



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, May 21, 2020

SPOT Office, 31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 882 8699 6166 Password: 668007

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 April 16, 2020 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for April 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: Consider extending hazard pay using CARES Act funding
 - c. Action Item: Consider paying drivers for lost hours using CARES Act funding
 - d. Action Item: Consider match request amounts for next budget year
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
April 16, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:02 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 March 19, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for March. **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: Clif Warren/ Zale Palmer. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported on the March ridership figures (see attached report). As expected, ridership has dropped significantly due to the COVID-19 outbreak. No van pool ridership as Quest is not operating. The ridership on all routes has declined each week during March. The decrease is in line with what other transportation providers are experiencing in the state.

Operations: David Sims reported our grant requests for 2020 – 2022 have been approved as submitted. We have a good supply of hand sanitizer, disinfectant, spray, gloves, and paper towels. The interior of the buses are being cleaned on a regular basis – fixed route twice a week, demand route and others once a week. The FTA recommends that drivers wear masks – David has some on order. The driver situation is still good for now. Some of the mountain route drivers are driving for the regular routes. The employees have really stepped up and are working well during this hard time.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** No meeting. Nothing to report.
- B. **Finance Committee Update:** Zale Palmer reported we are doing well. Benefiting from the low fuel prices. Also, expenses for the Mountain Route are lower due to its early closure due to COVID-19. We are spending extra funds to protect the drivers and passengers from COVID-19. Shields around the driver area have been installed. No word from Ponderay on the payment status of their match for the 2019/2020 year. The audit for 2019/2020 has not been completed.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider CARES Act funding for transit providers.** Idaho has been awarded \$27M of funding from the CARES Act to be allocated to all of the Idaho transit providers. Normal 2-year funding for Idaho usually runs around \$19M. There is no match for the CARES Act funds. ITD estimates that SPOT may be allocated around \$700k. The purpose of the funds is to provide from January 20, 2020 forward for all operating costs during the COVID-19 pandemic plus any COVID-19 specific additional costs. The funds do not expire. ITD is working on a plan for these funds, which will need to be approved by FTA before SPOT can determine our share and any restrictions. According to ITD, SPOT will need to submit a simple application. David plans to use these funds for COVID-19 specific expenses, sick pay, hazard pay, and any lost revenues/match funds. Perhaps run administration & PM costs through the regular 5311 and the operations/COVID costs through the extra CARES Act funds. We need to wait until the FTA has approved ITD's plan before we can make any decisions.
No action taken.
- B. Consider temporary driver wage increase.** David recommends paying all drivers hazard pay of \$3/hour for 3/1/20 – 6/30/20. The Finance Committee recommends a \$3/hour hazard pay for all drivers/maintenance/cleaning hours plus a 10% increase for office administration covering the period 3/1/20 – 5/31/20. To be revisited after 5/31/20.
Motion to give all drivers/Shannon non-admin time/mechanics/cleaning hazard pay of \$3/hour during 3/1/20 – 5/31/20 and to pay David & Shannon an extra 10% for the same time frame for office time once we know from ITD that the CARES Act funds have been approved. Clif Warren/ Ron Smith. All in favor. Approved.
- C. Consider using SPOT buses for select non-transit activities.** The FTA Emergency Relief Program has lessened the restrictions on areas where we can use the buses as long as the extra use does not affect our normal operations. SPOT will be using the paratransit buses to deliver food for the Food Bank. The match for these activities is at a lower rate of 8%. We will need to track costs for this separately.
Motion to give staff the authorization to use the buses for FTA-approved non-transit activities. Clif Warren/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:40 a.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of April 30, 2020

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	307,355.62	17,105.93	5,061.61	329,523.16
Accounts Receivable	639.50	185.00	0.00	824.50
Grant Funds Receivable	101,273.25	5,699.00	0.00	106,972.25
Total Other Current Assets	34,431.99	2,646.00	0.00	37,077.99
Total Current Assets	443,700.36	25,635.93	5,061.61	474,397.90
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
TOTAL ASSETS	1,478,068.37	97,996.30	5,061.61	1,581,126.28
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	27,723.88	2,030.74	1,119.17	30,873.79
Equity	1,450,344.49	95,965.56	3,942.44	1,550,252.49
TOTAL LIABILITIES & EQUITY	1,478,068.37	97,996.30	5,061.61	1,581,126.28

