



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

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

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 811 5716 0657

Passcode: 679705

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 November 19, 2020 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for November 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 using Cares Act funds for food delivery
  - b. Action Item: Update of Resolution 003, AUTHORIZING PREPAYMENT OF CERTAIN VENDORS
  - c. Action Item: Consider Christmas bonus for drivers
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  
November 19, 2020**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:18 A.M.**

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

**Absent:** Gary Kunzeman, Walt Kirby

**MINUTES:** Approve minutes of the October 15, 2020 regular meeting as submitted.

**Motion to Approve:** Ron Smith/ Clif Warren. All in favor. **Approved**

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for October. The Finance Committee reviewed the financial reports. Zale reported that we are under budget mainly in areas of payroll and repairs/maintenance. Advertising for the month was higher than budgeted due to annual web hosting fee and ads run for Mountain Route drivers. We also purchased some winter tires for route buses. **Motion to accept financial reports: Zale Palmer/ 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: Zale Palmer/ Clif Warren. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** David Sims reported that the Fixed Route ridership is stable and the ParaTransit ridership in Sandpoint is picking up almost to the pre-COVID levels, but not consistent each day. The Sandpoint Senior Center has shut back down. Boundary County ridership was the same as last month. There are more people asking for rides to Sandpoint. The Bonners Ferry Senior Center is still closed.

**Operations:** David Sims reported the employee that has been cleaning the buses will now switch over to the Mountain Route as a driver. Therefore, a company out of Hayden has been hired to clean the buses and will also be able to clean the Mountain Route buses where they are parked at the Red Barn. Cost will be \$50/Mountain Route bus and \$40/other buses. Existing employees will continue with the daily cleaning during the week. The Eureka Institute states they will begin work on the WalMart bus shelter this week. Fuel was stolen from 3 buses during this past month. The locking fuel caps are being bypassed by cutting or disconnecting the fuel lines. Ponderay Police suggest to use of video cameras. David spoke with our landlord about constructing a building we can use to house the buses indoors. The landlord said it was a possibility and will come up with a rental amount. The contract with Schweitzer has been changed to add the contract changes recommended last meeting and Schweitzer has agreed and signed the contract. Amount of contract is the same as last year. Schweitzer will open this weekend and then open 11/27/20 for full time service. Filling the Mountain Route driver positions is still challenging. The employment market is difficult and ITD, Schweitzer, and Independent Highway District are also having hiring difficulties. The Mountain Route Lead Driver position has been established to assist the other Mountain Route drivers and also do

some driving. The person hired used to work for Schweitzer in their parking lot, so is familiar with the issues. The current plan is that riders will bring their skis onboard and will be asked to wear face coverings. Schweitzer has asked us to also stop at the roundabout, where they are asking the RV's to park, and pickup/drop-off riders there. It is up to each driver's discretion how to handle excess riders- whether to allow for very limited standing or to radio Schweitzer for them to handle/ Schweitzer is still planning to run their own buses to shuttle employees and also handle any overflow.

#### **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 receivables. The auditors have begun work on the annual audit. We will not need the Single Audit for this past year. They hope to finish earlier than last year.

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

- A. Action Item: Mountain Route operations and contract approval.** The final version of the Schweitzer contract, which has been signed by Schweitzer, was distributed.  
**Motion to approve the final contract and authorize Nancy Lewis' signature. Clif Warren/ Ron Smith. All in favor. Approved.**
- B. Action Item: Consider using Cares Act funds for Mountain Route driver lost hours.** David Sims proposed using Cares Act funds for Mountain Route drivers not getting their full hours. Consider using Cares Act funds for hours lost if the ski resort shuts down, even temporarily. There was discussion about requirements. Consider paying if temporarily closed, and then have employees file for unemployment if a permanent closure happens.  
**Motion to use Cares Act funds in the event on a cut back in operations or temporary closure, paying employees for their normal hours, without hazard pay, until Schweitzer permanently closes. Clif Warren/ Ron Smith. All in favor. Approved.**
- C. Action Item: Consider wage for lead Mountain Route driver.** David Sims proposed to pay the lead driver an extra \$1 per hour. There was discussion regarding his pay scale with current employer.  
**Motion to pay the lead driver \$18/hour plus \$1/hour hazard pay for this season. Ron Smith/ Clif Warren. All in favor. Approved.**

