



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, September 17, 2020, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 881 8437 9074 Passcode: 074432

1. Call to Order and Roll Call
2. Public Hearing for Proposed SPOT 2020-2021 Budget
3. Public comment period for items not on the Agenda (including questions from the press)
4. Approval of Minutes
 - a. Action Item: Approve Minutes of the August 20, 2020 regular meeting.
5. Financial Reports
 - a. Action Item: Accept Financial Reports for August 2020
 - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
6. Staff Reports
 - a. Ridership – David Sims
 - b. Operations – David Sims
7. Committee Reports
 - a. Boundary County Service Development Committee
 - b. Finance Committee Update
8. Action and Discussion Items:
 - a. Action Item: Adopt 2020-2021 budget
 - b. Executive Session – Idaho code 74-206, subsection 1(b)- To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.
 - c. Action Item: Consider Administrative wages for 20-21 budget year
 - d. Action Item: Mountain Route operations and contract update
9. Comments from the Chair and Board Members
10. 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
August 20, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:04 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 July 16, 2020 regular meeting as submitted.

Motion to Approve: Gary Kunzeman/ Clif Warren. All in favor. **Approved**

FINANCIAL REPORTS:

- A. Accept Financial Reports for July. The Finance Committee reviewed the financial reports. For the month of July we were over budget mainly due to extra COVID-19 related expenses, but year-to-date we are under budget. **Motion to accept financial reports:** Ron Smith/ 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/ Gary Kunzeman. All in favor. **Approved**

STAFF REPORTS:

Ridership: David Sims reported that the ridership for Boundary County increased in July and that the Paratransit had a healthy increase. The Fixed Route ridership is still down. The Library is still closed, which is a significant impact on Fixed Route ridership. David presented a comparison of ridership per stop for the months of June & July.

Operations: David Sims reported the driver staff is still okay, although concerned. The one driver that was out for a knee injury has been released for duty and has returned to work. The bus stop pad at WalMart is complete and Eureka plans to have the shelter installed this month. Quest sent a letter terminating their Van Pool as of the end of August 2020. A proposal was submitted to Schweitzer regarding restructuring the Mountain Route where they operate and we pay them a per mile fee. Schweitzer declined. To deal with continuing COVID issues for this coming winter, Schweitzer is discussing limiting the number of people on the mountain each day. David is looking into various options for driver protection in the Mountain Route buses and possibly between the seats. We might be limiting ridership to only seated passengers. The existing 2-year contract with Schweitzer has expired. A new contract will need to be drafted and signed prior to this coming ski season.

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 and review the budget for 2020/2021. A few changes were made to the budget mainly covering wages & fuel costs –

to be discussed later in meeting. The committee also reviewed the proposed changes to the driver wage schedule. We had included higher pay rates for drivers in the grant request for 2020-2022, which was awarded, in anticipation of increasing driver wages to a more competitive level. The proposed schedule includes increasing base pay rates and lowering the hazard pay rate. The proposed budget for 2020/2021 is close to the original request submitted to ITD during the grant process. We will pull from the CARES Act funds as needed depending on actual match funds received.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider driver wages for 20-21 budget year.** The Finance Committee approves the proposed driver wage schedule to be effective October 1, 2020. When the 2-year grant proposal was submitted, it included driver wages at \$18/hour. The proposed budget for 2020-2021 includes driver wages at \$17/hour to allow room for further increase in the 2021-2020 fiscal year. The proposed driver wage schedule presented includes different pay structures based on type of CDL license. It also allows for new hires with more experience to start at a higher step. It also allows for all existing employees to move up to the 2001 step, if currently below that step. With this proposed wage schedule, the hazard pay for drivers would be lowered from \$3/hour to \$1/hour. The Mountain Route drivers would be paid \$16/hour + \$1/hour hazard pay. We should also consider extending the \$1/hour hazard pay for all drivers through April 2021.
Motion to accept the proposed driver wage schedule effective October 1, 2020 as presented plus \$1/hour hazard pay, moving existing drivers up to step 2001 where applicable, paying Mountain Route drivers \$16/hour + \$1/hour hazard pay, changing the existing driver hazard pay from \$3/hour to \$1/hour as of October 1, 2020, and continuing the \$1/hour hazard pay through April 2021 for all drivers. Zale Palmer/ Ron Smith. All in favor. Approved.
- B. Action Item: Adopt preliminary 2020-21 budget.** The proposed budget was presented with total expenses of \$874,000. There was discussion.
Motion to adopt the 2020-2021 budget as proposed. Zale Palmer/ Clif Warren. All in favor. Approved.
- C. Action Item: Set 2020-21 budget hearing date and authorize publication of budget.** Discussion about timing of meeting and publication of the proposed budget.
Motion to hold the public hearing immediately before the next regular board meeting to be held September 17, 2020. Clif Warren/ Ron Smith. All in favor. Approved.
- D. Action Item: Approve audit engagement for 2019-2020 with Anderson Brothers.** Discussion held.
Motion to approve the engagement letter received from Anderson Brothers for the 2019-2020 audit. Clif Warren/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Clif Warren mentioned we should consider hiring an additional administrative person to handle the Mountain Route for this coming season. This was discussed and approved last season, but not implemented due to the COVID early shutdown.

