



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, October 15, 2020, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 814 2142 6212

Passcode: 937167

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 September 17, 2020 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for September 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: Set wage rate for mechanic for 20/21 budget year
  - b. Action Item: Consider using Cares Act funds for covid sick leave
  - c. Action Item: Consider application for CARES technology funding grant
  - d. Action Item: Consider recipients for fare box donations
  - e. Action Item: Mountain Route operations and contract update
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  
September 17, 2020**

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

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

**Absent:** Walt Kirby

**PUBLIC HEARING:** The public hearing for the Proposed SPOT 2020-2021 Budget was held. No public present.  
**Public hearing closed at 11:01 am.**

**MINUTES:** Approve minutes of the August 20, 2020 regular meeting as submitted.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for August. The Finance Committee reviewed the financial reports. Zale reported that we are doing well even with the extra COVID-related expenses. We are still running under budget.  
**Motion to accept financial reports:** Clif Warren/ Ron Smith. 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 that the ridership for August was still soft, but that it has been picking up so far for September. We are at about one-third of pre-COVID levels.

**Operations:** David Sims reported the driver staff is still okay. The one driver that was out for a knee injury and returned to work is out again, with no idea if/when they will return. David will be working with ICRMP going forward in relation to driver terminations. SPOT will be running a bus for this weekend's Ponderay Days. Route brochures have been placed in the bus shelters, which is working well. Working out how to place them at non-sheltered stops. The Sandpoint Resource Center is becoming a HUD Vision Center and is looking to relocate somewhere on our route.

**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. Also discussed the administrative position for the Mountain Route. Also reviewed the open non-operating grants (shelters, marketing).

#### **ACTION & DISCUSSION ITEMS:**

- A. Action Item: Adopt 2020-2021 budget.** The 2020-2021 budget was discussed at prior meeting. No discussion during the public hearing.  
**Motion to adopt the 2020-2021 budget as advertised. Clif Warren/ Zale Palmer. All in favor. Approved.**
- B. Executive Session.** Executive Session entered from 11:16 am to 11:32 am. No actions taken.  
**Motion to enter into executive session per 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, officer, employee, staff member or individual agent, or public school student. Clif Warren/ Gary Kunzeman. All in favor. Approved.**
- C. Action Item: Consider Administrative wages for 20-21 budget year.** Discussion about administrative staff compensation as set in the budget.  
**Motion to award the administrative staff a 5% pay increase and set the hazard pay as the same paid to the drivers, all effective 10/1/20. Clif Warren/ Ron Smith. All in favor. Approved.**
- D. Action Item: Mountain Route operations and contract update.** The plan is to offer the same level of service as last year. Schweitzer will operate one morning shift on certain days, same as last year. Schweitzer is also considering adding an employee-only bus to allow more room on our buses for general public. Occupancy on our buses will be limited to seated passengers only with no standing passengers. Working out the logistics for limiting riders. Will probably not place curtains between the seats. We should have a new contract with Schweitzer drafted for the October meeting. The Schweitzer match funds are still to be determined. Northwest Autobody will be installing driver area shields on all 3 mountain route buses. Ads have been running for mountain route employees. Not much response yet, but the responses received are good. We are competing with Schweitzer for employee market. David feels that the mechanical problems encountered last year have been resolved. David has asked Schweitzer to redesign the upper and lower parking lot layouts to ease bus flow and difficulties getting around cars and people. Still looking for an administrative person for the Mountain Route season.  
**No actions taken.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Clif Warren mentioned that match invoices should be sent out for the 2020-2021 fiscal year and that the invoices should show the full match requirement less “reduction due to CARES funding” to arrive at net amount expected to be received.

