



Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, January 19, 2023

SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID

Zoom Meeting ID: 832 6181 4147

Passcode: 423649

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 December 18, 2022, regular meeting.
4. Financial Reports
 - a. Action Item: Accept Financial Reports for December 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: FY 24 5339 One Time Grant Applications Match Required
 - i. Cost Increase for Three New Buses
 - ii. Vehicle Rehabilitation
 - iii. Communication Equipment
 - c. Action Item: Amended Personnel Policy
 - d. Action Item: Dispose of Two Buses
 - e. Action Item: Fixed Routes, Bonner County
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
December 15, 2022**

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

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

Absent: Wally Cossairt

Public Comment Period: No comments.

Motion to accept amended agenda for December 15, 2022 regular meeting. Clif Warren/ Zale Palmer. All in favor. Approved.

MINUTES: Approve minutes of the November 17, 2022 regular meeting as presented.

Motion to approve the minutes of the November 17, 2022 regular meeting. Clif Warren/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for November. **Motion to accept the financial reports for November. Zale Palmer/ Gary Kunzeman. All in favor. Approved**

Approve payment of prepaid bills and outstanding bills.

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

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership is continuing to increase, especially in para transit route. We are about 54,000 rides short of reaching the one million ride mark. Boundary County ridership is also improving over 2019 numbers.

Operations: Donna Griffin reported the Christmas gathering for staff went well and staff expressed appreciation for bonuses. Some drivers are out sick. Should all be back next week. Other drivers stepped up and covered all of the extra shifts. Transmission is being replaced in one bus and two others have rear dual issues. The mountain buses are running, even though still getting codes. The cargo area of Bus 31 was damaged from hitting a concrete barrier. Estimated cost to repair is \$20,000, which is being covered by Schweitzer. The replacement dashes are working in the new mountain buses. However, found out buses were not ordered with driver area heaters. Also still having other minor issues with these new buses.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Ron Smith reported there was a lot of participation at their meetings. They discussed the Food Bank deliveries and possible Monday service. Planning to place an article in the local paper. Ron is planning to request a bus schedule insert into the property tax bills after the change in the commissioners occurs.
- B. Finance Committee Update:** The financial reports were reviewed and approved. Running under budget, even with fuel costs. Boundary County expenses over budget mainly due to replacing tires and wheels on bus.

ACTION & 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 of need. Ron Smith/ Zale Palmer. All in favor. Approved**
No actions taken while in Executive Session.
Motion to return to meeting. Zale Palmer/ Clif Warren. All in favor. Approved.
- B. Action Item: Update Resolution 03 – Prepayment of Certain Vendors.** Compass Mechanical was added to the list to save on credit card fees we are being charged.
Motion to accept updated Resolution 03. Clif Warren/ Gary Kunzeman. All in favor. Approved
- C. Action Item: Amended Personnel Policy.** Discussed proposed changes to the personnel policy. Clif to work with Donna on rewording proposed changes.
No action taken.
- D. Action Item: Joint Powers Agreement extension.** The draft of the extension was received from Snedden's office. Donna will send it out to all participants with separate signature pages for each entity, along with a copy of the original JPA.
Motion to approve sending out the JPA extension with individual signature pages. Clif Warren/ Ron Smith. All in favor. Approved.
- E. Action Item: Boundary County Monday Service.** Committee is proposing starting local service on Monday's. Need to determine grant/match funds required and driver availability. There is more need for local transportation. The advisory group is very supportive with possible start in April 2023. Donna has been asked to prepare an analysis of adding the day of service.
Motion that we prepare a study to add the extra day of service for Boundary County. Clif Warren/ Zale Palmer. All in favor. Approved.
- F. Added Action Item: Cost increase for three new buses.** ITD confirmed that we cannot get the 5336 grant funds being returned by another provider. ITD did say there were other one-time grants that we could apply for to cover the price increase. We can sign PO's to authorize the \$10,000 increase per bus and continue to look for financing. Could be total cost of \$50,000. Look for other funds or use CARES Funds. Estimated delivery date is still in 2024.
Motion to issue the purchase order for the third new bus. Clif Warren/ Zale Palmer. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Gary asked if Schweitzer has requested any service for their new employee housing complex. Might possibly add a stop there or add to mountain route to swing by complex at start and end of day. Possible issue for next season. Donna commented that some para-transit riders are showing their appreciation for SPOT by making donations. Clif commented that Donna did a nice job at her City of Dover presentation.

