

COMMISSIONERS APPROVAL

IMAN 

CHILCOTT 

FOSS 

KANENWISHER 

STOLTZ 

PLETTENBERG (Clerk & Recorder)

Members Present..... Commissioner J.R. Iman, Commissioner Greg Chilcott, Commissioner Suzy Foss, Commissioner Matt Kanenwisher and Commissioner Ron Stoltz

Date.....March 1, 2011

► Minutes: Beth Perkins

► The Board met with the Council on Aging to discuss the Bitterroot Bus funding at 9:00 a.m. Present were Paul Travitz, Sharna Paddock and William Menager.

Paul gave a brief review of the Bitterroot Bus program and how it is funded by a senior levy on an annual basis. Sharna stated the program is mandated to provide general public transportation through the FTA. Discussion followed regarding the funding received for the program.

Commissioner Kanenwisher expressed his concern with servicing the general public versus seniors and disabled. He asked Paul if the levy would cover just the seniors utilizing the bus. Paul replied yes, however it would not include the disabled. Commissioner Kanenwisher requested a breakdown of how many riders are disabled. He does not see how the general public could be the County's responsibility and where it is cost effective. The services being provided should be only for the disabled and seniors. Commissioner Foss agreed with Commissioner Kanenwisher and expressed her concern with those who take advantage of the system. Sharna stated the needs for those under 60 are getting to work. Paul stated the reality is they cannot segregate rides. Commissioner Iman requested a breakdown of general public, seniors and disabled who utilize the service for cost effectiveness. Sharna replied she will get the breakdown to the Commissioners. Meeting adjourned.

► The Board met for the following administrative matters at 9:45 a.m.: Present were John Horat, William Menager and Administrative Assistant Glenda Wiles.

➤ **Approval of January 28 - February 10, 2011 minutes:** Commissioner Foss made a motion to approve the minutes of January 28 through February 11, 2011. Commissioner Kanenwisher seconded the motion and all voted "aye".

- **Approval of funding request for South Valley Child & Family Center:** Commissioner Stoltz made a motion to decline the funding request for South Valley Child & Family Center. Commissioner Foss seconded the motion and all voted “aye”.
 - **Approval of change interm of Darby Library Board of Trustees:** Commissioner Chilcott made a motion to adjust the terms to fiscal year from calendar year for the Darby Library Board of Trustees. Commissioner Foss seconded the motion and all voted “aye”.
 - **Approval of preliminary plat extension request for Summerdale Orchards, Block 1 Lot 12:** Commissioner Chilcott made a motion to grant the extension request for one year for Summerdale Orchards, Block 1, Lot 12. Commissioner Stoltz seconded the motion and all voted “aye”.
 - **Approval of final plat for D&G Farms:** Commissioner Chilcott made a motion to approve the final plat for D&G Farms Subdivision. Commissioner Kanenwisher seconded the motion and all voted “aye”.
- ▶ The Board met for an update with Human Resource Director Robert Jenni at 10:00 a.m.
 - ▶ The Board met for an update with Chief Financial Officer Klarryse Murphy at 10:30 a.m.
 - ▶ The Board met for an update with Interim Treasurer Marie Keeton at 11:00 a.m.
 - ▶ The Commissioners attended an open house for the West House at 12:00 p.m.
 - ▶ Minutes: Glenda Wiles
 - ▶ The Board met for various ministerial issues at 2:00 p.m. due to the cancellation of the closed door litigation process. Items brought forth were the following:
 - Insurance Agent of Record Fred Thomas met with the Board to give an update on the recent fire at the Road Department. Discussion included MACo and Alliance Insurance payments; insurance deductible; type of roof trusses; electrical; vents; restoration of undamaged building; and roof engineering. The need for Request for Proposals on the four areas for repair (roof truss engineering, electrical, vents, restoration) were concurred by the Commissioners as well as seeking a project manager.
 - Letter to LogiSYS with 30 days notice to un-install the software signed by Commissioners
 - Signatures by Commissioner J.R. Iman and CTEP Administrator Glenda Wiles for the Florence CTEP Project for: Bid letting; Right of Way Certification and checklist; utilities; Fast Process Agreement; Categorical Exclusion; Designation of Environmental Certifying Official (Glenda Wiles) and Environmental Checklist. **Commissioner Chilcott made a motion to have Commissioner Iman and Glenda Wiles sign the documents and to assign Glenda Wiles as the Environmental Certifying Official. Commissioner Foss seconded the motion and all voted “aye”.**
 - ▶ The Board met at 3:00 p.m. for an interview with Max Boese. Numerous citizens were present for this interview. Public comment was called for in regard to the process of hiring. None were brought forth.

