



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, May 20, 2021, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 867 7333 2596

Passcode: 951206

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 April 15, 2021 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for April 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. Discussion Item: Discuss 2022-2024 grant application
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  
April 15, 2021**

**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,  
**Absent:** Zale Palmer, Wally Cossairt

**MINUTES:** Approve minutes of the March 18, 2021 regular meeting as presented.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for March. The Finance Committee reviewed the financial reports. Clif reported we are under budget.

**Motion to approve financial reports:** Clif Warren/ Gary Kunzeman. 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 / Ron Smith. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported that ridership for March improved in all areas except for Bonners Ferry. The Bonners Ferry Senior Center is opening in April, so we are hoping to see increase in ridership.

**Operations:** Deliveries for the Food Banks are continuing in both counties. Shannon painted the inside of the bus shelter at the library and Kootenai to cover graffiti. The Mountain Route is over for this season. We had far fewer problems than last year. Mud flaps will be installed across the bus behind the rear tires to prevent rocks from damaging the rear radiators. The Idaho House has passed a bill removing mask requirements for transit workers. The bill still needs to pass the Senate and be signed by the Governor. For the meantime, we are still under the federal requirement for masks. If the Idaho bill becomes law, we will stop requiring masks.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Nothing to report.

- B. **Finance Committee Update:** Clif Warren reported the financial committee reviewed the financial reports and also discussed the utilization of CARES Funds to preserve match collected. We have projected a 5311 match shortfall of about \$16,000 for this year. We will start pulling from CARES Funds once the match runs out. Or we may start pulling operations funds only from the CARES Funds and the rest to the 5311 to save match funds for the capital expenditures. The committee will be discussing this further and develop a plan for action at the next board meeting.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Consider Match requests for FY2021-2022.** City of Sandpoint requested the match amount they need to budget for next year. David Sims and Clif Warren attended the city council meeting and told them to budget the same amount as last year, knowing we have CARES Funds to fall back on. The Finance Committee will re-visit the match shortfall by area. David feels there is more shortfall in Bonner County than in Boundary County or Mountain Route. Schweitzer is requesting we provide more service next year and will increase their match by accordingly. They were given the amount of \$10,000 for the increased services.

**Motion to use the same match levels next year from the current year, except for Schweitzer, which will increase by \$10,000 due to increased. Clif Warren/ Ron Smith. All in favor. Approved.**

- B. Discussion Item: Temporary AAA Reimbursement Rate Modification.** Last month we received a letter advising us our reimbursement rate would increase going forward. Then we received another letter advising our reimbursement rate would go back to the reduced rate.

**No action taken.**

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

**Meeting adjourned 11:43 a.m.**

8:48 AM  
05/13/21  
Accrual Basis

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of April 30, 2021**

<b>ASSETS</b>	<b>Bonner County</b>	<b>Boundary County</b>	<b>Van Pool</b>	<b>Total</b>
<b>Current Assets</b>				
Checking/Savings	360,221.71	17,948.86	4,413.69	382,584.26
Accounts Receivable	1,080.25	328.00	0.00	1,408.25
Grant Funds Receivable	52,700.00	3,729.00	0.00	56,429.00
Total Other Current Assets	30,996.99	2,271.00	0.00	33,267.99
<b>Total Current Assets</b>	<b>444,998.95</b>	<b>24,276.86</b>	<b>4,413.69</b>	<b>473,689.50</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>1,479,366.96</b>	<b>96,637.23</b>	<b>4,413.69</b>	<b>1,580,417.88</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	38,217.92	1,890.42	0.00	40,108.34
<b>Equity</b>	<b>1,441,149.04</b>	<b>94,746.81</b>	<b>4,413.69</b>	<b>1,540,309.54</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,479,366.96</b>	<b>96,637.23</b>	<b>4,413.69</b>	<b>1,580,417.88</b>

8:48 AM  
05/13/21  
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	36,678.25	39,303.34	3,298.00	5,448.60	11,742.00	15,091.86	0.00	0.00	51,718.25	59,843.80
<b>Expenses:</b>										
<b>Administration</b>	7,128.62	9,345.88	485.62	624.78	2,210.48	2,428.40	0.00	0.00	9,824.72	12,399.06
<b>Operations</b>	32,659.55	35,787.16	3,684.01	4,657.06	7,478.12	13,224.14	0.00	0.00	43,821.68	53,668.36
<b>Preventative Maintenance</b>	10,163.62	6,922.44	49.79	1,079.31	5,940.91	5,749.55	0.00	0.00	16,154.32	13,751.30
<b>Total Expenses</b>	49,951.79	52,055.48	4,219.42	6,361.15	15,629.51	21,402.09	0.00	0.00	69,800.72	79,818.72
<b>Net Ordinary Income</b>	-13,273.54	-12,752.14	-921.42	-912.55	-3,887.51	-6,310.23	0.00	0.00	-18,082.47	-19,974.92
<b>Other Income/Expense</b>	20.50	-3,499.58	0.00	0.00	0.00	0.00	0.00	0.00	20.50	-3,499.58
<b>Net Income</b>	<b>-13,253.04</b>	<b>-16,251.72</b>	<b>-921.42</b>	<b>-912.55</b>	<b>-3,887.51</b>	<b>-6,310.23</b>	<b>0.00</b>	<b>0.00</b>	<b>-18,061.97</b>	<b>-23,474.50</b>

