

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
March 18, 2021**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:13 A.M.

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

Absent: Ron Smith, Wally Cossairt

MINUTES: Approve minutes of the February 18, 2021 regular meeting as presented.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for February. The Finance Committee reviewed the financial reports. Zale reported we are under budget. Fuel costs are still under budget but are also on the rise. All match funds have been received from the cities.
- B. Approve payment of prepaid bills and outstanding bills.
Motion to approve financial reports and payment of prepaid bills and outstanding bills: Zale Palmer/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that ridership continues to be low. The Fixed Route is showing good improvements, especially in the first couple of weeks of March. If the ridership continues, it might be back to normal levels. ParaTransit still fluctuates. Boundary service continues to be weak. Bonners Ferry Senior Center is still closed. Seeing some riders returning that haven't been riding.

Operations: David Sims reported the Food Bank deliveries are continuing in both counties. Public Transportation is available for taking people for vaccinations with no match. Six of SPOT's drivers plan to get vaccinated. Having issues with graffiti on the shelter in Kootenai and also at the library. Will start painting the inside panels to cover it up. The WalMart shelter now scheduled to be completed by end of March. A seat on one of the buses has been cut and will need to be replaced. ITD will be issuing public service announcements regarding public transportation. The Sandpoint Resource Center will be moving to one of the former Coldwater Creek buildings and asked if we were interested in sub-leasing. David does not feel that location will work for SPOT. Our landlord is still looking into the possibility of constructing new buildings to house our buses. Having difficulty getting calls returned from contractors in order to put together a budget. Some of Wildwood's space may become available for our use. The FTA mask requirement is causing some difficulties. Drivers are being put in a difficult situation. After discussion with Citilink to see what they are experiencing, David has asked the drivers to make their best effort to make sure passengers are wearing masks. If they refuse, the drivers should not take it any further, to avoid escalating conflicts with passengers.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Ron Smith reported they would like to add service on Mondays, but need to see higher ridership numbers before that could be considered.
- B. Finance Committee Update:** David Sims explained a potential issue we will have with Mountain Route drivers that were hired early for training. Drivers hired for less than 5 months are exempt from Persi. The drivers that were hired early may have more than 5 months employment before the season ends. SPOT may have a potential Persi liability of around \$3,500. Next year we need to consider hiring closer to the start of the season to keep within the 5-month period. We need to start budgeting this fall for the next 2-year grant cycle.

ACTION & DISCUSSION ITEMS:

- A. Action Item: One Time Funding Grant Award Procurement.** SPOT applied for a grant to purchase new tablets, camera for Boundary County bus, Mountain GPS units, and other items. This grant was awarded in full and we can start spending now. SPOT also applied for a planning grant, which was also approved in full. Funds cannot be spent until October 2021.
Motion to procure the allowable items under the grant. Clif Warren/ Gary Kunzeman. All in favor. Approved.
- B. Action Item: Consider Soliciting Bids for Two Mountain Route Buses.** SPOT has already been awarded a grant to purchase 2 additional buses for the Mountain Route. David would like to get started on the bidding process so the buses will be in service before next season. Schweitzer has already budgeted for the match on these buses.
Motion to solicit bids for the Mountain Buses. Ron Smith/ Gary Kunzeman . All in favor. Approved.
- C. Discussion Item: Temporary AAA Reimbursement Rate Modification.** AAA has temporarily increased our reimbursement rates by 50%. The increase helps offset the decreased ridership. The new rates will be in effect 3/1/21 – 6/30/21.
No action taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 11:49 a.m.