

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
May 21, 2020**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 10:59 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 April 16, 2020 regular meeting as submitted.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for April. Fuel prices have started to rise, but we are still under budget. Extra expenses spent for COVID-19-specific measures totaled \$10,000 for April. **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: Zale Palmer/ Ron Smith. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** David Sims reported on the April ridership figures (see attached report). As expected, ridership has continued to drop due to the COVID-19 outbreak, but is starting to increase. Ridership on all routes fluctuates greatly. Passengers have expressed appreciation for the extra cleaning of the buses. Fixed route buses are disinfected nightly and cleaned twice a week. The paratransit & Boundary buses are cleaned weekly since they have much lower usage.

**Operations:** David Sims reported the driver staff level is good for the moment. The FTA has recommended that drivers wear masks. SPOT drivers have not shown interest in wearing masks, but SPOT has made them available to them. The drivers will not be required to wear masks. We need to focus on getting the ridership back up. David reported that he will start the inside of bus advertising to be traded for radio ads, as previously approved by the Board. Work on the Walmart bus stop should start next week. The Eureka Institute is still having difficulty getting students together to work on the shelters. Some new developments in the area have been pouring slabs at their own cost for possible future bus shelters/benches.

**COMMITTEE REPORTS:**

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

- B. Finance Committee Update:** Zale Palmer reported the committee discussed the CARES Act funding. The committee also determined the 2020/2021 match requirements that will be communicated to each participant for their budgeting purposes.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Update on CARES Act funding for transit providers.** SPOT received the funding agreement earlier this week, awarding \$1,126,290 with no expiration date. The agreement has an expiration date, but ITD states they will roll the funds over into a new agreement after that date. There are no match requirements for these funds. Grant is to be used for operating costs, personal protection equipment, cleaning, administration, loss of revenue, and COVID-19 related costs. All submissions will be processed online with monthly reporting. ITD requests approval of expenses prior to occurring. David has already signed & returned the agreement.  
**Motion to affirm David's signing of the agreement. Clif Warren/Ron Smith. Approved.**
- B. Consider extending hazard pay using CARES Act funding.** Discussion to extend the \$3/hour hazard pay for all drivers/maintenance/cleaning hours plus a 10% increase for office administration previously approved to cover the period 3/1/20 – 5/31/20. Possibly tie the expiration date to the Governor's reopening plan.  
**Motion to extend to June 30, 2020 the hazard pay of \$3/hour to all drivers/Shannon non-admin time/mechanics/cleaning and the administration increase of 10%, to be revisited prior to June 30, 2020. Nancy Lewis/ Ron Smith. All in favor. Approved.**
- C. Consider paying drivers for lost hours using CARES Act funding.** David Sims discussed the drivers that have lost hours due to COVID-19 changes. The mountain route drivers were terminated early due to the Schweitzer Mountain early shutdown. However, many of these drivers are already receiving unemployment benefits and any extra payments we make to them might interfere with that. The Paratransit & Boundary County drivers have lost a significant number of hours due to decreased ridership. The Fixed Route driver hours have not been affected. There should not be any hazard pay for the lost hours. The past 12 months should be considered in determining their average hours prior to COVID-19 impact.  
**Motion to pay the Paratransit & Boundary County drivers for their decreased hours worked for March 1, 2020 – June 30, 2020, to be revisited prior to June 30<sup>th</sup>. Gary Kunzeman/ Zale Palmer. All in favor. Approved.**
- D. Consider match request amounts for next budget year.** The Finance Committee calculated the required match funds assuming that all of the grant funds awarded for 2020/2021 are spent, resulting in a 15% increase. David Sims has already met with cities of Sandpoint and Ponderay to communicate the match funds we are seeking. Due to City decreased revenues due to COVID-19, funds may not be available. Based on feedback from Sandpoint & Ponderay, it appears they may be able to budget match equal to 90% of last year's match funds. The difference between the amounts invoiced and the amounts paid will be submitted for funding under the CARES Act. All other partners will be given the same opportunity to pay as low as 90% of their prior year match amount. Area on Aging will continue to be billed based on actual ridership. The Finance Committee also discussed allowing the partners to make periodic match payments (i.e. quarterly, semi-annual) throughout the year instead of one lump sum at the start of the fiscal year.  
**Motion to invoice match amounts at the 15% increase as required under the grant with a verbal agreement to accept as low as 90% of the prior year amount, understanding the difference will be paid by the CARES Act. Gary Kunzeman/ Zale Palmer. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** None

**Meeting adjourned 11:55 a.m.**

**SPOT Ridership**

<b>2020</b>	Fixed	Demand	Van Pool	Bonnars 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	1,702	101		90	0	1,893
May						0
June						0
July						0
August						0
September						0
October						0
November						0
December						0
<b>TOTAL YTD</b>	<b>14,854</b>	<b>1,221</b>	<b>484</b>	<b>817</b>	<b>38,609</b>	<b>55,985</b>

<b>2019</b>	Fixed	Demand	Van Pool	Bonnars 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
September	4,042	401	268	230	1,269	6,210
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
<b>TOTAL</b>	<b>56,599</b>	<b>5,019</b>	<b>3,166</b>	<b>2,924</b>	<b>35,514</b>	<b>103,222</b>

\*2,934  
Festival

<b>2018</b>	Fixed	Demand	Van Pool	Bonnars 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
September	4,390	358	192	214	5,154
October	4,324	401	232	193	5,150
November	4,084	457	242	241	5,024
December	4,295	392	244	167	5,098
<b>TOTAL</b>	<b>61,269</b>	<b>4,403</b>	<b>2,976</b>	<b>2,608</b>	<b>71,256</b>

\*2,907  
Festival

<b>2017</b>	Fixed	Demand	Van Pool	Bonnars 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
September	4,530	319	260	167	0	5,276
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
<b>TOTAL</b>	<b>64,643</b>	<b>5,184</b>	<b>3,509</b>	<b>2,410</b>	<b>150</b>	<b>75,780</b>

\*2729  
Festival