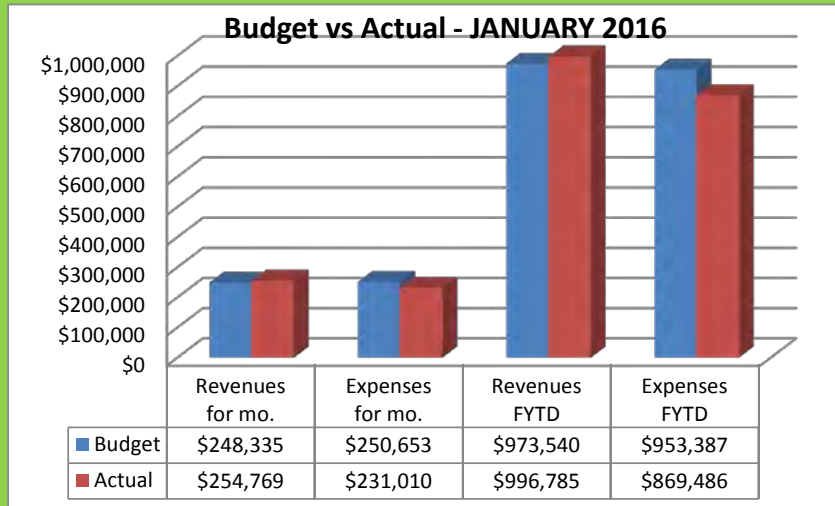
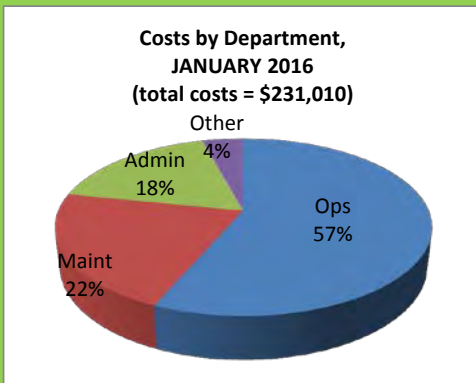
Vanpool



PERFORMANCE DASHBOARD - FINANCIAL, JANUARY 2016

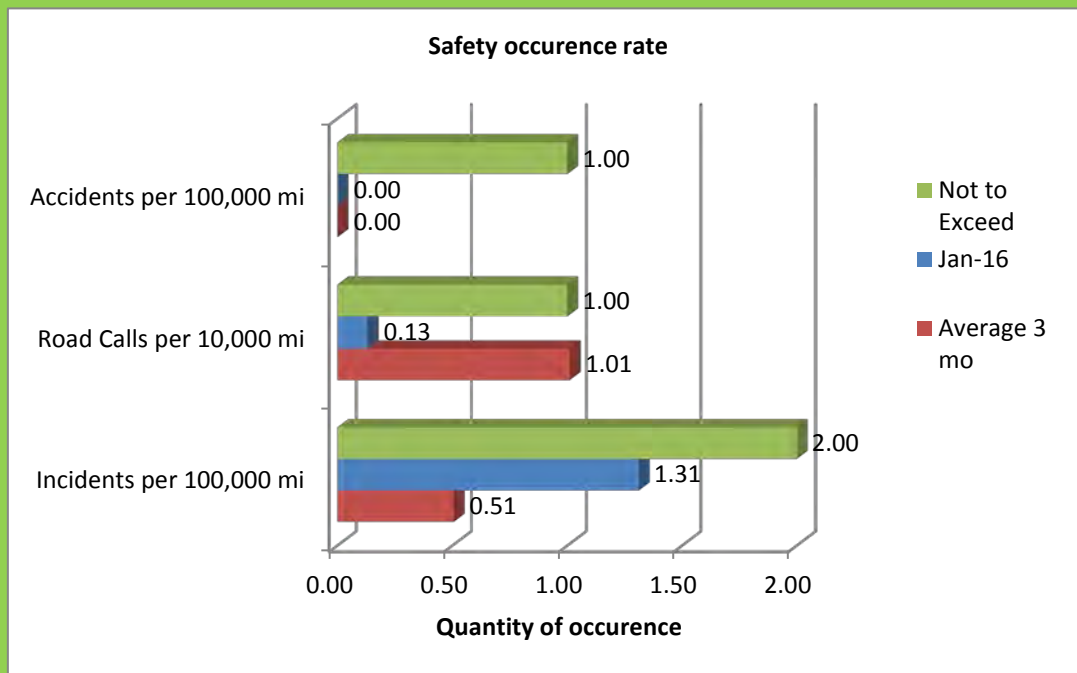


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



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, JANUARY 2016



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

Safety	Nov-15	Dec-15	Jan-16
Incidents	0	0	1
Accidents	0	0	0
Road Calls	0	1	1

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

801

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:

03/16/2016

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

February 2016 total ridership surpassed February 2015 by 13%! An excellent snowpack enticed visitors to the area.
Total ridership 72,006 compared to 63,525 in 2015. 2014=69,377
Town Routes +23% 53,563 passenger trips: Blue +8% 24426; Red +36% 3367; Green -62% 940 trips. Note: combined Red and Green passengers/hr 6.8/hr in 2016 6.6/hr in 2015.
Silver Route +60% 23273 trips; Bronze +11% 1557 trips.

Valley route -9% 12458 trips
Hailey route -10% 3160 trips
Vanpool +4% 2750 trips (2015=2657; 2014=6700)

Progress on
projects/initiatives:

February No Accidents or Incidents

Challenges/
Opportunities:

Gasoline prices are a major contributor to the Valley route's continued decline in ridership. \$1.60/gal in Twin Falls; \$1.80/gal in Bellevue.

Mountain Rides Staff Report

Date:

03/16/2016

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department
Highlights from the
Previous Month:

We have been working on the Marketing & Communications plan which you see before you for approval.

I went to the APTA Marketing & Communications Workshop in Phoenix at the beginning of the month. You will see a small presentation at the board meeting with some of what I learned there. It was very well attended and I sat in on many sessions and met people from several agencies.

Progress on
projects/initiatives:

We are working on a design RFP to look at working with a new firm for our schedule and various marketing pieces.

We are working with Sun Valley Company for the upcoming Alpine Championships next week.

See attached flyer.