6:15 AM
05/14/20
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	46,078.67	30,195.89	3,778.00	5,490.56	3,640.83	12,918.14	1,200.00	1,525.00	54,697.50	50,129.59
Expenses:										
Administration	9,705.22	7,809.89	966.13	621.68	266.75	2,428.40	0.00	0.00	10,938.10	10,859.97
Operations	28,750.27	31,050.91	2,821.75	4,043.68	2,093.22	12,311.03	1,119.17	1,525.00	34,784.41	48,930.62
Preventative Maintenance	18,479.14	4,898.73	858.92	916.67	1,801.40	4,205.24	0.00	0.00	21,139.46	10,020.64
Total Expenses	56,934.63	43,759.53	4,646.80	5,582.03	4,161.37	18,944.67	1,119.17	1,525.00	66,861.97	69,811.23
Net Ordinary Income	-10,855.96	-13,563.64	-868.80	-91.47	-520.54	-6,026.53	80.83	0.00	-12,164.47	-19,681.64
Other Income/Expense	24.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.09	0.00
Net Income	-10,831.87	-13,563.64	-868.80	-91.47	-520.54	-6,026.53	80.83	0.00	-12,140.38	-19,681.64

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	362,426.34	400,141.04	36,885.00	48,320.88	248,576.16	234,440.57	10,350.00	10,675.00	658,237.50	693,577.49
Expenses:										
Administration	60,057.18	61,069.09	6,674.56	5,306.80	7,661.62	18,139.50	0.00	0.00	74,393.36	84,515.39
Operations	174,177.32	204,411.50	20,241.66	33,756.23	65,917.49	123,695.12	9,369.78	10,675.00	269,706.25	372,537.85
Preventative Maintenance	41,725.92	33,750.84	1,924.78	4,016.65	22,404.84	17,056.20	0.00	0.00	66,055.54	54,823.69
Total Expenses	275,960.42	299,231.43	28,841.00	43,079.68	95,983.95	158,890.82	9,369.78	10,675.00	410,155.15	511,876.93
Net Ordinary Income	86,465.92	100,909.61	8,044.00	5,241.20	152,592.21	75,549.75	980.22	0.00	248,082.35	181,700.56
Other Income/Expense	-2,546.04	-38,650.00	0.00	0.00	-117,517.86	-85,000.00	0.00	0.00	-120,063.90	-123,650.00
Net Income	83,919.88	62,259.61	8,044.00	5,241.20	35,074.35	-9,450.25	980.22	0.00	128,018.45	58,050.56

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5:30 PM

05/13/20

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

Type	Date	Num	Open Balance
BCATT			
Bill	04/29/2020	2020 Dues	50.00
Total BCATT			50.00
Gary Kunzeman			
Bill	04/16/2020	Reimb. Exp.	19.25
Total Gary Kunzeman			19.25
Goldenwest Mobility			
Bill	04/14/2020	20906	174.24
Bill	04/15/2020	20910	163.35
Bill	04/17/2020	20918	163.35
Bill	04/21/2020	20922	163.35
Bill	04/28/2020	WO #209	163.35
Total Goldenwest Mobility			827.64
Melody Muffler			
Bill	05/06/2020		120.00
Total Melody Muffler			120.00
Oxarc Inc.			
Bill	04/22/2020	30944684	42.66
Bill	04/22/2020	30944271	18.90
Bill	04/27/2020	30947391	53.75
Total Oxarc Inc.			115.31
RWC Group			
Bill	05/13/2020	1213116	4,370.74
Total RWC Group			4,370.74
VFW			
Bill	04/20/2020	1st qtr fare boxes	166.00
Total VFW			166.00
TOTAL			5,668.94

