



**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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## Public Notice of Regular Board Meeting Agenda

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11:00 am, Thursday, November 16, 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 October 19, 2023, SPOT Board meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for October 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: 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: Authorize advertisement for Safety and Operations Manager position
  - c. Action/discussion Item: SPOT staff pay increase
    - a. Mechanic
    - b. Assistant Director
  - d. Action item: Consider a Christmas Bonus for employees
  - e. Action Item: Grant applications 2024 – 2026
    - i. Two Year Congressional Application suggestions:
      1. Existing Services
      2. Capital/Asset Replacement - Buses (replacement for existing service)
      3. Add Demand Service in Bonner County
      4. Transit facility

- ii. One-time CARES Application suggestions
    - 1. Communication Equipment
    - 2. Office Equipment
      - a. Computers, phones, printer/scanner, and operating system.
  - iii. VIP or CARES funding Bus replacement or rehab (fixed).
  - f. Action Item: Schweitzer Mountain Route
  - g. Action/discussion item: Boundary County Service
  - 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.

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
October 19, 2023**

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

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

**Absent:** Wally Cossairt

**Guest Present:** Cameron LaCombe, Bonner County Emergency Management and Solid Waste

**Public Comment Period:** No comments.

**Motion to move Agenda item 7a to front of agenda to accommodate guest. Clif Warren/ Ron Smith. All in favor. Approved.**

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Review for approval the MOU by and between SPOT and Bonner County Emergency Management.** The MOU is to provide emergency services to Bonner County. This is to renew the existing MOU, which has expired. The new MOU has already been signed by the County Commissioners. Cameron LaCombe provided some additional conversation. He also discussed SPOT's possibility to utilize the FirstNet communication system that is a band utilized by first responders and might have broader connectivity than regular radios since it uses AT&T cell towers.

**Motion to approve and sign the MOU between Bonner County and SPOT for emergency transportation. Clif Warren/ Gary Kunzeman. All in favor. Approved.**

**MINUTES:** Approve minutes of the September 21, 2023 public hearing as amended.

**Motion to approve the minutes of the September 21, 2023 public hearing as amended. Clif Warren/ Zale Palmer. All in favor. Approved**

Approve minutes of the September 21, 2023 regular meeting as presented.

**Motion to approve the minutes of the September 21, 2023 regular meeting as presented. Zale Palmer/ Ron Smith. All in favor. Approved**

**FINANCIAL REPORTS:**

Accept Financial Reports for September

**Motion to accept the financial reports for September. Clif Warren/ Zale Palmer. All in favor. Approved**

Approve payment of prepaid bills and outstanding bills.

**Motion to approve payment of prepaid bills and outstanding bills as amended. Zale Palmer/ Nancy Lewis. All in favor. Approved**

## STAFF REPORTS:

**Ridership:** Donna Griffin reported that ridership increased during September 2023 when compared to September 2022, except for Boundary County. Marketing trips are being planning with the Bonners Ferry Senior Center and user groups to discuss the service. The Tuesday and Thursday ridership to Sandpoint has decreased, sometimes with no riders.

**Operations:** Donna Griffin reported we have a new employee that will be staining the bus shelters next week. They have already been power washed. Donna is working with Schweitzer on a repeater for radios and also with Bonner County. The push radios discussed earlier in the meeting will most likely only work in Bonner County, but might be a temporary fix over cell phone use. Bus #34 is still not running, due to an industry wide Cummins problem.

## COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Did not meet. Ron Smith reported Wally Cossairt will not be on the committee once his current term expires.
- B. Finance Committee Update:** The financial reports were reviewed and approved. Zale reported the committee discussed driver wage increases, the last of which was in February 2022. The committee recommended an increase of \$1/hour plus developing an incentive plan. Drivers would add or lose points based on performance, hours worked, etc. Colleen was asked to start working on a budget for 2024-2026 for the next grant cycle.

