



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, January 21, 2021, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 885 4767 7715

Passcode: 002431

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 December 17, 2020 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for December 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. Comments from the Chair and Board Members
8. 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
December 17, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:03 A.M.

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

Absent: Shannon Pittman, Walt Kirby

MINUTES: Approve minutes of the November 19, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for November. The Finance Committee reviewed the financial reports. **Motion to accept financial reports: Clif Warren/ Zale Palmer. 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 Fixed Route ridership for November was low and will probably stay low until COVID is over. Ridership has been very sporadic. Some stops that the Para-Transit goes to have been closed, so their numbers are also low. Boundary County ridership is down, but consistent.

Operations: David Sims reported the bus cleaning service is working well. He is having some driver issues – three employees are out with COVID – Shannon plus 2 drivers. He has had to scramble to cover the Mountain Route shifts. All but one have been covered and Schweitzer has agreed to cover that one. We brought on a driver that was trained on the fixed route earlier this year. Shannon is planning to come back to work next week. David is quarantining in the office, keeping the door locked, and meeting any one outdoors. He is on day 8 and has no symptoms. David contacted the Panhandle Health District regarding vaccine shots for SPOT employees. They told him we are included in round 2 of the distribution. Not sure whether all employees will get vaccinated or not. The Mountain Route ridership is very low but has started to pick up. Numbers have been as low as 20 rides per shift. Normally have 30-35 per bus. Possibly people are waiting for more snow and more lifts operating. David continues to battle issues with the Mountain Route buses. Both of the rear engine buses had door issues. One developed a fuel leak and had to be towed in. David has applied for a two different Cares Act Technology grants. One is to upgrade/replace the tablets in the buses. The other is for a feasibility study to convert the fixed route to a demand service using apps. This request is only for a feasibility study to determine if this would work in our area. It might require adding more buses and may not be cost effective. Is going off of a similar conversion of a bus system in North Carolina.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Nothing to report. Ron asked David for a year-end report that he can present to the committee at their next meeting.
- B. Finance Committee Update:** Zale Palmer reported the committee met to discuss the financial reports. Also discussed giving the drivers cash bonuses in lieu of gift cards and the Christmas dinner.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider using Cares Act funds for food delivery.** The FTA is now allowing use of Cares Funds for food delivery like they allowed previously in the Spring. Demand at the food banks is at historic highs both in Bonner & Boundary counties. Adding to that, the driver for the Bonner County food bank is out on quarantine due to exposure. The plan is to pick up at the food banks and deliver to pre-established locations and/or homes.
Motion to authorize the delivery of food under the direction of the food bank executive directors and driver availability, using Cares Act funds, through June 2021. Clif Warren/ Ron Smith. All in favor. Approved.
- B. Action Item: Update of Resolution 003, AUTHORIZING PREPAYMENT OF CERTAIN VENDORS.** Amended Resolution was presented with updated list of frequently used vendors.
Motion to approve RESOLUTION 003 – AMENDED 2020-12-17 as presented. Gary Kunzeman / Zale Palmer. All in favor. Approved.
- C. Action Item: Consider Christmas bonus for drivers.** In the past we have given all employees a \$25 gift card plus paid for a group dinner. Total cost runs around \$1,000, which works out to around \$50/employee. The Finance Committee determined it would be better to pay each employee a cash bonus of \$50 in lieu of cards and not safe to hold a group dinner.
Motion to pay each employee a \$50 bonus. Nancy Lewis/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:45 a.m.