Meeting adjourned 12:14 p.m.

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

ASSETS	Bonner County	Boundary County	Van Pool	Total
Current Assets				
Checking/Savings	143,628.10	11,467.35	4,413.69	159,509.14
Accounts Receivable	196,753.07	10,771.72	0.00	207,524.79
Grant Funds Receivable	128,174.74	11,183.00	0.00	139,357.74
Total Other Current Assets	196,749.32	1,866.38	0.00	198,615.70
Total Current Assets	665,305.23	35,288.45	4,413.69	705,007.37
Total Fixed Assets	1,078,240.01	72,360.37	0.00	1,150,600.38
TOTAL ASSETS	1,743,545.24	107,648.82	4,413.69	1,855,607.75
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities	131,710.98	3,936.16	0.00	135,647.14
Equity	1,611,834.26	103,712.66	4,413.69	1,719,960.61
TOTAL LIABILITIES & EQUITY	1,743,545.24	107,648.82	4,413.69	1,855,607.75

6:33 AM
01/13/23
Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	50,318.00	56,546.37	5,485.00	6,223.00	23,614.00	47,663.33	0.00	0.00	79,417.00	110,432.70
Expenses:										
Administration	14,050.30	12,960.26	2,706.37	624.78	726.69	3,023.25	0.00	0.00	17,483.36	16,608.29
Operations	41,192.38	51,329.84	4,839.14	6,638.45	36,161.73	33,823.15	0.00	0.00	82,193.25	91,791.44
Preventative Maintenance	11,921.90	6,698.00	48.56	515.45	2,056.23	22,223.81	0.00	0.00	14,026.69	29,437.26
Total Expenses	67,164.58	70,988.10	7,594.07	7,778.68	38,944.65	59,070.21	0.00	0.00	113,703.30	137,836.99
Net Ordinary Income	-16,846.58	-14,441.73	-2,109.07	-1,555.68	-15,330.65	-11,406.88	0.00	0.00	-34,286.30	-27,404.29
Other Income/Expense	5.73	-2,982.08	0.00	0.00	0.00	0.00	0.00	0.00	5.73	-2,982.08
Net Income	-16,840.85	-17,423.81	-2,109.07	-1,555.68	-15,330.65	-11,406.88	0.00	0.00	-34,280.57	-30,386.37

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

	Bonner County		Boundary County		Mountain Route		Van Pool		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Income	294,445.94	326,495.71	32,982.49	31,500.67	111,943.00	141,437.50	0.00	0.00	439,371.43	499,433.88
Expenses:										
Administration	34,400.05	42,680.72	6,562.48	2,859.38	2,986.72	6,641.35	0.00	0.00	43,949.25	52,181.45
Operations	119,745.30	151,675.85	13,807.01	17,117.52	43,621.37	51,690.74	0.00	0.00	177,173.68	220,484.11
Preventative Maintenance	28,267.57	20,413.72	3,823.15	1,946.37	6,230.58	22,238.81	0.00	0.00	38,321.30	44,598.90
Total Expenses	182,412.92	214,770.29	24,192.64	21,923.27	52,838.67	80,570.90	0.00	0.00	259,444.23	317,264.46
Net Ordinary Income	112,033.02	111,725.42	8,789.85	9,577.40	59,104.33	60,866.60	0.00	0.00	179,927.20	182,169.42
Other Income/Expense	25.12	-8,946.28	0.00	0.00	0.00	0.00	0.00	0.00	25.12	-8,946.28
Net Income	112,058.14	102,779.14	8,789.85	9,577.40	59,104.33	60,866.60	0.00	0.00	179,952.32	173,223.14

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Selkirks-Pend Oreille Transit Authority
Unpaid Bills Detail
As of January 13, 2023

