



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, February 20, 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 January 16, 2020 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for January 2020
 - 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: Review Mountain Route operations and funding options.
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
January 16, 2020**

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 December 19, 2019 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for December. Zale Palmer reported we are still under budget. There was discussion. **Motion to accept financial reports: Zale Palmer/ Clif Warren. 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 December ridership figures (see attached report). The ridership for the fixed route was higher for the same period last year. Boundary County ridership was also up. Gold Route ridership has been zero.

Operations: David Sims reported the new bus for the Mountain Route arrived and immediately placed in service. There have been a few issues with it. Drives fine but issues with storage. Will probably remove seats behind the driver seat and add a storage rack area. New signs for the bus stops are ready. Walmart bus shelter is ready for slab, pending weather. Erik from City of Ponderay may have an opportunity for a shelter placement for the stop across the street from the Bonner Mall. Dover pad is ready and awaiting Eureka. Another person in the ITD grant department has left, leaving only 2 people with any experience. There was a fixed route accident due to a pickup sliding into the bus.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Local ridership is up. No other matters discussed.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Consider selecting organizations for fare box donations for 2nd quarter.** Reviewed local non-profit organizations previously discussed to receive the fare box donations for current and upcoming quarters. **Motion to donate the fare box donations for Apr – June 2020 – Panhandle Special Needs. Clif Warren/ Zale Palmer. All in favor. Approved.**

B. Action Item: Discuss Mountain Route. The route is becoming challenging with more snow and more riders.

Main issues are:

- a. Repairs – The only local option is Brown’s Northside. We are not a high priority with them. Costs to service these buses are much higher than other route buses.
- b. Road conditions – Independent Highway District has not been keeping up with the plowing and sanding. We had 3 slide-offs, one requiring a tow truck.
- c. Night skiing – We have only one driver at night. No support staff at Schweitzer. Only person the driver can reach out to if there is a problem is the hospitality desk.
- d. Parking lots – Schweitzer changed the bus route in the lots requiring the buses to wind between the parked cars. We need to address this with Schweitzer to change the flow and/or drop off points.
- e. Drivers – They need to be comfortable with the mountain road bus also mechanically inclined. Little issues and tricks required to take care of small issues.
- f. Need support coverage for the mountain drivers over the weekend when the office is closed.
- g. Mechanic – Kevin also works at the School District, working on our buses after hours. Ends up working on them outside in the dark and cold.

Discussion: Our current contract with Schweitzer is up for renewal after this season. The Finance Committee suggest hiring additional help for the weekends and/or the Red Barn lot for only the winter months. We also need to look for an empty building in the area where we can park the buses inside and do maintenance work on them indoors. Schweitzer has a building they use at the Red Barn lot where they stow equipment. Need to look into possibility of using that building. Or maybe the School District building.

Short term tasks to be done:

1. Contact ITD about their performance in the mountain road maintenance.
2. Talk with Schweitzer about the parking lots
3. Hire a temporary person to help out. Will need to line out their level of authority. David might call a special board meeting to approve the hiring and level of authority.

Motion to hire someone for this season to help manage the mountain route. Clif Warren/ Zale Palmer. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Possibly reach out to our landlord about possibility to have them construct a covered parking area, enclosed or not and how much the rent would be. Talk to Schweitzer next year about changing the flow for the lots and maybe changing drop off/pick up points.

Meeting adjourned 12:07 p.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of January 31, 2020

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	214,045.24	21,702.93	4,760.24	240,508.41
Accounts Receivable	79,857.50	915.00	-48.78	80,723.72
Grant Funds Receivable	133,887.00	2,476.00	0.00	136,363.00
Total Other Current Assets	37,148.49	2,646.00	0.00	39,794.49
Total Current Assets	464,938.23	27,739.93	4,711.46	497,389.62
Total Fixed Assets	1,033,431.61	72,360.37	0.00	1,105,791.98
TOTAL ASSETS	1,498,369.84	100,100.30	4,711.46	1,603,181.60
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	31,598.97	2,049.86	1,162.96	34,811.79
Equity	1,466,770.27	98,051.04	3,548.50	1,568,369.81
TOTAL LIABILITIES & EQUITY	1,498,369.24	100,100.90	4,711.46	1,603,181.60