Challenges/
Opportunities:



**U.S. ALPINE
CHAMPIONSHIPS**



Warm Springs Shuttle Services Operated by Mountain Rides for Weds 3/23 – Sun 3/27

Bronze Route – Sun Valley Resort to Warm Springs Base Area

Departs Sun Valley Lodge and Pavilion Lot			Departs Warm Springs Base Area		
6:30a	11:00a	3:30p *	6:45a	11:15a	3:45p *
7:00a	11:30a	4:00p *	7:15a	11:45a	4:15p *
7:30a	12:00p	4:30p *	7:45a	12:15p	4:45p *
8:00a	12:30p	5:00p *	8:15a	12:45p	5:15p *
8:30a	1:00p	* Will not run on Sunday 3/27	8:45a	1:15p	* Will not run on Sunday 3/27
9:00a	1:30p		9:15a	1:45p	
9:30a	2:00p		9:45a	2:15p	
10:00a	2:30p		10:15a	2:45p	
10:30a	3:00p		10:45a	3:15p	

Parking Lot Shuttle - River Run Parking Lot to Warm Spring Base Area

Departs River Run Parking Lot			Departs Warm Springs Base Area		
8:15a	12:15p	3:45p	8:30a	12:00p	3:30p
8:45a	12:45p	4:15p	9:00a	12:30p	4:00p
9:45a	1:15p	4:45p	9:30a	1:00p	4:30p
10:15a	1:45p		10:00a	1:30p	5:00p Last Bus
10:45a	2:15p		10:30a	2:00p	
11:15a	2:45p		11:00a	2:30p	
11:45a	3:15p		11:30a	3:00p	
			On Weds 3/23 and Sat 3/26 service will be extended until 7:00pm		

Blue Route Sun Valley to Warm Springs Base Area

Departs Sun Valley Lodge and Pavilion Parking Lot			Departs Warm Spring Base Area		
7:42a	8:42a	9:42a	7:00a	8:00a	9:00a
8:12a	9:12a	10:12a	7:30a	8:30a	9:30a
30 minute service throughout the day until 10:42p then hourly until 1:12a			30 minute service throughout the day until 10:00p then hourly until 12:30a		

For more information contact:
Mountain Rides 208-788-7433
www.mountainrides.org



Mountain Rides Staff Report

Date:

03/16/2016

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department
Highlights from the
Previous Month:

I have been working with the City of Hailey, as part of a committee, on the Pathways for People levy initiative to help pay for several bike-ped projects that are needed to move kids safely on pathways and bike lanes. The City Council unanimously voted in favor of the levy and are taking it to the citizens for a vote in the May election. It will be a 2-year levy to raise \$400,000 each year which will help pay for the 4 projects. Those projects are a pathway on the north side of Myrtle Street from the bike path to Second Ave., bike lanes on both sides of Second Ave. from the Middle School to the Elementary School, a multi use pathway connecting the Elementary school to Wertheimer Park, and bike lanes striped on both sides of Croy Street from Main Street to the bike path and a second phase of this project to continue the bike lanes ultimately to Quigley canyon. These projects are all listed in the Bike-Ped Master Plan, and the projects were needs the community discussed during the 3-day workshop re-visioning Hailey's Main Street and downtown project we facilitated in December. All these projects will qualify for grant money through ITD's TAP program and we will submit them for funding in April/May when the RFP comes out. If we can secure funding we can make levy money go further and do additional work.

Progress on
projects/initiatives:

Progress is moving forward well on our bike-ped master plan projects. The Hailey levy is the most recent success that is coming out of the bike-ped plan. We have had initial discussions and an on site meeting with ITD regarding TAP funding for these projects. An ITD district representative was excited and supportive of the projects and will help us attain success on securing grant money. Hopefully, Ketchum, Sun Valley and Bellevue will also look to submit TAP funding applications, and I will work hard to collaborate with all the cities to support their applications. The bike ped master plan will serve us well in competing for grant money.

Challenges/
Opportunities:

Securing grant money is both exciting and challenging. I am hopeful we are in a really good place for qualifying well for grant money to implement these bike-ped projects in Hailey. They have important safety aspects, the city is strongly in favor of the projects and putting the levy in front of the voters in May. We will work on educating Hailey citizens of the significant benefits these projects have to our community increasing mobility options, improving safety and enhancing our quality of life.

Mountain Rides Staff Report

Date:

03/16/2016

Staff Member:

Ben Varner

Department:

Maintenance

Department
Highlights from the
Previous Month:

It continues to be a very busy winter. All maintenance personnel have been working incredibly hard to keep our fleet running in the safest manner for our passengers and drivers.

Progress on
projects/initiatives:

Hailey Route operations were moved to the new South Valley Facility, and it went smoothly.

The Hailey shop has been completely cleaned out. We have some minor repairs to do but are on schedule to turn the building back over to the landlord in April.

Challenges/
Opportunities:

Many Maintenance Department personnel have scheduled vacation time over the next few months, coming off a busy winter season, so department staffing will be thinner than usual while we all work to cover each other's vacations.

Mountain Rides Staff Report

Date:

03/16/2016

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

Having been gone for most of February, I am catching up.

Progress on
projects/initiatives:

I am still working on the time management system and hope to be fully implementing it for April.

Challenges/
Opportunities:

Budget review will be coming up later this month. I will begin work on re-stating the FY2016 budget and beginning work on the FY2017 budget.

Mountain Rides Staff Report

Date:

03/16/2016

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

Presentations to funding partners - in the past month, I've been giving updates to our funding partners. I will continue this effort over the coming month. So far, the feedback has been very positive, and I have been using this as an opportunity to preview some of the ideas in our 5 year plan.

CTAI conference - last month I attended a portion of the Community Transportation Association of Idaho, a non-profit that advocates for stronger public transportation in Idaho, conference in Boise. I participated in a statewide transit technology summit, which discussed opportunities for and challenges to better technology coordination. I attended the legislative session on ways to engage elected officials, which was followed by the legislative social. Overall the energy was positive and engaging. I also was nominated to be on the CTAI board, and I accepted.

ITD risk assessment - we were recently assessed by ITD on our ability to deliver compliant projects and were given a "low-risk" designation, which is the best rating possible.

Progress on
projects/initiatives:

5 year plan - as a result of our discussion at our recent board meeting, a copy editor and formatting firm have been hired to proof and format our 5 year plan. This effort will be complete ahead of our April board meeting so that the plan can be adopted for distribution to funding partners.

