

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
December 20, 2018**

CLIF WARREN CALLED THE MEETING TO ORDER AT 11:02 A.M.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Nancy Lewis, Ron Smith, Zale Palmer

Absent: Gary Kunzeman, Walt Kirby

MINUTES: Approve minutes of the October 18, 2018 and the November 15, 2018 regular meetings with no corrections.

Motion to Approve: Nancy Lewis/ Zale Palmer. **All in favor. Approved**

FINANCIAL REPORTS:

- A.** Accept Financial Reports for November. Colleen reported that total expenses for November were just under \$20,000 under budget, \$10,000 of which was due to not starting the Mountain Route yet. Year to date expenses are around \$23,000 under budget, \$11,000 of which due to the Mountain Route. We did not have any major repairs. There was discussion.

Motion to Approve A: Zale Palmer/ Ron Smith. **All in favor. Approved**

- B.** Approve payment of prepaid bills and outstanding bills.

Motion to Approve B: Ron Smith/ Zale Palmer. **All in favor. Approved**

STAFF REPORTS:

Ridership: David Sims reported that ridership continues to be down (see attached report). There was discussion about ways to improve ridership including improving service level, reliability, detailed cleaning, placing DoubleMap tablets in buses pulled from reserve. The promotion grant applied for will not be awarded until May 2019, with funding available starting in October 2019.

Operations: See attached report prepared by David Sims. There was discussion about feasibility of continuing the Van Pool program, reducing tire rotation frequency, and extending the ParaTransit service hours to match the fixed route hours as required. Might need to contract with other service agencies (White Tail, Bonner Cab, etc) to fill a service request if we cannot fulfill a timely submitted request.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Ron Smith reported they are still working on getting the Gold Route put into service. Reaching out to local hotels for match funding. The start of the Gold Route hinges on the start of the Mountain Route since part of the Gold Route match funding is coming from Schweitzer.
- B. Bonner County Service Development Committee:** No report.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Board position elections.** Tabled.

Motion to table board position elections. Ron Smith/ Nancy Lewis. **All in favor. Approved**

B. Action Item: Designate BCATT voting member and alternate appointment.

Motion to name David Sims as the BCATT voting member and Clif Warren as the alternate. Nancy Lewis/ Zale Palmer. All in favor. Approved

C. Action Item: Approve finance committee and appoint members.

Motion to table finance committee appointments. Nancy Lewis/ Zale Palmer. All in favor. Approved

D. Action Item: Consider changing the payroll cycle. David Sims presented the option of running payroll on a semi-monthly basis instead of a monthly basis. Estimated increase in cost would be around \$75 per month. Change to take effect 1/1/19.

Motion to change to a semi-monthly payroll cycle. Nancy Lewis/ Ron Smith. All in favor. Approved

E. Action Item: Consider driver wage adjustment. David Sims reported SPOT is struggling to attract and retain drivers. He presented a driver wage comparison between SPOT other local bus driver wages. He also presented a revised pay step schedule based on a starting hourly rate of \$12.00 with a top rate of \$14.55. The new hourly rates would not apply to the seasonal drivers. Proposed new rates to take effect 1/1/19. There was some discussion.

Motion to adopt new pay rate step schedule covering non-seasonal drivers effective 1/1/19. Nancy Lewis/ Zale Palmer. All in favor. Approved

F. Action Item: Bus Shelter Brick Program. Clif Warren reported on the adopt-a-brick program initiated by The Eureka Institute. One option is to have SPOT seek sponsors for the bricks, pay Eureka to install the bricks from the proceeds received, and keep any remaining funds. The other option is to have Eureka seek sponsors, install the bricks, and split any remaining funds equally with SPOT.

Motion to let The Eureka Institute seek sponsors, install the bricks, and split any remaining funds with SPOT. Nancy Lewis/ Zale Palmer. All in favor. Approved

G. Discussion Item: Draft audit report: Colleen Culwell reported that the audit for 2017/2018 fiscal year has been completed. The only finding was a correction on how to report the use of the capex match funds carryover reported in the P&L for the current year. Clif Warren and David Sims to sign the management representation letter.

H. Discussion Item: Mountain Route update: David Sims reported that the 2 Mountain Route buses originally scheduled to be delivered to SPOT in October 2018 would not be delivered until the 3rd or 4th week of January 2019, with the Mountain Route service projected to start the last week of January 2019. Schweitzer needs to place additional buses into service for the Christmas Break, which they will be leasing from Harlows. The cost for the leased buses will be deducted from the fee SPOT charged Schweitzer for this winter's service.

