



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, August 19, 2021, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 853 2019 7049

Passcode: 744966

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 July 15, 2021 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for July 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: Consider employee holiday, vacation and PTO policies
  - b. Action Item: Adopt preliminary 2021-2022 budget
  - c. Action Item: Set 2021-2022 budget hearing date and authorize publication of budget
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  
July 15, 2021**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:08 A.M.**

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

**Absent:** Wally Cossairt

**MINUTES:** Approve minutes of the June 16, 2021 regular meeting as presented.

**Motion to Approve: Zale Palmer/ Ron Smith. All in favor. Approved**

Approve minutes of the June 24, 2021 special meeting as presented.

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

**FINANCIAL REPORTS:**

- A.** Accept Financial Reports for June. The Finance Committee reviewed the financial reports.

**Motion to approve 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 / Ron Smith. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** David Sims reported that June fixed route ridership is fairly static. The Demand and Boundary ridership are both starting to see more improvement.

**Operations:** One of the SPOT buses was in the 4<sup>th</sup> of July parade in Sandpoint. The new Mountain route buses have been ordered and should be delivered in November. The Schweitzer Summer Fest is this weekend and we will be using 2 of the regular route-sized buses due to construction taking up the parking lot, making use of the Mountain buses not feasible. David is waiting for a WA supplier price list update to purchase the other regular route buses. ITD has approved use of the WA list. David is waiting for the specs before proceeding with the purchase of the new bus for Boundary County. Keokee has started working on the marketing grant items and new schedule, which will include the stop at the future Kaniksu location. ITD is still working on the PSAs to promote transit ridership. We have been having a lot of issues with air conditioners in the buses. We are experiencing 3 week wait times to get buses into Mike White, so have been using other local repair shops.

**COMMITTEE REPORTS:**

- A. Boundary County Service Development Committee:** Ron Smith reported the ridership numbers still need to increase before Monday service could be implemented. David reported they are making buttons to be handed out with food bank items and at the Coalition's Boundary County Fair booth.

- B. Finance Committee Update:** Zale Palmer reported the financial committee reviewed the financial reports. We will be using the Cares Act funds 100% to fund August & September instead of the 5311, due to match limitations. The committee is working on updating the employee manual – clarifying issues relating to full-time/part-time status, vacation, and holiday pay.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Execution Session pursuant to Idaho Code 74-206 1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.**
- B. Action Item: Consider administrative staff duties.**
- C. Action Item: Consider temporary board duties**  
**Motion to table above items A, B & C due to rescinded resignation of Executive Director. Clif Warren/Nancy Lewis. Motion passed.**
- D. Action Item: Consider changes to personnel policy.** Various issues were presented to the board for discussion. 1) Holidays to be observed on actual holiday, not a different date. 2) Eliminating the full-time/part-time classification. This affects eligibility of vacation, PTO. Consider using a PTO accrual rate for all non-seasonal/temporary employees. 3) Establish a cap to jury duty pay. 4) Eliminate the holiday pay for full-time employees (pay when not working) – possibly build it into the PTO accrual. The Finance Committee will work up different scenarios for different rates and the costs for consideration.  
**No action taken.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** The board is glad that David rescinded his resignation.

**Meeting adjourned 11:49 a.m.**

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of July 31, 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	294,180.84	12,071.82	4,413.69	310,666.35
Accounts Receivable	1,578.18	730.80	0.00	2,308.98
Grant Funds Receivable	74,894.00	5,452.00	0.00	80,346.00
Total Other Current Assets	30,857.49	2,271.00	0.00	33,128.49
<b>Total Current Assets</b>	<b>401,510.51</b>	<b>20,525.62</b>	<b>4,413.69</b>	<b>426,449.82</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>1,435,878.52</b>	<b>92,885.99</b>	<b>4,413.69</b>	<b>1,533,178.20</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	31,538.28	1,689.65	0.00	33,227.93
<b>Equity</b>	<b>1,404,340.24</b>	<b>91,196.34</b>	<b>4,413.69</b>	<b>1,499,950.27</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,435,878.52</b>	<b>92,885.99</b>	<b>4,413.69</b>	<b>1,533,178.20</b>

