

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, April 26, 2017**  
4 **5:45 pm**  
5 **Hyrum City Offices**  
6 **60 West Main, Hyrum, Utah**  
7

8 *Present:* Roger Jones, Holly Broome-Hyer, Jeff Turley, Norman Larsen, Sue Sorenson,  
9 Sallie Petersen, Ron Natali, Erik Ashcroft, Rodger Pond, Rich Anderson, Deborah Miller,  
10 Dean Quayle, Glen Schmidt, Craig Wright, Heidi Harper, Jeannie Simmonds, and Shaun  
11 Bushman

12  
13 *Excused:* Liz Cruz and Patricia Cronin

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15 *Others:* Todd Beutler and Charise VanDyke  
16

17 **Regular Meeting Agenda**  
18

- 19 1. *Call to order:* Board Chair Roger Jones  
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21 2. *Acceptance of Minutes:* Roger Jones asked for a motion to approve minutes. Jeff  
22 Turley moved, Rodger Pond seconded. Vote was unanimous.  
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24 3. *Approval of Agenda:* Due to the need for some board members to leave early, Roger  
25 Jones reversed the order of a couple of items on the agenda, so that the executive  
26 compensation review came before the review of the District financials.  
27  
28 4. Next Board Meeting: May 24, 2017 at 5:45 pm.  
29  
30 5. Questions and Comments for Management and Board (3 minutes or less): Roger  
31 Jones invited Paul James (in attendance), from Hyrum City Council, to take a  
32 moment to speak about his experiences with CVTD. He was one of the original  
33 members of the CVTD board. He served 12 years ago and used to be the president of  
34 the board. He marvels that it is still a free system and it is the best system he has ever  
35 seen as far as a local system. He's seen people firsthand who benefit from it—he has  
36 two disabled workers that work in his building and the bus allows them to get to  
37 work; whatever little sacrifice is made for free public transportation it is worth it for  
38 the benefits it provides to others.  
39

40 **Board Business**

- 41 6. Presentation on short range transit plan (SRTP) – A.T. Stoddard, LSC Consultants:  
42 A.T. Stoddard highlighted some of the survey results and the reasons behind certain

Approved 5/24/2017

43 recommendations. The 3,000 responses to the community survey is a broad  
44 representation of Cache Valley; he broke down the results according to rider and non-  
45 rider responses (60 percent of those who replied were non-riders). Response indicated  
46 that there was high interest in more frequent service and later hours. There was also  
47 an indication that there was more interest in a connection to Brigham City than to Salt  
48 Lake City. In reviewing the current routes, the ones with the lowest productivity were  
49 Routes 3, 8, 10, and 12 through 15. The cost per passenger trip, system wide, is about  
50 3 dollars with the local routes costing about 2 dollars per passenger trip. Routes 1, 4,  
51 and 7 had the highest peak loads. He doesn't recommend making changes to the  
52 course of Routes 1 and 4, because they are working well. Stoddard recommends that  
53 Routes 3 and 10 be combined and that the Cliffside section be cut off (the cost per  
54 passenger trip in that area is about 18 dollars per passenger trip). Stoddard also  
55 recommends that Route 11's alignment be changed and shortened to increase its on-  
56 time performance; Route 14 could be brought over to cover areas no longer covered  
57 by that shift in Route 11. Because of low ridership in the Millville area, he suggests  
58 cutting it out entirely and implementing a public dial service similar to paratransit (as  
59 was done in a section of Grand Junction, CO). The public in that area can call and  
60 make a reservation, which can be scheduled around paratransit appointments—one  
61 difference here is that they don't take them to their destination (like with paratransit),  
62 but to a transfer area. Last meeting the board asked Stoddard to have  
63 recommendations for a \$300,000 increase to the budget and a \$500,000 increase  
64 (recommendations have been made from a constrained budget thus far). If this is the  
65 concept they want moving forward he can bring more detailed recommendations  
66 later. His primary recommendations are within about \$15,000 of the current budget  
67 and are as follows: take the second peak bus off of Route 1 and shift it to serve as a  
68 third peak bus for Route 4 (which covers the major housing areas for USU and would  
69 make service every 10 minutes possible during peak service); dropping Cliffside off  
70 of the combined Route 3 and 10; changing the alignment of Route 5 a little bit to  
71 serve the new high school in North Logan; dropping midday service on Route 8;  
72 changing the alignment on Route 11 and Route 14 (as mentioned previously); and  
73 extend Route 16 up to USU after it gets to the transit center. The recommendations  
74 for an increase of \$300,000 to the budget is to increase the frequency of service in the  
75 peaks on Routes 7 and 9. The connection to Brigham City would cost about the same,  
76 but of the two he would recommend the increase in service to Routes 7 and 9. If  
77 CVTD chose to do the connection to Brigham City, he would recommend possibly  
78 looking into doing a subsidy with a private service (such as SLC Express). With a  
79 \$500,000 increase to the budget, he recommends focusing on increasing the  
80 frequency of service on the core routes in Logan; he doesn't recommend extending  
81 service into the evening because the demand would be low relative to the costs of  
82 implementing later hours (which would include an extension to the paratransit service  
83 as well). Currently, he doesn't recommend going outside of Logan because of the  
84 costs involved, but perhaps in the future. Rodger Pond asked how the cost per

