



**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 a.m., Thursday, February 15, 2024  
SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID  
Zoom Meeting ID: 812 2523 0356  
Passcode: 048119

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 Corrected Minutes of the January 18, 2024, SPOT Board meeting.
4. Financial Reports
  - a. 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/Discussion Item: SPOT Employee Incident Policy
  - b. Action/Discussion Item: Establish a SPOT Bus Incident Advisory Board
  - c. Action/Discussion Item: Establish a SPOT Bus Safety Committee
  - d. Action/Discussion Item: Demand Bus Order
  - e. Action/Discussion Item: Grant Opportunity - Rural 5311 ©
    - i. Low or No Emission Vehicle Program
    - ii. Buses and Bus Facilities Program
  - f. Action/Discussion Item: Fixed Routes
  - g. Action/Discussion 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  
January 18, 2024**

**Nancy Lewis CALLED THE MEETING TO ORDER AT 11:10 A.M.**

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

**Absent:** Ron Smith, Wally Cossairt

**Public Comment Period:** No comments.

**MINUTES:** Approve minutes of the November 16, 2023 regular meeting as corrected.

**Motion to approve the minutes of the November 16, 2023 regular meeting as corrected. Zale Palmer/ Gary Kunzeman. All in favor. Approved**

Approve minutes of the December 12, 2023 special meeting as presented.

**Motion to approve the minutes of the December 12, 2023 special meeting as presented. Clif Warren/ Zale Palmer. All in favor. Approved**

**FINANCIAL REPORTS:**

Approve payment of prepaid bills and outstanding bills as revised to include recent Kenworth bills.

**Motion to approve payment of prepaid bills and outstanding bills and two new Kenworth bills. Zale Palmer/ Clif Warren. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** Donna Griffin reported that Wendy Trumble has been hired as the SPOT Bus Operations and Safety Manager and is currently in training. The ridership for the 2023 calendar year exceeded 150,000. The December ridership for Bonners Ferry was the lowest of the year, however we are getting more calls for service. We can't accommodate all of the requests due to service area limitation. The Para Transit ridership was down on a few days due to weather conditions. The Fixed Route is up and looks due to the Mountain Route connection. The Moyie ridership is good and steady. Clif suggested having a discussion with Boundary to determine if there is enough benefit to continue to be part of the system.

**Operations:** Donna Griffin reported the Mountain buses are not operating well, especially in the severe cold. Seem to only run good on flat ground. Need to look into relocating the stop on Triangle Drive. Also relocate/add a stop for the food bank.

**COMMITTEE REPORTS:**

**A. Boundary County Service Development Committee:** No report.

- B. Finance Committee:** The financial reports for November and December were reviewed and approved. Under budget year-to-date by around \$20,000. Will be moving \$100,000 into a CD, which was approved at a previous meeting.

Accept Financial Reports for November and December.

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

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Discuss and approve an option for investing in an interest earning savings account. No action taken.**

- B. Action Item: Approve benefits for Operations and Safety Manager. No action taken.**

- C. Action Item: Financial Considerations.**

SPOT's mechanic Kevin Rickman is replacing the fuel filters on the Mountain buses monthly to keep them running. Has also found non-compliant springs on the buses. He is working under very harsh conditions. We are facing the potential of losing our mechanic. Donna suggested raising his mechanic pay rate up to match the School District rate of \$32.59. He is averaging about 10 hours per week for mechanic work.

**Motion to increase Kevin's mechanic pay rate to \$32/hour + \$1/hr hazard pay effective January 14, 2024. Zale Palmer/Clif Warren. All in favor. Approved.**

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

**Meeting adjourned 12:00 p.m.**

Selkirks-Pend Oreille Transit Authority  
Summarized Balance Sheet  
As of January 31, 2024

