



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, July 16, 2020, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 876 7868 2787 Password: 116734

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 June 18, 2020 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for June 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: Consider extending hazard pay using CARES Act funding
 - b. Action Item: Approve Area Agency on Aging agreement for 20-21
 - c. Action Item: Select ICRMP agent
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
June 18, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 10:56 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 May 21, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for May. The Finance Committee reviewed the financial reports and saw nothing to be concerned about. We are in good shape and under budget. **Motion to accept financial reports:** Clif Warren/ Rom Smith. All in favor. Approved
- B. Approve payment of prepaid bills and outstanding bills.
Motion to approve payment of prepaid bills and outstanding bills: Gary Zunzeman/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the ridership has started to increase, with the fixed route being slower to increase than the rest. The Sandpoint Senior Center has reopened, so the Paratransit ridership should start increasing. The Boundary County ridership is sporadic, especially since their Senior Center is not scheduled to reopen until July. Quest shutdown in March and is reopening in June. Even after reopening, their ridership for the van will be less as some of the previous riders were part of the layoff.

Operations: David Sims reported the driver staff level is still stable. One driver is out for an injury. The ITD Drivers Group was seeking participants to discuss statewide operations. Apparently, SPOT was the only agency to respond. ITD is willing to move forward with the Drivers Group even if SPOT is the only participant. One of the older buses is at Northwest Autobody to repair corrosion damage and other deteriorating parts. The wheels on all buses are showing wear. SPOT is painting the wheels on the older buses themselves. Other wheels are being taken to Les Schwab to be sandblasted and repainted. SPOT is still making deliveries for the Food Bank, although the frequency is decreasing. Drivers are to participate in a series of training courses dealing with customer service, dealing with difficult riders, and an ADA refresher course.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Nothing to report.

- B. Finance Committee Update:** Zale Palmer reported the committee met to discuss the financial reports. We are tracking COVID-related expenses separately along with lost hours and hazard pay. The lost hours and hazard pay are running about \$6,000 per month including benefits and payroll taxes.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Update on CARES Act funding for transit providers.** ITD held a conference call the last week in May for all transit providers, attended by David Sims and Colleen Culwell. Previously ITD had told SPOT that we could use the CARES Act funding to make up for match funds lost due to COVID. Apparently, that is not true. Instead SPOT will use their 5311 funds until we run out of match (based on actual funds received) and then use the CARES funds for the balance. It is estimated that the CARES funds will last SPOT 6-10 years.
No action taken.
- B. Action Item: Discuss driver hazard pay.** Discussion to extend the \$3/hour hazard pay for all drivers/maintenance/cleaning hours plus a 10% increase for office administration previously approved through June 30, 2020. Management feels that the hazard is actually increasing due to more people venturing out, relaxing their precautions, and having more reported cases in the area.
Motion to extend to July 31, 2020 the hazard pay previously authorized, to be revisited prior to July 31, 2020. Clif Warren/ Ron Smith. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:33 a.m.

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	335,635.96	16,977.35	5,222.73	357,836.04
Accounts Receivable	1,273.25	270.00	0.00	1,543.25
Grant Funds Receivable	34,619.71	2,305.29	0.00	36,925.00
Total Other Current Assets	35,410.99	2,646.00	0.00	38,056.99
Total Current Assets	406,939.91	22,198.64	5,222.73	434,361.28
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
TOTAL ASSETS	1,441,307.92	94,559.01	5,222.73	1,541,089.66
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	28,939.88	2,317.13	1,119.17	32,376.18
Equity	1,412,368.04	92,241.88	4,103.56	1,508,713.48
TOTAL LIABILITIES & EQUITY	1,441,307.92	94,559.01	5,222.73	1,541,089.66

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	34,610.96	27,024.06	2,575.29	4,663.70	1,462.00	963.26	1,200.00	1,525.00	39,848.25	34,176.02
Expenses:										
Administration	13,050.35	7,609.89	869.04	606.68	0.00	1,189.70	0.00	0.00	13,919.39	9,406.27
Operations	26,019.76	26,328.62	3,050.32	3,476.64	36.50	20.00	1,119.17	1,525.00	30,225.75	31,350.26
Preventative Maintenance	6,113.72	4,718.73	247.52	466.67	1,554.85	0.00	0.00	0.00	7,916.09	5,185.40
Total Expenses	45,183.83	38,657.24	4,166.88	4,549.99	1,591.35	1,209.70	1,119.17	1,525.00	52,061.23	45,941.93
Net Ordinary Income	-10,572.87	-11,633.18	-1,591.59	113.71	-129.35	-246.44	80.83	0.00	-12,212.98	-11,765.91
Other Income/Expense	-40.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-40.70	0.00
Net Income	-10,613.57	-11,633.18	-1,591.59	113.71	-129.35	-246.44	80.83	0.00	-12,253.68	-11,765.91

