



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, March 18, 2021, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 880 6046 0374

Passcode: 537454

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 February 18, 2021 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for February 2021
 - 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: One Time Funding Grant Award Procurement
 - b. Action Item: Consider Soliciting Bids for Two Mountain Route Buses
 - c. Discussion Item: Temporary AAA Reimbursement Rate Modification
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
February 18, 2021**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:04 A.M.

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

Absent: Ron Smith, Wally Cossairt

MINUTES: Approve minutes of the January 21, 2021 regular meeting as presented.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for January. The Finance Committee reviewed the financial reports. Zale reported we are under budget. Not having much snow is helping keep costs down. However, fuel costs are on the rise. No word yet on our recent grant applications. **Motion to accept financial reports: Gary Kunzeman / 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/ Zale Palmer. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that ridership continues to be less than prior year. The Fixed Route had the highest ridership this past month since last March. City Link in Kootenai County is also seeing increases in ridership and David is hearing the same from other providers across the state. The Mountain Route is still less than last year due to Schweitzer limiting the number of people on the mountain and people not wanting to use the bus due to Covid concerns. But there were still a significant number of rides in January all things considered.

Operations: David Sims reported the City of Ponderay paid their match yesterday. The deliveries for the food banks continues in both Bonner and Boundary Counties. Deliveries are made one day a week. The Mountain Route buses have been having issues. Believe they are being caused by fuel additives used during this recent cold snap. David is opening discussions with Schweitzer about operations for next ski season. Will be going out to bid in the Spring on two more buses for the Mountain Route. Fuel prices are rising. We are now where we were a few months ago. Boundary County Commissioner Cossairt is the new representative for Boundary County.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** David Sims reported they discussed the food bank deliveries. Commissioner Cossairt is also part of this committee.

- B. Finance Committee Update:** Committee reviewed the financial reports. Discussed the status of the shelters. The Dover shelter should be finishing up soon and the WalMart shelter should be completed by April. The bus shelter grant expires this September so we need to get all shelter completed and benches installed before then. Benches are sitting in storage unit. David will talk to Eureka about getting these done before the grant expires.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider providing a letter of support for the District 1 PTAC Member.** Each ITD member has a representative on PTAC. They help to provide input to the ITD staff. Ryan Luttman is the current representative and wants to continue serving. Is looking for a letter of support from the SPOT Board.
Motion to provide a letter of support for Ryan Luttman for the PTAC position. Clif Warren/ Gary Kunzeman. All in favor. Approved.
- B. Action Item: Consider policy regarding CDC mask order exemptions.** The CDC issued an order effective 2/1/21 that all passengers and drivers on public transportation must wear masks even if plexiglass partitions have been installed. The order allows for exemptions. This order has also been added as an addendum to the FTA master agreement. It is now a condition of our grants and there will be enforcement for compliance. They can withhold funding, recall existing grants, etc. SPOT must certify each year that they will comply with all rules, to be signed by David and Steven Snedden. David is working with ICRMP on handling driver exemptions. If a driver is claiming an ADA exemption, the ADA procedures must be followed. Might need to suspend a driver on paid leave while working through the ADA procedures. Paid leave to be open ended as long as moving forward through the process. CARES Funds to be used to fund this paid leave. SPOT driver Dan Rose presented a letter to the Board stating his position on this issue and requests the Board's consideration. Nancy Lewis stated the Board would take it under advisement.
Motion to allow David Sims to have authority to use administrative leave to work through the ADA process and to investigate the rules as presented. Clif Warren/ Gary Kunzeman . All in favor. Approved.
- C. Action Item: Consider extending driver hazard pay.** The existing hazard pay was previously approved through end of April 2021. Asking to consider extending the hazard pay for as long as the CDC mask order is in effect.
Motion to extend the \$1/hour hazard pay beyond April until the CDC and FTA removes the mask requirement. Clif Warren/ Nancy Lewis. All in favor. Approved.

