

43 federal regulations. While Todd was researching, he contacted the two larger entities
44 in the valley that have the qualifications necessary to do the maintenance required on
45 the buses: one would charge \$110-\$115 dollars per hour and the other would charge
46 \$99 dollars per hour. Potentially this rate could be negotiated down, for presentation
47 purposes the figure of \$75 dollars per hour was used because it was anticipated there
48 would be some savings based on work being done in bulk. Last year, there was a total
49 of 10,400 labor hours in maintenance for CVTD; so according to a \$75 an hour rate, it
50 would have cost CVTD a total of \$780,000 for labor. In addition to these labor costs,
51 in the private sector historically pays sales tax on parts and also markup the price of
52 the parts. Because the work would be on CVTD buses, all federal rules would apply.
53 CVTD is required to oversee compliance on all aspects of the maintenance; an
54 assessment of their paperwork and a direct inspection of a sampling of vehicles would
55 have to be performed quarterly to monitor compliance; quarterly and annual reports
56 would have to be sent to UDOT and FTA. CVTD would also have to pay for the
57 additional labor hours needed to shuttle vehicles to and from the outsourced shop, as
58 preventative maintenance is performed daily on the buses. Todd presented that in his
59 experience the quality of maintenance performed is more difficult to control when
60 done via an outsourced shop. In comparison, the hourly rate at CVTD is \$42 dollars
61 an hour (this rate includes all labor costs such as employee benefits, time spent on
62 paperwork, etc.), which totals out to be \$436,800 paid in labor costs last year. CVTD
63 pays no sales tax on parts (which would have totaled \$21,120 in 2016); there is no
64 markup on these parts; and CVTD buys direct from the factory, which provides some
65 savings as well. In addition, the federal and state compliance is built into CVTD's
66 program (with no findings in over a decade) and there is direct control over the
67 quality of maintenance. Also, because of federal regulations, CVTD's maintenance
68 facility would still need to be maintained because it is considered a federal asset; it
69 could not be leased out (federal regulations preclude such use) and would be
70 impractical to sell, CVTD would have to buy out the 80 percent of funding the
71 government gave in building the facility. In conclusion, management recommended
72 that maintenance be kept within CVTD; this recommendation was based on \$300,000
73 dollars saved in maintenance labor, additional savings in parts, more direct control of
74 the quality, the convenience factor, and the ability to handle emergencies as they
75 arise. General discussion and questions followed Todd's presentation. Roger
76 entertained a motion to accept the staff's recommendation to keep maintenance
77 within the organization. Dean Quayle motioned, Rodger Pond seconded. Norman
78 Larsen objected, Erik Ashcroft abstained. Motion passed.

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80 7. Presentation on short range transit plan – A.T. Stoddard, LSC Consultants: LSC
81 Consultants is based out of Colorado Springs and they work with small to medium
82 sized transit organizations; A.T. Stoddard has 30 years of experience in this field and
83 has worked with organizations from across the country. An SRTP is conducted every
84 four to five years depending on the changes within the valley; from this process a 4-5

