



CITY OF KETCHUM, IDAHO

CITY COUNCIL

Monday, January 06, 2025, 4:00 PM
191 5th Street West, Ketchum, Idaho 83340

AMENDED AGENDA as of 1.3.2025 @ 4:25 PM

PUBLIC PARTICIPATION INFORMATION

Public information on this meeting is posted outside City Hall.

We welcome you to watch Council Meetings via live stream.

You will find this option on our website at www.ketchumidaho.org/meetings.

If you would like to comment on a public hearing agenda item, please select the best option for your participation:

- Join us via Zoom (*please mute your device until called upon*)

Join the Webinar: <https://ketchumidaho-org.zoom.us/j/84624065173>

Webinar ID: 846 2406 5173

- Address the Council in person at City Hall.
- Submit your comments in writing at participate@ketchumidaho.org (*by noon the day of the meeting*)

This agenda is subject to revisions. All revisions will be underlined.

CALL TO ORDER: By Mayor Neil Bradshaw

ROLL CALL: Pursuant to Idaho Code 74-204(4), all agenda items are action items, and a vote may be taken on these items.

COMMUNICATIONS FROM MAYOR AND COUNCILORS:

1. Public Comments submitted
2. Election of City Council President - Mayor Neil Bradshaw

CONSENT AGENDA:

ALL ACTION ITEMS - The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.

3. Recommendation to approve minutes of December 11, 2024 - City Clerk Trent Donat
4. Recommendation to approve minutes of December 16, 2024 - City Clerk Trent Donat
5. Authorization and approval of the payroll registers - Finance Director Brent Davis
6. Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills - Finance Director Brent Davis
7. Recommendation to approve Right-of-Way Encroachment Agreement 25946 for placement of pavers in the public Right-of-Way on River Run Drive - City Engineer Robyn Mattison

- [8.](#) Recommendation to approve Right-of-Way Encroachment Agreement 25949 for the placement of a transformer in the public right-of-way on Gem Street - City Engineer Robyn Mattison
- [9.](#) Recommendation to Approve Right-of-Way Encroachment Agreement 25948 for the placement of a power sector box and underground conduit and cable in the public right-of-way on S Leadville Ave - City Engineer Robyn Mattison
- [10.](#) Recommendation to approve Resolution 25-003 to adopt City Information Technologies (IT) policies – City Clerk & Business Manager Trent Donat
- [11.](#) Recommendation to approve Resolution 25-002 to surplus computer hardware to Environment Resource Center for distribution through donations to non-profit organizations in the Wood River Valley – City Clerk & Business Manager Trent Donat
- [12.](#) Recommendation to approve Task Order Two - Miscellaneous Sidewalks 2025 - Senior Project Manager Ben Whipple

PUBLIC HEARING:

- [13.](#) Recommendation to review and approve the Amended Sapp Townhomes Phased Townhouse Subdivision Agreement 22812A - Director of Planning and Building Morgan Landers
- [14.](#) Discussion regarding public parking at First & Washington Project - City Administrator Jade Riley and KURA Executive Director Suzanne Frick

NEW BUSINESS:

- [15.](#) Reconsideration of recommendation to approve the Right-of-Way Encroachment Agreement 25939 for the placement of driveway pavers and snowmelt in the public right-of-way at 108 Gates Road and authorize the Mayor to sign the agreement - Zoning Technician Genoa Beiser
- [16.](#) Mountain Rides Winter Update - Executive Director Wally Morgus
- [17.](#) Blaine County Sustainability Winter Update - Eve Preucil
- [18.](#) Annual Work Plan Monthly Review - City Administrator Jade Riley

EXECUTIVE SESSION:

19. Idaho Code 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation

NEW BUSINESS (Continued):

- [20.](#) Potential action to consider and approve settlement agreement Bracken v. City of Ketchum - City Attorney Matthew Johnson

ADJOURNMENT:

Cyndy King

From: City of Ketchum Idaho <participate@ketchumidaho.org>
Sent: Wednesday, December 18, 2024 12:27 PM
To: Participate
Subject: Form submission from: Contact Us

Submitted on Wednesday, December 18, 2024 - 12:27pm

Submitted by anonymous user: 108.184.91.40

Submitted values are:

First Name Julie

Last Name Wilson

Email wilsonbay@mac.com

Question/Comment

We support a parking structure for both residents and visitors to the businesses that hope to thrive in the downtown core.

We do NOT support any more dense housing in the downtown core.

The results of this submission may be viewed at:

<https://www.ketchumura.org/node/38080/submission/12552>

Cyndy King

From: Valerie Lane <Lane.valerie@outlook.com>
Sent: Monday, December 16, 2024 4:00 PM
To: Participate
Subject: 1st and Washington

I hope you have considered how much retail needs parking - it cannot survive without it. And adding retail in a new structure while eliminating existing parking will create even more of a hardship. Parking is already difficult downtown. Please do not take away parking from the retailers - the charm of our town depends on them. Thank you.

Sent from my iPhone

Cyndy King

From: Ken Bellamy <bellamyk1@outlook.com>
Sent: Monday, December 16, 2024 3:23 PM
To: Participate
Subject: 1st & Washington

The location of parking for downtown businesses has less flexibility than the location of workforce housing. The cost of building a parking structure only at 1st & Washington and workforce housing in a more residential setting elsewhere should be considerably less than the cost of constructing both uses on one site. All financial contributors being considered for the current mixed-use proposal should support the two site alternative because it would be less costly and the outcome would result in superior properties.

Ken Bellamy
206.669.4419

Cyndy King

From: Amanda Breen
Sent: Friday, December 27, 2024 1:45 PM
To: Jae Hill; Neil Bradshaw; Courtney Hamilton; Tripp Hutchinson
Cc: Participate
Subject: Re: Comprehensive Plan Update

Hi Jae,

I asked the Planning Department to give me a status on this, but have not yet heard back. The Comp Plan itself won't update any zoning, but it does include a proposed Land Use map that may lead to later re-zoning. I will keep this on my radar. Happy New Year! Hope you and the family are well.

Regards,

Amanda Breen
Ketchum City Council
P.O. Box 2315
480 East Avenue North
Ketchum, Idaho 83340-2315
Mobile: (208) 721-1760
Email: ABreen@ketchumidaho.org

From: Jae Hill <jae@evermost.us>
Sent: Tuesday, December 24, 2024 10:34 AM
To: Amanda Breen <ABreen@ketchumidaho.org>; Neil Bradshaw <NBradshaw@ketchumidaho.org>; Courtney Hamilton <CHamilton@ketchumidaho.org>; Tripp Hutchinson <thutchinson@ketchumidaho.org>
Cc: Participate <participate@ketchumidaho.org>
Subject: Comprehensive Plan Update

Hello all,

My name is Jae Hill. I'm a former resident of Ketchum, former KURA board member, and former Community Development Director in Sun Valley. I still own a few properties in the area, including one on Warm Springs Road inside the City of Ketchum.

3312 Warm Springs was the millsite for my property in Imperial Gulch, a few miles south of Ketchum. The patent was cancelled by the Government Land Office in 1886, but through a series of federal errors, remained on the Government Land Office maps and actually traded hands multiple times—including twice via sale for nonpayment of taxes. I came into ownership of the property a few years ago, and though the County records inaccurately show the Federal Government as having ownership, we're working on legal means of redress. Attached are a survey of the site and the deed of sale. You'll note that the City of Ketchum's corporate boundary was actually drawn around our parcel to include it!

I've requested multiple times at the staff level—via emails and even an in-person meeting—to upzone the property from "Agriculture Forestry" (it has no trees!) to an appropriate residential zoning classification, but our request has not been incorporated into the draft plan. Our intent is to develop a multifamily project on the site.

Please ensure that the zoning for the attached remnant parcel is enhanced so that we can positively contribute to the production of housing in the community. Feel free to contact me with any questions.

Thank you,

Jae Hill AICP, CFM
Principal at [Evermost Planning & Consulting](#)
jae@evermost.us | 801-520-0585

**RECORDING REQUESTED BY AND
AFTER RECORDING RETURN TO:**

**Samuel L. Linnet, Esq.
ALTURAS LAW GROUP, PLLC
101 E. Bullion Street, Unit 2H
Hailey, ID 83333**

(Space above this line for Recorder's use only)

QUITCLAIM DEED

FOR VALUE RECEIVED, I, BRIAN SAKSA, a single man ("Grantor"), do hereby convey, release, remise, and forever quitclaim unto JEFFREY "JAE" HILL of 417 Nine Bark Street NW, Olympia, Washington 98502 ("Grantee") any and all interest Grantor may have in the following described premises, situated in Blaine County, Idaho, to wit:

IMPERIAL LODGE Mill Site, Blaine County, Idaho
See Exhibit A attached for legal description.

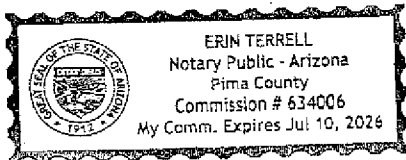
Together with appurtenances.

By *Brian Saksa*
Brian Saksa

April 18, 2023
Dated

State of Arizona
County of Pima

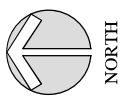
This record was acknowledged before me on April 18th, 2023 by BRIAN SAKSA.



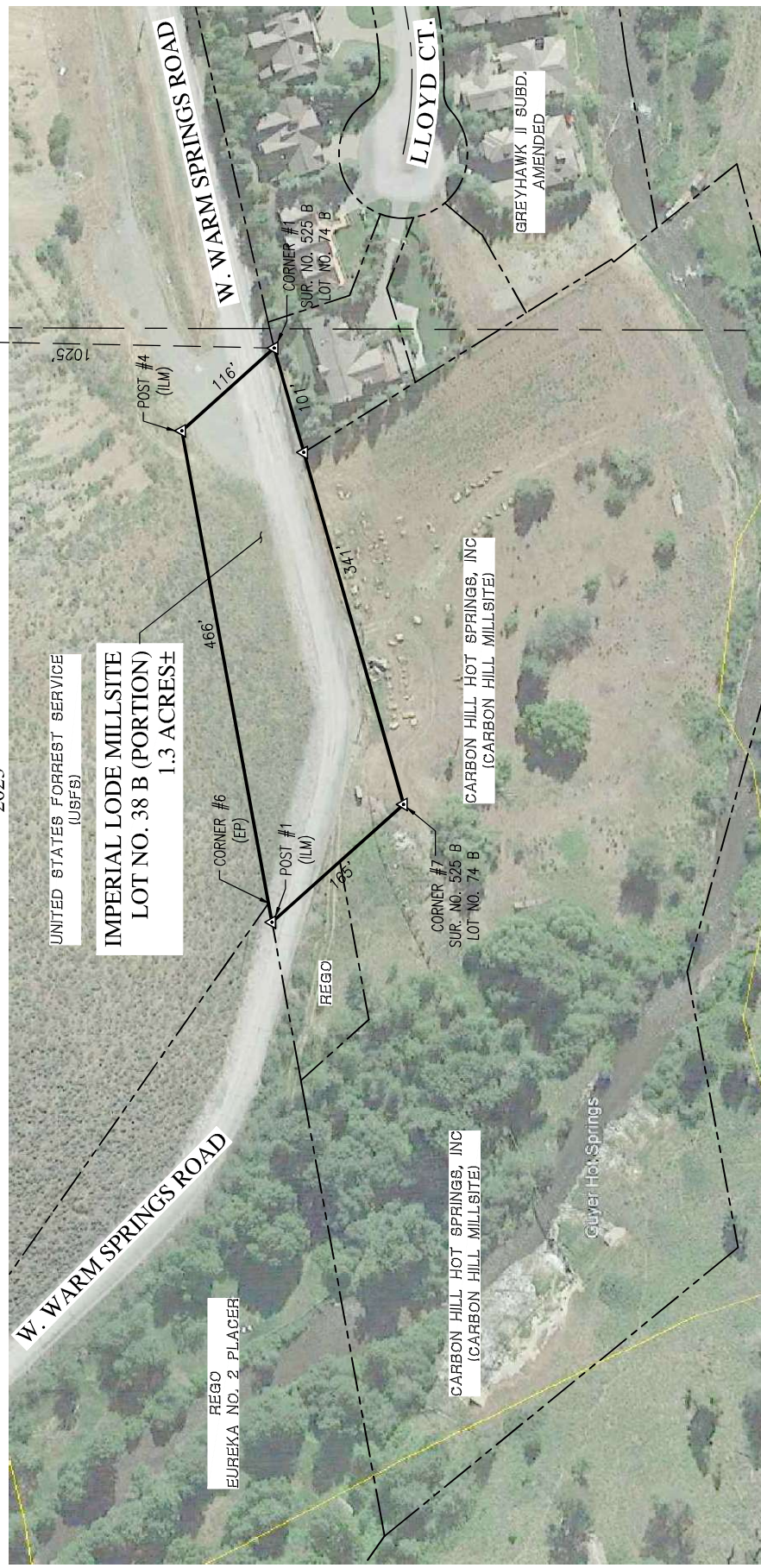
Erin Terrell
Signature of notary public
My commission expires: 07/10/2026

EXHIBIT A

T4N R17E Sec 15 (Boise Meridian) Lot 38B, Blaine County, Idaho; Imperial Millsite, formerly Mineral Survey 2B



Located In
 A Portion of
 Gov't Lot 1, Section 15
 Township 4 North, Range 17 East
 Boise Meridian
 Blaine County, Idaho
 2023



PRELIMINARY

Cyndy King

From: Neil Bradshaw
Sent: Saturday, December 21, 2024 10:41 AM
To: Mark Maykranz
Cc: Amanda Breen; Spencer Cordovano; Tripp Hutchinson; Jade Riley; Participate; Carissa Connelly
Subject: Re: Purchase of 291 N. Second Ave.

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks for your feedback Mark
We will put in the public record for council deliberation
Cheers
Neil

NEIL BRADSHAW | CITY OF KETCHUM

Mayor

P.O. Box 2315 | 191 5th Street,W | Ketchum, ID 83340
o: 208.727.5087 | m: 208.721.2162
nbradshaw@ketchumidaho.org | www.ketchumidaho.org

On Dec 21, 2024, at 9:37 AM, Mark Maykranz <mmaykranz@hotmail.com> wrote:

I read with interest that the Town may buy 291 N. Second Ave. for deed restricted housing. I am in favor of the purchase of existing buildings (with parking in place) for conversion to deed restricted housing. If you add on, I hope you will keep any additions to the existing neighborhood scale and provide parking.

Sincerely,
Mark Maykranz

Cyndy King

From: Pat higgins <pathiggins@cox.net>
Sent: Thursday, January 2, 2025 8:43 AM
To: Participate
Subject: 2024 Comprehensive Plan draft - public comment

For public records

I appreciate all the hard work that has gone into the 151 page 2024 comprehensive draft plan. Although the timing which it was presented during the month of December and the difficulty to comment seems deliberate that you really don't want people to participate .

Hope you all had the chance to read the editorial in the Mt.Express ?
link below.

https://www.mtexpress.com/opinion/editorials/ketchum-is-zinging-comp-plan-past-the-public/article_cbc7a4c4-be35-11ef-acff-5b34df3d1454.html

Most people I talked to are completely discouraged with the city and the plan for overgrowth. Very little mention of Public Parking , which is badly needed because you are proposing to remove parking especially for the BIKE routes through town.

Which in my opinion only is 6 months of the year , it will suit the bike population which is not the majority. No one will be using this in the winter months with snow on the ground.

Did anyone on the committee drive around Ketchum during Christmas and New Years and notice the tourists walking in the streets , in their street shoes carrying skis or people having difficulty finding parking places??? Did you see many people riding bikes?

Please do not rush this process because you have a time line.

This is a very important issue that needs to be thoroughly investigated by all.

Sincerely,

Pat Higgins
Sent from my iPhone

Cyndy King

From: Beth Chiodo <bajabethy@gmail.com>
Sent: Wednesday, January 1, 2025 7:21 PM
To: Participate
Subject: Concerns regarding city projects and services

Dear Mayor and City Council,

I recently read about the \$100 million needed to rebuild our streets and sidewalks. I believe the proposed project to link and expand bike paths throughout the town should be postponed, and those resources redirected toward repairing our streets, which are a more urgent priority.

Additionally, I learned that the city seeks business and public feedback for the bike/pedestrian plan and the Washington Street parking lot. However, scheduling discussions on January 6th—when many may find it difficult to attend—limits meaningful participation. These are significant projects with far-reaching impacts on the community, and the process feels rushed. Can you provide more clarity on the timeline and ensure ample opportunity for public input?

On another note, what is happening with postal delivery? The law clearly states we should receive free postal service, yet we are paying nearly \$200 annually for delivery. Why is this the case, and what steps are being taken to address it?

Lastly, I must express concern about the continual loss of parking spaces in every new project. This trend negatively impacts residents and businesses alike. Please consider preserving or replacing lost parking in future developments.

Thank you for addressing these important issues. I look forward to hearing your response.

Sincerely,

Beth Chiodo



CALL TO ORDER:

Neil Bradshaw called the meeting of the Ketchum City Council to order at 4:30 PM. *(00:00:11 in video)*

ROLL CALL:

Tripp Hutchinson
Courtney Hamilton
Spencer Cordovano

ABSENT:

Amanda Breen

ALSO PRESENT:

Jade Riley—City Administrator
Trent Donat—City Clerk & Business Manager
Brent Davis—Director of Finance
Ben Whipple—Senior Project Manager
Matthew Johnson—City Attorney
Morgan Landers—Director of Planning and Building *(via teleconference)*
Ed Lawson—Attorney representing the Applicants
Gary Slette—Attorney representing the Appellants

COMMUNICATIONS FROM COUNCIL AND STAFF:

None

NEW BUSINESS:

2. Recommendation to review and make a determination of Administrative Appeal (P23-014C) for the floodplain development permit issued as 121 Badger Lane.

Introduction by: Neil Bradshaw *(00:00:45 in video)*

Spencer Cordovano recused himself. *(00:01:05 in video)*

Matt Johnson explained this was a continuation and the process for deliberation.
(00:01:44 in video)

Comments, questions, and deliberation by Council. *(00:03:38 in video)*

Joined by: Morgan Landers *(00:09:40 in video)*

Ed Lawson spoke on the applicants' behalf. *(00:24:50 in video)*

Gary Slette spoke on the appellants' behalf. *(00:27:43 in video)*

Comments, questions, and deliberation by Council. *(00:28:42 in video)*

Matt Johnson provided clarification as needed during the deliberation.
Ed Lawson commented. *(00:47:10 in video)*

Gary Slette commented. *(00:48:47 in video)*
Matt Johnson spoke to timelines. *(00:50:15 in video)*

Comments, questions, and deliberation by Council. *(00:51:58 in video)*

Joined by: Morgan Landers *(00:55:42 in video)*
Matt Johnson continued to provide clarity and process as needed throughout the deliberation.

Motion to direct the city attorney to prepare a draft decision in line with the discussion at this hearing. *(01:01:05 in video)*

MOVER: Courtney Hamilton
SECONDER: Tripp Hutchinson
AYES: Tripp Hutchinson, Courtney Hamilton
RESULT: UNANIMOUS

ADJOURNMENT:

Motion to adjourn. *(01:01:22 in video)*
MOVER: Courtney Hamilton
SECONDER: Tripp Hutchinson
AYES: Tripp Hutchinson, Courtney Hamilton
RESULT: UNANIMOUS

Neil Bradshaw, Mayor

ATTEST: _____
Trent Donat, City Clerk



CALL TO ORDER: *(00:00:15 in video)*

Neil Bradshaw called the meeting of the Ketchum City Council to order at 4:00 PM.

ROLL CALL:

Tripp Hutchinson
Courtney Hamilton *(via teleconference)*
Amanda Breen
Spencer Cordovano

ALSO PRESENT:

Jade Riley—City Administrator
Trent Donat—City Clerk & Business Manager
Brent Davis—Director of Finance
Daniel Hansen—Community Engagement Director
Morgan Landers—Planning and Building Director
Abby Rivin—Senior Planner
Genoa Beiser—Zoning Technician
Seth Martin—Fire Marshall
Brady Workman—Workman and Company
Ben Young—Landscape Architects
Don Chair—David Hamre & Associates

Proclamation:

Neil Bradshaw made a proclamation honoring the Argyros Performing Arts Center for their service and care for the community. He awarded them with a key to the city. *(00:00:44 in video)*

COMMUNICATIONS FROM COUNCIL AND STAFF:

Spencer Cordovano *(00:03:20 in video)*
Tripp Hutchinson *(00:03:50 in video)*
Neil Bradshaw *(00:04:55 in video)*

CONSENT AGENDA:

Spencer Cordovano pulled item #14 for discussion with the Council members. *(00:05:59 in video)*
Jade Riley joined the discussion *(00:07:13 in video)*

Motion to approve Consent Agenda. *(00:11:33 in video)*

MOVER: Courtney Hamilton

SECONDER: Spencer Cordovano

AYES: Tripp Hutchinson, Spencer Cordovano, Amanda Breen

RESULT: ADOPTED

NEW BUSINESS:

16. Recommendation to approve the Right-of-Way Encroachment Permit for the Placement of driveway pavers in the public Right-of-Way at 108 Gates Road. (00:11:48 in video)

Motion to approve the Right-of-Way Encroachment Permit for pavers at 108 Gates Road and direct staff to draft and authorize the mayor to sign the associated Right-of-Way Encroachment Agreement and direct the applicant to remove the portion of the snow melt system that encroaches into the right-of-way. (00:12:27 in video)

MOVER: Courtney Hamilton

SECONDER: Amanda Breen

The Council paused to discuss the above motion and policy direction regarding snow-melt in the Right-of-Way. (00:12:55 in video)

- Abby Rivin addressed the council. (00:15:07 in video)

The council continued their discussion following Abby's comments.

- Ben Young—Landscape Architects spoke to the application. (00:19:39 in video)

Comments, questions, and discussion by council. (00:22:28 in video)

- Abby Rivin addressed questions.
- Jade Riley joined the discussion (00:29:08 in video)
- Ben Young—Landscape Architects spoke for the applicant. (00:32:19 in video)

Comments, questions, and discussion by council. (00:34:34 in video)

Put to final vote (00:35:47 in video)

AYES: Tripp Hutchinson, Courtney Hamilton

NAYS: Spencer Cordovano, Amanda Breen, Neil Bradshaw (tie-breaking vote)

RESULT: DID NOT PASS

Comments, questions, and discussion by Council. (00:37:56 in video)

Motion to approve the Right-of-Way Encroachment Permit for the snow-melt system and pavers located at 108 Gates Road and direct staff to authorize the mayor to sign the associated Right-of-Way Encroachment Agreement. (00:40:03 in video)

MOVER: Spencer Cordovano

SECONDER: Amanda Breen

AYES: Spencer Cordovano, Amanda Breen, Neil Bradshaw (tie-breaking vote)

NAYS: Tripp Hutchinson, Courtney Hamilton

RESULT: ADOPTED

Comments, questions, and discussion by council. (00:40:33 in video)

17. Fiscal Year 2024 Draft Audit Presentation and Discussion.

Introduction by: Brent Davis (00:43:31 in video)

Presented by: Brady Workman (00:44:21 in video)

Motion to approve the draft audit as presented. (00:45:32 in video)

MOVER: Amanda Breen

SECONDER: Tripp Hutchinson

AYES: Spencer Cordovano, Amanda Breen, Tripp Hutchinson, Courtney Hamilton

RESULT: ADOPTED

18. End of Year FY 2025 Budget Amendments & End of Year Fund Summaries.
Presented by: Brent Davis (00:46:33 in video)

Comments, questions, and discussion by council. (00:49:18 in video)

Motion to approve the fiscal year 2025 budget amendments listed as a result of the fiscal year 2024 end of year process and previous council direction. (00:51:42 in video)

MOVER: Spencer Cordovano

SECONDER: Tripp Hutchinson

AYES: Spencer Cordovano, Amanda Breen, Tripp Hutchinson, Courtney Hamilton

RESULT: ADOPTED

19. Review of the Urban Avalanche Analysis.
Introduced by: Seth Martin (00:52:56 in video)
Presented by: Don Chair (00:54:15 in video)

Comments, questions, and discussion by council. (throughout presentation)

20. Streets and Sidewalks Master Plan Introduction.
Presented by: Ben Whipple (01:55:13 in video)
Joined by: Jade Riley (02:08:30 in video)
Joined by: Brent Davis (02:13:14 in video)

Comments, questions, and discussion by council. (throughout presentation)

21. Review and approval of written decision on Administrative Appeal (P23-014C) for the floodplain development permit issued at 121 Badger Lane. (03:13:08 in video)
Amanda Breen was absent from this motion.

Motion to approve the written decision as presented by the city attorney and authorize the mayor to sign. (03:14:18 in video)

MOVER: Courtney Hamilton

SECONDER: Tripp Hutchinson

AYES: Tripp Hutchinson, Courtney Hamilton

RECUSED: Spencer Cordovano, Amanda Breen

RESULT: ADOPTED

ADJOURNMENT:

Motion to adjourn. (03:14:39 in video)

MOVER: Spencer Cordovano

SECONDER: Tripp Hutchinson

AYES: Spencer Cordovano, Tripp Hutchinson, Courtney Hamilton

RESULT: UNANIMOUS

ATTEST: _____
Trent Donat, City Clerk

Neil Bradshaw, Mayor

Report Criteria:

Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 [Report].GL Account Number = "0110000000"- "9700000000", "9910000000"- "9911810000"
 Invoice Detail.Voided = No,Yes

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
GENERAL FUND					
01-3200-2100 BUILDING PERMITS					
MILEY ROOFING	093024	REFUND PERMIT FEES	441.00		0
01-3700-3600 REFUNDS & REIMBURSEMENTS					
BRENDA PETTINGER	122324	TAX PAYMENT REFUND FOR PAYMENT ACCIDENTALLY REMITTED TO COK	58.64		0
Total :			499.64		
LEGISLATIVE & EXECUTIVE					
01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG					
US BANK	8582 112524	LODGING FOR CONFERENCE	600.93		0
Total LEGISLATIVE & EXECUTIVE:			600.93		
ADMINISTRATIVE SERVICES					
01-4150-3100 OFFICE SUPPLIES & POSTAGE					
US BANK	4026 112524	COMPOSTABLE SILVERWARE	17.09		0
US BANK	4026 112524	PENS	18.95		0
US BANK	4026 112524	FORKS, BATTERIES, NAME TAGS	58.77		0
US BANK	4026 112524	BATTERIES	16.41		0
US BANK	4026 112524	TAPE DISPENSERS	8.86		0
US BANK	4026 112524	PENS	24.27		0
US BANK	7937 112524	BUSINESS CARDS	136.07		0
US BANK	8603 112524	OFFICE SUPPLIES	6.35		0
US BANK	8603 112524	THUMB DRIVES FOR AUDIT	37.09		0
01-4150-4200 PROFESSIONAL SERVICES					
CINTAS	4214329530	MATS, SHOP TOWELS	42.02		0
CLEARMINDGRAPHICS	6799	WEBSITE DESIGN & DEVELOPMENT - SECURITY & WEBSITE UPDATES	225.00		0
CLEARMINDGRAPHICS	6852	WEBSITE DESIGN & DEVELOPMENT - SECURITY &			

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
		WEBSITE UPDATES	225.00		0
BEST DAY HR	45608	ALL HANDS PREP, MEETING, CULTURE PROJECT, RECRUITMENT, PERSONNEL MATTERS	8,828.43		0
01-4150-4900 PERSONNEL TRAINING/TRAVEL/MTG					
US BANK	8603 112524	STAFF LUNCH	25.10		0
US BANK	8603 112524	COFFEE MEETING	7.23		0
US BANK	8603 112524	STAFF MEETING LUNCH	78.86		0
US BANK	8603 112524	STAFF LUNCH	50.86		0
US BANK	8603 112524	ATI CONFERENCE REGISTRATION	200.00		0
US BANK	9529 112524	EMPLOYEE APPRECIATION LUNCH	70.09		0
01-4150-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333450155 121	333450155 121324	83.31		0
KETCHUM COMPUTERS, INC.	20788	IT SUPPORT - CITY WIDE	10,545.30		0
US BANK	4026 112524	STARLINK SUBSCRIPTION	165.00		0
US BANK	5030 112524	8 X 8	1,288.75		0
COX BUSINESS	0012401047131	0012401047131901 112524	81.99		0
01-4150-5110 COMPUTER NETWORK					
INTEGRATED TECHNOLOGIES	253190	CONTRACT COPIES AND PRINTS	657.62		0
US BANK	4026 112524	SMARTSHEET SUBSCRIPTION	900.00		0
US BANK	4026 112524	WASABI SUBSCRIPTION	64.91		0
US BANK	4026 112524	SURGE PROTECTORS	56.89		0
US BANK	4026 112524	DISPLAY PORT	86.98		0
US BANK	4026 112524	TEMPERATURE SENSOR	49.45		0
US BANK	5030 112524	ZOOM	79.00		0
US BANK	5030 112524	MAILCHIMP	276.00		0
US BANK	5030 112524	MICROSOFT	8.00		0
US BANK	5030 112524	MICROSOFT	48.00		0
01-4150-5150 COMMUNICATIONS					
ATKINSONS' MARKET	06818115	ARTS COMMISSION RETREAT	38.93		0
US BANK	5219 112524	FIRE OPEN HOUSE CHAFER RENTALS	48.60		0
US BANK	7937 112524	POSTCARDS	427.87		0
US BANK	7937 112524	ISTOCK PHOTO SUBSCRIPTION	74.20		0
US BANK	7937 112524	META ADS	656.88		0
WORTH PRINTING	6243	PVC SIGNS	126.00		0
01-4150-5200 UTILITIES					
CITY OF KETCHUM	NOV 24	208 - 191 W 5TH ST	486.38		0
CITY OF KETCHUM	NOV 24	772 - 131 E RIVER ST	81.10		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
CITY OF KETCHUM	NOV 24	360 - 171 E RIVER ST	68.38		0
CITY OF KETCHUM	NOV 24	9994 - 900 N 3RD AVE	225.94		0
IDAHO POWER	2203990334 12	2203990334 121224	78.79		0
IDAHO POWER	2206570869 12	2206570869 171 E RIVER ST	10.54		0
IDAHO POWER	2260077785 12	2260077785 180 E 1ST WHSE	226.27		0
01-4150-6500 CONTRACTS FOR SERVICES					
ENOURATO, LISA	111	CIP SUPPORT	3,102.50	25021	0
01-4150-7400 OFFICE FURNITURE & EQUIPMENT					
FREEFORM	PR21369-3	CITY HALL OFFICE FURNITURE Quote 21369-54145	11,308.66	25060	0
FREEFORM	PR22110-1	STOOL	416.90		0
Total ADMINISTRATIVE SERVICES:			41,845.59		
PLANNING & BUILDING					
01-4170-3200 OPERATING SUPPLIES					
US BANK	0172 112524	EMPLOYEE APPRECIATION LUNCH	23.35		0
US BANK	0172 112524	EMPLOYEE APPRECIATION LUNCH	52.31		0
US BANK	0172 112524	EMPLOYEE APPRECIATION LUNCH	17.21		0
US BANK	0172 112524	REFRESHMENTS FOR MEETING	78.80		0
01-4170-4200 PROFESSIONAL SERVICES					
CLARION ASSOCIATES LLC	9967	TASK ORDER 2: CONSULTING SERVICES, COMPREHENSIVE PLAN & CODE UPDATE PROJECT-PHASE 2	7,369.97	24039	0
CLARION ASSOCIATES LLC	9969	TASK ORDER 2: CONSULTING SERVICES, COMPREHENSIVE PLAN & CODE UPDATE PROJECT-PHASE 2	13,798.69	24039	0
01-4170-4220 PROF SVCS-FLOOD PLAIN PROG REM					
HARMONY DESIGN & ENGINEE	24708	18018 KETCHUM SAP REVIEW THROUGH 11302024	2,273.75		0
01-4170-4400 ADVERTISING & LEGAL PUBLICATIO					
COPY CENTER LLC	3515	PUBLIC NOTICE POSTCARDS	103.50		0
01-4170-4500 GEOGRAPHIC INFO SYSTEMS					
US BANK	0172 112524	ESRI SUBSCRIPTION	460.00		0
01-4170-4800 DUES, SUBSCRIPTIONS & MEMBERSH					
US BANK	0172 112524	APA MEMBERSHIP	1,041.00		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG					
US BANK	0172 112524	BEND CONFERENCE LODGING	636.93		0
US BANK	0172 112524	BEND CONFERENCE LODGING	600.93		0
US BANK	0172 112524	CONFERENCE MEAL	48.96		0
US BANK	0172 112524	CONFERENCE MEAL	59.60		0
US BANK	0172 112524	GAS FOR CAR WHILE AT CONFERENCE	36.60		0
US BANK	0172 112524	CONFERENCE SNACKS	13.45		0
Total PLANNING & BUILDING:			26,615.05		
NON-DEPARTMENTAL					
01-4193-4200 PROFESSIONAL SERVICE					
GALENA-BENCHMARK ENGINE	1224-029	LEADVILLE AND RIVER INTERSECTION SURVEY	6,887.50	25031	0
HDR ENGINEERING, INC.	1200677858	REFINE 2ND & SERENADE LN DESIGNS/ON-CALL SERVICES	2,524.00		0
JAQUET, WENDY	12312024	RCC COORDINATOR SERVICES	1,100.00		0
01-4193-4210 RESORT CITIES					
MCCLURE POLICY, LLC	121924	NOVEMBER LOBBYING CONTRACT	3,000.00		0
01-4193-9930 GENERAL FUND OP. CONTINGENCY					
US BANK	7937 112524	EVENT DEPOSIT	1,250.00		0
DAVIS, BRENT	121624	CHRISTMAS PARTY REIMBURSEMENT	9,217.56		0
SUSHI ON SECOND	123124	MAIN ST VOUCHERS	330.00		0
CASINO 2	123124	MAIN ST VOUCHERS	270.00		0
ENOTECA	123124	MAIN ST VOUCHERS	1,815.00		0
Total NON-DEPARTMENTAL:			26,394.06		
FACILITY MAINTENANCE					
01-4194-3200 OPERATING SUPPLIES					
CHATEAU DRUG CENTER	2940905	GLASS CLEANER	5.69		0
CHATEAU DRUG CENTER	2944891	GRAPHITE LUBRICANT, HAND SANITIZER	7.58		0
01-4194-4220 PROF SERV-CITY BEAUTIFICATION					
WEBB LANDSCAPING	K-IN-199163	CITY HALL WREATHS	139.98		0
01-4194-5200 UTILITIES					
CITY OF KETCHUM	NOV 24	532 - 120 S 1ST AVE	130.79		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
CITY OF KETCHUM	NOV 24	1650 - 180 E 1ST ST	68.39		0
CITY OF KETCHUM	NOV 24	1127 - 571 E 5TH ST & N	28.56		0
CITY OF KETCHUM	NOV 24	456 - 1178 WARM SPRINGS RD	339.72		0
CITY OF KETCHUM	NOV 24	1245 - 600 E 1ST ST	50.75		0
CITY OF KETCHUM	NOV 24	9995 - 900 N 3RD AVE IRR	316.96		0
CITY OF KETCHUM	NOV 24	9996 - 1173 WARM SPRINGS RD	66.79		0
CITY OF KETCHUM	NOV 24	536 - ST SCAPE / PLANTER BOXES	97.96		0
CITY OF KETCHUM	NOV 24	560 - 340 EDELWEISS AVE N	29.26		0
CITY OF KETCHUM	NOV 24	9991 - 371 N EAST AVE	97.28		0
CLEAR CREEK DISPOSAL	0001778314	ROTARY PARK RESTROOM SERVICE AND RENT	90.78		0
CLEAR CREEK DISPOSAL	0001778316	ATKINSON'S PARK RESTROOM SERVICE & RENT	596.80		0
CLEAR CREEK DISPOSAL	0001780911	131 RIVER ST SERVICING	96.42		0
IDAHO POWER	2206452274 11	2206452274 571 5TH ST SPKR	26.34		0
IDAHO POWER	2206452274 11	2206452274 900 N 3RD AVE	47.57		0
IDAHO POWER	2208579470 12	2208579470 215 LEWIS ST COMPACTOR	188.98		0
IDAHO POWER	2208794558 11	2208794558 505 N MAIN ST	38.11		0
IDAHO POWER	2208794558 12	2208794558 505 N MAIN ST	59.06		0
INTERMOUNTAIN GAS	32649330001 1	130 S 1ST AVE	34.31		0
01-4194-5900 REPAIR & MAINTENANCE-BUILDINGS					
A.C. HOUSTON LUMBER CO.	2412-825584	PICTURE HANGER	5.97		0
A.C. HOUSTON LUMBER CO.	2412-825805	DRY WALL ANCHOR, DRIVE ANCHOR, FASTENERS	2.28		0
A.C. HOUSTON LUMBER CO.	2412-825986	DOOR STOP	9.99		0
MOUNTAIN FIRE SPRINKLER	4745	Annual Fire Sprinkler Inspections	490.00		0
SENTINEL FIRE & SECURITY, IN	106567	ORE WAGON MUSEUM MONITORING	89.61		0
SENTINEL FIRE & SECURITY, IN	106727	180 1ST ST MONITORING	114.00		0
VIEWPOINT, INC.	95652VP	CITY HALL FRONT DOORS	11,860.87	25049	0
01-4194-5910 REPAIR & MAINT-491 SV ROAD					
CINTAS	4214329659	MATS	48.85		0
CINTAS	4215098424	MATS	48.85		0
CINTAS	4215713045	MATS	48.85		0
CITY OF KETCHUM	NOV 24	192 - 491 E SUN VALLEY RD	393.97		0
CLEAR CREEK DISPOSAL	0001778317	491 SV RD MONTHLY RECYCLE & CONTAINER RENT	907.03		0
SENTINEL FIRE & SECURITY, IN	106933	491 SV RD MONITORING	80.34		0
US BANK	9988 112524	TV MOUNTS FOR STARBUCKS	428.76		0
01-4194-5950 REPAIR & MAINT-WARM SPRINGS PR					
CLEAR CREEK DISPOSAL	0001778315	DOG PARK RESTROOM SERVICE, GARBAGE SERVICE & RENT	347.83		0
CLEAR CREEK LAND CO. LLC	0000047657	OLD GEEZER ALLY - MOBILE STORAGE RENT JANUARY 2025	231.00		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
US BANK	9988 112524	FUEL JUG	85.80		0
WARM SPRINGS AUTO PARTS LL	204680	FUEL STABILIZER	24.95		0
TITUS TRAILS, LLC	1115	TRAIL DESIGN FOR WSP	2,500.00		0
01-4194-6000 REPAIR & MAINT-AUTOMOTIVE EQUI					
WARM SPRINGS AUTO PARTS LL	204911	CARTRIDGE FOR WARM SPRINGS	6.23		0
01-4194-6950 MAINTENANCE					
A.C. HOUSTON LUMBER CO.	2412-824490	CLEAR CAULK	8.99		0
PIPECO, INC.	S5742183.001	NUTS, WIRE CONNECTOR	115.49		0
PLATT ELECTRIC SUPPLY	5T82133	ELECTRICAL COVERS	50.48		0
PLATT ELECTRIC SUPPLY	5U20266	STANDARD SCREWS, ELECTRONIC PHOTOCONTROL	43.72		0
US BANK	9988 112524	LAMINATED KEYED ALIKE PADLOCKS	120.20		0
Total FACILITY MAINTENANCE:			20,622.14		
POLICE					
01-4210-3500 MOTOR FUELS & LUBRICANTS					
CHRISTENSEN INC.	CL74564	1001227 CSO CFN	305.87		0
01-4210-3610 PARKING OPS PROCESSING FEES					
ALBOUM TRANSLATION SERVIC	I-26012	BLUEBIRD PARKING SIGNS	128.52		0
DATA TICKET INC	172752	DAILY CITATION PROCESSING, VIN LOOKUPS, MAINTENANCE AND SUPPORT - NOV 2024	753.40		0
01-4210-3620 PARKING OPS EQUIPMENT FEES					
CHATEAU DRUG CENTER	2946099	POWER BANK	23.74		0
US BANK	4026 112524	BODY CAMERAS FOR CSOS	470.14		0
01-4210-4200 PROFESSIONAL SERVICES					
MARKY'S SUPER TOW	37758	SNOW TOWS/RELOCATIONS WINTER 2024	1,012.00		0
MARKY'S SUPER TOW	37794	SNOW TOWS/RELOCATIONS WINTER 2024	852.00		0
MARKY'S SUPER TOW	38000	SNOW TOWS/RELOCATIONS WINTER 2024	1,168.00		0
MARKY'S SUPER TOW	38034	SNOW TOWS/RELOCATIONS WINTER 2024	1,128.00		0
MARKY'S SUPER TOW	38044	SNOW TOWS/RELOCATIONS WINTER 2024	848.00		0
01-4210-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333466365 121	333466365 121324	186.80		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4210-6000 REPAIR & MAINT--AUTOMOTIVE EQU					
US BANK	4026 112524	STEERING WHEEL COVER FOR CSO VEHICLE	16.99		0
DICK YORK'S AUTO SERVICE	95100	COMPLETE LUBE & OIL SERVICE	147.68		0
Total POLICE:			7,041.14		
FIRE & RESCUE					
01-4230-2900 PERFORMANCE AWARDS					
US BANK	3938 112524	SOFT ENAMEL COINS	698.04		0
US BANK	3938 112524	ELECTROPLATE BADGES	266.00		0
01-4230-3200 OPERATING SUPPLIES FIRE					
CHATEAU DRUG CENTER	2935873	BATTERIES, CARWASH	11.39		0
US BANK	3938 112524	AVOCADO OIL FOR BLACKSTONE	23.52		0
US BANK	3938 112524	COFFEE	34.99		0
US BANK	3938 112524	PIZZA FOR FIRST RESPONDERS DURING LIMELIGHT EVENT	107.43		0
US BANK	5219 112524	FIRE EDUCATION BOOKS	280.00		0
US BANK	5219 112524	FIRE EXAM PREP BOOKS	232.09		0
CURTIS TOOLS FOR HEROES	INV887095	CLASS A FIRE CONTROL CONCENTRATE	928.50		0
DANA SAFETY SUPPLY	938866	FACEPLATES FOR C12	43.26		0
AZ CAPITAL SERVICES, INC	A20AUBNDIN	FRAMES, AGENDA BOOK	28.66		0
01-4230-3210 OPERATING SUPPLIES EMS					
BOUNDTREE MEDICAL	85557277	ABDOMINAL DRESSING	73.80		0
BOUNDTREE MEDICAL	85557278	NASO AIRWAYS,	32.94		0
BOUNDTREE MEDICAL	85571177	ENDO TUBES, T STRIPS, GSATRIC TUBES, SEONATAL SENSORS, ET TUBES, LIDOCANE	1,264.07		0
BOUNDTREE MEDICAL	85590490	OXYGEN MASKS, PULSE OXIMITERS	195.37		0
BOUNDTREE MEDICAL	85596735	PULSE OXIMITERS	429.80		0
BOUNDTREE MEDICAL	85603173	DEXTROSE, ONDRANSETRON, ADENOSINE, ASPRIN	1,008.81		0
CHATEAU DRUG CENTER	2935873	BATTERIES, CARWASH	11.39		0
US BANK	3938 112524	AVOCADO OIL FOR BLACKSTONE	23.51		0
US BANK	3938 112524	COFFEE	35.00		0
US BANK	3938 112524	SCREEN PROTECTOR	45.11		0
US BANK	3938 112524	PIZZA FOR FIRST RESPONDERS DURING LIMELIGHT EVENT	107.42		0
US BANK	3938 112524	SCREEN PROTECTORS	55.17		0
HENRY SCHEIN	29001251	LANCETS	422.30		0
HENRY SCHEIN	29001394	IV CATH	128.07		0
HENRY SCHEIN	29940339	Ipatrop brom	25.62		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
DANA SAFETY SUPPLY	938866	FACEPLATES FOR C12	43.25		0
AZ CAPITAL SERVICES, INC	A20AUBNDIN	FRAMES, AGENDA BOOK	28.65		0
AZ CAPITAL SERVICES, INC	A20AUBNDIN	TRANSFER SLINGS	118.77		0
01-4230-3500 MOTOR FUELS & LUBRICANTS FIRE					
CHRISTENSEN INC.	CL73339	1001221 113024	193.37		0
CHRISTENSEN INC.	CL74562	1001221 121524	167.90		0
01-4230-3510 MOTOR FUELS & LUBRICANTS EMS					
CHRISTENSEN INC.	CL73339	1001221 113024	193.37		0
CHRISTENSEN INC.	CL74562	1001221 121524	167.89		0
01-4230-4200 PROFESSIONAL SERVICES FIRE					
US BANK	3938 112524	INTERNATIONAL BUILDING CODE	112.00		0
CURTIS TOOLS FOR HEROES	INV890208	AIR SAMPLE TESTING	337.80		0
ESO SOLUTIONS INC.	ESO-156207	CAD EMS & FIRE PACKAGE	402.08		0
01-4230-4210 PROFESSIONAL SERVICES EMS					
US BANK	3938 112524	SIGN PANELS	43.74		0
US BANK	3938 112524	GARMIN	81.80		0
US BANK	3938 112524	SIGN PANELS	43.74		0
US BANK	5219 112524	RC HEALTH CLASSES	460.00		0
ESO SOLUTIONS INC.	ESO-156207	CAD EMS & FIRE PACKAGE	402.08		0
01-4230-4910 TRAINING EMS					
US BANK	5219 112524	PALS RENEWAL, BLS/PALS CARDS	550.00		0
01-4230-4930 PUBLIC EDUCATION					
MINIDOKA MEMORIAL HOSPITA	13-05595	CPR CARDS	775.00		0
01-4230-5100 TELEPHONE & COMMUNICATION FIRE					
US BANK	3938 112524	STARLINK SUBSCRIPTION	25.00		0
01-4230-5110 TELEPHONE & COMMUNICATION EMS					
US BANK	3938 112524	STARLINK SUBSCRIPTION	25.00		0
01-4230-5200 UTILITIES					
CITY OF KETCHUM	NOV 24	2307 - 107 SADDLE RD	178.84		0
INTERMOUNTAIN GAS	26223127833 1	26223127833 112224	65.96		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4230-5900 REPAIR & MAINTENANCE-BUILDINGS					
A.C. HOUSTON LUMBER CO.	2412-828526	HARDWARE FOR SHELVES IN APP BAY	138.51		0
A.C. HOUSTON LUMBER CO.	2412-828994	HARDWARE FOR SHELVES IN APP BAY	37.72		0
CHATEAU DRUG CENTER	2941947	WREATH HOLDER	4.74		0
GLASS MASTERS, INC.	1-24-2919	POSTER PLEXIGLASS	90.74		0
L.L. GREEN'S HARDWARE	B4593333	SURGE PROTECTOR	41.99		0
US BANK	3938 112524	BROOM HOLDER	31.75		0
US BANK	3938 112524	DRY ERASE MARKER HOLDER	22.98		0
US BANK	3938 112524	COMPUTER MOUNT	15.78		0
01-4230-6000 REPAIR & MAINT-AUTO EQUIP FIRE					
US BANK	3938 112524	AIR TUBING PIPE HOSE	6.35		0
US BANK	3938 112524	FUSE	4.99		0
US BANK	3938 112524	CRIMP CONNECTORS KIT	4.63		0
WARM SPRINGS AUTO PARTS LL	205018	MUFFLER CLAMP T1	10.95		0
WARM SPRINGS AUTO PARTS LL	205118	OIL, OIL FILTER K SQUAD	41.08		0
WARM SPRINGS AUTO PARTS LL	205119	CARTRIDGE, OIL P1	30.48		0
WARM SPRINGS AUTO PARTS LL	205134	WIPER BLADES P1	18.45		0
WARM SPRINGS AUTO PARTS LL	205245	DEF	53.90		0
01-4230-6010 REPAIR & MAINT-AUTO EQUIP EMS					
US BANK	3938 112524	CRIMP CONNECTORS KIT	4.63		0
US BANK	3938 112524	AIR TUBING PIPE HOSE	6.35		0
WARM SPRINGS AUTO PARTS LL	205118	OIL, OIL FILTER K SQUAD	41.07		0
WARM SPRINGS AUTO PARTS LL	205119	CARTRIDGE, OIL P1	30.47		0
WARM SPRINGS AUTO PARTS LL	205134	WIPER BLADES P1	18.45		0
WARM SPRINGS AUTO PARTS LL	205245	DEF	53.90		0
01-4230-6100 REPAIR & MAINT--MACHINERY & EQ					
UPS STORE #2444	1Z2Y292X032	DEMO PAGER RETURN	7.58		0
49 ER COMMUNICATIONS INC.	81098	RADIO REPAIR	750.00		0
01-4230-6110 REPAIR & MAINT--MACHINERY & EQ					
UPS STORE #2444	1Z2Y292X032	DEMO PAGER RETURN	7.57		0
49 ER COMMUNICATIONS INC.	81098	RADIO REPAIR	750.00		0
Total FIRE & RESCUE:			13,153.56		

STREET

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
01-4310-3200 OPERATING SUPPLIES					
DAVIS EMBROIDERY INC.	45913	LOGO EMBROIDERED SHIRTS	60.00		4310044
GRAINGER, INC., W.W.	9333102615	DRUM FUNNEL	99.06		4310044
NAPA AUTO PARTS	208546	PB BLASTER	71.88		4310044
NAPA AUTO PARTS	208789	FLAP WHEELS	12.48		4310044
TREASURE VALLEY COFFEE INC	2160:10830437	COFFEE & HOT CHOCOLATE, TEA	177.07		4310044
US BANK	1718 112524	SNOW PLOW BREAKFAST	74.17		4310044
US BANK	1718 112524	SNOW PLOW BREAKFAST	81.48		4310044
US BANK	7937 112524	CAR DECAL	124.94		0
WEAVER, SARA	121824	SNOW TOW BREAKFAST REIMBURSEMENT	22.56		4310044
AZ CAPITAL SERVICES, INC	A20AUBNDIN	WORK GLASSES	15.99		4310047
AZ CAPITAL SERVICES, INC	A20AUBNDIN	WALL FRAGRANCE	51.96		4310047
AZ CAPITAL SERVICES, INC	A20AUBNDIN	SCOTCH TAPE	24.79		4310047
WHITESELL, WES	121824	SNOW TOW BREAKFAST REIMBURSEMENT	25.50		4310044
01-4310-3500 MOTOR FUELS & LUBRICANTS					
CHRISTENSEN INC.	CL73340	1001223 STREETS CFN	53.57		4310044
VALLEY WIDE COOPERATIVE	RF122004	TANK RENT	3,000.00		4310044
VALLEY WIDE COOPERATIVE	RF17112024R	MAXTRON	161.30		4310044
VALLEY WIDE COOPERATIVE	RF40007968	BULK FUEL	839.58		4310044
VALLEY WIDE COOPERATIVE	RF40008012	TANK FILL	2,700.36		4310044
VALLEY WIDE COOPERATIVE	SWO22540	LABOR ON TANK SET	423.00		4310044
VALLEY WIDE COOPERATIVE	U0019790	TANK FILL	903.08		4310044
VALLEY WIDE COOPERATIVE	U0019953	TANK FILL	3,492.12		4310044
VALLEY WIDE COOPERATIVE	U001A029	TANK FILL	762.37		4310044
VALLEY WIDE COOPERATIVE	U5382371	INITIAL TANK FILL	1,729.50		4310044
VALLEY WIDE COOPERATIVE	U5382371	INITIAL TANK FILL	9,581.46		4310044
VALLEY WIDE COOPERATIVE	U5382372	TANK FILL	1,729.50		4310044
VALLEY WIDE COOPERATIVE	U5382595	TANK FILL	2,527.20		4310044
01-4310-4200 PROFESSIONAL SERVICES					
BIG WOOD LANDSCAPE, INC.	31173	NEIL'S WAY SNOW REMOVAL	1,054.50		4310037
SENTINEL FIRE & SECURITY, IN	106568	260 10TH ST MONITORING	105.06		4310037
SENTINEL FIRE & SECURITY, IN	106691	200 10TH ST MONITORING	105.06		4310037
WESTERN STATES CAT	IN003027764	CAT D6T TRACTOR RENTAL	7,848.25	25010	4310037
01-4310-5200 UTILITIES					
CITY OF KETCHUM	NOV 24	9993 - 200 E 10TH ST	122.41		4310047
CITY OF KETCHUM	NOV 24	9999 - 210 E 10TH ST	82.80		4310047
IDAHO POWER	2204882910 12	2204882910 121324	576.71		4310047
INTERMOUNTAIN GAS	32649330001 1	200 E 10TH ST	512.81		4310047

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
INTERMOUNTAIN GAS	32649330001 1	911 WARM SPRINGS	177.59		4310047
INTERMOUNTAIN GAS	49439330009 1	49439330009 260 E 10TH ST	122.34		4310047
01-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU					
NAPA AUTO PARTS	208493	LOCK KEY FOR FORD TRUCK	36.26		4310044
WARM SPRINGS AUTO PARTS LL	205400	TAIL LIGHT	4.99		4310044
01-4310-6100 REPAIR & MAINT--MACHINERY & EQ					
A.C. HOUSTON LUMBER CO.	2412-830196	TURNBUCKLE FOR 550 SANDER	15.98		4310044
FASTENAL COMPANY	IDJER113176	PLOW BOLTS	193.51		4310044
NAPA AUTO PARTS	208205	HOSE END AND FITTING	49.77		4310044
NAPA AUTO PARTS	209736	GRAPHITE LUBRICANT FOR GRADERS	25.99		4310044
NAPA AUTO PARTS	209980	GRAPHITE LUBRICANT FOR GRADERS	77.97		4310044
NAPA AUTO PARTS	436400	HEAVY EQUIPMENT BATTERIES	981.85		4310044
US BANK	1718 112524	BLOWER PART	42.45		4310044
WESTERN STATES CAT	IN003038066	HINGES, BOLTS, KNUCKLE PINS, PARTS FOR PLOW TRUCK	1,669.64		4310044
WESTERN STATES CAT	IN003038075	NUTS	49.56		4310044
INTERWEST SUPPLY COMPANY,	IN0116476	SNOWPLOW BLADE, BOLTS, NUTS	1,264.76		4310044
INTERWEST SUPPLY COMPANY,	IN0116477	SNOWPLOW BLADE, BOLTS, NUTS	598.40		4310044
AZ CAPITAL SERVICES, INC	A20AUBNDIN	HEAVY EQUIPMENT SPRINGS	267.00		4310044
01-4310-6910 OTHER PURCHASED SERVICES					
CINTAS	4214329587	MATS, COVERALLS	23.48		4310047
CINTAS	4215098309	MATS, COVERALLS	23.48		0
CINTAS	5243532904	CABINET SERVICED AND RESTOCKED	45.05		4310044
01-4310-6920 SIGNS & SIGNALIZATION					
ECONO SIGNS LLC	10-993559	NO PARKING SIGNS	375.53		4310040
ECONO SIGNS LLC	10-993710	OUTDOOR CONVEX MIRROR	239.10		4310040
K & T STEEL CORP.	0020257-IN	SIGN BASE SUPPLIES	838.00		4310040
01-4310-6930 STREET LIGHTING					
IDAHO POWER	2200506786 12	2200506786 460 N MAIN STREET LIGHTS	34.38		4310050
IDAHO POWER	2201013857 11	2201013857 160 W 6TH ST LIGHT	34.57		4310050
IDAHO POWER	2201174667 12	2201174667 6TH AND MAIN	15.41		4310050
IDAHO POWER	2202627564 12	2202627564 411 N MAIN ST LIGHT	37.07		4310050
IDAHO POWER	2203855230 11	2203855230 291 N WALNUT AVE	54.01		4310050
IDAHO POWER	2204882910 12	2204882910 121324	593.12		4310050
IDAHO POWER	2205963446 12	2205963446 421 N LEADVILLE LIGHT	43.31		4310050
IDAHO POWER	2206773224 11	2206773224 600 E 2ND LIGHT	29.27		4310050
IDAHO POWER	2207487501 11	2207487501 560 N 1ST AVE LIGHTS	28.23		4310050

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
IDAHO POWER	2208791562 10	2208791562 1ST & MAIN LIGHT	20.47		4310050
IDAHO POWER	2208791562 12	2208791562 1ST & MAIN LIGHT	58.23		4310050
ROBERTS ELECTRIC	12551	SV ROAD LIGHT REPAIRS	364.01		4310050
01-4310-6950 MAINTENANCE & IMPROVEMENTS					
A.C. HOUSTON LUMBER CO.	2412-826015	DRIVEWAY MARKER	32.90		4310033
A.C. HOUSTON LUMBER CO.	2412-826489	DRIVEWAY MARKER	32.90		4310033
WALKER SAND AND GRAVEL	1435203	COMMERCIAL ROADBASE	284.13		4310047
Total STREET:			47,937.23		
RECREATION					
01-4510-3200 OPERATING SUPPLIES					
A.C. HOUSTON LUMBER CO.	2411-818991	TUBE SAND	32.80		0
A.C. HOUSTON LUMBER CO.	2412-830005	INSULATED GLOVES, BATTERIES	26.98		0
CHATEAU DRUG CENTER	2938563	2025 PLANNERS, MULTI-PURPOSE CLEANER	40.82		0
COLOR HAUS, INC.	DFJDE	WOOD STAIN, BUCKETS, GLOVES, BRUSHES	87.63		0
01-4510-3250 RECREATION SUPPLIES					
A.C. HOUSTON LUMBER CO.	2412-822446	LUMBER	51.13		0
A.C. HOUSTON LUMBER CO.	2412-828537	HEX BOLTS, WASHERS	5.20		0
BUSINESS AS USUAL INC.	167819	CRAFT SUPPLIES, DISINFECTING WIPES	16.85		0
CHATEAU DRUG CENTER	2939008	BEADS	26.56		0
CHATEAU DRUG CENTER	2944008	BATTERIES	131.04		0
US BANK	7926 112524	SNOW GEAR	38.00		0
US BANK	7926 112524	CUPS, BOOKS, DRAWING	72.37		0
US BANK	7926 112524	COMPOST PAILS AND FACE MASKS	65.01		0
US BANK	7926 112524	1000 SPRINGS ADMISSION	100.44		0
US BANK	7926 112524	GUM	8.93		0
US BANK	7926 112524	HOCKEY TAPE	91.95		0
US BANK	7926 112524	EZ SHARP PRECISION BALANCED WHEELS	145.50		0
US BANK	7926 112524	KIDS INSOLE SHOE INSERTS	99.85		0
01-4510-3300 RESALE ITEMS-CONCESSION SUPPLY					
ATKINSONS' MARKET	02903642	MANDARINS, APPLES, BANANAS, MISC REC FOOD	28.94		0
ATKINSONS' MARKET	04936887	MISC REC FOOD	86.76		0
ATKINSONS' MARKET	05873332	APPLES, BANANAS, MANDARINS	36.04		0
ATKINSONS' MARKET	05876347	MANDARINS	19.92		0
ATKINSONS' MARKET	06817866	APPLES MANDARINS PINEAPPLES	21.69		0
CHATEAU DRUG CENTER	2944801	LOAF PAN	7.59		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
SYSCO	240671655	REC CONCESSION FOODS	408.48		0
01-4510-3500 MOTOR FUELS & LUBRICANTS					
LUTZ RENTALS	159777-1	RENTAL - PROPANE	44.76		0
LUTZ RENTALS	159839-1	HEATED GLOVES, PROPANE	66.11		0
CHRISTENSEN INC.	CL71975	PARKS CFN 1001222	81.39		0
01-4510-5200 UTILITIES					
IDAHO POWER	2206452274 11	2206452274 900 N 3RD AVE REC	174.02		0
INTERMOUNTAIN GAS	31904030009 1	31904030009 112224	101.01		0
INTERMOUNTAIN GAS	44919030005 1	44919030005 131 RIVER ST	30.82		0
SENTINEL FIRE & SECURITY, IN	105543	ATKINSONS PARK BUILDING MONITORING	104.85		0
01-4510-6000 REPAIR & MAINT--AUTOMOTIVE EQU					
KETCHUM AUTO INC	105234	SERVICING ON GMC	98.32		0
Total RECREATION:			2,351.76		
Total GENERAL FUND:			187,061.10		

**GENERAL CAPITAL IMPROVEMENT FD
GENERAL CIP EXPENDITURES**

03-4193-7135 MAIN STREET REHAB

ENOURATO, LISA	111	MAIN ST PROJECT SUPPORT	1,275.00	25021	713503
LUNCEFORD EXCAVATION, INC.	7	MAIN STREET REHAB	27,703.50		713501
LUNCEFORD EXCAVATION, INC.	7	MAIN STREET REHAB	18,468.98		713502
SAWTOOTH PLUMBING & HEATI	45795	LIMELIGHT HOTEL 151 S MAIN ST PROJECT	385.50		713502
SAWTOOTH PLUMBING & HEATI	45822	LIMELIGHT HOTEL 151 S MAIN ST PROJECT	1,892.00		713502
SAWTOOTH PLUMBING & HEATI	45857	LIMELIGHT HOTEL 151 S MAIN ST PROJECT	128.50		713502
US BANK	8582 112524	COPY SERVICES	30.00		713502
US BANK	8582 112524	ENCROACHMENT APPLICATION	51.25		713502
US BANK	9529 112524	MEETING COFFEE	30.59		713504
SUN VALLEY SERVICES	22570	SNOW REMOVAL AT US BANK	333.00		713504
IDAHO MATERIALS & CONSTRU	6	MAIN STREET REHABILITATION CONTRACT	211,838.30	24088	0

03-4193-7210 SUSTAINABILITY

IDAHO POWER	2208791562 10	2208791562 1ST & MAIN LIGHT	50.00		0
IDAHO POWER	2208791562 10	2208791562 1ST & MAIN LIGHT	680.52		0
IDAHO POWER	2208794558 10	2208794558 505 N MAIN ST	150.29		0
US BANK	9529 112524	EV PARKING SIGN	50.78		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
03-4193-7607 SIDEWALK CURB AND GUTTER					
EARTH & STRUCTURES	10861	LEADVILLE PARKING LOT STAIR TREADS	8,038.00	25061	0
Total GENERAL CIP EXPENDITURES:			271,106.21		
FIRE & RESCUE CIP EXPENDITURES					
03-4230-7125 RESCUE (CITY PROVIDED)					
US BANK	5219 112524	SINGLE USE HEATED VESTS	233.70		0
03-4230-7130 PPE (TURNOUT GEAR)					
CURTIS TOOLS FOR HEROES	CM45150	STATION BOOTS RETURN	175.75-		0
03-4230-7140 SHOP TOOLS					
US BANK	5219 112524	SHOP TOOLS; HAMMER DRILL	168.87		0
Total FIRE & RESCUE CIP EXPENDITURES:			226.82		
STREETS CIP EXPENDITURES					
03-4310-7150 CAPITAL EQUIPMENT					
MIOVISION TECHNOLOGIES INC	75703	SCOUT PLUS DEVICE, BATTERY, ANNUAL CONNECTIVITY AND ATR ONBOARD PROCESSING	9,060.00	25052	0
Total STREETS CIP EXPENDITURES:			9,060.00		
Total GENERAL CAPITAL IMPROVEMENT FD:			280,393.03		
ORIGINAL LOT FUND					
ORIGINAL LOT TAX					
22-4910-6060 EVENTS/PROMOTIONS					
COPY & PRINT, L.L.C.	2935	WSP TRI-FOLD BROCHURES	251.50		491035
US BANK	7937 112524	HANG TAGS	82.39		491002
US BANK	7937 112524	KETCHUM ORNAMENTS	340.13		491002
US BANK	7937 112524	REINDEER APPEARANCE	763.00		491002
IDAHO SECURITY GROUP	384	KETCHUM ALIVE SECURITY	4,800.00		491005
MORTON, KIRSTEN	120424	TREE LIGHTING HOT CHOCOLATE AND COOKIES	500.00		491002
COOPER MORTON	121324	WSP FUTURE PLANS VIDEO	2,500.00		491035
WORTH PRINTING	6201	WSP A FRAMES	168.00		491035
INTERNATIONAL MINUTE PRES	88908	WSP APPEAL LETTERS, STICKERS, MAILERS	2,629.71		491035

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
SANTA BOB	1	SANTA APPEARANCE	400.00		491002
Total ORIGINAL LOT TAX:			12,434.73		
Total ORIGINAL LOT FUND:			12,434.73		
COMMUNITY HOUSING					
COMMUNITY HOUSING EXPENSE					
54-4410-3100 GENERAL OFFICE					
US BANK	7309 112524	ICE FOR OPEN HOUSE (BCHA REIMBURSEABLE)	15.20		0
US BANK	7309 112524	LINKEDIN SUBSCRIPTION	52.49		0
US BANK	7309 112524	SEATTLE TIMES SUBSCRIPTION	19.96		0
US BANK	7309 112524	NY TIMES SUBSCRIPTION	28.00		0
US BANK	7309 112524	HIPEOPLE ASSESSMENTS	72.00		0
US BANK	7309 112524	STATESMAN SUBSCRIPTION	15.99		0
54-4410-3200 LIFT TOWER LODGE OPERATIONS					
IDAHO POWER	2208260063 12	2208260063 703 S MAIN	483.50		0
IDAHO POWER	2226910376 12	2226910376 702 S MAIN ST	507.09		0
US BANK	8603 112524	LTL TECHNOLOGY UPGRADES	860.00		0
COX BUSINESS	0012401037719	0012401037719502 121724	162.99		0
54-4410-4200 PROFESSIONAL SERVICES					
US BANK	5030 112524	ZOOM	79.00		0
US BANK	7309 112524	CONFERENCE LODGING	660.93		0
US BANK	7309 112524	TRAVEL BAG CHECK FEE	35.00		0
US BANK	7309 112524	CAR FUEL DURING CONFERENCE	43.25		0
US BANK	7309 112524	LUNCH DURING CONFERENCE	83.64		0
US BANK	7309 112524	CONFERENCE LODGING	600.93		0
US BANK	7309 112524	PARKING FEES	15.00		0
RIAN ROONEY	17	INDEPENDENT CONTRACTOR FOR HOUSING DEPT	19,825.00	24061	0
54-4410-4225 DEED RESTRICTIONS					
US BANK	7309 112524	LODGING	1,497.35		0
PARKSIDE VILLAGE OWNERS	122424	JANUARY HOA DUES	400.00		0
GEM STATE ROOFING, INC	10886	ROOF INSPECTION	375.00		0
54-4410-4250 LIFT TOWER LODGE PROFF SVCS					
BIG WOOD LANDSCAPE, INC.	31185	LIFT TOWER LODGE SNOW REMOVAL FY 2025	1,252.50	25062	0
CUEVA ELK ROOFING	005700	LIFT TOWER LODGE ROOF REPAIRS	6,060.00	25063	0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
54-4410-5200 LIFT TOWER LODGE UTILITIES					
CITY OF KETCHUM	NOV 24	59 - 703 S MAIN ST	723.52		0
CLEAR CREEK DISPOSAL	0001778212	LIFT TOWER LODGE MONTHLY SERVICE AND RENT	547.72		0
54-4410-5900 LIFT TOWER LDG REPAIR & MAINT					
A.C. HOUSTON LUMBER CO.	2412-825581	EXTENSION CORD	23.98		0
A.C. HOUSTON LUMBER CO.	2412-828751	ROOF RAKE	45.99		0
A.C. HOUSTON LUMBER CO.	2412-829054	TERRY TOWELS	5.99		0
A.C. HOUSTON LUMBER CO.	2412-829135	PVC SINK TRAPS	14.68		0
CHATEAU DRUG CENTER	2940671	EXTENSION CORDS, ELECTRICAL TAPE	55.07		0
CONSOLIDATED ELECTRICAL DI	3755-1075101	CENTER COVER	25.66		0
CONSOLIDATED ELECTRICAL DI	3755-1075247	PANEL LOCK KITS	139.34		0
US BANK	7309 112524	LTL REPAIR ITEMS	273.93		0
54-4410-8000 REIMBURSEMENT BCHA OP & PROG					
BLAINE COUNTY HOUSING AUT	122624	CITY CONTRIBUTION	100,008.00		0
Total COMMUNITY HOUSING EXPENSE:			135,008.70		
Total COMMUNITY HOUSING:			135,008.70		
WATER FUND					
WATER EXPENDITURES					
63-4340-3120 DATA PROCESSING					
BILLING DOCUMENT SPECIALIS	97798	Statement Processing for Utility Billing - W	601.28		0
63-4340-3200 OPERATING SUPPLIES					
INTEGRATED TECHNOLOGIES	253190	WATER CONTRACT PRINTING	50.74		0
63-4340-3400 MINOR EQUIPMENT					
A.C. HOUSTON LUMBER CO.	2412-824256	Sledge Hammer, Pipe Wrench	52.98		0
63-4340-3500 MOTOR FUELS & LUBRICANTS					
CHRISTENSEN INC.	CL74563	1001225 WATER	74.07		0
63-4340-3800 CHEMICALS					
OXARC INC	0032135290	HYPOCHLORITE SOLUTION	316.00		0
OXARC INC	0032227814	HYPOCHLORITE SOLUTION	262.24		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
63-4340-4200 PROFESSIONAL SERVICES					
KETCHUM COMPUTERS, INC.	20788	IT SUPPORT - WATER	272.25		0
CLEAR SOLUTIONS ENGINEERI	446	WATER MODELING	8,898.00	24105	0
STAPLES TECHNOLOGY SOLUTI	RRC310	LAPTOP WARRANTY	63.00		0
63-4340-4300 STATE & WA DISTRICT FEES					
SPRONK WATER ENGINEERS IN	WRV03-18	BIG WOOD RIVER GW MANAGEMENT AREA TECHNICAL WORKING GROUP	822.50		0
63-4340-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333465565 120	333465565 - WATER	140.66		0
SENTINEL FIRE & SECURITY, IN	106473	110 River Ranch Rd Admin & Ops	76.48		0
VERIZON WIRELESS	6101065877	365516521 WATER DEPT	123.49		0
63-4340-5200 UTILITIES					
IDAHO POWER	2203658592 11	2203658592 Boosters & Wells	5,708.50		0
INTERMOUNTAIN GAS	32649330001 1	110 RIVER RANCH RD A	35.74		0
63-4340-6000 REPAIR & MAINT-AUTO EQUIP					
WARM SPRINGS AUTO PARTS LL	205114	Anti-Seize, Penetrating Catal	23.90		0
WARM SPRINGS AUTO PARTS LL	205431	OIL Filter	4.00		0
WARM SPRINGS AUTO PARTS LL	205446	OIL Filter	4.00		0
63-4340-6100 REPAIR & MAINT-MACH & EQUIP					
LUTZ RENTALS	159583-1	Hydraulic Hose & Fittings	121.02		0
63-4340-7100 WATER EASEMENTS, LAND, ETC					
BUREAU OF LAND MANAGEME	2025004103	ROW RENT WATER FUND	5,500.00		0
Total WATER EXPENDITURES:			23,150.85		
Total WATER FUND:			23,150.85		
WATER CAPITAL IMPROVEMENT FUND					
WATER CIP EXPENDITURES					
64-4340-7650 WATER METERS					
FERGUSON ENTERPRISES, LLC	0906991	RADIO REPLACEMENT AND METERS	8,100.00	25030	0
64-4340-7806 NEW STAND-BY GENERATOR WA/ADM.					
DC ENGINEERING	21KET01 A 1S	ENGINEERING BACKUP POWER NWW & ADMIN	472.50	22057	0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
DC ENGINEERING	21KET01-R1	ENGINEERING BACKUP POWER NWW & ADMIN	402.97	22057	0
Total WATER CIP EXPENDITURES:			8,975.47		
Total WATER CAPITAL IMPROVEMENT FUND:			8,975.47		
WASTEWATER FUND					
WASTEWATER EXPENDITURES					
65-4350-3120 DATA PROCESSING					
BILLING DOCUMENT SPECIALIS	97798	Statement Processing for Utility Billing - WW	601.27		0
65-4350-3200 OPERATING SUPPLIES					
A.C. HOUSTON LUMBER CO.	2412-825712	Tarp	66.99		0
INTEGRATED TECHNOLOGIES	253190	WW CONTRACT PRINTING	21.01		0
UPS STORE #2444	MMN7FR58E9	WATER SAMPLES	17.56		0
UPS STORE #2444	MMN7FR5G33	WATER SAMPLES	16.80		0
UPS STORE #2444	MMN7FR5XG	WATER SAMPLES	16.85		0
US BANK	3844 112524	BANDING BUCKLES	56.60		0
US BANK	3844 112524	STAINLESS STEEL STRAPPING	79.87		0
US BANK	3844 112524	WORK FLEECES	115.12		0
US BANK	3844 112524	WORK FLEECES	103.02		0
HEYREND, JAMES	121124	BOOT REIMBURSEMENT	154.75		0
OXARC INC	0032127257	COMPRESSED GAS	95.00		0
65-4350-3400 MINOR EQUIPMENT					
CHATEAU DRUG CENTER	2940479	Box Fan	37.99		0
65-4350-3600 COMPUTER SOFTWARE					
US BANK	0172 112524	ESRI SUBSCRIPTION	350.00		0
65-4350-3800 CHEMICALS					
NORTH CENTRAL LABORATORI	513106	Chemicals/supplies	749.22		0
65-4350-4200 PROFESSIONAL SERVICES					
BANYAN TECHNOLOGY INC.	21295	SERVICE AGREEMENT FOR 2024-2025	9,527.00	25040	0
KETCHUM COMPUTERS, INC.	20788	IT SUPPORT - WASTEWATER	272.25		0
65-4350-4900 PERSONNEL TRAINING/TRAVEL/MTG					
US BANK	3844 112524	CEU PLAN CLASSES	122.30		0
US BANK	3844 112524	CEU PLAN COURSES	127.25		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
US BANK	3844 112524	CANCELLED CLASS REFUND	120.00-		0
65-4350-5100 TELEPHONE & COMMUNICATIONS					
CENTURY LINK	333803119 121	333803119 - Wastwater	80.66		0
SENTINEL FIRE & SECURITY, IN	106473	110 River Ranch Rd Admin	25.49		0
VERIZON WIRELESS	6100904035	965494438 WASTEWATER DEPT	66.38		0
65-4350-5200 UTILITIES					
IDAHO POWER	2202158701 12	2202158701 110 River Ranch Rd SWR	10,067.51		0
INTERMOUNTAIN GAS	32649330001 1	110 RIVER RANCH RD A	35.73		0
INTERMOUNTAIN GAS	32649330001 1	110 RIVER RANCH GRIT BLDG	242.99		0
INTERMOUNTAIN GAS	32649330001 1	110 RIVER RANCH SLUDGE LOADING BLDG	22.31		0
INTERMOUNTAIN GAS	32649330001 1	110 RIVER RANCH RD C	258.92		0
65-4350-6000 REPAIR & MAINT-AUTO EQUIP					
NAPA AUTO PARTS	209336	THERMOSTAT, RADIATOR CAP, ANTIFRZ	58.55		0
NAPA AUTO PARTS	209414	OIL FILLER CAP	10.92		0
NAPA AUTO PARTS	209537	ALTERNATOR	261.32		0
US BANK	3844 112524	STUDED TIRES FOR DODGE RAM	1,037.00		0
US BANK	3844 112524	TURN SIGNAL MARKER LIGHTS	16.65		0
WARM SPRINGS AUTO PARTS LL	205601	WIPER BLADES	29.90		0
65-4350-6100 REPAIR & MAINT-MACH & EQUIP					
BOLEN'S CONTROL HOUSE, INC.	S1353469.001	Filter Mat	191.73		0
PLATT ELECTRIC SUPPLY	5U27760	PVC Adaprers & Bushs	10.32		0
US BANK	3844 112524	6500 FT PULL LINE	69.99		0
US BANK	3844 112524	TUBING WIRE LOOM	29.93		0
US BANK	3844 112524	100FT SUCTION HOSE, FITTINGS	521.58		0
US BANK	3844 112524	COUPLER HOSE REFUND	280.00-		0
US BANK	3844 112524	COUPLER HOSE	291.86		0
US BANK	3844 112524	OUTDOOR BULK ETHERNET CABLE	264.99		0
US BANK	3844 112524	FUEL TANK CAP, ELECTRICAL CONNECTORS, ROCKER SWITCH	36.74		0
US BANK	3844 112524	MODULAR PLUGS	31.48		0
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA					
A.C. HOUSTON LUMBER CO.	2412-824248	Tie Down, Spray Pant, Eye Bolts	12.06		0
US BANK	3844 112524	TRAILER TAIL LIGHT KIT	23.65		0
US BANK	3844 112524	LIGHT REFUND	10.49-		0
US BANK	3844 112524	LED LIGHT BAR	10.49		0
US BANK	3844 112524	LIGHTS REFUND	16.65-		0
US BANK	3844 112524	AQUA 7 GALLON WATER CONTAINER	26.87		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
VERIZON WIRELESS	6100904035	965494438 WASTEWATER COLLECTIONS DEPT	41.74		0
Total WASTEWATER EXPENDITURES:			25,881.47		
Total WASTEWATER FUND:			25,881.47		
WASTEWATER CAPITAL IMPROVE FND					
WASTEWATER CIP EXPENDITURES					
67-4350-7813 CAPITAL IMP PLAN(NO SHARING)					
HDR ENGINEERING, INC.	1200679984	TASK ORDER #5 - SEWER COLLECTION MASTER PLAN	2,715.30	23007	0
67-4350-7815 AERATION BASINS BLOWERS & ELEC					
ROCKY MOUNTAIN VALVES	003642	12" BF WAFER (PI-BF1-120-8688), 12" FILLER FLG (RM -SO)	3,972.00	24114	0
ROCKY MOUNTAIN VALVES	003805	Shipping	333.31		0
ROCKY MOUNTAIN VALVES	003805	12" BF WAFER (PI-BF1-120-8688), 12" FILLER FLG (RM -SO)	2,198.16	24114	0
ELECTRICAL WHOLESALE SUPP	S5888302.001	VFD'S PER QUOTATION #Q-4501323	28,825.00	24060	0
ELECTRICAL WHOLESALE SUPP	S5888379.001	VFD'S PER QUOTATION #Q-4501323	28,825.00	24060	0
ELECTRICAL WHOLESALE SUPP	S5888386.001	VFD'S PER QUOTATION #Q-4501323	72,062.50	24060	0
Total WASTEWATER CIP EXPENDITURES:			138,931.27		
Total WASTEWATER CAPITAL IMPROVE FND:			138,931.27		
PARKS/REC DEV TRUST FUND					
93-2710-0016 WATCH ME GROW GARDEN					
US BANK	7926 112524	GARDEN SUPPLIES	22.20		0
US BANK	7926 112524	SINGLE EXTENSION	80.00		0
Total :			102.20		
PARKS/REC TRUST EXPENDITURES					
93-4900-6500 ICE RINK-PRIVATE					
A.C. HOUSTON LUMBER CO.	2412-822325	WOOD SCREWS, WOOD STAKE, LUMBER	134.88		0

Vendor Name	Invoice Number	Description	Net Invoice Amount	Purchase Order Number	GL Activity Number
93-4900-7950 WARM SPRINGS PRESR-RESTORATION					
STEVE BUTLER & ASSOCIATES	6697	REPORT RETAINER	1,500.00		0
Total PARKS/REC TRUST EXPENDITURES:			1,634.88		
Total PARKS/REC DEV TRUST FUND:			1,737.08		
DEVELOPMENT TRUST FUND					
DEVELOPMENT TRUST EXPENDITURES					
94-4900-8107 POSTER CONSTRUCTION					
POSTER CONSTRUCTION	120624	RETURN OF PERFORMANCE BOND	2,000.00		0
Total DEVELOPMENT TRUST EXPENDITURES:			2,000.00		
Total DEVELOPMENT TRUST FUND:			2,000.00		
Grand Totals:			815,573.70		

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9700000000", "9910000000"- "9911810000"

Invoice Detail.Voided = No,Yes



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

-
-
-

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

Attachments:

-
-

WHEN RECORDED, PLEASE RETURN TO:

**OFFICE OF THE CITY CLERK
CITY OF KETCHUM
POST OFFICE BOX 2315
KETCHUM, IDAHO 83340**

RIGHT-OF-WAY ENCROACHMENT AGREEMENT 25946

THIS AGREEMENT, made and entered into this ____ day of _____, 2025, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho and _____, representing Apolena LLC (collectively referred to as "Owner"), whose address is 1 Saint Malo Beach Oceanside, CA 92054.

RECITALS

WHEREAS, Owner wishes to permit placement of a paver driveway within the right of way on River Run Drive. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the landscaping back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

TERMS AND CONDITIONS

1. Ketchum shall permit Owner to place pavers to resurface an existing asphalt driveway, as identified in Exhibit "A", within the public right-of-way on River Run Drive, until notified by Ketchum to remove the infrastructure at which time Owner shall remove infrastructure at Owner's expense.
2. Owner shall be responsible for the maintenance of said Improvements and shall repair said improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the improvements identified in Exhibit "A" shall be approved by the City prior to any modifications taking place.
3. Owner shall be responsible for restoring the landscaping that is altered due to the installation and removal of the Improvements, to the satisfaction of the Director of Streets and Facilities.
4. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from

any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

5. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

6. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

7. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

8. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

9. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

10. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

11. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

12. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

OWNER:

CITY OF KETCHUM:

By: _____
Apolena LLC
Printed Name: _____

By: _____
Neil Bradshaw
Its: Mayor

STATE OF _____,)
) ss.
County of _____)

On this ____ day of _____, 2025, before me, the undersigned Notary Public in and for said State, personally appeared _____, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public for _____
Residing at _____
Commission expires _____

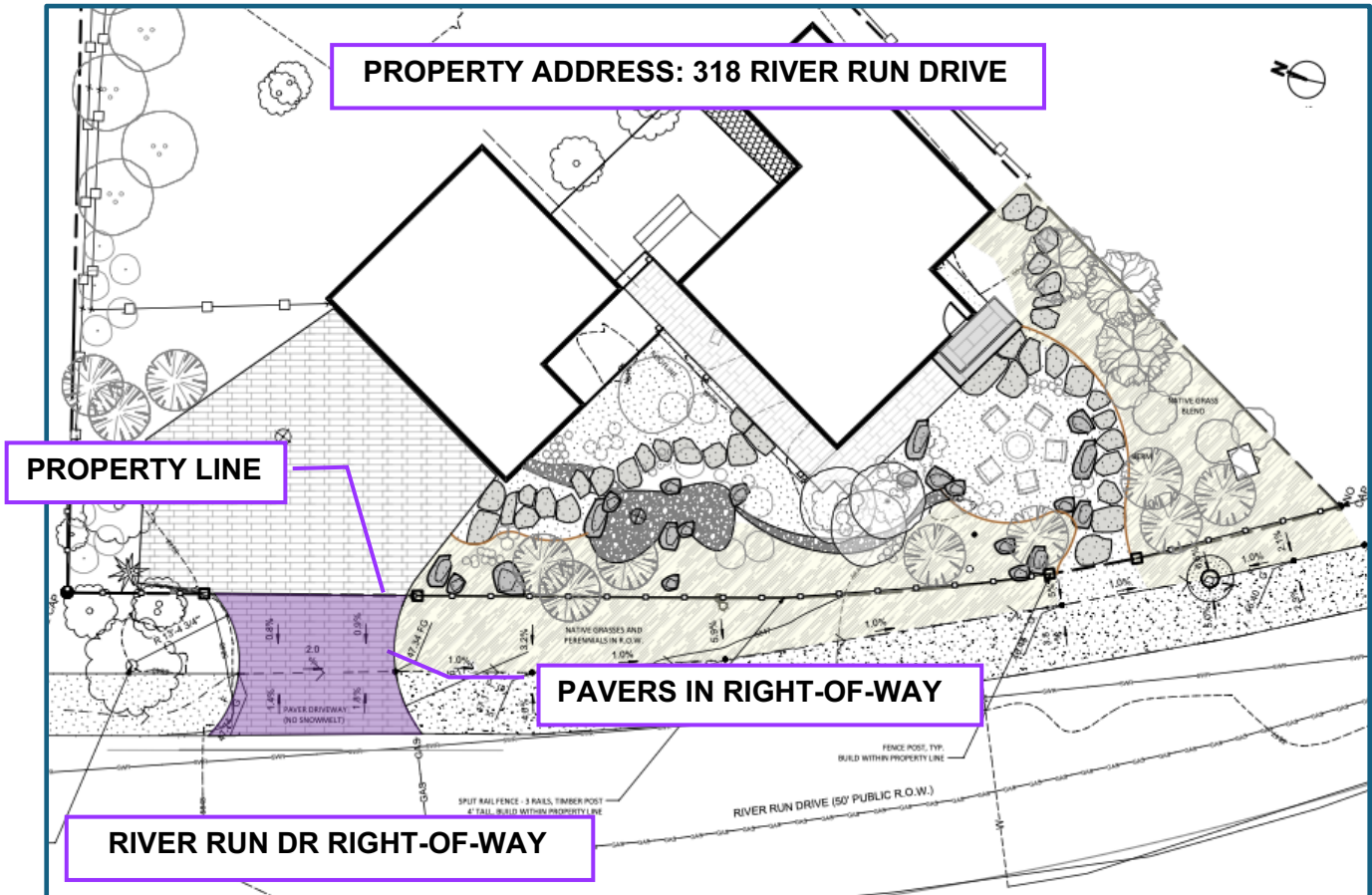
STATE OF IDAHO)
) ss.
County of Blaine)

On this ____ day of _____, 2025, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

Notary Public for _____
Residing at _____
Commission expires _____

EXHIBIT "A"



Base figure provided by applicant, prepared by Larkspur Landscape Design, 11/14/2024
Figure annotated with purple textboxes by City Engineering Robyn Mattison to clarify improvements included in Right-Of-Way Encroachment Agreement No. 25946



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

-
-
-

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

Attachments:

-
-

WHEN RECORDED, PLEASE RETURN TO:

**OFFICE OF THE CITY CLERK
CITY OF KETCHUM
POST OFFICE BOX 2315
KETCHUM, IDAHO 83340**

RIGHT-OF-WAY ENCROACHMENT AGREEMENT 25949

THIS AGREEMENT, made and entered into this ____ day of _____, 2025, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho and _____, representing Idaho Power (collectively referred to as "Owner"), whose address is 11831 Hwy 75, Hailey, Idaho 83333.

RECITALS

WHEREAS, Owner wishes to permit placement of a new pad mounted transformer within the right-of-way adjacent to 204 Gem Street. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the public right-of-way back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

TERMS AND CONDITIONS

1. Ketchum shall permit Owner to install a pad mounted transformer identified in Exhibit "A" within the public right-of-way on Gem Street until notified by Ketchum to remove the Improvements, at which time Owner shall remove Improvements at Owner's expense.

2. Owner shall be responsible for the maintenance of said Improvements and shall repair said Improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the Improvements identified in Exhibit "A" shall be approved by the City prior to any modifications taking place.

3. Owner shall be responsible for restoring the right-of-way that is altered due to the removal of the Improvements, to the satisfaction of the Director of Streets and Facilities.

4. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees

and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

5. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

6. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

7. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

8. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

9. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

10. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

11. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

12. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

OWNER:

CITY OF KETCHUM:

By: _____

By: _____

Neil Bradshaw

Printed Name: _____

Its: Mayor

STATE OF _____,)
) ss.
County of _____)

On this ____ day of _____, 2025, before me, the undersigned Notary Public in and for said State, personally appeared _____, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public for _____
Residing at _____
Commission expires _____

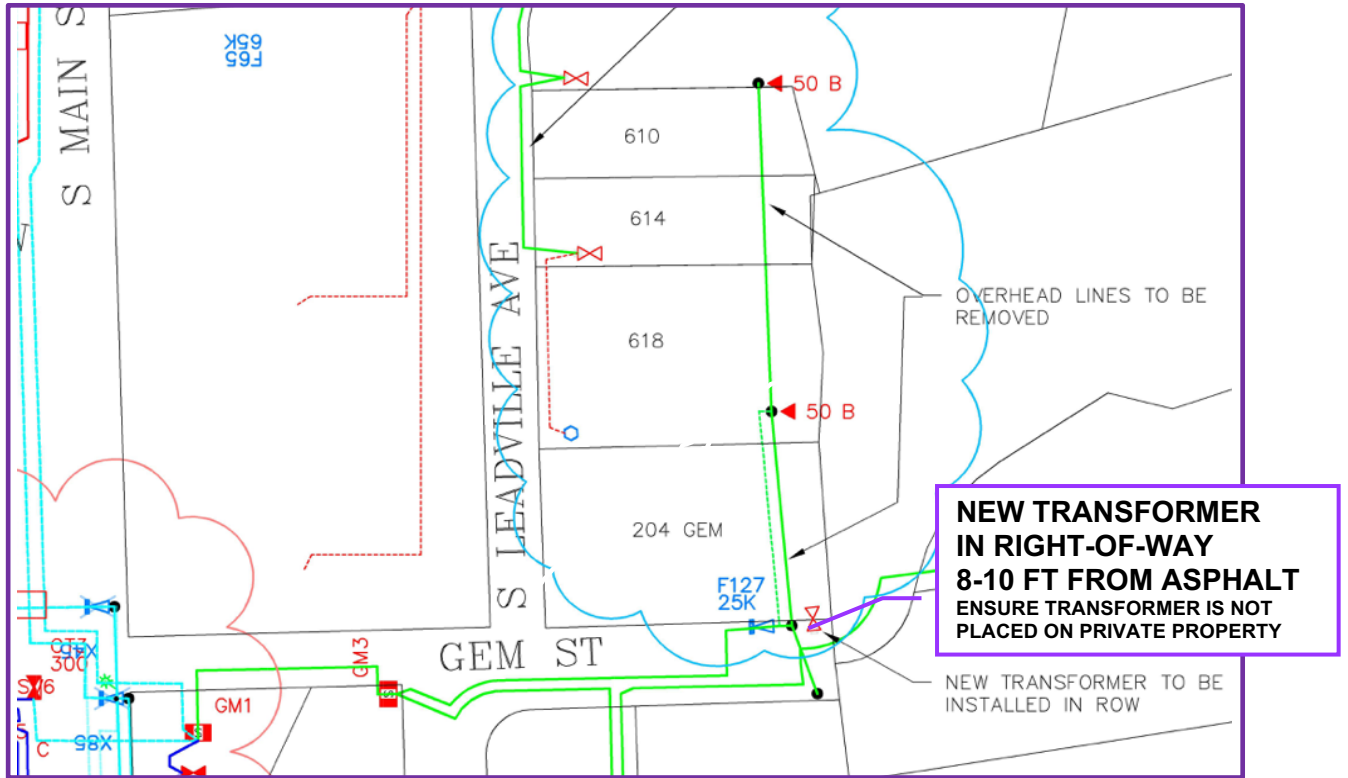
STATE OF IDAHO)
) ss.
County of Blaine)

On this ____ day of _____, 2025, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

Notary Public for _____
Residing at _____
Commission expires _____

EXHIBIT "A"



Base figure provided by applicant, prepared by Idaho Power, December 2024 [WO No. 27669288]
Figure annotated with purple textboxes by City Engineer Robyn Mattison to clarify improvements included in Right-Of-Way Encroachment Agreement No. 25949



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

-
-
-

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

Attachments:

-
-

WHEN RECORDED, PLEASE RETURN TO:

**OFFICE OF THE CITY CLERK
CITY OF KETCHUM
POST OFFICE BOX 2315
KETCHUM, IDAHO 83340**

RIGHT-OF-WAY ENCROACHMENT AGREEMENT 25948

THIS AGREEMENT, made and entered into this ____ day of _____, 2025, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho and _____, representing Idaho Power (collectively referred to as "Owner"), whose address is 11831 Hwy 75, Hailey, Idaho 83333.

RECITALS

WHEREAS, Owner wishes to permit placement of a new above ground sector box within the right-of-way adjacent to 600 – 604 S Leadville Avenue. The owner also wishes to permit placement of conduit and power cable below ground within the right-of-way on S Leadville Ave. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the public right-of-way back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

TERMS AND CONDITIONS

1. Ketchum shall permit Owner to install the Improvements identified in Exhibit "A" within the public right-of-way on S Leadville Avenue until notified by Ketchum to remove the Improvements, at which time Owner shall remove Improvements at Owner's expense.

2. Owner shall be responsible for the maintenance of said Improvements and shall repair said Improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the Improvements identified in Exhibit "A" shall be approved by the City prior to any modifications taking place.

3. Owner shall be responsible for restoring the right-of-way that is altered due to the removal of the Improvements, to the satisfaction of the Director of Streets and Facilities.

4. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from any

breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

5. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

6. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

7. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

8. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

9. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

10. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

11. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

12. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

OWNER:

CITY OF KETCHUM:

By: _____

By: _____

Printed Name: _____

Neil Bradshaw

Its: Mayor

STATE OF _____)
) ss.
County of _____)

On this ____ day of _____, 2024, before me, the undersigned Notary Public in and for said State, personally appeared _____, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public for _____
Residing at _____
Commission expires _____

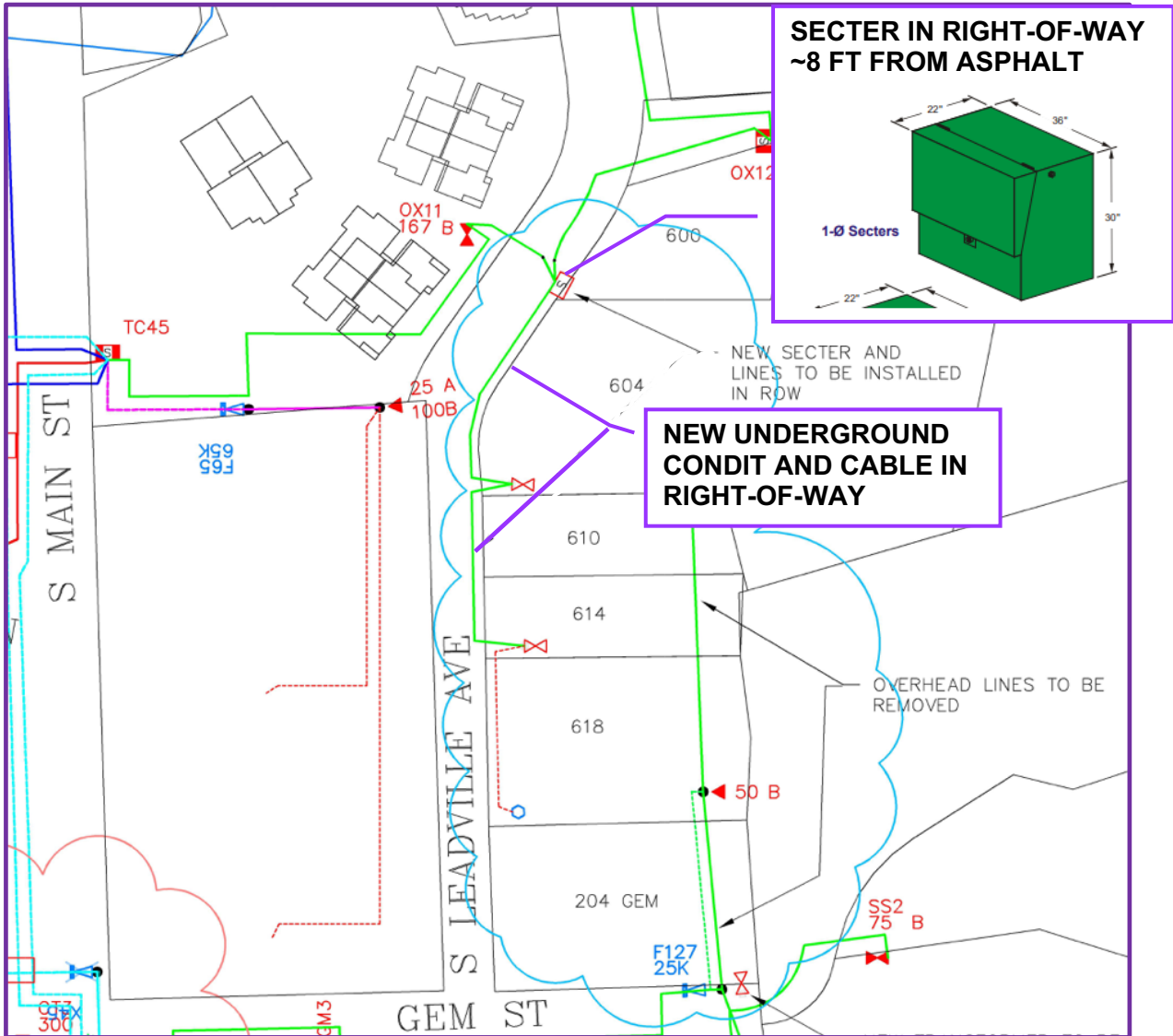
STATE OF IDAHO)
) ss.
County of Blaine)

On this ____ day of _____, 2025, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

Notary Public for _____
Residing at _____
Commission expires _____

EXHIBIT "A"



Base figure provided by applicant, prepared by Idaho Power, December 2024 [WO No. 27669288]
Figure annotated with purple textboxes by City Engineer Robyn Mattison to clarify improvements included in Right-Of-Way Encroachment Agreement No. 25948



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- IT policies and procedures ensure the security, efficiency, and reliability of technology infrastructure.
- As a municipality serving the public, we strive to perform technology data functions to the highest level of service.
- We adhere to best practices for system maintenance, data backup, and cybersecurity to protect organizational assets and sensitive information.

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	None.
--	-------

Attachments:

1. Resolution 25-003
2. IT Policy 1
3. IT Policy 2

CITY OF KETCHUM

RESOLUTION 25-003

A RESOLUTION OF CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, TO APPROVE AND ADOPT INFORMATION TECHNOLOGIES (IT) POLICIES AND PROCEDURES.

WHEREAS, IT policies and procedures ensure the security, efficiency, and reliability of technology infrastructure.

WHEREAS, as a municipality serving the public, we strive to perform technology data functions to the highest level of service.

WHEREAS, we adhere to best practices for system maintenance, data backup, and cybersecurity to protect organizational assets and sensitive information.

WHEREAS, as a municipality, we align IT strategies with best practices in mind. We use guidance from Idaho Counties Risk Management Program (ICRMP) as they provide recommendations for many policies and procedures in Idaho.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KETCHUM IDAHO:

Approval and adoption of Information Technology (IT) Policies and Procedures.

This resolution will be in full force and effect upon this 6th day of January, 2025.

CITY OF KETCHUM, IDAHO

Neil Bradshaw
Mayor

ATTEST:

Trent Donat
City Clerk



CITY OF KETCHUM

Trent Donat | City Clerk & Business Manager
direct: 208.806.7010 | office: 208.726.3841
tdonat@ketchumidaho.org

P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

City of Ketchum | IT Policies and Procedures

January 6, 2025

1. IT Policies and Procedures Statement

IT policies and procedures ensure the security, efficiency, and reliability of technology infrastructure. As a municipality serving the public, we strive to perform technology data functions to the highest level of service. We adhere to best practices for system maintenance, data backup, and cybersecurity to protect organizational assets and sensitive information.

2. Municipality IT Policies and Procedures Scope Summary

As a municipality, we align IT strategies with best practices in mind. We use guidance from Idaho Counties Risk Management Program (ICRMP) as they provide recommendations for many policies and procedures in Idaho. We also use National Institute of Standards and Technology (NIST) as part of defining the Cyber Policy framework.

3. Municipality IT Procedure for Acceptable Use

3.1. Purpose

The Acceptable Use Policy outlines the appropriate and responsible use of municipality IT resources to ensure security and efficiency. This policy has each employee read and sign to understand and maintain adherence to Technology Policies and Standards.

3.2. Scope

This policy applies to all employees, contractors, and third-party users accessing municipality IT systems and data.

3.3. General Use

- IT resources must be used for legitimate business purposes only.
- Personal use of municipality IT resources should be minimal and not interfere with job responsibilities.
- Technology User Account Password Standards:
 - Incorporate multi-factor, password less, or equivalent secure login methods.
 - Require passwords to be changed at the latest of 90 days.
 - Minimum of 10 characters in length.
 - Cannot contain the user's account name.
 - Must contain upper- and lower-case characters.
 - Must contain at least one non-alphanumeric symbol.
 - Base 10 digits (0 through 9)
 - Cannot be a repeat of the last 6 passwords - standards where hardware and operating systems limitation allow it.



CITY OF KETCHUM

Trent Donat | City Clerk & Business Manager

direct: 208.806.7010 | office: 208.726.3841

tdonat@ketchumidaho.org

P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340

ketchumidaho.org

- All authenticated sessions will be secured by a screen saver after 15 minutes of inactivity. Exceptions to this policy based on business needs.
- All personnel will perform their work under his/her own credentials. Sharing of credentials is not permitted.
- Employees will not share their credentials with one another.
- All personnel will be held responsible for all transactions made using their credentials.
- Electronic “caching” of credentials is discouraged.
- Systems shall regard seven consecutive failed login attempts as a trigger to lock the account for 30 minutes.

3.4. Prohibited Activities

- Unauthorized access to systems, networks, or data.
- Distribution of malicious software or engaging in activities that compromise network security.
- Use of IT resources for illegal activities, including copyright infringement or harassment.
- All data is the property of the municipality and shall not be taken in any form for personal use.

3.5 Email and Communications Tools

- Professional language and conduct are required in all communications.
- Confidential information must not be shared through unsecure channels.
- All email is backed up and becomes part of the historical record based on the Records Retention Policy Schedule for the City of Ketchum and can be accessed by submitting a Public Records request.

3.6 Internet Usage

- Access to inappropriate or non-business-related websites is prohibited.
- Downloading unauthorized software or large files without approval is not allowed.

4. System and Network Security

4.1. Municipality IT Data Disaster and Recovery

IT Systems and Security Procedures are designed to protect the integrity, confidentiality, and availability of technology infrastructure and data. Data is backed up regularly, and disaster recovery plans are in place to ensure business continuity. Ongoing training and adherence to industry best practices are essential to maintaining a secure and efficient IT environment.

- Municipality Data is backed up in a 3-2-1 best practice. The 3-2-1 backup strategy states that you should have 3 copies of data (production data and 2 backup copies) on two different media (disk and other) with one copy off-site for disaster recovery.



CITY OF KETCHUM

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- A Read-Only, unchangeable (immutable) set protects from ransomware and is also part of the backup strategy.
- Recovery Time Objective (RTO) is calculated and balanced for efficiency. This relates to how quickly data recovery can occur from a Data Breach and or malware/ransomware attack.
- Recovery Point Objective (RPO) is calculated and balanced for efficiency. This relates to what timeframe last data backup can be recovered from in the case of a Data Breach and or malware/ransomware attack.

4.2. Data Breach and Communications Policy

NIST Cybersecurity Framework plan of action steps ongoing.

- Ongoing Governance to identify risk, expectations, and policy
- Identify current cybersecurity risks and trends
- Protect and apply safeguards to reduce cybersecurity risk
- Detect and analyze possible cybersecurity attacks and compromises
- Respond to action regarding an incident
- Recover assets and operations post impact
- Improve processes to better serve the municipality

4.3 Cybersecurity Incident Action Plan

1. Immediate Response: Upon detecting a data breach, the Business Manager must be alerted within 24 hours. A decision of impact will be determined to formulate next steps. If the incident has compromised systems and data in a critical fashion, an Incident Response Team (IRT) will be assembled.
 - The Business Manager will be notified and become the point person for all aspects of the incident.
 - The Community Engagement Manager will manage all internal and public communications.
 - ICRMP Cyber Insurance team will be contacted and activated within 72 hours. An IRT will assemble conforming to need and type of event.
 - An outside forensics team (remote and onsite) will be deployed as part of ICRMP
 - Internal resources will be used to gather information, contain the breach, and protect assets.
2. Assessment and Containment: The IRT will assess the breach's scope and contain the incident to prevent further data loss. It is important to isolate and preserve data breach evidence.
3. Internal Communication: Key stakeholders, including senior management and IT, must be informed promptly about the breach by the Communications Team.
4. Regulatory Notification: Regulatory bodies will be notified within the timeframe required by law, typically within 72 hours.



CITY OF KETCHUM

Trent Donat | City Clerk & Business Manager
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P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

5. **Customer Notification:** Affected customers will be informed about the breach, potential risks, and protective measures they can take within 72 hours.
6. **Public Disclosure:** If the breach is substantial, a public statement will be issued to maintain transparency and trust via the Communications Team.
7. **Ongoing Updates:** Regular updates will be provided to stakeholders and customers on the investigation and remediation efforts.
8. **Strategically restore systems and data and monitor integrity of data and processes.**
9. **Review and Improvement:** Post-incident, a thorough review will be conducted to improve security measures and prevent future breaches.

4.4 AI Usage Guidelines

- Do not submit any sensitive or private information to a Generative AI platform you would not want available to the public.
- Create a Generative AI system account just for City usage.
- Carefully review, verify, and fact check via multiple sources the content generated by Generative AI.
- Cite or reference when you use Generative AI within your documents and communications.
- Opt out of data collection whenever possible.

4.5 Internet of Things (IoT)

- All IoT devices deployed on a City Wi-Fi network should be certified fully compliant with the latest 802.11 standard. Certification of compliance may be requested.
- All IoT devices deployed should support the 5GHz band.
- All IoT devices should provide an easily accessible MAC address prior to device onboarding.
- Default passwords must be changed or disabled.
- Universal Plug and Plan (UPnP) must be disabled.
- Remote management should be disabled unless an exception is granted by City IT Security.
- Firmware must be kept up to date on a pre-approved schedule.
- Encryption and certificates should be used wherever applicable.
- Devices should be physically secured in a manner that prevents tampering.
- **Control Access:** Use firewalls and network segmentation to only allow trusted connections and limit incoming/outgoing traffic to IoT devices.
- **Inventory All Devices:** Maintain a frequently updated inventory of all IoT devices used.

5. Municipality-Owned Devices Procedures Statement

Procedures for municipality-owned devices ensure the secure and efficient use of all hardware provided to employees. Devices must be used primarily for business purposes, with minimal personal use permitted. Security measures, including password protection, encryption, and regular software updates, must be followed to protect municipality data. Employees are



CITY OF KETCHUM

Trent Donat | City Clerk & Business Manager
direct: 208.806.7010 | office: 208.726.3841
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P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

responsible for the care and proper use of these devices and must report any loss, theft, or damage immediately to IT support.

- The use of Artificial Intelligence (AI) constructs is allowed but must go through an approval process.
- The Use of Internet of Things (IoT) is allowed but must go through an approval process. A dedicated and segmented network does exist to allow these devices to operate off the main network.

6. Monitoring and Compliance

IT activities are subject to monitoring to ensure compliance with this policy. Violations of the Acceptable Use Policy may result in disciplinary action, up to and including termination.

7. Review and Updates

This policy will be reviewed periodically and updated as necessary to address new threats and changes in technology.

The Goal for Responsible Technology

IT Policies and Procedures encompass end user guidance, system maintenance, data management, and cybersecurity to safeguard and optimize the technology infrastructure. They include regular updates, audits, and compliance checks to ensure operational integrity and adherence to ICRMP standards. Additionally, staff training and support are integral to procedures promoting efficient and secure use of IT resources.

8. Acknowledgment

The IT Policies and Procedures Policy has been approved and adopted. This guide will assist in the direction of all technology strategy and planning for City of Ketchum.

City of Ketchum

Date:

By:

Title:



CITY OF KETCHUM

Trent Donat | City Clerk & Business Manager
direct: 208.806.7010 | office: 208.726.3841
tdonat@ketchumidaho.org

P.O. Box 2315, 191 5th Street West, Ketchum, ID 83340
ketchumidaho.org

City of Ketchum Acceptable Use Policy | Technology

January 6, 2025

1. Introduction

This Technology Acceptable Use Policy ("Policy") outlines the acceptable use of technology resources provided by City of Ketchum ("Municipality"). The purpose of this policy is to ensure the responsible and secure use of technology assets, including but not limited to, computer systems, networks, internet access, and electronic devices, by all employees, contractors, and third-party users.

2. Scope

This policy applies to all individuals who have access to Municipality's technology resources, including employees, contractors, consultants, temporary workers, and other users. The policy covers all forms of technology, whether owned by the Municipality or provided by a third party.

3. Acceptable Use

3.1. Authorized Users:

Only authorized individuals are permitted to use the Municipality's technology resources. Authorized users include employees, contractors, and other individuals approved by the Municipality.

