

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, June 27, 2018**  
4 **5:45 pm**  
5 **Bridgerland Technical College**  
6 **1301 North 600 West, Logan, Utah**  
7 **Room 806/808**

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9  
10 *Present:* Holly Broome-Hyer, Ron Natali, Rodger Pond, Dean Quayle, Jeff Turley,  
11 Norman Larsen, Cecelia Benson, Craig Wright, Sue Sorensen, Shaun Bushman, Erik  
12 Ashcroft, Lloyd Berentzen, Heidi Harper, Patrick Jenkins, and Lyle Lundberg

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14 *Excused:* Roger Jones, Glen Schmidt, Amber Sleight, and Jeannie Simmonds

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16 *Others:* Todd Beutler, Curtis Roberts, and Charise VanDyke

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18 **Regular Meeting Agenda**

- 19  
20 1. *Call to order:* Acting Chair Holly Broome-Hyer
- 21  
22 2. *Acceptance of Minutes:* Correction on line 112 of the May minutes—change  
23 “movement” to “motion.” Holly Broome-Hyer asked for a motion to approve the  
24 minutes (with changes made). Patrick Jenkins moved; Cecelia Benson seconded. Vote  
25 was unanimous.
- 26  
27 3. *Approval of Agenda:* Holly Broome-Hyer asked for a motion to approve the agenda.  
28 Ron Natali moved; Dean Quayle seconded. Vote was unanimous.
- 29  
30 4. Next Board Meeting: August 22, 2018 at 5:45 pm at Bridgerland Technical College
- 31  
32 5. Questions and Comments for Management and Board (3 minutes or less): Stephen  
33 Daines lodged a complaint.

34  
35 **Board Business**

- 36 6. Meet District employees – Todd Beutler, General Manager: Spencer Green, Core  
37 Dispatcher, spoke about his background and job responsibilities. He has been with  
38 CVTD since 2012. Nicole Tuttle, HR specialist, spoke about her background and job  
39 responsibilities. She has been with CVTD since 2016.
- 40  
41 7. Presentation of appreciation to Kenneth Manola – Roger Jones, Board Chair: In June,  
42 a driver became unconscious at the wheel in Richmond because of a medical

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43 situation. Kenneth Manola stepped forward and steered the bus to safety. Because of  
44 Kenneth's service to the District, the board wanted to take a moment to recognize  
45 him. Kenneth introduced himself to the board and talked about his experience taking  
46 the wheel. When the driver was unresponsive, Kenneth knew something was wrong;  
47 when the driver's hands came off the wheel, Kenneth knew that it was serious and he  
48 needed to take the wheel. He wanted to keep everyone safe and tried to get someone  
49 on the bus to call 911. After he got the driver's foot off the pedal, he was able to get  
50 the bus slowed down and over to the side of the road. Cecelia Benson asked him if  
51 any other passengers helped him. Kenneth answered that one person called 911, but  
52 the others watched for the most part. Cecelia remarked that he is truly a hero. The  
53 board gave him a round of applause. Holly Broome-Hyer, Acting Chair, presented  
54 Kenneth with a certificate of appreciation (Roger Jones was absent). Todd Beutler  
55 told the board that the driver is doing well; he remarked that every driver has to have  
56 a DOT physical every 2 years (minimum) and that drivers are regularly checked.

57  
58 8. Presentation of first quarter revenues and expenses – Jeannie Simmonds: Curtis  
59 Roberts presented the financials (Jeannie Simmonds was absent). Since it is the first  
60 quarter, there is not a whole lot to report. The subscription and memberships portion  
61 is high because most of them come due in the first quarter, so it is not concerning.  
62 The supplies for vehicles is running a little higher than normal, so staff is monitoring  
63 this. There are some projects expected later this summer and some that will come  
64 after that. Norman Larsen asked if there was more of a breakdown of meals like  
65 discussed previously. Curtis responded that they'd get the board whatever they  
66 wanted; he had been under the impression that it was decided that the quarterly  
67 financials were fine as they were. Board members chatted amongst themselves to  
68 figure out what had been determined. Ron Natali commented that they'd agreed that  
69 the meals would be presented quarterly in categories and not in excruciating detail.  
70 Staff agreed to reference the previous board minutes and put together a quarterly  
71 report on meals for the next board meeting.

