



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, February 17, 2022, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 822 1950 0284

Passcode: 618470

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 January 20, 2022 regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for January 2022
  - 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 office rent options
  - b. Action Item: Consider mountain route operations
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  
January 20, 2022**

**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, Shannon Pittman, Zale Palmer

**Absent:** Wally Cossairt

**Public Comment Period:** No public present.

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

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

**FINANCIAL REPORTS:**

- A.** Accept Financial Reports for December. The Finance Committee reviewed the financial reports. Expenses are under budget. Following up on unpaid match pledges from Ponderay & Schweitzer Mountain Condo Assn.

**Motion to approve financial reports:** Nancy Lewis/ Gary Kunzeman. All in favor. Approved

- B.** Approve payment of prepaid bills and outstanding bills. Colleen to look into cashing out points on credit card before they expire.

**Motion to approve payment of prepaid bills and outstanding bills:** Ron Smith/ Zale Palmer. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported that ridership for December was much improved. Paratransit is strong, Boundary County is back to 2019 levels, Mountain Route exceeded 2019 ridership, fixed route is still weak when compared to prior years, but more than the last few months.

**Operations:** December was a very eventful month. ITD's building flooded due to a broken pipe and there is a chance of asbestos contamination. They won't be allowed back into their building for around 6 months. Employees are working remotely. ICRMP reviewed the new employee manual and had only a few comments. We need to give employees 30 days advance notice of the changes, so will make it effective April 1, 2022 to coincide with start of calendar quarter and allow time for printing/distribution to employees. The 2 new grants for planning & technology are ready to start. The planning grant deals with analyzing the possibility of new routes and micro transit. The technology grant is to replace the existing tablets in the buses. David and Shannon are gathering information to issue requests for quotes. Our current tracking system provider, DoubleMap, was bought out. They will not be supporting our existing system much longer. The contract expires February 22<sup>nd</sup> and they will renew on a month-to-month basis for a while. NEPA studies are needed for the new bus shelter locations. There have been numerous issues with drivers including illness, medical issues, personal transportation issues, damages to buses, and quitting. Mountain

Route buses have required numerous repairs for hitting barriers, broken windshields, radiator repair due to hose cut by fan. The bus loads are heavy and road conditions are bad. Bus service had to be suspended last week on the heavy snow day – rain on ice and no traction. Since the last board meeting, 39 driver shifts had to be filled for one reason or another, even using previous employees to fill in. We have not received any responses to an ad placed on Indeed for the past couple of weeks. Clif requested that David submit for reimbursement funds he paid to house a driver at a local hotel that could not make his shifts due to personal transportation issues.

#### **COMMITTEE REPORTS:**

- A. Boundary County Service Development Committee:** The deliveries for the Boundary County Food Bank are ending as they are interfering with our regular operations.
- B. Finance Committee Update:** Reported above under Financial Reports heading.

#### **ACTION & DISCUSSION ITEMS:**

- A. Approve changing new route bus passenger capacity.** Starting February 7, 2022, the rules to obtain a CDL license will be changing. In the past only a written test and local skills test were required. Our drivers also require a passenger endorsement. The new rule for any passenger endorsement will require attending a formal training program, lasting two weeks or more and costing \$2,000-\$3,000. RTAP has increased their training limit per employee to help cover these costs. One option for SPOT is to reduce the bus size to under 16 passengers as CDL's are only required when the original design of the bus allows for 16 or more passengers. Removing seats to reduce capacity is not an option as it is based on the original design. We currently have two larger route buses on order, for which a change order can be issued to reduce the chassis size. We would also need to clear this with ITD as the grant was issued for the larger buses. Another option is to become a recognized trainer so SPOT can train their own drivers at a significant savings.  
**Motion to submit a change order to reduce the size of the two route buses on order. Nancy Lewis/ Gary Kunzeman. Approved.**
- B. Consider driver wages.** David has been running driver ads with no response. There are a lot of openings on Indeed. Would like to raise wages in order to keep current drivers and possibly entice new ones. Wage increase would only be for route drivers. Mountain drivers would stay the same for this season. Would need to establish different wage scales for drivers with CDL's and those without. David presented a wage comparison worksheet proposing a \$2/hour wage increase for route drivers and the mechanic. David feels that this increase is well within our current budget.  
**Motion to increase driver and mechanic wages by \$2/hour effective February 1, 2022. Zale Palmer/ Ron Smith. Approved.**
- C. Consider holiday pay exception.** David is requesting a one-time exception to our current holiday pay policy to allow for time and a half pay for the drivers that worked Christmas Day and New Year's Day. Would equal approximately 19 hours or around \$400. Drivers that worked these holidays were expecting to receive the extra holiday pay, even though the current employee manual states that holiday pay is paid when the holidays are recognized, which might not be on the actual holiday. The new employee manual removes this confusion as holidays will be recognized on the actual day going forward.  
**Motion to pay a one-time exception to the holiday pay policy for Christmas Day and New Year's Day. Zale Palmer/ Gary Kunzeman. Approved.**
- D. Consider mountain route operations.** Issues with the Mountain Route were discussed in the operations section above. Having the Mountain Route is a great challenge due to road conditions, Schweitzer expectations, passenger expectations, mask policy, higher maintenance buses, no full-time mechanic or shop building to work on the buses. David feels we should consider approaching Schweitzer again with the option to contract out the Mountain Route to them. Nancy requested that this issue be tabled for further consideration.  
**No action taken.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Nancy requested that any questions and/or comments regarding the Mountain Route be submitted to David Sims before the next meeting.