Ketchum bus stop and transportation center discussions - I have been in several meetings with Ketchum staff, Mayor Jonas, and council members about the future of bus stop and bus infrastructure along Warm Springs and throughout downtown Ketchum. The city is very interested in seeing better bus stops throughout town and have been using the recent development applications from Thunder Springs and Community School as opportunities to require better bus stops. There have also been discussions about how inclusion of a transportation center as part of the development of the Washington Ave and 1st/2nd St city and urban renewal agency properties could be the best location for this project.

Challenges/
Opportunities:

Funding opportunities - in the coming 1-3 months, we anticipate that the Transportation Alternatives Program will be releasing a funding application for bike-ped related projects. We also anticipate that ITD will be releasing a funding application for additional capital equipment funding. We will be ready with funding applications for both.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, February 17, 2016, 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 David Patrie (Blaine County), vice-chair Jane Conard (Sun Valley), secretary Joe Miczulski (Bellevue), Kristin Derrig (Ketchum), Becki Keefer (Hailey), Mark Gilbert (Sun Valley), Steve Wolper (at-large) and Anne Corrock (Ketchum)

ALSO Mountain Rides Executive Director Jason Miller

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

1. CALL TO ORDER

Chair David Patrie called to order the meeting of Wednesday, February 17, 2016 at 12:33pm; Secretary Joe Miczulski took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

David Patrie welcomed Anne Corrock to the board. We will recognize Michael David next month for his service.

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

There were none.

4. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve Policy 111: Public Records Policy

Jason Miller stated that this is an administrative policy that is in compliance with Idaho code and has received legal review and from F & P committee.

Jane Conard made a motion to approve adoption of Financial Policy 111: Public Records Policy. Joe Miczulski seconded. Mark Gilbert observed that it would be good to have a tandem policy known as a Retention policy and encouraged staff to develop one. Jason Miller stated that we are developing a retention policy and will see it at April or May meeting. **The motion passed unanimously.**

b. Action item:

Action to approve draft of Mountain Rides' Five Year Strategic Plan for 2016 – 2020 for circulation

Dave Patrie gave a short overview. The Board and staff met in December to talk about and develop a plan for circulation to our stakeholders and funding partners. This is a document that needs to be owned by staff and board.

Jason Miller stated that this plan is a long time coming. There was a plan in 2008 that took us to 2011-12. We have been working on yearly plans but haven't had a long term plan. In April we expect to have a final for adoption. The document needs to be proof read and formatted.

Board members made suggestions and changes by section as staff took notes.

Jane Conard made a motion to table this item to March 16th or April 20th meeting. Joe Miczulski seconded. The motion passed unanimously.

7. Annual Audit

a. Presentation from Brady Workman from Dennis Brown CPAs on results on annual audit for FY2015

Brady Workman stated that they have not made any modifications. It is an unmodified report which is the highest report they could give. Brady stated that he thought Wendy does an amazing job with all accounts in QuickBooks. Dave Patrie said that the F & P committee did meet with Brady.

b. Action item:

Action to approve the receipt and filing of Mountain Rides FY 2015 audited financials prepared by Dennis Brown CPAs

Becki Keefer made a motion to approve the receipt and filing of Mountain Rides FY2015 audited financials prepared by Dennis Brown CPAs. Kristin Derrig seconded. The motion passed unanimously.

5. Committee Reports

Planning & Marketing committee report for February from Chair Joe Miczulski.

Need to add to minutes that Joe Miczulski was nominated and approved for chair of the committee.

Mark Gilbert moved to approve the minutes for Planning & Marketing with the addition of the chair nomination. Kristin Derrig seconded. Motion carried unanimously. Steve Wolper abstained.

Finance & Performance committee report for February from Chair Becki Keefer. Becki Keefer stated that they spent a lot of time on the audited financials.

Jane Conard moved to approve the minutes for Finance & Performance. Dave Patrie seconded. Motion carried unanimously.

6. Staff reports

a. Dashboard performance reports for December 2015

b. Operations report – Joe Miczulski asked Jim about the 16% reduction on Valley Route. Jim Finch stated that he thought it was due to \$2 gasoline and the competition with the SOV (single occupancy vehicle.) Jim stated that with 2 years without an accident and we are on a great course for safety performance.

- c. Marketing and Outreach report – Kim MacPherson said thank you to Hailey Rotary for their contribution for the scholarship program. Dave Patrie gave Kudos to staff for being nominated for best customer service from Hailey Chamber.
- d. Maintenance report – Joe Miczulski asked Ben about going to the CSI Diesel Technology School and about the industry struggles they see. Ben stated that the school doesn't get out very much so they appreciated hearing about our struggles and Mountain Rides perspective. The school asked if they could join their advisory committee and Ben said yes.
- e. Business Manager report – Ben Varner responded to the questions from Mark Gilbert regarding the floor light at the south valley facility. Mountain Rides and EKC think it was a manufacturing defect and not a longer term problem.
- f. Executive Director report - Jason Miller stated it another great month and tremendous effort put forth and it is great to see the recognition that we have had lately. Dave Patrie said Kudos to staff for getting the south valley facility finished.

8. Consent Calendar items

- a. Approve minutes for January 20th regular board meeting.
Mark Gilbert moved to approve the minutes of January 20th, and Becki Keefer seconded. Anne Corrock abstained. The motion was approved.
- b. Receive & File November and December 2015 financials and bills paid
Mark Gilbert moved to receive and file the financials. Becki Keefer seconded, and the motion carried unanimously.

9. Adjournment

Jane Conard moved to adjourn the meeting at 1:59pm. Steve Wolper seconded and the motion carried unanimously.

Chair David Patrie

Mountain Rides Agenda Item Summary

Date: 03/16/2016

From: Wendy Crosby

Subject: 9b. January financials

Background:

Total Revenues are slightly ahead of budget for the month, with federal funding about 17% above budget for the month.

On the Expense side, Fuel expenses continue to favorably surprise us; running about 45% of budget for the month. In January we switched from Associated Petroleum to United Oil under the new, accepted fuel bid and prices are better than expected. Payroll Expenses are also under budget even after payment of safety bonuses (Other Payroll Expenses). The following costs exceed the budget for the month, but on an annual basis are expected to be within budget, with the exception of Utilities and Marketing (these items will require a budget revision):

- Professional Fees (audit expense timing),
- Utilities (due to duplicate premises in Bellevue & Hailey; Hailey lease expires 4/30/16, cold weather, garbage removal SV Facility),
- Repairs & Maintenance (Ketchum exterior paint, snow removal),
- Business Expenses (APTA conference registration),
- Advertising (print ads for SV opening, surplus vehicles) and
- Marketing.

