

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
June 18, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 10:56 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 May 21, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for May. The Finance Committee reviewed the financial reports and saw nothing to be concerned about. We are in good shape and under budget. **Motion to accept financial reports:** Clif Warren/ Rom Smith. All in favor. Approved

- B. Approve payment of prepaid bills and outstanding bills.
Motion to approve payment of prepaid bills and outstanding bills: Gary Zunzeman/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the ridership has started to increase, with the fixed route being slower to increase than the rest. The Sandpoint Senior Center has reopened, so the Paratransit ridership should start increasing. The Boundary County ridership is sporadic, especially since their Senior Center is not scheduled to reopen until July. Quest shutdown in March and is reopening in June. Even after reopening, their ridership for the van will be less as some of the previous riders were part of the layoff.

Operations: David Sims reported the driver staff level is still stable. One driver is out for an injury. The ITD Drivers Group was seeking participants to discuss statewide operations. Apparently, SPOT was the only agency to respond. ITD is willing to move forward with the Drivers Group even if SPOT is the only participant. One of the older buses is at Northwest Autobody to repair corrosion damage and other deteriorating parts. The wheels on all buses are showing wear. SPOT is painting the wheels on the older buses themselves. Other wheels are being taken to Les Schwab to be sandblasted and repainted. SPOT is still making deliveries for the Food Bank, although the frequency is decreasing. Drivers are to participate in a series of training courses dealing with customer service, dealing with difficult riders, and an ADA refresher course.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Nothing to report.

- B. Finance Committee Update:** Zale Palmer reported the committee met to discuss the financial reports. We are tracking COVID-related expenses separately along with lost hours and hazard pay. The lost hours and hazard pay are running about \$6,000 per month including benefits and payroll taxes.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Update on CARES Act funding for transit providers.** ITD held a conference call the last week in May for all transit providers, attended by David Sims and Colleen Culwell. Previously ITD had told SPOT that we could use the CARES Act funding to make up for match funds lost due to COVID. Apparently, that is not true. Instead SPOT will use their 5311 funds until we run out of match (based on actual funds received) and then use the CARES funds for the balance. It is estimated that the CARES funds will last SPOT 6-10 years.
No action taken.

- B. Action Item: Discuss driver hazard pay.** Discussion to extend the \$3/hour hazard pay for all drivers/maintenance/cleaning hours plus a 10% increase for office administration previously approved through June 30, 2020. Management feels that the hazard is actually increasing due to more people venturing out, relaxing their precautions, and having more reported cases in the area.
Motion to extend to July 31, 2020 the hazard pay previously authorized, to be revisited prior to July 31, 2020. Clif Warren/ Ron Smith. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:33 a.m.