



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, July 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 June 20, 2019 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for June 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: Driver Wages
 - b. Action Item: Fair box Donations
 - c. Discussion Item: AAA contract
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



SELKIRK PEND OREILLE TRANSIT

June 20, 2019

Nancy Lewis called the meeting to order at 11:00 am.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Nancy Lewis, Ron Smith, Shannon Pittmann, Walt Kirby (by phone)

Absent: Gary Kunzeman, Zale Palmer

MINUTES: Approve minutes of the May 16, 2019 regular meeting as submitted.

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

FINANCIAL REPORTS:

A. Accept Financial Reports for May. Motion to Approve. Clif Warren/ Walt Kirby. All in favor. Approved

B. Approve payment of prepaid bills and outstanding bills (as amended to include additional bills received after cutoff). Motion to Approve. Clif Warren/ Walt Kirby. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported on the May ridership figures.

Operations: David Sims reported that the three new buses have been delivered. Two have had their graphics installed and are in service on the Blue and Green Route. The bus for Bonners Ferry does not have its graphics installed yet. The Green Route has started the new route with hourly service to Dover. ITD was here on June 18 to complete the site review. They found no findings during the site review. A number of our drivers attended first aid and CPR training on June 8 at Northside Fire. All of our drivers are now current on first training. All but three of our drivers have completed an online drug and alcohol awareness training. SPOT has lost two drivers in the last month, one due to health reasons. We are advertising on Indeed and with the Job Service, but we are receiving very few inquiries.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: Committee did not meet.

B. Bonner County Service Development Committee: The committee met on May 20. Items discussed included the purpose of the committee, the structure and funding of SPOT, possible future service opportunities.

ACTION & DISCUSSION ITEMS:

A. Action Item: Consider Holiday Pay Retroactive payment. There is one employee that has been full time since July 2017 but has not been receiving holiday pay. Motion to pay the employee back holiday wages. Cliff Warren/Ron Smith. All in favor. approved. There is a question of how to compensate full time employees that work on holiday. The manual states that part time employees that work on the

holiday are paid at 1.5 times their normal rate, but it does not specify how full time employees are to be paid. Motion to pay full time employees at 1.5 times their normal rate, plus pay them their normal holiday pay. Cliff Warren/Ron Smith. All in favor. Approved.

B. Action Item: Consider the number of hours paid for holiday pay. Employees work varying hours, from 7 to 10 hours per day. Motion to pay eligible employees their normal work hours for holiday pay. Cliff Warren/Ron Smith. All in favor. Approved.

C. Action Item: Consider Amended Resolution 003, authorizing prepayment of certain vendors. Colleen Culwell has requested that additional vendors be added to the current list of vendors that are authorized for prepayment. Motion to approve amended resolution 003. Cliff Warren/Ron Smith. All in favor. Approved.

D. Action Item: Approve match amount for marketing grant. ITD notified SPOT that the match for the marketing grant will be 20% (local match of \$7,730) not the 7.34% (local match of \$2,836.91) that ITD originally told SPOT. Motion to approve paying the higher match amount. Ron Smith/Cliff Warren. All in favor. Approved.

E. Action Item. Consider providing service for Shakespeare in the Park on July 27. Motion to approve service for events that are requested by one of the SPOT JPA members, provided match money is provided and there is available grant funding available. Cliff Warren/Ron Smith. All in favor. approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None
Meeting adjourned 12:10 p.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of June 30, 2019

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	147,735.10	-41,616.33	3,860.52	109,979.29
Accounts Receivable	4,503.00	546.00	0.00	5,049.00
Grant Funds Receivable	186,042.60	63,283.00	0.00	249,325.60
Total Other Current Assets	37,824.02	2,085.00	0.00	39,909.02
Total Current Assets	376,104.72	24,297.67	3,860.52	404,262.91
Total Fixed Assets	914,989.73	72,089.88	0.00	987,079.61
TOTAL ASSETS	1,291,094.45	96,387.55	3,860.52	1,391,342.52
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	39,854.53	3,633.71	1,288.57	44,776.81
Equity	1,251,239.92	92,753.84	2,571.95	1,346,565.71
TOTAL LIABILITIES & EQUITY	1,291,094.45	96,387.55	3,860.52	1,391,342.52

