



Mountain Rides Transportation Authority
PUBLIC NOTICE of Regular Board Meeting Agenda – Amended
12:30pm, Wednesday, November 15, 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. Presentation: Recognizing Joe Miczulski, outgoing Bellevue Board Member, for his over six years of service on the Mountain Rides' board
5. Action and discussion items
 - a. Action item: Approve updated Mountain Rides' Employee Manual for FY2018 (p.2-40)
 - b. Action item: Approve release of Invitation for Bid 2017-Fuel-001 for 2018 fuel purchasing (p.41-44)
 - c. Action item: Approve release of Invitation for Bid 2017-Tires-001 for 2018 bus tire purchasing (p.45-51)
 - d. Action item: Approve release of Invitation for Bid 2017-Tires-002 for 2018 van tire purchasing (p.52-58)
 - e. Action item: Appoint special committee to carry out annual performance review for Executive Director (p.59)
 - f. Discussion item: Discuss Dec and Jan board and committee meeting schedule and date for annual strategic workshop (p.60)
6. Committee reports
 - a. Planning and Marketing Committee report for November from Chair (p.61)
 - i. Committee members approve November committee meeting minutes
 - b. Finance and Performance Committee report for November from Chair (p.62)
 - i. Committee members approve November committee meeting minutes
7. Staff reports
 - a. Dashboard performance report for September 2017 (p.63-66)
 - b. Operations report (p.67)
 - c. Marketing Outreach report (p.68)
 - d. Bike-Ped report (p.69)
 - e. Maintenance report (p.70)
 - f. Business Manager report (p.71)
 - g. Executive Director report (p.72)
8. Consent Calendar items
 - a. Approve minutes –October 18 regular board meeting (p.73-77)
 - b. Review and discuss draft end of fiscal year financials (pending audit results) (p.78-97)
 - c. Receive and file September 2017 financials and bills paid
9. Adjournment

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

Mountain Rides Agenda Action Item Summary

Date:

11/15/2017

From:

Tucker Van Law

Action Item:

5a. Approve updated Mountain Rides' Employee Manual for FY2018

Committee Review:

☒ Yes ☐ No

Committee
Purview:

Finance and Performance

Previously
discussed at board
level:

☒ Yes ☐ No

Recommended
Motion:

I move to approve adoption of updated Mountain Rides Employee Manual.
(Alternative: I move to approve updated Mountain Rides Employee Manual
with the following changes...)

Fiscal Impact:

None

Related Policy or
Procedural Impact:

Background:

The main reason for an update to the Employee Manual is to reflect changes in our health insurance and benefits provided. Also being updated is some PTO policy, break period definition, and cell phone usage policy.

There were some questions at last month's board meeting as to whether our break periods for employees was in compliance with Idaho law. The entire document has now been reviewed for compliance and best practices by legal council and it was determined that our break periods are in compliance with Idaho law.

Main changes have been highlighted in yellow in the attached draft of the Employee Manual.



Mountain Rides Transportation Authority

Employee Manual

FY2018

Originally Adopted by the Board of Directors: 8/20/08

Updated, Revised, and Re-adopted: 11/19/14, 11/15/17

Dear Valued Employee,

On behalf of the board of directors and management staff, welcome! Whether you have just joined our Team or have been with us for a while, we are confident that you will find **MOUNTAIN RIDES TRANSPORTATION AUTHORITY** to be a professional and productive organization. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association.

MOUNTAIN RIDES is proud of the transportation services that we provide for our community. We believe that our employees are truly our most valuable assets and that each of us directly contributes to our continued success. **MOUNTAIN RIDES** is a progressive organization dedicated to instilling in its employees a lifetime commitment to achieve personal and business goals.

Please familiarize yourself with this handbook, as it should answer frequently asked questions regarding company policies and procedures. **MOUNTAIN RIDES** reserves the full discretion to modify or delete provisions of the employee handbook at any time without advance notification. Consequently, employees should check with Management or the Human Resources Contact (Business Manager) to obtain current information regarding the status of any particular policy, procedure, or practice, or to obtain an updated copy.

MOUNTAIN RIDES hopes that your experience is enjoyable, challenging, and rewarding in every aspect!

Sincerely,

Jane Conard
Board Chair

Jason Miller
Executive Director

Introduction

Purpose of this Handbook

This handbook is designed to acquaint you with **MOUNTAIN RIDES TRANSPORTATION AUTHORITY (MRTA)** and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This Employee Handbook's objective is to outline policies that will provide a safe, efficient and cooperative working environment that is conducive to both personal and professional growth AND to establish the responsibilities and level of performance expected of all employees. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by **MRTA** to benefit employees.

Not all policies are covered by this Handbook. MRTA has other policies that apply to employees and that may clarify, add to, or be more in depth than this employee Handbook, for example the Drug and Alcohol Policy, Conflicts of Interest/Related Parties policies, Driver Rule Book and others. Employees are required to familiarize themselves with all of the policies that apply to their department.

No employee handbook can anticipate every circumstance or question about policy. As the need may arise, MRTA reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

One policy that will not change is our employment-at-will policy permitting you or **MRTA** to end our relationship for any reason at any time.

Employees Covered by this Handbook

This handbook applies to all employees of **MRTA**.

Employment At-Will

This Handbook is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. You have voluntarily entered into your employment relationship with **MRTA**, and accordingly are free to resign at any time, with or without cause or reason and, with or without prior notice. Similarly, we may terminate this relationship at any time, with or without cause or reason and, with or without prior notice. This mutual relationship is called "Employment At-Will." In accepting or continuing your employment with us, you agree that our relationship is, and always has been, strictly voluntary and at-will on both sides. Nothing is in this handbook, or in any other document or communication issued by **MRTA** or its representative(s) or any communication or conversation with MRTA's representative(s), will alter this at-will relationship except a written contract for that express purpose, which is signed by both you and the Board Chair.

You should not rely on verbal comments made by anyone in **MRTA** as a guarantee for specific privileges, working conditions, or future employment. This at-will relationship may only be changed by

written contract for that express purpose. Such a contract is only valid if signed by you and the Board Chair.

All provisions of this Handbook and/or any MRTA policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

Effective Date

Effective upon board adoption on October 18, 2017 this handbook supersedes all prior employee manuals which may have been previously issued.

Handbook Contents and Revisions

No employee handbook can anticipate every circumstance or question. Accordingly, we may need to change the practices, and guidelines described in this handbook. We reserve the right to do so at our sole discretion and without prior notice. Revisions may include changing, rescinding, or adding to any procedures, benefits, or practices described in this handbook and may be made without prior notice to employees. It is your responsibility to keep your personal copy of the handbook up-to-date by immediately inserting any revisions when issued and/or requesting an updated copy.

Changes in our procedures, benefits, or practices will not change the mutual “at-will” relationship, except by a written agreement that has been drawn up specifically for that purpose which is signed by you and the Board Chair.

Your Responsibility Regarding this Handbook

This Handbook is the property of **MRTA** and should not be provided to individuals who are not employees of **MRTA**. Employees are expected to read, understand, and comply with the guidelines set forth in this Handbook. Employees are required to sign an Acknowledgement that they have done this (Exhibit 1)

Other Forms of Communication

We recognize that our continued success depends in a large part on you. We value good relationships with employees as sound business practice in the best interest of all. To a very large extent, good relationships mean good communications. This applies to verbal communication and written communication throughout **MRTA**. Communication is a significant part of and major contributor to our success.

Employment

Employment Applications

MRTA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in **MRTA**'s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at **MRTA** will be based on merit, qualifications, and abilities. **MRTA** does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law.

MRTA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

MRTA will accord a preference to employment of veterans of the US Armed Services, or certain of his/her family members, in accordance with the provisions of Idaho state law, and any related federal laws.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the employee's supervisor or Human Resources Representative. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employment Forms Required

Exhibit 2 outlines a checklist of employment forms that must be completed by all employees and retained in personnel files.

Immigration Law Compliance

MRTA is committed to employing persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with **MRTA** within the past three years, or if

their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Business Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal; however, MRTA cannot give you legal advice concerning your particular immigration status or issues, and if you have particular questions that affect your legal rights or status you are encouraged to speak a qualified attorney or other qualified professional.

Disability Accommodation

MRTA is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. **MRTA** will follow any state or local law that provides individuals with disabilities greater protection than the ADA. Leave of all types will be available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. **MRTA** is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Employment Reference Checks

To ensure that individuals who join **MRTA** are well qualified and have a strong potential to be productive and successful, it is the policy of **MRTA** to check the employment references of all applicants.

Only authorized **MRTA** personnel (Executive Director and Department Heads) will respond in writing to those reference check inquiries about former employees that are submitted in writing and have the former employee's authorized signature giving permission to release the information. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Business Ethics and Conduct

The successful business operation and reputation of **MRTA** is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance

of the spirit and letter of all applicable laws and regulations, as well as a conscientious regard for the highest standards of conduct and personal integrity.

The continued success of **MRTA** is dependent upon our client's trust, and we are dedicated to preserving that trust. Employees owe a duty to **MRTA**, its customers, vendors, management and financial partners to act in a way that will merit the continued trust and confidence of the public.

MRTA expects its employees to conduct business in accordance with the letter, spirit, and intent of all laws and to refrain from any illegal, dishonest, or unethical conduct. **MRTA** has a written Conflict of Interest policy which addresses employee conduct. Employees should refer to this policy for more in depth information. In general, the use of good judgment, based on high ethical principles, will guide the employee with respect to lines of acceptable conduct. Employees are encouraged to openly discuss any situation that arises with their immediate manager and, if necessary, their Human Resources representative for advice and consultation when it is hard to determine the proper course of action.

Compliance with this policy of business ethics and conduct is the responsibility of every **MRTA** employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Introductory Period

The 90 day introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. **MRTA** uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or **MRTA** may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ninety calendar days beginning the date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If **MRTA** determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended at the supervisor's discretion for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security, and other benefits as defined by the job position.

Employee Relations

MRTA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor.

Our experience has shown that when employees deal openly and directly with managers, the work environment is improved, communications are clear, and attitudes are positive. We believe that **MRTA**

amply demonstrates its commitment to employees by responding effectively and immediately to employee concerns.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. MRTA has a written Conflicts of Interest-Related Parties policy. Employees should refer to this policy for more in depth information. This policy establishes the framework within which **MRTA** wishes to operate. The purpose of this policy is to provide direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director or the Business Manager for more information or questions about conflicts of interest.

No "presumption of guilt" is created by the mere existence of a relationship with outside vendors or customers. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to a supervisor, director or executive of **MRTA** as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties, pursuant to MRTA's policy on Conflicts of Interest-Related Parties.

Outside Employment

Outside jobs which create conflicts in work hours or level of commitment to **MRTA** are discouraged. If **MRTA** determines that an employee's outside work interferes with performance or the ability to meet MRTA requirements as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with **MRTA**.

Outside employment that constitutes a conflict of interest is **prohibited**. Employees may not receive any income or material gain from individuals outside **MRTA** for materials produced or services rendered while performing their **MRTA** jobs, pursuant to the MRTA policy on Conflicts/Related Parties.

Job Posting and Employee Referrals

MRTA provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted first to current employees, although **MRTA** reserves its discretionary right to not post a particular opening.

Job openings will be posted in the break rooms and/or offices and/or email system of **MRTA** and normally remain open for five days. The posting period may be shortened or lengthened in **MRTA's** discretion. Each job posting notice will include the dates of the posting period, job title, department, location, grade level or pay range, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have permission from their current manager. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees are encouraged to only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit their resume to the manager of the requesting department. It should also describe how their current experience with **MRTA** and prior work experience and/or education qualifies them for the position.

MRTA recognizes the benefit of developmental experiences and encourages employees to talk with their managers about career plans. Managers are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources, such as local employment agencies, colleges/universities or unemployment agency, may also be used to fill open positions in the best interest of the organization. In certain cases and at the cost to the department, managers can request the job posting be listed with a local newspaper agency and/or website recruiting service.

MRTA encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment. Any employment offer made by an unauthorized employee of **MRTA** is null and void. All employment offers may only be made by Department Heads or the Executive Director of **MRTA**.

An employee should submit the referral's resume and/or completed application form to the requesting manager for a posted job. If the referral is interviewed, the referring employee may be notified of the initial interview and the final selection decision.

Employment Categories

It is the intent of **MRTA** to clarify the definitions of employment classifications so that employees completely understand employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and **MRTA**.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by **MRTA** management.

In addition to the above categories, each employee will belong to one of the following employment categories:

FULL-TIME SALARY

Full-time Salary employees are those who are considered Exempt, based on the job duties and applicable federal and state laws. Full-time salary employees are responsible for working enough hours to fulfill the requirements of the job and may fluctuate somewhat, based on the needs of the job and seasonality, but the overall annual average must be a minimum of 2080 hours per fiscal year, including holiday and vacation hours. **MRTA** does not pay compensatory time. Generally, full-time salary employees are eligible for the full **MRTA** benefit package, subject to the terms, conditions, and limitations of each benefit program described herein.

FULL-TIME HOURLY

Full-time Hourly employees are those who are Non-exempt and are not in a temporary or introductory status. Full-time hourly employees must work all twelve (12) months of the fiscal year and work a minimum of **1924 hours per year (37 hours per week or more)**, including holiday and vacation hours, but not including overtime hours. Total hours worked will be analyzed twice a year: once at the beginning of the fiscal year (October 1st) and once on April 1st. At this time total hours worked in the previous 6 months must equal half of the total minimum hours ($1924/2= 962$ hours) to remain in this category. If an employee is promoted to this category, the employee does not have to wait until hours reach the minimum, as long as management estimates that they will qualify for this category. Generally, full-time hourly are eligible for the full **MRTA** benefit package, subject to the terms, conditions, and limitations of each benefit program described.

SEASONAL HOURLY

Seasonal Hourly employees are those who are Non-exempt and are not in a temporary or introductory status. Seasonal hourly employees must work at least **1040 hours per fiscal year (20 hours per week or more on average)**, including holiday pay during active work months, but not including overtime hours. Total hours worked will be analyzed twice a year: once at the beginning of the fiscal year (October 1st) and once on April 1st. At this time total hours worked in the previous 6 months must equal at least half of the total minimum hours ($1040/2= 520$ hours) to remain in this category. If an employee is promoted to this category, the employee does not have to wait until hours reach the minimum, as long as management estimates that they will qualify for this category. Seasonal hourly employees are eligible for a limited **MRTA** benefit package, subject to the terms, conditions, and limitations of each benefit program described.

PART-TIME

Part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 1039 hours per fiscal year. Part-time employees are ineligible for **MRTA** benefit programs.

INTRODUCTORY

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with **MRTA** is appropriate. Employees who satisfactorily complete the 90 day introductory period will be notified of their new employment classification listed above.

TEMPORARY

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and normally shall not exceed one year. Temporary employees retain that status unless and until notified of a change. Temporary employees are ineligible for **MRTA** benefit programs.

Access to Personnel Files

MRTA maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of **MRTA**, and access to the information they contain is restricted. Generally, only managers and management personnel of **MRTA**, the Board when acting in the course of its official business, attorneys for the **MRTA** and the employee him/herself are authorized to view materials in a personnel file who have a legitimate reason to review information in a file are allowed to do

so. Information regarding personnel matters may be provided to outside parties when deemed necessary by legal counsel, or pursuant to a Court order or a proper subpoena. MRTA further reserves the right to disclose the contents of personnel files to outside parties, including outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.

Employees who wish to review their own file should contact their supervisor or the Executive Director. With reasonable advance notice, employees may review their own personnel files in **MRTA** offices and in the presence of a member of Human Resources. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by any applicable laws. An employee may contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official any offending material may be removed upon a finding by MRTA that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

Personnel Data Changes

It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data. Personal mailing addresses, email addresses, telephone numbers (including cell phone if available), direct deposit banking information, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current by the employee at all times.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Human Resources may schedule at its discretion a confidential exit interviews at the time of employment termination; however due to unforeseen reasons Human Resources may not have prior knowledge of the employee's termination, therefore your manager should contact Human Resources to schedule an appointment if desired. If scheduled, the exit interview will afford an opportunity to discuss such issues such as employee benefits, conversion privileges, and repayment of outstanding debts or return of company owned property to **MRTA**. Suggestions, complaints, and questions can also be voiced. The information received during the exit interview will be used to improve processes, as feedback to managers, or for retention purposes.

Since employment with **MRTA** is based on mutual consent, both the employee and **MRTA** have the right to terminate employment at will, with or without cause, at any time, as long as there is no violation of federal or state law. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. Employees' Paid Time Off (up to the PTO cap maximum) will be paid at the time of termination. Some benefits may be continued at the employee's expense if the employee so chooses within time allowed. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with **MRTA**. Although advance notice is not required, **MRTA** requests at least 2 weeks' written resignation notice from all employees. Failure to provide a two weeks' notice of termination may result in forfeiture of any unused accrued PTO payment. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation will have on benefits.

Return of Property

Employees are responsible for items issued to them by **MRTA** or in their possession or control, such as the following:

- Customer and vendor lists
- Credit cards
- Access cards
- Keys
- Manuals
- Written materials
- Cell Phones
- Laptops and other computer equipment
- Vehicles
- Tools
- Uniforms

Employees must return all **MRTA** property immediately upon request or upon termination of employment. This includes any original works, ideas and improvements created while employed by **MRTA**. Where permitted by applicable laws, **MRTA** may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. **MRTA** may also take all action deemed appropriate to recover or protect its property.

Nondisclosure.

Employees agree to hold as secret and confidential and shall not use (except as required by duties with **MRTA**) or disclose to third parties, both during and after the termination of employment for any reason (unless disclosure is required pursuant to court order, subpoena, in a governmental proceeding, arbitration, or pursuant to other requirement of law) any and all knowledge, technical information, business information, developments, trade secrets, know-how and confidences of the **MRTA** or its business, including, without limitation, (a) information or business secrets relating to the products, customers, vendors, contracts, strategies, business, personnel information, conduct, or operations of the **MRTA**, or any of its clients, customers, consultants, suppliers, licensors or licensees (collectively,

"MRTA Affiliates"); (b) all trade secrets, inventions, discoveries, know-how, formulas, specifications, patents, patent applications, drawings, or schematics; and (c) any of MRTA's customer lists, pricing and purchasing information or policies of MRTA or any MRTA Affiliates (collectively, "Confidential Information").

Intellectual Property

Employee agrees that any and all inventions, discoveries, improvements, copyrights, trademarks or other intellectual property that employee makes, designs, or develops, in whole or in part, during employee's term of my employment, are MRTA's exclusive property, and shall be immediately disclosed to and assigned to MRTA without additional consideration.

Employee agrees that all documents, forms, drawings, schematics, diagrams, software, data, and all other materials written, developed, produced or which otherwise arise out of work for the Company will be considered works made for hire and all copyrights thereto shall be owned exclusively by MRTA.

Whenever requested, whether during or after employment with MRTA, employee agrees to sign and execute any documents necessary for the filing, perfection and assignment of letters patent, copyrights, trademarks, and applications therefor, as requested by MRTA. The Company will pay the costs and expenses incident to these obligations.

Universal Operating Policy & Procedures

Hours and Days of Operation

MRTA hours and days of operation vary based on the Department. Operations and Maintenance varies on the season, but buses run seven days a week throughout the year and shifts can start as early as 5:00am and go as late as 2:30am on a regular basis. Administration, Marketing, and Planning Departments' hours typically consist of 8:30 AM to 5:00 PM, Monday through Friday but may vary according to schedule needs. Occasionally your manager may require you to work outside of the normal hours and days of operation; if you are unable to comply with this request you are required to give 48 hour advance notice to your manager.

Work Schedules

Work schedules for employees vary throughout our organization. Managers will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Meal and Rest Periods

Consistent with the company's efforts in providing a safe, comfortable work environment for all employees, the following provisions apply for meal and rest periods during each employee's scheduled shift. MRTA reserves the right to manage and modify meal and rest periods according to regular business needs:

Rest Periods

Full-time employees are encouraged to take regular rest periods according to the schedule determined by their supervisor or manager. Rest periods are paid time and employees are not required to clock out and should not leave company property. If an employee chooses to leave company property the employee will be required to clock out and time away will not be paid.

Meal Periods

Full time, non-exempt employees will generally be provided with one unpaid 30-minute meal period for each shift of at least 8 hours; however employees may opt to take a shorter meal period of 15 minutes or less and stay on the clock, as approved by a manager. During an unpaid meal period, employees may leave company property provided they clock out before leaving. Full time, exempt employees must manage their meal break with their given daily work load.

Breaks and meal periods are a privilege provided by **MRTA**. Please manage your time accordingly to ensure prompt return from all rest and meal periods.

Attendance and Punctuality

To maintain a safe and productive work environment, **MRTA** expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on **MRTA**. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their manager as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, and may include termination of employment.

If the employee fails to show up for work and to notify his/her supervisor for two consecutive days, the company may in its discretion consider this to be a voluntary resignation and will terminate the employment relationship.

Grooming and Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image **MRTA** presents to vendors, customers and visitors. Employees are expected to dress and groom in accordance with social and business standards while keeping in mind that customers often form opinions about the quality of our service and products based in part on personal appearance.

Personal appearance should be a matter of concern for each employee. All employees are expected to arrive at work clean and well groomed. Because employees are in contact with clients and others while at work, they are expected to practice good hygiene (showering daily, brushing teeth, using deodorant). Hair must be clean, neat and if colored, a color that is a normal hair color (i.e. no pink, blue, green, etc. hair). Rings through the nose, eyelid, tongue, or other body parts (other than ear lobes) visible to the public may not be worn while on duty. Because of the safety hazard, employees working in the Operations or Maintenance or other areas where moving equipment is in use cannot wear anything that hangs, droops or swings (fringes, head gear, dangling earrings, etc.) while on duty. Uniforms are a part of the **MRTA** job requirement and all employees are expected to comply with uniform requirements.

Dress Attire

All clothing should be clean, neat, free from tears, and of such condition as to present a professional image. Remember that we are an image conscious society, and the customer may form opinions about your competence and our products or services based on his or her opinion of your appearance.

Operations and Maintenance Staff will be supplied with a company uniform that is expected to be worn and maintained in a clean and professional manner. The number of uniforms provided by MRTA are based on needs of the position. Should an employee desire additional uniforms, they may be ordered at the employee's expense. For office staff, a professional image is necessary in the event that a customer visits our offices. Therefore, please use good judgment when selecting professional attire for your Monday – Friday work week while at the office.

Managers and Department Heads are responsible for enforcing the company dress code. If a manager feels that attire is out of place, the employee may be asked to leave the workplace until properly attired. The employee will not be paid for the time off the job for this purpose. All employees are expected to adhere to these appearance guidelines.

Benefits

Employee Benefits

MRTA provides a benefits package that is designed to supplement your compensation. From time to time, benefits may be added or deleted from our benefits package. We reserve the right to make such changes, as well as to change insurance carriers or coverage, and payment of premiums on behalf of employees at our sole discretion as deemed appropriate by MRTA. The following provides a general overview of benefits currently provided for our employees. Further information about specific benefits is outlined in Summary Plan Descriptions, which are provided after your enrollment application is processed. Additional copies may be obtained from the Business Manager.

Certain premiums are deducted from your paycheck with pre-tax dollars. By enrolling in any benefit program(s) you authorize **MRTA** to deduct your portion of premiums from your paycheck.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off (PTO), which includes holiday and vacation time
- Retirement Plan
- [eliminated FSA and HRA programs from this list]

Health Insurance

MRTA's health insurance plan provides eligible employees and their dependents access to medical, dental, and vision insurance benefits. Prescription drug coverage is included in the medical insurance plan.

Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time hourly and salary employees
 - 95% premium paid by MRTA for employees and 45% premium paid by MRTA for dependents [changed this to reflect new insurance plan and premium share, as approved by the MRTA board]
- Seasonal employees
 - 60% of employee's premium is paid by MRTA for every month of year, as long as employee meets definition of a Seasonal Employee, 40% is paid by the employee. Dependents may be covered by the MRTA plan but 100% is paid by the Seasonal employee.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between MRTA and the insurance carrier. Non-exempt and non-management employees are eligible to participate in certain benefits the first of the month following date of hire. Exempt management employees are eligible to participate in certain benefits the first of the month following date of hire. Employees that have been promoted to a classification that qualifies for health insurance benefits are eligible to participate the first of the month following eligibility.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the COBRA policy below for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD is a detailed description of your plan benefits. Upon enrollment, MRTA's Business Manager will provide a copy.

Cost of health insurance coverage will be provided in advance of enrollment to eligible employees. Contact the MRTA Business Manager for more information about health insurance benefits, costs and the portion of the premium paid by MRTA.

Although MRTA provides insurance coverage for employees and dependents, conditions covered, claims processing, and actual benefits payments, are between you and the insurance carrier. MRTA does not accept any responsibility or liability for actions taken by the insurance carrier. You are responsible for submitting claims and directly resolving with the insurance company any problems that may occur with claims processing.

COBRA – Continuation of Health Benefits

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under MRTA health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (other than gross misconduct), death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, and a

dependent child no longer meeting eligibility requirements.

Under the law, you or your family member has the responsibility of informing the HR Department within 60 days of a "qualifying event".

Once the HR Department has been notified of a qualifying event, they will notify the plan administrator to provide information about COBRA rights, election form, and premium payments which will be mailed to your home for you and your covered dependents. Under the law you have 60 days after that to elect COBRA coverage. If you do not choose COBRA, your group health insurance coverage will end.

As a COBRA participant, the employee or beneficiary pays the full cost of coverage at **MRTA** group rates plus a 2% administration fee. COBRA premiums are **due on the first of each calendar month**. The law provides a 30-day grace period for premium payments. Payment by check or money order must be sent to the plan administrator. Failure to make payments in the allotted time frame can result in loss of your COBRA coverage.

Additional information and specifications are available in your medical summary plan description, your COBRA rights notice or from the Business Manager.

PTO (Paid Time Off) Benefits

PTO is available to eligible employees to provide opportunities for rest, relaxation, and personal issues. MRTA's PTO benefits as outlined in the charts below include all time for vacation, holidays and sick time. Because MRTA operates on a 365 day basis, employees are expected to work on statutory holidays or to use PTO. PTO time as outlined in the charts below includes allotted time for statutory holidays. PTO is only to be used for time off of work and is not intended to be used to supplement pay. Exceptions to this can be approved by the Executive Director, not to exceed more than 4 hours per occurrence and no more than twice a year, for cases when an employee is requested to delay time off due to work constraints. Additionally, if employees work less than 80% of the required hours of their employment category (e.g., full-time or seasonal) for a given pay period, the employee will be required to use PTO to reach 80% of the required hours, unless MRTA has caused the shortage of hours. Employees in the following employment classification(s) are eligible to earn and use PTO time as described in this policy:

* Regular full-time salary and full-time hourly employees

* Seasonal employees accrue limited PTO benefits

Once employees enter an eligible employment classification, they begin to earn paid PTO time according to the charts below. The amount of PTO employees receive each year increases with the length of their employment, according to charts below. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

PTO Accrual Chart: Full Time Salary and Full Time Hourly Employees			
<u>Years of Employment</u>	<u>PTO Time</u>	<u>Accrual</u>	<u>Maximum Accrual</u>
Beginning at 3month anniversary (starts accruing upon hire but not usable until 3 mos.)	27 Days	8.31 hours	120 hours
Beginning at 3 rd anniversary – 7 Years	32 Days	9.85 hours	160 hours

Beginning at 7 th anniversary -11 Years	35 Days	10.77 hours	200 hours
Beginning at 11 th anniversary + (this is maximum)	38 Days	11.69 hours	200 hours
PTO Accrual Chart: Seasonal Employees			
<u>Years of Employment</u>	<u>PTO Time</u>	<u>Hourly Accrual</u>	<u>Maximum Accrual</u>
Beginning at 3month anniversary (starts accruing upon hire but not usable until 3 mos.)	8 Days	.04267 per hour	40 hours
Beginning at 3 rd anniversary – 7 Years	9 Days	.048 per hour	48 hours
Beginning at 7 th anniversary -11 Years	10 Days	.0533 per hour	48 hours
Beginning at 11 th anniversary + (this is maximum)	12 Days	.064 per hour	48 hours

PTO time can be used in minimum increments of 2-hours per day. Unused PTO may be carried over to the following year, as long as the total is below the Maximum Accrual. If the total amount of unused PTO reaches the Maximum Accrual "cap", further PTO accrual will stop. When the employee uses paid PTO time and brings the available amount below the cap, PTO accrual will begin again.

Generally, you may not take PTO unless it is accrued. On occasion, a special circumstance (e.g. marriage, spouse's PTO time, etc.) may warrant a request to take PTO prior to accrual. Such requests must be approved by your manager and the Executive Director, and only if you agree, in writing, to reimburse MRTA for used, un-accrued PTO should you leave our employ for any reason prior to the PTO being earned.

To take PTO, employees should request advance approval from their manager as far in advance as possible. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. As our service is seasonal, there are certain times of the year when vacations are discouraged. Your manager retains the right to decline requests at his or her discretion. However, whenever possible, he or she will try to accommodate PTO requests.

When more than one person within a department wants to take PTO at the same time, and management reasonably determines that both cannot take PTO at that same time, the employee with the longest continuous employment with the company will have first choice in scheduling PTO.

Should you leave our employ and subject to the limitations in this handbook, you will be paid for unused PTO at the time of your termination, not to exceed the maximum accrual for your vacation rate. PTO is paid at the employee's regular rate of pay. It does not include overtime or any special forms of compensation such as incentives, or bonuses. This payment will be made in your final paycheck and is subject to normal payroll tax deductions.

Employees who are unable to report to work due to illness or injury should notify their direct manager at least three hours prior to the scheduled start of their workday if possible. It is the employee's responsibility to contact his or her manager. Notification from family member or relative is unacceptable, unless extreme circumstances do not allow the employee to call. The direct manager must also be

contacted on each additional day of absence. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be asked to provide a physician's verification that he or she may safely return to work.

Paid time off will not be counted as hours worked for the purposes of determining overtime.

Employees are required to use accrued PTO prior to taking any unpaid time off.

MRTA allows the donation of PTO hours to other employees that are experiencing extraordinary personal issues that require time away from work. It is expected that any donation would be for very unusual and significant events and that it be made as a donation and not in exchange for compensation of any kind. A donor may not make a donation that would cause their PTO accrual to fall below 50% of their Maximum Accrual (I.E. a full-time employee employed for more than 3 months but less than 3 years may not make a donation unless their accrued PTO exceeds 88 hours (50% of 176)). The recipient may not receive donations in any 12 consecutive month period that exceed 50% of their Maximum Accrual for PTO (I.E. full-time employees employed for more than 3 months but less than 3 years may not receive more than 88 hours (50% of 176)).

When a donor's pay rate is less than the donee's pay rate, donated hours will be converted into a dollar equivalent and then converted back into hours at the donee's pay rate.

When a donor's pay rate is greater than the donee's pay rate, hours donated are passed through on a 1 for 1 basis. The objective of this policy is to ensure MRTA is not out of pocket for additional PTO expense.

Retirement Plan

MRTA provides a retirement plan for all full-time and seasonal employees. The plan is a defined contribution plan that requires one year of continuous service following eligibility and enrollment. Enrollment occurs at the first enrollment period after eligibility. Once enrolled, **MRTA** makes quarterly contributions equal to a defined percentage of your regular compensation. **MRTA** reserves the right to change the contribution percentage, or suspend the contribution, based on budget constraints. Contact the Business Manager for more information about the retirement benefits and individual eligibility.

Workers' Compensation Insurance

MRTA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither **MRTA** nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by **MRTA**.

Military Leave

An unpaid military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

PTO benefit accruals will be suspended during the leave if the leave is longer than two (2) weeks and will resume upon return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact Human Resources for more information or questions about military leave.

Family Medical Leave Act (FMLA)

- a. Eligibility Requirements: To be eligible for FMLA benefits an employee must have worked for MRTA for at least 12 months AND must have worked a minimum of 1250 hours during the previous 12 months. MRTA has the right to determine if an employee is 'eligible' under the Act and may place an employee on FMLA leave without the employee's consent if it determines that the employee meets the eligibility requirements.
- b. Benefits: FMLA allows up to 12 weeks of job-protected, un-paid leave during any 12 month period for eligible employees that require leave for any of the following reasons:
 - i. Birth and care of a child, placement for adoption or foster care of a child with the employee, or
 - ii. Care of an immediate family member (spouse, child, parent) who has a serious health condition, or
 - iii. Care of the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job; or
 - iv. For any qualifying exigency arising out of the fact that a spouse, son or daughter or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed

for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the MRTA's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires MRTA's approval.

Group health benefits are maintained during the leave on the same terms as they were prior to the leave. If the employee does not return to work following the 12 week period for reasons other than their own continued serious health condition or that of an eligible family member, MRTA may recover from the employee the cost of premiums and other costs paid for the employee's health and other benefits coverage during the FMLA leave period. Prior to taking leave, employees must make arrangements for payment of their portion (if any) of health and other benefit costs and must choose whether to continue voluntary benefits. Benefits will be discontinued for non-payment.

Combined FMLA leave for employee spouses who both work for MRTA is 12 weeks combined if the leave is for reasons other than the employee's own serious health condition.

Employees are required to use accrued PTO concurrently with any FMLA leave. If PTO accruals are less than 12 weeks the employee may take the remainder of FMLA leave as un-paid leave. Employees will continue to accrue PTO during the paid portion of leave but will cease to accrue PTO during the un-paid portion of the leave.

If the employee is on Workman's compensation leave, such leave will run concurrently with FMLA leave.

Employees are required to give as much advance notice as possible but at least 30 days when the leave is foreseeable. When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, MRTA may require certification in support of the leave from a health care provider. MRTA may also require second or third medical opinions (at MRTA's expense) and periodic recertification of a serious health condition. MRTA may require a doctor's fitness for duty report prior to returning to work and the decision to allow an employee to return to work will rest solely with MRTA in compliance with the provisions of the FMLA.

Intermittent FMLA leave may be taken with prior approval of MRTA up to the maximum 12 weeks during any 12 month period.

MRTA will return the employee to the same or an equivalent position and at the same pay level after returning from FMLA leave subject to the terms of the Act. The only exception may be for employees who are determined to be a "key employee" whose extended absence would cause "substantial and grievous economic injury" to MRTA.

Employees are required to use accrued PTO concurrently with any unpaid leave. Employees will continue to accrue PTO during the paid portion of leave but will cease to accrue PTO during the un-paid portion of the leave. Group health benefits are maintained during the leave on the same terms as they were prior to the leave. If the employee does not return to work following the leave period MRTA may recover from the employee the cost of premiums paid for the employee's health coverage during the leave period as allowed by applicable laws. Prior to taking leave, employees must make arrangements for payment of their portion (if any) of health benefit costs. Benefits will be discontinued for non-payment.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. Up to six days of paid bereavement leave due to the death of a spouse or child, three days for a parent, step-child, sibling, spouse's parent or spouse's sibling, and one day for extended family will be provided to eligible employees in the following classification(s):

* Regular full-time employees (hourly or salary)

If additional time off is required, it will be charged against PTO.

Bereavement pay is calculated based on the base pay rate at the time of absence.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Jury Duty

MRTA encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, minus any compensation received by court. Jury duty pay will not exceed two (2) weeks.

Employees must show the jury duty summons to their manager as soon as possible so that the manager may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either, **MRTA** or the employee may request an excuse from jury duty if, in **MRTA's** judgment, the employee's absence would create serious operational difficulties.

MRTA will continue to provide health insurance benefits for the full term of the jury duty absence; however the employee is responsible for the cost of all premiums for any period in excess of the 2 week leave.

PTO benefit accruals will be suspended if the leave is longer than two (2) weeks and will resume upon return to active employment.

Witness Duty

MRTA encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed by **MRTA** or a third party, or otherwise requested to testify as witnesses by **MRTA**, they will receive unpaid time off for the entire period of witness duty. The subpoena should be shown to the employee's manager immediately after it is received in order to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

PTO benefit accruals will be suspended during unpaid witness duty leave if the unpaid witness leave is

longer than two (2) weeks and will resume upon return to active employment.

Compensation, Payroll and Performance Related Programs

Timekeeping/Time Cards

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require **MRTA** to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Where time clocks are not available, hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any departure from work for personal reasons. **MRTA** maintains an electronic time-keeping system and employees will be responsible for the electronic entry of all time worked. Employees are responsible for the information on the Time Sheet.

Altering, falsifying, tampering with time records/clocks, or recording time on another employee's time record/clock is strictly forbidden and may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. If corrections or modifications are made to the time record, both the employee and the manager must verify the accuracy of the changes by initialing the time record. Adjustments for errors in time reporting, overtime or deductions for unpaid absences will be made on the next payroll. Manual checks will not be issued for overtime pay reported after the payroll has been processed.

Overtime Compensation (Applies to non-exempt "hourly" employees only)

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the manager's prior authorization before any work is performed. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees, for all hours worked, including overtime that is worked at the direction of management in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Hourly overtime is paid at 1 ½ times the regular hourly rate of pay (time and one half) for work over 40 hours in a workweek.

Time off for PTO or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees may be subject to disciplinary action, up to and including possible termination of employment for working overtime without receiving prior authorization from their manager.

Paydays

Employees are paid bi-weekly, every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period (running Monday-Sunday). MRTA uses direct deposit for payroll and employees who do not wish to use this service must pick up their paycheck from the MRTA office.

In the event that a regularly scheduled payday falls on a holiday, employees will receive payment on the day prior to the holiday.

To ensure the security of your paystub, it will be issued only to you personally, unless you provide written authorization to release it to another person.

Employee's wishing to have a paycheck picked up by a family member or a friend must provide written request to the Business Manager. The request must include your name, employee number, and social security number, and the name of the person picking up your check. The authorized individual must also provide a valid picture ID. While this policy may seem cumbersome, it is designed to ensure that your payment is properly distributed in your absence.

Pay Corrections

MRTA will take every measure to ensure that your paycheck is processed correctly. However, from time-to-time, payroll errors can occur. MRTA reserves the right to make any payroll corrections whenever they are discovered. To help us ensure that our payroll is accurate, you are expected to review each paycheck carefully, and immediately report suspected errors to the Business Manager. It will be presumed that if you do not report an error within 5 days that your paycheck is correct. Errors should be reported in writing including the date of the paycheck and details of the suspected error. A copy of your paystub and relevant time card should be attached to your notice.

Payroll Advances

MRTA policy is to pay employees on a bi-weekly basis. Employees are expected to plan their personal expenses according to this schedule. **MRTA** does not provide payroll advances to its employees to meet short-term cash demands. You are expected to consult your bank or other financial institution for these needs.

Direct Deposit

MRTA encourages employees to participate in payroll direct deposit. This means that your pay will be deposited directly into your account at a participating banking institution each payday. If you do not have an established bank account, please contact the Business Manager.

With each paycheck or direct deposit, you will receive a statement showing gross pay, itemized deductions and net pay. The statement will also show the number of hours for which you are being paid, including PTO, overtime (if applicable), as well as accruals for PTO, if qualified.

Pay Deductions, Garnishments and W-2s

The law requires that **MRTA** make's certain deductions from every employee's compensation. Among these are applicable Federal Income Tax (FIT), Federal Social Security Income (FICA) and Medicare Tax, and where applicable State Income Tax (SIT), State Disability Insurance and local income taxes. The amount of these deductions is summarized on a W-2 form and provided to all employees no later than January 31st of the following year. To ensure that your W-2 is accurate and received on time, changes of name or address should be reported to Human Resources.

State and Federal tax regulations may require reporting "Other Compensation" on your W-2. You should consult with your personal tax advisor to determine how this should be reported on your income tax return.

MRTA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Occasionally, we may receive court orders to withhold funds from paychecks, (child support, levies, etc.) We will comply with all orders.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the Business Manager.

Pay Increases

Wage and salary increases are based on performance (merit), how well you meet performance standards for your specific job, your overall contribution to our success, and as allowable by MRTA's budget. Salary increases are **not guaranteed**. They are granted at the sole discretion of the supervisor, the Executive Director, or the Board of Directors. The board of directors will determine, as a part of the budgeting process, any cost of living increases to the **MRTA** pay scale. Each job has an associated pay scale that will be followed when giving pay increases, according to guidance from the board of directors. Salary increases do not create an implied contract for future employment, and do not alter the "at-will" nature of our employment relationship. Salary increases will be effective at the beginning of the next payroll cycle.

Performance Evaluation

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the manager and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations may be conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths,

and discuss positive, purposeful approaches for meeting goals.

After any initial introductory evaluation, the performance of all employees is evaluated on their hiring anniversary date unless it is deemed necessary to change this date for a given year.

Employee Conduct, Disciplinary Action & Job Related Conflict Resolution

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, **MRTA** expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace (bus operators can refer to the MRTA Driver Rulebook for requirements specific to the driving duties, in addition to those listed here). Following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Unauthorized use of company vehicles or equipment
- Inappropriate use of company computers, email or internet access
- Acceptance of gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.

This list is not intended to be exhaustive.

Employment with **MRTA** is at the mutual consent of **MRTA** and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Conflict Resolution

People working in close contact with each other will have misunderstandings, irritations, and complaints from time to time. Even minor problems can develop into major problems if not resolved in a satisfactory manner.

The majority of job related problems may be resolved by the parties involved through open and honest communication.

The following process is outlined as a suggested means of discussing problems with your co-workers.

