



Mountain Rides Transportation Authority

PUBLIC NOTICE of Regular Board Meeting Agenda

12:30pm, Wednesday, April 20, 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. Action and discussion items
 - a. Action item: approve allocation of FY2015 excess operating funds (p.2-4)
 - b. Action item: approve revision of Mountain Rides' FY2016 operating and capital budgets (p.5-10)
 - c. Action item: approve 2016 Marketing and Communications Plan (p.11-16)
 - d. Discussion item: discuss 2016 summer-fall bus schedule (p.17-18)
 - e. Discussion item: discuss bus pass partnership with Blaine County School District (p.19)
 - f. Discussion item: discuss first draft and budget concepts for development of FY2017 budget (p.20-28)
5. Committee reports
 - a. Planning and Marketing Committee report for March and April from Chair (p.29-30)
 - i. Committee members approve March and April minutes
 - b. Finance and Performance Committee report for April from Chair (p.31)
 - i. Committee members approve April minutes
6. Staff reports
 - a. Dashboard performance report for February 2016 (p.32-35)
 - b. Operations report (p.36)
 - c. Marketing Outreach report (p.37)
 - d. Bike – Ped report (p.38)
 - e. Maintenance report (p.39)
 - f. Business Manager report (p.40)
 - g. Executive Director report (p.41-42)
7. Consent Calendar items
 - a. Approve minutes – March 16th regular meeting (p.43-36) and April 6th special board meeting (p.47)
 - b. Receive and file February 2016 financials and bills paid (p.48-54)
8. Adjournment

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

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="04/20/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller and Wendy Crosby"/>
<u>Action Item:</u>	<input type="text" value="4a. Approve allocation of FY2015 excess operating funds"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee</u> <u>Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve the allocation of Excess Operating Funds as recommended (altern: with the following changes...) \$100,000 to Facilities Fund and \$40,491 to be retained in the Operations Fund"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Financial Policy Section 107- Excess Operating Funds Policy"/>		
<u>Background:</u>	<input type="text" value="Following completion of the FY2015 annual audit, MRTA had excess operating funds of \$140,491. With the adoption of the original FY2016 Budget, the Board authorized allocation of expected excess operating funds of \$100,000 to the Facilities Fund and \$50,000 to be retained in the Operations Fund. Actual excess funds were slightly below expectations and accordingly the recommended allocation is \$100,000 to the Facilities Fund and \$40,491 to be retained in the Operations Fund. These allocations have been included in the revised FY2016 budget that is also before you this month."/>		

**FY2015 Excess Operating Funds and Transfer Funds
Calculation of Partners Pro Rata Share**

Aggregate Excess Revenue	\$140,491
Aggregate Excess Local Revenues	\$140,491
Total Transfers into Capital Funds during FY2015	\$0 12% direc
Operating Carryover Amount	\$0
Net Excess Local Revenue	\$140,491

Total Local Revenue FY2015	
Sun Valley Contribution to Revenue	\$250,000
Ketchum Contribution to Revenue	\$550,000
Blaine County Contribution to Revenue	\$128,000 *
Hailey Contribution to Revenue	\$68,000
Belleuve Contribution to Revenue	\$500
Total Local Revenue FY2014	\$996,500

Sun Valley pro rata %	0.2509
Ketchum pro rata %	0.5519
Blaine County pro rata %	0.1284
Hailey pro rata %	0.0682
Bellevue pro rata %	0.0005
Total	1.0000

Sun Valley pro rata share of Net Excess Local Revenue	\$35,246
Ketchum pro rata share of Net Excess Local Revenue	\$77,541
Blaine County pro rata share of Net Excess Local Revenue	\$18,046
Hailey pro rata share of Net Excess Local Revenue	\$9,587
Bellevue pro rata share of Net Excess Local Revenue	\$70
Total Net Excess Local Revenue	\$140,491

notes:

Ops Fund budgeted for FY2016		\$50,000
Facilities Fund budgeted for FY2016	facil	\$100,000
		<u>\$150,000</u>
shortfall		<u>-\$9,509</u>

[illegible]

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="04/20/2016"/>	<u>From:</u>	<input type="text" value="Jason Miller and Wendy Crosby"/>
<u>Action Item:</u>	<input type="text" value="4b. Approve revision of Mountain Rides' FY2016 operating and capital budgets"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve (or reject) the FY2016 REVISED operating and capital budgets."/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2016"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2016 Budget"/>		
<u>Background:</u>	<input type="text" value="The FY2016 budget requires amendment to reflect:
-the funding of changes to the Marketing and Communications Plan,
-expense items that are running both higher than (utilities, building repairs) and lower than (fuel) planned
-change in sources of funding received and work authorized for the south valley facility
-the timing of actual capital expenses, especially costs of the south valley facility
-additional income expected from asset disposals
-changes to vehicle capital expenditure plans as a result of changing vehicle needs (see attached chart)"/>		

Mountain Rides Transportation Authority
All Funds Consolidated: FY2016 REVISED Budget 4/20/16

				FY2016 Budget adopted 9/16/2015	FY2016 Budget Revisions 4/20/16	% Difference FY15 vs. FY16			
	Revenue								
		Operations Fund		2,616,700.00	2,599,158.00	-0.7%			
		Capital Equipment Fund		628,213.00	634,212.50	1.0%			
		Capital Equipment Reserve Carryover		150,000.00	180,000.00	20.0%			
		Capital Equipment use of reserves		-60,063.00	-120,875.00	0.0%			
		Work Force Housing Fund		30,725.00	33,565.00	9.2%			
		Work Force Housing Reserve Carryover		30,000.00	33,000.00	10.0%			
		Work Force Housing use of reserves		0.00	-27,840.00				
		Facilities Fund		1,072,444.00	1,072,444.00	0.0%			
		Facilities Reserve Carryover		150,000.00	58,000.00	-61.3%			
		Facilities Fund use of reserves		-113,243.00	-113,055.00	-0.2%			
		Contingency Fund		75,000.00	75,000.00	0.0%			
		Contingency Reserve Carryover		112,149.00	232,000.00	106.9%			
		Contingency Fund use of reserves		-14,975.00	-14,800.00	-1.2%			
	Total Revenue			4,676,950.00	4,640,809.50	-0.8%			
	Expense								
		Operations Fund		2,616,700.00	2,599,158.00	-0.7%			
		Capital Equipment Fund		628,213.00	634,212.50	1.0%			
		Work Force Housing Fund		30,725.00	33,565.00	9.2%			
		Facilities Fund		1,072,444.00	1,072,444.00	0.0%			
		Contingency Fund		75,000.00	75,000.00	0.0%			
	Total Expense			4,423,082.00	4,414,379.50	-0.2%			
	Gross Revenue			253,868.00	226,430.00	-10.8%			
		Less Fund Balances held in Reserve							
			Capital Equipment Fund Reserve	89,937.00	59,125.00	-34.3%			
			Work Force Housing Fund Reserve	30,000.00	5,160.00	-82.8%			
			Facilities Fund Reserve	36,757.00	-55,055.00	-249.8%			
			Contingency Fund Reserve	97,174.00	217,200.00	123.5%			
			Total Fund Balances in Reserve	253,868.00	226,430.00	-10.8%			
NET REVENUE (Gross Revenue minus Funds Held in Reserve)				0.00	0.00				
					FY2015 Breakout			FY2016 Breakout	
SUMMARY OF TOTAL LOCAL FUNDING REQUESTS				FY2015	operating	capital	FY2016	operating	capital
	City of Ketchum			\$ 550,000.00	\$ 484,000.00	\$ 66,000.00	\$ 561,000.00	\$ 476,850.00	\$ 84,150.00
	City of Sun Valley			\$ 250,000.00	\$ 220,000.00	\$ 30,000.00	\$ 265,000.00	\$ 225,250.00	\$ 39,750.00
	City of Hailey			\$ 68,000.00	\$ 59,840.00	\$ 8,160.00	\$ 68,000.00	\$ 57,800.00	\$ 10,200.00
	City of Bellevue			\$ 500.00	\$ 500.00	\$ -	\$ 2,000.00	\$ 1,700.00	\$ 300.00
	Blaine County			\$ 108,000.00	\$ 108,000.00	\$ -	\$ 121,000.00	\$ 102,850.00	\$ 18,150.00
	SV CO			\$ 178,500.00	\$ 157,080.00	\$ 21,420.00	\$ 181,000.00	\$ 153,850.00	\$ 27,150.00
				\$ 1,155,000.00	\$ 1,029,420.00	\$ 125,580.00	\$ 1,198,000.00	\$ 1,018,300.00	\$ 179,700.00

Mountain Rides Transportation Authority
Operations Fund: FY2016 REVISED Budget 4/20/16

					FY2016 Budget adopted 9/16/2015	FY2016 Budget Revisions 4/20/16	COMMENTS	
Income								
	41000 • Federal Funding							
		41200 • Federal - 5311			975,000.00	975,000.00		
		41300 • Federal - 5316			8,000.00	8,000.00		
		41400 • Federal - 5317			48,000.00	48,000.00		
		41500 • Federal - 5310			0.00	0.00		
		41600 • Federal - other programs			15,000.00	15,000.00		
	Total 41000 • Federal Funding				1,046,000.00	1,046,000.00		
	42000 • State Funding							
		42400 • State - Training			5,000.00	5,000.00		
	Total 42000 • State Funding				5,000.00	5,000.00		
	43000 • Local Funding							
		43100 • Local - Ketchum			476,000.00	476,850.00	Ketchum cont'd total of \$561 (\$1K higher; 85% to OPs)	
		43200 • Local - Hailey			57,800.00	57,800.00		
		43300 • Local - Bellevue			1,700.00	1,700.00		
		43400 • Local - Blaine County			102,850.00	102,850.00		
		43500 • Local - Sun Valley			225,250.00	225,250.00		
		43600 • Local - Sun Valley Co/Other			153,000.00	153,850.00	SV Co contributed total of \$181 (\$1K higher; 85% to OPs)	
	Total 43000 • Local Funding				1,016,600.00	1,018,300.00		
	44000 • Fares							
		44100 • Fares - Down Valley Cash			85,000.00	85,000.00		
		44200 • Fares - Down Valley Passes			155,000.00	155,000.00		
		44250 • Fares - Hailey			0.00	4,000.00	new Hailey fare	
		44300 • Fares - Vanpool			130,000.00	130,000.00		
		44400 • Fares - ADA			1,000.00	1,000.00		
	Total 44000 • Fares				371,000.00	375,000.00		
	45000 • Revenue							
		45100 • Rev - Advertising			65,000.00	65,000.00		
		45100 • Rev - Misc			0.00	500.00	vending machine	
		45500 • Rev - Charter/Special Event			17,500.00	17,500.00		
		45600 • Rev - Bike Share-Bike Swap			5,000.00	5,000.00		
	Total 45000 • Revenue				87,500.00	88,000.00		
	47000 • Private Donations							
		47100 • Foundations/Other			500.00	0.00		
		47300 • Private Donations/Other			0.00	1,000.00	Hailey Rotary - for Valley Route passes	
	Total 47000 • Private Donations				500.00	1,000.00		
	48000 • Transfer from Housing Fund				20,000.00	20,000.00		
	49000 • Interest Income				100.00	100.00		
	49500 • Diesel Tax Refunds				20,000.00	5,267.00	eff 1/1/16 credited against fuel expenses per FTA financial management course	
	50000 • Excess Operating Funds				50,000.00	40,491.00	based on actual	
Total Income					2,616,700.00	2,599,158.00		
Expenses								
	Total 51000 • Payroll Expenses				1,708,400.00	1,730,258.00	includes safety bonus, potential additional service	
	Total 52000 • Insurance Expense				111,000.00	111,000.00		
	Total 53000 • Professional Fees				41,000.00	41,000.00		
	Total 54000 • Equipment/Tools				19,000.00	14,000.00	expected lower	
	Total 55000 • Rent and Utilities				31,500.00	38,500.00	SV facility construction utilites; colder/snowier weather	
	Total 56000 • Supplies				21,900.00	21,900.00		
	Total 57000 • Repairs and Maint.				31,500.00	40,500.00	building ventilation improvements	
	Total 58000 • Communications Exp.				17,500.00	17,500.00		
	Total 59000 • Travel and Training				24,000.00	15,000.00	removed \$6K to payroll	
	Total 60000 • Business Expenses				5,500.00	6,500.00	running higher; conf fees	
	Total 61000 • Advertising				33,500.00	39,000.00	to fund marketing plan	
	Total 62000 • Mrktg and Promotion				15,000.00	48,500.00	to fund marketing plan	
	Total 63000 • Printing and Repr.				12,500.00	12,500.00		
	Total 64000 • Fuel Expense				300,425.00	225,000.00	running lower	
	Total 65000 • Vehicle Maintenance				183,975.00	178,000.00	running lower	
	Total 69500 • Fund Expense-Conting				60,000.00	60,000.00		
Total Expense					2,616,700.00	2,599,158.00		
Income over Expenses					0.00	0.00		