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

**Meeting adjourned 11:55 a.m.**

Selkirks-Pend Oreille Transit Authority  
Summarized Balance Sheet  
As of November 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	313,010.21	18,857.96	4,413.69	336,281.86
Accounts Receivable	120,478.00	902.00	0.00	121,380.00
Grant Funds Receivable	78,451.00	6,309.00	0.00	84,760.00
Total Other Current Assets	33,149.49	2,271.00	0.00	35,420.49
<b>Total Current Assets</b>	<b>545,088.70</b>	<b>28,339.96</b>	<b>4,413.69</b>	<b>577,842.35</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>1,579,456.71</b>	<b>100,700.33</b>	<b>4,413.69</b>	<b>1,684,570.73</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	35,362.09	2,432.44	0.00	37,794.53
<b>Equity</b>	<b>1,544,094.62</b>	<b>98,267.89</b>	<b>4,413.69</b>	<b>1,646,776.20</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,579,456.71</b>	<b>100,700.33</b>	<b>4,413.69</b>	<b>1,684,570.73</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	31,901.00	57,304.14	3,764.00	5,439.36	7,873.00	9,606.16	0.00	1,525.00	43,538.00	73,874.66
<b>Expenses:</b>										
<b>Administration</b>	9,833.88	15,145.88	1,736.03	1,609.78	2,235.55	2,428.40	0.00	0.00	13,805.46	19,184.06
<b>Operations</b>	26,948.42	32,220.43	2,668.55	4,080.42	6,174.11	12,951.07	0.00	1,525.00	35,791.08	50,776.92
<b>Preventative Maintenance</b>	7,627.34	6,422.44	123.77	579.31	2,348.02	0.00	0.00	0.00	10,099.13	7,001.75
<b>Total Expenses</b>	44,409.64	53,788.75	4,528.35	6,269.51	10,757.68	15,379.47	0.00	1,525.00	59,695.67	76,962.73
<b>Net Ordinary Income</b>	-12,508.64	3,515.39	-764.35	-830.15	-2,884.68	-5,773.31	0.00	0.00	-16,157.67	-3,088.07
<b>Other Income/Expense</b>	21.22	-19,611.58	0.00	0.00	0.00	0.00	0.00	0.00	21.22	-19,611.58
<b>Net Income</b>	<b>-12,487.42</b>	<b>-16,096.19</b>	<b>-764.35</b>	<b>-830.15</b>	<b>-2,884.68</b>	<b>-5,773.31</b>	<b>0.00</b>	<b>0.00</b>	<b>-16,136.45</b>	<b>-22,699.65</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	207,133.75	283,607.53	19,215.00	26,387.92	75,224.00	86,161.96	0.00	0.00	301,572.75	396,157.41
<b>Expenses:</b>										
<b>Administration</b>	18,788.08	24,491.54	2,508.42	2,234.60	2,927.41	3,618.10	0.00	0.00	24,223.91	30,344.24
<b>Operations</b>	57,240.71	67,507.45	5,994.84	8,737.40	7,924.15	13,994.13	0.00	0.00	71,159.70	90,238.98
<b>Preventative Maintenance</b>	13,222.66	13,344.74	270.59	1,658.61	3,176.24	0.00	0.00	0.00	16,669.49	15,003.35
<b>Total Expenses</b>	89,251.45	105,343.73	8,773.85	12,630.61	14,027.80	17,612.23	0.00	0.00	112,053.10	135,586.57
<b>Net Ordinary Income</b>	117,882.30	178,263.80	10,441.15	13,757.31	61,196.20	68,549.73	0.00	0.00	189,519.65	260,570.84
<b>Other Income/Expense</b>	44.14	-39,223.20	0.00	0.00	0.00	0.00	0.00	0.00	44.14	-39,223.20
<b>Net Income</b>	<b>117,926.44</b>	<b>139,040.60</b>	<b>10,441.15</b>	<b>13,757.31</b>	<b>61,196.20</b>	<b>68,549.73</b>	<b>0.00</b>	<b>0.00</b>	<b>189,563.79</b>	<b>221,347.64</b>

