



## Mountain Rides Transportation Authority

### PUBLIC NOTICE of Regular Board Meeting Agenda

12:30pm, Wednesday, September 21, 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 – recognition of board members Steve Wolper and Mark Gilbert for their service to Mountain Rides
5. Action and discussion items
  - a. Action item: Approve FY2017 budget for all funds with total expenditure of \$3,882,886 (p.2-7)
  - b. Action item: Approve 5-year capital improvement plan for FY2017-2021 (p.8-13)
  - c. Action item: Approve FY2017 pay scale and updated paid time off accrual chart (p.14-17)
  - d. Action item: Approve FY2017 transportation service plan (p.18-30)
  - e. Action item: Approve release of Invitation for Bid 092016-01 for a 35' Heavy Duty bus (p. 31-36)
6. Committee reports
  - a. Planning and Marketing Committee report for September from Chair (p. 37)
    - i. Committee members approve September minutes
  - b. Finance and Performance Committee report for September from Chair (p. 38)
    - i. Committee members approve September minutes
7. Staff reports
  - a. Dashboard performance report for July 2016 (p. 39-42)
  - b. Operations report (p. 43)
  - c. Marketing Outreach report (p.44)
  - d. Maintenance report (p. 45)
  - e. Business Manager report (p. 47)
  - f. Executive Director report (p. 48)
8. Consent Calendar items
  - a. Approve minutes –August 12<sup>th</sup> Special board committee for At – Large Candidate review, August 17<sup>th</sup> regular meeting and September 8<sup>th</sup> special meeting (p. 49-54)
  - b. Receive and file July 2016 financials and bills paid (p. 55-62)
9. Adjournment

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

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/21/2016"/>	<u>From:</u>	<input type="text" value="Wendy Crosby"/>
<u>Action Item:</u>	<input type="text" value="5a. Approve FY2017 budget for all funds with total expenditure of \$3,882,886"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve adoption of the FY2017 budgets for the general operations fund, capital equipment fund, facilities fund, workforce housing fund and contingency fund with total expenditures of \$3,882,886."/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2017"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2017 Budget"/>		
<u>Background:</u>	<input type="text" value="Attached are the proposed FY2017 budgets for the general operations fund, capital equipment fund, facilities fund, workforce housing fund and contingency fund.&lt;br/&gt;Drafts of the FY2017 budgets have been before both the F &amp; P Committee and the full board. Local Partner contributions and federal awards have been confirmed and the final FY2017 budget reflects these amounts."/>		

**Mountain Rides Transportation Authority**  
**Consolidated FY2017 Budget**  
**presented to Board Sept 21, 2016**  
**ALL FUNDS SUMMARY**

			FY2016 Budget REVISED April 2016	FY2017 Budget for adoption 9-21-16	% Difference FY16 vs. FY17			
Revenue								
		Operations Fund	2,599,158.00	2,803,898.00	7.9%			
		Capital Equipment Fund	634,212.50	900,000.00	41.9%			
		Capital Equipment Reserve Carryover	180,000.00	80,000.00	-55.6%			
		Capital Equipment use of funds	-120,875.00	-22,412.50	0.0%			
		Work Force Housing Fund	33,565.00	37,000.00	10.2%			
		Work Force Housing Reserve Carryover	33,000.00	6,000.00	-81.8%			
		Work Force Housing use of funds	-27,840.00	-5,775.00	-79.3%			
		Facilities Fund	1,072,444.00	141,988.00	-86.8%			
		Facilities Reserve Carryover	58,000.00	35,000.00	-39.7%			
		Facilities Fund use of funds	-113,055.00	0.00	-100.0%			
		Contingency Fund	75,000.00	60,025.00	-20.0%			
		Contingency Reserve Carryover	232,000.00	215,000.00	-7.3%			
		Contingency Fund use of funds	-14,800.00	-5,000.00	-66.2%			
Total Revenue			4,640,809.50	4,245,723.50	-8.5%			
Expense								
		Operations Fund	2,599,158.00	2,803,898.00	7.9%			
		Capital Equipment Fund	634,212.50	900,000.00	41.9%			
		Work Force Housing Fund	33,565.00	37,000.00	10.2%			
		Facilities Fund	1,072,444.00	141,988.00	-86.8%			
		Contingency Fund	75,000.00	0.00	-100.0%			
Total Expense			4,414,379.50	3,882,886.00	-12.0%			
Gross Revenue			226,430.00	362,837.50	60.2%			
Less Fund Balances held in Reserve								
		Capital Equipment Fund Reserve	59,125.00	57,587.50	-2.6%			
		Work Force Housing Fund Reserve	5,160.00	5,225.00	1.3%			
		Facilities Fund Reserve	-55,055.00	35,000.00	-163.6%			
		Contingency Fund Reserve	162,145.00	270,025.00	66.5%			
Total Fund Balances in Reserve			171,375.00	367,837.50	114.6%			
NET REVENUE (Gross Revenue minus Funds Held in Reserve)			55,055.00	-5,000.00				
				FY2016 Breakout		FY2017 Breakout		
SUMMARY OF TOTAL LOCAL FUNDING REQUESTS			FY2016	operating	capital	FY2016	operating	capital
	City of Ketchum		\$ 561,000.00	\$ 476,850.00	\$ 84,150.00	\$ 590,000.00	\$ 501,500.00	\$ 88,500.00
	City of Sun Valley		\$ 265,000.00	\$ 225,250.00	\$ 39,750.00	\$ 295,000.00	\$ 250,750.00	\$ 44,250.00
	City of Hailey		\$ 68,000.00	\$ 57,800.00	\$ 10,200.00	\$ 72,500.00	\$ 61,625.00	\$ 10,875.00
	City of Bellevue		\$ 2,000.00	\$ 500.00	\$ 1,500.00	\$ 5,000.00	\$ 4,250.00	\$ 750.00
	Blaine County		\$ 121,000.00	\$ 102,850.00	\$ 18,150.00	\$ 130,000.00	\$ 110,500.00	\$ 19,500.00
	SV CO		\$ 181,000.00	\$ 153,850.00	\$ 27,150.00	\$ 184,000.00	\$ 156,400.00	\$ 27,600.00
			\$ 1,198,000.00	\$ 1,017,100.00	\$ 180,900.00	\$ 1,276,500.00	\$ 1,085,025.00	\$ 191,475.00

**Mountain Rides Transportation Authority**

**General Operations Fund**

**FY2017 Budget**

**presented to Board 9/21/2016**

			presented to Board 9/21/2016			
			FY2016 Budget REVISED April 2016	FY2017 Budget-for 9-21-16 approval	% change FY2016 REVISED vs FY2017	COMMENTS
Income						
	41000 - Federal Funding					
		41200 - Federal - 5311	975,000	1,118,648.00	15%	additional funds awarded
		41300 - Federal - 5316	8,000.00	0.00	-100%	program discontinued
		41400 - Federal - 5317	48,000.00	35,000.00	-27%	program discontinued; continuing to use remaining funds
		41600 - Federal - other programs	15,000.00	12,000.00	-20%	
	Total 41000 - Federal Funding		1,046,000.00	1,165,648.00	11%	
	42000 - State Funding					
		42400 - State - Training	5,000.00	0.00	-100%	reimbursement applied against travel/training expense
	Total 42000 - State Funding		5,000.00	0.00	-100%	
	43000 - Local Funding					
		43100 - Local - Ketchum	476,850.00	501,500.00	5%	
		43200 - Local - Hailey	57,800.00	61,625.00	7%	
		43300 - Local - Bellevue	1,700.00	4,250.00	150%	
		43400 - Local - Blaine County	102,850.00	110,500.00	7%	
		43500 - Local - Sun Valley	225,250.00	250,750.00	11%	
		43600 - Local - Sun Valley Co./Other Biz	153,850.00	156,400.00	100%	
		43700 - Local - BCRD and other for Galena service	0.00	12,000.00	100%	
	Total 43000 - Local Funding		1,018,300.00	1,097,025.00	8%	
	44000 - Fares					
		44100 - Fares - Down Valley Cash	85,000.00	95,000.00	12%	more service will increase fares over FY16
		44150 - Fares - Airport Service Cash	0.00	10,000.00	100%	new service
		44200 - Fares - Down Valley Passes	155,000.00	155,000.00	0%	more service will increase fares over FY16
		44250 - Fares - Hailey Route	4,000.00	4,000.00	0%	continued fare; additional service
		44300 - Fares - Vanpool	130,000.00	130,000.00	0%	
		44400 - Fares - ADA	1,000.00	1,000.00	100%	
		44400 - Fares - Galena	0.00	5,000.00	100%	new service
	Total 44000 - Fares		375,000.00	400,000.00	7%	
	45000 - Revenue					
		45100 - Rev - Advertising	65,000.00	75,000.00	15%	
		45450 - Rev - Misc	500.00	500.00	0%	
		45500 - Rev - Charter/Special Event	17,500.00	18,000.00	3%	
		45600 - Rev - Bike Share	5,000.00	3,000.00	-40%	membership rev; reflects actual
	Total 45000 - Revenue		88,000.00	96,500.00	10%	

**Mountain Rides Transportation Authority  
General Operations Fund**

**FY2017 Budget**

**presented to Board 9/21/2016**

	<b>47000 - Private Donations</b>				
	47100 - Foundations/Other	1,000.00	1,000.00	0%	membership rev; reflects actual
	<b>Total 47000 - Private Donations</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0%</b>	
	<b>48000 - Transfer from Housing Fund</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0%</b>	
	<b>49000 - Interest Income</b>	<b>100.00</b>	<b>100.00</b>	<b>0%</b>	
	<b>49500 - Diesel Tax Refunds</b>	<b>5,267.00</b>	<b>0.00</b>	<b>-100%</b>	applied against fuel expense
	<b>50000 - Excess Operating Funds</b>	<b>40,491.00</b>	<b>23,625.00</b>	<b>-42%</b>	add \$20K to balance, based on service increases
	<b>Total Income</b>	<b>2,599,158.00</b>	<b>2,803,898.00</b>	<b>8%</b>	
	<b>Total 51000 - Payroll Expenses</b>	<b>1,730,258.00</b>	<b>1,955,041.00</b>	<b>13%</b>	reflects increased service, avg 2% merit increase, better support; higher starting wages
	<b>Total 52000 - Insurance Expense</b>	<b>111,000.00</b>	<b>113,000.00</b>	<b>2%</b>	
	<b>Total 53000 - Professional Fees</b>	<b>41,000.00</b>	<b>46,000.00</b>	<b>12%</b>	FY16 included RM hosting fees for 2015 of \$6K
	<b>Total 54000 - Equipment/Tools</b>	<b>14,000.00</b>	<b>14,500.00</b>	<b>4%</b>	0
	<b>Total 55000 - Rent and Utilities</b>	<b>38,500.00</b>	<b>25,000.00</b>	<b>-35%</b>	no Hailey storage rental
	<b>Total 56000 - Supplies</b>	<b>21,900.00</b>	<b>22,400.00</b>	<b>2%</b>	
	<b>Total 57000 - Repairs and Maint.</b>	<b>40,500.00</b>	<b>35,500.00</b>	<b>-12%</b>	
	<b>Total 58000 - Communications Exp.</b>	<b>17,500.00</b>	<b>34,000.00</b>	<b>94%</b>	better radios
	<b>Total 59000 - Travel and Training</b>	<b>15,000.00</b>	<b>8,000.00</b>	<b>-47%</b>	change in reimbursement (reimbursement credited to expense)
	<b>Total 60000 - Business Expenses</b>	<b>6,500.00</b>	<b>5,000.00</b>	<b>-23%</b>	
	<b>Total 61000 - Advertising</b>	<b>39,000.00</b>	<b>42,500.00</b>	<b>9%</b>	
	<b>Total 62000 - Mrktg and Promotion</b>	<b>48,500.00</b>	<b>27,000.00</b>	<b>-44%</b>	no purchase of app but increased overall spending
	<b>Total 63000 - Printing and Repr.</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>0%</b>	return to old schedule format
	<b>Total 64000 - Fuel Expense</b>	<b>225,000.00</b>	<b>222,957.00</b>	<b>-1%</b>	reflects increased service and slight price increase
	<b>Total 65000 - Vehicle Maintenance</b>	<b>178,000.00</b>	<b>180,500.00</b>	<b>1%</b>	
	<b>Total 69500 - Fund Expense-Conting</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0%</b>	rebuild fund
	<b>Total Expense</b>	<b>2,599,158.00</b>	<b>2,803,898.00</b>	<b>8%</b>	
	<b>Income over Expenses</b>	<b>0.00</b>	<b>0.00</b>		

Mountain Rides Transportation Authority  
Capital Equipment Fund and Contingency Fund  
FY2017 Budget  
presented to Board 9/21/2016

<b>CAPITAL EQUIPMENT FUND</b>					
		<b>FY2016 Budget REVISED April 2016</b>	<b>FY2017 Budget 9/21/16</b>	<b>% change FY2016 REVISED vs FY2017</b>	<b>Comments</b>
<b>Income</b>					
	41102 · Federal - 5339-buses/vans/refurb	\$ 463,000	\$ 617,000	33%	\$31K for van and \$80K for LD bus carryover from FY16; \$28K awarded, \$150K hoping for one-time funds
	41104 · Federal - 2012 State of Good Repair/ Other p	\$ -	\$ 64,000	100%	total of \$80k awarded for elec fareboxes+radios;
	41103 · Federal - 5339-bus technology-radios	\$ -	\$ 16,000	100%	new radio system
	42301 · Fares - Vanpool	\$ -	\$ 16,000	100%	portion of fares to cover replacement van
	48000 · Use of reserve cash	\$ 80,875	\$ 22,413	-72%	
	43000 · Local	\$ 65,288	\$ 109,538	68%	increased to 50% of total capital contrib; 100% of SVCo.
	49000 · Interest Earned	\$ 50	\$ 50	0%	
	49800 · Excess Operating Reserves	\$ -	\$ 25,000	100%	
	49900 · Misc Income- Asset Disposal	\$ 25,000	\$ 30,000	20%	disposal of 2 vans, 1 sprinter
<b>Total Income</b>		<b>\$ 634,213</b>	<b>\$ 900,000</b>	<b>42%</b>	
<b>Expense</b>					
	68050 · Support Vehicles	\$ 20,000	\$ -	-100%	already bought 3 support in FY16
	68100 · Vans	\$ 139,500	\$ 350,000	151%	2 new vans, 2 new light duty buses; 1 each carryover from FY16
	68200 · Buses-mid and heavy duty	\$ 400,000	\$ 405,000	1%	
	68300 · Buses-refurb	\$ 50,000	\$ 35,000	-30%	refurb or used
	68500 · Technology	\$ 5,713	\$ 80,000	1300%	fareboxes and possibly counters; fed award of 100k split 80k for tech and 20k for radio
	68600 · Radio system	\$ -	\$ 20,000	0%	20k of total technology project on radios
	54000 · Shop Equipment	\$ 19,000	\$ 10,000	-47%	
<b>Total Expense</b>		<b>\$ 634,213</b>	<b>\$ 900,000</b>	<b>42%</b>	
	Income over Expenses	<b>\$ -</b>	<b>\$ -</b>		
	Starting Fund Balance on 10/1	\$ 180,000	\$ 80,000		
	Transfer to Income (use of fund balance)	\$ (120,875)	\$ (22,413)		
	Net Income	\$ -	\$ -		
	Ending Fund Balance on 9/30	<b>\$ 59,125</b>	<b>\$ 57,588</b>		
<b>CONTINGENCY FUND</b>					
		<b>FY2016 Budget REVISED 4/15/2016</b>	<b>FY2017 Budget 9/21/16</b>	<b>% change FY2016 REVISED vs FY2017</b>	<b>Comments</b>
<b>Income</b>					
	47000 · Use of Reserve cash	\$ 14,800	\$ -	-100%	
	48000 · Transfer from Ops Fund	\$ 60,000	\$ 60,000	0%	
	49000 · Interest Earned	\$ 200	\$ 25	-88%	
<b>Total Income</b>		<b>\$ 75,000</b>	<b>\$ 60,025</b>	<b>-20%</b>	
<b>Expense</b>					
	transfer to Facilities Fund	\$ 75,000	\$ -	-100%	
<b>Total Expense</b>		<b>\$ 75,000</b>	<b>\$ -</b>	<b>-100%</b>	
<b>Net Income</b>		<b>\$ -</b>	<b>\$ 60,025</b>		
	Starting Fund Balance on 10/1	\$ 232,000	\$ 215,000		
	Transfer to WFH	\$ (14,800)	\$ (5,000)		deferred maintenance
	Net Income for FY	\$ -	\$ 60,025		
	Ending Fund Balance on 9/30	<b>\$ 217,200</b>	<b>\$ 270,025</b>		9.63%

