



# Selkirks - Pend Oreille Transit Authority

## Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, October 19, 2023

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

Zoom Meeting ID: 867 6192 1102

Passcode: 836497

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 September 21, 2023, Public Hearing.
  - b. Action Item: Approve Minutes of the September 21, 2023, SPOT Board meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for September 2023
  - 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
7. Action and Discussion Items:
  - a. Action Item: Review for approval the MOU By and Between SPOT and Bonner County Emergency Management
    - i. Guest: Bob Howard, Director, Bonner County Emergency Management and Solid Waste
  - b. Action item: Code of Conduct
  - c. Action Item: SPOT Authority Paratransit Demand Application
  - d. Action Item: 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.
  - e. Action Item: Authorize advertisement for Safety and Operations Manager position
  - f. Action/discussion Item: SPOT staff pay and benefits
  - g. Action Item: Schweitzer Mountain Route
  - h. Action Item: Financial considerations
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 accommodation at the above noticed meeting should contact SPOT three days prior to the meeting at (208) 263-3774.

**PUBLIC HEARING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
September 21, 2023**

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

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

**Absent:** Gary Kunzeman, Wally Cossairt

**PUBLIC HEARING FOR PROPOSED SPOT 2023-2024 BUDGET:** No public present.

No public present. No action taken.

**Public Comment Period:** No comments.

**Meeting adjourned 11:01 a.m.**

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
September 21, 2023**

**Nancy Lewis CALLED THE MEETING TO ORDER AT 11:01 A.M.**

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

**Absent:** Gary Kunzeman, Wally Cossairt

**Public Comment Period:** No comments.

**MINUTES:** Approve minutes of the August 17, 2023 regular meeting as presented.

**Motion to approve the minutes of the August 17, 2023 regular meeting. Zale Palmer/ Clif Warren. All in favor. Approved**

**FINANCIAL REPORTS:**

Accept Financial Reports for August and approve payment of prepaid bills and outstanding bills.

**Motion to accept the financial reports for August and approve the payment of prepaid bills and outstanding bills. Zale Palmer/ Nancy Lewis. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** Donna Griffin reported that ridership increased in all areas during August. Boundary County ridership increased by almost 100 over the previous month. We might hit ridership of 150,000 for this calendar year. Ponderay Neighbor Day went well and had good attendance.

**Operations:** Donna Griffin reported they are still working on the safety recalls on the Mountain buses. One is still at Cummins. The fuel rails have been replaced under the recall order. Still need to make sure the driver seat heaters installed will help with the codes in the cold weather. Bus 319 is up to \$6,000 in repairs. Estimated delivery date for the new buses is now February 2024. New construction and sidewalk improvements are following the specs prepared by City of Sandpoint. The Eureka Institute has almost completed the two remaining shelters – waiting on glass. Donna is requesting a 6-month extension on the grant due to material delivery delays per Shauna’s suggestion. The draft contract for this winter has been given to Schweitzer for review. The Public Transportation Summit in Boise is next week. An employee appreciation event was held last month. The drivers really appreciated it. Donna would like to set up an event every other month or quarterly and combine it with some training. We have received an application from a new driver that has been driving in West Bonner County. Shannon’s position has not been posted yet, her retirement has been moved to March 2024.

**COMMITTEE REPORTS:**

**A. Boundary County Service Development Committee:** Donna reported she and Tom are planning to visit the Senior Center to promote ridership. Might be funding possibilities with the Kootenai Tribe.

- B. Finance Committee Update:** The financial reports were reviewed and approved. Zale developed a match allocation worksheet based on ridership as requested by City of Sandpoint. The ridership numbers are based on where the riders enter the buses, not where they disembark, and only includes the fixed route. The paratransit ridership needs to be added.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Anderson Bros. CPA Engagement Letter for approval and signature.**  
**Motion to authorize Nancy Lewis to sign the auditor engagement letter. Clif Warren/ Zale Palmer. All in favor. Approved.**
  
- B. Action Item: iiiA Benefits Documents Updated.** New agreement was received with updated language, grammar corrections, new trustee assignments. Donna verified there were no changes to the terms from the previous agreement.  
**Motion to authorize Nancy Lewis to sign the new agreement. Clif Warren/ Zale Palmer. All in favor. Approved.**
  
