



## 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

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11:00 a.m., Thursday, January 15, 2026

31656 Highway 200, Suite 102. Ponderay, ID 83852

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 December 18, 2025.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for December 2025
  - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
5. Staff Reports
  - a. Ridership
  - b. Operations
6. Committee Reports
  - a. Boundary County Service Development Committee
  - b. Finance Committee
  - c. Safety Advisory Committee
7. Action and Discussion Items:
  - a. Action/Discussion/Consideration Item: Staff
    - i. Wages and benefits
  - b. 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 December 18, 2025

Nancy Lewis **CALLED THE MEETING TO ORDER AT 11:02 A.M.**

**PRESENT:** Clif Warren, Colleen Culwell, Donna Griffin, Gary Kunzeman, Justin Dick, Nancy Lewis, Ron Smith, Zale Palmer.

**Not present:** Lester Pinkerton

**Guests:** George Eskridge, City of Dover Mayor

**Public Comment Period:** No comments.

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

**Motion to approve the minutes of the November 20, 2025 regular meeting as submitted. Gary Kunzeman/ Justin Dick. All in favor. Approved**

#### **FINANCIAL REPORTS:**

Accept November 2025 financial reports and approve payment of prepaid bills and outstanding bills. Donna requested to add two bills to the AP List – United Data Security for \$27.95 and Selkirk Press for \$144.00.

**Motion to accept November 2025 financial reports and to approve payment of prepaid bills and outstanding bills including the two bills Donna requested to be added. Clif Warren/ Ron Smith. All in favor. Approved**

#### **STAFF REPORTS:**

**Ridership:** Donna Griffin reported Boundary County ridership was low for November, but it was still higher than the same month in the two previous years. Still expecting annual ridership to exceed the two previous years. Demand ridership also continues to increase, especially for the apartments located behind Super One and the Samuelson complex behind the fairgrounds. The Fixed Route ridership continues to be down. The feedback we are getting is that some people are using the Blue Route since the Green Route runs late. There were no Mountain Route rides in November since the mountain was not open. December Mountain ridership will also be minimal due to poor snow conditions. The Mountain buses are still being run even when the ski slopes are shut down. The issue with the Green Route is that it covers too much distance and includes stops in Dover and Ridley Village, which are causing delays.

**Operations:** Donna Griffin reported things are running smooth. We are having issues with Demand riders being dropped off at one place and not calling to be picked up and/or moving themselves to another location. Recently a rider from Bonners Ferry was dropped off at their requested stop. They somehow were able to go to another appointment, but didn't inform anyone. The bus's return trip was held up for 3 hours while we tried to find her through the emergency contacts. Donna is getting great support in the office and drivers are filling in when available. Drivers are also helping by emptying garbage cans. We have had one snow removal event so far. Local maintenance

shops (Elite Tire, Mike White Ford, Browns Northside) are really helping to get buses turned around quickly. A window in the Boundary Bus broke from a rock thrown up from the road. A number of drivers have been sick, but others are stepping in to fill the hours as much as possible. The Mountain opened up for skiing on December 3<sup>rd</sup>. The new contract is working well. They are checking in with Donna more than before. Donna is working on grant applications – operating grant for next 2 years, three new buses, lighting/alert system, bus pull out on Kootenai Cutoff.

#### **COMMITTEE REPORTS:**

- A. Boundary County Service Development Committee:** Nothing to report.
- B. Finance Committee:** Zale reported there was around \$11,000 spent on Mountain bus repairs in November.
- C. Safety Advisory Committee:** Running into situations where passengers are not informing the drivers of all of their stops. They end up at different places than where they were dropped off at. Where does SPOT's responsibility end? Need to check with legal counsel. We end up chasing them down and even driving to their homes to verify they made it home somehow. Perhaps we need to set up a time limit or require more contact information in case they aren't where they are supposed to be.

#### **ACTION & DISCUSSION ITEMS:**

**A. Action Item: Financial considerations**

Reimbursement request \$220 – Donna paid for the annual staff gathering and is requesting reimbursement. The amount requested for 14 people includes only food, tax and tip. The people paid for their own drinks.

**Motion to reimburse Dona for the annual staff gathering. Ron Smith/ Justin Dick. All in favor. Approved.**

**Comments from the Chair and Board Members –** Ron Smith he doesn't get many questions about SPOT's service in Boundary County since it is running so smoothly. Gary Kunzeman asked about the status of hiring a new safety/operations person. 17 applications were received. Gary, Nancy Lewis, and Justin Dick have agreed to help with the selection process. There are 3-4 potential candidates. Donna will be training two new drivers and one of the safety/operations candidates could potentially also be a driver. The job was posted locally and on Indeed through December 5<sup>th</sup>. Donna thanked Clif for his years of service on the SPOT board.