**Mountain Rides Transportation Authority**  
**Facilities Fund and Work Force Housing Fund**  
**FY2017 Budget**  
**presented to Board 9/21/2016**

FACILITIES FUND					
			FY2016 Budget REVISED 4/15/2016	FY2017 Budget 9/21/16	Comments
<b>Income</b>					
	41106 • Federal Funding - 5309: Facility		\$ 67,000	\$ -	award fully used
	41600 • Federal Funding - Other-One-Time		\$ 500,000	\$ -	award fully used
	41601 • Federal Funding - Bus Stop Improvements		\$ -	\$ 60,000	
	43000 • Local Funding		\$ 114,413	\$ 81,938	2017 = 50% of total capital
	47000 • Use of Reserve cash		\$ 113,055	\$ -	
	48000 • Transfers		\$ 177,901	\$ -	
	49000 • Interest Earned		\$ 75	\$ 50	
	49000 • Excess Operating Reserves		\$ 100,000	\$ -	
<b>Total Income</b>			\$ 1,072,444	\$ 141,988	
<b>Expense</b>					
	66100 • Construction- bus stop improvements		\$ -	\$ 70,000	
	66150 • Construction-Bus Stop Design		\$ -	5000	
	66200 • South Facility Construct-Improve		\$ 1,037,444	\$ -	\$ -
	66300 • South Facility Design/Plan		\$ 10,000	\$ -	
	66400 • South Facility Move in		\$ 5,000	\$ 5,000	
	66500 • Ketchum Facility Upgrades		\$ 5,000	\$ 46,988	improvements to Ketchum building including boiler, HVAC
	66000 Ketchum Transit Plaza		\$ -	\$ -	FY18 construction most likely
	66310 Ketchum Transit Plaza Design/Plan		\$ 15,000	\$ 15,000	preliminary concept work
<b>Total Expense</b>			\$ 1,072,444	\$ 141,988	
<b>Income over Expenses</b>			\$ -	\$ -	
			<b>REVISED FY16</b>		
	Starting Fund Balance on 10/1		\$ 58,000	\$ 35,000	
	Transfer to Income (use of fund balance)		\$ (113,055)	\$ -	
	Net Income for FY		\$ -	\$ -	
	Ending Fund Balance on 9/30		\$ (55,055)	\$ 35,000	
WORK FORCE HOUSING FUND					
			FY2016 Budget REVISED 4/15/16	FY2017 Budget 9/21/16	Comments
<b>Income</b>					
	45350 • Apartment Rent		\$ 29,500	\$ 30,000	assumes no vacancy
	45400 • Laundry Revenue		\$ 1,200	\$ 1,200	
	47000 • Use of Reserve cash		\$ 2,840	\$ 5,775	
	49000 • Interest Earned		\$ 25	\$ 25	
<b>Total Income</b>			\$ 33,565	\$ 37,000	
<b>Expense</b>					
	55200 • Utilities		\$ 5,000	\$ 5,000	
	57100 • Equipment Repairs/Maintenance		\$ 500	\$ 1,000	
	57200 • Building Repair and Maintenance		\$ 7,000	\$ 10,000	
	57400 • Elevator Expenses		\$ 1,000	\$ 1,000	
	57400 • Elevator Expenses		\$ 65	\$ -	
	48000 • Transfer out to Operations Account-Admin		\$ 20,000	\$ 20,000	
<b>Total Expense</b>			\$ 33,565	\$ 37,000	
<b>Net Income</b>			\$ -	\$ -	
	Starting Fund Balance on 10/1		\$ 33,000	\$ 6,000	
	Transfer to Income (use of fund balance)		\$ (2,840)	\$ (5,775)	
	Transfer from Contingency		\$ -	\$ 5,000	may need some use of contingency funds
	Transfer to Facilities Fund		\$ (25,000)	\$ -	
	Net Income for FY		\$ -	\$ -	
	Ending Fund Balance on 9/30		\$ 5,160	\$ 5,225	

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/21/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="5b. Approve 5 -year capital improvement plan for FY2017-2021"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning &amp; 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 FY2017-2021 Capital Improvement Plan, as presented. (Alternative: I move to approve the Capital Improvement Plan for FY2017-2021 with the following changes...)"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2017-2021"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Capital Improvement Plan, Adopted budget"/>		
<u>Background:</u>	<input type="text" value="Attached is our capital improvement plan for FY2017-2021. Annually we adopt our CIP in conjunction with our budget. The CIP includes all of the capital expenditures for the immediate upcoming budget year plus it looks out an additional 4 years to project the capital needs for a total of 5 years. The plan shows not only the capital projects for the coming budget year but looks out into the future in order to indicate to our funding partners what capital requirements Mountain Rides has in the future.&lt;br/&gt;&lt;br/&gt;This is a very important document as it gives Mountain Rides and its funding partners a long-term picture of our capital needs for equipment, facilities, and rolling stock. This document will help inform the development of our 5 year business plan for capital needs.&lt;br/&gt;&lt;br/&gt;The attached document overviews the types of projects and funding sources, while the attached spreadsheet details the particular projects and their costs by year."/>		





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# Capital Improvement Plan

## FY2017-2021

### *For adoption September 21, 2016*

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#### Purpose

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

This CIP will be adopted annually in September in conjunction with adoption of the Mountain Rides' full annual budget. As a working document, the CIP will be updated regularly and will always be adjusted to look at the next immediate five years of capital needs. The CIP is a useful tool to communicate to Mountain Rides' various funding partners what capital needs of the organization are, and how much local matching funds will be required to complete the capital projects and achieve the goals of the CIP.

#### Project Categories to be Funded

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

1. **Bus stop improvements and park and ride lots:** Building supporting infrastructure for our transportation service is vital for the success of our system. Better bike and pedestrian facilities in combination with high quality passenger waiting shelters will result in more ridership and better return on investment on the service hours we operate. Over the next five years, Mountain Rides will continue to work to add more bus shelters and bus stop amenities like benches, lighting, and better signage to our system every year. With 26 bus shelters in our system, we also need to maintain these facilities over time. Another key capital investment is development of more park and ride lots throughout our system. Mountain Rides has park and ride spaces at the new Bellevue facility and serve the park and ride lot in Hailey. These need to be maintained and improved over time. New park and ride lots need to be considered in communities served by vanpool, like Shoshone.
2. **A transportation center in Ketchum:** A downtown Ketchum transportation center is another key capital investment that Mountain Rides, in partnership with the community, must develop in the coming years to better coordinate the overall bus system, by creating an

single point in downtown Ketchum for buses to transfer passengers among routes, as well as serve as a simple place for customers to go to figure out how to get anywhere in the Mountain Rides' system. This transportation center would include bus lanes and bus turnouts, passenger waiting area, and strong bike and pedestrian connectivity to downtown destinations. This project could also include public parking adjacent to the transit center. In order to be successful on this effort, Mountain Rides must partner with the public and private sectors to fund the facility.

3. **Rolling stock:** Mountain Rides operates roughly 750,000 to 850,000 miles per year, which results in the depreciation of 1-2 buses per year and 2-3 vans per year. Our vehicle mix includes vans, small buses, mid-duty buses, and heavy-duty buses. In order to continue to provide high-quality service that is attractive and comfortable, we must continue to replace and upgrade these vehicles over the coming years. In addition to replacement vehicles, we must also look at expanding our fleet of buses and vans to help us expand our services for new routes like Galena and airport connections. With uneven and unguaranteed federal funds for capital replacement, the in-house refurbishment of existing heavy duty buses is a strategy Mountain Rides will continue to use to meet our capital needs.
4. **Technology improvements:** In order to continue to grow services and ridership, we must have a strong backbone of technology to support our future. Mountain Rides will continue to develop, implement, and improve technology solutions for customer service and management. Currently, Mountain Rides has GPS tracking of vehicles through tablets on the buses that also track rider boardings. This technology is now be leveraged to implement more real-time traveler information electronic signage and a "where's the bus" phone app to show bus locations in real-time. Future technology projects include automation of passenger counts, electronic fareboxes, and automated stop announcements on the bus.
5. **Improvements to Ketchum facility:** Our existing facility that includes bus maintenance, offices, and apartments is in need of maintenance and upkeep over time. New paint, roof repair, new roll-up doors, and general upkeep are needed in order to maintain this asset over time. We are also looking at office upgrades that will help reduce energy consumption over time like ventilation upgrades and additional space.
6. **South Valley facility final projects and move-in:** With this facility now complete and open as of February, 2016, Mountain Rides will be making equipment additions in order to fully use the facility for maintenance and administration offices over the coming years. This facility will give Mountain Rides additional capacity that doesn't exist today at the Ketchum facility for office, storage, and maintenance space.

## Funding Sources

In order to fund all of the projects in the coming years, Mountain Rides must utilize a variety of funding sources. For most projects, Mountain Rides plans to utilize 80% federal funding and 20% local match funding, which is the typical match ration for capital projects funded by the Federal Transit Administration:

- Rural formula funding 5339 for buses and bus facilities – The Idaho Transportation Department manages the process for applying for and receiving this source of funding from the Federal Transit Administration. This funding has increased for 2016-2019, so Mountain Rides is looking forward to receiving additional 5339 funds in the future.
- State Vehicle Improvement Plan funding – There is a small amount of funding that the state makes available to replace and improve public transportation fleets. Mountain

Rides has received some vanpool van funding through this program and will continue to apply for this statewide competitive pool of funds.

- TIGER (Transportation Investment Generating Economic Recovery) funding – Mountain Rides will consider funding more complex infrastructure through the nationally competed TIGER funding for the U.S. Department of Transportation pool going forward. A larger Ketchum downtown hub may be a good fit for TIGER funding, if there are future rounds of funding (this program may or may not continue, depending on upcoming national elections).
- Funding from local cities and county– Mountain Rides allocates funding received from its local funding partners to capital needs on annual basis as part of the local, annual budget requests to the cities of Ketchum, Sun Valley and Hailey, as well as Blaine County. Mountain Rides dedicates these capital funds for facility projects, maintenance of workforce housing units, and capital equipment purchases. These fund balances are currently adequate, but we continue to work to grow these balances over time.
- Private funds and miscellaneous grants – This includes any funding from employer partners, grants not known at this time, foundations, or private businesses who may wish to help Mountain Rides achieve its CIP goals.

## **Project List by Year**

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

## **CIP Success Factors**

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

- ✓ Municipal funding partners continue to support Mountain Rides with funds that can be used as match for capital projects
- ✓ We are able to keep our capital projects within estimated budgets
- ✓ FTA funding remains solid through the new FAST Act approved in late 2015
- ✓ ITD continues to support statewide applications for capital funding
- ✓ Mountain Rides continues to advance planning efforts for all of these projects
- ✓ Smaller grants are discovered and successfully applied for in the coming years
- ✓ We have stable enough operating funds that justify the capital expenses
- ✓ We have community support for the development of some of these capital projects

Completing the projects in this plan ensures that Mountain Rides continues to provide safe, reliable, convenient, and improving customer experience. CIP investments follow an attitude of State of Good Repair for asset planning and asset management.

**ATTACHMENT A: CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST  
FY2017-FY2021**

CIP FY2017-2021, final																
PROJECTS	FY2017				FY2018			FY2019			FY2020			FY2021		
	Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
<b>MAINTAIN KETCHUM SHOP</b>																
Interior Upgrades	\$25,000	\$10,000	\$15,000	yes, facilities fund				\$5,000	\$5,000	\$0				\$10,000	\$10,000	\$0
Building security																
Doors & Windows	\$7,500	\$7,500	\$0	ops budget- repairs												
Boiler and Heaters	\$15,000	\$3,000	\$12,000	yes, WFH fund												
Vehicle Hoist					\$5,000	\$5,000	\$0				\$ 50,000					
<b>MAINTAIN BELLEVUE SHOP</b>																
Offices	\$5,000	\$5,000														
<b>NEW FACILITIES</b>																
Downtown Ketchum transportation hub	\$15,000	\$15,000		concept work				\$550,000	\$150,000	\$400,000						
<b>PASSENGER SHELTERS &amp; SIGNAGE</b>																
New shelters, stop amenities	\$37,500	\$7,500	\$30,000	federal award	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000
Repair, replace, upgrade signage	\$37,500	\$7,500	\$30,000	federal award												
ADA improvements					\$15,000	\$4,000	\$11,000									
<b>CAPITAL EQUIPMENT</b>																
Machinery for shop	\$10,000	\$10,000	\$0	yes, fac fund				\$4,000	\$4,000	\$0	\$ 10,000	\$10,000	\$0			
Fluid Delivery System South Facility					\$30,000											
<b>TECHNOLOGY</b>																
Stop annunciators					\$65,000	\$13,000	\$52,000									
Electronic fare boxes	\$80,000	\$16,000	\$64,000	federal award												
Automatic passenger counters					\$65,000	\$13,000	\$52,000									
Bike share program								\$2,500	\$2,500	\$0				\$2,500	\$2,500	\$0
New two radio system	\$20,000	\$4,000	\$16,000	funded from cap equip fund												
<b>VEHICLES</b>																
Support Vehicles								\$8,000	\$8,000	\$0						

**ATTACHMENT A: CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST  
FY2017-FY2021**

PROJECTS		FY2017				FY2018			FY2019			FY2020			FY2021		
		Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
	Vans	\$80,000	\$64,000	\$16,000	1 funded, 1 pending	\$40,000	8000	32000	\$80,000	\$64,000	\$16,000	\$ 40,000	\$8,000	\$32,000			
	Refurbish existing buses/used buses	35000	35000	0		\$35,000	\$35,000	\$0				\$ 50,000	\$10,000	\$40,000			
	Small Bus	\$270,000	\$54,000	\$216,000	1 funded, 1 pending				\$90,000	15000	75000						
	Mid-duty Bus (IC)								\$220,000	\$44,000	\$176,000						
	Large Bus (Gillig)	\$405,000	\$81,000	\$324,000	yes - local and cap equip fund	\$380,000	\$76,000	\$304,000	\$380,000	\$76,000	\$304,000				\$ 380,000	\$76,000	\$304,000
	Electric Bus and charger											\$ 900,000	\$180,000	\$720,000	\$ 600,000	\$120,000	\$480,000
		Total Proj \$	Local \$	Fed \$		Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
	TOTALS	\$1,042,500	\$319,500	\$723,000		\$645,000	\$156,000	\$459,000	\$1,349,500	\$370,500	\$979,000	\$ 1,060,000	\$210,000	\$800,000	\$ 1,002,500	\$210,500	\$792,000
		reserves	\$466,100														
	Federal funding is dependent on successful grants and no rescissions ; Local Funding is secure for FY2016 but only estimated beyond FY16																

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/21/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="5c. Approve FY2017 pay scale and updated paid time off accrual chart"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve (deny) the FY2017 Pay Scale as presented (with changes)."/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2017"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Employee Manual"/>		
<u>Background:</u>	<input type="text" value="Changes from the previously approved FY2016 pay scale relate to Part-Time Winter only drivers and include a pay increase after 200 revenue hours and an end-of-season bonus based on performance. PTO maximum accrual for seasonal employees was increased slightly due to lack of time off being taken as a result of driver shortages. F &amp; P have reviewed these changes and recommended it go to the board for approval as presented."/>		

