



**Mountain Rides Transportation Authority**  
**PUBLIC NOTICE of Regular Board Meeting Agenda – Amended**  
12:30pm, Wednesday, December 20, 2017  
**Ketchum City Hall Council Chambers, 480 East Ave. N., Ketchum, ID 83340**

***Board Members:** Chair Jane Conard (Sun Valley), vice-chair Kristin Derrig (Ketchum), Becki Keefer (Hailey), Grant Gager (Ketchum), Dave Patrie (Blaine County), Joyce Fabre (Sun Valley), Tory Canfield (at-large) and Tom Blanchard (Bellevue)*

1. 12:30pm: Call meeting to order
2. Comments from the Chair and Board Member thoughts
3. Public comment period for items not on the Agenda (including questions from the press)
4. Presentation: annual financial audit for FY2017, presented by Brady Workman of Dennis Brown CPAS
5. Action and discussion items
  - a. Action item: Approve receipt and filing of Mountain Rides FY2017 audited financial statements, as prepared by Dennis Brown CPAs (p.3-35)
  - b. Action item: Approve award of request for proposal RFP-2017-Tires-002 Van Tires to Les Schwab (p.36-37)
  - c. Action item: Approve award of request for proposal RFP-2017-Tires-001 Bus Tires to Les Schwab (p.38-39)
  - d. Action item: Approve award of fuel purchase Bid-2017-Fuel-001 to United Oil and authorize Executive Director to execute resulting contract (p.40-48)
  - e. Action item: Recommend Executive Director and board chair to sign and complete endorsement for uninsured and underinsured as excluded coverage in ICRMP insurance policy (p.49-52)
  - f. Action item: Approve declaration of Bus 24 as surplus property, pending ITD authorization (p.53-54)
  - g. Action item: Approve destruction of records that are older than applicable retention thresholds, per Mountain Rides policy (p.55-59)
  - h. Action Item: Nominate and elect board officers for 2018 (p.60)
  - i. Discussion item: Discuss rescheduling strategic planning session to January 3<sup>rd</sup> or 4<sup>th</sup> from 9am-1pm (p.61)
  - j. Action item: Adopt 2018 board meeting schedule for regular meetings and committee meetings (p.62-63)
  - k. Action item: Approve addendum to Mountain Rides' Check Signing Policy to add the Community and Customer Relations Supervisor as a check signer (p.64-66)

**10 minute break**

- l. Discussion item: Review and consider letter from City of Sun Valley regarding bus stop signage improvement project (p.67-68)
- m. Action item: Approve updated Executive Director Job Description (p.69-71)
- n. Action item: Approve release of job posting and recruitment plan for the Executive Director search (p.72-75)
- o. Action item: Appoint special committee of the board to review Executive Director candidate applications, carry out interviews, and make recommendation to the board on final candidate (p.76)
- p. Discussion item: Review preliminary scope of work and contract for services with Jason Miller for coordination of Executive Director hiring process and interim project support (p.77-82)

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6. Executive Session per Idaho Code §74-206(1)(a), to discuss hiring personnel to fill a particular vacancy
7. Return from Executive Session
  - a. Action Item as a result of Executive Session: Appointment of Interim Executive Director (p.83-84)
8. Committee reports
  - a. Planning and Marketing Committee was cancelled due to lack of quorum. (p.85)
  - b. Finance and Performance Committee report for December from Chair (p.86)
    - i. Committee members approve December committee meeting minutes
9. Staff reports
  - a. Dashboard performance report for October 2017 (p.87-90)
  - b. Operations report (p.91)
  - c. Marketing Outreach report (p.92)
  - d. Bike-Ped report (p.93)
  - e. Maintenance report (p.94)
  - f. Business Manager report (p.95)
  - g. Executive Director report (p.96)
10. Consent Calendar items
  - a. Approve minutes –November 15 regular board meeting (p.97-100)
  - b. Receive and file October 2017 financials and bills paid (p.101-106)
11. Adjournment

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

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Tucker Van Law

Action Item:

5a. Approve receipt and filing of Mountain Rides FY2017 audited financial statements, as prepared by Dennis Brown CPAs

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Finance and Performance

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve the receipt and filing of the FY2017 audited financial statements, as presented [or with changes noted] and prepared by Dennis Brown CPAs.

Fiscal Impact:

Excess operating funds for FY2018

Related Policy or  
Procedural Impact:

Excess fund policy

Background:

Annually, Mountain Rides must complete an in-depth financial audit, per Government Auditing Standards that apply to Mountain Rides due to the amount of federal funding received. The audit reflects all financial activity for the period October 1st, 2016 through September 30, 2017. The audit did not find any weaknesses or deficiencies and is consider a "clean" audit, although the audit's purpose is not to uncover such issues.



828 Blue Lakes Boulevard North • P.O. Box 2367 • Twin Falls, Idaho 83303 • (208) 733-1161 • Fax: (208) 733-6100

November 17, 2017

Board of Commissioners  
Mountain Rides Transportation Authority  
Ketchum, Idaho

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Mountain Rides Transportation Authority (Authority) for the year ended September 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2017. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Authority's financial statements was:

Management's estimate of the useful lives of fixed assets is based on historical data. We evaluated the key factors and assumptions used to develop the useful lives of fixed assets in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Continued—

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 17, 2017.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis (MD&A) and Budgetary Information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on combining statements, and individual fund statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners and management of Mountain Rides Transportation Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dennis R. Brown". The signature is fluid and cursive, with the first name "Dennis" being more prominent.

DENNIS R. BROWN  
Certified Public Accountant  
Twin Falls, Idaho

**MOUNTAIN RIDES  
TRANSPORTATION AUTHORITY**

**Financial Statements**

**Year Ended September 30, 2017**

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Financial Statements**  
**For the year ended September 30, 2017**

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## INDEPENDENT AUDITOR'S REPORT

November 17, 2017

Board of Directors  
Mountain Rides Transportation Authority  
Ketchum, Idaho

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Mountain Rides Transportation Authority, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Mountain Rides Transportation Authority's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Mountain Rides Transportation Authority, as of September 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3–8 and 18–20 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

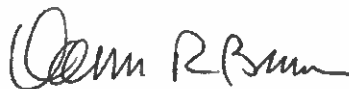
*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Mountain Rides Transportation Authority's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 17, 2017, on our consideration of the Mountain Rides Transportation Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Mountain Rides Transportation Authority's internal control over financial reporting and compliance.



DENNIS R BROWN  
Certified Public Accountant  
Twin Falls, Idaho

## **MOUNTAIN RIDES TRANSPORTATION AUTHORITY MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

This discussion and analysis is intended to provide an overview of Mountain Rides Transportation Authority's financial activities for the fiscal year ended September 30, 2017 (FY2017). Since this information is designed to focus on the current year's activities, resulting changes, and currently known facts, it should be read in conjunction with the Independent Auditor's Report and the Basic Financial Statements that accompany this MD&A.

### **FINANCIAL HIGHLIGHTS**

1. Mountain Rides, as a provider of public transportation services in Blaine County, continued to receive several significant sources of federal transportation funding through the Federal Transit Administration (FTA) in FY2017 for operating public transportation services in a rural area. These FTA operating funding sources include 5311 Rural Transportation for general rural transit operations; 5317 New Freedom (NF) for deviated Hailey Routes. For FY2017, 5317 funding was fully exhausted, as this program was eliminated at the federal level. Overall, Mountain Rides saw its federal operating funding decrease in total by approximately \$2,300.
2. As a result of federal funding available through FTA funds managed by the Idaho Transportation Dept. (ITD), and a two year funding cycle that takes effect October 1, 2016, Mountain Rides anticipates that 5311 federal funding will remain the same for FY2018 versus FY2017. This consistency in federal funding, combined with improving local funding, will allow Mountain Rides to improve service going forward. For FY2018, transit service levels were increased slightly, and the employee pay scale was increased 5-10% as a result of a salary survey that showed Mountain Rides' pay levels lagging behind many indicators and retaining employees proved difficult.
3. Local Funding from local tax sources provided by the cities of Ketchum, Hailey, Sun Valley, Bellevue and Blaine County in FY2017 increased by 7%. Mountain Rides relies heavily on funding from our local financial partners to maintain operations and service levels, as well as provide the local match portion required for receipt of federal funding (all federal transit funding programs require that local entities share in the cost of operating and maintaining transit systems). In FY2017 local revenues were allocated between operating needs and capital needs at a ratio of 85% to operations and 15% to capital accounts.
4. Mountain Rides did not make any progress on the downtown Ketchum transportation center, another major capital facility project that Mountain Rides has been pursuing in recent years. That project is on hold until the City of Ketchum and Mountain Rides can collaborate on an alternative location that may include public parking. It is anticipated that this project will require additional financial resources, both federal and local, in order to complete.
5. Capital equipment vehicle replacements and refurbishments continued in FY2017, per Mountain Rides' adopted five-year Capital Improvement Plan. Mountain Rides acquired 2 new vanpool vans, 1 new large heavy-duty bus, and 1 new light-duty bus funded through the FTA 5339 funding program. Mountain Rides also purchased 1 used heavy duty bus with exclusively local funding

### **OVERVIEW OF FINANCIAL STATEMENTS**

This annual report consists of two parts: management's discussion and analysis (this section) and the basic financial statements. The basic financial statements include a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9 and 10) provide information about the activities of Mountain Rides as a whole and present a longer-term view of its finances. Fund financial statements start on page 11. These statements indicate how capital programs and services were financed in the short term as well as what remains for future spending.

## **FINANCIAL ANALYSIS**

### **Government-wide Financial Statements**

Mountain Rides' analysis of its operations as a whole begins on page 9. The Statement of Net Position and the Statement of Activities report information about Mountain Rides' activities and include all assets and liabilities using accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report Mountain Rides' net position and changes in them. Net Position – the difference between assets and liabilities – is one way to measure Mountain Rides' financial health, or financial position. Over time, increases or decreases in net assets are one indicator of whether financial health is improving or deteriorating. Other nonfinancial factors, however, such as changes in revenue sources and the overall condition of MR's fleet, aid in assessing overall health. The Net (Expense) Revenue and Changes in Net Position column on the Statement of Activities (on page 10) helps determine whether there are more or fewer financial resources that can be spent in the near future to finance Mountain Rides' programs. Mountain Rides' financial resources for FY2017 were higher (an increase of \$118,267) over the year. This accumulation of funding was done purposefully in anticipation of future land purchase for the south valley facility and transit center

### **Fund Financial Statements**

The fund financial statements begin on page 11. The Balance Sheets – Governmental funds provides information about Mountain Rides consolidated position, including its Operations Fund and all Capital funds. The Statement of Revenues, Expenditures, and Changes in Fund Balance provides information on the activities of each category of Mountain Rides Funds; its operational activities in General Operations, Capital activities in Capital Projects and its Workforce Housing activities in Work Force Housing. All of Mountain Rides' basic services are reported in General Operations Fund. All funds are reported using an accounting method called modified accrual accounting. This method measures cash and all other financial assets that can be readily converted to cash.

### **Mountain Rides position as a whole**

Mountain Rides' combined net position in FY2017 as compared to FY2016 increased to \$6,129,284 from \$6,011,017 reflecting an increase in capital activities for the period ended 9/30/2017 (see Table 1 below). In looking at the detail, specifically the Non-Current Asset position, Mountain Rides Capital Assets increase with the purchase of new buses and vans. Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints changed from \$762,320 at the end of FY2016 to \$739,600 at the end of 2017, a decrease of 3%. A portion of this unrestricted net position will be used as carryover in FY2018 to support operations and capital needs. Mountain Rides also retains some of this unrestricted cash as contingency funds in case of possible delays in receiving federal or local funding, as well as unforeseen emergencies.

Use of contingency funds for construction underway has brought balances to levels considered minimally prudent. \$60,000 was transferred to the contingency fund in FY2017 bringing the fund to 10% of operating expense. With major capital projects completed for now, Mountain Rides will need to focus on rebuilding its capital fund balances in the years to come to support matching funds for future capital projects. Mountain Rides must also support ongoing vehicle replacement, facility maintenance, and bus stop improvements.

**Table 1: Condensed Statement of Net Position - Compared  
As of September 30, 2017 and 2016**

	<u>FY 2017</u>	<u>FY 2016</u>
<b>Current Assets:</b>		
Cash and Deposits	\$ 686,585	\$ 647,154
Receivables	53,158	85,742
Inventories and Prepaid Insurance	<u>149,769</u>	<u>133,235</u>
Total Current Assets	889,512	866,131
<b>Capital Assets:</b>		
Capital Assets (Net of Depreciation)	<u>5,389,684</u>	<u>5,248,697</u>
Total Assets	\$ <u><u>6,279,196</u></u>	\$ <u><u>6,114,828</u></u>
<b>Current Liabilities</b>	\$ 108,205	\$ 64,203
Long-term liabilities	<u>41,707</u>	<u>39,608</u>
Total Liabilities	<u>149,912</u>	<u>103,811</u>
<b>Net assets:</b>		
Invested in capital assets		
net of related debt	5,389,684	5,248,697
Restricted		
Unrestricted	<u>739,600</u>	<u>762,320</u>
Total Net Position	\$ <u><u>6,129,284</u></u>	\$ <u><u>6,011,017</u></u>

Mountain Rides' total revenues decreased by roughly 8 percent. Federal funding was down from \$2,064,382 to \$1,657,277. This decrease was attributable to the completion of the south valley facility. Total Expenditures, the total cost of all programs and services, decrease by 16 percent, largely the result of decreased capital expenditures. (see Table 2).

**Table 2: Statement of Revenues, Expenses,  
and Changes in Fund Balance - Compared  
For the Fiscal Years Ended September 30, 2017 and 2016**

	FY 2017	FY 2016
Revenues:		
Federal Funding	\$ 1,657,277	\$ 2,064,382
State Funding	0	6,338
Local Funding	1,285,138	1,198,000
Fare Revenues	373,303	361,254
Charter Bus and Bike Share		
Revenues	8,516	24,366
Workforce Housing Revenues	29,230	30,598
Advertising	68,706	61,891
Interest from Investments	4,147	2,135
Other Revenues	21,387	26,942
Totals	<u>3,447,704</u>	<u>3,775,906</u>
Expenditures:		
Wages	1,882,128	1,766,285
Fuel	205,230	177,645
Repairs and Maintenance	199,503	240,344
Rents and Utilities	26,786	47,909
Contracted Services	33,165	34,888
Marketing and Promotion	85,457	85,218
Insurance	113,710	112,454
Capital Expenditures	789,106	1,539,219
Supplies	25,674	20,494
Traveling and Training	8,742	14,876
Business Expenses	5,372	
Printing and Reproduction	14,408	12,019
Communication Expense	38,799	19,144
Totals	<u>3,428,080</u>	<u>4,070,495</u>
Excess (Deficiency)	\$ <u>19,624</u>	\$ <u>(294,589)</u>

### General Fund Budgetary Highlights

No budget changes were made during the year to the General Operating Fund, however \$63,108 was transferred out of this fund to allocate excess operating funds from FY2016. \$53,108 of this went to Capital Funds, and \$10,000 to the Work Force Housing Fund.

## MD&A Continued --

Actual Revenues and Expenditures resulted in an excess of \$73,193; savings in payroll and tight expense control being the primary contributors. This excess will be used to support operations and future capital projects.

### Capital Funds Budgetary Highlights

Mountain Rides revised its Capital Fund budget to account for the transfer and allocation of excess operating funds. This was used to support capital purchases and move in and remodel cost at the Ketchum and South Valley Facility.

### Workforce Housing Fund Budgetary Highlights

Mountain Rides maintains 5 workforce housing units, all of which were fully occupied for FY2017. Mountain Rides revised its Workforce Housing Fund to account for the transfer and allocation of excess operating funds. This was used to support needed repairs and maintenance.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

At the end of FY2017 Mountain Rides had \$5,389,684 invested in a broad range of capital assets, including its Ketchum and South Valley buildings, various bus shelters, vehicles, tools, equipment and construction in process. This amount represents a net increase of \$140,987, or 3 percent, as compared to last year. Purchase of Buses and Vans accounted for the majority of the changes. (see Table 3)

**Table 3: Capital Assets for all Funds**

	<u>FY 2017</u>	<u>FY 2016</u>
Governmental Activities:		
Land	\$ 210,000	\$ 210,000
Construction in Progress	25,467	
Depreciable Capital Assets:		
Buildings and Improvements	4,208,383	4,158,528
Buses and Vehicles	4,931,134	4,378,537
Equipment	119,272	109,388
Totals	<u>9,494,256</u>	<u>8,856,453</u>
Less: Accumulated Depreciation		
Buildings and Improvements	1,011,298	900,717
Buses and Vehicles	3,013,945	2,633,968
Equipment	79,329	73,071
Totals	<u>4,104,572</u>	<u>3,607,756</u>
Net Capital Assets	\$ <u>5,389,684</u>	\$ <u>5,248,697</u>

Mountain Rides fiscal-year 2017 capital budget includes \$1,000,000 for capital projects, principally for the purchase of additional vehicles, \$790,000, but also for equipment, bus stop improvements, and facility upgrades. Funding for these projects is in place and consists of federal funds, Mountain Rides' cash reserves and local funds.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND FARES**

Mountain Rides board of directors considered many factors when setting the FY2018 budget. With the confirmation of federal funding for operations locked in through FY2018, MRTA is able to plan and expand service in FY2018 and beyond. MRTA will be cautious to only expand service that is sustainable; increasing and then decreasing service leads to reduced ridership as a result of inconsistency and confusion surrounding schedules.

The local funding picture has also improved in FY2018. Local partners have experienced growth in tax receipts and as a result have been more generous in their allocation to MRTA. Although these bright spots will have a positive impact on service, Mountain Rides will continue to pursue all possible funding opportunities for capital needs and will tailor its capital improvement plan to potential sources of funds.

When setting fares for the Valley Route and Vanpool Routes, Mountain Rides has been keenly aware of the potential negative impacts to existing riders if fare rates were to increase, especially in light of low fuel prices. As a result, Mountain Rides has held its fares steady with no fare increases in recent years. The discussion about whether routes that are currently free should have a fare charged continues to come up and is anticipated to be a discussion topic for future budgets. Dependent on changes in fuel prices, Mountain Rides may need to evaluate additional changes to fares in the coming years.

## **CONTACTING FINANCIAL MANAGEMENT**

This financial report is designed to provide all Blaine County citizens and taxpayers, Mountain Rides' customers, and its financial partners with a general overview of its finances and to show accountability for the money it receives. If you have questions about this report or need additional financial information, contact Jason Miller, Executive Director at (208) 788-7433 or [Jason@mountainrides.org](mailto:Jason@mountainrides.org)

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Statement of Net Position**  
**at September 30, 2017**

**Governmental  
Activities**

**ASSETS**

**Current Assets:**

Cash and Deposits	\$ 686,585
Accounts Receivable	16,265
Federal Grants Receivable	36,893
Prepaid Insurance	56,779
Inventories	<u>92,990</u>

Total Current Assets \$ 889,512

**Non-Current Assets:**

Land	210,000
Construction in Progress	25,467
Buildings and Improvements	4,208,383
Vehicles and Equipment	<u>5,050,406</u>

Totals	9,494,256
Accumulated Deprecation	<u>(4,104,572)</u>

Total Non-Current Assets 5,389,684

**Total Assets** **\$ 6,279,196**

**LIABILITIES**

**Current Liabilities:**

Accounts Payable	\$ 100,321
Payroll Liabilities	<u>7,884</u>

Total Current Liabilities \$ 108,205

**Long-term Liabilities:**

Compensated Absences	<u>41,707</u>
----------------------	---------------

**Total Liabilities** 149,912

**NET POSITION**

Invested in Capital Assets - net of related debt	5,389,684
Unrestricted	<u>739,600</u>

**Total Net Position** **\$ 6,129,284**

The accompanying notes are a part of these financial statements.



