



**Mountain Rides Transportation Authority
PUBLIC NOTICE of Regular Board Meeting Agenda**

12:30pm, Wednesday, October 18, 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: Ribbon cutting of new 35' New Flyer bus #201 (ribbon cutting will occur outside of city hall)
5. Action and discussion items
 - a. Action item: Approve Mountain Rides' FY2018 Transportation Service Plan, defining all routes and service levels for Nov 2018-Oct 2019 (p.2-18)
 - b. Action item: Approve updated Mountain Rides Policy Section 104: Accounts Receivable (p.19-27)
 - c. Action item: Approve Mountain Rides updated Employee Manual for FY2018 (p.28-65)
 - d. Action item: Approve submission of grant applications to Idaho Transportation Department for Public Transportation funding for operating and capital, 10/1/18 – 9/30/20 (p.66-69)
 - e. Action item: Approve declaration of buses 14 and 26 as surplus property and dispose per policy (p.70-87)
 - f. Discussion item: Update on battery electric buses and potential order for first electric bus (p.88)
6. Committee reports
 - a. Finance and Performance Committee report for October from Chair (p.89)
 - i. Committee members approve October committee meeting minutes
7. Staff reports
 - a. Dashboard performance report for August 2017 (p.90-93)
 - b. Operations report (p.94)
 - c. Marketing Outreach report (p.95)
 - d. Bike-Ped report (p.96)
 - e. Maintenance report (p.97)
 - f. Business Manager report (p.98)
 - g. Executive Director report (p.99)
8. Consent Calendar items
 - a. Approve minutes –Sept 20th regular meeting and October 4th special board workshop (p.100-106)
 - b. Receive and file August 2017 financials and bills paid (p.107-114)
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:

10/18/2017

From:

Jason Miller

Action Item:

5a. Approve Mountain Rides' FY2018 Transportation Service Plan, defining all routes and service levels for Nov 2018-Oct 2019

Committee Review:

☒ Yes ☐ No

Committee
Purview:

Planning & Marketing

Previously
discussed at board
level:

☒ Yes ☐ No

Recommended
Motion:

I move to approve Mountain Rides' FY2018 Transportation Service Plan, defining all routes and service levels for Nov 2018-Oct 2019, as presented and with final adjustments, as discussed. [or with changes noted]

Fiscal Impact:

FY2018 budget, potentially \$35k-45k in improvements

Related Policy or
Procedural Impact:

FY2018 budget, printed/online public timetable and schedule.

Background:

The attached FY2018 service plan represents many months of work and input from 10 Mountain Rides' public meetings, input from 25 elected officials, over 190 public comments from a survey (onboard and online), and ongoing passenger input given daily.

Overall, the service plan represents a net improvement of overall service levels of approximately 2-3% and invests heavily in services that are working and services that are important to riders and elected officials. The FY2018 service plan furthers the 5 year strategic plan goals of:

1. Build upon successful services by increasing service on core routes and simplifying the overall system
2. Develop new transportation services that complement current services and meet community needs
3. Support and coordinate the development of integrated pedestrian and bicyclist friendly communities, including necessary infrastructure.
4. Develop and support incentives that inspire more people to take public transportation
5. Build the financial, structural and organizational resources to fulfil goals 1 through 4.

There are a few remaining issues to decide including final details on Valley evening fill-in trips and which days these operate, and whether to operate summer Red demand response service.



FY2018 Transportation Service Plan

FINAL

To be adopted October 18, 2017

Seasons of service – FY2018

Season	FY2017	FY2018
Early Winter	Nov 24 – Dec 16, 2016	Nov 23 – Dec 15, 2017
Peak Winter	Dec 17, 2016 – Mar 26, 2017	Dec 16, 2017 – Apr 1, 2018
Late Winter	Mar 27, 2017 – close of mtn	Apr 2, 2018 – close of mtn
Spring slack	Day after mtn close – June 16, 2017	Day after mtn close – June 22, 2018
Summer	June 17, 2017 – Sept 4, 2017 (thru Labor Day)	June 23, 2018 – Sept 9, 2018 (week beyond Labor Day)
Fall slack	Sept 5, 2017 – Nov 22, 2017	Sept 10, 2018 – Nov 21, 2018

- One week less of summer service

Mountain Rides - FY2018 Service Plan: summary improvements and changes

(Mountain Rides has approx. \$45,000 in its FY2018 available for net improvements/changes)

Already agreed upon improvements; completed in August and early September (items 1-7)

	Route change	Cost	Balancing
1	Improve Blue Route night service in summer and make it consistent with winter with service until 2am in both winter and summer	\$12,000	\$12,000
2	Improve Valley Route Saturday night service to add two more late night roundtrips at 8:15pm and 10:15pm northbound from Bellevue (8:35pm and 10:30pm from Hailey) to Ketchum AND 9:30pm and 10:45pm southbound trips from Ketchum to Hailey/Bellevue	\$12,000	\$24,000
3	Improve Valley Route M-F service to add one additional commute hour express trip at 8:10am southbound from Ketchum and 8:40am northbound from Woodside	\$15,000	\$39,000
4	Improve Red Route winter service so that West Ketchum gets an early bus to get them to the lifts earlier and have Red Route run until 5p for both buses, ending in Elkhorn Springs, adds a 4:40p trip from River Run to Elkhorn	\$5,000	\$44,000
5	Improve Valley Route connection to The Meadows by having the following northbound buses deviate onto Broadway Run to drop off and pick up at The Meadows at 7:35am, 3:35pm, 4:25pm, and 6:35pm. Demand response service for The Meadows would continue	\$0	\$44,000
6	Eliminate Red Route demand response service in the spring and fall slack periods	(\$2,000)	\$42,000
7	Improve Galena Route to add 1 additional roundtrip to/from Ketchum and 2 additional roundtrips within SNRA to Galena Lodge corridor and lengthen season by 11 weeks	\$0	\$42,000

From board reconciliation at October 4th prioritization meeting (items 8-13)

	Route change	Cost	Balancing
8	Have Blue Route connect to Morningstar during slack and summer seasons when Red Route doesn't run	\$0	\$42,000
9	Increase Blue Route year-round night service to 10:30p (from 9:30p) during fall and spring	\$10,000	\$52,000
10	Eliminate Red Route summer service	(\$35,000)	\$17,000
11	Increase Hailey Route to run Saturday and Sunday during peak winter to serve airport connection	\$15,000	\$32,000
12	Additional Valley Route weekday evening trip to fill in between 7p and 9p	\$30,000	\$62,000
13	Have summer season start one week later	(\$15,000)	\$47,000

END BALANCE \$ 47,000
in net changes

Other options for final consideration			
14	Reduce Hailey Route M-F service by 15 min	(\$5,000)	\$ 42,000
15	On demand service for Red service area during summer	\$2,000	\$ 44,000

FY2018 SERVICE PLAN OVERVIEW – TOWN ROUTES in Ketchum and Sun Valley	
<u>BLUE ROUTE</u> , year-round route connecting Warm Springs, Ketchum and Sun Valley	<ul style="list-style-type: none"> Night Owl improvements on Blue Route will continue by extending night service in the summer until 2:10am to be consistent with winter (both summer and winter will now run until 2:05a with last bus from downtown at 1:45a towards Sun Valley and Elkhorn and 2:00a from downtown towards Warm Springs) Blue Route will be extended by one hour in spring and fall slack periods to run to 10:30p (currently bus stops at 9:30p) Have Blue Route extended to Morningstar during periods when Red Route service isn't running to improve Elkhorn neighborhood connectivity Keep current routing (where and how the route goes) and current route timing (when the bus arrives and leaves at each stop) the same
<u>DEMAND RESPONSE for Meadows area</u>	<ul style="list-style-type: none"> No change from FY2017 Operates M-F from 7:30a-10:00a and 2:30p-5:30p with 24 hour advance notice to schedule a trip and fare of \$1 each way. Connects Meadows to downtown Ketchum.
<u>RED ROUTE</u> , connecting Elkhorn Neighborhoods to West Ketchum	<ul style="list-style-type: none"> Winter service will operate like last winter 30 minute frequency entire winter from mountain open until mountain close but will also be improved with: <ul style="list-style-type: none"> have Red Route run until 5p for both buses, ending in Elkhorn Springs, which adds a 4:40p trip from River Run to Elkhorn add trip through West Ketchum at 8:30a going to River Run and on to Elkhorn Springs Summer service will be eliminated Demand response service in spring and fall will be eliminated but summer demand service may be added; symphony service will be retained.
<u>SILVER ROUTE</u> , winter service connecting Sun Valley Village and River Run	<ul style="list-style-type: none"> No changes to current routing, timing or schedule (run exactly the same as this past winter) Runs 7 days/week 8am-6:26pm from Sun Valley Village to River Run Plaza 30 minute frequency during early/late winter season and 15 minute frequency during peak winter season Operates winter only but summer service should be considered for future years
<u>BRONZE ROUTE</u> , winter service connecting Sun Valley Village and Warm Springs	<ul style="list-style-type: none"> No changes to current routing, timing or schedule (run exactly the same as this past winter) Runs 7 days/week 8:30am-3:30pm with a midday gap from 11am-1:15pm 30 minute frequency Operates Winter Peak season only, Dec 16th – April 1st

FY2018 SERVICE PLAN OVERVIEW – VALLEY and HAILEY Routes, and NEW Services

VALLEY ROUTE, year-round service connecting Bellevue, Hailey, Ketchum and Sun Valley

In addition to significant improvements in FY2017, Valley Route improvements will continue:

1. Improve Valley Route Saturday night service to add two more late night roundtrips at 8:15pm and 10:15pm northbound from Bellevue (8:35pm and 10:30pm from Hailey) to Ketchum AND 9:30pm and 10:45pm southbound trips from Ketchum to Hailey/Bellevue
2. Improve Valley Route M-F service to add one additional commute hour express trip at 8:10am southbound from Ketchum and 8:40am northbound from Woodside
3. Improve Valley Route connection to The Meadows by having 5 northbound Valley Route trips deviate onto Broadway Run to drop off and pick up at The Meadows
4. Additional Valley Route weekday evening trip to fill in between 7p and 9p

HAILEY ROUTE, year-round, around Hailey

- Adjust to operate 8:00a until 5:45p Monday – Friday with 1 hour headway
- Make connection to airport front door by adding section down Airport Way to the route; adjust timing in other areas to accommodate
- Add weekend service during winter peak season, Dec 17 – April 1st

AIRPORT RIDE N FLY – New route in FY2017 but not continuing in FY18

- This route will be eliminated as a stand alone route for FY18
- Connection to the airport will now be made by a timed transfer between Hailey and Valley Route

GALENA RIDE N GLIDE WINTER ROUTE – New route

- Galena Route will continue for FY18 with continued support from BCRD
- Improve Galena Route to extend the season and add 1 additional roundtrip to/from Ketchum and 2 additional roundtrips within SNRA to Galena Lodge corridor

Blue Route




Season	FY2017 Schedule	FY2018 schedule	Notes
Winter	Blue 1 – 7a-10:30p Blue 2 – 7:30a-2:20a	Blue 1 – 7a-10:30p Blue 2 – 7:30a-2:05a	Maintain with small tweak on night service
Summer	Blue 1 – 7a-10:30p Blue 2 – 7:30a – 1:20a	Blue 1 – 7a-10:30p Blue 2 – 7:30a – 2:05a	Increase night service
Spring and Fall Slack	Blue 1 – 7a-9:30p Blue 2 – 7:30a – 6:30p	Blue 1 – 7a-10:30p Blue 2 – 7:30a – 6:30p	<ul style="list-style-type: none"> Add 1 hour of night service; continue year-round 30 min service from 7a-6:30p Connect to Morningstar


Blue Route – Morningstar connection



Blue Route will connect to North side of Morningstar loop during spring, summer, and fall when Red Route isn't running (see Blue dashed line). :00 and :30 after the hour.

Demand Response - Meadows


demand response service (formerly Green Route)
June 17-November 22



KETCHUM

For passengers in the **Broadway Run/ Meadows Area** who were using the former Green Route **for trips to the Ketchum core** with a scheduled time.

MEADOWS

DAYS: Monday – Friday Only

FARE: \$1.00 fare ONE WAY / All MR passes are valid.

AVAILABLE: 7:30am -10:00am and 2:30pm -5:30pm

How to Access the Service

A minimum of 24 hours notice is required to schedule a **DEMAND RESPONSE** trip. Prospective passengers must contact Mountain Rides by telephone **208-788-7433** or by email at **demandresponse@mountainrides.org**.

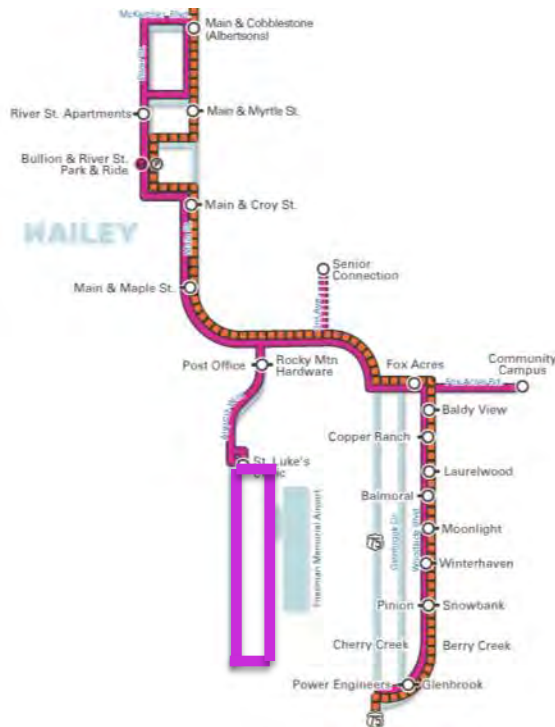
Current FY2017 service	FY2018 service
<ul style="list-style-type: none"> M-F 7:30a-10:00a and 2:30p-5:30p, on demand with advance reservation \$1 fare 	No changes over FY2017.

Red Route



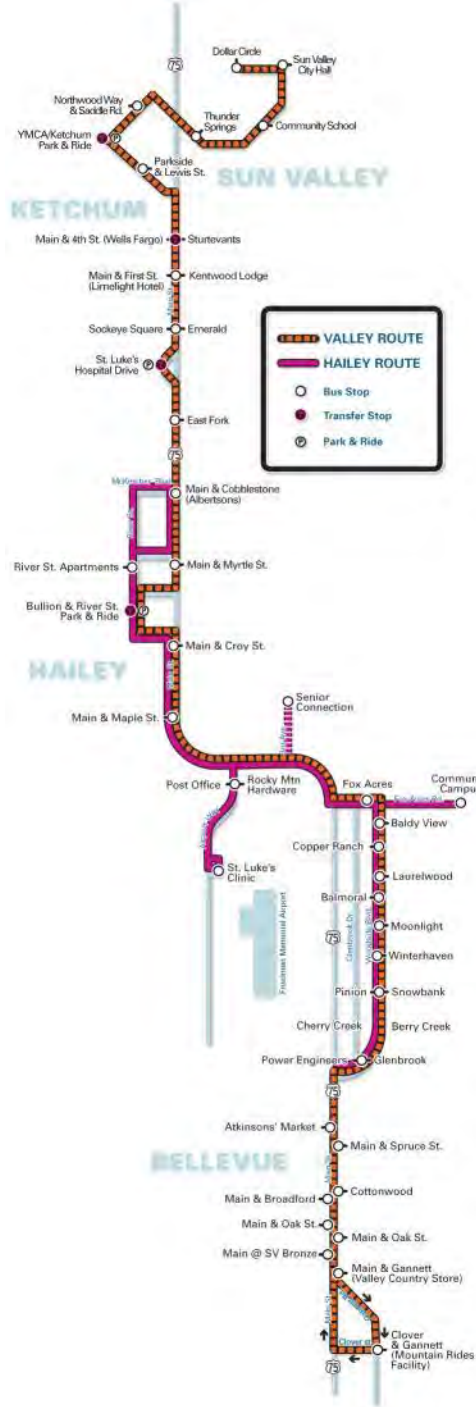
Season	FY2017 Schedule	FY2018 schedule	Notes
Winter	Red 1 – 8:30a-4:55p Red 2 – 9a-3:55p 30 min peak headway all winter long (45 days more service for Red2)	Red 1 – 8:30a-4:55p Red 2 – 8:30a-4:55p 30 min peak headway all winter long; 2 additional hours for Red 2	Improvements to winter service, but summer route is eliminated due to extremely low ridership (0.35 riders per hour)
Summer	8:30a-3:30p 1 hr headway	No fixed route, possible on demand and symphony	
Spring and Fall Slack	On demand service starting spring 2017	No on-demand service due to low usage	

