



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, February 21, 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 January 17, 2019 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for January 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: Designate BATT voting member and alternate appointment
  - b. Action Item: Reaffirm Stephen Snedden as legal counsel for SPOT
  - c. Action item: Approve resolution to designate authorized signers for the SPOT bank account
  - d. Discussion Item: Mountain Route update
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  
January 17, 2019**

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

**PRESENT:** Clif Warren, Colleen Culwell, David Sims, Gary Kunzeman, Marion Johnson, Nancy Lewis, Ron Smith, Zale Palmer

**Absent:** Walt Kirby

**FINANCIAL REPORTS:**

Gary Kunzeman reported that the City of Ponderay has recording equipment available for sale. David Simms to decide if SPOT has a need to purchase it from the City.

**MINUTES:** Approve minutes of the December 20, 2018 regular meetings with corrections.

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

Approve minutes of the January 11, 2019 special meeting with no corrections.

**Motion to Approve: Clif Warren/ Gary Kunzeman. All in favor. Approved**

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for December. Colleen reported that the City of Ponderay has not yet paid their match funds for the current fiscal year. Gary Kunzeman will follow up. The total expenses for December and year-to-date continue to be under budget due to lower fuel costs and not starting the Mountain Route yet. There was discussion.

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

- B. Approve payment of prepaid bills and outstanding bills. David Sims to contact Verizon Wireless to see about getting the service for the two tablets switched from Ponderay's account to SPOT's account.

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

**STAFF REPORTS:**

**Ridership:** David Sims reported that ridership continues to be down (see attached report). The lower gas prices might be part of the reason. David is also looking into larger signs for the bus stops.

**Operations:** See attached report prepared by David Sims. The drivers appreciate the pay increase and most drivers also like changing from the monthly payroll cycle to the semi-monthly payroll cycle. The cash donation box program began in January, with the Lion Club named as the beneficiary. Nancy Lewis suggested that we designate the funds for the sight and hearing aid program. The Bonner Community Food Bank will be the named charity for the month of February. David also reported that we have not been receiving our fuel fleet discount from Coleman Oil, a savings of approximately \$3,500 per year. He is not sure if Coleman will give us credit for past discounts lost or not.

**COMMITTEE REPORTS:**

- A. Boundary County Service Development Committee:** Ron Smith stated there was nothing new to report. They are still working on getting the Gold Route put into service. They would also like to expand service into the County areas and Moyie. SPOT need to get involved with Boundary County early on in their budget process.
- B. Bonner County Service Development Committee:** No report.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Board position elections.** After discussion the following were nominated:  
**Board Chair** – Clif Warren nominated Nancy Lewis. Zale Palmer seconded. All in favor. Approved  
**Board Vice-Chair** – Nancy Lewis nominated Gary Kunzeman. Zale Palmer seconded. All in favor. Approved  
**Secretary** – Gary Kunzeman nominated Clif Warren. Zale Palmer seconded. All in favor. Approved  
**Treasurer** – Ron Smith nominated Clif Warren. Clif declined.  
Clif Warren nominated Zale Palmer. Nancy Lewis seconded. All in favor. Approved
- B. Action Item: Approve finance committee and appoint members.** The purpose of this committee would be to review the financial reports of the organization. Board members Clif Warren and Zale Palmer volunteered for the committee.

**Motion to approve finance committee appointments. Clif Warren/ Zale Palmer. All in favor. Approved**

- C. Action Item: Declare Bus 106 surplus.** David Sims presented the option of declaring Bus 106 as surplus inventory. The bus has a cracked frame and can no longer be used by SPOT. Guidelines were provided to David by SPOT’s attorney. Resolution 2019-1 was drafted to approved the declaration.

**Motion to accept Resolution 2019-1. Clif Warren/ Zale Palmer. All in favor. Approved**

- D. Discussion Item: Mountain Route update:** David Sims reported that the 2 Mountain Route buses should be delivered to SPOT by January 25<sup>th</sup>, with the Mountain Route service to start soon after receipt. We have enough drivers to fill this route. Some training is still needed. Schweitzer may still have to run some of their own buses on the busy days. Tablets will be installed in these new buses.