- 1) Schedule discussions at the time that is mutually convenient for all parties involved. This will ensure that there is sufficient time for focused and thorough discussion.
- 2) State the issue at hand before beginning the discussion.
- 3) Each party should state, without rationalization or justification, the results they desire from the discussion.
- 4) Each party should state, briefly their perception of the issue(s) at hand, and possible solutions.
- 5) All parties should then work together to reach all goals (or reasonable compromises) set forth in step 3. During this step:
 - a. NEVER interrupt someone while he or she is speaking.
 - b. Keep your points brief.
 - c. Use the goals set forth in step 3 as starting points for discussion.
 - d. Don't focus on the problem or its causes. Keep the discussion focused on problem solving.

The intent of this procedure is to establish and maintain open lines of communication. While this process certainly guarantees no particular result, it does present opportunities to explore a problem from all points of view in an open and productive manner.

If after making a good faith effort, you are not able to resolve conflicts yourself, and then seek the assistance of your manager or HR Manager.

Open Door Communication

The size and culture of MRTA provides the opportunity to create a friendly, open work environment. By keeping the lines of communication open, all employees will benefit from day-to-day work relations that are pleasant and enjoyable. To ensure that lines of communication remain open, employees are encouraged to raise concerns and issues with their manager or the appropriate parties. Employees are invited to schedule an appointment with the Executive Director or Board Chair whenever they feel the need for management assistance or would like to discuss a work-related issue.

To protect our friendly work atmosphere, all employees are expected to treat each other with respect and conduct themselves professionally when discussing concerns or issues. Communication should focus on

facts and resolving the problem.

Personality conflicts are counterproductive and create unnecessary tension among the work team. All employees are expected to work well together, regardless of personal feelings for one another. Cooperative teamwork is essential to our success, and is, accordingly, part of everyone's job responsibilities.

Personal Appearance, Conduct, Office Systems and Service to Our Customers

Personal Conduct and Service to Our Customers

As service is the basis of our business, superior customer service is essential to our ongoing success, both as a company and as individuals. We must all remember that the customer always comes first. It is, after all, the customer that pays our salaries. Remember, while the customer is not always right, he or she is **never** wrong.

"A customer is the most important part of our service. He/she is not dependent on us – we are dependent on him/her. He/she is not an outsider in our business – he/she is part of it. We are not doing him/her a favor by serving him/her...he/she is doing us a favor by giving us the opportunity to do so."

Employees are expected to conduct themselves in a professional manner at all times. While "professional manner" is generally understood concept, it may mean something different to each person. The following guidelines are designed to further explain how we define professional conduct:

- 1) Display a positive attitude, which conveys that you are there to support and help the customer.
- 2) While being pleasant, avoid possible conflicts by not getting too friendly with customers. Be sensitive to whether a customer wishes to visit or wants to get right down to business.
- 3) Do not discuss company issues with customers. Keep our internal affairs internal!
- 4) Do not discuss competitors with our customers.
- 5) Avoid discussing customer matters in the presence of someone who does not have reason to be a part of the discussion.
- 6) If you encounter a difference of opinion or conflict with another employee, do not discuss such matter with a customer or where a customer (e.g. on the phone while at a customer site) might overhear you.
- 7) Information that could be considered confidential should not be discussed with customers or while on customer premises.
- 8) Always be on time! In the event that you are going to be unavoidable late, contact the customer immediately.
- 9) If you encounter a difference of opinion with a customer, immediately advise your manager of the problem and seek his or her assistance with resolution of the problem.
- 10) If the customer is dissatisfied with anything, be sure that your manager is immediately made aware of the complaint.

Visitors & Vendors in the Workplace

To provide for the safety and security of employees and the facilities at **MRTA**, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors, this includes employees who are no longer with the company for whatever reason, should enter **MRTA** at the main entrance. Visitors and vendors should wait in the reception area until the person they are visiting comes to greet them. Authorized visitors/vendors will be escorted to their destination and should not be left unattended at any time. Employees are responsible for the conduct and safety of their visitors/vendors until that visitor/vendor leaves.

Visits for the purpose of conducting personal business should be avoided whenever possible. Visitors or vendors who ask to use our telephones should be instructed to charge a toll and long distance call to their own credit card or office phone.

If an unauthorized individual is observed on **MRTA** premises, employees should immediately notify their manager or, if necessary, direct the individual to the main entrance.

Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse **MRTA** for any charges resulting from their personal use of the telephone. Personal electronic devices including but not limited to cell phones, blue tooth devices, personal digital assistant, or any computer including tablets and smart watches may not be used while sitting in the driver's seat of any **MRTA** vehicles. If an employee is operating a **MRTA** vehicle, these devices should be used only when the vehicle is stopped at the end of the route or at a designated bus stop and the employee has vacated the driver's seat.

The use of **MRTA** -paid postage for personal correspondence is permissible if paid in advance by the employee.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Internet and Electronic Communications Policy

Internet access to global electronic information resources on the World Wide Web is provided to assist employees in obtaining work related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job related activities, incidental, occasional and brief personal use is permitted within reasonable limits.

All internet data that is composed, transmitted, or received via our computer communication systems is considered to be part of the official public company records and as such, is subject to disclosure to the public at large, law enforcement or other third parties. Consequently, employees should always

ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful. **EMPLOYEES HAVE NO RIGHT OF PRIVACY FOR ANY EMAIL OR OTHER INFORMATION TRANSMITTED OVER OR STORED ON MRTA SYSTEMS.**

The equipment, services, and technology provided to access the internet remain at all times the property of **MRTA**. As such, **MRTA** reserves the right to monitor electronic files, email, Internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content, comments, or any other images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

To ensure a virus-free environment, anti-virus software must be installed and active on all MRTA computers.

Abuse of the Internet access provided by **MRTA** in violation of law or company policies will result in disciplinary action up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action, up to and including termination:

- Sending discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secret, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene or offensive materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chat letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for personal business unrelated to **MRTA**, political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities.

Workplace Monitoring

Workplace monitoring may be conducted to ensure quality control, employee safety, security, and customer satisfaction. Computers, email systems, internet access and phones furnished to employees are the property of the organization. As such, any of these items may be monitored or accessed.

Because MRTA is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Use of Equipment/Vehicles

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the manager if any equipment, vehicles, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The manager can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by **MRTA** may not solicit or distribute literature in the workplace at any time for any purpose.

MRTA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities, including political, during working hours.

In addition, the posting of written solicitations on **MRTA** bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information
- Federal and state required posting

Work Related Injuries & Illnesses

Workers' Compensation Insurance Benefits

MRTA provides workers' compensation insurance for all employees. We pay the full cost of this coverage. For you to receive benefits, the injury or illness must arise out of or in the course of your employment with **MRTA**.

Workers' compensation benefits include partial payment of lost wages and/or payment for required medical treatment. Wage benefits generally begin several days after disability occurs. The insurance company, in accordance with State law determines the benefit amount. In the event of death due to a work-related injury/illness, a death benefit may also be paid to the surviving spouse and/or children.

As workers' compensation wage benefits generally do not cover full salary, PTO may be paid to you to make up the difference between workers' compensation benefits and your wage or salary. Once PTO is used, you will receive only workers' compensation benefits.

Reporting Work Related Injury/Illnesses:

- ⇒ In the event of work-related injury or illness, you are required to contact your manager and HR representative **immediately**. You will also be required to complete an injury report. Your manager and/or a member of the safety committee will investigate all reported accidents.
- ⇒ This notification is required even if the injury/illness seems minor and/or no time is lost from work. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements. Failure to immediately report a work-related injury could result in your claim being denied by both workers' compensation and our medical insurance companies and corrective action by **MRTA**.

Return-to-Work and Continuation of Benefits:

- ⇒ **MRTA** will work with your attending physician and workers' compensation representative to assist you in your return to work and may provide alternative duty through your rehabilitation. After 90 days, we cannot make any return-to-work guarantees.

Fraudulent Claims:

- ⇒ While it is our intent that employees who have legitimate claims will receive benefits due to them under workers' compensation, we also strongly support all laws designed to protect us against fraudulent claims or fraudulent extension of claims. Workers' compensation is a valuable, but expensive benefit and we ask you help in protecting it by promptly reporting any evidence of fraudulent activity related to workers' compensation.

Safety and Health

Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, **MRTA** has established a workplace safety program. This program is a top priority for **MRTA**. Your HR Department has a responsibility for implementing, administering, monitoring, and evaluating the safety program. You have a responsibility in helping create and maintain a safe and healthy work environment. Its success depends on the alertness and personal commitment of all.

MRTA provides information to employees about workplace safety and health issues through regular internal communication channels such as manager-employee meetings, bulletin board postings, memos, or other written communications.

As part of **MRTA** efforts to maintain a safe and healthy work environment, **MRTA** will conduct work site inspections on an as-needed basis, and at least quarterly.

Employees and managers receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey and follow safety rules and to exercise caution in all work activities.

- ⇒ Employees must immediately report any unsafe condition to the appropriate manager. Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.
- ⇒ No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized to perform that job.
- ⇒ No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.
- ⇒ Mechanical safeguards must be in place before operating any piece of machinery and must stay in place while that machinery is being operated.
- ⇒ Any injuries or illness, in which you believe to be related to work at **MRTA** no matter how slight, must be immediately reported to your manager and the Office and Accounting Administrator.
- ⇒ Every employee is responsible for housekeeping duties. Good housekeeping is one of the most important factors in accident prevention.
- ⇒ Employees are expected to assist management in accident prevention activities. Our safety and health program will continue to be improved only through the joint efforts of all employees.

Questions help us identify areas where more information is needed, and then allows us to provide you with sufficient information to perform your job safely. **PLEASE** ask questions! Employee suggestions and identification of potential hazards are critical to the success of our safety efforts, so **PLEASE** make suggestions.

Employees who report hazards and/or make suggestions will not be retaliated or discriminated against in any way. If an employee believes he or she has been retaliated or discriminated against, he or she should immediately discuss the situation with your manager or Human Resources.

This is not an exhaustive list of MRTA safety policies. Employees should consult their Manager or Department Head for other MRTA safety policies and be familiar with them.

Contact your manager or HR representative with any questions or comments you may have about our safety rules.

Parking

Parking at our facilities, or when driving on company business is at your own risk. Please park in designated areas only, away from where buses travel as much as possible. **MRTA** does not assume liability for theft or damage to your car or personal belongings.

Smoking and Tobacco Use

In keeping with **MRTA** intent to provide a safe and healthful work environment, smoking and the use of smokeless tobacco and “e-cigarettes” are prohibited throughout the workplace, including in any company vehicles, and within 50 feet of building entrances and any ventilation ducts. This policy applies equally to all employees, customers, and visitors.

Drug and Alcohol Use

It is **MRTA**’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on **MRTA** premises and while conducting business-related activities off **MRTA** premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees must notify **MRTA** of a criminal conviction for drug-related or alcohol related activity. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their manager or the Executive Director without fear of reprisal.

Drug and Alcohol Testing

MRTA is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, all employees will be subject to MRTA's FTA Anti-Drug and Alcohol Misuse Prevention Program. Copies of this policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to your supervisor.

Motor Vehicle Records Policy

All employees that operate MRTA vehicles as part of their duties are required to allow MRTA to run a motor vehicle record check for pre-employment and on an annual basis. Motor Vehicle Records may disqualify a candidate or an employee from employment based on standards adopted and updated by MRTA from time to time.

Background Checks

All employees are required to undergo a background check prior to employment and from time to time while employed and are required to sign MRTA's Background Disclosure and Authorization Form. Results of this check may disqualify a candidate or an employee from employment based on standards adopted and updated by MRTA from time to time.

Discrimination, Sexual and Other Unlawful Harassment Policy

MRTA is committed to providing a work environment that is free of discrimination and unlawful harassment. Every MRTA employee is expected to conduct themselves in a professional and courteous manner. **MRTA** complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of discrimination and harassment, including, but not limited to harassment based on the following:;

- Gender
- Religion
- National origin
- Age
- Disability
- Race
- Color

Workplace discrimination, sexual and other harassment includes harassment that creates a hostile work environment. The creation of an intimidating, hostile, or offensive working environment includes such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings, slurs, gossip, jokes, innuendos, unwelcome compliments, or other verbal or physical conduct that has the purpose of 1) interfering with an employee's work performance, 2) creating an intimidating, hostile, threatening, or offensive work environment, 3) adversely affecting the employee's performance, evaluation, assigned duties or any other condition of employment or career development.. Employees who feel they have been subjected to discrimination or harassment should feel free to object to the behavior and should immediately report the behavior to their manager or any member of management.

Employees can raise concerns and make reports without reprisal. All employees have an obligation to report potential workplace discrimination, harassment, or unprofessional conduct.

Managers who receive a discrimination or harassment complaint should immediately conduct an investigation into the facts and take any steps necessary to protect the employee from retaliation. The facts will determine the response to each complaint. . Resolution of complaints may include any or all of the following; an apology, transfer or re-assignment, direction to stop the offensive behavior, counseling, verbal or written warning, suspension, demotion, or termination.

Non-Fraternization

This policy provides guidelines and definitions to follow regarding relationships in the workplace. Employees should avoid situations where a conflict of interest may arise or where workplace relationships may result in claims of favoritism or harassment.

Policy:

Dating, request for dates and/or personal relationships between management and persons within their scope of influence are prohibited.

Definitions:

Management is defined as all exempt positions to include Executive Director, Department Head, Supervisor, Manager, Board Member, etc.

Scope of Influence includes the ability to affect salary, promotional status, performance appraisal content, work assignment, etc. If you are unsure if you fall within the scope of influence of another person, contact your Human Resources representative or a member of Senior Management for clarification.

Failure to comply with this policy will result in disciplinary action up to and including termination.

Security Inspections

MRTA wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, **MRTA** prohibits the possession, transfer, sale, or use of such materials on its premises. **MRTA** requires the cooperation of all employees in administering this policy.

Desks, company vehicles, and other storage devices may be provided for the convenience of employees but remains the sole property of **MRTA**. Accordingly, any agent or representative of **MRTA** can inspect said property, as well as any articles found within them, at any time, either with or without prior notice.

Exhibit 1

Employee Acknowledgement Form

The employee handbook describes important information about **MRTA**, and I understand that I should consult my Manager or Human Resources contact (Business Manager) regarding any questions not answered in the Handbook. I have entered into my employment relationship with **MRTA** voluntarily and acknowledge that there is no specified length of employment. Accordingly, **MRTA** or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to **MRTA** policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of **MRTA** has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is not a contract of employment. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. By accepting and/or continuing employment with **MRTA**, I acknowledge that I have read, understood, and agree to the terms of this Handbook.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

WITNESSED BY: _____ DATE: _____

Exhibit 2



New Employee Forms Checklist

Name _____ Effective Date _____

- W-4
- I-9
- Direct Deposit Form
- Application for Employment
- Employee Handbook Acknowledgement
- Background Check
- Drug Testing Policy Acknowledgement
- Emergency Contact Information

All forms must be submitted to the Business Manager on or before the first day of work

MRTA BENEFITS Checklist

The following forms must be completed for employees that qualify for MRTA benefits.

- Medical Enrollment form
- Medical Waiver (if employee chooses no medical)
- Dental Enrollment form
- Vision Enrollment form
- Other benefits (life insurance, if offered, Life Flight, if offered)
- Cobra input sheet

FOLLOW UP PROCESS

<u>GROUP</u>	<u>DATE SUBMITTED</u>	<u>CONFIRMED ENROLLED</u>
Blue Cross	_____	_____
MetLife Dental	_____	_____
Vision	_____	_____
Cobra	_____	_____
Other benefits	_____	_____

Mountain Rides Agenda Action Item Summary

Date:

11/15/2017

From:

Ben Varner

Action Item:

5b. Approve release of Invitation for Bid 2017-Fuel-001 for 2018 fuel purchasing

Committee Review:

☒ Yes ☐ No

Committee
Purview:

Finance and Performance

Previously
discussed at board
level:

☐ Yes ☒ No

Recommended
Motion:

I move to approve the release of IFB 2017-Fuel-001 for 2018 fuel purchasing.

Fiscal Impact:

FY 2018 Budget for fuel

Related Policy or
Procedural Impact:

Policy 101 Procurement

Background:

Each year, MRTA asks oil and card servicing companies to bid on MRTA's fuel purchasing. The low bidder will be awarded MRTA's fuel purchasing for 2018.

MRTA is requesting for bidders to give us a fixed price based on the Oil Price Information Service (OPIS) fuel price index.



INVITATION FOR BIDS 2017-Fuel-001

PURCHASE OF FUELS

Mountain Rides Transportation Authority (MRTA) of Blaine County, Idaho, will accept bids for the purchase of regular unleaded gasoline (85), and diesel for the calendar year Jan. 1 through Dec. 31, 2018.

- The bid price per gallon for diesel is to be **exclusive of federal tax**, as MRTA is a tax exempt entity.
- Bids are required for Regular Unleaded Gasoline (85) and for Diesel.
- The cost basis for any on-road diesel fuel shall be the Oil Price Information Service (OPIS) Gross/Standard Burley (or Boise), ID Ultra Low Sulfur Diesel No. 2 Daily (or weekly) Contract Benchmark Rack Average (RACK AVG) for the day (or week) in which fuel is purchased by MRTA.
- The cost basis for any Regular Gasoline shall be the Oil Price Information Service (OPIS) Gross/Standard Burley (or Boise), ID Unleaded CBOB Ethanol 10% Daily (or weekly) Contract Benchmark Rack Average (RACK AVG) for the day (or week) in which fuel is purchased by MRTA.
- Bid submissions should reflect bidder's fixed price over RACK AVG expressed **in cents per gallon**.
- It is estimated that MRTA will use a total of 23,000 gallons of unleaded fuel and 74,000 gallons of diesel fuel per calendar year.

Submit sealed bids to:

Ben Varner, Maintenance and Facilities Manager
Mountain Rides Transportation Authority
P.O. Box 3091 Ketchum, Idaho 83340
or to ben@mountairides.org

Sealed bids will be accepted at the above address until **12:00 noon Friday, December 8, 2017**. Any bid received after this time will not be accepted. Bids will be opened publicly and recorded shortly after noon Friday, **December 18, 2017** at the MRTA offices, 800 1st Ave North, Ketchum, ID 83340.

MRTA reserves the right to reject any late, incomplete or non-conforming bids.

Instructions to Bidders:

- Bid submissions must reflect bidder's fixed price over RACK AVG expressed in cents per gallon.
- Bidder may choose to bid unleaded, diesel or both fuels.
- Fuel must be available 24 hours /day.
- Pumps must be readily accessible by large vehicles.
- Diesel must be available in Ketchum and Bellevue.
- Unleaded must be available in Ketchum, Hailey, Shoshone, and Twin Falls, Idaho.
- All fuels must be available via a card access system that allows 24-hour fueling and allows for identification of the MRTA vehicle number and identification of user through user PINs
- Bidders must complete and submit a signed Fuel Bid Sheet
- Bidders must certify to all applicable Federal Clauses (a total of 4 certifications required)
- Contracting fuel company will provide OPIS reports to MRTA to support pricing via e-mail

Evaluation of Bids:

- Unleaded low bid will be determined by average of prices at each of 4 listed locations
- Diesel low bid will be determined by average at each of 2 listed locations

- MRTA will award to the qualified low bidder for diesel and for unleaded fuel; this may result in the award to two different bidders, one award for diesel and one for unleaded fuel.

Any exceptions to bid requirements must be approved by MRTA. Bidders will be notified of the preliminary MRTA decision by Monday December 11, 2017 and the final award to be approved at MRTA Board meeting on Wednesday December 20, 2017.

Protest Procedures:

Protest Procedures are outlined in “MRTA Policy Section 101 – Procurement” section “I. Protest Procedures and Appeals Process” are available upon request to MRTA.

MRTA reserves the right to cancel this Invitation for Bid in whole or in part, at its sole discretion, at any time before the bid is awarded or a contract executed. MRTA reserves the right to determine any specific bid response from a potential bidder that is conditional or not prepared in accordance with the instructions and requirements of this bid to be nonresponsive. MRTA may reject a bid that includes unacceptable provisions in the bid response, including locations deemed to be unsafe for fueling access for large buses.

PUBLISH: MOUNTAIN EXPRESS
Wednesday November 22 and Wednesday November 29, 2017

Mountain Rides Transportation Authority

By: _____
Ben Varner
Maintenance and Facilities Manager

Bid Sheet (Bidders MUST provide bid for all locations)

Unleaded (Unleaded average equally weighted)

1. RACK AVG plus _____ cents per gallon in Ketchum, Idaho.
Pump Address: _____
2. RACK AVG plus _____ cents per gallon in Bellevue, Idaho.
Pump Address: _____
3. RACK AVG plus _____ cents per gallon in Shoshone, Idaho.
Pump Address: _____
4. RACK AVG plus _____ cents per gallon in Twin Falls, Idaho.
Pump Address: _____

Diesel

1. RACK AVG plus _____ cents per gallon in Ketchum, Idaho.
Pump Address: _____
2. RACK AVG plus _____ cents per gallon in Bellevue, Idaho.
Pump Address: _____
3. Additional cost for winterized diesel (diesel fuel shall be mixed to prevent jelling or freezing of fuel during winter conditions, if additional cost applies) _____ cents per gallon

Requirements (Initial)

_____ Complete and sign Bid Sheet

_____ Fuels are available via a 24-hour card access system that allows each card to be assigned to a specific MRTA Vehicle and allows for identification of the MRTA vehicle number and allows for identification of users through user pins.

