



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, December 19, 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 November 21, 2019 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for November 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
7. Action and Discussion Items:
 - a. Action Item: Consider selecting organizations for fare box donations for this quarter and next quarter.
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
November 21, 2019**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 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 October 17, 2019 regular meeting as submitted.

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

FINANCIAL REPORTS:

A. Accept Financial Reports for September. 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/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported on the October ridership figures (see attached report). The ridership for all routes increased from last month. Total ridership for October 2019 was higher than October 2018.

Operations: David Sims reported the 5311 operating grant application for 2020/2022 has been submitted. Funds requested were \$1,126k for existing services. No funds requested for any potential route expansions. 5311 capital grant application was submitted for \$492k. We lost one driver but have had good response from Indeed ad. Mountain Route scheduled to being 11/22/19 has been postponed to 11/29/19. The shift schedule has been changed to allow for longer shifts. The new mountain route bus is scheduled for delivery in December 2019. We still need something at the Red Barn for supplies, etc. The Gold Route between Bonners Ferry & the Red Barn is scheduled to begin 12/7/19. Working on obtaining match funds from hotels in the Bonners Ferry area. The new larger signs are in the design phase. David will be checking with the cities to make sure they don't have any problems with the larger signs. Shannon is working on getting driver apparel. Bus shelter construction is progressing: the pad for the Walmart stop has been approved; Dover plans to pour their pad this week; the Bonner Mall shelter is complete except for the Plexiglas. Eureka plans to work through the winter on the new shelters. Ron Duran has been hired by ITD as their new supervisor. The auditors were here last week. They will need to expand their audit to a "single audit" due to FTA requirements based on our grant income for this past year.

COMMITTEE REPORTS:

A. **Boundary County Service Development Committee:** Proceeding with finalizing the schedule for the Gold Route.

B. **Bonner County Service Development Committee:** Committee did not meet.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider approving audit engagement letter for Anderson Brothers.** Anderson Brothers submitted a new engagement letter to reflect the higher cost for a single audit due to FTA requirements.
Motion to approve the new engagement letter replacing the previous engagement letter. Clif Warren/ Zale Palmer. All in favor. Approved.
- B. Action Item: Consider advertising trade with Blue Sky Broadcasting.** Blue Sky Broadcasting would like to trade inside bus ads for radio time. There was discussion.
Motion for staff to proceed with looking into trading inside advertising for radio time. Clif Warren/ Zale Palmer. All in favor. Approved.
- C. Action Item: Consider driver wages for drivers that drive the Mountain Route and the fixed routes.** Consider basing employee pay rates on license type, experience, and type of route driving. There was also discussion regarding pay rates for existing route drivers that also drive the seasonal Mountain Route and review of the current pay rate matrix.
Motion to pay regular drivers \$14/hour while driving the Mountain Route unless their regular pay rate is higher. Clif Warren/ Zale Palmer. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: David Sims passed around a thank you letter received from Food For Our Children. Shannon mentioned the need to schedule a holiday party.

Meeting adjourned 11:48 a.m.

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	300,363.42	20,943.61	4,569.39	325,876.42
Accounts Receivable	129,961.00	613.00	0.00	130,574.00
Grant Funds Receivable	52,021.10	5,943.00	0.00	57,964.10
Total Other Current Assets	38,949.49	2,646.00	0.00	41,595.49
Total Current Assets	521,295.01	30,145.61	4,569.39	556,010.01
Total Fixed Assets	916,794.61	72,360.37	0.00	989,154.98
TOTAL ASSETS	1,438,089.62	102,505.98	4,569.39	1,545,164.99
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	25,285.80	3,313.21	1,338.66	29,937.67
Equity	1,412,803.82	99,192.77	3,230.73	1,515,227.32
TOTAL LIABILITIES & EQUITY	1,438,089.62	102,505.98	4,569.39	1,545,164.99

10:32 AM
12/13/19
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	24,975.00	35,152.37	4,074.00	4,417.37	2,466.00	8,833.52	1,525.00	1,525.00	33,040.00	49,928.26
Expenses:										
Administration	9,013.32	13,609.89	1,815.92	1,606.68	1,328.61	2,428.40	0.00	0.00	12,157.85	17,644.97
Operations	23,786.75	27,189.67	2,675.54	3,476.64	2,285.12	11,983.99	1,392.87	1,525.00	30,140.28	44,175.30
Preventative Maintenance	2,696.94	4,718.73	495.82	416.67	85.69	0.00	0.00	0.00	3,278.45	5,135.40
Total Expenses	35,497.01	45,518.29	4,987.28	5,499.99	3,699.42	14,412.39	1,392.87	1,525.00	45,576.58	66,955.67
Net Ordinary Income	-10,522.01	-10,365.92	-913.28	-1,082.62	-1,233.42	-5,578.87	132.13	0.00	-12,536.58	-17,027.41
Other Income/Expense	37.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.95	0.00
Net Income	-10,484.06	-10,365.92	-913.28	-1,082.62	-1,233.42	-5,578.87	132.13	0.00	-12,498.63	-17,027.41

