



## Mountain Rides Transportation Authority

### PUBLIC NOTICE of Regular Board Meeting Agenda

12:30pm, Wednesday, July 19, 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), Secretary Joe Miczulski (Bellevue), Becki Keefer (Hailey), Grant Gager (Ketchum), Dave Patrie (Blaine County), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

1. 12:30pm: Call meeting to order
2. Comments from the Chair and Board Member thoughts
3. Public comment period for items not on the Agenda (including questions from the press)
4. Action and discussion items
  - a. Action item: Approve Request for Qualifications for legal services (p.2-5)
  - b. Action item: Approve resolution to update Mountain West bank signers for all accounts (p.6-11)
  - c. Action item: Approve Lytle signs contract (p.12-16)
  - d. Action item: Approve disposal of a vanpool van (p.17-18)
  - e. Discussion item: Discuss survey questions and format for FY2018 service planning (p.19-23)
  - f. Discussion item: Discuss service options and requests for FY2018 service plan (p.24)
  - g. Discussion item: Discuss FY2018 budget priorities, including FY2018 draft payscale (p.25-28)
5. Committee reports
  - a. Planning and Marketing Committee report for July from Chair (p.29)
    - i. Committee members approve July minutes
  - b. Finance and Performance Committee report for July from Chair (p.30)
    - i. Committee members approve July minutes
6. Staff reports
  - a. Dashboard performance report for May 2017 (p.31-34)
  - b. Operations report (p.35)
  - c. Marketing Outreach report (p.36)
  - d. Bike-Ped report (p.37)
  - e. Maintenance report (p.38)
  - f. Business Manager report (p.39)
7. Consent Calendar items
  - a. Approve minutes –June regular meeting (p.40-45)
  - b. Receive and file May 2017 financials and bills paid (p.46-57)
8. Adjournment

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

# Mountain Rides Agenda Action Item Summary

Date:

07/19/2017

From:

Ben Varner

Action Item:

4 a. Approve release of RFQ for Legal Services

Committee Review:

☐ yes

☐ no

Committee

Finance and Performance

Purview:

Previously  
discussed at board  
level:

☐ yes

☐ no

Recommended  
Motion:

I move to approve (or approve with discussed changes) the release of RFQ 2017 - Legal Services - 001

Fiscal Impact:

FY18 Budget - Legal Services

Related Policy or  
Procedural Impact:

Policy 101 - Procurement

Background:

MRTA puts out an RFQ every two years for legal services related to MRTA Operations.

The F&P committee reviewed the RFQ and changes were made including defined scoring and adding additional language to make the RFQ more productive for both MRTA and respondents.



**Mountain Rides Transportation Authority**  
**RFQ 2017 – Legal Services - 001**

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Request for Information Related to  
~~p~~Provision of ~~L~~Legal ~~S~~Services for ~~the~~  
Mountain Rides Transportation Authority,  
Ketchum, Idaho

The Mountain Rides Transportation Authority (MRTA) Ketchum, Idaho, is soliciting information from individuals or organizations to determine ability and qualifications to provide legal services related to the operation of Mountain Rides.

The selection shall be based on our analysis of the professional qualifications necessary for satisfactory performance of the services required.

Proposals will be judged according to criteria listed below. Criteria is weighted for each item as shown in parentheses below. Information to be provided shall include:

- a. General Description of Firm (10%): Include firm's organizational structure, firm history and background, size of firm, recent experience in comparable public transportation operations, public transportation projects and/or other public projects, experience or familiarity with projects in a similar environment, and experience with federal government projects.
- b. Local Knowledge (20%): Familiarity with ~~history of MRTA, Local Blaine County, Idaho public agencies and Idaho Code as it pertains to running local governmental agencies and their internal processes.~~
- c. Work History (20%): Knowledge, experience and capability to successfully perform legal services including, but not limited to, drafting: contracts for the procurement of vehicles, equipment, and other goods and supplies, leases for vehicles and equipment, contracts for professional and non-professional services, contracts for construction projects, leases for real property, purchase and sales agreements for real property, easements, license agreements, intellectual property agreements, and contracts for other business transactions, including contracts between MRTA and other public entities; drafting and/or editing resolutions and policies to be adopted by the board; providing legal advice to the board and management concerning compliance with: state, federal and local laws, regulations, ordinances and orders applicable to MRTA, personnel and employment law matters, contracting disputes, ethics and conflicts, matters appropriate for discussion in closed session, and any other legal matters pertinent to the daily operations of

MRTA; attending MRTA board meetings as requested; reviewing board agenda materials as requested; and providing litigation services and advice as requested.

- d. Key Individuals (10%): Identify key person in firm who will provide services and who will be directly responsible for supervising projects; describe the roles these key personnel will fill, their background and their experience. Include other firm support that would be available.
- e. Current Workload (10%): Provide disclosure of any project(s) that may prevent services from being performed in a timely manner.
- f. Time Commitment (10%): Should be able to provide at least 5 hours of time per month.
- g. References (10%): Provide a list of references to include contact information.
- g-h. Compensation (10%): Provide a cost per hour that MRTA will be billed for legal services.

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#### Minimum Requirements:

1. The primary designated attorney assigned to MRTA must have a minimum of five (5) year's experience practicing in Idaho, and two (2) year's of experience with working with municipalities, government agencies, or state agencies is preferred. However, the attorney must not presently be retained to perform legal services for any of the public agencies that are signatories to the MRTA Joint Powers Agreement.
2. Any attorney working on behalf of MRTA must be licensed with the State of Idaho and be in good standing with the Idaho Bar Association.

#### Negotiations:

MRTA reserves the right to negotiate the fee proposal, terms, and conditions in any response to this RFQ and the resulting agreement.

#### Instructions to Respondents:

Respondents are requested to submit a "Response to Qualifications and Proposals for Legal Services to MRTA" on or before (but not later than) 3:00 P.M., Friday, August 11<sup>th</sup>.

The Respondent should submit an email response (or hand deliver a hard copy) in portable document files (PDF) compatible format.

Responses must include:

- 1. Summary of qualifications
- 1-2. Response to items a. – h. as shown above
- 2-3. Examples of work for similar agencies or organizations
- 3-4. References (5 applicable references)

Responses may include other documentation supporting the RFQ.

All Responses to Qualifications and Proposals for Legal Services to MRTA must be emailed or hand delivered to:

Jason Miller, Executive Director

[jason@mountainrides.org](mailto:jason@mountainrides.org)

MRTA  
PO Box 3091  
Ketchum, ID 83340

# Mountain Rides Agenda Action Item Summary

Date:

07/19/2017

From:

Tucker Van Law

Action Item:

4b. Approve resolution to update Mountain West bank signers for all accounts and Check Signing Policy 103.

Committee Review:

☐ yes

☐ no

Committee

Finance & Performance committee

Purview:

Previously  
discussed at board  
level:

☐ yes

☐ no

Recommended  
Motion:

I move to approve [or reject or with changes noted] the Resolution to update authorization of signing authority at Mountain West Bank and Check Signing Policy 103.

Fiscal Impact:

None

Related Policy or  
Procedural Impact:

Change of signers

Background:

Former employees and board members are currently signers on Mountain Rides bank accounts with Mountain West Bank. This needs to be updated with current employees and the current board chair and finance & performance committee chair.

The previous check signing policy 103 included all board members as signers. It is recommended only the board chair and finance & performance committee chair be added as signers. This is the only change to the policy.

## 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**

**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, Business Manager, 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 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

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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.

### Exhibit 1

# PURCHASE ORDER

Date:  
PO #

Authorized by

Date

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



## Policy Section 100 - Financial

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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



## **Resolution 07-19-2017**

### **Authorization of Signing Authority - Mountain West Bank**

Mountain Rides Transportation Authority hereby authorizes the following Officers and Directors to have signing authority on all MRTA Mountain West Bank accounts:

Executive Director

Operations Manager

Maintenance & Facilities Manager

Board Chair

Finance & Performance Committee Chair

These positions change from time to time and MWB may use the listing of Officers and Directors on the Mountain Rides Transportation Authority website, [www.mountainrides.org](http://www.mountainrides.org), to obtain the names of these individuals. A copy of individuals holding these positions as of 7/19/2017 is attached and MRTA will undertake to notify MWB of changes to this list. Separately all other Board Members and the Business Manager have authority to access banking information but have no signing authority

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*Jane Conard*  
Board Chair, Mountain Rides Transportation Authority

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*Kristin Derrig*  
Board Vice Chair, Mountain Rides Transportation Authority

**LIST of Officers and Directors with Signing Authority effective 7-19-2017**

Executive Director- Jason Miller

Operations Manager- Mike Knudson

Maintenance & Facilities Manager- Ben Varner

Board Chair- Jane Conard

Finance & Performance Committee Chair – Becki Keefer

# Mountain Rides Agenda Action Item Summary

Date:

07/19/2017

From:

Ben Varner

Action Item:

4c. Approve Lytle signs contract

Committee Review:

☐ yes

☐ no

Committee

Both Committees

Purview:

Previously  
discussed at board  
level:

☐ yes

☐ no

Recommended  
Motion:

I move to authorize the Executive Director to sign a contract for bus signs with Lytle signs in an amount not to exceed \$37,500 for the FY17 Bus Stop Improvement project.

Fiscal Impact:

FY 17 Budget, item is included in approved budget

Related Policy or  
Procedural Impact:

Policy 101 Procurement

Background:

The Board approved the design submitted by Lytle Signs via Ben Young Landscape Architecture. This action allows the Executive Director to contract with and pay Lytle Signs to manufacture the signs on behalf of MRTA for the Bus Stop Improvement Project. This will cover 60 signs.

The project remains under budget and the funding is included in the FY17 approved budget under "Capital".



## Lytle Signs Inc.

### Twin Falls Office

P.O. Box 305 1925 Kimberly Rd.  
TWIN FALLS, IDAHO 83303  
208.733.1739 fax 208.736.8653  
1.800.621.6836

### Boise/Meridian Office

2070 Commercial St.  
MERIDIAN, IDAHO 83642  
208.388.1739 fax 208.388.3966  
Web Site: [www.lytlesigns.com](http://www.lytlesigns.com)  
E-mail: [sales@lytlesigns.com](mailto:sales@lytlesigns.com)

## PROPOSAL

**Proposal #: 18445**

**Proposal Date:** 07/13/17  
**Customer #:** CRM015365  
**Page:** 1 of 3  
**Salesperson:** BB

SOLD TO:	JOB LOCATION:
Mountain Rides 800 1st. Ave N. PO Box 3091 Ketchum ID 83340	Mountain Rides 800 1st. Ave N. PO Box 3091 Ketchum ID 83340 REQUESTED BY: Tim

AS PER SKETCH (IF PROVIDED BY LYTLE SIGNS, INC)

1	QUOTE #31484-9 (60) 2" x 2" 14 Gauge Qwik Punch Sign Posts 10' tall posts powder coated white.	\$5,880.00	\$5,880.00
1	QUOTE #31484-5 (60) Double Face Non-Illuminated Bus Stop Signs 1'4" diameter aluminum cabinets powder coated blue, clear acrylic faces with digitally printed blue logo backed with white premium vinyl applied second surface.	\$11,595.00	\$11,595.00
1	QUOTE #31484-6 (60) Double Face Non-Illuminated Bus Stop Sign Cabinet Holders Cabinet holders, steel construction powder coated white, manufactured to fit 2" square tube posts with bus graphic on each side.	\$11,482.00	\$11,482.00
1	QUOTE #31484-7 Labor to Install (60) Non-Illuminated Bus Stop Signs & Cabinet Holders in customer furnished and installed ground sleeves for 2" posts	\$5,304.00	\$5,304.00

ACQUISITION OF PERMITS AND PERMIT COSTS WILL BE BILLED IN ADDITION (IF APPLICABLE)  
ELECTRICAL REPAIRS WILL BE BILLED IN ADDITION AT TIME AND MATERIAL RATES (IF APPLICABLE)

**TOTAL PROPOSAL AMOUNT: \$34,261.00**

**TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION**  
(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

### TERMS AND CONDITIONS

1. THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, OR STAMPED ENGINEERED DRAWINGS UNLESS SPECIFICALLY STATED.
2. THIS PROPOSAL MAY BE WITHDRAWN, AND PRICING MAY CHANGE IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.
3. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, LYTLE SIGNS MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY THE COMPANY, INCLUDING ATTORNEY'S FEES.
4. CUSTOMER AGREES TO PROVIDE ELECTRICAL SERVICE FEED WIRE OF APPROVED AND SUITABLE CAPACITY TO LOCATION OF DISPLAY IN ADVANCE OF INSTALLATION.
5. AN ADDITIONAL CHARGE WILL BE MADE IF DURING EXCAVATION UNFORESEEN CIRCUMSTANCES ARISE OR IF RESTORATION OF EXISTING LANDSCAPING IS REQUIRED.
6. ALL AGREEMENTS ARE CONTINGENT UPON THE ABSENCE OF STRIKES, DELAYS, OR INCIDENTS BEYOND LYTLE SIGNS, INC. CONTROL.
7. QUOTED PRICE DOES **NOT** INCLUDE ELECTRICAL SERVICE TO OPERATE PROPOSED SIGN OR LIGHTING. ADDITIONAL CHARGES MAY APPLY TO BRING CURRENT ELECTRIC SERVICE AND SIGNAGE TO CODE. ELECTRICAL COMPONENTS WILL COMPLY WITH 120V SERVICE UNLESS OTHERWISE SPECIFIED.
8. INITIAL DESIGN IS INCLUDED IN QUOTE PRICE. CHANGES REQUIRING ADDITIONAL SKETCH TIME WILL BE DONE AT AN HOURLY RATE. REQUEST FOR LOGOS ON CD OR MEMORY STICKS WILL RESULT IN ADDITIONAL CHARGES.
9. THE TIME INTERVAL FOR PROJECT COMPLETION WILL BEGIN WHEN ALL PERTINENT INFORMATION AND PERMITS ARE RECEIVED BY ENGINEERING.

**THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY AN AUTHORIZED LYTLE SIGN'S REPRESENTATIVE.**

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



## Lytle Signs Inc.

### *Twin Falls Office*

P.O. Box 305 1925 Kimberly Rd.  
TWIN FALLS, IDAHO 83303  
208.733.1739 fax 208.736.8653  
1.800.621.6836

### *Boise/Meridian Office*

2070 Commercial St.  
MERIDIAN, IDAHO 83642  
208.388.1739 fax 208.388.3966  
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E-mail: [sales@lytlesigns.com](mailto:sales@lytlesigns.com)

## PROPOSAL

**Proposal #: 18445**

**Proposal Date:** 07/13/17  
**Customer #:** CRM015365  
**Page:** 2 of 3  
**Salesperson:** BB

SALESPERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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E-mail: sales@lytlesigns.com

## DEPOSIT INVOICE

**Invoice #:** DP18445

**Inv Date:** 07/13/17  
**Customer #:** CRM015365  
**Page:** 3 of 3

SOLD TO:	JOB LOCATION:
Mountain Rides 800 1st. Ave N. PO Box 3091 Ketchum ID 83340	Mountain Rides 800 1st. Ave N. PO Box 3091 Ketchum ID 83340 REQUESTED BY: Tim

ORDERED BY	PO NUMBER	SALESPERSON	PAYMENT TERMS
Tim		BB	50.0% Due Upon Receipt

DESCRIPTION			TOTAL PRICE
1	QUOTE #31484-9 (60) 2" x 2" 14 Gauge Qwik Punch Sign Posts 10' tall posts powder coated white.	\$5,880.00	\$5,880.00
1	QUOTE #31484-5 (60) Double Face Non-Illuminated Bus Stop Signs 1'4" diameter aluminum cabinets powder coated blue, clear acrylic faces with digitally printed blue logo backed with white premium vinyl applied second surface.	\$11,595.00	\$11,595.00
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1	QUOTE #31484-7 Labor to Install (60) Non-Illuminated Bus Stop Signs & Cabinet Holders in customer furnished and installed ground sleeves for 2" posts	\$5,304.00	\$5,304.00
TOTAL PROPOSAL AMOUNT			----- \$34,261.00
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			
PLEASE PAY THIS DEPOSIT AMOUNT:			\$17,130.50



### **Board Authorization to Execute contract with Lytle Signs**

The Mountain Rides Transportation Authority (MRTA) authorizes the Executive Director of MRTA to execute a contract with Lytle Signs in an amount not to exceed \$37,500 for the Bus Stop improvement Project during FY 17.

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

Jane Conard, Board Chair



# Mountain Rides Agenda Action Item Summary

Date:

07/19/2017

From:

Ben Varner

Action Item:

4d. Approve disposal of vanpool van

Committee Review:

☐ yes

☐ no

Committee

Finance and Performance

Purview:

Previously  
discussed at board  
level:

☐ yes

☐ no

Recommended  
Motion:

I move to approve (or reject) the surplussing of MRTA Van #30.

Fiscal Impact:

FY17 Budget, Vehicle sales and Capital Expenditures

Related Policy or  
Procedural Impact:

MRTA Policy 106, Disposal of Surplus Property

Background:

Van #30 was purchased used from Enterprise in 2012. The vehicle was purchased with 100% local dollars. MRTA holds title and there are no lienholders.

Van #30 has met the end of its useful service life for MRTA vanpool and should be disposed of.



### Declaration of Surplus Property

The following Mountain Rides Transportation Authority property:

2008 Ford Van (Van #30) Vin: 1FBSS1L48DB13164      Mileage:159,751      Min. Bid: \$7,500

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 Discussion Item Summary

Date:

07/19/2017

From:

Kim MacPherson

Discussion Item:

4e. Discuss survey questions and format for FY2018 service planning

Committee Review:

☐ yes

☐ no

Committee

Planning & Marketing

Purview:

Fiscal Impact:

N/A

Related Policy or  
Procedural Impact:

Background:

As part of the planning process, we will be seeking public input ahead of adopting a plan through a survey approach.  
In 2015 we changed the format for our survey. In the past we had tried the standard open house format, albeit with an on board the bus format. We had not been successful in reaching many people with our workshop approach with many years of less than 10 people showing up to review our service plan.

Through the Planning and Marketing committee we decided on a new approach that would rely on a survey about the service plan, as well as improvements people would like to see going forward. We developed a printed survey in English and Spanish that we distributed on the buses. We also developed an online survey that was emailed out to a variety of partners, shared via social media and was picked up by the paper.

As per our conversation at the June meeting, we like the idea of using a targeted survey strategy this year.  
In this discussion we would like to ask if there are suggestions from the board for survey questions and define the groups that we will target.

The Planning & Marketing committee liked the idea of offering a drawing for those that participate in the survey. What kinds of prizes would you like to have?

The attachment has the questions we used in 2015.

## **SURVEY ON 2016 TRANSPORTATION SERVICE PLAN**

Every year, Mountain Rides establishes a transportation service plan for the year that defines how all the services, routes and Mountain Rides is in the process of updating its service plan for 2016, which would go into effect on Thanksgiving Day of 2015. Before we finalize the changes, we want to hear from you about our proposed changes. Please take a few minute of your valuable time to complete our survey – it is much appreciated and, more importantly, your responses will help define how we operate in the future!

### **INFO ABOUT YOU (optional)**

1. Where do you live (or where are you staying, if you are visiting)? \_\_\_ Hailey \_\_\_ Bellevue \_\_\_ Ketchum \_\_\_ Sun Valley \_\_\_ Other parts of Blaine County
2. How often do you ride? \_\_\_ Not at all \_\_\_ less than 5 times per month \_\_\_ 6-10 times per month \_\_\_ 11 or more times per month
3. Are you a? \_\_\_ Full-time resident of Blaine County \_\_\_ Visitor \_\_\_ Part-time resident (2<sup>nd</sup> home owner)

### **SEASONAL SCHEDULE**

Mountain Rides operates a seasonal service and is proposing the following schedule for the coming year:

Season	2015 (Nov 27 2014 – Nov 25 2015)	2016 Proposed (Nov 25, 2015 – Nov 23, 2016)
Early Winter	Nov 27 – Dec 12	Nov 26 – Dec 18
Peak Winter	Dec 13 – Mar 31	Dec 19 – Mar 31
Late Winter	Apr 1 – Apr 19	Apr 1 – close of mtn
Spring slack	Apr 20 – June 19	Day after mtn close – June 17
Summer	June 20 – Sept 6	June 18 – Sept 5
Fall slack	Sept 7 – Nov 25	Sept 6 – Nov 23

Comments about the proposed seasonal schedule:

## ROUTE BY ROUTE SUMMARY OF PROPOSED CHANGES

### BLUE ROUTE, year-round route connecting Warm Springs, Ketchum and Sun Valley

For 2016 Blue Route, Mountain Rides is proposing to:

- Add night service during winter and summer seasons so that there is 30 minute frequency until 11:00p and 1 hour frequency until 1:30a
- Add morning and afternoon service during spring and fall time periods so buses run every 30 minutes from 7a until 10:30a and from 3:00p until 6:30p. Midday service and evening service until 9:30p will remain the same
- Add morning service to summer season so that 30 minute service will start at 7a instead of 10:30a
- Keep current routing (where and how the route goes) and current route timing (when the bus arrives and leaves at each stop) the same as it is now

Your input:

☐ Yes, I support the changes.

☐ They are OK, see my comments below.

---

☐ I don't like the changes and see my comments below.

---

OR, Give us your comments on Blue Route changes

### Green Route, year-round route connecting Ketchum, River Run, St Luke's hospital and the Meadows

- Run route Mon-Fri from

Hailey Route

Valley Route

Red Route, winter and summer route connecting

For 2016, Mountain Rides is proposing to:

Bronze Route

Silver Route

Please rank the following factors that would encourage you to ride more (if you are a current rider) or encourage you to try riding (if you don't currently ride)

- ☐ Lighted bus stops with amenities like benches or covered bus shelters
- ☐ Cheaper or fare free services
- ☐ Additional technology like a phone app or electronic signage at the bus stops
- ☐ If gas prices went up or there was paid parking (?)
- ☐ If the bus trip took less time than my car
- ☐ If I could bring my dog or my stuff
- ☐ If the service were higher quality (cleaner, more on-time, fancier buses)
- ☐ If bus stops were closer to where I live and/or need to go
- ☐ If the bus schedule met my needs (If this is highly ranked for you, what transportation need is unmet?\_\_\_\_\_)
- ☐ More frequent service in general
- ☐ There is nothing that would get to ride the bus

Give us other comments about what would encourage you:

Please rank your preferred way to receive bus schedule information (or if you don't ride, rank the ways of getting the schedule that would be most likely to get you to ride)

- ☐ Mailer
- ☐ Website – [www.mountainrides.org](http://www.mountainrides.org)

- \_\_\_ Phone app
- \_\_\_ Printed schedule brochure distributed around town
- \_\_\_ Printed signage at bus stop
- \_\_\_ Real time bus info signage at bus stop
- \_\_\_ By asking someone at a visitor center, hotel or nearby a bus stop
- \_\_\_ Newspaper
- \_\_\_ Call Mountain Rides at 788-7433 (RIDE)

Please rank the following new services or service improvements according to how much you think they are needed (or how much you would use them if they were available)

- \_\_\_ Later night service on Blue Route in Ketchum and Sun Valley
- \_\_\_ Later night service on Valley Route
- \_\_\_ More frequent evening and afternoon service
- \_\_\_ More frequent year-round service (less variation in schedules between winter and slack)
- \_\_\_ Express buses with only a few stops in downtown areas
- \_\_\_ More frequent midday service
- \_\_\_ Direct service between Sun Valley and Ketchum and the Friedman Memorial Airport
- \_\_\_ Eliminate midday gap on Bronze Route over Saddle Rd.
- \_\_\_ Add more service on Green Route midday or weekends

#### BIKE and PEDESTRIAN PROGRAMS

When moving around town as a biker, the following things are most important (rank)

What do you like most about Mountain Rides?

What do you like least about Mountain Rides?

# Mountain Rides Agenda Discussion Item Summary

Date:

07/19/2017

From:

Kim MacPherson and Mike Knudson

Discussion Item:

4f. Discuss service options and requests for FY2018 service plan

Committee Review:

☐ yes

☐ no

Committee

Planning & Marketing

Purview:

Fiscal Impact:

dependent on service

Related Policy or

Procedural Impact:

FY2018 budget

Background:

Annually we adopt our transportation service plan in October, following the adoption of our budget in September.

Some of the service options for discussion include:

Extended Galena Service

Bronze Route serving Dollar Mtn

White Clouds/Clubhouse service

Downtown Jitney service

Extra Blue Route night service year round

Airport Service\* to include a Ground Transportation Summit to be held August 10, 2017 with the location to be defined in Ketchum

\*Contingent on funding

(No attachments for this item)



# Mountain Rides Agenda Discussion Item Summary

<u>Date:</u>	<div></div> 07/19/2017	<u>From:</u>	<div></div> Tucker Van Law
<u>Discussion Item:</u>	<div>4g. Discuss FY2018 budget priorities, including FY2018 draft payscale</div>		
<u>Committee Review:</u>	<div><input type="radio"/> yes</div> <div><input type="radio"/> no</div>	<u>Committee Purview:</u>	<div></div> Finance & Performance
<u>Fiscal Impact:</u>	<div></div> FY2018		
<u>Related Policy or Procedural Impact:</u>	<div></div> Employee Manual		
<u>Background:</u>	<div>See attachments</div>		



## **FY2018 Budget Priorities related to wage costs**

For Finance and Performance Committee, July 2017

RE: Continued discussion of FY2018 budget

If successful with 7.5% increase requests, Mountain Rides has \$148,000 plus \$7,500 from current one-time bonus funding (suggestion is to eliminate this in lieu of higher starting wages, per employee survey results) **for a total of \$155,500 in additional wages and benefits for employees budgeted in draft FY2018.** Currently, these investments are recommended to be prioritized as follows:

1. **\$15,000** to winter and summer only drivers (\$1.50 average increase in starting wage)
2. **\$20,000** to increase in medical costs
3. **\$45,000** to ongoing performance raises for full-time and seasonal full-time employees
4. **\$30,000** for increased internal support functions
5. **\$40,000** to increase in service across routes
6. **\$5,500** to increasing payscale ranges (multiplier to the payscale chart, affects incoming and topped out employees only)
7. **TOTAL = \$155,500**

Discussion around these priorities and recommendations and changes.