**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Statement of Activities**  
**For the Year Ended September 30, 2017**

<b>Activities:</b>	<b>Expenses</b>	<b>Program Revenues</b>		<b>Net (Expense) Revenues and Changes in Net Position Governmental Activities</b>
		<b>Fees, Fines, and Charges for Services</b>	<b>Capital Grants and Contributions</b>	
<b>Governmental:</b>				
General OperationsGovernment	\$ 3,263,284	\$ 434,525	\$ 1,170,963	\$ (1,657,796)
<b>Special Services:</b>				
Capital Projects	43,901	16,000	486,314	458,413
Work Force Housing	<u>18,014</u>	<u>29,230</u>		<u>11,216</u>
<b>Total MRTA</b>	<b>\$ <u>3,325,199</u></b>	<b>\$ <u>479,755</u></b>	<b>\$ <u>1,657,277</u></b>	<b><u>(1,188,167)</u></b>

**General Revenues:**

Local Government Funding	1,285,138
Private Donations	2,075
Interest Income	4,147
Gain (Loss) on Disposition of Assets	14,762
Miscellaneous	<u>312</u>
<b>Total general revenues and transfers</b>	<b><u>1,306,434</u></b>
<b>Changes in net assets</b>	<b>118,267</b>
<b>Net Position - Beginning</b>	<b><u>6,011,017</u></b>
<b>Net Position - Ending</b>	<b>\$ <u><u>6,129,284</u></u></b>

The accompanying notes are a part of these financial statements.

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Balance Sheet**  
**Governmental Funds**  
**for the year ended September 30, 2017**

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Work Force Housing Fund</u>	<u>Total</u>
<b>ASSETS:</b>				
Cash and Cash Deposits	\$ 534,409	\$ 143,966	\$ 8,210	\$ 686,585
Accounts Receivable	16,265			16,265
Federal Grants Receivable	17,579	19,314		36,893
Prepaid Expenses	56,779			56,779
Due From Other Funds				0
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Assets	\$ <u>625,032</u>	\$ <u>163,280</u>	\$ <u>8,210</u>	<u>796,522</u>
<b>LIABILITIES:</b>				
Accounts Payable	52,250	45,125	2,946	100,321
Accrued Payroll Expenses	7,884			7,884
Due To Other Funds	0			0
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Liabilities	<u>60,134</u>	<u>45,125</u>	<u>2,946</u>	<u>108,205</u>
<b>FUND BALANCE:</b>				
Non-spendable				0
Restricted				0
Committed		118,155		118,155
Assigned	277,851		5,264	283,115
Unassigned	287,047			287,047
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Fund Balance	<u>564,898</u>	<u>118,155</u>	<u>5,264</u>	<u>688,317</u>
Total Liabilities and Fund Balance	\$ <u>625,032</u>	\$ <u>163,280</u>	\$ <u>8,210</u>	\$ <u>796,522</u>

Amounts reported for governmental activities in the Statement of Net Assets (page 3)  
are different because:

Governmental fund capital assets are not financial resources and therefore are not reported in the funds. The cost of assets is \$ 9,494,256 and the accumulated depreciation is \$ 4,104,572	5,389,684
Inventory	92,990
Compensated absences	<u>(41,707)</u>
Net Position of Governmental Funds	\$ <u>6,129,284</u>

The accompanying notes are a part of these financial statements.

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**for the year ended September 30, 2017**

	<u>General Fund</u>	<u>Capital Reserve Fund</u>	<u>Work Force Housing Fund</u>	<u>Totals</u>
<b>REVENUE:</b>				
Federal Funding	\$ 1,170,963	\$ 486,314	\$	\$ 1,657,277
State Funding				0
Local Funding	1,093,663	191,475		1,285,138
Fare Revenues	357,303	16,000		373,303
Charter Bus and Bike Share Revenue	8,516			8,516
Workforce Housing Revenue			29,230	29,230
Advertising	68,706			68,706
Interest Income	3,008	1,130	9	4,147
Proceeds on Sale of Assets		19,000		19,000
Other Revenues	2,387			2,387
	<u>2,704,546</u>	<u>713,919</u>	<u>29,239</u>	<u>3,447,704</u>
Total Revenue				
<b>EXPENDITURES:</b>				
Wages and Benefits	1,882,128			1,882,128
Fuel	205,230			205,230
Repairs and Maintenance	187,156		12,347	199,503
Rent and Utilities	21,119		5,667	26,786
Contracted Services	33,165			33,165
Marketing and Promotion	85,457			85,457
Insurance	113,710			113,710
Capital Expenditures	10,393	778,713		789,106
Supplies	25,674			25,674
Travel and Training	8,742			8,742
Business Expenses	5,372			5,372
Printing and Reproduction	14,408			14,408
Communication Expense	38,799			38,799
	<u>2,631,353</u>	<u>778,713</u>	<u>18,014</u>	<u>3,428,080</u>
Total Expenditures				
<b>EXCESS REVENUE (EXPENDITURES)</b>	73,193	(64,794)	11,225	19,624
<b>OTHER FINANCING SOURCES (USES):</b>				
Operating transfers from other funds	20,000	53,108	10,000	83,108
Operating transfers (to) other funds	(63,108)		(20,000)	(83,108)
	<u>30,085</u>	<u>(11,686)</u>	<u>1,225</u>	<u>19,624</u>
NET CHANGE IN FUND BALANCES				
FUND BALANCE - BEGINNING	534,813	129,841	4,039	668,693
	<u>534,813</u>	<u>129,841</u>	<u>4,039</u>	<u>668,693</u>
FUND BALANCE - ENDING	\$ 564,898	\$ 118,155	\$ 5,264	\$ 688,317
	<u>\$ 564,898</u>	<u>\$ 118,155</u>	<u>\$ 5,264</u>	<u>\$ 688,317</u>

The accompanying notes are a part of these financial statements.

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Reconciliation of the Statement of Revenues,**  
**Expenditures, and Changes in Fund Balances of Governmental Funds**  
**To the Statement of Activities**  
**for the year ended September 30, 2017**

Net Change in Fund Balance - Total Governmental Funds (Page 12)	\$ 19,624
<p>Governmental funds report capital outlays as current year expenditures. In the Statement of Activities the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount of current capital outlay for new fixed assets.</p>	
This is the amount of current year depreciation.	(599,980)
This is the amount of new assets paid in the Government Funds.	745,205
This is the amount of gain on disposal of Governmental Fund assets.	14,762
This is the amount of proceeds on the sale of assets included in the change in the Net Change in Fund Balance	(19,000)
Change in inventory is not included in the governmental fund statements	(40,245)
<p>Liability for personal leave days are not recorded in Governmental Funds.</p>	
This is increase in compensated leave during the year	(2,099)
Change in Net Position of Governmental Activities (Page 10)	\$ <u>118,267</u>

The accompanying notes are a part of these financial statements.

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**Introduction**

The Mountain Rides Transportation Authority (MRTA) is a local government entity created by a joint powers agreement between Blaine County and the Cities of Ketchum, Sun Valley, Hailey, and Bellevue – as prescribed under Idaho code. MRTA was formerly known as the Ketchum-Sun Valley Public Transit Authority. MRTA serves transportation needs in the Wood River Valley, extending along the valley corridor from Ketchum/Sun Valley on the north to Bellevue on the south.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PROCEDURES**

**Scope of Entity**

The Authority's financial statements include the accounts of all operations under the oversight authority of the Board. Oversight responsibility is derived from the governmental unit's authority and includes, but is not limited to, financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters. Based on the foregoing criteria, no component units are included in the Authority's financial statements.

**Basis of Accounting/Measurement Focus**

The accounts of MRTA are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund balance, revenues, and expenditures. MRTA has a general operating fund, a capital reserve fund, and a work force housing fund.

**Government-wide Financial Statements:**

The statement of net position and the statement of activities display information about the Authority as a whole. These statements include the financial activities of the Authority.

The statement of net position presents the financial condition of the governmental activities of the Authority at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each activity. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program. Revenues that are not classified as program revenues are presented as general revenues of the Authority. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Authority.

**Fund Financial Statements:**

Governmental funds are accounted for using the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheet. Under modified accrual basis of accounting, revenues are recognized when they become both measurable and available. Available for purposes of revenue recognition is defined as sixty days. Revenue sources susceptible to accrual include advertising, charter, state, federal and intergovernmental revenues. Expenditures are recognized when the related fund liability is incurred. Exceptions to this general rule include the accrual of payroll and related payroll liabilities.

**Capitalizing Assets**

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the Statements of Net Position. The Authority has established a capitalization threshold of items costing in excess of \$5000.

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**Note 1 - Continued**

Depreciation of buildings, buses, and machinery and equipment is computed using the straight-line method over the following estimated useful lives:

Buildings and Improvements	20-40 Years
Buses	10-12 Years
Machinery and Equipment	5-15 Years

**Restricted Net Assets**

Restricted net assets are those for which a constraint has been imposed either externally or by law. MRTA recognized the use of restricted resources or expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted net assets are used.

**Budgets and Budgetary Accounting**

Annual appropriated budgets are adopted for each fund before October 1 of each year in accordance with Idaho code. The budgets are prepared in accordance with the modified accrual basis of accounting. Budgeted amounts shown are as originally adopted and as amended by MRTA.

**Cash and Cash Equivalents**

MRTA's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with maturities of less than 90 days.

**Investments**

State statutes authorize MRTA to invest in obligations of U.S. Treasury, commercial paper, corporate bonds and repurchase agreements, and the Idaho State Treasurer Local Government Investment Pool. All investments of MRTA are placed in the State Investment Pool and stated at fair value as provided by the Pool.

**Inventories**

Inventory is valued at cost using the first in, first out method. Inventory consists of expendable supplies held for future consumption or capitalization. The cost is recorded as an expense as inventory items are consumed and is reflected in the government-wide financial statements only. Inventory items are reported as expenditures in the fund statements when purchased.

**NOTE 2 – CASH AND CASH DEPOSITS**

Cash and cash deposit balances at September 30, 2017:

	<u>Book Balance</u>	<u>Bank Balance</u>
Petty cash/undeposited funds	\$ 79	\$ 0
Mountain West Bank checking accounts (FDIC Insured)	180,523	180,523
State of Idaho Local Govt Investment Pool	<u>505,983</u>	<u>505,983</u>
Total Cash/Cash Deposit	<u>\$ 686,585</u>	<u>\$ 686,506</u>

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**Note 2 - Continued**

Investments in the Local Government Investment Pool are valued at the fair value. The Local Government Investment Pool is managed by the State of Idaho Treasurer's office. The funds of the pool are invested in certificates of deposit, repurchase agreements, and U.S. government securities. The certificates of deposit are federally insured. The U.S. government securities and the collateral for the repurchase agreements are held in trust by a safekeeping bank.

**Risk Exposure**

**Interest Rate Risk** – MRTA does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**Credit Risk** – MRTA has no formal investment policy which would further limit its investment choices beyond those stated in the Idaho Code.

MRTA does not currently have any outside investments. Excess cash is deposited into the Idaho Local Government Investment Pool.

**Concentration of Credit Risk** – MRTA places no formal limits on the amount the Treasurer may invest in any one issuer.

**Custodial Credit Risk, Deposits** – Custodial credit risk is the risk that funds would be lost in the event of bank failure. MRTA does not have a formal deposit policy to limit custodial credit risk.

**NOTE 3 – CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2017, is as follows:

	<b>Beginning Balances</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balances</b>
<b>Governmental Activities:</b>				
Land	\$ 210,000	\$	\$	\$ 210,000
Construction in Progress	0	25,467		25,467
<i>Capital Assets being depreciated:</i>				
Buildings and Improvements	4,158,528	49,855		4,208,383
Vehicles	4,378,537	659,999	(107,402)	4,931,134
Office Equipment	29,924	9,884		39,808
Shop Equipment	79,464			79,464
<b>Total</b>	<b>8,856,453</b>	<b>745,205</b>	<b>(107,402)</b>	<b>9,494,256</b>
<b>Less: Accumulated Depreciation:</b>				
Buildings and Improvements	(900,717)	(110,581)		(1,011,298)
Vehicles	(2,633,968)	(483,141)	103,164	(3,013,945)
Office Equipment	(20,714)	(2,812)		(23,526)
Shop Equipment	(52,357)	(3,446)		(55,803)
<b>Total Accumulated Depreciation</b>	<b>(3,607,756)</b>	<b>(599,980)</b>	<b>103,164</b>	<b>(4,104,572)</b>
<b>Governmental capital assets, net</b>	<b>\$ 5,248,697</b>	<b>\$ 145,225</b>	<b>\$ (4,238)</b>	<b>\$ 5,389,684</b>

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2017**

**NOTE 4 – ACCRUED COMPENSATED ABSENCES**

This amount includes personal leave time earned by employees, but not used as of fiscal year end.

**NOTE 5 – EMPLOYEE RETIREMENT PLAN**

MRTA has a noncontributory defined contribution pension plan covering substantially all employees who have been employed for the lesser of twelve months or 1,000 hours. MRTA's contributions are made at the discretion of the board of directors. Vesting of accrued benefits occurs at the rate of 20% after two years of service, plus 20% for each year of service, thereafter. Contributions to the plan for the years ended September 30, 2017, 2016 and 2015 were \$104,813, \$105,618 and \$105,056, respectively.

**NOTE 6 – COMMITMENTS AND CONTINGENCIES**

MRTA receives a significant portion of its support from the cities of Ketchum and Sun Valley. Should the cities decrease their share of participation, MRTA would be forced to find other sources of revenue or make a significant reduction in services.

**NOTE 7 – RISK MANAGEMENT**

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the fiscal year, the Authority contracted with Idaho County Risk Management Program (ICRMP) for property, crime and fleet insurance and the State Insurance Fund for workman's compensation. Under the terms of the ICRMP policy, the Authority's liability is limited to the amount of annual financial membership contributions, including a per occurrence deductible. There has been no significant reduction in insurance coverage in the current year. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

**NOTE 8 – ENVIRONMENTAL FACTORS**

MRTA owns land and facilities to provide repair and maintenance of their transportation equipment. These items carry a responsibility for environmental issues, which, if violated, would be a liability to MRTA. There has been no environmental study to determine the existence of any such liabilities.

**NOTE 9 – SUBSEQUENT EVENTS**

Subsequent events were evaluated through the date of the auditor's report, which is the date the financial statements were available to be issued.



**REQUIRED  
SUPPLEMENTARY INFORMATION**

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual -- General Fund**  
**for the year ended September 30, 2017**

	<u>Original and Final Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>REVENUE:</b>			
Federal Funding	\$ 1,165,648	\$ 1,170,963	\$ 5,315
State Funding	0	0	0
Local Funding	1,097,025	1,093,663	(3,362)
Fare Revenues	400,000	357,303	(42,697)
Charter Bus and Bike Share Revenue	21,000	8,516	(12,484)
Workforce Housing Revenue			0
Advertising	75,000	68,706	(6,294)
Interest Income	125	3,008	2,883
Proceeds on Sale of Assets			0
Other Revenues	<u>1,500</u>	<u>2,387</u>	<u>887</u>
Total Revenue	<u>2,760,298</u>	<u>2,704,546</u>	<u>(55,752)</u>
<b>EXPENDITURES:</b>			
Wages and Benefits	1,955,041	1,882,128	72,913
Fuel	222,957	205,230	17,727
Repairs and Maintenance	216,000	187,156	28,844
Rent and Utilities	25,000	21,119	3,881
Contracted Services	46,000	33,165	12,835
Marketing and Promotion	69,500	85,457	(15,957)
Insurance	113,000	113,710	(710)
Capital Expenditures	14,500	10,393	4,107
Supplies	22,400	25,674	(3,274)
Travel and Training	8,000	8,742	(742)
Business Expenses	5,000	5,372	(372)
Printing and Reproduction	12,500	14,408	(1,908)
Communications	<u>34,000</u>	<u>38,799</u>	<u>(4,799)</u>
Total Expenditures	<u>2,743,898</u>	<u>2,631,353</u>	<u>112,545</u>
EXCESS REVENUE (EXPENDITURES)	16,400	73,193	56,793
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers from other funds	43,625	20,000	(23,625)
Operating transfers (to) other funds	<u></u>	<u>(63,108)</u>	<u>(63,108)</u>
NET CHANGE IN FUND BALANCES	60,025	30,085	(29,940)
FUND BALANCE - BEGINNING	<u>534,813</u>	<u>534,813</u>	<u>0</u>
FUND BALANCE - ENDING	<u>\$ 594,838</u>	<u>\$ 564,898</u>	<u>\$ (29,940)</u>

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual -- Capital Reserve Fund**  
**for the year ended September 30, 2017**

	<u>Original and Final Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>REVENUE:</b>			
Federal Funding	\$ 757,000	\$ 486,314	\$ (270,686)
State Funding			0
Local Funding	191,475	191,475	0
Fare Revenues	16,000	16,000	0
Charter Bus and Bike Share Revenue			0
Workforce Housing Revenue			0
Advertising			0
Interest Income	100	1,130	1,030
Proceeds on Sale of Assets	30,000	19,000	(11,000)
Other Revenues			0
	<u>994,575</u>	<u>713,919</u>	<u>(280,656)</u>
Total Revenue			
<b>EXPENDITURES:</b>			
Wages and Benefits			0
Fuel			0
Repairs and Maintenance			0
Rent and Utilities			0
Contracted Services			0
Marketing and Promotion			0
Insurance			0
Capital Expenditures	1,040,000	778,713	261,287
Supplies			0
Travel and Training			0
Printing and Reproduction			0
Miscellaneous			0
	<u>1,040,000</u>	<u>778,713</u>	<u>261,287</u>
Total Expenditures			
EXCESS REVENUE (EXPENDITURES)	(45,425)	(64,794)	(19,369)
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers from other funds	47,413	53,108	5,695
Operating transfers (to) other funds			0
	<u>47,413</u>	<u>53,108</u>	<u>5,695</u>
NET CHANGE IN FUND BALANCES	1,988	(11,686)	(13,674)
FUND BALANCE - BEGINNING	<u>129,841</u>	<u>129,841</u>	<u>0</u>
FUND BALANCE - ENDING	\$ <u>131,829</u>	\$ <u>118,155</u>	\$ <u>(13,674)</u>

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Schedule of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual -- Work Force Housing Fund**  
**for the year ended September 30, 2017**

	<u>Original and Final Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>REVENUE:</b>			
Federal Funding	\$	\$	\$ 0
State Funding			0
Local Funding			0
Fare Revenues			0
Charter Bus and Bike Share Revenue			0
Workforce Housing Revenue	31,200	29,230	(1,970)
Advertising			0
Interest Income	25	9	(16)
Proceeds on Sale of Assets			0
Other Revenues			0
	<u>          </u>	<u>          </u>	<u>          </u>
Total Revenue	<u>31,225</u>	<u>29,239</u>	<u>(1,986)</u>
<b>EXPENDITURES:</b>			
Wages and Benefits			0
Fuel			0
Repairs and Maintenance	12,000	12,347	(347)
Rent and Utilities	5,000	5,667	(667)
Contracted Services			0
Marketing and Promotion			0
Insurance			0
Capital Expenditures			0
Supplies			0
Travel and Training			0
Printing and Reproduction			0
Miscellaneous			0
	<u>          </u>	<u>          </u>	<u>          </u>
Total Expenditures	<u>17,000</u>	<u>18,014</u>	<u>(1,014)</u>
EXCESS REVENUE (EXPENDITURES)	14,225	11,225	(3,000)
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers from other funds	15,775	10,000	(5,775)
Operating transfers (to) other funds	<u>(20,000)</u>	<u>(20,000)</u>	<u>0</u>
NET CHANGE IN FUND BALANCES	10,000	1,225	(8,775)
FUND BALANCE - BEGINNING	<u>4,039</u>	<u>4,039</u>	<u>0</u>
FUND BALANCE - ENDING	\$ <u>14,039</u>	\$ <u>5,264</u>	\$ <u>(8,775)</u>

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
BLAINE COUNTY, IDAHO**

**Schedule of Expenditures of Federal Awards  
for the year ended September 30, 2017**

Federal Grantor/Pass-through Grantor/Program Title	Catalog of Federal Domestic Assistance Number	Expenditures During Audit Period	Totals
<b><i>Highway Planning and Construction - Cluster</i></b>			
U.S. Department of Transportation:			
Highway Planning and Construction	20.205	\$ <u>14,406</u>	
Total			\$ 14,406
<b><i>Transit Services Programs - Cluster</i></b>			
U.S. Department of Transportation:			
New Freedom Program	20.521	<u>37,910</u>	
Total			37,910
<b><i>Federal Transit - Cluster</i></b>			
U.S. Department of Transportation:			
Bus and Bus Facilities Formula and Discretionary Program	20.526	<u>486,314</u>	
Total			486,314
<b><i>Other Programs</i></b>			
U.S. Department of Transportation:			
Formula Grants for Rural Areas	20.509	1,118,647	
Total			<u>1,118,647</u>
Total All Programs			\$ <u><u>1,657,277</u></u>

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
BLAINE COUNTY, IDAHO**

**Schedule of Expenditures of Federal Awards  
for the year ended September 30, 2017**

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Mountain Rides Transportation Authority. The Information in this Schedule is presented in accordance with the requirements of Title 2 U.S.Code of Federal Regulations Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Mountain Rides Transportation Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Authority.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 - DE MINIMIS INDIRECT COST RATE**

The Mountain Rides Transportation Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

The examination of the records of the Mountain Rides Transportation Authority for the year ended September 30, 2016 revealed no areas of comments, findings or questioned costs.

