



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, January 16, 2020

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 December 19, 2019 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for December 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 the 2<sup>nd</sup> quarter.
  - b. Action Item: Discuss Mountain Route.
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  
December 19, 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 November 21, 2019 regular meeting as corrected.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for November. Zale Palmer reported we are still under budget. There was discussion. **Motion to accept financial reports:** Zale Palmer/ Ron Smith. All in favor. Approved
- B. Approve payment of prepaid bills and outstanding bills. **Motion to approve payment of prepaid bills and outstanding bills:** Clif Warren/ Zale Palmer. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported on the November ridership figures (see attached report). The ridership for the fixed route was higher for the same period last year and December's numbers are also looking better. Demand route ridership fluctuates based on client needs.

**Operations:** David Sims reported the Mountain Route started 11/29/19. It is going well with the longer shifts. There have been minor maintenance tasks on buses that were able to be performed prior to start of shift. A small mailbox was installed at the Red Barn for paperwork, supplies, etc. The new Mountain Route bus might be delivered as soon as 12/27/19. The replacement bus stop signs have been ordered. The Gold Route between Bonners Ferry & Sandpoint started 12/7/19 with no ridership. Lack of snow may be issue. Rachel will be leaving ITD. The 5311 grant proposal submitted for 2020-2022 is looking good. PTAC to review in March 2020 and ITD to approve in April 2020. The 5339 grant proposals submitted are also looking good. The Dover bus shelter pad is complete and ready for Eureka Institute to build the shelter. The shelter for the Walmart side of Kootenai Cutoff has been approved to bid. David will be attending Sandpoint's first Multimodal meeting today.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Gold Route has started. No other matters discussed.

**ACTION & DISCUSSION ITEMS:**

- A. **Action Item:** Consider selecting organizations for fare box donations for this quarter and next quarter. Various local non-profit organizations were discussed to receive the fare box donations for current and upcoming quarters.

**Motion to donate the fare box donations as follows: Oct-Dec 2019 – Sandpoint Senior Center; Jan – March 2020 – VFW Post; Apr – June 2020 – Panhandle Special Needs. Zale Palmer/ Gary Kunzeman. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Ron Smith mentioned the need to have an active representative from Boundary County. The holiday party was well attended and appreciated.

**Meeting adjourned 11:35 a.m.**

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of December 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	166,363.73	16,222.96	4,546.17	187,132.86
Accounts Receivable	92,957.75	706.00	0.00	93,663.75
Grant Funds Receivable	187,169.00	8,246.00	0.00	195,415.00
Total Other Current Assets	38,053.99	2,646.00	0.00	40,699.99
<b>Total Current Assets</b>	<b>484,544.47</b>	<b>27,820.96</b>	<b>4,546.17</b>	<b>516,911.60</b>
<b>Total Fixed Assets</b>	<b>1,033,431.61</b>	<b>72,360.37</b>	<b>0.00</b>	<b>1,105,791.98</b>
<b>TOTAL ASSETS</b>	<b>1,517,976.08</b>	<b>100,181.33</b>	<b>4,546.17</b>	<b>1,622,703.58</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	31,591.80	1,483.58	1,164.76	34,240.14
<b>Equity</b>	<b>1,486,384.28</b>	<b>98,697.75</b>	<b>3,381.41</b>	<b>1,588,463.44</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,517,976.08</b>	<b>100,181.33</b>	<b>4,546.17</b>	<b>1,622,703.58</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	29,069.75	30,659.43	3,009.00	5,008.23	107,848.00	20,287.22	1,525.00	1,525.00	141,451.75	57,479.88
<b>Expenses:</b>										
<b>Administration</b>	8,504.58	8,809.89	774.58	621.68	1,574.39	3,023.25	0.00	0.00	10,853.55	12,454.82
<b>Operations</b>	24,693.26	30,981.43	2,764.16	5,794.09	17,025.14	24,275.04	1,374.32	1,525.00	45,856.88	62,575.56
<b>Preventative Maintenance</b>	7,766.44	4,898.73	92.05	466.67	3,689.96	4,220.24	0.00	0.00	11,548.45	9,585.64
<b>Total Expenses</b>	40,964.28	44,690.05	3,630.79	6,882.44	22,289.49	31,518.53	1,374.32	1,525.00	68,258.88	84,616.02
<b>Net Ordinary Income</b>	-11,894.53	-14,030.62	-621.79	-1,874.21	85,558.51	-11,231.31	150.68	0.00	73,192.87	-27,136.14
<b>Other Income/Expense</b>	43.25	0.00	0.00	0.00	-116,637.00	0.00	0.00	0.00	-116,593.75	0.00
<b>Net Income</b>	<b>-11,851.28</b>	<b>-14,030.62</b>	<b>-621.79</b>	<b>-1,874.21</b>	<b>-31,078.49</b>	<b>-11,231.31</b>	<b>150.68</b>	<b>0.00</b>	<b>-43,400.88</b>	<b>-27,136.14</b>