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10:32 AM
12/13/19
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	208,129.25	254,673.44	20,734.00	22,407.96	69,446.00	160,416.08	3,050.00	3,050.00	301,359.25	440,547.48
Expenses:										
Administration	19,047.64	21,419.64	2,575.18	2,228.40	1,538.35	3,618.10	0.00	0.00	23,161.17	27,266.14
Operations	49,829.18	57,740.49	5,914.32	7,520.15	3,000.14	13,081.04	2,781.49	3,050.00	61,525.13	81,391.68
Preventative Maintenance	3,938.61	9,617.19	495.82	1,333.30	1,646.69	0.00	0.00	0.00	6,081.12	10,950.49
Total Expenses	72,815.43	88,777.32	8,985.32	11,081.85	6,185.18	16,699.14	2,781.49	3,050.00	90,767.42	119,608.31
Net Ordinary Income	135,313.82	165,896.12	11,748.68	11,326.11	63,260.82	143,716.94	268.51	0.00	210,591.83	320,939.17
Other Income/Expense	-25.15	-38,650.00	0.00	0.00	0.00	-85,000.00	0.00	0.00	-25.15	-123,650.00
Net Income	135,288.67	127,246.12	11,748.68	11,326.11	63,260.82	58,716.94	268.51	0.00	210,566.68	197,289.17

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8:32 AM

12/13/19

Selkirks-Pend Oreille Transit Authority

Unpaid Bills Detail

As of December 13, 2019

Type	Date	Num	Open Balance
Anderson Bros. CPA's, P.A.			
Bill	11/30/2019	608	2,011.25
Total Anderson Bros. CPA's, P.A.			2,011.25
Multicare Centers of Occupational Medicin			
Bill	11/30/2019	133386	390.00
Total Multicare Centers of Occupational Medicin			390.00
TOTAL			2,401.25

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of December 2, 2019

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	11/17/2019	CL28501	1,441.72
	Bill	11/24/2019	CL29209	1,362.19
	Bill	11/30/2019	CL29786	1,535.51
Total Coleman Oil				4,339.42
Enterprise				
	Bill	11/30/2019	L45E021-13	1,116.86
Total Enterprise				1,116.86
Frontier				
	Bill	11/22/2019		174.39
Total Frontier				174.39
Frontier - BF				
	Bill	11/13/2019		29.95
Total Frontier - BF				29.95
Mountain Ledgers				
	Bill	11/30/2019	4802	922.50
Total Mountain Ledgers				922.50
R&L Property Management				
	Bill	11/21/2019	Jan-June rent	2,790.00
Total R&L Property Management				2,790.00
Rokstad				
	Bill	11/13/2019	159160	43.37
	Bill	11/27/2019	159410	43.37
Total Rokstad				86.74
Verizon Wireless				
	Bill	11/13/2019	9842127327	223.54
Total Verizon Wireless				223.54
TOTAL				9,683.40

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of December 13, 2019

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Brown's Northside Machine & Gear, Inc.				
	Bill	12/10/2019	42700	168.22
Total Brown's Northside Machine & Gear, Inc.				168.22
Coleman Oil				
	Bill	12/01/2019	CL33465	356.85
	Bill	12/08/2019	CL34151	2,587.86
	Bill	12/09/2019	0526215-IN	133.40
Total Coleman Oil				3,078.11
First Bankcard				
	Bill	11/27/2019		1,059.39
Total First Bankcard				1,059.39
Les Schwab				
	Bill	12/03/2019	10800528001	1,573.38
Total Les Schwab				1,573.38
Rokstad				
	Bill	12/04/2019	159525	43.37
	Bill	12/05/2019	159529	43.37
	Bill	12/11/2019	159620	43.37
Total Rokstad				130.11
State Insurance Fund				
	Bill	12/02/2019	Installment #2	2,533.00
Total State Insurance Fund				2,533.00
TOTAL				8,542.21

SPOT Ridership

2019	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	4,042	401	268	230	1,269	6,210	Festival
October	4,310	457	294	239		5,300	
November	4,473	395	232	226	393	5,719	
December							
TOTAL						84,550	

2018	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	

2017	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	

2016	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: December 19, 2019

Agenda Item: 7A

From: David Sims

Topic: Consider selecting organizations for fare box donations for this quarter and next quarter.

Background: We need to select an organization for the current quarter fare box donations. We would also like the board to select the organization for next quarter so we can label the donation box with the organization's name.