Hailey Route



Hailey Route	FY2017 schedule	FY2018 schedule
Same Schedule all year, no holiday service	8:00a-6:00p weekdays, 60 min freq (Added 1 hour of service in evening)	<ul style="list-style-type: none"> Adjust to operate 8:00a until 5:45p Monday – Friday with 1 hour headway Make connection to airport front door by adding section down Airport Way to the route; adjust timing in other areas to accommodate Add weekend service during winter peak season, Dec 17 – April 1st

Valley Route



Valley Route

FY2017 schedule

FY2018 schedule

Same Schedule all year, no seasonal changes

NB 5:55a-10:15p
SB 7:00a-10:45p
(30 min freq commute times with a few 2 hour gaps midday and evening). 18 RTs weekday, 7 RTs weekends
Added 1 new trip during weekdays to fill midday service gap (12p-1p) and 1 new evening trip plus 1 additional weekend trip during morning commute time

1. Improve Valley Route Saturday night service to add two more late night roundtrips at 8:15pm and 10:15pm northbound from Bellevue (8:35pm and 10:30pm from Hailey) to Ketchum AND 9:30pm and 10:45pm southbound trips from Ketchum to Hailey/Bellevue
2. Improve Valley Route M-F service to add one additional commute hour express trip at 8:10am southbound from Ketchum and 8:40am northbound from Woodside
3. Improve Valley Route connection to The Meadows by having 5 northbound Valley Route trips deviate onto Broadway Run to drop off and pick up at The Meadows
4. Additional Valley Route weekday evening trip to fill in between 7p and 9p

Silver Route

Silver Route	Current FY2017 Schedule	FY2018 schedule
Winter only route (mtn open until close)	Runs 7 days/week 8am-6:26pm From Sun Valley Village to River Run Plaza 30 minute frequency during early-late season & 15 minute frequency during peak winter season	No change

Bronze Route

Bronze Route	Current FY2017 Schedule	FY2018 schedule
Winter peak route only (Dec 16 – Apr 1)	Runs 7 days/week 8:30am-3:30pm with a midday gap from 11am-1:15pm 30 minute frequency	No change

Newer Routes – Galena Ride ‘n Glide

NEW Route	FY2017 schedule
Galena service	<ul style="list-style-type: none"> • Thurs-Sun from 9:45a until 4p with 3 roundtrips • Dec 22 – Feb 5th



Newer Routes - Airport

Route	FY2017 schedule	FY2018 schedule
Airport service	<p>A direct airport connection between Sun Valley/Ketchum and Friedman started for the winter 2016-17 season to serve the majority of flights at Friedman airport for peak winter season</p> <ul style="list-style-type: none"> ○ Operated from December 24th until March 26th ○ 5 roundtrips per day, scheduled near most flights – earliest and latest flights possibly serve by Valley Route deviation ○ Fare of \$6 to \$8 one-way for Ketchum-Sun Valley to airport, \$2 into Hailey from airport. 	<p>Route will be eliminated, Hailey Route will be extended to go into the airport each trip, as part of the normal route – Hailey Route will also operated on weekends during the Peak Winter season</p> <p>Hailey Route will transfer to/from the Valley Route to make this connection</p> <p>This airport connection will be highlighted in the printed schedule and online as a Ride N Fly connection but showing how you make the Hailey to Valley transfer</p>



FY18-Other transportation services

- Vanpool services
 - Public routes, Webb routes, Sun Valley Co, Earth and Structure, Community School, and High Country Fusions routes
 - 10-15 routes, depending on time of year
- Safe Routes to School
 - Education, events and encouragement at schools for biking and walking to school
 - More program activity in FY2018
- 5B BikeShare
 - 32 bikes: 16 in Hailey and 16 in Ketchum
 - Small amount of fleet in member-based program, larger portion in employer-based program with bike given to an organization seasonally for employee use
 - Start research and program development of potential electric bike transition
- Multi-modal transportation planning and employer support
 - Bike-ped Master Plan coordination and implementation
 - E-bike discussion
 - Bike-ped grant funding research and coordination for all local communities

The unresolved/questions remaining

- With this FY2018 proposed service plan, these issues remain:
 - Are we filling in Valley Route between 7p-9p on just Fri-Sat nights, or are we doing Mon-Sat?
 - Do we operate Red Route area demand response service in summer?
 - Do we cut a small amount of service out of Hailey Route in order to trim budget and account for winter weekend service?
 - With no Red Route in summer, there is no summer connection to River Run (from anywhere)
 - With this schedule, there is no W. Main connection to River Run during the winter (last year, Ride N Fly provided limited connection with a deviation)

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="10/18/2017"/>	<u>From:</u>	<input type="text" value="Tucker Van Law"/>
<u>Action Item:</u>	<input type="text" value="5b. Approve updated Mountain Rides Policy Section 104: Accounts Receivable"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve adoption of updated Mountain Rides Policy Section 104: Accounts Receivable,as presented. (Alternative: I move to approve updated Mountain Rides Policy Section 104: Accounts Receivable with the following changes...)"/>		
<u>Fiscal Impact:</u>	<input type="text" value="None"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text"/>		
<u>Background:</u>	<input type="text" value="ITD conducted a audit in May 2017 and recommended we add a control separating collecting the mail/making deposits and recording this in the accounting software. This control has been put into place and we are now updating the policy to reflect this.

We are also proposing a change in how we collect and deposit cash receipts from our fare box vaults. Keys that open a farebox vault will be kept in a dual control key box which will require two people to open. This will ensure all cash is handled in dual control."/>		

104: Accounts Receivable

Issued: April 27, 2011

Revised: November 21, 2012

Revised: October 18, 2017

Purpose: This describes the MRTA policy regarding the receipt of revenues through federal grant programs, memberships, contributions, contracts, and memorandums of understanding /agreements as well as all customer payments for services rendered by MRTA and outlines the proper methods by which such revenue shall be collected and recognized.

Personnel Affected: Business Manager, Community and Customer Relations Supervisor~~Administrative Support Coordinator, Advertising Contractor,~~ Operations Manager, Operations ~~Support Coordinator~~

Policy:

Customer payments:

- Invoices for all MRTA customers are prepared monthly and forwarded to the customer via their preferred method but emailing of invoices should be encouraged.
- Community and Customer Relations Supervisor~~Business Manager, or designee,~~ is responsible for ensuring timely collection of all mail and checks received are deposited into the MRTA bank account not more than 5 days after receipt. Business Manager is responsible for entering all revenue received-is reconciled, coded and entered into the accounting system- as soon as practical once received.- Monthly bank reconciliations are performed by the Business Manager. Checks received in the mail are deposited by the Business Manager into the MRTA bank account as soon as practical following receipt and recording but not later than 5 days after receipt.
- In the case of Grant Reimbursement payments, the Business Manager matches the payment received to the grant reimbursement invoice.
- A monthly AR aging summary is prepared and reviewed by the Business Manager and any customers in arrears are referred to the appropriate Department Head for follow up.

Fare box cash receipts:

- Fares are collected in the bus fare box and drivers keep track of ridership through use of an onboard computer that records ridership and fare data~~counter on board.~~ When the bus returns to the shop the fare box vault and counter are~~is removed from the farebox by the driver by two employees (generally the operator and one other) and~~ left in Operations Manager's office, which is locked when the Operations Manager is not present. The driver will only have access to the key that releases the vault from the farebox and will not have access to the key that opens the farebox vault that contains cash, coin, and tickets. Data from the counter is transcribed onto a Driver Fare Log (Exhibit 1). Data from the onboard computer that records ridership and fare data is

available and should be referenced periodically to do spot checks of recorded fares vs. actual collected.

- Farebox vaults are only to be opened in the presence of a minimum of 2 employees (1 employee and the Operations Manager, or his designee) using vault access keys that will only be accessible from a dual control locking key box (keys to the farebox vault key box will be issued only to the Operations Manager and his or her designees, not to exceed four people in total).
- Once open, the cash and coin from the farebox vaults will be monitored by the 2 employees at all times up until the point where the cash, coin, and tickets are placed in locking bank deposit bags.
- Cash and coin is recorded on the Cash Fare Collection Worksheet (Exhibit 2) or OR, when the MRTA banking arrangements allow, cash will be sorted and coins will be sorted and placed into a locked bank deposit bag rolled, and placed into a sealed or locked deposit bag and then deposited into the MRTA Bank by the Operations Manager, or his designee. Deposit slip is turned into the Business Manager for recording and comparison with the Cash Fare Collection Worksheet.

Pass Sales:

- Pass sales are conducted and supervised by the Community and Customer Relations Supervisor~~Administrative Support Coordinator~~ through the use of outside vendors (currently Atkinson's, Albertson's, Oasis~~Guffy's~~, ~~Splash-n-Dash~~, and the ~~Ketchum and~~ Hailey Chambers of Commerce, and successors or additions). Outside vendors used for pass sales are determined and monitored by the Community and Customer Relations Supervisor~~Administrative Support Coordinator~~.
- The Community and Customer Relations Supervisor~~Administrative Support Coordinator~~ prepares a memo ~~(Exhibit 3)~~ outlining the number and type of passes delivered to the outside vendor. Periodically, depending on the rate of sales, the Community and Customer Relations Supervisor~~Administrative Support Coordinator~~ will collect the pass sales revenue, reconcile it to the passes sold, passes remaining unsold, and replenish the supply of passes. The Community and Customer Relations Supervisor and the pass vendor will both agree and sign documentation as to the pass sales amounts and pass reconciliation. Cash proceeds are collected in a bank deposit bag counted by both the Community and Customer Relations Supervisor and Business Manager and ~~delivered to the Business Manager for recording and for~~ deposited to the bank by the Community and Customer Relations Supervisor. Online credit card payments for Pass Sales are monitored by the Community and Customer Relations Supervisor~~Administrative Support Coordinator~~ and a receipt/confirmation is provided to the Business Manager for appropriate processing.

Vending Machine Receipts:

- The Maintenance and Facilities Manager, or his designee, and one other employee are responsible for collection of vending machine cash (including laundry machines and pop machine), counting and securing it in a locked deposit bag. Cash is collected and tabulated on a Vending Cash Collection Worksheet ~~(Exhibit 4)~~. The Maintenance and Facilities Manager, or designee, deposits it into the Bank. Deposit slip is turned into the Business Manager for recording.

Returned Items:

- Customers whose payments are returned by the Bank for NSF or any other reason are assessed an administration fee to offset bank charges incurred by MRTA. Current administration fees are \$25~~40~~ but these may be increased from time to time as necessary to cover MRTA costs. Any other direct costs incurred by MRTA as a result of a returned payment are passed through to the customer.

~~Exhibit 1~~
~~Drivers Fare Log~~

[illegible]

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Exhibit 2

Cash Fare Collection Worksheet

Driver name:

valley fares

date:	box	box	box	box	box
bus#	-	-	-	-	-
\$dollars	-	-	-	-	-
coins	-	-	-	-	-
Total	-	-	-	-	-
	-	-	-	-	-
Passes	-	-	-	-	-
Adult	-	-	-	-	-
youth	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total	\$	Coin	total	Adult	youth
-	-	-	-	-	-

Counted by _____ and _____
Deposited _____

Driver name:

date:	box	box	box	box	box
bus#	-	-	-	-	-
\$dollars	-	-	-	-	-
coins	-	-	-	-	-
Total	-	-	-	-	-
	-	-	-	-	-
Passes	-	-	-	-	-
Adult	-	-	-	-	-
youth	-	-	-	-	-
	-	-	-	-	-

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	-	-	-	-	-
Total	\$	Coin	total	Adult	youth
	-	-	-	-	-

Counted by _____ and _____
Deposited _____

Exhibit 3
Pass Sales Memo



<u>PASS DELIVERY MEMO</u>
<u>Date:</u>

<u>Name of Vendor:</u>

<u>Delivered amount</u>			<u>Inventory</u>	<u>Sold</u>	<u>\$/T</u>
-	<u>Adult Season Pass</u>	<u>\$270.00</u>	-	-	-
-	<u>Adult 1-Month Pass</u>	<u>\$50.00</u>	-	-	-
-	<u>Hailey/Bellevue 1-Month Pass</u>	<u>\$10.00</u>	-	-	-
-	<u>12 Adult Pass Packs</u>	<u>\$22.00</u>	-	-	-
-	<u>24 Adult Pass Packs</u>	<u>\$40.00</u>	-	-	-
-	<u>12 Youth/Senior Pass Packs</u>	<u>\$15.00</u>	-	-	-
-	<u>24 Youth/Senior Pass Packs</u>	<u>\$26.00</u>	-	-	-
-	<u>Summer Pass</u>	<u>\$25.00</u>	-	-	-
-	<u>Cash Picked-up by Mountain Rides</u>	-	-	-	-
-		-	-	-	-
<u>Store Clerk Signature</u>	-	-	-	-	-

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<u>Mountain Rides</u> <u>Signature</u>	-	-	-
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Exhibit 4

Vending Cash Collection Worksheet

Vending Count Sheet

date: Soda Machine Laundry/WEH

\$dollars	-	-	-	-
coins	-	-	-	-
Total	-	-	-	-
-	-	-	-	-

Counted by _____ and _____ Deposited _____

date:

\$dollars	-	-	-	-
coins	-	-	-	-
Total	-	-	-	-
-	-	-	-	-

Counted by _____ and _____ Deposited _____

- - - -
- - - -

date:

\$dollars	-	-	-	-
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coins

Total

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Counted by

and

Deposited

-

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Mountain Rides Agenda Action Item Summary

Date:

10/18/2017

From:

Tucker Van Law

Action Item:

5c. Approve Mountain Rides updated 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 the Mountain Rides Employee Manual for FY2018, originally adopted 8/20/08, and revised 11/19/14 and 10/18/17, as presented [or with changes noted] and subject to legal review.

Fiscal Impact:

none

Related Policy or
Procedural Impact:

benefits package, paid time off, employee payscale

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 and break period definition.

These updates, as well as the entire document, is being reviewed by our legal counsel for compliance and best practices.



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, **10/18/17**

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.

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.

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. 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 can 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 will 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 may 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 includes 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 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, telephone numbers, 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 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.

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 will 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 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, 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
- 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. Cell phones may not be used while operating any **MRTA** vehicles. If an employee is operating a **MRTA** vehicle, a cell phone should be used only when the vehicle is stopped at the end of the route or at a designated bus stop.

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 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 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

In keeping with **MRTA** intent to provide a safe and healthful work environment, smoking is 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.

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

<u>Date:</u>	<input type="text" value="10/18/2017"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="5d. Approve submission of grant applications to Idaho Transportation Department for Public Transportation funding for operating and capital, 10/1/18 – 9/30/20"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>Committee Purview:</u>	<input type="text" value="Finance and Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve 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 10/1/18 – 9/30/20, as presented [or with changes noted]."/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2019-FY2020 capital and operating budgets"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Service Plan, Capital Improvement Plan"/>		
<u>Background:</u>	<input type="text" value="Every two years, Mountain Rides must apply for funding for Federal Transit Administration (FTA) funding administered by ITD for rural public transportation. This funding supports both operating and capital for a two-year period, beginning 10/1/2018 and going through 9/30/2020. This is critical funding that represents approximately 43% of our overall operating budget annually and the bulk of funding for bus and van replacements.

Attached is the funding notification and a spreadsheet summarizing the funding requests that Mountain Rides will be submitting. The grant applications are due 10/31/17."/>		

ITD-Public Transportation Two Year Funding Applications

Available September 1, 2017

FUNDING SOURCE	October 1, 2018 –September 30, 2020 Funding
5310 Rural Elderly and Disabled Program	\$ 781,571
5311 Rural Formula Grant Program	\$ 12,283,606
5339 Rural Bus and Bus Facility Program	\$ 3,605,700
Vehicle Investment Program (VIP)	\$ 624,000
Total Two Year Funding	\$17,294,877

DISTRICT	5310 Rural Elderly and Disabled Program	5311 Rural Formula Grant Program	5339 Rural Bus and Bus Facility Program	Vehicle Investment Program (VIP)
District 1	\$128,099	\$1,719,705	\$504,798	\$87,360
District 2	\$83,003	\$1,228,361	\$360,570	\$62,400
District 3	\$177,651	\$2,702,393	\$793,254	\$137,280
District 4	\$198,988	\$3,193,737	\$937,482	\$162,240
District 5	\$88,474	\$1,474,033	\$432,684	\$74,880
District 6	\$105,356	\$1,965,377	\$576,912	\$99,840
Total	\$781,571	\$12,283,606	\$3,605,700	\$624,000

Purpose of Funding:

- To provide operating, planning, administrative and capital assistance to support public transportation in rural areas with populations less than 50,000

Who Can Apply:

- 5310 and 5311
 - State or local government authorities
 - Nonprofit organizations
 - Operators of public transportation
- 5339 and VIP
 - Public agencies or private non-profit organizations engaged in public transportation, including those providing services open to a segment of the general public, as defined by age, disability, or low income.