85 year plan is formed as well as a 10 year conceptual plan. CVTD is forming an SRTP
86 one year ahead of schedule because of such factors in the valley as the two new high
87 schools. The SRTP is now in the refining stages (figuring out what will go in the plan
88 and what will not). Stoddard reviewed what has been done in the SRTP process
89 including an evaluation of existing services and input from the public (3,000
90 responses to the first survey, 2,800 onboard surveys, and 900 responses to the second
91 survey—all significant response rates). Community members gave CVTD high
92 approval ratings and most of the respondents see CVTD as important to the
93 community. According to the survey, CVTD also has a higher percentage of choice
94 riders compared to most communities of this size (47 percent of riders have access to
95 a vehicle but ride the bus) and those who use the bus use it regularly (two-thirds of
96 those surveyed use it 5-6 days a week). Later service and service that is more frequent
97 are the top potential service changes riders want. Stoddard has outlined some
98 preliminary recommendations, which will serve as a starting point for discussion for
99 the board. Constraints that the board needs to keep in mind while evaluating service
100 changes: the operating budget (no influx in the budget), being aware of how changes
101 affect the small transit intensive city funding that the District receives, the number of
102 buses, and bus seating. Additionally, the board needs to keep in mind community
103 priorities and CVTD's philosophy. The first question that the board needs to address
104 is how do they want to concentrate resources: should it be maximizing ridership or on
105 coverage, or a blend of both? Other cities have redesigned to focus on higher
106 frequency corridors and flexible routing and call-ride to less frequent areas. An
107 example of this is Richmond, Virginia's redesign: they decided to put 70 percent
108 towards maximizing ridership and 30 percent towards coverage. If there is too much
109 of a focus on coverage, it can make the system look less efficient because of lower
110 ridership; additionally it costs less to go to frequent areas. A.T. presented that from
111 LSC's analysis, 44 percent of CVTD's service goes toward routes of high ridership,
112 while 56 percent goes towards coverage in the valley. Questions and discussion
113 amongst the board followed the presentation. In previous years, the board's priorities
114 were meeting the needs within the current District boundaries first, then looking at
115 areas outside of the current District within the valley, and lastly looking at areas
116 outside of the valley. If coverage area is reduced, it has the potential to reduce
117 ridership because of those riders in turn feed into the higher frequency areas. Roger
118 Jones asked if the board wants to meet and discuss the SRTP before the next board
119 meeting in April; there was an informal poll and the majority do. The consultant
120 offered to skype in for that meeting. The consultant will be back in April (in person)
121 for the board meeting.

122
123 8. Consideration of Board governance policies – Ron Natali, CVTD Board Member:
124 Ron Natali briefly reviewed the changes to the Board governance policies. Ron
125 emphasized that committees have no authority—they fact find and resolve issues
126 before bringing them to the whole board where it is then discussed and a decision is

127 made. There are currently three standing committees—the executive committee, the
128 budget committee, PEP committee (may eventually go away). Ron stressed that there
129 will be bumps along the road as policies are implemented but this is not a “gotcha”
130 process. The General Manager will be taking these policies and using them according
131 to a reasonable interpretation—if the board does not like something, they work
132 together with Todd to make adjustments as needed, either to the interpretation or to
133 the policy itself. Ron reminded the board that everyone has to work together; without
134 this cooperation, they will fail. Ron also pointed out that CVTD is a good system and
135 they should all focus on helping CVTD to become even better than it currently is.
136 Craig Wright motioned that the board adopt the new policy manual, rescind the old
137 board policies, and remand those policies to staff for consideration as operational
138 policy. Shaun Bushman seconded. The vote was unanimous.

139
140 9. Board Chair report – Roger Jones, CVTD Board Chair: Roger Jones talked briefly
141 about the population projections for Utah; he will be able to get a hold of these
142 projections from the official demographer of Utah, as well as the census bureau 2016
143 population rates. These numbers could be used during the SRTP planning process.

144
145 10. General Manager’s report: CVTD has the triennial review this year. Jim Poulsen,
146 employee of CVTD, is going to Nashville Tennessee to present at a training
147 conference and has the most highly filled class of the conference. Included in the
148 board packet is an article Todd found about how transit ridership is falling
149 nationwide, but not in places redesigned networks; CVTD’s ridership has been falling
150 for the past four years. Ridership has been influenced by the price of fuel. The
151 average commute time in Cache Valley is 15 minutes—so it becomes hard to
152 compete against low fuel prices. The bus-tracking app has been out for several
153 months, but despite the onboard ads and pushed through Facebook, there are still
154 those who don’t know about the app. In response to this, a sign will be put on every
155 bus signpost advertising the app. Nathan Coat’s farewell open house will be at the
156 CVTD admin building March 23, 2017.

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158 11. **Adjourn:** Board Chair Roger Jones asked for a motion to adjourn, Rich Anderson
159 moved; Roger Jones adjourned the meeting.