**Mountain Rides Transportation Authority
Capital Equipment Fund and Contingency Fund
FY2016 REVISED Budget 4/20/16**

CAPITAL EQUIPMENT FUND				
		FY2016 Budget adopted 9/16/2015	FY2016 Budget Revisions 4/20/16	Comments
Income				
	41100 · Federal - 5309 Funding	\$ -	\$ -	
	41102 · Federal - 5339-buses/vans/refurb	\$ 463,000	\$ 463,000	
	41104 · Federal - 2012 State of Good Repair/ Other	\$ -	\$ -	
	41108 · Federal - EPA grant, City of Hailey	\$ -	\$ -	
	41500 · Federal - Other- 5317	\$ -	\$ -	
	42300 · Statewide Rideshare/VIP	\$ -	\$ -	
	42301 · Fares - Vanpool	\$ 35,000	\$ -	funds not required
	48000 · Use of reserve cash	\$ 60,063	\$ 80,875	
	43000 · Local	\$ 65,100	\$ 65,288	slightly higher from Ketchum, SV Co.
	49000 · Interest Earned	\$ 50	\$ 50	
	49900 · Misc Income- Asset Disposal	\$ 5,000	\$ 25,000	sale of 2 more vans est @ \$7K each
Total Income		\$ 628,213	\$ 634,213	
Expense				
	68050 · Support Vehicles	\$ -	\$ 20,000	
	68100 · Vans	\$ 107,500	\$ 139,500	one van @ \$39K, 1 light duty bus @\$100K
	68200 · Buses-mid and heavy duty	\$ 405,000	\$ 400,000	bus 30 actual
	68300 · Buses-refurb	\$ 81,000	\$ 50,000	reduced expected cost of refurbs; balance of match moved to Vans
	68400 · Bike Share Program	\$ -	\$ -	
	68500 · Technology	\$ 5,713	\$ 5,713	
	54000 · Shop Equipment	\$ 29,000	\$ 19,000	bus wash equipment funded by Facilities Fund one-time funding
Total Expense		\$ 628,213	\$ 634,213	
Income over Expenses		\$ -	\$ -	
Starting Fund Balance on 10/1		\$ 150,000	\$ 180,000	
Transfer to Income (use of fund balance)		\$ (60,063)	\$ (120,875)	
Net Income		\$ -	\$ -	
Ending Fund Balance on 9/30		\$ 89,937	\$ 59,125	
CONTINGENCY FUND				
		FY2015 Budget REVISED 4/15/2015	FY2016 Budget Revisions 4/20/16	Comments
Income				
	47000 · Use of Reserve cash	\$ 14,975	\$ 14,800	
	48000 · Transfer from Ops Fund	\$ 60,000	\$ 60,000	
	49000 · Interest Earned	\$ 25	\$ 200	
Total Income		\$ 75,000	\$ 75,000	
Expense				
	transfer to Facilities Fund	\$ 75,000	\$ 75,000	0
Total Expense		\$ 75,000	\$ 75,000	
Net Income		\$ -	\$ -	
Starting Fund Balance on 10/1		\$ 112,149	\$ 232,000	timing of expenses (FY15 vs FY16)
Transfer to Income (use of fund balance)		\$ (14,975)	\$ (14,800)	
Net Income for FY		\$ -	\$ -	
Ending Fund Balance on 9/30		\$ 97,174	\$ 217,200	8.36%

**Mountain Rides Transportation Authority
Facilities Fund and Work Force Housing Fund
FY2016 REVISED Budget 4/20/16**

FACILITIES FUND					
			FY2016 Budget adopted 9/16/2015	FY2016 Budget Revisions 4/20/16	Comments
Income					
	41106 · Federal Funding - 5309: Facility	\$ 567,000	\$ 67,000		
	41600 · Federal Funding - Other-One-Time	\$ -	\$ 500,000		new funding
	41105 · Federal Funding - 5309 2011 Bus Livability / C	\$ -	\$ -		
	41107 · Federal Funding - 5309 2011 Bus Livability	\$ -	\$ -		
	43000 · Local Funding	\$ 114,300	\$ 114,413		Ketchum actual total contrib was \$1K higher
	43100 · Local-Ketchum / KURA	\$ -	\$ -		
	47000 · Use of Reserve cash	\$ 113,243	\$ 113,055		
	48000 · Transfers	\$ 177,901	\$ 177,901		25K WFH; 40K Cap Eq;177K Conting
	49000 · Interest Earned	\$ -	\$ 75		running higher
	49000 · Excess Operating Reserves	\$ 100,000	\$ 100,000		
Total Income		\$ 1,072,444	\$ 1,072,444		
Expense					
	66100 · Construction- East Fork curb, sdwlk, path	\$ -	\$ -		
	66200 · South Facility Construct-Improve	\$ 1,037,444	\$ 1,033,444		re-allocated to 4K to design
	66300 · South Facility Design/Plan	\$ 10,000	\$ 14,000		
	66400 · South Facility Move in	\$ 5,000	\$ 5,000		
	66500 · Ketchum Facility Upgrades	\$ 5,000	\$ 5,000		
	66000 Ketchum Transit Plaza	\$ -	\$ -		
	66310 Ketchum Transit Plaza Design/Plan	\$ 15,000	\$ 15,000		
Total Expense		\$ 1,072,444	\$ 1,072,444		
Income over Expenses		\$ -	\$ -		
		FY16	REVISED FY16		
	Starting Fund Balance on 10/1	\$ 150,000	\$ 58,000		
	Transfer to Income (use of fund balance)	\$ (113,243)	\$ (113,055)		
	Net Income for FY	\$ -	\$ -		
	Ending Fund Balance on 9/30	\$ 36,757	\$ (55,055)		
WORK FORCE HOUSING FUND					
		FY2016 Budget adopted 9/16/2015	FY2016 Budget Revisions 4/20/16		Comments
Income					
	45350 · Apartment Rent	\$ 29,500	\$ 29,500		
	45400 · Laundry Revenue	\$ 1,200	\$ 1,200		
	45325 · Rental Deposits	\$ -	\$ -		
	47000 · Use of Reserve cash	\$ -	\$ 2,840		\$ -
	49000 · Interest Earned	\$ 25	\$ 25		
Total Income		\$ 30,725	\$ 33,565		
Expense					
	55200 · Utilities	\$ 5,000	\$ 5,000		
	57100 · Equipment Repairs/Maintenance	\$ 1,025	\$ 500		running lower
	57200 · Building Repair and Maintenance	\$ 3,000	\$ 7,000		repairs to Apt 2
	57400 · Elevator Expenses	\$ 1,700	\$ 1,000		running lower
	60500 · Bank Fees	\$ -	\$ 65		fees incurred because balances running lower
	48000 · Transfer out to Operations Account-Admin	\$ 20,000	\$ 20,000		
Total Expense		\$ 30,725	\$ 33,565		
Net Income		\$ -	\$ -		
	Starting Fund Balance on 10/1	\$ 30,000	\$ 33,000		
	Transfer to Income (use of fund balance)	\$ -	\$ (2,840)		
	Transfer to Facilities Fund	\$ -	\$ (25,000)		to fund additional South Valley work
	Net Income for FY	\$ -	\$ -		
	Ending Fund Balance on 9/30	\$ 30,000	\$ 5,160		

FY 2016 Short Term Capital (Fleet) Budget Adjustments

	FY 2016 Budget	FY 2016 Revised
	\$107,500 3 Vans	\$38,750 1 Van
	\$81,250 2 refurbbs	\$100,000 1 Light Duty Bus
	\$50,000 2 Refurbs	
Total	\$ 188,750.00	\$ 188,750.00

FY 2016 Budget

Fed	Local	Total	Item(s)
\$ 86,000.00	\$ 21,500.00	\$ 107,500.00	3 vans
\$ 65,000.00	\$ 16,250.00	\$ 81,250.00	2 refurbbs
\$ 151,000.00	\$ 37,750.00	\$ 188,750.00	

FY 2016 Revised

Fed	Local	Total	Item(s)
\$ 31,000.00	\$ 7,750.00	\$ 38,750.00	1 van
\$ 80,000.00	\$ 20,000.00	\$ 100,000.00	1 bus
\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	2 refurbbs
\$ 151,000.00	\$ 37,750.00	\$ 188,750.00	

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="04/20/2016"/>	<u>From:</u>	<input type="text" value="Kim MacPherson"/>
<u>Action Item:</u>	<input type="text" value="4c. Approve 2016 Marketing and Communications Plan"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning & Marketing"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve adoption of the attached 2016 Marketing and Communications Plan, with any edits as discussed."/>		
<u>Fiscal Impact:</u>	<input type="text" value="included in FY2016 budget for base, added funding based on budget revision"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY budgets, 5 year plan"/>		
<u>Background:</u>	<div><p>Annually, Mountain Rides adopts a Marketing and Communications plan that dictates the work plan for marketing, outreach, public relations, and communications for the organization. Normally, this plan is adopted in January or February, but many of the ideas in this plan were based on ideas in the 5 year plan, which only recently was fully discussed.</p><p>This year's plan suggests using the mid fiscal year budget revision as an opportunity to allocate more resources to marketing and communication efforts described in the plan. The revision to the FY2016 budget will occur in April with additional funding coming available from areas of the budget that are running under budget, especially fuel.</p><p>This plan was discussed at the Planning and Marketing committee and comes with a recommendation for adoption.</p></div>		



Mountain Rides Transportation Authority 2016 Marketing & Communications Plan

To be adopted 4/20/16

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

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

PURPOSE

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

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

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

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

MARKET SEGMENTS

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

Markets by service

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

POSITIONING & KEY MESSAGING

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

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

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

MARKETING AND COMMUNICATIONS TACTICS BY GOAL

Goal 1 – Increase and maintain existing ridership

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

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

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

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

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

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

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

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

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

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

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

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

RESOURCES and BUDGET

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

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

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

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

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

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

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

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

Mountain Rides Agenda Discussion Item Summary

Date:

04/20/2016

From:

Jason Miller & Jim Finch

Discussion Item:

4d. Discuss 2016 summer-fall bus schedule

Committee Review:

☒ yes

☐ no

Committee

Planning & Marketing

Purview:

Fiscal Impact:

Included in FY2016 revised budget

Related Policy or
Procedural Impact:

FY2016 Transportation Service Plan

Background:

Every six months, we print and distribute our bus schedules. This is the twice a year opportunity to make adjustments and update to our bus schedule. We continue to move forward with implementing the long-term service development goals of continuing to improve highly performing routes like Blue Route and Valley Route.

Attached you will find the overview of the improvements and adjustments being made for Summer-Fall 2016, which we hope will continue to yield more efficient operations with higher usage.



Summer-Fall 2016 Service Overview

For Board review, 4/20/16

CONTEXT

Every 6 months, we update our schedule and make service adjustments, as needed. According to our adopted service plan and 5 year plan, we are able to make improvements to both Blue and Valley routes for the schedule that starts June 18, 2016.

SUMMER SEASON

Start peak summer: June 18th (Saturday)
End peak summer: September 11th (Sunday after Labor Day)

BLUE ROUTE

Blue Route improvements continue with the second Blue Route bus, Blue 2, operating better hours for the summer season, in addition to the service in the fall from 7:30a-10:30a and 3:30p-6:30p.

- Blue 2 will start at 7:30a so that there is 30 min frequency all day during summer season
- Blue 2 will run until midnight during the summer season
- Blue 1 will be extended until 11p during the summer season
- If budget allows, Blue 2 after the end of summer season will run throughout the day without the midday gap

VALLEY ROUTE

For the June schedule, Valley Route will be improved in the following ways:

- A morning shift that used to start out of Ketchum will now start out of Bellevue, saving a trip
- An additional trip and a half will be added in the afternoon to give better service between 3:30 and 5:30p
- Adjustments in route run times will be made to improve on-time performance and travel times
- Additional midday trip will be added in FY2017

HAILEY, GREEN, and RED ROUTES

- For Hailey, staff is looking at possibility of offsetting Hailey Route timing by 15 minutes in order to give better service within Hailey. Otherwise, no changes to amount of service.
- For Green Route, no changes until FY17.
- For Red Route, summer service will be per adopted service plan with hourly frequency summer service from 8:30a until 5p. Red Route will continue to run later for symphony nights at the Sun Valley Pavilion

VANPOOL

- 5-6 routes with Sun Valley, 1-2 routes with Webb
- 1 route with High Country Fusion, 1 route with ITD
- 2 public routes

BIKE-PED

- Safe Routes to School spring program
- Continued progress on bike-ped master plan including downtown projects in Hailey and Ketchum
- MR Bikeshare program on the street by mid-April

Mountain Rides Agenda Discussion Item Summary

Date:

04/20/2016

From:

Jason Miller

Discussion Item:

4e. Discuss bus pass partnership with Blaine County School District

Committee Review:

☒ yes

☐ no

Committee

Planning & Marketing

Purview:

Fiscal Impact:

potential loss of Valley Route fare revenue for FY2017

Related Policy or
Procedural Impact:

Transportation Service Plan

Background:

The draft of the BCSD school budget for the 2016-2017 school year proposes eliminating the funding for the school district subsidized bus passes for students and staff. This partnership has been wildly successful over the years in terms of growth in student ridership, reduction in traffic associated with parents driving kids, and improved mobility and freedom for students. The partnership started in 2009-2010 school year, when there was 8,929 in total ridership. For the 2014-2015 school year, ridership was 40,327, and we anticipate that we will be closer to 45,000 for the current school year. Given this success, we are trying to figure out how to maintain the partnership.

The two best options would be to continue the partnership as is or to increase the student portion of the cost while maintaining a lower BCSD funding amount:

OPTION 1 – Maintain BCSD funding of \$23,500, as is. This is the preferred option, as ridership is strong and the new \$20 bus pass cost share is working well (we requested that BCSD increase funding to closer to \$30k this past year, which they couldn't, so we implemented \$20 pass that students had to purchase. We've sold 425 of these, which met our revenue goal).

OPTION 2 – Decrease BCSD funding by 50% to \$11,750 and double the student/parent price to \$40 for the school year, or \$20 per semester. This option keeps the pass in a price range that we believe would still be affordable enough. We do think ridership and usage would decrease under this plan, but it offers a potential way to keep the partnership going.

