

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
April 21, 2022**

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

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

**Absent:** Wally Cossairt

**Public Comment Period:** No comments.

**MINUTES:** Approve minutes of the March 17, 2022 regular meeting as presented.

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

Approve minutes of the April 8, 2022 special meeting as presented.

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

**FINANCIAL REPORTS:**

Accept Financial Reports for March. The Finance Committee met and reviewed the financial reports. We are still under budget even with higher fuel costs. Mountain buses had substantial repair costs in March. Over budget for the month of March, but still under budget year-to-date. Clif commented that Demand Route driver wages are over budget for March and we will need to keep a watch on the demand route costs.

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

Approve payment of prepaid bills and outstanding bills.

**Motion to approve payment of prepaid bills and outstanding bills: Zale Palmer/ Clif Warren. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** Shannon Pittman reported that ridership continues to increase. Ridership in March was strong in all areas. The Mountain Route ridership for the 2021/2022 ski season totaled 65,196, which was more than 2019 (pre-Covid).

**Operations:** David Sims is no longer with SPOT. Shannon Pittman is the interim director. We are still waiting for the delivery of the two new mountain route buses. Shannon is following up on the estimated date of delivery. Will drive them up and down the mountain upon receipt as a test drive. The fire extinguishers have been removed from all buses for their recertification. Postcards for the Boundary County service have been printed and will be handed out at the Boundary County Health Fair being held at the hospital on May 21<sup>st</sup>. The wheelchair lifts are having annual recertifications performed in WA. Kevin will be taking buses in for tire rotations. An A-Frame sign will be placed at the Red Barn with signage that the Mountain Route service has ended for the season. Mountain Bus #32 is still at Brown's for shroud and radiator replacement. Mountain Bus #31 will most likely need the same repair. Eric Pittman will be on-boarding as the administrative assistant. We need to start looking for a secure parking location for our buses, especially the seasonal ones. Kaylee Miller at Ponderay was to discuss with their council possible future use of

their property off Triangle Drive. Need to follow up with her. Nancy to ask James at the School District if they have any room in the school bus barn. Marks required signs need to be removed from the buses.

#### **COMMITTEE REPORTS:**

- A. Boundary County Service Development Committee:** Need to verify if Dennis Weed is to stay on with the committee.
- B. Finance Committee Update:** Discussed above. Match requests for 2022/2023 were also discussed at the committee meeting. Clif followed up with The Festival regarding payment of their invoice for this coming season. City of Ponderay has paid their match. Committee also discussed the bus shrouds and the demand route costs.

#### **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.**  
**No actions taken while in Executive Session.**
- B. Consider administrative staff wages.**  
**Motion to raise the interim director wage by \$2/hour, for total of \$28/hour including the \$1/hr hazard pay. Clif Warren/ Nancy Lewis. Approved.**
- C. Approve job description for Executive Director position.** Job description draft to be finalized and posted. Compensation and application deadline discussed.  
**Motion to use the prepared job description adding compensation of \$70,000-\$80,000, benefits negotiable, applications due by 5/31/22, with any responses and questions to be submitted to [hr@spotbus.org](mailto:hr@spotbus.org). Clif Warren/ Gary Kunzeman. Approved.**
- D. Authorize advertisement for Executive Director position.**  
**Motion to proceed with all advertising as needed for Executive Director position, including CDA Press, Bonner Daily Bee, Bonners Ferry Herald, Indeed, Association Idaho Cities, and forward to ITD (Shawna Miller). Clif Warren/ Zale Palmer. Approved.**
- E. Approve hiring consultant to assist with shelter grant.** The shelter grant expires September 30, 2022. The best way to ensure they are completed in time would be to hire an engineering firm to assist in dealing with the cities, applying for permits, and to act as a go-between with Eureka. There are different rules for bidding/contracting with professional services that need to be reviewed before proceeding with a RFP, if needed.  
**Motion to authorize Shannon to work towards hiring an engineer to assist with finishing the shelter project and hiring David Sims as a consultant to assist with the process. Clif Warren/ Ron Smith. Approved.**
- F. Consider FY 2022-2023 match amounts.** Match requests for the past two years were reduced to assist the cities during Covid. When SPOT ran out of 5311 match funds, costs were covered by the CARES Funds. We need to have the cities go back to their pre-Covid match levels.  
**Motion to send out the match request letters for 2022/2023 at the pre-Covid levels. Zale Palmer/ Ron Smith. Approved.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Clif thanked David Sims for attending the meeting and for Shannon putting the meeting together

**Meeting adjourned 12:17 p.m.**