

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
December 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

MINUTES: Approve minutes of the November 21, 2019 regular meeting as corrected.

Motion to Approve: Gary Kunzeman/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for November. Zale Palmer reported we are still under budget. There was discussion. **Motion to accept financial reports: Zale Palmer/ Ron Smith. 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 November ridership figures (see attached report). The ridership for the fixed route was higher for the same period last year and December's numbers are also looking better. Demand route ridership fluctuates based on client needs.

Operations: David Sims reported the Mountain Route started 11/29/19. It is going well with the longer shifts. There have been minor maintenance tasks on buses that were able to be performed prior to start of shift. A small mailbox was installed at the Red Barn for paperwork, supplies, etc. The new Mountain Route bus might be delivered as soon as 12/27/19. The replacement bus stop signs have been ordered. The Gold Route between Bonners Ferry & Sandpoint started 12/7/19 with no ridership. Lack of snow may be issue. Rachel will be leaving ITD. The 5311 grant proposal submitted for 2020-2022 is looking good. PTAC to review in March 2020 and ITD to approve in April 2020. The 5339 grant proposals submitted are also looking good. The Dover bus shelter pad is complete and ready for Eureka Institute to build the shelter. The shelter for the Walmart side of Kootenai Cutoff has been approved to bid. David will be attending Sandpoint's first Multimodal meeting today.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Gold Route has started. No other matters discussed.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Consider selecting organizations for fare box donations for this quarter and next quarter.** Various local non-profit organizations were discussed to receive the fare box donations for current and upcoming quarters.

Motion to donate the fare box donations as follows: Oct-Dec 2019 – Sandpoint Senior Center; Jan – March 2020 – VFW Post; Apr – June 2020 – Panhandle Special Needs. Zale Palmer/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Ron Smith mentioned the need to have an active representative from Boundary County. The holiday party was well attended and appreciated.

Meeting adjourned 11:35 a.m.