# MOUNTAIN RIDES PAYSCALE FOR FY2018

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

Positions - Year-round (Full time and seasonal classifications)	Max # of positions (ExecDir manages actual #, up to max, based on budget & service needs)	Position Hiring Range FY2017 current	Changes Proposed for FY2018	Position Performance Range FY2017 current	Changes Proposed for FY2018	Knowledge, Skills and Abilities Required
<b>Executive Director (salaried)</b>	1	79,000 - \$90,850 per year	none	\$82,500 - \$112,000 per year	none	Bachelors degree in related field, min 7 years management & oversight experience in transit or related field; ability to develop strategic plans, organizational resources and budgets
<b>Assistant Director (salaried - new position - unfilled until needed)</b>	0	\$69,000 - \$79,350 per year	none	\$71,500 - \$97,400 per year	none	This position is a placeholder, based on input from Bonnie Brazier. This position may be needed in the future if Mountain Rides grows significantly and needs more support for Director functions. 3-4 yrs out.
<b>Manager (salaried)</b>	3	\$60,000 - \$69,000 per year	2% higher: \$61,000 - \$70,000	\$62,000 - \$84,700 per year	2% higher: \$63,000 - \$86,400	Bachelors Degree or equivalent in related field, superior computer skills, specialized knowledge in field, min 5 yrs leadership/management experience, excellent communication skills, team player
<b>Supervisor</b>	3	\$25.00 - \$28.75 per hour	none	\$26.00 - \$35.40 per hour	none	Associates Degree or equivalent in related field, competent computer skills, specialized knowledge in field, min 2 yrs leadership/management experience, excellent communication skills, team player
<b>Specialist</b>	2	\$22.40 - \$25.75 per hour	2% higher: \$22.85 - \$26.25	\$23.30 - \$31.60 per hour	2% higher: \$23.75 - 32.23	Associates degree or equivalent, excellent computer skills, min 2 yrs experience in related field, excellent communication skills, team player
<b>Certified Mechanic</b>	3	\$20.00 - \$23.00 per hour	2% higher: \$20.40 - 23.40	\$20.80 - \$28.30 per hour	2% higher: \$21.20 - 28.75	High school diploma, min 3 years experience in diesel fleet mechanics; class B CDL; certified (ASE); team player
<b>Coordinator - Driver Trainer*</b>	2	\$17.85 - \$20.50 per hour	2% higher: \$18.20 - \$20.90	\$18.50 - \$25.20 per hour	2% higher: \$18.80 - \$25.70	High School diploma, good communication skills, solid computer skills, team oriented person; Trainer position must have Class B CDL
<b>Full-time Driver</b>	12	\$16.50 - \$19.00 per hour	3% higher: \$17.00 - \$19.50	\$17.10 - \$23.35 per hour	2% higher: \$17.45 - \$23.80	Class B CDL , safe driving record, good customer service skills, ability to adhere to schedule, min 3 yrs bus exp
<b>Seasonal Driver</b>	10	\$15.30 - \$17.60	5% higher: \$16.10 - \$18.50	\$15.90 - \$21.60 per hour	3% higher: \$16.35 - 22.20	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year bus exp
<b>Returning Part-Time Driver (winter only w/CDL)</b>	10	N/A- see chart below	n/a	\$15.90 - \$21.60 per hour	3% higher: \$16.35 - 22.20	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year bus exp
<b>Lube Tech/Mechanic Apprentice</b>	2	\$14.20 - \$16.30 per hour	5% higher: \$14.90 - \$17.00	\$14.80 - \$20.00 per hour	3% higher: \$15.25 - \$20.60	Ability to take direction in English, min 1 year experience with vehicle mechanics; team player
<b>Bus Washer</b>	2	\$13.15 - \$15.10 per hour	5% higher: \$13.80 - \$15.90	\$13.65 - \$18.50 per hour	5% higher: \$14.35 - \$19.45	Ability to work independently, ability to take direction in English

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

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

NEW HIRES Positions - Winter Only (Part-time classification)	During initial training period - current FY17	During initial training period PROPOSED FY18	After training period - current FY17	After 6 weeks of employment PROPOSED FY18	After 200 hrs Revenue— current FY17	END-OF- SEASON- BONUS— Current FY17	FOR FY18 - Eliminate the 200 hours of service requirement and the end of season bonus in leui of higher pay
Part-time (winter only) Driver w/CDL	\$15.00	\$16.25	\$15.50	\$17.50	\$16.50	\$100-\$250	
Part-time (winter only) Driver w- out/CDL (assumes employee will have CDL at end of training period)	\$13.00	\$15.00	\$14.00	\$16.25	\$15.00	\$100-\$250	

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

Based on performance evaluation (25 points max)	Percent raise: current FY17	Percent raise: proposed FY18
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## MOUNTAIN RIDES Payscale FOR FY2018

11 or less points	0%	0%
12 - 17 points	2.0%	1-2%
18 - 22 points	3.5%	2-3.5%
23 - 25 points	5.0%	3.5-4.5%

the idea here is to give more  
range and manager ability to  
recognize differentiated  
performance

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

### Guidelines for using pay scale

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

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



## **MINUTES**

### **Planning and Marketing Committee**

**Wednesday, 7/5/17, 1:00pm**

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

Present: Kristin Derrig, Joyce Fabre, Joe Miczulski, Tory Canfield, Michael David, Ben Varner, Kim MacPherson and Mike Knudson

Not Present: Jason Miller

1. Discuss airport transportation summit planning
  - a. The group discussed the need for a summit to discuss transportation to the airport. The committee decided that the name "Ground transportation summit" would be more appropriate. The date of August 10<sup>th</sup> is what we are looking at, details will follow.
2. Discuss FY2018 service plan survey questions and formatting
  - a. The committee discussed the survey and liked the idea of offering prizes to win to complete a survey. The board members suggested helping to solicit for prizes.
3. Review service options requested or considered for FY2018 – white clouds/clubhouse, downtown jitney, Bronze serving dollar, and extra night service year-round
  - a. The committee discussed the service options and the needs and viability of each one.
4. Other items to come before the committee.
  - a. Ben Varner stated that the 7.5% funding increase was well received by the City of Ketchum and the City of Bellevue. We are still waiting to hear from the other partners.
  - b. Michael David gave an update on the Ride Sun Valley weekend:
    - Ketchum Town Square giving away lots of helmets
    - Mountain Rides team for the Cox Communication bike build giveaway

Adjourned: 2:25pm



## **Minutes**

### **Finance and Performance Committee**

**Wednesday, 7/5/17, 2:30pm**

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

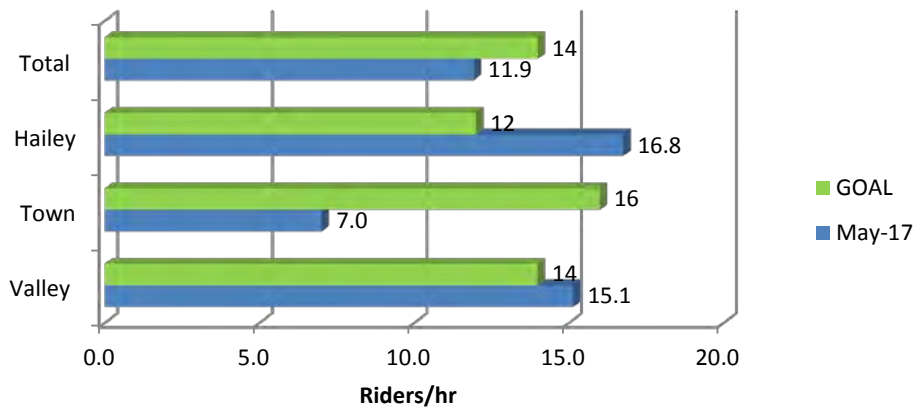
**Present: Becki Keefer, Jane Conard, David Patrie, Grant Gager, Ben Varner, and Tucker Van Law**

**Absent: Jason Miller**

- 1) Review May 2017 financials and bills paid
  - a) The group went over the financials with Tucker Van Law to answer question. Jane Conard made a motion to recommend accepting the financials and David Patrie seconded. All members approved.
- 2) Continued discussion of FY2018 budget
  - a) The committee reviewed the document that Jason Miller compiled on FY2018 budget priorities. It was noted that until all local funding is finalized priorities cannot be confirmed.
- 3) Review of FY2018 pay scale
  - a) The committee reviewed and was supportive of the pay scale increases. Lower wage and part time employees will see the biggest increase if approved.
- 4) Discussion of bank signers for Mountain Rides bank account
  - a) The committee reviewed a resolution from 2013 for bank signing authority. It was determined a new resolution should go to the board to include the Executive Director, Operation Manager, Maintenance & Facilities Manager, Board Chair, and Finance & Performance committee chair as signers. All other board members and the Business Manager will have access to banking information but no signing authority.
  - b) It was recommended updating Policy 103 Check Signing to align the policy with the resolution.
- 5) Discussion of Request For Qualifications for legal services
  - a) The committee reviewed the RFQ and recommended adding scoring criteria.
- 6) Other items to come before the committee.
  - a) There were none

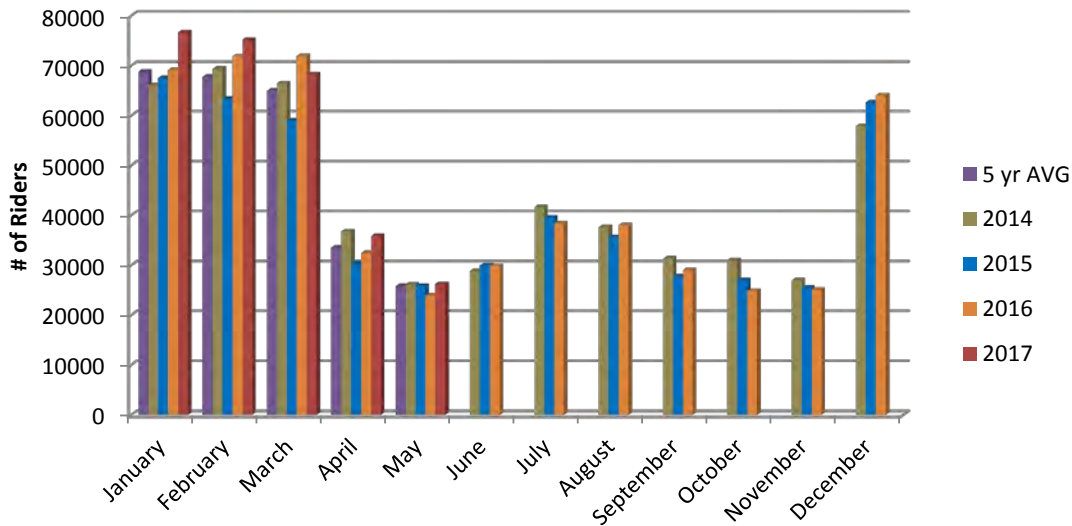
## PERFORMANCE DASHBOARD - RIDERSHIP, MAY 2017

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.

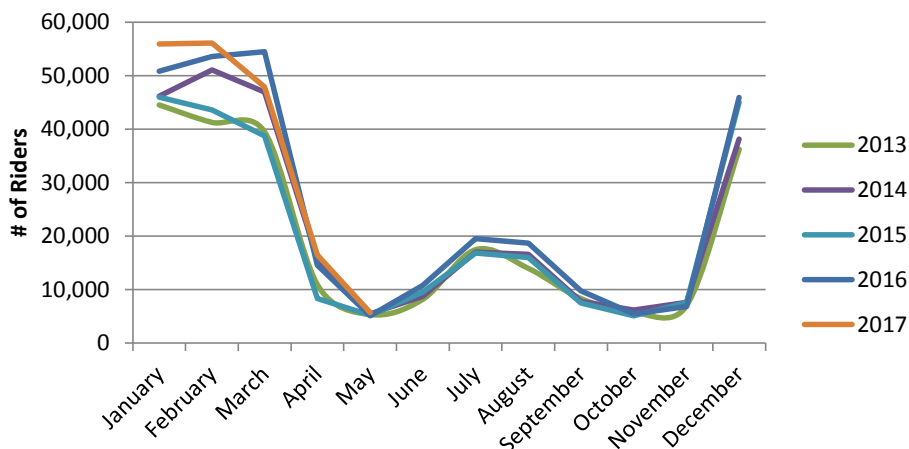
Total Ridership by Month



2017 YTD Ridership 282329  
 2016 YTD Ridership 269521  
 2015 YTD Ridership 246276  
 2014 YTD Ridership 264881  
 2013 YTD Ridership 242,569

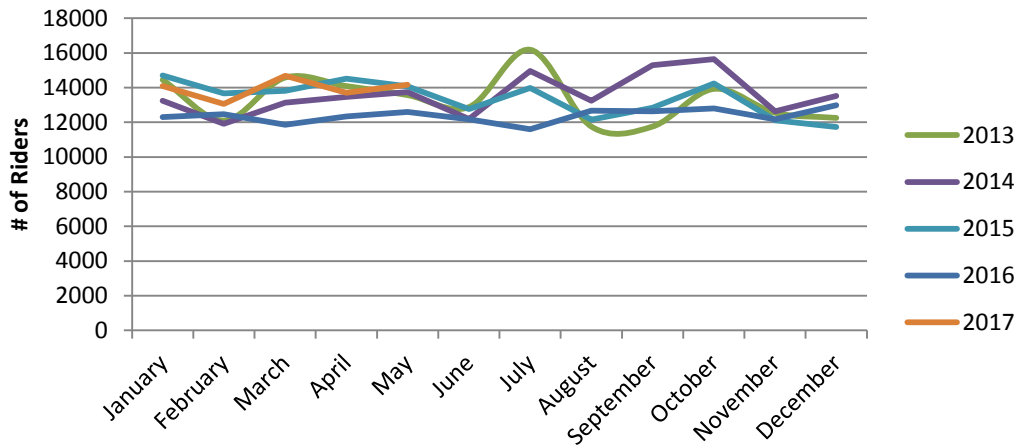
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

