



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting AMENDED Agenda

11:00 am, Thursday, December 15, 2022, SPOT Office

31656 Hwy 200, Suite 102. Ponderay, ID

Zoom Meeting ID: 883 7484 7000

Passcode: 768721

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 November 17, 2022, regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for November 2022
 - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
5. Staff Reports
 - a. Ridership – Donna Griffin
 - b. Operations – Donna Griffin
6. Committee Reports
 - a. Boundary County Service Development Committee
 - b. Finance Committee Update
7. Action and Discussion Items:
 - a. Executive 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: Update Resolution 03 - Prepayment of Certain Vendors
 - c. Action Item: Amended Personnel Policy
 - d. Action Item: Joint Powers Agreement extension
 - e. Action Item: Boundary County Monday Service
 - f. Added Action Item: Cost increase for three new buses
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
November 17, 2022**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:05 A.M.

PRESENT: Colleen Culwell, Clif Warren, Donna Griffin, Gary Kunzeman, Nancy Lewis, Shannon Pittman, Zale Palmer

Absent: Ron Smith, Wally Cossairt

Public Comment Period: No comments.

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

Motion to approve the minutes of the October 20, 2022 regular meeting. Zale Palmer/ Clif Warren. All in favor. Approved

Approve minutes of the October 25 and October 28, 2022 special meetings as presented.

Motion to approve the minutes of the October 25 and October 28, 2022 special meetings. Clif Warren/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for October. The Finance Committee met and reviewed the financial reports. No significant activity during October, first month of new fiscal year. Fuel was under budget.

Approve payment of prepaid bills and outstanding bills.

Motion to approve the financial reports and also the payment of prepaid bills and outstanding bills. Zale Palmer/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership is continuing to increase. We have passed the ridership numbers for the previous two years and getting back to pre-Covid levels. We are seeing an increase in paratransit bookings, sometimes having to book two weeks out. But actual ridership is less due to cancellations, weather, etc. We are down two drivers right now so can't bring on a third paratransit bus at this time.

Operations: Donna Griffin reported two of the Mountain Route buses are staged for the Mountain Route starting up November 19th & 20th. One driver is out for medical. Two drivers are interested in driving as fill ins. Two mountain buses are ready to roll. There are some issues with the other buses. Bus 34 is back from RWC, but still has issues. They will be sending out an entire dash unit. Kevin will install the replacement and we will backcharge Bryson. Other providers are also having the same issues we are having.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: No report.

- B. **Finance Committee Update:** The financial reports were reviewed and approved. Discussed invoicing Schweitzer for their match. Discussed the radio communication options and any possible shovel-ready projects. Wondering if Yeti Bus would be interested in any of our older out-of-service buses.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Mountain Route Operations Contract.** Donna has the contract, although it still needs to be signed. ITD added a number of clauses relating to federal transportation. Contract has been approved by ICRMP, Schweitzer staff and their attorney. SPOT's attorney has not responded. The contract is ready for signature. **Motion to sign the agreement after signed by Schweitzer even without hearing back from our attorney. Clif Warren/ Zale Palmer. All in favor. Approved.**
- B. **Action Item: New bus order price increase.** Northwest Bus Sales is requesting a revised purchase order for the three new buses on order. The new PO's will reflect a price increase of \$10,500 per bus instead of the \$15,000 per bus quoted earlier. Donna has not heard back from ITD whether funds will be available to cover the increase. Discussion about proceeding with ordering two buses until we hear back from ITD. **Motion to issue two purchase orders for two of the buses, and issue the third purchase order upon confirmation/approval of funds from ITD. Clif Warren/ Zale Palmer. All in favor. Approved**
- C. **Action Item: Acquisition of used buses from ITD.** We have two 2017 buses coming from ITD. Waiting for paperwork from ITD. SPOT will need to put some funds into the buses after received. **No action taken.**
- D. **Joint Powers Agreement.** The last signature of the agreement was dated May 3, 2016. It appears that the agreement has expired. We need to prepare a written request to extend. A copy of a signed addendum cannot be located. Snedden has been asked to work on the extension request, but he is not responding. **No action taken.**
- E. **Vacation/Paid Time Off Policy.** Working on revising the policy based on new template coming from ICRMP. They suggest that we combine vacation, PTO/sick time, jury duty, bereavement, etc. We will need to review what ICRMP is suggesting. **No action taken.**
- F. **ICRMP Consent to Electronic Communications.** ICRMP is requesting all communications to be via electronic means going forward. Asking insureds to accept or decline the request. **Motion to sign the electronic consent form with ICRMP, checking the accept box. Nancy Lewis/ Zale Palmer. All in favor. Approved.**
- G. **Consider bus communications.** Staff continues to look into implementing a radio system instead of using cell phones. ITD is helping, but still looking for a place to install a receiver. One quote was received for a system costing \$14,000, \$175/each to install, \$35/month for upkeep for total of \$35,000. Discovered radios quoted are no longer supported by Motorola. ITD has a grant available for this in the amount of \$13,000. Need a commitment on placement of antenna. Possibly hook up with existing antennas in the area. Staff to continue to work on this. **No action taken.**
- H. **Financial considerations.**
 - a. **ITD Funding Opportunity.** Received notice that ITD has \$5.4 million of funds available statewide for capital expenditures, marketing, planning. Accepting applications through January 13, 2023. Proposed projects must be shovel-ready. Discussion of various possible projects. **No action taken.**