**SUMMARY SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

The examination of the records of the Mountain Rides Transportation Authority for the year ended September 30, 2017 revealed no areas of comments, findings or questioned costs.

**MOUNTAIN RIDES TRANSPORTATION AUTHORITY**  
**Year Ended September 30, 2017**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section 1 – Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? ☐ yes ☒ No

Significant deficiencies identified that are

not considered to be material weakness(es) ☐ yes ☒ None reported

Noncompliance material to financial statements  
noted? ☐ yes ☒ No

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified? ☐ yes ☒ No

Significant deficiencies identified that are

not considered to be material weakness(es) ☐ yes ☒ None reported

Type of auditor's report issued on compliance  
for major programs: Unmodified

Any audit findings disclosed that are required  
to be reported in accordance with section  
510(a) of Circular A-133? ☐ yes ☒ No

**Identification of major programs:**

**Federal Transit Cluster**

U.S. Department of Transportation

Bus and Bus Facilities Formula Program

**Federal CFDA Number**

20.526

**Highway Planning and Construction Cluster**

U.S. Department of Transportation

Highway Planning and Construction

20.505

**Transit services Programs Cluster**

U.S. Department of Transportation

New Freedom Program

20.521

Dollar threshold used to distinguish  
between type A and type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

☒ Yes ☐ no

**Section II – Financial Statement Findings**

No significant deficiencies, material weaknesses, fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements were reported.

**Section III – Federal Award Findings and Questioned Costs**

No significant deficiencies, material weaknesses, fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements were reported.



828 Blue Lakes Boulevard North • P.O. Box 2367 • Twin Falls, Idaho 83303 • (208) 733-1161 • Fax: (208) 733-6100

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

November 17, 2017

Board of Directors  
Mountain Rides Transportation Authority  
Ketchum, Idaho

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Mountain Rides Transportation Authority (Authority), as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated November 17, 2017.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Compliance and Other Matters***


As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Report Continued—

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Dennis R. Brown". The signature is fluid and cursive, with the first name "Dennis" being more prominent.

DENNIS R. BROWN  
Certified Public Accountant  
Twin Falls, Idaho



828 Blue Lakes Boulevard North • P.O. Box 2367 • Twin Falls, Idaho 83303 • (208) 733-1161 • Fax: (208) 733-6100

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

November 17, 2017

Board of Directors  
Mountain Rides Transportation Authority  
Ketchum, Idaho

**Report on Compliance for Each Major Federal Program**

We have audited the Mountain Rides Transportation Authority's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Mountain Rides Transportation Authority's major federal programs for the year ended September 30, 2017. Mountain Rides Transportation Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Mountain Rides Transportation Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Mountain Rides Transportation Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Mountain Rides Transportation Authority's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the Mountain Rides Transportation Authority, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2017.

***Other Matters***

The results of our auditing procedures disclosed no instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance.

### Report on Internal Control over Compliance

Management of the Mountain Rides Transportation Authority, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Mountain Rides Transportation Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Mountain Rides Transportation Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



DENNIS R. BROWN  
Certified Public Accountant  
Twin Falls, Idaho

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Ben Varner

Action Item:

5b. Approve award of request for proposal RFP-2017-Tires-002 Van Tires to Les Schwab

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Finance and Performance

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to award van tire purchasing to Les Schwab for 2018.

Fiscal Impact:

FY 2018 Budget, projected purchases are included in the budget

Related Policy or  
Procedural Impact:

Policy 101 - Procurement

Background:

Each year, MRTA solicits bids for van tire purchasing and service related to van tires.

Les Schwab was the sole respondent and staff is recommending we award Les Schwab the business for the next year.

Les Schwab is a reputable tire firm and shares MRTA's safety philosophy. We have a very good working relationship with their Hailey store.

## Attachment A Cost Proposal

Please fill out the following table with current pricing for specific tire sizes.

<b>Tire Size / Style Tire must be rated for Ford E350 15-passenger Van.</b>	<b>Estimated Quantity (over 12 mos.)</b>	<b>Cost per tire, including mounting, balancing, studding and siping?</b>
LT 245 75 R16 E Summer Highway Tread	24	\$198.64 EA
LT 245 75 R16 E Winter Tread with option to Stud	24	\$189.80 EA
235/65 R16 E Summer Highway Tread	4	\$136.10 EA
235/65 R16 E Winter Tread with option to Stud	4	\$276.62 EA
What is the cost for a seasonal tire changeover for 4 tires, off-wheel?	30 (20 fall, 20 spring)	\$ 70.00

Signature: 

Print or Type: CHAD MILLER

Name & Title of Signing Officer Company: CHAD MILLER, MANAGER LESSCHWAB TIRES

Date: 12/5/17

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Ben Varner

Action Item:

5c. Approve award of request for proposal RFP-2017-Tires-001 Bus Tires to Les Schwab

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Finance and Performance

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to award bus tire purchasing to Les Schwab for 2018.

Fiscal Impact:

FY 2018 Budget, projected purchases are included in the budget

Related Policy or  
Procedural Impact:

Policy 101 - Procurement

Background:

Each year, MRTA solicits bids for bus tire purchasing and service related to bus tires.

Les Schwab was the sole respondent and staff is recommending we award Les Schwab the business for next year.

Les Schwab is a reputable tire firm and shares MRTA's safety philosophy. We have a very good working relationship with their Hailey store.

## Attachment A Cost Proposal

Please fill out the following table with current pricing for specific tire sizes.

Tire Size / Style	Estimated Quantity (over 12 mos.)	Cost per tire, including mounting, balancing, siping and delivery to MR's Ketchum, Idaho Facility
265/75-22.5 Traction Retread	25	\$249.47
265/75-22.5 Steer	6	\$409.62
285/70R-19.5 Steer	8	\$455.03
285/70R-19.5 Retread	8	\$186.27
11R-22.5/16 Traction Retread	14	\$233.18
11R-22.5/16 Steer	4	\$404.23
245/70R-19.5 Traction Retread	16	\$153.93
245/70R-19.5 Steer	4	\$382.43
215/85R-16 Traction	14	\$183.98
215/85R-16 Steer	4	\$183.98

Signature: 

Print or Type: CHAD MILLER

Name & Title of Signing Officer Company: CHAD MILLER, MANAGER LES SCHWAB TRUCKS

Date: 12/5/17

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Ben Varner

Action Item:

5d. Approve award of fuel purchase Bid-2017-Fuel-001 to United Oil and authorize Executive Director to execute resulting contract.

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Finance and Performance

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve United Oil's bid for MRTA's 2018 Fuel Purchasing and to authorize the Executive Director to execute the MRTA fuel contract.

Fiscal Impact:

Policy 101 Procurement

Related Policy or  
Procedural Impact:

FY 2018 Budget, projected fuel purchases are budgeted for

Background:

Each year, in accordance with MRTA, State of Idaho and FTA policies, MRTA solicits bids from oil distributors, fuel card providers and local sellers for MRTA fuel purchasing.

United Oil was the sole respondent and staff recommends awarding MRTA's fuel contract to United.

Legal Counsel has reviewed the bid documents and has prepared a contract for MRTA and United to execute.



**Bid Sheet (Bidders MUST provide bid for all locations)**

Unleaded (Unleaded average equally weighted)

1. RACK AVG plus 105 cents per gallon in Ketchum, Idaho.  
Pump Address: 258 Northwoodway Ketchum ID
2. RACK AVG plus 105 cents per gallon in Bellevue, Idaho.  
Pump Address: Woodside Industrial Park - 516 N Main ST Bellevue ID
3. RACK AVG plus 105 cents per gallon in Shoshone, Idaho.  
Pump Address: 103 N Rail Street - (Phillips 66)
4. RACK AVG plus 105 cents per gallon in Twin Falls, Idaho.  
Pump Address: 1990 Kimberly Rd - 322 Addison Ave W - 440 3rd Ave So. Twin Falls ID

Diesel

1. RACK AVG plus 105 cents per gallon in Ketchum, Idaho.  
Pump Address: 258 Northwoodway Ketchum ID
2. RACK AVG plus 105 cents per gallon in Bellevue, Idaho.  
Pump Address: Woodside Industrial Park - 516 N Main ST Bellevue ID
3. Additional cost for winterized diesel (diesel fuel shall be mixed to prevent jelling or freezing of fuel during winter conditions, if additional cost applies) 102 cents per gallon

Requirements (Initial)

- ☒ Complete and sign Bid Sheet
- ☒ Fuels are available via a 24-hour card access system that allows each card to be assigned to a specific MRTA Vehicle and allows for identification of the MRTA vehicle number and allows for identification of users through user pins.
- ☒ All transactions including Vehicle #, Fuel Card ID #, Driver, Miles Driven (each vehicle), Gallons and Price Charged are available on a weekly basis for export via .csv file
- ☒ Contracting fuel company will provide OPIS reports to MRTA to support pricing via e-mail
- ☒ Signed and enclose four applicable Federal Clauses
- ☒ Pumps are safely accessible for a 40-ft. bus

Bid Submitted by (Company Name): United Oil

Signature: [Signature]

Printed Name: Jim Judd

Title: Sales Manager

Contact Phone Number: 208-731-7762

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:

- (1) Equals or exceeds \$25,000,
- (2) Is for audit services, or
- (3) Requires the consent of a Federal official, and

g. It will require that each covered lower tier contractor and subcontractor:

- (1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
- (2) Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:

- a. Debarred from participation in its federally funded Project,
- b. Suspended from participation in its federally funded Project,
- c. Proposed for debarment from participation in its federally funded Project,
- d. Declared ineligible to participate in its federally funded Project,
- e. Voluntarily excluded from participation in its federally funded Project, or
- f. Disqualified from participation in its federally funded Project, and

3. It will provide a written explanation as indicated on a page attached in FTA's TEAM-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

---

Certification

Contractor United Oil

Signature of Authorized Official  Date 11/27/12

Name and Title of Contractor's Authorized Official Jim Judd Sales Manager

**CERTIFICATION of Receipt of and Compliance with Federal Clauses**

I, Jim Judd Sales Manager, hereby certify  
(Name and title of official)  
on behalf of United Oil that:  
(Name of Bidder/Company Name)

I have received a copy of the Federal Clauses required for procurements in excess of \$100,000 funded by federal monies and agree to comply with these requirements.

Company Name: United Oil  
Signature: Jim Judd  
Title: Sales Manager  
Date: 11-27-17



**BUY AMERICA CERTIFICATION**  
**(STEEL OR MANUFACTURED PRODUCTS)**

[61 FR 6302, Feb. 16, 1996, as amended at 74 FR 30239, June 25, 2009]

General Requirement (as stated in 49 CFR 661.5)

- (a) Except as provided in 49 CFR 661.7 and 49 CFR 661.11, no funds may be obligated by FTA for a grantee project unless all iron, steel, and manufactured products used in the project are produced in the United States.
- (b) All steel and iron manufacturing processes must take place in the United States, except metallurgical processes involving refinement of steel additives.
- (c) The steel and iron requirements apply to all construction materials made primarily of steel or iron and used in infrastructure projects such as, transit or maintenance facilities, rail lines, and bridges. These items include, but are not limited to, structural steel or iron, steel or iron beams and columns, running rail and contact rail. These requirements do not apply to steel or iron used as components or subcomponents of other manufactured products or rolling stock, or to bimetallic power rail incorporating steel or iron components.
- (d) For a manufactured product to be considered produced in the United States:
  - (1) All of the manufacturing processes for the product must take place in the United States; and
  - (2) All of the components of the product must be of U.S. origin. A component is considered of U.S. origin if it is manufactured in the United States, regardless of the origin of its subcomponents.

If steel, iron, or manufactured products (as defined in 49 CFR 661.3 and 661.5) are being procured, the appropriate certificate as set forth below shall be completed and submitted by each bidder or offeror in accordance with the requirement contained in 49 CFR 661.13(b).

Certificate of **Compliance** with Buy America Requirements.

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.

Company United Oil  
Name Jim Judd Title Sales Manager  
Signature [Signature] Date 11-27-2017

Certificate of **Non-Compliance** with Buy America Steel or Manufactured Products Requirements. The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 C.F.R. 661.7.

Company \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION AND RESTRICTIONS ON LOBBYING**

I, Jim Judd Sales Manager, hereby certify  
(Name and title of official)

On behalf of United Oil that:  
(Name of Bidder/Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

*This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.*

*The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.*

Name of Bidder/Company Name United Oil

Type or print name Jim Judd

Signature of authorized representative [Signature] Date 12/17/17

Signature of notary and SEAL



Melanie Kelly  
12/18/2021  
K. Kimberly



## **AGREEMENT FOR PROVISION OF UNLEADED GASOLINE AND DIESEL FUELS**

THIS AGREEMENT, made and entered into December \_\_\_, 2017, by and between Mountain Rides Transportation Authority, a Public Joint Powers Authority Agency (hereinafter referred to as “Mountain Rides”) and Franklin United, Inc., d.b.a. United Oil (hereinafter referred to as “United Oil”).

For and in consideration of the mutual promises and agreements set forth herein, Mountain Rides and United Oil mutually stipulate and agree to the following provisions:

- 1) Mountain Rides hereby agrees to purchase diesel fuel and unleaded gasoline (hereinafter collectively, “fuel”) for Mountain Rides motor vehicles from United Oil pursuant to the terms and provisions of this Agreement, and United Oil agrees to provide diesel fuel and unleaded gasoline for Mountain Rides motor vehicles pursuant to the terms, conditions, and requirements identified pursuant to the provisions of this Agreement.
- 2) United Oil hereby agrees to provide fuel in conformance with the “*Invitation for Bids 2017-Fuel-001 Purchase of Fuels*” (attached hereto as Exhibit A), and the November 27, 2017 Fuel Bid by *United Oil* (with attachments) (attached hereto as Exhibit B), both of which are hereby incorporated by reference as if set forth in full herein.
- 3) United shall provide fuel so that:
  - a) Fuel is available 24 hours a day, 365 days per year.
  - b) Pumps shall be readily accessible by large vehicles.
  - c) Diesel shall be available in Ketchum and Bellevue.
  - d) Unleaded shall be available in Ketchum, Hailey, Shoshone, and Twin Falls, Idaho.
  - e) All fuels shall be available via a card access system that allows 24-hour fueling and allows for identification of the MRTA vehicle number and identification of user through user PINs
- 4) United Oil shall be bound by, certify, and execute as appropriate, all Federal Clauses, attached hereto as Exhibit C.
- 5) United Oil agrees to maintain fueling sites and to provide a safe, dependable source of fuel to Mountain Rides of Ketchum, Idaho.
- 6) United Oil will account for each fuel purchase and provide Mountain Rides with a monthly billing accompanied by a copy of the prices corresponding to those purchases as documentation for conformity with this agreement.
- 7) United Oil agrees to provide Mountain Rides with a monthly fuel invoice based on individual vehicle fuel quantities used and usage rates.
- 8) United Oil agrees that there will be no additional charges for Personal Identification Number (PIN) numbers.

- 9) Mountain Rides will not be assessed any additional administrative, introductory, or maintenance charges. There will be no additional card charges, billing or card replacement fees charged to Mountain Rides.
- 10) All sites will be adequately lighted with provisions made in the form of steps or ladders to access tall or high equipment. Fueling center sites shall comply with America Disabilities Act (ADA) regulations.
- 11) Emergency provisions to supply fuel to Mountain Rides will be made by United Oil should one or all fueling sites become inoperative.
- 12) United Oil agrees to provide Mountain Rides with clean, moisture free fuel. Diesel fuel shall be mixed to prevent jelling or freezing of fuel during winter conditions. Octane levels of fuel will not fall below industry or trade standards.
- 13) Mountain Rides shall make a good faith effort to pay properly presented, correct, and accurate United Oil invoices within 30 days of receipt of invoice.
- 14) This Agreement may not be modified, altered, or changed except pursuant to a written agreement signed by the parties hereto. A waiver of any term or condition of this Agreement or of any breach of this Agreement shall not be deemed a waiver of any other term or condition of this Agreement or any part hereof or of any later breach of the Agreement. Any waiver must be in writing each time a waiver occurs.
- 15) United Oil hereby certifies that United Oil is covered by a Workers' Compensation insurance program with the State of Idaho, a private insurance carrier, or an approved self-insurance plan in accordance with Idaho State law and that Mountain Rides has no liability for United Oil's workers' compensation insurance or claims.
- 16) United Oil hereby certifies that it has and shall maintain during the time period of this Agreement, liability insurance in the minimum amount of \$750,000.00 per claimant and \$1,500,000.00 per occurrence that includes liability for accidents occurring during delivery or at the delivery site that are attributable to the United Oil or its agents' conduct.
- 17) This Agreement constitutes the entire understanding of the parties and is intended as a final expression of their agreement and a complete statement of the terms thereof. There are no promises, terms, conditions, or obligations, other than contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.
- 18) United Oil and Mountain Rides shall both have the ability to terminate this agreement for cause or for non-compliance with any of the terms, conditions, and requirements contained herein. Such termination shall come only after first giving a verbal demand for compliance followed by a written demand. Termination shall be allowed on the tenth business day following receipt by either party of the other part's written demand.
- 19) This Agreement shall be in force and effect from January 1, 2018 through December 31, 2018 unless terminated in writing by mutual agreement of Mountain Rides and United Oil.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year in this certificate first hereinabove written.