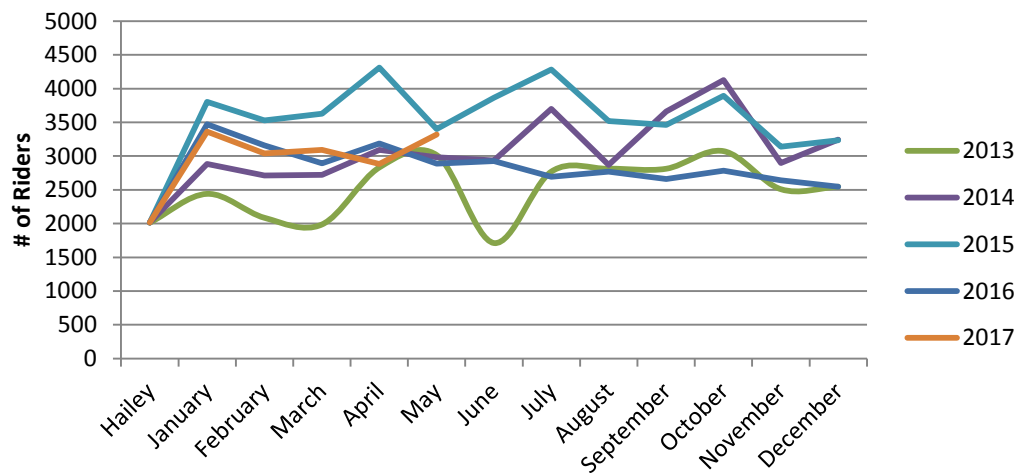


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, MAY 2017

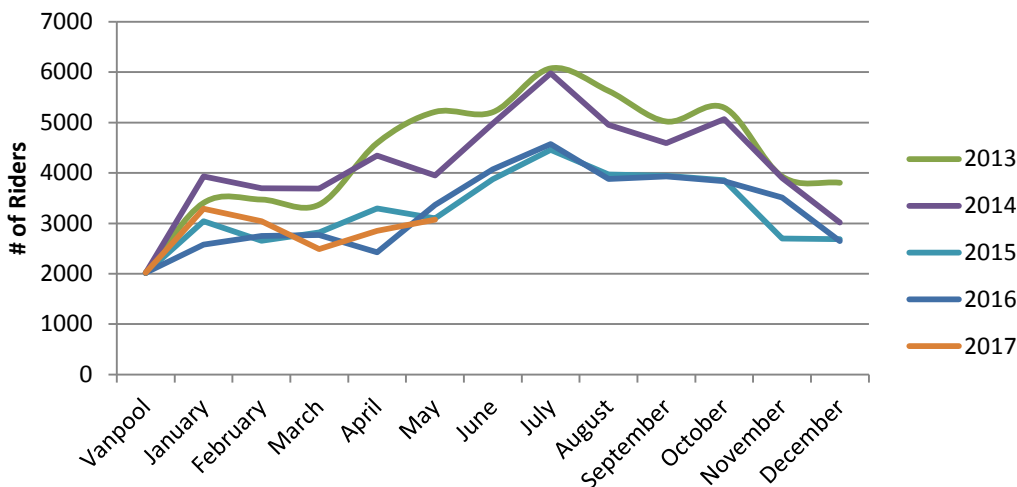
### Valley Route



### Hailey Route

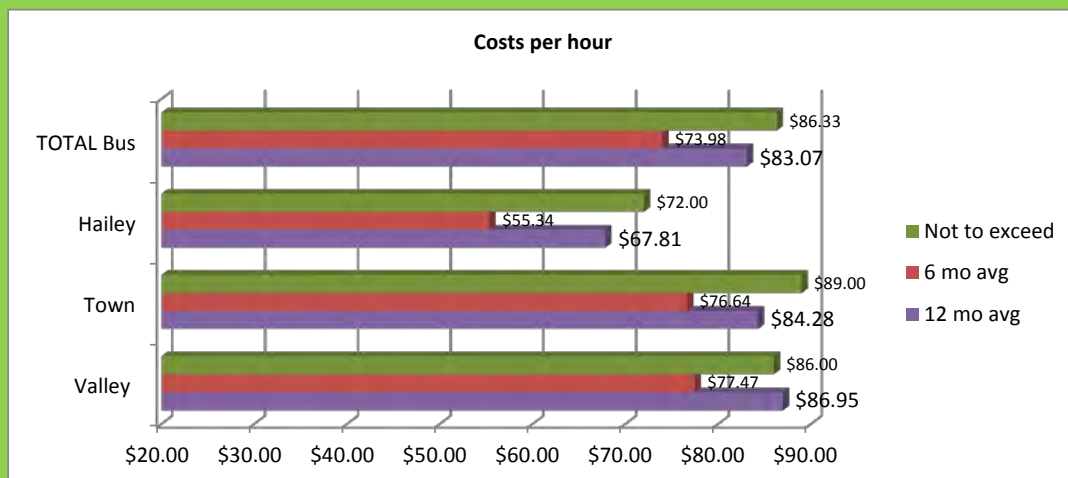


### Vanpool

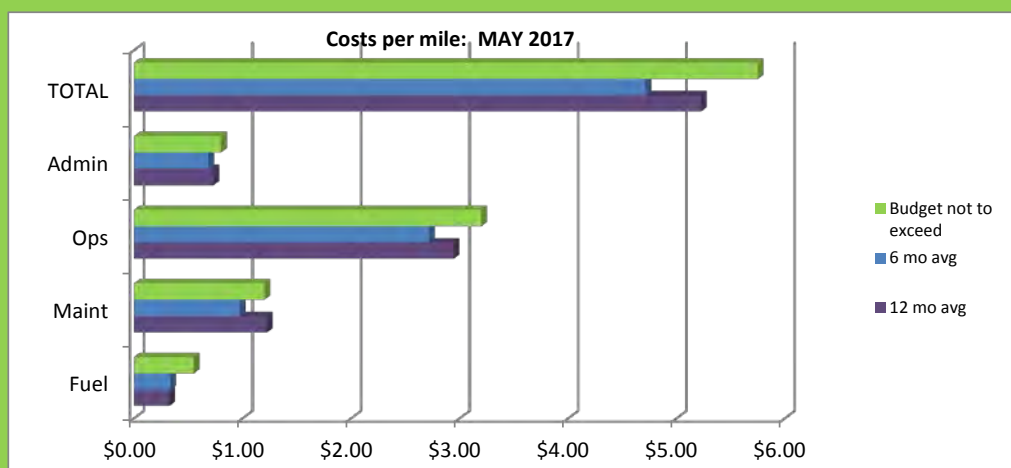
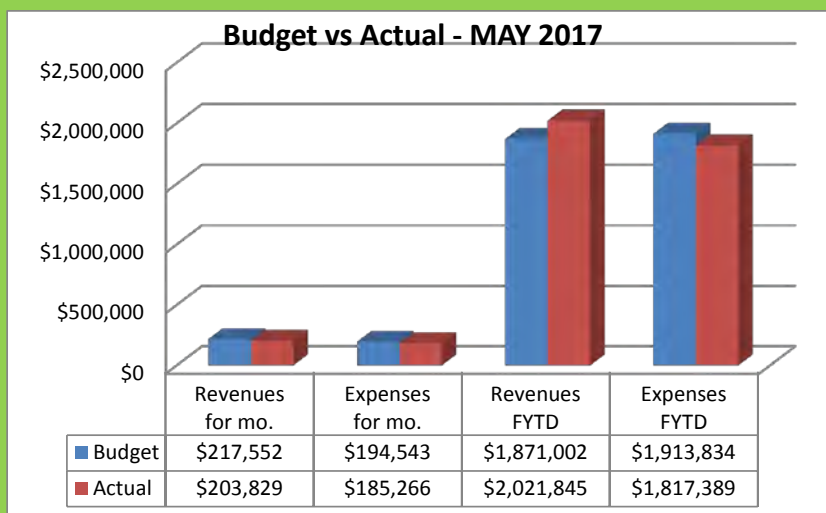
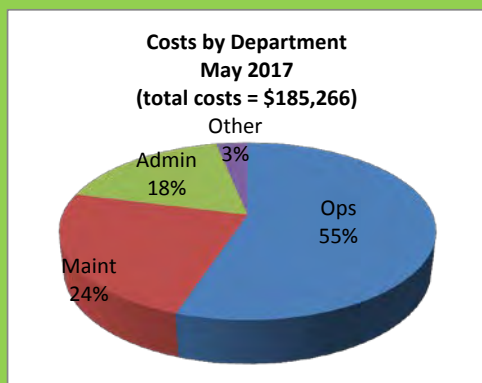




## PERFORMANCE DASHBOARD - FINANCIAL, MAY 2017

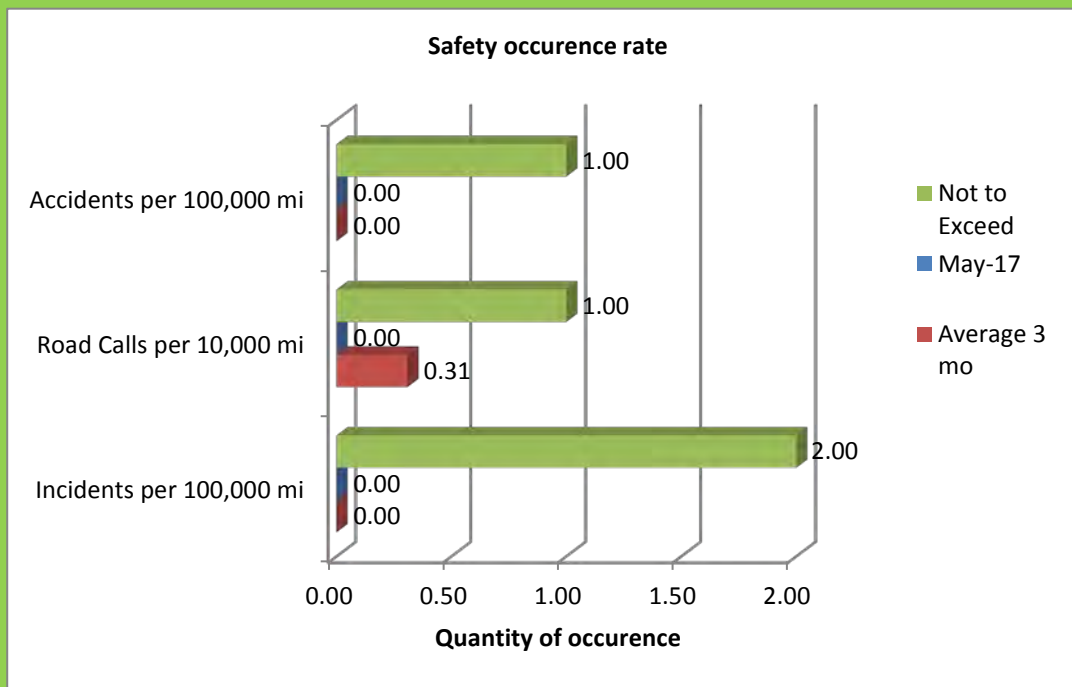


**Definition:** Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



**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, MAY 2017



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

Safety	Mar-17	Apr-17	May-17
<b>Incidents</b>	0	0	0
<b>Accidents</b>	0	0	0
<b>Road Calls</b>	0	2	0

**MAINTENANCE DAYS WITHOUT  
A LOSS TIME ACCIDENT OR  
INJURY: Current 1284**

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

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

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

# Mountain Rides Staff Report

Date: 07/19/17

Staff Member: Mike Knudson

Department: Operations

Department Highlights  
from  
the Previous Month:

Ridership for June was 31,796 which is up from last year by 13%.  
Blue route 12,191 up 156%  
Red 240 down 2%  
Green demand response 12  
  
Valley route carried 13,641 up 8% from last year  
Halley route carried 2,152 which was down 25%  
Vanpool was up 3%  
  
As of June 30th we have carried a total of 295,830 passengers.

Progress  
on projects/initiatives:

safety: none reported for the month.

Challenges/  
Opportunities:

In our last help wanted ad we included winter positions in the hopes of getting people to start thinking ahead. New driver ads for posting in buses have been made also.

Allen & company charter went very well this year.

*Mike Knudson*

# Mountain Rides Staff Report

Date: 07/19/17

Staff Member: Kim MacPherson

Department: Outreach and Marketing

Department Highlights  
from  
the Previous Month:

Progress  
on projects/initiatives:

At the last Planning & Marketing committee meeting the group discussed setting up a meeting regarding the airport.  
The group decided to call the summit: Ground Transportation Summit  
I spoke with Chris Pomeroy at the airport and Thursday, August 10th works for him.  
We are still working on a location.

Challenges/  
Opportunities:

I will be attending the technology summit in Boise on Friday, July 28th which is paid for with RTAP funds.

# Mountain Rides Staff Report

Date: 07/19/17

Staff Member: Michael David

Department: Bicycle-Pedestrian

Department Highlights from the Previous Month:

Mt. Rides Bike/Ped programs had a three-day presence at the Ride SV Bike Festival. We handed out 70 helmets and bike safety guides to local youth as part of our Blaine County Helmet Safety Program. Mt. Rides also participated in a Bike Build event that provided Scott Mountain Bikes to 10 young people in Blaine County. Cox sponsored the event and purchased the bikes. Mt. Rides team: Jason, Kim, Steve and Drew Deffe and Mark Corney put together a bike in record-time and we provided helmets to the 10 fortunate kids.

Progress on projects/initiatives:

13 Bike Share Bikes are in the rental pool for the season: 5 bikes at Visitor Center Hub, 4 bikes at Despo's Hub, and 4 bikes at Hailey Library Hub. Bike Share Bikes without the rental "guts" have been loaned to the following locations for use by staff and/or customers: Bellevue City Hall, Bellevue Library, Goode Ford, Hailey City Hall, Les Schwab, Ketchum City Hall, Ketchum Community Library, City of Sun Valley and Mountain Rides Ketchum and Bellevue offices.

Preparation has begun for Bike to Work/School in the fall

Michael will be working with Kim on refreshing Bike/Ped programs information on the website and on social media

Working with BCRD to set up e-bike town halls in August

Challenges/ Opportunities:

Pathways for People projects in Hailey have been delayed. Bids to construct the separated bike path from Main St to the bike path on Croy, and the bike lanes from Hailey Elementary to Myrtle on 2nd Ave were due last Wednesday, and no bids were received (according to Hailey, all contractors were too busy). Both projects will likely take place next spring.