Overall we are in a strong position relative to budget after the first 4 months of the fiscal year.

January 2016 Checks Issued:

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

- StateTreasurer's Bank- \$25,000- transfer out for cash management purposes
- Nicole Brown- \$3,280- bus ad commissions
- Rush Truck- \$3,493.75- engine repairs to bus 24
- Les Schwab- \$2,905.98-winter tire prep
- Windy City Arts- \$2,552.52-updated graphics on Buses 2, 24, 28
- StateTreasurer's Bank- \$50,000- transfer out for cash management purposes

Revenue & Expenditures Budget Performance

Accrual Basis

January 2016

	Jan 16	Budget	% of Budget	Oct '15 - Jan 16	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 - Federal Funding							
41200 - Federal - 5311	118,098.00	100,000.00	118.1%	388,502.00	375,000.00	103.6%	975,000.00
41300 - Federal - 5316	0.00	0.00	0.0%	21,699.00	8,000.00	271.2%	8,000.00
41400 - Federal - 5317	4,538.00	5,000.00	90.8%	25,584.00	21,500.00	119.0%	48,000.00
41600 - Federal - SRTS	0.00	0.00	0.0%	486.21	0.00	100.0%	15,000.00
Total 41000 - Federal Funding	122,636.00	105,000.00	116.8%	436,271.21	404,500.00	107.9%	1,046,000.00
42000 - State Funding							
42400 - State - Training	0.00	0.00	0.0%	5,882.70	4,000.00	147.1%	5,000.00
Total 42000 - State Funding	0.00	0.00	0.0%	5,882.70	4,000.00	147.1%	5,000.00
43000 - Local Funding							
43100 - Local - Ketchum	39,750.00	39,666.67	100.2%	159,000.00	158,666.68	100.2%	476,000.00
43200 - Local - Halley	4,816.67	4,816.67	100.0%	19,266.67	19,266.68	100.0%	57,800.00
43300 - Local - BelleFour	0.00	0.00	0.0%	1,700.00	1,700.00	100.0%	1,700.00
43400 - Local - Blaine County	8,570.83	8,570.83	100.0%	34,283.33	34,283.32	100.0%	102,850.00
43500 - Local - Sun Valley	18,770.78	18,770.83	100.0%	75,083.18	75,083.32	100.0%	225,250.00
43600 - Local - Sun Valley Company	29,750.00	29,750.00	100.0%	94,350.00	93,500.00	100.9%	153,000.00
Total 43000 - Local Funding	101,658.28	101,575.00	100.1%	383,683.18	382,500.00	100.3%	1,016,600.00
44000 - Fares							
44100 - Fares - Valley Cash	5,062.05	7,000.00	72.3%	20,339.30	28,000.00	72.6%	85,000.00
44200 - Fares - Valley Passes	7,815.25	12,000.00	65.1%	44,345.03	59,000.00	75.2%	155,000.00
44250 - Fares - Halley Route- Cash	412.85	0.00	0.0%	1,250.60	0.00	0.0%	0.00
44300 - Fares - Vanpool	10,145.56	10,000.00	101.5%	50,605.92	48,000.00	105.4%	130,000.00
44400 - Fares - ADA	76.00	83.33	91.2%	349.00	333.32	104.7%	1,000.00
Total 44000 - Fares	23,511.71	29,083.33	80.8%	116,889.85	135,333.32	86.4%	371,000.00
45000 - Revenue							
45100 - Rev - Advertising	4,250.00	5,000.00	85.0%	36,721.87	30,000.00	122.4%	65,000.00
45500 - Rev - Charter/Special Event	0.00	0.00	0.0%	3,840.00	4,000.00	96.0%	17,500.00
45600 - Rev - Bike Share- Bike Swap	0.00	0.00	0.0%	415.09	500.00	83.0%	5,000.00
Total 45000 - Revenue	4,250.00	5,000.00	85.0%	40,976.96	34,500.00	118.8%	87,500.00
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
47300 - Priv. Donation - Other	1,000.00	0.00	100.0%	1,000.00	0.00	100.0%	0.00
Total 47000 - Private Donations	1,000.00	0.00	100.0%	1,000.00	0.00	100.0%	500.00
48000 - Transfers							
48400 - Transfer - Housing Fund	1,666.67	1,666.67	100.0%	6,666.65	6,666.68	100.0%	20,000.00
Total 48000 - Transfers	1,666.67	1,666.67	100.0%	6,666.65	6,666.68	100.0%	20,000.00
49000 - Interest Income	46.55	10.00	465.5%	147.77	40.00	369.4%	100.00
49500 - Diesel Tax Refunds	0.00	6,000.00	0.0%	5,267.00	6,000.00	87.8%	20,000.00
49800 - Excess Operating Funds	0.00	0.00	0.0%	0.00	0.00	0.0%	50,000.00
Total Income	254,769.21	248,335.00	102.6%	996,785.32	973,540.00	102.4%	2,616,700.00
Gross Profit	254,769.21	248,335.00	102.6%	996,785.32	973,540.00	102.4%	2,616,700.00
Expense							
51000 - Payroll Expenses							
51100 - Salaries and Wages	112,161.35	125,000.00	89.7%	437,902.56	465,000.00	94.2%	1,281,020.00
51300 - FICA Expense	7,030.36	7,500.00	93.7%	26,270.72	28,000.00	93.8%	75,000.00
51350 - Medicare Tax Expense	1,844.22	1,860.00	97.9%	6,143.98	6,820.00	90.1%	18,000.00
51400 - Retirement Plan Expenses	7,841.42	8,000.00	98.0%	34,022.48	28,200.00	120.6%	93,000.00
51500 - Workers Comp Expense	0.00	0.00	0.0%	11,660.00	12,000.00	97.2%	45,000.00
51600 - SUI Expense	1,445.76	1,850.00	78.1%	3,936.01	7,400.00	53.2%	20,000.00
51700 - Medical Ins. Expense	14,149.80	13,000.00	108.8%	52,585.74	52,000.00	101.1%	156,380.00
51800 - Dental Ins. Expense	1,430.92	1,100.00	130.1%	4,628.45	4,400.00	105.2%	13,000.00
51975 - Employee Assistance expense	0.00	400.00	0.0%	0.00	1,600.00	0.0%	5,000.00
51000 - Payroll Expenses - Other	6,267.50	166.67	3,760.4%	6,680.50	666.68	1,002.1%	2,000.00