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	423,573.13	454,269.93	42,952.29	57,601.95	242,180.33	236,367.09	12,750.00	13,725.00	721,455.75	761,963.97
Expenses:										
Administration	82,463.66	76,288.87	8,311.42	6,520.16	7,661.62	20,518.90	0.00	0.00	98,436.70	103,327.93
Operations	226,590.20	257,499.26	26,894.67	40,709.51	65,990.49	123,735.12	11,608.66	13,725.00	331,084.02	435,668.89
Preventative Maintenance	53,072.61	43,188.30	2,498.57	4,899.99	29,807.67	17,056.20	0.00	0.00	85,378.85	65,144.49
Total Expenses	362,126.47	376,976.43	37,704.66	52,129.66	103,459.78	161,310.22	11,608.66	13,725.00	514,899.57	604,141.31
Net Ordinary Income	61,446.66	77,293.50	5,247.63	5,472.29	138,720.55	75,056.87	1,141.34	0.00	206,556.18	157,822.66
Other Income/Expense	-2,558.88	-38,650.00	0.00	0.00	-117,517.86	-85,000.00	0.00	0.00	-120,076.74	-123,650.00
Net Income	58,887.78	38,643.50	5,247.63	5,472.29	21,202.69	-9,943.13	1,141.34	0.00	86,479.44	34,172.66

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

Type	Date	Num	Open Balance
Goldenwest Mobility			
Bill	06/30/2020	21095	163.35
Bill	06/30/2020	21094	163.35
Total Goldenwest Mobility			326.70
Northwest Auto Body Ponderay			
Bill	07/10/2020	5172	2,932.00
Total Northwest Auto Body Ponderay			2,932.00
RWC Group			
Bill	07/01/2020	1241016	351.00
Total RWC Group			351.00
SHL CPAs PLLC (Anderson Bros)			
Bill	06/30/2020	2760	2,910.00
Total SHL CPAs PLLC (Anderson Bros)			2,910.00
TOTAL			6,519.70

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of July 2, 2020

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	06/14/2020	CL77493	925.35
	Bill	06/21/2020	CL78904	975.79
	Bill	06/28/2020	CL79691	1,035.72
	Bill	06/30/2020	CL80056	289.77
Total Coleman Oil				3,226.63
Mike White Ford of Sandpoint				
	Bill	06/11/2020	11665	38.83
	Bill	06/23/2020	1774	64.80
	Bill	06/26/2020	11637	531.83
Total Mike White Ford of Sandpoint				635.46
Napa Auto Parts				
	Bill	06/10/2020	976296	66.63
Total Napa Auto Parts				66.63
Verizon Wireless				
	Bill	06/13/2020	9856620349	221.59
Total Verizon Wireless				221.59
Ziply Fiber				
	Bill	06/22/2020		174.63
Total Ziply Fiber				174.63
Ziply Fiber - BF				
	Bill	06/13/2020		38.06
Total Ziply Fiber - BF				38.06
TOTAL				4,363.00

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of July 10, 2020

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	07/05/2020	CL84096	783.75
Total Coleman Oil				783.75
Enterprise				
	Bill	06/30/2020	L45E021-20	1,119.17
Total Enterprise				1,119.17
First Bankcard				
	Bill	06/29/2020		2,314.32
Total First Bankcard				2,314.32
Mike White Ford of Sandpoint				
	Bill	07/01/2020	11984	38.83
Total Mike White Ford of Sandpoint				38.83
Mountain Ledgers				
	Bill	06/30/2020	5105	1,102.50
Total Mountain Ledgers				1,102.50
Napa Auto Parts				
	Bill	06/02/2020	974823	88.80
Total Napa Auto Parts				88.80
TOTAL				5,447.37

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	0	140	6,139	10,061	
April	1,702	101	0	90	0	1,893	
May	2,575	164	0	86	0	2,825	
June	3,045	287		97	0	3,429	
July						0	
August						0	
September						0	
October						0	
November						0	
December						0	
TOTAL YTD	20,474	1,672	484	1,000	38,609	62,239	

			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 Ridership

2020	Fixed	Fixed % change	Demand	Demand % change	Van Pool	Bonnors Ferry	Bonnors % change	Mountain Route	Total
January	4,869	6.3%	397	-9.6%	258	320	18.1%	18,478	24,322
February	4,820	25.3%	404	8.3%	226	267	24.2%	13,992	19,709
March	3,463	-27.5%	319	-28.0%	182	140	-44.7%	6,139	10,242
April	1,702	-64.9%	101	-77.7%	0	90	-65.0%	0	1,890
May	2,575	-44.2%	164	-63.2%	8	86	-64.9%	0	2,830
June	3,045	-26.3%	287	-24.7%	76	97	-62.1%	0	3,503
July									0
August									0
September									0
October									0
November									0
December									0
TOTAL YTD	20,474		1,672		750	1,000		38,609	62,497

SPOT Agenda Item Summaries

Meeting Date: July 16, 2020

Agenda Item: 7A

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 July. The board wanted to discuss extending the hazard pay at the July meeting. Funds for this increase would be an allowable expense under the CARES Act Phase I funding.

Meeting Date: July 16, 2020

Agenda Item: 7B

From: David Sims

Topic: Approve Area Agency on Aging agreement for 20-21

Background: SPOT receives funding from the Area Agency on Aging (AAA) for senior transportation. AAA is willing to provide the same maximum funding level for the 20-21 year as the 19-20 year. The funding is on a per ride basis, and we bill them each month for the rides we have provided.

Meeting Date: July 16, 2020

Agenda Item: 7C

From: David Sims

Topic: Select ICRMP agent

Background:

Idaho Counties Risk Management Program (ICRMP) provides insurance coverage for SPOT. Our agent left his insurance agency, and ICRMP is not appointing new agents at this time. They have given us the choice of using an agent in Coeur d'Alene or to deal directly with ICRMP without an agent. They are considering allowing us to use the ICRMP agent in Bonners Ferry, Daryl Kerby. I should know Thursday if this is an option.