Mountain Rides Transportation Authority

Public Notice

Regular Meeting of the Board of Directors
Wednesday, March 19, 2025, 1:00 pm
Sun Valley City Hall, 81 Elkhorn Rd, Sun Valley, ID

Join the meeting now
Meeting ID: 211 757 156 604
Passcode: pL7Sw9dP

Mountain Rides Board of Directors

Chair Grady Burnett (Sun Valley), Vice-Chair Tom Blanchard (Bellevue), Secretary Kristin Derrig (Ketchum), Peter Hendricks (Sun Valley), Muffy Davis (Blaine Co.), Martha Burke (Hailey), Neil Bradshaw (Ketchum), Melody Mattson (at-large)

Agenda

1. **Call to Order**
2. **Comments** from the Chair, Members, and Staff
3. **Public Comment** re: Items not on the Agenda (and questions from the press)
4. **Action item**: Consent Agenda (**Pg 2)**
   a. Authorize/approve: Disbursement of MRTA's funds for paying bills on hand as of March 17, 2025 **(Pg 3-6)**
   b. Approve/file: Minutes of Regular Board Meeting, January 15, 2025 **(Pg 7-10)**
   c. Approve/file: Minutes of Planning & Marketing Committee, February 5, 2025 **(Pg 11)**
   d. Approve/file: Minutes of Planning & Marketing Committee, March 5, 2025 **(Pg 12)**
   e. Approve/file: Minutes of Finance & Performance Committee, February 5, 2025 **(Pg 13)**
   f. Approve/file: Minutes of Finance & Performance Committee, March 5, 2025 **(Pg 14)**
   g. Receive/file Performance Dashboard, January 2025 **(Pg 15-43)**
   h. Receive/file Performance Dashboard, February 2025 **(pg 44-72)**
   i. Receive/file: February 2025 Operating Fund Financial Statements and Bills Paid **(Pg 73-78)**
   j. Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Manager, Marketing & Communications; Executive Director **(pg 79-83)**
5. **Action item:** Approve/adopt Revised 2025 Strategic Framework & 2025-2027 Areas of Focus **(Pg 84-86)**
6. **Discussion item:** May 12, 2025, ITD-PT Site Review **(Pg 87-139)**
7. **Discussion item:** Bellevue BEB Facility Update **(Pg 140)**
8. **Discussion item:** Items of Interest to the Members **(Pg 141)**
9. **Adjourn**

Public information regarding agenda items is available from Mountain Rides at 800 1st Ave. North, Ketchum, or 208-788-7433. Anyone needing special accommodation to attend the above-noticed meeting should contact Mountain Rides, at 208-788-7433, two days prior to the meeting.

Mountain Rides Agenda Action Item Summary

Date:	March 19, 2025	From:	Board of Directors

Action Item: 4. Consent Agenda

Committee Review: (●) Yes ( ) No

Committee Purview: F&P Committee, P&M Committee

Previously discussed at board level: ( ) Yes (●) No

Recommended Motion: I move to receive, approve, adopt, and file the Consent Agenda.

Fiscal Impact: NA

Related Policy or Procedural Impact: NA

Background:

a. Authorize/approve: Disbursement of MRTA's funds for paying bills on hand

b. Approve/file: Minutes of Regular Board Meeting, January 15, 2025

c. Approve/file: Minutes of Planning & Marketing Committee, February 5, 2025

d. Approve/file: Minutes of Planning & Marketing Committee, March 5, 2025

e. Approve/file: Minutes of Finance & Performance Committee, February 5, 2025

f. Approve/file: Minutes of Finance & Performance Committee, March 5, 2025

g. Receive/file: Performance Dashboard, January 2025

h. Receive/file: Performance Dashboard, February 2025

i. Receive/file: February 2025 Operating Fund Financial Statements and Bills Paid

j. Receive/file: Report from:
1) Director, Fleet, Maintenance and Facilities (Carlos Tellez)
2) Director, Transit Operations (Jamie Canfield)
3) Director, Finance, HR and Administration (Jerry Garcia)
4) Manager, Marketing & Communications (Andrea Hernandez)
5) Executive Director (Wally Morgus)

MRTA - Operations Main
Unpaid Bills Detail
As of March 17, 2025

Type	Date	Num	Due Date	Open Balance
AC Houston Lumber Company				
Bill	03/05/2025	2503-852715	03/15/2025	29.99
Total AC Houston Lumber Company				29.99
Business As Usual				
Bill	02/05/2025	168446	02/20/2025	299.03
Total Business As Usual				299.03
Christensen - Used to be United Oil				
Bill	02/28/2025	CL80820	03/10/2025	2,313.46
Bill	02/28/2025	CL80821	03/10/2025	3,929.70
Total Christensen - Used to be United Oil				6,243.16
City of Bellevue'				
Bill	02/25/2025	0824-5367	03/07/2025	130.55
Total City of Bellevue'				130.55
City of Ketchum				
Bill	02/28/2025	February-2025	03/10/2025	474.99
Total City of Ketchum				474.99
Clear Creek Disposal				
Bill	02/25/2025	1792325	03/17/2025	132.91
Total Clear Creek Disposal				132.91
Cummins Rocky Mountain LLC				
Bill	02/26/2025	39-250297144	03/28/2025	135.08
Total Cummins Rocky Mountain LLC				135.08
Express Publishing Inc.				
Bill	02/28/2025	February-2025	03/15/2025	960.32
Total Express Publishing Inc.				960.32
ICRMP				
Bill	03/01/2025	19030-2025-2	03/31/2025	128,971.00
Total ICRMP				128,971.00
Imperial Supplies LLC				
Bill	03/05/2025	I001CV8187	04/04/2025	285.94
Total Imperial Supplies LLC				285.94
Integrated Technologies				
Bill	02/25/2025	256995	03/07/2025	195.54
Bill	03/01/2025	253612	03/11/2025	35.00
Total Integrated Technologies				230.54
Katrina Vanden Heuvel				
Bill	03/09/2025	258	04/08/2025	2,500.00
Total Katrina Vanden Heuvel				2,500.00
Oxarc				
Bill	02/28/2025	0080004498	03/30/2025	65.00
Total Oxarc				65.00
Parkland USA DBA Conrad & Bischoff				
Bill	02/26/2025	IN-583432-25	03/28/2025	199.89
Total Parkland USA DBA Conrad & Bischoff				199.89
Rush Truck Centers				

MRTA - Operations Main
Unpaid Bills Detail
As of March 17, 2025

Type	Date	Num	Due Date	Open Balance
Bill	03/04/2025	3040829420	03/10/2025	125.98
Total Rush Truck Centers				125.98
Sentinel Fire & Security				
Bill	03/01/2025	109038	03/31/2025	119.85
Total Sentinel Fire & Security				119.85
The Aftermarket Parts Company, LLC				
Bill	03/04/2025	83668982	04/03/2025	747.00
Bill	03/04/2025	83668832	04/03/2025	1,073.79
Bill	03/05/2025	83669879	04/04/2025	874.58
Total The Aftermarket Parts Company, LLC				2,695.37
Wells Fargo				
Bill	02/28/2025	February-2025	03/15/2025	1,870.22
Total Wells Fargo				1,870.22
White Cloud Communications Inc.				
Bill	03/01/2025	108389	03/31/2025	570.00
Total White Cloud Communications Inc.				570.00
TOTAL				**146,039.82**

Mountain Rides Transportation A.
Unpaid Bills Detail
As of March 17, 2025

Type	Date	Num	Due Date	Open Balance
Cummins Sales and Service				
Bill	02/25/2025	07-250216090	03/07/2025	112,976.13
Total Cummins Sales and Service				112,976.13
Square D Construction LLC				
Bill	02/28/2025	MR15	03/10/2025	4,275.00
Total Square D Construction LLC				4,275.00
TOTAL				**117,251.13**

MRTA - Work Force Housing Fund
Unpaid Bills Detail
As of March 17, 2025

Type	Date	Num	Due Date	Open Balance
City of Ketchum				
Bill	02/28/2025	February 2025	03/15/2025	237.45
Total City of Ketchum				237.45
Clear Creek Disposal				
Bill	02/25/2025	1792325	02/25/2025	51.87
Total Clear Creek Disposal				51.87
Division of Occupational and Professional				
Bill	03/03/2025	H000919-2025	03/13/2025	125.00
Total Division of Occupational and Professional				125.00
TOTAL				**414.32**

======== RECORDED

REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, January 15, 2025, 1:00 pm
Ketchum City Hall, 191 5th St West, Ketchum, ID 83340

The Mountain Rides Transportation Authority's Board of Directors met in a Regular Meeting in person and via conference call.

PRESENT: **Chair Grady Burnett (Sun Valley), Vice-chair Tom Blanchard (Bellevue), Peter Hendricks (Sun Valley), Neil Bradshaw (Ketchum), Kristin Derrig (Ketchum) Martha Burke (Hailey), Melody Mattson (at-large)**

ALSO PRESENT: **Mountain Rides Executive Director, Wally Morgus**
Mountain Rides Director, Maintenance, Carlos Tellez
Mountain Rides Director, Transit Operations, Jamie Canfield
Mountain Rides Director, Finance, HR, & Administration, Jerry Garcia
Mountain Rides Finance & Administration Specialist, Liz Ruiz
Mountain Rides MarCom & Outreach Specialist, Andrea Hernandez
Mountain Express Reporter, Jay Westcott (703)559-1118
The City of Ketchum, Trent Donat

NOT PRESENT: Muffy Davis

1. CALL TO ORDER

Chair Grady Burnett called to order the meeting on Wednesday, January 15, 2025, at 1:02 pm. Kristin Derrig took a roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR, BOARD MEMBERS, and STAFF

Grady Burnett said Mountain Rides did a good job this holiday season. Wally Morgus followed up, stating it was a busy season with no incidents. Peter Hendricks asked if there was any issue with the workers in town. Jamie Canfield said they haven't had any problems, other than some people trying to get on the bus with beer, but he said the drivers have done a good job managing the issue.

3. PUBLIC COMMENTS

There were none

4. ACTION ITEM:

Approve *Consent Agenda*

a. *Authorize/Approve: Disbursement of MRTA's funds for paying bills on hand as of January 10, 2025*
b. *Approve/File: Amended minutes of Regular Board Meeting, November 20, 2024*
c. *Approve/File: Minutes of Regular Board Meeting, December 18, 2024*
d. *Approve/File: Minutes of Finance & Performance Committee, January 2, 2025*
e. *Receive/File: Performance Dashboard, October 2024*
f. *Receive/File: Performance Dashboard, November 2024*
g. *Receive/File: November 2024 Operating Fun Financial Statements and Bills Paid*
h. *Receive/File: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Executive Director*

Peter Hendricks moved to approve the consent agenda, and Martha Burke seconded it. The motion passed unanimously.

5. DISCUSSION ITEM: *February 2025 Board of Directors Workshop*

Wally Morgus stated that Kat would send the questionnaire to everyone in the next few weeks. Still, he would like to encourage everyone to bring up anything they would like to add for consideration during the workshop in February. Grady Burnett said he is looking forward to the workshop and knows it will be well thought out. Jamie Canfield said he would like the board to consider creating a dedicated airport service.

6. DISCUSSION ITEM: *Items of interest to the members*

Grady Burnett mentioned that he is interested in the process of buying parts for the fleet. Carlos Tellez said they used to buy many parts from NAPA and local stores, but now they buy stuff from Amazon, too, because it saves them money. Neil Bradshaw said that Mountain Rides should establish a policy for buying local. He said that the city of Ketchum is willing to pay 10% (ten percent) more to buy the item locally, and Mountain Rides should establish a similar policy. Jerry Garcia mentioned that they shop online because sometimes they can't find a part they're looking for locally, so they purchase it online. Carlos Tellez said they're still buying a lot of stuff from NAPA and O'Reilly almost daily.

Grady Burnett said he wants to talk about the World Cup. Wally Morgus noted there's a meeting coming up with the City of Sun Valley, the City of Ketchum, law enforcement, and the streets department. Wally Morgus said he initiated contact for this meeting to get Jamie Canfield in contact with all the people he needs to be in contact with. Wally Morgus said he talked to Jade and that there will be a hired shuttle service from Sun Valley Company, and they would like to integrate the shuttle to complement the current Mountain Rides routes. Kristin Derrig asked if the shuttle service is geared toward spectators or athletes. Jamie Canfield said that it's geared more towards the athletes. He noted that some athletes will be in town before the World Cup, so, the shuttle service may be in place beforehand. Jamie Canfield stated that we will have an additional Bronze Route that goes from River

Run to Warm Springs to shuttle people who are parking at River Run and shuttle them to Warm Springs.

Grady Burnett asked if we're working with law enforcement to ensure that the buses can get through with the lane closures. Jamie Canfield said they are making sure their bus lanes are cleared. He said instead of turning left to go into Warm Springs Lodge, they would take a right on Picabo St and return to Warm Springs Rd. He said they will need police to ensure no one is parked in a spot that will make it hard for drivers to make a turn.

Jamie Canfield said that they might provide a dedicated ADA service. He said that no matter how full the buses get, it is on a first-come, first-served basis. He said having an ADA van would be great for anyone who has a disability and can't make it on the bus.

Neil Bradshaw asked for an update on the Bellevue building. Wally Morgus said the project is proceeding very smoothly. He said they are 50% of the way to getting done. He said they will have the building ready for occupancy in April, even though they didn't expect it to be done until May. He said half the work that still needs to be done is a lot of equipment installation inside the building, chargers, bus wash system, lifts, pulleys, and cables to support the electric bus maintenance efforts. They anticipate it will go along very quickly; it is just a matter of getting the equipment on hand and installing it. Wally Morgus said they are very happy with EKC's work and have accommodated Mountain Rides very well by keeping the facility open and operating during construction. Grady Burnett asked if they still have Destiree overseeing. Wally Morgus said yes, he is there almost daily. He said it was the best investment they made. Grady Burnett asked Wally Morgus if Destiree had gone to them to inform them of something that was done that was a shift in what the construction company was supposed to do. Wally Morgus said Destiree caught the elevation issues.

Kristin Derrig wanted to commend Jerry and his team on the new schedule rack card. She said it was great to include Instagram and Facebook on there. She mentioned it would be good to make a version of a poster or distribute it in places. Jerry Garcia said they have already been distributed to all their distribution centers. Kristin Derrig asked if they would stop printing schedules. Jamie Canfield said that if they do print them, they will print a much smaller number of schedules. Kristin said that they're getting closer to having a consistent schedule year-round and that having the rack card will make it much more manageable.

Tom Blanchard said he had talked to the drivers and that they are excited about the automatic washers for the buses.

7. ACTION ITEM: *Executive Session, per Idaho Code 74-206*

The board unanimously voted to go into the executive session.

8. ACTION ITEM: *Per Executive Session, if any*

There were none.

8. Reconvene/reopen public session:

Tom Blanchard motioned to reopen the public session; Neil Bradshaw seconded. The motion carried unanimously.

9. ADJOURNMENT

Peter Hendricks moved to adjourn the meeting at 1:41 pm. Martha Burke seconded. The motion carried unanimously.

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Chair Grady Burnett

Planning & Marketing Committee

Regular Monthly Meeting

Wednesday, February 05, 2025, 11:00 am

MINUTES

In attendance: Melody Mattson, Martha Burke, Wally Morgus, Jerry Garcia, Carlos Tellez, Jamie Canfield, and Andrea Hernandez

1) **Call to Order**

2) **Comments** from the Chair and Members

   There were none.

3) **Review:** Website Progress

   Andrea Hernandez reviewed the Mountain Rides website, which is under construction.

4) **Discuss:** Website & Branding

   Andrea Hernandez showed progress on the Mountain Rides website, which is under construction. She explained the layout she would like to see instead of the current one. She also showed the new virtual schedules on the website and explained that they are mobile-optimized.

   After showing the board the website, she directed her attention to branding. She informed the board that the goal is to create their marketing material with the same design concept to establish a strong brand presence. She showed a poster design that will go inside the buses and a new schedule rack card designed specifically for the airport.

5) **Discuss:** Other matters for consideration by the Committee

   There were none.

6) **Adjourn**

Planning & Marketing Committee

Regular Monthly Meeting

Wednesday, March 05, 2025, 11:00 am

MINUTES

In attendance: Melody Mattson, Wally Morgus, Jerry Garcia, Carlos Tellez, Jamie Canfield, Liz Ruiz, and Andrea Hernandez

1) **Call to Order**

2) **Comments** from the Chair and Members

3) **Review:** January 2025 Performance Dashboard

   Wally Morgus said that because there was no board meeting in February, he wanted to present the January 2025 Performance Dashboard in both the Planning & Marketing Committee Meeting and the Finance & Planning Committee Meeting.

4) **Discuss:** Progress on the New Bellevue Facility

   Wally Morgus said they are looking at a completion date of May 9th. Some things still need to be done, including stucco work outside and the bus washing system. Wally said they should be able to occupy the building by the end of May.

   Wally said the original budget for the building was $6.2 million, but after pricing out the equipment, among other things, it went down to $5.5 million. He said they've already paid about $4.2 million and need another $1.2 million for equipment and EKC payments. They will finish at around $5.5 million, meaning they will be on or under budget, and the construction will be done on time.

5) **Discuss:** May 12, 2025, ITD-PT Site Review

   Wally Morgus said he wanted to inform the board about the site review and let them know they are welcome to participate.

6) **Discuss:** Other matters for consideration by the Committee

   Andrea Hernandez shared that she's working on the marketing plan and that they aim to have their new website online before the World Cup.

7) **Adjourn**

Public information supporting agenda items is available at the Mountain Rides office at 800 1st Ave. North, Ketchum, or by requesting a copy by calling Mountain Rides at 208.788.7433.

Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides at least 72 hours in advance of the meeting by calling 208.788.7433.

Finance & Performance Committee

Regular Monthly Meeting
Wednesday, February 05, 2025, 12:30 pm

Minutes

Present: Neil Bradshaw, Peter Hendricks, Muffy Davis, Tom Blanchard, Wally Morgus, Jerry Garcia, Liz Ruiz, Jamie Canfield, Carlos Tellez, & Andrea Hernandez

1) **Call to Order**

2) **Comments** from the Chair and Members

3) **Review:** December 2024 Operating Fund Financial Statements and Bills Paid, and December 2024 quarterly Capital, Facilities, Workforce Housing, and Contingency Financial Statements and Bills Paid

   a) The group went over the financials and bills paid with Jerry Garcia to answer questions.

   b) Neil Bradshaw moved to add these items to the Board Consent Agenda to be received and filed. Muffy Davis seconded. All members approved.

4) **Action Item:** Authorize/Approve disbursement of MRTA's funds for paying bills on hand as of February 3, 2025

   a) Neil Bradshaw moved to authorize and approve the disbursement of bills on hand. Muffy Davis seconded. All members approved

5) **Discuss:** Other Matters for Consideration by the Committee

6) **Adjourn**

   a) Peter Hendricks made a motion to adjourn, and Muffy Davis Seconded

Finance & Performance Committee

Regular Monthly Meeting
Wednesday, March 05, 2025, 12:30pm

Minutes

Present: Tom Blanchard, Neil Bradshaw, Peter Hendricks, Wally Morgus, Carlos Tellez, Jerry Garcia, Liz Ruiz, Andrea Hernandez

1) **Call to Order**

2) **Comments** from the Chair and Members

3) **Review:** January 2025 Operating Fund Financial Statements and Bills Paid

   - The Committee reviewed and discussed the January 2025 Operating Fund Financial Statements and Bills Paid. Neil Bradshaw moved to add these items to the Board Consent Agenda to be received and filed. Tom Blanchard seconded. All members approved.

4) **Action Item:** Authorize/Approve disbursement of MRTA's funds for paying bills on hand as of March 3, 2025

   - Neil Bradshaw made a motion, Peter Hendricks seconded. All members approved.

5) **Review:** January 2025 Performance Dashboard

   - Catch up because there was no regular Board meeting in February. Reviewed Dashboard, with Wally Morgus answering questions.

   - Peter Hendricks made a motion to move the January Dashboard up to the Consent Agenda at the March 19, 2025, Board Meeting; Neil Bradshaw seconded. All members approved.

6) **Discuss:** Progress on the New Bellevue Facility

   - Wally Morgus discussed progress on the Bellevue Facility construction.

7) **Discuss:** May 12, 2025, ITD-PT Site Review

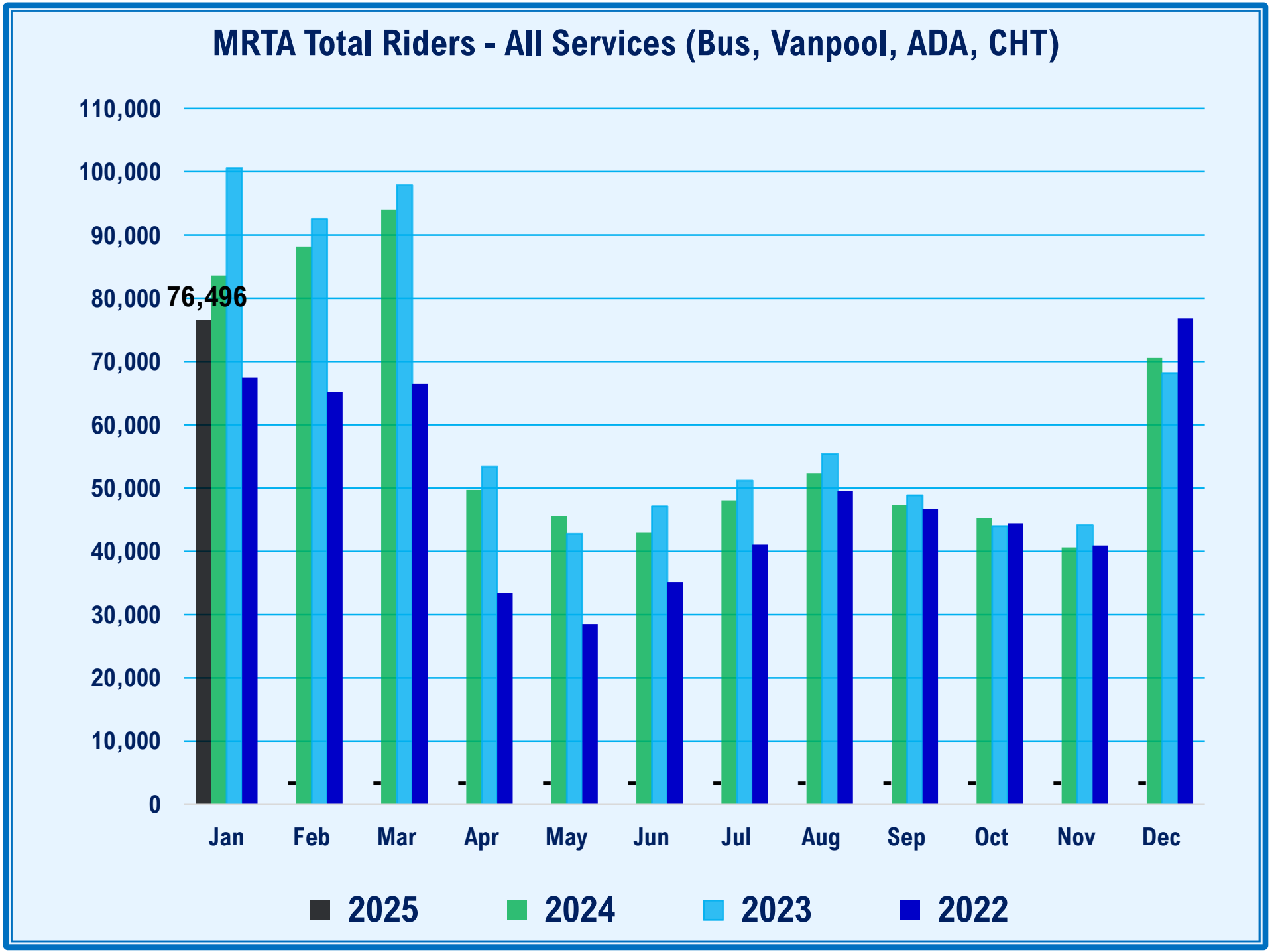
   - Wally Morgus discussed the ITD-PT Site Review visit with the committee and extended an invitation to up to four board members to attend the Site Review.

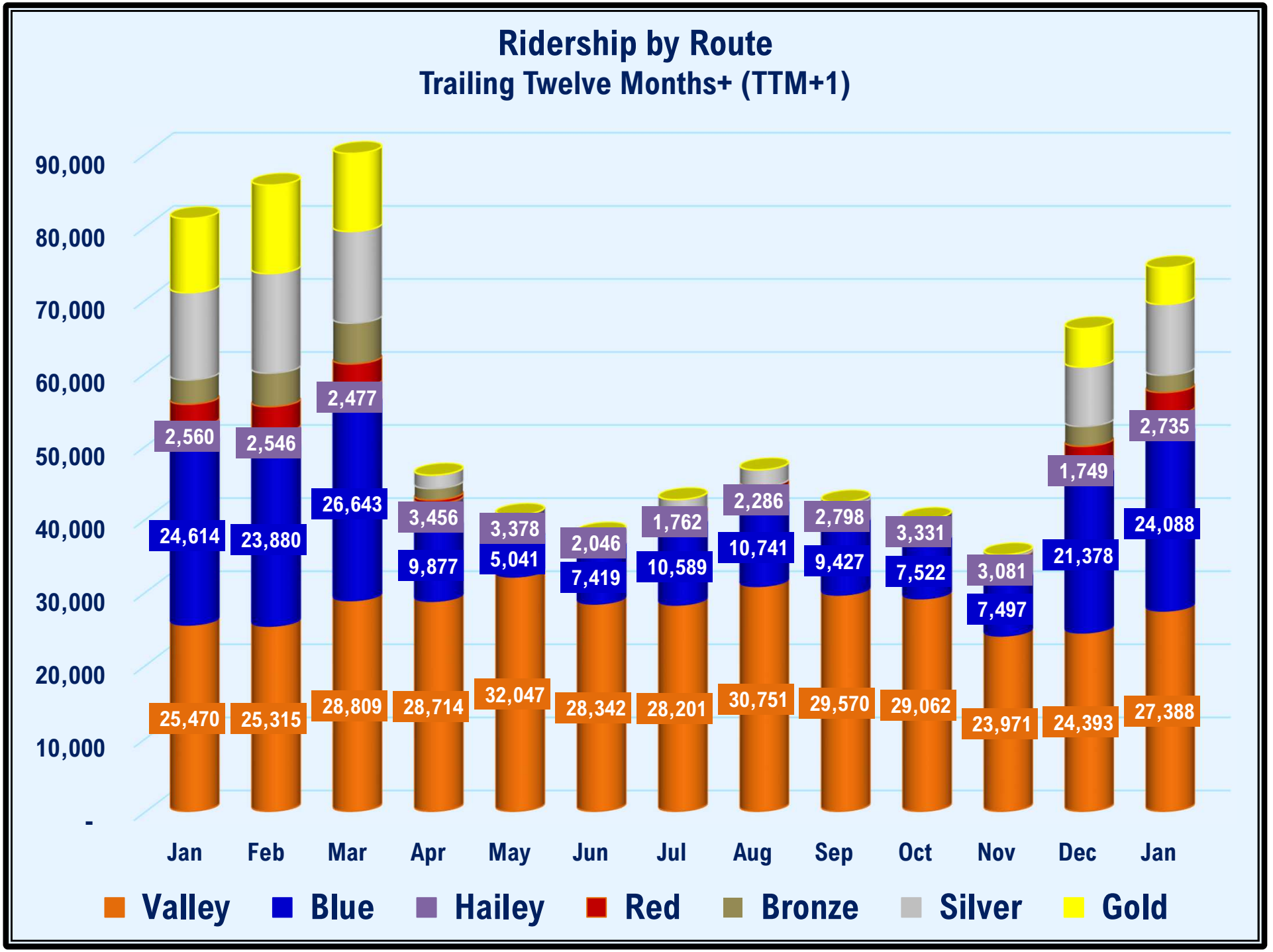
8) **Discuss**: Other Matters for Consideration by the Committee

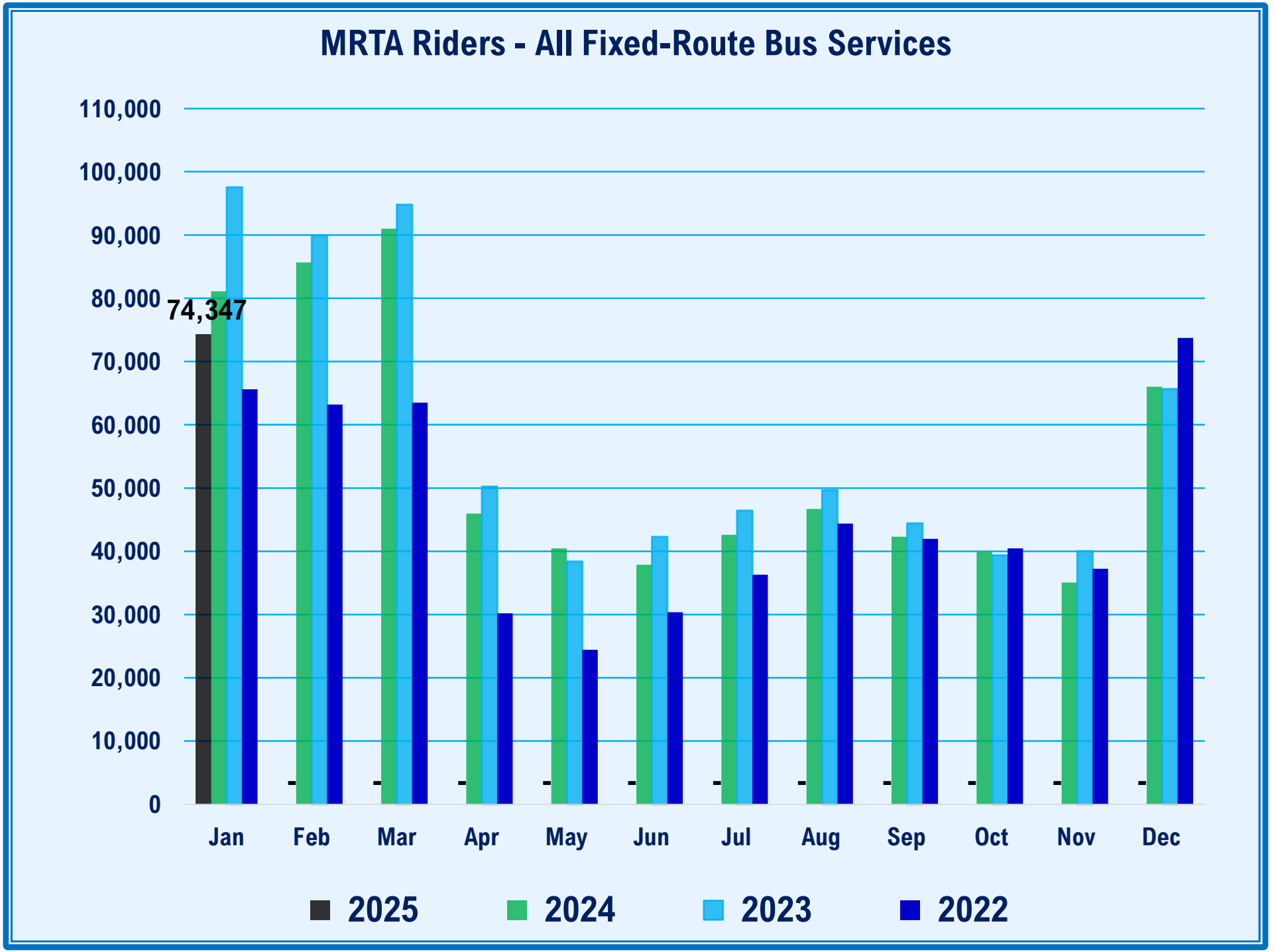
   - Tom Blanchard requested that fuel expenses be highlighted on the Bills Paid Report moving forward.

9) **Adjourn**

   - Peter Hendricks moved, Neil Bradshaw seconded, adjourned at 12:55p.


MRTA Total Riders - All Services (Bus, Vanpool, ADA, CHT)
110,000
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
76,496
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022


Ridership by Route
Trailing Twelve Months+ (TTM+1)
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
-
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
2,560
24,614
25,470
2,546
23,880
25,315
2,477
26,643
28,809
3,456
9,877
28,714
3,378
5,041
32,047
2,046
7,419
28,342
1,762
10,589
28,201
2,286
10,741
30,751
2,798
9,427
29,570
3,331
7,522
29,062
3,081
7,497
23,971
1,749
21,378
24,393
2,735
24,088
27,388
Valley
Blue
Hailey
Red
Bronze
Silver
Gold


MRTA Riders - All Fixed-Route Bus Services
110,000
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
74,347
Jan
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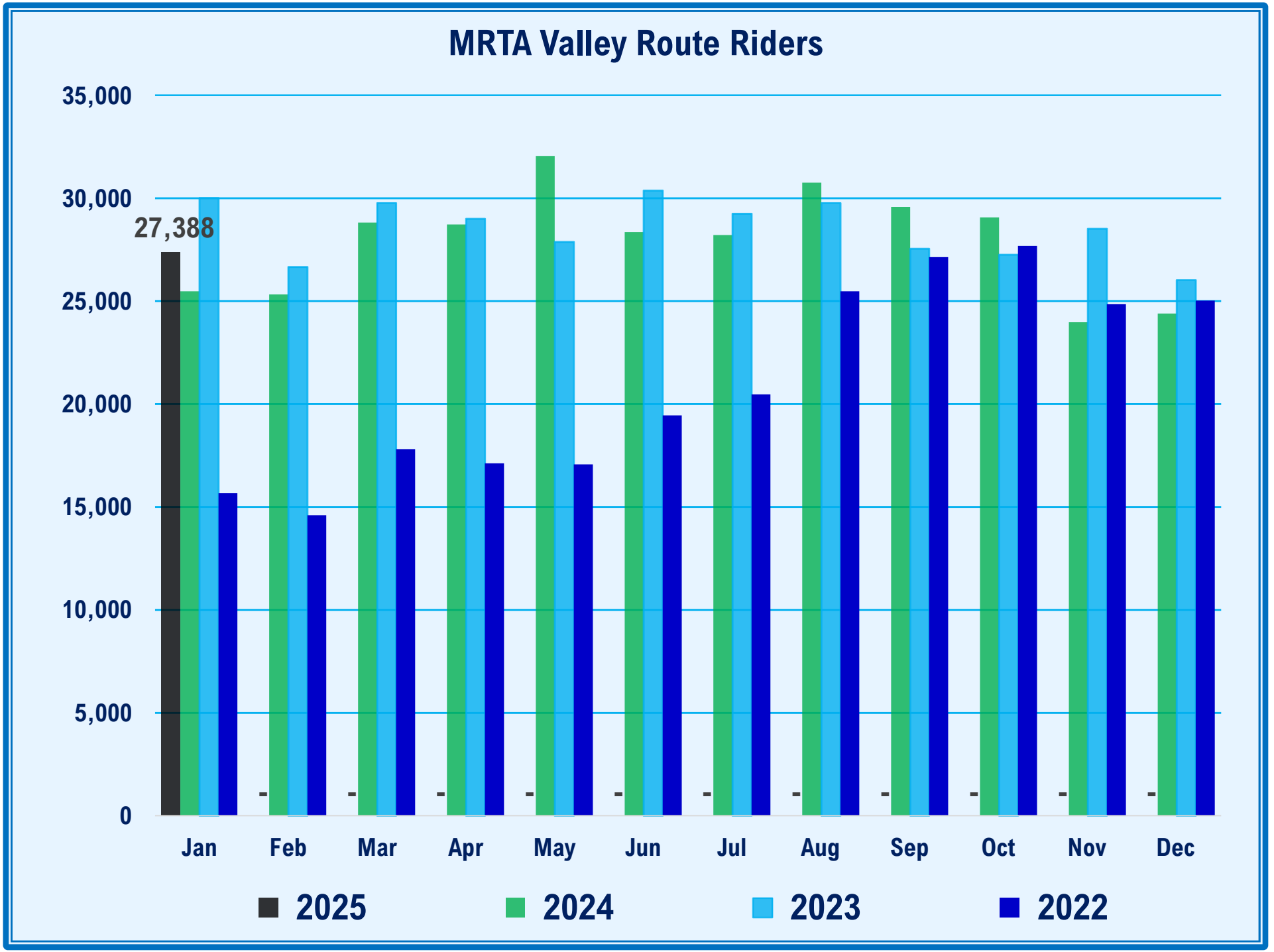
2023
2022


MRTA Valley Route Riders
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
27,388
Jan
Feb
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Apr
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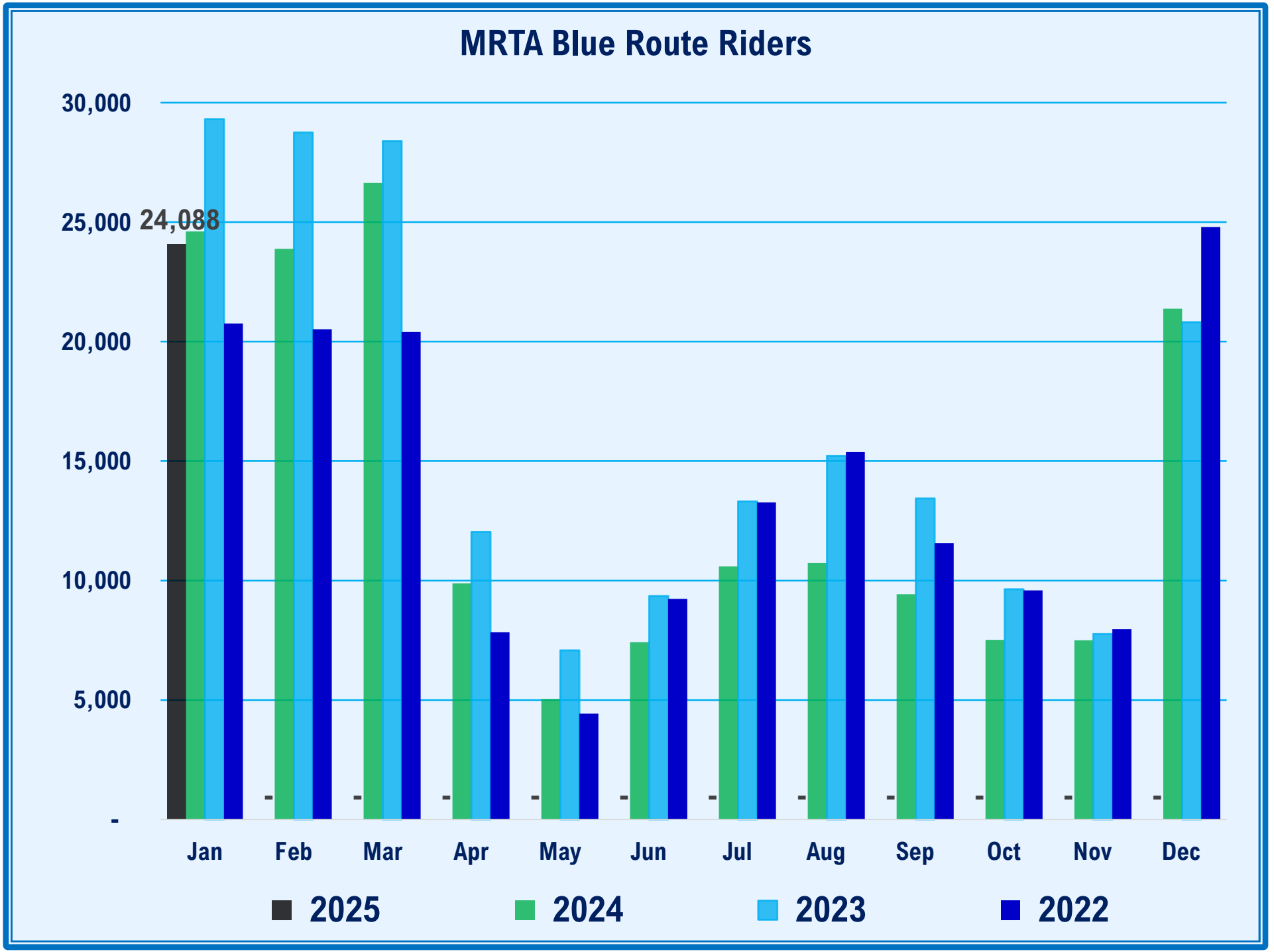
2024
2023
2022


MRTA Blue Route Riders
30,000
25,000
20,000
15,000
10,000
5,000
-
24,088
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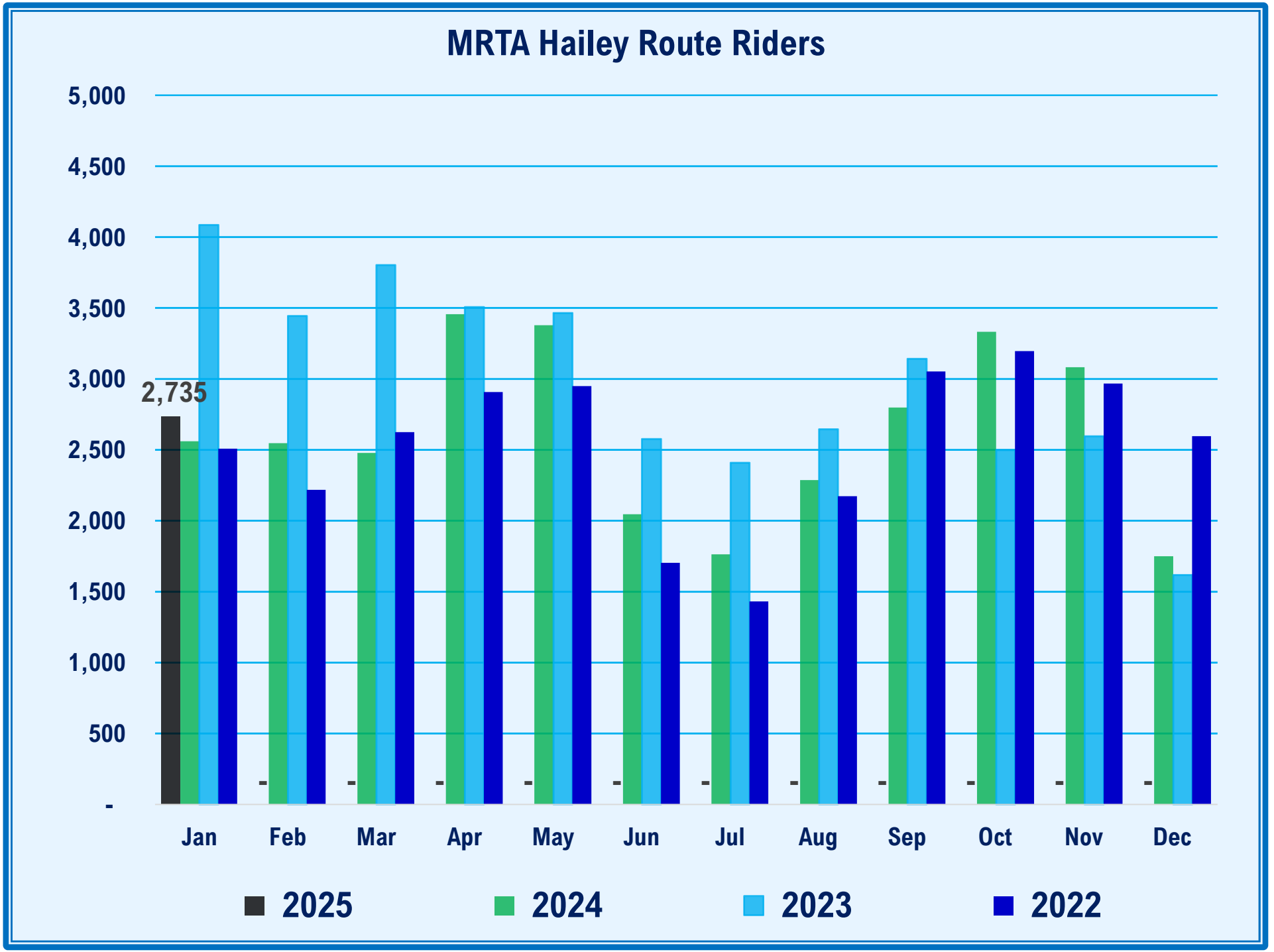
MRTA Hailey Route Riders
5,000
4,500
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
-
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Jan
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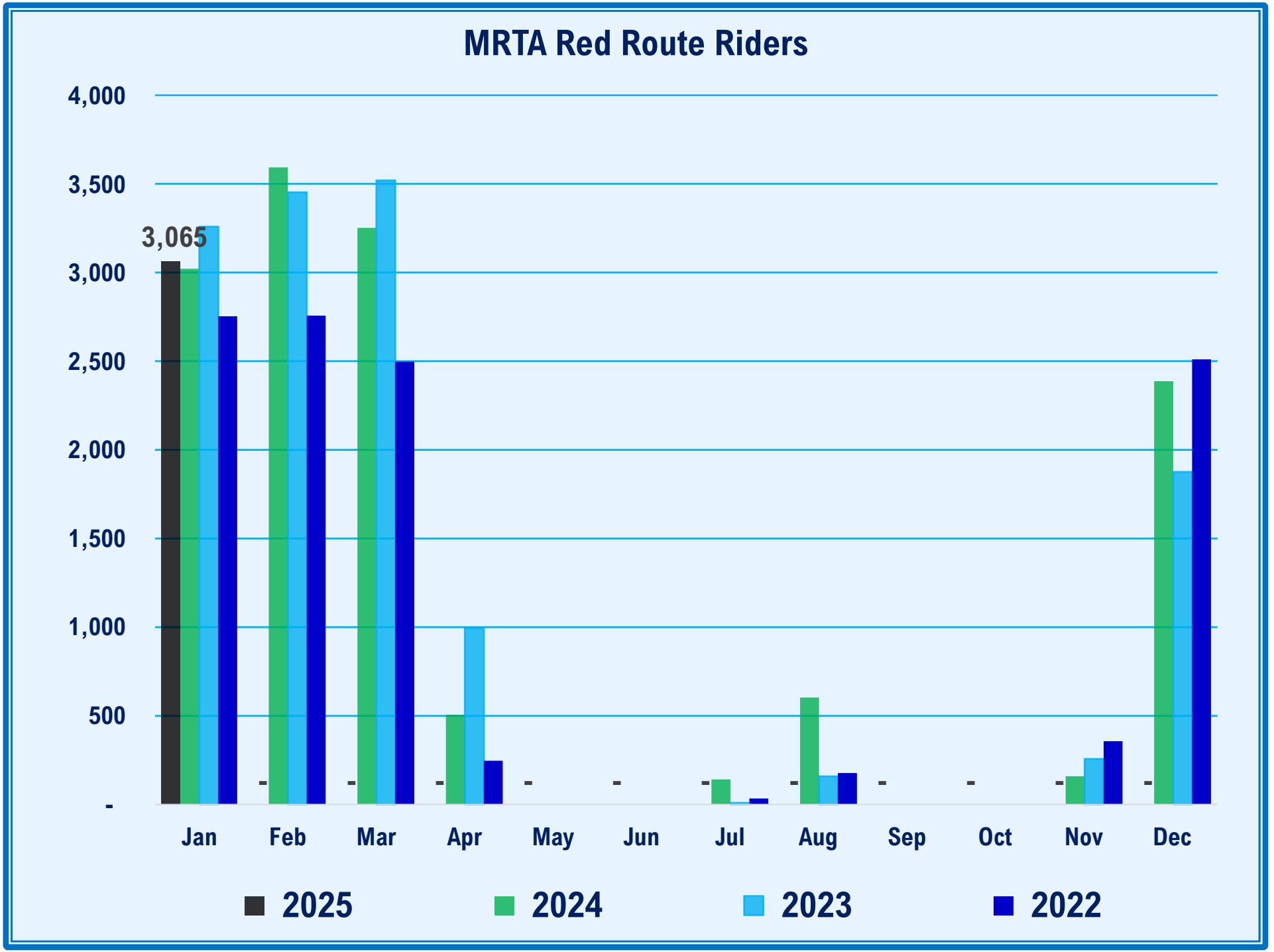
2022


