

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
September 15, 2022**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:01 A.M.

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

Absent: Gary Kunzeman, Wally Cossairt

GUEST PRESENT: Donna Griffin

PUBLIC HEARING FOR PROPOSED SPOT 2022-2023 BUDGET: No public present.

Motion to open the public hearing. Clif Warren/ Ron Smith. All in favor. Approved.

No public present. No action taken.

Motion to close the public hearing. Clif Warren/ Zale Palmer. All in favor. Approved.

Public Comment Period: No comments.

MINUTES: Approve minutes of the August 18, 2022 regular meeting as presented.

Motion to approve the minutes of the August 18, 2022 regular meeting. Zale Palmer/ Clif Warren. All in favor. Approved

Approve minutes of the August 31, 2022 special meeting as presented.

Motion to approve the minutes of the August 31, 2022 special meeting. Clif Warren/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for August. The Finance Committee met and reviewed the financial reports. No significant activity during August. Fuel costs were over budget for the month, but still under budget for year to date.

Motion to approve the 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/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: Shannon Pittman reported that ridership for August totaled 6,036, including 1,399 for The Festival.

Ridership for The Festival was less than last year. Possibly due to lack of publicity on part of The Festival. All routes showed increased ridership for the month.

Operations: Shannon Pittman reported that the Blue Route has been changed to remove the stop at First & Pine, and to add the stop at Kaniksu Health. We received notification from RWC that the code on the new Mountain bus was cleared and ready to pick up. When the driver arrived, he noticed that neither the headlights nor turn signals were working. RWC to put bus back into their work schedule. No word on ETA of second Mountain bus. Not sure that the second bus will be delivered before the 2022/2023 ski season. A number of drivers took time off during August and September, but all shifts were covered. Scheduling should start to settle down.

COMMITTEE REPORTS:

- A. Boundary County Service Development Committee:** Ron Smith reported that the ridership numbers were looking better. Hoping to be able to add Monday service back to schedule, depending on ridership.
- B. Finance Committee Update:** The financial reports were reviewed and approved. Discussed auditors for 2021/2022 fiscal year and recommend that we continue to use AndersonBros, CPA's. Received a donation check for \$2,500.
- C. Hiring Committee Report:** Executive Director has been hired. Committee work is complete.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Adopt the Budget for Fiscal Year 2022-2023.** Clif Warren reminded board that this budget relies on available CARES Fund monies. Will need to figure something out once those funds have been used.
Motion to adopt the budget for 2022/2023 as is. Zale Palmer/ Clif Warren. All in favor. Approved.
- B. Action Item: Acceptance of Anderson Brothers as auditors for FY 2021/2022.**
Motion to accept AndersonBros, CPA's for the 2021/2022 audit. Zale Palmer/ Ron Smith. All in favor. Approved
- C. Board selection of winning Mountain Route Proposal.** The only bid received was from Schweitzer. Other potential providers that were contacted directly either declined or did not respond. Bid acceptance period has closed. Negotiations need to commence with Schweitzer. Need to make sure a maximum is stated in the contract along with a renewal clause.
Motion for staff to work with David Sims to enter into final negotiations with Schweitzer to contract for the Mountain Route service. Clif Warren/ Zale Palmer. All in favor. Approved.
- D. Vacation Policy clarification.** The revised employee manual that was adopted April 1, 2022 does not specify when vacation accrued will expire. Discussion pursued about the new accrual policy and various options to handle expiring hours. A number of employees have been working extra hours due to short staffing and not able to take time off. Staff to research various options and make a recommendation to the board at the next meeting.
Motion to table issues D & E until the next meeting. Clif Warren/ Zale Palmer. All in favor. Approved. No action taken.
- E. Vacation variance. Subject tabled along with item D above, to be discussed at the next meeting. No action taken.**
- F. Insurance Discussion.** IIIA will be in Sandpoint next week to discuss their insurance plan. They have confirmed that SPOT is eligible for their coverage. Employers must commit for three years upon enrollment. Further information will be presented at the next board meeting.
No action taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: The board is thrilled to have Donna Griffin onboard and thank Shannon for all the work she has done as interim director.

Meeting adjourned 11:50 a.m.