**Meeting adjourned 12:13 p.m.**

10:20 AM  
02/11/22  
Accrual Basis

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of January 31, 2022**

<b>ASSETS</b>	<b>Bonner County</b>	<b>Boundary County</b>	<b>Van Pool</b>	<b>Total</b>
<b>Current Assets</b>				
Checking/Savings	361,957.96	27,086.38	4,413.69	393,458.03
Accounts Receivable	100,423.57	531.30	0.00	100,954.87
Grant Funds Receivable	78,356.31	4,178.69	0.00	82,535.00
Total Other Current Assets	30,977.41	1,723.08	0.00	32,700.49
<b>Total Current Assets</b>	<b>571,715.25</b>	<b>33,519.45</b>	<b>4,413.69</b>	<b>609,648.39</b>
<b>Total Fixed Assets</b>	<b>1,078,240.01</b>	<b>72,360.37</b>	<b>0.00</b>	<b>1,150,600.38</b>
<b>TOTAL ASSETS</b>	<b>1,649,955.26</b>	<b>105,879.82</b>	<b>4,413.69</b>	<b>1,760,248.77</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	54,256.62	2,775.88	0.00	57,032.50
<b>Equity</b>	<b>1,595,698.64</b>	<b>103,103.94</b>	<b>4,413.69</b>	<b>1,703,216.27</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,649,955.26</b>	<b>105,879.82</b>	<b>4,413.69</b>	<b>1,760,248.77</b>

**Selkirks-Pend Oreille Transit Authority  
Summary Profit & Loss Budget vs. Actual  
January 2022**

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	37,728.12	41,014.74	3,781.99	4,678.67	25,725.76	25,605.72	0.00	0.00	67,235.87	71,299.13
<b>Expenses:</b>										
<b>Administration</b>	10,996.82	11,653.96	1,211.56	609.78	2,078.91	3,023.25	0.00	0.00	14,287.29	15,286.99
<b>Operations</b>	32,793.14	38,388.42	3,308.02	4,363.38	27,442.24	34,965.80	0.00	0.00	63,543.40	77,717.60
<b>Preventative Maintenance</b>	3,719.71	5,889.29	30.75	469.29	4,823.38	3,171.20	0.00	0.00	8,573.84	9,529.78
<b>Total Expenses</b>	47,509.67	55,931.67	4,550.33	5,442.45	34,344.53	41,160.25	0.00	0.00	86,404.53	102,534.37
<b>Net Ordinary Income</b>	-9,781.55	-14,916.93	-768.34	-763.78	-8,618.77	-15,554.53	0.00	0.00	-19,168.66	-31,235.24
<b>Other Income/Expense</b>	766.21	-3,499.58	0.00	0.00	0.00	0.00	0.00	0.00	766.21	-3,499.58
<b>Net Income</b>	<b>-9,015.34</b>	<b>-18,416.51</b>	<b>-768.34</b>	<b>-763.78</b>	<b>-8,618.77</b>	<b>-15,554.53</b>	<b>0.00</b>	<b>0.00</b>	<b>-18,402.45</b>	<b>-34,734.82</b>