85 passenger estimate is developed; it is based on the full cost of operating CVTD,  
86 which is then allocated to each route according to miles of service and passenger  
87 boardings. Erik Ashcroft asked how Stoddard estimated the possible ridership from a  
88 route to Brigham City; this estimate is calculated according to current traffic volume,  
89 the amount of intercity travel, percentage of people who travel by transit, existing  
90 travel patterns, the statewide household travel pattern survey, how many come to  
91 Cache Valley from the Wasatch area, and “big data,” which comes from tracking cell  
92 phone comings and goings. Also, the revenue potential for going to Brigham City is  
93 unknown because they are already in UTA’s district. Roger Jones mentioned an  
94 upcoming meeting that Todd Beutler helped to set up with Box Elder county city  
95 officials, Box Elder county commissioners, UTA, CVTD, Wasatch Front Regional  
96 Council, and Cache MPO. This meeting is to see if there is a way that everyone can  
97 work together to better meet the transportation needs in Box Elder. General  
98 discussion about the short range transit plan followed. Shaun Bushman brought up a  
99 concern that the SRTP might be leaning the wrong direction (in catering towards the  
100 student population) and also asked if there is another way to address an  
101 underperforming route besides cutting it. Stoddard mentioned that there can always  
102 be minor shifts in resources (that don’t have to wait until the next SRTP) if changes  
103 don’t meet expectations. An underperforming route needs to first be assessed why it  
104 could be underperforming; from there frequency and route alignment can be adjusted.  
105 But in terms of sustaining a bus there needs to be enough density of development to  
106 justify fixed route service—about six dwelling units per acre are needed to  
107 accommodate that service. The SRTP next steps are putting together a draft report  
108 and getting input from the public.

109  
110 7. Executive compensation review – Roger Jones: Due to public concern and a few  
111 critics, there was an Internal Review of the District and the executive compensation  
112 review (to assess compensation for the general manager position) is the last  
113 component of that review. Four members from the board have been involved in a  
114 committee for this review and have carefully assessed the general manager position  
115 with the aid of compensation consultants. In assessing the general manager position  
116 and the compensation for that position, they factored in the responsibilities/liabilities  
117 involved in this position; including all of the operations involved (equipment, routes,  
118 employees, 1.7 million annual passenger trips, coverage of 13 communities,  
119 employees, and etc.). The CVTD general manager position is liability ridden with  
120 multiple risks involved. Additional responsibilities include working with the Federal  
121 Funding Agency, FTA, the Utah Department of Transportation, Division of  
122 Environmental Quality in two states, Legislature, and Utah’s Congressional  
123 Delegation. Altogether, the general manager has to keep a lot of people happy. Roger  
124 Jones mentioned that there was an organizational chart, general manager job  
125 description, and the salary survey that the board members could reference in the  
126 report that he handed out to the board. The consultant detailed the complex bit in the