- C. Action Item: ICRMP Updated JPA for approval and signature.** New Joint Powers Subscriber agreement was received for the renewal of the policy. Mainly rewritten to clarify and consolidate previous agreement with no significant changes in policy.  
**Motion to authorize Nancy Lewis to sign the new agreement. Clif Warren/ Nancy Lewis. All in favor. Approved.**
  
- D. Action Item: SPOT Authority User Conduct Code and Paratransit Demand Application.** Updated user conduct code was consolidated down to 2 pages. To be dated, laminated and posted inside the buses.  
**Motion to approve the updated code of conduct dated 9/21/23. Zale Palmer/ Clif Warren. All in favor. Approved.**  
**Paratransit Demand Application to be tabled. No action taken.**
  
- E. Action Item: Budget 2023-2024.**  
**Motion to adopt the 2023-2024 budget as posted. Clif Warren/ Zale Palmer. All in favor. Approved.**
  
- F. Action Item: Bonner County Cost Allocation tool.** Discussed earlier in the Finance Committee Report.  
**No action taken.**
  
- G. Action Item: Financial considerations.**  
Employee wage increases for the next fiscal year to be presented at the next meeting during Executive Session. Also, the shelter grant included \$5,000 of funding for bike racks to be installed at the shelter. Donna will be asking ITD to move the fund allocation to concrete slabs since there are no plans to install bike racks at the shelters.  
**No action taken.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS: No comments.**

**Meeting adjourned 11:49 a.m.**

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of September 30, 2023**

<b>ASSETS</b>	<b>Bonner County</b>	<b>Boundary County</b>	<b>Total</b>
<b>Current Assets</b>			
Checking/Savings	227,569.74	15,406.48	242,976.22
Accounts Receivable	1,038.00	342.00	1,380.00
Grant Funds Receivable	182,246.01	10,767.00	193,013.01
<b>Total Other Current Assets</b>	<b>40,997.33</b>	<b>3,078.67</b>	<b>44,076.00</b>
<b>Total Current Assets</b>	<b>451,851.08</b>	<b>29,594.15</b>	<b>481,445.23</b>
<b>Total Fixed Assets</b>	<b>1,427,011.11</b>	<b>72,360.37</b>	<b>1,499,371.48</b>
<b>TOTAL ASSETS</b>	<b>1,878,862.19</b>	<b>101,954.52</b>	<b>1,980,816.71</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>	<b>19,503.10</b>	<b>620.93</b>	<b>20,124.03</b>
<b>Equity</b>	<b>1,859,359.09</b>	<b>101,333.59</b>	<b>1,960,692.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,878,862.19</b>	<b>101,954.52</b>	<b>1,980,816.71</b>

**Selkirks-Pend Oreille Transit Authority  
 Summary Profit & Loss Budget vs. Actual  
 September 2023**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	92,150.00	126,206.82	7,168.00	6,297.00	13,029.00	7,464.88	112,347.00	139,968.70
<b>Expenses:</b>								
<b>Administration</b>	9,616.07	11,760.26	732.11	609.78	244.09	1,189.70	10,592.27	13,559.74
<b>Operations</b>	57,127.34	75,087.49	4,854.64	7,005.29	10,833.19	10,314.95	72,815.17	92,407.73
<b>Preventative Maintenance</b>	6,465.79	6,518.00	0.00	515.45	688.39	0.00	7,154.18	7,033.45
<b>Total Expenses</b>	73,209.20	93,365.75	5,586.75	8,130.52	11,765.67	11,504.65	90,561.62	113,000.92
<b>Net Ordinary Income</b>	18,940.80	32,841.07	1,581.25	-1,833.52	1,263.33	-4,039.77	21,785.38	26,967.78
<b>Other Income/Expense</b>	85.47	-74,060.08	0.00	0.00	0.00	0.00	85.47	-74,060.08
<b>Net Income</b>	<b>19,026.27</b>	<b>-41,219.01</b>	<b>1,581.25</b>	<b>-1,833.52</b>	<b>1,263.33</b>	<b>-4,039.77</b>	<b>21,870.85</b>	<b>-47,092.30</b>