3.2. Data Security:

Users must take all necessary precautions to protect sensitive and confidential information. This includes using strong passwords, not sharing login credentials, and encrypting sensitive data when applicable.

- A strong user account and password policy should enforce the use of complex passwords, including a mix of uppercase and lowercase letters, numbers, and symbols, while also requiring regular password updates to enhance security.
- The Municipality asks that you select a password or passphrase that is complex and secure.
- Changing your password every 90 days is the expectation for applications.
- Refrain from re-using passwords or using a single password for multiple accounts.
- Additionally, implementing secondary authentication methods such as an email code, SMS text, or preferably an authentication App adds an extra layer of protection by requiring users to verify their identity through multiple means.
- The detailed list of requirements can be found in the IT Policies and Procedures document. The IT support team will assist with the implementation of these initiatives.



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3.3. Prohibited Activities:

The following activities are strictly prohibited:

- a) Unauthorized access to or use of computer systems, networks, or data.
- b) Using USB drives is prohibited unless a valid business case merits their use.
- c) Distribution or installation of malware, viruses, or any malicious software.
- d) Intentionally attempting to bypass security measures or hacking into systems.
- e) Engaging in any form of cyberbullying or harassment.
- f) Using personal computers and devices to access sensitive city information.
- g) Downloading and use of any Municipality data outside of employment scope.
- h) Intentionally deleting organizational data with intent to cause harm.

3.4. Internet Usage:

Internet usage is allowed for work-related purposes. The Municipality provides Public Wi-Fi access and users must abide by the Terms of the Agreement to use this amenity. Excessive personal use is discouraged. Users are prohibited from accessing inappropriate or offensive websites.

Employees are expected to use the organization's internet resources responsibly and in accordance with applicable laws and policies. Unauthorized access, distribution of inappropriate content, and any activities that compromise network security are strictly prohibited.

4. System and Network Security

The end user policy for system and network security mandates adherence to strong password practices, regular software updates, and the prohibition of unauthorized software installations. Additionally, users are required to report any suspicious activities or security incidents promptly to the designated IT support channels.

4.1. System Integrity:

Users must not attempt to compromise the integrity or availability of computer systems, networks, or data. Our end user policy underscores the paramount importance of maintaining system integrity to safeguard against unauthorized access, data breaches, and potential disruptions. Users are expected to adhere to stringent security measures, promptly report any suspicious activities, and actively participate in maintaining a resilient and secure computing environment.

4.2. Data Backup Policy:

All Municipality data is backed up regularly to ensure business continuity in the event of a disaster or system failure. Employees are required to ensure that Municipality owned data is located within folders and locations that backup systems can accurately backup up data.



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4.3. Malicious Software:

All users are required to have updated antivirus software on their devices. If any suspicious activity is detected, users must report it immediately to the Business Manager and/or the IT Support team.

4.3. Data Breach Procedures:

In the event of a suspected cyber incident or data breach, the municipality will promptly identify and employ a third-party consultant to contain the breach, notify affected parties and relevant authorities in a timely fashion, and conduct a thorough investigation to prevent future incidents. All communications regarding the breach will be transparent, accurate, and timely. We will provide support to affected individuals, including guidance on protecting personal information and mitigating potential harm. Continuous improvements to our security measures and training programs will be implemented to enhance our data protection protocols.

- If you see or suspect a technology incident has occurred, immediately contact your supervisor or Department Manager who will contact the Business Manager. It is imperative to keep all communications (internal and external) occurring through the Community Engagement Director.
- Initial Point of Contact: Supervisor or Department Manager who will contact the Business Manager. If the Business Manager is not available, then notification goes to the City Administrator.
- All PR Communications shall be coordinated by: Community Engagement Manager
- Cyber incidents are reported to Municipality Cyber Insurance Agent: ICRMP

5. Municipality-Owned Devices

End users are required to use Municipality devices responsibly and exclusively for work-related purposes to ensure data security and confidentiality. Any unauthorized use, including the installation of non-approved software or accessing restricted content, is strictly prohibited and may result in disciplinary action.

5.1. Device Usage:

- Municipality-owned devices are intended for business purposes. Personal use should be kept to a minimum.
- The use of Municipality devices such as printers for personal use should be kept to a minimum. Speak with your manager about any special projects.

5.2. Software Installation:

Users are not allowed to install unauthorized software on Municipality-owned devices. Submit an IT Support ticket to set up a request and guidance for additional software needs.



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5.3. Internet of Things (IoT):

IoT is a growing segment of useful devices performing specific functions. All IoT devices need to be approved before deployment. Maintain an up-to-date list of all IoT devices. Place IoT devices on a separate network segment and use strong encryption for data transmission to protect the main corporate network. Ensure regular software and firmware updates for all IoT devices to protect against vulnerabilities. Provide ongoing training on IoT security best practices and regularly review and update the security policy to address new threats and advancements in technology.

5.4. Use of Artificial Intelligence (AI):

Generative AI has the potential to deliver significant benefits by increasing efficiency and productivity. Simultaneously, current Generative AI implementations may carry risks, including inaccurate or unreliable outputs (“hallucinations”), biased or inappropriate outputs, security vulnerabilities, intellectual property (IP) and privacy concerns, and legal uncertainties.

Use of Approved Generative AI. Examples would be ChatGPT, CoPilot, Vasa2, etc.

1. Each new use-case of Generative AI should be subject to an approval process.
2. Use of safety features. Each user should be required to enable all available safety features.

The use of Generative AI platforms may be permitted for the purpose of increasing personal administrative productivity. Any such use should fully take into consideration the user:

1. Do not submit any sensitive or private information to a Generative AI platform you would not want available to the public.
2. Create a Generative AI system account just for City usage.
3. Carefully review, verify, and fact check via multiple sources the content generated by Generative AI.
4. Cite or reference when you use Generative AI within your documents and communications.
5. Opt out of data collection whenever possible.

6. Monitoring and Enforcement

6.1. Monitoring:

The Municipality reserves the right to monitor technology resources to ensure compliance with this policy.



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The IT Support team does use several monitoring systems to troubleshoot and proactively inspect use and system behavior.

6.2. Enforcement:

Violations of this policy may result in disciplinary action, including termination of employment or legal action.

6.3. User Training and Professional Development:

Regular IT training ensures employees are aware of security best practices, can recognize potential threats, and know how to respond appropriately to security incidents. All users are enrolled in a training program offered by ICRMP that defines technology security awareness and best practices. It is expected that all employees will actively pursue educational opportunities to apply the safest approaches to the use of technology and protecting assets.

7. Review and Updates

7.1. Policy Review:

This policy will be reviewed periodically to ensure its relevance and effectiveness.

7.2. Updates:

The Municipality reserves the right to update this policy as needed. Users will be notified of any changes.

8. Acknowledgment

By using City of Ketchum's technology resources, all users acknowledge that they have read, understood, and agree to comply with this Technology Acceptable Use Policy.

Employee Name: _____

Date: _____

Signature: _____

Title: _____



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: January 6, 2025 Staff Member/Dept: Trent Donat/Administration

Agenda Item: Recommendation to approve Resolution 25-002 to surplus computer hardware to Environmental Resource Center for distribution through donations to non-profit organizations in the Wood River Valley.

Recommended Motion:

I move to approve Resolution 25-002 to surplus computer hardware to Environmental Resource Center for distribution through donations to non-profit organizations in the Wood River Valley.

Reasons for Recommendation:

- The City has computer hardware coming off lease that would benefit the community vs. the logistics of surplusing each item.
This opportunity shows how the City of Ketchum and its citizens give back to the community in which we all live and benefit from all the excellent work of our non-profits in the Wood River Valley.
Environmental Resource Group has the logistic model in place and is set up to distribute the computer hardware in an efficient and cost-effective manner.

Sustainability Impact:

This action will contribute to extending the life of this computer hardware before it eventually would be subject to recycling or refuse.

Financial Impact:

Table with 2 columns: 'None OR Adequate funds exist in account:' and 'We will purchase the computer hardware for approximately \$2,368 vs. approximately \$1,215 for returning to Dell.'

Attachments:

- 1. Resolution 25-002
2. Dell Lease Buyout Invoice
3. Dell Lease Buyout Inventory List
4. Dell Lease Return Service Quotation

CITY OF KETCHUM

RESOLUTION 25-002

A RESOLUTION OF THE KETCHUM CITY COUNCIL DECLARING DELL LEASE BUYOUT COMPUTER HARDWARE AS SURPLUS AND TRANSFERRING TO THE ENVIRONMENTAL RESOURCE CENTER FOR DISTRIBUTION TO NON-PROFITS IN THE WOOD RIVER VALLEY.

SECTION 1: FINDINGS

- 1.1 The City of Ketchum has computer hardware coming off lease that would benefit the community vs. the logistics of surplus each item.
- 1.2 This opportunity shows how the City of Ketchum and its citizens give back to the community in which we all live and benefit from all the excellent work of our non-profits in the Wood River Valley.
- 1.3 Environmental Resource Group has the logistic model in place and set up to distribute the computer hardware in an efficient and cost-effective manner.

Now THEREFORE, BE RESOLVED by the City Council of the City of Ketchum that:

- 2.1 The City Council authorizes the City Clerk to dispose of the Dell Lease Buyout Computer Hardware to the Environmental Resource Group. Idaho law allows for this direct transfer for the purposes of donation to the non-profit community via a third-party distributor.

PASSED BY THE CITY COUNCIL of the City of Ketchum, effective this 6th day of January 2025

APPROVED:

Signed: _____
Neil Bradshaw, Mayor

ATTEST:

By _____
Trent Donat, City Clerk

**Dell
Financial
Services**

CITY OF KETCHUM
PO BOX 2315
KETCHUM, ID 83340

Date	12/31/2024
Invoice No.	EOL11750
Due Date	01/31/2025
Currency	USD

Questions? Please contact:
US_DFS_EOL_Request@Dell.com
(877) 663-3355

Contract Number	Transaction Type	Full / Partial	PO #	Rental / Renewal	FMV	Misc Charges	Late Fees	Sales Tax	Total
001-9009257-002	DFS EARLY BUYOUT - FMV	Full		\$0.00	\$2,368.00	\$0.00	\$0.00	\$0.00	\$2,368.00
Total:				\$0.00	\$2,368.00	\$0.00	\$0.00	\$0.00	\$2,368.00

The Total Amount Due may exclude charges or expenses for which you are responsible under the terms of your lease agreement including without limitation amounts related to the term of the lease that have not been assessed and missing, wrong, or damaged charges related to returned products. If applicable, these items will be billed separately. If you do not pay this invoice, your lease will continue according to its terms.

Please detach and return with your payment

Make cheque payable to Dell Financial Services and note invoice number

**Dell
Financial
Services**

DELL FINANCIAL SERVICES LLC
PAYMENT PROCESSING CENTER
PO BOX 6410
CAROL STREAM, IL 60197-6410

Invoice No.	EOL11750
Due Date	01/31/2025
Total Due	\$2,368.00
Currency	USD
Amount Paid	\$ <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

CITY OF KETCHUM
PO BOX 2315
KETCHUM, ID 83340

Contract Number	Term Date	Transaction Type	Asset_ID	Tag_ID
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	838770	1S9MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	777135	228MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	786601	2L8MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	820410	4D7MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	789528	4F9MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	794331	4H7MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	838737	848MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	820643	90TKH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	786469	949MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	766650	9JSKH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	798257	9W7MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	810724	BP8MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	828917	DZ7MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	813956	FG9MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	839656	FK9MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	847765	FRVKH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	772349	FV7MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	777546	G29MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	851452	HQ9MH73
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	759971	JTK4FB3
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	759367	BWZ7N83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	804172	BWZ8N83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	799917	BWZ9N83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	795858	BWZB283
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	855770	BWZCN83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	843840	BWZDN83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	794323	BWZFN83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	785077	BX08N83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	826322	BX09N83
001-9009257-002	2025-01-31	DFS EARLY BUYOUT - FMV	851239	BX0BN83

Description	Rental / Renewal	FMV	Misc Charges	Late Fees	Sales Tax	Subtotal
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL 24" LED MONITOR	0.00	90.00	0.00	0.00	0.00	90.00
DELL LATITUDE 5510 LAPTOP	0.00	68.00	0.00	0.00	0.00	68.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
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DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00
DELL OPTIPLEX 5080 DESKTOP	0.00	59.00	0.00	0.00	0.00	59.00



DFS Lease Return Service Quotation

Quote Date: 10/14/2024
Customer: CITY OF KETCHUM (104102)

Sold-To Information
Todd Mandeville PO Box 5186 Ketchum, ID 83340 208-720-5954 Email: tmandeville@ketchumcomputers.com

Pick-Up Information
Todd Mandeville 191 5th Street West City Hall Ketchum, ID 83340 208-720-5954 Email: tmandeville@ketchumcomputers.com

EOL Coordinator	Requested Pick-Up Date	RMA / Contract Number
Allison Wright	1/15/2025	001-9009257-002
Special Instructions		
Customer is requesting pickup date of 1/15/2025		

QTY	Asset / Fee	Charge	Extended
1	Notebooks	\$35.00	\$35.00
10	Desktops	\$35.00	\$350.00
19	Flat Panel Monitors: 20" to 24"	\$35.00	\$665.00
11	Data Sanitization	\$15.00	\$165.00
1	Full Service Return Logistics (Inventory, Package, & Transportation)	\$0.00	\$0.00
NOTE: APPLICABLE SALES TAX WILL BE ADDED TO INVOICE			

THIS IS NOT AN INVOICE

Subtotal	\$1,215.00
Tax Rate	See Note
Sales Tax	See Note
Total	\$1,215.00

BY SIGNING BELOW, YOU AGREE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE END OF LEASE SERVICE TERMS. IF YOU HAVE ANY QUESTIONS ABOUT THESE TERMS, YOU SHOULD CONTACT YOUR DESIGNATED DFS REPRESENTATIVE OR CONTACT THE DFS LOGISTICS DEPARTMENT VIA EMAIL AT US_EOL_LOGISTICS@DELL.COM. v.03/24

Date: _____ **Print:** _____ **Sign:** _____



This End of Lease Service Terms (“Service Terms”) contains the terms that apply to the Services (as defined below) requested by you (“Customer”) from Dell Financial Services L.L.C. (“DFS”) by a purchase made directly from DFS in connection with Customer’s signed quote with DFS that indicates the Services to be performed and related charges (each a “Quote”), and to which these Service Terms are attached or otherwise referenced. “Customer” shall include Customer’s corporate subsidiaries, as well as corporate parents, or any affiliates approved in writing by DFS to receive Services under the Service Terms. By ordering the Services, Customer agrees to be legally bound by the Service Terms. Any capitalized terms used herein but not otherwise defined shall have the meaning attributed to them in the Quote. In the event Customer issues a purchase order to DFS for the Services, any pre-printed terms on such purchase order are expressly rejected by DFS and are prohibited from being incorporated into the Service Terms and shall be void and of no effect. The Service Terms are only applicable to the Services being provided by DFS and not to any other service(s) being provided by any other Dell entity.

Customer and DFS agree to the following terms and conditions:

1. Services to be Performed by DFS. In connection with the products described in the Quote, DFS offers return logistics and data sanitization end of lease services to its customers (individually and collectively referred to herein as, the “Services”). The Quote will more specifically identify which of the Services will be utilized in connection with the products listed therein. The following is a summary of each Service:

a. **Full-Service Return Logistics.** DFS, by itself or through a third-party provider (“Provider”), will pick up the products identified on the Quote, or as otherwise identified by DFS and Customer (the “Returning Products”), between the hours of 8 a.m.–5 p.m. on a business day and at a site mutually agreed upon and identified by Customer (“Pickup Site”). Provider will count and inventory Returning Products by service tag (serial) number, visually inspect the cosmetic condition of each Returning Product, notate damage as being Customer’s financial responsibility (cosmetic inspection is not a determination of functionality), pack the Returning Products using Provider’s packing materials, load same onto Provider’s vehicle(s) and transport the Returning Products to the location identified by DFS.

Customer Obligations for Full-Service Return Logistics. Customer will cooperate with Provider in connection with the Services. Prior to any scheduled Service, Customer will (i) provide to DFS a written list identifying all items by type, quantity, and service tag (serial) number, and (ii) notify DFS of any scheduling requirements, and (iii) specify any reasonable insurance coverage that Customer requires Provider to carry. Customer is responsible for the de-installation of each Returning Product. By the scheduled pick up date Customer must (x) consolidate all items at one central sheltered ground floor location that has sufficient space and lighting for counting and packing the items and that is directly and freely accessible to Provider and, if necessary, Provider’s moving equipment, and (y) designate an employee of Customer as a contact person who is available at the time of pick up and has authorization to confirm information on a bill of lading or inventory report prepared by Provider. Customer will allow Provider all access to the Returning Products as may be necessary to provide the Services. Unless otherwise agreed between DFS and Customer, risk of loss to the Returning Products shall transfer from Customer to DFS once DFS or Provider packs the Returning Products at the Pickup Site. If Customer fails to provide the correct address for the Pick Up Site, does not have the items ready for scheduled pick up, provides the wrong items to DFS, fails to provide a designated contact person, or for any other reason fails to make all the Returning Products available for counting, packing and pick up on the scheduled date and by the appointed time(s) in accordance with these Service Terms, DFS may assess a fee of \$150.00 per attempted pickup. Customer agrees a minimum charge of \$450.00 shall apply for each scheduled pick up.

b. **Data Sanitization.** Data sanitization services correspond to hard drive components of Returning Products. Upon receipt of a hard drive at DFS’s location, hard drives will be identified and Sanitized (as defined below) by DFS or a Provider in alignment with the sanitization methods of “Clear, Purge and Destroy” as outlined in Table 5-1 of Chapter 5 of the current published version of NIST SP 800-88r1. Each hard drive (functional or otherwise) will be considered a separate hard drive resulting in the applicable fee being charged to Customer. THIS PROCESS MAY NOT RENDER DATA UNRECOVERABLE TO EXISTING ADVANCED FORENSIC METHODS OR DATA RECOVERY METHODS THAT MAY BE DEVELOPED IN THE FUTURE, AND THEREFORE DFS MAKES NO WARRANTY WHATSOEVER REGARDING THIS SANITIZATION PROCESS. NO DATA SANITIZATION PROCESS LEAVES A HARD DRIVE AS FREE FROM UNREADABLE RESIDUAL DATA AS A COMPARABLE NEW PRODUCT. DFS IS NOT RESPONSIBLE FOR HARD DRIVES THAT ARE NOT RECEIVED BY DFS AT ITS DESIGNATED LOCATION AND DFS MAKES NO (I) RECOMMENDATIONS REGARDING THE CUSTOMER’S DATA REMOVAL REQUIREMENTS OR (II) REPRESENTATIONS REGARDING THE EFFECTIVENESS OF ONE METHOD OF DATA SANITIZATION OVER ANOTHER. Within sixty (60) business days of the date a hard drive is received by DFS at its location, DFS or its Provider shall deliver to Customer a report via email that lists the hard drives received and verifies that all listed hard drives were Sanitized or destroyed in accordance with these Service Terms and the disposal/recycling of all other Returning Products was performed in accordance with applicable local, state and country regulatory requirements and guidelines. Unless otherwise agreed between DFS and Customer, DFS will bear the risk of loss or damage to the hard drive once received by DFS at its location. The risk of loss extends only to physical damage to the hard drive and does not broaden the limitations of liability set forth in the paragraph below or in the Service Terms. “Sanitized” will mean the certified data sanitization process for data bearing devices using methods aligned to the National Institute of Standards and Technology Special Publication 800-88 Revision 1 “Guidelines for Media Sanitization” (“NIST 800-88 r1”).



c. Customer Obligations for Services. (1) Customer shall backup any data or software Customer desires to retain prior to Returning Products being made available to DFS. Services provided under these Service Terms do not include the restoration of any data or software from Returning Products. (2) Customer must remove/disable all passwords and other access security features and terminate any theft deterrent or laptop tracking software contained within such Returning Products. (3) Customer must de-register Returning Products and other associated systems from Windows Autopilot or other software used to setup, pre-configure or manage Returning Products. (4) Customer shall remove any and all confidential, proprietary, sensitive or other non-public data (including, but not limited to, any Protected Health Information (“PHI”) as defined in 45 CFR 160.103 pursuant to Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) (hereinafter called “PHI Data”) or any data protected by the Family Educational Rights and Privacy Act (“FERPA”) (hereinafter called “FERPA Data”)) and any third-party software from all Returning Products prior to pick up by Provider. (5) Customer represents and warrants that all confidential, proprietary, sensitive or other non-public data (including PHI Data and FERPA Data) has been removed from hard drives pursuant to the above. To the extent Customer fails to remove any confidential, proprietary, sensitive or other non-public data (including PHI Data and FERPA Data) from any hard drive, DFS expressly disclaims any claim and/or liability that may later arise in connection therewith. DFS SHALL HAVE NO LIABILITY (WHETHER IN CONTRACT, TORT OR OTHERWISE) FOR THE SECURITY OR CONFIDENTIALITY OF DATA (INCLUDING PHI DATA AND FERPA DATA) RESIDING ON THE HARD DRIVE COMPONENTS. CUSTOMER MUST REMOVE ALL DATA (INCLUDING PHI DATA AND FERPA DATA) PRIOR TO PICK UP. **FOR THE AVOIDANCE OF DOUBT, THE TERMS OF SUBSECTION (c) APPLY WITH RESPECT TO EACH SERVICE PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION THE DATA SANITIZATION SERVICE.**

2. Terms of Purchase. All Services will be identified in the Quote. By executing the Quote, Customer consents to Services being performed pursuant to these Service Terms. Provided Customer complies with its obligations herein, DFS shall provide and implement the Services. Customer agrees that it is responsible for and will pay or reimburse DFS upon invoice for all government imposed taxes, duties, fines assessed or imposed on the Services (but excluding taxes imposed on DFS’s income or for which Customer has provided DFS with a valid tax exemption certificate acceptable to the relevant taxing authority prior to any taxes being paid by DFS).

3. Invoicing and Payment. The cost of the Services shall be as described in the Quote. If the type and/or quantity of Returning Products retrieved by the Provider differs from the Quote, DFS reserves the right to adjust the cost of the Services accordingly. Detailed payment instructions shall be delivered with the invoice. Payments are due no later than 30 days after the date of the invoice. If any checks are returned unpaid by Customer’s financial institution due to insufficient funds, DFS may assess an insufficient funds charge of \$35.00 per occurrence.

4. Purchases from a Third-Party Reseller. This Section shall not apply to Customers who purchase Services directly from DFS. If Customer purchases from a party other than DFS (each a “Reseller”), then Customer acknowledges that its payment for the Services is subject to the agreement between the Customer and the Reseller (the “End-User Reseller Agreement”). Otherwise, Customer agrees that these Service Terms shall apply to such Customer’s use of the Services notwithstanding anything to the contrary in the End-User Reseller Agreement. DFS shall not be liable to Customer for any representations, warranties, indemnities or damages beyond those set forth in these Service Terms. Customer acknowledges that to the extent DFS does not receive payment for the Services from the Reseller; DFS shall have the right to suspend or terminate the Services until such payment is received. DFS shall have no liability to Customer for such suspension or termination of Services and Customer shall look solely and exclusively to the Reseller for any and all damages and liability associated with such suspension or termination of the Services.

5. Term & Renewal. These Service Terms shall apply to the Returning Products listed on the Quote and shall remain valid up until the date the Products are either returned or the Quote is cancelled.

6. Third-Party Products & Warranties. “Third Party Products” means any third-party hardware, services or software including open-source software, leased by DFS. Some manufacturers’ warranties or service contract terms and conditions for Third Party Products may become void if DFS or anyone else, other than the manufacturer or its authorized representative, provides services for or works on the hardware or software (such as providing maintenance and repair services). DFS DOES NOT TAKE RESPONSIBILITY FOR THIRD PARTY WARRANTIES OR FOR ANY EFFECT THAT THE SERVICES MAY HAVE ON THOSE WARRANTIES. Except as agreed to in writing between Customer and DFS, Third Party Products shall be exclusively subject to terms and conditions between the third party and Customer. DFS shall have no liability for Third Party Products and Customer shall look exclusively to the third-party provider for any damages or liability with respect to the provision of such Third-Party Products.

7. Customer Responsibilities. It is the Customer’s responsibility to backup data (including PHI Data and FERPA Data) or software on Customer’s system(s) pursuant to Subsection 1(b) and 1(c) that Customer desires to retain prior to the Returning Products being made available to Provider for pickup and the Services being performed. Customer acknowledges that DFS’s performance and delivery of the Services are contingent upon: (i) Customer providing safe and hazard-free access to its personnel, facilities, equipment, hardware, software, network and information for Services to be performed at Customers location, and (ii) Customer’s timely decision-making, notification of relevant issues or information and granting of approvals or permissions. Customer will promptly obtain and provide to DFS or Provider any required licenses, approvals or consents necessary for DFS’s or Provider’s performance of the Services.



8. **Representations and Warranties.** Customer warrants that (i) other than any security or other interest retained by DFS in the Returning Products, title to the items is free and clear of all liens and claims of any kind, and (ii) that Customer is duly authorized to request performance of the Services for such Returning Products and that performance of the Services shall not result in a breach by Customer of any agreement or judgment binding upon Customer or any applicable law or regulation. In the event Customer breaches any representation or warranty contained in these Service Terms, Customer agrees, to the extent permitted by law, to defend and hold harmless DFS and its respective officers, directors, employees, representatives and agents from and against, all claims, demands, damages, losses, liabilities, actions, costs or expenses, including reasonable legal fees and expenses arising from or incurred in connection with these Service Terms, Returning Products, or Services, regardless of the form of action.

9. **Data Indemnity.** Customer agrees to defend and hold DFS harmless and pay for all costs and fees arising from any claim or liability or legal obligation in connection with any data (including PHI Data and FERPA Data) that is contained or may possibly be accessed on the Returning Products ("Data") including without limitation (i) any claim that Data was accessed improperly or not maintained in a secure manner or (ii) any obligation or liability arising from any law or regulation concerning the security or protection of stored or transmitted data (including PHI Data and FERPA Data) or personal information.

10. **Limited Warranty and Limitation of Liability**

a. **Limited Warranty.** DFS will perform Services in a workmanlike manner in accordance with generally accepted industry standards. Customer must notify DFS of any failure to so perform within 10 days after the date on which such failure first occurs. In such case, DFS will use reasonable efforts to correct such failure within a reasonable period of time. If, after reasonable efforts, DFS is not able to correct such deficiencies for reasons for which DFS is responsible, then Customer may terminate the affected Services for cause by providing written notice to DFS. Except as expressly stated in the preceding sentences, DFS makes no other warranty and disclaims all other warranties and conditions, whether express or implied, with respect to any of the Services, including but not limited to any implied warranties or conditions of merchantability, fitness for a particular purpose, performance, suitability or non-infringement; any warranty relating to third party products or third party services; any warranty with respect to the performance of any hardware or software used in conducting the Services; or any warranty concerning the results to be obtained from the Services or the results of any recommendation DFS or Provider may make.

b. **Limitation of Liability.** WHETHER DIRECT OR INDIRECT, DFS SHALL HAVE NO LIABILITY FOR THE FOLLOWING, (i) SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR INCIDENTAL DAMAGES, (ii) LOSS OF REVENUE, INCOME, PROFIT, OR SAVINGS, (iii) LOST OR CORRUPTED DATA (INCLUDING PHI DATA AND FERPA DATA) OR SOFTWARE, LOSS OF USE OF SYSTEM(S) OR NETWORK, OR THE RECOVERY OF SUCH, (iv) LOSS OF BUSINESS OPPORTUNITY, (v) BUSINESS INTERRUPTION OR DOWNTIME, (vi) SERVICES, RETURNING PRODUCTS OR THIRD-PARTY PRODUCTS NOT BEING AVAILABLE FOR USE BY CUSTOMER, OR (vii) CORRUPTION, LOSS, DISCLOSURE OR USE OF DATA (INCLUDING PHI DATA AND FERPA DATA), CONFIDENTIAL INFORMATION OR THIRD PARTY SOFTWARE WHICH CUSTOMER FAILS TO REMOVE FROM ANY HARD DRIVE PRIOR TO MAKING SUCH HARD DRIVE AVAILABLE TO DFS. DFS'S MAXIMUM AND SOLE LIABILITY (WHETHER IN CONTRACT, TORT OR OTHERWISE) FOR ALL CLAIMS OF LIABILITY ARISING OUT OF, OR IN CONNECTION WITH ANY SERVICE PROVIDED PURSUANT TO THESE SERVICE TERMS SHALL NOT EXCEED THE TOTAL AMOUNT OF FEES PAID OR PAYABLE BY CUSTOMER UNDER THESE TERMS FOR THE SPECIFIC SERVICE(S) GIVING RISE TO SUCH CLAIM DURING THE PRIOR TWELVE (12) MONTH PERIOD. EACH PARTY ACKNOWLEDGES THAT THESE LIMITATIONS APPLY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR THE REMEDIES FAIL OF THEIR ESSENTIAL PURPOSE AND THAT, WITHOUT THESE LIMITATIONS, THE FEES FOR THE SERVICES PROVIDED HEREUNDER WOULD BE HIGHER.

DFS DOES NOT LIMIT ITS LIABILITY FOR FRAUD, PERSONAL INJURY, TANGIBLE PROPERTY DAMAGE OR DEATH ARISING FROM ITS GROSS NEGLIGENCE OR ANY OTHER LOSS THAT CANNOT BE LIMITED UNDER APPLICABLE LAW. IN THE EVENT APPLICABLE LAW PROHIBITS IN ANY PART ANY LIMITATION OF LIABILITY IN THESE SERVICE TERMS, THE PARTIES AGREE THAT SUCH LIMITATION SHALL BE MODIFIED, WITHOUT FURTHER ACTION OF EITHER PARTY, SO AS TO BROADLY APPLY TO THE MAXIMUM EFFECT ALLOWED BY APPLICABLE LAW.

11. **Additional Terms.**

a. **Independent Contractor Relationship; Assignment; Subcontracting.** The parties are independent contractors. Neither party will have any rights, power or authority to act or create an obligation, express or implied, on behalf of another party except as specified in these Service Terms. DFS has the right to assign, subcontract or delegate in whole or in part these Service Terms, or any rights, duties, obligations or liabilities under these Service Terms, by operation of law or otherwise, provided that DFS shall remain responsible for the performance of Services under these Service Terms. Otherwise, neither party may assign these Service Terms without the permission of the other.



b. **Publicity and Use of Marks.** Customer may not use the name or any trademarks, trade names or service marks of DFS or any other Dell entity, or quote the opinion of any employee of DFS, in any advertising or marketing material (including press releases) without first obtaining the prior written consent of an officer of DFS.

c. **Dispute Resolution.** The parties agree to work in good faith to resolve between them all disputes and claims arising out of or relating to these Service Terms before initiating a lawsuit. To this end, either party may request that each party designate an officer or other management employee to meet, with authority to bind the party to resolve the dispute or claim. During their discussions, each party will honor the other's reasonable requests for non-privileged and relevant information. This paragraph will not apply if: (i) the expiration of the statute of limitations for a cause of action is imminent; or (ii) injunctive or other equitable relief is necessary to mitigate damages.

d. **Governing Law.** Unless otherwise required by applicable law, these Service Terms and the Services provided hereunder shall be governed by the laws of the State of Texas without regard to choice of law principles and any lawsuit arising hereunder must be brought in the state courts in Williamson County, Texas.

e. **Entire Agreement; Severability; Section Headings.** These Service Terms as attached to Customer's Quote with DFS contain the entire agreement with respect to the Services; supersede any previous agreements or understandings, oral or written; and may not be modified except in writing by both parties. DFS reserves the right to update these Service Terms at any time for future Quotes and such terms shall apply solely to the Quote to which it is attached. If any provision of these Service Terms is determined by a court of competent jurisdiction to be void or unenforceable, the remainder of these Service Terms will remain in full force and effect. Section headings are for reference only and shall not affect the meaning or interpretation of these Service Terms.

f. **Counterparts.** If a signature block is appended hereto, these Service Terms may be executed in counterparts, each of which shall be deemed an original, but all such counterparts shall together constitute one and the same instrument.

v. 03/24

Asset Recovery List

RMA / Contract	Asset ID	SKU	Service Tag	Equipment Description
001-9009257-002	759367	210-AVOX	BWZ7N83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	759971	210-AWLP	JTK4F83	DELL LATITUDE 5510 LAPTOP
001-9009257-002	766650	210-AQDX	9JSKH73	DELL 24" LED MONITOR
001-9009257-002	772349	210-AQDX	FV7MH73	DELL 24" LED MONITOR
001-9009257-002	777135	210-AQDX	228MH73	DELL 24" LED MONITOR
001-9009257-002	777546	210-AQDX	G29MH73	DELL 24" LED MONITOR
001-9009257-002	785077	210-AVOX	BX08N83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	786469	210-AQDX	949MH73	DELL 24" LED MONITOR
001-9009257-002	786601	210-AQDX	2L8MH73	DELL 24" LED MONITOR
001-9009257-002	789528	210-AQDX	4F9MH73	DELL 24" LED MONITOR
001-9009257-002	794323	210-AVOX	BWZFN83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	794331	210-AQDX	4H7MH73	DELL 24" LED MONITOR
001-9009257-002	795858	210-AVOX	BWZB283	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	798257	210-AQDX	9W7MH73	DELL 24" LED MONITOR
001-9009257-002	799917	210-AVOX	BWZ9N83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	804172	210-AVOX	BWZ8N83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	810724	210-AQDX	BP8MH73	DELL 24" LED MONITOR
001-9009257-002	813956	210-AQDX	FG9MH73	DELL 24" LED MONITOR
001-9009257-002	820410	210-AQDX	4D7MH73	DELL 24" LED MONITOR
001-9009257-002	820643	210-AQDX	90TKH73	DELL 24" LED MONITOR
001-9009257-002	826322	210-AVOX	BX09N83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	828917	210-AQDX	DZ7MH73	DELL 24" LED MONITOR
001-9009257-002	838737	210-AQDX	848MH73	DELL 24" LED MONITOR
001-9009257-002	838770	210-AQDX	1S9MH73	DELL 24" LED MONITOR
001-9009257-002	839656	210-AQDX	FK9MH73	DELL 24" LED MONITOR
001-9009257-002	843840	210-AVOX	BWZDN83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	847765	210-AQDX	FRVKH73	DELL 24" LED MONITOR
001-9009257-002	851239	210-AVOX	BX0BN83	DELL OPTIPLEX 5080 DESKTOP
001-9009257-002	851452	210-AQDX	HQ9MH73	DELL 24" LED MONITOR
001-9009257-002	855770	210-AVOX	BWZCN83	DELL OPTIPLEX 5080 DESKTOP



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- Jacobs Engineering holds a valuable, overarching understanding of long term needs and desires of the City of Ketchum. This TO utilizes that knowledge to help get our long-term sidewalk projects to 30% design
- Jacobs Eng. Houses subject matter experts on the multiple issues these sidewalk projects encounter (ie. drainage, traffic, structural, pavement).
- Jacobs Eng. Will be enlisted to get projects to 30% design. Staff will then distribute the remaining design and project execution services to local engineering firms as those projects near target construction dates.

Policy Analysis and Background (non-consent items only):

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="With some assistance from KURA planned budgets, adequate funds exist in the current CIP for the \$89,245 proposed here"/>
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Attachments:

- | |
|---|
| 1. 02 Misc Sidewalks Task Order 12 2 24 |
| 2. Jacobs PO #25064 |

Effective Date: _____

Task Order 02 – Miscellaneous Sidewalks 2025

This Amendment is entered into on the effective date noted above pursuant to the “Master Professional Services Agreement” (#22841) between the City of Ketchum (“Client”) and Jacob Engineering Group Inc. (“JACOBS”), dated April 12, 2023 (“Agreement”). The Agreement is incorporated herein and forms an integral part of this Task Order. However, in case of conflict, the terms of the Agreement shall control.

Services Authorized:

Client authorizes JACOBS to perform the Services described in Task Order 02 – Miscellaneous Sidewalks 2025, attached hereto and incorporated herein.

Pricing: \$89,245

Time and Expense per attached Task Order 02 – Miscellaneous Sidewalks.

CLIENT

JACOBS ENGINEERING GROUP INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Task Order 2 Scope of Services

DESIGN SERVICES Miscellaneous Sidewalks

Task Order 2 covers the effort necessary to provide Conceptual Design Services for Miscellaneous Sidewalks in Ketchum. This project is being conducted under the Master Professional Services Agreement, #22841, signed April 12, 2023, between Jacobs Engineering Group, Inc., (Jacobs) and the City of Ketchum (City).

Task Order Team:

Program Manager: Betsy Roberts
Design Quality Manager: Heather Carroll
Project Manager: Steven Peters
Civil Lead: Mateo Franzoia
Civil Support: Meeloud Alhasyah

TASK 1 – Project Management

Objective: Successful management of this Task Order and efficient coordination of invoicing with City of Ketchum.

Activities:

- Lead development of the Miscellaneous Sidewalks Task Order to ensure Scope of Work is reflective of decisions made and is prepared in a timely manner for Council approval.
- The Program Manager will work closely with City Project Manager (PM) to support overall successful design.
- The Jacobs PM will coordinate closely with the City PM to monitor outstanding issues, schedule impacts, design concerns, and construction challenges.
- Jacobs PM will provide updates for the Monthly Progress as part of the invoice.
- Program Manager will either be or will select an appropriate Quality Control Manager to ensure a quality product is developed.

Assumptions:

1. Duration of Jacobs design portion project is assumed to be three months November through February 2025 (16 weeks). The Local Designer portion will require less effort and is assumed to be 5 months (20 weeks).
2. Weekly internal team meetings will be held during the design phase requiring up to 4 Jacobs staff per meeting. Monthly meetings will be assumed during the Local Designer support phase, including up to two Jacobs staff.

3. Monthly invoice coordination between Program Manager and Jacobs PM to ensure invoicing is in alignment with different tasks.

Deliverables:

1. Final Scope of Work.
2. Invoice information provided as part of Program Manager overall invoices.
3. Information for Monthly Progress Reports.
4. Notes from meetings or decision points as appropriate.

TASK 2 – Miscellaneous Sidewalk Design Services

SUBTASK 2.1. Conceptual Design

Objective: Complete conceptual level design for various sections of new or improved sidewalk throughout the community as identified below.

Activities:

- As appropriate, incorporate space and viable connection points for Bike Network future infrastructure.
- Provide conceptual level design plans and estimate for the following miscellaneous sidewalks:
 - Huck and Paddle Corner
 - 6th St & Washington Ave Intersection
 - 2nd St & 1st Ave Intersection
 - 6th St & Leadville Ave Intersection
 - 5th St West, Main St to Leadville Ave
- Create a Concept Plan Exhibit for each miscellaneous sidewalk area listed above including:
 - Sidewalk limits
 - Curb & gutter tie-in locations
 - Asphalt replacement extent
 - Pedestrian bulbout layout
 - Expected retaining wall locations (including anticipated height and length)
 - Anticipated crosswalk locations
 - General understanding of drainage needs/impacts
 - General understanding of ability to connect into existing grades
 - Relocations (such as trees, hydrants, etc.)
 - Utility impacts in general
- Perform QC Review and address comments following Jacobs Internal QC Process.
- Develop a Conceptual Construction Estimate for each of the sidewalk areas identified above, including ISPWC bid items, estimated unit prices, and quantities associated with each for Initial Concept Plan.
- Develop a Final Concept Construction Estimate for each of the sidewalk areas identified above, including ISPWC bid items, estimated unit prices, and quantities associated with each for Final Concept Plan.
- Develop a Project Cost Summary including project design and construction costs once the Final Concepts and Final Concept Construction Estimates are completed.

Assumptions:

1. Duration for this subtask is assumed to be 14 weeks (late November through February).
2. Any time needed for hand off to local designer will be covered under the Miscellaneous On-Call task order.
3. Conceptual design will not include:
 - Grading for any elements (roadway, sidewalk, or ADA ramp)
 - Preliminary or final design for:
 - Drainage
 - Retaining Wall
 - Electrical connectivity
 - Landscape design
 - Striping reconfigurations
 - Cross Section or detail exhibits
 - Construction schedule
4. If needed, up to three (3) Conceptual design alternatives can be evaluated per miscellaneous sidewalk location.
5. Unit prices will be based off the 2024 Main St Project from River St to 10th St.; assumes up to two iterations of cost estimate for each sidewalk location based on Initial and Final Concept layouts. The intent of cost information is to help provide cost ranking ability for sidewalk projects.
6. This scope does not include presentation material preparation for City Council or Public Engagement meetings, or attendance at such meetings.

Deliverables:

1. One (1) Final Concept Plan Exhibit for each of the miscellaneous sidewalk designs (based on possible 3 iterations of concepts)
2. One (1) Final Concept Construction Estimate for each of the miscellaneous sidewalk designs
3. One (1) Project Cost Summary estimate identifying complete Project costs, including:
 - All Concept Construction costs
 - Contingency
 - Percent for preliminary and final design
 - Percent for construction survey
 - Percent for Stormwater Erosion Control
 - Percent for Traffic Control
 - Construction management

SUBTASK 2.2. Conceptual Design Review

Activities:

- Schedule Conceptual Design Review meeting, including Initial, Follow Up, and Final (3 meetings) with City to improve conceptual design.
- Refine package based on Review Comments collected

Assumptions:

1. These Review meetings will be scheduled based on Ketchum and Jacobs team availability.
2. Meetings will be virtual.

3. Up to three Jacobs staff will participate in these meetings.

Deliverables:

1. One (1) **Revised** Concept Plan for each of the miscellaneous sidewalk areas for Initial and Follow Up reviews, if required.
2. One (1) **Revised** Concept Construction Estimate for each of the miscellaneous sidewalk areas after Final Concepts are approved.

SUBTASK 2.3. Coordination with Local Designers

Objective: Conduct handoff of Concept Design files to local design team and provide follow up support and review.

Activities:

- Compile and share base files (native CAD files and any PDFs or documentation) with up to two different local design teams.
- Respond to questions from local design teams.
- Participate in high level review of design packages and provide comments.

Assumptions:

1. Meetings will be virtual.
2. Up to three Jacobs staff will participate in these meetings.
3. Duration is assumed to be up to 16 weeks (generally March through June).

Deliverables:

1. Notes or design package mark ups.

PERIOD OF PERFORMANCE: Overall – November 2024 through June 2025

COMPENSATION:

Total Project Fee Design: \$89,245

This is a Time & Materials, Not-to-Exceed Amount.



CITY OF KETCHUM

PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER

BUDGETED ITEM? Yes No

PURCHASE ORDER - NUMBER: 25064

To: 5737 JACOBS ENGINEERING GROUP, INC. PO BOX 5018713 ST LOUIS MO 63150-8713	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
01/02/2025	BDAVIS	BDAVIS			

Quantity	Description	Unit Price	Total
1.00	MISC SIDEWALK ENGINEERING 03-4193-7110	89,245.00	89,245.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		89,245.00

 Authorized Signature



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: January 6, 2025 Staff Member/Dept: Morgan Landers, AICP – Director of Planning and Building

Agenda Item: Recommendation to review and approve the Amended Sapp Townhomes Phased Townhouse Subdivision Agreement #22812A.

Recommended Motion:

I move to approve the Amended Sapp Townhomes Phased Townhouse Subdivision Agreement #22812A.

Reasons for Recommendation:

- Due to market conditions and constructions schedules, the completion schedule of the two-unit development was extended to be sequential rather than concurrent.
• All city departments have reviewed and agreed to the revisions in the agreement.
• The Planning and Zoning Commission reviewed the amended agreement at their regular meeting on November 26, 2024 and unanimously recommended approval to the City Council.

Policy Analysis and Background (non-consent items only):

BACKGROUND

The Sapp Townhomes development is for two new 3,655 square foot two-story detached townhomes with attached two-car garages (the "project"), located at 780 N 4th Ave (the "subject property"). Figure 1 shows the subject property, which is within the General Residential – Low Density (GR-L) zone district.



Figure 1: Subject Property

The project received Design Review (File No. P22-052) approval on November 8, 2022, and Preliminary Plat (File No. P22-052A), Lot Line Shift (File No. P22-052B) and Phased Townhouse Development Agreement (#22812) approval on November 21, 2022. A building permit was issued for Sublot 1 on February 7, 2024, and a temporary certificate of occupancy was issued on November 21, 2024.

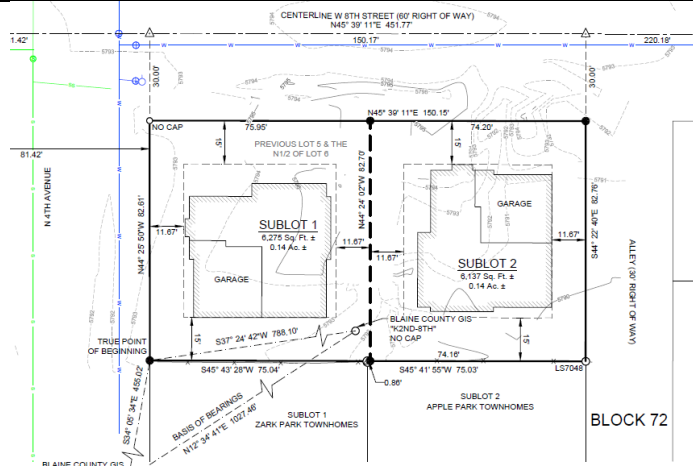


Figure 2: Sublots with Proposed Development

The Phased Townhouse Development Agreement (Attachment A) sets forth the obligations of the developer and city for the development including construction requirements for both sublots, sequence of obligations, and timeframe for completion of the project. The initial agreement required all right-of-way improvements, driveways and walkways to both units, and all alley improvements to be completed prior to a certificate of occupancy for Sublot 1. The agreement was drafted this way as the applicant initially anticipated construction of both Sublots at the same time. However, due to market conditions and construction schedules, only one unit (Sublot 1) was constructed. The applicant is requesting an amendment to the Phased Development Agreement that would allow for the following:

1. Completion of the driveway and walkway improvements for Sublot 2 to occur with the construction of the dwelling unit on that lot
2. Completion of the alley improvements to occur with the construction of the unit on Sublot 2
3. Extension of the timeframe for construction of the dwelling unit on Sublot 2

ANAYLSIS

After review and discussion of the request with the applicant and other city departments, staff is supportive of the requested changes for the following reasons:

1. Construction of the driveway and walkway on Sublot 2 prior to construction of the dwelling unit leads to construction activities that would be significantly damaged during construction and what to be fully reconstructed following completion of the dwelling unit.
2. Construction of the alley improvements prior to construction of the dwelling unit on Sublot 2 creates challenges when tying in the grading and drainage of the alley to the on-site grading and drainage of Sublot 2. Constructing the dwelling unit first and then completing the on-site grading and drainage to tie into the final construction of the alley is the appropriate sequence by which these improvements should be constructed.
3. The city’s municipal code allows a maximum of three years to complete the construction of a project once a building permit is issued. The purpose of the phased development agreement is to ensure the timely completion of the full project and completion of all required improvements associated with the entitled project. To ensure that both townhomes are constructed per the approved design review approval, staff included section 2.A and 2.B to ensure the development is completed.

Staff also revised Section 4 of the agreement to align with KMC section 16.04.080.D.1 related to the recording of final plats. At the time of execution of the initial PDA, the city required that certificates of occupancy be issued prior to final plat recording. This provision of the code was correct in the interim and permanent ordinances approved in the last 2 years to eliminate issues with tax assessment, legal descriptions and warranty deeds, and development financing.

Sustainability Impact:


The first townhouse was permitted prior to the state's House Bill 287 prohibiting the city from requiring sustainability measures above the adopted IECC. Therefore, that unit was still required to meet the requirements of NGBS Silver.

Financial Impact:

None OR Adequate funds exist in account:	None
--	------

Attachments:

- | |
|-----------------------|
| 1. Original Agreement |
| 2. Amended Agreement |

<p>RECORDING REQUESTED BY AND WHEN RECORDED RETURN TO:</p> <p>City Clerk, City of Ketchum PO Box 2315 Ketchum Idaho, 83340</p>	<p>Instrument # 697753 HAILEY, BLAINE, IDAHO 12-6-2022 01:53:29 PM No. of Pages: 11 Recorded for : CITY OF KETCHUM STEPHEN MCDOUGALL GRAHAM Fee: 0.00 Ex-Officio Recorder Deputy Index to: ADDENDUM/MEMORANDUM/AGREEMENT</p> 
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(Space Above Line For Recorder's Use)

**SAPP TOWNHOMES
 PHASED TOWNHOUSE SUBDIVISION AGREEMENT #22812**

THIS PHASED TOWNHOUSE SUBDIVISION AGREEMENT ("Agreement") is made and entered into as of the 21st day of Nov. 2022, by and between the City of Ketchum, an Idaho municipal corporation ("City") and Sapp Family Holdings, LLC, owner of real property ("Owner").

RECITALS

WHEREAS, Owner owns certain real property located at 780 N 4th Ave, Ketchum, Idaho legally described as Lot 5 and N ½ of Lot 6, Block 72, Ketchum Townsite, according to the official plat recorded under Instrument Number 302967, on file in the office of the County Recorder of Blaine County, Idaho (the "Property"); and

WHEREAS, Owner has submitted a Design Review application for the development of the Property with two detached townhomes (the "Project") and requests a phased development agreement for the development of the Project under the provisions of Section 16.04.110 – *Phased Development Projects* within Title 16 of the Ketchum Municipal Code.

WHEREAS, Owner has submitted an application for a townhouse preliminary plat to create two townhome sublots referred to as Sublot 1 and Sublot 2 (the "Townhouse Preliminary Plat"), included as Exhibit A.

WHEREAS, Owner proposes to construct all required right-of-way infrastructure improvements including paver driveways with no snowmelt, and water and sewer utility services for each sublot in one phase. All required improvements will be constructed to City standards and Owner assumes maintenance responsibilities of the paver driveway, water service lines, and sewer service lines to each sublot.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the mutual covenants and agreements herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Maintenance Responsibilities.

A. *Owner.*

- (1) *Water Service Lines Serving Sublots 1 and 2.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private water lines serving the Project. The private water line is from the point of the meter on N 4th Ave and 8th Streets to each detached townhouse unit.
- (2) *Sewer Service lines Serving Sublots 1 and 2.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private sewer lines serving the Project. The private sewer line is from the point of the meter on N 4th Ave and 8th Streets to each detached townhouse unit.
- (3) *Paver Driveway.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private driveways serving Sublots 1 and 2.

2. Construction and Completion Schedule.

- A. All townhouse units on Sublots 1 and 2 shall be completed no later than three years from the date of issuance of a building permit for the first townhouse unit, as evidenced by issuance of a Certificate of Occupancy for each townhouse unit.
- B. Prior to issuance of a Certificate of Occupancy for the first detached townhouse unit, each subplot shall be adequately served by both water and sewer services as generally depicted on Exhibit A, as affirmed in writing by the City. The City must approve the timing of water and sewer connections to the existing system.
- C. Prior to obtaining Certificate of Occupancy for the first townhouse unit, the following improvements as generally depicted on Exhibit B shall be completed and/or extended to each Sublot:
 - (1) Dry utility services (power, gas, cable, etc); and
 - (2) All hardscape pathways and access points for adequate and safe egress from the units; and
 - (3) N 4th Ave and 8th Street right of way improvements consistent with Ketchum Municipal Code, Title 12.04.030.H.1 and current right of way standards completed and installed to the satisfaction of the City Engineer; and

(4) Alley surfacing and drainage improvements; and

(5) Water and sewer mains and services serving sublots 1 and 2; and

D. Prior to obtaining a Certificate of Occupancy for the last detached townhouse unit, all landscaping as generally depicted in Exhibits A and B shall be installed.

3. Building Permits for Each Townhouse Unit. Owner shall apply for individual building permits for each townhouse unit to be constructed. Each townhouse unit shall obtain a separate Certificate of Occupancy. The first building permit shall include plans and improvements as identified in Sections 2A and B of this Agreement.

4. Townhouse Sublot Final Plat. The City agrees to accept and process a townhouse final plat application for approval by City Council provided a Certificate of Occupancy has been issued for the first townhouse unit on the Property should Owner comply with all above recitals.

5. Owners' Association Assumption of Responsibilities. Upon the recording of the Townhouse Sublot Final Plat, Owner may assign and transfer its maintenance responsibilities and obligations under this Agreement to the Sapp Townhomes Homeowner's Association.

6. General Provisions.

A. *Recitals and Construction.* The City and Owner incorporate the above recitals into this Agreement and affirm such recitals are true and correct.

B. *Effective Date.* This Agreement is effective as of the date on which the last of the City and Owner execute this Agreement. Neither party shall have any rights with respect to this Agreement until both have executed this Agreement.

C. *Owner Representations.* Owner represents and warrants to City that (a) Owner holds fee simple title to the Property, and (b) no joinder or approval of another person or entity is required with respect to Owner's authority to make and execute this Amendment.

D. *Neutral Interpretation.* City and Owner acknowledge they and, if they so choose, their respective counsel have reviewed this Agreement and the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of the Agreement, or any exhibits, attachments and addenda to the Agreement.


E. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which taken together shall constitute one and the same agreement binding upon

the parties. Signatures transmitted by facsimile or via e-mail in a "PDF" format shall have the same force and effect as original signatures on this Amendment. The Original of this Amendment shall be recorded with the Blaine County Recorder.

IN WITNESS WHEREOF, the parties, having been duly authorized, have hereunder caused this Agreement to be executed, the same being done after public notice and statutory requirements having been fulfilled.

"CITY":

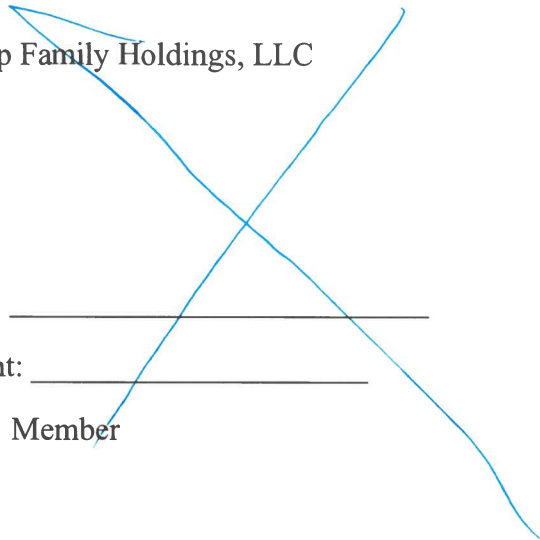
CITY OF KETCHUM,
an Idaho municipal corporation

By: 
Neil Bradshaw, Mayor

"OWNER":

Sapp Family Holdings, LLC

By: _____
Print: _____
Member



ATTEST:

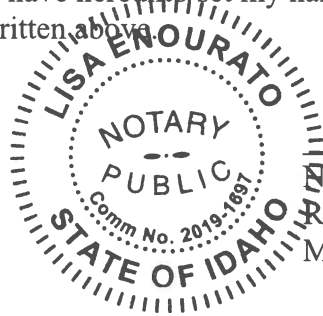

Trent Donat, City Clerk

ACKNOWLEDGEMENT FOR CITY

STATE OF IDAHO)
) ss.
COUNTY OF BLAINE)

On this 23rd day of November, 2022, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified by me to be the Mayor of the City of Ketchum, Idaho, and the person who executed the foregoing instrument and acknowledged to me that he executed the same on behalf of such city.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.



[Handwritten signature]

Notary Public for the State of Idaho
Residing at Hailey
My Commission Expires 8/21/25

ACKNOWLEDGEMENT FOR OWNER

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2022, before me, a Notary Public in and for said State, personally appeared _____, known to me to be the owner of certain real property at 780 N 4th Ave, and known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.


Notary Public for the State of _____
Residing at _____
My Commission Expires _____

the parties. Signatures transmitted by facsimile or via e-mail in a "PDF" format shall have the same force and effect as original signatures on this Amendment. The Original of this Amendment shall be recorded with the Blaine County Recorder.

IN WITNESS WHEREOF, the parties, having been duly authorized, have hereunder caused this Agreement to be executed, the same being done after public notice and statutory requirements having been fulfilled.


"CITY":

CITY OF KETCHUM,
an Idaho municipal corporation

By: 
Neil Bradshaw, Mayor

"OWNER":

Sapp Family Holdings, LLC

By: 
Print: LAYNE E. SAPP
Member



ATTEST:

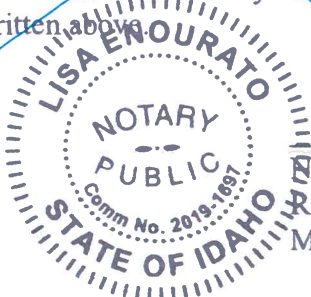

Trent Donat, City Clerk

ACKNOWLEDGEMENT FOR CITY

STATE OF IDAHO)
) ss.
COUNTY OF BLAINE)

On this 23rd day of November, 2022, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified by me to be the Mayor of the City of Ketchum, Idaho, and the person who executed the foregoing instrument and acknowledged to me that he executed the same on behalf of such city.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.



[Signature]
Notary Public for the State of Idaho
Residing at Hailey
My Commission Expires 8/21/25

ACKNOWLEDGEMENT FOR OWNER

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this 1 day of DECEMBER, 2022, before me, a Notary Public in and for said State, personally appeared WAYNE E. SAPP, known to me to be the owner of certain real property at 780 N 4th Ave, and known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

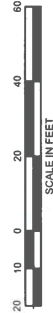
Notary Public
State of Washington
Sharon Dianne Le Roux
Commission No. 187444
Commission Expires 08-03-26

[Signature]
Notary Public for the State of WA
Residing at AMMAMISH
My Commission Expires 08/03/2026

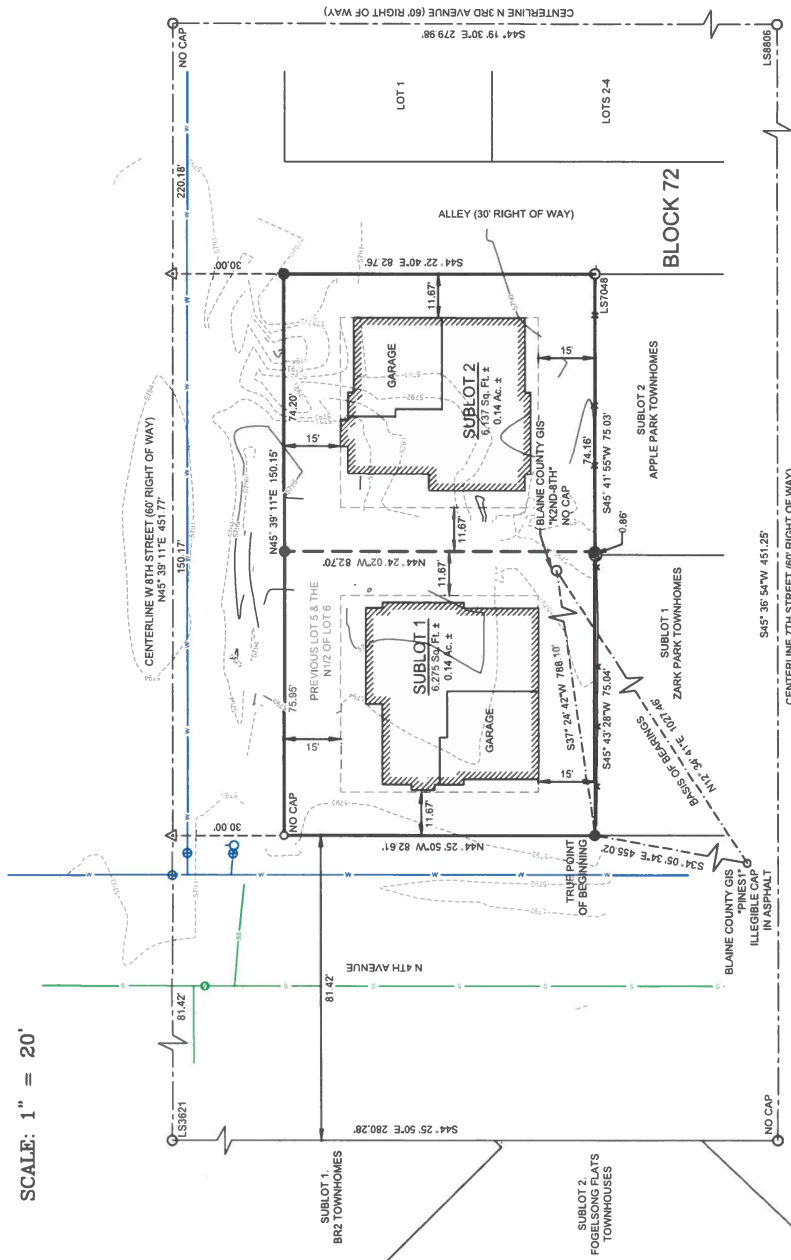
A PLAT SHOWING

SAPP TOWNHOMES

WHERE IN LOT 5 & THE N1/2 OF LOT 6, BLOCK 72, IS SUBDIVIDED INTO TOWNHOME SUBLOTS 1 & 2 AS SHOWN HEREON
 LOCATED WITHIN SECTION 13, T.4 N., R.17 E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO
 JULY 2022



SCALE: 1" = 20'



LEGEND

	Property Line
	Proposed Lot Line
	Adjacent Lot Line
	Centerline of Right of Way
	Fence Line
	Survey Tie Line
	GIS Tie Line
	Building Setback, Width as Shown
	Water Main Line
	Sewer Service Line
	5' Contour Interval
	1' Contour Interval
	Proposed Building
	Found 5/8" Rebar
	Found 1/2" Rebar
	Set 5/8" Rebar, P.L.S. 16670
	Calculated Point, Nothing Set
	Manhole
	Water Valve
	Fire Hydrant

SURVEY NARRATIVE & NOTES

The purpose of this survey is to show the monuments found and set during the boundary re-creation of Lot 5 & the N1/2 of Lot 6, Block 72, Ketchum Township and Blaine County, Idaho. The survey was conducted on July 20, 2022, and the boundary shown is based on found monuments and lot corner monuments and the Official Map of the Village of Ketchum, Instrument No. 302987, records of Blaine County, Idaho. All found monuments have been accepted. Additional documents used in the course of this survey are: Blaine County Plat showing Zark Park Subdivision, Instrument Number 348073, and the Plat showing Apple Park Subdivision, Instrument Number 359588. All records of Blaine County, Idaho.

The distances shown are measured. Refer to the above referenced documents for previous record data.

Galena Engineering Inc. has not received a Title Policy from the client and has not been requested to obtain one. Relevant information that may be contained within a Title Policy may therefore not appear on this map and may affect items shown hereon. It is the responsibility of the client to obtain a Title Policy and determine whether it should be included. If the client desires this information to be included they must furnish said information to Galena Engineering, Inc. and request it be added to this map.

Unless otherwise shown hereon, this survey does not purport to reflect any of the following which may be applicable to subject real property: natural hazards, encroachments, wetlands, easements, building setbacks, restrictive covenants, subdivision restrictions, zoning or any other land-use regulations.

All utilities shall be installed underground.

All townhome (with) owners shall have mutual reciprocal easements for existing and future water, cable tv, sewage, telephone, natural gas and electrical lines over, under, and across their townhouses and setbacks for the repair, maintenance, and replacement thereof.

Garage space shall not be converted to living space or used other than parking of vehicles and household storage.

The townhome setbacks shown hereon are considered as one (1) level lot coverage requirements and other bulk regulations per the City of Ketchum ordinances apply to the sublots as one parcel.

The owner/individual is Sapp Family Holdings LLC, 1100 Bellevue Way, NE, Suite 8A, Box 551, Bellevue, Washington 98004. The surveyor/representative is Mark Phillips, Galena Engineering, Inc., 317 N. River St., Hailey, ID 83433.

The current zoning is GR-L. Refer to the City of Ketchum Zoning Ordinance for specific information about this zone.



MARK E. PHILLIPS, P.L.S. 16670

HEALTH CERTIFICATE: Sanitary restrictions as required by the Health Code Title 50, Ch. 13, Sec. 50-1326, sanitary restrictions may be reimposed in accordance with Idaho Code Title 50, Ch. 13, Sec. 50-1326, by issuance of a Certificate of Disapproval.

South Central Public Health District

Date

SAPP TOWNHOMES
 GALENA ENGINEERING, INC.
 HAILEY, IDAHO
 SHEET 1 OF 2
 Job No. 8237-01

CERTIFICATE OF OWNERSHIP

This is to certify that the undersigned is the owner in fee simple of the following described parcel of land:
A parcel of land located within Section 13, T.4N., R.17E., B.M., City of Ketchum, Blaine County, Idaho, more particularly described as follows:
LOT 5 & THE N1/2 OF LOT 6, BLOCK 72, KETCHUM TOWNSITE

The easements indicated hereon are not dedicated to the public, but the right to use said easements is hereby reserved for the public utilities and for any other uses indicated hereon and no permanent structures are to be erected within the lines of said easements.

I do hereby certify that all lots in this plat will be eligible to receive water service from an existing water distribution system and that the existing water distribution system has agreed in writing to serve all of units shown within this plat.

It is the intent of the owner to hereby include said land in this plat.

Sapp Family Holdings, LLC, an Idaho Limited Liability Company
BY: Rueben Ortega, Registered Agent

ACKNOWLEDGMENT

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, 2022, before me, a Notary Public in and for said State, personally appeared Rueben Ortega, known or identified to me to be a Registered Agent of the limited liability company that executed the foregoing instrument, and acknowledged to me that such limited liability company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public in and for said State
Residing in _____
My Commission Expires _____

PROJECT ENGINEER'S CERTIFICATE

I, the undersigned, project engineer for Sapp Townhomes, certify that the subdivision is in accordance with the City of Ketchum Subdivision standards.

Sean M Flynn, PE 12497, Galena Engineering, INC

SURVEYOR'S CERTIFICATE

I, Mark E. Phillips, a duly Licensed Professional Land Surveyor in the State of Idaho, do hereby certify that this plat is a true and accurate map of the land and points surveyed under my direct supervision and that it is in accordance with the Idaho State Code relating to Plats, Surveys, and Condominiums and the Corner Perpetuation and Filing Act, 55-1601 through 55-1612.



MARK E. PHILLIPS, P.L.S. 16670

BLAINE COUNTY SURVEYOR'S APPROVAL

I, Sam Young, County Surveyor for Blaine County, Idaho, do hereby certify that I have checked the foregoing Plat and computations for making the same and have determined that they comply with the laws of the State of Idaho relating to Plats and Surveys.

Sam Young, P.L.S. 11577
Blaine County Surveyor

KETCHUM CITY COUNCIL CERTIFICATE

I, the undersigned, City Clerk, in and for the City of Ketchum, Blaine County, Idaho, do hereby certify that at a regular meeting of the City Council held on the _____ day of _____, 2022, this plat was duly accepted and approved.

Tara Fenwick, City Clerk, City of Ketchum

KETCHUM CITY ENGINEER CERTIFICATE

I, the undersigned, City Engineer in and for the City of Ketchum, Blaine County, Idaho, do hereby approve this plat on this _____ day of _____, 2022, and certify that it is in accordance with the City of Ketchum subdivision ordinance.

Sherri Newland, City Engineer, City of Ketchum

KETCHUM CITY PLANNER CERTIFICATE

I, the undersigned, Planner in and for the City of Ketchum, Blaine County, Idaho, do hereby approve this plat on this _____ day of _____, 2022, and certify that it is in accordance with the City of Ketchum subdivision ordinance.

Morgan Landers, City of Ketchum

BLAINE COUNTY TREASURER'S APPROVAL

I, the undersigned County Treasurer in and for Blaine County, State of Idaho per the requirements of Idaho Code 50-1308, do hereby certify that any and all current and/or delinquent county property taxes for the property included in this subdivision have been paid in full. This certification is valid for the next thirty (30) days only.

Blaine County Treasurer _____ Date _____

BLAINE COUNTY RECORDER'S CERTIFICATE

SAPP TOWNHOMES
GALENA ENGINEERING, INC.
HAILEY, IDAHO
SHEET 2 OF 2
Job No. 8237-01

RIGHT OF WAY IMPROVEMENT DETAILS
SAPP TOWNHOMES
 LOCATED WITHIN SECTION 13 T 4 N, R 17 E, S 4 M, CITY OF KETCHUM, BLAINE COUNTY, IDAHO
 PREPARED FOR: WELLS PARTNERS ARCHITECTS, P.C.
 PROJECT INFORMATION
 PROJECT NO.: 2021-012
 DATE: 12/15/2021

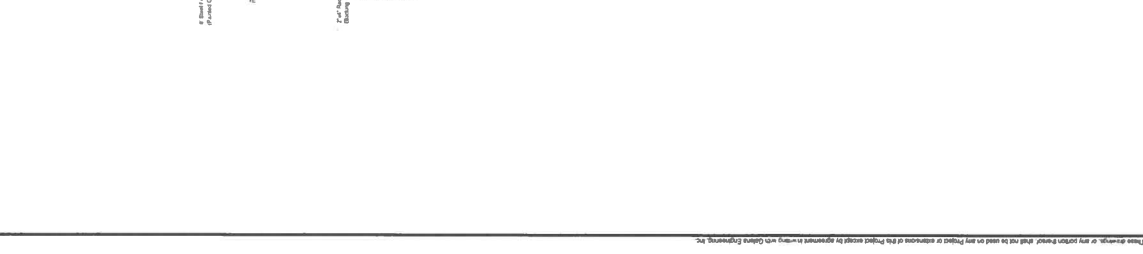
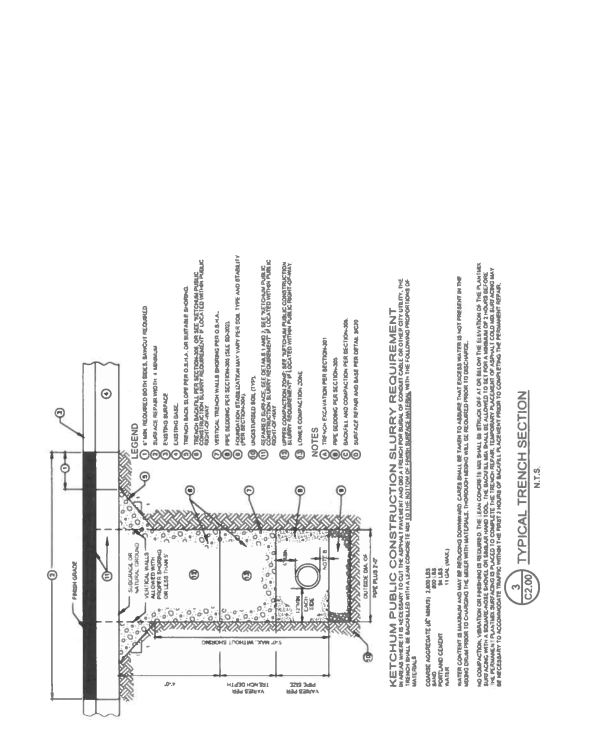
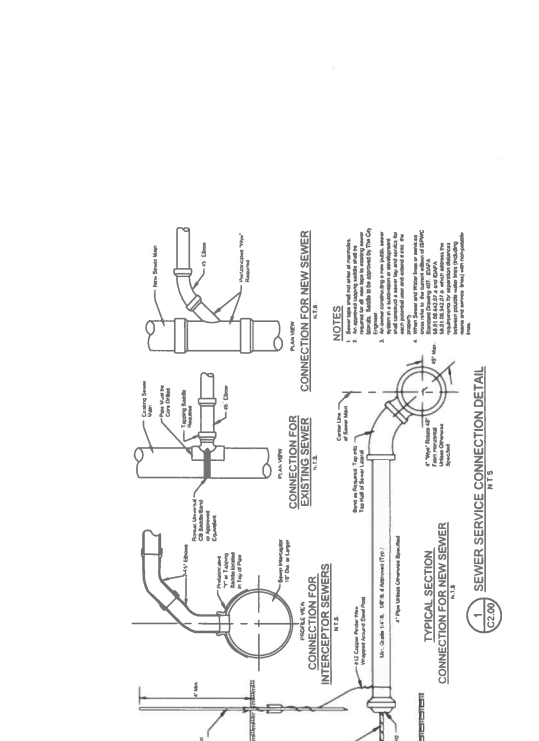
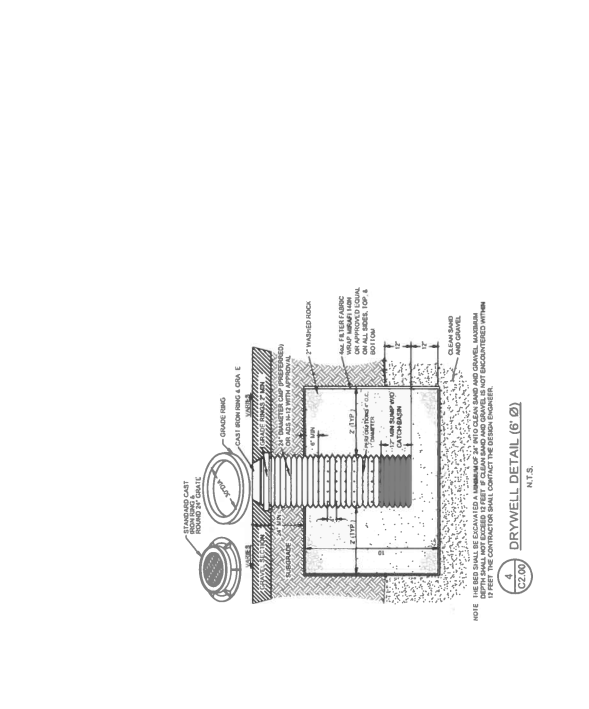
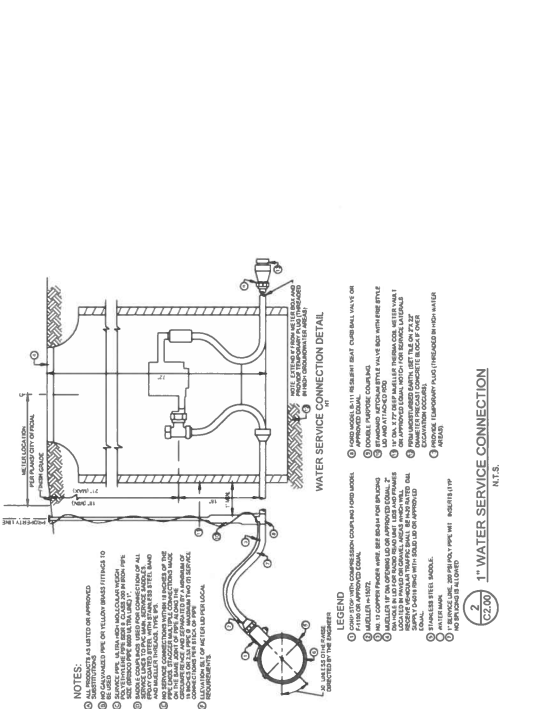


DESIGNED BY: DAVID L. GALENA
 DRAWN BY: [REDACTED]
 CHECKED BY: [REDACTED]

GALENA ENGINEERS & LAND SURVEYORS
 317 N. Main Street
 Boise, Idaho 83725
 (208) 788-1775
 email: galena@ga-engineers.com

NO.	DATE	BY	REVISIONS

PURPOSE: ISSUE FOR PERMIT
 C2.00



<p>RECORDING REQUESTED BY AND WHEN RECORDED RETURN TO:</p> <p>City Clerk, City of Ketchum PO Box 2315 Ketchum Idaho, 83340</p>	
---	--

(Space Above Line For Recorder’s Use)

**AMENDED SAPP TOWNHOMES
PHASED TOWNHOUSE SUBDIVISION AGREEMENT (AGREEMENT #22812A)**

THIS PHASED TOWNHOUSE SUBDIVISION AGREEMENT (“Agreement”) is made and entered into as of the __ day of _____ 2024, by and between the City of Ketchum, an Idaho municipal corporation (“City”) and Sapp Family Holdings, LLC, owner of real property (“Owner”).

RECITALS

WHEREAS, Owner owns certain real property located at 780 N 4th Ave, Ketchum, Idaho legally described as Lot 5 and N ½ of Lot 6, Block 72, Ketchum Townsite, according to the official plat recorded under Instrument Number 302967, on file in the office of the County Recorder of Blaine County, Idaho (the “Property”); and

WHEREAS, Owner has submitted a Design Review application for the development of the Property with two detached townhomes (the “Project”) and requests a phased development agreement for the development of the Project under the provisions of Section 16.04.110 – *Phased Development Projects* within Title 16 of the Ketchum Municipal Code; and

WHEREAS, Owner has submitted an application for a townhouse preliminary plat to create two townhome sublots referred to as Sublot 1 and Sublot 2 (the “Townhouse Preliminary Plat”), included as Exhibit A; and

WHEREAS, A Phased Townhouse Subdivision Agreement (#22812) was executed between City and Owner and recorded under Instrument #697753 in the office of the County Recorder of Blaine County, ID; and

WHEREAS, the townhouse unit on Sublot 1 had been under construction and Owner has requested a final inspection on the townhouse unit. All improvements related to the construction of Sublot 1 have been completed, however, due to changes in the phasing and schedule of Sublot 2 those improvements related to Sublot 2 have not been completed; and

WHEREAS, Owner has requested to amend the terms of the Phased Townhouse Subdivision Agreement to allow for construction of the remaining improvements to be completed with construction of Sublot 2; and

WHEREAS, City agrees to defer certain improvements for completion with Sublot 2 to allow for an efficient and cost effective approach to completion of the development.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the mutual covenants and agreements herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Maintenance Responsibilities.

A. *Owner.*

(1) *Water Service Lines Serving Sublots 1 and 2.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private water lines serving the Project. The private water line is from the point of the meter on N 4th Ave and 8th Streets to each detached townhouse unit.

(2) *Sewer Service lines Serving Sublots 1 and 2.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private sewer lines serving the Project. The private sewer line is from the point of the meter on N 4th Ave and 8th Streets to each detached townhouse unit.

(3) *Paver Driveway.* Owner and all successors in interest are responsible for the installation, maintenance, repair, and other costs associated with the private driveways serving Sublots 1 and 2.

2. Construction and Completion Schedule.

A. A building permit for the townhouse unit on Sublot 2 shall be filed and all fees paid no later than December 31, 2024.

B. The townhouse unit on Sublot 2 shall be completed no later than three years from the date of issuance of a building permit, as evidenced by issuance of a Certificate of Occupancy for the townhouse unit.

C. Prior to obtaining a Certificate of Occupancy for the townhouse unit on Sublot 2, the following improvements as generally depicted on Exhibit B shall be completed and/or extended to each Sublot:

(1) All hardscape pathways and access points for adequate and safe egress from the unit; and

- (2) 8th Street right of way improvements consistent with Ketchum Municipal Code, Title 12.04.030.H.1 and current right of way standards completed and installed to the satisfaction of the City Engineer; and
- (3) Alley surfacing and drainage improvements; and
- (4) Water and sewer mains and services serving Sublot 2; and

D. Prior to obtaining a Certificate of Occupancy for the townhouse unit on Sublot 2, all landscaping as generally depicted in Exhibits A and B shall be installed.

- 3. Building Permits for Each Townhouse Unit. Owner shall apply for individual building permits for each townhouse unit to be constructed. Each townhouse unit shall obtain a separate Certificate of Occupancy. The first building permit shall include plans and improvements as identified in Sections 2A and B of this Agreement.
- 4. Townhouse Sublot Final Plat. The City agrees to accept and process a townhouse final plat application for approval by City Council in accordance with KMC 16.04.080.D.1 should Owner comply with all above recitals.
- 5. Owners' Association Assumption of Responsibilities. Upon the recording of the Townhouse Sublot Final Plat, Owner may assign and transfer its maintenance responsibilities and obligations under this Agreement to the Sapp Townhomes Homeowner's Association.
- 6. General Provisions.

A. *Recitals and Construction.* The City and Owner incorporate the above recitals into this Agreement and affirm such recitals are true and correct.

B. *Effective Date.* This Agreement is effective as of the date on which the last of the City and Owner execute this Agreement. Neither party shall have any rights with respect to this Agreement until both have executed this Agreement.

C. *Owner Representations.* Owner represents and warrants to City that (a) Owner holds fee simple title to the Property, and (b) no joinder or approval of another person or entity is required with respect to Owner's authority to make and execute this Amendment.

D. *Neutral Interpretation.* City and Owner acknowledge they and, if they so choose, their respective counsel have reviewed this Agreement and the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party will not be employed in the interpretation of the Agreement, or any exhibits, attachments and addenda to the Agreement.

E. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which taken together shall constitute one and the same agreement binding upon the parties. Signatures transmitted by facsimile or via e-mail in a “PDF” format shall have the same force and effect as original signatures on this Amendment. The Original of this Amendment shall be recorded with the Blaine County Recorder.

IN WITNESS WHEREOF, the parties, having been duly authorized, have hereunder caused this Agreement to be executed, the same being done after public notice and statutory requirements having been fulfilled.

“CITY”:

CITY OF KETCHUM,
an Idaho municipal corporation

“OWNER”:

Sapp Family Holdings, LLC

By: _____
Neil Bradshaw, Mayor

By: _____
Print: _____
Member

ATTEST:

Trent Donat, City Clerk

ACKNOWLEDGEMENT FOR OWNER

STATE OF _____)
) ss.
COUNTY OF _____)

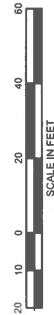
On this ____ day of _____, 2024, before me, a Notary Public in and for said State, personally appeared _____, known to me to be the owner of certain real property at 780 N 4th Ave, and known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

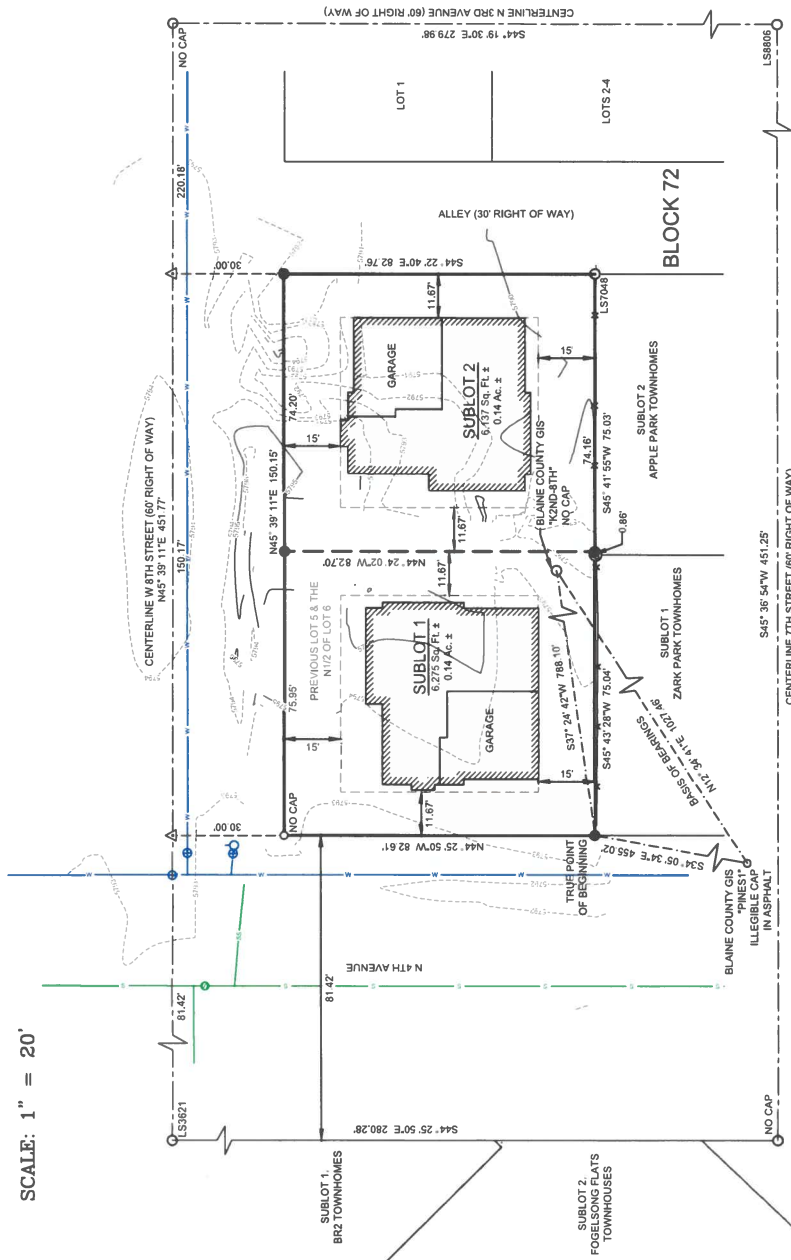
Notary Public for the State of _____
Residing at _____
My Commission Expires _____

A PLAT SHOWING SAPP TOWNHOMES

WHERE IN LOT 5 & THE N1/2 OF LOT 6, BLOCK 72, IS SUBDIVIDED INTO TOWNHOME SUBLOTS 1 & 2 AS SHOWN HEREON
LOCATED WITHIN SECTION 13, T.4 N., R.17 E., B.M., CITY OF KETCHUM, BLAINE COUNTY, IDAHO
JULY 2022



SCALE: 1" = 20'



LEGEND

Property Line
Proposed Lot Line
Adjacent Lot Line
Centerline of Right of Way
Fence Line
Survey Tie Line
GIS Tie Line
Building Setback, Width as Shown
Water Main Line
Sewer Service Line
5' Contour Interval
Proposed Building
Found 5/8" Rebar
Found 1/2" Rebar
Set 5/8" Rebar, P.L.S. 16670
Calculated Point, Nothing Set
Manhole
Water Valve
Fire Hydrant

SURVEY NARRATIVE & NOTES

1. The purpose of this survey is to show the monuments found and set during the boundary re-occupation of Lot 5 & the N1/2 of Lot 6, Block 72, Ketchum Township and Blaine County, Idaho. The plat shows the location of the monuments and the boundary shown is based on found monuments and lot corner monuments and the Official Map of the Village of Ketchum, Instrument No. 302987, records of Blaine County, Idaho. All found monuments have been accepted. Additional documents used in the course of this survey are: Survey of the City of Ketchum, Instrument No. 222222, the Plat showing Apple Park Townhomes, Instrument Number 683014, the Plat showing Zark Park Subdivision, Instrument Number 348073, and the Plat showing Apple Park Subdivision, Instrument Number 359588. All records of Blaine County, Idaho.

2. The distances shown are measured. Refer to the above referenced documents for previous record data.

3. Galena Engineering Inc. has not received a Title Policy from the client and has not been requested to obtain one. Relevant information that may be contained within a Title Policy may therefore not appear on this map and may affect items shown hereon. It is the responsibility of the client to obtain a Title Policy and determine whether it should be included. If the client desires this information to be included they must furnish said information to Galena Engineering, Inc. and request it be added to this map.

4. Unless otherwise shown hereon, this survey does not purport to reflect any of the following which may be applicable to subject real property: natural hazards, encroachments, wetlands, easements, building setbacks, restrictive covenants, subdivision restrictions, zoning or any other land-use regulations.

5. All utilities shall be installed underground.

6. All townhome (with) owners shall have mutual reciprocal easements for existing and future water, cable tv, sewage, telephone, natural gas and electrical lines over, under, and across their townhouses and setbacks for the repair, maintenance, and replacement thereof.

7. Garage space shall not be converted to living space or used other than parking of vehicles and household storage.

8. The townhome setbacks shown hereon are considered as one (1) level lot coverage requirements and other bulk regulations per the City of Ketchum ordinances apply to the setbacks as one parcel.

9. The owner/individual is Sapp Family Holdings LLC, 1100 Bellevue Way, NE Suite 8A, Box 551, Bellevue, Washington 98004. The surveyor/representative is Mark Phillips, Galena Engineering, Inc., 317 N. River St., Hailey, ID 83433.

10. The current zoning is GR-L. Refer to the City of Ketchum Zoning Ordinance for specific information about this zone.



MARK E. PHILLIPS, P.L.S. 16670

HEALTH CERTIFICATE: Sanitary restrictions as required by the Health Code Title 50, Ch. 13, Sec. 50-1326, Sanitary restrictions may be reimposed in accordance with Idaho Code Title 50, Ch. 13, Sec. 50-1326, by issuance of a Certificate of Disapproval.

Date: _____ South Central Public Health District

SAPP TOWNHOMES
GALENA ENGINEERING, INC.
HAILEY, IDAHO
SHEET 1 OF 2
Job No. 8237-01

CERTIFICATE OF OWNERSHIP

This is to certify that the undersigned is the owner in fee simple of the following described parcel of land:
A parcel of land located within Section 13, T.4N., R.17E., B.M., City of Ketchum, Blaine County, Idaho, more particularly described as follows:
LOT 5 & THE N1/2 OF LOT 6, BLOCK 72, KETCHUM TOWNSITE

The easements indicated hereon are not dedicated to the public, but the right to use said easements is hereby reserved for the public utilities and for any other uses indicated hereon and no permanent structures are to be erected within the lines of said easements.

I do hereby certify that all lots in this plat will be eligible to receive water service from an existing water distribution system and that the existing water distribution system has agreed in writing to serve all of units shown within this plat.

It is the intent of the owner to hereby include said land in this plat.

Sapp Family Holdings, LLC, an Idaho Limited Liability Company
BY: Rueben Ortega, Registered Agent

ACKNOWLEDGMENT

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, 2022, before me, a Notary Public in and for said State, personally appeared Rueben Ortega, known or identified to me to be a Registered Agent of the limited liability company that executed the foregoing instrument, and acknowledged to me that such limited liability company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public in and for said State
Residing in _____
My Commission Expires _____

PROJECT ENGINEER'S CERTIFICATE

I, the undersigned, project engineer for Sapp Townhomes, certify that the subdivision is in accordance with the City of Ketchum Subdivision standards.

Sean M Flynn, PE 12497, Galena Engineering, INC

SURVEYOR'S CERTIFICATE

I, Mark E. Phillips, a duly Licensed Professional Land Surveyor in the State of Idaho, do hereby certify that this plat is a true and accurate map of the land and points surveyed under my direct supervision and that it is in accordance with the Idaho State Code relating to Plats, Surveys, and Condominiums and the Corner Perpetuation and Filing Act, 55-1601 through 55-1612.



MARK E. PHILLIPS, P.L.S. 16670

BLAINE COUNTY SURVEYOR'S APPROVAL

I, Sam Young, County Surveyor for Blaine County, Idaho, do hereby certify that I have checked the foregoing Plat and computations for making the same and have determined that they comply with the laws of the State of Idaho relating to Plats and Surveys.

Sam Young, P.L.S. 11577
Blaine County Surveyor

KETCHUM CITY COUNCIL CERTIFICATE

I, the undersigned, City Clerk, in and for the City of Ketchum, Blaine County, Idaho, do hereby certify that at a regular meeting of the City Council held on the _____ day of _____, 2022, this plat was duly accepted and approved.

Tara Fenwick, City Clerk, City of Ketchum

KETCHUM CITY ENGINEER CERTIFICATE

I, the undersigned, City Engineer in and for the City of Ketchum, Blaine County, Idaho, do hereby approve this plat on this _____ day of _____, 2022, and certify that it is in accordance with the City of Ketchum subdivision ordinance.

Sherri Newland, City Engineer, City of Ketchum

KETCHUM CITY PLANNER CERTIFICATE

I, the undersigned, Planner in and for the City of Ketchum, Blaine County, Idaho, do hereby approve this plat on this _____ day of _____, 2022, and certify that it is in accordance with the City of Ketchum subdivision ordinance.

Morgan Landers, City of Ketchum

BLAINE COUNTY TREASURER'S APPROVAL

I, the undersigned County Treasurer in and for Blaine County, State of Idaho per the requirements of Idaho Code 50-1308, do hereby certify that any and all current and/or delinquent county property taxes for the property included in this subdivision have been paid in full. This certification is valid for the next thirty (30) days only.

Blaine County Treasurer _____ Date _____

BLAINE COUNTY RECORDER'S CERTIFICATE

SAPP TOWNHOMES
GALENA ENGINEERING, INC.
HAILEY, IDAHO
SHEET 2 OF 2
Job No. 8237-01

RIGHT OF WAY IMPROVEMENT DETAILS
SAPP TOWNHOMES

PROJECT INFORMATION
 L1010026750
 PREPARED FOR WELLS PARTNERS ARCHITECTS, P.C.
 174 N. R. I. T. E. B. M. CITY OF KETCHIKAN BLAINE COUNTY, IDAHO



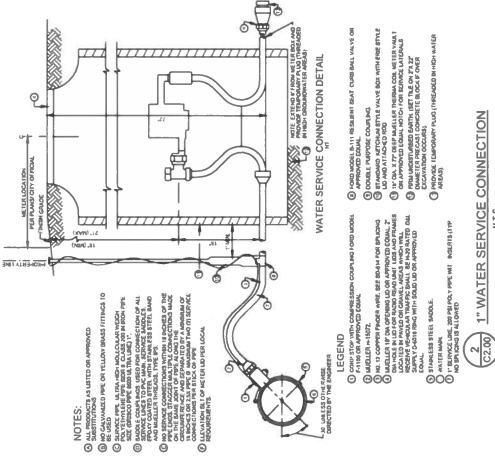
DATE: 11/23/2018
 DRAWN BY: [Blank]
 CHECKED BY: [Blank]

GALENA ENGINEERS & LAND SURVEYORS
 317 N. Main Street
 Ketchikan, Alaska 99901
 (907) 738-1750
 email: galena@galena-engineers.com

NO.	DATE	BY	REVISIONS

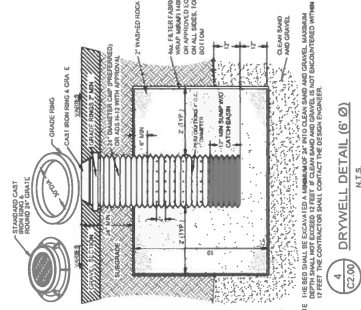
C2.00

PURPOSE: ISSUE FOR PERMIT



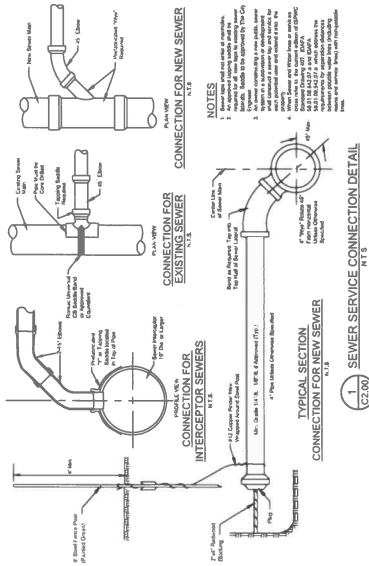
NOTES:
 1. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
 2. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
 3. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
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 8. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
 9. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
 10. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.

1" WATER SERVICE CONNECTION
 N.T.S.
 C2.00

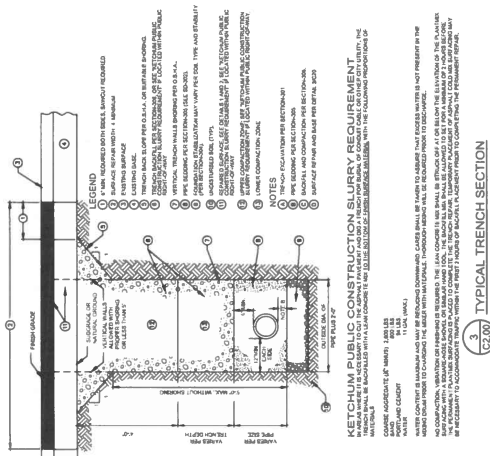


NOTE:
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 9. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.
 10. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH LOCAL AND STATE REGULATIONS.

**DRYWELL DETAIL (6\"/>
 N.T.S.
 C2.00**



1" SEWER SERVICE CONNECTION DETAIL
 N.T.S.
 C2.00



3 TYPICAL TRENCH SECTION
 N.T.S.
 C2.00

KETCHIKAN PUBLIC CONSTRUCTION SLURRY REQUIREMENT
 ALL TRENCHES TO BE EXCAVATED TO A MINIMUM OF 18\"/>



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Staff is seeking general policy direction from the City Council regarding public parking options for project.

Policy Analysis and Background:

- During the November 18 joint Urban Renewal Agency (URA) and City Council meeting, a majority of the City Council did not support the financing plan for the public garage, which consisted of about half the funds financed via a Local Improvement District and the rest through city/URA issued bonds.
- Staff revised the financing plan to increase the LID contribution from \$8m to \$11m and decrease the City/URA contribution. This required the boundaries of the LID to be re-examined, resulting in options that include three and four zones.
- The new LID options were reviewed with the Ketchum Business Advisory Coalition on December 12. They gave general support for the four-zone option.
- Staff presented this revised concept to the URA Board on December 16. They gave general support to explore the four-zone LID option further. Should Council affirm the new financing plan, staff would proceed with more public outreach, as the previous public input did not include specifics about a larger, four-zone LID area. Staff would return with updated findings at a joint meeting with URA Commissioners in February.

Sustainability Impact:

None

Financial Impact:

None OR Adequate funds exist in account:	There is no immediate financial request.
--	--

Attachments:

- | |
|--|
| <ol style="list-style-type: none"> 1. Staff report from URA 12-16-24 meeting 2. Presentation |
|--|



Ketchum Urban Renewal Agency

P.O. Box 2315 | 191 5th Street | Ketchum, ID 83340

December 16, 2024

Chair and Commissioners
Ketchum Urban Renewal Agency
Ketchum, Idaho

RECOMMENDATION TO PROVIDE DIRECTION TO STAFF ON SCOPE AND FUNDING FOR FIRST + WASHINGTON WORKFORCE HOUSING PROJECT

Introduction/History

On November 18, 2024, the KURA and City Council held a joint meeting to discuss the six public parking options, cost estimates and a potential funding approach for the First + Washington workforce housing project. General direction was provided by both the KURA and City Council. Staff requests the KURA provide formal direction on next steps for the project.

Action Since Joint Meeting

Survey

The KURA made a commitment to transparency and public outreach for the First + Washington project. KURA has conducted multiple open houses and meetings to gather feedback. As a means to follow with the public since the July public open house, after the joint KURA/City Council meeting, a survey was conducted to gather community feedback on parking option 6, the funding tradeoffs and support for a local improvement district. The survey closes on Friday December 13th. Results to date are included in Attachment A, final results will be presented at the KURA meeting.

The following are the survey results to date:

- All respondents strongly prefer including the public parking garage with the 1st and Washington community housing project.
- All respondents strongly support using KURA and City of Ketchum funds to include the parking garage with the project, even if it meant funding for other capital improvements would not be available over the next 20 years.
- All but one demographic strongly supports funding the additional parking structure with an LID assessment applied to the 4.5-block radius around the development. Business owners who own their buildings are less certain: 55% in favor and 45% opposed.
- If an LID were used to fund the parking structure, all respondents strongly support the assessment applying to all downtown Ketchum instead of just a portion.

Ketchum Business Advisory Coalition Meetings

The Ketchum Business Advisory Coalition (KBAC) hosted a public meeting on December 3, 2024 to provide information and discuss the formation of Local Improvement District. At that meeting, the KBAC board expressed support for Parking Option 6 and encouraged further exploration of a Local Improvement District (LID) to assist with funding.

City and KURA staff met with the KBAC board on Thursday December 12th to review an LID funding option that decreased the KURA and city contributions towards the parking structure and spread the cost to a larger LID area. The KBAC board generally supports the revised LID proposal. The following outlines the concept presented to KBAC:

	Funding Presented at Joint Meeting	Revised Proposal
Project Cost	\$21 million	\$21 million
City/KURA Contribution	\$8.5 million	\$5 million
KURA Cash	\$4 million	\$3 million
LID	\$8.5 million	\$13 million

Staff will present the details of the alternative LID proposal at the KURA meeting.

KURA Funding

During the joint meeting, the majority of the board expressed concern about providing additional funding for the parking structure and eliminating funding for other public infrastructure projects. To date, the board has committed up to \$8.5 million towards the project. If the project is approved, \$500,00 will be reimbursed back to KURA.

The \$8 million contribution is predicated on the interest rate for the senior and junior debt for the project and associated infrastructure improvements. It is likely that the full \$8 million will not be required to offset the cost of the project debt and a portion of that funding could be used to fund the public parking. KURA could take the approach that up to \$8 million would be pledged towards the project and that funding could be used for project infrastructure or public parking. This approach does not require any additional KURA funds other than those currently committed and retains the availability of funding for other projects as outlined in the KURA Capital Improvement Plan.

Next Steps

Staff is seeking direction from the KURA on the following:

- Does the KURA support inclusion of public parking in First + Washington subject to the revised funding distribution and with the condition KURA’s contribution towards the project infrastructure and parking does not exceed \$8 million.
- Does KURA want to include Parking Option 6 as the project submitted for Planning and Zoning Commission approvals.
- KURA does not support the public parking option and wants to pursue the original project proposal and submit that project for Planning and Zoning Commission approval.

An aerial photograph of a city street intersection. The image shows a large paved area with several cars parked and a few cars in motion. Buildings with various architectural styles are visible along the streets. The word 'KURA' is overlaid in large, white, sans-serif capital letters on the left side of the image.

KURA

1st & Washington Avenue Redevelopment and potential Parking Structure

Final Survey Results

January 6, 2025

RESPONDENTS

- **Total: 604**
- **Participant demographics**
 - 107 Business owners in Ketchum who own their building
 - 94 Business owners in Ketchum who lease their building
 - 311 Ketchum residents who own their property
 - 36 Ketchum residents who rent their property
 - 114 Employees who work in Ketchum

Note: respondents may identify as one or more of the demographics above

- **Duration: November 26, 2024-January 2, 2025**

Summary

- All respondents strongly prefer including the public parking garage with the 1st and Washington redevelopment project (83.42% approval).
- All respondents strongly support using KURA and City of Ketchum funds to include the parking garage with the project, even if reduced availability of capital improvement funding for other projects over the next 20 years (89.6% approval).
- All but one demographic strongly supports funding the additional parking structure with an LID assessment applied to the 4.5-block radius around the development (64.85% approval).
 - Business owners who own their buildings are less certain: 55.17% in favor.
- If an LID were used to fund the parking structure, all respondents strongly support the assessment applying to all of downtown Ketchum instead of just a portion (66.21% approval).

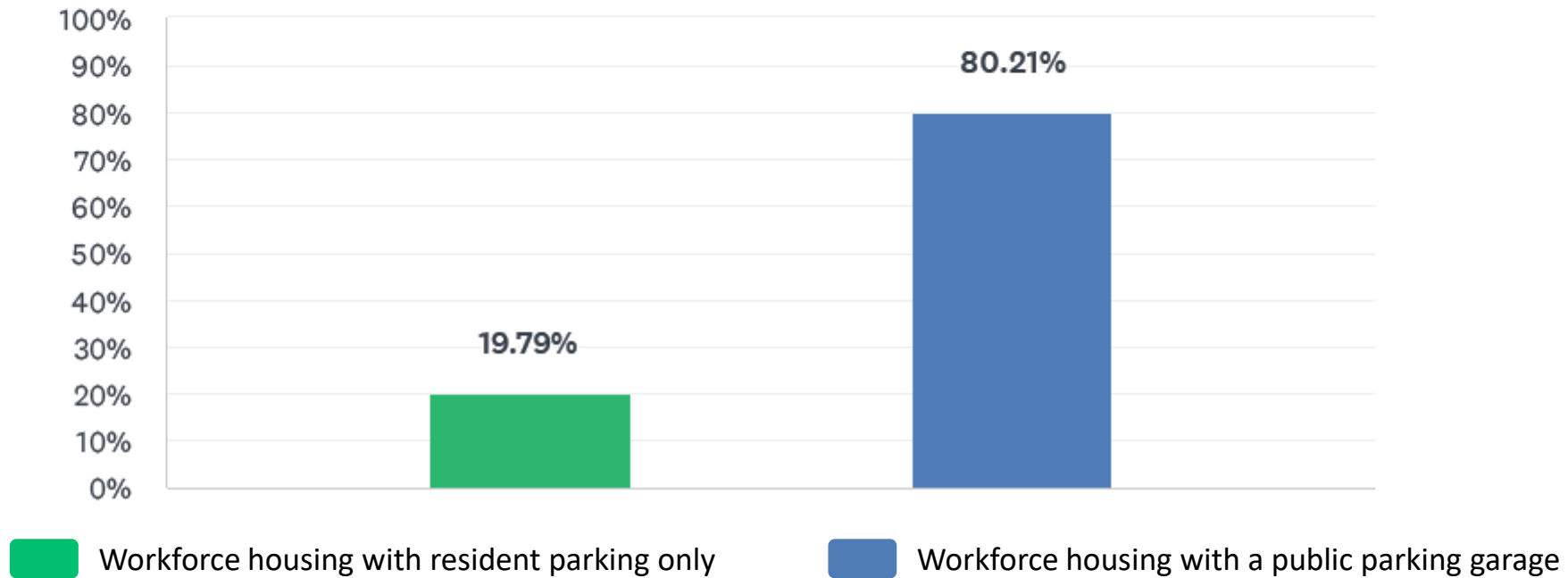


Results

Business owners in Ketchum who own their building
(107 respondents)

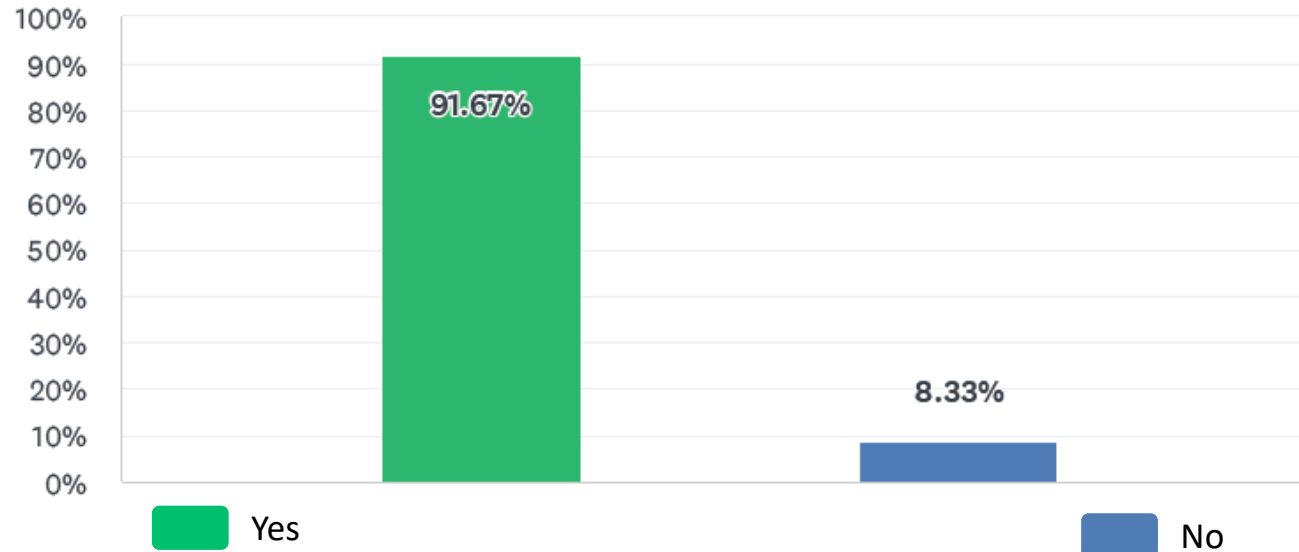
Q2 Please consider the two workforce housing development options above (with and without public parking), and their cost implications, and select the one you'd prefer:

Answered: 96 Skipped: 11



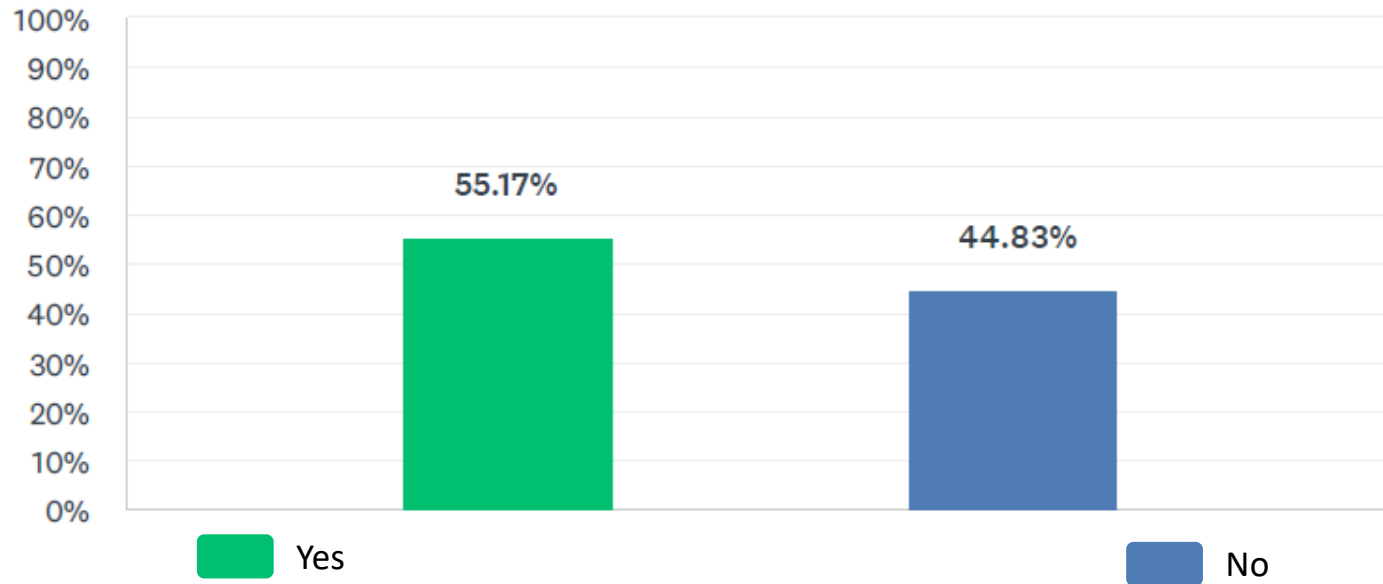
Q3 Additional funding for the garage would expend KURA's infrastructure funds through 2029 and reduce city funds available for capital infrastructure investments for nearly 20 years. This will take funds away from other priorities during this period, including improvements to sidewalks, roadways, and other public spaces. Would you still support constructing the parking garage instead of funding these other improvements?

Answered: 72 Skipped: 35



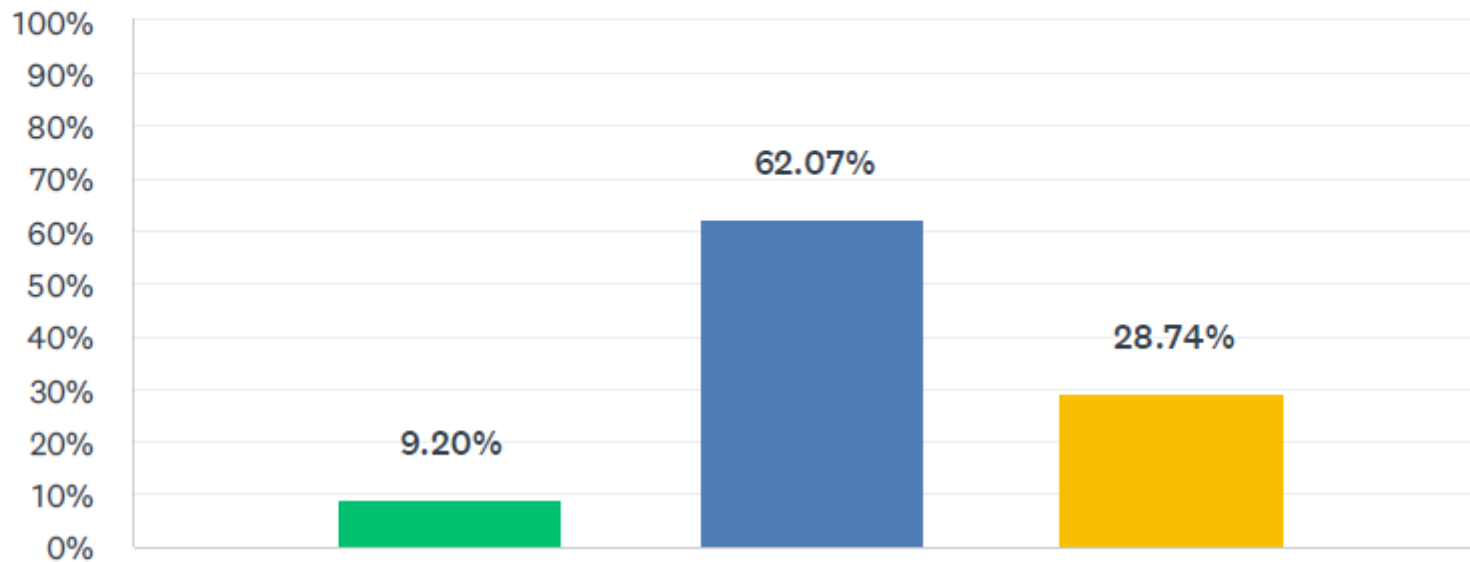
Q4 Would you support the additional annual property assessment for buildings within an approximate 4.5-block radius of the development (outlined above) to fund the addition of a public parking garage?

Answered: 87 Skipped: 20



Q5 Which of the following LID assessment scenarios would you prefer?

Answered: 87 Skipped: 20



■ An LID assessment for only properties within an approximate 4.5 block radius of the development to fund additional parking

■ An LID assessment for all downtown Ketchum properties to fund additional parking

■ I do not prefer any of the proposed LID assessments

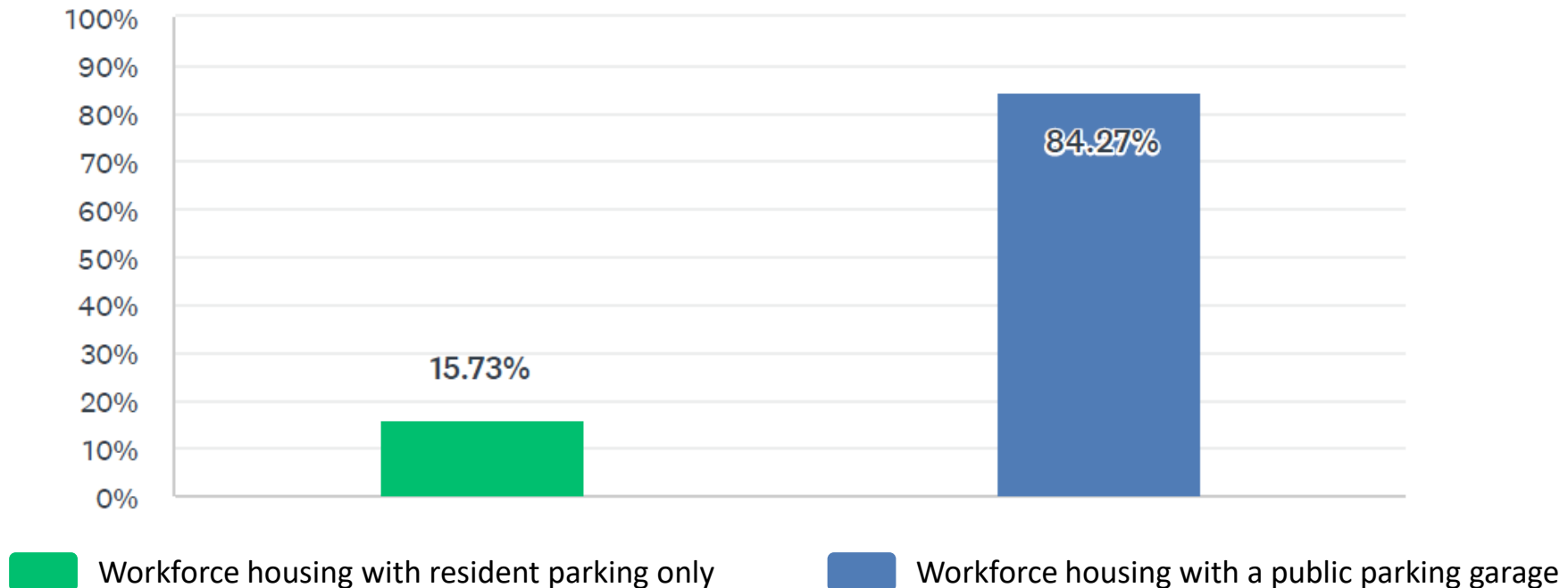


Results

Business owners in Ketchum who lease their building
(94 respondents)

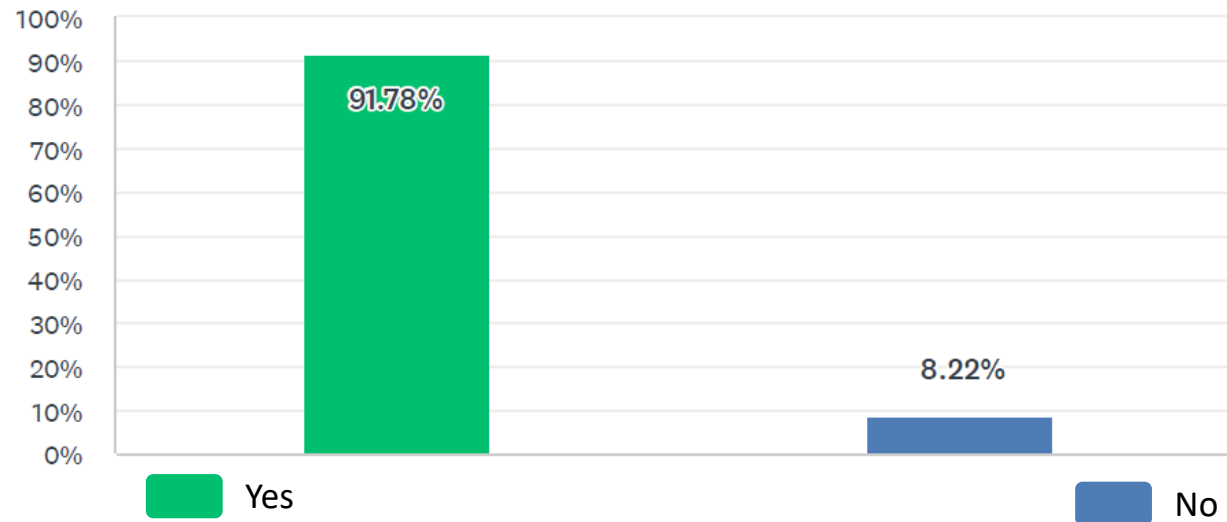
Q2 Please consider the two workforce housing development options above (with and without public parking), and their cost implications, and select the one you'd prefer:

Answered: 89 Skipped: 5



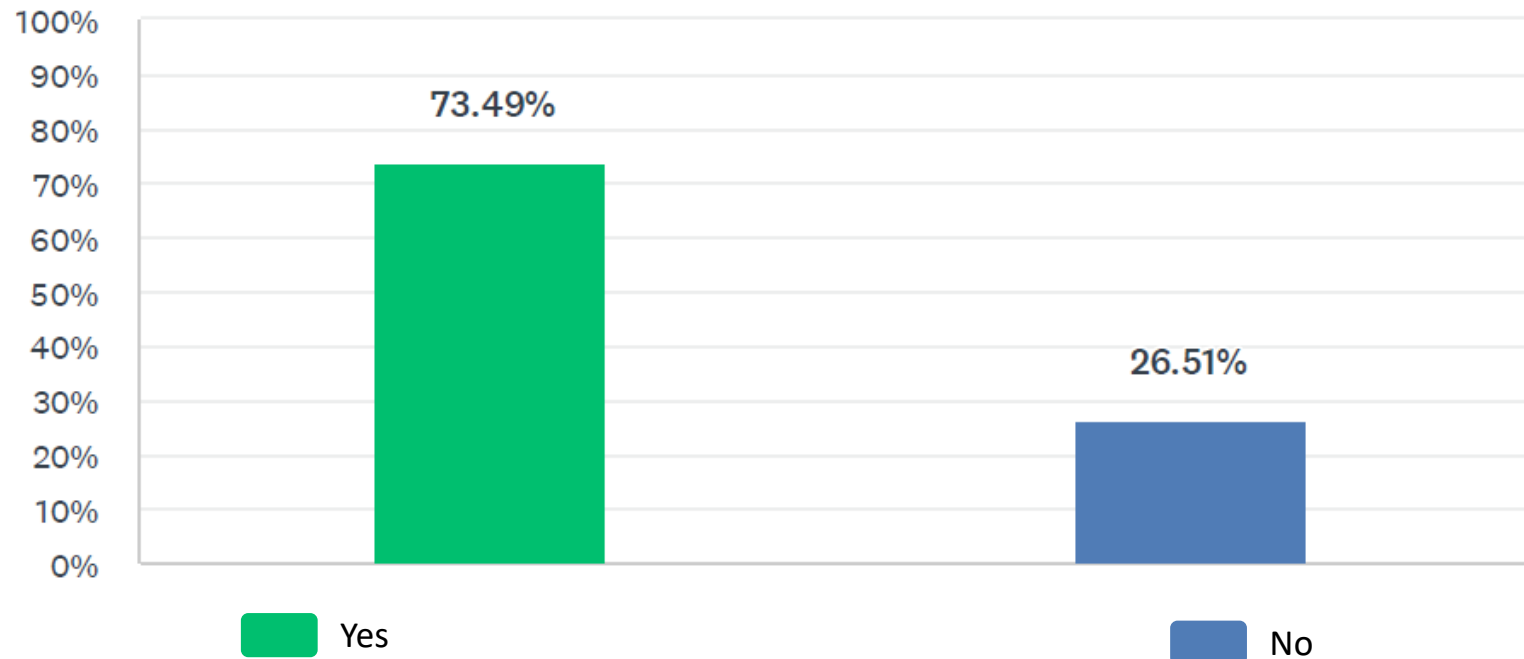
Q3 Additional funding for the garage would expend KURA's infrastructure funds through 2029 and reduce city funds available for capital infrastructure investments for nearly 20 years. This will take funds away from other priorities during this period, including improvements to sidewalks, roadways, and other public spaces. Would you still support constructing the parking garage instead of funding these other improvements?

Answered: 73 Skipped: 21



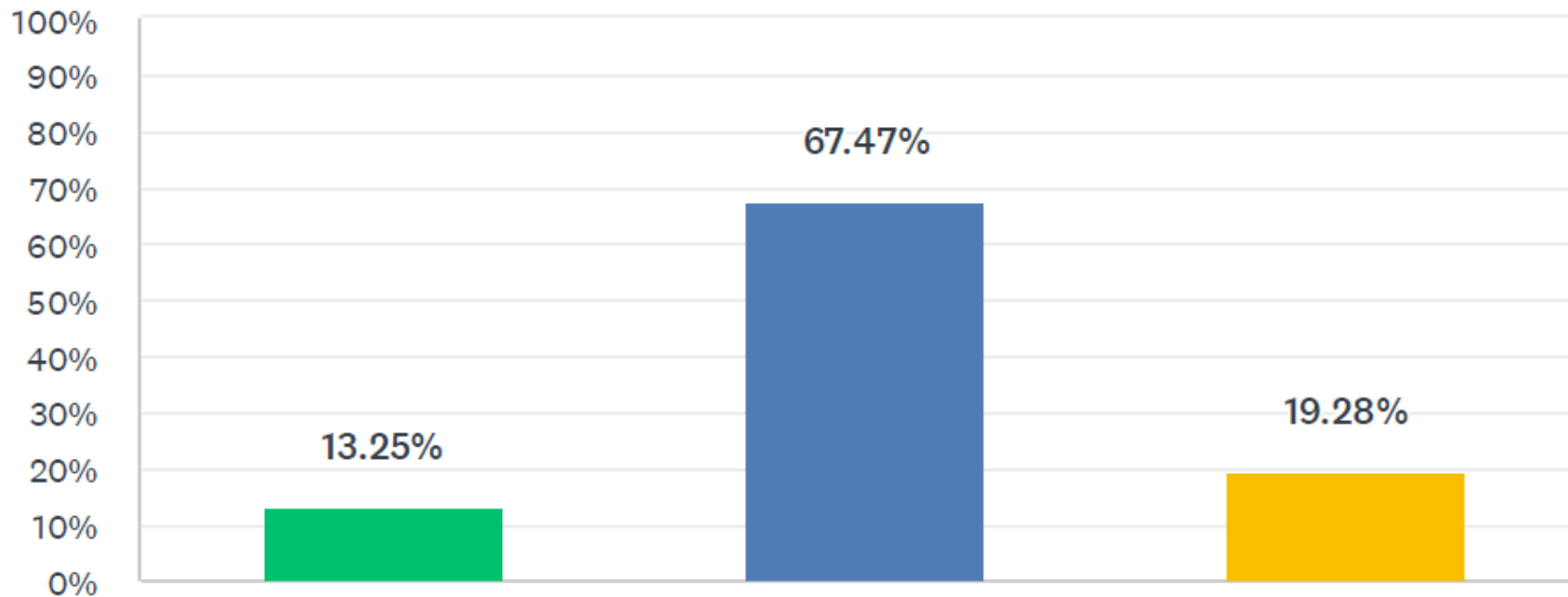
Q4 Would you support the additional annual property assessment for buildings within an approximate 4.5-block radius of the development (outlined above) to fund the addition of a public parking garage?

Answered: 83 Skipped: 11



Q5 Which of the following LID assessment scenarios would you prefer?

Answered: 83 Skipped: 11



■ An LID assessment for only properties within an approximate 4.5 block radius of the development to fund additional parking

■ An LID assessment for all downtown Ketchum properties to fund additional parking

■ I do not prefer any of the proposed LID assessments

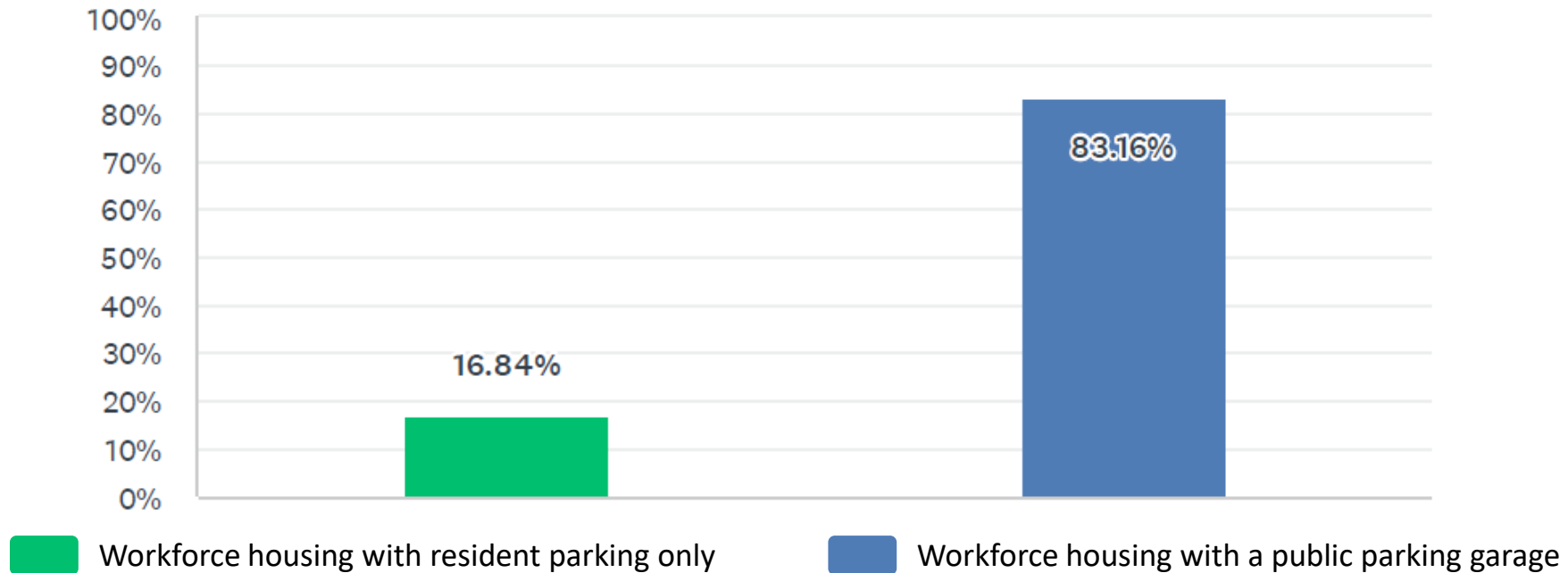


Results

Ketchum residents who own their property *(311 respondents)*

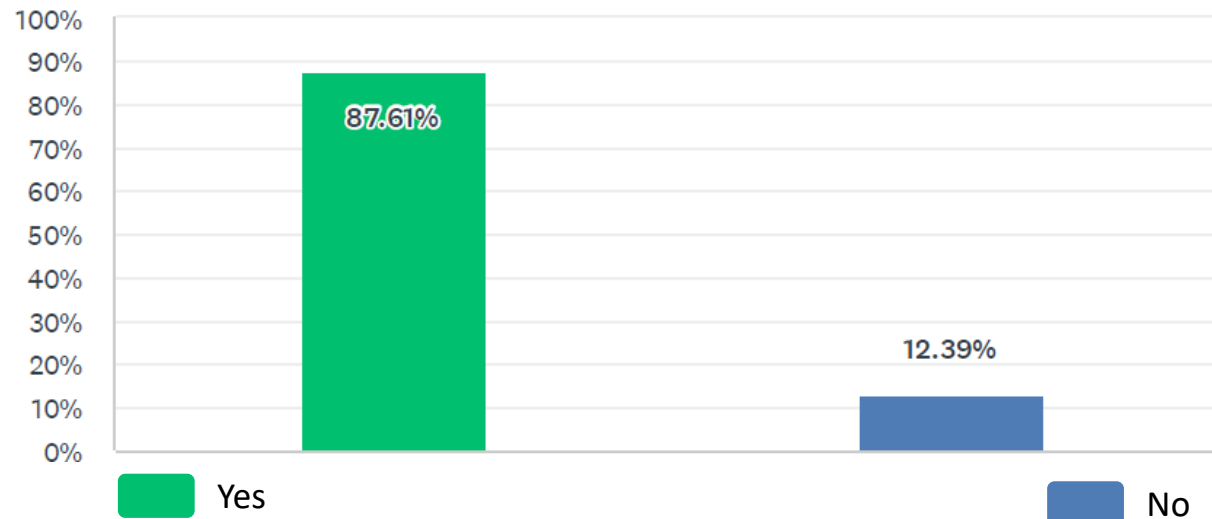
Q2 Please consider the two workforce housing development options above (with and without public parking), and their cost implications, and select the one you'd prefer:

Answered: 291 Skipped: 20



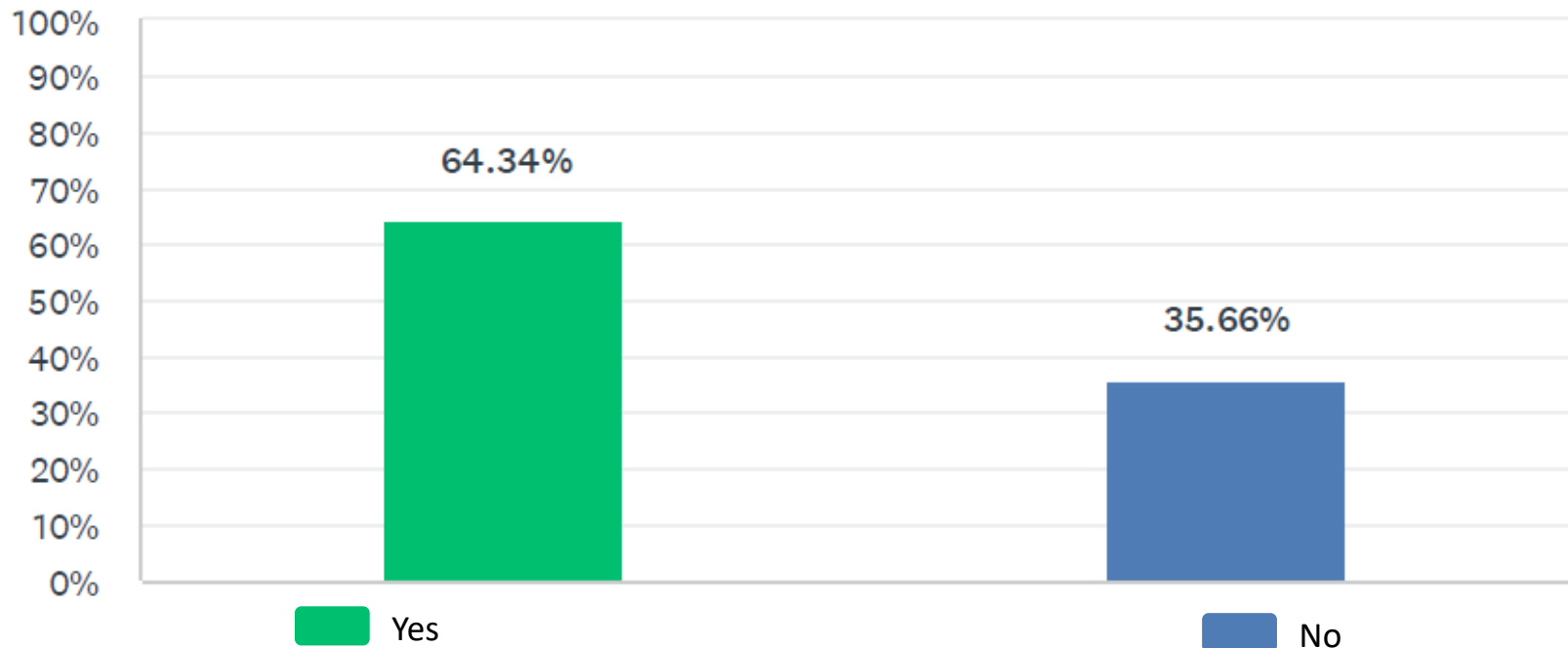
Q3 Additional funding for the garage would expend KURA's infrastructure funds through 2029 and reduce city funds available for capital infrastructure investments for nearly 20 years. This will take funds away from other priorities during this period, including improvements to sidewalks, roadways, and other public spaces. Would you still support constructing the parking garage instead of funding these other improvements?

Answered: 234 Skipped: 77



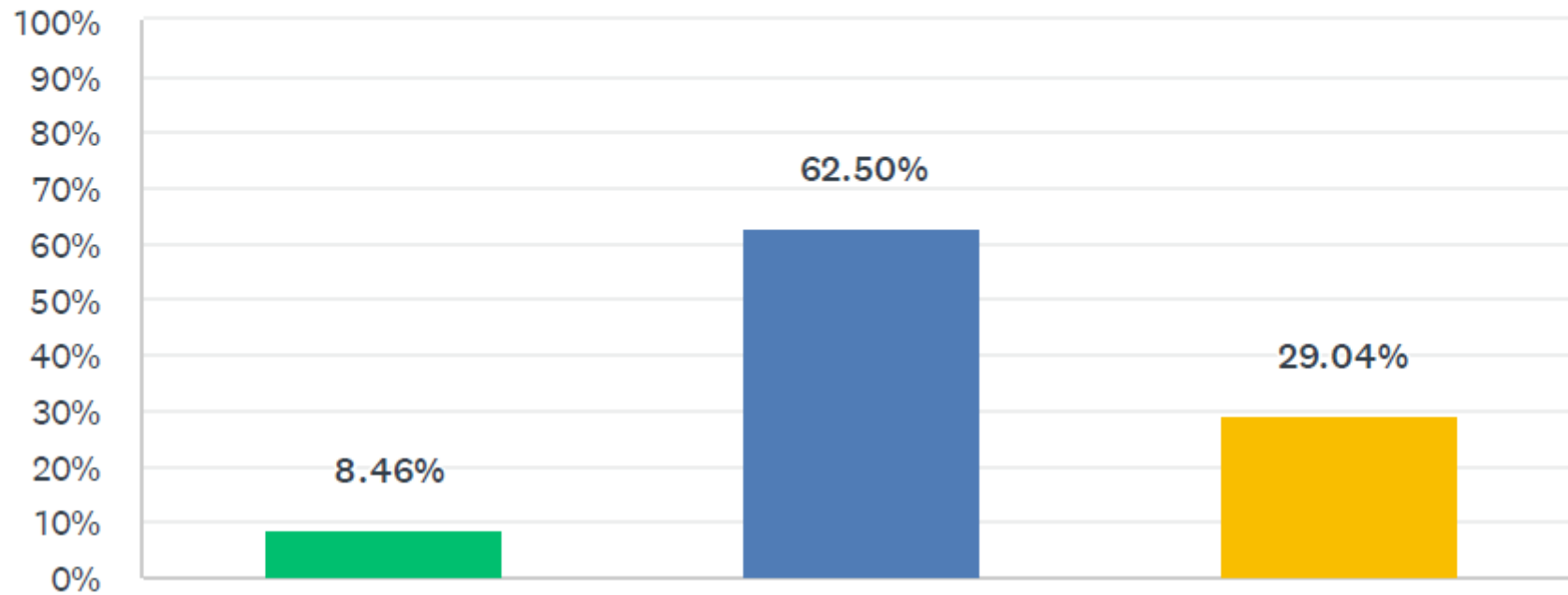
Q4 Would you support the additional annual property assessment for buildings within an approximate 4.5-block radius of the development (outlined above) to fund the addition of a public parking garage?

Answered: 272 Skipped: 39



Q5 Which of the following LID assessment scenarios would you prefer?

Answered: 272 Skipped: 39



An LID assessment for only properties within an approximate 4.5 block radius of the development to fund additional parking

An LID assessment for all downtown Ketchum properties to fund additional parking

I do not prefer any of the proposed LID assessments



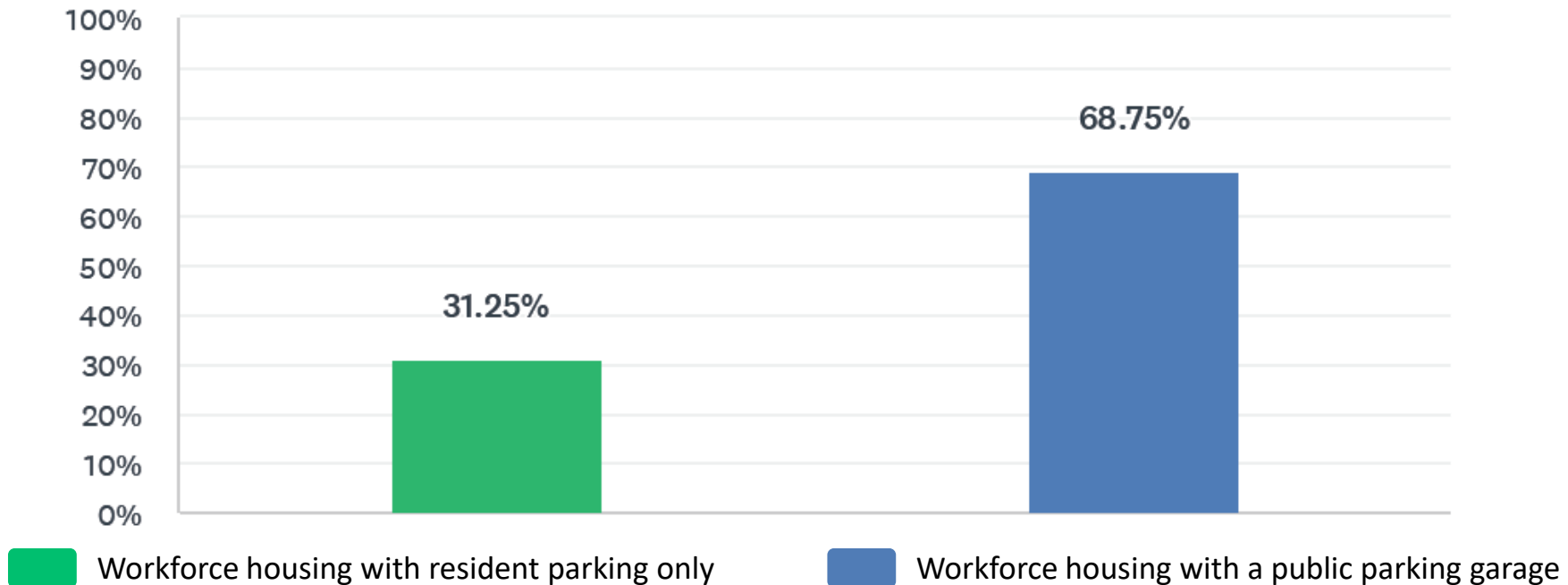
Results

Ketchum residents who rent their property

(36 respondents)

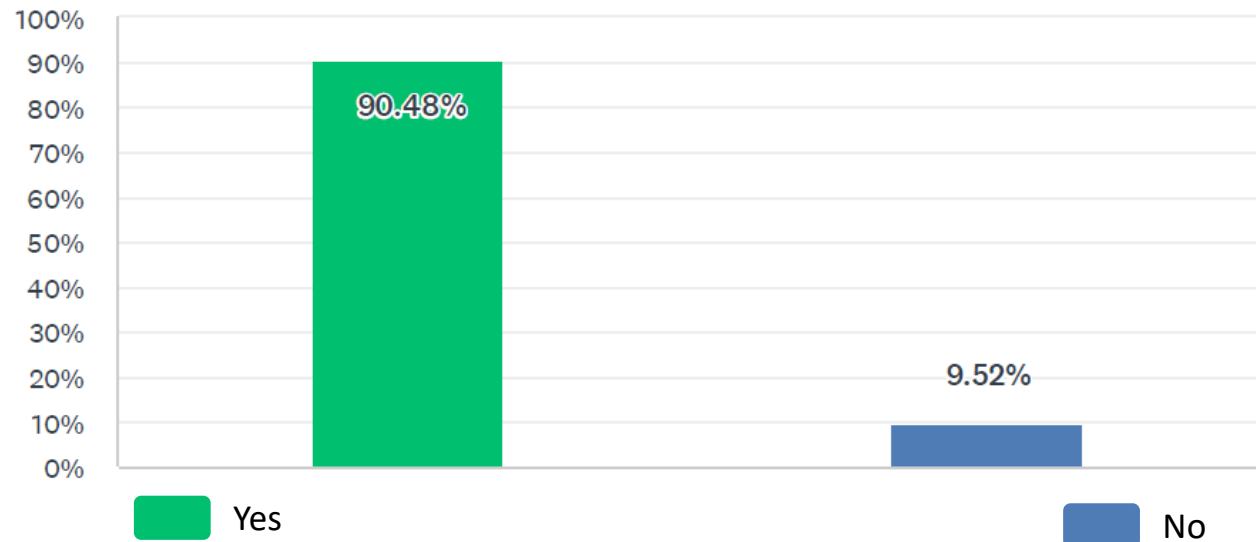
Q2 Please consider the two workforce housing development options above (with and without public parking), and their cost implications, and select the one you'd prefer:

Answered: 32 Skipped: 4



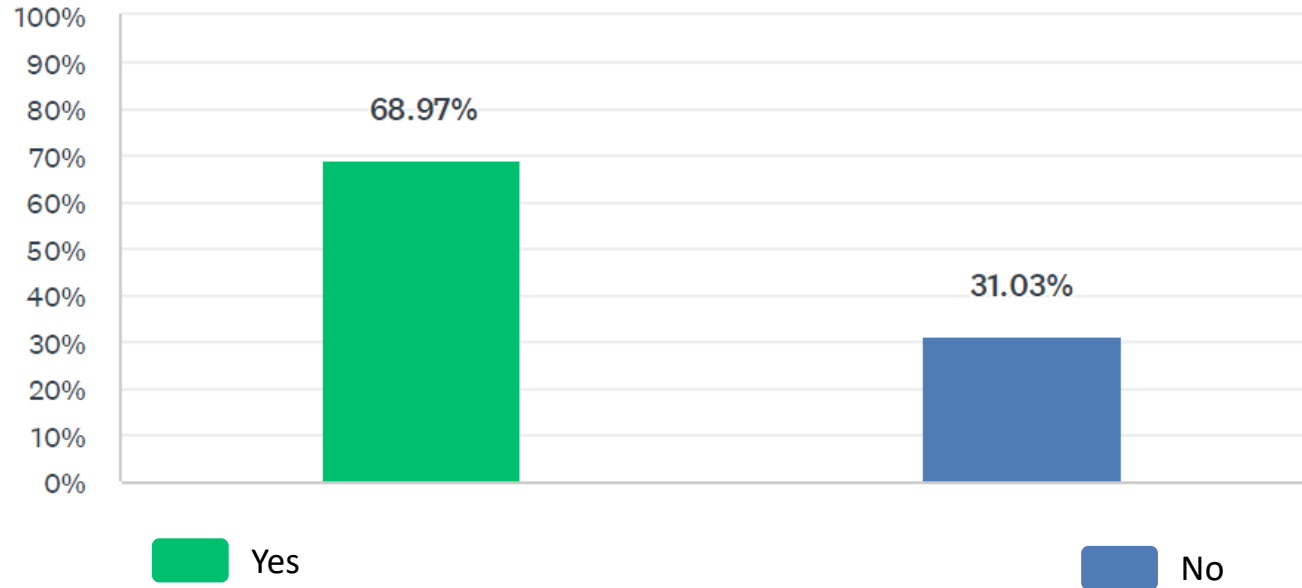
Q3 Additional funding for the garage would expend KURA’s infrastructure funds through 2029 and reduce city funds available for capital infrastructure investments for nearly 20 years. This will take funds away from other priorities during this period, including improvements to sidewalks, roadways, and other public spaces. Would you still support constructing the parking garage instead of funding these other improvements?

Answered: 21 Skipped: 15



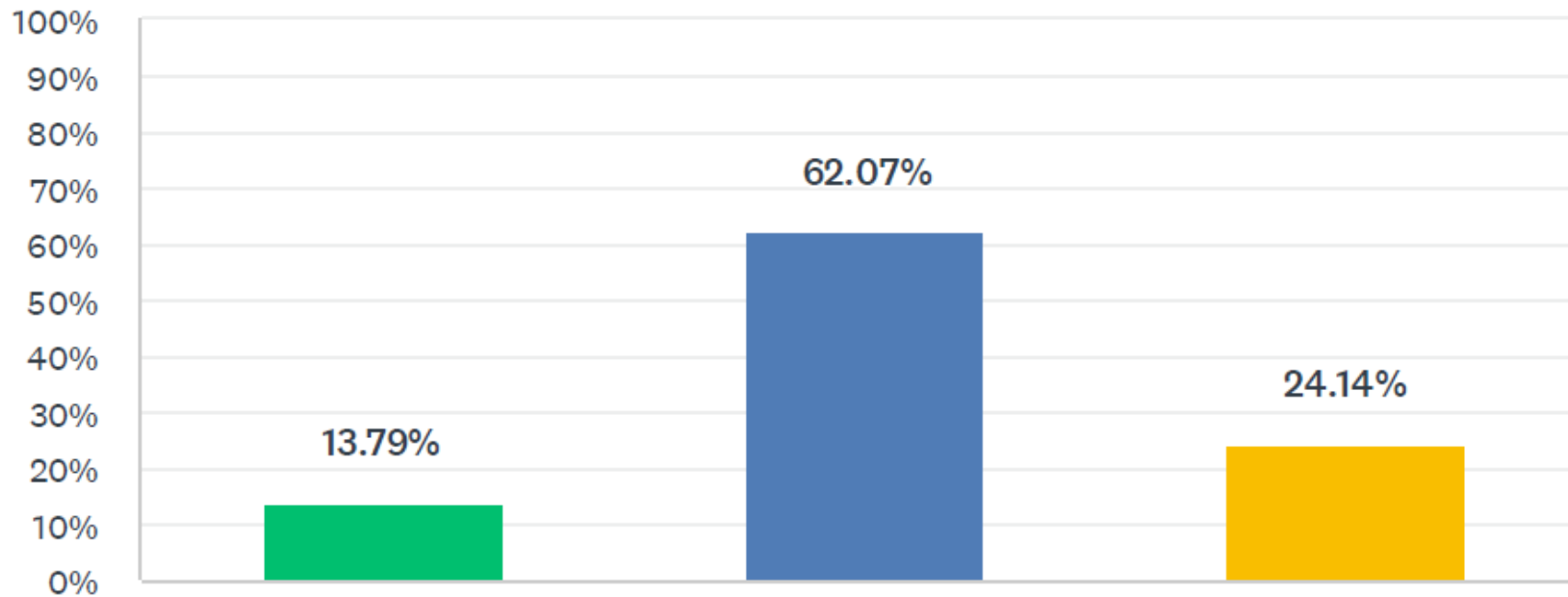
Q4 Would you support the additional annual property assessment for buildings within an approximate 4.5-block radius of the development (outlined above) to fund the addition of a public parking garage?

Answered: 29 Skipped: 7



Q5 Which of the following LID assessment scenarios would you prefer?

Answered: 29 Skipped: 7



■ An LID assessment for only properties within an approximate 4.5 block radius of the development to fund additional parking

■ An LID assessment for all downtown Ketchum properties to fund additional parking

■ I do not prefer any of the proposed LID assessments



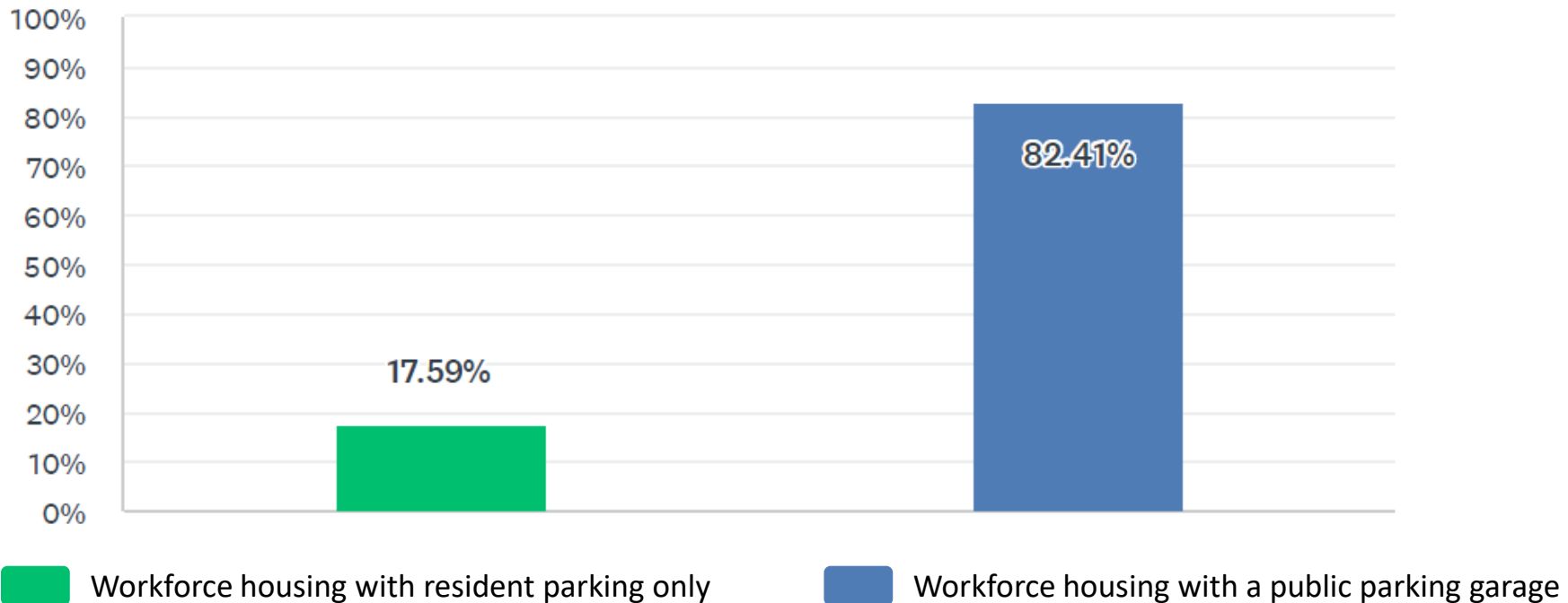
Results

Employees who work in Ketchum

(114 respondents)

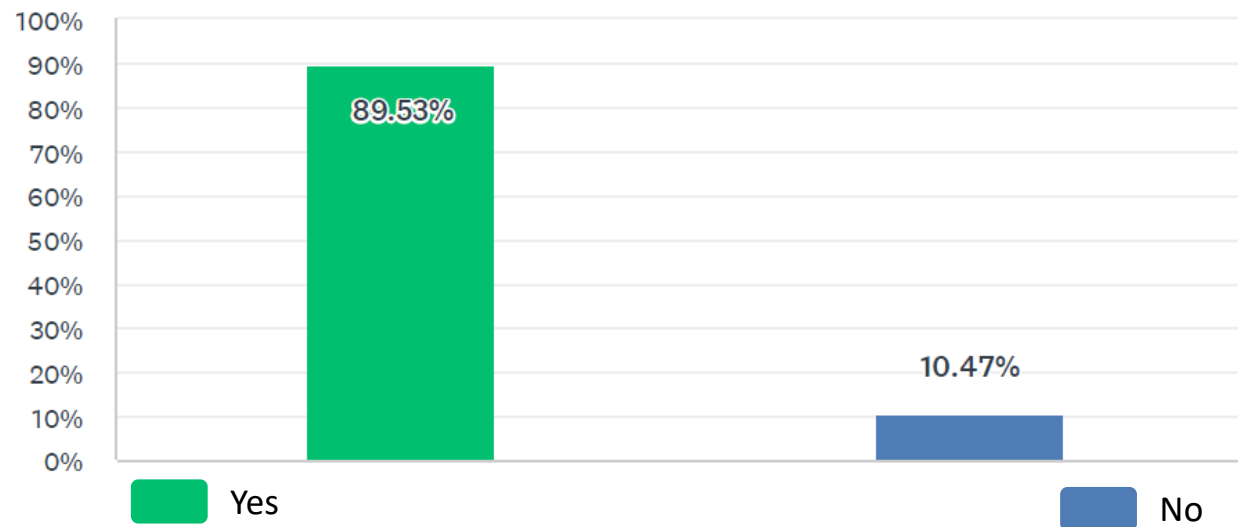
Q2 Please consider the two workforce housing development options above (with and without public parking), and their cost implications, and select the one you'd prefer:

Answered: 108 Skipped: 6



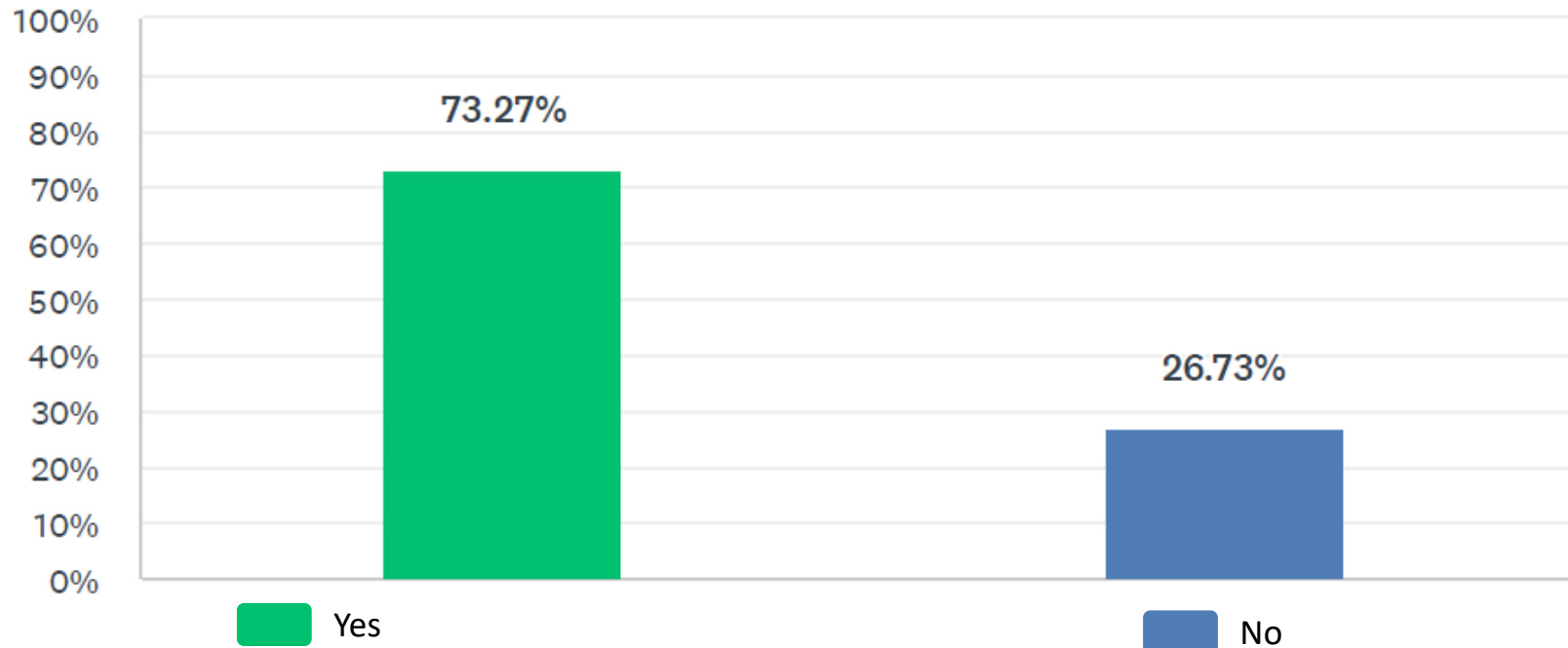
Q3 Additional funding for the garage would expend KURA's infrastructure funds through 2029 and reduce city funds available for capital infrastructure investments for nearly 20 years. This will take funds away from other priorities during this period, including improvements to sidewalks, roadways, and other public spaces. Would you still support constructing the parking garage instead of funding these other improvements?

Answered: 86 Skipped: 28



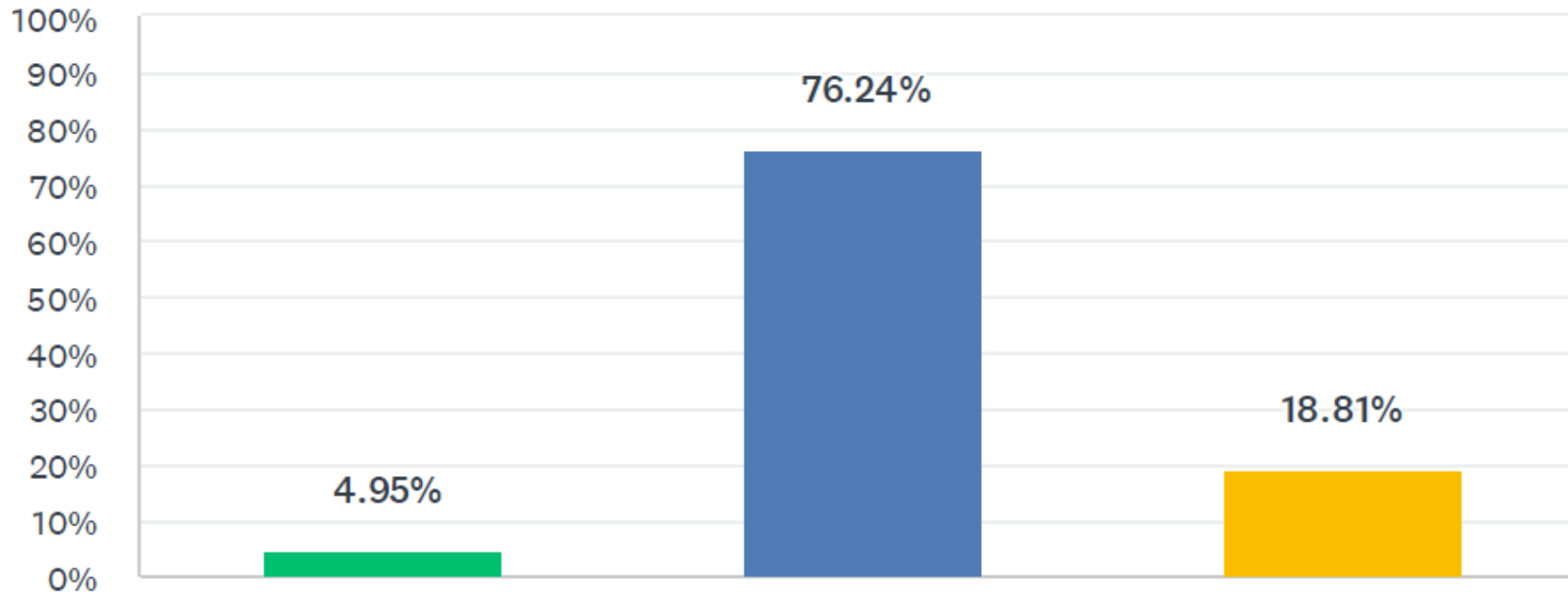
Q4 Would you support the additional annual property assessment for buildings within an approximate 4.5-block radius of the development (outlined above) to fund the addition of a public parking garage?

Answered: 101 Skipped: 13



Q5 Which of the following LID assessment scenarios would you prefer?

Answered: 101 Skipped: 13



■ An LID assessment for only properties within an approximate 4.5 block radius of the development to fund additional parking

■ An LID assessment for all downtown Ketchum properties to fund additional parking

■ I do not prefer any of the proposed LID assessments



Questions?



IKURA

Parking Structure Financial Options

December 16, 2024

- ***All Numbers are Estimates, Further Refinement is Needed***
- All Financial Options have a three-piece approach
 - LID (Local Improvement District) Assessment
 - All options use LOT square footage as the assessment variable
 - City Contribution
 - URA Cash Contribution
- All Options Total \$21M
 - Project is estimated at \$24M
 - Must value engineer or alter final approach
- Each Option shown will show the following
 - LID Map
 - Financial Summary
 - Property Examples

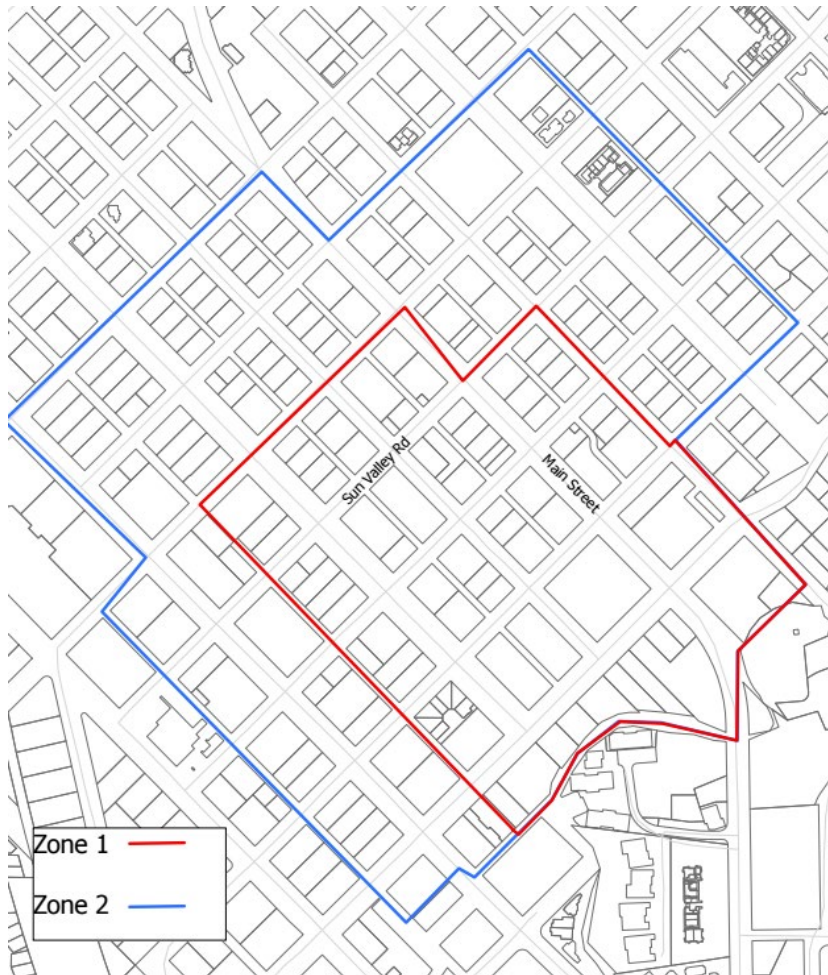


2-Zone Original Option

Previously Presented

2-Zone Map

- Driven predominantly by a 2 and 4 block radius



2-Zone Financial Summary

- Note: Original zone square footage without refinement
- LID Summary:
 - \$8.5 million contribution
 - 2 Zones:
 - Zone 1: \$0.29 / sq ft
 - Zone 2: \$0.14 / sq ft
- City Summary:
 - \$8.5 million contribution
 - Pleading nearly all URA sunset funds to debt service (~\$640k)
- KURA Summary:
 - Assumed a \$4M cash contribution

Property Examples

- Zone 1
 - Sawtooth Club: ~\$797
 - Chapter One: ~\$153
 - Village Market: ~\$7,712
- Zone 2
 - Wells Fargo Bank: ~\$1,531
 - Gather Yoga Studio: ~\$795

Feedback Themes

- LID needs to be a bigger piece of the financial plan
- KURA cash contribution needs to be limited based on existing commitments
- City Council was uncomfortable with the long-term commitment of all KURA sunset tax funds



3-Zone Option

- Boundary based on using the CC Zone within Downtown



3-Zone Financial Summary

- Note: Refinement on some exempt property
- LID Summary:
 - \$13.0 million contribution
 - 3 Zones:
 - Zone 1: \$0.63 / sq ft
 - Zone 2: \$0.44 / sq ft
 - Zone 3: \$0.33 / sq ft
- City Summary:
 - \$5.0 million contribution
 - Pleading over half of all URA sunset funds to debt service (~\$376k)
- KURA Summary:
 - Assumed a \$3M cash contribution

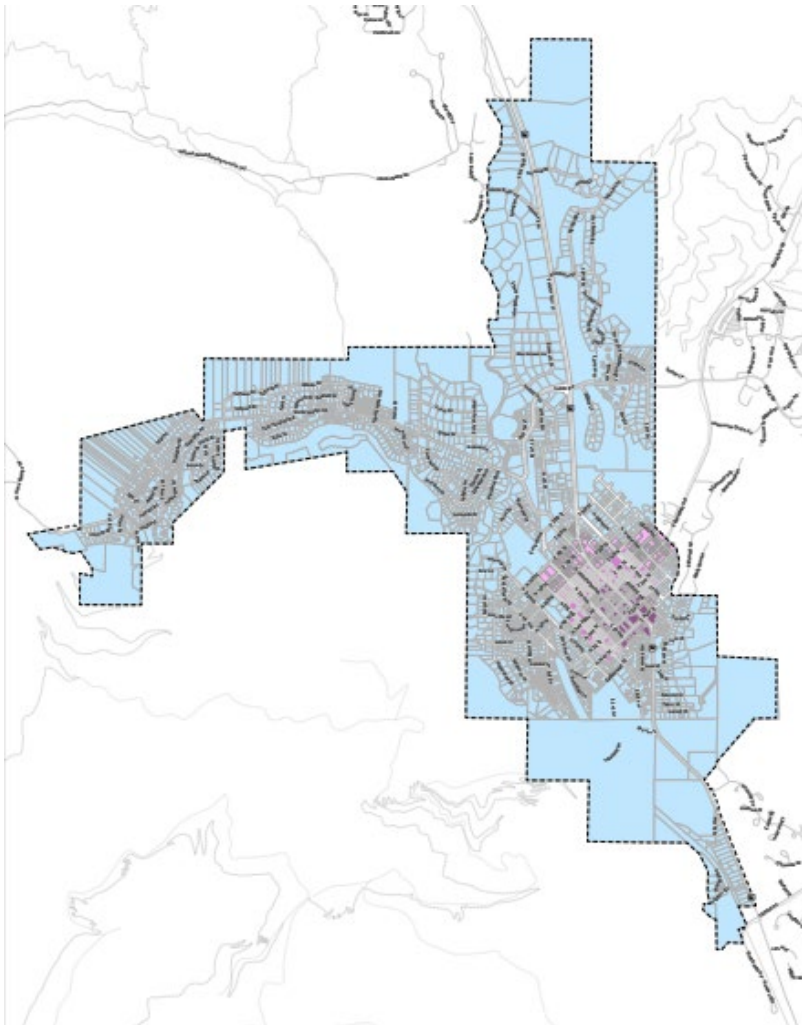
Property Examples

- Zone 1
 - Sawtooth Club: ~\$1,727
 - Chapter One: ~\$329
 - Village Market: ~\$16,800
- Zone 2
 - Wells Fargo Bank: ~\$4,816
 - Gather Yoga Studio: ~\$2,399
- Zone 3
 - Lefty's: ~\$2,700



4-Zone Option

- Boundary based on City Limits



4-Zone Financial Summary

- LID Summary:
 - \$13.0 million contribution
 - 4 Zones:
 - Zone 1: \$0.27 / sq ft
 - Zone 2: \$0.16 / sq ft
 - Zone 3: \$0.06 / sq ft
 - Zone 4: \$0.01 / sq ft
- City Summary:
 - \$5.0 million contribution
 - Pleading over half of all URA sunset funds to debt service (~\$376k)
- KURA Summary:
 - Assumed a \$3M cash contribution

Property Examples

- Zone 1
 - Sawtooth Club: ~\$741
 - Chapter One: ~\$141
 - Village Market: ~\$7,210
- Zone 2
 - Wells Fargo Bank: ~\$1,763
 - Gather Yoga Studio: ~\$878
- Zone 3
 - Lefty's: ~\$494



Option Statistics

Statistics by Option

3 Zone Option

	Cost per Sq Ft	Total w/o City and BCSD	Average Sq Ft	Average Cost	Median Sq Ft	Median Cost
Zone 1	0.63	756,419	9,225	\$5,812	6,403	\$4,034
Zone 2	0.44	952,831	8,358	\$3,678	5,663	\$2,492
Zone 3	0.33	631,489	7,994	\$2,638	8,233	\$2,717

4 Zone Option

	Cost per Sq Ft	Total w/o City and BCSD	Average Sq Ft	Average Cost	Median Sq Ft	Median Cost
Zone 1	0.27	756,419	9,225	\$2,491	6,403	\$1,729
Zone 2	0.16	952,831	8,358	\$1,337	5,663	\$906
Zone 3	0.06	631,489	7,994	\$480	8,233	\$494
Zone 4	0.01	70,897,995	33,364	\$334	10,149	\$101



Discussion/Questions



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: January 6, 2025 Staff Member/Dept: Genoa Beiser, Zoning Technician
Planning & Building Department

Agenda Item: Recommendation to approve the Right-of-Way Encroachment Agreement 25939 for the placement of driveway pavers and snowmelt in the public right-of-way at 108 Gates Road and authorize the Mayor to sign the agreement.

Recommended Motion:

“I move to approve the Right-of-Way Encroachment Agreement 25939 for the pavers and snowmelt system located at 108 Gates Road and authorize the Mayor to sign the Right-of-Way Encroachment Agreement 25939.”

Reasons for Recommendation:

- On Monday, December 16, 2024, a Right-of-Way Encroachment Permit was brought before City Council to approve pavers and to either approve snowmelt in the right-of-way or direct staff to require the applicant to remove the portion of the snowmelt system that encroaches in the right-of-way.
- After discussion and deliberation, Council had a split vote with the Mayor breaking the vote in favor of allowing both the pavers and snowmelt to remain in the right-of-way. Council directed staff to draft the Right-of-Way Encroachment Agreement and have the Mayor sign.
- In reviewing the draft agreement, the Mayor had questions that should be clarified for council prior to his signature.

Policy Analysis and Background (non-consent items only):

On Monday December 16, 2024, a Right-of-Way Encroachment Permit was brought before City Council to approve pavers and to either approve snowmelt in the right-of-way or direct staff to require the applicant to remove the portion of the snowmelt system that encroaches in the right-of-way. The staff report and exhibits are included as Attachment 1.

After discussion and deliberation, the Council had a split vote with the Mayor breaking the vote in favor of allowing both the pavers and snowmelt to remain in the right-of-way. Council directed staff to draft the Right-of-Way Encroachment Agreement and have the Mayor sign.

In reviewing the draft agreement, the Mayor had questions that should be clarified for council prior to his signature.

Sustainability Impact:

See Attachment 1

Financial Impact:

None OR Adequate funds exist in account:	There is no financial requirement from the city for this action
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Attachments:

1. Staff report from the December 16, 2024 City Council meeting
2. Right-of-Way Encroachment Agreement 25939



City of Ketchum

Attachment 1: Staff Report from the December 16, 2024 City Council Meeting



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: December 16, 2024 Staff Member/Dept: Genoa Beiser, Zoning Technician
Planning & Building Department

Agenda Item: Recommendation to approve the Right-of-Way Encroachment Permit for the placement of driveway pavers only in the public right-of-way at 108 Gates Road and direct staff to draft the Encroachment Agreement, authorize the Mayor to sign the agreement, and require the applicant to remove the portion of the snowmelt system that encroaches into the right-of-way.

Recommended Motion:

Option #1—Staff recommends the following motion based on policy direction provided to staff on April 3, 2023 that the City Council will no longer approve Right-of-Way Encroachment Permits for residential snowmelt systems: “I move to approve the Right-of-Way Encroachment Permit for pavers at 108 Gates Road and direct staff to draft and authorize the Mayor to sign the associated Right-of-Way Encroachment Agreement and direct the applicant to remove the portion of the snowmelt system that encroaches into the right-of-way.”

Option #2—If City Council chooses to amend their policy direction to approve snowmelt systems for residential driveways encroaching in the public right-of-way, then the 108 Gates Road Right-of-Way Encroachment Permit may be approved with the following motion: “I move to approve the Right-of-Way Encroachment Permit for the snowmelt system and pavers located at 108 Gates Road and direct staff to draft and authorize the Mayor to sign the associated Right-of-Way Encroachment Agreement.”

Reasons for Recommendation:

- On October 8, 2024, the Community Service Officers observed work being conducted in the right-of-way at 108 Gates Road without a permit. Staff communicated that the work was to stop on October 9, 2024; however, staff’s directive was disregarded and the installation of a snowmelt system in the right of way was completed.
- The applicant is representing that the snowmelt system was pre-existing and was being replaced. However, city staff cannot determine whether the snowmelt system was pre-existing or newly installed, as staff was unable to find an existing encroachment agreement permitting a snowmelt system in the right-of-way for this property.
- On April 3, 2023, the City Council provided direction to staff that they would no longer approve Right-of-Way Encroachment Permits for residential snowmelt systems, unless the snowmelt system is required by the City Engineer, Fire Department, or Streets Department for nonconforming driveways.
- The driveway conforms to city standards and a snowmelt system is not recommended by the City Engineer, Fire Department, or Streets Department.

Policy Analysis and Background (non-consent items only):

During their meeting on April 3, 2023, the City Council provided direction to staff that they would no longer approve Right-of-Way Encroachment Permits for residential snowmelt systems, unless the snowmelt system is required by the City Engineer, Fire Department, or Streets Department for nonconforming driveways, such as steep driveways with grades that exceed 10% slope.

On October 8, 2024, the Community Service Officers observed work being conducted in the public right-of-way at 108 Gates Road without a permit. The work involved a snowmelt system in the right-of-way (see image below) and the representation by the applicant is that the snowmelt was being replaced, although staff can't confirm if it was pre-existing. On October 9, 2024, staff communicated to the applicant that the work needed to stop and informed them that snowmelt systems and pavers in the right-of-way require a Right-of-Way Encroachment Permit. Staff also indicated to the owner that due to council policy direction, snowmelt is not permitted within the right-of-way without approval by city council and that snowmelt is generally not permitted unless necessary for life safety or street maintenance reasons. Despite staff communicating that the work in the right-of-way must be paused, the applicant disregarded staff's directive and installed the snowmelt system without the proper permit or approval.



On October 22, 2024, the applicant submitted a Right-of-Way Encroachment Permit application. As shown in Attachment 2, the plans indicate the encroachment of a snowmelt system and pavers in the public right-of-way, as constructed. The plans indicate that the snowmelt system was existing, however, City staff cannot

determine whether the system was pre-existing or newly installed because staff was unable to find an approved encroachment agreement permitting a snowmelt system in the right-of-way for this property.

Based on the policy direction provided by the City Council on April 3, 2023, staff recommends that the City Council approve a Right-of-Way Encroachment Permit for driveway pavers only and direct the applicant to remove the portion of the snowmelt system that encroaches into the right-of-way (Motion Option #1) as the driveway conforms to city standards and snowmelt is not recommended by the City Engineer, Streets Department, or Fire Department. If the Council chooses to amend their policy direction to approve residential snowmelt systems encroaching in the public right-of-way, then the 108 Gates Road Right-of-Way Encroachment Permit may be approved (Motion Option #2).

Sustainability Impact:

None OR state impact here: The April 3, 2023, staff report for the policy discussion regarding snowmelt systems for residential driveways states that, “residential energy use is the largest contributor of greenhouse gas emissions in Ketchum accounting for 50% of total emissions.” The staff report provides average emissions in pounds of carbon dioxide emissions produced per driveway for different snow removal methods as follows:

- Snowmelt Systems: 1,606 pounds of CO2 emissions (1,079 vehicle miles traveled equivalent)
 - Snow Plowing: 115 pounds of CO2 emissions (77 vehicle miles traveled equivalent)
- Snow Blower: 76 pounds of CO2 emissions (51 vehicle miles traveled equivalent)

Financial Impact:

None OR Adequate funds exist in account:	There is no financial requirement from the city for this action
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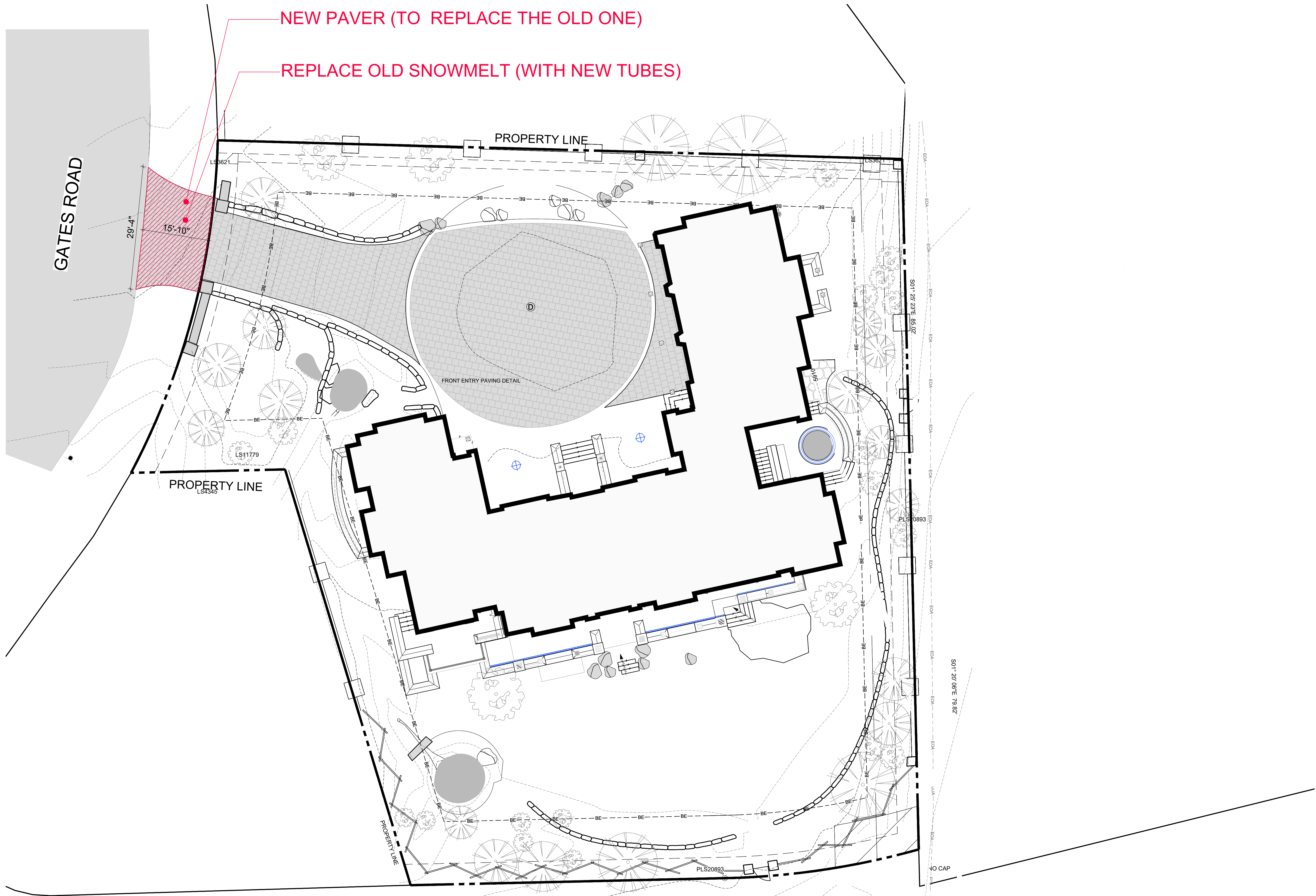
Attachments:

1. Unpermitted Right-of-Way Encroachment Plan, as Constructed



City of Ketchum

Attachment 1: Unpermitted Right-of-Way Encroachment Plan, as Constructed



LANDSCAPE DESIGN
MCGAVICK RESIDENCE
108 GATES ROAD, KETCHUM IDAHO

PRINCIPAL: **BY**
PROJECT MANAGER: **SP**
DRAWN BY: **SB**
ISSUE DATE: **10-22-2024**

ROW
ENCROACHMENT

SHEET NO.

L1.0



City of Ketchum

Attachment 2: Right-of-Way Encroachment Agreement 25939

WHEN RECORDED, PLEASE RETURN TO:

**OFFICE OF THE CITY CLERK
CITY OF KETCHUM
POST OFFICE BOX 2315
KETCHUM, IDAHO 83340**

RIGHT-OF-WAY ENCROACHMENT AGREEMENT 25939

THIS AGREEMENT, made and entered into this ____ day of _____, 2024, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho and _____, representing Dirty Foot Gang, LLC (collectively referred to as "Owner"), whose address is 4500 Gordon Drive Naples FL 34107.

RECITALS

WHEREAS, Owner wishes to permit placement of a paver driveway with snowmelt system within the right of way on 108 Gates Drive. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the sidewalk, street, curb and gutter and any landscaping back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

TERMS AND CONDITIONS

1. Ketchum shall permit Owner to install pavers and a snowmelt system within a driveway as identified in Exhibit "A" within the public right-of-way on Gates Road, until notified by Ketchum to remove the infrastructure at which time Owner shall remove infrastructure at Owner's expense.

2. Owner shall be responsible for the maintenance of said Improvements and shall repair said improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the improvements identified in Exhibit "A" shall be approved by the City prior to any modifications taking place.

3. Owner shall be responsible for restoring the sidewalk, curb and gutter and landscaping that is altered due to the installation and removal of the Improvements, to the satisfaction of the Director of Streets and Facilities.

4. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall

further indemnify and hold Ketchum harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

5. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

6. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

7. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

8. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

9. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

10. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

11. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

12. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

OWNER:

CITY OF KETCHUM:

By: _____
Name: _____
Dirty Foot Gang, LLC

By: _____
Neil Bradshaw
Its: Mayor

STATE OF _____,)
) ss.
County of _____)

On this ____ day of _____, 202__, before me, the undersigned Notary Public in and for said State, personally appeared _____, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public for _____
Residing at _____
Commission expires _____

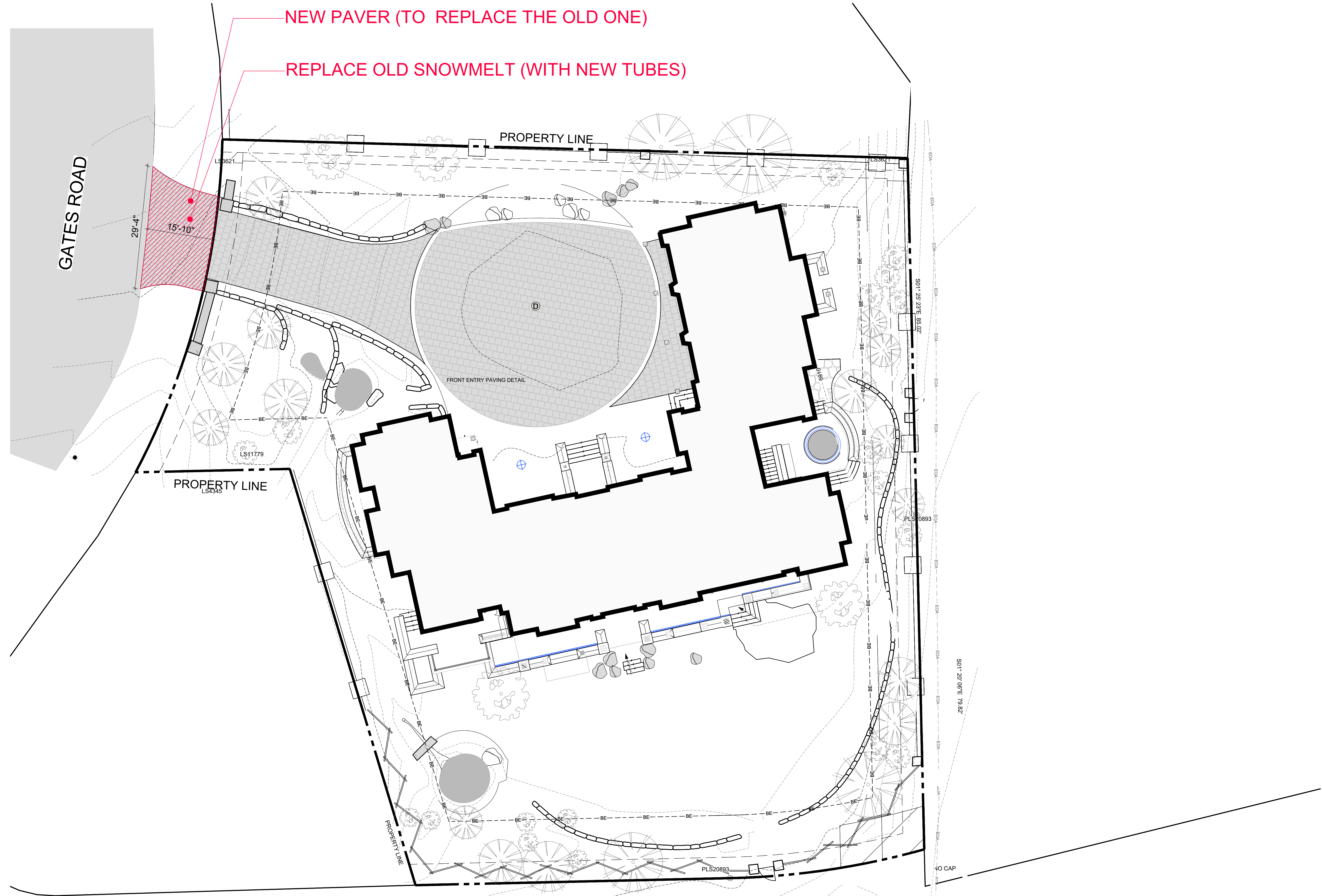
STATE OF IDAHO)
) ss.
County of Blaine)

On this ___ day of _____, 202__, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

Notary Public for _____
Residing at _____
Commission expires _____

EXHIBIT "A"



LANDSCAPE DESIGN
MCGAVICK RESIDENCE
108 GATES ROAD, KETCHUM IDAHO

PRINCIPAL: **BY**
PROJECT MANAGER: **SP**
DRAWN BY: **SB**
ISSUE DATE: **10-22-2024**

ROW ENCROACHMENT

SHEET NO.

L1.0



January 6, 2025

As stipulated in our FY25 Contract for Services with the City of Ketchum, Mountain Rides hereby submits to the Ketchum City Council, for said Body's consideration at its January 2025 meeting, the attached report – consisting of the Mountain Rides Board Packets for its Oct-2024, Nov-2024, and Dec-2024 meetings – complying with the Contract's provision for Mountain Rides to “provide to Ketchum City Council ... periodic Reports including activities, ridership, financial conditions, and other information describing the then-current condition of the transportation system.”



Mountain Rides Transportation Authority

Public Notice

Regular Meeting of the Board of Directors

Wednesday, October 16, 2024, 1:00 pm

Ketchum City Hall, 191 5th St West, Ketchum, ID 83340

Join on your computer, mobile app or room device:

<https://ketchumidaho-org.zoom.us/j/81102814052>

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
 - a. Approve/file: Minutes of Regular Board Meeting, September 18, 2024 **(pg 2-4)**
 - b. Approve/file: Minutes of Finance & Performance Committee, October 2, 2024 **(pg 5)**
 - c. Receive/file Performance Dashboard, August 2024 **(pg 6-33)**
 - d. Receive/file: August 2024 Operating Fund Financial Statements and Bills Paid **(pg 34-39)**
 - e. Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Executive Director **(pg 40-43)**
5. **Discussion item:** MRTA's Commuter Vanpool Service **(pg 44)**
6. **Action item:** Banking Resolution **(pg 45)**
7. **Action item:** Executive Session, per Idaho Code 74-206 **(pg 46)**
8. **Reconvene/Re-Open Public Session**
9. **Action item:** Per Executive Session, if any
10. **Discussion item:** Items of Interest to the Members **(pg 47)**
11. **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.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, September 18, 2024, 1:00 p.m.
Sun Valley City Hall, 81 Elkhorn Rd, Sun Valley, ID 83353**

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), Melody Mattson (at-large), Kristin Derrig (Ketchum), Muffy Davis (Blaine County) and Martha Burke (Hailey)

ALSO PRESENT: Mountain Rides Executive Director, Wally Morgus
Mountain Rides Director, Maintenance, Carlos Tellez
Mountain Rides Director, Transit Operations, Jamie Canfield
Mountain Rides Manager of Finance, Jerry Garcia
Mountain Rides Finance & Administration Specialist, Liz Ruiz
City of Sun Valley, Heidi Goedhart
Members of the public, Edit Szanto
Members of the public, Pam Howland

1. CALL TO ORDER

Chair Grady Burnett called to order the meeting of Wednesday, September 18, 2024, at 1:02 pm. Kristin Derrig took roll and determined that a quorum was present.

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

There were none.

3. PUBLIC COMMENTS

There were none.

4. ACTION ITEM: Consent Agenda

- a. *Approve/file: Minutes of Regular Board Meeting, August 21, 2024*
- b. *Approve/file: Minutes of Finance & Performance Committee, September 4, 2024*
- c. *Receive/file Performance Dashboard, July 2024*
- d. *Receive/file: July 2024 Operating Fund Financial Statements and Bills Paid*

- e. *Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Manager, Finance & Administration; Executive Director*

Neil Bradshaw moved to receive, approve, adopt, and file the Consent Agenda. Tom Blanchard seconded. The motion passed.

5. ACTION ITEM: *Approve Purchase of Two (2) Heavy-duty Battery Electric Buses*

Wally Morgus mentioned that there was some extra language on the motion in the last clause.

Grady Burnett asked Carlos Tellez where the Gillig factory was and when he went. Carlos Tellez answered that it was in Livermore, California and that he had gone about a month ago. Carlos also confirmed that Gillig has the best quality and the best recommendations. Peter Hendricks commented that the reason MRTA didn't have Gillig electric buses before was that Gillig didn't make electric buses before. Grady asked if the buses purchased come with some type of warranty. Carlos Tellez said yes, it does, and that it's in the quote: 3 or 5 years, depending on the components. Wally Morgus mentioned that the Gillig electric buses have an extra battery pack for better range on a single charge.

Martha Burke moved to approve the purchase of 2 heavy-duty BEBs. Tom Blanchard seconded. The motion passed.

6. ACTION ITEM: *Approve Purchase of Four (4) Light-duty Battery Electric Buses*

Neil Bradshaw moved to approve the purchase of 4 light-duty BEBs. Martha Burke seconded. The motion passed.

7. ACTION ITEM: *Approve Org Chart and PayScale*

Neil Bradshaw moved to approve and adopt the Org Chart and PayScale. Kristin Derrig seconded. The motion passed.

8. ACTION ITEM: *Approve FY25 Budget*

Neil Hendricks commented on the City of Hailey's willingness to add the \$3,500 if those funds are available.

Grady Burnett asked if the City of Bellevue had committed to its part. Wally Morgus responded that they have, that it has been settled, and that they have committed.

Tom Blanchard moved to approve and adopt the FY25 Budget. Martha Burke seconded. The motion passed.

9. DISCUSSION ITEM: *Items of Interest to the Members*

Neil Bradshaw talked about Mainstreet being re-opened and the bridge at Trail Creek being closed for two weeks after the Trailing of the Sheep. Neil said it might be in mid-October and that it's two weeks, but it could be anywhere from two to four weeks.

Tom Blanchard discussed Hailey's shifting to their new setup on October 1st and asked about public outreach. Wally Morgus said they are putting up a banner at the Park & Ride stop announcing in both English and Spanish that, effective September 30th, that stop will no longer be serviced for the Valley Route.

Neil Bradshaw also commented on the resort cities' meeting with ITD to discuss a 30-year plan for dedicated bus lanes.

Grady Burnett asked about the drivers' meeting on Saturday, 9/21/24. He asked what time it was happening and where. Jamie Canfield said it was at 11:00 a.m. at the Ketchum Facility. Grady asked if it would be appropriate and permissible for him to stop by and say hello. Jamie said he would love him, too, and that there was going to be a BBQ after, too.

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

Neil Bradshaw made a motion to move into executive session according to Idaho code 74-206. Tom Blanchard seconded. Grady Burnett took roll and determined that a quorum was present.

11. RECONVENE/RE-OPEN PUBLIC SESSION

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

Neil Bradshaw moved to approve that the Board ask Best Day HR to investigate a personnel matter; Martha Burke seconded. The motion passed.

Neil Bradshaw moved to adjourn the meeting at 1:56 pm. Peter Hendricks seconded. The motion carried unanimously.

Chair Grady Burnett



Finance & Performance Committee

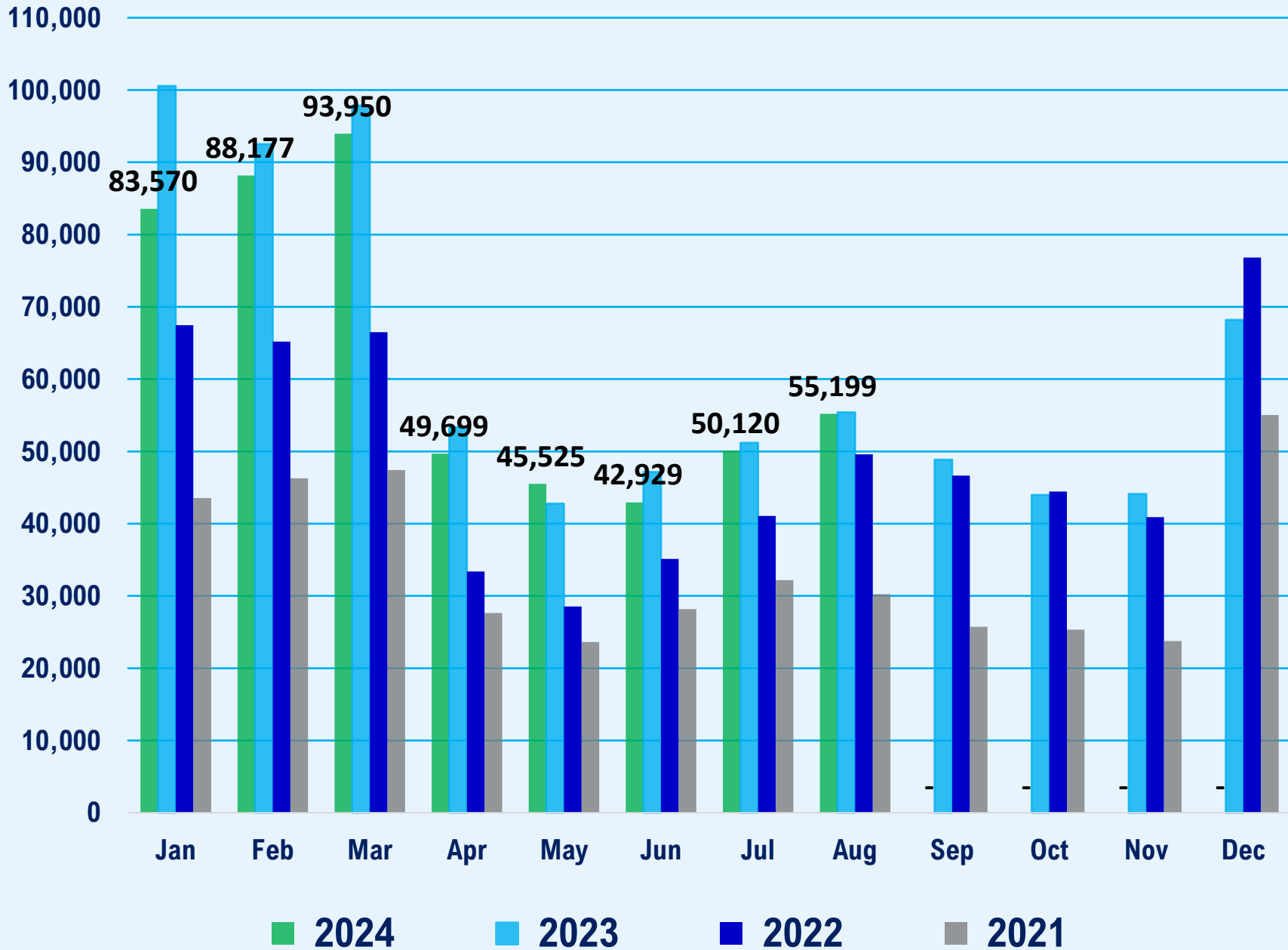
**Regular Monthly Meeting
Wednesday, October 02, 2024, 12:30pm**

Minutes

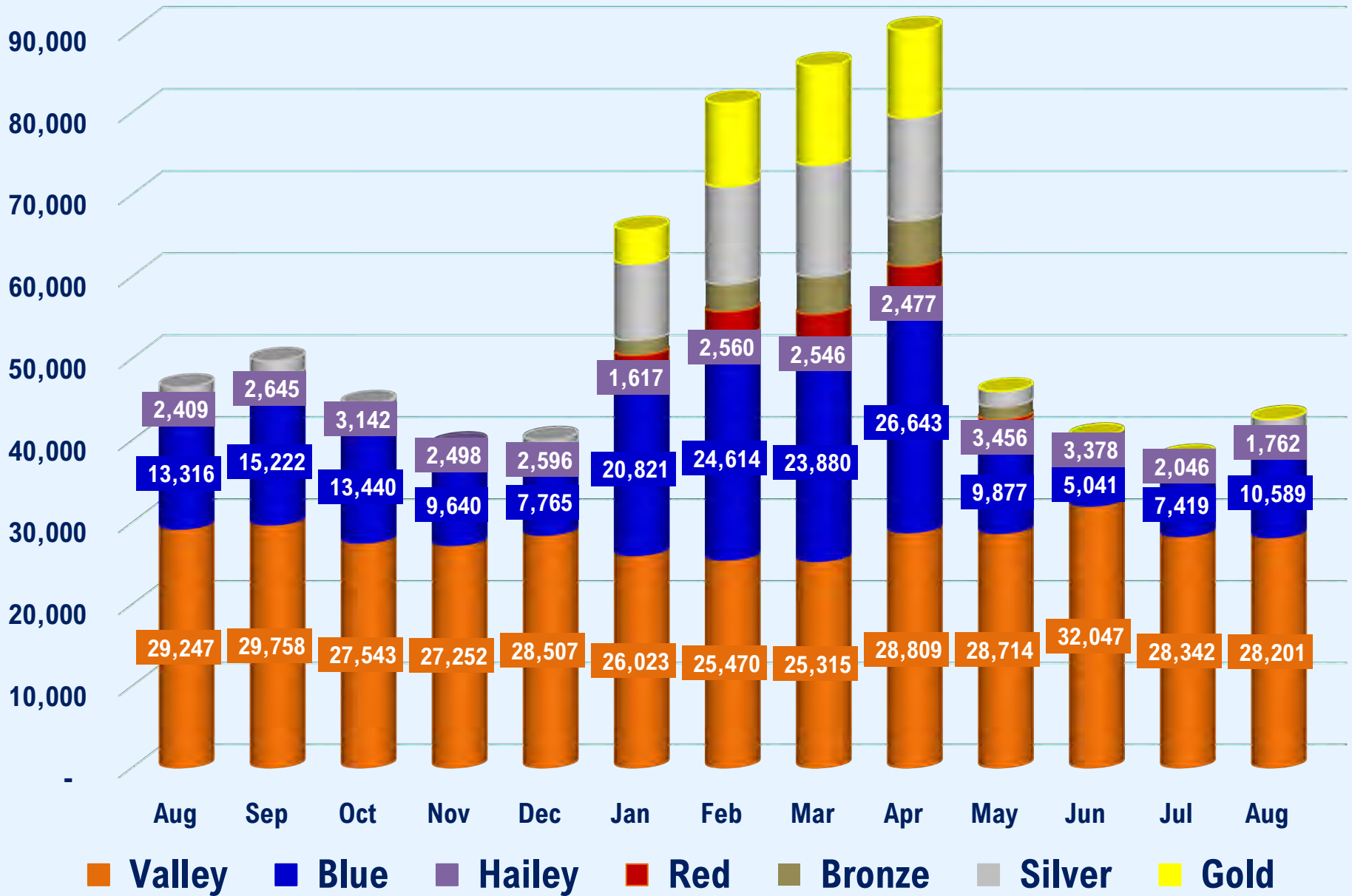
Present: Tom Blanchard, Peter Hendricks, Neil Bradshaw, Muffy Davis, Wally Morgus, Jaime Canfield, Carlos Tellez, Jerry Garcia, and Liz Ruiz

- 1) **Call to Order**
- 2) **Comments** from the Chair and Members
- 3) **Review:** August 2024 Operating Fund
 - a) The group reviewed the financials and bills paid with Jerry Garcia to answer questions. The committee recommended adding this to the consent agenda to be received and filed by the board. All members approved.
- 4) **Discuss:** Other Matters for Consideration by the Committee
- 5) **Adjourn**

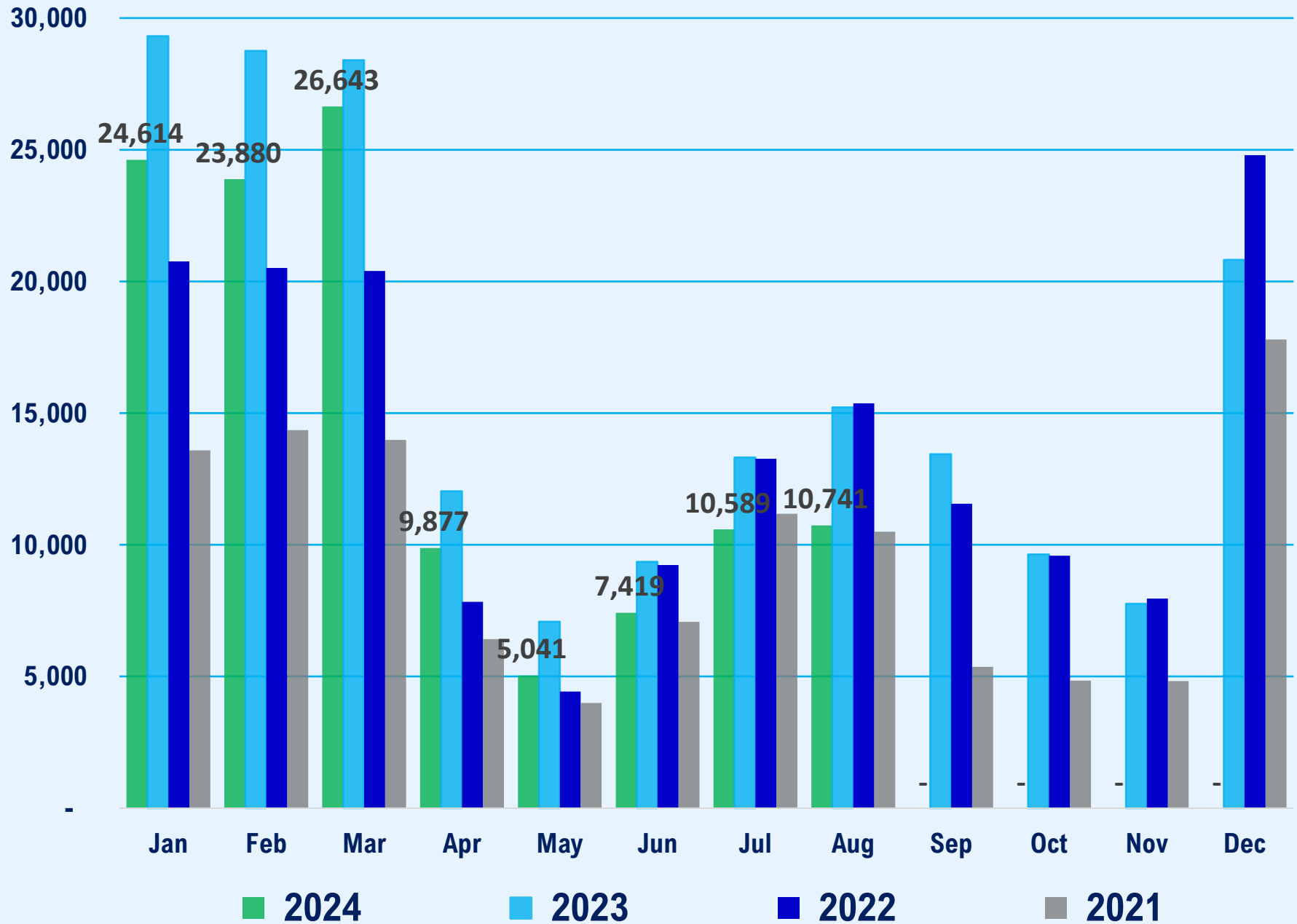
MRTA Total Riders - All Services



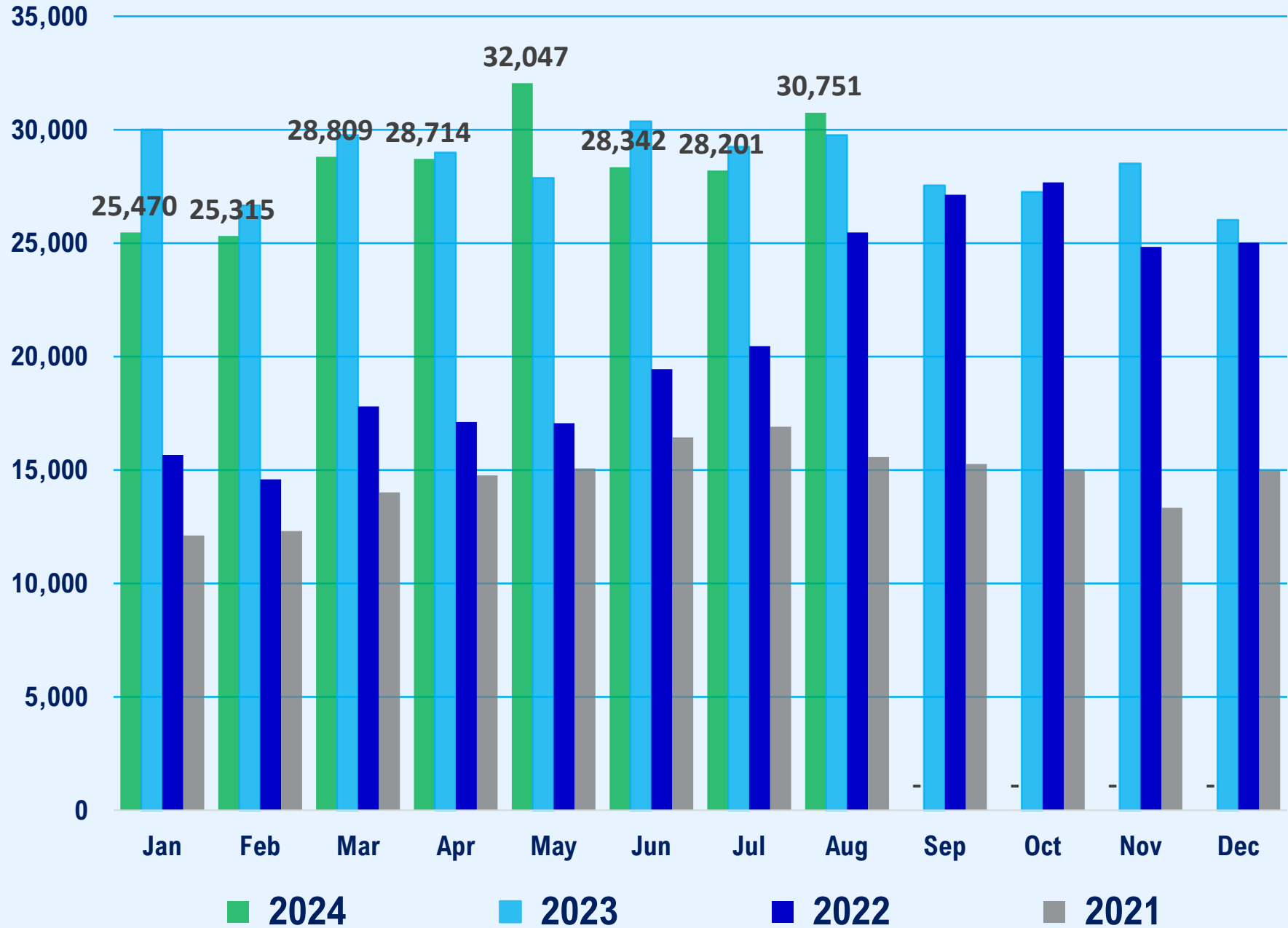
Ridership by Route Trailing Twelve Months+ (TTM+1)



