

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
May 16, 2019**

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

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

Absent: Gary Kunzeman, Walt Kirby

MINUTES: Approve minutes of the April 18, 2019 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for April. The Finance Committee reported that we are still operating within budget. Work on the 2019/2020 budget has begun. We are expecting unused 5311 grant funds of around \$105,000, which we will request to be carried forward to the 2019/2020 fiscal year. There was discussion.

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

- B. Approve payment of prepaid bills and outstanding bills (as amended to include additional bills received after cutoff).

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

STAFF REPORTS:

Ridership: David Sims reported on the April ridership figures (see attached report).

Operations: See attached report prepared by David Sims. David discussed the Title 6 requirements and areas that we need to improve in, including making sure we are following procedures as documented in our manual. ISP will be performing routine inspection of buses. Schweitzer's lodging director has approached SPOT about adding an additional route directly between the local hotels and the Schweitzer Village.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Committee did not meet.
- B. **Bonner County Service Development Committee:** Committee will start meeting next week. There was discussion regarding service between Bonners Ferry, Sandpoint and Couer d'Alene.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Consider advertising and promotional materials on buses.** David has received requests from various outside parties regarding placement of flyers in the buses, advertising inside and outside the buses. There was discussion. Clif Warren stated he thought SPOT already had a policy regarding this. David to look into.
Motion not to allow flyers inside the buses or advertising on outside of buses. Clif Warren/ Zale Palmer. All in favor. Approved.

B. Action Item: Consider bench locations. David Sims reported that we need to place the 10 benches already purchased. David also replayed restrictions imposed by Sandpoint on bench placements. There was review of the ridership at each stop and discussion about which stops should get the benches. David to continue work on bench placements.

No action taken.

C. Action Item: Discussion of Transit Vehicle Manufacturer certification for mountain route buses. David Sims reported that Harlow's signed the certification that the bus manufacturer was on the federal list when they were not. This discrepancy is being worked out between Harlows, the manufacturer, FTA & ITD.

No action taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 12:14 p.m.