Employee Christmas party/bonuses. Staff is requesting separate checks for the bonuses this year. Donna is hosting a holiday party on December 3, 2022. Would like to hand bonuses out at the party.

Motion to issue \$50 Christmas bonuses per employee, separate from their regular paychecks. Zale Palmer/ Clif Warren. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Nancy requested that the next meeting agenda include a search for a new attorney.

Meeting adjourned 12:13 p.m.

Selkirks-Pend Oreille Transit Authority
Summarized Balance Sheet
As of November 30, 2022

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	104,230.44	7,354.82	4,413.69	115,998.95
Accounts Receivable	228,000.00	10,000.00	0.00	238,000.00
Grant Funds Receivable	153,676.76	16,821.24	0.00	170,498.00
Total Other Current Assets	197,254.32	1,866.38	0.00	199,120.70
Total Current Assets	683,161.52	36,042.44	4,413.69	723,617.65
Total Fixed Assets	1,078,240.01	72,360.37	0.00	1,150,600.38
TOTAL ASSETS	1,761,401.53	108,402.81	4,413.69	1,874,218.03
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	119,021.28	3,108.33	0.00	122,129.61
Equity	1,642,380.25	105,294.48	4,413.69	1,752,088.42
TOTAL LIABILITIES & EQUITY	1,761,401.53	108,402.81	4,413.69	1,874,218.03

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	44,163.00	58,404.34	5,798.00	5,859.98	86,813.00	14,217.07	0.00	0.00	136,774.00	78,481.39
Expenses:										
Administration	11,082.27	17,760.26	1,624.04	1,609.78	1,588.70	2,428.40	0.00	0.00	14,295.01	21,798.44
Operations	37,334.82	48,195.25	4,315.41	4,949.18	6,321.38	16,822.25	0.00	0.00	47,971.61	69,966.68
Preventative Maintenance	9,952.91	6,518.00	1,736.09	465.45	3,633.74	0.00	0.00	0.00	15,322.74	6,983.45
Total Expenses	58,370.00	72,473.51	7,675.54	7,024.41	11,543.82	19,250.65	0.00	0.00	77,589.36	98,748.57
Net Ordinary Income	-14,207.00	-14,069.17	-1,877.54	-1,164.43	75,269.18	-5,033.58	0.00	0.00	59,184.64	-20,267.18
Other Income/Expense	7.84	-2,982.08	0.00	0.00	0.00	0.00	0.00	0.00	7.84	-2,982.08
Net Income	-14,199.16	-17,051.25	-1,877.54	-1,164.43	75,269.18	-5,033.58	0.00	0.00	59,192.48	-23,249.26

