

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
October 15, 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

MINUTES: Approve minutes of the September 17, 2020 regular meeting as submitted.

Motion to Approve: Gary Kunzeman/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for September. The Finance Committee reviewed the financial reports. Zale reported that we had increased spending in September due to fiscal year end, including purchasing tires for the Mountain Route buses. We ended the year \$62,000 under budget mainly due to lower than expected fuel prices and early termination of Mountain route. **Motion to accept financial reports: Zale Palmer/ 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/ Gary Kunzeman. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the ridership for September was still low, although the Fixed Route showed improvement. For this calendar year the Fixed Route is down 23%, Demand down 22%, and Boundary County down 49%. For comparison, City Link is down 25% on their Fixed Route and 30-35% down on their rural route. According to ITD, nationwide urban ridership is down 60%. It might take another year to recover ridership. So far for October the demand ridership is up significantly.

Operations: David Sims reported the driver situation is becoming problematic. 2 drivers have tested positive for COVID-19. They are both part-time drivers and have not driven recently, so had no effect on operations other than needed to cover their shifts. The City of Ponderay has requested special service this Saturday for the benefit being held at the Fairgrounds for injured officer Victorino. Eureka Institute has begun installing the bus shelter at Dover. Hopefully the shelter at WalMart will be next. A draft contract with Schweitzer has been reviewed by attorney Steve Snedden. Still looking for Mountain Route drivers. The driver shields for the Mountain Route buses are being installed.

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 mechanic pay rate, bus shelters and other issues discussing later in this meeting.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Set wage rate for mechanic for 20/21 budget year.** The mechanic has a separate wage rate from his driver rate. Due to the recent change in the driver pay rate schedule, we also need to set his rate for mechanic work. David Sims suggested an increase to the mechanic's pay rate of \$2/hour.
Motion to raise the mechanic wage by \$2/hour effective 10/1/20. Ron Smith/ Gary Kunzeman. All in favor. Approved.
- B. Action Item: Consider using Cares Act funds for covid sick leave.** David Sims proposed that if a driver becomes ill with Covid, that we pay them for 2 weeks while they are out. There was discussion about requirements. Will need to check with Panhandle Health District on how we could get drivers tested that believe they may be positive. We would use the Cares act funding to cover this paid sick leave and the drivers would be paid their normally scheduled hours for the 2 weeks.
Motion to use Cares Act funding to pay drivers their normal hours (excluding any hazard pay) for up to 2 weeks after they have a positive Covid test and provide evidence of test results. Ron Smith/ Nancy Lewis. All in favor. Approved.
- C. Action Item: Consider application for CARES technology funding grant.** David Sims reported the State received \$27 million for rural transportation grants with no local match requirements. The tablets in our buses are getting old. We could use this grant to purchase new tablets with counting ability. We can also add an auto voice feature to announce stops for ADA compliance. There would be continuing annual costs for the added counting and announcing features. There are places on the Mountain Route that do not have GPS connection, which causes the tracking maps to give false locations. We can add a GPS feature to the Mountain Route tablets. Should also consider purchasing tablets now under this application for buses scheduled to be purchased next year. We should also consider adding a video system to the Boundary bus. The application is due 11/30/20. Other items to consider as part of this application are reader boards inside the buses to display the bus stops and also outdoor displays at the stops. The outdoor displays would show the time of the next bus/wait times. Might be better to place the outdoor displays inside a local business to reduce theft/power issues. Nancy Lewis suggested to consider placing solar panels/lights at the stops. Maybe talk with Solar Roadways.
Motion to submit an application for the Cares technology grant, to be reviewed at the next board meeting prior to submission. Clif Warren/ Zale Palmer. All in favor. Approved.
- D. Action Item: Consider recipients for fare box donations.** There was discussion about use of the donations received now that the donation boxes have been removed from the buses due to the installation of the driver shields. Donations received can be used as match for the grants.
Motion to keep donations received, to be revisited if/when the donation boxes are reinstalled. Nancy Lewis/ Gary Kunzeman. All in favor. Approved.
- E. Action Item: Mountain Route operations and contract update.** David Sims reported that the contract has been drafted and sent to Steve Snedden for review. Mr. Snedden has responded with suggested changes. There was discussion about adding a Covid-related termination clause and possibly an arbitration clause. Also possibly add verbiage allowing us to adjust ridership limits based on most recent Covid guidance.
Motion to authorize the Board President to sign the contract after adding Covid-related clauses. Gary Kunzeman/ Ron Smith. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:59 a.m.