Working with Ketchum on possible installation of a bike share hub on the parking lot on Washington Ave between 1st Street and 2nd Street.

# Mountain Rides Staff Report

Date:

07/19/17

Staff Member:

Ben Varner

Department:

Maintenance and Facilities

Department Highlights  
from  
the Previous Month:

Peak Season is going smoothly from a fleet standpoint. The mechanics are staying busy helping us keep safe, clean, well-maintained and comfortable buses out on the road.

Progress  
on projects/initiatives:

We are on track to have the Ketchum remodel complete in early August.

We are very close to having the new bus signs manufactured, we are working out final details.

Challenges/  
Opportunities:

Keeping air conditioned buses out on Blue Route continues to be more of a challenge each year. Ben is going to start researching having 4 of the older Gilligs refurbished to include air conditioning. This would be a large capital project.

# Mountain Rides Staff Report

Date:

Staff Member:

Department:

Department Highlights from the Previous Month:

It's been a busy month getting caught up with monthly bank reconciliations, invoicing, recording deposits, payables, financial statement preparation, and HR duties after moving locations and gone for a week in Detroit at the CTAA conference.

Completed Q2 2017 reporting including Tax 020 Employer Quarterly Unemployment Insurance report, Worker's Compensation Payroll Report, Form 941/Sch. B-Employer's Quarterly Federal Tax Return, and the Retirement Census.

Progress on projects/initiatives:

Next week I will be attending the 2017 Public Transportation Summit in Boise, Idaho. This will be reimbursed by the National Rural Transit Assistance Program.

Challenges/ Opportunities:



RECORDED

**REGULAR MEETING MINUTES  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, June 21, 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:** Chair Jane Reister Conard (Sun Valley), Vice-chair Kristin Derrig (Ketchum), Secretary Joe Miczulski (Bellevue), David Patrie (Blaine County), Becki Keefer (Hailey), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

**NOT PRESENT:** Grant Gager (Ketchum)

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Business Manager Tucker Van Law  
Mountain Rides Operations Manager Mike Knudson  
Mountain Rides Operations Manager Jim Finch  
Mountain Rides Maintenance Manager Ben Varner  
Mountain Rides Support Specialist Kim MacPherson  
Mountain Rides Bicycle Pedestrian Program Coordinator Michael David  
Peter Jensen *Idaho Mountain Express*

**1. CALL TO ORDER**

Chair Jane Conard called to order the meeting of Wednesday, June 21, 2017 at 12:32pm. Joe Miczulski took roll and determined that a quorum was present.

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

Jason Miller introduced Michael David as the Bicycle Pedestrian Program Coordinator and welcomed him. We are excited to have him on board with his experience in the non-profit sector as well as in regional government. Michael David said thank you and excited to grow the opportunities for alternative modes of transportation in our valley and is very excited to be a part of this organization again.

Jason Miller reintroduced Mike Knudson as our new operations manager.

Jason Miller recognized Jim Finch on his retirement. Jason presented a plaque to Jim with lots of highlighting and red text due to his use of these in memos.

Jason read the plaque: **Certificate of Appreciation**

Awarded this 21st day of June, 2017

To: Jim Finch

For his **tireless and dedicated work** leading the expansion of transit and vanpool operations, Mountain Rides hereby **recognizes Jim Finch for his over 13 years of dedicated service** as Operations Manager, Vanpool Manager, Peak Bus Manager, and Safe Routes to School Americorps member.



Jim has **given his all to improving and expanding public transportation**. He wrote service plans, managed and implemented countless new services, oversaw integration of routes under Mountain Rides, pushed new safety and operational initiatives, and helped Mountain Rides break ridership and safety records. **Fearless in taking on challenges**, Jim has advocated for the riders, supported the drivers, and always put what's best for Mountain Rides first and foremost. **Jim has been a force of nature in public transportation in Blaine County** and will be missed for his **candor, work ethic, passion, knowledge, and his uncanny ability** to come up with catchy names for new services.

On behalf of the Mountain Rides board and staff, we will miss you greatly and look forward to hearing about all of your travel adventures to come. Thank you for serving our community – **ENJOY RETIREMENT!**

The audience applauded.

Jim Finch said his new catchy phrase is driving “Driving Miss Kathie” on his upcoming vacation. He said working with Jason has been great and working with Mountain Rides for the community has been his passion. Ridership at 500,000 is pretty much the norm where it had been a dream in the past. It's been fun working with the board and all the Mountain Rides employees.

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

Jim Jaquet spoke about the Sun Valley Story Tour beginning and history starting on Friday, July 7. He encouraged everyone to take a ride on a Friday. Dave Patrie and Michael David will host a Story Tour in August.

Thank you to Jim Finch for all his hard work and will recruit him for next year.

Kristin Derrig and Grant Gager received an email from Nina about starting the late night service earlier to accommodate summer events that start earlier.

We could work with the events and give them information about when the bus service ends for the evening. Summer seems to be starting earlier than the 4<sup>th</sup> of July.

Dave Patrie talked about the 5 year plan and the elimination of the “slack” schedule and go to a single schedule. We would like our funding partners to understand that and work towards that goal. We need the financial resources to be able to pull that off. Kristin Derrig said that the more people use the service the more we can offer.

### **4. ACTION ITEMS AND DISCUSSION ITEMS**

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

*Action to approve resolution of support for electric power assist bicycles (e-bikes)*

Joe Miczulski said the Planning & Marketing committee reviewed this resolution and Michael David put together the resolution to review.

Tory Canfield mentioned that the BCRD is also writing a resolution.

Michael David said this is a precursor to the town hall meetings that will take place at the end of the month to get some consistencies throughout all the municipalities to encourage alternative modes of transportation. Dave Patrie said we should have a singular set of rules for this topic and is in support of this resolution.

Tory Canfield said that we would like to encourage education and etiquette through this resolution. Michael David agreed that education should be a big part of the conversation.

Becki Keefer is on record as being not in favor of e-bikes and is in favor of education.

**Joyce Fabre made a motion to approve the RESOLUTION 06-2017 of Mountain Rides Transportation Authority regarding support of the use of “e-bikes” (bicycles with electric motor assist) on the Wood River Trail multi-use path. Joe Miczulski seconded. The motion passed unanimously.**

**b. Action item:**

*Action to approve submission of FY2017 Low or No Emission Bus grant for 2 electric buses and charging infrastructure*

Jason Miller said this was a grant opportunity which is nationwide and is very highly competitive and had to work through ITD to make it happen. We have support letters being submitted on our behalf from finding partners as well as from Idaho Power. This was available from Obama era policies and there is a question whether this will continue.

Joyce Fabre wanted to know where the \$225,000 match would come from. Jason said that it would come from the contingency funds today. Joyce also asked if the fuel savings would add up to this amount over the life of the bus. Ben Varner replied that we would save money in the long run especially on the Blue routes and Valley routes which run 300 miles a day.

Jason Miller said we would find out in August if we are granted this funding.

Joe Miczulski asked about the locations for the charging stations. Ben Varner stated that we could have one in Bellevue on our property.

**Tory Canfield made a motion to approve the submission of a Mountain Rides grant application for 2 electric buses and chargers, along with a letter re: availability of matching funds, as part of the 5339© Low or No Emission bus grant program. Becki Keefer seconded. The motion passed unanimously.**

**c. Action item:**

*Action to approve final bus stop signage design and summer 2017 project plan and budget*

Jason Miller said he had a meeting with the City of Ketchum and they are on board with this plan and will help with installation going forward. We will continue to look at a few solar options. On the sign, in the bottom part of the “Y” should we include a bus symbol? Each sign would have a solar light option and would be dark sky compliant. We are trying to reduce the weight of the sign from 18 lbs. The City of Ketchum streets department didn’t have any problems with the signs.

Tory Canfield expressed concern regarding the lights and would like it to be minimal.

Dave Patrie asked about the symbol for routes on the sign and Jason Miller said the symbol will be a small indicator. Dave Patrie asked about fiscal impacts and Jason Miller said it was \$75,000. Most of the signs will be stand-alone signs.

**Dave Patrie made a motion to approve the final bus stop signage design and implementation, as discussed and presented at the May board meeting in an amount not to exceed \$75,000 unless additional revenues are acquired. Kristin Derrig seconded. The motion passed unanimously.**

**d. Discussion item:**

*Bus service for eclipse event on August 21<sup>st</sup> and other summer charter requests*

Jason Miller said due to limited availability of staff for charters. We are trying to be as ready as

we can to help with the Eclipse. We can provide one extra bus as a quasi-silver route that day to from River Run to Festival meadows.

Tory Canfield said that the City of Ketchum should take the lead to encourage people to park at a satellite lot and take the bus.

Jason miller said we are a part of the conversation.

Jason Miller spoke about extra charters and extra service and we should revisit our charter policy. We do run extra service sometimes for community events. We are not able to fulfill the extra charters for which we get requests.

Joyce Fabre said we need to keep our focus on fixed route buses and retaining our drivers and not do more charters which are beyond our scope.

Jane Conard said we need to be cooperative in the community but we should be concerned about mission creep. We need to keep our focus on our priorities which is our fixed routes.

Tory Canfield said when we do charters it does apply to our mission because we get people to leave their cars at home. She said maybe we could have a group of people who are qualified to drive for special events.

**e. Discussion item:**

*FY2018 Budget development including goals, priorities, approach to payscale/benefits*

Jason Miller said the 7.5% increase in funding will go towards operations and capital with it being spent on improved service; improve support functions internally and improve higher starting wages. As far as wages go, we have a very low starting wage whether they come in with a CDL or not. We are below comparables for our funding partners.

Bellevue and Hailey are the last of the requests to date. There has not been a lot of feedback yet as far as funding goes.

We will come back to Finance committee with our recommendations. Our last recommendations were made in 2015.

Jason Miller said this was a huge effort in 2015 gathering all the data for comparisons. Then we were able to pay someone to do the survey.

Several board members do not think we need to have another survey done but an outside consultant as we know we are having hiring issues and need to increase wages.

Jason Miller said it will be critical and impactful on service if we do not get the funding increase for wages.

Joyce Fabre said this is top priority and wasn't sure the city of Sun Valley heard that. Jason

Miller said this is a hard sell because everyone wants more service. In other resort communities they flat-out cut service especially in Colorado.

Dave Patrie said he thinks the priority needs to be in the starting wages.

Jane Conard repeated what Jim Finch said that drivers are our ambassadors in the community and committed to safety.

Jason Miller said increases are performance based which results in an average of 3% increase across the board. If we don't get 7.5%, we will need to prioritize.

**f. Discussion item:**

*Future of Ride 'n Fly potential airport transportation summit*

Jane Conard said the airport service was a discussion at the last City of Sun Valley city council meeting. We had talked earlier about having a summit for this service and is asking from the board the direction we should go.

Board members said we should have a summit to start a conversation around airport ground

transportation. The support does not seem to be there for the service as it was a year ago. So the question is: who wants the airport service? Jason Miller said Mountain Rides doesn't have to be the provider for this service but we should have the discussion. Jackson Hole has a demand service called "Ride to Fly" which is not fixed route and is partially funded by their airport board.

Dave Patrie said not long ago airport service was something many wanted and is a regional transportation issue. He thinks it is worthwhile to have a summit and will find out who supports the service. We need to be competitive with other resort areas and offer some airport ground transportation.

Becki Keefer said with all the new lodging options being built, it would be nice to get them on board for this service.

Jane Conard said we need to think about place, date, time and format. Planning Committee will proceed with the details and August will make a good timeframe.

**g. Discussion item:**

*FY2018 service planning process*

Jason Miller said we did extensive work on a survey in 2015. In 2016 we relied on that information to do the service planning. It would be nice to have all funding partners at the table for discussion.

Dave Patrie suggested targeted surveys to funding partners and to the general public.

Tory Canfield suggested having a drawing for those who fill out a survey.

## 6. Committee Reports

Planning & Marketing committee reports for June

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

Finance & Performance committee reports for June

**Committee members approved the minutes for Finance & Performance for June with edits to #3a: It was recommended by Jane Conard and the committee that Mountain Rides pursue purchasing additional land in Bellevue.**

## 7. Staff reports

a. Dashboard performance reports for April 2017 – Dave Patrie asked about the progress on the new dashboard. Still in progress.

b. Operations report –Becki asked about the Hailey ridership increase. Jim Finch said there is an acceptance of the fare. Locals rely on it as their means to get around Hailey and school ridership is up. Outreach has been very effective with the friendliness of drivers, frequency, reliability and safety. Valley route ridership

Jim Finch said Jim Finch, Mike Knudson and Jason Miller can't be go-to relief drivers.

Manpower shortage is critical.

Blue ridership is up with the efforts we have been making. Funding partners don't really see it so please get the word out. Mountain Rides is a great place to work. What we pay our drivers does matter. People were being asked to work long days in the winter. Joe Miczulski mentioned that the 11:00am bus was standing room only.