MRTA Red Route Riders
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
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3,065
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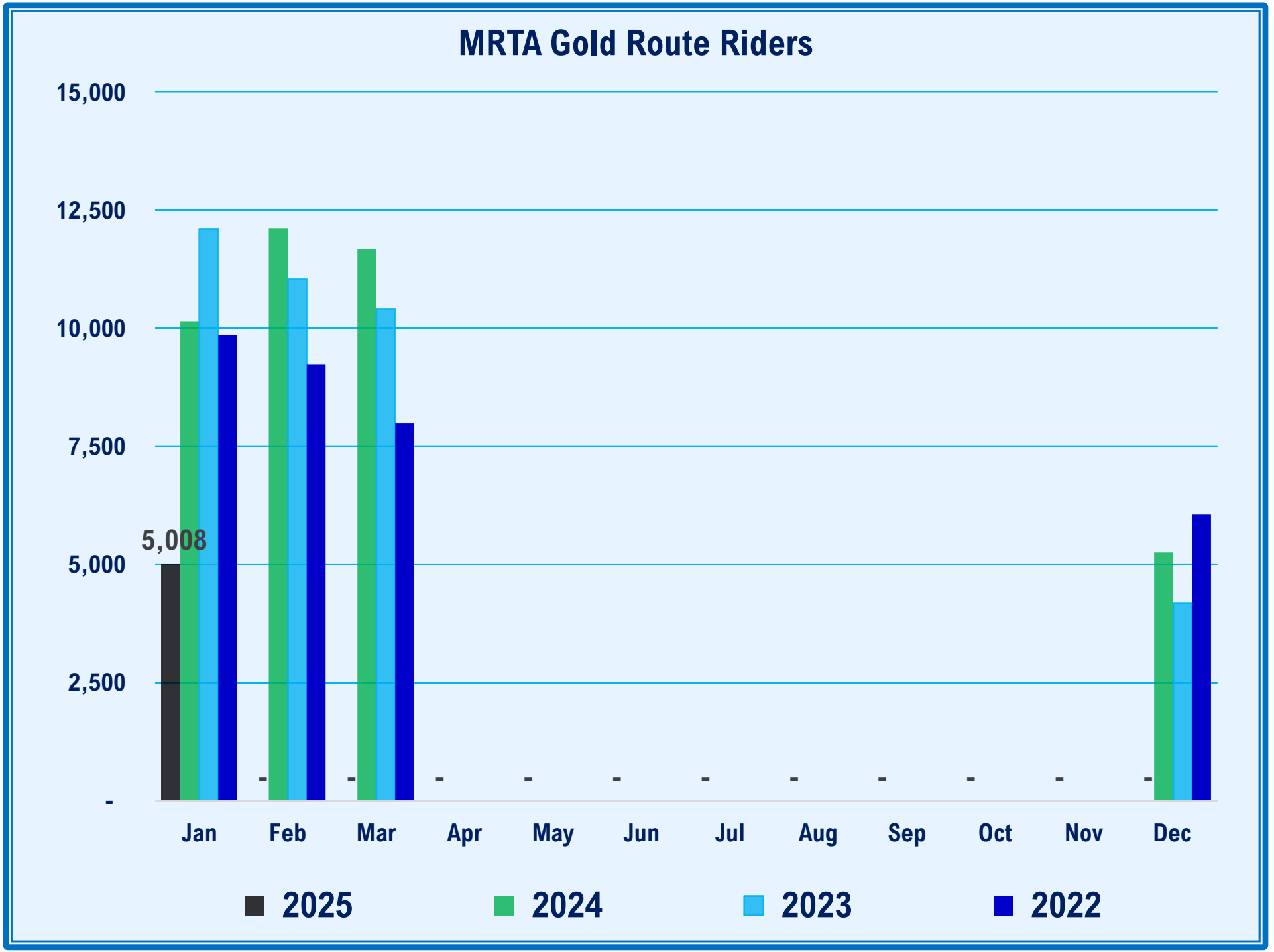
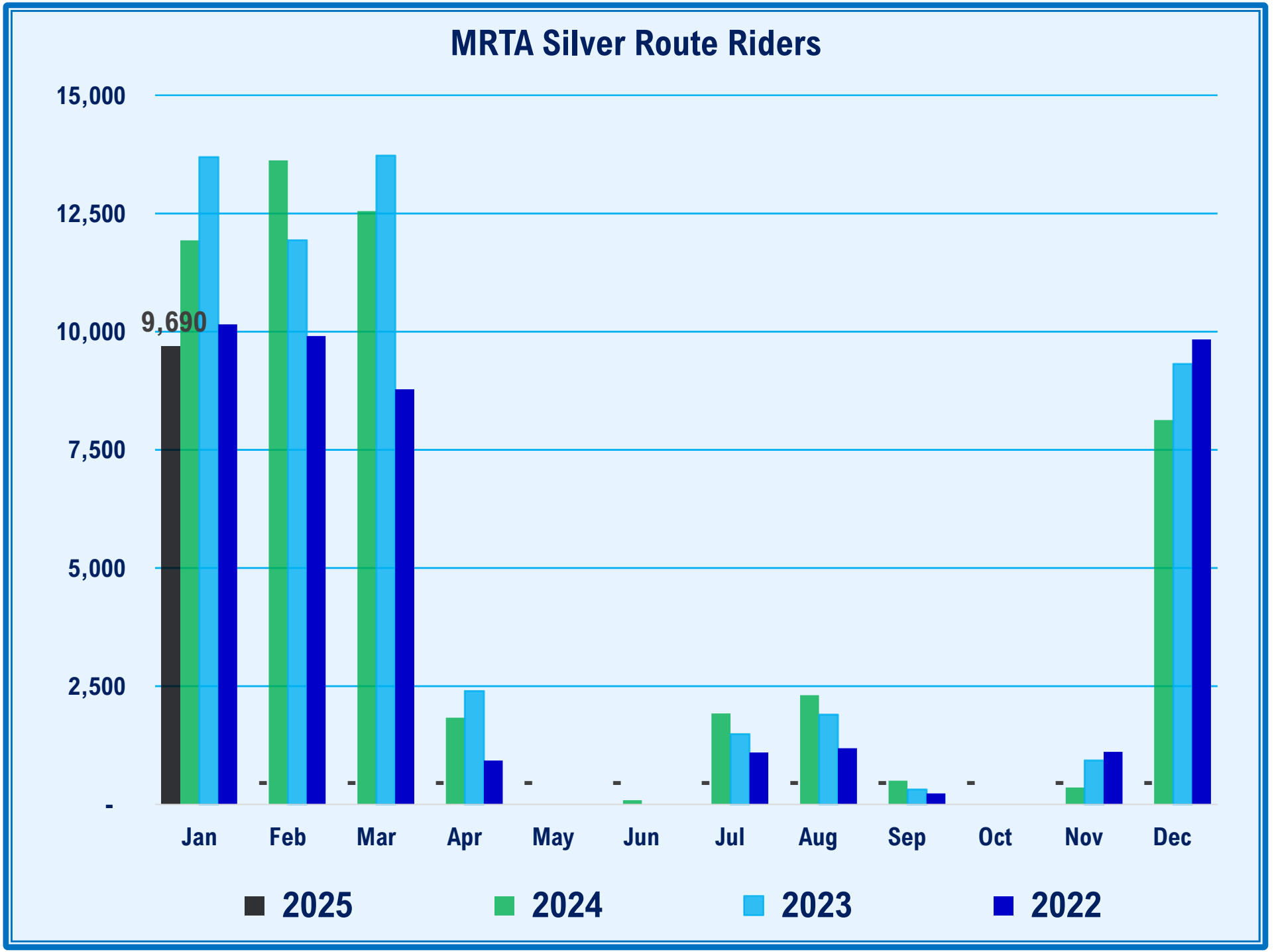
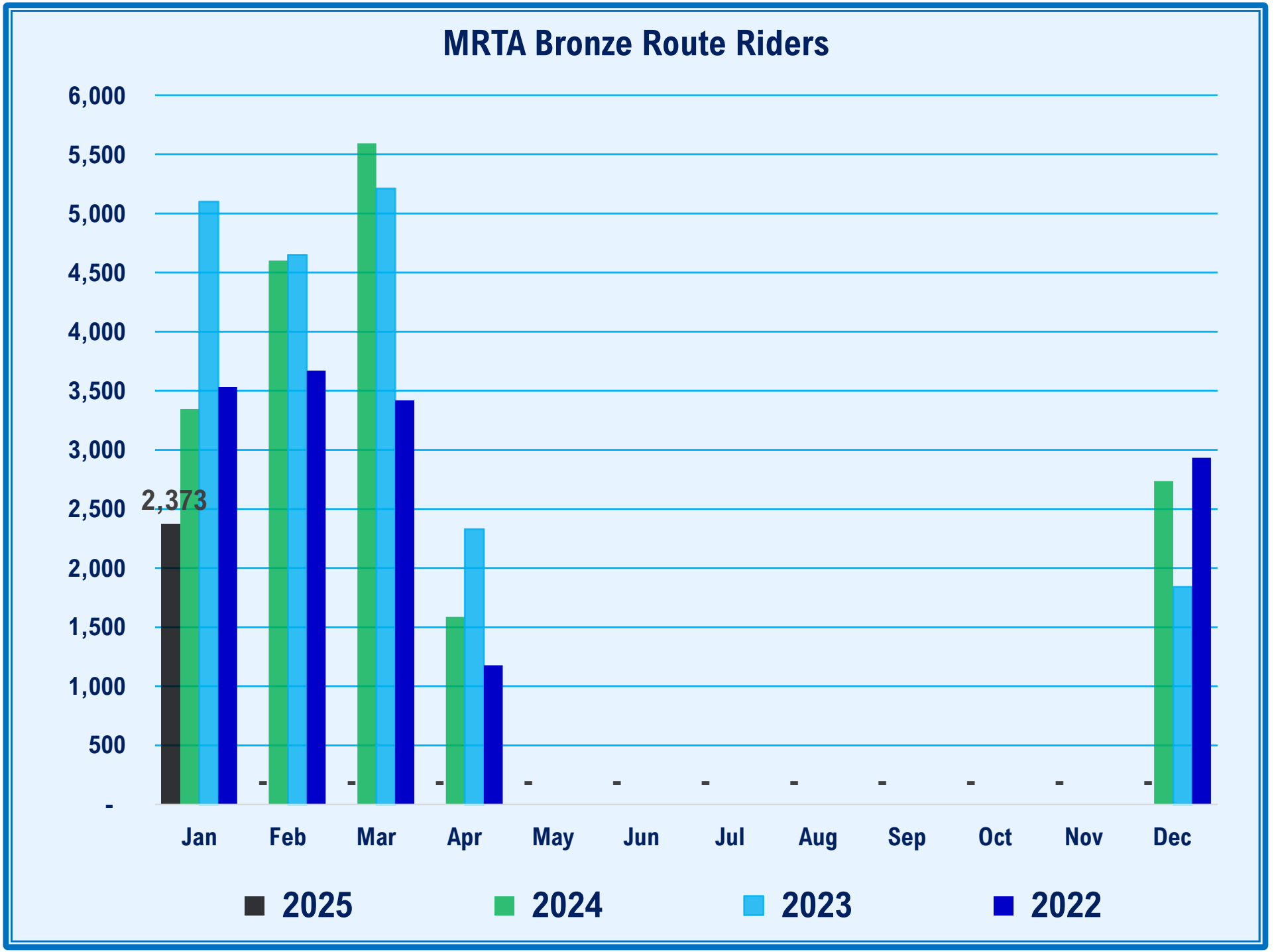
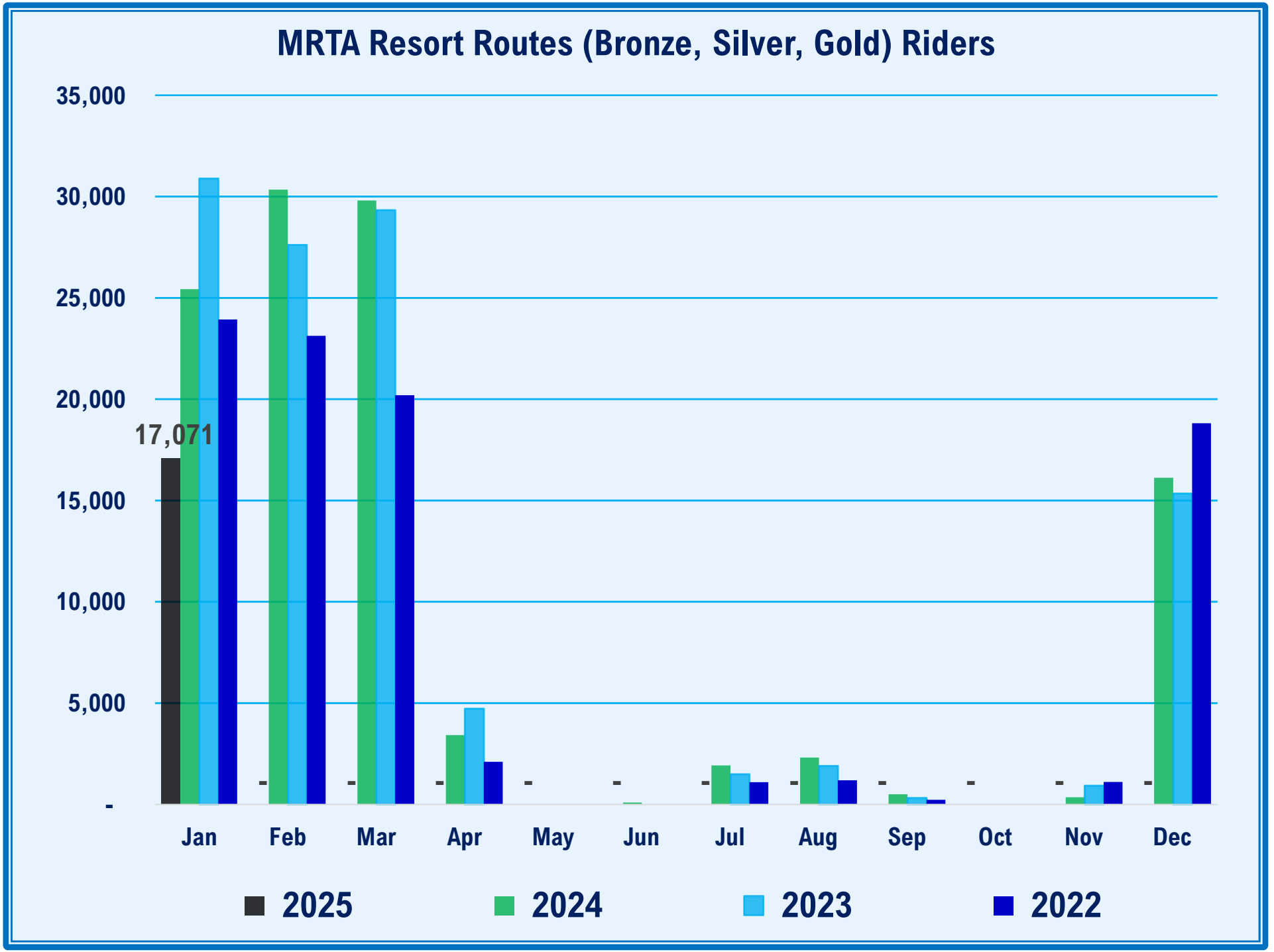
2024
2023
2022

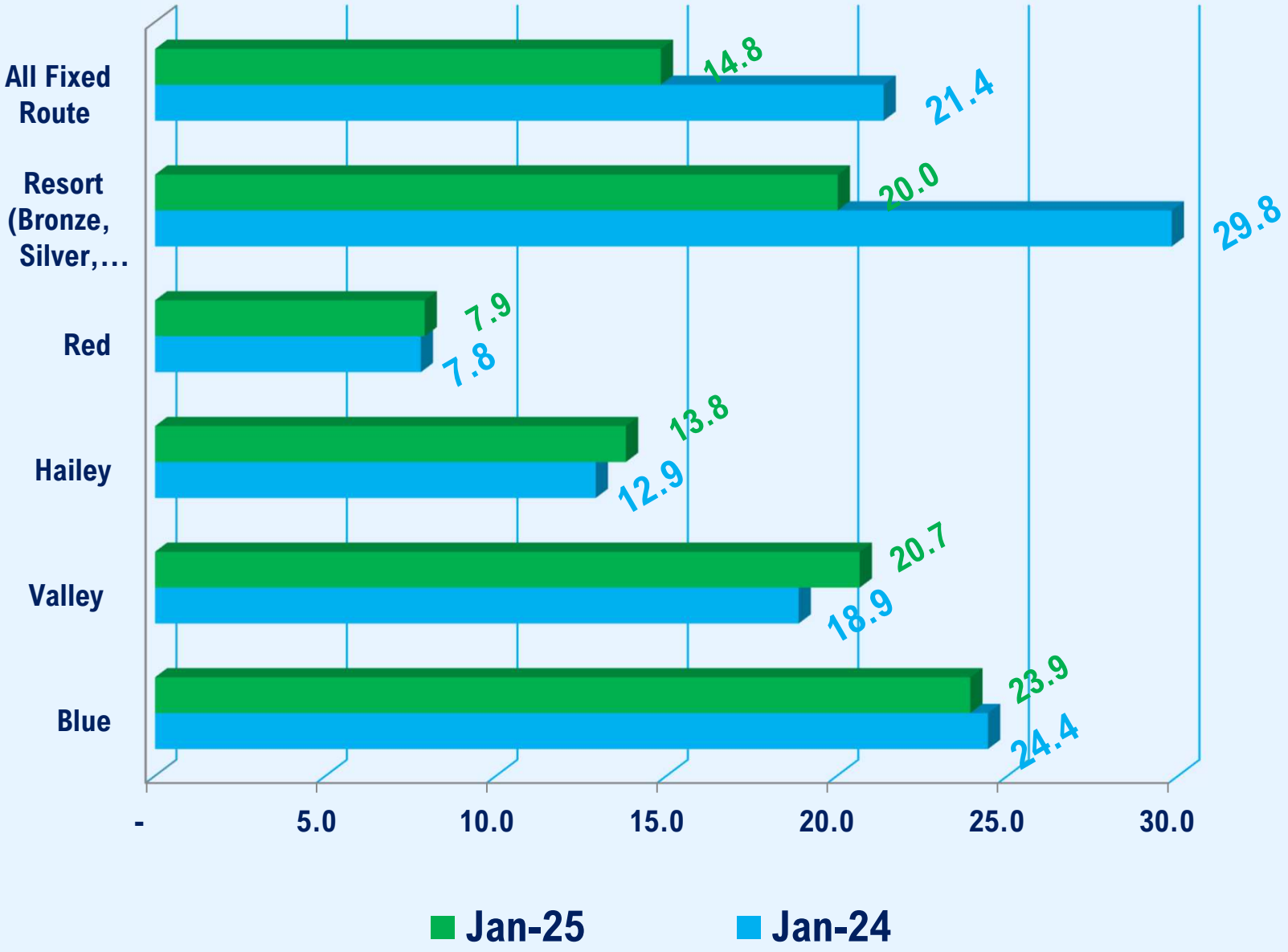

MRTA Gold Route Riders
15,000
12,500
10,000
7,500
5,000
2,500
-
5,008
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

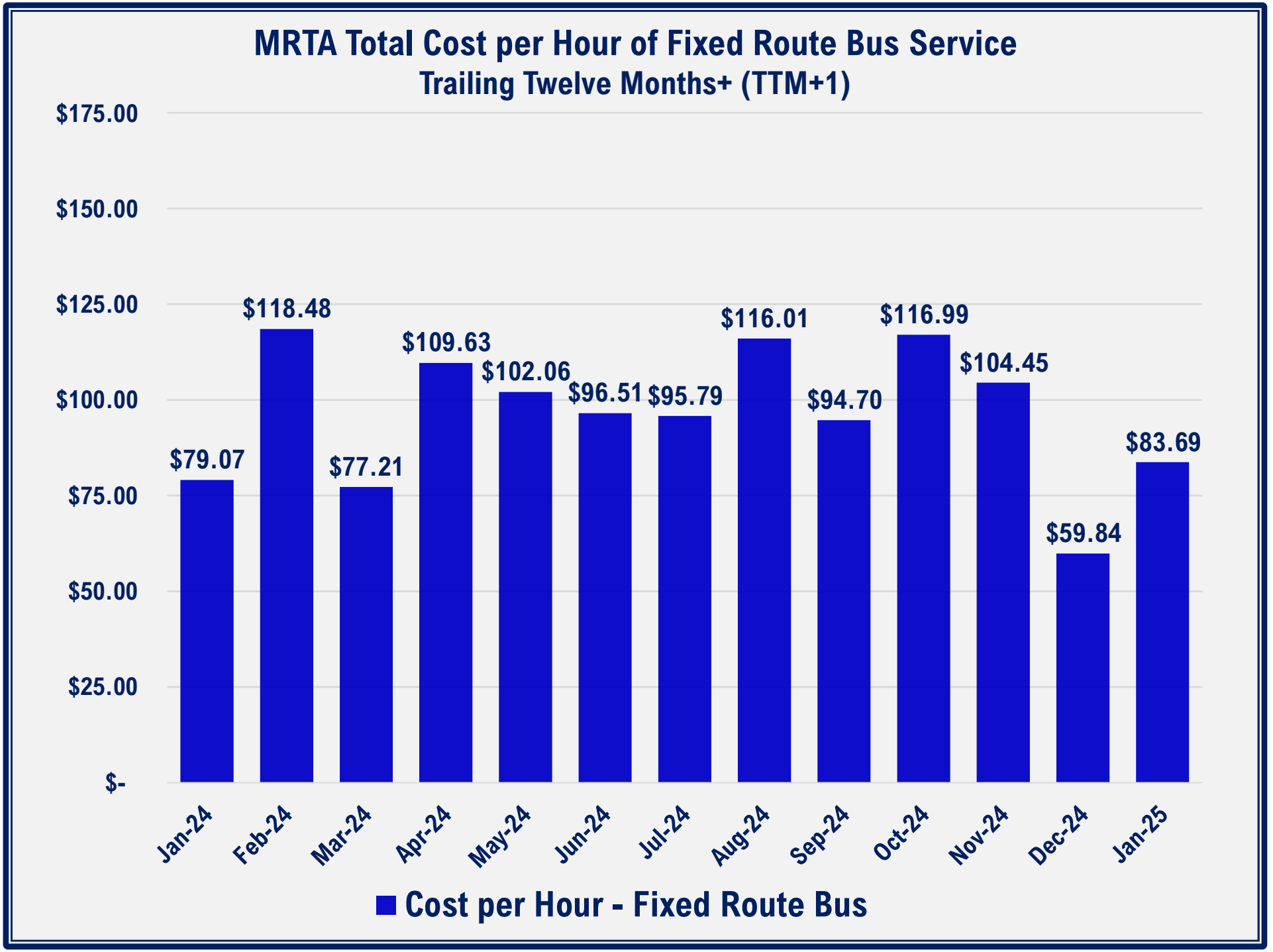

MRTA Silver Route Riders
15,000
12,500
10,000
7,500
5,000
2,500
-
9,690
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022


MRTA Bronze Route Riders
6,000
5,500
5,000
4,500
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
-
2,373
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

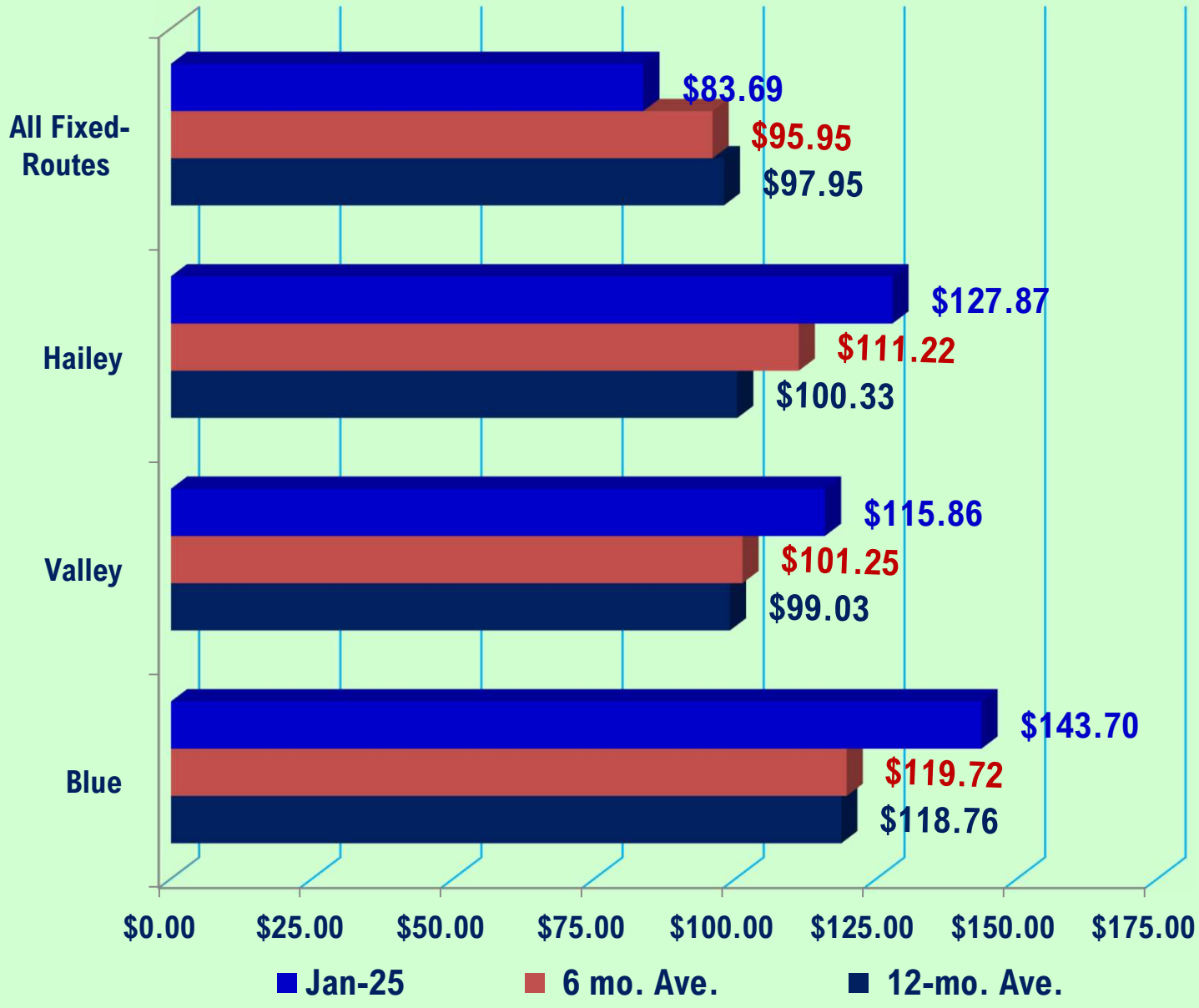

MRTA Resort Routes (Bronze, Silver, Gold) Riders
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
17,071
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

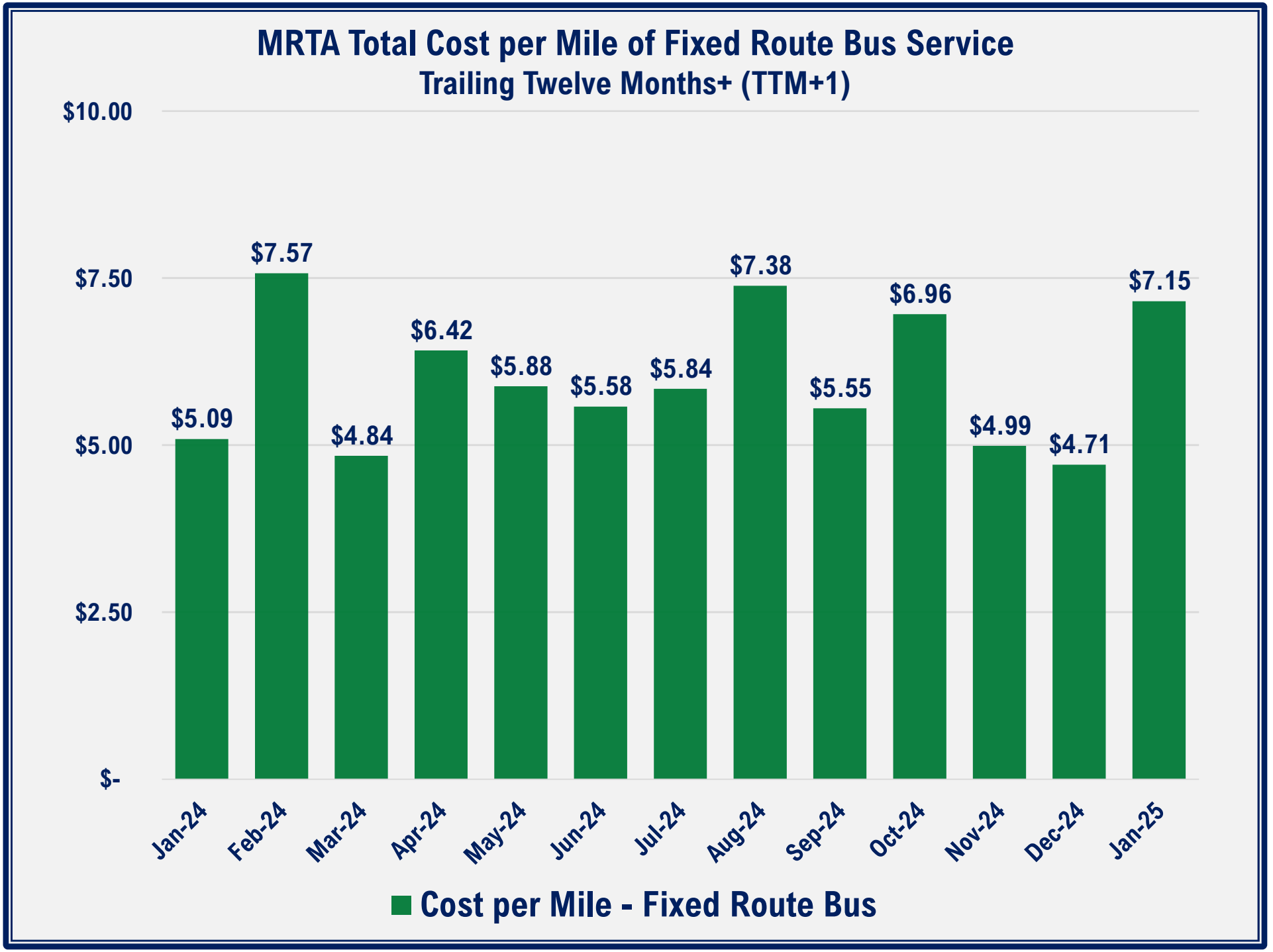
MRTA Riders per Hour



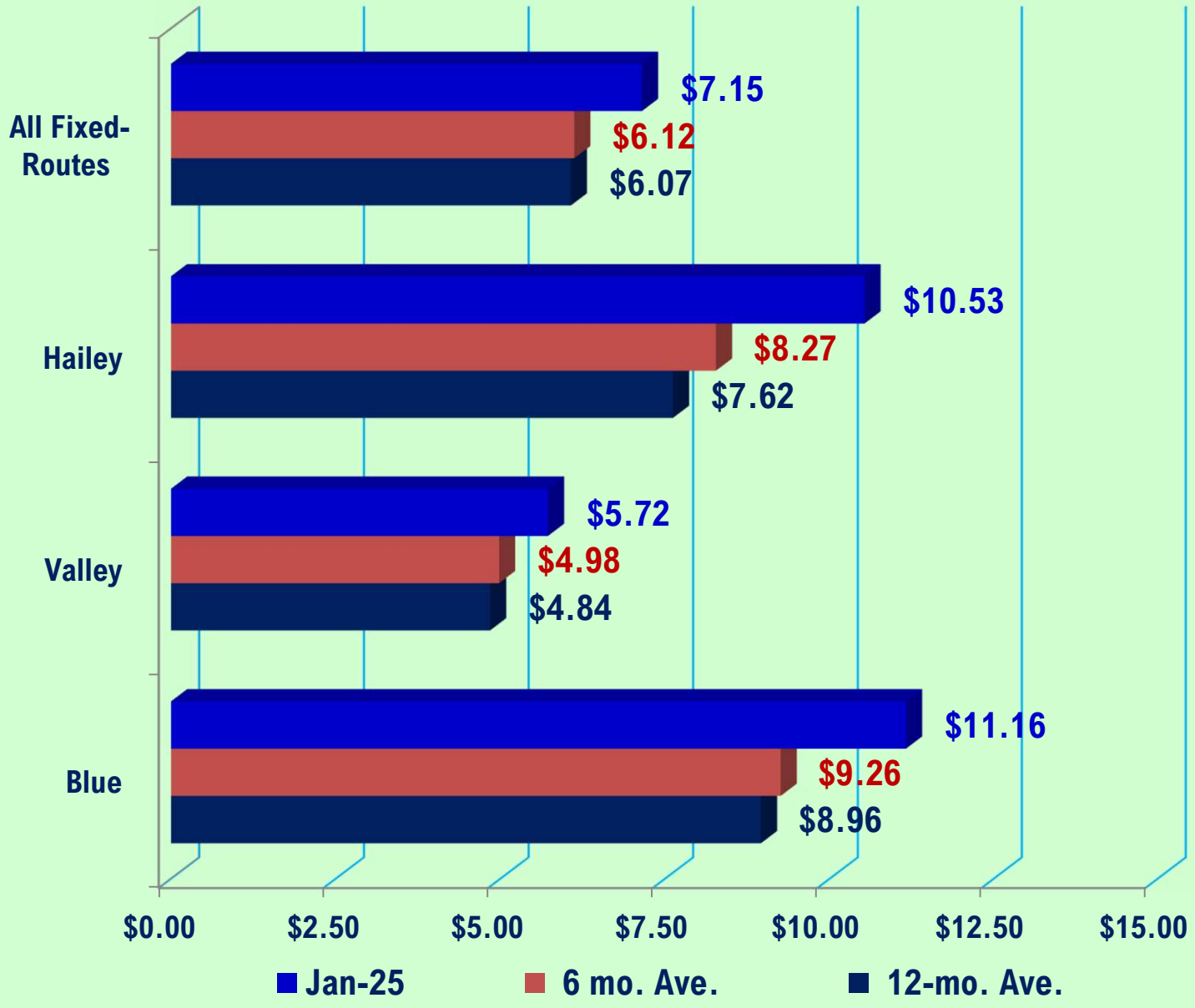

MRTA Total Cost per Hour of Fixed Route Bus Service
Trailing Twelve Months+ (TTM+1)
$175.00
$150.00
$125.00
$100.00
$75.00
$50.00
$25.00
$-
$79.07
$118.48
$77.21
$109.63
$102.06
$96.51
$95.79
$116.01
$94.70
$116.99
$104.45
$59.84
$83.69
Jan-24
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Cost per Hour - Fixed Route Bus

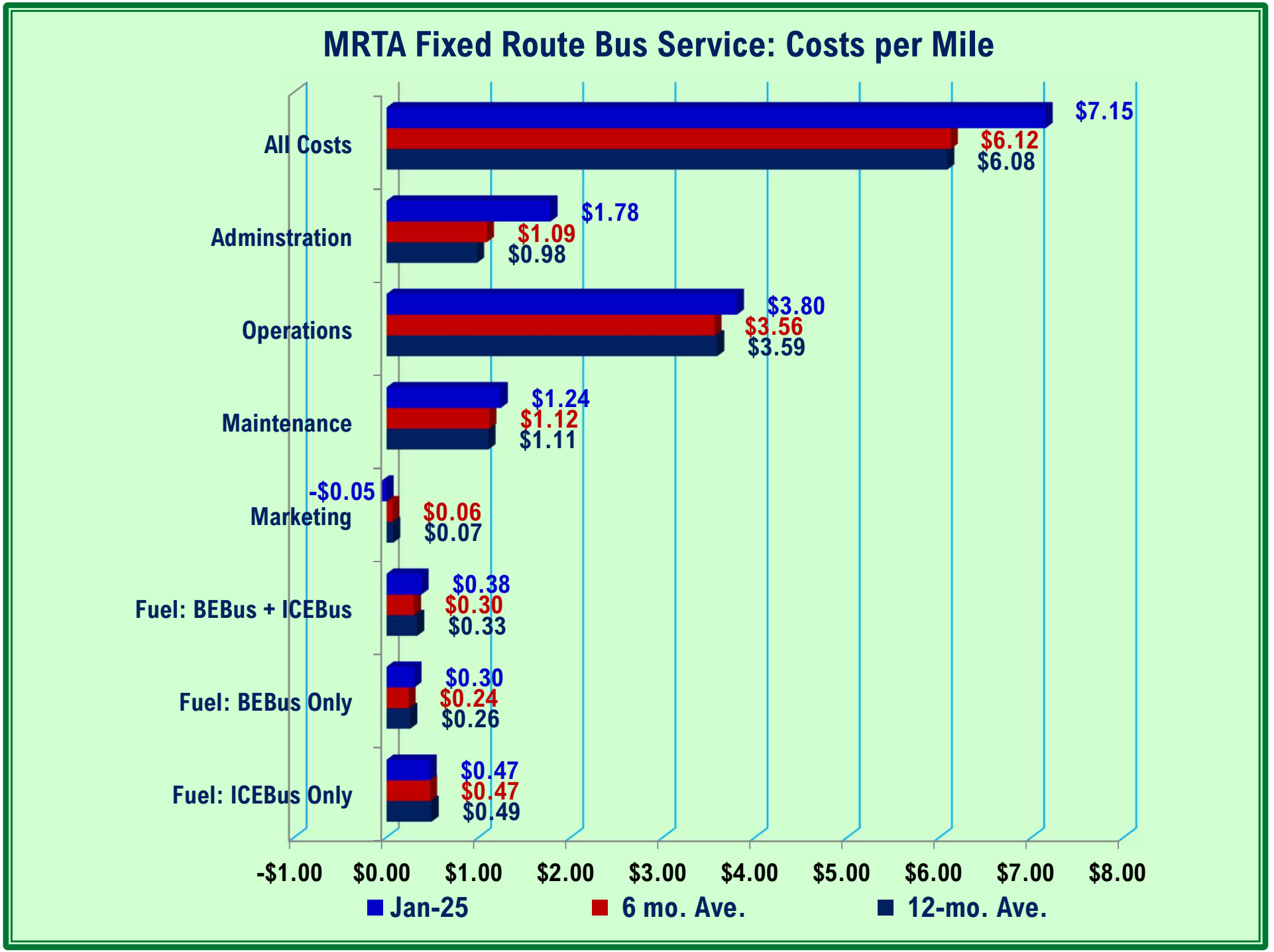
MRTA Total Cost per Hour of Fixed Route Bus Service



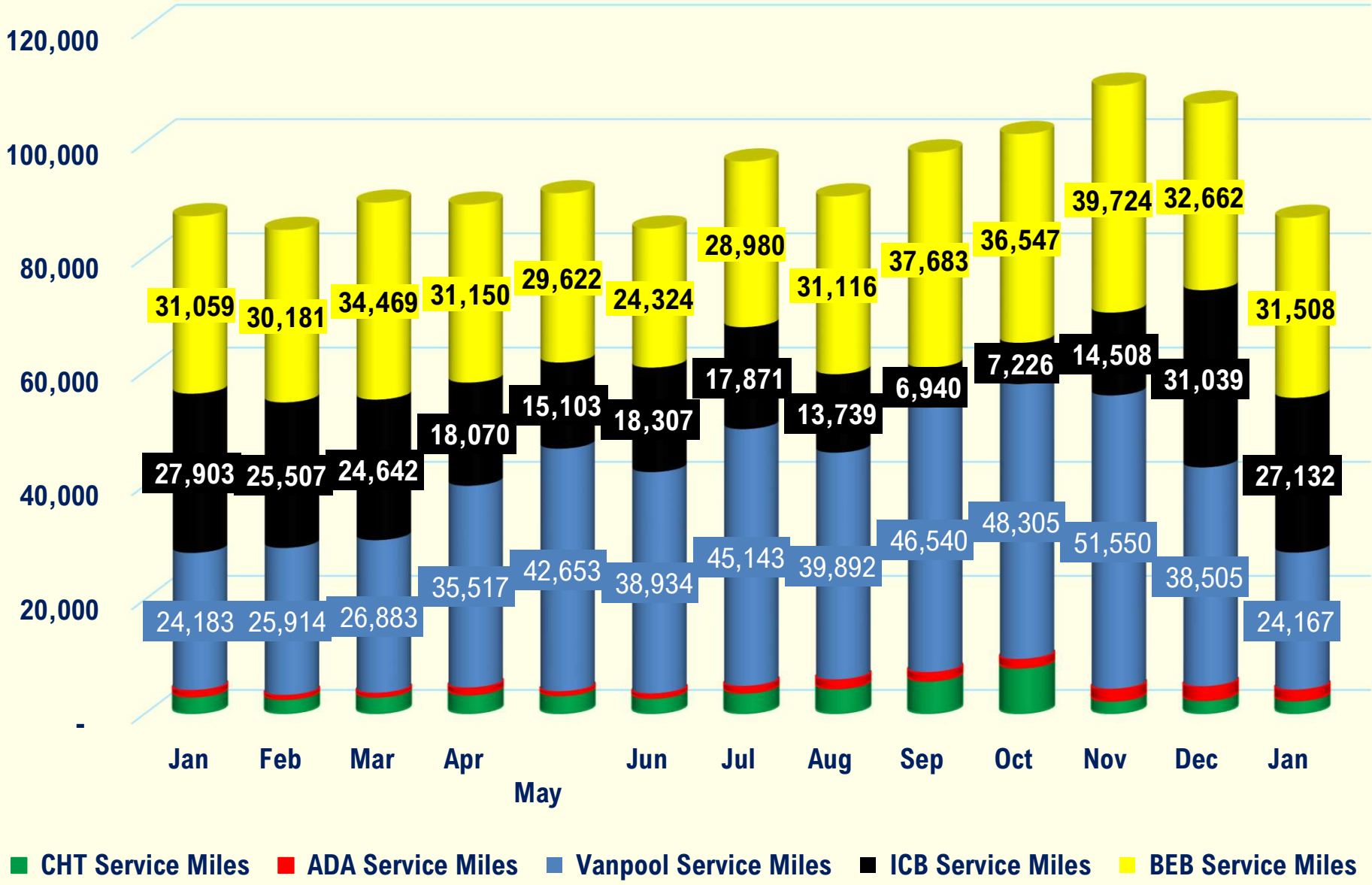

MRTA Total Cost per Mile of Fixed Route Bus Service
Trailing Twelve Months+ (TTM+1)
$10.00
$7.50
$5.00
$2.50
$-
$5.09
$7.57
$4.84
$6.42
$5.88
$5.58
$5.84
$7.38
$5.55
$6.96
$4.99
$4.71
$7.15
Jan-24
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Cost per Mile - Fixed Route Bus

