

**MEETING MINUTES
SPOT**



**SELKIRK PEND D'OREILLE TRANSIT
SEPTEMBER 21st 2017**

CAROL KUNZEMAN CALLED THE MEETING TO ORDER AT 11:00 A.M.

PRESENT: Carol Kunzeman, Shelby Rognstad, Clif Warren, Marion Johnson, Colleen Coldwell, Walt Kirby, Ron Smith

Absent: Crystal Closson

MINUTES: Approve minutes of Aug. 17th, 2017 regular meeting
Rognstad/Warren. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for Aug. 2017. Colleen reported that month to date we are about ten thousand (\$10,000.00) under budget. We are about twenty thousand under budget for year to date. In the month of August we had about sixty eight hundred dollars (\$6,800.00) of repairs, brakes and engine issues. Rognstad asked what we had budgeted for Sandpoint's contribution for this coming budget year? Colleen reported it is seventy thousand (\$70,000.00). Clif Warren said that Ponderay had contributed seventy eight (\$78,000.00) for last year and anyone can give more.

Motion to Approve A: Warren/Kirby. All in favor. Approved

- B. Approve payment of prepaid bills and outstanding bills as published.

Motion to Approve B: Warren/Smith. All in favor. Approved

STAFF REPORTS:

Ridership: Marion's report is in the packet. It was asked how the ridership is doing, since we changed the schedule in Bonners, the Tuesday & Thursday coming to Sandpoint. It can be broken down by days but Marion does not know. . Carol Kunzeman asked what was done with the Moyie Springs Route. It was made on call only. Bonners Ferry schedule is Monday the restorium, Monday afternoon is the Sunset senior group, Tuesday and Thursday they come to Sandpoint, Wednesday and Friday is regular service in Bonners. There was some discussion on the Festival shuttle.

Operations: Marion reported the operations report is in your packet. The 18 passenger bus will be starting the assembly line the first of October and should be delivered in late November. The State has extended our VIP grant for the bus through December 2017. This is the bus for here that is replacing one of the On Demand Buses. We had signed a funding agreement with the State. There were some issues that needed changed and she will be going out for bid next week for the Schweitzer buses. These buses will have bench seats like school buses and is ten to fifteen thousand dollars cheaper.

COMMITTEE REPORTS:

Boundary County Service Development Committee: Boundary County Meeting Minutes are in your packets also. There are funding concerns in Bonners, Dennis went to a commissioner meeting and has a memorandum of agreement. Bonners contributes ten thousand dollars (\$10,000.00) per year for City contributions. They were trying to figure out how the County stood on their contributions. In this memorandum of agreement they are talking about us providing a bus and they keep emphasizing Boundary County. He is thinking that the route that comes down here twice a week and talks about insurance, tires and parking for the bus and on the side it has "in-kind". Then they talk about being invoiced once a year, in kind, at about thirty five hundred dollars (\$3,500.00) a year. His question is for these three years that we are talking about, how much cash is coming from Boundary County? Marion said thirty five hundred (\$3,500.00) And how much is "in kind" documented? The agreement was ten thousand dollars (\$10,000.00) in cash and "in kind". Where are we at on the involvement of Boundary County? Clif said these are things that can be worked on by the committee up there. That is where these things need to be resolved. Clif said that this board cannot resolve those issues. This board has no authority ability to tell somebody that they have to pay x number of dollars, it is strictly voluntary. This board cannot do anything to make the County pay more money. It has to be an agreement of the people of the committee up there with the County as to how much they are going to pay. The budget is built on the amount of available match and if all that match doesn't come in then we have to balance the budget and that could mean cuts to service. This committee needs to meet with the Boundary County Commissioners because they need more information. They need a clearer understanding that this is what they get for what they pay.

ACTION & DISCUSSION ITEMS:

B. Approve Marketing Contract Progress:

Presentation by Alana who is with Lone Tree Creative the company that has the contract for the marketing program and to develop a new web site.

They have developed a refreshed Logo and have some new ideas. They felt that what they wanted to do was to give SPOT a logo could be used consistently, that the colors would be right, that it would be extremely visible and legible, fresh, useful and enduring and we wanted to change up the bus a little bit and put a newer looking bus on it. One of the things we noticed right away was knowing that 1 in twelve men are color blind and about eight percent of the population has color blindness, we wanted to tweak the colors on the routes and also on the logo so it would be more identifiable to people with that vision impairment and also people who are just visually impaired. We also wanted it to be recognizable from what we have now. We also wanted to make the Selkirk Pend Oreille Transit more visible. They also worked on the website. We wanted to create something that would be very interactive, exciting, fun, easy to update. She explained some of the items on the new website. Members accepted progress.

A. Approve Pay Schedule.

Clif reported that they have worked up a program where a driver could be bumped up from the bottom of the scale to the top of the scale by hours worked. We decided on making twenty steps (20) at five hundred (500) hours each. So that is ten thousand (10,000) hours to get to the top of the scale. Drivers are currently starting at eleven dollars (\$11.00) an hour and going to thirteen dollars and seventy seven cents (\$13.77) an hour. We have an issue on October 1 what do we want to do with wages. If we raise from eleven (\$11.00) to thirteen dollars and seventy seven cents (\$13.77) up twenty two percent (22%) to eleven dollars and twenty two cents (\$11.22) to fourteen dollars (\$14.00) at the top it would make an impact on our budget for the following year of two thousand dollars (\$2,000.00). Assuming that people are coming and going and there is no change in levels. If nobody left it would have an impact of five thousand dollars (\$5,000.00). We felt like getting that top wage up to fourteen dollars was an important thing to do. Another thing we could do is to keep the eleven dollars to start and go to fourteen just to get us there and that cuts down the impact on our budget would be two hundred dollars by keeping the current starting wage at eleven and going to fourteen. One of the advantages of this is, people with five hundred hours would get a raise so even if the board decides that we don't want to do cost of living increases they can still be working toward a raise by the hours that they work. Member Rognstad said his preference would be to keep the current wage where it is at but with the twenty steps pay rate increase schedule and then have the fourteen dollar maximum at the top.

Motion to Approve.

Warren/Rognstad. All in favor. Approved

C. Approve Photography Agreement:

To create videos for the web site and to create still photography that is needed and coordination.

Motion to approve a contract with Lone Tree for the videos and still photography for the web site and the marketing programs in the amount of thirty seven hundred and fifty seven dollar and fifty cents (\$3,757.50)

Warren/Smith. All in favor. Approved

Meeting adjourned 12:35 p.m.