There was also discussion regarding the price increase for the buses yet to be delivered. SPOT's attorney says SPOT can only pay for an increase if it was due to additional equipment, features, etc requested by SPOT. David will be working with Harlows to reconcile the cost of the order placed August 2018 back to the bids accepted in November 2017.

There was also discussion regarding hiring as Marion's replacement an administrative assistant that holds a CDL. They could assist with filling in on the schedule and in emergencies.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS:

Ron Smith mentioned the need to appoint a replacement for the BATT committee to replace Carol Kunzeman. Clif Warren asked that we consider moving the location of our meetings to SPOT's office going forward.

Nancy requested that the financial reports presented at the board meetings be limited to a 2-page summary. The full report would be reviewed by the Treasurer and Finance Committee. Colleen Culwell will prepare and forward a draft of the new report to Clif Warren for review.

Motion to adjourn. Zale Palmer/ Nancy Lewis. All in favor. Approved
Meeting adjourned 12:45 p.m.

SPOT Ridership

2018	Fixed	Demand	Van Pool	Bonners		Total
				Ferry		
January	5,201	391	282	207		6,081
February	4,885	341	322	233		5,781
March	5,931	345	320	247		6,843
April	5,962	367	324	188		6,841
May	4,742	351	306	212		5,611
June	4,578	335	200	253		5,366
July	4,704	363	224	216		5,507
August	8,173	302	256	237	*2,907 Festival	8,968
September	4,390	358	192	214		5,154
October	4,324	401	232	193		5,150
November	4,084	457	242	241		5,024
December						
TOTAL	56,974	4,011	2,900	2,441		66,326

2017	Fixed	Demand	Van Pool	Bonners		Gold Rt	Total
				Ferry			
January	5,016	543	302	165	0	6,026	
February	5,386	474	260	170	0	6,290	
March	6,500	531	382	244	0	7,657	
April	5,518	424	324	207	74	6,473	
May	5,129	431	318	226	42	6,104	
June	5,904	388	278	225	34	6,829	
July	4,667	381	254	208	0	5,510	
August	7,343	406	303	231	0	8,283	
September	4,530	319	260	167	0	5,276	
October	4,585	444	288	209	0	5,526	
November	5,033	462	274	204	0	5,973	
December	5,032	381	266	154	0	5,833	
TOTAL	64,643	5,184	3,509	2,410	150	75,780	

2016	Fixed	Demand	Van Pool	Bonners		Total
				Ferry		
January	6,379	414	0	178		6,971
February	5,985	371	0	113		6,469
March	6,493	472	0	173		7,138
April	5,813	397	0	176		6,386
May	5,499	411	0	145		6,055
June	5,256	431	0	212		5,899
July	5,299	386	0	184		5,869
August	5,443	473	3	246		6,165
September	5,049	465	54	194		5,762
October	5,116	453	126	219		5,914
November	4,922	436	119	190		5,667
December	4,937	458	106	245		5,746
TOTAL	66,191	5,167	408	2,275		74,041

Operations Report December 19, 2018

Driver Update – One of our drivers had to stop working due to a health issue. We rehired a driver that worked for SPOT earlier this year, and he is helping to fill the shifts. We also have a driver that just obtained his permit, and is training to take the CDL driving skills test.

Bus Repair Update – We have had a number of bus issues the last two weeks, including a door controller failure and a wheel stud failure. Last week we had to rent a car for one day to run one of the paratransit schedules.

Message Boards – The message boards on the Blue and Green Route are functioning.

Quest Vanpool – Marion Johnson was the vanpool coordinator, which means that she signed the Enterprise paperwork as an individual. Our ICRMP agent looked at the agreement and felt that she personally had substantial exposure. We have switched the coordinator to a Quest employee.

New Vanpool – I mentioned at the November meeting that another agency was interested in forming a vanpool. It was not feasible to set it up through SPOT, as the SPOT administration fee and the credit card processing fee made the service too expensive for the four riders they had committed. They may end up working directly with Enterprise.

New stop update – I have sent the cities the request for the new stop locations, and we are waiting for them to get the new signs in place before we start the new route.

New Buses – We have placed an order for three buses from Creative Bus Sales based on the bid approval at the last board meeting. Two will be for our Blue and Green Routes and one will be for Boundary County.