



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

Amended 3/15

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

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 863 9121 7094

Passcode: 289030

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 17, 2022 regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for February 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: Approve Double Map Contract Amendment
 - b. Action Item: Consider FY 2022-2024 5311 grant amount
 - c. Action Item: Consider Mountain Route Operations
 - d. Action Item: Consider new bus purchase options
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 17, 2022**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.

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

Absent: Clif Warren, Wally Cossairt

Public Comment Period: No public present.

MINUTES: Approve minutes of the January 20, 2022 regular meeting as presented.

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

FINANCIAL REPORTS:

- A.** Accept Financial Reports for January.

Motion to approve financial reports: Nancy Lewis/ Zale Palmer. 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 ridership for January increased across the board, except for Boundary County. Total ridership was 25,137, compared to 13,015 for January 2021 and 24,322 for January 2020. This was our highest ridership ever (even pre-Covid), with the bulk of the riders on the Mountain Route. Boundary County had a significant decrease for the month. Hopefully a one-time dip. The federal mask mandate is scheduled to expire in March 2022.

Operations: David was notified at the end of January that the company we ordered the new route buses from will no longer be making the buses. The bus purchase process will need to start over. The driver status has improved and getting more interest. We will be losing one driver due to shoulder issues. We will need to transition from DoubleMap this summer/fall 2022. Bonner General will no longer be performing drug tests. There are a couple of other local testing companies that we will try to work with. We can also use Boundary Hospital for testing. The Mountain Route challenges continue. One bus is still down waiting for parts. Bus #32 was taken to Brown's Northside five times in the last two weeks. We have been using one of the Schweitzer buses, which is not in the greatest of condition. Might take the part needed from bus #32 to get the other bus back into operation, so we won't have to use the Schweitzer bus. The new mountain buses might arrive at the end of March.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Nothing to report.
- B. Finance Committee Update:** The Finance Committee reviewed the financial reports. Expenses are under budget, even with higher fuel and repair costs. Also discussed the rent options.

ACTION & DISCUSSION ITEMS:

- A. Consider office rent options.** David asked the property manager last fall to let us know if the warehouse space becomes available. They notified David the warehouses will be available. Our current rent is \$505, including utilities and snow removal. There was discussion about the layout and size of the warehouses and the proposed rent, utilities, and snow removal costs. It was proposed that we look into buying property and building our own structure. There has been sporadic vandalism at our current location. If we decide to build, we might consider shifting funding requests from the 5311 grant to the CARES Fund grant to preserve match funds. Need more information from the property manager on the total costs involved in the warehouse spaces.
Motion to not consider moving into the back part of the building and warehouse spaces. Ron Smith/ Gary Kunzeman. Approved.
- B. Consider mountain route operations.** This route is a struggle. It would still be a struggle even with the new buses. There are not enough resources to handle the operations. It was discussed a couple of years ago to switch to an alternate model where we contract out the operations to another operator, which could be Schweitzer. Schweitzer would still pay their match if they were the operator. This would go out to bid to other operators. We would pay the operator a fixed cost per mile. They would use our buses. This is the same model used by other ski resorts. David would like to pursue discussions to switch to this model.
Motion that David continue to discuss the alternate model with Schweitzer and to take the mountain route out to bid with other contractors. Nancy Lewis/ Gary Kunzeman. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Gary Kunzeman asked if we should switch the type of buses used for mountain route. Buses have fan and height issues. The passengers and drivers do prefer the rear engine type buses. David also mentioned that we are getting set up to train drivers to obtain passenger endorsements.

