



Selkirks - Pend Oreille Transit Authority

Public Notice of Finance Committee Meeting
10:00 – 11:00 a.m., Wednesday, November 15, 2023
SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID 83852

Agenda

Zoom Meeting ID: 862 8297 4409
Passcode: 685929

Call to Order and Roll Call

1. Action and Discussion Items:

- a. Action Item: Approve Minutes from October 18, 2023, Finance Committee Meeting
- b. Action Item: Review SPOT October 2023 Financial Statements
- c. Action Item/updates: SPOT Staffing considerations, wages, and benefits
- d. Action Item/updated: Schweitzer Mountain Route considerations
- e. Action Item/updates: 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 – October 18, 2023

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

Zale called the meeting to order at 10:00 a.m.

Zale moved to approve the minutes of the September 20, 2023, Finance Committee meeting. Clif seconded. Passed, all in favor.

The year-end and September 2023 financial statements were reviewed. Zale noted that at year end, we were \$ 233,000 under budget (supported by CARES). Regarding September 2023, Clif requested to remove the reimbursement to himself (Clif) from the Unpaid Bills statement for September 2023 as he did not attend the Public Transportation Conference. In addition, Colleen recommended to amend Unpaid Bills to include a bill received from Shaky and Co. Zale noted the (expensive) toner bill in September. Shannon explained that this source has a product that lasts longer but the salespeople continue to increase the rates and are hard to communicate with. We will probably go back to our original source. The committee recommended bringing the Unpaid Bills amendments to the SPOT Board for approval. Clif moved to accept the Year End (October 2022- September 2023) as well as the September 2023 financial statements with the amended Unpaid Bills. Zale seconded. Passed all in favor.

Regarding staffing considerations, the SPOT Finance Committee discussed increasing staff wages and possibly adding benefits, noting that the last pay increase was effective in February 2022. The committee decided to propose a \$1.00 per hour increase for staff (about 5%) to the SPOT Board for consideration. They also noted that SPOT offers PERSI for those working an average of 20 hours each week. They discussed options for an incentive program. Donna will check with ICRMP about SPOT's ability to offer an individual incentive program. The goal is to improve SPOT safety, service, and vehicle performance. This incentive program benefit is designed to encourage personal accountability and responsibility, as well as reward merit and excellence. Staff will work on options. The SPOT Board will discuss a raise and incentive program options at the October 19, 2023. They also discussed the wages for the Safety and Operations Manager position. They decided to hold a separate meeting for the hiring committee to discuss all options and to weigh the staffing budget.

Regarding the Schweitzer Mountain Route considerations, Rob Batchelder forwarded the Schweitzer Mountain Route contract to the new owners for their review and input. We have not received it.

Regarding Financial considerations, the committee discussed the upcoming grant cycles and rising costs. Since we have seen increases of 10% to 20% Colleen will provide budgets that reflect a 15% increase for use when requesting funding. Clif received information that banks may offer interest earning (savings) accounts. Mountain West Bank provided rates for consideration. The attorney is checking on SPOTs ability to take advantage of the highest rates

It was moved to adjourn the meeting. Motion was seconded. Passed, all in favor. The meeting was adjourned at about 10:50 a.m.