



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, June 18, 2020, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 897 0059 6571 Password: 072461

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 May 21, 2020 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for May 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
 - b. Finance Committee Update
7. Action and Discussion Items:
 - a. Action Item: Update on CARES Act funding for transit providers
 - b. Action Item: Discuss driver hazard pay
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
May 21, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 10:59 A.M.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittman, Zale Palmer

Absent: Walt Kirby

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

Motion to Approve: Ron Smith /Gary Kunzeman. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for April. Fuel prices have started to rise, but we are still under budget. Extra expenses spent for COVID-19-specific measures totaled \$10,000 for April. **Motion to accept financial reports: Clif Warren/ Zale Palmer. All in favor. Approved**

- B. Approve payment of prepaid bills and outstanding bills.
Motion to approve payment of prepaid bills and outstanding bills: Zale Palmer/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported on the April ridership figures (see attached report). As expected, ridership has continued to drop due to the COVID-19 outbreak, but is starting to increase. Ridership on all routes fluctuates greatly. Passengers have expressed appreciation for the extra cleaning of the buses. Fixed route buses are disinfected nightly and cleaned twice a week. The paratransit & Boundary buses are cleaned weekly since they have much lower usage.

Operations: David Sims reported the driver staff level is good for the moment. The FTA has recommended that drivers wear masks. SPOT drivers have not shown interest in wearing masks, but SPOT has made them available to them. The drivers will not be required to wear masks. We need to focus on getting the ridership back up. David reported that he will start the inside of bus advertising to be traded for radio ads, as previously approved by the Board. Work on the Walmart bus stop should start next week. The Eureka Institute is still having difficulty getting students together to work on the shelters. Some new developments in the area have been pouring slabs at their own cost for possible future bus shelters/benches.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** No meeting. Nothing to report.

- B. Finance Committee Update:** Zale Palmer reported the committee discussed the CARES Act funding. The committee also determined the 2020/2021 match requirements that will be communicated to each participant for their budgeting purposes.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Update on CARES Act funding for transit providers.** SPOT received the funding agreement earlier this week, awarding \$1,126,290 with no expiration date. The agreement has an expiration date, but ITD states they will roll the funds over into a new agreement after that date. There are no match requirements for these funds. Grant is to be used for operating costs, personal protection equipment, cleaning, administration, loss of revenue, and COVID-19 related costs. All submissions will be processed online with monthly reporting. ITD requests approval of expenses prior to occurring. David has already signed & returned the agreement.
Motion to affirm David's signing of the agreement. Clif Warren/Ron Smith. Approved.
- B. Consider extending hazard pay using CARES Act funding.** Discussion to extend the \$3/hour hazard pay for all drivers/maintenance/cleaning hours plus a 10% increase for office administration previously approved to cover the period 3/1/20 – 5/31/20. Possibly tie the expiration date to the Governor's reopening plan.
Motion to extend to June 30, 2020 the hazard pay of \$3/hour to all drivers/Shannon non-admin time/mechanics/cleaning and the administration increase of 10%, to be revisited prior to June 30, 2020. Nancy Lewis/ Ron Smith. All in favor. Approved.
- C. Consider paying drivers for lost hours using CARES Act funding.** David Sims discussed the drivers that have lost hours due to COVID-19 changes. The mountain route drivers were terminated early due to the Schweitzer Mountain early shutdown. However, many of these drivers are already receiving unemployment benefits and any extra payments we make to them might interfere with that. The Paratransit & Boundary County drivers have lost a significant number of hours due to decreased ridership. The Fixed Route driver hours have not been affected. There should not be any hazard pay for the lost hours. The past 12 months should be considered in determining their average hours prior to COVID-19 impact.
Motion to pay the Paratransit & Boundary County drivers for their decreased hours worked for March 1, 2020 – June 30, 2020, to be revisited prior to June 30th. Gary Kunzeman/ Zale Palmer. All in favor. Approved.
- D. Consider match request amounts for next budget year.** The Finance Committee calculated the required match funds assuming that all of the grant funds awarded for 2020/2021 are spent, resulting in a 15% increase. David Sims has already met with cities of Sandpoint and Ponderay to communicate the match funds we are seeking. Due to City decreased revenues due to COVID-19, funds may not be available. Based on feedback from Sandpoint & Ponderay, it appears they may be able to budget match equal to 90% of last year's match funds. The difference between the amounts invoiced and the amounts paid will be submitted for funding under the CARES Act. All other partners will be given the same opportunity to pay as low as 90% of their prior year match amount. Area on Aging will continue to be billed based on actual ridership. The Finance Committee also discussed allowing the partners to make periodic match payments (i.e. quarterly, semi-annual) throughout the year instead of one lump sum at the start of the fiscal year.
Motion to invoice match amounts at the 15% increase as required under the grant with a verbal agreement to accept as low as 90% of the prior year amount, understanding the difference will be paid by the CARES Act. Gary Kunzeman/ Zale Palmer. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:55 a.m.

