



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, April 18, 2019

SPOT Office, 31656 Hwy 200, Suite 102. Ponderay, ID

1. Call to Order and Roll Call
2. Public comment period for items not on the Agenda (including questions from the press)
3. Approval of Minutes
  - a. Action Item: Approve Minutes of the April 9, 2019 special meeting.
  - b. Action Item: Approve Minutes of the March 21, 2019 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for March 2019
  - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
5. Staff Reports
  - a. Ridership – David Sims
  - b. Operations – David Sims
6. Committee Reports
  - a. Boundary County Service Development Committee
  - b. Bonner County Service Development Committee Update
7. Action and Discussion Items:
  - a. Action Item: Discussion of service to Clark Fork area
  - b. Action Item: Consider bus shelter locations and remaining grant funding
  - c. Action item: Discuss grant for additional buses
  - d. Discussion Item: AAA funding agreement
8. Comments from the Chair and Board Members
9. Adjournment

Note: Public information on agenda items is available from the SPOT office at 31656 Highway 200 Suite 102, Ponderay, ID or call (208) 263-3774. Any person needing special accommodations at the above noticed meeting should contact SPOT three days prior to the meeting at (208) 263-3774.

**SPECIAL BOARD MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
9 am, April 9, 2019, SPOT Office**

**Nancy Lewis CALLED THE MEETING TO ORDER AT 9:00 A.M.**

**PRESENT: David Sims, Shannon Pittman, Nancy Lewis, Ron Smith (by phone), Zale Palmer, Gary Kunzeman**

**Absent: Clif Warren, Walt Kirby**

**Action Items:**

**Approve payment of Eureka Institute Bus Shelter Invoice.**

The Eureka Institute has requested early payment for their invoice #550 in the amount of \$9,000 for the balance due for the Library and Kootenai bus shelters.

**Motion to approve payment of the Eureka Institute Invoice. Zale Palmer/Gary Kunzeman. All in favor. Approved.**

**Motion to adjourn. Zale Palmer / Gary Kunzeman. All in favor. Approved**

**Meeting adjourned 9:02 A.M.**

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
March 21, 2019**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:01 A.M.**

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

**Absent:** Clif Warren, Walt Kirby

**MINUTES:** Approve minutes of the February 21, 2019 regular meeting as submitted.

**Motion to Approve:** Gary Kunzeman/ Ron Smith. All in favor. Approved

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for February. The Finance Committee reported that SPOT's actual expenditures continue to be under the budgeted expenses (see attached report). There was discussion.

**Motion to Approve A:** Zale Palmer/ Ron Smith. All in favor. Approved

- B. Approve payment of prepaid bills and outstanding bills. There was discussion regarding cost of Harlow's invoices for servicing of Mountain Route buses.

**Motion to Approve B:** Zale Palmer/ Rom Smith. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported that the fixed route ridership continues to be down (see attached report). February ridership was low, most likely due to weather. The March ridership is already showing improvement. The February Mountain Route ridership in the report is for only two weeks and is also missing a few days where drivers did not turn in count sheets. There was discussion about tracking mpg/bus and also the same stats used by ITD.

**Operations:** See attached report prepared by David Sims. There was discussion regarding Bus #114 accident. David is in the process of obtaining bids for repair. Initial estimate exceeded value of bus, but local repair estimate was lower. Three new buses are scheduled for delivery in April 2019. David is still working with Schweitzer to negotiate our fee for this ski season. Service will be ending April 7<sup>th</sup>.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Ron Smith stated they are discussing changing service dates to a fixed 4 day/week schedule – Tuesday/Friday in Bonners Ferry and Wednesday/Saturday in Sandpoint. There was discussion about stopping service to Moyie Springs and possibly adding Paradise Valley, where there is more demand for service.
- B. **Finance Committee:** Report presented above. Colleen to set up a dashboard report including cost/mile, cost/ride, mpg/bus. David to provide copy of states report used by ITD.

