



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, November 19, 2020, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 899 5657 7903

Passcode: 181121

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 October 15, 2020 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for October 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: Mountain Route operations and contract approval
  - b. Action Item: Consider using Cares Act funds for Mountain Route driver lost hours
  - c. Action Item: Consider wage for lead Mountain Route driver
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  
October 15, 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

**MINUTES:** Approve minutes of the September 17, 2020 regular meeting as submitted.

**Motion to Approve:** Gary Kunzeman/ Zale Palmer. All in favor. Approved

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for September. The Finance Committee reviewed the financial reports. Zale reported that we had increased spending in September due to fiscal year end, including purchasing tires for the Mountain Route buses. We ended the year \$62,000 under budget mainly due to lower than expected fuel prices and early termination of Mountain route. **Motion to accept financial reports: Zale Palmer/ 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/ Gary Kunzeman. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** David Sims reported that the ridership for September was still low, although the Fixed Route showed improvement. For this calendar year the Fixed Route is down 23%, Demand down 22%, and Boundary County down 49%. For comparison, City Link is down 25% on their Fixed Route and 30-35% down on their rural route. According to ITD, nationwide urban ridership is down 60%. It might take another year to recover ridership. So far for October the demand ridership is up significantly.

**Operations:** David Sims reported the driver situation is becoming problematic. 2 drivers have tested positive for COVID-19. They are both part-time drivers and have not driven recently, so had no effect on operations other than needed to cover their shifts. The City of Ponderay has requested special service this Saturday for the benefit being held at the Fairgrounds for injured officer Victorino. Eureka Institute has begun installing the bus shelter at Dover. Hopefully the shelter at WalMart will be next. A draft contract with Schweitzer has been reviewed by attorney Steve Snedden. Still looking for Mountain Route drivers. The driver shields for the Mountain Route buses are being installed.

**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 mechanic pay rate, bus shelters and other issues discussing later in this meeting.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Set wage rate for mechanic for 20/21 budget year.** The mechanic has a separate wage rate from his driver rate. Due to the recent change in the driver pay rate schedule, we also need to set his rate for mechanic work. David Sims suggested an increase to the mechanic's pay rate of \$2/hour.  
**Motion to raise the mechanic wage by \$2/hour effective 10/1/20. Ron Smith/ Gary Kunzeman. All in favor. Approved.**
- B. Action Item: Consider using Cares Act funds for covid sick leave.** David Sims proposed that if a driver becomes ill with Covid, that we pay them for 2 weeks while they are out. There was discussion about requirements. Will need to check with Panhandle Health District on how we could get drivers tested that believe they may be positive. We would use the Cares act funding to cover this paid sick leave and the drivers would be paid their normally scheduled hours for the 2 weeks.  
**Motion to use Cares Act funding to pay drivers their normal hours (excluding any hazard pay) for up to 2 weeks after they have a positive Covid test and provide evidence of test results. Ron Smith/ Nancy Lewis. All in favor. Approved.**
- C. Action Item: Consider application for CARES technology funding grant.** David Sims reported the State received \$27 million for rural transportation grants with no local match requirements. The tablets in our buses are getting old. We could use this grant to purchase new tablets with counting ability. We can also add an auto voice feature to announce stops for ADA compliance. There would be continuing annual costs for the added counting and announcing features. There are places on the Mountain Route that do not have GPS connection, which causes the tracking maps to give false locations. We can add a GPS feature to the Mountain Route tablets. Should also consider purchasing tablets now under this application for buses scheduled to be purchased next year. We should also consider adding a video system to the Boundary bus. The application is due 11/30/20. Other items to consider as part of this application are reader boards inside the buses to display the bus stops and also outdoor displays at the stops. The outdoor displays would show the time of the next bus/wait times. Might be better to place the outdoor displays inside a local business to reduce theft/power issues. Nancy Lewis suggested to consider placing solar panels/lights at the stops. Maybe talk with Solar Roadways.  
**Motion to submit an application for the Cares technology grant, to be reviewed at the next board meeting prior to submission. Clif Warren/ Zale Palmer. All in favor. Approved.**
- D. Action Item: Consider recipients for fare box donations.** There was discussion about use of the donations received now that the donation boxes have been removed from the buses due to the installation of the driver shields. Donations received can be used as match for the grants.  
**Motion to keep donations received, to be revisited if/when the donation boxes are reinstalled. Nancy Lewis/ Gary Kunzeman. All in favor. Approved.**
- E. Action Item: Mountain Route operations and contract update.** David Sims reported that the contract has been drafted and sent to Steve Snedden for review. Mr. Snedden has responded with suggested changes. There was discussion about adding a Covid-related termination clause and possibly an arbitration clause. Also possibly add verbiage allowing us to adjust ridership limits based on most recent Covid guidance.  
**Motion to authorize the Board President to sign the contract after adding Covid-related clauses. Gary Kunzeman/ Ron Smith. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** None

