



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, March 19, 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 February 20, 2020 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for February 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: Adopt amended resolution 003, authorizing prepayment to Mike White Ford of Sandpoint
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  
February 20, 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

**Absent:** Walt Kirby, Zale Palmer

**MINUTES:** Approve minutes of the January 16, 2020 regular meeting as submitted.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for January. Clif Warren reported we are still under budget. Total expenses are about \$60,000 under budget. There was discussion.
- B. Approve payment of prepaid bills and outstanding bills.

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

**STAFF REPORTS:**

**Ridership:** David Sims reported on the January ridership figures (see attached report). The ridership for the fixed route was higher for the same period last year and also from last month. Demand Route ridership is down. The Boundary County and Mountain Route ridership were both up. Gold Route ridership, reported in the Boundary County numbers, was four.

**Operations:** David Sims reported Bus 219, which was hit by another vehicle, will be going into the body shop for about 2-3 weeks. The other driver is covering all costs. Most of the new bus stop signs have been installed. David met with both the Kootenai & Dover councils to provide information on our operations. ITD is running behind on the grant schedule for 2020/2022. No word yet on what our award might be for those years. The City of Sandpoint is continuing development of their multi-modal plan, which includes public transportation issues. The Mountain Route is going better after some driver changes. We are still experiencing some mechanical issues with the buses. Some of the repairs are being covered under warranty.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Ron Smith reported that Boundary County is requesting more services to the outlying areas to justify any increase in their match funds. The amount of our grant award for 2020/2022 will determine what we can do, if anything, to accomplish that.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Review Mountain Route operations and funding options.** ITD referred David Sims to review the operations between Driggs and the START Bus. An RFP is issued to bid on bus service to the ski operations. They then contract out the bus route operations to the RFP winner, which could be the ski resort, using ITD grant funds. The winner handles all operations and is paid a fixed rate per mile. SPOT should look into this further for the Mountain Route.

**Motion to continue the process of investigating this option. Clif Warren/ Nancy Smith. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Clif praised the SPOT staff. Receiving good comments from riders.

**Meeting adjourned 11:45 a.m.**

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of February 29, 2020**

| <b>ASSETS</b>                         | <b>Bonner County</b> | <b>Boundary County</b> | <b>Van Pool</b> | <b>Total</b>        |
|---------------------------------------|----------------------|------------------------|-----------------|---------------------|
| <b>Current Assets</b>                 |                      |                        |                 |                     |
| Checking/Savings                      | 266,991.31           | 18,186.94              | 3,504.33        | 288,682.58          |
| Accounts Receivable                   | 91,076.75            | 758.00                 | 1,476.22        | 93,310.97           |
| Grant Funds Receivable                | 77,569.00            | 5,218.00               | 0.00            | 82,787.00           |
| Total Other Current Assets            | 36,242.99            | 2,646.00               | 0.00            | 38,888.99           |
| <b>Total Current Assets</b>           | <b>471,880.05</b>    | <b>26,808.94</b>       | <b>4,980.55</b> | <b>503,669.54</b>   |
| <b>Total Fixed Assets</b>             | <b>1,034,368.01</b>  | <b>72,360.37</b>       | <b>0.00</b>     | <b>1,106,728.38</b> |
| <b>TOTAL ASSETS</b>                   | <b>1,506,248.06</b>  | <b>99,169.31</b>       | <b>4,980.55</b> | <b>1,610,397.92</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                      |                        |                 |                     |
| <b>Liabilities</b>                    |                      |                        |                 |                     |
| Current Liabilities                   | 30,781.11            | 1,914.88               | 1,259.86        | 33,955.85           |
| <b>Equity</b>                         | <b>1,475,466.95</b>  | <b>97,254.43</b>       | <b>3,720.69</b> | <b>1,576,442.07</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,506,248.06</b>  | <b>99,169.31</b>       | <b>4,980.55</b> | <b>1,610,397.92</b> |