Jim's last shot: Mountain Rides has a mission. Take care of what we do best. We don't need to be flying by night for a handful of people's perceived needs. We can use the \$45,000 for the airport to pay our people better.

c. Marketing and Outreach report

- d. Bike-Ped report
- e. Maintenance report
- f. Business Manager report
- g. Executive Director report

**8. Consent Calendar items**

- a. Approve minutes for May regular board meeting

**Dave Patrie moved to approve the minutes for the May 21<sup>st</sup> regular board meeting as corrected. In the minutes for Action item 5c, the specific edits will be added and in 5d add the word “available” so it reads: Dave Patrie stated that there will not be any funding available from the 1% for air for transportation. Tory Canfield seconded. The motion passed.**

- b. Receive & File April 2017 financials and bills paid

**Dave Patrie moved to receive and file the April 2017 financials and bills paid. Becki Keefer seconded.**

**9. Adjournment**

**Tory Canfield moved to adjourn the meeting at 2:49pm. Joe Miczulski seconded and the motion carried unanimously.**

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Chair Jane Reister Conard

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2017**

	May 17	Budget	% of Budget	Oct '16 - May 17	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 · Federal Funding							
41200 · Federal - 5311	95,631.00	85,000.00	112.5%	912,179.00	735,000.00	124.1%	1,118,648.00
41400 · Federal - 5317	3,168.00	3,000.00	105.6%	28,955.00	24,000.00	120.6%	35,000.00
41600 · Federal - SRTS	0.00	1,000.00	0.0%	0.00	11,000.00	0.0%	12,000.00
<b>Total 41000 · Federal Funding</b>	<b>98,799.00</b>	<b>89,000.00</b>	<b>111.0%</b>	<b>941,134.00</b>	<b>770,000.00</b>	<b>122.2%</b>	<b>1,165,648.00</b>
43000 · Local Funding							
43100 · Local - Ketchum	41,791.67	41,791.67	100.0%	334,333.32	334,333.36	100.0%	501,500.00
43200 · Local - Hailey	6,760.42	5,135.42	131.6%	40,083.34	41,083.36	97.6%	61,625.00
43300 · Local - Bellevue	0.00	354.17	0.0%	4,250.00	2,833.36	150.0%	4,250.00
43400 · Local - Blaine County	9,208.33	9,208.34	100.0%	73,666.66	73,666.72	100.0%	110,500.00
43500 · Local - Sun Valley	20,895.83	20,895.83	100.0%	167,166.66	167,166.64	100.0%	250,750.00
43600 · Local - Sun Valley Company	0.00	13,033.33	0.0%	156,400.00	104,266.64	150.0%	156,400.00
43700 · Local - Other Business	0.00	0.00	0.0%	8,638.00	12,000.00	72.0%	12,000.00
<b>Total 43000 · Local Funding</b>	<b>78,656.25</b>	<b>90,418.76</b>	<b>87.0%</b>	<b>784,537.98</b>	<b>735,350.08</b>	<b>106.7%</b>	<b>1,097,025.00</b>
44000 · Fares							
44100 · Fares - Valley Cash	5,821.87	7,500.00	77.6%	46,819.59	64,000.00	73.2%	95,000.00
44150 · Fares-Airport Service Cash	0.00	0.00	0.0%	6,521.50	10,000.00	65.2%	10,000.00
44200 · Fares - Valley Passes	5,673.50	11,000.00	51.6%	79,385.25	103,000.00	77.1%	155,000.00
44250 · Fares- Hailey Route- Cash	703.06	300.00	234.4%	5,384.10	2,900.00	185.7%	4,000.00
44300 · Fares - Vanpool	10,137.29	10,833.33	93.6%	81,784.96	86,666.64	94.4%	130,000.00
44400 · Fares - ADA	47.00	75.00	62.7%	325.00	660.00	49.2%	1,000.00
44500 · Fares- Galena Service	0.00	0.00	0.0%	4,327.00	5,000.00	86.5%	5,000.00
<b>Total 44000 · Fares</b>	<b>22,382.72</b>	<b>29,708.33</b>	<b>75.3%</b>	<b>224,547.40</b>	<b>272,226.64</b>	<b>82.5%</b>	<b>400,000.00</b>
45000 · Revenue							
45100 · Rev - Advertising	2,000.00	5,000.00	40.0%	56,193.75	48,750.00	115.3%	75,000.00
45450 · Rev - Misc.	0.00	0.00	0.0%	310.80	400.00	77.7%	500.00
45500 · Rev - Charter/Special Event	180.00	1,000.00	18.0%	917.00	5,500.00	16.7%	18,000.00
45600 · Rev - Bike Share- Bike Swap	0.00	750.00	0.0%	119.59	750.00	15.9%	3,000.00
<b>Total 45000 · Revenue</b>	<b>2,180.00</b>	<b>6,750.00</b>	<b>32.3%</b>	<b>57,541.14</b>	<b>55,400.00</b>	<b>103.9%</b>	<b>96,500.00</b>
47000 · Private Donations							
47300 · Priv. Donation - Other	0.00	0.00	0.0%	0.00	1,000.00	0.0%	1,000.00
<b>Total 47000 · Private Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>	<b>1,000.00</b>
48000 · Transfers							
48400 · Transfer - Housing Fund	1,666.67	1,666.67	100.0%	13,333.36	13,333.36	100.0%	20,000.00
<b>Total 48000 · Transfers</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>100.0%</b>	<b>13,333.36</b>	<b>13,333.36</b>	<b>100.0%</b>	<b>20,000.00</b>
49000 · Interest Income	144.21	8.33	1,731.2%	750.84	66.64	1,126.7%	100.00
49800 · Excess Operating Funds	0.00	0.00	0.0%	0.00	23,625.00	0.0%	23,625.00
<b>Total Income</b>	<b>203,828.85</b>	<b>217,552.09</b>	<b>93.7%</b>	<b>2,021,844.72</b>	<b>1,871,001.72</b>	<b>108.1%</b>	<b>2,803,898.00</b>
<b>Gross Profit</b>	<b>203,828.85</b>	<b>217,552.09</b>	<b>93.7%</b>	<b>2,021,844.72</b>	<b>1,871,001.72</b>	<b>108.1%</b>	<b>2,803,898.00</b>

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2017**

	May 17	Budget	% of Budget	Oct '16 - May 17	YTD Budget	% of Budget	Annual Budget
<b>Expense</b>							
<b>51000 · Payroll Expenses</b>							
51100 · Salaries and Wages	96,321.47	110,000.00	87.6%	942,203.92	965,000.00	97.6%	1,469,300.00
51300 · FICA Expense	5,836.17	6,000.00	97.3%	56,851.57	58,000.00	98.0%	88,158.00
51350 · Medicare Tax Expense	1,364.91	1,500.00	91.0%	13,295.89	13,700.00	97.1%	20,570.20
51400 · Retirement Plan Expenses	595.16	0.00	100.0%	51,583.92	80,000.00	64.5%	99,973.30
51500 · Workers Comp Expense	19,054.00	0.00	100.0%	51,204.00	48,000.00	106.7%	63,000.00
51600 · SUI Expense	1,106.42	1,600.00	69.2%	9,228.15	14,500.00	63.6%	22,039.50
51650 · FUTA Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51700 · Medical Ins. Expense	14,785.57	13,500.00	109.5%	119,160.77	108,000.00	110.3%	160,000.00
51800 · Dental Ins. Expense	1,168.29	1,650.00	70.8%	10,794.78	13,400.00	80.6%	20,000.00
51900 · Employee Assistance expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
51950 · Employee Performance Bonus	1,700.00	0.00	100.0%	8,700.00	7,500.00	116.0%	7,500.00
51000 · Payroll Expenses - Other	160.00	160.00	100.0%	1,183.25	1,360.00	87.0%	2,000.00
<b>Total 51000 · Payroll Expenses</b>	<b>142,091.99</b>	<b>134,410.00</b>	<b>105.7%</b>	<b>1,264,206.25</b>	<b>1,309,460.00</b>	<b>96.5%</b>	<b>1,955,041.00</b>
<b>52000 · Insurance Expense</b>							
52100 · Ins. - Vehicles	0.00	9,000.00	0.0%	53,940.00	72,000.00	74.9%	108,000.00
52150 · Ins- Deductibles/claims	758.00	0.00	100.0%	7,338.63	4,000.00	183.5%	5,000.00
<b>Total 52000 · Insurance Expense</b>	<b>758.00</b>	<b>9,000.00</b>	<b>8.4%</b>	<b>61,278.63</b>	<b>76,000.00</b>	<b>80.6%</b>	<b>113,000.00</b>
<b>53000 · Professional Fees</b>							
53100 · Accounting & Audit	855.00	500.00	171.0%	15,837.50	13,500.00	117.3%	15,500.00
53200 · IT Systems	472.50	833.33	56.7%	2,009.60	6,666.64	30.1%	10,000.00
53400 · Legal Fees	448.50	291.67	153.8%	1,592.50	2,333.36	68.2%	3,500.00
53450 · Planning/ Design	0.00	0.00	0.0%	0.00	5,000.00	0.0%	5,000.00
53500 · Other Professional Fees	1,332.50	1,000.00	133.3%	4,948.94	8,000.00	61.9%	12,000.00
<b>Total 53000 · Professional Fees</b>	<b>3,108.50</b>	<b>2,625.00</b>	<b>118.4%</b>	<b>24,388.54</b>	<b>35,500.00</b>	<b>68.7%</b>	<b>46,000.00</b>
<b>54000 · Equipment/ Tool Expense</b>							
54100 · Shop Equipment/ Tools	380.61	1,000.00	38.1%	3,648.89	4,000.00	91.2%	7,000.00
54300 · Office Equipment	2,381.84	1,000.00	238.2%	2,422.58	6,000.00	40.4%	7,500.00
<b>Total 54000 · Equipment/ Tool Expense</b>	<b>2,762.45</b>	<b>2,000.00</b>	<b>138.1%</b>	<b>6,071.47</b>	<b>10,000.00</b>	<b>60.7%</b>	<b>14,500.00</b>
<b>55000 · Rent and Utilities</b>							
55200 · Utilities	1,100.34	750.00	146.7%	17,014.05	22,250.00	76.5%	25,000.00
<b>Total 55000 · Rent and Utilities</b>	<b>1,100.34</b>	<b>750.00</b>	<b>146.7%</b>	<b>17,014.05</b>	<b>22,250.00</b>	<b>76.5%</b>	<b>25,000.00</b>
<b>56000 · Supplies</b>							
56200 · Janitorial & Safety Supplies	861.06	300.00	287.0%	6,432.16	5,700.00	112.8%	6,500.00
56300 · Department & Office Supplies	590.23	500.00	118.0%	3,365.22	5,000.00	67.3%	7,000.00
56400 · Uniforms	344.65	0.00	100.0%	5,581.99	6,000.00	93.0%	8,000.00
56500 · Postage and Delivery	98.00	75.00	130.7%	607.10	600.00	101.2%	900.00
<b>Total 56000 · Supplies</b>	<b>1,893.94</b>	<b>875.00</b>	<b>216.5%</b>	<b>15,986.47</b>	<b>17,300.00</b>	<b>92.4%</b>	<b>22,400.00</b>
<b>57000 · Repairs and Maintenance</b>							
57100 · Equipment Repairs/Maintenance	590.72	0.00	100.0%	1,810.25	1,750.00	103.4%	2,500.00
57200 · Building Repairs/Maintenance	176.04	3,500.00	5.0%	4,012.60	12,000.00	33.4%	15,000.00
57250 · Bus Stop Repairs/Maint	0.00	1,200.00	0.0%	2,807.64	1,200.00	234.0%	3,500.00
57300 · Grounds Repairs/Maintenance	0.00	1,500.00	0.0%	7,147.50	6,000.00	119.1%	7,000.00
57400 · Bike Share Repairs/Maintenance	0.00	500.00	0.0%	0.00	500.00	0.0%	1,500.00
57500 · Janitorial Services	182.00	200.00	91.0%	4,190.64	5,200.00	80.6%	6,000.00
<b>Total 57000 · Repairs and Maintenance</b>	<b>948.76</b>	<b>6,900.00</b>	<b>13.8%</b>	<b>19,968.63</b>	<b>26,650.00</b>	<b>74.9%</b>	<b>35,500.00</b>