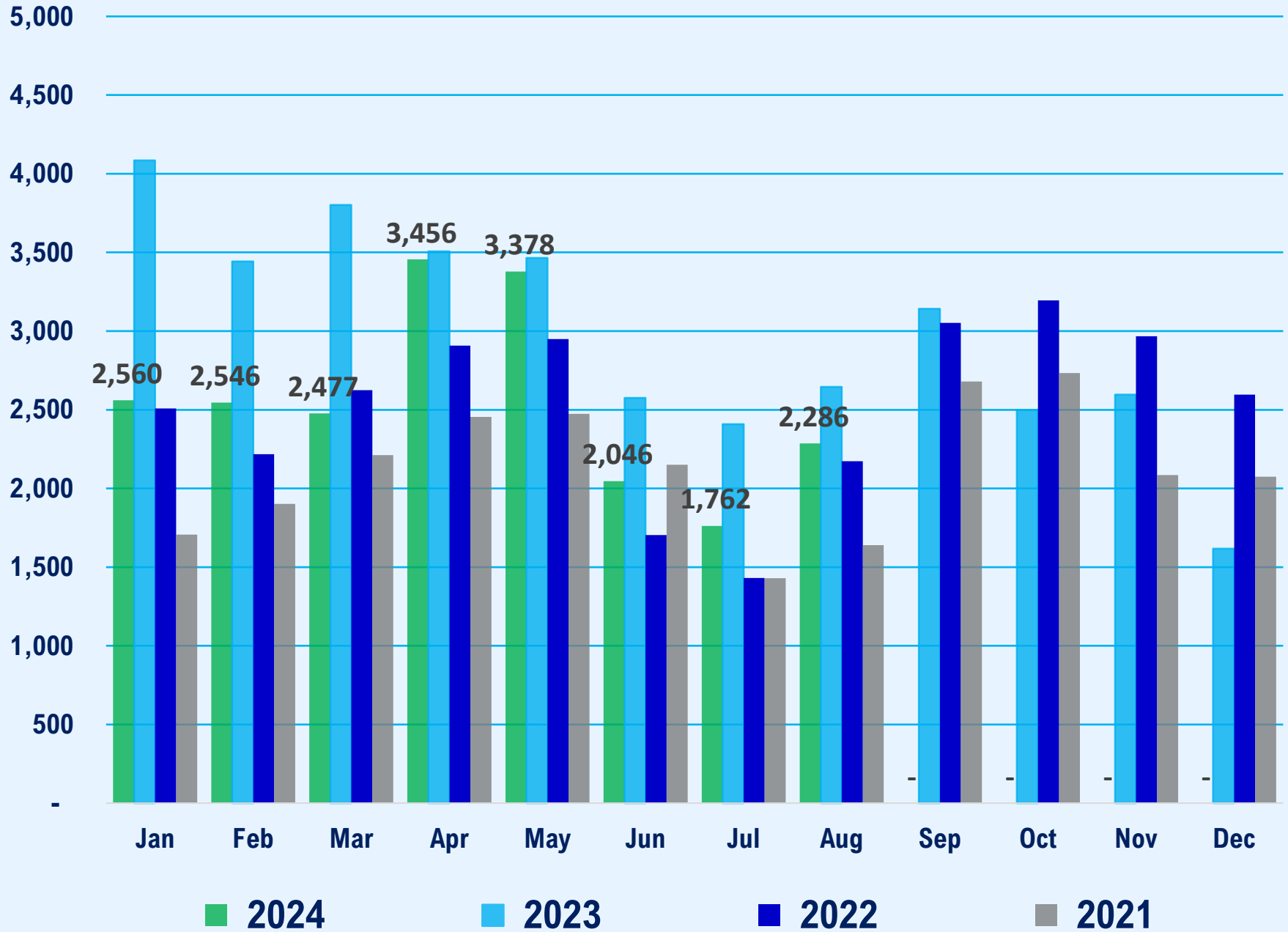
MRTA Blue Route Riders



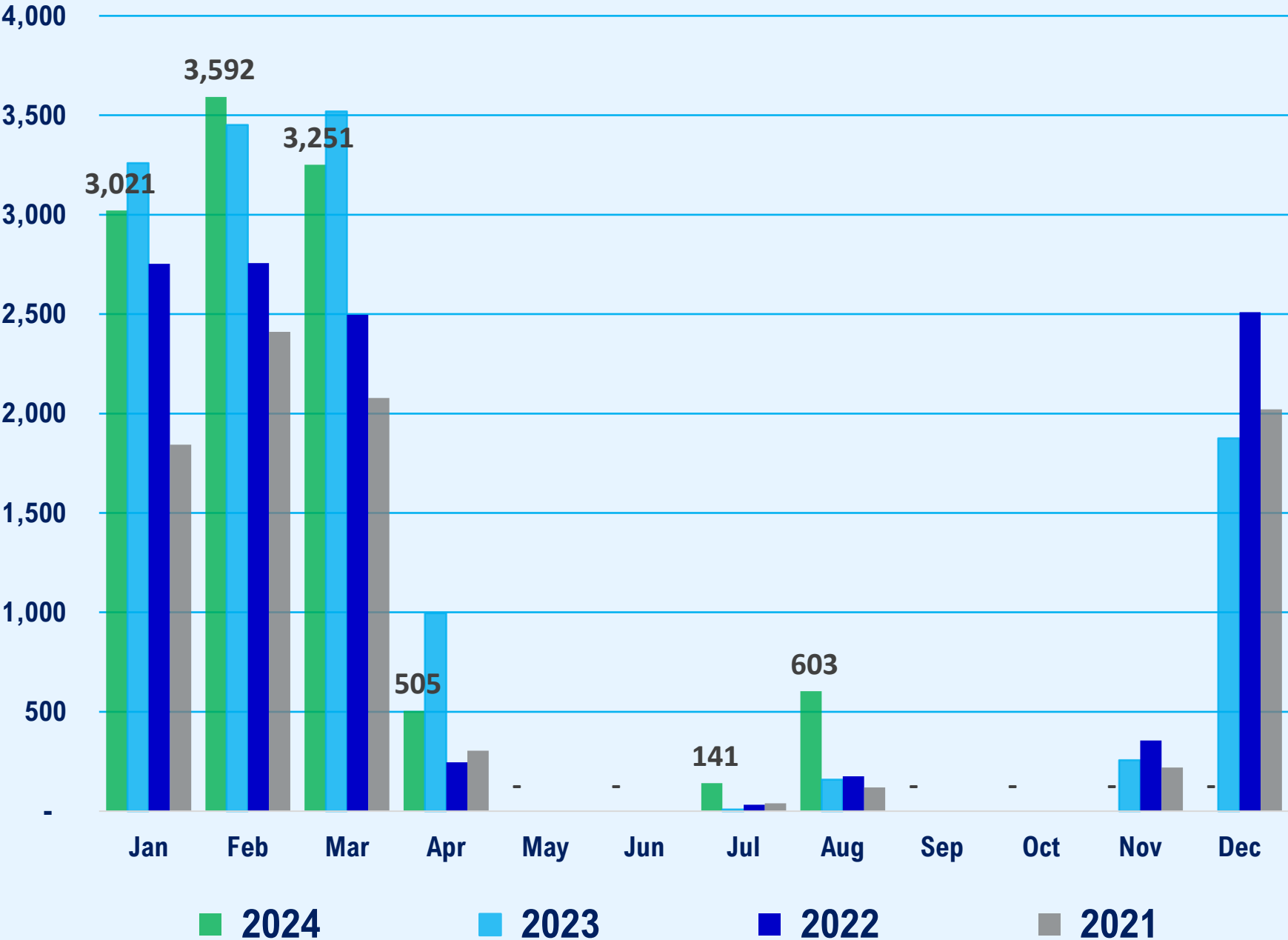
MRTA Valley Route Riders



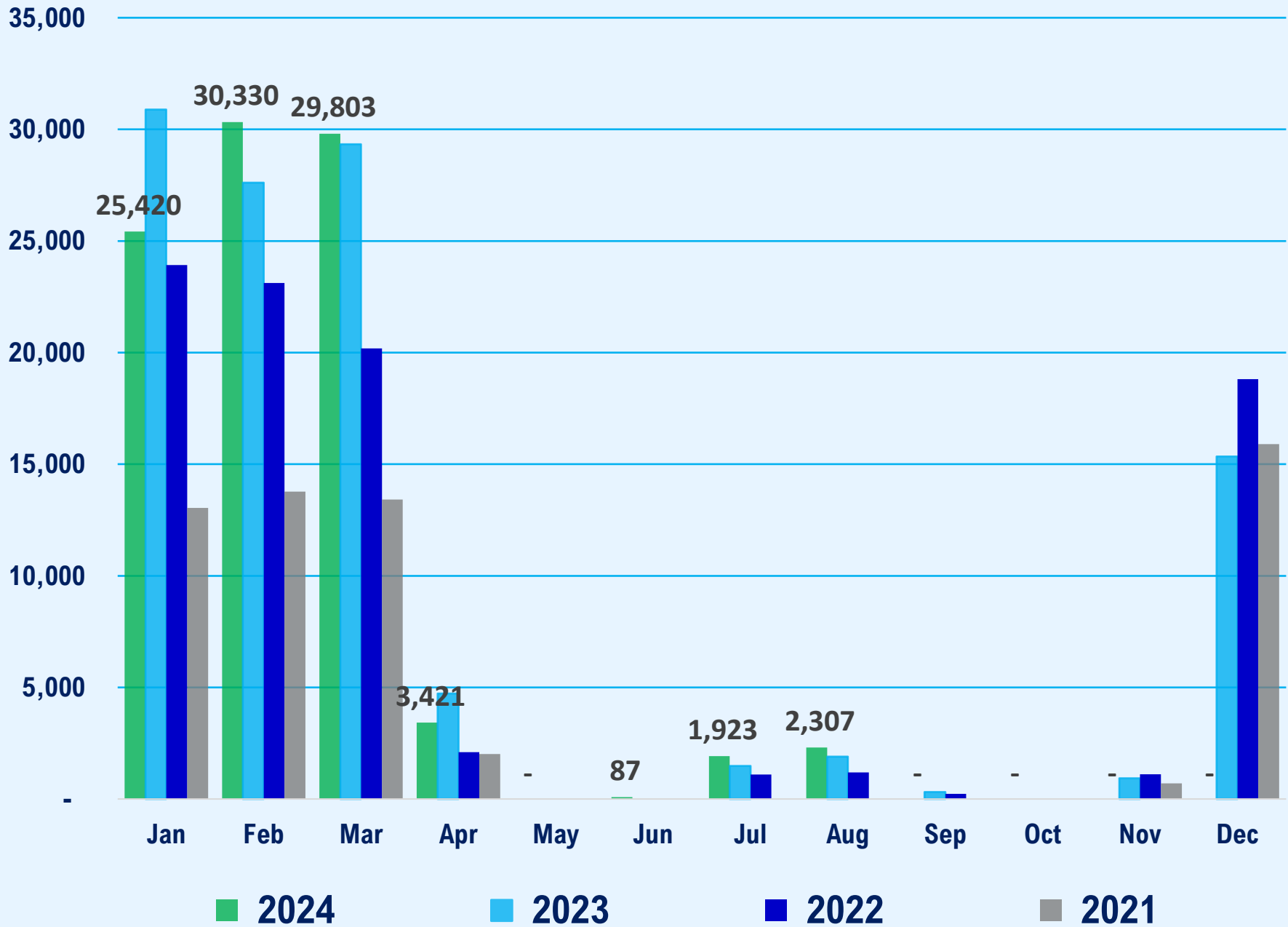
MRTA Hailey Route Riders



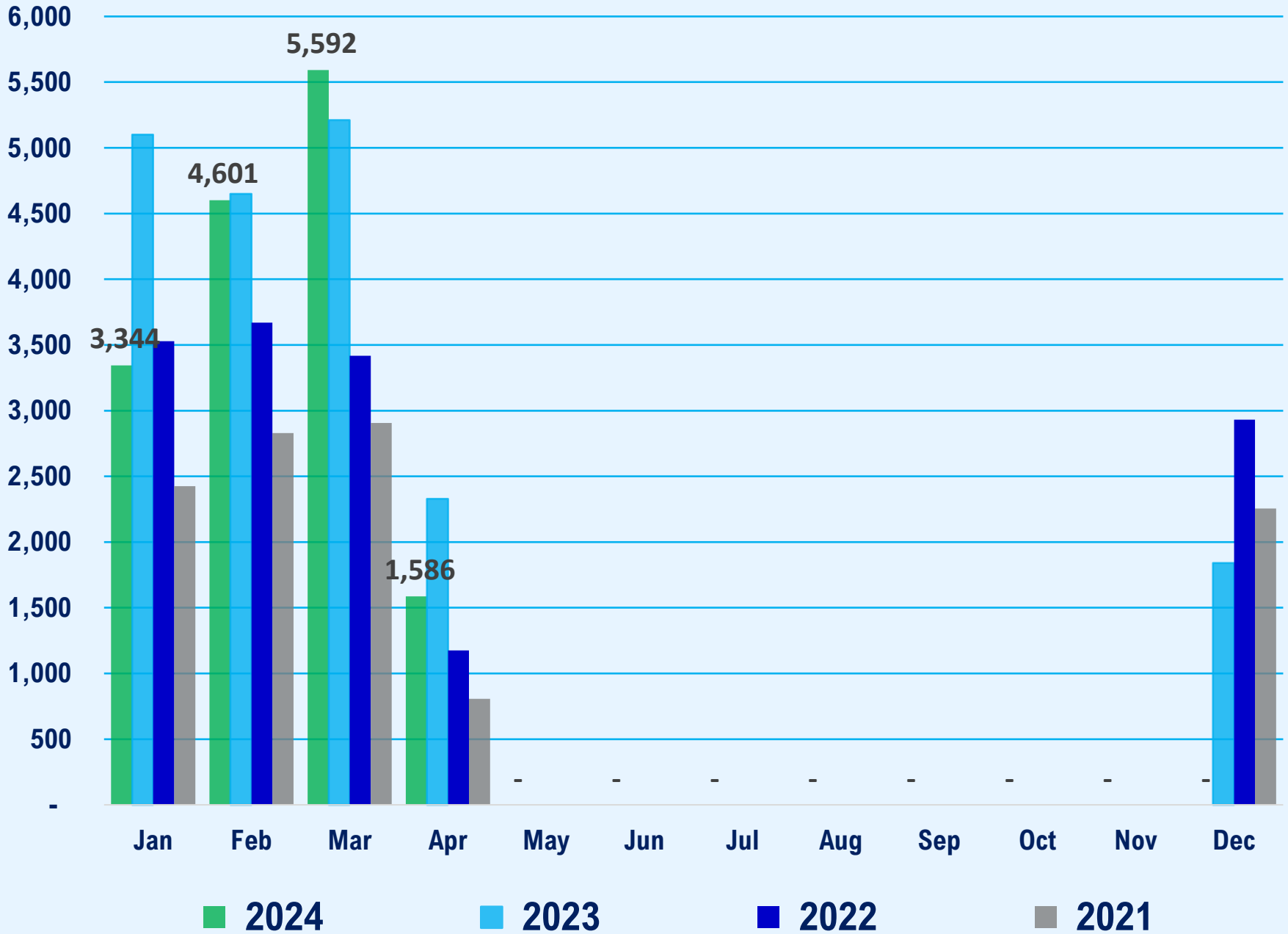
MRTA Red Route Riders



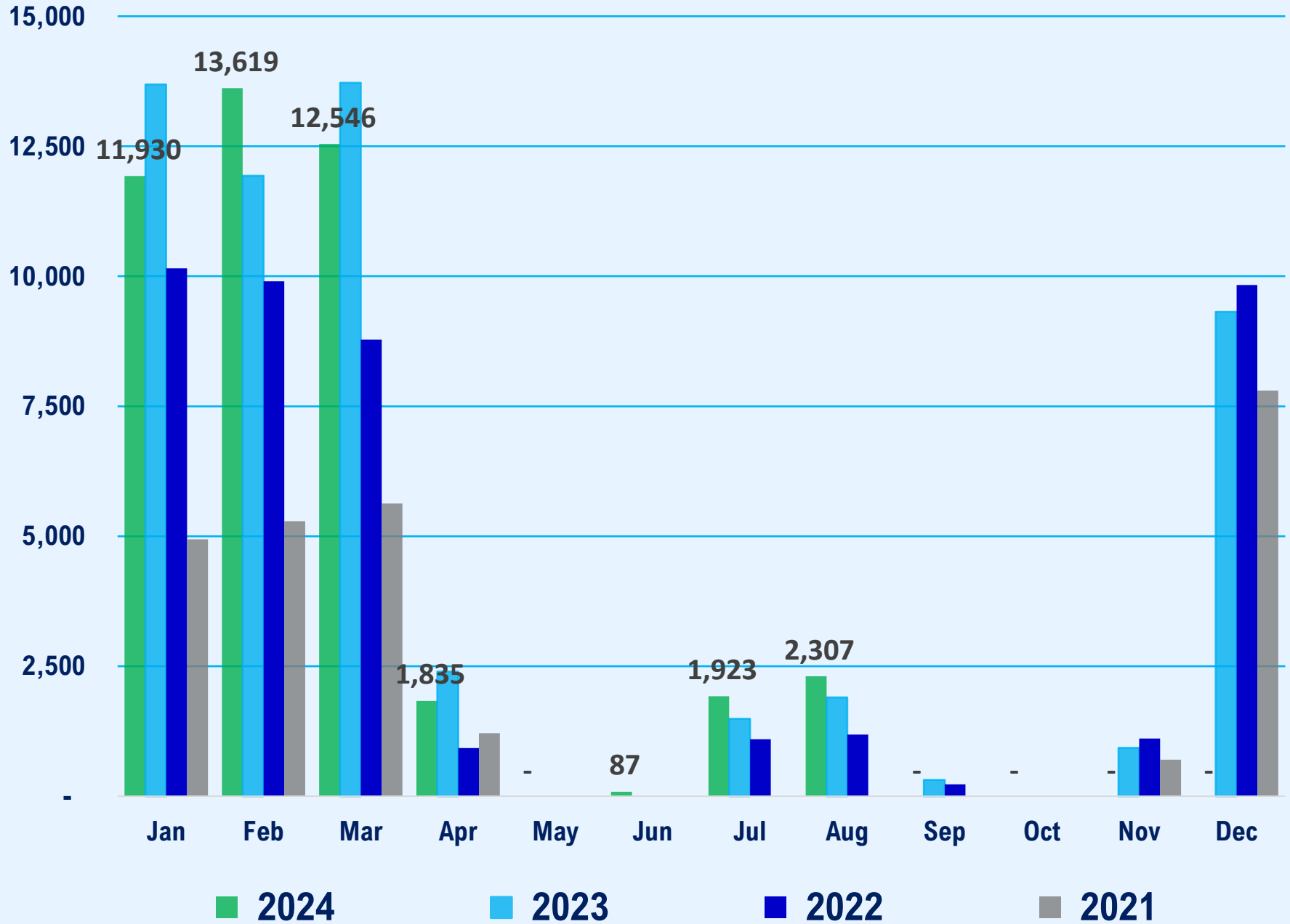
MRTA Resort Routes (Bronze, Silver, Gold) Riders



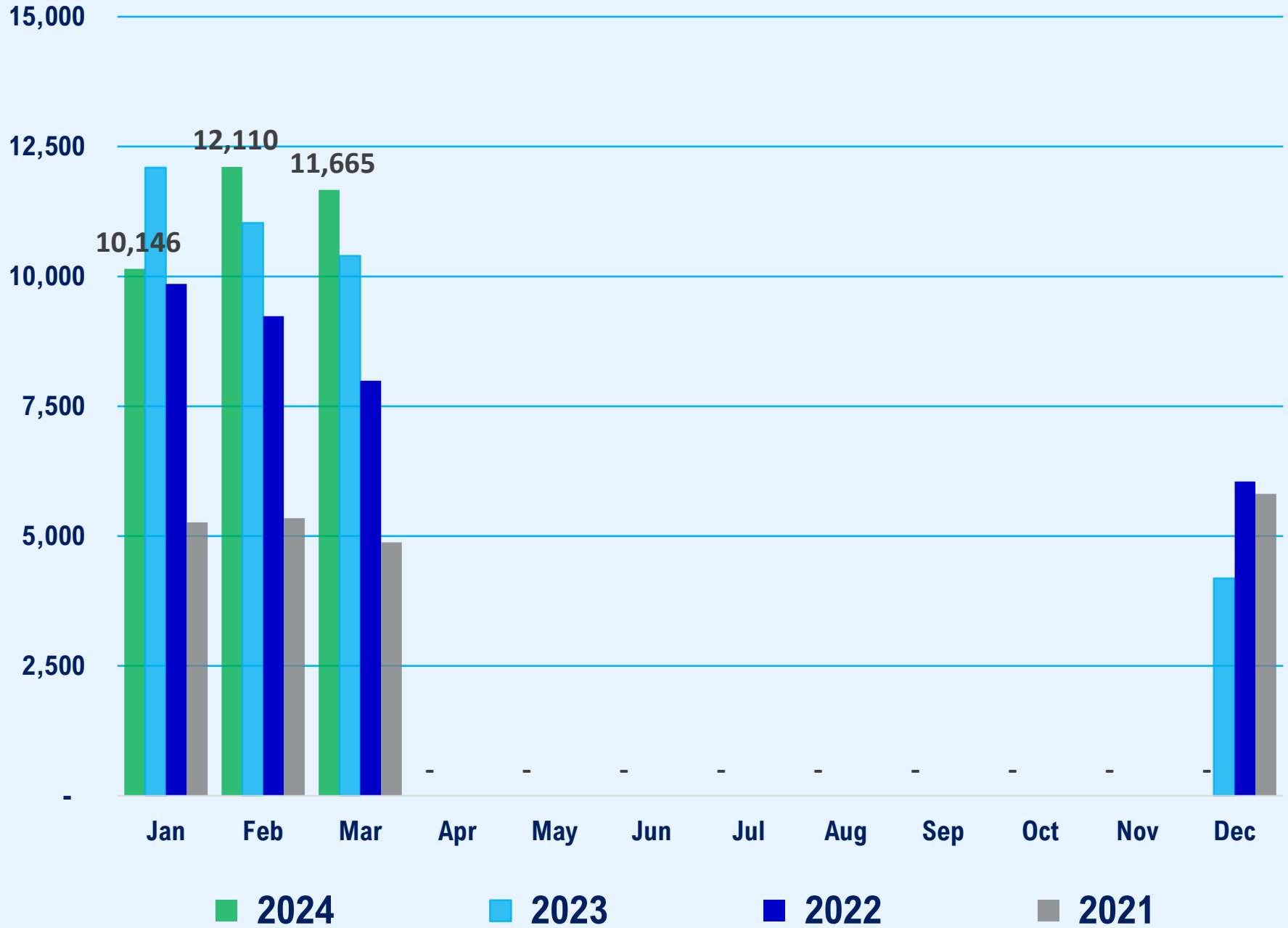
MRTA Bronze Route Riders



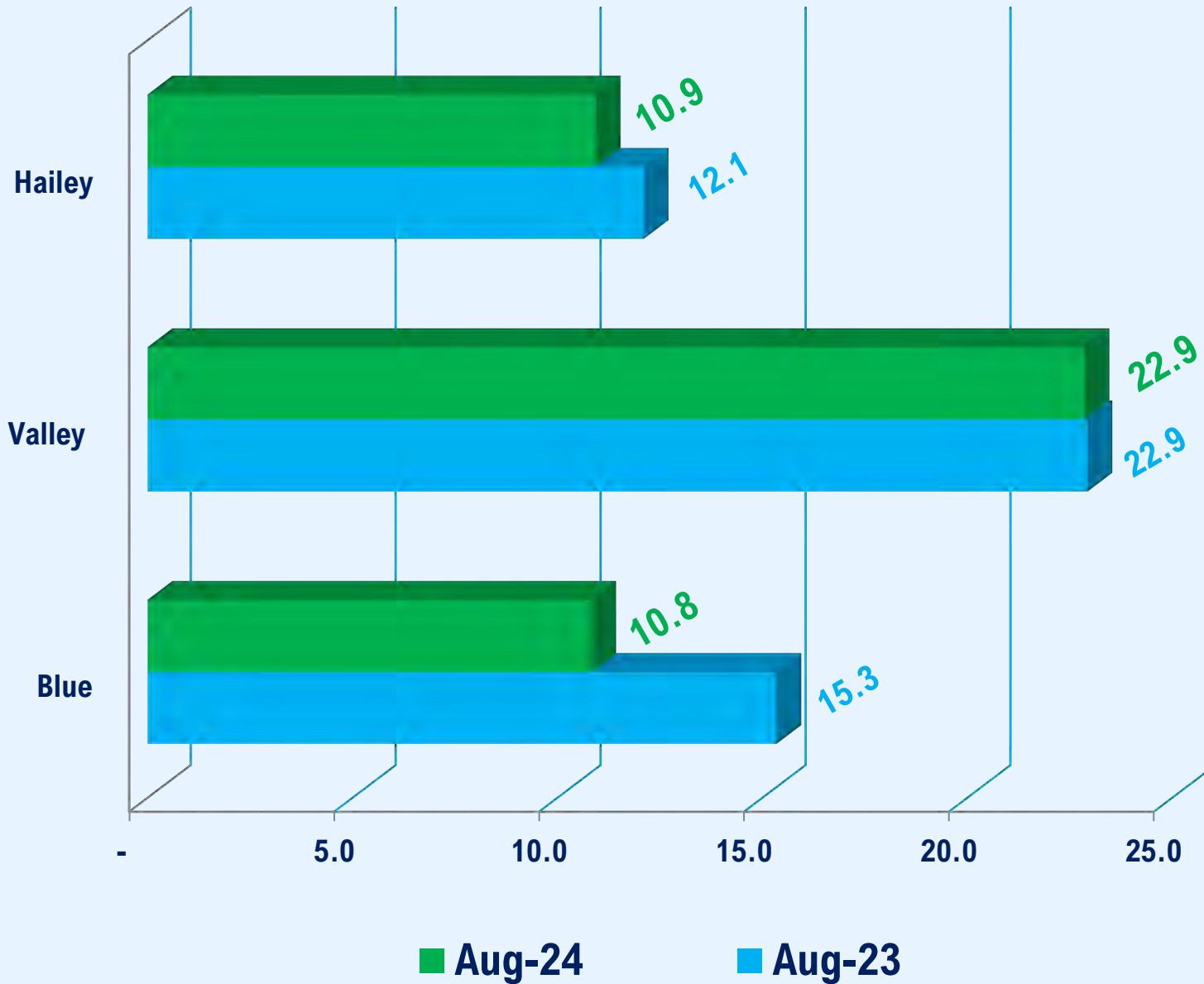
MRTA Silver Route Riders



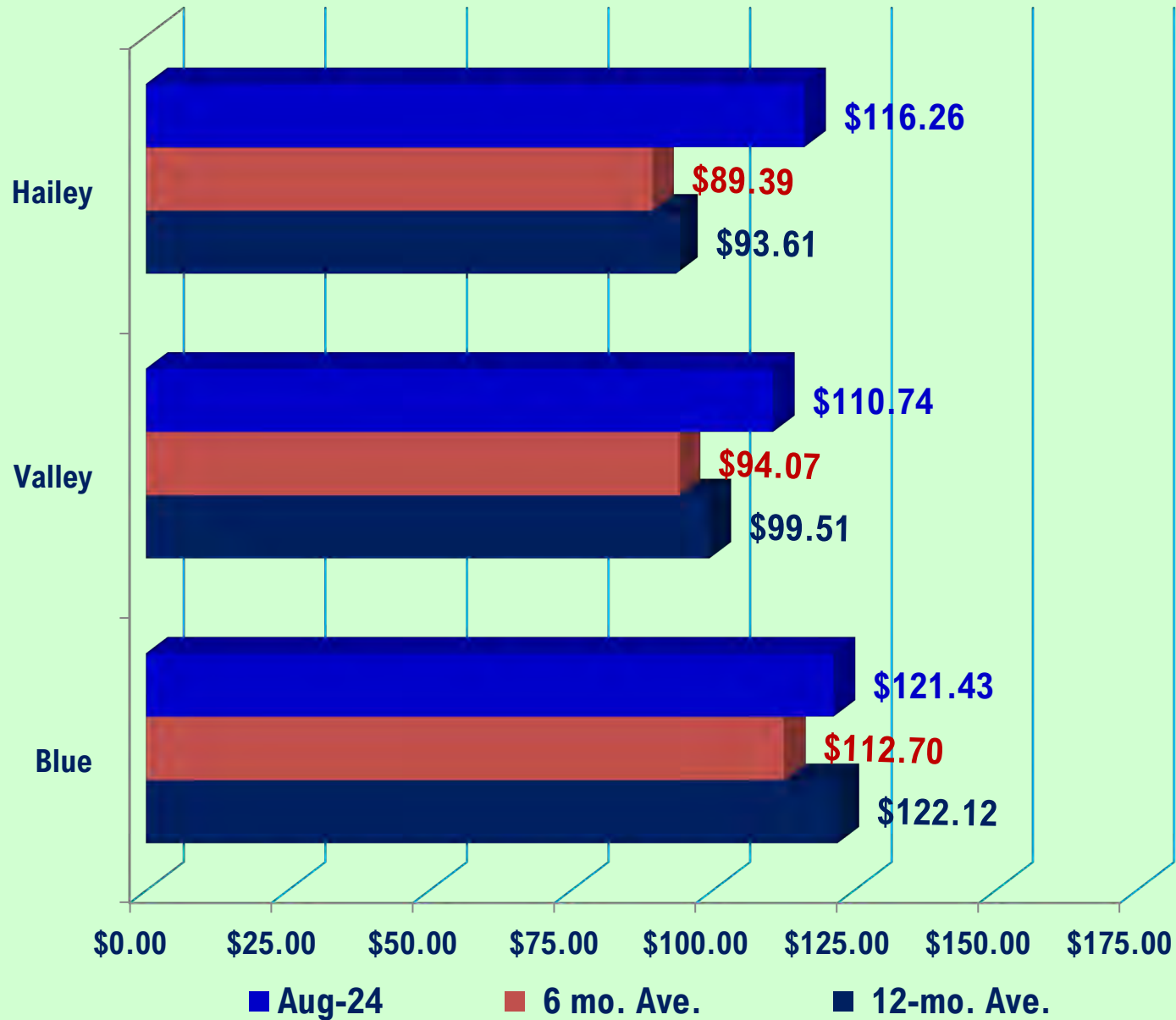
MRTA Gold Route Riders



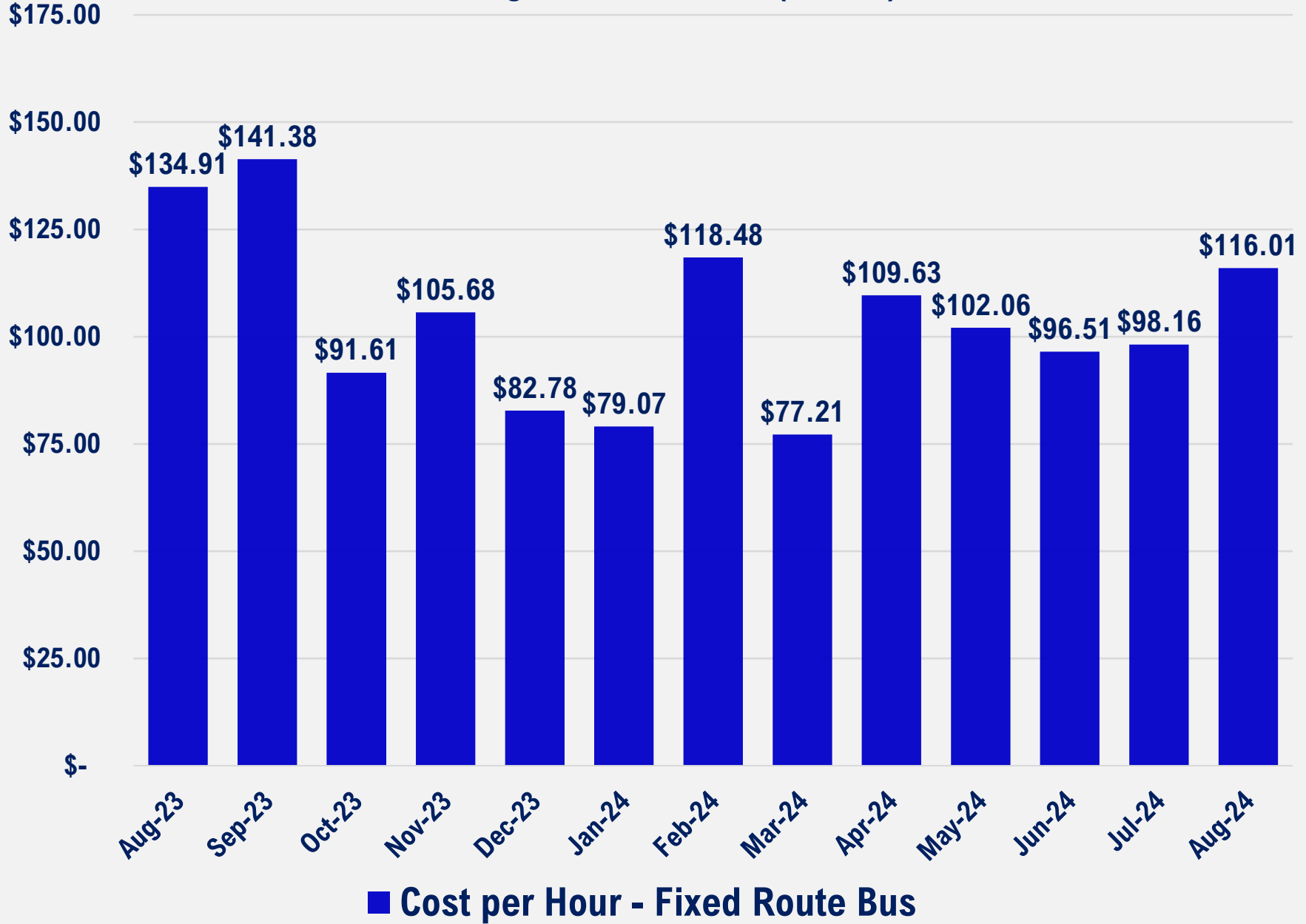
MRTA Riders per Hour



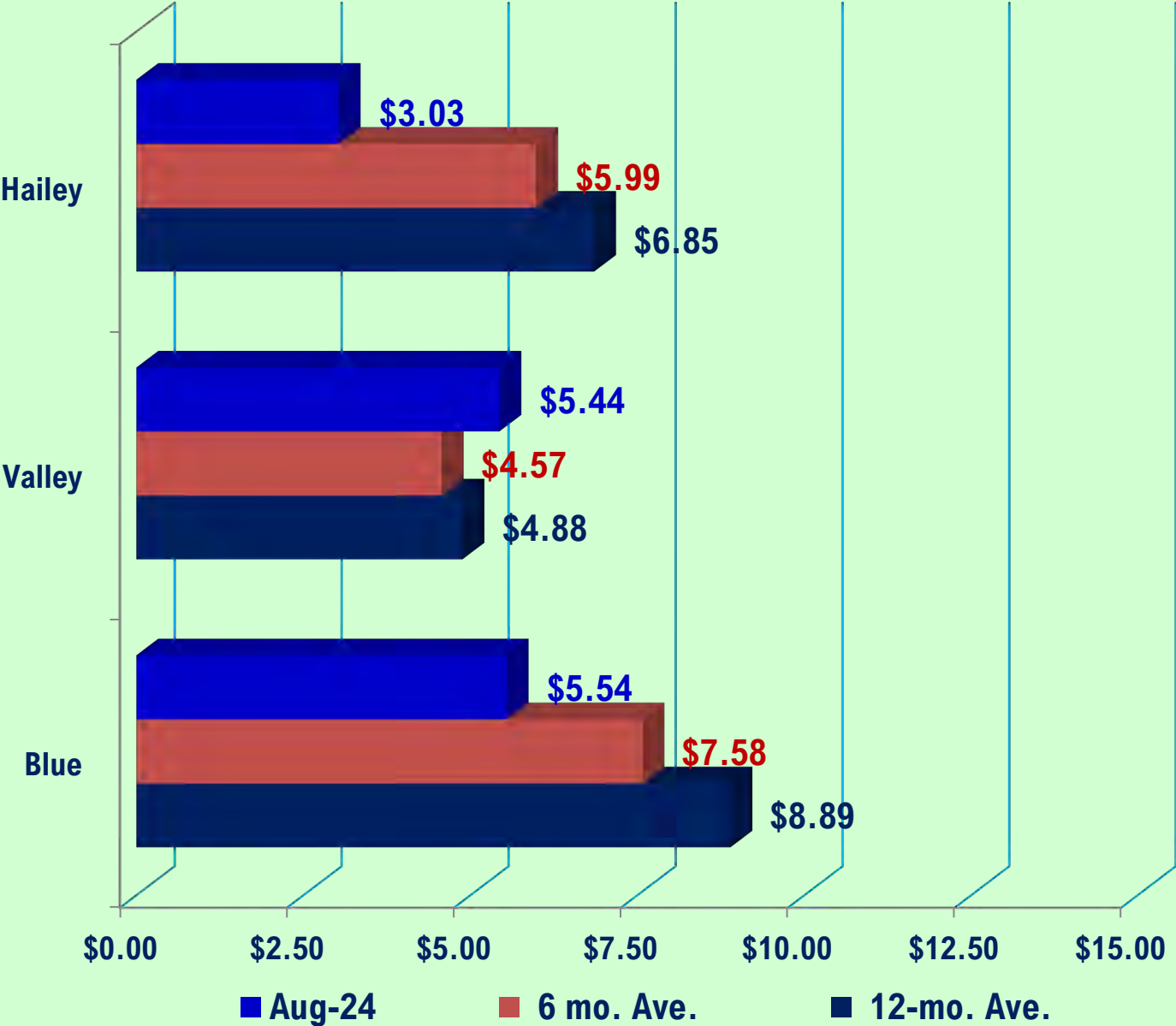
MRTA Total Cost per Hour of Fixed Route Bus Service



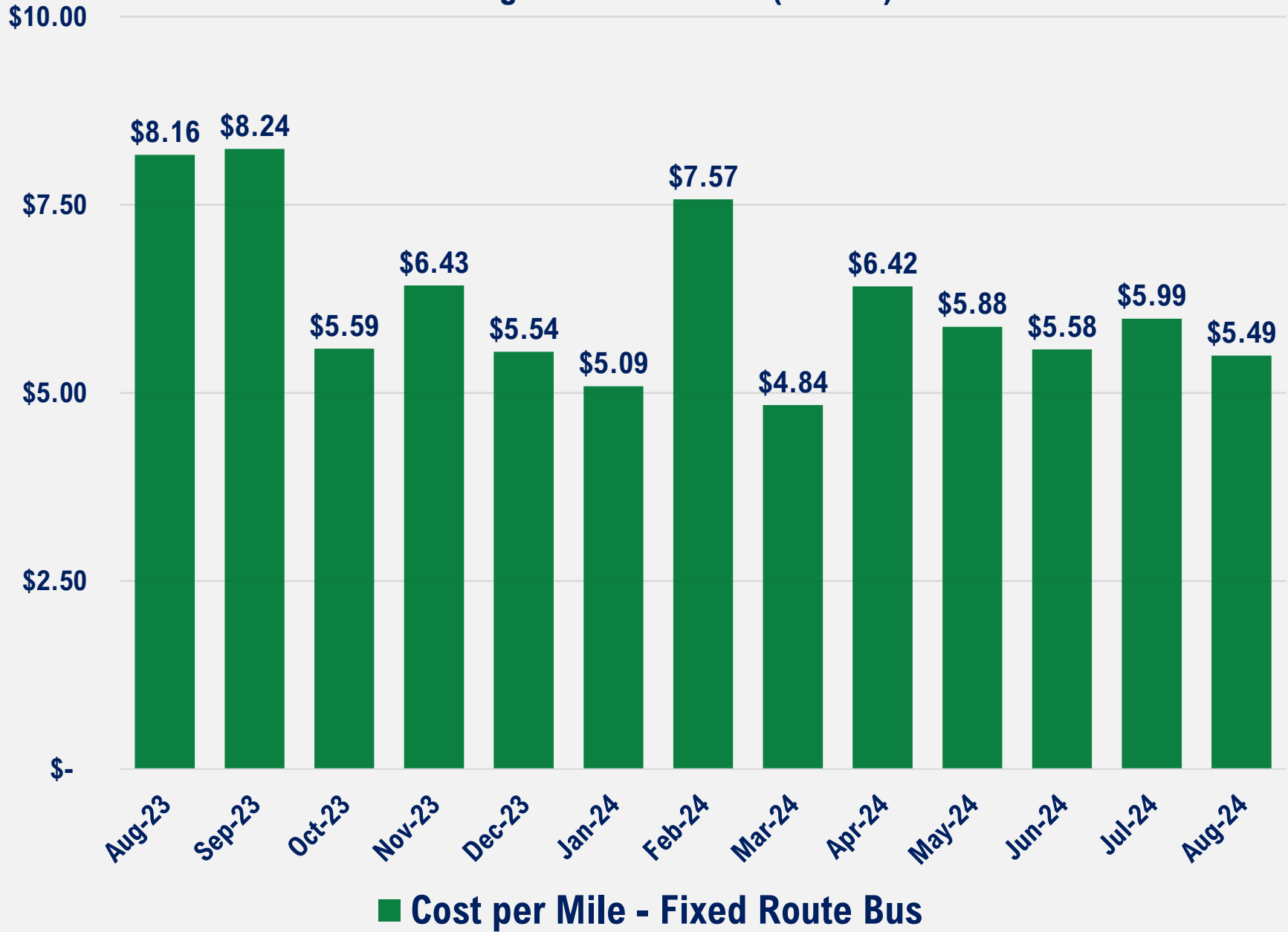
MRTA Total Cost per Hour of Fixed Route Bus Service Trailing Twelve Months+ (TTM+1)



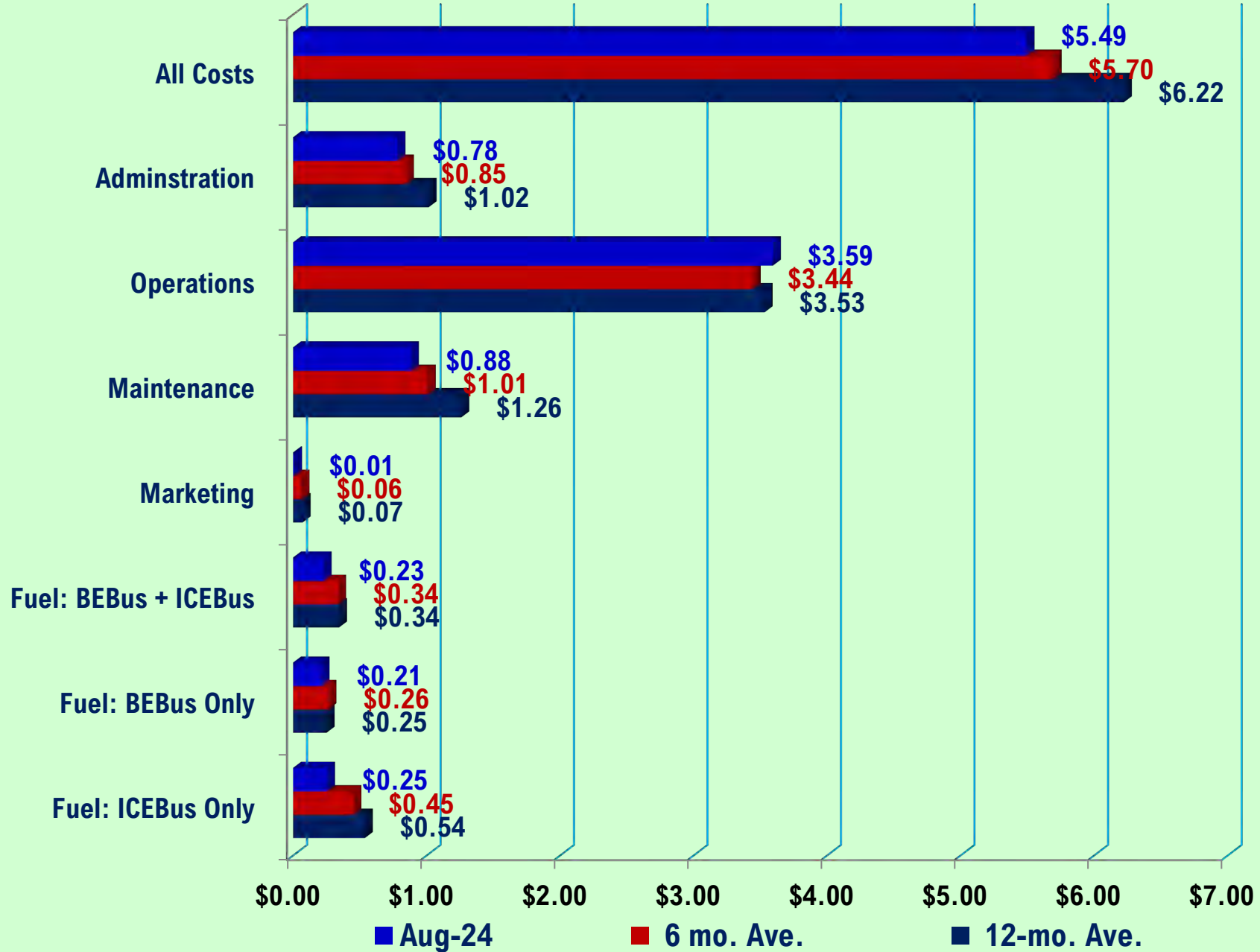
MRTA Total Cost per Mile of Fixed Route Bus Service



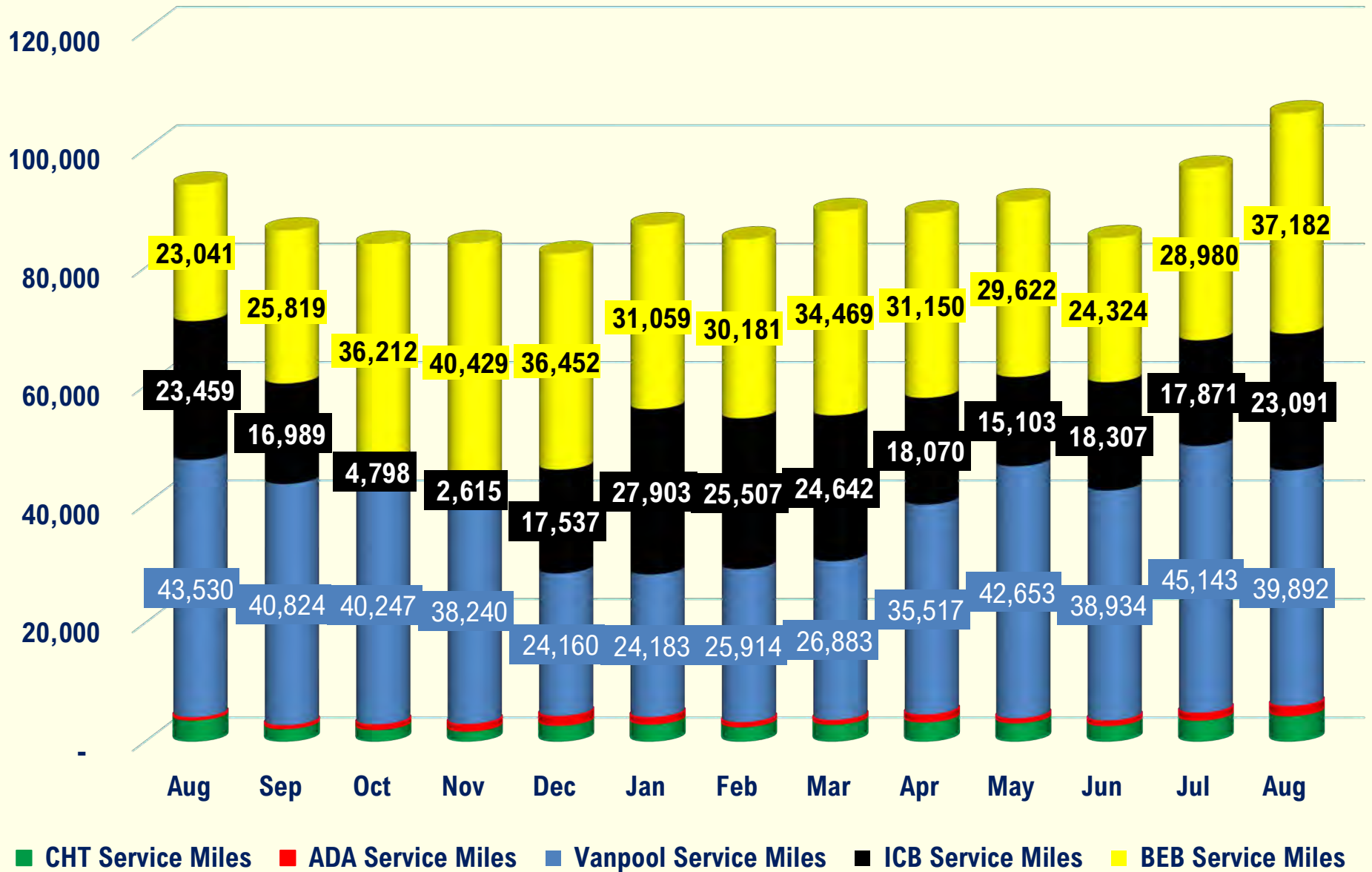
MRTA Total Cost per Mile of Fixed Route Bus Service Trailing Twelve Months+ (TTM+1)



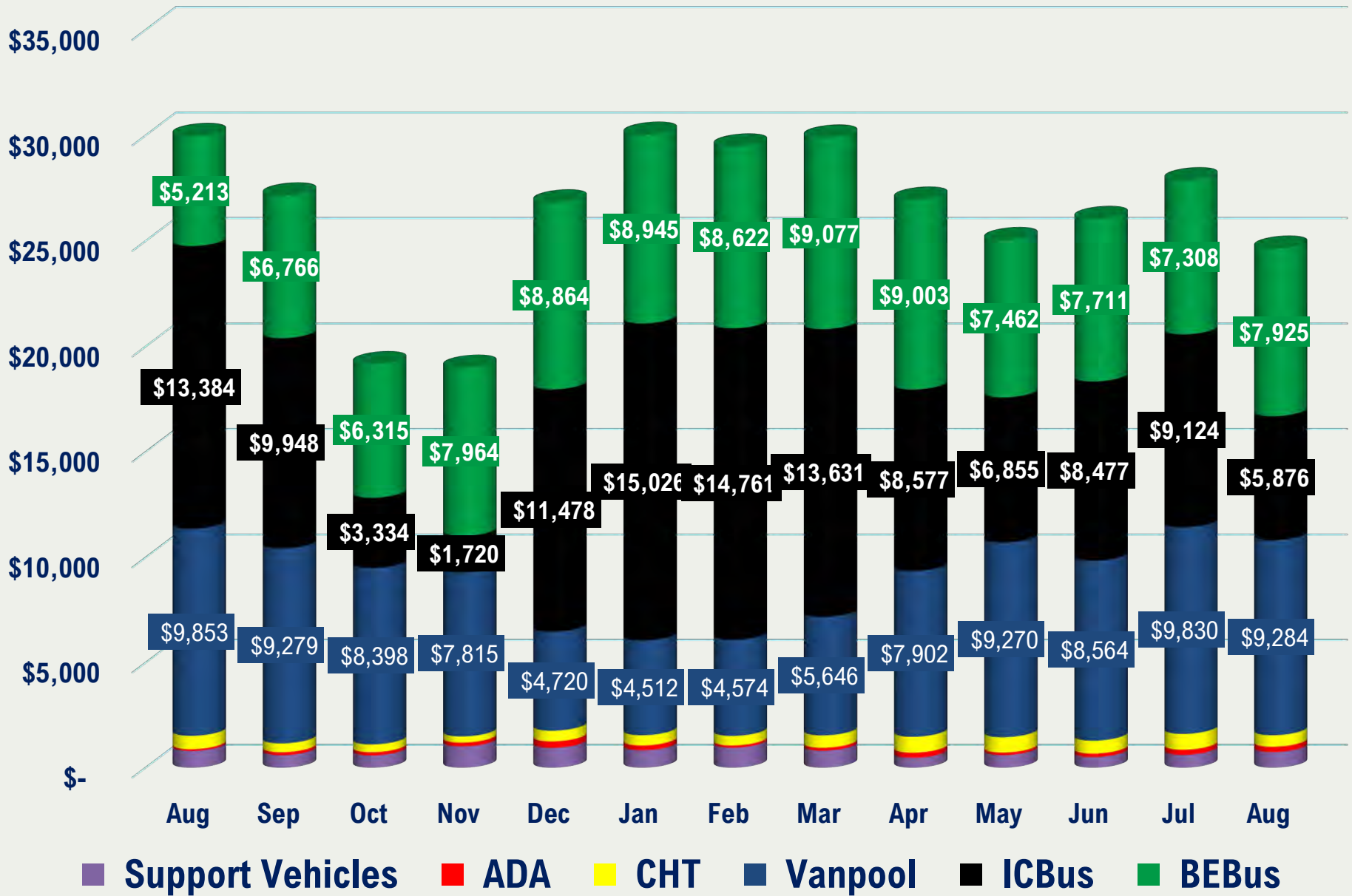
MRTA Fixed Route Bus Service: Costs per Mile



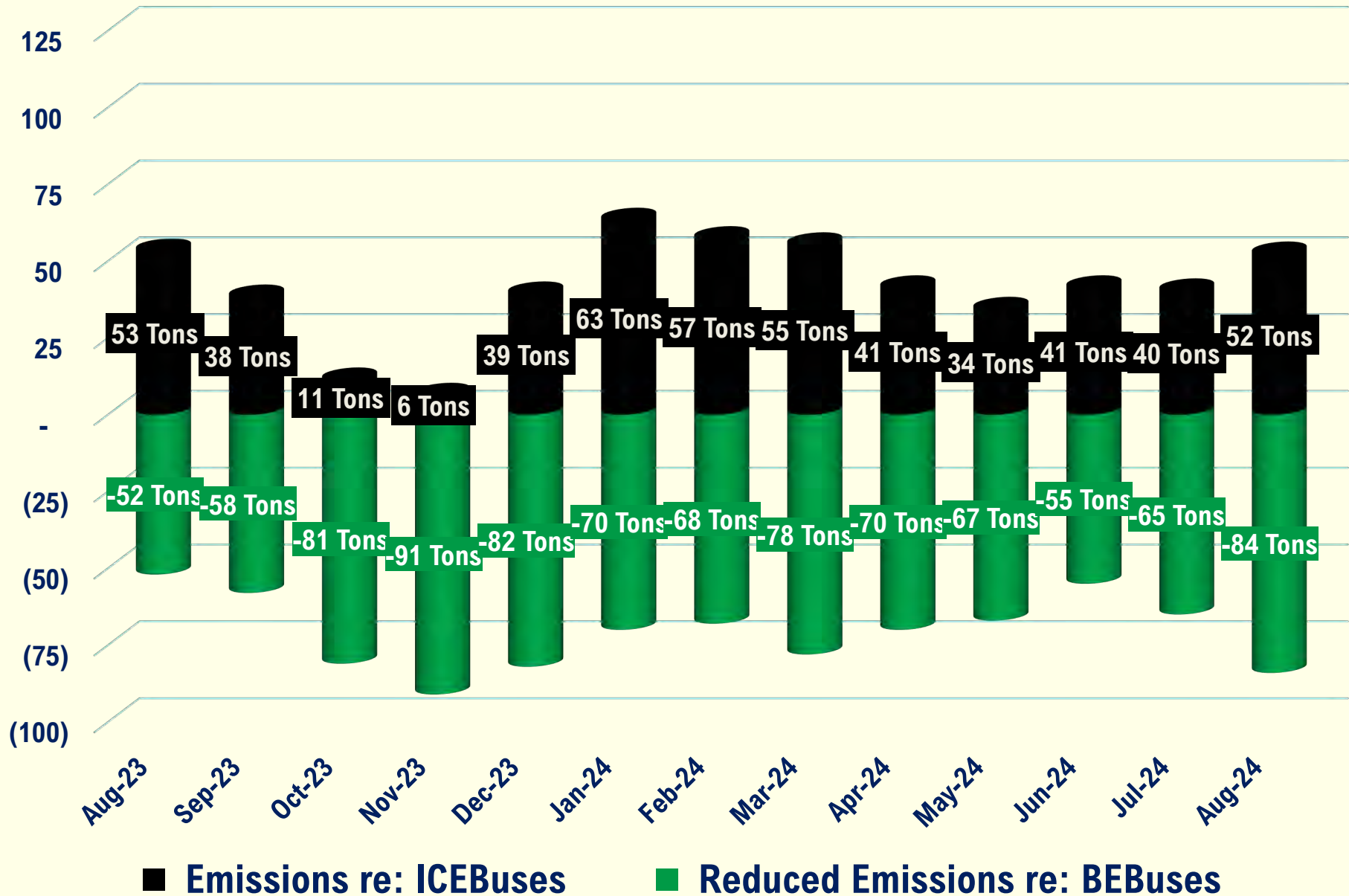
MRTA Service Miles by Vehicle/Service Type Trailing Twelve Months+ (TTM+1)



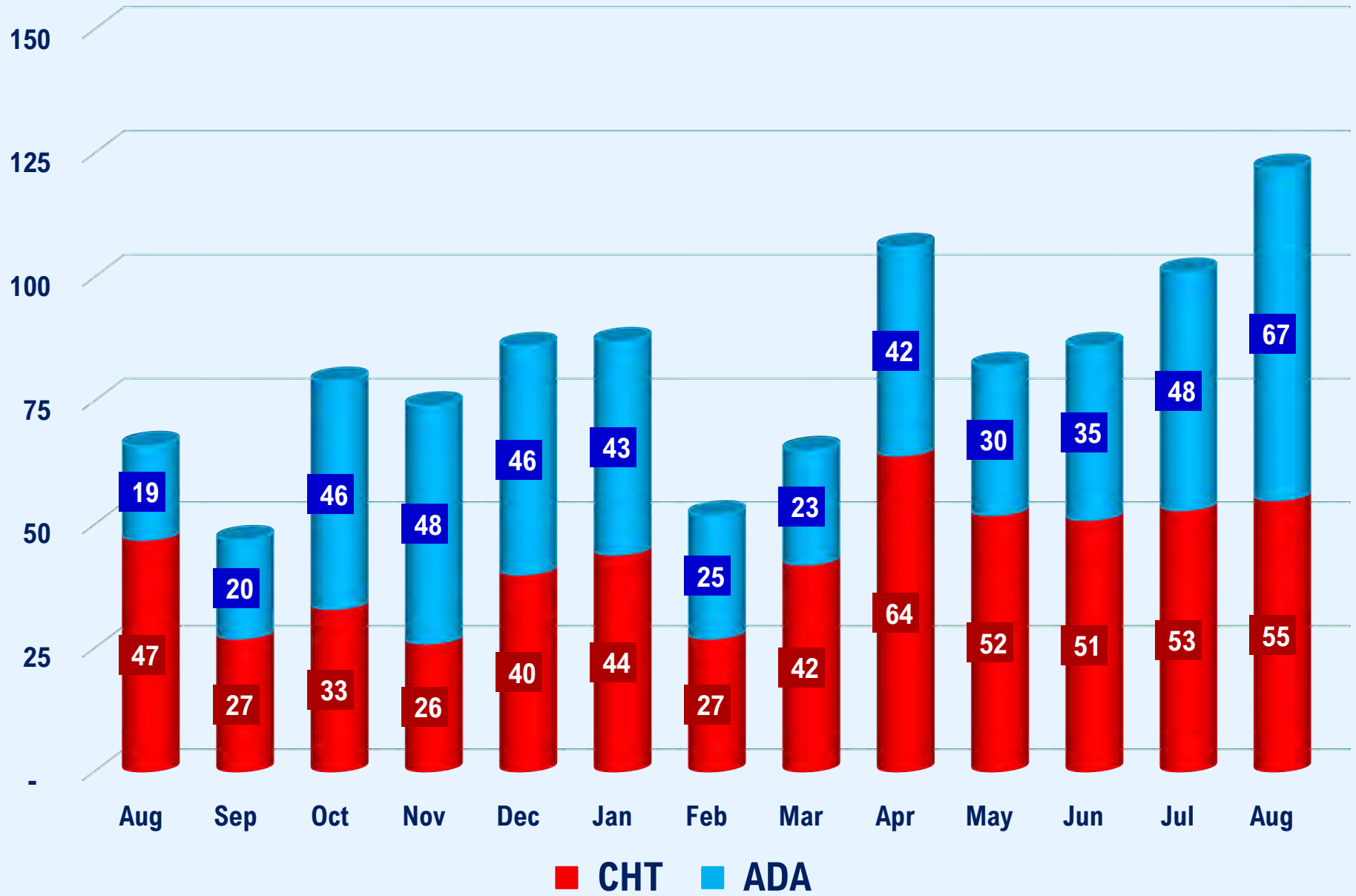
MRTA Fuel Expense Trailing Twelve Months+ (TTM+1)



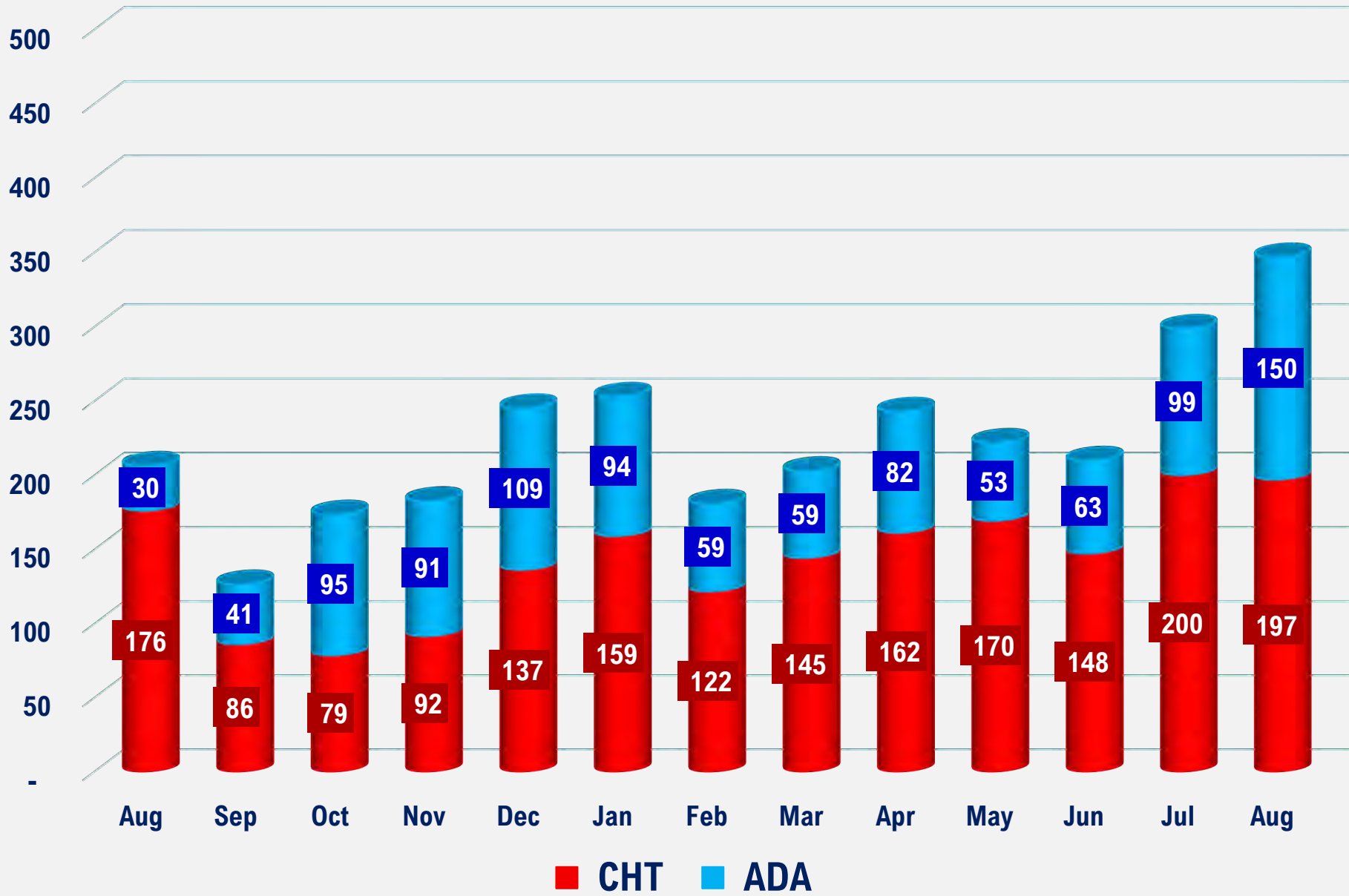
MRTA CO2 (GHG) Emissions: Bus Fleet Trailing Twelve Months+ (TTM+1)



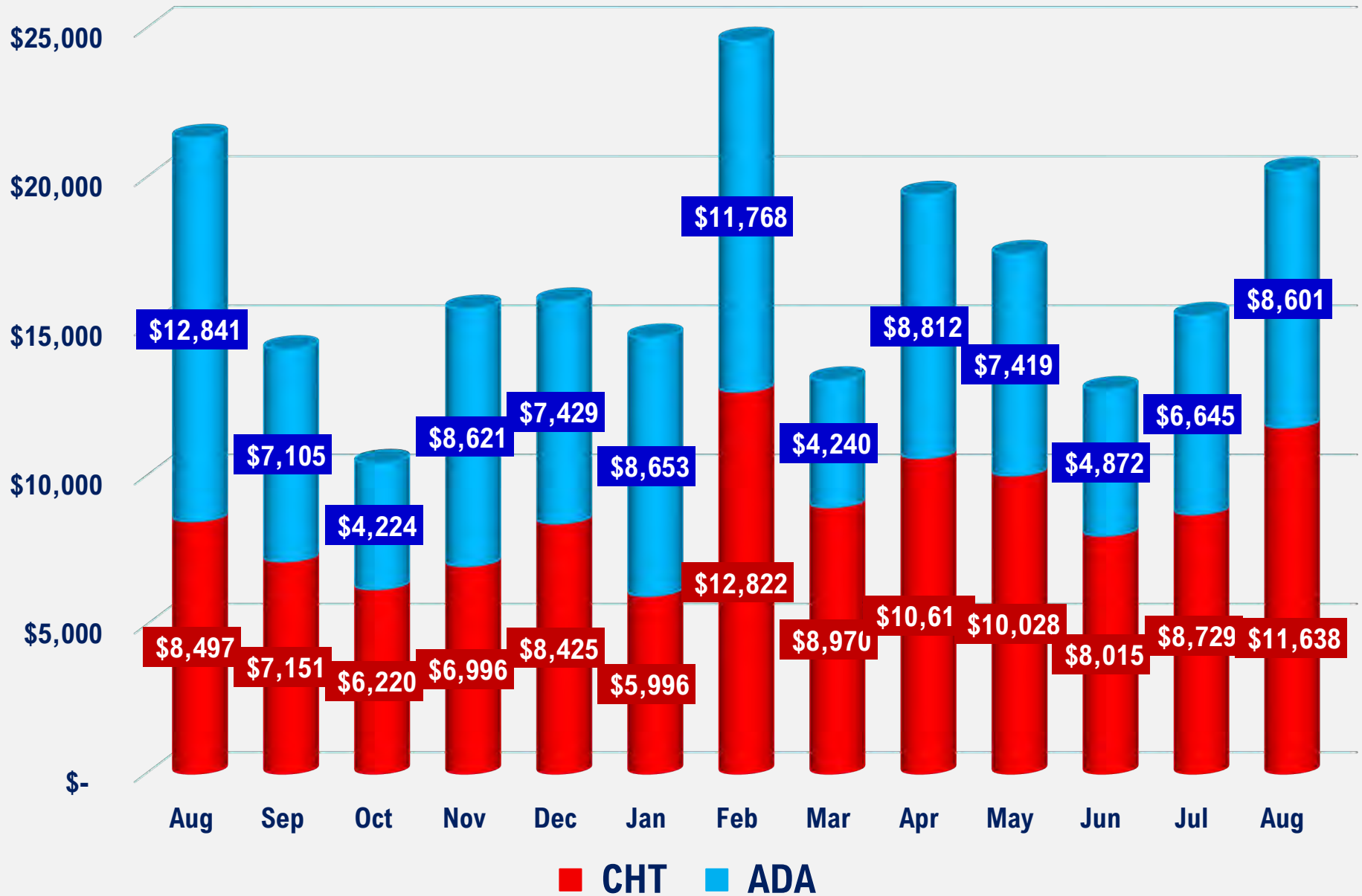
Ridership: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



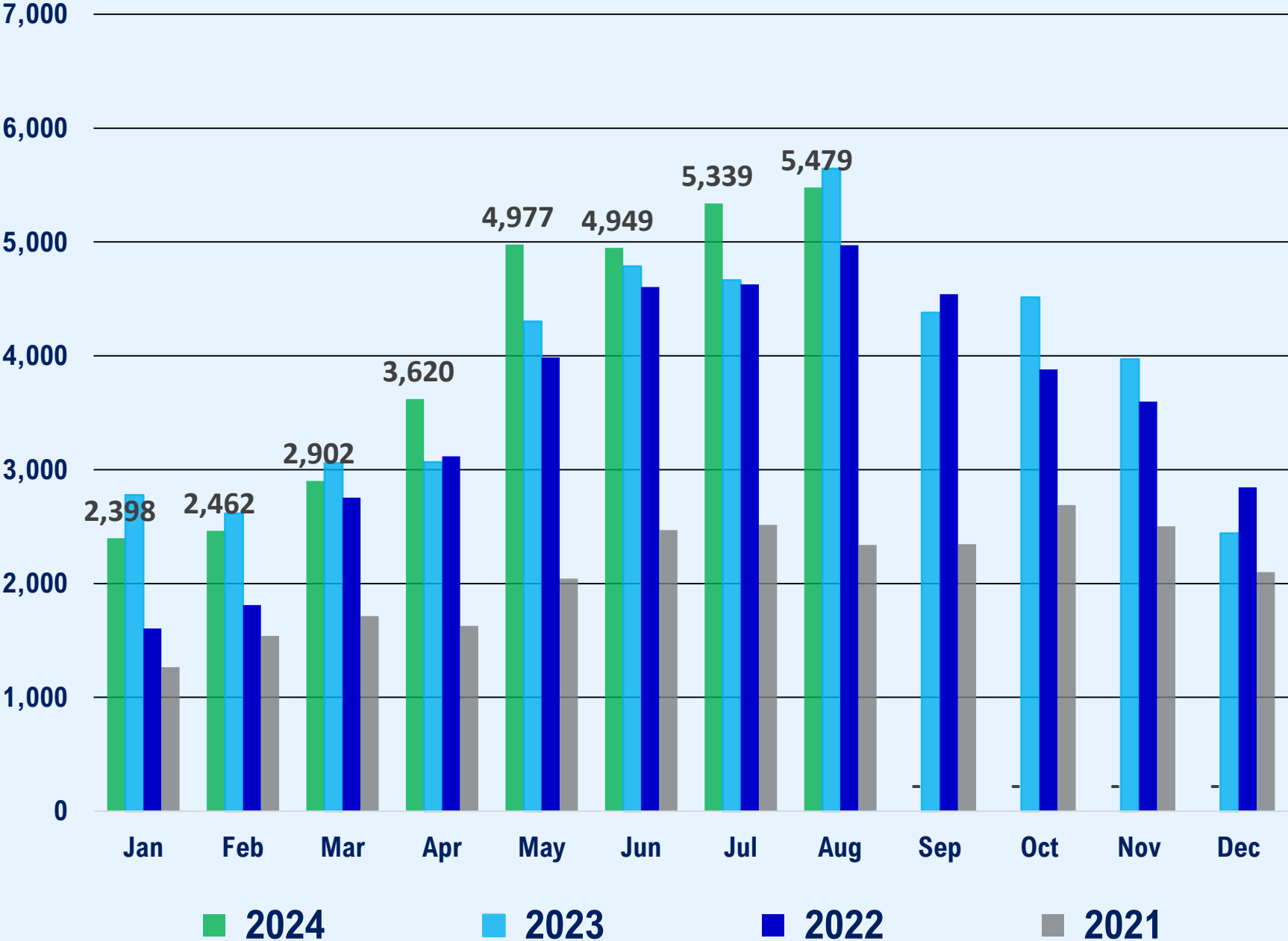
Service Hours: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



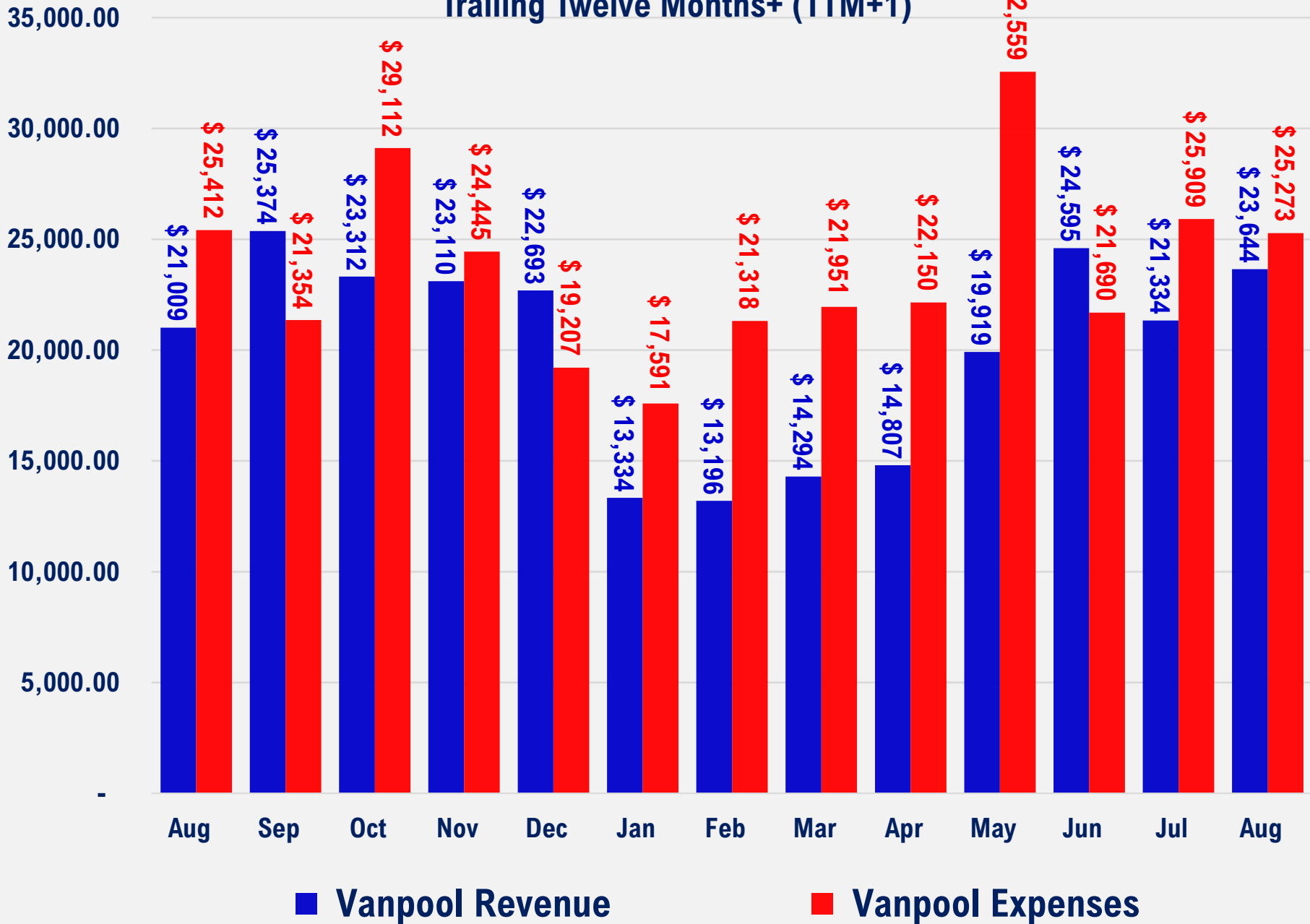
Expenses: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



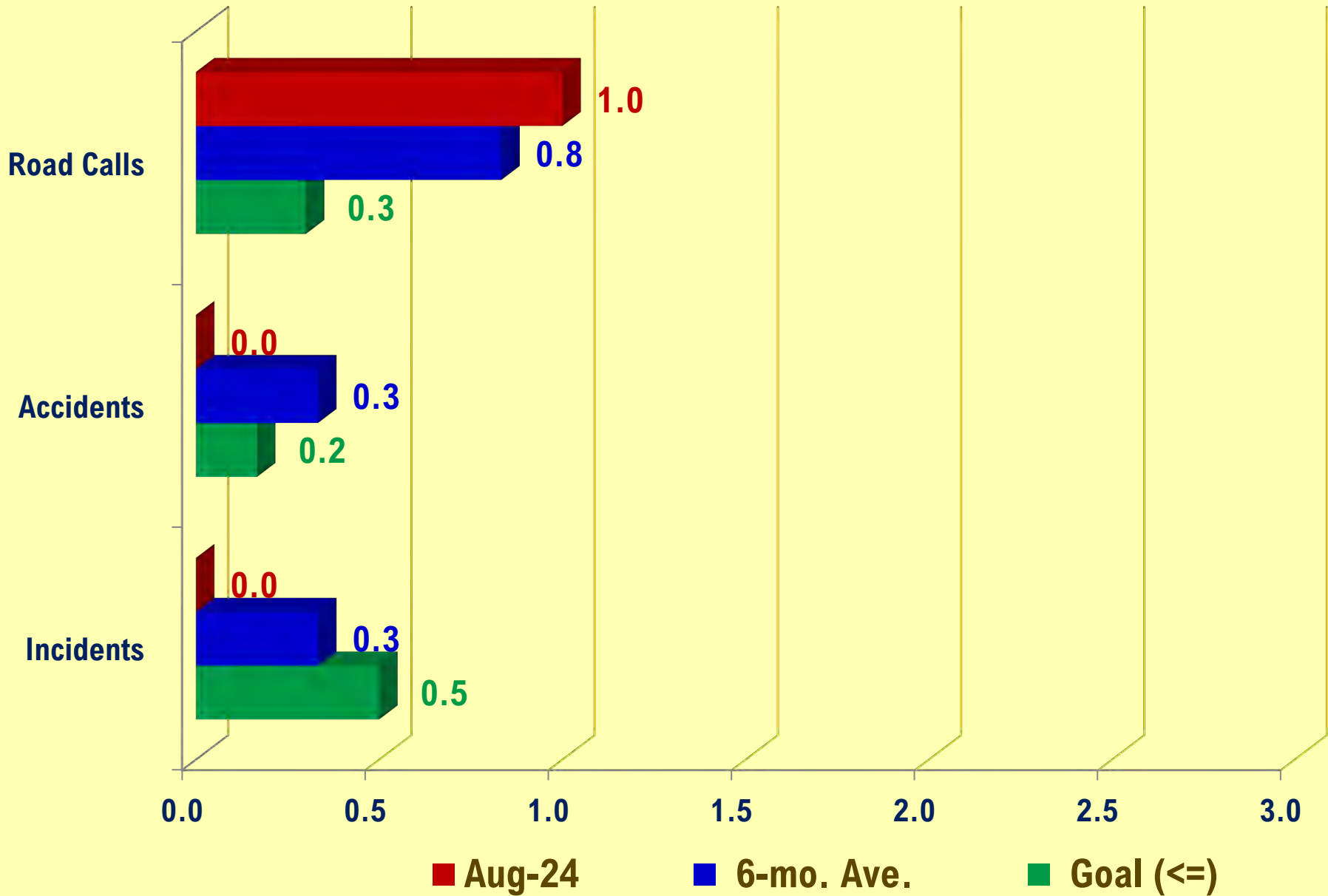
MRTA Vanpool Riders



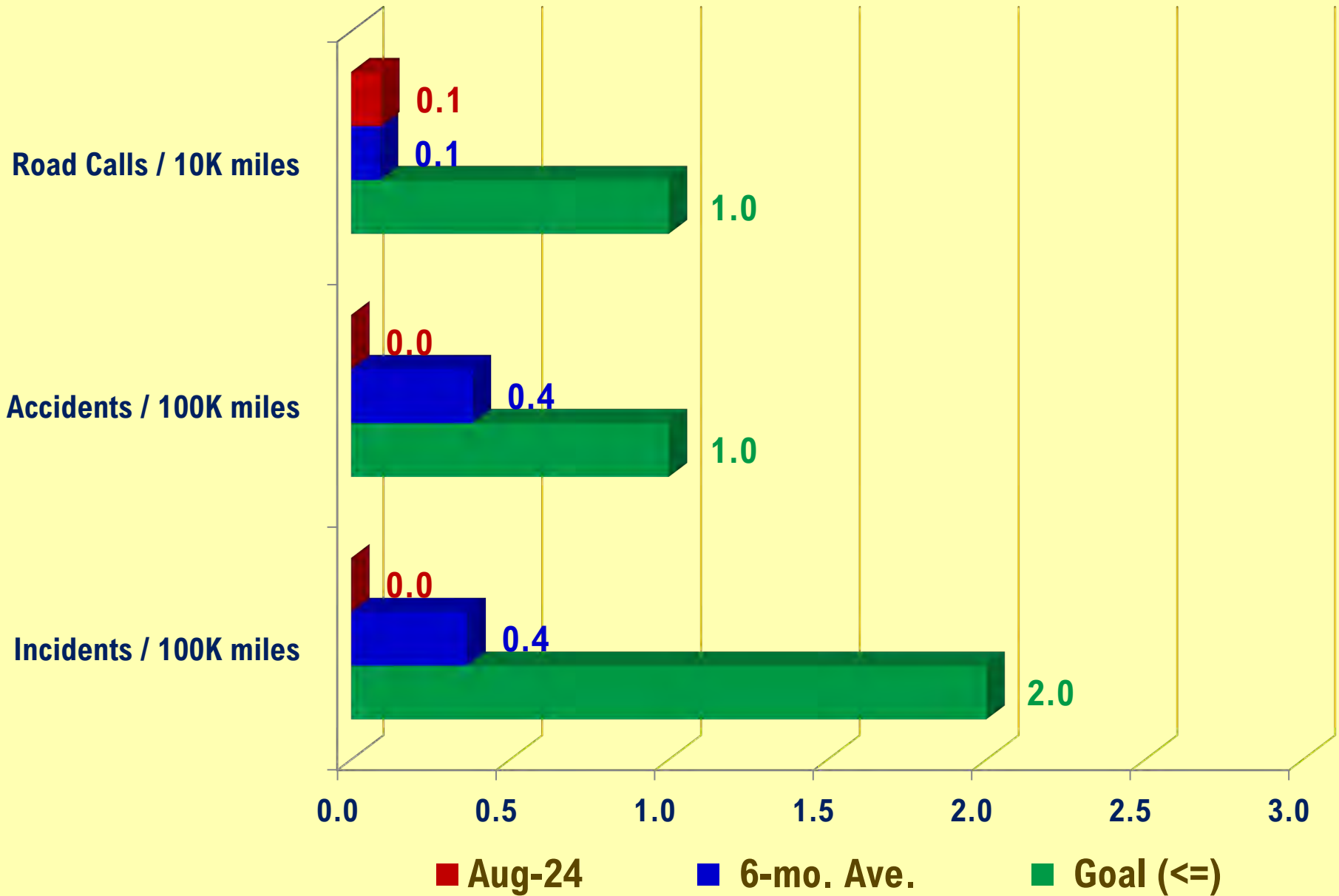
MRTA Vanpool Revenue & Expense Trailing Twelve Months+ (TTM+1)



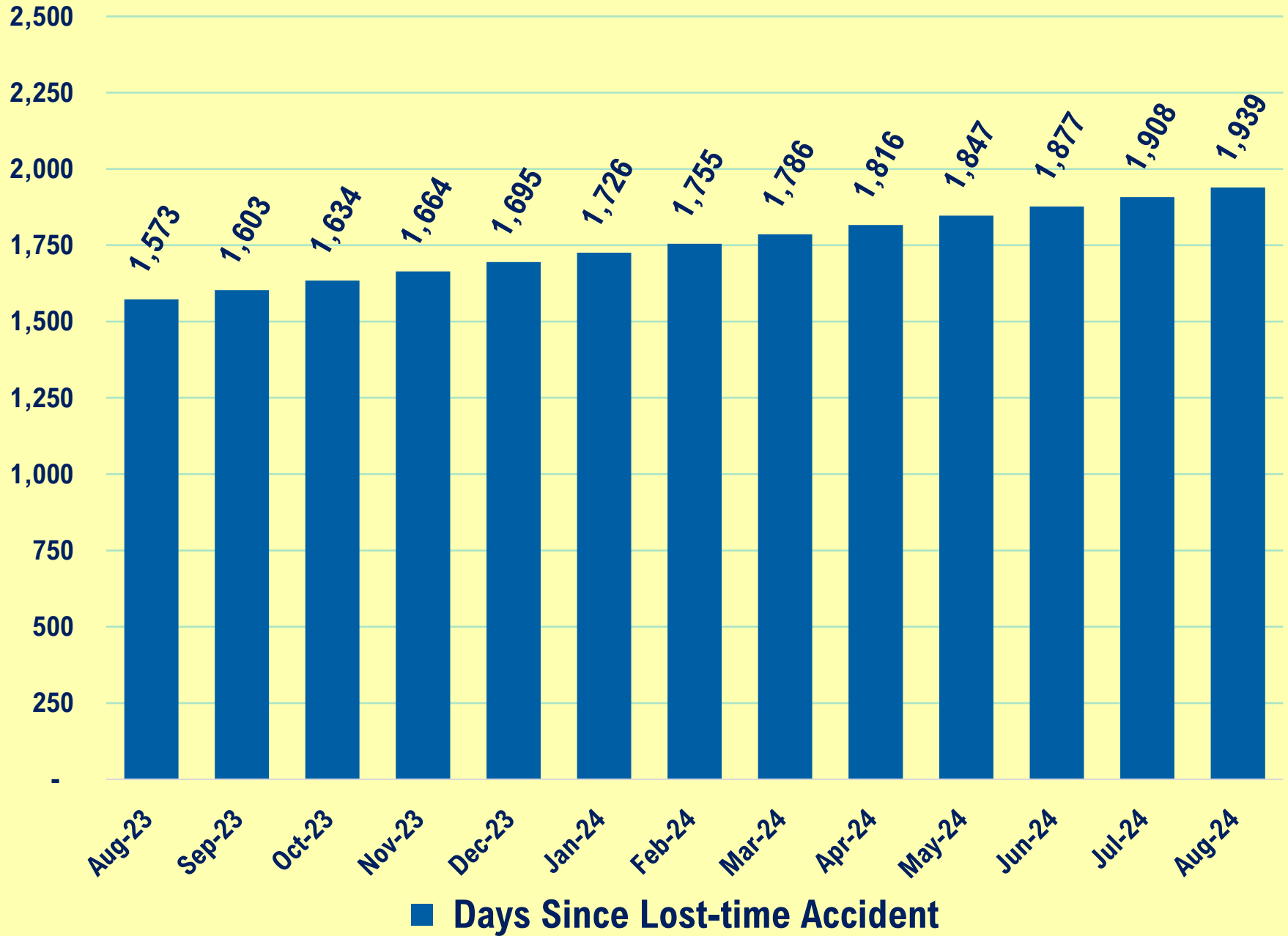
MRTA Operations Safety (Nominal Data)



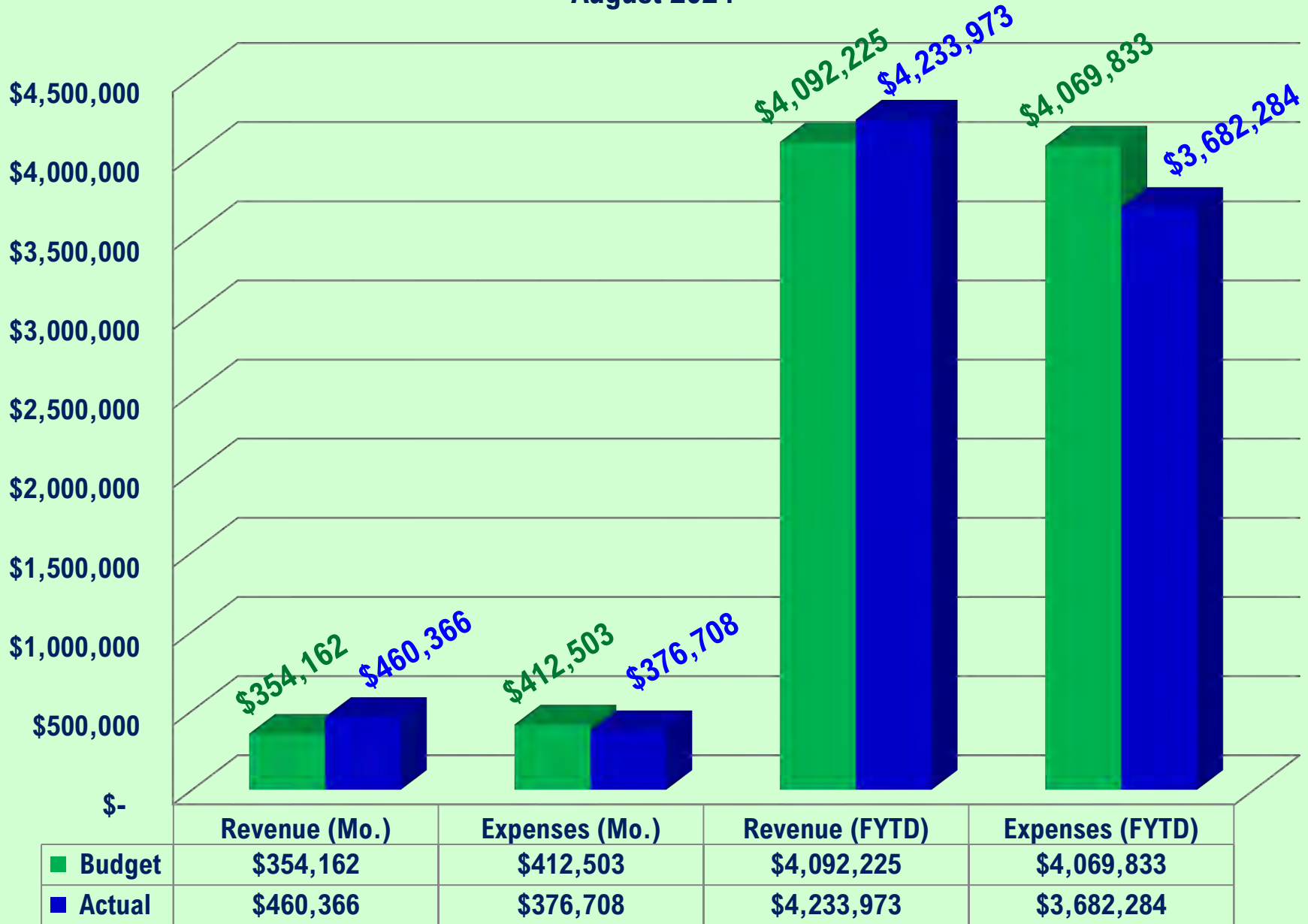
MRTA Operations Safety (Standardized Data)



MRTA Maintenance Safety



MRTA Revenue & Expenses, Budget v Actual August 2024



MRTA - Operations Main Revenue & Expenditures Budget Performance August 2024

	Aug 24	Budget	% of Budget	Oct '23 - Aug 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311	161,116.00	123,420.72	130.5%	1,945,789.00	1,933,591.28	100.6%	2,057,012.00
41300 · Federal - CARES	0.00	11,500.00	0.0%	0.00	69,000.00	0.0%	80,000.00
41600 · Federal - SRTS	0.00			0.00	0.00	0.0%	0.00
41700 · Federal Funding -other programs	0.00			5,000.00			
41800 · Federal - RTAP	0.00	1,600.00	0.0%	58,427.28	17,600.00	332.0%	20,000.00
Total 41000 · Federal Funding	161,116.00	136,520.72	118.0%	2,009,216.28	2,020,191.28	99.5%	2,157,012.00
43000 · Local Funding							
43100 · Local - Ketchum	66,333.34	66,333.34	100.0%	729,666.74	729,666.74	100.0%	796,000.00
43200 · Local - Hailey	24,000.00	24,000.00	100.0%	96,000.00	96,000.00	100.0%	96,000.00
43300 · Local - Bellevue	0.00			12,000.00	12,000.00	100.0%	12,000.00
43400 · Local - Blaine County	52,125.00	52,125.00	100.0%	208,500.00	208,500.00	100.0%	208,500.00
43500 · Local - Sun Valley	112,500.00	37,500.00	300.0%	450,000.00	412,500.00	109.1%	450,000.00
43600 · Local - Sun Valley Company	12,000.00	12,000.00	100.0%	287,200.00	286,200.00	100.3%	286,200.00
43700 · Local - Other Business	0.00	0.00	0.0%	78,410.00	58,250.00	134.6%	58,250.00
Total 43000 · Local Funding	266,958.34	191,958.34	139.1%	1,861,776.74	1,803,116.74	103.3%	1,906,950.00
44000 · Fares							
44200 · Fares - Valley Passes	0.00			0.00			
44300 · Fares - Vanpool	23,644.44	18,000.00	131.4%	214,239.25	178,000.00	120.4%	200,000.00
Total 44000 · Fares	23,644.44	18,000.00	131.4%	214,239.25	178,000.00	120.4%	200,000.00
45000 · Revenue							
45100 · Rev - Advertising	3,538.48	6,600.00	53.6%	82,738.50	78,000.00	106.1%	90,000.00
Total 45000 · Revenue	3,538.48	6,600.00	53.6%	82,738.50	78,000.00	106.1%	90,000.00
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00			0.00	1,000.00	0.0%	1,000.00
47300 · Priv. Donation - Other	0.00			38,000.00			
Total 47000 · Private Donations	0.00			38,000.00	1,000.00	3,800.0%	1,000.00
48000 · Transfers							
48100 · Transfer - Capital Equip. Fund	0.00			0.00			
48400 · Transfer - Housing Fund	0.00	833.34	0.0%	833.34	9,166.74	9.1%	10,000.00
Total 48000 · Transfers	0.00	833.34	0.0%	833.34	9,166.74	9.1%	10,000.00
49000 · Interest Income	5,108.62	250.00	2,043.4%	31,179.65	2,750.00	1,133.8%	3,000.00
49500 · Diesel Tax Refunds	0.00			1,034.00			
49800 · Excess Operating Funds	0.00	0.00	0.0%	0.00	0.00	0.0%	113,702.00
Total Income	460,365.88	354,162.40	130.0%	4,239,017.76	4,092,224.76	103.6%	4,481,664.00
Gross Profit	460,365.88	354,162.40	130.0%	4,239,017.76	4,092,224.76	103.6%	4,481,664.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	251,978.18	258,650.24	97.4%	2,021,702.88	2,147,408.13	94.1%	2,309,041.00
51300 · FICA Expense	14,981.31	16,177.46	92.6%	120,583.43	129,177.00	93.3%	138,900.00
51350 · Medicare Tax Expense	3,503.67	3,764.72	93.1%	28,200.98	30,141.30	93.6%	32,410.00
51400 · Retirement Plan Expenses	0.00	0.00	0.0%	135,919.03	140,000.00	97.1%	185,000.00
51500 · Workers Comp Expense	9,304.00	6,600.00	141.0%	42,005.00	55,800.00	75.3%	60,000.00
51600 · SUI Expense	1,204.58	1,783.10	67.6%	9,204.94	13,528.05	68.0%	16,210.00
51700 · Medical Ins. Expense	41,399.00	37,601.81	110.1%	453,323.68	402,225.00	112.7%	432,500.00
51950 · Employee Performance Bonus	0.00	0.00	0.0%	6,800.00	6,000.00	113.3%	6,000.00
Total 51000 · Payroll Expenses	322,370.74	324,577.33	99.3%	2,817,739.94	2,924,279.48	96.4%	3,180,061.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	15,353.65	15,353.67	100.0%	168,890.25	168,890.37	100.0%	184,244.00

June's 5311 Reimb

Vans Rented - 20
Miles - 39,892

MRTA - Operations Main Revenue & Expenditures Budget Performance

August 2024

	Aug 24	Budget	% of Budget	Oct '23 - Aug 24	YTD Budget	% of Budget	Annual Budget
52150 · Ins- Deductibles/claims	0.00	1,833.30	0.0%	3,888.85	8,966.60	43.4%	10,000.00
Total 52000 · Insurance Expense	15,353.65	17,186.97	89.3%	172,779.10	177,856.97	97.1%	194,244.00
53000 · Professional Fees							
53100 · Accounting & Audit	0.00	0.00	0.0%	10,450.00	10,500.00	99.5%	11,000.00
53200 · IT Systems	0.00	749.98	0.0%	2,610.00	6,416.70	40.7%	7,000.00
53400 · Legal Fees	0.00	1,000.00	0.0%	687.50	4,900.00	14.0%	6,000.00
53475 · Medical	0.00	300.00	0.0%	613.00	1,600.00	38.3%	2,000.00
53500 · Other Professional Fees	92.00	1,650.00	5.6%	9,785.41	11,480.12	85.2%	13,000.00
Total 53000 · Professional Fees	92.00	3,699.98	2.5%	24,145.91	34,896.82	69.2%	39,000.00
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment/ Tools	183.50	620.00	29.6%	11,879.26	12,905.41	92.0%	13,400.00
54300 · Office Equipment	246.29	731.02	33.7%	2,520.24	6,000.00	42.0%	7,000.00
Total 54000 · Equipment/ Tool Expense	429.79	1,351.02	31.8%	14,399.50	18,905.41	76.2%	20,400.00
55000 · Rent and Utilities							
55200 · Utilities	1,524.45	1,701.86	89.6%	25,769.99	33,200.00	77.6%	35,000.00
Total 55000 · Rent and Utilities	1,524.45	1,701.86	89.6%	25,769.99	33,200.00	77.6%	35,000.00
56000 · Supplies							
56200 · Janitorial & Safety Supplies	369.64	1,300.00	28.4%	11,532.47	13,800.00	83.6%	15,000.00
56300 · Department & Office Supplies	51.99	300.00	17.3%	1,867.14	4,576.66	40.8%	5,000.00
56400 · Uniforms	394.85	1,500.00	26.3%	11,178.26	12,378.54	90.3%	13,000.00
56500 · Postage and Delivery	78.15	100.00	78.2%	575.07	885.00	65.0%	1,000.00
Total 56000 · Supplies	894.63	3,200.00	28.0%	25,152.94	31,640.20	79.5%	34,000.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	0.00	400.00	0.0%	1,146.42	3,100.00	37.0%	3,500.00
57200 · Building Repairs/Maintenance	0.00	1,000.00	0.0%	20,647.67	21,500.00	96.0%	22,000.00
57250 · Bus Stop Repairs/Maint	66.57	830.00	8.0%	3,614.17	9,130.00	39.6%	10,000.00
57300 · Grounds Repairs/Maintenance	0.00	830.00	0.0%	5,608.60	9,130.00	61.4%	10,000.00
57500 · Janitorial Services	0.00	0.00	0.0%	0.00	0.00	0.0%	100.00
Total 57000 · Repairs and Maintenance	66.57	3,060.00	2.2%	31,016.86	42,860.00	72.4%	45,600.00
58000 · Communications Expense							
58100 · Office Phone Expense	66.19	380.00	17.4%	2,654.90	4,111.54	64.6%	4,600.00
58200 · Cell & Two-Way Mobile	1,978.08	1,750.00	113.0%	19,993.47	19,088.78	104.7%	21,000.00
58300 · Internet/Website	450.55	580.00	77.7%	5,665.46	6,004.71	94.4%	7,000.00
58400 · On-Board Vehicle Computers	0.00	1,060.00	0.0%	3,120.00	11,660.00	26.8%	12,700.00
Total 58000 · Communications Expense	2,494.82	3,770.00	66.2%	31,433.83	40,865.03	76.9%	45,300.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	5,255.92	925.00	568.2%	11,679.05	7,472.42	156.3%	8,700.00
59200 · Lodging	2,680.39	600.00	446.7%	7,850.01	5,473.00	143.4%	6,080.00
59300 · Food/Meals/Entertainment	834.05	340.90	244.7%	2,815.92	3,300.00	85.3%	3,650.00
59400 · Training/Education	1,450.00	1,450.00	100.0%	19,747.27	13,550.00	145.7%	15,000.00
59500 · Safety Curriculum	0.00	0.00	0.0%	0.00	520.00	0.0%	520.00
Total 59000 · Travel and Training	10,220.36	3,315.90	308.2%	42,092.25	30,315.42	138.8%	33,950.00
60000 · Business Expenses							
60100 · Vehicle Registration Fees	0.00	45.00	0.0%	161.69	630.00	25.7%	700.00
60200 · Fines, Penalties, Judgments	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
60400 · Membership,Dues & Subscriptions	3,285.23	1,800.00	182.5%	15,279.95	13,482.10	113.3%	15,000.00
60500 · Bank Fees	0.00	40.00	0.0%	75.00	400.00	18.8%	500.00
Total 60000 · Business Expenses	3,285.23	1,885.00	174.3%	15,516.64	14,512.10	106.9%	16,200.00
61000 · Advertising							
61100 · Print Advertising	246.50	2,500.00	9.9%	27,246.84	24,594.12	110.8%	27,459.00
61200 · Radio Advertising	0.00	300.00	0.0%	0.00	2,100.00	0.0%	2,550.00

Paid two(2) Verizon invoices

2024 ITD Summit Expenses 100% Reimbursable

Annual Renewals

TimeClock

Office 365 Software

Backup

MRTA - Operations Main Revenue & Expenditures Budget Performance August 2024

	Aug 24	Budget	% of Budget	Oct '23 - Aug 24	YTD Budget	% of Budget	Annual Budget
61300 · Online Advertising	146.86	200.00	73.4%	1,542.90	2,129.32	72.5%	2,400.00
61400 · Vehicle Graphics	0.00	680.00	0.0%	4,693.39	6,000.00	78.2%	7,000.00
Total 61000 · Advertising	393.36	3,680.00	10.7%	33,483.13	34,823.44	96.2%	39,409.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	77.14	350.00	22.0%	1,607.37	3,585.03	44.8%	4,000.00
62200 · Graphic Design	0.00	600.00	0.0%	3,959.99	6,380.00	62.1%	7,000.00
62300 · SRTS Promotional Items	0.00			0.00	0.00	0.0%	0.00
62400 · Customer Events and Misc.	0.00	120.00	0.0%	0.00	880.00	0.0%	1,000.00
62450 · External Marketing Support	0.00			0.00	0.00	0.0%	0.00
62500 · Staff Appreciation/ Events	0.00	500.00	0.0%	8,637.10	9,483.37	91.1%	10,000.00
Total 62000 · Marketing and Promotion	77.14	1,570.00	4.9%	14,204.46	20,328.40	69.9%	22,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	86.57	280.00	30.9%	1,011.62	2,674.97	37.8%	3,000.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	14,988.27	16,000.00	93.7%	16,000.00
Total 63000 · Printing and Reproduction	86.57	280.00	30.9%	15,999.89	18,674.97	85.7%	19,000.00
64000 · Fuel							
64200 · Petroleum Fuel Expense	16,717.46	20,000.00	83.6%	193,456.10	277,900.00	69.6%	297,900.00
64500 · Electric Fuel Expense	7,925.09	15,000.00	52.8%	89,197.01	187,100.00	47.7%	202,100.00
64000 · Fuel - Other	0.00			0.00	0.00	0.0%	0.00
Total 64000 · Fuel	24,642.55	35,000.00	70.4%	282,653.11	465,000.00	60.8%	500,000.00
65000 · Vehicle Maintenance							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	0.00	300.00	0.0%	1,199.06	2,200.00	54.5%	2,500.00
65100 · Parts Expense - Other	3,428.68	3,000.00	114.3%	75,069.28	72,900.00	103.0%	75,000.00
Total 65100 · Parts Expense	3,428.68	3,300.00	103.9%	76,268.34	75,100.00	101.6%	77,500.00
65200 · Fluids Expense	316.87	2,000.00	15.8%	6,631.00	22,000.00	30.1%	25,000.00
65300 · Tires Expense	13.96	1,500.00	0.9%	43,618.36	55,500.00	78.6%	60,000.00
65400 · Purchased Services	937.50	200.00	468.8%	7,503.99	9,600.00	78.2%	10,000.00
65500 · Vehicle Computer/Diagnostic	720.00	300.00	240.0%	2,620.00	3,300.00	79.4%	4,000.00
65600 · Vehicle Glass/Windshield Repai	0.00	625.00	0.0%	7,500.89	6,875.00	109.1%	7,500.00
65700 · Shop Supplies	17.91	300.00	6.0%	2,412.90	3,300.00	73.1%	3,500.00
Total 65000 · Vehicle Maintenance	5,434.92	8,225.00	66.1%	146,555.48	175,675.00	83.4%	187,500.00
69500 · Contribution to Fund Balance	0.00	0.00	0.0%	0.00	0.00	0.0%	70,000.00
Total Expense	387,366.78	412,503.06	93.9%	3,692,943.03	4,063,833.24	90.9%	4,481,664.00
Net Ordinary Income	72,999.10	-58,340.66	-125.1%	546,074.73	28,391.52	1,923.4%	0.00
Net Income	72,999.10	-58,340.66	-125.1%	546,074.73	28,391.52	1,923.4%	0.00

Diesel \$ 5,875.91
Vanpool \$ 9,284.29
ADAs & Support V.
\$ 1,557.26

Bus broke down
and had to be towed



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	19.490%	.05339%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	29.240%	.08010%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
GERARDO GARCIA	9589	10,000	\$4,017.61
KIMBERLY MACPHERSON	5201	7,500	\$2,490.42

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
08/21	08/21	F889100KV000IXFRT	BRANCH PAYMENT - CHECK THANK YOU	1,394.60	
			TOTAL 5586681046559199 \$1,394.60-		

Transaction Summary For GERARDO GARCIA Sub Account Number Ending In 9589

08/05	08/05	0230537KA5SB2TZQS	USPS PO 1513500820 CAREY ID		78.15 ✓
08/06	08/06	5543286KB62RMJXJ8	AMZN MKTP US*RF7IJ2I22 AMZN.COM/BILL WA	wheel balancer	139.90 ✓
08/16	08/16	5543286KM5WGRT9Z8	TTI INCORPORATED 817-740-9000 TX	Electromechanical Contactor	662.18 ✓
08/22	08/22	5531020KW171DRMRH	ALASKA A 02771186121900 SEATTLE WA		390.20 ✓
		11/10/24 1	BOISE SEATTLE	} Liz & Jerry are going to a Transit Workforce Center Conference.	
		11/10/24 2	SEATTLE BALTIMORE		
		11/10/24 3	BALTIMORE SEATTLE		
		11/10/24 4	SEATTLE BOISE		
08/22	08/22	5531020KW171DRMRT	ALASKA A 02771186121911 SEATTLE WA		390.20 ✓
		11/10/24 1	BOISE SEATTLE		
		11/10/24 2	SEATTLE BALTIMORE		
		11/10/24 3	BALTIMORE SEATTLE		
		11/10/24 4	SEATTLE BOISE		
08/22	08/22	8211755KV0008JDD7	ITLC.* MAKING CONNECTI SILVER SPRING MD	> Conference Fees Liz	575.00 ✓
08/22	08/22	8211755KV0008LM0W	ITLC.* MAKING CONNECTI SILVER SPRING MD	Jerry	400.00 ✓
08/22	08/22	5754024KVMKJHXQVS	ADOBE *ADOBE 4085366000 CA	Adobe Fees	119.95 ✓
08/23	08/23	5543687KX7LBBRLKT	HILTON BALTIMORE BALTIMORE MD	} Liz & Jerry - Hotel Fees	269.08 ✓
		FOLIO #1570451			
08/23	08/23	5543687KX7LBBRMZ9	HILTON BALTIMORE BALTIMORE MD		538.15 ○
		FOLIO #1570450			
08/30	08/30	5543286L35XWLE8FJ	VERIZON*CONNECT 866-844-2235 MA		454.80 ✓
			TOTAL \$4,017.61		
GERARDO GARCIA / Sub Acct Ending In 9589					

Date	Account	Description	Amount
08/04	08/04	5543286K96220YMSK 8X8, INC. 888-898-8733 CA	279.18 ✓
08/20	08/20	5542950KTML7G5K9X ADOBE *ADOBE 4085366000 CA	34.99 ✓
08/20	08/20	5531020KS15YL4YEL ALASKA A 0272380074293 SEATTLE WA	317.96
		CANFIELD/JAMES	
		09/23/24 1 BOISE SPOKANE	
		09/27/24 2 SPOKANE BOISE	
08/20	08/20	5531020KS15YL4YEW ALASKA A 0272380074294 SEATTLE WA	317.96
		GARCIA IZARRARAS/GERARDO → Jerry }	
		09/23/24 1 BOISE SPOKANE	
		09/27/24 2 SPOKANE BOISE	
08/20	08/20	5531020KS15YL4YE2 ALASKA A SEATTLE WA	18.98
08/20	08/20	5531020KS15YL4YE2 UPGRADES 18.98	
08/20	08/20	5531020KS15YL4YFB ALASKA A 0272380077268 SEATTLE WA	317.96
		HUMBACH/ERIC	
		09/23/24 1 BOISE SPOKANE	
		09/27/24 2 SPOKANE BOISE	

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
08/20	08/20	5531020KS15YL4YFX	ALASKA A 0272380079298 SEATTLE WA TELLEZ/CARLOS		317.96
		09/23/24 1	BOISE SPOKANE		
		09/27/24 2	SPOKANE BOISE		
08/20	08/20	5531020KS15YL4YF4	ALASKA A 0272380077267 SEATTLE WA WALSH/MURRAY		317.96
		09/23/24 1	BOISE SPOKANE		
		09/27/24 2	SPOKANE BOISE		
08/20	08/20	5531020KS15YL4YGD	ALASKA A SEATTLE WA		18.98
08/20	08/20	5531020KS15YL4YGD	UPGRADES 18.98		
08/20	08/20	5531020KS15YL4YGM	ALASKA A SEATTLE WA		17.98
08/20	08/20	5531020KS15YL4YGM	UPGRADES 17.98		
08/20	08/20	5531020KS15YL4YGX	ALASKA A SEATTLE WA		18.98
08/20	08/20	5531020KS15YL4YGX	UPGRADES 18.98		
08/20	08/20	5531020KS15YL4YG5	ALASKA A 0272380079299 SEATTLE WA RUIZ LOERA/ELIZABETH		317.96
		09/23/24 1	BOISE SPOKANE		
		09/27/24 2	SPOKANE BOISE		
08/20	08/20	5531020KS15YL4YHF	ALASKA A SEATTLE WA		17.98
08/20	08/20	5531020KS15YL4YHF	UPGRADES 17.98		
08/20	08/20	5531020KS15YL4YHP	ALASKA A SEATTLE WA		18.98
08/20	08/20	5531020KS15YL4YHP	UPGRADES 18.98		
09/01	09/01	0268263L6SFG5LXZ7	GOOGLE*GSUITE MRTAOPER CC GOOGLE.COM CA		9.75
09/01	09/01	8271116L5000Q8EL2	YELPINC*855 380 9357 SAN FRANCISCO CA		146.86
			TOTAL \$2,490.42		
			* KIMBERLY MACPHERSON / Sub Acct Ending In 5201		



Mountain Rides Staff Report

Date: 10/16/2024

Staff Member: Carlos Tellez

Department: Maintenance, Fleet and Facilities

Department Highlights from the Previous Month:

The maintenance team will start getting ready for the winter season. By the end of the month the maintenance team will start doing the changeover to winter tires. While a few more team members will be taking more PTO to go in to the winter with not more than 40 hours of PTO.

Progress on projects/initiatives:

The Bellevue new building carport roof is finish. Sometime next week EKC will start doing the paving for the carport. By the end of the month R&M FAB will start working on the roof for the entire new building.

Challenges/ Opportunities:

We continue waiting on a battery string from New Flyer for bus 2210. Part of the work has been done last week when the tech from New Flyer was on site. And as soon as we get the battery string from New Flyer Murray will be able to get it install on the bus.

Mountain Rides Staff Report

Date: 10/16/2024

Staff Member: Jamie Canfield

Department: Operations

Department Highlights from the Previous Month:

The new routes are in place and Valley is going to the airport at the assigned times. Blue is now going until 1:30 AM on Fridays and Saturdays and is on its original route, going down Main Street Ketchum. Hailey starts five minutes earlier and ends at four. Everything is running as scheduled and the new stop is in place at Main and Carbonate in Hailey replacing the Park & Ride stop.

Progress on projects/initiatives:

I am in the process of getting the website updated. We are looking at a possible overhaul of the entire site--streamlining it and making it more intuitive and useful to online searches. We are looking at websites at other resort areas to find something to compare to what we do.

Challenges/ Opportunities:

The Buttercup construction is nearly over, but still causing us slight delays, but not to the extent of previous weeks.

Schedules are being delivered and the old schedules are being replaced by the new versions on the buses. There was a slight delay in the printing, but we are on track to getting them where they need to be in a timely manner.

Operations has a new employee, Deya Garcia, who is answering phones and learning the day-to-day of the department. She is a welcome addition and moving along the learning curve quite quickly.

Mountain Rides Staff Report

Date: 10/16/2024

Staff Member: Jerry Garcia

Department: Finance and Administration

Department Highlights from the Previous Month: Fiscal year 2024 ended and barring something unexpected we will come under total total budgeted expenses by +400k. Excess operating funds can be used for future capital purchases.

Progress on projects/initiatives: Beginning prep work for our fiscal year 2024 financial audit.
Workman and Company, CPA's, will be on-site November 18th - 20th.

Challenges/ Opportunities:

Mountain Rides Staff Report

Date: October 16, 2024

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.
- Attended 2024 ITD-PT Summit, Coeur d'Alene, ID, Sep 23-27, 2024.
- Participated in ITD-PT's Monthly Outreach e-Meeting -- collaboration with ITD-PT Office and statewide transit peers re: public transportation topics of mutual interest -- Sep 19, 2024.

Progress on projects/initiatives:

PO for 2 35' HD BEBs from GILLIG LLC -- \$1,233,555/BEB -- submitted to GILLIG, anticipate GILLIG's manufacturing of the BEBs to commence May 2026 and delivery of BEBs in Q4-2026/Q1-2027. Purchase price is 85% funded by 5339c Low/No Grant -- \$1,048,522/bus -- and 15% funded by Local Match funds -- \$187,033/bus.