Total 51000 - Payroll Expenses	151,971.33	158,696.67	95.8%	583,830.44	606,068.68	96.3%	1,708,400.00
52000 - Insurance Expense							
52100 - Ins. - Vehicles	8,750.00	8,750.00	100.0%	35,000.00	35,000.00	100.0%	105,000.00
52150 - Ins -Deductibles/claims	80.00	1,500.00	5.3%	211.44	1,500.00	14.1%	6,000.00
Total 52000 - Insurance Expense	8,830.00	10,250.00	86.1%	35,211.44	36,500.00	96.5%	111,000.00
53000 - Professional Fees							
53100 - Accounting & Audit	8,900.00	0.00	100.0%	8,900.00	9,000.00	98.9%	9,000.00
53200 - IT Systems	33.75	1,250.00	2.7%	943.75	5,000.00	18.9%	15,000.00
53400 - Legal Fees	507.00	625.00	81.1%	585.00	2,500.00	23.4%	7,500.00
53450 - Planning/ Design	0.00	0.00	0.0%	71.25	1,500.00	4.8%	1,500.00
53500 - Other Professional Fees	413.00	700.00	59.0%	2,552.00	3,000.00	85.1%	8,000.00
Total 53000 - Professional Fees	9,853.75	2,575.00	382.7%	13,052.00	21,000.00	62.2%	41,000.00
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment expense	137.77	6,500.00	2.1%	429.71	6,500.00	6.6%	12,000.00
54200 - Shop Tools	54.80	100.00	54.8%	423.43	600.00	70.6%	4,000.00
54300 - Office Equipment	599.99	250.00	240.0%	599.99	1,000.00	60.0%	3,000.00
Total 54000 - Equipment/ Tool Expense	792.56	6,850.00	11.6%	1,453.13	8,100.00	17.9%	19,000.00
55000 - Rent and Utilities							
55100 - Rent	2,000.00	2,000.00	100.0%	8,000.00	8,000.00	100.0%	13,500.00
55200 - Utilities	4,879.26	2,500.00	195.2%	14,975.19	8,500.00	176.2%	18,000.00
Total 55000 - Rent and Utilities	6,879.26	4,500.00	152.9%	22,975.19	16,500.00	139.2%	31,500.00
56000 - Supplies							
56100 - Office Supplies	102.22	150.00	68.1%	575.99	800.00	72.0%	2,000.00
56200 - Janitorial & Safety Supplies	797.33	400.00	199.3%	2,862.39	2,400.00	119.3%	5,000.00
56300 - Department Supplies	158.46	625.00	25.4%	675.83	2,500.00	27.0%	7,500.00
56400 - Uniforms	165.88	0.00	100.0%	5,174.05	3,500.00	147.8%	6,500.00
56500 - Postage and Delivery	82.06	75.00	109.4%	295.57	300.00	98.5%	900.00
Total 56000 - Supplies	1,305.95	1,250.00	104.5%	9,583.83	9,500.00	100.9%	21,900.00
57000 - Repairs and Maintenance							
57100 - Equipment Repairs/Maintenance	358.76	208.33	172.2%	558.76	833.32	67.1%	2,500.00
57200 - Building Repairs/Maintenance	2,565.90	0.00	100.0%	6,582.20	3,000.00	219.4%	12,000.00
57250 - Bus Stop Repairs/Maint	300.00	500.00	60.0%	1,227.39	2,500.00	49.1%	9,000.00
57300 - Grounds Repairs/Maintenance	1,314.12	100.00	1,314.1%	3,328.60	1,000.00	332.9%	2,500.00
57400 - Bike Share Repairs/Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	3,000.00
57500 - Janitorial Services	182.00	100.00	182.0%	1,881.25	1,700.00	110.7%	2,500.00
Total 57000 - Repairs and Maintenance	4,720.78	908.33	519.7%	13,578.20	9,033.32	150.3%	31,500.00
58000 - Communications Expense							
58100 - Office Phone Expense	277.11	300.00	92.4%	1,115.06	1,200.00	92.9%	4,500.00
58200 - Cell & Two-Way Mobile	705.00	800.00	88.1%	4,382.74	3,400.00	128.9%	10,000.00
58300 - Internet/Website	118.76	250.00	47.5%	667.53	1,000.00	66.8%	3,000.00
Total 58000 - Communications Expense	1,100.87	1,350.00	81.5%	6,165.33	5,600.00	110.1%	17,500.00
59000 - Travel and Training							
59100 - Vehicle/Airfare	599.18	150.00	399.5%	2,621.91	2,800.00	93.6%	4,000.00
59200 - Lodging	0.00	0.00	0.0%	2,854.08	2,400.00	118.9%	2,500.00
59300 - Food/Meals/Entertainment	32.21	300.00	10.7%	880.63	2,500.00	35.2%	6,000.00
59400 - Training/Education	0.00	166.67	0.0%	675.00	666.68	101.2%	2,000.00
59500 - Safety Curriculum	1,523.51	3,500.00	43.5%	1,765.21	5,000.00	35.3%	10,500.00
Total 59000 - Travel and Training	2,154.90	4,116.67	52.3%	8,796.83	13,366.68	65.8%	24,000.00
60000 - Business Expenses							
60100 - Business Registration Fees	590.00	0.00	100.0%	769.63	0.00	100.0%	0.00
60400 - Dues & Subscriptions	105.97	400.00	26.5%	970.64	2,050.00	47.3%	5,000.00
60500 - Bank Fees	6.66	41.67	16.0%	58.52	166.68	35.1%	500.00
60700 - Bad Debt	0.00	0.00	0.0%	20.00	0.00	100.0%	0.00
Total 60000 - Business Expenses	702.63	441.67	159.1%	1,818.79	2,216.68	82.1%	5,500.00
61000 - Advertising							
61100 - Print Advertising	1,277.66	500.00	255.5%	4,498.25	6,500.00	69.2%	10,000.00
61200 - Radio Advertising	0.00	500.00	0.0%	0.00	1,000.00	0.0%	2,000.00
61300 - Online Advertising	65.00	125.00	52.0%	185.00	500.00	37.0%	1,500.00
61400 - Vehicle Graphics	3,117.52	3,000.00	103.9%	6,265.58	3,750.00	167.1%	5,000.00
61500 - Bus. Adv. Contract	3,280.00	2,000.00	164.0%	8,715.94	8,000.00	108.9%	15,000.00
Total 61000 - Advertising	7,740.18	6,125.00	126.4%	19,664.77	19,750.00	99.6%	33,500.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance

January 2016

	Jan 16	Budget	% of Budget	Oct '15 - Jan 16	YTD Budget	% of Budget	Annual Budget
62000 - Marketing and Promotion							
62100 - Info, Displays-Stop Signage	76.00	100.00	76.0%	458.06	1,500.00	30.5%	4,000.00
62200 - Graphic Design	42.00	0.00	100.0%	2,142.00	2,000.00	107.1%	4,000.00
62300 - Promotional Items	0.00	0.00	0.0%	2.00	0.00	100.0%	3,000.00
62400 - Customer Events and Misc.	92.99	0.00	100.0%	219.79	25.00	879.2%	3,500.00
62500 - Staff Appreciation/ Events	163.63	0.00	100.0%	2,281.59	500.00	456.3%	500.00
Total 62000 - Marketing and Promotion	374.62	100.00	374.6%	5,103.44	4,025.00	126.8%	15,000.00
63000 - Printing and Reproduction							
63100 - Copies, Passes & Flyers	243.19	200.00	121.6%	1,158.96	950.00	122.0%	2,500.00
63200 - Schedules, Maps & Brochures	0.00	200.00	0.0%	5,233.50	5,700.00	91.8%	10,000.00
Total 63000 - Printing and Reproduction	243.19	400.00	60.8%	6,392.46	6,650.00	96.1%	12,500.00
64000 - Fuel Expense	15,963.62	35,000.00	45.6%	61,813.42	105,000.00	58.9%	300,425.00
65000 - Vehicle Maintenance							
65100 - Parts Expense	69.89			69.89			
65150 - Vehicle Maintenance-freight	3,685.07	9,706.25	38.0%	21,957.88	38,825.00	56.6%	116,475.00
65100 - Parts Expense - Other							
Total 65100 - Parts Expense	3,754.96	9,706.25	38.7%	22,027.77	38,825.00	56.7%	116,475.00
65200 - Fluids Expense	4,225.64	1,416.67	298.3%	6,623.46	5,666.68	116.9%	17,000.00
65300 - Tires Expense	2,620.56	1,000.00	262.1%	22,214.05	20,500.00	108.4%	38,000.00
65400 - Purchased Services	2,774.90	800.00	346.9%	8,276.41	4,400.00	188.1%	10,500.00
65500 - Vehicle Computer/Diagnostic	0.00	166.67	0.0%	905.00	666.68	135.7%	2,000.00
Total 65000 - Vehicle Maintenance	13,376.06	13,089.59	102.2%	60,046.69	70,058.36	85.7%	183,975.00
69500 - Contingency Expense-Operations	5,000.00	5,000.00	100.0%	20,000.00	20,000.00	100.0%	60,000.00
Total Expense	231,009.70	250,652.93	92.2%	869,485.96	953,386.72	91.2%	2,616,700.00
Net Ordinary Income	23,759.51	-2,317.93	-1,025.0%	127,299.36	20,153.28	631.7%	0.00
Net Income	23,759.51	-2,317.93	-1,025.0%	127,299.36	20,153.28	631.7%	0.00