	Type	Date	Num	Open Balance
Boundary Community Hospital				
	Bill	11/29/2022	Testing	25.00
Total Boundary Community Hospital				25.00
Boundary County				
	Bill	01/05/2023	Overpayment	3,500.00
Total Boundary County				3,500.00
Donna Griffin				
	Bill	11/25/2022	Travel reimb.	57.62
Total Donna Griffin				57.62
Keokee				
	Bill	12/29/2022	63951	225.00
Total Keokee				225.00
Schweitzer Mountain Resort.				
	Bill	12/31/2022	Dec miles	34,777.50
Total Schweitzer Mountain Resort.				34,777.50
SHL CPAs PLLC (Anderson Bros)				
	Bill	12/31/2022	8308	1,901.25
Total SHL CPAs PLLC (Anderson Bros)				1,901.25
TOTAL				40,486.37

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Coleman Oil				
	Bill	12/11/2022	CL38578	1,891.77
	Bill	12/18/2022	CL40179	1,862.06
	Bill	12/25/2022	CL40882	1,281.88
Total Coleman Oil				<u>5,035.71</u>
Goldenwest Mobility				
	Bill	10/04/2022	23457	196.15
Total Goldenwest Mobility				<u>196.15</u>
III-A Trust				
	Bill	12/21/2022	Dec 22 & January 23	4,002.00
Total III-A Trust				<u>4,002.00</u>
KG&T Septic, Inc.				
	Bill	12/15/2022	31737	140.00
Total KG&T Septic, Inc.				<u>140.00</u>
Les Schwab				
	Bill	12/20/2022	10800731466	2,457.48
	Bill	12/20/2022	10800731515	655.90
	Bill	12/21/2022	10800731782	631.77
Total Les Schwab				<u>3,745.15</u>
Napa Auto Parts				
	Bill	12/26/2022	123804	73.10
	Bill	12/21/2022	123184	7.60
Total Napa Auto Parts				<u>80.70</u>
Pressure Clean Services, Inc.				
	Bill	11/13/2022	16401	160.00
	Bill	12/09/2022	16449	200.00
	Bill	12/17/2022	16463	145.00
Total Pressure Clean Services, Inc.				<u>505.00</u>
Verizon Wireless				
	Bill	12/13/2022	9922896006	296.61
Total Verizon Wireless				<u>296.61</u>
Ziply Fiber - BF				
	Bill	12/13/2022		38.62
Total Ziply Fiber - BF				<u>38.62</u>
TOTAL				<u><u><u>14,039.94</u></u></u>

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of January 12, 2023

	Type	Date	Num	Open Balance
Brown's Northside Machine & Gear, Inc.				
	Bill	12/28/2022	W 48019	130.75
Total Brown's Northside Machine & Gear, Inc.				130.75
Coleman Oil				
	Bill	12/31/2022	CL41830	1,498.24
	Bill	01/08/2023	CL45652	1,682.75
Total Coleman Oil				3,180.99
Compass Mechanical Repair				
	Bill	01/06/2023	2714	2,383.82
Total Compass Mechanical Repair				2,383.82
First Bankcard				
	Bill	12/28/2022	Donna's visa	495.97
	Bill	12/28/2022	David's visa	137.57
Total First Bankcard				633.54
Goldenwest Mobility				
	Bill	12/21/2022	23692	174.40
Total Goldenwest Mobility				174.40
KG&T Septic, Inc.				
	Bill	01/11/2023	32142	140.00
Total KG&T Septic, Inc.				140.00
Les Schwab				
	Bill	01/11/2023	10800734654	1,073.63
Total Les Schwab				1,073.63
Mike White Ford of Sandpoint				
	Bill	12/29/2022	9262	42.82
	Bill	12/29/2022	9248	35.92
	Bill	12/29/2022	28703	1,159.40
	Bill	12/30/2022	9268	79.00
	Bill	01/04/2023	28840	49.94
	Bill	01/06/2023	28858	2,130.29
	Bill	01/09/2023	28916	1,176.19
	Bill	01/11/2023	28979	92.38
Total Mike White Ford of Sandpoint				4,765.94
Mountain Ledgers				
	Bill	12/31/2022	6499	641.25
Total Mountain Ledgers				641.25
Napa Auto Parts				
	Bill	01/07/2023	125548	295.64
	Bill	01/02/2023	124155	26.94
	Bill	12/21/2022	123185	29.80
	Bill	12/21/2022	123183	33.42
Total Napa Auto Parts				385.80
Pressure Clean Services, Inc.				
	Bill	12/30/2022	16488	180.00
Total Pressure Clean Services, Inc.				180.00

