PUBLIC HEARING AND MEETING MINUTES
SPOT

SELKIRK PEND OREILLE TRANSIT
September 19, 2024

Nancy Lewis CALLED THE PUBLIC HEARING TO ORDER AT 11:03 A.M.
PRESENT: Clif Warren, Colleen Culwell, Donna Griffin, Nancy Lewis, Ron Smith, Wendy Trumble, Zale Palmer
Absent: Gary Kunzeman, Wally Cossairt

PUBLIC HEARING FOR PROPOSED SPOT 2023-2024 BUDGET: No public present.

No public present. No action taken.

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

Nancy Lewis CALLED THE REGULAR MEETING TO ORDER AT 11:04 A.M.
PRESENT: Clif Warren, Colleen Culwell, Donna Griffin, Nancy Lewis, Ron Smith, Wendy Trumble, Zale Palmer
Absent: Gary Kunzeman, Wally Cossairt

Public Comment Period: No comments.

MINUTES: Approve minutes of the August 15, 2024 regular meeting as submitted.

Motion to approve the minutes of the August 15, 2024 regular meeting as submitted. Zale Palmer/ Ron Smith. All in favor. Approved

FINANCIAL REPORTS:

Approve August 2024 financial reports.

Motion to approve August 2024 financial reports. Zale Palmer/ Clif Warren. 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: Donna Griffin reported that fixed route ridership was down, primarily due to Green Route schedule delays due to downtown road construction. Stop times are not reliable. The green route has been pulled out of downtown during the road construction. Ridership for ParaTransit and Boundary County is up. Ponderay Days service went well and was much appreciated.

Operations: Donna Griffin reported the Public Transit Summit is coming up next week. Several people from SPOT are planning to attend. Bus 115 was pulled from service. The lift service revealed a rotting floor. Might become surplus property. SPOT had an ISP audit and it was determined we should be interstate instead of intrastate due to traveling out of state for repairs. Classification has been changed. A bus was pulled over for running a stop sign. Driver was not cited.

COMMITTEE REPORTS:

A. **Boundary County Service Development Committee:** Ron Smith reported Liz at the Food Bank complained about poor driver attitude. According to Donna, the driver is only trying to enforce bus ridership rules. We received a generous donation designated for Boundary County. A thank you letter has been sent. Wally is chairing the committee until November. A new chairperson will need to be selected.

B. **Finance Committee:** Zale reported the financial reports for August were reviewed and approved. Committee decided not to renew the CD that is currently up for renewal since funds will be needed to pay for new buses in October/November. Donna to notify the bank to put the funds into the savings account upon maturity. There was discussion about rerouting the green route to run only in Sandpoint and the blue route to run only in Kootenai & Ponderay in order to improve the timeliness of the routes. The committee discussed Silver Express in Shoshone County needing assistance with dispatch and drivers. To be discussed in the board meeting.

C. **Safety Advisory Committee:** Working on route changes previously discussed. Someone tried to siphon gas from the buses. Received a report of an erratic bus driver, but didn't get enough information to identify who it was.

ACTION & DISCUSSION ITEMS:

A. **Action Item: Adopt 2024-2025 budget.**
Motion to adopt the 2024/2025 budget as published. Zale Palmer/ Clif Warren. All in favor. Approved.

B. **Action Item: Consider upcoming audit options and engagement letter for 2024-2025 with Alpine Summit CPAs.**
Motion to authorize the signing of the engagement letter for 2023/2024. Zale Palmer/ Clif Warren. All in favor. Approved.

C. **Action Item: Consider Independent Contractor Agreement Schweitzer Route.**
Donna is working on the new agreement, fine tuning various issues. Working on defining which service miles are payable to Schweitzer. Harsh road conditions and driver behavior are taking a toll on the buses, causing major repairs costs. Delays in obtaining service hours/miles causes delays in invoicing to Schweitzer.
Motion to authorize Donna to make these stipulations to the contract. Clif Warren/ Ron Smith. All in favor. Approved.
Motion to enact the 90-day termination notice, with board approval, if Schweitzer does not accept the terms of the new contract. Clif Warren/ Nancy Lewis. All in favor. Approved.

D. **Action Item: Consider Shoshone County Silver Mountain Express and SPOT Partnership.**
Shoshone County was notified by their new contractor they won't provide service unless County agrees to a fee increase from $2,700 per month to $10,000 per month. The current contract expires September 30, 2024. The County has a grant in place and the match has been fully funded. They also have CARES funds available. They will be taking the service in house and are needing someone to help run the service. They reached out to SPOT and also to CitiLink with a start date of October 1, 2024. The proposal to run for six months. Areas to assist are: Administration including dispatch, driver training, drug testing (not to exceed $2,310 per month); Drivers to be hired by the contractor at $18 per hour, billed at $26.95 per hour, currently two full time and one part time driver; GPS at $63 per month. Shoshone has option to extend their current contract for one month. SPOT needs to review our current JPA to see if this is feasible.
Motion not to enter any agreement of service with Shoshone until the earliest of November 1, 2024 to allow for further consideration and legal review. Clif Warren/ Nancy Lewis. All in favor. Approved.

E. **Financial considerations – Interest rates for account renewal**
Discussed earlier.
No action taken.

COMMENTS FROM THE CHAIR AND BOARD MEMBERS: None.

Meeting adjourned 12:25 p.m.

BUDGET FOR FISCAL YEAR 2024-2025
SELKIRKS PEND OREILLE TRANSIT AUTHORITY

Copies of the budget in detail are available at the SPOT office located at 31656 Hwy 200, Suite 102, Ponderay, ID during regular office hours.

FUND NAME	2022/2023 Actual	2023/2024 Approved Budget	2024/2025 Approved Budget
	EXPENDITURES		
General Fund	$1,029,184	$1,172,847	$1,250,390
Capital Expenses	349,047	285,617	1,315,708
TOTAL EXPENDITURES	**$1,378,231**	**$1,458,464**	**$2,566,098**
	REVENUES		
General Revenue	$1,093,499	$1,067,132	$1,121,182
Capital Revenue	349,047	228,494	1,219,026
Capital Match Carry Over	0	57,123	96,682
Cash Carry Over	-63,890	105,715	129,208
TOTAL REVENUES	**$1,378,656**	**$1,458,464**	**$2,566,098**

Citizens are invited to inspect the detailed supporting records of the above approved budget.

Zale Palmer
Treasurer