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	260,570.11	13,272.24	5,142.44	278,984.79
Accounts Receivable	854.25	231.00	0.00	1,085.25
Grant Funds Receivable	119,097.00	8,960.00	0.00	128,057.00
Total Other Current Assets	36,316.49	2,646.00	0.00	38,962.49
Total Current Assets	416,837.85	25,109.24	5,142.44	447,089.53
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
TOTAL ASSETS	1,451,205.86	97,469.61	5,142.44	1,553,817.91
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	28,646.87	3,084.17	1,119.71	32,850.75
Equity	1,422,558.99	94,385.44	4,022.73	1,520,967.16
TOTAL LIABILITIES & EQUITY	1,451,205.86	97,469.61	5,142.44	1,553,817.91

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	30,366.25	27,104.83	3,725.00	4,617.37	5,440.00	963.26	1,200.00	1,525.00	40,731.25	34,210.46
Expenses:										
Administration	9,356.13	7,609.89	767.82	606.68	0.00	1,189.70	0.00	0.00	10,123.95	9,406.27
Operations	26,393.12	26,759.14	3,602.69	3,476.64	36.50	20.00	1,119.71	1,525.00	31,152.02	31,780.78
Preventative Maintenance	5,232.97	4,718.73	326.27	416.67	5,847.98	0.00	0.00	0.00	11,407.22	5,135.40
Total Expenses	40,982.22	39,087.76	4,696.78	4,499.99	5,884.48	1,209.70	1,119.71	1,525.00	52,683.19	46,322.45
Net Ordinary Income	-10,615.97	-11,982.93	-971.78	117.38	-444.48	-246.44	80.29	0.00	-11,951.94	-12,111.99
Other Income/Expense	27.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.86	0.00
Net Income	-10,588.11	-11,982.93	-971.78	117.38	-444.48	-246.44	80.29	0.00	-11,924.08	-12,111.99

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	388,962.17	427,245.87	40,377.00	52,938.25	240,718.33	235,403.83	11,550.00	12,200.00	681,607.50	727,787.95
Expenses:										
Administration	69,413.31	68,678.98	7,442.38	5,913.48	7,661.62	19,329.20	0.00	0.00	84,517.31	93,921.66
Operations	200,570.44	231,170.64	23,844.35	37,232.87	65,953.99	123,715.12	10,489.49	12,200.00	300,858.27	404,318.63
Preventative Maintenance	46,958.89	38,469.57	2,251.05	4,433.32	28,252.82	17,056.20	0.00	0.00	77,462.76	59,959.09
Total Expenses	316,942.64	338,319.19	33,537.78	47,579.67	101,868.43	160,100.52	10,489.49	12,200.00	462,838.34	558,199.38
Net Ordinary Income	72,019.53	88,926.68	6,839.22	5,358.58	138,849.90	75,303.31	1,060.51	0.00	218,769.16	169,588.57
Other Income/Expense	-2,518.18	-38,650.00	0.00	0.00	-117,517.86	-85,000.00	0.00	0.00	-120,036.04	-123,650.00
Net Income	69,501.35	50,276.68	6,839.22	5,358.58	21,332.04	-9,696.69	1,060.51	0.00	98,733.12	45,938.57

