

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
August 18, 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

GUEST PRESENT: David Sims

Public Comment Period: No comments.

MINUTES: Approve minutes of the July 21, 2022 regular meeting as presented.

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

FINANCIAL REPORTS:

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

Motion to approve financial reports: Zale Palmer/ 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/ Gary Kunzeman. All in favor. Approved

STAFF REPORTS:

Ridership: Shannon Pittman reported that fixed route ridership for July improved, paratransit declined, and Boundary County continues to increase. Boundary County service has a number of regular riders to Sandpoint, so the bus is usually full on those trips.

Operations: Shannon Pittman reported that SPOT provided service for The Festival at Sandpoint. The last day was very slow, with only one rider at the end of the day. The new Mountain buses still have not been delivered. One bus was expected to be delivered earlier this month. Should have an ETA first of next week. The other bus is still at the manufacturer with no ETA. The Pine Street sidewalk project has been completed and the route has been changed from Church Street back to Pine Street. Bench pads are ready at Ella & Pine and also at the Hospital. The Bonners Ferry bus has a new air conditioner unit. The condenser for Bus 319 is still on order, so that bus has been out of service for about a month, waiting for parts. The ITD site review/inspection went well.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: No report.

- B. Finance Committee Update:** The financial reports were reviewed and approved. Fuel costs for the month of July were over budget. Year-to-date costs are still under budget. The preliminary budget for 2022/2023 was reviewed and discussed.
- C. Hiring Committee Report:** There are seven candidates to be interviewed, all local residents. Nancy Lewis will be contacting them to schedule interviews for next week.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Review Fiscal Year 22-23 Budget.** Discussed the proposed budget for 2022/2023 fiscal year. Zale stated the budget numbers are in line with the current year on an annualized basis.
Motion to authorize the publication of the proposed budget. Zale Palmer/ Gary Kunzeman.
- B. Action Item: Review of proposed draft of the Mountain Route RFP and approval for vote.** David Sims conducted a detailed review of the RFP documents. ICRMP will need to be contacted to determine insurance requirements to be specified in the RFP. Also, Shannon Pittman will be the contact person for any questions the applicants may have. In addition to publishing, the RFP should also be sent to local parties that may be interested – namely Schweitzer, White Tail, Harlows, CityLink, Alpha Omega. Discussed that all board members should be involved with the review of the proposals.
Motion to authorize the publication of the Mountain Route RFP with additions as discussed. Zale Palmer/ Gary Kunzeman. All in favor. Approved

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Gary Kunzeman will be gone the month of September. Need better mics so people joining the meetings online can hear the discussion better.

Meeting adjourned 11:55 a.m.