



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

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

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 818 2420 4990

Passcode: 210141

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 October 21, 2021 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for October 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 driver wages
 - b. Action Item: Mountain Route operations and contract approval
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
October 21, 2021**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:07 A.M.

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

Absent: Ron Smith, Wally Cossairt

Public Comment Period: No public present.

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

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

FINANCIAL REPORTS:

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

Motion to approve 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/ Nancy Lewis. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that fixed route ridership was fairly level. There continues to be good demand for the Para-Transit service. In Bonners Ferry, the local services days are very busy. The Senior Center in Bonners Ferry has re-opened again, but not as much demand to go there as before. Food Bank deliveries are still taking place for Boundary County. Trips from Bonners Ferry to Sandpoint are also filling up.

Operations: We provided service for Schweitzer's Fall Fest and had a large number of riders. Washington State has changed their purchasing agreement again. ITD is still working on the PSA's – print ads and some social media. Most of them will hit in the Spring. Keokee is working with Shannon on SPOT's marketing. They are taking new pictures and updating facebook. The bus stop shelter slab for the new apartment complex on Kootenai Cut-Off has been modified to conform to the plans. Working with Kanisku for a bus shelter at their new location. Kaniksu will be providing us with the space on their property due to space limitations around the sidewalk. Waiting for approval from City of Sandpoint. Bonners Ferry is requesting service to the City Pool. We continue to struggle with Mike White being able to handle bus repairs, anything outside of routine service. Having to use Compass more often and they have been very accommodating. One driver was out with Covid and has returned. One more was tested, but negative result. Another was exposed this week and is being tested. The mountain route driver list has been mostly filled.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Covered in the operations report.

- B. Finance Committee Update:** Zale Palmer reported we ended the fiscal year under budget. The committee discussed the 2022-2024 grant request due soon. In order to cover inflation and fuel costs, decided to estimate costs high. Using \$4.50/gallon for gas and \$4.75/gallon for diesel for total of \$160,000/year. Using driver wage rates up to \$20/hour-\$22/hour for total of \$556,000/year. All other expenses will be increased 4% per year.

ACTION & DISCUSSION ITEMS:

- A. Approve Washington State Transit Bus Cooperative Purchasing Agreement.** WA has again made minor changes to the agreement. Clarified that sales tax is based on location of delivery, so we will not be charged any sales tax.
Motion to approve the Washington State Transit Bus Cooperative Purchasing Agreement. Clif Warren/ Nancy Lewis. Approved.
- B. Consider driver wages.** Have been advertising on Indeed for both regular route and mountain route driver positions. Have received some response for the mountain route openings. David compared our offered wage rates to the rates in other similar postings. There was discussion about current wage rates and shift hours. Also, ITD may have some excess funds available that might be used to supplement 5311 funds. Might be offering housing and insurance vouchers. Still unknown what will happen at this time. SPOT to consider providing signing bonuses for new hires and/or retention bonuses for existing employees. Possibly payable over time with certain hour requirements. Or bonus program similar to the current mountain route incentive plan. Need to wait and see what develops over the next month.
No actions taken
- C. Consider budget amount for 2022-2024 ITD grant requests.** The Finance Committee report discussed the assumptions for the 2022-2024 grant request. We should not need to purchase many new buses – currently estimate will only need one para-transit bus.
No actions taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Finance Committee also discussed applying a percentage of operating costs each month against the CARES Fund instead of waiting at end of year when 5311 match has been used in full.

Meeting adjourned 12:05 p.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of October 31, 2021

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	238,297.20	10,459.24	4,413.69	253,170.13
Accounts Receivable	139,455.42	12,796.80	0.00	152,252.22
Grant Funds Receivable	132,202.32	8,395.68	0.00	140,598.00
Total Other Current Assets	30,947.91	1,723.08	0.00	32,670.99
Total Current Assets	540,902.85	33,374.80	4,413.69	578,691.34
Total Fixed Assets	1,078,240.01	72,360.37	0.00	1,150,600.38
TOTAL ASSETS	1,619,142.86	105,735.17	4,413.69	1,729,291.72
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	49,294.51	2,380.87	0.00	51,675.38
Equity	1,569,848.35	103,354.30	4,413.69	1,677,616.34
TOTAL LIABILITIES & EQUITY	1,619,142.86	105,735.17	4,413.69	1,729,291.72

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	180,160.97	181,973.26	15,606.14	16,164.29	4,634.11	412,407.76	0.00	0.00	200,401.22	610,545.31
Expenses:										
Administration	8,492.90	11,853.96	244.18	624.78	1,447.35	1,189.70	0.00	0.00	10,184.43	13,668.44
Operations	37,040.15	41,321.46	4,540.79	3,186.84	1,881.30	2,514.25	0.00	0.00	43,462.24	47,022.55
Preventative Maintenance	5,924.67	5,889.24	6.26	969.29	2,609.93	0.00	0.00	0.00	8,540.86	6,858.53
Total Expenses	51,457.72	59,064.66	4,791.23	4,780.91	5,938.58	3,703.95	0.00	0.00	62,187.53	67,549.52
Net Ordinary Income	128,703.25	122,908.60	10,814.91	11,383.38	-1,304.47	408,703.81	0.00	0.00	138,213.69	542,995.79
Other Income/Expense	11.04	-3,499.58	0.00	0.00	0.00	-335,000.00	0.00	0.00	11.04	-338,499.58
Net Income	128,714.29	119,409.02	10,814.91	11,383.38	-1,304.47	73,703.81	0.00	0.00	138,224.73	204,496.21