MRTA Total Cost per Mile of Fixed Route Bus Service

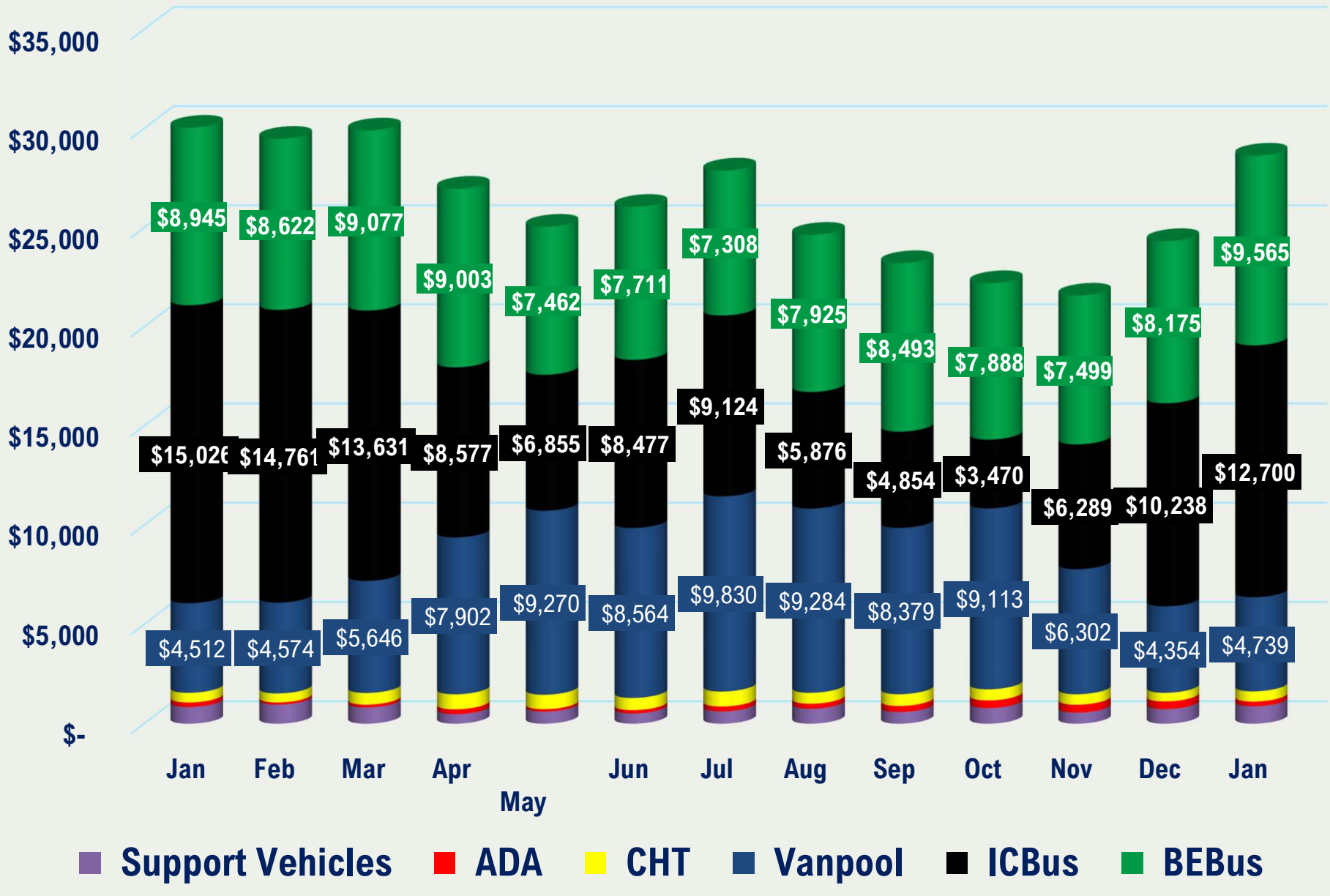


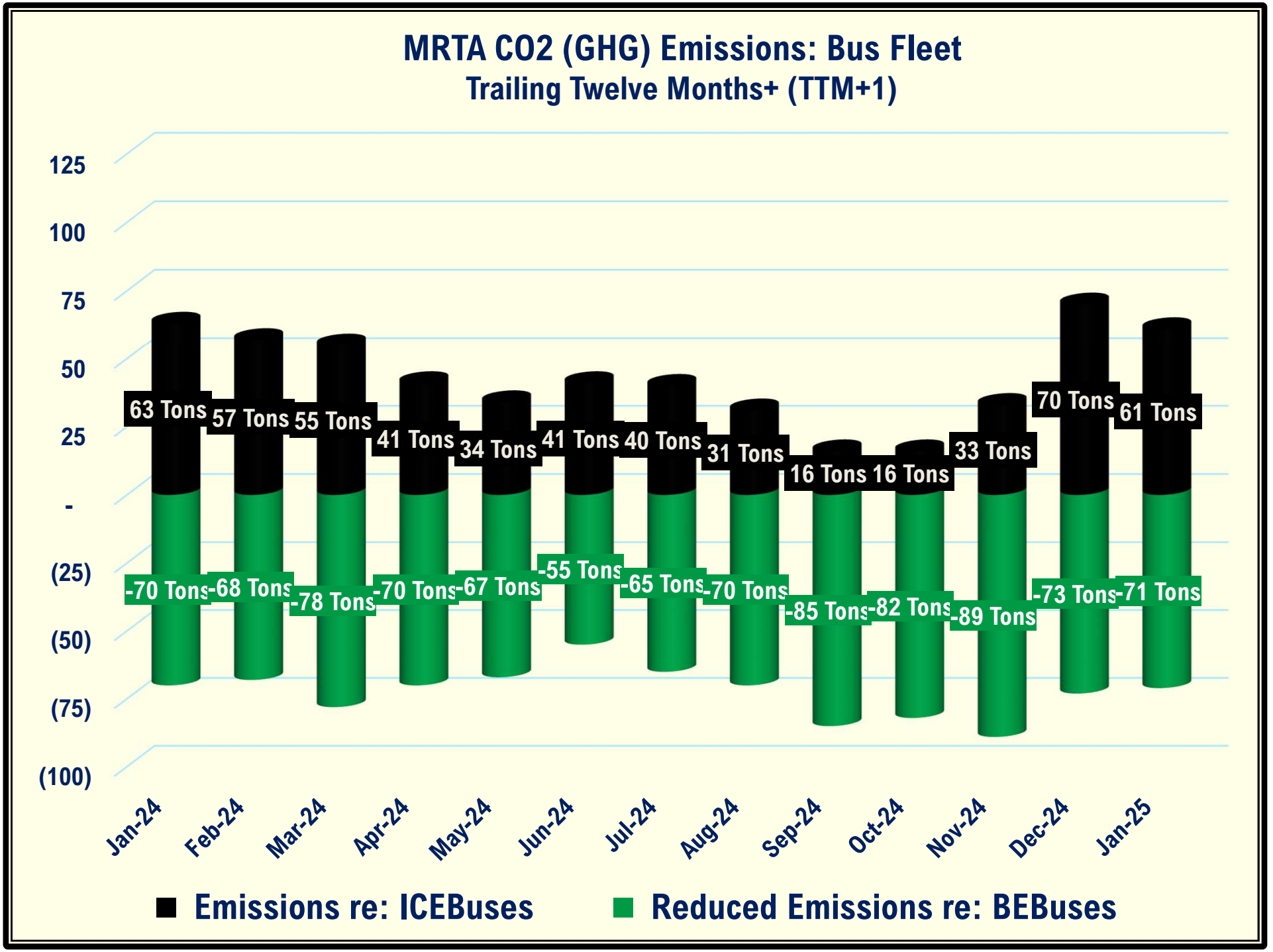

MRTA Fixed Route Bus Service: Costs per Mile
All Costs
$7.15
$6.12
$6.08
Adminstration
$1.78
$1.09
$0.98
Operations
$3.80
$3.56
$3.59
Maintenance
$1.24
$1.12
$1.11
Marketing
-$0.05
$0.06
$0.07
Fuel: BEBus + ICEBus
$0.38
$0.30
$0.33
Fuel: BEBus Only
$0.30
$0.24
$0.26
Fuel: ICEBus Only
$0.47
$0.47
$0.49
-$1.00
$0.00
$1.00
$2.00
$3.00
$4.00
$5.00
$6.00
$7.00
$8.00
Jan-25
6 mo. Ave.
12-mo. Ave.

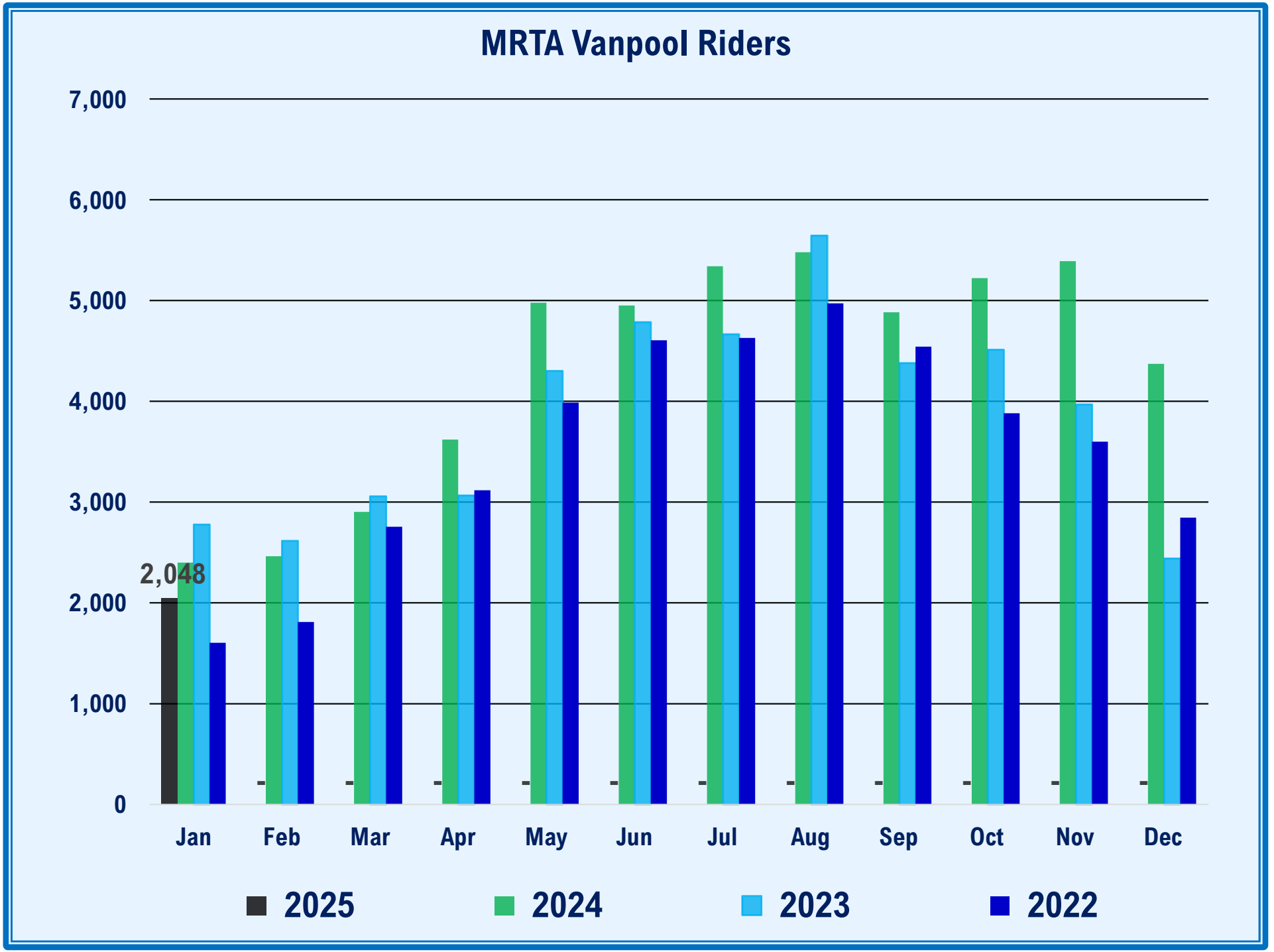
MRTA Service Miles by Vehicle/Service Type
Trailing Twelve Months+ (TTM+1)

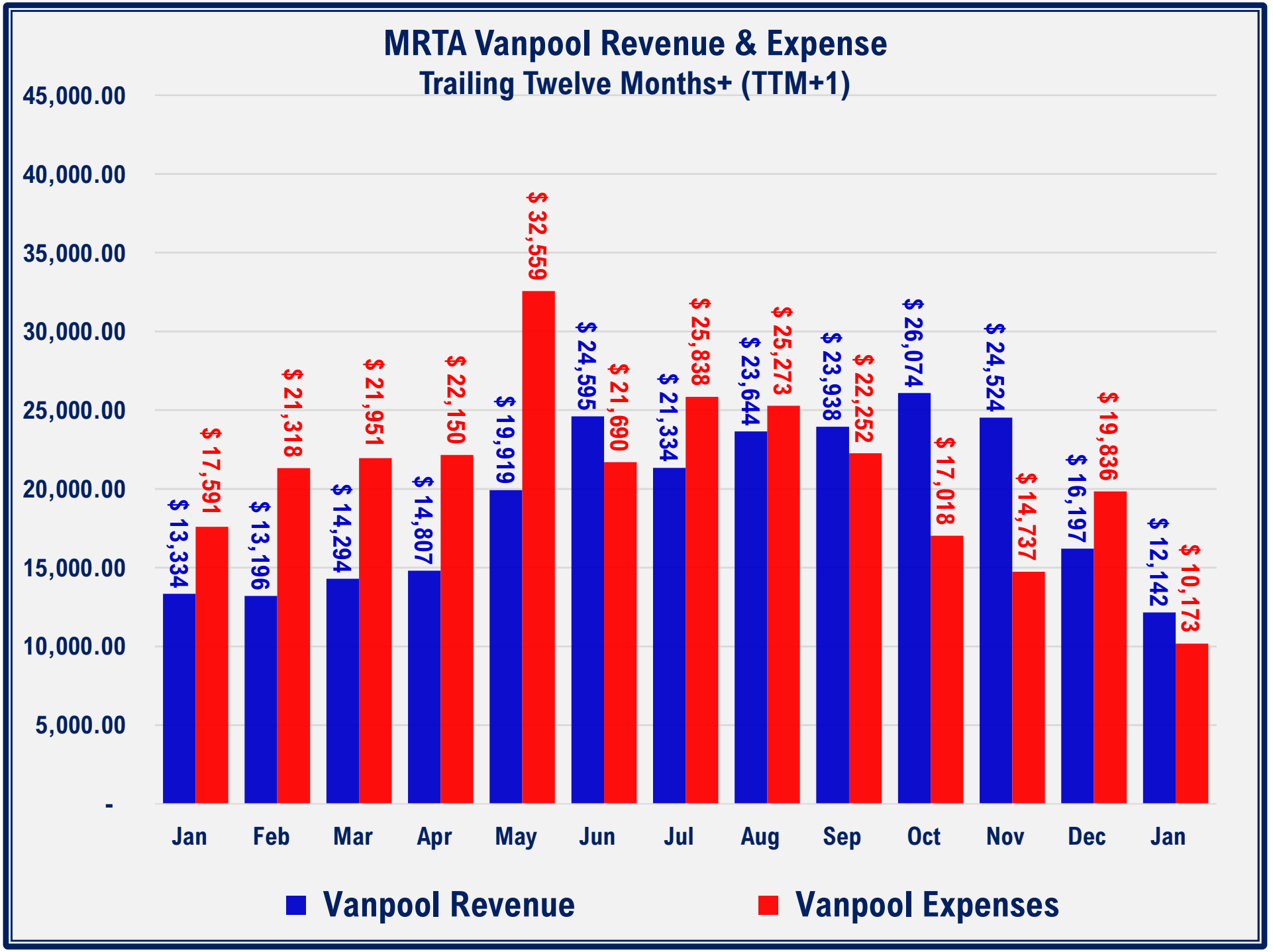


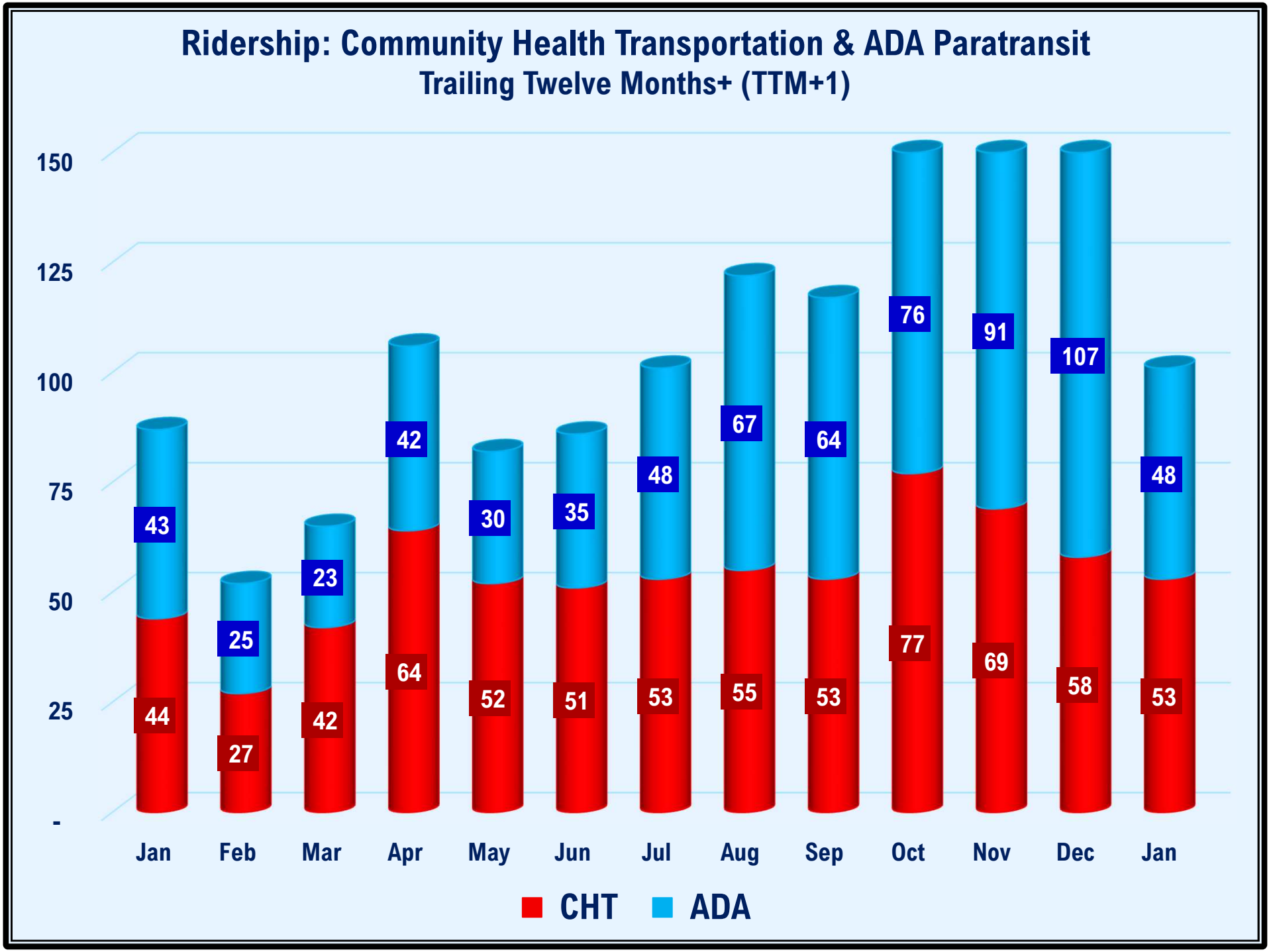
MRTA Fuel Expense
Trailing Twelve Months+ (TTM+1)




MRTA CO2 (GHG) Emissions: Bus Fleet
Trailing Twelve Months+ (TTM+1)
125
100
75
50
25
-
(25)
(50)
(75)
(100)
63 Tons
57 Tons
55 Tons
41 Tons
34 Tons
41 Tons
40 Tons
31 Tons
16 Tons
16 Tons
33 Tons
70 Tons
61 Tons
-70 Tons
-68 Tons
-78 Tons
-70 Tons
-67 Tons
-55 Tons
-65 Tons
-70 Tons
-85 Tons
-82 Tons
-89 Tons
-73 Tons
-71 Tons
Jan-24
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Emissions re: ICEBuses
Reduced Emissions re: BEBuses

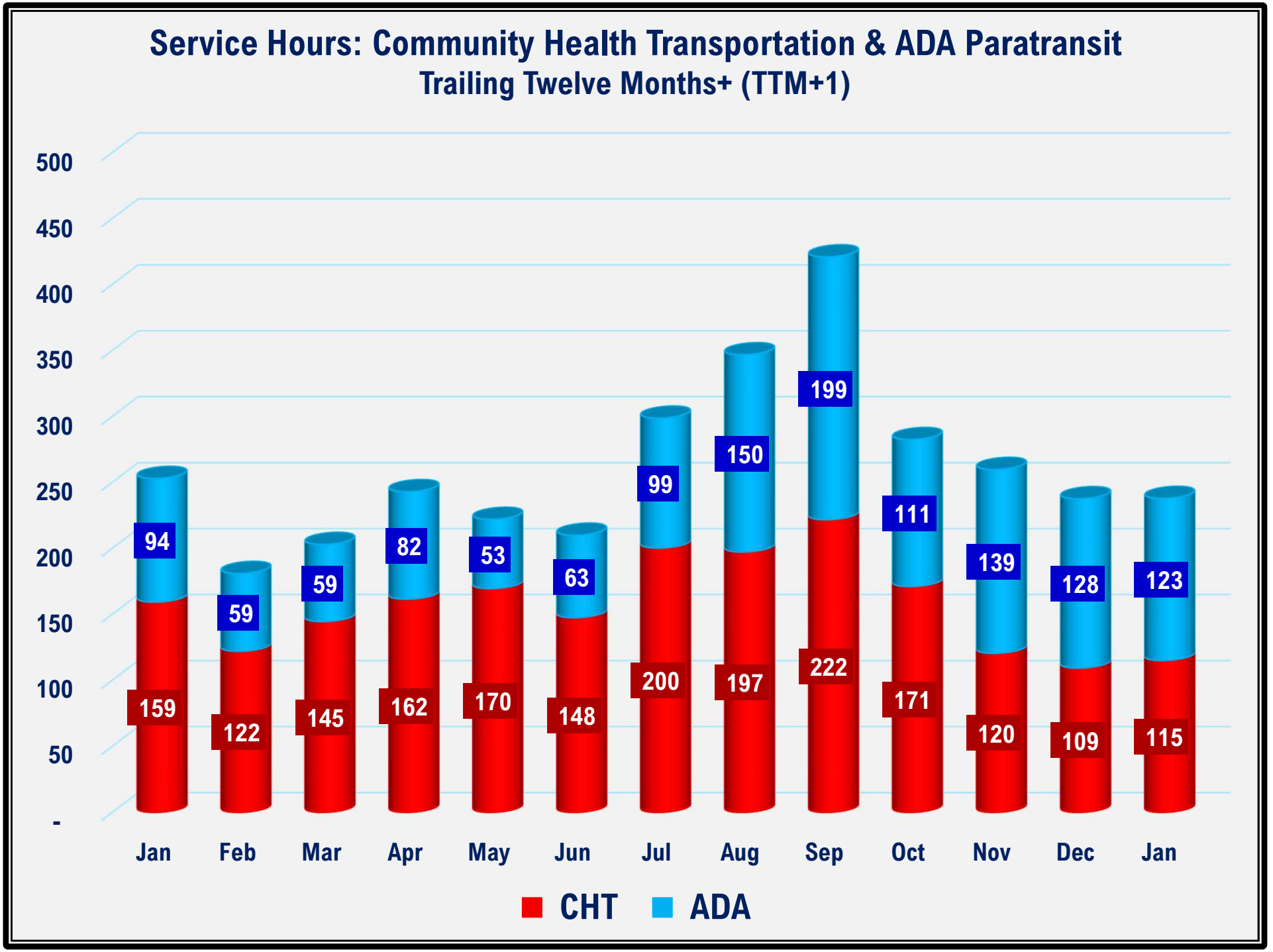

MRTA Vanpool Riders
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
2,048
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

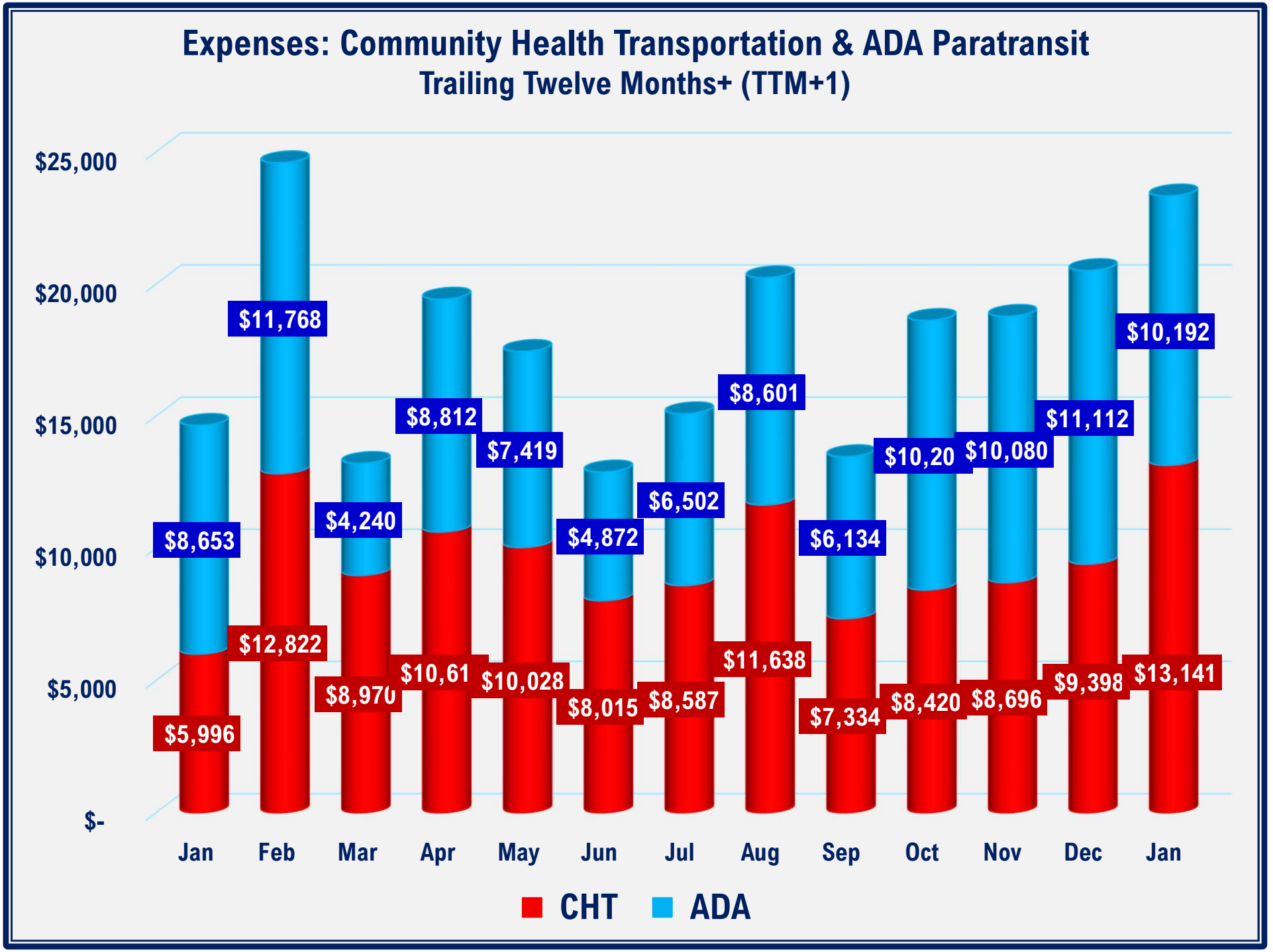

MRTA Vanpool Revenue & Expense
Trailing Twelve Months+ (TTM+1)
45,000.00
40,000.00
35,000.00
30,000.00
25,000.00
20,000.00
15,000.00
10,000.00
5,000.00
-
$ 13,334
$ 17,591
$ 13,196
$ 21,318
$ 14,294
$ 21,951
$ 14,807
$ 22,150
$ 19,919
$ 32,559
$ 24,595
$ 21,690
$ 21,334
$ 25,838
$ 23,644
$ 25,273
$ 23,938
$ 22,252
$ 26,074
$ 17,018
$ 24,524
$ 14,737
$ 16,197
$ 19,836
$ 12,142
$ 10,173
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Vanpool Revenue
Vanpool Expenses

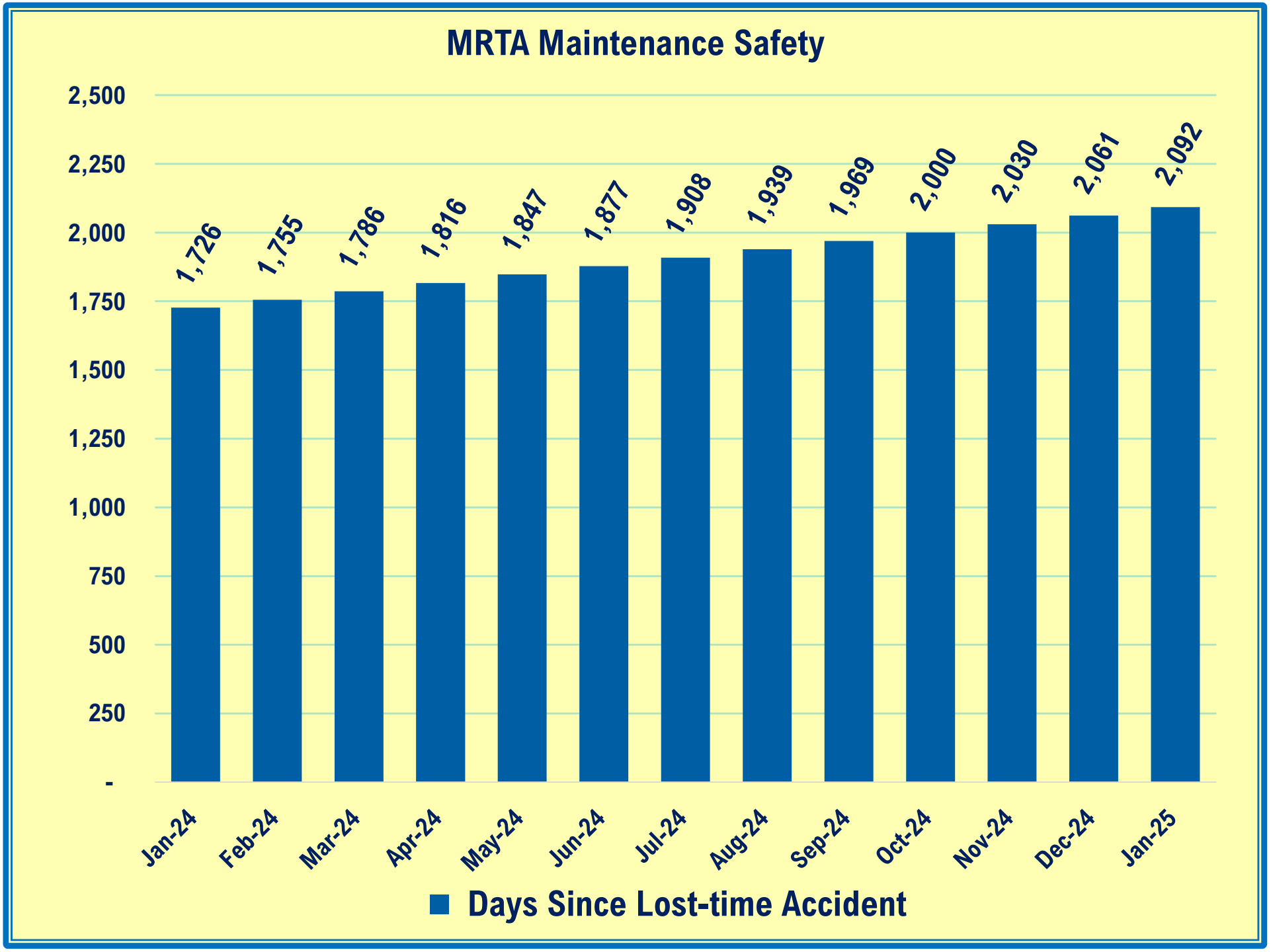

Ridership: Community Health Transportation & ADA Paratransit
Trailing Twelve Months+ (TTM+1)
150
125
100
75
50
25
-
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
43
25
23
42
30
35
48
67
64
76
91
107
48
44
27
42
64
52
51
53
55
53
77
69
58
53
CHT
ADA

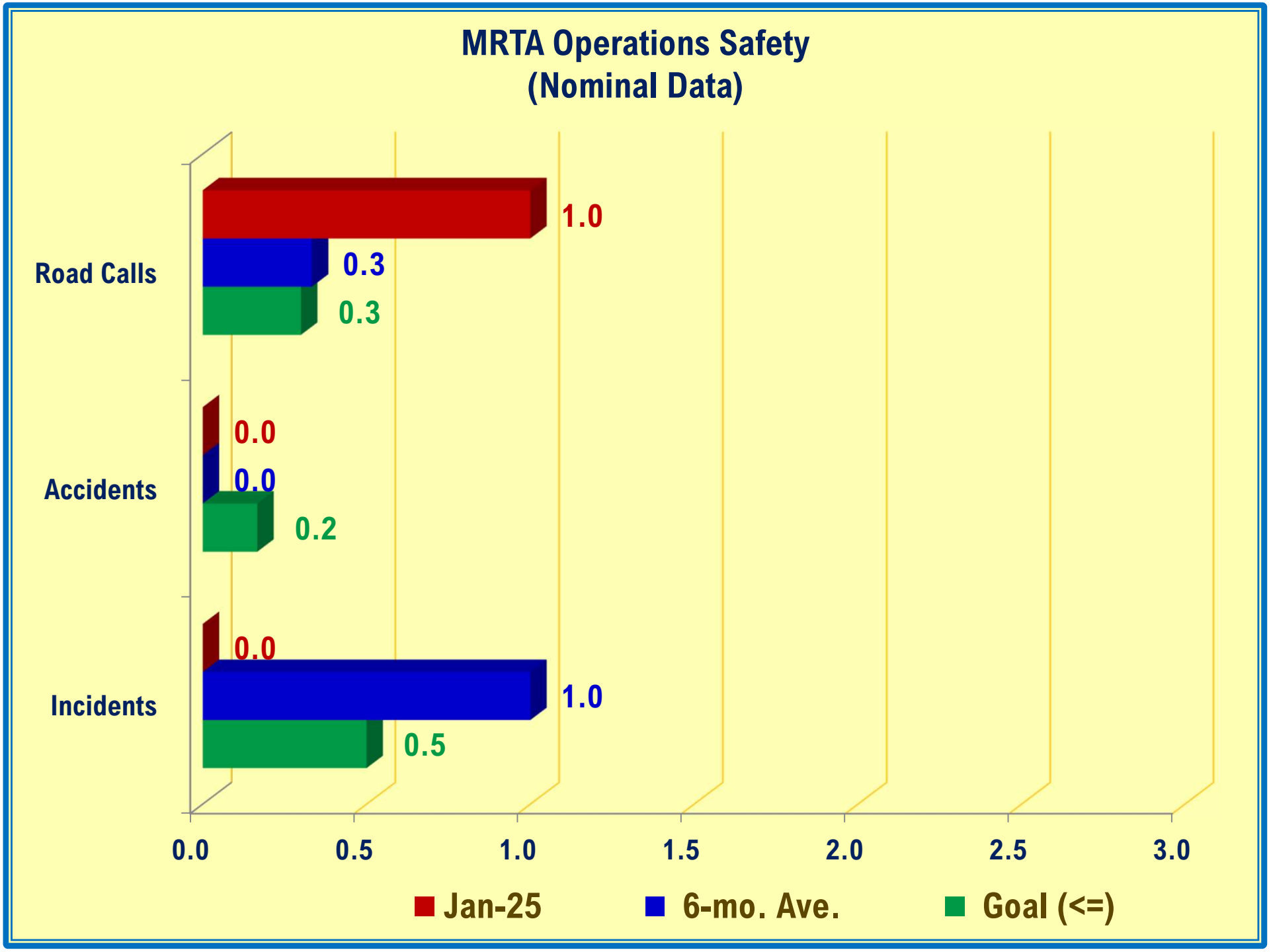
Service Hours: Community Health Transportation & ADA Paratransit

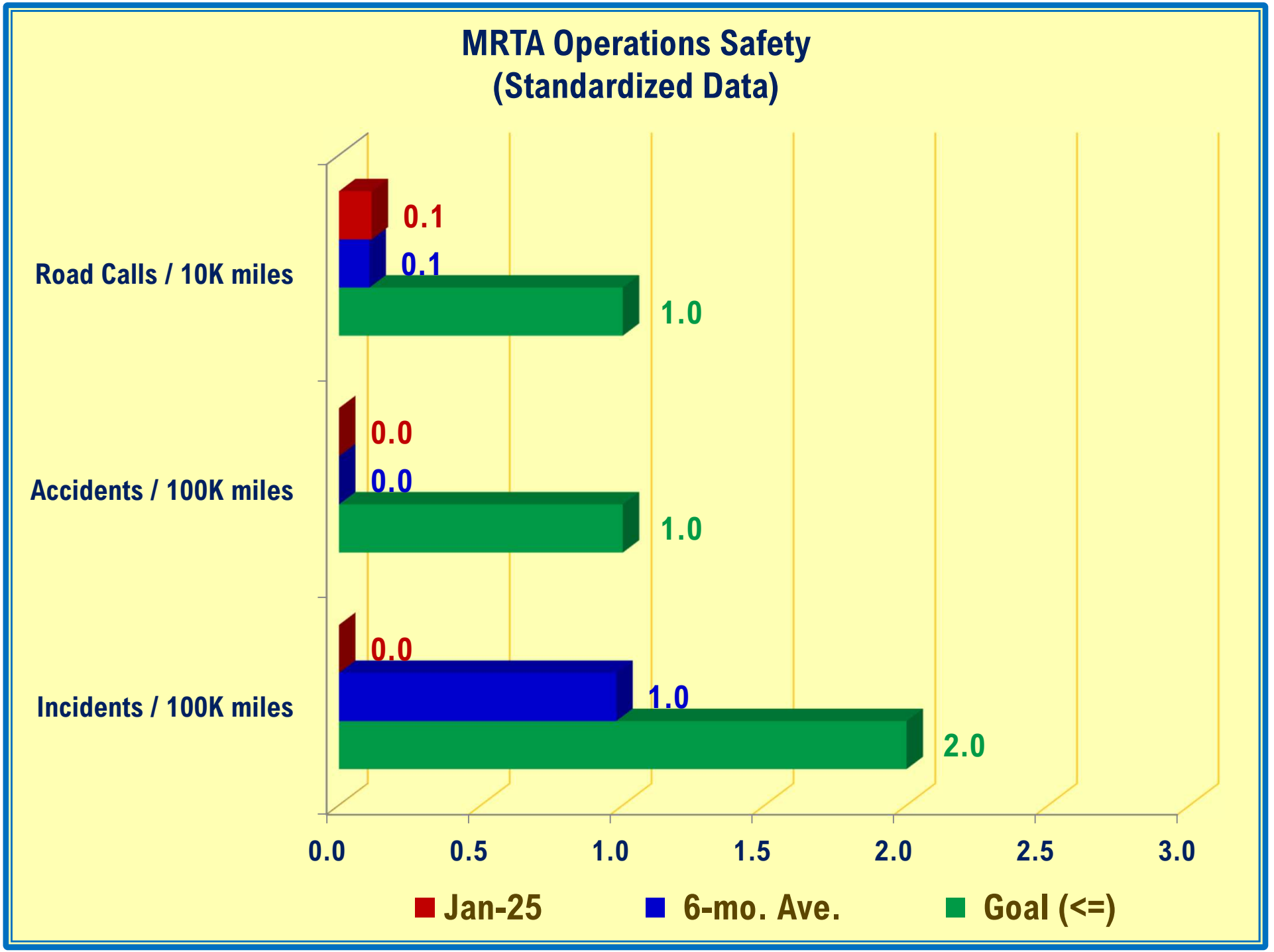
Trailing Twelve Months+ (TTM+1)




Expenses: Community Health Transportation & ADA Paratransit
Trailing Twelve Months+ (TTM+1)
$25,000
$20,000
$15,000
$10,000
$5,000
$-
$8,653
$11,768
$4,240
$8,812
$7,419
$4,872
$6,502
$8,601
$6,134
$10,20
$10,080
$11,112
$10,192
$5,996
$12,822
$8,970
$10,61
$10,028
$8,015
$8,587
$11,638
$7,334
$8,420
$8,696
$9,398
$13,141
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
CHT
ADA

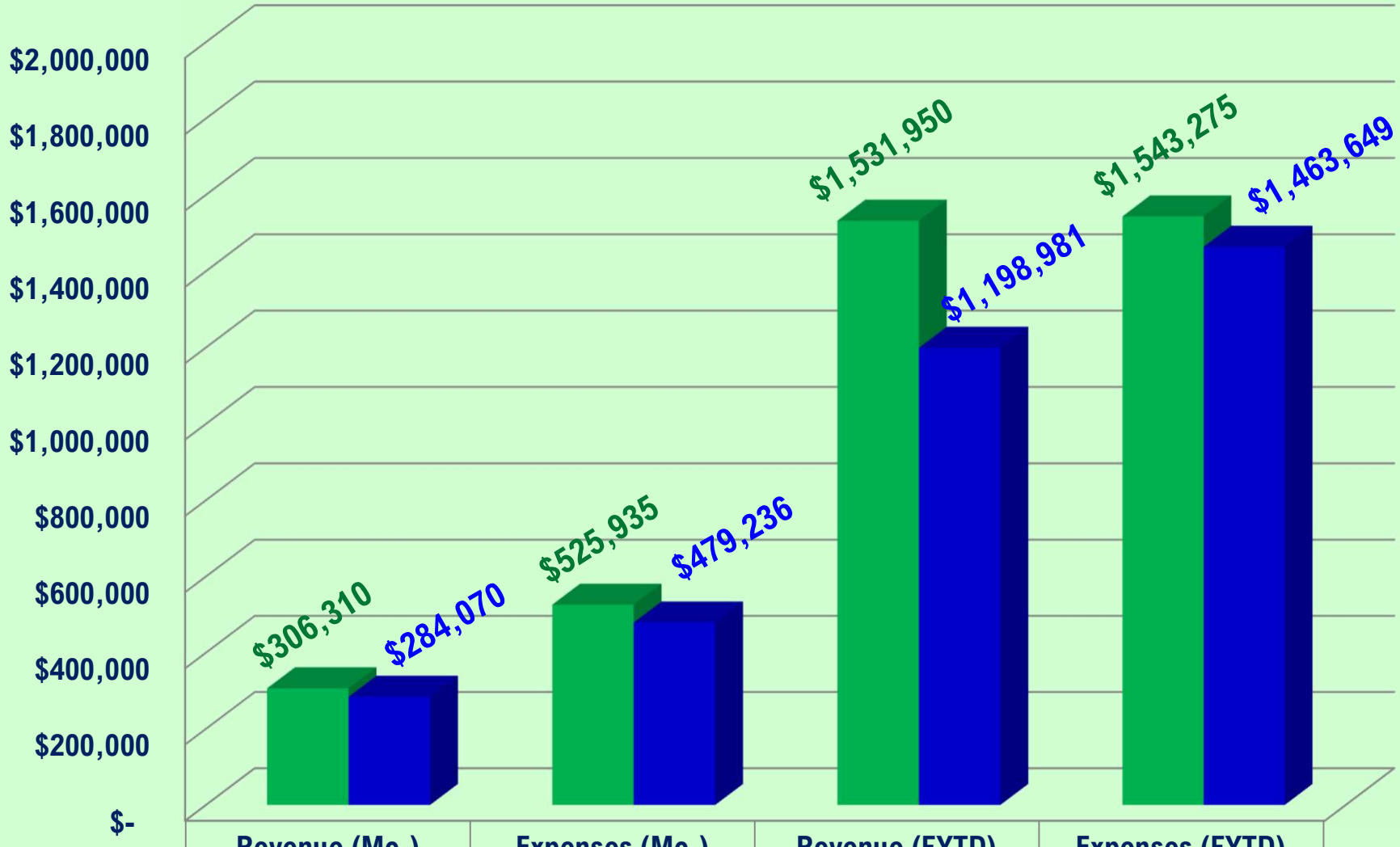

MRTA Maintenance Safety
2,500
2,250
2,000
1,750
1,500
1,250
1,000
750
500
250
-
1,726
1,755
1,786
1,816
1,847
1,877
1,908
1,939
1,969
2,000
2,030
2,061
2,092
Jan-24
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Days Since Lost-time Accident


MRTA Operations Safety
(Nominal Data)
Road Calls
Accidents
Incidents
1.0
0.3
0.3
0.0
0.0
0.2
0.0
1.0
0.5
0.0
0.5
1.0
1.5
2.0
2.5
3.0
Jan-25
6-mo. Ave.
Goal (<=)


MRTA Operations Safety
(Standardized Data)
Road Calls / 10K miles
0.1
0.1
1.0
Accidents / 100K miles
0.0
0.0
1.0
Incidents / 100K miles
0.0
1.0
2.0
0.0
0.5
1.0
1.5
2.0
2.5
3.0
Jan-25
6-mo. Ave.
Goal (<=)