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Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
 As of June 10, 2020

Type	Date	Num	Open Balance
Multicare Centers of Occupational Medicin			
Bill	05/01/2020	137303	240.00
Total Multicare Centers of Occupational Medicin			240.00
Oxarc Inc.			
Bill	06/05/2020	30982121	41.20
Bill	06/05/2020	30982148	42.66
Total Oxarc Inc.			83.86
RWC Group			
Bill	05/19/2020	1213216	1,436.90
Total RWC Group			1,436.90
SpeedPro Imaging			
Bill	05/21/2020	SPI-21666	40.34
Total SpeedPro Imaging			40.34
State of Idaho Interagency			
Bill	05/20/2020	20057952	145.89
Total State of Idaho Interagency			145.89
TOTAL			1,946.99

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of June 1, 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Coleman Oil				
	Bill	05/17/2020	CL71103	689.99
	Bill	05/24/2020	CL71643	662.15
	Bill	05/31/2020	CL72494	776.65
Total Coleman Oil				<u>2,128.79</u>
Mike White Ford of Sandpoint				
	Bill	05/20/2020	11298	41.27
Total Mike White Ford of Sandpoint				<u>41.27</u>
R&L Property Management				
	Bill	05/21/2020	7/1-12/31/20	2,790.00
Total R&L Property Management				<u>2,790.00</u>
Verizon Wireless				
	Bill	05/13/2020	9854578485	221.59
Total Verizon Wireless				<u>221.59</u>
ZiPLY Fiber				
	Bill	05/22/2020		174.43
Total ZiPLY Fiber				<u>174.43</u>
ZiPLY Fiber - BF				
	Bill	05/13/2020		38.06
Total ZiPLY Fiber - BF				<u>38.06</u>
TOTAL				<u><u><u>5,394.14</u></u></u>

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of June 10, 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Coleman Oil				
	Bill	06/07/2020	CL76739	908.36
Total Coleman Oil				<u>908.36</u>
Enterprise				
	Bill	05/31/2020	L45E021-19	1,119.71
Total Enterprise				<u>1,119.71</u>
First Bankcard				
	Bill	05/28/2020		1,665.87
Total First Bankcard				<u>1,665.87</u>
Les Schwab				
	Bill	06/08/2020	10800558280	1,643.82
Total Les Schwab				<u>1,643.82</u>
Mike White Ford of Sandpoint				
	Bill	06/02/2020	11505	38.83
Total Mike White Ford of Sandpoint				<u>38.83</u>
Mountain Ledgers				
	Bill	05/31/2020	5063	675.00
Total Mountain Ledgers				<u>675.00</u>
TOTAL				<u><u>6,051.59</u></u>

SPOT Ridership

2020	Fixed	Demand	Van Pool	Bonnors 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	0	140	6,139	10,061
April	1,702	101	0	90	0	1,893
May	2,575	164	0	86		2,825
June						0
July						0
August						0
September						0
October						0
November						0
December						0
TOTAL YTD	17,429	1,385	484	903	38,609	58,810