BitterRoot Bus Funding Statistics

FY2010 Total expenditures	\$171,695		Senior Services Match required \$66,097.00
FY10			
Ridership #'s			
Seniors over 60	3,629	35%	
General Public & Persons with disabilities	6,739	65%	
Total rides	10,368	100%	
Cost per ride	\$16.56		General public #'s make up 65% of ridership. 65% of ridership makes up \$43,000.00 of senior services levy used for riders under 60.
FY2011 Total Expenditures as of the end Second Quarter	\$102,464		Annualized at \$205,292 for FY11
FY11*			Senior Services match required \$65,554. Over 1/4 of Senior Services Levy.
Ridership #'s			
Seniors over 60	1,966	34%	
General Public & Persons with disabilities	3,700	66%	
Total rides	5,666	100%	
Cost per ride	\$18.08		General public #'s make up 66% of ridership. 66% of ridership makes up \$43,266.00 of senior services levy used for riders under 60.

* annualized

BitterRoot Bus Funding Statistics

<p>FY2009 Total expenditures FY09</p> <p>Ridership #'s Seniors over 60 General Public & Persons with disabilities</p> <p>Total rides</p> <p>Cost per ride</p>	<p>\$162,657</p> <p>3,713 4,847</p> <p>8,560</p> <p>\$20.73</p>	<p>43% 57%</p> <p>100%</p>	<p>Senior Services match required \$42,447</p> <p>General public #'s make up 57% of ridership 57% of ridership makes up \$24,000.00 of senior services levy used for riders under 60.</p>
<p>FY2010 Total Expenditures as of Third Quarter FY10*</p> <p>Ridership #'s Seniors over 60 General Public & Persons with disabilities</p> <p>Total rides</p> <p>Cost per ride</p>	<p>\$129,919</p> <p>2,612 4,822</p> <p>7,434</p> <p>\$16.63</p>	<p>35% 65%</p> <p>100%</p>	<p>Annualized at \$173,225 for FY10</p> <p>Senior Services match required \$56,882. Over 1/4 of Senior Services Levy.</p> <p>General public #'s make up 65% of ridership. 65% of ridership makes up \$36,000.00 of senior services levy used for riders under 60.</p>

* annualized

FY11 RIDES FROM JULY 1ST, 2010 TO DEC 31, 2010 = 5,666. ANNUALIZED, 11,332 RIDES THIS YEAR

BitterRoot Bus Funding Statistics

FY2007 Total expenditures	\$187,589	Senior Services match required \$64,500
FY07		
Ridership #'s		
Seniors over 60	4,906	
General Public & Persons with disabilities	3,368	
Total rides	8,274	General public #'s make up 41% of ridership
Cost per ride	\$20.72	41% of ridership makes up \$26,445.00 of senior services levy
		Allocated by Council on Aging--\$64,500.00 for transportation.
		32% of senior services levy.
FY2008 Total Expenditures as of Third Quarter	\$124,091	Senior Services match required \$67,200*
FY08*		
Ridership #'s		
Seniors over 60	5,160	
General Public & Persons with disabilities	2,904	
Total rides	8,064	General public #'s make up 36% of ridership
Cost per ride	\$20.43	36% of ridership makes up \$24,000.00 of senior services levy
		Allocated by Council on Aging--\$67,200.00 for transportation.
		34% of senior services levy.
* annualized		
Fy2009 5311 grant submitted and accepted	\$202,006	Senior Services match required \$68,018

