



# Selkirks-Pend Oreille Transit Authority

Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, December 20, 2018

SPOT Office, 31656 Hwy 200, Suite 102. Ponderay, ID

1. Call to Order and Roll Call
2. Public comment period for items not on the Agenda (including questions from the press)
3. Approval of Minutes
  - a. Action Item: Approve Minutes of the October 18, 2018 Authority regular meeting.
  - b. Action Item: Approve Minutes of the November 15, 2018 Authority regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for November 2018
  - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
5. Staff Reports
  - a. Ridership – David Sims
  - b. Operations – David Sims
6. Committee Reports
  - a. Boundary County Service Development Committee
  - b. Bonner County Service Development Committee Update
7. Action and Discussion Items:
  - a. Action Item: Board position elections
  - b. Action Item: Designate BCATT voting member and alternate appointment
  - c. Action item: Approve finance committee and appoint members
  - d. Action Item: Consider changing the payroll cycle
  - e. Action Item: Consider driver wage adjustment
  - f. Action Item: Bus Shelter Brick Program
  - g. Discussion Item: Draft audit report
  - h. Discussion Item: Mountain Route update
8. Comments from the Chair and Board Members
9. Adjournment

Note: Public information on agenda items is available from the SPOT office at 31656 Highway 200 Suite 102, Ponderay, ID or call (208) 263-3774. Any person needing special accommodations at the above noticed meeting should contact SPOT three days prior to the meeting at (208) 263-3774.

## SPOT Ridership

<b>2018</b>	Fixed	Demand	Van Pool	Bonniers	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	8,968	*2,907 Festival
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						
<b>TOTAL</b>	<b>56,974</b>	<b>4,011</b>	<b>2,900</b>	<b>2,441</b>	<b>66,326</b>	

<b>2017</b>	Fixed	Demand	Van Pool	Bonniers	Gold Rt	Total	
				Ferry			
January	5,016	543	302	165	0	6,026	
February	5,386	474	260	170	0	6,290	
March	6,500	531	382	244	0	7,657	
April	5,518	424	324	207	74	6,473	
May	5,129	431	318	226	42	6,104	
June	5,904	388	278	225	34	6,829	
July	4,667	381	254	208	0	5,510	
August	7,343	406	303	231	0	8,283	*2729 Festival
September	4,530	319	260	167	0	5,276	
October	4,585	444	288	209	0	5,526	
November	5,033	462	274	204	0	5,973	
December	5,032	381	266	154	0	5,833	
<b>TOTAL</b>	<b>64,643</b>	<b>5,184</b>	<b>3,509</b>	<b>2,410</b>	<b>150</b>	<b>75,780</b>	

<b>2016</b>	Fixed	Demand	Van Pool	Bonniers	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	
<b>TOTAL</b>	<b>66,191</b>	<b>5,167</b>	<b>408</b>	<b>2,275</b>	<b>74,041</b>	

## Operations Report

### December 19, 2018

**Driver Update** – One of our drivers had to stop working due to a health issue. We rehired a driver that worked for SPOT earlier this year, and he is helping to fill the shifts. We also have a driver that just obtained his permit, and is training to take the CDL driving skills test.

**Bus Repair Update** – We have had a number of bus issues the last two weeks, including a door controller failure and a wheel stud failure. Last week we had to rent a car for one day to run one of the paratransit schedules.

**Message Boards** – The message boards on the Blue and Green Route are functioning.

**Quest Vanpool** – Marion Johnson was the vanpool coordinator, which means that she signed the Enterprise paperwork as an individual. Our ICRMP agent looked at the agreement and felt that she personally had substantial exposure. We have switched the coordinator to a Quest employee.

**New Vanpool** – I mentioned at the November meeting that another agency was interested in forming a vanpool. It was not feasible to set it up through SPOT, as the SPOT administration fee and the credit card processing fee made the service too expensive for the four riders they had committed. They may end up working directly with Enterprise.