_____ All transactions including Vehicle #, Fuel Card ID #, Driver, Miles Driven (each vehicle), Gallons and Price Charged are available on a weekly basis for export via .csv file

_____ Contracting fuel company will provide OPIS reports to MRTA to support pricing via e-mail

_____ Signed and enclose four applicable Federal Clauses

_____ Pumps are safely accessible for a 40-ft. bus

Bid Submitted by (Company Name): _____

Signature: _____

Printed Name: _____

Title: _____

Contact Phone Number: _____

Mountain Rides Agenda Action Item Summary

Date:

11/15/2017

From:

Ben Varner

Action Item:

5c. Approve release of RFP 2017-Tires-001 for 2018 bus tire purchasing

Committee Review:

☒ Yes ☐ No

Committee
Purview:

Finance and Performance

Previously
discussed at board
level:

☒ Yes ☐ No

Recommended
Motion:

I move to approve the release of RFP 2017-Tires-001 for MRTA's bus tire purchasing for 2018.

Fiscal Impact:

FY 2018 Budget

Related Policy or
Procedural Impact:

Policy 101 Procurement

Background:

Each year, MRTA bids out bus tire purchasing to tire stores throughout the region.



Mountain Rides Transportation Authority

Request for Proposal

RFP 2017-Tires-001 Bus Tires

Purchase of Bus Tires for 2018

November 2017

1) Introduction and Background:

Mountain Rides Transportation Authority (MR) is seeking pricing for bus tires for 2018

MR is the regional provider of public transportation options in Blaine County, Idaho. MR is a public partnership made up of the local cities and county with purpose and goals as:

Statement of Purpose: Mountain Rides provides and supports a full range of transportation alternatives* for Blaine County and adjacent communities that are safe, user oriented, environmentally friendly, economically sustainable and supportive of a strong local economy.

Goals:

1. Provide and advocate for well-funded transportation system that reduces the number of single occupancy vehicle trips and meet the needs of our communities.
2. Promote knowledge and increase awareness of the social, financial, environmental and community benefits of transportation alternatives*.
3. Promote regional cooperation on transportation issues.

**Alternatives include, but are not limited to, walking, biking, rideshare, vanpool, carshare, bikeshare, fixed route bus, paratransit demand response, custom bus, commuter bus, transportation planning and transportation counseling.*

2) GENERAL INFORMATION

a. Procurement Schedule:

RFP Release Date	11/16/17
Deadline for RFP Questions	11/27/17
RFP Closing Date	12/8/17
Initial evaluations of Proposals	12/11/17
Award Date	12/21/17

b. Issuing Office & Submission of Questions:

This solicitation is issued by Mountain Rides (MR). MR is the only contact for this solicitation. Written questions must be submitted via e-mail to:

Ben Varner, Maintenance and Facilities Manager

E-mail: ben@mountainrides.org

Phone: 208-788-7433, ext. 105

The deadline for receipt of questions is November 27, 2017. To be considered, questions must be received by 5:00 p.m. Mountain Standard Time, on that date.

c. Additional Terms and Conditions:

Where conflict occurs, these Additional Terms and Conditions shall take precedence.

1. Proposals, including cost proposal, shall remain valid for at least thirty (30) calendar days beginning the first working day after the proposal Closing Date.
2. MR reserves the right to reject any and all Proposals, and part or parts of a Proposal, waive any technicalities, and award any or all of the contract in a manner that is in the best interest of MR. Contracts will be awarded to the lowest proposer when it is in the best interest of MR.
3. Proposals may be withdrawn by submitting a written request to MR before the time fixed for Proposal opening. Withdrawal of an offer will not preclude the proposer from submitting a new proposal, provided that the withdrawal is timely and before the closing date.
4. The Proposer, by signing the Proposal forms, certifies that the Proposal is offered by a business that is fully licensed to do the work relating to the scope of work herein.
5. MR reserves the right to terminate any resulting Purchasing Agreement, in part or in whole, without penalty to MR, upon twenty (20) days written notice to the successful Contractor.
6. Services provided by Contractor through a resulting agreement will be on an “as-needed” basis with no guaranteed usage and/or spend per year.
7. Protests: For pre-award protests, submittal must be made no less than five (5) days before the scheduled receipt of proposals. For post-award protests, submittal must be made not less than five (5) days after notification of the award. Protests must be made to the Executive Director and must reference this RFP and state the specific reason(s) for the protest, along with a suggested remedy.
8. Termination: MR reserves the right to terminate this Purchase Agreement in whole or in part after giving thirty (30) days written notice to the contractor upon non-performance, violation of terms, or for convenience of MR.
9. Taxes: MR is a tax exempt entity. These taxes are not to be included in the Proposal price. Tax exemption information, upon request, will be provided to the successful proposer upon award of the contract. MR does not pay the “Truck Federal Excise Tax” on tires.
10. Addenda: Any changes in these instructions or other requirements will be accomplished by a written addendum sent to all prospective proposers. All such addenda shall become a part of the contract. Failure to acknowledge receipt of all addenda may cause the Proposal to be considered non-responsive, and therefore rejected.
11. Audit and Inspection: The proposer agrees to allow MR, the Federal Transit Administration, or any of their duly authorized representatives, for the purpose of audit and examination: a) Inspect all work, materials, payrolls, and other data/records associated with the project; and b) Audit the books, records, and accounts associated with the project. c) In addition, the contractor must also agree to maintain all required records for a minimum of three (3) years after MR makes final payments and all other pending matters are closed.

3) SCOPE OF WORK

MR needs to purchase bus tires of varying sizes. Wheels will be provided by MR to Contractor. Tires will need to be mounted, balanced, siped (on occasion) and delivered to our Ketchum Facility on a regular basis, at least once per week. On occasion, tires might need to be delivered to our Bellevue Facility. Contractor agrees to be available for emergency, on the road tire service calls 24/7/365. Service calls may occur in town in various Central and South Idaho areas and on various highways in the region.

4) PROPOSAL FORMAT AND DETAIL

a. Required Items

A complete proposal must include the following:

1. A transmittal letter: There must be a transmittal letter on company letterhead, signed by the principal of the Contractor or manager of local store. The individual signing the signature page must indicate his or her position/title. A contact person for further information must also be identified.
2. Cost Proposal: please fill out cost sheet (**Attachment A**) that details rates for tires and other services. Also, please indicate alternative features or approaches that may save MR money.
3. Sign acknowledgement of federal clauses included in RFP package.

5) INSTRUCTIONS FOR PROPOSAL SUBMITTAL

a. Proposal Response

Provide one (1) original of your proposal response.

b. Address

Proposals can be made either by email, mail, or in person:

Send your response by email to:

ben@mountainrides.org

Send your response by mail to:

Mountain Rides Transportation
PO Box 3091
Ketchum, ID 83340

Deliver your response in person to:

800 1st Ave N
Ketchum, Idaho 83340

6) PROPOSAL EVALUATION AND AWARD

- a. Proposals will initially be evaluated to determine whether they comply with the proposal submission requirements, including: timely receipt and inclusion of required elements.
- b. MR will evaluate complying proposals by an evaluation team established by MR according to the following evaluation criteria and associated points.

Evaluation Criteria	Point value
Cost Proposal	100 points
TOTAL	100 points

Lowest price proposal will be award 100 points, next lowest 90 points, next lowest 80 points. Price per tire will be weighted by projected quantity of tire and prices will be averaged among all tire sizes to come up with cost proposal price.

- c. Attachment A will represent proposer’s pricing agreement for 2018. Any increases in pricing not reflected in the Producer Price Index-Commodities “Rubber and Plastic Products Group” during the award period represent a violation of the agreement. At that point, MR reserves the right to award to the next highest ranked proposer.

Attachment A Cost Proposal

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

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

Signature: _____

Print or Type: _____

Name & Title of Signing Officer Company: _____

Date: _____

Mountain Rides Agenda Action Item Summary

Date:

11/15/2017

From:

Ben Varner

Action Item:

5d. Approve release of RFP 2017-Tires-002 for 2018 van tire purchasing

Committee Review:

☒ Yes ☐ No

Committee
Purview:

Finance and Performance

Previously
discussed at board
level:

☐ Yes ☒ No

Recommended
Motion:

I move to approve release of RFP 2017-Tires-002 for van tire purchasing for 2018.

Fiscal Impact:

FY 2018

Related Policy or
Procedural Impact:

Policy 101 Procurement

Background:

Each year, MRTA puts out an annual RFP for van tire purchasing.



Mountain Rides Transportation Authority

Request for Proposal

RFP-2017-Tires-002 Van Tires

Purchase of Van Tires for 2018

November 2017

1) Introduction and Background:

Mountain Rides Transportation Authority (MR) is seeking pricing for Van tires for 2018.

MR is the regional provider of public transportation options in Blaine County, Idaho. MR is a public partnership made up of the local cities and county with purpose and goals as:

Statement of Purpose: Mountain Rides provides and supports a full range of transportation alternatives* for Blaine County and adjacent communities that are safe, user oriented, environmentally friendly, economically sustainable and supportive of a strong local economy.

Goals:

1. Provide and advocate for well-funded transportation system that reduces the number of single occupancy vehicle trips and meet the needs of our communities.
2. Promote knowledge and increase awareness of the social, financial, environmental and community benefits of transportation alternatives*.
3. Promote regional cooperation on transportation issues.

**Alternatives include, but are not limited to, walking, biking, rideshare, vanpool, carshare, bikeshare, fixed route bus, paratransit demand response, custom bus, commuter bus, transportation planning and transportation counseling.*

2) GENERAL INFORMATION

a. Procurement Schedule:

RFP Release Date	11/16/17
Deadline for RFP Questions	11/27/17
RFP Closing Date	12/18/17
Initial evaluations of Proposals	12/11/17
Award Date	12/21/17

b. Issuing Office & Submission of Questions:

This solicitation is issued by Mountain Rides (MR). MR is the only contact for this solicitation. Written questions must be submitted via e-mail to:

Ben Varner, Maintenance and Facilities Manager

E-mail: ben@mountainrides.org

Phone: 208-788-7433, ext. 105

The deadline for receipt of questions is November 27, 2017. To be considered, questions must be received by 5:00 p.m. Mountain Standard Time, on that date.

c. Additional Terms and Conditions:

Where conflict occurs, these Additional Terms and Conditions shall take precedence.

1. Proposals, including cost proposal, shall remain valid for at least thirty (30) calendar days beginning the first working day after the proposal Closing Date.
2. MR reserves the right to reject any and all Proposals, and part or parts of a Proposal, waive any technicalities, and award any or all of the contract in a manner that is in the best interest of MR. Contracts will be awarded to the lowest proposer when it is in the best interest of MR.
3. Proposals may be withdrawn by submitting a written request to MR before the time fixed for Proposal opening. Withdrawal of an offer will not preclude the proposer from submitting a new proposal, provided that the withdrawal is timely and before the closing date.
4. The Proposer, by signing the Proposal forms, certifies that the Proposal is offered by a business that is fully licensed to do the work relating to the scope of work herein.
5. MR reserves the right to terminate any resulting Purchasing Agreement, in part or in whole, without penalty to MR, upon twenty (20) days written notice to the successful Contractor.
6. Services provided by Contractor through a resulting agreement will be on an “as-needed” basis with no guaranteed usage and/or spend per year.
7. Protests: For pre-award protests, submittal must be made no less than five (5) days before the scheduled receipt of proposals. For post-award protests, submittal must be made not less than five (5) days after notification of the award. Protests must be made to the Executive Director and must reference this RFP and state the specific reason(s) for the protest, along with a suggested remedy.
8. Termination: MR reserves the right to terminate this Purchase Agreement in whole or in part after giving thirty (30) days written notice to the contractor upon non-performance, violation of terms, or for convenience of MR.
9. Taxes: MR is a tax exempt entity. These taxes are not to be included in the Proposal price. Tax exemption information, upon request, will be provided to the successful proposer upon award of the contract. MR does not pay the “Truck Federal Excise Tax” on tires.
10. Addenda: Any changes in these instructions or other requirements will be accomplished by a written addendum sent to all prospective proposers. All such addenda shall become a part of the contract. Failure to acknowledge receipt of all addenda may cause the Proposal to be considered non-responsive, and therefore rejected.
11. Audit and Inspection: The proposer agrees to allow MR, the Federal Transit Administration, or any of their duly authorized representatives, for the purpose of audit and examination: a) Inspect all work, materials, payrolls, and other data/records associated with the project; and b) Audit the books, records, and accounts associated with the project. c) In addition, the contractor must also agree to maintain all required records for a minimum of three (3) years after MR makes final payments and all other pending matters are closed.

3) SCOPE OF WORK

MR needs to purchase Van and passenger tires of varying sizes. Proposer will mount and balance, then install wheels and tires on vehicles. This includes winter-summer and summer-winter seasonal tire changeover. MR does not own extra wheels for seasonal tires. Vans will be dropped off during seasonal changeovers by 9am at proposer's shop, and will need to be picked up no later than 2pm on the same day. MR needs one vehicle done per day during seasonal changeovers. MR anticipates owning roughly 20 vehicles that will need seasonal tire service.

4) PROPOSAL FORMAT AND DETAIL

a. Required Items

A complete proposal must include the following:

1. A transmittal letter: There must be a transmittal letter on company letterhead, signed by the principal of the Contractor or manager of local store. The individual signing the signature page must indicate his or her position/title. A contact person for further information must also be identified.
2. Cost Proposal: please fill out cost sheet (**Attachment A**) that details rates for tires and other services. Also, please indicate alternative features or approaches that may save MR money.
3. Sign acknowledgement of federal clauses included in RFP package.

5) INSTRUCTIONS FOR PROPOSAL SUBMITTAL

a. Proposal Response

Provide one (1) original of your proposal response.

b. Address

Proposals can be made either by email, mail, or in person:

Send your response by email to:

ben@mountainrides.org

Send your response by mail to:

Mountain Rides Transportation
PO Box 3091
Ketchum, ID 83340

Deliver your response in person to:

800 1st Ave N
Ketchum, Idaho 83340

6) PROPOSAL EVALUATION AND AWARD

- a. Proposals will initially be evaluated to determine whether they comply with the proposal submission requirements, including: timely receipt and inclusion of required elements.
- b. MR will evaluate complying proposals by an evaluation team established by MR according to the following evaluation criteria and associated points.

Evaluation Criteria	Point value
Cost Proposal	100 points
TOTAL	100 points

Lowest price proposal will be awarded 100 points, next lowest 90 points, next lowest 80 points. Price per tire will be weighted by projected quantity of tire and prices will be averaged among all tire sizes to come up with proposal price. Total price of seasonal changeovers will be added to tire pricing for final proposal price.

- c. Attachment A will represent proposer's pricing agreement for 2018. Any increases in pricing not reflected in the Producer Price Index-Commodities "Rubber and Plastic Products Group" during the award period represent a violation of the agreement. At that point, MR reserves the right to award to the next highest ranked proposer.

Attachment A Cost Proposal

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

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

Signature: _____

Print or Type: _____

Name & Title of Signing Officer Company: _____

Date: _____

Mountain Rides Agenda Action Item Summary

Date:

11/15/2017

From:

Jason Miller

Action Item:

5e. Appoint special committee to carry out annual performance review for Executive Director

Committee Review:

☐

Yes

☒

No

Committee
Purview:

n/a

Previously
discussed at board
level:

☐

Yes

☒

No

Recommended
Motion:

I move to appoint [insert names] to serve on a special committee with the purpose of carrying out the annual performance review of the Executive Director and making a recommendation to the full board.

Fiscal Impact:

0%-4.5% raise possible, based on performance.

Related Policy or
Procedural Impact:

FY2018 budget

Background:

Annually, the board reviews the performance of the Executive Director through a process that has included an in-depth review by two board members that complete the evaluation. The full board then reviews the work of the committee before making the evaluation final. The Executive Director performance review is due by the end of December.

Mountain Rides Agenda Discussion Item Summary

Date:

11/15/2017

From:

Jason Miller

Discussion Item:

5f. Discuss December and January board and committee meeting schedule and date for annual strategic workshop

Committee Review:

☐ yes
☒ no

Committee
Purview:

both

Fiscal Impact:

n/a

Related Policy or
Procedural Impact:

5 year strategic plan, annual strategic work plan

Background:

During the holidays, getting a quorum can be difficult. The current meeting schedule is:

Dec 6th - committee meetings
Dec 20th - board meeting
Jan 3rd - committee meetings
Jan 17th - board meeting

Typically, in past years, we have kept Dec committee and board meetings, but we have cancelled the Jan committee meetings in lieu of a half day strategic planning workshop to set priorities for the calendar year. This workshop doesn't necessarily have to be on Jan 3rd, as it has taken place in past years any time in Dec or Jan.

Also, the board and management staff have inconsistently had a holiday gathering in past years, and this might be something to discuss.



MINUTES

Planning and Marketing Committee

Wednesday, 11/1/17, 1:00pm

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

In attendance: Kristin Derrig, Joe Miczulski, Tory Canfield, Joyce Fabre and Kim MacPherson

Not present: Jason Miller and Mike Knudson

1. Review printed schedule for winter-spring
 - a. The group reviewed the current version of the bus schedule for edits.
2. Discuss marketing efforts for winter
 - a. The group talked about the marketing efforts for this year and will do many of the same that we did last year. Kim MacPherson passed out a magnet we had created as a new marketing piece.
3. Other items to come before the committee. There were none.



Minutes

Finance and Performance Committee

Wednesday, 11/1/17, 2:30pm

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

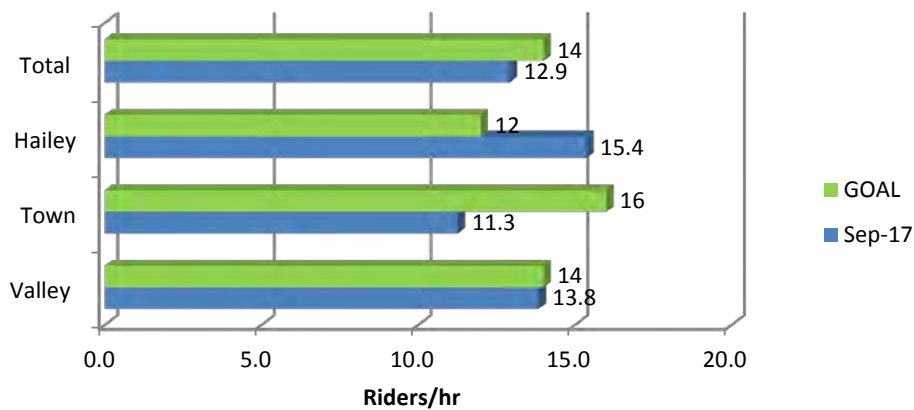
Present: Becki Keefer, Jane Conard, Grant Gager, Jason Miller, Ben Varner, and Tucker Van Law

Absent: David Patrie

- 1) Review September 2017 financials and bills paid, including draft of end of fiscal year 2017 financials
 - a) Tucker Van Law presented draft yearend financial statements for all funds and bills paid in September. No problems were noted and Jane Conard recommended accepting the financials pending yearend audit and Grant Gager seconded. All members approved.
- 2) Discuss upcoming bids for tires and fuel
 - a) Ben Varner will bring bids to the board.
- 3) Follow-up on employee manual update
 - a) Following legal review and confirmation break periods follow Idaho law Jane Conard made a motion to recommend approval and Grant Gager seconded. All Members approved.
- 4) Other items to come before the committee.
 - a) There were none.

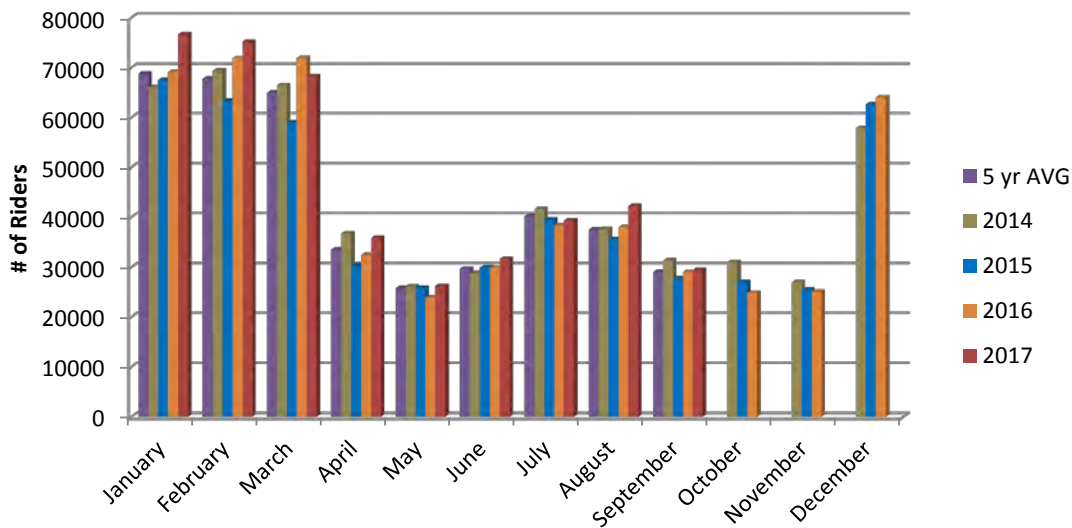
PERFORMANCE DASHBOARD - RIDERSHIP, SEPTEMBER 2017

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.