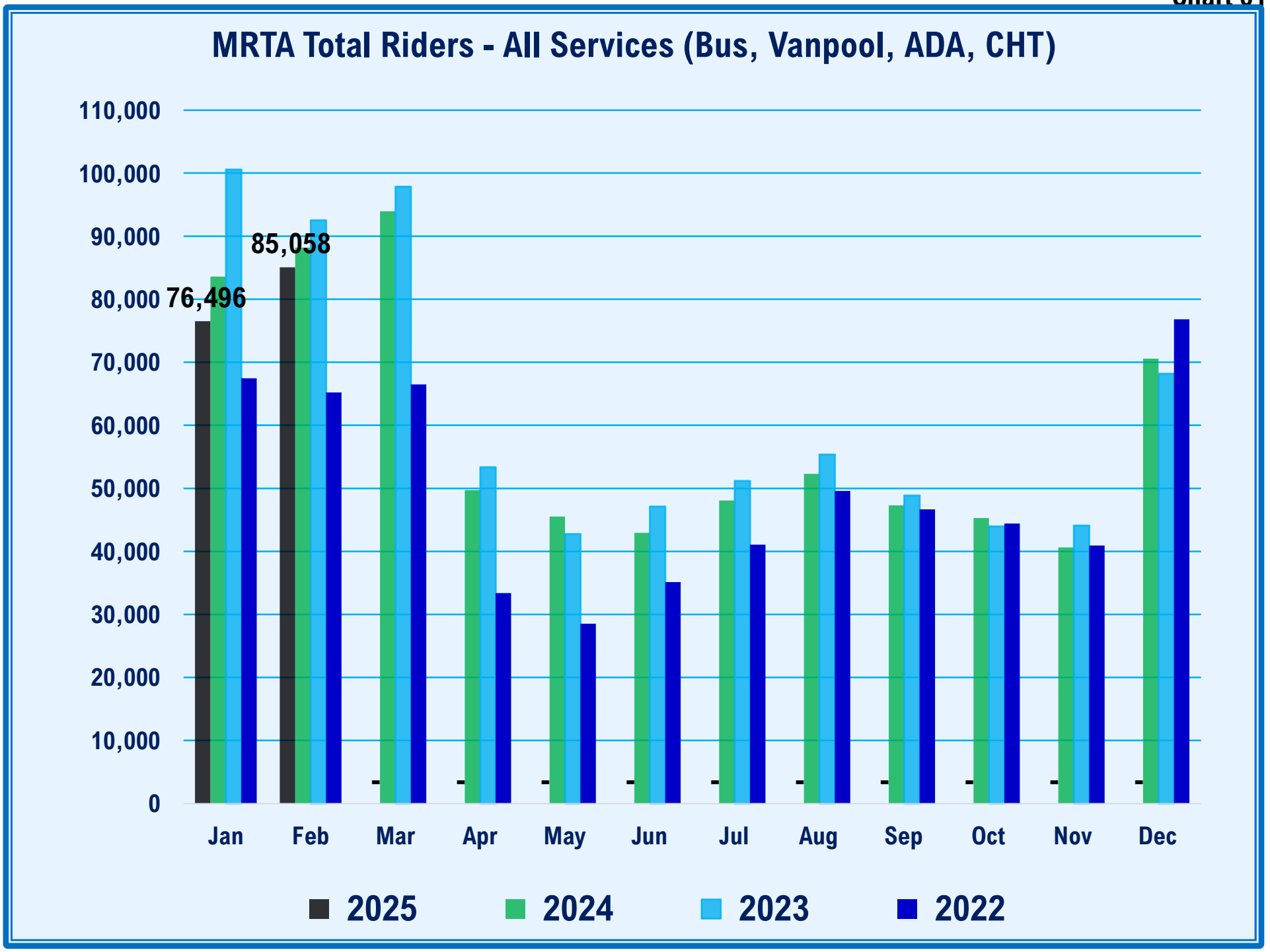
MRTA Revenue & Expenses, Budget v Actual

January 2025



	Revenue (Mo.)	Expenses (Mo.)	Revenue (FYTD)	Expenses (FYTD)
Budget	$306,310	$525,935	$1,531,950	$1,543,275
Actual	$284,070	$479,236	$1,198,981	$1,463,649

Chart 01


MRTA Total Riders - All Services (Bus, Vanpool, ADA, CHT)
110,000
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
76,496
85,058
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

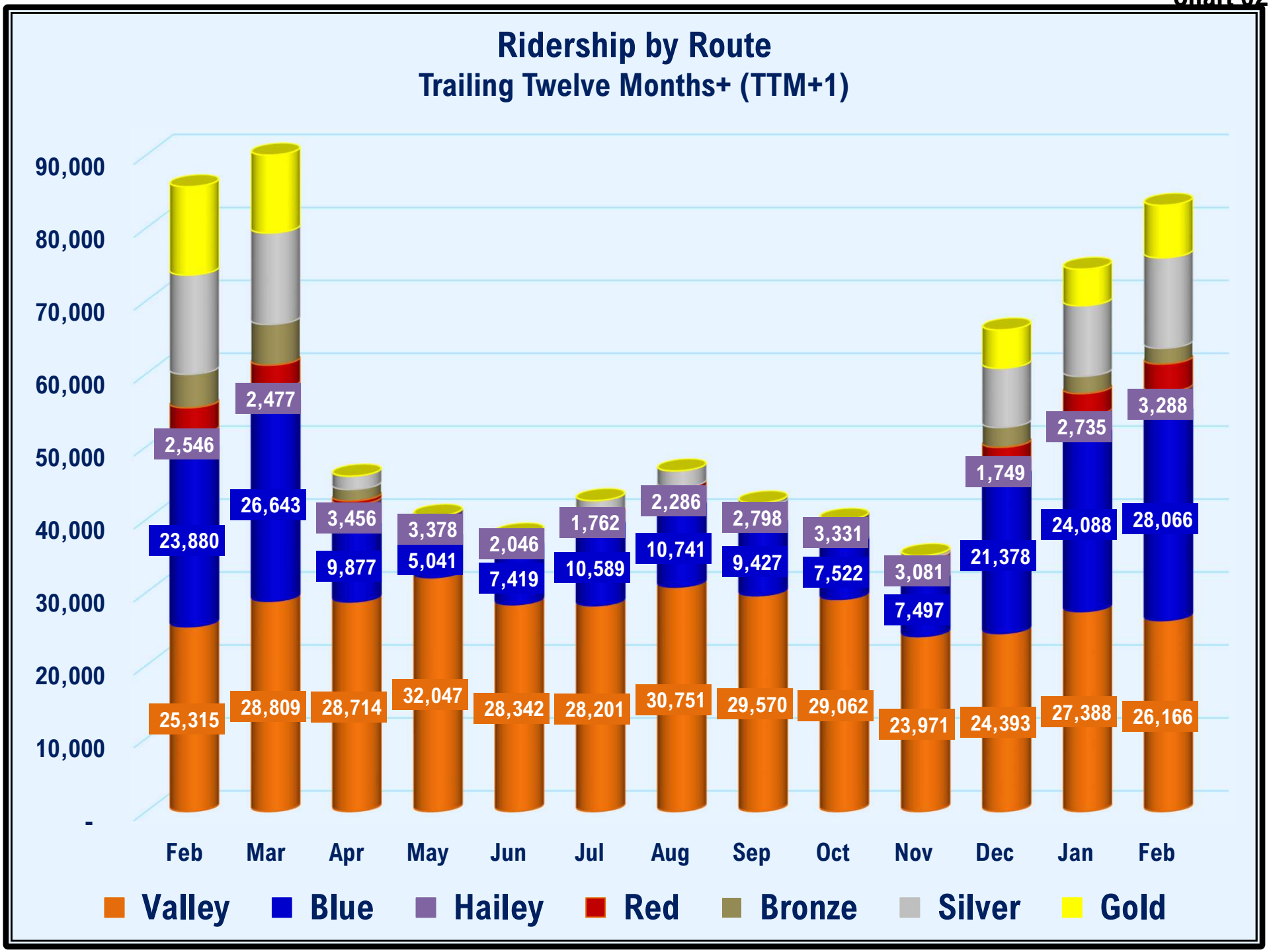

Ridership by Route
Trailing Twelve Months+ (TTM+1)
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
-
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
25,315
23,880
2,546
28,809
26,643
2,477
28,714
9,877
3,456
32,047
5,041
3,378
28,342
7,419
2,046
28,201
10,589
1,762
30,751
10,741
2,286
29,570
9,427
2,798
29,062
7,522
3,331
23,971
7,497
3,081
24,393
21,378
1,749
27,388
24,088
2,735
26,166
28,066
3,288
Valley
Blue
Hailey
Red
Bronze
Silver
Gold

Chart 03

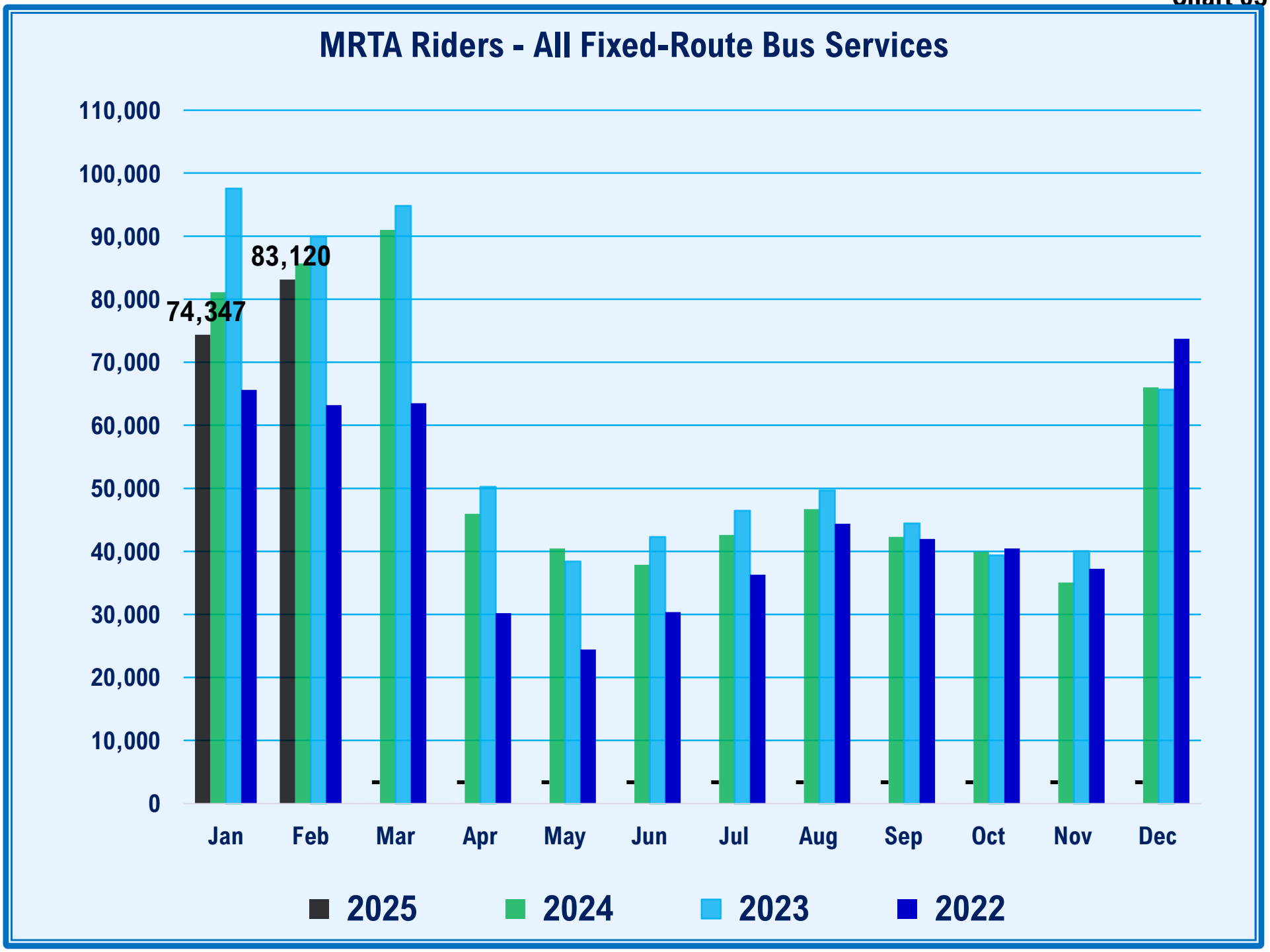

MRTA Riders - All Fixed-Route Bus Services
110,000
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
74,347
83,120
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

Chart 04

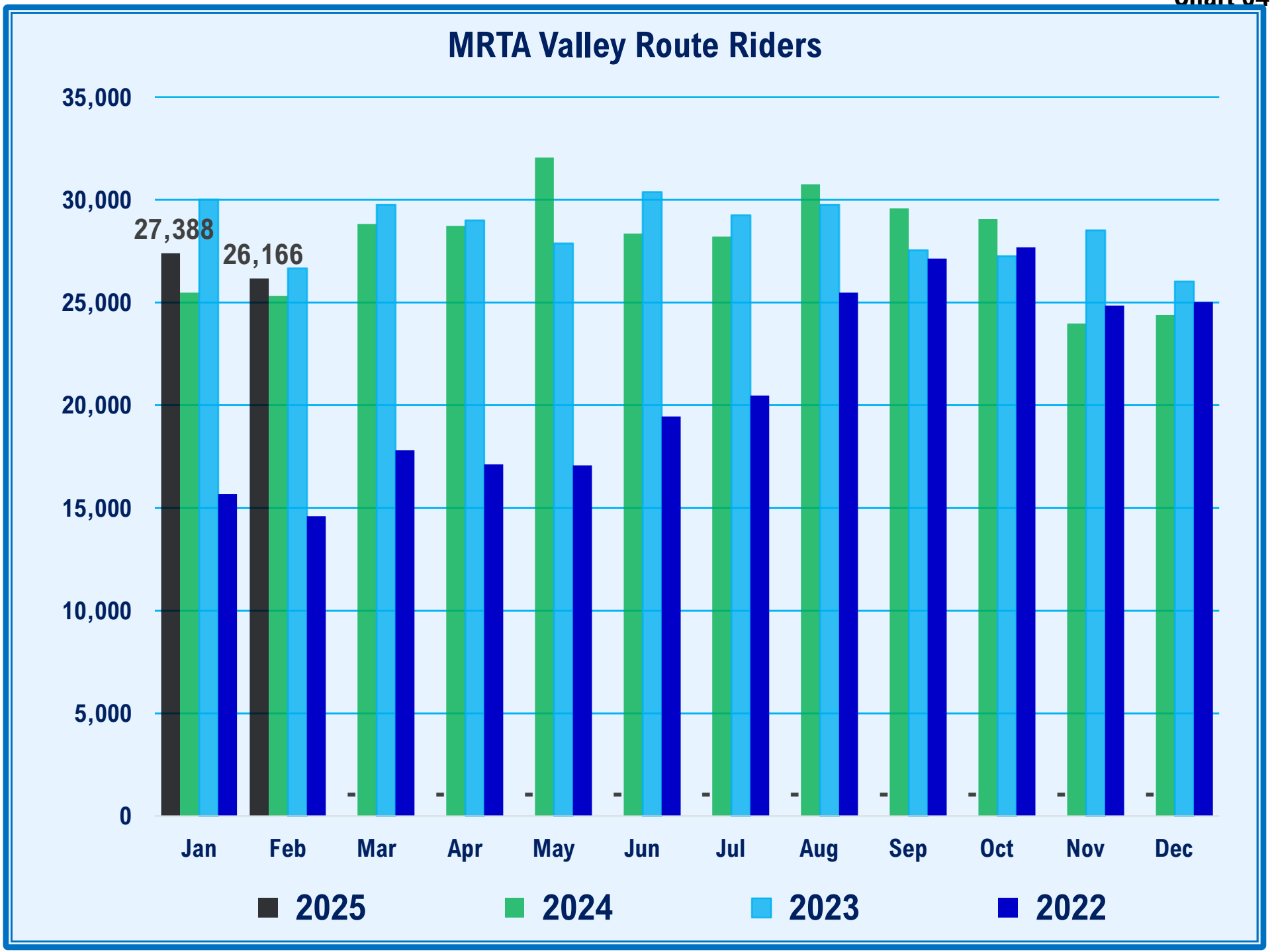

MRTA Valley Route Riders
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
27,388
26,166
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

Chart 05

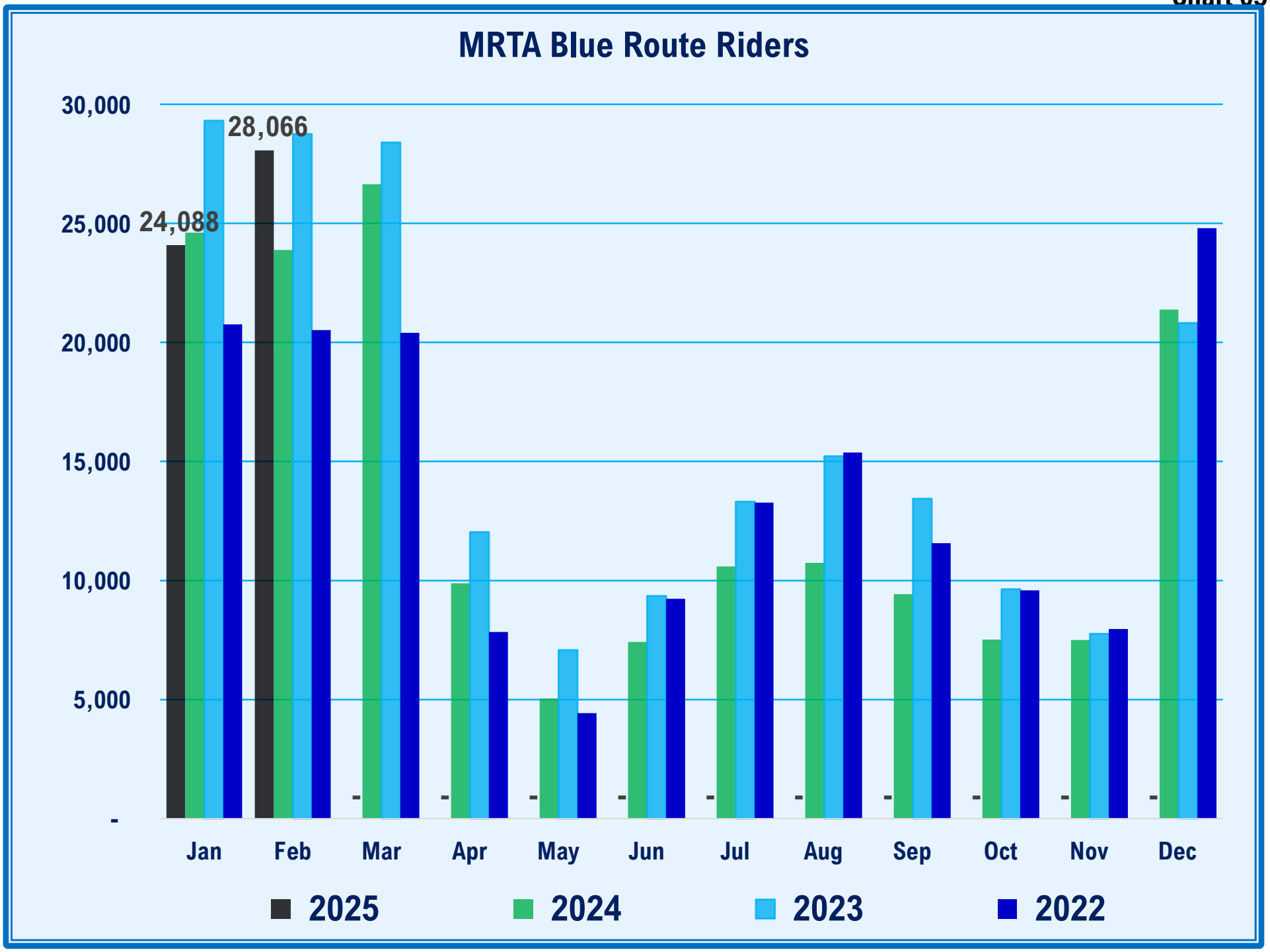
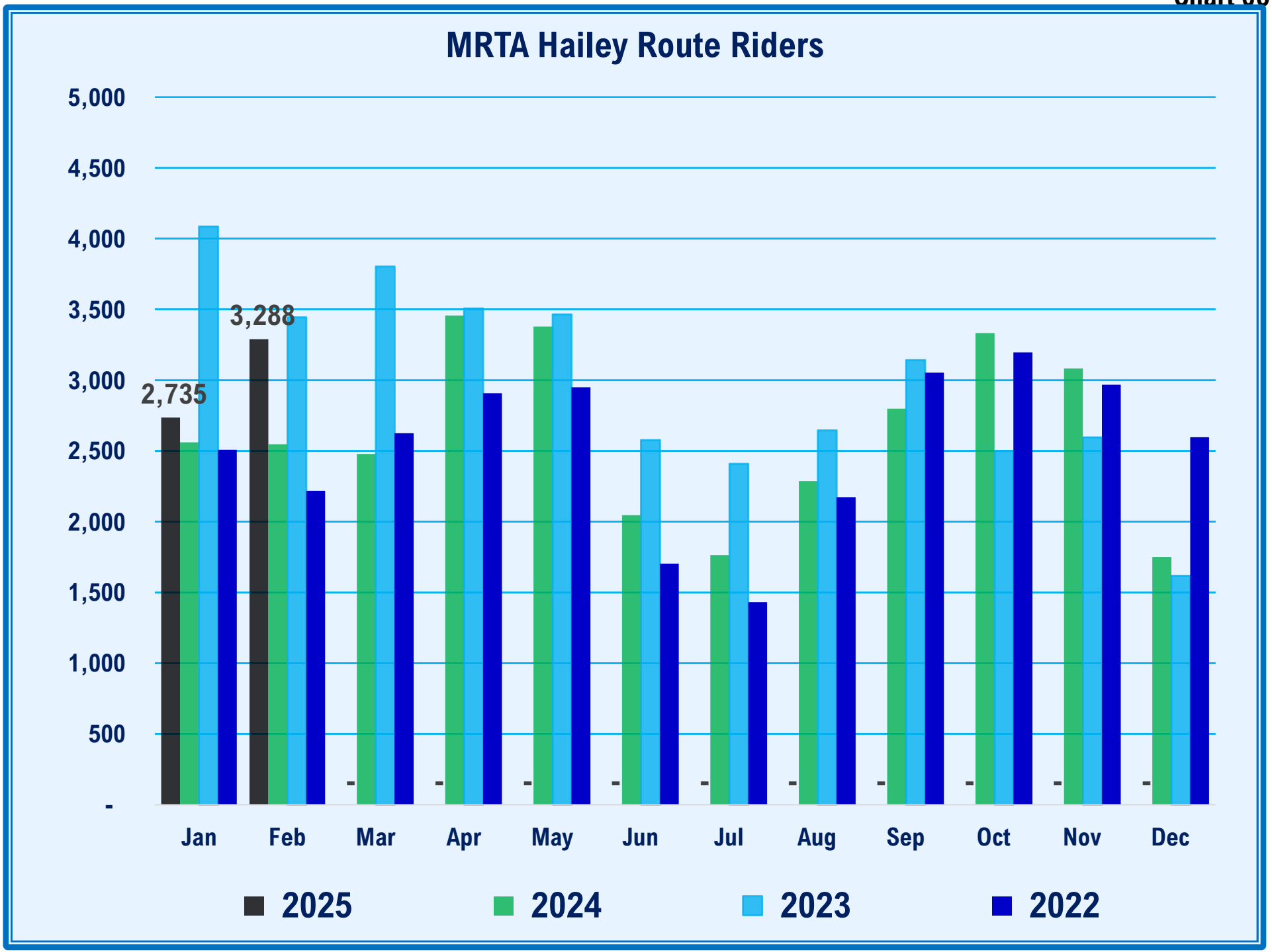

MRTA Blue Route Riders
30,000
25,000
20,000
15,000
10,000
5,000
-
24,088
28,066
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

Chart 06


MRTA Hailey Route Riders
5,000
4,500
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
-
2,735
3,288
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

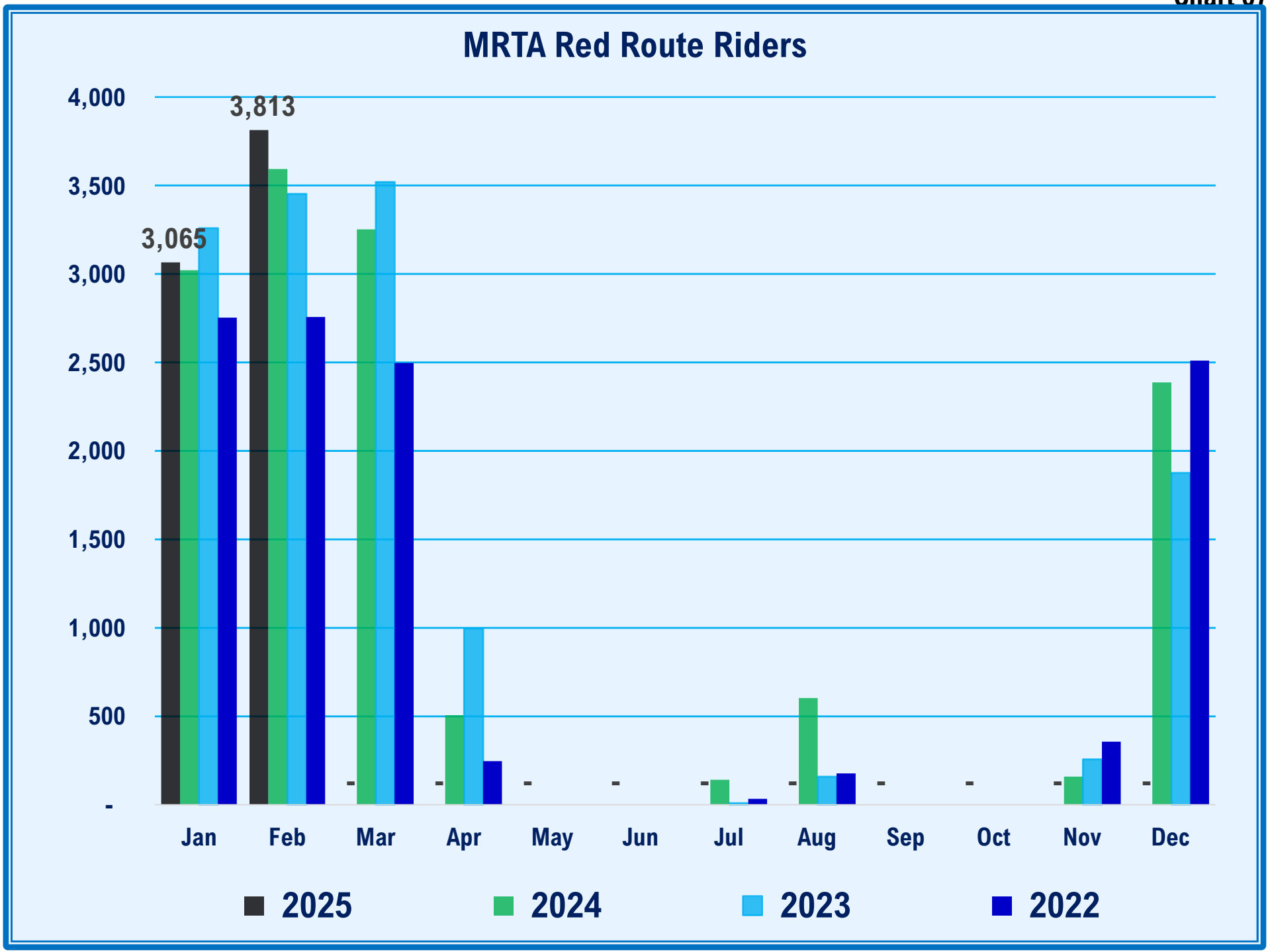
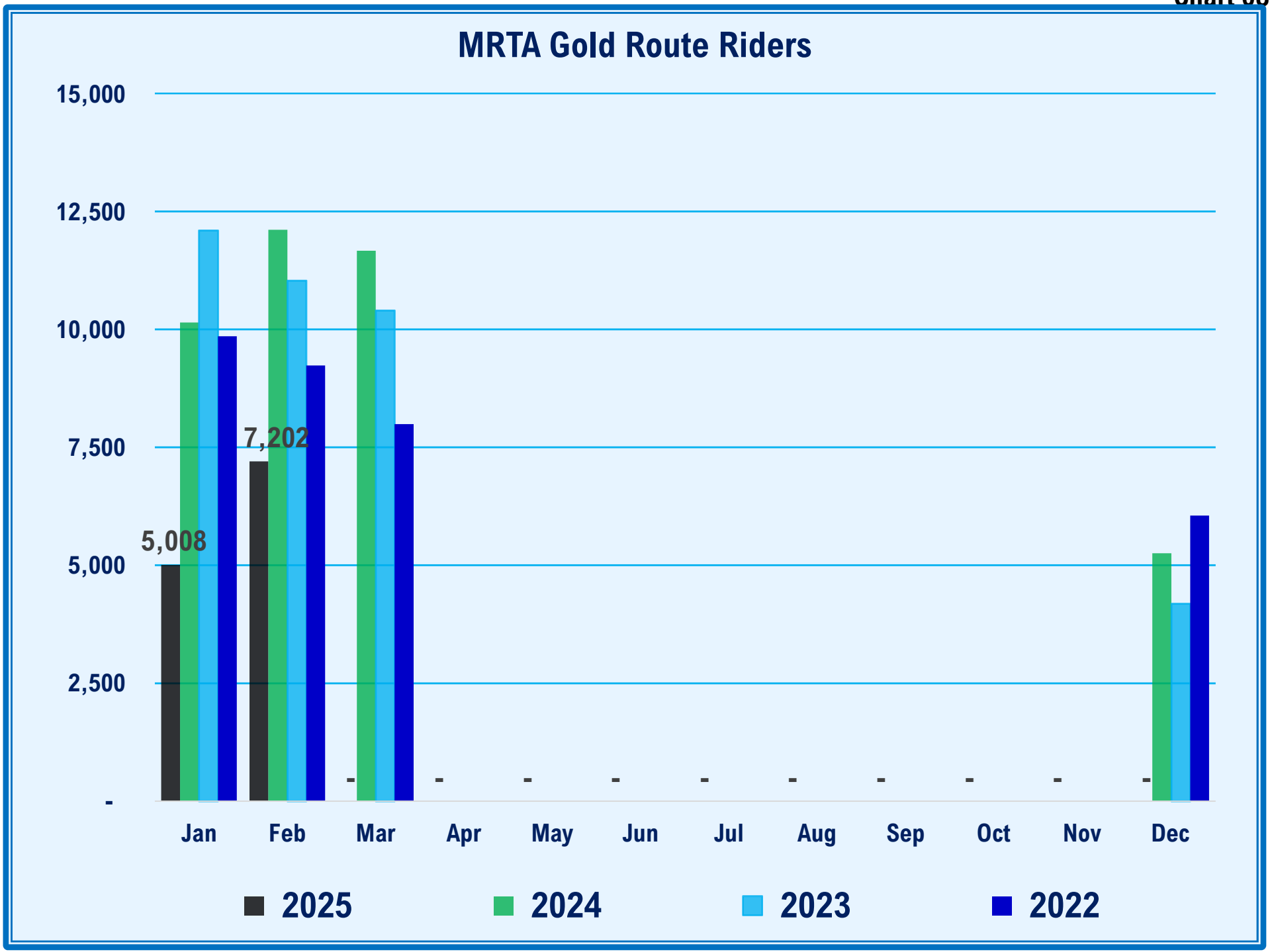

MRTA Red Route Riders
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
-
3,813
3,065
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

Chart 08


MRTA Gold Route Riders
15,000
12,500
10,000
7,500
5,000
2,500
-
5,008
7,202
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

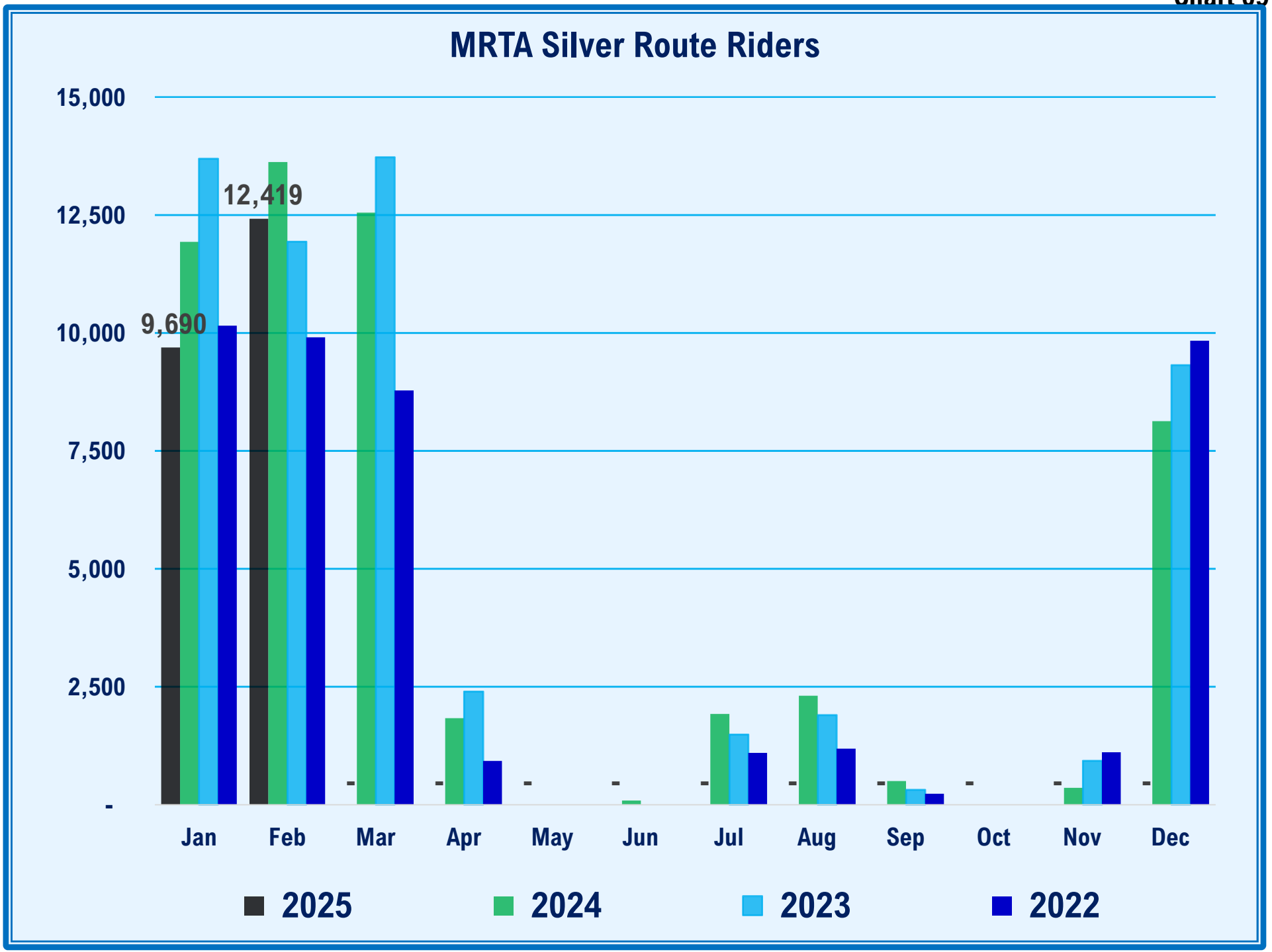

MRTA Silver Route Riders
15,000
12,500
10,000
7,500
5,000
2,500
-
9,690
12,419
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

Chart 10

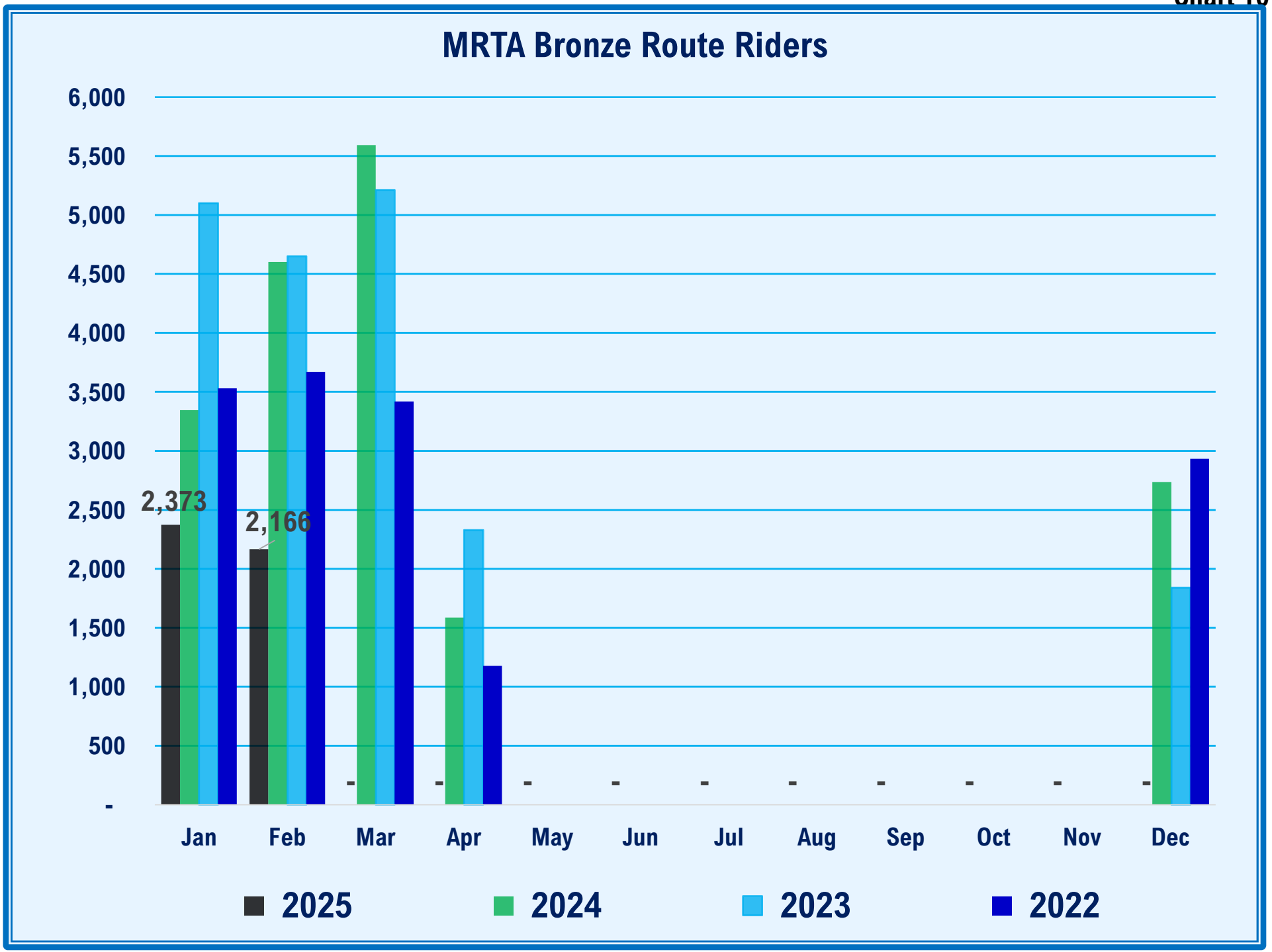
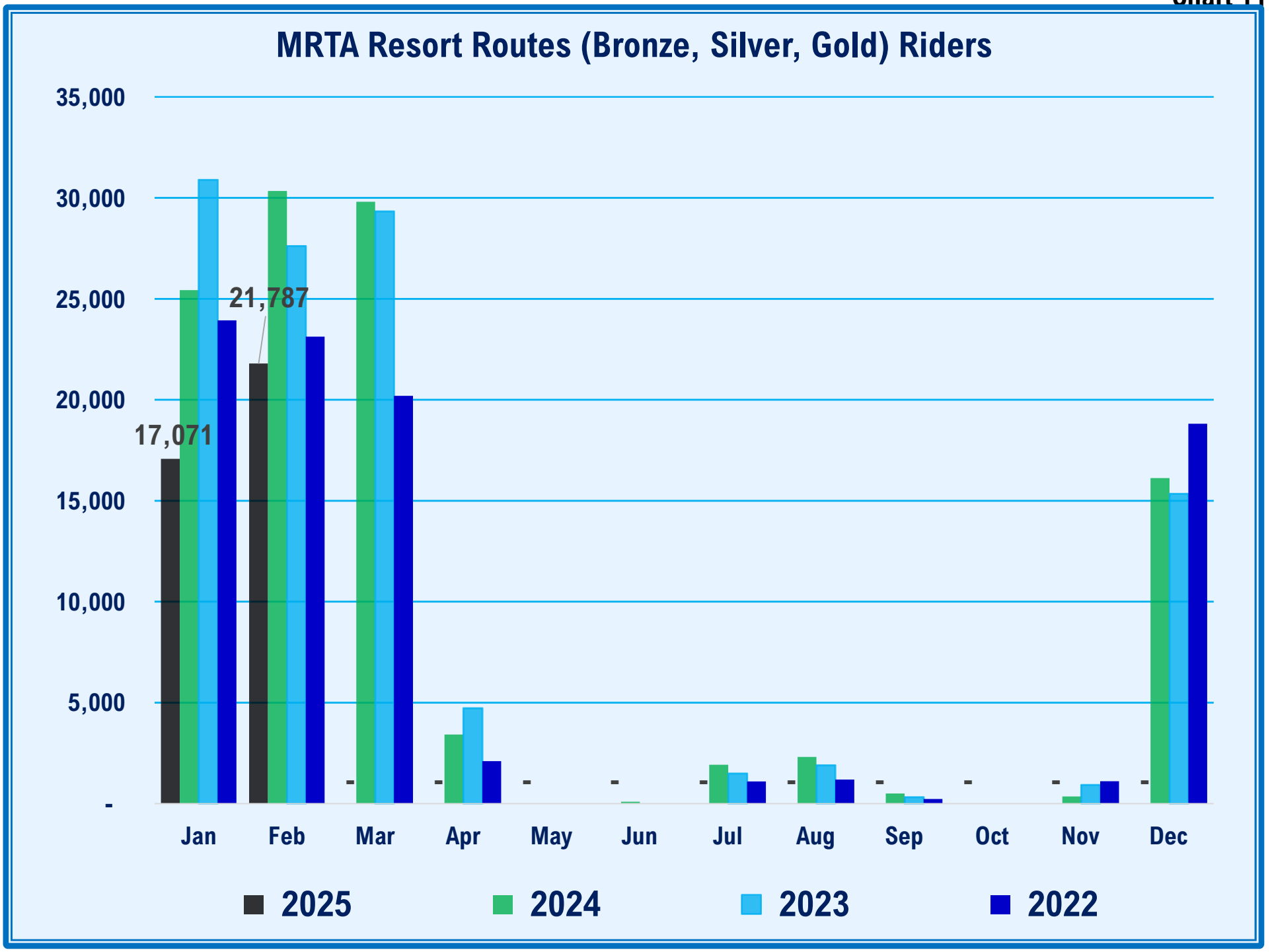
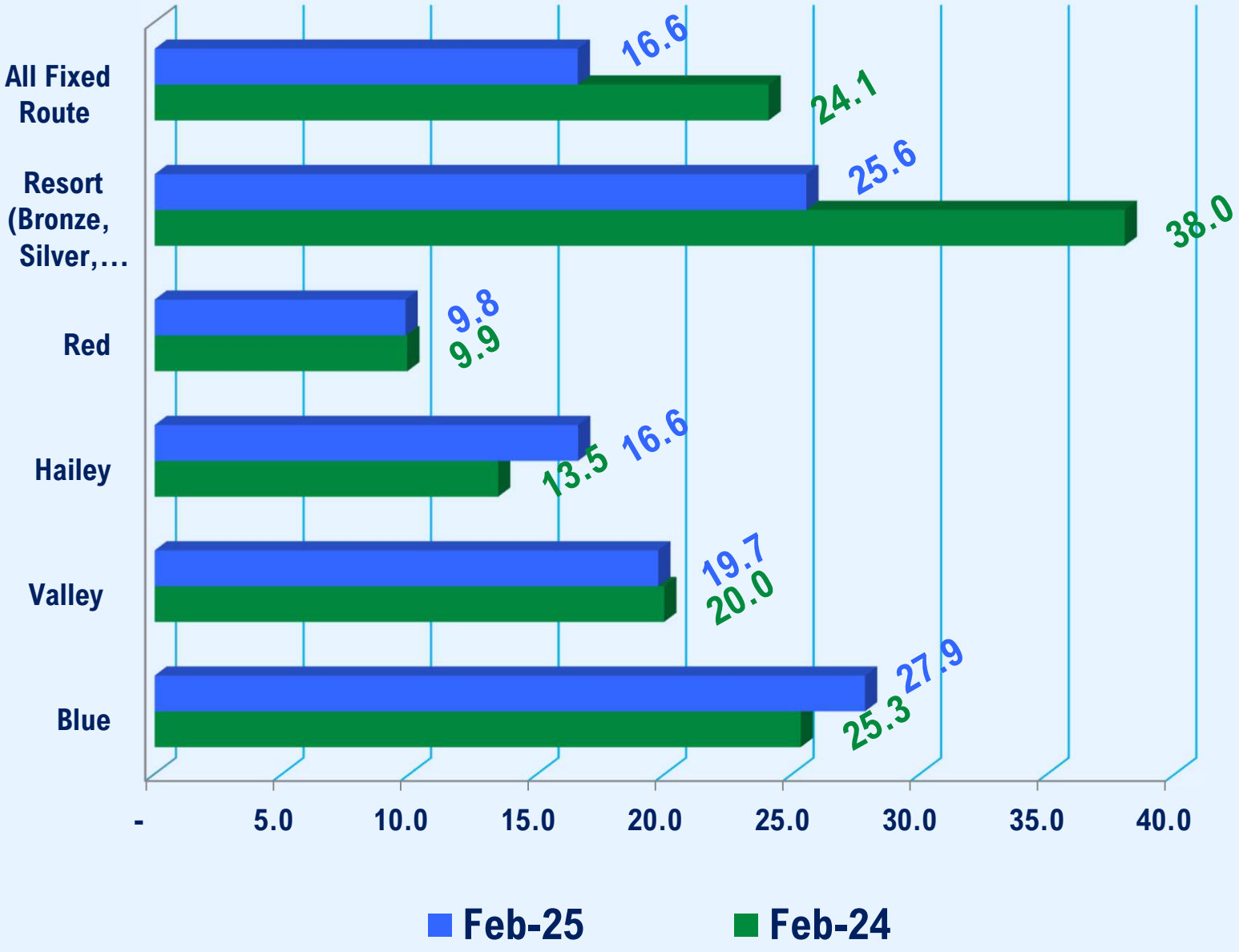
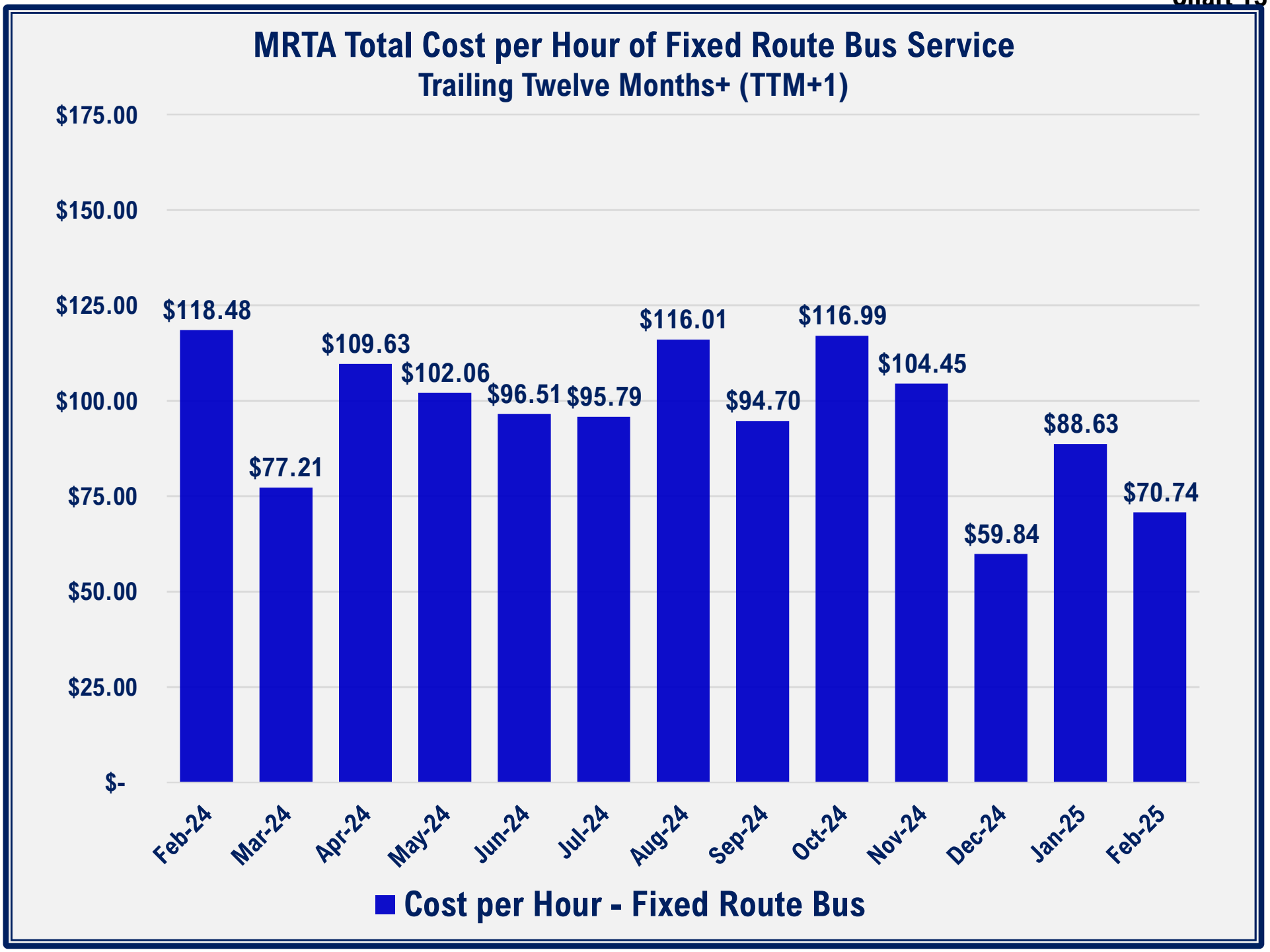

