

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, March 28, 2018**
4 **5:45 pm**
5 **Logan Library**
6 **255 North Main, Logan, Utah**
7 **Bonneville Room**
8
9

10 *Present:* Roger Jones, Holly Broome-Hyer, Ron Natali, Rodger Pond, Dean Quayle, Jeff
11 Turley, Norman Larsen, Cecelia Benson, Craig Wright, Sue Sorenson, Glen Schmidt,
12 Erik Ashcroft, Lyle Lundberg, Lloyd Berentzen, Heidi Harper, Jeannie Simmonds, and
13 Amber Sleight

14
15 *Excused:* Patrick Jenkins and Shaun Bushman

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17 *Others:* Todd Beutler and Charise VanDyke
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19 **Regular Meeting Agenda**
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- 21 1. *Call to order:* Board Chair Roger Jones
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23 2. *Acceptance of Minutes:* Roger Jones asked for a motion to approve the minutes.
24 Craig Wright moved; Rodger Pond seconded. Vote was unanimous.
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26 3. *Approval of Agenda:* Roger Jones asked for a motion to approve the agenda. Dean
27 Quayle moved; Rodger Pond seconded. Vote was unanimous.
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29 4. Next Board Meeting: April 25, 2018 at 5:45 pm at Bridgerland Technical College
30
31 5. Questions and Comments for Management and Board (3 minutes or less): Roger
32 Jones opened the meeting to Stephen Daines, CAR passenger, to hear his complaints
33 about the service. Roger Jones thanked him for sharing his concerns and asked Todd
34 Beutler to give the board a summary of the new revisions to the riders guide at the
35 next board meeting.
36

37 **Board Business**

- 38 6. Board Member report – Jeff Turley: Jeff Turley took a moment to talk about the
39 presentation that he did for his city council last month (also attended by Holly
40 Broome-Hyer, Rodger Pond, and Ron Natali). He gave them a summary of what the
41 CVTD board is doing and about the decline in ridership. He talked about how it is the

board's role to set policy for the General Manager to follow and not to micromanage. Jeff Turley made a commitment with his council to present to them every six months.

7. Presentation on potential service change recommendations: Todd Beutler presented to the board what his recommendations were on potential service changes. CVTD was originally created for those with transportation barriers (disabled, elderly, etc.); in 2005, 17 percent of individuals were choice riders, according to the Short Range Transit Plan (SRTP) survey. During the most recent SRTP survey, 47 percent of riders are choice riders. This has created competing interests of coverage versus convenience, half need riders and half choice riders. Other current challenges include: it's been a decade since there were any major changes to the routes; ridership has been declining; peak loads and congestion have affected reliability; and community sprawl makes it difficult to serve outlying areas. Additionally, the current vehicle maintenance/administration/storage facility is at capacity; a new facility would be needed to expand services. Some questions were asked by board members. The vehicle canopy cannot be expanded due to space and there are other restrictions such as limits placed on fuel storage because of zoning changes. Besides the limits on bus storage, there is also limited space for personnel (small-unprotected cubbies for drivers, multiple shared offices, etc.). CVTD has been saving match for this building for a few years now; there are no current federal funds available for the 80-20 match, but this may change in the near future. Todd talked about the community input that CVTD received during the SRTPs and voter survey. Some areas of interest: over half are employed (not just students riding the bus), over half of riders make \$57,000 or less, and 63 percent of riders have been riding for a year or more. Coverage recommendations: expand the ADA paratransit service to city boundaries and explore developing a medical voucher program for those outside of District boundaries (but inside the valley). Reliability is a cause for concern; route length, passenger loads, and increased congestion has affected the reliability of five routes. Suggested changes: add a main street shuttle and pull most of the other routes off main street, add a north valley circulator (Smithfield to Logan), and adjust some of the bus routes. Addressing reliability will also address under performance on many routes. These changes are more of a checkup to get the system healthy again. Additionally, Todd recommends to continue to focus on high ridership areas, such as USU and high-density housing complexes in Smithfield, North Logan, Logan, and Hyrum. Changes to the service will need to be implemented in phases; implementation will take 1 to 18 months. The ADA paratransit expansion can be implemented relatively quickly, the medical voucher program would take time to analyze and make compliant, and the route re-structuring would take the longest because of the work required (staffing shifts, permitting, GPS data to Google, etc.). All of these recommendations are based on what the District can provide with existing vehicles, facilities, and funds; a larger facility is needed for future service expansion. Improvements to consider in the future: increasing frequency, expanding District boundaries, and improving