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**Selkirks-Pend Oreille Transit Authority  
 Summary Profit & Loss Budget vs. Actual  
 October 2022-September 2023**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	811,519.10	1,120,732.30	74,685.18	82,303.82	555,672.40	329,254.86	1,441,876.68	1,532,290.98
<b>Expenses:</b>								
<b>Administration</b>	146,053.04	151,923.06	16,320.98	8,377.40	10,377.50	24,088.00	172,751.52	184,388.46
<b>Operations</b>	482,525.48	621,816.34	47,468.68	69,012.64	166,107.10	184,550.70	696,101.26	875,379.68
<b>Preventative Maintenance</b>	106,943.79	80,935.72	4,598.25	6,785.42	39,613.95	105,740.71	151,155.99	193,461.85
<b>Total Expenses</b>	735,522.31	854,675.12	68,387.91	84,175.46	216,098.55	314,379.41	1,020,008.77	1,253,229.99
<b>Net Ordinary Income</b>	75,996.79	266,057.18	6,297.27	-1,871.64	339,573.85	14,875.45	421,867.91	279,060.99
<b>Other Income/Expense</b>	-20,400.69	-392,481.00	-171.33	0.00	-329,382.60	0.00	-349,954.62	-392,481.00
<b>Net Income</b>	<b>55,596.10</b>	<b>-126,423.82</b>	<b>6,125.94</b>	<b>-1,871.64</b>	<b>10,191.25</b>	<b>14,875.45</b>	<b>71,913.29</b>	<b>-113,420.01</b>

0.00      -

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

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>America's Ink and Toner Supply, Inc.</b>			
Bill	08/14/2023	30415	738.30
Bill	08/14/2023	30416	561.75
Total America's Ink and Toner Supply, Inc.			1,300.05
<b>Bryson Sales &amp; Service, Inc.</b>			
Bill	06/22/2023	400-0	874.99
Total Bryson Sales & Service, Inc.			874.99
<b>Clif Warren</b>			
Bill	09/29/2023	Conference	1,583.24
Total Clif Warren			1,583.24
<b>Donna Griffin</b>			
Bill	09/29/2023	Conference	415.60
Total Donna Griffin			415.60
<b>Eagle Drug and Alcohol Testing LLC</b>			
Bill	09/30/2023	101111	105.00
Total Eagle Drug and Alcohol Testing LLC			105.00
<b>Schweitzer Mountain Resort.</b>			
Bill	09/30/2023	Fall Fest	3,010.00
Total Schweitzer Mountain Resort.			3,010.00
<b>TransLoc</b>			
Bill	10/09/2023	INV0000003039	699.96
Total TransLoc			699.96
<b>TOTAL</b>			<b>7,988.84</b>



**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of September 28, 2023**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	07/31/2023	CP-0008669	262.35
	Bill	09/17/2023	CP-0026388	1,968.52
	Bill	09/24/2023	CP-0031707	1,912.07
Total Coleman Oil				<u>4,142.94</u>
<b>KG&amp;T Septic, Inc.</b>				
	Bill	09/18/2023	37710	130.00
Total KG&T Septic, Inc.				<u>130.00</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	09/25/2023	33594	2,040.65
Total Mike White Ford of Sandpoint				<u>2,040.65</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	09/15/2023	17112	160.00
	Bill	09/22/2023	17131	160.00
Total Pressure Clean Services, Inc.				<u>320.00</u>
<b>Verizon Wireless</b>				
	Bill	09/13/2023	9944362761	300.13
Total Verizon Wireless				<u>300.13</u>
<b>ZiPLY Fiber - BF</b>				
	Bill	09/13/2023		38.64
Total ZiPLY Fiber - BF				<u>38.64</u>
<b>TOTAL</b>				<u><u><b>6,972.36</b></u></u>