3:04 PM
 07/11/19
 Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	26,913.00	149,384.99	4,622.00	4,884.78	269.00	1,737.85	1,525.00	3,050.00	33,329.00	159,057.62
Expenses:										
Administration	8,482.84	6,516.94	783.50	1,267.46	258.40	2,172.31	0.00	0.00	9,524.74	9,956.71
Operations	26,109.54	26,303.92	2,992.48	3,527.41	53.20	0.00	1,392.46	3,050.00	30,547.68	32,881.33
Preventative Maintenance	3,964.26	4,893.30	1,854.37	522.58	34.28	0.00	0.00	0.00	5,852.91	5,415.88
Total Expenses	38,556.64	37,714.16	5,630.35	5,317.45	345.88	2,172.31	1,392.46	3,050.00	45,925.33	48,253.92
Net Ordinary Income	-11,643.64	111,670.83	-1,008.35	-432.67	-76.88	-434.46	132.54	0.00	-12,596.33	110,803.70
Other Income/Expense	-917.95	-123,250.00	-952.88	0.00	0.00	0.00	0.00	0.00	-1,870.83	-123,250.00
Net Income	-12,561.59	-11,579.17	-1,961.23	-432.67	-76.88	-434.46	132.54	0.00	-14,467.16	-12,446.30

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	536,910.20	621,792.07	101,326.00	56,138.33	379,051.00	464,720.90	13,725.00	27,450.00	1,031,012.20	1,170,101.30
Expenses:										
Administration	79,110.22	64,577.43	8,867.42	12,467.18	5,752.26	21,525.82	0.00	0.00	93,729.90	98,570.43
Operations	216,648.33	249,235.24	25,307.64	37,147.10	35,227.19	85,247.00	12,604.70	27,450.00	289,787.86	399,079.34
Preventative Maintenance	36,343.51	44,399.64	3,446.86	4,403.26	4,819.06	8,076.00	0.00	0.00	44,609.43	56,878.90
Total Expenses	332,102.06	358,212.31	37,621.92	54,017.54	45,798.51	114,848.82	12,604.70	27,450.00	428,127.19	554,528.67
Net Ordinary Income	204,808.14	263,579.76	63,704.08	2,120.79	333,252.49	349,872.08	1,120.30	0.00	602,885.01	615,572.63
Other Income/Expense	-179,042.35	-208,250.00	-72,089.88	0.00	-321,340.78	-320,000.00	0.00	0.00	-572,473.01	-528,250.00
Net Income	25,765.79	55,329.76	-8,385.80	2,120.79	11,911.71	29,872.08	1,120.30	0.00	30,412.00	87,322.63

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

Type	Date	Num	Open Balance
David Sims			
Bill	04/17/2019	Reimb. Travel	268.50
Total David Sims			268.50
Goldenwest Mobility			
Bill	06/17/2019	19931	162.52
Bill	06/25/2019	WO 118	147.02
Total Goldenwest Mobility			309.54
Napa Auto Parts			
Bill	06/29/2019	922506	25.10
Bill	06/29/2019	922502	46.24
Total Napa Auto Parts			71.34
Occupational Medicine Associates			
Bill	06/30/2019	J39474	305.00
Total Occupational Medicine Associates			305.00
Oxarc Inc.			
Bill	06/19/2019	30693246	20.60
Total Oxarc Inc.			20.60
Sontag Recreation, LLC			
Bill	10/06/2018	18261	15,082.00
Total Sontag Recreation, LLC			15,082.00
SpeedPro Imaging			
Bill	06/29/2019	SPI-19549	952.88
Total SpeedPro Imaging			952.88
TBD			
Bill	06/26/2019	Fare box donations	369.50
Total TBD			369.50
TOTAL			17,379.36

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of July 3, 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Coleman Oil				
	Bill	06/16/2019	CL89321	1,666.90
	Bill	06/23/2019	CL90106	1,368.99
	Bill	06/30/2019	CL90880	1,402.17
Total Coleman Oil				<u>4,438.06</u>
Enterprise				
	Bill	06/30/2019	L45E021-8	1,120.16
Total Enterprise				<u>1,120.16</u>
Frontier				
	Bill	06/22/2019		166.44
Total Frontier				<u>166.44</u>
Frontier - BF				
	Bill	06/13/2019		49.41
Total Frontier - BF				<u>49.41</u>
Gription Tire Pros				
	Bill	06/26/2019	33471	141.50
Total Gription Tire Pros				<u>141.50</u>
Mountain Ledgers				
	Bill	06/30/2019	4668	798.75
Total Mountain Ledgers				<u>798.75</u>
Napa Auto Parts				
	Bill	06/26/2019	921937	49.49
Total Napa Auto Parts				<u>49.49</u>
Rokstad				
	Bill	06/13/2019	155937	1,273.29
	Bill	06/13/2019	156045	43.37
	Bill	06/18/2019	156138	43.37
	Bill	06/24/2019	156234	698.60
	Bill	06/26/2019	615397	65.40
Total Rokstad				<u>2,124.03</u>
Verizon Wireless				
	Bill	06/13/2019	9832084499	246.24
Total Verizon Wireless				<u>246.24</u>
TOTAL				<u><u>9,134.08</u></u>