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	323,716.34	21,706.39	4,413.69	349,836.42
Accounts Receivable	120,575.00	795.00	0.00	121,370.00
Grant Funds Receivable	48,736.00	2,696.00	0.00	51,432.00
Total Other Current Assets	35,062.99	2,271.00	0.00	37,333.99
Total Current Assets	528,090.33	27,468.39	4,413.69	559,972.41
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
TOTAL ASSETS	1,562,458.34	99,828.76	4,413.69	1,666,700.79
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	42,073.79	1,676.38	0.00	43,750.17
Equity	1,520,384.55	98,152.38	4,413.69	1,622,950.62
TOTAL LIABILITIES & EQUITY	1,562,458.34	99,828.76	4,413.69	1,666,700.79

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	30,391.69	39,766.59	2,991.00	5,608.25	19,888.31	23,233.48	0.00	0.00	53,271.00	68,608.32
Expenses:										
Administration	9,241.25	10,345.88	740.71	624.78	2,085.04	3,023.25	0.00	0.00	12,067.00	13,993.91
Operations	30,821.62	35,717.69	3,168.09	5,472.13	22,408.38	26,155.23	0.00	0.00	56,398.09	67,345.05
Preventative Maintenance	4,479.24	6,602.44	9.79	629.31	4,234.07	5,764.57	0.00	0.00	8,723.10	12,996.32
Total Expenses	44,542.11	52,666.01	3,918.59	6,726.22	28,727.49	34,943.05	0.00	0.00	77,188.19	94,335.28
Net Ordinary Income	-14,150.42	-12,899.42	-927.59	-1,117.97	-8,839.18	-11,709.57	0.00	0.00	-23,917.19	-25,726.96
Other Income/Expense	16.61	-3,499.58	0.00	0.00	0.00	0.00	0.00	0.00	16.61	-3,499.58
Net Income	-14,133.81	-16,399.00	-927.59	-1,117.97	-8,839.18	-11,709.57	0.00	0.00	-23,900.58	-29,226.54

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7:01 PM
01/15/21
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	237,562.44	323,374.12	22,206.00	31,996.17	95,150.31	109,395.44	0.00	0.00	354,918.75	464,765.73
Expenses:										
Administration	28,029.33	34,837.42	3,249.13	2,859.38	5,012.45	6,641.35	0.00	0.00	36,290.91	44,338.15
Operations	88,062.33	103,225.14	9,162.93	14,209.53	30,332.53	40,149.36	0.00	0.00	127,557.79	157,584.03
Preventative Maintenance	17,701.90	19,947.18	280.38	2,287.92	7,410.31	5,764.57	0.00	0.00	25,392.59	27,999.67
Total Expenses	133,793.56	158,009.74	12,692.44	19,356.83	42,755.29	52,555.28	0.00	0.00	189,241.29	229,921.85
Net Ordinary Income	103,768.88	165,364.38	9,513.56	12,639.34	52,395.02	56,840.16	0.00	0.00	165,677.46	234,843.88
Other Income/Expense	60.75	-42,722.78	0.00	0.00	0.00	0.00	0.00	0.00	60.75	-42,722.78
Net Income	103,829.63	122,641.60	9,513.56	12,639.34	52,395.02	56,840.16	0.00	0.00	165,738.21	192,121.10

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Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of January 14, 2021