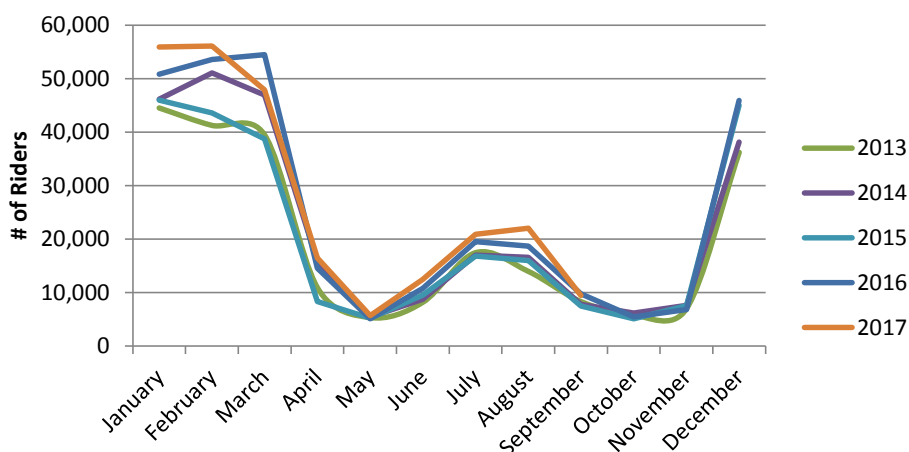
Total Ridership by Month



2017 YTD Ridership 425204
 2016 YTD Ridership 404899
 2015 YTD Ridership 379182
 2014 YTD Ridership 404491
 2013 YTD Ridership 371,853

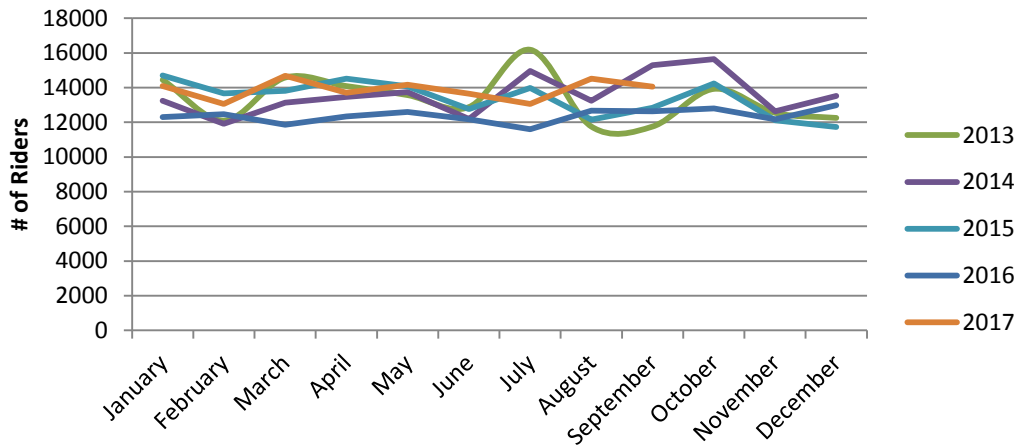
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

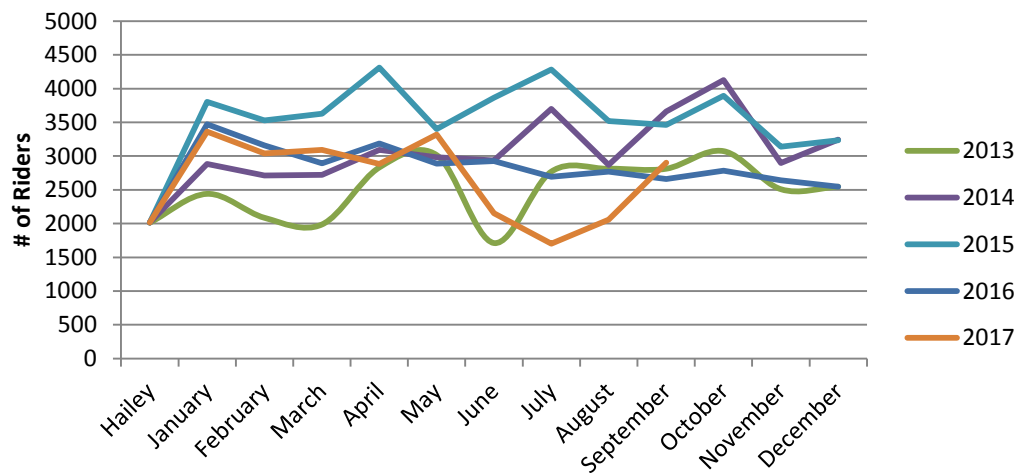


PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, SEPTEMBER 2017

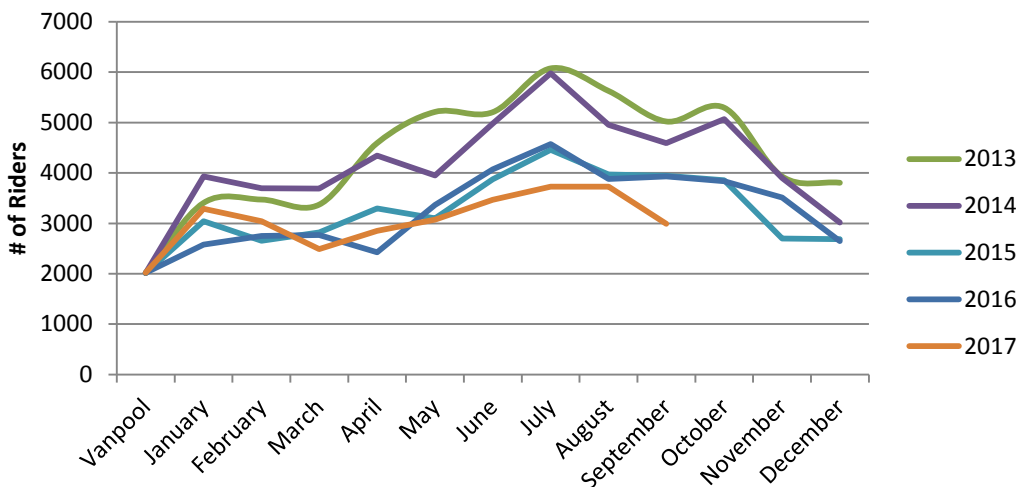
Valley Route



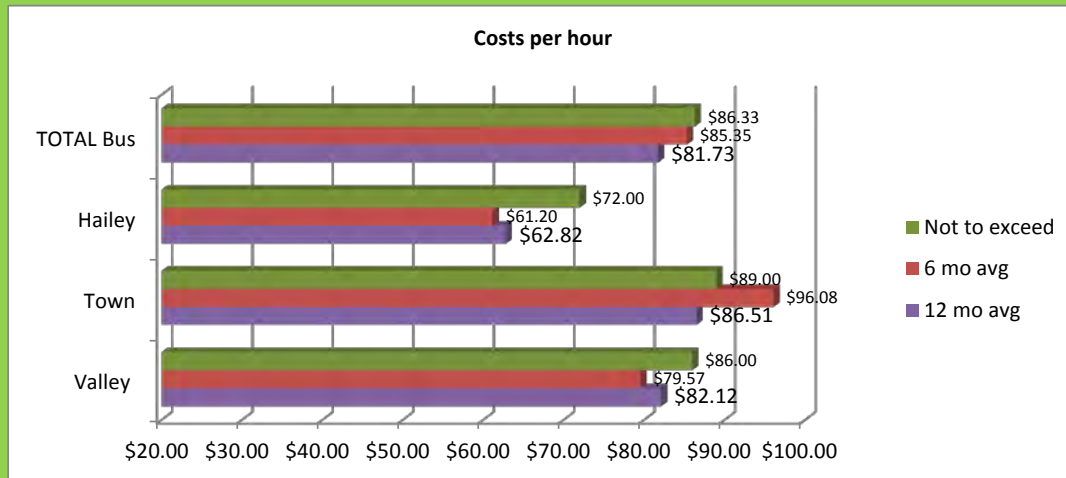
Hailey Route



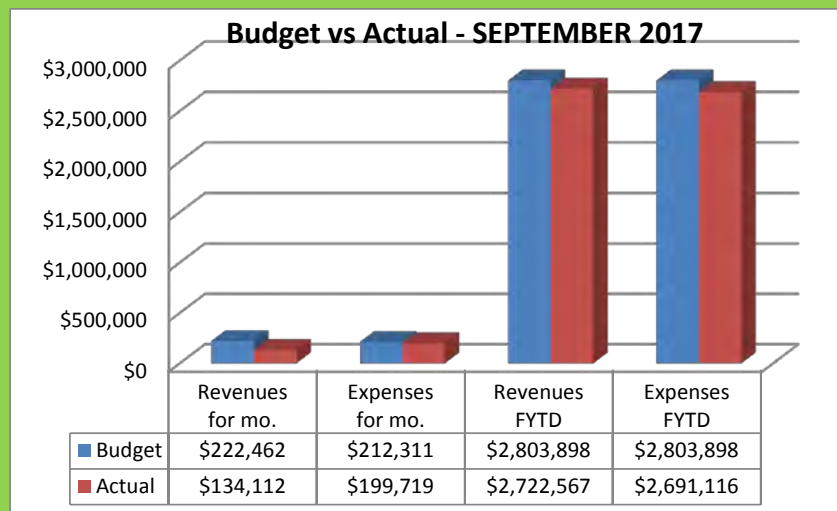
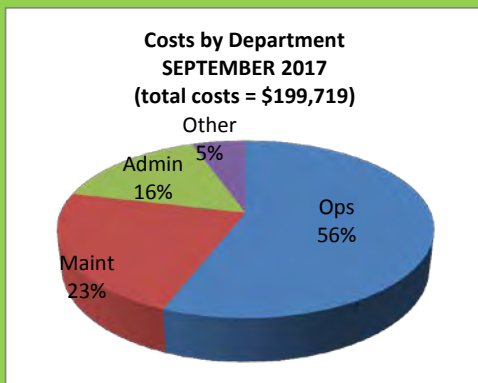
Vanpool



PERFORMANCE DASHBOARD - FINANCIAL, SEPTEMBER 2017

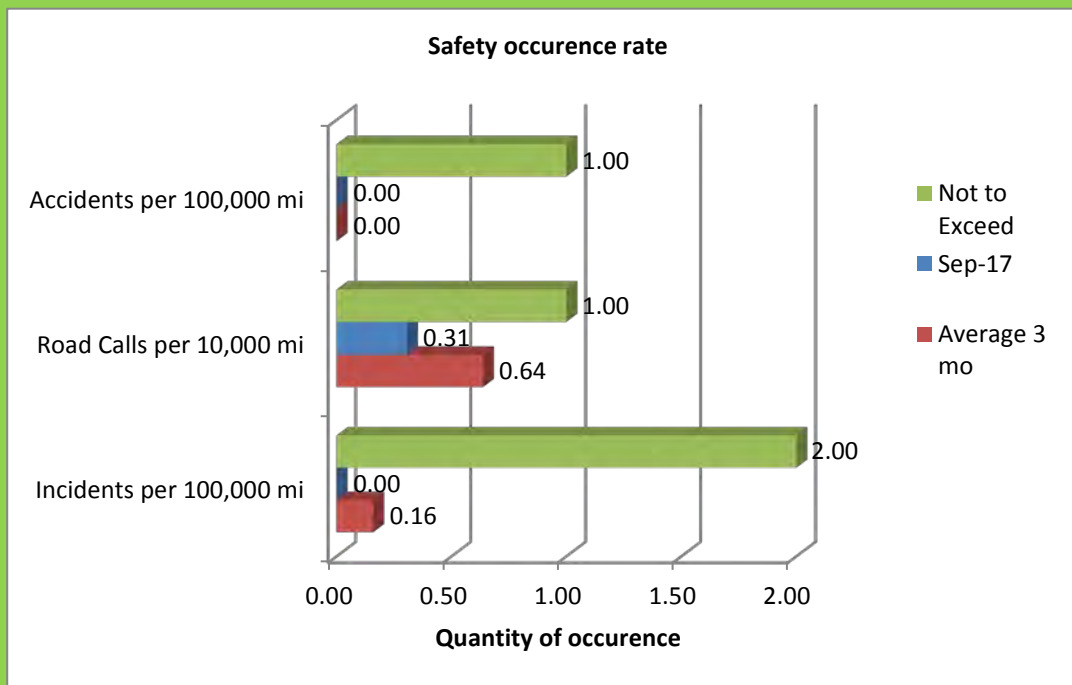


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



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, SEPTEMBER 2017



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

Safety	Jul-17	Aug-17	Sep-17
Incidents	1	0	0
Accidents	0	0	0
Road Calls	0	2	2

**MAINTENANCE DAYS WITHOUT
A LOSS TIME ACCIDENT OR
INJURY: Current 1406**

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: 11/15/17

Staff Member: Mike Knudson

Department: Operations

Department Highlights from the Previous Month:

Blue route had a ridership of 5,801 which is up from 12% last year. Hailey town route continues its up-growth with 3,258 riders up 17%. Trusty Valley Route also saw a 17% increase from last month with 14,922. Year to date 420,549 riders up 6% from last year at this time which saw 395,613.

Progress on projects/initiatives:

We are in the process of training 3 new hires (4 if you count Mr. Michael David). They are doing very well. We also have several drivers from last winter coming back on board.

No reported incidents or accidents.

Challenges/ Opportunities:

Busy time of year, with lots of different things coming together. But we are on track for a good winter.

Mountain Rides Staff Report

Date: 11/15/2017

Staff Member: Kim MacPherson

Department: Marketing and Outreach

Department Highlights from the Previous Month:

Staff worked on getting the winter bus schedule designed and edited. This week it is at the printer.

Progress on projects/initiatives:

Now that the schedule is at the printer, work continues on all outreach pieces:
Bus stop information signs
Marketing pieces
Website updates
RouteMatch updates, etc.

Challenges/ Opportunities:

Getting it all done by November 23rd!

Mountain Rides Staff Report

Date:

11-15-17

Staff Member:

Michael David

Department:

Bicycle Pedestrian Programs

Department Highlights from the Previous Month:

Wrapped up season for Bike Share. Finished in the black. Businesses and organizations successfully utilized the bike share bikes.

Worked with Hailey, Ketchum and Blaine County on Child Safety Pedestrian Grants for 2018 Pedestrian projects.

Progress on projects/initiatives:

Ketchum is applying for said grant to help fund sidewalk/bikepath on Warm Springs Road from Cox to Sawtooth Brewery.

Working with Blaine County for said grant to improve sidewalks and install bus shelter on Southwest corner of East Fork for southbound Valley Route.

Mt. Rides applying for 2018 TAP funds for Safe Routes to School Program in 2019/2020

Challenges/ Opportunities:

Mountain Rides Staff Report

Date:

11/15/2017

Staff Member:

Ben Varner

Department:

Maintenance and Facilities

Department Highlights from the Previous Month:

Ben and Jason attended an FTA procurement workshop in late October. It was a good, intensive workshop put on by the National Transit Institute and funded by RTAP.

Progress on projects/initiatives:

Winter is here. It has been extremely busy for everyone at Mountain Rides. We are on pace to hit our first target in Maintenance by having things in place for early winter season on Thanksgiving Day. The real reward will be having nearly the entire fleet out on the street when Winter Peak Season starts in mid-December.

High-fives to the entire Maintenance Team.

Challenges/ Opportunities:

Let it snow, let it snow, let it snow!

Mountain Rides Staff Report

<u>Date:</u>	<div>11/15/2017</div>
<u>Staff Member:</u>	<div>Tucker Van Law</div>
<u>Department:</u>	<div>Business Manager</div>
<u>Department Highlights from the Previous Month:</u>	<div>Attending FTA Financial Management Oversight and Procurement System Review Workshop in Seattle from November 28 - December 1. This training will broaden my understanding of federal rules and regulations. FY2018 invoicing to our local funding partners has begun. Cash flow was getting tight but we have begun to see contributions come through.</div>
<u>Progress on projects/initiatives:</u>	<div>FY2017 financial audit has begun and will continue through the week. It is going smoothly.</div>
<u>Challenges/ Opportunities:</u>	<div></div>

Mountain Rides Staff Report

Date: 11/15/17

Staff Member: Jason Miller

Department: Admin

Department Highlights from the Previous Month:

ITD grants were submitted last month and now they go into a technical review period until the end of November.
Ben and I attended a training on FTA procurement best practices last month. It was helpful and will allow MRTA to improve its policy and procedures for procurement.

Progress on projects/initiatives:

Winter hiring has been progressing well with 3 new drivers on board and another 1-2 coming on board this week.

Bus stop signage is being installed with 43 signs out of 60 in place (approx half in SV and half in Ketchum). It has been a challenging project but it's great to have them finally going up. There will be another 10-15 installed later this week or early next week. New informational signs are being installed as part of the project, and we will have new benches at 6-10 stops by Christmas. Lighting is also part of this project but won't be installed until Jan or Feb.

Challenges/ Opportunities:

Kim and I attended a meeting at the Friedman airport about the reconfiguration of the Friedman parking lot. It was a helpful meeting and may give MRTA an opportunity to serve the airport more efficiently.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, October 18, 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) (arrived late), Grant Gager (Ketchum), Becki Keefer (Hailey), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

ALSO Mountain Rides Executive Director Jason Miller

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

1. CALL TO ORDER

Chair Jane Conard called to order the meeting of Wednesday, October 18, 2017 at 12:32pm. Secretary Joe Miczulski took roll and determined that a quorum was present.

Jane Conard asked for a motion to move the agenda.

Becki Keefer made a motion to move item 4 before item 2. Joe Miczulski seconded and the motion carried.

4. Presentation: Ribbon cutting of new 35' New Flyer bus #201 (ribbon cutting occurred outside of city hall)

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Jane Conard welcomed everyone back to the meeting after the ribbon cutting. Jane Conard made a minor change in the agenda. She said we do want to encourage comments about items on the agenda. Jane thanked staff for organizing the ribbon cutting for our new bus #201.

Jim Lake spoke and he is a full time resident of Twin Creeks. He is very disappointed that they are losing bus service in the summer.

Al Stevenson spoke next and he is a resident of Twin Creeks. He thanked Mountain Rides for their hard work and praised Mountain as a great service in the community. He is also disappointed that the Red Route is being cut. He said the current summer service is poor design. He would like to see Mountain Rides start with a blank slate and reconfigure it to an evening route. This impacts real estate values as well; it affects the values when you take it

away and also when you add service. He thinks at the end of the day that Elkhorn residents should have bus service.

Joyce Fabre stated that this is a difficult position that the board is in. As board members we look at budget constraints and ridership numbers. She will continue to advocate for more service on the Red Route.

Grant Gager gave his commitment to the Red Route riders that the board will try to find service for the Elkhorn neighborhoods.

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

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve Mountain Rides' FY2018 Transportation Service Plan, defining all routes and service levels for Nov 2017 – Nov 2018

Jane Conard recognized Jason Miller to make a presentation of the upcoming service plan.

Jason Miller gave updates about all routes:

For Blue route; spring and fall seasons will be extended until 10pm. The Blue Route will be extended to Morning Star for service in the spring and fall.

Demand Response for the Meadows will stay the same.

For the Red Route we are adding an hour and a half for each day for the upcoming winter.

Hailey Route will extend service into the airport in recognition of the demand for the connection to the airport. And during winter peak season it will run on weekends.

There will be lots of improvements on Valley route; adding evening service from 7-9pm, improving Saturday night service the same as Friday night service, morning express trip southbound from Ketchum at 8am and Meadows connections.

No changes to Silver and Bronze route although we did encourage it from Sun Valley company.

Galena route will continue with support by BCRD, Friday through Sunday from Dec 15th to Feb 25th which is 11 weeks and more circulation within the route.

There will be no stand-alone airport route but the airport will be accessed by Hailey route and transfers from Valley route to Hailey route.

The board looked at the unanswered questions and the options list:

Valley Route new evening service to run just Friday and Saturday or Monday through

Saturday? Dave Patrie asked about the financial impacts. It refers to number 12 in the options list and if it ran all week it would be \$30,000 so the cost would be less if it just ran on Friday and Saturday. Jason Miller said there would be \$20,000 in savings by only running the late trips on Fridays and Saturdays.