# MOUNTAIN RIDES PAYSCALE FOR FY2017

## Mountain Rides Transportation Authority PAY SCALE FOR ALL POSITIONS - FY2017

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

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

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

## MOUNTAIN RIDES PAYSCALE FOR FY2017

NEW HIRES Positions - Winter Only (Part-time classification)	During initial training period	After training period	After 200 hrs Revenue	END OF SEASON BONUS
Part-time (winter only) Driver w/CDL	\$15.00 (previously \$14)	\$15.50	\$16.50	\$100-\$250
Part-time (winter only) Driver w- out/CDL (assumes employee will have CDL at end of training period)	\$13.00	\$14.00 (previously \$14.50)	\$15.00	\$100-\$250

### Performance evaluation matrix for all employees for merit increases

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

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

### Guidelines for using pay scale

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

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



**FY2017**  
**PTO Accrual Chart: Full Time Salary and Full Time Hourly Employees**  
**DRAFT for F + P**  
**Sept 7, 2016**

<u>Years of Employment</u>	<u>PTO Time/year</u>	<u>Accrual per pay period</u>	<u>Maximum Accrual</u>
Beginning at 3month anniversary (starts accruing upon hire but not usable until 3 mos.) - 3 years	27 Days	8.31 hours	120 hours
Beginning at 3 <sup>rd</sup> anniversary – 6 Years	32 Days	9.85 hours	160 hours
Beginning at 7 <sup>th</sup> anniversary -10 Years	35 Days	10.77 hours	200 hours
Beginning at 11 <sup>th</sup> anniversary + (this is maximum)	38 Days	11.69 hours	200 hours

**PTO Accrual Chart: Seasonal Employees**

<u>Years of Employment</u>	<u>PTO Time/year</u>	<u>Hourly Accrual per pay period</u>	<u>Maximum Accrual</u>	
Beginning at 3month anniversary (starts accruing upon hire but not usable until 3 mos.)	8 days	.04267 per hour	40 hours	previoulsty 48
Beginning at 3 <sup>rd</sup> anniversary – 6 Years	9 Days	.048 per hour	48 hours	previoulsty 40
Beginning at 7 <sup>th</sup> anniversary -10 Years	10 Days	.0533 per hour	48 hours	previoulsty 40
Beginning at 11 <sup>th</sup> anniversary + (this is maximum)	12 Days	.064 per hour	48 hours	previoulsty 40

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/21/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="5d. Approve FY2017 transportation service plan"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning &amp; 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 [or reject or with changes noted] the Mountain Rides FY2017 transportation service plan, as presented, that defines Mountain Rides' bus, vanpool and bike-ped programs and services for the coming year."/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016 operations budget, within existing budget"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Budget, service plan"/>		
<u>Background:</u>	<div><p>Annually we adopt our transportation service plan, in coordination with the adoption of our budget. Attached you will find the plan defining the ways our routes will operate for Nov 2016 - Oct 2017 including: route timing, route frequency, route maps, route stops, and seasonality schedule. It also defines other transportation programs including bikeshare, vanpool, Safe Routes to School, and multi-modal planning.</p><p>This plan includes a lot of growth in Blue and Valley Route services, as well as improvements to Red Route winter service and Hailey Route hours. Green Route is slated for a transition that allows current riders to still have a transportation option. Silver and Bronze Routes remain exactly as they were last year. And we have two new services starting this year - Galena and Friedman Airport. This is the most growth in service Mountain Rides has seen in over seven years.</p><p>This service plan for FY2017 puts into action the goals and objectives of the adopted Mountain Rides' 5 year plan.</p></div>		



# FY2017 Transportation Service Plan

*FINAL*

*Adopt September 21, 2016*

# Seasons of service – FY17

Season	FY2016	FY2017
Early Winter	Nov 26 – Dec 18	Nov 24 – Dec 16
Peak Winter	Dec 19 – Apr 1	Dec 17 – Mar 26
Late Winter	Apr 2 – close of mtn	Mar 27 – close of mtn
Spring slack	Day after mtn close – June 17	Day after mtn close – June 16
Summer	June 18 – Sept 5	June 17 – Sept 4 (thru Labor Day)
Fall slack	Sept 6 – Nov 23	Sept 5, 2017 – Nov 22, 2017

FY2017 SERVICE PLAN OVERVIEW – TOWN ROUTES in Ketchum and Sun Valley	
<b><u>BLUE ROUTE</u></b> , year-round route connecting Warm Springs, Ketchum and Sun Valley	<ul style="list-style-type: none"> <li>Additional Night Owl improvements on Blue Route will continue by extending night service in the winter until 2:20am and until 1:20am in the summer (currently, buses end at 1:30a in winter and 12:00a in the summer)</li> <li>Year-round Blue Route improvements will continue in the spring and fall with an increase to 30 minute frequency throughout the entire day (7a-6:30p), 7 days per week year-round (currently, there is only 30 minute frequency from 7a-10:30a and 2:30p-6:30p and there is a midday gap between 10:30a and 2:30p where there is only hourly frequency)</li> <li>Keep current routing (where and how the route goes) and current route timing (when the bus arrives and leaves at each stop) the same</li> </ul>
<b><u>GREEN ROUTE</u></b> , currently a year-round route connecting Ketchum, River Run, St Luke’s Hospital and the Meadows, <b>but THIS ROUTE IS SLATED TO BE HALTED in FY2017, to be replaced with alternative service.</b>	<ul style="list-style-type: none"> <li>Run route Mon – Fri from 7:15a – 10:30a and 2:30p – 5:45p with 30 minute frequency (no service between 10:30a – 2:30p) until alternate service plan is established for Meadows passengers. Two alternates are: <ol style="list-style-type: none"> <li>Vanpool operated by residents of Meadows</li> <li>Purchase of service through taxi or ride hailing option that Mountain Rides would subsidize</li> </ol> </li> </ul> <p>Current route will run until an alternative is determined, but no later than January 2017 due to budget restraints.</p>
<b><u>RED ROUTE</u></b> , winter and summer service connecting West Ketchum, River Run to Elkhorn Neighborhoods	<ul style="list-style-type: none"> <li>Winter service will be 30 minute frequency entire winter from mountain open until mountain close <ul style="list-style-type: none"> <li>currently Red Route operates with hourly frequency during the early and late winter, and only operates 30 minute frequency from Christmas through end of March</li> <li>Twin Creeks service will be operated as on-demand service 930am-330pm during winter (passengers on board will request drop off)</li> </ul> </li> <li>Spring and fall service will be improved to an on-demand service whereby anyone can request service to/from any points that Red Route operates with advanced reservation (could be similar to solution for Green Route) <ul style="list-style-type: none"> <li>Mountain Rides is evaluating whether Uber or taxi could be an effective solution for this request service</li> </ul> </li> <li>Summer service hours will be reduced to 8:30a-3:30p, Monday – Saturday with no Sunday service. Summer frequency will remain the same at 60 minutes, and Special Symphony night service extension will continue. <ul style="list-style-type: none"> <li>currently Red Route summer service is 8:30a-5:00p, seven days/week</li> </ul> </li> </ul>
<b><u>SILVER ROUTE</u></b> , winter service connecting Sun Valley Village and River Run	<ul style="list-style-type: none"> <li>No changes to current routing, timing or schedule (run exactly the same as this past winter)</li> <li>Runs 7 days/week 8am-6:26pm from Sun Valley Village to River Run Plaza</li> <li>30 minute frequency during early/late winter season and 15 minute frequency during peak winter season</li> </ul>
<b><u>Bronze Route</u></b> , winter service connecting Sun Valley Village and Warm Springs	<ul style="list-style-type: none"> <li>No changes to current routing, timing or schedule (run exactly the same as this past winter)</li> <li>Runs 7 days/week 8:30am-3:30pm with a midday gap from 11am-1:15pm</li> <li>30 minute frequency Peak Winter season only</li> </ul>

## FY2017 SERVICE PLAN OVERVIEW – VALLEY and HAILEY Routes, and NEW Services

### **Valley Route, year-round service connecting Bellevue, Hailey, Ketchum and Sun Valley**

- For FY2017, continue all existing FY2016 existing service levels, which are already improved over FY2015, PLUS:
  - Add 2 additional Valley Route roundtrips - 1 during weekdays to fill midday service gap (12p-1p) and 1 new evening trip
  - Add 1 additional weekend trip during morning commute time
- No changes to current routing
- 18 RTs weekends, 8 RTs weekends for FY2017

### **Hailey Route, year-round, around Hailey**

- Add 1 hour of service in order to operate 7:30a until 5:30p Monday – Friday with 1 hour headway
- Route and timing will remain the same.

### **VALLEY AIRPORT EXPRESS – New route**

- This route will run as an express from Sun Valley and Ketchum to Friedman Airport from December 17- March 26 to connect to majority of flights throughout the day.

### **GALENA WINTER ROUTE – New route**

- This route will run for a 7 week trial from Dec 22<sup>nd</sup> until Feb 5<sup>th</sup> for Thurs-Sun service between Ketchum, Sawtooth National Recreation Area office, and Galena Lodge.

# Blue Route

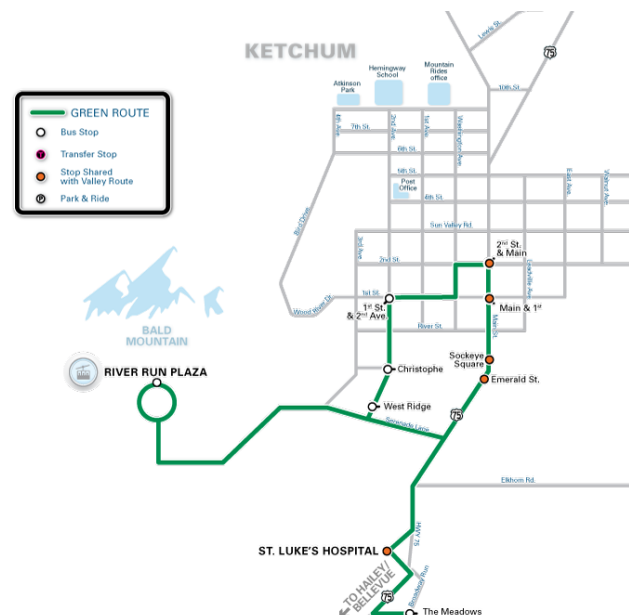


Hours FY16	Hours FY17	Average productivity
9700	10500	19 riders/hour

Season	FY 2016 Schedule	FY2017 schedule	Notes
Winter	Blue 1 – 7a-10:30p Blue 2 – 7:30a-1:30a	Blue 1 – 7a-10:30p Blue 2 – 7:30a-2:30a	Increase night service
Summer	Blue 1 – 7a-10:30p Blue 2 – 7:30a – 11:50p	Blue 1 – 7a-10:30p Blue 2 – 7:30a – 12:30a	Increase night service
Spring and Fall Slack	Blue 1 – 7a-9:20p Blue 2 – 7:30a – 10:30a and 2:30p-6:30p	Blue 1 – 7a-9:20p Blue 2 – 7:30a – 6:30p	Two buses for 30 minute frequency throughout the day without a gap

# Green Route

## Current route



Hours FY16	Hours FY17	Average productivity
1800	500 or less, on demand	3.5 riders/hour (below goal)

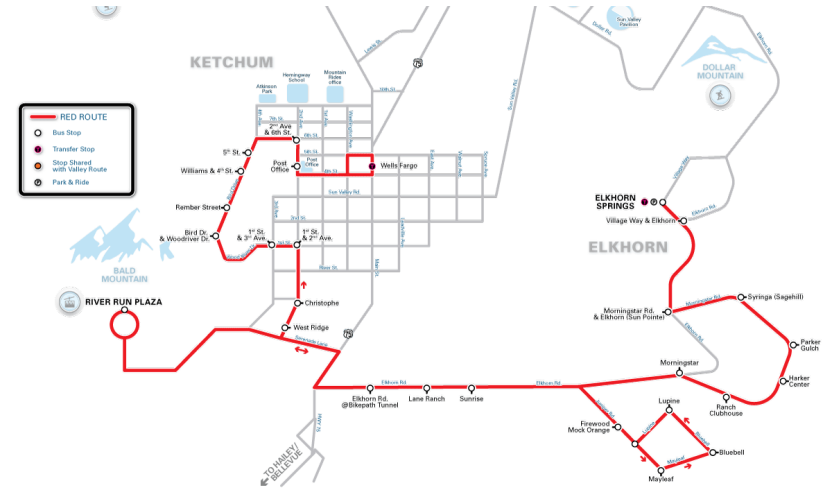
Current FY2016 schedule	Proposed FY2017 service	Notes
Year-round, same schedule M-F: 7:15a – 10:30a and 2:30p – 5:45p (midday gap) 30 MIN HEADWAY!	For those who use route today, offer community vanpool or subsidized taxi/ride hailing service	The current usage is so low that fixed route service is no longer effective.



# Red Route

## Current route

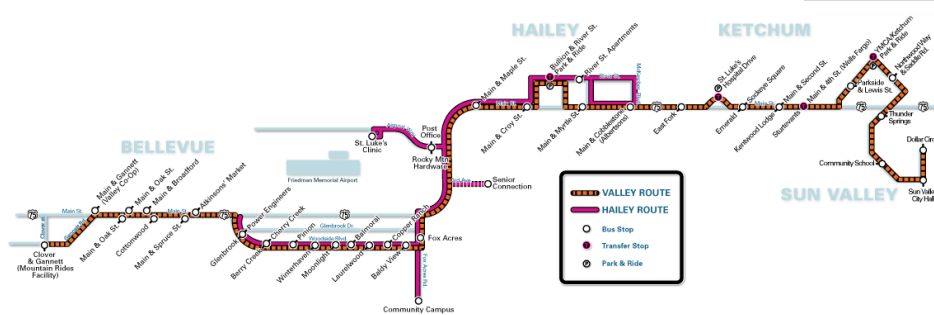
FY16 Hours	FY16 Hours	Average productivity
2400	2600	5 riders/hour (7 during peak winter)



Season	Current FY16 Schedule	Proposed schedule	Notes
Winter	Red 1 – 8:30a-4:55p Red 2 – 9a-3:55p (Red 2 during peak winter only)	Red 1 – 8:30a-4:55p Red 2 – 9a-3:55p 30 min peak headway all winter long	Red 2 will now run from mtn open until mtn close and will be 30 minute service for Elkhorn and W Ketchum. Twin Creeks will be on-demand for drop-off requests.
Summer	8:30a-4:55p 1 hr headway	8:30a-3:30p 1 hr headway	
Slack	No service	On demand service	

# Hailey Route

Hailey Route	Current FY16 Schedule	Proposed FY17 schedule	Notes
Same Schedule all year, no holiday service	8a-5p Monday – Friday with 60 min frequency	Add 1 hour of service to operate 7:30a-5:30p weekdays	1 more hour of service, Fare will remain for school year to reduce overloads.