**Meeting adjourned 11:28 a.m.**

Selkirks-Pend Oreille Transit Authority  
Summarized Balance Sheet  
As of December 31, 2025

ASSETS	Bonner County	Boundary County	Total
Current Assets			
Checking/Savings	289,430.99	45,517.53	334,948.52
Accounts Receivable	182,850.00	0.00	182,850.00
Grant Funds Receivable	197,398.00	11,336.00	208,734.00
Total Other Current Assets	62,632.40	3,434.60	66,067.00
Total Current Assets	732,311.39	60,288.13	792,599.52
Total Fixed Assets	1,711,711.22	72,702.87	1,784,414.09
TOTAL ASSETS	2,444,022.61	132,991.00	2,577,013.61
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities	54,650.48	3,347.46	57,997.94
Equity	2,389,372.13	129,643.54	2,519,015.67
TOTAL LIABILITIES & EQUITY	2,444,022.61	132,991.00	2,577,013.61

06:29 PM  
01/09/26  
Accrual Basis

**Selkirks-Pend Oreille Transit Authority  
Summary Profit & Loss Budget vs. Actual  
December 2025**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	45,171.58	70,994.49	4,296.00	3,810.34	23,308.54	57,425.01	72,776.12	132,229.84
<b>Expenses:</b>								
<b>Administration</b>	12,830.80	16,919.35	2,052.44	1,150.71	101.56	5,579.22	14,984.80	23,649.28
<b>Operations</b>	43,226.91	51,683.60	3,546.29	3,339.48	28,347.50	35,000.00	75,120.70	90,023.08
<b>Preventative Maintenance</b>	6,944.49	10,435.36	711.32	429.06	7,350.93	34,357.86	15,006.74	45,222.28
<b>Total Expenses</b>	63,002.20	79,038.31	6,310.05	4,919.25	35,799.99	74,937.08	105,112.24	158,894.64
<b>Net Ordinary Income</b>	-17,830.62	-8,043.82	-2,014.05	-1,108.91	-12,491.45	-17,512.07	-32,336.12	-26,664.80
<b>Other Income/Expense</b>	-1,054.04	-15,556.78	0.00	0.00	0.00	0.00	-1,054.04	-15,556.78
<b>Net Income</b>	<b>-18,884.66</b>	<b>-23,600.60</b>	<b>-2,014.05</b>	<b>-1,108.91</b>	<b>-12,491.45</b>	<b>-17,512.07</b>	<b>-33,390.16</b>	<b>-42,221.58</b>

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**Selkirks-Pend Oreille Transit Authority  
Summary Profit & Loss Budget vs. Actual  
October-December 2025**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	401,036.86	463,278.10	31,921.00	33,038.33	137,451.54	156,434.39	570,409.40	652,750.82
<b>Expenses:</b>								
<b>Administration</b>	43,026.10	54,661.39	3,588.52	4,941.11	1,478.85	11,724.31	48,093.47	71,326.81
<b>Operations</b>	123,954.22	150,107.81	10,891.71	9,816.63	28,347.50	39,000.00	163,193.43	198,924.44
<b>Preventative Maintenance</b>	20,186.83	32,363.08	1,196.73	1,770.62	32,215.79	34,425.41	53,599.35	68,559.11
<b>Total Expenses</b>	187,167.15	237,132.28	15,676.96	16,528.36	62,042.14	85,149.72	264,886.25	338,810.36
<b>Net Ordinary Income</b>	213,869.71	226,145.82	16,244.04	16,509.97	75,409.40	71,284.67	305,523.15	313,940.46
<b>Other Income/Expense</b>	-4,225.69	-46,670.43	0.00	0.00	0.00	0.00	-4,225.69	-46,670.43
<b>Net Income</b>	<b>209,644.02</b>	<b>179,475.39</b>	<b>16,244.04</b>	<b>16,509.97</b>	<b>75,409.40</b>	<b>71,284.67</b>	<b>301,297.46</b>	<b>267,270.03</b>

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Selkirks-Pend Oreille Transit Authority  
**Paid Bills Detail**  
As of December 30, 2025