**Meeting adjourned 11:52 a.m.**

9:40 AM  
10/08/20  
Accrual Basis

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of September 30, 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	276,596.21	11,705.79	4,413.69	292,715.69
Accounts Receivable	1,223.50	281.00	0.00	1,504.50
Grant Funds Receivable	64,808.00	4,106.00	0.00	68,914.00
Total Other Current Assets	33,777.49	2,646.00	0.00	36,423.49
<b>Total Current Assets</b>	<b>376,405.20</b>	<b>18,738.79</b>	<b>4,413.69</b>	<b>399,557.68</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>1,410,773.21</b>	<b>91,099.16</b>	<b>4,413.69</b>	<b>1,506,286.06</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	43,293.56	2,083.42	0.00	45,376.98
<b>Equity</b>	<b>1,367,479.65</b>	<b>89,015.74</b>	<b>4,413.69</b>	<b>1,460,909.08</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,410,773.21</b>	<b>91,099.16</b>	<b>4,413.69</b>	<b>1,506,286.06</b>

9:40 AM  
10/08/20  
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	43,047.59	37,871.57	4,387.00	4,944.44	23,033.00	4,821.75	0.00	1,525.00	70,467.59	49,162.76
<b>Expenses:</b>										
<b>Administration</b>	10,248.08	7,609.89	819.75	606.68	170.81	1,189.70	0.00	0.00	11,238.64	9,406.27
<b>Operations</b>	45,238.05	45,193.85	5,118.99	5,704.03	6,304.61	6,730.42	0.00	1,525.00	56,661.65	59,153.30
<b>Preventative Maintenance</b>	5,909.41	4,718.73	163.65	466.67	20,743.66	0.00	0.00	0.00	26,816.72	5,185.40
<b>Total Expenses</b>	61,395.54	57,522.47	6,102.39	6,777.38	27,219.08	7,920.12	0.00	1,525.00	94,717.01	73,744.97
<b>Net Ordinary Income</b>	-18,347.95	-19,650.90	-1,715.39	-1,832.94	-4,186.08	-3,098.37	0.00	0.00	-24,249.42	-24,582.21
<b>Other Income/Expense</b>	21.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.29	0.00
<b>Net Income</b>	<b>-18,326.66</b>	<b>-19,650.90</b>	<b>-1,715.39</b>	<b>-1,832.94</b>	<b>-4,186.08</b>	<b>-3,098.37</b>	<b>0.00</b>	<b>0.00</b>	<b>-24,228.13</b>	<b>-24,582.21</b>

- -

9:40 AM  
10/08/20  
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	534,619.93	550,156.71	53,550.68	71,881.75	266,683.79	243,115.36	15,800.00	18,300.00	870,654.40	883,453.82
<b>Expenses:</b>										
<b>Administration</b>	110,551.95	99,118.54	10,932.48	8,340.20	7,832.43	24,088.00	0.00	0.00	129,316.86	131,546.74
<b>Operations</b>	329,055.70	359,415.30	37,299.15	53,416.82	72,488.14	130,505.54	14,348.53	18,300.00	453,191.52	561,637.66
<b>Preventative Maintenance</b>	74,245.03	57,344.49	3,211.56	6,200.00	52,011.71	17,056.20	0.00	0.00	129,468.30	80,600.69
<b>Total Expenses</b>	513,852.68	515,878.33	51,443.19	67,957.02	132,332.28	171,649.74	14,348.53	18,300.00	711,976.68	773,785.09
<b>Net Ordinary Income</b>	20,767.25	34,278.38	2,107.49	3,924.73	134,351.51	71,465.62	1,451.47	0.00	158,677.72	109,668.73
<b>Other Income/Expense</b>	-2,484.82	-38,650.00	0.00	0.00	-117,517.86	-85,000.00	0.00	0.00	-120,002.68	-123,650.00
<b>Net Income</b>	<b>18,282.43</b>	<b>-4,371.62</b>	<b>2,107.49</b>	<b>3,924.73</b>	<b>16,833.65</b>	<b>-13,534.38</b>	<b>1,451.47</b>	<b>0.00</b>	<b>38,675.04</b>	<b>-13,981.27</b>

- (0.00)