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03/10/16

Accrual Basis

MRTA - Operations Main

Checks Issued

As of January 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						76,765.38
Deposit	01/04/2016		STO eBank	transfer - cash management	-25,000.00	51,765.38
Bill Pmt -Check	01/04/2016	5435	Ben Varner'		-45.00	51,720.38
Bill Pmt -Check	01/05/2016	5436	Allstar Property Services, Inc.		-689.15	51,031.23
Bill Pmt -Check	01/05/2016	5437	Alsoo		-303.67	50,727.56
Bill Pmt -Check	01/05/2016	5438	American Funds	plan ID BRK100102	-250.00	50,477.56
Bill Pmt -Check	01/05/2016	5439	Clearwater Landscaping		-90.00	50,387.56
Bill Pmt -Check	01/05/2016	5440	Greyhound Design		-35.00	50,352.56
Bill Pmt -Check	01/05/2016	5441	Nicole Brown		-3,280.00	47,072.56
Bill Pmt -Check	01/05/2016	5442	Schaeffer MFG. CO.	1140316	-866.25	46,206.31
Bill Pmt -Check	01/05/2016	5443	Virginia Rhinehart	Monthly Rent- 4171 Glenbrook Dr. Units A & B	-2,000.00	44,206.31
Bill Pmt -Check	01/05/2016	ACH	Intermtn Gas #450 916 6521 1	acct # 45091665211	-16.29	44,190.02
Bill Pmt -Check	01/05/2016	ACH	Intermtn Gas Co #525 140 3000 7	#525 140 3000 7	-315.34	43,874.68
Bill Pmt -Check	01/05/2016	ACH	Intermtn Gas Co #826 580 3000 0	#826 580 3000 0	-1,586.87	42,287.81
Bill Pmt -Check	01/05/2016	5444	White Cloud Communications Inc.		-812.64	41,475.17
Check	01/05/2016	ACH	Capital Equipment Fund	monthly transfer Dec 2015	-5,250.00	36,225.17
Check	01/05/2016	ACH	Capital Equipment Fund	monthly transfer Dec 2015	-3,168.80	33,056.37
Check	01/05/2016	ACH	Facilities Fund	monthly transfer- Dec 2015	-9,506.25	23,550.12
Check	01/05/2016	ACH	Contingency Fund	monthly transfer Dec 2015	-5,000.00	18,550.12
Bill Pmt -Check	01/05/2016	5445	NAPA Auto Parts		-1,094.60	17,455.52
Bill Pmt -Check	01/05/2016	5446	Window Welder Inc.		-506.23	16,949.29
Bill Pmt -Check	01/05/2016	5447	Copy & Print		-17.15	16,932.14
Bill Pmt -Check	01/05/2016	5448	Southern Belle Buisness Park Ow...		-125.00	16,807.14
Bill Pmt -Check	01/05/2016	5449	River Run Auto Parts, Inc.		-85.90	16,721.24
Bill Pmt -Check	01/05/2016	5450	National Benefit Services, LLC		-135.00	16,586.24
Deposit	01/05/2016			Deposit	1,666.66	18,252.90
Check	01/06/2016	5451	Wood River Sustainability Center		-50.00	18,202.90
Deposit	01/06/2016			Deposit	135.00	18,337.90
Deposit	01/06/2016			Deposit	846.50	19,184.40
Deposit	01/06/2016			Deposit	832.00	20,016.40
Bill Pmt -Check	01/07/2016	5452	Six Roblees' Inc formerly Valley B...	64830	-100.40	19,916.00
Bill Pmt -Check	01/07/2016	5453	Rush Truck Centers		-3,493.75	16,422.25
Bill Pmt -Check	01/07/2016	5454	Associated Petroleum Products, I...		-8,633.59	7,788.66
Deposit	01/07/2016			Deposit	116.25	7,904.91
Deposit	01/07/2016			Deposit	200.00	8,104.91
Deposit	01/08/2016			Deposit	315.00	8,419.91
Deposit	01/11/2016			Deposit	84.55	8,504.46
Check	01/11/2016	5455	Joe L'Heureux	claim for torn pants	-80.00	8,424.46
Deposit	01/12/2016			Deposit	49,164.75	57,589.21
Bill Pmt -Check	01/12/2016	5456	Gillig LLC	36869600	-2,417.85	55,171.36
Bill Pmt -Check	01/12/2016	5457	Boulder Mountain Tour Ltd.		-200.00	54,971.36
Bill Pmt -Check	01/12/2016	5458	Certified Folder Display Service, I...	14-0086946	-76.00	54,895.36
Bill Pmt -Check	01/12/2016	5459	City of Ketchum		-761.95	54,133.41
Bill Pmt -Check	01/12/2016	5460	Copy & Print		-40.10	54,093.31
Deposit	01/12/2016			Deposit	929.70	55,023.01
Liability Check	01/13/2016		QuickBooks Payroll Service	Created by Payroll Service on 01/12/2016	-46,657.87	8,365.14
Bill Pmt -Check	01/13/2016	5464	Les Schwab	117-00888	-2,905.98	5,459.16
Bill Pmt -Check	01/13/2016	5465	Brody Chemical Inc.		-229.93	5,229.23
Bill Pmt -Check	01/13/2016	5466	Jackson Group Peterbilt, Inc.	3551	-1,831.21	3,398.02
Bill Pmt -Check	01/13/2016	5467	UPS Store - 2444 (Ketchum)		-81.79	3,316.23
Bill Pmt -Check	01/13/2016	5468	L.L. Green's Hardware		-94.98	3,221.25
Bill Pmt -Check	01/13/2016	5469	Sun Valley Ski Club		-145.00	3,076.25
Bill Pmt -Check	01/13/2016	5470	US Postal Service	PO Box 3091 - Annual Renewal	-44.00	3,032.25
Bill Pmt -Check	01/13/2016	5471	Clear Creek Disposal	1327	-760.88	2,271.37
Bill Pmt -Check	01/13/2016	5472	Dick York's Auto Service	Tow Bus	-185.00	2,086.37
Bill Pmt -Check	01/13/2016	5473	Ketchum Computers, Inc.		-270.00	1,816.37
Bill Pmt -Check	01/13/2016	5474	Atkinsons' Grocery		-1,782.50	33.87
Bill Pmt -Check	01/13/2016	5475	City of Hailey	40205001	-640.00	-606.13
Bill Pmt -Check	01/13/2016	5476	The Gardner Corporation	800 1st Ave N, Ketchum	-1,701.00	-2,307.13
Bill Pmt -Check	01/13/2016	5477	Thornton Heating & Sheet Metal I...		-134.35	-2,441.48
Bill Pmt -Check	01/13/2016	5478	Windy City Arts Inc.		-2,552.52	-4,994.00
Bill Pmt -Check	01/13/2016	5479	Blaine County Seniors Council, Inc.		-1,475.00	-6,469.00
Deposit	01/13/2016			Deposit	668.35	-5,800.65
Paycheck	01/14/2016	DD	Aguilar, Hortencia	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Conlago, Maira P.	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Djasran JR, Johnny	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Ellsworth, Bryson D	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Fairbrook, Douglas H	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Finch, James F	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Glasscock, David T	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Gray, Stuart	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Grubbs, Torrey E	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	HoechtI, Gerhard	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Johnson, Mark F	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Juarez, Felimon	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Kelly, David W	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Knudson, Michael W	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Leamon, Chase	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Leon, Teofilo O	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	MacPherson, Kim	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	McCarty, Isabelle	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Miller, Jason M	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Nestor, Robert A	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Parker, Roger G	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Parker, Michael J	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Pyle, David C	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Romero-Campos, Raul	Direct Deposit	0.00	-5,800.65