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Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of November 10, 2021

	Type	Date	Num	Open Balance
Coleman Oil				
	Bill	11/07/2021	CL18885	1,594.43
Total Coleman Oil				1,594.43
First Bankcard				
	Bill	10/28/2021		4,909.38
Total First Bankcard				4,909.38
Goldenwest Mobility				
	Bill	11/03/2021	22481	323.80
	Bill	11/03/2021	22482	163.50
Total Goldenwest Mobility				487.30
Mike White Ford of Sandpoint				
	Bill	11/03/2021	20690	37.83
	Bill	11/09/2021	5574	17.96
	Bill	11/10/2021	20818	55.21
Total Mike White Ford of Sandpoint				111.00
Mountain Ledgers				
	Bill	10/31/2021	5761	798.75
Total Mountain Ledgers				798.75
Napa Auto Parts				
	Bill	11/09/2021	060792	169.00
	Bill	11/02/2021	059555	186.84
Total Napa Auto Parts				355.84
Pressure Clean Services, Inc.				
	Bill	11/07/2021	15433	197.50
Total Pressure Clean Services, Inc.				197.50
State Insurance Fund				
	Bill	09/30/2021	Audit Billing	2,228.00
	Bill	10/01/2021	Installment #1	5,041.00
Total State Insurance Fund				7,269.00
TOTAL				15,723.20

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of November 1, 2021

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Brown's Northside Machine & Gear, Inc.				
	Bill	10/25/2021	W45975	18.90
	Bill	10/25/2021	W45979	18.90
	Bill	10/28/2021	W45907	118.13
Total Brown's Northside Machine & Gear, Inc.				<u>155.93</u>
Coleman Oil				
	Bill	10/17/2021	CL10533	1,507.36
	Bill	10/24/2021	CL11457	1,666.27
	Bill	10/31/2021	CL12378	1,511.60
Total Coleman Oil				<u>4,685.23</u>
Idaho Department of Labor				
	Bill	09/30/2021	Q3 unemployment	2,722.23
Total Idaho Department of Labor				<u>2,722.23</u>
Les Schwab				
	Bill	10/14/2021	10800647512	39.96
Total Les Schwab				<u>39.96</u>
Mike White Ford of Sandpoint				
	Bill	10/13/2021	20328	37.83
	Bill	10/20/2021	20445	217.82
	Bill	10/27/2021	20562	37.83
Total Mike White Ford of Sandpoint				<u>293.48</u>
Napa Auto Parts				
	Bill	10/18/2021	057010	8.80
Total Napa Auto Parts				<u>8.80</u>
Pressure Clean Services, Inc.				
	Bill	10/15/2021	15371	240.00
	Bill	10/22/2021	15387	145.00
	Bill	10/29/2021	15410	160.00
Total Pressure Clean Services, Inc.				<u>545.00</u>
Verizon Wireless				
	Bill	10/13/2021	9890583008	244.88
Total Verizon Wireless				<u>244.88</u>
Ziplay Fiber				
	Bill	10/22/2021		163.82
Total Ziplay Fiber				<u>163.82</u>
Ziplay Fiber - BF				
	Bill	10/13/2021		38.63
Total Ziplay Fiber - BF				<u>38.63</u>
TOTAL				<u><u>8,897.96</u></u>

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11/10/21

Selkirks-Pend Oreille Transit Authority

Unpaid Bills Detail

As of November 10, 2021

Type	Date	Num	Open Balance
Bonner General Health			
Bill	10/31/2021	Oct testing	40.00
Total Bonner General Health			40.00
KG&T Septic, Inc.			
Bill	10/18/2021	24314	120.00
Total KG&T Septic, Inc.			120.00
Northwest Auto Body Ponderay			
Bill	10/19/2021	RO 6239	1,513.00
Total Northwest Auto Body Ponderay			1,513.00
Spokane Testing Solutions			
Bill	10/31/2021	10223	110.00
Total Spokane Testing Solutions			110.00
TOTAL			1,783.00

SPOT Ridership

2021	Fixed	Demand	Van Pool	Bonnors 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 Festival
August	3,965	460		139		4,564	*618 Festival
September	3,392	459		123	3,382	7,356	
October	3,471	425		190		4,086	
November						0	
December						0	
TOTAL YTD	37,449	3,732	0	1,224	29,346	71,751	

2020	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	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	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	*2,934 Festival
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	

2018	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	*2,907 Festival
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	

SPOT Agenda Item Summaries

Meeting Date: November 18, 2021

Agenda Item: 7A

From: David Sims

Topic: Consider driver wages

Background: The board discussed driver wages at the October meeting and wanted to discuss further at the November meeting. At this time, I am not recommending any changes to the wage scale.

Meeting Date: November 18, 2021

Agenda Item: 7B

From: David Sims

Topic: Mountain Route operations and contract approval

Background: We will have a contract for the mountain route operation at the board meeting. It is very similar to the contract we had last year, with the addition of 4 extra shifts per week and a larger match amount.