MOUNTAIN RIDES TRANSPORTATION  
AUTHORITY

---

By: Jason Miller  
Its: Executive Director

FRANKLIN UNITED, INC., D.B.A. UNITED  
OIL

---

By:  
Its:



# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Tucker Van Law

Action Item:

5e. Recommend Executive Director and board chair to sign and complete endorsement and waiver for uninsured and under-insured as excluded coverage in ICRMP insurance policy

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Finance and Performance

Previously  
discussed at board  
level:

☐ Yes ☒ No

Recommended  
Motion:

I move to have the Executive Director and Board Chair sign and complete endorsement and waiver for uninsured and under-insured as excluded coverage in ICRPM insurance policy

Fiscal Impact:

\$30,000-\$40,000 saving in insurance costs

Related Policy or  
Procedural Impact:

Background:

Mountain Rides has elected to exclude uninsured and under-insured coverage in the past due to the high cost. This coverage is not required by the State of Idaho however the endorsement and waiver are required to exclude this coverage.

Michael Pogue was consulted regarding the matter and there is some risk in not carrying this coverage.

Jennifer,

If the member is liable for the accident, then yes, their Auto Liability limit would be applicable to the passengers on the bus. If the member was not liable, but another uninsured or underinsured driver caused the accident, then we do not provide UM/UIM coverage to the district and therefore the passengers would have to rely on their own health insurance and/or file a claim against the responsible driver. If we offered UIM/UM, the district/ICRMP would step in for the responsible driver and pay for the injuries to the passengers that were not the fault of the district. ICRMP believes this risk with such an operation of transporting multiple passengers is too high for our pool to underwrite. As such, we issued the renewal policy without offering UM/UIM by sending the agent the rejection forms. This has been the practice with this member for several years now since they came back to the pool in 2013. They left in 2011 because our pricing was too high and no offer of um/uim. The price to underwrite UM/UIM was offered, but an additional \$30,000 for a limit of \$100K per person/\$300K per accident was too high for them at the time. Our price would most likely be the same \$30K, but I'd need to reevaluate our costs to be sure it still covers the exposure.

Sandy

This is a letter from ICRMP regarding  
uninsured and underinsured insurance

## Idaho Uninsured Motorist and Underinsured Motorist Disclosure Statement

Idaho law requires that every auto liability insurance policy include Uninsured Motorist (UM) coverage and Underinsured Motorist (UIM) bodily injury coverage, unless a named insured has rejected these coverages in writing. If the insured is not provided a copy of the written rejection at the time it is made, the insured may receive a copy from the insurer upon request.

UM coverage may pay damages for bodily injury to an insured person who is legally entitled to collect damages from the owner or operator of a vehicle that has no insurance, or from a hit-and-run vehicle where the owner or operator is unknown.

UIM coverage may pay damages for bodily injury to an insured person who is legally entitled to collect damages from the owner or operator of a vehicle with inadequate limits or liability insurance coverage.

UIM coverage is offered in different forms by different insurers, and insurers are not required to offer more than one type of UIM coverage. The two most commonly available forms of UIM coverage – “Difference in Limits” (or “Offset”) Coverage and “Excess” Coverage – are briefly explained as follows:

“Difference in Limits” (or “Offset”) Coverage – The policy’s UIM coverage limits are reduced or eliminated by the amount of any damages recovered by any insured, from or on behalf of any underinsured owner(s) or operators(s).

“Excess” Coverages – The policy’s UIM coverage limits are not reduced by the amount of damages recovered from any underinsured owner(s) or operators(s). UIM coverage limits are available to pay damages when the insured’s damages exceed what can be recovered from the owner(s) or operator(s) of an underinsured vehicle.

This general explanation is NOT an Insurance Agreement. All auto liability insurance policies that include UM and/or UIM coverage have other terms and conditions that may affect or limit the availability of either coverage. For a more detailed explanation of these coverages, refer to your policy. The Idaho Department of Insurance can also provide assistance with insurance related questions. Call 800-721-3272 or visit the Department’s website at [www.doi.idaho.gov](http://www.doi.idaho.gov).

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### Uninsured and Underinsured Motorist Coverage Waiver

I have read the above explanation of uninsured motorist and underinsured motorist coverages. I understand that I have the right to reject either or both coverages. I also understand that by signing the rejection below I am informing my insurer that I do not want the rejected coverage(s) to be included under my automobile liability policy, or under any renewal or replacement of my policy. I choose to reject the coverages(s) identified below:

Insurer: ICRMP

Policy Number: 37A19030100117

- ☐ I hereby reject Uninsured Motorist Bodily Injury Coverage
- ☐ I hereby reject Underinsured Motorist Bodily Injury Coverage

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Named Insured

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Date

ICRMPUMUIMWaiver2017

## **Automobile Medical Payments Endorsement**

**Idaho Counties Risk Management Program – Policy #37A19030100117**

**Effective October 1, 2017**

Effective October 1, 2017 and in consideration of the premium paid and subject to the terms, exclusions, limits and conditions of Mountain Rides Transportation Authority's Public Entity Multi-Lines Insurance Policy, herein referred to as the "policy", issued by Idaho Counties Risk Management Program (ICRMP) to which this exclusion is attached and to the provisions contained within this exclusion, that

Section VIII Auto Liability Insurance is amended to exclude Coverage (2) Automobile Medical Payments for any and all vehicle activities engaged in by Mountain Rides Transportation Authority or any of its subsidiaries.

Further, Section VIII Auto Liability Insurance is amended to exclude Coverage (3) Uninsured/Underinsured Motorists for any and all vehicle activities engaged in by Mountain Rides Transportation Authority or any of its subscribers. Additionally this is evidenced by not only this form, but also by the attached Idaho Uninsured Motorist and Underinsured Motorist Disclosure Waiver.

Terms of the endorsement are agreed to by the Executive Director and Board of Directors of Mountain Rides Transportation Authority.

Jason Miller \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Chairman of the Board

Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, or limitations of the policy to which this endorsement is attached other than as above states.

ICRMPMtRidesMedPayexcl1718

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Ben Varner

Action Item:

5f. Approve declaration of Bus 24 as surplus property, pending ITD authorization

Committee Review:

☐

Yes

☒

No

Committee  
Purview:

none

Previously  
discussed at board  
level:

☒

Yes

☐

No

Recommended  
Motion:

I move to declare MRTA Bus 24 as surplus property.

Fiscal Impact:

Any income from sale of bus would be income under Capital to purchase new buses

Related Policy or  
Procedural Impact:

Policy 106 Disposal of Property

Background:

MRTA Bus 24 is beyond its FTA useful life in years.

Bus 24 needs over \$5,000 in repairs and is only worth \$4,000-5,000 at most. Staff deems it isn't worth making the investment to keep the bus running in the long run.

The head mechanic suspects the bus will need a new engine soon, even if the repairs previously mentioned repairs were made, costing over \$20,000.



### Declaration of Surplus Property

The following Mountain Rides Transportation Authority property:

2010 International Low Floor 25 foot Bus (Bus # 24)

Vin: 4DRASSKM1BH291845

Mileage: 142,966

Min. Bid: \$1,000

Has been deemed surplus property, and is recommended to be sold by Public Notice for a two week period to solicit sealed bids at the above minimum prices.

In the event sealed bids are not received, the vehicle may be sold in any other appropriate manner, per Mountain Rides Transportation Authority policy.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Ben Varner, Maintenance and Facilities Manager

By: \_\_\_\_\_ Date: \_\_\_\_\_

Jason Miller, Executive Director

By: \_\_\_\_\_ Date: \_\_\_\_\_

Jane Conard, Board Chair

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Tucker Van Law

Action Item:

5g. Approve destruction of records that are older than applicable retention thresholds, per Mountain Rides policy

Committee Review:

☐

Yes

☒

No

Committee  
Purview:

Previously  
discussed at board  
level:

☒

Yes

☐

No

Recommended  
Motion:

I move to approve destruction of records that are older than applicable retention thresholds [or with changes noted] per Retention Policy 131.

Fiscal Impact:

None

Related Policy or  
Procedural Impact:

None

Background:

Unneeded documents are taking up valuable space and we would like to destroy them.

## Policy Section 100 - Administration

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### **131: Document Retention and Destruction**

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Issued: 5/17/2017

Revised:

#### **Purpose:**

This describes MRTA's policy regarding Document Retention and Destruction.

#### **Personnel Affected:**

Board of Directors, Executive Director, Managers.

#### **Policy:**

MRTA shall retain records for the period of their immediate or current use, and for such periods as set forth below, unless longer retention is necessary as determined by MRTA.

Records include all financial and programmatic information, supporting documents, statistical records, other records of MRTA, information required to be maintained according to the Federal Transportation Authority ("FTA") (including Grant or Cooperative Agreements), State Law, and other governmental and administrative bodies. Records retention and access requirements also apply to MRTA's third-party contractors, third-party subcontractors, and subrecipients. MRTA shall include this requirement in third-party contracts, direct each sub-recipient to include these requirements in their subagreements, and also direct its third-party contractors to include these requirements in its third-party subcontracts. These records are:

Records include paper, electronic files (including but not limited to e-mails and texts), voicemail records, and other information regardless of where it is stored, including network servers, MRTA owned desktop or laptop computers and handheld computers and other MRTA owned wireless devices with text messaging capabilities. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records, and files must be accessible for possible review, audit, or downloading to paper copy when required.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, MRTA shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

MRTA will use the following schedule for retention of documents:

Starting Date of the Retention Period.

- a) In most circumstances, the starting date for retention of records is the date when such records are generated, or with respect to records generated in



## Policy Section 100 - Administration

connection with an FTA matter, the date on which the FTA accepts the close out request, the final FFR, and the final MPR.

- b) The three-year retention period for equipment records starts from the date of the equipment's disposition, replacement, or transfer.
- c) Third-party Contract Records. The retention period for all third-party contract records required to be retained commences after MRTA makes final payment(s), and all other pending contract matters are closed.
- d) With respect to any FTA matter, if any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained for three years after completion of the action and resolution of all issues that arise from it.
- e) Records for Income Transactions after Closeout of an FTA Award. In some cases, MRTA may report income after an FTA Award is closed. When there is such a requirement, the retention period for the records pertaining to the earning of the income starts from the end of the MRTA's fiscal year in which the income is earned, even if it falls after the date of the closeout of the Award.

Except as otherwise specified, records must be retained for three years from the specific start dates noted below.

Type of Document	Retention Period
Accounts receivable and payable ledgers and schedules	5 years
Annual audited financial statements, audit reports, general ledgers, internal audit reports, trial balance journals	Permanently
Joint Powers Agreement, Articles of Incorporation, Charter, Bylaws, minutes and other incorporation records	Permanently
Bank Reconciliation	5 years
Bank Statements, deposit records, electronic fund transfer documents, and cancelled checks	5 years
Contracts, mortgages, notes and leases	5 years after expired
Operations Grant records	3 years after close out
Capital Grant records	Keep until removed from service
E-mail, voice mail, memo, and general reports	5 years
Recruitment & selection records	5 years after position is filled

## Policy Section 100 - Administration

Personnel files (employee demographic information, compensation records, and garnishments)	5 years
Personnel files (terminated employees)	5 years after termination
Drug & alcohol testing – Negative drug test results & alcohol test results less than 0.02	1 year
Drug & alcohol testing – Education and training records. Records related to the alcohol and drug collection process.	2 years
Drug & alcohol testing – Annual MIS reports, employee evaluation and referrals to SAPs, follow-up tests and follow-up schedules, refusals to test, alcohol test results 0.02 or greater, previous employer records	5 years
Accident/Incidents reports – If no claim	3 years
Liability claims records	10 years after case closed
Insurance policies	Permanent
Inventory records	5 years
Motor vehicle maintenance/insp reports	Keep until removed from service
Maintenance & repair records	Keep until removed from service
Formal bids	5 years
Procurement Contracts & Agreements	5 years after end of contract
Policies and procedures	Permanent
Driver reports, pre-trip	5 years
Farebox reports	5 years
Studies & plans	10 years
Federal & state tax records	5 years

This section applies to the following types of documents, and their supporting records generated in connection with the FTA: indirect cost rate computations or proposals (including de minimus rates), CAPs, and any similar accounting computations or the rate at which a particular group of costs is chargeable (such as computer usage charge back rates or composite fringe benefit rates).

(a) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the recipient) to form the basis for negotiation of the rate, then the three-year retention period for its supporting records starts from the date of such submission.

(b) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government for negotiation

## Policy Section 100 - Administration

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purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the FY (or other accounting period) covered by the proposal, plan, or other computation.

To the extent that there is any request or dispute regarding the production, inspection, or review of information, or such information is subject to the normal course of judicial or administrative adjudicatory proceedings and discovery, the records retention period shall be extended until the conclusion of the same.

Subsequent to the retention period employees will gather the documents and information to be destroyed and present the documents and information and/or a list thereof to the board for approval. Once the board gives approval such documents will be destroyed.

In the event it is determined necessary to retain documents longer than the stated retention period, with the Executive Director's approval, documents will be retained until determined no longer needed. No documents however will be destroyed prior to the end of the retention period.

This policy will apply to MRTA and its successors in interest.

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Jason Miller

Action Item:

5h. Nominate and elect board officers for 2018

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve the following slate of officers for 2018: [as stated]

Fiscal Impact:

N/A

Related Policy or  
Procedural Impact:

Mountain Rides' by-laws

Background:

Per the Mountain Rides' adopted by-laws, officers serve a one year term. Officers can stay in a position, but the intent has been to have the vice-chair ascend to chair to give continuity and experience.  
[no attachments]

# Mountain Rides Agenda Discussion Item Summary

Date:

12/20/2017

From:

Jason Miller

Discussion Item:

5i. Discuss rescheduling strategic planning session

Committee Review:

☐

yes

☒

no

Committee

Purview:

Fiscal Impact:

N/A

Related Policy or  
Procedural Impact:

5 Year Strategic Plan

Background:

Mountain Rides has an annual retreat style meeting to assess the past year and look forward into the new year. This meeting has historically taken place at the beginning of a calendar year. This meeting is where major policy, projects, priorities, and organizational direction are established for the coming year.

Last year the meeting was held from 9:00am to 1:45pm, January 4, 2017. At the last board meeting the board discussed holding the meeting before the regular board meeting on January 17th, 2018.

However, with Jason now leaving on Friday, January 5th, we should discuss having the meeting on Wednesday, January 3rd from 1-4pm (regular committee meeting time or longer) or another time (Thursday, January 4th from 9am-1pm possibly.)

[no attachment]

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Kim MacPherson

Action Item:

5j. Adopt 2018 board meeting schedule for regular meetings and committee meetings

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Both committees

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve the meeting schedule for 2018, as presented. [or I move to approve the meeting schedule for 2018 as follows....]

Fiscal Impact:

N/A

Related Policy or  
Procedural Impact:

Annual posting of meeting schedules, adopted by-laws

Background:

Annually, Mountain Rides adopts and posts a general meeting schedule for both the regular board meeting and the committee meetings. Occasionally this schedule must be amended when a meeting is rescheduled, and the meeting notice is reposted.

Attached is the draft proposed meeting schedule for 2018.

\*The first Wednesday in July will be July 4th so we will have to find another date for that meeting.



**PUBLIC NOTICE –  
NOTICE OF MEETING DATES  
Mountain Rides Transportation Authority  
Board Meetings & Committee Meetings for Calendar Year 2018**

*\*\*All board meetings and committee meetings are always open to the public\*\**

**REGULAR BOARD MEETINGS**

WHEN: The 3rd Wednesday of every month at 12:30 pm  
WHERE: Ketchum City Council Chamber Meeting Room, Ketchum City Hall (480 East Ave. N., Ketchum, ID)

DATES for 2018

January 17<sup>th</sup>, February 21<sup>st</sup>, March 21<sup>st</sup>, April 18<sup>th</sup>, May 16<sup>th</sup>, June 20<sup>th</sup>, July 18<sup>th</sup>,  
August 15<sup>th</sup>, September 19<sup>th</sup>, October 17<sup>th</sup>, November 21<sup>st</sup>, December 19<sup>th</sup>

**PLANNING & MARKETING COMMITTEE**

WHEN: The 1st Wednesday of every month at 1:00 pm  
WHERE: Ketchum City Council Chamber Meeting Room, Ketchum City Hall (480 East Ave. N., Ketchum, ID)

DATES for 2018

February 7<sup>th</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>, May 2<sup>nd</sup>, June 6<sup>th</sup>, July 4<sup>th</sup> (This one should  
probably be changed), August 1<sup>st</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>,  
December 5<sup>th</sup>

**FINANCE & PERFORMANCE COMMITTEE**

WHEN: The 1st Wednesday of every month at 2:30 pm  
WHERE: Ketchum City Council Chamber Meeting Room, Ketchum City Hall (480 East Ave. N., Ketchum, ID)

DATES for 2018

February 7<sup>th</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>, May 2<sup>nd</sup>, June 6<sup>th</sup>, July 4<sup>th</sup> (This one should  
probably be changed), August 1<sup>st</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>,  
December 5<sup>th</sup>

NOTE: Agendas will be produced for each meeting at least 48 hours in advance of the meeting. Public information on agenda items is available from the Mountain Rides office at 800 1<sup>st</sup> Ave N. or 208-788-7433. Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides three days prior to the meeting at 208-788-7433.

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Tucker Van Law

Action Item:

5k. Approve revised Check Signing Policy 103 to add the Community and Customer Relations Supervisor as a check signer.

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve revised Mountain Rides Check Signing Policy 103 to add the Community and Customer Relations Supervisor as a check signer.

Fiscal Impact:

None

Related Policy or  
Procedural Impact:

Check Signing Policy 103

Background:

With the resignation of the Executive Director we are losing one of our check signers and need to fill this gap. Kim MacPherson our current Community and Customer Relations Supervisor has been with Mountain Rides for 6 years and has a good understanding of the business and vendors.



## Policy Section 100 - Financial

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### **Policy 103: Check Signing Policy**

Issued: May 4, 2011

Revised: Feb. 19, 2013

Revised: July 19, 2017

**Revised: December 20, 2017**

**Purpose:** This policy establishes control and provides an orderly process for signing checks from any Mountain Rides Transportation Authority (MRTA) checking account to pay for liabilities incurred by MRTA.

**Personnel Affected:** Executive Director, Operations Manager, Maintenance & Facilities Manager, Community and Customer Relations Supervisor, Business Manager, and Board Members included on Bank signature card.

#### **Policy and Procedure:**

All checks require **TWO** signatures – regardless of amount – no exceptions

Checks will be signed as follows:

1. The Board authorizes the Executive Director, the Operations Manager, ~~and the~~ Maintenance & Facilities Manager, and the Community and Customer Relations Supervisor to sign checks in any amount less than or equal to \$5,000. Bills are paid when due and will be received and filed at the monthly board meetings, following review and verification as to proper and authorized purpose, and accuracy as to amount and payee, by the Business Manager.
2. The Board authorizes the Executive Director **and** one other authorized signer to sign checks greater than \$5,000 but less than or equal to \$25,000. Bills are paid when due and will be received and filed at the monthly board meetings, following review and verification as to proper and authorized purpose, and accuracy as to amount and payee, by the Business Manager.
3. Any payments in amounts over \$25,000 must be pre-authorized and approved by the Board of MRTA pursuant to the **MRTA Policy Section 101 Procurement**. Checks are **not** to be issued until this occurs and a signed Purchase Order Form (Exhibit 1) is submitted to the Business Manager. The Purchase Order (and related paperwork) is then attached to the check stub and invoice and becomes a permanent record. The Business Manager will use this authorization to process the payment, print the check and collect the two signatures needed, i.e. the Executive Director **and** one other authorized signer. The Purchase Order form will be numbered and the form number will be entered into the minutes as a permanent record of approval of the full Board of Directors of MRTA and to protect the signing parties.
4. The following individuals will be placed on the Signature Card at the bank:
  - Executive Director
  - Operations Manager
  - Maintenance & Facilities Manager
  - Board Chair
  - Finance & Performance Committee Chair

## Policy Section 100 - Financial

A Board Member signature would be required in the case of an absence of the permanent Executive Director (and when the permanent Executive Director is not expected to return prior to the required issuance of a check). The Board Member signature(s) would take the place of the permanent Executive Director.