## ACTION & DISCUSSION ITEMS:

- B. Action Item: Code of Conduct.** This was already approved at the last meeting. However, item #4 regarding "idle passengers" was added.  
**Motion to approve the revised code of conduct as presented. Clif Warren/ Gary Kunzeman. All in favor. Approved.**
- C. Action Item: SPOT Authority Paratransit Demand Application.** Proposed application was previously distributed for review.  
**Motion to approve the SPOT Authority Paratransit Demand Application. Gary Kunzeman/ Ron Smith. All in favor. Approved.**
- D. Motion to enter into 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. Ron Smith/ Clif Warren.**  
**No action taken.**
- E. Action Item: Authorize advertisement for Safety and Operations Manager position.**  
**Tabled until hiring committee meets to prepare the job description. No action taken.**
- F. Action Item: SPOT staff pay and benefits.**  
**Motion to award \$1/hour raise to all drivers and install a reward system encouraging better behavior and work hours. Clif Warren/ Zale Palmer.**  
Donna mentioned average driver pay rate including hazard pay is \$20.37/hour. The school district is paying \$23-\$24/hour plus benefits. Schweitzer is hiring drivers at \$23. The last published cost of living adjustment was 8%. Donna would like to award an 8% pay increase, which would average out to \$1.63/hour.  
**Motion amended to award \$1.50/hour raise to all drivers and develop less of an incentive program. Pay increase to be effective October 1, 2023. Clif Warren/ Zale Palmer. All in favor. Approved.**

**Motion to award a 5% pay increase for administrative staff effective October 1, 2023. Zale Palmer/ Ron Smith. All in favor. Approved.**

**G. Action Item: Schweitzer Mountain Route.**

**Tabled since we have not received the proposed agreement back from Schweitzer. No action taken.**

**H. Action Item: Financial considerations.**

Finance Committee discussed placing some of our funds into Certificates of Deposit to increase earnings. Donna to verify with legal counsel that SPOT can place funds in CD's before proceeding.

**Motion to invest in two \$100,000 CD's at the current maximum rate for a period of less than 8 months. Clif Warren/ Ron Smith. All in favor. Approved.**

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

**Meeting adjourned 12:32 p.m.**

**Selkirks-Pend Oreille Transit Authority**  
**Summarized Balance Sheet**  
**As of October 31, 2023**

<b>ASSETS</b>	<b>Bonner County</b>	<b>Boundary County</b>	<b>Total</b>
<b>Current Assets</b>			
Checking/Savings	169,698.48	12,663.59	182,362.07
Accounts Receivable	273,806.00	18,105.00	291,911.00
Grant Funds Receivable	220,868.18	12,801.00	233,669.18
<b>Total Other Current Assets</b>	<b>40,417.33</b>	<b>3,078.67</b>	<b>43,496.00</b>
<b>Total Current Assets</b>	<b>704,789.99</b>	<b>46,648.26</b>	<b>751,438.25</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>2,131,801.10</b>	<b>119,008.63</b>	<b>2,250,809.73</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>	<b>23,987.49</b>	<b>1,653.15</b>	<b>25,640.64</b>
<b>Equity</b>	<b>2,107,813.61</b>	<b>117,355.48</b>	<b>2,225,169.09</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,131,801.10</b>	<b>119,008.63</b>	<b>2,250,809.73</b>

7:00 PM  
 11/09/23  
 Accrual Basis

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

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	228,361.00	234,276.61	20,139.00	23,394.23	90,010.00	88,984.42	338,510.00	346,655.26
<b>Expenses:</b>								
<b>Administration</b>	14,118.23	12,143.19	640.20	597.65	170.85	1,188.30	14,929.28	13,929.14
<b>Operations</b>	39,113.46	45,844.14	2,898.18	5,390.30	57.09	58.37	42,068.73	51,292.81
<b>Preventative Maintenance</b>	4,210.21	5,507.13	38.20	873.56	1,985.39	0.00	6,233.80	6,380.69
<b>Total Expenses</b>	57,441.90	63,494.46	3,576.58	6,861.51	2,213.33	1,246.67	63,231.81	71,602.64
<b>Net Ordinary Income</b>	170,919.10	170,782.15	16,562.42	16,532.72	87,796.67	87,737.75	275,278.19	275,052.62
<b>Other Income/Expense</b>	-1,553.77	0.00	0.00	0.00	0.00	0.00	-1,553.77	0.00
<b>Net Income</b>	<b>169,365.33</b>	<b>170,782.15</b>	<b>16,562.42</b>	<b>16,532.72</b>	<b>87,796.67</b>	<b>87,737.75</b>	<b>273,724.42</b>	<b>275,052.62</b>