**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
**As of October 13, 2023**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>5th Avenue Car Wash</b>				
	Bill	10/09/2023	8373	101.48
Total 5th Avenue Car Wash				<u>101.48</u>
<b>Bonner County Daily Bee</b>				
	Bill	09/30/2023	Budget notices	123.00
Total Bonner County Daily Bee				<u>123.00</u>
<b>Coleman Oil</b>				
	Bill	09/30/2023	CP-0036068	1,750.43
	Bill	10/01/2023	CP-0038100	151.92
	Bill	10/08/2023	CP-0039047	1,895.70
Total Coleman Oil				<u>3,798.05</u>
<b>First Bankcard</b>				
	Bill	09/27/2023		39.99
Total First Bankcard				<u>39.99</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	09/25/2023	11675	77.88
	Bill	10/11/2023	34060	116.17
Total Mike White Ford of Sandpoint				<u>194.05</u>
<b>Mountain Ledgers</b>				
	Bill	09/30/2023	7050	708.75
Total Mountain Ledgers				<u>708.75</u>
<b>Napa Auto Parts</b>				
	Bill	10/05/2023	159665	182.22
Total Napa Auto Parts				<u>182.22</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	10/02/2023	17150	200.00
	Bill	10/09/2023	17165	200.00
Total Pressure Clean Services, Inc.				<u>400.00</u>
<b>RWC Group</b>				
	Bill	09/28/2023	XA106063221:01	234.43
Total RWC Group				<u>234.43</u>
<b>Spokane Testing Solutions</b>				
	Bill	09/30/2023	SPOTA1	180.00
Total Spokane Testing Solutions				<u>180.00</u>
<b>ZiPLY Fiber</b>				
	Bill	09/22/2023		267.79
Total ZiPLY Fiber				<u>267.79</u>
<b>TOTAL</b>				<u><u><u>6,229.76</u></u></u>



RECEIVED  
OCT 5

**SELKIRKS PEND OREILLE TRA**  
Account number ending in 2396  
For billing cycle ending 09/27/2023

New Balance  
**\$39.99**

Minimum Payment  
**\$35.00**

Payment Due  
**10/25/2023**

**Your Account Summary**

Previous Balance	\$1,213.10
Payments	-\$1,213.10
Other Credits	-\$59.97
Purchases	\$99.96
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$39.99</b>
Statement Closing Date	09/27/23
Days in Billing Cycle	29
Total Credit Limit	\$10,000.00
Available Credit	\$9,960.00
Cash Limit	\$2,000.00
Available Cash	\$2,000.00

**Your Payment Information**

New Balance	\$39.99
Minimum Payment Due	\$35.00
Past Due Amount	\$0.00
<b>Payment Due Date</b>	<b>10/25/2023</b>

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

Log in today to explore all the online possibilities!

Issued by First National Bank of Omaha (FNBO®).

Pay your bill and manage your account online at [card.fnbo.com](http://card.fnbo.com)



Account Number XXXX-XXXX-XXXX-2396

New Balance  
**\$39.99**

Minimum Payment  
**\$35.00**

Payment Due  
**10/25/2023**

Amount Enclosed: \$ .

Make checks payable to FNBO or pay online at [card.fnbo.com](http://card.fnbo.com).

SELKIRKS PEND OREILLE TRA  
DONNA M GRIFFIN  
31656 HIGHWAY 200  
PONDERAY ID 83852-9500

097638  
R108

FNBO  
P.O. Box 2818  
Omaha, NE 68103-2818

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

4988656260672396 0000000003500 0000000003999

**Payment Requirements:** Payments must be (1) accompanied by the bottom portion of the first page 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.

SMBUS/ESCOM

To ensure accuracy, please print clearly using uppercase letters and numbers only.  
Please do not use red ink, a gel pen or pencil.

Cardholders can change their address and add contact information online.

### Change of Address, Phone or Email

Address _____	Home Phone _____
Apt/Bldg # _____	Work Phone _____
City _____	Cell Phone _____
State, ZIP _____	Email Address _____

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



**SELKIRKS PEND OREILLE TRA**  
 Account number ending in 2396  
 Transactions for billing cycle ending 09/27/23

**CURRENT POINT BALANCE**

**10,048**

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.

**Point activity summary for the period covered by this statement:**

- 24 Regular points earned this month
- 80 Business Expense points earned this month
- 0 Gas and Dining points earned this month
- 0 Bonus points earned this month
- 104 Total points earned this month
- 0 Points redeemed this month
- 10,048 Current point balance

Points that will be expiring on your next statement closing date.....0

Keep using your card to increase your rewards total. The more you purchase, the more rewards you earn!

