

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
April 18, 2019**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittmann, Zale Palmer

Absent: Walt Kirby

MINUTES: Approve minutes of the March 21, 2019 regular meeting and the April 9, 2019 special meeting as submitted.

Motion to Approve: Gary Kunzeman/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for March. The Finance Committee reported that the fuel costs for the Mountain Route were higher than budgeted (see attached report). There will also be significant purchases made for tires, alignments, etc. before the September 30th year end. Colleen has been instructed to begin work on the 2019/2020 budget so SPOT can send out letters to the Cities of the anticipated match requirements to include in their budgets for the next fiscal year. There was discussion.

Motion to Approve A: Ron Smith/ Clif Warren. All in favor. Approved

- B. Approve payment of prepaid bills and outstanding bills.

Motion to Approve B: Clif Warren/ Zale Palmer. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the fixed route ridership continues to be down (see attached report). March ridership was up, but still less than the same time period in previous years. Ridership for the demand and Boundary County routes show increases. Driver badges have been ordered and will be implemented as soon as driver pictures are taken.

Operations: See attached report prepared by David Sims. David is obtaining quotes for the Mountain Route bus spots. The Board reviewed the new design submitted for these larger buses. David is trying to stay within the funds remaining from the Schweitzer capital match contribution. There was some discussion about a request to place poetry posters inside the buses. There was also discussion about using SPOT's out-of-service bus as a temporary work space at the Red Barn. This would save us money that would need to be spent on a shed for this location.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Ron Smith stated they are discussing adding service into the county, primarily to Paradise Valley, where there is more demand for service. The route for Paradise Valley needs to be mapped out. There needs to be press releases when the new bus arrives and continued emphasis on getting the word out about the route and free service. There was discussion about approaching the County for a representative that can be more involved and attend meetings.

- B. Bonner County Service Development Committee:** Clif Warren is talking with various new people about joining the committee.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Discussion of service to Clark Fork area.** David has received service requests for this area. He has explained how the system works and that obtaining grant funding for new lines of service may be difficult. The service would be set up similar to the Boundary County service.

Motion to refer the issue to the Bonner County Service Development Committee. Clif Warren/ Zale Palmer. All in favor. Approved.

- B. Action Item: Consider bus shelter locations and remaining grant funding.** David Sims reported that we need in complete 5 more bus shelters before the grant runs out on 9/30/19. The grant is for a total of 8 covered shelters, benches, and bike racks. To date, 3 covered shelters have been completed – East Bonner County Library, Kootenai, and Jeff Jones Square. There was review of the ridership at each stop and discussion about which stops should get the remaining 5 shelters. There was also discussion that this project, since it exceeds \$50,000, meets the requirements for bids and use of public works contractors.

Motion to install the remaining funded shelters at Bonner Mall, Spruce & Boyer, Dover, and 2 at Walmart. Clif Warren/ Zale Palmer. All in favor. Approved. Ron Smith not present for vote.

- C. Action Item: Discuss grant for additional buses.** David Sims reported that SPOT currently has approved grants for the acquisition of 5 buses. It was also discussed that SPOT needs another bus for the Mountain Route. It was reported that ITD says we can change the scope on one of the 2-bus grants to a 1-Mountain Route bus. Due to the time lines, it would mean that SPOT would have to financially float around \$130k for around 4 months.

Motion to purchase an additional bus for the Mountain Route, configuration to be determined, in lieu of 2 smaller regular route buses. Clif Warren/ Ron Smith. All in favor. Approved.

- D. Discussion Item: AAA funding agreement.** Due to funding limits, AAA had lowered the rates used to pay SPOT for elderly ridership for the current fiscal year. Since AAA has available funds, they have notified us that they are increasing our reimbursement rate for the remainder of the current fiscal year.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 12:42 p.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of March 31, 2019

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	339,966.91	34,119.43	3,514.09	377,600.43
Accounts Receivable	69,052.50	818.00	0.00	69,870.50
Grant Funds Receivable	40,718.00	2,063.00	0.00	42,781.00
Total Other Current Assets	37,288.01	2,085.00	0.00	39,373.01
Total Current Assets	487,025.42	39,085.43	3,514.09	529,624.94
Total Fixed Assets	758,172.27	0.00	0.00	758,172.27
TOTAL ASSETS	1,245,197.69	39,085.43	3,514.09	1,287,797.21
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	40,145.98	1,641.32	1,298.16	43,085.46
Equity	1,205,051.71	37,444.11	2,215.93	1,244,711.75
TOTAL LIABILITIES & EQUITY	1,245,197.69	39,085.43	3,514.09	1,287,797.21

Selkirks-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
March 2019

4:51 PM
04/11/19
Accrual Basis

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	30,700.50	121,334.99	2,881.00	5,292.12	11,070.00	12,919.74	1,525.00	3,050.00	46,176.50	142,596.85
Expenses:										
Administration	8,383.49	6,516.94	706.90	1,267.46	608.16	2,172.31	0.00	0.00	9,698.55	9,956.71
Operations	22,405.52	26,303.92	2,587.08	4,235.82	16,532.85	16,829.40	1,387.08	3,050.00	42,912.53	50,419.14
Preventative Maintenance	3,174.40	4,893.30	0.00	522.58	782.06	1,609.20	0.00	0.00	3,956.46	7,025.08
Total Expenses	33,963.41	37,714.16	3,293.98	6,025.86	17,923.07	20,610.91	1,387.08	3,050.00	56,567.54	67,400.93
Net Ordinary Income	-3,262.91	83,620.83	-412.98	-733.74	-6,853.07	-7,691.17	137.92	0.00	-10,391.04	75,195.92
Other Income/Expense	-8,965.58	-85,000.00	0.00	0.00	-514.80	0.00	0.00	0.00	-9,480.38	-85,000.00
Net Income	-12,228.49	-1,379.17	-412.98	-733.74	-7,367.87	-7,691.17	137.92	0.00	-19,871.42	-9,804.08