Joyce Fabre said we could consider using the savings from the Valley route for Red Route in the summer.

Joyce Fabre made a motion to add the additional late evening trips on Valley Route only on Friday and Saturday between 7-9pm for a savings of \$20,000 which could be utilized in another service area that we could vote on. Kristin Derrig seconded. Dave Patrie stated that the service plan and budget are linked. This is a process that has been going on for months. In the case of City of Sun Valley we did not get the full amount. The City of Sun Valley elected officials were very supportive of boosting the Blue Route and put taking away the Red Route on the table. We have had several workshops to get where we are today. We believe the area

needs service and in order to provide it we need full support from our partners. Dave Patrie would be in favor of funding demand response service for Red Route in the summer.

Jason Miller stated that the symphony service will continue in the summer.

Grant Gager wanted to know the ridership on the mid-week south and northbound trips on Valley Route. Mike Knudson said the ridership was light during the week.

Jason Miller said we could adopt half of a service plan and come back next spring to work on the schedule for next summer. Jane Conard suggested sometimes our funding partners can reopen their budgets so there may be a possibility of more funding. **Board members in favor of motion: Kristin Derrig, Becki Keefer, Joyce Fabre and Tory Canfield. Dave Patrie, Grant Gager and Joe Miczulski opposed. Jane Conard abstained.**

Jane Conard went to the next question which was asking if we operate Red Route in the summer. Grant Gager suggested keeping the demand response service for summer.

Dave Patrie made a motion to operate Demand Response Red Route in the summer at a minimum but this is not an exclusive option. Joe Miczulski seconded. Tory Canfield is in favor of demand response service at a minimum or something more but would like to see regular service in the summer.

Al Stevenson from Twin Creeks said that an evening service would work. He would like the board to give the residents of Twin Creeks and Elkhorn a chance to work with Mountain Rides. Chuck Williamson from SVEA said he has access to over 2000 emails and could run a survey for Mountain Rides to find out what Elkhorn wants. Dave Patrie said it is clear that we need to find ways to service Elkhorn. Jane Conard thinks there will be a time for budget openings in the spring as well. **The motion carried unanimously.**

Jane Conard stated the next question asks about cutting some service on the Hailey route.

Jason Miller said that the request and the actual funding from Hailey is off by \$3000 and that the last run of Hailey route doesn't have high ridership. He proposed the route end about 5:45pm and not go down Woodside Blvd.

Becki Keefer made a motion to remove a small amount of service out of the Hailey Route on the last bus of the day. Joyce Fabre seconded. The motion carried unanimously.

Jane Conard said the next question would be service to River Run. Jason Miller said that Silver route is very successful in the winter but it could be considered for the summer but it does have a high price tag. The board will defer the decision as it is not a priority for Sun Valley Company. Dave Patrie said if it is not a priority for Sun Valley Company what is the benefit for us. There could be a "moral hazard" and a risk to our relationship with Sun Valley. Joyce Fabre said if we do the Red Route in the summer that it does not need to go through West Ketchum. Jane Conard brought up the next question which is that there is no West Main connection to River Run during the winter which was connected with the Ride n Fly last year. Jason Miller said the connection from Sockeye Square and the Gem streets has been very spotty over the years. This is one we haven't solved but we don't want to hide it. Becki Keefer asked if some of these questions would be helped by the transportation Hub or center. Jason Miller said it's possible but there is a challenger servicing everywhere but having a Transportation center would give us the opportunity to solve a lot of challenges.

Jane Conard stated that after doing this process that there is \$23,000 saved and we will revisit the service plan in March. Joyce Fabre wanted to confirm that the blue route will connect to Morning Star in the spring, summer and fall and Jason Miller confirmed this.

Ben Varner suggested being in touch with City of Sun Valley, the fire department and the public safety director, Walt Femling to confirm using their street for bus turnarounds. Joyce

Fabre said that her vote is contingent on the Morning Star turnaround. Jason Miller confirmed we will be doing the Morning Star service.

Becki Keefer made a motion to approve Mountain Rides' FY2018 Transportation Service Plan defining all routes and service levels for Nov 2018-Oct 2019, as presented and with changes as listed on page 5 taking all 15 options except for item #12 which is Friday and Saturday only for the Valley route evening service. This accounts for \$20,000 in savings. Tory Canfield seconded. The motion passed unanimously.

The Board took a short break.

b. Action item:

Action to approve updated Mountain Rides Policy Section 104: Accounts Receivable

Tucker Van Law said the changes came out of an ITD audit. They suggested a separation of mail collection and deposits made. He also said that we are proposing to a dual control key box for counting fares from the fare boxes.

Dave Patrie recommending doing quarterly spot checks with fare boxes and then present the findings to the Finance and performance committee.

Jason Miller said this policy was reviewed by legal counsel and there were a few minor tweaks.

Dave Patrie made a motion to approve adoption of updated Mountain Rides Policy Section 104: Accounts Receivable, as presented with the addition of a quarterly review by the Finance and Performance committee of spot checks referenced in the fare box cash receipt section and include the changes made by legal counsel. Joyce Fabre seconded. The motion passed unanimously.

c. Action item:

Action to approve Mountain Rides updated Employee Manual for FY2018

Jason Miller said that this has been reviewed by legal counsel. The group discussed the meal period section.

Dave Patrie made a motion to table this item to the November meeting. Becki Keefer seconded and the motion carried.

d. Action item:

Action to approve submission of grant applications to Idaho Transportation Department for Public Transportation funding for operating and capital, 10/1/18 – 9/30/20

Jason Miller said we are asking for more than what is available. We will show our full need and let ITD to the reconciliation.

Dave Patrie said "Shoot the Moon."

Joyce Fabre made a motion to approve Mountain Rides' submission of grant applications to Idaho Transportation Department for Public Transportation funding from the Federal Transit Administration 5311 and 5339 programs for operating and capital, for the funding period 10/1/10 – 9/30/20, as presented. Joe Miczulski seconded. The motion passed unanimously.

e. Action item:

Action to approve declaration of buses 14 and 26 as surplus property and dispose per policy
Ben Varner said Bus 14 is going away due to changes in service and Bus 26 has been replaced

by our New Flyer Bus 201. Grant Gager asked about the planned method for disposal. Ben Varner said they will go through “public surplus” and “Cars 4 Less” in Hailey.

Joe Miczulski moved to approve MRTA’s surplussing of buses 14 and 26. Kristin Derrig seconded. The motion passed unanimously.

f. Discussion item:

Update on battery electric buses and potential order for first electric bus

Ben Varner said every manufacturer is now coming to the table with electric buses. Cummins and Gillis will now be partners. He also said that there could soon be low cost charging stations. Portland is launching their first 2 electric New Flyer buses next spring.

Jason Miller said we will have to assemble more funding over the next year to have enough funding to order an electric bus.

6. Committee Reports

Finance & Performance committee reports for October

Committee members approved the minutes for Finance & Performance for October. Grant Gager abstained.

7. Staff reports

a. Dashboard performance reports for August 2017

b. Operations report

c. Marketing and Outreach report

d. Bike-Ped report – Michael David said Bike and walk to school was successful despite the snow. Safety is a big concern and we may move the fall one up to September. The E-bikes public forums will be this week and the legislation is a little murky and we are working toward consistent regulations.

e. Maintenance report – Jane Conard noticed 2 road calls and asked about them. Ben Varner said they were a coincidence and bad luck. He said he tends to over track road calls.

f. Business Manager report – Tucker Van Law said we are coming in on budget in operations.

g. Executive Director report – Jason Miller said he was feeling better this year about staffing. Mike Knudson said he feels like he has a few good candidates. We will have 2 full time positions available and winter only positions as well.

8. Consent Calendar items

a. Approve minutes for September 20th regular board meeting and October 4th special board workshop

Tory Canfield moved to approve the minutes. Joe Miczulski seconded. The motion passed.

b. Receive & File August 2017 financials and bills paid

Becki Keefer moved to receive and file August 2017 financials. Joyce Fabre seconded. The motion passed.

9. Adjournment

Tory Canfield moved to adjourn the meeting at 3:11pm. Kristin Derrig seconded and the motion carried unanimously.

Chair Jane Reister Conard

MRTA - Operations Main
Revenue & Expenditures Budget Performance
September 2017

	Sep 17	Budget	% of Budget	Oct '16 - Sep 17	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311	10,708.00	90,000.00	11.9%	1,118,647.00	1,118,648.00	100.0%	1,118,648.00
41400 · Federal - 5317	0.00	2,000.00	0.0%	37,910.00	35,000.00	108.3%	35,000.00
41600 · Federal - SRTS	3,660.46	0.00	100.0%	14,405.77	12,000.00	120.0%	12,000.00
Total 41000 · Federal Funding	14,368.46	92,000.00	15.6%	1,170,962.77	1,165,648.00	100.5%	1,165,648.00
43000 · Local Funding							
43100 · Local - Ketchum	41,791.67	41,791.63	100.0%	501,500.00	501,500.00	100.0%	501,500.00
43200 · Local - Hailey	9,260.41	5,135.38	180.3%	61,625.00	61,625.00	100.0%	61,625.00
43300 · Local - Bellevue	0.00	354.13	0.0%	4,250.00	4,250.00	100.0%	4,250.00
43400 · Local - Blaine County	9,208.34	9,208.30	100.0%	110,500.00	110,500.00	100.0%	110,500.00
43500 · Local - Sun Valley	20,895.84	20,895.87	100.0%	250,750.00	250,750.00	100.0%	250,750.00
43600 · Local - Sun Valley Company	0.00	13,033.37	0.0%	156,400.00	156,400.00	100.0%	156,400.00
43700 · Local - Other Business	0.00	0.00	0.0%	8,638.00	12,000.00	72.0%	12,000.00
Total 43000 · Local Funding	81,156.26	90,418.68	89.8%	1,093,663.00	1,097,025.00	99.7%	1,097,025.00
44000 · Fares							
44100 · Fares - Valley Cash	6,365.33	7,500.00	84.9%	77,300.50	95,000.00	81.4%	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	10,424.75	13,000.00	80.2%	122,998.00	155,000.00	79.4%	155,000.00
44250 · Fares- Hailey Route- Cash	405.42	200.00	202.7%	7,455.78	4,000.00	186.4%	4,000.00
44300 · Fares - Vanpool	15,229.05	10,833.37	140.6%	138,198.74	130,000.00	106.3%	130,000.00
44400 · Fares - ADA	0.00	85.00	0.0%	501.00	1,000.00	50.1%	1,000.00
44500 · Fares- Galena Service	0.00	0.00	0.0%	4,327.00	5,000.00	86.5%	5,000.00
Total 44000 · Fares	32,424.55	31,618.37	102.5%	357,302.52	400,000.00	89.3%	400,000.00
45000 · Revenue							
45100 · Rev - Advertising	2,100.00	6,250.00	33.6%	68,706.25	75,000.00	91.6%	75,000.00
45450 · Rev - Misc.	0.00	0.00	0.0%	310.80	500.00	62.2%	500.00
45500 · Rev - Charter/Special Event	2,077.50	500.00	415.5%	7,350.75	18,000.00	40.8%	18,000.00
45600 · Rev - Bike Share- Bike Swap	290.69	0.00	100.0%	1,165.74	3,000.00	38.9%	3,000.00
Total 45000 · Revenue	4,468.19	6,750.00	66.2%	77,533.54	96,500.00	80.3%	96,500.00
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00			1,825.00			
47300 · Priv. Donation - Other	0.00	0.00	0.0%	250.00	1,000.00	25.0%	1,000.00
Total 47000 · Private Donations	0.00	0.00	0.0%	2,075.00	1,000.00	207.5%	1,000.00
48000 · Transfers							
48400 · Transfer - Housing Fund	1,666.67	1,666.63	100.0%	20,000.04	20,000.00	100.0%	20,000.00
Total 48000 · Transfers	1,666.67	1,666.63	100.0%	20,000.04	20,000.00	100.0%	20,000.00
49000 · Interest Income	26.84	8.37	320.7%	1,029.13	100.00	1,029.1%	100.00
49600 · Misc. Income	1.00			1.00			
49800 · Excess Operating Funds	0.00	0.00	0.0%	0.00	23,625.00	0.0%	23,625.00
Total Income	134,111.97	222,462.05	60.3%	2,722,567.00	2,803,898.00	97.1%	2,803,898.00
Gross Profit	134,111.97	222,462.05	60.3%	2,722,567.00	2,803,898.00	97.1%	2,803,898.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	101,877.02	119,300.00	85.4%	1,401,616.77	1,469,300.00	95.4%	1,469,300.00
51300 · FICA Expense	6,105.18	7,258.00	84.1%	84,356.82	88,158.00	95.7%	88,158.00
51350 · Medicare Tax Expense	1,427.87	1,370.20	104.2%	19,728.58	20,570.20	95.9%	20,570.20
51400 · Retirement Plan Expenses	22,558.42	0.00	100.0%	104,813.21	99,973.30	104.8%	99,973.30
51500 · Workers Comp Expense	0.00	0.00	0.0%	68,498.00	63,000.00	108.7%	63,000.00
51600 · SUI Expense	804.69	1,739.50	46.3%	13,734.30	22,039.50	62.3%	22,039.50
51650 · FUTA Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51700 · Medical Ins. Expense	-2,262.29	13,000.00	-17.4%	164,177.49	160,000.00	102.6%	160,000.00
51800 · Dental Ins. Expense	0.00	1,650.00	0.0%	14,214.66	20,000.00	71.1%	20,000.00
51900 · Employee Assistance expense	0.00	2,500.00	0.0%	0.00	2,500.00	0.0%	2,500.00
51950 · Employee Performance Bonus	250.00	0.00	100.0%	9,350.00	7,500.00	124.7%	7,500.00
51000 · Payroll Expenses - Other	118.00	160.00	73.8%	1,637.75	2,000.00	81.9%	2,000.00
Total 51000 · Payroll Expenses	130,878.89	146,977.70	89.0%	1,882,127.58	1,955,041.00	96.3%	1,955,041.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	8,990.00	9,000.00	99.9%	107,880.00	108,000.00	99.9%	108,000.00
52150 · Ins- Deductibles/claims	0.00	0.00	0.0%	5,830.33	5,000.00	116.6%	5,000.00
Total 52000 · Insurance Expense	8,990.00	9,000.00	99.9%	113,710.33	113,000.00	100.6%	113,000.00
53000 · Professional Fees							
53100 · Accounting & Audit	753.75	500.00	150.8%	19,111.25	15,500.00	123.3%	15,500.00
53200 · IT Systems	333.91	833.37	40.1%	4,311.16	10,000.00	43.1%	10,000.00
53400 · Legal Fees	0.00	291.63	0.0%	1,592.50	3,500.00	45.5%	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	499.50	1,000.00	50.0%	8,149.94	12,000.00	67.9%	12,000.00
Total 53000 · Professional Fees	1,587.16	2,625.00	60.5%	33,164.85	46,000.00	72.1%	46,000.00
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment/ Tools	7.80	0.00	100.0%	4,022.39	7,000.00	57.5%	7,000.00
54300 · Office Equipment	2,353.07	0.00	100.0%	6,370.20	7,500.00	84.9%	7,500.00
Total 54000 · Equipment/ Tool Expense	2,360.87	0.00	100.0%	10,392.59	14,500.00	71.7%	14,500.00
55000 · Rent and Utilities							
55200 · Utilities	1,123.46	500.00	224.7%	21,119.53	25,000.00	84.5%	25,000.00
Total 55000 · Rent and Utilities	1,123.46	500.00	224.7%	21,119.53	25,000.00	84.5%	25,000.00
56000 · Supplies							
56200 · Janitorial & Safety Supplies	384.75	200.00	192.4%	8,368.82	6,500.00	128.8%	6,500.00
56300 · Department & Office Supplies	3,143.07	500.00	628.6%	8,459.72	7,000.00	120.9%	7,000.00
56400 · Uniforms	363.16	0.00	100.0%	7,839.55	8,000.00	98.0%	8,000.00
56500 · Postage and Delivery	169.51	75.00	226.0%	928.48	900.00	103.2%	900.00
Total 56000 · Supplies	4,060.49	775.00	523.9%	25,596.57	22,400.00	114.3%	22,400.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance

Accrual Basis

September 2017

	Sep 17	Budget	% of Budget	Oct '16 - Sep 17	YTD Budget	% of Budget	Annual Budget
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	0.00	0.00	0.0%	1,810.25	2,500.00	72.4%	2,500.00
57200 · Building Repairs/Maintenance	4,014.58	0.00	100.0%	10,923.46	15,000.00	72.8%	15,000.00
57250 · Bus Stop Repairs/Maint	31.27	0.00	100.0%	2,838.91	3,500.00	81.1%	3,500.00
57300 · Grounds Repairs/Maintenance	0.00	0.00	0.0%	7,398.46	7,000.00	105.7%	7,000.00
57400 · Bike Share Repairs/Maintenance	0.00	0.00	0.0%	225.00	1,500.00	15.0%	1,500.00
57500 · Janitorial Services	0.00	200.00	0.0%	4,736.64	6,000.00	78.9%	6,000.00
Total 57000 · Repairs and Maintenance	4,045.85	200.00	2,022.9%	27,932.72	35,500.00	78.7%	35,500.00
58000 · Communications Expense							
58100 · Office Phone Expense	641.27	375.00	171.0%	4,880.57	4,500.00	108.5%	4,500.00
58200 · Cell & Two-Way Mobile	797.45	1,100.00	72.5%	9,279.13	13,000.00	71.4%	13,000.00
58300 · Internet/Website	562.96	250.00	225.2%	4,269.43	3,000.00	142.3%	3,000.00
58400 · On-Board Vehicle Computers	2,740.00	12,500.00	21.9%	20,210.00	13,500.00	149.7%	13,500.00
Total 58000 · Communications Expense	4,741.68	14,225.00	33.3%	38,639.13	34,000.00	113.6%	34,000.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	239.63	0.00	100.0%	4,385.43	1,500.00	292.4%	1,500.00
59200 · Lodging	-373.24	0.00	100.0%	1,447.63	1,000.00	144.8%	1,000.00
59300 · Food/Meals/Entertainment	-77.05	250.00	-30.8%	1,018.01	1,500.00	67.9%	1,500.00
59400 · Training/Education	70.00	0.00	100.0%	1,040.00	500.00	208.0%	500.00
59500 · Safety Curriculum	0.00	0.00	0.0%	851.53	3,500.00	24.3%	3,500.00
Total 59000 · Travel and Training	-140.66	250.00	-56.3%	8,742.60	8,000.00	109.3%	8,000.00
60000 · Business Expenses							
60100 · Vehicle Registration Fees	23.00	400.00	5.8%	255.76	1,000.00	25.6%	1,000.00
60200 · Fines, Penalties, Judgments	0.00	0.00	0.0%	2.21	0.00	0.0%	0.00
60400 · Membership/Dues & Subscriptions	370.29	0.00	100.0%	4,780.42	3,500.00	136.6%	3,500.00
60500 · Bank Fees	42.51	41.63	102.1%	333.61	500.00	66.7%	500.00
Total 60000 · Business Expenses	435.80	441.63	98.7%	5,372.00	5,000.00	107.4%	5,000.00
61000 · Advertising							
61100 · Print Advertising	958.36	1,000.00	95.8%	12,780.58	12,000.00	106.5%	12,000.00
61200 · Radio Advertising	0.00	0.00	0.0%	1,002.00	1,500.00	66.8%	1,500.00
61300 · Online Advertising	0.00	250.00	0.0%	0.00	3,000.00	0.0%	3,000.00
61400 · Vehicle Graphics	0.00	1,000.00	0.0%	9,938.75	10,000.00	99.4%	10,000.00
61500 · Bus Adv. Contract	2,075.00	1,333.37	155.6%	19,301.30	16,000.00	120.6%	16,000.00
Total 61000 · Advertising	3,033.36	3,583.37	84.7%	43,022.63	42,500.00	101.2%	42,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	79.78	0.00	100.0%	10,480.38	6,000.00	174.7%	6,000.00
62200 · Graphic Design	1,638.25	250.00	655.3%	19,312.25	14,000.00	137.9%	14,000.00
62300 · Promotional Items	1,213.60	0.00	100.0%	5,304.17	1,000.00	530.4%	1,000.00
62400 · Customer Events and Misc.	612.20	0.00	100.0%	1,170.44	2,000.00	58.5%	2,000.00
62500 · Staff Appreciation/ Events	484.29	100.00	484.3%	6,166.70	4,000.00	154.2%	4,000.00
Total 62000 · Marketing and Promotion	4,028.12	350.00	1,150.9%	42,433.94	27,000.00	157.2%	27,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	574.99	100.00	575.0%	4,555.37	2,500.00	182.2%	2,500.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	9,852.75	10,000.00	98.5%	10,000.00
63000 · Printing and Reproduction - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 63000 · Printing and Reproduction	574.99	100.00	575.0%	14,408.12	12,500.00	115.3%	12,500.00
64000 · Fuel Expense	17,844.54	18,000.00	99.1%	205,229.83	222,957.00	92.0%	222,957.00
65000 · Vehicle Maintenance							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	76.16	250.00	30.5%	1,698.54	3,000.00	56.6%	3,000.00
65100 · Parts Expense - Other	7,904.52	7,500.00	105.4%	93,951.26	100,000.00	94.0%	100,000.00
Total 65100 · Parts Expense	7,980.68	7,750.00	103.0%	95,649.80	103,000.00	92.9%	103,000.00
65200 · Fluids Expense	542.85	0.00	100.0%	16,417.90	19,000.00	86.4%	19,000.00
65300 · Tires Expense	2,278.92	0.00	100.0%	36,009.01	39,000.00	92.3%	39,000.00
65400 · Purchased Services	276.95	2,000.00	13.8%	4,525.26	10,000.00	45.3%	10,000.00
65500 · Vehicle Computer/Diagnostic	0.00	333.37	0.0%	3,681.18	4,000.00	92.0%	4,000.00
65600 · Vehicle Glass/Windshield Repair	75.00	200.00	37.5%	2,940.21	5,500.00	53.5%	5,500.00
Total 65000 · Vehicle Maintenance	11,154.40	10,283.37	108.5%	159,223.36	180,500.00	88.2%	180,500.00
69500 · Contingency Expense	5,000.00	5,000.00	100.0%	60,000.00	60,000.00	100.0%	60,000.00
Total Expense	199,718.95	212,311.07	94.1%	2,691,115.78	2,803,898.00	96.0%	2,803,898.00
Net Ordinary Income	-65,606.98	10,150.98	-646.3%	31,451.22	0.00	100.0%	0.00
Net Income	-65,606.98	10,150.98	-646.3%	31,451.22	0.00	100.0%	0.00

