

SPOT MEETING MINUTES

SPOT



SELKIRK PEND D'OREILLE TRANSIT

November 15, 2018

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

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

Absent: Walt Kirby, Clif Warren , Gary Kunzeman

MINUTES: Minutes for the October 18 are not available yet. The Ponderay Clerk is not able to take minutes for the meetings any longer, so SPOT will need to find someone else to take minutes.

FINANCIAL REPORTS:

A. Accept Financial Reports for October 2018. Motion to Approve: Lewis/Palmer. All in favor. Approved

Colleen reported that we have \$144,000 of grant match receivables. Some has been received in November. We are waiting for the City of Ponderay, Dover and Kootenai to pay their match.

B. Approve payment of prepaid bills and outstanding bills. Motion to Approve : Smith/Palmer . All in favor. Approved

STAFF REPORTS:

Ridership:

David reported that the ridership on the fixed routes is down. David recommended that we go back to the Shift Report and look at the marketing recommendations. Clif applied for an ITD one-time grant for marketing funds to cover the costs of some of the items in the Shift Report. If we are successful, the funds would be available in October of 2019.

Operations: Both Double Map tablets are now functioning. We are working on getting the message boards working on buses 114 and 115. Bus 110 is back from the body/paint shop. It will be returned to the paint shop in approximately 30 days to get the decals applied.

We did hire a new driver, so we currently have all shifts covered.

Albeni Falls Dam is interested in forming a vanpool, and David is working with them to see if it is viable given the number of riders they will have. There is a fixed cost per month for the van, so the cost per person depends on the number of riders.

The new maps are printed and we will start using them as soon as the new stop signs are in place.

SPOT will be holding a Christmas Party for the employees at Jalapenos. SPOT pays for the food (no alcohol) for the drivers and spouse and provides a \$25 gift card for the driver.

COMMITTEE REPORTS:

Boundary County Service Development Committee. We are still working on funding the Gold Route. Dennis Weed and David are planning to meet with the Kootenai River Inn manager to discuss funding. Liz Bigsby has been appointed to the committee. Liz manages the Action Agency and Food Bank in Bonners Ferry.

Bonner County Service Development Committee. The Bonner County Service Development Committee did not meet this month.

Action and Discussion Items:

a. Action Item: Discuss Farebox Donations. Colleen proposed to devote farebox donations to local non-profits, changing organizations each month. A notice could be placed on the farebox indicating which non-profit the donations would be going to. Nancy Lewis moved to approve the farebox donation program, Ron Smith seconded. Motion passed, all in favor.

b. Action Item: Award Bus bids. We went out to bids for five buses, three 18 passenger buses for delivery as soon as possible (2 for Bonner County and 1 for Boundary County) and one 18 passenger and one 8 passenger for October delivery (both for Bonner County). We received four bids and all apparently met the bid specs. We are obligated to accept the low bid if the bid specs are met. The low bidder is Creative Bus Sales. Creative also has the best warranty, including a 5 year body warranty that includes the wheel chair lift and the body air conditioning. The bids were within our budget. Zale Palmer made the motion to accept the bid from Creative Bus Sales, pending receipt of all required certifications. Seconded by Nancy Lewis. Motion passed, all in favor.

c. Mountain Route Update. The delivery time for the busses is still the second week in December to the first week in January. Schweitzer still has three busses and will start the season with their busses. It has been a challenge finding drivers for the route. We have the job advertised with the Department of Labor, but so far we have not had any response. The school district is letting their drivers know about the opportunity. We do have three drivers that have previously worked for Schweitzer. We are offering a \$14.00 per hour wage for the Mountain Route, and the drivers are not eligible for PERSI since the positions are seasonal. Schweitzer previously offered lift tickets for their drivers but are not willing to offer lift tickets for SPOT drivers. Schweitzer is willing to train our drivers. They have also agreed to let us use their radio frequency so the buses can communicate with Schweitzer. David has been tracking his time spent on the Mountain Route so the costs can be tracked. On the current SPOT routes there is no food or drink allowed on the bus, but Schweitzer allows food and drink on their buses. Ron Smith pointed out that no open containers of alcohol are allowed on public roads.

d. Bus Shelter Update. The concrete work at the Kootenai bus shelter has been completed and the structure is partially constructed. The concrete work at the Library has been completed. The cost of the concrete work at these two locations is higher than average. The Kootenai stop required a larger slab and culvert, and the Library stop required relocation of the irrigation system. The board asked if a grant from Walmart may be available to help with the cost of the bus shelters.

The next meeting will be held on December 20 at the SPOT office.

Motion to adjourn. Palmer/Smith. All in favor

Meeting adjourned