



# Selkirks-Pend Oreille Transit Authority

## Amended Agenda

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, September 19, 2019

SPOT Office, 31656 Hwy 200, Suite 102. Ponderay, ID

1. Call to Order and Roll Call
2. Public Hearing for Proposed SPOT 2019-2020 Budget
3. Public comment period for items not on the Agenda (including questions from the press)
4. Approval of Minutes
  - a. Action Item: Approve Minutes of the August 15, 2019 regular meeting.
5. Financial Reports
  - a. Action Item: Accept Financial Reports for August 2019
  - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
6. Staff Reports
  - a. Ridership – David Sims
  - b. Operations – David Sims
7. Committee Reports
  - a. Boundary County Service Development Committee
  - b. Bonner County Service Development Committee Update
8. Action and Discussion Items:
  - a. Action Item: Adopt 2019-2020 budget
  - b. Action Item: Consider withdrawal from PERSI
  - c. Action Item: Consider Saturday Bonners Ferry route
  - d. Action Item: Consider operating and capital grant applications for FY20-22
9. Comments from the Chair and Board Members
10. 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.

**NOTICE OF PUBLIC HEARING  
PROPOSED BUDGET FOR FISCAL YEAR 2019-2020  
SELKIRKS PEND OREILLE TRANSIT AUTHORITY**

The public hearing for the Selkirks Pend Oreille Transit Authority proposed budget for Fiscal Year 2019-2020 will be held at the SPOT office, 31656 Hwy 200, Suite 102, Ponderay, ID at 11:00 a.m. on Thursday, September 19, 2019. All interested persons are invited to appear and show cause, if any, why such budget should not be adopted. Copies of the proposed budget in detail are available at the SPOT office during regular office hours.

FUND NAME	2017/2018 Actual	2018/2019 Approved Budget	2019/2020 Proposed Budget
<b><u>EXPENDITURES</u></b>			
General Fund	\$525,295	\$730,540	\$812,435
Capital Expenses	130,088	783,250	85,000
<b>TOTAL EXPENDITURES</b>	<b>\$655,383</b>	<b>\$1,513,790</b>	<b>\$897,435</b>
<b><u>REVENUES</u></b>			
General Revenue	\$544,237	\$821,341	\$815,454
Capital Revenue	100,466	626,600	68,000
Capital Match Carry Over	20,832	102,850	17,000
Cash Carry Over	-10,152	-37,001	-3,019
<b>TOTAL REVENUES</b>	<b>\$655,383</b>	<b>\$1,513,790</b>	<b>\$897,435</b>

Citizens are invited to inspect the detailed supporting records of the above proposed budget.

Zale Palmer  
Treasurer

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
August 16, 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 July 18, 2019 regular meeting as submitted.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for July. The Finance Committee reported there were not any major financial issues for July. We are still running under budget. There was discussion.
- B. Approve payment of prepaid bills and outstanding bills.

**Motion to Approve A and B:** Ron Smith/ Clif Warren. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported on the July ridership figures (see attached report). The fixed route ridership continues to be down. The ridership for the August Festival was up from prior year even with one of the concerts cancelled. Next year we will schedule more buses to run on the heavier nights.

**Operations:** The Schweitzer Fall Fest starts the last Friday in August and runs through Monday. Two additional drivers have been hired. The response from ads run on Indeed and DOL websites is minimal, but our driver staffing is okay for now.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Planning to run an article in the newspaper about SPOT's service. Postcards are being handed out at the Fair. Still planning to mail inserts into the Bonners Ferry city poster bills. The County needs to appoint a representative that will attend the committee and board meetings. Proceeding with plans to run the Gold Route this coming winter for winter skiing – 2 round trips/day of service.
- B. **Bonner County Service Development Committee:** Committee did not meet.

**ACTION & DISCUSSION ITEMS:**

- A. **Action Item: Consider withdrawal from PERSI.** David reported research into potential withdrawal from Persi. The procedures for withdrawal are set forth in Idaho Code 59-1326. Withdrawal requires a 2/3 vote of the board and a 50% vote of the participating employees. Persi will proceed with calculating the liability SPOT will need to pay only after approved. The liability can be paid back over a 10-year period. David has asked ITD to confirm this liability can be submitted as a 5311 expense. Response pending.