ASSETS	Bonner County	Boundary County	Total
Current Assets			
Checking/Savings	313,253.48	37,876.62	351,130.10
Accounts Receivable	130,098.00	378.00	130,476.00
Grant Funds Receivable	199,205.18	5,659.00	204,864.18
Total Other Current Assets	45,272.33	3,078.67	48,351.00
Total Current Assets	687,828.99	46,992.29	734,821.28
Total Fixed Assets	1,445,721.27	72,360.37	1,518,081.64
<b>TOTAL ASSETS</b>	<b>2,133,550.26</b>	<b>119,352.66</b>	<b>2,252,902.92</b>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities	84,918.39	3,135.83	88,054.22
Equity	2,048,631.87	116,216.83	2,164,848.70
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,133,550.26</b>	<b>119,352.66</b>	<b>2,252,902.92</b>

**Selkirks-Pend Oreille Transit Authority  
 Summary Profit & Loss Budget vs. Actual  
 January 2024**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	54,861.00	48,415.90	3,384.00	5,633.95	37,944.00	32,595.09	96,189.00	86,644.94
<b>Expenses:</b>								
<b>Administration</b>	14,935.35	14,143.11	1,666.15	597.65	601.93	3,019.75	17,203.43	17,760.51
<b>Operations</b>	38,162.56	46,329.00	2,954.52	6,779.52	31,082.68	35,058.33	72,199.76	88,166.85
<b>Preventative Maintenance</b>	22,079.21	5,507.23	0.00	373.52	21,007.41	10,659.42	43,086.62	16,540.17
<b>Total Expenses</b>	75,177.12	65,979.34	4,620.67	7,750.69	52,692.02	48,737.50	132,489.81	122,467.53
<b>Net Ordinary Income</b>	-20,316.12	-17,563.44	-1,236.67	-2,116.74	-14,748.02	-16,142.41	-36,300.81	-35,822.59
<b>Other Income/Expense</b>	90.15	0.00	0.00	0.00	0.00	0.00	90.15	0.00
<b>Net Income</b>	<b>-20,225.97</b>	<b>-17,563.44</b>	<b>-1,236.67</b>	<b>-2,116.74</b>	<b>-14,748.02</b>	<b>-16,142.41</b>	<b>-36,210.66</b>	<b>-35,822.59</b>

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**Selkirks-Pend Oreille Transit Authority**  
**Summary Profit & Loss Budget vs. Actual**  
**October-January 2024**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	414,927.00	383,298.10	31,736.00	40,236.70	166,261.00	160,602.60	612,924.00	584,137.40
<b>Expenses:</b>								
<b>Administration</b>	60,991.43	57,972.52	3,842.86	3,420.60	2,166.28	9,653.40	67,000.57	71,046.52
<b>Operations</b>	163,996.49	191,833.46	11,679.59	24,732.15	70,787.13	75,233.36	246,463.21	291,798.97
<b>Preventative Maintenance</b>	48,050.81	21,208.82	817.34	2,044.08	37,794.23	23,000.51	86,662.38	46,253.41
<b>Total Expenses</b>	273,038.73	271,014.80	16,339.79	30,196.83	110,747.64	107,887.27	400,126.16	409,098.90
<b>Net Ordinary Income</b>	141,888.27	112,283.30	15,396.21	10,039.87	55,513.36	52,715.33	212,797.84	175,038.50
<b>Other Income/Expense</b>	-19,753.10	0.00	0.00	0.00	0.00	0.00	-19,753.10	0.00
<b>Net Income</b>	<b>122,135.17</b>	<b>112,283.30</b>	<b>15,396.21</b>	<b>10,039.87</b>	<b>55,513.36</b>	<b>52,715.33</b>	<b>193,044.74</b>	<b>175,038.50</b>