- -

10:20 AM  
02/11/22  
Accrual Basis

**Selkirks-Pend Oreille Transit Authority  
Summary Profit & Loss Budget vs. Actual  
October 2021 - January 2022**

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	304,711.62	535,925.23	28,641.56	30,632.92	142,403.87	473,796.47	0.00	0.00	475,757.05	1,040,354.62
<b>Expenses:</b>										
<b>Administration</b>	42,066.85	54,015.70	1,987.72	3,469.16	7,934.32	9,664.60	0.00	0.00	51,988.89	67,149.46
<b>Operations</b>	141,492.23	159,780.69	15,872.52	14,750.36	62,314.39	83,441.26	0.00	0.00	219,679.14	257,972.31
<b>Preventative Maintenance</b>	22,731.88	22,917.16	434.58	2,427.12	15,745.20	8,357.40	0.00	0.00	38,911.66	33,701.68
<b>Total Expenses</b>	206,290.96	236,713.55	18,294.82	20,646.64	85,993.91	101,463.26	0.00	0.00	310,579.69	358,823.45
<b>Net Ordinary Income</b>	98,420.66	299,211.68	10,346.74	9,986.28	56,409.96	372,333.21	0.00	0.00	165,177.36	681,531.17
<b>Other Income/Expense</b>	-1,352.70	-293,998.36	0.00	0.00	0.00	-335,000.00	0.00	0.00	-1,352.70	-628,998.36
<b>Net Income</b>	<b>97,067.96</b>	<b>5,213.32</b>	<b>10,346.74</b>	<b>9,986.28</b>	<b>56,409.96</b>	<b>37,333.21</b>	<b>0.00</b>	<b>0.00</b>	<b>163,824.66</b>	<b>52,532.81</b>

- (0.00)

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of February 1, 2022**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	01/16/2022	CL36253	3,411.71
	Bill	01/23/2022	CL37637	3,501.42
	Bill	01/30/2022	CL38463	3,651.25
	Bill	01/31/2022	CL38730	527.25
Total Coleman Oil				<u>11,091.63</u>
<b>Idaho Department of Labor</b>				
	Bill	12/31/2021	Qtr 4 unemployment	76.02
Total Idaho Department of Labor				<u>76.02</u>
<b>KG&amp;T Septic, Inc.</b>				
	Bill	01/10/2022	25611	130.00
Total KG&T Septic, Inc.				<u>130.00</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	01/19/2022	21978	55.21
	Bill	01/26/2022	22104	37.83
Total Mike White Ford of Sandpoint				<u>93.04</u>
<b>Napa Auto Parts</b>				
	Bill	01/22/2022	073001	25.84
	Bill	01/21/2022	072815	179.37
Total Napa Auto Parts				<u>205.21</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	01/15/2022	15614	200.00
	Bill	01/21/2022	15634	380.00
	Bill	01/28/2022	15649	300.00
Total Pressure Clean Services, Inc.				<u>880.00</u>
<b>Verizon Wireless</b>				
	Bill	01/13/2022	9897260488	252.17
Total Verizon Wireless				<u>252.17</u>
<b>Ziply Fiber</b>				
	Bill	01/22/2022		161.93
Total Ziply Fiber				<u>161.93</u>
<b>Ziply Fiber - BF</b>				
	Bill	01/13/2022		38.40
Total Ziply Fiber - BF				<u>38.40</u>
<b>TOTAL</b>				<u><u><u>12,928.40</u></u></u>



