

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
August 19, 2021**

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:00 A.M.**

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

**Absent:** Wally Cossairt

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

**Motion to Approve:** Gary Kunzeman / Clif Warren. All in favor. Approved

**FINANCIAL REPORTS:**

- A. Accept Financial Reports for July. 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:** Clif Warren/ Zale Palmer. All in favor. Approved

**STAFF REPORTS:**

**Ridership:** David Sims reported that July fixed route ridership dropped significantly after backing out the ridership for The Festival. August numbers are also looking soft. The Demand ridership is building both in Sandpoint and Bonners Ferry. Total ridership for the Festival totaled between 1300 – 1400, about half of last Festival. Attendance for The Festival was down as a whole from prior years.

**Operations:** The mountain buses will be used to provide service for Fall Fest, which covers 4 days. The new route buses have not been ordered. WA is coming up with a new form, which we have to wait for. The new Mountain buses have been ordered. Did not purchase them through the WA bid list. The new bus schedule is almost ready. The postcard for Boundary County is also being redesigned. The technology grant has been delayed. Have not received the grant documents yet, so cannot proceed with purchases. DoubleMap was bought out by another company. The new company is phasing out the tablets that we currently own. They have sent us some loaner tablets to use for free while they decide on what product they will support. Eureka plans to construct the bus shelters at the new Kaniksu location and the new apartments in Ponderay before 9/30/21. David is working with Google to make map corrections. Still considering the analysis to convert the fixed route to a demand service. Might only do that for service to/from Dover and smaller service areas.

**COMMITTEE REPORTS:**

- A. **Boundary County Service Development Committee:** Ron Smith would like David to interview again with 9B News and the Herald and possibly have them ride the bus. Still feel that we need to educate the medical offices about our service and have them book appointments on our in-town service days.

- B. Finance Committee Update:** Zale Palmer reported the financial committee reviewed the financial reports. July's fuel was over budget, but we are still under budget year-to-date. The fuel cost budget for next year has been increased. Total year-to-date expenses are under budget by \$108,000. July total expenses were over budget by \$5,000.

**ACTION & DISCUSSION ITEMS:**

- A. Action Item: Consider employee holiday, vacation and PTO policies.** The Finance Committee determined it would be too expensive to switch to a company-wide PTO accrual system. We will work on a better definition of the full-time status qualifications and how that will be calculated and how often.  
**Motion to table this item. Clif Warren/ Ron Smith. Approved.**
- B. Adopt Preliminary 2021-2022 budget.** Fuel costs are a great concern. Added 20% from last year for a cushion. Will most likely need to use CARES Act Funds for the last 2 months of the grant due to less match funds from the entities.  
**Motion to adopt the preliminary budget for 2021-2022. Ron Smith/ Gary Kunzeman. Approved.**
- C. Set 2021-2022 budget hearing date and authorize publication of budget.** The public hearing will be held at the start of our next regular board meeting, September 16, 2021.  
**Motion to hold the budget public hearing at 11:00 am September 16, 2021 and to authorize the publication. Clif Warren/ Ron Smith. Approved.**

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

**Meeting adjourned 11:37 a.m.**