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Selkirk-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
October 2018 - March 2019

4:51 PM
04/11/19
Accrual Basis

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	325,130.70	418,375.13	32,994.00	40,984.81	418,919.00	453,157.81	9,150.00	18,300.00	786,193.70	930,817.75
Expenses:										
Administration	52,232.38	44,951.64	6,542.33	8,649.80	5,185.84	14,983.86	0.00	0.00	63,960.55	68,585.30
Operations	141,328.25	167,073.48	16,560.27	25,556.47	28,337.80	76,832.30	8,385.72	18,300.00	194,612.04	287,762.25
Preventative Maintenance	22,323.82	29,629.74	1,516.77	2,935.52	2,612.26	6,466.78	0.00	0.00	26,452.85	39,032.04
Total Expenses	215,884.45	241,654.86	24,619.37	37,141.79	36,135.90	98,282.94	8,385.72	18,300.00	285,025.44	395,379.59
Net Ordinary Income	109,246.25	176,720.27	8,374.63	3,843.02	382,783.10	354,874.87	764.28	0.00	501,168.26	535,438.16
Other Income/Expense	-19,917.80	-85,000.00	0.00	0.00	-323,785.08	-320,000.00	0.00	0.00	-343,702.88	-405,000.00
Net Income	89,328.45	91,720.27	8,374.63	3,843.02	58,998.02	34,874.87	764.28	0.00	157,465.38	130,438.16

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SPOT Ridership

2019	Fixed	Demand	Van Pool	Bonners		Total
				Ferry	Mountain Route	
January	4,579	439	236	271		5,525
February	3,847	373	262	215	5,963	10,660
March	4,776	443	276	253	11,583	17,331
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTAL						

2018	Fixed	Demand	Van Pool	Bonners		Total
				Ferry		
January	5,201	391	282	207		6,081
February	4,885	341	322	233		5,781
March	5,931	345	320	247		6,843
April	5,962	367	324	188		6,841
May	4,742	351	306	212		5,611
June	4,578	335	200	253		5,366
July	4,704	363	224	216		5,507
August	8,173	302	256	237		8,968
September	4,390	358	192	214		5,154
October	4,324	401	232	193		5,150
November	4,084	457	242	241		5,024
December	4,295	392	244	167		5,098
TOTAL	61,269	4,403	3,144	2,608		71,424

*2,907 Festival

2017	Fixed	Demand	Van Pool	Bonners		Total
				Ferry	Gold Rt	
January	5,016	543	302	165	0	6,026
February	5,386	474	260	170	0	6,290
March	6,500	531	382	244	0	7,657
April	5,518	424	324	207	74	6,473
May	5,129	431	318	226	42	6,104
June	5,904	388	278	225	34	6,829
July	4,667	381	254	208	0	5,510
August	7,343	406	303	231	0	8,283
September	4,530	319	260	167	0	5,276
October	4,585	444	288	209	0	5,526
November	5,033	462	274	204	0	5,973
December	5,032	381	266	154	0	5,833
TOTAL	64,643	5,184	3,509	2,410	150	75,780

*2729 Festival

2016	Fixed	Demand	Van Pool	Bonners		Total
				Ferry		
January	6,379	414	0	178		6,971
February	5,985	371	0	113		6,469
March	6,493	472	0	173		7,138
April	5,813	397	0	176		6,386
May	5,499	411	0	145		6,055
June	5,256	431	0	212		5,899
July	5,299	386	0	184		5,869
August	5,443	473	3	246		6,165
September	5,049	465	54	194		5,762
October	5,116	453	126	219		5,914
November	4,922	436	119	190		5,667
December	4,937	458	106	245		5,746
TOTAL	66,191	5,167	408	2,275		74,041

Operations Report April 18, 2019

114 Repair – ICRMP is paying for the repair of bus 114. It is currently at Northwest Autobody for repair, and they expect to complete it by the end of April.

Bus Washing – One of our drivers will be washing each fixed route bus inside and out on a weekly basis. The paratransit buses will be cleaned on a less frequent basis. We purchased supplies to clean the inside of the buses, and we will clean the outside of the buses at 5th Avenue Car Wash.

New Buses – We hope to see one of the new buses next week and the remaining two a week or two after.

Mountain Route Wrap Up – The Schweitzer season ended without any additional major problems. Harlow's is planning to take the buses into Spokane to fix some of the issues we have had with the buses this season. While they are in Spokane, we will get the spots added to the outside.

Schweitzer is interested in adding 5 additional shifts next season to provide ½ hour departures from the Red Barn all day (currently the schedule shifts to 1 hour departures in the afternoon on weekdays). We need a small shed at the Red Barn to post schedules, to have a place for drivers to turn in paperwork, and place for tools and supplies. We will be exploring options for a shed this summer.