

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
August 20, 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 July 16, 2020 regular meeting as submitted.

Motion to Approve: Gary Kunzeman/ Clif Warren. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for July. The Finance Committee reviewed the financial reports. For the month of July we were over budget mainly due to extra COVID-19 related expenses, but year-to-date we are under budget. **Motion to accept financial reports: Ron Smith/ Clif Warren. 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/ Gary Kunzeman. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the ridership for Boundary County increased in July and that the Paratransit had a healthy increase. The Fixed Route ridership is still down. The Library is still closed, which is a significant impact on Fixed Route ridership. David presented a comparison of ridership per stop for the months of June & July.

Operations: David Sims reported the driver staff is still okay, although concerned. The one driver that was out for a knee injury has been released for duty and has returned to work. The bus stop pad at WalMart is complete and Eureka plans to have the shelter installed this month. Quest sent a letter terminating their Van Pool as of the end of August 2020. A proposal was submitted to Schweitzer regarding restructuring the Mountain Route where they operate and we pay them a per mile fee. Schweitzer declined. To deal with continuing COVID issues for this coming winter, Schweitzer is discussing limiting the number of people on the mountain each day. David is looking into various options for driver protection in the Mountain Route buses and possibly between the seats. We might be limiting ridership to only seated passengers. The existing 2-year contract with Schweitzer has expired. A new contract will need to be drafted and signed prior to this coming ski season.

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 and review the budget for 2020/2021. A few changes were made to the budget mainly covering wages & fuel costs –

to be discussed later in meeting. The committee also reviewed the proposed changes to the driver wage schedule. We had included higher pay rates for drivers in the grant request for 2020-2022, which was awarded, in anticipation of increasing driver wages to a more competitive level. The proposed schedule includes increasing base pay rates and lowering the hazard pay rate. The proposed budget for 2020/2021 is close to the original request submitted to ITD during the grant process. We will pull from the CARES Act funds as needed depending on actual match funds received.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider driver wages for 20-21 budget year.** The Finance Committee approves the proposed driver wage schedule to be effective October 1, 2020. When the 2-year grant proposal was submitted, it included driver wages at \$18/hour. The proposed budget for 2020-2021 includes driver wages at \$17/hour to allow room for further increase in the 2021-2020 fiscal year. The proposed driver wage schedule presented includes different pay structures based on type of CDL license. It also allows for new hires with more experience to start at a higher step. It also allows for all existing employees to move up to the 2001 step, if currently below that step. With this proposed wage schedule, the hazard pay for drivers would be lowered from \$3/hour to \$1/hour. The Mountain Route drivers would be paid \$16/hour + \$1/hour hazard pay. We should also consider extending the \$1/hour hazard pay for all drivers through April 2021.
Motion to accept the proposed driver wage schedule effective October 1, 2020 as presented plus \$1/hour hazard pay, moving existing drivers up to step 2001 where applicable, paying Mountain Route drivers \$16/hour + \$1/hour hazard pay, changing the existing driver hazard pay from \$3/hour to \$1/hour as of October 1, 2020, and continuing the \$1/hour hazard pay through April 2021 for all drivers. Zale Palmer/ Ron Smith. All in favor. Approved.
- B. Action Item: Adopt preliminary 2020-21 budget.** The proposed budget was presented with total expenses of \$874,000. There was discussion.
Motion to adopt the 2020-2021 budget as proposed. Zale Palmer/ Clif Warren. All in favor. Approved.
- C. Action Item: Set 2020-21 budget hearing date and authorize publication of budget.** Discussion about timing of meeting and publication of the proposed budget.
Motion to hold the public hearing immediately before the next regular board meeting to be held September 17, 2020. Clif Warren/ Ron Smith. All in favor. Approved.
- D. Action Item: Approve audit engagement for 2019-2020 with Anderson Brothers.** Discussion held.
Motion to approve the engagement letter received from Anderson Brothers for the 2019-2020 audit. Clif Warren/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Clif Warren mentioned we should consider hiring an additional administrative person to handle the Mountain Route for this coming season. This was discussed and approved last season, but not implemented due to the COVID early shutdown.

Meeting adjourned 11:50 a.m.