**ACTION & DISCUSSION ITEMS:**

- A. **Discussion Item: Mountain Route update.** Already covered in Operations Report.

**B. Action Item: Mountain Route Driver Wages.** David Sims reported there was a driver hired on for the Mountain Route that would like to stay on if they can full-time hours and keeping their Mountain Route pay rate. There was much discussion about impact on other drivers, other Mountain Route drivers, and Persi.  
**Motion to offer Allison continuing employment at \$14/hour based on previous experience, schedule, and commitment to SPOT. Zale Palmer/ Ron Smith. All in favor. Approved**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:**

Gary Kunzeman mentioned that the Ponderay Police would like us to consider moving the bus stop at WalMart. It is next to the crosswalk and is a hazardous spot. David Sims mentioned that we might consider changing the frequency of the fare box donations from monthly to quarterly, to be discussed at our next meeting.

**Meeting adjourned 12:17 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
<b>TOTAL ASSETS</b>	<b>1,245,197.69</b>	<b>39,085.43</b>	<b>3,514.09</b>	<b>1,287,797.21</b>
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
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,245,197.69</b>	<b>39,085.43</b>	<b>3,514.09</b>	<b>1,287,797.21</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	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
<b>Expenses:</b>										
<b>Administration</b>	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
<b>Operations</b>	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
<b>Preventative Maintenance</b>	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
<b>Total Expenses</b>	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
<b>Net Ordinary Income</b>	-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
<b>Other Income/Expense</b>	-8,965.58	-85,000.00	0.00	0.00	-514.80	0.00	0.00	0.00	-9,480.38	-85,000.00
<b>Net Income</b>	<b>-12,228.49</b>	<b>-1,379.17</b>	<b>-412.98</b>	<b>-733.74</b>	<b>-7,367.87</b>	<b>-7,691.17</b>	<b>137.92</b>	<b>0.00</b>	<b>-19,871.42</b>	<b>-9,804.08</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	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
<b>Expenses:</b>										
<b>Administration</b>	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
<b>Operations</b>	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
<b>Preventative Maintenance</b>	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
<b>Total Expenses</b>	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
<b>Net Ordinary Income</b>	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
<b>Other Income/Expense</b>	-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
<b>Net Income</b>	<b>89,328.45</b>	<b>91,720.27</b>	<b>8,374.63</b>	<b>3,843.02</b>	<b>58,998.02</b>	<b>34,874.87</b>	<b>764.28</b>	<b>0.00</b>	<b>157,465.38</b>	<b>130,438.16</b>

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
As of April 2, 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	03/17/2019	CL66451	2,387.65
	Bill	03/24/2019	CL67137	2,813.50
	Bill	03/31/2019	CL67839	2,434.97
Total Coleman Oil				<u>7,636.12</u>
<b>Enterprise</b>				
	Bill	03/31/2019	L45E021-5	1,120.73
Total Enterprise				<u>1,120.73</u>
<b>First Bankcard</b>				
	Bill	03/27/2019	David Visa	608.79
	Bill	03/27/2019	Marion-Visa	101.27
Total First Bankcard				<u>710.06</u>
<b>Frontier</b>				
	Bill	03/22/2019		166.37
Total Frontier				<u>166.37</u>
<b>Frontier - BF</b>				
	Bill	03/13/2019		49.61
Total Frontier - BF				<u>49.61</u>
<b>Mountain Ledgers</b>				
	Bill	03/31/2019	4561	618.75
Total Mountain Ledgers				<u>618.75</u>
<b>Rokstad</b>				
	Bill	03/14/2019	154211	252.00
	Bill	03/14/2019	614435	52.32
	Bill	03/20/2019	154337	1,387.59
	Bill	03/21/2019	154348	336.49
	Bill	03/26/2019	154446	46.79
	Bill	03/27/2019	154480	43.37
	Bill	04/01/2019	154556	1,816.94
Total Rokstad				<u>3,935.50</u>
<b>Verizon Wireless</b>				
	Bill	03/13/2019	9826133737	322.73
Total Verizon Wireless				<u>322.73</u>
<b>TOTAL</b>				<u><u>14,559.87</u></u>