MRTA - Operations Main

Balance Sheet

As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	135,233.66
11500 · Petty Cash	79.24
11600 · General Fund LGIP	121,244.10
Total Checking/Savings	256,557.00
Accounts Receivable	
11800 · Accounts Receivable	33,844.05
Total Accounts Receivable	33,844.05
Other Current Assets	
14500 · Prepaid Assets	56,779.00
Total Other Current Assets	56,779.00
Total Current Assets	347,180.05
TOTAL ASSETS	347,180.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	51,999.85
Total Accounts Payable	51,999.85
Other Current Liabilities	
23000 · Due to WFH Fund	250.00
24000 · Payroll Liabilities	
24700 · State Tax W/H Payable	4,605.00
24800 · State Unemployment Tax Payable	2,902.64
24000 · Payroll Liabilities - Other	28.40
Total 24000 · Payroll Liabilities	7,536.04
28500 · FSA Liability	347.67
Total Other Current Liabilities	8,133.71
Total Current Liabilities	60,133.56
Total Liabilities	60,133.56
Equity	
30000 · Opening Bal Equity	167,470.40
32000 · Reserve Balance	88,124.87
Net Income	31,451.22
Total Equity	287,046.49
TOTAL LIABILITIES & EQUITY	347,180.05

MRTA - Capital Equipment Fund Profit & Loss Budget Performance

Accrual Basis

September 2017

	Sep 17	Budget	% of Budget	Oct '16 - Sep 17	YTD Budget	% of Budget	Annual Budget
Income							
41000 · Federal Funding							
41100 · Federal-5339							
41101 · Federal -5339- Buses	328,000.00	478,000.00	68.6%	408,000.00	558,000.00	73.1%	558,000.00
41102 · Federal- 5339-Vans	0.00	0.00	0.0%	59,000.00	59,000.00	100.0%	59,000.00
41103 · Federal- 5339- Technology	19,314.08	0.00	100.0%	19,314.08	80,000.00	24.1%	80,000.00
41100 · Federal-5339 - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 41100 · Federal-5339	347,314.08	478,000.00	72.7%	486,314.08	697,000.00	69.8%	697,000.00
Total 41000 · Federal Funding	347,314.08	478,000.00	72.7%	486,314.08	697,000.00	69.8%	697,000.00
43000 · Local Funding							
43100 · Local - Ketchum	3,687.50	3,687.50	100.0%	44,250.00	44,250.00	100.0%	44,250.00
43200 · Local - Hailey	453.13	453.12	100.0%	5,437.56	5,437.00	100.0%	5,437.00
43300 · Local - Bellevue	0.00	31.25	0.0%	375.00	375.00	100.0%	375.00
43400 · Local - Blaine County	812.50	812.50	100.0%	9,750.00	9,750.00	100.0%	9,750.00
43500 · Local - Sun Valley	1,843.75	1,843.75	100.0%	22,125.00	22,125.00	100.0%	22,125.00
43600 · Local -Sun Valley Company	0.00	0.00	0.0%	27,600.00	27,600.00	100.0%	27,600.00
Total 43000 · Local Funding	6,796.88	6,828.12	99.5%	109,537.56	109,537.00	100.0%	109,537.00
44000 · Fares							
44300 · Fares - Vanpool	1,333.33	0.00	100.0%	15,999.98	16,000.00	100.0%	16,000.00
Total 44000 · Fares	1,333.33	0.00	100.0%	15,999.98	16,000.00	100.0%	16,000.00
48000 · Transfers/ Use of Reserve Cash	0.00	22,412.50	0.0%	25,000.00	47,412.50	52.7%	47,412.50
49000 · Interest Earned	21.49	4.13	520.3%	759.14	50.00	1,518.3%	50.00
49900 · Misc. Income	0.00	0.00	0.0%	19,000.00	30,000.00	63.3%	30,000.00
Total Income	355,465.78	507,244.75	70.1%	656,610.76	899,999.50	73.0%	899,999.50
Expense							
54000 · Equipment/Tool Expense	5,922.87	0.00	100.0%	7,841.84	10,000.00	78.4%	10,000.00
60000 · Business Expenses							
60400 · Dues & Subscriptions	0.00			3.50			
60500 · Bank Fees	20.00			26.00			
Total 60000 · Business Expenses	20.00			29.50			
68000 · Capital Expenses							
68050 · Support Vehicles	0.00			0.00	0.00	0.0%	0.00
68100 · Expend for Vans/ Light Duty Bus	0.00	150,000.00	0.0%	214,882.88	350,000.00	61.4%	350,000.00
68200 · Exp. for Buses-mid/heavy duty	412,817.48	405,000.00	101.9%	412,817.48	405,000.00	101.9%	405,000.00
68250 · Buses- Refurbish/Used	1,000.00	0.00	100.0%	33,300.00	35,000.00	95.1%	35,000.00
68500 · Technology	24,142.60	0.00	100.0%	24,142.60	100,000.00	24.1%	100,000.00
Total 68000 · Capital Expenses	437,960.08	555,000.00	78.9%	685,142.96	890,000.00	77.0%	890,000.00
Total Expense	443,902.95	555,000.00	80.0%	693,014.30	900,000.00	77.0%	900,000.00
Net Income	-88,437.17	-47,755.25	185.2%	-36,403.54	-0.50	7,280,708.0%	-0.50

MRTA - Capital Equipment Fund
Balance Sheet
As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	7,458.56
11600 · LGIP Capital Equipment Acct.	60,335.82
Total Checking/Savings	67,794.38
Accounts Receivable	
11800 · Accounts Receivable	19,314.08
Total Accounts Receivable	19,314.08
Total Current Assets	87,108.46
Fixed Assets	
15000 · Fixed Assets	
15100 · Vehicles	
15125 · Buses - mid and heavy duty	1,426,660.00
15175 · Vans	562,963.00
Total 15100 · Vehicles	1,989,623.00
15200 · Equipment - Maintenance	39,590.00
15300 · Equipment - Office	1,723.00
Total 15000 · Fixed Assets	2,030,936.00
Total Fixed Assets	2,030,936.00
TOTAL ASSETS	2,118,044.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	27,711.65
Total Accounts Payable	27,711.65
Total Current Liabilities	27,711.65
Total Liabilities	27,711.65
Equity	
30000 · Opening Bal Equity	1,139,987.00
32000 · Retained Earnings	986,749.35
Net Income	-36,403.54
Total Equity	2,090,332.81
TOTAL LIABILITIES & EQUITY	2,118,044.46

MRTA - Facilities Fund
Revenue & Expenditures Budget Performance

Accrual Basis

September 2017

	Sep 17	Budget	% of Budget	Oct '16 - Sep 17	YTD Budget	% of Budget	Annual Budget
Income							
41000 · Federal Funding							
41600 · Federal- Other	0.00	0.00	0.0%	0.00	60,000.00	0.0%	60,000.00
Total 41000 · Federal Funding	0.00	0.00	0.0%	0.00	60,000.00	0.0%	60,000.00
43000 · Local Funding							
43100 · Local - Ketchum	3,687.50	3,687.50	100.0%	44,250.00	44,250.00	100.0%	44,250.00
43200 · Local - Hailey	453.12	453.13	100.0%	5,437.44	5,438.00	100.0%	5,438.00
43300 · Local - Bellevue	0.00	31.25	0.0%	375.00	375.00	100.0%	375.00
43400 · Local - Blaine County	812.50	812.50	100.0%	9,750.00	9,750.00	100.0%	9,750.00
43500 · Local - Sun Valley	1,843.75	1,843.75	100.0%	22,125.00	22,125.00	100.0%	22,125.00
Total 43000 · Local Funding	6,796.87	6,828.13	99.5%	81,937.44	81,938.00	100.0%	81,938.00
49000 · Interest Earned	45.75	4.13	1,107.7%	371.43	50.00	742.9%	50.00
50000 · Excess Operating Reserves	0.00			28,108.00	0.00	100.0%	0.00
Total Income	6,842.62	6,832.26	100.2%	110,416.87	141,988.00	77.8%	141,988.00
Expense							
53000 · Professional Fees	300.00			300.00			
56000 · Supplies	0.00			174.58			
60000 · Business Expenses							
60500 · Bank Fees	0.00			18.00	0.00	100.0%	0.00
Total 60000 · Business Expenses	0.00			18.00	0.00	100.0%	0.00
66000 · Construction/Acquisition							
66100 · Materials & Labor							
66150 · Materials & Labor - Bus Stops	26.99	0.00	100.0%	19,326.08	70,000.00	27.6%	70,000.00
Total 66100 · Materials & Labor	26.99	0.00	100.0%	19,326.08	70,000.00	27.6%	70,000.00
66300 · Design/Planning							
66340 · Bus Stop Design	1,354.99	0.00	100.0%	6,141.24	10,000.00	61.4%	10,000.00
Total 66300 · Design/Planning	1,354.99	0.00	100.0%	6,141.24	10,000.00	61.4%	10,000.00
66400 · South Valley Facility							
66420 · South Valley Improvements	0.00	0.00	0.0%	9,342.87	5,000.00	186.9%	5,000.00
66430 · South Valley - Move-in Expe...	0.00	0.00	0.0%	9,883.89	5,000.00	197.7%	5,000.00
66400 · South Valley Facility - Other	59.97			343.04			
Total 66400 · South Valley Facility	59.97	0.00	100.0%	19,569.80	10,000.00	195.7%	10,000.00
66500 · Ketchum Facility upgrades	16,031.98	0.00	100.0%	40,169.46	50,000.00	80.3%	50,000.00
Total 66000 · Construction/Acquisition	17,473.93	0.00	100.0%	85,206.58	140,000.00	60.9%	140,000.00
Total Expense	17,773.93	0.00	100.0%	85,699.16	140,000.00	61.2%	140,000.00
Net Income	-10,931.31	6,832.26	-160.0%	24,717.71	1,988.00	1,243.3%	1,988.00

MRTA - Facilities Fund**Balance Sheet**

As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	29,698.60
11600 · LGIP Facilities Account	46,472.70
Total Checking/Savings	76,171.30
Total Current Assets	76,171.30
Fixed Assets	
16000 · Buildings	1,399,791.00
17000 · Land	125,000.00
Total Fixed Assets	1,524,791.00
TOTAL ASSETS	1,600,962.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	17,413.96
Total Accounts Payable	17,413.96
Total Current Liabilities	17,413.96
Total Liabilities	17,413.96
Equity	
30000 · Opening Bal Equity	1,659,987.00
32000 · Retained Earnings	-101,156.37
Net Income	24,717.71
Total Equity	1,583,548.34
TOTAL LIABILITIES & EQUITY	1,600,962.30

MRTA - Contingency Fund Profit & Loss Budget Performance

September 2017

Accrual Basis

	Sep 17	Budget	% of Budget	Oct '16 - Sep 17	YTD Budget	% of Budget	Annual Budget
Income							
48000 · Transfers							
48100 · Transfer from Operations Fund	5,000.00	5,000.00	100.0%	60,000.00	60,000.00	100.0%	60,000.00
48200 · Transfer from Reserves	0.00			0.00	0.00	0.0%	0.00
Total 48000 · Transfers	5,000.00	5,000.00	100.0%	60,000.00	60,000.00	100.0%	60,000.00
49000 · Interest Earned	265.09	2.12	12,504.2%	1,979.17	25.00	7,916.7%	25.00
Total Income	5,265.09	5,002.12	105.3%	61,979.17	60,025.00	103.3%	60,025.00
Expense							
68000 · Transfers out	0.00			0.00	0.00	0.0%	0.00
Total Expense	0.00			0.00	0.00	0.0%	0.00
Net Income	5,265.09	5,002.12	105.3%	61,979.17	60,025.00	103.3%	60,025.00

MRTA - Contingency Fund
Balance Sheet
 As of September 30, 2017

	<u>Sep 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
11600 · LGIP Contingency Fund Acct.	277,851.28
Total Checking/Savings	<u>277,851.28</u>
Total Current Assets	<u>277,851.28</u>
TOTAL ASSETS	<u>277,851.28</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Bal Equity	20,000.00
32000 · Retained Earnings	195,872.11
Net Income	<u>61,979.17</u>
Total Equity	<u>277,851.28</u>
TOTAL LIABILITIES & EQUITY	<u>277,851.28</u>

MRTA - Work Force Housing Fund
Revenue & Expenditures Budget Performance

Accrual Basis

September 2017

	Sep 17	Budget	% of Budget	Oct '16 - Sep 17	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
45000 · Revenue							
45300 · Rev - Housing Units							
45325 · Apartment Deposits	-85.00			-635.00	0.00	100.0%	0.00
45350 · Apartment Rent	2,600.00	2,500.00	104.0%	29,150.00	30,000.00	97.2%	30,000.00
45300 · Rev - Housing Units - Other	0.00			0.00	0.00	0.0%	0.00
Total 45300 · Rev - Housing Units	2,515.00	2,500.00	100.6%	28,515.00	30,000.00	95.1%	30,000.00
45400 · Rev - Laundry	0.00	100.00	0.0%	714.55	1,200.00	59.5%	1,200.00
Total 45000 · Revenue	2,515.00	2,600.00	96.7%	29,229.55	31,200.00	93.7%	31,200.00
47000 · Use of Reserves	0.00	0.00	0.0%	10,000.00	15,775.00	63.4%	15,775.00
49000 · Interest Earned	0.40	2.12	18.9%	8.98	25.00	35.9%	25.00
Total Income	2,515.40	2,602.12	96.7%	39,238.53	47,000.00	83.5%	47,000.00
Expense							
53000 · Professional Fees	0.00			35.00			
55000 · Rent and Utilities							
55200 · Utilities	318.78	400.00	79.7%	5,666.77	5,000.00	113.3%	5,000.00
Total 55000 · Rent and Utilities	318.78	400.00	79.7%	5,666.77	5,000.00	113.3%	5,000.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	1,359.00	0.00	100.0%	1,359.00	1,000.00	135.9%	1,000.00
57200 · Building Repairs/Maintenance	-1,825.00	0.00	100.0%	9,657.15	10,000.00	96.6%	10,000.00
57400 · Elevator Expense	0.00	0.00	0.0%	1,277.52	1,000.00	127.8%	1,000.00
Total 57000 · Repairs and Maintenance	-466.00	0.00	100.0%	12,293.67	12,000.00	102.4%	12,000.00
60000 · Business Expenses							
60500 · Bank Fees	0.00			18.00	0.00	100.0%	0.00
Total 60000 · Business Expenses	0.00			18.00	0.00	100.0%	0.00
69000 · Transfer out to Operations Acct	1,666.67	1,666.63	100.0%	20,000.04	20,000.00	100.0%	20,000.00
Total Expense	1,519.45	2,066.63	73.5%	38,013.48	37,000.00	102.7%	37,000.00
Net Ordinary Income	995.95	535.49	186.0%	1,225.05	10,000.00	12.3%	10,000.00
Net Income	995.95	535.49	186.0%	1,225.05	10,000.00	12.3%	10,000.00

MRTA - Work Force Housing Fund**Balance Sheet**

As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	8,131.74
11600 · LGIP Work Force Housing Acct.	78.52
Total Checking/Savings	8,210.26
Accounts Receivable	
11800 · Accounts Receivable	-560.00
Total Accounts Receivable	-560.00
Total Current Assets	7,650.26
TOTAL ASSETS	7,650.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	186.37
Total Accounts Payable	186.37
Other Current Liabilities	
28500 · Deferred Revenue-Pre-Paid Rent	2,200.00
Total Other Current Liabilities	2,200.00
Total Current Liabilities	2,386.37
Total Liabilities	2,386.37
Equity	
30000 · Opening Bal Equity	15,000.00
32000 · Retained Earnings	-10,961.16
Net Income	1,225.05
Total Equity	5,263.89
TOTAL LIABILITIES & EQUITY	7,650.26

