



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, March 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 February 21, 2019 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for February 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. Finance Committee Update
7. Action and Discussion Items:
 - a. Discussion Item: Mountain Route update
 - b. Action Item: Mountain Route Driver Wages
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
February 21, 2019**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:02 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 January 17, 2019 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for January. The Finance Committee reported that SPOT's actual expenditures continue to be under the budgeted expenses (see attached report). It was also reported that the Boundary County operations have enough funds to continue their existing normal routes. There was discussion.

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

- B. Approve payment of prepaid bills and outstanding bills.

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

STAFF REPORTS:

Ridership: David Sims reported that the fixed route ridership continues to be down (see attached report).

Operations: See attached report prepared by David Sims. There was discussion regarding the marketing grant that was applied for. It will be awarded around April 2019, with funding available October 2019. In the meantime Nancy Smith suggested that the drivers have badges or name tags to identify them as authorized personnel of SPOT. There was discussion about different alternatives for washing the buses, especially the mountain route buses. Zale Palmer mentioned a mobile company from Hayden that cleans Litehouse's trucks and trailers. David Sims will follow up.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Ron Smith stated they are still working on getting the Gold Route put into service. Working on setting up a schedule that can be placed in the utility bills. Need to get the word out with local doctors, etc that our service is available.
- B. **Bonner County Service Development Committee:** No report. When committee starts up again, they need to discuss possibility of extending service in outlying areas (Hope/Clark Fork, Priest River, Sagle).

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Designate BATT voting member and alternate appointment.** After discussion Ron Smith agreed to be the alternate.

Motion to nominate David Sims as the BATT voting member with Ron Smith as the alternate. Clif Warren/ Zale Palmer. All in favor. Approved

- B. Action Item: Reaffirm Stephen Snedden as legal counsel for SPOT.** Stephen Snedden has left Smith + Malek law firm to start his own practice. David Sims reported that he had notified Smith + Malek that SPOT wants Stephen Snedden to continue to be our attorney.

Motion to affirm the decision to continue using Stephen Snedden as our attorney. Clif Warren/ Zale Palmer. All in favor. Approved

- C. Action Item: Approve resolution to designate authorized signers for the SPOT bank account.** Due to changes in staff and board positions/members, SPOT needs to change the signers on the bank account. To do so, the bank requires a document specifying which signers were being removed from the accounts and which were being added. Resolution 2019-2 was drafted to provide this information to the bank.

Motion to accept Resolution 2019-2. Clif Warren/ Zale Palmer. All in favor. Approved

- D. Discussion Item: Mountain Route update:** David Sims reported that the 2 Mountain Route buses were delivered and started running the route February 14th. Feedback from the community and from Schweitzer has been positive. David Sims and Schweitzer will begin work on computing the pro-rated match amount for this season. They were invoiced \$65,000, but that invoice will be reduced due to the late start and further reduced for the cost of buses Schweitzer had to rent for the Christmas holiday period. Once the Schweitzer match amount is determined, the amount that can be designated for the Gold Route can be determined. Based on that amount will determine whether or not the Gold Route can start operations this year.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS:

Clif Warren commended David Sims and Shannon Pittmann for their very hard work to get the Mountain Route operating and also improving the SPOT operations overall. Both of them are to be commended for all their efforts. There was discussion of which non-profit organization would receive the March fare box donation proceeds. It was decided to name the Panhandle Animal Shelter.

