

**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 7th.

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 February 28, 2019

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	102,991.62	33,299.95	3,326.24	139,617.81
Accounts Receivable	68,737.90	650.00	0.00	69,387.90
Grant Funds Receivable	289,360.00	3,557.00	0.00	292,917.00
Total Other Current Assets	38,099.34	2,085.00	0.00	40,184.34
Total Current Assets	499,188.86	39,591.95	3,326.24	542,107.05
Total Fixed Assets	748,657.47	0.00	0.00	748,657.47
TOTAL ASSETS	1,247,846.33	39,591.95	3,326.24	1,290,764.52
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	32,679.88	1,668.04	1,248.23	35,596.15
Equity	1,215,166.45	37,923.91	2,078.01	1,255,168.37
TOTAL LIABILITIES & EQUITY	1,247,846.33	39,591.95	3,326.24	1,290,764.52

Selkirk-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
February 2019

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	24,178.90	28,961.60	4,207.00	4,601.54	9,919.00	13,617.09	1,525.00	3,050.00	39,829.90	50,230.23
Expenses:										
Administration	6,974.24	7,998.19	815.68	1,532.46	1,892.55	2,666.06	0.00	0.00	9,682.47	12,196.71
Operations	21,831.32	29,303.92	2,722.88	4,485.82	9,679.83	17,379.40	1,330.75	3,050.00	35,564.78	54,219.14
Preventative Maintenance	5,751.29	4,863.30	1,435.64	472.58	1,830.20	1,624.18	0.00	0.00	9,017.13	7,080.06
Total Expenses	34,556.85	42,285.41	4,974.20	6,490.86	13,402.58	21,669.64	1,330.75	3,050.00	54,264.38	73,495.91
Net Ordinary Income	-10,377.95	-13,323.81	-767.20	-1,889.32	-3,483.58	-8,052.55	194.25	0.00	-14,434.48	-23,265.68
Other Income/Expense	18.91	0.00	0.00	0.00	-2,444.30	0.00	0.00	0.00	-2,425.39	0.00
Net Income	-10,359.04	-13,323.81	-767.20	-1,889.32	-5,927.88	-8,052.55	194.25	0.00	-16,859.87	-23,265.68

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	294,430.20	297,040.14	30,113.00	35,692.69	407,849.00	440,238.07	7,625.00	15,250.00	740,017.20	788,220.90
Expenses:										
Administration	43,848.89	38,434.70	5,835.43	7,382.34	4,577.68	12,811.55	0.00	0.00	54,262.00	58,628.59
Operations	118,822.73	140,769.56	13,973.19	21,320.65	11,804.95	60,002.90	6,988.64	15,250.00	151,599.51	237,343.11
Preventative Maintenance	19,149.42	24,736.44	1,516.77	2,412.94	1,830.20	4,857.58	0.00	0.00	22,496.39	32,006.96
Total Expenses	181,821.04	203,940.70	21,325.39	31,115.93	18,212.83	77,672.03	6,988.64	15,250.00	228,357.90	327,978.66
Net Ordinary Income	112,609.16	93,099.44	8,787.61	4,576.76	389,636.17	362,566.04	626.36	0.00	511,659.30	460,242.24
Other Income/Expense	-10,952.22	0.00	0.00	0.00	-323,270.28	-320,000.00	0.00	0.00	-334,222.50	-320,000.00
Net Income	101,656.94	93,099.44	8,787.61	4,576.76	66,365.89	42,566.04	626.36	0.00	177,436.80	140,242.24

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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						
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTAL						

2018	Fixed	Demand	Van Pool	Bonners		Total	
				Ferry	Total		
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	*2,907	Festival
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		

2017	Fixed	Demand	Van Pool	Bonners		Gold Rt	Total	
				Ferry	Total			
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	*2729	Festival
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		

2016	Fixed	Demand	Van Pool	Bonners		Total
				Ferry	Total	
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

March 21, 2019

Site Review – ITD will be conducting a site review on April 3. The pre-review packet has been submitted to ITD for their desk review.

Driver Update – One of the drivers quite showing up for her shifts last week, so we have had to move some shifts to other drivers and our newest back-up driver has been covering some shifts.

Bus Accident – One of our busses (#114 – Blue Route) was involved in an accident on March 1. It was sitting on Fifth Avenue in the left turn lane, waiting to turn onto Larch Street. A logging truck pulled alongside the bus on the right side and made a right turn onto Larch Street. The truck was carrying poles that stuck out from the back of the truck and the poles hit the bus, damaging the body of the bus, the passenger doors, and the front fender. There was one rider on the bus at the time. No injuries occurred.

An insurance adjuster has looked at the bus, and will have an estimate soon. It is possible they will total the bus.

Chamber Presentation – I was invited to speak at a health care meeting organized by the Boundary Community Hospital and the Bonners Ferry Chamber of Commerce last week. The presentation was well received, and there were three SPOT riders in the audience that talked about how much they appreciate the service.

Mountain Route – We have been plagued with bus problems on the Mountain Route. On February 22, the radiator failed in MT32. It was towed to Harlow's Bus Service in Spokane for repairs, and was returned on March 8. MT 31 has been in the local shop (Brown's Northside Machine and Gear) three times for various issues, and the SPOT mechanic has fixed a couple of issues that kept it out of service. It had another issue last Friday, and Harlow's has taken it back to Spokane for repair. The SPOT drivers have been using the Schweitzer buses for backup, as per our agreement with them. It is clear that we cannot operate the service with only two buses.