# PURCHASE ORDER

Date:  
PO #

Mountain Rides  
Transportation Authority  
491 Sun Valley Rd E.  
PO Box 3091  
Ketchum, ID 83340  
208-788-7433  
Fax 866-554-1103  
www.mountainrides.org

VENDOR:

SHIP TO:

Mountain Rides  
800 1<sup>st</sup> Ave. N.  
Ketchum, ID 83340

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE

QUANTITY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
Subtotal					
Sales Tax					
Total					

Please send two copies of your invoice.

Please refer to letter of quote dated

Please confirm order details as soon as possible.

Send all correspondence to:

Jason Miller  
jason@mountainrides.org  
208-720-5977  
Or Ben Varner  
rod@mountainrides.org

**Exhibit 1**

Authorized by

Date

**Purchase Order for Procurements over \$25,000**

# Mountain Rides Agenda Discussion Item Summary

Date:

12/20/2017

From:

Jason Miller

Discussion Item:

5I. Review and consider letter from City of Sun Valley regarding bus stop signage improvement project

Committee Review:

☒ yes  
☐ no

Committee  
Purview:

Both

Fiscal Impact:

unknown at this time

Related Policy or  
Procedural Impact:

MRTA Capital Improvement Plan, FY2018 budget

Background:

To date MRTA has installed 22 bus stops in the City of Sun Valley and needs to install another 6-10 signs at the remaining bus stops within the City of Sun Valley. MRTA had also planned to install solar, motion activated lighting at certain stops and passenger benches at certain stops, pending City of Sun Valley approval.

MRTA does have City of Sun Valley approval, through a City of Sun Valley Planning and Zoning commission decision to install signage at all bus stops within the City of Sun Valley.

Attached is a letter from Mayor Hendricks of Sun Valley requesting that installation cease until the City of Sun Valley can make a formal request of Mountain Rides regarding the look of the signs.



Mayor  
Peter M. Hendricks

Council  
Keith Saks, *Council President*  
Michelle Griffith  
Jane Conard  
Brad DuFur

December 8, 2017

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

**Re: Mountain Rides' Bus Stop Upgrades in the City of Sun Valley**

Dear Jason:

This letter is regarding the Mountain Rides' bus stop signage within the City of Sun Valley (the City). The City recognizes that Mountain Rides appropriately followed our approval process by submitting a design review application to our Community Development Department and having the application considered and approved by the Planning & Zoning Commission.

Nonetheless, the City has concerns regarding the aesthetic compatibility of the signage at the bus stops. Understanding that the agenda for your December 20th meeting is quite full and that you will be dealing with very consequential matters, we respectfully request that you cease installing further signage until we have an opportunity to present our concerns and thoughts to your Board.

Having full confidence that you will address this at your earliest convenience, we will await your reply. Thank you for consideration. The City always welcomes dialogues with our partners to discuss matters of mutual concern to further improve our City and the Wood River Valley.

Best regards,

Peter M. Hendricks, Mayor  
City of Sun Valley

PMH/nf

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Jason Miller

Action Item:

5m. Approve updated Executive Director Job Description

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

both

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve the updated Executive Director job description, as presented [or with changes noted]

Fiscal Impact:

n/a

Related Policy or  
Procedural Impact:

n/a

Background:

As part of the recruitment and hiring process for the Executive Director, the job description needs to be reviewed and approved. The job description has been updated to reflect what the current Executive Director does and to include more complete description of requirements and working conditions.



## JOB DESCRIPTION

**Position:** Executive Director

**Reports to:** Board of Directors

**General Statement of Responsibilities:** Working under the direction of the Board of Directors, the Executive Director is responsible for leading the organization forward to fulfill its vision, mission, and goals. The Executive Director is ultimately responsible for managing all aspects of the organization to ensure safe, professional, legal, and financially prudent public transportation operations.

### **Principal Activities:**

#### *Management*

1. Ensure that organization is run in a safe, professional, responsive, and legal manner.
2. Align organization with vision, mission, and goals set by the board.
3. Collaborate with the board of directors on relevant issues; attend board and committee meetings and give regular updates, reports, and presentations on organizational progress.
4. Hire, manage and inspire all department heads and employees that report to the Executive Director; support department heads in hiring and managing employees.
5. Mentor, develop, and lead employees.

#### *Financial and Performance Oversight*

1. Manage budget development and financial performance of organization.
2. Develop funding strategies, write grants, and solicit funding and support from private, local, state, and federal sources.
3. Oversee compliance with all applicable local, state, and federal laws and regulations.
4. Develop and report on financial and performance indicators; analyze and make recommendations based on indicator data.
5. Develop equitable and competitive product pricing and funding strategy.

#### *Strategic Planning and Market Strategy*

1. Develop and continually refine strategic business plan with direction from the board of directors.
2. Configure transportation services that balance efficiency, demand, consistency, and available funding.
3. Plan and implement new multi-modal transportation services to optimize usage.
4. Develop marketing, sales, and outreach strategy.

#### *Organizational Development*

1. Develop and refine organizational structure to optimize resources.
2. Build and maintain positive relationships and partnerships with local government entities, community organizations, businesses, and the public; serves as organization's spokesperson.
3. Create opportunities to increase alternative transportation facilities (i.e. park and ride lots, bus shelters, transit facilities, etc.).
4. Grow opportunities for additional and diversified funding sources.
5. Be actively involved in local land use and regional transportation planning to ensure alternative transportation modes are included and favored.

**Effect on End Results:** Effective performance in this position will result in an organization that reaches full potential in achieving the stated vision, mission, and goals. In short, create a model for integrated, progressive, multi-modal public transportation.

**Minimum Qualifications and Abilities:**

- Four years' progressively responsible leadership, managerial, and administrative experience in a public transportation agency, or a closely related industry.
- Outstanding communication and interpersonal skills.
- Ability to lead in a team-oriented, customer-focused environment.
- Strategic and long range planning experience.
- Project management capabilities, especially for development of transportation assets.
- Superior management and human resource development skills.
- A bachelor's degree in transportation, public or business administration, or a closely related field.
- Budget management and development experience.
- A passion for public transportation.
- Experience working with a board of directors and/or elected officials.
- A strong desire to live in and make an impact in a mountain community.

**Preferred Qualifications and Abilities:**

- Experience writing, receiving, and managing federal and state transportation grants.
- Experience with multi-modal transportation including bus, vanpool, bike, and pedestrian programs.
- Experience working in the public (government) sector and knowledge of relevant rules and regulations.
- Master's degree in public administration.
- History of building community partnerships to achieve goals.
- More than five years' experience leading a public transportation agency in a rural or resort area.
- Experience participating in regional or national public transportation organizations.
- Experience with commercial vehicle operations, CDL license.

**Compensation:**

This is a full-time, fully benefited, year-round position with a pay range of "Executive Director," with a current hiring range of \$79,000 - \$90,850, per the Mountain Rides annually adopted pay scale and dependent on experience. Medical and dental insurance with premium share, as well as paid time off and a retirement plan, after initial introductory period. Positions has significant supervisory responsibility and is classified as exempt.

**Working Environment:**

Includes on-site work in office areas, maintenance areas, out in the community, and on transit routes. This is primarily a sedentary office position, however the Executive Director may be required to respond to the field upon occasion. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually quiet. Work is performed indoors and outdoors in various weather conditions and various spaces.

**Physical Requirements:**

This is a safety sensitive position and does require random drug testing, as prescribed by the Federal Transit Authority. Must be able to respond on-site to incidents and emergencies in a timely fashion. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear; to use hands; reach with arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must have, or be able to obtain, a valid Idaho Driver's License, preferably a Commercial Driver's License.

**Employee Acknowledgement** – I have read and understand my job description and its requirements:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Jason Miller

Action Item:

5n. Approve release of job posting and recruitment plan for the Executive Director search

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

both

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I move to approve the attached job posting and recruitment plan for the Executive Director search [or with changes or additions, as noted]

Fiscal Impact:

\$1600-\$2000

Related Policy or  
Procedural Impact:

FY2018 budget

Background:

Attached is a plan outlining the recruitment plan, as well as a job posting to be used in various ads and online job announcements.





**Mountain Rides Transportation Authority (MRTA)**

Ketchum-Sun Valley, Idaho

[www.mountainrides.org](http://www.mountainrides.org)

**JOB POSTING FOR DISTRIBUTION**

**Position:** Executive Director

**Hiring Range:** \$79,000 - \$90,850 plus benefit package with excellent health insurance, generous paid time off, and retirement plan. Exempt position.

A cover letter, professional resume, and six professional references **due 5 pm MST, Friday, January 19, 2018** to: [recruitment@mountainrides.org](mailto:recruitment@mountainrides.org)

**General Statement of Responsibilities:** Working under the direction of an 8 member publicly appointed Board of Directors, the Executive Director directs, plans, organizes and controls the management and operation of public transportation services in Blaine County, Idaho, which includes the mountain resort communities of Ketchum and Sun Valley.

**Agency Overview:** MRTA services include a regional commuter route, free resort buses, ADA paratransit van services, a deviated fixed route, vanpool operations, ridesharing, bike and pedestrian programs including bikeshare and Safe Routes to School, and intermodal planning. MRTA is a Joint Powers Authority created by the Cities of Sun Valley, Ketchum, Hailey, Bellevue, and Blaine County, is funded by these local entities, as well as federal transit funds, farebox revenues, and private funding from employers and businesses including Sun Valley Company. MRTA operates 20 buses and 15 vans with an annual ridership of 520,000+ passengers, 750,000-800,000 miles per year, employs 45 peak season employees, and has an annual operating budget of \$2.9 million plus additional budget for capital projects.

**Summary of Duties:** Duties include general management of MRTA, administering the financial affairs of the system, insuring MRTA compliance with state and federal regulations, and serving as the liaison to key local, regional, state and federal organizations to facilitate multimodal planning and funding and to advance the system's future. This position requires significant outreach to, and interface with, a wide array of stakeholders, elected officials, regional and community leaders and customers. Position reports to an appointed board of directors of eight that govern MRTA and requires ability to align organization with vision, mission, and goals set by the board, as well as collaborating the board of directors on relevant issues; attend board and committee meetings and give regular updates, reports, and presentations on organizational progress. This position is responsible for managing the budget development and financial performance of organization; developing funding strategies and writing grant; soliciting funding and support from private, local, state, and federal sources; and reporting on financial and performance indicators. This position is responsible for strategic planning and market strategy development that results in increased usage and awareness of services. Partnership building with local government entities, community organizations, businesses, and the public is vital

to the position. The Executive Director serves as organization's spokesperson and must seek to create opportunities for improved transportation facilities (i.e. park and ride lots, bus shelters, transit facilities, etc.), and favorable local land use and regional transportation planning towards public transportation.

**Minimum qualifications:**

This positions requires four years' progressively responsible leadership, managerial, and administrative experience in a public transportation agency, or a closely related industry; outstanding communication and interpersonal skills; ability to lead in a team-oriented, customer-focused environment; strategic and long range planning experience; project management capabilities, especially for development of transportation assets; and a bachelor's degree in transportation, public or business administration, or a closely related field. Having a passion for public transportation and desire to be in a mountain resort community are critical.

**Preferred Qualifications and Abilities:**

The ideal candidate would have experience writing, receiving, and managing federal and state transportation grants; understanding of multi-modal transportation including bus, vanpool, bike, and pedestrian programs; experience working in the public (government) sector and knowledge of relevant rules and regulations; and a master's degree in public administration. An ideal candidate would also bring track record of building partnerships, leading a rural or resort transportation agency, and strong public transportation industry knowledge.

MRTA is an equal opportunity employer and does not discriminate because of race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

Complete equal opportunity policy and job description can be found under the employment section of the MRTA website at <https://www.mountainrides.org/about-mountain-rides/>.



## Mountain Rides Transportation Authority (MRTA)

Ketchum-Sun Valley, Idaho

[www.mountainrides.org](http://www.mountainrides.org)

### RECRUITMENT PLAN

**POSITION OPENS:** December 20, 2017.

**POSITION CLOSES:** January 19, 2018 at 5pm MST.

#### RECRUITMENT STRATEGY

This position will be recruited locally, regionally, and nationally. Local strategy will be advertising in Idaho Mountain Express, as well as direct contact with potential qualified candidates. Regional strategy will be direct outreach to potential candidates leading regional and resort agencies. National strategy will be online job board and job sites.

#### AD PLACEMENT AND BUDGET

- *Idaho Mountain Express*: 3 weeks of classified ad: \$750 (\$250 each)
- *Transit talent.com*: industry leading online job board, featured listing for 5 weeks: \$135
- *Planning.org*: online job board for planning and transportation professional, listing for 2 weeks: \$195
- *IMCA.org*: online source for city, county, agency executives: \$600
- **TOTAL BASE BUDGET**: \$1680.00
- *Additional sources to consider*: American Public Transportation Association publication (\$900 per insertion in weekly newsletter), craigslist, ziprecruiter.com, linkedin.com (prices vary for all of these and could be \$200-\$500 per listing).

#### TIMEFRAME

- |   |  |
|---|--|
| • December 20, 2017:                        | Job posted and open for applications                                       |
| • Dec 20, 2017 – Jan 5, 2018:               | Ads active and all initial promotion complete                              |
| • January 19, 2018:                         | Applications due, job posting closes                                       |
| • January 26, 2018:                         | Initial screening complete   |
| • January 31, 2018:                         | Special meeting of board hiring committee to review                        |
| • Week of February 5 <sup>th</sup> , 2018:  | 1 <sup>st</sup> round interviews w/5-6 top candidates (Skype or in-person) |
| • February 14, 2018:                        | Results of 1 <sup>st</sup> round of interviews completed; committee review |
| • Week of February 19 <sup>th</sup> , 2018: | 2 <sup>nd</sup> round interview w/2-3 final candidates (all in person)     |
| • February 26, 2018:                        | Special committee meeting for recommendation on top candidate              |
| • February 28, 2018:                        | Special full board meeting to approve selection of top candidate           |
| • February 28 – March 7, 2018:              | Offer and negotiation with top candidate                                   |
| • March 7 – April 4, 2018:                  | Top candidate transition (dependent on candidate's situation)              |
| • Week of April 9 <sup>th</sup> , 2018:     | New Director in place (could be sooner, depending on candidate)            |

# Mountain Rides Agenda Action Item Summary

Date:

12/20/2017

From:

Jason Miller

Action Item:

5o. Appoint special committee of the board to review Executive Director candidate applications, carry out interviews, and make recommendation to the board on final candidate

Committee Review:

☒ Yes ☐ No

Committee  
Purview:

both

Previously  
discussed at board  
level:

☒ Yes ☐ No

Recommended  
Motion:

I hereby appoint the following board members to serve on the Executive Director hiring committee: [names] [the Board Chair makes this motion, as appointing special committees is within the Board Chair authority]

Fiscal Impact:

n/a

Related Policy or  
Procedural Impact:

n/a

Background:

Chairwoman Conard will appoint a special committee of the board to support the Executive Director hiring process.

# Mountain Rides Agenda Discussion Item Summary

Date:	12/20/2017	From:	Jason Miller
Discussion Item:	5p. Review preliminary scope of work and contract for services with Jason Miller for coordination of Executive Director hiring process and interim project support		
Committee Review:	<input type="radio"/> yes <input checked="" type="radio"/> no	Committee Purview:	
Fiscal Impact:	Min. Cost Neutral - ED Salary less independent contract costs and Interim ED costs		
Related Policy or Procedural Impact:	FY2018 Budget		
Background:	<p>Jason Miller has agreed to support the recruitment, interview, selection, and training process for the new Executive Director. Attached is the draft agreement for independent contractor services, the draft scope, and the draft payment terms.</p> <p>This contract will be approved at a special board meeting to take place on January 3rd or 4th, 2018.</p>		

## INDEPENDENT CONTRACTOR AGREEMENT

This contract for services is made effective January 6, 2018 by and between Jason Miller (“the Contractor”), an individual, and the Mountain Rides Transit Authority (“MRTA”), a government entity created by a revised Joint Powers Agreement entitled “Agreement of the Mountain Rides Transportation Authority to Provide Multimodal Public Transportation Services in Blaine County,” which was entered into by the cities of Ketchum, Sun Valley, Hailey, and Bellevue and Blaine County on October 1, 2015, with a term running until September 30, 2019.

1. **SCOPE OF SERVICES.** Contractor will provide services to MRTA related to the operations and functions of MRTA as outlined in the attached Appendix A. Such services (“Services”) will be directed and supervised by the MRTA Board of Directors through the Board Chair. Contractor is a former employee of MRTA and the intent of these Services is to provide continuity and assistance as MRTA transitions to a new executive director.
2. **PAYMENT.** Payment for Contractor’s Services shall be billed to MRTA on a bi-weekly basis according to the methodology and rate described in Appendix B. The Contractor shall include, with the request for payment, a detailed description of the tasks requested by or undertaken for MRTA. Payment shall be remitted to the Contractor within thirty days of receipt of the request for payment, to the address provided in this contract.
3. **TERM.** The Contract will terminate: i) automatically upon completion of the Services required by this Contract; ii) or by April 6, 2018; or by written termination by either party for any reason with fifteen days advance notice. The Contract may be extended by mutual written agreement of the parties.
4. **INDEPENDENT CONTRACTOR.** In all matters relating to this Agreement Contractor shall be acting as an independent contractor. During the term of the Agreement he Contractor is not an employee of MRTA under the meaning or application of any federal or state laws, including as to taxes, unemployment, insurance, or worker’s compensation laws. Contractor assumes all liabilities and obligations imposed by any one or more of such laws. Contractor shall not have any authority to assume or create any obligations, express or implied, on behalf of MRTA.
5. **INSURANCE.** Contractor agrees to obtain professional liability insurance acceptable to MRTA, and keep such in force during the term of this Agreement, sufficient to protect Contractor, all of Contractor’s employees, and MRTA, its officers, agents, employees, and elected officials from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the Contractor’s acts.
6. **WORK PRODUCT OWNERSHIP.** MRTA will own exclusive rights, without license, to the products provided by the Contractor. The Contractor may utilize all or part of the products in marketing efforts and in any future work for MRTA; this work is not confidential. Work products will be

provided in appropriate Word or Excel formats for maximum editing and efficiency. Contractor understands that work product and records pursuant to this Agreement are subject to the public records law of the State of Idaho and that MRTA makes no warranty as to confidentiality or nondisclosure of such records.