7:32 AM
02/14/20
Accrual Basis

**Selkirks-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
January 2020**

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	25,587.78	27,855.63	3,391.00	4,753.26	16,546.72	20,593.59	1,525.00	1,525.00	47,050.50	54,727.48
Expenses:										
Administration	7,639.49	7,609.89	741.25	606.68	1,880.42	3,023.25	0.00	0.00	10,261.16	11,239.82
Operations	24,522.39	27,259.14	3,251.79	5,327.11	18,389.97	28,054.98	1,357.91	1,525.00	47,522.06	62,166.23
Preventative Maintenance	2,981.64	4,718.73	44.67	416.67	4,392.12	2,205.24	0.00	0.00	7,418.43	7,340.64
Total Expenses	35,143.52	39,587.76	4,037.71	6,350.46	24,662.51	33,283.47	1,357.91	1,525.00	65,201.65	80,746.69
Net Ordinary Income	-9,555.74	-11,732.13	-646.71	-1,597.20	-8,115.79	-12,689.88	167.09	0.00	-18,151.15	-26,019.21
Other Income/Expense	-1,539.08	0.00	0.00	0.00	-403.40	0.00	0.00	0.00	-1,942.48	0.00
Net Income	-11,094.82	-11,732.13	-646.71	-1,597.20	-8,519.19	-12,689.88	167.09	0.00	-20,093.63	-26,019.21

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7:32 AM
02/14/20
Accrual Basis

**Selkirks-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
October 2019 - January 2020**

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	262,786.78	313,188.50	27,134.00	32,169.45	193,840.72	184,296.89	6,100.00	6,100.00	489,861.50	535,754.84
Expenses:										
Administration	35,476.71	37,839.42	4,091.01	3,456.76	4,993.16	9,664.60	0.00	0.00	44,560.88	50,960.78
Operations	98,759.83	115,981.06	11,930.27	18,641.35	38,415.25	65,411.06	5,513.72	6,100.00	154,619.07	206,133.47
Preventative Maintenance	14,686.69	19,234.65	632.54	2,216.64	9,728.77	6,425.48	0.00	0.00	25,048.00	27,876.77
Total Expenses	148,923.23	173,055.13	16,653.82	24,314.75	53,137.18	81,501.14	5,513.72	6,100.00	224,227.95	284,971.02
Net Ordinary Income	113,863.55	140,133.37	10,480.18	7,854.70	140,703.54	102,795.75	586.28	0.00	265,633.55	250,783.82
Other Income/Expense	-1,520.98	-38,650.00	0.00	0.00	-117,040.40	-85,000.00	0.00	0.00	-118,561.38	-123,650.00
Net Income	112,342.57	101,483.37	10,480.18	7,854.70	23,663.14	17,795.75	586.28	0.00	147,072.17	127,133.82

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Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
 As of February 13, 2020

Type	Date	Num	Open Balance
Anderson Bros. CPA's, P.A.			
Bill	01/31/2020	916	930.00
Total Anderson Bros. CPA's, P.A.			930.00
Bryson Sales & Service, Inc.			
Bill	01/08/2020	169202	88.80
Total Bryson Sales & Service, Inc.			88.80
Clif Warren			
Bill	01/21/2020	Reimb. ramp material	20.76
Total Clif Warren			20.76
Goldenwest Mobility			
Bill	02/03/2020	20714	174.24
Total Goldenwest Mobility			174.24
Melody Muffler			
Bill	01/24/2020	58998	120.00
Bill	01/24/2020	58999	45.00
Bill	02/12/2020	59033	136.00
Total Melody Muffler			301.00
Sand Creek Custom Wear			
Bill	02/06/2020	9194	649.36
Total Sand Creek Custom Wear			649.36
Sandpoint Senior Center			
Bill	01/15/2020	Oct-Dec donations	392.00
Total Sandpoint Senior Center			392.00
TOTAL			2,556.16