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**Selkirks-Pend Oreille Transit Authority**  
**Paid Bills Detail**  
 As of January 26, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	01/18/2024	W 49587	105.06
Total Brown's Northside Machine & Gear, Inc.				<u>105.06</u>
<b>Coleman Oil</b>				
	Bill	01/14/2024	CP-0075863	1,693.92
	Bill	01/21/2024	CP-0077422	1,601.82
Total Coleman Oil				<u>3,295.74</u>
<b>Elite Tire &amp; Suspension</b>				
	Bill	01/17/2024	138785	1,709.50
	Bill	01/17/2024	138825	436.50
	Bill	01/19/2024	138826	1,697.50
	Bill	01/25/2024	138924	1,339.54
Total Elite Tire & Suspension				<u>5,183.04</u>
<b>III-A Trust</b>				
	Bill	01/22/2024	Feb 2024	2,115.00
Total III-A Trust				<u>2,115.00</u>
<b>Napa Auto Parts</b>				
	Bill	01/03/2024	169435	216.71
	Bill	01/22/2024	171847	11.02
Total Napa Auto Parts				<u>227.73</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	01/19/2024	17396	80.00
Total Pressure Clean Services, Inc.				<u>80.00</u>
<b>Verizon Wireless</b>				
	Bill	01/13/2024		300.18
Total Verizon Wireless				<u>300.18</u>
<b>Ziplay Fiber - BF</b>				
	Bill	01/13/2024		38.96
Total Ziplay Fiber - BF				<u>38.96</u>
<b>TOTAL</b>				<u><u><b>11,345.71</b></u></u>

## Selkirks-Pend Oreille Transit Authority

### Paid Bills Detail

As of February 9, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	01/29/2024	W 49592	5,845.60
	Bill	01/31/2024	W 49457	3,208.02
Total Brown's Northside Machine & Gear, Inc.				9,053.62
<b>Clyde's Towing, LLC</b>				
	Bill	01/06/2024	12048	812.50
Total Clyde's Towing, LLC				812.50
<b>Coleman Oil</b>				
	Bill	01/28/2024	CP-0078331	1,660.91
	Bill	01/31/2024	CP-0083515	718.49
	Bill	02/04/2024	CP-0084041	867.08
Total Coleman Oil				3,246.48
<b>Elite Tire &amp; Suspension</b>				
	Bill	01/04/2024	138576	436.50
	Bill	01/08/2024	138648	15.00
	Bill	02/01/2024	139045	1,052.78
Total Elite Tire & Suspension				1,504.28
<b>First Bankcard</b>				
	Bill	01/26/2024		1,107.66
Total First Bankcard				1,107.66
<b>KG&amp;T Septic, Inc.</b>				
	Bill	02/05/2024	40662	145.00
Total KG&T Septic, Inc.				145.00
<b>Mike White Ford of Sandpoint</b>				
	Bill	01/29/2024	35828	4,271.73
	Bill	01/30/2024	36028	309.28
	Bill	01/31/2024	36058	68.69
Total Mike White Ford of Sandpoint				4,649.70
<b>Mountain Ledgers</b>				
	Bill	01/31/2024	7194	1,337.50
Total Mountain Ledgers				1,337.50
<b>Napa Auto Parts</b>				
	Credit	10/01/2023	154340A	-106.43
	Bill	02/03/2024	173257	321.90
	Bill	02/07/2024	173653	182.22
	Bill	02/07/2024	173606	17.52
	Bill	02/03/2024	173256	76.81
	Bill	01/29/2024	172618	21.53
Total Napa Auto Parts				513.55
<b>Pressure Clean Services, Inc.</b>				
	Bill	01/26/2024	17416	80.00
	Bill	02/06/2024	17432	160.00
Total Pressure Clean Services, Inc.				240.00



# Selkirks-Pend Oreille Transit Authority

## Paid Bills Detail

As of February 9, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>RWC Group</b>				
	Bill	01/24/2024	XA106070051:01	112.38
	Bill	01/24/2024	XA106069964:01	61.92
	Bill	01/26/2024	RA106009899:01	835.42
Total RWC Group				<u>1,009.72</u>
<b>State Insurance Fund</b>				
	Bill	02/01/2024	Installment #3	4,751.00
Total State Insurance Fund				<u>4,751.00</u>
<b>ZiPLY Fiber</b>				
	Bill	01/22/2024		272.63
Total ZiPLY Fiber				<u>272.63</u>
<b>TOTAL</b>				<u><u>28,643.64</u></u>