	Type	Date	Num	Open Balance
5th Avenue Car Wash				
	Bill	12/31/2020	4443	63.40
Total 5th Avenue Car Wash				63.40
Brown's Northside Machine & Gear, Inc.				
	Bill	01/05/2021	W44517	472.94
	Bill	01/05/2021	W44529	451.34
Total Brown's Northside Machine & Gear, Inc.				924.28
Coleman Oil				
	Bill	12/27/2020	CL25664	2,604.85
	Bill	12/31/2020	CL26228	1,128.31
	Bill	01/03/2021	CL30006	834.57
	Bill	01/10/2021	CL30611	1,730.54
Total Coleman Oil				6,298.27
First Bankcard				
	Bill	12/29/2020		1,871.37
Total First Bankcard				1,871.37
Les Schwab				
	Bill	12/31/2020	10800598149	119.94
	Bill	12/31/2020	10800598183	276.00
Total Les Schwab				395.94
Mike White Ford of Sandpoint				
	Bill	12/30/2020	14913	33.81
	Bill	01/06/2021	15009	33.81
	Bill	01/13/2021	15149	33.81
Total Mike White Ford of Sandpoint				101.43
Mountain Ledgers				
	Bill	12/31/2020	5289	978.75
Total Mountain Ledgers				978.75
Napa Auto Parts				
	Bill	01/08/2021	010484	3.76
	Bill	12/29/2020	009234	23.30
Total Napa Auto Parts				27.06
Pressure Clean Services, Inc.				
	Bill	12/24/2020	14487	220.00
	Bill	01/04/2021	14502	325.00
	Bill	01/08/2021	14520	325.00
Total Pressure Clean Services, Inc.				870.00
Snedden Law, P.C.				
	Bill	12/31/2020	1793	75.00
Total Snedden Law, P.C.				75.00
Verizon Wireless				
	Bill	12/13/2020		253.14
Total Verizon Wireless				253.14
Ziply Fiber				

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of January 14, 2021

	Type	Date	Num	Open Balance
	Bill	12/22/2020		170.48
Total Ziplly Fiber				170.48
TOTAL				12,029.12

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

	Type	Date	Num	Open Balance
Brown's Northside Machine & Gear, Inc.				
	Bill	12/17/2020	S 129477	96.84
	Bill	12/18/2020	S 129489	106.83
	Bill	12/21/2020	W 44512	385.32
Total Brown's Northside Machine & Gear, Inc.				588.99
Clyde's Towing, LLC				
	Bill	12/17/2020	49162	1,000.00
Total Clyde's Towing, LLC				1,000.00
Coleman Oil				
	Bill	12/13/2020	CL23644	1,290.45
	Bill	12/20/2020	CL25009	3,412.57
Total Coleman Oil				4,703.02
Mike White Ford of Sandpoint				
	Bill	12/14/2020	14631	33.81
	Bill	12/16/2020	14695	33.81
	Bill	12/18/2020	14707	951.73
	Bill	12/23/2020	14837	33.81
Total Mike White Ford of Sandpoint				1,053.16
Napa Auto Parts				
	Bill	12/20/2020	008156	97.06
	Bill	12/17/2020	007868	2.93
Total Napa Auto Parts				99.99
Pressure Clean Services, Inc.				
	Bill	12/12/2020	14457	365.00
	Bill	12/19/2020	14472	421.00
Total Pressure Clean Services, Inc.				786.00
Ziply Fiber - BF				
	Bill	12/13/2020		29.51
Total Ziply Fiber - BF				29.51
TOTAL				8,260.67

Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
As of January 18, 2021

Type	Date	Num	Open Balance
Bonner General Health			
Bill	12/01/2020		80.00
Total Bonner General Health			80.00
Clif Warren			
Bill	01/01/2021	Reimb. exp	119.78
Total Clif Warren			119.78
Grizzly Glass Centers			
Bill	01/11/2021	WO H0128945	59.95
Total Grizzly Glass Centers			59.95
Karen Bishop			
Bill	01/15/2021	Mileage	78.40
Total Karen Bishop			78.40
Multicare Centers of Occupational Medicin			
Bill	12/31/2020	143654	420.00
Total Multicare Centers of Occupational Medicin			420.00
Northwest Auto Body Ponderay			
Bill	12/17/2020	5651	435.00
Total Northwest Auto Body Ponderay			435.00
SHL CPAs PLLC (Anderson Bros)			
Bill	12/31/2020	3556	1,540.00
Total SHL CPAs PLLC (Anderson Bros)			1,540.00
Steve Didion			
Bill	01/13/2021	Reimb. supplies	29.92
Total Steve Didion			29.92
TOTAL			2,763.05

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	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	3,213	289		85	7,241	10,828	
TOTAL YTD	38,706	3,659	1,068	1,648	46,596	91,677	

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	