Mountain Rides Agenda Discussion Item Summary

Date:

04/20/2016

From:

Jason Miller & Wendy Crosby

Discussion Item:

4f. Discuss first draft and budget concepts for development of FY2017 budget.

Committee Review:

☒ yes

☐ no

Committee

Finance & Performance

Purview:

Fiscal Impact:

FY2017 budget

Related Policy or
Procedural Impact:

FY2017 budget

Background:

Attached you will find a first draft of the budget for FY2017, which starts October 1st, 2016, along with an overview of the budget concepts used to develop the first draft.

With budgeting processes beginning soon for all of our local funding partners, the board must give input on the first draft and budget concepts so that Mountain Rides can make funding requests to those funding partners. This is the first step in our budget process with the end result being a board adopted FY2017 budget in September.



FY2017 Budget development

The upcoming budget development season is fast upon us, and Mountain Rides must begin preparing budget requests to all of our funding partners. The FY2017 budget will provide significant opportunity to increase service levels on core routes, potentially start new services, launch advanced technology for passenger information and fare collection, invest in better marketing and greatly improve bus stops. These opportunities will improve Mountain Rides and correspond to the goals in the five year plan. In order to implement all of these improvements, many of which have been requested by our funding partners, Mountain Rides must have the budget resources to do so.

As discussed with Finance and Performance Committee and presented by staff, the FY2017 budget concepts include:

1. **Increasing transit service level 9% overall** (from 29,875 in FY16 to 32,650 in FY17), mainly for Blue and Valley routes, by continuing to increase local funding plus additional federal funding already in plan. The end goal is stepping towards increased percentage of LOT for public transportation, which results in uneven increases due to current discrepancies in percentages of LOT used for public transportation.
 - a. Local funding (cities, county and SV Co) increase from \$1,194,000 total in current FY2016 to \$1,277,500 for FY2017, which is growth of 6.6% overall
 - b. Federal funding, which is already approved, increases from \$1.046MM to \$1.155MM, or growth of 10% overall
 - c. Transit levels for both Blue Route and Valley Route will increased
 - i. Blue Route will improve with better summer service and more consistent 30 minute service year-round
 - ii. Valley Route will improve to 18 roundtrips per weekday and 8 roundtrips per weekend
 - d. New services will be developed
 - i. Airport connection will be started, on a winter test trial
 - ii. Galena trial service will be started, contingent on subsidy from BCRD and other partners
 - iii. Twin Falls connection will have federal funding beginning in early 2017, so this service must be planned and local match developed
 - iv. More consistent year-round on-demand service for Sun Valley and Ketchum neighborhoods will be evaluated and potentially developed
2. **Rebuilding fund balances in capital accounts while completing smaller capital projects and acquisitions**
 - a. For capital equipment fund: goal of purchasing new equipment and implementing new technology
 - i. one bus, one van, one support vehicle, additional bus refurbishment
 - ii. technology project for more real-time bus info signage, fare collection and passenger counters

- b. For facilities fund: goal of completing bus stop improvements and planning for new version of Ketchum transportation center
 - i. 6-10 bus stop improvements with new signage and amenity plan
 - ii. Conceptual design work on new Ketchum downtown transportation center
 - c. Rebuild capital fund balances for future projects
 - d. Improve contingency fund balance from approximately 4.5% of operating budget to 6.5% of operating budget
- 3. **Using fuel savings towards development of capital equipment fund** in order to build matching funds for new vehicles, possibly battery electric buses
 - a. Capture additional fuel savings into dedicated fund for capital equipment
- 4. **Invest in better marketing**, outreach and communications
 - a. Add capacity for PR, social media, graphic design, web/online and schedule format
 - b. Maintain customer phone app and build upon it
 - c. Continually improve customer information sources
- 5. **Increasing employee benefit package** and possibly adjustments to entry level positions
 - a. As labor market remains tight, Mountain Rides needs to continue to invest in retaining and attracting employees
 - i. Possibly increase retirement benefit and look at corporate passes
 - ii. Adjust starting part-time driver wages to remain competitive
 - b. For existing employees, the FY2017 budget includes an average wage increase of 2.5%, dependent on merit and employee evaluation

The overall message of the FY2017 budget and our resulting requests to funding partners is: we have heard that you want to see improvements, and we are prepared to deliver on service increases, customer technology, better bus stops, and continued delivery of high quality service; however, these improvements take funding to implement. We are in a position in FY2017 to receive additional federal funding to facilitate much of this improvement, but the federal funding takes additional local match.

**FY2017
SUMMARY OF TOTAL LOCAL FUNDING REQUESTS**

FY2016 Breakout				FY2017 Breakout			
	FY2016	operating (85%)	capital(15%)	FY2017 Request	DIFF YR over YR	operating (85%)	capital(15%)
City of Ketchum	\$561,000	\$476,850	\$84,150	\$590,000	5.2%	\$501,500	\$88,500
City of Sun Valley	\$265,000	\$225,250	\$39,750	\$295,000	11.3%	\$250,750	\$44,250
City of Hailey	\$68,000	\$57,800	\$10,200	\$75,000	10.3%	\$63,750	\$11,250
City of Bellevue	\$2,000	\$1,700	\$300	\$3,500	75.0%	\$2,975	\$525
Blaine County	\$121,000	\$102,850	\$18,150	\$130,000	7.4%	\$110,500	\$19,500
SV CO	\$181,000	\$153,850	\$27,150	\$184,000	1.7%	\$156,400	\$27,600
	\$1,198,000	\$1,018,300	\$179,700	\$1,277,500	6.6%	\$1,085,875	\$191,625

**Mountain Rides Transportation Authority
General Operations Fund**

FY2017 Budget draft 4/20/16

			FY2016 Budget REVISED April 2016	FY2017 Budget - DRAFT	% change FY2016 REVISED vs FY2017	COMMENTS
Income						
	41000 • Federal Funding					
	41200 • Federal - 5311		975,000	1,118,500.00	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	15,000.00	0%	
	Total 41000 • Federal Funding		1,046,000.00	1,168,500.00	12%	
	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	63,750.00	10%	
	43300 • Local - Bellevue		1,700.00	2,975.00	75%	
	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	2%	
	Total 43000 • Local Funding		1,018,300.00	1,085,875.00	7%	
	44000 • Fares					
	44100 • Fares - Down Valley Cash		85,000.00	70,000.00	-18%	reflects actual; lower ridership
	44200 • Fares - Down Valley Passes		155,000.00	145,000.00	-6%	reflects actual; lower ridership
	44250 • Fares - Hailey Route		4,000.00	0	-100%	eliminate fare with higher Hailey contribution
	44300 • Fares - Vanpool		130,000.00	125,000.00	-4%	
	44400 • Fares - ADA		1,000.00	1,000.00	0%	
	Total 44000 • Fares		375,000.00	341,000.00	-9%	
	45000 • Revenue					
	45100 • Rev - Advertising		65,000.00	65,000.00	0%	
	45450 • Rev - Misc		500.00	500.00	0%	
	45500 • Rev - Charter/Special Event		17,500.00	16,000.00	-9%	
	45600 • Rev - Bike Share		5,000.00	2,500.00	-50%	reflects actual
	Total 45000 • Revenue		88,000.00	84,000.00	-5%	
	47000 • Private Donations					
	47100 • Foundations/Other		1,000.00	500.00	-50%	reflects actual
	Total 47000 • Private Donations		1,000.00	500.00	-50%	

**Mountain Rides Transportation Authority
General Operations Fund**

FY2017 Budget draft 4/20/16

48000 - Transfer from Housing Fund	20,000.00	20,000.00	0%	
49000 - Interest Income	100.00	100.00	0%	
49500 - Diesel Tax Refunds	5,267.00	0.00	-100%	applied against fuel expense
50000 - Excess Operating Funds	40,491.00	20,000.00	-51%	reduced need
Total Income	2,599,158.00	2,719,975.00	5%	
Total 51000 - Payroll Expenses	1,730,258.00	1,859,000.00	7%	reflects increased service, avg 2% merit increase, better support func
Total 52000 - Insurance Expense	111,000.00	111,000.00	0%	
Total 53000 - Professional Fees	41,000.00	44,500.00	9%	RM year 2 fee
Total 54000 - Equipment/Tools	14,000.00	17,000.00	21%	for south valley
Total 55000 - Rent and Utilities	38,500.00	20,000.00	-48%	no Hailey storage renrtal
Total 56000 - Supplies	21,900.00	23,075.00	5%	
Total 57000 - Repairs and Maint.	40,500.00	41,000.00	1%	
Total 58000 - Communications Exp.	17,500.00	21,500.00	23%	better radios
Total 59000 - Travel and Training	15,000.00	10,000.00	-33%	change in reimbursement (reimbursement credited to expense)
Total 60000 - Business Expenses	6,500.00	6,500.00	0%	
Total 61000 - Advertising	39,000.00	38,000.00	-3%	
Total 62000 - Mrktg and Promotion	48,500.00	25,400.00	-48%	no purchase of app but increased overalII spending
Total 63000 - Printing and Repr.	12,500.00	15,500.00	24%	new schedule format
Total 64000 - Fuel Expense	225,000.00	247,000.00	10%	reflects increased service and slight price increase
Total 65000 - Vehicle Maintenance	178,000.00	175,500.00	-1%	
Total 69500 - Fund Expense-Conting	60,000.00	65,000.00	8%	rebuild fund
Total Expense	2,599,158.00	2,719,975.00	5%	
Income over Expenses	0.00	0.00		

Mountain Rides Transportation Authority
Capital Equipment Fund and Contingency Fund
FY2017 Budget
draft 4/20/16

CAPITAL EQUIPMENT FUND						
		FY2016 Budget REVISED April 2016	FY2017 Budget -DRAFT	% change FY2016 REVISED vs FY2017	Comments	
Income						
	41102 · Federal - 5339-buses/vans/refurb	\$ 463,000	\$ 128,000	-72%	\$28k awarded, \$100k to be applied for	
	41104 · Federal - 2012 State of Good Repair/ Other p	\$ -	\$ 80,000	0%	\$80k awarded for elec fareboxes	
	42301 · Fares - Vanpool	\$ -	\$ 10,000	0%		
	48000 · Use of reserve cash	\$ 80,875	\$ -	-100%		
	43000 · Local	\$ 65,288	\$ 109,613	68%	increased to 50% of total capital contrib	
	49000 · Interest Earned	\$ 50	\$ 50	0%		
	49900 · Misc Income- Asset Disposal	\$ 25,000	\$ 15,000	-40%	disposal of 2 vans	
Total Income		\$ 634,213	\$ 342,663	-46%		
Expense						
	68050 · Support Vehicles	\$ 20,000	\$ 8,000	-60%	1 more support vehicle	
	68100 · Vans	\$ 139,500	\$ 160,000	15%	1 new van, 1 new light duty bus	
	68200 · Buses-mid and heavy duty	\$ 400,000	\$ -	-100%		
	68300 · Buses-refurb	\$ 50,000	\$ 10,000	-80%	small amount of remaining refurb	
	68500 · Technology	\$ 5,713	\$ 100,000	1651%	fareboxes and possibly counters	
	68600 · Radio system	\$ -	\$ 20,000	0%	upgrade	
	54000 · Shop Equipment	\$ 19,000	\$ 20,000	5%		
Total Expense		\$ 634,213	\$ 318,000	-50%		
	Income over Expenses	\$ -	\$ 24,663			
	Starting Fund Balance on 10/1	\$ 180,000	\$ 59,125			
	Transfer to Income (use of fund balance)	\$ (120,875)	\$ -			
	Net Income	\$ -	\$ 24,663			
	Ending Fund Balance on 9/30	\$ 59,125	\$ 83,788			
CONTINGENCY FUND						
		FY2015 Budget REVISED 4/15/2015	FY2016	% change FY2016 REVISED vs FY2017	Comments	
Income						
	47000 · Use of Reserve cash	\$ 14,800	\$ -	-100%		
	48000 · Transfer from Ops Fund	\$ 60,000	\$ 65,000	8%		
	49000 · Interest Earned	\$ 200	\$ 25	-88%		
Total Income		\$ 75,000	\$ 65,025	-13%		
Expense						
	transfer to Facilities Fund	\$ 75,000	\$ -	-100%		
Total Expense		\$ 75,000	\$ -	-100%		
Net Income		\$ -	\$ 65,025			
	Starting Fund Balance on 10/1	\$ 232,000	\$ 217,200			
	Transfer to Income (use of fund balance)	\$ (14,800)	\$ -			
	Net Income for FY	\$ -	\$ 65,025			
	Ending Fund Balance on 9/30	\$ 217,200	\$ 282,225		10.38%	