**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
As of April 11, 2019

Type	Date	Num	Open Balance
<b>Brown's Northside Machine &amp; Gear, Inc.</b>			
Bill	03/01/2019	W41222	80.80
Total Brown's Northside Machine & Gear, Inc.			80.80
<b>Coleman Oil</b>			
Bill	04/07/2019	CL72042	2,558.40
Total Coleman Oil			2,558.40
<b>Napa Auto Parts</b>			
Bill	04/01/2019	906862	23.30
Total Napa Auto Parts			23.30
<b>Occupational Medicine Associates</b>			
Bill	03/31/2019	J38693	445.00
Total Occupational Medicine Associates			445.00
<b>Panhandle Animal Shelter</b>			
Bill	03/31/2019	Fare boxes	20.50
Total Panhandle Animal Shelter			20.50
<b>Rokstad</b>			
Bill	04/03/2019	154630	43.37
Bill	04/09/2019	154762	43.37
Total Rokstad			86.74
<b>State Insurance Fund</b>			
Bill	04/01/2019	Installment #4	3,071.00
Total State Insurance Fund			3,071.00
<b>Verizon Wireless</b>			
Credit	03/28/2019	9827082558	-189.56
Total Verizon Wireless			-189.56
<b>TOTAL</b>			<b>6,096.18</b>

### 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						
<b>TOTAL</b>						

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
<b>TOTAL</b>	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
<b>TOTAL</b>	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
<b>TOTAL</b>	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 5<sup>th</sup> 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.

## SPOT Agenda Item Summary

Meeting Date: April 18, 2019

Agenda Item: 7A

From: David Sims

Topic: Clark Fork service

Background: We have had numerous requests for service to Clark Fork, and there is a group of residents that are exploring options for bus service to Sandpoint. Due to the number of requests, we would like to know if the Board is interested in having staff spend time on potential options for service to Clark Fork. It may be appropriate for the Bonner County Service Development Committee to address it when it starts meeting.

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Meeting Date: April 18, 2019

Agenda Item: 7B

From: David Sims

Topic: Bus shelter locations and remaining grant funding

Background: Three of the bus shelters are completed. I would like to discuss the locations for the remaining shelters and the amount of grant funding that is available.

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Meeting Date: April 18, 2019

Agenda Item: 7C

From: David Sims

Topic: Discuss grant funding for additional buses

Background: Previously SPOT was awarded a one-time federal grant for two 18 passenger buses, with funds available in October, 2019. Originally the plan was to use one of the two buses for a backup route bus and the other for a secondary paratransit bus. In speaking with ITD, it may be possible to change the scope of the grant to allow for the purchase of one additional bus for the Mountain Route.

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Meeting Date: April 18, 2019

Agenda Item: 7D

From: David Sims

Topic: AAA funding agreement

Background: We received good news from the Area Agency on Aging. They have increased the amount of funding that will be available for SPOT for the remainder of their current fiscal year (July 2018-June 2019). Attached is an explanatory email from AAA and a revised reimbursement schedule.

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**From:** Marilyn Anders <MJAnders@NIC.EDU>  
**Sent:** Monday, April 08, 2019 11:39 AM  
**To:** dsims@spotbus.org  
**Subject:** RE: SPOT AAA March Invoice  
**Attachments:** 0938\_001.pdf

**Importance:** High

David:

Need to let you know that I have been reviewing our transportation contracts and funding. We received additional funding late last fall, which I am using to adjust some of our contracted transportation services. For SPOT – Bonner Co., the reimbursement rate for the Fixed Route is being increased from \$.70/ boarding to \$1.50. The Demand Response (paratransit) service rate will remain the same, but an additional 300 units have been added to get you thru to end of SFY June 30<sup>th</sup>. Boundary Co. Demand Response service stays at the current rate, but an additional 225 units have been added. The Bonners Ferry to Sandpoint service will increase from \$4.00/boarding to \$5.00, and the units have increased by 300 boardings.