Due Date for Applications: October 31, 2017 at 5pm (MST)

How to Submit:

- Email to kim.mcgourty@itd.idaho.gov
- Mail to 3311 W. State Street, Boise, ID 83713 ATTN: Kim McGourty, Public Transportation
- Fax to 208-334-4424

Funding Award Timeline:

- Two year funding award begins October 1, 2018 through September 30, 2020

Overview of Federal (FTA) Grant Applications for Mountain Rides for operating and capital projects
For applications due end of October 2017 for FY2019-2020

Operating grants

Grant program	Funding period	Mountain Rides application scope of work	Mountain Rides current federal funding FY2017-FY2018	Mountain Rides federal funding request for FY2019-FY2020	Federal funding available for District 4 for FY19-20
5311 rural	10/1/18 - 9/30/20	All of our existing fixed route bus services within Blaine County, including incremental service improvements, where possible	\$2,237,295 (\$1,118,648 per year)	\$2,800,000 (\$1,400,000 per year)	\$3,193,737

Capital grants

Grant program	Funding period	Mountain Rides application scope of work	Mountain Rides current federal funding FY2017-FY2018	Mountain Rides federal funding request for FY2019-FY2020	Federal funding available for District 4 for FY19-20
FY2019-20 - ROLLING STOCK					
5339 FY19-20	10/1/18 - 9/30/20	Buses - medium and heavy duty (2 heavy duty and 1 medium duty)	\$393,000	\$832,000	\$937,482 available in total for 5339 for District 4
5339 FY19-20	10/1/18 - 9/30/20	Vans - vanpool (4)	\$114,000	\$136,000	
VIP FY19-20	10/1/18 - 9/30/20	Light duty accessible bus for Hailey Route	\$0	\$112,000	

Mountain Rides Agenda Action Item Summary

Date:

10/18/2017

From:

Ben Varner

Action Item:

5e.Approve declaration of buses 14 and 26 as surplus property and dispose per policy

Committee Review:

☒ Yes ☐ No

Committee
Purview:

Finance and Performance

Previously
discussed at board
level:

☒ Yes ☐ No

Recommended
Motion:

I move to approve MRTA's surplussing of Buses 14 and 26.

Fiscal Impact:

FY 2018 Capital Budget

Related Policy or
Procedural Impact:

MRTA Policy 101 Procurement

Background:

Bus 26 has been replaced by our New Flyer Bus 201 and is no longer needed. It has met the FTA mileage benchmark for useful life.

With reduction in services (Airport and Green), Bus 14 is no longer needed. Bus 14 was really kept one year longer than it was needed as a backup bus. Bus 14 has met FTA useful life benchmarks in both mileage and age.

Policy 101: Procurement

Issued: April 27, 2011

Revised: February 19, 2013

Revised: March 20, 2013

Revised: November 20, 2013

Revised: November 5, 2014

Revised: July 15, 2015

A. Purpose:

This policy establishes procedures and control and provides an orderly process for purchasing goods and services necessary in the ordinary course of business of Mountain Rides Transportation Authority (MRTA). It also covers the limitations and process for issuing contract change orders (CCO) on any Mountain Rides Transportation Authority construction project that impacts the approved project budget. All project budgets must be adopted by the Board for each capital construction project in excess of \$25,000.

B. Personnel Affected: Board of Directors, Executive Director, Operations Manager, Maintenance & Facilities Manager and other Maintenance employees involved in purchases, Business Manager, Outreach & PR Specialist, Bike & Mobility Specialist

C. Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

- A. BOARD shall mean the Board of Directors of the MRTA.
- B. BUSINESS MANAGER shall mean the Business Manager of MRTA.
- C. CONTRACT shall mean a written agreement, including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.
- D. DBE shall mean Disadvantaged Business Enterprises.
- E. FTA shall mean the United States Department of Transportation, Federal Transit Administration.
- F. INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or a PUBLIC WORKS project.
- G. ITD shall mean the State of Idaho Transportation Department.
- H. NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.
- I. PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.
- J. PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services

rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

- K. PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.
- L. REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for PROFESSIONAL SERVICES.
- M. REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.
- N. SIGNIFICANT IDAHO PRESENCE as defined in Idaho Code shall mean a bidder must have, for a minimum of one year, prior to the bid, maintained in Idaho fully staffed offices, or fully staffed sales offices or divisions, or fully staffed sales outlets, or manufacturing facilities, or warehouses or other related property. Further if the bidder is a corporation, it must be registered with the office of the Secretary of State and licensed to do business in the State of Idaho.
- N. SERVICES shall mean PROFESSIONAL AND/OR NON-PROFESSIONAL SERVICES, or both, in accordance with the context.
- O. SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance or repair of any property of MRTA or of any other person or agency for which it is the duty of MRTA to maintain or repair.

D. Procedures:

All vendors from which purchases are made must be in the MRTA accounting system. All purchases will be made, regardless of the amount, with the intention of getting the best possible price for the goods and/or services without compromising on the quality, reliability, timeliness, etc. of the goods and/or service and in accordance with both State and Federal procurement requirements (i.e. including all appropriate state and federal clauses, etc.).

Positive efforts shall be made to utilize local businesses, small businesses, minority-owned firms, and women's business enterprises, and businesses in the DBE Directory whenever possible (refer to applicable Federal DBE policy, which is not incorporated into this policy). All new vendors must be pre-approved by the Business Manager before goods and/or services are ordered. Completion of a Vendor Application form (Exhibit 1) must be submitted to the Business Manager in order to obtain approval.

All purchases made on behalf of MRTA must comply with the following:

- a. All purchases under or equal to \$3000 may be made by the appropriate department head and/or delegate. However, if the purchase will cause MRTA to be over budget in that particular expenditure category, written pre-approval of the Executive Director is necessary before purchasing the goods/services. MRTA has a "best price practice" meaning that generally the lowest cost supplier is preferred HOWEVER, other criteria such as reliability, quality, timeliness, etc., are also factors considered in the decision.

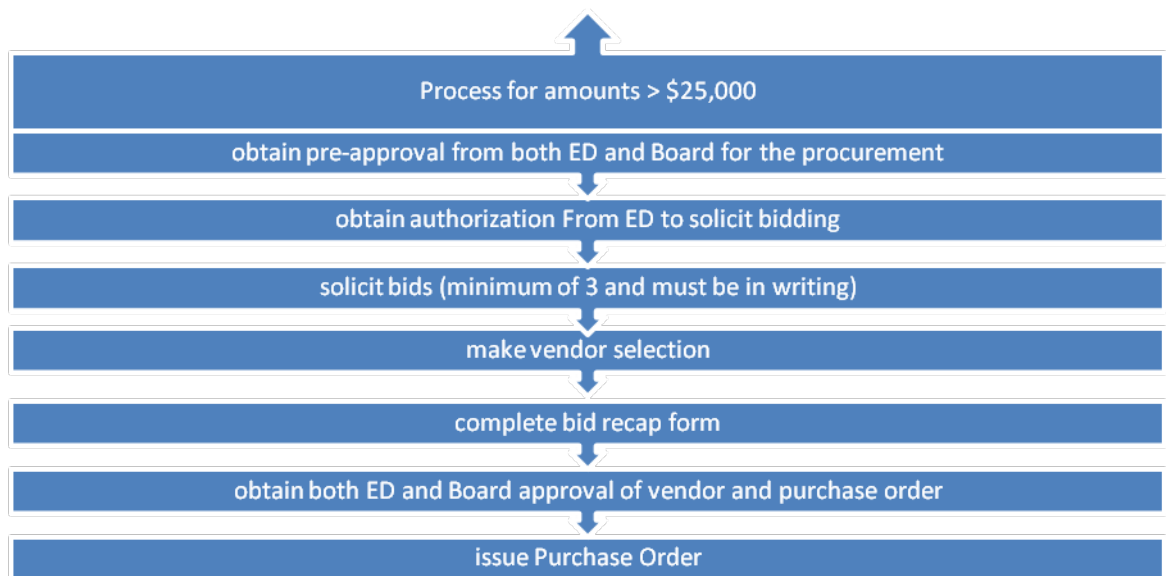
- b. All purchases over \$3,000 and up to or equal to \$25,000 for goods/services need the written approval of the Executive Director before the purchase is made. In addition, Purchases will be recorded in a log (Exhibit 2) that tracks the purchase process, including quotes received, vendor selected and reason for selection. Once the Executive Director has reviewed the request to ensure the purchase doesn't cause MRTA to be over budget and that the cost is reasonable, prudent and necessary and that quotes received are appropriate, approval is granted by indicating on the log.
- c. All purchases over \$25,000 and up to or equal to \$50,000 require compliance with State and applicable Federal Laws as outlined in Idaho Code, Title 67 State and Government Affairs Chapter 28 Purchasing by Political Subdivisions, Sections 67-2806 and 67-2808, or any successor thereto regarding the procurement process. This section of the Idaho Code requires a solicitation for a minimum of 3 written bids, a minimum of 3 days to submit a bid and 1 day to object to the specifications or procedures, before they are considered, a compilation of the bids and then approval by the Board or Board authorized official of the lowest bid. In addition to these requirements, the following MRTA procedures must be completed:
 - i. written pre-approval of the request by the Executive Director,
 - ii. written pre-approval of the request by the MRTA Board of Directors, if it is a new request (pre-approval is not required for bids that cover an expense that is reoccurring, i.e. a bid for Health coverage, insurance coverage, tires, fuel, etc.)
 - iii. Solicitation of bids (Exhibit 3)
 - iv. Recap of bids and selection of vendor (Exhibit 4)
 - v. a MRTA Purchase Order (Exhibit 5 attached)

After the Executive Director reviews the **request** and deems the purchase to be within budget and reasonable and prudent, the board is notified and required to approve the request in writing **before** the order for the goods/services is made. Board pre-approval is **not required** for bids on reoccurring items, e.g. fuel, tires, health plan, insurance coverage and the like, where MRTA is attempting to minimize or control the cost of the reoccurring expense. Once the Executive Director and Board (if necessary) approvals are obtained, a solicitation of bids occurs. Following receipt of bids, results are compiled and a recommendation is made to the Executive Director and then to the Board as to the selected vendor. Both the Executive Director and the Board must approve the selection in writing. Once that approval is obtained, a Purchase Order is created and submitted to the Business Manager. The Purchase Order will be numbered and the number will be entered into the Board minutes as a permanent record of approval of the Board of Directors of MRTA and to protect the check signing parties.

- d. If an emergency and/or unexpected incident occurs for which the purchase of the goods and/or service is critical to keep MRTA fully functioning and the amount exceeds \$25,000, the MRTA Board must declare by written resolution that an emergency exists and that public interest and necessity demand the immediate expenditure, pursuant to Section 67-2808, or any successor thereto. Once the Board declares an emergency, the Executive Director is authorized to make the purchase without complying with bid procedures, as outlined in Section 67-2808, or any successor thereto.

The Executive Director shall prepare a report for the next regularly scheduled meeting of MRTA's Board of Directors describing any procurement made under emergency/exigent circumstances for a procurement costing more than \$25,000. This exception only applies to ensure that MRTA can maintain fully functional and not be forced to reduce its services to the public.

- e. All purchases over \$50,000 have the same requirements outlined in d. above and in addition, require a sealed bid process as detailed in Section 67-2806 of the Idaho Code (<http://www.legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2806.htm>), or any successor thereto. This section of the Idaho Code requires two public notifications of the request for bids, written specifications/instructions for bids, and receipt of sealed bids.



- f. **Procurement of Legal and Audit Services**
Legal and Audit Services are exceptions to the dollar bidding thresholds of this policy and, the procedures outlined in e. below must be followed regardless of amount (i.e., ED and BOD pre-approval of the solicitation, BOD approval of the bid selection, and BOD approval of any resulting contracts).
- g. **Procurement for Public Works projects**
Public Works projects require Board approval for engagement of services or execution of any contract for any capital project in which the amount of the project exceeds \$25,000. If the service or contract is less than \$25,000 but the entire related project exceeds \$25,000 Board approval is required. Once the Board has approved the project and the related project budget, so long as budget is not exceeded, the ED may authorize payments in any amount, under the project contract.

Change orders that increase or decrease the overall cost of a project may be authorized by the ED for amounts up to and equal to \$15,000, subject to the budgetary limitations of the approved project budget.

Within this limit, the Executive Director has the ability to approve or deny any given CCO, subject to the following:

- The Executive Director must review any CCOs to ensure it is reasonable, prudent and necessary. If the project has a consultant for architecture or design, there should be additional confirmation from the consultant/architect that the change is appropriate.
- The Executive Director should determine that the CCO doesn't substantially change the scope of work and isn't deemed a "cardinal change," per FTA definition. Substantial or "cardinal" changes would be those that would significantly alter the appearance or function of the board approved project.
- CCOs will be issued and documented according the templates provided for in the contract between MRTA and the contractor. The CCOs will be summarized and reported to the Board of Directors at the next scheduled board meeting after the CCO is issued

For CCOs exceeding \$15,000.00, the Mountain Rides' Board of Directors must approve or deny the CCO, subject to the following:

- The CCO must be reviewed, submitted and recommended by the Executive Director and/or the contractor. If the project has a consultant for architecture or design, there should be additional confirmation from the consultant/architect that the change is appropriate.
- The CCO must not be deemed a "cardinal change," per FTA definition
- If the CCO exceeds the project budget, the Board of Directors must adjust the project budget accordingly

Change orders must be treated on an individual basis and cannot be combined and "netted" against each other.

E. Capitalization Policy:

All items purchased for more than \$5000 AND in addition, when an item is complete unto itself, and is not a component of another capitalized item AND when the item has a useful life of greater than one year, it will be capitalized in the records of Mountain Rides and booked in the appropriate fixed asset category unless specifically recommended otherwise by MRTA's outside auditors. Goods and/or services purchased for less than or equal to \$5,000 will be expensed in the fiscal year the goods and/or services were received, subject to GAAP.

F. Compliance with ITD and Federal grant requirements

- a. A PROCUREMENT funded in full or in part pursuant to the terms of a **federal grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance. A PROCUREMENT funded in full or in part pursuant to the terms of a **state grant** or loan shall be advertised, prepared, awarded, performed, and administered in

compliance with all applicable requirements of state laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of state financial assistance. All procurements shall be carried out in accordance with applicable state laws and implementing regulations and applicable requirements of the state or federal financial assistance.

- b. In addition to complying with the above procedures, local and DBE Vendors should be included for consideration and must be used where appropriate and available under the ITD guidelines.
- c. Purchases made with Federal funds for goods and/or services over \$50,000 must use a formal procurement process for large purchases (a sealed bid process) and produce a schedule that provides the following information:
 - i. RFP/IFB; publish two notices soliciting bids in the official city newspaper, with the first notice at least two weeks before bid opening and the second notice at least a week prior to bid opening. The notice must succinctly describe the personal property or services to be procured and must state that specifications, bid forms, instructions, contract documents and other information must be made available upon request to any interested bidder.
 - ii. A list of any pre-bid meeting and attendees.
 - iii. Provide a closing date.
 - iv. A list of bidders.
 - v. Notification date of the successful bidder.
 - vi. List of any protests.
 - vii. Date the contract was signed.
 - viii. For vehicles purchased; proof of insurance must be provided.
- d. Purchases made with Federal funds over \$100,000 requires full compliance with requirements for purchases over \$50,000 (listed above) and applicable federal requirements (see FTA Circular 4220.1F, http://www.fta.dot.gov/documents/C_4220_1F.pdf , or any successor thereto). In addition, the following forms must be completed and procedures followed:
 - i. Buy America Certifications (pre and post-delivery).
 - ii. Debarment and Suspension Certification.
 - iii. Lobbying Certification.
 - iv. DBE Approval Certification.
 - iv. Certificate of Compliance with Bus Testing Requirement.
 - vi. Pre-award & Post Delivery Audit forms, 49 U.S.C.5323, 49 CFR Part 663.
 - vii. Bus Testing Certification, 49 U.S.C. 5323(c) 49 CFR part 665.

G. Receiving and Acceptance

The receiving and acceptance function is the final phase in completion of the purchasing cycle. At this point, acceptance or rejection of material is accomplished and final determination is made as to quantity, quality, delivery and payment authorization.