Meeting adjourned 11:50 a.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of February 28, 2022

| ASSETS | Bonner County | Boundary County | Van Pool | Total |
|---------------------------------------|----------------------|------------------------|-----------------|---------------------|
| Current Assets | | | | |
| Checking/Savings | 309,303.70 | 23,702.15 | 4,413.69 | 337,419.54 |
| Accounts Receivable | 85,708.85 | 511.35 | 0.00 | 86,220.20 |
| Grant Funds Receivable | 125,620.31 | 6,024.69 | 0.00 | 131,645.00 |
| Total Other Current Assets | 29,932.92 | 1,723.08 | 0.00 | 31,656.00 |
| Total Current Assets | 550,565.78 | 31,961.27 | 4,413.69 | 586,940.74 |
| Total Fixed Assets | 1,078,240.01 | 72,360.37 | 0.00 | 1,150,600.38 |
| TOTAL ASSETS | 1,628,805.79 | 104,321.64 | 4,413.69 | 1,737,541.12 |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | 56,432.94 | 1,955.99 | 0.00 | 58,388.93 |
| Equity | 1,572,372.85 | 102,365.65 | 4,413.69 | 1,679,152.19 |
| TOTAL LIABILITIES & EQUITY | 1,628,805.79 | 104,321.64 | 4,413.69 | 1,737,541.12 |

9:22 AM
03/12/22
Accrual Basis

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

| | Bonner County | | Boundary County | | Mountain Route | | Van Pool | | Total | |
|---------------------------------|-------------------|-------------------|-----------------|----------------|------------------|-------------------|-------------|-------------|-------------------|-------------------|
| | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| Total Income | 35,922.85 | 42,642.66 | 3,385.35 | 4,717.08 | 29,248.00 | 24,113.51 | 0.00 | 0.00 | 68,556.20 | 71,473.25 |
| Expenses: | | | | | | | | | | |
| Administration | 9,493.40 | 11,853.96 | 279.48 | 624.78 | 2,164.01 | 3,023.25 | 0.00 | 0.00 | 11,936.89 | 15,501.99 |
| Operations | 37,833.84 | 41,723.27 | 3,786.77 | 4,408.99 | 25,774.49 | 29,188.89 | 0.00 | 0.00 | 67,395.10 | 75,321.15 |
| Preventative Maintenance | 3,584.01 | 5,569.30 | 25.51 | 469.29 | 9,693.20 | 5,186.20 | 0.00 | 0.00 | 13,302.72 | 11,224.79 |
| Total Expenses | 50,911.25 | 59,146.53 | 4,091.76 | 5,503.06 | 37,631.70 | 37,398.34 | 0.00 | 0.00 | 92,634.71 | 102,047.93 |
| Net Ordinary Income | -14,988.40 | -16,503.87 | -706.41 | -785.98 | -8,383.70 | -13,284.83 | 0.00 | 0.00 | -24,078.51 | -30,574.68 |
| Other Income/Expense | 14.43 | -3,499.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14.43 | -3,499.58 |
| Net Income | -14,973.97 | -20,003.45 | -706.41 | -785.98 | -8,383.70 | -13,284.83 | 0.00 | 0.00 | -24,064.08 | -34,074.26 |

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9:22 AM
03/12/22
Accrual Basis