FINANCIAL INFORMATION

D. Operating Expenses

	Direct Cost	In-kind
1. Labor		
Driver Wages	\$ <u>65,000.00</u>	
Mechanic Wages		
Dispatcher Wages	\$ <u>11,500.00</u>	
2. Fringe Benefits		
Driver/Mechanic/Dispatcher Fringe Benefits Distribution	\$ <u>17,500.00</u>	
3. Services		
Professional and Technical Services (itemize on page 10)	\$ <u>5,400.00</u>	
Advertising Fees	\$ <u>2,000.00</u>	
Custodial Services (bus-related only)	\$ <u>1,000.00</u>	
Other Services (itemize on page 10)		
4. Materials and Supplies Consumed		
Fuel and Lubricants	\$ <u>22,000.00</u>	
Other Materials and Supplies		
5. Purchased Transportation Service		
Purchased Transportation Service		
6. Taxes		
Vehicle Licensing and Registration Fees	\$ <u>50.00</u>	
7. Other Operating Expenses		
Other Expenses (itemize on page 10)		
TOTAL OPERATING EXPENSES	\$ <u>124,450.00</u>	\$ <u>-</u>

E. Administrative Expenses	Direct Cost	In-kind
1. Labor		
Manager/Coordinator, Admin. Personnel (itemize on page 10)	<u>\$ 43,500.00</u>	<u> </u>
2. Fringe Benefits		
Manager/Coordinator, Admin. Personnel Fringe Benefits Distribution	<u>\$ 7,058.00</u>	<u> </u>
3. Materials and Supplies		
Office Supplies	<u>\$ 3,000.00</u>	<u> </u>
4. Casualty and Liability Costs		
Casualty and Liability Costs	<u>\$ 7,500.00</u>	<u> </u>
5. Utilities		
Utilities (Gas, Electric, Sewer, Phone and Internet)	<u>\$ 5,800.00</u>	<u> </u>
6. Taxes		
Property Tax	<u> </u>	<u> </u>
7. Leases and Rentals		
Vehicle (itemize on page 10) Facilities (itemize on page 10)	<u>\$ 6,000.00</u>	<u> </u>
8. Miscellaneous Expense		
Dues and Subscriptions (transit-related)	<u>\$ 685.00</u>	<u> </u>
Travel and Meetings (transit-related)	<u>\$ 3,000.00</u>	<u> </u>
Drug Testing	<u>\$ 500.00</u>	<u> </u>
Promotion for Coordination & Ridesharing	<u> </u>	<u> </u>
Indirect Cost (prior approval required from MDT) <i>*Attach Cost Allocation Plan</i>	<u> </u>	<u> </u>
9. Other Administrative Expenses		
Other Expenses (itemize on page 10)	<u> </u>	<u> </u>
TOTAL ADMINISTRATIVE EXPENSES	<u>\$ 77,043.00</u>	<u>\$ -</u>

F. Maintenance Expenses

	Direct Cost	In-kind
1. Maintenance		
Vehicle Maintenance Parts and Service (Itemize on page 10)	<u>\$ 9,500.00</u>	_____
Tires and Tubes	<u>\$ 5,000.00</u>	_____
TOTAL MAINTENANCE EXPENSES	<u>\$ 14,500.00</u>	<u>\$ -</u>

