

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
September 16, 2021**

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

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

Absent: Wally Cossairt

PUBLIC HEARING FOR PROPOSED SPOT 2021-2022 BUDGET: No public present.
No action taken. Public hearing closed.

MINUTES: Approve minutes of the August 19, 2021 regular meeting as presented.
Motion to Approve: Ron Smith/ Gary Kunzeman. All in favor. Approved

FINANCIAL REPORTS:

- A. Accept Financial Reports for August. The Finance Committee reviewed the financial reports. Over budget for month of August, primarily due to fuel costs and repairs. Year-to-date is still fine. Large accounts receivables as of end of August were collected in early September.

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 July fixed route ridership dropped again in August, back to winter numbers. The Senior Center in Bonners Ferry has closed again. We have had COVID-19 riders in both Bonner and Boundary counties. No drivers yet with COVID-19. The Schweitzer Fall Fest was held in September and we had around 3,300 rides, which is an 18% increase from last year. The demand service in Sandpoint was the highest it has been since July 2019. Expect September numbers to be softer.

Operations: We have the new contract with Washington State. Can order the new buses once it is approved. The ITD is still working on the PSA's. Pulled back 6 months due to increased COVID numbers. The new schedules have been printed with the new Kaniksu stop. Keokee has started on the social media campaign. They are also working on adding Boundary County to the website. The shelter grant has been extended for another year. The bus stop slab poured at the new apartment complex in Ponderay was done incorrectly. David to work with Sandpoint on the bus stop slab at Kaniksu as it interferes with the sidewalk. Also working on a stop at Bonner General Hospital. Mike White continues to have long delays in working on buses. Having to use Compass more. They are more expensive, but more responsive.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Did not meet. Nothing to report.
- B. **Finance Committee Update:** Zale Palmer reported all 5311 costs for the last two months of the fiscal year will be funded 100% from CARES funds due to lack of match. The finance committee also discussed the revisions to the employee manual, mainly around full-time/part-time status and vacation/PTO benefits. The grant cycle for 2022/2024 was started a month early and deadline was also moved up a month. Applications due by October 31, 2021.

ACTION & DISCUSSION ITEMS:

- A. **Action Item: Adopt 2021-2022 budget.** The budget to be adopted as previously presented.
Motion to adopt the 2021-2022 budget. Gary Kunzeman/ Zale Palmer. Approved.
- B. **Approve audit engagement for 2020-2021 with Anderson Brothers.** Engagement letter to be signed to authorize auditors.
Motion to approve the audit engagement for 2021-2021 with Anderson Brothers. Ron Smith/ Gary Kunzeman. Approved.
- C. **Approve Washington State Transit Bus Cooperative Purchasing Agreement.** The state made minimal changes to the previously approved version. ITD is okay with the changes.
Motion to approve the Washington State Transit Bus Cooperative Purchasing Agreement. Zale Palmer/ Ron Smith. Approved.
- D. **Consider employee holiday, vacation and PTO policies.** Currently an employee must work 30 hours or more per week to qualify for vacation. Discussion about whether we should combine the vacation and PTO. Also, whether the combined benefit would carryforward if not used. There was discussion about methods to calculate the 30 hours per week due to fluctuating schedules. Suggestion was made to calculate hours worked for the past year on each employee's anniversary date – total hours divided by number of weeks worked. Also discussion about credit for past service when an employee leaves and is later rehired. David and Colleen to take another pass at the draft for final presentation to the Board.
No actions taken.
- E. **Consider Mountain Route driver wages.** David recommends offering mountain drivers \$19/hour plus \$1/hour hazard pay. Plus a bonus at the end of the season, if they complete the season, either in cash or a ski pass. For comparison, Mountain Rides is paying up to \$28/hour and McCall starts at \$16.50 plus \$5/hour hazard pay. The proposed bonus would be \$1.50/hour worked payable at the end of the season, or a ski pass at the beginning of the season, which would be deactivated should they not finish the season. The employee would be required to work at least three days a week to qualify for the bonus.
Motion to raise the Mountain route driver wage to \$19/hour plus \$1/hour hazard pay, plus incentive bonus of \$1.50/hour to be paid at end of season or ski pass to use from start of season, only if they finish the season. Ron Smith/ Gary Kunzeman. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 12:02 p.m.