

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
May 20, 2021**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:02 A.M.**

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

**Absent:** Gary Kunzeman, Wally Cossairt

**MINUTES:** Approve minutes of the April 15, 2021 regular meeting as presented.

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

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for April. The Finance Committee reviewed the financial reports. Zale reported we are under budget. Fuel costs are rising.

**Motion to approve financial reports:** Clif Warren/ Nancy 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 ridership for April was down from the previous month. So far May is trending to show an increase. Demand ridership is still soft in both counties.

**Operations:** The bus shelter at WalMart is almost complete. We need to have two more completed before the grant expires September 30<sup>th</sup>. Eureka Institute claims they have already purchased the materials for the remaining shelters. We are waiting for approvals from the jurisdictions where the additional shelters will be placed. Potential sites are by the coffee shop across from the Mall and by Home Depot. The bid packages for the Mountain Route buses will be sent out as soon as ITD approves it. Bid packages for the 2 additional route buses and the additional Bonners Ferry bus should be sent out early June. We have two older buses ready for auction. Waiting for ITD to inspect them in person to obtain a more accurate appraisal of their value. The mask order for transit is still in effect. The ITD intercity bus advisory group met last month. They are not interested in funding new routes. Focus is on keeping existing routes going due to decreased ridership statewide.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Ron Smith asked when the estimated match amounts for next fiscal year will be going out. David Sims reported he already sent them out.

- B. **Finance Committee Update:** Zale Palmer reported the financial committee reviewed the financial reports and also discussed the budget for 2022-2024. Due to the funding cycle, we need to incorporate any potential route changes into the budget forecast.

**ACTION & DISCUSSION ITEMS:**

- A. Discussion Item: Discuss 2022-2024 grant application.** The grant to review potential changes to our routes cannot be spent until October 2021, but we have to submit our grant application for 2022-2024 by November 2021. We need to incorporate any potential route changes into this grant application before the study can be completed. There is significant housing expansion in Ponderay plus they will be starting construction on the Field of Dreams. Significant new construction in all cities that SPOT covers. We need to get letters of support from each city to show the increased need for more stops and/or route changes. This needs to be seen as changes to our existing service and not an expansion or new route. ITD has indicated interest in only existing services. Expansion is lowest priority.
- No action taken.**

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

**Meeting adjourned 11:27 a.m.**