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10/30/17

Accrual Basis

MRTA - Operations Main Checks Issued

As of September 30, 2017

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						254,731.23
Deposit	09/01/2017			Deposit	119.44	254,850.67
Deposit	09/01/2017			Deposit	1.00	254,851.67
Bill Pmt -Check	09/05/2017	ACH	Intermtn Gas Co #826 580 3000 0	#826 580 3000 0	-20.55	254,831.12
Bill Pmt -Check	09/05/2017	7003	L.L. Green's Hardware	422	-67.73	254,763.39
Bill Pmt -Check	09/05/2017	7004	AC Houston Lumber Company	16203-1	-36.71	254,726.68
Bill Pmt -Check	09/05/2017	7005	AlSCO		-524.25	254,202.43
Bill Pmt -Check	09/05/2017	7006	CED		-33.82	254,168.61
Bill Pmt -Check	09/05/2017	7007	Chateau Drug & True Value Hard...	111	-5.48	254,163.13
Bill Pmt -Check	09/05/2017	7008	City of Bellevue'	RIDES1- 121 Clover St	-155.26	254,007.87
Bill Pmt -Check	09/05/2017	7009	Clear Creek Disposal	1327	-98.08	253,909.79
Bill Pmt -Check	09/05/2017	7010	Clear Mind Graphics, Inc		-84.50	253,825.29
Bill Pmt -Check	09/05/2017	7011	Gillig, LLC	36869600	-3,587.48	250,237.81
Bill Pmt -Check	09/05/2017	7012	Integrated Technologies		-34.16	250,203.65
Bill Pmt -Check	09/05/2017	7013	Jason Miller	expense reimbursement	-184.42	250,019.23
Bill Pmt -Check	09/05/2017	7014	Ketchum Computers, Inc.		-651.40	249,367.83
Bill Pmt -Check	09/05/2017	7015	Kimberly L Richmond	8/16/17 - 8/31/17	-303.75	249,064.08
Bill Pmt -Check	09/05/2017	7016	Les Schwab	11700888	-1,161.10	247,902.98
Bill Pmt -Check	09/05/2017	7017	Lyle Pearson	Acct #84512	-267.91	247,635.07
Bill Pmt -Check	09/05/2017	7018	Mason's Trophies & Gifts		-14.00	247,621.07
Bill Pmt -Check	09/05/2017	7019	Michael David (Vendor)	expense reimbursement	-282.48	247,338.59
Bill Pmt -Check	09/05/2017	7020	NAPA Auto Parts		-1,164.56	246,174.03
Bill Pmt -Check	09/05/2017	7021	National Benefit Services, LLC		-138.00	246,036.03
Bill Pmt -Check	09/05/2017	7022	Northwest Equipment Sales, Inc.		-662.39	245,373.64
Bill Pmt -Check	09/05/2017	7023	RouteMatch Software		-300.00	245,073.64
Bill Pmt -Check	09/05/2017	7024	The Sherwin-Williams Co	Acct #2675-6602-4	-39.38	245,034.26
Bill Pmt -Check	09/05/2017	7025	United Oil		-10,709.69	234,324.57
Bill Pmt -Check	09/05/2017	7026	UPS Store - 2444 (Ketchum)		-14.56	234,310.01
Bill Pmt -Check	09/05/2017	7027	Wilro Plumbers LLC		-358.80	233,951.21
Bill Pmt -Check	09/05/2017	7028	Window Welder Inc.		-75.00	233,876.21
Liability Check	09/05/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 501749327	-12,896.82	220,979.39
Liability Check	09/05/2017	ACH	Idaho State Tax Commission	000186434	-4,680.00	216,299.39
Deposit	09/05/2017			Deposit	700.00	216,999.39
Deposit	09/05/2017			Deposit	440.65	217,440.04
Liability Check	09/06/2017		QuickBooks Payroll Service	Created by Payroll Service on 09/05/2017	-38,479.55	178,960.49
Deposit	09/06/2017			Deposit	3,192.50	182,152.99
Deposit	09/06/2017			Deposit	658.77	182,811.76
Liability Check	09/06/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-427.60	182,384.16
Paycheck	09/07/2017	DD	Aguilar, Hortencia	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Andazola, Jesus	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Conlago, Maira P.	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	David, Michael	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Gray, Stuart	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Grubbs, Torrey E	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Hoehltl, Gerhard	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Johnson, Mark F	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Kelly, David W	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Knudson, Michael W	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Leon, Teofilo O	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	MacPherson, Kim	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Miller, Jason M	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Moore, Tyler	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Nestor, Robert A	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Obland, Bryan	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Romero-Campos, Raul	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Selisch, Kurt	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Spalding, Richard L	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Sproule, William	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Tellez, Carlos	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Uberuaga, Richard S	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Van Law, Tucker G	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Varner, Benjamin N	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Vega, Roberto	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Victorino, Jose L	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Wahlgren, Allan	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Walsh, Murray S.	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	182,384.16
Paycheck	09/07/2017	DD	Wilson, Jodie L	Direct Deposit	0.00	182,384.16
Liability Check	09/07/2017	7029	Idaho Child Support Receipting	326231	-200.76	182,183.40
Deposit	09/07/2017			Deposit	70,709.72	252,893.12
Deposit	09/07/2017			Deposit	528.41	253,421.53
Deposit	09/08/2017			Deposit	1,130.00	254,551.53
Deposit	09/08/2017			Deposit	510.12	255,061.65
Deposit	09/11/2017			Deposit	260.39	255,322.04
Deposit	09/11/2017			Deposit	50.00	255,372.04
Bill Pmt -Check	09/11/2017	ACH	Verizon Wireless	942013229	-59.45	255,312.59
Bill Pmt -Check	09/11/2017	7030	Access Idaho		-44.34	255,268.25
Bill Pmt -Check	09/11/2017	7031	Atkinsons' Grocery	Acct #5805	-172.17	255,096.08
Bill Pmt -Check	09/11/2017	7032	Business As Usual		-170.75	254,925.33
Bill Pmt -Check	09/11/2017	7033	Certified Folder Display Service, L...	14-0086946	-76.00	254,849.33
Bill Pmt -Check	09/11/2017	7034	City of Ketchum		-254.38	254,594.95
Bill Pmt -Check	09/11/2017	7035	Express Publishing Inc.		-173.33	254,421.62
Bill Pmt -Check	09/11/2017	7036	Gem State Welders Supply Inc.		-8.06	254,413.56
Bill Pmt -Check	09/11/2017	7037	Integrated Technologies		-143.25	254,270.31
Bill Pmt -Check	09/11/2017	7038	Lost in Translation		-297.50	253,972.81
Bill Pmt -Check	09/11/2017	7039	Minert & Associates, Inc.		-45.00	253,927.81
Bill Pmt -Check	09/11/2017	7041	White Cloud Communications Inc.		-288.00	253,639.81
Check	09/11/2017	7040	VOID	VOID:	0.00	253,639.81

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10/30/17

Accrual Basis

MRTA - Operations Main Checks Issued

As of September 30, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/11/2017	7042	ICRMP	Policy #37A19030100117	Liability Insurance -56,779.00	196,860.81
Bill Pmt -Check	09/11/2017		Rush Truck Centers	QuickBooks generated zero amount transaction fo...	0.00	196,860.81
Liability Check	09/11/2017	ACH	Mountain Rides Transportation	WFH Apt Rent	Employee Rent Transfer to WFH -2,500.00	194,360.81
Bill Pmt -Check	09/11/2017	7043	Wells Fargo	4856200370127790	See Wells Fargo Statement -2,870.44	191,490.37
Deposit	09/11/2017			Deposit	8,333.35	199,823.72
Deposit	09/11/2017			Deposit	1,260.00	201,083.72
Bill Pmt -Check	09/11/2017	7044	City of Hailey	40205001	-100.00	200,983.72
Deposit	09/11/2017			Deposit	1,187.50	202,171.22
Deposit	09/11/2017			Deposit	138.55	202,309.77
Deposit	09/11/2017			Deposit	619.15	202,928.92
Bill Pmt -Check	09/13/2017	7045	City of Ketchum		-175.00	202,753.92
Deposit	09/13/2017			Deposit	328,000.00	530,753.92
Check	09/13/2017	ACH	Capital Equipment Fund'	New FlyerReimbursement	Federal Funding New Flyer Bus -328,000.00	202,753.92
Deposit	09/15/2017		STO eBank	Transfer	Transfer to Capital Equip Fund -100,000.00	102,753.92
Deposit	09/15/2017			Deposit	5,474.51	108,228.43
Deposit	09/15/2017			Deposit	817.67	109,046.10
General Journal	09/18/2017	ACH	Work Force Housing Fund	reimb for 1/2 of Evan's Plumbing bill 68196 - instal...	Water Heater -1,825.00	107,221.10
Bill Pmt -Check	09/18/2017	ACH	Idaho Power Acct#2204788885	Acct #2204788885	-264.82	106,956.28
Bill Pmt -Check	09/18/2017	7046	Rush Truck Centers	567941	-930.52	106,025.76
Bill Pmt -Check	09/18/2017	7047	AC Houston Lumber Company	16203-1	-2.16	106,023.60
Bill Pmt -Check	09/18/2017	7048	Chateau Drug & True Value Hard...	111	-14.99	106,008.61
Bill Pmt -Check	09/18/2017	7049	Cummins Rocky Mountain LLC		-4,017.91	101,990.70
Bill Pmt -Check	09/18/2017	7050	Evans Plumbing, Inc.	MOURID	-237.50	101,753.20
Bill Pmt -Check	09/18/2017	7051	Gillig, LLC	36869600	-747.95	101,005.25
Bill Pmt -Check	09/18/2017	7052	Johnny G's Sub Shack		-96.12	100,909.13
Bill Pmt -Check	09/18/2017	7053	Kimberly L Richmond	9/1/17 - 9/15/17	-371.25	100,537.88
Bill Pmt -Check	09/18/2017	7054	Lawson Products, Inc.	Acc# 10140112	Shop Supplies -1,284.07	99,253.81
Bill Pmt -Check	09/18/2017	7055	Lyle Pearson		-137.09	99,116.72
Bill Pmt -Check	09/18/2017	7056	RP Broadcasting		-400.00	98,716.72
Bill Pmt -Check	09/18/2017	7057	Sean Tajkowski		Computer Network setup -500.00	98,216.72
Bill Pmt -Check	09/18/2017	7058	Six Roblees' Inc.	64830	-259.84	97,956.88
Bill Pmt -Check	09/18/2017	7059	St Luke's Clinic - Hailey	940000328	-148.00	97,808.88
Bill Pmt -Check	09/18/2017	7060	United Oil		-9,564.54	88,244.34
Bill Pmt -Check	09/18/2017	7061	UPS Store - 2444 (Ketchum)		-21.12	88,223.22
Deposit	09/18/2017			Deposit	340.00	88,563.22
Deposit	09/18/2017			Deposit	1,009.97	89,573.19
Liability Check	09/19/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 373319642	-12,367.28	77,205.91
Deposit	09/19/2017			Deposit	18,340.12	95,546.03
Liability Check	09/19/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-65.00	95,481.03
Liability Check	09/20/2017		QuickBooks Payroll Service	Created by Payroll Service on 09/19/2017	-36,770.58	58,710.45
Deposit	09/20/2017			Deposit	147.43	58,857.88
Paycheck	09/21/2017	DD	Aguilar, Hortencia	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Andazola, Jesus	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Conlago, Maira P.	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Gray, Stuart	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Grubbs, Torrey E	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Hoehl, Gerhard	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Johnson, Mark F	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Kelly, David W	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Knudson, Michael W	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Leon, Teofilo O	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	David, Michael	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	MacPherson, Kim	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Miller, Jason M	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Moore, Tyler	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Nestor, Robert A	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Obland, Bryan	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Romero-Campos, Raul	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Selisch, Kurt	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Spalding, Richard L	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Sproule, William	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Tellez, Carlos	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Uberuaga, Richard S	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Van Law, Tucker G	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Varner, Benjamin N	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Vega, Roberto	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Victorino, Jose L	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Wahlgren, Allan	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Walsh, Murray S.	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	58,857.88
Paycheck	09/21/2017	DD	Wilson, Jodie L	Direct Deposit	0.00	58,857.88
Liability Check	09/21/2017	7062	Idaho Child Support Receipting	326231	-200.76	58,657.12
Deposit	09/21/2017			Deposit	294.65	58,951.77
Deposit	09/21/2017			Deposit	2,344.00	61,295.77
Deposit	09/22/2017			Deposit	514.31	61,810.08
Bill Pmt -Check	09/25/2017	ACH	CenturyLink	208-726-1690 623B	-35.51	61,774.57
Bill Pmt -Check	09/25/2017	ACH	Cox Communications	Acct #0012401205184001	-285.96	61,488.61
Bill Pmt -Check	09/25/2017	ACH	Idaho Power Acct#2221850114	Acct #2221850114	-203.99	61,284.62
Bill Pmt -Check	09/25/2017	7063	American Funds	plan ID BRK100102	-250.00	61,034.62
Bill Pmt -Check	09/25/2017	7064	GEM State Paper & Supply Co.	105020	-75.76	60,958.86
Bill Pmt -Check	09/25/2017	7065	Gillig, LLC	36869600	-937.35	60,021.51
Bill Pmt -Check	09/25/2017	7066	Idaho Chapter of PRIMA		-70.00	59,951.51
Bill Pmt -Check	09/25/2017	7067	Integrated Technologies		-242.95	59,708.56
Bill Pmt -Check	09/25/2017	7068	ITD - Special Plates		-23.00	59,685.56
Bill Pmt -Check	09/25/2017	7069	Les Schwab	11700888	-79.95	59,605.61
Bill Pmt -Check	09/25/2017	7070	Nicole Brown		-2,075.00	57,530.61
Bill Pmt -Check	09/25/2017	7071	River Run Auto Parts, Inc.	7025	Bus Advertising -61.84	57,468.77
Bill Pmt -Check	09/25/2017	7072	Six Roblees' Inc.	64830	-52.41	57,416.36

MRTA - Operations Main

Checks Issued

As of September 30, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	09/25/2017	7073	UPS Store - 2444 (Ketchum)		-23.82	57,392.54
Bill Pmt -Check	09/25/2017	7074	Kim MacPherson	expense reimbursement	-15.00	57,377.54
Bill Pmt -Check	09/25/2017	7075	Social Bicycles Inc.	Bike connectivity	-312.00	57,065.54
Liability Check	09/25/2017	ACH	Aflac	DQR88	-336.36	56,729.18
Deposit	09/25/2017			Deposit	696.07	57,425.25
Deposit	09/25/2017			Deposit	51,420.67	108,845.92
Deposit	09/26/2017			Deposit	233.80	109,079.72
Deposit	09/26/2017			Deposit	1,017.50	110,097.22
Deposit	09/26/2017			Deposit	55.00	110,152.22
Liability Check	09/26/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-434.42	109,717.80
Deposit	09/27/2017			Deposit	588.59	110,306.39
Deposit	09/27/2017			Deposit	23,236.16	133,542.55
Deposit	09/28/2017			Deposit	250.00	133,792.55
Deposit	09/29/2017			Deposit	290.69	134,083.24
Deposit	09/29/2017			Deposit	299.65	134,382.89
Deposit	09/29/2017			Deposit	122.62	134,505.51
Deposit	09/29/2017			Deposit	721.70	135,227.21
Deposit	09/30/2017			Interest	6.45	135,233.66
Liability Check	09/30/2017	ACH	MRTA		0.00	135,233.66
Liability Check	09/30/2017	Transfer	MRTA	Mountain Rides FSA	0.00	135,233.66
Total 11100 - Mountain West Checking					-119,497.57	135,233.66
TOTAL					-119,497.57	135,233.66

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

_____ Date

Wells Fargo					9/11/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/1/2017	Bill	Aug	2,870.44	2,870.44		2,870.44
					Check Amount	2,870.44

PAYMENT
RECORD

Mountain West Check 4856200370127790

2,870.44

Rev 9/11

Mountain Rides Transportation Authority - Facilities Fund

0344

Wells Fargo					9/11/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
9/1/2017	Bill	Aug	59.97	59.97		59.97
					Check Amount	59.97

Mountain West Check

59.97



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	MOUNTAIN RIDES CONTROL ACCOUNT
Account Number	4856 2003 7012 7790
Statement Closing Date	09/01/17
Days in Billing Cycle	31
Next Statement Date	10/02/17

Credit Line	\$15,000
Available Credit	\$12,028

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

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

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

Payment Information

New Balance	\$2,930.41
Current Payment Due (Minimum Payment)	\$58.00
Current Payment Due Date	09/22/17

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		\$4,024.39
Credits	-	\$0.00
Payments	-	\$4,024.39
Purchases & Other Charges	+	\$2,930.41
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$2,930.41

Wells Fargo Business Card Rewards - Legacy

Membership No:	05387331
Previous Balance	43,425
Points Earned this Month	2,880
Points From Other Company Cards	0
Bonus Points Earned	100
Adjustments	0
Earn More Mall® Bonus Points	0
Redeemed	- 0
Total Available	= 46,405

Rewards Notice

Check your point balance and redeem your points at 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.

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
08/01	08/02	24856206N00XTMJG6	REWARDS ANNUAL MEMBERSHIP FEE		50.00
08/15	08/15	7485620740A9BA9TE	Branch Payment - Check	3,718.42	
08/15	08/15	7485620740A9BA9V0	Branch Payment - Check	270.97	
08/15	08/15	7485620740A9BA9V8	Branch Payment - Check	35.00	
TOTAL 4856200370127790				\$3,974.39-	

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

Trans	Post	Reference Number	Description	Credits	Charges
08/03	08/03	24906416P17PVKH6Z	DNH*GODADDY.COM 480-5058855 AZ		30.16
08/07	08/07	24789306WQHJT1NGW	CLEARBAGS 800-2332630 CA - Pass holders		125.50
08/08	08/08	24013396X01HGGEBR	F-Stop Camera & Video KETCHUM ID - Frame for Wow student art		22.68
08/08	08/08	24207856X5YLH9FVT	BIRD & CO KETCHUM ID - mat for Wow student art		21.04
08/09	08/09	24445006Y00XA0822	USPS PO 1539500470 HAILEY ID		17.15
08/10	08/10	24399006YEMAGREFD	BESTBUYCOM804110000448 888-BESTBUY MN TV Ketchum		257.33
08/10	08/10	24492156YSON61Y86	PEACHJAR 858-997-2117 CA School Bus pass Marketing		100.00
08/11	08/11	24692166Z2XAKZLTN	DMI* DELL ARB BUS 512-728-5656 TX New P.C.		877.14 -
08/12	08/12	2469216702XF8G1WK	VBS*VONAGE BUSINESS 866-901-0242 GA		302.88
08/12	08/12	2469216702XY409MT	DMI* DELL ARB BUS 512-728-5656 TX New P.C.		191.16 -
08/13	08/13	244309972BM982Q8P	MSFT* E020049IPP 800-642-7676 WA		8.25
08/14	08/14	24445007300WZHDP	USPS PO 1507000313 BELLEVUE ID		28.00
08/16	08/16	2469216742XFPWFVB	DMI* DELL ARB BUS 512-728-5656 TX New P.C.		759.52 -
08/18	08/18	244309977BM937Q5H	MSFT* E04004AFS7 800-642-7676 WA		8.25
08/20	08/20	24610437903PJ9FSY	ADOBE *ACROPRO SUBS 800-833-6687 CA		14.99
08/20	08/20	24610437903PJ9F3Z	ADOBE *CREATIVE CLOUD 800-833-6687 CA		34.99
08/24	08/24	24492157QJJ3RA2AJ	SURVEYPLANET 8778877815 CA		20.00
08/29	08/29	24692167H2XZPV9T4	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA Dry Erase whiteboard		59.97 -FF
08/31	08/31	24445007L00XLHHP5	USPS PO 1507000313 BELLEVUE ID		1.40
TOTAL				\$2,880.41	
KIMBERLY MACPHERSON / Sub Acct Ending In 9864					

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PAGE 3 of 4

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25412

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

PAYMENT
RECORD

Mountain West Check 4856200370127790

5,035.97

Mountain Rides Transportation Authority - Facilities Fund

0348

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

Mountain West Check 4856200370127790

338.97

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	MOUNTAIN RIDES CONTROL ACCOUNT
Account Number	4856 2003 7012 7790
Statement Closing Date	10/02/17
Days in Billing Cycle	31
Next Statement Date	11/01/17
Credit Line	\$15,000
Available Credit	\$9,356

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

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

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

Payment Information

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

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

Account Summary

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

Wells Fargo Business Card Rewards - Legacy

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

Rewards Notice

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

See reverse side for important information.

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

Transaction Details

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

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

Transaction Summary For KIMBERLY MACPHERSON Sub Account Number Ending In 9864

09/01	09/02	24717057L7XPQT7QR	LA CABANITA MEX RESTAURAN BELLEVUE ID	lunch for staff	46.29
09/05	09/05	24445007T010NM6SX	USPS PO 1539500470 HAILEY ID		98.00
09/05	09/05	24610437T09FMQ41D	THE HOME DEPOT #1805 TWIN FALLS ID	Ketchum Remodel	311.98 FF
09/05	09/05	24717057TTQJB2W5H	DELTA AIR 0068652112908 BELLEVUE WA	59100/440/25	783.40
	09/12/17		DAVID/MICHAEL S		
		1 DL E	HAILEY SALT LAKE CITY		
		2 DL E	SALT LAKE CITY MINNEAPOLIS		
		3 DL E	MINNEAPOLIS SALT LAKE CITY		
		4 DL E	SALT LAKE CITY HAILEY		
		50560985	TRAVELOCITY		
09/06	09/06	24789307SJ00RB6DT	CLEARBAGS 800-2332630 CA	Pass holders	61.65
09/12	09/12	24445008000V95NYK	USPS PO 1507000313 BELLEVUE ID		4.20
09/12	09/12	24692167Z2X5MF4MW	VBS*VONAGE BUSINESS 866-901-0242 GA		302.88
09/13	09/13	244309981BM990GTL	MSFT * E02004F54V 800-642-7576 WA		19.96
09/13	09/13	24431068160Z91QG9	STICKEROBOT.COM 415-488-9364 CA		1.00
09/13	09/13	2469216802XA00DK9	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	- Solar lights - Bus stops	26.99 FF
09/18	09/18	244309986BM962X51	MSFT * E04004GCHR 800-642-7676 WA		8.25
09/19	09/19	24717058650RRKS2Q	LA CABANITA MEX RESTAURAN BELLEVUE ID	lunch for staff	85.45
09/20	09/20	24610438803PXNZHR	ADOBE *CREATIVE CLOUD 800-833-6687 CA		34.99
09/20	09/20	24610438803XPBN3	ADOBE *ACROPRO SUBS 800-833-6687 CA		14.99
09/22	09/22	240133989046FM2JP	SMOKY MOUNTAIN PIZZA & PA KETCHUM ID	lunch for staff	129.23
09/22	09/22	7469216892XYBRWEX	DMI* DELL ARB BUS 512-728-5656 TX		14.16
09/22	09/22	7469216892XYBRWFD	DMI* DELL ARB BUS 512-728-5656 TX		59.82
09/22	09/22	7469216892XYBRWF5	DMI* DELL ARB BUS 512-728-5656 TX		56.22
09/24	09/24	24492158BJ1TN8N9	SURVEYPLANET 877-887-7815 CA		20.00
09/24	09/24	24692168B2XJRWXBZ	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		509.49
09/26	09/26	24692168D2X7MHZJD	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		89.91
09/26	09/26	24692168D2X9EZ3E3	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		12.99
09/27	09/27	24492158ELR162QLV	PROVANTAGE 330-494-3781 OH		265.14
09/28	09/28	24610436G09FP698D	BLINDS.COM #2150 HOUSTON TX		878.89
09/28	09/28	24692168F2XEB93DV	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		1,037.51
09/28	09/28	24692168F2XF3GHQX	Amazon.com AMZN.COM/BILL WA		180.18
09/28	09/28	24692168F2XSFDJP1	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		149.85
09/29	09/29	24692168G2XDMV4AV	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA		99.90
09/30	09/30	24692168H2XN28XJL	WALMART.COM 800-966-6546 AR		332.02
			TOTAL	\$5,374.94	

KIMBERLY MACPHERSON / Sub Acct Ending In 9864