Meeting adjourned 11:50 a.m.

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	318,279.30	14,513.69	5,772.96	338,565.95
Accounts Receivable	1,266.00	243.00	0.00	1,509.00
Grant Funds Receivable	29,297.05	3,094.86	0.00	32,391.91
Total Other Current Assets	33,599.99	2,646.00	0.00	36,245.99
Total Current Assets	382,442.34	20,497.55	5,772.96	408,712.85
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
TOTAL ASSETS	1,416,810.35	92,857.92	5,772.96	1,515,441.23
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	26,981.32	1,963.43	1,359.27	30,304.02
Equity	1,389,829.03	90,894.49	4,413.69	1,485,137.21
TOTAL LIABILITIES & EQUITY	1,416,810.35	92,857.92	5,772.96	1,515,441.23

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	29,602.59	30,447.08	3,337.86	4,617.37	960.46	963.26	1,525.00	1,525.00	35,425.91	37,552.71
Expenses:										
Administration	9,413.36	7,609.89	878.28	606.68	0.00	1,189.70	0.00	0.00	10,291.64	9,406.27
Operations	26,381.83	29,963.05	3,006.33	3,476.64	155.70	20.00	1,442.34	1,525.00	30,986.20	34,984.69
Preventative Maintenance	4,540.64	4,718.73	116.29	416.67	935.47	0.00	0.00	0.00	5,592.40	5,135.40
Total Expenses	40,335.83	42,291.67	4,000.90	4,499.99	1,091.17	1,209.70	1,442.34	1,525.00	46,870.24	49,526.36
Net Ordinary Income	-10,733.24	-11,844.59	-663.04	117.38	-130.71	-246.44	82.66	0.00	-11,444.33	-11,973.65
Other Income/Expense	21.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.84	0.00
Net Income	-10,711.40	-11,844.59	-663.04	117.38	-130.71	-246.44	82.66	0.00	-11,422.49	-11,973.65

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	491,572.34	512,285.14	49,163.68	66,937.31	243,650.79	238,293.61	15,800.00	16,775.00	800,186.81	834,291.06
Expenses:										
Administration	100,303.87	91,508.65	10,112.73	7,733.52	7,661.62	22,898.30	0.00	0.00	118,078.22	122,140.47
Operations	283,817.65	314,221.45	32,180.16	47,712.79	66,183.53	123,775.12	14,348.53	16,775.00	396,529.87	502,484.36
Preventative Maintenance	68,335.62	52,625.76	3,047.91	5,733.33	31,268.05	17,056.20	0.00	0.00	102,651.58	75,415.29
Total Expenses	452,457.14	458,355.86	45,340.80	61,179.64	105,113.20	163,729.62	14,348.53	16,775.00	617,259.67	700,040.12
Net Ordinary Income	39,115.20	53,929.28	3,822.88	5,757.67	138,537.59	74,563.99	1,451.47	0.00	182,927.14	134,250.94
Other Income/Expense	-2,506.11	-38,650.00	0.00	0.00	-117,517.86	-85,000.00	0.00	0.00	-120,023.97	-123,650.00
Net Income	36,609.09	15,279.28	3,822.88	5,757.67	21,019.73	-10,436.01	1,451.47	0.00	62,903.17	10,600.94

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

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	09/06/2020	CL99897	957.09
Total Coleman Oil				957.09
Enterprise				
	Bill	08/31/2020	L45E021-22	1,166.93
Total Enterprise				1,166.93
First Bankcard				
	Bill	08/27/2020		863.82
Total First Bankcard				863.82
Mike White Ford of Sandpoint				
	Bill	08/07/2020	12535	1,039.10
	Bill	09/03/2020	13097	33.81
	Bill	09/03/2020	13027	910.12
	Bill	09/09/2020	13167	48.90
Total Mike White Ford of Sandpoint				2,031.93
Mountain Ledgers				
	Bill	08/31/2020	5170	911.25
Total Mountain Ledgers				911.25
Napa Auto Parts				
	Bill	09/08/2020	991931	2.93
	Bill	09/04/2020	991572	51.24
Total Napa Auto Parts				54.17
TOTAL				5,985.19