**Meeting adjourned 11:59 a.m.**

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	282,913.97	16,786.37	4,413.69	304,114.03
Accounts Receivable	146,692.75	3,504.00	0.00	150,196.75
Grant Funds Receivable	100,518.00	6,990.00	0.00	107,508.00
Total Other Current Assets	34,136.99	2,271.00	0.00	36,407.99
Total Current Assets	564,261.71	29,551.37	4,413.69	598,226.77
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
<b>TOTAL ASSETS</b>	<b>1,598,629.72</b>	<b>101,911.74</b>	<b>4,413.69</b>	<b>1,704,955.15</b>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	29,991.42	2,051.08	0.00	32,042.50
Equity	1,568,638.30	99,860.66	4,413.69	1,672,912.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,598,629.72</b>	<b>101,911.74</b>	<b>4,413.69</b>	<b>1,704,955.15</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>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	175,232.75	226,303.39	15,451.00	20,948.56	77,351.00	76,555.80	0.00	0.00	268,034.75	323,807.75
<b>Expenses:</b>										
<b>Administration</b>	8,954.20	9,345.66	772.39	624.82	691.86	1,189.70	0.00	0.00	10,418.45	11,160.18
<b>Operations</b>	30,292.29	35,287.02	3,326.29	4,656.98	1,750.04	1,043.06	0.00	0.00	35,368.62	40,987.06
<b>Preventative Maintenance</b>	5,595.32	6,922.30	146.82	1,079.30	828.22	0.00	0.00	0.00	6,570.36	8,001.60
<b>Total Expenses</b>	44,841.81	51,554.98	4,245.50	6,361.10	3,270.12	2,232.76	0.00	0.00	52,357.43	60,148.84
<b>Net Ordinary Income</b>	130,390.94	174,748.41	11,205.50	14,587.46	74,080.88	74,323.04	0.00	0.00	215,677.32	263,658.91
<b>Other Income/Expense</b>	22.92	-19,611.62	0.00	0.00	0.00	0.00	0.00	0.00	22.92	-19,611.62
<b>Net Income</b>	<b>130,413.86</b>	<b>155,136.79</b>	<b>11,205.50</b>	<b>14,587.46</b>	<b>74,080.88</b>	<b>74,323.04</b>	<b>0.00</b>	<b>0.00</b>	<b>215,700.24</b>	<b>244,047.29</b>

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**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
 As of November 11, 2020

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Elite Tire &amp; Suspension</b>			
Bill	11/04/2020	116049	150.00
Total Elite Tire & Suspension			150.00
<b>Lone Tree Creative LLP</b>			
Bill	10/16/2020	2395	378.00
Total Lone Tree Creative LLP			378.00
<b>Multicare Centers of Occupational Medicin</b>			
Bill	09/30/2020	142065	130.00
Total Multicare Centers of Occupational Medicin			130.00
<b>SpeedPro Imaging</b>			
Bill	10/14/2020	SPI-22181	123.87
Total SpeedPro Imaging			123.87
<b>TOTAL</b>			<b>781.87</b>