1. Material or services and equipment will be delivered according to the instructions on the purchase order, which in most cases will be to the initiating department.
2. Upon receipt and acceptance of material equipment or service, the department must confirm that all items are received in good order and then must forward all shipping papers to the Business Manager for authorization of payment. Shipment contents should be reconciled to the packing slip.
3. Packing slip should be delivered to the Business Manager where it is matched to the purchase order. Upon receipt of the invoice, it will be reconciled to the purchase order and packing slip.
4. If the material is not acceptable or the quantity is incorrect, the department must advise the vendor immediately and negotiate a correction that is acceptable to the department. If it is advisable to hold up payment until this adjustment can be made, the Business Manager must be immediately informed.
5. When material and supplies are ordered on long term contracts or when a partial payment is to be made on an open purchase order, the department must complete a Request for Payment Form (Exhibit 6), attach a copy of the purchase order, and forward it to the Business Manager.

• Miscellaneous

- Under no circumstances shall this policy be circumvented by dividing purchases into smaller orders, spreading an order over time, or similar action.
- Committing MRTA to any obligation or contract that exceeds a term of one year requires the Executive Director's prior approval. The total amount of the contract determines the procurement procedures (i.e. contracts greater than one year in length require the Executive Director's written approval; contracts exceeding \$25,000 require prior Executive Director AND MRTA Board approval). Commitments/leases/contracts for terms of greater than one year should include provisions to void the commitment if public funding for the expense is eliminated.
- Any changes or exceptions to this Procurement Policy require MRTA Board approval.

H. Termination

The performance of work under a procurement may be terminated in whole or in part by MRTA by a written "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. MRTA will not be liable to Seller for any work done or materials purchased after such termination or for lost profits or other damages. Such right of termination is in addition to and not in lieu of rights of any other provisions of the procurement. Seller's failure to effect delivery by date specified or to fulfill any other terms of the procurement will entitle MRTA to cancel a procurement at MRTA's option.

I. Protest Procedures and Appeals Process

1. Who May Protest or Appeal: Any document holder showing a substantial economic interest in the award of a contract under a procurement who claims to be aggrieved in connection with the solicitation or proposed award of a contract under this procurement may protest in accordance with the procedures set forth herein.

2. Timing of Protest: Protests based on the contents of a procurement must be received by MRTA no later than 7 business days prior to the date and time designated for submittal of Bids, Proposals, or Statements of Qualification. Protests based on other circumstances must be received within 5 business days after the allegedly aggrieved person or party is notified of contract award or intent thereof, whichever is earlier.

3. Contents of Protest: A protest shall be in writing and shall include: (1) the procurement title and/or number under which the protest is made; (2) the name and address of the allegedly aggrieved party; (3) a detailed description of the specific grounds for the protest and all supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed to: MRTA, PO Box 3091, Ketchum ID 83340 and mailed postage pre-paid by US Mail, certified with return receipt.

4. Protest Procedure: Upon receipt of a timely written protest, the MRTA procurement officer will consider the protest in accordance with established procedures and promptly issue a written decision stating the reasons for the action taken and informing the allegedly aggrieved person of his/her right to appeal the decision to the Executive Director.

5. Appeal Procedure: The decision made by the MRTA procurement officer shall be final and conclusive unless a written appeal to the Executive Director is received within five (5) business days of written, email or facsimile transmittal to the protester. The written appeal must be mailed to MRTA postage pre-paid by US Mail, certified with return receipt. The Executive Director will consider the appeal and promptly issue a written decision, which shall be final and conclusive. A copy of the decision shall be (a) mailed by U.S. mail and (b) emailed or faxed to the allegedly aggrieved protester, and the FTA.

6. Secondary Appeal Procedure: The decision made by the MRTA Executive Director shall be final and conclusive unless a written secondary appeal to the MRTA Board of Directors is received within five (5) business days of written, email or facsimile transmittal to the protester by the Executive Director. The written secondary appeal must be mailed to MRTA postage pre-paid by US Mail, certified with return receipt. Within ten (10) business days from receipt of the written secondary appeal, the MRTA Board of Directors shall notice a review hearing, such hearing to take place within twenty (20) days of said notice. Notice shall be furnished in writing to the protester, the MRTA Executive Director, and the MRTA procurement officer. The review hearing shall be held before at least a quorum of the MRTA Board of Directors.

The MRTA Board of Directors will consider the secondary appeal, and information provided during the hearing and issue a written decision within thirty (30) days from the date of the hearing, which decision shall be final and conclusive. A copy of the decision shall be (a) mailed by U.S. mail and (b) emailed or faxed to the protester, and the FTA.

7. Failure to Comply with Requirements: Failure of the protester to strictly comply with these protest and appeal requirements will render a protest or an appeal untimely or inadequate and may result in rejection by MRTA.

8. Deadlines for all purchases below \$100,000: A written protest in a purchase action valued below \$100,000 (whether based on the content of the procurement or otherwise) must be received by MRTA within the earlier of (a) 2 business days of the opening of bids or (b) the time the Contract is executed or performed.

9. Exhaustion of Administrative Remedies: A protester may not commence litigation prior to exhausting all administrative remedies. Failure to exhaust all administrative remedies shall constitute an absolute waiver of the Protester's right, if any, to commence litigation.

910. Commencement of Litigation: After the exhaustion of all administrative remedies, the Protester shall have 10 business days in which to commence litigation. Failure to commence litigation within this limitation shall constitute an absolute waiver of the Protester's right, if any, to

do so. MRTA may award and execute a Contract during this ten day period in accordance with state law.

11. Protests at the FTA Level (For Federally-Funded Projects only): Protests made to the FTA will be limited to MRTA's failure to have or follow its protest procedures, MRTA's failure to review a complaint or protest, or violations of Federal law or regulation. Any protest to the FTA must be made in accordance with the following guidelines:

- a. A protest must be filed with the FTA no later than 5 working days after the protester learns or should have learned of an adverse decision by MRTA or other basis of appeal to FTA.
- b. A protest to FTA must be filed in accordance with FTA Circular 4220.1F, as amended.

Exhibit 1
VENDOR APPLICATION

Please type or print in black ink. All vendor information must be complete. Completed W-9 must accompany this application.

Company Information

Company Name	Principal Owners
Street Address	Box No.
City	State Zip
Phone	Fax
Years at this location	Number of employees
Federal Tax ID No.	Type of Business(LLC, Sole Proprietor, Corp)
Social Security No.	
Year Established	Idaho Presence

Products and/or services your company can provide and for which you wish to be considered

List any relationship with MRTA, its employees, Board or any affiliation

For MRTA purposes:

Approved _____ Date _____

Exhibit 2

LOG FOR PURCHASES > \$5,000.00 and up to or equal to \$25,000

DATE	VENDOR	DESCRIPTION	\$ AMOUNT	DEPARTMENT	VENDOR SELECTED
	1				
	2				
	3				
NOTES/Criteria for selection:					

Approved____

DATE	VENDOR	DESCRIPTION	\$ AMOUNT	DEPARTMENT	VENDOR SELECTED
	1				
	2				
	3				
NOTES/Criteria for selection:					

Approved____

DATE	VENDOR	DESCRIPTION	\$ AMOUNT	DEPARTMENT	VENDOR SELECTED
	1				
	2				
	3				
NOTES/Criteria for selection:					

Approved____

Exhibit 3

MRTA AUTHORIZATION TO SOLICIT BIDDING

DESCRIPTION OF PROJECT OR ITEM TO BE BID:

SPECIAL REQUIREMENTS:

ESTIMATED COST:

DATE OF BOARD APPROVAL OF REQUEST: _____
DATES OF PUBLICATION (REQUIRED FOR PURCHASES > \$50,000):

APPROVED AS PER BUDGET:

Executive Director

Date

APPROVED FOR PUBLICATION:

Executive Director

Date

Exhibit 4
BID RECAP AND SELECTION REPORT

INFORMAL BID _____ FORMAL BID _____ SOLE SOURCE _____

TO: MRTA Executive Director

FROM:

PROJECT/PROJECT TYPE:

SERVICE REQUESTED:

Bids/proposals were solicited from available, qualified firms for the above project. The following firms were considered:

After evaluating the bids/proposals submitted, it is my recommendation that the contract be awarded to:

in _____ an _____ amount _____ not _____ to _____ exceed _____

This selection was based on the specific criteria established for this expenditure and this vendor was selected because:

Attached for your review and file are the following documents:

- A. _____ copy of specifications for the requested service
- B. _____ copy of the selected proposals
- C. _____ copy of the contractual agreement (if any)

APPROVED BY Executive Director: _____ DATE: _____

APPROVED BY MRTA Board: _____ DATE: _____

Exhibit 5
Purchase Order

Date:
PO #:

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

VENDOR:

SHIP TO: Mountain Rides
800 1st Ave. N.
Ketchum, ID 83340

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE

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

Please send two copies of your invoice.
Please refer to letter of quote dated
Please confirm order details as soon as possible.
Send all correspondence to:

Jason Miller
jason@mountainrides.org
208-720-5977
Or Rodney Domke
rod@mountainrides.org
208-720-

Authorized by

Date _____



Your Transportation Solution

Exhibit 6
Request for Payment Form

Request for Payment Form

Date:

Vendor/Payee:

Amount:

Due Date:

Purpose:

MRTA Coding:

Approval (if required):



Declaration of Surplus Property

The following Mountain Rides Transportation Authority property:

2008 Sprinter 3500 (Bus # 14)

Vin: WD0PF445085314084

Mileage: 233,052

Min. Bid: \$15,000

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

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

By: _____ Date: _____

Ben Varner, Maintenance and Facilities Manager

By: _____ Date: _____

Jason Miller, Executive Director

By: _____ Date: _____

Jane Reister Conard, Board Chair



Declaration of Surplus Property

The following Mountain Rides Transportation Authority property:

2010 International Low Floor 36 foot Bus (Bus # 26)

Vin: 4DRASSKM5BH291847

Mileage: 243,928

Min. Bid: \$2,000

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

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

By: _____ Date: _____

Ben Varner, Maintenance and Facilities Manager

By: _____ Date: _____

Jason Miller, Executive Director

By: _____ Date: _____

Jane Reister Conard, Board Chair

Mountain Rides Agenda Discussion Item Summary

Date:

10/18/2017

From:

Jason Miller/Ben Varner

Discussion Item:

5f. Update on battery electric buses and potential order for first electric bus

Committee Review:

☒ yes
☐ no

Committee
Purview:

Finance and Performance

Fiscal Impact:

Low-No grant award of \$500,000, future funding

Related Policy or
Procedural Impact:

Policy 101 Procurement and Five-Year Strategic Plan

Background:

We moved forward with ordering a clean-diesel bus from New Flyer, as originally planned before the Low-No grant was awarded. The uncertainty of funding and our current fleet needs made that decision fairly straightforward for us.

We have spoken with most current manufacturers of Electric Buses and feel that we are starting to have a vision for our path to deploying Electric Buses in the future.

Last week, at the American Public Transit Association (APTA) triennial conference, most manufacturers made announcements and unveiled prototypes of buses that we may be looking at very soon.

We have requested local demos with the three leading manufacturers and hop to have those demos in 2018.



Agenda

Finance and Performance Committee

Wednesday, 10/4/17, 2:30pm

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

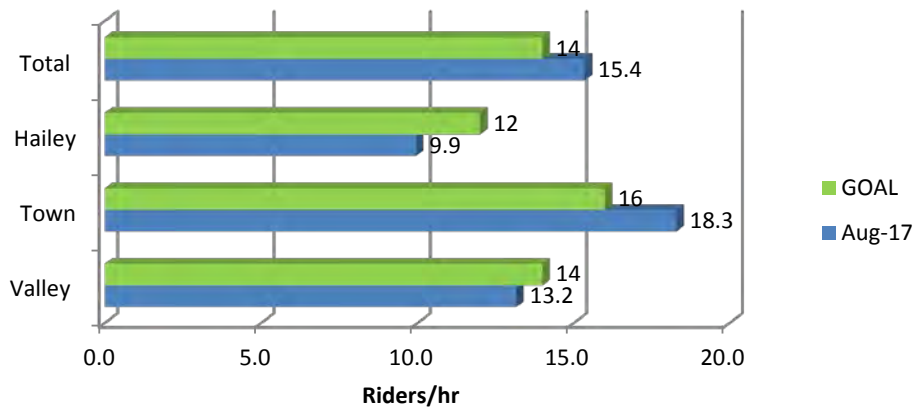
Present: Becki Keefer, Jane Conard, David Patrie, Jason Miller, and Tucker Van Law

Absent: Grant Gager

- 1) Review August 2017 financials and bills paid
 - a) The group went over the financials with Tucker Van Law to answer question. Becki Keefer made a motion to recommend accepting the financials and David Patrie seconded. All members approved
- 2) Review updated Accounts Receivable policy and other financial policies that need updated
 - a) Tucker Van Law explained the need to separate collecting the mail/making deposits and recording it in the accounting software. This was a finding in ITD's audit in May 2017. The control has been put into place but the policy needs to be updated. Jane Conard made a motion to recommend approving the policy following legal review and David Patrie seconded. All members approved.
- 3) Discuss updates to Employee Manual
 - a) Tucker Van Law explained the need to change the policy due to new health insurance and the removal of HRA and FSA. Possible other changes include PTO restrictions and requiring new employees that need CDL training to stay employed with Mountain Rides for a period of time or the cost of the CDL training will be deducted from their last paycheck.
- 4) Discuss FY2019-FY2020 federal funding grant applications for operating and capital projects (applications due 10/31/17)
 - a) High level discussion of the grant application process.
- 5) Update on electric buses and plan for ordering first electric bus
 - a) Jason Miller explained we will be purchasing a diesel bus next year but are looking at all options to move to electric in the future.
- 6) Review needed declarations of surplus property (buses) for fall
 - a) High level discussion of upcoming bus and van surplus property declarations due to new vehicles received or on order.
- 7) Other items to come before the committee.
 - a) There were none.

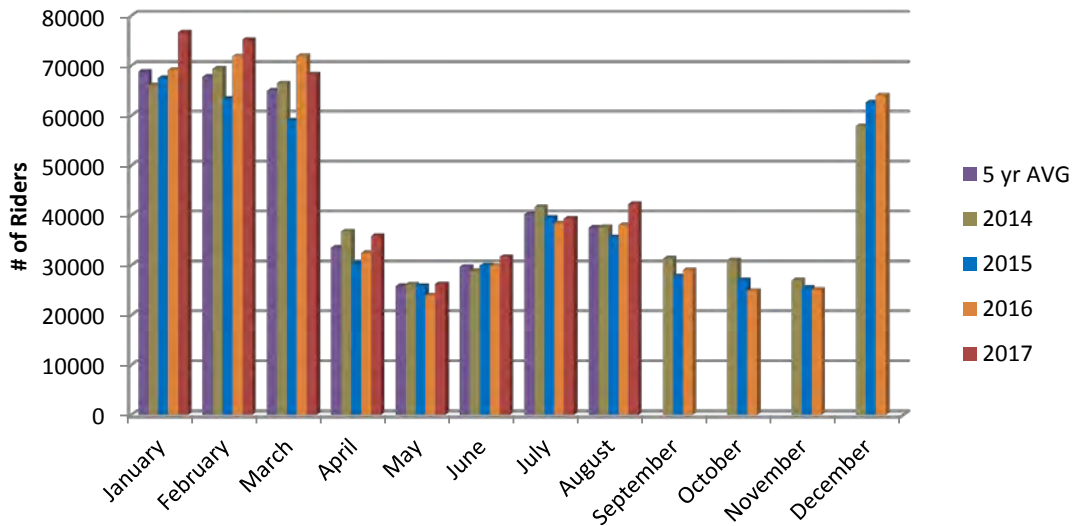
PERFORMANCE DASHBOARD - RIDERSHIP, AUGUST 2017

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.

