



**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)  
**208-263-377**

---

**Public Notice of *Finance Committee* Meeting**

---

10:00 a.m., Wednesday, November 20, 2024  
SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID 83852  
Zoom Meeting ID: 830 1152 5297  
Passcode: 574841

## Agenda

1. Call to Order and Roll Call
2. Action and Discussion Items:
  - a. Action Item: Approve Minutes of October 16, 2024, Finance Committee Meeting
  - b. Action Item: Review SPOT October 2024 Financial Statements
  - c. Action Items/discussion: Budget 2024 – 2025 considerations:
    - i. SPOT staffing considerations – wages
  - d. Action Item/discussion: Match funding ideas and considerations
  - e. Action Item/updates: Financial considerations
3. 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.



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

---

***Finance Committee Meeting Minutes – October 16, 2024***

---

Present: Zale Palmer, Colleen Culwell and Donna Griffin.

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

Colleen moved to approve the minutes of the September 18, 2024, Finance Committee meeting. Zale seconded the motion. Passed, all in favor.

The September 2024 financial statements were reviewed. Zale noted the close to \$16,000.00 bill from Brown's. Colleen acknowledged that Donna warned that it was forthcoming for one of the mountain buses. Colleen moved to approve the September 2024 Financial Statements. Zale seconded. Passed all in favor.

The committee discussed 2024 -2025 budget considerations. Regarding DOT Medical Certificates, Zale asked if this was in the budget. It was discussed in June. The committee will recommend to the Board that costs be tracked on a new line item. The committee talked about an increase in staff wages for drivers and for the Operations, Safety and Training Manager. We will continue the discussion with the SPOT Board. The committee also talked about SPOT's Procurement Policy, specifically purchasing items using the SPOT credit card. With upcoming grant purchases (online), staff requests to increase the cap to more than \$1,000 using the credit card. The committee discussed a possible increase and to explore it further with the Board at the meeting.

As for additional financial considerations: 1) One of the CDs matured at the end of September. Originally the board decided not to renew it. Since Donna shared that the new buses should arrive in February 2025, Colleen recommended re-investing it in a CD. The committee will recommend that the Board approves reinvesting the money in a 3-month CD. 2) We received Dover's payment of \$3,500 even though invoices had not been sent. Colleen will send the invoices to our partners and mark Dover's invoice as paid.

Zale made a motion to adjourn the meeting at 10:30 a.m. It passed, all in favor.