Selkirks-Pend Oreille Transit Authority

**Paid Bills Detail**

As of November 11, 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	10/31/2020	CL11717	1,609.06
	Bill	11/01/2020	CL15595	100.91
	Bill	11/08/2020	CL16345	984.76
Total Coleman Oil				<u>2,694.73</u>
<b>First Bankcard</b>				
	Bill	10/28/2020		1,942.49
Total First Bankcard				<u>1,942.49</u>
<b>Les Schwab</b>				
	Bill	11/06/2020	10800588129	1,737.82
	Bill	11/06/2020	10800588012	1,743.76
Total Les Schwab				<u>3,481.58</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	10/30/2020	13959	943.93
	Bill	11/04/2020	14062	33.81
Total Mike White Ford of Sandpoint				<u>977.74</u>
<b>Mountain Ledgers</b>				
	Bill	10/31/2020	5224	720.00
Total Mountain Ledgers				<u>720.00</u>
<b>Napa Auto Parts</b>				
	Bill	11/09/2020	2458	26.15
	Bill	10/28/2020	661	38.43
	Bill	11/04/2020	1721	4.40
Total Napa Auto Parts				<u>68.98</u>
<b>TOTAL</b>				<u><u><u>9,885.52</u></u></u>

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
As of October 28, 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>5th Avenue Car Wash</b>				
	Bill	09/30/2020	Feb-June washes	392.28
Total 5th Avenue Car Wash				<u>392.28</u>
<b>Coleman Oil</b>				
	Bill	10/11/2020	CL08609	1,069.32
	Bill	10/18/2020	CL10087	733.80
	Bill	10/25/2020	CL10911	788.83
Total Coleman Oil				<u>2,591.95</u>
<b>Les Schwab</b>				
	Bill	10/27/2020	10800585539	1,701.82
Total Les Schwab				<u>1,701.82</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	10/08/2020	13606	381.92
	Bill	10/13/2020	13725	139.90
Total Mike White Ford of Sandpoint				<u>521.82</u>
<b>State Insurance Fund</b>				
	Bill	09/30/2020	Audit billing	1,641.00
Total State Insurance Fund				<u>1,641.00</u>
<b>Verizon Wireless</b>				
	Bill	10/13/2020	9864881620	225.95
Total Verizon Wireless				<u>225.95</u>
<b>Zipty Fiber</b>				
	Bill	10/22/2020		170.65
Total Zipty Fiber				<u>170.65</u>
<b>Zipty Fiber - BF</b>				
	Bill	10/13/2020		38.51
Total Zipty Fiber - BF				<u>38.51</u>
<b>TOTAL</b>				<u><u><u>7,283.98</u></u></u>

**SPOT Ridership**

<b>2020</b>	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	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	3,152	391	0	120	0	3,663
November						0
December						0
<b>TOTAL YTD</b>	<b>32,758</b>	<b>3,077</b>	<b>1,068</b>	<b>1,444</b>	<b>38,609</b>	<b>76,956</b>

<b>2019</b>	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	*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	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	*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>	

<b>2017</b>	Fixed	Demand	Van Pool	Bonnors 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	
<b>TOTAL</b>	<b>64,643</b>	<b>5,184</b>	<b>3,509</b>	<b>2,410</b>	<b>150</b>	<b>75,780</b>	

## SPOT Agenda Item Summaries

Meeting Date: November 19, 2020

Agenda Item: 7A

From: David Sims

Topic: Mountain Route operations and contract approval

Background: We will have the Mountain Route contract ready for the board meeting with the changes the board requested at the October meeting.

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Meeting Date: November 19, 2020

Agenda Item: 7B

From: David Sims

Topic: Consider using Cares Act funds for Mountain Route driver lost hours

Background: I would like the Board to consider using CARES Act funding to pay Mountain Route drivers for lost hours in case Schweitzer temporarily closes due to covid. This would enable us to keep our drivers in case of a temporary shutdown.

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Meeting Date: November 19, 2020

Agenda Item: 7C

From: David Sims

Topic: Consider wage for lead Mountain Route driver

Background: We have an individual that will act as the lead driver to assist with Mountain Route operations this winter. We are requesting approval to set his hourly wage one dollar per hour higher (\$17/hr + \$1 hazard) than the other Mountain Route drivers (\$16/hr + \$1hazard).

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