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

| | Bonner County | | Boundary County | | Mountain Route | | Van Pool | | Total | |
|---------------------------------|------------------|-------------------|-----------------|-----------------|------------------|------------------|-------------|-------------|-------------------|------------------|
| | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| Total Income | 340,634.47 | 578,567.89 | 32,026.91 | 35,350.00 | 171,651.87 | 497,909.98 | 0.00 | 0.00 | 544,313.25 | 1,111,827.87 |
| Expenses: | | | | | | | | | | |
| Administration | 51,560.25 | 65,869.66 | 2,267.20 | 4,093.94 | 10,098.33 | 12,687.85 | 0.00 | 0.00 | 63,925.78 | 82,651.45 |
| Operations | 179,326.07 | 201,503.96 | 19,659.29 | 19,159.35 | 88,088.88 | 112,630.15 | 0.00 | 0.00 | 287,074.24 | 333,293.46 |
| Preventative Maintenance | 26,315.89 | 28,486.46 | 460.09 | 2,896.41 | 25,438.40 | 13,543.60 | 0.00 | 0.00 | 52,214.38 | 44,926.47 |
| Total Expenses | 257,202.21 | 295,860.08 | 22,386.58 | 26,149.70 | 123,625.61 | 138,861.60 | 0.00 | 0.00 | 403,214.40 | 460,871.38 |
| Net Ordinary Income | 83,432.26 | 282,707.81 | 9,640.33 | 9,200.30 | 48,026.26 | 359,048.38 | 0.00 | 0.00 | 141,098.85 | 650,956.49 |
| Other Income/Expense | -1,338.27 | -297,497.94 | 0.00 | 0.00 | 0.00 | -335,000.00 | 0.00 | 0.00 | -1,338.27 | -632,497.94 |
| Net Income | 82,093.99 | -14,790.13 | 9,640.33 | 9,200.30 | 48,026.26 | 24,048.38 | 0.00 | 0.00 | 139,760.58 | 18,458.55 |

- 0.00

11:37 AM

03/11/22

Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
As of March 11, 2022

| Type | Date | Num | Open Balance |
|---|------------|----------------------|---------------|
| Boundary Community Hospital | | | |
| Bill | 02/28/2022 | Feb testing | 25.00 |
| Total Boundary Community Hospital | | | 25.00 |
| Bryson Sales & Service, Inc. | | | |
| Bill | 02/16/2022 | 183631 | 45.31 |
| Bill | 03/04/2022 | 184009 | 65.50 |
| Total Bryson Sales & Service, Inc. | | | 110.81 |
| David Sims | | | |
| Bill | 02/15/2022 | Reimb driver lodging | 209.61 |
| Total David Sims | | | 209.61 |
| Melody Muffler | | | |
| Bill | 03/08/2022 | 819 | 51.00 |
| Total Melody Muffler | | | 51.00 |
| Oxarc Inc. | | | |
| Bill | 02/09/2022 | 31467793 | 142.02 |
| Total Oxarc Inc. | | | 142.02 |
| TOTAL | | | 538.44 |

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of March 1, 2022

| | Type | Date | Num | Open Balance |
|---|------|------------|------------------|------------------|
| Bonner General Health | | | | |
| | Bill | 02/02/2022 | December testing | 110.00 |
| Total Bonner General Health | | | | 110.00 |
| Brown's Northside Machine & Gear, Inc. | | | | |
| | Bill | 02/15/2022 | W46558 | 64.39 |
| | Bill | 02/22/2022 | W46543 | 531.57 |
| | Bill | 02/22/2022 | W46346 | 6,355.19 |
| Total Brown's Northside Machine & Gear, Inc. | | | | 6,951.15 |
| Coleman Oil | | | | |
| | Bill | 02/13/2022 | CL43781 | 3,574.69 |
| | Bill | 02/20/2022 | CL45261 | 3,565.61 |
| | Bill | 02/27/2022 | CL46141 | 3,645.76 |
| | Bill | 02/28/2022 | CL46419 | 641.55 |
| Total Coleman Oil | | | | 11,427.61 |
| Goldenwest Mobility | | | | |
| | Bill | 02/09/2022 | 22736 | 187.06 |
| Total Goldenwest Mobility | | | | 187.06 |
| Les Schwab | | | | |
| | Bill | 02/28/2022 | 10800672181 | 180.99 |
| Total Les Schwab | | | | 180.99 |
| Mike White Ford of Sandpoint | | | | |
| | Bill | 02/16/2022 | 22462 | 37.83 |
| | Bill | 02/23/2022 | 22578 | 802.08 |
| Total Mike White Ford of Sandpoint | | | | 839.91 |
| Pressure Clean Services, Inc. | | | | |
| | Bill | 02/16/2022 | 15697 | 380.00 |
| | Bill | 02/19/2022 | 15716 | 266.00 |
| Total Pressure Clean Services, Inc. | | | | 646.00 |
| Spokane Testing Solutions | | | | |
| | Bill | 02/28/2022 | 11342 | 55.00 |
| Total Spokane Testing Solutions | | | | 55.00 |
| Verizon Wireless | | | | |
| | Bill | 02/13/2022 | 9899506039 | 243.16 |
| Total Verizon Wireless | | | | 243.16 |
| Ziplay Fiber | | | | |
| | Bill | 02/22/2022 | | 162.11 |
| Total Ziplay Fiber | | | | 162.11 |
| Ziplay Fiber - BF | | | | |
| | Bill | 02/13/2022 | | 38.40 |
| Total Ziplay Fiber - BF | | | | 38.40 |
| TOTAL | | | | 20,841.39 |