PO for 4 LD BEVs from Model 1 Commercial Vehicles -- \$120,602/BEV -- is on-hold, pending authorization from ITD-PT to spend grant funds underwriting the purchase. ITD-PT's authorization is delayed due to backlog in processing grant awards at FTA-District X. Anticipate authorization within next 60 days. Once spending is authorized, approved PO will be submitted to Model 1, with anticipated delivery of BEVs within 60 - 90 days subsequent to submission of PO. BEVs will be deployed in MRTA's ADA Paratransit Service in the Wood River Valley and CHT (Community Health Transportation) Service to Twin Falls.

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 2030 (Journey 2030?) Long-term Plan.

Mountain Rides Agenda Discussion Item Summary

Date:

Oct 16, 2024

From:

MRTA Staff

Discussion Item:

5. MRTA's Commuter Vanpool Service

Committee Review:

yes
 no

Committee
Purview:

Fiscal Impact:

FY25 (and beyond) Operating Results

Related Policy or
Procedural Impact:

Background:

MRTA's Commuter Vanpool Service

Considerations

1. Vanpool P&L - FY24
 - a. Revenue \$ 238,200
 - b. Expense 282,500 (inc. ~\$52,000 of allocated salaries)
 - c. Net (\$ 44,300)
2. Vanpool Benefits/Contributions to the Community
 - a. Economy
 - b. Traffic Congestion Mitigation
 - c. Environment: +Vans >> -SOVs >> -GHGs
 - d. Other
3. Alternative Vanpool Structures
 - a. Vans owned/operated by employers
 - b. Vanpool managed/operated by local government entity
 - c. Vanpool managed/operated by local non-profit/NGO
 - d. Other
4. Alternative Vanpool Funding Opportunities
 - a. Full cost recovery via vanpool pricing (vanpool clients pay 100% of costs)
 - b. LOT
 - c. JPs' general appropriations
 - d. Other
5. Vanpool's Other Impacts on MRTA's Resources
 - a. Periodic capital expenditures (~\$20K/new van) to update fleet
 - b. Other



Resolution October 16, 2024

Approving Signatories to the Mountain West Bank Accounts

WHEREAS Mountain Rides Transportation Authority (“MRTA”) retains Mountain West Bank (“MWB”) as the provider of banking services:

NOW, THEREFORE, The Board of Directors of MRTA finds and resolves that:

1. Persons holding the following positions at MRTA shall be Signatories on bank accounts with MWB:

- Chair of the Board of Directors
- Chair of the Finance & Performance Committee
- Executive Director
- Director, Transit Operations
- Director, Fleet, Maintenance, & Facilities

2. Separately, all Members of the Board of Directors of MRTA and MRTA’s Director of Finance, HR, & Administration have authority to access MRTA’s banking information but, unless designated above, have no signing authority on MRTA’s bank accounts.

RESOLUTION APPROVED AND ADOPTED THIS 16th DAY OF October 2024.

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

(print name)

Chair, Board of Directors

(print name)

Vice Chair, Board of Directors

Mountain Rides Agenda Action Item Summary

Date:

From:

Action Item:

Committee Review: Yes No Committee Purview:

Previously discussed at board level: Yes No

Recommended Motion:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:

Mountain Rides Agenda Discussion Item Summary

Date:

October 16, 2024

From:

MRTA Board of Directors

Discussion Item:

10. 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.



Mountain Rides Transportation Authority

Public Notice

Regular Meeting of the Board of Directors

Wednesday, November 20, 2024, 1:00 pm

Ketchum City Hall, 191 5th St West, Ketchum, ID 83340

Join on your computer, mobile app or room device:

<https://ketchumidaho-org.zoom.us/j/86181434074>

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
 - a. Approve/file: Amended Minutes of Regular Board Meeting, September 16, 2024 (pg 2-4)
 - b. Approve/file: Minutes of Regular Board Meeting, October 16, 2024 (pg 5-7)
 - c. Approve/file: Minutes of Finance & Performance Committee, November 6, 2024 (pg 8)
 - d. Receive/file Performance Dashboard, September 2024 (pg 9-36)
 - e. Receive/file: September 2024 Operating Fund Financial Statements and Bills Paid and Quarter-ending 9/30/24 Financial Statements for the Capital, Facilities, Workforce Housing, and Contingency Funds (pg 37-54)
 - f. Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Executive Director (pg 55-58)
5. **Action item:** FY2025 Commuter Vanpool Service Pricing (pg 69-61)
6. **Discussion item:** MRTA’s Board of Directors’ Officers for 2025 (pg 62)
7. **Action item:** Executive Session, per Idaho Code 74-206 (pg 63)
8. **Reconvene/Re-Open Public Session**
9. **Action item:** Per Executive Session, if any
10. **Discussion item:** Items of Interest to the Members (pg 64)
11. **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.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, September 18, 2024, 1:00 p.m.
Sun Valley City Hall, 81 Elkhorn Rd, Sun Valley, ID 83353**

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), Melody Mattson (at-large), Kristin Derrig (Ketchum), Muffy Davis (Blaine County) and Martha Burke (Hailey)

ALSO PRESENT: Mountain Rides Executive Director, Wally Morgus
Mountain Rides Director, Maintenance, Carlos Tellez
Mountain Rides Director, Transit Operations, Jamie Canfield
Mountain Rides Manager of Finance, Jerry Garcia
Mountain Rides Finance & Administration Specialist, Liz Ruiz
City of Sun Valley, Heidi Goedhart
Members of the public, Edit Szanto
Members of the public, Pam Howland

1. CALL TO ORDER

Chair Grady Burnett called to order the meeting of Wednesday, September 18, 2024, at 1:02 pm. Kristin Derrig took roll and determined that a quorum was present.

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

There were none.

3. PUBLIC COMMENTS

There were none.

4. ACTION ITEM: Consent Agenda

- a. Approve/file: Minutes of Regular Board Meeting, August 21, 2024
- b. Approve/file: Minutes of Finance & Performance Committee, September 4, 2024
- c. Receive/file Performance Dashboard, July 2024
- d. Receive/file: July 2024 Operating Fund Financial Statements and Bills Paid

- e. *Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Manager, Finance & Administration; Executive Director*

Neil Bradshaw moved to receive, approve, adopt, and file the Consent Agenda. Tom Blanchard seconded. The motion passed.

5. ACTION ITEM: *Approve Purchase of Two (2) Heavy-duty Battery Electric Buses*

Wally Morgus mentioned that there was some extra language on the motion in the last clause.

Grady Burnett asked Carlos Tellez where the Gillig factory was and when he went. Carlos Tellez answered that it was in Livermore, California and that he had gone about a month ago. Carlos also confirmed that Gillig has the best quality and the best recommendations. Peter Hendricks commented that the reason MRTA didn't have Gillig electric buses before was that Gillig didn't make electric buses before. Grady asked if the buses purchased come with some type of warranty. Carlos Tellez said yes, it does, and that it's in the quote: 3 or 5 years, depending on the components. Wally Morgus mentioned that the Gillig electric buses have an extra battery pack for better range on a single charge.

Martha Burke moved to approve the purchase of 2 heavy-duty BEBs. Tom Blanchard seconded. The motion passed.

6. ACTION ITEM: *Approve Purchase of Four (4) Light-duty Battery Electric Buses*

Neil Bradshaw moved to approve the purchase of 4 light-duty BEBs. Martha Burke seconded. The motion passed.

7. ACTION ITEM: *Approve Org Chart and PayScale*

Neil Bradshaw moved to approve and adopt the Org Chart and PayScale. Kristin Derrig seconded. The motion passed.

8. ACTION ITEM: *Approve FY25 Budget*

Neil Bradshaw commented on the City of Hailey's willingness to add the \$3,500 if those funds are available.

Grady Burnett asked if the City of Bellevue had committed to its part. Wally Morgus responded that they have, that it has been settled, and that they have committed.

Tom Blanchard moved to approve and adopt the FY25 Budget. Martha Burke seconded. The motion passed.

9. DISCUSSION ITEM: *Items of Interest to the Members*

Neil Bradshaw talked about Mainstreet being re-opened and the bridge at Trail Creek being closed for two weeks after the Trailing of the Sheep. Neil said it might be in mid-October and that it's two weeks, but it could be anywhere from two to four weeks.

Tom Blanchard discussed Hailey's shifting to their new setup on October 1st and asked about public outreach. Wally Morgus said they are putting up a banner at the Park & Ride stop announcing in both English and Spanish that, effective September 30th, that stop will no longer be serviced for the Valley Route.

Neil Bradshaw also commented on the resort cities' meeting with ITD to discuss a 30-year plan for dedicated bus lanes.

Grady Burnett asked about the drivers' meeting on Saturday, 9/21/24. He asked what time it was happening and where. Jamie Canfield said it was at 11:00 a.m. at the Ketchum Facility. Grady asked if it would be appropriate and permissible for him to stop by and say hello. Jamie said he would love him, too, and that there was going to be a BBQ after, too.

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

Neil Bradshaw made a motion to move into executive session according to Idaho code 74-206. Tom Blanchard seconded. Grady Burnett took roll, and the vote was unanimous to go into executive session.

11. RECONVENE/RE-OPEN PUBLIC SESSION

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

Neil Bradshaw moved to approve that the Board ask Best Day HR to investigate a personnel matter; Martha Burke seconded. The motion passed.

Neil Bradshaw moved to adjourn the meeting at 1:56 pm. Peter Hendricks seconded. The motion carried unanimously.

Chair Grady Burnett



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, October 16, 2024, 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), Melody Mattson (at-large), Kristin Derrig (Ketchum) Muffy Davis (Blaine County) and Martha Burke (Hailey)

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 Operations Specialist, Ashley Kelbert Obland
City of Ketchum, Dawn Hofheimer

1. CALL TO ORDER

Chair Grady Burnett called to order the meeting of Wednesday, October 16, 2024, at 1:00 pm. Kristin Derrig took roll and determined that a quorum was present.

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

Kristin Derrig had a question regarding the Friday and Saturday late night bus and when it was starting. Jamie Canfield responded saying it started and has been running for two weeks. Wally Morgus said the late night schedule is on the website.

Wally Morgus introduced Ashley Kelbert Obland to the board, and mentioned that she along with other managers are planning to attend the board meetings regularly.

3. PUBLIC COMMENTS

There were none.

4. ACTION ITEM: Consent Agenda

- a. Approve/file: Minutes of Regular Board Meeting, September 18, 2024
- b. Approve/file: Minutes of Finance & Performance Committee, October 2, 2024
- c. Receive/file Performance Dashboard, August 2024

- d. Receive/file: August 2024 Operating Fund Financial Statements and Bills Paid
- e. Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Executive Director

Tom Blanchard had a question about the last item movement to the executive session on the September Board minutes. Tom said the record should show that the vote was unanimous to go into an executive session. Neil Bradshaw noted that the words “and the vote was unanimous to go into executive session” can be added.

Grady Burnett noticed a typo on action item #8: "Neil Hendricks commented on the City of Hailey's willingness..." Which was either Neil Bradshaw or Peter Hendricks. Grady said to change that to reflect that it was changed to the correct person and that Liz Ruiz would make those amendments.

Peter Hendricks asked about the decrease in riders on the blue route over the last few months. Jamie Canfield said that he thinks they are just going through a lull and that between June and November, there is not a lot of travel outside of normal people using it for transit to get from point A to point B. Wally Morgus said that they are seeing a normalization of ridership, and he thinks the last couple of years reflect that spike they saw during the pandemic.

Peter Hendricks asked about the Hailey route numbers compared to 2022. Peter said that the Valley route continues to be the backbone of the system and that they're still seeing very good ridership. Jamie Canfield replied that the Valley Route will always be consistent because that is how people get up and down the valley. Jamie also mentioned that they might see a significant change in the Hailey Route now that they have changed the route to go only on Main Street and not on River Street and that they should see a spike in the Hailey Route in September because of school as well.

Tom Blanchard was curious about the correlation with LOT receipts for that period and asked if there was a dropdown in Ketchum when they saw Blue Route Dropping. Wally Morgus said the drop in Blue Route has been consistent for the last year and that LOT has been up and down. Jerry Garcia also mentioned that the J1s are not working anymore, and numbers have dropped.

Neil Bradshaw moved to receive, approve, adopt, and file the Consent Agenda. Martha Burke seconded. The motion passed.

5. DISCUSSION ITEM: MRTA's Commuter Vanpool Service

Wally Morgus discussed the vanpool deficits, what is happening with the vanpool service, and where they want to go with vanpool.

Neil Bradshaw asked if they could readjust the pricing. Wally Morgus said they charge 62 cents a mile, fuel the van, and do the maintenance. Wally thinks the vanpool model and pricing need to be tweaked. Peter Hendricks agreed that they do need to look at the pricing model.

Peter Hendricks asked MRTA staff to put some time and effort into this with the goal of keeping vanpool running.

Grady Burnett said the next step is for staff to do their research and then report back to the Finance Committee.

6. ACTION ITEM: *Banking Resolution*

Wally Morgus said they are adjusting the signatures based on their HR situation.

Neil Bradshaw said he would like a staff member and a board member to be signers and that that is standard protocol for cities and other organizations.

Neil Hendricks moved to approve the banking resolution of October 16, 2024, approving signatories to the Mountain West Bank accounts. Kristin Derrig seconded. The motion passed.

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

Brady Burnett asked the board members and staff if there is a need for an Executive Session. All members said no

8. Reconvene/Re-Open Public Session

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

10. DISCUSSION ITEM: *Items of Interest to the Members*

11. ADJOURNMENT

Tom Blanchard moved to adjourn the meeting at 1:44 pm. Martha Burke seconded. The motion carried unanimously.

Chair Grady Burnett



Finance & Performance Committee

Regular Monthly Meeting

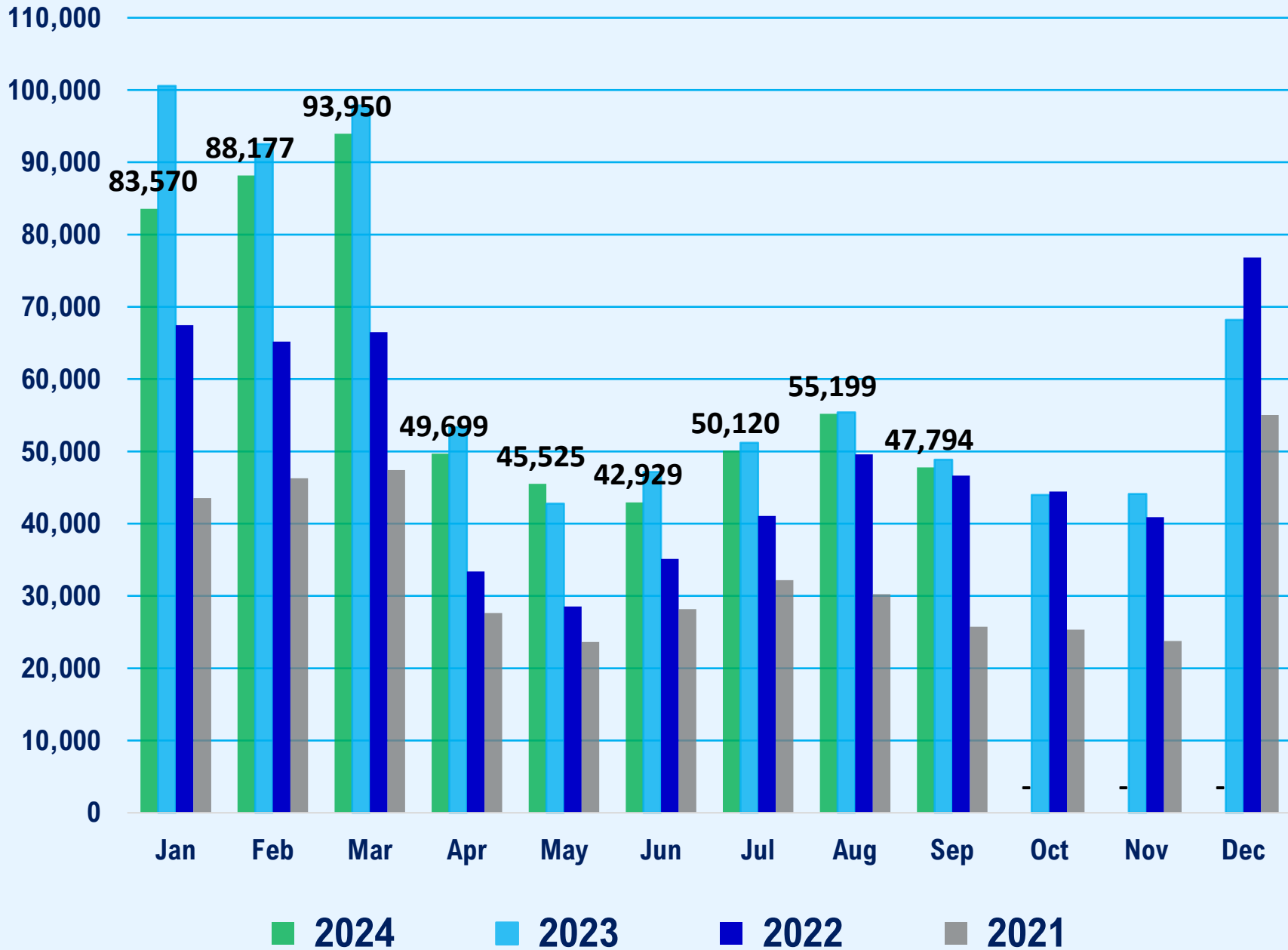
Wednesday, November 06, 2024, 12:30pm

Minutes

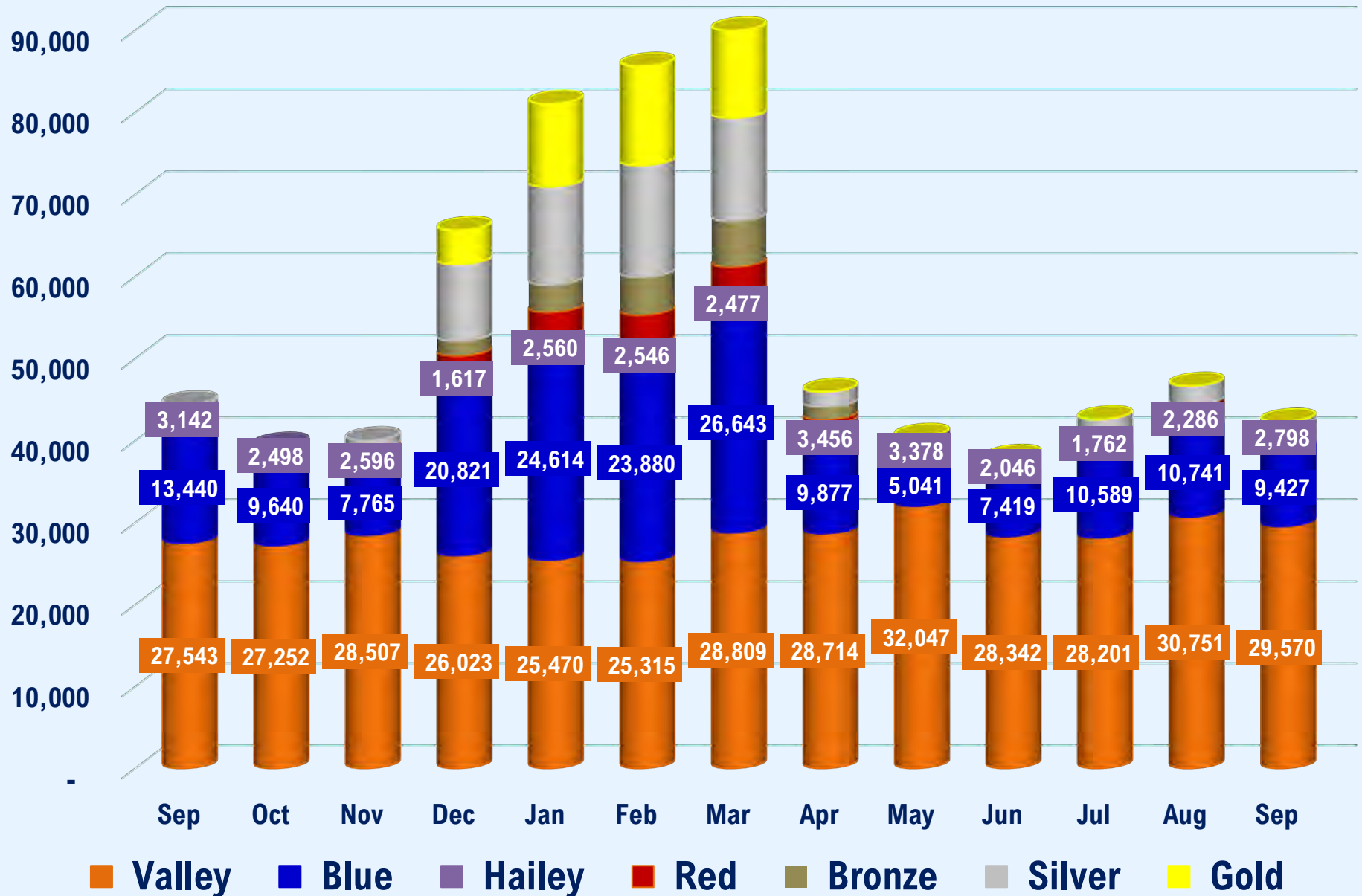
Present: Tom Blanchard, Peter Hendricks, Neil Bradshaw, Muffy Davis, Wally Morgus, Jerry Garcia, Liz Ruiz, Andrea Hernandez, Carlos Tellez

- 1) Call to Order**
- 2) Comments** from the Chair and Members
 - a) Wally introduced Andrea Hernandez to the committee.
 - b) Neil welcomed Andrea and said to make sure to meet with Daniel Hansen to coordinate messages important for the World Cup to get the word out/ social media posts. Introduce herself to Daniel sometime.
- 3) Review:** September 2024 Operating and September quarterly Capital, Facilities, Workforce Housing, and Contingency Fund Financial Statements and Bills Paid.
 - a) The group went over the financials and bills paid with Jerry Garcia to answer questions. The committee recommended adding this to the consent agenda to be received and filed by the board. All members approved.
- 4) Discuss:** FY25 Vanpool Cost + Pricing
 - a) Wally Morgus and the committee discussed vanpool costs for the fiscal year 2025. The committee recommended adding this to the consent agenda as a discussion item. All members approved.
- 5) Discuss:** Other Matters for Consideration by the Committee
- 6) Adjourn**

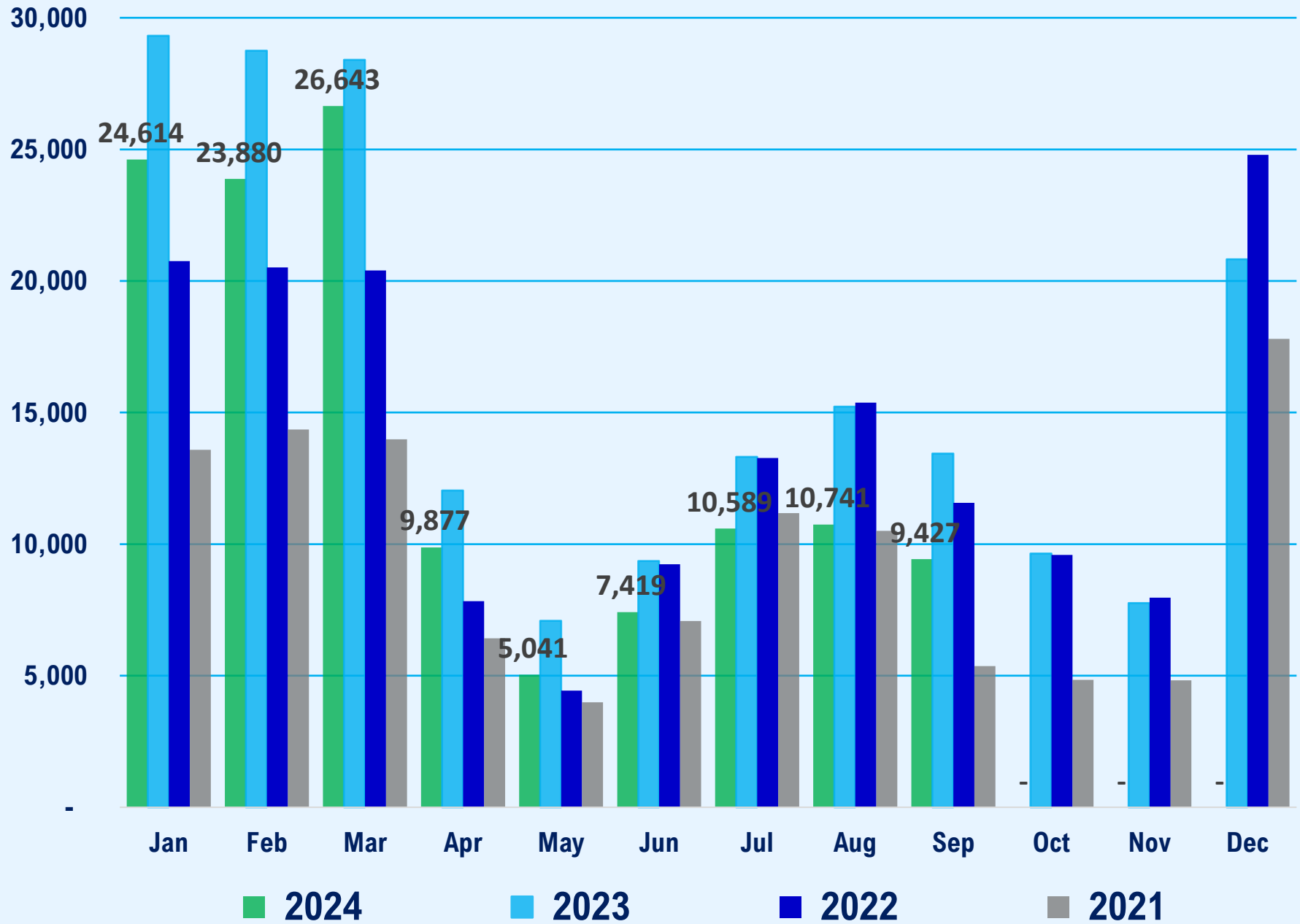
MRTA Total Riders - All Services



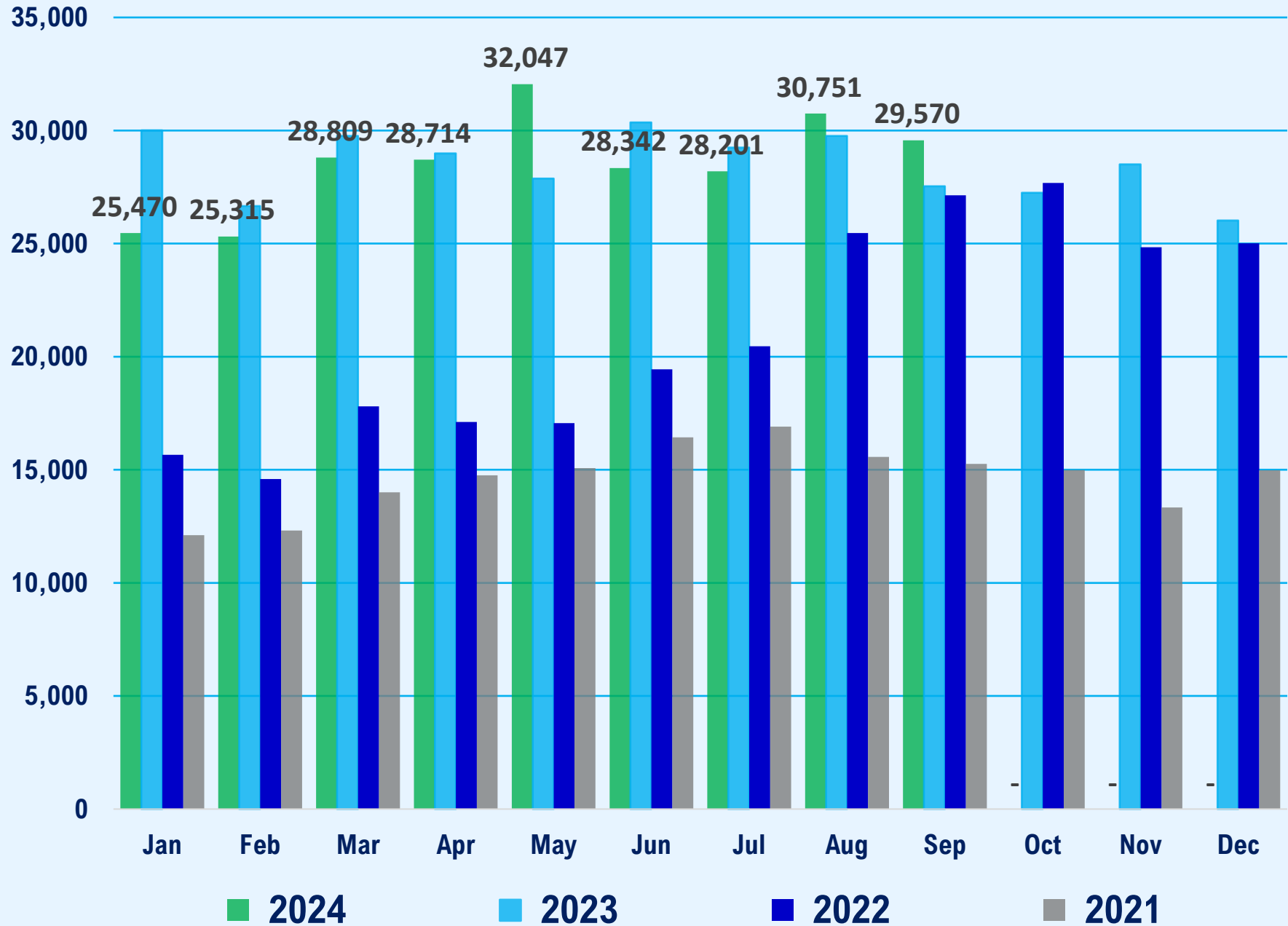
Ridership by Route Trailing Twelve Months+ (TTM+1)



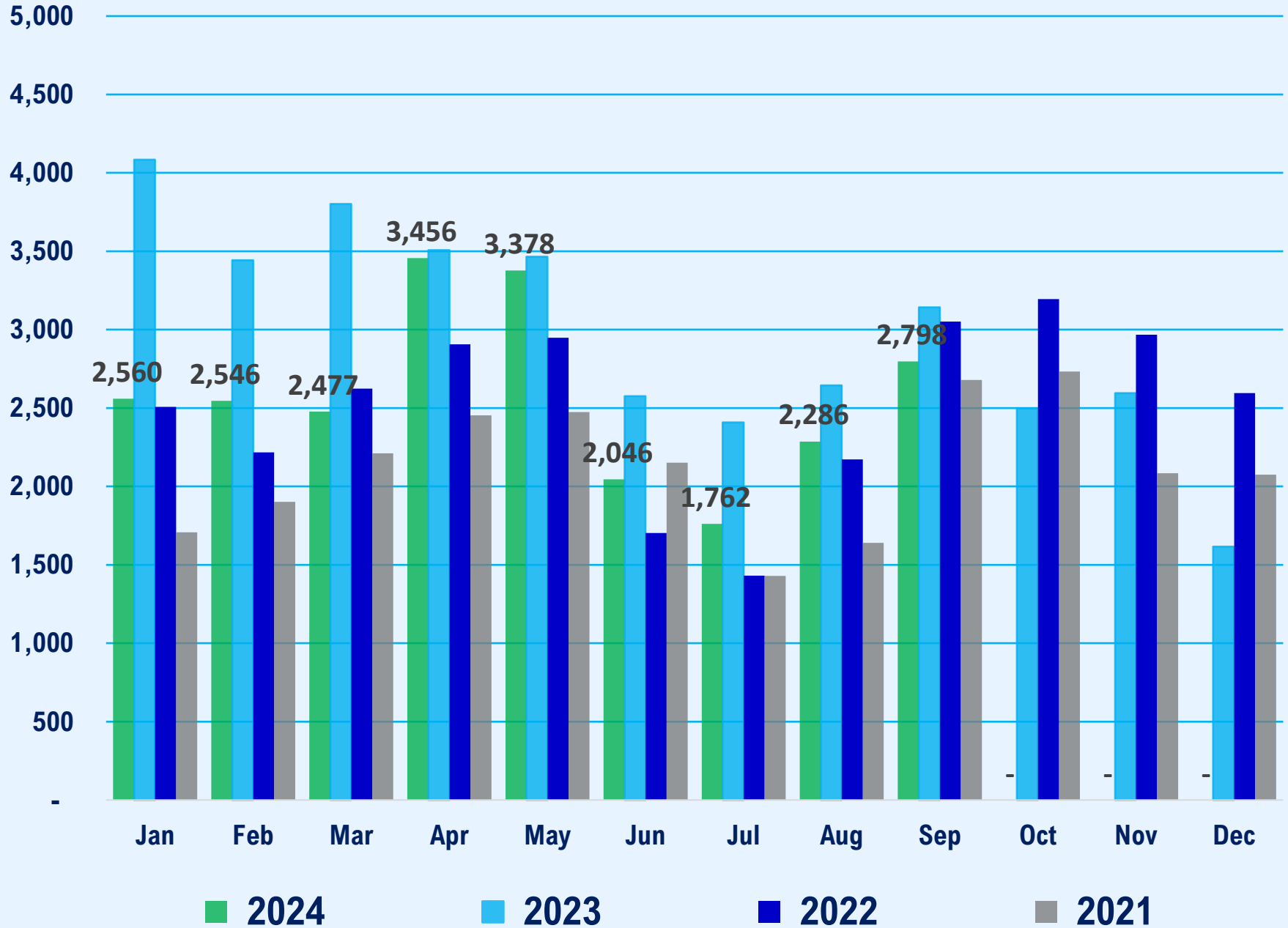
MRTA Blue Route Riders



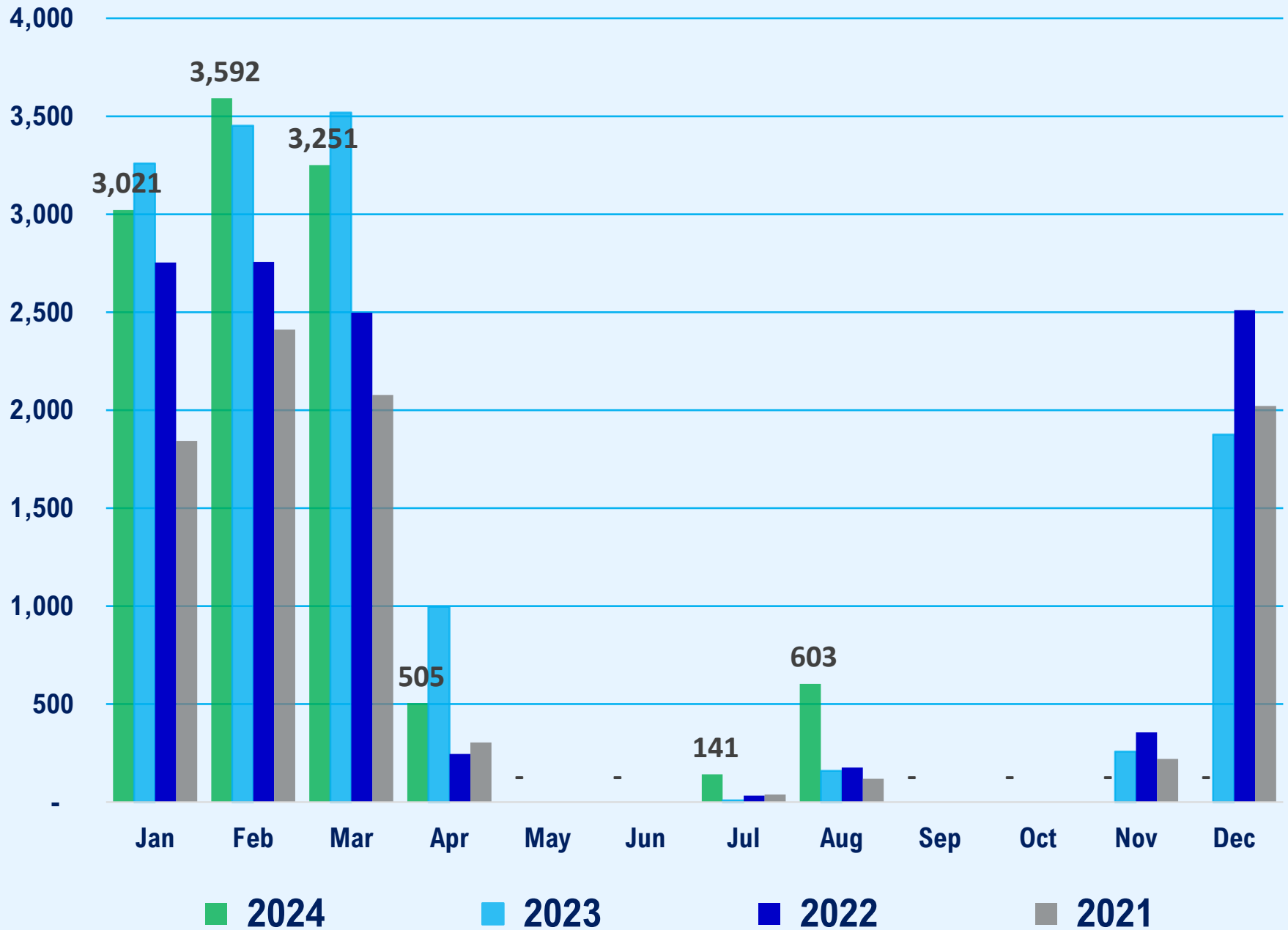
MRTA Valley Route Riders



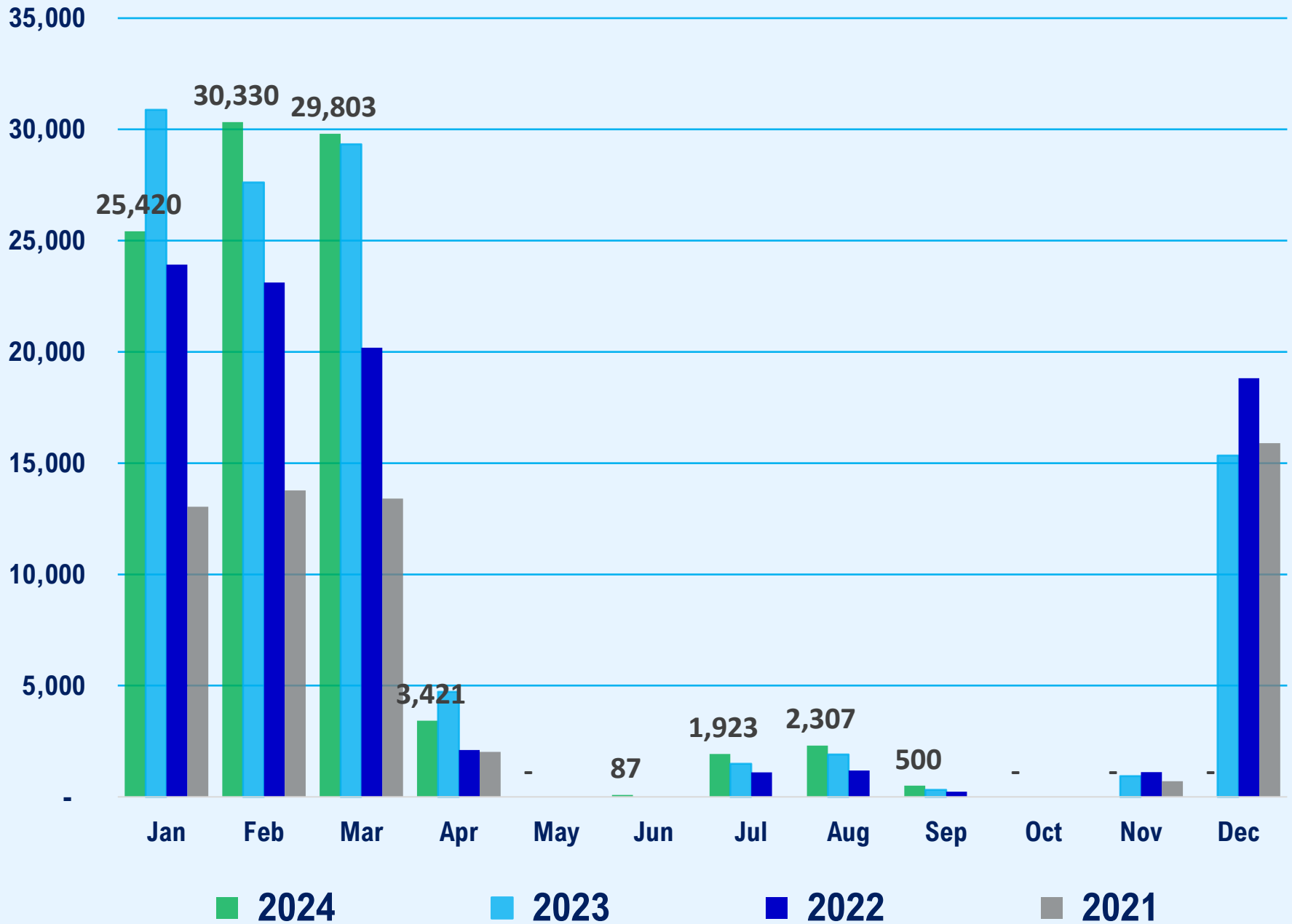
MRTA Hailey Route Riders



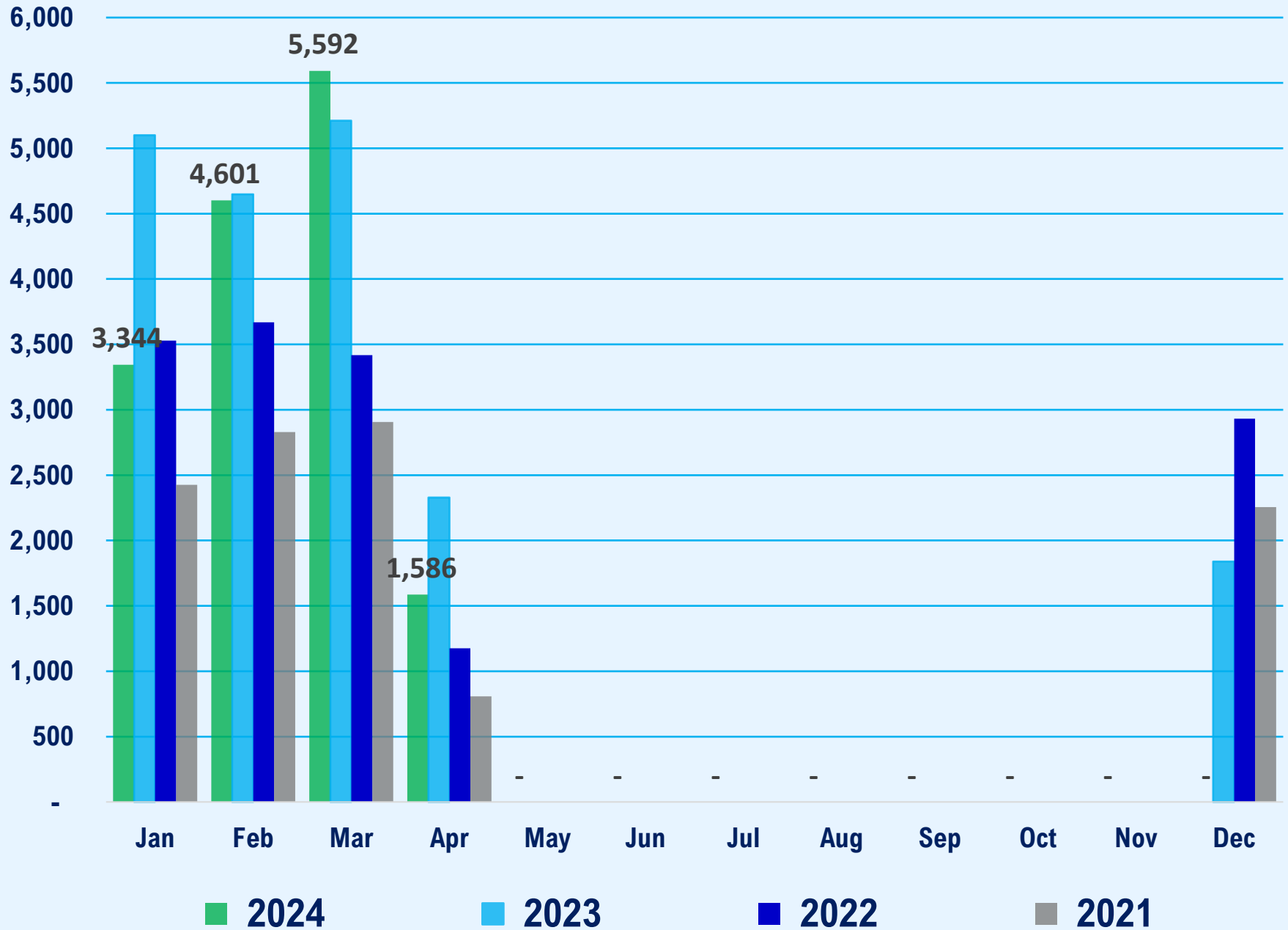
MRTA Red Route Riders



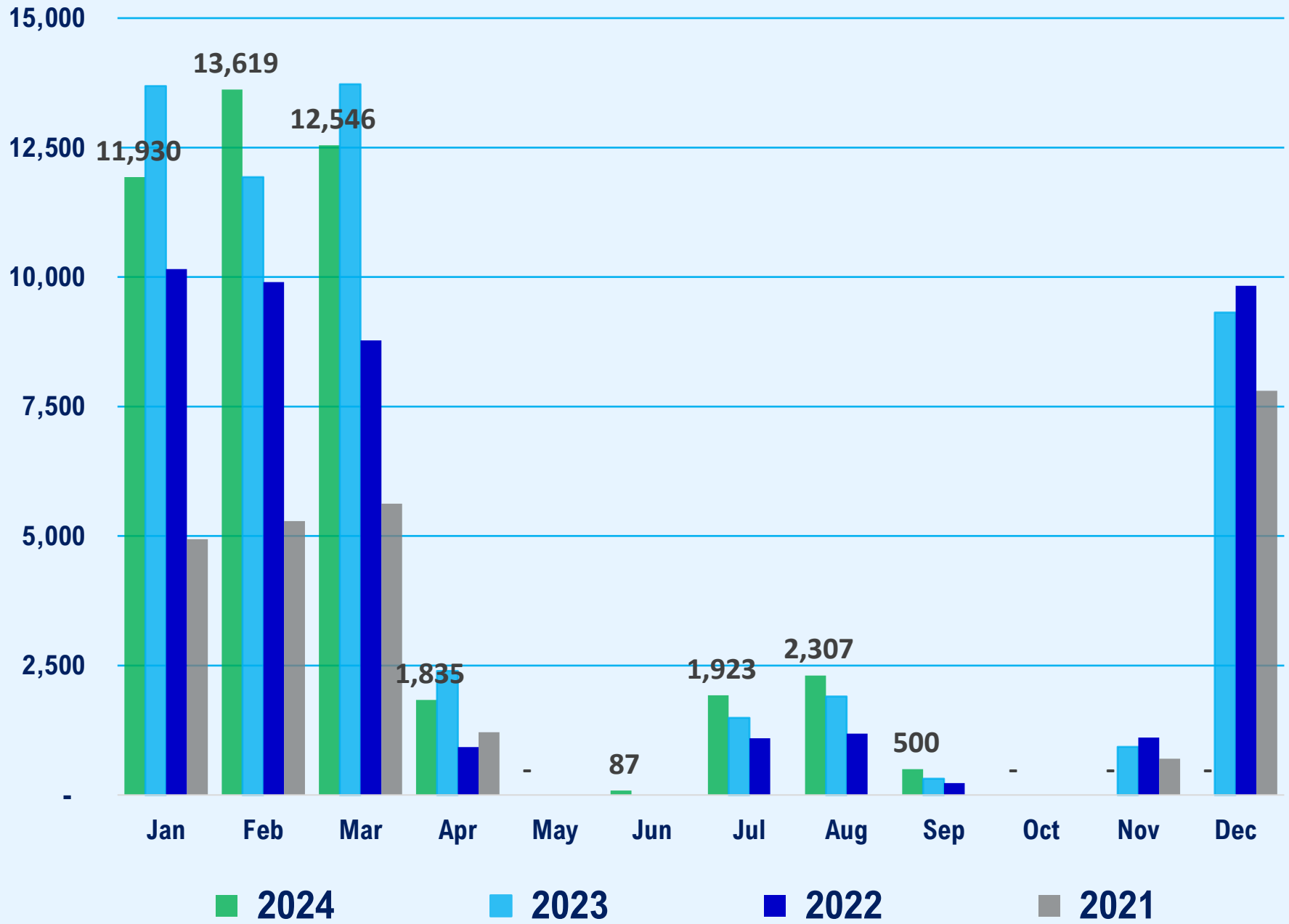
MRTA Resort Routes (Bronze, Silver, Gold) Riders



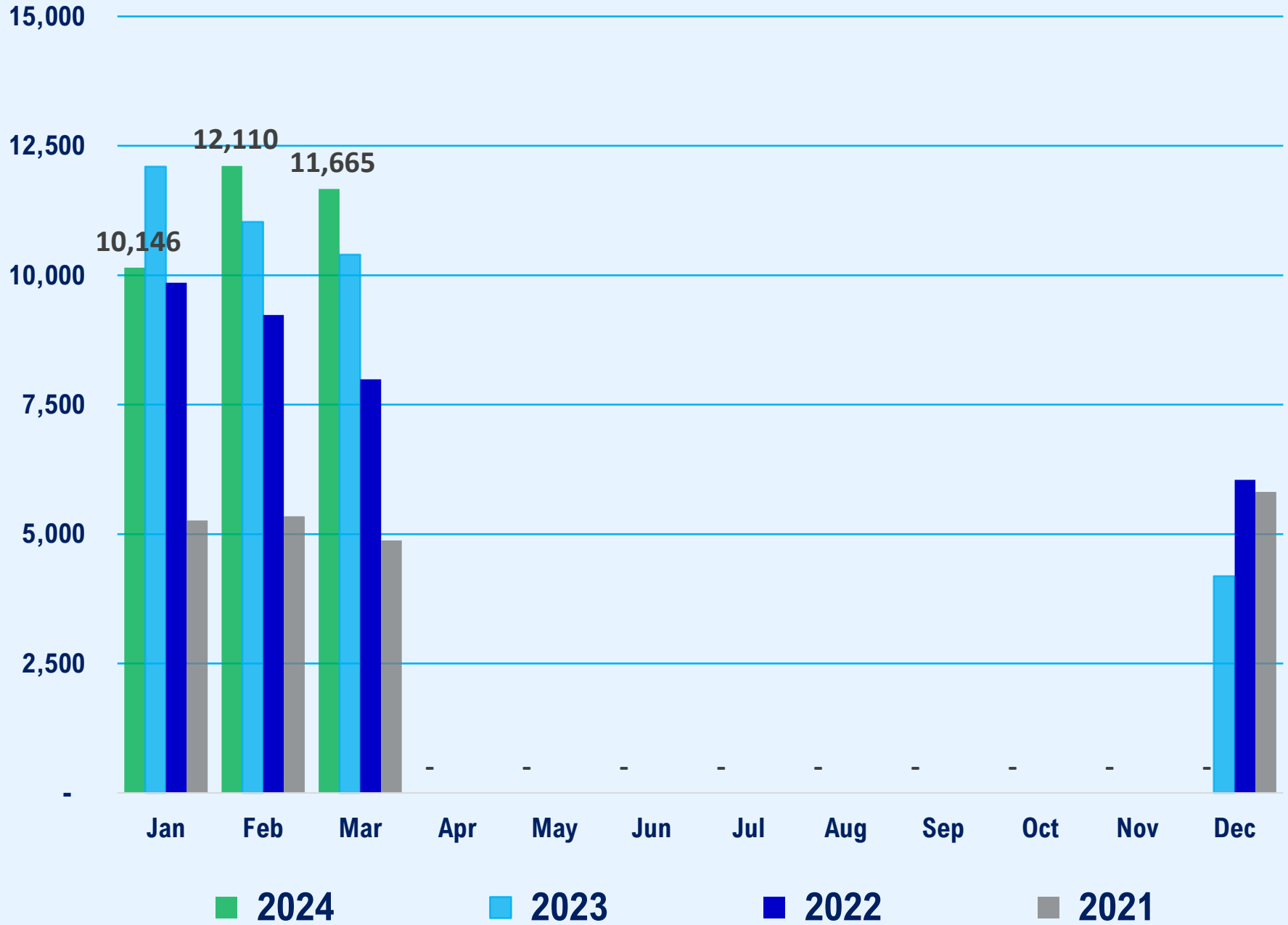
MRTA Bronze Route Riders



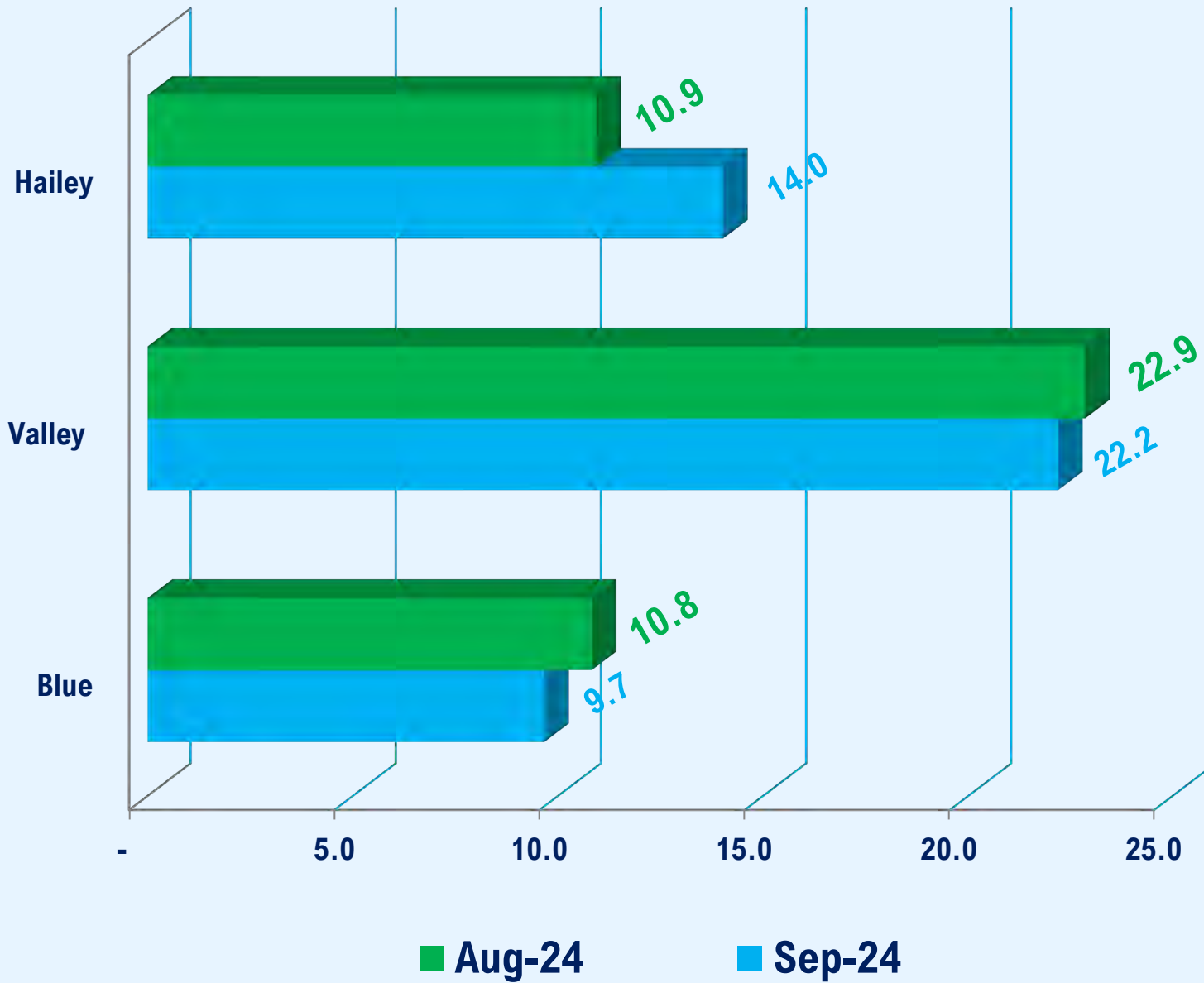
MRTA Silver Route Riders



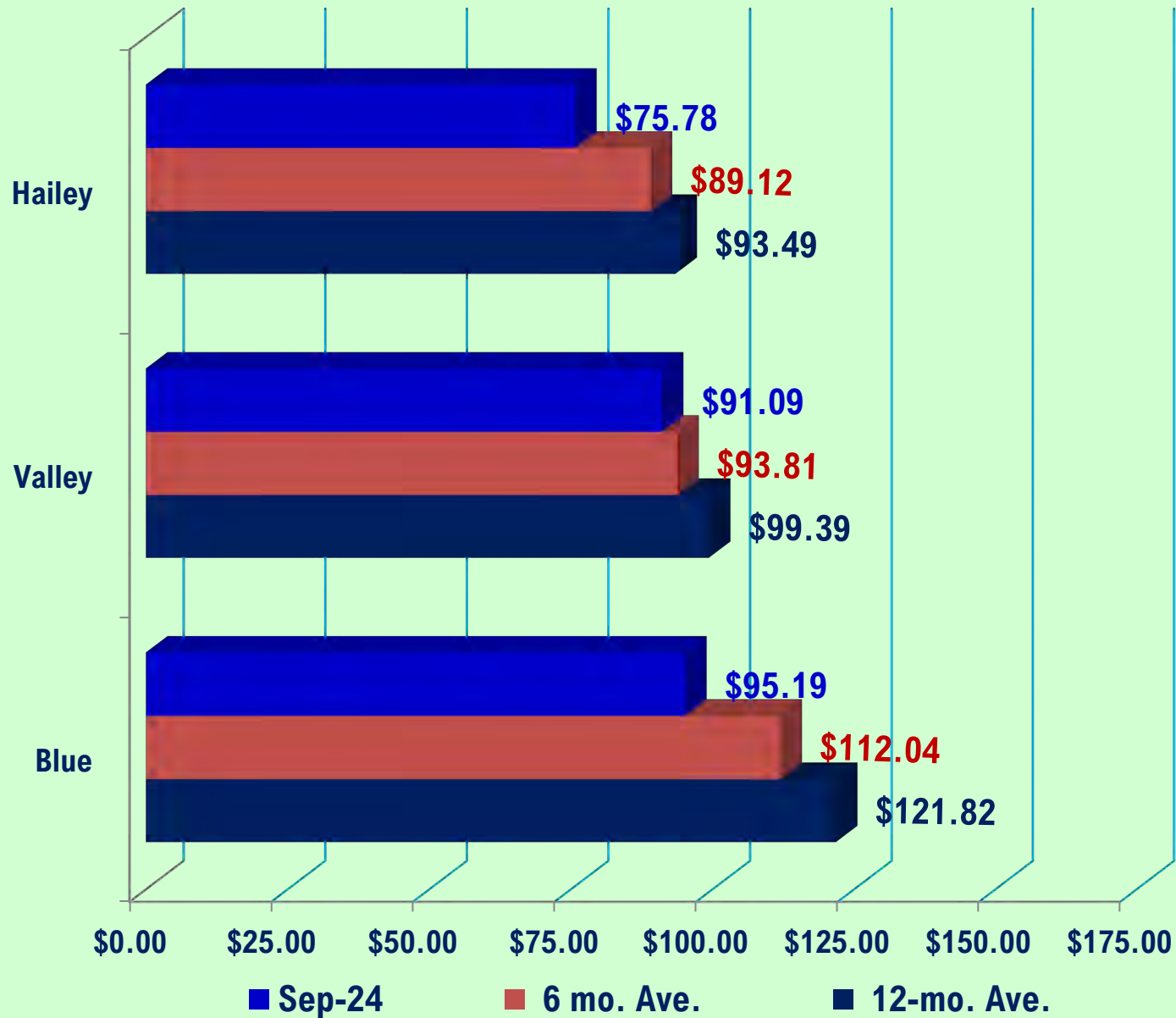
MRTA Gold Route Riders



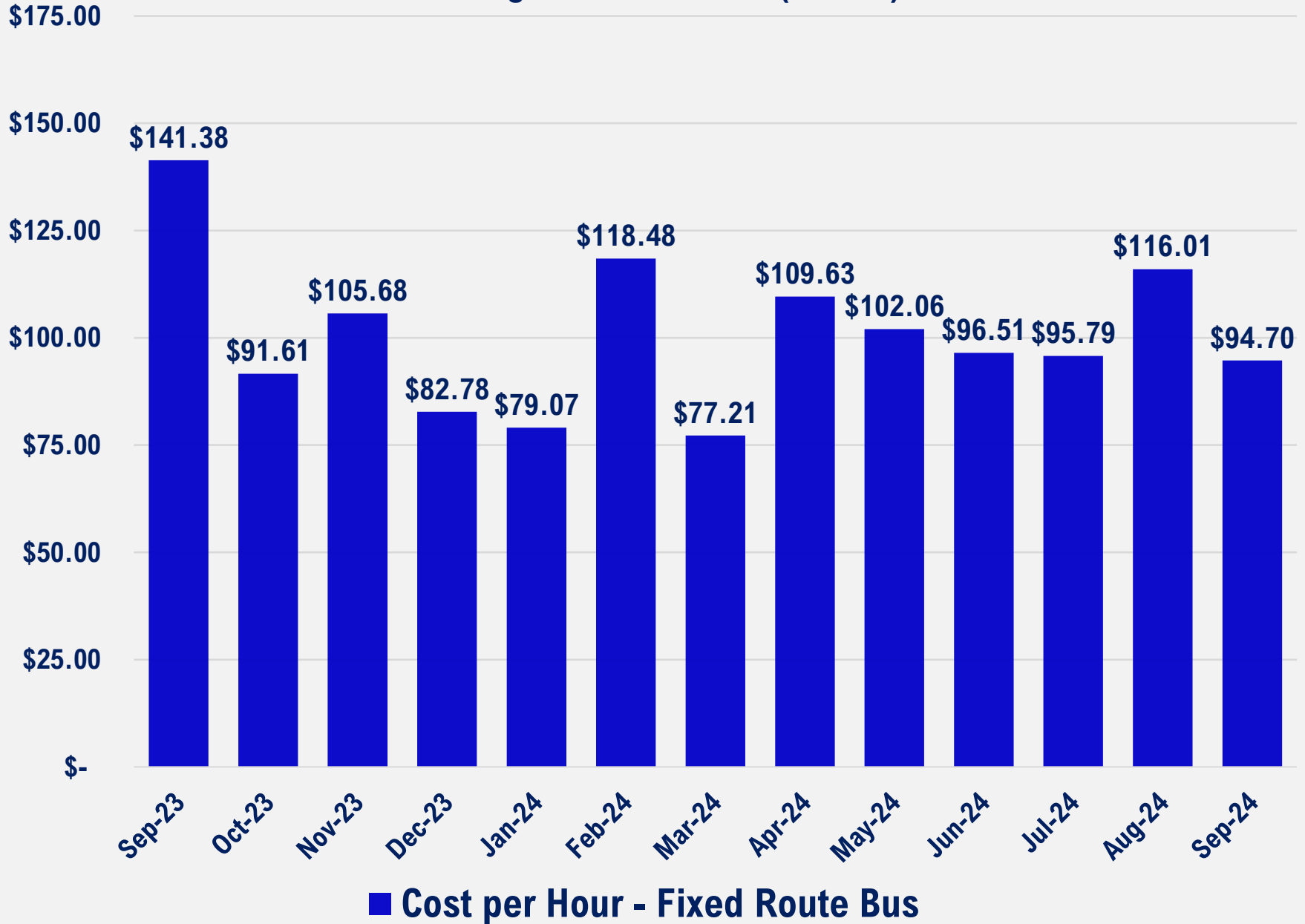
MRTA Riders per Hour



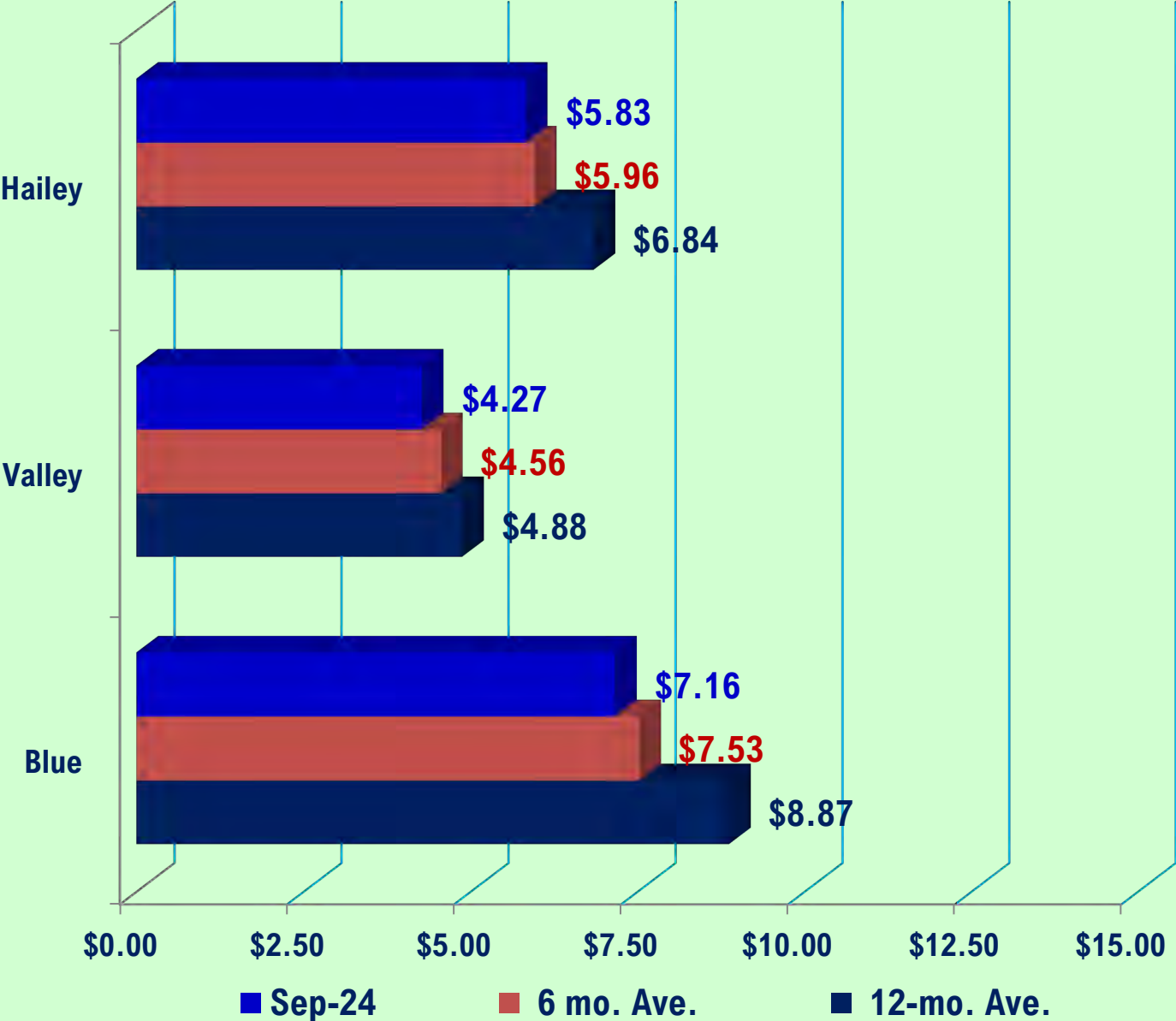
MRTA Total Cost per Hour of Fixed Route Bus Service



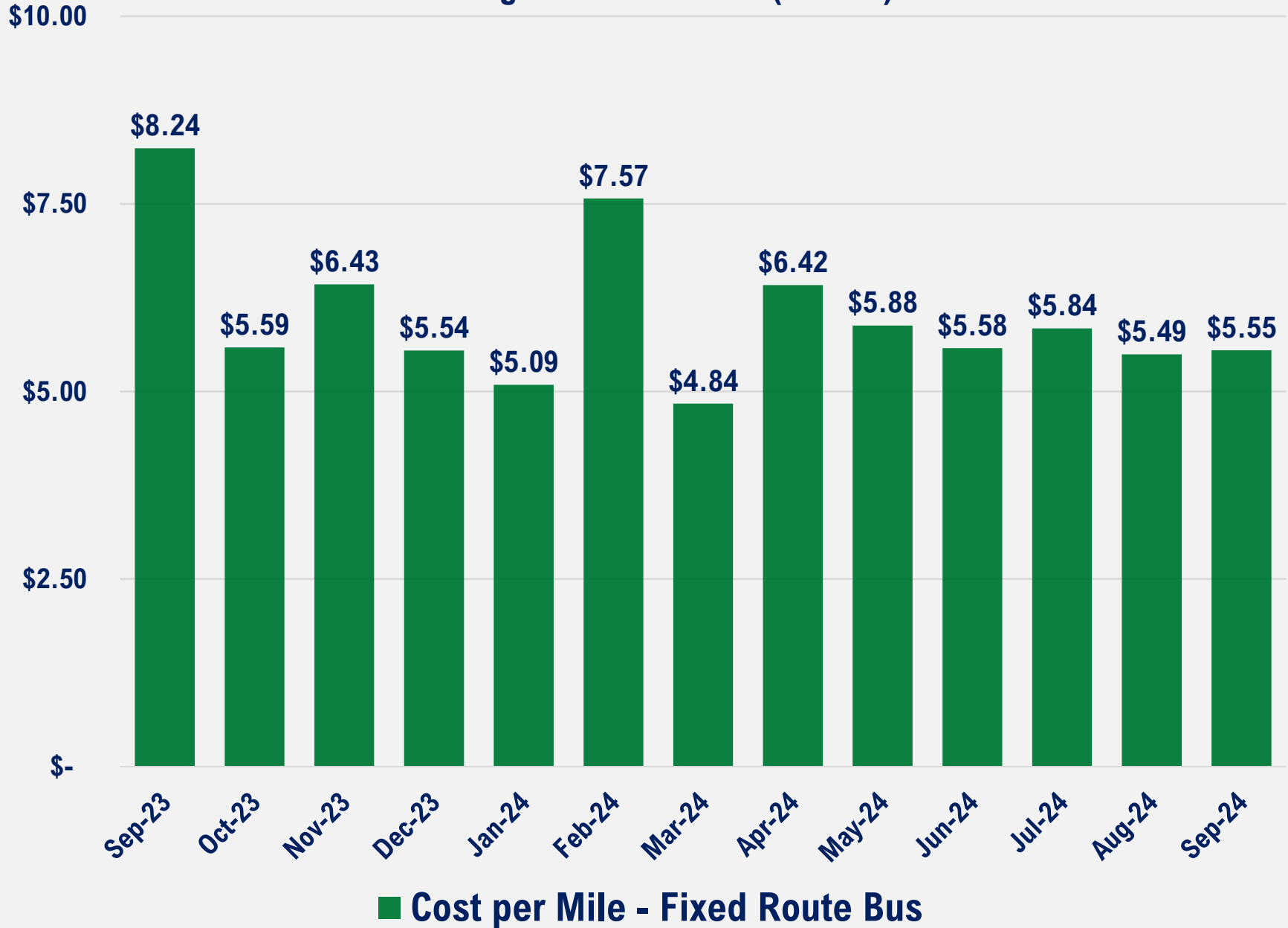
MRTA Total Cost per Hour of Fixed Route Bus Service Trailing Twelve Months+ (TTM+1)



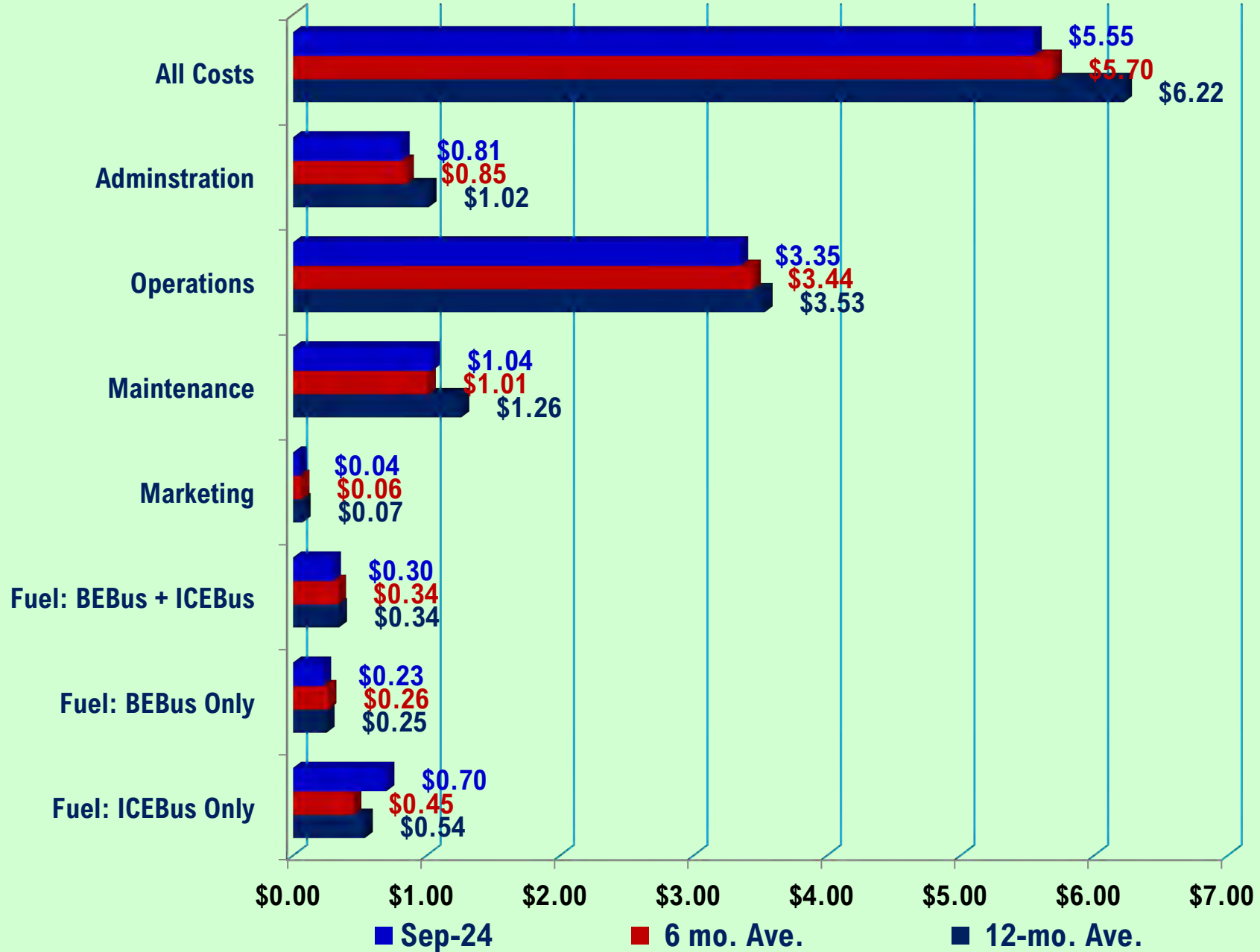
MRTA Total Cost per Mile of Fixed Route Bus Service



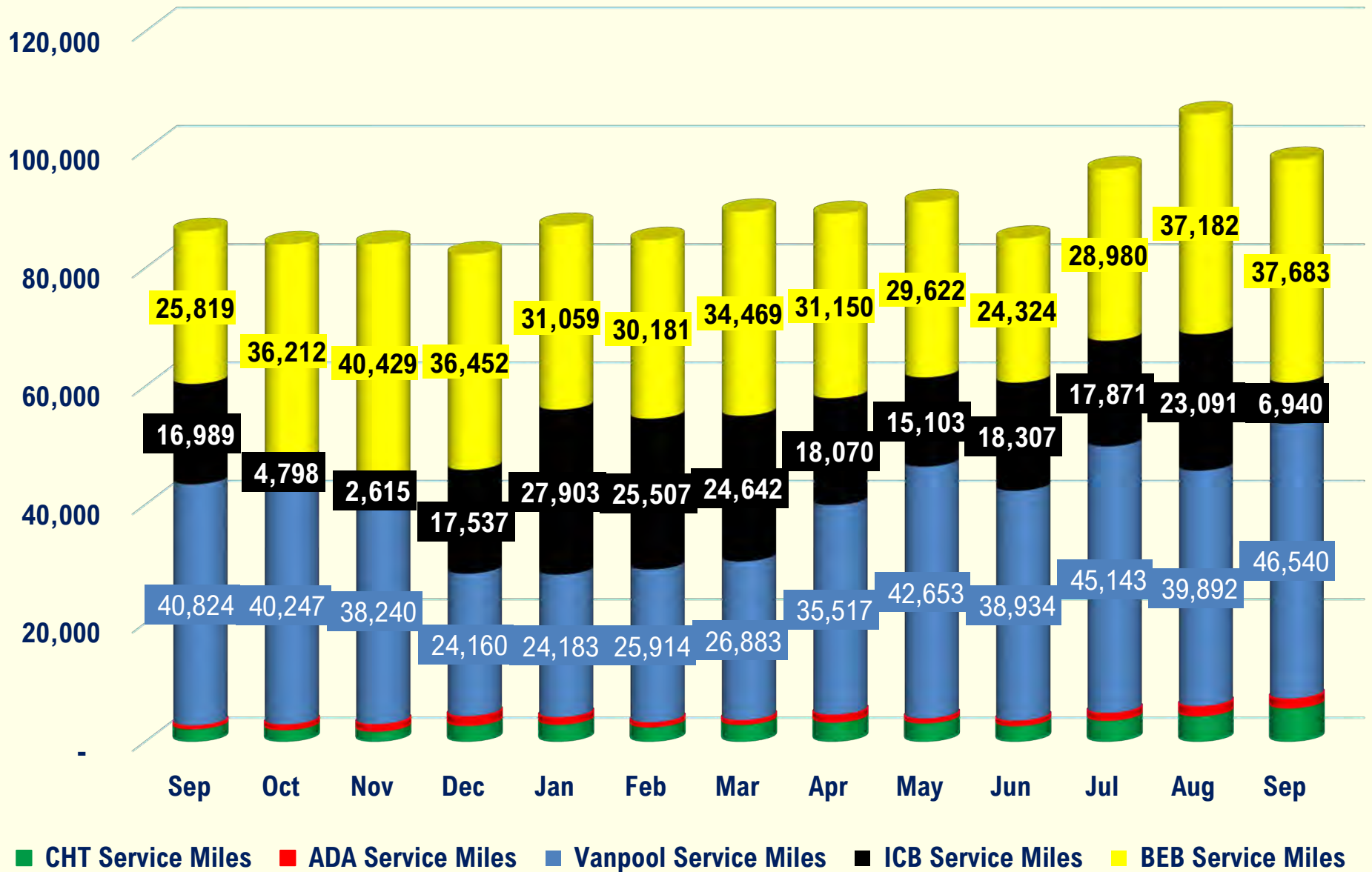
MRTA Total Cost per Mile of Fixed Route Bus Service Trailing Twelve Months+ (TTM+1)



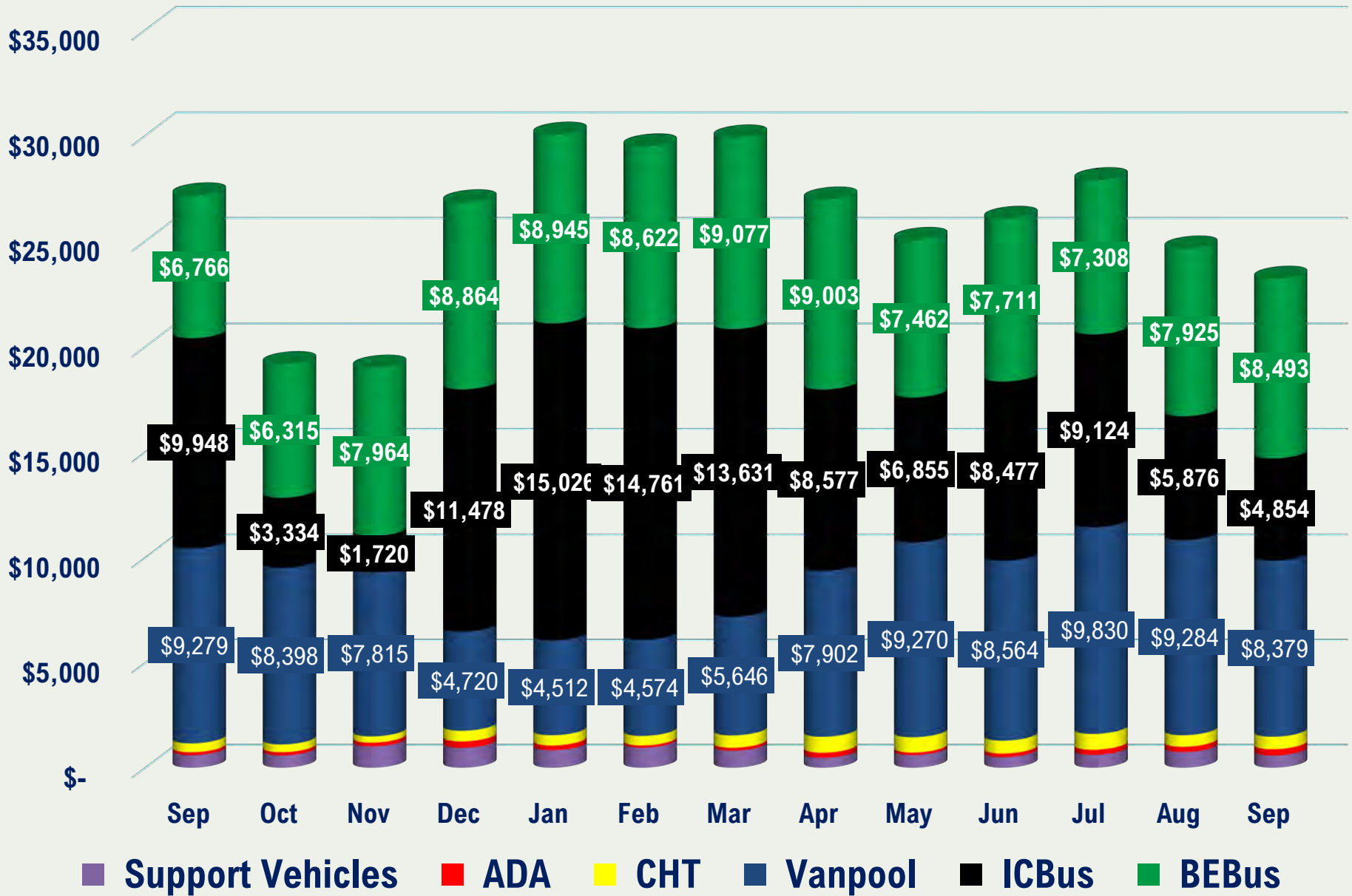
MRTA Fixed Route Bus Service: Costs per Mile



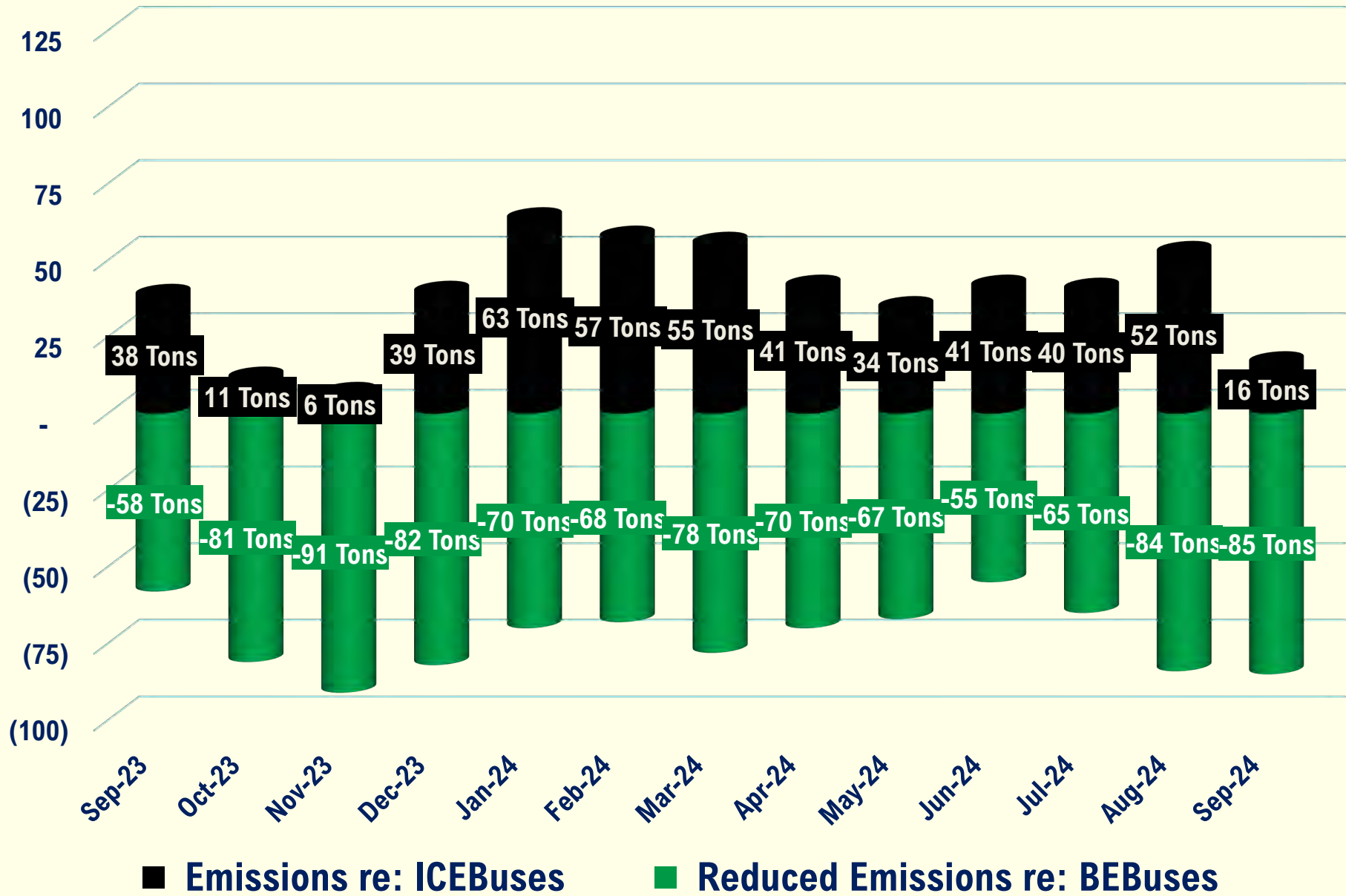
MRTA Service Miles by Vehicle/Service Type Trailing Twelve Months+ (TTM+1)



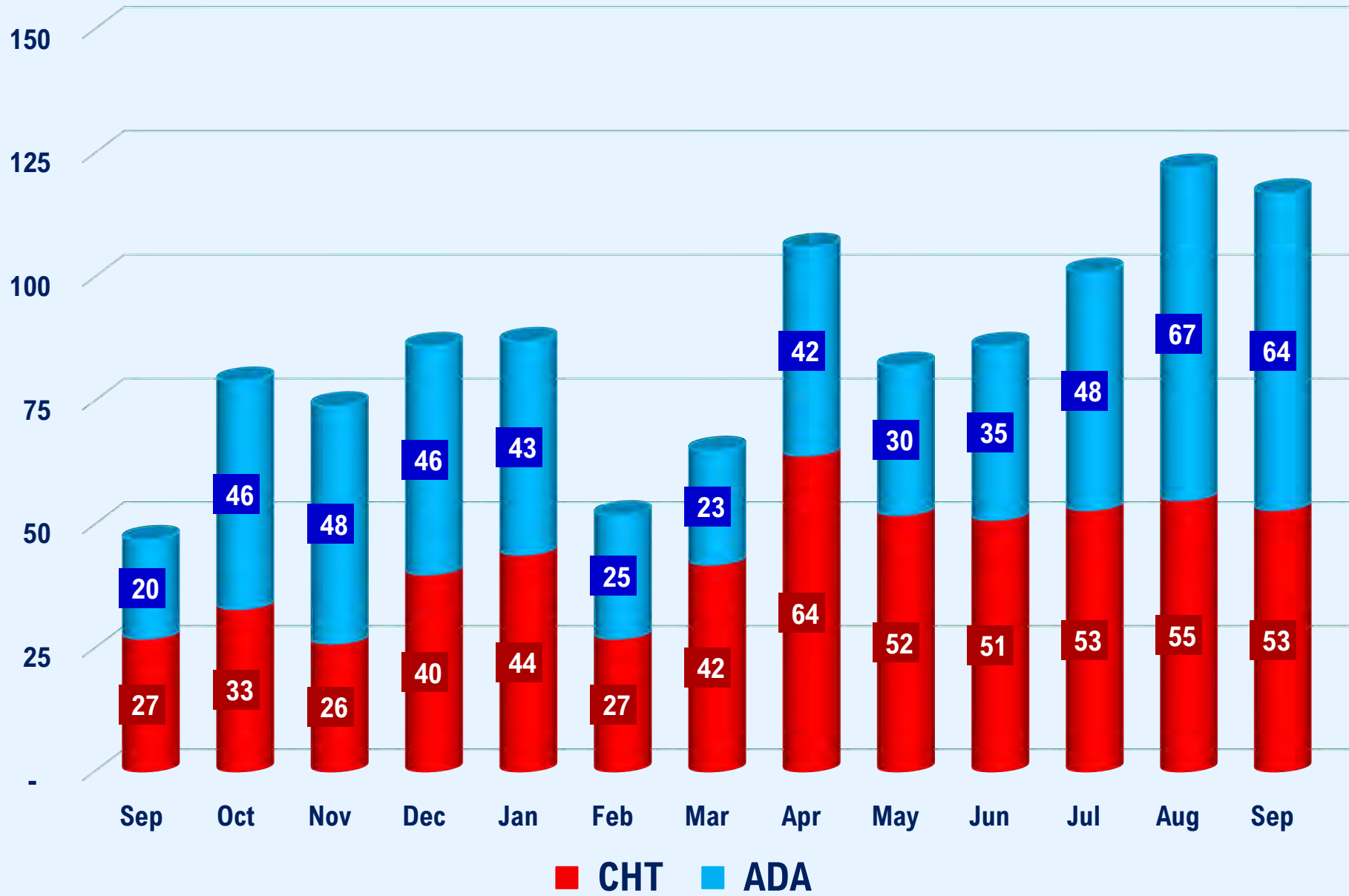
MRTA Fuel Expense Trailing Twelve Months+ (TTM+1)



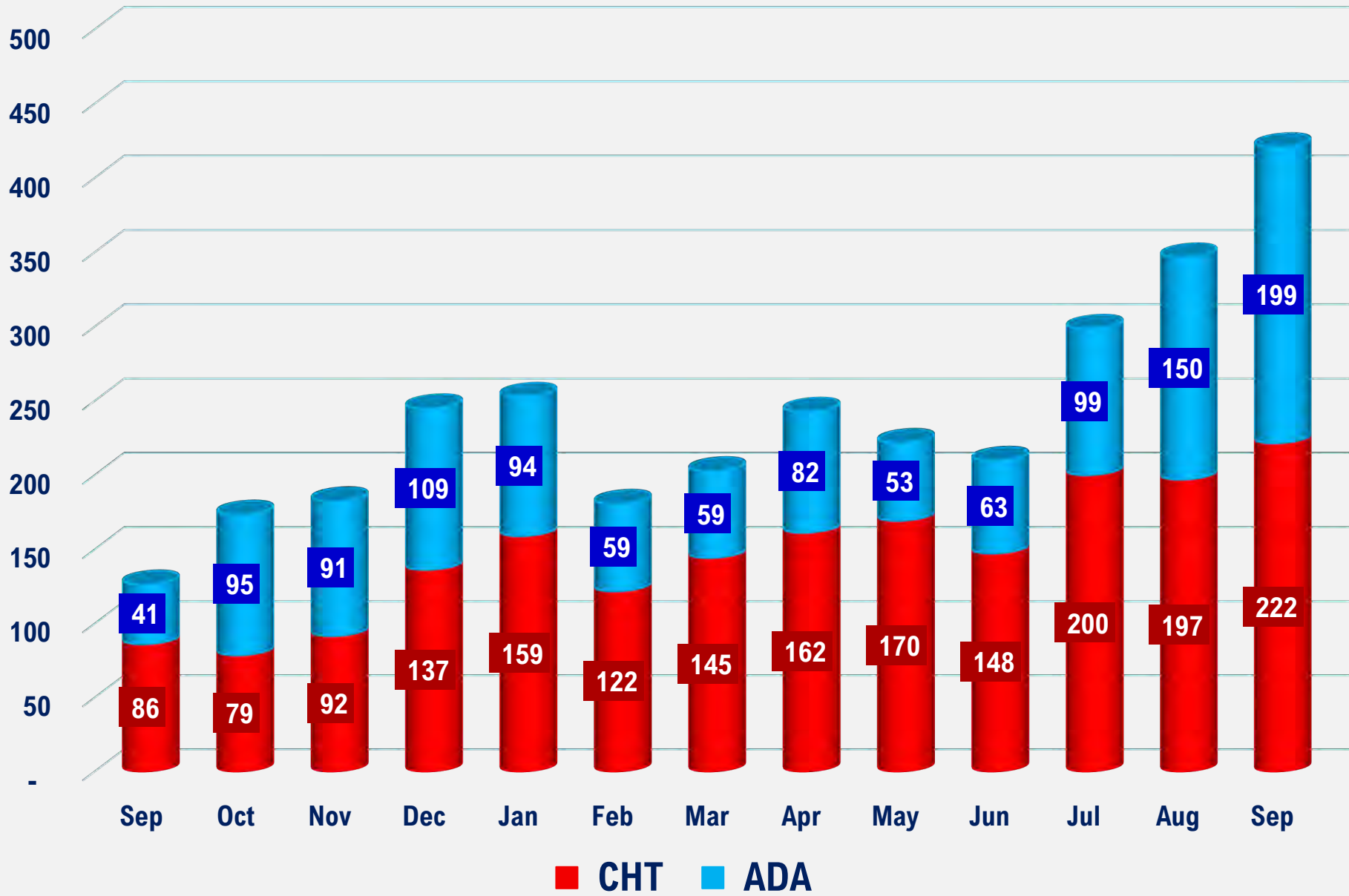
MRTA CO2 (GHG) Emissions: Bus Fleet Trailing Twelve Months+ (TTM+1)



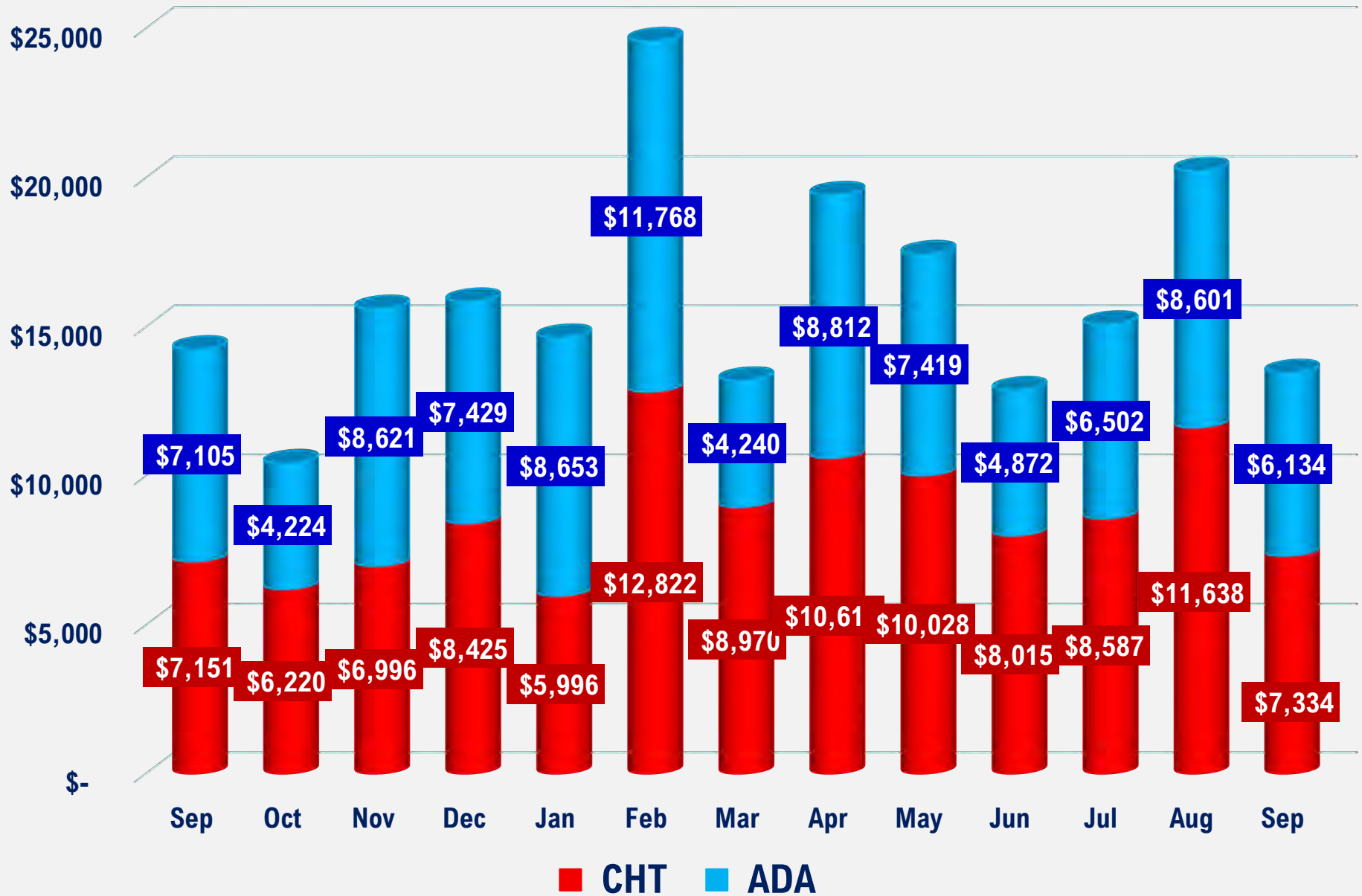
Ridership: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



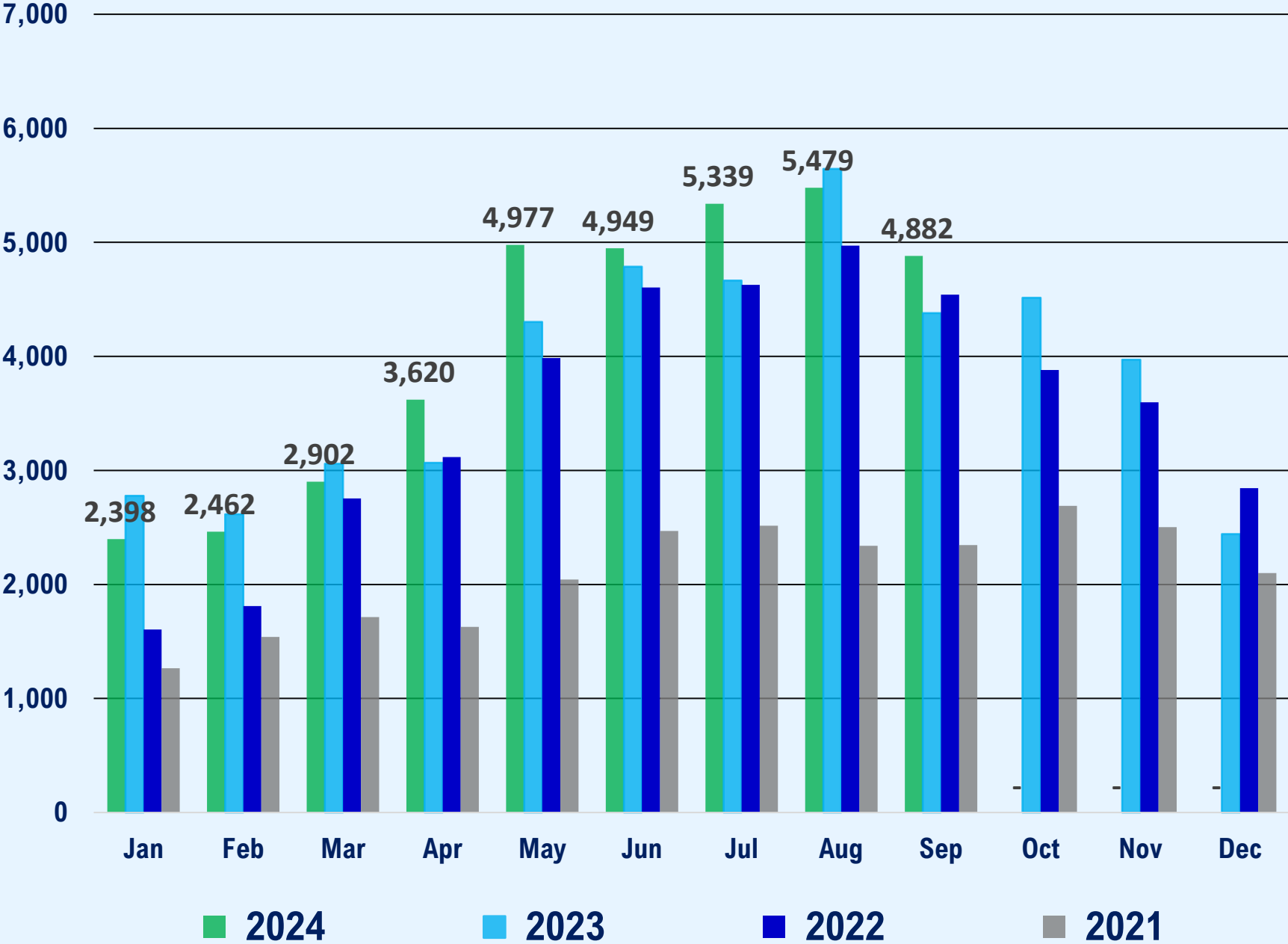
Service Hours: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



Expenses: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)

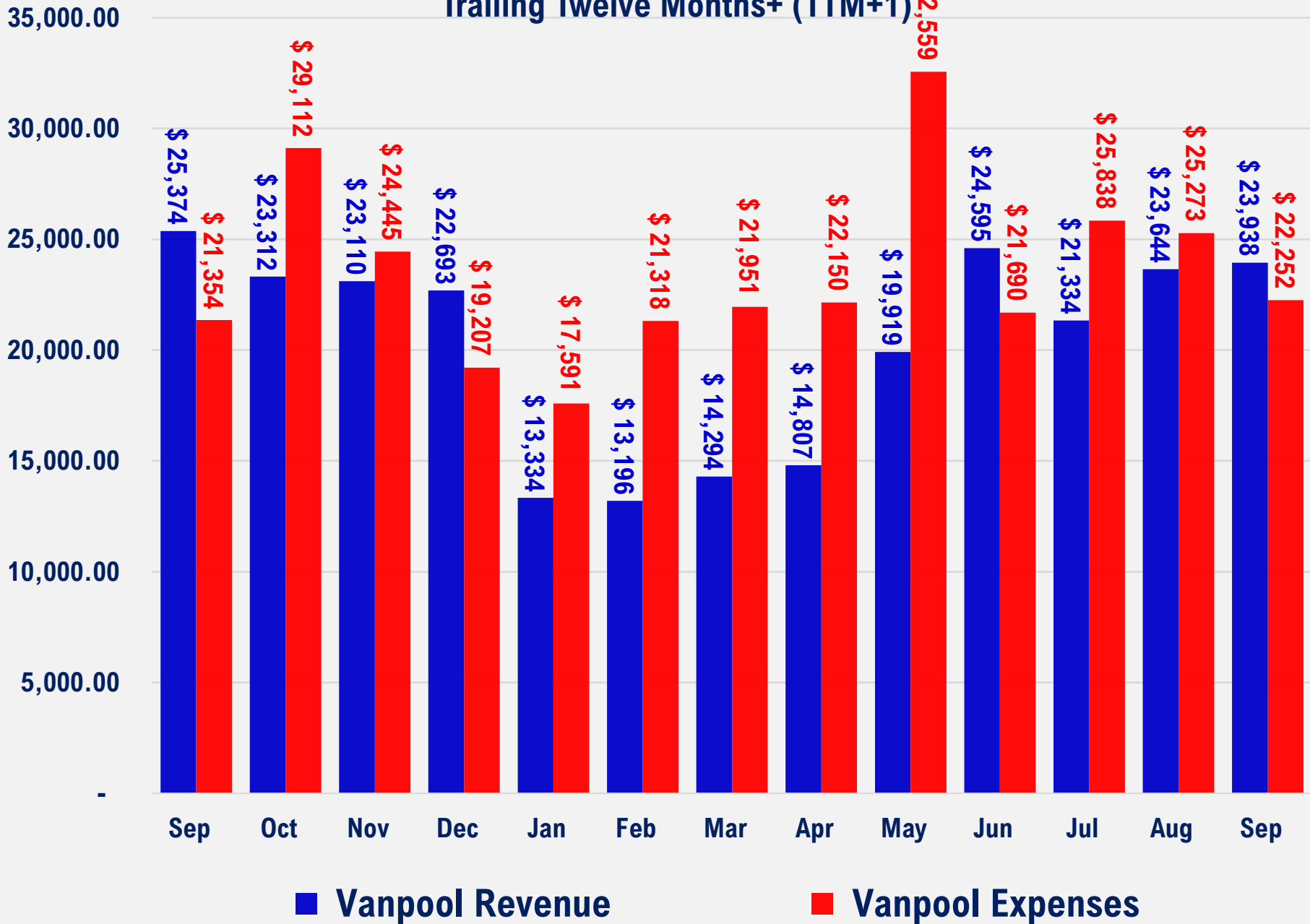


MRTA Vanpool Riders

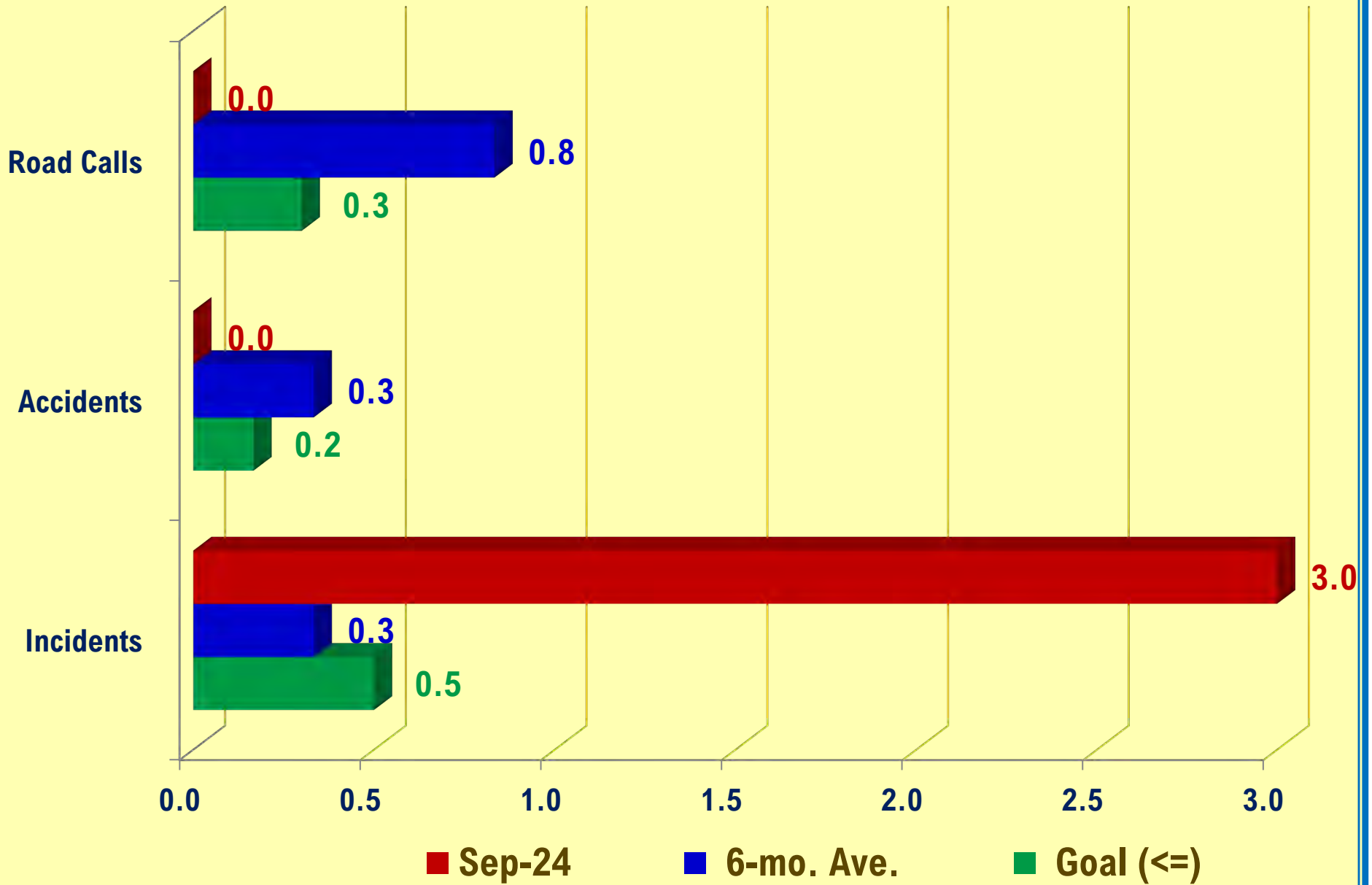


MRTA Vanpool Revenue & Expense

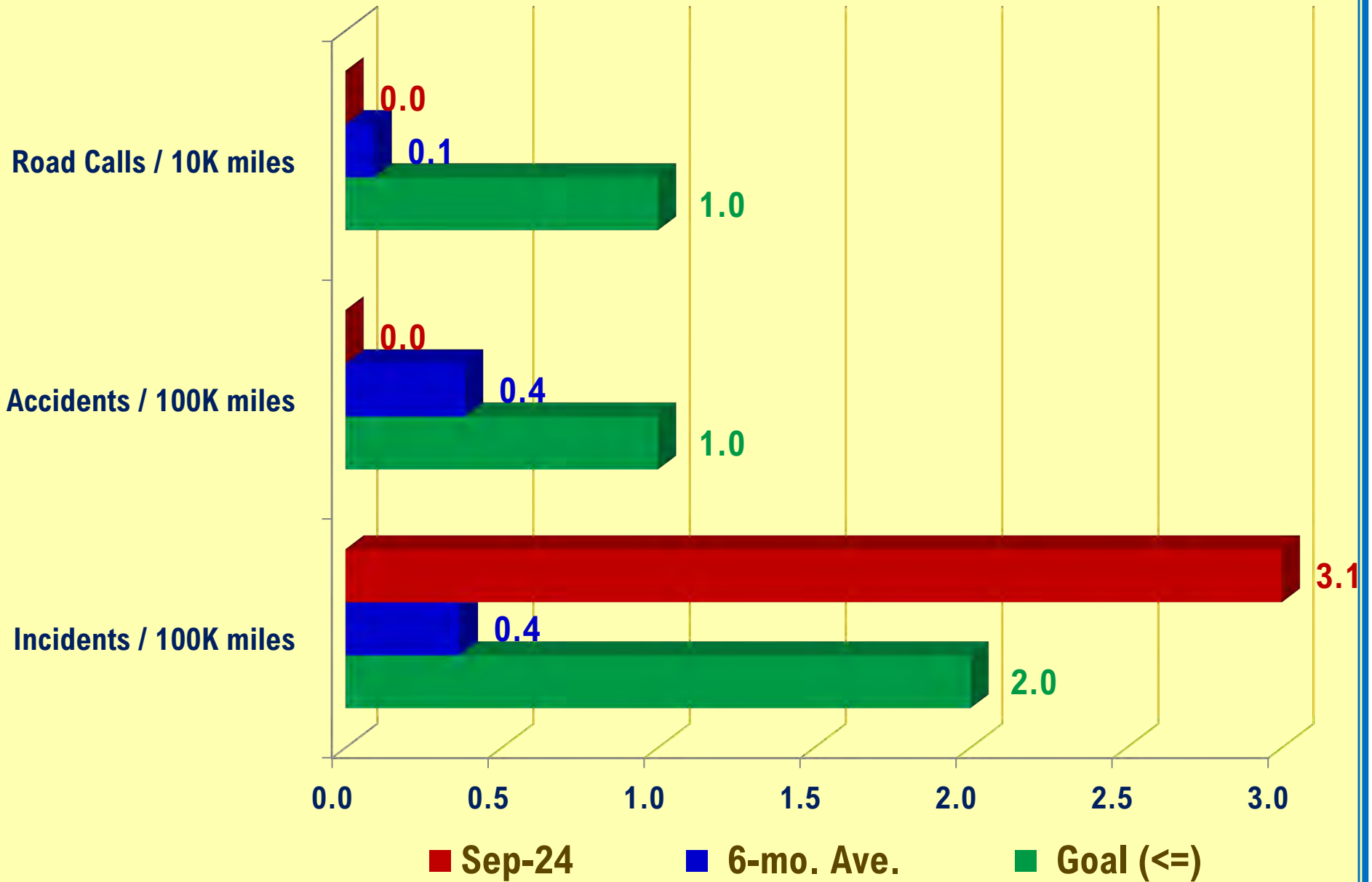
Trailing Twelve Months+ (TTM+1)