Motion that as long as the mask requirement is in place, that we pay an additional 50 cents per hour hazard pay to drivers wearing masks. Clif Warren/ . No second. Motion died. No action taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:40 a.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of February 28, 2021

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	394,419.96	19,382.17	4,413.69	418,215.82
Accounts Receivable	14,025.00	360.00	0.00	14,385.00
Grant Funds Receivable	46,996.00	2,961.00	0.00	49,957.00
Total Other Current Assets	33,029.99	2,271.00	0.00	35,300.99
Total Current Assets	488,470.95	24,974.17	4,413.69	517,858.81
Total Fixed Assets	1,034,368.01	72,360.37	0.00	1,106,728.38
TOTAL ASSETS	1,522,838.96	97,334.54	4,413.69	1,624,587.19
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	43,068.67	2,039.64	0.00	45,108.31
Equity	1,478,789.16	96,276.03	4,413.69	1,579,478.88
TOTAL LIABILITIES & EQUITY	1,521,857.83	98,315.67	4,413.69	1,624,587.19

9:10 AM
03/11/21
Accrual Basis

**Selkirks-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
February 2021**

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	28,582.00	39,350.49	3,321.00	5,561.92	15,633.00	22,785.25	0.00	0.00	47,536.00	67,697.66
Expenses:										
Administration	7,364.15	10,345.88	597.68	624.78	1,974.25	3,023.25	0.00	0.00	9,936.08	13,993.91
Operations	29,945.15	35,287.16	3,546.52	5,472.13	18,657.75	25,405.23	0.00	0.00	52,149.42	66,164.52
Preventative Maintenance	3,827.63	6,422.44	9.79	579.31	3,145.28	5,749.57	0.00	0.00	6,982.70	12,751.32
Total Expenses	41,136.93	52,055.48	4,153.99	6,676.22	23,777.28	34,178.05	0.00	0.00	69,068.20	92,909.75
Net Ordinary Income	-12,554.93	-12,704.99	-832.99	-1,114.30	-8,144.28	-11,392.80	0.00	0.00	-21,532.20	-25,212.09
Other Income/Expense	16.94	-3,499.58	0.00	0.00	0.00	0.00	0.00	0.00	16.94	-3,499.58
Net Income	-12,537.99	-16,204.57	-832.99	-1,114.30	-8,144.28	-11,392.80	0.00	0.00	-21,515.26	-28,711.67

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9:10 AM
03/11/21
Accrual Basis

**Selkirks-Pend Oreille Transit Authority
Summary Profit & Loss Budget vs. Actual
October - February 2021**

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	293,999.22	401,475.94	28,375.90	42,976.76	129,498.88	156,129.05	0.00	0.00	451,874.00	600,581.75
Expenses:										
Administration	44,069.58	56,329.18	4,452.21	4,093.94	8,635.93	12,687.85	0.00	0.00	57,157.72	73,110.97
Operations	145,579.70	170,859.61	15,879.47	24,927.14	69,054.76	96,027.31	0.00	0.00	230,513.93	291,814.06
Preventative Maintenance	25,158.76	33,292.06	482.62	3,446.54	16,389.59	15,263.71	0.00	0.00	42,030.97	52,002.31
Total Expenses	214,808.04	260,480.85	20,814.30	32,467.62	94,080.28	123,978.87	0.00	0.00	329,702.62	416,927.34
Net Ordinary Income	79,191.18	140,995.09	7,561.60	10,509.14	35,418.60	32,150.18	0.00	0.00	122,171.38	183,654.41
Other Income/Expense	95.09	-49,721.94	0.00	0.00	0.00	0.00	0.00	0.00	95.09	-49,721.94
Net Income	79,286.27	91,273.15	7,561.60	10,509.14	35,418.60	32,150.18	0.00	0.00	122,266.47	133,932.47

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10:18 AM

03/11/21

Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
As of March 11, 2021

Type	Date	Num	Open Balance
Multicare Centers of Occupational Medicin			
Bill	02/01/2021	144277	210.00
Total Multicare Centers of Occupational Medicin			210.00
Selkirk Press, Inc.			
Bill	02/17/2021	15310	595.00
Total Selkirk Press, Inc.			595.00
TOTAL			805.00