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of March 11, 2022

| | Type | Date | Num | Open Balance |
|---|------|------------|---------|------------------|
| Brown's Northside Machine & Gear, Inc. | | | | |
| | Bill | 02/28/2022 | W46599 | 113.73 |
| | Bill | 02/28/2022 | W46561 | 141.75 |
| | Bill | 03/01/2022 | W46619 | 245.35 |
| | Bill | 03/02/2022 | W46563 | 10,630.93 |
| Total Brown's Northside Machine & Gear, Inc. | | | | 11,131.76 |
| Coleman Oil | | | | |
| | Bill | 03/06/2022 | CL50689 | 3,417.54 |
| Total Coleman Oil | | | | 3,417.54 |
| First Bankcard | | | | |
| | Bill | 02/28/2022 | | 1,997.65 |
| Total First Bankcard | | | | 1,997.65 |
| KG&T Septic, Inc. | | | | |
| | Bill | 03/08/2022 | 26263 | 130.00 |
| Total KG&T Septic, Inc. | | | | 130.00 |
| Mike White Ford of Sandpoint | | | | |
| | Bill | 02/24/2022 | 6569 | 17.44 |
| | Bill | 03/02/2022 | 22714 | 52.92 |
| | Bill | 03/09/2022 | 22826 | 37.83 |
| Total Mike White Ford of Sandpoint | | | | 108.19 |
| Mountain Ledgers | | | | |
| | Bill | 02/28/2022 | 5966 | 686.25 |
| Total Mountain Ledgers | | | | 686.25 |
| Napa Auto Parts | | | | |
| | Bill | 02/17/2022 | 076650 | 22.69 |
| | Bill | 03/02/2022 | 078304 | 120.84 |
| Total Napa Auto Parts | | | | 143.53 |
| Pressure Clean Services, Inc. | | | | |
| | Bill | 03/05/2022 | 15748 | 340.00 |
| Total Pressure Clean Services, Inc. | | | | 340.00 |
| Snedden Law, P.C. | | | | |
| | Bill | 03/07/2022 | 3125 | 1,260.00 |
| Total Snedden Law, P.C. | | | | 1,260.00 |
| TOTAL | | | | 19,214.92 |



2253 079776
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

Account Number: 4988 6562 3253 8055
New Balance: \$1,997.65
Minimum Payment Due: \$39.95
Payment Due Date: March 25, 2022

Make checks payable to First National Bank of Omaha

Amount of Payment Enclosed

\$

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

4988656232538055 0000000003995 0000000199765

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Business Edition® Visa®



Account Summary

Previous Balance \$436.38
Payments -\$436.38
Other Credits -\$0.00
Purchases +\$1,997.65
Balance Transfers +\$0.00
Cash Advances +\$0.00
Fees Charged +\$0.00
Interest Charged +\$0.00
New Balance \$1,997.65

Statement Closing Date 02/28/22
Days in Billing Cycle 32

Total Credit Limit \$10,000.00
Available Credit \$8,002.00
Cash Limit \$2,000.00
Available Cash \$2,000.00