	Type	Date	Num	Open Balance
<b>Big Brand Tire &amp; Service</b>				
	Bill	12/11/2025	5003-7958654	1,904.84
	Bill	12/11/2025	5003-7957824	267.55
	Bill	12/15/2025	5003-7989671	1,329.02
Total Big Brand Tire & Service				3,501.41
<b>Brown's Northside Machine &amp; Gear, Inc.</b>				
	Bill	12/17/2025	W 52201	218.63
	Bill	12/23/2025	W 52186	115.50
Total Brown's Northside Machine & Gear, Inc.				334.13
<b>Coleman Oil</b>				
	Bill	12/14/2025	CP-0339428	1,296.80
	Bill	12/21/2025	CP-0342118	1,412.17
Total Coleman Oil				2,708.97
<b>III-A Trust</b>				
	Bill	12/20/2025	2341	1,173.00
Total III-A Trust				1,173.00
<b>Lake City Law Group PLLC</b>				
	Bill	12/17/2025	43650	250.00
Total Lake City Law Group PLLC				250.00
<b>Napa Auto Parts</b>				
	Bill	11/25/2025	258990	20.04
	Bill	12/11/2025	260924	94.13
	Bill	12/14/2025	261313	6.00
Total Napa Auto Parts				120.17
<b>Pressure Clean Services, Inc.</b>				
	Bill	12/15/2025	19055	210.00
	Bill	12/22/2025	19073	180.00
Total Pressure Clean Services, Inc.				390.00
<b>Specialty Auto Glass</b>				
	Bill	12/22/2025	I0083819	460.85
Total Specialty Auto Glass				460.85
<b>Spokane Testing Solutions</b>				
	Bill	12/18/2025	20249	165.00
Total Spokane Testing Solutions				165.00
<b>Zipty Fiber</b>				
	Bill	12/22/2025		277.11
Total Zipty Fiber				277.11
<b>TOTAL</b>				<b>9,380.64</b>

Selkirks-Pend Oreille Transit Authority  
**Paid Bills Detail**  
As of January 9, 2026

	Type	Date	Num	Open Balance
<b>AT&amp;T Mobility</b>				
	Bill	12/23/2025	estimate	369.90
Total AT&T Mobility				369.90
<b>Coleman Oil</b>				
	Bill	12/28/2025	CP-0342755	1,210.81
	Bill	12/31/2025	CP-0345638	601.48
	Bill	01/04/2026	CP-0347942	612.02
Total Coleman Oil				2,424.31
<b>Mike White Ford of CDA</b>				
	Bill	12/22/2025	50891	57.56
Total Mike White Ford of CDA				57.56
<b>Mountain Ledgers</b>				
	Bill	12/31/2025	8599	1,012.50
Total Mountain Ledgers				1,012.50
<b>Napa Auto Parts</b>				
	Bill	12/10/2025	260714	68.36
	Bill	12/04/2025	260041	35.64
Total Napa Auto Parts				104.00
<b>Pressure Clean Services, Inc.</b>				
	Bill	12/26/2025	19084	120.00
	Bill	01/02/2026	19105	120.00
Total Pressure Clean Services, Inc.				240.00
<b>Ziply Fiber - BF</b>				
	Bill	12/13/2025		39.17
Total Ziply Fiber - BF				39.17
<b>TOTAL</b>				<b>4,247.44</b>



**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
**As of January 13, 2026**

Type	Date	Num	Open Balance
<b>AT&amp;T Mobility</b>			
Bill	12/23/2025		6.14
Total AT&T Mobility			6.14
<b>Brown's Northside Machine &amp; Gear, Inc.</b>			
Bill	12/30/2025	W 48479	135.69
Total Brown's Northside Machine & Gear, Inc.			135.69
<b>Eagle Drug and Alcohol Testing LLC</b>			
Bill	12/30/2025	1011415	105.00
Total Eagle Drug and Alcohol Testing LLC			105.00
<b>Keokee</b>			
Bill	12/17/2025	68346	247.50
Bill	12/30/2025	68366	137.50
Total Keokee			385.00
<b>KG&amp;T Septic, Inc.</b>			
Bill	01/05/2026	59381	155.00
Total KG&T Septic, Inc.			155.00
<b>Mike White Ford of CDA</b>			
Bill	12/19/2025	50843	65.86
Bill	12/31/2025	50974	65.86
Total Mike White Ford of CDA			131.72
<b>Sandpoint Sprinklers</b>			
Bill	12/31/2025	3684	320.00
Total Sandpoint Sprinklers			320.00
<b>Schweitzer Mountain Resort.</b>			
Bill	12/31/2025	Dec mileage	28,347.50
Total Schweitzer Mountain Resort.			28,347.50
<b>SHL CPAs PLLC (Alpine Summit CPAs)</b>			
Bill	12/31/2025	15030	3,972.50
Total SHL CPAs PLLC (Alpine Summit CPAs)			3,972.50
<b>SMS Automotive &amp; Marine Inc</b>			
Bill	12/17/2025	4085	876.25
Total SMS Automotive & Marine Inc			876.25
<b>TOTAL</b>			<b>34,434.80</b>



