

MEETING MINUTES
SPOT



SELKIRK PEND OREILLE TRANSIT
August 16, 2019

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:02 A.M.

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

Absent: Walt Kirby

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

Motion to Approve: Gary Kunzeman/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for July. The Finance Committee reported there were not any major financial issues for July. We are still running under budget. There was discussion.
- B. Approve payment of prepaid bills and outstanding bills.

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

STAFF REPORTS:

Ridership: David Sims reported on the July ridership figures (see attached report). The fixed route ridership continues to be down. The ridership for the August Festival was up from prior year even with one of the concerts cancelled. Next year we will schedule more buses to run on the heavier nights.

Operations: The Schweitzer Fall Fest starts the last Friday in August and runs through Monday. Two additional drivers have been hired. The response from ads run on Indeed and DOL websites is minimal, but our driver staffing is okay for now.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Planning to run an article in the newspaper about SPOT's service. Postcards are being handed out at the Fair. Still planning to mail inserts into the Bonners Ferry city poser bills. The County needs to appointment a representative that will attend the committee and board meetings. Proceeding with plans to run the Gold Route this coming winter for winter skiing – 2 round trips/day of service.
- B. **Bonner County Service Development Committee:** Committee did not meet.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Consider withdrawal from PERSI.** David reported research into potential withdrawal from Persi. The procedures for withdrawal are set forth in Idaho Code 59-1326. Withdrawal requires a 2/3 vote of the board and a 50% vote of the participating employees. Persi will proceed with calculating the liability SPOT will need to pay only after approved. The liability can be paid back over a 10-year period. David has asked ITD to confirm this liability can be submitted as a 5311 expense. Response pending.

Motion to poll Persi active employees about eliminating Persi. Clif Warren/ Zale Palmer. All in favor. Approved.

- B. Action Item: Consider driver wages.** A new driver wage rate schedule was submitted to board showing new wage steps starting at \$13/hour with Persi benefits. Schedule also shows potential wage steps starting at \$14/hour without Persi benefits.
Motion to adopt the “with Persi” column effective August 1, 2019 to run through September 30, 2020. Clif Warren/ Zale Palmer. All in favor. Approved.
- C. Action Item: Adopt preliminary 2020 budget and authorize publication.** The Finance Committee has been working on the 2019/2020 budget, a summary of which was presented to the board totaling \$897,435. Public hearing to be held just prior to September 19th board meeting.
Motion to accept the 2019/2020 preliminary budget as presented and ready it for publication. Zale Palmer/ Gary Kunzeman. All in favor. Approved.
- D. Action Item: Award bid for new Mountain Route bus.** Bids received for mountain route bus were presented. Discussions proceeded regarding rear engine vs front engine and whether to add air conditioning. Any remaining grant funds from this 5339 grant could be supplemented with unused 5339 grant funds from bus 319 purchase to purchase another 18-passenger bus, pending ITD approval.
Motion to buy the front engine bus without air conditioning from Bryson Sales. Clif Warren/ Zale Palmer. All in favor. Approved.
- E. Action Item: Approve audit engagement for 2018/2019 with Anderson Brothers.** The engagement letter for the 2018/2019 audit has been received from Anderson Brothers, CPA's.
Motion to approve the engagement of Anderson Brothers for the 2018/2019 audit. Clif Warren/ Ron Smith. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Gary commented that the work on Kootenai Cutoff road has been completed. The City of Ponderay's attorney and city planner are working on the imminent domain required for the bus stop at Walmart. Clif to meet with Eric to redesign the pad and/or shelter to avoid imminent domain requirement and speed up the process.

Meeting adjourned 12:20 p.m.

SPOT Ridership

2019	Fixed	Demand	Van Pool	Bonnors	Mountain	Total
				Ferry	Route	
January	4,579	439	236	271		5,525
February	3,847	373	262	215	5,963	10,660
March	4,776	443	276	253	11,583	17,331
April	4,846	452	332	257	1,699	7,586
May	4,618	446	254	245		5,563
June	4,129	381	244	256		5,010
July	4,189	460	284	249		5,182
August						
September						
October						
November						
December						
TOTAL						

2018	Fixed	Demand	Van Pool	Bonnors	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
September	4,390	358	192	214	5,154	Festival
October	4,324	401	232	193	5,150	
November	4,084	457	242	241	5,024	
December	4,295	392	244	167	5,098	
TOTAL	61,269	4,403	3,144	2,608	71,424	

2017	Fixed	Demand	Van Pool	Bonnors	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
September	4,530	319	260	167	0	5,276	Festival
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	
TOTAL	64,643	5,184	3,509	2,410	150	75,780	

2016	Fixed	Demand	Van Pool	Bonnors	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
TOTAL	66,191	5,167	408	2,275	74,041