MRTA Bronze Route Riders
6,000
5,500
5,000
4,500
4,000
3,500
3,000
2,500
2,000
1,500
1,000
500
-
2,373
2,166
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

Chart 11

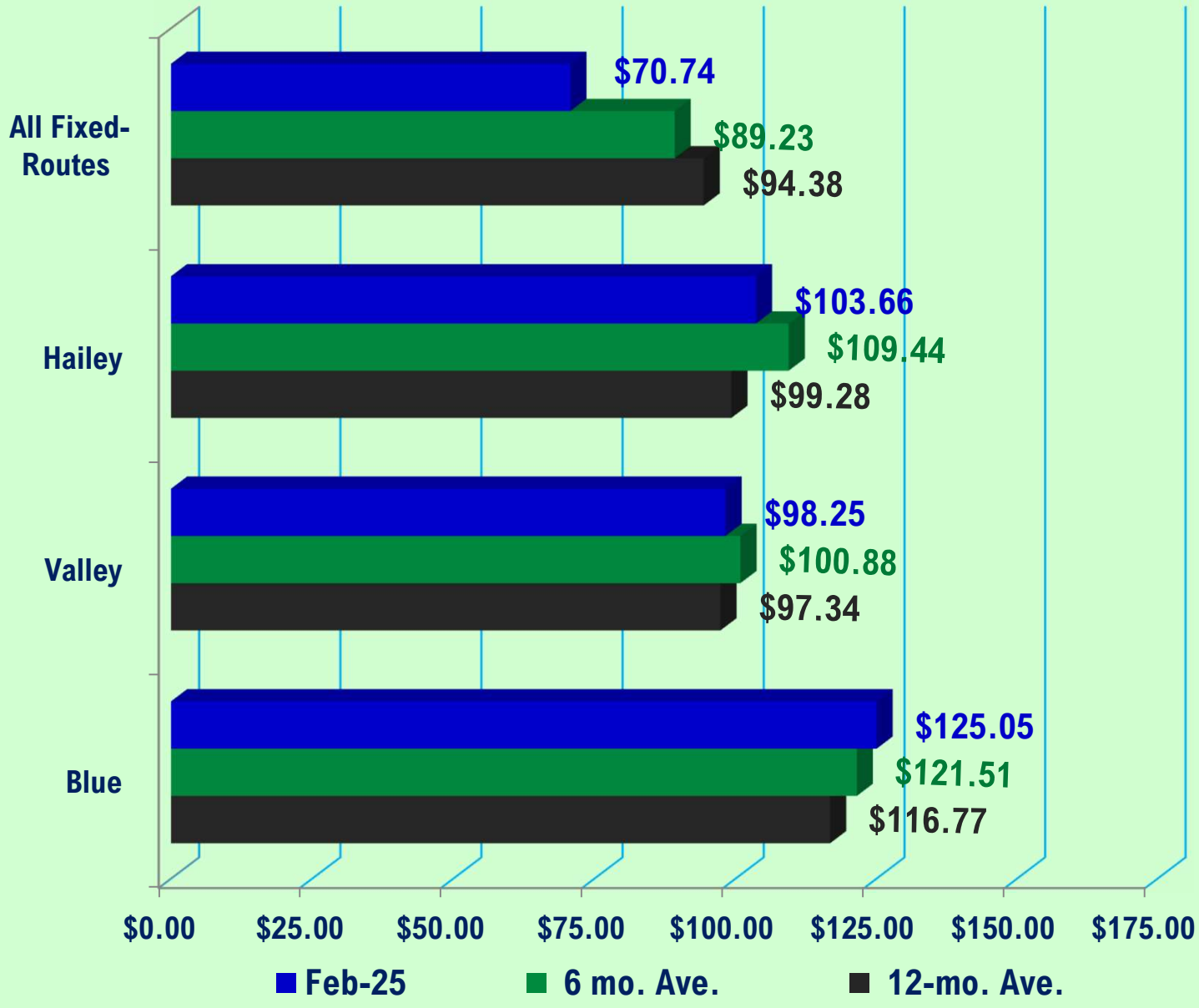

MRTA Resort Routes (Bronze, Silver, Gold) Riders
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
17,071
21,787
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022

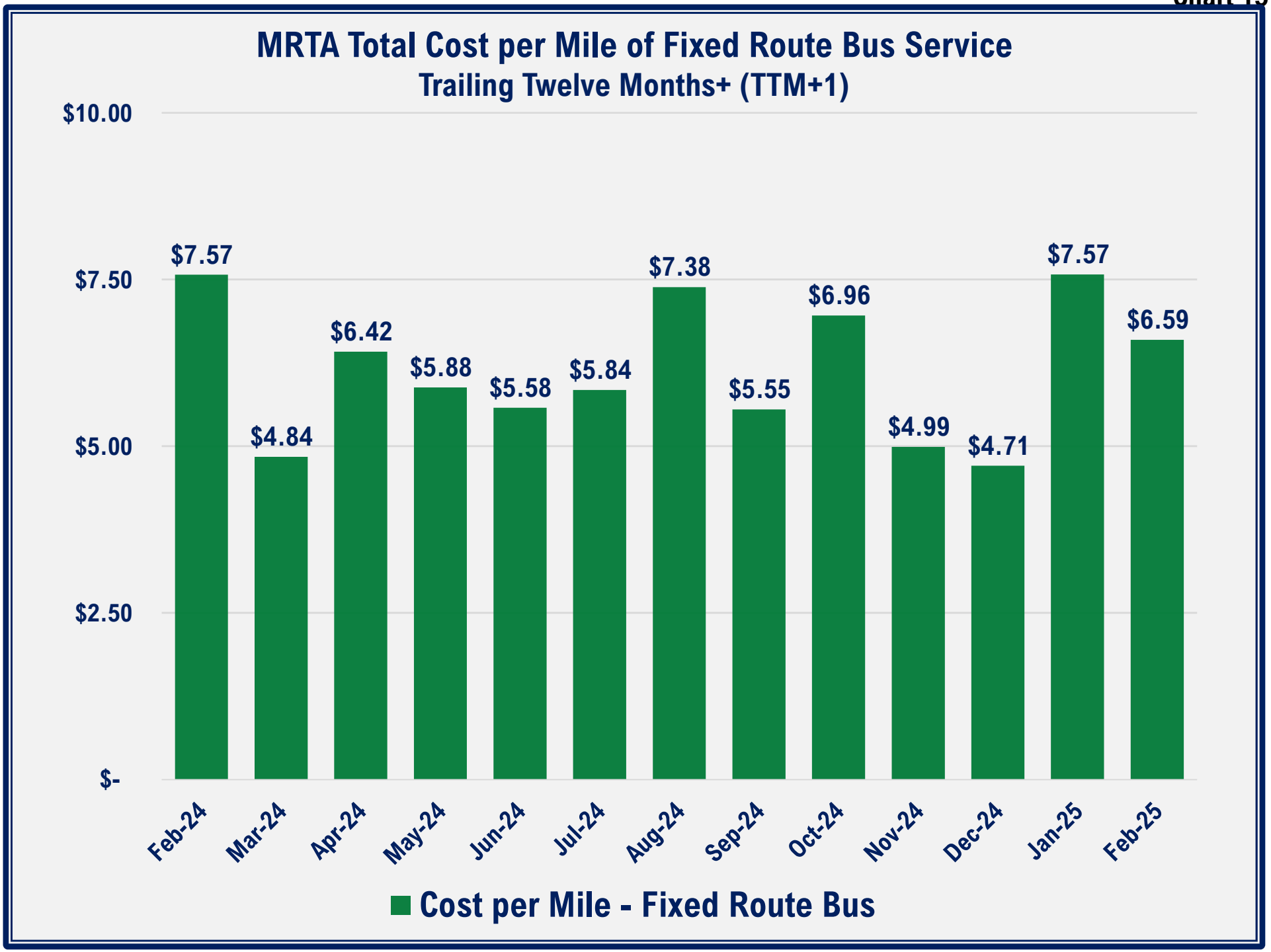
MRTA Riders per Hour



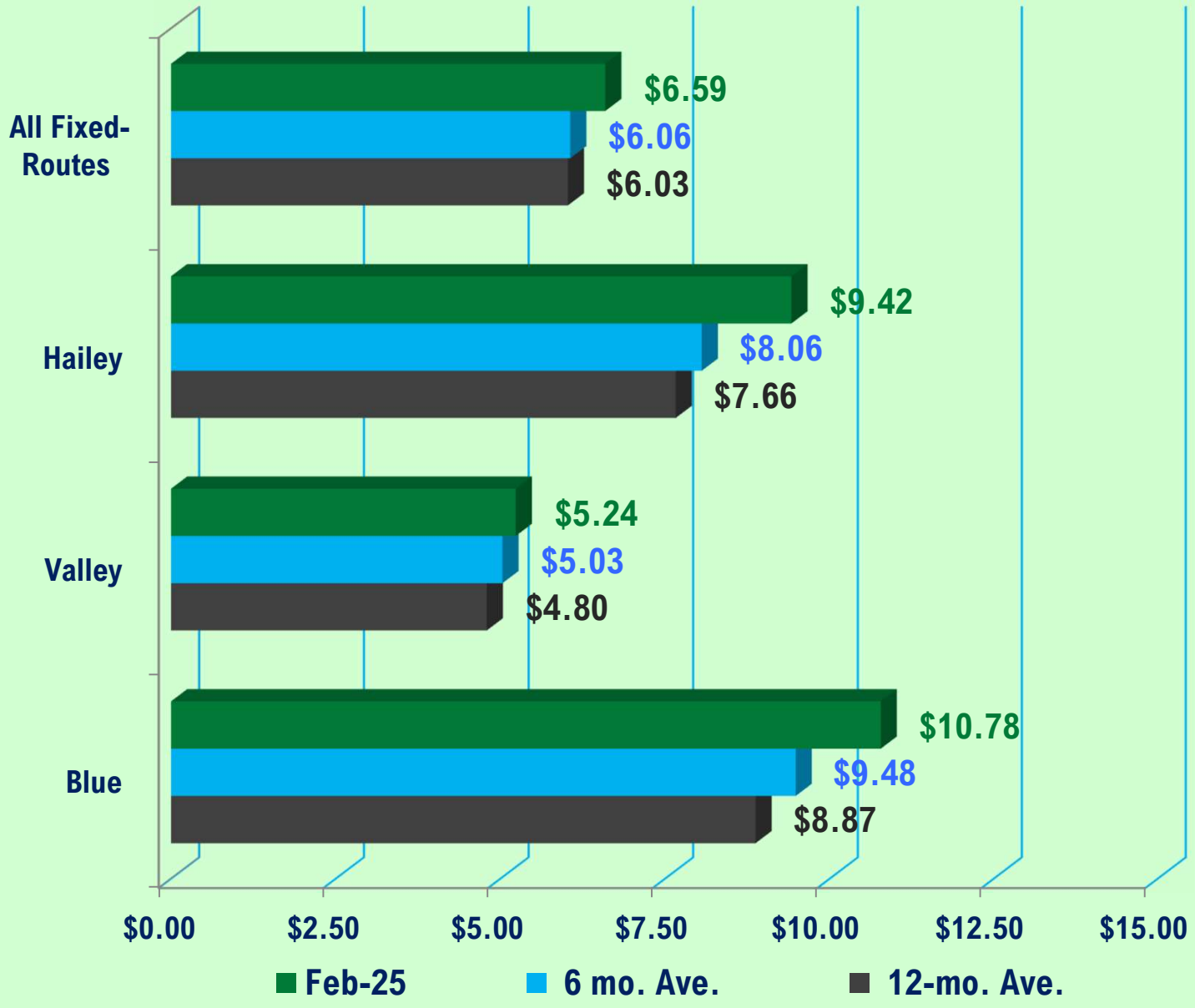

MRTA Total Cost per Hour of Fixed Route Bus Service
Trailing Twelve Months+ (TTM+1)
$175.00
$150.00
$125.00
$100.00
$75.00
$50.00
$25.00
$-
$118.48
$77.21
$109.63
$102.06
$96.51
$95.79
$116.01
$94.70
$116.99
$104.45
$59.84
$88.63
$70.74
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Cost per Hour - Fixed Route Bus

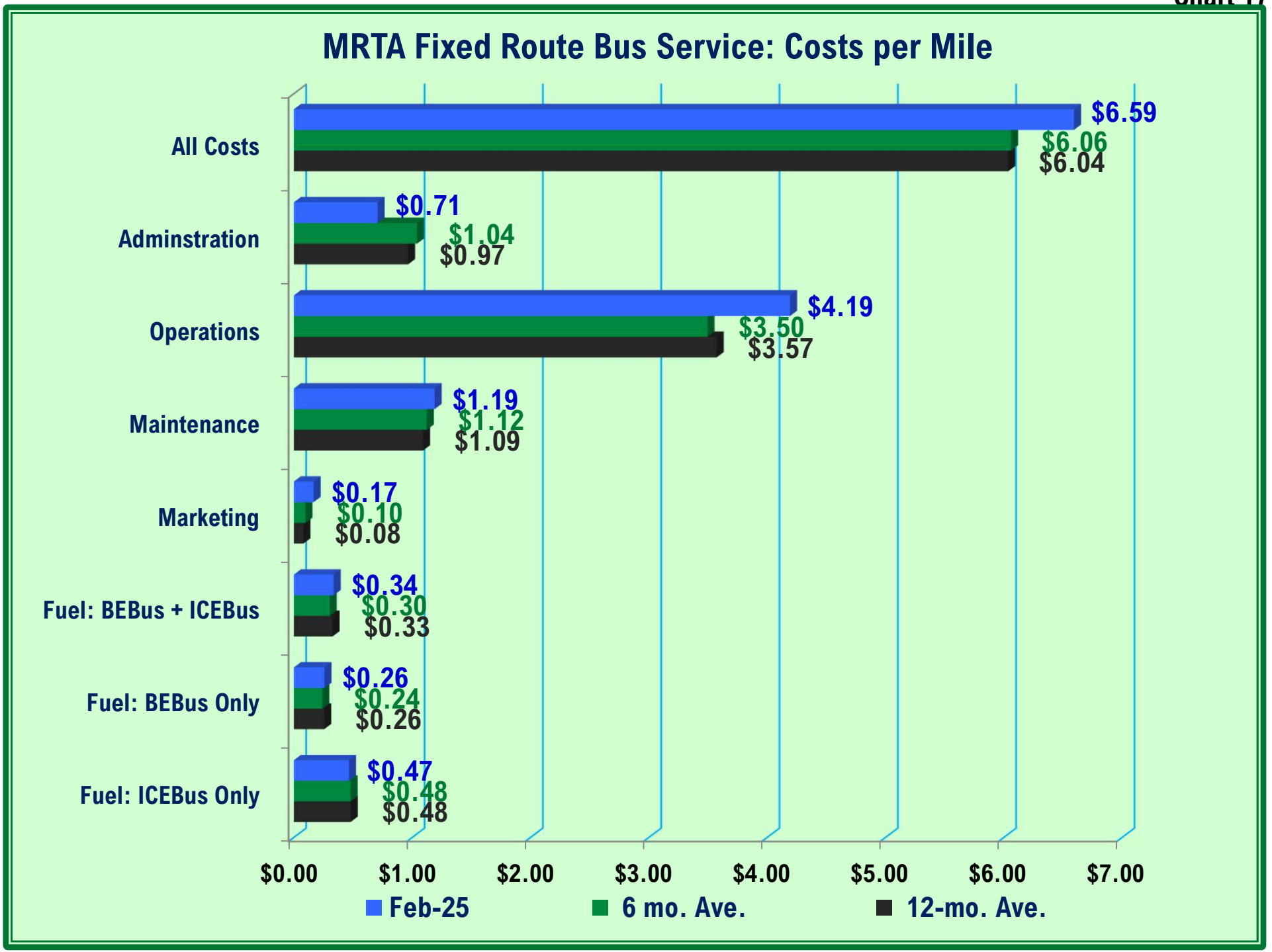
MRTA Total Cost per Hour of Fixed Route Bus Service



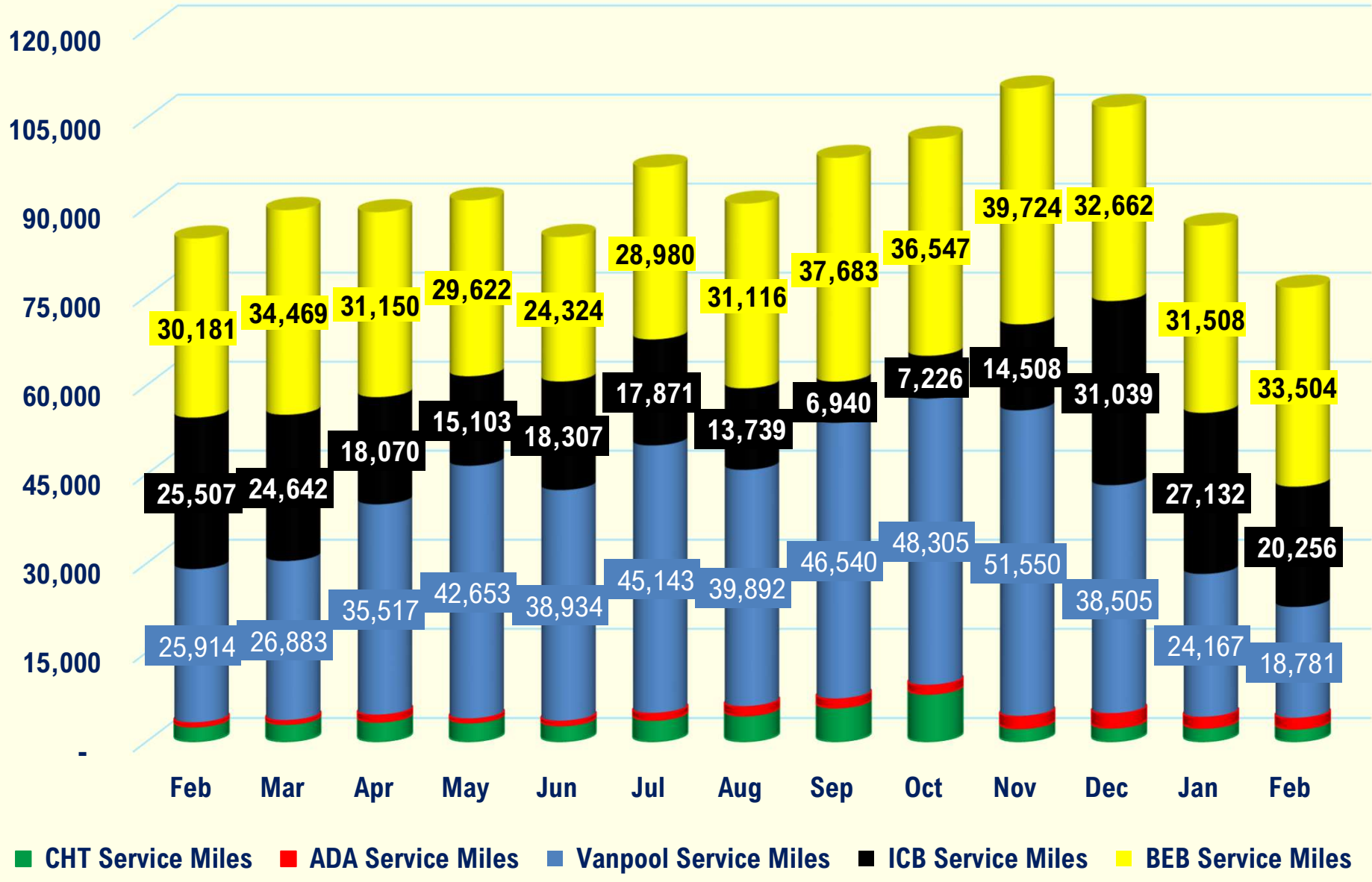

MRTA Total Cost per Mile of Fixed Route Bus Service
Trailing Twelve Months+ (TTM+1)
$10.00
$7.50
$5.00
$2.50
$-
$7.57
$4.84
$6.42
$5.88
$5.58
$5.84
$7.38
$5.55
$6.96
$4.99
$4.71
$7.57
$6.59
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Cost per Mile - Fixed Route Bus

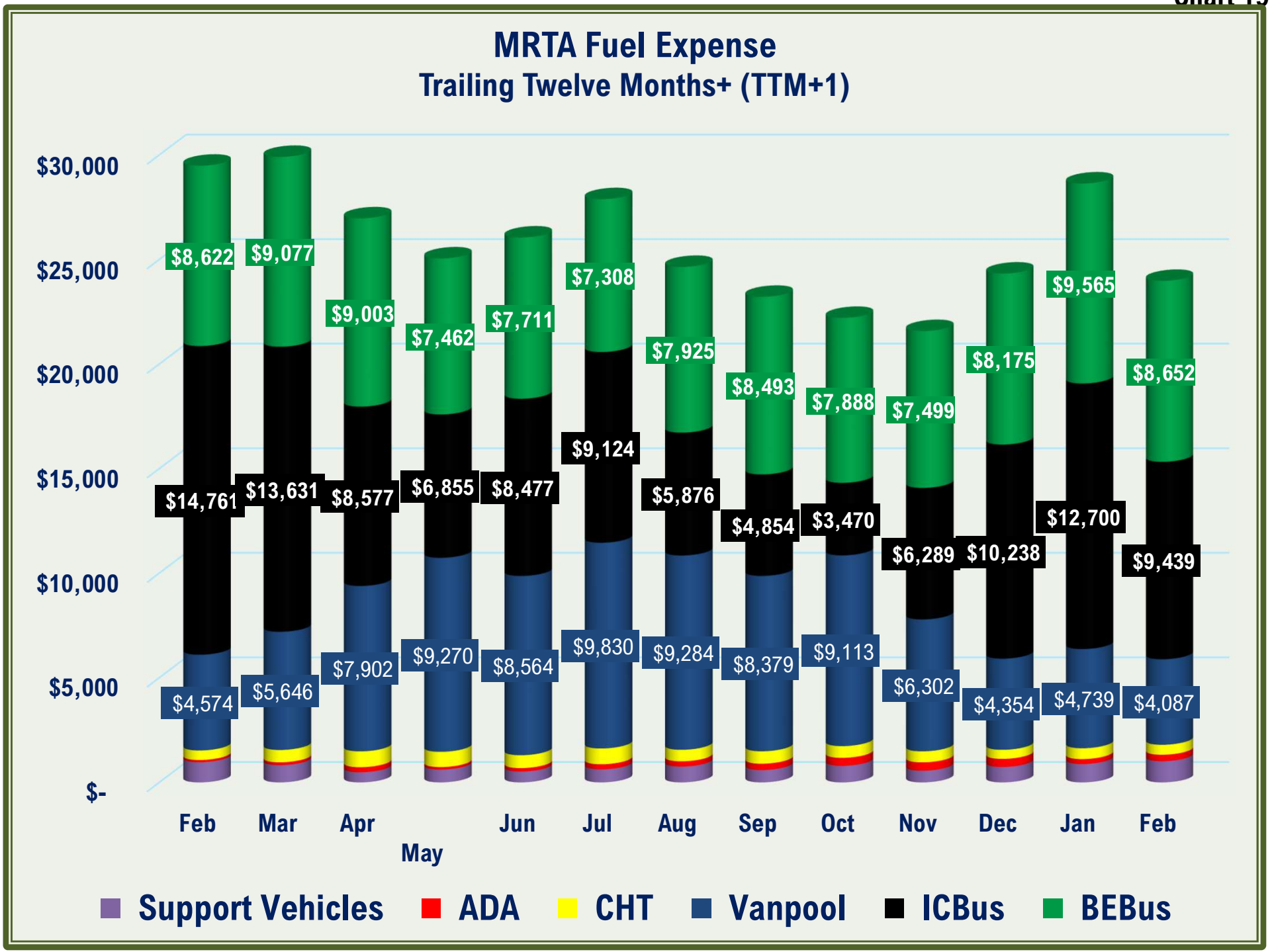
MRTA Total Cost per Mile of Fixed Route Bus Service



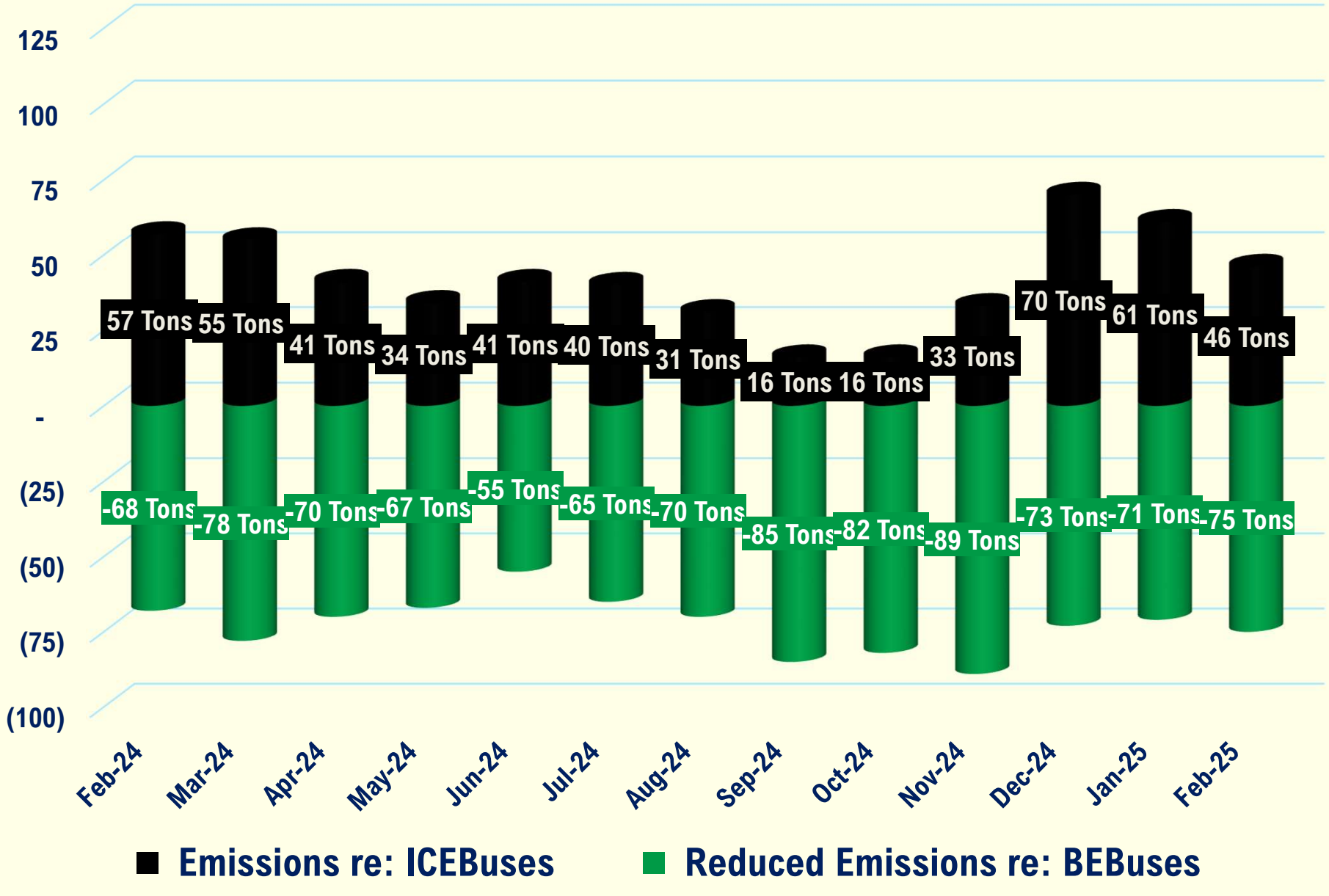

MRTA Fixed Route Bus Service: Costs per Mile
All Costs
$6.59
$6.06
$6.04
Adminstration
$0.71
$1.04
$0.97
Operations
$4.19
$3.50
$3.57
Maintenance
$1.19
$1.12
$1.09
Marketing
$0.17
$0.10
$0.08
Fuel: BEBus + ICEBus
$0.34
$0.30
$0.33
Fuel: BEBus Only
$0.26
$0.24
$0.26
Fuel: ICEBus Only
$0.47
$0.48
$0.48
$0.00
$1.00
$2.00
$3.00
$4.00
$5.00
$6.00
$7.00
Feb-25
6 mo. Ave.
12-mo. Ave.

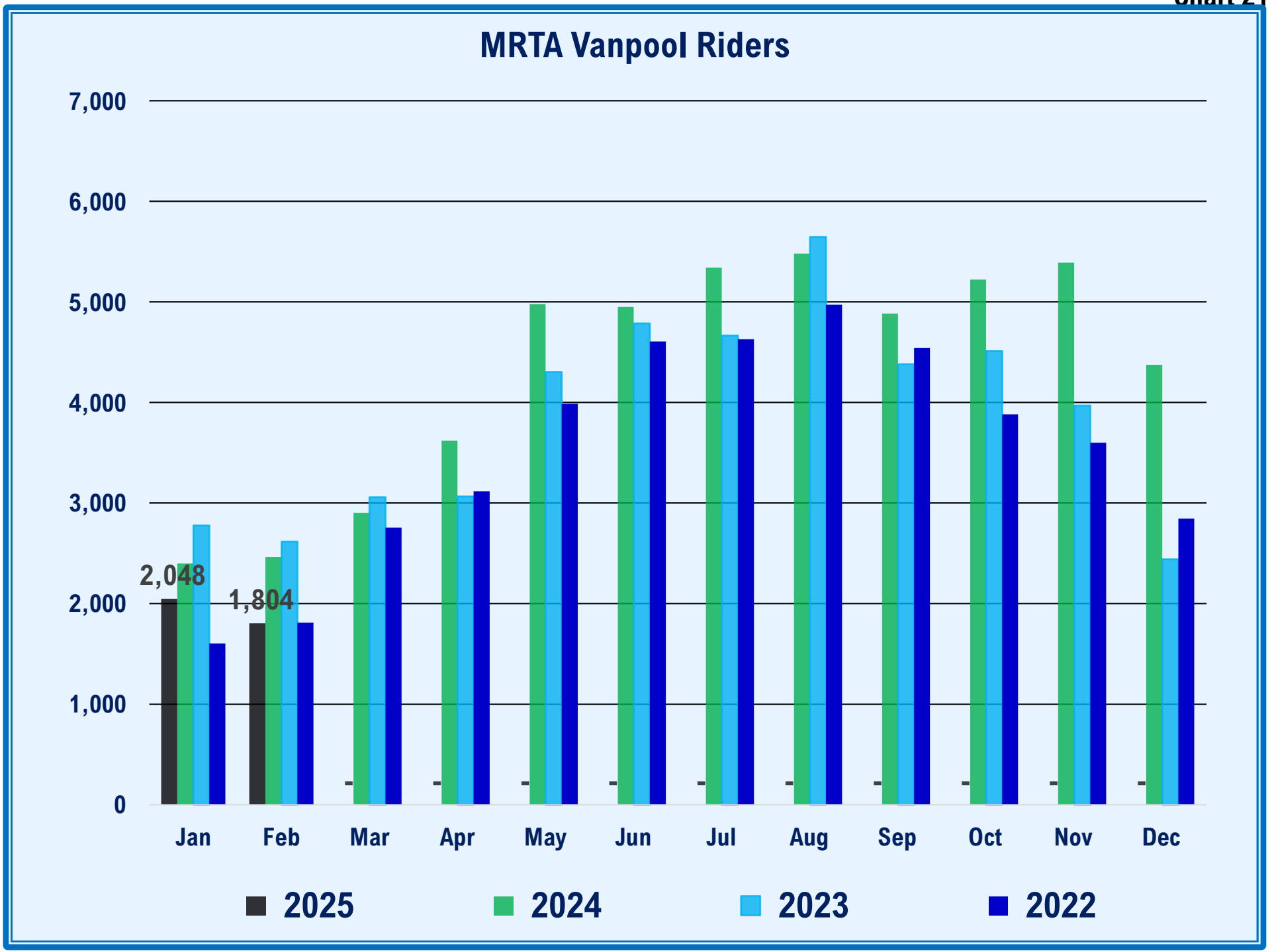
MRTA Service Miles by Vehicle/Service Type
Trailing Twelve Months+ (TTM+1)

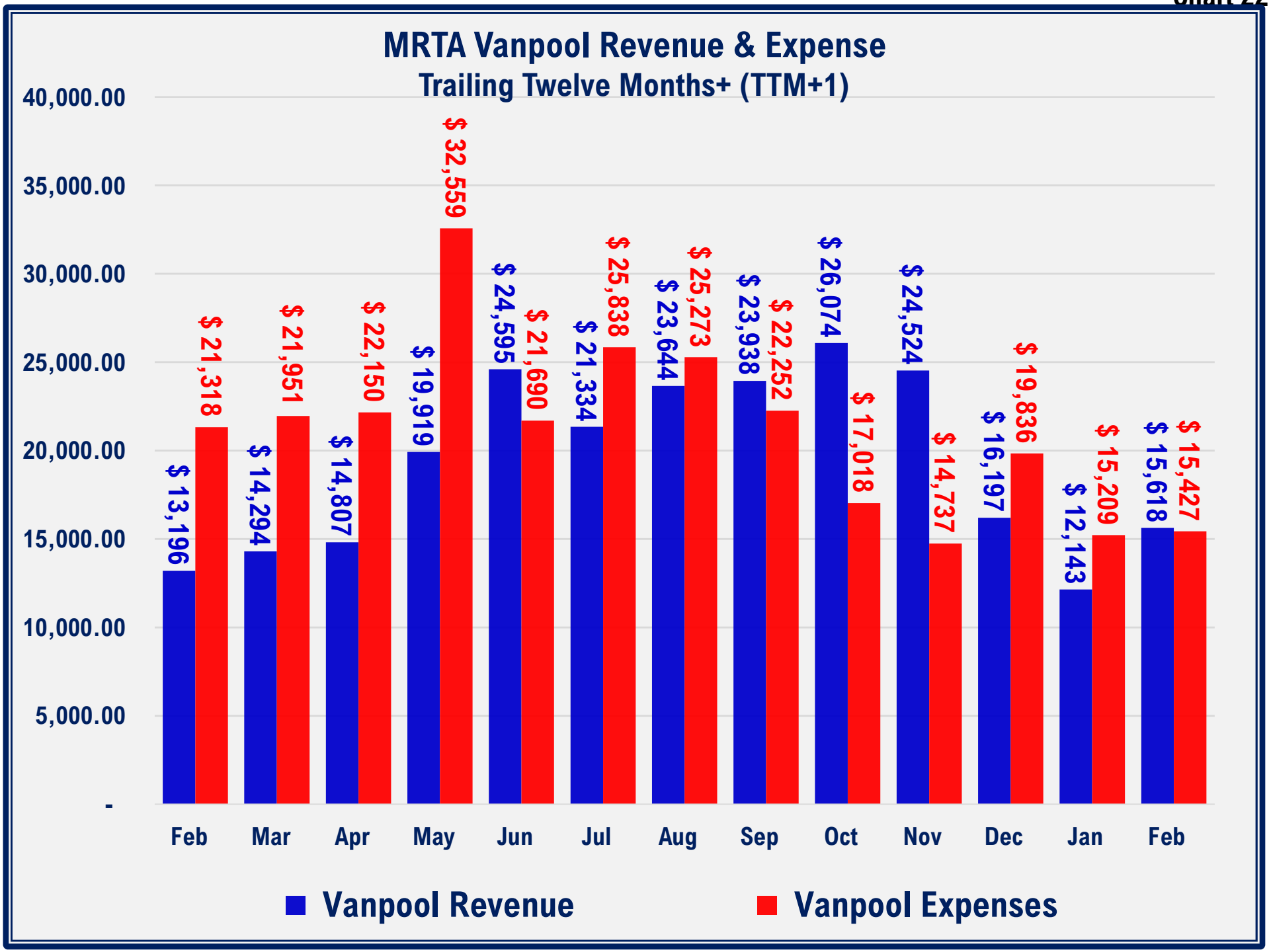



MRTA Fuel Expense
Trailing Twelve Months+ (TTM+1)
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-
$8,622
$9,077
$9,003
$7,462
$7,711
$7,308
$7,925
$8,493
$7,888
$7,499
$8,175
$9,565
$8,652
$14,761
$13,631
$8,577
$6,855
$8,477
$9,124
$5,876
$4,854
$3,470
$6,289
$10,238
$12,700
$9,439
$4,574
$5,646
$7,902
$9,270
$8,564
$9,830
$9,284
$8,379
$9,113
$6,302
$4,354
$4,739
$4,087
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Support Vehicles
ADA
CHT
Vanpool
ICBus
BEBus

MRTA CO2 (GHG) Emissions: Bus Fleet
Trailing Twelve Months+ (TTM+1)

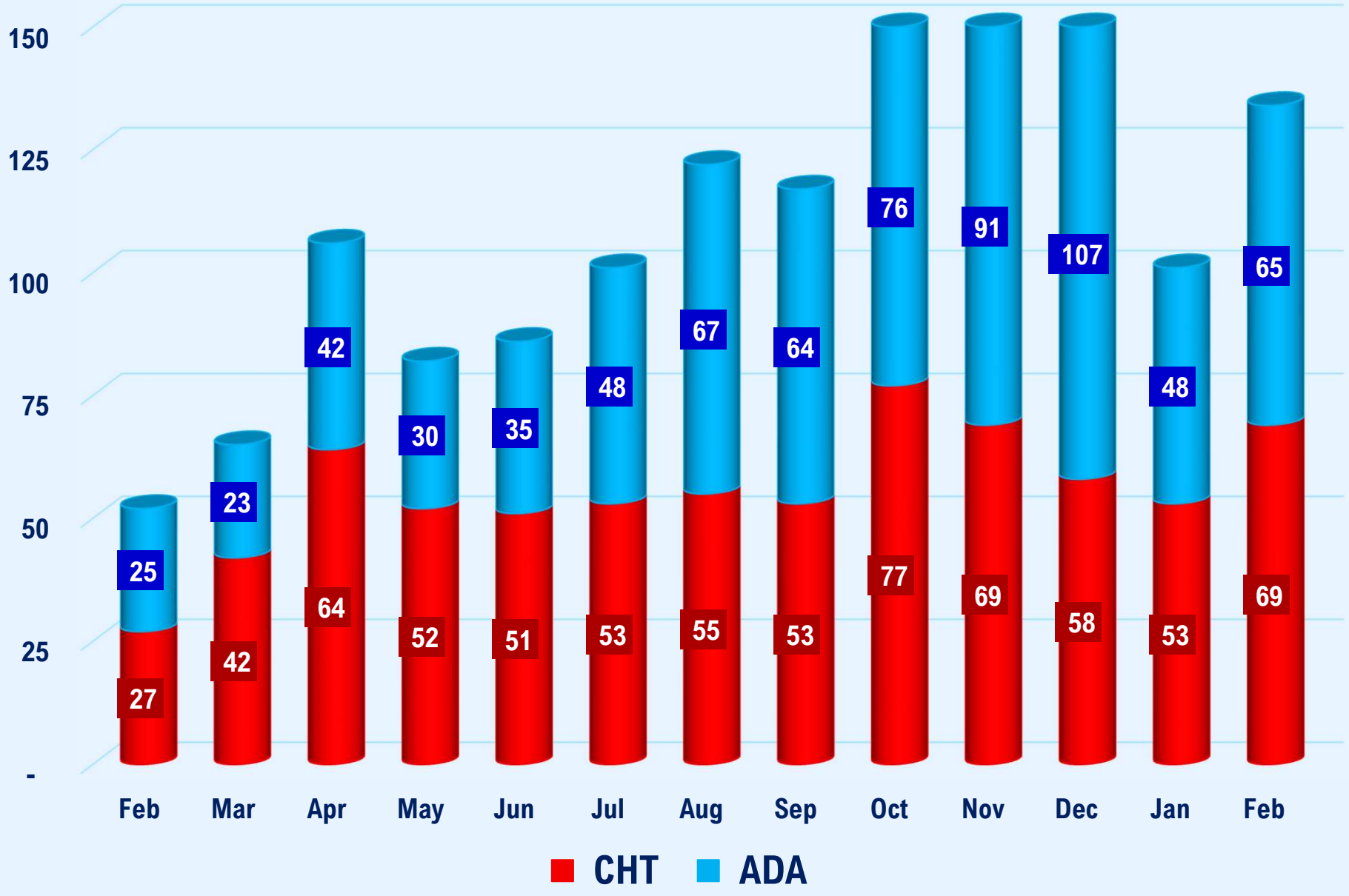



MRTA Vanpool Riders
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
2,048
1,804
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2025
2024
2023
2022


MRTA Vanpool Revenue & Expense
Trailing Twelve Months+ (TTM+1)
40,000.00
35,000.00
30,000.00
25,000.00
20,000.00
15,000.00
10,000.00
5,000.00
-
$ 13,196
$ 21,318
$ 14,294
$ 21,951
$ 14,807
$ 22,150
$ 19,919
$ 32,559
$ 24,595
$ 21,690
$ 21,334
$ 25,838
$ 23,644
$ 25,273
$ 23,938
$ 22,252
$ 26,074
$ 17,018
$ 24,524
$ 14,737
$ 16,197
$ 19,836
$ 12,143
$ 15,209
$ 15,618
$ 15,427
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Vanpool Revenue
Vanpool Expenses

