

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
November 21, 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

**MINUTES:** Approve minutes of the October 17, 2019 regular meeting as submitted.

**Motion to Approve:** Clif Warren/ Ron Smith. **All in favor. Approved**

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for September. The Finance Committee reported all variances to budget are explainable. There was discussion.
- B. Approve payment of prepaid bills and outstanding bills.

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

**STAFF REPORTS:**

**Ridership:** David Sims reported on the October ridership figures (see attached report). The ridership for all routes increased from last month. Total ridership for October 2019 was higher than October 2018.

**Operations:** David Sims reported the 5311 operating grant application for 2020/2022 has been submitted. Funds requested were \$1,126k for existing services. No funds requested for any potential route expansions. 5311 capital grant application was submitted for \$492k. We lost one driver but have had good response from Indeed ad. Mountain Route scheduled to begin 11/22/19 has been postponed to 11/29/19. The shift schedule has been changed to allow for longer shifts. The new mountain route bus is scheduled for delivery in December 2019. We still need something at the Red Barn for supplies, etc. The Gold Route between Bonners Ferry & the Red Barn is scheduled to begin 12/7/19. Working on obtaining match funds from hotels in the Bonners Ferry area. The new larger signs are in the design phase. David will be checking with the cities to make sure they don't have any problems with the larger signs. Shannon is working on getting driver apparel. Bus shelter construction is progressing: the pad for the Walmart stop has been approved; Dover plans to pour their pad this week; the Bonner Mall shelter is complete except for the Plexiglas. Eureka plans to work through the winter on the new shelters. Ron Duran has been hired by ITD as their new supervisor. The auditors were here last week. They will need to expand their audit to a "single audit" due to FTA requirements based on our grant income for this past year.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Proceeding with finalizing the schedule for the Gold Route.
- B. **Bonner County Service Development Committee:** Committee did not meet.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Consider approving audit engagement letter for Anderson Brothers.** Anderson Brothers submitted a new engagement letter to reflect the higher cost for a single audit due to FTA requirements.  
**Motion to approve the new engagement letter replacing the previous engagement letter. Clif Warren/ Zale Palmer. All in favor. Approved.**
- B. Action Item: Consider advertising trade with Blue Sky Broadcasting.** Blue Sky Broadcasting would like to trade inside bus ads for radio time. There was discussion.  
**Motion for staff to proceed with looking into trading inside advertising for radio time. Clif Warren/ Zale Palmer. All in favor. Approved.**
- C. Action Item: Consider driver wages for drivers that drive the Mountain Route and the fixed routes.** Consider basing employee pay rates on license type, experience, and type of route driving. There was also discussion regarding pay rates for existing route drivers that also drive the seasonal Mountain Route and review of the current pay rate matrix.  
**Motion to pay regular drivers \$14/hour while driving the Mountain Route unless their regular pay rate is higher. Clif Warren/ Zale Palmer. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** David Sims passed around a thank you letter received from Food For Our Children. Shannon mentioned the need to schedule a holiday party.

**Meeting adjourned 11:48 a.m.**