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of February 9, 2024**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Eagle Drug and Alcohol Testing LLC</b>			
Bill	01/07/2024	101141	50.00
Bill	01/16/2024	101146	80.00
Total Eagle Drug and Alcohol Testing LLC			130.00
<b>Schweitzer Mountain Resort.</b>			
Bill	01/31/2024	Jan 24 miles	31,025.50
Total Schweitzer Mountain Resort.			31,025.50
<b>SHL CPAs PLLC (Alpine Summit CPAs)</b>			
Bill	01/31/2024	10713	1,200.00
Total SHL CPAs PLLC (Alpine Summit CPAs)			1,200.00
<b>TransLoc</b>			
Bill	01/24/2024	INV00000003551	145.00
Total TransLoc			145.00
<b>TOTAL</b>			<b>32,500.50</b>



**SELKIRKS PEND OREILLE TRA**  
 Account number ending in 2396  
 For billing cycle ending 01/26/2024

New Balance  
**\$1,107.66**

Minimum Payment  
**\$35.00**

Payment Due  
**02/25/2024**


**Your Account Summary**

Previous Balance	\$2,373.97
Payments	-\$2,373.97
Other Credits	\$0.00
Purchases	\$1,107.66
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$1,107.66</b>
Statement Closing Date	01/26/24
Days in Billing Cycle	29
Total Credit Limit	\$10,000.00
Available Credit	\$8,892.00
Cash Limit	\$2,000.00
Available Cash	\$2,000.00

**Your Payment Information**

New Balance	\$1,107.66
Minimum Payment Due	\$35.00
Past Due Amount	\$0.00
<b>Payment Due Date</b>	<b>02/25/2024</b>

**Manage your business expenses with convenient online access.**



- Make secure online payments
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Account Number XXXX-XXXX-XXXX-2396		
New Balance	Minimum Payment	Payment Due
<b>\$1,107.66</b>	<b>\$35.00</b>	<b>02/25/2024</b>

Amount Enclosed: \$

Make checks payable to FNBO or pay online at card.fnbo.com.

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

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

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

4988656260672396 000000003500 000000110766

**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

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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 01/26/24

**CURRENT POINT BALANCE**

**20,490**

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:**

- 758 Regular points earned this month
- 1,752 Business Expense points earned this month
- 0 Gas and Dining points earned this month
- 0 Bonus points earned this month
- 2,510 Total points earned this month
- 0 Points redeemed this month
- 20,490 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
01-01	01-02	24692164001103044810057 2	GOOGLE *GSUITE_spotbus cc@google.com CA	\$24.00
01-01	01-02	24793384001001005856022 7	Indeed 87272820 800-4625842 TX	\$310.39
01-05	01-08	24943014006010190053680	THE HOME DEPOT #1810 PONDERAY ID	\$104.97
01-05	01-08	24943014006010190053961	THE HOME DEPOT #1810 PONDERAY ID	\$37.66
01-11	01-12	24291284012000000104962	GENE'S ALIGNMENT, LLC SPOKANE VALLE WA	\$255.92
01-12	01-16	24291284013000000404221	GENE'S ALIGNMENT, LLC SPOKANE VALLE WA	\$217.80
01-13	01-16	24011344013000047619303 2	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.99
01-16	01-16	74418004016027555070984	PAYMENT - THANK YOU	\$2,373.97 CR
01-22	01-23	24692164022109635016009 7	AMZN Mktp US*R85UL48S1 Amzn.com/bill WA	\$35.00
01-23	01-24	24692164023100260772577 7	AMZN Mktp US*R86461SW1 Amzn.com/bill WA	\$105.93

**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	\$2,188.40	29	\$0.00
Cash Advance	30.49% (v)	NA	\$0.00	29	\$0.00

**2024 Total Year-to-Date**

Total Fees Charged in 2024	\$0.00
Total Interest Charged in 2024	\$0.00

**Contact Information**

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

**Talk To Us**  
1-800-819-4249  
We accept calls made through  
relay services (dial 711)

**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: February 15, 2024

Agenda Item: 7a.

From: Donna Griffin

Topic: Discuss and approve SPOT Employee Incident Policy

Background: We have had a few untimely reports for workers compensation and incidents. Please see attached draft.

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Meeting Date: February 15, 2024

Agenda Item: 7b.

From: Donna Griffin

Topic: Establish a SPOT Bus Incident Advisory Board

Background: For unbiased evaluation, accountability and appropriate remedial training assignments for incidents and accidents, establish an Incident Advisory Board to meet as needed when incidents occur. Please see attached outline.

