

**MEETING MINUTES
SPOT**



**SELKIRK PEND OREILLE TRANSIT
November 17, 2022**

NANCY LEWIS CALLED THE MEETING TO ORDER AT 11:05 A.M.

PRESENT: Colleen Culwell, Clif Warren, Donna Griffin, Gary Kunzeman, Nancy Lewis, Shannon Pittman, Zale Palmer

Absent: Ron Smith, Wally Cossairt

Public Comment Period: No comments.

MINUTES: Approve minutes of the October 20, 2022 regular meeting as presented.

Motion to approve the minutes of the October 20, 2022 regular meeting. Zale Palmer/ Clif Warren. All in favor. Approved

Approve minutes of the October 25 and October 28, 2022 special meetings as presented.

Motion to approve the minutes of the October 25 and October 28, 2022 special meetings. Clif Warren/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for October. The Finance Committee met and reviewed the financial reports. No significant activity during October, first month of new fiscal year. Fuel was under budget.

Approve payment of prepaid bills and outstanding bills.

Motion to approve the financial reports and also the payment of prepaid bills and outstanding bills. Zale Palmer/ Clif Warren. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership is continuing to increase. We have passed the ridership numbers for the previous two years and getting back to pre-Covid levels. We are seeing an increase in paratransit bookings, sometimes having to book two weeks out. But actual ridership is less due to cancellations, weather, etc. We are down two drivers right now so can't bring on a third paratransit bus at this time.

Operations: Donna Griffin reported two of the Mountain Route buses are staged for the Mountain Route starting up November 19th & 20th. One driver is out for medical. Two drivers are interested in driving as fill ins. Two mountain buses are ready to roll. There are some issues with the other buses. Bus 34 is back from RWC, but still has issues. They will be sending out an entire dash unit. Kevin will install the replacement and we will backcharge Bryson. Other providers are also having the same issues we are having.

COMMITTEE REPORTS:

A. Boundary County Service Development Committee: No report.

- B. Finance Committee Update:** The financial reports were reviewed and approved. Discussed invoicing Schweitzer for their match. Discussed the radio communication options and any possible shovel-ready projects. Wondering if Yeti Bus would be interested in any of our older out-of-service buses.

ACTION & DISCUSSION ITEMS:

- A. Action Item: Mountain Route Operations Contract.** Donna has the contract, although it still needs to be signed. ITD added a number of clauses relating to federal transportation. Contract has been approved by ICRMP, Schweitzer staff and their attorney. SPOT's attorney has not responded. The contract is ready for signature.
Motion to sign the agreement after signed by Schweitzer even without hearing back from our attorney. Clif Warren/ Zale Palmer. All in favor. Approved.
- B. Action Item: New bus order price increase.** Northwest Bus Sales is requesting a revised purchase order for the three new buses on order. The new PO's will reflect a price increase of \$10,500 per bus instead of the \$15,000 per bus quoted earlier. Donna has not heard back from ITD whether funds will be available to cover the increase. Discussion about proceeding with ordering two buses until we hear back from ITD.
Motion to issue two purchase orders for two of the buses, and issue the third purchase order upon confirmation/approval of funds from ITD. Clif Warren/ Zale Palmer. All in favor. Approved
- C. Action Item: Acquisition of used buses from ITD.** We have two 2017 buses coming from ITD. Waiting for paperwork from ITD. SPOT will need to put some funds into the buses after received.
No action taken.
- D. Joint Powers Agreement.** The last signature of the agreement was dated May 3, 2016. It appears that the agreement has expired. We need to prepare a written request to extend. A copy of a signed addendum cannot be located. Snedden has been asked to work on the extension request, but he is not responding.
No action taken.
- E. Vacation/Paid Time Off Policy.** Working on revising the policy based on new template coming from ICRMP. They suggest that we combine vacation, PTO/sick time, jury duty, bereavement, etc. We will need to review what ICRMP is suggesting.
No action taken.
- F. ICRMP Consent to Electronic Communications.** ICRMP is requesting all communications to be via electronic means going forward. Asking insureds to accept or decline the request.
Motion to sign the electronic consent form with ICRMP, checking the accept box. Nancy Lewis/ Zale Palmer. All in favor. Approved.
- G. Consider bus communications.** Staff continues to look into implementing a radio system instead of using cell phones. ITD is helping, but still looking for a place to install a receiver. One quote was received for a system costing \$14,000, \$175/each to install, \$35/month for upkeep for total of \$35,000. Discovered radios quoted are no longer supported by Motorola. ITD has a grant available for this in the amount of \$13,000. Need a commitment on placement of antenna. Possibly hook up with existing antennas in the area. Staff to continue to work on this.
No action taken.
- H. Financial considerations.**
- a. ITD Funding Opportunity.** Received notice that ITD has \$5.4 million of funds available statewide for capital expenditures, marketing, planning. Accepting applications through January 13, 2023. Proposed projects must be shovel-ready. Discussion of various possible projects.
No action taken.

Employee Christmas party/bonuses. Staff is requesting separate checks for the bonuses this year. Donna is hosting a holiday party on December 3, 2022. Would like to hand bonuses out at the party.

Motion to issue \$50 Christmas bonuses per employee, separate from their regular paychecks. Zale Palmer/ Clif Warren. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Nancy requested that the next meeting agenda include a search for a new attorney.

Meeting adjourned 12:13 p.m.