

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
December 16, 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, Shannon Pittman, Zale Palmer

Absent: Wally Cossairt

Public Comment Period: No public present.

MINUTES: Approve minutes of the November 18, 2021 regular meeting as presented.

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

FINANCIAL REPORTS:

- A. Accept Financial Reports for November. The Finance Committee reviewed the financial reports. Fuel costs are stabilized for the time being.

Motion to approve financial reports: Clif Warren/ 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/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: David Sims reported that para transit ridership still good. Boundary County ridership increased again. Mountain Route ran for the opening weekend and then was shut down due to weather. No significant change in fixed route. The ridership on all routes exceeded November from prior year, except Mountain Route which was closed. Boundary County ridership hit 200. It is getting hard to exceed that number due to availability. The bus is driving out to Moyie Springs and also still makes deliveries for the Food Bank. May need to adjust or stop the Food Bank deliveries to allow more availability for riders.

Operations: The Mountain Route was shut down after the opening weekend. Schweitzer is still paying their full match and we paid the drivers for their scheduled shifts. Only 3 out of 92 ski runs are open so far, so limited operations. No issues with buses so far. No delivery date for new mountain bus. We have been promised a backup bus by the manufacturer if needed before the new bus is delivered. Schweitzer is also supposed to have a backup bus available for our use. The Boundary County and new route buses have been ordered from Washington. ITD working on more PSA's, to be issued in Spring. Driver status is good. One driver is leaving for 3 weeks in December for surgery and plans to return afterward. CityLink received a grant to develop an app for online demand scheduling and is getting ready to launch. They would like us to participate at no cost until May 2022. David doesn't feel that the system fits our operations for now. Will watch to see how their launch goes.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Ron Smith reported that Dennis Wied will no longer be director of the Economic Development Council as of 12/31/21. However, he would still like to stay on the Boundary County Service Development Committee. Ron talked with Wally Cossairt about attending the monthly meetings in Ponderay. He is attending the meetings in Bonners Ferry.

- B. Finance Committee Update:** Zale Palmer reported the committee reviewed the changes to the employee manual and financial reports.

ACTION & DISCUSSION ITEMS:

- A. Update Resolution 003 – Prepayment of Certain Vendors.** The Resolution has been updated to include new frequently used vendors.
Motion to adopt the updated Resolution 003 – Prepayment of Certain Vendors. Ron Smith/ Gary Kunzeman. Approved.

- B. Surplus Property Declaration.** We need to declare the money clip in lost and found as surplus property so it can be disposed of.
Motion to declare the money clip as surplus property. Clif Warren/ Ron Smith. Approved.

- C. Consider changes to Personnel Policy.** Changes were made to the personnel policy as discussed at previous meetings. Changes centered mainly around the definition of full-time status and paid time off. Discussed the various changes. Agreed that holiday pay would continue as in the previous version, except that holidays would be observed on the actual holiday.
Motion to approve changes to the personnel policy contingent on ICRMP approval and to also include all of the addendums attached to the previous version, effective date to be after receiving ICRMP approval. Gary Kunzeman/ Nancy Lewis. Approved.

- D. Consider Christmas Bonus for employees.** All current employees to receive \$50 bonus in their next paycheck.
Motion to add \$50 bonus per employee to the next payroll. Clif Warren/ Ron Smith. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None

Meeting adjourned 12:01 p.m.