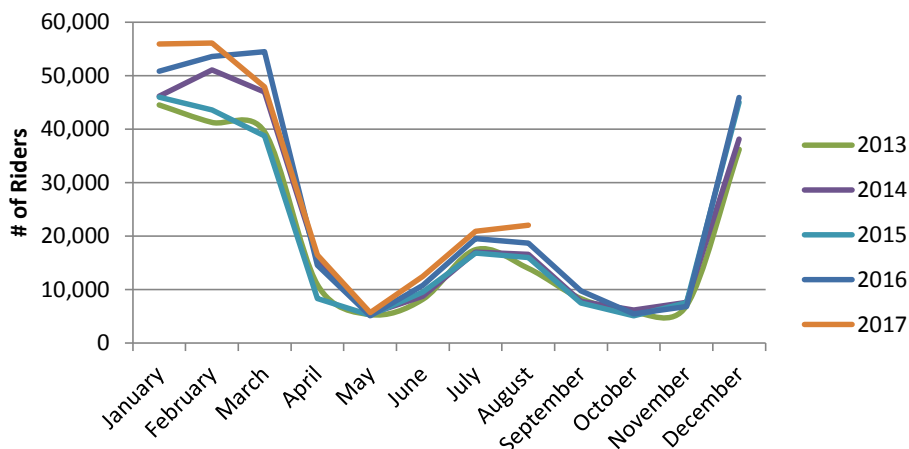
Total Ridership by Month



2017 YTD Ridership 395774
 2016 YTD Ridership 375876
 2015 YTD Ridership 351450
 2014 YTD Ridership 373177
 2013 YTD Ridership 345,029

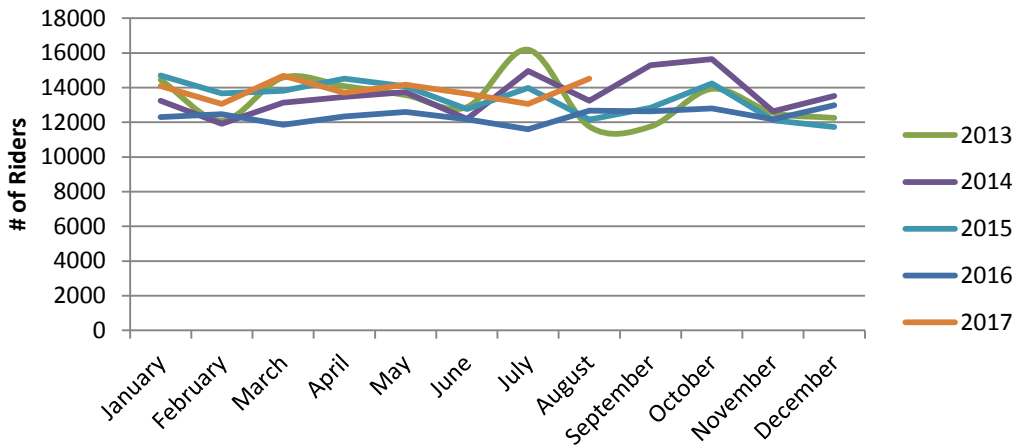
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

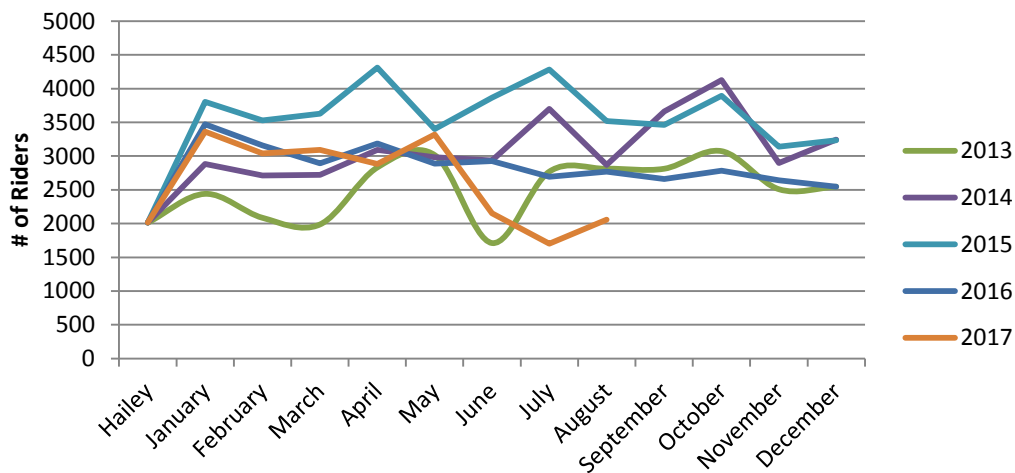


PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, AUGUST 2017

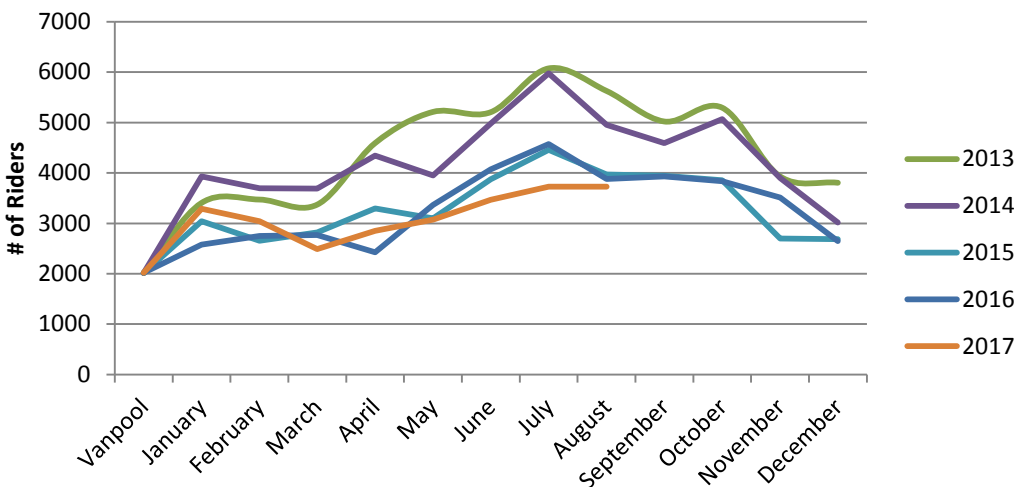
Valley Route



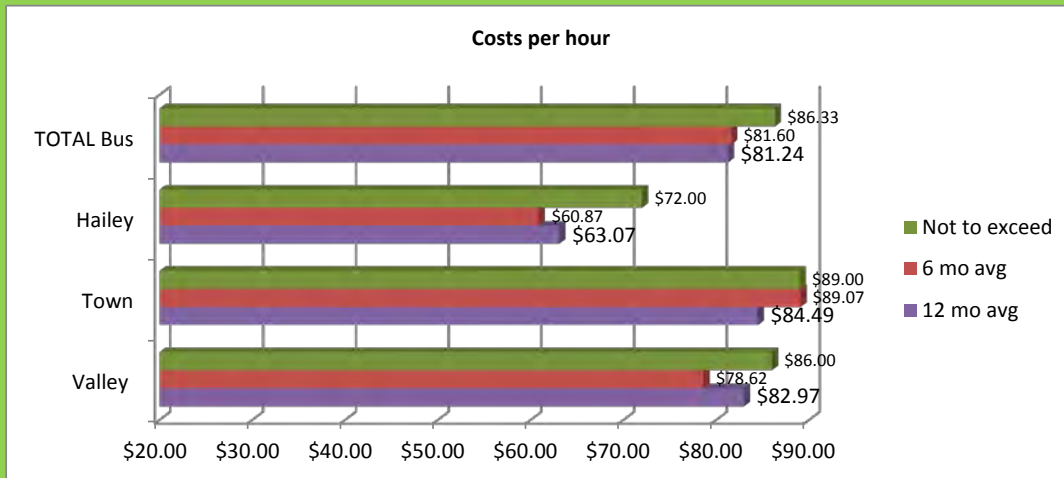
Hailey Route



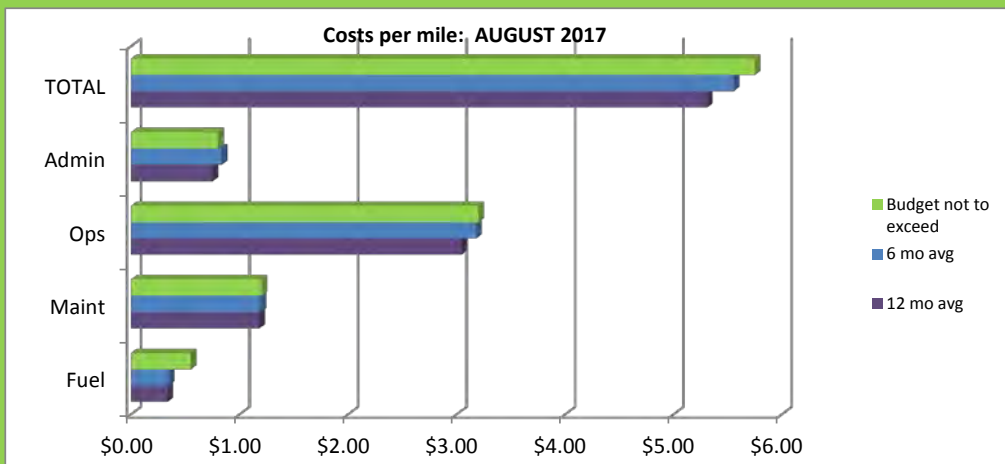
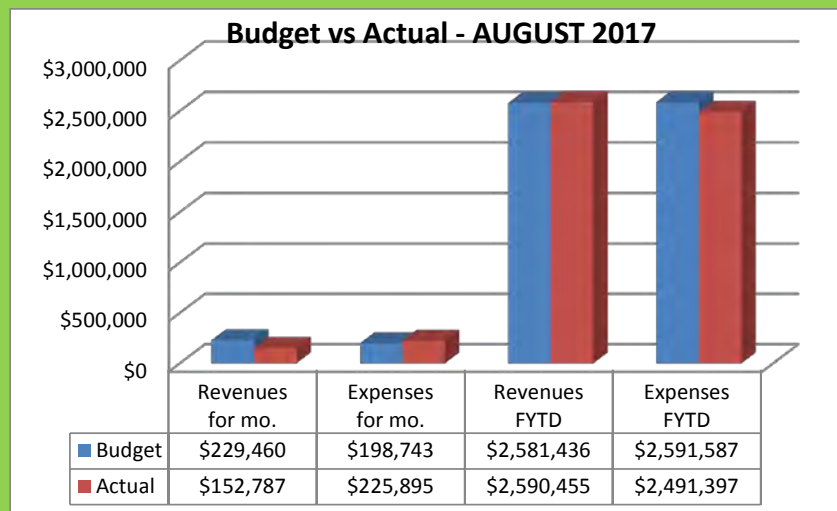
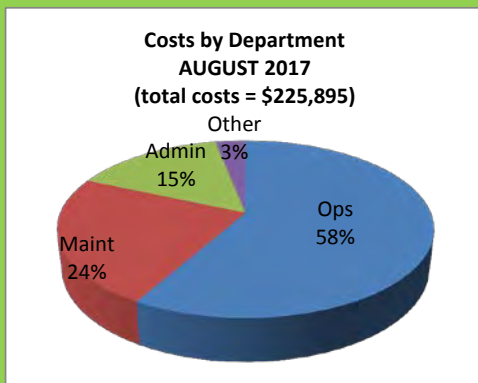
Vanpool



PERFORMANCE DASHBOARD - FINANCIAL, AUGUST 2017

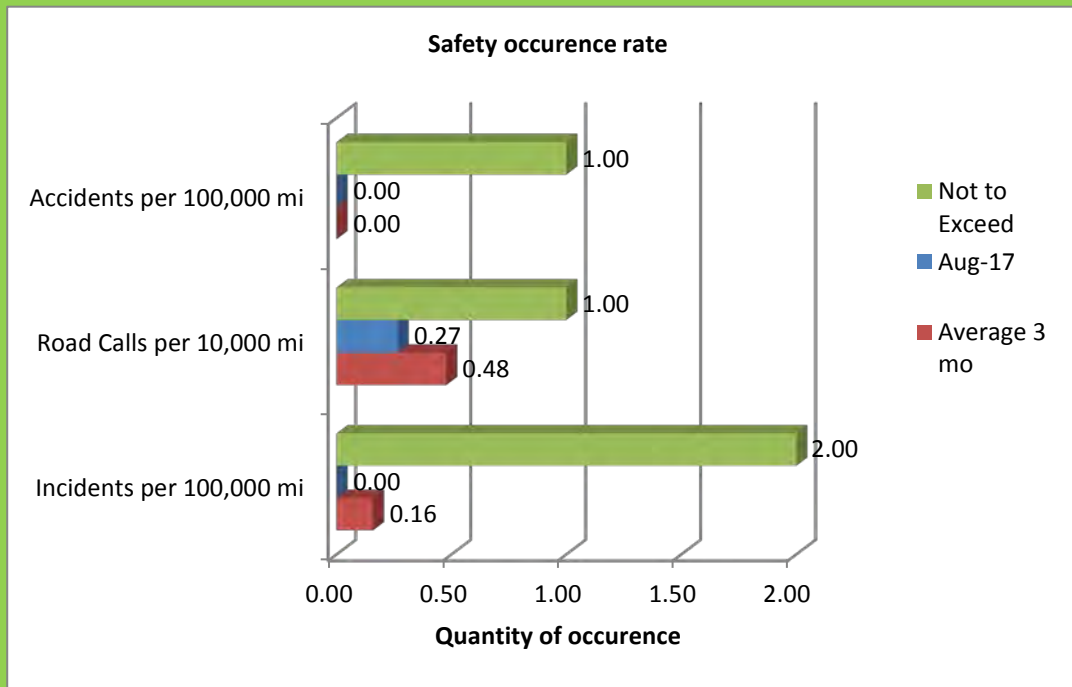


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



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, AUGUST 2017



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

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

**MAINTENANCE DAYS WITHOUT
A LOSS TIME ACCIDENT OR
INJURY: Current 1376**

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: 10/18/17

Staff Member: Mike Knudson

Department: Operations

Department Highlights from the Previous Month:

Blue route had 2,904 riders last month. That is up 3%.
Hailey seems to be breaking its losing streak with 2,904, up 9%
Valley route up 11% with 14,061 riders last month.

Progress on projects/initiatives:

We have gotten good response from our help wanted ads. We have several applications turned in already with others still pending. I think there is some good potential.

No reported incidents or accidents.

Challenges/ Opportunities:

Gearing up for the winter season. We have several returning employees which means less full training and just some refresher training.

Mountain Rides Staff Report

Date:

10/18/2017

Staff Member:

Kim MacPherson

Department:

Marketing and Outreach

Department Highlights
from
the Previous Month:

I have taken over the Bus advertising contracts and so far it seems to be going well. Most advertisers love advertising with us and will remain on the buses. And we have a few new businesses signing up.

Progress
on projects/initiatives:

Work on the new bus schedule has started. This is the busiest time of year for me with the bus schedule changes which in turn means changes to RouteMatch for the coming schedule change, updating bus stop signs and doing outreach to tell the community and ridership of all the improvements and changes that have been made.

Challenges/
Opportunities:

My challenge will be time!

Mountain Rides Staff Report

Date: 10/18/17

Staff Member: Michael

Department: Bike Ped

Department Highlights from the Previous Month:

--Bike/Walk to school day. Over 275 students walked or biked to school despite some challenging weather conditions.

--Attended STEP Conference in Pocatello, Peter Eun lead the workshop. He is a Transportation Safety Engineer with the FHWA Resource Center's Safety & Design Technical Service Team. He is currently a Co-Lead for the EDC4 STEP and the Pedestrian and Bicyclist Safety Focused Approach to Safety.

--Attended LHTAC workshop to learn about Local Highway Transportation Funding Options for Bike and Pedestrian projects

Progress on projects/initiatives:

Starting to retrieve Bike Share Bikes through the month of October. Will wrap up the season at the end of the month.

Bike-Ped Working Group meeting to discuss e-bikes and potential bike-ped projects and funding.

Public Forums to discuss e-bikes and potential legislation for e-bikes on paved pathways scheduled for Oct 18th at Community Campus at 5:30pm and October 19th at YMCA at 5:30pm.

Challenges/ Opportunities:

Space limitations to store bike share bikes over the winter.

Creating regular meeting schedule and members of the Bike Ped Working Group (likely to coincide with Blaine County Regional Transportation Meetings).

Mountain Rides Staff Report

Date:

10/18/2017

Staff Member:

Ben Varner

Department:

Maintenance and Facilities

Department Highlights from the Previous Month:

An Engineer from New Flyer spent three days training our Mechanics on the new bus.

Progress on projects/initiatives:

The entire department pitched in and completed the end-of-year parts inventory count. The process went well and we continue to bring our overall carried inventory value down as we move closer to a just-in-time inventory instead of a just-in-case inventory.

Challenges/ Opportunities:

There is a major push in the department to get everything ready for winter. There is plenty of work to do and repairs to be made to ensure safe operation of the fleet through winter. The team is working very hard and there is an exciting buzz in the shop.

Mountain Rides Staff Report

Date: 10/18/2017

Staff Member: Tucker Van Law

Department: Business Manager

Department Highlights from the Previous Month:

Continue to monitor FY17 budget compared to actuals. We still have a few expenses to book into FY17 but all indication is we will end the year within budget.

Attending a PRIMA(Public Risk Management Association) session on October 19th. Topics include liability issues & exposures, current trends

Progress on projects/initiatives:

FY17 Financial Audit to begin November 6th. Preparation is underway.

Working through the transition of health insurance benefits. All in all it is going smoothly.