**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of February 10, 2022**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	01/13/2022	W46303	681.96
	Bill	01/26/2022	W46453	47.25
	Bill	01/26/2022	W46432	609.35
	Bill	01/27/2022	W46465	910.53
	Bill	02/02/2022	W46476	1,023.63
Total Brown's Northside Machine & Gear, Inc.				3,272.72
<b>Coleman Oil</b>				
	Bill	02/06/2022	CL42963	3,046.38
Total Coleman Oil				3,046.38
<b>Dycks Oil &amp; Auto</b>				
	Bill	01/26/2022	49722	30.75
Total Dycks Oil & Auto				30.75
<b>First Bankcard</b>				
	Bill	01/27/2022		436.38
Total First Bankcard				436.38
<b>KG&amp;T Septic, Inc.</b>				
	Bill	02/09/2022	26005	130.00
Total KG&T Septic, Inc.				130.00
<b>Mike White Ford of Sandpoint</b>				
	Bill	01/05/2022	21745	6.68
	Bill	02/02/2022	22215	37.83
	Bill	02/09/2022	22331	37.83
Total Mike White Ford of Sandpoint				82.34
<b>Mountain Ledgers</b>				
	Bill	01/31/2022	5881	720.00
Total Mountain Ledgers				720.00
<b>Pressure Clean Services, Inc.</b>				
	Bill	02/04/2022	15675	260.00
Total Pressure Clean Services, Inc.				260.00
<b>RWC Group</b>				
	Bill	02/08/2022	XA106026774	89.22
Total RWC Group				89.22
<b>State Insurance Fund</b>				
	Bill	02/01/2022	Installment #3	6,499.00
Total State Insurance Fund				6,499.00
<b>TOTAL</b>				<b>14,566.79</b>

9:23 AM

02/10/22

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of February 10, 2022**

---

Type	Date	Num	Open Balance
<b>Bryson Sales &amp; Service, Inc.</b>			
Bill	01/18/2022	182952	124.46
Total Bryson Sales & Service, Inc.			124.46
<b>Melody Muffler</b>			
Bill	02/08/2022	83531	180.00
Total Melody Muffler			180.00
<b>Northwest Auto Body Ponderay</b>			
Bill	01/13/2022	RO 6734	391.00
Bill	01/21/2022	RO 6761	395.00
Total Northwest Auto Body Ponderay			786.00
<b>SHL CPAs PLLC (Anderson Bros)</b>			
Bill	01/31/2022	6240	2,273.75
Total SHL CPAs PLLC (Anderson Bros)			2,273.75
<b>TOTAL</b>			<b>3,364.21</b>



Account Number: 4988 6562 3253 8055  
New Balance: ..... \$436.38  
Minimum Payment Due: ..... \$35.00  
Payment Due Date: ..... February 25, 2022

Make checks payable to First National Bank of Omaha

Amount of Payment Enclosed

\$

Change of Address? If yes, please complete reverse side.

2253 051369  
SELKIRKS PEND OREILLE TRA  
DAVID SIMS  
BOX 8  
31656 HIGHWAY 200  
PONDERAY ID 83852-9500

First National Bank of Omaha  
P.O. Box 2818  
Omaha, NE 68103-2818

4988656232538055 0000000003500 0000000043638

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Business Edition® Visa®

Account Number:  
4988 6562 3253 8055  
Page 001 of 002



### Account Summary

Previous Balance ..... \$4,668.91  
Payments ..... -\$4,668.91  
Other Credits ..... -\$852.49  
Purchases ..... +\$1,288.87  
Balance Transfers ..... +\$0.00  
Cash Advances ..... +\$0.00  
Fees Charged ..... +\$0.00  
Interest Charged ..... +\$0.00  
**New Balance ..... \$436.38**  
  
Statement Closing Date ..... 01/27/22  
Days in Billing Cycle ..... 30  
  
  
Total Credit Limit ..... \$10,000.00  
Available Credit ..... \$9,563.00  
Cash Limit ..... \$2,000.00  
Available Cash ..... \$2,000.00



### Payment Information

New Balance ..... \$436.38  
Minimum Payment Due ..... \$35.00  
Past Due Amount ..... \$0.00  
**Payment Due Date ..... February 25, 2022**

Manage your business expenses with convenient online access.



- Make secure online payments
- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

Login today to explore all the online possibilities!



### Customer Service

Save Time and Stamps  
by Paying Online!

Call: Toll Free 1-800-819-4249

(TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Visit: [www.card.fnbo.com](http://www.card.fnbo.com)

Remit to: First National Bank of Omaha, P.O. Box 2818, Omaha, NE 68103-2818

### REWARDS SUMMARY

Earn reward points everyday you earn 5 points per \$1 spent on qualifying Business Expenses (up to \$25,000 during a period of 12 billing cycles. After \$25,000, earn 1 point per \$1 spent); 2 points per \$1 spent on qualifying Gas and Dining Purchases (up to \$25,000 during a period of 12 billing cycles. After \$25,000, earn 1 point per \$1 spent); and 1 point per \$1 spent on other purchases.