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	242,374.87	269,949.34	26,725.77	25,277.67	88,329.00	93,774.17	0.00	0.00	357,429.64	389,001.18
Expenses:										
Administration	20,358.87	29,720.46	3,856.11	2,234.60	2,260.03	3,618.10	0.00	0.00	26,475.01	35,573.16
Operations	78,552.92	100,346.01	8,942.87	10,479.07	7,459.64	17,867.59	0.00	0.00	94,955.43	128,692.67
Preventative Maintenance	16,185.67	13,715.72	3,774.59	1,430.92	3,978.20	15.00	0.00	0.00	23,938.46	15,161.64
Total Expenses	115,097.46	143,782.19	16,573.57	14,144.59	13,697.87	21,500.69	0.00	0.00	145,368.90	179,427.47
Net Ordinary Income	127,277.41	126,167.15	10,152.20	11,133.08	74,631.13	72,273.48	0.00	0.00	212,060.74	209,573.71
Other Income/Expense	19.39	-5,964.20	0.00	0.00	0.00	0.00	0.00	0.00	19.39	-5,964.20
Net Income	127,296.80	120,202.95	10,152.20	11,133.08	74,631.13	72,273.48	0.00	0.00	212,080.13	203,609.51

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Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
 As of December 9, 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Big Country Communications			
Bill	11/29/2022	20534	767.80
Total Big Country Communications			767.80
Donna Griffin			
Bill	11/25/2022	Travel reimb.	243.48
Total Donna Griffin			243.48
Schweitzer Mountain Resort.			
Bill	11/30/2022	Nov mileage	4,267.50
Total Schweitzer Mountain Resort.			4,267.50
SHL CPAs PLLC (Anderson Bros)			
Bill	11/30/2022	8221	1,808.75
Total SHL CPAs PLLC (Anderson Bros)			1,808.75
TOTAL			<u>7,087.53</u>

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of October 28, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Coleman Oil				
	Bill	10/16/2022	CL22029	2,109.89
	Bill	10/23/2022	CL23050	2,412.72
Total Coleman Oil				<u>4,522.61</u>
Elite Tire & Suspension				
	Bill	10/21/2022	128779	312.45
Total Elite Tire & Suspension				<u>312.45</u>
Idaho Department of Labor				
	Bill	09/30/2022	Q3 2022 unemployment	1,132.34
Total Idaho Department of Labor				<u>1,132.34</u>
KG&T Septic, Inc.				
	Bill	10/19/2022	30671	130.00
Total KG&T Septic, Inc.				<u>130.00</u>
Mike White Ford of Sandpoint				
	Bill	10/13/2022	27237	1,249.07
	Bill	10/19/2022	27376	49.94
	Bill	10/20/2022	27406	49.94
Total Mike White Ford of Sandpoint				<u>1,348.95</u>
Napa Auto Parts				
	Bill	10/17/2022	113851	66.49
Total Napa Auto Parts				<u>66.49</u>
Pressure Clean Services, Inc.				
	Bill	10/15/2022	16342	160.00
	Bill	10/21/2022	16352	80.00
Total Pressure Clean Services, Inc.				<u>240.00</u>
TransLoc				
	Bill	07/01/2022	INV0000000922	607.50
	Bill	08/01/2022	INV0000000923	607.50
	Bill	09/01/2022	INV0000000924	607.50
	Bill	10/01/2022	INV0000000925	607.50
Total TransLoc				<u>2,430.00</u>
Verizon Wireless				
	Bill	10/13/2022	9918132004	296.58
Total Verizon Wireless				<u>296.58</u>
TOTAL				<u><u><u>10,479.42</u></u></u>