7. **DEFAULT.** Failure to make Payment or provide Services under the terms of this Contract shall result in material default. Any Party shall provide written notice of default to the other Party within ten days of such default, and such receiving Party shall have ten days to cure said default; failure to cure defaults within such time periods will result in automatic termination of this Contract. Any circumstances beyond either Party's reasonable control, such as natural or manmade disasters, shall result in suspension of the obligations and duties of the affected Party to the extent necessary as a consequence of such event.
8. **GOVERNING LAW.** This Contract shall be governed by the Laws of the State of Idaho. Venue for any dispute shall be in Blaine County, Idaho.
9. **NONASSIGNMENT.** This Agreement, in whole or in part, shall not be assigned or transferred by Contractor to any other party except upon the prior written consent of MRTA.
10. **AMENDMENT.** This Contract may be amended only by mutual written agreement of both parties.
11. **ENTIRE AGREEMENT.** This Contract, and any amendments, shall govern the arrangement between the Parties, and shall supersede all other written or oral agreements.
12. **SEVERABILITY.** If any portion of this Contract shall be found invalid or unenforceable, the remainder of this Contract will continue to be valid and enforceable.

IN WITNESS HEREOF, the Parties hereto have caused this Contract to be executed as of the effective date aforementioned.

CONTRACTOR:

MOUNTAIN RIDES TRANSPORTATION AUTHORITY:

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Jason Miller

2845 Des Moines Dr.

Fort Collins, CO 80525

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Kristin Derrig

Chair, Board of Directors

## **APPENDIX A**

### **Independent Contractor Scope of Work - DRAFT**

As a part of the agreement between MRTA and Jason Miller, Jason Miller agrees to support the recruitment, hiring, and training process for a new Executive Director. This process will follow the time frame established in the Executive Director Recruitment Plan from January 5<sup>th</sup>, 2018 until early April, 2018 and will include:

#### **Recruitment:**

- Be the point of contact for all applicants
- Answer all candidate questions
- Receive and review all application materials from candidates
- Rank and summarize all initial applications
- Participate in hiring subcommittee meetings and board meetings by phone or Skype
- Provide a written report to the hiring subcommittee of the board that summarizes candidate qualifications, strengths, and weaknesses
- GOAL: Pool of 5-6 qualified candidates to move forward to first round of interviews

#### **First interviews:**

- Coordinate and schedule first round of interviews with initial pool of 5-6 candidates
- Prepare list of potential interview questions and refine with subcommittee
- Jason will travel to Ketchum to participate in first round of interviews in person
- Summarize results of first interviews and present to hiring subcommittee
- Lead wrap-up discussion and facilitate discussion to pick final 2-3 candidates to move forward
- GOAL: Reduce first round interview pool of candidates down to 2-3 final candidates

#### **Competency tests:**

- Prepare challenging and relevant tests for initial pool of candidates to respond to as part of the interview process, and ahead of second interviews
  - Test might include preparing and giving a short presentation, or preparing a letter responding to an issue, or analyzing performance or safety data, or creating a plan of action for an example project
- Summarize candidate submissions and lead discussion with subcommittee
- GOAL: Gain in-depth understanding of each candidates strengths and weaknesses, relative to most important aspects of this job

#### **Second interviews:**

- Coordinate and schedule second round of interviews with top 2-3 candidates
- Incorporate existing Mountain Rides staff into second interview process
- Prepare list of potential interview questions and refine with subcommittee
- Jason will travel to Ketchum to participate in second round of interviews in person
- Summarize results of second interviews



- Lead wrap-up discussion and facilitate discussion with hiring committee for picking top candidate (Jason will participate in this Feb 26<sup>th</sup> meeting by phone or Skype)
- GOAL: Pick a top candidate, as well as a runner-up candidate, in case the top candidate doesn't work out

#### **Final selection:**

- Summarize process and results ahead of special board meeting to select top candidate
- Participate in February 28<sup>th</sup> special board meeting by phone or Skype, if requested
- Coordinate offer details with top candidate
- Help coordinate timing and transition of top candidate
- Available to coordinate on-boarding process with top candidate and help with housing placement, candidate questions/issues, etc.
- GOAL: Offer made to top candidate and new Executive Director in place

#### **Training and orientation:**

- Travel to Ketchum/Bellevue to train the new Executive Director
- 1 week of training on all necessary aspects of Executive Director job
- Introductions to community partners and key stakeholders
- Timing TBD – early April?
- GOAL: A new Executive Director who feels prepared and ready to tackle the job

#### **Other projects:**

In addition to supporting the recruitment, interviewing, selection, hiring, and training of the Executive Director, Jason Miller may be available to support special projects and ongoing efforts to keep Mountain Rides midterm and long-range goals moving forward in the interim. These efforts could take place before or after a new Executive Director is in place and could possibly include:

1. Lead the FY2018 budget discussion, helping set goals, establish narrative, create funding partner presentations, and possibly make funding requests.
2. Research, surveys, planning, and development of FY2018 Summer Service Plan, including Red Route summer options.
3. Update and simplify performance dashboard to be easier to read, more concise, and more relevant.
4. Research technology options for electronic fareboxes and create a strategic plan for transition and use of existing grant funding for this project.
5. Create long-term strategic plan for transition to battery electric buses, including technology path, budget, and infrastructure requirements.
6. Update policies and procedures, as needed.
7. Support ongoing bus stop improvement project, as appropriate.
8. Other projects TBD.

If requested by the Board of Directors, Jason Miller would prepare a more detailed scope of work, timeframe, and cost plan for each of these potential projects for approval before proceeding.

## **APPENDIX B**

### **Independent Contractor Payment Rates**

As a part of the independent contractor agreement between MRTA and Jason Miller, Jason Miller agrees to support the recruitment, hiring, and training process for a new Executive Director.

This work will be billed at an hourly rate of **\$95 per hour**, billed to the nearest 0.5 hour increment for work performed as part of the agreement. Travel expenses (flights, hotel, rental car, meals) will be billed at the actual cost, subject to state of Idaho government travel reimbursement rules. Contractor time while traveling will be billed at a flat \$250 per roundtrip for time spent flying and/or driving to/from Blaine County for each trip.

#### **Time estimates for each phase of the project are as follows:**

<b>Recruitment:</b>	<b>25-30 hours</b>
<b>First interviews:</b>	<b>35-40 hours</b>
<b>Competency tests:</b>	<b>15-20 hours</b>
<b>Second interviews:</b>	<b>25-30 hours</b>
<b>Final selection:</b>	<b>15-20 hours</b>
<b>Training and orientation:</b>	<b>32-40 hours</b>
<b>TOTAL:</b>	<b>147-180 hours</b> (at \$95 per hour, total = <b>\$13,965-\$17,100</b> plus travel expenses and travel)
<b>Additional projects:</b>	<b>TBD and quoted on request</b>

Contractor agrees that total contract payments billed will not exceed \$17,100 for the support of the recruitment, hiring, and training process tasks detailed in Appendix A, but not including those potential tasks under the heading "Other projects:".

\*for reference, the current Executive Director fully burdened salary is approximately \$45,000 for four months.

# Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="12/20/2017"/>	<u>From:</u>	<input type="text" value="Board Members"/>
<u>Action Item:</u>	<input type="text" value="7a. Appointment of Interim Executive Director"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>Committee Purview:</u>	<input type="text"/>
<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 appoint [name] as Interim Executive Director to fulfill all the duties and responsibilities of Executive Director per Policy 201 from January 5th, 2018 until such time as a new Executive Director has been hired and started work."/>		
<u>Fiscal Impact:</u>	<input type="text" value="TBD"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Executive Director Authority Policy 201"/>		
<u>Background:</u>	<input type="text" value="This is necessary to ensure continuity of Mountain Rides day to day functions and operations."/>		

## **POLICY 201: Executive Director Authority**

**Issued:** May 21, 2014

**Purpose:** This describes the MRTA policy regarding the authority that the Executive Director is given by the Board of Directors to carry out the business of the organization in an efficient and compliant manner.

**Personnel Affected:** Executive Director, Board of Directors

### **Policy:**

In order to facilitate smooth and efficient operations of Mountain Rides, the Executive Director is entrusted with the sole responsibility to run the organization as she or he sees fit, in accordance with Board adopted policies, plans and direction.

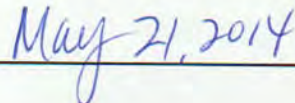
In accordance with the adopted budget, adopted plans, adopted policies, applicable laws and regulations and Board direction, the Executive Director has the authority to:

- Submit funding requests on behalf of Mountain Rides; and
- Sign all state and federal funding agreements on behalf of Mountain Rides and all grant certifications related thereto; and
- Solely manage all employees in the organization in the manner that the Executive Director deems best including: creating and updating an organizational structure, creating and updating job descriptions, making pay adjustments, hiring and firing employees, and delegating authority to employees as appropriate, all within the limitations of the adopted budget, adopted service plan and the adopted pay scale; and
- Manage, update and create internal procedures, guidelines, rules and directives related to the operations of the organization including those for bus and facility maintenance, bus operations, marketing/communications and business functions; and
- Manage and enter into partnership and funding revenue agreements that meet adopted budget and service goals and are not revenue negative; and
- Manage data collection, performance reporting and financial reporting; and
- Determine fare and fee structures for all services that meet adopted budget and service plan goals; and
- Enter into and execute miscellaneous contracts forms and agreements that cover MRTA administration and operations, and financial contracts and agreements that commit less than \$25,000 in annual expense; and
- Manage all grants and capital projects approved by the board including how projects will be carried out and procured; and
- Be the public spokesperson for Mountain Rides; and
- Represent Mountain Rides in all mediation, litigation and claims against the organization and utilizing the Mountain Rides attorney appropriately, and negotiate on behalf of Mountain Rides in all matters.

**APPROVED:**

  
Susan McBryant, Board Chair

**Date:**

  
May 21, 2014



## **MINUTES**

### **Planning and Marketing Committee**

**Wednesday, 12/6/17, 1:00pm**

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

Meeting cancelled due to lack of quorum.





## **Minutes**

### **Finance and Performance Committee**

**Wednesday, 12/6/17, 2:30pm**

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

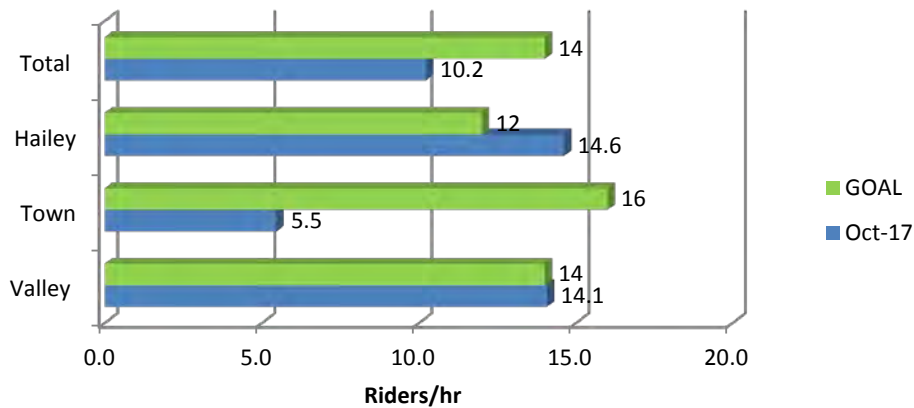
**Present: Becki Keefer, Jane Conard, Grant Gager, Jason Miller, and Tucker Van Law**

**Absent: David Patrie**

- 1) Presentation and discussion of FY2017 audited financials by Brady Workman, CPA
  - a) Brady Workman presented draft audited financial statements. No findings were identified, and an unmodified report will be issued. Final audited financial statements will be presented at the December board meeting.
- 2) Review October 2017 financials and bills paid
  - a) The group went over bills paid with Tucker Van Law to answer questions. October financial statements will be presented to the committee in January. Jane Conard made a motion to recommend accepting the bills paid and Grant Gager seconded. All members approved
- 3) Discuss bus stop improvement capital project
  - a) High level discussion of City of Sun Valley's disapproval of the new bus stops.
- 4) Discuss ICRMP liability insurance uninsured motorist exclusion
  - a) Tucker Van Law presented the endorsement needed for uninsured and underinsured exclusion of coverage with ICRMP. Mountain Rides has excluded this coverage in the past due to the high cost and it not being a requirement with the State of Idaho. Jane Conard made a motion to recommend the Executive Director and Chairman of the Board sign and complete the endorsement. Grant Gager seconded and all members approved.
- 5) Other items to come before the committee
  - a) Jason Miller announced he is resigning as Executive Director of Mountain Rides.

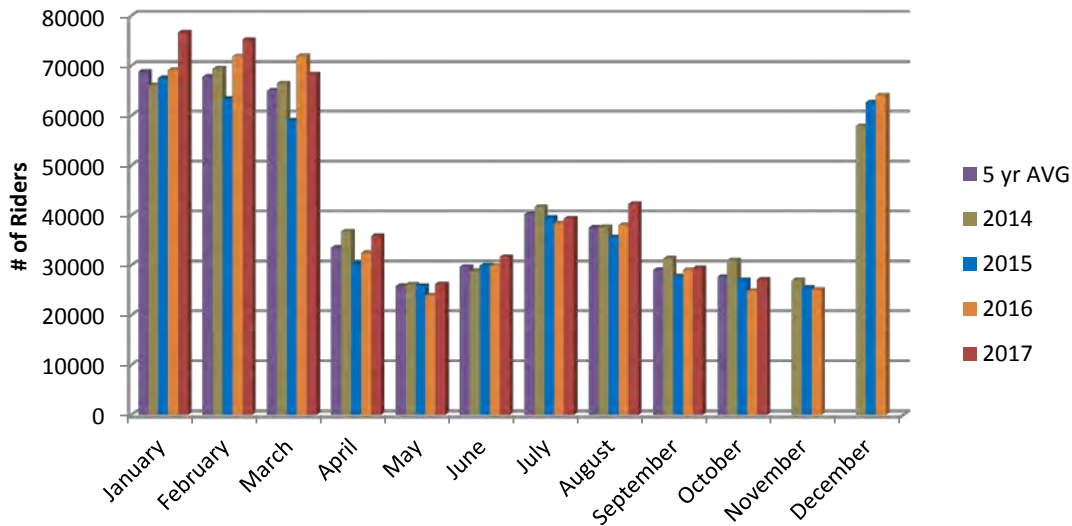
## PERFORMANCE DASHBOARD - RIDERSHIP, OCTOBER 2017

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



2017 YTD Ridership  
452390

2016 YTD Ridership  
429800

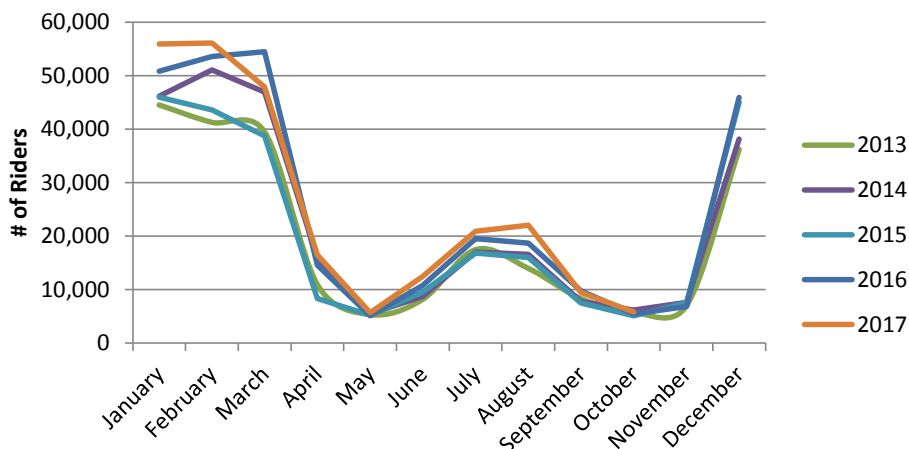
2015 YTD Ridership  
406253

2014 YTD Ridership  
435507

2013 YTD Ridership  
399,917

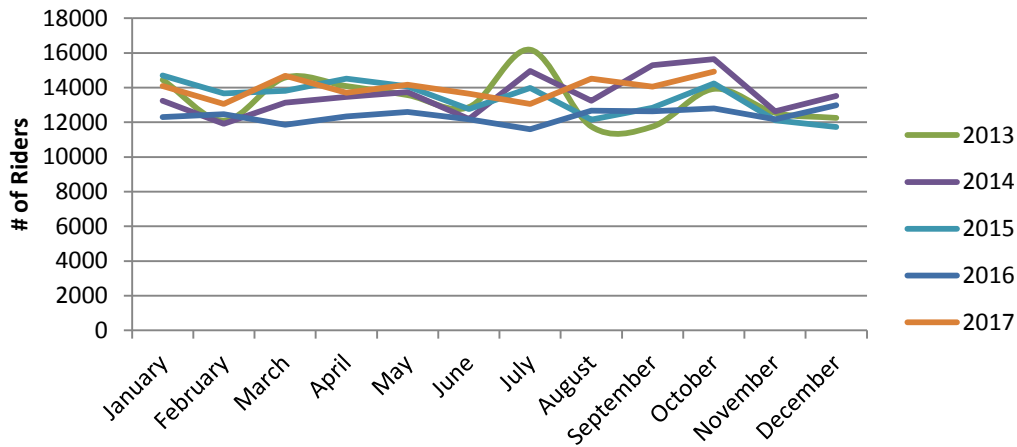
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