G. Reimbursement Calculations

1. Total Operating Expenses	<u>\$ 124,450.00</u> *	
2. Total Amount of Fares/Donations	<u>\$ 7,500.00</u>	
3. Total Amount of Advertising/Rent/Misc. Fees**	<u>\$ -</u>	
4. Net Operating Deficit	<u>\$ 116,950.00</u>	
5. Eligible Operating Reimbursement at 54%		<u>\$ 63,281.65</u>
6. Total Administrative Expenses	<u>\$ 77,043.00</u> *	
7. Eligible Administrative Reimbursement at 70%		<u>\$ 53,930.10</u>
8. Total Maintenance Expenses	<u>\$ 14,500.00</u> *	
9. Eligible Maintenance Reimbursement at 80%		<u>\$ 11,600.00</u>
10. FEDERAL OPERATING GRANT AMOUNT		<u>\$ 128,811.75</u>
Eligible In-kind @ 15% of Federal Operating Grant Amount	<u>\$ 19,321.76</u>	

Once approved funding cannot be transferred between categories without prior written approval from your regional planner.

LOCAL MATCH

Operating	<u>\$ 53,668.36</u>
Administrative	<u>\$ 23,112.90</u>
Maintenance	<u>\$ 2,900.00</u>
TOTAL LOCAL MATCH NEEDED	<u>\$ 79,681.26</u>

* This dollar amount must include the total direct costs and the total in-kind costs.

**Include revenue from rent, storage, etc.



BitterRoot Bus

***Providing the Opportunity
for Independence***

Ravalli County Commissioners
215 S. 4th Street, Ste. A
Hamilton, MT 59840

April 29, 2010

RE: BitterRoot Bus Request for Funding FY 2011

Dear Greg, Carlotta, J.R, Kathleen, Jim

The purpose of this letter is to provide documentation in support of the funding requested by BitterRoot Bus. As you are aware Ravalli County used to provide funding to Ravalli County Council on Aging of which RCCOA funneled a portion to the transportation program used for matching funds to support the 5311 grant application to the Montana Department of Transportation (MDT).

With the passing of the Senior Levy Ravalli County Council on Aging reverted general funds monies back to Ravalli County, as BitterRoot Bus of whom is a (General Public) transportation provider per the 5311 grant requirements would like to formally request **\$15,000.00** to cover a portion the 27% of **general public** ridership. At this time RCCOA is using \$6,500.00 of Senior Levy monies to fund this part of the program. In FY11 these numbers are expected to continue to rise, BitterRoot Bus ridership has risen by **41%** over the last year and continuing to go up each month .

BitterRoot Bus' proposed operating FY2011 budget is estimated to be:

\$128,385.00	Federal 5311
<u>\$ 56,882.00</u>	Local Match
\$185,267.00	Total



**Providing the Opportunity
for Independence**
June 17, 2008

Ravalli County Commissioners
215 S. 4th Street, Ste. A
Hamilton, MT 59840

RE: BitterRoot Bus Request for Funding FY 2009

Dear Commissioners,

The purpose of this letter is to provide documentation in support of the funding requested at the budget hearings May 9, 2008, by BitterRoot Bus. As you are aware, Ravalli County used to provide county funds to Ravalli County Council on Aging (RCCOA) of which RCCOA funneled a portion to the transportation program used for matching funds to support the 5311 grant application to the Montana Department of Transportation (MDT).

With the passing of the Senior Levy, RCCOA reverted general fund monies back to Ravalli County in the amount of \$87,500 per year. BitterRoot Bus, a general public transportation provider per the 5311 grant requirements, is formally requesting **\$18,000.00** to cover a portion of the 36% of **general public** ridership we serve. At this time RCCOA is using over \$27,000.00 of Senior Levy monies to fund this part of the program. In FY09 these general public ridership numbers are expected to increase as gas prices continue to rise.

BitterRoot Bus' finalized operating budget for FY2009 is:

\$122,145.00	Federal 5311
<u>\$ 76,632.00</u>	Local Match
\$198,777.00	Total

Sincerely,

Sharna Paddock
Transportation Coordinator
BitterRoot Bus

May 9, 2008

BitterRoot Bus is a 5311 grantee funded by the FTA and administered by MDOT which requires us to provide transportation to, and for, the General Public. Each year BitterRoot Bus applies for money through the 5311 grant process which requires local match for federal funds in order to operate, expand, add services and replace vehicles.