Selkirks-Pend Oreille Transit Authority

Paid Bills Detail

As of January 12, 2023

	Type	Date	Num	Open Balance
Snedden Law, P.C.				
	Bill	01/05/2023	4038	594.00
Total Snedden Law, P.C.				594.00
Spokane Testing Solutions				
	Bill	12/31/2022	Dec testing	550.00
Total Spokane Testing Solutions				550.00
Ziply Fiber				
	Bill	12/22/2022		202.55
Total Ziply Fiber				202.55
TOTAL				15,036.67



Account Number: 4988 6562 6067 2396

New Balance: \$495.97

Minimum Payment Due: \$35.00

Payment Due Date: January 25, 2023

Make checks payable to First National Bank of Omaha

Amount of Payment Enclosed

\$

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

2253 / U 119718

SELKIRKS PEND OREILLE TRA
DONNA M GRIFFIN
31656 HIGHWAY 200
PONDERAY ID 83852-9500First National Bank of Omaha
P.O. Box 2818
Omaha, NE 68103-2818

4988656260672396 0000000003500 0000000049597

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Business Edition® Visa®

Account Number:

4988 6562 6067 2396

Page 001 of 003



Account Summary

Previous Balance \$0.00
 Payments -\$0.00
 Other Credits -\$0.00
 Purchases +\$495.97
 Balance Transfers +\$0.00
 Cash Advances +\$0.00
 Fees Charged +\$0.00
 Interest Charged +\$0.00
New Balance \$495.97
 Statement Closing Date 12/28/22
 Days in Billing Cycle 29

Total Credit Limit \$10,000.00
 Available Credit \$9,504.00
 Cash Limit \$2,000.00
 Available Cash \$2,000.00



Payment Information

New Balance \$495.97
 Minimum Payment Due \$35.00
 Past Due Amount \$0.00
Payment Due Date January 25, 2023

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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.....425
 Business Expense points earned this month.....355
 Gas and Dining points earned this month.....0
 Bonus points earned this month.....0
 Total points earned this month.....780
 Points redeemed this month.....0
 Current point balance.....780

Points expiring on your next statement closing date0

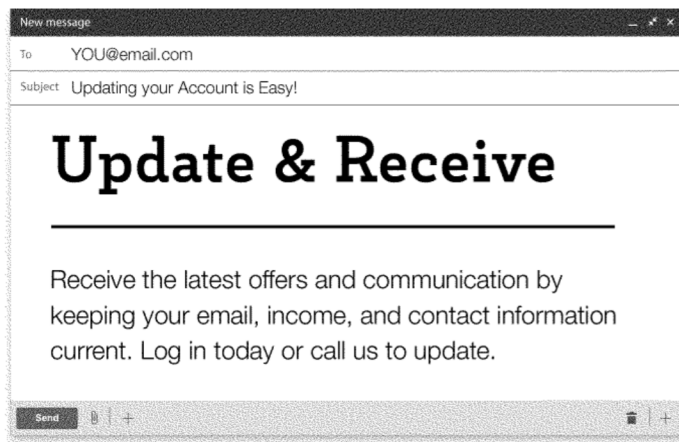
(Points earned expire on or after 3 years from the date they are awarded. To avoid expiring your points, please redeem them before your due date listed on this statement.)

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
12-13	12-13	24692162347107849860826 7	AMZN Mktp US*JX6FG3W43 Amzn.com/bill WA	\$424.99
12-13	12-15	24164072348105005215248	STAPLES 00105726 PONDERAY ID	\$70.98



Account Number:
4988 6562 6067 2396
Page 002 of 003

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	\$274.93	29	\$0.00
Cash Advance	28.24% (v)	N/A	\$0.00	29	\$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

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

If you are an **active duty member of the United States Military**, you may be eligible for additional benefits on your account(s) under the Servicemembers Civil Relief Act (SCRA).

For additional information regarding SCRA benefits, please call 855-868-8446 or log in to the website listed on the front of your statement and click 'Resources' for more information.