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of January 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	01/14/2016	DD	Sanchez, Jose J	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Selisch, Kurt	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Smith, Scott A	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Sproule, William	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Tellez, Carlos	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Torres, April L	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Uberuaga, Richard S	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Varner, Benjamin N	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Victorino, Jose L	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Williams, Gordon K	Direct Deposit	0.00	-5,800.65
Paycheck	01/14/2016	DD	Thea, Karen J	Direct Deposit	0.00	-5,800.65
Deposit	01/14/2016			Deposit	97,873.00	92,072.35
Liability Check	01/14/2016	5461	Idaho Child Support Receipting	326231	-200.76	91,871.59
Liability Check	01/14/2016	5462	National Benefit Services, LLC	Mountain Rides FSA	-516.91	91,354.68
Liability Check	01/14/2016	5463	United States Treasury	2006 1040A LEVY PROC- Gordon K Williams xxx...	-61.84	91,292.84
Deposit	01/14/2016			Deposit	124.85	91,417.69
Liability Check	01/15/2016	E-pay	United States Treasury	82-0382250 QB Tracking # 234759982	-14,989.42	76,428.27
Deposit	01/15/2016			Deposit	433.50	76,861.77
Bill Pmt -Check	01/18/2016	5480	Access Idaho		-9.00	76,852.77
Bill Pmt -Check	01/18/2016	5481	Business As Usual		-284.41	76,568.36
Bill Pmt -Check	01/18/2016	5482	Express Publishing Inc.		-1,611.36	74,957.00
Bill Pmt -Check	01/18/2016	5483	Idaho Sunshine Media		-146.02	74,810.98
Bill Pmt -Check	01/18/2016	5484	Johnny G's Sub Shack		-92.12	74,718.86
Bill Pmt -Check	01/18/2016	5485	Minert & Associates, Inc.		-310.00	74,408.86
Bill Pmt -Check	01/18/2016	5486	Northwest Equipment Sales, Inc.		-107.75	74,301.11
Bill Pmt -Check	01/18/2016	5487	St Luke's Clinic - Hailey	940000328	-216.00	74,085.11
Bill Pmt -Check	01/18/2016	5488	Webb Landscape		-1,121.20	72,963.91
Bill Pmt -Check	01/18/2016	5489	Wells Fargo		-1,592.17	71,371.74
Bill Pmt -Check	01/18/2016	5490	Sentinel Fire & Security		-281.40	71,090.34
Deposit	01/18/2016			Deposit	35,418.50	106,508.84
Deposit	01/19/2016			Deposit	86.79	106,595.63
Deposit	01/19/2016			Deposit	44,034.40	150,630.03
Deposit	01/19/2016			Deposit	475.95	151,105.98
Liability Check	01/20/2016	TAP	Idaho State Tax Commission	000186434	-5,993.00	145,112.98
Bill Pmt -Check	01/20/2016	ACH	City of Hailey	40205001	-66.28	145,046.70
Bill Pmt -Check	01/20/2016	5491	United Oil		-542.85	144,503.85
Deposit	01/20/2016			Deposit	237.60	144,741.45
Deposit	01/21/2016		Mountain West Bank	transfer for cash management	-50,000.00	94,741.45
Deposit	01/22/2016			Deposit	415.00	95,156.45
Deposit	01/22/2016			Deposit	85.55	95,242.00
Deposit	01/25/2016			Deposit	577.35	95,819.35
Liability Check	01/27/2016		QuickBooks Payroll Service	Created by Payroll Service on 01/26/2016	-42,187.52	53,631.83
Bill Pmt -Check	01/27/2016	5494	Associated Petroleum Products, I...		-9,709.91	43,921.92
Bill Pmt -Check	01/27/2016	ACH	Cox Communications	001-2401-205184001	-33.76	43,888.16
Bill Pmt -Check	01/27/2016	5495	Evans Plumbing, Inc.	MOURID	-85.00	43,803.16
Bill Pmt -Check	01/27/2016	5496	Gem State Welders Supply Inc.		-8.06	43,795.10
Bill Pmt -Check	01/27/2016	ACH	Idaho Power Acct#220478885		-496.44	43,298.66
Bill Pmt -Check	01/27/2016	ACH	Idaho Power Acct.#2204640144		-192.51	43,106.15
Bill Pmt -Check	01/27/2016	5497	Idaho Sunshine Media		-135.00	42,971.15
Bill Pmt -Check	01/27/2016	5498	Integrated Technologies		-114.34	42,856.81
Bill Pmt -Check	01/27/2016	5499	Jim Finch	expense reimbursement	-45.00	42,811.81
Bill Pmt -Check	01/27/2016	5500	Luke's Family Pharmacy/Fisher J...		-92.50	42,719.31
Bill Pmt -Check	01/27/2016	5501	Mattson Fire Sprinklers, Inc.		-35.00	42,684.31
Bill Pmt -Check	01/27/2016	5502	RouteMatch Software		-300.00	42,384.31
Bill Pmt -Check	01/27/2016	5503	Windy City Arts Inc.		-565.00	41,819.31
Bill Pmt -Check	01/27/2016	5504	Gem State Welders Supply Inc.		-108.16	41,711.15
Deposit	01/27/2016			Deposit	907.60	42,618.75
Paycheck	01/28/2016	DD	Aguilar, Hortencia	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Conlago, Maira P.	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Djasran JR, Johnny	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Ellsworth, Bryson D	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Fairbrook, Douglas H	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Finch, James F	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Glasscock, David T	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Gray, Stuart	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Grubbs, Torrey E	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Hoechtl, Gerhard	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Johnson, Mark F	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Juarez, Felimon	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Kelly, David W	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Knudson, Michael W	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Leamon, Chase	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Leon, Teofilo O	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	MacPherson, Kim	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	McCarty, Isabelle	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Miller, Jason M	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Nestor, Robert A	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Parker, Michael J	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Parker, Roger G	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Pyle, David C	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Romero-Campos, Raul	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Sanchez, Jose J	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Selisch, Kurt	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Smith, Scott A	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Sproule, William	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Tellez, Carlos	Direct Deposit	0.00	42,618.75

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Accrual Basis

MRTA - Operations Main Checks Issued

As of January 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	01/28/2016	DD	Thea, Karen J	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Torres, April L	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Uberuaga, Richard S	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Varner, Benjamin N	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Victorino, Jose L	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	42,618.75
Paycheck	01/28/2016	DD	Williams, Gordon K	Direct Deposit	0.00	42,618.75
Liability Check	01/28/2016	5492	Idaho Child Support Receipting	326231	-200.76	42,417.99
Liability Check	01/28/2016	5493	National Benefit Services, LLC	Mountain Rides FSA	-516.91	41,901.08
Deposit	01/28/2016			Deposit	1,975.00	43,876.08
Deposit	01/28/2016			Deposit	76.00	43,952.08
Bill Pmt -Check	01/28/2016	5505	Carlos Tellez'	expense reimbursement	-20.01	43,932.07
Bill Pmt -Check	01/28/2016	5506	Kim MacPherson'	expense reimbursement	-59.89	43,872.18
Bill Pmt -Check	01/28/2016	5507	Wendy Crosby	expense reimbursement	-15.00	43,857.18
Bill Pmt -Check	01/28/2016	5508	Watts Hydraulic & Repair		-306.26	43,550.92
Bill Pmt -Check	01/28/2016	ACH	Idaho Power Acct#2221850114		-899.25	42,651.67
Bill Pmt -Check	01/28/2016	5509	Thornton Heating & Sheet Metal I...		-396.00	42,255.67
Deposit	01/28/2016			Deposit	86.20	42,341.87
Liability Check	01/29/2016	ACH	Idaho Department of Labor	0001211374	-2,490.25	39,851.62
Liability Check	01/29/2016	E-pay	United States Treasury	82-0382250 QB Tracking # 317272467	-12,993.74	26,857.88
Liability Check	01/31/2016	ACH	Aflac	DQR88	-403.08	26,454.80
Liability Check	01/31/2016	5510	Blue Cross of Idaho	10034150-R001	-1,755.10	24,699.70
Liability Check	01/31/2016	5511	Blue Cross of Idaho	10034150-R001	-17,330.24	7,369.46
Deposit	01/31/2016			Interest	2.59	7,372.05
Total 11100 · Mountain West Checking					-69,393.33	7,372.05
TOTAL					-69,393.33	7,372.05

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

3/16/16

Date