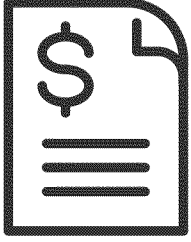
Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of December 9, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Brown's Northside Machine & Gear, Inc.				
	Bill	11/17/2022	W47876	149.63
	Bill	11/29/2022	S146828	647.25
	Bill	11/30/2022	W47922	139.65
	Bill	12/01/2022	W47910	473.15
	Bill	12/01/2022	W47928	99.75
	Bill	12/01/2022	W47917	123.10
	Bill	12/01/2022	W47926	99.75
Total Brown's Northside Machine & Gear, Inc.				<u>1,732.28</u>
Coleman Oil				
	Bill	11/13/2022	CL30173	2,155.53
	Bill	11/20/2022	CL31880	2,347.97
	Bill	11/27/2022	CL32710	2,161.42
	Bill	11/30/2022	CL33310	993.69
	Bill	12/04/2022	CL37667	980.25
Total Coleman Oil				<u>8,638.86</u>
Eagle Drug and Alcohol Testing LLC				
	Bill	11/27/2022	100947	25.00
	Bill	11/27/2022	100948	50.00
	Bill	11/27/2022	100950	25.00
Total Eagle Drug and Alcohol Testing LLC				<u>100.00</u>
First Bankcard				
	Bill	11/29/2022		3,152.70
Total First Bankcard				<u>3,152.70</u>
Goldenwest Mobility				
	Bill	11/22/2022	23606	207.10
	Bill	11/22/2022	23607	207.10
Total Goldenwest Mobility				<u>414.20</u>
KG&T Septic, Inc.				
	Bill	11/16/2022	31221	137.20
Total KG&T Septic, Inc.				<u>137.20</u>
Les Schwab				
	Bill	11/01/2022	10800720311	388.97
Total Les Schwab				<u>388.97</u>
Mike White Ford of Sandpoint				
	Bill	11/14/2022	8862	77.88
	Bill	11/16/2022	27843	1,590.79
	Bill	11/16/2022	27977	49.94
	Bill	11/23/2022	28120	198.94
	Bill	11/29/2022	28175	672.70
	Bill	11/30/2022	28217	49.94
	Bill	12/07/2022	28368	49.94
Total Mike White Ford of Sandpoint				<u>2,690.13</u>

Selkirks-Pend Oreille Transit Authority
Paid Bills Detail
As of December 9, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Mountain Ledgers				
	Bill	11/30/2022	6458	967.50
Total Mountain Ledgers				<u>967.50</u>
Napa Auto Parts				
	Bill	11/29/2022	119954	83.52
	Bill	11/29/2022	119918	27.84
Total Napa Auto Parts				<u>111.36</u>
Pressure Clean Services, Inc.				
	Bill	11/08/2022	16394	120.00
	Bill	11/09/2022	16387	160.00
	Bill	11/17/2022	16412	65.00
Total Pressure Clean Services, Inc.				<u>345.00</u>
R&L Property Management				
	Bill	11/22/2022	Rent 1/1/23-6/30/23	3,480.00
Total R&L Property Management				<u>3,480.00</u>
State Insurance Fund				
	Bill	12/01/2022	Installment #2	6,390.00
Total State Insurance Fund				<u>6,390.00</u>
TransLoc				
	Bill	12/01/2022	INV0000000927	607.50
Total TransLoc				<u>607.50</u>
Verizon Wireless				
	Bill	11/13/2022		308.38
Total Verizon Wireless				<u>308.38</u>
ZiPLY Fiber				
	Bill	11/22/2022		202.45
Total ZiPLY Fiber				<u>202.45</u>
ZiPLY Fiber - BF				
	Bill	11/13/2022		38.62
Total ZiPLY Fiber - BF				<u>38.62</u>
TOTAL				<u><u><u>29,705.15</u></u></u>

VOID



New Statement Look Coming Soon

Guided by customer feedback, we're improving the content and layout of your monthly account statement to make it easier to read, while highlighting key information. We look forward to providing you more information as the changes are completed. Thank you for being our cardmember.

VOID

Expires on 11-30-22

Account Number:
4988 6562 4202 5994
Page 002 of 002

Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
11-21	11-22	24204292325603218149769 7	eBay O* 15-09369-74857 San Jose CA	\$237.13
11-22	11-23	24692162326103766093397 7	SQ *COMPASS MECHANICAL RE gosq.com ID	\$627.05
11-25	11-28	24733092330091563005926	ID TRANSDEPT 2083320102 BOISE ID	\$23.69

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	22.99% (v)	N/A	\$3,149.89	32	\$0.00
Cash Advance	28.24% (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 Agenda Item Summaries

Meeting Date: December 15, 2022

Agenda Item: 7a.