In June of 2006, residents of Ravalli County approved a \$200,000 per year Senior Services Levy. This levy was to provide services to residents 60 and older to help them stay independent and active in the community. Public transportation, through BitterRoot Bus, is an integral part of the services the Council provides. In the 2 (two) years since the citizens of Ravalli County voted for the senior levy, BitterRoot Bus has been very fortunate in that the Council has provided matching funds for our grant applications.

- In FY 07 the council used 32% of their Senior Service levy, or \$64,500 in the form of match for Transportation Services. 41% of BitterRoot Bus's ridership for that year was for transportation of the general public and persons with disabilities UNDER the age of 60. That is \$26,445 that came out of senior services money to support general public transportation.
- For FY08 we are on track to use 34%, or \$67,200, of the Council's senior levy for transportation match. Of this 67,000, 36% or \$24,000 will go to providing transportation to Ravalli County residents UNDER the age of 60.
- FY09 will require even more senior services money as the MDOT has changed the match ratio requirements on the grant.
- BitterRoot Bus has cut costs through employee cuts and delayed maintenance on vehicles. We are down to the bare minimum on drivers and are unable at this time to expand or add any new services. We must refuse rides because of our limited funding. Maintenance costs have increased because the age of our fleet. We are scheduled to receive a new vehicle this fiscal year which will take another \$4,000 in match money from Senior Services. And as fuel prices skyrocket, the demand for public transportation will no doubt increase.
- The Council on Aging in every aspect supports transportation, particularly on the senior level. BitterRoot Bus would like to see the County support the transportation needs of the General public and persons with disabilities.

BitterRoot Bus is formally asking for the County's support of public transportation in the amount of \$18,000. This amount, along with requests from other towns in Ravalli County, will sure up our ability to provide the services the citizens of Ravalli County demand.

June 10, 2010

BitterRoot Bus is a 5311 grantee funded by the FTA and administered by MDOT which requires us to provide transportation to, and for, the General Public. Each year BitterRoot Bus applies for money through the 5311 grant process which requires local match for federal funds in order to operate, expand, add services and replace vehicles.

In June of 2006, residents of Ravalli County approved a \$200,000 per year Senior Services Levy. This levy was to provide services to residents 60 and older to help them stay independent and active in the community. Public transportation, through BitterRoot Bus, is an integral part of the services the Council provides. In the 3 (three) years since the citizens of Ravalli County voted for the senior levy, BitterRoot Bus has been very fortunate in that the Council has provided matching funds for our grant applications.

- For FY09 we used over \$42,000 of the Council's senior levy for transportation match. Of this \$42,447, 57% or over \$24,000 went to providing transportation to Ravalli County residents UNDER the age of 60.
- The FY10 5311 will require even more senior services money, \$56,882
- BitterRoot Bus has, in the last year, increased ridership by 15%. In fact in both the months of March and April of this year we have surpassed 1,000 rides per month. It has gone beyond denying the occasional ride. BitterRoot Bus now has 3 and sometimes 4 drivers per day to cover all our rides needed. Maintenance costs have continued to increase because of the age of our fleet as well as the extra daily miles. We are scheduled to receive a new vehicle this fiscal year provided by ARRA funding, which will hopefully alleviate some of the maintenance issues. The demand for public transportation has increased due to concerted coordination efforts in the community. Including transporting Ravalli Services clients to work, as well as riders to the telemarketing facility, have also had inquiries into how the service works for getting to work whether it's shift work or commuting to and from work sites.
- The Council on Aging in every aspect supports transportation, particularly on the senior level. BitterRoot Bus would like to see the County support the transportation needs of the General public and persons with disabilities.

BitterRoot Bus is formally asking for the County's support of public transportation in the amount of \$15,000.