



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

12:00p.m., Wednesday, November 21, 2012

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

Board Members: *Peter Everett (Ketchum), Michael David (Ketchum), Nils Ribi (Sun Valley), Mark Gilbert (Sun Valley), Jim Jaquet (Blaine Co.), Susan McBryant (Hailey), Joe Miczulski (Bellevue), Steve Wolper (at-large)*

1. 12:00pm: Call meeting to order
2. Comments from the Chair and Board Member thoughts
3. Public comment period for items not on the Agenda (including questions from the press)
4. Action items and discussion items
 - a. Discussion Item: 2013 Marketing and Communications Plan (p.2-6)
 - b. Discussion Item: Annual strategic planning workshop draft agenda (December 18th) (p.7-8)
 - c. Discussion Item: Merit pay options (p.9-12)
 - d. Action Item: Approve updated Policy 104 – Accounts Receivable (p.13-20)
 - e. Action Item: Approve updated Policy 102 – Accounts Payable (p.21-32)
 - f. Action Item: Approve updated Policy 110 – Employee Expense Reimbursement (p.33-40)
 - g. Action Item: Approve FY2013-FY2017 Capital Improvement Plan (p.41-46)
 - h. Action Item: Approve contract to purchase one 35' Heavy Duty bus from Gillig (p.47-51)
 - i. Action Item: Approve release of bid for 2013 vehicle fuel (p.52-55)
5. Presentations (if any)
6. Committee reports
 - a. Planning and Marketing Committee report from Chair Steve Wolper (p.57)
 - i. Approve November committee minutes
 - b. Finance and Performance Committee report from Chair Jim Jaquet (p.58)
 - i. Approve November committee minutes
7. Staff reports
 - a. Transit report from Operations and Maintenance with October 2012 ridership (p.59-67)
 - b. Bike-Ped report (p.68)
 - c. Business Manager report (p.68)
 - d. Executive Director report (p.68-69)
8. Consent Calendar items (p.70-85)
 - a. Approve minutes – October regular board meeting, October 4th special board meeting, September 12th special board meeting
 - b. Receive and file October 2012 Financials
 - c. Receive and file October 2012 Bills Paid
9. Executive Session pursuant to Idaho Statute 67-2345.1(f) (to discuss pending litigation)
10. 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 REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Jason Miller
SUBJECT: Agenda Item 4.a –2013 Marketing and Communications Plan.

RECOMMENDATION: Discuss

BACKGROUND:

Attached you will find the 2013 Marketing and Communications Plan that has been reviewed by the Planning and Marketing Committee and was recommended to move forward to the full board for discussion. It is much simplified over years past due to the more limited resources we have.

The plan focuses on direct outreach, grass root partnerships, low cost marketing approaches, and leveraging what we already have in place. Even with a leaner, simplified approach, I believe this plan can get us to where we want to go and will be effective.

Committee Review: Planning & Marketing
Legal Review: None
Funding: Operations Fund
Budget: FY2013



2013 Mountain Rides Transportation Authority Marketing & Communications Plan

DRAFT – For Board Discussion 11/16/12

Mountain Rides Transportation Authority (MRTA) provides public transportation for all that visit, work, or live in the Sun Valley area and is a partnership of communities of Bellevue, Blaine County, Hailey, Ketchum, and Sun Valley. MRTA provides fixed route bus, demand response, bike, carpool, pedestrian, vanpool, and transportation planning services.

PURPOSE

The purpose of this 2013 Marketing & Communications Plan is to provide the roadmap for marketing, communications, public relations and outreach for the coming year. This plan updates and carries forward the 2011 Marketing and Communications Plan, as well as the original 2009 Marketing & Communications Plan, which was adopted by the Board in 2008 to really move MRTA forward. This plan details the goals and associated strategies/tactics and action items for 2013.

This 2013 plan will focus on the following goals:

- Providing 100% Customer Satisfaction with MRTA services
- Increase ridership on bus fixed routes and vanpool services
- Increase public and private awareness & support

LIMITATIONS

In 2009-2011, MRTA had a Marketing and Communications Specialist to help carry out the activities detailed in previous plans. MRTA was unable to continue funding this position as of late 2011, so the implementation of this plan will be limited by human resources to move it ahead. The strategies in this plan will have to largely be carried out by existing staff including the Executive Director and the Administrative Support Coordinator. MRTA will also utilize the contracted Communications and Public Relations firm ANTICIPATE to help with some aspects of this plan.

Besides human resource limitations, this plan will also be limited by funding for advertising, marketing and outreach. These budget areas have all decreased over the last four years and are very limited in the amount of funding for broad based advertising and marketing campaigns. MRTA must be very creative in how it carries out this plan cost effectively. In most cases, targeted, direct communications will be the most efficient.

MARKET OPPORTUNITY/THEMES

- a. Create and leverage partnerships with businesses, non-profits and events
- b. Use direct engagement and outreach to influence
- c. Leverage low cost technologies such as community PR and social media
- d. Use existing staff and budget
- e. Spread events throughout the year

MARKETING AND COMMUNICATIONS TACTICS BY GOAL

Goal 1 – 100% Customer Service

TACTIC	START	FINISH	OUTPUT
Continue to carry out semi-annual customer service survey to benchmark our efforts and establish long-term trends in customer service	Already started	On-going	Customer service indicators continue to increase towards 100% satisfaction
Continue to emphasize customer service with all employees with a focus on the details through regular trainings, internal communication, helpful resources, and evaluation tools	November 2012	On-going	Training is carried out at least twice a year; start secret shopper evaluations of all aspects of service
Improve and innovate customer information sources (printed schedule, signage, website) that make our system easier to understand and more accessible, especially for new riders	November 2012	Website update done by February 2013; more stop signage Dec 2012	Cleaner, easier to use customer info sources, Website-1 click and you can access everything on website
Address customer requests for additional service or service changes as part of a well-thought out and coordinated service planning process that balances needs and resources	February 2013	May 2013	Evaluate all changes in a holistic look at our transit system before June 2013 schedule release
Collaborate with Sun Valley Co. guest services and bell services on training and route information to improve partnership	November 2012	January 2013	Two joint training sessions complete ahead of winter peak season; Have a MR feature/logo on SV website; guests to receive pocket guide/schedule upon arrival

Goal 2 – Increase ridership

TACTIC	START	FINISH	OUTPUT
Partner with additional rider advocate groups and existing groups (e.g. TCS, YAK, BCSD) to build increased	January 2013	August 2013	Have 3 new rider groups established (similar to Red Route bus buddies)
Develop additional ways to introduce people to existing bus services that can turn	December 2012	July 2013	Increased Sun Valley Story tour; develop 3 more intro programs

never-ever riders into new customers			(e.g. dinner and a movie)
Introduce new riders to bus through additional special event services (Symphony, SV concerts, Charters for event volunteers)	March 2013	November 2013	Develop 4 new event services
Develop program to have hotels and property managers let guests know about bus service	January 2013	On-going	A bus schedule in the hands of every guest who arrives in the Sun Valley area
Increase partnerships with non-profit and business community for Valley Route access	December 2012	October 2013	Create 3 new partnerships for bus pass deals on Valley Route
Develop additional vanpool service either for Blaine County (or investigate opportunities outside of Blaine)	March 2013	December 2013	Create 1 additional vanpool route

Goal 3 – Increase community awareness of Mountain Rides to affect support & funding of services

TACTIC	START	FINISH	OUTPUT
Present to funding partners on regular basis on importance of public transportation, national trends, best practices, and service updates	December 2012	August 2013	At least 2 presentations per partner between 12/12 and 8/13
“As the wheel turns” – periodic updates on MR good news through email that would allow us to highlight interesting tidbits on our service, our staff, our good work	January 2013	September 2013	Establish 3-4 email distribution lists with periodic updates at least once per month
Develop presentation for business community and non-profit community that would highlight importance of public transportation, economic impacts and community benefits	December 2012	December 2013	Presentation complete by 1/2013; 16 presentations complete by 12/13
Hold Open House events to introduce community to MR facilities and services (Ketchum shop, new south valley facility after move-in)	February 2013	October 2013	Hold 1 open house event spring 2013, 1 late summer 2013

Develop year round promotional events for awareness – instead of Smart Moves have focus weeks throughout the year to highlight different services and programs	January 2013	September 2013	1 new winter event and 1 new late summer event
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POSITIONING & KEY MESSAGING

We should build on MRTA's successes and assets and will include messaging such as:

- **Convenient/Simple/Reliable**
- **Cost Effective/Affordability**
- **Easy**
- **Healthy**
- **Energy Efficient (Green)**
- **Transportation Solution**

RESOURCES and BUDGET

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

- Executive Director: 3 hours per week
- Admin Coordinator: 5 hours per week
- Business Manager: Periodic as needed, less than 60 hours total for coming year
- External Contracts: As needed for PR, events, or customer research
- Customer Service Staff Training: At least semiannually to focus in on importance of customer service with all staff

Budget for the activities in this plan will be within the current budget for marketing, outreach and advertising activities which amounts to:

Website:	\$2,500.00
Print ads:	\$6,000.00
Radio ads:	\$2,500.00
Promo Items:	\$1,500.00
Events:	\$2,500.00
External Contracted Activities:	\$7,500.00
Printing (incl. schedules/passes):	\$15,500.00
TOTAL:	\$38,000.00

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Jason Miller, Peter Everett (with input from committees)
SUBJECT: Items 4.b – Annual strategic planning workshop draft agenda (December 18th).
RECOMMENDATION: Discuss

The draft agenda for this year's annual strategic planning workshop is attached. Highlights:

- Tuesday, Dec 18th from 9a-3p with breakfast and lunch
- At the YMCA community room, where we were last year
- Vanessa Fry will facilitate

With much going on with projects, funding, and board changes, this is a really important workshop to set the priorities, not only for the coming year, but for the next 3-5 years.

Committee Review: Both
Legal Review: n/a
Funding: n/a
Budget: n/a

AGENDA

Special Meeting of the Mountain Rides Transportation Authority Board of Directors STRATEGIC BUSINESS PLANNING WORKSHOP FOR 2013

Facilitated by Vanessa Fry, CTAI

9:00am to 3:00pm, December 18, 2012

YMCA Community Room, Warm Springs Rd, Ketchum, Id

8:45a: Continental Breakfast

9:00a – 9:15a: Intro and goals for the day

- What do we want to accomplish today, what are the outcomes, what are the meeting rules

9:15a – 10:00a: Service Planning Process

- How do we improve how we adopt our annual service plan?

10:00a – 10:30a: Funding Allocation Construct

- How are services funded and how do we incorporate this into budgeting and planning?

10:30a – 11:15a: 5-year Transit Service Development Vision

- Where are we headed in the next 5 years – what are the opportunities? What are the challenges? How do we do contingency planning?

11:15a – 11:45a: Marketing and Communications Plan

- What is the message we want to convey in 2012? And what are the most effective strategies?

11:45a: WORKING LUNCH

12:00p – 12:45p: Capital projects, planning and priorities for 2013

- What infrastructure do we need to succeed? Is our fleet appropriate?

12:45p – 1:30p: Communications and marketing priorities

- What is the message we want to convey in 2012?

1:30p – 2:15p: Technology and Fuel Path

- Where are we headed with technology projects? How can we “green” our fleet?

2:15p – 3:00p: Board structure, committees, officers

- How do we manage board change over and

3:00p: Adjourn

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Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Jason Miller
SUBJECT: Item 4.c – Merit pay options
RECOMMENDATION: Discuss

BACKGROUND:

The Finance Committee discussed the options raised by Steve Wolper in his email dated 10/8/12 regarding an employee time off assistance fund and additional merit based incentives. A copy of his email is attached for reference. The Finance Committee requested this be brought back to the Board to determine its level of support for these ideas.

In further reviewing the suggestions, staff feels that there is not sufficient funding to accommodate an “employee time off assistance fund” this fiscal year but that it should be considered in the budget next fiscal year. Although there may not be a need for such a fund on a regular basis, in each of the past 3 years it could have been called upon.

With regard to the “additional merit pay” suggestion, staff is of the view that this will be a problem that arises with increasing frequency in the improved Wood River Valley job market. MRTA currently has about 8-9 employees (of approx. 23 full time employees) that are at or near the top of their maximum earnings level based on MRTA’s pay scale. Most of these are high performers that have been employed by MRTA in the 5 year, or longer, range and may be deserving of some type of pay increase to recognize their performance, at their annual review in FY2013. One way to accommodate this would be to increase the pay scale beyond our maximum step 9. However, this method has the effect of increasing hourly rates beyond reasonable levels and/or above those at similar transportation agencies. A fund such as that suggested will allow MRTA to reward high performers who have reached the top of the pay scale without distorting base pay levels. Also, we have found that last year’s bonus merit pay at the end of the winter season proved an effective way to entice part time drivers to return this season. As always, there is the underlying issue of funding.

Committee Review: Finance
Legal Review: none
Funding: Operations
Budget: FY2013

Mountain Rides Transportation Authority

1.02

PAY SCALE FOR ALL POSITIONS - FY2013 (2% cost of living increase to chart)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Executive Director	\$31.93	\$33.46	\$35.09	\$36.82	\$38.56	\$40.19	\$41.92	\$43.66	\$45.49
Manager	\$23.26	\$24.38	\$25.50	\$26.72	\$28.05	\$29.27	\$30.50	\$31.82	\$33.15
Specialist	\$20.09	\$21.01	\$21.93	\$22.95	\$23.97	\$25.09	\$26.21	\$27.34	\$28.56
Mechanic	\$18.05	\$18.87	\$19.79	\$20.71	\$21.73	\$22.64	\$23.56	\$24.58	\$25.60
Coordinator*	\$16.42	\$17.24	\$18.05	\$18.87	\$19.79	\$20.60	\$21.42	\$22.34	\$23.26
Full-time Driver**	\$14.69	\$15.40	\$16.12	\$16.93	\$17.75	\$18.46	\$19.28	\$20.09	\$20.91
Seasonal Driver	\$13.87	\$14.59	\$15.30	\$16.01	\$16.83	\$17.54	\$18.26	\$19.07	\$19.89
Part-time Driver (CDL)	\$13.06	\$13.67	\$14.28	\$14.99	\$15.71	\$16.32	\$17.03	\$17.75	\$18.46
Part-time Driver (non-CDL)	\$12.04	\$12.65	\$13.26	\$13.87	\$14.59	\$15.20	\$15.81	\$16.52	\$17.24
Maintenance/Bus Washer	\$12.04	\$12.65	\$13.26	\$13.87	\$14.59	\$15.20	\$15.81	\$16.52	\$17.24

Guidelines for using pay scale

1. New employees should be hired at Steps 1 or 2, DOE. Executive Director has ability to approve hires at Step 3 or 4 for candidates who significantly exceed qualifications.
2. Board approval is required to hire a new employee at Step 5 or above for those superior and outstanding candidates.
3. Pay increase guidelines
 - a. For FY2013, we will return to the merit performance evaluations process in place prior to FY2012 merit bonus system. If an employee is deemed eligible to receive a step increase as a result of their evaluation, the increase will be according to this FY2013 pay scale.
 - b. Pay increases (either step increases or 2% increase) only happen once an employee has had their evaluation on their anniversary date.
4. For those employees whose responsibilities haven't changed and are above the pay scale, they will remain at current pay rate. For those employees whose responsibilities have changed, they will be subject to this FY2013 pay scale.

* Coordinator covers Admin Coordinator, Ops Coordinator and Bike-Ped Coordinator

From: [Steve Wolper](#)
To: [Jim Jaquet \(jimjaquet@yahoo.com\)](#); [Mark Gilbert \(av8ator@gmail.com\)](#); [PETER B EVERETT](#); [Susan McBryant \(ssmcb@hotmail.com\)](#)
Cc: [Jason Miller](#); [wendy crosby \(wendy@mountainrides.org\)](#)
Subject: Two suggestions for the Finance Committee
Date: Monday, October 08, 2012 2:14:31 PM

Gentlemen,

I have two requests for the consideration of the Finance Committee when the next budget or a revision is considered.

1. I voted to approve the recent revision to the Employee Policy that allows employees to donate Personal Time Off to another employee in the event of a personal emergency. I believe that MRTA should also establish a rotating fund of some specified amount which the Executive Director, in consultation with and the approval of the Finance Committee, can be used, up to some specified amount per incident, to assist employees during a personal emergency. As an organization whose entire function is based on customer satisfaction, I believe we should not place the entire burden of assisting employees who have suffered a personal emergency, on their fellow employees. The entire annual budget for such a fund could be as little as \$5,000, replenished annually, with the hope that it rarely gets used but exists in advance of some emergency and can be dispensed in a timely fashion with less board machinations.
2. In reviewing the present Employee Compensation Policy, as I mentioned during our BOD discussion of employees raises, there is a weakness in the present formula. I believe that, in a fund similar to the aforementioned Employee Emergency Fund, an amount should be set aside annually to provide employees, at the discretion of the Executive Director, with the consent of the Finance Committee, a meritorious bonus, in addition to the one presently provided by the newly adopted step formula. An employee whose annual review is rated above average year after year is not compensated adequately for maintaining that level of commitment. While, of course, it is always our desire to have employees improve their performance, with a scale of 5 levels, an employee's performance can appear stagnant, even though they have been consistently above average, without receiving any additional reward for their consistency. While our compensation policy is designed to reward the hares, we should not forget that the consistent tortoise is the foundation of customer service.

I propose that this fund be established with some maximum annual balance not to exceed \$15,000 and be dispensed to those employees whom the Executive Director feels worthy of additional recognition. I feel strongly that the compensation should not be calculated on a percentage of the employee's base salary, unless some minimum bonus is established, otherwise the amount for an employee on the lower end of the pay scale will not be significant enough to

convey the intended message of appreciation. We should remember that, with our present formula that extends a +/- 3% step pay raise to the most exemplary employees, the present annual average cost of living adjustment is between 1% to 1.3%, which eats a rather big hole in our maximum 3%. My idea to help address this issue.

I hope you will concur with my recommendations and move to implement them at the earliest opportunity during any budget revisions. I believe adoption of both recommendations will demonstrate to our employees our dedication to their morale.

Thanks,

Steve

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Wendy Crosby
SUBJECT: Item 4.d – Approve updated Policy 104 – Accounts Receivable.
RECOMMENDATION: Approve

BACKGROUND:

This policy requires a slight amendment to ensure practice and policy are consistent. Changes to the policy occur on pages 1 and 2 and have been ‘tracked’ for you to see the revisions. “Fare box cash receipts” is amended to require 2 employees, not necessarily Maintenance personnel. “Vending Machine Receipts” is amended to require the Maintenance and Facilities Manager, or a designee, and one other employee to collect, count and deposit proceeds into a locked deposit bag. One employee then takes the locked bag to the bank. Previously cash was collected into a locked deposit bag and counted by the Bank. Bank policy changes have necessitated this change. Exhibit 2 was amended to reflect the current worksheet and Exhibit 4 was added.

