

SPOT MEETING MINUTES



SELKIRK PEND D'OREILLE TRANSIT October 18, 2018

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

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

Absent: Walt Kirby

MINUTES: Approve minutes of September 20, 2018 regular meeting with no corrections
Warren/Smith. All in Favor. Approved

FINANCIAL REPORTS:

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

Colleen reported the payables are high due to being at the end of the year. The expenses for September and for the year are less than the budgeted amounts. Colleen stated that the receivables for the next fiscal year are not included in the September statement, as they will be posted in October.

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

Colleen amended the unpaid bills to include a bill from the attorney in the amount of \$45.00.

STAFF REPORTS:

Ridership:

David reported that the ridership on the fixed routes is down and the demand ridership is up. The Bonners Ferry ridership in September was 214, compared to 167 in September 2017, even though we are no longer running on Mondays. Cliff noted that comparing January through September, the total ridership is down 2,300.

Operations: The Boundary County Service Development Committee continues to work on the match shortage. It may be possible to use some of the Mountain Route match money to help operate the Gold Route to bring people from Bonners Ferry to Schweitzer to ski. EDC Director Dennis Weed is planning to work with hotels in Bonners Ferry to obtain match money. Cliff stated that \$6,000 in total is needed to fund the Gold Route, requiring roughly \$3,000 in match. The total match shortage required to fund all of the service in Boundary County is \$6,000 to \$7,000.

The new maps will be printed in the near future. We are making some changes to the routes, including changing the stop at Triangle Drive in Ponderay to Schweitzer Plaza. The Triangle drive stop has low

volume, and the new stop at Schweitzer Plaza is in front of a hotel, which may boost ridership. We will be adding a new stop on Church Street in the vicinity of Evans Brothers Coffee. The board expressed the desire to get better distribution of the route maps, and educate the hotels about our service.

Bus 110 is still at the repair shop and should be back within a few weeks. The body is being repaired and the bus is being repainted.

We are still experiencing a driver shortage. We do have a candidate that dropped in that has school bus driving experience that may be a possibility.

We have received the \$3,500 match funding from Boundary County.

COMMITTEE REPORTS:

Boundary County Service Development Committee. Ron would like to send out a flyer with the City of Bonners Ferry utility bills when the Gold Route details are finalized. Some of the Bonners to Sandpoint routes have been full recently, with 8 riders. Zale asked if Sandpoint Living has ever run an article on SPOT. The board agreed that it would be a good way to publicize SPOT.

Bonner County Service Development Committee. Cliff suggested that the Bonner County Service Development Committee be restructured to operate like the Boundary County Committee. The current members are Eric Brubaker, Devon Marks and Jared Yost.

Action and Discussion Items:

a. Action Item: Driver Wage Increase Proposal. Cliff Warren moved to give the drivers a 2% cost of living wage adjustment retroactive to October 1. Ron Smith seconded the motion. The raise will help attract and retain drivers. It will move the starting wage to \$11.44 per hour. Passed, all in favor.

b. Action Item: Health Insurance and Employee Manual Change. Cliff Warren moved to eliminate the health insurance program and modify the personnel manual to reflect the change. Ron Smith seconded the motion. We have a group health insurance policy that costs approximately \$750 per employee per month. We currently have two employees that qualify for coverage, including Marion and one driver. Marion is retiring and David has declined the coverage. The driver that is on the policy is on Medicare, and he can purchase a Medicare supplement with better coverage for less money. The current policy requires SPOT to provide insurance when employees work more than 30 hours per week. If we drop the insurance, employees could work more hours without requiring SPOT to provide insurance, which could ease our driver shortage. According to our attorney, we can provide a stipend to the driver that will be losing coverage. He can use the stipend to purchase a Medicare supplement if he wishes. Cliff proposed a \$200 stipend for the driver to compensate for the loss of the insurance benefit. Cliff withdrew his motion and Ron withdrew his second. Cliff Warren moved to eliminate the health insurance program and modify the personnel manual to reflect that, and for the one driver currently on the health insurance program to be given a supplemental wage of \$200 per month as long as he stays above 30 hours per week, effective November 1. Ron Smith seconded. Motion passed, all in favor.

c. Mountain Route Update. The bus supplier notified us that the busses will not be delivered in October. They estimated they will be finished being built on November 28. They will then undergo a quality control inspection, then they will be delivered to Harlow's Bus Service. Harlow's will then install some additional equipment. We will not receive them until late December or early January. We plan to delay putting the decals on the bus until the ski season is over to save some time. We met with

Schweitzer and let them know that they will have to continue to operate the service with their buses. Schweitzer told us they have sold some of their buses, making it difficult to operate the service. We are looking for other options, including leasing buses from Harlow's or getting buses from the School District. If the School District provides the buses, they would provide drivers as well as buses. We were late getting the bus ordered because we were waiting to get an agreement with Schweitzer.

d. Bus Shelter Update. ITD visited on October 16 to review the progress on the bus shelter grant. The downtown shelter is nearly completed and the contractor has committed to get three additional shelters completed this winter. ITD has extended the grant for one year and they are satisfied with the progress to date. The bus stop benches have arrived and they are in a storage unit in Kootenai. The status of the Lor Foundation funding to assist with the shelters is uncertain at this time, but the shelters can be completed without the Lor funding. The shelters will have an area that will have bricks that can be sponsored to raise additional funds.

e. Bus Bid Update. We did receive three bus bids for the five buses. Four of the busses are for Bonner County and one of the busses is for Boundary County. We realized that the request for bids was not advertised in the paper as required by Idaho statute, based on the expected amount of the purchase. Stephen Snedden advised us to rebid the buses, and we will be restarting the process this month. The expected new bid opening date is November 8. Marion stated the delivery date will be approximately 90 days after the order for this size bus. Ron was expecting that the new Boundary County bus would be delivered in January. It may be possible to use one of the other SPOT busses to start the Gold Route, since the existing Boundary County bus is only an eight passenger bus. There was a discussion of the ownership of the current Boundary County bus. It is still titled to Boundary County, but Boundary County has indicated they are willing to transfer ownership to SPOT.

9. Executive Session. Ron made a motion to go into executive session pursuant to Idaho Code 74-206 1(a), to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Nancy seconded the motion. Roll call vote: Cliff Warren- Yes, Carol Kunzeman –Yes, Zale Palmer – Yes, Ron Smith – Yes, Nancy Lewis – Yes.

The board came out of executive session. No action was taken in executive session.

10. Approve hire and wage of Assistant Executive Director. Nancy Lewis moved to approve the title for the new position as Administrative Assistant. Ron Smith seconded the motion. Approved, all in favor.

Cliff Warren moved to offer the position of Administrative Assistant to Marion Johnson for November and December or until she leaves on vacation. Nancy Lewis seconded the motion. Approved, all in favor.

Carol Kunzeman is notifying Mayor Geiger that she needs to be replaced on the SPOT Board, as she is planning to travel during the winter. She will be recommending that Mayor Geiger appoint Gary Kunzeman as the Ponderay representative on the SPOT Board.

Cliff would like to consider election of officers in December.

Motion to adjourn. Lewis/Palmer. All in favor

Meeting adjourned