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Selkirks-Pend Oreille Transit Authority

**Paid Bills Detail**

As of December 10, 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	12/09/2020	W44455	116.24
Total Brown's Northside Machine & Gear, Inc.				<u>116.24</u>
<b>Coleman Oil</b>				
	Bill	11/29/2020	CL18733	1,087.49
	Bill	11/30/2020	CL18972	169.45
	Bill	12/06/2020	CL22949	950.13
Total Coleman Oil				<u>2,207.07</u>
<b>First Bankcard</b>				
	Bill	11/30/2020		2,738.25
Total First Bankcard				<u>2,738.25</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	12/02/2020	14481	54.81
	Bill	12/04/2020	14536	703.39
	Bill	12/09/2020	14602	33.81
Total Mike White Ford of Sandpoint				<u>792.01</u>
<b>Mountain Ledgers</b>				
	Bill	11/30/2020	5263	933.75
Total Mountain Ledgers				<u>933.75</u>
<b>Napa Auto Parts</b>				
	Bill	11/24/2020	004764	81.94
	Bill	11/27/2020	004939	8.80
Total Napa Auto Parts				<u>90.74</u>
<b>R&amp;L Property Management</b>				
	Bill	12/01/2020	1/1/21-6/30/21	2,910.00
Total R&L Property Management				<u>2,910.00</u>
<b>State Insurance Fund</b>				
	Bill	12/01/2020	Installment #2	2,907.00
Total State Insurance Fund				<u>2,907.00</u>
<b>ZiPLY Fiber</b>				
	Bill	11/22/2020		170.57
Total ZiPLY Fiber				<u>170.57</u>
<b>TOTAL</b>				<u><u><u>12,865.63</u></u></u>

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
As of November 27, 2020

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	11/13/2020	W44330	129.19
	Bill	11/20/2020	W44402	18.90
Total Brown's Northside Machine & Gear, Inc.				<u>148.09</u>
<b>Coleman Oil</b>				
	Bill	11/15/2020	CL16964	964.03
	Bill	11/22/2020	CL18111	789.46
Total Coleman Oil				<u>1,753.49</u>
<b>Les Schwab</b>				
	Bill	11/13/2020	10800590124	119.94
	Bill	11/16/2020	10800590558	119.94
Total Les Schwab				<u>239.88</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	11/11/2020	14171	33.81
	Bill	11/25/2020	14401	33.81
Total Mike White Ford of Sandpoint				<u>67.62</u>
<b>Napa Auto Parts</b>				
	Bill	11/20/2020	004199	38.43
Total Napa Auto Parts				<u>38.43</u>
<b>Snedden Law, P.C.</b>				
	Bill	11/09/2020	1618	225.00
Total Snedden Law, P.C.				<u>225.00</u>
<b>Verizon Wireless</b>				
	Bill	11/13/2020		225.95
Total Verizon Wireless				<u>225.95</u>
<b>Zipty Fiber - BF</b>				
	Bill	11/13/2020		38.51
Total Zipty Fiber - BF				<u>38.51</u>
<b>TOTAL</b>				<u><u><u>2,736.97</u></u></u>



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

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Type	Date	Num	Open Balance
<b>Goldenwest Mobility</b>			
Bill	11/18/2020	WO MT31	273.24
Total Goldenwest Mobility			273.24
<b>Pressure Clean Services, Inc.</b>			
Bill	11/21/2020	14415	390.00
Bill	11/27/2020	14422	185.00
Bill	12/06/2020	14442	365.00
Total Pressure Clean Services, Inc.			940.00
<b>SHL CPAs PLLC (Anderson Bros)</b>			
Bill	11/30/2020	3462	2,763.75
Total SHL CPAs PLLC (Anderson Bros)			2,763.75
<b>Specialty Auto Glass</b>			
Bill	11/01/2020	10068516	50.00
Bill	11/10/2020	10068575	75.00
Total Specialty Auto Glass			125.00
<b>SpeedPro Imaging</b>			
Bill	11/30/2020	SPI-2321	496.77
Total SpeedPro Imaging			496.77
<b>TOTAL</b>			<b>4,598.76</b>