David has worked with Harlows to reconcile the cost of the order placed August 2018 back to the bids accepted in November 2017. It will include documenting the change from a school bus chassis to a coach chassis as requested by Schweitzer.

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

Ron Smith mentioned the need to have a MOU with Boundary County for SPOT to provide services during emergencies. David Sims reported he has given a copy of an MOU to Walt Kirby to see if Boundary County would be interested. David Sims will follow up.

**Motion to adjourn. Clif Warren/ Zale Palmer. All in favor. Approved**

**Meeting adjourned 12:20 p.m.**

### SPOT Ridership

2019	Fixed	Demand	Van Pool	Bonners		Total
				Ferry		
January	4,579	439	236	271		5,525
February						
March						
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	*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	
<b>TOTAL</b>	61,269	4,403	3,144	2,608		71,424	

  

2017	Fixed	Demand	Van Pool	Bonners		Gold Rt	Total	
				Ferry				
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	
<b>TOTAL</b>	64,643	5,184	3,509	2,410		150	75,780	

  

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

# SPOT Agenda Item Summary

Meeting Date: December 20, 2017

Agenda Item: 7A

From: David Sims

Action Topic: BATT voting member and alternate appointment

Background: SPOT needs to designate the 2019 voting member and alternate for the Boundary Area Transportation Team (BATT). For BCAT, the board designated David Sims as the voting member and Clif Warren as the alternate. The board may consider Ron Smith as the BATT alternate, as it is more convenient for Ron to attend the meetings.

---

Agenda Item: 7B

From: David Sims

Action Topic: Reaffirm Stephen Snedden as legal counsel for SPOT

Background: Stephen Snedden has left Smith+Malek and has started his own practice. We received the attached letter at the end of January, and I returned the form with the "I want Stephen T. Snedden to continue handling my case" box checked. I would like the board to reaffirm that they do want to continue with Stephen Snedden as legal counsel.

---

Agenda Item: 7C

From: David Sims

Action Topic: Approve resolution to designate authorized signers for the SPOT bank account

Background: With Marion's retirement and the changes to the officers, the Board needs to authorize a resolution to change the authorized signers on the SPOT bank account.

SMITH + MALEK  
ATTORNEYS

PETER J. SMITH IV  
Managing Partner  
peter@smithmalek.com  
208.215.2412

January 29, 2019

Selkirk Pend Oreille Transit Authority  
dsims@spotbus.org

Re: Legal Advice and Risk Management

Selkirk Pend Oreille Transit Authority:

Stephen T. Snedden is leaving Smith + Malek effective February 1, 2019 to begin Snedden Law, P.C. You have the option to remain a client of Smith + Malek or transfer your file to Stephen at his new law office. Alternatively, you may also request your file and find another attorney to handle your matter. The choice is entirely up to you.

Keep in mind, if there is an outstanding balance owed to Smith + Malek, it must be paid.

Please choose one of the options below and return this letter to our firm. **You may email, fax, or mail it.** Because time deadlines may be involved in your case, please act immediately. If possible please return the document on or before February 1, 2019.

We want to make this transition as simple and easy as possible. After January 31, 2019 Stephen's contact information will be as follows:

Snedden Law, P.C.  
301 Cedar St., Ste. 203  
Sandpoint, ID 83864  
Tel: 208-263-2000  
Fax: 208-263-2007

or you may contact me at 208-215-2411 with any questions.

Very Truly Yours,



*Stephen T. Snedden*  
Attorney at Law



*Peter J. Smith IV*  
Managing Partner  
SMITH + MALEK

January 29, 2019

Selkirk Pend Oreille Transit Authority

2 of 2

- I want Stephen T. Snedden to continue handling my case. I hereby authorize the law firm of Smith + Malek to deliver my file(s) and any funds remaining in the trust account after payment of all outstanding balances to Stephen T. Snedden.
- I want my file to remain with the law firm of Smith + Malek.
- I want my file and will find another attorney regarding my representation.

---

Selkirk Pend Oreille Transit Authority

Date: