

**MEETING MINUTES
SPOT**



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

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:04 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 June 18, 2020 regular meeting as corrected.

Motion to Approve: Zale Palmer/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for June. The Finance Committee reviewed the financial reports. For the month of June we were over budget by around \$6,000, but year-to-date we are under budget by around \$89,000. Funding from the CARES Act has begun. June expenses include \$2,900 bill from the auditors to complete the 2018/2019 audit. COVID expenses are being run through the 5311 grant to preserve to CARES funds. We have around \$127,000 left on the current 5311 grant. **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/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the ridership for the fixed and demand routes have continued to increase. Quest is open and has started using the van pool again. The Boundary County ridership is still down, mainly due to their Senior Center still being closed and with no plans to open any time soon.

Operations: David Sims reported the driver staff is still okay, although concerned with the increases in reported cases. One driver is still out with a knee injury and currently no plans to return to work in the near future. Buses are still being cleaned and disinfected on a regular basis. Nightly disinfecting, driver areas cleaned between shifts, deep clean weekly. Para Transit drivers have been provided with face shields. ITD sent a number of KN95 masks that we are allowed to hand out to riders. We are going through around 20/day. The Food Bank federal declaration for services expires July 20th. ITD has requested an extension, but has received no response. We have been delivering around 200 boxes of food each week to as far as Priest River. The Food Bank in Bonners Ferry has no need for delivery assistance. The driving training started in July is about half way through. A bike rack has been installed on the Boundary County bus. The ITD drivers group started this week with 4 of our staff included in the group. Meetings are held each Monday via phone with Taylor at ITD. The group is discussing ideas for increasing ridership and developing preparedness for the next emergency. ITD will be reimbursing SPOT for up to 8 hours a week. David will check to see the last time Enterprise switched out our van. It should be every 12 months.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Nothing to report. Need to have increased ridership before any additional services can be considered.
- B. Finance Committee Update:** Zale Palmer reported the committee met to discuss the financial reports. The budget for 2020/2021 that is being worked on will be updated to reflect the hazard pay, lost wages, and other COVID-related expenses, CARES funding, increased audit fees, and anticipated lower match receipts. The bus shelter grant has been extended to Sept. 2021. The employee handbook still needs to be revised, especially in regards to holiday pay and when SPOT recognizes holidays.

ACTION & DISCUSSION ITEMS:

- A. Action Item: 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 through July 31, 2020. There have been a number of new cases reported in the area.
Motion to extend to September 30, 2020 the hazard pay previously authorized. Ron Smith/ Clif Warren. All in favor. Approved.
- B. Action Item: Approve Area Agency on Aging agreement for 20-21.** The agreement runs July – June and expired June 30, 2020. They are anticipating maximum funding of \$26,200 for 7/20-6/21. Since we invoice on a per ride basis, funding has been down as a reflection of the elderly ridership numbers.
Motion to approve the Area Agency on Aging agreement for 20/21. Gary Kunzeman/ Ron Smith. All in favor. Approved.
- C. Action Item: Select ICRMP agent.** Our current agent is no longer representing ICRMP. We have the option to bypass having an agent and dealing with ICRMP directly. We could save around 10% going direct. Our options for available agents are located in Coeur d’Alene and Bonners Ferry. According to David Sims, our past agent has not been very useful and would prefer using the agent in Bonners Ferry if we use one at all. Most interactions he has had with ICRMP have been direct. There was discussion about whether using an agent is beneficial. David to confirm whether we can elect to use an agent at a later date.
Motion to deal with ICRMP directly. Gary Kunzeman/ Clif Warren. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Nancy Lewis asked about the possibility to construct a shelter for our buses in the rear parking lot area. Or if the landlord would agree to build one for increased rent. Gary Kunzeman mentioned the slab for the bus stop at WalMart is getting close to being started. No update on the Home Depot site. Might need to consider moving that stop to in front of Fiesta Bonita as the owner of that business has already agreed to have the stop there. The bus route may need to be revised to avoid upcoming road work near the Ponderay City Hall.

Meeting adjourned 12:05 p.m.