## 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	2,735	293	0	119	746	3,893
December						0
<b>TOTAL YTD</b>	<b>35,493</b>	<b>3,370</b>	<b>1,068</b>	<b>1,563</b>	<b>39,355</b>	<b>80,849</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
September	4,042	401	268	230	1,269	6,210
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>

\*2,934  
Festival

<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
September	4,390	358	192	214	5,154
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>

\*2,907  
Festival

## SPOT Agenda Item Summaries

Meeting Date: December 17, 2020

Agenda Item: 7A

From: David Sims

Topic: Consider using Cares Act funds for food delivery

Background: The FTA is again allowing CARES Act funds to be used for food delivery. We were making deliveries for the food bank until they were restricted by the FTA in July. I would like the board to consider using CARES Act funds to assist with food delivery in both Bonner and Boundary counties.

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Meeting Date: December 17, 2020

Agenda Item: 7B

From: Colleen Culwell

Topic: Update of Resolution 003, AUTHORIZING PREPAYMENT OF CERTAIN VENDORS

Background: We would like to update the list of vendors that are allowed to be paid by the due date of the bill and prior to submitting the bill to the SPOT board for approval. The following vendors will be removed from the list: Keokee, Grizzly Glass, United Data Security, and Frontier. The following vendors will be added: Pressure Clean Services, Specialty Auto Glass, Speed Pro Imaging, and Ziplly Fiber.

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Meeting Date: November 19, 2020

Agenda Item: 7C

From: David Sims

Topic: Consider Christmas bonus for drivers

Background: In the past, SPOT has held a Christmas dinner and given the drivers gift cards. We are not able to host a Christmas dinner this year, but I would like the board to consider giving the drivers gift cards or a bonus this year.

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## RESOLUTION 003 - AMENDED 2020-12-17

### A RESOLUTION OF THE SELKIRKS PEND ORIELLE TRANSIT AUTHORITY OF THE STATE OF IDAHO; AUTHORIZING PREPAYMENT OF CERTAIN VENDORS

**WHEREAS**, certain vendors that provide services and/or goods the Selkirk Pend Oreille Transit Authority on a regular basis have a billing cycle that requires the bill to be paid prior to a regular council meeting; and

**WHEREAS**, payroll obligations also need to be paid prior to the first council meeting of the month; and

**WHEREAS**, it is the desire of the SPOT Authority Board to avoid payment of late fees and to timely meet the payroll obligations.

**NOW THEREFORE, BE IT RESOLVED** by the SPOT Authority Board, Bonner County, Idaho that the following pre-authorization for payment of certain bills be adopted:

1. The Accountant is authorized to pay the following vendors for the listed purposes by the due date on the bill and prior to submitting the bill to the SPOT Authority Board for approval:
  - 5th Avenue Car Wash
  - 5th Avenue Detail Shop
  - Bonner County Daily Bee
  - Brown's Northside
  - Clyde's Towing
  - Coleman Oil
  - Credit Cards
  - Dyck's Oil
  - Enterprise Car Rental
  - Golden West Mobility
  - Gription Tire Pros
  - Les Schwab
  - Mike White Ford of Sandpoint
  - Mountain Ledgers
  - Napa Auto Parts
  - Pressure Clean Services
  - R & L Property Management
  - Regence Blue Shield
  - Snedden Law
  - Specialty Auto Glass
  - SpeedPro Imaging
  - Verizon Wireless
  - Zply Fiber
  
2. The Accountant shall submit the above bills to Board for ratification at the first Board meeting following the payment of the bill.

**RESOLUTION 003 - AMENDED 2020-12-17**

**PASSED** by Selkirks-Pend Oreille Transit Authority Board this 19th day of March 2020.

Attest:

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Board President

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Board Secretary