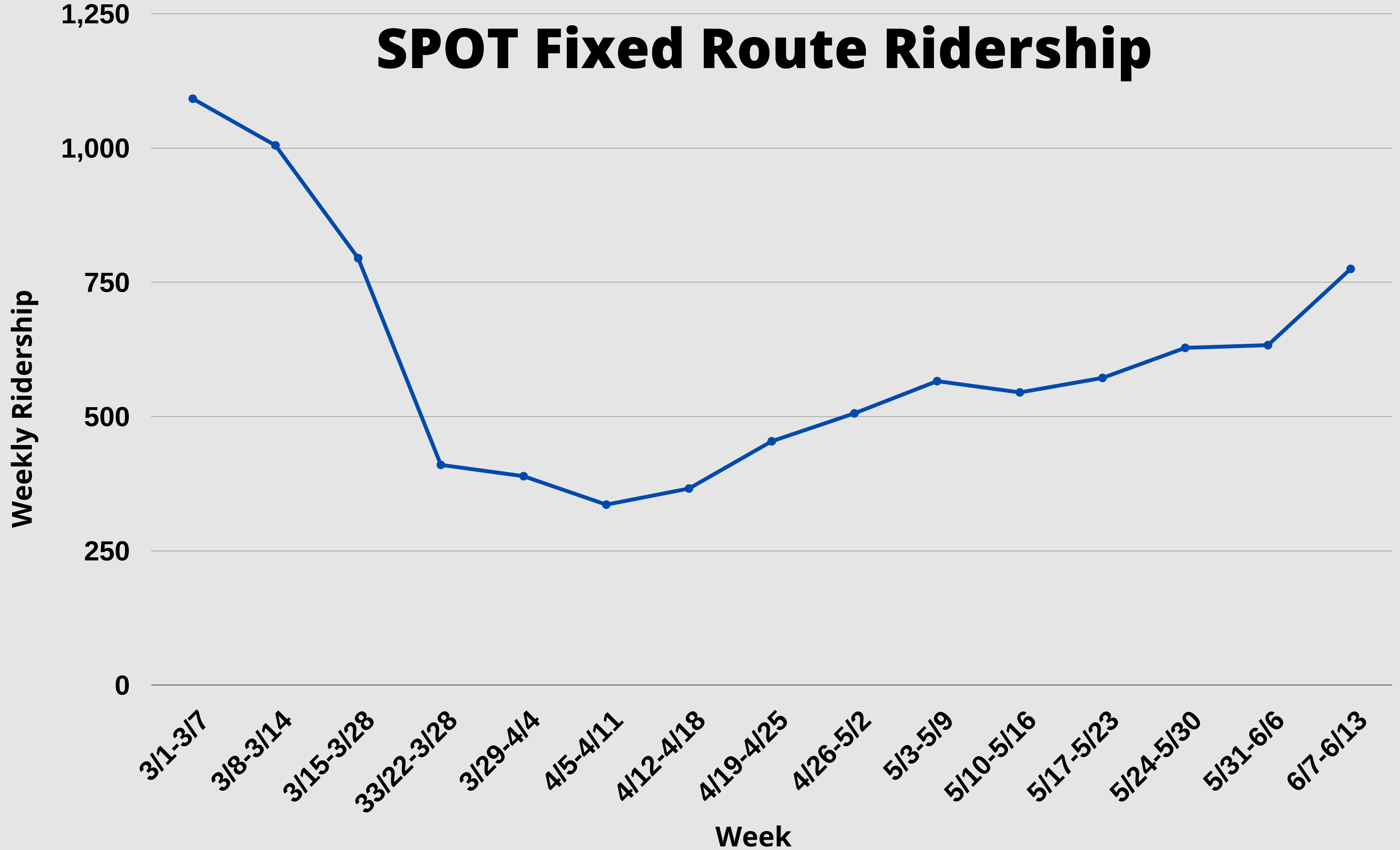
2019	Fixed	Demand	Van Pool	Bonnors Ferry	Mountain Route	Total
January	4,579	439	236	271		5,525
February	3,847	373	262	215	5,963	10,660
March	4,776	443	276	253	11,583	17,331
April	4,846	452	332	257	1,699	7,586
May	4,618	446	254	245		5,563
June	4,129	381	244	256		5,010
July	4,189	460	284	249		5,182
August	7,984	389	272	225	1,594	10,464
September	4,042	401	268	230	1,269	6,210
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