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Meeting Date: February 15, 2024

Agenda Item: 7c.

From: Donna Griffin

Topic: Establish a SPOT Bus Safety Committee

Background: To address safety issues, driver and passenger concerns, routing and road conditions as well as employee recognition, the committee and all interested staff will meet quarterly to discuss and address issues and plan appropriate desired training topics. Please see attached outline.

Meeting Date: February 15, 2024

Agenda Item: 7d.

From: Donna Griffin

Topic: Demand Bus Order

Background: Discuss updated funding allocation for a Demand Bus.

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Meeting Date: February 15, 2024

Agenda Item: 7e.

From: Donna Griffin

Topic: Grant Opportunity - Rural 5311 ©

Background: Public Transit announced a new Rural 5311 Grant Opportunity for the Low or No Emission Vehicle Program and for Buses and Bus Facilities Program. Explore opportunities including additional bus stop shelters, pads, garbage cans, signage, and benches. Approve for application process. Applications are due mid-March 2024.

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Meeting Date: February 15, 2024

Agenda Item: 7f.

From: Donna Griffin

Topic: Fixed Routes

Background: We need to print the fixed route maps/schedules due to low supply. For the interim will simply improve our existing routes by adding a few (previously approved) stops and change the pattern to help with efficiency to keep routes on time. In the near future we will consider alternatives for re-routing to address and accommodate growth and demands for public transit.

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Meeting Date: February 15, 2024

Agenda Item: 7g.

From: Donna Griffin

Topic: Financial considerations

Background: Financial discussion and considerations.

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## **SPOT Ridership**

<b>2024</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
24-Jan	6304	474	153	21,837	28,768
<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
23 November	4079	565	145	1214	6003
23 December	5558	434	137	15,078	21207
<b>2023 TOTAL</b>	<b>57,451</b>	<b>6,344</b>	<b>2,104</b>	<b>85,934</b>	<b>151,833</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
November	4473	395	226	393	5,487
December	4806	383	258	13013	18,460
<b>2019 TOTAL</b>	<b>56,599</b>	<b>5,019</b>	<b>2,924</b>	<b>35,514</b>	<b>100,056</b>

# SPOT Ridership

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## Boundary County SPOT Ridership January 2024

DATE	MON	TUE	WED	Bonner County THURS	w/ Moyie FRI	TOTAL
1/1/2024	0	0	6	17	9	32
1/7/2024	0	4	9	3	10	26
1/14/2024	0	8	6	18	15	47
1/21/2024	0	0	16	4	13	33
1/28/2024	0	8	7	0	0	15
January Total	0	20	44	42	47	153

**Bonnerr Ferry to Sandpoint 42**

**Local 20+44+47 = 111**

**Total 153**

DATE	Sunset	Rest	County	Moyie	Tues, Wed, Fri Seniors	Thursday Bonner County Seniors	Wed Food Bank Boxes
1/1/2024	0	0	0	6	11	13	13
1/7/2024	0	0	2	6	18	3	14
1/14/2024	0	0	4	8	25	15	13
1/21/2024	0	0	0	9	22	4	13
1/28/2024	0	0	0	0	15	0	14
January Total	0	0	6	29	91	35	67

# INCIDENT REVIEW BOARD

An Incident Review Board may be comprised of the Mechanic, Operations and Safety Manager, Executive Director as well as one Demand Route and one Fixed Route Driver, as available.

The purpose of the Incident Review Board is to review each accident/incident, and to make recommendations for the assignment of incident disciplinary action points to the Executive Director according to the following scale:

<b>Incident</b>	No points; letter of warning if driver is at fault or incident could have been avoided.
<b>Category I</b>	Fixed objects/backing incidents (no citation issued to driver) range of 1-3 points.
<b>Category II</b>	Moving violation (no citation issued to driver), range of 2-4 points.
<b>Category III</b>	Accidents with a citation issued, range of 3-4 points.

In making their recommendations, the Incident Review Board will consider the incident-related injuries, proper response to policy guidelines, degree of negligence and relative amount of damage caused.