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	40,234.18	49,718.13	3,307.80	4,740.70	2,018.00	963.34	0.00	0.00	45,559.98	55,422.17
<b>Expenses:</b>										
<b>Administration</b>	9,592.36	9,145.88	284.25	609.78	1,417.79	1,189.70	0.00	0.00	11,294.40	10,945.36
<b>Operations</b>	34,616.95	31,789.91	3,239.31	4,205.42	1,130.00	20.00	0.00	0.00	38,986.26	36,015.33
<b>Preventative Maintenance</b>	8,371.95	6,922.44	368.91	629.31	180.41	0.00	0.00	0.00	8,921.27	7,551.75
<b>Total Expenses</b>	52,581.26	47,858.23	3,892.47	5,444.51	2,728.20	1,209.70	0.00	0.00	59,201.93	54,512.44
<b>Net Ordinary Income</b>	-12,347.08	1,859.90	-584.67	-703.81	-710.20	-246.36	0.00	0.00	-13,641.95	909.73
<b>Other Income/Expense</b>	18.34	-19,611.58	0.00	0.00	0.00	0.00	0.00	0.00	18.34	-19,611.58
<b>Net Income</b>	<b>-12,328.74</b>	<b>-17,751.68</b>	<b>-584.67</b>	<b>-703.81</b>	<b>-710.20</b>	<b>-246.36</b>	<b>0.00</b>	<b>0.00</b>	<b>-13,623.61</b>	<b>-18,701.85</b>

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

- 0.00

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

Type	Date	Num	Open Balance
<b>Bonner General Health</b>			
Bill	07/01/2021	June testing	40.00
Bill	07/31/2021	June testing	70.00
Total Bonner General Health			110.00
<b>Bryson Sales &amp; Service, Inc.</b>			
Bill	07/19/2021	179254	97.89
Total Bryson Sales & Service, Inc.			97.89
<b>Eureka Institute</b>			
Bill	08/06/2021	554	21,500.00
Total Eureka Institute			21,500.00
<b>KG&amp;T Septic, Inc.</b>			
Bill	07/26/2021	22771	86.75
Total KG&T Septic, Inc.			86.75
<b>Spokane Testing Solutions</b>			
Bill	07/29/2021	9435	165.00
Total Spokane Testing Solutions			165.00
<b>United Data Security, Inc.</b>			
Bill	08/02/2021	114413	27.95
Total United Data Security, Inc.			27.95
<b>TOTAL</b>			<b>21,987.59</b>

Selkirks-Pend Oreille Transit Authority  
**Paid Bills Detail**  
As of August 12, 2021

	Type	Date	Num	Open Balance
<b>Coleman Oil</b>				
	Bill	07/31/2021	CL81997	1,638.38
	Bill	08/01/2021	CL86065	290.66
	Bill	08/08/2021	CL86866	1,922.64
Total Coleman Oil				3,851.68
<b>First Bankcard</b>				
	Bill	07/28/2021		1,881.09
Total First Bankcard				1,881.09
<b>Mike White Ford of Sandpoint</b>				
	Bill	07/30/2021	4724	21.63
	Bill	07/30/2021	4728	29.19
	Bill	08/04/2021	19010	35.97
	Bill	08/11/2021	19169	35.97
Total Mike White Ford of Sandpoint				122.76
<b>Mountain Ledgers</b>				
	Bill	07/31/2021	5664	821.25
Total Mountain Ledgers				821.25
<b>Napa Auto Parts</b>				
	Bill	07/29/2021	043599	20.53
	Bill	07/19/2021	041720	53.34
	Bill	07/13/2021	040626	25.62
Total Napa Auto Parts				99.49
<b>Pressure Clean Services, Inc.</b>				
	Bill	07/31/2021	15144	300.00
	Bill	08/07/2021	15165	280.00
Total Pressure Clean Services, Inc.				580.00
<b>Snedden Law, P.C.</b>				
	Bill	08/02/2021	2478	120.00
Total Snedden Law, P.C.				120.00
<b>TOTAL</b>				<b>7,476.27</b>



# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of July 30, 2021

	Type	Date	Num	Open Balance
<b>Coleman Oil</b>				
	Bill	07/11/2021	CL78667	1,649.10
	Bill	07/18/2021	CL80278	2,096.96
	Bill	07/25/2021	CL81176	1,664.08
Total Coleman Oil				5,410.14
<b>Idaho Department of Labor</b>				
	Bill	07/27/2021	Q2 SUI charges	22.10
Total Idaho Department of Labor				22.10
<b>Les Schwab</b>				
	Credit	07/21/2021	10800632323	-143.88
	Bill	07/12/2021	10800630558	50.00
	Bill	07/20/2021	10800632199	1,937.88
Total Les Schwab				1,844.00
<b>Mike White Ford of Sandpoint</b>				
	Bill	07/08/2021	4443	36.74
	Bill	07/14/2021	18605	35.73
	Bill	07/21/2021	18745	35.73
	Bill	07/28/2021	18893	35.73
Total Mike White Ford of Sandpoint				143.93
<b>Napa Auto Parts</b>				
	Bill	07/14/2021	040902	53.07
Total Napa Auto Parts				53.07
<b>Pressure Clean Services, Inc.</b>				
	Bill	07/10/2021	15080	280.00
	Bill	07/16/2021	15099	240.00
	Bill	07/24/2021	15126	280.00
Total Pressure Clean Services, Inc.				800.00
<b>Verizon Wireless</b>				
	Bill	07/13/2021	9884046613	247.16
Total Verizon Wireless				247.16
<b>Zipty Fiber</b>				
	Bill	07/22/2021		164.52
Total Zipty Fiber				164.52
<b>Zipty Fiber - BF</b>				
	Bill	07/13/2021		38.79
Total Zipty Fiber - BF				38.79
<b>TOTAL</b>				<b>8,723.71</b>

### SPOT Ridership

<b>2021</b>	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	4,345	414		111	6,715	11,585	
April	3,513	331		97	1,531	5,472	
May	3,949	299		69		4,317	
June	3,782	375		119		4,276	
July	4,420	388		169	524	5,501	*759
August						0	Festival
September						0	
October						0	
November						0	
December						0	
<b>TOTAL YTD</b>	<b>26,621</b>	<b>2,388</b>	<b>0</b>	<b>772</b>	<b>25,964</b>	<b>55,745</b>	

<b>2020</b>	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	
<b>TOTAL YTD</b>	<b>38,706</b>	<b>3,659</b>	<b>1,068</b>	<b>1,648</b>	<b>46,596</b>	<b>91,677</b>	

<b>2019</b>	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	
<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	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	
<b>TOTAL</b>	<b>61,269</b>	<b>4,403</b>	<b>2,976</b>	<b>2,608</b>	<b>71,256</b>	

## SPOT Agenda Item Summaries

Meeting Date: August 19, 2021

Agenda Item: 7A

From: David Sims

Topic: Consider employee holiday, vacation and PTO policies

Background: This is a continuation of the discussion at the July board meeting concerning employee benefits.

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Meeting Date: August 19, 2021

Agenda Item: 7B

From: David

Topic: Adopt preliminary 2021-2022 budget

Background: Attached is a preliminary budget for board consideration.

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Meeting Date: August 19, 2021

Agenda Item: 7C

From: David Sims

Topic: Set 2021-2022 budget hearing date and authorize publication of budget

Background: The board needs to set a public hearing date for the budget and authorize publication of the budget.

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3:03 PM  
08/16/21  
Accrual Basis

**Selkirks-Pend Oreille Transit Authority**  
**Summary Proposed Budget**  
**October 2021 - September 2022**

	Bonner County				Boundary County	Van Pool	Total
	Fixed	Demand	Mountain	Total			
<b>Total Income</b>	884,333	109,041	469,593	1,462,967	136,269	18,300	1,617,536
<b>Expenses:</b>							
<b>Administration</b>	147,205	442	24,088	171,735	8,377	0	180,113
<b>Operations</b>	391,258	95,082	138,619	624,959	41,060	18,300	684,320
<b>Preventative Maintenance</b>	53,874	13,517	21,886	89,278	6,831	0	96,109
<b>Total Expenses</b>	592,338	109,041	184,593	885,972	56,269	18,300	960,541
<b>Net Ordinary Income</b>	291,995	0	285,000	576,995	80,000	0	656,995
<b>Other Income/Expense</b>	-291,995	0	-285,000	-576,995	-80,000	0	-656,995
<b>Net Income</b>	<b>-0</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>0</b>	<b>0</b>	<b>0</b>