**Review your Reward Terms and Conditions for details including earning, redemption, expiration, or forfeiture.**

**TRANSACTION DETAIL**

**Transactions**

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
09-01	09-05	24803943245920005661560 2	GOOGLE*GSUITE SPOTBUS. CC GOOGLE.COM CA	\$24.00
09-13	09-14	24011343256000042867558 2	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.99
09-13	09-15	24943013257010185065622 7	THE HOME DEPOT #1810 PONDERAY ID	\$59.97
09-14	09-18	74943013258010192477608	THE HOME DEPOT #1810 PONDERAY ID	\$59.97 CR
09-18	09-18	74418003261027555083197	PAYMENT - THANK YOU	\$1,213.10 CR

**Fees Charged**

**Total Fees for this period** **\$0.00**

**Interest Charged**

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Balance Transfers	\$0.00
<b>Total Interest for this Period</b>	<b>\$0.00</b>

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

	Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	25.24% (v)	NA	\$838.25	29	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	29	\$0.00

**2023 Total Year-to-Date**

Total Fees Charged in 2023	\$39.00
Total Interest Charged in 2023	\$57.42

**Contact Information**

**Contact us online**  
card.fnbo.com

**Talk To Us**  
1-800-819-4249  
(TDD Telecommunications Device  
for the Deaf: 1-800-925-2833)

**Mail Payments To**  
FNBO  
P.O. Box 2818  
Omaha, NE 68103-2818



**Selkirks - Pend Oreille Transit Authority**  
31656 HWY 200, Box 8 Ponderay, ID 83852 (mailing address)  
31656 HWY 200, Suite 102 Ponderay, ID 83852 (physical address)  
**208-263-3774**

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## SPOT Agenda Item Summaries

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Meeting Date: October 19, 2023

Agenda Item: 7a.

From: Donna Griffin

Topic: Review for approval the MOU By and Between SPOT and Bonner County Emergency Management

Background: The purpose of the MOU is to provide transportation services for the general public, special populations and to volunteers and support personnel who are providing emergency services to designated populations affected by an emergency, disaster, or public health emergency.

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Meeting Date: October 19, 2023

Agenda Item: 7b.

From: Donna Griffin

Topic: SPOT Authority Code of Conduct

Background: Review updated documents, discuss additional language and input as needed, and approve for implementation. Staff added item # 4 since the last meeting.

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Meeting Date: October 19, 2023

Agenda Item: 7c.

From: Donna Griffin

Topic: SPOT Authority Paratransit Demand Application

Background: Review updated documents, discuss additional language and input as needed, and approve for implementation.

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Meeting Date: October 19, 2023  
Agenda Item: 7d.  
From: Donna Griffin  
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.

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Meeting Date: October 19, 2023  
Agenda Item: 7e.  
From: Donna Griffin  
Topic: Authorize advertisement for Safety and Operations Manager position  
Background: Shannon will retire March 1, 2023, and we hope to hire and train a person before she leaves.

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Meeting Date: October 19, 2023  
Agenda Item: 7f.  
From: Donna Griffin  
Topic: Staff pay and benefits  
Background: The cost of living continues to rise, and area driver employers have increased their pay.

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Meeting Date: October 19, 2023  
Agenda Item: 7g.  
From: Donna Griffin  
Topic: Schweitzer Mountain Route  
Background: Rob Batchelder forwarded the Contractor Agreement to Alterra Mountain Company for input. Review and discuss the agreement and bus operations for the Mountain Route.

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Meeting Date: October 19, 2023  
Agenda Item: 7h.  
From: Donna Griffin  
Topic: Financial considerations  
Background: Upcoming budget discussion and considerations.