Valley Route	Current FY2016 Schedule	Proposed FY2017 schedule	Notes
Same Schedule all year	NB 6:00a-8:10p SB 7:00a-9:20p (30 min freq commute times with a few 2 hour gaps midday and evening). 16 RTs weekday, 7 RTs weekends	Add 2 additional roundtrips - 1 during weekdays to fill midday service gap (12p-1p) and 1 new evening trip  Add 1 additional weekend trip during morning commute time	Improvements will help make service more consistent and build ridership

# Valley Route

# Silver Route

Silver Route	Current FY2016 Schedule	Proposed FY2017 schedule
Winter only route (mtn open until close)	Runs 7 days/week 8am-6:26pm From Sun Valley Village to River Run Plaza 30 minute frequency during early-late season & 15 minute frequency during peak winter season	No change

# Bronze Route

Bronze Route	Current FY2016 Schedule	Proposed FY2017 schedule
Winter peak route only (Dec 17 – Mar 26)	Runs 7 days/week 8:30am-3:30pm with a midday gap from 11am-1:15pm 30 minute frequency	No change

# NEW Routes - Galena

NEW Routes	Proposed FY2017 schedule
Galena service	<ul style="list-style-type: none"> <li>This route will connect winter enthusiasts from Ketchum with the primary “trailheads” along the North Valley and Galena Winter Trail System (SNRA HQ to Galena Lodge).</li> <li>Thurs-Sun from 9:45a until 4p with 3 roundtrips and demonstrate the impact public transportation could have on reducing parking demand at high use parking areas throughout the trail system and giving access to visitors who might not otherwise visit.</li> <li>\$6 one way, \$10 round-trip, \$4 one-way for points between SNRA and Galena</li> </ul>

Schedule as of 9/21/16, subject to adjustment

NORTHBOUND	Ketchum	SNRA	Baker	Billy's/Prairie	Galena Lodge
Departure #1	9:45a	10:00a	10:10a	10:15a	10:30a
Departure #2	11:45p	12:00p	12:10p	12:15p	12:30p
Departure #3	2:00p	2:15p	2:25p	2:30p	2:45p
SOUTHBOUND	Galena Lodge	Billy's/ Prairie	Baker	SNRA	Ketchum
Departure #1	10:45a	11:00a	11:10a	11:20a	11:35a
Departure #2	12:45p	1:00p	1:10p	1:20p	1:35p
Departure #3	3:00 p	3:15p	3:25p	3:35p	3:50p

# NEW Routes - Airport

NEW Routes	Proposed FY2017 schedule
Airport service	<ul style="list-style-type: none"> <li>a direct airport connection between Sun Valley/Ketchum and Friedman will be started for the winter 2016-17 season to serve the majority of flights at Friedman airport for peak winter season <ul style="list-style-type: none"> <li>This will serve dual purpose of Valley Express and will support improved Valley Route service</li> <li>This new service will operate from December 24<sup>th</sup> until March 26<sup>th</sup></li> <li>5 roundtrips per day, scheduled near most flights – earliest and latest flights possibly serve by Valley Route deviation</li> </ul> </li> </ul>

Schedule as of 9/21/16, subject to adjustment

SOUTHBOUND	Sun Valley	Ketchum	Hailey	Airport	Departing Flight times
Departure #1	9:10a	9:15a	9:35a	9:40a	11:10a LAX
Departure #2	10:40a	10:45a	11:05a	11:10a	12:45p SLC, 12:45p PDX, 12:55p SEA
Departure #3	11:45a	11:50a	12:10p	12:15p	1:40p DEN, 2:10p SFO
Departure #4	1:20p	1:25p	1:45p	1:50p	3:30p SLC, 3:55p SEA
Departure #5	3:20p	3:25p	3:45p	3:50p	5:30p SEA, 5:35p LAX
NORTHBOUND	Airport	Hailey	Ketchum	Sun Valley	Arriving Flight times
Departure #1	11:15a	11:20a	11:40a	11:45a	10:40a LAX
Departure #2	12:45p	12:50p	1:10p	1:15p	12:10p PDX, 12:15p SLC, 12:20p SEA
Departure #3	1:55p	2:00p	2:20p	2:25p	1:00p DEN, 1:30p SFO
Departure #4	3:50p	3:55p	4:15p	4:20p	2:45p SLC, 3:20p SEA
Departure #5	5:35p	5:40p	6:00p	6:05p	5:00p LAX

# FY17-Other transportation services

- Vanpool services
  - Public routes, Webb routes, Sun Valley Co, Earth and Structure, Community School, and High Country Fusions routes
  - 9-14 routes, depending on time of year
- Safe Routes to School
  - Education, events and encouragement at schools for biking and walking to school
- 5B BikeShare
  - 40 bikes: 20 in Hailey and 20 in Ketchum
  - Look at alternatives for summer 2017 for different operating model
- Multi-modal transportation planning (bike-ped master plan) and employer support

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="09/21/2016"/>	<u>From:</u>	<input type="text" value="Ben Varner"/>
<u>Action Item:</u>	<input type="text" value="5e. Approve release of Invitation for Bid 092016-01 for a 35' Heavy Duty bus"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve (or reject, or approve with changes) Bid 092016-01 for a 35 Foot heavy Duty Bus."/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY17"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="MRTA Policy 101 Procurement"/>		
<u>Background:</u>	<input type="text" value="In accordance with MRTA's Capital Plan, Funding and Service needs, we are releasing a bid for a 35 foot heavy duty bus. Bus is 100% funded in proposed FY17 budget with an 80% Fed / 20% local split."/>		

# **Request for Proposal**

Mountain Rides Transportation Authority  
(MRTA)

RFP 092016-01

September 21, 2016



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## SECTION 1: NOTICE OF REQUEST FOR PROPOSALS

### NOTIFICATION OF REQUEST FOR PROPOSALS

#### 35' HEAVY DUTY BUS

##### Mountain Rides Transportation Authority

Mountain Rides Transportation Authority (MRTA) will receive sealed proposals, at its offices at 800 First Ave North, PO Box 3091, Ketchum, Idaho 83340-3091 until noon, Local Time, Friday October 28, 2016 for:

One (1)-35' Heavy-Duty Transit Passenger Bus of Commercial Design. The bus shall be clean diesel technology with low floor w/ramp and kneeling design. The bus shall meet all requirements for ADA features and all FTA and State of Idaho emission requirements. The Bus shall not exceed 35' in length (excluding bumpers) and shall have been Altoona Tested for twelve (12) year, or 500,000 miles, minimum useful life.

Two (2)-Optional 35' Heavy-Duty Transit Passenger Bus of Commercial Design. The Optional Bus shall be clean diesel technology with low floor w/ramp and kneeling design. The Optional bus shall meet all requirements for ADA features and all FTA and State of Idaho emission requirements. Bus shall not exceed 35' in length (excluding bumpers) and shall have been Altoona Tested for twelve (12) year, or 500,000 miles, minimum useful life.

Intended use:

Transit service application. Buses must be built to perform in rigorous use over long periods of time. Buses are commonly referred to in the industry as Heavy-Duty Transit Buses. Ramp and kneeling feature included are in constant use and require highest quality equipment. Body, power-train, and electrical must support this type of use. Full specifications shall be found in the bid document.

MRTA retains the right to reject any and all proposals in the interest of MRTA. Each Proposal shall be on the form included in the RFP packet. Detailed specifications and proposal documents may be examined and obtained at MRTA offices, 800 First Ave North, Ketchum, Idaho 83340-3091. Copies of the Request for Proposals in PDF file format may be obtained by contacting Ben Varner, Maintenance and Facilities Manager, at 208-788-7433 x105. Printed copies of the Request for Proposals may be obtained upon similar request, at the cost of \$25 for reproduction and handling, plus any necessary postage. No return of reproduced documents is required, and no refund will be made.

Should any bidder have an objection or desire to submit equals/exceptions for approval to MRTA, this must be made known on the written form provided in the bid document. Objections and/or request for equals/exceptions must arrive in MRTA offices for consideration no later than 5PM October 14, 2016.

The award of the purchase contract shall be subject to the financial assistance contracts and all conditions and stipulations appertaining thereto between MRTA and the U.S. Department of Transportation (FTA). This 35' bus is funded through Federal Section 5309 Funds, Grant No. ID-04-0012. FTA participation shall be at 83%; Local Match shall be at 17% of the total bus cost.

Disadvantaged Business Enterprises will not be subjected to discrimination on the basis of race, color, sex, or national origin in consideration for a contract award. The requirements of American with Disabilities Act of 1990 (ADA) must be met. All MRTA requirements, including Buy America, FMVSS and Bus Testing must be met; the requirement made of the manufacturer to provide written information verifying its certification of Buy America must be returned with the bid documents. All FTA Certifications found in the RFP document must be returned.

All questions regarding this RFP prior to the opening of proposals shall be directed to Ben Varner, Maintenance and Facilities Manager, at 208-788-7433 x105.

Proposals submitted shall be clearly marked as follows:

35' Heavy-Duty Low Floor Bus Proposal  
Mountain Rides Transportation Authority  
PO Box 3091  
800 First Ave North  
Ketchum, Idaho 83340-3091

Published October 5 and October 12, 2016.

# 35-Foot Heavy Duty Low Floor Bus



- Clean Diesel (as per award)
- 80% Federal, 20% Local money
- Valley Route
- 250-300+ miles per day (M-F)
- 500,000 mile, 12 year useful life
- 33 Passenger Seats, 48 Passenger capacity
- Retire one IC Bus

\*\*\*\*\*SEE ELECTRONIC VERSION OF PACKET FOR FULL BID\*\*\*\*\*



## **MINUTES**

### **Planning and Marketing Committee**

**Wednesday, 9/7/16, 1:00pm**

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

Present: Mark Gilbert, Steve Wolper, Kristen Derrig, Tory Canfield, Jason Miller and Kim MacPherson

Absent: Joe Miczulski and Jim Finch

1. Review final transportation service plan for FY2017 for all routes and service
  - a. The group reviewed the final transportation service plan and discussed the new services which will be added this winter. The new services include: Valley airport express, Galena winter route and additions to the Valley and Hailey routes.
2. Discuss potential partnerships for on demand service
  - a. Due to low ridership on the Green route staff feels that fixed route service is no longer effective. The group discussed options for the Green route ridership. Jason Miller recommends using Uber on a trial basis.
3. Update on ongoing marketing and outreach efforts
  - a. Staff is working on a website redesign, schedule design as well as continuing efforts to inform the community about Mountain Rides service changes and upcoming new services.
4. Other items to come before the committee.
  - a. The group discussed the new RouteShout app that we are testing.

Meeting adjourned: 2:30pm



## **MINUTES**

### **Finance and Performance Committee**

**Wednesday, 9/7/16, 2:30pm**

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

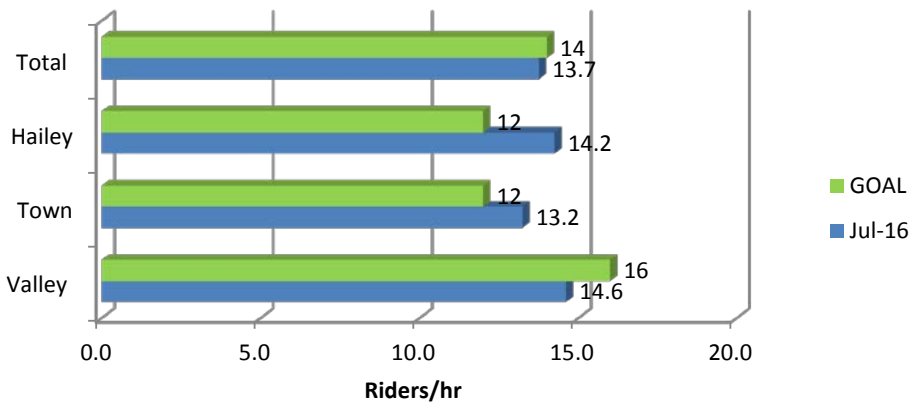
Present: Becki Keefer, Jane Conard, Dave Patrie, Anne Corrock, Ben Varner, Jason Miller, Wendy Crosby  
Absent: none

- 1) Reviewed July 2016 financials and bills paid. Discussed checks and balances and policies in light of recent SV events. Staff will bring the credit card statements and bank reconciliations for the month under review to the F & P meetings. Wendy will verify that Jason receives confirmation of funds transfers to/from the State Treasurers Bank.
- 2) Reviewed final 5 year Capital Improvement Plan. F & P recommends it go to the board for approval as presented.
- 3) Reviewed final FY2017 employee pay scale. Changes relate to Part-Time Winter only drivers and include a pay increase after 200 revenue hours and an end-of-season bonus based on performance. PTO maximum accrual for seasonal employees was increased slightly due to lack of time off being taken as a result of driver shortages. F & P recommended it go to the board for approval as presented.
- 4) Reviewed final FY2017 budget with all funds. No changes from last draft except for the Capital Equipment Fund. Staff rolled 2 vehicle purchases into FY2017 from FY2016 due to delivery delays. F & P recommended it go to the board for approval as presented.
- 5) Discussed staff's health insurance recommendation. After full discussion, F & P recommended the Blue Shield Direct Silver plan, and will request full board approval of the move.

Adjourned 4:50PM

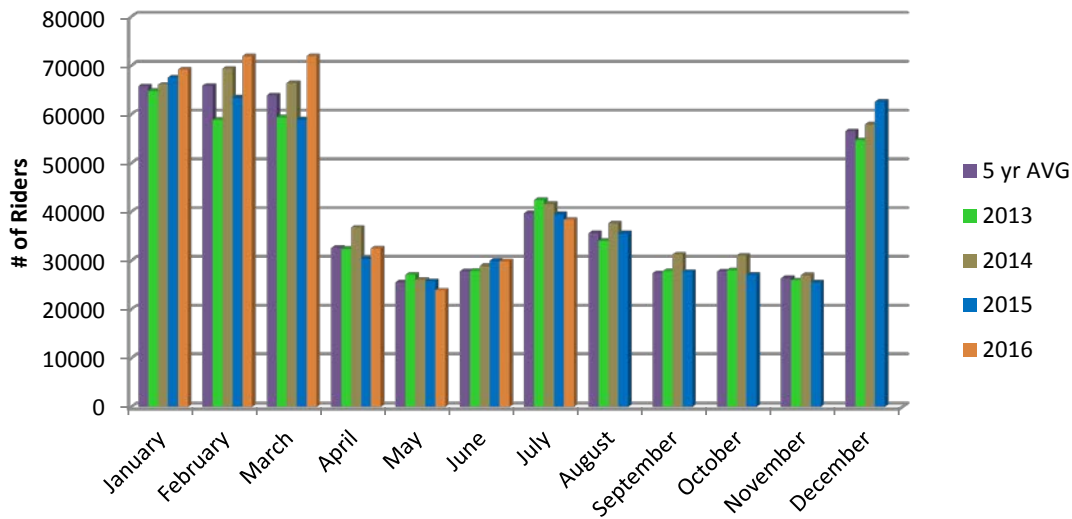
## PERFORMANCE DASHBOARD - RIDERSHIP, JULY 2016

Ridership per hour



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.

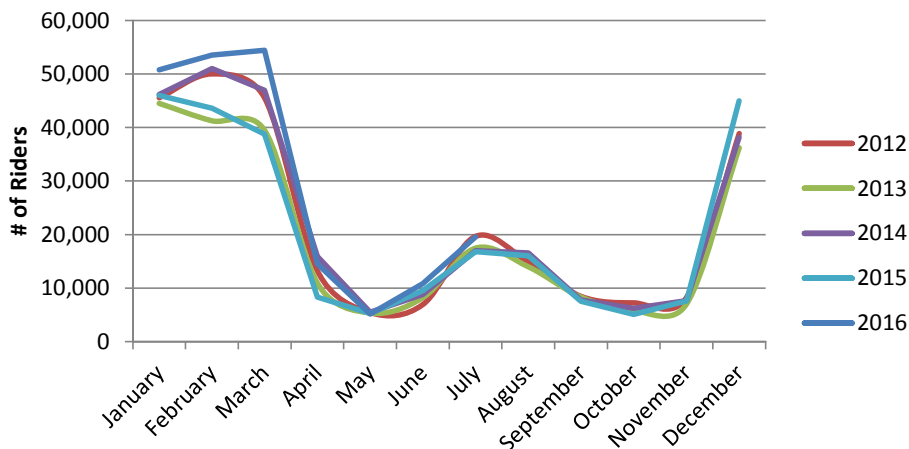
Total Ridership by Month



2016 YTD Ridership 337847  
 2015 YTD Ridership 315815  
 2014 YTD Ridership 335540  
 2013 YTD Ridership 310,928  
 2012 YTD Ridership 305,944

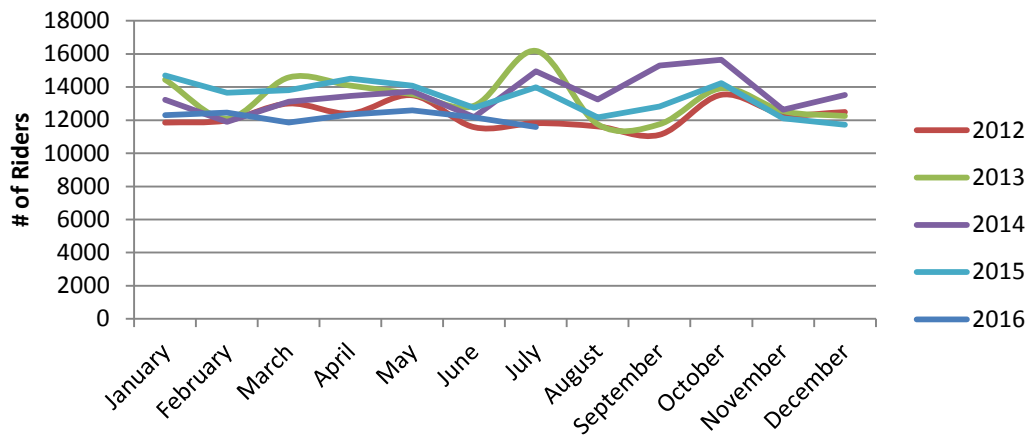
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

