



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, May 16, 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 18, 2019 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for April 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: Consider advertising and promotional materials on buses
 - b. Action Item: Consider bench locations
 - c. Action Item: Discussion of Transit Vehicle Manufacturer certification for mountain route buses
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.

**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 April 30, 2019

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	303,833.42	32,201.80	3,695.87	339,731.09
Accounts Receivable	4,731.00	850.00	0.00	5,581.00
Grant Funds Receivable	71,085.10	4,402.00	0.00	75,487.10
Total Other Current Assets	36,576.68	2,085.00	0.00	38,661.68
Total Current Assets	416,226.20	39,538.80	3,695.87	459,460.87
Total Fixed Assets	755,727.97	0.00	0.00	755,727.97
TOTAL ASSETS	1,171,954.17	39,538.80	3,695.87	1,215,188.84
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	24,176.80	1,950.01	1,379.25	27,506.06
Equity	1,147,777.37	37,588.79	2,316.62	1,187,682.78
TOTAL LIABILITIES & EQUITY	1,171,954.17	39,538.80	3,695.87	1,215,188.84

7:11 AM
05/09/19
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	27,250.00	27,980.35	3,189.00	5,430.29	4,736.00	8,087.39	1,525.00	3,050.00	36,700.00	44,548.03
Expenses:										
Administration	9,789.11	6,591.94	703.84	1,282.46	308.02	2,197.31	0.00	0.00	10,800.97	10,071.71
Operations	24,247.86	29,553.92	2,945.76	4,535.82	4,338.69	8,414.70	1,424.31	3,050.00	32,956.62	45,554.44
Preventative Maintenance	4,254.32	4,983.30	75.72	472.58	2,133.26	1,609.22	0.00	0.00	6,463.30	7,065.10
Total Expenses	38,291.29	41,129.16	3,725.32	6,290.86	6,779.97	12,221.23	1,424.31	3,050.00	50,220.89	62,691.25
Net Ordinary Income	-11,041.29	-13,148.81	-536.32	-860.57	-2,043.97	-4,133.84	100.69	0.00	-13,520.89	-18,143.22
Other Income/Expense	48.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.82	0.00
Net Income	-10,992.47	-13,148.81	-536.32	-860.57	-2,043.97	-4,133.84	100.69	0.00	-13,472.07	-18,143.22

- -

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	355,527.10	446,355.48	36,864.00	46,415.10	378,715.00	461,245.20	10,675.00	21,350.00	781,781.10	975,365.78
Expenses:										
Administration	62,021.49	51,543.58	7,246.17	9,932.26	5,493.86	17,181.17	0.00	0.00	74,761.52	78,657.01
Operations	165,576.11	196,627.40	19,506.03	30,092.29	35,120.79	85,247.00	9,810.03	21,350.00	230,012.96	333,316.69
Preventative Maintenance	26,578.14	34,613.04	1,592.49	3,408.10	4,745.52	8,076.00	0.00	0.00	32,916.15	46,097.14
Total Expenses	254,175.74	282,784.02	28,344.69	43,432.65	45,360.17	110,504.17	9,810.03	21,350.00	337,690.63	458,070.84
Net Ordinary Income	101,351.36	163,571.46	8,519.31	2,982.45	333,354.83	350,741.03	864.97	0.00	444,090.47	517,294.94
Other Income/Expense	-19,868.98	-85,000.00	0.00	0.00	-321,340.78	-320,000.00	0.00	0.00	-341,209.76	-405,000.00
Net Income	81,482.38	78,571.46	8,519.31	2,982.45	12,014.05	30,741.03	864.97	0.00	102,880.71	112,294.94

- -

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of May 3, 2019

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	04/14/2019	CL72765	1,330.61
	Bill	04/21/2019	CL74212	1,146.21
	Bill	04/28/2019	CL74954	1,390.95
	Bill	04/30/2019	CL75303	433.66
Total Coleman Oil				4,301.43
Enterprise				
	Bill	04/30/2019	L45E021-6	1,120.16
Total Enterprise				1,120.16
Frontier				
	Bill	04/22/2019		167.16
Total Frontier				167.16
Frontier - BF				
	Bill	04/13/2019		49.41
Total Frontier - BF				49.41
Mountain Ledgers				
	Bill	04/30/2019	4620	956.25
Total Mountain Ledgers				956.25
Rokstad				
	Bill	04/11/2019	154804	252.00
	Bill	04/16/2019	154880	43.37
	Bill	04/24/2019	155035	990.09
Total Rokstad				1,285.46
Verizon Wireless				
	Bill	04/13/2019	9828130201	246.24
Total Verizon Wireless				246.24
TOTAL				8,126.11

Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
As of May 9, 2019

Type	Date	Num	Open Balance
5th Avenue Car Wash			
Bill	04/30/2019	Apr washes	147.93
Total 5th Avenue Car Wash			147.93
Brown's Northside Machine & Gear, Inc.			
Bill	04/12/2019	W41447	495.82
Bill	04/15/2019	W41272	183.18
Total Brown's Northside Machine & Gear, Inc.			679.00
Coleman Oil			
Bill	05/05/2019	CL79462	1,090.18
Total Coleman Oil			1,090.18
Dycks Oil & Auto			
Bill	04/29/2019	39626	75.72
Total Dycks Oil & Auto			75.72
First Bankcard			
Bill	04/26/2019	David-Visa	1,476.12
Total First Bankcard			1,476.12
Gription Tire Pros			
Bill	04/18/2019	32212	466.61
Total Gription Tire Pros			466.61
Grizzly Glass Centers			
Bill	04/18/2019	H0110932	49.95
Total Grizzly Glass Centers			49.95
Harlow's Bus Sales, Inc.			
Bill	04/01/2019	403177	291.50
Bill	04/11/2019	403228	842.21
Total Harlow's Bus Sales, Inc.			1,133.71
United Data Security, Inc.			
Bill	04/15/2019	88208	27.95
Total United Data Security, Inc.			27.95
TOTAL			5,147.17

SPOT Ridership

				Bonniers	Mountain	
2019	Fixed	Demand	Van Pool	Ferry	Route	Total
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	4,846	452	332	257	1,699	7,586
May						
June						
July						
August						
September						
October						
November						
December						
TOTAL						

				Bonniers		
2018	Fixed	Demand	Van Pool	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	

				Bonniers		
2017	Fixed	Demand	Van Pool	Ferry	Gold Rt	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
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

				Bonniers	
2016	Fixed	Demand	Van Pool	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

May 16, 2019

114 Repair – 114 has returned to service. We need to return it to the body shop to get the decals installed

Bus Washing – The bus washing is working well. One of our drivers is washing each route bus once per week inside and out, and the paratransit buses once per month.

New Buses – We have received two of the new buses. We are working through a few warranty issues with them, and will be getting them in to Spokane to have the decals applied in the next few weeks.

ITD Site Review – We are still working on completing the ITD site review. We had a phone follow up last week to identify what areas we need to address. The reviewer did make the comment that SPOT is one of the most compliant systems they work with, and that they appreciate the willingness of the staff and the board to continue to improve our compliance.

Boundary Health Fair – Tom Cornwall and I participated in the Boundary Community Hospital Health Fair last Saturday.

ITD Drug and Alcohol Program Management & Compliance Training – I attended a mandatory ITD training program in Boise April 30-May 1. ITD is going to be audited by the FTA this year, and they will also be auditing most of the providers funded by ITD. The purpose of the training was to make sure the providers understand the FTA rules and to discuss the audit itself

SPOT Agenda Item Summary

Meeting Date: May 16, 2019

Agenda Item: 7A

From: David Sims

Topic: Consider advertising on buses

Background: I would like the Board to consider a policy for placing advertising and promotional materials on the buses. We have recently had a request from a company to advertise on our buses, a request from a local non-profit to place promotional materials on the buses, and a literary group that would like to place poetry on the buses.

Meeting Date: May 16, 2019

Agenda Item: 7B

From: David Sims

Topic: Consider bench locations

Background: SPOT has purchased 10 benches as part of the 5339 facilities grant. I would like the board to discuss and approve the locations for the benches.

Meeting Date: May 16, 2019

Agenda Item: 7C

From: David Sims

Topic: Discussion of Transit Vehicle Manufacturer certification for mountain route buses

Background: When transit buses are purchased with FTA funds, they bidder must certify at the time of bidding that the bus manufacturer complies with Disadvantaged Business Enterprise goals. When the mountain route buses were bid in November, 2017, Harlow's Bus Service signed a certification stating that the manufacturer of the buses they were bidding met the requirements.

FTA contacted ITD on April 22 that the bus manufacturer (IC Bus, owned by Navistar) is not on the list of eligible manufacturers. Since that time, Harlow's and Navistar have been working on the issue. It appears that Navistar let their compliance listing lapse, and they are working to get back on the list. It is not clear at this point what the outcome will be – I hope to have more information at the board meeting.