**Mountain Rides Transportation Authority
Facilities Fund and Work Force Housing Fund**

FY2017 Budget draft 4/20/16

FACILITIES FUND					
			FY2016 Budget REVISED April 2016	FY2017 Budget -DRAFT	Comments
Income					
	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	\$ 82,013	2017 = 50% of total capital
	47000	Use of Reserve cash	\$ 113,055	\$ -	
	48000	Transfers	\$ 177,901	\$ -	
	49000	Interest Earned	\$ 75	\$ -	
	49000	Excess Operating Reserves	\$ 100,000	\$ -	
Total Income			\$ 1,072,444	\$ 142,013	
Expense					
	66100	Construction- bus stop improvements	\$ -	\$ 60,000	
	66150	Construction-Bus Stop Design	\$ -	15000	
	66200	South Facility Construct-Improve	\$ 1,037,444	\$ -	construction complete
	66300	South Facility Design/Plan	\$ 10,000	\$ -	
	66400	South Facility Move in	\$ 5,000	\$ -	
	66500	Ketchum Facility Upgrades	\$ 5,000	\$ 35,000	improvements to Ketchum building
	66000	Ketchum Transit Plaza	\$ -	\$ -	FY18 construction most likely
	66310	Ketchum Transit Plaza Design/Plan	\$ 15,000	\$ 15,000	prelininary concept work
Total Expense			\$ 1,072,444	\$ 125,000	
Income over Expenses			\$ -	\$ 17,013	
			REVISED FY15		
		Starting Fund Balance on 10/1	\$ 58,000	\$ (55,055)	
		Transfer to Income (use of fund balance)	\$ (113,055)	\$ -	
		Net Income for FY	\$ -	\$ 17,013	
		Ending Fund Balance on 9/30	\$ (55,055)	\$ (38,042)	
WORK FORCE HOUSING FUND					
			FY2015 Budget REVISED 4/15/15	FY2016	Comments
Income					
	45350	Apartment Rent	\$ 29,500	\$ 29,500	assumes no vacancy
	45400	Laundry Revenue	\$ 1,200	\$ 1,200	
	47000	Use of Reserve cash	\$ 2,840	\$ -	
	49000	Interest Earned	\$ 25	\$ 25	
Total Income			\$ 33,565	\$ 30,725	
Expense					
	55200	Utilities	\$ 5,000	\$ 5,000	
	57100	Equipment Repairs/Maintenance	\$ 500	\$ 1,000	
	57200	Building Repair and Maintenance	\$ 7,000	\$ 3,725	
	57400	Elevator Expenses	\$ 1,000	\$ 1,000	
	57400	Elevator Expenses	\$ 65	\$ -	
	48000	Transfer out to Operations Account-Admin	\$ 20,000	\$ 20,000	
Total Expense			\$ 33,565	\$ 30,725	
Net Income			\$ -	\$ -	
		Starting Fund Balance on 10/1	\$ 33,000	\$ 5,160	
		Transfer to Income (use of fund balance)	\$ (2,840)	\$ -	
		Transfer to Facilities Fund	\$ (25,000)	\$ -	
		Net Income for FY	\$ -	\$ -	
		Ending Fund Balance on 9/30	\$ 5,160	\$ 5,160	



MINUTES

Planning and Marketing Committee

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

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

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

Meeting start: 1pm

Adjourn: 2:20pm

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



MINUTES

Planning and Marketing Committee

Wednesday, 4/6/16, 1:00pm

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

In attendance: Steve Wolper, Kristin Derrig, Jason Miller, Kim MacPherson, Ben Varner and Jim Finch

Absent: Mark Gilbert and Joe Miczulski

Meeting start: 1:00pm

Adjourn: 2:05pm

1. Discussion of needed highway 75 transit and pedestrian infrastructure, including Hospital Dr and Hwy 75 pedestrian crossing, Broadway Run area
 - a. Jason Miller gave an introduction to the issue and the group discussed the concept and design and what are next steps.
2. Review of service plan update for June – November 2016
 - a. Jason Miller gave the update to the service changes that we will implement this upcoming summer and fall.
3. Discuss bus stop improvement plan
 - a. Jason Miller gave an update for plans to update the bus stops and amenities. We can start the process with our current limited budget and work towards implementation in the next fiscal year when we have the funding with match.
4. Update on Ketchum transportation center progress and next steps
 - a. Jason Miller suggested going to Boise for a tour of the Main Street Station. This is an example of a project being built with Federal money, private developers and a transit agency. This could be template for our project which the KURA is very receptive to talking about.
5. Other items to come before the committee.
 - a. The group discussed the fact that the BCSD has decided to eliminate their funding of Mountain Rides next year. This issue will come in front of the school board on April 19 with a decision being made in June. The group discussed the issues of pass pricing and ridership.



MINUTES

Finance and Performance Committee

Wednesday, 4/6/16, 2:30pm

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

Present: Becki Keefer, Jane Conard, Dave Patrie, Anne Corrock, Jason Miller, Ben Varner, Wendy Crosby

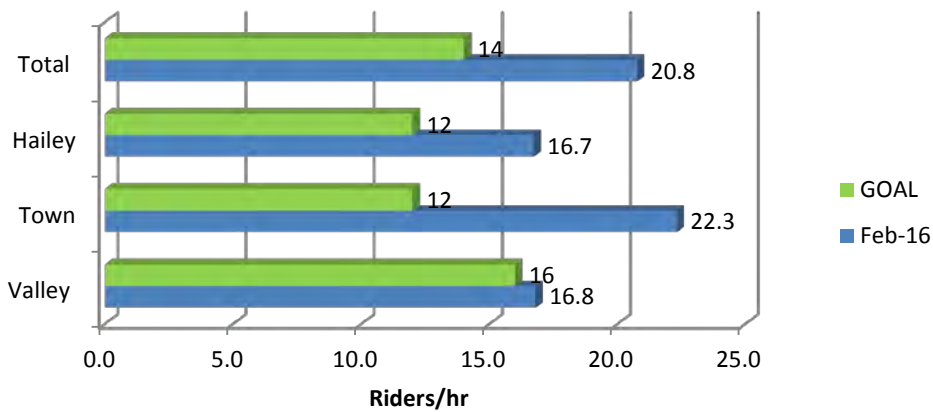
Absent: none

- 1) Reviewed February 2016 financials and bills paid
- 2) Discussed excess operating funds and allocation for FY2015. Estimated amounts had been budgeted for FY2016, so this was confirmation and slight adjustment for actual numbers. Committee recommended amounts for Board approval.
- 3) Discussed capital equipment short term spending and re-allocation of awarded funds based on MR vehicle needs. We will be requesting reallocation of awards from ITD to allow purchase of one van and one light duty bus (not 3 vans). Bus refurbishments will be less than originally thought (excess funding will go towards light duty bus).
- 4) Reviewed first draft of budget and breakdown of local requests for FY2017. Committee generally thought the breakdown was reasonable based on the goals outlined in the Strategic Plan, but it will be discussed by full board at next meeting.
- 5) Reviewed revised FY2016 budget and committee recommended it go forward for approval.

Meeting adjourned 4:10PM.

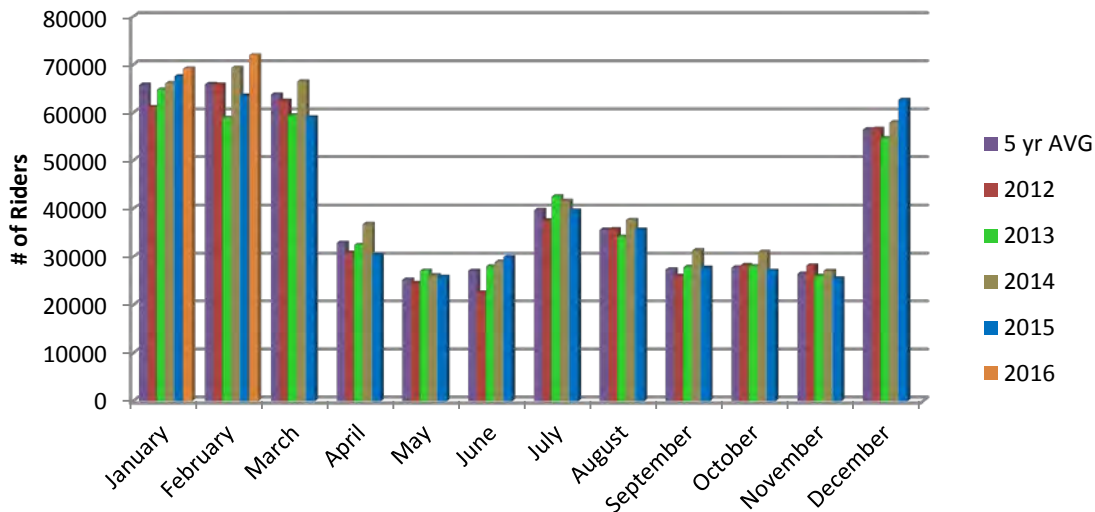
PERFORMANCE DASHBOARD - RIDERSHIP, FEBRUARY 2016

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.

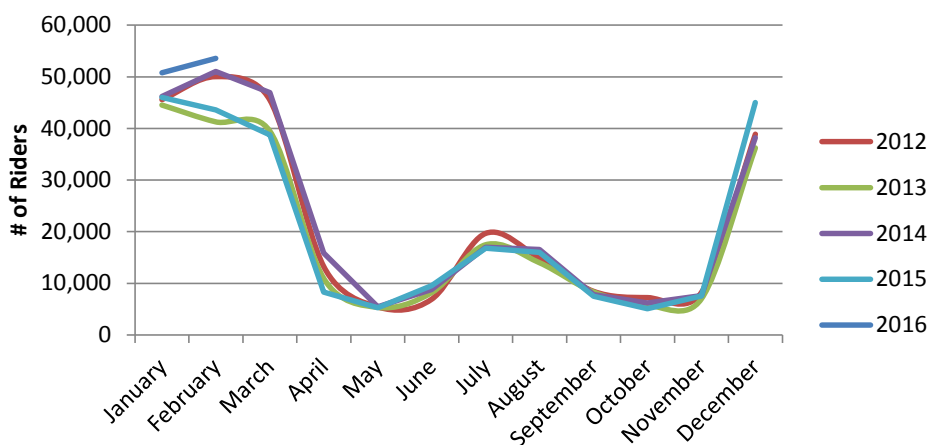
Total Ridership by Month



2016 YTD Ridership 141096
 2015 YTD Ridership 131003
 2014 YTD Ridership 135608
 2013 YTD Ridership 123,708
 2012 YTD Ridership 126,954

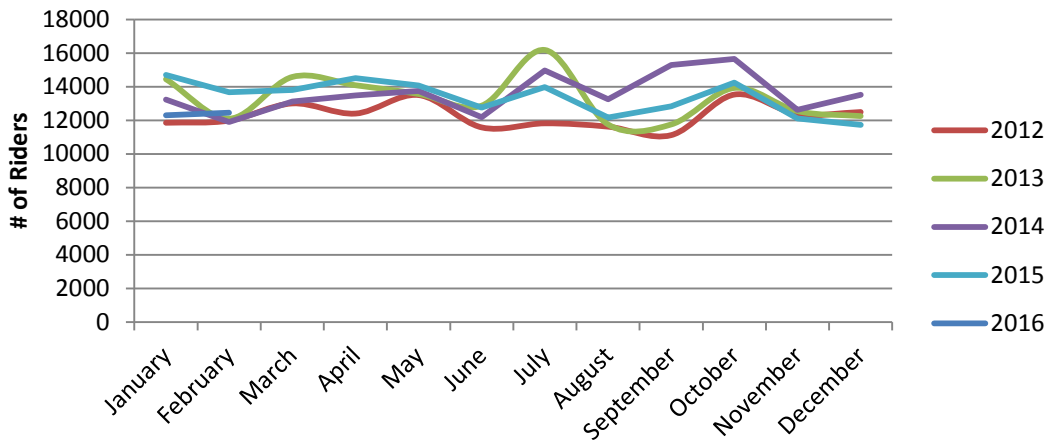
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