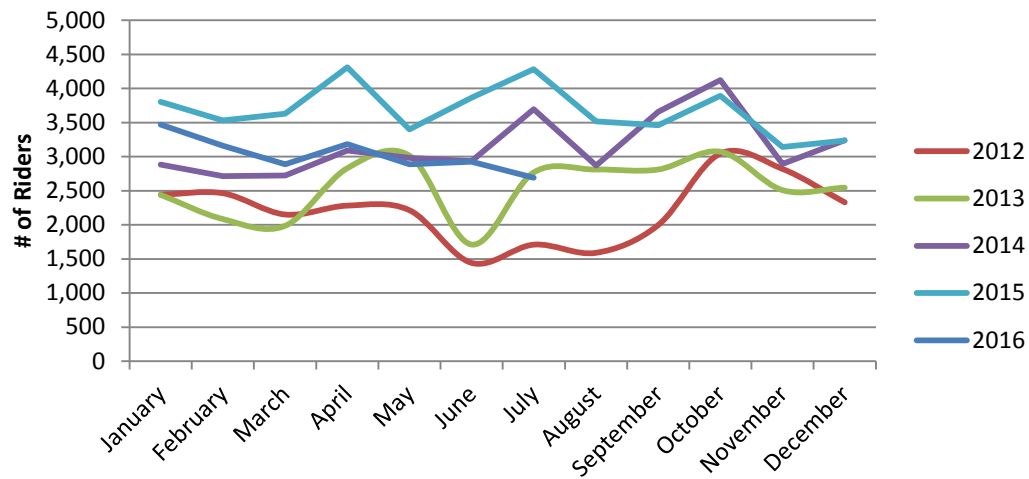


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, JULY 2016

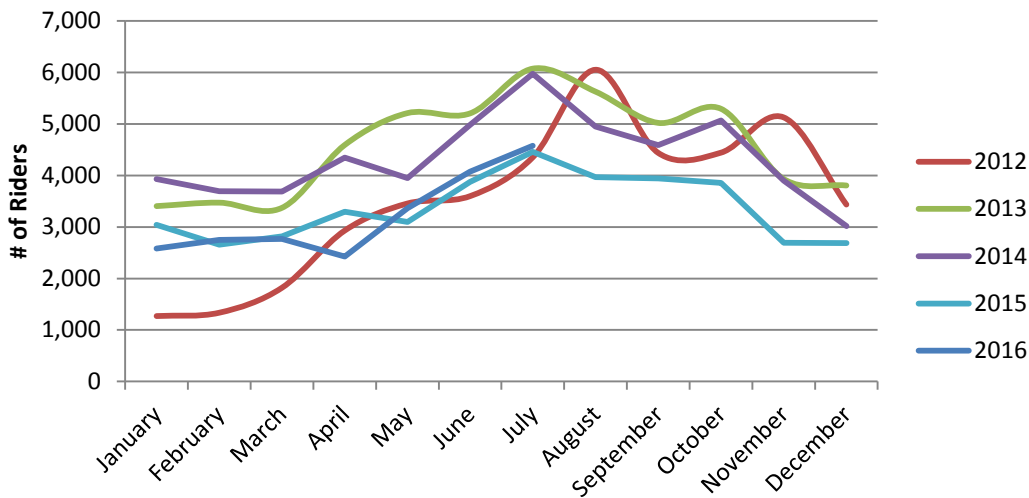
### Valley Route



### Hailey Route



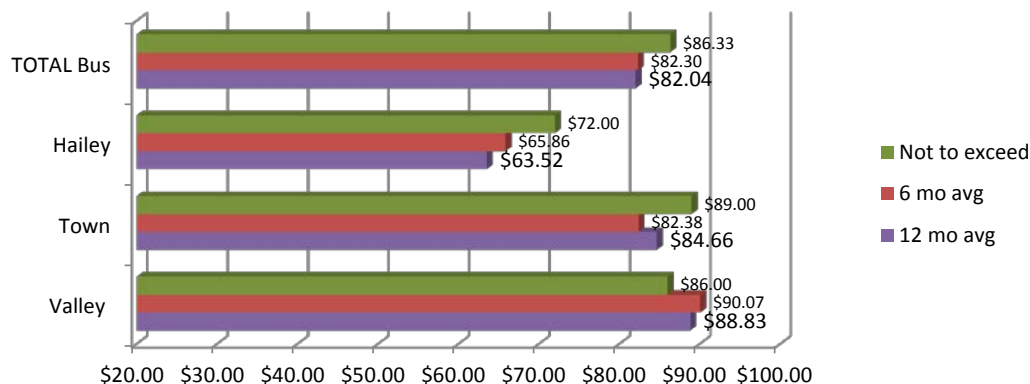
### Vanpool





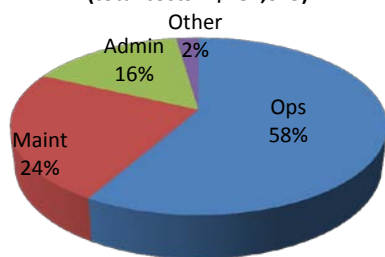
## PERFORMANCE DASHBOARD - FINANCIAL, JULY 2016

Costs per hour

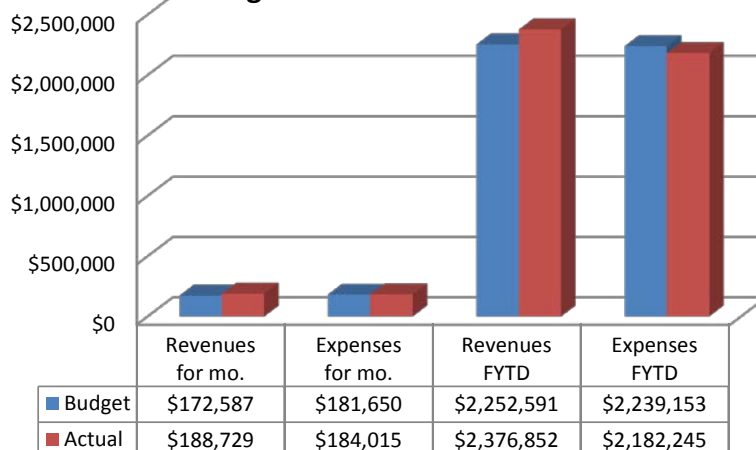


**Definition:** Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).

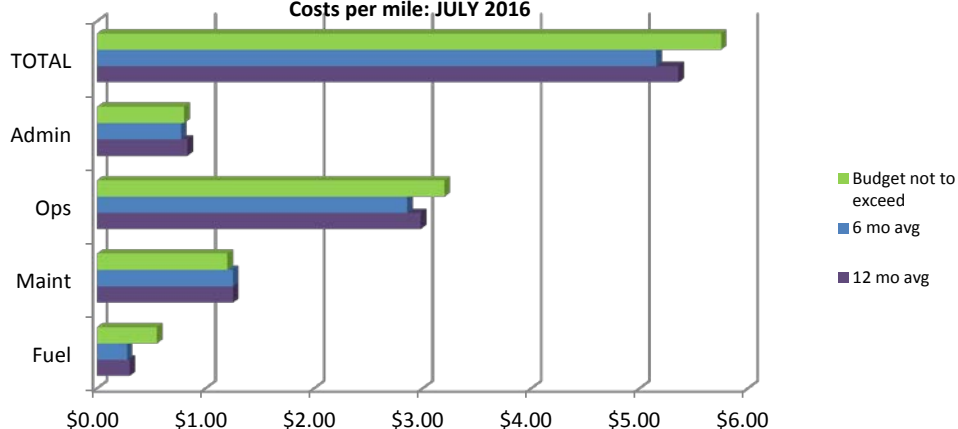
Costs by Department  
JULY 2016  
(total costs = \$184,015)



Budget vs Actual - JULY 2016



Costs per mile: JULY 2016



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

## PERFORMANCE DASHBOARD - SAFETY, JULY 2016



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

Safety	Apr-16	May-16	Jun-16
<b>Incidents</b>	0	0	0
<b>Accidents</b>	0	0	0
<b>Road Calls</b>	0	1	3

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

**921**

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

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

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

# Mountain Rides Staff Report

Date:

09/21/2016

Staff Member:

Operations

Department:

Operations

Department  
Highlights from the  
Previous Month:

Operations has had some staffing challenges in the past month. We lost 3 drivers before the end of peak summer season, and other drivers have had to step-in and fill the gaps. Now that summer season has ended, the pressure has eased, but recruiting new drivers is a high priority. We are currently recruiting for new drivers and have had 3 applicants so far.

Progress on  
projects/initiatives:

We continue to operate very safely. There was 1 very small incident in August where a Mountain Rides driver barely tapped a vehicle from behind that had stopped unexpectedly. There were no injuries and a very minor dent in the other vehicle's license plate.

Challenges/  
Opportunities:

Staffing, as noted above.

# Mountain Rides Staff Report

Date:

09/21/2016

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department  
Highlights from the  
Previous Month:

The Sun Valley Story Tour finished up on Friday, September 2nd with a turnout of 35 people and we used two buses. Sarah Michael and Bob Jonas were the tour guides. Overall for the summer, we had 167 people who went on the tour which is an average of 19 people per tour. Jim and Wendy Jaquet were very happy with the tour this summer and look forward to organizing it for next summer. There were many tourists from all over the country who enjoyed the tour as well as many locals.

Progress on  
projects/initiatives:

Discussions with RouteMatch continue each week as we work out some of the small issues with the RouteShout app.

But in the meantime please use the app which does work.

As the FY17 service plan gets approved, I will work with our new graphic design firm, Clear Mind Graphics, to get the new bus schedule started which will begin on November 24th.

Student bus pass sales continue as school has started for the year. I am also working with the Blaine County Education Foundation for scholarships for the students who cannot afford a bus pass.

Challenges/  
Opportunities:

# Mountain Rides Staff Report

Date:

09/21/2016

Staff Member:

Ben Varner

Department:

Maintenance

Department  
Highlights from the  
Previous Month:

Mechanical training was provided at our Ketchum Facility by ADA Ramp Manufacturer Lift-U. Lift-U lifts are installed on all of our Gillig buses. The training was free of charge. This was a great refresher for Carlos and new training for Murray on an essential piece of our equipment.

The tire bids were put out and received back. Les Schwab will remain our vendor for all bus tires. Sun Valley Auto Club came in with very competitive pricing for Van Tires, and will be our vendor for FY17.

Progress on  
projects/initiatives:

Two operations support vehicles (used) were purchased in August and are in service. The drivers are happy with the Ford Fusion and Toyota Sienna. We are currently shopping for the third budgeted vehicle.

The Bus 1 and Bus 2 refurbishment projects are complete. After complete suspension rebuilds and some minor engine work, both ride "like new". New passenger seat padding was installed in both buses as well. All exterior lighting is new, including an upgrade to LED headlights.

Challenges/  
Opportunities:

The IC Buses continue to be a problem, both operationally and to the parts budget. A new engine is on order for Bus 27 which has been down for 3 weeks. Near single source parts providers (Rush Truck Center) strain our ability to even shop around for more affordable parts. Ben will be talking with ITD/FTA this fall to start discussions on our ability to trade or get rid of some of the IC Buses before the FTA Useful Life is up.

# Mountain Rides Staff Report

Date:

09/21/2016

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department  
Highlights from the  
Previous Month:

I submitted an application to League of American Bicyclists for Bike Friendly Business at the encouragement of Steve Wolper and we received Silver status for the period of 2016-2020 in recognition for our outstanding efforts to support and encourage bicycling. They provided good feedback on how to improve our status to gold should we determine we would like to re-apply for that level after our 4 years at the silver level.

Jen Zung with Harmony Design and Engineering and I submitted an application to Idaho Smart Growth for an award for our Blaine County Community Bicycle and Pedestrian Master Plan for their 2016 Grow Smart Award. We were notified last week that the jury selected our nomination for a Advocacy Award. The official announcement has not been made yet to the public from Idaho Smart Growth. There will be an awards event in Boise November 17 to accept the award.

Ongoing work to keep Bikeshare running smoothly, we did have a vehicle hit one of our bikeshare bikes and severely damage the front wheel. It was a hit and run but a witness called in the license plate and I made a report with the Hailey Police. The license plate was not traceable. We have extra wheels so it should not cost us much to switch out the wheel.

Progress on  
projects/initiatives:

I worked with the City of Hailey to apply for funding through ITD TAP program and we were informed last month that one of the projects (Myrtle Street multi use pathway from the bike path to downtown Main Street) submitted was recommended to the board to be funded. The rest is just formalities from the board to select those projects that are recommended. The board has never rejected any projects recommended to them. We will officially be notified I believe next month.

We were also informed that our application to ITD for TAP funding for our safe routes work was also recommended to the board to be funded. This is for \$48,000 with 7.34% in matching funding for a total of \$45,000 in federal funding for 3 years starting in 2017.

Challenges/  
Opportunities:

I submitted a WOW project to the website for students to help with and engage in the Bike to School and Work Day in May 2017. The project will have students run a booth on the bike path and give out helmets to people without them. The students vote on a project of their choice from the list on the WOW website and if chosen, each student gives \$25 to the organization hosting the project from money the WOW project raises. Last year it was a great success and we received 500.00 from WOW to go towards the purchase of bike helmets. It teaches the importance of community service, helps out our helmet safety program, teaches kids the importance of wearing a helmet and how to properly fit a helmet, and encourages more biking.

# Mountain Rides Staff Report

Date:

09/21/2016

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department  
Highlights from the  
Previous Month:

Work on both the medical plan and the FY2017 budget were completed. We have begun implementing the change over to Blue Shield, to take effect Oct. 1. The final FY2017 budget is before you for approval this month.

Progress on  
projects/initiatives:

The RFP for our bus advertising, independent contractor position was released in early Sept. with a Sept 20 submittal deadline in order to have a salesperson and a contract in place for the beginning of FY2017. Selection of a provider is within Jason's authority so it will not come before the board, but I will report on the final selection in October.

Challenges/  
Opportunities:

Fiscal year end is Sept. 30. I am tying up loose ends before my departure from MRTA to the City of Sun Valley.

# Mountain Rides Staff Report

Date:

09/21/2016

Staff Member:

Jason Miller

Department:

Executive Director

Department  
Highlights from the  
Previous Month:

Wrapping up budget details and transit service plan details - much of the past month for me has been spent finishing up details to support funding and service planning. These efforts have come together nicely and FY2017 is shaping up to be a very solid year for Mountain Rides.

Ridership - YTD through end of August our total ridership is 349,451, which is the highest it's ever been for that period. If we continue to post solid rider numbers, we will surpass our 2014 record ridership year of 520,000, the only year that we have been above 500,000.

Progress on  
projects/initiatives:

Bus stop improvements - On October 1st, Mountain Rides will have new funding available to make bus stops improvements system-wide. Signage, benches, solar lighting, and 1-2 bus shelters will be included in this project. Discussion on exact priorities with the board will happen in October.

Bus stop signage update - We are very close to having a new design for our bus stop signage. ClearMind Graphics, our new design and marketing firm, has developed some great ideas on how to simplify and freshed up the look of these signs.

Website update - another project that has started and will continue over the coming months is an update to our website. We are working to make it easier to navigate and understand and simplify.

Challenges/  
Opportunities:

One-time capital funding - I attended a meeting last month at Idaho Transportation Dept. district offices about an opportunity for funding buses through some one-time 5339 funding (bus and bus facilities funding program through the Federal Transit Administration, managed by ITD). Funding applications are due October 20th, but the funding won't be available to spend until October of 2017. Mountain Rides will apply for projects that match our capital improvement plan, including 1-2 vans, 1 mid-duty bus and possibly 1 heavy duty 29' bus.