## **SPOT Ridership**

<b>2023</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
23-Jan	4672	563	230	22489	27954
23-Feb	4200	509	204	19502	24415
23-March	4835	600	261	19601	25297
23 April	4197	477	152	4612	9438
23 May	4489	548	139	0	5176
23 June	4199	565	190	0	4,954
23 July	5986	489	129	628	7232
23 August	6820	536	216	0	7572
23 September	4231	547	149	2810	7737
<b>2023 TOTAL</b>	<b>43,629</b>	<b>4,834</b>	<b>1,670</b>	<b>69,642</b>	<b>119,775</b>

<b>2022</b>	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
<b>2022 TOTAL</b>	<b>48,215</b>	<b>5,993</b>	<b>2,418</b>	<b>79,627</b>	<b>136, 253</b>

<b>2021</b>	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
<b>2021 TOTAL</b>	<b>44,800</b>	<b>4,562</b>	<b>1,680</b>	<b>44,321</b>	<b>95,363</b>

<b>2019</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
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
<b>2019 TOTAL</b>	<b>56,599</b>	<b>019</b>	<b>2,924</b>	<b>35,514</b>	<b>100,056</b>

# Boundary County SPOT Ridership September 2023

DATE	MON	TUE	WED	THURS	FRI	TOTAL
9/1/2023	0	0	0	0	19	19
9/3/2023	0	9	11	4	8	32
9/10/2023	0	11	14	8	15	48
9/17/2023	0	2	8	6	12	28
9/24/2023	0	0	9	0	13	22
September Total	0	22	42	18	67	149

**Bonnors Ferry to Sandpoint**     **22+18= 40**

**Local**     **42+67= 109**

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**Total**     **149**

DATE	Sunset	Rest	County	Moyie	Demand Wed-Fri Seniors	Tue/Thur Sandp't Seniors	Wed Food Bank Boxes
9/1/2023	0	0	0	6	13	0	0
9/3/2023	2	0	3	6	14	10	10
9/10/2023	2	0	0	6	23	19	11
9/17/2023	0	0	0	8	16	8	11
9/24/2023	0	0	0	6	14	0	10
September Total	4	0	3	32	80	37	42



# BONNER COUNTY EMERGENCY MANAGEMENT

1500 Highway 2, Suite 101  
Sandpoint, ID 83864

Phone: 208-255-5681  
E-mail: em@bonnercountyid.gov

October 10th, 2023

## MEMORANDUM

Emergency  
Management  
Item #1

**To:** Commissioners

**From:** Bob Howard  
Director Emergency Management

**Re:** SPOTBUS MOU

**Description:** Bonner County had an MOU with SPOTBUS (SELKIRKS-PEND OREILLE TRANSIT) that recently expired. Bonner County Emergency Management and SPOTBUS have worked together to update the contents of the new MOU to renew the agreement in which SPOTBUS will provide transportation services for those who are providing emergency services to designated populations affected by an emergency, disaster, or public health emergency.

**Legal Review:** Approved by legal: 

**Distribution:** Original to BOCC  
Copy to Bob Howard & Cameron La Combe

A suggested motion would be: **Based on the information provided, I make a motion to have Bonner County accept and sign the MOU with Spotbus for them provide transportation services in time of an emergency or natural disaster.**

Recommendation Acceptance:  yes  no  Date: 10-10-23  
Commissioner Steve Bradshaw, Chairman

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** is hereby entered into by and between **SELKIRKS-PEND OREILLE TRANSIT** ("the SPOT") and **BONNER COUNTY** ("the County").

**THE PARTIES AGREE AS FOLLOWS:**

**I. PURPOSE.**

The purpose of this MOU is to provide transportation services for the general public, special populations, and to volunteers and support personnel who are providing emergency services to designated populations affected by an emergency, disaster, or public health emergency.

**II. STATEMENT OF BACKGROUND INFORMATION.**

Continued growth in Bonner County has required contingency planning in the event of a public health emergency, natural disaster or terrorist event.

**III. STATEMENT OF MUTUAL BENEFIT AND INTEREST.**

Selkirks-Pend Oreille Transit and the County hereby agree to work together to provide transportation for displaced citizens and emergency personnel affected by a natural disaster or terrorist event as follows:

**The County shall:**

- Notify the SPOT emergency contact when use of its' transportation services are needed during an emergency. The County is aware that during certain times the facilities may be unavailable for use due to previously scheduled events.
- Request for usage of the SPOT will come from the Board of County Commissioners or the Bonner County Emergency Manager who will have the authority to implement emergency procedures.
- In the case of an emergency, provide the SPOT with forecasted numbers of persons to be transported during a disaster or emergency has been declared.
- Reimburse the SPOT for fuels, utilities, food, and any other materials used during emergency transportation operations.
- Reimburse the SPOT the amount of gross salary of its personnel employed during these emergency shelter operations gross salaries to include employer portion of FICA and FUTA.

