

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
September 17, 2020**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.

PRESENT: Clif Warren, Colleen Culwell, David Sims, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittman, Zale Palmer

Absent: Walt Kirby

PUBLIC HEARING: The public hearing for the Proposed SPOT 2020-2021 Budget was held. No public present.
Public hearing closed at 11:01 am.

MINUTES: Approve minutes of the August 20, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for August. The Finance Committee reviewed the financial reports. Zale reported that we are doing well even with the extra COVID-related expenses. We are still running under budget.

Motion to accept financial reports: Clif Warren/ Ron Smith. 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 that the ridership for August was still soft, but that it has been picking up so far for September. We are at about one-third of pre-COVID levels.

Operations: David Sims reported the driver staff is still okay. The one driver that was out for a knee injury and returned to work is out again, with no idea if/when they will return. David will be working with ICRMP going forward in relation to driver terminations. SPOT will be running a bus for this weekend's Ponderay Days. Route brochures have been placed in the bus shelters, which is working well. Working out how to place them at non-sheltered stops. The Sandpoint Resource Center is becoming a HUD Vision Center and is looking to relocate somewhere on our route.

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. Also discussed the administrative position for the Mountain Route. Also reviewed the open non-operating grants (shelters, marketing).

ACTION & DISCUSSION ITEMS:

- A. Action Item: Adopt 2020-2021 budget.** The 2020-2021 budget was discussed at prior meeting. No discussion during the public hearing.
Motion to adopt the 2020-2021 budget as advertised. Clif Warren/ Zale Palmer. All in favor. Approved.
- B. Executive Session.** Executive Session entered from 11:16 am to 11:32 am. No actions taken.
Motion to enter into executive session per Idaho code 74-206, subsection 1(b) – To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student, officer, employee, staff member or individual agent, or public school student. Clif Warren/ Gary Kunzeman. All in favor. Approved.
- C. Action Item: Consider Administrative wages for 20-21 budget year.** Discussion about administrative staff compensation as set in the budget.
Motion to award the administrative staff a 5% pay increase and set the hazard pay as the same paid to the drivers, all effective 10/1/20. Clif Warren/ Ron Smith. All in favor. Approved.
- D. Action Item: Mountain Route operations and contract update.** The plan is to offer the same level of service as last year. Schweitzer will operate one morning shift on certain days, same as last year. Schweitzer is also considering adding an employee-only bus to allow more room on our buses for general public. Occupancy on our buses will be limited to seated passengers only with no standing passengers. Working out the logistics for limiting riders. Will probably not place curtains between the seats. We should have a new contract with Schweitzer drafted for the October meeting. The Schweitzer match funds are still to be determined. Northwest Autobody will be installing driver area shields on all 3 mountain route buses. Ads have been running for mountain route employees. Not much response yet, but the responses received are good. We are competing with Schweitzer for employee market. David feels that the mechanical problems encountered last year have been resolved. David has asked Schweitzer to redesign the upper and lower parking lot layouts to ease bus flow and difficulties getting around cars and people. Still looking for an administrative person for the Mountain Route season.
No actions taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Clif Warren mentioned that match invoices should be sent out for the 2020-2021 fiscal year and that the invoices should show the full match requirement less “reduction due to CARES funding” to arrive at net amount expected to be received.

Meeting adjourned 11:52 a.m.