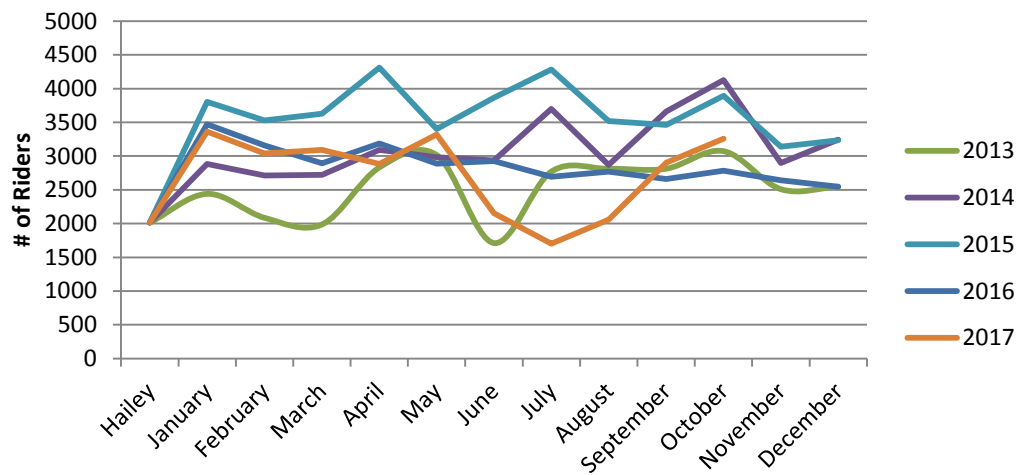


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, OCTOBER 2017

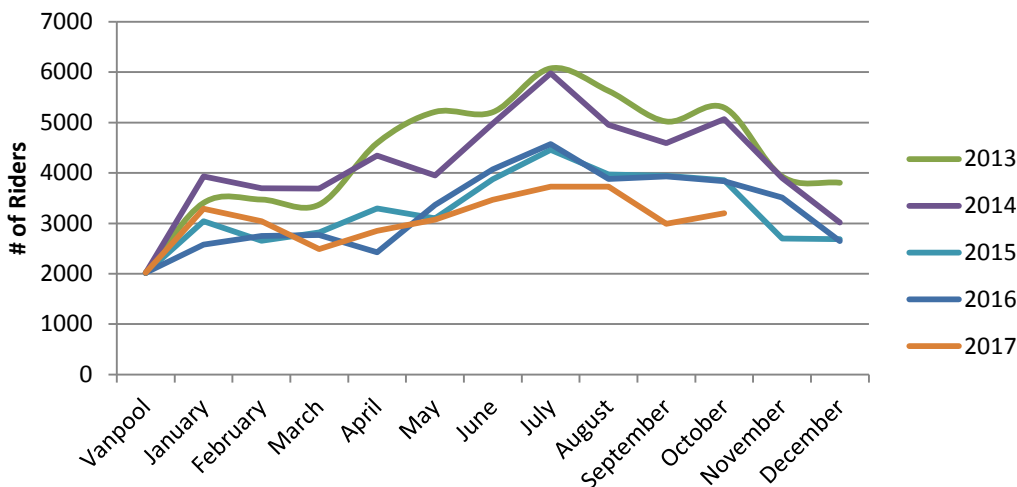
### Valley Route



### Hailey Route

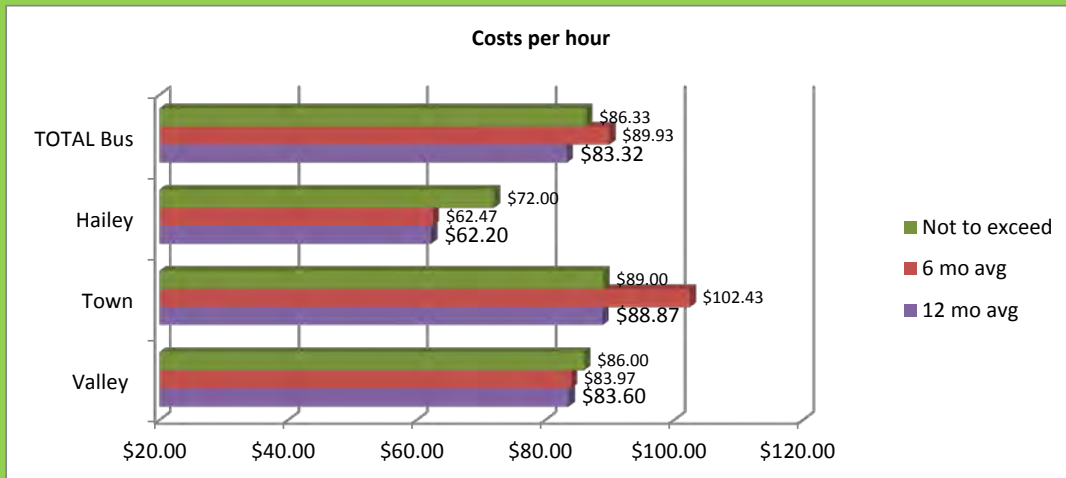


### Vanpool

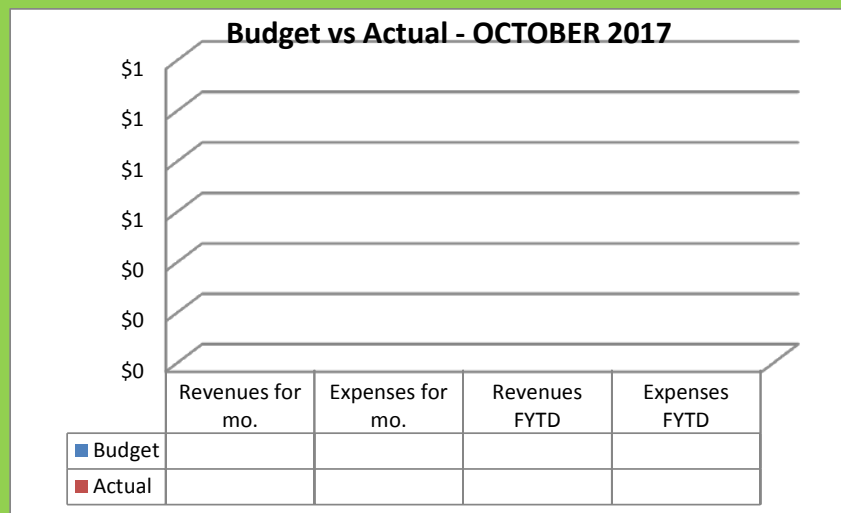
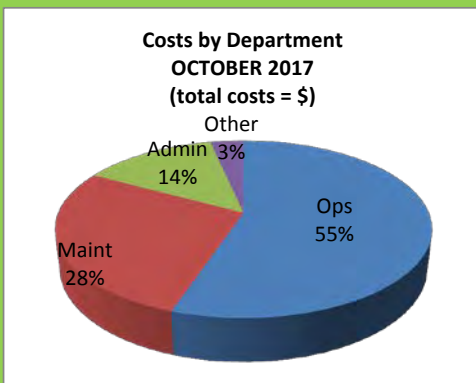




## PERFORMANCE DASHBOARD - FINANCIAL, OCTOBER 2017



**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, OCTOBER 2017



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

Safety	Aug-17	Sep-17	Oct-17
<b>Incidents</b>	0	0	0
<b>Accidents</b>	0	0	0
<b>Road Calls</b>	2	2	0

**MAINTENANCE DAYS WITHOUT  
A LOSS TIME ACCIDENT OR  
INJURY: Current 1437**

**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: 12/20/17

Staff Member: Mike Knudson

Department: Operations

Department Highlights from the Previous Month:

Blue route carried 6,258 passengers up 13% from last year.  
Red made a strong winter start up at 342 up 78% from last year.  
Sliver did also at 1,031 up 31%  
Hailey dipped a bit 2,571 down 3%  
Valley up 4% from last year.

Progress on projects/initiatives:

The winter season is off to a good start. New hires are progressing very well, Jose has a perfect record of his CDL trainees passing their tests. Red and Silver had strong showings for start up. The new morning Valley south bound run is already building ridership. Lots of inquiries about the Hailey route connection to the airport.

One collision: Vanpool van vs deer, everyone is alright except the deer.  
No incidents reported.

Challenges/ Opportunities:

A busy month getting ramped up for winter season and change is in the air. We have a very strong team of drivers and at this point are staffed very well, looking forward to a good winter.

# Mountain Rides Staff Report

Date: 12/20/2017

Staff Member: Kim MacPherson

Department: Marketing and Outreach

Department Highlights from the Previous Month:

I had applied for a grant in early October from the Limelight Ketchum Community Fund and we were awarded \$1500 for our bus pass scholarship program. I want to work on a plan to reach out to all the non-profits in the valley and let them know we have this available.

Progress on projects/initiatives:

It was a busy month getting the bus schedule ready on all the outlets we use. The new bus schedules are out, marketing pieces have been distributed for night owl, Galena route and the airport, posters are hanging at the airport and the website is all up to date.  
Working on direct advertising this year with the SUNS regarding Valley service on Fri and Sat night and with Boulder Mtn Tour for the Galena Route.

Challenges/ Opportunities:

Again, my challenge is time!  
I was able to go to a one day seminar about social media last month which was interesting. I am working on a plan for a social media calender to start posting about all our services on a regular basis.

# Mountain Rides Staff Report

<u>Date:</u>	<div>12/20/2017</div>
<u>Staff Member:</u>	<div>Michael David</div>
<u>Department:</u>	<div>Bike Ped Coordinator</div>
<u>Department Highlights from the Previous Month:</u>	
<u>Progress on projects/initiatives:</u>	<div>Submission of TAP grant for Safe Routes to School 19, 20, 21 FY Submission of Child Safety Pedestrian Grant for Bus stop at East Fork (west side)</div>
<u>Challenges/ Opportunities:</u>	

# Mountain Rides Staff Report

Date: 12/20/2017

Staff Member: Ben Varner

Department: Maintenance and Facilities

Department Highlights from the Previous Month:

The Maintenance Team continued to do great work as we moved toward the busy winter season. Their efforts to get everything ready have been very much appreciated.

Ben attended NTI's Transit Maintenance Leadership Workshop the first week of December. It was a great conference and Ben brought back a wealth of information to make MRTA and our Maintenance Department safer and more efficient.

Progress on projects/initiatives:

Jesus Andazola, who has been in the Maintenance/Facilities Department for six months, completed his CDL training and testing and is now licensed. Congrats to Jesus!

Jason, Mike and Ben put on our twice-yearly staff-wide safety meetings in November. It was a productive few days of meetings and everyone is trained up and excited about having a great winter season.

Challenges/ Opportunities:

It was a tough week heading into "Peak-Peak Winter". Several unscheduled jobs popped up in the bus fleet and it was a challenge getting everything lined up to get the repairs done. Kudos to our Mechanics putting in some overtime and to our vendors for helping get everything together.

# Mountain Rides Staff Report

Date: 12/20/2017

Staff Member: Tucker Van Law

Department: Business Manager

Department Highlights from the Previous Month:

FY2017 financial audit is complete with no findings and a unmodified report will be issued.

Progress on projects/initiatives:

Monthly breakout of the FY2018 budget and input into our accounting system is beginning and should be complete for January's board meeting.

Challenges/ Opportunities:

5311 Federal operating grant requires full invoice support and proof of payment for October's reimbursement. This is a time consuming process and is delaying our reimbursement. Cash flow will remain tight until we receive this.

# Mountain Rides Staff Report

Date: 12/20/2017

Staff Member: Jason Miller

Department: Admin

Department Highlights from the Previous Month:

All staff safety meetings - we had great participation and discussions at our winter pre-season safety meetings

Great start to the season - new staff on board, route changes working well

Progress on projects/initiatives:

Bus stop signs - 50 signs are in place in Ketchum and Sun Valley. Solar lighting is on order, as are bus stop benches. This project will continue in the spring with installation of another 30-40 signs, signage on bus shelters, and installation of benches and lights.

Challenges/ Opportunities:

My departure - this really isn't a challenge but it definitely is an opportunity for Mountain Rides. I'm excited to see someone new take the reins and bring fresh ideas and energy to the next phase of Mountain Rides' evolution. I've thoroughly enjoyed being a part of the Mountain Rides' team and being a part of so much success and change. I've been so lucky to be given this opportunity and to be supported by the community. I loved it all and will truly miss it, especially the board members and staff, past and present, who make Mountain Rides unique and special. Thank you for everything - best of luck continuing to drive Mountain Rides forward to bigger and better things!





RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, November 15, 2017, 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:** Vice-chair Kristin Derrig (Ketchum), Secretary Joe Miczulski (Bellevue), David Patrie (Blaine County) (arrived late), Grant Gager (Ketchum), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

**NOT PRESENT:** Chair Jane Reister Conard (Sun Valley) and Becki Keefer (Hailey)

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Business Manager Tucker Van Law  
Mountain Rides Maintenance Manager Ben Varner  
Mountain Rides Operations Manager Mike Knudson  
Mountain Rides Support Specialist Kim MacPherson  
Mountain Rides Bicycle Pedestrian Program Coordinator Michael David  
Tom Blanchard, incoming board member

**1. CALL TO ORDER**

Vice-chair Kristin Derrig called to order the meeting of Wednesday, November 15, 2017 at 12:33pm. Secretary Joe Miczulski took roll and determined that a quorum was present.

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

Grant Gager said he has seen the bus stop signs around town and they look fantastic. Congratulations to Jason and team for getting this project underway. Joyce Fabre remarked one of the local relators said she didn't know that we had all those bus stops. Jason Miller said we have more to do before the ground freezes but we are working toward getting as many as we can in the ground before Thanksgiving. He also said we are still working on a solar light that complies with the dark sky lighting for the City of Ketchum. Kristin Derrig liked the Facebook post with the signs.

Joe Miczulski recognized Tom Blanchard who will be taking his spot on the board as the Bellevue representative after this meeting.

Tom Blanchard said he is quite familiar with Mountain Rides and he sat on the board for five or six years several years ago. Jason Miller said he looks forward to having Tom on the board.

**3. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (including questions from Press)**  
There were none.

**4. Presentation:**

Jason Miller asked Joe Miczulski to come to the front of the meeting room. Joe Miczulski started in the summer of 2011 after Tom Blanchard left the board.

*Certificate of Appreciation*

*Awarded this 15th day of November, 2017*

*To: Joe Miczulski*

*For his dedicated support of regional public transportation in Blaine County, Mountain Rides hereby recognizes Joe Miczulski for his over six years of dedicated service as the City of Bellevue board member.*

*Joe has provided steady guidance to Mountain Rides through an exciting time of change and growth. Joe has always advocated for strong, regional bus service through improvements to and investments in the Valley Route. As a dedicated rider of the Valley Route, Joe brought a keen understanding of the needs of commuters riding the bus and represented that in his decisions. Joe championed the new Bellevue South Valley Facility and helped lead this project through the many hoops and hurdles needed for city approval. Joe has taken on many roles and responsibilities on the board including involvement with both committees, committee chairman, and board secretary, as well as volunteering for numerous Mountain Rides community events. Joe willingly and gladly volunteered his time and energy to help out – and always with a smile!*

*On behalf of the Mountain Rides board and staff, we will miss your understanding of public transportation, your friendly and collegial demeanor, and your informed perspective. Thank you for serving our community!*

Joe Miczulski said he has always believed strongly in the mission of Mountain Rides. Joe Miczulski thanked the citizens of Bellevue for allowing him to be the representative for Mountain Rides. He also thanked his fellow board members for the awesome level of support that they show Mountain Rides and for its mission and he thanked Jason and staff and all the employees of Mountain Rides for their dedication and their public service. Keep up the good work. It's incredibly important in our valley. Jason Miller presented a Gold bus pass to Joe.

## **5. ACTION ITEMS AND DISCUSSION ITEMS**

### **a. Action item:**

*Action to approve updated Mountain Rides' Employee Manual for FY2018*

Tucker Van Law said the manual was presented to the board last month pending legal review regarding break periods. It was reviewed for best practices and found the break periods complied with the law. There was a change made to the cell phone use. Drivers need to vacate the seat before they can use any kind of cell phone device.

The board agreed with this safety consideration.

**Joyce Fabre made a motion to approve adoption of updated Mountain Rides Employee Manual. Joe Miczulski seconded and the motion carried.**

### **b. Action item:**

*Action to approve release of Invitation for Bid 2017-Fuel-001 for 2018 fuel purchasing*

Ben Varner said this is our annual fuel purchase with 2 small changes. We wanted to open it up to all bidders and ask that the company we do business with will give us the cost pricing.

**Tory Canfield made a motion to approve release of IFB 2017-Fuel-001 for 2018 fuel purchasing. Joe Miczulski seconded. The motion passed unanimously.**

**c. Action item:**

*Action to approve release of Invitation for Bid 2017-Tires-001 for 2018 bus tire purchasing*

Ben Varner said this was the annual bid for bus tire purchasing that we put out to regional companies. There was some minimal language change.

**Joe Miczulski made a motion to approve the release of RFP 2017-Tires-001 for MRTA's bus tire purchasing for 2018. Joyce Fabre seconded and the motion carried.**

**d. Action item:**

*Action to approve s release of Invitation for Bid 2017-Tires-002 for 2018 van tire purchasing*

Ben Varner said this is for van and support vehicle tire purchasing. We keep the bids separate so we can open this up to more companies.

**Joyce Fabre made a motion to approve release of RFP 2107-Tires-002 for van tire purchasing for 2018. Tory Canfield seconded. The motion passed unanimously.**

**e. Action item:**

*Action to appoint special committee to carry out annual performance review for Executive Director*

Kristin Derrig stated that Joyce Fabre and Grant Gager have volunteered to be on this committee. Joe Miczulski and Jane Conard were on it last year. Joe gave his notes to Jane Conard and Jane can recap for the new committee.

**Tory Canfield moved to appoint Joyce Fabre and Grant Gager (and possibly Jane Conard) to serve on a special committee with the purpose of carrying out the annual performance review of the Executive Director and making a recommendation to the full board. Joe Miczulski seconded. The motion passed unanimously.**

**f. Discussion item:**

*Discuss Dec and Jan board and committee meeting schedule and date for annual strategic workshop*

Jason Miller said the history on this has been that the January committee doesn't happen. The strategic session has replaced it on occasion. The workshop would be a 3-4 hour meeting to talk about our 5 year plan, other top priorities from the service plan to capital improvements and more. It is a good review time.

The January regular board meeting will still occur. Board members suggested having the strategic workshop on the same day as the board meeting with the location to be determined. Jason Miller suggested the workshop from 9-12 before the board meeting.

There will not be a committee meeting on January 3<sup>rd</sup>.

We will set our annual meeting calendar at the December board meeting. David Patrie may have a potential conflict on the 17<sup>th</sup> and we will have to check in with the other board members not present.

Jason Miller said that we have had a "Holiday Mixer" in the past. Joyce Fabre suggested having the event at her house and said she will send out an email to poll everyone on a date.

Kristin Derrig suggested that we could use the Cellar Pub as well.

## 6. Committee Reports

Planning & Marketing committee reports for November.

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

Finance & Performance committee reports for November.

**The committee report for Finance & Performance will be received and filed for November due to a lack of a quorum.**

## 7. Staff reports

a. Dashboard performance reports for September 2017

b. Operations report

c. Marketing and Outreach report – Kim MacPherson talked about the marketing pieces for the winter routes and talked about target marketing for this year. Joyce Fabre said thank you for the magnet marketing piece.

d. Bike-Ped report

e. Maintenance report

f. Business Manager report – Tucker Van Law said Dennis Brown CPAs were visiting to complete the audit. They will present the audit in December.

g. Executive Director report – Jason Miller said it was a fun and crazy time of year. Everyone is working very hard but there is a lot of stress and maybe we will be able to take a breath by thanksgiving. Jason thanked staff for all the hard work. Joe Miczulski asked about returning drivers and hiring new drivers. Jason Miller said the higher pay has helped. Mike Knudson said the returning drivers enjoy what they do.

Dave Patrie said that it is a testament to staff and funding partners to allow us to have the resources for staff to execute service to keep increasing ridership.

## 8. Consent Calendar items

a. Approve minutes for October 18<sup>th</sup> regular board meeting

**Dave Patrie moved to approve the minutes. Joe Miczulski seconded. The motion passed.**

b. Review and discuss draft end of fiscal year financials (pending audit results)

**The review is for information only.**

c. Receive & File September 2017 financials and bills paid

**Dave Patrie moved to receive and file September 2017 financials and bills paid. Joyce Fabre seconded. The motion passed.**

## 9. Adjournment

**Tory Canfield moved to adjourn the meeting at 1:27pm. Dave Patrie seconded and the motion carried unanimously.**

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Vice-chair Kristin Derrig

Wells Fargo					10/16/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/30/2017	Bill	Sep	5,035.97	5,035.97		5,035.97
					Check Amount	5,035.97

PAYMENT  
RECORD

Mountain West Check 4856200370127790

5,035.97

Ref: 9/11

Mountain Rides Transportation Authority - Facilities Fund

0348

Wells Fargo					10/16/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/30/2017	Bill	Sep	338.97	338.97		338.97
					Check Amount	338.97

Mountain West Check 4856200370127790

338.97

## CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	MOUNTAIN RIDES CONTROL ACCOUNT
Account Number	4856 2003 7012 7790
Statement Closing Date	10/02/17
Days in Billing Cycle	31
Next Statement Date	11/01/17

For 24-Hour Customer Service Call:  
866-453-7614

Inquiries or Questions:  
Wells Fargo SBL PO Box 29482  
Phoenix, AZ 85038-8650

Payments:  
Payment Remittance Center PO Box 6426  
Carol Stream, IL 60197-6426

Credit Line	\$15,000
Available Credit	\$9,356

## Payment Information

New Balance	\$5,374.94
<b>Current Payment Due (Minimum Payment)</b>	<b>\$107.00</b>
<b>Current Payment Due Date</b>	<b>10/23/17</b>

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

## Account Summary

Previous Balance		\$2,930.41
Credits	-	\$130.20
Payments	-	\$2,930.41
Purchases & Other Charges	+	\$5,505.14
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$5,374.94

## Wells Fargo Business Card Rewards - Legacy

<b>Membership No:</b>	<b>05387331</b>
Previous Balance	46,405
Points Earned this Month	5,375
Points From Other Company Cards	0
Bonus Points Earned	0
Adjustments	0
Earn More Mall® Bonus Points	0
Redeemed	- 0
<b>Total Available</b>	<b>= 51,780</b>

## Rewards Notice

Check your point balance and redeem your points at [wellsfargorewards.com](http://wellsfargorewards.com). You can also call our Rewards Service Center from 8 a.m. to midnight (ET) at 1-800-213-3365.