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!



2253 103686
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 4202 5994
New Balance: \$137.57
Minimum Payment Due: \$35.00
Payment Due Date: January 25, 2023

Make checks payable to First National Bank of Omaha

Amount of Payment Enclosed

\$

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

4988656242025994 0000000003500 0000000013757

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Business Edition® Visa®

Account Number:
4988 6562 4202 5994
Page 001 of 002



Account Summary

Previous Balance \$3,152.70
Payments -\$3,152.70
Other Credits -\$0.00
Purchases +\$137.57
Balance Transfers +\$0.00
Cash Advances +\$0.00
Fees Charged +\$0.00
Interest Charged +\$0.00
New Balance \$137.57

Statement Closing Date 12/28/22
Days in Billing Cycle 29

Total Credit Limit \$10,000.00
Available Credit \$9,862.00
Cash Limit \$2,000.00
Available Cash \$2,000.00



Payment Information

New Balance \$137.57
Minimum Payment Due \$35.00
Past Due Amount \$0.00
Payment Due Date January 25, 2023

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- Access current and historical statements, up to 7 years old
- Monitor monthly expenses

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(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.....123
Business Expense points earned this month.....75
Gas and Dining points earned this month.....0
Bonus points earned this month.....0
Total points earned this month.....198
Points redeemed this month.....0
Current point balance.....32,936

Points expiring on your next statement closing date0

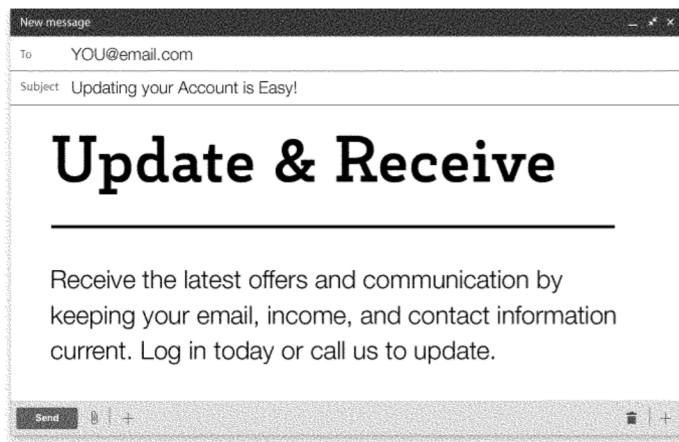
(Points earned expire on or after 3 years from the date they are awarded. To avoid expiring your points, please redeem them before your due date listed on this statement.)

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
11-30	12-01	24717052334283343255521	THE CO OP COUNTRY STORE PONDERAY ID	\$74.89
12-01	12-02	24692162335100844652326 2	GOOGLE *GSUITE_spotbus cc@google.com CA	\$24.00
12-12	12-12	74418002346027555064586	PAYMENT - THANK YOU	\$3,152.70 (CR)
12-13	12-14	24011342347000045637274 2	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$14.99
12-15	12-16	24733092350091563019245	ID TRANSDEPT 2083320102 BOISE ID	\$23.69



Account Number:
4988 6562 4202 5994
Page 002 of 002

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	\$1,441.89	29	\$0.00
Cash Advance	28.24% (v)	N/A	\$0.00	29	\$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

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)

If you are an **active duty member of the United States Military**, you may be eligible for additional benefits on your account(s) under the Servicemembers Civil Relief Act (SCRA).

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SPOT Agenda Item Summaries

Meeting Date: January 19, 2023

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: January 19, 2023

Agenda Item: 7b.

From: Donna Griffin

Topic: FY 24 5339 One Time Grant Applications Match Required

Background: SPOT submitted three 5339 applications as advised by Idaho Transportation Department, Public Transit Office

1. Cost Increase for Three New Buses = \$58,127.00
 - a. Match = \$11,627.00
2. Vehicle Rehabilitation = \$45,865.00
 - a. Match = \$9,173.00
3. Communication Equipment = \$28,850.20
 - a. Match = \$5,770.04

Meeting Date: January 19, 2023

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. Clif and Donna are working to cleaning up language and on definitions to delineate full-time and part-time employee classifications with associated changes to the benefits section.