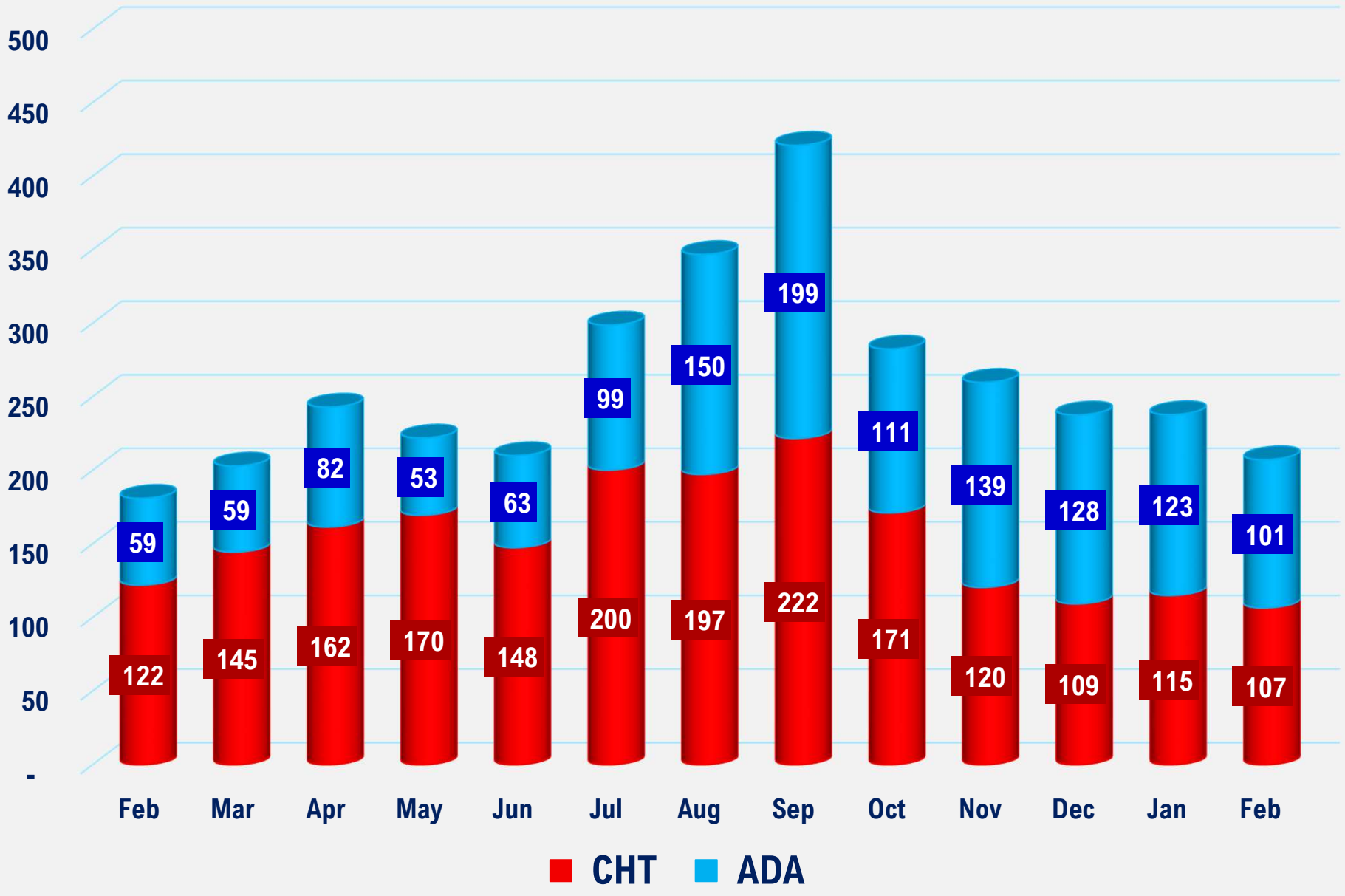
Ridership: Community Health Transportation & ADA Paratransit

Trailing Twelve Months+ (TTM+1)



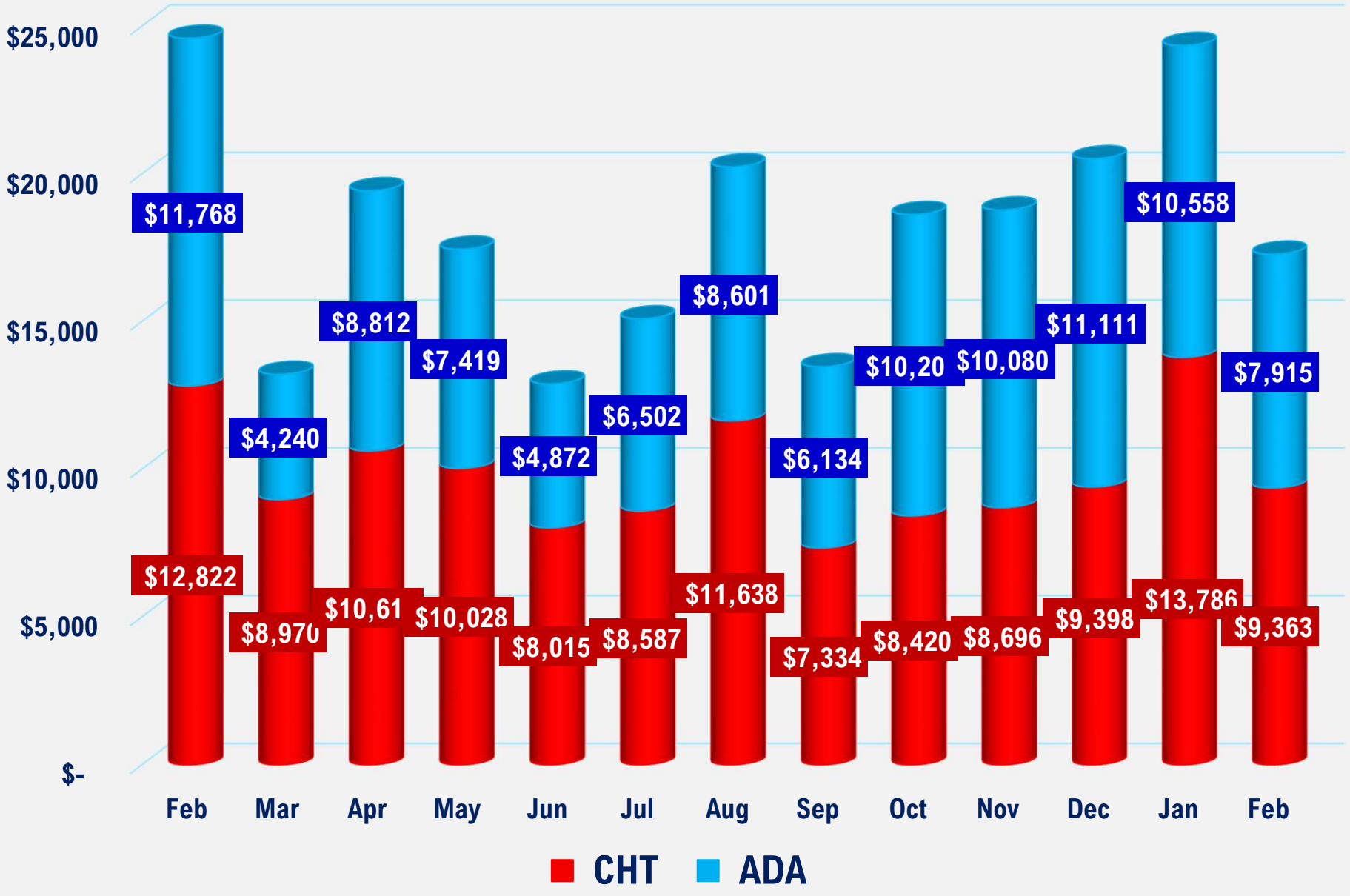
Service Hours: Community Health Transportation & ADA Paratransit

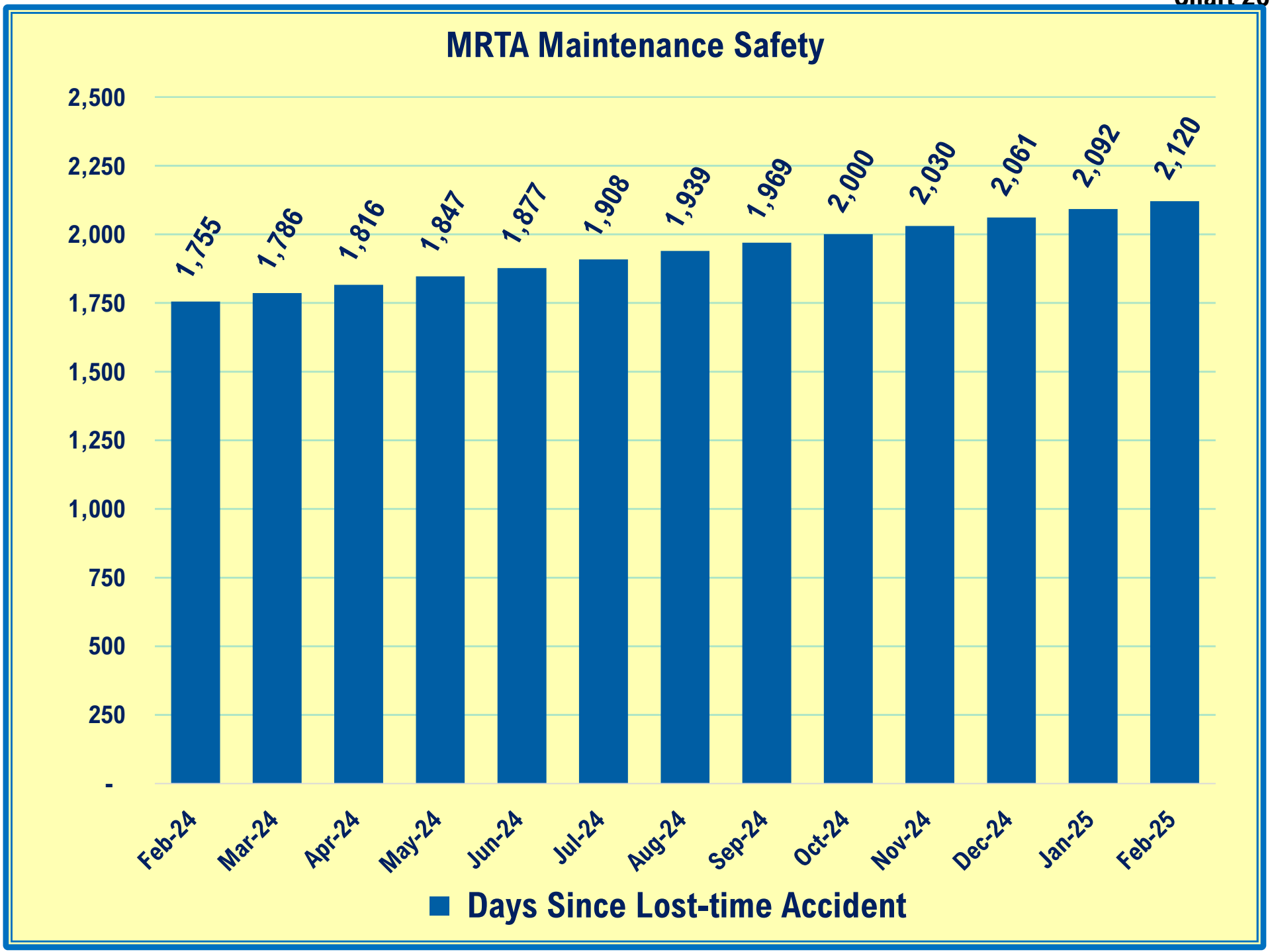
Trailing Twelve Months+ (TTM+1)

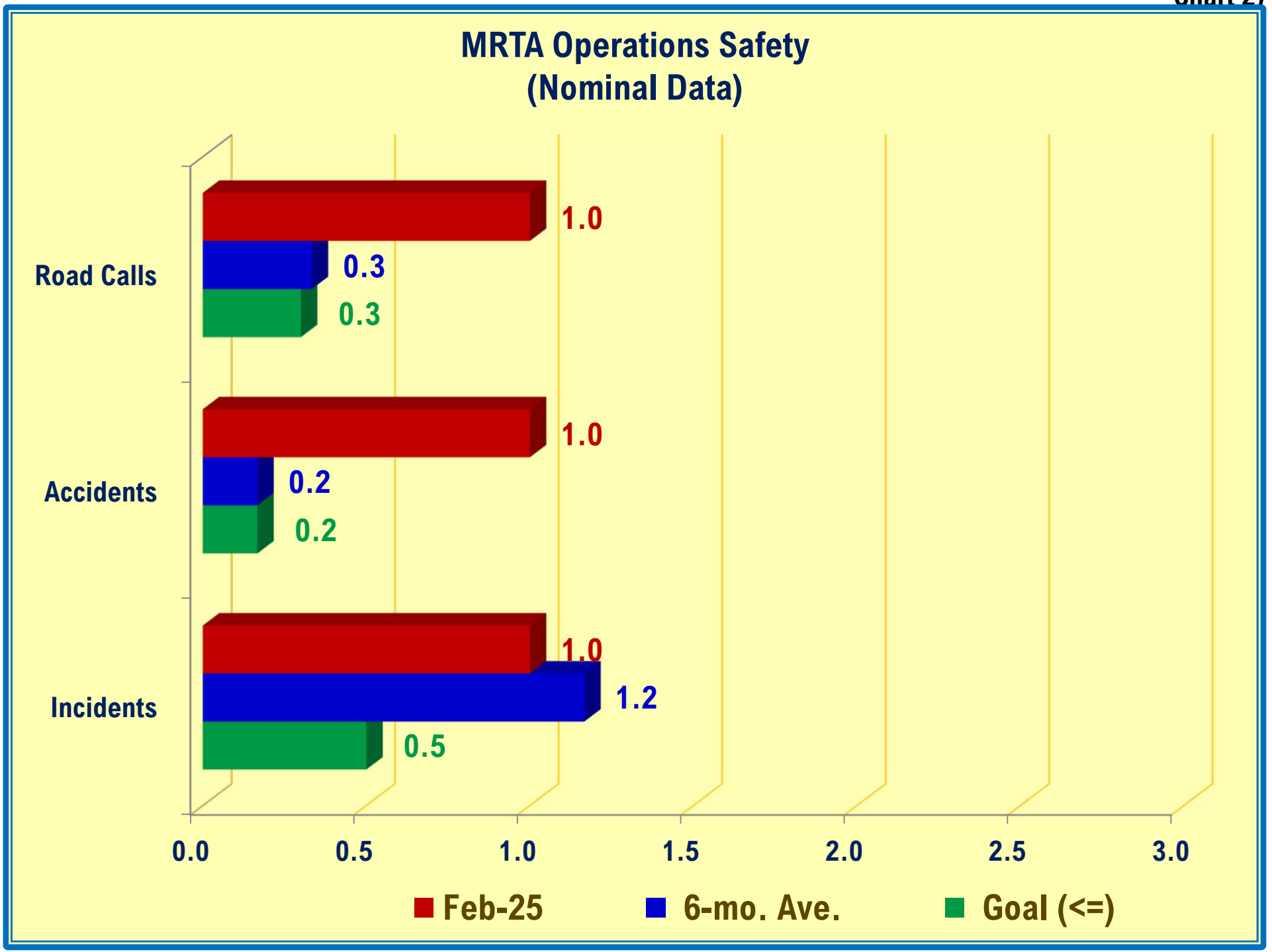


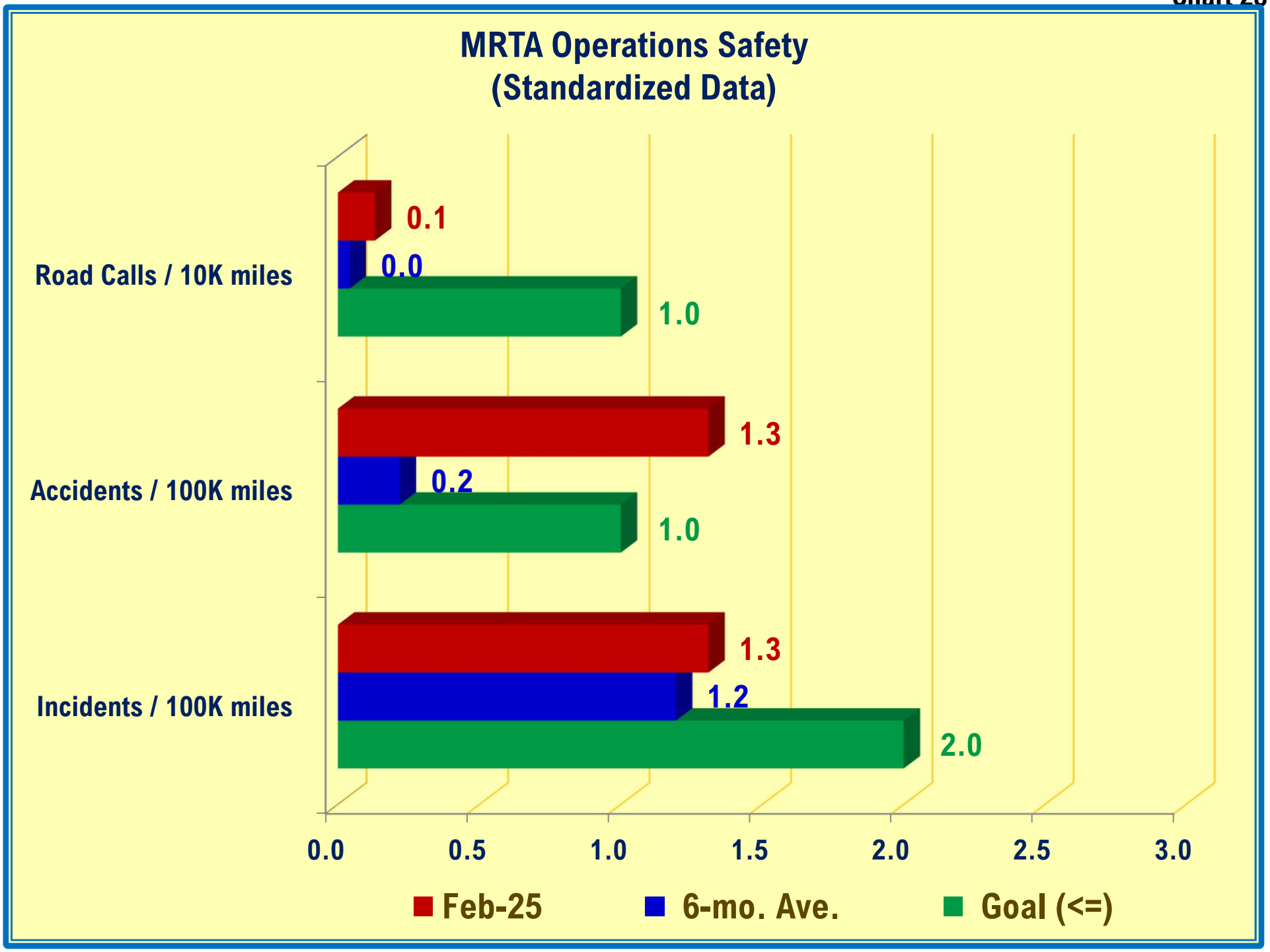
Expenses: Community Health Transportation & ADA Paratransit

Trailing Twelve Months+ (TTM+1)



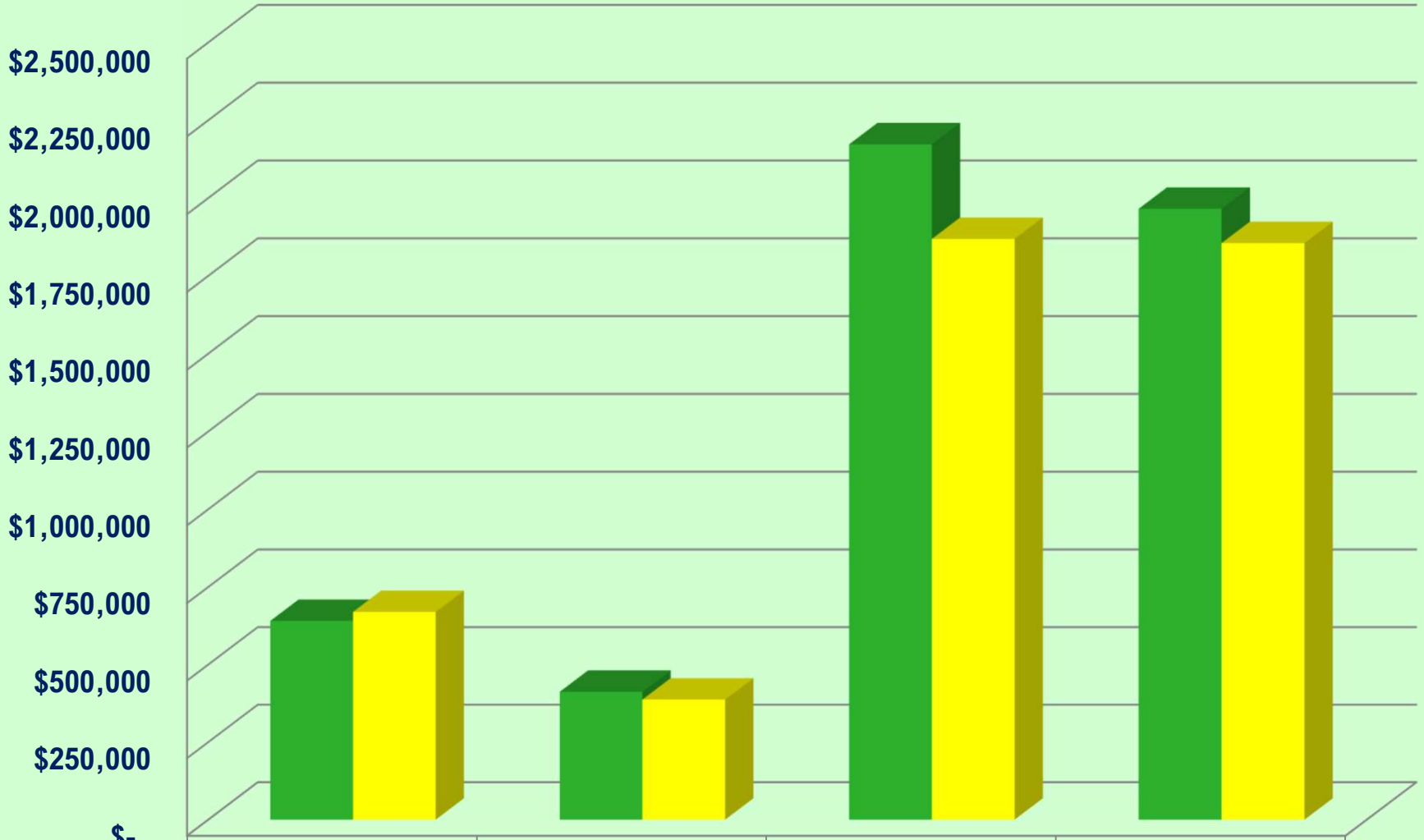

MRTA Maintenance Safety
2,500
2,250
2,000
1,750
1,500
1,250
1,000
750
500
250
-
1,755
1,786
1,816
1,847
1,877
1,908
1,939
1,969
2,000
2,030
2,061
2,092
2,120
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Days Since Lost-time Accident


MRTA Operations Safety
(Nominal Data)
Road Calls
1.0
0.3
0.3
Accidents
1.0
0.2
0.2
Incidents
1.0
1.2
0.5
0.0
0.5
1.0
1.5
2.0
2.5
3.0
Feb-25
6-mo. Ave.
Goal (<=)


MRTA Operations Safety
(Standardized Data)
Road Calls / 10K miles
0.1
0.0
1.0
Accidents / 100K miles
1.3
0.2
1.0
Incidents / 100K miles
1.3
1.2
2.0
0.0
0.5
1.0
1.5
2.0
2.5
3.0
Feb-25
6-mo. Ave.
Goal (<=)

MRTA Revenue & Expenses, Budget v Actual

February 2025



	Revenue (Mo.)	Expenses (Mo.)	Revenue (FYTD)	Expenses (FYTD)
Budget	$640,720	$412,175	$2,172,670	$1,965,450
Actual	$669,612	$387,163	$1,868,593	$1,855,210

MRTA - Operations Main
Revenue & Expenditures Budget Performance
January 2025

		Jan 25	Budget	% of Budget	Oct '24 - Jan 25	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense								
Income								
41000 · Federal Funding								
41200 · Federal - 5311	5311 Reimb for Nov/2024	187,984.00	216,500.00	86.8%	411,930.00	865,700.00	47.6%	2,596,375.00
41300 · Federal - CARES	Cares nov/2024	6,729.00	14,500.00	46.4%	12,469.00	58,000.00	21.5%	175,000.00
41700 · Federal Funding -other programs		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
41800 · Federal - RTAP		0.00	2,000.00	0.0%	0.00	8,000.00	0.0%	24,500.00
Total 41000 · Federal Funding		194,713.00	233,000.00	83.6%	424,399.00	931,700.00	45.6%	2,795,875.00
43000 · Local Funding								
43100 · Local - Ketchum		0.00	0.00	0.0%	206,000.00	168,920.00	122.0%	675,700.00
43200 · Local - Hailey		0.00	0.00	0.0%	24,000.00	19,680.00	122.0%	78,720.00
43300 · Local - Bellevue		0.00	0.00	0.0%	12,000.00	10,700.00	112.1%	10,700.00
43400 · Local - Blaine County		0.00	0.00	0.0%	54,000.00	44,280.00	122.0%	177,100.00
43500 · Local - Sun Valley		0.00	0.00	0.0%	116,500.00	95,530.00	122.0%	382,100.00
43600 · Local - Sun Valley Company		45,500.00	37,310.00	122.0%	136,500.00	111,930.00	122.0%	253,400.00
43700 · Local - Other Business		0.00	16,000.00	0.0%	3,300.00	48,000.00	6.9%	165,000.00
43900 · Local - SVASB		0.00			55,000.00			
Total 43000 · Local Funding		45,500.00	53,310.00	85.3%	607,300.00	499,040.00	121.7%	1,742,720.00
44000 · Fares								
44200 · Fares - Valley Passes		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
44300 · Fares - Vanpool	Dec invoicing 11 vans	12,143.20	14,000.00	86.7%	78,937.98	58,000.00	136.1%	200,000.00
Total 44000 · Fares		12,143.20	14,000.00	86.7%	78,937.98	58,000.00	136.1%	200,000.00
45000 · Revenue								
45100 · Rev - Advertising		26,500.00	6,000.00	441.7%	67,365.44	43,750.00	154.0%	90,000.00
Total 45000 · Revenue		26,500.00	6,000.00	441.7%	67,365.44	43,750.00	154.0%	90,000.00
47000 · Private Donations								
47300 · Priv. Donation - Other	Donation for ADA service	1,000.00			1,000.00			
Total 47000 · Private Donations		1,000.00			1,000.00			
48000 · Transfers								
48400 · Transfer - Housing Fund		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 48000 · Transfers		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
49000 · Interest Income		4,213.67	0.00	100.0%	19,978.21	0.00	100.0%	0.00
49800 · Excess Operating Funds		0.00			0.00	0.00	0.0%	0.00
Total Income		284,069.87	306,310.00	92.7%	1,198,980.63	1,532,490.00	78.2%	4,828,595.00
Gross Profit		284,069.87	306,310.00	92.7%	1,198,980.63	1,532,490.00	78.2%	4,828,595.00
Expense								
51000 · Payroll Expenses	Ask Jerry							
51100 · Salaries and Wages		341,516.96	305,000.00	112.0%	876,932.50	846,000.00	103.7%	2,556,100.00
51300 · FICA Expense		20,502.91	18,000.00	113.9%	52,288.78	49,900.00	104.8%	159,100.00
51350 · Medicare Tax Expense		4,795.01	4,500.00	106.6%	12,228.85	12,150.00	100.6%	37,100.00
51400 · Retirement Plan Expenses		0.00	51,935.00	0.0%	53,417.11	102,935.00	51.9%	210,000.00
51500 · Workers Comp Expense		0.00	0.00	0.0%	11,027.00	11,500.00	95.9%	60,000.00
51600 · SUI Expense		1,488.12	1,800.00	82.7%	2,968.47	3,325.00	89.3%	18,000.00
51700 · Medical Ins. Expense		47,399.00	51,000.00	92.9%	177,194.82	181,300.00	97.7%	600,000.00
51950 · Employee Performance Bonus		0.00	0.00	0.0%	0.00	5,000.00	0.0%	12,000.00
Total 51000 · Payroll Expenses		415,702.00	432,235.00	96.2%	1,186,057.53	1,212,110.00	97.9%	3,652,300.00
52000 · Insurance Expense								
52100 · Ins. - Vehicles		0.00	21,500.00	0.0%	0.00	86,000.00	0.0%	258,000.00
52150 · Ins- Deductibles/claims		0.00	3,000.00	0.0%	0.00	3,000.00	0.0%	15,000.00
Total 52000 · Insurance Expense		0.00	24,500.00	0.0%	0.00	89,000.00	0.0%	273,000.00
53000 · Professional Fees								

MRTA - Operations Main
Revenue & Expenditures Budget Performance
January 2025

		Jan 25	Budget	% of Budget	Oct '24 - Jan 25	YTD Budget	% of Budget	Annual Budget
53100 · Accounting & Audit		0.00	0.00	0.0%	0.00	0.00	0.0%	11,000.00
53200 · IT Systems		210.00	500.00	42.0%	2,786.18	3,120.00	89.3%	7,000.00
53400 · Legal Fees	Ask Jerry	10,000.00	0.00	100.0%	12,557.50	5,000.00	251.2%	5,000.00
53475 · Medical		92.00	250.00	36.8%	862.00	750.00	114.9%	3,000.00
53500 · Other Professional Fees		92.00	0.00	100.0%	31,416.80	8,400.00	374.0%	13,000.00
Total 53000 · Professional Fees		10,394.00	750.00	1,385.9%	47,622.48	17,270.00	275.8%	39,000.00
54000 · Equipment/ Tool Expense								
54100 · Shop Equipment/ Tools		228.49	1,500.00	15.2%	350.03	3,075.00	11.4%	12,000.00
54300 · Office Equipment		0.00	0.00	0.0%	244.16	175.00	139.5%	10,000.00
Total 54000 · Equipment/ Tool Expense		228.49	1,500.00	15.2%	594.19	3,250.00	18.3%	22,000.00
55000 · Rent and Utilities								
55200 · Utilities		1,647.93	4,500.00	36.6%	7,626.66	10,100.00	75.5%	40,000.00
Total 55000 · Rent and Utilities		1,647.93	4,500.00	36.6%	7,626.66	10,100.00	75.5%	40,000.00
56000 · Supplies								
56200 · Janitorial & Safety Supplies		1,152.48	1,200.00	96.0%	4,639.22	3,875.00	119.7%	17,000.00
56300 · Department & Office Supplies		769.18	300.00	256.4%	2,308.51	1,550.00	148.9%	3,000.00
56400 · Uniforms		546.63	150.00	364.4%	3,435.35	3,150.00	109.1%	17,000.00
56500 · Postage and Delivery		14.89	50.00	29.8%	166.44	265.00	62.8%	1,000.00
Total 56000 · Supplies		2,483.18	1,700.00	146.1%	10,549.52	8,840.00	119.3%	38,000.00
57000 · Repairs and Maintenance								
57100 · Equipment Repairs/Maintenance		0.00	200.00	0.0%	1,149.00	1,700.00	67.6%	3,500.00
57200 · Building Repairs/Maintenance	Drain Cleaning	2,034.82	2,500.00	81.4%	10,411.89	10,950.00	95.1%	24,000.00
57250 · Bus Stop Repairs/Maint	Services	0.00	1,500.00	0.0%	1,144.57	2,750.00	41.6%	8,000.00
57300 · Grounds Repairs/Maintenance	Snow Shoveling	239.80	500.00	48.0%	1,328.30	1,450.00	91.6%	12,000.00
57400 · Bike Share Repairs/Maintenance		0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
57500 · Janitorial Services		0.00	75.00	0.0%	0.00	150.00	0.0%	1,000.00
Total 57000 · Repairs and Maintenance		2,274.62	4,775.00	47.6%	14,033.76	17,000.00	82.6%	48,500.00
58000 · Communications Expense								
58100 · Office Phone Expense		72.84	400.00	18.2%	284.76	950.00	30.0%	4,600.00
58200 · Cell & Two-Way Mobile		1,234.64	2,000.00	61.7%	5,513.70	5,975.00	92.3%	23,000.00
58300 · Internet/Website		740.54	600.00	123.4%	2,309.66	2,250.00	102.7%	7,000.00
58400 · On-Board Vehicle Computers		0.00	500.00	0.0%	7,348.62	7,900.00	93.0%	18,280.00
Total 58000 · Communications Expense		2,048.02	3,500.00	58.5%	15,456.74	17,075.00	90.5%	52,880.00
59000 · Travel and Training								
59100 · Vehicle/Airfare		0.00	500.00	0.0%	629.24	1,650.00	38.1%	9,600.00
59200 · Lodging		0.00	500.00	0.0%	1,352.30	2,500.00	54.1%	8,640.00
59300 · Food/Meals/Entertainment	Coding Training	0.00	200.00	0.0%	329.60	950.00	34.7%	3,600.00
59400 · Training/Education		239.88	1,500.00	16.0%	495.48	2,000.00	24.8%	15,000.00
59500 · Safety Curriculum		0.00	100.00	0.0%	0.00	200.00	0.0%	2,000.00
Total 59000 · Travel and Training		239.88	2,800.00	8.6%	2,806.62	7,300.00	38.4%	38,840.00
60000 · Business Expenses								
60100 · Vehicle Registration Fees		0.00	0.00	0.0%	212.13	150.00	141.4%	700.00
60200 · Fines, Penalties, Judgments	Microsoft	0.00			0.00	0.00	0.0%	0.00
60400 · Membership,Dues & Subscriptions		3,189.09	1,500.00	212.6%	7,593.85	5,350.00	141.9%	15,000.00
60500 · Bank Fees		-2.55	50.00	-5.1%	-2.55	50.00	-5.1%	500.00
Total 60000 · Business Expenses		3,186.54	1,550.00	205.6%	7,803.43	5,550.00	140.6%	16,200.00
61000 · Advertising								
61100 · Print Advertising		715.40	1,500.00	47.7%	2,767.18	2,750.00	100.6%	30,000.00
61200 · Radio Advertising		0.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00
61300 · Online Advertising		150.00	300.00	50.0%	496.87	550.00	90.3%	3,000.00
61400 · Vehicle Graphics		0.00	0.00	0.0%	4,104.00	4,150.00	98.9%	8,000.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance
January 2025

	Jan 25	Budget	% of Budget	Oct '24 - Jan 25	YTD Budget	% of Budget	Annual Budget
Total 61000 · Advertising	865.40	1,800.00	48.1%	7,368.05	7,450.00	98.9%	42,000.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	749.20	200.00	374.6%	980.62	500.00	196.1%	3,000.00
62200 · Graphic Design	0.00	300.00	0.0%	1,638.75	1,950.00	84.0%	7,000.00
62400 · Customer Events and Misc.	0.00	150.00	0.0%	0.00	250.00	0.0%	6,000.00
62500 · Staff Appreciation/ Events	0.00	0.00	0.0%	5,402.70	5,430.00	99.5%	12,000.00
Total 62000 · Marketing and Promotion	749.20	650.00	115.3%	8,022.07	8,130.00	98.7%	28,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	48.00	150.00	32.0%	425.73	500.00	85.1%	2,000.00
63200 · Schedules, Maps & Brochures	0.00	2,500.00	0.0%	9,393.72	3,050.00	308.0%	16,000.00
Total 63000 · Printing and Reproduction	48.00	2,650.00	1.8%	9,819.45	3,550.00	276.6%	18,000.00
64000 · Fuel							
64200 · Petroleum Fuel Expense	19,069.20	30,000.00	63.6%	63,609.25	75,100.00	84.7%	275,000.00
64500 · Electric Fuel Expense	9,564.72	12,000.00	79.7%	33,127.07	35,800.00	92.5%	150,000.00
Total 64000 · Fuel	28,633.92	42,000.00	68.2%	96,736.32	110,900.00	87.2%	425,000.00
65000 · Vehicle Maintenance							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	0.00	200.00	0.0%	0.00	200.00	0.0%	4,000.00
65100 · Parts Expense - Other	12,421.75	5,000.00	248.4%	40,789.48	21,275.00	191.7%	80,000.00
Total 65100 · Parts Expense	12,421.75	5,200.00	238.9%	40,789.48	21,475.00	189.9%	84,000.00
65200 · Fluids Expense	1,006.32	1,500.00	67.1%	2,890.24	3,300.00	87.6%	16,000.00
65300 · Tires Expense	437.93	2,500.00	17.5%	5,763.94	7,175.00	80.3%	65,000.00
65400 · Purchased Services	0.00	250.00	0.0%	2,175.42	1,625.00	133.9%	10,000.00
65500 · Vehicle Computer/Diagnostic	0.00	550.00	0.0%	0.00	550.00	0.0%	5,000.00
65600 · Vehicle Glass/Windshield Repai	0.00	950.00	0.0%	0.00	950.00	0.0%	10,000.00
65700 · Shop Supplies	365.81	75.00	487.7%	1,030.77	675.00	152.7%	4,000.00
Total 65000 · Vehicle Maintenance	14,231.81	11,025.00	129.1%	52,649.85	35,750.00	147.3%	194,000.00
69500 · Contribution to Fund Balance	0.00	0.00	0.0%	0.00	0.00	0.0%	79,925.00
69810 · Bank Service Charges	2.55			2.55			
Total Expense	482,735.54	535,935.00	90.1%	1,467,149.22	1,553,275.00	94.5%	5,007,645.00
Net Ordinary Income	-198,665.67	-229,625.00	86.5%	-268,168.59	-20,785.00	1,290.2%	-179,050.00
Net Income	**-198,665.67**	**-229,625.00**	**86.5%**	**-268,168.59**	**-20,785.00**	**1,290.2%**	**-179,050.00**

MRTA - Operations Main
Checks Issued
As of January 31, 2025

Type	Date	Num	Name	Memo	Act. Cost	Act. Sales Price	Amount	Balance
11100 · Mountain West Checking								603,177.94
Bill Pmt -Check	01/01/2025	ACH	CenturyLink	208-726-1690 623B			-72.77	603,105.17
Bill Pmt -Check	01/01/2025	ACH	Cox Communications	Acct #0012401205184001			-323.06	602,782.11
Bill Pmt -Check	01/01/2025	ACH	Idaho Power Acct#2207725231...				-3,379.22	599,402.89
Bill Pmt -Check	01/01/2025	ACH	Idaho Power Acct#2221850114				-434.50	598,968.39
Bill Pmt -Check	01/01/2025	ACH	Intermtn Gas #450 916 6521 1	Acct # 45091665211			-483.13	598,485.26
Bill Pmt -Check	01/01/2025	13015	AC Houston Lumber Company	16203-1			-44.96	598,440.30
Bill Pmt -Check	01/01/2025	13016	American Funds	plan ID BRK100102			-125.00	598,315.30
Bill Pmt -Check	01/01/2025	13017	City of Bellevue'	RIDES1- 121 Clover St			-130.55	598,184.75
Bill Pmt -Check	01/01/2025	13018	Clear Creek Disposal	1327			-132.90	598,051.85
Bill Pmt -Check	01/01/2025	13019	Clear Mind Graphics, Inc				-490.00	597,561.85
Bill Pmt -Check	01/01/2025	13020	Cummins Rocky Mountain LLC				-4,825.01	592,736.84
Bill Pmt -Check	01/01/2025	13021	GEM State Paper & Supply Co.	105020			-604.12	592,132.72
Bill Pmt -Check	01/01/2025	13022	Glass Masters, Inc.				-573.41	591,559.31
Bill Pmt -Check	01/01/2025	13023	III-A Trust	Health Ins	January/2025 Health Insurance		-47,249.00	544,310.31
Bill Pmt -Check	01/01/2025	13024	Imperial Supplies LLC				-149.25	544,161.06
Bill Pmt -Check	01/01/2025	13025	Integrated Technologies				-64.87	544,096.19
Bill Pmt -Check	01/01/2025	13026	L.L. Green's Hardware	422			-8.07	544,088.12
Bill Pmt -Check	01/01/2025	13027	Les Schwab	117-00888			-3,248.48	540,839.64
Bill Pmt -Check	01/01/2025	13028	Platt Electric Supply				-139.98	540,699.66
Bill Pmt -Check	01/01/2025	13029	Sentinel Fire & Security				-432.00	540,267.66
Bill Pmt -Check	01/01/2025	13030	Superior Door Co.				-1,307.50	538,960.16
Bill Pmt -Check	01/01/2025	13031	The Aftermarket Parts Compan...				-652.66	538,307.50
Bill Pmt -Check	01/01/2025	13032	Window Welder LLC				-694.60	537,612.90
Bill Pmt -Check	01/01/2025	13033	Worth Printing		Brochures and QR code Cards		-1,313.21	536,299.69
Paycheck	01/02/2025	DD	Aguilar, Hortencia	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Arenas Astorga, Guadalupe O	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Buell, Joshua	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Canfield, James	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Cangiamilla, Monte	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Cardona Hernandez, Margarita	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Chairez Alvarez, Gloria M	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Cosio-Tamayo, Jeronimo	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	De Loera Colis, Daniel	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Deharo, Gorge	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Garcia-Izarraras, Gerardo	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Hernandez Gomez, Andrea	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Humbach, Eric	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Garcia, Deyanira D	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Glasscock, David T	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Hoechtl, Gerhard	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Kelbert, Ashley	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Kelly, David W	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Knudson, Jennifer	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Knudson, Michael W	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Leon, Teofilo O	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Leon, Yene A	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Little, Timothy J	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	MacPherson, Kim	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Mays, Curtis	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	McAfee, Nancy	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Morgus, Wallace	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Nestor, Robert A	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Obland, Bryan	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Ortiz Ayala, Jose J	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Parker, Michael J	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Romero-Campos, Raul	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Ruiz Loera, Elisabeth	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Russell, Tiffany	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Sproule, William	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Tellez, Carlos	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Victorino, Jose L	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Vultaggio, Lara	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Wahlgren, Allan	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Walsh, Murray S.	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Ward, Douglas B	Direct Deposit			0.00	536,299.69
Paycheck	01/02/2025	DD	Woodworth, Scott	Direct Deposit			0.00	536,299.69
Liability Check	01/02/2025	E-pay	United States Treasury	82-0382250 QB Tracking # 1620910518			-25,188.02	511,111.67
Paycheck	01/02/2025	13037	MacPherson, Kim				-20,877.50	490,234.17
Bill Pmt -Check	01/02/2025	13034	Kim MacPherson (Vendor)	VOID: expense reimbursement			0.00	490,234.17
Check	01/02/2025	13034	Void	VOID:			0.00	490,234.17
Bill Pmt -Check	01/02/2025	13035	Kim MacPherson (Vendor)				-10,000.00	480,234.17
Liability Check	01/02/2025	E-pay	United States Treasury	82-0382250 QB Tracking # 1161083714			-18,375.84	461,858.33
Check	01/03/2025	13036	Void	VOID:			0.00	461,858.33
Deposit	01/06/2025			Deposit			50.00	461,908.33
Transfer	01/06/2025			Transfer Money to Capital - Reimb from ITD for...	ITD Reimb for GameChanger Vans		-385,926.00	75,982.33
Deposit	01/08/2025			Deposit			5,873.18	81,855.51
Deposit	01/08/2025			Deposit			1,000.00	82,855.51
Bill Pmt -Check	01/10/2025	ACH	Verizon Connect Nwf, Inc. #100...				-454.80	82,400.71
Liability Check	01/13/2025	ACH	Idaho State Tax Commission	000186434			-7,659.00	74,741.71
Bill Pmt -Check	01/14/2025	13038	Atkinsons' Grocery	Gift Cards for Staff & things for Lunch for Employees			-4,740.00	70,001.71
Bill Pmt -Check	01/14/2025	13039	Business As Usual				-5.80	69,995.91
Bill Pmt -Check	01/14/2025	13040	Certified Folder Display Service...	14-0086946			-77.14	69,918.77
Bill Pmt -Check	01/14/2025	13041	Chateau Drug & True Value Ha...	111			-17.98	69,900.79
Bill Pmt -Check	01/14/2025	13042	Christensen - Used to be Unite...	38068 $5,076.21 Diesel --- $4,473.28 Gasoline (ADA,CHT,Support Vehicles, Vanpool)			-9,549.49	60,351.30
Bill Pmt -Check	01/14/2025	13043	Cintas				-45.33	60,305.97
Bill Pmt -Check	01/14/2025	13044	Cintas - Uniforms_				-1,109.72	59,196.25
Bill Pmt -Check	01/14/2025	13045	City of Ketchum				-474.99	58,721.26
Bill Pmt -Check	01/14/2025	13046	Cummins Rocky Mountain LLC				-1,334.58	57,386.68
Bill Pmt -Check	01/14/2025	13047	Easy Towing, LLC		A van w flat tire towed to Ketchum.		-1,125.00	56,261.68
Bill Pmt -Check	01/14/2025	13048	Express Publishing Inc.				-838.40	55,423.28
Bill Pmt -Check	01/14/2025	13049	GEM State Paper & Supply Co.	105020			-254.00	55,169.28
Bill Pmt -Check	01/14/2025	13050	Gravis Law, PLLC				-935.00	54,234.28
Bill Pmt -Check	01/14/2025	13051	Idaho Lumber & ACE Hardware				-64.96	54,169.32
Bill Pmt -Check	01/14/2025	13052	Idahome Technical Services				-140.00	54,029.32
Bill Pmt -Check	01/14/2025	13053	Imperial Supplies LLC				-57.17	53,972.15
Bill Pmt -Check	01/14/2025	13054	Integrated Technologies				-76.38	53,895.77
Bill Pmt -Check	01/14/2025	13055	L.L. Green's Hardware	422			-68.96	53,826.81
Bill Pmt -Check	01/14/2025	13056	Les Schwab	117-00888			-380.76	53,446.05
Bill Pmt -Check	01/14/2025	13057	Les Wilson Trucking LLC				-255.60	53,190.45
Bill Pmt -Check	01/14/2025	13058	Margarita Cardona Hernandez				-100.69	53,089.76
Bill Pmt -Check	01/14/2025	13059	Napa Auto Parts	3752			-2,547.28	50,542.48
Bill Pmt -Check	01/14/2025	13060	O'Reilly Automotive, Inc.				-11.33	50,531.15
Bill Pmt -Check	01/14/2025	13061	Rush Truck Centers	R567941			-2,662.44	47,868.71
Bill Pmt -Check	01/14/2025	13062	Sterling Urgent Care				-92.00	47,776.71
Bill Pmt -Check	01/14/2025	13063	The Aftermarket Parts Compan...				-313.74	47,462.97
Bill Pmt -Check	01/14/2025	13064	Webb Landscape				-676.00	46,786.97
Bill Pmt -Check	01/14/2025	13065	Wells Fargo	5586681046559199	See Wells Fargo Statement		-1,498.30	45,288.67
Bill Pmt -Check	01/14/2025	13066	White Cloud Communications I...				-570.00	44,718.67
Bill Pmt -Check	01/14/2025	13067	Wienhoff Drug Testing				-120.00	44,598.67
Deposit	01/14/2025			Deposit			120,000.00	164,598.67
Deposit	01/14/2025			Deposit			2,500.00	167,098.67
Liability Check	01/15/2025		QuickBooks Payroll Service	Created by Payroll Service on 01/13/2025			-74,554.55	92,544.12