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2017**

	May 17	Budget	% of Budget	Oct '16 - May 17	YTD Budget	% of Budget	Annual Budget
<b>58000 · Communications Expense</b>							
58100 · Office Phone Expense	338.25	375.00	90.2%	2,959.06	3,000.00	98.6%	4,500.00
58200 · Cell & Two-Way Mobile	820.08	1,100.00	74.6%	6,137.12	8,600.00	71.4%	13,000.00
58300 · Internet/Website	277.61	250.00	111.0%	2,969.43	2,000.00	148.5%	3,000.00
58400 · On-Board Vehicle Computers	0.00	250.00	0.0%	14,620.00	250.00	5,848.0%	13,500.00
<b>Total 58000 · Communications Expense</b>	<b>1,435.94</b>	<b>1,975.00</b>	<b>72.7%</b>	<b>26,685.61</b>	<b>13,850.00</b>	<b>192.7%</b>	<b>34,000.00</b>
<b>59000 · Travel and Training</b>							
59100 · Vehicle/Airfare	1,353.51	500.00	270.7%	3,925.16	1,000.00	392.5%	1,500.00
59200 · Lodging	157.07	250.00	62.8%	450.35	500.00	90.1%	1,000.00
59300 · Food/Meals/Entertainment	37.99	250.00	15.2%	594.77	1,000.00	59.5%	1,500.00
59400 · Training/Education	1,600.00	250.00	640.0%	1,740.00	500.00	348.0%	500.00
59500 · Safety Curriculum	0.00	0.00	0.0%	613.81	3,500.00	17.5%	3,500.00
59000 · Travel and Training - Other	45.50			45.50			
<b>Total 59000 · Travel and Training</b>	<b>3,194.07</b>	<b>1,250.00</b>	<b>255.5%</b>	<b>7,369.59</b>	<b>6,500.00</b>	<b>113.4%</b>	<b>8,000.00</b>
<b>60000 · Business Expenses</b>							
60100 · Vehicle Registration Fees	0.00	0.00	0.0%	186.30	600.00	31.1%	1,000.00
60400 · Membership,Dues & Subscriptions	83.92	0.00	100.0%	3,224.04	1,800.00	179.1%	3,500.00
60500 · Bank Fees	10.40	41.67	25.0%	97.18	333.36	29.2%	500.00
<b>Total 60000 · Business Expenses</b>	<b>94.32</b>	<b>41.67</b>	<b>226.3%</b>	<b>3,507.52</b>	<b>2,733.36</b>	<b>128.3%</b>	<b>5,000.00</b>
<b>61000 · Advertising</b>							
61100 · Print Advertising	2,091.06	1,000.00	209.1%	11,204.81	8,000.00	140.1%	12,000.00
61200 · Radio Advertising	0.00	500.00	0.0%	0.00	1,000.00	0.0%	1,500.00
61300 · Online Advertising	0.00	250.00	0.0%	0.00	2,000.00	0.0%	3,000.00
61400 · Vehicle Graphics	960.00	1,000.00	96.0%	9,938.75	6,000.00	165.6%	10,000.00
61500 · Bus Adv. Contract	1,125.00	1,333.33	84.4%	14,796.30	10,666.64	138.7%	16,000.00
<b>Total 61000 · Advertising</b>	<b>4,176.06</b>	<b>4,083.33</b>	<b>102.3%</b>	<b>35,939.86</b>	<b>27,666.64</b>	<b>129.9%</b>	<b>42,500.00</b>
<b>62000 · Marketing and Promotion</b>							
62100 · Info. Displays-Stop Signage	76.00	0.00	100.0%	10,088.97	3,500.00	288.3%	6,000.00
62200 · Graphic Design	909.50	0.00	100.0%	14,859.50	11,500.00	129.2%	14,000.00
62300 · Promotional Items	492.89	1,000.00	49.3%	615.78	1,000.00	61.6%	1,000.00
62400 · Customer Events and Misc.	5.00	1,000.00	0.5%	248.24	1,000.00	24.8%	2,000.00
62500 · Staff Appreciation/ Events	213.19	100.00	213.2%	3,689.46	3,600.00	102.5%	4,000.00
<b>Total 62000 · Marketing and Promotion</b>	<b>1,696.58</b>	<b>2,100.00</b>	<b>80.8%</b>	<b>29,501.95</b>	<b>20,600.00</b>	<b>143.2%</b>	<b>27,000.00</b>
<b>63000 · Printing and Reproduction</b>							
63100 · Copies, Passes & Flyers	199.00	200.00	99.5%	2,851.22	2,000.00	142.6%	2,500.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	7,231.75	6,000.00	120.5%	10,000.00
63000 · Printing and Reproduction - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total 63000 · Printing and Reproduction</b>	<b>199.00</b>	<b>200.00</b>	<b>99.5%</b>	<b>10,082.97</b>	<b>8,000.00</b>	<b>126.0%</b>	<b>12,500.00</b>
<b>64000 · Fuel Expense</b>	<b>10,038.45</b>	<b>16,000.00</b>	<b>62.7%</b>	<b>146,239.95</b>	<b>152,957.00</b>	<b>95.6%</b>	<b>222,957.00</b>
<b>65000 · Vehicle Maintenance</b>							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	34.03	250.00	13.6%	1,086.46	2,000.00	54.3%	3,000.00
65100 · Parts Expense - Other	3,253.23	5,000.00	65.1%	63,379.98	73,000.00	86.8%	100,000.00
<b>Total 65100 · Parts Expense</b>	<b>3,287.26</b>	<b>5,250.00</b>	<b>62.6%</b>	<b>64,466.44</b>	<b>75,000.00</b>	<b>86.0%</b>	<b>103,000.00</b>
65200 · Fluids Expense	137.92	500.00	27.6%	11,263.00	16,500.00	68.3%	19,000.00
65300 · Tires Expense	3,316.52	500.00	663.3%	25,424.25	37,500.00	67.8%	39,000.00
65400 · Purchased Services	0.00	0.00	0.0%	3,166.50	8,000.00	39.6%	10,000.00
65500 · Vehicle Computer/Diagnostic	25.99	333.33	7.8%	1,962.18	2,666.64	73.6%	4,000.00
65600 · Vehicle Glass/Windshield Repai	0.00	750.00	0.0%	2,865.21	4,700.00	61.0%	5,500.00
<b>Total 65000 · Vehicle Maintenance</b>	<b>6,767.69</b>	<b>7,333.33</b>	<b>92.3%</b>	<b>109,147.58</b>	<b>144,366.64</b>	<b>75.6%</b>	<b>180,500.00</b>



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07/03/17

Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**May 2017**

	May 17	Budget	% of Budget	Oct '16 - May 17	YTD Budget	% of Budget	Annual Budget
69500 - Contingency Expense	5,000.00	5,000.00	100.0%	40,000.00	40,000.00	100.0%	60,000.00
<b>Total Expense</b>	185,266.09	194,543.33	95.2%	1,817,389.07	1,913,833.64	95.0%	2,803,898.00
<b>Net Ordinary Income</b>	18,562.76	23,008.76	80.7%	204,455.65	-42,831.92	-477.3%	0.00
<b>Net Income</b>	<b>18,562.76</b>	<b>23,008.76</b>	<b>80.7%</b>	<b>204,455.65</b>	<b>-42,831.92</b>	<b>-477.3%</b>	<b>0.00</b>

Wells Fargo				5/9/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount
5/1/2017	Bill	Apr	3,074.59	3,074.59	
				Check Amount	Payment
					3,074.59
					3,074.59

PAYMENT  
RECORD

Mountain West Check 4856200370127790

3,074.59

Rev 3/11

## CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	MOUNTAIN RIDES CONTROL ACCOUNT
Account Number	4856 2003 7012 7790
Statement Closing Date	05/01/17
Days in Billing Cycle	28
Next Statement Date	06/01/17

Credit Line	\$15,000
Available Credit	\$8,132

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

Inquiries or Questions:  
WF Business Direct PO Box 29482  
Phoenix, AZ 85038-8650

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

## Payment Information

New Balance	\$6,023.36
<b>Current Payment Due (Minimum Payment)</b>	<b>\$120.00</b>
<b>Current Payment Due Date</b>	<b>05/22/17</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		\$690.44
Credits	-	\$0.00
Payments	-	\$690.44
Purchases & Other Charges	+	\$6,023.36
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$6,023.36

## Wells Fargo Business Card Rewards - Legacy

<b>Membership No:</b>	<b>05387331</b>
Previous Balance	23,991
Points Earned this Month	6,023
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>= 30,014</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.

	Number Ending In	Spending Cap	This Period
KIMBERLY MACPHERSON	9864	7,500	\$5,074.22
JAMES FINCH	7560	9,000	\$949.14

## 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
-------	------	------------------	-------------	---------	---------

04/12	04/12	7485620370A97LQTB	Branch Payment - Check	690.44	
			TOTAL 4856200370127790 \$690.44-		

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

04/13	04/13	#24692163700HNBFF	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		17.95
04/13	04/13	#246921637009VV1XQ	DMI* DELL BUS ONLINE 800-456-3355 TX		1,202.10
04/13	04/13	#246921637009VV83N	DMI* DELL BUS ONLINE 800-456-3355 TX		102.98
04/14	04/14	#2443106380T1VSAMV	VARIDESK 800-207-2587 TX		590.00 - FF
04/17	04/17	#24435653B5STYMJ0A	AUTO GEEK 800-869-3011 FL		1,918.97 - CE
04/20	04/20	#24610433F03R4BNER	ADOBE *CREATIVE CLOUD 800-833-6687 CA		34.99
04/21	04/21	#24692163F00EMPEYR	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		439.80 - FF
04/24	04/24	#24692163J009HR763	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		58.99
04/25	04/25	#24431063K2DLB3F76	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA		171.45
04/26	04/26	24717053MTBAWW6XQ	DELTA AIR 0062381486400 DELTA.COM CA		519.40
		07/23/17	TELLEZ/CARLOS		
		1 DL M	HAILEY SALT LAKE CITY		
		2 DL M	SALT LAKE CITY PORTLAND		
		3 DL V	PORTLAND SEATTLE		
		4 DL V	SEATTLE HAILEY		
		150098	DELTA.COM		
04/28	04/28	24692163N00ADZ252	Amazon.com AMZN.COM/BILL WA		17.59
			TOTAL \$5,074.22		
			KIMBERLY MACPHERSON / Sub Acct Ending In 9864		

### Transaction Summary For JAMES FINCH Sub Account Number Ending In 7560

04/12	04/12	#24692163600248SB0	VBS*VONAGE BUSINESS 866-901-0242 GA		303.16
04/16	04/16	#24906413A13N8B17M	CTC*CONSTANTCONTACT.COM 855-2295506 MA		5.00
04/20	04/20	#24610433F03R4QAV1	ADOBE *ACROPRO SUBS 800-833-6687 CA		14.99
04/26	04/26	24121573M003EVZBS	COMMUNITY TRANSPORTATI 800-8910590 DC		600.00
04/27	04/27	24692163M00419EQZ	EAUTOREPAIR.NET 888-724-6742 CA		25.99
			TOTAL \$949.14		
			JAMES FINCH / Sub Acct Ending In 7560		

5,074.22 +

949.14 +

590.00 -

1,918.97 -

439.80 -

OPS payment 3,074.59 \*

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of May 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						20,780.09
Deposit	05/01/2017			Deposit		120,780.09
Bill Pmt -Check	05/02/2017	6686	NAPA Auto Parts	LGIP Withdraw	100,000.00	119,502.51
Bill Pmt -Check	05/02/2017	6687	Gillig, LLC		-1,277.58	119,148.54
Bill Pmt -Check	05/02/2017	ACH	Intermtn Gas Co #826 580 300...		-353.97	118,732.08
Bill Pmt -Check	05/02/2017	6688	Allstar Property Services, Inc.		-416.46	118,179.78
Bill Pmt -Check	05/02/2017	6689	Ben Varner	Janitorial Service	-552.30	117,192.81
Bill Pmt -Check	05/02/2017	6690	Blue Printing Inc.	CTAA Conference	-986.97	117,179.52
Bill Pmt -Check	05/02/2017	6691	Jackson Group Peterbilt		-13.29	116,695.53
Bill Pmt -Check	05/02/2017	6692	Kimberly L Richmond		-483.99	116,324.28
Bill Pmt -Check	05/02/2017	6693	L.L. Green's Hardware		-371.25	116,256.29
Bill Pmt -Check	05/02/2017	6694	National Benefit Services, LLC		-67.99	116,118.29
Bill Pmt -Check	05/02/2017	6695	Nicole Brown		-138.00	113,543.91
Bill Pmt -Check	05/02/2017	6696	Rush Truck Centers	Bus Ad	-2,574.38	113,178.25
Bill Pmt -Check	05/02/2017	6697	Schaeffer MFG. CO.	Oil	-365.66	112,160.75
Bill Pmt -Check	05/02/2017	6698	Silver Creek Ford		-1,017.50	111,160.95
Bill Pmt -Check	05/02/2017	6699	Superior Door Co.		-999.80	111,010.95
Bill Pmt -Check	05/02/2017	6700	United Oil		-150.00	103,227.31
Bill Pmt -Check	05/02/2017	6701	UPS Store - 2444 (Ketchum)		-7,783.64	103,217.71
Liability Check	05/02/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-9.60	102,840.04
Liability Check	05/03/2017		QuickBooks Payroll Service	Created by Payroll Service on 05/02/2017	-377.67	66,410.85
Deposit	05/03/2017			Deposit	-36,429.19	183,083.85
Deposit	05/03/2017			Deposit	116,673.00	183,828.85
Deposit	05/03/2017			Deposit	745.00	183,915.65
Paycheck	05/04/2017		Aguilar, Hortencia	Deposit	86.80	183,915.65
Paycheck	05/04/2017		Conlago, Maira P.	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Espinoza-Mercado, Franck	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Finch, James F	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Garcia-Izarraras, Gerardo	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Glasscock, David T	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Gray, Stuart	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Grubbs, Torrey E	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Hoechtl, Gerhard	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Johnson, Mark F	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Juarez, Felimon	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Kelly, David W	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Knudson, Michael W	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Leon, Teofilo O	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		MacPherson, Kim	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Miller, Jason M	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Nestor, Robert A	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Obland, Bryan	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Parker, Michael J	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Romero-Campos, Raul	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Selisch, Kurt	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Smith, Scott A	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Spalding, Richard L	Direct Deposit	0.00	183,915.65
Paycheck	05/04/2017		Sproule, William	Direct Deposit	0.00	183,915.65