Meeting Date: January 19, 2023

Agenda Item: 7d.

From: Donna Griffin

Topic: Disposal of Two Buses

Background: ITD released the titles of the two buses that continue to be parked at the SPOT lot. Staff plans to dispose of them as soon possible.

Meeting Date: January 19, 2023

Agenda Item: 7e.

From: Donna Griffin

Topic: Fixed Routes, Bonner County

Background: Timing on Fixed Routes is tight. Staff is exploring routing options to help with timing and driver comfort.

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	5132	596	217		5945
22-Sep	3888	545	223	2419	7075
22-Oct	4027	509	179		4715
22-Nov	3577	498	195	1815	6085
22-Dec	3776	478	237	21208	25699
	48,215	5,993	2,418	79,627	136, 253

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
December	3873	401	256	14,413	18943
	44,800	4,562	1,680	44,321	95,363

2019	Fixed	Para	Bonnors Ferry	Mountain Route	Total
January	4579	439	271		5,289
February	3847	373	215	5963	10,398
March	4776	443	253	11583	17,055
April	4846	452	257	1699	7,254
May	4618	446	245		5,309
June	4129	381	256		4,766
July	4189	460	249		4,898
August	7984	389	225	1594	10,192
September	4042	401	230	1269	5,942
October	4310	457	239		5,006
November	4473	395	226	393	5,487
December	4806	383	258	13013	18,460
	56,599	5,019	2,924	35,514	100,056

Boundary County Ridership December 2022

DATE	MON	TUE	WED	THURS	FRI	TOTAL
12/1/2022	0	0	0	11	18	29
12/4/2022	0	18	8	13	13	52
12/11/2022	0	23	9	12	21	65
12/18/2022	0	0	11	17	8	36
12/25/2022	0	13	7	18	17	55
Dec Total		54	35	71	77	237

Bonnars Ferry to Sandpoint	125
Local	112
Total	237

DATE	Rest	County	Moyie	Wed-Fri Seniors	Tue- Thur- Seniors	Wed Food Bank Boxes
12/1/2022	0	2	6	15	11	0
12/4/2022	0	4	6	19	28	12
12/11/2022	3	9	6	28	28	12
12/18/2022	0	2	8	17	17	12
12/25/2022	0	6	8	24	31	12
Dec Total	3	23	34	103	115	48



SPOT/SCHWEITZER MILEAGE REPORTING FOR DECEMBER 2022

Bus #	Week of	Beginning Actual Miles	Ending Actual Miles	Total Miles	Service Miles	Passen eger Miles	Vehicle Revenue Hours	Total Passen- gers	Seniors	Disabled	General	Youth
MT31	12/1/2022	57741	57849	105	6	99	12	313	75	0	238	0
	12/4/2022											
	12/11/2022	57849	57888	39	0	39	4	67	15	0	52	0
	12/18/2022	57888	58696	808	48	760	56	924	157	0	767	0
	12/25/2022	58696	59302	606	18	588	36	1035	193	0	842	0
MT 32	12/1/2022	58120										
	12/4/2022											
	12/11/2022											
	12/18/2022											
	12/25/2022											
MT 33	12/1/2022											
	12/4/2022	57262	59015	1753	24	1729	30	1525	355	0	1170	0
	12/11/2022	59015	59052	37	37	0	0	0	0	0	0	0
	12/18/2022											
	12/25/2022	59052	59902	850	18	832	36	2170	453	0	1717	0
MT 34	12/1/2022	3367	3763	396	12	384	24	601	177	0	424	0
	12/4/2022	3763	5124	1361	42	1319	84	1563	383	0	1180	0
	12/11/2022	5124	6536	1412	42	1370	84	2029	630	0	1399	0
	12/18/2022	6536	7333	797	36	761	48	1249	242	0	1007	0
	12/25/2022	7333	7613	287	6	281	8	457	72	0	385	0
MT 35	12/1/2022	2814	3293	479	119	360	24	769	110	0	659	0
	12/4/2022	3293	4267	974	30	944	48	1403	255	0	1148	0
	12/11/2022	4267	5644	1377	42	1335	54	1301	396	0	905	0
	12/18/2022	5644	6961	1317	157	1160	60	1942	397	0	1545	0
	12/25/2022	6961	8274	1313	36	1277	60	3687	563	0	3124	0
SNOOPY	12/1/2022											
	12/4/2022											
	12/11/2022	143223						43	8	0	35	0
	12/18/2022											
	12/25/2022							130	35	0	95	0
Dec Total				13911				21208	4516	0	16692	0

This is mileage reported for the month of December 2022. The rate as per the agreement is 2.50/mile.