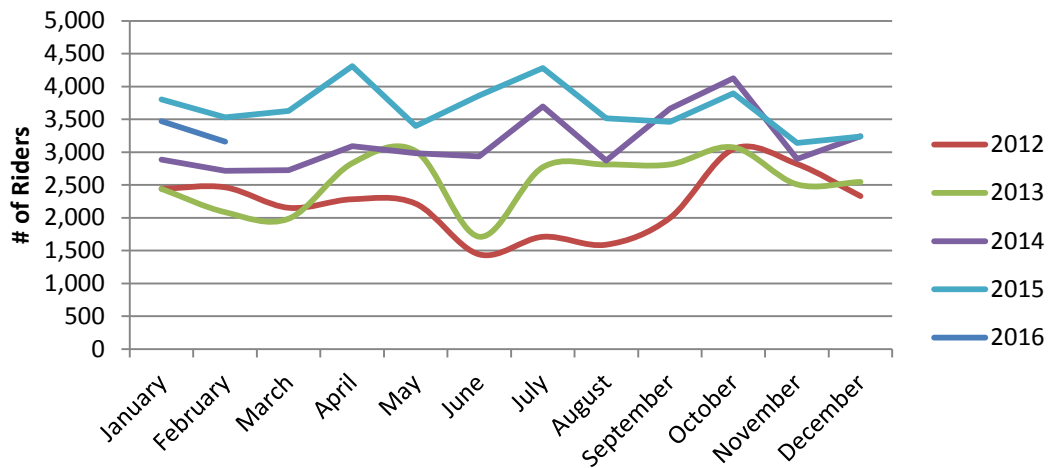


PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, FEBRUARY 2016

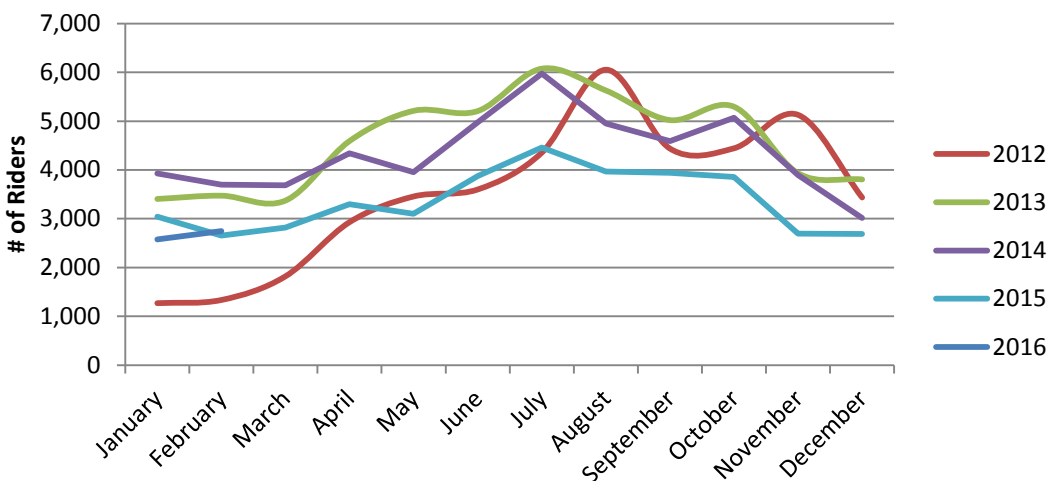
Valley Route



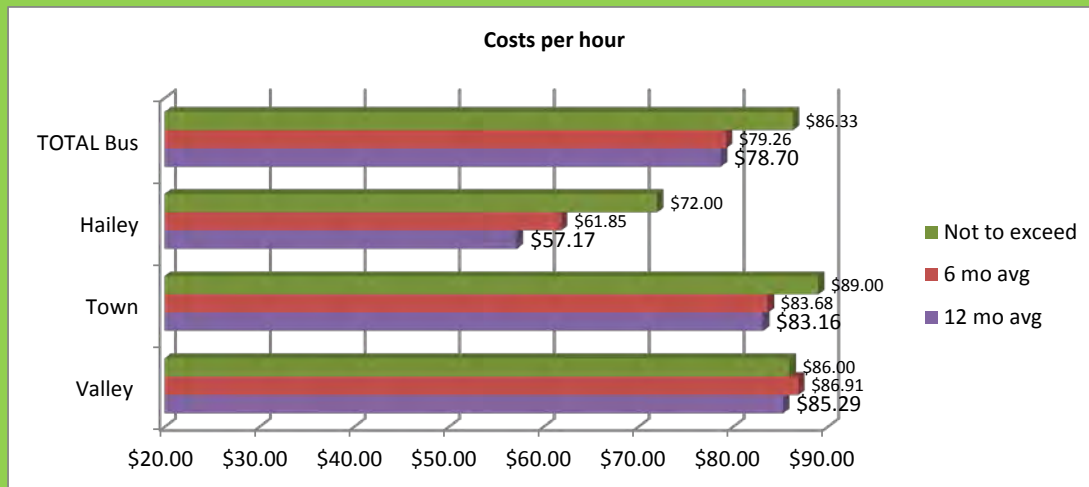
Hailey Route



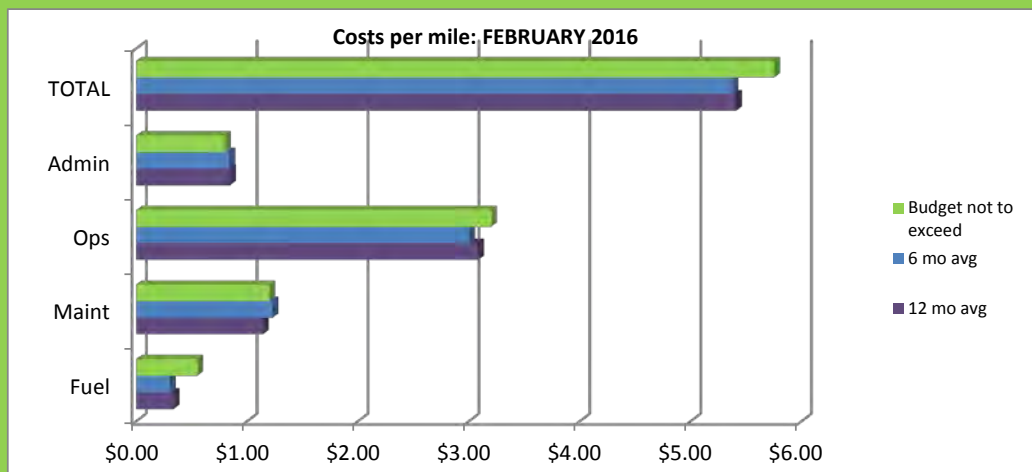
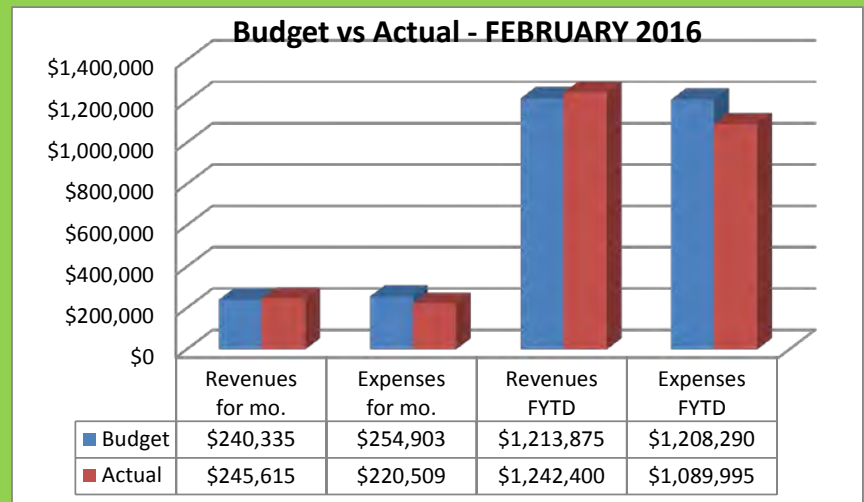
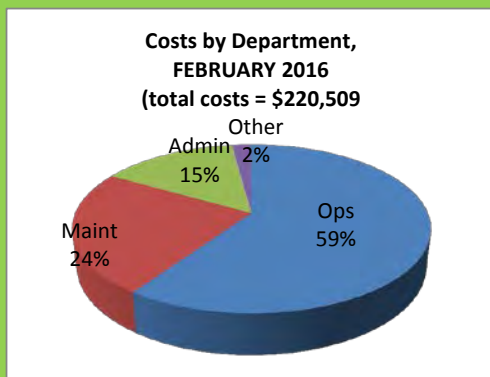
Vanpool



PERFORMANCE DASHBOARD - FINANCIAL, FEBRUARY 2016

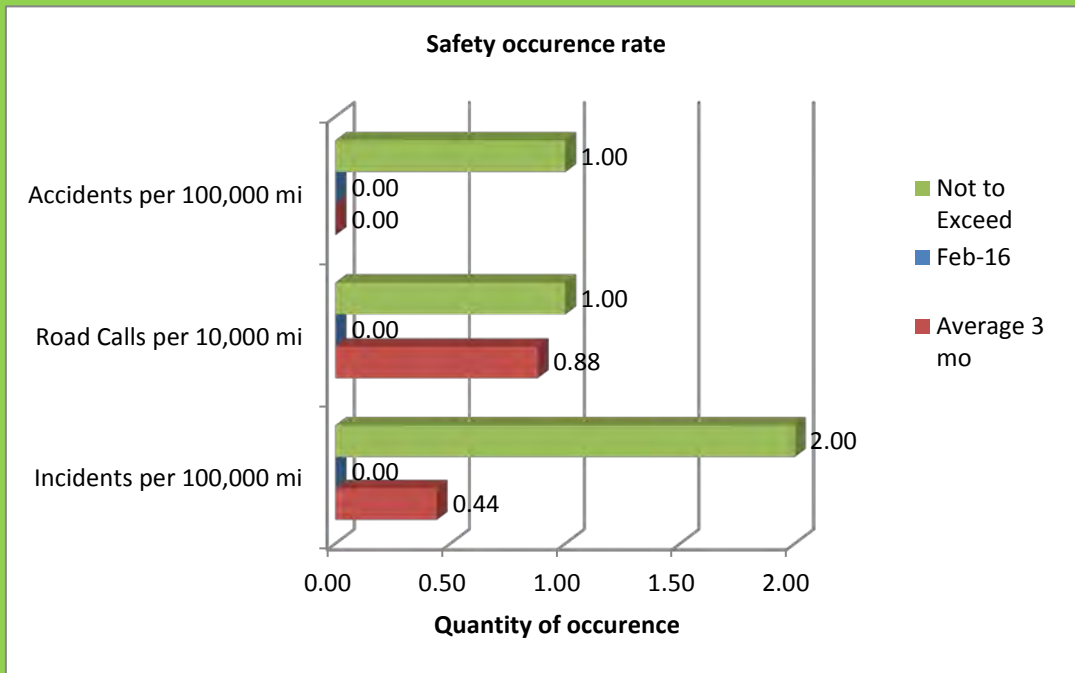


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



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

PERFORMANCE DASHBOARD - SAFETY, FEBRUARY 2016



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

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

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

830

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:

04/20/2016

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

The US National Alpine Championships resulted in a winning season for MRTA!
Total Ridership for March 2016 (72,061) was the highest since March 2000 (72,635)!
Town Routes: +41% 54,480 passenger trips Blue: +27%; Silver +48%; Bronze +103%;
Red +22%; Green -61%
Valley Route: -14% 11,857 passenger trips (13,811 trips in 2015)
Hailey Route: -20% 2,891 passenger trips (3,629 trips in 2015)
Vanpool routes: -2% 2,770 passenger trips

Progress on
projects/initiatives:

One incident involving a Valley bus and an elk on highway 75.

Challenges/
Opportunities:

"Cheap" gas continues to drive the loss of ridership on the Valley route.
We are adjusting the Valley schedule in an effort to shorten the travel time to Ketchum.

Mountain Rides Staff Report

Date:

04/20/2016

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department
Highlights from the
Previous Month:

It really was a team effort to help with the Alpine Championship week. From Steve Wolper suggesting early on that we talk to Sun Valley Co, to opening the communication with Sun Valley Co weeks before the event, we were able to be organized ahead of time. We were able to have schedules and flyers printed and distributed so the public had the information right from the start. Sun Valley appreciated our responsiveness and we were very happy with the week overall.

Progress on
projects/initiatives:

Bike to Work/School day is set for Friday, May 20th. We are partnering with the BCRD for that day regarding marketing and outreach. The BCRD will have a ribbon cutting at 7:15a at Bullion and the bike path for the renewed Wood River Trail and we will have our annual giveaways for the riders from 6:30-9:30a. Kaz has asked the mayors of Bellevue, Hailey and Ketchum if they would ride that morning. Last year's trail sponsors have signed up again and there are new sponsors contacting us as well. Re: App RouteMatch is working with the project team to allocate resources and expect to have a kickoff call very soon. I will look for an update this week.

Challenges/
Opportunities:

Work has started on our upcoming summer schedule.

Mountain Rides Staff Report

Date:

04/20/2016

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department
Highlights from the
Previous Month:

Working closely with the city of Hailey to inform citizens about the 2-year temporary bike-ped levy to collect \$800,000 over the 2 year period it is in place. We have made good traction informing and educating the public about the levy.

Started bikeshare program officially this week and have 12 bikes in Hailey out and 9 bikes in Ketchum with the help from the "team" (used a bus and Jim and Jose to help move bikes out to the HUB locations along with the bike racks). Ketchum HUBS include Visitor Center, Despo's and the YMCA, Hailey HUBS include Divine, Hailey public library corner, Hailey Welcome Center, Powerhouse. Continuing to work on bike maintenance and repair, learning how to fix bikes and get more ready for the street.

Creating a bike map with Evelyn Phillips, I believe it was in part discussed at a committee meeting and Annie brought the idea up. I am moving forward on the map idea and hoping to have something in draft in a couple weeks from Evelyn.

Progress on
projects/initiatives:

Working on marketing for bike 2 school and work marketing for event and planning radio and paper ads. and making a banner ad for Idaho Mountain Express online. Will run a special seasonal membership for \$25 for bikeshare. Bellevue, Hailey and Ketchum Mayors are all participating in Bike To School.

Ordered 110 helmets for all our give-away of helmets at events throughout the season and partnering with other organizations like BCRD, the elementary schools and St. Luke's to meet our goal of kids riding bikes should all wear helmets initiative. We receive reimbursement for to purchase helmets from ITD.

Preparing for Walk Bike Summit in May presenting at 2 of the forums bikeshare and bike ped master plan.

Challenges/
Opportunities:

Mountain Rides Staff Report

Date:

04/20/2016

Staff Member:

Ben Varner

Department:

Maintenance

Department
Highlights from the
Previous Month:

Our new mechanic, Murray, started work in early March. He has jumped right in learning about our fleet and the way we operate. We're excited to have him aboard and looking forward to being able to spread the work out a little more.

We made it through the end of full on winter peak without any major issues in the fleet. We ran close a few times to having too many buses down at once, but our partnerships with several new vendors paid off and we didn't miss a beat. The crew did a great job keeping us moving forward in March.

Progress on
projects/initiatives:

Ben and Carlos have been doing the legwork on refurbishing Buses 1&2. In cooperation with Gillig on the parts side, we hope to be putting the jobs out to bid later in early May.

Carlos put a lot of work into training our new mechanic over the past six weeks and it has really paid off. We're all investing heavily in Murray's first six months to ensure that he becomes a great bus mechanic.

Challenges/
Opportunities:

Our head mechanic will be on out for 4-8 weeks in April and May. We are looking forward to his return but it's a great opportunity for us all to work together to keep things moving forward.

The quick move from Winter to Spring/Summer has begun and we still have a lot of work to do both with the fleet and with our bus stops, but we are looking forward to it. No "slack season" in Maintenance and Facilities!

Mountain Rides Staff Report

Date:

04/20/2016

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

Budget work is continuing. FY2016 revisions are complete and FY2017 is well underway.