**The Selkirks-Pend Oreille Transit shall:**

- Provide availability of the SPOT transportation services to be used by Bonner County as a temporary emergency during an emergency or disaster when appropriate.
- Provide Bonner County with contact information of the SPOT representatives to be called to make the space available for usage by Bonner County.
- Provide transportation services, qualified drivers, heavy equipment, and support functions as necessary, and as available, within 24 hours of notification from Bonner County.
- Be Solely responsible for the supervision of their employees, as well as the operations, maintenance, insurance liability of the requested transportation resources and heavy equipment.
- It is understood by all parties to this agreement that these services will be used only when the County makes a declaration that a disaster or emergency exists.
- Compensation to the above mentioned party will be in accordance with Title 46 Chapter 10 and Idaho Code. The County will assist the SPOT by coordinating all requests for compensation.

**IV. PRINCIPAL CONTACTS- The principal contacts for this MOU are:**

<b>BONNER COUNTY</b>	<b>CONTACT #1</b>	<b>CONTACT #2</b>	<b>CONTACT #3</b>
Bob Howard Director	Donna Griffin Executive Director		
Bonner County Emergency Management	SPOTBUS		
1500 Highway 2 STE 101 Sandpoint, ID 83864	31656 HWY 200 Box 8 Ponderary, ID 83852		
Phone: 208-265-8867 Cell: 208-255-6901	Phone: 208-263-3774 Cell: 208-946-7656		
bob.howard@ bonnercountyid.gov	dgriffin@spotbus.org		

**V. COMMENCEMENT/EXPIRATION DATE** This MOU shall be effective as of the date of last signature below and shall remain in full force and effective for three consecutive years, at which time it will expire unless extended by mutual written agreement of parties.

**VI. EARLY TERMINATION** Either party may terminate the MOU with thirty (30) days' written notice to the other party.

**VII. MODIFICATION** Modifications of this MOU shall be made by mutual consent of the parties by the issuance of a written addendum executed by each of the parties to this MOU. Any such modification shall be effective as of the date of the last signature on the addendum.

**VIII. LIABILITY** (NOTE: SPOT is referred to throughout this agreement as "the SPOT"):

Subject to the limits of the Idaho Tort Claims Act, Idaho constitution or any law, rule or regulation granting immunity to the County, the County shall be Solely responsible for any loss, costs, damages or injury caused to the third parties or property arising from the actions of the County, or its elected officials, employees, agents, or volunteers, and shall indemnify, hold harmless and defend the SPOT from any claims, litigation or liability arising from such actions taken pursuant to this MOU.

A. The COUNTY agrees to hold harmless, protect and indemnify the SPOT from and against any and all liabilities, losses, damages, expenses and charges, including but not limited to attorney's fees and expenses of litigation, which may be sustained or incurred by the SPOT or alleged as against the SPOT, arising directly or indirectly from the actions of the COUNTY, its employees and officers, from any claim, judgment, order, proceeding or process arising from or based upon or growing out of the use of SPOT Property or this Agreement. The COUNTY further agrees to maintain liability insurance in the minimum amount required under the Idaho Tort Claims Act, which is currently \$500,000.00 per occurrence, or an aggregate of \$500,000.00 per occurrence, and the COUNTY shall provide the SPOT with proof of coverage if requested.

B. The SPOT agrees to hold harmless, protect and indemnify the COUNTY from and against any and all liabilities, losses, damages, expenses and charges, including but not limited to attorney's fees and expenses of litigation, which may be sustained or incurred by the COUNTY or alleged as against the COUNTY, arising directly or indirectly from the actions of the SPOT, its employees and officers, from any claim, judgment, order, proceeding or process arising from or based upon or growing out of the use of SPOT Property or this Agreement. The SPOT further agrees to maintain liability insurance in the minimum amount required under the Idaho Tort Claims Act, which is currently \$500,000.00 per occurrence, or an aggregate of \$500,000.00 per occurrence, and the SPOT shall provide the COUNTY with proof of coverage if requested.