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of May 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance	
Paycheck	05/04/2017		Tellez, Carlos	Direct Deposit	0.00	183,915.65	
Paycheck	05/04/2017		Uberuaga, Richard S	Direct Deposit	0.00	183,915.65	
Paycheck	05/04/2017		Van Law, Tucker G	Direct Deposit	0.00	183,915.65	
Paycheck	05/04/2017		Varner, Benjamin N	Direct Deposit	0.00	183,915.65	
Paycheck	05/04/2017		Victorino, Jose L	Direct Deposit	0.00	183,915.65	
Paycheck	05/04/2017		Walsh, Murray S.	Direct Deposit	0.00	183,915.65	
Paycheck	05/04/2017		Williams-Mehra, Colleen	Direct Deposit	0.00	183,915.65	
Liability Check	05/04/2017	6702	Idaho Child Support Receipting	326231	-200.76	183,714.89	
Deposit	05/04/2017		STO eBank	Transfer LGIP Contribution	-100,000.00	83,714.89	
Deposit	05/04/2017			Deposit	233.00	83,947.89	
Liability Check	05/05/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 463203837	-12,415.28	71,532.61	
Deposit	05/05/2017			Deposit	49,371.67	120,904.28	
Deposit	05/05/2017			Deposit	516.48	121,420.76	
Bill Pmt -Check	05/09/2017	6703	Les Schwab	117-00888	Tires Spin & Balance	-2,674.28	118,746.48
Bill Pmt -Check	05/09/2017	6704	Access Idaho			-44.20	118,702.28
Bill Pmt -Check	05/09/2017	6705	Atkinsons' Grocery	Acct #5805		-96.20	118,606.08
Bill Pmt -Check	05/09/2017	6706	Business As Usual			-54.03	118,552.05
Bill Pmt -Check	05/09/2017	6707	City of Bellevue'	RIDES1- 121 Clover St		-112.19	118,439.86
Bill Pmt -Check	05/09/2017	6708	City of Ketchum			-249.96	118,189.90
Bill Pmt -Check	05/09/2017	6709	Clear Creek Disposal	1327		-98.08	118,091.82
Bill Pmt -Check	05/09/2017	6710	Clear Mind Graphics, Inc		Summer/fall Schedule Design	-799.50	117,292.32
Bill Pmt -Check	05/09/2017	6711	Express Publishing Inc.		Mt Express Ads	-736.94	116,555.38
Bill Pmt -Check	05/09/2017	6712	Gem State Welders Supply Inc.			-7.80	116,547.58
Bill Pmt -Check	05/09/2017	6713	Gillig, LLC	36869600		-237.92	116,309.66
Bill Pmt -Check	05/09/2017	6714	GO-FER IT Express Inc.			-28.00	116,281.66
Bill Pmt -Check	05/09/2017	6715	Greyhound Design			-42.50	116,239.16
Bill Pmt -Check	05/09/2017	6716	Hawley Graphics, Inc.		Bus Wrap Installation	-960.00	115,279.16
Bill Pmt -Check	05/09/2017	6717	Integrated Technologies		New Printer	-1,076.76	114,202.40
Bill Pmt -Check	05/09/2017	6718	Jackson Group Peterbilt	3551		-79.80	114,122.60
Bill Pmt -Check	05/09/2017	6719	Johnny G's Sub Shack			-87.91	114,034.69
Bill Pmt -Check	05/09/2017	6720	Ketchum Computers, Inc.			-168.75	113,865.94
Bill Pmt -Check	05/09/2017	6721	Lost in Translation			-38.25	113,827.69
Bill Pmt -Check	05/09/2017	6722	Minert & Associates, Inc.			-90.00	113,737.69
Bill Pmt -Check	05/09/2017	6723	Northwest Equipment Sales, Inc.		Bus Parts	-1,336.05	112,401.64
Bill Pmt -Check	05/09/2017	6724	RouteMatch Software			-300.00	112,101.64
Bill Pmt -Check	05/09/2017	6725	Six Roblees' Inc.	64830		-190.48	111,911.16
Bill Pmt -Check	05/09/2017	6726	St Luke's Clinic - Hailey	940000328		-74.00	111,837.16
Bill Pmt -Check	05/09/2017	6727	Tucker Van Law	expense reimbursement	CTAA Conference	-1,895.40	109,941.76
Bill Pmt -Check	05/09/2017	6728	UPS Store - 2444 (Ketchum)			-24.43	109,917.33
Bill Pmt -Check	05/09/2017	6729	White Cloud Communications I...			-300.00	109,617.33
Bill Pmt -Check	05/09/2017	6730	Wells Fargo	4856200370127790	See Wells Fargo Statement	-3,074.59	106,542.74
Deposit	05/09/2017			Deposit	666.19	107,208.93	
Deposit	05/09/2017			Deposit	127.96	107,336.89	
Liability Check	05/09/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA		-14.00	107,322.89
Deposit	05/10/2017			Deposit	182.54	107,505.43	
Deposit	05/11/2017			Deposit	96.90	107,602.33	
Liability Check	05/12/2017	ACH	Idaho State Tax Commission	000186434		-4,889.00	102,713.33
Deposit	05/12/2017			Deposit	767.75	103,481.08	
Deposit	05/15/2017			Deposit	2,285.00	105,766.08	

# MRTA - Operations Main

## Checks Issued

### As of May 31, 2017

07/03/17

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	05/15/2017			Deposit	91,039.24	196,805.32
Deposit	05/15/2017			Deposit	458.60	197,263.92
Bill Pmt -Check	05/16/2017	ACH	Idaho Power Acc#2204788885	Acct #2204788885	-293.38	196,970.54
Bill Pmt -Check	05/16/2017	ACH	Verizon Wireless	942013229	-82.08	196,888.46
Bill Pmt -Check	05/16/2017	6732	Blaine County Nutrition Services		-100.00	196,788.46
Bill Pmt -Check	05/16/2017	6733	Chateau Drug & True Value Ha...	111	-15.98	196,772.48
Bill Pmt -Check	05/16/2017	6734	Copy & Print		-141.25	196,631.23
Bill Pmt -Check	05/16/2017	6735	Cummins Rocky Mountain LLC		-1,590.98	195,040.25
Bill Pmt -Check	05/16/2017	6736	Davis Embroidery		-17.50	195,022.75
Bill Pmt -Check	05/16/2017	6737	GEM State Paper & Supply Co.	105020	-235.75	194,787.00
Bill Pmt -Check	05/16/2017	6738	Idaho Sunshine Media		-185.00	194,602.00
Bill Pmt -Check	05/16/2017	6739	Jim Finch	expense reimbursement	-45.00	194,557.00
Bill Pmt -Check	05/16/2017	6740	Karen Thea	4/24/17 - 4/28/17	-600.00	193,957.00
Bill Pmt -Check	05/16/2017	6741	Kimberly L Richmond	5/1/17 - 5/15/17	-416.25	193,540.75
Bill Pmt -Check	05/16/2017	6742	RouteMatch Software		-300.00	193,240.75
Bill Pmt -Check	05/16/2017	6743	Six Roblees' Inc.	64830	-87.35	193,153.40
Bill Pmt -Check	05/16/2017	6744	TimeClock Plus	Cust #238434	-750.12	192,403.28
Bill Pmt -Check	05/16/2017	6745	Tucker Van Law	expense reimbursement	-28.14	192,375.14
Bill Pmt -Check	05/16/2017	6746	United Oil		-7,719.71	184,655.43
Check	05/16/2017	6731	Void	VOID:	0.00	184,655.43
Check	05/16/2017	ACH	National Benefit Services, LLC	HRA Account	-119.82	184,535.61
Liability Check	05/17/2017		QuickBooks Payroll Service	Created by Payroll Service on 05/16/2017	-35,031.94	149,503.67
Deposit	05/17/2017			Deposit	426.31	149,929.98
Deposit	05/17/2017			Deposit	193.04	150,123.02
Paycheck	05/18/2017		Aguilar, Hortencia	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Conlago, Maira P.	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Finch, James F	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Garcia-Izarraras, Gerardo	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Glasscock, David T	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Gray, Stuart	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Hoechtl, Gerhard	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Johnson, Mark F	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Kelly, David W	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Knudson, Michael W	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Leon, Teofilo O	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		MacPherson, Kim	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Miller, Jason M	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Nestor, Robert A	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Obland, Bryan	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Romero-Campos, Raul	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Selisch, Kurt	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Smith, Scott A	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Spalding, Richard L	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Sproule, William	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Tellez, Carlos	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Uberuaga, Richard S	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Van Law, Tucker G	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Varner, Benjamin N	Direct Deposit	0.00	150,123.02

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of May 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	05/18/2017		Victorino, Jose L	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Walsh, Murray S.	Direct Deposit	0.00	150,123.02
Paycheck	05/18/2017		Williams-Mehra, Colleen	Direct Deposit	0.00	150,123.02
Liability Check	05/18/2017	6747	Idaho Child Support Receipting	326231	-200.76	149,922.26
Liability Check	05/18/2017	6748	Blue Cross of Idaho	10034150-R001	<b>Dental Insurance</b> -1,358.93	148,563.33
Deposit	05/18/2017			Deposit	2,641.00	151,204.33
Liability Check	05/19/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 467452487	-11,999.88	139,204.45
Deposit	05/19/2017			Deposit	468.58	139,673.03
Bill Pmt -Check	05/22/2017	ACH	American Funds	plan ID BRK100102	<b>Quarterly Retirement Contribution</b> -22,840.62	116,832.41
Bill Pmt -Check	05/23/2017	ACH	CenturyLink	208-726-1690 623B	-35.09	116,797.32
Bill Pmt -Check	05/23/2017	ACH	Idaho Power Acct#2221850114	Acct #2221850114	-167.61	116,629.71
Bill Pmt -Check	05/23/2017	ACH	Cox Communications	Acct #0012401205184001	-270.11	116,359.60
Bill Pmt -Check	05/23/2017	6749	State Insurance Fund	Policy # 495600	<b>Worker's Comp</b> -19,054.00	97,305.60
Bill Pmt -Check	05/23/2017	6750	AC Houston Lumber Company	16203-1	-86.28	97,219.32
Bill Pmt -Check	05/23/2017	6751	Carlos Tellez'	expense reimbursement	-13.17	97,206.15
Bill Pmt -Check	05/23/2017	6752	Cintas		-66.06	97,140.09
Bill Pmt -Check	05/23/2017	6753	GEM State Paper & Supply Co.	105020	-69.38	97,070.71
Bill Pmt -Check	05/23/2017	6754	Integrated Technologies		-57.75	97,012.96
Bill Pmt -Check	05/23/2017	6755	Jackson Group Peterbilt	3551	-812.44	96,200.52
Bill Pmt -Check	05/23/2017	6756	Ketchum Computers, Inc.		-405.00	95,795.52
Bill Pmt -Check	05/23/2017	6757	L.L. Green's Hardware	422	-11.99	95,783.53
Bill Pmt -Check	05/23/2017	6758	Lawson Products, Inc.	Acc# 10140112	<b>Misc part supplies</b> -486.58	95,296.95
Bill Pmt -Check	05/23/2017	6759	Les Schwab	11700888	-1,677.60	93,619.35
Bill Pmt -Check	05/23/2017	6760	Murray Walsh'	expense reimbursement	-14.04	93,605.31
Bill Pmt -Check	05/23/2017	6761	Nicole Brown		<b>Bus Ad</b> -1,125.00	92,480.31
Bill Pmt -Check	05/23/2017	6762	Scott Smith	expense reimbursement	-13.24	92,467.07
Bill Pmt -Check	05/23/2017	6763	Silver Creek Ford		-58.15	92,408.92
Bill Pmt -Check	05/23/2017	6764	UPS Store - 2444 (Ketchum)		-39.02	92,369.90
Liability Check	05/23/2017	6765	Regence Blue Shield of Idaho	10030031	<b>Health Insurance</b> -16,588.00	75,781.90
Deposit	05/23/2017			Deposit	11,875.88	87,657.78
Deposit	05/23/2017			Deposit	2,571.22	90,229.00
Deposit	05/23/2017			Deposit	600.10	90,829.10
Liability Check	05/23/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-414.04	90,415.06
Liability Check	05/23/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-377.47	90,037.59
Deposit	05/24/2017			Deposit	171.15	90,208.74
Deposit	05/25/2017			Deposit	183.70	90,392.44
Deposit	05/25/2017			Deposit	55.00	90,447.44
Bill Pmt -Check	05/25/2017	ACH	American Funds	plan ID BRK100102	<b>Quarterly Retirement Contribution</b> -425.16	90,022.28
Liability Check	05/25/2017	ACH	Aflac	DQR88	-402.84	89,619.44
Deposit	05/25/2017			Deposit	550.00	90,169.44
Deposit	05/26/2017			Deposit	664.65	90,834.09
Check	05/30/2017		Intuit		<b>Checks &amp; Envelopes</b> -313.98	90,520.11
Bill Pmt -Check	05/30/2017	ACH	Intermtn Gas #450 916 6521 1	Acct # 45091665211	-52.57	90,467.54
Bill Pmt -Check	05/30/2017	ACH	Intermtn Gas Co #826 580 300...	#826 580 3000 0	-92.11	90,375.43
Bill Pmt -Check	05/30/2017	6767	Alsco		-463.65	89,911.78
Bill Pmt -Check	05/30/2017	6768	AmeriBen Solutions/IEC Group		<b>Retirement Plan Valuation</b> -170.00	89,741.78
Bill Pmt -Check	05/30/2017	6769	Certified Folder Display Service...	14-0086946	-76.00	89,665.78
Bill Pmt -Check	05/30/2017	6770	GEM State Paper & Supply Co.	105020	-71.13	89,594.65
Bill Pmt -Check	05/30/2017	6771	Hawley Graphics, Inc.		-110.00	89,484.65



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Accrual Basis

**MRTA - Operations Main**  
**Checks Issued**  
**As of May 31, 2017**

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	05/30/2017	6773	L.L. Green's Hardware	422	-10.49	89,474.16
Bill Pmt -Check	05/30/2017	6774	Northwest Equipment Sales, Inc.		-524.74	88,949.42
Bill Pmt -Check	05/30/2017	6775	Kim MacPherson'	expense reimbursement	-113.00	88,836.42
Check	05/30/2017	6772	Void	VOID:	0.00	88,836.42
Deposit	05/30/2017			Deposit	631.87	89,468.29
Deposit	05/30/2017			Deposit	47.00	89,515.29
Liability Check	05/31/2017		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2017	-35,284.72	54,230.57
Deposit	05/31/2017			Deposit	650.00	54,880.57
Deposit	05/31/2017			Deposit	372.50	55,253.07
Deposit	05/31/2017			Deposit	124.11	55,377.18
						55,765.52
						55,770.28
						55,770.28
						<b>55,770.28</b>

After review, to the best of my knowledge each payment listed on this report is correct as to payee and amount, and is for a proper and authorized purpose, except as otherwise explained below.

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

 Signed

Business Manager Title

7/19/2017

Date