Progress on
projects/initiatives:

Our new time management system has been tested and use by all employees will begin this week. I have been spending time familiarizing myself with its capabilities and am confident it will streamline our payroll process. It has been time consuming getting it set up and we will have a steep learning curve but overall it will save time and provide good reporting.

Challenges/
Opportunities:

I will be starting to explore options for our medical plan. This will be a big project but our plan renewal does not come up until December so we have time to do a thorough investigation.

Mountain Rides Staff Report

Date:

04/20/2016

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

Updates to cities and county - over the past 1-2 months, I've given updates to almost all of our funding partners to talk about recent accomplishments, preview the 5 year plan, and upcoming projects. These have been well received with good feedback and discussion. Timmerman Junction study - I recently attended the kick-off meeting for an ITD funded study to look at long-term options for improving the Hwy75 and Hwy20 intersection (Timmerman). The first meeting narrowed the potential options to: 1. No build, 2. Small lane improvements to existing configurations, 3. a traffic signal, or 4. a roundabout. There will be another meeting in 3-4 months to further discuss and refine the options.

Alpine Championships - Overall we carried 19,291 people for the week, compared to 9,560 for the same week last season – a 102% increase in ridership year over year with almost 10,000 extra people attributable to Alpine Champs! For the Friday night Dollar event, we scrambled 4 extra buses and carried almost 1,500 people just for that event. The vibe on the bus was great with racers coming on board with their uniforms and gear, and spectators getting a chance to say hi or give them a “good luck today!” (attached is letter from Tim S)

Progress on
projects/initiatives:

5 year plan status - The copyediting and formatting process is taking longer than I'd like, but it is progressing. Copy editing took 3 weeks and was finished earlier this month. Now the document is being formatted with a goal of completion by April 28th. It may make sense to have a special meeting in conjunction with May committee meetings in order to move this along and send to funding partners.

Bus stop improvement plan - The next year we will continue to focus on bus stops and making incremental improvements. A plan has been reviewed with Planning and Marketing and will be moving along in the coming months.

Ketchum Transportation Center - The next step for this project is to take a trip to Boise to tour the Main Street Station project in downtown Boise. This project is a larger scale version of what may be possible on the city/URA land at Washington and 1st/2nd St. The trip would include elected officials, URA board, MRTA board, staff and stakeholders.

Challenges/
Opportunities:

Bus stop improvements in Bellevue - I recently met with the city of Bellevue about opportunities in Bellevue for better bus stops with improved signage and potential new bus shelters. Mayor Chris Koch and Community Development Director Diane Shay and I spent time touring each stop and coming up with a prioritized list. They mentioned that the Bellevue URA may have funding available to do the improvements. This is an exciting development.

Additional 5339 funding - we are still awaiting an announcement from ITD about potential additional funding for buses and bus facilities.



Mr. Jason Miller
Executive Director
Mountain Rides
Box 3091
Ketchum, ID 83340

April 6, 2016

Dear Jason,

Winter 2015-16 has been very successful on many levels, and I wanted to acknowledge your organization's contribution to that success. As you know, Sun Valley Resort and Mountain Rides have partnered for many years now to provide public transportation to best meet the needs of Sun Valley guests and the public at large. I believe your organization is achieving that goal laudably. Service runs efficiently and in a friendly manner, with a high regard for safety and punctuality.

Additionally, I appreciate Mountain Rides' willingness to respond to the needs of special events such as the U.S. Alpine Championships and the Dollar Mountain Big Air Event. Your organization's commitment to provide excellent service to our residents and visitors is an important complement to the resort's efforts to provide 100% guest satisfaction.

Again, it is a pleasure to work with you and Mountain Rides, and we look forward to our continued mutual success.

Sincerely,

Tim Silva
Vice President/General Manager
Sun Valley Resort



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, March 16, 2016, 12:30 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

PRESENT: Chair David Patrie (Blaine County), vice-chair Jane Conard (Sun Valley), Secretary Joe Miczulski (Bellevue), Kristin Derrig (Ketchum), Becki Keefer (Hailey) and Anne Corrock (Ketchum)

ABSENT: Mark Gilbert (Sun Valley) and Steve Wolper (at-large)

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*
Michael and Tilly David

1. CALL TO ORDER

Chair David Patrie called to order the meeting of Wednesday, March 16, 2016 at 12:30pm; Secretary Joe Miczulski took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

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

There were none.

4. Presentation of Certificate of Appreciation for Michael David for his years of service on the Mountain Rides board

For his support of and dedication to high quality public transportation in Ketchum and beyond, we recognize Michael David for his outstanding service. Throughout his four years on the board, Michael has been an unwavering advocate of the community benefits of Mountain Rides.

As a board member, Michael was actively involved in key projects and initiatives including helping to negotiate with Bellevue for a location for the south valley facility, supporting the development of the downtown Ketchum transportation center, and encouraging the

organization to look at how to build better year-round service levels. Michael's perspective as a regular rider of Valley Route and Blue Route was particularly valuable and helpful.

Michael, you have made a lasting positive impact on Mountain Rides. On behalf of the board, the staff and the community, we thank you!

David Patrie also wanted to extend his thanks to Michael David. Public service often isn't easy nor is it always rewarding and agrees that Mountain Rides is a very important part of the fabric of our community from economic to social to environmental. Michael's service is very much appreciated.

5. Presentation from Kim MacPherson on attending American Public Transportation Association Marketing & Communications conference

Kim MacPherson gave a presentation from her attendance at the APTA conference. David Patrie asked if we ever considered doing something with the city of Ketchum and KURA to fund new and updated bus stops. Jason Miller stated that he has met recently with the city of Ketchum to talk about bus stop improvements. They discussed possibly putting a chairlift at bus stops similar to what is in Ketchum town square and maybe install at the Community school bus stop.

6. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve Mountain Rides' 2016 Marketing and Communications Plan

Davis Patrie commented that the adoption of this plan would be an increase in the marketing budget which the finance & performance committee has not seen. In April the committee will have a budget revision before them. Everything in the plan is a worthwhile goal and \$21,750 is for the app so we can move forward on that and come back to the rest of the plan after full budget amendments in April.

Jane Conard asked how much marketing assistance we would get from RouteMatch.

Jason Miller said that the RouteMatch would be marketing the app in the app store and in the public. As far as local marketing we will have to work with our existing graphic designer.

Jane Conard is concerned with the tripling of the marketing budget. There needs to be a robust discussion in the finance and performance committee. Becki Keefer agrees that funding is critical.

Jason Miller stated that the concepts in the plan can move forward and the budget spend can come later.

David Patrie stated that the board fully supports the concepts of the plan.

Jane Conard made a motion to table this item (resources and budget aspect) until April 20th meeting in consideration of budget impacts. Anne Corrock seconded. The motion passed unanimously.

b. Action item:

Action to approve contract between Mountain Rides and RouteMatch Software for RouteShout customer phone app

Kim MacPherson stated we are finally able to move forward with this project and recommend

contracting with RouteMatch. This is an extension of the project that was started with RouteMatch six to eight years ago. Most of the progress with this project will fall within this fiscal year. START bus and Steamboat Springs are using this app successfully for about 6 months. Jason Miller stated that we do not have any concerns getting started with the app.

Jane Conard asked about the time for installation. She feels like there should be a deadline for each phase and we should add a contract amendment for system acceptance as of August 1st. She also feels there should be liquidated damages if they don't meet the acceptance date. Jane recommends withholding a third of the amount due until system acceptance.

RouteMatch is one of the leading software companies in this market.

Jane Conard made a motion to approve the attached contract with RouteMatch software for the RouteShout mobile app for displaying real-time bus arrival information and the allocation of \$21,750 for the cost of implementing this project subject to legal review and to a third bullet item added to the 3.0 section in the contract adding amended language for a system acceptance date of August 1, 2016 and final payment of \$5000 will be made on August 1st or on system acceptance date, whichever comes first. Becki Keefer seconded. The motion passed unanimously.

5. Committee Reports

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

Due to not having a quorum of the committee members these minutes will go to the April meeting for approval.

Finance & Performance committee report for March from Chair Becki Keefer.

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

6. Staff reports

a. Dashboard performance reports for January 2016

b. Operations report – Jason Miller reported that we had the best December in 20 years, the best January in 15 years and the best February in 17 years. It's very clear we are having a good winter. We are very excited about the Alpine Championships next week.

c. Marketing and Outreach report – Kim MacPherson said we are prepared to help with Alpine Championship week. Kim MacPherson told the board about the photo of the women of Mountain Rides in the newspaper. We recommended that the City of Ketchum have a sign at Serenade Lane suggesting that people park at River Run instead of going to Warm Springs.

d. Bike-Ped report – Kaz has been working with the City of Hailey on a committee on the Pathways for People Levy.

e. Maintenance report

f. Business Manager report – Wendy Crosby added that we made it through the construction cash flow period and we are starting to build up reserves again.

g. Executive Director report – Jason Miller that the mayor of Hailey is sitting in the room. Mayor Haemmerle stated that Mountain Rides is very important to the community.

8. Consent Calendar items

a. Approve minutes for February 17th regular board meeting.

Jane Conard moved to approve the minutes of February 17th as corrected and Joe Miczulski seconded. The motion was approved.

b. Receive & File January 2016 financials and bills paid

Jane Conard moved to receive and file the financials. Joe Miczulski seconded, and the motion carried unanimously.

9. Adjournment

Joe Miczulski moved to adjourn the meeting at 1:50pm. Jane Conard seconded and the motion carried unanimously.

Chair David Patrie



**SPECIAL BOARD MEETING
MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, April 6, 2016, 2:00 p.m.
Ketchum City Hall Council Chambers, 480 East Ave. N., Ketchum, ID 83340**

Board Members of the Mountain Rides Transportation Authority of the Cities of Bellevue, Hailey, Ketchum and Sun Valley, and Blaine County, State of Idaho, met in a Special Meeting in the Ketchum City Hall Council Chambers, Ketchum, Idaho.

PRESENT: Chair David Patrie (Blaine County), Vice-chair Jane Conard (Sun Valley), Steve Wolper (At-Large), Becki Keefer (Hailey) and Kristin Derrig (Ketchum)
ABSENT: Mark Gilbert (Sun Valley), Anne Corrock (Ketchum) and Secretary Joe Miczulski (Bellevue)
ALSO Mountain Rides Executive Director Jason Miller
PRESENT: Support Specialist Kim MacPherson
Operations Manager Jim Finch
Maintenance Manager Ben Varner

1. CALL TO ORDER

Chair David Patrie called to order the meeting of Wednesday, April 6, 2016 at 2:10pm and called roll and a quorum was established.

2. Action item:

Approve revised contract between Mountain Rides and RouteMatch Software for RouteShout customer phone app

Jane Conard moved to approve the revised contract between Mountain Rides and RouteMatch Software for RouteShout customer phone app. Kristin Derrig seconded. Jane Conard and Dave Patrie stated that they reviewed the contract and approve of the changes. **The motion carried unanimously.**

3. Adjournment

Steve Wolper moved to adjourn the meeting at 2:12pm. Becki Keefer seconded and the motion carried unanimously.

Chair David Patrie

Mountain Rides Agenda Item Summary

Date:

04/20/2016

From:

Wendy Crosby

Subject:

7b. February financials

Background:

Total Revenues are pretty much right on budget for the month and for the YTD.

On the Expense side, Fuel expenses continue to favorably surprise us; running about 42% of budget for the month. Payroll Expenses are also slightly under budget. Some costs exceed the budget for the month, but on an annual basis are expected to be within budget, with the exception of Utilities, Repairs & Maintenance, and Marketing. These items have a budget revision in the FY2016 revised budget before you this month.

Overall, expenses are well within budget for both the month (86%) and the year (90%).