Payment Information

New Balance \$1,997.65
Minimum Payment Due \$39.95
Past Due Amount \$0.00
Payment Due Date March 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

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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

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.....1,725
Business Expense points earned this month.....1,365
Gas and Dining points earned this month.....0
Bonus points earned this month.....0
Total points earned this month.....3,090
Points redeemed this month.....0
Current point balance.....11,473

Points expiring on your next statement closing date0

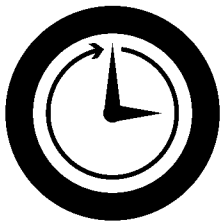
(Points earned expire on or after 3 years from the date they are awarded. To avoid expiring your points, please redeem them before your due date listed on this statement.)

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 |
|------------|-----------|---------------------------|---|-------------------------|
| 2-01 | 2-02 | 24692162032100095339165 7 | INDEED 203-564-2400 CT | \$517.13 |
| 2-02 | 2-03 | 24692162033100562604629 7 | GOOGLE *GSUITE_spotbus cc@google.com CA | \$12.00 |
| 2-02 | 2-04 | 24164072034105005740657 | STAPLES 00105726 PONDERAY ID | \$49.99 |
| 2-03 | 2-04 | 24692162034100279711401 7 | AMZN Mktp US*XS4XD8EN3 Amzn.com/bill WA | \$47.85 |
| 2-07 | 2-08 | 24692162038100352225853 7 | AMZN Mktp US*TY32G1EO3 Amzn.com/bill WA | \$157.95 |



24/7/365

Online Account Management is always available, day or night.

Log on today!

Account Number:
4988 6562 3253 8055
Page 002 of 002



Transaction Detail

| Trans Date | Post Date | Reference Number | Transaction Description | Credits (CR) and Debits |
|------------|-----------|---------------------------|-------------------------------------|-------------------------|
| 2-08 | 2-10 | 24164072040105005748785 | STAPLES 00105726 PONDERAY ID | \$51.87 |
| 2-10 | 2-14 | 24164072042105005750607 | STAPLES 00105726 PONDERAY ID | \$45.98 |
| 2-11 | 2-14 | 24492162043000002802975 2 | DOCUCOPIES.COM HTTPSWWW.DOCU WI | \$247.44 |
| 2-13 | 2-14 | 24011342044000046617933 2 | ZOOM.US 888-799-9666 WWW.ZOOM.US CA | \$14.99 |

The following items were transferred from account 4988659135925817

| | | | | |
|------|------|---------------------------|--|---------------|
| 2-11 | 2-14 | 74418002042027555064864 | PAYMENT - THANK YOU | \$436.38 (CR) |
| 2-16 | 2-17 | 24733092048091567003391 | ID TRANSDEPT 2083320102 BOISE ID | \$23.69 |
| 2-18 | 2-22 | 24692162049100939932531 7 | SQ *COMPASS MECHANICAL RE gosq.com ID | \$153.14 |
| 2-21 | 2-22 | 24431062053091957000031 | BIG 5 SPORTING GOODS 410 SANDPOINT ID | \$12.71 |
| 2-22 | 2-23 | 24431062053083722031334 7 | AMAZON.COM*CR91M9DS3 AMZN AMZN.COM/BILL WA | \$38.12 |
| 2-22 | 2-23 | 24692162053100872150342 2 | CBI*ACRONIS 800-799-9570 IL | \$79.99 |
| 2-24 | 2-28 | 24164072056105005766119 | STAPLES 00105726 PONDERAY ID | \$30.17 |
| 2-24 | 2-28 | 24943012056010190329653 | THE HOME DEPOT #1810 PONDERAY ID | \$55.21 |
| 2-25 | 2-28 | 24692162056100265032740 7 | SQ *COMPASS MECHANICAL RE gosq.com ID | \$459.42 |