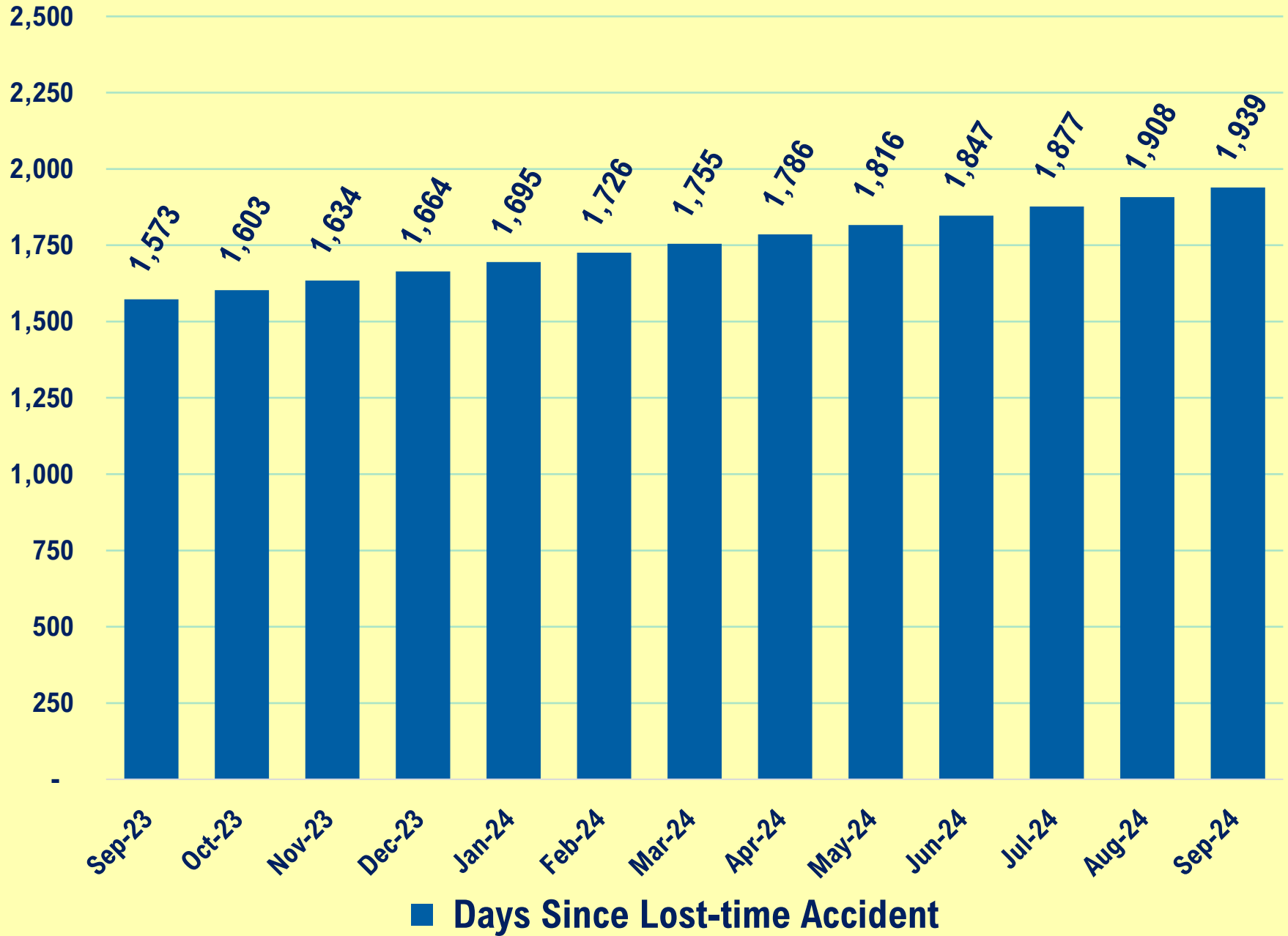
MRTA Operations Safety (Nominal Data)



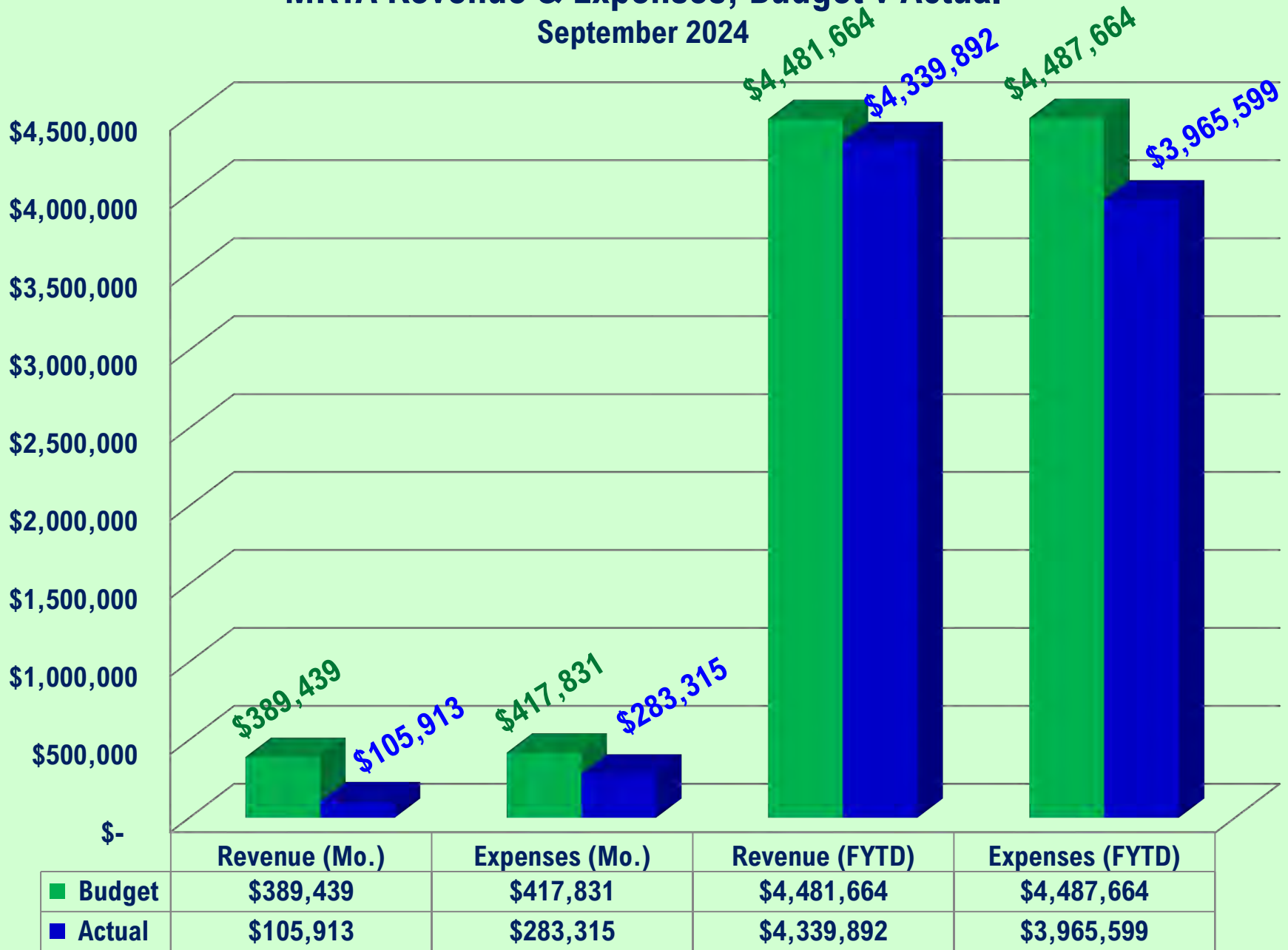
MRTA Operations Safety (Standardized Data)



MRTA Maintenance Safety



MRTA Revenue & Expenses, Budget v Actual September 2024



MRTA - Operations Main Revenue & Expenditures Budget Performance September 2024

	Sep 24	Budget	% of Budget	Oct '23 - Sep 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311	0.00	123,420.72	0.0%	1,890,343.00	2,057,012.00	91.9%	2,057,012.00
41300 · Federal - CARES	0.00	11,000.00	0.0%	0.00	80,000.00	0.0%	80,000.00
41600 · Federal - SRTS	0.00			0.00	0.00	0.0%	0.00
41700 · Federal Funding -other programs	0.00			5,000.00			
41800 · Federal - RTAP	5,601.49	2,400.00	233.4%	64,028.77	20,000.00	320.1%	20,000.00
Total 41000 · Federal Funding	5,601.49	136,820.72	4.1%	1,959,371.77	2,157,012.00	90.8%	2,157,012.00
43000 · Local Funding							
43100 · Local - Ketchum	66,333.26	66,333.26	100.0%	796,000.00	796,000.00	100.0%	796,000.00
43200 · Local - Hailey	0.00	0.00	0.0%	96,000.00	96,000.00	100.0%	96,000.00
43300 · Local - Bellevue	0.00			12,000.00	12,000.00	100.0%	12,000.00
43400 · Local - Blaine County	0.00	0.00	0.0%	208,500.00	208,500.00	100.0%	208,500.00
43500 · Local - Sun Valley	0.00	37,500.00	0.0%	450,000.00	450,000.00	100.0%	450,000.00
43600 · Local - Sun Valley Company	0.00	0.00	0.0%	287,200.00	286,200.00	100.3%	286,200.00
43700 · Local - Other Business	0.00	0.00	0.0%	78,410.00	58,250.00	134.6%	58,250.00
Total 43000 · Local Funding	66,333.26	103,833.26	63.9%	1,928,110.00	1,906,950.00	101.1%	1,906,950.00
44000 · Fares							
44200 · Fares - Valley Passes	0.00			0.00			
44300 · Fares - Vanpool	23,937.80	22,000.00	108.8%	238,177.05	200,000.00	119.1%	200,000.00
Total 44000 · Fares	23,937.80	22,000.00	108.8%	238,177.05	200,000.00	119.1%	200,000.00
45000 · Revenue							
45100 · Rev - Advertising	10,019.24	12,000.00	83.5%	92,757.74	90,000.00	103.1%	90,000.00
Total 45000 · Revenue	10,019.24	12,000.00	83.5%	92,757.74	90,000.00	103.1%	90,000.00
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00			0.00	1,000.00	0.0%	1,000.00
47300 · Priv. Donation - Other	0.00			38,000.00			
Total 47000 · Private Donations	0.00			38,000.00	1,000.00	3,800.0%	1,000.00
48000 · Transfers							
48100 · Transfer - Capital Equip. Fund	0.00			0.00			
48300 · Transfer - Facilities Fund	0.00			85,446.00			
48400 · Transfer - Housing Fund	0.00	833.26	0.0%	833.34	10,000.00	8.3%	10,000.00
Total 48000 · Transfers	0.00	833.26	0.0%	86,279.34	10,000.00	862.8%	10,000.00
49000 · Interest Income	10.67	250.00	4.3%	31,190.32	3,000.00	1,039.7%	3,000.00
49500 · Diesel Tax Refunds	0.00			1,034.00			
49800 · Excess Operating Funds	0.00	113,702.00	0.0%	0.00	113,702.00	0.0%	113,702.00
Total Income	105,902.46	389,439.24	27.2%	4,374,920.22	4,481,664.00	97.6%	4,481,664.00
Gross Profit	105,902.46	389,439.24	27.2%	4,374,920.22	4,481,664.00	97.6%	4,481,664.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	165,423.02	161,632.87	102.3%	2,187,125.90	2,309,041.00	94.7%	2,309,041.00
51300 · FICA Expense	9,789.28	9,723.00	100.7%	130,372.71	138,900.00	93.9%	138,900.00
51350 · Medicare Tax Expense	2,289.41	2,268.70	100.9%	30,490.39	32,410.00	94.1%	32,410.00
51400 · Retirement Plan Expenses	125.00	45,000.00	0.3%	136,044.03	185,000.00	73.5%	185,000.00
51500 · Workers Comp Expense	0.00	4,200.00	0.0%	42,005.00	60,000.00	70.0%	60,000.00
51600 · SUI Expense	631.45	2,681.95	23.5%	9,836.39	16,210.00	60.7%	16,210.00
51700 · Medical Ins. Expense	33,637.40	30,275.00	111.1%	407,878.46	432,500.00	94.3%	432,500.00
51950 · Employee Performance Bonus	0.00	0.00	0.0%	6,800.00	6,000.00	113.3%	6,000.00
Total 51000 · Payroll Expenses	211,895.56	255,781.52	82.8%	2,950,552.88	3,180,061.00	92.8%	3,180,061.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	15,353.75	15,353.63	100.0%	184,244.00	184,244.00	100.0%	184,244.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance
September 2024

Table with 8 columns: Category, Sep 24, Budget, % of Budget, Oct '23 - Sep 24, YTD Budget, % of Budget, Annual Budget. Rows include categories like Insurance Expense, Professional Fees, Equipment/ Tool Expense, Rent and Utilities, Supplies, Repairs and Maintenance, Communications Expense, Travel and Training, Business Expenses, and Advertising.

MRTA - Operations Main Revenue & Expenditures Budget Performance September 2024

	Sep 24	Budget	% of Budget	Oct '23 - Sep 24	YTD Budget	% of Budget	Annual Budget
61300 · Online Advertising	102.16	270.68	37.7%	1,645.06	2,400.00	68.5%	2,400.00
61400 · Vehicle Graphics	0.00	1,000.00	0.0%	4,693.39	7,000.00	67.0%	7,000.00
Total 61000 · Advertising	401.52	4,585.56	8.8%	33,884.65	39,409.00	86.0%	39,409.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	77.14	414.97	18.6%	1,684.51	4,000.00	42.1%	4,000.00
62200 · Graphic Design	1,440.00	620.00	232.3%	5,399.99	7,000.00	77.1%	7,000.00
62300 · SRTS Promotional Items	0.00			0.00	0.00	0.0%	0.00
62400 · Customer Events and Misc.	0.00	120.00	0.0%	0.00	1,000.00	0.0%	1,000.00
62450 · External Marketing Support	0.00			0.00	0.00	0.0%	0.00
62500 · Staff Appreciation/ Events	223.29	516.63	43.2%	8,860.39	10,000.00	88.6%	10,000.00
Total 62000 · Marketing and Promotion	1,740.43	1,671.60	104.1%	15,944.89	22,000.00	72.5%	22,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	35.00	325.03	10.8%	1,046.62	3,000.00	34.9%	3,000.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	14,988.27	16,000.00	93.7%	16,000.00
Total 63000 · Printing and Reproduction	35.00	325.03	10.8%	16,034.89	19,000.00	84.4%	19,000.00
64000 · Fuel							
64200 · Petroleum Fuel Expense	14,719.17	20,000.00	73.6%	208,175.27	297,900.00	69.9%	297,900.00
64500 · Electric Fuel Expense	8,492.74	15,000.00	56.6%	97,689.75	202,100.00	48.3%	202,100.00
64000 · Fuel - Other	0.00			0.00	0.00	0.0%	0.00
Total 64000 · Fuel	23,211.91	35,000.00	66.3%	305,865.02	500,000.00	61.2%	500,000.00
65000 · Vehicle Maintenance							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	0.00	300.00	0.0%	1,199.06	2,500.00	48.0%	2,500.00
65100 · Parts Expense - Other	655.53	2,100.00	31.2%	75,724.81	75,000.00	101.0%	75,000.00
Total 65100 · Parts Expense	655.53	2,400.00	27.3%	76,923.87	77,500.00	99.3%	77,500.00
65200 · Fluids Expense	-125.75	3,000.00	-4.2%	6,505.25	25,000.00	26.0%	25,000.00
65300 · Tires Expense	575.29	4,500.00	12.8%	44,193.65	60,000.00	73.7%	60,000.00
65400 · Purchased Services	962.00	400.00	240.5%	8,465.99	10,000.00	84.7%	10,000.00
65500 · Vehicle Computer/Diagnostic	170.00	700.00	24.3%	2,790.00	4,000.00	69.8%	4,000.00
65600 · Vehicle Glass/Windshield Repai	0.00	625.00	0.0%	7,500.89	7,500.00	100.0%	7,500.00
65700 · Shop Supplies	341.38	200.00	170.7%	2,754.28	3,500.00	78.7%	3,500.00
Total 65000 · Vehicle Maintenance	2,578.45	11,825.00	21.8%	149,133.93	187,500.00	79.5%	187,500.00
69500 · Contribution to Fund Balance	0.00	70,000.00	0.0%	0.00	70,000.00	0.0%	70,000.00
Total Expense	283,314.64	417,830.76	67.8%	3,897,175.05	4,481,664.00	87.0%	4,481,664.00
Net Ordinary Income	-177,412.18	-28,391.52	624.9%	477,745.17	0.00	100.0%	0.00
Net Income	-177,412.18	-28,391.52	624.9%	477,745.17	0.00	100.0%	0.00

Diesel - \$4,854.19
Vanpool - \$8,378.72
ADA/CHT \$897.47
Support Veh \$588.79

**MRTA - Operations Main
Checks Issued**

As of September 30, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	09/25/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/23/2024	-61,198.68	402,179.22
Paycheck	09/26/2024	DD	Aguilar, Hortencia	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Arenas Astorga, Guadalupe O	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Bevard, Corey J	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Buell, Joshua	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Canfield, James	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Cangiamilla, Monte	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Cardona Hernandez, Margarita	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Chairez Alvarez, Gloria M	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Cosio-Tamayo, Jeronimo	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	De Loera Colis, Daniel	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Garcia, Deyanira D	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Hoechtl, Gerhard	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Humbach, Eric	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Kelbert, Ashley	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Kelly, David W	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Knudson, Jennifer	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Knudson, Michael W	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Leon, Teofilo O	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Leon, Yene A	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Little, Timothy J	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Loeza, Veronica	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	MacPherson, Kim	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	McAfee, Nancy	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Morgus, Wallace	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Morrissey, Kevin	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Nestor, Robert A	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Obland, Bryan	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Ortiz Ayala, Jose J	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Parker, Michael J	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Richardson, Dean	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Romero-Campos, Raul	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Ruiz Loera, Elisabeth	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Russell, Tiffany	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Tellez, Carlos	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Victorino, Jose L	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Vultaggio, Lara	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Walsh, Murray S.	Direct Deposit	0.00	402,179.22
Paycheck	09/26/2024	DD	Ward, Douglas B	Direct Deposit	0.00	402,179.22
Liability Check	09/26/2024	E-pay	United States Treasury	82-0382250 QB Tracking # 1125335010	-19,381.88	382,797.34
Bill Pmt -Check	09/29/2024	12900	Wally Morgus		-2,172.58	380,624.76
Bill Pmt -Check	09/30/2024	ACH	CenturyLink	208-726-1690 623B	-66.19	380,558.57
Bill Pmt -Check	09/30/2024	ACH	Cox Communications	Acct #0012401205184001	-323.07	380,235.50
Bill Pmt -Check	09/30/2024	ACH	Idaho Power Acct#2207725231 B...	Bellevue Bus Charge	-4,019.81	376,215.69
Bill Pmt -Check	09/30/2024	ACH	Idaho Power Acct#2221850114		-410.85	375,804.84
Liability Check	09/30/2024	Transfer	Ill-A Trust		0.00	375,804.84
Deposit	09/30/2024			Interest	10.67	375,815.51
Bill Pmt -Check	09/30/2024	12878	AC Houston Lumber Company	16203-1	-50.18	375,765.33
Bill Pmt -Check	09/30/2024	12879	Business As Usual		-22.75	375,742.58
Bill Pmt -Check	09/30/2024	12880	Carlos Tellez'		-140.80	375,601.78
Bill Pmt -Check	09/30/2024	12881	Certified Folder Display Service, Inc	14-0086946	-77.14	375,524.64
Bill Pmt -Check	09/30/2024	12882	Christensen - Used to be United Oil	38068	-6,834.39	368,690.25
Bill Pmt -Check	09/30/2024	12883	Cintas - Uniforms_		-647.44	368,042.81
Bill Pmt -Check	09/30/2024	12884	City of Bellevue'	RIDES1- 121 Clover St	-124.34	367,918.47
Bill Pmt -Check	09/30/2024	12885	City of Ketchum		-472.93	367,445.54
Bill Pmt -Check	09/30/2024	12886	Clear Creek Disposal	1327	-127.98	367,317.56
Bill Pmt -Check	09/30/2024	12887	Clear Mind Graphics, Inc Express		-1,077.50	366,240.06
Bill Pmt -Check	09/30/2024	12888	Publishing Inc.	Lube Tech Ad	-299.36	365,940.70
Bill Pmt -Check	09/30/2024	12889	Gravis Law, PLLC		-2,035.00	363,905.70
Bill Pmt -Check	09/30/2024	12891	Idaho Home Technical Services		-605.00	363,300.70
Bill Pmt -Check	09/30/2024	12892	Ill-A Trust	Health Ins	-47,514.00	315,786.70
Bill Pmt -Check	09/30/2024	12893	Imperial Supplies LLC		-683.54	315,103.16
Bill Pmt -Check	09/30/2024	12894	Napa Auto Parts	3752	-875.21	314,227.95
Bill Pmt -Check	09/30/2024	12895	O'Reilly Automotive, Inc.		-221.13	314,006.82
Bill Pmt -Check	09/30/2024	12896	Snap-on Tools		-166.51	313,840.31
Bill Pmt -Check	09/30/2024	12897	Sterling Urgent Care		-92.00	313,748.31
Bill Pmt -Check	09/30/2024	12898	White Cloud Communications Inc.		-570.00	313,178.31
Liability Check	09/30/2024	ACH	Mountain Rides Transportation	WFH Apt Rent	-10,400.00	302,778.31
Total 11100 · Mountain West Checking					135,882.09	302,778.31
TOTAL					135,882.09	302,778.31



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	18.990%	.05202%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	28.740%	.07873%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
GERARDO GARCIA	9589	10,000	\$6,013.76
KIMBERLY MACPHERSON	5201	7,500	\$588.05

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
09/18	09/18	F889100LP000IXFRT	BRANCH PAYMENT - CHECK THANK YOU TOTAL 5586681046559199 \$6,508.03-	6,508.03	

Transaction Summary For GERARDO GARCIA Sub Account Number Ending In 9589

09/12	09/12	5543286LG61XMVHZQ	AMAZON MKTPL*Z31JF3213 AMZN.COM/BILL WA		93.00 ✓
09/12	09/12	5543286LG61YJ93AP	AMAZON MKTPL*Z857E1AV1 AMZN.COM/BILL WA		73.99 ✓
09/13	09/13	5513158LH2H9J4RVB	DMI* DELL SALES & SERV ROUND ROCK TX		714.44 ✓
09/20	09/20	5754024LRLWW47AAAY	ADOBE *ADOBE 4085366000 CA		119.95 ✓
09/23	09/23	5531020LW1RPNJKBZ	PANDA EXPRESS #1670 COEUR D ALENE ID		28.41 ✓
09/27	09/27	0541019LZ1R2K31BT	ENTERPRISE RENT-A-CAR SPOKANE WA RTRN CTY SPOKANE		689.77 ✓
09/27	09/27	5541734M08GKX595J	AIRPORT PARKING BOISE ID		68.00 ✓
09/27	09/27	8536943M0BSRXJ1AS	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003224		721.24 ✓
09/27	09/27	8536943M0BSRXJ1BH	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003230		721.24 ✓
09/27	09/27	8536943M0BSRXJ1QB	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003232		721.24 ✓
09/27	09/27	8536943M0BSRXJ11T	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003228		721.24 ✓
09/27	09/27	8536943M0BSRXJ13A	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003226		721.24 ✓
09/27	09/27	5292613M02ZJY2KHY	SAVORY LAYNE STEAKHOUS MOUNTAIN HOME ID		92.81 ✓
09/28	09/28	0558745M00000JHD7	RBT PANDA EXPRESS #167 EASYSAVINGS NY	1.14	
09/28	09/28	5543286M05XFJZDZK	WWW COSTCO COM 800-955-2292 WA		43.27 ✓
09/30	09/30	5543687M34E8Q5GEX	WOOD RIVER ENGINE GOODING ID		462.00 ✓
10/01	10/01	5543286M35Y6JK3KA	AMZN MKTP US*HI72D7YX3 AMZN.COM/BILL WA		23.06 ✓
10/01	10/01	5544641M40RFF6MTQ	PRO RENTALS & SALES-TW TWIN FALLS ID		195.95 ✓
10/01	10/01	5544641M40RFF6MTY	PRO RENTALS & SALES-TW TWIN FALLS ID		195.95 ✓
TOTAL \$6,013.76					

GERARDO GARCIA / Sub Acct Ending In 9589

Transaction Summary For KIMBERLY MACPHERSON Sub Account Number Ending In 5201

09/03	09/03	5543286L75Z2ZRBZ4	8X8, INC. 888-898-8733 CA		279.18 ✓
09/20	09/20	5754024LRLWVDD9N	ADOBE *ADOBE 4085366000 CA		34.99 ✓
09/24	09/24	8536943LXBAQ3VSFR	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003256		159.00
09/24	09/24	8536943LXBAQ3VSJK	BEST WESTERN COEUR DAL COEUR D ALENE ID FOLIO #0000003273		12.72
10/01	10/01	8271116M3000EQSL4	YELPINC*855 380 9357 SAN FRANCISCO CA		102.16 ✓
TOTAL \$588.05					

KIMBERLY MACPHERSON / Sub Acct Ending In 5201

MRTA - Operations Main

Balance Sheet

As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	195,224.87
11500 · Petty Cash	75.72
11600 · General Fund LGIP	1,268,520.65
Total Checking/Savings	1,463,821.24
Accounts Receivable	
11800 · Accounts Receivable	86,647.46
Total Accounts Receivable	86,647.46
Other Current Assets	
14500 · Prepaid Assets	128,971.00
Total Other Current Assets	128,971.00
Total Current Assets	1,679,439.70
TOTAL ASSETS	1,679,439.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	-100.96
Total Accounts Payable	-100.96
Other Current Liabilities	
22200 · Due to Capital Equip. Fund	8,859.00
23000 · Due to WFH Fund	3,700.00
24000 · Payroll Liabilities	
24700 · State Tax W/H Payable	6,913.00
24800 · State Unemployment Tax Payable	196.56
25500 · Employee Prem W/H & Payable	13,549.85
24000 · Payroll Liabilities - Other	49.22
Total 24000 · Payroll Liabilities	20,708.63
Total Other Current Liabilities	33,267.63
Total Current Liabilities	33,166.67
Total Liabilities	33,166.67
Equity	
30000 · Opening Bal Equity	167,470.40
32000 · Reserve Balance	1,569,516.27
Net Income	-90,713.64
Total Equity	1,646,273.03
TOTAL LIABILITIES & EQUITY	1,679,439.70

MRTA - Capital Equipment Fund Revenue & Expenditures Budget Performance July through September 2024

	Jul - Sep 24	Budget	% of Budget	Oct '23 - Sep 24	YTD Budget	% of Budget	Annual Budget
Income							
41000 · Federal Funding							
41100 · Federal-5339							
41101 · Federal -5339- Buses	0.00	0.00	0.0%	432,639.00	0.00	100.0%	0.00
41102 · Federal- 5339-Vans	0.00	272,000.00	0.0%	0.00	672,000.00	0.0%	672,000.00
Total 41100 · Federal-5339	0.00	272,000.00	0.0%	432,639.00	672,000.00	64.4%	672,000.00
Total 41000 · Federal Funding	0.00	272,000.00	0.0%	432,639.00	672,000.00	64.4%	672,000.00
49000 · Interest Earned	5,536.68	280.00	1,977.4%	37,475.15	1,000.00	3,747.5%	1,000.00
49900 · Misc. Income	0.00	0.00	0.0%	29,210.53	10,000.00	292.1%	10,000.00
Total Income	5,536.68	272,280.00	2.0%	499,324.68	683,000.00	73.1%	683,000.00
Gross Profit	5,536.68	272,280.00	2.0%	499,324.68	683,000.00	73.1%	683,000.00
Expense							
54000 · Equipment/Tool Expense	0.00	0.00	0.0%	0.00	17,000.00	0.0%	17,000.00
60000 · Business Expenses							
60500 · Bank Fees	0.00			20.00			
Total 60000 · Business Expenses	0.00			20.00			
68000 · Capital Expenses							
68050 · Support Vehicles	0.00	0.00	0.0%	33,315.00	15,000.00	222.1%	15,000.00
68100 · Expend for Vans/ Light Duty Bus	0.00	600,000.00	0.0%	0.00	840,000.00	0.0%	840,000.00
68500 · Technology	0.00			29,085.02			
Total 68000 · Capital Expenses	0.00	600,000.00	0.0%	62,400.02	855,000.00	7.3%	855,000.00
Total Expense	0.00	600,000.00	0.0%	62,420.02	872,000.00	7.2%	872,000.00
Net Income	5,536.68	-327,720.00	-1.7%	436,904.66	-189,000.00	-231.2%	-189,000.00

11:36 AM

11/01/24

Accrual Basis

MRTA - Capital Equipment Fund
Account QuickReport - Mountain West Bank
As of September 30, 2024

Type	Date	Num	Name	Memo	Amount	Balance
11100 · Mountain West Checking						
Deposit	07/31/2024			Interest	0.52	12,368.67
Deposit	08/31/2024			Interest	0.56	12,369.19
Deposit	09/30/2024			Interest	0.48	12,370.23
Total 11100 · Mountain West Checking					1.56	12,370.23
TOTAL					1.56	12,370.23

MRTA - Capital Equipment Fund
Balance Sheet
As of November 1, 2024

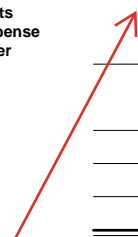
	<u>Nov 1, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	12,370.23
11600 · LGIP Capital Equipment Acct.	<u>655,825.28</u>
Total Checking/Savings	668,195.51
Other Current Assets	
12000 · Due From Operations Main Fund	<u>-10,000.00</u>
Total Other Current Assets	<u>-10,000.00</u>
Total Current Assets	<u>658,195.51</u>
TOTAL ASSETS	<u>658,195.51</u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	<u>658,195.51</u>
Total Equity	<u>658,195.51</u>
TOTAL LIABILITIES & EQUITY	<u>658,195.51</u>

Mountain Rides Transportation A. Revenue & Expenditures Budget Performance July through September 2024

	Jul - Sep 24	Budget	% of Budget	Oct '23 - Sep 24	YTD Budget	% of Budget	Annual Budget
Income							
41000 · Federal Funding							
41100 · Federal							
41106 · Federal- Facility	0.00	1,665,667.78	0.0%	0.00	4,997,000.00	0.0%	4,997,000.00
Total 41100 · Federal	0.00	1,665,667.78	0.0%	0.00	4,997,000.00	0.0%	4,997,000.00
41600 · Federal- Other	983,116.00			1,027,586.00			
Total 41000 · Federal Funding	983,116.00	1,665,667.78	59.0%	1,027,586.00	4,997,000.00	20.6%	4,997,000.00
43000 · Local Funding							
43100 · Local - Ketchum	0.00	0.00	0.0%	200,000.00	200,000.00	100.0%	200,000.00
43200 · Local - Hailey	0.00	25,000.00	0.0%	25,000.00	25,000.00	100.0%	25,000.00
43400 · Local - Blaine County	0.00	0.00	0.0%	50,000.00	50,000.00	100.0%	50,000.00
43500 · Local - Sun Valley	0.00	0.00	0.0%	120,000.00	120,000.00	100.0%	120,000.00
43900 Air Service Board	150,000.00	550,000.00	27.3%	300,000.00	700,000.00	42.9%	700,000.00
Total 43000 · Local Funding	150,000.00	575,000.00	26.1%	695,000.00	1,095,000.00	63.5%	1,095,000.00
49000 · Interest Earned	4,286.48	28.00	15,308.9%	35,057.73	100.00	35,057.7%	100.00
Total Income	1,137,402.48	2,240,695.78	50.8%	1,757,643.73	6,092,100.00	28.9%	6,092,100.00
Expense							
66000 · Construction/Acquisition							
66300 · Design/Planning							
66310 · Electrification Infrastructure	30,938.00	100,000.00	30.9%	30,938.00	200,000.00	15.5%	200,000.00
Total 66300 · Design/Planning	30,938.00	100,000.00	30.9%	30,938.00	200,000.00	15.5%	200,000.00
66400 · South Valley Facility							
66410 · South Valley Acquisition	1,658,981.21	5,225,200.00	31.7%	2,114,850.49	6,046,250.00	35.0%	6,046,250.00
66420 · South Valley Improvements	764.04	2,158.50	35.4%	6,434.26	10,000.00	64.3%	10,000.00
66430 · South Valley - Move-in Expense	42.12			42.12			
66400 · South Valley Facility - Other	0.00			351.00			
Total 66400 · South Valley Facility	1,659,787.37	5,227,358.50	31.8%	2,121,677.87	6,056,250.00	35.0%	6,056,250.00
66500 · Ketchum Facility upgrades	18,080.75	38,155.40	47.4%	31,087.45	110,000.00	28.3%	110,000.00
Total 66000 · Construction/Acquisition	1,708,806.12	5,365,513.90	31.8%	2,183,703.32	6,366,250.00	34.3%	6,366,250.00
Total Expense	1,708,806.12	5,365,513.90	31.8%	2,183,703.32	6,366,250.00	34.3%	6,366,250.00
Net Income	-571,403.64	-3,124,818.12	18.3%	-426,059.59	-274,150.00	155.4%	-274,150.00

ITD Reimb for
1st Qtr-2024 \$55,446
2nd Qtr-2024 \$292,821
7/2024 \$634,849

ABB- Charger



See Detail Report Below

Mountain Rides Transportation A. Account QuickReport - Mountain West Bank

As of September 30, 2024

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						217,215.52
Deposit	07/01/2024			Deposit	25,000.00	242,215.52
Bill Pmt -Check	07/02/2024	506	CLEARWATER LANDS...		-450.20	241,765.32
Bill Pmt -Check	07/02/2024	507	LL Green's Hardware		-45.97	241,719.35
Bill Pmt -Check	07/02/2024	508	WEBB		-332.55	241,386.80
Transfer	07/03/2024			Funds Transfer	-30,000.00	211,386.80
Transfer	07/08/2024			Funds Transfer	200,000.00	411,386.80
Transfer	07/08/2024			Funds Transfer	30,000.00	441,386.80
Bill Pmt -Check	07/10/2024	509	City of Bellevue (Vendor)		-3,505.48	437,881.32
Bill Pmt -Check	07/10/2024	510	EKC, Inc.	EKC's Billing for June	-317,197.55	120,683.77
Bill Pmt -Check	07/10/2024	511	Engineering System So...		-915.00	119,768.77
Bill Pmt -Check	07/10/2024	512	InterClean Equipment		-55,785.25	63,983.52
Bill Pmt -Check	07/10/2024	513	Konrad & Stohler Struct...		-2,542.00	61,441.52
Bill Pmt -Check	07/10/2024	514	Thornton Heating & Sh...		-151.58	61,289.94
Bill Pmt -Check	07/10/2024	515	Architectural Coatings		-14,850.00	46,439.94
Transfer	07/17/2024			Funds Transfer	40,000.00	86,439.94
Bill Pmt -Check	07/17/2024	516	Square D Construction ...		-2,025.00	84,414.94
Bill Pmt -Check	07/17/2024	517	Wells Fargo		-100.30	84,314.64
Deposit	07/18/2024			Deposit	150,000.00	234,314.64
Bill Pmt -Check	07/31/2024	518	Color Haus		-84.54	234,230.10
Deposit	07/31/2024			Interest	12.22	234,242.32
Deposit	08/02/2024			Deposit	55,446.00	289,688.32
Transfer	08/06/2024			Transfer Transfer to help pay for July's Expenses	100,000.00	389,688.32
Bill Pmt -Check	08/07/2024	519	Architectural Coatings		-1,800.00	387,888.32
Bill Pmt -Check	08/07/2024	520	EKC, Inc.	EKC's Billing for July/2024	-351,168.06	36,720.26
Bill Pmt -Check	08/07/2024	521	Galena-Benchmark En...		-1,211.55	35,508.71
Bill Pmt -Check	08/07/2024	522	InterClean Equipment		-55,785.25	-20,276.54
Bill Pmt -Check	08/07/2024	523	Konrad & Stohler Struct...		-4,042.50	-24,319.04
Bill Pmt -Check	08/07/2024	524	Opal Engineering		-298.75	-24,617.79
Transfer	08/09/2024			Funds Transfer	75,000.00	50,382.21
Bill Pmt -Check	08/21/2024	525	CLEARWATER LANDS...		-504.04	49,878.17
Bill Pmt -Check	08/21/2024	526	Square D Construction ...		-2,500.00	47,378.17
Bill Pmt -Check	08/21/2024	527	Superior Door Company		-247.50	47,130.67
Bill Pmt -Check	08/21/2024	528	Vital ink Architecture		-4,401.00	42,729.67
Deposit	08/22/2024			Deposit	150,000.00	192,729.67
Bill Pmt -Check	08/27/2024	529	Idaho Lumber & Ace H...		-33.55	192,696.12
Bill Pmt -Check	08/27/2024	530	ABB E-Mobility Inc		-30,938.00	161,758.12
Deposit	08/28/2024			Deposit	634,849.00	796,607.12
Deposit	08/29/2024			Deposit	292,821.00	1,089,428.12
Transfer	08/29/2024			Money Transfer to LGIP account	-600,000.00	489,428.12
Transfer	08/30/2024			Funds Transfer	-292,821.00	196,607.12
Deposit	08/31/2024			Interest	13.59	196,620.71
Bill Pmt -Check	09/05/2024	531	EKC, Inc.	EKC's Billing for Aug/2024	-455,527.72	-258,907.01
Bill Pmt -Check	09/10/2024	532	IMEG - Used to be Engi...		-1,030.75	-259,937.76
Deposit	09/10/2024			Deposit	300,000.00	40,062.24
Bill Pmt -Check	09/18/2024	533	AC Houston Lumber Co...	VOID: 16203-1	0.00	40,062.24
Bill Pmt -Check	09/18/2024	534	CYG Hauling LLC		-340.00	39,722.24
Bill Pmt -Check	09/18/2024	535	Idaho Equipment		-68.60	39,653.64
Bill Pmt -Check	09/18/2024	536	Lutz Rental		-150.12	39,503.52
Bill Pmt -Check	09/18/2024	537	Square D Construction ...		-5,525.00	33,978.52
Deposit	09/30/2024			Interest	7.76	33,986.28
Total 11100 - Mountain West Checking					-183,229.24	33,986.28
TOTAL					-183,229.24	33,986.28

Mountain Rides Transportation A.

Balance Sheet

11/01/24

As of November 1, 2024

Accrual Basis

	<u>Nov 1, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	580,087.10
11600 · LGIP Facilities Account	333,267.75
Total Checking/Savings	<u>913,354.85</u>
Accounts Receivable	
11800 · Accounts Receivable	321,541.00
Total Accounts Receivable	<u>321,541.00</u>
Other Current Assets	
12000 · Due From Operations Main Fund	-30,000.00
Total Other Current Assets	<u>-30,000.00</u>
Total Current Assets	<u>1,204,895.85</u>
TOTAL ASSETS	<u>1,204,895.85</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	-26.85
Total Accounts Payable	<u>-26.85</u>
Other Current Liabilities	
22000 · Due to Operations Main Fund	-31,140.69
Total Other Current Liabilities	<u>-31,140.69</u>
Total Current Liabilities	<u>-31,167.54</u>
Total Liabilities	-31,167.54
Equity	
30000 · Opening Bal Equity	135,196.00
32000 · Retained Earnings	236,106.39
Net Income	864,761.00
Total Equity	<u>1,236,063.39</u>
TOTAL LIABILITIES & EQUITY	<u>1,204,895.85</u>

MRTA - Work Force Housing Fund Revenue & Expenditures Budget Performance

July through September 2024

	Jul - Sep 24	Budget	% of Budget	Oct '23 - Sep 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
45000 · Revenue							
45300 · Rev - Housing Units							
45350 · Apartment Rent	Rent Income for July -Aug -Sept						
	6,450.00	8,100.00	79.6%	29,100.00	32,400.00	89.8%	32,400.00
Total 45300 · Rev - Housing Units	6,450.00	8,100.00	79.6%	29,100.00	32,400.00	89.8%	32,400.00
45400 · Rev - Laundry	350.00	400.00	87.5%	992.75	700.00	141.8%	700.00
Total 45000 · Revenue	6,800.00	8,500.00	80.0%	30,092.75	33,100.00	90.9%	33,100.00
49000 · Interest Earned	168.71	140.00	120.5%	926.92	500.00	185.4%	500.00
Total Income	6,968.71	8,640.00	80.7%	31,019.67	33,600.00	92.3%	33,600.00
Expense							
55000 · Rent and Utilities							
55200 · Utilities	1,429.03	1,500.00	95.3%	7,572.11	7,800.00	97.1%	7,800.00
Total 55000 · Rent and Utilities	1,429.03	1,500.00	95.3%	7,572.11	7,800.00	97.1%	7,800.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	0.00	192.00	0.0%	0.00	750.00	0.0%	750.00
57200 · Building Repairs/Maintenance	Ceiling Light	4,500.00	5.2%	7,828.27	14,300.00	54.7%	14,300.00
57400 · Elevator Expense	0.00	192.00	0.0%	3,610.00	750.00	481.3%	750.00
Total 57000 · Repairs and Maintenance	233.94	4,884.00	4.8%	11,438.27	15,800.00	72.4%	15,800.00
60000 · Business Expenses							
60500 · Bank Fees	0.00			0.00			
Total 60000 · Business Expenses	0.00			0.00			
69000 · Transfer out to Operations Acct	0.00	2,499.94	0.0%	833.34	10,000.00	8.3%	10,000.00
Total Expense	1,662.97	8,883.94	18.7%	19,843.72	33,600.00	59.1%	33,600.00
Net Ordinary Income	5,305.74	-243.94	-2,175.0%	11,175.95	0.00	100.0%	0.00
Net Income	5,305.74	-243.94	-2,175.0%	11,175.95	0.00	100.0%	0.00

10:02 AM

11/01/24

Accrual Basis

MRTA - Work Force Housing Fund
Account QuickReport - Mountain West Bank
As of September 30, 2024

Type	Date	Num	Name	Memo	Amount	Balance
11100 · Mountain West Checking						15,274.40
Bill Pmt -Check	07/01/2024	ACH	Intermountain Gas Company 3000 7	14197700-001-9	-56.08	15,218.32
Bill Pmt -Check	07/02/2024	1118	Clear Creek Disposal	1327	-49.96	15,168.36
Bill Pmt -Check	07/10/2024	1119	City of Ketchum	1269	-223.08	14,945.28
Deposit	07/11/2024			Deposit	550.00	15,495.28
Bill Pmt -Check	07/18/2024	ACH	Idaho Power	Acct #2204788885	-153.62	15,341.66
Deposit	07/31/2024			Interest	0.67	15,342.33
Bill Pmt -Check	08/05/2024	ACH	Intermountain Gas Company 3000 7	14197700-001-9	-37.21	15,305.12
Bill Pmt -Check	08/07/2024	1120	City of Ketchum	1269	-229.14	15,075.98
Bill Pmt -Check	08/07/2024	1121	Clear Creek Disposal	1327	-49.95	15,026.03
Deposit	08/08/2024			Deposit	550.00	15,576.03
Bill Pmt -Check	08/21/2024	1122	Idaho Lumber & ACE Hardware		-233.94	15,342.09
Bill Pmt -Check	08/22/2024	ACH	Idaho Power	Acct #2204788885	-155.89	15,186.20
Deposit	08/28/2024			Deposit	350.00	15,536.20
Deposit	08/31/2024			Interest	0.71	15,536.91
Bill Pmt -Check	09/05/2024	1123	Clear Creek Disposal	1327	-49.95	15,486.96
Deposit	09/06/2024			Deposit	550.00	16,036.96
Bill Pmt -Check	09/10/2024	1124	City of Ketchum	1269	-229.14	15,807.82
Bill Pmt -Check	09/20/2024	ACH	Idaho Power	Acct #2204788885	-144.10	15,663.72
Deposit	09/30/2024			Interest	0.61	15,664.33
Bill Pmt -Check	09/30/2024	1125	City of Ketchum	1269	-236.43	15,427.90
Deposit	09/30/2024			Deposit	11,450.00	26,877.90
Total 11100 · Mountain West Checking					11,603.50	26,877.90
TOTAL					11,603.50	26,877.90

MRTA - Work Force Housing Fund

Balance Sheet

11/01/24

As of November 1, 2024

Accrual Basis

	<u>Nov 1, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11100 · Mountain West Checking	27,834.30
11600 · LGIP Work Force Housing Acct.	19,330.63
Total Checking/Savings	47,164.93
Accounts Receivable	
11800 · Accounts Receivable	1,050.00
Total Accounts Receivable	1,050.00
Total Current Assets	48,214.93
TOTAL ASSETS	48,214.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	139.89
Total Accounts Payable	139.89
Other Current Liabilities	
28500 · Deferred Revenue-Pre-Paid Rent	5,600.00
Total Other Current Liabilities	5,600.00
Total Current Liabilities	5,739.89
Total Liabilities	5,739.89
Equity	
30000 · Opening Bal Equity	15,000.00
32000 · Retained Earnings	25,464.93
Net Income	2,010.11
Total Equity	42,475.04
TOTAL LIABILITIES & EQUITY	48,214.93

MRTA - Contingency Fund Revenue & Expenditures Budget Performance July through September 2024

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Oct '23 - Sep 24</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Income							
49000 · Interest Earned	7,138.42	253.00	2,821.5%	30,863.51	1,000.00	3,086.4%	1,000.00
Total Income	7,138.42	253.00	2,821.5%	30,863.51	1,000.00	3,086.4%	1,000.00
Expense	0.00			0.00			
Net Income	<u>7,138.42</u>	<u>253.00</u>	<u>2,821.5%</u>	<u>30,863.51</u>	<u>1,000.00</u>	<u>3,086.4%</u>	<u>1,000.00</u>

MRTA - Contingency Fund
Balance Sheet
As of November 1, 2024

	<u>Nov 1, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
11600 · LGIP Contingency Fund Acct.	552,448.29
Total Checking/Savings	<u>552,448.29</u>
Total Current Assets	<u>552,448.29</u>
TOTAL ASSETS	<u><u>552,448.29</u></u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Bal Equity	20,000.00
32000 · Retained Earnings	532,448.29
Total Equity	<u>552,448.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>552,448.29</u></u>

Mountain Rides Staff Report

Date: 11/20/2024

Staff Member: Carlos Tellez

Department: Maintenance, Fleet and Facilities

Department Highlights from the Previous Month:

The maintenance department continues getting ready for the winter season. The team is almost done installing snow tires on vans and buses.

Progress on projects/initiatives:

The Bellevue expansion continue moving along. The roof is installed, that was the goal before winter. With the roof installed EKC can continue to work through the winter on all the interior work.

Challenges/ Opportunities:

We finally got the battery for bus 2210 and the maintenance team already got it installed. we are waiting on New Flyer with more information to troubleshoot bus 2206.

Mountain Rides Staff Report

Date: 11/20/2024

Staff Member: Jamie Canfield

Department: Operations

Department Highlights from the Previous Month:

We're ready for the winter season. All stop signs are ready, double-checked and ready to be put up (right before Thanksgiving). We're having a drivers meeting this Saturday, and we'll be ready to roll out the winter schedule.

Progress on projects/initiatives:

I had a meeting Friday with SV Co, Harry Griffiths and the planners of the WCF. Things are moving along fine. We are ready, as we always are, for the influx of tourists.

Challenges/ Opportunities:

We are set for the first half-week of ski season starting on Thanksgiving. All drivers are ready to do what they do best.

Mountain Rides Staff Report

Date: 11/20/2024

Staff Member: Jerry Garcia

Department: Finance and Administration

Department Highlights from the Previous Month:

Fiscal year 2024 ended and barring something unexpected we will come under total budgeted expenses by +500k. Excess operating funds can be used for future capital purchases.

Progress on projects/initiatives:

Workman and Company, CPA's, will be at the Bellevue facility November 18th to 20th to complete the Fiscal 2024 year end financial audit.

I will not be attending the November 20th board meeting due to the auditors being on site.

Liz and I attended The National Transit Workforce Conference "Making Connections 2024"

For more details about the conference, please visit the [MC24 event page] (<https://web.cvent.com/event/0c666f97-a334-4a0b-b0f4-46f57b07a84e/websitePage:4bc87b85-8f23-402f-bc1d-048768d194f7>)

We hired Andrea as the Marketing, Communications, & Outreach Specialist who will be helping MRTA better our social media presence as well as maintaining our website. We are very HAPPY to have Andrea join our team.

Challenges/ Opportunities:

Mountain Rides Staff Report

Date: November 20, 2024

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.
- Initiated overhaul/updating of mountainrides.org website. Work to be performed by Clear Mind Graphics (current website contractor).
- Participated in ITD-PT's Monthly Outreach e-Meeting -- collaboration with ITD-PT Office and statewide transit peers re: public transportation topics of mutual interest -- Oct 29, 2024.
- Ongoing confidential HR action in-process.

Progress on projects/initiatives:

Re-configuration/re-location of southbound Valley Route bus stop to be constructed by ITD at Ohio Gulch/Starweather intersection as part of the SH-75 Wood River Valley corridor improvements. New location agreed by Starweather HOA, ITD and MRTA.

Received 4 LD BEVs from Model 1 Commercial Vehicles -- \$120,602/BEV. BEVs will be deployed in MRTA's ADA Paratransit Service in the Wood River Valley and CHT (Community Health Transportation) Service to Twin Falls, pending build out of charging infrastructure at/near SLMVMC in Twin Falls. Currently in discussions with SLMVMC regarding installing the charging infrastructure, date TBD.

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 2030 (Journey 2030?) Long-term Plan.

Mountain Rides Agenda Action Item Summary

Date:

Nov 20, 2024

From:

Staff

Action Item:

5. FY2025 Commuter Vanpool Service Pricing

Committee Review:

Yes No

Committee
Purview:

F&P Committee

Previously
discussed at board
level:

Yes No

Recommended
Motion:

I move that Mountain Rides adopt an 81 cents per mile pricing model for its commuter vanpool service in fiscal year 2025.

Fiscal Impact:

FY25 Revenue

Related Policy or
Procedural Impact:

Background:

Vanpool Service Pricing Parameters

\$272,000 annual vanpool operating costs (FY24)
420,000 annual vanpool service miles (FY24)
\$60,000 total capital cost (per van)
\$12,000 20% local share of capital cost (per van)
100,000 miles useful life (per van)

Pricing (Charge / Mile to Customer)

\$ 0.65 / mile includes no capital cost
\$ 0.77 / mile includes local share of capital cost
\$ 1.25 / mile includes total capital cost

Pricing (Charge / Mile to Customer) with +3.0% CPI

\$ 0.67 / mile includes no capital cost
***** \$ 0.81 / mile includes local share of capital cost *****
\$ 1.31 / mile includes total capital cost

Mountain Rides
FY25 Cost+ Pricing: Commuter Vanpool Service
Oct 30, 2024

Vanpool Service Pricing Parameters		
\$	272,000	annual vanpool operating costs (FY24)
	420,000	annual vanpool service miles (FY24)
\$	60,000	total capital cost (per van)
\$	12,000	20% local share of capital cost (per van)
	100,000 miles	useful life (per van)
Pricing (Charge / Mile to Customer)		
\$	0.65 / mile	includes no capital cost
\$	0.77 / mile	includes local share of capital cost
\$	1.25 / mile	includes total capital cost
Pricing (Charge / Mile to Customer) with +3.0% CPI		
\$	0.67 / mile	includes no capital cost
\$	0.81 / mile	includes local share of capital cost
\$	1.31 / mile	includes total capital cost

Mountain Rides
 Vanpool Services
 FY24 Operating Expenses
 Oct 30, 2024

Expense Item	Amount
51000 · Payroll Expenses	
51100 · Salaries and Wages	\$ 48,245
51300 · FICA Expense	2,880
51350 · Medicare Tax Expense	673
51600 · SUI Expense	178
Total 51000 · Payroll Expenses	<u>\$ 51,976</u>
52000 · Insurance Expense	
52100 · Ins. - Vehicles	88,020
Total 52000 · Insurance Expense	<u>\$ 88,020</u>
56000 · Supplies	
56300 · Department & Office Supplies	63
Total 56000 · Supplies	<u>\$ 63</u>
58000 · Communications Expense	
58200 · Cell & Two-Way Mobile	5,520
Total 58000 · Communications Expense	<u>\$ 5,520</u>
60000 · Business Expenses	
60100 · Vehicle Registration Fees	115
60400 · Membership, Dues & Subscriptions	20
Total 60000 · Business Expenses	<u>\$ 135</u>
61000 · Advertising	
61400 · Vehicle Graphics	1,611
Total 61000 · Advertising	<u>\$ 1,611</u>
64000 · Fuel	
64200 · Petroleum Fuel Expense	89,055
Total 64000 · Fuel	<u>\$ 89,055</u>
65000 · Vehicle Maintenance	
65100 · Parts Expense	8,430
65200 · Fluids Expense	2,268
65300 · Tires Expense	17,425
65400 · Purchased Services	475
65500 · Vehicle Computer/Diagnostic	936
65600 · Vehicle Glass/Windshield Repairs	6,111
65700 · Shop Supplies	33
Total 65000 · Vehicle Maintenance	<u>\$ 35,678</u>
Total Expenses	<u><u>\$ 272,058</u></u>

Mountain Rides Agenda Discussion Item Summary

Date:

Nov 20, 2024

From:

MRTA Board of Directors

Discussion Item:

6. MRTA's Board of Directors' Officers for 2025

Committee Review:

- yes
- no

Committee Purview:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:

At the Dec-2024 meeting, we will select officers for 2025.
Current officers are:

- Grady Burnett, Chair
- Tom Blanchard, Vice Chair
- Kristin Derrig, Secretary
- Jerry Garcia, Treasurer

Mountain Rides Agenda Action Item Summary

Date:

Nov 20, 2024

From:

Board of Directors

Action Item:

7. Executive Session: Per Idaho Code 74-206.

Committee Review:

Yes No

Committee
Purview:

Previously
discussed at board
level:

Yes No

Recommended
Motion:

I move that the Mountain Rides' Board of Directors go into Executive Session as authorized by Idaho Code 74-206(1)(b) and Idaho Code 74-206(1)(f).

(Roll call vote on the motion.)

Fiscal Impact:

NA

Related Policy or
Procedural Impact:

Idaho Code 74-206

Background:

Idaho Code:

74-206. Executive sessions — When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body.

74-206(1)(b):

To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

74-206(1)(f):

To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

Mountain Rides Agenda Discussion Item Summary

Date:

Nov 20, 2024

From:

MRTA Board of Directors

Discussion Item:

10. 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.



Mountain Rides Transportation Authority

Public Notice

Regular Meeting of the Board of Directors

Wednesday, December 18, 2024, 1:00 pm

Hailey City Hall, 115 Main Street South, Hailey, ID

[Join the meeting now](#)

Meeting ID: 261 808 359 216

Passcode: nn29pG2G

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. **Presentation:** Workman & Co. CPAs: FY2024 Audited Financial Statements
5. **Action item:** Approve/receive/file FY2024 Audited Financial Statements
6. **Discussion item:** February 2025 Strategic Workshop
7. **Action item:** Consent Agenda
 - a. Approve/file: Minutes of Regular Board Meeting, November 20, 2024
 - b. Approve/file: Minutes of Finance & Performance Committee, December 4, 2024
 - c. Approve/file: Minutes of Planning & Marketing Committee, December 4, 2024
 - d. Receive/file Performance Dashboard, October 2024
 - e. Receive/file: October 2024 Operating Fund Financial Statements and Bills Paid
 - f. Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Executive Director
8. **Action item:** Purchase Order for Two (2) Light-Duty Electric Buses
9. **Action item:** Elect/Seat Officers for 2025 for the Board of Directors
10. **Action Item:** Approve Board of Directors' 2025 Meeting Schedule
11. **Discussion item:** Items of Interest to the Members
12. **Action item:** Executive Session, per Idaho Code 74-206
13. **Reconvene/Re-Open Public Session**
14. **Action item:** Per Executive Session, if any
15. **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 Consent Agenda Item Summary

Date:

Dec 18, 2024

From:

Jerry Garcia, Director of Finance & Treasurer

Action Item:

5. Approve/receive/file FY2024 Audited Financial Statements

Committee Review:

Yes No

Committee
Purview:

Finance & Performance

Previously
discussed at board
level:

Yes No

Recommended
Motion:

I move to approve, receive, and file the FY2024 Audited Financial Statements for Mountain Rides Transportation Authority as prepared by Workman & Co. CPAs.

Fiscal Impact:

Excess operating funds

Related Policy or
Procedural Impact:

Excess fund policy

Background:

Mountain Rides engages independent CPAs to complete an annual financial audit, per Government Auditing Standards and as mandated by the magnitude of Federal funding awarded to Mountain Rides.

The audit encompasses all financial activity for the period from October 1, 2023, to September 30, 2024.

The FY2024 audit found no weaknesses or deficiencies and is considered a "clean" audit.

Mountain Rides Agenda Discussion Item Summary

Date:

From:

Discussion Item:

Committee Review: yes
 no

Committee Purview:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:

Kat VandenHeuvel, who will be facilitating the workshop, will present an overview of the workshop, discuss pre-workshop preparation by participants, and solicit recommendations from the Board re: topics, content, and format for the workshop.

Strategic Workshop:
Location: Ketchum City Hall
Date: Monday, February 10, 2024
Time: 8:30am to 3:30pm



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, November 20, 2024, 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), Melody Mattson (at-large), Kristin Derrig (Ketchum) Muffy Davis (Blaine County)

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, Facilities Manager, Eric Humbach
Mountain Rides MarCom & Outreach Specialist Andrea Hernandez
Shawn Miller, Best Day H.R. Consulting
Pam Howland, Idaho Employment Lawyers/ Law for Leaders

NOT PRESENT: Martha Burke (Hailey)

1. CALL TO ORDER

Chair Grady Burnett called to order the meeting of Wednesday, November 20, 2024, at 1:03 pm. Kristin Derrig took roll and determined that a quorum was present.

2. ACTION ITEM

Grady Burnett said that he would like to formally change the agenda and switch action item 9 (the executive session) with discussion item 10. That way, when they move into the executive session, the staff members can go back to work.

There were no objections. Items 9 and 10 were switched

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

There were none.

4. PUBLIC COMMENTS

There were none.

5. ACTION ITEM: *Consent Agenda*

- a. *Approve/file: Amended Minutes of Regular Board Meeting, September 16, 2024*
- b. *Approve/file: Minutes of Regular Board Meeting, October 16, 2024*
- c. *Approve/file: Minutes of Finance & Performance Committee, November 6, 2024*
- d. *Receive/file: Performance Dashboard, September 2024*
- e. *Receive/file: September 2024 Operating Fund Financial Statements and Bills Paid and Quarter-ending 9/30/2024 Financial Statements for the Capital, Facilities, Workforce Housing, and Contingency Funds*
- f. *Receive/file: Report from Director, Fleet, Maintenance & Facilities; Director, Transit Operations; Director, Finance, Human Resources & Administration; Executive Director*

Neil Bradshaw moved to receive, approve, adopt, and file the Consent Agenda. Melody Mattson seconded. The motion passed.

6. ACTION ITEM: *FY2025 Commuter Vanpool Service Pricing*

Wally Morgus said they analyzed and took a look at the total vanpool operating cost for FY2024, and that's what the new pricing is based on.

Wally also said they have included the capital cost for vanpool service, but only the 20 percent that is covered by local money. Wally said that after some calculations for the FY2024 actual numbers and including only the local capital cost, the price came up to .77 cents. Based on the FY2024 cost of .77 cents per mile, he considered an inflation of 3% and got a cost of .81 cents per mile. He suggested that they now adopt the .81 cents per mile pricing for vanpool services.

Neil Bradshaw states that the 81 cents per mile is a good deal and hopes this is well received. He says they should now, in theory, not incur any cost. He would like to see customers' responses to this new pricing.

Grady Burnett asked how many vanpool companies they are currently leasing out to.

Jerry Garcia said they are leasing to eight companies and one public van.

Grady Burnett moves to approve the new pricing structure. Melody Mattson moves to adopt the 81 cents per mile pricing model in FY2025. Kristin Derrig seconded the motion. The vote was unanimously approved.

7. DISCUSSION ITEM: *MRTA's Board of Directors' Officers for 2025*

Grady Burnett will serve as chair for another year.

Grady Burnett asked Tom Blanchard if he would accept the position as Vice-chair. Tom accepted the position.

Grady Burnett asked Kristin Derrig if she could continue to be secretary. Kristin accepted.

Grady Burnett said Jerry Garcia will continue to be the Treasurer.

Grady Burnett said the committee chairs will continue to stay the same. Tom Blanchard as chair of Finance, and Kristin Derrig as chair of Planning and Marketing.

8. DISCUSSION ITEM: *Items of Interest to the Members*

Neil Bradshaw asked if we're going back to our regular bus routes now that the bridge is open. Jamie Canfield said that we're not going back to the regular bus routes at this point until after the construction is done. The reason being that it would cause confusion with riders to keep switching the routes.

Neil Bradshaw stated that there will be construction for another two years, so this should be a conversation to be continued. Jamie Canfield agrees.

Peter Hendricks supports the idea that we should have another discussion to move the routes back to main street, in light of the number of visitors they are expecting.

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

Neil Bradshaw made a motion to move into executive session according to Idaho code 74-206. Tom Blanchard seconded. Grady Burnett took roll, and the vote was unanimous to go into executive session

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

11. ADJOURNMENT

Neil Bradshaw moved to adjourn the meeting at 2:45 pm. Melody Mattson seconded. The motion carried unanimously.

Chair Grady Burnett



Finance & Performance Committee

Regular Monthly Meeting

Wednesday, December 04, 2024, 12:30 pm

Minutes

Present: Neil Bradshaw, Peter Hendricks, Muffy Davis, 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:** October 2024 Operating Fund Financial Statements and Bills Paid
 - a) Muffy Davis made a motion to add this to the consent agenda to be received and filed by the board, and Peter Hendricks seconded. All members approved.
- 4) **Review:** Purchase Order for Two (2) Light-Duty Electric Buses
 - a) Peter Hendricks moved to add this to the Board of Directors agenda, Muffy Davis seconded. All members approved.
- 5) **Review:** Slate of Officers for 2025 for the Board of Directors
 - a) Wally Morgus stated that the slate of officers will be approved at the board meeting on Weds, Dec 18, 2024. The slate includes Grady Burnett as chair, Tom Blanchard as vice-chair, Kristin Derrig as secretary, and Jerry Garcia as Treasurer.
- 6) **Discuss:** January 2025 Strategic Session Opportunity
 - a) Wally asked if everyone was happy having Kat van de Heuvel facilitate the strategic workshop and talked about dates with the committee. Wally said they are looking between mid-January and mid-February. The committee suggested January 13th, February 3rd, or February 10th.
- 7) **Discuss:** Other Matters for Consideration by the Committee
- 8) **Adjourn**
 - a) Muffy Davis made a motion to adjourn, Peter Hendricks Seconded



Planning & Marketing Committee

Regular Monthly Meeting

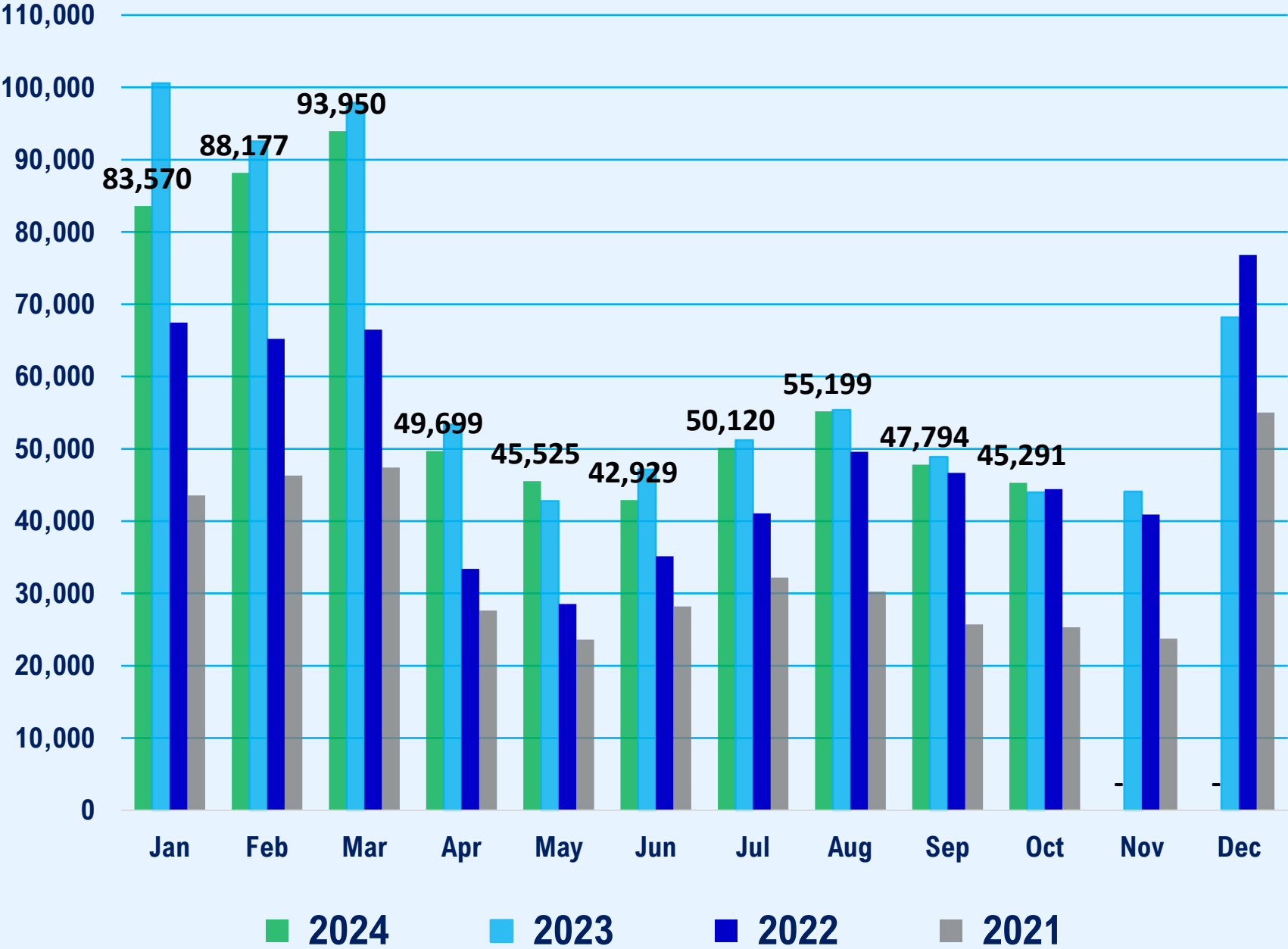
Wednesday, December 4, 2024, 11:00 am

MINUTES

In attendance: Melody Mattson, Kristin Derrig, Grady Burnett, Martha Burke, Wally Morgus, Jerry Garcia, Carlos Tellez, Liz Ruiz, Jamie Canfield, and Andrea Hernandez

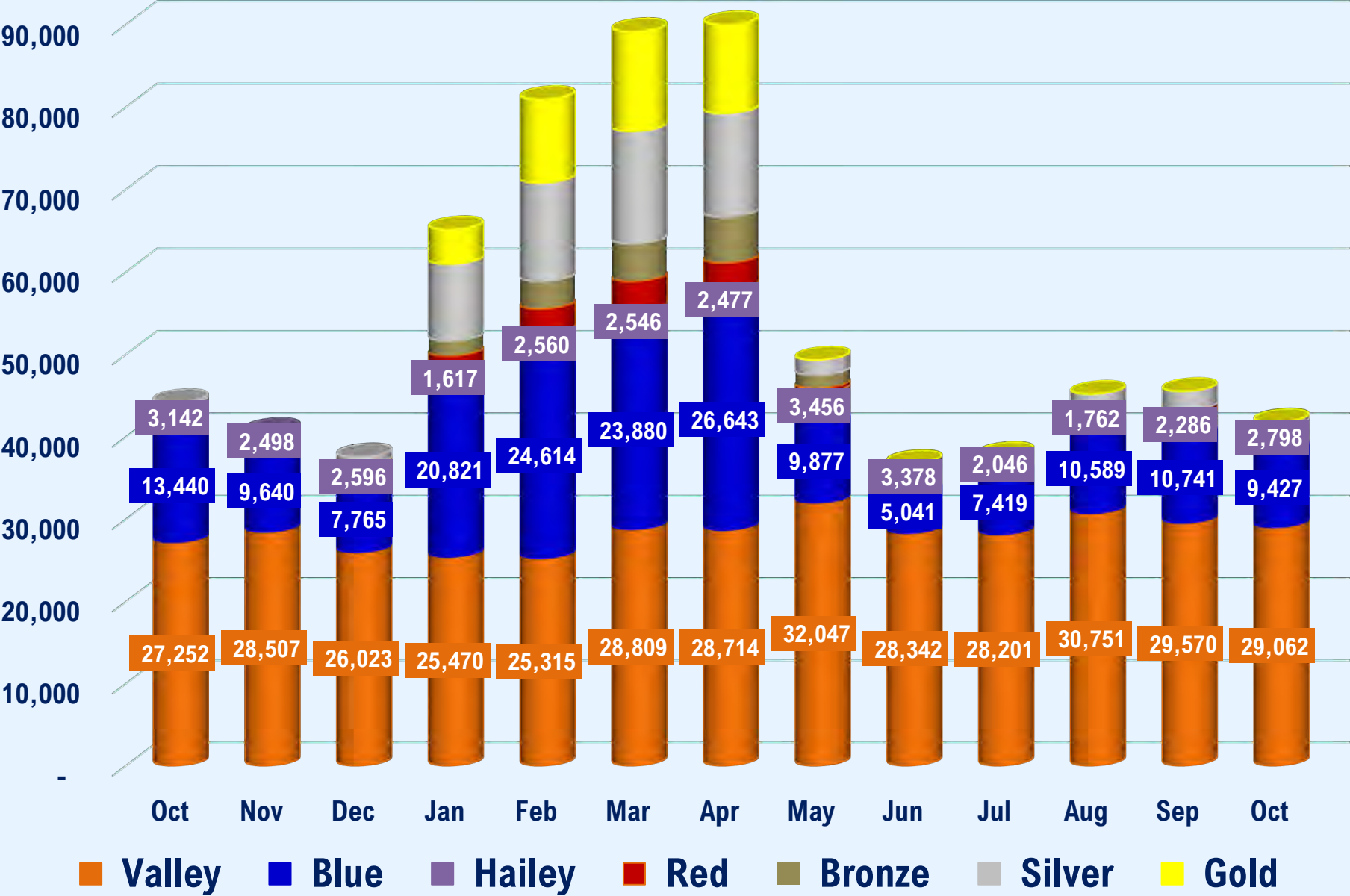
- 1) Call to Order**
- 2) Comments** from the Chair and Members
 - a) Kristin commented on the confusion about the valley route going down Main Street.
- 3) Review:** 2025 Slate of Officers for the Board of Directors
 - a) Wally Morgus stated that the slate of officers will be approved at the board meeting on Weds, Dec 18, 2024. The slate includes Grady Burnett as chair, Tom Blanchard as vice-chair, Kristin Derrig as secretary, and Jerry Garcia as Treasurer.
- 4) Review:** Purchase Order for Two (2) Light-Duty Electric Buses
 - a) Wally recommended they move forward and take it as an action item to the BOD. All committee members are on board and supportive.
- 5) Discuss:** January 2024 Strategic Session Opportunity
 - a) Wally Morgus asked the committee for feedback on the format for the strategic session.
 - b) Wally said the strategic session would be done sometime between mid-January and February. Wally and the committee decided to go with Tuesdays, and Wally said he was going to run that through the next (Finance & Performance) committee.
- 6) Discuss:** Other matters for consideration by the Committee
 - a) Kristin Derrig asked if there would be a committee meeting in January. Wally Morgus said there will not be a committee meeting in January or a board meeting, only the strategic workshop
- 7) Adjourn**

MRTA Total Riders - All Services

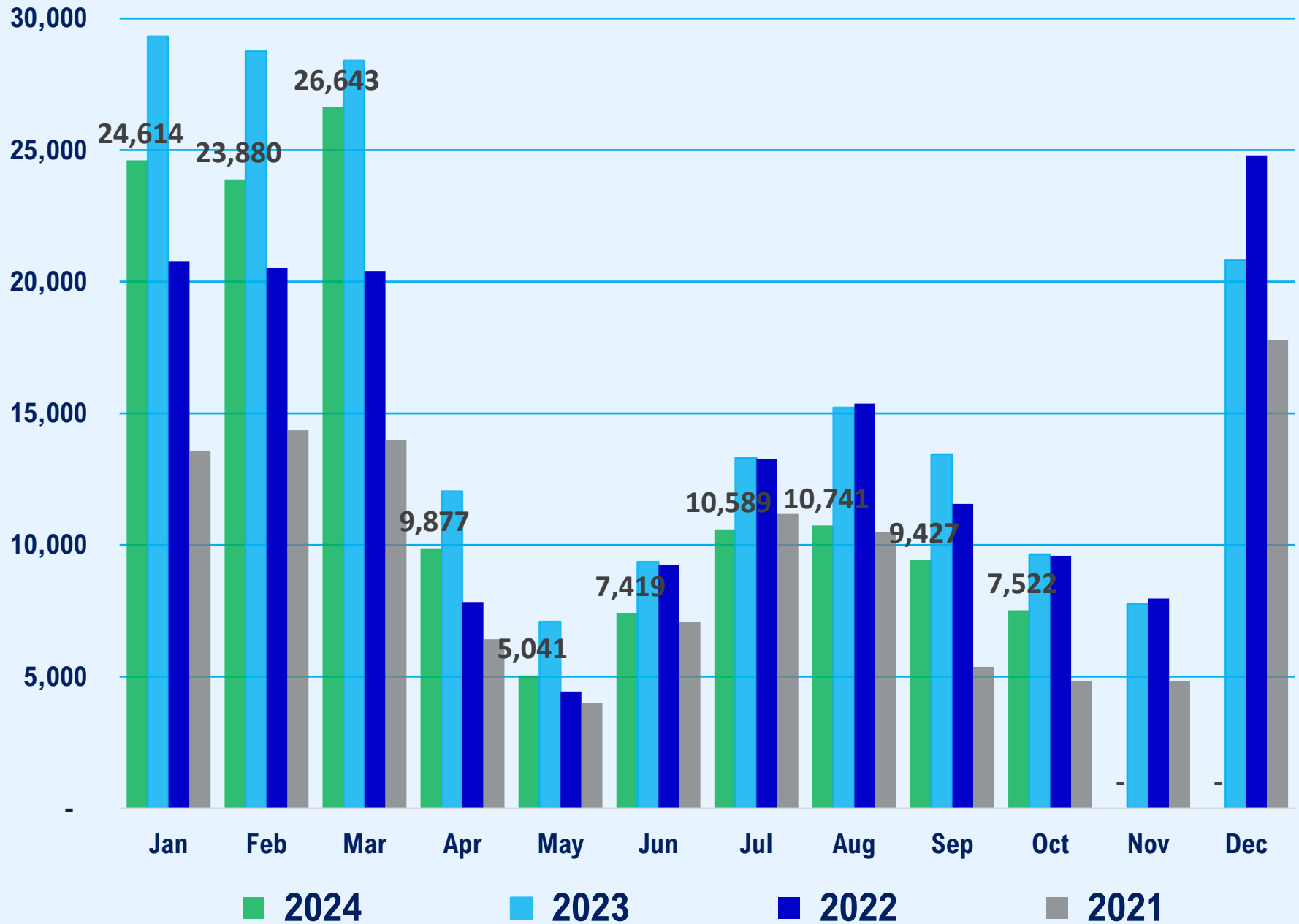


Ridership by Route

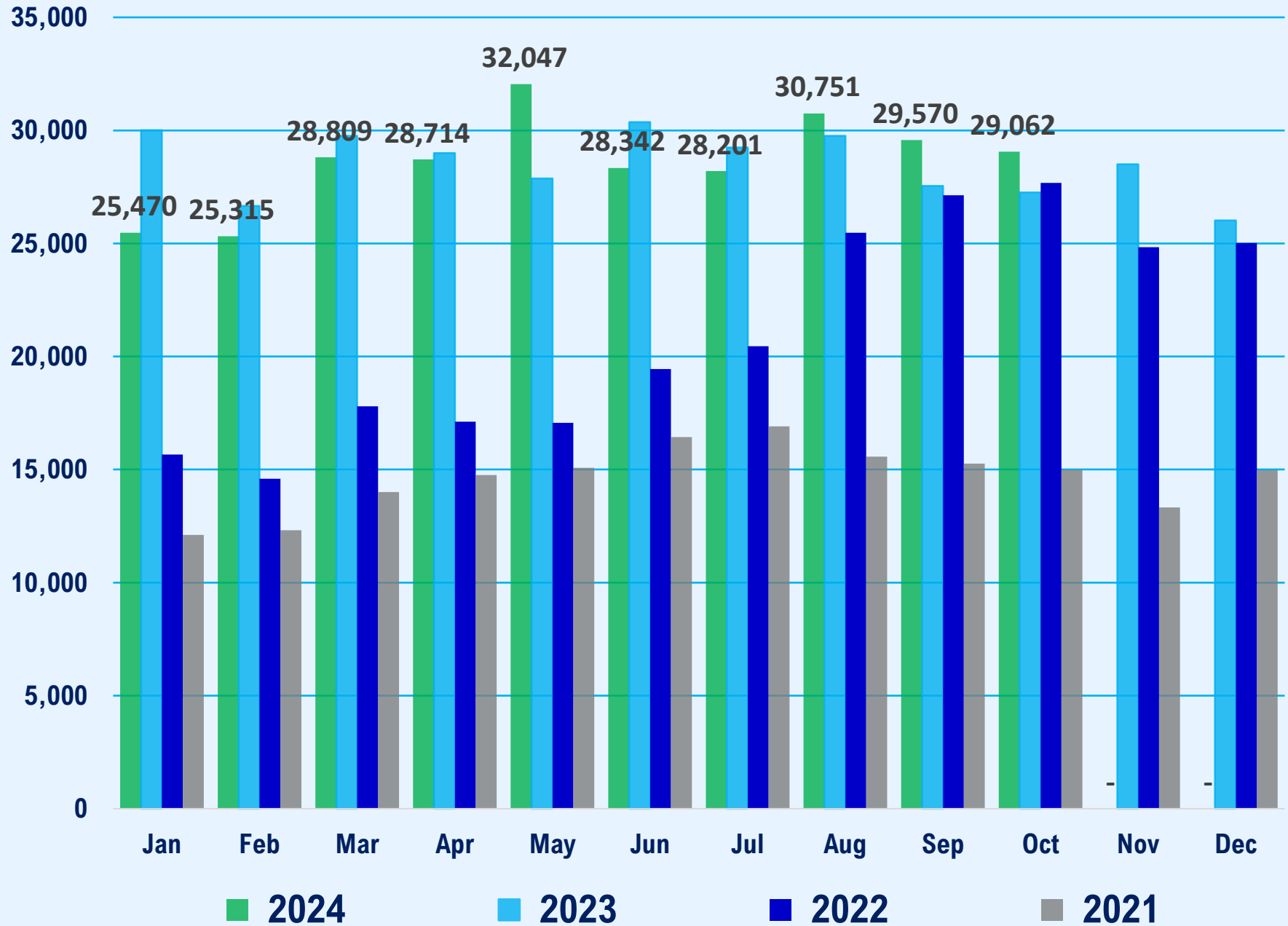
Trailing Twelve Months+ (TTM+1)



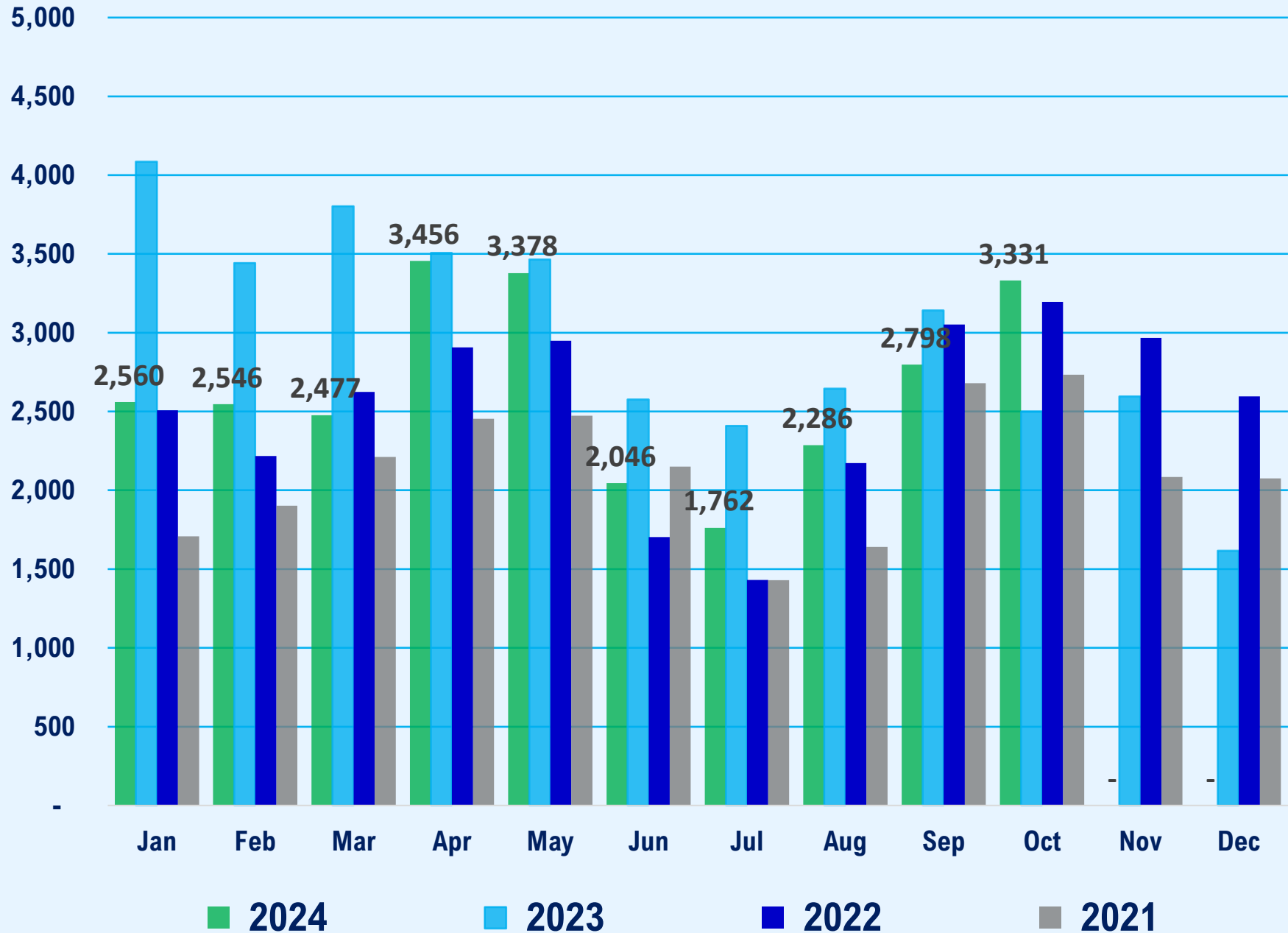
MRTA Blue Route Riders



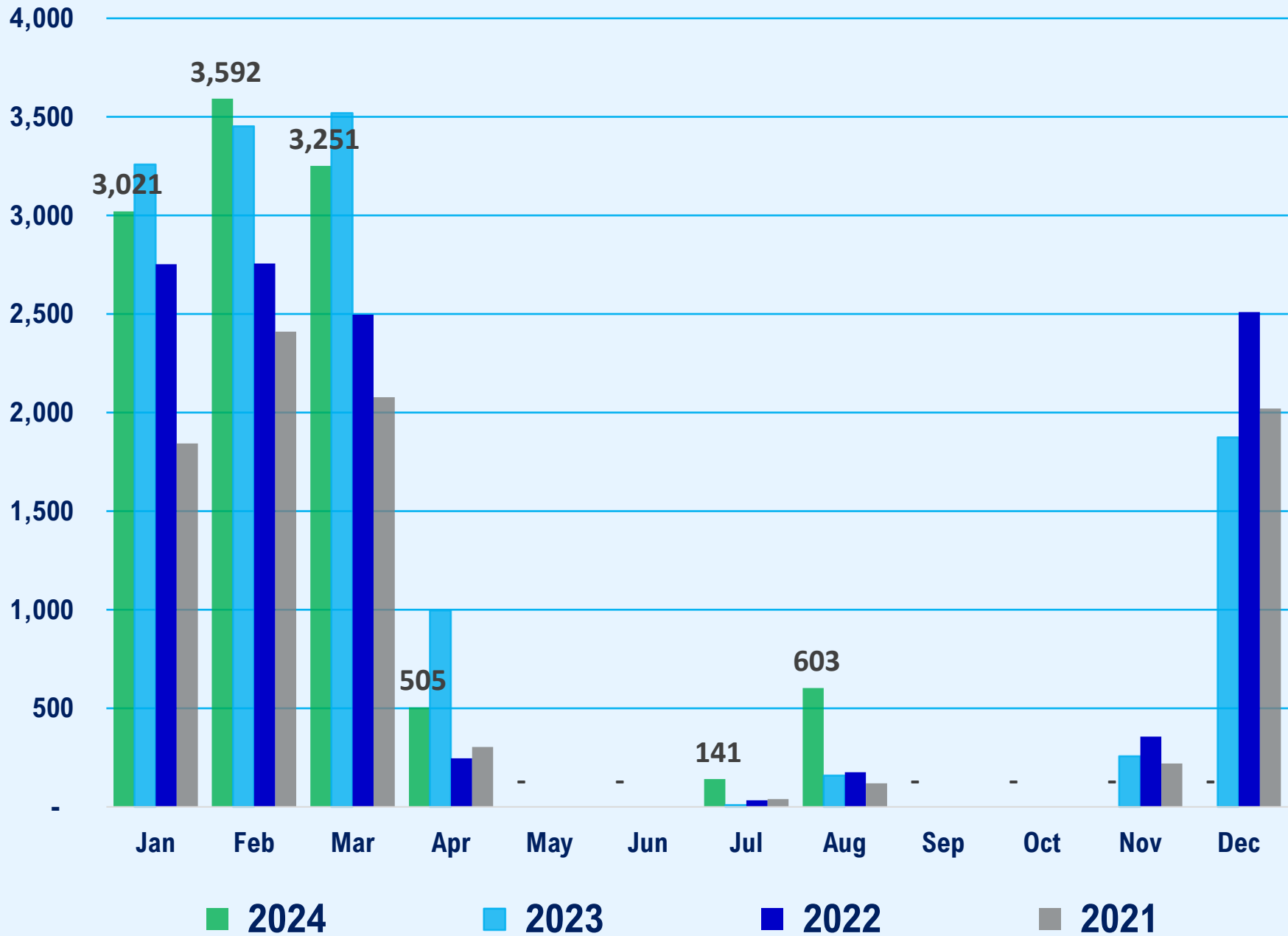
MRTA Valley Route Riders



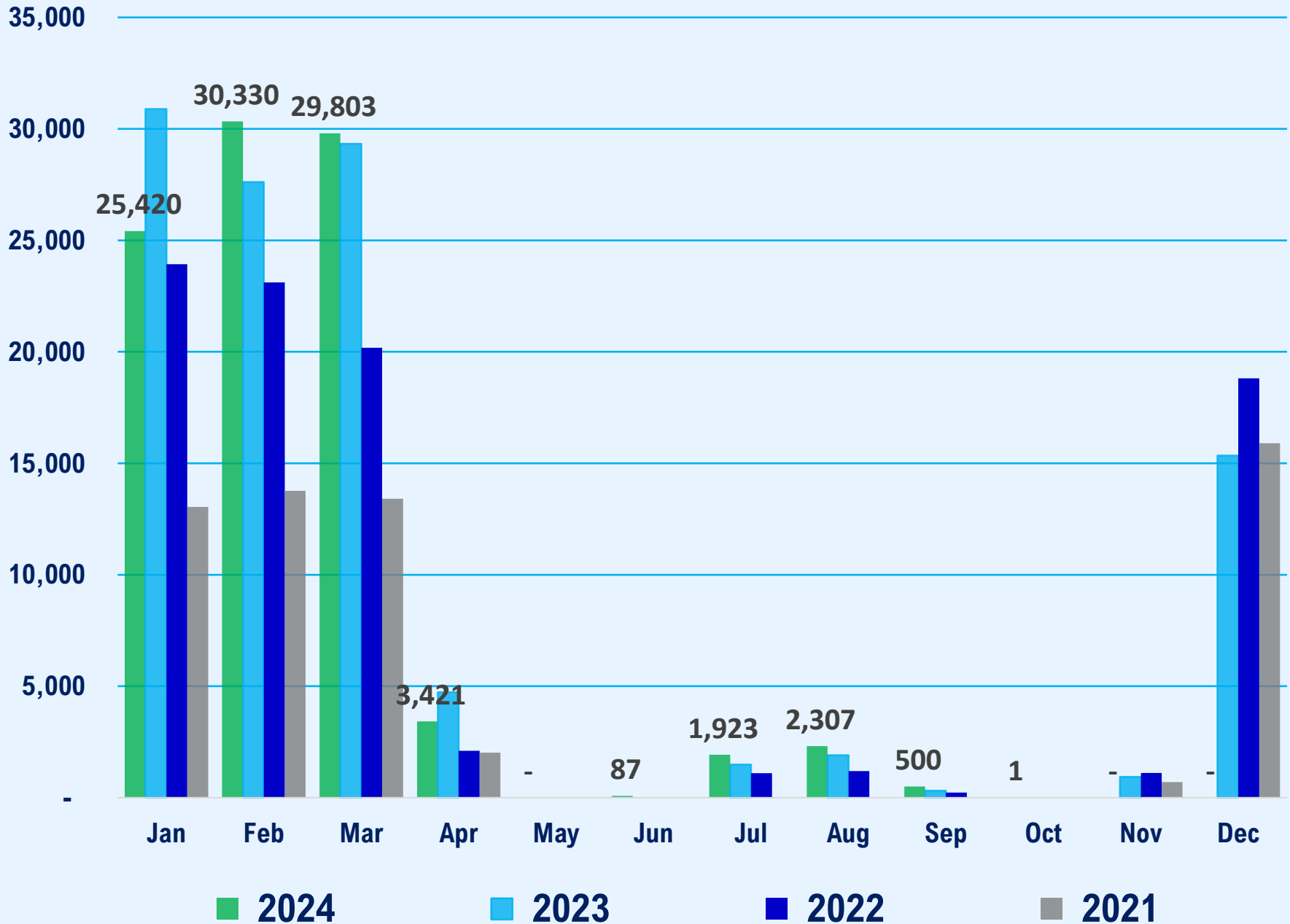
MRTA Hailey Route Riders



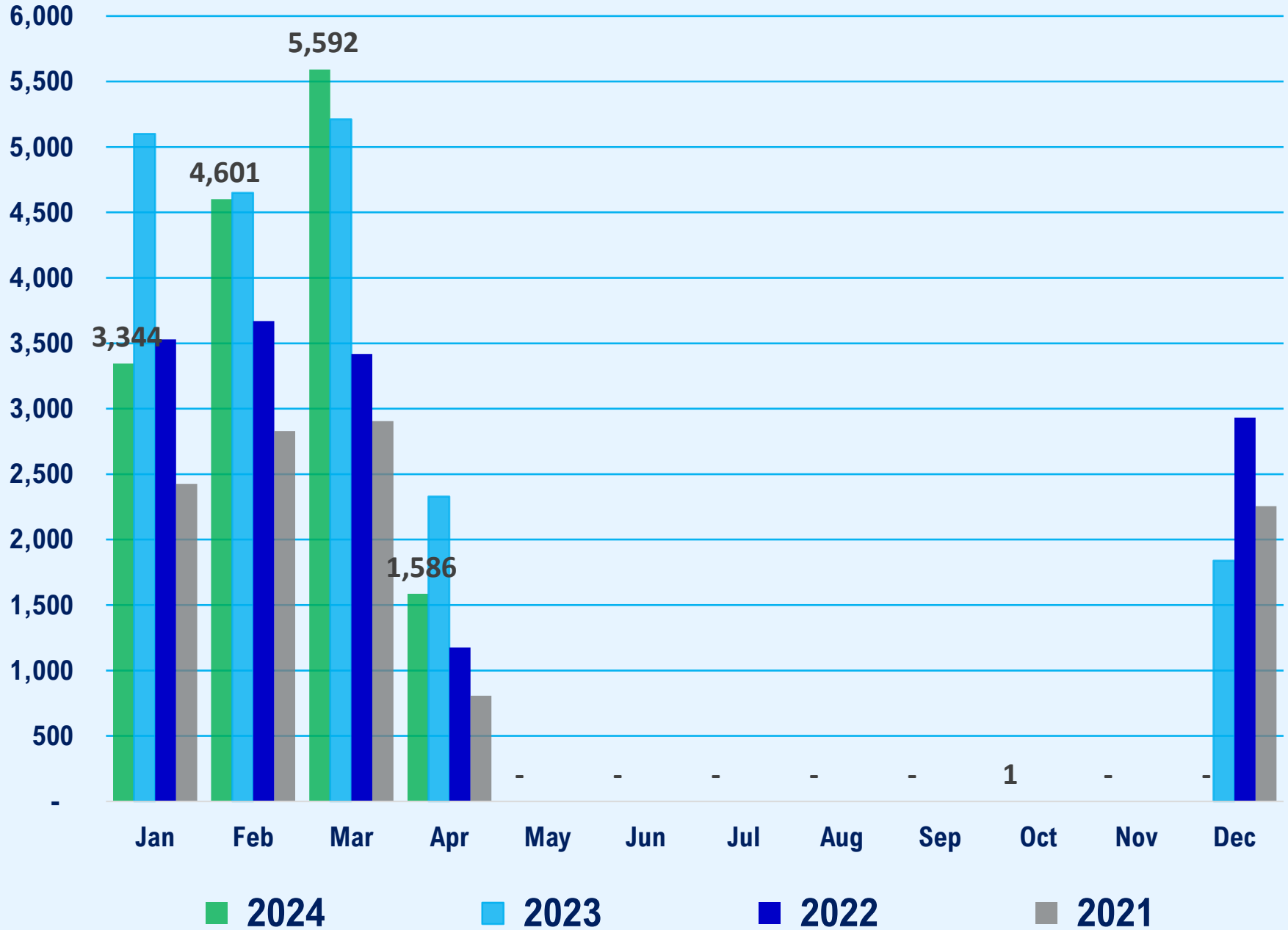
MRTA Red Route Riders



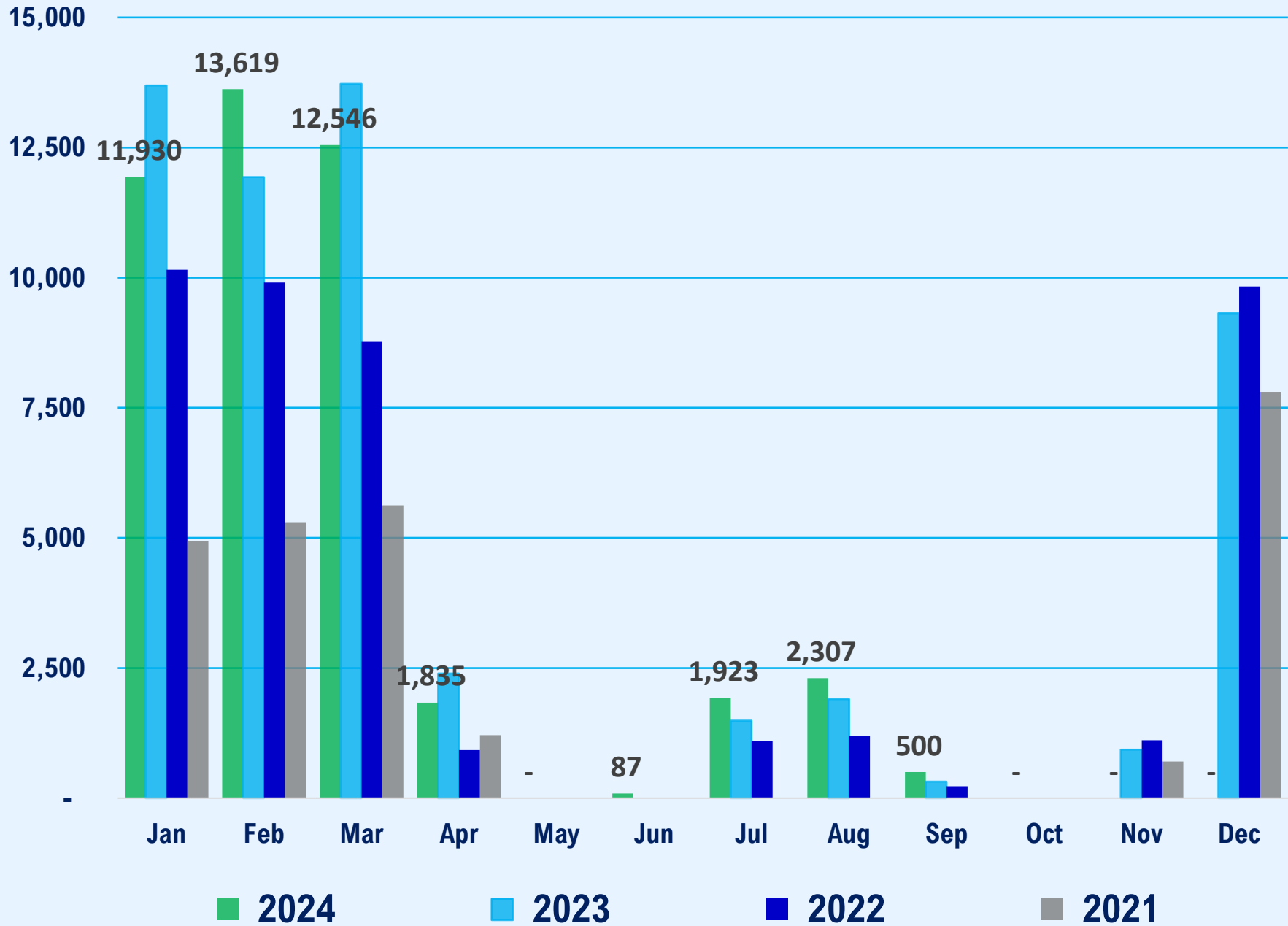
MRTA Resort Routes (Bronze, Silver, Gold) Riders