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**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
As of October 25, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	10/15/2023	CP-0040270	1,712.57
	Bill	10/22/2023	CP-0041883	1,821.86
Total Coleman Oil				<u>3,534.43</u>
<b>Elite Tire &amp; Suspension</b>				
	Bill	10/18/2023	136377	1,616.86
	Bill	10/19/2023	136429	45.50
Total Elite Tire & Suspension				<u>1,662.36</u>
<b>III-A Trust</b>				
	Bill	09/25/2023	Oct 2023	2,115.00
	Bill	10/19/2023	Nov 2023	2,115.00
Total III-A Trust				<u>4,230.00</u>
<b>KG&amp;T Septic, Inc.</b>				
	Bill	10/16/2023	38234	130.00
Total KG&T Septic, Inc.				<u>130.00</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	10/18/2023	34203	68.69
Total Mike White Ford of Sandpoint				<u>68.69</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	10/16/2023	17186	145.00
	Bill	10/23/2023	17201	160.00
Total Pressure Clean Services, Inc.				<u>305.00</u>
<b>RWC Group</b>				
	Bill	10/24/2023	XA106057844:01	294.39
Total RWC Group				<u>294.39</u>
<b>Verizon Wireless</b>				
	Bill	10/13/2023	9946788724	317.34
Total Verizon Wireless				<u>317.34</u>
<b>Ziplay Fiber - BF</b>				
	Bill	10/13/2023		38.96
Total Ziplay Fiber - BF				<u>38.96</u>
<b>TOTAL</b>				<u><u>10,581.17</u></u>



Selkirks-Pend Oreille Transit Authority

**Paid Bills Detail**

As of November 9, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Bonner County Daily Bee</b>				
	Bill	10/31/2023		67.75
Total Bonner County Daily Bee				<u>67.75</u>
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	11/08/2023	W 49345	830.81
Total Brown's Northside Machine & Gear, Inc.				<u>830.81</u>
<b>Coleman Oil</b>				
	Bill	10/29/2023	CP-0042902	1,823.22
	Bill	10/31/2023	CP-0051467	524.82
	Bill	11/05/2023	CP-0052195	1,157.94
Total Coleman Oil				<u>3,505.98</u>
<b>Elite Tire &amp; Suspension</b>				
	Bill	10/24/2023	136435	436.50
	Bill	10/26/2023	136534	436.50
Total Elite Tire & Suspension				<u>873.00</u>
<b>First Bankcard</b>				
	Bill	10/27/2023		711.88
Total First Bankcard				<u>711.88</u>
<b>Idaho Department of Labor</b>				
	Bill	09/30/2023	Q3 SUI	732.96
Total Idaho Department of Labor				<u>732.96</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	11/02/2023	34495	526.14
Total Mike White Ford of Sandpoint				<u>526.14</u>
<b>Mountain Ledgers</b>				
	Bill	10/31/2023	7094	900.00
Total Mountain Ledgers				<u>900.00</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	10/29/2023	17222	65.00
	Bill	11/02/2023	17239	65.00
Total Pressure Clean Services, Inc.				<u>130.00</u>
<b>RWC Group</b>				
	Bill	11/07/2023	RA106007652:01	2,825.89
Total RWC Group				<u>2,825.89</u>
<b>Spokane Testing Solutions</b>				
	Bill	10/23/2023	15496	60.00
Total Spokane Testing Solutions				<u>60.00</u>
<b>State Insurance Fund</b>				
	Credit	09/30/2023	Audit adj 22/23	-3,687.00
	Bill	11/01/2023	Installment #1	5,985.00
Total State Insurance Fund				<u>2,298.00</u>
<b>ZiPLY Fiber</b>				
	Bill	10/22/2023		272.64
Total ZiPLY Fiber				<u>272.64</u>
<b>TOTAL</b>				<u><u><u>13,735.05</u></u></u>

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
As of November 9, 2023

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Bonnors Ferry Herald</b>			
Bill	10/31/2023		67.75
Total Bonnors Ferry Herald			67.75
<b>Keokee</b>			
Bill	10/31/2023	65285	150.00
Total Keokee			150.00
<b>TransLoc</b>			
Bill	11/06/2023	INV00003201	699.96
Total TransLoc			699.96
<b>TOTAL</b>			<b>917.71</b>



