

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
November 19, 2020**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:18 A.M.**

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

**Absent:** Gary Kunzeman, Walt Kirby

**MINUTES:** Approve minutes of the October 15, 2020 regular meeting as submitted.

**Motion to Approve:** Ron Smith/ Clif Warren. **All in favor. Approved**

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for October. The Finance Committee reviewed the financial reports. Zale reported that we are under budget mainly in areas of payroll and repairs/maintenance. Advertising for the month was higher than budgeted due to annual web hosting fee and ads run for Mountain Route drivers. We also purchased some winter tires for route buses. **Motion to accept financial reports: Zale Palmer/ 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: Zale Palmer/ Clif Warren. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** David Sims reported that the Fixed Route ridership is stable and the ParaTransit ridership in Sandpoint is picking up almost to the pre-COVID levels, but not consistent each day. The Sandpoint Senior Center has shut back down. Boundary County ridership was the same as last month. There are more people asking for rides to Sandpoint. The Bonners Ferry Senior Center is still closed.

**Operations:** David Sims reported the employee that has been cleaning the buses will now switch over to the Mountain Route as a driver. Therefore, a company out of Hayden has been hired to clean the buses and will also be able to clean the Mountain Route buses where they are parked at the Red Barn. Cost will be \$50/Mountain Route bus and \$40/other buses. Existing employees will continue with the daily cleaning during the week. The Eureka Institute states they will begin work on the WalMart bus shelter this week. Fuel was stolen from 3 buses during this past month. The locking fuel caps are being bypassed by cutting or disconnecting the fuel lines. Ponderay Police suggest to use of video cameras. David spoke with our landlord about constructing a building we can use to house the buses indoors. The landlord said it was a possibility and will come up with a rental amount. The contract with Schweitzer has been changed to add the contract changes recommended last meeting and Schweitzer has agreed and signed the contract. Amount of contract is the same as last year. Schweitzer will open this weekend and then open 11/27/20 for full time service. Filling the Mountain Route driver positions is still challenging. The employment market is difficult and ITD, Schweitzer, and Independent Highway District are also having hiring difficulties. The Mountain Route Lead Driver position has been established to assist the other Mountain Route drivers and also do

some driving. The person hired used to work for Schweitzer in their parking lot, so is familiar with the issues. The current plan is that riders will bring their skis onboard and will be asked to wear face coverings. Schweitzer has asked us to also stop at the roundabout, where they are asking the RV's to park, and pickup/drop-off riders there. It is up to each driver's discretion how to handle excess riders- whether to allow for very limited standing or to radio Schweitzer for them to handle/ Schweitzer is still planning to run their own buses to shuttle employees and also handle any overflow.

**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 receivables. The auditors have begun work on the annual audit. We will not need the Single Audit for this past year. They hope to finish earlier than last year.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Mountain Route operations and contract approval.** The final version of the Schweitzer contract, which has been signed by Schweitzer, was distributed.  
**Motion to approve the final contract and authorize Nancy Lewis' signature. Clif Warren/ Ron Smith. All in favor. Approved.**
- B. Action Item: Consider using Cares Act funds for Mountain Route driver lost hours.** David Sims proposed using Cares Act funds for Mountain Route drivers not getting their full hours. Consider using Cares Act funds for hours lost if the ski resort shuts down, even temporarily. There was discussion about requirements. Consider paying if temporarily closed, and then have employees file for unemployment if a permanent closure happens.  
**Motion to use Cares Act funds in the event on a cut back in operations or temporary closure, paying employees for their normal hours, without hazard pay, until Schweitzer permanently closes. Clif Warren/ Ron Smith. All in favor. Approved.**
- C. Action Item: Consider wage for lead Mountain Route driver.** David Sims proposed to pay the lead driver an extra \$1 per hour. There was discussion regarding his pay scale with current employer.  
**Motion to pay the lead driver \$18/hour plus \$1/hour hazard pay for this season. Ron Smith/ Clif Warren. All in favor. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** None

**Meeting adjourned 11:55 a.m.**