Committee Review: none
Legal Review: none
Funding: none
Budget: FY2013

Policy Section 100 - Financial

104: Accounts Receivable

Issued: April 27, 2011

Revised:

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, Outreach & PR Specialist, Advertising Contractor, Operations Manager

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.
- Business Manager, or designee, is responsible for ensuring timely collection of all mail and entering all revenue received is reconciled, coded and entered into the accounting system as soon as practical once received. 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 a counter on board. When the bus returns to the shop the fare box and counter are removed by ~~maintenance personnel~~[two employees](#) and left in Operations Manager's office, which is locked when the Operations Manager is not present. Data from the counter is transcribed onto a Driver Fare Log (Exhibit 1).
- Fare box is opened and cash receipts are counted in the presence of a minimum of 2 employees (1 employee and the Operations Manager, or his designee).
- Cash is recorded on the Cash Fare Collection Worksheet (Exhibit 2) OR, when the MRTA banking arrangements allow, cash will be sorted and rolled, and placed into a sealed or locked deposit bag and then deposited into the Bank by the Operations Manager, or his designee.

Pass Sales:

- Pass sales are conducted and supervised by the Outreach & PR Specialist through the use of outside vendors (currently Atkinson's, Guffy's, Splash n

Policy Section 100 - Financial

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 Outreach & PR Specialist.

- The Outreach & PR Specialist 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 Outreach & PR Specialist will collect the pass sales revenue, reconcile it to the passes remaining unsold, and replenish the supply of passes. Cash proceeds are collected in a bank deposit bag delivered to the Business Manager for recording and for deposit to the bank. Online credit card payments for Pass Sales are monitored by the Outreach & PR Specialist 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 is are responsible for collection of vending machine cash (including laundry machines and pop machine), ~~taking it to the bank for~~ counting and ~~collecting a cashier's check for the proceeds~~ 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. - The cashier's check is turned over to the Business Manager for processing and deposit.

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 \$10 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.

Drivers Fare Log

Policy Section 100 - Financial

Exhibit 2 Cash Fare Collection Worksheet

valley fares

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

- Counted by - and -
Deposited

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

- Counted by - and - Deposited -

Policy Section 100 - Financial

Formatted: Font: Bold

Service Dates: _____ Collection/Deposit Date: _____

BUS# _____		BUS# _____
Currency: _____		Currency: _____
Coin: _____		Coin: _____
Passes: _____		Passes: _____
Adult/Reg. _____		Adult/Reg. _____
Youth/Senior _____		Youth/Senior _____

BUS# _____	BUS# _____	BUS# _____
Currency: _____	Currency: _____	Currency: _____
Coin: _____	Coin: _____	Coin: _____
Passes: _____	Passes: _____	Passes: _____
Adult/Reg. _____	Adult/Reg. _____	Adult/Reg. _____
Youth/Senior _____	Youth/Senior _____	Youth/Senior _____

TOTAL

Currency: _____	Passes: _____
Coin: _____	Adult/Reg. _____
Total: _____	Youth/Senior _____

Fares counted and verified by: _____ 1) _____ 2) _____

Service Dates: _____ Collection/Deposit Date: _____

BUS# _____		BUS# _____
Currency: _____		Currency: _____
Coin: _____		Coin: _____
Passes: _____		Passes: _____
Adult/Reg. _____		Adult/Reg. _____
Youth/Senior _____		Youth/Senior _____

BUS# _____	BUS# _____	BUS# _____
Currency: _____	Currency: _____	Currency: _____
Coin: _____	Coin: _____	Coin: _____
Passes: _____	Passes: _____	Passes: _____
Adult/Reg. _____	Adult/Reg. _____	Adult/Reg. _____
Youth/Senior _____	Youth/Senior _____	Youth/Senior _____

TOTAL

Currency: _____	Passes: _____
Coin: _____	Adult/Reg. _____
Total: _____	Youth/Senior _____

Fares counted and verified by: _____ 1) _____ 2) _____

Exhibit 3

Pass Sales Memo

Mountain Rides Transportation Authority
PO Box 3091
Ketchum, Idaho 83340
208-726-7576

**Memo
No.**

MEMO

Customer	Misc
Name _____	Date _____
Address _____	Order _____
City _____ State ____ ZIP ____	No. _____
Phone _____	Rep _____

[illegible]

Office Use Only

***Thank you for choosing Mountain Rides
for all your Transportation needs!
For more information or help
please call 208-788-7433***

Policy Section 100 - Financial

Exhibit 4

Formatted: Centered

Vending Cash Collection Worksheet

Vending Count Sheet

date:

Soda Machine

Laundry/WFH

\$dollars

coins

Total

Counted by _____ and _____ Deposited _____

date:

\$dollars

coins

Total

Counted by _____ and _____ Deposited _____

date:

\$dollars

coins

Total

Counted by _____ and _____ Deposited _____

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Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Wendy Crosby
SUBJECT: Item 4.e – Approve updated Policy 102 – Accounts Payable.
RECOMMENDATION: Approve
BACKGROUND:

Credit card use was reviewed and staff determined that MRTA policy required changes. Changes to the policy occur on pages 7 and 8 only and have been ‘tracked’ for you to see the revisions. Use of MRTA credit cards is amended to specifically exclude use for fuel purchases for private vehicles or for food purchases. These expenses must be charged to an employee’s personal credit card and then reimbursed following the Employee Expense Reimbursement Policy, if appropriate. Cards will be issued to Department Heads and the Executive Director only and their use may not be delegated.

Committee Review: Finance
Legal Review: none
Funding: none
Budget: FY2013

Policy Section 100 - Financial

Policy 102: Accounts Payable (AP)

Issued: April 27, 2011

Revised:

Purpose: To outline procedures used in the payment of vendors or other providers of goods or services to MRTA.

Personnel Affected: Executive Director, Business Manager, Operations Manager, Facilities & Maintenance Manager, Outreach & PR Specialist, Bike & Mobility Specialist

Policy:

- A. **Coding Structure** MRTA maintains a coding structure to ensure AP are categorized appropriately. The coding structure consists of 3 levels of coding as follows:

Mountain Rides Transportation Authority Level One Codes for Expense Accounts

Account #	Account	Description
51000	Payroll Expenses	
51100	Salaries and Wages	Salaries and wages paid to employees
51200	Accrued Vacation Expense	Vacation earned and accrued
51300	FICA Expense	employer paid social security- 6.2% up to \$102,000
51350	Medicare Tax Expense	employer paid medicare tax - 1.45% on all w-2 wages
51400	Retirement Plan Expenses	9.5% contrib.expense paid by company to retirement plan
51500	Workers Comp Expense	work comp premium paid by company-approx. 5% of gross
51600	SUI Expense	state unemployment - 1.923% on \$32,200 of w-2 wages
51650	FUTA Expense	Federal unemployment - we are exempt
51700	Medical Ins. Expense	medical prem. paid by employer - \$333.61 plus 1/2 dep. prem.
51800	Dental Ins. Expense	Dental Ins Prem - \$32.33 plus 1/2 of dep. prem.
51900	Vision Ins. Expense	vision ins. prem - \$9.16 per month
51950	Life Ins. Expense	life ins. prem - \$16.85 per month
52000	Insurance Expense	
52100	Ins. - Vehicles	vehicle ins. premiums
52200	Ins. - Liability	liability ins. premiums
52300	Ins. - Apartments	ins. prem. on WFH
53000	Professional Fees	
53100	Accounting & Audit	accounting and auditing professional fees
53200	IT Systems	computer Info Tech professional fees
53300	Grant Support/Admin	prof. fees related to grant writing and support**NOT REIMBURSEABLE UNDER 5311T**
53400	Legal Fees	lawyers, legal costs
53500	Other Professional Fees	drug/alcohol testing,DOT physical exams, CDL testing & other expenses for prof. fees not included elsewhere

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54000	Equipment/ Tool Expense	
54100	Shop Equipment expense	purchase of equipment for shop operations
54200	Shop Tools	purchase of tools
54300	Office Equipment	purchase of office equipment, including software and computer and related equipment
55000	Rent and Utilities	
55100	Rent	Rent of Space
55200	Utilities	Utilities
56000	Supplies	
56100	Office Supplies	supplies used principally in office
56200	Janitorial & Safety Supplies	Janitorial & Safety related costs
56300	Department Supplies	supplies specific to your dept. getting job done
56400	Uniforms	uniforms and other shirts and hats with logo
56500	Postage and Delivery	stamps, mailing costs
57000	Repairs and Maintenance	
57100	Equipment Repairs/Maintenance	on equipment
57200	Building Repairs/Maintenance	on buildings and other structures
57300	Grounds Repairs/Maintenance	on our property/grounds
57400	Equipment Rental	rental of equipment
57500	Janitorial Services	cost of janitorial services
58000	Communications Expense	
58100	Office Phone Expense	office phones
58200	Cell & Two-Way Mobile	cell phones and other mobile lines
58300	Internet/Website	internet charges and website support
58400	On-Board Vehicle Computers	costs related to operating Rangers, Routematch, on-board laptops etc.
59000	Travel and Training	
59100	Vehicle/Airfare	airfare and vehicle exp. for travel to training events, conferences
59200	Lodging	lodging exp for training events, conferences
59300	Meals/Entertainment	meals/ent. whiles away on training events, conferences or other business
59400	Training/Education	cost of the training and continued education
60000	Business Expenses	
60100	Business Registration Fees	fees to register with various entities to let us do business
60200	Fines, Penalties, Judgments	this is not deductible
60400	Dues & Subscriptions	dues and subscriptions paid
60500	Bank Fees	Bank Service Charges
60600	Ext. Service Contract	Twin Falls Service Contract
61000	Advertising	
61100	Print Advertising	Print Advertising costs
61200	Radio Advertising	Radio Advertising costs
61300	Online Advertising	Online Advertising costs

Policy Section 100 - Financial

61400	Vehicle Graphics	Vehicle Graphics costs
61500	Bus. Adv. Contract	commissions and related costs for securing bus advertisers
62000	Marketing and Promotion	
62100	Info. Displays-Stop Signage	costs for Info. Displays-Stop Signage
62200	Graphic Design	costs for graphic design
62300	Promotional Items	costs for promotional items
62400	Events and Misc.	costs for any special events and other marketing costs
62500	Internal / Other	costs for non-taxable employee perks, parties, etc.**NOT REIMBURSEABLE**
63000	Printing and Reproduction	
63100	Copies, Passes & Flyers	cost of Copies, Passes & Flyers
63200	Schedules, Maps & Brochures	costs of Schedules, Maps & Brochures
64000	Fuel Expense	cost of FUEL
64500	Fuel Expense Reserves	quarterly transfer to Contingency Fund
65000	Vehicle Maintenance	
65100	Vehicle Maintenance:65100 · Parts Expense	costs of vehicle parts
65200	Vehicle Maintenance:65200 · Fluids Expense	cost of fluids for vehicles
65300	Tires Expense	cost of tires for vehicles
65400	Purchased Services	cost of purch. services for vehicles
65500	Vehicle Computer/ Tech <u>Diagnostics</u>	cost of maintaining/repair of vehicle computers... <u>diagnostic</u> and tech related charges
66000	Construction	
66100	Materials & Labor	cost of materials & labor on construction related projects
66200	Const. Management Fees	cost of mgmt fees on construction related projects
67000	Other Direct Expenses	other direct exp to get the job done!

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Level Two Codes for Expense Accounts

	funding source
100 Bus Routes	
140 Valley Routes-Baseline Service(2009)	2009 base level service =5311 late night, weekend, midday = 5316
145 Valley Routes-New Trips (JARC)	JARC
151 Town Routes-All Year Baseline Routes	5311
161 Town Routes-Peak Season Routes	5311
180 Special Services/Charter	local
185 Hailey Circulator (New Freedom)	5317 New Freedom
195 General Bus	5311
199 Twin Commuter Route (JARC)	5316 JARC
200 Vanpool Routes	
270 Vanpool (General)	fares
275 Public Routes-#1, #2, #3	fares
280 Webb Routes	fares
285 Employer X Routes	fares
290 Employer Y Routes	fares
295 Vanshare	fares
300 ADA Services	
310 Complimentary ADA up to 3/4 mile	5311
320 Comp. ADA up to 2 miles (New Freedom)	5311
400 Non-transit	
410 Safe Routes to School	SRTS/local
420 Ridematch & Emergency Ride Home	5311
430 Community Events/Challenges	5311
440 Bike Programs (not SR2S)	local
450 School Pool	
460 ALTF	
500 Facilities (Including WFH)	
510 Ketchum Facility	local
520 South Valley Facility	
530 On Street Property	
600 ARRA Stimulus	
610 Mobility Management & Marketing	ARRA
620 Preventative Maintenance	ARRA
800 General - Uncategorized	5311

** For 5311, 5316, 5317, local match is assumed. And there are other funding sources for each service; the funding source listed is for federal/state reimbursement. **

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Level Three Codes for Expense Accounts (Class or department)

- 10** – Administration
- 20** – Marketing
- 25** – Bike / Pedestrian
- 30** – Maintenance & Facilities
- 40** – Operations

SPECIFIC EXAMPLES:

1. Example of how to code a bus part purchased for a bus on a baseline valley route
65100 / 140 / 30
2. How to code print advertising done by the marketing dept. for new valley service
61100 / 145 / 20
3. Example of how to code cell phones for the bus drivers on year round town route
58200 / 151 / 40
4. Example of how to code tires purchased for van used on VP public route #2
65300 / 275 / 30
5. Example how to code a SRTS special event
62400 / 410 / 25

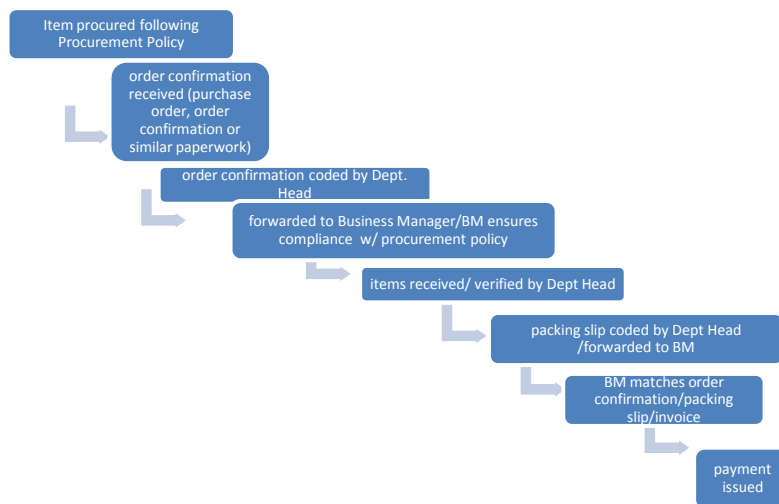
NOTE: The three levels of coding apply to expenses incurred in the MRTA Operations Fund (titled KART company in QB). The MRTA Facilities, Capital Equipment and Workforce Housing Funds use only Level One coding. The level one, two and three code listings may change from time to time as accounts are added and deleted based on MRTA operations.

B. Payment of Invoices

Once purchases are made, any Purchase Orders, packing lists, and other documentation received from the Vendor must be provided to the Business Manager with the appropriate departmental coding, any necessary approvals and related forms. Notation of any missing items, backordered items must be duly indicated. Purchase orders and packing lists are matched to invoices by the Business Manager as the invoice is received. Any purchases that are not invoiced by the vendor require a Request for Payment form (Exhibit 1) to be completed by the employee ordering the goods/service. Vendors should be encouraged to invoice Mountain Rides however, this is not always possible and when it is not, use of a Request for Payment form is required.

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WORK FLOW



- a. The Business Manager is responsible for preparing checks for payment of all invoices. All the requirements of **Policy 101 – Procurement** must be met before checks are prepared. It is the duty of the Business Manager to ensure procurement requirements have been met before any check is issued and to ensure check signatures are in accordance with **Policy 103 Check Signing Policy** and to ensure timely payment of invoices. Once checks are signed, the Business Manager assembles the check and any payment remittance stub, and mails the payment.

C. Sales Tax Exempt Status

MRTA is a tax exempt entity and does not pay sales tax. All attempts to eliminate the charging of sales tax by vendors should be taken, including the completion and submission of Idaho State Tax Commission Form ST-101 Sales Tax Resale or Exemption Certificate to vendors. This policy should be followed on a best efforts basis and MRTA recognizes that it is not always possible to eliminate the charging of sales tax (e.g. online purchases, travel expenses etc.)

D. Electronic Funds Transfers (EFT's) and other online payments

In order to expedite payments of obligations, EFT's and/or online payments may be authorized by the Executive Director within the limits set out in **Policy 101 – Procurement (purchases up to or equal to \$25,000)**. These payments are exempt from having two authorized signatures, because of

Policy Section 100 - Financial

their regularity in timing and amount, and in order to cut down on paperwork, and are restricted to the following:

- Payroll and Related Items– Payroll is prepared by the Business Manager in conformance with **Section 105 - ~~Payroll~~-Payroll**. Approval by the Executive Director must occur before payroll is transmitted to the payroll processor. Related Items include federal and state withholdings, employee contributions to health savings plans, garnishments, and other payroll liabilities and similar items.
- Intra-Bank Transfers – transfers between bank checking/LGIP savings accounts shall be authorized and initiated by Business Manager with no other approval. A paper and electronic record shall be kept.
- Bank Fees, payroll processing fees, payments accompanying tax forms, check/deposit slip orders
- Payments for regularly occurring expenses (monthly or quarterly) including utilities, telephone, online advertising charges, employee benefits (AFLAC, health and dental plan costs), and other recurring expenses for which the amount varies nominally and for which online payment is available.

D. Records

Each check prepared shall be accompanied by supporting documents.

Invoices, packing lists, purchase orders and other paperwork are attached to the check stub and are maintained on file.

All voided and spoiled checks are retained to prevent their unauthorized use.

E. Petty Cash

The Business Manager shall establish control procedures for small procurements and shall maintain a petty cash box containing one hundred dollars (\$100). Petty Cash expenses are documented and all receipts are retained as back-up to support petty cash expenditures. The petty cash is reconciled from time to time as deemed appropriate by the Business Manager.

F. Company Credit Card Use

The MRTA Board has authorized the Executive Director to implement policy for the use, distribution, authorization and control of MRTA credit cards. This policy is as follows:

Authorization: The Executive Director; ~~Operations Manager and Maintenance & Facilities Manager and Department Heads~~ are authorized to have cards issued in their name. Authorized users must complete a Credit Card User Agreement (Exhibit 2). ~~Authorized users may allow other employees to use their credit card to make MRTA-related purchases under the guidance and direction of the authorized user; specifying what is being purchased and the approximate dollar amount of the purchase.~~

Distribution: Each Department Head may request a credit card when it is deemed to be necessary and beneficial, as determined by the Executive Director.

