

**MEETING MINUTES
SPOT**



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

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:03 A.M.

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

Absent: Shannon Pittman, Walt Kirby

MINUTES: Approve minutes of the November 19, 2020 regular meeting as submitted.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for November. The Finance Committee reviewed the financial reports. **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/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that the Fixed Route ridership for November was low and will probably stay low until COVID is over. Ridership has been very sporadic. Some stops that the Para-Transit goes to have been closed, so their numbers are also low. Boundary County ridership is down, but consistent.

Operations: David Sims reported the bus cleaning service is working well. He is having some driver issues – three employees are out with COVID – Shannon plus 2 drivers. He has had to scramble to cover the Mountain Route shifts. All but one have been covered and Schweitzer has agreed to cover that one. We brought on a driver that was trained on the fixed route earlier this year. Shannon is planning to come back to work next week. David is quarantining in the office, keeping the door locked, and meeting any one outdoors. He is on day 8 and has no symptoms. David contacted the Panhandle Health District regarding vaccine shots for SPOT employees. They told him we are included in round 2 of the distribution. Not sure whether all employees will get vaccinated or not. The Mountain Route ridership is very low but has started to pick up. Numbers have been as low as 20 rides per shift. Normally have 30-35 per bus. Possibly people are waiting for more snow and more lifts operating. David continues to battle issues with the Mountain Route buses. Both of the rear engine buses had door issues. One developed a fuel leak and had to be towed in. David has applied for a two different Cares Act Technology grants. One is to upgrade/replace the tablets in the buses. The other is for a feasibility study to convert the fixed route to a demand service using apps. This request is only for a feasibility study to determine if this would work in our area. It might require adding more buses and may not be cost effective. Is going off of a similar conversion of a bus system in North Carolina.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Nothing to report. Ron asked David for a year-end report that he can present to the City Counsel at their next meeting.
- B. Finance Committee Update:** Zale Palmer reported the committee met to discuss the financial reports. Also discussed giving the drivers cash bonuses in lieu of gift cards and the Christmas dinner.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Consider using Cares Act funds for food delivery.** The FTA is now allowing use of Cares Funds for food delivery like they allowed previously in the Spring. Demand at the food banks is at historic highs both in Bonner & Boundary counties. Adding to that, the driver for the Bonner County food bank is out on quarantine due to exposure. The plan is to pick up at the food banks and deliver to pre-established locations and/or homes.
Motion to authorize the delivery of food under the discretion of SPOT's executive director and driver availability, using Cares Act funds, through June 2021. Clif Warren/ Ron Smith. All in favor. Approved.
- B. Action Item: Update of Resolution 003, AUTHORIZING PREPAYMENT OF CERTAIN VENDORS.** Amended Resolution was presented with updated list of frequently used vendors.
Motion to approve RESOLUTION 003 – AMENDED 2020-12-17 as presented. Gary Kunzeman / Zale Palmer. All in favor. Approved.
- C. Action Item: Consider Christmas bonus for drivers.** In the past we have given all employees a \$25 gift card plus paid for a group dinner. Total cost runs around \$1,000, which works out to around \$50/employee. The Finance Committee determined it would be better to pay each employee a cash bonus of \$50 in lieu of cards and not safe to hold a group dinner.
Motion to pay each employee a \$50 bonus. Nancy Lewis/ Gary Kunzeman. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:45 a.m.