



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, November 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 October 17, 2019 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for October 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 approving audit engagement letter for Anderson Brothers.
 - b. Action Item: Consider Advertising trade with Blue Sky Broadcasting
 - c. Action Item: Consider driver wages for drivers that drive the Mountain Route and the fixed routes
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
October 17, 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 September 19, 2019 regular meeting as submitted.

Motion to Approve: Gary Kunzeman/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for August. The Finance Committee reported all variances to budget are explainable. There was discussion.
- B. Approve payment of prepaid bills and outstanding bills.

Motion to accept financial reports and approve payment of prepaid bills and outstanding bills: Zale Palmer/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported on the September ridership figures (see attached report). The fixed route ridership was down. However, when reported to ITD it will show increased ridership since it will include the Mountain Route. The Boundary County ridership continues to show strong numbers. The in-Bonnors Ferry route day is running at full capacity most Wednesdays.

Operations: David Sims reported no major issues. With the new buses placed in service, the reliability is up and maintenance issues are down. He is gearing up for the Mountain Route season. Still needing a few more drivers for that route. One new driver was hired for the Mountain Route, pending getting his passenger endorsement. The bus shelter at the Bonner Mall is currently under construction. Dover is getting their slab ready and Ponderay is working on getting the slab ready on the Walmart side of Kootenai Cutoff Rd. The City of Sandpoint is working on a multi-modal plan this winter. David is encouraging them to apply for a 5339 grant that is available that could be used to improve the sidewalks at the bus stops. The homeowner at the stop across from Safeway has reported issues and David is working to relocate that stop. We are still having graffiti issues at the bus shelters. David suggested that the wood be treated to prevent the graffiti from soaking into the wood to make removal easier.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Proceeding with finalizing the schedule for the Gold Route. Still looking for an active member to represent Boundary County. Problems continue with meeting quorums. There was discussion about a possible resolution.
- B. **Bonner County Service Development Committee:** Committee did not meet.

EXECUTIVE SESSION:

Clif Warren motioned to enter into executive session pursuant to Idaho code 74-206, subsection 1(b) To consider the evaluation, dismissal or disciplining of, or the hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. Ron Smith 2nd the motion.

No actions were taken during the executive session.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider purchase of uniforms for drivers with marketing grant funds.** Shannon Pittman has researched pricing on employee shirts/vest/jackets online. A quote was also obtained from local vendor, Sand Creek, which was very competitive. Items will have the SPOT logo embroidered on them. The plan is to provide each employee with a number of shirts (quantity depending on number of shifts/week) and a vest. Mountain route drivers will get a jacket. Clothing would be returned to SPOT upon termination of employment.
Motion to proceed with the purchase of driver uniforms as presented. Clif Warren/ Zale Palmer. All in favor. Approved.
- B. Action Item: Consider purchase of new route signs.** The current SPOT bus signs are 12" diameter round metal signs. The new signs will be 18" in diameter with new design & website. We will need 70 new signs @ \$52/sign for total cost of \$3,699.50. We also have existing metal route map signs that were never used due to incorrect information on the signs. Decals can be made with the current route map and placed on these existing signs.
Motion to proceed with the purchase of the new circular signs and the printing of decals for the existing route map signs. Ron Smith/ Gary Kunzeman. All in favor. Approved.
- F. Action Item: Consider quote for social media campaign paid with marketing grant funds.** We have a two-year marketing grant with a total budget of \$14,400 or \$7,200/year. David Sims presented a proposal from Keokee that fits within our budget. There was discussion.
Motion to accept the Keokee proposal with striking the "re-evaluate performance" line in the Terms and Agreement section. Clif Warren/ Ron Smith. All in favor. Approved.
- C. Action Item: Consider operating and capital grant applications for FY20-22.** Finance Committee is working on the grant applications. No action required at this time.
- D. Action Item: Consider wage for Executive Director and Assistant Director.**
Motion to confirm the budgeted wage increases for the executive director and assistant director retroactive to October 1, 2019, to be re-evaluated in 6 months. Clif Warren/ Ron Smith. All in favor. Approved.
- E. Action Item: Consider organization to receive fare box donations.** Colleen Culwell suggested local non-profit Food For Our Children, which provides weekend food bags to school children.
Motion to donate 3rd quarter fare box donations to Food For Our Children. Nancy Lewis/ Zale Palmer. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: David Sims commented that his wife could make changes to existing artwork should Lone Tree no longer be available.

Meeting adjourned 12:10 p.m.

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

| ASSETS | Bonner County | Boundary County | Van Pool | Total |
|---------------------------------------|----------------------|------------------------|-----------------|---------------------|
| Current Assets | | | | |
| Checking/Savings | 165,447.41 | 20,327.43 | 4,435.40 | 190,210.24 |
| Accounts Receivable | 146,005.25 | 4,178.00 | 0.00 | 150,183.25 |
| Grant Funds Receivable | 180,049.10 | 6,052.00 | 0.00 | 186,101.10 |
| Total Other Current Assets | 37,054.99 | 2,646.00 | 0.00 | 39,700.99 |
| Total Current Assets | 528,556.75 | 33,203.43 | 4,435.40 | 566,195.58 |
| Total Fixed Assets | 916,794.61 | 72,360.37 | 0.00 | 989,154.98 |
| TOTAL ASSETS | 1,445,351.36 | 105,563.80 | 4,435.40 | 1,555,350.56 |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | 24,410.30 | 1,877.51 | 1,336.80 | 27,624.61 |
| Equity | 1,420,941.06 | 103,686.29 | 3,098.60 | 1,527,725.95 |
| TOTAL LIABILITIES & EQUITY | 1,445,351.36 | 105,563.80 | 4,435.40 | 1,555,350.56 |