8:36 AM  
03/12/20  
Accrual Basis

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

|                                 | Bonner County    |                   | Boundary County |                  | Mountain Route   |                   | Van Pool      |             | Total             |                   |
|---------------------------------|------------------|-------------------|-----------------|------------------|------------------|-------------------|---------------|-------------|-------------------|-------------------|
|                                 | Actual           | Budget            | Actual          | Budget           | Actual           | Budget            | Actual        | Budget      | Actual            | Budget            |
| <b>Total Income</b>             | 25,365.14        | 29,445.09         | 3,500.00        | 4,961.90         | 16,351.61        | 19,842.07         | 1,525.00      | 1,525.00    | 46,741.75         | 55,774.06         |
| <b>Expenses:</b>                |                  |                   |                 |                  |                  |                   |               |             |                   |                   |
| <b>Administration</b>           | 6,898.89         | 7,809.89          | 888.92          | 621.68           | 1,321.73         | 3,023.25          | 0.00          | 0.00        | 9,109.54          | 11,454.82         |
| <b>Operations</b>               | 23,892.49        | 30,550.91         | 3,229.28        | 5,794.09         | 15,151.16        | 23,525.04         | 1,352.81      | 1,525.00    | 43,625.74         | 61,395.04         |
| <b>Preventative Maintenance</b> | 2,513.97         | 4,898.73          | 174.24          | 416.67           | 6,624.31         | 4,220.24          | 0.00          | 0.00        | 9,312.52          | 9,535.64          |
| <b>Total Expenses</b>           | 33,305.35        | 43,259.53         | 4,292.44        | 6,832.44         | 23,097.20        | 30,768.53         | 1,352.81      | 1,525.00    | 62,047.80         | 82,385.50         |
| <b>Net Ordinary Income</b>      | -7,940.21        | -13,814.44        | -792.44         | -1,870.54        | -6,745.59        | -10,926.46        | 172.19        | 0.00        | -15,306.05        | -26,611.44        |
| <b>Other Income/Expense</b>     | -1,079.63        | 0.00              | 0.00            | 0.00             | -477.46          | 0.00              | 0.00          | 0.00        | -1,557.09         | 0.00              |
| <b>Net Income</b>               | <b>-9,019.84</b> | <b>-13,814.44</b> | <b>-792.44</b>  | <b>-1,870.54</b> | <b>-7,223.05</b> | <b>-10,926.46</b> | <b>172.19</b> | <b>0.00</b> | <b>-16,863.14</b> | <b>-26,611.44</b> |

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8:36 AM  
03/12/20  
Accrual Basis

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

|                                 | Bonner County     |                  | Boundary County |                 | Mountain Route   |                 | Van Pool      |             | Total             |                   |
|---------------------------------|-------------------|------------------|-----------------|-----------------|------------------|-----------------|---------------|-------------|-------------------|-------------------|
|                                 | Actual            | Budget           | Actual          | Budget          | Actual           | Budget          | Actual        | Budget      | Actual            | Budget            |
| <b>Total Income</b>             | 288,150.92        | 342,633.59       | 30,634.00       | 37,131.35       | 234,192.33       | 204,138.96      | 7,625.00      | 7,625.00    | 560,602.25        | 591,528.90        |
| <b>Expenses:</b>                |                   |                  |                 |                 |                  |                 |               |             |                   |                   |
| <b>Administration</b>           | 42,375.60         | 45,649.31        | 4,979.93        | 4,078.44        | 6,314.89         | 12,687.85       | 0.00          | 0.00        | 53,670.42         | 62,415.60         |
| <b>Operations</b>               | 122,652.32        | 146,531.97       | 15,159.55       | 24,435.44       | 53,566.41        | 88,936.10       | 6,866.53      | 7,625.00    | 198,244.81        | 267,528.51        |
| <b>Preventative Maintenance</b> | 17,200.66         | 24,133.38        | 806.78          | 2,633.31        | 16,353.08        | 10,645.72       | 0.00          | 0.00        | 34,360.52         | 37,412.41         |
| <b>Total Expenses</b>           | 182,228.58        | 216,314.66       | 20,946.26       | 31,147.19       | 76,234.38        | 112,269.67      | 6,866.53      | 7,625.00    | 286,275.75        | 367,356.52        |
| <b>Net Ordinary Income</b>      | 105,922.34        | 126,318.93       | 9,687.74        | 5,984.16        | 157,957.95       | 91,869.29       | 758.47        | 0.00        | 274,326.50        | 224,172.38        |
| <b>Other Income/Expense</b>     | -2,600.61         | -38,650.00       | 0.00            | 0.00            | -117,517.86      | -85,000.00      | 0.00          | 0.00        | -120,118.47       | -123,650.00       |
| <b>Net Income</b>               | <b>103,321.73</b> | <b>87,668.93</b> | <b>9,687.74</b> | <b>5,984.16</b> | <b>40,440.09</b> | <b>6,869.29</b> | <b>758.47</b> | <b>0.00</b> | <b>154,208.03</b> | <b>100,522.38</b> |