February 2016 Checks Issued:

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

Dennis Brown CPA- \$8,900- FY2015 audit fees

American Funds - \$26,042.69 -quarterly retirement plan contribution

Wells Fargo- \$5,784.35-furniture, card lock key system for South Valley facility

Sun Valley Auto Club- \$2,668.06- work on Sprinters

State Insurance Fund- \$12,144.00- quarterly workman's comp insurance premium

MRTA - Operations Main
Revenue & Expenditures Budget Performance
February 2016

	Feb 16	Budget	% of Budget	Oct '15 - Feb 16	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 - Federal Funding							
41200 - Federal - 5311	111,905.00	100,000.00	111.9%	500,407.00	475,000.00	105.3%	975,000.00
41300 - Federal - 5316	0.00	0.00	0.0%	21,699.00	8,000.00	271.2%	8,000.00
41400 - Federal - 5317	4,410.00	5,000.00	88.2%	29,994.00	26,500.00	113.2%	48,000.00
41600 - Federal - SRTS	0.00	0.00	0.0%	486.21	0.00	100.0%	15,000.00
Total 41000 - Federal Funding	116,315.00	105,000.00	110.8%	552,586.21	509,500.00	108.5%	1,046,000.00
42000 - State Funding							
42400 - State - Training	0.00	1,000.00	0.0%	5,882.70	5,000.00	117.7%	5,000.00
Total 42000 - State Funding	0.00	1,000.00	0.0%	5,882.70	5,000.00	117.7%	5,000.00
43000 - Local Funding							
43100 - Local - Ketchum	39,750.00	39,666.67	100.2%	198,750.00	198,333.35	100.2%	476,000.00
43200 - Local - Hailey	4,816.67	4,816.67	100.0%	24,083.34	24,083.35	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	8,570.83	8,570.83	100.0%	42,854.16	42,854.15	100.0%	102,850.00
43500 - Local - Sun Valley	18,770.83	18,770.83	100.0%	93,854.06	93,854.15	100.0%	225,250.00
43600 - Local - Sun Valley Company	29,750.00	29,750.00	100.0%	124,100.00	123,250.00	100.7%	153,000.00
Total 43000 - Local Funding	101,658.33	101,575.00	100.1%	485,341.56	484,075.00	100.3%	1,016,600.00
44000 - Fares							
44100 - Fares - Valley Cash	4,484.70	7,000.00	64.1%	24,824.00	35,000.00	70.9%	85,000.00
44200 - Fares - Valley Passes	9,517.00	12,000.00	79.3%	53,862.03	71,000.00	75.9%	155,000.00
44250 - Fares - Hailey Route- Cash	316.55			1,567.15			
44300 - Fares - Vanpool	10,747.44	10,000.00	107.5%	61,353.36	58,000.00	105.8%	130,000.00
44400 - Fares - ADA	102.00	83.33	122.4%	451.00	416.65	108.2%	1,000.00
Total 44000 - Fares	25,167.69	29,083.33	86.5%	142,057.54	164,416.65	86.4%	371,000.00
45000 - Revenue							
45100 - Rev - Advertising	593.75	2,000.00	29.7%	37,315.62	32,000.00	116.6%	65,000.00
45450 - Rev - Misc.	135.50	0.00	100.0%	135.50	0.00	100.0%	0.00
45500 - Rev - Charter/Special Event	0.00	0.00	0.0%	3,840.00	4,000.00	96.0%	17,500.00
45600 - Rev - Bike Share- Bike Swap	0.00	0.00	0.0%	415.09	500.00	83.0%	5,000.00
Total 45000 - Revenue	729.25	2,000.00	36.5%	41,706.21	36,500.00	114.3%	87,500.00
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
47300 - Priv. Donation - Other	0.00	0.00	0.0%	1,000.00	0.00	100.0%	0.00
Total 47000 - Private Donations	0.00	0.00	0.0%	1,000.00	0.00	100.0%	500.00
48000 - Transfers							
48400 - Transfer - Housing Fund	1,666.67	1,666.67	100.0%	8,333.32	8,333.35	100.0%	20,000.00
Total 48000 - Transfers	1,666.67	1,666.67	100.0%	8,333.32	8,333.35	100.0%	20,000.00
49000 - Interest Income	77.93	10.00	779.3%	225.70	50.00	451.4%	100.00
49500 - Diesel Tax Refunds	0.00	0.00	0.0%	5,267.00	6,000.00	87.8%	20,000.00
49800 - Excess Operating Funds	0.00	0.00	0.0%	0.00	0.00	0.0%	50,000.00
Total Income	245,614.87	240,335.00	102.2%	1,242,400.24	1,213,875.00	102.3%	2,616,700.00
Gross Profit	245,614.87	240,335.00	102.2%	1,242,400.24	1,213,875.00	102.3%	2,616,700.00
Expense							
51000 - Payroll Expenses							
51100 - Salaries and Wages	111,535.18	125,000.00	89.2%	549,437.74	590,000.00	93.1%	1,281,020.00
51300 - FICA Expense	6,604.30	7,000.00	94.3%	32,875.02	35,000.00	93.9%	75,000.00
51350 - Medicare Tax Expense	1,544.54	1,680.00	91.9%	7,688.52	8,500.00	90.5%	18,000.00
51400 - Retirement Plan Expenses	9,737.98	8,000.00	121.7%	43,760.46	36,200.00	120.9%	93,000.00
51500 - Workers Comp Expense	12,144.00	13,000.00	93.4%	23,804.00	25,000.00	95.2%	45,000.00
51600 - SUI Expense	1,358.14	1,850.00	73.4%	5,294.15	9,250.00	57.2%	20,000.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance
February 2016

	Feb 16	Budget	% of Budget	Oct '15 - Feb 16	YTD Budget	% of Budget	Annual Budget
51700 - Medical Ins. Expense	14,149.80	13,000.00	108.8%	66,735.54	65,000.00	102.7%	156,380.00
51800 - Dental Ins. Expense	1,160.90	1,100.00	105.5%	5,789.35	5,500.00	105.3%	13,000.00
51975 - Employee Assistance expense	0.00	400.00	0.0%	0.00	2,000.00	0.0%	5,000.00
51000 - Payroll Expenses - Other	142.50	166.67	85.5%	6,823.00	833.35	818.7%	2,000.00
Total 51000 - Payroll Expenses	158,377.34	171,196.67	92.5%	742,207.78	777,283.35	95.5%	1,708,400.00
52000 - Insurance Expense							
52100 - Ins. - Vehicles	8,750.00	8,750.00	100.0%	43,750.00	43,750.00	100.0%	105,000.00
52150 - Ins- Deductibles/claims	0.00	500.00	0.0%	211.44	2,000.00	10.6%	6,000.00
Total 52000 - Insurance Expense	8,750.00	9,250.00	94.6%	43,961.44	45,750.00	96.1%	111,000.00
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	517.50	1,250.00	41.4%	1,461.25	6,250.00	23.4%	15,000.00
53400 - Legal Fees	97.50	625.00	15.6%	682.50	3,125.00	21.8%	7,500.00
53450 - Planning/ Design	0.00	0.00	0.0%	71.25	1,500.00	4.8%	1,500.00
53500 - Other Professional Fees	45.00	700.00	6.4%	2,597.00	3,700.00	70.2%	8,000.00
Total 53000 - Professional Fees	660.00	2,575.00	25.6%	13,712.00	23,575.00	58.2%	41,000.00
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment expense	21.18	3,000.00	0.7%	450.89	9,500.00	4.7%	12,000.00
54200 - Shop Tools	0.00	3,000.00	0.0%	423.43	3,600.00	11.8%	4,000.00
54300 - Office Equipment	1,563.82	250.00	625.5%	2,163.81	1,250.00	173.1%	3,000.00
Total 54000 - Equipment/ Tool Expense	1,585.00	6,250.00	25.4%	3,038.13	14,350.00	21.2%	19,000.00
55000 - Rent and Utilities							
55100 - Rent	2,000.00	2,000.00	100.0%	10,000.00	10,000.00	100.0%	13,500.00
55200 - Utilities	3,303.85	2,500.00	132.2%	18,279.04	11,000.00	166.2%	18,000.00
Total 55000 - Rent and Utilities	5,303.85	4,500.00	117.9%	28,279.04	21,000.00	134.7%	31,500.00
56000 - Supplies							
56100 - Office Supplies	80.81	150.00	53.9%	656.80	950.00	69.1%	2,000.00
56200 - Janitorial & Safety Supplies	536.04	400.00	134.0%	3,398.43	2,800.00	121.4%	5,000.00
56300 - Department Supplies	97.60	625.00	15.6%	773.43	3,125.00	24.7%	7,500.00
56400 - Uniforms	174.75	0.00	100.0%	5,348.80	3,500.00	152.8%	6,500.00
56500 - Postage and Delivery	100.30	75.00	133.7%	395.87	375.00	105.6%	900.00
Total 56000 - Supplies	989.50	1,250.00	79.2%	10,573.33	10,750.00	98.4%	21,900.00
57000 - Repairs and Maintenance							
57100 - Equipment Repairs/Maintenance	52.50	208.33	25.2%	611.26	1,041.65	58.7%	2,500.00
57200 - Building Repairs/Maintenance	2,437.15	0.00	100.0%	9,019.35	3,000.00	300.6%	12,000.00
57250 - Bus Stop Repairs/Maint	45.00	500.00	9.0%	1,272.39	3,000.00	42.4%	9,000.00
57300 - Grounds Repairs/Maintenance	1,032.96	100.00	1,033.0%	4,361.56	1,100.00	396.5%	2,500.00
57400 - Bike Share Repairs/Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	3,000.00
57500 - Janitorial Services	2,124.50	100.00	2,124.5%	4,005.75	1,800.00	222.5%	2,500.00
Total 57000 - Repairs and Maintenance	5,692.11	908.33	626.7%	19,270.31	9,941.65	193.8%	31,500.00
58000 - Communications Expense							
58100 - Office Phone Expense	277.11	500.00	55.4%	1,392.17	1,700.00	81.9%	4,500.00
58200 - Cell & Two-Way Mobile	516.14	800.00	64.5%	4,898.88	4,200.00	116.6%	10,000.00
58300 - Internet/Website	171.26	250.00	68.5%	838.79	1,250.00	67.1%	3,000.00
Total 58000 - Communications Expense	964.51	1,550.00	62.2%	7,129.84	7,150.00	99.7%	17,500.00
59000 - Travel and Training							
59100 - Vehicle/Airfare	319.70	150.00	213.1%	2,941.61	2,950.00	99.7%	4,000.00
59200 - Lodging	0.00	50.00	0.0%	2,854.08	2,450.00	116.5%	2,500.00
59300 - Food/Meals/Entertainment	13.32	400.00	3.3%	893.95	2,900.00	30.8%	5,000.00
59400 - Training/Education	0.00	166.67	0.0%	675.00	833.35	81.0%	2,000.00
59500 - Safety Curriculum	0.00	500.00	0.0%	1,765.21	5,500.00	32.1%	10,500.00
Total 59000 - Travel and Training	333.02	1,266.67	26.3%	9,129.85	14,633.35	62.4%	24,000.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance
February 2016

	Feb 16	Budget	% of Budget	Oct '15 - Feb 16	YTD Budget	% of Budget	Annual Budget
60000 - Business Expenses							
60100 - Business Registration Fees	0.00	0.00	0.0%	769.63	0.00	100.0%	0.00
60400 - Dues & Subscriptions	61.97	400.00	15.5%	1,032.61	2,450.00	42.1%	5,000.00
60500 - Bank Fees	9.26	41.67	22.2%	67.78	208.35	32.5%	500.00
60700 - Bad Debt	0.00	0.00	0.0%	20.00	0.00	100.0%	0.00
Total 60000 - Business Expenses	71.23	441.67	16.1%	1,890.02	2,658.35	71.1%	5,500.00
61000 - Advertising							
61100 - Print Advertising	1,491.08	500.00	298.2%	5,989.33	7,000.00	85.6%	10,000.00
61200 - Radio Advertising	0.00	0.00	0.0%	0.00	1,000.00	0.0%	2,000.00
61300 - Online Advertising	40.00	125.00	32.0%	225.00	625.00	36.0%	1,500.00
61400 - Vehicle Graphics	0.00	0.00	0.0%	6,265.58	3,750.00	167.1%	5,000.00
61500 - Bus. Adv. Contract	0.00	1,500.00	0.0%	8,715.94	9,500.00	91.7%	15,000.00
Total 61000 - Advertising	1,531.08	2,125.00	72.1%	21,195.85	21,875.00	96.9%	33,500.00
62000 - Marketing and Promotion							
62100 - Info. Displays-Stop Signage	149.18	100.00	149.2%	607.24	1,600.00	38.0%	4,000.00
62200 - Graphic Design	0.00	0.00	0.0%	2,142.00	2,000.00	107.1%	4,000.00
62300 - Promotional Items	10.00	0.00	100.0%	12.00	0.00	100.0%	3,000.00
62400 - Customer Events and Misc.	813.30	0.00	100.0%	1,033.09	25.00	4,132.4%	3,500.00
62500 - Staff Appreciation/ Events	328.17	0.00	100.0%	2,609.76	500.00	522.0%	500.00
Total 62000 - Marketing and Promotion	1,300.65	100.00	1,300.7%	6,404.09	4,125.00	155.3%	15,000.00
63000 - Printing and Reproduction							
63100 - Copies, Passes & Flyers	215.30	200.00	107.7%	1,374.26	1,150.00	119.5%	2,500.00
63200 - Schedules, Maps & Brochures	19.99	200.00	10.0%	5,253.49	5,900.00	89.0%	10,000.00
Total 63000 - Printing and Reproduction	235.29	400.00	58.8%	6,627.75	7,050.00	94.0%	12,500.00
64000 - Fuel Expense	14,511.40	35,000.00	41.5%	76,324.82	140,000.00	54.5%	300,425.00
65000 - Vehicle Maintenance							
65100 - Parts Expense							
65150 - Vehicle Maintenance- freight	405.17			475.06			
65100 - Parts Expense - Other	8,646.85	9,706.25	89.1%	30,604.73	48,531.25	63.1%	116,475.00
Total 65100 - Parts Expense	9,052.02	9,706.25	93.3%	31,079.79	48,531.25	64.0%	116,475.00
65200 - Fluids Expense	2,064.06	1,416.67	145.7%	8,687.52	7,083.35	122.6%	17,000.00
65300 - Tires Expense	0.00	1,000.00	0.0%	22,214.05	21,500.00	103.3%	38,000.00
65400 - Purchased Services	1,687.83	800.00	211.0%	9,964.24	5,200.00	191.6%	10,500.00
65500 - Vehicle Computer/Diagnostic	2,400.00	166.67	1,440.0%	3,305.00	833.35	396.6%	2,000.00
Total 65000 - Vehicle Maintenance	15,203.91	13,089.59	116.2%	75,250.60	83,147.95	90.5%	183,975.00
69500 - Contingency Expense-Operations	5,000.00	5,000.00	100.0%	25,000.00	25,000.00	100.0%	60,000.00
Total Expense	220,508.89	254,902.93	86.5%	1,089,994.85	1,208,289.65	90.2%	2,616,700.00
Net Ordinary Income	25,105.98	-14,567.93	-172.3%	152,405.39	5,585.35	2,728.7%	0.00
Net Income	25,105.98	-14,567.93	-172.3%	152,405.39	5,585.35	2,728.7%	0.00

