



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

Public Notice of *SPECIAL* Board Meeting

9:00 a.m., Thursday April 3, 2025
SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID
Zoom Meeting ID: 812 2523 0356
Passcode: 048119

Agenda

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 March 20, 2025, SPOT Board meeting
4. Action and Discussion Items:
 - a. Executive Session pursuant to Idaho Code 74-206 1(a) to consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agent.
 - b. Action Item: Employee Discipline
 - c. Action/Discussion/Consideration Item: 2025-2026 Budget information
 - i. Requests and projections
 - d. Discussion/Consideration Item: Bonner County service and routing
 - e. Action/Discussion Item: McGhee Road bus shelter
 - f. Action/Discussion Item: Financial considerations
5. Comments from the Chair and Board Members
6. 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
March 20, 2025**

Nancy Lewis CALLED THE MEETING TO ORDER AT 10:58 A.M.

PRESENT: Colleen Culwell, Donna Griffin, Gary Kunzeman, Justin Dick, Lester Pinkerton, Nancy Lewis, Ron Smith, Zale Palmer.

Absent: Clif Warren

Guest: Jeremy Grimm, Sandpoint Mayor

Public Comment Period: No comments.

Motion to amend the agenda pursuant to Idaho code section 74-206(1)(b) to add an Executive Section ahead of Item 7a. Nancy Lewis/ Justin Dick. All in favor. Approved.

MINUTES: Approve minutes of the February 20, 2025 regular meeting as submitted.

Motion to approve the minutes of the February 20, 2025 regular meeting as submitted. Justin Dick/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

Accept February 2025 financial reports and approve payment of prepaid bills and outstanding bills, as revised to include Northern Lakes Chiropractic invoice for \$175.

Motion to accept February 2025 financial reports and to approve payment of prepaid bills and outstanding bills, including the Northern Lakes Chiropractic invoice. Zale Palmer/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership continues to increase and we reached 1.3 million rides as of end of February. We are averaging over 30,000 rides per month, mainly due to seasonal Mountain Route. Fixed route is still down, mainly due to Green Route tendency to run behind schedule. The Mountain Route continues to be strong. Donna presented an analysis of ridership by boarding location summarized by Sandpoint, Ponderay, Kootenai and Dover, showing bulk of ridership boardings occur in Sandpoint.

Operations: Donna Griffin reported that Community Assistance League is still wanting to donate a bench for one of the stops, but having difficulty with the plaque. Donna is working with City of Sandpoint to have concrete poured for any locations we might have a stop at if the City is working in the area. Otherwise, have contracted with a company to pour slabs. Donna is attending more of the City of Sandpoint meetings to stay in tune with any changes that may affect our routes, including the multi-modal plan. The re-working of the City parking lot will be starting soon. The restructuring of the parking lot may provide more ridership opportunities since people may have to park farther away from where they are heading. Discussions are opening up with Averill Hospitality about placing a stop by the hotel at City Beach. A Mountain bus went off the road last week. Had significant damage, although it was driven down the hill after being towed back onto the road. SPOT was not notified. Found out about it from other riders on

the fixed route. Law enforcement was also not called. Post-accident procedures were not followed. Donna will be meeting with Schweitzer and attorneys have been updated.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Lester Pinkerton has joined the committee. The committee is working on getting Monday runs to Naples similar to the Friday runs to Moyie. Ron presented a ridership analysis for the Boundary area. Also still discussing parking issues at the fairgrounds, possibly shuttling riders between the High School and the Fairgrounds during the fair.
- B. Finance Committee:** Zale reported the need to determine an advertising charge rate by linear foot, or other similar measurement. Allocating match funds based on percentage of rider boardings was also discussed. Donna developed a cost per ride and cost per mile analysis for Fixed, Paratransit, Boundary, and Mountain Routes. Jeremy Grimm interjected that the Edgewater will be down for approximately 2 years, which will cost the City of Sandpoint around \$250,000 per year in lost option tax revenue, which is what is used to fund SPOT. State Revenue Sharing is also expected to be down. Sandpoint is looking at difficult finances ahead. Also anticipating decrease in Canadian tourism dollars. They are expecting a 25-30% decrease in option tax revenues. All of this equates to expected difficulties in funding any match increases for SPOT.
- C. Safety Advisory Committee:** Focus has been on the Mountain bus accident. Also working on getting the bugs worked out of the Passio system.

ACTION & DISCUSSION ITEMS:

- A. Motion to enter into Executive Session pursuant to Idaho Code 74-206 (1)(b) For discussions when evaluating, dismissing, or disciplining public officers, employees, or agents. Justin Dick/ Zale Palmer. All in favor.**
Approved at 12:06 pm.
No action taken during executive session.
- A. Motion to table the rest of the agenda for a special meeting to be scheduled next week. Ron Smith/ Justin Dick. All in favor. Approved.**

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None.

Meeting adjourned 12:27 p.m.



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SPOT Agenda Item Summaries

Meeting Date: April 3, 2025

Agenda Item: 4b.

From: Donna Griffin

Topic: Employee Discipline

Background: Determine disciplinary action(s) to be taken in response to the bus sliding off the Schweitzer Mountain Road on March 13, 2025. This accident occurred in bus #33 which is owned by Selkirks-Pend Oreille Transit Authority (SPOT Bus).

Meeting Date: April 3, 2025

Agenda Item: 4c.