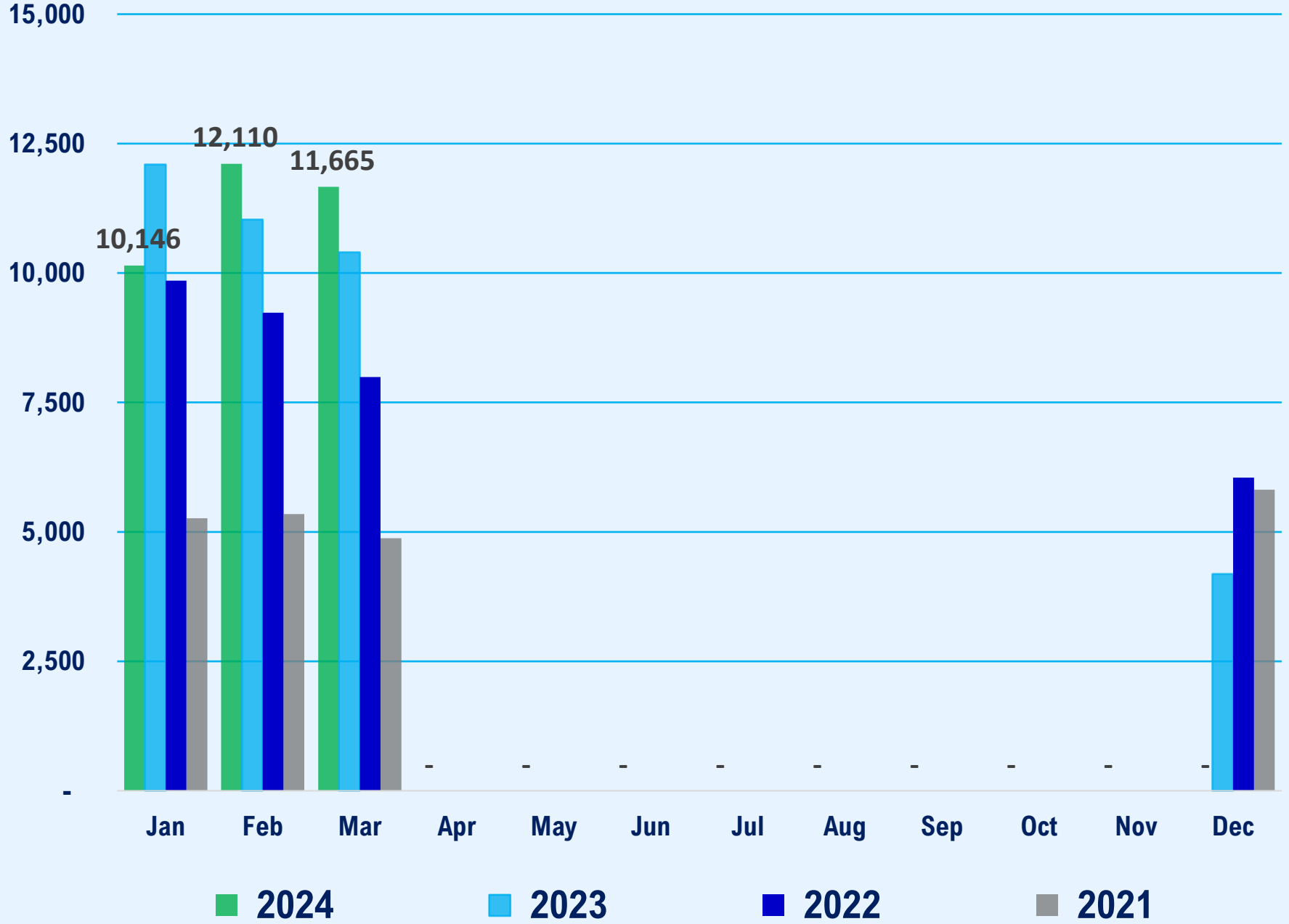
MRTA Bronze Route Riders



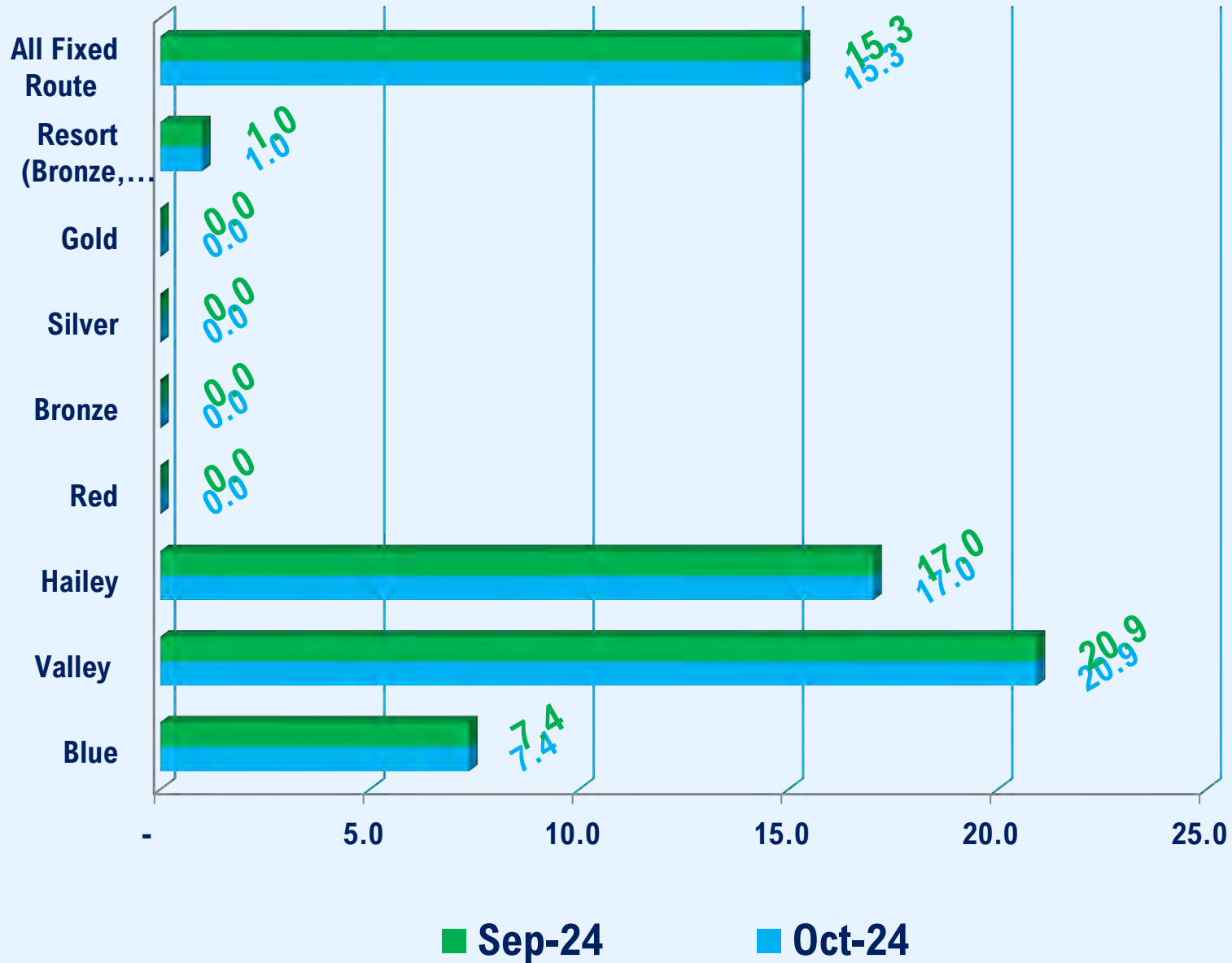
MRTA Silver Route Riders



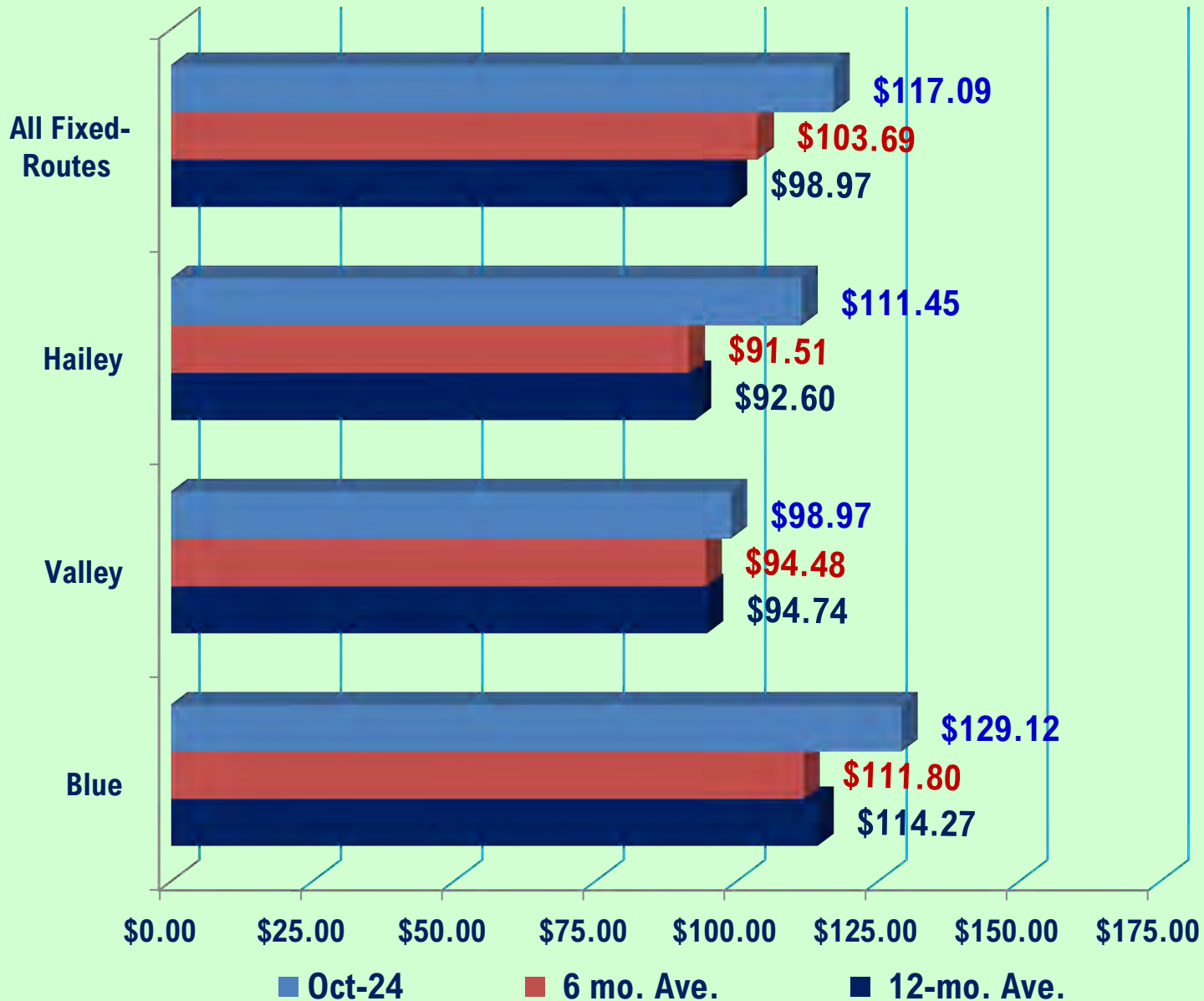
MRTA Gold Route Riders



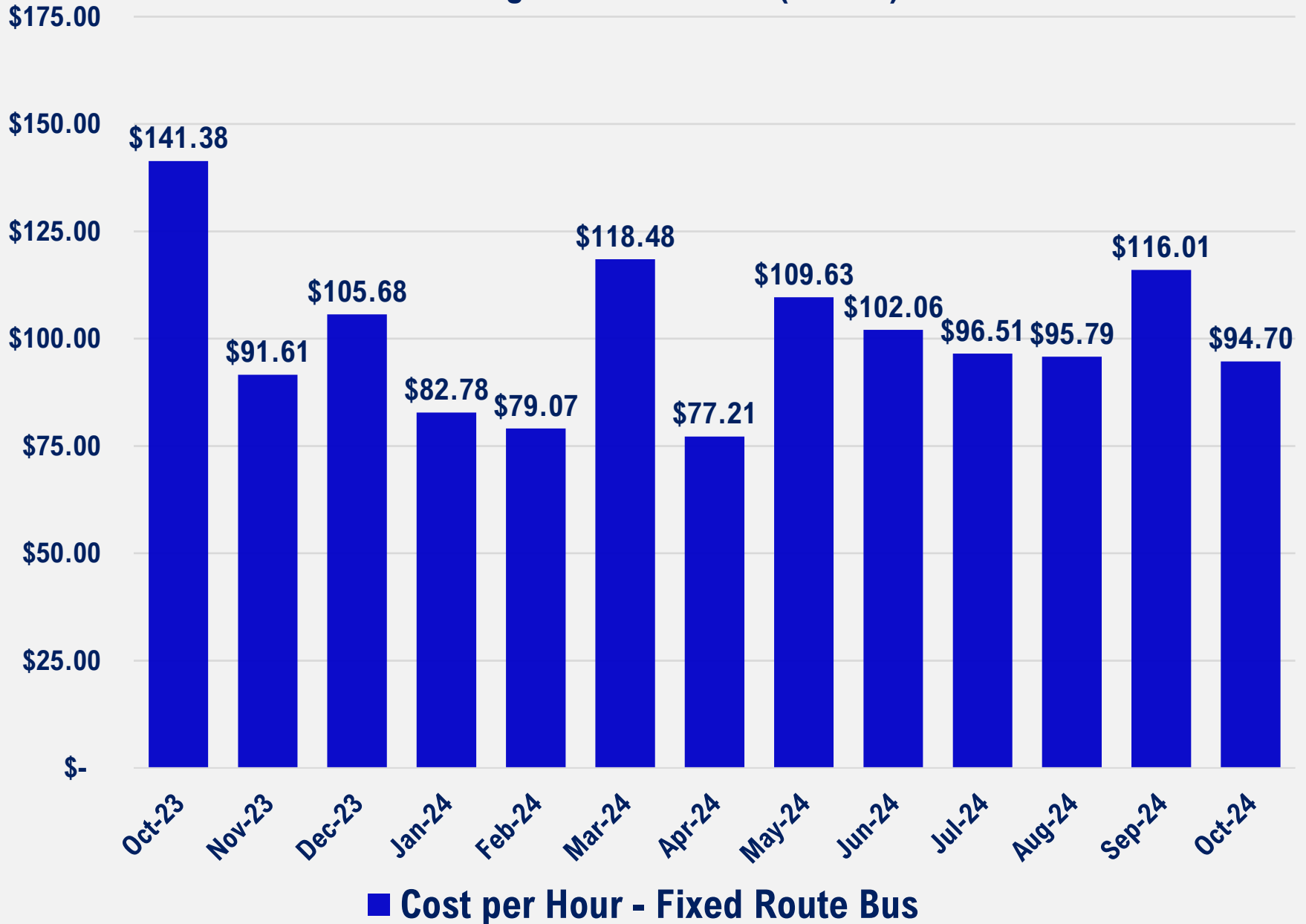
MRTA Riders per Hour



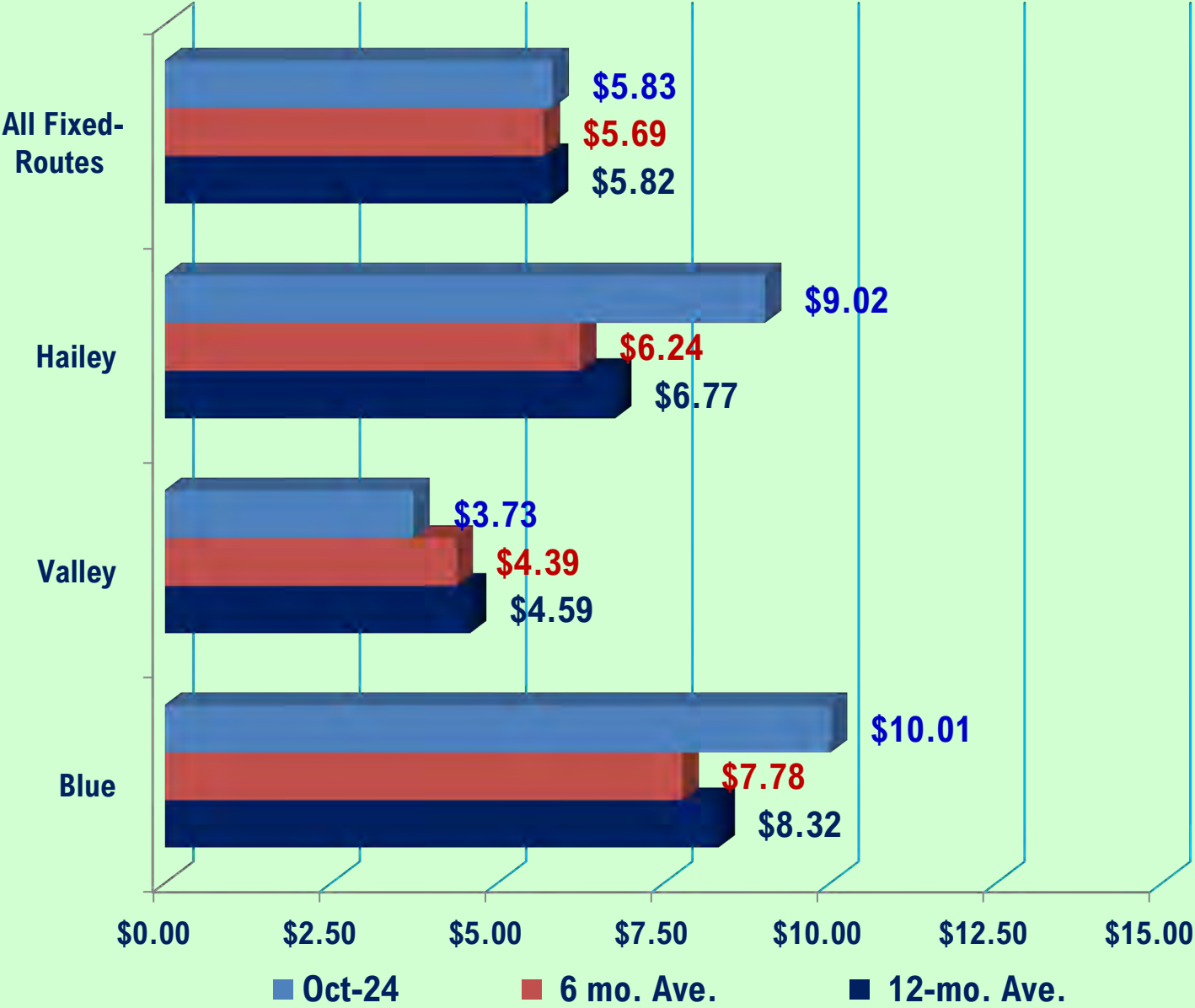
MRTA Total Cost per Hour of Fixed Route Bus Service



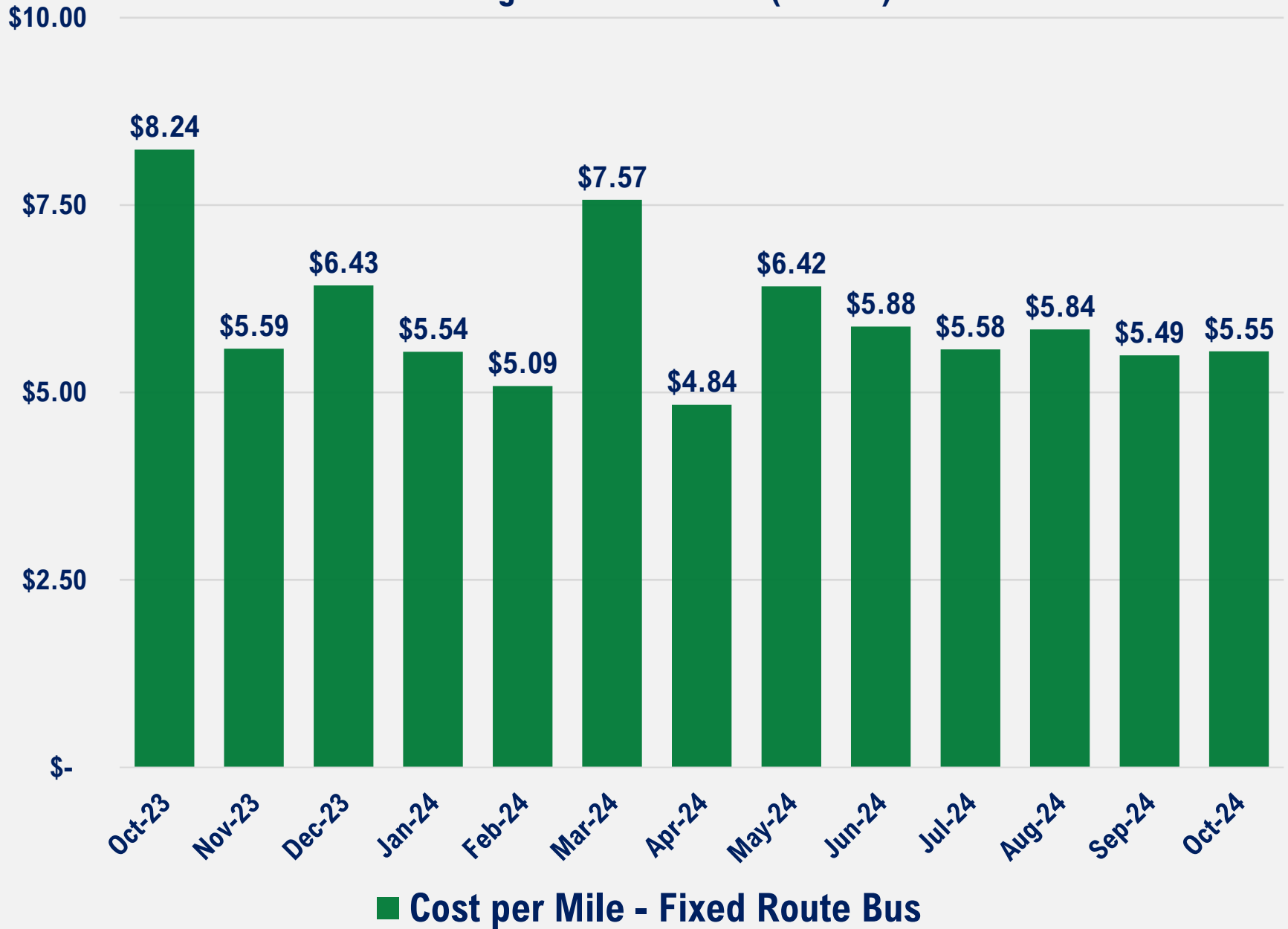
MRTA Total Cost per Hour of Fixed Route Bus Service Trailing Twelve Months+ (TTM+1)



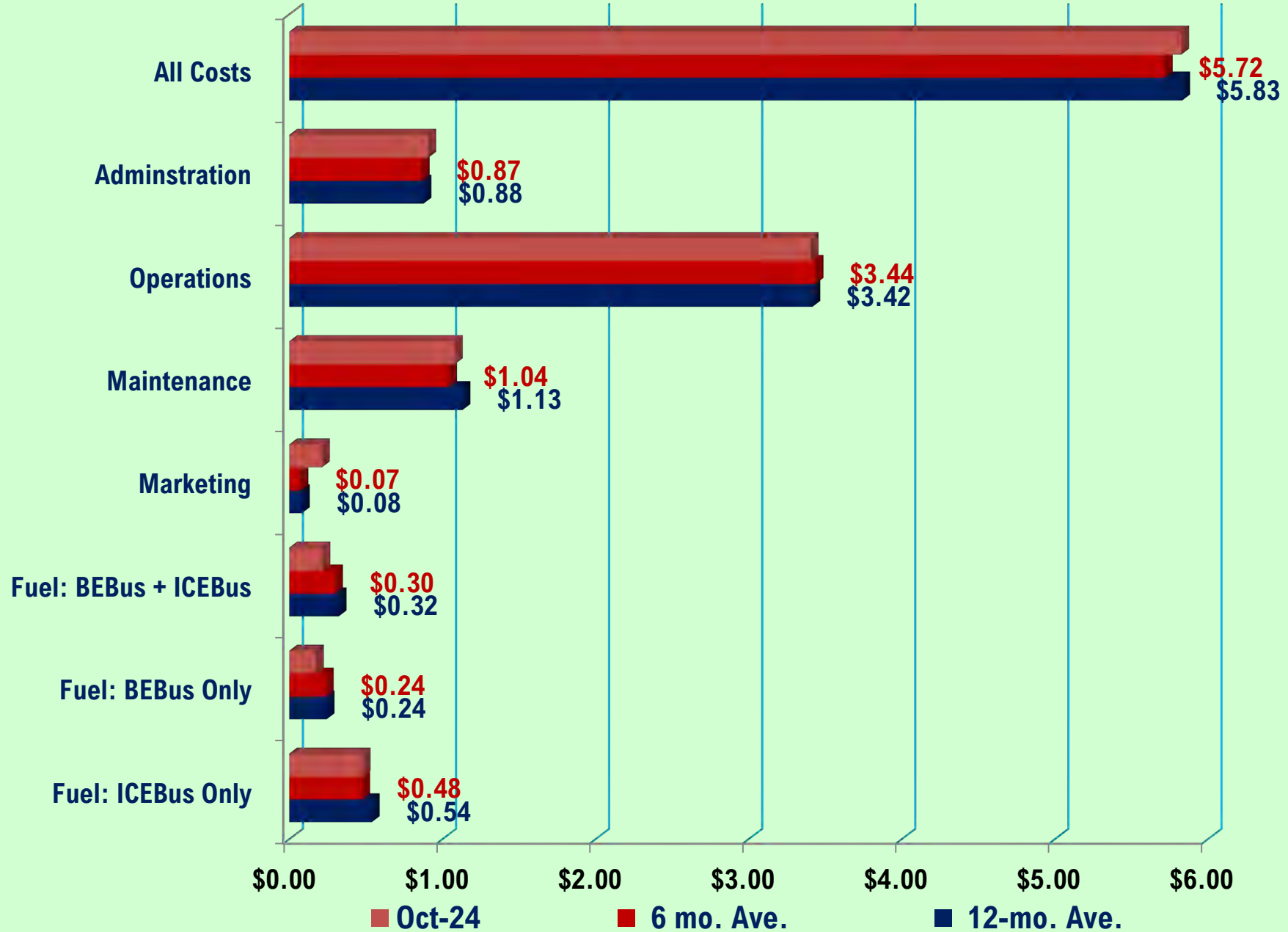
MRTA Total Cost per Mile of Fixed Route Bus Service



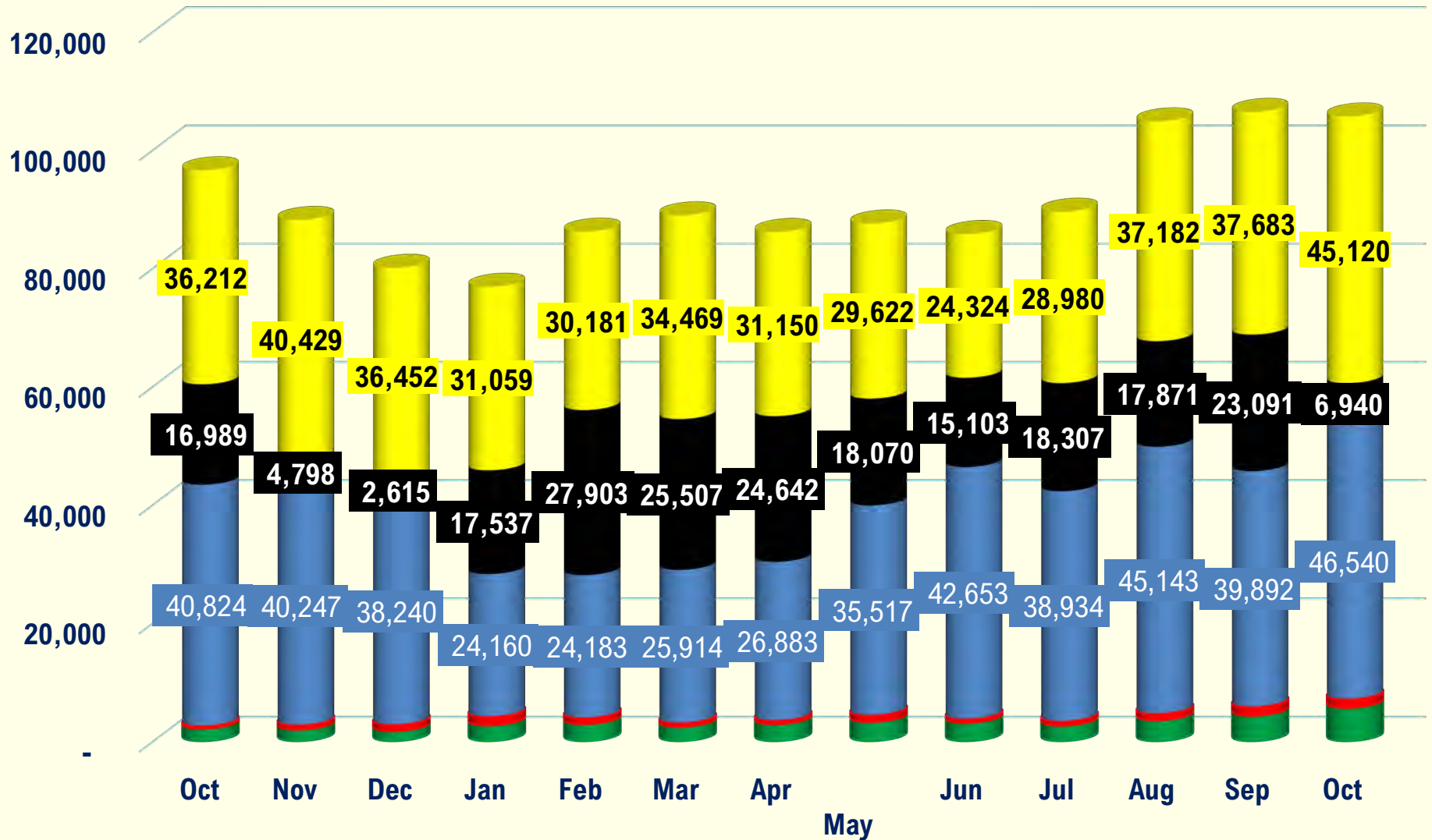
MRTA Total Cost per Mile of Fixed Route Bus Service Trailing Twelve Months+ (TTM+1)



MRTA Fixed Route Bus Service: Costs per Mile

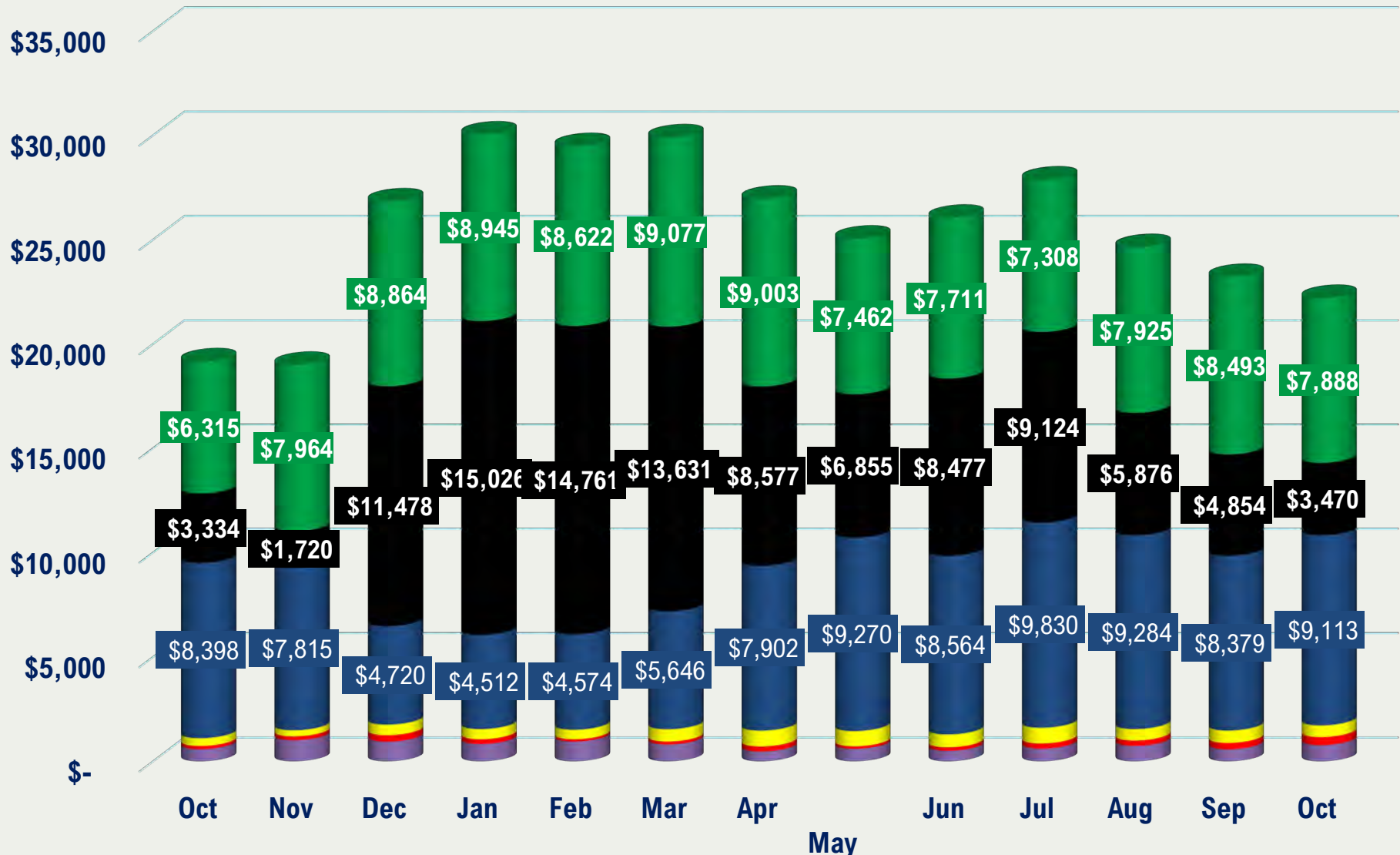


MRTA Service Miles by Vehicle/Service Type Trailing Twelve Months+ (TTM+1)



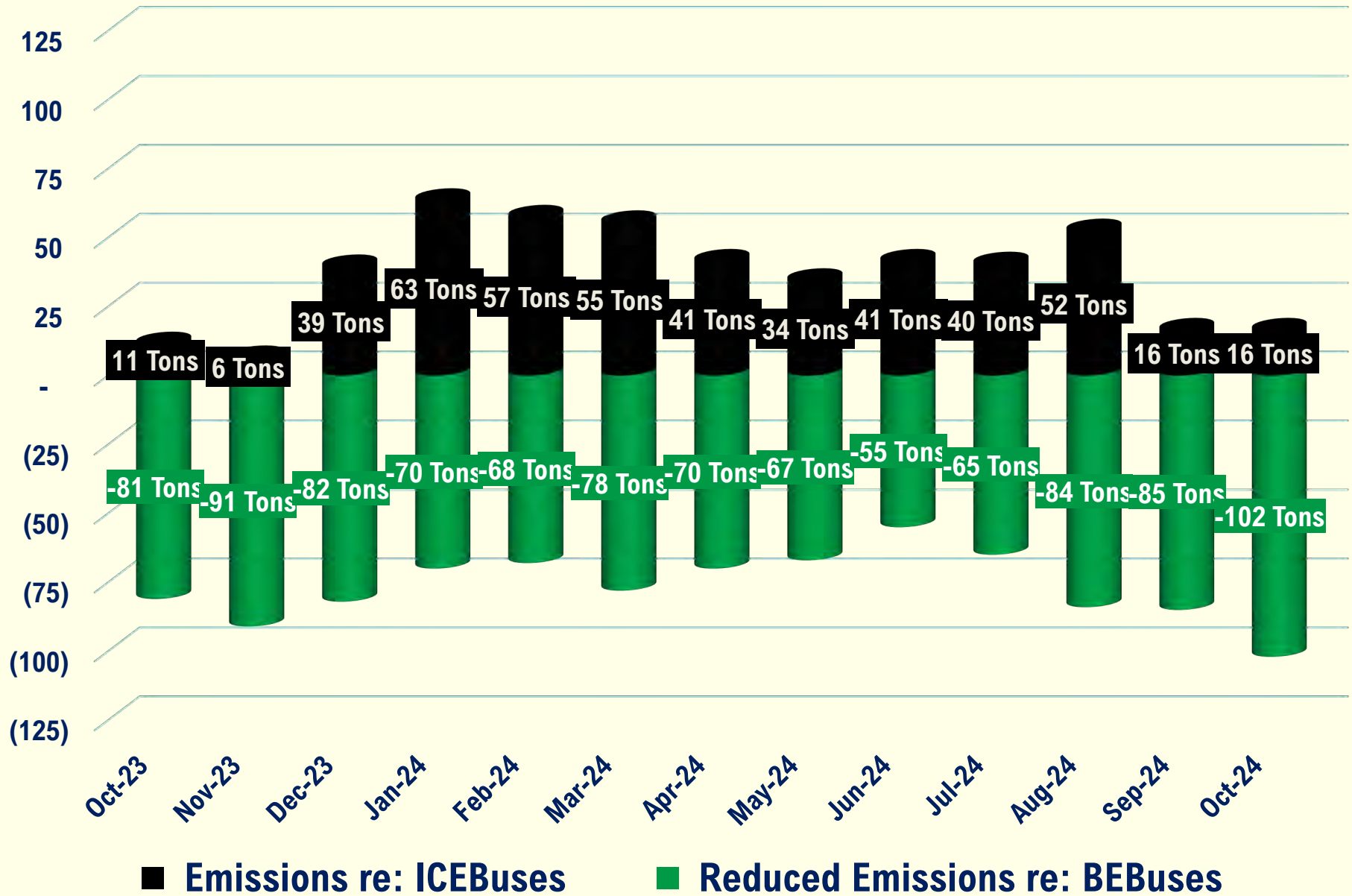
■ CHT Service Miles
 ■ ADA Service Miles
 ■ Vanpool Service Miles
 ■ ICB Service Miles
 ■ BEB Service Miles

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

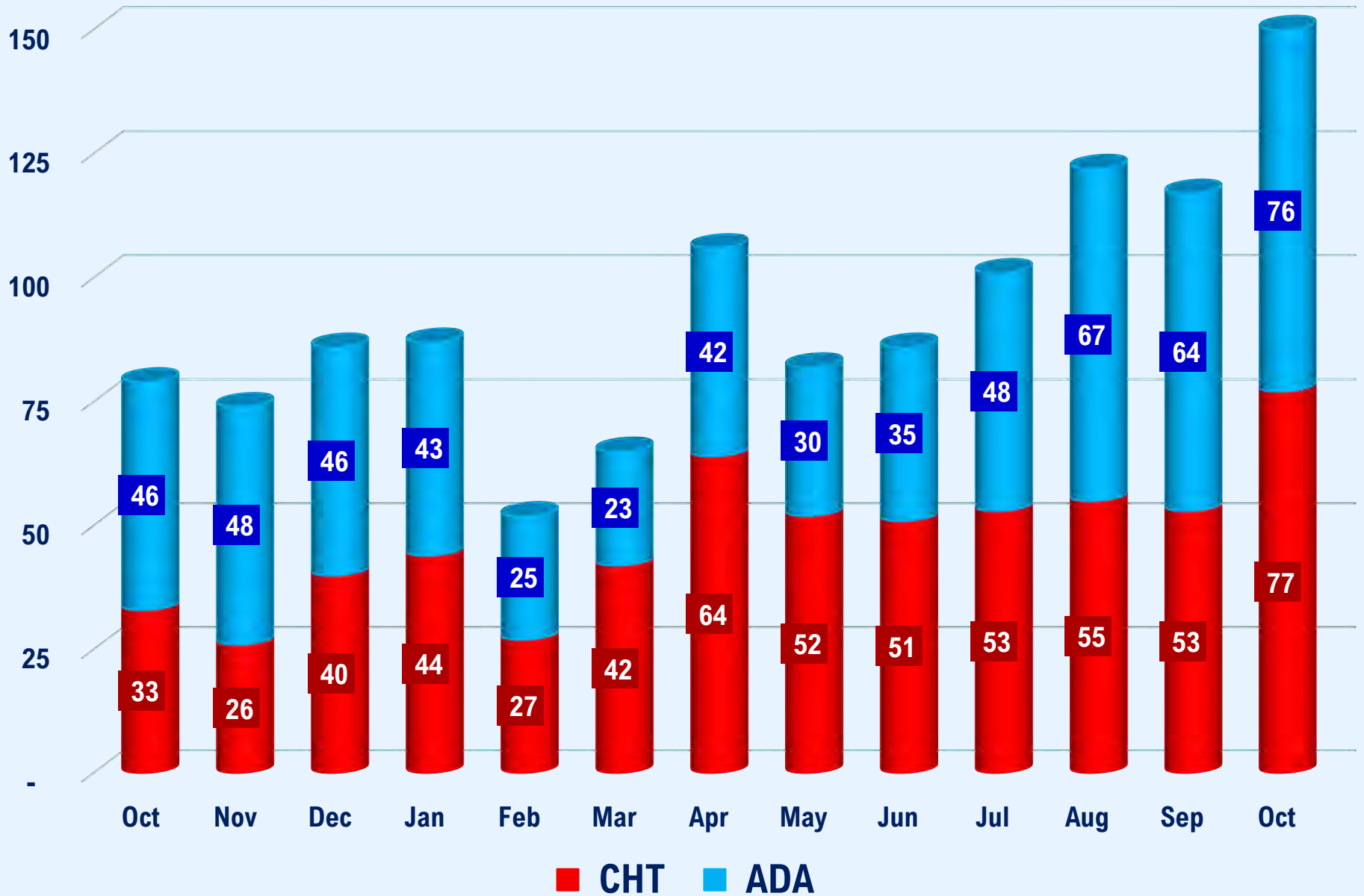


Support Vehicles
 ADA
 CHT
 Vanpool
 ICBus
 BEBus

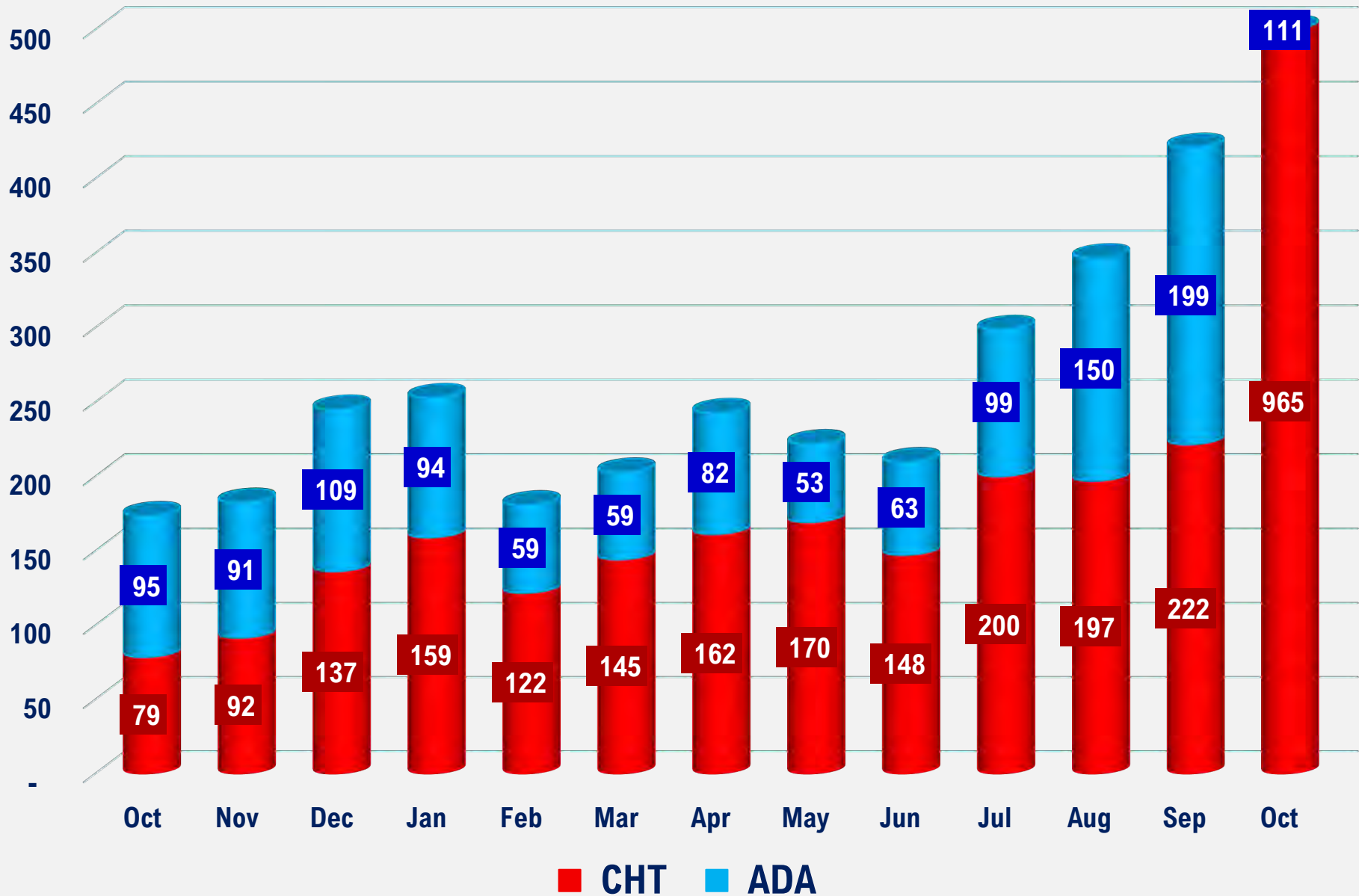
MRTA CO2 (GHG) Emissions: Bus Fleet Trailing Twelve Months+ (TTM+1)



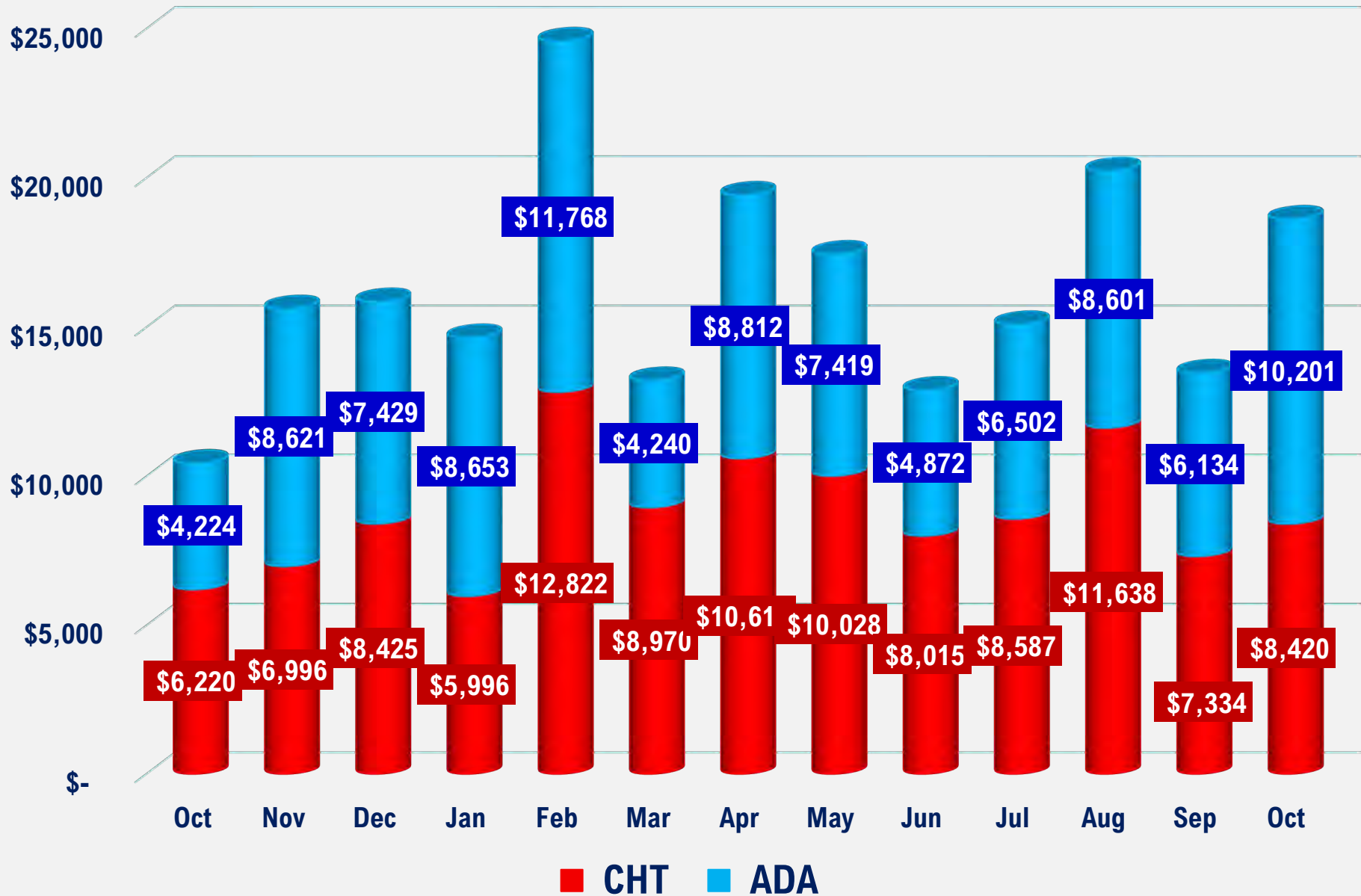
Ridership: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



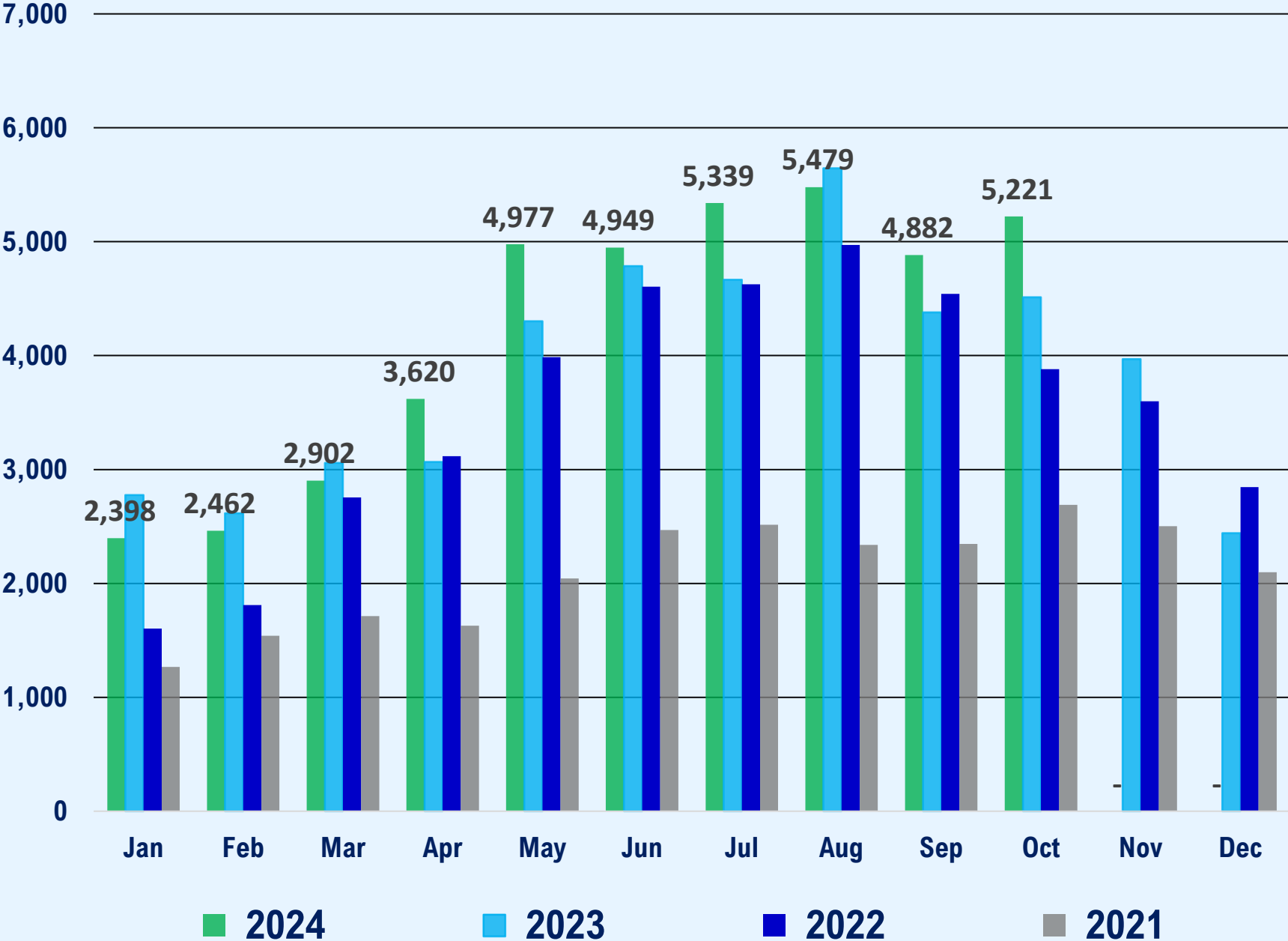
Service Hours: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)



Expenses: Community Health Transportation & ADA Paratransit Trailing Twelve Months+ (TTM+1)

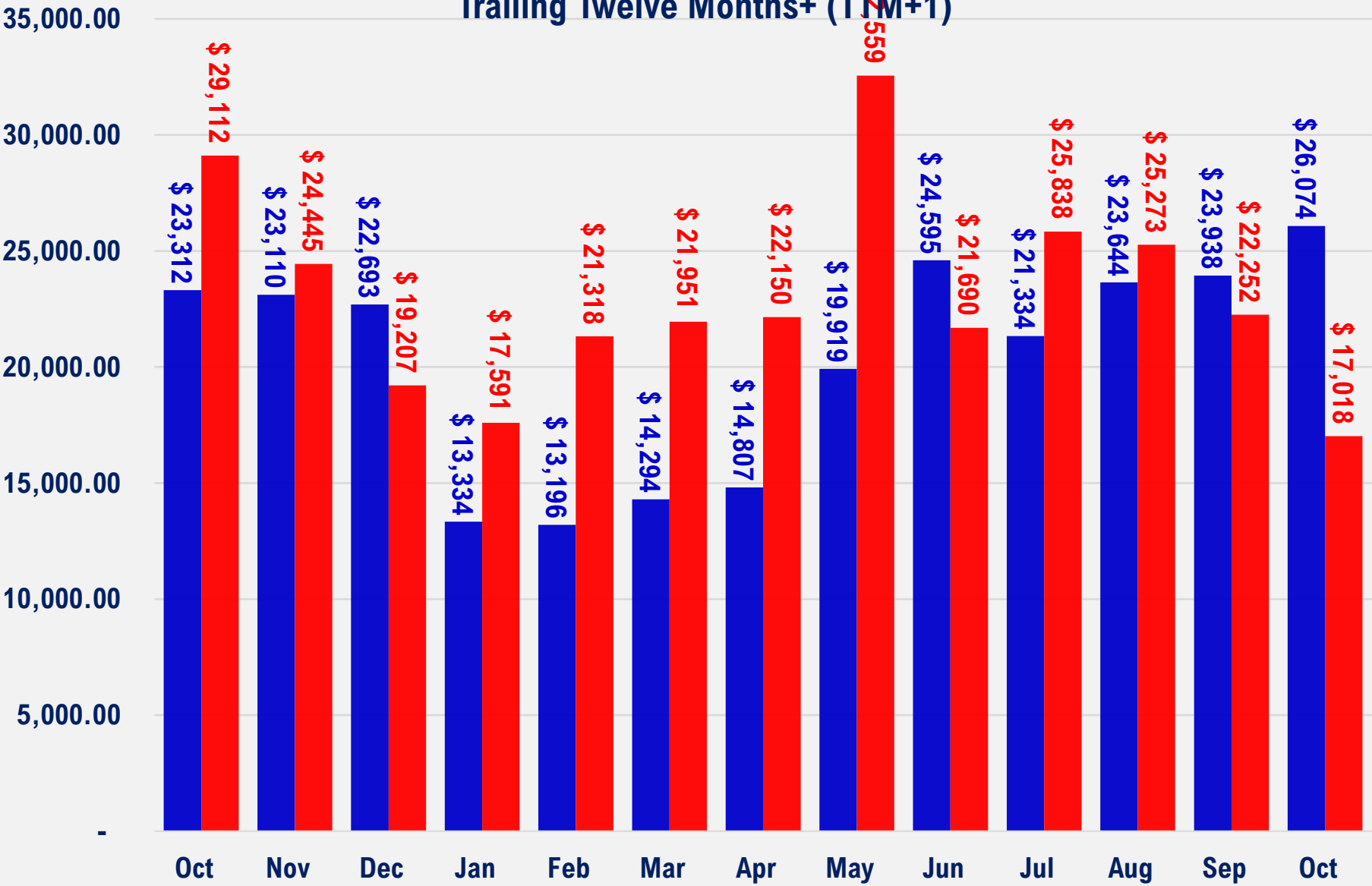


MRTA Vanpool Riders



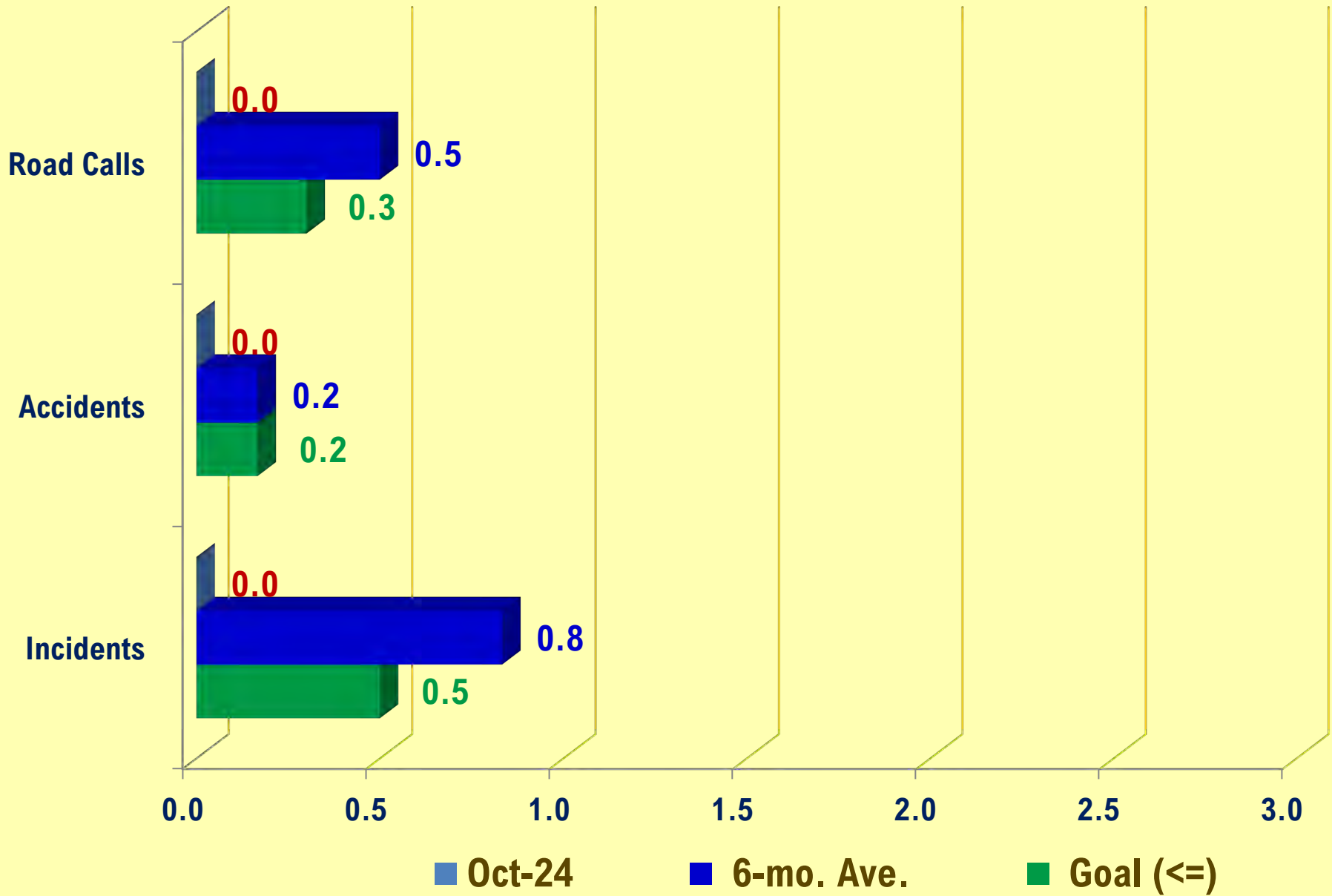
MRTA Vanpool Revenue & Expense

Trailing Twelve Months+ (TTM+1)

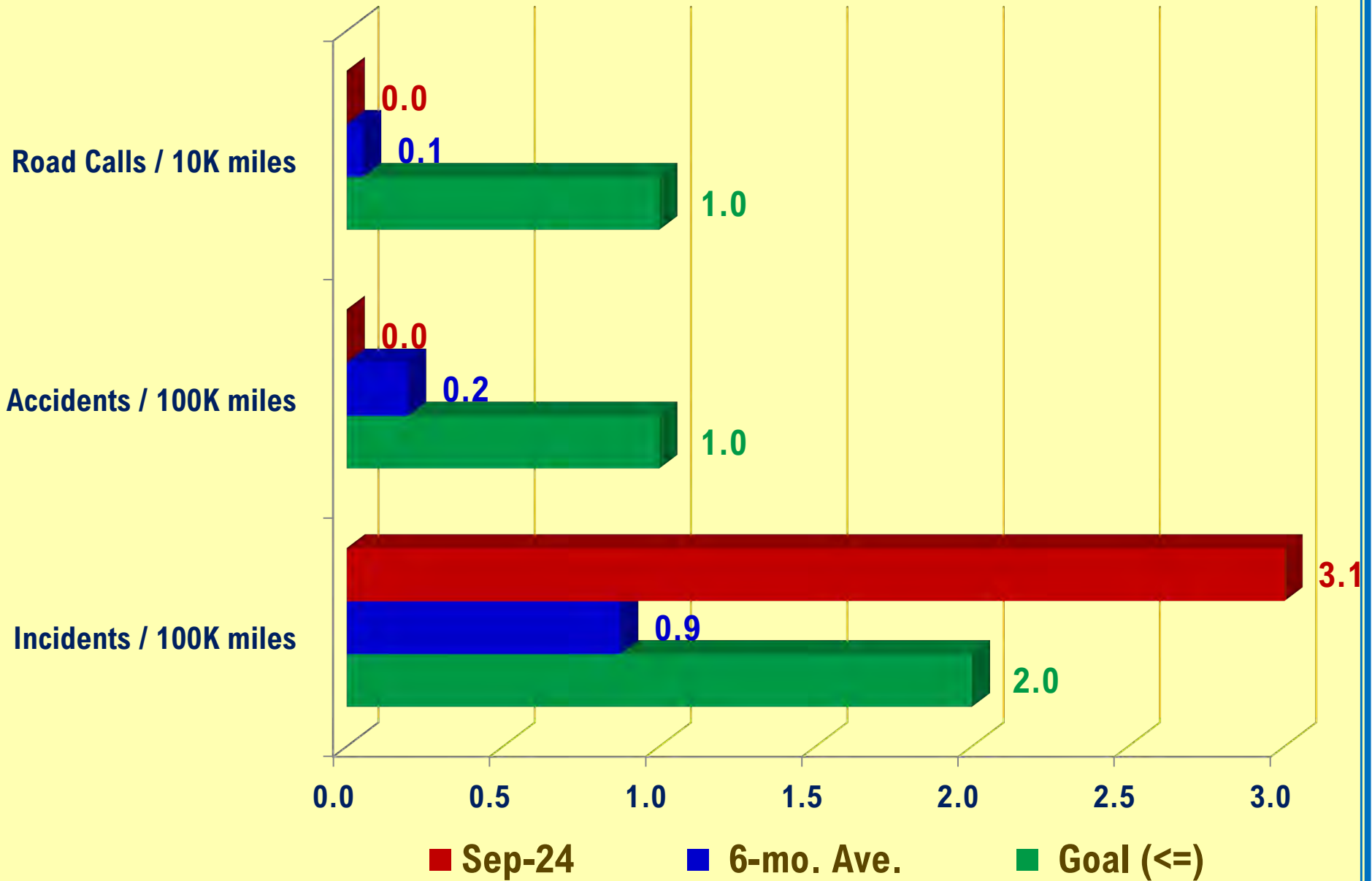


■ Vanpool Revenue ■ Vanpool Expenses

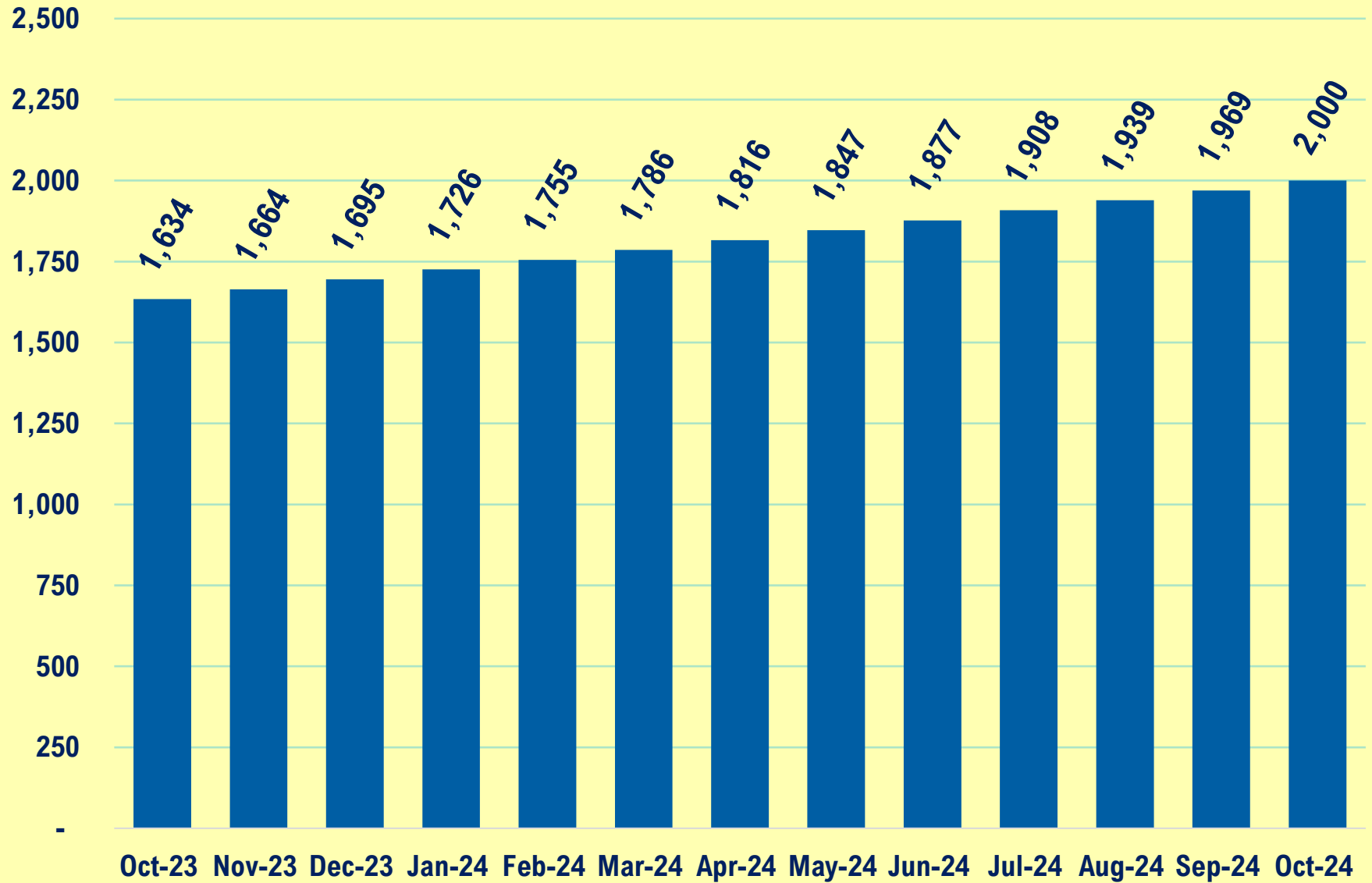
MRTA Operations Safety (Nominal Data)



MRTA Operations Safety (Standardized Data)



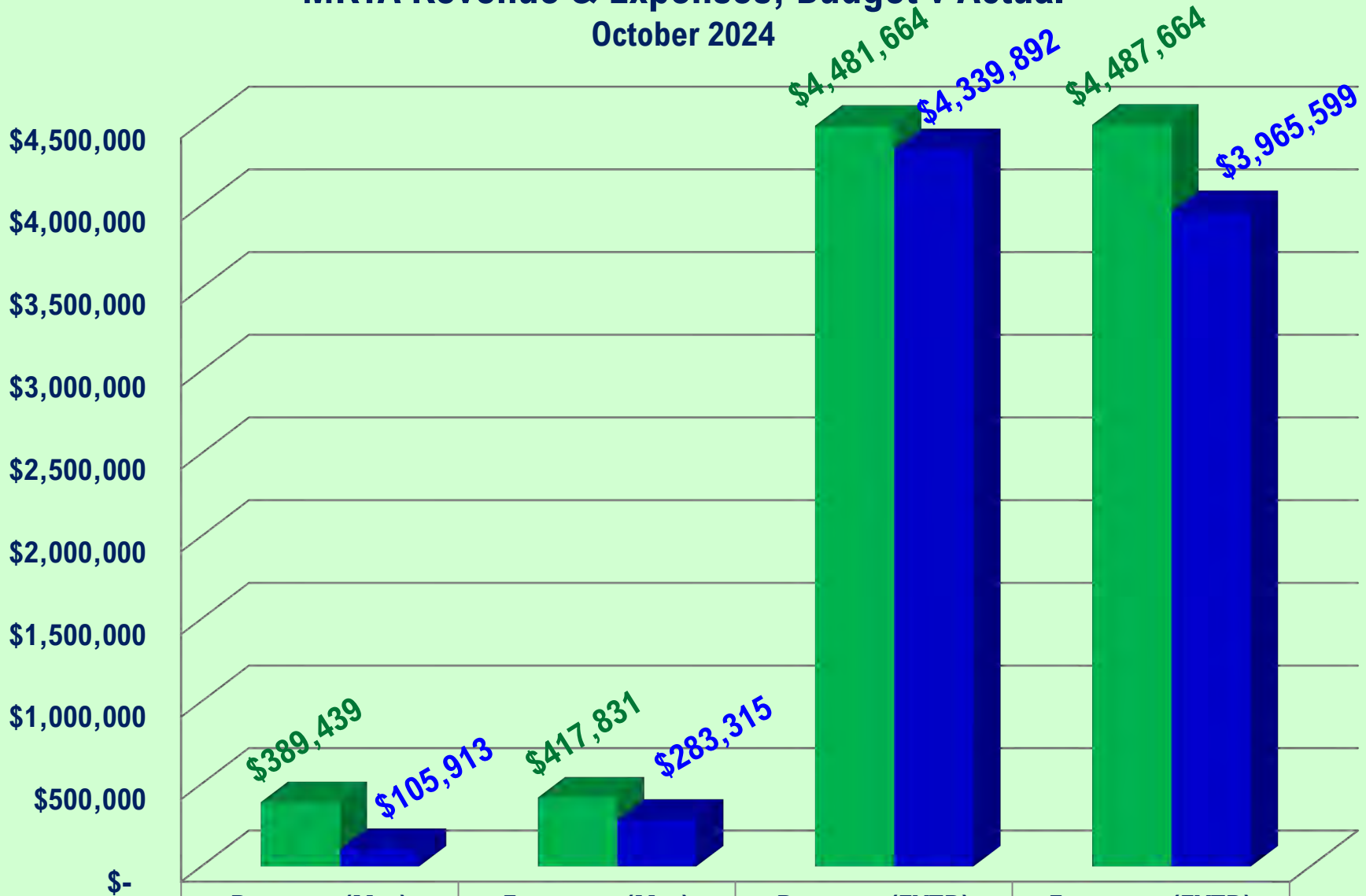
MRTA Maintenance Safety



■ Days Since Last-time Accident

MRTA Revenue & Expenses, Budget v Actual

October 2024



	Revenue (Mo.)	Expenses (Mo.)	Revenue (FYTD)	Expenses (FYTD)
■ Budget	\$389,439	\$417,831	\$4,481,664	\$4,487,664
■ Actual	\$105,913	\$283,315	\$4,339,892	\$3,965,599

MRTA - Operations Main Revenue & Expenditures Budget Performance

October 2024

	Oct 24	Budget	% of Budget	Oct 24	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311							
41300 · Federal - CARES							
41800 · Federal - RTAP							
	9,550.00	0.00	100.0%	9,550.00	0.00	100.0%	0.00
	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 41000 · Federal Funding	9,550.00	0.00	100.0%	9,550.00	0.00	100.0%	0.00
43000 · Local Funding							
43100 · Local - Ketchum	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43200 · Local - Hailey	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43300 · Local - Bellevue	12,000.00	0.00	0.0%	12,000.00	0.00	0.0%	0.00
43400 · Local - Blaine County	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43500 · Local - Sun Valley	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43600 · Local - Sun Valley Company	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
43700 · Local - Other Business	1,000.00	0.00	100.0%	1,000.00	0.00	100.0%	0.00
Total 43000 · Local Funding	13,000.00	0.00	100.0%	13,000.00	0.00	100.0%	0.00
44000 · Fares							
44300 · Fares - Vanpool	26,073.70	0.00	100.0%	26,073.70	0.00	100.0%	0.00
Total 44000 · Fares	26,073.70	0.00	100.0%	26,073.70	0.00	100.0%	0.00
45000 · Revenue							
45100 · Rev - Advertising	9,038.48	0.00	100.0%	9,038.48	0.00	100.0%	0.00
Total 45000 · Revenue	9,038.48	0.00	100.0%	9,038.48	0.00	100.0%	0.00
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	16.39	0.00	100.0%	16.39	0.00	100.0%	0.00
49800 · Excess Operating Funds	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Income	57,678.57	0.00	100.0%	57,678.57	0.00	100.0%	0.00
Gross Profit	57,678.57	0.00	100.0%	57,678.57	0.00	100.0%	0.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	170,676.12	0.00	100.0%	170,676.12	0.00	100.0%	0.00
51300 · FICA Expense	10,086.24	0.00	100.0%	10,086.24	0.00	100.0%	0.00
51350 · Medicare Tax Expense	2,358.94	0.00	100.0%	2,358.94	0.00	100.0%	0.00
51400 · Retirement Plan Expenses	50,287.11	0.00	100.0%	50,287.11	0.00	100.0%	0.00
51500 · Workers Comp Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51600 · SUI Expense	524.94	0.00	100.0%	524.94	0.00	100.0%	0.00
51700 · Medical Ins. Expense	47,514.00	0.00	100.0%	47,514.00	0.00	100.0%	0.00
51950 · Employee Performance Bonus	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 51000 · Payroll Expenses	281,447.35	0.00	100.0%	281,447.35	0.00	100.0%	0.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
52150 · Ins- Deductibles/claims	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 52000 · Insurance Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
53000 · Professional Fees							
53100 · Accounting & Audit	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
53200 · IT Systems	1,701.18	0.00	100.0%	1,701.18	0.00	100.0%	0.00
53400 · Legal Fees	220.00	0.00	100.0%	220.00	0.00	100.0%	0.00
53475 · Medical	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
53500 · Other Professional Fees	7,592.00	0.00	100.0%	7,592.00	0.00	100.0%	0.00
Total 53000 · Professional Fees	9,513.18	0.00	100.0%	9,513.18	0.00	100.0%	0.00

Last 5311 Reimb for FY24

Bellevue Contribution FY25

Sage School

Reg IT expenses and
New Laptop

\$7,500 Deposit for the
New Website Project

MRTA - Operations Main Revenue & Expenditures Budget Performance October 2024

	Oct 24	Budget	% of Budget	Oct 24	YTD Budget	% of Budget	Annual Budget
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment/ Tools	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
54300 · Office Equipment	95.39	0.00	100.0%	95.39	0.00	100.0%	0.00
Total 54000 · Equipment/ Tool Expense	95.39	0.00	100.0%	95.39	0.00	100.0%	0.00
55000 · Rent and Utilities							
55200 · Utilities	1,573.66	0.00	100.0%	1,573.66	0.00	100.0%	0.00
Total 55000 · Rent and Utilities	1,573.66	0.00	100.0%	1,573.66	0.00	100.0%	0.00
56000 · Supplies							
56200 · Janitorial & Safety Supplies	1,274.88	0.00	100.0%	1,274.88	0.00	100.0%	0.00
56300 · Department & Office Supplies	647.05	0.00	100.0%	647.05	0.00	100.0%	0.00
56400 · Uniforms	1,920.54	0.00	100.0%	1,920.54	0.00	100.0%	0.00
56500 · Postage and Delivery	146.00	0.00	100.0%	146.00	0.00	100.0%	0.00
Total 56000 · Supplies	3,988.47	0.00	100.0%	3,988.47	0.00	100.0%	0.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
57200 · Building Repairs/Maintenance	600.00	0.00	100.0%	600.00	0.00	100.0%	0.00
57250 · Bus Stop Repairs/Maint	24.16	0.00	100.0%	24.16	0.00	100.0%	0.00
57300 · Grounds Repairs/Maintenance	75.00	0.00	100.0%	75.00	0.00	100.0%	0.00
57500 · Janitorial Services	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 57000 · Repairs and Maintenance	699.16	0.00	100.0%	699.16	0.00	100.0%	0.00
58000 · Communications Expense							
58100 · Office Phone Expense	66.38	0.00	100.0%	66.38	0.00	100.0%	0.00
58200 · Cell & Two-Way Mobile	1,398.66	0.00	100.0%	1,398.66	0.00	100.0%	0.00
58300 · Internet/Website	650.54	0.00	100.0%	650.54	0.00	100.0%	0.00
58400 · On-Board Vehicle Computers	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 58000 · Communications Expense	2,115.58	0.00	100.0%	2,115.58	0.00	100.0%	0.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
59200 · Lodging	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
59300 · Food/Meals/Entertainment	329.60	0.00	100.0%	329.60	0.00	100.0%	0.00
59400 · Training/Education	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
59500 · Safety Curriculum	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 59000 · Travel and Training	329.60	0.00	100.0%	329.60	0.00	100.0%	0.00
60000 · Business Expenses							
60100 · Vehicle Registration Fees	117.85	0.00	100.0%	117.85	0.00	100.0%	0.00
60200 · Fines, Penalties, Judgments	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
60400 · Membership,Dues & Subscriptions	2,361.87	0.00	100.0%	2,361.87	0.00	100.0%	0.00
60500 · Bank Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 60000 · Business Expenses	2,479.72	0.00	100.0%	2,479.72	0.00	100.0%	0.00
61000 · Advertising							
61100 · Print Advertising \$1,000 SV Source Magazine	1,213.38	0.00	100.0%	1,213.38	0.00	100.0%	0.00
61200 · Radio Advertising	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
61300 · Online Advertising	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
61400 · Vehicle Graphics	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total 61000 · Advertising	1,213.38	0.00	100.0%	1,213.38	0.00	100.0%	0.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	77.14	0.00	100.0%	77.14	0.00	100.0%	0.00
62200 · Graphic Design	1,638.75	0.00	100.0%	1,638.75	0.00	100.0%	0.00
62400 · Customer Events and Misc.	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
62500 · Staff Appreciation/ Events	12.26	0.00	100.0%	12.26	0.00	100.0%	0.00
Total 62000 · Marketing and Promotion	1,728.15	0.00	100.0%	1,728.15	0.00	100.0%	0.00

MRTA - Operations Main Revenue & Expenditures Budget Performance October 2024

	Oct 24	Budget	% of Budget	Oct 24	YTD Budget	% of Budget	Annual Budget
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	49.74	0.00	100.0%	49.74	0.00	100.0%	0.00
63200 · Schedules, Maps & Brochures	339.73	0.00	100.0%	339.73	0.00	100.0%	0.00
Total 63000 · Printing and Reproduction	389.47	0.00	100.0%	389.47	0.00	100.0%	0.00
64000 · Fuel							
64200 · Petroleum Fuel Expense	14,316.24	0.00	100.0%	14,316.24	0.00	100.0%	0.00
64500 · Electric Fuel Expense	7,887.97	0.00	100.0%	7,887.97	0.00	100.0%	0.00
Total 64000 · Fuel	22,204.21	0.00	100.0%	22,204.21	0.00	100.0%	0.00
65000 · Vehicle Maintenance							
65100 · Parts Expense							
65150 · Vehicle Maintenance- freight	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
65100 · Parts Expense - Other	11,263.96	0.00	100.0%	11,263.96	0.00	100.0%	0.00
Total 65100 · Parts Expense	11,263.96	0.00	100.0%	11,263.96	0.00	100.0%	0.00
65200 · Fluids Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
65300 · Tires Expense	652.25	0.00	100.0%	652.25	0.00	100.0%	0.00
65400 · Purchased Services	805.42	0.00	100.0%	805.42	0.00	100.0%	0.00
65500 · Vehicle Computer/Diagnostic	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
65600 · Vehicle Glass/Windshield Repai	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
65700 · Shop Supplies	156.50	0.00	100.0%	156.50	0.00	100.0%	0.00
Total 65000 · Vehicle Maintenance	12,878.13	0.00	100.0%	12,878.13	0.00	100.0%	0.00
69500 · Contribution to Fund Balance	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Expense	340,655.45	0.00	100.0%	340,655.45	0.00	100.0%	0.00
Net Ordinary Income	-282,976.88	0.00	100.0%	-282,976.88	0.00	100.0%	0.00
Net Income	-282,976.88	0.00	100.0%	-282,976.88	0.00	100.0%	0.00

CHT/ADA/Supp Veh \$1,733.26

Diesel \$3,469.81

Vanpool \$9,113.17

Kit Piston x2 Bus#204

Transfer Switch #1

MRTA - Operations Main
Checks Issued
As of October 31, 2024

Table with columns: Type, Date, Num, Name, Memo, Amount, Balance. Contains financial transactions for Mountain West Checking, including deposits, checks, and payroll services.

MRTA - Operations Main Checks Issued

As of October 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	10/24/2024	DD	Parker, Michael J	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Richardson, Dean	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Romero-Campos, Raul	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Ruiz Loera, Elisabeth	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Russell, Tiffany	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Tellez, Carlos	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Victorino, Jose L	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Vultaggio, Lara	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Walsh, Murray S.	Direct Deposit	0.00	316,254.08
Paycheck	10/24/2024	DD	Ward, Douglas B	Direct Deposit	0.00	316,254.08
Liability Check	10/24/2024	E-pay	United States Treasury	82-0382250 QB Tracking # -498948286	-21,086.40	295,167.68
Bill Pmt -Check	10/24/2024	12902	Cintas		-72.29	295,095.39
Bill Pmt -Check	10/24/2024	12903	Davis Embroidery		-1,396.02	293,699.37
Bill Pmt -Check	10/24/2024	12904	Eric Humbach - Vendor		-188.80	293,510.57
Bill Pmt -Check	10/24/2024	12905	GEM State Paper & Supply Co.	105020	-522.60	292,987.97
Bill Pmt -Check	10/24/2024	12906	Idaho Lumber & ACE Hardware		-7.99	292,979.98
Bill Pmt -Check	10/24/2024	12907	Integrated Technologies		-49.74	292,930.24
Bill Pmt -Check	10/24/2024	12908	ITD - Special Plates	VOID:	0.00	292,930.24
Bill Pmt -Check	10/24/2024	12909	Jane's Artifacts		-52.91	292,877.33
Bill Pmt -Check	10/24/2024	12910	Sun Valley Source Magazine		-1,000.00	291,877.33
Bill Pmt -Check	10/24/2024	12911	Wienhoff Drug Testing		-143.22	291,734.11
Deposit	10/24/2024			Deposit	13,356.38	305,090.49
Check	10/24/2024	12908	Void	VOID:	0.00	305,090.49
Transfer	10/24/2024			Funds Transfer	-150,000.00	155,090.49
Deposit	10/24/2024			Deposit	157,119.00	312,209.49
Bill Pmt -Check	10/24/2024	ACH	American Funds	plan ID BRK100102	-50,287.11	261,922.38
Check	10/25/2024	12915	Void	VOID:	0.00	261,922.38
Deposit	10/28/2024			Deposit	100.00	262,022.38
Bill Pmt -Check	10/29/2024	12912	Clear Mind Graphics, Inc		-8,461.25	253,561.13
Bill Pmt -Check	10/29/2024	12913	Idaho Lumber & ACE Hardware	VOID:	0.00	253,561.13
Bill Pmt -Check	10/29/2024	12914	Integrated Technologies		-95.39	253,465.74
Bill Pmt -Check	10/29/2024	12915	Jane's Artifacts	VOID:	0.00	253,465.74
Bill Pmt -Check	10/29/2024	12916	L.L. Green's Hardware	422	-24.16	253,441.58
Bill Pmt -Check	10/29/2024	12917	Rush Truck Centers	R567941	-999.50	252,442.08
Deposit	10/29/2024			Deposit	1,000.00	253,442.08
Bill Pmt -Check	10/30/2024	12919	Christensen - Used to be United Oil	38068	-6,898.67	246,543.41
Deposit	10/30/2024			Deposit	120.00	246,663.41
Deposit	10/30/2024			Deposit	395,545.00	642,208.41
Bill Pmt -Check	10/31/2024	12890	ICRMP	Policy #42A19030100122	-128,971.00	513,237.41
Liability Check	10/31/2024	ACH	Aflac	DQR88	-153.98	513,083.43
Bill Pmt -Check	10/31/2024	ACH	Cox Communications	Acct #0012401205184001	-323.06	512,760.37
Bill Pmt -Check	10/31/2024	ACH	Idaho Power Acct#2207725231 B...		-3,675.57	509,084.80
Bill Pmt -Check	10/31/2024	ACH	Idaho Power Acct#2221850114		-364.69	508,720.11
Bill Pmt -Check	10/31/2024	ACH	CenturyLink	208-726-1690 623B	-66.38	508,653.73
Bill Pmt -Check	10/31/2024	ACH	Idaho Power Acct#2204788885	Acct #2204788885	-279.84	508,373.89
Bill Pmt -Check	10/31/2024	ACH	Idaho Power Acct#2207743978 K...		-4,212.40	504,161.49
Transfer	10/31/2024			transfer money to Facilities fund for 5339 Reimb	-395,545.00	108,616.49
Bill Pmt -Check	10/31/2024	ACH	Intermtn Gas #450 916 6521 1	Acct # 45091665211	-25.31	108,591.18
Transfer	10/31/2024			Paying WFH for a mistake payment	-18.83	108,572.35
Liability Check	10/31/2024	Transfer	Mountain Rides Transportation	WFH Apt Rent	-1,600.00	106,972.35
Deposit	10/31/2024			Interest	16.39	106,988.74
Total 11100 · Mountain West Checking					-110,371.23	106,988.74
TOTAL					-110,371.23	106,988.74

Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	18.990%	.05202%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	28.740%	.07873%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
GERARDO GARCIA	9589	10,000	\$920.78
KIMBERLY MACPHERSON	5201	7,500	\$279.66

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
10/16	10/16	8558668MJ36HHY3LG	BRANCH PAYMENT - CHECK THANK YOU	6,601.81	
			TOTAL 5586681046559199 \$6,601.81-		

Transaction Summary For **GERARDO GARCIA**
Sub Account Number Ending In **9589**

10/04	10/04	5543687M6JNLGAHHF	K R RENTAL AND SALES I HEYBURN ID		95.40 ✓	<i>forklift extension</i>
10/09	10/09	8230509MB001QLH1M	AMAZON MARK* 785WR65V3 SEATTLE WA		59.19 ✓	<i>Keyboard for Ashley</i>
10/14	10/14	8230509MG000XLBT	AMAZON MARK* 8K05D1463 SEATTLE WA		29.49 ✓	<i>Right Side mirror for a van</i>
10/17	10/17	5513158MK3HLMASNB	MSFT * E0200TPQPU MSBILL.INFO WA		42.62 ✓	
10/17	10/17	5513158MK3HLMASNV	MSFT * E0200TPOXX MSBILL.INFO WA		14.95 ✓	
10/17	10/17	0230537ML00KH9GGL	USPS PO 1507000313 BELLEVUE ID		146.00 ✓	<i>Stamps</i>
10/18	10/18	5548872MM0LQ5QVAA	ID TRANSDEPT 208332010 BOISE ID		23.57 ✓	<i>Exempt plates renewal</i>
10/20	10/20	5754024MNLTV1BNYF	ADOBE *ADOBE 4085366000 CA		119.95 ✓	
10/24	10/24	5548872MV0MQF5SX7	ID TRANSDEPT 208332010 BOISE ID		23.57 ✓	
10/24	10/24	5548872MV0MQF5VEP	ID TRANSDEPT 208332010 BOISE ID		23.57 ✓	
10/24	10/24	5548872MV0MQF5V2X	ID TRANSDEPT 208332010 BOISE ID		23.57 ✓	
10/24	10/24	5548872MV0MQF5V6R	ID TRANSDEPT 208332010 BOISE ID		23.57 ✓	
10/27	10/27	0543684MYBLL9PM5L	WM SUPERCENTER #3897 TWIN FALLS ID		12.26 ✓	
10/28	10/28	5754024MYLPABE9TD	ADOBE *ADOBE 4085366000 CA		34.99 ✓	
10/28	10/28	5754024MYLWX7GEKS	ADOBE *ADOBE 4085366000 CA		12.95 ✓	
10/30	10/30	5543286N05XYT5ALD	AMAZON MKTPL*TS13Y9VC3 AMZN.COM/BILL WA		19.79 ✓	
10/30	10/30	5543286N05YOV63D5	8X8, INC. 888-898-8733 CA		30.44 ✓	<i>New phone for Andrea</i>
10/30	10/30	5543286N05Y3EXX4T	AMAZON MKTPL*IP1CS0V53 AMZN.COM/BILL WA		33.59 ✓	
10/30	10/30	5754024N0MMDJXLVP	ADOBE *ADOBE 4085366000 CA		136.93 ✓	
10/31	10/31	5543286N15YA8LXJT	8X8, INC. 888-898-8733 CA		14.38 ✓	
			TOTAL		\$920.78	

GERARDO GARCIA / Sub Acct Ending In 9589

Transaction Summary For **KIMBERLY MACPHERSON**
Sub Account Number Ending In **5201**

TOTAL \$279.66

KIMBERLY MACPHERSON / Sub Acct Ending in 5201

Mountain Rides Staff Report

Date: 12/18/2024

Staff Member: Carlos Tellez

Department: Maintenance, Fleet and Facilities

Department Highlights from the Previous Month:

We have received 4 electric E-transit vans from model 1 with wheelchair access to use for ADA services. We also received 4 more gasoline transit vans to replace the older vans that are getting too expensive to maintain in the fleet.

Progress on projects/initiatives:

The Bellevue expansion continues moving along. EKC will keep working on the interior electrical, heat, and wall finish.

Challenges/ Opportunities:

We have 2 buses down for the same problem, we are working with New Flyer to get the parts ASAP. The parts are on back order and we may end-up using some diesel buses this winter.

Mountain Rides Staff Report

Date: 12/18/2024

Staff Member: Jamie Canfield

Department: Operations

Department Highlights from the Previous Month: Winter Peak Season is upon us. Things have gone pretty smoothly so far.

Progress on projects/initiatives: We are short two drivers this season. That may change after mid-January. I'm hopeful. The schedules are full 12/14/2024, and so far we're doing OK.

Challenges/ Opportunities: Drivers are ready for the season and all that it brings. Safety measures have been discussed and we're ready for winter.

Mountain Rides Staff Report

Date: 12/18/2024

Staff Member: Jerry Garcia

Department: Finance and Administration

Department Highlights from the Previous Month: -FY2024 financial audit is complete with no findings and an unmodified report will be issued

Progress on projects/initiatives:

Finance & Admin
-Liz & I started working on the monthly breakout for the FY2025 budget.
-Finance Department is getting ready to work on the year end reports.

Marketing & Communication
-Andrea and I attended the Sun Valley employee fair, where we met many new employees and answered questions about what routes to use and how to ride safely.
-Andrea has been working with BengalWorks and installing the graphics (MRTA Logo) and numbers on the new E-vans, which are now ready for use on CHT and Red Route.

Challenges/ Opportunities:

Vanpool
Some companies have returned their vans for the winter, but we still have 13 vans on the road.

Mountain Rides Staff Report

Date: December 18, 2024

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.
- Discussion with Hailey URA team re: redevelopment of Airport Way vis-a-vis transit infrastructure/needs/wishes.
- Participated in ITD-PT's Monthly Outreach e-Meeting -- collaboration with ITD-PT Office and statewide transit peers re: public transportation topics of mutual interest -- Nov 21, 2024.
- Ongoing confidential HR action in-process.

Progress on projects/initiatives:

Ongoing construction of MRTA's Bellevue BEB Facility by EKC, Inc. On-schedule for a ~May 31, 2025, completion.

Four (4) light-duty battery electric buses (BEBs) added to the fleet in November 2024, bring total BEBs in the fleet to fifteen (15) -- 11 heavy-duty; 4 light-duty.

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

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.

Mountain Rides Agenda Action Item Summary

Date:

Dec 18, 2024

From:

Carlos Tellez; Wally Morgus

Action Item:

8. Approve Purchase of Two (2) Light-duty Battery Electric Buses

Committee Review:

Yes No

Committee
Purview:

Finance & Performance

Previously
discussed at board
level:

Yes No

Recommended
Motion:

I move to authorize the Executive Director to execute the Purchase Order for the purchase of two light-duty battery electric buses from ABC Bus, Inc., and, subsequent to the submittal of the Purchase Order, to approve additional expenditures of up to \$50,000 for items related to the purchase.

Fiscal Impact:

FY25 Capital Budget

Related Policy or
Procedural Impact:

MRTA Procurement Policy, Idaho State Code

Background:

See Quote, Purchase Order, and Grant Funding Agreement, included herewith.

In Spring 2022, MRTA was awarded a grant, in the amount of \$640,000, to purchase two (2) light-duty battery electric buses.

MRTA solicited quotes for the vehicles from three (3) qualified vendors and selected ABC Bus, Inc. (ABC) as the preferred vendor. (After canceling a PO with Phoenix Motorcars due to its inability to get transit vehicle certification for its similar vehicle.)

ABC's Quote is \$302,476.25 per vehicle; total PO amount, for two (2) vehicles is \$604,952.50.

This purchase will be funded with 80% Federal dollars and a 20% Local Match; pro forma: Federal = \$241,981 / vehicle; Local = \$60,495.25 / vehicle; Total funding per PO: Federal = \$483,962; Local = \$120,990.50.

The Finance Committee at its December 2024 meeting recommended moving forward with this purchase.



Purchase Order

Date: Dec 18, 2024

No.: MRTA-TTMDEV-20241218-01

Mountain Rides Transportation Authority
800 1st Avenue North
PO Box 3091
Ketchum, Idaho 83340-3091
208.788.7433 (tel)

Vendor: ABC Bus, Inc.
1485 Dale Way
Costa Mesa, CA 92626
864-918-3127

Shipping	Ship To	Delivery Dates/Schedule
Vendor will ship.	Mountain Rides 800 1 st Avenue North Ketchum, Idaho 83340	To be delivered to Mountain Rides, Ketchum, Idaho, on or before Oct 31, 2026.

Quantity (Units)	Item	Description	Unit Price	Total Price
2	All-Electric Zero Emission 4-4C-22' Light Transit Vehicle – Make/Model: Turtle Top Terra Transit MD-EV (UES)	Per ABC Bus, Inc. Quotation, attached hereto for reference, and ABC Bus, Inc. contract with the State of Georgia	\$ 302,476.25	\$ 604,952.50
			Sub-total	\$ 604,952.50
			Sales Tax	--
			Total	\$ 604,952.50

- (a) Please send two (2) copies of all invoices.
- (b) Purchase order relies on ABC Bus, Inc. Quotation #99999-SPD-SPD0000212-0010, dated Aug 3, 2024.
- (c) Please confirm order details upon receipt.
- (d) Please send all correspondence to:

Wally Morgus
wally@mountainrides.org
208.788.7433 x. 101

cc: Carlos Tellez
carlos@mountainrides.org
208.788.7433 x. 107

Authorized by:

Wallace E. Morgus
Executive Director
Mountain Rides Transportation Authority

Dec 18, 2024

(date)

Georgia Mass Transit Build-A-Bus Worksheet

Download this form to your computer for use when purchasing buses. Use this worksheet to build your bus by selecting options to add and delete. Your custom bus should be verified with the vendor to ensure options compatibility with options selected.

Contract Number: 99999-SPD-SPD0000212-0010

VENDOR NAME:	ABC Bus, Inc.
Delivery Cost Per Mile	\$2.75
Estimated Number of Miles	1847.00
Delivery Cost	\$5,079.25

Description of Bus	Manufacturer Make/Model	Bus Bid Price
4-4C - 22' Light Transit Vehicle - EV	Turtle Top Terra Transit MD - EV (UES)	\$243,515.00

BUS OPTION DELETION DESCRIPTION	Credit

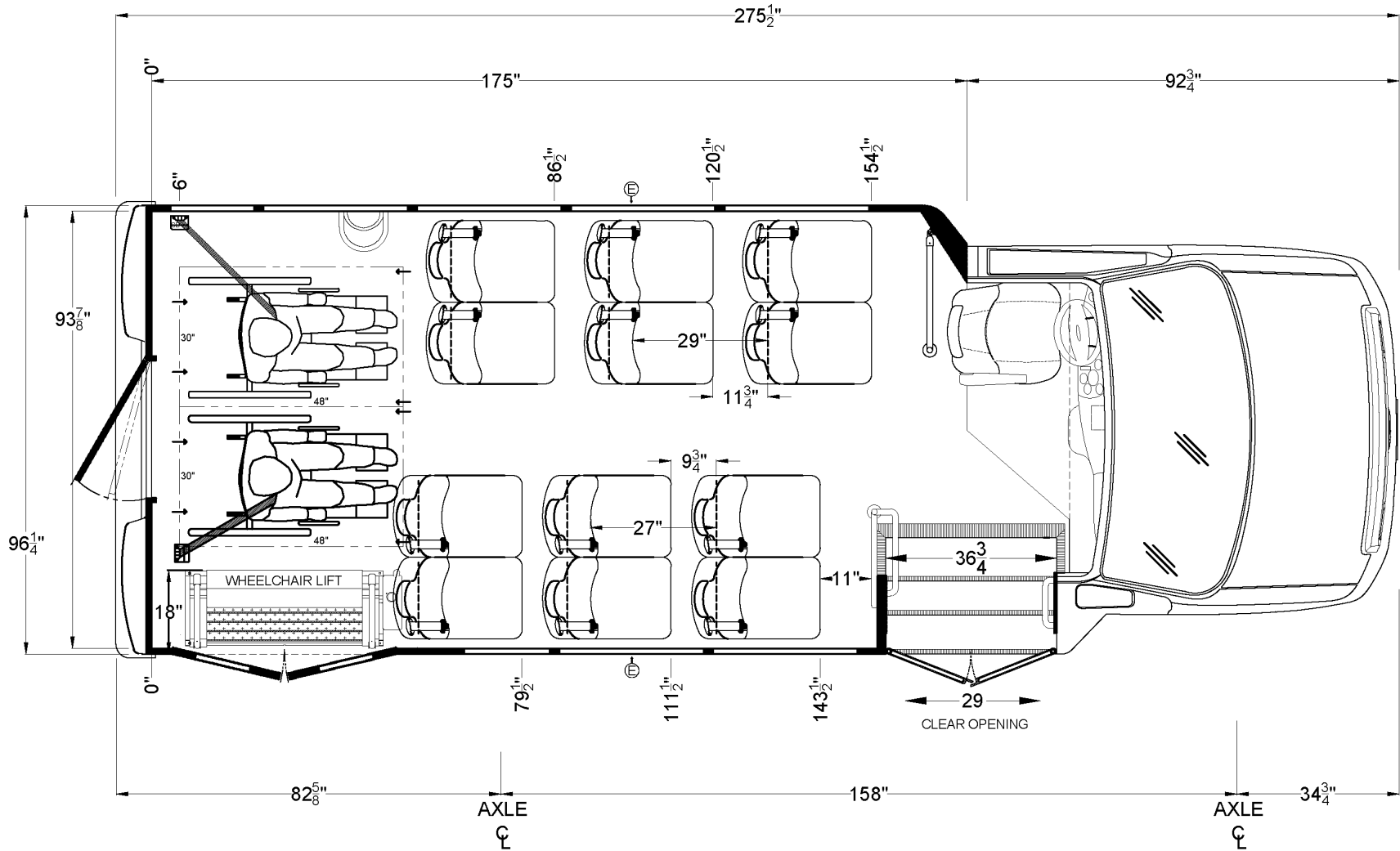
Note: Insert Lines as necessary

TOTAL COST OF DELETIONS	\$0.00
--------------------------------	---------------

BUS OPTIONS ADDITIONS DESCRIPTION	Cost
Freedman Mid-High Featherweight Per Person (2)	\$640.00
Freedman Level #4 Per Person (15)	\$1,155.00
Freedman USR Per Person (14)	\$1,302.00
Arm Rest, Molded US Arm (7)	\$336.00
Freedman Sport 2.0 Driver Seat	\$1,618.00
Adnik Power Seat Base	\$615.00
Driver Safety Shield (Located on Modesty Panel)	\$181.00
UES Training Onsite - 1 Day	\$2,200.00
UES Training Onsite - Additional Day (1)	\$1,100.00

TERRA TRANSIT MD

12 Passenger with Wheelchair Access





**Turtle Top Terra Transit MD – Ford E450 – UES Battery Electric Conversion
Mountain Rides Transportation Authority
GA DOAS Contract #99999-SPD-SPD0000212-0010**

Chassis Specifications:

2025 Ford E450
Tires: 22575R 16E BSW
Nitrogen tire inflation
14,500# GVWR
Front end alignment post-production

EV Conversion:

UES 120kWh battery electric conversion
Lithium-ion phosphate battery chemistry
Prismatic modules
UES DC fast charge
3-Phase permanent magnet, water cooled traction motor, 225kW peak, 1250NM peak
600VDC
Replacement of OEM batteries with Group 31, deep cycle batteries (2)
UES training onsite – two (2) days with end user

ABC Companies – EV Equipment:

200W, 12V solar panel, roof mounted for maintenance of 12V system
ViriCiti data hub (equipment & install only)

Body Conversion:

Five-sided roll cage with rust inhibitor
Underbody foam sealed and undercoated
Nobel Select composite exterior sidewalls
Fiberglass front & rear caps
Tinted t-slide windows 31” x 36”
Interior height: 76”
Electric bi-fold entrance door: 30” clear opening
Rear emergency door with upper and lower windows
Diamond plate driver running board
Heavy duty steel bumper, powder coated black
Storage compartment over driver



Flooring:

Coosa composite ¾” subfloor
Altro 2.2mm floor covering, black
Flooring cove-molded to seat rail
Raised, flat floor

Passenger Seating:

Freedman Featherweight Mid High double fixed seats (6)
Freedman Featherweight Mid High single flip seats (2)
Molded US arm rests (10)
Under seat retractable belts – USR (14)
Freedman Level #4 seat covers (14), TBD by Mountain Rides Transportation Authority

Driver Seating:

Freedman Sport 2.0 driver seat with right hand arm rest
Adnik power seat base
Seat covered in Level #4 fabric, TBD by Mountain Rides Transportation Authority

Safety:

Interior driver mirror, 6” x 16”
Remote/heated driver’s mirrors
Stanchion pole w/ modesty panel & plexiglass barrier located behind driver
Extended right hand grab rail, 36”
Stanchion pole with left hand assist located to left of entrance door
Dual overhead grab rails, stainless steel
First aid kit, 25 unit
Fire extinguisher, 5lbs
Road triangle kit
Blood bone pathogen kit
Rear backup alarm
Exit warning light & alarm, all exits
Seat belt cutter, shipped loose
Red reflectors at rear and side marker locations
Rear backup camera with blind spot assist, 7” monitor

Electrical:

Side mounted battery box with stainless steel tray
OEM AM/FM/BT radio with 4 speakers
As built wiring diagrams, USB flash drive
Color coded high temp GXL wiring harness, with positive lock weatherproof connectors



Overhead entry lighting: LED
Interior dome lighting: LED
Clearance/marker lighting: LED
Center brake light: LED
Stop/tail/turn lights: LED
License plate light: LED

Climate Control:

Valeo 90k BTU A/C system
Rear evaporator
Roof mounted condenser
Electric compressor
65k BTU rear heater
Electric hot water shut-off valves

ADA Equipment:

Braun Century II, 800lb lift, 34" wide platform with lift belt
Double wheelchair door with window
Q-Strait Max restraints (2)
Wheelchair restraint storage bag (2)

Transit Equipment:

Vinyl package #3, graphics TBD by Mountain Rides Transportation Authority & ABC
IDIS Americas camera system:
DR-M216P, 16 channel recorder
4TB hard drive
Event button
GPS antenna
(4) DC-M4211WRX 2.8mm HD, NDAA, IP, Color dome cameras, 115deg FoV

TURTLE TOP - Built to Last



LIMITED LIFETIME WARRANTY

Coosa Composites provides a limited lifetime warranty on all of Coosa's composite panels. Coosa Composites warrants that the products delivered to the buyer will, at the time of delivery, be free from defects in material and workmanship. Coosa's limited warranty applies to fungal decay, rot, termite damage, delamination, or structural failure of its products during normal recreational use for the lifetime of the product. Coosa's warranty provides for replacement product, other materials and labor directly associated with repairs to the failed Coosa product for the first 3 years from the date of manufacture of the product containing Coosa's composite panels. After 3 years, the warranty provides for replacement of the Coosa product only. The warranty is limited to the above expressed warranty and COOSA COMPOSITES MAKES NO OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. In no case shall Coosa Composites be held responsible for any damages caused by improper installation or any other act of another party or by any cause beyond its control. In no case shall Coosa Composite's warranty exceed that warranty provided by the original equipment manufacturer on its products containing Coosa's composite panels. Except as expressly stated within this warranty, Coosa Composites will not be responsible for any consequential or incidental damages (including lost profits) resulting from the sale or use of any products. Except as separately stated above, Coosa's sole responsibility will be the monetary value of its products, and its sole liability is limited to the replacement of its products.



All composite sub-floor, standard on Turtle Top Buses.

About Us

Turtle Top started manufacturing automotive products in 1962. What began with recreational vehicles has grown into a reputed provider of transportation solutions with sales and service locations across the USA and Canada. We build buses designed according to the requests and requirements of our customers. Our clientele include some of the most prestigious names in the motor coach industry..



800-296-2105



www.turtletop.com



167819 State Rd 15
New Paris, IN
46553





TURTLETOP

Performance

At 40% the weight of wood and virtually no water absorption, Coosa Composites panels enhance the performance of your bus.



Pass the pump.

Take advantage of the weight savings with an increase in MPG and a reduction in fuel stops.



Reduce your footprint.

With less frequent fuel stops and, lowering fuel consumption, Coosa sub-floors help to reduce your carbon footprint..



Coosa Composites panels

are not subject to insect infestations, including termites.



No rot. No mold

Unlike traditional wood sub-floors that absorb water, rot and mold, Coosa's subfloors do not absorb water or rot or mold.



Nade in the USA

All Coosa Composites sub-floor panels are manufactured in the USA



Peace of Mind

A Coosa Composites subfloor requires no maintenance, providing a lower cost of ownership versus a wood subfloor.

With all the benefits of Coosa panels they add up to one more nice benefit:

INCREASED RESALE VALUE

Taking Care of Your Coosa Composites Subfloor

Caring for your Coosa Composites subfloor is easy. It's maintenance free!

Please read the information below.

The deck is formaldehyde free and no VOC's were produced when the deck was manufactured.

Some discoloration on the bottom of the deck, over time, is normal.

When bonding Coosa to another surface that does not absorb water, do not use an evaporative cure adhesive: like wood glue. It will not cure properly.

Call the factory for more information at 877.249.1010.



SPLIT SYSTEMS FOR SHUTTLE AND SCHOOL BUSES

TROPICOOOL

CEILING SERIES



EXTREME CLIMATE EVAPORATORS

A series of extreme climate ceiling mounted evaporators, including the 23047 model featuring a high capacity rear evaporator offering cooling to a variety of vehicles with large passenger compartments. With maximum flexibility in system configurations, a properly balanced system is obtainable due to our wide array of evaporator models.

BEST-BUS-CLIMATE.COM/US



CEILING EVAPORATORS

HIGHLIGHTS



Design

- 1, 2, or 3 dynamically balanced twin shaft blower assemblies available
- Standard relay board with electrical diagnostic LEDS
 - Mounted beside evaporator or vehicles electrical panel
- Standard manual controls or fully automatic



Environmental Friendliness

- Orifice tube/accumulator with an enhanced drier
- Highly efficient rifled copper tube & aluminum fin coil for maximum capacity output & durability.
- Low-profile, side mount design available



Features

- Heat Option
- Plenum available if application applies
- Available in 24V
- Color Options
 - White
 - Grey
 - Black



23022



23023



23052



23047



23036



23055

TECHNICAL DATA

Model	Up to Cooling Capacity	Evaporator Airflow	Power Consumption	Nominal Voltage	Optional Heating Capacity	Dimensions L x W x H	Weight
23022 23056-LP	45,000 BTU/h	800 CFM	19 Amps	12V	40,000 BTU/h	28.5 x 17.5 x 9 in 30 x 21 x 7 in	52 lbs. 40 lbs.
23023 23046-LP	65,000 BTU/h	1600 CFM	30 Amps	12V	60,000 BTU/h	41 x 17.5 x 9 in 41 x 21 x 7 in	60 lbs. 56 lbs.
23052	65,000 BTU/h	1200 CFM	30 Amps	12V	N/A	41 x 14.75 x 7 in	56 lbs.
23047	75,000 BTU/h	1600 CFM	30 Amps	12V	70,000 BTU/h	49.5 x 19 x 9.5 in	65 lbs.
23036	98,000 BTU/h	2400 CFM	45 Amps	12V	105,000 BTU/h	60 x 17.5 x 9 in	95 lbs.
23055	105,000 BTU/h	2400 CFM	45 Amps	12V	N/A	60.25 x 17.5 x 9 in	95 lbs.



Valeo Thermal Commercial Vehicles North America, Inc. - 22150 Challenger Drive Elkhart, IN 46514
 Phone 574-264-2190 - Toll free 800-462-6322 - Fax 574-326-3015
www.valeo-thermalbus.com/us - tcv.na-sales.mailbox@valeo.com

Valeo Thermal Commercial Vehicles (TCV), formerly known as ACC Climate Control/Spheros North America.

SPLIT SYSTEMS FOR SHUTTLE AND SCHOOL BUSES

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ROOF TOP CONDENSER SERIES



MINIMUM HEIGHT, MINIMUM WEIGHT

Valeo roof top condenser series features light weight, low profile, flat mounted designs granting high levels of performance and service.