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Uses: The MRTA Executive Director authorizes the use of MRTA credit cards for the following expenses:

- **Travel:** Credit cards may be used by Department Heads and the Executive Director when traveling on official MRTA business for hotel, ~~parking, taxi, airport transfers, meals, gas~~ and emergency MRTA vehicle repairs, in accordance with card limits.
- **Registrations:** Credit cards may be used by MRTA Executive Director or Department Head for conference registrations related to official MRTA business, only after approval from the MRTA Executive Director.
- **Purchases:** Credit cards may be used by MRTA Executive Director or Department Heads for ordering supplies and/or services subject to **Policy 101: Procurement**. MRTA Credit Cards may not be used for fuel purchases for personal vehicles, meals while travelling or any other personal expenses or expenses that could be perceived as personal expenses. Employees must pay for this type of expense personally and then seek reimbursement, as appropriate, through submission of an Expense Report, following guidelines under the "MRTA Policy 110 Employee Expense Reimbursement".
- **Recurring Expenses:** The credit card number may be provided to vendors for recurring monthly expenses such as VOIP telephone costs, dues & subscriptions and other similar expenses.

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Control: The Business Manager is responsible for administration of the credit cards to include: selection of card provider, payment of credit card bills, managing the issuance of credit cards, and policing use. Any misuse will be reported to the MRTA Executive Director.

- MRTA credit cards may not be used for cash advances.
- MRTA credit cards may not be used for personal purchases or personal use.
- Credit Cards may not be used to pay other invoices or statements, unless done so by the Business Manager in accordance with this policy.

Employees authorized to use MRTA credit cards are responsible for providing all receipts and any other documentation to the Business Manager in a timely manner.

- Every purchase from a credit card must have a receipt.
- Employees will submit credit card receipts no later than five (5) business days after the purchase date, or within five (5) business days of return from travel.
- Employees will submit delivery receipts no later than five (5) business days after the date merchandise is received.
- Employees will document internet purchases by printing out the purchase confirmation page from the vendor's website.
- Employees will document any purchases made over the phone with a credit card, by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.).

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Exhibit 1 Request for Payment Form

Request for Payment Form

Date:
Vendor/Payee:
Amount:
Due Date:
Purpose:

MRTA Coding:
Approval (if required):

Request for Payment Form

Date:
Vendor/Payee:
Amount:
Due Date:
Purpose:

MRTA Coding:
Approval (if required):

Request for Payment Form

Date:
Vendor/Payee:
Amount:
Due Date:
Purpose:

MRTA Coding:
Approval (if required):

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Exhibit 2 Credit Card User Agreement

I, _____, as an employee of the Mountain Rides Transportation Authority, accept personal responsibility for the safeguard and proper use of MRTA credit card # _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

I will only use the MRTA's credit card for the following purposes:

- Travel costs when on official MRTA business; for hotel, ~~parking, airport transfers, taxi, meal costs, gas~~, and emergency MRTA vehicle repairs in accordance with the amounts allowed.
- Conference registrations related to official MRTA business, only after approval from the MRTA Executive Director.
- Ordering supplies and/or services subject to **MRTA Policies and Procedures: Policy 101: Procurement**.
- The credit card number may be provided to vendors for recurring monthly expenses such as VOIP telephone costs, dues & subscriptions and other similar recurring expenses subject to the policies outlined in MRTA Financial Policy.

I will not use the MRTA credit card for any inappropriate purpose. Inappropriate purposes consist of , but are not limited to, the following:

- Cash advances.
- Personal purchases or personal use ~~or any expenses that could be perceived as personal expenses~~.
- To pay other invoices or statements unless done so by the Business Manager in accordance with this policy.
- Any purpose not specifically authorized by MRTA Credit Card Policy.

I will provide all necessary documentation to the Business Manager within the time specified:

- Every purchase from a credit card must have a receipt.
- Employees will submit credit card receipts no later than five (5) business days after the purchase date, or within five (5) business days of return from travel status.
- Employees will submit delivery receipts no later than five (5) business days after the date merchandise is received.
- Employees will document internet purchases by printing out the purchase confirmation page from the vendor's website.
- Employees will document any purchases made over the phone with a credit card, by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.).

I understand the MRTA Executive Director will disallow my use of MRTA credit cards for violation of this policy or misuse of a MRTA credit card.

I understand that I will be held personally responsible for any inappropriate charges I incur to the MRTA credit card and payment for any such inappropriate charge is hereby authorized to be withheld from my paycheck.

Employee Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____
(For permanently or temporarily issued MRTA credit cards)

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Wendy Crosby
SUBJECT: Agenda Item 4.f – Approve updated Policy 110 – Employee Expense
Reimbursement.
RECOMMENDATION: Approve
BACKGROUND:

With the advent of smartphones and increased use of phones to access email and to text, staff recommends that because of the high cell use by the Operations Manager and Maintenance and Facilities Manager, that they receive higher reimbursement rates for cell phones. It is recommended that the reimbursement level for these positions be increased to the highest level, \$45/month, see page 2. Reimbursement for the Administrative Support Coordinator and Operations Coordinator positions (new positions created following adoption of the policy) were also added. Changes to the policy occur on page 2 only and have been ‘tracked’ for you to see the revisions.

Committee Review: Finance
Legal Review: none
Funding: Operations
Budget: 2013

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110: Employee Expense Reimbursement

Issued: June 20, 2012

Revised:

Purpose: This describes MRTA policy regarding reimbursement of expenses incurred personally by employees for MRTA business.

Departments Affected: all Departments, Board members

Policy:

It is MRTA policy to ensure that pre-approved, reasonable, proper and necessary MRTA business expenses incurred personally by MRTA employees are reimbursed in a timely and consistent manner. All expenses must be submitted on an Expense Report form (Exhibit 1) within 90 days of the incurred expense. Receipts for every expense on the report must be attached to the Report. The Report must be signed by the employee and submitted to the Executive Director for approval and signature, then passed to the Business Manager for reimbursement. All reimbursements will be in the form of a check payable to the employee or by direct deposit included on the employee's paycheck. Expenses not submitted within 90 days of occurrence will not be reimbursed unless an exception is approved in writing by the Executive Director for a legitimate reason.

Approvals Required

Prior approval by the Executive Director is required for all travel by employees. The Board must pre-approve all travel for Board members, travel by the Executive Director if it is out-of-state, and any international travel. Approval must be obtained on the form attached as Exhibit 2

Following outlines reimbursable expenses:

Travel

Any travel on MRTA business to meetings, conferences, events, etc. where an employee uses his or her own vehicle will be reimbursed at the Standard State Mileage rate as outlined in Appendix A of the State of Idaho Travel Policies and Procedures. That rate is currently 45.5 cents per mile for 2012. **Travel within the Wood River Valley (i.e. within the MRTA operating area where there is regularly scheduled bus service) using a personal vehicle is not subject to reimbursement.**

When an MRTA vehicle is used for travel, mileage expenses are not reimbursable. Parking and actual fuel expenses incurred when an MRTA vehicle is used may be reimbursed if an employee personally pays for these costs. Air travel (in coach or economy class only) and other forms of travel (public transit) are reimbursable at the rate incurred. Appropriate accommodation, with consideration given to location, accessibility, cost, amenities (e.g. free WiFi, free breakfast, airport shuttles, etc.) are reimbursable at the rate incurred. With all travel, every effort must be given to achieve the best value for the dollar.

Compensation for time spent travelling

Salaried, exempt employees are not compensated for any travel time. Hourly, non-exempt employees are paid for travel hours when the travel is required as part of the principal work activity (e.g. when an employee must travel to Fairfield to pick up a van, instead of coming into the primary workplace).

Travel away from home for hourly, non-exempt employees is considered work time and therefore paid time, and is paid up to a maximum of 8 hours per day. Travel away from home outside of normal work hours is

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NOT considered work time unless an employee is required to perform work during that time. (e.g. an hourly employee travelling to Atlanta (12 hour trip including layovers) on a Sunday for a week-long conference would be paid for THAT Sunday travel time up to a maximum of 8 hours. During the conference which runs from 9-5 he would be paid for those 8 hours per day but no additional "off-duty" hours.) MRTA generally follows the State of Idaho Travel Policies and Procedures.

Meals/Entertainment

Costs for meals while an employee is away from home on MRTA business are reimbursable **at the actual cost incurred up to the allowed State rate**, currently a maximum of \$30 per day in-state and \$46 per day out-of-state.

The reimbursement rate for partial days is as follows:

	In-State	Out-of-State- Higher of
Breakfast - 25%	\$7.50	\$11.50 or 25% of Federal Rate
Lunch - 35%	\$10.50	\$16.10 or 35% of Federal Rate
Dinner - 55%	\$16.50	\$25.30 or 55% of Federal Rate

e.g. travel that involves a meeting from 8-12 would have a maximum meal reimbursement rate of \$7.50. Travel that involves a meeting from 8-5 would have a maximum meal reimbursement rate of \$7.50 plus \$10.50. Overnight travel would have a maximum meal reimbursement rate of \$30 in-state and \$46 out-of-state for the days during which meetings are attended. For instance travel the night before for all day meetings (9-5) the following day would have a \$30/\$46 rate of reimbursement. In some cases the discretion of the Executive Director will be required determine the rate of reimbursement.

Employees are expected to use reasonable discretion and choose appropriate venues when dining out on MRTA business. **NO expenses for alcohol or entertainment are reimbursable.**

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Cell Phones

Reimbursement for business use of an employee's personal cell phone will occur at the following rates:

AMOUNT	POSITIONS COVERED
\$15 per month	MR Coord., Administrative Support Coord. Bike/Ped Coord., Business Mgr.
\$25 per month	Operations Coord. Marketing/Outreach Coord., Operations Mgr., Maint. & Facilities Mgr.
\$45 per month	Executive Director Operations Mgr. Maint. & Facilities Mgr.

A copy of the employee's cell phone bill must accompany the Expense Report form in order to support the reimbursement request.

Non-reimbursable Expenses

Non-reimbursable expenses are identified throughout this policy. The following items are examples of typically non-reimbursable expenses, but this list is not all-inclusive:

- Travel that has not been pre-approved by the Executive Director
- First class, spouse and international travel (international travel may be allowed with Board approval)
- Upgrades to air travel, car rentals, or hotel rooms
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items
- Supplemental travel or car rental insurance
- Fines, penalties, or legal fees (including traffic and parking tickets)
- Personal entertainment or recreational expenses including all alcoholic beverages
- Meal and lodging cost in excess of applicable daily per diem rates

This list is not exhaustive or exclusive. Any employee who has a question as to whether an expense is reimbursable should consult with the Executive Director before incurring the expense.

From time to time there may be extenuating circumstances that warrant reimbursement of expenses that would otherwise not be reimbursable. In this event, it is at the discretion of the Executive Director to determine whether they will be reimbursed.

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Policy Section 100 - Financial

EXHIBIT 1

Expense report

PURPOSE: _____

EMPLOYEE INFORMATION:

Name _____

Position _____

Department _____

Manager _____

PERIOD: From To

[illegible]

Subtotal	\$ -
-----------------	------

Employee Signature: _____

NOTES: _____

Date: _____

Supervisor
Signature: _____

Date: _____

PLEASE ATTACH ALL RECEIPTS

Total	\$ -
--------------	------

Exhibit 2



Travel Approval Form

Name: _____

Dates of proposed travel: _____

Destination: _____

Purpose: _____

Mode of Transportation/ Expected Costs: _____

Expected Lodging Costs: _____

Expected Meal Costs: _____

Approved: _____

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Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Jason Miller and the Finance and Performance Committee
SUBJECT: Agenda Item 4.g – Approve FY2013-FY2017 Capital Improvement Plan.
RECOMMENDATION: Approve
BACKGROUND:

The FY2013-FY2017 Capital Improvement Plan is attached and remains unchanged from when this was on the board agenda last month. The Finance and Performance Committee discussed and determined that assumptions and scheduling of replacements is appropriate and is always subject to the annual budget appropriation process, so changes are going to happen each year anyway. This plan just gives an idea of what the next 5 years require in terms of capital projects. With new opportunities and funding changes, this plan must be reviewed at least annually and will be a living document.

Committee Review: Finance & Performance
Legal Review: none
Funding: Capital Budgets (with assumptions on future years)
Budget: FY2013 – FY2017

ATTACHMENT A: CIP PROJECT LIST FY2013-FY2017

Priority 1 – 3		1= highest	2= medium		3= lowest															
PROJECTS			Priority	Purpose/details	FY2013				FY2014			FY2015			FY2016			FY2017		
		Total Proj \$			Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	
MAINTAIN KETCH SHOP																				
	Interior Upgrades	1	Paint, new carpet, driver room remodel	\$5,000	\$5,000	\$0	Yes - facilities fund													
	Exterior Paint	2	Repaint original building section, can wait until next Fiscal	\$5,000	\$5,000	\$0	Yes - facilities fund													
	Building security	2	Improve overall building security and access	\$2,000	\$2,000	\$0	Yes - facilites fund													
	Roll-up doors	1	Replace one maintenance bay door Operator														\$7,500	\$7,500	\$0	
	Boiler and Heaters	3	Reduce heating bills with new oil burning boiler, maintenance					\$5,000	\$5,000	\$0										
	Vehicle Hoist	1	Maintenance								\$3,500	\$3,500	\$0							
																	\$0	\$0	\$0	
NEW FACILITIES																				
	Ketchum Fuel Station	2	Save money on fuel					\$100,000	\$50,000	\$0										
	Downtown Ketchum transit hub	1	Centralized bus stop with passenger amenties in Ketchum core	\$390,000	\$78,000	\$312,000	Yes - existing SoGR and local													
	South Facility-purchase	1	Critical to overall operations	\$780,000	\$156,000	\$624,000	Yes - 5309 for and local match													
	South Facility-move in costs	1	Upgrades to make usable	\$33,000	\$33,000	\$0	Yes - facilities fund													
	South Facility-phase 1 upgrades	2	Remodel and add storage/wash bays	\$200,000	\$40,000	\$160,000	Yes - existing 5309	\$50,000	\$50,000	0										
	South Facility-phase 2 small prk lot	1	30-40 cars to support existing valley rte								\$100,000	\$20,000	\$80,000							
	South Facility-phase 3 large prk lot	3	150 car to support airport relocation																	
PASSENGER SHELTERS & SIGNAGE																				
	New shelters	1	Keep increasing passenger amentities	\$48,000	\$7,000	\$41,000	Yes - ARRA and Bus Livability	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000	
	Repair, replace, upgrade signage	2	Customer information sources					\$10,000	\$2,000	\$8,000							\$6,000	\$6,000	\$0	
CAPITAL EQUIPMENT																				
	Bus washer for Ketch shop	1	A portable machine that reduces bus wash time by 75%	\$24,000	\$0	\$24,000	Yes - expiring ARRA funding													
	Waste oil furnace for Ketch shop	3	Burn used oil for heat to save money								\$5,000	\$5,000	\$0							
	Bus washer for South Valley	2	Integrated wash system for Bellevue site											\$200,000	\$40,000	\$160,000				
	Fuel path study	1	Research to figure out best fuel source for buses going forward	\$7,500	\$7,500	\$0	Yes - existing fund balance													
	Machinery for shop (South Valley)	2	Additional tools to allow for more involved engine and transmission work					\$10,000	\$10,000	\$0				\$10,000	\$10,000	\$0	\$4,000	\$4,000	\$0	
TECHNOLOGY																				
	Stop annunciators	2	Devices that automatically announce stops via GPS and pre-recorded messages											\$65,000	\$13,000	\$52,000				
	Electronic fare boxes	3	Fareboxes that would allow for electronic media and cash verification								\$85,000	\$17,000	\$68,000							
	Automatic passenger counters	2	Integrated electronic eyes that recognize and track passengers on and off automatically					\$65,000	\$13,000	\$52,000										

ATTACHMENT A: CIP PROJECT LIST FY2013-FY2017

PROJECTS	Priority	Purpose/details	FY2013				FY2014			FY2015			FY2016			FY2017		
			Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
Maintenance management software	2	Software system to manage vehicle maintenance, inspections, work orders and parts	\$25,000	\$5,000	\$20,000	Yes - 2012 SoGR funding												
VEHICLES																		
Vans	1	For vanpool	\$60,000	\$54,000	\$6,000	Yes - Local funding and some rideshare	\$65,000	\$40,000	\$25,000				\$35,000	\$25,000	\$10,000	\$65,000	\$15,000	\$50,000
Small Bus (Sprinter)	1	For neighborhood routes											\$180,000	\$30,000	\$150,000	\$90,000	\$15,000	\$75,000
Mid-duty Bus (IC)	2	For Valley and some Town routes								\$220,000	\$44,000	\$176,000						
Large Bus (Gillig)	1	For Town and Valley routes					\$375,000	\$75,000	\$300,000	\$380,000	\$76,000	\$304,000	\$360,000	\$72,000	\$288,000	\$750,000	\$150,000	\$600,000
			Total Proj \$	Local \$	Fed \$		Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
TOTALS			\$1,579,500	\$392,500	\$1,187,000		\$690,000	\$247,000	\$393,000	\$803,500	\$167,500	\$636,000	\$860,000	\$192,000	\$668,000	\$932,500	\$199,500	\$733,000
		Funding breakout detailed in FY2013 budget					K	\$111,150		K	\$75,375		K	\$86,400		K	\$89,775	
							SV	\$56,810		SV	\$38,525		SV	\$44,160		SV	\$45,885	
							SVC	\$37,050		SVC	\$25,125		SVC	\$28,800		SVC	\$29,925	
							H	\$14,820		H	\$10,050		H	\$11,520		H	\$11,970	
							BC	\$27,170		BC	\$18,425		BC	\$21,120		BC	\$21,945	
Federal funding is dependent on successful grants and no rescissions ; Local Funding is secure for FY2013 but only estimated beyond FY13																		



Capital Improvement Plan

FY2013-2017

For Adoption at November 2012 Board Meeting

Purpose

The purpose of this Capital Improvement Plan (CIP) is to provide a strategy, time table and estimated budget for capital needs over the next five years. These capital needs include rolling stock (i.e. buses and vans), street facilities and structures including bus shelters and bike racks, technology implementation, improvements and upkeep to our existing primary facility in Ketchum, development of a downtown transportation hub in Ketchum, and acquiring a new southern transportation facility in Bellevue or Hailey.

This CIP will be adopted annually in September or October at the same time that our full fiscal annual budget is adopted. This CIP is designed to be a working document that is updated regularly and is always adjusted to look at the next immediate five years of capital needs.

