



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, April 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 March 19, 2020 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for March 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. Finance Committee Update
7. Action and Discussion Items:
  - a. Action Item: Consider CARES Act funding for transit providers
  - b. Action Item: Consider temporary driver wage increase
  - c. Action Item: Consider using SPOT buses for select non-transit activities
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  
March 19, 2020**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.**

**PRESENT:** Clif Warren, Colleen Culwell, David Sims, Nancy Lewis, Ron Smith, Shannon Pittmann, Zale Palmer

**Absent:** Gary Kunzeman, Walt Kirby

**MINUTES:** Approve minutes of the February 20, 2020 regular meeting as corrected.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for February. Zale Palmer reported nothing unusual in the expenses. Mountain buses had a number of repairs. Clif Warren 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 February ridership figures (see attached report). The ridership for the fixed route, demand and Boundary County were all higher than same period the previous year. This makes the fourth month in a row where fixed route ridership has increased.

**Operations:** David Sims reported the fixed route ridership for March is projecting to be about a third of normal. Demand Route ridership is drastically down. Due to the COVID-19 virus, most doctors are cancelling appointments, Goodwill and the Senior Center have closed. Assisted living facilities are only allowing limited outside access to residents. This could last for the next few weeks. Also, due to the virus, Schweitzer Mountain closed their operations on March 18<sup>th</sup>. Mountain Route buses will continue to run through March 21<sup>st</sup> per request from Schweitzer. David reported there have been meetings with the Mountain bus manufacturer to get issues resolved. PTAC has recommended to ITD that SPOT be award 100% of our grant requests for the 2020-2022 grant cycle, both operating and capital expenditure grants. Final award still pending from ITD. One of the fixed route drivers has quit over the COVID-19. Due to the school closures, there might be more availability from other drivers. Currently, SPOT is planning to continue operations as usual until we are told otherwise. We are using the recommended spray to disinfect the buses. Shields have also been installed between the driver and the passenger area. Seats close to the drivers have also been roped off. ITD recommends frequent disinfecting of the buses. Moscow fixed route has shut down due to lack of riders. Their Demand Route is continuing. Other bus services are limiting the number of riders on their buses at one time and have also removed hand straps. ITD is considering reducing the operations match % for a period, although this has not been enacted yet.

**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. Walt Kirby is not running for re-election. Depending on the election results, we might have a new board member to replace Walt.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Adopt amended resolution 003, authorizing prepayment to Mike White Ford of Sandpoint.** Due to the sale of Rokstad Ford to Mike White Ford of Sandpoint, Resolution 003 has been amended to allow for pre-authorized payments to this frequently used vendor. Colleen Culwell confirmed the only changes made to this Resolution were to remove Rokstad Ford and add Mike White Ford of Sandpoint.

**Motion to adopt Resolution 003 as amended. Clif Warren/ Zale Palmer. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Clif Warren praised the SPOT staff for their continued efforts with the Mountain Route and also dealing with the challenges the COVID-19 virus is creating. Staff is asked to try to schedule the Demand Route rides as close together as possible to keep our per ride costs down and lessen driver idle time. Colleen Culwell reported she stopped by Ponderay City Hall to inquire on status of their match check for 2019/2020. Su Warren was not in and a message was left for her. Work will begin on the match requirements for the 2020/2021 fiscal year.