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of March 3, 2021

	Type	Date	Num	Open Balance
Brown's Northside Machine & Gear, Inc.				
	Bill	02/10/2021	W44709	213.80
	Bill	02/16/2021	W44735	70.51
	Bill	02/17/2021	W44736	165.38
	Bill	02/18/2021	W44730	127.21
	Bill	02/24/2021	S 130955	30.60
	Bill	02/24/2021	S 130959	195.07
Total Brown's Northside Machine & Gear, Inc.				802.57
Coleman Oil				
	Bill	02/14/2021	CL38473	2,152.13
	Bill	02/21/2021	CL39828	2,412.44
	Bill	02/28/2021	CL40596	2,289.53
Total Coleman Oil				6,854.10
Mike White Ford of Sandpoint				
	Bill	02/17/2021	15845	33.81
	Bill	02/18/2021	15864	666.25
	Bill	02/22/2021	15920	406.80
	Bill	02/24/2021	15979	33.81
Total Mike White Ford of Sandpoint				1,140.67
Napa Auto Parts				
	Bill	02/20/2021	016503	107.47
Total Napa Auto Parts				107.47
Pressure Clean Services, Inc.				
	Bill	02/22/2021	14615	405.00
	Bill	02/26/2021	14635	393.00
Total Pressure Clean Services, Inc.				798.00
Verizon Wireless				
	Bill	02/13/2021	9873326404	246.96
Total Verizon Wireless				246.96
Ziply Fiber				
	Bill	02/22/2021		172.27
Total Ziply Fiber				172.27
TOTAL				10,122.04

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of March 11, 2021

	Type	Date	Num	Open Balance
Brown's Northside Machine & Gear, Inc.				
	Bill	02/23/2021	S 130947	48.42
	Bill	03/08/2021	W 44807	442.35
Total Brown's Northside Machine & Gear, Inc.				490.77
Coleman Oil				
	Bill	03/07/2021	CL44872	2,430.51
Total Coleman Oil				2,430.51
First Bankcard				
	Bill	02/26/2021		1,280.57
Total First Bankcard				1,280.57
Mike White Ford of Sandpoint				
	Bill	03/10/2021	16204	36.62
Total Mike White Ford of Sandpoint				36.62
Mountain Ledgers				
	Bill	02/28/2021	5391	720.00
Total Mountain Ledgers				720.00
Pressure Clean Services, Inc.				
	Bill	03/05/2021	14654	405.00
Total Pressure Clean Services, Inc.				405.00
TOTAL				5,363.47

SPOT Ridership

2021	Fixed	Demand	Van Pool	Bonniers Ferry	Mountain Route	Total
January	3,334	270		111	9,300	13,015
February	3,278	311		96	7,894	11,579
March						0
April						0
May						0
June						0
July						0
August						0
September						0
October						0
November						0
December						0
TOTAL YTD	6,612	581	0	207	17,194	24,594

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
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
TOTAL	56,599	5,019	3,166	2,924	35,514	103,222

*2,934
Festival

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
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
TOTAL	61,269	4,403	2,976	2,608	71,256

*2,907
Festival

SPOT Agenda Item Summaries

Meeting Date: March 18, 2021

Agenda Item: 7A

From: David Sims

Topic: One Time Funding Grant Award Procurement

Background: SPOT has been awarded grant funds for our technology grant and for our planning grant. I am seeking permission from the board to start the procurement process for the grants once we receive the funding agreements from ITD. The technology grant amount is \$39,399, and requires no local match. The planning grant amount is \$50,963, and requires \$4,037 in local match.

Meeting Date: March 18, 2021

Agenda Item: 7B

From: David Sims

Topic: Consider Soliciting Bids for Two Mountain Route Buses

Background: SPOT received a grant award last fall for two additional Mountain Route buses. Schweitzer has agreed to pay the match amount for the buses. I am seeking board approval to start the procurement process. If the board approves, we intend to solicit bids in April, with an expected delivery time in October or November.

Meeting Date: March 18, 2021

Agenda Item: 7C

From: David Sims

Topic: Temporary AAA Reimbursement Rate Modification

Background: AAA has modified our reimbursement rate to provide an increase of 50% for senior rides from March 1 to June 30, 2021. No board action is required.



