



Selkirks - Pend Oreille Transit Authority

Public Notice of Finance Committee Meeting
10:00 – 11:00 a.m., Wednesday, June 14, 2023
SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID 83852

Agenda

Zoom Meeting ID: 757 806 2208

Passcode: 301696

Call to Order and Roll Call

1. Action and Discussion Items:

- a. Action Item: Approve Minutes from May 17, 2023, Finance Committee Meeting
- b. Action Item: Review SPOT May 2023 Financial Statements
- c. Action Item: Preliminary budget 2023/2024
- d. Action Item: Financial considerations

2. 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 accommodation at the above noticed meeting should contact SPOT three days prior to the meeting at (208) 263-3774.



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31656 Hwy 200, Box 8
Ponderay, Idaho 83852
208-263-3774

Finance Committee Meeting Minutes - May 17, 2023

Present: Colleen Culwell, Zale Palmer, Clif Warren, Donna Griffin, and Shannon Pittman

Zale called the meeting to order at 10:04 a.m.

Clif moved to approve the minutes of the April 19, 2023, Finance Committee meeting. Zale seconded. Passed, all in favor.

The April 2023 financial statements were reviewed. The Mountain Route ended in April. We still see lower-than-expected fuel bills. Zale moved to approve the April 2023 financial statements. Clif seconded. Passed, all in favor.

The Committee discussed information presented by Clif about updating the Payroll Schedule. Under this revision, Selkirks - Pend Oreille Transit staff will receive their pay every two weeks beginning July 21, 2023 (26 times per year). Currently SPOT pays employees on a semi-monthly basis (24 times per year). Due to the timing of pay periods, holidays, weekends, and transmission cut-off, sometimes there is little time to process the payroll. To allow for more processing time, we propose paying on a bi-weekly basis - every other Friday. All pay weeks will continue to pay from Sunday to Saturday (as we currently do). Beginning Saturday July 15, 2023, the pay period will end on Saturday July 15, 2023. Staff will turn in time sheets no later than the following Monday (July 17, 2023). SPOT staff will receive their pay on every other Friday beginning on Friday July 21, 2023. Clif moved to bring this to the SPOT Board. Zale seconded. Passed, all in favor.

The committee discussed the Cashflow issue. Staff pointed out that we still have not received all our reimbursements from FTA. No action taken.

Regarding the Preliminary 2023/2024 budget, the committee discussed workshop information and Clif reviewed documents that outline Facts about SPOT Funding Status and budget considerations which included Shortfall Projections as well as the proposed increased amounts needed from each SPOT partner. The proposed increases will allow SPOT to continue providing existing services. The committee recommended to take this information to the SPOT Board and provide it as a tool for members to use in their discussions as the counties and cities prepare their budgets.

The committee discussed financial considerations which included using the Marketing grant to pay for uniforms (shirts, sweatshirts, and jackets). Clif asked if we had money in the grant available for this. Donna confirmed that we do.

Clif moved to adjourn the meeting. Zale seconded. Passed, all in favor. The meeting was adjourned at 10:45 a.m.