C. The covenants and agreement regarding liability as set forth in this section, particularly subparagraph (A) and (B), shall not apply, one party to the other, in the event of a wrongful act of a third party (i.e., passenger or guest), which wrongful action does not arise from a negligent or wrongful act of the COUNTY or the SPOT.

**IX. PARTICIPATION IN SIMILAR ACTIVITIES** This instrument in no way restricts SPOT or the County from participating in similar activities with other public or private agencies, organizations, and individuals.

**X. NON-FUND OBLIGATION DOCUMENT** This instrument is neither a fiscal or obligating document. Any endeavor involving reimbursement, contribution of funds, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those governing government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives to the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority of non-competitive award to SPOT of any contract or other agreement. Any contract of training or other services must fully comply with all applicable requirements for competition.

The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, and legal capacity, and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

IN WITNESS WHEREOF, the parties hereto have executed the memorandum of understanding as of the last date written below

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

**Selkirks-Pend Oreille Transit**

\_\_\_\_\_  
Nancy Lewis, Board Chair

DATED this 16 day of October, 2023.

**BONNER COUNTY  
BOARD OF COMMISSIONERS**

Absent  
Steve Bradshaw, Chairman

Asia Williams  
Asia Williams, Commissioner

Luke Omodt  
Luke Omodt, Commissioner

ATTEST:

By: Auis Schaeff  
Deputy Clerk





## Code of Conduct (SPOT buses, bus stops and facilities)

1. Comply with all applicable laws and ordinances-- obey the law.
2. Prohibited behavior includes: Disorderly conduct, loud or abusive language, drunkenness, and/or use of illegal drugs.
3. Comply with instructions/directions issued by SPOT Bus staff.
4. Passengers shall only board and get off the bus at designated stops and, upon boarding, will provide a destination to the driver.
 

No idle riding: Riders must have a destination and get off at that location.
5. Children under 6 must be accompanied by a parent or guardian.
6. Passengers shall stand behind the standee line while the bus is in motion.
7. Passengers shall not distract the driver while the bus is in motion.
8. Passengers shall yield their seat for senior citizens, those in wheelchairs, and those with limited mobility or mobility assistance devices.
9. Passengers shall only bring small items (bags, luggage, backpacks) items on the bus, that can fit in your lap or be safely stowed under your seat.
 

Depending on space available and at the discretion of the driver, passengers are permitted to bring skis, poles, and snowboards on board the bus.
10. Service animals are welcome and must always be under the control of the individual. Clean up after any animal on SPOT property.

11. Keep our buses and facilities clean - discard litter in designated receptacles.
12. Respect SPOT property and do not interfere with transit operations.
13. Refrain from using tobacco products including e-cigarettes on SPOT property, at bus stops, and within 25 feet of the bus.
14. Passengers shall only consume non-alcoholic beverages from spill-proof, covered containers on SPOT vehicles and shall not eat on SPOT vehicles.
15. Refrain from disruptive behavior including making loud or unreasonable noises. Devices which play music or make sound may only be used with earphones or headphones.
16. Passengers shall always wear appropriate clothing and shoes while on SPOT vehicles or properties and maintain a level of hygiene that is not offensive to the driver and other passengers.
17. The use of bike racks is on a first-come, first-served basis. Riders are responsible for securing their own bikes in the bike racks. Please do not slam the racks when lowering or raising them. Fat tire bikes will not fit on the bike racks.
18. Passengers shall only use SPOT properties and vehicles for personal use and shall not engage in commercial, solicitation, or promotional activities.
19. SPOT reserves the right to refuse service. Passengers shall be courteous to and respectful of other passengers and the driver; behave in a way that does not cause a safety hazard or personal interference to others.
20. SPOT is ADA compliant and provides paratransit services for qualifying people.

Any person who fails to follow this Code of Conduct may be ordered to leave or otherwise be restricted or excluded in the use of SPOT vehicles, facilities, or properties - Notice of Exclusion. The Notice of Exclusion is immediately effective upon delivery and may take the form of verbal or written notice. Failure to immediately comply with such a removal or exclusion order may be grounds for prosecution for criminal trespass and/or unlawful transit conduct.