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 | \$1,221.74 | 32 | \$0.00 |
| Cash Advance | 25.24% (v) | N/A | \$0.00 | 32 | \$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

| 2022 | Fixed | Demand | Bonniers Ferry | Mountain Route | Total |
|--------------|--------------|------------|-------------------|-------------------|---------------|
| January | 3,986 | 365 | 136 | 20,650 | 25,137 |
| February | 3,795 | 447 | 187 | 16,777 | 21,206 |
| March | | | | | 0 |
| April | | | | | 0 |
| May | | | | | 0 |
| June | | | | | 0 |
| July | | | | | 0 |
| August | | | | | 0 |
| September | | | | | 0 |
| October | | | | | 0 |
| November | | | | | 0 |
| December | | | | | 0 |
| TOTAL | 7,781 | 812 | 323 | 37,427 | 46,343 |

| 2021 | 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 |
| TOTAL | 44,800 | 4,562 | 1,680 | 44,321 | 95,363 |

| 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 | 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 |

SPOT Agenda Item Summaries

Meeting Date: March 17, 2022

Agenda Item: 7A

From: David Sims

Topic: Approve Double Map Contract Amendment

Background: The company that provides our bus tracking hardware and software is Doublemap. They have been acquired by Ford Motor Company, and the new name of the mapping entity is Transloc. Transloc will be discontinuing the Doublemap products and replacing them with Transloc products. They are planning to transition all of the Doublemap customers to Transloc products by the third quarter of this year.

Our contract with Doublemap expired in February. They have provided the attached contract amendment that will extend the service through June 30, 2022, and also assigns the contract to Transloc. The cost of the extension is the same monthly cost under our previous contracts.

Meeting Date: March 17, 2022

Agenda Item: 7B

From: David Sims

Topic: Consider FY 2022-2024 5311 grant amount

Background: The 5311 operating grant application that we submitted for FY 2022-2024 included a 20% increase from our FY2020-22 grant application, increasing from \$1,126,290 to \$1,351,851. The amount that PTAC is recommending for approval from the ITD board for SPOT is \$1,122,076. Statewide, there were slightly less 5311 funds available, and the amount of requested funds exceeded the amount available by \$4,307,256.

In talking with Ron Duran, the ITD public transportation manager, ITD expects increased 5311 funding for FY2024-26, but the exact amount is not known at this time. I want to discuss the implications of the reduced grant amount with the board.

Meeting Date: March 17, 2022

Agenda Item: 7C

From: David Sims

Topic: Consider Mountain Route Operations

Background: I will be having a conference call with ITD and the City of Driggs on March 15 to discuss how they are subcontracting their ski route. I hope to have more information at the board meeting about how this might work for SPOT.

Meeting Date: March 17, 2022

Agenda Item: 7D

From: David Sims

Topic: Consider new bus purchase options

Background: Our bus purchase orders were cancelled in late January when the manufacturer of the buses we ordered stopped producing buses. At the meeting on Thursday we will have new options for the board to consider.

**AMENDMENT 1
TO TECHNOLOGY LICENSE AND SERVICE AGREEMENT**

THIS AMENDMENT (the “**Amendment**”), dated as of the last signature to this Agreement (the “**Effective Date**”), is made and entered into by and among DoubleMap, Inc., (“DoubleMap” or “Assignor”), TransLoc, Inc. (“TransLoc” or “Assignor”) and Ponderay/Selkirks-Pend Oreille Transit (“**Customer**”).

WHEREAS, DoubleMap and Customer entered into that certain Technology License and Service Agreement dated February 21, 2017 (the “**Agreement**”);

WHEREAS, Double Map and TransLoc were brought under common control in 2019 through Ford Motor Company’s acquisition of DoubleMap, and the companies have integrated operations and are currently doing business as TransLoc; and

WHEREAS, the parties wish to assign the Agreement from DoubleMap to TransLoc

WHEREAS, the parties wish to further amend the agreement as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Assignment.