## **PUBLIC NOTICE of Special Board Committee for At-large Candidate Review Minutes**

**Friday, August 12<sup>th</sup>, 2016 at 4:00pm**  
**Mountain Rides offices, 800 1st Ave. No. , Ketchum, ID 83340**

**Committee Members:** Chair Dave Patrie (Blaine County), Vice-chair Jane Conard (Sun Valley), Steve Wolper (at-large), Jason Miller (staff).

1. 4:03pm: The meeting was called to order. *Board Chair David Patrie noted that Mountain Rides had a meeting that wasn't properly noticed on August 10<sup>th</sup>, when a recommendation was made for an at-large candidate. Because this meeting wasn't properly notices, all action taken at that meeting is voided. Patrie noted that this meeting today was properly noticed and the committee will re-take the action of making an at-large recommendation, which cures the violation of improper notice, section 74-208 of the Idaho Open Meetings Law.*
2. Action item:  
*Jane Conard moved and Steve Wolper seconded the recommendation of Tory Canfield to fill the at-large member board seat on the Mountain Rides' board of directors. Tory was the top candidate reviewed by the committee. Motion was approved unanimously.*
3. Adjournment at 4:09p.



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, August 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), Mark Gilbert (Sun Valley), Steve Wolper (at-large), Kristin Derrig (Ketchum) and Anne Corrock (Ketchum)

**ABSENT:** Secretary Joe Miczulski (Bellevue) and Becki Keefer (Hailey)

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Operations Manager Jim Finch  
Mountain Rides Business Manager Wendy Crosby  
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, August 17, 2016 at 12:35pm; took roll and determined that a quorum was present.

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

There were none.

**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 recommendation of candidate for at – large board of directors seat*

Dave Patrie introduced the item and said there were six very good applicants that responded to the advertisement for the at – large board member seat. Of the six the group, which consisted of Dave Patrie, Steve Wolper, Jane Conard and Jason Miller, interviewed three very strong well qualified candidates. They have chosen Tory Canfield. This is a new process for the Mountain Rides board. Tory Canfield is a graduate of Cornell University and has a degree in Planning & Urban Development. She has been involved with many boards before including several transportation and alternative transportation boards. The intent of the at – large seat is very well represented. Dave Patrie publicly acknowledges and thanked the other applicants.

The other board members agree with the committee's choice for the seat.

**Mark Gilbert made a motion to approve Tory Canfield recommended by the appointed selection committee to serve as the at – large board candidate for the upcoming term that begins October of 2016. Steve Wolper seconded. The motion passed unanimously.**

**b. Action item:**

*Action to approve award of Bid 07202016 for commuter van*

Ben Varner stated this is the bid Mountain Rides released at the last meeting. Corwin Ford was the only bidder whom we have worked with in the past. The bid came in a little higher because of the mid roof van versus the low roof van. The vanpool passengers were complaining about the low roof so we wanted to accommodate them. The extra funds from the Capital Equipment Fund.

**Jane Conard made a motion to approve awarding RFP 07202016 Van to Corwin Ford per Corwin's response. We authorize staff to execute the contract in an amount not to exceed \$41,000. Kristen Derrig seconded. The motion passed unanimously.**

**c. Action item:**

*Action to approve award of Request for Proposal (RFP) 07202016 for small bus*

Ben Varner stated that this is the RFP that was approved at the July meeting. There was only one responder: Schetky Northwest. This bus is a traditional FORD Cutaway. We have asked for a not to exceed authority of \$137,000. Due to low participation for the bids, Mark Gilbert suggested the importance of getting legislative relief. He suggested that we pursue getting legislative relief for bids so that we and other transportation agencies can exercise options of bids that are put out by other transportation agencies. If the agency doesn't use their procurement that it could be passed on to another agency. Mark Gilbert would urge the board to pursue this relief in the future for Idaho.

**Kristen Derrig moved to approve awarding RFP "07202016 Bus" for a light duty bus to Schetky Northwest per Schetky's response. I authorize staff to execute the contract in an amount not to exceed \$137,000. Steve Wolper seconded. The motion passed unanimously.**

**d. Action item:**

*Action to approve release of Request for Proposal (RFP) 08172016 for bus and van tires*

Ben Varner and Jason Miller decided that the bus and van tire bids will be released separately. Mark Gilbert asked about the portion of the RFP regarding the 24 hour service which could be limiting. An FTA document should have scoring methodology for all bidders. Mark Gilbert suggested adding a scoring methodology for price and roadside service.

Ben Varner would like to award the tire bid at the September meeting.

**Mark Gilbert moved to approve the release of the tire RFPs for FY2017 with adjustments to bid documents so that we add scoring methodology for price and roadside service, extend bidding schedule, revise questions and revise schedule for bidding. Jane Conard seconded. The motion passed unanimously.**

**e. Discussion item:**

*Review and discuss the FY2017 budget with operating and capital accounts*

Wendy Crosby stated that the F & P committee has been reviewing various draft budgets since

April but this is the first time is it coming before the whole board. The highlight of the FY2017 operations budget is the additional service that includes New Galena and Airport service and continuation of 30 minute Blue service year – round.

Steve Wolper asked about the Galena funding and Jason Miller stated that the BCRD reviewed it and included in their budget for the base amount. The BCRD is asking for funds from other organizations which would be in lieu of their contribution. Jason Miller stated that the budgeting and underwriting that we and the BCRD have budgeted for is one bus. The BCRD and the SNRA are trying to solve the parking congestion at the trailheads so Jason suggests that having bus service running the whole corridor is solving the problem presented to us initially. One of the great opportunities here is to have a service to link town with a great trail experience or lunch at Galena.

Dave Patrie suggested that in the upcoming meeting with partners is the concern with people who cannot shelter while waiting for a bus.

Jane Conard said that this board has concerns about how this will be safely operated, essentially the need to have a disaster plan.

Jason Miller stated that he believes in the power of community to solve a problem if it arises. The group discussed the fares and the contributions for the Galena service.

#### **f. Discussion item:**

*Review and discuss the FY2017 transportation service plan*

Jason Miller said the good news is that we are able to do a lot of enhancements and exciting improvements to Blue and Valley routes primarily. Jim Finch thought this is an exciting new service plan. There will be some changes on Green route. Jim Finch has spoken with the Meadows manager and Mountain Rides will be sending out a bilingual questionnaire to all residents of the Meadows asking for their input on a possible community van service as an alternative to fixed route service. The exciting news in the industry is using Uber as an option to enhance public transit.

Dave Patrie spoke about the ridership on Green and about the continuous changes to Green route in the past and that it is not the type of service that encourages ridership even if the demand is there. He feels it is an important part of the county and we need to continue to focus on that area.

Jim Finch said that the community van could work as we currently provide a van for Community School which they pay for. We would provide a van that they could use as a community van. Jim said we carry 5 people in the morning and is just not used by the community. Jason Miller said that service could be subsidized with a van or Uber at a much lower cost.

Jim Finch said that there are a few changes for Red route by adding a demand response service for Red during slack. Summer red service will be reduced as well by 2 hours per day. Silver and Bronze routes, subsidized by Sun Valley Co, for winter will stay the same.

## **5. Committee Reports**

Planning & Marketing committee report for August.

**Committee members approved the minutes for Planning & Marketing for August.**

Finance & Performance committee report for August.

**Committee members receive and file the minutes for Finance & Performance for August due to not having a quorum present.**

## 6. Staff reports

- a. Dashboard performance reports for June 2016
- b. Operations report – Jim Finch said that there was a 5% decline in ridership due to the fact that there was a fare instituted on the Hailey Route. One possibility would be to have the Hailey route be free in the summer. The Limelight shuttle is operating as a charter and has been publicly noticed.
- c. Marketing and Outreach report
- d. Maintenance report
- e. Business Manager report
- f. Executive Director report

## 7. Consent Calendar items

- a. Approve minutes for July 20<sup>th</sup> regular board meeting and July 25<sup>th</sup> special meeting  
**Mark Gilbert moved to approve the minutes of July 20<sup>th</sup> and July 25<sup>th</sup>. Jane Conard seconded. The motion passed.**
- b. Receive & File June 2016 financials and bills paid  
**Jane Conard moved to receive and file the financials. Mark Gilbert seconded, and the motion carried unanimously.**

## 9. Adjournment

**Steve Wolper moved to adjourn the meeting at 1:56pm. Kristin Derrig seconded and the motion carried unanimously.**

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Chair David Patrie



## Special Board Meeting MINUTES

RECORDED

**Thursday, September 8<sup>th</sup>, 2016**  
**Ketchum City Hall Meeting Room, Ketchum, ID 83340**

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

**Board Members present:** Chair Dave Patrie (Blaine County), Anne Corrock (Ketchum), Mark Gilbert (Sun Valley), Becki Keefer (Hailey), and Kristin Derrig (Ketchum)

**Absent:** Vice-chair Jane Conard (Sun Valley), Secretary Joe Miczulski and Steve Wolper (at-large)

**Also present:** Jason Miller, Executive Director  
Wendy Crosby, Business Manager  
Ben Varner, Maintenance Manager  
Kim MacPherson, Support Specialist

### 1. CALL TO ORDER

Chair David Patrie called to order the meeting of Thursday, September 8<sup>th</sup>, 2016 at 1:32pm, took roll and determined that a quorum was present.

### 2. Action item:

*Action to approve new provider for Health and Dental Insurance for FY17*

Jason Miller gave a quick background. This is an important benefit to maintain and this will be the right thing for 80% of employees. This is also a plan that fits with our fiscal restraints. Over the past year health insurance has eclipsed fuel expenses. We have seen health care expenses more than doubled. We have previewed the new plan with the employees.

Becki Keefer stated that the committee relied on staff for the research and the challenges to retain employees and to stay within our budget restraints.

Jason Miller thanked Wendy Crosby for all the work done on researching new possibilities for health insurance. We looked at a typical year for a typical employee with a normal use of healthcare.

Wendy Crosby stated that they looked at everything and all the possibilities from no insurance to high deductible plans. The best solution is the Blue Shield Direct Silver plan. One big difference is the out of pocket amounts and the prescription drug plan. Wendy also said that if we cancel our current Blue Cross plan, we cannot go back. For the future, another plan possibility would be with III-A with a typical enrollment process.

David Patrie said they had a very robust discussion during the Finance and Performance committee. The majority of employees will see their paychecks go up as the premiums go down.

The group discussed the options of an HSA.

David Patrie stated that Jane Conard, who has a skillset in health insurance, did participate in the committee meeting and recommendation.

**Becki Keefer made a motion to approve a change to Blue Shield Direct Silver plan for health insurance for FY17 as recommended by the Finance & Performance committee. Kristen Derrig seconded. The motion passed unanimously.**

### 3. Adjournment

**Mark Gilbert moved to adjourn the meeting at 2:00pm. Becki Keefer seconded and the motion carried unanimously.**

# Mountain Rides Agenda Item Summary

Date:	09/21/2016
From:	Wendy Crosby
Subject:	7b. July financials
Background:	<p>July 2016- Operations Fund</p> <p>We are nearing the end of our fiscal year therefore actual numbers should be approaching budgeted numbers. Total Revenues are ahead of YTD budget by about 5%, generally a result of higher than budgeted federal funding (remaining 5316 and 5317 funds carried over from past years and higher than budgeted 5311 due to blending of 2 federal fiscal years). For the month, revenues are running about 9% above budget. Van pool fares, ad revenue and charters account for the excess.</p> <p>On the Expense side, total expenses are 97.5% of YTD budget. For the month, they are slightly above, at 101.3%. Fuel costs continue to hold steady and payroll is slightly over for the month but right on budget for the YTD. Given the approaching year end some line items are running high for the month but this is a result of actual timing of purchases versus budgeted timing. 54000 Equipment/Tool expense is a good example. For the month it is 339% of budget but for the year to date it is at 58% of budget.</p> <p>All expenses are at or below budget with the following exceptions:</p> <p>55000 Rent/Utilities has been running over budget and will likely come in over budget for the year as a result of the particularly cold winter and the addition of the Bellevue facility.</p> <p>58000 Communications is running higher than budget due to delayed billing of FY2015 connectivity fees by Social Bicycles and radios for the UTA buses. Despite this, we expect to be close to budget by fiscal year end.</p> <p>61000 Advertising is running higher both for the month and the year. This is partially due to higher payments under the bus ad contract with Nicole Brown which is a function of higher revenue. Print advertising is running higher due to ads for events that have been reimbursed under the SRTS award.</p> <p>62000 Marketing &amp; Promotion is running over-budget YTD. This is primarily due to timing of the RouteMatch app expense. We expect this item to fall into line by fiscal year end.</p> <p>65000Parts Expense is running higher for the month but is expected to be in with budget for the year.</p>

# Mountain Rides Agenda Item Summary

Date: 09/21/2016

From: Wendy Crosby

Subject: 7b. July 2016 financials continued

Background:

July 2016 Checks Issued:  
Large (over \$2,500)/Unusual Items of note:  
Jackson Group Peterbilt- \$3,726.83- replaced pump Bus 4  
Rush Truck -\$9,770.16- turbo, fuel pump repair Bus 27  
Freightliner- \$6,821.71-parts for buses 5 and 12  
Les Schwab- \$3,635.20- tires for 1,2,5 & 28  
Express Printing- \$3,400- summer schedules  
Gillig- \$11,335.71- Bus 1 refurb expenses  
Schaeffer MFG- \$2,650.82-oil supplies, all trans supreme and synthetic  
Wells Fargo- \$3,548.43- helmets (SRTS reimbursement), jump start for  
Ketchum shop, G Pop Shop-purchased services for Bus 27  
RouteMatch-\$15,800- mobile app contract payment