From: Nancy Lewis

Topic: Executive Session

Background: Executive 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.

Meeting Date: December 15, 2022

Agenda Item: 7b.

From: Colleen Culwell

Topic: Update Resolution 03 - Prepayment of Certain Vendors

Background: Resolution 03 authorizing the prepayment of certain vendors needs to be updated for a new vendor we are using, COMPASS Mechanical Repair.

Meeting Date: December 15, 2022

Agenda Item: 7c.

From: Donna Griffin

Topic: Amended Personnel Policy

Background: The board requested to update definitions in the Employee Classification for Benefit Purposes section of the Personnel Policy at the October 28, 2022, special board meeting. Specifically, they requested definitions to delineate full-time and part-time employee classifications. Stephen Snedden (and ICRMP) reviewed the document. Stephen Snedden provided specific definitions for full-time regular employees, part-time regular employees 30 – 40 hours, part-time regular employee less than 30 hours and temporary employees. Associated changes to the benefits section were included. Please see attached.

Meeting Date: December 15, 2022
Agenda Item: 7d.
From: Donna Griffin
Topic: Joint Powers Agreement extension
Background: Joint Powers Agreement expiration and extension.

Meeting Date: December 15, 2022
Agenda Item: 7e.
From: Ron Smith
Topic: Boundary County Monday service
Background: Selkirks Pend Oreille Transit (SPOT) Authority currently provides demand service in Boundary County. We transport residents from Boundary County to Sandpoint on Tuesdays and Thursdays and to Bonners Ferry on Wednesdays and Fridays. Boundary County is requesting to add Transit service for residents on Mondays in addition to the Wednesday and Friday Service provided.

Meeting Date: December 15, 2022
Agenda Item: 7f.
From: Donna Griffin
Topic: Cost increase for three new buses
Background: Northwest Bus Sales requested purchase orders for three new buses with cost increases of \$10,500.00 each. At the November meeting, the SPOT Board approved purchase orders for two of the three. Staff is requesting consideration of issuing a purchase order for the third bus to Northwest Bus Sales.

SPOT Ridership

2022	Fixed	Para	Bonnors Ferry	Mountain Route	Total
22-Jan	3986	365	136	20650	25137
22-Feb	3795	447	187	16777	21206
22-Mar	4399	538	277	12794	18008
22-Apr	3639	482	189	3470	7780
22-May	3752	467	191		4410
22-Jun	3827	588	185		4600
22-Jul	4417	480	202	494	5593
22-Aug	5223	596	217		6036
22-Sep	3888	545	223	2419	7075
22-Oct	4027	509	179		4715
22-Nov	3577	498	195	1815	6085
	44,530	5,515	2,181	58,419	110,645

2021	Fixed	Para	Bonnors Ferry	Mountain Route	Total
January	3334	270	111	9300	13015
February	3278	311	96	7894	11579
March	4345	414	111	6715	11585
April	3513	331	97	1531	5472
May	3949	299	69		4317
June	3782	375	119		4276
July	4420	388	169	524	5501
August	3965	460	139		4564
September	3392	459	123	3382	7356
October	3471	425	190		4086
November	3478	429	200	562	4669
	40,927	4,161	1,424	29,908	76,420

2019	Fixed	Para	Bonnors Ferry	Mountain Route	Total
January	4579	439	271		5525
February	3847	373	215	5963	10660
March	4776	443	253	11583	17331
April	4846	452	257	1699	7586
May	4618	446	245		5563
June	4129	381	256		5010
July	4189	460	249		5182
August	7984	389	225	1594	10464
September	4042	401	230	1269	6210
October	4310	457	239		5300
November	4473	395	226	393	5719/
	51,793	4,636	2,666	Season est. = 52,015	111,110

DATE	MON	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
11/1/2022	0	14	7	9	19	49
11/6/2022	0	16	9	20	10	55
11/13/2022	0	10	9	17	12	48
11/20/2022	0	11	8	0	12	31
11/27/2022	0	6	6	0	0	12
Nov Total		57	39	46	53	195