Challenges/ Opportunities:

Mountain Rides Staff Report

Date: 10/18/2017

Staff Member: Jason Miller

Department: Admin

Department Highlights from the Previous Month:

1. Attended a seminar in Pocatello on bike-ped safety and improving crosswalks
2. Attended American Planning Association sessions on transportation at conference in Ketchum.
3. Attended CTAI board meeting and presentation to Idaho Smart Growth to discuss long term legislative goals for public transportation in Idaho.

Progress on projects/initiatives:

1. Continue to work on bus stop improvement projects but it is slow going due to extended process and coordination with cities. Getting the holes locations marked, utilities located, and with proper permitting is proving very time consuming - this project may not get done this year.
2. Staff had a workshop to review upcoming projects, goals, and plans for completion.
3. Mountain Rides received the results of its recent audit by ITD and came away with a very clean and positive report. Mountain Rides continues to be considered to be the premier rural transit provider in Idaho, according to ITD.
4. Final FY2018 budget and service presentation was made to Sun Valley.

Challenges/ Opportunities:

1. Bus stop project timing
2. Community Transportation Association of Idaho (CTAI) is transitioning to an advocacy focused organization that may be helpful in furthering state funding conversation.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, September 20, 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*
Michael Pogue, Lawson, Laski, Clark and Pogue, PLLC

1. CALL TO ORDER

Chair Jane Conard called to order the meeting of Wednesday, September 20, 2017 at 12:35pm. Secretary Joe Miczulski took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Jane Conard recognized Jason Miller and he stated that we were successful in receiving \$500,000 grant money for the low-emission/no-emission electric bus program also known as "lowno" bus program for an electric bus. We were the only agency in Idaho to receive the funding but it is underneath the funding we will need for an electric bus. We will need closer to one million with infrastructure to make it happen.

Kristin Derrig said she has heard from many customers complaining about the bus ending so early in the slack season.

Jane Conard said she appreciated how hard everyone has been working with 2 extra meetings in August. She also wanted to recognize the board and staff and thank them for all their hard work. She wanted to give Psychic income: this is Motivation by praise, a big thank you.

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

Joe Miczulski made a motion to move Action item 5c ahead of item 4 in the interest of our attorney being present. Becki Keefer seconded and the motion carries.

5. c. Action item:

Action to approve award of legal services, as defined in Request for Qualifications 2017-Legal Services-001

Jane Conard said there was a letter of engagement and she recognized Michael Pogue of Lawson, Laski, Clark and Pogue PLLC. Michael Pogue wanted to recognize the board and staff at Mountain Rides and for the opportunity to work with them. This is a great group and they do great things. He appreciates the opportunity to continue working with Mountain Rides.

Joyce Fabre made a motion to authorize the Executive Director to enter into an agreement for legal services with Lawson, Laski, Clark, and Pogue, PLLC, based on recommendation of Finance and Performance committee and response scoring, as amended changing the paragraph having to do with "Dispute Arbitration." The paragraph shall read: 'Any dispute with respect to this engagement or as to the amount of legal fees shall be submitted for final and binding arbitration in Idaho. The dispute shall be submitted for arbitration before the American Arbitration Association.' The reason for the change is so that it doesn't go to the State Bar of Idaho. Jane Conard doesn't think that this would be an efficient use of Mountain Rides time and that of our attorney. **Grant Gager seconded.** This is acceptable to Michael Pogue. **The motion passed unanimously.**

Michael Pogue left the meeting.

4. Public Hearing: Mountain Rides' fiscal year 2018 (Oct. 1st, 2017 – Sept. 30, 2018) budget including operating and capital fund revenue and expenditures

Jane Conard opened the public hearing.

Jason Miller said there were no comments received regarding the budget specifically. The comments we received are all related to service.

Public hearing has been closed.

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve Mountain Rides' Fiscal Year 2018 (Oct. 1st, 2017 – Sept. 30th, 2018) budget including operating and capital fund revenue and expenditures

Jane Conard said they have reviewed the budget before in the Finance & Performance committee meeting.

Tucker Van Law stated that the budget was reviewed in the Finance & Performance committee with minor changes made.

Joyce Fabre stated that we should not be cutting the marketing budget, and we should be increasing it and adding an intern if possible. Tucker Van Law said that the main driver for the decrease was the website being finished.

Jason Miller stated that we have taken the external bus advertising in house and no longer will pay an independent contractor therefore the marketing budget was decreased. But we have kept the marketing budget for Mountain Rides.

Jane Conard noted that the contingency amount was lower which reflects the fact that we have limited funds and reflects the needs for more service and equipment needs.

Dave Patrie arrived at the meeting.

Grant Gager asked about the built in surplus of \$69,000 and Tucker Van Law stated it was to

help build up the facilities fund to purchase land in Bellevue and for a transit Center. Grant Gager commended Jason and Tucker for the work they did to make the budget come together.

Grant Gager made a motion to approve adoption of the FY2018 budgets for the general operations fund, capital equipment fund, facilities fund, workforce housing fund and contingency fund with total expenditures of \$3,492,827 and total revenue of \$3,561,987. Joe Miczulski seconded. The motion passed unanimously.

b. Action item:

Action to approve Mountain Rides' 5 year capital improvement plan for 2018-2022 defining capital project goals

Jason Miller stated that there were new additions to the narrative including electric buses and coordination with Regional Bicycle and Pedestrian Infrastructure.

Kristin Derrig made a motion to approve adoption of the FY2018-2022 Capital Improvement Plan, as presented. Tory Canfield seconded. The motion passed unanimously.

d. Action item:

Action to approve purchase of 35' New Flyer bus, per existing option on previous procurement, contingent on grant funding agreement

Ben Varner showed a photo of our new "New Flyer" bus and we are all excited about it. The blue paint was put on at the factory and will try to have it ready for the October board meeting. The bus even has a skylight.

On October 1st, Jason Miller signed off on one time funding for a new bus with a July/August delivery.

Ben Varner asked that we get a signature for this order and there would be a possibility to turn this funding into an electric bus purchase.

Tory Canfield asked about bike racks that fit fatter bikes. Sportworks is testing an adapter for fat bikes.

Dave Patrie asked for clarification on the FTA funding. Ben Varner said that the funding is available on October 1 and must be used by September 2018.

Jason Miller said it is possible that we will come back to the board in October and change it to an electric bus. But there is work to be done on the purchase order and this one time funding needs to be spent by September 30, 2018.

Jane Conard asked about New Flyer and electric buses. Ben Varner said that New Flyer is demonstrating an electric bus currently and will be able to see it within the year.

Joyce Fabre made a motion to authorize the Executive director to purchase one New Flyer Xcelsior 35 foot Heavy Duty Low Floor Bus, contingent on FTA funding. Tory Canfield seconded. The motion passed unanimously.

e. Discussion item:

Discussion of 2018 service plan and customer/community survey results

Kim MacPherson spoke about the results of the survey. Through the comments we find that the community wants late night blue route and valley route service and airport service.

Airport service was the number one thing we heard about in this survey.

Dave Patrie thinks that we will need to work on parking with the cities going forward.

Jason Miller said the Jackson Hole model of Ride 2 Fly has a good model of having a parking garage that is free for people to park and take the bus.

The goal for responses was 150 and we ended up getting over 180.

Jason Miller said we will finalize the service plan at the October meeting.

Grant Gager said that airport service is an important service that we need to keep working on.

Michael David said that he thought the distance that riders are walking to the airport currently is short compared to other airports.

Jason Miller stated the service options that will be put into the service plan: Blue route late night service will end at 2am in the winter and the summer, Saturday night Valley route service, Valley route commuter trips in the morning and Red Route in winter will have an extra early morning run. We will also try to get some northbound buses into the meadows and keep the demand response service going forward. Galena will be a longer season this year with a few more additional trips running Friday through Sunday. The challenges that remain unsolved are: the demand response service for the meadows, the Sockeye square stop is unconnected to River Run, the airport, and summer Red Route service. The Hailey route connection to the airport looks possible after we look at the timing. Weekend service for the airport will be challenging. Jason gave the board a worksheet with all the options and dollar amounts for the board to vote on starting from zero. There is possibility to have Blue route access Morningstar in the summer if Red Route goes away.

Dave Patrie said that staff and board have done a great job finding the options to improve service.

Joyce Fabre suggested evening red route service if the summer daytime service gets eliminated. She likes the idea of the Blue route going to Morningstar.

Jane Conard mentioned the summer season start date and whether to start later.

Grant Gager said that according to the survey, 43% of the riders who took the survey live in Bellevue and Hailey and we may capture more ridership adding to the Valley route.

The board will look at all the options and prioritize them, send back to Jason Miller for tallying and will be discussed at the Planning & Marketing committee on October 4th. The Planning & Marketing meeting will be a joint committee meeting with the whole board to be used as a workshop discussion of the service plan.

The group took a short break.

f. Discussion item:

Discussion of draft bicycle and pedestrian capital project list

Michael David said the narrative was added to the Capital Improvement Plan. This list will become a great tool to be included in the Bicycle-Pedestrian Master Plan. The projects that are included came from the Bike-Ped master plan and are separated by the part of the county they are in. They were given a priority score as well as a difficulty score.

Joe Miczulski clarified the description for Boundary Campground and the contact for projects in Ketchum would be the Ketchum Ranger District.

Tory Canfield appreciated Michael David's letter to the editor regarding bicycle education and infrastructure.

Becki Keefer stated that none of these projects will be funded by Mountain Rides but we need to be a part of the project or plan.

Jason Miller said we continue to build our capabilities as a bike-ped resource which is a good role for us.

6. Committee Reports

Planning & Marketing committee reports for September

Committee members received and filed the minutes for Planning & Marketing for September. Joe Miczulski and Tory Canfield abstained.

Finance & Performance committee reports for September

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

7. Staff reports

a. Dashboard performance reports for July 2017

b. Operations report

c. Marketing and Outreach report

d. Bike-Ped report – The helmets are funded through the Safe Routes to School grant and St. Luke's Foundation.

e. Maintenance report

f. Business Manager report – The new health insurance program was well received by the employees even given that we are requiring an additional contribution.

g. Executive Director report – Jason Miller said the Health insurance was well received and Tucker Van Law did a lot of work to get it done. Ben Varner has managed a lot of great improvements around the shop in Ketchum. There are great things happening in operations. We had a good tour for the ITD folks at our new facility. Kim MacPherson has taken on the bus advertising.

Jane Conard wanted to give kudos to all the staff.

8. Consent Calendar items

a. Approve minutes for August 16th regular board meeting and August 10th and 30th special board meetings

b. Receive & File July 2017 financials and bills paid

Dave Patrie moved to approve the consent calendar. Joyce Fabre seconded. The motion passed.

9. Adjournment

Tory Canfield moved to adjourn the meeting at 2:58pm. Kristin Derrig seconded and the motion carried unanimously.

Chair Jane Reister Conard



MINUTES

Wednesday, October 4, 2017 at 1:00pm

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

Board Members present: Chair Jane Conard (Sun Valley), Vice-chair Kristin Derrig (Ketchum), Secretary Joe Miczulski (Bellevue), Becki Keefer (Hailey), Dave Patrie (Blaine County), Joyce Fabre (Sun Valley) and Tory Canfield (at-large)

Not present: Grant Gager (Ketchum)

Also present: Mountain Rides Executive Director Jason Miller
Mountain Rides Business Manager Tucker Van Law
Mountain Rides Operations Manager Mike Knudson
Mountain Rides Support Specialist Kim MacPherson
Mountain Rides Bike-Ped Coordinator Michael David
Peter Jensen, *Idaho Mountain Express*

1. Chair Jane Conard called the meeting to order at 1:02pm and Joe Miczulski took roll and established a quorum.
2. Special Board Workshop in lieu of Planning & Marketing committee meeting for FY18 service plan.
3. **Discussion item:**
Discuss FY18 service plan and priorities
Jane Conard opened the discussion about the 2018 service plan and what the priorities should be in a limited budget. Jason Miller passed around a summary list of available service plan options and how to balance within the budget.
Everyone voted to make a connection with Blue Route in the off season to Morning Star.
The board favors late night service for Blue and Valley and red route to be reduced or eliminated.
Jason Miller calculated that it would be \$205 per person cost on the Red Route in the summer.
Joyce Fabre wants the Re Route to connect with the Blue Route.
The staff favors Hailey route updates, Blue Route late night service, Silver running in summer and late Valley route was not a priority.
Tory Canfield suggested adding service in the early evening rather than a late night run.
In the past Mountain Rides had a “party bus” on the Valley route Fridays and Saturdays and it was not successful.
Dave Patrie asked about the difference in priorities between staff and board. Jason Miller said that staff has more knowledge on past ridership, phone calls from riders and results from a community survey.
Jason Miller presented all the options after staff and board had voted on their choices. If we improve Blue route in slack to run until 10:30pm then we can start summer service one week later.
The group discussed the Valley route options.
Joe Miczulski brought up the fact that with the current political climate and administration and is concerned about funding in the future. Jason Miller said that our operating 5311 funding is pretty stable but the local funding and the percentage of the Mountain Rides LOT share is not going up.
Jane Conard suggested that the Sun Valley City council is divided. Some want the late night service and others don’t like the empty buses on the Red Route and then they don’t want a stand-alone airport service.
Staff reminded the group that with the responses from the survey, the community overwhelming voted for airport service and late night service.
Joyce Fabre suggested keeping the demand response service for the Red Route area in the summer if Red Route is eliminated.

The group discussed the airline departures and arrivals in response to adding airport service to the Hailey route on weekends. The early and late flights will not be served by Hailey Route but there are 12 more time times that do work.

Becki Keefer made a motion to approve Option C2 with a net cost of \$5000. Kristin Derrig seconded. Joyce Fabre stated that she has been asked not to vote on anything today because she has her opinions being on the Mountain Rides board but that is not always the same as Sun Valley city council.

Jane Conard asked does your representative vote the way the representative believes or do you vote the way the district or city council wants you to vote?

Jason Miller stated that best practices for board of directors and as a member of this board you have a duty of care to this board.

Tory Canfield asked about funding more service on the Valley Route and filling in early evening gaps instead of adding a late night run.

Jason Miller said staff would rather fill in the gaps rather than have a very late night run which has higher risk. The group talked about adding the extra trips to fill in on Friday and Saturday only.

Becki Keefer made an amended motion to approve Option C2, line 5 to fill in the gaps on Valley Route on Friday and Saturday nights instead of doing a later night bus with a net cost of \$20,000 which nets C2 a \$0-\$5000 savings. Tory Canfield seconded. Amendment carries unanimously.

Jason Miller said the savings will be less so closer to neutral. The group also recommends starting summer service on June 23rd instead of one week earlier.

Jane Conard said that based on all the input today that staff will do the final adjustments on option C2.

Becki Keefer withdrew all the previous motions. The board recommended the options outlined in C2 to staff in order to provide better service for FY2018 with details needed on final impact on the final service plan budget to be voted on at our next meeting. Dave Patrie seconded. The motion carries.

4. Adjournment.

Tory Canfield moved to adjourn the meeting at 2:39pm. Kristin Derrig seconded and the motion carried unanimously.