**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**July 2016**

	Jul 16	Budget	% of Budget	Oct '15 - Jul 16	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 - Federal Funding							
41200 - Federal - 5311	67,252.00	65,000.00	103.5%	1,018,528.00	855,000.00	119.1%	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	5,309.00	0.00	100.0%	60,404.00	48,000.00	125.8%	48,000.00
41600 - Federal - SRTS	0.00	0.00	0.0%	12,845.21	15,000.00	85.6%	15,000.00
<b>Total 41000 - Federal Funding</b>	<b>72,561.00</b>	<b>65,000.00</b>	<b>111.6%</b>	<b>1,113,476.21</b>	<b>926,000.00</b>	<b>120.2%</b>	<b>1,046,000.00</b>
42000 - State Funding							
42400 - State - Training	0.00	0.00	0.0%	6,337.80	5,000.00	126.8%	5,000.00
<b>Total 42000 - State Funding</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>6,337.80</b>	<b>5,000.00</b>	<b>126.8%</b>	<b>5,000.00</b>
43000 - Local Funding							
43100 - Local - Ketchum	39,737.50	39,737.50	100.0%	397,374.97	397,375.00	100.0%	476,850.00
43200 - Local - Hailey	4,816.67	4,816.66	100.0%	48,166.67	48,166.68	100.0%	57,800.00
43300 - Local - Bellevue	0.00	0.00	0.0%	1,700.00	1,700.00	100.0%	1,700.00
43400 - Local - Blaine County	8,570.82	8,570.84	100.0%	85,708.31	85,708.32	100.0%	102,850.00
43500 - Local - Sun Valley	18,770.83	18,770.84	100.0%	187,708.23	187,708.32	100.0%	225,250.00
43600 - Local - Sun Valley Company	0.00	0.00	0.0%	153,850.00	153,850.00	100.0%	153,850.00
<b>Total 43000 - Local Funding</b>	<b>71,895.82</b>	<b>71,895.84</b>	<b>100.0%</b>	<b>874,508.18</b>	<b>874,508.32</b>	<b>100.0%</b>	<b>1,018,300.00</b>
44000 - Fares							
44100 - Fares - Valley Cash	7,854.70	7,000.00	112.2%	53,786.30	70,000.00	76.8%	85,000.00
44200 - Fares - Valley Passes	8,278.55	10,000.00	82.8%	102,936.33	131,000.00	78.6%	155,000.00
44250 - Fares- Hailey Route- Cash	678.90	333.33	203.7%	4,467.60	3,333.30	134.0%	4,000.00
44300 - Fares - Vanpool	15,502.55	10,500.00	147.6%	126,452.36	109,500.00	115.5%	130,000.00
44400 - Fares - ADA	120.00	83.34	144.0%	911.00	833.32	109.3%	1,000.00
<b>Total 44000 - Fares</b>	<b>32,434.70</b>	<b>27,916.67</b>	<b>116.2%</b>	<b>288,553.59</b>	<b>314,666.62</b>	<b>91.7%</b>	<b>375,000.00</b>
45000 - Revenue							
45100 - Rev - Advertising							
45150 - Bike Share ad revenue	0.00	0.00	0.0%	925.00	0.00	100.0%	0.00
45100 - Rev - Advertising - Other	5,662.50	2,000.00	283.1%	56,871.87	54,000.00	105.3%	65,000.00
<b>Total 45100 - Rev - Advertising</b>	<b>5,662.50</b>	<b>2,000.00</b>	<b>283.1%</b>	<b>57,796.87</b>	<b>54,000.00</b>	<b>107.0%</b>	<b>65,000.00</b>
45450 - Rev - Misc.	135.50	100.00	135.5%	411.75	400.00	102.9%	500.00
45500 - Rev - Charter/Special Event	4,282.50	3,000.00	142.8%	11,690.00	11,500.00	101.7%	17,500.00
45600 - Rev - Bike Share- Bike Swap	-10.00	1,000.00	-1.0%	405.09	3,000.00	13.5%	5,000.00
<b>Total 45000 - Revenue</b>	<b>10,070.50</b>	<b>6,100.00</b>	<b>165.1%</b>	<b>70,303.71</b>	<b>68,900.00</b>	<b>102.0%</b>	<b>88,000.00</b>
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	500.00	0.0%	500.00
47300 - Priv. Donation - Other	0.00	0.00	0.0%	1,000.00	500.00	200.0%	500.00
<b>Total 47000 - Private Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>100.0%</b>	<b>1,000.00</b>
48000 - Transfers							
48400 - Transfer - Housing Fund	1,666.67	1,666.66	100.0%	16,666.67	16,666.68	100.0%	20,000.00
<b>Total 48000 - Transfers</b>	<b>1,666.67</b>	<b>1,666.66</b>	<b>100.0%</b>	<b>16,666.67</b>	<b>16,666.68</b>	<b>100.0%</b>	<b>20,000.00</b>
49000 - Interest Income	100.47	8.00	1,255.9%	739.34	92.00	803.6%	100.00
49500 - Diesel Tax Refunds	0.00	0.00	0.0%	5,267.00	5,267.00	100.0%	5,267.00
49800 - Excess Operating Funds	0.00	0.00	0.0%	0.00	40,491.00	0.0%	40,491.00
<b>Total Income</b>	<b>188,729.16</b>	<b>172,587.17</b>	<b>109.4%</b>	<b>2,376,852.50</b>	<b>2,252,591.62</b>	<b>105.5%</b>	<b>2,599,158.00</b>
<b>Gross Profit</b>	<b>188,729.16</b>	<b>172,587.17</b>	<b>109.4%</b>	<b>2,376,852.50</b>	<b>2,252,591.62</b>	<b>105.5%</b>	<b>2,599,158.00</b>
<b>Expense</b>							
51000 - Payroll Expenses							
51100 - Salaries and Wages	100,305.36	82,000.00	122.3%	1,111,388.46	1,121,000.00	99.1%	1,294,878.00
51300 - FICA Expense	5,896.76	4,500.00	131.0%	65,951.40	65,000.00	101.5%	75,000.00

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**July 2016**

	Jul 16	Budget	% of Budget	Oct '15 - Jul 16	YTD Budget	% of Budget	Annual Budget
51350 - Medicare Tax Expense	1,379.07	1,120.00	123.1%	15,424.10	15,640.00	98.6%	18,000.00
51400 - Retirement Plan Expenses	8,369.04	8,000.00	104.6%	86,186.41	77,200.00	111.6%	93,000.00
51500 - Workers Comp Expense	0.00	10,000.00	0.0%	37,059.00	45,000.00	82.4%	45,000.00
51600 - SUI Expense	1,102.44	1,200.00	91.9%	11,856.43	17,250.00	68.7%	20,000.00
51700 - Medical Ins. Expense	15,573.28	13,000.00	119.8%	147,111.73	130,000.00	113.2%	156,380.00
51800 - Dental Ins. Expense	1,229.94	1,100.00	111.8%	12,160.89	11,000.00	110.6%	13,000.00
51900 - Employee Assistance expense	0.00	400.00	0.0%	0.00	4,000.00	0.0%	5,000.00
51950 - Employee Performance Bonus	0.00	0.00	0.0%	6,125.00	8,000.00	76.6%	8,000.00
51000 - Payroll Expenses - Other	112.75	166.67	67.6%	1,348.75	1,666.70	80.9%	2,000.00
<b>Total 51000 - Payroll Expenses</b>	<b>133,968.64</b>	<b>121,486.67</b>	<b>110.3%</b>	<b>1,494,612.17</b>	<b>1,495,756.70</b>	<b>99.9%</b>	<b>1,730,258.00</b>
52000 - Insurance Expense							
52100 - Ins. - Vehicles	8,750.00	8,750.00	100.0%	87,500.00	87,500.00	100.0%	105,000.00
52150 - Ins- Deductibles/claims	0.00	1,000.00	0.0%	6,403.91	5,000.00	128.1%	6,000.00
<b>Total 52000 - Insurance Expense</b>	<b>8,750.00</b>	<b>9,750.00</b>	<b>89.7%</b>	<b>93,903.91</b>	<b>92,500.00</b>	<b>101.5%</b>	<b>111,000.00</b>
53000 - Professional Fees							
53100 - Accounting & Audit	0.00	0.00	0.0%	8,900.00	9,000.00	98.9%	9,000.00
53200 - IT Systems	520.25	500.00	104.1%	15,195.75	13,500.00	112.6%	15,000.00
53300 - Grant Support/Admin	0.00	0.00	0.0%	1,365.00	0.00	100.0%	0.00
53400 - Legal Fees	916.50	525.00	174.6%	1,872.00	5,850.00	32.0%	7,000.00
53450 - Planning/ Design	0.00	500.00	0.0%	871.25	2,000.00	43.6%	2,000.00
53500 - Other Professional Fees	164.00	700.00	23.4%	3,753.50	6,800.00	55.2%	8,000.00
<b>Total 53000 - Professional Fees</b>	<b>1,600.75</b>	<b>2,225.00</b>	<b>71.9%</b>	<b>31,957.50</b>	<b>37,150.00</b>	<b>86.0%</b>	<b>41,000.00</b>
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment/ Tools	848.08	0.00	100.0%	4,941.11	7,000.00	70.6%	7,000.00
54200 - Shop Tools	0.00	0.00	0.0%	684.55	4,000.00	17.1%	4,000.00
54300 - Office Equipment	0.00	250.00	0.0%	2,175.39	2,500.00	87.0%	3,000.00
<b>Total 54000 - Equipment/ Tool Expense</b>	<b>848.08</b>	<b>250.00</b>	<b>339.2%</b>	<b>7,801.05</b>	<b>13,500.00</b>	<b>57.8%</b>	<b>14,000.00</b>
55000 - Rent and Utilities							
55100 - Rent	0.00	0.00	0.0%	14,000.00	13,500.00	103.7%	13,500.00
55200 - Utilities	941.05	1,000.00	94.1%	26,540.74	23,000.00	115.4%	25,000.00
<b>Total 55000 - Rent and Utilities</b>	<b>941.05</b>	<b>1,000.00</b>	<b>94.1%</b>	<b>40,540.74</b>	<b>36,500.00</b>	<b>111.1%</b>	<b>38,500.00</b>
56000 - Supplies							
56100 - Office Supplies	0.00	150.00	0.0%	1,687.90	1,700.00	99.3%	2,000.00
56200 - Janitorial & Safety Supplies	366.88	500.00	73.4%	5,644.68	5,500.00	102.6%	6,500.00
56300 - Department & Office Supplies	222.23	250.00	88.9%	2,464.42	4,750.00	51.9%	5,000.00
56400 - Uniforms	187.84	300.00	62.6%	7,127.63	6,900.00	103.3%	7,500.00
56500 - Postage and Delivery	34.89	75.00	46.5%	779.84	750.00	104.0%	900.00
<b>Total 56000 - Supplies</b>	<b>811.84</b>	<b>1,275.00</b>	<b>63.7%</b>	<b>17,704.47</b>	<b>19,600.00</b>	<b>90.3%</b>	<b>21,900.00</b>
57000 - Repairs and Maintenance							
57100 - Equipment Repairs/Maintenance	52.50	208.33	25.2%	1,093.09	2,083.30	52.5%	2,500.00
57200 - Building Repairs/Maintenance	97.50	2,000.00	4.9%	15,253.29	16,000.00	95.3%	16,000.00
57250 - Bus Stop Repairs/Maint	106.83	500.00	21.4%	1,523.85	5,500.00	27.7%	7,000.00
57300 - Grounds Repairs/Maintenance	0.00	300.00	0.0%	4,763.78	6,400.00	74.4%	7,000.00
57400 - Bike Share Repairs/Maintenance	120.36	500.00	24.1%	133.32	2,000.00	6.7%	2,000.00
57500 - Janitorial Services	343.37	100.00	343.4%	6,394.17	5,800.00	110.2%	6,000.00
<b>Total 57000 - Repairs and Maintenance</b>	<b>720.56</b>	<b>3,608.33</b>	<b>20.0%</b>	<b>29,161.50</b>	<b>37,783.30</b>	<b>77.2%</b>	<b>40,500.00</b>
58000 - Communications Expense							
58100 - Office Phone Expense	301.30	400.00	75.3%	2,831.98	3,700.00	76.5%	4,500.00
58200 - Cell & Two-Way Mobile	828.02	600.00	138.0%	10,222.61	8,900.00	114.9%	10,000.00
58300 - Internet/Website	385.00	250.00	154.0%	3,837.75	2,500.00	153.5%	3,000.00
<b>Total 58000 - Communications Expense</b>	<b>1,514.32</b>	<b>1,250.00</b>	<b>121.1%</b>	<b>16,892.34</b>	<b>15,100.00</b>	<b>111.9%</b>	<b>17,500.00</b>
59000 - Travel and Training							
59100 - Vehicle/Airfare	-823.86	150.00	-549.2%	3,185.77	3,700.00	86.1%	4,000.00

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**July 2016**

	Jul 16	Budget	% of Budget	Oct '15 - Jul 16	YTD Budget	% of Budget	Annual Budget
59200 · Lodging	-1,281.00	0.00	100.0%	2,755.05	2,500.00	110.2%	2,500.00
59300 · Food/Meals/Entertainment	-291.10	100.00	-291.1%	721.96	1,800.00	40.1%	2,000.00
59400 · Training/Education	-2,497.15	166.67	-1,498.3%	689.80	1,666.70	41.4%	2,000.00
59500 · Safety Curriculum	0.00	500.00	0.0%	2,080.03	4,500.00	46.2%	4,500.00
<b>Total 59000 · Travel and Training</b>	<b>-4,893.11</b>	<b>916.67</b>	<b>-533.8%</b>	<b>9,432.61</b>	<b>14,166.70</b>	<b>66.6%</b>	<b>15,000.00</b>
<b>60000 · Business Expenses</b>							
60100 · Vehicle Registration Fees	0.00	100.00	0.0%	844.02	800.00	105.5%	1,000.00
60200 · Fines, Penalties, Judgments	0.00	0.00	0.0%	3.63	0.00	100.0%	0.00
60400 · Membership,Dues & Subscriptions	807.98	250.00	323.2%	3,247.88	4,500.00	72.2%	5,000.00
60500 · Bank Fees	14.04	21.67	64.8%	481.44	396.70	121.4%	480.00
60700 · Bad Debt	0.00	0.00	0.0%	20.00	20.00	100.0%	20.00
<b>Total 60000 · Business Expenses</b>	<b>822.02</b>	<b>371.67</b>	<b>221.2%</b>	<b>4,596.97</b>	<b>5,716.70</b>	<b>80.4%</b>	<b>6,500.00</b>
<b>61000 · Advertising</b>							
61100 · Print Advertising	0.00	250.00	0.0%	12,054.34	9,650.00	124.9%	10,000.00
61200 · Radio Advertising	0.00	0.00	0.0%	600.00	2,000.00	30.0%	2,000.00
61300 · Online Advertising	917.05	350.00	262.0%	2,086.38	2,300.00	90.7%	3,000.00
61400 · Vehicle Graphics	0.00	250.00	0.0%	9,738.37	9,000.00	108.2%	9,000.00
61500 · Bus Adv. Contract	2,758.75	500.00	551.8%	16,385.95	14,000.00	117.0%	15,000.00
<b>Total 61000 · Advertising</b>	<b>3,675.80</b>	<b>1,350.00</b>	<b>272.3%</b>	<b>40,865.04</b>	<b>36,950.00</b>	<b>110.6%</b>	<b>39,000.00</b>
<b>62000 · Marketing and Promotion</b>							
62100 · Info. Displays-Stop Signage	76.00	1,000.00	7.6%	16,679.06	3,900.00	427.7%	26,000.00
62200 · Graphic Design	0.00	3,000.00	0.0%	3,342.00	8,500.00	39.3%	12,000.00
62300 · Promotional Items	0.00	0.00	0.0%	5,089.69	3,000.00	169.7%	3,000.00
62400 · Customer Events and Misc.	24.00	1,250.00	1.9%	1,407.84	3,975.00	35.4%	4,500.00
62500 · Staff Appreciation/ Events	402.32	100.00	402.3%	3,575.86	2,800.00	127.7%	3,000.00
<b>Total 62000 · Marketing and Promotion</b>	<b>502.32</b>	<b>5,350.00</b>	<b>9.4%</b>	<b>30,094.45</b>	<b>22,175.00</b>	<b>135.7%</b>	<b>48,500.00</b>
<b>63000 · Printing and Reproduction</b>							
63100 · Copies, Passes & Flyers	95.87	200.00	47.9%	2,582.80	2,150.00	120.1%	2,500.00
63200 · Schedules, Maps & Brochures	0.00	200.00	0.0%	8,653.49	9,700.00	89.2%	10,000.00
<b>Total 63000 · Printing and Reproduction</b>	<b>95.87</b>	<b>400.00</b>	<b>24.0%</b>	<b>11,236.29</b>	<b>11,850.00</b>	<b>94.8%</b>	<b>12,500.00</b>
<b>64000 · Fuel Expense</b>	<b>14,450.39</b>	<b>16,000.00</b>	<b>90.3%</b>	<b>143,208.36</b>	<b>193,000.00</b>	<b>74.2%</b>	<b>225,000.00</b>
<b>65000 · Vehicle Maintenance</b>							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	30.00	250.00	12.0%	3,189.73	1,500.00	212.6%	2,000.00
65100 · Parts Expense - Other	8,785.26	7,000.00	125.5%	80,310.73	87,737.50	91.5%	100,000.00
<b>Total 65100 · Parts Expense</b>	<b>8,815.26</b>	<b>7,250.00</b>	<b>121.6%</b>	<b>83,500.46</b>	<b>89,237.50</b>	<b>93.6%</b>	<b>102,000.00</b>
65200 · Fluids Expense	1,605.13	1,416.67	113.3%	18,581.70	14,166.70	131.2%	17,000.00
65300 · Tires Expense	4,103.38	1,000.00	410.3%	38,278.22	36,000.00	106.3%	38,000.00
65400 · Purchased Services	0.00	1,750.00	0.0%	15,829.95	13,000.00	121.8%	16,000.00
65500 · Vehicle Computer/Diagnostic	683.00	0.00	100.0%	3,988.00	5,000.00	79.8%	5,000.00
65600 · Vehicle Glass/Windshield Repai	0.00	0.00	0.0%	60.00	0.00	100.0%	0.00
<b>Total 65000 · Vehicle Maintenance</b>	<b>15,206.77</b>	<b>11,416.67</b>	<b>133.2%</b>	<b>160,238.33</b>	<b>157,404.20</b>	<b>101.8%</b>	<b>178,000.00</b>
<b>69500 · Contingency Expense</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>100.0%</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.0%</b>	<b>60,000.00</b>
<b>Total Expense</b>	<b>184,015.30</b>	<b>181,650.01</b>	<b>101.3%</b>	<b>2,182,245.73</b>	<b>2,239,152.60</b>	<b>97.5%</b>	<b>2,599,158.00</b>
<b>Net Ordinary Income</b>	<b>4,713.86</b>	<b>-9,062.84</b>	<b>-52.0%</b>	<b>194,606.77</b>	<b>13,439.02</b>	<b>1,448.1%</b>	<b>0.00</b>
<b>Net Income</b>	<b>4,713.86</b>	<b>-9,062.84</b>	<b>-52.0%</b>	<b>194,606.77</b>	<b>13,439.02</b>	<b>1,448.1%</b>	<b>0.00</b>