**Meeting adjourned 11:25 a.m.**

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of March 31, 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	245,001.22	17,960.13	3,944.95	266,906.30
Accounts Receivable	90,746.50	367.00	0.00	91,113.50
Grant Funds Receivable	75,366.00	4,582.00	0.00	79,948.00
Total Other Current Assets	35,337.49	2,646.00	0.00	37,983.49
<b>Total Current Assets</b>	<b>446,451.21</b>	<b>25,555.13</b>	<b>3,944.95</b>	<b>475,951.29</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>1,480,819.22</b>	<b>97,915.50</b>	<b>3,944.95</b>	<b>1,582,679.67</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	21,024.02	1,184.69	83.34	22,292.05
<b>Equity</b>	<b>1,459,795.20</b>	<b>96,730.81</b>	<b>3,861.61</b>	<b>1,560,387.62</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,480,819.22</b>	<b>97,915.50</b>	<b>3,944.95</b>	<b>1,582,679.67</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	26,191.50	27,311.56	2,473.00	5,698.97	10,743.00	17,383.47	1,525.00	1,525.00	40,932.50	51,919.00
<b>Expenses:</b>										
<b>Administration</b>	7,976.36	7,609.89	728.50	606.68	1,079.98	3,023.25	0.00	0.00	9,784.84	11,239.82
<b>Operations</b>	22,774.73	26,828.62	2,260.36	5,277.11	10,257.86	22,447.99	1,384.08	1,525.00	36,677.03	56,078.72
<b>Preventative Maintenance</b>	6,046.12	4,718.73	259.08	466.67	4,250.36	2,205.24	0.00	0.00	10,555.56	7,390.64
<b>Total Expenses</b>	36,797.21	39,157.24	3,247.94	6,350.46	15,588.20	27,676.48	1,384.08	1,525.00	57,017.43	74,709.18
<b>Net Ordinary Income</b>	-10,605.71	-11,845.68	-774.94	-651.49	-4,845.20	-10,293.01	140.92	0.00	-16,084.93	-22,790.18
<b>Other Income/Expense</b>	30.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.48	0.00
<b>Net Income</b>	<b>-10,575.23</b>	<b>-11,845.68</b>	<b>-774.94</b>	<b>-651.49</b>	<b>-4,845.20</b>	<b>-10,293.01</b>	<b>140.92</b>	<b>0.00</b>	<b>-16,054.45</b>	<b>-22,790.18</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	314,342.42	369,945.15	33,107.00	42,830.32	244,935.33	221,522.43	9,150.00	9,150.00	601,534.75	643,447.90
<b>Expenses:</b>										
<b>Administration</b>	50,351.96	53,259.20	5,708.43	4,685.12	7,394.87	15,711.10	0.00	0.00	63,455.26	73,655.42
<b>Operations</b>	145,427.05	173,360.59	17,419.91	29,712.55	63,824.27	111,384.09	8,250.61	9,150.00	234,921.84	323,607.23
<b>Preventative Maintenance</b>	23,246.78	28,852.11	1,065.86	3,099.98	20,603.44	12,850.96	0.00	0.00	44,916.08	44,803.05
<b>Total Expenses</b>	219,025.79	255,471.90	24,194.20	37,497.65	91,822.58	139,946.15	8,250.61	9,150.00	343,293.18	442,065.70
<b>Net Ordinary Income</b>	95,316.63	114,473.25	8,912.80	5,332.67	153,112.75	81,576.28	899.39	0.00	258,241.57	201,382.20
<b>Other Income/Expense</b>	-2,570.13	-38,650.00	0.00	0.00	-117,517.86	-85,000.00	0.00	0.00	-120,087.99	-123,650.00
<b>Net Income</b>	<b>92,746.50</b>	<b>75,823.25</b>	<b>8,912.80</b>	<b>5,332.67</b>	<b>35,594.89</b>	<b>-3,423.72</b>	<b>899.39</b>	<b>0.00</b>	<b>138,153.58</b>	<b>77,732.20</b>

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# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of March 30, 2020

	Type	Date	Num	Open Balance
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	03/12/2020	43105	385.76
	Bill	03/12/2020	43106	77.21
	Bill	03/20/2020	42957	764.88
Total Brown's Northside Machine & Gear, Inc.				1,227.85
<b>Clyde's Towing, LLC</b>				
	Bill	03/16/2020	46673	700.00
	Bill	03/20/2020	46675	700.00
Total Clyde's Towing, LLC				1,400.00
<b>Coleman Oil</b>				
	Credit	03/22/2020	CL57724	-2,109.60
	Bill	03/15/2020	CL56251	1,868.65
	Bill	03/22/2020	CL57615	3,581.96
	Bill	03/22/2020	CL57725	454.82
Total Coleman Oil				3,795.83
<b>Frontier</b>				
	Bill	03/22/2020		151.69
Total Frontier				151.69
<b>Frontier - BF</b>				
	Bill	03/13/2020		38.16
Total Frontier - BF				38.16
<b>Les Schwab</b>				
	Bill	03/01/2020	10800532774	523.96
Total Les Schwab				523.96
<b>Mike White Ford of Sandpoint</b>				
	Bill	03/16/2020	10348	54.57
	Bill	03/19/2020	1192	58.29
	Bill	03/19/2020	10418	60.16
	Bill	03/20/2020	10434	46.36
	Bill	03/26/2020	10497	475.84
Total Mike White Ford of Sandpoint				695.22
<b>Verizon Wireless</b>				
	Bill	03/13/2020	9850437597	222.24
Total Verizon Wireless				222.24
<b>TOTAL</b>				<b>8,054.95</b>

# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of April 8, 2020

	Type	Date	Num	Open Balance
<b>Coleman Oil</b>				
	Bill	03/29/2020	CL58248	987.47
	Bill	03/31/2020	CL58545	246.18
	Bill	04/05/2020	CL62461	514.71
Total Coleman Oil				1,748.36
<b>Enterprise</b>				
	Credit	03/16/2020	Cashed "lost" check	-1,117.32
	Bill	03/31/2020	L45E021-17	1,119.71
Total Enterprise				2.39
<b>First Bankcard</b>				
	Bill	03/30/2020	Stmt balance	3,296.54 pd 3/31/20
	Bill	04/08/2020	Crnt balance	3,978.26
Total First Bankcard				7,274.80
<b>Les Schwab</b>				
	Bill	03/26/2020	10800545479	119.94
Total Les Schwab				119.94
<b>Mike White Ford of Sandpoint</b>				
	Bill	04/06/2020	10609	48.48
	Bill	04/07/2020	10651	44.14
Total Mike White Ford of Sandpoint				92.62
<b>Mountain Ledgers</b>				
	Bill	03/31/2020	4984	742.50
Total Mountain Ledgers				742.50
<b>Napa Auto Parts</b>				
	Bill	04/07/2020	966044	35.39
Total Napa Auto Parts				35.39
<b>TOTAL</b>				<b>10,016.00</b>
			pd 3/31/20	-3,296.54
			pd 4/8/20	6,719.46