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of September 2, 2020

	Type	Date	Num	Open Balance
Bonner County Daily Bee				
	Bill	08/31/2020		74.01
Total Bonner County Daily Bee				74.01
Coleman Oil				
	Credit	08/16/2020	CL94030	-118.28
	Bill	08/16/2020	CL93921	1,226.28
	Bill	08/23/2020	CL94720	1,158.73
	Bill	08/30/2020	CL95521	1,149.32
	Bill	08/31/2020	CL95779	149.92
Total Coleman Oil				3,565.97
Mike White Ford of Sandpoint				
	Bill	08/17/2020	12735	547.72
	Bill	08/26/2020	12941	103.76
Total Mike White Ford of Sandpoint				651.48
Verizon Wireless				
	Bill	08/13/2020		225.31
Total Verizon Wireless				225.31
Zipty Fiber				
	Bill	08/22/2020		170.52
Total Zipty Fiber				170.52
Zipty Fiber - BF				
	Bill	08/13/2020		38.48
Total Zipty Fiber - BF				38.48
TOTAL				4,725.77

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

Type	Date	Num	Open Balance
Goldenwest Mobility			
Bill	08/12/2020	21205	163.35
Total Goldenwest Mobility			163.35
ICRMP			
Bill	09/01/2020	19141 - 2021 - 1	27,350.00
Total ICRMP			27,350.00
Multicare Centers of Occupational Medicin			
Bill	08/31/2020	140433	46.86
Total Multicare Centers of Occupational Medicin			46.86
Northwest Auto Body Ponderay			
Bill	09/02/2020	5393	710.70
Bill	09/09/2020	5405	1,500.00
Bill	09/09/2020	5404	1,500.00
Bill	09/09/2020	5403	1,500.00
Total Northwest Auto Body Ponderay			5,210.70
Northwest Steamway			
Bill	08/27/2020	386929	696.00
Total Northwest Steamway			696.00
State of Idaho Interagency			
Bill	08/14/2020	21081950	149.23
Total State of Idaho Interagency			149.23
TOTAL			33,616.14

SPOT Ridership

2020	Fixed	Demand	Van Pool	Bonniers 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	182	140	6,139	10,243
April	1,702	101	0	90	0	1,893
May	2,575	164	8	86	0	2,833
June	3,103	287	94	97	0	3,581
July	3,009	387	160	123	0	3,679
August	2,933	313	140	83		3,469
September						0
October						0
November						0
December						0
TOTAL YTD	26,474	2,372	1,068	1,206	38,609	69,729

2019	Fixed	Demand	Van Pool	Bonniers 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	
TOTAL	56,599	5,019	3,166	2,924	35,514	103,222	

2018	Fixed	Demand	Van Pool	Bonniers 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	

2017	Fixed	Demand	Van Pool	Bonniers 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	
TOTAL	64,643	5,184	3,509	2,410	150	75,780	

SPOT Agenda Item Summaries

Meeting Date: September 17, 2020

Agenda Item: 8A

From: David Sims

Topic: Adopt 2020-2021 budget

Background: Attached is the budget summary that was advertised for the budget hearing.

Meeting Date: September 17, 2020

Agenda Item: 8B

From: Clif Warren

Topic: Executive Session

Meeting Date: September 17, 2020

Agenda Item: 8C

From: David Sims

Topic: Consider Administrative wages for 20-21 budget year

Background: The driver wages were set for the 20-21 budget year at the August board meeting. The board needs to consider the administrative wages for 20-21.

Meeting Date: September 17, 2020

Agenda Item: 8D

From: David Sims

Topic: Mountain Route operations and contract update

Background: We will update the board on the plans for the Mountain Route. SPOT needs to enter into a new agreement with Schweitzer this season, as the previous contract has expired. We intend to have the agreement ready for the October SPOT board meeting.

NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR 2020-2021
SELKIRKS PEND OREILLE TRANSIT AUTHORITY

The public hearing for the Selkirks Pend Oreille Transit Authority proposed budget for Fiscal Year 2020-2021 will be held at the SPOT office, 31656 Hwy 200, Suite 102, Ponderay, ID at 11:00 a.m. on Thursday, September 17, 2020. All interested persons are invited to appear and show cause, if any, why such budget should not be adopted. Copies of the proposed budget in detail are available at the SPOT office during regular office hours.

FUND NAME	2018/2019 Actual	2019/2020 Approved Budget	2020/2021 Proposed Budget
<u>EXPENDITURES</u>			
General Fund	\$588,742	\$812,435	\$935,799
Capital Expenses	574,849	85,000	96,672
TOTAL EXPENDITURES	\$1,163,591	\$897,435	\$1,032,471
<u>REVENUES</u>			
General Revenue	\$575,174	\$815,454	\$914,164
Capital Revenue	459,879	68,000	77,338
Capital Match Carry Over	114,970	17,000	19,334
Cash Carry Over	13,568	-3,019	21,635
TOTAL REVENUES	\$1,163,591	\$897,435	\$1,032,471

Citizens are invited to inspect the detailed supporting records of the above proposed budget.

Zale Palmer
Treasurer