BEST-BUS-CLIMATE.COM/US

ROOF TOP CONDENSERS

HIGHLIGHTS



Design

- Designed to be roof mounted
- High performance motors with extended brush life



Environmental Friendliness

- High performance parallel flow condenser
- 25055 & 25067 have metal covers
- Cover made from high impact TPO molded plastic (paintable & UV resistant)-(Model 25058)



Features

- Two 14" or three 11" diameter fans easily accessible without removing cover
- Unique design allows for dual or single loop configuration (Model 25058)



25067



25055



25058

TECHNICAL DATA

Model	Up to Cooling Capacity	Power Consumption	Nominal Voltage	Dimensions W x H x D	Weight
25067	83,000 BTU/h	22 Amps	12V	28 x 7 x 49 in	31 lbs.
25055	135,000 BTU/h	22 Amps	12V	29 x 7 x 56 in	35 lbs
25058	165,000 BTU/h	29 Amps	12V	63 x 5 x 50 in	77 lbs



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Valeo Thermal Commercial Vehicles (TCV), formerly known as ACC Climate Control/Spheros North America.



SPORT 2.0 DRIVER SEAT

COMMERCIAL BUS / DELIVERY TRUCK

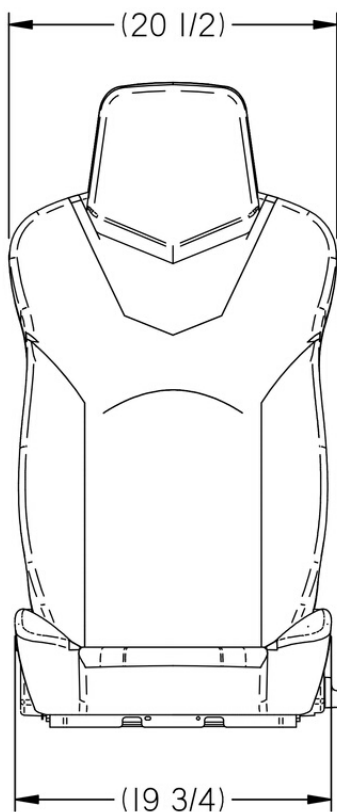
The Freedman Sport 2.0 Driver Seat is designed, tested and built to comply with all applicable FMVSS requirements. With standard recliner, 2-way adjustable lumbar and European styling, the Sport 2.0 is the ultimate in driver seat comfort and value.



see more online
www.freedmanseating.com

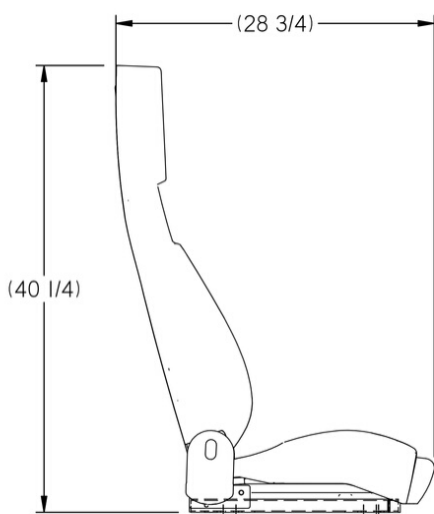
features

- High back design for head/neck support and pleasing aesthetics
- 2-way adjustable lumbar
- Built in headrest for comfort and style
- The highest weight rating (400 lbs.) for cutaway buses
- Standard with LH recliner lever
- Standard with Right and Left arm brackets to add armrest for driver or co-pilot vehicle positions
- Standard with adjustable lumbar support
- Hole pattern on the bottom of the seat will accommodate:
 - **Ford E-Series (Seat Delete) Cutaway**
 - **GM/Chevy G-Series Cutaway**
 - **Adnik power base**
 - **6" & 7" Slides**
 - **Tilt Riser**
- Standard with heavy-duty black flat-woven cover, easy to clean with a zippered back cover for easy change out change in the field

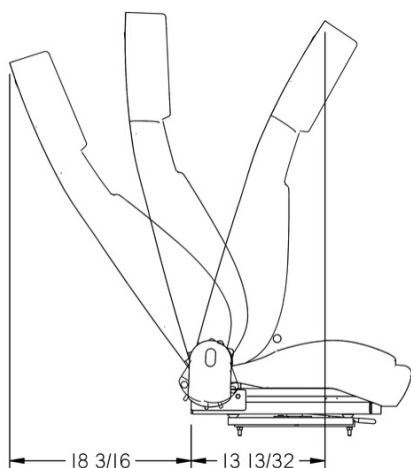


options

- Special order Upholstery is available in matching and performance upholstery
- Adjustable right hand armrests, molded (unupholstered) and easy to clean
- LeMans armrest features flip up and down ability for easy vehicle entry and egress
 - Durable molded foam for easy clean and long life and comfort



LeMans Armrest





FREEDMAN[®]

SEATING COMPANY

4545 W. Augusta Blvd., Chicago, IL 60651
 (773) 524-2440 (800) 443-4540 Fax (773) 252-7450
freedmanseating.com | info@freedmanseating.com



Freedman Seating is committed to lessening our impact on the planet. For your convenience, materials are now available online to download at www.freedmanseating.com.



We are constantly updating and improving our seats; therefore we reserve the right to change or modify specifications or materials without notice. All Freedman Seating Company seats meet or exceed FMVS standards

FEATHER WEIGHT

**MID-HI SEAT
"ROCK SOLID"**



Sustainable Seating Solutions

Freedman Seating Company's Feather Weight seats are designed to be like feathers on a bird: light and airy to satisfy weight restrictions and ensure a smooth ride, yet durable for years of service and low maintenance.

Freedman Seating Feather Weight seats are the most severely tested in the company's history, and meet all applicable federal motor vehicle safety standards for strength and safety (including 210 for seat belts). Less weight means one thing to bus builders and operators: they can get more passengers per bus. And when we say more passengers, ***we mean more happy passengers.***



Not Just Seats



THE FEATHER WEIGHT SERIES BY

FREEDMAN
SEATING COMPANY

an ISO 9001:2000 certified company

Seating Solutions

FEATHER WEIGHT

MID-HI SEAT "ROCK SOLID"



Sustainable Seating Solutions

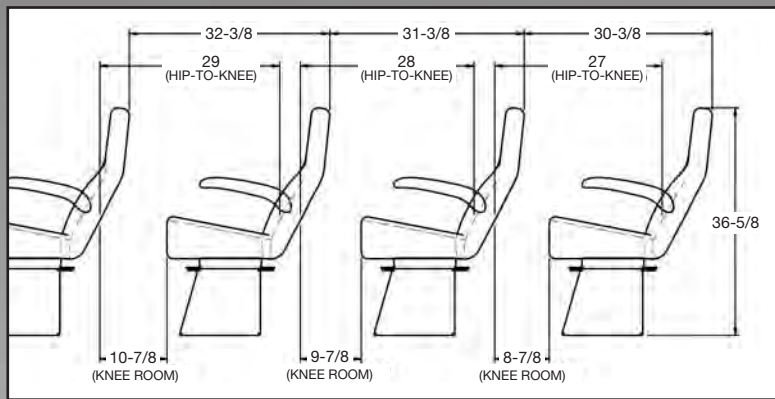
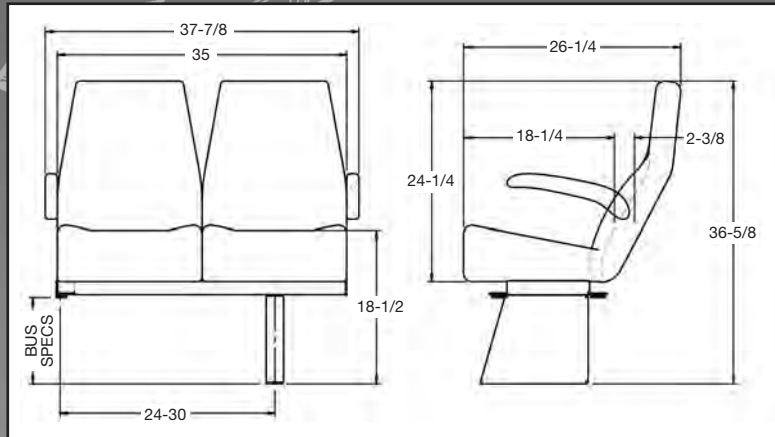
Whether your bus is for tour/charter, para-transit, or shuttle, Feather Weight Mid-Hi works for you. Optional adjustable headrests and reclining back-rests give you luxuries for long journeys, while grab rails and ABS plastic backs provide the function and safety required for shorter trips. The ultra-thin backrest gives outstanding support and creates more hip-to-knee room than any other seat in its class. The steel frame system meets or exceeds all applicable government standards for safety and durability. And, it's light as a feather!

Feather Weight Mid-Hi features include:

- An ultra-thin *Knee-Saver* type backrest for added hip-to-knee room and lumbar support
- Molded polyurethane seat and back cushions for comfort and long lasting support
- 17½" wide seat cushions
- 22½" back height off the seat cushion, 37" off the floor
- Wire mesh-grid seat springs for even support
- FMVSS 210 compliance—all *Feather Weight* seats are seat belt ready
- Transit style—rigid backrests (starting weight without options—43 lbs.)
- Touring style—reclining backrests (starting weight without options—47 lbs.)
- Covers that can be removed and replaced easily and without the use of special tools

Feather Weight Mid-Hi options include:

- Black molded U.S. Arms or upholstered flip-up armrests
- Adjustable headrests
- Black or yellow corner AV grab rails
- Black or yellow top AV grab rails
- ABS plastic backs
- Mesh map pockets
- Vertical stitching
- FTA foam
- Snack trays
- Aluminum folding footrests
- Pillow seat cushions
- Rear row quick disconnect
- Side sliders
- 16", 18" or 19" wide seats available
- Rigid or reclining backrests
- Seat belts
 - Non-retracting seat belts
 - Retracting seat belts
 - USR (Under Seat Retractors)
- S3 Bio-Cushions (Made with vegetable oil)
- A wide variety of cloths and vinyls
- S3 cloths (Made with recycled yarn)



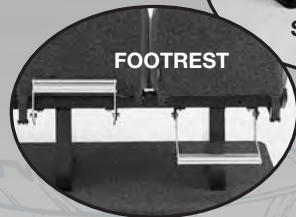
OPTIONS



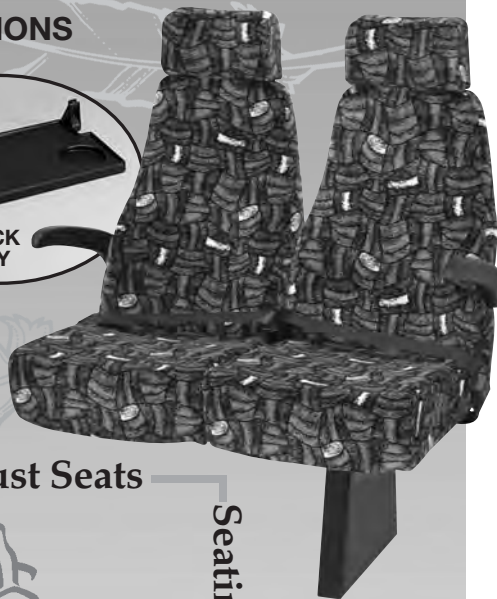
PILLOW SEAT



SNACK TRAY



FOOTREST



Not Just Seats



Seating Solutions™

FREEDMAN
SEATING COMPANY

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WWW.FREEDMANSEATING.COM

We are constantly updating and improving our seats; therefore we reserve the right to change or modify specifications or materials without notice. All Freedman Seating Company seats meet or exceed FMVSS standards.

ISO 9001:2000 registered

TRANSIGN®

YOUR DESTINATION BEGINS HERE



The LED Destinator® Series - perfect for fleets of all types - is available in a variety of sizes and colors to fit your installation and display needs. These versatile and highly adaptive signs offer full integration into Destination, Route, and Next Stop announcement services, always keeping your customers pointed towards their next destination.



STANDARD FEATURES

- Destination Messages
- Next Stop Announcements
- Public Relations Messaging
- Scrolling/Flashing/Stacked Messages

SOFTWARE AND PROGRAMMING

Our signs and control modules are pre-programmed and include FREE software. Advanced controllers are available for J1708/J1587 system integration and Hands-Free operation, ensuring the safest and most reliable performance for any fleet.



AVAILABLE ADVANCED FEATURES INCLUDE:

- Automated GPS message progression
- Hands-Free operation for safety
- Voice Announcements
- J1708/J1587 integration compatible
- Automatic brightness control
- Basic programming software included (USB)
- Maintenance free- ZERO cost of ownership
- Many OCU options to suit your needs



BUY AMERICA - MADE IN U.S.A.

Using the highest quality parts, our LED Destinator® Signs are proudly made in Detroit, Michigan USA in full compliance with the Buy America Act.

LED DESTINATOR™ WARRANTY INFO

With a lifetime warranty that outlasts the lifetime of most vehicles (100,000 hours at full brightness), our signs will exceed your expectations in reliability and performance.



ABOUT TRANSIGN

Established in 1959, Transign is a leading provider of high-quality signage for the transit industry. We remain committed to providing world-class U.S. based customer service and technical support.

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www.transignllc.com

LED Destinator® Electronic Signs - Dimensions

Signs	Pixel Count H x W (pixels)	Display H x W (in)	Enclosure H x W x D (in)
LD16160	16 x 160	6 1/2 x 63 1/8	9 1/2 x 64 3/8 x 2 3/8
LD16128	16 x 128	6 1/2 x 50 1/2	9 1/2 x 52 x 2 3/8
LD16112	16 x 112	6 1/2 x 44 1/8	9 1/2 x 45 3/4 x 2 3/8
LD1696	16 x 96	6 1/2 x 37 7/8	9 1/2 x 39 3/8 x 2 3/8
LD1680	16 x 80	6 1/2 x 31 5/8	9 1/2 x 33 x 2 3/8
LD1632	16 x 32	6 1/2 x 12 3/4	9 1/2 x 14 x 2 3/8
LD12112	12 x 112	4 7/8 x 44 1/8	8 x 45 3/4 x 2 3/8
LD1280	12 x 80	4 7/8 x 31 5/8	8 x 33 1/8 x 2 3/8
LD1232	12 x 32	4 3/4 x 12 3/4	8 x 14 x 2 3/8
LD896	8 x 96	3 1/4 x 37 7/8	6 3/8 x 39 3/8 x 2 3/8
LD864	8 x 64	3 1/4 x 25 1/4	6 3/8 x 26 3/4 x 2 3/8

Be sure to check out our other great products!



Stop Request Signs

- Flush, ceiling or surface mount
- Any font/color combination
- Back-lit by efficient LED's



Interior Passenger Information Sign

- Easy to install
- ADA compliant
- LED's rated at 100K hours



Roller Curtain Signs

- High-res logos & graphics
- Perfect for large fleets
- Virtually maintenance free
- Reliable, efficient LED backlight
- Available in 12 and 24 VDC
- Up to 120 destinations



Run Number Box

- Metal or plastic frame
- Available in 2, 3, or 4 digits
- Easy to read 4" lettering
- Spring loaded return
- Reliable, efficient LED backlight
- Virtually maintenance free



LED Run Number Box

- Steel enclosure
- ADA compliant
- Reliable LED's
- Multiple colors
- Automatic brightness
- 12 and 24 VDC

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DL2



DL2 Bike Rack – Base P/N 100536 (Stainless Steel), 100352 (Black over Steel)
DL2 Pivot Plate – Base P/N 100530 (Pivot plate is required, other part numbers are available)

Features & Benefits

- The rack contacts bike tires only – no contact to frame means no damage to bicycles
- The rack doesn't require any straps or cords to retain bike – this translates to quick loading and unloading keeping it simple for the passenger and the bus on time
- A minimum number of parts are on used on the rack – easy to maintain and simple to understand
- The rack accommodates tire sizes from 20" to 29"/700c and up to a 44" wheel base – fits the majority of commonly used bikes
- Lifting weight to operate the rack is less than 30lbs – this falls well below OSHA and NIOSH limits

Bid Specifications

Dimensions and Capacities	Benefit
1) The bicycle rack shall be capable of carrying two bicycles.	Allows customers with bicycles to access the transit system.
2) The two bicycle rack shall not be greater than 27 inches deep nor more than 65 inches wide.	A small footprint on the front of the bus.
3) The bicycle rack shall accommodate bicycles with wheel sizes from 20 inches to 29 inches, excluding tandems and recumbent bicycles.	Accommodates the majority of bicycle <u>wheel</u> sizes
4) The bicycle rack shall accommodate bicycles with a wheelbase dimension of up to 44 inches.	Accommodates the majority of bicycle <u>frame</u> sizes
5) The bicycle rack shall accommodate tire widths up to 2.3 inches.	Addresses the most mountain bike tires.
6) The bicycle rack shall secure bicycles up to 55 lbs. per wheel tray while the vehicle is moving. Additionally, the bicycle rack shall support a 250 pound (maximum) centrally located static load when it is deployed and the vehicle is not moving.	Accommodates large and heavily weighted commuter bikes, cruisers and some electric bike models that fall below the per wheel tray weight requirements. The static load feature takes into account non-intended use such as a person standing on the rack to wash the bus window.
Safety and Construction	Benefit
1) The carrier contacts the bicycle's tires only - no contact is made with the frame of the bicycle.	With no contact points on the frame there is a minimal chance of damage to bicycles on the rack.
2) The carrier, when stowed allows the safe operation of the coach by locking in place via the latch pin in the pivot plate assembly quadrant.	Keeps bikes safe and secure while the coach is in motion and the rack in place when not in use.
3) Finish on mild steel parts is powder coated to resist corrosion. Stainless steel is also available and recommended for harsher climates and conditions.	Durable, time tested finish and materials that retain their good looks and protect the rack from corrosion.
4) Continuous support shall be provided for the rear wheel of the bicycle allowing it to be rolled into the position closest to the bus without lifting.	Allows the rider to easily load and unload a bicycle in the position closest to the bus by rolling it into position rather than being forced to lift it into position risking possible back injury.
5) The bicycle rack shall be mounted to the front of the bus and shall have a deployed and a stowed position.	Increases rack and bicycle visibility for the operator and allows the bus to retain its maneuverability when in the stowed position.
6) The bicycle rack shall latch securely in both the stowed and the deployed positions.	Keeps bikes safe and secure while the coach is in motion and the rack securely stowed when not in use.
7) The bicycle rack shall contact the bicycle's tires only - no contact shall be made with the frame of the bicycle.	This assures the bicycle rider a scratch-free trip every time.
8) All outside corners of the bicycle rack shall be rounded.	Rounded corners are friendly to users' legs when loading and unloading their bicycle.
9) Attaching a bicycle to the rack shall not require the use of any straps or cords.	No straps or cords to wear out during the service life of the unit, further minimizing maintenance costs.
10) The bicycle rack, when in use shall not interfere with bus access panels or windshield wipers.	The rack fits as closely as possible all the while reducing interference with the face of the coach, including wipers, vents, and access panels.
11) The bicycle rack support arm shall be self-storing and retained by a magnet, requiring no action from the bicycle rider for proper stowage.	The arm is simply pulled away from the bicycle tire and released. The magnet prevents the support arm from hitting the front of the bus when the bicycle rack is folded up.
12) The bicycle rack shall be compatible with a mounting bracket that can be completely removed from the bus in less than ten seconds.	Allows the rack with the bracket attached to be quickly removed from the bus in the field for towing or in the shop for seasonal removal or repair.
13) Maintenance of the bicycle rack shall not require the use of any surface lubrication.	Eliminating the need for liquid lubricants greatly reduces the likelihood of binding due to road debris build-up on moving parts.
14) The bicycle rack shall be designed specifically for commercial transit use and not for consumer use.	The transit environment will quickly destroy a rack made for occasional consumer use.
15) The bicycle rack manufacturer shall have a sum of at least 10,000 racks installed at a minimum of 50 transit agencies in North America.	This ensures the bicycle rack is a product which is proven in the marketplace.
16) The bicycle rack shall include a warranty against manufacturing defects for a period of one year.	The manufacturer stands behind the product.
Operation	Benefit
1) The bicycles shall be able to be loaded and unloaded independent of each other.	Allows the user to remove only their bicycle, further promoting quick loading and unloading.
2) The bicycle rack shall be designed such that the bicycle rider is encouraged to load and unload the bicycle from either the "curb-side" or front of the vehicle.	Ensures the bicycle rider is in a safe location when using the rack.
3) Lifting weight to stow the bicycle rack shall be less than 30 pounds.	Allows easy one-hand operation and falls well below OSHA and NIOSH limits.
4) The bicycle rack shall be clearly marked with easy to follow instructions for operation.	Educates the user as to the correct orientation of the bike when loading, further ensuring the shortest loading and unloading time possible.
5) Orientation of the pedals by the bicycle rider shall not be required when using the rack.	Decreases potential damage to the bicycle being loaded and to a previously loaded bicycle. Reduces load and unload time ensuring schedule compliance.
6) The bicycle rider shall be able to move the bicycle rack from the deployed to the stowed position or the reverse using only one hand.	Allows the bicycle rider to deploy the rack for loading or to stow the rack while using the other hand to hold their bicycle. This also reduces load and unload time insuring schedule compliance.

Available Options Matrix

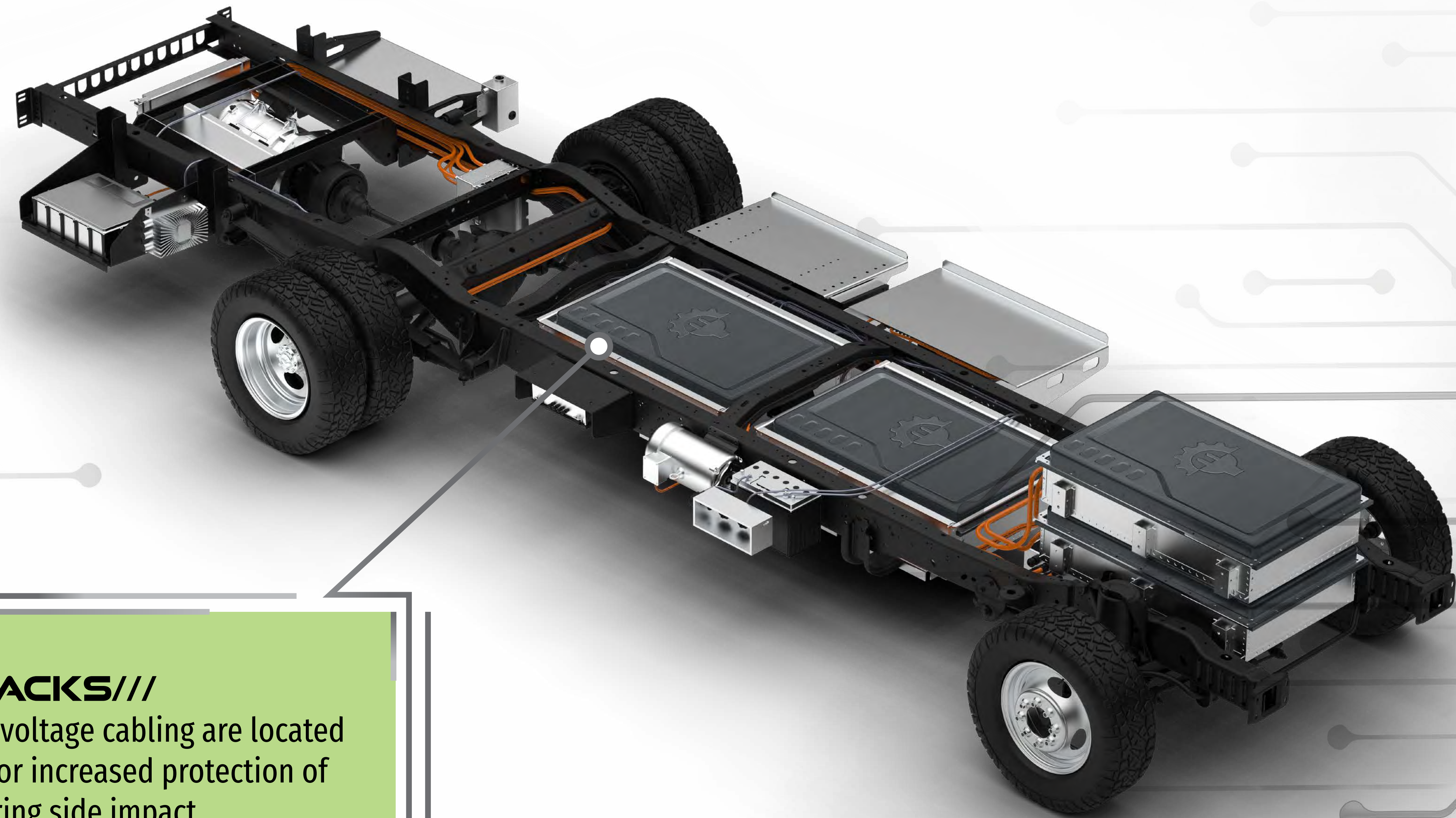
		Bike Rack Model						
		Apex 2	Apex 3	DL2	NP DL2	DL3 (Trilogy)	Veloporter 2	Veloporter 3
Frame Material & Finish	Mild Steel (with black powdercoat)	—	—	○	○	○	—	—
	Stainless Steel	●	●	○	○	○	●	●
	Custom Colors	○	○	○	○	○	—	—
Available Options	Modular Trays	●	●	○	—	—	●	●
	Fat Bike Compatible	○	○	—	—	—	—	—
	Deployment Sensor Compatible	○	○	○	○	○	○	○
	Bike Counter Sensors	○	○	○	○	○	—	—
	Bilingual Decals (Spanish)	○	○	○	○	○	○	○
	Bilingual Decals (French)	○	○	○	○	○	○	○
	Right Hand Drive	○	○	○	—	—	○	○
	Quick Release Pivot Hardware	○	○	○	○	○	○	○
Available Accessories	Advertising Panel	○	○	○	○	○	○	○
	Aux. Turn Signal Kit	—	—	—	—	○	—	—
	Aux. Headlight Mount Kit	○	○	○	—	○	—	—
	Deployment Wand	○	○	○	○	—	—	—
	Electric Trolley Isolator Kit	○	○	○	○	○	○	○
	Torsion Spring Kits	○	○	○	○	○	○	○

*Not all accessories and options are mutually compatible, contact Sportworks Sales and Support for details

120KWH CAPACITY///

Charging: Level 2 & 3, J1772 & CCS1

Voltage: 600VDC



ALL BATTERY PACKS///

All battery packs and high voltage cabling are located within chassis frame rail for increased protection of driver and passengers during side impact.



HIGH VOLTAGE AND LOW VOLTAGE///

High voltage and low voltage cabling are separated by chassis frame rails. Any crossovers are at 90 degrees.

Cabling is P-clamped or secured with butterfly clamps to reduce instances of chafing.

TRACTION MOTOR:

3-phase permanent magnet, water cooled
with 225kW Peak, 1250NM Peak



Electric drive motor located aft of rear axle
to evenly distribute weight of battery packs
between front and rear axles.



LITHIUM IRON PHOSPHATE///
prismatic cell batteries offering increased stability and lower overall weight.

LFP battery chemistry offers a stable platform that is less susceptible to thermal runaway and excellent longevity.



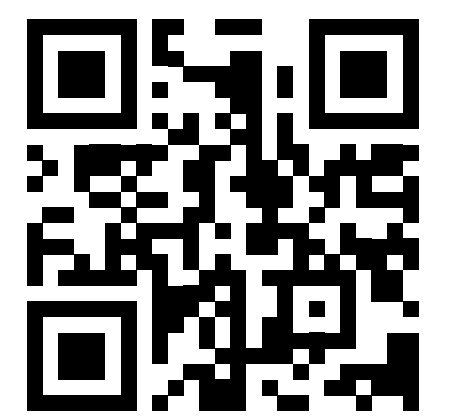
Rectangular shape of prismatic cells requires a smaller footprint than cylindrical cells.

This efficiency provides the end user a smaller battery pack and increased clearance under the chassis.

UNIQUE ELECTRIC SOLUTIONS///

interactive driver display.

Designed to match existing internal
combustible chassis.



SCAN HERE

Vehicle Specifications

Make: Turtle Top

Model: Terra Transit



TERRA TRANSIT

Chassis Specifications

Section 1

1.1 The Terra Transit is built on the Ford Motor Company E-350/E-450 commercial cutaway chassis and the General Motors G-35/G-45.

Standard Equipment – **Ford Chassis:**

GVWR Capacity – 7.3L:	12,500 pounds (5,670 kgs) (E-350) and 14,500 pounds (6,577 kgs) (E-450)
Engine – Gas:	7.3L DEVCT PFI V8
Transmission:	Automatic 6 Speed TorqShift with Overdrive/Tow-Haul
Alternator:	Extra Heavy Duty 210 amps
Batteries:	Dual Heavy Duty 78 amp
Suspension/Shocks:	Handling Package: Includes Front Stabilizer Bar and Heavy Duty Front and Rear Shocks
Fuel Capacity:	40 (E350) or 55 (E450) Gallon Tank
Tires:	LT225/75Rx16E BSW All Season
Wheels:	16" White Painted Steel
Brakes:	Hydraulic
Mirrors:	Velvac® Manual
Security:	Remote Keyless Entry / Panic Alarm (E-350 only)

Standard Equipment – **General Motors Chassis:**

GVWR Capacity:	12,300 pounds (5,579 kgs) (G-35)
GVWR Capacity:	14,200 pounds (6,441 kgs) (G-45)
Engine – Gas:	6.0L Vortec V8
Transmission:	Heavy Duty Automatic 6 Speed Electronic with Overdrive
Alternator:	220 amps
Battery:	770 CCA Primary with Isolated 2 nd Heavy-Duty 770 CCA
Suspension:	Front Independent with Coil Springs and Stabilizer Bar
Fuel Capacity:	33 Gallon Tank Mid-Ship Location (G-35)
Fuel Capacity:	57 Gallon Tank Aft-of-Axle Location (G-45)
Tires – DRW:	LT225/75R16E BSW All Season
Wheels:	16" White Painted Steel
Brakes:	Hydraulic
Mirrors:	Velvac® Manual
Security:	Remote Keyless Entry / Panic Alarm (G-35)

1.2 Other Equipment Items – Ford Chassis: Ford High Series Exterior Upgrade Package which includes front chrome bumper and grille. Additionally, dual sealed-beam fixed lens headlamps, power door locks and windows, driver and passenger air bags, and engine block heater, 50 state emissions compliant, tilt steering wheel, cruise control, daytime running lights, and AM-FM stereo / digital clock / USB input jack.

Optional CNG/Propane Gaseous Engine Prep Package needed if intended for alternative fuel conversion.

1.3 Other Equipment Items – General Motors Chassis: Convenience Package which includes power windows and door locks, tilt steering wheel, and cruise control. Chrome Appearance Package which includes front chrome bumper and grille and dual composite halogen headlamps. Additionally, 50 state emissions compliant, AM-FM stereo with MP3 player / digital clock / USB port and day time running lights.

1.4 OEM tires are retained on the chassis. Vehicle's tires are inflated with nitrogen prior to leaving the factory. Nitrogen maintains tire pressure longer, uses less fuel and tires run cooler on nitrogen compared to compressed air. A front-end alignment must be chosen on the order form or performed by the dealer to meet QVM specifications.

Steel Frame Construction

Section 2

2.1 Steel frame construction consists of 13-gauge inverted “U” shaped cross members mounted on 11-gauge inverted hat channels. The crossmembers span the chassis frame and extend the full width of the body. The frame is finished with a 2” x 2” x 11-gauge steel angle around the perimeter. 7-gauge steel frame extensions are welded at the rear of the OEM frame rails on extended models.

2.2 OEM rubber isolator bushings are placed between the chassis frame and the crossmembers or hat channels, bolted through and torqued to specifications. The bushings provide a cushion between the frame and body, which allows the suspension and the frame to work independently of the body.

2.3 A drive shaft guard is welded at each drive shaft joint to the frame rails to lessen or eliminate the whipping action caused by a loose drive shaft in the event of a failure.

2.4 18-gauge galvanized steel heat shields are installed per Ford Qualified Vehicle Modifier (QVM) specifications to protect the body and OEM components from heat directly above the exhaust.

2.5 The vehicle will be equipped with a heavy-duty, corrosion resistant exhaust system. Attachment is through exhaust hangers and clamps attached to the component body. Routing configurations will vary depending on order content. The exhaust system meets OEM emissions requirements.

Steel Sidewall Construction

Section 3

3.1 The sidewall construction consists of vertical 1" x 2" x 16-gauge steel wall tubes welded to a 1" x 3" x 16-gauge horizontal steel tube at the top and a 1" x 1" x 16-gauge steel tube at the bottom.

3.2 The window frame is completed by adding 1"x1" and 1"x2" 16-gauge tubes welded between the wall tubes and completed with pre-formed 1" x 18-gauge steel straps form the window radius corners.

3.3 Rolled 50,000 PSI 11-gauge steel seat track is welded to the 16-gauge steel tubes below the window openings. The seat frames are then bolted into track nuts placed in the seat track and torqued to specifications.

3.4 The entire sidewall assembly is welded to the 2" x 2" x 11-gauge perimeter floor angle.

3.6 The rear wall construction framework consists of welded 1" x 1" x 16-gauge steel tubing and 1" x 2" x 16-gauge steel tubing which includes openings for a rear egress window or optional rear door(s).

Steel Roof Construction

Section 4

4.1 Attached to the top sidewall rail construction are formed roof bows. These are made of 1" x 1" x 16-gauge steel, formed to match the roof contour. The roof bows are welded to the 1" x 3" x 16-gauge top sidewall tubes from front to rear of the body assembly. Additional 14-gauge steel plate is welded front to back in strategic locations to provide additional strength.

4.2. There is a double bow at the front and rear of the cage assembly forming a front and rear support beam to provide additional support.

Floor Construction

Section 5

5.1 The floor framework is constructed of a perimeter of 2" x 2" x 11-gauge steel angle. This angle boxes each side of the floor, and is welded to the end of each cross-member. The wheel well sections are made with 14-gauge steel plate.

5.2 A 1" x 4 1/2" x 1" x 14-gauge steel channel is inverted and runs the full length of the floor approximately 29" in from both the driver side and passenger side. This channel is placed on the centerline of the seat track position for seat frame attachment. Rolled 50,000 PSI steel seat track is welded to these channels every 4", staggered per side. The seat frames are then bolted into track nuts placed in the seat track and torqued to specifications.

5.3 A 3/4" x 2" x 3/4" x 14-gauge steel channel is inverted and runs the full length of the floor to support the passenger aisle. This channel is also welded longitudinally between each frame rail, where necessary, to give added support to the flooring material. Additional steel plate may be added for vehicles requiring floor supported hardware in use for options. Additional support may also be needed for perimeter mounted seating and paratransit equipment and luggage equipment.

5.4 The entrance door step pan assembly consists of an 11-gauge steel step pan treads and risers with steel front and rear 14-gauge side jamb panels braced with 1" x 2" x 16-gauge steel tubing and a steel door header plate.

5.5 The steel floor framework is overlaid with Coosa BW20 3/4" Composite Panel flooring (high density, closed-cell polyurethane foam reinforced panel with woven roving and continuous strand fiberglass). The panel is cut to width in order to reduce seams and tongue and groove routed prior to installation. The panel is attached to the floor structure with a 1/4" bead of industrial adhesive applied to the surface of all steel structures. Additionally, bugle head screws are placed at a minimum of every 12" along all edges and within the floor decking. The composite panel joint is sealed using floor filler compound and sanded.

5.6 At the end of the construction process when all components have been attached to the underside of the floor, the perimeter joints and all other joints are sealed with expanding-type foam resin sealant prior to undercoating.

Cage to Body Mounting

Section 6

6.1 The steel cage construction is attached to the cab using cage to cab braces and steel tubing. This assembly consists of vertical and horizontal welded steel tubes as a roll cage with the vehicle cab and as channel assemblies to attach the vehicle cab to the cage welded on one end and "huck" riveted on the other end.

6.2 A channel floor assembly is attached to the component body floor. This assembly is a 2" x 2" x 11-gauge steel angle designed to join the component body floor and cab. Attachment to the floor of the cab is accomplished through "huck" rivets and angled welded support tubes.

External Body

Section 7

7.1 Crane Composites Nobel® Select Exterior Sidewall Panels are used for the external body. The composite material is a high gloss, exterior, gel-coated panel with UV protection and environmental properties. The external body consists of one continuous panel from the roof line to the bottom of the skirt, which reduces seams in the exterior.

7.2 Before the body panels are attached to the steel cage construction after the primer has been applied and dried, a ¼" V-bead of high-strength bonding adhesive/sealant, is applied to the steel cage to bond the composite panel to the steel. After the adhesive is applied, the composite panel is attached to the steel cage construction and secured with 1/8" pop rivets along the perimeter of each panel. After the body panels are secured in place the window openings are routed out and removed. A drip rail gutter, the length of the sidewall body panel, is added with waterproof rivets above the window cutouts.

7.3 The sidewalls are insulated with closed cell foam 1" type #1 density EPS expanded polystyrene. The insulation provides high-quality sound deadening and temperature control properties.

7.4 The skirting area is framed on the backside of the skirt with 1" x 1" 16-ga steel tubes and 2" x 2" steel angle. A 2" aluminum retainer trim is screwed into place with exterior perimeter fasteners separating the wall from the skirt area. A cosmetic paintable vinyl seal trim covers the retainer trim and fasteners.

7.5 Wheel flares are made of white TPO paintable material attached with high strength adhesive/sealant and rivets.

7.6 The front cap is constructed of durable reinforced fiberglass and is a one-piece assembly, built for strength. The cap is attached to the vehicle cab and the roof bow assembly with high strength adhesive and 1" aluminum retainer trim screwed into place over the seam and capped off with a paintable vinyl cover for cosmetic appeal. The transitions (from body to cab) are attached in the same method and bolted to the roof cap.

7.7 The rear cap is constructed of durable reinforced fiberglass is a one-piece assembly, built for strength. It is attached to the rear wall and cage assembly with high strength adhesive and 1" retainer trim screwed into place over the seam and capped off with a paintable vinyl cover for cosmetic appeal.

7.8 The body roof is a one-piece Flex Roof commercial Roof Membrane. The roof membrane follows the curve of the roof bows and overlaps the top of the sidewalls. This seamless one-piece roof design minimizes the potential for leaks.

Bumpers and Mud Flaps

Section 8

8.1 The vehicle is equipped with the chassis manufacturers' standard front bumper.

8.2 The standard rear bumper is a heavy-duty powder coated steel assembly. Mounting is achieved through steel bracket assemblies attached directly to the vehicle frame extension. A rear Romeo RIM HELP® bumper is available as an option.

8.3 The vehicle is supplied with Turtle Top rear mud flaps installed with supports.

Ceiling and Sidewalls

Section 9

9.1 The interior ceiling and sidewalls are finished with reinforced fiberglass panels. They are a light weight, thermoplastic composite sheet comprised of fiberglass and polypropylene resin which is formaldehyde free. The panels are durable, bright white, reinforced plastic material with a “pebbled” embossed surface. It’s cleanable, and stain and scratch resistant. The ceiling is adhered to the interior surface of the roof bows using 3/8” rivets at each ceiling bow. The sidewalls are one-piece sections from the top header tube to the top of the wall seat track and the sidewalls are adhered to the interior surface with rivets at the top and bottom of the sidewalls into the wall bows.

9.2 Standard floor covering is covered up the sidewall to the bottom of the wall seat track (if bus style seats are installed) forming a seamless transition from the wall to the floor of the bus reducing water intrusion during cleaning.

9.3 Optional ceiling and sidewall materials consist of vinyl or limo cloth. Also available is an antimicrobial vinyl covering the ceiling and sidewalls which reduces the risk of contamination from bacteria and fungus.

Floor Covering

Section 10

10.1 Industrial contact adhesive is applied to the composite panel sub-flooring and black industrial grade Altro® flooring prior to mating the flooring to the sub-floor panel. The flooring material is cut to width to reduce seams and is covered up the side wall and back wall extending up to the seat track. Additional colors of flooring are available from the Altro® brand.

10.2 The entrance step-well treads and risers match the floor covering material and include color contrasted metal reinforced step tread nosing edges. The step nosing is installed with adhesive and #8 x 3/4” zinc screws. Step tread coverings are covered up the riser for a cleaner look and eliminating additional seams.

Stanchions, Grab Rails and

Barrier Panels

Section 11

11.1 The stanchions and grab rails are manufactured from 1¼" OD high grade, low carbon type 304 stainless steel tubing. Where possible, the stanchions are bent or welded to eliminate fasteners. An angled hand rail is installed at the left of the entrance door. Additional entry grab handles and ceiling overhead grab rails are available as well as colors and covers.

11.2 Modesty barrier panels are standard on the passenger side just rearward of the entrance door. The modesty barrier panel is made of stanchion material and vinyl/fabric covered foam padded ½" plywood. The driver's side modesty panel is optional and can include an optional plexiglass driver barrier shield.

11.3 All stanchions, grab bars, passenger assist devices, and barriers comply with all applicable ADA requirements for strength and placement.

Entrance Doors

Section 12

12.1 Driver cab door and co-pilot cab door delete and co-pilot seat delete is standard for the in-cab front passenger bi-fold entrance doors. The commercial style bi-fold entrance door panels are from A & M Systems. The door systems is an electrically operated opening/closing door system which is driver controlled through the switch panel.

12.2 Doors are corrosion resistant through the use of aluminum, stainless and zinc plated components. Door panel frames are a black anodized finish and door leaf glass panels are tempered AS2 tinted glass.

12.3 Torque arms are located on the upper hinges. The hinged edge of the door has a radius edge to ensure proper mating to the vertical surface and is sealed with a large D shaped bulb seal to prevent air and moisture from entering the entrance door area when closed. The edges of the doors have a flexible rubber safety seal which seals the door area from weather and air infiltration. It will also prevent serious injury if someone should inadvertently be caught in the closing of the door.

Windows

Section 13

13.1 The bus compartment side body windows are solid flat windows in both stationary and egress forms. Windows are a 5/32" thick dark tempered glass panel measuring 31" x 36 3/4". All windows are installed using the manufacturer's provided trim ring in every screw location provided. Optional T-sliders or dual-pane windows are available. Entrance door in-cab necessitates an A-panel window in the cab for driver visibility.

13.2 The standard rear wall passenger compartment window is an emergency egress window which measures 31" x 36 3/4". Instead of a rear wall egress window, a rear emergency exit door (with or without windows) or rear luggage area access door is optional.

13.3 All egress windows meet applicable C/FMVSS 217 standards.

Electrical System and Lighting Section 14

14.1 The electrical system operates by the use of an ignition controlled 12 Volt electrical system. A driver-friendly controlled switch panel of heavy-duty rocker switches remotely operates the main control board and contains the climate control system and ADA lighted indicators.

14.2 The major controlling, protection, and other electrical components are located in easily accessible compartment above the driver. The 12 Volt circuit protection is achieved using ATO automotive fuses.

14.3 The system is supplied directly from the OEM battery and a #2 gauge cable protected by a 125 amp slow-blow fuse battery shut-off switch. All battery cable connections are double-crimped and protected by heat shrink water-tight sealed tubing. Battery cables and external wires are protected by high temperature split convoluted conduit. All external connections are coated with an anti-corrosion spray to help prolong terminal life and avoid voltage loss. Where battery relocation is chosen as an option, the box and slides used will be protected from environmental elements and corrosion resistant. The enclosure will keep the batteries from being exposed yet provide adequate ventilation.

14.4 Wiring consists of rugged, custom built wiring harnesses for all interior and exterior components. Wires run the length of the vehicle on the driver and passenger sides. Cable tie bases are secured to the steel framework of the body using screws and all wires are attached to the bases using durable nylon ties. All wiring is constructed of high-temperature type-GXL wire for 12 Volt circuits providing a safe and reliable electrical system. Weather-Pack connectors are used for all exterior applications. Butt-style connectors are restricted. Each wiring circuit is color coded and labeled for ease of identification. All cabling is solder sealed and machine crimped. Wiring follows Ford QVM recommendations.

14.5 All interior and exterior lights are LED lamps. Lighting is designed for ease of use and maintenance. Convenience lighting is installed in the cab and stepwell. All lighting products are wired for use with the driver controlled switch panel or with optional paratransit equipment, and/or through automatic switches. Exterior lighting consists of long lasting heavy duty LED running, clearance, brake, and stop/tail/turn lamps. Additional optional interior and exterior lights are available such as destination signage, optional reading lights, stepwell and exterior lighting. All lighting products meet or exceed the standards specified in C/FMVSS 108.

14.6 Optional back-up alarm, reverse camera systems or rear object detectors are available.

Auxiliary Heat and Air Conditioning

Section 15

15.1 OEM cab heating and air conditioning provide cabin comfort for the driver. Passenger compartment heating and air conditioning systems are installed per customer specifications. Choices for air conditioning include ACC Climate Control, ProAir / American Cooling Technologies (ACT), and Trans/Air® Manufacturing. Configuration choices include skirt or roof mount condensers.

15.2 Heating options comprise of auxiliary coolant heater systems. Standard vacuum shut-off valves can be exchanged for manual shutoff valves as an option.

Seating and Seat Belts

Section 16

16.1 For the driver/co-pilot seating equipment, all OEM belts and securement hardware are retained and re-installed per the vehicle equipment manufacturer's IVM (Incomplete Vehicle Manual). The driver's and co-pilot's seats are OEM seats and can be recovered with fabrics matching the passenger compartment seating.

16.2 Passenger compartment transit style seating is installed into seat track; channel runs the full length of each sidewall and the floor. Rolled steel seat track is placed on the centerline of steel channel for strength. The seat frames are then bolted into track nuts placed into the seat track and torqued to specifications. Optional seating configurations are available such as perimeter seating and foldaway or flip seating located over wheelchair positions for ambulatory passenger use when a wheelchair position is not used.

16.3 Many different seat options, sizes, and fabric choices are available. Passenger seating products are supplied by Freedman Seating Company or Premier Products. All frames and seats are constructed using the highest quality standards to meet customer comfort expectations and safety. Seats encompass various configurations from stationary, reclining, single, double, flip, fold-away with options such as arm rests, foot rests, grab bars, seat belts, and assorted other features. For passenger safety, seating products have been tested to meet or exceed FMVSS 207/210 and FMVSS 225 for child restraint seats.

16.4 Different fabric choices are vinyl or fabric. All materials and fabrics meet or exceed C/FMVSS 302 flammability standards.

16.5 Bus transit style forward facing seating have lap seat belts installed as standard. Optional 3-point shoulder belts are also available on certain seating styles.

Primer, Paint and Undercoat

Section 17

17.1 The entire steel cage body assembly is painted with a primer for corrosion protection prior to sidewall and roof assembly. Precautions are used to ensure the primer is applied to proper parts and assemblies.

17.2 The Terra Transit standard exterior finish is white fiberglass gel coat. Optional overall commercial cab and body paint is available. Turtle Top uses Akzo-Nobel automotive finishes when overall paint is chosen as an option for a superior exterior paint and protection finish. AkzoNobel and Turtle Top are leaders in the use of automotive waterborne low VOC compliant paint products which meet VOC content emissions limits governed by federal and state air quality requirements. Optional paint choices include commercial color painted ground effect skirting. Optional lettering and graphics are also available.

17.3 At the end of the construction process the joints on the underneath side of the vehicle are sealed with an expanding-type foam sealant prior to undercoating. Then the vehicle is thoroughly sealed with a water-based undercoating material. The foam sealant and undercoat material seals against moisture, dust infiltration, and underside noise. Special consideration is taken to ensure no undercoating is applied to any OEM parts per QVM specifications.

Options

Section 18

18.1 Optional Equipment Items: electric entrance door key switch, rear door exit or luggage door, rear luggage compartment, overhead luggage racks, cargo restraint barrier, exterior skirt storage, audio and video packages, speaker packages, exit warning lights and alarms, roof hatch, destination sign, spare tire, rear camera, heated and remote exterior mirrors, rear suspension packages as well as other features for passenger comfort and convenience.

18.2 Paratransit: Braun or Ricon® wheelchair lift, Q-Straint/Sure-Lok® occupant and wheelchair restraints, and ADA signage.

Dimensions

Section 19

Terra Transit:

Interior Height:	80" on Low Floor / 77" on Raised Floor
Interior Width:	93" (wall to wall)
Exterior Height:	117" (excluding any roof top A/C system)
Exterior Width:	96.25"
Ground to 1 st Step Height:	10" on Low Floor / 11.5" on Raised Floor
Step Riser:	9.5" on Low Floor / 7.75" on Raised Floor

Step Depth: 10" on Low Floor / 8.75" on Raised Floor
 Interior Floor Length: 175", 208", and 241"

Ford Terra Transit:
 Overall Vehicle Length: 275.5" (22' 11.5"), 308.5" (25' 8.5"), and 341.5" (28' 5.5")
 Wheelbases: 158"wb -175" floor, 176"wb -208" floor and 206"wb-241" floor

GM Terra Transit:
 Overall Vehicle Length: 281.6" (23' 5.6"), 314.6" (26' 2.6"), and 347.6" (28' 11.6")
 159"wb -175" floor, 177"wb -208" floor and 207"wb-241" floor

Testing

Section 20

20.1 All Turtle Top vehicles are manufactured and tested in accordance with all applicable Federal Motor Vehicle Safety Standards as described in 49 CFR Part 571 in coordination with the chassis manufacturers' Incomplete Vehicle Manual. Turtle Top also meets applicable Transport Canada Canadian Motor Vehicle Safety Regulations (CMVSS Standards). Testing documentation is available from the Turtle Top Engineering Offices upon request.

20.2 Turtle Top is a certified vehicle modifier of both Ford and GM incomplete vehicles, and is a member of the NTEA (National Truck Equipment Association), CTEA (Canadian Transportation Equipment Association), MSBMA (Mid-Size Bus Manufacturers Association), and is registered with the National Highway Safety Administration as a vehicle manufacturer. Turtle Top is a Transit Vehicle Manufacturer (TVM) eligible to bid on federally funded transit agency contracts in accordance with the regulations on Disadvantaged Business Enterprises (DBEs) as administered by the Department of Transportation (DOT) Federal Transit Administration (FTA) Office of Civil Rights.

20.3 All vehicles manufactured by Turtle Top are consistent with the highest quality standards; all vehicles are inspected continuously throughout the build process. Quality assurance teams are responsible for the daily implementation of the Turtle Top QA program and to ensure each Turtle Top vehicle meets or exceeds quality standards.

Commercial Motor Vehicles

Section 21

1.0 A certified driver's license (CDL) is not needed to operate the vehicle if the total occupancy (driver plus passengers) is 15 or under; 16 total occupants and above requires a CDL. The vehicle's GVWR is more than 10,001 pounds; therefore the vehicle may need a U.S. Department of Transportation number. The vehicle operator may need a valid medical examination and the driver may need to meet the requirements of the Hours-Of-Service (HOS) regulations. Check the state's or province's regulations where

the vehicle will be registered and also the U.S. or Canadian federal motor carrier guidelines for specifics.

Turtle Top

Division of Independent Protection Co., Inc.

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Division of Independent Protection Co., Inc.
67819 State Road 15, New Paris, Indiana 46553
Phone: 800-296-2105

LIMITED COMMERCIAL WARRANTY

WHAT DOES THIS WARRANTY COVER?

Turtle Top Division of Independent Protection Company, Inc., (referred to hereafter as "company") warrants to the original retail purchaser (referred to hereafter as "you") that your Turtle Top unit shall, under normal use and service, be free of substantial defect in materials or workmanship which are attributable to us and which you report to us within the warranty period.

The warranty period with respect to the main body structural components of your Turtle Top unit extends FIVE (5) years from the date when the unit is delivered to you or until the unit has been driven 100,000 miles, if sooner. The main body structural components are the roof structure, the perimeter steel wall structure and the floor foundation (including subfloor). The warranty period with respect to fiberglass, other components and systems or workmanship, which are attributable to us and not directly covered by the sub-part manufacturer (see below), extends FOUR (4) years from the date when the unit is delivered to you or until the unit has been driven 50,000 miles, if sooner. This warranty is non-transferable.

WHAT DOES THIS WARRANTY NOT COVER?

This warranty does not cover:

1. Defects in the aesthetics or physical appearance of the unit over time.
2. Deterioration due to normal use, wear and tear, and exposure to the elements.
3. Damages due to negligent use, misuse, abuse, accidents, acts of God or other contingencies beyond our control.
4. Defects in the products that have been repaired, altered or modified without our approval including added equipment.
5. Defects in the chassis and other parts and accessories not manufactured by us unless the defects result from our installation of such parts and accessories. We will not pay for or perform repairs made necessary by reason of failure to follow ordinary maintenance procedures.

HOW DO YOU GET WARRANTY SERVICE?

To obtain warranty service, you must report the problem to the selling distributor within the warranty period. Only our warranty manager at our factory has the authority to approve warranty service, so if you report to your selling dealer, the dealer will relay the report to our warranty manager using documented policy with the business agreement between company and selling distributor. You must make the unit available for examination at our request. If our warranty manager approves warranty service, you must present the unit for service at our factory or at any service facility we designate, and you must leave the unit at our disposal for a sufficient time to effect service.

You must provide the following information when reporting any problem to your selling distributor:

- | | | |
|--------------------------|-------------------------|----------------------------------|
| 1. Product Serial Number | 2. Product Model Number | 3. Vehicle Identification Number |
| 4. Retail Name | 5. Date of Purchase | 6. Mileage |

In the following cases listed below—these companies choose to work directly to handle warranty involving their product. In some cases these companies offer standard and extended warranty on their product that may be chose at time of order. To expedite the coverage process please contact the following manufacturers of equipment individually to attain what warranty applies to your product. In the event that you receive unsatisfactory service, please contact Turtle Top and we will assist in assuring coverage.

1. Air conditioning – (Trans-Air): 1-800-673-2446, (ACC Climate Control): 1-800-462-6322, (ACT): 1-877-228-4247
2. Lifts – (Braun Corporation): 1-800-THE-LIFT, (Ricon Corporation): 1-800-322-2884
3. Alternators – (PennTex): 1-717-764-3584, (KEI): 1-214-630-3820
4. Suspension – (Mor/Ryde RL): 1-574-293-1581
5. Lift Electronics/High Idle Control – (Intermotive Vehicle Controls): 1-800-969-6080 Ask for Tech Support

WHAT WILL WE DO TO CORRECT DEFECTS?

We will repair or replace, at our option, without charge for parts or labor, any defective part covered by this warranty.

WHAT WILL WE NOT DO?

We will not replace the unit or refund the purchase price. We will not provide or pay for transportation of the unit to or from our factory or the service facility designated by us. We will not pay for loss of time; loss of use; loss of revenues, salaries or commissions; towing charges; bus fares; car rentals; gasoline expense; telephone charges; inconvenience or other incidental damages. **REPAIR OR REPLACEMENT OF DEFECTIVE PARTS IS THE EXCLUSIVE REMEDY UNDER THIS WRITTEN WARRANTY OR ANY IMPLIED WARRANTY. WE WILL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM BREACH OF THIS WRITTEN WARRANTY.**

WHAT OTHER CONDITIONS OR LIMITATIONS AFFECT YOUR RIGHTS?

THIS WRITTEN WARRANTY IS MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. NO IMPLIED WARRANTY OF MERCHANTABILITY IS MADE.

This written warranty constitutes the entire agreement between you and company. We do not authorize any person to create for us any other obligation or liability in connection with your Turtle Top unit.

Any action against us based on this warranty (or any implied warranty asserted by you despite the foregoing disclaimer) must be commenced within one year after the accrual thereof and must be prosecuted in a state or federal court, which sits in Indiana. This warranty shall be construed and enforced in accordance with the laws of the State of Indiana.

WHAT DO YOU DO IF A SEPARATELY WARRANTED PART IS DEFECTIVE?

Our warranty does not cover defects in the chassis and other parts and accessories not manufactured by us unless the defects result from our installation of such parts and accessories. These items may be warranted by the manufacturers of them, and if a written warranty with respect to a particular item is available, **a copy of that warranty has been included in your owner's packet.** Refer to the applicable written warranty for an explanation of the procedure you should follow in order to obtain warranty service. **We do not adopt the warranties of other manufacturers or assume any responsibility with respect to such warranties.**

Revised 2015 March



3 Year Unlimited Mile Warranty

Valeo Thermal Bus Systems; hereinafter referred to as "Valeo TBS", warrants its products to the original purchaser, subject to normal use and service, for a period of 36 months/unlimited miles from the date of equipment installation, and while in possession of the original owner.

Valeo TBS agrees to repair or replace with a new or repaired part, any part of a Valeo TBS unit which, after inspection has proven to fail because of a manufacturing defect, within the warranty period. Replacement of a defective part within the warranty period will include labor for replacement at factory established rates if performed at any authorized Service Center. Compensation at factory established rates for loss of refrigerant will be paid only when caused by a defective part and if the defective part itself was under warranty at the time of failure.

CONDITIONS OF WARRANTY

1. **Handling of Warranty Claims.**
 - A. Should a failure occur to a Valeo TBS component under warranty, call Valeo TBS at (574) 264-2190 for authorization (**pre-authorization is required before work is performed**) and return the vehicle to the installer or dealer from whom the air conditioning was purchased. Present your copy of the warranty registration card. He will make the necessary repairs to the system or replacement parts as covered by the warranty.
 - B. If it is not possible to return to the original dealer, take the vehicle to any convenient Valeo TBS dealer and present your Warranty Card. He will contact the factory for authorization for the necessary repairs. Should you be unable to locate an authorized Valeo TBS dealer, contact the factory and you will be assisted.
2. **Exclusions from Warranty.**

THIS WARRANTY SHALL NOT APPLY TO:

 - A. Any part or parts of products becoming defective as a result of negligence, accident, or other casualty.
 - B. Owner's failure to provide normal maintenance such as lubrication of engine, tightening belts, cleaning coils, loss of refrigerant, drier replacement or improper voltage or electrical connections.
 - C. Improper installation, repair, or alterations.
 - D. Operation in a manner contrary to Valeo TBS's printed instructions.
 - E. Any parts or products which have been repaired or altered outside of Valeo TBS's factory unless specific written authorization for such repair or alteration has been issued by Valeo TBS.
3. **Conditions.**
 - A. Valeo TBS neither assumes nor authorizes any person to assume for it, any obligations or warranty other than that herein stated.
 - B. Valeo TBS reserved the right to make changes in design or improvements of its products or parts thereof without obligations to make or install such changes or improvements in or upon products covered in this warranty.
 - C. Remedies available to the owner for breach of the A/C Factory Warranty are expressly limited to an action to recover the cost of repairs or replacement due hereunder.
 - D. Repair or replacement of any part or parts of the products under this Warranty shall not extend this Warranty with respect to such repaired or replaced part or parts beyond the warranty period.
 - E. Valeo TBS does not warrant the workmanship of the installer and will not bear any cost due to faulty or incorrect installation or shipping damage.
 - F. Valeo TBS will not be liable for loss of time, labor, equipment, rental, or other expenses while products are out of service.
 - G. Valeo TBS shall credit authorized dealers for labor for replacement or repair of defective parts discovered during the first 60 months/unlimited mileage after installation, per the published schedule of labor allowance in the Warranty Policy and Procedures Manual.
 - H. This Warranty shall remain in effect, for the aforementioned 36 months/unlimited miles when the equipment is properly installed, serviced and operated under normal conditions according to Valeo TBS's instructions.
 - I. Items such as filters, belts, pulleys, tensioners, driers, lubricants. Etc. are considered expendable and not covered under warranty.
4. **Requirements.**
 - A. Valeo TBS requires standard preventative maintenance to be performed at intervals of no less than 1 year or 50k miles, whichever occurs first. Reference document numbers QF 75.5-001 and QF 75.5-002 for Valeo TBS standard preventative maintenance guidelines, available at www.valeo-thermalbus.com/us
 - B. Valeo TBS requires all parts used for standard preventative maintenance be purchased from Valeo TBS directly or an Valeo TBS certified parts distributor at the customer's expense. Customers are required to retain documentation proving the purchase of these parts and documentation proving the service was performed by a Valeo TBS certified service center. Failure to do this will void all Valeo TBS warranty coverage immediately.

VALEO TBS DISCLAIMS ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF USE OF THE VEHICLE, LOSS OF TIME, INCONVENIENCE; EXPENSE FOR TRAVEL, LODGING, LOST INCOME OR REVENUE, TRANSPORTATION CHARGES OR LOSS OR DAMAGE OF PERSONAL PROPERTY. SOME STATES DO NOT ALLOW EXCLUSIONS OR LIMITATIONS OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSIONS MAY NOT APPLY TO YOU. THIS WARRANTY IS THE ONLY EXPRESSED WARRANTY BY VALEO TBS AND NO DEALER OR SERVICE FACILITY IS AUTHORIZED BY VALEO TBS TO MODIFY OR EXTEND IT. ANY IMPLIED WARRANTIES, INCLUDING WARRANTY OF FITNESS FOR PARTICULAR PURPOSE, OR WARRANTY OF MERCHANTABILITY, ARE EXPRESSLY LIMITED IN DURATION TO THE SAME PERIOD AS THE EXPRESSED WARRANTY. SOME STATES DO NOT ALLOW LIMITATIONS ON IMPLIED WARRANTIES, SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

THIS WARRANTY IS NULL AND VOID UNLESS THE WARRANTY REGISTRATION CARD IS COMPLETED AND MAILED TO VALEO TBS WITHIN THIRTY DAYS OF THE DATE OF ORIGINAL RETAIL PURCHASE. IN ADDITION TO THE ABOVE RIGHTS, THE PURCHASER HAS CERTAIN LEGAL REMEDIES PROVIDED BY THE MAGNUSON MOSS WARRANTY ACT, PUBLIC LAW 93-637. YOU MAY ALSO HAVE CERTAIN RIGHTS UNDER STATE LAW.

Valeo Thermal Bus Systems · 22150 Challenger Dr. · Elkhart, IN 46514 · PH 574-264-2190

Braun® Limited Warranty

WARRANTY COVERAGE AND WARRANTY COVERAGE TIME PERIODS

The Braun Corporation (“Braun”) warranty covers certain parts of this wheelchair lift for three (3) years or 10,000 cycles and the cost of labor to repair or replace those parts for one (1) year or 3,000 cycles. If The Braun Corporation receives the warranty registration card within 20 days after the lift is put into service, the warranty labor coverage will increase from one (1) year or 3,000 cycles to three (3) years or 10,000 cycles. In addition, providing the warranty registration card is returned as noted above, the following lift’s power train parts are warrantied for five (5) years or 15,000 cycles: Cable, Cylinder, Flow Control, Gear Box, Motor, Pump, Hydraulic Hose and Fittings. This limited warranty covers substantial defects in materials and workmanship of the lift, provided that the lift is operated and maintained properly and in conformity with the owner’s manual. The warranty period begins on the date that the product is delivered to the first retail purchaser by an independent, authorized dealer of Braun, or, if the dealer places the product into any type of service prior to retail sale, on the date the dealer first places the product in such service. This limited warranty applies only to the first purchaser. It may not be transferred.

WHAT BRAUN WILL DO TO CORRECT PROBLEMS

In the event that a substantial defect in material or workmanship, attributable to Braun, is found to exist during the first year of warranty coverage, it will be repaired or replaced, at Braun’s option, without charge for parts or labor to the owner, in accordance with the terms, conditions and limitations of this limited warranty. If the substantial defect in material or workmanship, attributable to Braun, is found to exist during the second or third year of warranty coverage, it will be repaired or replaced, at Braun’s option, without charge to the owner for parts, only, in accordance with the terms, conditions and limitations of this limited warranty. Providing the warranty card is returned within 20 days as outlined above, the labor warranty period will be extended by two years of coverage in accordance with the terms, conditions, and limitations of this limited warranty. In addition, if a substantial defect in material or workmanship, attributable to Braun, is found to exist during the fourth or fifth year of warranty coverage to the following lift’s power train parts: Cable, Cylinder, Flow Control, Gear Box, Motor, Pump, Hydraulic Hose and Fittings, it will be repaired or replaced, at Braun’s option, without charge to the owner for parts, only, in accordance with the terms, conditions and limitations of this limited warranty. The cost of labor for repair or replacement at any time after the warranty coverage detailed above is the sole responsibility of the owner.

Braun’s obligation to repair or replace defective materials or workmanship is the sole obligation of Braun under this limited warranty. Braun reserves the right to use new or remanufactured parts of similar quality to complete any work, and to make parts and design changes from time to time without notice to anyone. Braun reserves the right to make changes in the design or material of its products without incurring any obligation to incorporate such changes in any previously manufactured product. Braun makes no warranty as to the future performance of this product, and this limited warranty is not intended to extend to the future performance of the product. In addition, the owner’s obligation to notify Braun, or one of its authorized, independent dealers, of a claimed defect does not modify any obligation placed on the owner to contact Braun directly when attempting to pursue remedies under state or federal law.

LIMITATIONS, EXCLUSIONS AND DISCLAIMER OF IMPLIED WARRANTIES

ANY IMPLIED WARRANTY THAT IS FOUND TO ARISE BY WAY OF STATE OR FEDERAL LAW, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR ANY IMPLIED WARRANTY OF FITNESS, IS LIMITED IN DURATION TO THE TERMS OF THIS LIMITED WARRANTY AND IS LIMITED IN SCOPE OF COVERAGE TO THE SCOPE OF COVERAGE OF THIS LIMITED WARRANTY. Braun disclaims any express or implied warranty, including any implied warranty of fitness or merchantability, on items excluded from coverage as set forth in this limited warranty. Braun makes no warranty of any nature beyond that contained in this limited warranty. No one has authority to enlarge, amend or modify this limited warranty, and Braun does not authorize anyone to create any other obligation for it regarding this product. Braun is not responsible for any representation, promise or warranty made by any independent dealer or other person beyond what is expressly stated in this limited warranty. Any selling or servicing dealer is not Braun’s agent, but an independent entity.

Braun® Limited Warranty

BRAUN SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES THAT MAY RESULT FROM BREACH OF THIS LIMITED WARRANTY OR ANY IMPLIED WARRANTY. THIS EXCLUSION OF CONSEQUENTIAL AND INCIDENTAL DAMAGES SHALL BE INDEPENDENT OF ANY FAILURE OF THE ESSENTIAL PURPOSE OF ANY WARRANTY, AND THIS EXCLUSION SHALL SURVIVE ANY DETERMINATION THAT THIS LIMITED WARRANTY OR ANY IMPLIED WARRANTY HAS FAILED OF ITS ESSENTIAL PURPOSE. This warranty does not cover, and in no event shall Braun be liable for towing charges, travel, lodging, or any other expense incurred due to the loss of use of the product or other reason.

Some states do not allow limitations on how long an implied warranty lasts, or the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

HOW TO GET SERVICE

To obtain warranty service the owner must do all of the following:

1. Notify an authorized service center, of the claimed defect attributable to Braun, within the warranty coverage period designated above
2. Provide the notification mentioned in (1), above, within ten (10) days of when the owner discovered, or should have discovered, the claimed defect
3. Promptly schedule an appointment with and take the product to an authorized service center for service.
4. Pay any transportation costs and all expenses associated with obtaining warranty service.

Since Braun does not control the scheduling of service work at the independent dealerships you may encounter some delay in scheduling or completion of work. If you need assistance you may contact Braun, at 631 West 11th Street, Winamac, Indiana 46996; 1-800-THE-LIFT, (843-5438).

If two (2) or more service attempts have been made to correct any covered defect that you believe impairs the value, use or safety of the product, or if it has taken longer than thirty (30) days for repairs to be completed, you must, to the extent permitted by law, notify Braun directly, in writing, at the above address, of the unsuccessful repair(s) of the alleged defect(s) so that Braun can become directly involved in providing service pursuant to the terms of this limited warranty.

WHAT IS NOT COVERED

This Limited Warranty does not cover any of the following: defects in materials, components or parts of the product not attributable to Braun, any material, component or part of the product that is warranted by another entity (Note: the written warranty provided by the manufacturer of the material, component or part is the direct responsibility of that manufacturer); items that are added or changed after the product leaves Braun's possession; additional items installed at any dealership, or other place of business, or by any other party, other than Braun; normal wear, tear, usage, maintenance, service, periodic adjustments, the effects of condensation or moisture from condensation; mold or any damage caused by mold; imperfections that do not affect the product for its intended purpose; items that are working as designed but that you are unhappy with; problems related to mis-operation, misuse, mishandling, neglect or abuse, including failure to maintain the product in accordance with the owner's manual, or other routine maintenance such as inspections, lubricating, adjustments, tightening of screws, sealing, wheel alignments or rotating tires; damage due to accident or collision, including any acts of weather or damage or corrosion due to the environment; theft, vandalism, fire, or other intervening acts not attributable to Braun; damage resulting from tire wear or tire failure; defacing, scratches, dents or chips on any interior or exterior surface of the product, including those caused by rocks or other road hazards, damage caused by off road use, overloading or alteration of the product, or any of its components or parts.

Defects and/or damage to interior and exterior surfaces and other appearance items may occur at the factory or when the product is in transit. These items are usually detected and corrected at the factory or by

Braun® Limited Warranty

a dealer prior to delivery to the purchaser. You must inspect the product for this type of damage when you take delivery. If you find any such defect or damage you must notify the selling dealer, or Braun, at the time of delivery to have these items covered by this limited warranty and to have work performed on the items at no cost to you as provided by this limited warranty.

EVENTS DISCHARGING BRAUN FROM OBLIGATION UNDER WARRANTY

The following shall completely discharge Braun from any express or implied warranty obligation to repair or replace anything and void this warranty: misuse, neglect, collision, accidents, failure to provide routine maintenance (See Owner's Manual), unauthorized alteration, off road use, Acts of Nature, damage from weather or the environment, theft, vandalism, tampering, fire, explosions, overloading the product and odometer tampering.

LEGAL REMEDIES

Any action to enforce any portion of this limited warranty, or any implied warranty, must be commenced within six (6) months after expiration of the warranty coverage period designated above or the action will be barred because of the passage of time. Any performance of repairs shall not suspend this limitation period from expiring. Any performance of repairs after the warranty coverage period has expired, or performance of repairs regarding any thing excluded from coverage under this limited warranty shall be considered "good will" repairs, and they will not alter the terms of this limited warranty, or extend the warranty coverage period or the filing limitation period in this paragraph. In addition, since it is reasonable to expect that the product will need some service during the warranty period; this warranty does not extend to future performance. It only sets forth what Braun will do and does not guarantee anything about the product for any time period. Nothing in this warranty, or any action of Braun, or any agent of Braun, shall be interpreted as an extension of any warranty period or the filing limitation period in this paragraph. Some states do not allow a reduction in the statute of limitations, so this reduction may not apply to you.

WARRANTY REGISTRATION and MISCELLANEOUS

Your warranty registration records should be completed and delivered to the appropriate companies, including the Braun Delivery Checklist & Warranty form. That form must be returned to Braun within twenty (20) days of purchase. The Braun warranty will not be registered unless this warranty registration is completed and received by Braun. Failure to file this warranty registration with Braun will not affect your rights under this limited warranty as long as you can present proof of purchase, but it can cause delays in obtaining the benefits of this limited warranty, and it changes the start date of the warranty to the date of final assembly of the product by Braun.

Braun agrees to repair or replace any of its factory installed parts found to have substantial defects within the appropriate warranty period designated above, provided that the repair is authorized by Braun and carried out by an authorized service center (a Braun labor schedule determines the cost allowance for repairs). Braun will not honor any warranty claim for repairs or replacement of parts unless the claim is submitted with the appropriate paperwork, and the work is completed by an independent, factory authorized service center. The appropriate paperwork can be obtained by written or phone contact with Braun at the contact information in this warranty.

Braun reserves the right to designate where any warranty work can be performed. Braun also reserves the right to examine any defective workmanship or part prior to giving any authorization for warranty work. Braun's return authorization procedure must be adhered to in order to process any warranty claims.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY FROM STATE TO STATE.

WARRANTY:

Freedman Seating Company warrants to the original buyer that its Passenger Seats are free from defects in material and workmanship for the following components:

- Metal Components – Five (5) years
- Plastic Components – Three (3) years
- Moving Components – Three (3) years
- Gas Shock Components – One (1) year
- Upholstered Components (foam) – Two (2) years

Cover Warranty is for defects in the material or sewing and is limited to replacement covers. It does not include labor:

- One (1) year for Level #1 in-stock FSC material and perforated vinyl
- Two (2) year for Level #3 in-stock FSC material and higher
- No warranty for COM (Customer Own/ supplied Material)

The warranty period begins at time of sales to customer or 180 days after shipment from the Freedman Seating Company's factory to the customer, whichever occurs first.

NON-PRORATED REPLACEMENT:

In the event that a warranty-covered failure should occur within the warranty period, Freedman Seating Company will repair or replace the seat without charge and without prorating, at Freedman Seating Company's option. This is the sole and exclusive remedy for breach of any warranty. Any replacement seat or part is only covered by this warranty for the remainder of warranty period applicable to the original seat.

EXCLUSIONS:

This warranty specifically excludes foam, upholstery material, belts, and items exposed to normal wear and tear such as metal finish and paint and does not apply to any seat that is damaged as result of accident, derailment, improper installation, structural defects, intentional damage, abuse, vandalism, negligence, misuse, improper operating conditions, lack of maintenance, or extreme natural phenomena. Seats exposed to toxic or corrosive materials are excluded from this warranty. Seats exposed to cleaning solutions that are not listed on the Freedman Seating Company Cleaning Guide are excluded from this warranty. This warranty is provided directly to the purchaser only and does not extend to any subsequent party and is solely for the Freedman Seating Company product as it is originally manufactured.

INCIDENTAL, CONSEQUENTIAL DAMAGES, & LIMITATIONS:

This warranty shall be in lieu of any other warranty or terms, expressed warranty or terms, expressed or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose. The purchaser's sole and exclusive remedy against Freedman Seating Company shall be for the repair and replacement of the defective product as provided herein. No other remedy; including but not limited to incidental or consequential damages for lost profits, lost sales, injury to person or property, shipping, freight, installation, removal, or any other incidental or consequential loss shall be available to the purchaser.

NOTIFICATION:

All reports, claims, or notices required by the warranty to be provided to Freedman Seating Company must be in writing and delivered to: Attention – Freedman Seating Company, Warranty Claim Department, 4545 W. Augusta Blvd., Chicago, IL 60630. Repairs being claimed for warranty must be sent to Freedman Seating Company for prior approval and warranty acceptance before any warranty claims can be made. Parts are being claimed for warranty must be sent to Freedman Seating Company for prior approval and warranty acceptance before any warranty claims can be made.

INSPECTION AND VERIFICATION:

The owner must provide access to the failed seat so that Freedman Seating Company's authorized representative can perform an onsite inspection. Alternatively, Freedman Seating Company may ask the owner to ship the failed seat to Freedman Seating Company's laboratory for inspection. Within 30 days of the inspection, either on-site or in the laboratory, Freedman Seating Company will render an opinion as to whether or not the claimed failure is covered by the warranty.

GENERAL MAINTENANCE:

Freedman Seating Company provides the proper maintenance instructions, as well as recommended service intervals with each seat. Warranty is contingent upon documented performance of recommended maintenance and service. All replacement parts should be recommended or authorized Freedman Seating Company components. Failure to purchase proper components will null and void the warranty.

DESIGN:

Freedman Seating Company reserves the right to modify parts and design specifications without notice as long as the seats meet general specifications, unless otherwise committed per contract. In case further non-conforming changes have to be incorporated, Freedman Seating Company will submit such changes to customer for prior approval.

OTHER:

The terms and warranty are contingent upon customers meeting agreed upon payment terms as specified in Freedman Seating Company proposals. Terms and warranty supersede any other terms including but not limited to customer terms printed on the back of Purchase Orders, listed on websites, or other sources from customers.



UES *uniqueEV*[®] Warranty

This limited warranty applies to the *uniqueEV*[™] electric drivetrain system (the Product) and is subject to the limitations and exclusions set forth within this document. UES warrants the Products to be free from defects in materials and workmanship and shall materially conform to the applicable Specifications. Each Product sold by UES to CUSTOMER shall be warranted by UES, for a period specified in Table 1 from the date of arrival. This warranty covers only the items included in the *uniqueEV*[™] system and installed at the time of vehicle repower.

Item(s)	Term and Coverage
Traction Battery ³ , Traction Motor, Inverter, Battery Charger, DC to DC Converter	60 months or 60,000 miles ^{1,2} :
High Voltage and Low Voltage Wiring, Display, Sensors and Brackets	60 months or 60,000 miles ^{1,2} :

TABLE 1 Covered Items and Warrantee Terms – No Mileage Limit

Note 1: From date of arrival at CUSTOMER

Note 2: 60 months or 60,000 miles whichever comes first

Note 3: Battery failure is defined as deterioration to less than 70% of initial capacity.

UES or its authorized service provider shall, after examination to UES's satisfaction that the Product involved is defective, at UES'S option either:

- repair or replace the Product, or
- provide CUSTOMER with a credit equal to the price paid for the Product, in which case such returned Product shall become the property of UES.

Parts installed as warranty replacements may be new, used, or repaired and are in turn warranted for the balance of the original warranty.

Conditions of Warranty

Valid warranty claims must conform to the following conditions:

- All parts and vehicles must be used, stored, handled, and operated in a fashion as to not cause damage.
- All parts and vehicles must be maintained properly.
- UES (or its authorized service provider) must be able to identify the defect.
- All warranty claims must be brought to UES within the applicable warranty period.
- This warranty applies to the original CUSTOMER and may not be assigned to another party.



Warranty Exclusions

The Warranty does not cover:

- Parts or vehicles that have been modified or tampered with in any way.
- Parts or vehicles that have been abused or involved in vehicle collisions.
- Parts or vehicles that have not been properly maintained.
- Normal wear and tear items.
- Normal battery degradation due to time and use.
- Battery damage due to incorrect charging procedures.
- Battery damage due to incorrect charge levels or lack of maintenance charging during extended storage periods.
- Water damage due to flooding.
- Any vehicle items or systems not part of the **uniqueEV™** electric drivetrain system.

Warranty coverage is in the US mainland only.

How to Request Warranty Service

To request warranty service call an authorized UES dealer or contact UES directly at info@uesmfg.com or call 505-333-0073.

All warranty claims brought against UES under this Section shall expire unless the Product is received by UES for repair or replacement within the applicable warranty period.

THE FOREGOING LIMITED WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES OF QUALITY, WRITTEN, ORAL, EXPRESS OR IMPLIED, AND ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED. Provision of a purchase price credit in accordance with the foregoing limited warranty shall be CUSTOMER'S exclusive remedy with respect to the quality of or any defect in products delivered hereunder.

LIMITATION OF LIABILITY

UES SHALL NOT BE LIABLE FOR LOST REVENUES OR PROFITS, BUSINESS INTERRUPTION, DAMAGE TO GOODWILL, ENHANCED DAMAGES, OR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES RESULTING FROM OR CAUSED BY THE USE, OPERATION, FAILURE, OR DEFECT OF ANY PRODUCTS.

Mountain Rides Agenda Action Item Summary

Date:

Dec 18, 2024

From:

Board of Directors

Action Item:

9. Elect and Seat Board of Directors' Officers for 2025

Committee Review:

Yes No

Committee
Purview:

F&P Committee; P&M Committee

Previously
discussed at board
level:

Yes No

Recommended
Motion:

I move to elect and seat, effective January 1, 2025, for a term ending December 31, 2025, Grady Burnett, Tom Blanchard, Kristin Derrig, and Gerardo Garcia-Izarraras, as Chair, Vice-Chair, Secretary, and Treasurer, respectively, of the Board of Directors of Mountain Rides Transportation Authority.

Fiscal Impact:

N/A

Related Policy or
Procedural Impact:

MRTA By-Laws

Background:

Those named in the motion, above, have agreed to serve in the respective roles for calendar year 2025.

Mountain Rides Agenda Action Item Summary

Date:

From:

Action Item:

Committee Review: Yes No Committee Purview:

Previously discussed at board level: Yes No

Recommended Motion:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:



PUBLIC NOTICE
2025 Calendar of Meeting Dates
for
Mountain Rides Transportation Authority
Board of Directors

All meetings are open to the public

Date	Time	Meeting	Location
January 15, 2025	1:00p	Board of Directors Regular Meeting	Ketchum City Hall
February 10, 2025	8:30a	Board of Directors Strategic Workshop	Ketchum City Hall
March 19, 2025	1:00p	Board of Directors Regular Meeting	Sun Valley City Hall
April 16, 2025	1:00p	Board of Directors Regular Meeting	Ketchum City Hall
May 21, 2025	1:00p	Board of Directors Regular Meeting	Hailey City Hall
June 18, 2025	1:00p	Board of Directors Regular Meeting	Sun Valley City Hall
July 16, 2025	1:00p	Board of Directors Regular Meeting	Ketchum City Hall
August 20, 2025	1:00p	Board of Directors Regular Meeting	Hailey City Hall
September 17, 2025	1:00p	Board of Directors Regular Meeting	Sun Valley City Hall
October 15, 2025	1:00p	Board of Directors Regular Meeting	Ketchum City Hall
November 19, 2025	1:00p	Board of Directors Regular Meeting	Sun Valley City Hall
December 17, 2025	1:00p	Board of Directors Regular Meeting	Hailey City Hall

Mountain Rides Agenda Discussion Item Summary

Date:

From:

Discussion Item:

Committee Review: yes
 no

Committee Purview:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:

Mountain Rides Agenda Action Item Summary

Date:

Dec 18, 2024

From:

Board of Directors

Action Item:

11. Executive Session: Per Idaho Code 74-206.

Committee Review:

Yes No

Committee
Purview:

Previously
discussed at board
level:

Yes No

Recommended
Motion:

I move that the Mountain Rides' Board of Directors go into Executive Session as authorized by Idaho Code 74-206(1)(b) and Idaho Code 74-206(1)(f).

(Roll call vote on the motion.)

Fiscal Impact:

NA

Related Policy or
Procedural Impact:

Idaho Code 74-206

Background:

Idaho Code:

74-206. Executive sessions — When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body.

74-206(1)(b):

To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

74-206(1)(f):

To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

**BLAINE COUNTY
SUSTAINABILITY:**

WINTER 2024 UPDATE

**BOCC + CITY OF
KETCHUM**

JANUARY 2025



FALL HIGHLIGHTS

- MT2030
- WCMEDC Summit
- EV Fleet Integration
- CFI Grant
- Biomass Conversations
- Recycle Van Integration
- Newsletter Roll Out
- Recycle Videos / Community Education
- Community Forestry
- EECBG
- State EE Award
- SS4A Completion
- IRPAC
- Smiley Creek Signage / Wayfinding



KETCHUM PROJECTS

- Ketchum Fire Solar
- Commercial Composting
- City Hall Electrification Prep
- Renewable Diesel Exploration

WOOD RIVER VALLEY
COLLABORATIVE FOREST ENHANCEMENT PROJECT

TREE INVENTORY PILOT PROJECT



**NOVEMBER 2024
UPDATE**

Since our September training, volunteers have updated or added 1,001 public trees into TreePlotter.


Following our in-person volunteer training, our team was able to recruit 3 additional volunteers that have been trained, working alongside other volunteers, and contributing to the data collection in TreePlotter.

As of October 31st, over half of our mapped areas in Hailey are either in progress or nearly complete.



WHY CONDUCT A TREE INVENTORY?

- Stronger understanding of urban forest health
- Ecosystem benefits-improved air quality
- Increased community engagement and awareness
- Allows for more strategic city planning and management



Scan me to access the tree inventory

To learn more please contact Lance Davisson at ldavisson@thekeystoneconcept.com

This project is funded in part by the Idaho Department of Lands in cooperation with the USDA Forest Service

NEXT UP:

- KPI Dashboard / ClearPath 2.0
- Benchmarking
 - [Cincinnati - Climate Action Plan for 2050](#)
- Elective Pay
- Website Updates
- CAP Updates
- Hazard Mitigation Grant Program (HMGP)
- Cross- Department/Jurisdiction Coordination & Climate Risk Assessment
- SWIFR Grant



COMPREHENSIVE PLANS: KETCHUM & HAILEY





SPRING 2025 EFFORTS

- Earth Fest Planning
- CGC Grant Evaluation for Clean Energy
- EV Charger Partnership Outreach*
- Task Force Meetings & Partner Coordination
- Circularity Campus Coordination*
- HMGP Scoping*
- Water Planning
- Community Forestry contd.
- *Extent determined by grant funding

THANK YOU

Andrew Mentzer & Eve Preucil

sustainability@co.blaine.id.us





City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Staff will review a brief presentation of key projects from the plan and then stand for questions/direction from the City Council.

Policy Analysis and Background:

- The annual work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.
- During the October 21 council meeting, council reviewed the initial draft for FY2025. Each councilmembers’ top priorities were added and/or highlighted on the working sheet. (3rd column)
- Staff developed a calendar at a glance tool to assist Council with upcoming meeting topics and public outreach on major workplan items.

Sustainability Impact:

Several projects are outlined in the work plan.

Financial Impact:

None OR Adequate funds exist in account:	There is no immediate financial request.
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Attachments:

- | |
|----------------------------------|
| 1. Visual of City Planning Model |
| 2. 2025 Plan |
| 3. 2024-25 Council Calendar |



2025 Work Plan | Check-in

January 6, 2024



COMPREHENSIVE PLAN

Broad goals and policies
10-20 years



GUIDEBOOK

Strategies and objectives for policies
4 years



WORK PLAN

Tasks by dept.
Annual





Tasks by department **Annually**

PLANNING CALENDAR

January	
COUNCIL:	
<ul style="list-style-type: none"> KTS plan adoption OPP check-in (include marketing) 	
NOTES/OTHER:	
<ul style="list-style-type: none"> 2nd joint meeting 	
1	NY Day/holiday
6	WSP RFP Opens
6	COUNCIL
	Sustainability check-in
	MRTA check-in
	LID regroup
	Snowmelt discussion
14	P&Z
15	Comp Plan Open House
20	MLK/holiday
21	COUNCIL
	Comp Plan imp. Chapter
	World Cup planning
	Snowmelt policy
	Bike/ped project debrief
	OPP debrief
	Long-term funding
28	P&Z
29	LID Open House #1
30	LID Open House #2
PUBLIC:	
<ul style="list-style-type: none"> Comp Plan Open House LID Open House (late) 	

February	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in (feedback, goals) 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Open Holst RFP 	
3	COUNCIL
	LID OH debrief
5	Holst Open House #1
6	Holst Open House #2
11	P&Z
17	Pres Day/holiday
18	WSP bid closing
18	COUNCIL
	Holst OH debrief
19	Open Holst RFP
PUBLIC:	
<ul style="list-style-type: none"> Mobility Open House* LOT/Housing Open House (long-term funding options) Holst Open House (deep dive, all 5 sites) 	

March	
COUNCIL:	
<ul style="list-style-type: none"> Mobility check-in LOT/L-T check-in L2L/Rooted Renter MRTA check-in 	
NOTES/OTHER:	
<ul style="list-style-type: none"> May ballot language due WSP bid interviews 	
3	COUNCIL
11	P&Z
17	COUNCIL
22-27	World Cup
24-28	Spring Break
25	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP open house (what to expect) 	



Tasks by department Annually

Amanda	Courtney	Neil	Spencer	Tripp
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Housing Programs Crossover:				
Lease to Locals	Lease to Locals	Lease to Locals		Lease to Locals (move in house)
Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program
Housing Development (new)		Housing Development (new)		Housing Development (new)



COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan		Spring 2025	Build on Main Street plan; get buy in from both HPC & AC, e
	Art/history projects			
	2 Main Street installations (creative crosswalks, building placards)		Spring 2025	Need placard design; 'frame' design
	3 KAC projects		TBD	
	4 Ore Wagon Museum plan refresh		Spring 2025	Improve access (fix doors). Explore additional programming
	5 Forest Service Park - Museum & partnership with SVMOA		TBD	Determine scope and timeline of partnership
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement - RFP issuance
7 World Cup event planning			Winter 2025	
Community Design & Future Land Use (page 23 & page 63)	8 Comprehensive Plan & Code update			
	Comprehensive Plan		March 2025	Public Draft (Nov 2024/Jan 2025) Adoption (Feb-Mar 2025)
	Zoning Code (Reorg and Procedures)		March 2025	Public Draft (Dec 2024) Adoption (Jan-Mar 2025)
	Zoning Code (Substantive Updates)		TBD	Code Assessment Memo (Public Draft - Dec 2024) Phase 3
	9 Stakeholder engagement to improve processes		Ongoing	Regular meetings with Technical Advisory Group (TAG) and
10 Community contractor & TAG meetings		Ongoing	Semi-regular meetings with Technical Advisory Group (TAG)	
Community Health & Wellness (page 55)	11 Participate in Hemingway Elementary's Facility Master Plan update		TBD	Draft presented to BCSD board. In communication with fac
	Refresh Atkinson Park master plan (in concert)			

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Staffing/HR:				
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	Consider HR personnel		County health trust/cafeteria plan	Competitive comp. for Housing
	Consider sustainability personnel			Consider sustainability pe 394 el
				Consider a grant writing position



Tasks by department **Annually**

NOTABLE UPDATES

- #8 Comprehensive Plan & Zoning Code update**
 - January 14 - Joint meeting #2.
 - Public engagement:
 - December 2 - January 17: Draft comp plan open to the public
 - January 15 - Open House
 - January 21 - council overview of public feedback and next steps

- #27 Warm Springs Preserve | Master Plan**
 - RFP opening: Today (January 6); RFP closing: mid-February
 - Public engagement: March (what to expect during construction)
 - Project begins: April

- #34 Fire Department consolidation with Wood River Fire & Rescue**
 - County approved order creating new fire district and appointed commissioners



Tasks by department **Annually**

NOTABLE UPDATES

- #12a Produce & preserve community housing**
 - **#3 Identify parcels for acquisition**
 - Roof & building inspections conducted
 - **#5 Produce & preserve community housing | RFP next parcel for development**
 - Public engagement: February 5 & 6 - review of parcels (Holst project)
 - **#9 Ownership & Preservation program**
 - January 21 - council update (campaign launching prior to)

- #12b Update policy to promote community housing**
 - January 14 joint meeting (TBD) - FAR exceedance discussion

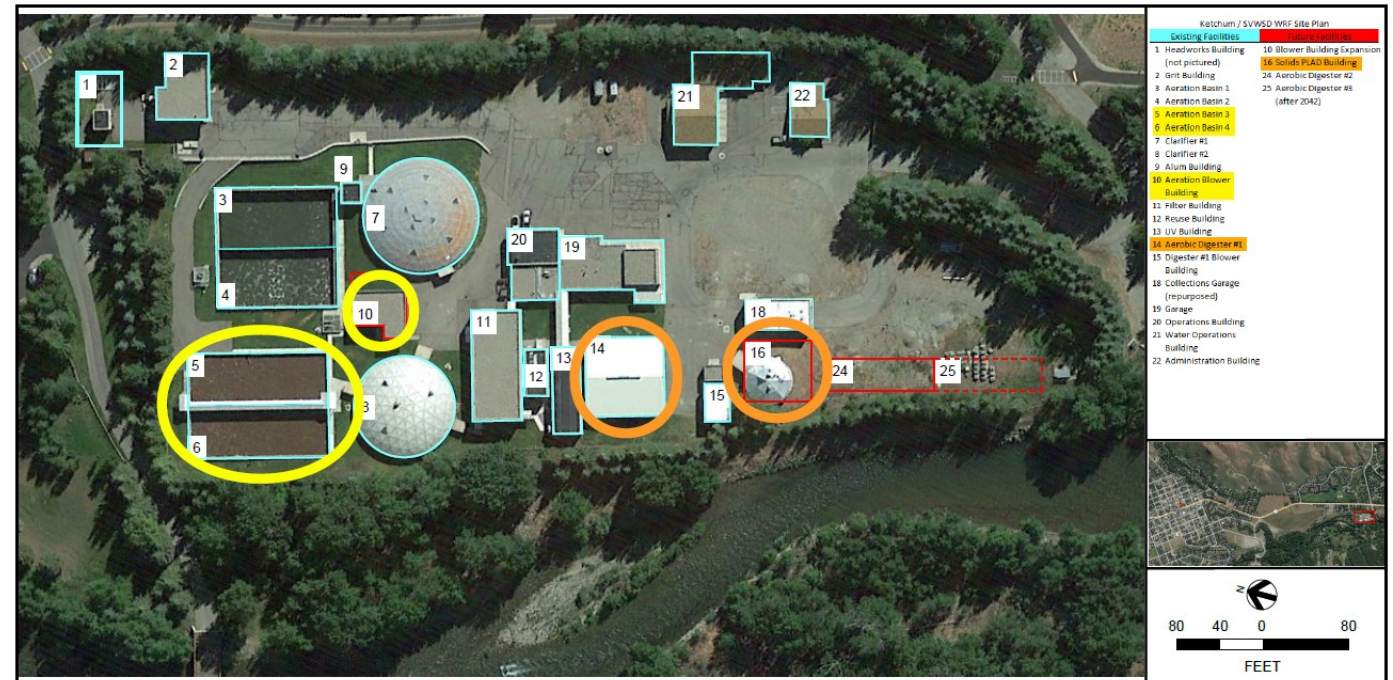


Tasks by department **Annually**

DEEP DIVE

#36 Implement Wastewater CIP

- Aeration Basin/Building (yellow):
 - Building expansion complete
 - Aeration basin piping modification complete
 - Electrical upgrades and equipment installation currently occurring
 - Project completion expected August 2025
- Aerobic Digester/Solids Building (orange):
 - Design drawings submitted to DEQ
 - Issue for Bid expected in early 2025
 - Project completion expected in summer 2027





Planning for action: long-term planning framework

WORK PLAN



Tasks by department *Annually*

QUESTIONS?
CONCERNS?

Fiscal Year 2025 | Work Plan

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan		Spring 2025	Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library
	Art/history projects			
	2 Main Street installations (creative crosswalks, building placards)		Spring 2025	Need placard design; 'frame' design
	3 KAC projects		TBD	
	4 Ore Wagon Museum plan refresh		Spring 2025	Improve access (fix doors). Explore additional programming (collaboration with ComLib)
	5 Forest Service Park - Museum & partnership with SVMOA		TBD	Determine scope and timeline of partnership
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement - RFP issuance in Fall/Winter 24/25
7 World Cup event planning		Winter 2025		
Community Design & Future Land Use (page 23 & page 63)	8 Comprehensive Plan & Code update			
	Comprehensive Plan		March 2025	Public Draft (Nov 2024/Jan 2025) Adoption (Feb/Mar 2025)
	Zoning Code (Reorg and Procedures)		March 2025	Public Draft (Dec 2024) Adoption (Jan-Mar 2025)
	Zoning Code (Substantive Updates)		TBD	Code Assessment Memo (Public Draft - Jan 2025) Phase 3 Scope of Work (Jan/Feb 2025)
	9 Stakeholder engagement to improve processes		Ongoing	Regular meetings with Technical Advisory Group (TAG) and other stakeholders through the code update process
10 Community contractor & TAG meetings		Ongoing	Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings	
Community Health & Wellness (page 55)	11 Participate in Hemingway Elementary's Facility Master Plan update		TBD	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	Refresh Atkinson Park master plan (in concert)			
Housing (page 19)	Housing Action Plan Year 3			
	12a Produce & preserve community housing			
	New construction		Ongoing	
	1 1st & Washington (~64 homes)			Council reviewed HOLST's land use analysis and determine next RFP(s), planning community engagement on South YMCA and Lift Tower Lodge Lots and for RFP in next six months.
	2 Explore YMCA with parking			Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily.
	3 Identify parcels for acquisition			
	4 Dialogue w/ significant site owners			
	5 RFP next parcel for development			Public engagement & RFP
	Preservation		Ongoing	
	6 Pursue historic preservation of Forest Service Park's big house			Limiting scope based on immediate need and support
	7 Identify buildings and strategy for preservation			Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily.
	Conversion to locally occupied		Ongoing	
	8 Continue Lease to Locals program			Executing year 3 contract early October; 19 homes converted, housing 33 people in FY24 (30 properties, 56 people since launch)
	9 Ownership & Preservation program (include bargain sale)		Ongoing	Year 1 pilot ends 1/2025; 2 sales complete, 3 new restrictions in progress. Continued interest from new applicants.
	12b Update policy to promote community housing			
	Zoning Code		Ongoing	
	1 Develop code change workplan			Part of Phase 2 comprehensive plan update (Code Assessment Memo)
	2 Meet regularly with partners to obtain feedback for process improvements			Planning Dept Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings.
	3 Explore priority processing and incentives for projects that serve the HAP			Part of Phase 2 of Comprehensive Plan update. Will implement in Phase 3.
	4 Monitor progress of Tiny Homes On Wheels in other jurisdictions			Any action would occur in Phase 3 of the Comprehensive Plan Update.
	5 Update density bonus program including requiring adjusted dues and assessments in HOA's CC&Rs		TBD	Start in February 2025
	State & federal policy			
	6 Identify and advocate for state-level policy changes		Ongoing	Provided feedback to IHFA Board at breakfast meeting 8/24; Director sits on state coalitions and committees
	7 Identify and advocate for federal-level policy changes			
	Short-term rentals			
	8 Monitor Lava Hot Springs case		Ongoing	Ketchum & other resort cities filed an'amicus' brief; scheduled for a hearing with the Idaho Supreme Court in November.
	Stability & access			
	9 Financially support an Analysis of Impediments to Fair Housing Choice.			BCHA posted RFP with no response. HUD is in the process of updating rules, so staff suspect that consultants are waiting for the updated rules.
	12c Expand & improve services to create stability			
	Emergency & homelessness		Ongoing	
	1 Financially support master leasing opportunities			Ketchum provides a financial guarantee to Silvercreek Living, in the event BCHA is unable to cover monthly rental payments to owner.
	2 Convert, acquire, or construct new transitional housing			Transitional housing units can be incorporated in upcoming RFPs on publicly owned land, or acquisition of Silvercreek Living.
3 Hire new Program Administrator with property management experience.			Ketchum hired transitional housing Program Administrator. Staff are now seeking to transition this person to part-time (contract) case work and backfill the position with property management experience.	
4 Advocate and expand Section 8			Staff advocated directly to HUD's regional and Idaho Director, and IHFA's Board.	
5 Process & ease of access				
Supportive services				
6 Continue to financially support mediation program			(FY24) there were 35 inquiries for mediation, with 11 mediations occurring and agreements reached (stability for 22 people).	
7 Continue to financially support Blaine County Charitable Fund			7 mediations didn't occur because the landlord was unwilling, but the local judge now requires use of our mediators during eviction cases.	
12d Expand & leverage resources			BCCF is allocated to receive another \$50,000 this fiscal year, assisting 225 individuals who live or work in Ketchum and 241 who work valleywide.	
Local match / gap funds		Ongoing		
1 Map vacant and Naturally Occurring Affordable Housing (NOAH) inventory			Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily. Also see Goal 1, Strategy 2. Preservation.	
2 Secure additional lodging LOT funds for preservation			Council instructed staff to conduct more engagement and will consider putting it on the May ballot.	
Leverage other resources		Ongoing		
3 Secure state/federal/county funds			Received \$2.5 million from HUD. Will fund Phase 3 of Comprehensive Plan Update and 2 new construction or acquisition/rehabilitation developments	
4 Contract for + use grant-writing services			There are two skilled writers on contract that staff can call on to supplement grant-writing capacity.	
12e Inform, engage & collaborate				

Fiscal Year 2025 | Work Plan

	Community feedback			
1	Determine perception on efforts.			Annual survey showed that there are still improvements to be made.
2	Table at events + in preparation of developing on public lands			Open Houses (Holst project) slated for early February
	Implementation vision and capacity			
3	Increase staff capacity through filling open positions, targeted training, efficiency			Operations Manager Heather Nicolai, now onboarding
4	Clarify, document, and improve processes			New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness
	Community education		Ongoing	
5	Quarterly progress report, newsletter + City Council updates.			Have already reduced, and request approval to reduce, the frequency of updates given staff capacity.

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
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Mobility (page 39)	Master Transportation Plan projects_planning			
	13 Lewis Street & Warm Springs Road roundabout		TBD	Researching state & federal grants. Submissions slated for early 2025.
	14 Serenade & 2nd Avenue intersection		TBD	Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.
	15 Sidewalk inventory & 10-year plan		Winter 2025	Present initial findings, public engagement, get alignment on strategy with Council
	16 Street conditions survey & 10 year plan		Winter 2025	Present initial findings, public engagement, get alignment on strategy with Council
	17 Downtown stop sign/traffic calming study		Summer 2025	Scope of work to come.
	18 Bike/ped plan		Winter 2025	Dedicated east/west connections. Bike network workshop(s) held in December.
	19 Update right-of-way standards		Spring 2025	Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)
	Main Street/HWY75 reconstruction			
	20 4th to 10th roadway & sidewalk rebuild		Fall 2025	4th to 6th - Spring; 6th to 10th - Fall
	21 10th to Saddle separated multi-use path		TBD	Progress design
	22 Saddle Road pedestrian underpass		TBD	Initiate concept design
	Roadway maintenance			
23 Chip seal		Summer 2025	Bid to be issued January 2025.	
24 Seal coating of Warm Springs and Saddle bike paths		Summer 2025		
25 Downtown Parking Plan		Winter 2025	Draft completed & presented on April 15, 2024. Will be evaluated during Comp Plan process.	
26 West Ketchum Traffic Calming		Spring 2025	2024 summer installation complete. Revisit in the spring.	

Natural Resources (page 29)	27 Warm Springs Preserve Master Plan			
	Completion of local & state permitting		Fall 2025	
	General contractor bid		Fall 2025	Bid documents in the works.
	Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge		Fall 2025	
	Implement sustainability projects			
28 Green waste		TBD		
29 KFD solar panels		Spring 2025	Scope finalizing in Sept 2024, bids expected early winter, construction slated for spring	

Parks, Rec, Open Space	30 Complete facility audit of recreation building		Spring 2025	
	31 Forest Service Park maintenance upgrades		TBD	Roofs replaced. Painting & residing in spring; conversations continue with potential future tenants
	32 Town Square & Visitor Center revamp planning		TBD	Survey complete. Cost estimating. Final plan to Council in January.
	33 Complete negotiations with tenant and/or begin RFP process		February 2025	

Public Safety & Utilities (page 51)	34 Fire Department consolidation w/WR Fire & Rescue		January 2025	Approved by Ketchum voters; coordinate with County: subdistricts, solicitation of commissioners
	35 Implement Water CIP			
	Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin		TBD	
	36 Implement WasteWater CIP			
	Sewer Collection System Facility Plan		Spring 2025	Received \$50k DEQ grant; Engineer is preparing
	Treatment Facility Ugrades			
	WRF Aeration upgrades		August 2025	Blowers delivered, VFD's delivered; construction underway and on schedule
	WRF Solids Handling Improvements		Fall 2027	Detailed design completion 12/2024
	37 Avalanche study			Project kickoff: May 2024. Report presentation slated for December 16.
	Power line undergrounding			
	38 Master Plan			Create master plan for future years' priorities
	39 HWY75 - Weyyakin to Gem Street		Spring/Summer 2025	Married to east side of ITD work
40 Main Street - 9th & 10th Streets		Spring 2025	Completed in early spring during the Main Street 6th to 10th section	
41 5th/Spruce Street			Majority of project to be funded by private land owners; remaining funds pending council approval	
42 Wildlife proof trash cans		Spring 2025	Testing another cart option	

Strong & Diverse Economy (page 15)	43 Address Post Office service delivery challenges		TBD	Work with congressional delegates & Post Master; legal appeal letter sent (denied)
	44 City's Economic Development framework		TBD	In concert with Comp Plan feedback

Fiscal Year 2025 | Work Plan

INTERNAL CHAPTERS	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
High Performing Community & City (page 59)	Improve City planning framework			
	45 Comprehensive Plan		March 2025	(see above)
	46 Guide Book		Fall 2024	Design build pending (for Clarion to tie-in as implementation chapter of comp plan)
	46 Annual Plan		Ongoing	Monthly check-ins with Council
	County-wide collaboration			
	Housing		Ongoing	(see above)
	Public Safety			
	Fire Station consolidation		Ongoing	(see above)
	47 Future Highway 75 improvements			County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane
	48 Blaine County Public Employee Health Trust		TBD	Feasibility analysis
49 Resort Cities Coalition		Ongoing	Passage of liquor bill 1381a & defeat of (anti-city) STR bill; Summit w/ITD; Meeting w/IHFA	
People & Culture	50 People Strategy Build		Fall 2024/Winter 2025	Vision & Values; Leadership Learning series; city-wide People Strategy
Financial	51 Develop holistic funding strategy for short - & long-term (Housing LOT, renewal of Original LOT, CIP, etc.)		Ongoing	Update 5yr forecast for all funds; Impact fees updating
	52 Capital Improvement Plan		Ongoing	REVER workflow being tested
	Process Improvements		Ongoing	
	53 Continued reporting improvements			
	54 Accounts payable			
	55 Business tax & business licensing			
	56 Short-term rentals			
57 Aligning strategic long-term models with the work plan			Winter 2025	
Technology/Business System	Strategic Road Map/IT plan			
	58 IT Education and Support		October 2024	Design phase
	59 Code Matrix/System of Record		December 2024	In production
	60 Conduct data clean-up		December 2024	
	61 Evaluation & inventory of all GIS data city-wide		Spring 2025	
	62 KetchumIdaho.org revamp planning		2025 launch	Work with departments on needs and request bids from contractors

January	
COUNCIL:	
<ul style="list-style-type: none"> KTS plan adoption OPP check-in (include marketing) 	
NOTES/OTHER:	
<ul style="list-style-type: none"> 2nd joint meeting 	
1	NY Day/holiday
6	WSP RFP Opens
6	COUNCIL
	Sustainability check-in
	MRTA check-in
	LID regroup
	Snowmelt discussion
14	P&Z
15	Comp Plan Open House
20	MLK/holiday
21	COUNCIL
	Comp Plan imp. Chapter
	World Cup planning
	Snowmelt policy
	Bike/ped project debrief
	OPP debrief
	Long-term funding
28	P&Z
29	LID Open House #1
30	LID Open House #2
PUBLIC:	
<ul style="list-style-type: none"> Comp Plan Open House LID Open House (late) 	

February	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in (feedback, goals) 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Open Holst RFP 	
3	COUNCIL
	LID OH debrief
5	Holst Open House #1
6	Holst Open House #2
11	P&Z
17	Pres Day/holiday
18	WSP bid closing
18	COUNCIL
19	Open Holst RFP
PUBLIC:	
<ul style="list-style-type: none"> Mobility Open House* LOT/Housing Open House (long-term funding options) Holst Open House (deep dive, all 5 sites) 	

March	
COUNCIL:	
<ul style="list-style-type: none"> Mobility check-in LOT/L-T check-in L2L/Rooted Renter MRTA check-in 	
NOTES/OTHER:	
<ul style="list-style-type: none"> May ballot language due WSP bid interviews 	
3	COUNCIL
11	P&Z
17	COUNCIL
22-27	World Cup
24-28	Spring Break
25	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP open house (what to expect) 	

April	
COUNCIL:	
<ul style="list-style-type: none"> Mobility plan approval (?) 	
NOTES/OTHER:	
<ul style="list-style-type: none"> FY26 budget build Holst: select & schedule interviews 	
2	Close Holst RFP
7	COUNCIL
8	P&Z
21	COUNCIL
22	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP break ground Holst Open House (public review of RFP submissions) 	

May	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in Award RFP 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Main St (KBAC) Interviews (cont) 	
5	COUNCIL
13	P&Z
19	COUNCIL
26	Memorial Day
27	P&Z
PUBLIC:	
<ul style="list-style-type: none"> Spring elections (BCRD bond) 	

June	
COUNCIL:	
<ul style="list-style-type: none"> Budget workshop MRTA check-in 	
NOTES/OTHER:	
2	COUNCIL
10	P&Z
16	COUNCIL
TBD	Budget Workshop
24	P&Z
PUBLIC:	

July	
COUNCIL:	
NOTES/OTHER:	
4	4th of July/holiday
7	COUNCIL
8	P&Z
21	COUNCIL
22	P&Z
PUBLIC:	

August	
COUNCIL:	
NOTES/OTHER:	
<ul style="list-style-type: none"> Tax credit application due 	
4	COUNCIL
12	P&Z
18	COUNCIL
PUBLIC:	

*bike/ped, streets & sidewalks, include FY25 construction