Projects Categories to be Funded

Mountain Rides must fund many types of capital projects in order to be successful including:

1. **On-street infrastructure and facilities:** Building supporting infrastructure for our transit service is vital for the success of our system. Better bike and pedestrian facilities in combination with high quality passenger waiting shelters will result in more ridership and better return on investment on the service hours we operate. Over the next five years, we will continue to work to add more bus shelters to our system every year. Some of the critical locations include East Fork, downtown Hailey and downtown Ketchum. With 14 bus shelters in our system, we also need to maintain these facilities over time. A downtown Ketchum transit hub is also critical to better coordinating our overall transit system. This facility would allow all of our routes to better interact and facilitate transfers, as well as serve as a simple place for customers to go to figure out how to get anywhere in our system.
2. **Rolling stock:** Mountain Rides operates roughly 650,000 to 750,000 miles per year, which results in the depreciation of 1-2 vehicles per year. Our vehicle mix includes vans, small buses, mid-duty buses, and heavy-duty buses. In order to continue to provide high-quality service that is attractive and comfortable, we must continue to replace and upgrade these

vehicles over the coming years. In addition to replacement vehicles, we must also look at expanding our fleet of buses and vans to help us expand our services.

3. **Technology improvements:** In order to continue to grow services and ridership, we must have a strong backbone of technology to support our future. Mountain Rides hopes to implement technology solutions for customer service and management including: automatic tracking of vehicles via GPS, real-time traveler information via signs and web-based technology, automation of passenger counts, electronic fareboxes, back-end fixed route management software, and automated destination signage.
4. **Improvements to Ketchum facility:** Our existing facility that includes bus maintenance, offices, and apartments is in need of maintenance and upkeep over time. New paint, roof repair, new roll-up doors, and general upkeep are needed in order to maintain this asset over time. We are also looking at upgrades that will help reduce energy consumption over time like lighting upgrades and a more efficient furnace (or perhaps one that utilizes a more efficient, clean energy source). Some funding exists to upgrade to much cleaner energy technologies like solar, and Mountain Rides will be evaluating and applying for these grants as possible.
5. **New Bellevue facility:** As Mountain Rides expands regionally, especially to the south, it is absolutely necessary to support these services with a new facility in Bellevue. This facility is envisioned to include a bus storage and maintenance facility, a park and ride lot with at least 100 spaces, office space, a community room, a bus turn-out and shelter, and possibly community housing units. We are currently negotiating for the land and building just south of the intersection of Highway 75 and Gannet Rd. If successful, this property will require remodeling, upgrades and site work in order to meet our requirements.

Funding Sources

In order to fund all of the projects in the coming years, Mountain Rides must utilize a variety of funding sources. At this time, Mountain Rides is unsure of what capital funding sources will look like going forward, as there is a new federal transportation bill, MAP-21, that eliminates many traditional sources for capital projects. Luckily, Mountain Rides does have existing funding in a variety of funding sources to fund immediate capital needs:

- 5309 Bus and Bus Facilities, State of Good Repair – this is a discretionary Federal Transit Administration (FTA) program that provides capital funding for vehicles and facilities that support bus operations. We have used this program to purchase buses in the past. Funding for 5309 has been hit or miss depending on the success of the statewide coalition. The funding for this program is 83% federal funding with a local match of 17% for vehicles and 80% federal funding with a local match of 20% for facilities. For 2009 FTA 5309 funding, Mountain Rides obtained approximately \$800,000 of Federal grant money to be used for vehicle replacement originally. We recently repurposed this funding for a Bellevue facility. We also have funding in place through this program for Going forward, this 5309 program will not be a source of funding for capital needs, as it was eliminated under MAP-21. It is only mentioned here, since we have older funding in place that came through this program.
- New Under MAP-21: Rural formula funding for buses and bus facilities – The new 2-year federal funding bill that goes into effect in October 2012 has a program that includes

a fixed amount of formula funding for each state. It is anticipated that Idaho will receive \$1.25MM annually for bus and bus facilities, which is lower than the \$2-\$3 million annual average that Idaho received under the earmark system.

- Statewide funding source taken from operational funding – Under MAP-21 there are additional dollars in the 5311 and 5310 funding programs. It is anticipated that ITD will take some money off the top of these programs and put them into a dedicated fund for capital that agencies within the state can apply for and compete. The details of how this might work are completely unknown at this point.
- Fund Balances – Mountain Rides has dedicated capital funds for facility projects, maintenance of workforce housing units, and capital equipment purchases. These fund balances are relatively low currently, but we are working to grow these balances over time. Contributions to these fund balances come primarily from our local municipal partners through direct funding.
- Private funds and miscellaneous grants – this would include any funding from grants not known at this time, foundations, or private businesses who may wish to help Mountain Rides achieve its CIP goals.

Project List by Year

CIP Attachment A lists the various projects with their associated costs and estimated year for expenditure. Some projects span multiple years and some, like maintenance and upkeep projects, are more focused on the coming fiscal year. The costs are listed in the year they are estimated to be incurred. Some purchases like buses need to be made sooner due to long lead times. The project list also shows the total project funding, local funding and federal funding estimated to complete the project. This shows what must be funded by our own capital fund balances, through funding from our local partners, and what would be paid for from federal sources. This also shows the match needed for these federal funds.

CIP Success Factors

Successful CIP implementation is dependent on many internal and external factors, some of which we can affect and some of which are out of our control. In order to fund all of our capital projects, the following assumptions are built in:

- ✓ Municipal funding partners continue to support Mountain Rides with funds that can be used as match for capital projects (above and beyond operational support)
- ✓ We are able to find a suitable property for our south facility and park and ride
- ✓ FTA finds a way to fund larger projects once MAP-21 expires (earmarks have been eliminated under MAP-21 with no replacement)
- ✓ ITD creates a fair and balanced system that meets provider needs for capital projects under the new MAP-21 bill
- ✓ Mountain Rides continues to advance planning efforts for all of these projects
- ✓ Smaller grants are discovered and successfully applied for in the coming years
- ✓ We have stable enough operating funds that justify the capital expenses (equity between service level and capital requirements)
- ✓ We have community support for the development of some of these capital projects

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Rod Domke
SUBJECT: Agenda Item 4.h –Approve contract to purchase one 35’ Heavy Duty bus from Gillig.
RECOMMENDATION: Approve

BACKGROUND:

The procurement for a 35’ Heavy Duty bus is complete. Gillig was the only bidder. The Gillig bid met all the requirements and the cost is within the independent cost estimate.

Attached is a copy of the Bid Recap sheet, a draft Contract, still subject to legal review, and a Notice of Award, awarding the contract to Gillig. Delivery will be 18-21 months from now.

We are seeking Board approval of:

- Gillig as the selected vendor
- Approval to issue a Notice of Award to Gillig
- Approval to execute a Contract with Gillig, subject to legal review and approval, in the amount of \$389,876.00
- Total purchase price not to exceed \$395,000.00, with all options and change orders.

Committee Review: Full Board approved original bid
Legal Review: Pending, Adam King
Funding: Capital Equipment
Budget: FY2014



BID RECAP AND SELECTION REPORT

INFORMAL BID _____ FORMAL BID ____X____ SOLE SOURCE ____X____

TO: **MRTA Executive Director**

FROM: **Wendy Crosby**

PROJECT/PROJECT TYPE: **purchase 35" heavy duty low floor bus**

SERVICE REQUESTED:

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

Gillig LLC

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

Gillig LLC

in an amount not to exceed

\$395,000

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

Sole bidder

The following documents are available as indicated:

- A. copy of specifications electronically at this location: **C:\Dropbox\MRTA Company-wide\Capital Purchases,Projects\35' Heavy Duty Bus 2011 SOGR grant\MRTA RFP 35' Heavy Duty Bus Procurement-final.pdf**
- B. copy of the selected proposals: **in MRTA offices**
- C. copy of the draft contract: **Attached**

APPROVED BY Executive Director: _____ DATE: _____

APPROVED BY MRTA Board: _____ DATE: _____



CONTRACT

1. Contract Documents and Order of Precedence

The Contract consists of the documents listed below. In case of any conflict among these documents, the order of precedence shall be:

1. Approved Equals Between MRTA and Gillig LLC
2. MRTA Request For Proposal
3. Gillig LLC Bid

A modification or change to any Contract document shall take its precedence from the term it amends. All other documents and terms and conditions shall remain unchanged.

2. Compensation

The Agency shall pay **Three hundred eighty nine thousand eight hundred seventy six dollars (\$389,876.00)** and the Contractor shall accept the amount as full compensation for all costs and expenses of completing the Work in accordance with the Contract, including but not limited to all labor and material required, overhead, storage and shipping, risks and obligations, taxes (as applicable), fees and profit, and any unforeseen costs. Optional equipment will be discussed in the preproduction meeting where change orders will be submitted.

3. Contract Term and Period of Performance

The effective date of this Contract shall be the date set forth below. The Contractor shall commence work after the effective date of the Contract, upon receipt of the NTP.

The base Contract will contain an order for **One (1) 35' Heavy Duty ADA accessible Low Floor Transit Bus with two (2) options**. The Contract delivery date for the vehicles, in accordance with the delivery schedule set forth in "Delivery Schedule," shall be **no later than 21 months following execution of this Contract**.

If any option is exercised, the option vehicles or other option items shall be delivered in accordance with the schedule contained in the Notice of Exercise of Option.

4. Notices

Any Notice legally required to be given by one party to another under the Contract shall be in writing, dated and signed by the party giving such Notice or by a duly authorized representative of such party.

Notices shall not be effective unless transmitted by any method that provides confirmation of transmission and delivery, such as fax, certified mail or registered mail and addressed to:

Mountain Rides Transportation Authority
C/O Jason Miller
Executive Director
P.O. Box 3091
Ketchum, Idaho 83340

5. Entire Agreement

This Contract constitutes the complete and entire agreement between the Agency and Contractor and supersedes any prior representations, understandings, communications, commitments, agreements or Proposals, oral or written, that are not incorporated as a part of the Contract.



GILLIG LLC

Contractor name

Signature of authorized official

(Print or type name and title)

Date

Tax ID number

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

Agency name

Signature of authorized official

JASON MILLER

(Print or type name and title)

Date

Approved as to form by:

Insert name and title



NOTICE OF AWARD

By execution below, Mountain Rides Transportation Authority accepts the Gillig LLC Proposal as outlined in their Bid dated Oct. 22, 2012. A Contract will be executed to document this bid and acceptance.

Contracting officer: _____

Title: _____

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Rod Domke
SUBJECT: Agenda Item 4.i –Approve release of bid for 2013 vehicle fuel.
RECOMMENDATION: Approve

BACKGROUND:

We bid fuel on an annual basis. We need Board approval to release the bid due the large amount of money. Staff will move to solicit bids but it is anticipated that there will be only one qualified supplier, United Oil.

Committee Review: n/a
Legal Review: n/a
Funding: Operations
Budget: FY2013



MRTA AUTHORIZATION TO SOLICIT BIDDING

DESCRIPTION OF PROJECT OR ITEM TO BE BID:

Procurement of FY12-13 Diesel and Unleaded Fuels.

SPECIAL REQUIREMENTS: A card lock system available in both North and South Valley Locations.

ESTIMATED COST:

Budgeted amount of \$367,334.00 Calculated at \$3.60/gal Unleaded and \$4.08/gal for Diesel.

DATE OF BOARD APPROVAL OF REQUEST: 11/21/2012

DATES OF PUBLICATION (REQUIRED FOR PURCHASES > \$50,000):

Wednesday 11/28/2012 and 12/05/2012

APPROVED AS PER BUDGET:


Executive Director

11/12/12
Date

APPROVED FOR PUBLICATION:

Executive Director

Date

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

Fuel Purchase Bid Request – Calender Year 2013

January 1, 2013 through December 31, 2013

Instructions to Bidders:

The diesel price per gallon information is to be exclusive of any federal or state tax. Provide your prices on the dates indicated. The fuels must be available via a cardlock system and have each vehicles card referenced to match the vehicles number. These fuels must be available in Hailey, Ketchum , Sun Valley, Shoshone, Gooding, and Twin falls via a cardlock system. Please use this form for each of the locations available.

Completed bids due by NOON 12/7/2012

Regular grade Gasoline (via cardlock system) Bid required

Rack price including freight for regular gasoline on 10/1/2012	
Rack price including freight for regular gasoline on 10/15/2012	
Rack price including freight for regular gasoline on 10/30/2012	
Margin over rack-price-plus-freight	

Diesel (via cardlock system) Bid required

	DYE	UNDYED
Rack price including freight for diesel on 10/1/2012		
Rack price including freight for diesel on 10/15/2012		
Rack price including freight for diesel on 10/30/2012		
Margin over rack-price-plus-freight		

Biodiesel (via cardlock system) Bid optional

	DYE	UNDYED
Rack price including freight for biodiesel on 10/1/2012		
Rack price including freight for biodiesel on 10/15/2012		
Rack price including freight for biodiesel on 10/30/2012		
Margin over rack-price-plus-freight		
Specify % of Biofuel Material available and Cardlock Location		

Diesel (bulk fuel delivered by tanker load) Bid optional

	DYE	UNDYED
Rack price including freight for diesel on 10/1/2012		
Rack price including freight for diesel on 10/15/2012		
Rack price including freight for diesel on 10/30/2012		
Margin over rack-price-plus-freight		

Bid submitted by _____

Contact Phone Number: _____



CALL FOR BIDS

Mountain Rides Transportation Authority (MRTA) of Blaine County, Idaho, will accept bids for the purchase of regular unleaded gasoline (85), diesel and biodiesel for the calendar year January 1st through December 31st 2013.

The bid price per gallon for diesel is to be exclusive of any federal or state tax.

Any price changes from the original bid shall be only that given to the dealer from the original supplier. Bids are required for Regular Unleaded Gasoline (85) and for Diesel. Bids are optional for Biodiesel and for Bulk Diesel. MRTA recognizes that a rack price for biodiesel may not exist and requests bidders to calculate the cost of creating B20 biodiesel within the guidelines of this document.

Please contact MRTA for the bid sheet and submit sealed bids to:

Wendy Crosby, Business Manager
Mountain Rides Transportation Authority
P.O. Box 3091 Ketchum, Idaho 83340

Sealed bids will be accepted at the above address until **12:00 p.m. Friday December 7th**.

Any bid received after this time will not be accepted. Bids will be opened publicly and recorded shortly after noon Friday December 5th, at the MRTA offices, 800 1st Ave North, Ketchum, ID.

MRTA reserves the right to reject any or all bids, or to accept the ones deemed best for MRTA and may waive any technicality. Bidders will be notified of the MRTA decision by Wednesday December 12th, 2012.

Instructions to Bidders:

The fuels must be available via a card lock system and have each vehicles card referenced to match the vehicles number. These fuels must be available in, Hailey, Ketchum, Shoshone, Gooding, and Twin falls via a card lock system.

PUBLISH: MOUNTAIN EXPRESS
November 28th and December 5th.

Mountain Rides Transportation Authority

By: _____
Wendy Crosby
Business Manager

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Steve Wolper and Mark Gilbert
SUBJECT: Agenda Item 6.a, 6.b - Committee reports
RECOMMENDATION: APPROVE

BACKGROUND:

- a. Planning and Marketing Committee: report from Chair Steve Wolper
 - i. Approve November committee minutes
- b. Finance and Performance Committee: report from Chair Mark Gilbert
 - i. Approve November committee minutes

Committee Review: Planning & Marketing and Finance & Performance, previously
Legal Review: n/a
Funding: n/a
Budget: FY2012 and beyond



MINUTES

Planning and Marketing Committee 11/8/12, 1:00pm

(NOTE: Due to conflict, committee will meet Thursday instead of Wednesday)

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

In attendance: Jason Miller, Steve Wolper, Joe Miczulski, Nils Ribí, Rod Domke, Kim MacPherson, and Jim Finch

Meeting start: 1:05pm

Meeting end: 2:30pm

- 1) Review draft of 5 Year Transit Service Plan.
 - a. The group discussed the 5 year transit plan. Suggestions were made to add information to the plan: describe need for new or change to existing service, priority ranking, external funding source (if available), and a separate detail sheet for proposed changes.
- 2) Discuss draft of 2013 Marketing and Communications Plan.
 - a. The group discussed the marketing and communications plan regarding the website, schedule, property managers getting information, and having Mountain Rides on the home page of the Sun Valley Co. website.
 - b. The group discussed a general Mountain Rides information card (not date specific) to put in every hotel room.
- 3) Discuss Strategic Planning workshop format/date.
 - a. The group discussed the topics for the strategic planning meeting. The meeting date of Dec 18th from 9am-3pm at the YMCA was proposed.
 - b. We would also like to invite Vanessa Fry to facilitate and invite Candice Pate to the meeting.
 - c. The topics should include: service planning process versus budgeting, funding allocation (defining how each service is funded), 5 year plan, 5-10 projects to get done in the coming year, review the capital plan and marketing and communications plan, board members terms, and a contingency plan (a "what if" for each plan).
- 4) Other items to come before the committee.
 - a. The south valley facility purchase was discussed briefly. There will be a Planning & Zoning meeting on Dec 6th at 7pm.

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



Minutes

Finance and Performance Committee 11/7/12, 3:00pm

Webb Conference Room Annex, 191 8th Street, Suite D, Ketchum, ID 83340

In attendance: Susan McBryant, Mark Gilbert, Michael David, Jason Miller, Wendy Crosby, Jim Finch, Rod Domke

- 1) Reviewed preliminary November financials and payables
- 2) Reviewed FY2013 Capital Improvement Plan with a view to accelerating the purchase of a Sprinter, as requested by the Board at the 10/17/12 meeting. Committee decided not to move the projected purchase date due to the current good condition of the Sprinters halfway through their 7 year 250,000 useful life and Rod's expectation that they will last beyond that timeframe. The addition of approx. \$30,000 of capital funding resulting from elimination of Gold Route will be added to the budgets when they are re-opened later in the fiscal year as there are some additional budget amendments that will need to be addressed and it was determined best to handle all of them at once.
- 3) Discussed Funding Allocation Construct. Additional work needs to be done; updating for FY2012 data, consideration of depreciation. Discussed the budget and funding sources as they pertain to capital funds availability and MRTA's status as operating under the JPA. These items will be added to the upcoming strategic workshop agenda.
- 4) Financial audit will be available for the December F& P committee meeting and the Board meeting
- 5) Discussed potential to create employee time off assistance fund and
- 6) Reviewed need for additional merit-based incentives. These items were discussed jointly and the committee decided that prior to spending time on this they would like an indication of support from the Board.
- 7) Reviewed an update to cell phone reimbursement policy and Credit Card use (part of the Accounts Payable Policy). Agreed that Operations Manager and Maintenance Manager positions warranted reimbursement of cell phone use at the highest level. Added Administrative Support Coordinator position to the policy. Credit card use will be limited to Department Head positions and any purchases using MRTA's credit card must be done by Department Heads or Executive Director.