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8:48 AM  
05/13/21  
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	362,641.95	477,550.99	34,897.90	53,789.02	159,896.88	191,574.41	0.00	0.00	557,436.73	722,914.42
<b>Expenses:</b>										
<b>Administration</b>	59,346.32	74,820.94	5,487.39	5,328.50	12,434.13	18,139.50	0.00	0.00	77,267.84	98,288.94
<b>Operations</b>	211,535.27	238,850.57	22,693.19	34,654.68	94,939.30	133,633.62	0.00	0.00	329,167.76	407,138.87
<b>Preventative Maintenance</b>	38,809.58	46,816.94	574.98	5,155.16	28,655.07	24,777.83	0.00	0.00	68,039.63	76,749.93
<b>Total Expenses</b>	309,691.17	360,488.45	28,755.56	45,138.34	136,028.50	176,550.95	0.00	0.00	474,475.23	582,177.74
<b>Net Ordinary Income</b>	52,950.78	117,062.54	6,142.34	8,650.68	23,868.38	15,023.46	0.00	0.00	82,961.50	140,736.68
<b>Other Income/Expense</b>	135.63	-56,721.10	0.00	0.00	0.00	0.00	0.00	0.00	135.63	-56,721.10
<b>Net Income</b>	<b>53,086.41</b>	<b>60,341.44</b>	<b>6,142.34</b>	<b>8,650.68</b>	<b>23,868.38</b>	<b>15,023.46</b>	<b>0.00</b>	<b>0.00</b>	<b>83,097.13</b>	<b>84,015.58</b>

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9:57 AM

05/13/21

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of May 13, 2021**

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Type	Date	Num	Open Balance
<b>Bonner General Health</b>			
Bill	04/05/2021	March testing	180.00
Total Bonner General Health			180.00
<b>Oxarc Inc.</b>			
Bill	04/14/2021	31232833	63.90
Bill	04/29/2021	31245322	33.90
Bill	05/06/2021	31251671	45.20
Bill	05/10/2021	31253033	95.45
Total Oxarc Inc.			238.45
<b>Spokane Testing Solutions</b>			
Bill	05/03/2021	8659	165.00
Total Spokane Testing Solutions			165.00
<b>TOTAL</b>			<b>583.45</b>

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of April 26, 2021**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>5th Avenue Car Wash</b>				
	Bill	04/14/2021	Jan-March washes	91.98
Total 5th Avenue Car Wash				91.98
<b>Coleman Oil</b>				
	Bill	04/11/2021	CL53367	2,427.99
	Bill	04/18/2021	CL54850	1,258.18
Total Coleman Oil				3,686.17
<b>Goldenwest Mobility</b>				
	Bill	04/09/2021	21830	163.35
	Bill	04/23/2021	WO #110	163.35
Total Goldenwest Mobility				326.70
<b>Les Schwab</b>				
	Bill	04/14/2021	10900614165	146.40
Total Les Schwab				146.40
<b>Mike White Ford of Sandpoint</b>				
	Bill	04/14/2021	16838	33.81
	Bill	04/21/2021	16990	1,599.83
	Bill	04/21/2021	16993	33.81
Total Mike White Ford of Sandpoint				1,667.45
<b>Pressure Clean Services, Inc.</b>				
	Bill	04/12/2021	14775	355.00
	Bill	04/15/2021	14799	416.00
	Bill	04/24/2021	14823	200.00
Total Pressure Clean Services, Inc.				971.00
<b>Verizon Wireless</b>				
	Bill	04/13/2021	9877599606	247.68
Total Verizon Wireless				247.68
<b>Ziply Fiber - BF</b>				
	Bill	04/13/2021		38.89
Total Ziply Fiber - BF				38.89
<b>TOTAL</b>				<b>7,176.27</b>



# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of May 12, 2021

	Type	Date	Num	Open Balance
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	04/08/2021	W 44916	5,073.77
	Bill	04/09/2021	S132044	1.99
Total Brown's Northside Machine & Gear, Inc.				5,075.76
<b>Coleman Oil</b>				
	Bill	04/25/2021	CL55718	1,288.50
	Bill	04/30/2021	CL56523	1,085.56
	Bill	05/02/2021	CL60543	280.50
	Bill	05/09/2021	CL61315	1,494.07
Total Coleman Oil				4,148.63
<b>First Bankcard</b>				
	Bill	04/28/2021		1,025.85
Total First Bankcard				1,025.85
<b>Goldenwest Mobility</b>				
	Bill	05/03/2021	21905	163.35
Total Goldenwest Mobility				163.35
<b>Les Schwab</b>				
	Bill	04/26/2021	10800616632	1,865.88
	Bill	04/27/2021	10800616917	119.94
	Bill	04/28/2021	10800617095	1,775.94
	Bill	04/29/2021	10800617168	119.94
Total Les Schwab				3,881.70
<b>Mike White Ford of Sandpoint</b>				
	Bill	05/03/2021	17167	1,505.25
	Bill	05/05/2021	17250	33.81
Total Mike White Ford of Sandpoint				1,539.06
<b>Mountain Ledgers</b>				
	Bill	04/30/2021	5543	686.25
Total Mountain Ledgers				686.25
<b>Pressure Clean Services, Inc.</b>				
	Bill	04/30/2021	14846	252.50
	Bill	05/07/2021	14881	240.00
Total Pressure Clean Services, Inc.				492.50
<b>Ziply Fiber</b>				
	Bill	04/22/2021		172.94
Total Ziply Fiber				172.94
<b>TOTAL</b>				<b>17,186.04</b>

## SPOT Agenda Item Summaries

Meeting Date: May 20, 2021

Agenda Item: 7A

From: David Sims

Topic: Discuss 2022-2024 grant application

Background: We will be submitting our grant application this fall for FY 2022-23 and FY 2023-24. ITD has not released the application or timeline yet, but I would like to discuss options for the next application.

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