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of May 13, 2020

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	04/30/2020	CL65459	381.61
	Bill	05/03/2020	CL69098	178.20
	Bill	05/10/2020	CL69779	617.43
Total Coleman Oil				1,177.24
Enterprise				
	Bill	04/30/2020	L45E021-18	1,119.17
Total Enterprise				1,119.17
First Bankcard				
	Bill	04/28/2020		2,966.38
Total First Bankcard				2,966.38
Les Schwab				
	Bill	04/28/2020	10800550752	1,643.82
Total Les Schwab				1,643.82
Mike White Ford of Sandpoint				
	Bill	04/29/2020	10977	37.96
	Bill	05/06/2020	11091	46.00
	Bill	05/06/2020	11059	1,748.41
Total Mike White Ford of Sandpoint				1,832.37
Mountain Ledgers				
	Bill	04/30/2020	5029	945.00
Total Mountain Ledgers				945.00
Napa Auto Parts				
	Bill	04/07/2020	965978	17.04
Total Napa Auto Parts				17.04
TOTAL				9,701.02

Selkirks-Pend Oreille Transit Authority

Unpaid Bills Detail

As of April 29, 2020

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	04/12/2020	CL63065	617.33
	Bill	04/19/2020	CL64287	723.33
	Bill	04/26/2020	CL64915	601.86
Total Coleman Oil				1,942.52
Dycks Oil & Auto				
	Bill	04/01/2020	42849	245.55
Total Dycks Oil & Auto				245.55
Frontier				
	Bill	04/22/2020		174.64
Total Frontier				174.64
Frontier - BF				
	Bill	04/13/2020		38.06
Total Frontier - BF				38.06
Idaho Department of Labor				
	Bill	04/21/2020	Unemployment	378.19
Total Idaho Department of Labor				378.19
Les Schwab				
	Bill	04/22/2020	10800549767	1,643.82
	Bill	04/28/2020	10800550782	119.94
Total Les Schwab				1,763.76
Mike White Ford of Sandpoint				
	Bill	04/08/2020	10674	42.14
Total Mike White Ford of Sandpoint				42.14
Napa Auto Parts				
	Bill	04/14/2020	967009	79.80
Total Napa Auto Parts				79.80
State Insurance Fund				
	Bill	04/01/2020	Installment #4	2,533.00
Total State Insurance Fund				2,533.00
Verizon Wireless				
	Bill	04/13/2020	9852522162	221.59
Total Verizon Wireless				221.59
TOTAL				7,419.25

SPOT Ridership

			Van	Bonnors	Mountain		
2020	Fixed	Demand	Pool	Ferry	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	1,702	101		90	0	1,893	
May						0	
June						0	
July						0	
August						0	
September						0	
October						0	
November						0	
December						0	
TOTAL YTD	14,854	1,221	484	817	38,609	55,985	

			Van	Bonnors	Mountain		
2019	Fixed	Demand	Pool	Ferry	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	

			Van	Bonnors			
2018	Fixed	Demand	Pool	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		

			Van	Bonnors	Gold Rt	Total	
2017	Fixed	Demand	Pool	Ferry			
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	

SPOT Agenda Item Summaries

Meeting Date: May 21, 2020

Agenda Item: 7A

From: David Sims

Topic: Update on CARES Act funding for transit providers

Background: We have received some additional information about the CARES Act funding, but we are still waiting for the details in writing. ITD has confirmed that there won't be a local match requirement and that the funds do not expire.

Meeting Date: May 21, 2020

Agenda Item: 7B

From: David Sims

Topic: Consider extending hazard pay using CARES Act funding

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

Meeting Date: May 21, 2020

Agenda Item: 7C

From: David Sims

Topic: Consider paying drivers for lost hours using CARES Act funding

Background: One of the permissible and suggested uses of CARES Act funding is to pay drivers that have lost hours due to Covid.

Our fixed route drivers are working the same hours as normal. Our Sandpoint paratransit driver hours and Boundary demand driver hours are below normal. The monthly reduction is approximately 16 hours per month for our Bonner paratransit driver and approximately 38 hours per month for our Boundary driver.

The Schweitzer drivers lost approximately three and a half weeks of driving due to Schweitzer shutting down early. The total number hours lost for the season is approximately 425.

I am recommending that the board consider using the CARES Act funds to pay the drivers for the reduced hours.

Meeting Date: May 21, 2020

Agenda Item: 7D

From: David Sims

Topic: Consider match request amounts for next budget year

Background: The finance committee has determined that the match required to fund the full amount of our operating grant will be 15% higher than the current year match amounts. It may be difficult for the entities to increase their match amounts next year with the expected reduction in sales taxes this year. We may be able to use CARES Act funds to offset deficiencies if the entities cannot fund the increased match amounts.