**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.

**New Buses** – We have placed an order for three buses from Creative Bus Sales based on the bid approval at the last board meeting. Two will be for our Blue and Green Routes and one will be for Boundary County.

## SPOT Agenda Item Summary

Meeting Date: December20, 2017

Agenda Item: 7A

From:

Action Topic: Board position elections

Background: With Board Chair Kunzeman leaving the board, we need to hold elections for board positions.

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Agenda Item: 7B

From:

Action Topic: BCATT voting member and alternate appointment

Background: With the retirement of Marion Johnson, we need to appoint the BCATT voting member and alternate.

## SPOT Agenda Item Summary

Meeting Date: December 20, 2017

Agenda Item: 7D

From: David Sims

Action Topic: Consider changing the payroll cycle

Background: Currently, SPOT pays its employees once per month. In talking with the current drivers and with prospective drivers, the once per month payroll can be a financial burden on them. I would like the board to consider changing to bimonthly payrolls. Colleen has estimated the extra cost at approximately \$75.00 per month.

# SPOT Agenda Item Summary

Meeting Date: December 20, 2017

Agenda Item: 7E

From: David Sims

Action Topic: Consider driver wage adjustment

Background: SPOT has struggled to attract and retain drivers. We are paying below what other employers are paying bus drivers:

LP School District: \$13.64/hr starting wage for flex drivers  
 \$15.40/hr starting wage for regular drivers  
 \$300 training stipend when starting, and \$300 after 60 hours. \$150 reimbursement for DOT physical.

BC School District \$13.56/hr starting wage, increasing to \$17.40/hr

FB Charter School \$18.00/hr

I would like to the board to consider the following change to our wage matrix:

Level	Hours	Hours	Current Rate	Proposed Rate	Increase
1	Start	500	\$11.44	\$12.00	\$0.56
2	500	1000	\$11.59	\$12.15	\$0.56
3	1000	1500	\$11.73	\$12.29	\$0.56
4	1500	2000	\$11.87	\$12.43	\$0.56
5	2000	2500	\$12.02	\$12.58	\$0.56
6	2500	3000	\$12.16	\$12.72	\$0.56
7	3000	3500	\$12.29	\$12.85	\$0.56
8	3500	4000	\$12.43	\$12.99	\$0.56
9	4000	4500	\$12.58	\$13.14	\$0.56
10	4500	5000	\$12.72	\$13.28	\$0.56
11	5000	5500	\$12.86	\$13.42	\$0.56
12	5500	6000	\$13.01	\$13.57	\$0.56
13	6000	6500	\$13.15	\$13.71	\$0.56
14	6500	7000	\$13.29	\$13.85	\$0.56
15	7000	7500	\$13.43	\$13.99	\$0.56
16	7500	8000	\$13.58	\$14.14	\$0.56
17	8000	8500	\$13.71	\$14.27	\$0.56
18	8500	9000	\$13.85	\$14.41	\$0.56
19	9000	9500	\$13.99	\$14.55	\$0.56
20	9500	10000	\$14.14	\$14.55	\$0.41
21	10000		\$14.33	\$14.55	\$0.22

Our current budget is based on a driver wage of \$15.00 per hour, and the maximum proposed wage would still be below \$15.00 with a 3% cost of living increase next fall. Colleen has estimated the monthly cost (based on last month's payroll) to be \$2,123. I am not requesting that the Mountain Route wage rate be changed at this time (it is currently at \$14.00/hr).

## SPOT Agenda Item Summary

Meeting Date: December 20, 2017

Agenda Item: 7F

From:

Action Topic: Bus Shelter Brick Program

Background: The Eureka Institute is making provisions in our new bus shelters for an adopt-a-brick program. They have proposed two methods to seek sponsors and distribute the proceeds. The first is to have SPOT seek sponsors and keep all of the funds. The second is to have the Eureka Institute seek sponsors and split the funds with SPOT.