72  
73 9. Consideration for adoption resolution 2018-01 – Todd Beutler, General Manager: The  
74 resolution authorizes the CEO and the CFO to use the Public Trust Investment Fund  
75 (PTIF) account. No questions. Holly Broome-Hyer asked for a motion to adopt the  
76 resolution. Patrick Jenkins moved; Ron Natali seconded. Vote was unanimous.

77  
78 10. Consideration for approval service expansion – Todd Beutler, General Manager:  
79 Todd Beutler went over the proposed service changes for Routes 4, 6, 12, and 16 for  
80 the fall of 2018. Proposed changes to Route 4: increase peak service an additional 6  
81 hours during the USU school year (making it a 15-minute service from 11:45 to  
82 17:15) and adding Saturday service (eliminating Route 1 extended). Adding the  
83 additional hours increases ridership and spreads ridership out (less people crammed  
84 onto a bus at a time). CVTD tries to coordinate with Aggie Shuttle so that we're not

85 competing; it's a balancing act. Adding Route 4 to Saturday service and shortening  
86 Route 1 (from extended to regular) will improve reliability. Route 1 has struggled to  
87 make transfers on Saturdays; adding Route 4 on Saturdays addresses this issue.  
88 Proposed change to Route 6: realign the route and change it to a 45-minute runtime to  
89 improve reliability. It is one of the longest routes and has been having a hard time  
90 making transfers. The realignment will add service to a community west of 1000  
91 west. On the one hand, this change is limiting service and on the other, it is adding  
92 service to a new area. Passengers will have a 15 minute wait at the ITC. Proposed  
93 change to Route 12: remove a secondary trip to the senior center to improve run time.  
94 Proposed change to Route 16: extend service up to USU when school is in session  
95 (providing service both outbound and inbound). Many using this route are going up to  
96 the university; this makes it a one-seat ride for them. The bus will stop at the ITC for  
97 those who do not need to ride up to the university. One of the reasons these changes  
98 are being proposed for the fall is they can be done easily, using existing buses and bus  
99 stops. However, it does take some time to develop shifts. There is a possibility of a  
100 budget amendment because of these additions. The staff asked that if the board is  
101 supportive of this direction that they make a motion to adopt this plan to implement  
102 these changes in the fall and continue in this direction. Shaun Bushman motioned and  
103 Ron Natali seconded. No discussion. Vote was unanimous.

104  
105 11. Consideration for adoption General Manager's interpretation of policy 2.3 & 2.4 –  
106 Craig Wright: Craig Wright moved through each interpretation (2.3, 2.3.1, 2.3.2,  
107 2.3.3, 2.3.4, 2.3.5) to see if there was input or questions from the board and to give an  
108 overview of the changes suggested by the PEP Committee according to the input  
109 received. In 2.3.1, a grammatical error was corrected, "Districts" to "District," and in  
110 2.3.4 there was a change to the policy, changing "or" to "and." There was general  
111 discussion on compensation and benefits, including individual board members'  
112 opinions on the matter. Craig Wright suggested that if there were a lot of questions  
113 about benefits that those questions be gathered and reviewed to save time in the board  
114 meeting. Craig suggested that perhaps a work group could be put together to examine  
115 this topic and the policy to see if there are some changes that need to be made. Ron  
116 Natali asked if it was the policy or the interpretation that was being disagreed with  
117 because board members were mainly talking about what they disagree with in the  
118 implementation. Ron pointed out that the policy has already been approved and that  
119 what the board was examining is the interpretation of that policy. Craig remarked that  
120 this is also an opportunity for the board to examine their policy as well. Todd Beutler  
121 added that the policy manual is a living document that can be changed at any time.  
122 Rodger Pond disagreed with the need for a work group because he feels like this topic  
123 has been beaten to death. Rodger commented that the board has thoroughly examined  
124 everything and that compensation, benefits, and salary are not out of line; additionally  
125 bonuses have been held back for at least two years. Todd Beutler commented that  
126 he's open to a work group and having a discussion; if it is causing concern, it's worth

