

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
October 21, 2021**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:07 A.M.

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

Absent: Ron Smith, Wally Cossairt

Public Comment Period: No public present.

MINUTES: Approve minutes of the September 16, 2021 regular meeting as presented.

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

FINANCIAL REPORTS:

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

Motion to approve financial reports: Zale Palmer/ Clif Warren. 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/ Nancy Lewis. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that fixed route ridership was fairly level. There continues to be good demand for the Para-Transit service. In Bonners Ferry, the local services days are very busy. The Senior Center in Bonners Ferry has re-opened again, but not as much demand to go there as before. Food Bank deliveries are still taking place for Boundary County. Trips from Bonners Ferry to Sandpoint are also filling up.

Operations: We provided service for Schweitzer's Fall Fest and had a large number of riders. Washington State has changed their purchasing agreement again. ITD is still working on the PSA's – print ads and some social media. Most of them will hit in the Spring. Keokee is working with Shannon on SPOT's marketing. They are taking new pictures and updating facebook. The bus stop shelter slab for the new apartment complex on Kootenai Cut-Off has been modified to conform to the plans. Working with Kanisku for a bus shelter at their new location. Kaniksu will be providing us with the space on their property due to space limitations around the sidewalk. Waiting for approval from City of Sandpoint. Bonners Ferry is requesting service to the City Pool. We continue to struggle with Mike White being able to handle bus repairs, anything outside of routine service. Having to use Compass more often and they have been very accommodating. One driver was out with Covid and has returned. One more was tested, but negative result. Another was exposed this week and is being tested. The mountain route driver list has been mostly filled.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Covered in the operations report.

- B. Finance Committee Update:** Zale Palmer reported we ended the fiscal year under budget. The committee discussed the 2022-2024 grant request due soon. In order to cover inflation and fuel costs, decided to estimate costs high. Using \$4.50/gallon for gas and \$4.75/gallon for diesel for total of \$160,000/year. Using driver wage rates up to \$20/hour-\$22/hour for total of \$556,000/year. All other expenses will be increased 4% per year.

ACTION & DISCUSSION ITEMS:

- A. Approve Washington State Transit Bus Cooperative Purchasing Agreement.** WA has again made minor changes to the agreement. Clarified that sales tax is based on location of delivery, so we will not be charged any sales tax.
Motion to approve the Washington State Transit Bus Cooperative Purchasing Agreement. Clif Warren/ Nancy Lewis. Approved.
- B. Consider driver wages.** Have been advertising on Indeed for both regular route and mountain route driver positions. Have received some response for the mountain route openings. David compared our offered wage rates to the rates in other similar postings. There was discussion about current wage rates and shift hours. Also, ITD may have some excess funds available that might be used to supplement 5311 funds. Might be offering housing and insurance vouchers. Still unknown what will happen at this time. SPOT to consider providing signing bonuses for new hires and/or retention bonuses for existing employees. Possibly payable over time with certain hour requirements. Or bonus program similar to the current mountain route incentive plan. Need to wait and see what develops over the next month.
No actions taken
- C. Consider budget amount for 2022-2024 ITD grant requests.** The Finance Committee report discussed the assumptions for the 2022-2024 grant request. We should not need to purchase many new buses – currently estimate will only need one para-transit bus.
No actions taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Finance Committee also discussed applying a percentage of operating costs each month against the CARES Fund instead of waiting at end of year when 5311 match has been used in full.

Meeting adjourned 12:05 p.m.