**Motion to poll Persi active employees about eliminating Persi. Clif Warren/ Zale Palmer. All in favor. Approved.**

- B. Action Item: Consider driver wages.** A new driver wage rate schedule was submitted to board showing new wage steps starting at \$13/hour with Persi benefits. Schedule also shows potential wage steps starting at \$14/hour without Persi benefits.  
**Motion to adopt the “with Persi” column effective August 1, 2019 to run through September 30, 2020. Clif Warren/ Zale Palmer. All in favor. Approved.**
- C. Action Item: Adopt preliminary 2020 budget and authorize publication.** The Finance Committee has been working on the 2019/2020 budget, a summary of which was presented to the board totaling \$897,435. Public hearing to be held just prior to September 19<sup>th</sup> board meeting.  
**Motion to accept the 2019/2020 preliminary budget as presented and ready it for publication. Zale Palmer/ Gary Kunzeman. All in favor. Approved.**
- D. Action Item: Award bid for new Mountain Route bus.** Bids received for mountain route bus were presented. Discussions proceeded regarding rear engine vs front engine and whether to add air conditioning. Any remaining grant funds from this 5339 grant could be supplemented with unused 5339 grant funds from bus 319 purchase to purchase another 18-passenger bus, pending ITD approval.  
**Motion to buy the front engine bus without air conditioning from Bryson Sales. Clif Warren/ Zale Palmer. All in favor. Approved.**
- E. Action Item: Approve audit engagement for 2018/2019 with Anderson Brothers.** The engagement letter for the 2018/2019 audit has been received from Anderson Brothers, CPA's.  
**Motion to approve the engagement of Anderson Brothers for the 2018/2019 audit. Clif Warren/ Ron Smith. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Gary commented that the work on Kootenai Cutoff road has been completed. The City of Ponderay's attorney and city planner are working on the imminent domain required for the bus stop at Walmart. Clif to meet with Eric to redesign the pad and/or shelter to avoid imminent domain requirement and speed up the process.

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

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of August 31, 2019**

<b>ASSETS</b>	<b>Bonner County</b>	<b>Boundary County</b>	<b>Van Pool</b>	<b>Total</b>
<b>Current Assets</b>				
Checking/Savings	120,576.45	13,645.75	4,006.73	138,228.93
Accounts Receivable	4,335.25	675.00	0.00	5,010.25
Grant Funds Receivable	172,572.00	5,698.00	0.00	178,270.00
Total Other Current Assets	36,381.36	2,085.00	0.00	38,466.36
<b>Total Current Assets</b>	<b>333,865.06</b>	<b>22,103.75</b>	<b>4,006.73</b>	<b>359,975.54</b>
<b>Total Fixed Assets</b>	<b>915,942.61</b>	<b>72,360.37</b>	<b>0.00</b>	<b>988,302.98</b>
<b>TOTAL ASSETS</b>	<b>1,249,807.67</b>	<b>94,464.12</b>	<b>4,006.73</b>	<b>1,348,278.52</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	21,929.34	2,158.99	1,212.25	25,300.58
<b>Equity</b>	<b>1,227,878.33</b>	<b>92,305.13</b>	<b>2,794.48</b>	<b>1,322,977.94</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,249,807.67</b>	<b>94,464.12</b>	<b>4,006.73</b>	<b>1,348,278.52</b>

8:55 AM  
09/13/19  
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	30,156.75	26,051.56	3,168.00	4,838.45	1,480.00	1,737.85	1,525.00	3,050.00	36,329.75	35,677.86
<b>Expenses:</b>										
<b>Administration</b>	8,720.00	6,516.94	842.20	1,267.46	217.57	2,172.31	0.00	0.00	9,779.77	9,956.71
<b>Operations</b>	27,334.47	26,303.92	3,076.02	3,527.41	1,211.61	0.00	1,402.42	3,050.00	33,024.52	32,881.33
<b>Preventative Maintenance</b>	6,414.36	4,893.30	0.00	472.58	652.02	0.00	0.00	0.00	7,066.38	5,365.88
<b>Total Expenses</b>	42,468.83	37,714.16	3,918.22	5,267.45	2,081.20	2,172.31	1,402.42	3,050.00	49,870.67	48,203.92
<b>Net Ordinary Income</b>	-12,312.08	-11,662.60	-750.22	-429.00	-601.20	-434.46	122.58	0.00	-13,540.92	-12,526.06
<b>Other Income/Expense</b>	22.06	0.00	-35.64	0.00	0.00	0.00	0.00	0.00	-13.58	0.00
<b>Net Income</b>	<b>-12,290.02</b>	<b>-11,662.60</b>	<b>-785.86</b>	<b>-429.00</b>	<b>-601.20</b>	<b>-434.46</b>	<b>122.58</b>	<b>0.00</b>	<b>-13,554.50</b>	<b>-12,526.06</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	596,351.10	675,395.23	108,397.00	65,843.98	380,848.00	468,196.60	16,775.00	33,550.00	1,102,371.10	1,242,985.81
<b>Expenses:</b>										
<b>Administration</b>	96,985.80	77,611.31	10,091.59	15,002.10	6,170.80	25,870.44	0.00	0.00	113,248.19	118,483.85
<b>Operations</b>	268,761.41	301,843.08	31,376.58	44,251.92	36,475.68	85,247.00	15,432.17	33,550.00	352,045.84	464,892.00
<b>Preventative Maintenance</b>	48,521.26	54,186.24	3,678.86	5,348.42	5,616.75	8,076.00	0.00	0.00	57,816.87	67,610.66
<b>Total Expenses</b>	414,268.47	433,640.63	45,147.03	64,602.44	48,263.23	119,193.44	15,432.17	33,550.00	523,110.90	650,986.51
<b>Net Ordinary Income</b>	182,082.63	241,754.60	63,249.97	1,241.54	332,584.77	349,003.16	1,342.83	0.00	579,260.20	591,999.30
<b>Other Income/Expense</b>	-179,958.19	-208,250.00	-72,360.37	0.00	-321,340.78	-320,000.00	0.00	0.00	-573,659.34	-528,250.00
<b>Net Income</b>	<b>2,124.44</b>	<b>33,504.60</b>	<b>-9,110.40</b>	<b>1,241.54</b>	<b>11,243.99</b>	<b>29,003.16</b>	<b>1,342.83</b>	<b>0.00</b>	<b>5,600.86</b>	<b>63,749.30</b>

