

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
January 17, 2019**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Gary Kunzeman, Marion Johnson, Nancy Lewis, Ron Smith, Zale Palmer

Absent: Walt Kirby

FINANCIAL REPORTS:

Gary Kunzeman reported that the City of Ponderay has recording equipment available for sale. David Simms to decide if SPOT has a need to purchase it from the City.

MINUTES: Approve minutes of the December 20, 2018 regular meetings with corrections.

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

Approve minutes of the January 11, 2019 special meeting with no corrections.

Motion to Approve: Clif Warren/ Gary Kunzeman. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for December. Colleen reported that the City of Ponderay has not yet paid their match funds for the current fiscal year. Gary Kunzeman will follow up. The total expenses for December and year-to-date continue to be under budget due to lower fuel costs and not starting the Mountain Route yet. There was discussion.

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

- B. Approve payment of prepaid bills and outstanding bills. David Sims to contact Verizon Wireless to see about getting the service for the two tablets switched from Ponderay's account to SPOT's account.

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

STAFF REPORTS:

Ridership: David Sims reported that ridership continues to be down (see attached report). The lower gas prices might be part of the reason. David is also looking into larger signs for the bus stops.

Operations: See attached report prepared by David Sims. The drivers appreciate the pay increase and most drivers also like changing from the monthly payroll cycle to the semi-monthly payroll cycle. The cash donation box program began in January, with the Lion Club named as the beneficiary. Nancy Lewis suggested that we designate the funds for the sight and hearing aid program. The Bonner Community Food Bank will be the named charity for the month of February. David also reported that we have not been receiving our fuel fleet discount from Coleman Oil, a savings of approximately \$3,500 per year. He is not sure if Coleman will give us credit for past discounts lost or not.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Ron Smith stated there was nothing new to report. They are still working on getting the Gold Route put into service. They would also like to expand service into the County areas and Moyie. SPOT need to get involved with Boundary County early on in their budget process.
- B. **Bonner County Service Development Committee:** No report.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Board position elections.** After discussion the following were nominated:
Board Chair – Clif Warren nominated Nancy Lewis. Zale Palmer seconded. All in favor. Approved
Board Vice-Chair – Nancy Lewis nominated Gary Kunzeman. Zale Palmer seconded. All in favor. Approved
Secretary – Gary Kunzeman nominated Clif Warren. Zale Palmer seconded. All in favor. Approved
Treasurer – Ron Smith nominated Clif Warren. Clif declined.
Clif Warren nominated Zale Palmer. Nancy Lewis seconded. All in favor. Approved
- B. **Action Item: Approve finance committee and appoint members.** The purpose of this committee would be to review the financial reports of the organization. Board members Clif Warren and Zale Palmer volunteered for the committee.

Motion to approve finance committee appointments. Clif Warren/ Zale Palmer. All in favor. Approved

- C. **Action Item: Declare Bus 106 surplus.** David Sims presented the option of declaring Bus 106 as surplus inventory. The bus has a cracked frame and can no longer be used by SPOT. Guidelines were provided to David by SPOT's attorney. Resolution 2019-1 was drafted to approved the declaration.

Motion to accept Resolution 2019-1. Clif Warren/ Zale Palmer. All in favor. Approved

- D. **Discussion Item: Mountain Route update:** David Sims reported that the 2 Mountain Route buses should be delivered to SPOT by January 25th, with the Mountain Route service to start soon after receipt. We have enough drivers to fill this route. Some training is still needed. Schweitzer may still have to run some of their own buses on the busy days. Tablets will be installed in these new buses.

David has worked with Harlows to reconcile the cost of the order placed August 2018 back to the bids accepted in November 2017. It will include documenting the change from a school bus chassis to a coach chassis as requested by Schweitzer.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS:

Ron Smith mentioned the need to have a MOU with Boundary County for SPOT to provide services during emergencies. David Sims reported he has given a copy of an MOU to Walt Kirby to see if Boundary County would be interested. David Sims will follow up.

Motion to adjourn. Clif Warren/ Zale Palmer. All in favor. Approved

Meeting adjourned 12:20 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	4,295	392	244	167		5,098
TOTAL	61,269	4,403	3,144	2,608		71,424

2017	Fixed	Demand	Van Pool	Bonners		Gold Rt	Total
				Ferry			
January	5,016	543	302	165	0	0	6,026
February	5,386	474	260	170	0	0	6,290
March	6,500	531	382	244	0	0	7,657
April	5,518	424	324	207	74	0	6,473
May	5,129	431	318	226	42	0	6,104
June	5,904	388	278	225	34	0	6,829
July	4,667	381	254	208	0	0	5,510
August	7,343	406	303	231	0	*2729 Festival	8,283
September	4,530	319	260	167	0	0	5,276
October	4,585	444	288	209	0	0	5,526
November	5,033	462	274	204	0	0	5,973
December	5,032	381	266	154	0	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 January 17, 2019

Driver Update – The current driver situation for our existing routes is good. We just hired one new driver that will start this week and we have two additional people that are interested in driving.

Bus Repair Update – We continue to have mechanical issues with the busses. We have had to replace a catalytic convertor, a starter, and an alternator this month.

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.

City of Dover City Council Meeting – I attended the Dover City Council meeting on January 10 to discuss the future shelter location and to update them on SPOT. I will be working with their planner, Clare Marley and Engineer Jay Hassell on the details of the shelter.

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

Mountain Route Buses – The buses are scheduled to arrive in Spokane on January 17 or January 18, and we expect delivery to us on January 25.