*2,934
Festival

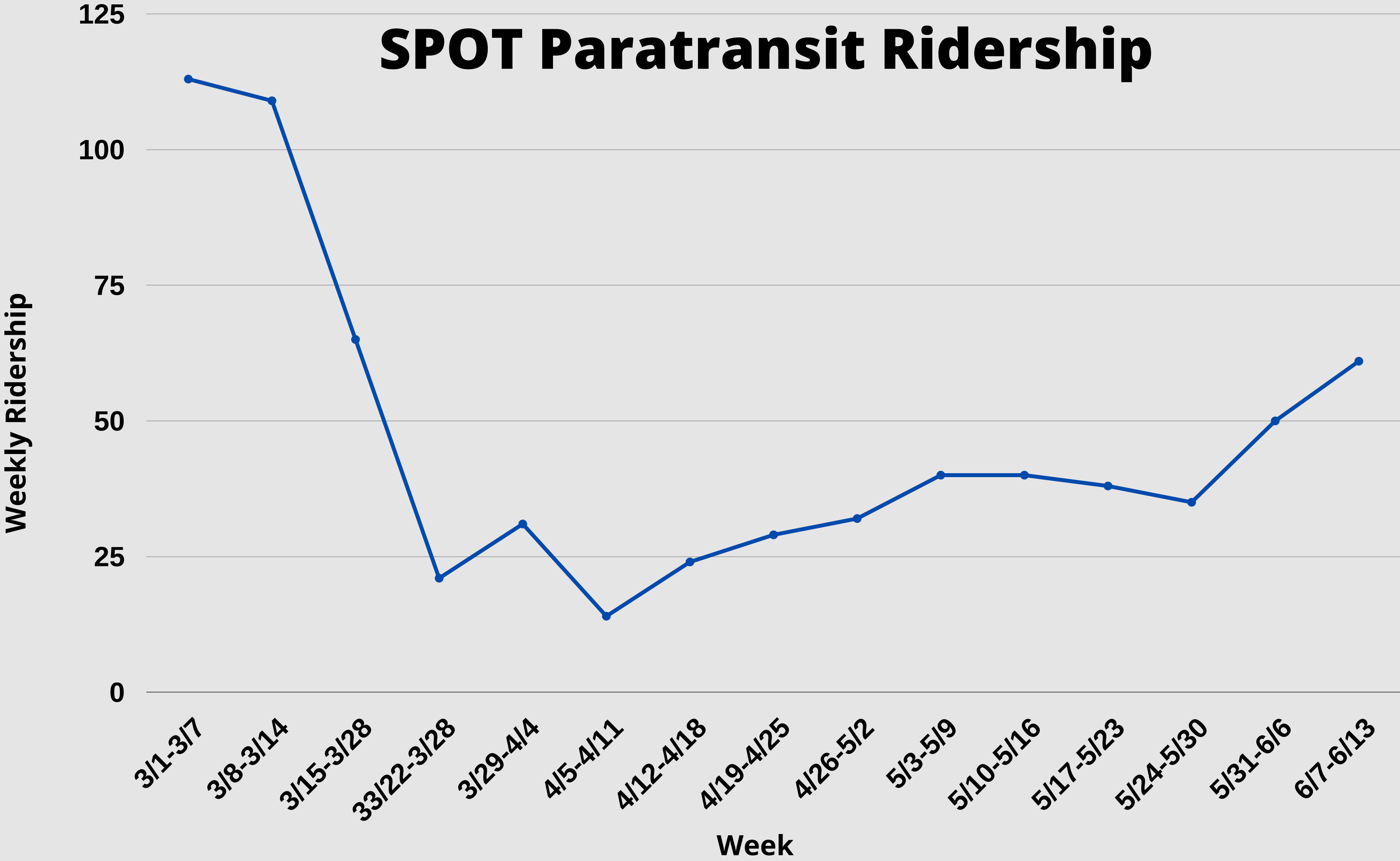
2018	Fixed	Demand	Van Pool	Bonnors Ferry	Total
January	5,201	391	204	207	6,003
February	4,885	341	322	233	5,781
March	5,931	345	320	247	6,843
April	5,962	367	324	188	6,841
May	4,742	351	270	212	5,575
June	4,578	335	146	253	5,312
July	4,704	363	224	216	5,507
August	8,173	302	256	237	8,968
September	4,390	358	192	214	5,154
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