0.00 -

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of September 13, 2019**

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Type	Date	Num	Open Balance
<b>Goldenwest Mobility</b>			
Bill	08/08/2019	20057	262.00
Bill	08/19/2019	20157	178.60
Bill	08/23/2019	20175	119.79
Bill	08/30/2019	20191	1,116.23
Total Goldenwest Mobility			1,676.62
<b>ICRMP</b>			
Bill	09/01/2019	19141-1920-1	26,460.00
Total ICRMP			26,460.00
<b>Occupational Medicine Associates</b>			
Bill	08/31/2019	J39958	270.00
Total Occupational Medicine Associates			270.00
<b>Shannon Pittman</b>			
Bill	08/08/2019	Travel expenses	208.20
Total Shannon Pittman			208.20
<b>Tom Cornwall</b>			
Bill	08/20/2019	Reimb. exp.	10.37
Total Tom Cornwall			10.37
<b>TOTAL</b>			<b>28,625.19</b>



**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of August 30, 2019**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	08/11/2019	CL03477	1,679.71
	Bill	08/18/2019	CL04960	1,282.01
	Bill	08/25/2019	CL05725	1,298.00
Total Coleman Oil				<u>4,259.72</u>
<b>Frontier</b>				
	Bill	08/22/2019		172.79
Total Frontier				<u>172.79</u>
<b>Frontier - BF</b>				
	Bill	08/13/2019		51.56
Total Frontier - BF				<u>51.56</u>
<b>Rokstad</b>				
	Bill	08/19/2019	157404	43.37
	Bill	08/20/2019	157418	441.79
	Bill	08/20/2019	157434	43.37
	Bill	08/21/2019	157474	43.37
	Bill	08/22/2019	157451	2,175.97
	Bill	08/26/2019	157574	115.96
	Bill	08/29/2019	157644	43.37
Total Rokstad				<u>2,907.20</u>
<b>Verizon Wireless</b>				
	Bill	08/13/2019	9836049582	223.32
Total Verizon Wireless				<u>223.32</u>
<b>TOTAL</b>				<u><u>7,614.59</u></u>

# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of September 13, 2019

	Type	Date	Num	Open Balance
<b>Bonner County Daily Bee</b>				
	Bill	08/31/2019		92.88
Total Bonner County Daily Bee				92.88
<b>Coleman Oil</b>				
	Bill	08/31/2019	CL06475	1,657.32
	Bill	09/08/2019	CL10950	1,623.34
Total Coleman Oil				3,280.66
<b>Enterprise</b>				
	Bill	08/31/2019	L45E021-10	1,117.32
Total Enterprise				1,117.32
<b>First Bankcard</b>				
	Bill	08/27/2019		1,754.23
Total First Bankcard				1,754.23
<b>Frontier</b>				
	Bill	08/22/2019		0.41
Total Frontier				0.41
<b>Mountain Ledgers</b>				
	Bill	08/31/2019	4729	663.75
Total Mountain Ledgers				663.75
<b>Rokstad</b>				
	Bill	09/04/2019	157741	43.37
	Bill	09/11/2019	157861	43.37
Total Rokstad				86.74
<b>TOTAL</b>				<b>6,995.99</b>

# SPOT Ridership

<b>2019</b>	Fixed	Demand	Van Pool	Bonniers Ferry	Mountain 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	4,618	446	254	245		5,563	
June	4,129	381	244	256		5,010	
July	4,189	460	284	249		5,182	
August	7,984	389	272	225	1,594	10,464	*2,934
September							Festival
October							
November							
December							
TOTAL							

<b>2018</b>	Fixed	Demand	Van Pool	Bonniers 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
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	

<b>2017</b>	Fixed	Demand	Van Pool	Bonniers 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
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	

<b>2016</b>	Fixed	Demand	Van Pool	Bonniers 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

## SPOT Agenda Item Summaries

Meeting Date: September 19, 2019

Agenda Item: 8A

From:

Topic: Adopt 2019-2020 Budget

Background: Attached is the proposed 2019-2020 budget that the SPOT board approved at the August meeting.

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Agenda Item: 8B

From: David Sims

Topic: Consider withdrawal from PERSI

Background: I am still waiting to hear from ITD if the cost of withdrawal would be an allowed expense under the terms of our grant. We originally had a call scheduled for September 3, but ITD postponed the call to September 27.

We will have the results of the employee poll at the board meeting.

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Agenda Item: 8C

From: David Sims

Topic: Consider Saturday Bonners Ferry Route

Background: The Boundary Development Committee has had numerous discussions about a Saturday route during the ski season that would take passengers to the red barn for skiing. We are seeking approval from the SPOT Board to proceed with the route.

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