



# Selkirks - Pend Oreille Transit Authority

## Public Notice of Special Board Meeting Agenda

10:00 a.m., Tuesday, November 28, 2023

SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID

Zoom Meeting ID: 881 2187 3462

Passcode: 226925

1. Call to Order and Roll Call
2. Public comment period for items not on the Agenda (including questions from the press)
3. Action and Discussion Items:
  - a. Action Item: Draft and approve Job Description for Safety and Operations Manager
  - b. Action Item: Authorize advertisement for Safety and Operations Manager position
  - c. Action/Discussion: Cost increase three new buses
4. Adjournment

Note: Public information on agenda items is available from the SPOT office at 31656 Highway 200 Suite 102, Ponderay, ID or call (208) 263-3774. Any person needing special accommodations at the above noticed meeting should contact SPOT three days prior to the meeting at (208) 263-3774.

# SPOT Special Meeting Agenda Item Summary

Meeting Date: November 28, 2023

Agenda Item: 3a

From: Donna Griffin

Topic: Draft and approve Job Description for Safety and Operations Manager

Background: The SPOT Board requested time to review and provide feedback regarding the job description that SPOT will post for recruiting a Safety and Operations Manager.

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Meeting Date: November 28, 2023

Agenda Item: 3b

From: Donna Griffin

Topic: Authorize advertisement for Safety and Operations Manager position

Background: Since Shannon will retire March 2023, SPOT needs to advertise and hire a Safety and Operations Manager.

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Meeting Date: November 28, 2023

Agenda Item: 3c

From: Donna Griffin

Topic: Cost increase three new buses

Background: Northwest Bus Sales informed us of a price increase for the bus bodies, passed on from Endera. These bus bodies are for the three new buses that we expect to take delivery of in March 2024. In short, accounting for all price considerations, each bus will cost an additional \$6,500.00.

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