MRTA - Operations Main
Checks Issued
As of January 31, 2025

Type	Date	Num	Name	Memo	Act. Cost	Act. Sales Price	Amount	Balance
Deposit	01/15/2025			Deposit			214,396.00	306,940.12
Paycheck	01/16/2025	DD	Aguilar, Hortencia	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Arenas Astorga, Guadalupe O	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Buell, Joshua	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Canfield, James	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Cangiamilla, Monte	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Cardona Hernandez, Margarita	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Chairez Alvarez, Gloria M	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Cosio-Tamayo, Jeronimo	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	De Loera Colis, Daniel	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Deharo, Gorge	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Garcia-Izarraras, Gerardo	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Garcia, Deyanira D	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Glasscock, David T	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Hoechtl, Gerhard	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Humbach, Eric	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Kelbert, Ashley	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Kelly, David W	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Knudson, Jennifer	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Knudson, Michael W	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Leon, Teofilo O	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Leon, Yene A	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Little, Timothy J	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Mays, Curtis	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	McAfee, Nancy	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Morgus, Wallace	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Nestor, Robert A	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Obland, Bryan	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Ortiz Ayala, Jose J	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Parker, Michael J	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Romanchuk, Ryan	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Romero-Campos, Raul	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Ruiz Loera, Elisabeth	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Russell, Tiffany	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Sproule, William	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Tellez, Carlos	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Victorino, Jose L	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Vultaggio, Lara	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Wahlgren, Allan	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Walsh, Murray S.	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Ward, Douglas B	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Woodworth, Scott	Direct Deposit			0.00	306,940.12
Paycheck	01/16/2025	DD	Hernandez Gomez, Andrea	Direct Deposit			0.00	306,940.12
Liability Check	01/16/2025	E-pay	United States Treasury	82-0382250 QB Tracking # -1647117582			-23,947.00	282,993.12
Deposit	01/21/2025			Deposit			7,464.48	290,457.60
Liability Check	01/21/2025	ACH	Idaho Department of Labor	0001211374			-1,480.35	288,977.25
Deposit	01/21/2025			Deposit			5,740.00	294,717.25
Deposit	01/22/2025			Deposit			50.00	294,767.25
Liability Check	01/23/2025	ACH	Aflac	DQR88			-153.98	294,613.27
Deposit	01/23/2025			Deposit			3,500.00	298,113.27
Deposit	01/27/2025			Deposit			102.55	298,215.82
Deposit	01/27/2025			Deposit			120.00	298,335.82
Check	01/27/2025						-2.55	298,333.27
Deposit	01/28/2025			Deposit			37,682.42	336,015.69
Liability Check	01/29/2025		QuickBooks Payroll Service	Created by Payroll Service on 01/27/2025			-74,329.68	261,686.01
Deposit	01/29/2025			Deposit			50.00	261,736.01
Paycheck	01/30/2025	DD	Aguilar, Hortencia	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Arenas Astorga, Guadalupe O	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Buell, Joshua	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Canfield, James	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Cangiamilla, Monte	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Cardona Hernandez, Margarita	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Chairez Alvarez, Gloria M	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Cosio-Tamayo, Jeronimo	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	De Loera Colis, Daniel	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Deharo, Gorge	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Garcia-Izarraras, Gerardo	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Garcia, Deyanira D	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Glasscock, David T	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Hernandez Gomez, Andrea	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Hoechtl, Gerhard	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Humbach, Eric	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Kelbert, Ashley	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Kelly, David W	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Knudson, Jennifer	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Knudson, Michael W	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Leon, Teofilo O	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Leon, Yene A	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Little, Timothy J	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Mays, Curtis	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Morgus, Wallace	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Nestor, Robert A	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Obland, Bryan	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Ortiz Ayala, Jose J	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Parker, Michael J	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Romanchuk, Ryan	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Romero-Campos, Raul	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Ruiz Loera, Elisabeth	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Russell, Tiffany	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Sproule, William	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Tellez, Carlos	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Uberuaga, Richard S	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Victorino, Jose L	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Vultaggio, Lara	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Wahlgren, Allan	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Walsh, Murray S.	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Ward, Douglas B	Direct Deposit			0.00	261,736.01
Paycheck	01/30/2025	DD	Woodworth, Scott	Direct Deposit			0.00	261,736.01
Liability Check	01/30/2025	E-pay	United States Treasury	82-0382250 QB Tracking # 688297418			-23,976.98	237,759.03
Deposit	01/30/2025			Deposit			3,500.00	241,259.03
Deposit	01/31/2025			Interest			13.59	241,272.62
Total 11100 · Mountain West Checking							-361,905.32	241,272.62
TOTAL							**-361,905.32**	**241,272.62**

WELLS FARGO

WELLS FARGO SIGNIFY BUSINESS ESSENTIAL(SM) CARD

SUB ACCOUNT MEMO STATEMENT

Prepared For	MOUNTAIN RIDES GERARDO GARCIA
Sub Account Number	5586 6810 4661 9589
Statement Closing Date	02/02/25
Next Statement Date	03/02/25

Monthly Spending Limit*	$10,000

*Available funds are subject to the monthly spending limit and the available credit on the control account.

For Customer Service Call:
833-441-0793

Inquiries or Questions:
WF SBCS-Account Servicing Team
PO Box 29482
Phoenix, AZ 85038-8650

Sub Account Summary

Purchases and Other Charges	+	$4,158.55
Cash Advances	+	$0.00
Credits	-	$34.99
Statement Total		$4,123.56

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	*Post*	*Reference Number*	*Description*	*Credits*	*Charges*
01/03	01/03	5543286035X862YXQ	8X8, INC. 888-898-8733 CA		310.21
01/03	01/05	02305370400KA2SBS	USPS PO 1507000313 BELLEVUE ID		8.00
01/03	01/05	575402403LTLSG64X	ADOBE *ADOBE 4085366000 CA		60.95
01/09	01/10	0230537098PLLBP53	USPS PO BOXES ONLINE 800-3447779 DC PO Box renewal		150.00
01/13	01/14	55131580D653MLNWD	MSFT * E0200UQ2Y3 MSBILL.INFO WA		1,800.00
01/14	01/14	15270210E00HWFLKE	MSFT * E0200UPZAA MSBILL.INFO WA		96.00
01/15	01/16	57540240FLV8QAPJT	ADOBE *ADOBE 4085366000 CA	34.99	
01/21	01/22	55131580M6QFZSL5T	KASEYA.COM 415-694-5700 NY IT Annual Subscription		635.00
01/21	01/22	55432860M62T8XP98	CHEVRON 0201582 BELLEVUE ID Gas for van		30.00
01/29	01/29	55131580X6K90F9LV	DMI* DELL HIGHER EDUC ROUND ROCK TX Monitors for Andrea		323.74
01/29	01/30	55432860X5VTDXYX3	WWW COSTCO COM 800-955-2292 WA Coffee		16.95
01/30	01/31	05410190Y326QXPAA	STAPLES INC STAPLES.COM MA Chairs for Carlos + Jamie		288.68
01/30	01/31	55432860Y5W2QA8KM	WWW COSTCO COM 800-955-2292 WA Dish Soap, Paper towels		110.21
01/30	01/31	57540240YLX9EJKHF	ADOBE *ADOBE 4085366000 CA		171.92
01/31	02/02	02305371000JPAVQT	USPS PO 1507000313 BELLEVUE ID		6.89
02/01	02/02	827111610000A9EHY	YELPINC*855 380 9357 SAN FRANCISCOCA		150.00
02/02	02/02	000000000000COMPC	TOTAL PURCHASES	$4,158.55	
			TOTAL RETURNS	$34.99	
			TOTAL	$4,123.56	

All transactions detailed above have been billed to the company control account.

Mountain Rides Staff Report

Date:	3/19/2025
Staff Member:	Carlos Tellez
Department:	Maintenance, Fleet and Facilities

Department Highlights from the Previous Month:

Mountain rides has completed the process of surplussing older vans from the van-pool fleet. All surplussed vans had no value for the FTA.

Progress on projects/initiatives:

The Bellevue expansion continues to progress, and we are very excited that EKC set a completion date for the building: May 9, 2025. Meanwhile, a great amount of work still needs to be done.

Challenges/ Opportunities:

The maintenance team once again is trying to recruit a technician to work on diesel and electric buses, but finding a good fit has been very challenging.

Mountain Rides Staff Report

Date:	3/19/2024
Staff Member:	Jamie Canfield
Department:	Operations

Department Highlights from the Previous Month:

World Cup is here. Drivers are ready. They are also ready for the end of the ski season.

Progress on projects/initiatives:

We have been approached by Sun Valley Company to help train their drivers for their Class B CDLs. I am doing a cost analysis, and will be looking into if this is possible. I have back-burnered anything that has to do with dedicated airport service until further notice. We had a safety meeting this past weekend to go over World Cup service and all that brings.

Challenges/ Opportunities:

We will be putting an ad in the paper to try to hire drivers to train in the spring. We have one person from Maintenance who will be training, and if we could get a couple new drivers, that would loosen up some PTO for people to take this summer.

Mountain Rides Staff Report

Date:	3/19/2025
Staff Member:	Jerry Garcia
Department:	Finance and Administration

Department Highlights from the Previous Month:

-Year-end & 2024 4th quarter were done successfully.

Progress on projects/initiatives:

Fuel Expenses and electric fuel expenses continue to be under budget through February.

-We started invoicing vanpool at the new rate, and it was well received by everyone.

-I am finalizing the last numbers for the building expenses, and it looks like the total budget will be under budget.

Challenges/ Opportunities:

Mountain Rides Staff Report

Date:	March 19, 2025
Staff Member:	Andrea Hernandez, Manager, Marketing & Communications
Department:	Marketing & Communications

Department Highlights from the Previous Month:

Wrote a few blogs for our new website
Presented a speech for the Wood River Woman's Foundation

Progress on projects/initiatives:

Working on finalizing our new website
Creating a marketing plan
Designing new virtual schedules that are mobile optimized
Designing social media templates for a consistent and stronger brand presence

Challenges/ Opportunities:

Trying to get this all done by the World Cup so that our visitors have a clearer understanding on how to navigate our website and view our schedules.

Mountain Rides Staff Report

Date:	March 19, 2025
Staff Member:	Wally Morgus, Executive Director
Department:	Executive Director / Administration

Department Highlights from the Previous Month:

- Construction of MRTA's Bellevue BEB Facility by EKC, Inc., continuing and ongoing.
- ITD-PT's Monthly Outreach e-Meeting -- collaboration with ITD-PT Office and state-wide transit peers re: public transportation topics of mutual interest, Feb 20, 2025.
- Quarterly call: ITD-PT to review status of capital projects and grants, Feb 27,2025.
- Organizational development work within the Finance & Administration Department.

Progress on projects/initiatives:

Ongoing construction of MRTA's Bellevue BEB Facility by EKC, Inc. EKC has projected a firm date of May 9, 2025, for completion of the project (original projection for completion was May 31, 2025).

Issued P.O. for electric forklift, part of the budgeted equipment acquisitions embedded in the new Bellevue building capital project.

Re-design/refresh/update of mountainrides.org is work-in-process, with beta version built; projected date for final version to go live revised from ~Jan 15, 2025, to ~Feb 15, 2025, to Mar 17, 2025.

Challenges/ Opportunities:

Construction of new Bellevue BEB facility.

RAISE Grant-funded transit infrastructure along SH-75, mid-valley.

Transit infrastructure build-out, including funding for same.

Fleet electrification.

Mobility options for underserved neighborhoods (in the cities and county).

Long-term capital investment plan, including underwriting thereof.

Continuation (or not) of MRTA's zero-fare policy.

Workforce recruiting, hiring, development, compensation, housing.

Optimizing routes, routing, and bus schedules.

MRTA Vision 2035 (Journey 2035?) Long-term Plan.

Develop a plan for Bus Rapid Transit (BRT) in the Wood River Valley.

Mountain Rides Agenda Action Item Summary

Date:	March 19, 2025	From:	Board of Directors

Action Item: 5. Approve/adopt MRTA Strategic Framework & 2025-2027 Areas of Focus

Committee Review: ○ Yes ◉ No

Committee Purview:

Previously discussed at board level: ◉ Yes ○ No

Recommended Motion: I move to approve and adopt the Mountain Rides' revised 2025 Strategic Framework and the associated 2025-2027 Areas of Focus for the organization.

Fiscal Impact: Future Budgets

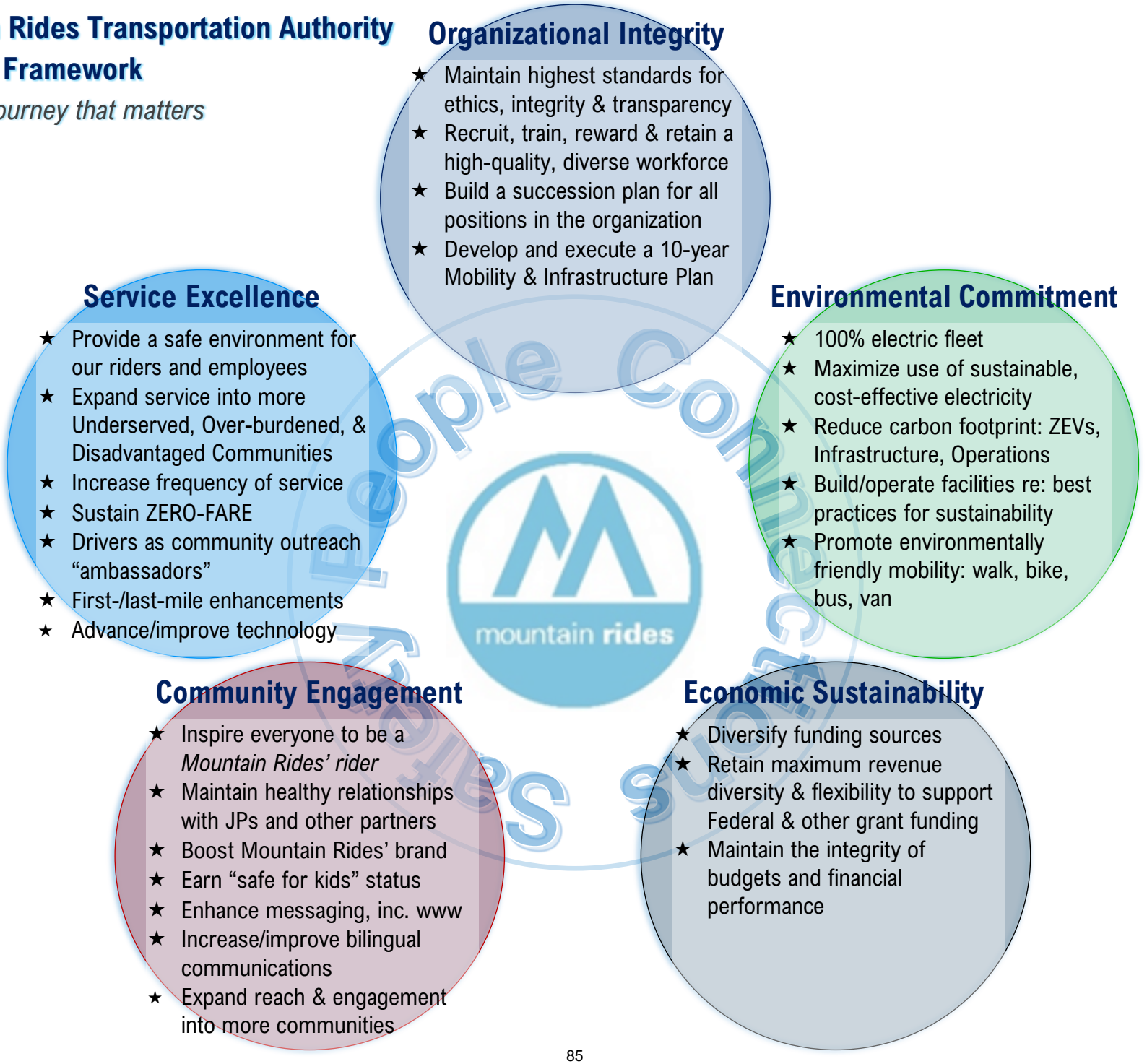
Related Policy or Procedural Impact:

Background: Resulting from the Board of Directors' Strategic Workshop held on Feb 10, 2025.

See Strategic Framework and Areas of Focus documentation, included in Packet.

Mountain Rides Transportation Authority
Strategic Framework

…it's the journey that matters



2025-2027
Areas of Focus

Increase Ridership - Increase potential users understanding of how our services could benefit them and the community overall.

- Evaluate and increase rider retention
  - Determine what the threshold of "enough riders" is for a route
  - Determine quality of rider experience
- Multimodal transportation
  - Focus on partner support efforts
- Marketing, awareness, visibility, education of riders/potential riders
- Hire a marketing consultant

Continuous Improvement - Improve efficiency, productivity and safety throughout the organization.

- Transit consultant – identify needs, practices, analyze our data, identify blind spots.
- Conduct regularly scheduled risk assessments
- Evaluation of routes (service of community)

Staffing - A safe, respectful and supportive culture.

- Provide structure to ensure staff are aware of internal expectations, opportunities and rights.
  - HR Master Plan
  - Employee Handbook
  - Develop clear, needed policies/procedures
  - Refresh and update HR policies (SMJ)
  - Update job descriptions
- Improve employee morale
  - Staff retention
  - Increase employee engagement
  - Develop internal trainings
  - Identify growth and development opportunities
- Compensation
- Succession Planning
  - Executive Director - timeline and develop plan for transition
  - Leadership positions - develop plans for transition

Capital Investments & Maintenance - Invest in support of reliable service.

- Develop Capital Improvement Plan
  - Solar array, battery storage
  - Facility upgrade (ex: Ketchum Roof)
  - Park & Ride in Bellevue
- Maintain/develop Reserve Fund (for unanticipated costs)
- Set and maintain redundancy of buses
  - Grow electric bus backup fleet
  - Fleet Replenishment
- Develop procurement policy and practice
- Maintain equipment and facilities to operating conditions

Board - Provide purposeful leadership.

- Effective communication between Board and Staff to make informed decisions.
  - Representation from operations aspect of staff at Board meetings
  - Increase staff confidence and interaction with the Board.
  - Board members attend staff/safety meetings (voluntarily)
- Quarterly educations sessions with the Board
- Develop onboarding process for new Board members
- Understanding and focus on constituency issues
  - User representation on Board

Community/ITD - Stay abreast of issues and decisions affecting transportation in Blaine County

- Ongoing engagement with ITD
- Bus Rapid Transit
- ITD Bus Lane

Financial Stability - Explore other sources of funding.

- Identify supplemental local funding options
- Develop long-term financial projections (5-7 yr.)

Mountain Rides Agenda Discussion Item Summary

Date: March 19, 2025 From: Executive Director

Discussion Item: 6. May 12, 2025, ITD-PT Site Review

Committee Review: (•) yes ( ) no

Committee Purview: F&P Committee; P&M Committee

Fiscal Impact:

Related Policy or Procedural Impact:

Background: ITD-PT will conduct a Site Review, with a visit to Mountain Rides' properties, on May 12, 2025. MRTA Board Members may opt to be present at the Site Review.
To expedite the Site Review, Mountain Rides will submit a Package of materials in advance to ITD-PT for their review and to assist in their preparation for the on-site visit. A DRAFT of that Package is included in the Packet.

ITD
Public Transportation Office
2025 Full Site Review Packet

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Overview

The Idaho Transportation Department – Public Transportation Office (ITD-PT), as a direct recipient of Federal Transit Administration (FTA) grant funding, is required to ensure compliance with all Federal and State requirements for funds administered through the ITD-PT office. As such, ITD-PT has implemented a Site Review Program. This program serves as a critical compliance and oversight tool, as well as allowing for technical assistance and the exchange of best practices between ITD-PT and public transportation providers.

This program is structured on a three-year basis, with technical assistance needs and/or previous site review findings being used to determine the frequency of visits (i.e. yearly, every two years, or every three years). ITD-PT Grants Officers perform the review, which takes place in three parts:

1. Desk Review

Performed prior to the site review, reviewing Grants Officer will request the required documentation as well as filled out questions in the site review packet. Subrecipients are provided 30 days to complete and return the site review packet. The packet and all documents will need to be submitted up to four weeks prior to the actual on-site visit.

2. Site Review

In person visit will consist of reviewing the provided responses to each of the Site Review Packet questions. ITD-PT will also review samples of files, inspect vehicles or facilities etc. upon request during the site visit.

3. Closeout Conference Call and Letter

Performed 30 days following in person site review. This will review final findings, recommendations, and needed corrections. A timeline for any needed corrections will be made at this time.

Subrecipient and Reviewer Information

Subrecipient Name	Mountain Rides Transportation Authority
Type of Organization	Joint Powers Authority (Local Government)
Year Established	2007 (merger of 3 organizations); KART predates MRTA
Year Service Started	1984 as KART; 2007 as MRTA
SAM.gov Unique Identifier	MKSCKKYC7NE9
Agency Website	www.mountainrides.org

Subrecipient Contact	Wally Morgus
Address	PO Box 3091, Ketchum, ID, 83340
Phone	(208) 788-7433
E-mail	wally@mountainrides.org

ITD Reviewing Grants Officer	
Phone	
E-mail	

Desk Review Date	Apr 12+, 2025
Site Visit Date	May 12, 2025

Review Period	Oct 1, 2022 – Dec 31, 2024

Pre-Desk Review Documents

Document	New/Updated
1. Organizational Chart	U
2. Board Bylaws	U
3. Board/Council Policy Manual	U
4. Conflict of Interest Policy	U
5. Example Board/Council Minutes	N
6. Example Board/Council Financial Report	N
7. Accounting Policy/Manual	U
8. Cost Allocation Plan	NA
9. Procurement Manual	U
10. Code of Conduct Governing Procurements	U
11. Document Control and Retention Procedure	U
12. Transportation Budget	N
13. Budget Showing Actuals vs Expenditures	N
14. Personnel Manual	U
15. EEO Policy Statement	U
16. Example Job Posting - Driver, Operations, Safety & Training Manager, Executive	U
17. Transit Plan (if applicable)	U
18. Marketing Plan (if applicable)	U
19. Vehicle Operator Manual	U
20. Fare Collection Procedure	NA
21. Rider's Guide	U
22. Passenger Behavior Policy	U
23. No Show Policy (if applicable)	U
24. Title VI Policy/Program	U
25. ADA Application and Guidelines	U
26. Complaint Procedure	U
27. Drug and Alcohol Policy	U
28. Drug Free Workplace Policy	U
29. Completed Drug & Alcohol Spreadsheet https://apps.itd.idaho.gov/apps/pt/compliance/DAP/DAPRandomTestingCharts.xls	U
30. Written Vehicle Maintenance Plan	U
31. Pre-trip Inspection Form	U
32. Facility Maintenance Plan	U
33. Public Transportation Agency Safety Plan (PTASP)	U
34. Emergency Preparedness Plan	U
35. Business Continuity/Disaster Recovery Plan	U

General Service Information

Include only information on ITD – PT funded areas

Counties/Cities Served	Blaine Co., plus, for commuter vanpool services, Lincoln, Camas, Gooding, Twin Falls and Jerome Counties.
Total Service Area Population	25,000
Total Service Area Square Miles	Approx. 30 sq. mi. for fixed route
Number of Routes	4 in Summer/Fall/Spring, 7 in Winter
Days and Hours of Operation	365 days/yr, 6:00am – 1:30am
Fares	Currently, zero fare
Number of Revenue Service Vehicles in Fleet	41
Number of Employees	30 – 45, depending on season
Ridership for Most Recent Calendar Year	707,952 (2024)
Coordination/Transfer with Other Transit Providers	Limited – no other transit providers in our area.
Total Transit Operating Budget	$4,940,000 (FYE Sep 30, 2025)
Mode(s) of Service Provided	Fixed-route bus; commuter vanpool; complementary ADA paratransit; community health transportation (on-demand)

Facility Information

Facilities:	Qty:	Location of Each	Federal Interest (Y/N)
Administrative/Maintenance Facility	2	121 Clover St., Bellevue 800 First Ave. North, Ketchum	Y - both
Administrative Facility			
Maintenance Facility			
Intermodal Center			
Storage Facility			
Bus Shelters	28	Bellevue, Hailey, Ketchum, Sun Valley, Blaine County	Y (some, not all)

Scope of Work and General Agency Review

For Current Agreements

To be filled out by ITD Grant Officer & discussed on-site

Funding Source:	Agreement #	Scope of Work:	Status:

Current Technical Assistance Rating:	
Current Transit Asset Management (TAM) Status:	
Current Performance Reporting Status:	
Additional Noteworthy Items/Concerns:	

SWOT Analysis

Internal Strengths	Internal Weakness
Valued in/by the community. Strong working relationships with joint powers/ funding partners. Flexible…able to adjust to market demands. Excellent, experienced drivers, with very good record of safety. Small management team…nimble, smart, flexible, dedicated, customer focused. Comprehensive benefits' package for full-time drivers and staff. Reputation as a good place to work. Supportive and engaged board of directors. Commitment to zero-emissions vehicles (BEBs). Strategic framework in place…execution re: that strategic framework.	OK, but not a great, wage scale…in a competitive labor market with relatively low unemployment. Aging workforce, with many approaching retirement age.
External Opportunities	**External Threats**
Expanded service to reach more neighborhoods in our service area. Electrification of the fleet…and the attendant lowering of its total cost of ownership (TOC). Greater frequency on our core commuter route. Build-out and upgrading of on-street infrastructure with funding shared by each respective joint power. Reduce/eliminate greenhouse/noxious gas emissions via electrification of the fleet. Bus Rapid Transit (BRT) – e.g., Timmerman Jct. to Sun Valley – to serve commuters, reduce roadway congestion, reduce air pollution, connect affordable living communities to workplace communities…	Variability of local funding (driven by LOT)…potential shrinkage of local funding. Potential retirement of a substantial portion of our drivers' roster over the next 3-to-7 years. Tight labor market; limited candidates with required credentials (i.e., CDL).

Administration and Management:

Equal Employment Opportunity (EEO)

Subrecipients may not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, or physical or mental disability. Subrecipients must post in conspicuous and accessible places and make available to employees and applicants for employment notices setting forth an equal employment opportunity (EEO) policy.

FTA applicants, recipients, subrecipients, and contractors who do not meet the EEO Program threshold above are not required to submit an EEO Program to FTA but are still required to comply with all Equal Employment Opportunity statutes and regulations.

Subrecipients that employ between 50-99 transit-related employees and 1) request or receive capital or operating assistance in excess of $1 million in the previous Federal fiscal year, or 2) request or receive planning assistance in excess of $250,000 in the previous Federal fiscal year must prepare and maintain an abbreviated EEO Program. An abbreviated EEO Program includes the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. See FTA Circular 4704.1A Attachment 5 for an EEO Program Format Checklist. Agencies that meet the thresholds for an abbreviated program are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead, these programs are reviewed during FTA's oversight reviews.

Review Documents can include:

- Number of employees working on/in the Federal Transit Administration (FTA)-funded program
- Organizational chart identifying EEO officer
- Designated employee and EEO officer job descriptions
- EEO complaint logs

For Full Program Only Documents:

- List of subrecipients that meet the threshold to develop an EEO program
- Sample documents used for internal dissemination of EEO program
- Most recent EEO program, if not uploaded to FTA's Transit Award Management System (TrAMS)
- Standard performance evaluation for managers/supervisors
- "Employment Practices Chart" (or alternate documentation containing the same information) See FTA Circular 4704.1A Attachment 4 for the listed information
- Number of persons hired in areas of underutilization

1. Is the applicant required to have a full or abbreviated EEO Program based on criteria mentioned above? FTA Circular 4704.1A Ch. 1.4 Applicability	No
2. If a full program was required did it have all elements and was it submitted to FTA?	NA
3. Has the recipient appropriately designated an EEO Officer with direct reporting relationship to the CEO and publicized its contact information? FTA Circular 4704.1A Ch. 2.2.3 Designation of Personnel Responsibility	Yes
4. Does the recipient disseminate its EEO policy internally and externally as required and as detailed in its EEO Program? FTA Circular 4704.1A Ch. 2.2.2 Dissemination	Yes
5. Do all employees have a policies and procedures handbook? If so, is this EEO Policy included? Title 49 Subtitle A Part 21 Appendix C	Yes
6. Are EEO statements included on your job applications and employment notices/job postings? FTA Master Agreement Section 12. Civil Rights	Yes
7. Do you conduct periodic EEO trainings within 90 days of hire for new employees and regularly for all employees? FTA Master Agreement Section 12. Civil Rights	Yes, via review of employee handbook
8. How do you monitor and ensure EEO Compliance of all contractors and sub-recipients? FTA Circular 4704.1A Ch. 2.2.7 Monitoring and Reporting	NA
9. If requested, were reasonable accommodations made for hiring a person with disabilities in accordance with Title I of the ADA? FTA Master Agreement Section 12. Civil Rights	None requested
10. Have any oversight reviews, audits, or investigations of the recipient conducted since the last Review?	No
11. If so, has the review identified significant deficiencies, material weaknesses, and/or repeat deficiencies in EEO?	NA
12. Are any findings currently open?	No

Financial Management:

Financial Capacity

Subrecipients must have sufficient local resources to provide the required match and carry out the proposed project. Subrecipients must also have the financial management systems to account for and report on federal and state assistance. Subrecipients must practice sound financial management practices. The documents that correspond to this section are Organizational Chart; Transportation Budget; Accounting Policy/Manual; Most Recent Single Audit; Cost Allocation Plan, position/job descriptions etc.

1. How do policies and procedures address internal control practices to prevent waste, loss, and misuse of federal funds? FTA Circular 5010 (f)	Separation of duties, accounts payable coding structure
2. Are reports showing actuals versus budgeted expenses and variances being reviewed on a monthly basis? Who performs? 2 CFR Part 200.302	Yes, reviewed by all directors and board members
3. Do you generate revenue through advertising? How much? Is this used as local match? A. If the ITD subrecipient sought out advertising, were the contracts competitively awarded? PT Staff Pull Contracts/Files B. Does the agency have an adequate cash flow? If not, what steps are being taken to ensure this? C. Do you have reserves & how many months will it cover? FTA Circular 5010.1, Ch. VI, Section 4	Yes; $92,758 in FY2024; No A. Pricing is fixed; contracts awarded on a first-come basis B. Yes C. Yes; ~2 months of Operations
4. Does your organizational structure clearly define, assign, and delegate; appropriate for all financial duties and require that those duties are: A Carried out by qualified personnel? B. Segregated within the organization? C. Subject to review to ensure that adequate internal checks and balances exist? FTA C. 5010.1 (f) (1), b), c), g), and h)	Yes A. Yes B. Yes C. Yes

5. Does your financial management system allow you to prepare reports and trace funds adequately to establish compliance with award terms and conditions? 2 CFR Part 200.302 (f) Financial Management (a) (b) (1-5)	Yes
6. Do you have an indirect cost rate that you are using to allocate expenses towards your ITD/FTA Awards? A. If so, do you have an approved Cost Allocation Plan (CAP), or Indirect Cost Rate Proposal (ICRP)? B. Have you elected to charge a de minimus rate of 10 percent of modified total direct costs (MTDC)? 2 CFR Part 200.56; Appendix III to 2 CFR Part 200, C.11 A (1); Appendix IV to 2 CFR 200, C. 2. a-c and g; Appendix V to 2 CFR 200, f.1 and 3; Appendix to 2 CFR Part 200, D. b. and d.; 2 CFR Part 200.414 (g); FTA C. 5010.1, Appendix F, 3d; FTA C. 5010.1, Appendix G, 3	No A. B.
7. Did you expend $750,000 or more in Federal Grant Awards in this review period? A. Have you conducted your required Single Audit and submitted the required SF-SAC form to the Federal Clearinghouse at https://harvester.census.gov/facweb/? B. If so, when was it completed? C. If transit findings were found, did you submit the entire single audit? 2 CFR Part 200.512 (a); 2 CFR Part 200.512 (b); FTA C. 5010.1, Ch. VI, Section 8b and 8d	Yes A. Yes B. FY22, FY23, FY24 C. None found
8. What, if any, transit-related findings, and corrective actions have been taken? 5010.1, Ch. VI, Section 8d (3)	None found
9. Confirm/List the sources of local funding and amounts used to support transit programs. A. Does your local match come from eligible sources for FTA awards? 2 CFR 200.306	FY25: City of Sun Valley, $466,000; City of Ketchum, $824,000; City of Hailey, $96,000; City of Bellevue, $13,000; Blaine County, $216,000; Sun Valley Co., $309,000 A. Yes

10. Do you correctly draw down and track the use of federal funds for eligible expenses? A. Did you receive any advance payments since your last site review? B. If so, did you disburse advance payment funds within 3 days? 2 CFR Part 200.302 (b)(4); FTA C 5010.1 2 f (3)(b)7; FTA C 5010.1 Ch V (9)(d); FTA Master Agreement Section 10 (c)	Yes A. Yes B. Yes
11. Do you have third party contracts? A. If so, do you have an oversight program to ensure third parties' compliance with Federal regulations? 2 CFR Part 200.331 (d); 2 CFR Part 200.331 (a)(4); 2 CFR Part 200.331(f)	No A.
12. What procedures are in place to ensure that costs coded to FTA grants/projects are reasonable, allowable, and allocable? 2 CFR 200	Invoices are reviewed by department heads for proper coding. Accounting system is capable of producing reports that exclude unallowable expenses.
13. Does the agency maintain an up-to-date accounting policies and procedures manual that covers accounting for fixed assets, the budget process, accounts payable process, procurement, payroll, etc.?	Yes
14. Is an up-to-date chart of accounts maintained, and does it completely describe the nature of each account?	Yes
15. Do policies and procedures ensure that you are practicing accounting in accordance with Generally Accepted Accounting Principles (GAAP)? **GAAP is the set of rules that encompasses the details, complexities, and legalities of business accounting and is the foundation for approved accounting methods and practices.* 2 CFR 200.49	Yes

Financial Management:

Procurement

Subrecipients must comply with the relevant sections of FTA C 4220.1F and State of Idaho Code 67-9201 et seq. and IDAPA 38.05.01.01 et seq.

Subrecipients are prohibited from contracting for goods and services from individuals or organizations that have been suspended or debarred from receiving federally assisted contracts.

Each subrecipient of FTA funding seeking Federal assistance to acquire property or services in support of its proposed project shall certify to FTA, in accordance with 49 CFR 18.36 that its procurements and procurement system will comply with all applicable third party procurement provisions of Federal laws, regulations, and directives, except to the extent FTA has expressly approved otherwise in writing.

The subrecipient and/or operator of the transit service is responsible for preparing the bid contract and specification, advertising and soliciting bids, receiving, and reviewing bids, and awarding the contract to the lowest responsible and responsive bidder. Documents that correspond to this section: Organizational Chart; Board/Council Policy Manual; Conflict of Interest Policy; Document Control and Retention Procedure; Credit Card Policy; Procurement Manual; Code of Conduct Governing Procurements; Personnel Manual.

1. Do you have written procurement policies and procedures that include required state, local, and Federal provisions? 2 CFR Part 200.317; 2 CFR Part 200.318 (a-j); 2 CFR Part 200.319(a-d), 2 CFR Part 200.320 (a-f); 2 CFR Part 200.321 (a-b); 2 CFR Part 200.322; 2 CFR Part 200.323 (a-d); 2 CFR Part 200.325 (a-c); 2 CFR Part 200.326; FTA C. 4220.1F Ch. III	Yes
2. Do you maintain written standards of conduct for its representatives engaged in the selection, award, and administration of FTA-funded contracts? 2 CFR Part 200.318 (c) (1&2); FTA Master Agreement (23), Section 4; FTA C. 4220.1F Chapter III	Yes
3. Do you have and follow written procurement protest procedures? (2 CFR 200.318 (k))	Yes

4. Do you ensure that you only make awards to responsible contractors? A. How do you determine if a bidder is responsible? 49 USC 5325 (j); 2 CFR 180.300; 2 CFR 180.310; FTA Master Agreement (23), Section 4(b); FTA C. 4220.1F Ch. III. D. (1)(c)	Yes A. Due diligence, including Federal clauses, SAM.gov
5. Do you maintain records sufficient to detail the history of each procurement? 2 CFR 200.318(i)	Yes
6. Did you document rationale for the chosen method(s) of procurement: A. election of contract type, B. contractor selection or rejection/basis for the contract price.	 A. Yes B. Yes
7. Do you ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts and purchase orders? 2 CFR 200.318(b)	Yes
8. Do you ensure that all procurement transactions are conducted in a manner that provides full and open competition and not restrict competition in the procurement process? 49 USC 5325(a); 49 USC 5325(h); 2 CFR 200.319 (a-d); FTA Master Agreement (23), Section 16; FTA C. 4220.1F Chapter VI 2 (g); FTA C 4220.1F Chapter 2. B. (4)	Yes
9. Did you ensure that you utilized the appropriate method for all procurements conducted since your last site review? 2 CFR 200.320 (a); FTA C. 4220.1F Chapter VI 3.a.(2)(b)(c); 2 CFR 200.320 (b-d, f); FTA C. 4220.1F Ch VI 3. i. (1)(b) 2; 2 CFR 200.318(i)(1)	Yes
10. Have you procured Architectural or Engineering services since your last site review? A. If so, were those services procured in accordance with 49 U.S.C. §5325 (b)? 49 U.S.C. 5325 (b); 40 U.S.C. §§ 1101- 1104 (“Brooks Act”); 2 CFR § 200.320(d)(5); FTA Circular 4220.1F Chapter IV 2. h. (2) (a)	Yes A. Yes

11. Do you develop independent cost estimates and conduct cost and/or price analysis for each procurement action above the Simplified Acquisition Threshold? 2 CFR § 200.323 (a-d); FTA Circular 4220.1F Chapter VI 6. a.; FTA Circular 4220.1F Chapter VI 6.	Yes
12. Have you, since your last site review, included applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over $10,000? APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS) (FAR-2018-0011 Federal Acquisition Regulation: Increased Micro-Purchase and Simplified Acquisition Thresholds	Yes
13. Have you since your last site review included required certifications in solicitations and receive signed certifications from bidders as part of their bid or proposal, as applicable? 49 CFR 26.49 (a); FTA Circular 9030.1E Chapter V 11.; APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS. (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); 49 CFR 661.6; 49 CFR 661.12	Yes
14. Have you appropriately included and accounted for liquidated damages in your procurements? Master Agreement, section 39(c); FTA C. 4220.1F Chapter IV 2. B, (6) (b)	Yes
15. Since your last site review did you approve, evaluate, and document change orders to procurements? FTA Circular 4220.1F Chapter VII 2. a. The Recipient's Role and Responsibilities; FTA Circular 4220.1F Chapter VI 3. i. (1) (b)	Yes
16. If you have included options in an FTA-funded procurement, did you base the quantity on its reasonably foreseeable need and evaluate the option price prior to awarding the contract? 2 CFR 200.318(d); FTA Circular 4220.1F Chapter IV. 1.b. Necessity; FTA Circular 4220.1F Chapter VI 7. b. (1). Evaluation Required	Yes

17. If you procured a vehicle or replacement parts with FTA funds, did it adhere to time limitations on placing orders against contracts? 49 USC § 5325(e) Multiyear rolling stock; FTA Circular 4220.1F Chapter IV 2. e. (10) Time Limits for Options on Rolling Stock Contracts	Yes
18. If you purchased FTA-funded assets through a "piggyback" procurement method, did you comply with applicable requirements regarding inclusion of Federal requirements, assignability and price, and no cardinal changes? FTA Circular 4220.1F Chapter V (7)(2) Assignment of Contract Rights; FTA Circular 4220.1F Chapter V 7. a. (1) (b). Exercise of Options; FTA Circular 4220.1F Chapter V, Section 7. b. (2) (d)	NA
19. Did you ensure that appropriate FTA approval was acquired for advance payments and that adequate protection was exercised for progress payments? 2 CFR 200.305; 2 CFR Part 205; FTA C. 5010.1, page IV-15; FTA C. 4220.1F, Ch. IV, Sections 2. b. (5)(b) Advance Payments; FTA C. 4220.1F, Ch. IV, Sections 2. b. (5)(c) Progress Payments	Yes
20. If you procured buses with FTA funds, did you comply with requirements for bus testing reports? 49 CFR 665.7	Yes
21. If you procured rolling stock with FTA funds, did you comply with pre-award and post-delivery audit requirements? 49 U.S.C. §5323(j); 49 CFR 663, "Subpart-B"; §663.2; §663.23; §663.25; §663.27; §663.31; §663.33; §663.35; §663.37; §663.39; §663.41; §663.43	Yes
22. Do you perform oversight of your subrecipients' FTA-funded procurement activities? 2 CFR Part 200.331	NA
23. Did you undertake any procurements where there was only a single offer?	Yes
24. Was the Excluded Parties Listing System searched on sam.gov before awarding contracts exceeding $25,000? 2 CFR 180.220(b)(1) and 2 CFR 1200.220	Yes
25. Have you undertaken any "sole source" procurements since the last site review?	No

Financial Management:

Disadvantaged Business Enterprise (DBE)

Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US Department of Transportation (US DOT)-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Subrecipient must not discriminate based on race, color, creed, national origin, or sex in the award and performance of FTA-assisted contracts. Subrecipient must provide disadvantaged business enterprises (DBEs) the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with federal funds and State funds. 49 CFR Part 26.

Review Documents:

- Most recent DBE program, if not uploaded to TrAMS
- Current organizational chart that includes the DBELO
- DBELO job description
- Shortfall analysis and corrective action plan, if not required to be submitted to FTA
- List of any DBEs terminated/substituted on a project

1. Does the recipient monitor and enforce contractual requirements consistent with its approved DBE Program? A. Do the reports indicate that the subrecipient has been successful in contracting with DBE's? 49 CFR Part 26	NA A.
2. Has the recipient submitted the Uniform Report of DBE Awards or Commitments and Payments semi-annually by the required due dates? 49 CFR Part 26: subrecipients must submit semi-annual DBE activity reports to OCR Liaison	DBE reported to ITD-PT
3. What good faith efforts have been taken to ensure DBE's had the maximum opportunity to compete and perform contracts or subcontracts financed in whole or part with FTA funds? 49 CFR Part 37 Examples of good faith efforts include advertising in newspapers that serve minority communities, maintaining a list of minority vendors, and contacting other agencies for potential DBE contractors.	Review DBE list provided by ITD for potential vendors.

4. Have you purchased any vehicles since the last review? 49 CFR part 26 A. Did vendor provide copies of TVM certification if purchased a vehicle? B. If the recipient or a subrecipient set a project-specific DBE goal on a transit vehicle procurement, did it receive prior Federal Transit Administration (FTA) approval?	Yes A. Yes, when applicable B. NA
5. Is there currently a DBELO implementing the DBE program? *49 CFR 26.25* A. Does the DBELO have direct and independent access to the CEO?	NA A.
6. Does the DBELO appear to have sufficient coordination with the recipient's procurement department on issues such as contract goal setting, race-neutral measures, inclusion of required contract clauses, and contract administration? *49 CFR Part 26*	NA
7. Has the recipient implemented the race-neutral measures noted in its DBE program, its overall goal methodology, and any shortfall analyses/corrective action plans? *49 CFR 26.47(c)*	NA
8. Does the recipient include, monitor, and enforce prompt payment clauses in FTA-funded procurements? A. Have DBE subcontractors notified the recipient about issues with prompt payment or return of retainage? *49 CFR 26.29 (d)*	NA A.
9. Were any DBE complaints received since the last review? A. What is the process for handling and resolving such complaints? & Were they forwarded to ITD-PT?	No A.
10. Each recipient of USDOT funding is required to sign the Statement of Agreement recognizing ITD as the agency authorized to manage the Disadvantage Enterprise Program for the State of Idaho. Has this been executed by your agency? *49 CFR 26* https://apps.itd.idaho.gov/apps/ocr/documents/UCP.pdf	Yes

Service Provision

Service Eligibility

Section 5311 services may be designed to maximize use by members of the general public who are transportation-disadvantaged, including elderly persons and persons with disabilities. Coordinated human service transportation which primarily serves elderly persons and persons with disabilities, but which is not restricted from carrying other members of the public, is considered available to the general public if it is promoted as public transit service.