From: Donna Griffin

Topic: 2025-2026 Budget information

Background: 2025/2026 Budget information. Consider budget information, discuss options, and determine projected local contribution requests.

Meeting Date: April 3, 2025

Agenda Item: 4d.

From: Donna Griffin

Topic: Bonner County service and routing options

Background: Discuss information, provide input and direction about routing configurations. Consider pick-ups and drop-offs, locations of high paratransit boardings and destinations. Please see the ridership table attached which includes ridership information from the first week of February 2025.

Meeting Date: April 3, 2025

Agenda Item: 4e.

From: Donna Griffin

Topic: McGhee Road bus shelter

Background: Consider supporting the placement of a shelter at the McGhee Road stop. Community Resource Envision Center, Executive Director, Katie Begalke would like to place a shelter at the McGhee Road bus stop. The property owners wrote the attached document documenting their interest. The next steps would include starting the NEPA process, outreach to various parties such as City of Kootenai and Independent Highway District, along with her acquiring funding for the structure, concrete pad and labor for installation. She requested a letter of support to accompany the grant application. If it all falls in place, she would like to advertise on the shelter to highlight CREC and support other businesses within the complex. The primary purpose of the shelter is to provide cover for bus riders and increase CREC's visibility from the road.

Meeting Date: April 3, 2025

Agenda Item: 4f.

From: Donna Griffin

Topic: Financial considerations

Background: Discuss financial considerations including authorizing staff to apply for a grant from the Selkirk Association of Realtors and 101 Women to assist with providing transportation for seniors, students and those with disabilities.

Ridership table Paratransit Bonner County sample week Feb 3 – 7, 2025

Boarding at	Destination/drop off	Total Paratransit Rides = 173		
Kootenai	Kootenai, Sandpoint and Ponderay	6	3.47%	Kootenai = 3.47%
Ponderay	Kootenai	3	1.73%	Ponderay = 26.58%
Ponderay	Ponderay	13	7.51%	
Ponderay	Sandpoint	30	17.34%	
Sandpoint	Kootenai	4	2.31%	Sandpoint = 69.94%
Sandpoint	Ponderay	33	19.08%	
Sandpoint	Sandpoint	84	48.55%	

Frequent Pickup and drop-off places – Does not include all stops.

Pick-up	Number	Drop-off	Number
Alpine Vista/Halley St. Bristlecone – Pine Street East of Division	18	Alpine Vista/Halley St. Bristlecone – Pine Street East of Division	18
Behind Fair Samuelson/Scotchman Loop	14	Behind Fair Samuelson/Scotchman Loop	14
BGH	10	BGH	9
Foodbank	4	Foodbank	4
Kaniksu	1	Kaniksu	1
Lakeside Assisted Living	10	Lakeside Assisted Living	8
PISNI	2	PISNI	5
Pine Grove	1	Pine Grove	1
Safeway Complex	2	Safeway Complex	4
Super1	8	Super1	6
Goodwill	9	Goodwill	9
Walmart	10	Walmart	10
Yokes//Dollar Store/Bonner Mall	3	Yokes//Dollar Store/Bonner Mall	3

Pick-up	Number	Drop-off	Number
Dover	0	Dover	0
Kootenai	6 3.47%	Kootenai	8 4.62%
Ponderay	46 26.59%	Ponderay	46 26.59%
Sandpoint	121 69.94%	Sandpoint	119 68.79%
	173		173

Fixed Route	Jan. – Dec. '24	Boardings	Percentage	FIXED ROUTE TOTALS 2024	
Blue Route	Sandpoint 17	21,561	.3526 35.26%	Sandpoint	37,967 62.09%
	Ponderay 7	10,529	.1722 17.22%	Ponderay	18,923 30.95%
				Kootenai	3,720 6.08%
Green Route	Sandpoint 9	16,406	.2683 26.83%	Dover	534 .87%
	Ponderay 7	8,394	.1373 13.73%		
	Kootenai 3	3,720	.0608 6.08%	44 stops	61,144 rides
	Dover 1	534	.0087 .87%		

Luke Webster

Partner, L3M LLC

208.255.8597

luke@evergreen-realty.com

March 7, 2025

Katherine Begalke

Executive Director

CREC Sandpoint

Subject: Letter of Support for EnVision Center and Spot Bus Shelter Initiative

Dear Katie Begalke,

On behalf of L3M, I am pleased to express our full support for the EnVision Center's initiative to collaborate with the Spot bus system in establishing a shelter near the main building off McGhee Road. This shelter, located in the grassy area near the loading dock, will serve as a vital addition to the community by enhancing accessibility and convenience for those utilizing public transportation.

We also fully support the inclusion of EnVision Center branding and directional signage within the shelter. This will not only improve visibility for the center but also ensure that individuals seeking its valuable services can easily locate and access them.

At L3M, we recognize the significant impact of initiatives that foster greater community connectivity and accessibility. The proposed shelter aligns with these goals, providing a safe and sheltered waiting area while reinforcing the essential role of the EnVision Center. We believe this project will be a meaningful investment in improving local transit infrastructure and accessibility for those who rely on these services.

We wholeheartedly endorse this effort and the grant application being submitted to support it. Should you require any further information or assistance in advancing this initiative, please do not hesitate to reach out.

Sincerely,

Luke Webster

Partner

L3M LLC