2:08 PM
11/13/19
Accrual Basis

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

| | Bonner County | | Boundary County | | Mountain Route | | Van Pool | | Total | |
|---------------------------------|-------------------|---------------|------------------|--------------|------------------|--------------|---------------|-------------|-------------------|---------------|
| | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| Total Income | 183,154.25 | 82,062.82 | 16,660.00 | 5,665.30 | 66,980.00 | 87,286.73 | 1,525.00 | 1,525.00 | 268,319.25 | 176,539.85 |
| Expenses: | | | | | | | | | | |
| Administration | 10,034.32 | 7,809.75 | 759.26 | 621.72 | 209.74 | 1,189.70 | 0.00 | 0.00 | 11,003.32 | 9,621.17 |
| Operations | 26,042.43 | 30,550.82 | 3,238.78 | 4,043.51 | 715.02 | 1,097.05 | 1,388.62 | 1,525.00 | 31,384.85 | 37,216.38 |
| Preventative Maintenance | 1,241.67 | 4,898.46 | 0.00 | 916.63 | 1,561.00 | 0.00 | 0.00 | 0.00 | 2,802.67 | 5,815.09 |
| Total Expenses | 37,318.42 | 43,259.03 | 3,998.04 | 5,581.86 | 2,485.76 | 2,286.75 | 1,388.62 | 1,525.00 | 45,190.84 | 52,652.64 |
| Net Ordinary Income | 145,835.83 | 38,803.79 | 12,661.96 | 83.44 | 64,494.24 | 84,999.98 | 136.38 | 0.00 | 223,128.41 | 123,887.21 |
| Other Income/Expense | -63.10 | -38,650.00 | 0.00 | 0.00 | 0.00 | -85,000.00 | 0.00 | 0.00 | -63.10 | -123,650.00 |
| Net Income | 145,772.73 | 153.79 | 12,661.96 | 83.44 | 64,494.24 | -0.02 | 136.38 | 0.00 | 223,065.31 | 237.21 |

- 0.00

Selkirks-Pend Oreille Transit Authority

paid Bills Detail

As of November 1, 2019

| | Type | Date | Num | Open Balance |
|----------------------------|------|------------|---------------|--------------|
| Coleman Oil | | | | |
| | Bill | 10/13/2019 | CL19469 | 1,291.00 |
| | Bill | 10/20/2019 | CL20948 | 1,248.66 |
| | Bill | 10/27/2019 | CL21754 | 1,199.42 |
| | Bill | 10/31/2019 | CL22332 | 965.96 |
| Total Coleman Oil | | | | 4,705.04 |
| Frontier | | | | |
| | Bill | 10/22/2019 | | 174.40 |
| Total Frontier | | | | 174.40 |
| Frontier - BF | | | | |
| | Bill | 10/13/2019 | | 53.97 |
| Total Frontier - BF | | | | 53.97 |
| Napa Auto Parts | | | | |
| | Bill | 10/08/2019 | 939544 | 15.10 |
| Total Napa Auto Parts | | | | 15.10 |
| Rokstad | | | | |
| | Bill | 10/16/2019 | 158617 | 43.37 |
| | Bill | 10/22/2019 | 158732 | 43.37 |
| | Bill | 10/28/2019 | 158840 | 64.33 |
| Total Rokstad | | | | 151.07 |
| State Insurance Fund | | | | |
| | Bill | 09/30/2019 | Audit billing | 360.00 |
| Total State Insurance Fund | | | | 360.00 |
| Verizon Wireless | | | | |
| | Bill | 10/13/2019 | 9840079125 | 223.54 |
| Total Verizon Wireless | | | | 223.54 |
| TOTAL | | | | 5,683.12 |

3:32 PM

11/13/19

Selkirks-Pend Oreille Transit Authority

Unpaid Bills Detail

As of November 13, 2019

| Type | Date | Num | Open Balance |
|-------------------------------|------------|-------------|-----------------|
| Goldenwest Mobility | | | |
| Bill | 11/07/2019 | 20436 | 86.03 |
| Total Goldenwest Mobility | | | 86.03 |
| Les Schwab | | | |
| Bill | 11/13/2019 | 10800523360 | 1,573.38 |
| Total Les Schwab | | | 1,573.38 |
| Lone Tree Creative LLP | | | |
| Bill | 10/09/2019 | 2356 | 378.00 |
| Total Lone Tree Creative LLP | | | 378.00 |
| Melody Muffler | | | |
| Bill | 10/15/2019 | 58801 | 45.00 |
| Total Melody Muffler | | | 45.00 |
| TOTAL | | | 2,082.41 |

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 | 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 | 4,042 | 401 | 268 | 230 | 1,269 | 6,210 | Festival |
| October | 4,310 | 457 | 294 | 239 | | 5,300 | |
| November | | | | | | | |
| December | | | | | | | |
| TOTAL | | | | | | 78,831 | |

| | | | | 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 | |
| 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 | | |

| | | | | 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 | *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 | |

| | | | | 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 | | |

SPOT Agenda Item Summaries

Meeting Date: November 21, 2019

Agenda Item: 7A

From: David Sims

Topic: Consider approving audit engagement letter for Anderson Brothers.

Background: Anderson Brothers started the audit last week, and found that due to the grant amount last year, we need to have a single audit performed. The total cost will be \$6,500 instead of the \$5,000 the board previously approved.

Agenda Item: 7B

From: David Sims

Topic: Consider Advertising trade with Blue Sky Broadcasting.

Background: Blue Sky Broadcasting has requested that SPOT consider trading radio advertising for an advertisement inside the bus.

Agenda Item: 7C

From: David Sims

Topic: Consider driver wages for drivers that drive the Mountain Route and the fixed routes.

Background: We would like to discuss the driver wages for drivers that are driving both the fixed routes and the Mountain Route.