- 1.1 Assignor hereby (i) assigns, transfers and sets over to Assignee all of its rights, title, and interest in and to the TLSA and (ii) releases Assignor from all obligations to Customer under the TLSA, which obligations shall be Assignee’s obligations to Customer, as set forth in this Agreement, provided that such release shall not affect any obligations of Assignor with respect to payments or other obligations due to be performed on or prior to the Transfer Date.
- 1.2 Assignee hereby (i) represents and warrants that it has the power and authority to accept the assignment and novation and transfer of the TLSA and to execute this Agreement; and (ii) agrees to be bound by the terms of the TLSA, as amended below, to perform all of the obligations thereunder whether incurred prior to or after the date hereof as if the TLSA had been entered into originally between Customer and Assignee.
- 1.3 Customer, being the recipient of services under the TLSA and party thereto, hereby acknowledges and consents to the foregoing assignment by Assignor of the TLSA and the assumption by Assignee of Assignor’s duties and obligations under the TLSA.
- 1.4 This assignment and novation shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns.

2. Term. The term of the Agreement is hereby extended through and including June 30, 2022.

3. Follow-on Technology. The Agreement is hereby amended to include the following language, notwithstanding any other provision of the Agreement to the contrary:

If Company is no longer providing one or more Services, or in the event that a Service goes end-of-life, Company may, replace the Service in accordance with the terms of this Agreement with a functional equivalent; provided, that any such functional equivalent shall have substantially similar features and functions as the Service it is replacing and shall reasonably meet or exceed the specifications and other requirements prescribed by this Agreement for the Service, and upon such replacement in accordance with this Section, such replacement Service shall be considered a Service for the purposes of this Agreement. To the extent necessary, Company and Customer

shall amend the Agreement or any applicable statement of work to reflect such replacement of Service.

4. **Attachment A.** Attachment A to the Agreement is hereby deleted in its entirety and the revised payment exhibit and scope of work is attached as exhibits to Attachment A.

Except as expressly amended herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the parties have each caused this Amendment to be signed and delivered by its duly authorized representative.

Double Map, Inc.

By: _____

Printed Name: _____

Title: _____

Date: _____

TransLoc, Inc.

By: _____

Printed Name: _____

Title: _____

Date: _____

City of Ponderay/ SPOT

By: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT A: SCHEDULE OF SERVICES, SOFTWARE, AND EQUIPMENT

1. Fees and Costs:

TRANSLOC PRODUCTS & SERVICES

| <u>PRODUCT/ SERVICE</u> | <u>UNIT PRICE</u> | <u># OF VEHICLES</u> | <u>TOTAL MONTHLY RATE</u> |
|---|--------------------------|-----------------------------|---|
| <u>Automatic Vehicle Location Technology</u> | <u>\$67.09</u> | <u>6</u> | <u>\$402.55</u> |
| <u>Digital Passenger Counting Reporting Suite & License</u> | <u>\$9.15</u> | <u>4</u> | <u>\$36.60</u> |
| <u>TOTAL</u> | | | <u>\$439.15/Monthly</u> <u>\$5,269.76/Annual</u> |

| | |
|-----------------------|---|
| Payment Terms: | Net 30. Recurring Subscription Fees will be invoiced monthly after the Activation Date with first month prorated when applicable. |
|-----------------------|---|

2. Reinstallation or Additional Equipment Installation Fees:

If needed, Company will uninstall Equipment and software from a vehicle and reinstall in a different vehicle, or install additional Equipment. There is an hourly labor fee per Equipment that is reinstalled or newly installed, reimbursed travel costs, and if new Equipment, Equipment fee as stated above. Only Company is authorized to uninstall, install, and/or reinstall Equipment.

3. Spare Equipment:

Spare Equipment is not included in the fees above. If desired, Customer can purchase spare Equipment to minimize downtime in the event that Equipment needs to be repaired or replaced.