Meeting adjourned 12:04 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

12:18 PM
03/14/19
Accrual Basis

**Selkirks-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	4,983.30	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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**Selkirks-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	6,998.64	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	6,998.64	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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Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of March 4, 2019

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	02/17/2019	CL59672	2,059.63
	Bill	02/21/2019	0496240-IN	56.71
	Bill	02/24/2019	CL60332	2,451.28
	Bill	02/28/2019	CL60807	1,127.47
	Bill	03/03/2019	CL64524	1,201.19
Total Coleman Oil				6,896.28
Enterprise				
	Bill	02/28/2019	L45E021-4	1,119.02
Total Enterprise				1,119.02
First Bankcard				
	Bill	02/26/2019	Marion	61.18
	Bill	02/26/2019	David	730.89
Total First Bankcard				792.07
Frontier				
	Bill	02/22/2019		166.53
Total Frontier				166.53
Frontier - BF				
	Bill	02/13/2019		49.61
Total Frontier - BF				49.61
Mountain Ledgers				
	Bill	02/28/2019	4496	731.25
Total Mountain Ledgers				731.25
Rokstad				
	Bill	02/18/2019	153736	1,575.08
	Bill	02/21/2019	153860	51.43
	Bill	02/26/2019	153925	1,721.33
Total Rokstad				3,347.84
TOTAL				13,102.60

Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
As of March 14, 2019

Type	Date	Num	Open Balance
Big Country Communications			
Bill	02/19/2019	16691	1,929.50
Bill	03/04/2019	16726	514.80
Total Big Country Communications			2,444.30
Bonner Community Food Bank			
Bill	02/28/2019	Fare Box Donations	69.50
Total Bonner Community Food Bank			69.50
Brown's Northside Machine & Gear, Inc.			
Bill	03/04/2019	W41263	128.97
Bill	03/12/2019	W41295	101.00
Total Brown's Northside Machine & Gear, Inc.			229.97
City of Ponderay (A/P)			
Bill	02/28/2019	3936	60.04
Total City of Ponderay (A/P)			60.04
Clif Warren			
Bill	02/13/2019	Reimb. bus ramps	50.02
Total Clif Warren			50.02
Clyde's Towing, LLC			
Bill	02/22/2019	43046	250.00
Total Clyde's Towing, LLC			250.00
Coleman Oil			
Bill	03/10/2019	CL65151	2,577.57
Total Coleman Oil			2,577.57
Gription Tire Pros			
Bill	02/21/2019	31208	1,455.11
Total Gription Tire Pros			1,455.11
Harlow's Bus Sales, Inc.			
Bill	02/18/2019	403046	735.92
Bill	02/18/2019	403047	745.76
Total Harlow's Bus Sales, Inc.			1,481.68
Napa Auto Parts			
Bill	02/20/2019	900694	15.40
Total Napa Auto Parts			15.40
Occupational Medicine Associates			
Bill	02/22/2019	J38448	65.00
Total Occupational Medicine Associates			65.00
Rokstad			
Bill	03/04/2019	154011	263.32
Bill	03/12/2019	154154	186.30
Total Rokstad			449.62
Sandpoint Lions CLub			
Bill	02/04/2019	Jan Fare Boxes	133.01
Total Sandpoint Lions CLub			133.01
Verizon Wireless			
Bill	02/28/2019	9825082164	306.30
Total Verizon Wireless			306.30
TOTAL			9,587.52

SPOT Ridership

2019	Fixed	Demand	Van Pool	Bonnors Ferry	Mountain Route	Total
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	Bonnors 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	Bonnors 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	*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	Bonnors 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.

SPOT Agenda Item Summary

Meeting Date: March 21, 2019

Agenda Item: 7B

From: David Sims

Topic: Mountain Route Driver Wages

Background: We have two Mountain Route drivers that are interested in continuing with SPOT on the fixed (Blue and Green) routes. At this point, it is not clear what shifts will be available at the end of the Mountain Route season, but there may be some open shifts.

The wage for the Mountain Route is \$14 per hour, and we do not pay PERSI, based on the length of the season. Our current starting wage for the other routes is \$12.00 per hour.

We would like the Board to consider paying the Mountain Route drivers \$14 per hour during the off season if they drive on the non-mountain routes. This will help us to retain drivers over the summer for the next ski season. It is more difficult to find drivers for the Mountain Route than the regular routes, based on the seasonal nature of the route and the skill level required.
