

**MEETING MINUTES
SPOT**



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

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

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

Absent: Wally Cossairt

Public Comment Period: No comments.

Motion to accept amended agenda for December 15, 2022 regular meeting. Clif Warren/ Zale Palmer. All in favor. Approved.

MINUTES: Approve minutes of the November 17, 2022 regular meeting as presented.

Motion to approve the minutes of the November 17, 2022 regular meeting. Clif Warren/ Zale Palmer. All in favor. Approved

FINANCIAL REPORTS:

Accept Financial Reports for November. **Motion to accept the financial reports for November. Zale Palmer/ Gary Kunzeman. All in favor. Approved**

Approve payment of prepaid bills and outstanding bills.

Motion to approve the payment of prepaid bills and outstanding bills. Zale Palmer/ Ron Smith. All in favor. Approved

STAFF REPORTS:

Ridership: Donna Griffin reported that ridership is continuing to increase, especially in para transit route. We are about 54,000 rides short of reaching the one million ride mark. Boundary County ridership is also improving over 2019 numbers.

Operations: Donna Griffin reported the Christmas gathering for staff went well and staff expressed appreciation for bonuses. Some drivers are out sick. Should all be back next week. Other drivers stepped up and covered all of the extra shifts. Transmission is being replaced in one bus and two others have rear dual issues. The mountain buses are running, even though still getting codes. The cargo area of Bus 31 was damaged from hitting a concrete barrier. Estimated cost to repair is \$20,000, which is being covered by Schweitzer. The replacement dashes are working in the new mountain buses. However, found out buses were not ordered with driver area heaters. Also still having other minor issues with these new buses.

COMMITTEE REPORTS:

- A. **Boundary County Service Development Committee:** Ron Smith reported there was a lot of participation at their meetings. They discussed the Food Bank deliveries and possible Monday service. Planning to place an article in the local paper. Ron is planning to request a bus schedule insert into the property tax bills after the change in the commissioners occurs.
- B. **Finance Committee Update:** The financial reports were reviewed and approved. Running under budget, even with fuel costs. Boundary County expenses over budget mainly due to replacing tires and wheels on bus.

ACTION & DISCUSSION ITEMS:

- A. **Executive 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 of need. Ron Smith/ Zale Palmer. All in favor. Approved**
No actions taken while in Executive Session.
Motion to return to meeting. Zale Palmer/ Clif Warren. All in favor. Approved.
- B. **Action Item: Update Resolution 03 – Prepayment of Certain Vendors.** Compass Mechanical was added to the list to save on credit card fees we are being charged.
Motion to accept updated Resolution 03. Clif Warren/ Gary Kunzeman. All in favor. Approved
- C. **Action Item: Amended Personnel Policy.** Discussed proposed changes to the personnel policy. Clif to work with Donna on rewording proposed changes.
No action taken.
- D. **Action Item: Joint Powers Agreement extension.** The draft of the extension was received from Snedden's office. Donna will send it out to all participants with separate signature pages for each entity, along with a copy of the original JPA.
Motion to approve sending out the JPA extension with individual signature pages. Clif Warren/ Ron Smith. All in favor. Approved.
- E. **Action Item: Boundary County Monday Service.** Committee is proposing starting local service on Monday's. Need to determine grant/match funds required and driver availability. There is more need for local transportation. The advisory group is very supportive with possible start in April 2023. Donna has been asked to prepare an analysis of adding the day of service.
Motion that we prepare a study to add the extra day of service for Boundary County. Clif Warren/ Zale Palmer. All in favor. Approved.
- F. **Added Action Item: Cost increase for three new buses.** ITD confirmed that we cannot get the 5336 grant funds being returned by another provider. ITD did say there were other one-time grants that we could apply for to cover the price increase. We can sign PO's to authorize the \$10,000 increase per bus and continue to look for financing. Could be total cost of \$50,000. Look for other funds or use CARES Funds. Estimated delivery date is still in 2024.
Motion to issue the purchase order for the third new bus. Clif Warren/ Zale Palmer. All in favor. Approved.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: Gary asked if Schweitzer has requested any service for their new employee housing complex. Might possibly add a stop there or add to mountain route to swing by complex at start and end of day. Possible issue for next season. Donna commented that some para-transit riders are showing their appreciation for SPOT by making donations. Clif commented that Donna did a nice job at her City of Dover presentation.

Meeting adjourned 12:14 p.m.