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Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8533 • itd.idaho.gov/pt

Dear David,

Congratulations! On February 18, 2021 we received approval from the Idaho Transportation Board on the One Time CARES Funding awards. Your project has received Board approval:

Scope: ITS Technology
Award: CARES - \$39,399
Term: ~04/01/2021 – 09/30/2023
Agreement ID: C2174SE

Moving forward with this project Summer Hirschfield will be your point of contact. I would like to take a moment to remind you of the process moving forward. Shortly our team will begin the process of entering all of the approved awards into FTA's grant management system. Once we have approval from FTA we will be reaching out to you with your funding agreement. Our team utilizes Agreement ID numbers to help track the funds for each award, your Agreement ID number will remain the same throughout your award.

To ensure that you will always receive exceptional follow up please use PTCARES@itd.idaho.gov for any correspondence or technical assistance related to your award. As with your other CARES awards, your reimbursements will be processed through the portal. I have included Summer's contact information below:

Name: Summer Hirschfield
Phone Number: 208 334-8286
Email Address: Summer.Hirschfield@itd.idaho.gov

We look forward to working with you.

Sincerely,

Shauna Miller|Grants & Contracts Officer
ITD Public Transportation Office



**Your Safety • Your Mobility
Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8533 • itd.idaho.gov/pt

Dear David,

Congratulations! On February 18, 2021 we received approval from the Idaho Transportation Board on the One Time Funding awards. Your project has received Board approval:

Scope: Technology Planning
Award: 5311 Rural - \$50,963
Term: 10/01/2021 – 09/30/2023
Agreement ID: C2271SE

Moving forward with this project our capital team will be your point of contact. We wanted to take a moment to remind you of the process moving forward. In April our team will begin the process of entering all of the approved awards into FTA's grant management system. Once we have approval from FTA we will be reaching out to you with your funding agreement. Our team utilizes Agreement ID numbers to help track the funds for each award, your Agreement ID number will remain the same throughout your award.

To ensure that you will always receive exceptional follow up please use PTCapital@itd.idaho.gov for any correspondence, reimbursements, or technical assistance related to capital grants. This inbox is monitored by both of us to ensure that even when one of us is out of the office you'll still be well taken care of. You are welcome to cc us on the email as well, I have included our contact information below:

Name: Ada Finlayson
Phone Number: 208 334-8848
Email Address: Ada.Finlayson@itd.idaho.gov

Name: Shauna Miller
Phone Number: 208 334-8853
Email Address: Shauna.Miller@itd.idaho.gov

We look forward to working with you.

Sincerely,

Ada Finlayson & Shauna Miller
Capital Grants & Contracts Officers
Public Transportation Office



Transportation Services Contract Modification
March 1, 2021 – June 30, 2021

Contract No. 1922-00

PURPOSE

The purpose of the Transportation Program is to provide transportation services to participants as described in the attached Program Scope of Work. This funding agreement is by and between *North Idaho College, Area Agency on Aging of North Idaho, and Selkirk-Pend Oreille Transit Authority, Sandpoint, Idaho.* The purpose of this contract modification is to temporarily increase the reimbursement rate.

CONTRACT TERMS

The term of the Transportation Program contract is four (4) years, from July 1 2018, through June 30, 2022. The provider's program shall be designed to provide continuous service for the full term of this contract. This modification is an amendment to temporarily increase the reimbursement rates.

PROGRAM FUNDING, UNITS, AND REIMBURSEMENT RATES

The reimbursement rates for the respective services for the period of July 1, 2020 through June 30, 2021, are indicated below:

SERVICE	OLD RATE	NEW RATE
	7/1/20 – 2/28/21	3/1/21 – 6/30/21
Boundary County Demand Response	\$3.00	\$4.50
Boundary County to Sandpoint	\$5.00	\$7.50
Bonner County Fixed Route	\$1.25	\$1.88
Bonner County Demand Response	\$3.00	\$4.50

The increased reimbursement rate is for the period of March 1, 2021 through June 30, 2021, or until funding is no longer available, whichever occurs first. Funding will revert back to the previous rates on July 1, 2021, dependent on available funding at that time, or when the funding to support the increased reimbursement rates are no longer available, whichever is earlier.

MUTUAL AGREEMENT

By signing below both parties agree to the terms and the funding levels designated above.

Board Chair or Agency Director:

DAVID SIMS
Name

Director
Title

[Signature]
Signature

2/25/21
Date

Area Agency on Aging:

Sage Stockbarel
Name

Director
Title

[Signature]
Signature

3/8/21
Date