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of January 29, 2020

	Type	Date	Num	Open Balance
Brown's Northside Machine & Gear, Inc.				
	Bill	01/14/2020	42731	106.05
	Bill	01/21/2020	121671	15.03
	Bill	01/23/2020	121722	63.79
Total Brown's Northside Machine & Gear, Inc.				184.87
Clyde's Towing, LLC				
	Bill	01/18/2020	45799	150.00
Total Clyde's Towing, LLC				150.00
Coleman Oil				
	Bill	01/12/2020	CL41668	2,456.56
	Bill	01/19/2020	CL43030	2,954.06
	Bill	01/26/2020	CL43697	2,330.19
Total Coleman Oil				7,740.81
Frontier				
	Bill	01/22/2020		170.75
Total Frontier				170.75
Frontier - BF				
	Bill	01/13/2020		38.16
Total Frontier - BF				38.16
Napa Auto Parts				
	Credit	01/17/2020	954812	-18.00
	Bill	01/10/2020	953600	39.81
	Bill	01/17/2020	954813	6.53
	Bill	01/17/2020	954700	125.47
Total Napa Auto Parts				153.81
Rokstad				
	Bill	01/16/2020	160159	44.67
	Bill	01/21/2020	160193	97.42
	Bill	01/29/2020	160378	43.37
Total Rokstad				185.46
Verizon Wireless				
	Bill	01/13/2020	9846275160	222.24
Total Verizon Wireless				222.24
TOTAL				8,846.10

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of February 13, 2020

	Type	Date	Num	Open Balance
5th Avenue Car Wash				
	Bill	01/29/2020	Oct-Jan washes	145.69
Total 5th Avenue Car Wash				145.69
Brown's Northside Machine & Gear, Inc.				
	Bill	01/28/2020	W42836	699.71
	Bill	02/04/2020	S121928	64.74
	Bill	02/06/2020	W42908	431.39
	Bill	02/11/2020	W42956	290.39
	Bill	02/11/2020	W42948	62.27
	Bill	02/11/2020	W42777	1,628.69
	Bill	02/11/2020	W42732	440.65
Total Brown's Northside Machine & Gear, Inc.				3,617.84
Clyde's Towing, LLC				
	Bill	01/28/2020	47384	975.00
Total Clyde's Towing, LLC				975.00
Coleman Oil				
	Bill	01/31/2020	CL44317	1,829.96
	Bill	02/02/2020	CL47875	600.30
	Bill	02/09/2020	CL48589	2,613.94
Total Coleman Oil				5,044.20
Enterprise				
	Bill	01/31/2020	L45E021-15	1,117.32
Total Enterprise				1,117.32
First Bankcard				
	Bill	01/28/2020		4,787.93
Total First Bankcard				4,787.93
Mountain Ledgers				
	Bill	01/31/2020	4862	686.25
Total Mountain Ledgers				686.25
Rokstad				
	Bill	01/09/2020	160047	121.35
	Bill	02/05/2020	160510	43.37
	Bill	02/05/2020	160417	1,302.19
Total Rokstad				1,466.91
State Insurance Fund				
	Bill	02/03/2020	Installment #3	2,533.00
Total State Insurance Fund				2,533.00
TOTAL				20,374.14

SPOT Ridership

2020	Fixed	Demand	Van Pool	Bonniers Ferry	Mountain Route	Total	
January	4,869	397	258	320	18,478	24,322	
February						0	
March						0	
April						0	
May						0	
June						0	
July						0	
August						0	*2,934
September						0	Festival
October						0	
November						0	
December						0	
TOTAL YTD	4,869	397	258	320	18,478	24,322	

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	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	204	207	6,003	
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	270	212	5,575	
June	4,578	335	146	253	5,312	
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	2,976	2,608	71,256	

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	