In addition, services with increased reimbursement rates, Bonner Fixed Route and Boundary Bonners Ferry to Sandpoint, will also receive a reimbursement for all units reported from July 1, 2018 – February 28, 2019. For Bonner Fixed Route the retroactive amount is 3548 units x .80 = \$2838.40; and Bonners Ferry to Sandpoint is 556 units x \$1.00 = \$556.00.

This is a lot of changes and numbers in an email. I had hoped to contact you last week to discuss but ran out of time. Your invoice this morning was perfect timing. Please give me a call if you have any questions. I am attaching the units and rates sheet (Attachment 1) from your contract with the changes handwritten so you have a visual aid for clarification. If you would like a revised contract, please let me know. Going into 4<sup>th</sup> Quarter it is not unusual to receive adjustments if we have the funding.



Marilyn Anders  
*Fiscal & Contracts Manager*  
Area Agency on Aging of North Idaho  
208-667-3179 x229  
[mjanders@nic.edu](mailto:mjanders@nic.edu)

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**From:** dsims@spotbus.org <dsims@spotbus.org>  
**Sent:** Friday, April 05, 2019 3:08 PM  
**To:** Marilyn Anders <MJAnders@NIC.EDU>  
**Cc:** 'Colleen Culwell' <mntledgers@gmail.com>  
**Subject:** SPOT AAA March Invoice

**Attachment 1**

Contract No. 1922-00

**PURPOSE**

This contract is for the purpose of providing Respite Service to eligible participants as described in the attached Program Scope of Work. This funding agreement is by and between *North Idaho College, Area Agency on Aging of North Idaho, and Selkirk-Pend Oreille Transit Authority, Sandpoint, Idaho*

**CONTRACT TERMS**

The term of this contract shall be for four (4) years, from July 1 2018, through June 30, 2022. Funding will be reevaluated each year based on availability of Federal or State funding. The program provided herein shall be designed to provide continuous service for the full term of this contract.

**PROGRAM FUNDING, UNITS, AND REIMBURSEMENT RATES**

The funding amounts, units and unit reimbursement rates for the respective programs for the period of July 1, 2018, through June 30, 2019, are indicated below:

SERVICE	UNITS	UNIT RATE	FUNDING	REQUIRED MATCH
Bonner Co. – Fixed Route Transportation	5000 <del>-9500-</del>	1.50 <del>-.70-</del>	\$ 7500 <del>\$6,650-</del>	\$ 1324 <del>\$1,174-</del>
Bonner Co. – Demand Response Transportation	2800 <del>-2500-</del>	\$3.00	\$ 8400 <del>\$7,500-</del>	\$ 1482 <del>-\$1,324-</del>
Boundary Co.-Demand Response Transportation	925 <del>-700-</del>	\$3.00	\$ 2775 <del>-\$2,100-</del>	490 <del>\$ -371-</del>
Boundary Co.-Bonners Ferry to Sandpoint	850 <del>-550-</del>	\$5.00 <del>-\$4.00-</del>	\$ 4250 <del>\$2,200-</del>	750 <del>\$ -388-</del>
Total Funding:			\$ 22925 <del>-\$18,450-</del>	\$ 4046 <del>-\$3,257-</del>

*Revised 4/9/19  
Marilyn Anderson  
Fiscal + Contracts mgr.*

**MUTUAL AGREEMENT**

By signing below both parties agree to the terms and the funding terms designated in above.

Area Agency on Aging:

*Don Engle*  
Director

Board Chair or Agency Director:

*Marian Johnson*  
Name  
*Operations Manager*  
Title