**SELKIRKS PEND OREILLE TRA**  
DONNA M GRIFFIN  
Account number ending in 2396  
For billing cycle ending 12/30/2025

New Balance  
**\$688.26**

Minimum Payment  
**\$35.00**

Payment Due  
**01/25/2026**

#### Your Account Summary

Previous Balance	\$1,651.89
Payments	-\$1,651.89
Other Credits	\$0.00
Purchases	\$688.26
Balance Transfers	\$0.00
Cash Advances	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$688.26</b>
Statement Closing Date	12/30/25
Days in Billing Cycle	32
Total Credit Limit	\$10,000.00
Available Credit	\$9,311.00
Cash Limit	\$2,000.00
Available Cash	\$2,000.00

#### Your Payment Information

New Balance	\$688.26
Minimum Payment Due	\$35.00
Past Due Amount	\$0.00
<b>Payment Due Date</b>	<b>01/25/2026</b>

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



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- Monitor monthly expenses

**Log in today to explore all the online possibilities!**

Issued by First National Bank of Omaha (FNBO®).

Please read entire statement for additional important information about your account.



Account Number XXXX-XXXX-XXXX-2396

New Balance  
**\$688.26**

Minimum Payment  
**\$35.00**

Payment Due  
**01/25/2026**

Amount Enclosed:

\$

SELKIRKS PEND OREILLE TRA  
DONNA M GRIFFIN  
31656 HIGHWAY 200  
BOX 8  
PONDERAY, ID 83852-0008

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

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

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

4988656260672396 0000000003500 0000000068826

**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 2090 Omaha, NE 68103-0890 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/ES/COM

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/Building # _____	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  
DONNA M GRIFFIN  
Account number ending in 2396  
Transactions for billing cycle ending 12/30/25

## CURRENT POINT BALANCE

82,883

You earn 5 points per \$1 spent on qualifying Business Expense up to \$15,000 during a period of 12 billing cycles. After \$15,000, earn 1 point per \$1 spent. 3 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 \$2 spent on other purchases.

Point activity summary for the period covered by this statement:

0 Regular points earned this month  
3,442 Business Expense points earned this month  
0 Gas and Dining points earned this month  
0 Bonus points earned this month  
3,442 Total points earned this month  
0 Points redeemed this month  
82,883 Current point balance

Points that will be expiring on your next statement closing date.....780

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.

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## TRANSACTION DETAIL

### Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
11-30	12-01	24793385334000611249023 7	Indeod US125-06777730 800-4625842 TX	\$401.89
12-01	12-02	24204295335002553761091 2	Google Workspace_spotbus. 650-2530000 CA	\$36.20
12-02	12-03	24793385336000813659027 7	Indeod US125-07029947 800-4625842 TX	\$33.91
12-07	12-08	24692165341100734117948 2	HP "INSTANT INK 855-785-2777 CA	\$199.27
12-13	12-15	24011345347100145726333 2	ZOOM.COM 888-799-9666 ZOOM.US CA	\$16.99
12-16	12-16	74418005350027555082725	PAYMENT - THANK YOU	\$1,651.89 CR

### 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	24.24% (v)	NA	\$1,509.79	32	\$0.00
Cash Advance	29.49% (v)	NA	\$0.00	32	\$0.00

**2025 Total Year-to-Date**

Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

**Contact Information**

<b>Contact us online</b> card.fnbo.com	<b>Talk To Us</b> 800-819-4249 We accept calls made through relay services (dial 711)	<b>Mail Payments To</b> FNBO P.O. Box 2818 Omaha, NE 68103-2818
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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: January 15, 2026

Agenda Item: 7a.

From: Donna Griffin

Topic: Wages and Benefits

Background: The SPOT Board voted in favor of paying regular rate plus \$300 per month for staff who work the temporary office worker position with a minimum of 8 hours per week of office hours. Discuss and consider the wording to provide the stipend for staff who work more than 38 hours each week which includes driving, cleaning or office work.

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Meeting Date: January 15, 2026

Agenda Item: 7b.

From: Donna Griffin

Topic: Financial considerations

Background: Discuss financial considerations

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