

MEETING MINUTES



SELKIRK PEND OREILLE TRANSIT

June 20, 2019

Nancy Lewis called the meeting to order at 11:00 am.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Nancy Lewis, Ron Smith, Shannon Pittmann, Walt Kirby (by phone)

Absent: Gary Kunzeman, Zale Palmer

MINUTES: Approve minutes of the May 16, 2019 regular meeting as submitted.
Motion to Approve. Clif Warren/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

A. Accept Financial Reports for May. Motion to Approve. Clif Warren/ Walt Kirby. 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. Clif Warren/ Walt Kirby. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported on the May ridership figures.

Operations: David Sims reported that the three new buses have been delivered. Two have had their graphics installed and are in service on the Blue and Green Route. The bus for Bonners Ferry does not have its graphics installed yet. The Green Route has started the new route with hourly service to Dover. ITD was here on June 18 to complete the site review. They found no findings during the site review. A number of our drivers attended first aid and CPR training on June 8 at Northside Fire. All of our drivers are now current on first training. All but three of our drivers have completed an online drug and alcohol awareness training. SPOT has lost two drivers in the last month, one due to health reasons. We are advertising on Indeed and with the Job Service, but we are receiving very few inquiries.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: Committee did not meet.

B. Bonner County Service Development Committee: The committee met on May 20. Items discussed included the purpose of the committee, the structure and funding of SPOT, possible future service opportunities.

ACTION & DISCUSSION ITEMS:

A. Action Item: Consider Holiday Pay Retroactive payment. There is one employee that has been full time since July 2017 but has not been receiving holiday pay. Motion to pay the employee back holiday wages. Cliff Warren/Ron Smith. All in favor. approved. There is a question of how to compensate full time employees that work on holiday. The manual states that part time employees that work on the

holiday are paid at 1.5 times their normal rate, but it does not specify how full time employees are to be paid. Motion to pay full time employees at 1.5 times their normal rate, plus pay them their normal holiday pay. Cliff Warren/Ron Smith. All in favor. Approved.

B. Action Item: Consider the number of hours paid for holiday pay. Employees work varying hours, from 7 to 10 hours per day. Motion to pay eligible employees their normal work hours for holiday pay. Cliff Warren/Ron Smith. All in favor. Approved.

C. Action Item: Consider Amended Resolution 003, authorizing prepayment of certain vendors. Colleen Culwell has requested that additional vendors be added to the current list of vendors that are authorized for prepayment. Motion to approve amended resolution 003. Cliff Warren/Ron Smith. All in favor. Approved.

D. Action Item: Approve match amount for marketing grant. ITD notified SPOT that the match for the marketing grant will be 20% (local match of \$7,730) not the 7.34% (local match of \$2,836.91) that ITD originally told SPOT. Motion to approve paying the higher match amount. Ron Smith/Cliff Warren. All in favor. Approved.

E. Action Item. Consider providing service for Shakespeare in the Park on July 27. Motion to approve service for events that are requested by one of the SPOT JPA members, provided match money is provided and there is available grant funding available. Cliff Warren/Ron Smith. All in favor. approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None
Meeting adjourned 12:10 p.m.