6:31 PM

10/07/20

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
As of October 7, 2020

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Type	Date	Num	Open Balance
<b>Big Country Communications</b>			
Bill	09/30/2020	18460	276.95
Total Big Country Communications			276.95
<b>Elite Tire &amp; Suspension</b>			
Bill	09/24/2020	115197	7,815.56
Total Elite Tire & Suspension			7,815.56
<b>SpeedPro Imaging</b>			
Bill	09/02/2020	SPI-22028	125.07
Bill	09/26/2020	SPI-22106	908.23
Bill	09/30/2020	SPI-22126	454.11
Total SpeedPro Imaging			1,487.41
<b>TOTAL</b>			<b>9,579.92</b>

# Selkirks-Pend Oreille Transit Authority

## Unpaid Bills Detail

As of October 2, 2020

	Type	Date	Num	Open Balance
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	09/24/2020	W 44088	1,701.18
	Bill	09/24/2020	W 44100	1,160.60
	Bill	09/30/2020	W 44135	807.80
Total Brown's Northside Machine & Gear, Inc.				3,669.58
<b>Coleman Oil</b>				
	Bill	09/13/2020	CL00815	999.92
	Bill	09/20/2020	CL02248	724.87
	Bill	09/27/2020	CL03067	1,270.55
	Bill	09/30/2020	CL03575	710.16
Total Coleman Oil				3,705.50
<b>Dycks Oil &amp; Auto</b>				
	Bill	09/09/2020	44383	80.46
Total Dycks Oil & Auto				80.46
<b>Les Schwab</b>				
	Bill	09/10/2020	10800575516	1,748.76
Total Les Schwab				1,748.76
<b>Mike White Ford of Sandpoint</b>				
	Bill	09/28/2020	13390	683.61
	Bill	09/29/2020	13489	53.92
Total Mike White Ford of Sandpoint				737.53
<b>Verizon Wireless</b>				
	Bill	09/13/2020		225.31
Total Verizon Wireless				225.31
<b>Ziply Fiber</b>				
	Bill	09/22/2020		170.55
Total Ziply Fiber				170.55
<b>Ziply Fiber - BF</b>				
	Bill	09/13/2020		38.48
Total Ziply Fiber - BF				38.48
<b>TOTAL</b>				<b>10,376.17</b>



Selkirks-Pend Oreille Transit Authority  
**Paid Bills Detail**  
As of October 7, 2020

	Type	Date	Num	Open Balance
<b>Bonner County Daily Bee</b>				
	Bill	09/30/2020		179.39
Total Bonner County Daily Bee				179.39
<b>Coleman Oil</b>				
	Bill	10/04/2020	CL07813	478.12
Total Coleman Oil				478.12
<b>First Bankcard</b>				
	Bill	09/28/2020		3,370.24
Total First Bankcard				3,370.24
<b>Mike White Ford of Sandpoint</b>				
	Bill	10/01/2020	13513	38.83
Total Mike White Ford of Sandpoint				38.83
<b>Mountain Ledgers</b>				
	Bill	09/30/2020	5199	731.25
Total Mountain Ledgers				731.25
<b>State Insurance Fund</b>				
	Bill	10/01/2020	Installment #1	2,335.00
Total State Insurance Fund				2,335.00
<b>TOTAL</b>				<b>7,132.83</b>

## SPOT Ridership

<b>2020</b>	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	0	3,469
September	3,132	314	0	118	0	3,564
October						0
November						0
December						0
<b>TOTAL YTD</b>	<b>29,606</b>	<b>2,686</b>	<b>1,068</b>	<b>1,324</b>	<b>38,609</b>	<b>73,293</b>

<b>2019</b>	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	
<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	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	
<b>TOTAL</b>	<b>61,269</b>	<b>4,403</b>	<b>2,976</b>	<b>2,608</b>	<b>71,256</b>	

## SPOT Agenda Item Summaries

Meeting Date: October 15, 2020

Agenda Item: 7A

From: David Sims

Topic: Set wage rate for mechanic for 20/21 budget year

Background: We have an employee that does mechanic work in addition to driving. When we adjusted the driver wages, we did not specify what his mechanic wage would be. Last year his mechanic wage was \$1.42 more than his driving wage.