127 salary survey; the survey was based on the three entities that were used for  
128 comparison purposes, according to the scope adopted last year by the board. Manager  
129 experience in transportation is specialized and in demand; Roger mentioned two  
130 previous CVTD employees who left and took other positions in transportation, Steve  
131 Gittins and Nathan Coats. Steve Gittins left for a job in Nashville and was  
132 immediately making 20 thousand more a year. Nathan Coats, who left CVTD without  
133 a firm job offer, was contacted and offered a position in Austin. There is a national  
134 market for those in transportation. The committee agrees with the consultant's  
135 assessment of the pay range, which should be good for three years; according to this  
136 pay scale Todd Beutler is being paid at the midpoint of this scale, which is  
137 appropriate given his level of experience. Shaun Bushman and Rich Anderson both  
138 confirmed that they support these conclusions. Since Todd has not been given a pay  
139 raise in four years and based on the 2016 performance evaluation (which was  
140 determined to be excellent), the committee recommends that Todd receive  
141 performance pay in the form of a 2.5 percent performance rate lump sum (not a pay  
142 raise). Erik Ashcroft asked if the general manager's benefits package (determined to  
143 be in the midpoint) was assessed taking into account the benefits packages of others  
144 within CVTD. Roger Jones accepted the observation, but stated that was a separate  
145 issue and that the general manager benefits were not out of line. Rodger Pond asked if  
146 there was going to be a recommendation for Curtis Roberts' pay; Craig Wright  
147 commented that Todd Beutler would deal with that as an operations function, which  
148 is in accordance with governance—Todd would use the executive compensation  
149 policy created by the board to guide his decisions and assessment of pay within  
150 CVTD. Rodger Pond moved to accept the recommendation; Sue Sorenson seconded  
151 the motion to accept the report and approve the recommendation. Vote was  
152 unanimous. Todd Beutler offered a brief thank you.

153  
154 8. Review of District financials (fourth quarter budget to actual) – Glen Schmidt: An  
155 audit has been going on and Glen will be presenting the finalized results later, but  
156 there were no findings or adjustments; so the numbers that were presented are  
157 basically the final numbers for 2016. Michael Kidman will be coming to present the  
158 final numbers. The numbers line up with what the District expected; there was a small  
159 increase in revenue due to selling buses, but that money is required to be put toward  
160 the purchase of future buses. Management is also accessing the possibility of creating  
161 more full-time positions for bus drivers—weighing turnover and such. Diesel price  
162 stayed low, below where it was thought for the year. This year the District budgeted  
163 for two dollars a gallon and the price just bumped up to \$1.98 a gallon, so it is being  
164 closely monitored. No questions. Motion to receive District financials. Dean Quayle  
165 moved, Ron Natali seconded. Motion received.

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167 9. Board Chair report – Roger Jones, CVTD Board Chair: No report.  
168

169 10. General Manager’s report: On May 16 and 17, Todd Beutler and Holly Broome-Hyer  
170 will be Washington DC. They will be trying to get funding for a new facility, as  
171 CVTD is at capacity at the current facility. Todd Beutler gave a little background on  
172 this project; back in 2010 CVTD purchased 17 acres east of the airport to build a new  
173 facility, which would include indoor storage of buses. There are few places that store  
174 buses outside in such cold temperatures; storing buses inside will prolong their life. It  
175 looks like congress is looking to do more discretionary funding like they’ve done in  
176 the past; CVTD has been successful in the past with getting funding from Congress.  
177 CVTD anticipates building the facility in phases. They will also be discussing  
178 lightening the regulatory load, as CVTD has been dealing with some onerous  
179 regulations. The PEP committee has been working on a 25 year celebration to do in  
180 August with local leaders; they are still working on getting a specific date. Jeff Turley  
181 came to the CVTD admin building and took a tour of operations; Roger Jones  
182 suggested that the rest of the board do a tour like that in lieu of a board meeting in the  
183 near future. They could tour both facilities and take a bus to look at the land by the  
184 airport. Roger Jones mentioned that Cache Valley is growing rapidly and will  
185 hopefully be able to share population projections with them next board meeting.  
186 Deborah Miller asked if there will be more public outreach and aggressive PR to  
187 address all of the changes that CVTD will be facing in the future. Todd Beutler asked  
188 the board to make suggestions of public outreach that might make sense for CVTD to  
189 participate in; CVTD is more about people then buses, it’s about connecting people in  
190 a meaningful way. Jeannie Simmonds asked about the cost of special runs that CVTD  
191 does for things such as Summerfest; Todd mentioned that the federal regulations  
192 changed a few years ago to prevent competition with private charters. As a result,  
193 CVTD grandfathered in the special runs they were already doing by calling it  
194 “seasonal” or “special” service, so to charge for that service would become a  
195 problem. CVTD has to be selective about such events—looking at such things as the  
196 amount of exposure; there are a lot of people who don’t regularly ride the bus that do  
197 because of these events. They often comment about clean buses and smooth service.  
198

199 11. **Adjourn:** Board Chair Roger Jones adjourned the meeting.