States are responsible for ensuring that Section 5311 funds are being used to support eligible services. Subrecipients may use Section 5311 assistance to provide service to and from urbanized areas but not exclusively for urbanized areas. Subrecipients may provide incidental service with FTA-funded vehicles but the service must not interfere with the provision of transit service and must bear the costs of providing the service.

1. Do you provide any forms of revenue contracts? Revenue contracts are those in which the subrecipient provides access to public transportation assets for the primary purpose of either producing revenue in connection with an activity related to public transportation or creating business opportunities with the use of FTA-assisted property. 2 CFR 200.319; 49 U.S.C. 5325(a). Contract Requirements; FTA Circular 4220.1F Chapter 2 b. (4) Revenue Contracts	Yes
2. Does the contract service interfere with the provision/operation of public transportation?	No
3. How do you ensure that services are promoted and made known to the general public population? FTA Circular 9040.1G Chapter III	Bus Schedule; website; paid advertising; open Board of Directors' meetings; periodic presentations in public meetings of our Joint Powers
4. Do you provide any service within an urbanized area? A. Do you use 5311 assistance to support the urban service? FTA Circular 9040.1G, Chapter III, Section 2, d	Yes (Twin Falls, ID) A. Yes, 5311 CARES
5. Do you deliver meals or provide incidental services? If yes, please describe the service in detail (frequency, costs, times of day, etc.).	No

Service Provision:

Title VI – Non-Discrimination in the Delivery of Service

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973 (disability)), by restoring the broad, institutional-wide scope of coverage of these non-discrimination statutes and requirements to include all programs and activities of ITD, so long as any portion of the program is Federally assisted.

Title VI is a federal statute and provides that no person in the United States, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

1. Do you have a Title VI Plan? & who is the designated Title VI contact person for your agency? FTA Circular 4702.1B	Yes Executive Director
2. How do you notify the public of its rights under Title VI? A. Are there Title VI notices in vehicles and public areas? FTA Circular 4702.1B Chapter III.5. Requirement to Notify Beneficiaries of Protection Under Title VI PT Staff Visually Review Notifications	Posted Notices; website A. Yes
3. How do you notify beneficiaries of protection under Title VI, that they can obtain additional information on nondiscrimination obligations, and how to file a complaint? FTA Circular 4702.1B Chapter III.5. Requirement to Notify Beneficiaries of Protection Under Title VI	Website (mountainrides.org)

4. Does the recipient use the complaint form(s) and instructions for filing complaints identified in its Title VI Program? FTA C. 4702.1B Chapter III 6. Requirement to Develop Title VI Complaint Procedures and Complaint Form A. Are the complaint form and instructions available on the recipient's website and at other locations described in its Title VI program? B. Are the complaint form and instructions translated into languages identified in the recipient's LAP? C. Is the recipient processing complaints as described in its Title VI Program and its complaint instruction forms? FTA Circular 4702.1B Chapter III.5. b. (2) Document translation	Yes A. Yes B. Yes C. Yes
5. Have you completed an analysis to determine LEP needs in your service area? FTA C. 4702.1B Chapter III.9.b Developing a Language Assistance Plan A. Are schedules and other public information provided in languages other than English? If not, are services available if needed?	Yes A. Yes
6. How are you assisting Limited English Proficient (LEP) transit riders? **FTA C. 4702.1B Chapter III.9.b Developing a Language Assistance Plan** FTA requires subrecipients to train employees in providing timely and reasonable language assistance to LEP populations.	Many drivers and staff are bilingual; when needed, a driver radios a bilingual driver/staff to assist with communication and translation
7. Recipients are required to incorporate Title VI and LEP considerations into the recipient's established public participation plan or process. FTA C. 4702.1B Chapter III. 8. Promoting Inclusive Public Participation	OK
8. How do you take Title VI into consideration when making changes in service? FTA C. 4702.1B Chapter IV.7 Requirement to Evaluate Service and Fare Changes	Service changes are not based on race, color, national origin, sex, age, disability, or socio-economic status. We identify underserved populations and, when possible, serve them.
9. What outreach efforts were undertaken to identify minority groups and low-income persons? FTA C. 4702.1B Chapter III. 8. Promoting Inclusive Public Participation	Discussions with local leaders, partners and Board of Directors

10. The requirement for an equity analysis applies to projects requiring land acquisition and the displacement of persons from their residences and businesses. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. Has this been completed? FTA C. 4702.1B Chapter III 13 Determination of Site or Location of Facilities	Yes
11. How have you ensured that buses assigned, and the location of transit facilities and amenities are made without regard to race, color, national origin, or income? FTA C. 4702.1B Chapter III 13 Determination of Site or Location of Facilities	Buses are equally assigned across all routes; facilities, stops, amenities are deployed based on demand, without regard to race, color, etc.
12. Do you provide services to areas with minority and low-income populations? A. How do you monitor the performance of your services for these populations? FTA C. 4702.1B Chapter IV.6 Requirement to Monitor Transit Service	Yes A. Passenger counts; complaint and compliment tracking
13. Do you have procedures for investigating, tracking, and documenting Title VI complaints? Please describe. Subrecipients must have a written procedure for tracking Title VI complaints.	Yes, see MRTA's Title VI Plan
14. Have any complaints been received since the last review? If so, how were they identified and resolved, and did you maintain a record of the complaint? PT Staff Pull Records	No
15. Have you completed an analysis to determine LEP needs in your service area?	Yes
16. How are you assisting Limited English Proficient (LEP) transit riders? FTA requires subrecipients to train employees in providing timely and reasonable language assistance to LEP populations.	Many drivers and staff are bilingual; when needed, a driver radios a bilingual driver/staff to assist with communication and translation. Schedules are available in English and Spanish. Website can be translated into many languages.
17. Are schedules and other public information provided in languages other than English? If not, are services available if needed?	Yes (Spanish)

Service Provision

Americans with Disabilities Act (ADA)

Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit. Documentation pertaining to this section can include: ADA complaint procedures; ADA complaint form; Complaint records; sample driver handbooks; record retention policy; sample internal service monitoring materials etc. The Department of Justice (DOJ) narrowed the definition of a service animal in amendments to its ADA regulations in 2010, but the DOT ADA regulations were unaffected. Accordingly, public transit providers must follow the DOT definition in § 37.3 when assessing whether to accommodate a particular animal. While most service animals are dogs, DOT's definition recognizes the possibility of other animals.

1. Do you provide driver training on ADA rules, regulations, and sensitivity to passengers? A. Operation of lifts and other accessibility equipment? 49 CFR 37.173	Yes A. Yes
2. Do you track, resolve, and respond to ADA-related complaints and what is your process of doing so? 49 CFR 37.17	Yes, direct contact with complainant
3. Have any complaints of discrimination due to disability been received from riders? If yes, describe in detail. PT Staff Pull Records	No
4. Is the process for filing a complaint advertised to the public and does it include the appropriate contact information? A. Are they accessible to and usable by individuals with disabilities? 49 CFR 27 and 37	Yes A. Yes
5. Are all facilities deemed open to the public ADA accessible? (49 CFR 37.9; 49 CFR 37.41; 49 CFR 37.43)	Yes
6. Do you retain all ADA-related complaints for one year And a summary of all ADA-related complaints for at least five years? 49 CFR 27.121(b)	Yes
7. Are all FTA funded vehicles ADA accessible? A. If you have any non-accessible vehicles, how do you ensure equivalent service is being met? 49 CFR Part 37	Yes A.

8. How do you follow all the following ADA provisions associated with service requirements: 49 CFR Part 37.161-169 *Note: please list response regarding each item. A. Stop announcements B. Route identification for those with visual impairment or other disability C. Wheelchair securement and location priority D. Wheelchair weight limits E. Ramp and lift requirements F. Respirator, concentrator, portable oxygen allowance G. Adequate time to board/disembark for those with disabilities H. Public information and communications available in accessible formats, upon request. I. Reasonable modification statement in policy, practice, and procedure J. Initial and refresher training for employees K. Monitoring staff compliance with policies and procedures	A. Automated stop announcements B. Automated stop announcements C. Wheelchairs secured; signage on bus D. <= 800 lbs E. <= 800 lbs F. Permitted G. Yes H. Yes I. Yes J. Yes K. Yes
9. Have you denied service due to unavailability of accessible equipment? A. How do you accommodate individuals when the equipment is inoperative? 49 CFR 37.161; 49 CFR 37.163	No A. If we have an equipment failure, we respond immediately with another vehicle.
10. Do you deny service to persons using wheelchairs due to "legitimate safety requirements?" 49 CFR 39.27; Appendix D to 49 CFR 37.165 What do you consider "legitimate safety requirements?" PT Staff Pull Documents of Occurrence	No Anything that may be a safety concern to themselves or other passengers.
11. Do you require wheelchairs to be secured? A. Do you deny transportation if it cannot be secured? 49 CFR 38.23; 49 CFR 37.165; FTA Circular 4070.1 Additional guidance/resource: https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/questions-and-answers-concerning-wheelchairs-and-bus-and	Yes A. Yes
12. Do you require wheelchair users to wear a seat belt? 49 CFR 38.23; 49 CFR 37.5; FTA Circular 4070.1	No
13. Do drivers and personnel assist individuals with disabilities with the use of securement systems, ramps, and lifts? 49 CFR 37.165; FTA Circular 4070.1	Yes

14. Are service animals allowed on buses and do you require them to be certified? & controlled by the owner? 49 CFR 37.167(d)	Yes...No...Yes
15. Have you had problems with passengers bringing animals that do not appear to be service animals? How did you address this?	No
16. What is your policy regarding the time allowed for boarding? 49 CFR 37.167(i); 49 CFR 37.5	In a timely manner
17. Do you provide route deviation service (for fixed route operators)? A. If yes, do materials/website clearly state procedures for requesting deviations and that this is available to the general public? 49 CFR 37.121; 49 CFR 37.77	Yes A. Yes
18. Are operators required to report lift and ramp failures promptly? A. What are the procedures when a lift or accessibility feature is found to be inoperative? 49 CFR 37.163	Yes A. Vehicle is taken out of service until lift/accessibility feature is fixed
19. Do you have priority seating marked to indicate it is such? A. Are persons sitting in priority seats requested to vacate when a person with a disability needs to use them? 49 CFR 38.27(a); 49 CFR 37.167(j)	Yes A. Yes
20. How do you monitor third party subrecipients and/or contracts (if applicable) to ensure they are meeting all the applicable ADA requirements? 39 CFR Part 37	NA

Service Provision

Americans with Disabilities Act - Complementary Paratransit

In crafting the Americans with Disabilities Act (ADA), Congress recognized that even when a fixed route transit system is fully accessible, there will be some individuals whose disabilities prevent them from using the system. Congress therefore created a "safety net" to ensure that these individuals have transportation available to them on the same basis as individuals using fixed route systems. U.S. Department of Transportation (DOT) ADA regulations in 49 CFR Part 37 apply to complementary paratransit service in terms of required service criteria, types of service options, operational performance, and other factors. Subrecipients operating a fixed route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. Support documentation may include the following: Dispatch reservation procedures, sample eligibility letters, ADA reasonable modification policy etc.

* Requirements for complementary paratransit do not apply to commuter bus.

All questions below can be found listed in this **Governing Directive**: 49 CFR Part 37; FTA Circular 4070.1, Chapter 8

1. Do you provide complementary paratransit to at least one companion? Additional companions if space is available? A. If so, do you charge a fare and how much? Only applies to complementary paratransit, not to regular fixed route or public demand response services.	Yes A. No
2. Do you provide complementary paratransit to ADA eligible visitors for up to 21 days over a year's period? 49 CFR Part 37.127	Yes
3. Do you provide complementary paratransit within ¾ of a mile of a fixed route and the core service area? this is the minimum	Yes
4. Do you provide origin to destination service? A. Curb-to-curb or beyond the curb when necessary? 49 CFR Part 37.129(a)	Yes A. Yes
5. Is complementary paratransit provided the same days and hours as fixed route services? Part 37.131	Yes
6. Are the fares for complementary paratransit no more than twice the fares for fixed route?	Zero fare for both fixed route and paratransit
7. Is next day service provided? 49 CFR Part 37.131(b)	Yes

8. Are requests for reservations accepted during normal business hours? A. Even if the office is closed? 49 CFR Part 37.131(b)	Yes A. Yes
9. Are trips scheduled within one hour of requested time? 49 CFR Part 37.131(b) (2)	Yes
10. Are trips that cannot be scheduled within one hour of requested time, tracked as a denial, even if the customer chooses an alternative time?	Yes
11. When one leg of a round-trip cannot be reserved is it counted as two denied trips?	No
12. Is a no show/late cancellation suspension policy used? & what is the policy? 49 CFR 37/124(h)) Not required but regulation is utilized if you do establish a policy.	Yes; see #23 in Desk Review
13. Are financial penalties assessed? 49 CFR Part 37.124(h)	No
14. Is there an appeals process?	Yes
15. Do you have vacant seats, outside of reoccurring scheduled trips? Excess capacity?	Yes Yes
16. What percentage of requests are denied?	0%
17. Do you have standards for excessively long trips? Performance Metrics established: "at least X percent of complementary paratransit trips shall have travel times equal to or less than comparable fixed route travel times"	Yes…within service area
18. How do you ensure that only those who are unable to use the fixed route system are certified as eligible for ADA complimentary paratransit? 49 CFR 37.125	Doctor's recommendation/approval
19. Are ADA complementary paratransit eligibility decisions made within 21 days of receipt of a complete application? If not, is eligibility granted until the decision is made? • 49 CFR 37.125	Yes Yes
20. Are persons who are denied eligibility given notice of their right to appeal? Is presumptive eligibility granted if the appeal is not decided within 30 days until eligibility is denied? 49 CFR 37.125	Yes Yes

21. Do you provide access for personal care attendants (PCA)? A. Do you charge the PCA a fare? *As noted in Circular Section 8.4.6, PCAs pay no fare but transit agencies are permitted to charge companions the same fare charged to ADA paratransit eligible riders.	Yes A. No

Service Provision:

Drug & Alcohol

Subrecipients and their contractors must have an established program designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions. This is to include a drug and alcohol-testing program. Maintenance contractors for providers in non-urbanized areas are not required to have a drug and alcohol-testing program.

All questions below can be found listed in this **Governing Directive**: 49 USC Part 655 as amended, and 49 USC Part 40 as amended

1. Who is the person assigned to run the drug and alcohol program for your agency?	Jamie Canfield, Director of Transit Operations
2. Who is the consortium/third party administrator (TPA)? The consortium/TPA draws the random sample, contracts the medical review officer (MRO), and usually contract the collection site. A. Do you have a contract with the consortium/TPA? B. Does the contract with the consortium/TPA specify that it must comply with USDOT and FTA drug and alcohol-testing requirements (49 CFR Part 40 and 49 CFR Part 655)? The contract must specify that the testing program must be implemented in accordance with USDOT regulations, "Procedures for Transportation Workplace Drug Testing Programs" 49 CFR Part 40, as amended, and FTA regulations, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations" 49 CFR Part 655, as amended.	Wienhoff Drug Testing A. Yes B. Yes
3. What is the name of the drug-testing lab? A. Is the lab certified by the US Department of Health and Human Services (DHHS)? The drug testing lab must be DHHS-certified. The current list of certified labs can be found at http://workplace.samhsa.gov/DrugTesting/Level_1_Pages/CertifiedLabs.aspx	Quest Diagnostics Inc. A. Yes

4. Who is your Medical Review Officer (MRO)? A. Is the MRO a licensed physician (medical doctor or doctor of osteopathy), with appropriate medical training and knowledge of substance-abuse disorders? The MRO reviews the results of all positive drug tests to confirm that they are truly positive and provides a quality assurance review of the drug testing process. You can obtain the identity and qualifications of the MRO from your consortium/TPA. The MRO must be a licensed physician with appropriate medical training and knowledge of substance-abuse disorders. More information on the role of the MRO in the drug testing process can be found in 49 CFR 40.123.	Janelle A. Jaworski, MD Yes
5. Who provides the breath alcohol technicians (BATs) or the non-evidentiary alcohol-screening testing technicians (STTs)? A. Are the technicians listed still under contract? If no: B. Has each new BAT and/or STT been trained with a National Highway Traffic Safety Administration (NHTSA)-approved course of instruction on the methodology, operation, and calibration of the specific evidential breath-testing device (EBT) and/or saliva-testing device (SD) being used by the subrecipient? The BAT and STT work for the collection site. The BAT conducts USDOT breath alcohol screening and confirmation tests while the STT conducts USDOT saliva alcohol screening tests. Each new BAT and STT must have been trained with a NHTSA-approved course of instruction on the methodology, operation, and calibration of the EBT or SD being used. Obtain the qualifications of these individuals from the collection site. More information on the role of the BAT and STT can be found in 49 CFR Part 40 Subparts J through N.	Wienhoff Drug Testing A. Yes B. Yes, to the best of our knowledge
6. Who provides the urine collectors?	Wienhoff Drug Testing
7. Has each urine collector received qualifications training and passed his or her initial proficiency demonstration? A. Do you have the certificates/qualifications on file? The urine collectors work for the collection site. The collectors must receive qualifications training in the steps necessary to complete a proper collection, problem collections, fatal flaws, and maintaining the integrity of the collection process. Collectors must then pass a proficiency demonstration consisting of five consecutive error-free collections.	Yes A. No; on file at Wienhoff

8. Who is your substance abuse professional (SAP)? A. Is the SAP a licensed professional with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders? *When an employee or applicant fails a drug or alcohol test, you must refer him or her to the SAP. The SAP conducts a clinical assessment and evaluation of employees that test positive for drugs or alcohol and recommends a treatment program. The SAP must be a licensed professional with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. If you do not have an SAP directly under contract, contact your third-party administrator for his or her qualifications. More information on the role of the SAP can be found in 49 CFR Part 40 Subpart O.*	Walker Center, Gooding, ID A. Yes
9. Is a copy of USDOT regulation, 49 CFR Part 40, "Procedures for Transportation Workplace Drug Testing Programs," as amended, readily available to any employee who requests a copy? A. Are all positions safety-sensitive? B. Are all safety-sensitive positions that support the transit program, including those in other departments such as a central maintenance department, included in the pool and covered by the transit drug and alcohol policy? *A copy of USDOT regulation, 49 CFR Part 40, "Procedures for Transportation Workplace Drug Testing Programs," must be made available to employees upon request*.	Yes A. Yes B. Yes
10. How do you check on the drug and alcohol testing records of new hires and transfers that will work in safety-sensitive positions?	Contact previous employers ***Release of Information Form -- 49 CFR Part 40 Drug and Alcohol Testing***
11. What information do you obtain from previous employers?	***Release of Information Form -- 49 CFR Part 40 Drug and Alcohol Testing***

12. At what point in the hiring process are applicants placed in safety-sensitive positions? *After obtaining the applicant's consent, subrecipients must request and review the following information from DOT-regulated employers who have employed the employee during any period during the two years before the employee first performs safety-sensitive functions:* • Alcohol tests with a result of 0.04 or higher alcohol concentration • Verified positive drug tests • Refusals to be tested (including verified adulterated or substituted drug test results) • Other violations of DOT agency drug and alcohol testing regulations • Successful completion of DOT return-to-duty requirements (including follow-up tests), if applicable	After background and drug test confirmed and training program complete.
13. How often are the names received for random testing from the third-party administrator? A. Are random tests reasonably spread out during the draw period? B. Are random tests reasonably distributed across all days and hours of service? C. Are the date and time of notification and collection documented? Random tests must be spread throughout the year, the draw period, and the hours of service. The date and time of notification and collection must be documented.	Quarterly A. Yes B. Yes C. Yes

14. Do you make proper post-accident determinations regarding testing? *A.* Are post-accident tests of accidents that do not meet the FTA definition of an accident performed under the agency's own authority? FTA defines accidents as follows: Fatal accident: Employers must test all surviving covered employees on duty in the vehicle at the time of the accident and any other covered employee whose performance may have contributed to the accident. Nonfatal accidents: Employers must test all covered employees on duty in the vehicle at the time of the accident and any other covered employee whose performance may have contributed to the accident unless the employer determines that an employee's performance did not contribute to the accident. The employer must document the decision on whom to test and not to test.	Yes A. Yes
15. Who maintains the drug and alcohol-testing program records?	Jamie Canfield, Director of Transit Ops
16. Are they maintained in a secure location with controlled access? Subrecipients must maintain drug and alcohol- testing records in a secure location with controlled access.	Yes
17. Are the following records maintained for at least 1 year: A. Alcohol test results less than 0.02 B. Verified negative drug test results	 A. Yes B. Yes
18. Are the following records maintained for at least 2 years: A. Collection process for alcohol-testing except calibration of evidentiary breath testing devices B. Collection process for drug testing C. Alcohol education and training records D. Drug education and training records	 A. Yes B. Yes C. Yes D. Yes
19. Are the records from previous employers kept for at least 3 years?	Yes

20. Are the following records maintained for at least 5 years: Alcohol test records with alcohol readings of 0.02 or greater A. Drug-test records with verified positive results B. Calibration documentation of evidentiary breath-testing devices C. SAP evaluations and referrals of employees for alcohol misuse D. Employee compliance with recommendations of the SAP for drug use and/or alcohol misuse, including results of return-to-duty and follow-up testing E. SAP evaluation and referrals of employees for drug use F. MIS reports G. Refusals	 A. Yes B. Yes C. Yes D. Yes E. Yes F. Yes G. Yes
21. Does the testing laboratory only release drug test results to the MRO? The testing laboratory should only release drug test results to the MRO.	Yes, with a confidential copy to the Executive Director
22. Is an employee's permission obtained before releasing drug and alcohol-testing records (except to the MRO, SAP, or program manager)? An employee's permission must be obtained before releasing drug and alcohol-testing records to someone other than the MRO, SAP, or program manager.	Yes
23. Are the following types of drug and alcohol tests conducted? A. Pre-Employment (drugs only) B. Random C. Post-Accident D. Reasonable Suspension E. Return to Duty F. Follow-up	 A. Yes B. Yes C. Yes D. Yes E. Yes F. Yes
24. Are the following substances tested for: A. Marijuana B. Cocaine C. Opioids D. Phencyclidine E. Amphetamines F. Alcohol	 A. Yes B. Yes C. Yes D. Yes E. Yes F. Yes

26. Are employees and applicants for safety-sensitive positions who have a verified positive drug-test result or a breath-alcohol concentration of 0.04 or greater referred to an SAP for evaluation even if they are to be terminated? Employees and applicants who have a verified positive drug test result or a breath-alcohol concentration of 0.04 or greater must be referred to a SAP for evaluation even if they are to be terminated.	Yes
27. Have all safety-sensitive employees received 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use? PT Staff examine training records. A. When do you provide the training for new hires? B. Do you provide refresher training? C. If yes, how often? Safety-sensitive employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on the personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.	Yes A. During standard new hire training sessions B. Yes C. Annually
28. Have supervisors who are designated to determine whether reasonable suspicion exists to require a safety-sensitive employee to undergo alcohol and/or drug-testing been provided the following training? A. At least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. B. At least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use. C. Do you provide refresher training? D. If yes, how often? Supervisors and/or company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.	 A. Yes B. Yes C. No D. NA

29. Have the annual calendar year management information system (MIS) reports been filed with ITD-PT? A. Were the reports filed by March 15? Reviewer, please list the reports since the last review that are on file with the state. Note whether the reports were submitted on time and any problems with the reports.	Yes A. Yes
30. Do you obtain and review for completeness and accuracy the employer copies of the custody and control forms and alcohol testing forms?	Yes
31. If you find a problem with a form, do you follow up with the collection site in writing and ask for documentation of the corrective action?	Yes
32. How are vendors (e.g., collection sites, MROs) monitored to ensure compliance with program requirements? Monitoring may include conducting periodic mock collections, observing tests, investigating reports by employees of flawed procedures, requiring detailed explanations for cancelled tests, and providing vendors with copies of USDOT and FTA handbooks and procedural manuals.	Monitored by MRTA's DAPM for compliance

Service Provision

Safety and Security

Subrecipients must document that drivers have a valid operator's license, have a safe driving record, and have been trained in first aid. All safety devices must be maintained in operative condition. All vehicles must be outfitted with a blood-borne pathogens kit, first-aid kit, fire extinguisher, bi-directional reflective triangles, and web cutters. Drivers and passengers must wear seat belts. Smoking is prohibited on all vehicles. Drivers must focus on driving and limit distractions when vehicles are in motion.

All questions below can be found listed in this **Governing Directive**: FMCSA, OSHA, 2 CFR 200, Circular 5010.E, Circular 5100.1, Circular 9040.1G, Circular 9070.1G, Circular 9030.1E, 49 CFR 37.161, 49 USC 5329, 49 USC 5302, 49 USC 5327

1. Who is responsible for system safety & Security? A. What is their position?	Jamie Canfield A. Director of Transit Operations
2. How is the importance of safety communicated to staff?	Regular training, core values, culture
3. Have safety roles and responsibilities been defined for all positions?	Yes
4. What safety training is provided to staff? A. How is this documented and tracked?	Videos and hands on training, industry and virtual training. A. Attendance acknowledgment (sign-in) at safety meetings.
5. Do you provide training in recognizing and reporting suspicious behavior?	Yes, BOTL, human trafficking awareness, and TAPTCO
6. Do you perform criminal background checks on new employees? A. Existing employees? B. How often?	Yes, at time of hire A. No B. NA
7. Do operations personnel receive training and retraining in crime prevention?	Yes
8. Have you worked with law enforcement, fire departments, medical services, and emergency management on emergency response efforts? & What is your role? A. Has the agency familiarized local law enforcement and fire personnel on all aspects of transit vehicle operation including fuel source, emergency exits, engine shut off, and wheelchair lifts?	Yes…see #34 in Pre-Desk Review Documents A. Yes
9. Does the organization have a written business continuity plan that addresses maintaining operations after a catastrophic event?	No Note: Our COVID-19 response (business continuity) serves as a realistic template for MRTA's future response to a catastrophic event.
10. Do you collect information on safety incidents?	Yes

11. How are hazards identified and risks assessed?	Done by Safety Officer, with input from staff (See Something, Say Something)
12. What key safety issues have been identified and how were they addressed?	System wide monitoring of drivers and maintenance and facilities managers. Cooperation with local road, bridge and infrastructure organizations.
13. Is documentation maintained which verifies that all drivers (owned, leased, loaned): A. A valid, appropriate vehicle operator's license (and current USDOT physical if the driver is a CDL holder) B. A safe driving record acceptable for insurance coverage. How often is this checked? C. First aid training to handle emergency health situations and accidental injuries. D. Received training in defensive driving techniques (i.e. Smith System) E. Received training in passenger assistance, sensitivity, and safety (i.e. CTAA PASS Training) (Required by FTA) F. Received training in operation of lifts and other accessibility equipment (Required by FTA) G. Received substance abuse training (Required by FTA)	 A. Yes B. Yes, at time of hire C. No D. Yes E. Yes F. Yes G. Yes
14. Are drivers required to complete pre-trip and post-trip vehicle inspections? Required by IDAPA & FMCSA	Yes
15. Does the pre-trip inspection address the following required safety equipment: (*Required by IDAPA, FMCSA, & OSHA)* A. blood-borne pathogens kit B. first-aid kit (full) C. fire extinguisher (charge and inspection date) D. bi-directional reflective triangles E. web cutters All vehicles must be outfitted with a blood-borne pathogens kit, first-aid kit, fire extinguisher, bi-directional reflective triangles, and web cutters.	 A. Yes B. Yes C. Yes D. Yes E. Yes
16. Who is responsible for spot checking this? A. How often spot checking this occur?	Maintenance Department A. At least semi-annually
17. Who is responsible for ensuring that first-aid and blood-borne pathogen kits are restocked? A. Who is responsible for checking and replacement of expired items in these kits?	Maintenance Department A. Maintenance Department
18. Are all required safety devices or systems installed and functioning properly on vehicles?	Yes

19. Are fire extinguishers secure, accessible, of the correct type, and in date? PT Staff Sample All safety devices must be maintained in operative condition. Fire extinguishers must be secure, accessible, and in date.	Yes
20. Are your procedures for handling accidents and medical emergencies kept on board the vehicles? Subrecipients must have a written procedure for handling accidents and medical emergencies.	Yes
21. Are drivers allowed to use a cell phone while the bus is in motion? & Text while the bus in in motion? The National Safety Council has a model cell phone policy available at http://safety.nsc.org/cellphonekit.	No & No
22. Do drivers check that all carry-on items are properly stowed before moving the vehicle?	Yes
23. Have incidents and accidents been reported in your quarterly reports?	Yes
24. What are the procedures for investigating an accident?	Maintenance, Operations, Local PD as applicable. Accident review committee.
25. Who is responsible for investigating an accident? A. What training have they received?	Jamie Canfield A. TSI Transit Supervisor Course
26. How are passengers notified of service disruptions, including those due to inclement weather?	Website. Riders' App. Social Media.
27. Does the agency have specific procedures and guidelines for drivers to follow when operating in inclement weather conditions in the service area, and have these procedures been formally communicated to drivers? Passengers?	Yes Yes No
28. Do you have a system in place to insure against loss/damage/theft? Please describe.	Yes. Security cameras and locks. Normal security measures.
29. Are drivers and staff trained on Human Trafficking Awareness? A. If so, how often are trainings conducted? B. What efforts is your agency making to combat human trafficking in your area?	Yes A. Periodically; typically annually B. Awareness; See Something, Say Something

Service Provision

Marketing

Subrecipients may have a marketing program that attracts riders and promotes a positive image to the community. Public information should be attractive, widely distributed, and accessible in various formats.
Subrecipients who are actively marketing and advertising must comply with the requirements set forth in 2 CFR 200 subpart E §200.421, and 200.467.

1. Are advertising costs specifically for the costs of advertising media and corollary administrative costs which includes magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like? Source: 2 CFR 200 subpart E §200.421	Yes
2. Are advertising costs utilized for one of the following? Source: 2 CFR 200 subpart E §200.421 A. The recruitment of personnel required by the non-Federal entity for performance of a Federal award (See also § 200.463 Recruiting costs); B. The procurement of goods and services for the performance of a Federal award. C. The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or D. Program outreach and other specific purposes necessary to meet the requirements of the Federal award.	 A. Yes B. Yes C. Yes D. Yes
3. Are marketing funds designated for "public relations" utilized for community relations, meaning those activities dedicated to maintaining the image of the non-Federal entity or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public? Do they meet one of the following criteria? Source: 2 CFR 200 subpart E §200.421 A. Costs specifically required by the Federal award. B. Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the Federal award (these costs are considered necessary as part of the outreach effort for the Federal award) C. Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc.	Yes A. Yes B. Yes C. Yes

Assets

Continuing Control

Subrecipients must use FTA and ITD-PT funded equipment and facilities to provide public transportation. Subrecipients must carry comprehensive and collision insurance on FTA-and State-funded buses. Subrecipients must obtain prior written approval from ITD-PT before selling, leasing, or disposing of vehicles, equipment or facilities that have remaining FTA or State interest. The number of spare vehicles must be appropriate to the size and age of the fleet, the amount of peak demand, and the projected ridership growth.

All questions below can be found listed in these **Governing Directives:** 2 CFR 200, Circular 5010.E, IDAPA 11.13.01, State Management Plan

1. Is property (includes rolling stock, facilities, materials, equipment, etc.) that was purchased with FTA funds being used for transit purposes?	Yes
2. Do you make incidental use of any FTA funded real property?	No
3. If yes, what is the use, has FTA approved it? A. do you maintain continuing control over the property, and is the revenue used for transit purposes? B. Were they approved by ITD-PT prior to entering an agreement and the FTA?	NA A. NA B. NA
4. Are facility use or lease agreements current for all facilities?	NA
5. Was real property removed from the service originally intended or put to additional or substitutive use? A. Did you get ITD-PT approval?	No A. NA
6. Did you dispose of any FTA or ITD funded real property? A. If, yes, did you obtain FTA/ITD concurrence on the method of disposition and was FTA/ITD reimbursed for its share of the disposition proceeds?	Yes A. Yes
7. Can you account for all equipment or facilities purchased with FTA funds?	Yes
8. Do you update your inventory on all your quarterly reports?	Yes
9. Does your inventory include equipment and facilities that were purchased with FTA or State funds as well as those paid for with any other funding source?	Yes
10. What are your coverage limits for: A. Comprehensive and collision insurance? B. Commercial/comprehensive general liability insurance?	See ICRMP Policy, #35 in Pre-Desk Review Documents A. B.
11. If self-insured, how is the self-insurance funded?	NA
12. What is the number of revenue vehicles in your fleet?	FR: 18; CVP: 16; DR: 7
13. What is the number required for maximum service?	FR: 14; CVP: 14; DR: 6
14. What is the number of spare vehicles?	FR: 4; CVP: 2; DR: 1

15. What is the spare ratio divide number of spare vehicles by number of vehicles required for maximum service	FR: .29; CVP: .14; DR: .17
16. How often is the maximum number of vehicles required?	151 days (Winter Season)
17. Do you have a plan to continue to deliver service when breakdowns occur or during peak service times?	Yes
18. Do future ridership projections indicate a need for expansion vehicles?	Yes
19. Does your agency have a Transit Asset Management (TAM)_Plan or are you a participant in the State Sponsored TAM Plan?	Yes…State TAM Plan

Assets

Vehicle Maintenance

Subrecipients must maintain FTA- and ITD- funded vehicles, equipment, and facilities in a state of good repair. Subrecipients must keep ADA Accessibility features on all vehicles, equipment, and facilities in good working order. Subrecipients must have a written maintenance plan and must maintain project vehicles, equipment, and facilities at a high level of cleanliness, safety, and mechanical soundness. Subrecipients must maintain all accessibility features and equipment in operating condition. Subrecipients must have procedures to track when preventive maintenance inspections are due and to schedule preventive maintenance inspections in a timely manner.

All questions below can be found listed in these **Governing Directives:** FMCSA, OSHA, 2 CFR 200, Circular 5010.E, Circular 5100.1, Circular 9040.1G, Circular 9070.1G, Circular 9030.1E, 49 CFR 37.161

1. Who is responsible for maintenance? A. What education, training, and experience qualifies the individual response for this?	Director of Fleet, Maintenance & Facilities; Maintenance Manager; Facilities Manager A. 40+ years collective experience; ASE certification(s); OEM Training; Management & Leadership Training; Industry-specific Training; BEB Training
2. Are maintenance personnel trained in the operation of specialized equipment special tools, wrecker, others?	Yes…special tools, programs, software, PPE
3. Do you have a vehicle maintenance plan for your fleet?	Yes
4. Please describe the preventative maintenance program.	Meet/exceed OEM recommendations; respond to trends in our fleet.
5. Do preventative maintenance schedules for each type of vehicle in the fleet meet the manufacturer's minimum requirements? Preventive maintenance schedules must meet manufacturers' minimum requirements for severe operations.	Yes
6. Is a preventative maintenance program in place for lifts and other accessibility features? Please describe. Subrecipients must maintain all accessibility features and equipment in operating condition.	Yes, per manufacturers' recommendations
7. What procedures are used to track when preventative maintenance inspections are due and to schedule preventative maintenance inspections? *Subrecipients must have procedures to track when preventive maintenance inspections are due and to schedule preventive maintenance in a timely manner.*	Mileage and time-based intervals entered into fleet maintenance software system.

8. Does a review of maintenance records indicate that maintenance is performed in accordance with procedures? Are files complete? PT Staff look at 3 files	Yes Yes
9. Are pre-trip inspections conducted prior to placing the vehicle back in service? Pre-trip inspections must be conducted prior to placing a vehicle in service. PT staff pull files to verify	Yes
10. Does the pre-trip inspection address safety, vehicle operation, appearance, cleanliness, and passenger comfort? *The pre-trip inspection must address safety; vehicle operation, appearance, and cleanliness; and passenger comfort.*	Yes
11. Are deficiencies noted in pre-trip inspections repaired in a timely manner and properly reviewed by management? Deficiencies noted in pre-trip inspection must be repaired in a timely manner and properly reviewed by management.	Yes
12. How does the agency document maintenance activity performed to correct the reported defect? The good practice is for the mechanic to sign and date the pre-trip inspection form noting that the reported defect has been repaired and to include the signed pre-trip form in the maintenance file with the work order.	The Maintenance Manager tracks the noted defect to the work order fixing the defect.
13. Does the pre-trip inspection ensure that all items, such as boxes with bi-directional reflective triangles and gallons of washer fluid, are secured to the vehicle? Safety and other equipment must be secured so that they do not become projectiles that injure a passenger or damage the vehicle.	Yes
14. Does the pre-trip inspection address lifts and other accessibility features?	Yes
15. If a vehicle with an inoperable lift is kept in service, is it repaired within 5 days from the day which the lift is found to be inoperable?	Vehicles with inoperable lifts are pulled from service ASAP.
16. Are FTA funded vehicles leased to or operated by other providers? A. If yes, does the lease include maintenance standards? ITD-PT requires subrecipients that lease FTA-funded vehicles to providers to require the lessee to adhere to manufacturer's maintenance standards.	No A. NA
17. Are work orders or histories maintained that document the work performed, parts used, time spent, mileage, and date?	Yes

18. Are vehicle warranties on file and how are they tracked?	Yes; tracked in binders for each OEM
19. Is there a system for responding to recalls?	Yes; a recall is taken care of when we are notified of the recall
20. Is the preventive maintenance program reviewed for costs and effectiveness?	Yes, annually
21. Are maintenance histories for the fleet reviewed to uncover trends or problems?	Yes
22. Are there indicators of repetitive occurrences of a particular type of problem in anyone make of rolling stock?	Yes…compressor failures in our New Flyer BEBs
23. Are there repetitive occurrences (parts failures, road calls, others) of a particular type of failure fleet-wide?	No (except for compressor failures in our New Flyer BEBs)
24. Are any features of the facilities or related equipment under warranty? Please list.	No
25. Are warranty claims pursued?	Yes

Assets

Facility/Equipment Maintenance

All questions below can be found listed in these **Governing Directives:** FMCSA, OSHA, 2 CFR 200, Circular 5010.E, Circular 5100.1, Circular 9040.1G, Circular 9070.1G, Circular 9030.1E, 49 CFR 37.161

1. Do you have a written facility/equipment maintenance plan?	Yes
2. Is there a written checklist to accompany the required written facilities maintenance plan?	Yes
3. Are the facilities inspected at least once per year to determine what repairs and/or maintenance are needed to the equipment or building?	Yes
4. When was the last inspection?	February 2025
5. Does the written plan or inspection checklist address equipment such as hydraulic lifts, bus washers, roofing systems, HVAC systems, and emergency generators?	Yes
6. Does the written plan address equipment?	Yes
7. Does the written plan or inspection checklist address maintenance of ADA accessibility features, such as power-assist doors, as required by ADA?	Yes
8. Do preventative maintenance checklists follow the minimum requirements determined by the manufacturer, supplier, or builder?	Yes
9. For preventative maintenance performed by contractors, are checklists required to be completed before final signoff?	No, but work is verified and/or observed by MRTA staff
10. Are files maintained on maintenance of facilities and equipment?	Yes
11. Are any features of the facilities or related equipment under warranty? Please list.	No
12. Are warranty claims pursued?	Yes, always, when applicable
13. Do the files indicate that preventive maintenance inspections of facilities and related equipment are conducted at the intervals required by the plan? To be filled out by ITD-PT staff	
14. Are facilities cleaned and well maintained? Are there any visible defects? **To be filled out by ITD-PT staff**	

Technology/Software

Intelligent Transportation Systems

Subrecipients may choose to use intelligent transportation systems (ITS) in part or all their system(s). ITS technology can supplement or enhance the transportation services that public transportation providers provide to the public. The Federal Transit Administration (FTA) supports the use of ITS to further enhance public transportation service in the United States.

All technology and software purchased with FTA grant dollars must be used and disposed of in accordance with the regulations set forth in 2 CFR 200 subpart D – Property Standards.

1. Have you disposed of any FTA/ITD funded hardware or software since your last site review? A. If so, did you follow the guidelines for the disposition of that asset? 2 CFR 200.313, 200.315	No A.

Unique Services

School Bus

Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the Federal Transit Administration (FTA) Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

1. Do you provide ***exclusive*** school bus service(s)?	No
2. Do you provide school tripper service? 49 CFR § 605.13 - Tripper service	No
3. If yes, does the tripper service meet one of the following criteria: Please circle all that apply: ✓ regularly scheduled public transportation service ✓ buses are clearly marked as open to the public ✓ buses have no special designation ✓ buses use regular stops ✓ service is noted on published schedules	NA

Unique Services

Charter Bus

Subrecipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Except under limited exceptions, subrecipients may not use FTA assistance to operate or maintain charter bus service. Exceptions and Procedures maybe found in 49 CFR 604.

Charter service is defined as:

(1) Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service:

- A third party pays a negotiated price for the group.
- Any fares charged to individual members of the group are collected by a third party.
- The service is not part of the regularly scheduled service or is offered for a limited period of time.
- A third party determines the origin and destination of the trip as well as scheduling.

(2) Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration and:

- A premium fare is charged that is greater than the usual or customary fixed-route fare, or
- The service is paid for in whole or in part by a third party.

Examples of services that do not meet the definition of charter service and, therefore, are not considered charter service by FTA are:

- Service requested by a third party that is irregular or on a limited basis for an exclusive group of individuals and the recipient does not charge a premium fare for the service and there is no third party paying for the service in whole or in part.
- Shuttle service for a one-time event if the service is open to the public, the itinerary is determined by the recipient, the recipient charges its customary fixed-route fare and there is no third-party involvement.
- When a university pays the recipient a fixed charge to allow all faculty, staff, and students to ride the transit system for free so long as the recipient provides the service on a regular basis along a fixed route and the service is open to the public.
- When the recipient sees a need and wants to provide service for a limited duration at the customary fixed-route fare.

1. Do you provide transportation for "program purposes;" that is, service that serves the needs of human service agencies or elderly persons, person with disabilities, or low-income persons? If yes, please describe.	No
2. Do you operate charter service? If yes, or not sure, describe the service in detail.	No
3. Under what exception is the charter service operated?	NA
4. Did you follow the procedures required by the exception?	NA
5. Have you reported all charters to ITD?	NA (Yes, in the past)
6. Do you maintain charter records for at least three years after the close of the FTA grant? CFR-2010-title49-vol7-part606	Yes
7. Have any complaints been filed alleging that charters are in violation of FTA regulations?	No
8. Is charter provided with locally owned, or FTA funded vehicles?	NA

Legal Information

ITD-PT must promptly notify the FTA of legal matters and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. As a result, any subrecipient of federal funds through ITD, must notify ITD of such claims.

1. List of litigations, breaches, defaults, disputes, or instances where the Federal Government was named as a party to litigation or a legal disagreement since the last review Source: FTA Master Agreement, Section 39	None
2. Since the last Comprehensive Review, did the subrecipient promptly notify ITD-PT of any legal matters that may affect the FTA? Source: FTA Master Agreement, Section 39	NA (None)
3. Listing of false claims received or criminal violation committed related to Federal assistance since the last review Source: FTA Master Agreement, Section 39(3)	None
4. Since the last Comprehensive Review, did the recipient promptly notify the ITD-PT of any instances relating to false claims under the False Claims Act or fraud? Source: FTA Master Agreement, Section 39(3)	NA (None)

Lobbying

The use of Federal funds for lobbying is prohibited. If lobbying services for transit purposes are procured with non-Federal funds, the recipient is required to submit the disclosure form, Office of Management and Budget (OMB) Standard Form LLL (Rev.7-97).

Activities that are required to be disclosed include the hiring of any third party (i.e., lobbyist) for the purpose of attempting to influence a covered Federal action. Disclosure is not required for activities performed by the subrecipient's own regularly employed officers and employees. Covered Federal action means any of the following Federal actions:

- Awarding of any Federal contract or subcontract exceeding $100,000
- Making of any Federal grant or subgrant exceeding $100,000
- Making of any Federal loan exceeding $150,000
- Entering into any Federal cooperative agreement exceeding $100,000
- Extension, continuation, renewal, amendment, or modification of any Federal contract, grant, or cooperative agreement exceeding $100,000 or of a loan exceeding $150,000

Details regarding lobbying activity restrictions for federal grant recipients see 2 CFR 200 § 200.450.

1. Are FTA funds used for lobbying activities?	No
2. Have you used nonfederal funds for lobbying? A. If yes, have you filed with ITD the Standard Form – LLL, "Disclosure Form to Report Lobbying" and any necessary updates?	No A.

Mountain Rides Agenda Discussion Item Summary

Date: March 19, 2025 From: Director, Fleet, Mtce., Facilities; Exec. Director

Discussion Item: 7. Bellevue BEB Facility Update

Committee Review: ○ yes ◉ no

Committee Purview:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:

Discussion of the status of the construction of the new BEB Facility in Bellevue.

Anticipated completion is May 9, 2025.

Mountain Rides Agenda Discussion Item Summary

Date: March 19, 2025 From: MRTA Board of Directors

Discussion Item: 8. Items of Interest to the Members

Committee Review: ○ yes ◉ no Committee Purview:

Fiscal Impact:

Related Policy or Procedural Impact:

Background: The Members may discuss any item(s) of interest.