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5:37 AM

03/12/20

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
As of March 12, 2020

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| Type   | Date       | Num    | Open Balance    |
|--|------------|--------|-----------------|
| <b>City of Dover</b>                             |            |        |                 |
| Bill   | 02/24/2020 | 172    | 936.40          |
| Total City of Dover                              |            |        | 936.40          |
| <b>Mike White Ford of Sandpoint</b>              |            |        |                 |
| Bill   | 02/27/2020 | 10083  | 39.27           |
| Bill   | 02/28/2020 | 10098  | 39.27           |
| Bill   | 03/03/2020 | 10110  | 628.61          |
| Total Mike White Ford of Sandpoint               |            |        | 707.15          |
| <b>Multicare Centers of Occupational Medicin</b> |            |        |                 |
| Bill   | 03/02/2020 | 136257 | 65.00           |
| Total Multicare Centers of Occupational Medicin  |            |        | 65.00           |
| <b>TOTAL</b>                                     |            |        | <b>1,708.55</b> |

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of March 3, 2020**

|   | <u>Type</u> | <u>Date</u> | <u>Num</u>  | <u>Open Balance</u> |
|---|-------------|-------------|-------------|---------------------|
| <b>Brown's Northside Machine &amp; Gear, Inc.</b> |             |             |             |                     |
|   | Credit      | 02/24/2020  | S122289     | -6.67               |
|   | Bill        | 02/24/2020  | W42987      | 241.79              |
|   | Bill        | 02/24/2020  | W43024      | 143.08              |
|   | Bill        | 02/24/2020  | S122283     | 32.00               |
|   | Bill        | 02/27/2020  | W43027      | 1,531.64            |
| Total Brown's Northside Machine & Gear, Inc.      |             |             |             | 1,941.84            |
| <b>Coleman Oil</b>                                |             |             |             |                     |
|   | Bill        | 02/16/2020  | CL49926     | 2,134.08            |
|   | Bill        | 02/23/2020  | CL50668     | 2,507.28            |
|   | Bill        | 02/29/2020  | CL51346     | 2,005.10            |
|   | Bill        | 03/01/2020  | CL54882     | 298.87              |
| Total Coleman Oil                                 |             |             |             | 6,945.33            |
| <b>Enterprise</b>                                 |             |             |             |                     |
|   | Bill        | 02/29/2020  | L45E021-16  | 1,116.40            |
| Total Enterprise                                  |             |             |             | 1,116.40            |
| <b>Frontier</b>                                   |             |             |             |                     |
|   | Bill        | 02/22/2020  |             | 170.88              |
| Total Frontier                                    |             |             |             | 170.88              |
| <b>Frontier - BF</b>                              |             |             |             |                     |
|   | Bill        | 02/13/2020  |             | 38.16               |
| Total Frontier - BF                               |             |             |             | 38.16               |
| <b>Grizzly Glass Centers</b>                      |             |             |             |                     |
|   | Bill        | 02/11/2020  | WO H0119388 | 49.95               |
| Total Grizzly Glass Centers                       |             |             |             | 49.95               |
| <b>Napa Auto Parts</b>                            |             |             |             |                     |
|   | Bill        | 02/29/2020  | 961077      | 12.95               |
| Total Napa Auto Parts                             |             |             |             | 12.95               |
| <b>Rokstad</b>                                    |             |             |             |                     |
|   | Bill        | 02/13/2020  | 160627      | 43.37               |
| Total Rokstad                                     |             |             |             | 43.37               |
| <b>Verizon Wireless</b>                           |             |             |             |                     |
|   | Bill        | 02/13/2020  | 9848346153  | 222.24              |
| Total Verizon Wireless                            |             |             |             | 222.24              |
| <b>TOTAL</b>                                      |             |             |             | <b>10,541.12</b>    |



Selkirks-Pend Oreille Transit Authority  
**Paid Bills Detail**  
As of March 12, 2020

|   | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Open Balance</u> |
|---|-------------|-------------|------------|---------------------|
| <b>Brown's Northside Machine &amp; Gear, Inc.</b> |             |             |            |                     |
|   | Bill        | 03/10/2020  | W43081     | 399.25              |
| Total Brown's Northside Machine & Gear, Inc.      |             |             |            | 399.25              |
| <b>Coleman Oil</b>                                |             |             |            |                     |
|   | Bill        | 03/08/2020  | CL55553    | 2,340.49            |
| Total Coleman Oil                                 |             |             |            | 2,340.49            |
| <b>First Bankcard</b>                             |             |             |            |                     |
|   | Bill        | 02/27/2020  |            | 104.72              |
| Total First Bankcard                              |             |             |            | 104.72              |
| <b>Grizzly Glass Centers</b>                      |             |             |            |                     |
|   | Bill        | 02/28/2020  | H0119692   | 59.95               |
|   | Bill        | 02/28/2020  | H0119880   | 330.00              |
| Total Grizzly Glass Centers                       |             |             |            | 389.95              |
| <b>Mountain Ledgers</b>                           |             |             |            |                     |
|   | Bill        | 02/29/2020  | 4912       | 618.75              |
| Total Mountain Ledgers                            |             |             |            | 618.75              |
| <b>TOTAL</b>                                      |             |             |            | <b>3,853.16</b>     |