Meeting adjourned 5:10PM

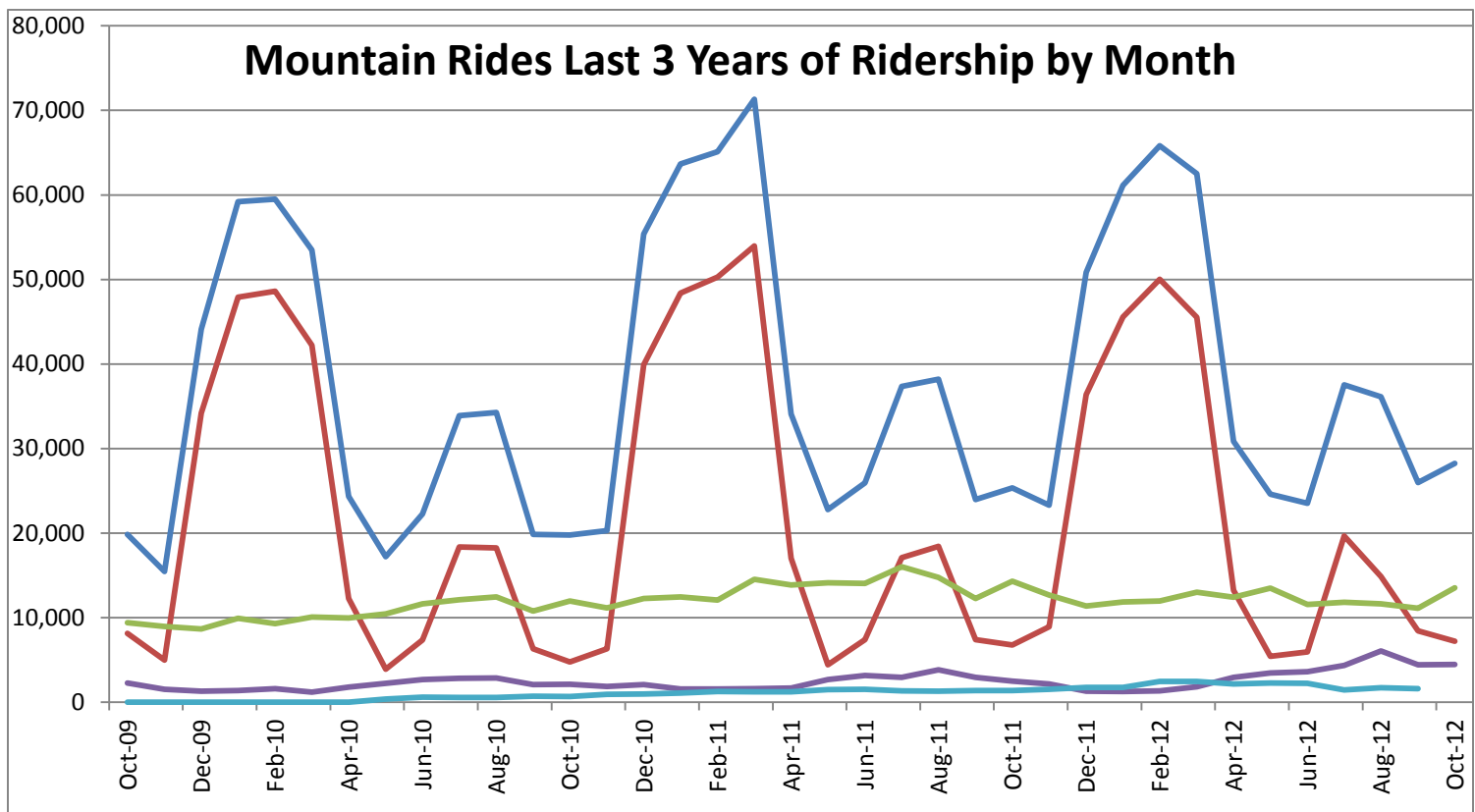
Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Jim Finch, Operations Manager; Rod Domke, Maintenance and Facilities Manager
SUBJECT: Agenda Item 7.a – Transit report from Operations and Maintenance with October 2012 ridership
RECOMMENDATION: Review

BACKGROUND:

OPERATIONS REPORT- JIM FINCH, OPERATIONS MANAGER:

Ridership: October 2012 ridership, compared to 2011, showed significant gains in all service areas.



Town routes: Blue +7% Green +11% Overall 7224 passenger trips in 2012 which is a 7% gain. The Red route discontinued service during Fall season on October 22, 2012.

Valley route: -3% ridership due to local fare in Hailey. The completion of major construction on Woodside Blvd in early October resulted in the return of our loyal passengers. 13,531 passenger trips in October.

Hailey route: +98%! All time high for monthly passenger trips at 3047 trips! The linear and streamlined route shows more efficiency and reduced travel times within Hailey. The largest gain is due to increased school related trips (Sage School, WR Middle School and WR High School).

MOUNTAIN RIDES HAILEY TOWN BUS RIDERSHIP STATS

HAILEY TOWN BUSES RIDERSHIP BY CALENDAR YEAR

	2010	2011	2012
January	0	1,247	2,442
February	0	1,229	2,464
March	0	1,228	2,152
April	368	1,483	2,282
May	611	1,527	2,215
June	575	1,343	1,442
July	575	1,307	1,710
August	697	1,384	1,590
September	659	1,360	1,997
October	935	1,542	3,047
November	967	1,734	0
December	1,074	1,740	0
Total	6461	17124	21341

95% \$.50 Hailey fare on Valley route effective 11/12/11
 100%
 75%
 54%
 45%
 7% Woodside construction project impacts 6/20/12
 27%
 15%
 47%
 98%

MOUNTAIN RIDES TOWN BUS RIDERSHIP STATS

SV-K TOWN BUSES RIDERSHIP BY CALENDAR YEAR

	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012		
January	101,587	87,272	84,707	75,845	78,140	71,992	64,411	66,291	59,164	49,369	56,271	57,189	48,750	48,242	37,096	44,109	47,918	48,378	45,575	-5.8%	January
February	91,039	104,458	93,576	83,545	81,722	72,184	74,142	75,403	61,006	47,456	51,413	48,292	46,915	39,340	41,742	47,263	48,617	50,266	50,033	-0.5%	February
March	93,573	98,833	94,200	85,906	67,884	60,005	72,635	65,583	61,534	46,705	56,296	48,472	47,405	39,263	44,609	40,766	42,220	53,964	45,525	-15.6%	March
April	16,935	29,828	19,719	23,869	21,335	20,538	19,720	20,454	19,799	13,880	14,965	16,441	17,424	7,869	14,671	9,379	12,259	17,034	13,222	-22.4%	April
May	4,117	4,467	4,442	4,803	3,465	2,983	3,089	4,958	3,527	3,352	3,926	3,551	3,736	3,434	4,318	3,854	3,906	4,437	5,588	25.9%	May
June	12,453	10,981	11,016	12,767	9,075	9,506	9,970	12,736	10,856	10,434	10,129	9,153	10,700	12,738	13,000	8,535	7,372	7,395	6,923	-6.4%	June
July	26,870	27,619	24,451	26,177	22,107	23,386	24,388	26,347	25,722	25,124	20,025	20,680	20,394	23,701	24,769	17,784	18,372	17,105	19,661	14.9%	July
August	27,526	27,280	26,506	27,637	25,226	28,378	29,922	30,172	28,701	27,919	22,060	20,047	23,095	22,982	23,017	18,408	18,266	18,423	14,853	-19.4%	August
September	9,590	9,090	9,894	8,663	7,393	8,124	8,266	11,053	5,163	4,223	6,022	8,979	10,183	8,478	6,028	6,995	6,306	7,404	8,437	14.0%	September
October	7,720	9,006	9,499	11,514	12,029	12,612	13,276	15,151	11,702	11,370	11,980	12,110	9,377	10,073	9,644	8,159	4,753	6,780	7,224	6.5%	October
November	16,553	5,525	8,299	8,472	5,631	3,829	6,964	4,913	5,488	5,052	4,636	6,235	5,101	3,333	3,441	4,992	6,305	8,913	0	41.4%	November
December	87,820	65,399	56,190	48,136	44,077	39,111	41,257	37,588	36,376	38,892	39,627	36,438	29,369	27,579	30,070	34,198	39,929	36,385	0	-8.9%	December
	495,783	479,758	442,499	417,334	378,084	352,648	368,040	370,649	329,038	283,776	297,350	287,587	272,449	247,032	252,405	244,442	256,223	276,484	217,041		TOTALS
		-3%	-8%	-6%	-9%	-7%	4%	1%	-11%	-14%	5%	-3%	-5%	-9%	2%	-3%	5%	8%	0%		
	(16,025)	(37,259)	(25,165)	(39,250)	(25,436)	15,392	2,609	(41,611)	(45,262)	13,574	(9,763)	(15,138)	(25,417)	5,373	(7,963)	11,781	20,261	0			

MOUNTAIN RIDES VALLEY BUS RIDERSHIP STATS

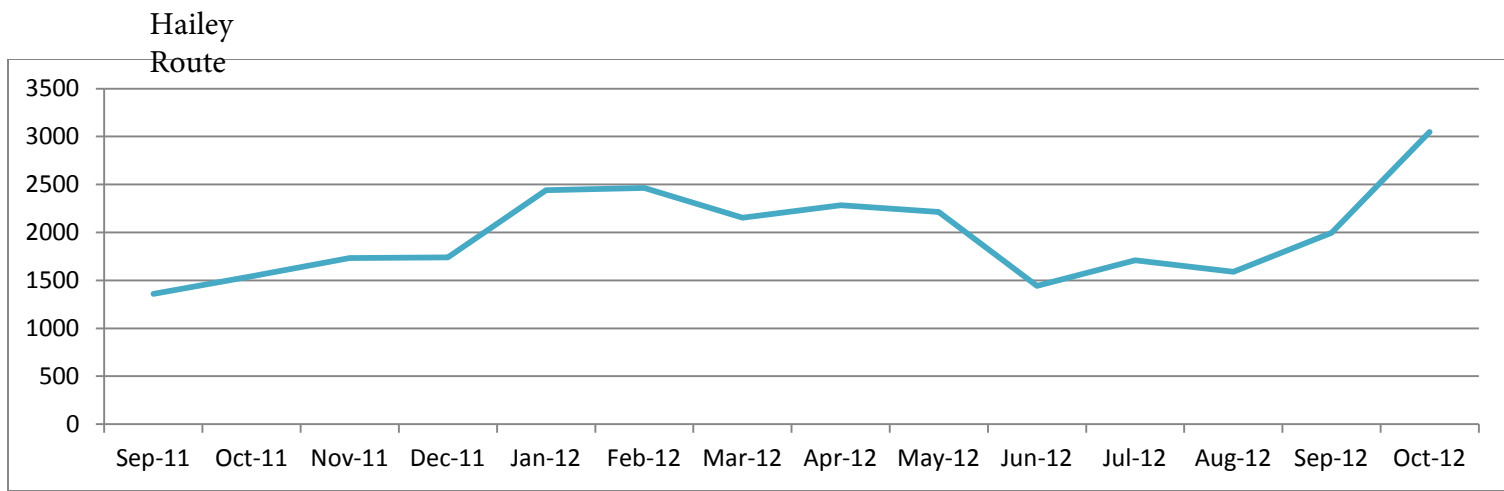
VALLEY RIDERSHIP BY CALENDAR YEAR

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	
January	0	1,716	2,404	2,607	2976	3907	7556	8753	9918	12444	11853	-4.7%
February	0	1,726	2,378	2,586	2699	3808	7771	8246	9296	12080	11982	-0.8%
March	0	1,727	2,558	2,825	3125	4113	8098	8549	10055	14543	13003	-10.6%
April	0	1,598	2,312	2,493	2483	3689	8717	7759	9949	13870	12400	-10.6%
May	0	1,451	2,189	2302	2543	4622	9628	6404	10451	14140	13500	-4.5%
June	0	2,101	3,158	3316	3826	5731	12027	9650	11650	14050	11576	-17.6%
July	1,431	2,513	3,311	3389	4374	6902	12992	10111	12134	16013	11819	-26.2%
August	1,998	2,623	3,346	3475	4879	7041	11240	9490	12455	11627	11621	-0.1%
September	2,028	2,108	2,678	2565	3259	5418	9652	8862	10788	12481	11117	-10.9%
October	1,630	2,249	2,526	2537	3525	6054	10347	9412	11973	13903	13531	-2.7%
November	1,468	1,923	2,463	2407	3209	5375	7835	8942	11159	12673	0	13.6%
December	1,440	2,586	2,616	2664	3203	5817	8299	8644	12280	11390	0	-7.2%
	9,995	24,321	31,939	33,166	40,101	62,477	114,162	104,822	132,108	159,214	122,402	
		143%	31%	4%	21%	56%	83%	-8%	26%	21%	-23%	
		14,326	7,618	1,227	6,935	22,376	51,685	-9,340	27,286	27,106	-36,812	

MOUNTAIN RIDES VAN POOL RIDERSHIP STATS

VANPOOL RIDERSHIP BY YEAR

	2006	2007	2008	2009	2010	2011	2012	Yr over Yr %	
January		226	880	1056	1367	1576	1270	-19%	January
February		291	742	1010	1595	1552	1335	-14%	February
March		381	1103	1198	1195	1600	1820	14%	March
April		342	2008	1902	1774	1686	2930	74%	April
May		403	3240	2726	2230	2696	3456	28%	May
June		916	3753	3325	2666	3170	3599	14%	June
July		1277	4198	3177	2826	2940	4354	48%	July
August		1401	3937	3160	2850	3841	6053	58%	August
September		1517	4056	2492	2090	2940	4438	51%	September
October		1850	4202	2258	2105	2495	4443	78%	October
November		1226	2632	1522	1860	2167	0	-100%	November
December	134	933	1254	1290	2100	1310	0	-100%	December
Total	134	10763	32005	25116	24658	27973	33698		TOTALS
			197%	-22%	-2%	13%	20%		
			21,242	-6,889	-458	3,315	5,725		



Vanpool: +78% 4443 passenger trips. SVCo vans are well utilized and an additional vanpool may be required during the Winter Peak. Webb vanpools will be reduced as winter approaches. 12 vanpools operated in October 2012.

Route Match/Rangers: **Rod Kelly**, our new Operations Coordinator, has made significant advancements with the front end application of our data terminals. The day to day Ranger “failures” have declined to a rare occurrence. Rod Kelly has also completed installation of the outside Depot sign at River Run Plaza. Welcome aboard Rod! As we look ahead, we will be replacing the “Ranger” terminal with Panasonic “Tough Pads”.

Text Info- stop specific route information on your smart phone: Rod has developed an application that will be tested at major bus stop locations in Ketchum/Sun Valley. Any phone with a QR application will be able to scan a code on the information sign or just send a text message and receive a text message with route specific information at that stop. For example: Passengers at Baldy View Circle will scan the information sign and have the route information in their phone for their use during their visit. When they get off the bus at River Run they can scan the sign at River Run and have return trip information at their finger tips as they enjoy their mountain experience!

Safety-Risk Management: No accidents or incidents reported in October 2012. Wildlife Awareness was our Safety Focus this month.

Customer Service: The Service Planning workshops provided an excellent opportunity for our riders to participate in the 2013 Service Plan. Significant changes include the reduction of service on Red during “slack”; elimination of Gold Route during winter peak season; added service on Valley route made possible by JARC funding.

The 2012-13 Winter schedule goes into effect on Thanksgiving Day, November 22.

MAINTENANCE REPORT – Rod Domke, Maintenance and Facilities Manager

- Deep cleaning at the Ketchum facility is underway, as well as some minor remodeling. We wish to make the facility brighter and more pleasant for visitors and employees alike.
- South Valley facility is being prepped for our hopeful move to a new facility in February.
- Training will begin this week on our new bus wash machine, come on down and see how wonderful it works.
- We have redesigned our ski racks; we made them narrower, in hopes of decreasing impacts on ski damage. We will also require snow boards to be brought inside the bus. We have also increased the capacity of the ski racks for the Red route.

Untimely Maintenance

Date of			Date of	
Defect	BUS #	Mileage	Repair	Reason for Lengthy Repair
07/30/12	24	44500	08/30/12	Rush Still Determining Failure
08/25/12	5	427500	9/26/2012	Waiting for parts from manufacturer
08/30/12	27	95500	9/21/2012	Waiting for new programing from Engineering
09/24/12	26	95000	10/10/2012	Towed to Rush , fuel system failure and programing
10/10/12	27	100075	10/24/2012	Rush Truck-Latest Programing for fuel dilution
10/24/12	25	55870	11/7/2012	Rush Truck-Latest Programing for fuel dilution

FY 2012-13

UNSCHEDULED MAINTENANCE LOG

Road

DATE	BUS #	Call	MILEAGE	REASON
04/16/12	2	Yes	292852	Won't build Air - Air Compressor defective
04/20/12	25	Yes	48,250	Engine Shut down & smoking-No oil press. Towed to Rush
07/01/12	26	No	86500	Severely low oil pressure-Towed to Rush Truck
07/30/12	24	Yes	44500	Fuel System Failure-Towed to Rush Truck
07/14/12	27	Yes	95000	Won't move-no power-DPF filter restricted
08/25/12	5	Yes	427500	Broken valve spring-Internal engine damage
09/24/12	26	Yes	95,000	Fuel System Failure-Towed to Rush Truck
10/20/12	5	Yes	432077	Electrical issues in the fuel system
10/21/12	4	Yes	412,500	Check Engine light - Low coolant level
10/22/12	5	no	432340	Check Transmission light on - Elec Connection
11/08/12	5	Yes	437238	Check Engine light-Crank sensor issue

FUEL EFFICIENCY REPORT

FISCAL 12/13 TO DATE

ROUTE	MILES	GALS	AVG MPG	AVG COST/MILE	FUEL COST	
HAILEY Fuel	2,190	337.089	6.497	\$0.632	\$1,383.73	IC
BLUE	7,669	1100.022	6.972	\$0.590	\$4,522.29	31ft Gillig
GOLD	-	0.000	#DIV/0!	#DIV/0!	\$-	Sprinter
SILVER	-	0.000	#DIV/0!	#DIV/0!	\$-	IC/Gillig
Bronze	-	0.000	#DIV/0!	#DIV/0!	\$-	IC/Gillig
RED	1,347	83.915	16.052	\$0.256	\$345.39	Sprint/Gillig
GREEN	2,465	231.346	10.655	\$0.386	\$950.72	Sprinter
DV BASE	18,640	2615.376	7.127	\$0.576	\$10,738.90	IC/Gillig
TOTAL DIESEL	32,311	4367.748	7.398	\$0.555	\$17,941.03	
Charters/Backup buses	400	97.643			\$375.13	
FLEET TOTAL	32711	4465.391	7.325	\$0.526	\$17,217.10	
DV EXPRESS	0	0.000	#DIV/0!	#DIV/0!	\$-	#15 GAS

FISCAL 12/13

	LESS TAX		PUMP\$			
Fleet Diesel	Cost/Month	Taxes	Avg\$/Gal	Gals	Miles	MPG
October	\$17,217.100	\$1,099.060	\$4.102	4465.391	32711	7.325
November	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
December	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
January	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
February	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
March	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
April	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
May	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
June	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
July	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
August	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
September	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
Diesel 12/13	\$17,217.100	\$1,099.06	\$3.856	4465.391	32711	7.325
DV EXPRESS	\$-		#DIV/0!	0.000	0	#DIV/0!
TOTAL	\$17,217.10				32711	

FUEL EFFICIENCY REPORT FOR VANS

FISCAL 12/13

Van Fuel	LESS TAX Cost/Month	Taxes	PUMP\$ Avg\$/Gal	Gals	Miles	MPG
October	\$8,609.900	\$103.21	\$3.681	2366.882	35845	15.144
November	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
December	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
January	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
February	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
March	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
April	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
May	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
June	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
July	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
August	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
September	\$-	\$-	#DIV/0!	0.000	0	#DIV/0!
Fuel 12/13	\$8,609.900	\$103.21	\$3.638	2366.882	35845	15.144

Committee Review: none
 Legal Review: none
 Funding:
 Budget: FY2012

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Jason Miller; Wendy Crosby
SUBJECT: Items 7.b, 7.c, 7.d – Bike/Ped Report, Business Manager Report, Executive Director Report
RECOMMENDATION: REVIEW

Bike-Ped Report: Not much program activity to report as we approach winter. We did recently close out our Active Living Task Force grant, which focused on complete streets and bike-ped counts. Also, we put the bike share bikes in storage for the winter at a storage area at the rodeo grounds in Hailey. We will continue to test the technology over the winter and look forward to full launch in the spring.

