

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
May 19, 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 April 21, 2022 regular meeting as presented.

Motion to Approve: Gary Kunzeman/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for April. The Finance Committee met and reviewed the financial reports. We are still under budget even with higher repair and fuel 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 decreased for April, but still better than it was three years ago. Service was not requested for Lost in the 50's. Ridership should hit 135,000 by end of this year. Should also hit 1 million riders since inception by end of this year. Discussions about media options to promote this milestone.

Operations: Shannon Pittman working on getting an invoice or final estimate for the Mountain buses that are to be delivered soon. We need to invoice Schweitzer for their match as soon it's received. The City of Sandpoint is working on sidewalks along Pine Street, so our stops in that area have been temporarily moved to Church Street. The City will also be putting in 3 concrete slabs for benches at our stops on Pine Street. The winter tires have been swapped out. AC's on buses are being inspected and repaired in preparation for warmer temperatures. Have been having issues with brakes, some due to inferior quality of the parts. Clif Warren reported on the bus shelter project – one in Ponderay and the rest in Sandpoint. Ponderay is working on getting their pad ready. Steve Holt at Eureka is hoping to retire soon. There is an issue with the shelter location at Kaniksu. Encroachment permits have been submitted for all locations. The application will need to be amended for the revised Kaniksu location. Private property owners, Mill Town and Gription Tires, have been sent letters for the planned locations that are on their respective properties. Not sure if all promised shelters will be complete before the grant expires and also may exceed budget. Clif doesn't feel that we will need to hire an engineer to assist with this project.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Ron Smith reported that Dennis Weed will not be staying on with the committee. Ron Smith will be taking over as Chairman. David Sims mentioned an interest in joining the committee.
- B. Finance Committee Update:** Discussed above. Repairs costs were reviewed. The 5311 match funds remaining for this fiscal year were reviewed and determined we have sufficient funds for the rest of the fiscal year. We may switch some items currently submitted to the Cares Act grant to the 5311 to best utilize the match funds. Discussed signature cards at the bank in light of David Sims needing to be removed as a signer. The bank requires minutes to remove a signer. Need to add to next month's agenda.

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 creating an Executive Director hiring committee.**
Motion to create an Executive Director hiring committee. Clif Warren/ Nancy Lewis. Approved.
Clif Warren, Nancy Lewis, Gary Kunzeman, and Ron Smith volunteered to be on the committee to evaluate applications received.
- C. Approve adoption of Resolution 003 – Amended 2022-05-19.** Resolution 003 has been updated to reflect vendors we are currently using on a regular basis.
Motion to adopt Resolution 003 – Amended 2022-05-19. Clif Warren/ Gary Kunzeman. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Nancy thanked Shannon for doing a great job and for Clif's work on the bus shelters.

Meeting adjourned 11:48 a.m.