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09/05/16

Accrual Basis

# MRTA - Operations Main Checks Issued

As of July 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						42,236.38
Check	07/01/2016	ACH	Facilities Fund	monthly transfer- June 2016	-9,515.63	32,720.75
Check	07/01/2016	ACH	Contingency Fund	monthly transfer June 2016	-5,000.00	27,720.75
Deposit	07/01/2016			Deposit	3,139.00	30,859.75
Check	07/01/2016	ACH	Mountain West Bank	deposit to re-open bike share account	-10.00	30,849.75
Bill Pmt -Check	07/04/2016	5884	NAPA Auto Parts		-1,206.39	29,643.36
Bill Pmt -Check	07/04/2016	5885	Jackson Group Peterbilt, Inc.	3551	-3,726.83	25,916.53
Bill Pmt -Check	07/04/2016	5886	Alsco		-345.04	25,571.49
Bill Pmt -Check	07/04/2016	5887	Window Welder Inc.		-60.00	25,511.49
Bill Pmt -Check	07/04/2016	5888	Ben Varner'	expense reimbursement	-45.00	25,466.49
Bill Pmt -Check	07/04/2016	5889	Karen Thea	expense reimbursement	-72.41	25,394.08
Bill Pmt -Check	07/04/2016	5890	Jose Silva		-45.00	25,349.08
Deposit	07/05/2016			Deposit	120.87	25,469.95
Deposit	07/05/2016			Deposit	786.80	26,256.75
Bill Pmt -Check	07/05/2016	ACH	Cox Communications	205184001	-108.61	26,148.14
Deposit	07/06/2016			Deposit	180.31	26,328.45
Deposit	07/07/2016			Deposit	70.00	26,398.45
Bill Pmt -Check	07/07/2016	5891	River Run Auto Parts, Inc.		-16.47	26,381.98
Bill Pmt -Check	07/07/2016	5892	Smith Power Products		-36.78	26,345.20
Bill Pmt -Check	07/07/2016	5893	GEM State Paper & Supply Co.		-63.84	26,281.36
Bill Pmt -Check	07/07/2016	5894	Davis Embroidery		-146.46	26,134.90
Bill Pmt -Check	07/07/2016	5895	Lawson Products, Inc.	Acc# 10140112	-137.89	25,997.01
Bill Pmt -Check	07/07/2016	5896	Social Bicycles Inc.		-160.00	25,837.01
Bill Pmt -Check	07/07/2016	5908	Superior Door Co.		-457.66	25,379.35
Bill Pmt -Check	07/07/2016	5897	Rush Truck Centers		-9,770.16	15,609.19
Bill Pmt -Check	07/07/2016	5898	Silver Creek Ford		-721.86	14,887.33
Bill Pmt -Check	07/07/2016	5899	Southern Belle Buisness Park Ow...		-125.00	14,762.33
Bill Pmt -Check	07/07/2016	5900	Allstar Property Services, Inc.		-182.00	14,580.33
Bill Pmt -Check	07/07/2016	5901	National Benefit Services, LLC		-984.65	13,595.68
Bill Pmt -Check	07/07/2016	5902	United Oil		-9,695.13	3,900.55
Bill Pmt -Check	07/07/2016	5903	Copy & Print		-38.41	3,862.14
Bill Pmt -Check	07/07/2016	5904	City of Bellevue'	RIDES1- 121 Clover St	-168.37	3,693.77
Bill Pmt -Check	07/07/2016	5905	City of Ketchum		-771.40	2,922.37
Bill Pmt -Check	07/07/2016	5906	Certified Folder Display Service, Inc	14-0086946	-76.00	2,846.37
Bill Pmt -Check	07/07/2016	5907	St Luke's Clinic - Hailey	940000328	-216.00	2,630.37
Deposit	07/07/2016			Deposit	465.00	3,095.37
Deposit	07/07/2016			Deposit	249.29	3,344.66
Deposit	07/07/2016			Deposit	482.99	3,827.65
Deposit	07/07/2016			Deposit	2,473.79	6,301.44
Deposit	07/07/2016			Deposit	2,080.29	8,381.73
Deposit	07/07/2016			Deposit	121.85	8,503.58
Deposit	07/07/2016			Deposit	633.45	9,137.03
Deposit	07/08/2016			Deposit	76,057.00	85,194.03
Bill Pmt -Check	07/08/2016	5909	Freightliner of Idaho		-6,821.71	78,372.32
Bill Pmt -Check	07/08/2016	ACH	Intermtn Gas #450 916 6521 1	acct # 45091665211	-29.85	78,342.47
Bill Pmt -Check	07/08/2016	ACH	Intermtn Gas Co #826 580 3000 0	#826 580 3000 0	-32.86	78,309.61
Bill Pmt -Check	07/08/2016	5910	Les Schwab	117-00888	-3,635.20	74,674.41
Bill Pmt -Check	07/08/2016	5911	Lost in Translation		-70.00	74,604.41
Bill Pmt -Check	07/11/2016	5912	National Benefit Services, LLC		-528.40	74,076.01
Bill Pmt -Check	07/11/2016	5913	Sportworks Northwest, Inc.		-1,184.67	72,891.34
Bill Pmt -Check	07/11/2016	5914	Northwest Equipment Sales, Inc.		-1,680.40	71,210.94
Bill Pmt -Check	07/11/2016	5915	Express Printing & Lithography		-3,400.00	67,810.94
Bill Pmt -Check	07/11/2016	5916	L.L. Green's Hardware		-185.69	67,625.25
Bill Pmt -Check	07/11/2016	5917	Chateau Drug & True Value Hard...		-8.92	67,616.33
Bill Pmt -Check	07/11/2016	5918	Atkinsons' Grocery		-59.27	67,557.06
Bill Pmt -Check	07/11/2016	5919	Business As Usual		-277.47	67,279.59
Bill Pmt -Check	07/11/2016	5920	Express Publishing Inc.		-681.19	66,598.40
Bill Pmt -Check	07/11/2016	5921	TimeClock Plus		-1,223.33	65,375.07
Bill Pmt -Check	07/11/2016	5922	Gillig LLC	36869600	-11,335.71	54,039.36
Deposit	07/11/2016			Deposit	621.40	54,660.76
Deposit	07/12/2016			Deposit	52,276.25	106,937.01
Deposit	07/12/2016			Deposit	502.00	107,439.01
Liability Check	07/13/2016		QuickBooks Payroll Service	Created by Payroll Service on 07/12/2016	-36,495.11	70,943.90
Paycheck	07/14/2016	DD	Aguilar, Hortencia	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Conlago, Maira P.	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Djasran JR, Johnny	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Ellsworth, Bryson D	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Finch, James F	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Gray, Stuart	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Grubbs, Torrey E	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Johnson, Mark F	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Kelly, David W	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Knudson, Michael W	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Leon, Teofilo O	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	MacPherson, Kim	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Miller, Jason M	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Nestor, Robert A	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Romero-Campos, Raul	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Sanchez, Jose J	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Smith, Scott A	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Spalding, Richard L	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Sproule, William	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Tellez, Carlos	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Thea, Karen J	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Torres, April L	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Uberuaga, Richard S	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Varner, Benjamin N	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Victorino, Jose L	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Walsh, Murray S.	Direct Deposit	0.00	70,943.90
Paycheck	07/14/2016	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	70,943.90

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Accrual Basis

# MRTA - Operations Main Checks Issued

As of July 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/14/2016			Deposit	5,576.00	76,519.90
Liability Check	07/14/2016	5923	Idaho Child Support Receipting	326231	-200.76	76,319.14
Liability Check	07/14/2016	ACH	Mountain Rides Transportation	WFH Apt Rent	-250.00	76,069.14
Bill Pmt -Check	07/14/2016	5924	Access Idaho		-9.00	76,060.14
Bill Pmt -Check	07/14/2016	5925	Carlos Tellez'	expense reimbursement	-143.40	75,916.74
Bill Pmt -Check	07/14/2016	5926	Clear Creek Disposal	1327	-97.58	75,819.16
Bill Pmt -Check	07/14/2016	5927	Dick York's Auto Service	Tow Bus	-462.50	75,356.66
Bill Pmt -Check	07/14/2016	5928	Greyhound Design		-140.00	75,216.66
Bill Pmt -Check	07/14/2016	5929	Jane's Artifacts		-67.96	75,148.70
Bill Pmt -Check	07/14/2016	5930	Jim Finch	expense reimbursement	-45.00	75,103.70
Bill Pmt -Check	07/14/2016	5931	Lawson Products, Inc.	Acc# 10140112	-340.05	74,763.65
Bill Pmt -Check	07/14/2016	5932	Minert & Associates, Inc.		-45.00	74,718.65
Bill Pmt -Check	07/14/2016	5933	Oil Price Information Service		-114.00	74,604.65
Bill Pmt -Check	07/14/2016	5934	Quality Tool Connection Inc.	48	-190.40	74,414.25
Bill Pmt -Check	07/14/2016	5935	Roberts Electric		-1,057.92	73,356.33
Bill Pmt -Check	07/14/2016	5936	Schaeffer MFG. CO.	1140316	-2,650.82	70,705.51
Bill Pmt -Check	07/14/2016	5937	Wells Fargo		-3,548.43	67,157.08
Bill Pmt -Check	07/14/2016	5938	White Cloud Communications Inc.		-288.00	66,869.08
Bill Pmt -Check	07/14/2016	5939	Wood River Lock & Safe		-40.99	66,828.09
Bill Pmt -Check	07/14/2016	5940	Rich Broadcasting - KSKI FM/KE...		-90.00	66,738.09
Bill Pmt -Check	07/14/2016	5941	UPS Store - 2444 (Ketchum)		-166.62	66,571.47
Bill Pmt -Check	07/14/2016	5942	Gem State Welders Supply Inc.		-94.10	66,477.37
Bill Pmt -Check	07/14/2016	5943	Idaho Sunshine Media		-87.50	66,389.87
Bill Pmt -Check	07/14/2016	5944	RouteMatch Software		-300.00	66,089.87
Deposit	07/14/2016			Deposit	2,730.50	68,820.37
Bill Pmt -Check	07/14/2016	5945	RouteMatch Software		-15,800.00	53,020.37
Bill Pmt -Check	07/14/2016	5946	Cummins Rocky Mountain LLC		-2,237.36	50,783.01
Deposit	07/14/2016			Deposit	131.20	50,914.21
Deposit	07/14/2016			Deposit	1,062.35	51,976.56
Deposit	07/15/2016			Deposit	73.20	52,049.76
Deposit	07/15/2016			Deposit	49.22	52,098.98
Liability Check	07/15/2016	E-pay	United States Treasury	82-0382250 QB Tracking # 281930532	-11,963.48	40,135.50
Deposit	07/15/2016			Deposit	31,900.00	72,035.50
Deposit	07/18/2016			Deposit	173.36	72,208.86
Deposit	07/18/2016			Deposit	731.75	72,940.61
Bill Pmt -Check	07/19/2016	ACH	National Benefit Services, LLC		-2,479.70	70,460.91
Liability Check	07/20/2016	TAP	Idaho State Tax Commission	000186434	-6,002.00	64,458.91
Deposit	07/20/2016			Deposit	189.85	64,648.76
Deposit	07/21/2016			Deposit	605.40	65,254.16
Bill Pmt -Check	07/22/2016	ACH	Idaho Power Acc#2204788885		-287.91	64,966.25
Deposit	07/22/2016			Deposit	484.50	65,450.75
Deposit	07/22/2016			Deposit	821.00	66,271.75
Bill Pmt -Check	07/25/2016	ACH	Verizon Wireless	942013229	-30.02	66,241.73
Deposit	07/25/2016			Deposit	626.90	66,868.63
Deposit	07/25/2016			Deposit	135.50	67,004.13
Deposit	07/26/2016			Deposit	449.00	67,453.13
Bill Pmt -Check	07/26/2016	ACH	National Benefit Services, LLC		-1,778.79	65,674.34
Liability Check	07/27/2016		QuickBooks Payroll Service	Created by Payroll Service on 07/26/2016	-36,635.91	29,038.43
Deposit	07/27/2016			Deposit	156.00	29,194.43
Deposit	07/27/2016			Deposit	135.00	29,329.43
Paycheck	07/28/2016	DD	Aguilar, Hortencia	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Conlago, Maira P.	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Djasran JR, Johnny	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Finch, James F	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Gray, Stuart	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Grubbs, Torrey E	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Johnson, Mark F	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Kelly, David W	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Knudson, Michael W	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Leon, Teofilo O	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	MacPherson, Kim	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Miller, Jason M	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Nestor, Robert A	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Parker, Michael J	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Romero-Campos, Raul	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Sanchez, Jose J	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Selisch, Kurt	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Smith, Scott A	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Spalding, Richard L	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Sproule, William	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Tellez, Carlos	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Thea, Karen J	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Torres, April L	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Uberuaga, Richard S	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Varnier, Benjamin N	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Victorino, Jose L	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Walsh, Murray S.	Direct Deposit	0.00	29,329.43
Paycheck	07/28/2016	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	29,329.43
Bill Pmt -Check	07/28/2016	5948	United Oil		-9,204.48	20,124.95
Liability Check	07/28/2016	5949	Idaho Child Support Receipting	326231	-200.76	19,924.19
Liability Check	07/28/2016	ACH	Mountain Rides Transportation	WFH Apt Rent	-250.00	19,674.19
Deposit	07/28/2016			Deposit	329.15	20,003.34
Deposit	07/28/2016			Deposit	12,048.50	32,051.84
Liability Check	07/29/2016	ACH	Idaho Department of Labor	0001211374	-4,072.85	27,978.99
Liability Check	07/29/2016	E-pay	United States Treasury	82-0382250 QB Tracking # 287062622	-12,108.18	15,870.81
Deposit	07/29/2016			Deposit	1,022.00	16,892.81
Deposit	07/29/2016			Deposit	80.00	16,972.81
Liability Check	07/31/2016	ACH	Aflac	DQR88	-483.00	16,489.81
Deposit	07/31/2016			Deposit	120.00	16,609.81
Liability Check	07/31/2016	ACH	MRTA	Mountain Rides FSA	0.00	16,609.81

3:15 PM

09/05/16

Accrual Basis

# MRTA - Operations Main Checks Issued

As of July 31, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	07/31/2016	ACH	MRTA	Mountain Rides FSA	0.00	16,609.81
Bill Pmt -Check	07/31/2016	ACH	National Benefit Services, LLC		-13.55	16,596.26
Deposit	07/31/2016			Interest	2.67	16,598.93
Liability Check	07/31/2016	5984	Blue Cross of Idaho	VOID: 10034150-R001; Jerry dropped coverage ef...	0.00	16,598.93
Liability Check	07/31/2016	5985	Blue Cross of Idaho	10034150-R001	-19,738.66	-3,139.73
Total 11100 - Mountain West Checking					-45,376.11	-3,139.73
<b>TOTAL</b>					<b>-45,376.11</b>	<b>-3,139.73</b>

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

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

W. King Signed

Business Manager Title

\_\_\_\_ Date

9-21-16