

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
June 17, 2021**

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, Shannon Pittman, Zale Palmer

Absent: Wally Cossairt

MINUTES: Approve minutes of the May 20, 2021 regular meeting as presented.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for May. The Finance Committee reviewed the financial reports.

Motion to approve 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 May fixed route ridership was almost 4,000 and June is looking even better. The Demand ridership was low for May, but picking up. Boundary County ridership for May was not good. David met with the Parole Board to explain our service is available for them. Also found that the schedule printed in the Bonners Ferry Herald is incorrect.

Operations: The Festival at Sandpoint will be operating this year and has requested we provide the same service as last time with minor changes in the route to help traffic flow. The Food Bank deliveries in Bonner County have ended, but will continue in Boundary County. One driver quit and there are not many applicants for the job posting. It is getting tight to fill the schedule. The first aid/CPR training has been going on, which will be reimbursed by RTAP. The marketing grant items were put out to bid. Received only one response. Need to check with ITD if that is enough to proceed with. The marketing grant was extended through September 2022 due to Covid. The mask order is still in effect for transit through end of September 2021. ITD is looking into publishing some PSAs to promote transit ridership.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Ron Smith reported they are reaching out to various places to increase ridership – doctors, dentists, voting day, etc. David reported they are making buttons to be handed out with food bank items and at the Coalition’s fair booth.

- B. Finance Committee Update:** Zale Palmer reported the financial committee reviewed the financial reports. Actual vs budget is still doing well. Working on budget for next fiscal year. Discussed ending the lost hours calculation for Bonner County demand route, but continuing for Boundary. Working on an updated employee manual to be in place at start of next fiscal year. Hope to have a draft at the next board meeting. Van Pool cash balance to remain segregated from other funds in case that starts back up again.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Authorize Board Chair to sign ICRMP Joint Powers Agreement.** The agreement must be signed if we want to continue with ICRMP.
Motion to authorize the Board Chair to sign the ICRMP Joint Powers Agreement. Clif Warren/ Gary Kunzeman. Motion passed.
- B. Action Item: Mountain Route bus purchase approval.** The bus purchases were put out to bid. We have grant funds for two buses. Bids were requested for both front and rear engine buses. David feels that the problems we have had with the International rear engine buses were caused by poor design. The Bluebird design is much better. Shannon & Eric Pittman drove a Bluebird bus in Pasco and liked it. The fan system, engine height, and antifreeze system are all better designed by Bluebird than International. David is tending towards the rear engine model to allow for better ski storage than with the front engine model. The bid request also requested alternative #1 – engine retarder. The retarders are safer and reduce brake wear. Harlows submitted a bid without the alternative. The Bryson bid was complete. Harlows is not on the federal bid list. ITD said to treat their bid as nonresponsive. That leaves us only with Bryson’s bid with alternative #1 to be delivered by 11/15/21. Schweitzer has agreed to provide the match for the bus purchases.
Motion to purchase two Bryson rear engine buses with retarder and accessories. Clif Warren/ Nancy Lewis. Motion passed.
- C. Action Item: Approve updated Drug and Alcohol Policy.** David and Shannon have watched FTA webinars on the current requirements. Our current policy needs to be updated. FTA is providing a manual that is customized by selecting a few options.
Motion to approve the updated Drug and Alcohol Policy. Ron Smith/ Clif Warren, Motion passed.
- D. Action Item: Approve Washington State Transit Bus Cooperative Purchasing Agreement.** The State of Washington requested bids on various buses and options and has prepared a list of pre-approved suppliers and prices. This allows us to pick a bus from the list without having to go out to bid. ITD is encouraging use of the Washington list as they already have the bid requirements taken care of.
- E. Motion to sign the Washington State Transit Bus Cooperative Purchasing Agreement. Clif Warren/ Gary Kunzeman. Motion passed.**
- F. Action Item: Approve purchase of two route buses from the Washington State Transit Bus Cooperative Purchasing Agreement.** David is looking to purchase two route buses from the Washington list. Would like to select items up to the grant amount. Takes about six months for delivery.
Motion to allow Executive Director to purchase two route buses from the Washington State Transit Bus Cooperative Purchasing list not to exceed the grant amount. Ron Smith/ Gary Kunzeman. Motion passed.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 12:02 p.m.