Business Manager Report:

Year- end audit was completed October 29 and 30th. The audit will be reviewed with the Finance Committee via conference call at the December meeting and Joel Robbins will attend the December Board meeting to present his findings.

We are finishing our data entry into the new I-Trips system and have been asked to submit our October expense reimbursement using this new system. If all goes smoothly this should facilitate reimbursement, grant reconciliation and performance review.

We are working to improve communication with employees and in this regard have set up a computer and printer in the break room for employee use. Employees that do not have email will be encouraged to set it up and access it using this computer. I will be sending email updates to employees on a regular monthly basis to keep them apprised of MRTA news. I am also beginning work on a short employee survey to determine employee satisfaction level, and hope to have some results to report at the next Board meeting.

Executive Director Report:

Ketchum Transportation Hub Status – We recently held on October 23rd our third of four open houses on the hub. At that meeting we presented six potential sites that we solicited public comments. Based on that public comment, we have narrowed that list down to two site locations with 2-3 configurations at those two locations, which are Sun Valley Rd and East Ave and Washington Ave. and 2nd St. We are now working with Gordon Shaw from LSC, as well as our working group, to refine the configuration options so that we can bring forward a more detailed analysis of these final sites to the public at the last open house, which is tentatively scheduled for some time in mid-January.

Bellevue Transportation Center Facility – We have been working with the property owner's representatives on a process to entitle the property for the uses we anticipate. We are scheduled for a public hearing in front of the City of Bellevue Planning and Zoning Commission on Thursday, December 6th at 7:00pm to consider our request for a zoning code text amendment. We are in the process of garnering public support for that public hearing and putting together a presentation.

Idaho Transportation Department mediation – I recently participated in a mediation to improve the relationship between transit providers and ITD's Division of Transportation Performance, which is responsible for public transportation. We are still working through how we increase communications, collaboration and input on behalf of the providers to policy changes. This process will take time and effort to happen.

ITD performance standards – As a result of comments from MRTA and a variety of stakeholders throughout the state, ITD has decided to go back to the drawing board and rethink its approach to performance standards, what to measure and how to measure.

Mobility management funding – I attended the Idaho Working Group – Public Transportation Advisory Group meeting and made comments about how mobility management is funded. Despite these comments and comments from others, the IWG-PTAC decided to put funding aside from potential operating funding to cover the shortfall in mobility management funding. This is just a placeholder for now, as the IWG-PTAC agreed that we need to do a more in-depth study into the cost-benefit of mobility management and what other funding might exist.

Upcoming travel – I don’t have any work related travel coming up, but I am planning vacation time for Thurs-Sun of Thanksgiving and from Dec 22 – Jan 2 for family holiday travel to Minnesota.

Committee Review:	none
Legal Review:	none
Funding:	n/a
Budget:	FY2012

Mountain Rides AGENDA REPORT

AGENDA: November 21, 2012
TO: Mountain Rides Board
FROM: Wendy Crosby
SUBJECT: Agenda Item 8.a, 8.b, 8.c – Consent Calendar items
RECOMMENDATION: Review and Approve as part of Consent Agenda

BACKGROUND:

- a. Approve minutes – October regular board meeting, October 4th special board meeting, September 12th special board meeting
- b. Receive and file October 2012 Financials
Revenues for the month came in a little higher than budget principally due to the collection of Bus Ad revenue earlier than expected.
Large expenses, payroll and fuel, came in on budget for the month.
Shop/Tool Expense exceeded budget due to a formula error in the budget.
- c. Receive and file October 2012 Bills Paid
Large/Unusual Items include:
Freightliner \$7393.89, cylinder, injectors Bus 5
Gillig \$2610.48, valves for Bus 4
Les Schwab \$3723.43, re-tread tires
Cummins \$2458.89, injector Bus 5
Wells Fargo \$3233.90, various expenses but largely purchase of new computer, printer for Wendy
No other unusual or large checks written.

Committee Review:

Legal Review:

Funding:

Budget: FY2012 and beyond



**REGULAR MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, October 17, 2012, 12:00 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

PRESENT: Chairman Peter Everett, Vice-Chairman Susan McBryant, Board Members Michael David, Mark Gilbert, Joe Miczulski, Nils Ribbi, and Steve Wolper.

ABSENT: Secretary Jim Jaquet.

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager/Treasurer Wendy Crosby

Mountain Rides Operations Manager Jim Finch

Mountain Rides Maintenance and Facilities Manager Rod Domke

Administrative Support Coordinator Kim MacPherson

Vanessa Fry, Community Transportation Association of Idaho District 4 Mobility Manager

1. CALL TO ORDER

Chairman Peter Everett called to order the meeting of Wednesday, October 17, 2012 at 12:04 p.m.

2. Comments from the Chair and Board Member thoughts

Chairman Peter Everett related the history of KART (Ketchum Area Rural Transit), Sun Valley Resort's yellow buses, the PEAK bus running from Ketchum to Bellevue, and Wood River RideShare multimodal organization merger into Mountain Rides Transportation Authority through a Joint Powers Agreement.

One topic for the Mountain Rides annual strategic planning retreat is to develop a policy that allocates partner funding to operation.

Board Member Steve Wolper has suggested the Finance and Performance Committee consider two new employee benefits: to establish an emergency fund for an employee in need; and to establish a fund for merit increases or one-time recognition.

Chairman Everett said Seattle recently canceled its free downtown transit service since homeless people were using the system to ride buses all day long.

3. Public comment period for items not on the Agenda (including questions from the press)

No comment at this time.

4. Action items and discussion items

a. Discussion Item: Board seats up for appointment – Blaine County and Hailey seats

Chairman Everett suggested the Board wait until January to elect officers, when the Hailey and Blaine County seats are up for reappointment. Everett said he would be retiring as chairman.

b. Discussion Item: Comments on ITD Performance Measures Proposal

Idaho Transportation Department is proposing performance measures to evaluate the success of transit systems. Mountain Rides Executive Director Jason Miller said the Board's Finance and Performance Committee has discussed measurements and baselines to use for the measurements. One measure ITD didn't include is customer satisfaction. Board members expressed concern that providers across the state are different, and use different equipment and fuel, making it difficult to compare them equitably. CTAI District 4 Mobility Manager Vanessa Fry said the measurements would likely go to the Idaho Mobility Council for approval, and influence funding allocation for next year. Fry agreed that comparison of different entities was unfair; and the IMC also disagreed with the proposal.

Board Member Mark Gilbert said ITD didn't seem to respond to feedback. It would be helpful to know how ITD planned to use the measurements. Miller said he'd requested additional information from ITD on the request, but hadn't received a response.

Board members authorized Miller to write a response to ITD. They decided to wait to see what happened with IMC before encouraging Mountain Rides funding partners to participate.

c. Action Item: Approve FY2013 Transit Service Plan

Mountain Rides is a county-wide transit system, not a system that just connects individual jurisdictions.

Executive Director Miller outlined changes of the different routes and schedules.

- Blue Route: no changes to route or schedule, but expanded summer service.
- Red Route: no changes to route but how it operates will change. Winter service will have half-hour frequency from 9:00 to 3:00 for peak ski season, and one-hour service the rest of the ski season. Summer service will be hourly from 8:30 a.m. to 7:25 p.m. There will be no Red Route service until the mountain opens on Thanksgiving Day, Nov 22nd and then after the mountain closes in April until June 15th, 2013.
- Green Route: no changes to route. Winter evening hours of service have been eliminated.
- Silver Route will be extended slightly to cover River Run's later closing.
- Gold Route still has options that need to be discussed.
- Bronze Route is no change.
- Valley Route will have no change to timing or route, but Job Access and Reverse Commute (JARC) funding will pay for another morning commute trip and weekend deviation to River Run.
- Hailey free route has no change.

PUBLIC QUESTIONS:

- Elkhorn residents questioned and clarified route schedules through Elkhorn
- Staff clarified the additional Valley Route run.
- Ken Viafore thanked staff for providing a great service.

Board Member Mark Gilbert moved to approve staff recommendation for Red, Blue, Green, Bronze, Valley and Hailey routes. Motion seconded by Board Member Joe Miczulski, and passed unanimously.

After the Board's special meeting on October 4, the committees further discussed the routes. The answer to keeping the Silver Route on schedule during peak winter times seemed to be a floater bus. The Gold Route is pretty much being used as a floater already, so the committee suggested augmenting the Silver Route by discontinuing the Gold Route, and putting any operational savings toward the capital account.

Board Member Mark Gilbert moved to discontinue Gold Route immediately, augment Silver Route with a floater bus in operation for an additional 60 hours, and any savings would be put into a Sun Valley City reserve capital account. Motion seconded by Board Member Nils Ribi. In discussion, Ribi said Sun Valley City purchased the Sprinter buses for the Red and Gold routes. Board Member Nils Ribi said the concept is to replace the expensive and unnecessary Gold Route with something that is productive and useful. Board Member Steve Wolper said Mountain Rides staff should be given enough flexibility to use the concept to do what works best. **Board Member Mark Gilbert amended his motion to an 80-hour floater bus, seconded by Board Member Nils Ribi.** In discussion, Chuck Williamson said the greatest concentration of Elkhorn condos is located in the Elkhorn Village core. Mountain Rides Operations Manager Jim Finch said the main carrier in that area is Blue Route, which remains the same. Gold Route was carrying less than five passengers an hour, most of who rode between Dollar Cabin and Baldy View Circle. Sun Valley Company basically pays for Silver and Blue routes. Gold Route is a benefit to Sun Valley Company, but they may accept the expanded Silver Route in its place. McBryant said she would not want to see an expanded Silver Route funded from general funds. Gilbert directed staff to come back to the Finance and Performance Committee if the Silver Route floater exceeded 80 hours. Everett assured the Board that the capital reserve fund will not be considered a credit by Sun Valley City toward their contribution next year; and will not be used as an argument to reinstate the Red Route slack bus. Miller said this route reconfiguration addressed pressure on the Silver Route for this season, and he hoped Sun Valley Company would react positively. He wasn't sure how the Silver Route floater would work in future years, as Dollar usage and events increase. **Amended motion passed unanimously.**

d. Discussion Item: Comments on ITD proposal on Mobility Management funding in Idaho

Also Present: Vanessa Fry, Community Transportation Association of Idaho District 4 Mobility Manager

The Board reviewed Miller's letter of response to ITD's proposal on Mobility Management funding. Board Member Gilbert suggested a minor revision. CTAI District 4 Mobility Manager Vanessa Fry said CTAI was the only applicant to do mobility management services for ITD. The state apparently considers mobility management important, but balks at adequately funding it.

e. Discussion Item: Summer 2012 Customer Survey

Administrative Support Coordinator Kim MacPherson said surveys showed that riders are completely satisfied with Mountain Rides service. Mountain Rides has really good drivers, two of which—Pam and José—received especially high approval ratings. This is the first summer to summer survey, and the approval rating has increased.

One frequent request is to not cut buses during slack. MacPherson said most of the requests come from Blue Route commuters when the service is cut from half-hour to hourly.

Board Member Michael David left the meeting at 1:10 p.m.

MARK GILBERT SAID HE WISHED MIKE WERE HERE WHEN THEY DISCUSSED PARTNER CONTRIBUTIONS TO THE CIP.

f. Action Item: Approve FY2013-FY2017 Capital Improvement Plan.

This year's CIP includes the "local funding share" needed from each partner to accomplish planned projects for future years. Board Member Gilbert said capital projects and buses should be supported on a pro-rata share. Sun Valley Sprinter buses aren't the sole responsibility of Sun Valley City any more than the South Valley maintenance facility is a Bellevue project. Board Member Ribi felt a partner might be able to support a particular capital project; but other Board members felt improvements should be for the betterment of the system as a whole. Miller said one new Sprinter had just been received that would rotate with the existing Sprinters, which are a little over halfway through their lifespan.

Board Member Mark Gilbert moved to approve the FY2013-FY2017 Capital Improvement Plan, as presented, and approve the funding allocation. In discussion, Board members noted that a funding allocation by year would track the funding allocation by partner. Miller said Mountain Rides does not depreciate vehicles on a per-hour basis. One capital improvement not included in the plan is kiosks at major stops. **Board Member Mark Gilbert withdrew his motion for lack of a second.**

g. Action Item: Approve annual financial audit engagement letter with Anderson Arritt Robins Waters, Certified Public Accountants.

This is the same auditor as the last three years; they were low bidder last year. The price for this year's audit is increased by \$100. Mountain Rides is satisfied with their work. There are no substantial changes in the contract, except the language is clarified that the auditor is responsible for preparation of federal grants, and Mountain Rides is responsible for their presentation.

Board Member Mark Gilbert moved to approve the annual financial audit engagement letter with Anderson Arritt Robins Waters, CPA, seconded by Board Member Joe Miczulski. Motion passed unanimously.

5. Committee reports

**a. Planning and Marketing Committee report from Chair Steve Wolper
Approve October committee minutes**

Board Member Steve Wolper moved to approve the October committee minutes from the Planning and Marketing Committee meeting, seconded by Board Member Joe Miczulski. In discussion, Ribi asked that the minutes say what was done instead of have question marks. **Motion passed with five in favor and Board Member Mark Gilbert abstained.**

**b. Finance and Performance Committee report
Approve October committee minutes**

Vice-Chairman Susan McBryant moved to approve the minutes of the Finance and Performance Committee. Motion seconded by Board Member Mark Gilbert, and passed unanimously.

6. Staff reports

a. Transit report from Operations and Maintenance with September 2012 ridership

Mountain Rides Maintenance and Facilities Manager Rod Domke said they've been using less expensive, lower grade oil in the IC buses, which only go at most 3,000 miles on an oil change.

Mountain Rides Operations Manager Jim Finch said Valley Route ridership was increasing now that Woodside Blvd. is complete, and he expected to see ridership continue to increase. The Hailey free bus ridership has increased considerably, probably partially due to 50¢ fare on the Valley Route.

b. Bike-Ped report

No report at this time.

c. Business Manager Report

Mountain Rides Business Manager/Treasurer Wendy Crosby asked Board members to sign Conflicts statements.

d. Executive Director Report

Executive Director Jason Miller said the South Valley facility is in the Bellevue P&Z zoning entitlement process, which will take about 60 days.

7. Consent Calendar items

- a. Approve minutes – September regular board meeting**
- b. Receive and file September 2012 Financials**
- c. Receive and file September 2012 Bills Paid**

Board Member Ribi asked if the Finance Committee's review of the potential \$83,000 surplus would come to the entire Board. Business Manager Crosby said the Finance Committee would make a recommendation to the Board about how the excess funds would be allocated to the capital funds.

Vice-Chairman Susan McBryant moved to approve the Consent Calendar, including the Minutes of September 20, 2012 Regular Board Meeting, the September Financial Report and September Bills Paid Report. Motion was seconded by Board Member Steve Wolper, and passed unanimously.

9. Adjournment

With no other business to come before the Board, Board Member Joe Miczulski moved to adjourn the meeting at 2:08 p.m., seconded by Vice-Chairman Susan McBryant. Motion passed unanimously.

Chairman Peter Everett

cc: Commissioner Angenie McCleary, Blaine County
Virginia Egger, Interim Sun Valley City Administrator
Gary Marks, Ketchum City Administrator
Sandy Cady, Ketchum City Clerk
Heather Dawson, Hailey City Administrator
Mary Cone, Hailey City Clerk
Dee Barton, Bellevue City Clerk
Tess Cenarrusa, Carey City Clerk
Randall Patterson, Carey Mayor



RECORDED

**SPECIAL MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Thursday, October 4, 2012, 11:00 a.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

PRESENT: Chairman Peter Everett (by phone), Vice-Chairman Susan McBryant, Secretary Jim Jaquet, Board Members Michael David, Mark Gilbert, Joe Miczulski, Nils Ribí, and Steve Wolper.

ALSO PRESENT: Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager/Treasurer Wendy Crosby
Mountain Rides Operations Manager Jim Finch
Administrative Support Coordinator Kim MacPherson

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1. CALL TO ORDER

Chairman Peter Everett called to order the meeting of Thursday, October 4, 2012 at 11:00 a.m.

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2. Discussion Item: FY2013 Transit Service Plan initial concepts and data review.

The Finance and Marketing Committee will discuss the Transit Service Plan after this meeting and hearing public input. The Mountain Rides Board will make a decision on the Transit Service Plan at their regular October 17th meeting.

Red Route

Maintain winter service as it was last winter, throughout the entire winter ski season. Summer Red Route service as before to 7:30 p.m. Reduce or eliminate service in the spring and fall slack periods. Staff suggests there be a same-day on-demand service in place for Elkhorn neighborhoods on the Red Route. If the demand exceeds three trips a day, Red Route summer service will probably be modified to stay within budget. There is already a regular demand for ADA service from Elkhorn to the hospital.

Chairman Peter Everett said the best way to build ridership is consistent service; but the Red Route is just not used during slack because the residents are not in town. Board Member Nils Ribí agreed that year-round Red Route had not succeeded, partially because the marketing plan was never implemented. Board Member Mark Gilbert agreed with the Red Route cutback during slack. He thought the Board should make an overall policy decision on what happens if the slack demand service exceeds budget.

PUBLIC COMMENT:

- Margaret Walker, Juniper (Elkhorn) resident, takes the bus to ski at River Run. She didn't think the elimination of regular service during slack would hurt anyone; and added that the bus ski racks were in pretty bad shape by the end of the season. She added that it took two transfers to get to Ketchum.
- Dave Galloway, Twin Creeks (Elkhorn) resident, has been a winter bus rider for 14 years. They based their house purchase on its proximity to the bus route. The morning bus fills to capacity, and some people are not riding because there is standing room only. The rest of the day is trickle ridership. Half-hour service all day long, including early afternoon, is important because a lot of Elkhorn homeowners work at home and just go skiing for a couple hours, but must be on-call all day. Galloway said his family also used the winter bus to get to and from Ketchum.
- Herschel Cox, Sagehill (Elkhorn) resident, skied close to 100 days last year. He rides the bus roundtrip, and considers it family.