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Meeting Date: October 15, 2020

Agenda Item: 7B

From: David Sims

Topic: Consider using Cares Act funds for covid sick leave

Background: I would like the Board to consider using CARES Act funding to pay sick leave for drivers that have tested positive for covid. I am proposing that we pay up to the number of hours they would normally be scheduled 14 days after they become ill, provided they get a positive test. The funds could come from our CARES Act grant.

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Meeting Date: October 15, 2020

Agenda Item: 7C

From: David Sims

Topic: Consider application for CARES technology funding grant

Background: ITD has released a grant application for new or upgraded technology solutions for public transportation. There is no local match required for the grant, and the application is due on November 30. I am requesting permission to submit an application for new Double Map tablets for the buses, stop annunciation systems for our rout buses, a different GPS system for the mountain buses, and a video system for the Bonners Ferry bus. I have attached the information sheet from ITD.

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Meeting Date: October 15, 2020

Agenda Item: 7D

From: Colleen Culwell

Topic: Consider recipients for fare box donations

Background: When we installed the driver shielding on the route buses this spring, we had to remove the fare boxes. We do have a fare box in the paratransit bus, and we did receive a check from a paratransit rider. We are asking the Board to consider the recipient of the donations.

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Meeting Date: October 15, 2020

Agenda Item: 7E

From: David Sims

Topic: Mountain Route operations and contract update

Background: We are working on updating the Mountain Route contract, and may have a draft at the board meeting.

# Idaho Transportation Department Public Transportation CARES One-Time Technology Funding Applications

FUNDING SOURCE	Funding
5311 CARES Program	\$2,000,000
<b>Total Two Year Funding</b>	<b>\$2,000,000</b>

## Available by District:

DISTRICT	5311 CARES Program
District 1	\$280,000
District 2	\$200,000
District 3	\$440,000
District 4	\$520,000
District 5	\$240,000
District 6	\$320,000
<b>Total</b>	<b>\$2,000,000</b>

## District Explanation: (see district map on page 3)

- The transportation department has broken the state into six (6) different regions or better known as “districts” for transportation projects, planning, and information. The Idaho Transportation Department’s Public Transportation (ITD-PT) Office breaks the Federal Transit Administration (FTA) funding down by district and population in order to get each district allocation (as shown above).

## Purpose of Funding:

This program provides, operating, planning, and capital assistance to states and federally recognized Indians tribes to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations.

## Eligible Projects:

New or upgraded Intelligent Transportation Systems (ITS) technology solutions for public transportation, not to exceed a 2 year duration. All customer-facing software must be ADA compliant.

Examples of capabilities include, but are not limited to: dispatch and scheduling, preventative maintenance, asset management, automated passenger counters, safety, security, data collection, integrated payment systems, mobile apps, automated annunciators, business intelligence, and real-time passenger information.

**Who is Eligible:**

Existing subrecipients that are State or local government authorities, nonprofit organizations, operators of public transportation that receive grant funds indirectly through a recipient.

**Opening Date for Applications:** October 1, 2020

**Due Date for Applications:** November 30, 2020 at 5 pm (MST)

**Where to find Applications:** Located on the Idaho Transportation Department Public Transportation page, select the “Applications” tab, applications and details can be found under the “Congressional Appropriation Applications” drop down. Website Location: <https://itd.idaho.gov/pt/?target=Application>

**How to Submit:**

- Email application and all supplemental information to [PTCapital@itd.idaho.gov](mailto:PTCapital@itd.idaho.gov)
  - Questions can be sent to application lead: [Ada.Finlayson@itd.idaho.gov](mailto:Ada.Finlayson@itd.idaho.gov)
- Or; Mail to 3311 W. State Street, Boise, ID 83713 ATTN: Ada Finlayson, Public Transportation

**Funding Award Timeline:**

- Award to begin/start April 1, 2021 through September 30, 2022