

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
September 19, 2019**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.

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

Absent: Walt Kirby

PUBLIC HEARING: The public hearing for the Proposed SPOT 2019-2020 Budget was held. No public present.

Motion to close the public hearing: Clif Warren/ Zale Palmer. **All in favor. Approved**

MINUTES: Approve minutes of the August 15, 2019 regular meeting as corrected for date.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for August. The Finance Committee reported we are running smooth. Nothing unusual to report. There was discussion.

Motion to accept financial reports: Clif Warren/ Zale Palmer. **All in favor. Approved**

- B. Approve payment of prepaid bills and outstanding bills.

Motion to approve payment of prepaid bills and outstanding bills: Clif Warren/ Zale Palmer. **All in favor.**

Approved

STAFF REPORTS:

Ridership: David Sims reported on the August ridership figures (see attached report). The fixed route ridership was over 5,000 (excluding The Festival ridership) for the first time in a long time.

Operations: Two drivers quit (one for another job and another moved out of the area). One new driver was hired and there is a potential for a couple more drivers. Working on the Mountain Route driver roster. 4 Mountain Route drivers will be returning. David feels that we will have enough drivers for the season. David worked out a lower fuel cost with Coleman Oil. The new schedules are being distributed to local businesses. The marketing grant opens up in October and communications have started with the printer to start ramping up. There should be 3 more bus shelters installed before the snow starts.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Proceeding with plans to run the Gold Route this coming winter for winter skiing – 1 round trip/day of service. There was discussion that the committee needs to have an active member from Boundary County. There have been problems with meeting quorums. There was discussion about a possible resolution.
- B. **Bonner County Service Development Committee:** Committee did not meet.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Adopt 2019-2020 budget.** Colleen to send out invoices for match dated October 1, 2019. **Motion to adopt the 2019-2020 budget as published. Clif Warren/ Gary Kunzeman. All in favor. Approved.**
- B. Action Item: Consider withdrawal from PERSI.** The current PERSI active employees were asked to vote whether to stay in PERSI or to withdraw and have an increase in pay. The vote result was 6-stay in PERSI, 2-withdraw from PERSI, 3-not voted. Therefore, SPOT will be staying in PERSI and continue with the current pay rate schedule.
- C. Action Item: Consider Saturday Bonners Ferry route.** The proposed schedule is to have 1 round trip Saturday run to the Red Barn and back. There was discussion on how to utilize the driver's time before heading back to Bonners Ferry. Possibly have them make other stops for riders. Need to look at the bus to see if a ski rack could be installed inside the bus.
Motion to approve the proposed plan for Saturday service from Bonners Ferry. Clif Warren/ Ron Smith. All in favor. Approved.
- D. Action Item: Consider operating and capital grant applications for FY20-22.** David provided a projection of bus replacements based on annual mileage/bus for 2019 – 2024. Since the new Boundary County bus has been kept in Bonner County and used periodically, it was discussed to order another smaller bus for Boundary County. Based on the schedule, we should submit grant applications for a total of 5 buses for year 2021-2022. Colleen was asked to develop an operating budget for 2020-2022 using all driver wages at \$18/hour. Cliff mentioned the need for our own facility where we could park the buses indoors. The ideal property would be located close to the existing route and at a signal.
Motion to prepare grant applications for 5 buses (2 Mountain Route, 2 Fixed Route, one Boundary County), facilities location TBD, and operating budget using \$18/hour driver wages. Clif Warren/ Ron Smith. 4 in favor, 1 against. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Gary commented Ponderay Neighbor Day was held and SPOT was present. Colleen reported that 5th Avenue Car Wash was told via voice mail and text message that if they don't submit their invoices by the end of September (for May – Sept), they will not be paid as our year-end will be closed.

Meeting adjourned 12:15 p.m.