Mountain Rides Executive Director Jason Miller said staff would consider setting certain designated times that the Red Route service would operate on demand.

Vice-Chairman Susan McBryant managed a homeowners association in Elkhorn. She said condo owners encouraged family members and kids to ride the bus, and used the bus route as a selling point in renting their units. She wanted Mountain Rides to provide the best service possible to Elkhorn.

Board Member Nils Ribi distributed an allocation of Town routes by hours, and Mountain Rides partner budget responsibility for each route. Ribi said his route analysis compared to local funding allocations showed Sun Valley City shortfall of about \$23,000 and Ketchum shortfall of about \$25,000. Sun Valley Company is close to even. He asked that the Sun Valley service be better marketed. Board Member Gilbert said the budget is balanced, so the Finance Committee will review the numbers to see what is causing what looks like funding shortfalls.

Board Member Michael David wanted more explanation of “on demand” service. It seems a little like a taxi service, but it is important to efficiently serve Mountain Rides’ clients and still save money. Board Member Joe Miczulski supported staff recommendation and wants to see how it works this fall. Board Member Gilbert appreciated staff’s efforts in formulating a proposal to meet the needs of clients while keeping to budget. Vice-Chairman McBryant noted the service cutback will not begin until after the Jazz Jamboree. Board Member Jim Jaquet said efficiency has to be carefully analyzed whenever budgets are tightened. Staff’s careful review of route demand or lack of demand is the most efficient way to keep to budget.

Bronze Route

- Jim Garrison, Saddle Road resident, skis 100 days a year and appreciates the Bronze Route service. His only improvement would be to have service the entire ski season.

Miller said staff struggles with winter “shoulder seasons” on several routes. Sun Valley Company funds the Bronze Route during peak time; and riders use the Blue Route through Ketchum the rest of the season. Schedules are based on demand and funding, and staff is trying to balance evening hour service vs. shoulder season service. They will let Sun Valley Company know that the public has requested additional Bronze Route service. Vice-Chairman McBryant said public that shows up at a meeting deserves special consideration.

Silver Route

Chairman Everett said some families split up at Dollar, with some family members staying at Dollar, and some going to Baldy Circle, where they have to transfer to get to River Run. He would like to see a more direct circulation between Dollar, Sun Valley Village and River Run.

Operations Manager Jim Finch said it was difficult to run Silver Route on time during highest peak periods without adding another bus to the route. Transfers can cause confusion and anxiety, but allow more frequent service. Sun Valley Company would also like more efficient service between the three points. Mountain Rides currently adds an additional bus during peak hours in peak holiday season. An additional bus and operating money would be necessary to run another bus season-round, but it is a growing demand and will have to be addressed in the future. The Silver Route will remain as is this season, but be carefully considered for next year.

Blue Route

Keep as is. The Valley Route and Blue Route are the north-south and east-west backbone routes. Board Member David, a Warm Springs resident who uses the bus to commute and get his kids to school, would like to see 30-minute service year-round.

Green Route

Chairman Everett said Green Route loses a lot of time going down Broadway Run to The Meadows, but Mountain Rides can’t ask residents to walk to the highway to take the Valley Route bus. Miller has proposed bus turnouts and an over- or underpass at the southern intersection of Broadway Run and Highway 75 to ITD, but the new federal Transportation bill will not likely provide federal funding, and ITD doesn’t have funding.

The Green Route is going to be interrupted by highway construction this next year.

Gold Route

Staff will discuss reconfiguration of the Gold Route with Sun Valley Company and Sun Valley City to figure out what would best serve Dollar Lodge and the Sun Valley condos. Gold Route is basically Sun Valley Company’s bus shuttle from Dollar Lodge to Baldy View Circle that transfers condo residents to other routes to get to the mountain. Route polling data wasn’t much use this year, with all the RouteMatch problems.

Vice-Chairman McBryant said she’d had good personal experiences with floater buses in other towns.

Valley Route

Only change is one additional peak hour trip, with Job Access and Reverse Commute (JARC) funding. There are frequent requests to provide more special event service, but the extra runs have had limited success. People use the East Fork park-n-ride lot to get together for carpooling, so good marketing might encourage them to ride the bus. JARC funding has been combined with 5311 funds under the MAP-21 transportation bill, so continued funding is available at least for two years. Board Member Miczulski supported staff recommendation.

The latest night trip southbound leaves Ketchum at 9:20 p.m. A 10:00 late night bus ran for a full year a couple years ago, but was discontinued due to lack of ridership. Board Member David suggested Mountain Rides talk to Atkinsons', which was open until 9:30, to offer service to their employees.

PUBLIC COMMENT:

- Mickey Garcia encouraged a later bus. County P&Z meetings usually last later than the last northbound bus; and lack of late transportation limits employment opportunities. He said the airport should also be a regular stop. Miller said it would cost about \$100,000 for a regular fare-based airport service.

Board Member Steve Wolper asked about a bus from Hailey to mid-valley, perhaps running on Buttercup.

Board Member Michael David left the meeting at this time.

Hailey Circulator

No changes.

3. Executive Session

Board Member Mark Gilbert moved to go into Executive Session at 12:50p.m., pursuant to Idaho Statute 67-2345 1(c) to discuss acquisition of real estate. Motion seconded by Board Member Jim Jaquet. Roll call: Peter Everett yes, Susan McBryant yes, Jim Jaquet yes, Mark Gilbert yes, Joe Miczulski yes, Nils Ribi yes, and Steve Wolper yes. Motion passed unanimously.

The Mountain Rides Board of Directors returned to Open Session.

4. Adjournment.

With no other business to come before the Board, Mark Gilbert moved to adjourn the meeting at 12:45p.m., seconded by Jim Jaquet. Motion passed unanimously.

Vice-Chairman Susan McBryant

cc: Commissioner Angenie McCleary, Blaine County
Virginia Egger, Interim Sun Valley City Administrator
Gary Marks, Ketchum City Administrator
Sandy Cady, Ketchum City Clerk
Heather Dawson, Hailey City Administrator
Mary Cone, Hailey City Clerk
Dee Barton, Bellevue City Clerk
Tess Cenarrusa, Carey City Clerk
Randall Patterson, Carey Mayor



**SPECIAL MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, September 12, 2012, 11:00 a.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

PRESENT: Chairman Peter Everett (by phone), Vice-Chairman Susan McBryant, Secretary Jim Jaquet, Board Members Michael David, Mark Gilbert, Joe Miczulski, Nils Ribí, and Steve Wolper.

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager/Treasurer Wendy Crosby

.....

1. CALL TO ORDER

Vice-Chairman Susan McBryant called to order the special meeting of Wednesday, September 12, 2012 at 11:00 a.m.

.....

2. Executive Session

Board Member Mark Gilbert moved to go into Executive Session, pursuant to Idaho Statute 67-2345 1(c) to discuss acquisition of real estate. Motion seconded by Board Member Joe Miczulski. Roll call: Peter Everett yes, Susan McBryant yes, Jim Jaquet yes, Michael David yes, Mark Gilbert yes, Joe Miczulski yes, Nils Ribí yes, and Steve Wolper yes. Motion passed unanimously.

The Mountain Rides Board of Directors returned to Open Session.

3. Action Item: Approve Letter of Intent for Purchase of Commercial Real Property for South Valley Transportation Center.

Board Member Mark Gilbert moved to approve the letter of intent, with the contents as discussed in Executive Session here today, for the purpose of purchasing property addressed as 883 and 901 South Main Street, Bellevue, Idaho, for the purchase price of \$780,000, from the sellers, Paul Kenny and Matt Bogue, Commercial Real Estate, LLC, representing Gannett 75 LLC. Motion seconded by Peter Everett, and passed unanimously.

Mountain Rides has been searching for property for a south valley transportation center for many years. The center would encompass bus and van storage, space for vehicle maintenance, and potential for a route stop and park and ride. This property meets all of staff's and the Board's criteria and goals.

The property will be purchased with 80% federal funds and 20% local match from existing capital accounts. The transaction has been a lengthy process with stringent federal requirements. The purchase price is fair market value.

Mountain Rides Business Manager/Treasurer Wendy Crosby said the property is at the south end of Mountain Rides' existing route, with no "deadheading:"—running a bus with no passengers. The property will save about \$60,000 a year in operating expenses; and has room for potential growth.

Mountain Rides' winter climate requires warm buses. Most routes start in the south end of the valley, so the buses can be garaged overnight, and clean and warm early in the morning. Commuters coming from Carey, Shoshone and Twin Falls can use the location as a park and ride. An existing building on the property can be retrofitted to store buses fairly soon, and then be remodeled over time.

The letter of intent and subsequent purchase still have to be accepted by the seller. Mountain Rides hopes to have the purchase finalized by the end of the year.

4. Action Item: Approve letter to City of Bellevue regarding acquisition of real property in Bellevue.

Board Member Nils Ribí made some suggestions to the letter. Board Member Joe Miczulski said the City of Bellevue would be sensitive to parked buses and vans visible from Highway 75. The building has the potential to be a visitor center at the entrance to Bellevue and the Wood River Valley.

Board Member Mark Gilbert moved to approve the letter with edits as suggested. Motion seconded by Board Member Jim Jaquet, and passed unanimously.

5. Action Item: Approve design for East Fork bus stop improvements.

The East Fork stop is especially dangerous in the winter, and ridership suffers. Mountain Rides has funding in place to improve the bus stops at East Fork Road, Mountain Rides' only mid-valley stop. Engineer Jeff Loomis is coordinating the design documents and bid process. ADA ramp design was recently revised. The bid does not include the shelter. Funding may not be adequate to complete the pathway to the shelter. Mountain Rides has applied for an encroachment permit from ITD.

Board Member Mark Gilbert said the alternate price bid for the pathway should be considered in the low bid, whether or not Mountain Rides decides it can afford to do it. It may not be possible to do the pathway this season, but the completion deadline should include days for the alternate if in fact Mountain Rides awards it. Gilbert also suggested a provision describing what conditions could cause an excusable delay.

Board Member Steve Wolper said the East Fork parking lots filled up when there were events in the north valley. Many of the people were carpoolers who used the parking lot as a park and ride. A pathway from the parking lot to the shelter would make it more likely that people would take the bus.

Board Member Jim Jaquet moved to approve the design and bid documents for the East Fork bus stop improvements, as presented and discussed. Board members requested additional stipulations in the motion, and Jaquet withdrew his motion.

Executive Director Miller said it is possible the project with alternative could be completed this year. The bids are due next week, with construction to begin immediately. Doing the southeast corner would require an ADA-approved improvement. Board members said more information was needed on the southeast corner. The improvement can be done as a change order, or at a later time. Getting the bids will clarify what can be done within budget. Meanwhile, staff will check if doing one corner necessitates doing other corners.

Board Member Mark Gilbert moved to approve the design as presented, and specifications as presented with the following proposed changes, subject to review by legal counsel: include basis for award to low bidder, and be explicit about whether the low bid includes doing the alternative, based on the determination of the best way to proceed; secondly, the number of days to complete must include the alternative if the alternative is awarded; and include provision for what is considered excusable delay caused by weather. Motion seconded by Board Member Nils Ribi. Motion passed unanimously.

6. Adjournment.

With no other business to come before the Board, the meeting was adjourned.

Chairman Peter Everett

cc: Commissioner Angenie McCleary, Blaine County
Virginia Egger, Interim Sun Valley City Administrator
Gary Marks, Ketchum City Administrator
Sandy Cady, Ketchum City Clerk
Heather Dawson, Hailey City Administrator
Mary Cone, Hailey City Clerk
Dee Barton, Bellevue City Clerk
Tess Cenarrusa, Carey City Clerk
Randall Patterson, Carey Mayor

Mountain Rides Transportation

Revenues and Expenditures Budget Performance

October 2012

	Oct 12	Budget	% of Bud...	Oct 12	YTD Bud...	% of Bud...	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311	35,752.80	35,000.00	102.2%	35,752.80	35,000.00	102.2%	760,000.00
41300 · Federal - 5316	3,858.69	4,000.00	96.5%	3,858.69	4,000.00	96.5%	150,000.00
41400 · Federal - 5317	3,993.90	3,750.00	106.5%	3,993.90	3,750.00	106.5%	45,000.00
Total 41000 · Federal Funding	43,605.39	42,750.00	102.0%	43,605.39	42,750.00	102.0%	955,000.00
42000 · State Funding							
42100 · State - Safe Routes	0.00	0.00	0.0%	0.00	0.00	0.0%	15,000.00
42400 · State - Training	0.00	0.00	0.0%	0.00	0.00	0.0%	6,500.00
Total 42000 · State Funding	0.00	0.00	0.0%	0.00	0.00	0.0%	21,500.00
43000 · Local Funding							
43100 · Local - Ketchum	37,130.67	37,130.58	100.0%	37,130.67	37,130.58	100.0%	445,567.00
43200 · Local - Hailey	4,621.41	4,621.42	100.0%	4,621.41	4,621.42	100.0%	55,457.00
43300 · Local - Bellevue	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43400 · Local - Blaine County	8,782.08	8,782.08	100.0%	8,782.08	8,782.08	100.0%	105,385.00
43500 · Local - Sun Valley	17,464.49	17,464.58	100.0%	17,464.49	17,464.58	100.0%	209,575.00
43600 · Local - Sun Valley Company	0.00	0.00	0.0%	0.00	0.00	0.0%	149,450.00
Total 43000 · Local Funding	67,998.65	67,998.66	100.0%	67,998.65	67,998.66	100.0%	965,434.00
44000 · Fares							
44100 · Fares - Valley Cash	5,493.35	8,500.00	64.6%	5,493.35	8,500.00	64.6%	75,000.00
44200 · Fares - Valley Passes	29,732.75	30,000.00	99.1%	29,732.75	30,000.00	99.1%	125,000.00
44300 · Fares - Vanpool	11,311.50	11,500.00	98.4%	11,311.50	11,500.00	98.4%	140,000.00
Total 44000 · Fares	46,537.60	50,000.00	93.1%	46,537.60	50,000.00	93.1%	340,000.00
45000 · Revenue							
45100 · Rev - Advertising	6,863.33	2,500.00	274.5%	6,863.33	2,500.00	274.5%	36,000.00
45200 · Rev - Business Sponsors	0.00	0.00	0.0%	0.00	0.00	0.0%	1,500.00
45500 · Rev - Charter/Special Event	400.00	300.00	133.3%	400.00	300.00	133.3%	15,000.00
Total 45000 · Revenue	7,263.33	2,800.00	259.4%	7,263.33	2,800.00	259.4%	52,500.00
48000 · Transfers							
48400 · Transfer - Housing Fund	1,500.00	1,500.00	100.0%	1,500.00	1,500.00	100.0%	18,000.00
Total 48000 · Transfers	1,500.00	1,500.00	100.0%	1,500.00	1,500.00	100.0%	18,000.00
49000 · Interest Income	45.65	42.00	108.7%	45.65	42.00	108.7%	500.00
49500 · Diesel Tax Refunds	3,937.00	3,500.00	112.5%	3,937.00	3,500.00	112.5%	17,000.00
Total Income	170,887.62	168,590.66	101.4%	170,887.62	168,590.66	101.4%	2,369,934.00
Gross Profit	170,887.62	168,590.66	101.4%	170,887.62	168,590.66	101.4%	2,369,934.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	76,928.38	75,000.00	102.6%	76,928.38	75,000.00	102.6%	1,140,000.00
51300 · FICA Expense	4,588.82	4,100.00	111.9%	4,588.82	4,100.00	111.9%	72,000.00
51350 · Medicare Tax Expense	1,073.18	950.00	113.0%	1,073.18	950.00	113.0%	17,000.00
51400 · Retirement Plan Expenses	6,328.72	6,300.00	100.5%	6,328.72	6,300.00	100.5%	80,000.00
51500 · Workers Comp Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	30,000.00
51600 · SUI Expense	1,303.99	1,800.00	72.4%	1,303.99	1,800.00	72.4%	32,000.00
51700 · Medical Ins. Expense	7,651.81	8,750.00	87.4%	7,651.81	8,750.00	87.4%	105,000.00
51800 · Dental Ins. Expense	766.97	1,000.00	76.7%	766.97	1,000.00	76.7%	12,000.00
51000 · Payroll Expenses - Other	84.30	125.00	67.4%	84.30	125.00	67.4%	1,700.00
Total 51000 · Payroll Expenses	98,726.17	98,025.00	100.7%	98,726.17	98,025.00	100.7%	1,489,700.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	20,413.00	23,750.00	85.9%	20,413.00	23,750.00	85.9%	95,000.00
52150 · Ins- Deductibles/claims	0.00	0.00	0.0%	0.00	0.00	0.0%	6,000.00
52200 · Ins. - Liability- Perf Bond PSP	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
Total 52000 · Insurance Expense	20,413.00	23,750.00	85.9%	20,413.00	23,750.00	85.9%	101,500.00
53000 · Professional Fees							
53100 · Accounting & Audit	0.00	0.00	0.0%	0.00	0.00	0.0%	9,800.00
53200 · IT Systems	1,380.06	1,500.00	92.0%	1,380.06	1,500.00	92.0%	19,000.00
53400 · Legal Fees	0.00	1,250.00	0.0%	0.00	1,250.00	0.0%	8,000.00
53500 · Other Professional Fees	360.00	300.00	120.0%	360.00	300.00	120.0%	5,000.00
Total 53000 · Professional Fees	1,740.06	3,050.00	57.1%	1,740.06	3,050.00	57.1%	41,800.00
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment expense	194.95	0.00	100.0%	194.95	0.00	100.0%	0.00
54200 · Shop Tools	318.54	0.00	100.0%	318.54	0.00	100.0%	0.00
54300 · Office Equipment	-28.57	0.00	100.0%	-28.57	0.00	100.0%	0.00
Total 54000 · Equipment/ Tool Expense	484.92	0.00	100.0%	484.92	0.00	100.0%	0.00

