

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
April 16, 2020**

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 Pittman, Zale Palmer

Absent: Walt Kirby

MINUTES: Approve minutes of the March 19, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for March. **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 March ridership figures (see attached report). As expected, ridership has dropped significantly due to the COVID-19 outbreak. No van pool ridership as Quest is not operating. The ridership on all routes has declined each week during March. The decrease is in line with what other transportation providers are experiencing in the state.

Operations: David Sims reported our grant requests for 2020 – 2022 have been approved as submitted. We have a good supply of hand sanitizer, disinfectant, spray, gloves, and paper towels. The interior of the buses are being cleaned on a regular basis – fixed route twice a week, demand route and others once a week. The FTA recommends that drivers wear masks – David has some on order. The driver situation is still good for now. Some of the mountain route drivers are driving for the regular routes. The employees have really stepped up and are working well during this hard time.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** No meeting. Nothing to report.

- B. **Finance Committee Update:** Zale Palmer reported we are doing well. Benefiting from the low fuel prices. Also, expenses for the Mountain Route are lower due to its early closure due to COVID-19. We are spending extra funds to protect the drivers and passengers from COVID-19. Shields around the driver area have been installed. No word from Ponderay on the payment status of their match for the 2019/2020 year. The audit for 2019/2020 has not been completed.

ACTION & DISCUSSION ITEMS:

A. Action Item: Consider CARES Act funding for transit providers. Idaho has been awarded \$27M of funding from the CARES Act to be allocated to all of the Idaho transit providers. Normal 2-year funding for Idaho usually runs around \$19M. There is no match for the CARES Act funds. ITD estimates that SPOT may be allocated around \$700k. The purpose of the funds is to provide from January 20, 2020 forward for all operating costs during the COVID-19 pandemic plus any COVID-19 specific additional costs. The funds do not expire. ITD is working on a plan for these funds, which will need to be approved by FTA before SPOT can determine our share and any restrictions. According to ITD, SPOT will need to submit a simple application. David plans to use these funds for COVID-19 specific expenses, sick pay, hazard pay, and any lost revenues/match funds. Perhaps run administration & PM costs through the regular 5311 and the operations/COVID costs through the extra CARES Act funds. We need to wait until the FTA has approved ITD's plan before we can make any decisions.

No action taken.

B. Consider temporary driver wage increase. David recommends paying all drivers hazard pay of \$3/hour for 3/1/20 – 6/30/20. The Finance Committee recommends a \$3/hour hazard pay for all drivers/maintenance/cleaning hours plus a 10% increase for office administration covering the period 3/1/20 – 5/31/20. To be revisited after 5/31/20.

Motion to give all drivers/Shannon non-admin time/mechanics/cleaning hazard pay of \$3/hour during 3/1/20 – 5/31/20 and to pay David & Shannon an extra 10% for the same time frame for office time once we know from ITD that the CARES Act funds have been approved. Clif Warren/ Ron Smith. All in favor. Approved.

C. Consider using SPOT buses for select non-transit activities. The FTA Emergency Relief Program has lessened the restrictions on areas where we can use the buses as long as the extra use does not affect our normal operations. SPOT will be using the paratransit buses to deliver food for the Food Bank. The match for these activities is at a lower rate of 8%. We will need to track costs for this separately.

Motion to give staff the authorization to use the buses for FTA-approved non-transit activities. Clif Warren/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:40 a.m.

SPOT Ridership

2020	Fixed	Demand	Van Pool	Bonnors Ferry	Mountain Route	Total
January	4,869	397	258	320	18,478	24,322
February	4,820	404	226	267	13,992	19,709
March	3,463	319		140	6,139	10,061
April						0
May						0
June						0
July						0
August						0
September						0
October						0
November						0
December						0
TOTAL YTD	13,152	1,120	484	727	38,609	54,092

2019	Fixed	Demand	Van Pool	Bonnors Ferry	Mountain Route	Total	
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	7,984	389	272	225	1,594	10,464	*2,934
September	4,042	401	268	230	1,269	6,210	Festival
October	4,310	457	294	239		5,300	
November	4,473	395	232	226	393	5,719	
December	4,806	383	212	258	13,013	18,672	
TOTAL	56,599	5,019	3,166	2,924	35,514	103,222	

2018	Fixed	Demand	Van Pool	Bonnors Ferry	Total	
January	5,201	391	204	207	6,003	
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	270	212	5,575	
June	4,578	335	146	253	5,312	
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	2,976	2,608	71,256	

2017	Fixed	Demand	Van Pool	Bonnors Ferry	Gold Rt	Total	
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	