Total amount due : \$ 34,777.50

PLEASE SIGN BELOW

SIGN _____ DATE _____

Selkirk's Pend Oreille Transit Authority (SPOT)
 FFY 2024 5339 Rural One-Time Capital Application – Cost Increase for Three New Buses

b. Itemized Project Budget

This project request will fund cost increases incurred since our original grant request. Quotes from the dealer are dated March 16, 2022, March 24, 2022, and January 10, 2023 (attached).

The project budget for THIS request = \$ 58,127.00

Description	Grant amount requested to fund cost increase		Our Match To fund cost increase	Previous Grant amount awarded	Previous local match promised	Total Purchase Price Three new buses
	Purchase Price Increase	Additional Costs**				
Two route buses	\$20,692	+ \$6,600	\$6,824	\$165,923	\$41,481	\$241,520.00
One Boundary County bus	\$15,908	+ \$3,300	\$4,803	\$69,706	\$17,427	\$111,144.00
Total		= \$ 46,500	\$11,627	\$235,629	\$58,908	\$352,664.00

This purchase has an overall cost of \$352,664.00 Please see the invoices attached.

Description	Quantity	Updated Price		Total Updated Price	Service Area
		Each unit	Additional Cost**		
Eudora E450 12+2	2	\$117,460	+ \$3,300	\$241,520.00	Bonner County Fixed Route
Eudora E450 12+2	1	\$107,844	+ \$3,300	\$111,144.00	Boundary County Demand Service
Total	3			\$352,664.00	

Additional Costs - Lift inspection, registration, DOT Inspection, decals, communication equipment.**

b. Itemized Project Budget Vehicle Rehab 2017 buses

This project request will fund cost increases incurred since our original grant request. Quotes from the dealer are dated March 16, 2022, March 24, 2022, and January 10, 2023 (attached).

The project budget for THIS request = \$ 45,865.80.00

Description	Grant amount requested to fund cost increase	Our Match To fund cost increase	Quantity	Total cost
	Purchase Price Increase			
Mechanical item – front brakes, front end items such as steering, suspension	\$4,400 X 2 buses \$8,800.00	\$1,10.00 x 2 \$2,200.00	2	\$11,000.00
Exterior body work and maybe paint	\$11,306.32 X 2 buses \$22,612.64	\$2,826.58 x 2 \$5,653.16	2	28,265.80
Other additional costs	\$2,640 X 2 buses \$5,280.00	\$660.00 x 2 \$ 1,320.00	2	\$6,600.00
Total	= \$ 36,692.64	\$9,173.16		\$45,865.80

Additional Costs - Lift inspection, registration, DOT Inspection, decals,
communication equipment.**

b. Itemized Project Budget Communication Equipment (Radios)

This purchase has an overall cost of \$28,850.20 Please see the invoice attached.

Description	Quantity	Grant amount requested	SPOT Match	Total Price
Secure Space	1	\$ 4,000.00	\$ 1,000.00	\$5,000.00
-Mountain Duplexer (\$2000) -Mountain Antenna with connectors (\$2,000) -Mountain Top Repeater (\$3,000) -Install at Schweitzer (\$2,500)	1 each	\$7,600.00	\$1,900.00	\$9,500.00
-Mobile Radio (Icom F6011 UHF <u>Non Display</u>) \$372.00 -UHF Gain Antenna \$58.95 -Coax Cable Kit, \$29.95 Program and Set Up on Schweitzer Channel \$124.00 - PL259 UHF Crimp Connector \$6.95	17	\$10,904.48	\$2,726.12	\$13,630.60
Travel to Install on buses and Base	4 days	\$ 575.68	143.92	\$ 719.60
Total		\$23,080.16	\$5,770.04	\$28,850.20