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01/09/20  
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	237,199.00	285,332.87	23,743.00	27,416.19	177,294.00	163,703.30	4,575.00	4,575.00	442,811.00	481,027.36
<b>Expenses:</b>										
<b>Administration</b>	27,552.22	30,229.53	3,349.76	2,850.08	3,112.74	6,641.35	0.00	0.00	34,014.72	39,720.96
<b>Operations</b>	74,522.44	88,721.92	8,678.48	13,314.24	20,025.28	37,356.08	4,155.81	4,575.00	107,382.01	143,967.24
<b>Preventative Maintenance</b>	11,705.05	14,515.92	587.87	1,799.97	5,336.65	4,220.24	0.00	0.00	17,629.57	20,536.13
<b>Total Expenses</b>	113,779.71	133,467.37	12,616.11	17,964.29	28,474.67	48,217.67	4,155.81	4,575.00	159,026.30	204,224.33
<b>Net Ordinary Income</b>	123,419.29	151,865.50	11,126.89	9,451.90	148,819.33	115,485.63	419.19	0.00	283,784.70	276,803.03
<b>Other Income/Expense</b>	18.10	-38,650.00	0.00	0.00	-116,637.00	-85,000.00	0.00	0.00	-116,618.90	-123,650.00
<b>Net Income</b>	<b>123,437.39</b>	<b>113,215.50</b>	<b>11,126.89</b>	<b>9,451.90</b>	<b>32,182.33</b>	<b>30,485.63</b>	<b>419.19</b>	<b>0.00</b>	<b>167,165.80</b>	<b>153,153.03</b>

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01/09/20

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of January 9, 2020**

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Type	Date	Num	Open Balance
<b>Anderson Bros. CPA's, P.A.</b>			
Bill	12/31/2019	676	648.75
Total Anderson Bros. CPA's, P.A.			648.75
<b>Big Country Communications</b>			
Bill	01/02/2020	17702	872.30
Total Big Country Communications			872.30
<b>David Sims</b>			
Bill	12/13/2019	Reimb. travel	273.27
Total David Sims			273.27
<b>Multicare Centers of Occupational Medicin</b>			
Bill	12/31/2019	134419	260.00
Total Multicare Centers of Occupational Medicin			260.00
<b>TOTAL</b>			<b>2,054.32</b>

# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of December 27, 2019

	Type	Date	Num	Open Balance
<b>Coleman Oil</b>				
	Bill	12/15/2019	CL34851	2,682.78
	Bill	12/22/2019	CL36217	2,527.53
Total Coleman Oil				5,210.31
<b>Frontier - BF</b>				
	Bill	12/13/2019		38.39
Total Frontier - BF				38.39
<b>Les Schwab</b>				
	Bill	12/17/2019	10800530764	1,573.38
	Bill	12/19/2019	10800531219	1,573.38
	Bill	12/26/2019	10800532077	87.29
Total Les Schwab				3,234.05
<b>Napa Auto Parts</b>				
	Bill	12/12/2019	949783	51.24
Total Napa Auto Parts				51.24
<b>Rokstad</b>				
	Bill	12/19/2019	159773	233.20
	Bill	12/26/2019	159834	38.04
Total Rokstad				271.24
<b>Verizon Wireless</b>				
	Bill	12/13/2019	9844198749	223.54
Total Verizon Wireless				223.54
<b>TOTAL</b>				<b>9,028.77</b>



# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of January 9, 2020

	Type	Date	Num	Open Balance
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	12/05/2019	42699	127.26
	Bill	12/26/2019	42747	721.28
	Bill	12/27/2019	121164	120.00
	Bill	12/27/2019	121161	235.34
	Bill	12/28/2019	42743	602.97
	Bill	01/03/2020	121256	36.82
Total Brown's Northside Machine & Gear, Inc.				1,843.67
<b>Coleman Oil</b>				
	Bill	12/29/2019	CL36785	2,570.35
	Bill	12/31/2019	CL37100	654.47
	Bill	01/05/2020	CL40956	1,799.73
Total Coleman Oil				5,024.55
<b>Enterprise</b>				
	Bill	12/31/2019	L45E021-14	1,117.32
Total Enterprise				1,117.32
<b>First Bankcard</b>				
	Bill	12/30/2019		3,589.95
Total First Bankcard				3,589.95
<b>Frontier</b>				
	Bill	12/22/2019		174.45
Total Frontier				174.45
<b>Mountain Ledgers</b>				
	Bill	12/31/2019	4827	675.00
Total Mountain Ledgers				675.00
<b>Rokstad</b>				
	Bill	12/19/2019	616938	7.98
	Bill	12/26/2019	159844	46.79
	Bill	01/08/2020	160030	43.37
Total Rokstad				98.14
<b>TOTAL</b>				<b>12,523.08</b>

# 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	
22,681	August	7,984	389	272	225	1,594	10,464	*2,934
17,631	September	4,042	401	268	230	1,269	6,210	Festival
13,589	October	4,310	457	294	239		5,300	
9,279	November	4,473	395	232	226	393	5,719	
4,806	December	4,806	383	212	258	13,013	18,672	
	TOTAL	56,599	5,019	3,166	2,924	35,514	103,222	

	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	
22,359	August	8,173	302	256	237	8,968	*2,907
17,093	September	4,390	358	192	214	5,154	Festival
12,703	October	4,324	401	232	193	5,150	
8,379	November	4,084	457	242	241	5,024	
4,295	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: January 16, 2020

Agenda Item: 7A

From: David Sims

Topic: Consider selecting organizations for fare box donations for the 2<sup>nd</sup> quarter.

Background: We need to select an organization for the 2<sup>nd</sup> quarter fare box donations. We discussed an organization at our last meeting, but we only had the 4<sup>th</sup> quarter 2019 and 1<sup>st</sup> quarter 2020 agendized.

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