Regular points earned this month.....914  
Business Expense points earned this month.....1,366  
Gas and Dining points earned this month.....0  
Bonus points earned this month.....0  
Total points earned this month.....2,280  
Points redeemed this month.....0  
Current point balance.....8,383

Points expiring on your next statement closing date .....0

(Points earned expire on or after 3 years from the date they are awarded. To avoid expiring your points, please redeem them before your due date listed on this statement.)

Redeem your points for travel, gift cards, merchandise, cash back as a statement credit to the designated Account, an ACH deposit to any checking or savings account (ABA routing number required), or as a check sent to you by mail. You can redeem online 24/7 by accessing the Account at the web address listed above or by calling the Rewards Service Center at 888-801-7987 during hours of operation Monday through Friday, 8:00 a.m. to 11:00 p.m. Central Standard Time, and Saturday and Sunday, 8:00 a.m. to 4:30 p.m. Central Standard Time.



### Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
The following items were transferred from account 4988659135925817				
12-28	12-30	24164071363105006427232	STAPLES 00105726 PONDERAY ID	\$32.25
12-28	12-30	24943011363010186153737	THE HOME DEPOT #1810 PONDERAY ID	\$162.95

# Thank you

Thank you for your business.

Account Number:  
4988 6562 3253 8055  
Page 002 of 002



## Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
12-20	12-31	24622751364200195642261 7	CREATIVE BUS SALES AZ PHOENIX AZ	\$45.93
12-29	12-31	24943011364010190064549	THE HOME DEPOT #1810 PONDERAY ID	\$9.85
12-30	12-31	24692161364100296850374 7	SQ *COMPASS MECHANICAL RE gosq.com ID	\$402.56
1-01	1-03	24692162001100693815092 7	GOOGLE *GSUITE_spotbus cc@google.com CA	\$12.00
1-01	1-03	24692162001100785433861 7	INDEED 203-564-2400 CT	\$33.47
1-03	1-04	24717052003150037426926 1	SPORTWORKS NW INC 425-4837000 WA	\$102.49
1-04	1-05	24717052004170040483143 1	SPORTWORKS NW INC 425-4837000 WA	\$102.49
1-04	1-11	74717052010160078471638	SPORTWORKS NW INC 425-4837000 WA	\$102.49 (CR)
1-10	1-12	24943012011010187217568	THE HOME DEPOT #1810 PONDERAY ID	\$73.38
1-11	1-13	24164072012105006440964	STAPLES 00105726 PONDERAY ID	\$225.95
1-12	1-13	24717052012270120665856	THE CO OP COUNTRY STORE PONDERAY ID	\$70.56
1-13	1-14	24011342013000035780574 2	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$14.99
1-19	1-19	74418002019027555087856	PAYMENT - THANK YOU	\$4,668.91 (CR)
1-21	1-24	74418002024001091510062	REWARDS CASH BACK	\$750.00 (CR)

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	19.99% (v)	N/A	\$4,192.82	30	\$0.00
Cash Advance	25.24% (v)	N/A	\$0.00	30	\$0.00

## 2022 Total Year-to-Date

Total fees charged in 2022 ..... \$0.00  
Total interest charged in 2022 ..... \$0.00

## Additional Information Regarding Your Account

### An Easier Way to Pay Your Bills!

Tired of writing checks and spending money on stamps every time you pay a bill? Pay your recurring monthly bills automatically with your credit card! No hassle. No forgetting to send a payment for phone, internet, even utilities. And, no worries about your payment being lost or intercepted in the mail. It's quick and convenient. Start paying your monthly bills with your credit card today!

To ensure accuracy, please print clearly using upper-case letters and numbers only.  
Please do not use Red Ink, Gel pens or Pencil.

**CHANGE OF ADDRESS, PHONE, OR E-MAIL**

Address	_____
Apt/Bldg#	_____
City	_____
State, ZIP	_____
Home Phone	_____
Work Phone	_____
Cell Phone	_____
E-mail Address	_____

If you have a Credit Card for business purposes, and are requesting an address change, we may request additional information.