127 discussing. Todd added that the board has challenged him to hire and retain good  
128 people; he urged the board to vet honestly and not go backwards because Rodger was  
129 correct that the District has held and gone backwards in compensation. Todd added  
130 that he ultimately wants the board to feel comfortable with compensation. Norman  
131 Larsen asked how they've gone backwards in compensation (and if it's just the  
132 bonuses Todd is mentioning). Todd replied that salaries have been held for the  
133 executive group a number of years; there have been some adjustments over time, but  
134 it has sometimes been held in place for three to four years. Craig Wright asked for a  
135 motion; Lloyd Berentzen motioned that the interpretation is correct for 2.3 (with  
136 changes made). Cecelia Benson seconded. Norman asked for a roll call vote. Erik  
137 Ashcroft abstained; Lyle Lundberg, Patrick Jenkins, and Norman Larsen voted no.  
138 The majority voted yes. Motion passed. Craig Wright moved through each  
139 interpretation (2.4, 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5) to see if there was input or  
140 questions from the board and to give an overview of the changes suggested by the  
141 PEP Committee according to the input received. The PEP Committee recommended  
142 removing policy 2.4.1, as it is a duplication of effort of policy 2.5. Two other minor  
143 changes made: in 2.4.3 (now 2.4.2), "he" was changed to "he/she" and in 2.4.4 (now  
144 2.4.3) a grammatical mistake was corrected, "great" to "greater." No questions or  
145 concerns. Sue Sorenson made a motion to accept the interpretation for 2.4 (with  
146 changes); Norman Larsen seconded. No discussion. Vote unanimous.

147  
148 12. Open Public Meetings Act Training – Todd Beutler, General Manager: Todd Beutler  
149 went over instructions for the board members to take the Open Public Meetings Act  
150 (OPMA) training. The board will be doing this training in lieu of a board meeting for  
151 July. It is a training that is required to be completed annually. Todd asked that each  
152 board member complete the training and email him the certificate to have on file. The  
153 PowerPoint with the instructions will be emailed out to the board, so that it can be  
154 referenced as needed.

155  
156 13. Board Chair's Report: No report.

157  
158 14. General Manager's Report: Todd Beutler talked about the need to raise the hourly  
159 wage for bus drivers. There has been a steady decline in applicants and staff has been  
160 having a hard time bringing people in. This is due in part to the low unemployment  
161 rate in the valley; other businesses in the valley have been raising their wages in the  
162 last six months to try to attract more employees. Management also tries to keep the  
163 hourly wage two to three dollars ahead of other entry-level jobs, due to the skillset  
164 required for having a CDL and the amount of responsibility involved. Because of  
165 these recent trends (decline in applicants, low unemployment, and raising wages), the  
166 District might not be able to last to the end of the year at the current wage.  
167 Management will be coming back to the board with more on this later. Patrick  
168 Jenkins asked what the timeline on this wage increase is. Todd replied that it might be

169 done as a budget amendment before the end of this year. Curtis Roberts mentioned  
170 that there are currently 91 employees, but it should be at 105 (or 14 employees short);  
171 the summer is usually a good time to hire and bring people onboard for the fall, but  
172 this year there weren't many applicants. Discussion on the budget process. Patrick  
173 Jenkins commented that it is somewhat fiscally irresponsible for a board to discuss a  
174 wage increases in the third or fourth quarter because it should be done in concert with  
175 the whole budget. Curtis commented that during the last budget cycle, they were  
176 analyzing wages and weren't sure if that wage was going to hold for the year; so they  
177 put the board on notice that there could be some adjustments during the year and that  
178 they'd come back to the board if they saw the need for it. Now they're starting to see  
179 the need. Lloyd Berentzen asked if there was any latitude for those adjustments in the  
180 budget. Curtis replied that the staff had been instructed by the board to keep the  
181 budget tight; then if there was additional need, staff could come back to the board and  
182 use the excess that was contributed to the fund balance to cover the increase to wages  
183 or additional service expansion. There were a number of changes in the first quarter  
184 and staff has been trying to ride it out within what the budget allows, but it is to the  
185 point that if they don't get additional drivers there could be a challenge meeting  
186 service. Discussion on benefits. They used to be able to flex hours up for part-time  
187 drivers, but now there is a 30-hour limit. Ron Natali asked if this is something that  
188 needs to be remanded to the finance committee. Todd Beutler mentioned that the staff  
189 is still looking into ways to get recruitment up, so they'll discuss it with the board  
190 chair and possibly bring it back to the board in August.

191

192 15. **Adjourn:** Acting Chair Holly Broome-Hyer adjourned the meeting.