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**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of April 11, 2020**

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Type	Date	Num	Open Balance
<b>Goldenwest Mobility</b>			
Bill	04/08/2020	WO #119	163.35
Bill	04/09/2020	WO #118	163.35
Total Goldenwest Mobility			326.70
<b>Northwest Auto Body Ponderay</b>			
Bill	04/10/2020	RO #5013	1,500.00
Bill	04/10/2020	RO #5003	1,500.00
Bill	04/10/2020	RO #5011	1,500.00
Total Northwest Auto Body Ponderay			4,500.00
<b>TOTAL</b>			<b>4,826.70</b>

### SPOT Ridership

<b>2020</b>	Fixed	Demand	Van Pool	Bonnars Ferry	Mountain Route	Total
January	4,869	397	258	320	18,478	24,322
February	4,820	404	226	267	13,992	19,709
March	3,463	319		140	6,139	10,061
April						0
May						0
June						0
July						0
August						0
September						0
October						0
November						0
December						0
<b>TOTAL YTD</b>	<b>13,152</b>	<b>1,120</b>	<b>484</b>	<b>727</b>	<b>38,609</b>	<b>54,092</b>

<b>2019</b>	Fixed	Demand	Van Pool	Bonnars 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	
<b>TOTAL</b>	<b>56,599</b>	<b>5,019</b>	<b>3,166</b>	<b>2,924</b>	<b>35,514</b>	<b>103,222</b>	

<b>2018</b>	Fixed	Demand	Van Pool	Bonnars 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	
<b>TOTAL</b>	<b>61,269</b>	<b>4,403</b>	<b>2,976</b>	<b>2,608</b>	<b>71,256</b>	

<b>2017</b>	Fixed	Demand	Van Pool	Bonnars 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	
<b>TOTAL</b>	<b>64,643</b>	<b>5,184</b>	<b>3,509</b>	<b>2,410</b>	<b>150</b>	<b>75,780</b>	

## SPOT Agenda Item Summaries

Meeting Date: April 16, 2020

Agenda Item: 7A

From: David Sims

Topic: Consider CARES Act funding for transit providers

Background: As part of the CARES Act funding, Idaho Public Transportation has received 27 million dollars to help rural transit providers with Covid related expenses. ITD has not issued the final guidance for providers yet, but we have been in regular contact with them about how the funding will be made available to providers. The following is based on the information available last Friday, and is subject to modification as federal and state guidelines for the use of the funds evolve.

ITD will be allocating approximately 13 million dollars to the providers across the state in a Phase I effort. We hope to learn SPOT's allocation of the Phase I dollars this week. The Phase I funds can be used for covid related costs effective January 20, 2020, and there is no ending date on the use of the funds. Also, there is no required local match for the Phase I funds.

The remainder of the CARES Act funds will be available in a Phase II program, which will fund specific projects instead of being allocated. Providers will have to apply for Phase II funds on a project by project basis. What will qualify as a project has not been finalized yet, but will include efforts to increase ridership after the covid related restrictions have been relaxed.

The purpose of this agenda item is for the board to further discuss the CARES Act funding, and to develop a strategy for the use of the funds. The Finance Committee will also be discussing this at their meeting this week, and they may recommendations for the board.

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Meeting Date: April 16, 2020

Agenda Item: 7B

From: David Sims

Topic: Consider temporary driver wage increase

Background: These are trying times for all citizens, particularly for essential workers that continue to work. Our employees have responded extremely well to the situation. I am proposing that we provide a temporary wage increase of \$3.00 per hour for the period March 1 to June 30. Funds for this increase would be an allowable expense under the CARES Act Phase I funding.

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Meeting Date: April 16, 2020

Agenda Item: 7C

From: David Sims

Topic: Consider authorizing SPOT buses for select non-transit activities

Background: In addition to the CARES Act funding, the FTA also has an emergency relief program for transit providers. One aspect of this program is that transit providers can use buses for certain non-transit related functions, such as food delivery. Below is an excerpt from the FTA website:

**Q: Can public transportation assets, such as vehicles and facilities, acquired with FTA funds be used for non-transit activities in response to COVID-19?**

A: Yes. [FTA Circular 5010.1E](#) provides that such use must not conflict with the approved purposes of the asset and must not interfere with the intended transit uses of the project property. An acceptable incidental use, such as meal or grocery delivery, does not affect a property's transit capacity. In cases where a recipient has reduced service levels in response to COVID-19, the recipient may utilize FTA funded

assets for other emergency response activities as long as such use does not interfere with its remaining limited service.

The Bonner Community Food Center has requested SPOT's assistance in delivering food to area school drop off points. I have reached out to the food bank in Boundary County, and they may need assistance as well.

We are seeking authorization to allow SPOT buses to be used for non-transit uses, as long as they meet FTA guidelines.