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Accrual Basis

MRTA - Operations Main Checks Issued

As of February 29, 2016

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						7,372.05
Bill Pmt -Check	02/01/2016	5512	Ketchum Computers, Inc.		-33.75	7,338.30
Bill Pmt -Check	02/01/2016	5513	Lawson Products, Inc.	Acc# 10140112	-282.34	7,055.96
Bill Pmt -Check	02/01/2016	5514	Schaeffer MFG. CO.	1140316	-1,039.50	6,016.46
Bill Pmt -Check	02/01/2016	5515	Virginia Rhinehart	Monthly Rent- 4171 Glenbrook Dr. Units A & B	-2,000.00	4,016.46
Check	02/01/2016	5516	Virginia Rhinehart	VOID:	0.00	4,016.46
Check	02/01/2016	5576	Sawtooth Plumbing & Heating, Inc.		-292.82	3,723.64
Deposit	02/02/2016			Deposit	771.40	4,495.04
Deposit	02/03/2016			Deposit	156.50	4,651.54
Deposit	02/04/2016			Deposit	4,368.00	9,019.54
Bill Pmt -Check	02/04/2016	5517	Window Welder Inc.		-302.12	8,717.42
Bill Pmt -Check	02/04/2016	5518	Copy & Print		-141.25	8,576.17
Bill Pmt -Check	02/04/2016	5519	NAPA Auto Parts		-779.83	7,796.34
Bill Pmt -Check	02/04/2016	5520	Clearwater Landscaping		-798.75	6,997.59
Bill Pmt -Check	02/04/2016	5521	Idaho Transmission Warehouse	VOID:entered as invoice and it was a credit	0.00	6,997.59
Bill Pmt -Check	02/04/2016	5522	Jane's Artifacts		-18.99	6,978.60
Bill Pmt -Check	02/04/2016	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-114.00	6,864.60
Bill Pmt -Check	02/04/2016	ACH	Intermtn Gas #450 916 6521 1	acct # 45091665211	-666.62	6,197.98
Bill Pmt -Check	02/04/2016	ACH	Intermtn Gas Co #525 140 3000 7	#525 140 3000 7	-445.31	5,752.67
Bill Pmt -Check	02/04/2016	ACH	Intermtn Gas Co #826 580 3000 0	#826 580 3000 0	-1,475.38	4,277.29
Deposit	02/05/2016			Deposit	416.80	4,694.09
Deposit	02/05/2016			Deposit	102.00	4,796.09
Deposit	02/08/2016			Deposit	186.87	4,982.96
Deposit	02/08/2016			Deposit	49.22	5,032.18
Deposit	02/09/2016			Deposit	69,554.75	74,586.93
Bill Pmt -Check	02/09/2016	5525	Dennis Brown CPA		-8,900.00	65,686.93
Bill Pmt -Check	02/09/2016	5526	Johnny G's Sub Shack		-95.90	65,591.03
Bill Pmt -Check	02/09/2016	5527	AlSCO		-271.02	65,320.01
Bill Pmt -Check	02/09/2016	5528	Associated Petroleum Products, I...		-8,255.75	57,064.26
Bill Pmt -Check	02/09/2016	5529	Atkinsons' Grocery		-34.91	57,029.35
Bill Pmt -Check	02/09/2016	5530	Dick York's Auto Service	Tow Bus	-185.00	56,844.35
Bill Pmt -Check	02/09/2016	5531	Certified Folder Display Service, I...	14-0086946	-76.00	56,768.35
Bill Pmt -Check	02/09/2016	5532	City of Bellevue'	RIDES1	-108.64	56,659.71
Bill Pmt -Check	02/09/2016	5533	Clear Creek Disposal	1327	-637.47	56,022.24
Bill Pmt -Check	02/09/2016	5534	Copy & Print		-19.99	56,002.25
Bill Pmt -Check	02/09/2016	5535	GEM State Paper & Supply Co.		-409.63	55,592.62
Bill Pmt -Check	02/09/2016	5536	Gillig LLC	36869600	-502.63	55,089.99
Bill Pmt -Check	02/09/2016	5537	Glass Masters, Inc.		-34.90	55,055.09
Bill Pmt -Check	02/09/2016	5538	Jackson Group Peterbilt, Inc.	3551	-1,950.29	53,104.80
Bill Pmt -Check	02/09/2016	5539	Ketchum Computers, Inc.	VOID:paid prtion from Fac Fund	0.00	53,104.80
Bill Pmt -Check	02/09/2016	5540	L.L. Green's Hardware		-260.23	52,844.57
Bill Pmt -Check	02/09/2016	5541	Lawson Laski Clark & Pogue, PLLC		-507.00	52,337.57
Bill Pmt -Check	02/09/2016	5542	National Benefit Services, LLC		-135.00	52,202.57
Bill Pmt -Check	02/09/2016	5543	Northwest Equipment Sales, Inc.		-123.20	52,079.37
Bill Pmt -Check	02/09/2016	5544	River Run Auto Parts, Inc.		-120.95	51,958.42
Bill Pmt -Check	02/09/2016	5545	Roberts Electric		-625.92	51,332.50
Bill Pmt -Check	02/09/2016	5546	United Oil		-7,054.49	44,278.01
Bill Pmt -Check	02/09/2016	5547	UPS Store - 2444 (Ketchum)		-51.44	44,226.57
Bill Pmt -Check	02/09/2016	5548	Webb Landscape		-800.00	43,426.57
Deposit	02/10/2016			Deposit	115,039.00	158,465.57
Liability Check	02/10/2016		QuickBooks Payroll Service	Created by Payroll Service on 02/09/2016	-41,824.77	116,640.80
Bill Pmt -Check	02/10/2016	ACH	American Funds	plan ID BRK100102	-26,042.69	90,598.11
Bill Pmt -Check	02/10/2016	5549	Ketchum Computers, Inc.		-517.50	90,080.61
Bill Pmt -Check	02/10/2016	5550	Access Idaho		-333.00	89,747.61
Bill Pmt -Check	02/10/2016	5551	Allstar Property Services, Inc.		-1,451.10	88,296.51
Bill Pmt -Check	02/10/2016	ACH	City of Hailey	40205001	-66.28	88,230.23
Bill Pmt -Check	02/10/2016	5552	Business As Usual		-56.69	88,173.54
Bill Pmt -Check	02/10/2016	5553	Express Publishing Inc.		-1,277.66	86,895.88
Bill Pmt -Check	02/10/2016	5554	Rush Truck Centers		-1,604.27	85,291.61
Bill Pmt -Check	02/10/2016	5555	Ben Varner'		-133.13	85,158.48
Bill Pmt -Check	02/10/2016	5556	Jason Miller	expense reimbursement	-169.35	84,989.13
Bill Pmt -Check	02/10/2016	5557	Mattson Fire Sprinklers, Inc.		-325.00	84,664.13
Bill Pmt -Check	02/10/2016	5558	Wells Fargo		-5,784.35	78,879.78
Bill Pmt -Check	02/10/2016	5559	Schaeffer MFG. CO.	1140316	-2,055.30	76,824.48
Bill Pmt -Check	02/10/2016	5560	Sentinel Fire & Security		-25.00	76,799.48
Bill Pmt -Check	02/10/2016	5561	St Luke's Clinic - Hailey	940000328	-80.00	76,719.48
Bill Pmt -Check	02/10/2016	5562	White Cloud Communications Inc.		-263.60	76,455.88
Bill Pmt -Check	02/10/2016	5563	Associated Petroleum Products, I...		-633.37	75,822.51
Bill Pmt -Check	02/10/2016	5564	Gem State Welders Supply Inc.		-62.14	75,760.37
Bill Pmt -Check	02/10/2016	5565	Lawson Products, Inc.	Acc# 10140112	-328.98	75,431.39
Bill Pmt -Check	02/10/2016	5566	Sun Valley Auto Club LLC		-2,668.06	72,763.33
Deposit	02/10/2016			Deposit	737.15	73,500.48
Paycheck	02/11/2016	DD	Aguilar, Hortencia	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Conlago, Maira P.	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Djasran JR, Johnny	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Ellsworth, Bryson D	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Fairbrook, Douglas H	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Finch, James F	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Glasscock, David T	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Gray, Stuart	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Grubbs, Torrey E	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Hoehltl, Gerhard	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Johnson, Mark F	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Juarez, Felimon	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Kelly, David W	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Knudson, Michael W	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Leamon, Chase	Direct Deposit	0.00	73,500.48

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Accrual Basis

MRTA - Operations Main Checks Issued

As of February 29, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	02/11/2016	DD	Leon, Teofilo O	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	MacPherson, Kim	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	McCarty, Isabelle	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Miller, Jason M	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Nestor, Robert A	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Parker, Michael J	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Parker, Roger G	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Pyle, David C	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Romero-Campos, Raul	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Sanchez, Jose J	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Selisch, Kurt	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Smith, Scott A	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Sproule, William	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Tellez, Carlos	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Thea, Karen J	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Torres, April L	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Uberuaga, Richard S	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Varner, Benjamin N	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Victorino, Jose L	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	73,500.48
Paycheck	02/11/2016	DD	Williams, Gordon K	Direct Deposit	0.00	73,500.48
Liability Check	02/11/2016	5523	Idaho Child Support Receipting	326231	-200.76	73,299.72
Liability Check	02/11/2016	5524	National Benefit Services, LLC	Mountain Rides FSA	-516.91	72,782.81
Bill Pmt -Check	02/11/2016	5567	Virginia Rhinehart	Monthly Rent- 4171 Glenbrook Dr. Units A & B	-2,000.00	70,782.81
Deposit	02/11/2016			Deposit	35,220.00	106,002.81
Bill Pmt -Check	02/11/2016	5568	Cummins Rocky Mountain LLC	VOID:credit balance; no payment	0.00	106,002.81
Bill Pmt -Check	02/11/2016	5569	State Insurance Fund	Policy # 495600	-12,144.00	93,858.81
Deposit	02/11/2016			Deposit	261.85	94,120.66
Liability Check	02/12/2016	E-pay	United States Treasury	82-0382250 QB Tracking # 318837047	-12,683.72	81,436.94
Deposit	02/12/2016			Deposit	135.50	81,572.44
Deposit	02/16/2016			Deposit	599.00	82,171.44
Deposit	02/16/2016			Deposit	560.00	82,731.44
Deposit	02/17/2016			Deposit	696.00	83,427.44
Deposit	02/18/2016			Deposit	125.40	83,552.84
Deposit	02/18/2016			Deposit	10,990.56	94,543.40
Deposit	02/18/2016			Deposit	1,250.00	95,793.40
Deposit	02/18/2016			Deposit	48.65	95,842.05
Deposit	02/22/2016			Deposit	985.00	96,827.05
Deposit	02/22/2016			Deposit	130.00	96,957.05
Deposit	02/22/2016			Deposit	46,971.86	143,928.91
Liability Check	02/24/2016		QuickBooks Payroll Service	Created by Payroll Service on 02/23/2016	-42,495.35	101,433.56
Bill Pmt -Check	02/24/2016	5570	United Oil		-7,995.63	93,437.93
Liability Check	02/24/2016	5571	Idaho State Tax Commission	000186434	-4,735.00	88,702.93
Deposit	02/24/2016			Deposit	747.00	89,449.93
Paycheck	02/25/2016		Aguilar, Hortencia	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Conlago, Maira P.	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Djasran JR, Johnny	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Ellsworth, Bryson D	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Fairbrook, Douglas H	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Finch, James F	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Garcia-Izarraras, Gerardo	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Glasscock, David T	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Gray, Stuart	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Grubbs, Torrey E	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Hoechtl, Gerhard	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Johnson, Mark F	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Juarez, Felimon	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Kelly, David W	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Kirkpatrick, Wendy J	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Knudson, Michael W	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Leamon, Chase	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Leon, Teofilo O	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		MacPherson, Kim	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		McCarty, Isabelle	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Miller, Jason M	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Nestor, Robert A	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Parker, Michael J	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Parker, Roger G	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Pyle, David C	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Romero-Campos, Raul	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Sanchez, Jose J	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Selisch, Kurt	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Smith, Scott A	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Sproule, William	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Tellez, Carlos	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Thea, Karen J	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Torres, April L	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Uberuaga, Richard S	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Varner, Benjamin N	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Victorino, Jose L	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Williams-Mehra, Colleen	Direct Deposit	0.00	89,449.93
Paycheck	02/25/2016		Williams, Gordon K	Direct Deposit	0.00	89,449.93
Liability Check	02/25/2016	5572	Idaho Child Support Receipting	326231	-200.76	89,249.17
Liability Check	02/25/2016	5573	National Benefit Services, LLC	Mountain Rides FSA	-516.91	88,732.26
Deposit	02/25/2016			Deposit	486.21	89,218.47
Deposit	02/25/2016			Deposit	312.30	89,530.77
Liability Check	02/26/2016	E-pay	United States Treasury	82-0382250 QB Tracking # 321572267	-12,990.96	76,539.81
Deposit	02/26/2016			Deposit	120.00	76,659.81
Deposit	02/26/2016			Deposit	89.15	76,748.96

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of February 29, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	02/26/2016			Deposit	135.00	76,883.96
Deposit	02/26/2016			Deposit	5,267.00	82,150.96
Deposit	02/29/2016			Deposit	542.20	82,693.16
Deposit	02/29/2016			Deposit	102.00	82,795.16
Liability Check	02/29/2016	5574	Blue Cross of Idaho	10034150-R001	-1,605.76	81,189.40
Liability Check	02/29/2016	5575	Blue Cross of Idaho	10034150-R001	-17,330.24	63,859.16
Deposit	02/29/2016			Interest	3.02	63,862.18
Total 11100 · Mountain West Checking					56,490.13	63,862.18
TOTAL					56,490.13	63,862.18

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

4/20/2016

Date