See reverse side for important information.

Name	Number Ending In	Spending Cap	This Period
KIMBERLY MACPHERSON	9864	7,500	\$5,374.94

## Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
09/20	09/20	7485620880A9E0FM4	Branch Payment - Check	59.97	
09/20	09/20	7485620880A9E0FP5	Branch Payment - Check	2,870.44	
			TOTAL 4856200370127790	\$2,930.41-	

### Transaction Summary For KIMBERLY MACPHERSON Sub Account Number Ending In 9864

09/01	09/02	24717057L7XPQT7QR	LA CABANITA MEX RESTAURAN BELLEVUE ID	lunch for staff	46.29
09/05	09/05	24445007T010NM6SX	USPS PO 1539500470 HAILEY ID		98.00
09/05	09/05	24610437T09FMQ41D	THE HOME DEPOT #1805 TWIN FALLS ID	Ketchum Remodel	311.98 FF
09/05	09/05	24717057TTQJB2W5H	DELTA AIR 0068652112908 BELLEVUE WA	59100/440/25	783.40
	09/12/17		DAVID/MICHAEL S		
		1 DL E	HAILEY SALT LAKE CITY		
		2 DL E	SALT LAKE CITY MINNEAPOLIS		
		3 DL E	MINNEAPOLIS SALT LAKE CITY		
		4 DL E	SALT LAKE CITY HAILEY		
		50560985	TRAVELOCITY		
09/06	09/06	24789307SJ00RB6DT	CLEARBAGS 800-2332630 CA	Pass holders	61.65
09/12	09/12	24445008000V95NYK	USPS PO 1507000313 BELLEVUE ID		4.20
09/12	09/12	24692167Z2X5MF4MW	VBS*VONAGE BUSINESS 866-901-0242 GA		302.88
09/13	09/13	244309981BM990GTL	MSFT * E02004F54V 800-642-7576 WA		19.96
09/13	09/13	24431068160Z91QG9	STICKEROBOT.COM 415-488-9364 CA		1.00
09/13	09/13	2469216802XA00DK9	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	- Solar lights - Bus stops	26.99 FF
09/18	09/18	244309986BM962X51	MSFT * E04004GCHR 800-642-7676 WA		8.25
09/19	09/19	24717058650RRKS2Q	LA CABANITA MEX RESTAURAN BELLEVUE ID	lunch for staff	85.45
09/20	09/20	24610438803PXNZHR	ADOBE *CREATIVE CLOUD 800-833-6687 CA		34.99
09/20	09/20	24610438803XPBN3	ADOBE *ACROPRO SUBS 800-833-6687 CA		14.99
09/22	09/22	240133989046FM2JP	SMOKY MOUNTAIN PIZZA & PA KETCHUM ID	lunch for staff	129.23
09/22	09/22	7469216892XYBRWEX	DMI* DELL ARB BUS 512-728-5656 TX		14.16
09/22	09/22	7469216892XYBRWFD	DMI* DELL ARB BUS 512-728-5656 TX		59.82
09/22	09/22	7469216892XYBRWF5	DMI* DELL ARB BUS 512-728-5656 TX		56.22
09/24	09/24	24492158BJ1TN8N9	SURVEYPLANET 877-887-7815 CA		20.00
09/24	09/24	24692168B2XJRWWXZ	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		509.49
09/26	09/26	24692168D2X7MHZJD	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		89.91
09/26	09/26	24692168D2X9EZ3E3	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		12.99
09/27	09/27	24492158ELR162QLV	PROVANTAGE 330-494-3781 OH		265.14
09/28	09/28	24610436G09FP698D	BLINDS.COM #2150 HOUSTON TX		878.89
09/28	09/28	24692168F2XEB93DV	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		1,037.51
09/28	09/28	24692168F2XF3GHQX	Amazon.com AMZN.COM/BILL WA		180.18
09/28	09/28	24692168F2XSFDJP1	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		149.85
09/29	09/29	24692168G2XDMV4AV	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		99.90
09/30	09/30	24692168H2XN28XJL	WALMART.COM 800-966-6546 AR		332.02
			TOTAL	\$5,374.94	

KIMBERLY MACPHERSON / Sub Acct Ending In 9864

10:54 AM

12/04/17

Accrual Basis

## MRTA - Operations Main

## Checks Issued

As of October 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						135,233.66
Deposit	10/02/2017			Deposit	38.24	135,271.90
Check	10/02/2017	7076	III-A Trust	Billing Period 10/01/2017 - 10/31/2017 <b>Health Insurance</b>	-21,078.00	114,193.90
Bill Pmt -Check	10/02/2017	ACH	Intermtn Gas #450 916 6521 1	Acct # 45091665211	-14.49	114,179.41
Bill Pmt -Check	10/02/2017	ACH	Intermtn Gas Co #826 580 3000 0	#826 580 3000 0	-23.91	114,155.50
Bill Pmt -Check	10/02/2017	7077	AlSCO		-308.16	113,847.34
Bill Pmt -Check	10/02/2017	7078	Ben Varner'	expense reimbursement <b>Cell Phone, Shelves, Lunch</b>	-281.31	113,566.03
Bill Pmt -Check	10/02/2017	7079	Bob Closser	Drywall Repair Apt. above Bus Garage	-625.00	112,941.03
Bill Pmt -Check	10/02/2017	7080	Brett MacFee (Vendor)	<b>Vanpool reimbursement for wiper blades</b>	-41.29	112,899.74
Bill Pmt -Check	10/02/2017	7081	Chateau Drug & True Value Hard...	111	-119.99	112,779.75
Bill Pmt -Check	10/02/2017	7082	Clear Mind Graphics, Inc		-279.50	112,500.25
Bill Pmt -Check	10/02/2017	7083	Copy & Print	<b>Stickers, passes, banners</b>	-943.72	111,556.53
Bill Pmt -Check	10/02/2017	7084	GEM State Paper & Supply Co.	105020	-72.62	111,483.91
Bill Pmt -Check	10/02/2017	7085	Hawley Graphics, Inc.	<b>Bus Graphics</b>	-1,553.75	109,930.16
Bill Pmt -Check	10/02/2017	7086	Kimberly L Richmond	9/16/17 - 9/30/17	-382.50	109,547.66
Bill Pmt -Check	10/02/2017	7087	L.L. Green's Hardware	422	-212.83	109,334.83
Bill Pmt -Check	10/02/2017	7088	Les Schwab	11700888	-2,326.92	107,007.91
Bill Pmt -Check	10/02/2017	7089	Mike Knudson	expense reimbursement <b>Cell Phone</b>	-45.00	106,962.91
Bill Pmt -Check	10/02/2017	7090	National Benefit Services, LLC		-138.00	106,824.91
Bill Pmt -Check	10/02/2017	7091	Rush Truck Centers	567941	-255.93	106,568.98
Bill Pmt -Check	10/02/2017	7092	Sean Tajkowski	<b>Data network setup</b>	-565.13	106,003.85
Bill Pmt -Check	10/02/2017	7093	Six Roblees' Inc.	64830	-58.24	105,945.61
Bill Pmt -Check	10/02/2017	7094	Southern Belle Buissness Park Ow...		-270.60	105,675.01
Bill Pmt -Check	10/02/2017	7095	United Oil		-8,822.85	96,852.16
Bill Pmt -Check	10/02/2017	7096	Ketchum Computers, Inc.		-303.75	96,548.41
Deposit	10/02/2017			Deposit	1,085.39	97,633.80
Deposit	10/02/2017			Deposit	146.79	97,780.59
Liability Check	10/03/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 377366972	-12,195.28	85,585.31
Liability Check	10/03/2017	ACH	Idaho State Tax Commission	000186434	-4,605.00	80,980.31
Deposit	10/03/2017			Deposit	935.00	81,915.31
Liability Check	10/03/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-76.39	81,838.92
Liability Check	10/04/2017		QuickBooks Payroll Service	Created by Payroll Service on 10/03/2017	-35,691.06	46,147.86
Deposit	10/04/2017			Deposit	214.87	46,362.73
Paycheck	10/05/2017	DD	Aguilar, Hortencia	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Andazola, Jesus	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Conlago, Maira P.	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	David, Michael	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Gray, Stuart	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Hoechtl, Gerhard	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Johnson, Mark F	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Kelly, David W	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Knudson, Michael W	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Leon, Teofilo O	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	MacPherson, Kim	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Miller, Jason M	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Nestor, Robert A	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Obland, Bryan	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Romero-Campos, Raul	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Selisch, Kurt	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Spalding, Richard L	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Sproule, William	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Tellez, Carlos	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Uberuaga, Richard S	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Van Law, Tucker G	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Varner, Benjamin N	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Vega, Roberto	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Victorino, Jose L	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Walsh, Murray S.	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	46,362.73
Paycheck	10/05/2017	DD	Wilson, Jodie L	Direct Deposit	0.00	46,362.73
Liability Check	10/05/2017	7097	Idaho Child Support Receipting	326231	-200.76	46,161.97
Deposit	10/06/2017			Deposit	25,005.00	71,166.97
Deposit	10/09/2017			Deposit	233.58	71,400.55
Deposit	10/09/2017			Deposit	50.00	71,450.55
Bill Pmt -Check	10/09/2017	7099	Napa Auto Parts		-1,709.09	69,741.46
Bill Pmt -Check	10/09/2017	7100	AC Houston Lumber Company	16203-1	-6.99	69,734.47
Bill Pmt -Check	10/09/2017	7101	Access Idaho		-44.62	69,689.85
Bill Pmt -Check	10/09/2017	7102	Atkinsons' Grocery	Acct #5805	-66.36	69,623.49
Bill Pmt -Check	10/09/2017	7103	Business As Usual		-154.89	69,468.60
Bill Pmt -Check	10/09/2017	7104	City of Bellevue'	RIDES1- 121 Clover St	-160.33	69,308.27
Bill Pmt -Check	10/09/2017	7105	City of Ketchum		-265.66	69,042.61
Bill Pmt -Check	10/09/2017	7106	Express Publishing Inc.	<b>Newspaper ads</b>	-958.36	68,084.25
Bill Pmt -Check	10/09/2017	7107	Gem State Welders Supply Inc.		-7.80	68,076.45
Bill Pmt -Check	10/09/2017	7108	Integrated Technologies		-27.32	68,049.13
Bill Pmt -Check	10/09/2017	7109	Lawson Laski Clark & Pogue, PLLC		-160.00	67,889.13
Bill Pmt -Check	10/09/2017	7110	Minert & Associates, Inc.		-45.00	67,844.13
Bill Pmt -Check	10/09/2017	7111	National Benefit Services, LLC		-150.00	67,694.13
Bill Pmt -Check	10/09/2017	7112	RouteMatch Software	<b>Tablet's for buses</b>	-3,040.00	64,654.13
Bill Pmt -Check	10/09/2017	7113	Certified Folder Display Service, L...	14-0086946	-76.00	64,578.13
Bill Pmt -Check	10/09/2017	7114	Clear Creek Disposal	1327	-98.08	64,480.05
Bill Pmt -Check	10/09/2017	7115	Gem State Welders Supply Inc.		-108.16	64,371.89
Bill Pmt -Check	10/09/2017	7116	Hailey Chamber of Commerce	<b>Member dues</b>	-165.00	64,206.89
Bill Pmt -Check	10/09/2017	7117	SkillPath/NST Seminars	Kim Macpherson	-199.00	64,007.89
Bill Pmt -Check	10/09/2017	7118	White Cloud Communications Inc.		-324.00	63,683.89
Deposit	10/10/2017			Deposit	124.50	63,808.39
Deposit	10/10/2017			Deposit	1,062.87	64,871.26
Bill Pmt -Check	10/11/2017	ACH	American Funds	plan ID BRK100102 <b>Retirement</b>	-22,308.42	42,562.84
Deposit	10/11/2017			Deposit	1,387.50	43,950.34



10:54 AM

12/04/17

Accrual Basis

## MRTA - Operations Main

## Checks Issued

As of October 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance	
Check	10/11/2017	ACH	National Benefit Services, LLC	FSA Carlos Tellez	-1,476.78	42,473.56	
Deposit	10/12/2017			Deposit	295.45	42,769.01	
Deposit	10/12/2017			Deposit	518.00	43,287.01	
Bill Pmt -Check	10/16/2017	7119	Idaho Transportation Dept (RTAP...		-581.00	42,706.01	
Bill Pmt -Check	10/16/2017	7120	Rush Truck Centers	567941	-186.76	42,519.25	
Bill Pmt -Check	10/16/2017	7121	ULINE	Customer #8077959	-143.22	42,376.03	
Bill Pmt -Check	10/16/2017	ACH	Verizon Wireless	942013229	-186.87	42,189.16	
Bill Pmt -Check	10/16/2017	7122	AC Houston Lumber Company	16203-1	-15.21	42,173.95	
Bill Pmt -Check	10/16/2017	7123	B&D Electric, Inc	Install new compressor	-622.32	41,551.63	
Bill Pmt -Check	10/16/2017	7124	Buena Vista Publishing, LLC	Display Ad	-360.00	41,191.63	
Bill Pmt -Check	10/16/2017	7125	Cintas		-96.71	41,094.92	
Bill Pmt -Check	10/16/2017	7126	Copy & Print		-40.14	41,054.78	
Bill Pmt -Check	10/16/2017	7127	GEM State Paper & Supply Co.	105020	-111.14	40,943.64	
Bill Pmt -Check	10/16/2017	7128	Gillig, LLC	36869600	-286.31	40,657.33	
Bill Pmt -Check	10/16/2017	7129	Jack's Tire & Oil	Cust #MOUR0B	-130.00	40,527.33	
Bill Pmt -Check	10/16/2017	7130	Johnny G's Sub Shack		-100.98	40,426.35	
Bill Pmt -Check	10/16/2017	7131	Kimberly L Richmond	10/1/17 - 10/15/17	-427.50	39,998.85	
Bill Pmt -Check	10/16/2017	7132	Les Schwab	11700888	-997.39	39,001.46	
Bill Pmt -Check	10/16/2017	7133	Schaeffer MFG. CO.	1140316	-1,082.66	37,918.80	
Bill Pmt -Check	10/16/2017	7134	St Luke's Clinic - Hailey	940000328	-148.00	37,770.80	
Bill Pmt -Check	10/16/2017	7135	The Senior Connection	Newsletter Ad	-300.00	37,470.80	
Bill Pmt -Check	10/16/2017	7136	Thornton Heating & Sheet Metal I...		-585.00	36,885.80	
Bill Pmt -Check	10/16/2017	7137	United Oil		-8,128.42	28,757.38	
Bill Pmt -Check	10/16/2017	7138	Window Welder Inc.		-476.23	28,281.15	
Bill Pmt -Check	10/16/2017	7139	Wells Fargo	4856200370127790	See Wells Fargo Statement	-5,035.97	23,245.18
Bill Pmt -Check	10/16/2017	7140	Jason Miller	expense reimbursement	CTAI trip to Boise, Cell, Office Supply	-276.16	22,969.02
Deposit	10/16/2017			Deposit	748.10	23,717.12	
Deposit	10/17/2017			Deposit	50,000.00	73,717.12	
Liability Check	10/17/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 512940617	-12,270.86	61,446.26	
Liability Check	10/17/2017	ACH	Idaho Department of Labor	0001211374	Unemployment	-2,903.33	58,542.93
Deposit	10/17/2017			Deposit	164.98	58,707.91	
Deposit	10/17/2017			Deposit	19,669.72	78,377.63	
Check	10/17/2017	ACH	National Benefit Services, LLC	FSA Mike Knudson	-426.69	77,950.94	
Liability Check	10/18/2017		QuickBooks Payroll Service	Created by Payroll Service on 10/17/2017	-36,282.22	41,668.72	
Deposit	10/18/2017			Deposit	970.01	42,638.73	
Deposit	10/18/2017			Deposit	406.22	43,044.95	
Paycheck	10/19/2017	DD	Aguilar, Hortencia	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Andazola, Jesus	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Conlago, Maira P.	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	David, Michael	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Gray, Stuart	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Hoechtl, Gerhard	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Johnson, Mark F	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Kelly, David W	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Knudson, Michael W	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Leon, Teofilo O	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	MacPherson, Kim	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Miller, Jason M	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Nestor, Robert A	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Obland, Bryan	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Romero-Campos, Raul	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Selisch, Kurt	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Spalding, Richard L	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Sproule, William	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Tellez, Carlos	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Uberuaga, Richard S	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Van Law, Tucker G	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Varner, Benjamin N	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Vega, Roberto	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Victorino, Jose L	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Walsh, Murray S.	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	43,044.95	
Paycheck	10/19/2017	DD	Wilson, Jodie L	Direct Deposit	0.00	43,044.95	
Liability Check	10/19/2017	7141	Idaho Child Support Receipting	326231	-200.76	42,844.19	
Deposit	10/20/2017			Deposit	3,116.25	45,960.44	
Bill Pmt -Check	10/23/2017	ACH	Idaho Power Acct#2204788885	Acct #2204788885	-258.25	45,702.19	
Bill Pmt -Check	10/23/2017	ACH	Cox Communications	Acct #0012401205184001	-285.96	45,416.23	
Bill Pmt -Check	10/23/2017	7142	AC Houston Lumber Company	16203-1	-18.58	45,397.65	
Bill Pmt -Check	10/23/2017	7143	City of Ketchum		-20.00	45,377.65	
Bill Pmt -Check	10/23/2017	7144	Copy & Print		-33.00	45,344.65	
Bill Pmt -Check	10/23/2017	7145	GEM State Paper & Supply Co.	105020	-215.20	45,129.45	
Bill Pmt -Check	10/23/2017	7146	Gillig, LLC	36869600	-618.16	44,511.29	
Bill Pmt -Check	10/23/2017	7147	Integrated Technologies		-170.64	44,340.65	
Bill Pmt -Check	10/23/2017	7148	Jackson Group Peterbilt	3551	-107.10	44,233.55	
Bill Pmt -Check	10/23/2017	7149	Les Schwab	11700888	-849.17	43,384.38	
Bill Pmt -Check	10/23/2017	7150	RouteMatch Software	Annual Tech & Hosting Fee	-13,000.00	30,384.38	
Bill Pmt -Check	10/23/2017	7151	Sentinel Fire & Security		-63.75	30,320.63	
Deposit	10/23/2017			Deposit	36,192.50	66,513.13	
Deposit	10/23/2017			Deposit	679.00	67,192.13	
Check	10/24/2017	7152	Elpidio Aguilar		-40.00	67,152.13	
Check	10/24/2017	ACH	National Benefit Services, LLC	HRA Carlos Tellez & Tucker Van Law	-212.00	66,940.13	
Deposit	10/25/2017			Deposit	368.52	67,308.65	
Deposit	10/25/2017			Deposit	21,773.23	89,081.88	
Deposit	10/25/2017			Deposit	129.05	89,210.93	
Deposit	10/25/2017			Deposit	1,129.32	90,340.25	
Deposit	10/30/2017			Deposit	1,492.12	91,832.37	
Deposit	10/30/2017			Deposit	97.30	91,929.67	
Check	10/30/2017	7154	Void	VOID:	0.00	91,929.67	