**SELKIRKS PEND OREILLE TRA**  
 Account number ending in 2396  
 For billing cycle ending 10/27/2023

New Balance  
**\$711.88**

Minimum Payment  
**\$35.00**

Payment Due  
**11/25/2023**

**Your Account Summary**

Previous Balance	\$39.99
Payments	-\$39.99
Other Credits	\$0.00
Purchases	\$711.88
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$711.88</b>
Statement Closing Date	10/27/23
Days in Billing Cycle	30
Total Credit Limit	\$10,000.00
Available Credit	\$9,288.00
Cash Limit	\$2,000.00
Available Cash	\$2,000.00

**Your Payment Information**

New Balance	\$711.88
Minimum Payment Due	\$35.00
Past Due Amount	\$0.00
<b>Payment Due Date</b>	<b>11/25/2023</b>



RECEIVED  
 Nov 7

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Account Number XXXX-XXXX-XXXX-2396

New Balance	Minimum Payment	Payment Due
<b>\$711.88</b>	<b>\$35.00</b>	<b>11/25/2023</b>

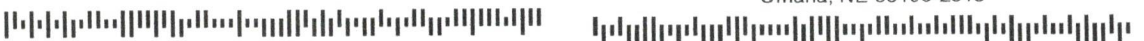
Amount Enclosed: \$ .

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

099537  
 R210

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



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

4988656260672396

000000003500

0000000071188

**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 10/27/23

**CURRENT POINT BALANCE**

**10,824**

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:**

- 696 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
- 776 Total points earned this month
- 0 Points redeemed this month
- 10,824 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
09-25	10-02	24692163272100011140512 1	SPRINGHILL SUITES BOIS BOISE ID	\$525.45 ✓
09-28	10-02	24943013272010187413383	THE HOME DEPOT #1810 PONDERAY ID	\$27.25 ✓
10-01	10-02	24204293274003386390130 2	GOOGLE GSUITE_spotbus.or 650-2530000 CA	\$24.00 ✓
10-13	10-16	24011343286000051805469 2	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.99 ✓
10-17	10-17	74418003290027555098141	PAYMENT - THANK YOU	\$39.99 CR
10-17	10-18	24906413290185153180342 7	Microsoft*Store msbill.info WA	\$69.99 ✓
10-21	10-23	24943013295010193117955	THE HOME DEPOT #1810 PONDERAY ID	\$49.20 ✓

**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  
**Total Interest for this Period \$0.00**

**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	\$651.04	30	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	30	\$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: November 16, 2023

Agenda Item: 7a.

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: November 16, 2023

Agenda Item: 7b.

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: November 16, 2023

Agenda Item: 7c.

From: Donna Griffin

Topic: Staff pay increase

Background: Consider Mechanic and Assistant Director pay increases.

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Meeting Date: November 16, 2023

Agenda Item: 7d

From: Donna Griffin

Topic: Consider Christmas Bonus for SPOT Employees

Background: Please consider a gift card for fuel or for SuperOne. Last year employees received \$50.00 in their paycheck.

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Meeting Date: November 16, 2023

Agenda Item: 7e.

From: Donna Griffin

Topic: Grant Applications 2024-2026

Background: Two Year Congressional Application suggestions include:

- 1) Existing Services - Three Fixed Routes and two Paratransit (with a third bus as demand dictates and staff/ bus availability allows) in Bonner County, and one Demand route in Boundary County
- 2) Capital/Asset Replacement - Buses (replacement for existing service)
- 3) Add Demand service in Bonner County
- 4) Transit facility

One-time CARES Application suggestions:

- 1) Communication Equipment
- 2) Office Equipment – Computers, phones, printer and operating system

VIP or CARES

- 1) Bus replacement or rehab. (fixed) (219)

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Meeting Date: November 16, 2023

Agenda Item: 7f.

From: Donna Griffin

Topic: Schweitzer Mountain Route

Background: Review and discuss the agreement and bus operations for the Mountain Route. Approve the agreement if available.



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Meeting Date: November 16, 2023  
Agenda Item: 7g.  
From: Ron Smith  
Topic: Boundary County Service  
Background: Possible strategies to increase ridership and efficiency .

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Meeting Date: November 16, 2023  
Agenda Item: 7h.  
From: Donna Griffin  
Topic: Financial considerations  
Background: Upcoming budget discussion and considerations. Bus body cost increase and AAA funding.

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## **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
23 October	4185	511	152	0	4848
<b>2023 TOTAL</b>	<b>47,814</b>	<b>5,345</b>	<b>1,822</b>	<b>69,642</b>	<b>124,623</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>

