

**MEETING MINUTES  
SPOT**



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

**NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:02 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 June 16, 2022 regular meeting as presented.

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

**FINANCIAL REPORTS:**

Accept Financial Reports for June. The Finance Committee met and reviewed the financial reports.

**Motion to approve financial reports: 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: Clif Warren/ Gary Kunzeman. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** Shannon Pittman reported that fixed route ridership for June slipped a little, but demand service increased. Boundary County service is doing well. Boundary County food bank deliveries continue within city limits. The deliveries are made Wednesdays after the scheduled rides are completed. The deliveries are not impacting bus availability for people requesting service.

**Operations:** Shannon Pittman reported SPOT provided service for the Schweitzer Wine Fest held last weekend. There was a mechanical issue with one of the mountain buses, which was swapped out for another bus. Ridership for the Wine Fest was lighter than last year. The Festival at Sandpoint is coming up. Shannon is working on filling the driver schedule. Ponderay Days is also coming up in September. They have not requested service. In the past we have had a bus on display and handed out schedules. We will not participate this year. The Pine Street sidewalk project should be wrapped up soon. Will go back to our normal route when that occurs. Waiting for City of Sandpoint to install a sign post at Kaniksu so we can put up our sign. Will start using that stop as soon as that is complete. We are having difficulty getting concrete contractors to pour slabs for shelters and bench sites. The current Boundary County driver is planning to retire this Fall. Shannon already has another driver lined up, which will leave an opening in Bonner County. The fixed route driver that has been on medical leave is still planning to return to work.

**COMMITTEE REPORTS:**

**A. Boundary County Service Development Committee:** David Sims has joined the committee.

- B. Finance Committee Update:** The financial reports were reviewed and approved. The preliminary budget for 2022/2023 was reviewed and discussed. The budget indicated a match shortage of around \$129,000. It was revised to reflect the fuel costs being covered by the Cares Act instead of the 5311 grant, thereby reducing the match shortage to around \$34,000. The 2022-2023 5311 grant Schedule A will reflect more funds allocated to preventative maintenance as we run short in the category each year. It is too late to increase the match requests from the cities for 2022/2023. We need to increase the match funds for 2023/2024, starting discussions with the cities early.
- C. Hiring Committee Report:** To be discussed during Executive Session.

**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. Exited Executive Session at 11:44 am.**
- B. Action Item: Per Ron Smith, consider a service request in Bonners Ferry for up coming School Bond election in August.** Discussed the possible options to provide a special day of service in Bonners Ferry, mainly to polling places for the special election.  
**No action taken.**
- C. Action Item: Consider what the board would charge to The Festival at Sandpoint for the service for 9 days at a minimum of 162 hours and up to 182 hours.** Assuming the same service route and 2 buses in service comes to total man hours of 162-182 hours at an estimated cost to SPOT of \$8,500-\$9,800. The Festival was notified that their match portion be \$3,000 for this year. The Festival asked if there was flexibility in the amount.  
**Motion to send an invoice to the Festival at Sandpoint in the amount of \$3,000, the increase due to increased service request and increases in labor, fuel, and operating costs. Nancy Lewis/ Gary Kunzeman. All in favor.**  
**Approved**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS:** Ron Smith will be asking Bonners Ferry mayor to replace him on the board. He will stay on until someone else is appointed. Gary Kunzeman requested that the Schweitzer contract be wrapped up soon and to invite David Sims to the next meeting for a report. Shannon Pittman asked to be kept more in the loop regarding matters.

**Meeting adjourned 12:03 p.m.**