

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
October 20, 2022**

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

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

Absent: Gary Kunzeman, Wally Cossairt

Public Comment Period: No comments.

MINUTES: Approve minutes of the September 15, 2022 regular meeting as presented.

Motion to approve the minutes of the September 15, 2022 regular meeting. Zale Palmer/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for September. The Finance Committee met and reviewed the financial reports. No significant activity during September. Ended under budget for the fiscal year ended September 30, 2022.

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/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that the Paratransit ridership has increased and they sometimes need to bring on a third bus. Fridays are becoming a very heavy ridership day for Paratransit. Ridership capacity limits have been increased in Boundary County to allow for more riders. They are still delivering 14-15 boxes per week for the Food Bank, so no riders are booked after 2pm on Wednesdays.

Operations: Donna Griffin reported the need to tighten up on Paratransit ridership rules re: packages, cancellations, timeliness, etc. Also posting ridership rules on buses to give drivers authority over rule breakers. We lost one full-time driver, but other drivers have stepped forward and taken up the available shifts. One part time driver has been added, mainly for the weekends. The new stop at Kaniksu is getting a lot of activity. One of the new Mountain buses has arrived and been accepted. The other one was to have arrived in Salt Lake City last week, but arrival has not been confirmed yet.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: Ron Smith reported still hoping to add Monday service back to schedule for local trips. Might have to bring on another driver for extra shifts. The change in county commissioners happening in 2023 might help with support for SPOT and future funding. Ron would like to be

involved with financial discussions with the county after first of year. Would like Donna to meet with the Herald reporter at the next committee meeting, if possible.

- B. Finance Committee Update:** The financial reports were reviewed and approved. Discussed overage in Boundary County driver labor when compared to budget for past fiscal year. The budget for 2022/2023 fiscal year reflects the higher costs. Will need to watch going forward.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Approve Mountain Route Operations Contract.** Have not received the contract. It is still at the attorney's office.
Subject tabled until the next meeting. No action taken.

- B. Action Item: Accept new bus order price increase.** Northwest Bus Sales has notified us that the three new buses on order are looking at a price increase of \$15,000 per bus, for a total of \$45,000. Mainly due to Ford overselling chassis' and having to switch our order over to the newer model. Not sure if there will be funding available for us to cover the increase. However, Shoshone will not be using their existing new bus grant. Possibility they may turn that in and could roll over to us to cover increase. Donna working with ITD on it. Delivery date of new buses is also unclear. Could be July through December 2023 or even March 2024. Any new orders placed now are not expecting delivery for 3-5 years. If we proceed with the current order, they will be 2024 models. Another option is to purchase only two new buses with \$30,000 increase. Possible funding options are 1) use Shoshone funds if available, 2) use Cares Funds if allowed, 3) use CapEx reserve funds.
Motion to accept price increase on all three new buses already on order. Clif Warren/ Ron Smith. All in favor. Approved

- C. Action Item: Authorize acquisition of used buses from ITD.** ITD provided a list of used buses that were turned back to ITD and are now available to other providers, an initial limit of two per provider. Shoshone is taking one of the used 2017 buses. There are two other 2017 buses that are available to us at no cost other than any rehabilitation and rebranding. Donna is working with ITD to determine if there are any funds available for the costs.
Motion to acquire as many used El Dorado buses from the available pool at ITD as allowed and at no initial cost. Zale Palmer/ Clif Warren. All in favor. Approved.

- D. Accept TransLoc/Double Map Contract Amendment.** The DoubleMap agreement expired June 2022. The new owner, TransLoc, is increasing the cost from \$439/month to \$607/month. They will only extend through December 2022. Looking into different systems. We will need to replace all of the hardware regardless of which system we switch to.
No action taken.

- E. Approve staff insurance package.** We have package quotes from iiiA. We need other quotes to compare to. Nancy Lewis stated she believes the agent already did that. Need to confirm. Also need to consider to have employees share in the cost of the premiums at a to-be-determined percentage. Current staff prefer the iiiA 80-B plan.
Subject tabled until the next meeting. No action taken.

- F. Consider tracking technology.** Staff is researching different systems that are available. Have quotes from TransLoc and Paseo. The features of each system vary a lot. Working through the features to see which one best fits our operations.
No action taken.

G. Consider bus communications. Staff is looking into implementing a radio system instead of using cell phones. Use of head phones with cell phones is not a good option for the drivers. Some new tracking systems they are looking at allow for texts, which are still not allowed while driving under current laws. If radios are implemented, we will need to install outdoor receivers since range is limited to 15-20 miles. ITD has confirmed emergency funding is available to cover the cost of switching to a new communication system. Any ongoing costs will be SPOT's responsibility.

No action taken.

H. Consider AAA funding bulletin. We received a notice regarding their budget limitations.

No action taken.

I. Financial considerations. Still need to change signers on the bank accounts and order a new credit card for Donna to use. Since this was set up as a discussion item, action cannot be taken at this time. The Boundary Committee needs to discuss ending the Food Bank box delivery to homes. Consider proposing to give riders a ride to/from the Food Bank instead.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None.

Meeting adjourned 12:32 p.m.