Bonnors Ferry to Sandpoint	103
Local	92
Total	195

DATE	County	Moyie	Wed-Fri Seniors	Tue-Thur Seniors	Wed Food Bank Boxes
11/1/2022	9	6	21	20	12
11/6/2022	6	6	17	32	12
11/13/2022	6	8	19	27	13
11/20/2022	4	6	17	9	11
11/27/2022	0	0	6	4	12
Nov Total	25	26	80	92	60

RESOLUTION 003 - AMENDED 2022-12-15

A RESOLUTION OF THE SELKIRKS PEND ORIELLE TRANSIT AUTHORITY OF THE STATE OF IDAHO; AUTHORIZING PREPAYMENT OF CERTAIN VENDORS

WHEREAS, certain vendors that provide services and/or goods the Selkirk Pend Oreille Transit Authority on a regular basis have a billing cycle that requires the bill to be paid prior to a regular council meeting; and

WHEREAS, payroll obligations also need to be paid prior to the first council meeting of the month; and

WHEREAS, it is the desire of the SPOT Authority Board to avoid payment of late fees and to timely meet the payroll obligations.

NOW THEREFORE, BE IT RESOLVED by the SPOT Authority Board, Bonner County, Idaho that the following pre-authorization for payment of certain bills be adopted:

1. The Accountant is authorized to pay the following vendors for the listed purposes by the due date on the bill and prior to submitting the bill to the SPOT Authority Board for approval:
 - 5th Avenue Car Wash
 - Bonner County Daily Bee
 - Bonner General Health
 - Brown's Northside
 - Clyde's Towing
 - Coleman Oil
 - Compass Mechanical Repair
 - Credit Cards
 - Dyck's Oil
 - Elite Tire & Suspension
 - Enterprise Car Rental
 - Golden West Mobility
 - Gription Tire Pros
 - KG&T Septic, Inc.
 - Les Schwab
 - Mike White Ford of Sandpoint
 - Mountain Ledgers
 - Napa Auto Parts
 - Pressure Clean Services
 - R & L Property Management
 - RWC Group
 - Snedden Law
 - Specialty Auto Glass
 - SpeedPro Imaging
 - Spokane Testing Solutions
 - Verizon Wireless
 - Ziplly Fiber

RESOLUTION 003 - AMENDED 2022-12-15

2. The Accountant shall submit the above bills to Board for ratification at the first Board meeting following the payment of the bill.

PASSED by Selkirks-Pend Oreille Transit Authority Board this 15th day of December 2022.

Attest:

Board President

Board Secretary

X. EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. SPOT will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

A. Employee Classification for Employment Status

1. All employees of SPOT, including part-time and temporary employees, are **at-will employees**, except as otherwise required by law or pursuant to a written contract approved by the Board.
2. Employed Attorneys and Other Legal Counsel.

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by SPOT are considered to be at-will employees serving at the pleasure of the Board, and can be appointed or removed at its pleasure.

B. Employee Classification for Benefit Purposes

The classification of the position an employee holds with SPOT may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

1. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose average historical work week consisted of at least 30-40 hours are considered full-time regular employees. At the beginning of each calendar quarter, the actual hours worked for the previous 3 months will be totaled. If the result is 390-520 (30-40 hours * 13 weeks) or more hours, the employee will be classified as full-time regular for the next 3 months. Full-time regular employees are eligible for [medical benefits and employee benefits provided by SPOT](#).

2. Part-Time Regular Employees, 30-40 hours

[—Employees whose employment is sustained and continuing and whose historical work week consists of less than 40 and at least 30 hours on a regular basis are considered part-time regular employees. At the beginning of each calendar quarter,](#)

the actual hours worked for the previous 3 months will be totaled. If the result is 390 (30 hours * 13 weeks) or more hours, the employee will be eligible for employee benefits provided by SPOT.