Mountain Rides Transportation

Revenues and Expenditures Budget Performance

October 2012

	Oct 12	Budget	% of Bud...	Oct 12	YTD Bud...	% of Bud...	Annual Budget
55000 · Rent and Utilities							
55100 · Rent	2,200.00	2,000.00	110.0%	2,200.00	2,000.00	110.0%	10,000.00
55200 · Utilities	570.54	600.00	95.1%	570.54	600.00	95.1%	17,000.00
Total 55000 · Rent and Utilities	2,770.54	2,600.00	106.6%	2,770.54	2,600.00	106.6%	27,000.00
56000 · Supplies							
56100 · Office Supplies	19.99	50.00	40.0%	19.99	50.00	40.0%	2,500.00
56200 · Janitorial & Safety Supplies	123.40	450.00	27.4%	123.40	450.00	27.4%	2,000.00
56300 · Department Supplies	1,069.84	1,000.00	107.0%	1,069.84	1,000.00	107.0%	10,000.00
56400 · Uniforms	142.35	125.00	113.9%	142.35	125.00	113.9%	6,500.00
56500 · Postage and Delivery	117.79	100.00	117.8%	117.79	100.00	117.8%	900.00
Total 56000 · Supplies	1,473.37	1,725.00	85.4%	1,473.37	1,725.00	85.4%	21,900.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	241.55	200.00	120.8%	241.55	200.00	120.8%	2,500.00
57200 · Building Repairs/Maintenance	1,062.03	1,000.00	106.2%	1,062.03	1,000.00	106.2%	14,000.00
57250 · Bus Stop Repairs/Maint	0.00	50.00	0.0%	0.00	50.00	0.0%	3,000.00
57300 · Grounds Repairs/Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	5,100.00
Total 57000 · Repairs and Maintenance	1,303.58	1,250.00	104.3%	1,303.58	1,250.00	104.3%	24,600.00
58000 · Communications Expense							
58100 · Office Phone Expense	400.09	400.00	100.0%	400.09	400.00	100.0%	6,500.00
58200 · Cell & Two-Way Mobile	512.68	1,000.00	51.3%	512.68	1,000.00	51.3%	16,000.00
58300 · Internet/Website	108.13	250.00	43.3%	108.13	250.00	43.3%	3,500.00
Total 58000 · Communications Expense	1,020.90	1,650.00	61.9%	1,020.90	1,650.00	61.9%	26,000.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	352.35	500.00	70.5%	352.35	500.00	70.5%	5,000.00
59200 · Lodging	0.00	100.00	0.0%	0.00	100.00	0.0%	2,500.00
59300 · Meals/Entertainment	92.03	250.00	36.8%	92.03	250.00	36.8%	2,500.00
59400 · Training/Education	259.00	400.00	64.8%	259.00	400.00	64.8%	3,000.00
Total 59000 · Travel and Training	703.38	1,250.00	56.3%	703.38	1,250.00	56.3%	13,000.00
60000 · Business Expenses							
60100 · Business Registration Fees	46.00	25.00	184.0%	46.00	25.00	184.0%	500.00
60400 · Dues & Subscriptions	0.00	100.00	0.0%	0.00	100.00	0.0%	7,500.00
60500 · Bank Fees	1.03	50.00	2.1%	1.03	50.00	2.1%	600.00
Total 60000 · Business Expenses	47.03	175.00	26.9%	47.03	175.00	26.9%	8,600.00
61000 · Advertising							
61100 · Print Advertising	936.76	1,000.00	93.7%	936.76	1,000.00	93.7%	6,000.00
61200 · Radio Advertising	0.00	200.00	0.0%	0.00	200.00	0.0%	2,500.00
61300 · Online Advertising	35.00	40.00	87.5%	35.00	40.00	87.5%	500.00
61400 · Vehicle Graphics	0.00	0.00	0.0%	0.00	0.00	0.0%	4,000.00
61500 · Bus. Adv. Contract	179.63	250.00	71.9%	179.63	250.00	71.9%	8,500.00
Total 61000 · Advertising	1,151.39	1,490.00	77.3%	1,151.39	1,490.00	77.3%	21,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	52.80	55.00	96.0%	52.80	55.00	96.0%	4,000.00
62200 · Graphic Design	0.00	750.00	0.0%	0.00	750.00	0.0%	5,000.00
62300 · Promotional Items	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
62400 · Events and Misc.	24.00	100.00	24.0%	24.00	100.00	24.0%	3,000.00
62450 · External Marketing Support	0.00	625.00	0.0%	0.00	625.00	0.0%	7,500.00
62500 · Internal / Other	74.04	0.00	100.0%	74.04	0.00	100.0%	3,500.00
Total 62000 · Marketing and Promotion	150.84	1,530.00	9.9%	150.84	1,530.00	9.9%	25,500.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	105.15	300.00	35.1%	105.15	300.00	35.1%	3,500.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	0.00	0.00	0.0%	12,000.00
Total 63000 · Printing and Reproduction	105.15	300.00	35.1%	105.15	300.00	35.1%	15,500.00
64000 · Fuel Expense	26,770.22	26,000.00	103.0%	26,770.22	26,000.00	103.0%	367,334.00
65000 · Vehicle Maintenance							
65100 · Parts Expense	4,267.52	5,000.00	85.4%	4,267.52	5,000.00	85.4%	95,000.00
65200 · Fluids Expense	2,012.30	2,000.00	100.6%	2,012.30	2,000.00	100.6%	16,000.00
65300 · Tires Expense	2,412.14	1,500.00	160.8%	2,412.14	1,500.00	160.8%	28,000.00
65400 · Purchased Services	441.52	500.00	88.3%	441.52	500.00	88.3%	5,000.00
65500 · Vehicle Computer/Diagnostic	0.00	50.00	0.0%	0.00	50.00	0.0%	2,000.00
Total 65000 · Vehicle Maintenance	9,133.48	9,050.00	100.9%	9,133.48	9,050.00	100.9%	146,000.00
Total Expense	165,994.03	171,845.00	96.6%	165,994.03	171,845.00	96.6%	2,329,934.00
Net Ordinary Income	4,893.59	-3,254.34	-150.4%	4,893.59	-3,254.34	-150.4%	40,000.00

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Accrual Basis

Mountain Rides Transportation
Revenues and Expenditures Budget Performance
October 2012

	<u>Oct 12</u>	<u>Budget</u>	<u>% of Bud...</u>	<u>Oct 12</u>	<u>YTD Bud...</u>	<u>% of Bud...</u>	<u>Annual Budget</u>
Other Income/Expense							
Other Expense							
69500 · Contingency Expense-Operations	3,333.33	3,333.33	100.0%	3,333.33	3,333.33	100.0%	40,000.00
Total Other Expense	3,333.33	3,333.33	100.0%	3,333.33	3,333.33	100.0%	40,000.00
Net Other Income	-3,333.33	-3,333.33	100.0%	-3,333.33	-3,333.33	100.0%	-40,000.00
Net Income	<u>1,560.26</u>	<u>-6,587.67</u>	<u>-23.7%</u>	<u>1,560.26</u>	<u>-6,587.67</u>	<u>-23.7%</u>	<u>0.00</u>

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of October 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						-5,256.78
Deposit	10/1/2012			Deposit	50,000.00	44,743.22
Bill Pmt -Check	10/1/2012	2806	Certified Folder Display Service, Inc		-52.80	44,690.42
Bill Pmt -Check	10/1/2012	2807	Steve's Quick Service		-50.85	44,639.57
Bill Pmt -Check	10/1/2012	2808	Virginia Rhinehart	Monthly Rent	-2,200.00	42,439.57
Bill Pmt -Check	10/1/2012	2809	White Cloud Communications Inc.		-288.00	42,151.57
Bill Pmt -Check	10/2/2012	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-224.77	41,926.80
Bill Pmt -Check	10/2/2012	ACH	Cox Communications	001-2401-205184001	-28.13	41,898.67
Bill Pmt -Check	10/2/2012	2810	Idaho Transportation Dept.		-46.00	41,852.67
Deposit	10/2/2012			Deposit	12,418.00	54,270.67
Bill Pmt -Check	10/2/2012	2811	White Cloud Communications Inc.		-288.00	53,982.67
Deposit	10/3/2012			Deposit	348.30	54,330.97
Deposit	10/4/2012			Deposit	248.55	54,579.52
Deposit	10/4/2012			Deposit	2,426.59	57,006.11
Deposit	10/5/2012			Deposit	23.97	57,030.08
Bill Pmt -Check	10/5/2012	2812	Freightliner of Idaho		-7,393.89	49,636.19
Deposit	10/5/2012			Deposit	404.85	50,041.04
Bill Pmt -Check	10/8/2012	2813	Petty Cash		-98.93	49,942.11
Bill Pmt -Check	10/8/2012	2814	Alsco		-109.88	49,832.23
Bill Pmt -Check	10/8/2012	2815	Clear Creek Disposal	1327	-77.53	49,754.70
Bill Pmt -Check	10/8/2012	2816	Copy & Print		-89.00	49,665.70
Bill Pmt -Check	10/8/2012	2817	Gillig LLC	36869600	-2,610.48	47,055.22
Bill Pmt -Check	10/8/2012	2818	Integrated Technologies		-43.03	47,012.19
Bill Pmt -Check	10/8/2012	2819	Les Schwab	117-00888	-3,723.43	43,288.76
Bill Pmt -Check	10/8/2012	2820	Lutz Rental		-29.16	43,259.60
Bill Pmt -Check	10/8/2012	2821	Rush Truck Centers	#12797	-57.55	43,202.05
Bill Pmt -Check	10/8/2012	2822	United Oil		-12,275.33	30,926.72
Bill Pmt -Check	10/8/2012	2823	Window Welder Inc.		-295.51	30,631.21
Bill Pmt -Check	10/8/2012	2824	NAPA Auto Parts		-652.85	29,978.36
Bill Pmt -Check	10/8/2012	2825	Atkinsons' Grocery		-106.34	29,872.02
Bill Pmt -Check	10/8/2012	2826	Business As Usual		-53.90	29,818.12
Bill Pmt -Check	10/8/2012	2827	Express Publishing Inc.		-686.93	29,131.19
Bill Pmt -Check	10/8/2012	2828	Minert & Associates, Inc.		-45.00	29,086.19
Bill Pmt -Check	10/8/2012	2829	National Benefit Services, LLC		-100.00	28,986.19
Deposit	10/9/2012			Deposit	2,901.75	31,887.94
Bill Pmt -Check	10/9/2012	2831	Chateau Drug & True Value Hard...		-36.91	31,851.03
Bill Pmt -Check	10/9/2012	2832	City of Ketchum		-709.15	31,141.88
Deposit	10/9/2012			Deposit	420.40	31,562.28
Liability Check	10/10/2012		QuickBooks Payroll Service	Created by Payroll Se...	-3.00	31,559.28
Liability Check	10/10/2012		QuickBooks Payroll Service	Created by Payroll Se...	-29,513.44	2,045.84
Paycheck	10/11/2012	DD	Aguilar, Hortencia	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Carlson, Rod E	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Conlago, Maira P.	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Domke, Rodney F	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Finch, James F	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Gray, Stuart	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Green, William E	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Grubbs, Torrey E	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Johnson, Mark F	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Kelly, Rodney D	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Larsson, Larry D	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Leon, Teofilo O	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	MacPherson, Kim	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Mehra, Tarun K	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Miller, Jason M	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Munoz, Kisler A	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Romero-Campos, Raul	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Shroyer, Randall R	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Spalding, Richard L	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Sproule, William	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Sullivan, Jerry	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Tellez, Carlos	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Torres, April L	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Vasquez, Pamela	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Victorino, Jose L	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	2,045.84
Paycheck	10/11/2012	DD	Williams, Gordon K	Direct Deposit	0.00	2,045.84
Liability Check	10/11/2012	2833	Idaho Child Support Receipting	326231	-244.60	1,801.24
Liability Check	10/11/2012	2834	National Benefit Services, LLC	Mountain Rides FSA	-429.24	1,372.00
Deposit	10/11/2012			Deposit	27,253.95	28,625.95
Deposit	10/11/2012			Deposit	1,085.00	29,710.95
Bill Pmt -Check	10/11/2012	2835	Ketchum Computers, Inc.		-86.25	29,624.70
Bill Pmt -Check	10/11/2012	ACH	Intermtn Gas Co #10630400-001-6	#10630400-001-6	-15.82	29,608.88
Bill Pmt -Check	10/11/2012	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-2.06	29,606.82
Bill Pmt -Check	10/11/2012	2836	Canteen Vending formerly Magic ...	VOID:duplicate invoice...	0.00	29,606.82
Deposit	10/11/2012			Deposit	710.15	30,316.97
Liability Check	10/12/2012	E-pay	United States Treasury	82-0382250 QB Track...	-8,229.57	22,087.40

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Accrual Basis

MRTA - Operations Main

Checks Issued

As of October 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	10/15/2012	TAP	Idaho State Tax Commission	000186434	-3,239.00	18,848.40
Bill Pmt -Check	10/16/2012	2837	Cummins Rocky Mountain LLC		-2,458.89	16,389.51
Bill Pmt -Check	10/16/2012	2838	Wells Fargo	VOID:paid tax on com...	0.00	16,389.51
Bill Pmt -Check	10/16/2012	2839	Wendy Crosby	expense reimbursement	-474.82	15,914.69
Bill Pmt -Check	10/16/2012	2840	Wells Fargo		-3,233.90	12,680.79
Bill Pmt -Check	10/16/2012	2841	Sunny Grant		-150.00	12,530.79
Bill Pmt -Check	10/16/2012	ACH	Verizon Wireless		-212.04	12,318.75
Bill Pmt -Check	10/16/2012	ACH	Verizon Wireless 208-720-7044		-13.45	12,305.30
Bill Pmt -Check	10/16/2012	2842	Jim Finch	expense reimbursement	-25.00	12,280.30
Bill Pmt -Check	10/16/2012	2843	Rod Domke	expense reimbursement	-41.01	12,239.29
Bill Pmt -Check	10/16/2012	2844	Sturtevant's - Main		-73.56	12,165.73
Deposit	10/16/2012			Deposit	8,457.00	20,622.73
Deposit	10/16/2012			Deposit	491.25	21,113.98
Bill Pmt -Check	10/18/2012	ACH	Idaho Power Acc#6584167465		-234.13	20,879.85
Bill Pmt -Check	10/18/2012	ACH	Idaho Power Acct.#6080567068	6080567068	-46.78	20,833.07
Deposit	10/18/2012			Deposit	30,968.75	51,801.82
Deposit	10/18/2012			Deposit	572.55	52,374.37
Deposit	10/19/2012			Deposit	59,800.83	112,175.20
Bill Pmt -Check	10/22/2012	ACH	City of Hailey	40205001	-68.76	112,106.44
Bill Pmt -Check	10/22/2012	2845	Names and Numbers		-203.16	111,903.28
Bill Pmt -Check	10/22/2012	2846	Sun Valley Ski Club		-145.00	111,758.28
Bill Pmt -Check	10/22/2012	2847	Nicole Brown		-179.63	111,578.65
Bill Pmt -Check	10/22/2012	2848	United Oil		-13,052.07	98,526.58
Deposit	10/22/2012			Deposit	130.00	98,656.58
Deposit	10/22/2012			Deposit	635.35	99,291.93
Deposit	10/23/2012		Transfer	transfer	-50,000.00	49,291.93
Deposit	10/23/2012			Deposit	4,518.34	53,810.27
Liability Check	10/23/2012	2849	Idaho Department of Labor	0001211374	-6,729.34	47,080.93
Bill Pmt -Check	10/23/2012	2852	Jason Miller	expense reimbursement	-453.38	46,627.55
Bill Pmt -Check	10/23/2012	2853	Rod Domke	expense reimbursement	-50.00	46,577.55
Liability Check	10/24/2012		QuickBooks Payroll Service	Created by Payroll Se...	-30,123.37	16,454.18
Deposit	10/24/2012			Deposit	253.95	16,708.13
Paycheck	10/25/2012	DD	Aguilar, Hortencia	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Carlson, Rod E	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Conlago, Maira P.	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Domke, Rodney F	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Finch, James F	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Gray, Stuart	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Green, William E	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Grubbs, Torrey E	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Johnson, Mark F	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Kelly, Rodney D	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Larsson, Larry D	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Leon, Teofilo O	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	MacPherson, Kim	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Mehra, Tarun K	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Miller, Jason M	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Munoz, Kisler A	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Parker, Michael J	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Romero-Campos, Raul	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Shroyer, Randall R	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Sproule, William	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Sullivan, Jerry	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Tellez, Carlos	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Torres, April L	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Vasquez, Pamela	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Victorino, Jose L	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	16,708.13
Paycheck	10/25/2012	DD	Williams, Gordon K	Direct Deposit	0.00	16,708.13
Liability Check	10/25/2012	2850	Idaho Child Support Receipting	326231	-244.60	16,463.53
Liability Check	10/25/2012	2851	National Benefit Services, LLC	Mountain Rides FSA	-429.24	16,034.29
Deposit	10/25/2012			Deposit	1,158.33	17,192.62
Liability Check	10/26/2012	E-pay	United States Treasury	82-0382250 QB Track...	-8,282.20	8,910.42
Bill Pmt -Check	10/26/2012	2854	Adam B. King, Attorney		-1,195.33	7,715.09
Bill Pmt -Check	10/26/2012	2855	Certified Folder Display Service, Inc		-52.80	7,662.29
Bill Pmt -Check	10/26/2012	2856	Ketchum Computers, Inc.		-1,705.75	5,956.54
Bill Pmt -Check	10/26/2012	2857	St Luke's Clinic - Magic Valley		-85.00	5,871.54
Bill Pmt -Check	10/26/2012	2858	White Cloud Communications Inc.		-288.00	5,583.54
Bill Pmt -Check	10/26/2012	2859	Gem State Welders Supply Inc.		-110.60	5,472.94
Bill Pmt -Check	10/26/2012	2860	Wood River Welding, Inc.		-57.50	5,415.44
Deposit	10/26/2012			Deposit	570.85	5,986.29
Bill Pmt -Check	10/29/2012	ACH	Cox Communications	001-2401-205184001	-28.13	5,958.16
Bill Pmt -Check	10/29/2012	2861	Integrated Technologies		-42.65	5,915.51
Deposit	10/29/2012			Deposit	446.35	6,361.86
Bill Pmt -Check	10/30/2012	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-225.10	6,136.76
Liability Check	10/31/2012	ACH	Aflac	DQR88	-339.96	5,796.80
Liability Check	10/31/2012	2862	Met Life SBC	KM05725871	-933.95	4,862.85

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11/16/12

Accrual Basis

MRTA - Operations Main
Checks Issued
 As of October 31, 2012

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	10/31/2012	2863	Blue Cross of Idaho	10034150-R001	-9,223.29	-4,360.44
Liability Check	10/31/2012	2867	Kim MacPherson'	DQR88	-81.84	-4,442.28
Deposit	10/31/2012			Deposit	1,500.00	-2,942.28
Deposit	10/31/2012			Deposit	21,196.00	18,253.72
Deposit	10/31/2012			Deposit	390.80	18,644.52
Deposit	10/31/2012			Interest	2.08	18,646.60
Total 11100 - Mountain West Checking					23,903.38	18,646.60
TOTAL					23,903.38	18,646.60

After review, I have determined that each payment listed on this report is correct as to payee and amount, and is for a proper and authorized purpose, except as otherwise explained below.

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

W. Am... Signed

Business Manager Title

11/16/12 Date