A driver who could have avoided a no-fault incident may receive up to three points depending on the situation. Any driver accumulating six (6) or more points will be placed on immediate probation and may be terminated depending on circumstances. Any driver accumulating ten (10) points will be terminated. Drivers will be able to erase up to two points for each year they drive incident free, from the time of the incident or accident.

A driver who feels the Incident Review Board's action is unfair may appeal the decision in writing to the Operations and Safety Manager within five (5) working days of receipt of the letter of determination. The Operations and Safety Manager will arrange a hearing or meeting with the Incident Review Board to review the appeal. The driver may testify before the Board and present their case. If the driver does not agree with the Incident Review Board's re-determination, they may follow guidelines established in the Selkirks - Pend Oreille Transit Authority Personnel Policy submit a written request to the SPOT Board within 14 days stating with grievance procedure as outlined in the Employee Discipline Section - Opportunity to be Heard.

Accidents involving severe safety violations may be reviewed immediately on an individual basis, prior to review by the Incident Review Board, with possible immediate disciplinary action being taken by the Executive Director.

# EMPLOYEE INCIDENTS

In case of injury during service, the employee shall report the injury no later than the end of their shift. If, because of the nature of the injury, they are unable to report the injury, the injured individual must direct someone to report the incident to the Operations and Safety Manager or Executive Director of SPOT as soon as possible.

## A. **Sanctions for Violations:**

An employee who is responsible for his own injury or injury to others or damage and destruction of property because of a failure to follow regulations of SPOT Bus shall be subject to penalties as indicated below:

- a) In the event that actions of an employee are observed which violates SPOT's safety rules and regulations, the appropriate supervisor may issue a verbal and/or written warning to be placed in the employee's permanent personnel file.
- b) In the event that an employee is observed in a clear and blatant violation of safety rules or in the event that it can be established that a work-related accident is the result of a clear failure on the part of the employee to observe established safety rules and regulations, the appropriate supervisor may:
  1. Place the employee on an improvement plan.
  2. Place the employee on probation.
  3. Suspend the employee without pay for a designated period of time.
  4. Terminate the employee for cause.

## **Incident Investigation:**

All incidents involving a SPOT vehicle(s) will be investigated by the Executive Director, Operations and Safety Manager and/or Mechanic or his/her designee. The report of the investigation will be forwarded to the Incident Review Board. All required report forms will be forwarded to the appropriate party(ies) within 15 days. The Executive Director and/or Safety and Operations Manager will determine if an incident is an incident, non-chargeable or chargeable accident.

- A. An incident is a situation in which incidental contact occurred causing minor setting adjustments and no chargeable damage (i.e. bumping of mirrors with no breakage or damage except adjustments of equipment).
- B. A non-chargeable incident is an accident in which no personal injury occurred, but having property damage, and law enforcement investigation was not necessary.
- C. A chargeable accident is an accident in which personal injury or property damage occurred. and law enforcement was contacted.

If SPOT staff are found to be at fault in, contributed to, or did not follow SPOT Bus Policy in any accident or incident, the following disciplinary action will be taken:

- A. **1<sup>st</sup> Occurrence:** Points and a letter of warning will be issued and the driver may be required to complete designated re-training. The driver may be suspended for one day without pay if accident points assessed are greater than 2 points.
- B. **2<sup>nd</sup> Occurrence:** Points and a letter of reprimand will be issued and the driver may be required to complete designated re-training. The driver may be suspended for two (2) working days without pay.
- C. **3<sup>rd</sup> Occurrence:** Points and a letter of reprimand will be issued and the driver will be required to complete designated re-training. The driver may be suspended without pay for three working days.

## **SAFETY COMMITTEE**

The SPOT Bus Operations and Safety Manager shall appoint a Safety Committee as deemed appropriate. The committee's purpose at regular meetings shall be to review and make recommendations on:

1. Road and route conditions.
2. Equipment specifications and conditions.
3. Personal safety (industrial accidents).
4. Operational problems (traffic, violations, bus stops, etc.).
5. Employee recognition.

The safety committee will meet quarterly. A newsletter with the committee's findings and recommendations will be published.