*2,907
Festival

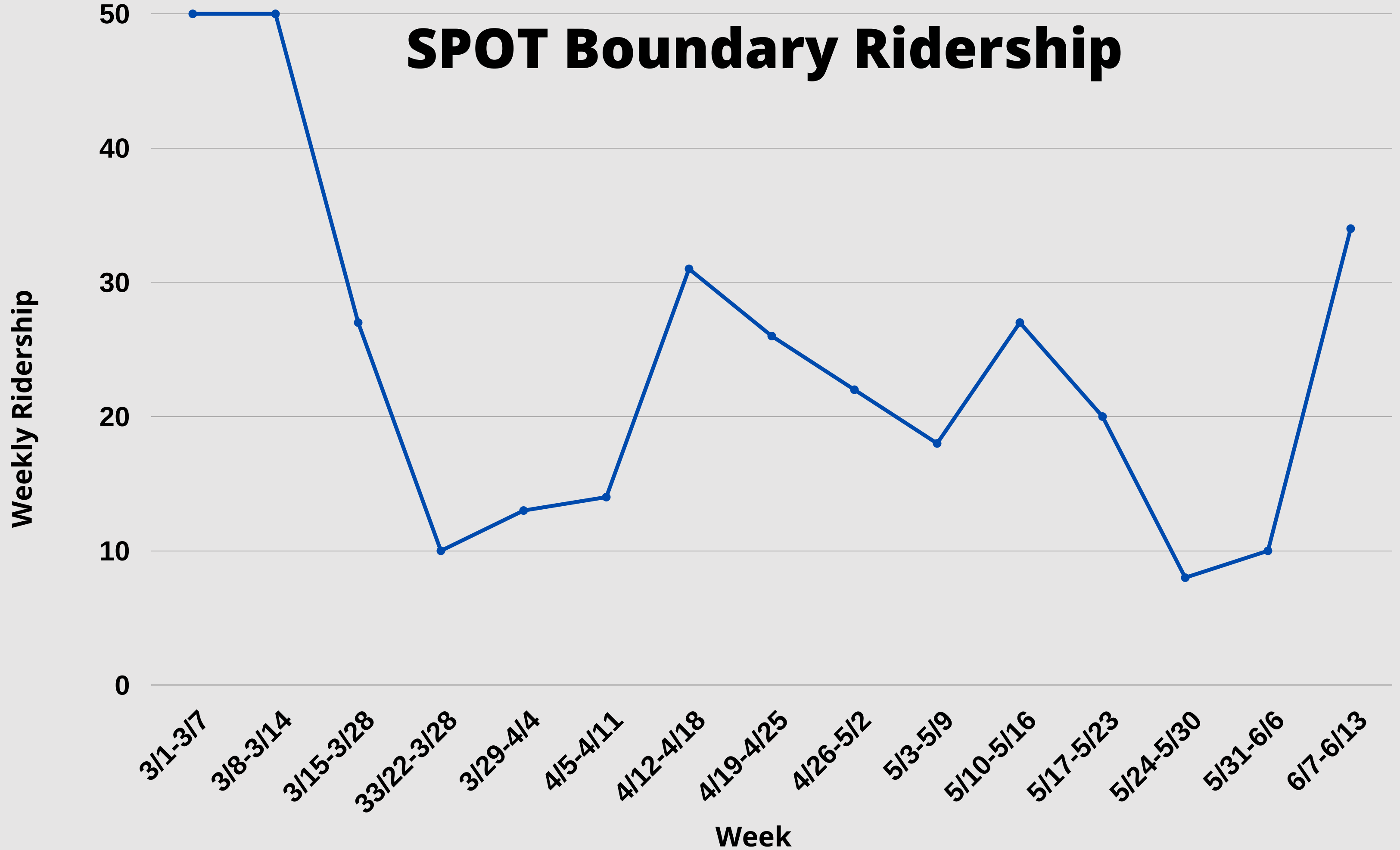
SPOT Fixed Route Ridership



SPOT Paratransit Ridership



SPOT Boundary Ridership



SPOT Agenda Item Summaries

Meeting Date: June 18, 2020

Agenda Item: 7B

From: David Sims

Topic: Consider extending hazard pay using CARES Act funding

Background: The board has approved paying hazard pay from the beginning of March until the end of June. The board wanted to discuss extending the hazard pay at the June meeting. Funds for this increase would be an allowable expense under the CARES Act Phase I funding.