### SPOT Ridership

|             | Fixed  | Demand | Van<br>Pool | Bonniers<br>Ferry | Mountain<br>Route | Total    |                   |
|-------------|--------|--------|-------------|-------------------|-------------------|----------|-------------------|
| <b>2020</b> |        |        |             |                   |                   |          |                   |
| January     | 4,869  | 397    | 258         | 320               | 18,478            | 24,322   |                   |
| February    | 4,820  | 404    | 226         | 267               | 13,992            | 19,709   |                   |
| March       |        |        |             |                   |                   | 0        |                   |
| April       |        |        |             |                   |                   | 0        |                   |
| May         |        |        |             |                   |                   | 0        |                   |
| June        |        |        |             |                   |                   | 0        |                   |
| July        |        |        |             |                   |                   | 0        |                   |
| August      |        |        |             |                   |                   | 0        |                   |
| September   |        |        |             |                   |                   | 0        |                   |
| October     |        |        |             |                   |                   | 0        |                   |
| November    |        |        |             |                   |                   | 0        |                   |
| December    |        |        |             |                   |                   | 0        |                   |
| TOTAL YTD   | 9,689  | 801    | 484         | 587               | 32,470            | 44,031   |                   |
|             |        |        |             |                   |                   |          |                   |
|             | Fixed  | Demand | Van<br>Pool | Bonniers<br>Ferry | Mountain<br>Route | Total    |                   |
| <b>2019</b> |        |        |             |                   |                   |          |                   |
| 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  |                   |
|             |        |        |             |                   |                   |          |                   |
|             | Fixed  | Demand | Van<br>Pool | Bonniers<br>Ferry | Total             |          |                   |
| <b>2018</b> |        |        |             |                   |                   |          |                   |
| 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            |          |                   |
|             |        |        |             |                   |                   |          |                   |
|             | Fixed  | Demand | Van<br>Pool | Bonniers<br>Ferry | Gold Rt           | Total    |                   |
| <b>2017</b> |        |        |             |                   |                   |          |                   |
| 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    |                   |
| September   | 4,530  | 319    | 260         | 167               | 0                 | 5,276    | *2729<br>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   |                   |

## SPOT Agenda Item Summaries

Meeting Date: March 19, 2020

Agenda Item: 7A

From: David Sims

Topic: Adopt amended resolution 003, authorizing prepayment to Mike White Ford of Sandpoint

Background: Rokstad Ford has sold to Mike White Ford. This amended resolution would add Mike White Ford to the list of vendors that we are authorized to pay earlier in the month than our board meetings are held.

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## **RESOLUTION 003 - AMENDED 2020-03-19**

### **A RESOLUTION OF THE SELKIRKS PEND ORIELLE TRANSIT AUTHORITY OF THE STATE OF IDAHO; AUTHORIZING PREPAYMENT OF CERTAIN VENDORS**

**WHEREAS**, certain vendors that provide services and/or goods the Selkirk Pend Oreille Transit Authority on a regular basis have a billing cycle that requires the bill to be paid prior to a regular council meeting; and

**WHEREAS**, payroll obligations also need to be paid prior to the first council meeting of the month; and

**WHEREAS**, it is the desire of the SPOT Authority Board to avoid payment of late fees and to timely meet the payroll obligations.

**NOW THEREFORE, BE IT RESOLVED** by the SPOT Authority Board, Bonner County, Idaho that the following pre-authorization for payment of certain bills be adopted:

1. The Accountant is authorized to pay the following vendors for the listed purposes by the due date on the bill and prior to submitting the bill to the SPOT Authority Board for approval:

- 5th Avenue Car Wash
- 5th Avenue Detail Shop
- Bonner County Daily Bee
- Brown's Northside
- Clyde's Towing
- Coleman Oil
- Credit Cards
- Dyck's Oil
- Enterprise Car Rental
- Frontier
- Gription Tire Pros
- Grizzly Glass
- Keokee
- Les Schwab
- Mike White Ford of Sandpoint
- Mountain Ledgers
- Napa Auto Parts
- R & L Property Management
- Regence Blue Shield
- Snedden Law
- United Data Security
- Verizon Wireless

2. The Accountant shall submit the above bills to Board for ratification at the first Board meeting following the payment of the bill.

## **RESOLUTION 003 - AMENDED 2020-03-19**

**PASSED** by Selkirks-Pend Oreille Transit Authority Board this 19th day of March 2020.

Attest:

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Board President

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Board Secretary