

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
July 15, 2021**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:08 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 June 16, 2021 regular meeting as presented.

Motion to Approve: Zale Palmer/ Ron Smith. All in favor. Approved

Approve minutes of the June 24, 2021 special meeting as presented.

Motion to Approve: Gary Kunzeman/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

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

Motion to approve financial reports: Zale Palmer/ Ron 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 June fixed route ridership is fairly static. The Demand and Boundary ridership are both starting to see more improvement.

Operations: One of the SPOT buses was in the 4th of July parade in Sandpoint. The new Mountain route buses have been ordered and should be delivered in November. The Schweitzer Summer Fest is this weekend and we will be using 2 of the regular route-sized buses due to construction taking up the parking lot, making use of the Mountain buses not feasible. David is waiting for a WA supplier price list update to purchase the other regular route buses. ITD has approved use of the WA list. David is waiting for the specs before proceeding with the purchase of the new bus for Boundary County. Keokee has started working on the marketing grant items and new schedule, which will include the stop at the future Kaniksu location. ITD is still working on the PSAs to promote transit ridership. We have been having a lot of issues with air conditioners in the buses. We are experiencing 3 week wait times to get buses into Mike White, so have been using other local repair shops.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: Ron Smith reported the ridership numbers still need to increase before Monday service could be implemented. David reported they are making buttons to be handed out with food bank items and at the Coalition's Boundary County Fair booth.

- B. Finance Committee Update:** Zale Palmer reported the financial committee reviewed the financial reports. We will be using the Cares Act funds 100% to fund August & September instead of the 5311, due to match limitations. The committee is working on updating the employee manual – clarifying issues relating to full-time/part-time status, vacation, and holiday pay.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Execution Session pursuant to Idaho Code 74-206 1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.**
- B. Action Item: Consider administrative staff duties.**
- C. Action Item: Consider temporary board duties**
Motion to table above items A, B & C due to rescinded resignation of Executive Director. Clif Warren/Nancy Lewis. Motion passed.
- D. Action Item: Consider changes to personnel policy.** Various issues were presented to the board for discussion. 1) Holidays to be observed on actual holiday, not a different date. 2) Eliminating the full-time/part-time classification. This affects eligibility of vacation, PTO. Consider using a PTO accrual rate for all non-seasonal/temporary employees. 3) Establish a cap to jury duty pay. 4) Eliminate the holiday pay for full-time employees (pay when not working) – possibly build it into the PTO accrual. The Finance Committee will work up different scenarios for different rates and the costs for consideration.
No action taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: The board is glad that David rescinded his resignation.

Meeting adjourned 11:49 a.m.