**Payment Requirements:** Payments must be (1) accompanied by the top portion of this billing statement; (2) received no later than 5:00 p.m. (Central Time) on the Payment Due Date at the location we have specified for receipt of your payment; (3) made only by one check or money order with the account number listed thereon if your payment is made by mail; (4) made in U.S. Dollars; and (5) sent in the enclosed envelope to the P.O. Box specified on the top of the front of this statement. If we accept a payment that does not comply with these requirements, there may be a delay in crediting your account, which may result in additional interest and fees. If your payment is returned unpaid by your bank for insufficient funds, we may re-present your check electronically. If you want to make a single payment on multiple accounts, please contact Commercial Card Customer Service for specific instructions.

**Credit Limits:** Only the "Cash Limit" portion of your Credit Limit is available for cash advances. "Available Credit" or "Available Cash" refers to the part of your Credit Limit or Cash Limit that was available as of this billing statement's closing date and may not reflect overlimit or credit balance amounts. We may raise or lower your Credit Limit and/or Cash Limit at any time and may restrict the amount that is available for Balance Transfers. After we credit a payment to your account, there may be a delay before it operates to restore your Available Credit or Available Cash. There may be a delay in restoring your Available Credit until we determine a payment is unlikely to be returned for insufficient funds or for some other reason. If an individual Credit Limit has not been established for an account by the Company, its authorized representative or the account owner, the Credit Limit disclosed on statements for any such account may disclose an amount up to the Credit Limit of the Company's account (which may not accurately reflect the actual Credit Limit available for the Company's account).

**Errors, Questions and Charges Not Recognized:**

- Merchants may bill under different names and/or locations. If possible, verify the dollar amount to a sales receipt.
- When returning merchandise through the mail, always request a returned receipt.
- Be sure to obtain a cancellation number when canceling lodging reservations.
- Regarding problems with goods or services, first attempt to resolve with the merchant.

**Liability for Unauthorized Use:** If you notice the loss or theft of your credit card or a possible unauthorized use of your card, you should write to us immediately at P.O. Box 3696 Omaha, NE 68103-0696 or the facsimile number 402-602-6098 or call us at 1-800-688-7070. If we issue less than ten cards: (1) You will not be liable for any unauthorized use that occurs after you notify us; (2) You may, however, be liable for unauthorized use that occurs before your notice to us; and (3) In any case, your liability will not exceed \$50. If we issue ten or more cards, the Company, its authorized representative and/or the account owner shall be liable for any and all unauthorized use thereof.

**Information Provided to Credit Bureaus:** Information about your account is periodically provided to one or more credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report. If you think any information regarding you or your account is inaccurate, write to us on a separate sheet at: P.O. Box 3412, Omaha, NE 68103-0412.

### SPOT Ridership

<b>2022</b>	Fixed	Demand	Bonniers Ferry	Mountain Route	Total
January	3,986	365	136	20,650	25,137
February					0
March					0
April					0
May					0
June					0
July					0
August					0
September					0
October					0
November					0
December					0
<b>TOTAL</b>	<b>3,986</b>	<b>365</b>	<b>136</b>	<b>20,650</b>	<b>25,137</b>

<b>2021</b>	Fixed	Demand	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
August	3,965	460	139		4,564
September	3,392	459	123	3,382	7,356
October	3,471	425	190		4,086
November	3,478	429	200	562	4,669
December	3,873	401	256	14,413	18,943
<b>TOTAL</b>	<b>44,800</b>	<b>4,562</b>	<b>1,680</b>	<b>44,321</b>	<b>95,363</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</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
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
<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>

## SPOT Agenda Item Summaries

Meeting Date: February 17, 2022

Agenda Item: 7A

From: David Sims

Topic: Consider office rent options

Background: The property management company has told us that the back warehouse spaces may be coming available, and they want to know if SPOT would like to lease them. Leasing the space would allow us to keep our buses (except the mountain route buses) inside, provide an inside space to work on buses, and provide more storage space for us. We will have more details about the cost and the size of the space at the board meeting.

---

Meeting Date: February 17, 2022

Agenda Item: 7B

From: David Sims

Topic: Consider mountain route operations

Background: We would like to discuss options with the board for future mountain route operations, including sub-granting the operation of the route to Schweitzer or another party.

---