Chair Jane Reister Conard

MRTA - Operations Main
Revenue & Expenditure s Budget t Performanc e

Accrual Basis

August 2017

	Aug 17	Budget	% of Budget	Oct '16 - Aug 17	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 - Federal Funding							
41200 - Federal - 5311	22,309.00	93,648.00	23.8%	1,107,939.00	1,028,648.00	107.7%	1,118,648.00
41400 - Federal - 5317	518.00	3,000.00	17.3%	37,910.00	33,000.00	114.9%	35,000.00
41600 - Federal - SRTS	10,745.31	0.00	100.0%	10,745.31	12,000.00	89.5%	12,000.00
Total 41000 - Federal Funding	33,572.31	96,648.00	34.7%	1,156,594.31	1,073,648.00	107.7%	1,165,648.00
43000 - Local Funding							
43100 - Local - Ketchum	41,791.67	41,791.67	100.0%	459,708.33	459,708.37	100.0%	501,500.00
43200 - Local - Hailey	4,760.42	5,135.42	92.7%	54,364.59	56,489.62	96.2%	61,625.00
43300 - Local - Bellevue	0.00	354.17	0.0%	4,250.00	3,895.87	109.1%	4,250.00
43400 - Local - Blaine County	9,208.33	9,208.30	100.0%	101,291.66	101,291.70	100.0%	110,500.00
43500 - Local - Sun Valley	20,895.83	20,895.83	100.0%	229,854.16	229,854.13	100.0%	250,750.00
43600 - Local - Sun Valley Company	0.00	13,033.33	0.0%	156,400.00	143,366.63	109.1%	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	76,656.25	90,418.72	84.8%	1,014,506.74	1,006,606.32	100.8%	1,097,025.00
44000 - Fares							
44100 - Fares - Valley Cash	9,645.02	8,000.00	120.6%	70,935.17	87,500.00	81.1%	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	14,573.25	13,000.00	112.1%	112,573.25	142,000.00	79.3%	155,000.00
44250 - Fares- Hailey Route- Cash	534.93	300.00	178.3%	7,050.36	3,800.00	185.5%	4,000.00
44300 - Fares - Vanpool	13,985.70	10,833.33	129.1%	122,969.69	119,166.63	103.2%	130,000.00
44400 - Fares - ADA	46.00	85.00	54.1%	501.00	915.00	54.8%	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	38,784.90	32,218.33	120.4%	324,877.97	368,381.63	88.2%	400,000.00
45000 - Revenue							
45100 - Rev - Advertising	0.00	6,250.00	0.0%	66,606.25	68,750.00	96.9%	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	1,295.00	2,000.00	64.8%	5,273.25	17,500.00	30.1%	18,000.00
45600 - Rev - Bike Share- Bike Swap	522.90	250.00	209.2%	875.05	3,000.00	29.2%	3,000.00
Total 45000 - Revenue	1,817.90	8,500.00	21.4%	73,065.35	89,750.00	81.4%	96,500.00
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00			1,825.00			
47300 - Priv. Donation - Other	250.00	0.00	100.0%	250.00	1,000.00	25.0%	1,000.00
Total 47000 - Private Donations	250.00	0.00	100.0%	2,075.00	1,000.00	207.5%	1,000.00
48000 - Transfers							
48400 - Transfer - Housing Fund	1,666.67	1,666.67	100.0%	18,333.37	18,333.37	100.0%	20,000.00
Total 48000 - Transfers	1,666.67	1,666.67	100.0%	18,333.37	18,333.37	100.0%	20,000.00
49000 - Interest Income	38.84	8.33	466.3%	1,002.29	91.63	1,093.8%	100.00
49800 - Excess Operating Funds	0.00	0.00	0.0%	0.00	23,625.00	0.0%	23,625.00
Total Income	152,786.87	229,460.05	66.6%	2,590,455.03	2,581,435.95	100.3%	2,803,898.00
Gross Profit	152,786.87	229,460.05	66.6%	2,590,455.03	2,581,435.95	100.3%	2,803,898.00
Expense							
51000 - Payroll Expenses							
51100 - Salaries and Wages	103,788.92	120,000.00	86.5%	1,299,739.75	1,350,000.00	96.3%	1,469,300.00
51300 - FICA Expense	6,211.39	7,200.00	86.3%	78,251.64	80,900.00	96.7%	88,158.00
51350 - Medicare Tax Expense	1,452.61	1,750.00	83.0%	18,300.71	19,200.00	95.3%	20,570.20
51400 - Retirement Plan Expenses	30,250.87	0.00	100.0%	82,254.79	99,973.30	82.3%	99,973.30
51500 - Workers Comp Expense	17,294.00	0.00	100.0%	68,498.00	63,000.00	108.7%	63,000.00
51600 - SUI Expense	995.47	1,800.00	55.3%	12,929.61	20,300.00	63.7%	22,039.50
51650 - FUTA Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51700 - Medical Ins. Expense	19,853.71	13,000.00	152.7%	166,439.78	147,000.00	113.2%	160,000.00
51800 - Dental Ins. Expense	1,050.26	1,650.00	63.7%	14,214.66	18,350.00	77.5%	20,000.00
51900 - Employee Assistance expense	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
51950 - Employee Performance Bonus	0.00	0.00	0.0%	9,100.00	7,500.00	121.3%	7,500.00
51000 - Payroll Expenses - Other	114.50	160.00	71.6%	1,519.75	1,840.00	82.6%	2,000.00
Total 51000 - Payroll Expenses	181,011.73	145,560.00	124.4%	1,751,248.69	1,808,063.30	96.9%	1,955,041.00
52000 - Insurance Expense							
52100 - Ins. - Vehicles	8,990.00	9,000.00	99.9%	98,890.00	99,000.00	99.9%	108,000.00
52150 - Ins- Deductibles/claims	-2,500.00	0.00	100.0%	5,830.33	5,000.00	116.6%	5,000.00
Total 52000 - Insurance Expense	6,490.00	9,000.00	72.1%	104,720.33	104,000.00	100.7%	113,000.00
53000 - Professional Fees							
53100 - Accounting & Audit	900.00	500.00	180.0%	18,357.50	15,000.00	122.4%	15,500.00
53200 - IT Systems	853.90	833.33	102.5%	3,977.25	9,166.63	43.4%	10,000.00
53400 - Legal Fees	0.00	291.67	0.0%	1,592.50	3,208.37	49.6%	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	202.00	1,000.00	20.2%	7,650.44	11,000.00	69.5%	12,000.00
Total 53000 - Professional Fees	1,955.90	2,625.00	74.5%	31,577.69	43,375.00	72.8%	46,000.00
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment/ Tools	21.51	1,000.00	2.2%	4,014.59	7,000.00	57.4%	7,000.00
54300 - Office Equipment	-56.58	0.00	100.0%	4,017.13	7,500.00	53.6%	7,500.00
Total 54000 - Equipment/ Tool Expense	-35.07	1,000.00	-3.5%	8,031.72	14,500.00	55.4%	14,500.00
55000 - Rent and Utilities							
55200 - Utilities	1,024.63	750.00	136.6%	19,996.07	24,500.00	81.6%	25,000.00
Total 55000 - Rent and Utilities	1,024.63	750.00	136.6%	19,996.07	24,500.00	81.6%	25,000.00
56000 - Supplies							
56200 - Janitorial & Safety Supplies	527.16	200.00	263.6%	7,984.07	6,300.00	126.7%	6,500.00
56300 - Department & Office Supplies	628.15	500.00	125.6%	5,316.65	6,500.00	81.8%	7,000.00
56400 - Uniforms	412.95	0.00	100.0%	7,476.39	8,000.00	93.5%	8,000.00
56500 - Postage and Delivery	112.45	75.00	149.9%	758.97	825.00	92.0%	900.00
Total 56000 - Supplies	1,680.71	775.00	216.9%	21,536.08	21,625.00	99.6%	22,400.00
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	652.85	0.00	100.0%	6,908.88	15,000.00	46.1%	15,000.00
57250 - Bus Stop Repairs/Maint	0.00	0.00	0.0%	2,807.64	3,500.00	80.2%	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	225.00	0.00	100.0%	225.00	1,500.00	15.0%	1,500.00

MRTA - Operations Main
Revenue & Expenditure s Budget t Performanc e

Accrual Basis

August 2017

	Aug 17	Budget	% of Budget	Oct '16 - Aug 17	YTD Budget	% of Budget	Annual Budget
57500 · Janitorial Services	182.00	200.00	91.0%	4,736.64	5,800.00	81.7%	6,000.00
Total 57000 · Repairs and Maintenance	1,059.85	200.00	529.9%	23,886.87	35,300.00	67.7%	35,500.00
58000 · Communications Expense							
58100 · Office Phone Expense	337.60	375.00	90.0%	4,239.30	4,125.00	102.8%	4,500.00
58200 · Cell & Two-Way Mobile	791.64	1,100.00	72.0%	8,481.68	11,900.00	71.3%	13,000.00
58300 · Internet/Website	250.96	250.00	100.4%	3,706.47	2,750.00	134.8%	3,000.00
58400 · On-Board Vehicle Computers	0.00	250.00	0.0%	17,470.00	1,000.00	1,747.0%	13,500.00
Total 58000 · Communications Expense	1,380.20	1,975.00	69.9%	33,897.45	19,775.00	171.4%	34,000.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	-95.05	0.00	100.0%	4,145.80	1,500.00	276.4%	1,500.00
59200 · Lodging	120.44	0.00	100.0%	1,820.87	1,000.00	182.1%	1,000.00
59300 · Food/Meals/Entertainment	-154.53	0.00	100.0%	1,095.06	1,250.00	87.6%	1,500.00
59400 · Training/Education	-1,170.00	0.00	100.0%	970.00	500.00	194.0%	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	-1,299.14	0.00	100.0%	8,883.26	7,750.00	114.6%	8,000.00
60000 · Business Expenses							
60100 · Vehicle Registration Fees	0.00	0.00	0.0%	232.76	600.00	38.8%	1,000.00
60200 · Fines, Penalties, Judgments	0.00			2.21			
60400 · Membership/Dues & Subscriptions	825.07	0.00	100.0%	4,410.13	3,500.00	126.0%	3,500.00
60500 · Bank Fees	104.76	41.67	251.4%	291.10	458.37	63.5%	500.00
Total 60000 · Business Expenses	929.83	41.67	2,231.4%	4,936.20	4,558.37	108.3%	5,000.00
61000 · Advertising							
61100 · Print Advertising	173.33	1,000.00	17.3%	11,822.22	11,000.00	107.5%	12,000.00
61200 · Radio Advertising	720.00	0.00	100.0%	1,002.00	1,500.00	66.8%	1,500.00
61300 · Online Advertising	0.00	250.00	0.0%	0.00	2,750.00	0.0%	3,000.00
61400 · Vehicle Graphics	0.00	1,000.00	0.0%	9,938.75	9,000.00	110.4%	10,000.00
61500 · Bus Adv. Contract	0.00	1,333.33	0.0%	17,226.30	14,666.63	117.5%	16,000.00
Total 61000 · Advertising	893.33	3,583.33	24.9%	39,989.27	38,916.63	102.8%	42,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	76.00	0.00	100.0%	10,400.60	6,000.00	173.3%	6,000.00
62200 · Graphic Design	643.50	750.00	85.8%	17,674.00	13,750.00	128.5%	14,000.00
62300 · Promotional Items	1,496.79	0.00	100.0%	4,090.57	1,000.00	409.1%	1,000.00
62400 · Customer Events and Misc.	0.00	0.00	0.0%	558.24	2,000.00	27.9%	2,000.00
62500 · Staff Appreciation/ Events	98.00	100.00	98.0%	5,682.41	3,900.00	145.7%	4,000.00
Total 62000 · Marketing and Promotion	2,314.29	850.00	272.3%	38,405.82	26,650.00	144.1%	27,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	330.90	100.00	330.9%	3,980.38	2,400.00	165.8%	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	330.90	100.00	330.9%	13,833.13	12,400.00	111.6%	12,500.00
64000 · Fuel Expense	7,173.92	18,000.00	39.9%	187,385.29	204,957.00	91.4%	222,957.00
65000 · Vehicle Maintenance							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	243.08	250.00	97.2%	1,622.38	2,750.00	59.0%	3,000.00
65100 · Parts Expense - Other	9,461.10	7,500.00	126.1%	86,046.74	92,500.00	93.0%	100,000.00
Total 65100 · Parts Expense	9,704.18	7,750.00	125.2%	87,669.12	95,250.00	92.0%	103,000.00
65200 · Fluids Expense	2,323.70	500.00	464.7%	15,875.05	19,000.00	83.6%	19,000.00
65300 · Tires Expense	2,011.10	500.00	402.2%	33,730.09	39,000.00	86.5%	39,000.00
65400 · Purchased Services	225.68	0.00	100.0%	4,248.31	8,000.00	53.1%	10,000.00
65500 · Vehicle Computer/Diagnostic	1,719.00	333.33	515.7%	3,681.18	3,666.63	100.4%	4,000.00
65600 · Vehicle Glass/Windshield Repair	0.00	200.00	0.0%	2,865.21	5,300.00	54.1%	5,500.00
Total 65000 · Vehicle Maintenance	15,983.66	9,283.33	172.2%	148,068.96	170,216.63	87.0%	180,500.00
69500 · Contingency Expense	5,000.00	5,000.00	100.0%	55,000.00	55,000.00	100.0%	60,000.00
Total Expense	225,894.74	198,743.33	113.7%	2,491,396.83	2,591,586.93	96.1%	2,803,898.00
Net Ordinary Income	-73,107.87	30,716.72	-238.0%	99,058.20	-10,150.98	-975.8%	0.00
Net Income	-73,107.87	30,716.72	-238.0%	99,058.20	-10,150.98	-975.8%	0.00

Wells Fargo					8/14/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/1/2017	Bill		35.00	35.00		35.00
					Check Amount	35.00

Mountain Rides Transportation Authority - Facilities Fund

0337

Wells Fargo					8/14/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/1/2017	Bill		270.97	270.97		270.97
					Check Amount	270.97

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

6976

Wells Fargo					8/14/2017	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
8/1/2017	Bill	Jul	3,718.42	3,718.42		3,718.42
					Check Amount	3,718.42

PAYMENT
RECORD

Mountain West Check 4856200370127790

3,718.42

	Number Ending In	Spending Cap	This Period
KIMBERLY MACPHERSON	9864	7,500	\$4,024.39

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
07/19	07/19	7485620690A8SFDFZ	Branch Payment - Check	2,180.47	
07/19	07/19	7485620690A8SFDHG	Branch Payment - Check	1,639.87	
			TOTAL 4856200370127790	\$3,820.34-	

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

07/03	07/04	24492155RJHNLKR1D	GREEN LIGHT DEPOT GREENLIGHTDEP GA
07/05	07/05	24492155SLR51X4A5	HOUZZ INC. 800-368-4268 CA
07/06	07/06	24692165V2X4T587P	JET.COM 855-538-4323 NJ
07/07	07/07	24692165W2XMZN6YH	GOTPRINT.COM 818-252-3000 CA
07/12	07/12	2469216612XJSVG8K	VBS*VONAGE BUSINESS 866-901-0242 GA
07/13	07/13	244309963BM973W7E	MSFT * E020043XGN 800-642-7676 WA
07/17	07/17	24445006700S8SQQ6	USPS PO 1539500470 HAILEY ID
07/17	07/17	2469216662XV1G3K4	TU SMARTMOVE 866-775-0961 CO
07/18	07/18	2490641671759ZTGK	Dropbox*Y3CGYKF8DHTZ 888-4468396 CA
07/20	07/20	24610436A03R1HSDF	ADOBE *CREATIVE CLOUD 800-833-6687 CA
07/20	07/20	24610436A03R1J2QY	ADOBE *ACROPRO SUBS 800-833-6687 CA
07/21	07/21	#24332396B000EM6DN	BELL SPORTS 469-4176600 TX
07/25	07/25	24692166E2XB8N3BK	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA
07/26	07/26	24445006G00X8FTX1	USPS PO 1539500470 HAILEY ID
07/26	07/26	24692166F2XVW7EZJ	GOTPRINT.COM 818-252-3000 CA
07/30	07/30	24692166K2XWRHMPZ	COURTYARD PORTLAND NOR PORTLAND OR
			TOTAL \$4,024.39

KIMBERLY MACPHERSON / Sub Acct Ending In 9864

Solar Panel - 236.98 - Fee
Bellevue office supply - 78.98 - Fee
Solar Panel - 33.99 - Fee
Business cards - 29.92 - Fee
Microsoft office - 8.25
background - 105.80
Annual Doc - 731.50
34.99
14.99
62300 / 410 / 30 1,340.00 -
bike helmets 6.65
Envelopes - 109.65
Cummins Training - 857.82

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

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<https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>