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of July 11, 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Coleman Oil				
	Bill	07/07/2019	CL95268	1,239.92
Total Coleman Oil				<u>1,239.92</u>
First Bankcard				
	Bill	06/27/2019		331.30
Total First Bankcard				<u>331.30</u>
Rokstad				
	Bill	07/02/2019	156390	43.37
	Bill	07/03/2019	156420	43.37
Total Rokstad				<u>86.74</u>
TOTAL				<u><u>1,657.96</u></u>

SPOT Ridership

2019	Bonners				Mountain	Total
	Fixed	Demand	Van Pool	Ferry	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	4,846	452	332	257	1,699	7,586
May	4,618	446	254	245		5,563
June	4,129	381	244	256		5,010
July						
August						
September						
October						
November						
December						
TOTAL						

2018	Bonners				Total	
	Fixed	Demand	Van Pool	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
September	4,390	358	192	214	5,154	Festival
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	Bonners				Gold Rt	Total	
	Fixed	Demand	Van Pool	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
September	4,530	319	260	167	0	5,276	Festival
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	Bonners				Total
	Fixed	Demand	Van Pool	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 July 18, 2019

Buses – The Bonners Ferry bus has had its graphics applied and is waiting to be picked up in Spokane.

Drivers – It has been very difficult to fill our shifts the last several weeks. We lost one driver who was working 5 shifts per week to a local assisted living facility. Shannon has been running paratransit service so one of the other drivers can fill the regular routes. One of our mountain route drivers has agreed to drive on the regular routes, but she is still looking for other work. We were not able to commit to the Shakespeare at the Park on July 27, as we couldn't be sure we would have drivers to run the route.

We are currently advertising on Indeed and with the Department of Labor. In the last 6 weeks, we have received only three inquiries from the Indeed posting and none from the Department of Labor posting.

Graffiti – Someone has painted graffiti on the benches on the downtown shelter and the Library shelter, and the seat backs on one of the route buses. We were able to clean the graffiti from the shelter benches, but not the bus seats. We will be replacing the seat covers with graffiti on them.

SPOT Agenda Item Summaries

Meeting Date: July 18, 2019

Agenda Item: 7A

From: David Sims

Topic: Consider Driver wages

Background: We are having a difficult time hiring drivers and even getting people to apply for employment, and I believe our wages needs to be increased.

One person that wanted for work for SPOT in February has started a 40 hour per week job at \$15 per hour. One of our drivers quit that was making \$12.58 at SPOT and was hired by a local assisted living facility to drive a bus with a \$14.74 wage, 40 hours per week, with medical benefits. The school district increased bus driver wages this summer. One of drivers that also works for the school district received a \$2 per hour increase, and now makes \$17.04 pr hour and receives medical benefits. One of our other drivers that works for the school district received a \$3 per hour raise.

Our current wage scale starts at \$12 per hour and tops out at \$15 per hour.

Agenda Item: 7B

From: David Sims

Topic: Fair Box Donations

Background: The Board needs to specify what charity will receive the fairbox donations for the second quarter and future quarters.

Agenda Item: 7C

From: David Sims

Topic: Area Agency on Aging Contract for 2019-2020

Background: We received a new contract from AAA for 2019-2020. The maximum amount of the contract is \$26,200, which is an increase over our current contract.



Transportation Services Contract Modification

July 1, 2019 – June 30, 2020

Contract No. 1922-01

PURPOSE

The purpose of the Transportation Program is to provide transportation services to 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.*

CONTRACT TERMS

The term of the Transportation Program contract is four (4) years, from July 1 2018, through June 30, 2022. Funding will be amended yearly based on availability funds and/or satisfactory performance levels in the preceding year(s). The provider's program 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 services for the period of July 1, 2019, through June 30, 2020, are indicated below:

SERVICE	UNITS	UNIT RATE	FUNDING
Bonner Co. Fixed Route Transportation	6000	\$1.25	\$7,500
Bonner Co. Demand Response Transportation Route	3150	\$3.00	\$9,450
Boundary Co. Demand Response Transportation	1000	\$3.00	\$3,000
Boundary Co. Transportation to Sandpoint	1250	\$5.00	\$6,250
Total Funding:			\$26,200

MUTUAL AGREEMENT

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

Transit Authority Authorized Agent:

David Sims

Name

Director

Title

July 5, 2019

Date

Area Agency on Aging:

Name

Title

Date