3. Part-Time Regular Employees, Less than 30 hours

Employees whose employment is sustained and continuing and whose historical work week consists of less than 30 hours on a regular basis are considered part-time regular employees. At the beginning of each calendar quarter, the actual hours worked for the previous 3 months will be totaled. If the result is less than 390 (30 hours * 13 weeks) hours, the employee will be classified as part-time regular for the next 3 months. Part-time regular employees are not eligible for employee benefits provided by SPOT, but may qualify for participation in PERSI.

34. Temporary Employees

_____ Employees who work on an irregular, seasonal or temporary basis (5 months or less) —are temporary employees. In addition, any employee that is not a Full-Time Regular Employee, or Part-Time Regular Employee, shall be a Temporary employee. Temporary employees receive no benefits provided to _____ regular employees, except those required by law or authorized by the Board.

XII. EMPLOYEE BENEFITS

SPOT offers a number of employee benefits for full-time and part-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the Board. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board.

A. Vacation Leave

1. Vacation leave is available to full-time regular and part-time regular 30-40 hours employees who have completed the equivalent of one year (4 quarters) of full-time employment. Vacation leave becomes available when the employee meets the required number of full-time quarters within 12 months. ~~Vacation leave time may not be carried over.~~ Vacation accrual will be made at the end of each quarter based on the chart below.

<u>Full Time Quarters</u>	<u>Vacation Accrual</u>
4-12 quarters	10 hours per quarter
13-24 quarters	20 hours per quarter
Over 24 quarters	30 hours per quarter

2. Vacation leave is to be scheduled with consent of the department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly or daily rate.

B. Paid Time Off (PTO) Policy

Personal Time Off (PTO) provides an employee with more flexibility to use his/her time off to meet personal needs, while recognizing an employee's individual responsibility to manage such absences. Employees will not accrue PTO while on an unpaid leave of absence or under suspension of any kind.

1. Accrual Schedule for Full-Time Regular and Part-Time Regular 30 - 40 hour Employees

Employees are eligible for Personal Paid Leave if they are a regular full-time or regular-part time 30 - 40 hour employee pursuant to this policy and have completed

one (1) year of employment with SPOT. ~~Regular full-time S~~status will be determined as discussed in Section X.B.1. Each full-time eligible employee will accrue 4 PTO hours for each full-time quarter worked. Employees receive sixteen (16) hours of Personal Time Off (PTO) per year, commencing one year from their hire-date.

Although an employee may carry over unused PTO time from year to year, there is a cap on the amount of PTO time each employee can accumulate of forty (40) hours. This encourages employees to use PTO and allows the entity to manage its financial obligations responsibly. Once an employee reaches his/her/their cap, ~~he/she/they~~ will not accumulate any more PTO until use causes the balance to drop below the cap. After a balance goes below the cap, the employee will begin accruing PTO again.

2. Termination

Employees will be paid for all accrued PTO, subject to authorized deductions, when they leave employment with SPOT.

3. Notice and Scheduling:

PTO is to be scheduled with consent of the responsible supervisor. Efforts will be made to accommodate the preference of the employee in scheduling PTO for vacations, but first priority will be the orderly functioning of the affected office/department. There may be occasions, such as sudden illness, when an employee cannot notify his/her supervisor in advance as required. In those situations, employees must inform supervisors of their circumstances as soon as possible.

D. Holidays

Seven (7) official holidays are provided for full-time regular employees and part-time regular employees, 30-40 hours. Employees who have regular full-time and part-time regular 30 – 40 hour active status on the date of any holiday shall receive compensation for that day even though they do not work. The holiday schedule may be changed at any time by the SPOT Board.

All hourly employees who work on a recognized holiday shall be compensated at a rate of one and a half (1½) times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day,
Thanksgiving Day, Christmas Day.

E. Bereavement Leave

Up to 3 days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

F. Leaves of Absence

Up to 30 days of unpaid leave of absence can be granted by the responsible supervisor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the Board.

G. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the Board.

H. ~~Insurance Coverage Available to Employees~~

~~Health Insurance coverage is not available to employees.~~

I. Retirement Program Offering

SPOT participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires SPOT to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the Administration Office for further information.