4:01 PM

10/03/17

Accrual Basis

MRTA - Operations Main

Checks Issued

As of August 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						242,088.48
Check	08/01/2017	6914	Void	VOID:	0.00	242,088.48
Bill Pmt -Check	08/01/2017	ACH	Intermtn Gas Co #826 580 3000 0	#826 580 3000 0	-19.87	242,068.61
Bill Pmt -Check	08/01/2017	ACH	Intermtn Gas #450 916 6521 1	Acct # 45091665211	-11.80	242,056.81
Bill Pmt -Check	08/01/2017	ACH	Idaho Power Acct#2221850114	Acct #2221850114	-196.82	241,859.99
Bill Pmt -Check	08/01/2017	6915	AC Houston Lumber Company	16203-1	-35.29	241,824.70
Bill Pmt -Check	08/01/2017	6916	Allstar Property Services, Inc.		-182.00	241,642.70
Bill Pmt -Check	08/01/2017	6917	AlSCO		-464.51	241,178.19
Bill Pmt -Check	08/01/2017	6918	B&D Electric, Inc	Electrical work Ketchum Network	-1,287.12	239,891.07
Bill Pmt -Check	08/01/2017	6919	Carrier Transicold of Utah	Bus Parts	-243.81	239,647.26
Bill Pmt -Check	08/01/2017	6920	Chateau Drug & True Value Hard...	111	-4.99	239,642.27
Bill Pmt -Check	08/01/2017	6921	City of Bellevue'	RIDES1- 121 Clover St	-150.35	239,491.92
Bill Pmt -Check	08/01/2017	6922	Clear Creek Disposal	1327	-98.08	239,393.84
Bill Pmt -Check	08/01/2017	6923	Clearwater Landscaping	Bellevue Landscaping	-220.00	239,173.84
Bill Pmt -Check	08/01/2017	6924	CTAA	Annual Dues	-1,175.00	237,998.84
Bill Pmt -Check	08/01/2017	6925	Gillig, LLC	Member #2123618	-231.67	237,767.17
Bill Pmt -Check	08/01/2017	6926	GP Oil Recovery, LLC	36869600	-120.00	237,647.17
Bill Pmt -Check	08/01/2017	6927	Idaho Transportation Dept.		-23.00	237,624.17
Bill Pmt -Check	08/01/2017	6928	Integrated Technologies		-75.78	237,548.39
Bill Pmt -Check	08/01/2017	6929	Kimberly L Richmond	7/16/17 - 7/31/17	-382.50	237,165.89
Bill Pmt -Check	08/01/2017	6930	Orkin/Sawyer, Inc	Acct #16029	-540.00	236,625.89
Bill Pmt -Check	08/01/2017	6931	Silver Creek Ford		-38.88	236,587.01
Bill Pmt -Check	08/01/2017	6932	Wood River Lock, LLC		-25.25	236,561.76
Bill Pmt -Check	08/01/2017	6933	Big Tow	Van Pool Tow from last winter	-750.00	235,811.76
Bill Pmt -Check	08/01/2017	6934	Kim MacPherson'	Idaho Transportation Summit	-395.18	235,416.58
Check	08/01/2017	6935	Void	expense reimbursement	0.00	235,416.58
Bill Pmt -Check	08/01/2017	6936	Ben Varner'	VOID:	-908.35	234,508.23
Bill Pmt -Check	08/01/2017	6937	Carlos Tellez'	expense reimbursement	-784.13	233,724.10
Check	08/01/2017	ACH	Facilities Fund	Local transfer May-Sept	-33,984.35	199,739.75
Bill Pmt -Check	08/01/2017	ACH	CenturyLink	208-726-1690 623B	-35.82	199,703.93
Liability Check	08/01/2017	ACH	National Benefit Services, LLC	HRA/FSA	-2,745.97	196,957.96
Check	08/03/2017	ACH	Contingency Fund	Mountain Rides FSA	-25,000.00	171,957.96
Bill Pmt -Check	08/03/2017	ACH	American Funds	monthly transfer May - September	-30,055.87	141,902.09
Deposit	08/03/2017			plan ID BRK100102	963.74	142,865.83
Deposit	08/04/2017			Deposit	135.51	143,001.34
Bill Pmt -Check	08/07/2017	6938	NAPA Auto Parts		-862.85	142,138.49
Bill Pmt -Check	08/07/2017	6939	Access Idaho		-87.56	142,050.93
Bill Pmt -Check	08/07/2017	6940	AmeriBen Solutions/IEC Group		-170.00	141,880.93
Bill Pmt -Check	08/07/2017	6941	Atkinsons' Grocery	Acct #5805	-34.55	141,846.38
Bill Pmt -Check	08/07/2017	6942	Certified Folder Display Service, I...	14-0086946	-76.00	141,770.38
Bill Pmt -Check	08/07/2017	6943	City of Ketchum		-251.62	141,518.76
Bill Pmt -Check	08/07/2017	6944	Clear Mind Graphics, Inc		-643.50	140,875.26
Bill Pmt -Check	08/07/2017	6945	Copy & Print		-116.23	140,759.03
Bill Pmt -Check	08/07/2017	6946	Corporate Cummins Inc	Cummins Training - Carlos	-2,000.00	138,759.03
Bill Pmt -Check	08/07/2017	6947	Express Publishing Inc.		-314.76	138,444.27
Bill Pmt -Check	08/07/2017	6948	GEM State Paper & Supply Co.	105020	-72.62	138,371.65
Bill Pmt -Check	08/07/2017	6949	Gem State Welders Supply Inc.		-41.09	138,330.56
Bill Pmt -Check	08/07/2017	6950	Jackson Group Peterbilt	3551	-179.00	138,151.56
Bill Pmt -Check	08/07/2017	6951	Ketchum Computers, Inc.		-810.00	137,341.56
Bill Pmt -Check	08/07/2017	6952	Lawson Products, Inc.	Acc# 10140112	-594.16	136,747.40
Bill Pmt -Check	08/07/2017	6953	Les Schwab	11700888	-327.86	136,419.54
Bill Pmt -Check	08/07/2017	6955	National Benefit Services, LLC		-135.00	136,284.54
Bill Pmt -Check	08/07/2017	6956	RP Broadcasting		-320.00	135,964.54
Bill Pmt -Check	08/07/2017	6957	River Run Auto Parts, Inc.	7025	-34.14	135,930.40
Bill Pmt -Check	08/07/2017	6958	RouteMatch Software		-300.00	135,630.40
Bill Pmt -Check	08/07/2017	6959	Six Roblees' Inc.	64830	-791.54	134,838.86
Bill Pmt -Check	08/07/2017	6960	Snap-on Tools		-999.00	133,839.86
Bill Pmt -Check	08/07/2017	6961	Tucker Van Law	expense reimbursement	-1,031.73	132,808.13
Bill Pmt -Check	08/07/2017	6962	United Oil		-9,118.91	123,689.22
Bill Pmt -Check	08/07/2017	6963	White Cloud Communications Inc.		-288.00	123,401.22
Bill Pmt -Check	08/07/2017	6964	Cummins Rocky Mountain LLC		-703.47	122,697.75
Check	08/07/2017	6954	Void	VOID:	0.00	122,697.75
Bill Pmt -Check	08/07/2017	6965	Minert & Associates, Inc.		-90.00	122,607.75
Liability Check	08/07/2017	ACH	Idaho State Tax Commission	000186434	-4,748.00	117,859.75
Deposit	08/07/2017			Deposit	5,596.25	123,456.00
Deposit	08/07/2017			Deposit	1,414.82	124,870.82
Liability Check	08/08/2017	ACH	National Benefit Services, LLC	Mountain Rides FSA	-2,841.70	122,029.12
Liability Check	08/09/2017		QuickBooks Payroll Service	Created by Payroll Service on 08/08/2017	-37,622.77	84,406.35
Deposit	08/09/2017			Deposit	698.81	85,105.16
Deposit	08/09/2017			Deposit	7,647.00	92,752.16
Paycheck	08/10/2017	DD	Aguilar, Hortencia	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Andazola, Jesus	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Conlago, Maira P.	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	David, Michael	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Gray, Stuart	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Grubbs, Torrey E	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Hoechtl, Gerhard	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Johnson, Mark F	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Kelly, David W	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Knudson, Michael W	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Leon, Teofilo O	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	MacPherson, Kim	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Miller, Jason M	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Moore, Tyler	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Nestor, Robert A	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Obland, Bryan	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Romero-Campos, Raul	Direct Deposit	0.00	92,752.16
Paycheck	08/10/2017	DD	Selisch, Kurt	Direct Deposit	0.00	92,752.16

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of August 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance	
Paycheck	08/10/2017	DD	Spalding, Richard L	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Sproule, William	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Tellez, Carlos	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Uberuaga, Richard S	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Van Law, Tucker G	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Varner, Benjamin N	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Vega, Roberto	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Victorino, Jose L	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Wahlgren, Allan	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Walsh, Murray S.	Direct Deposit	0.00	92,752.16	
Paycheck	08/10/2017	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	92,752.16	
Liability Check	08/11/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 368659342	-12,575.42	80,176.74	
Deposit	08/11/2017			Deposit	3,003.00	83,179.74	
Deposit	08/11/2017			Deposit	612.80	83,792.54	
Bill Pmt -Check	08/14/2017	6966	Northern Tool & Equipment	Cust Acct #220930	-59.99	83,732.55	
Bill Pmt -Check	08/14/2017	ACH	Verizon Wireless	942013229	-53.64	83,678.91	
Bill Pmt -Check	08/14/2017	6967	Business As Usual	Office Supplies Move in Bellevue/Ketchum	-442.88	83,236.03	
Bill Pmt -Check	08/14/2017	6968	Cintas		-199.95	83,036.08	
Bill Pmt -Check	08/14/2017	6969	Jane's Artifacts		-18.30	83,017.78	
Bill Pmt -Check	08/14/2017	6970	Jason Miller	expense reimbursement Idaho Transportation Summit	-427.52	82,590.26	
Bill Pmt -Check	08/14/2017	6971	Johnny G's Sub Shack		-82.62	82,507.64	
Bill Pmt -Check	08/14/2017	6972	Les Schwab	11700888	-441.41	82,066.23	
Bill Pmt -Check	08/14/2017	6973	MCR	Bike Repairs	-225.00	81,841.23	
Bill Pmt -Check	08/14/2017	6974	Mike Knudson	expense reimbursement Idaho Transportation Summit	-285.35	81,555.88	
Bill Pmt -Check	08/14/2017	6975	River Run Auto Parts, Inc.	7025	-98.00	81,457.88	
Bill Pmt -Check	08/14/2017	6976	Wells Fargo	4856200370127790	See Wells Fargo Statement	-3,718.42	77,739.46
Deposit	08/14/2017			Deposit	59,958.14	137,697.60	
Liability Check	08/15/2017	6977	Idaho Child Support Receipting	326231	-200.76	137,496.84	
Bill Pmt -Check	08/15/2017	6978	State Insurance Fund	Policy # 495600	Worker's Comp	-17,294.00	120,202.84
Deposit	08/15/2017			Deposit	304.66	120,507.50	
Deposit	08/15/2017			Deposit	973.72	121,481.22	
Deposit	08/15/2017			Deposit	671.16	122,152.38	
Deposit	08/16/2017			Deposit	138.80	122,291.18	
Deposit	08/16/2017			Deposit	531.92	122,823.10	
Deposit	08/17/2017			Deposit	5,377.55	128,200.65	
Deposit	08/18/2017			Deposit	925.00	129,125.65	
Deposit	08/18/2017			Deposit	869.00	129,994.65	
Deposit	08/21/2017			Deposit	1,483.39	131,478.04	
Deposit	08/21/2017			Deposit	558.20	132,036.24	
Liability Check	08/22/2017	6979	Regence Blue Shield of Idaho	10030031	-17,608.80	114,427.44	
Bill Pmt -Check	08/22/2017	ACH	CenturyLink	208-726-1690 623B	-34.72	114,392.72	
Bill Pmt -Check	08/22/2017	ACH	Idaho Power Acc#2204788885	Acct #2204788885	-268.57	114,124.15	
Bill Pmt -Check	08/22/2017	6981	Cummins Rocky Mountain LLC		-2,249.44	111,874.71	
Bill Pmt -Check	08/22/2017	6982	HUB International Insurance	policy 33A19030111513	ERISA Fidelity Bond	-195.00	111,679.71
Bill Pmt -Check	08/22/2017	6983	Jane's Artifacts		-18.97	111,660.74	
Bill Pmt -Check	08/22/2017	6984	Ketchum Computers, Inc.		-67.50	111,593.24	
Bill Pmt -Check	08/22/2017	6985	Kimberly L Richmond	8/1/17 - 8/15/17	-596.25	110,996.99	
Bill Pmt -Check	08/22/2017	6987	River Run Auto Parts, Inc.	7025	-55.44	110,941.55	
Bill Pmt -Check	08/22/2017	6988	Schaeffer MFG. CO.	1140316	-1,825.88	109,115.67	
Bill Pmt -Check	08/22/2017	6989	Six Roblees' Inc.	64830	-270.85	108,844.82	
Bill Pmt -Check	08/22/2017	6990	St Luke's Clinic - Hailey	940000328	-148.00	108,696.82	
Bill Pmt -Check	08/22/2017	6991	United Oil		-10,004.43	98,692.39	
Bill Pmt -Check	08/22/2017	6992	Northwest Equipment Sales, Inc.		-13.14	98,679.25	
Check	08/22/2017	6986	Void	VOID:	0.00	98,679.25	
Deposit	08/22/2017			Deposit	75,224.26	173,903.51	
Check	08/22/2017	ACH	National Benefit Services, LLC	HRA Account	-76.07	173,827.44	
Liability Check	08/23/2017		QuickBooks Payroll Service	Created by Payroll Service on 08/22/2017	-38,984.81	134,842.63	
Deposit	08/23/2017			Deposit	81,007.00	215,849.63	
Check	08/23/2017	ACH	Capital Equipment Fund'	Cut Away Reimbursement	Transfer to Cap Fund	-80,000.00	135,849.63
Paycheck	08/24/2017	DD	Aguilar, Hortencia	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Andazola, Jesus	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Conlago, Maira P.	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	David, Michael	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Gray, Stuart	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Grubbs, Torrey E	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Hoechtl, Gerhard	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Johnson, Mark F	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Kelly, David W	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Knudson, Michael W	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Leon, Teofilo O	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	MacPherson, Kim	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Miller, Jason M	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Moore, Tyler	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Nestor, Robert A	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Obland, Bryan	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Romero-Campos, Raul	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Selisch, Kurt	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Spalding, Richard L	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Sproule, William	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Tellez, Carlos	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Uberuaga, Richard S	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Van Law, Tucker G	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Varner, Benjamin N	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Vega, Roberto	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Victorino, Jose L	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Wahlgren, Allan	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Walsh, Murray S.	Direct Deposit	0.00	135,849.63	
Paycheck	08/24/2017	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	135,849.63	

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of August 31, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	08/24/2017	6980	Idaho Child Support Receipting	326231	-200.76	135,648.87
Deposit	08/24/2017			Deposit	522.00	136,170.87
Deposit	08/24/2017			Deposit	138.07	136,308.94
Deposit	08/24/2017			Deposit	982.93	137,291.87
Liability Check	08/25/2017	E-pay	United States Treasury	82-0382250 QB Tracking # 498730097	-13,095.58	124,196.29
Deposit	08/25/2017			Deposit	394.47	124,590.76
Bill Pmt -Check	08/28/2017	ACH	Cox Communications	Acct #0012401205184001	-285.96	124,304.80
Bill Pmt -Check	08/28/2017	ACH	Idaho Power Acct#2221850114	Acct #2221850114	-187.25	124,117.55
Bill Pmt -Check	08/28/2017	ACH	Intermtn Gas #450 916 6521 1	Acct # 45091665211	-10.45	124,107.10
Bill Pmt -Check	08/28/2017	6993	Allstar Property Services, Inc.		-192.23	123,914.87
Bill Pmt -Check	08/28/2017	6994	Ben Varner'	expense reimbursement	-1,032.42	122,882.45
Bill Pmt -Check	08/28/2017	6996	Jackson Group Peterbilt	3551	-209.75	122,672.70
Bill Pmt -Check	08/28/2017	6997	Kim MacPherson'	expense reimbursement	-15.00	122,657.70
Bill Pmt -Check	08/28/2017	6998	Les Schwab	11700888	-488.54	122,169.16
Bill Pmt -Check	08/28/2017	6999	Mike Knudson	expense reimbursement	-54.53	122,114.63
Bill Pmt -Check	08/28/2017	7000	Orkin/Sawyer, Inc	Acct #16029	-85.00	122,029.63
Bill Pmt -Check	08/28/2017	7001	Six Roblees' Inc.	64830	-222.31	121,807.32
Bill Pmt -Check	08/28/2017	7002	Copy & Print		-37.26	121,770.06
Check	08/28/2017	6995	Void	VOID:	0.00	121,770.06
Deposit	08/28/2017			Deposit	80.00	121,850.06
Deposit	08/28/2017			Deposit	1,022.68	122,872.74
Deposit	08/29/2017			Deposit	522.90	123,395.64
Liability Check	08/29/2017	6996	Aflac	DQR88	-336.36	123,059.28
Deposit	08/29/2017			Deposit	16,253.00	139,312.28
Deposit	08/29/2017			Deposit	122.55	139,434.83
Check	08/29/2017	ACH	National Benefit Services, LLC	HRA Account	-532.33	138,902.50
Deposit	08/30/2017			Deposit	114,502.00	253,404.50
Deposit	08/30/2017			Deposit	682.51	254,087.01
Deposit	08/30/2017			Deposit	468.00	254,555.01
Deposit	08/31/2017			Deposit	880.00	255,435.01
Deposit	08/31/2017			Deposit	46.00	255,481.01
Deposit	08/31/2017			Deposit	636.45	256,117.46
Deposit	08/31/2017			Interest	5.55	256,123.01
Liability Check	08/31/2017	7098	Blue Cross of Idaho	10034150-R001	-1,391.78	254,731.23
Total 11100 - Mountain West Checking					12,642.75	254,731.23
TOTAL					12,642.75	254,731.23

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