

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
February 21, 2019**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:02 A.M.**

**PRESENT:** Clif Warren, Colleen Culwell, David Sims, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittmann, Zale Palmer

**Absent:** Walt Kirby

**MINUTES:** Approve minutes of the January 17, 2019 regular meeting as submitted.

**Motion to Approve:** Gary Kunzeman/ Ron Smith. All in favor. Approved

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for January. The Finance Committee reported that SPOT's actual expenditures continue to be under the budgeted expenses (see attached report). It was also reported that the Boundary County operations have enough funds to continue their existing normal routes. There was discussion.

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

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

**Motion to Approve B:** Zale Palmer/ Clif Warren. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported that the fixed route ridership continues to be down (see attached report).

**Operations:** See attached report prepared by David Sims. There was discussion regarding the marketing grant that was applied for. It will be awarded around April 2019, with funding available October 2019. In the meantime Nancy Smith suggested that the drivers have badges or name tags to identify them as authorized personnel of SPOT. There was discussion about different alternatives for washing the buses, especially the mountain route buses. Zale Palmer mentioned a mobile company from Hayden that cleans Litehouse's trucks and trailers. David Sims will follow up.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Ron Smith stated they are still working on getting the Gold Route put into service. Working on setting up a schedule that can be placed in the utility bills. Need to get the word out with local doctors, etc that our service is available.
- B. **Bonner County Service Development Committee:** No report. When committee starts up again, they need to discuss possibility of extending service in outlying areas (Hope/Clark Fork, Priest River, Sagle).

**ACTION & DISCUSSION ITEMS:**

A. **Action Item: Designate BATT voting member and alternate appointment.** After discussion Ron Smith agreed to be the alternate.

**Motion to nominate David Sims as the BATT voting member with Ron Smith as the alternate. Clif Warren/ Zale Palmer. All in favor. Approved**

- B. Action Item: Reaffirm Stephen Snedden as legal counsel for SPOT.** Stephen Snedden has left Smith + Malek law firm to start his own practice. David Sims reported that he had notified Smith + Malek that SPOT wants Stephen Snedden to continue to be our attorney.

**Motion to affirm the decision to continue using Stephen Snedden as our attorney. Clif Warren/ Zale Palmer. All in favor. Approved**

- C. Action Item: Approve resolution to designate authorized signers for the SPOT bank account.** Due to changes in staff and board positions/members, SPOT needs to change the signers on the bank account. To do so, the bank requires a document specifying which signers were being removed from the accounts and which were being added. Resolution 2019-2 was drafted to provide this information to the bank.

**Motion to accept Resolution 2019-2. Clif Warren/ Zale Palmer. All in favor. Approved**

- D. Discussion Item: Mountain Route update:** David Sims reported that the 2 Mountain Route buses were delivered and started running the route February 14<sup>th</sup>. Feedback from the community and from Schweitzer has been positive. David Sims and Schweitzer will begin work on computing the pro-rated match amount for this season. They were invoiced \$65,000, but that invoice will be reduced due to the late start and further reduced for the cost of buses Schweitzer had to rent for the Christmas holiday period. Once the Schweitzer match amount is determined, the amount that can be designated for the Gold Route can be determined. Based on that amount will determine whether or not the Gold Route can start operations this year.

#### **COMMENTS FROM THE CHAIR AND BOARD MEMBERS:**

Clif Warren commended David Sims and Shannon Pittmann for their very hard work to get the Mountain Route operating and also improving the SPOT operations overall. Both of them are to be commended for all their efforts. There was discussion of which non-profit organization would receive the March fare box donation proceeds. It was decided to name the Panhandle Animal Shelter.

**Meeting adjourned 12:04 p.m.**



Selkirks Pend Oreille Transit  
Finance Committee  
Meeting Minutes for February 18, 2019

Zale Palmer called the meeting called to order at 11:30 a.m.  
Present: Zale Palmer, Clif Warren

The full financial report for January 2019 was reviewed.

We are ahead of budget due primarily to the late start of the Mountain Route, changes in the health insurance policy and lower fuel costs.

There were questions about Workman Compensation entries in the report and how expense items appeared in the budget. Clif will contact Colleen Culwell for clarifications.

The cost of bus cleaning was discussed. The committee felt that as long as there was a budgeted amount for cleaning the staff could make any changes to the cleaning procedure that it wanted without board approval.

The committee will request a Quick Books report of the annual budgeted line amounts for comparison and analysis purposes.

Zale moved and Clif seconded to recommend the Board approve the report. Passed

The meeting adjourned at 12:20 p.m.

**SPOT Ridership**

	Fixed	Demand	Van Pool	Bonnors Ferry	Total
<b>2019</b>	4,579	439	236	271	5,525
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
<b>TOTAL</b>					

	Fixed	Demand	Van Pool	Bonnors Ferry	Total
<b>2018</b>	5,201	391	282	207	6,081
January	4,885	341	322	233	5,781
February	5,931	345	320	247	6,843
March	5,962	367	324	188	6,841
April	4,742	351	306	212	5,611
May	4,578	335	200	253	5,366
June	4,704	363	224	216	5,507
July	8,173	302	256	237	8,968
August	4,390	358	192	214	5,154
September	4,324	401	232	193	5,150
October	4,084	457	242	241	5,024
November	4,295	392	244	167	5,098
December	61,269	4,403	3,144	2,608	71,424
<b>TOTAL</b>					

\*2,907 Festival

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

\*2729 Festival

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

## Operations Report February 21, 2019

**Assistant Director** – Shannon Pittmann started on January 21, and Marion's last day was January 30.

**Site Review** – ITD will be conducting a site review on April 3.

**One Time Marketing Grant** – SPOT applied for marketing funds in October 2018 from a one-time ITD grant opportunity. ITD staff has reviewed the applications, and are recommending full funding of the application (\$35,813 grant dollars). The staff recommendation now goes to PTAC and then the ITD Board for approval. If approved the funds would be available in October 2019.

**Driver Update** – We had a driver resign this week that had 4 shifts per week. We do have enough capacity to cover the shifts at this time.

**New stop update** – I am meeting with the public works director of Sandpoint on 2/21 and hope to get a date when they are able to get the new bus stop signs installed. Ponderay has installed the signs for their new stop.

**New Route Buses** – We don't have a firm date for the new busses, but we expect them to arrive in April.

**Mountain Route** – The Mountain Route started on February 14. We also ran for a few hours on the 12<sup>th</sup> and 13<sup>th</sup> during the peak times of the day. We did have one driver quit due to health reasons on the first day, requiring us to completely redo the schedule. The route has been generally working well, and the drivers are really working hard to make it successful. Schweitzer is pleased with the service, and has only heard good things about the service. Shannon and Karen were invaluable during the startup!