84 technology (scheduling, traffic signal priority, etc.). Additionally, Todd suggests that
85 they continue to have dialogue with Wellsville about service (half want the service
86 and half don't). Consultants have told CVTD that base ridership is great and that the
87 next layer to service is increasing convenience. Todd Beutler asked if he could get
88 authorization from the board to move forward with the proposed recommendations
89 and asked if they needed any further information. He doesn't want to invest staff time
90 and resources into a plan that the board considers the wrong direction. However, he
91 recommended that the board vote on the ADA paratransit expansion (from Richmond
92 to Hyrum), so that staff could move forward. Lloyd Berentzen motioned; Jeff Turley
93 seconded. Roger Jones asked for a vote; vote unanimous. Roger Jones asked if board
94 members were comfortable to proceed with the plan as outlined; or if they wanted
95 Todd to report back with more detail. Erik Ashcroft expressed that he wanted more
96 details and would like to see each item passed more individually. Roger Jones asked
97 if Erik would like to make a motion. Erik Ashcroft motioned for staff to come back
98 with more planning and details before the recommendations are voted on; Jeff Turley
99 seconded. Craig Wright would like to see the staff move ahead with what was
100 outlined, as long as they give the board updates as they move along. Jeannie
101 Simmonds felt like what Craig said was important; the board establishes the sidelines
102 of the playing field for management to move within. Board members wanted
103 clarification on where the priorities are and wanted additional information on the
104 recommendations. Todd Beutler stated that this is ultimately a policy decision and
105 that board members are the policy makers—they need to decide who we are going to
106 serve. Roger Jones asked for a vote. All were in favor except for Jeannie Simmonds
107 and Craig Wright; the majority of the northern region were in favor thus making that
108 vote in favor. Total votes: ten in favor, one opposed—motion passed.

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110 8. Consider for adoption General Manager's interpretation of Board Policy 2.1: Ron
111 Natali presented the results of the survey and thanked those who participated. The
112 results of the unofficial ballot are that all interpretations passed. This time around, the
113 PEP committee examined the comments and took it upon themselves to answer
114 questions and add some possible clarifications to the interpretations document. Todd
115 Beutler was not present at the meeting, so Todd's response to the possible changes
116 are included as a separate document. It was a new approach to save more time. Sue
117 Sorenson moved that the board accept the General Manager's interpretation of policy
118 2.1; Cecelia Benson seconded. Todd Beutler wondered what the purpose of adding
119 the training schedule to the supporting documents was and commented that it seems
120 too broad. Sue Sorenson proposed that the training schedule be removed from the
121 supporting documents; board members agreed. Todd Beutler suggested that the
122 "customer comment report" (in the supporting documents) be changed to a customer
123 comment summary report; if the board ever wanted to verify the results they could
124 come in and spot check. Lloyd Berentzen wonders why the board would need this
125 because someone who has a serious complaint can come to the board. Craig Wright

126 agreed. Sue Sorenson asked if board members wanted the comment report to be
127 removed; they agreed. Roger Jones asked for a vote on 2.1 (with changes made); vote
128 unanimous. Sue Sorenson moved that the board accept the General Manager's
129 interpretation of policy 2.1.1, Ron Natali seconded. Board members expressed that
130 the changes that the PEP committee made to 2.1.1 were unneeded and to take them
131 off. Roger Jones asked for a vote (with changes made); vote unanimous. Sue
132 Sorenson moved that the board accept the General Manager's interpretation of policy
133 2.1.2; Dean Quayle seconded. Board members agreed with the addition of "website"
134 to the interpretations and to the supporting documents. Roger Jones asked for a vote;
135 vote unanimous. Sue Sorenson moved that the board accept the General Manager's
136 interpretation of policy 2.1.3; Dean Quayle seconded. There was one change of
137 including the website in the list of supporting documents. Roger Jones asked for a
138 vote; vote unanimous. Sue Sorenson moved that the board accept the General
139 Manager's interpretation of policy 2.1.4; Jeannie Simmonds seconded. Board
140 members debated about which term to use in the interpretation, "customers" or
141 "riders." It was determined to change it to "the public" instead. Sue Sorenson
142 mentioned that "printed materials" was included in the supporting documents because
143 it was mentioned in the interpretation. Board members agreed that the comment
144 report should again be removed from the supporting documents lists. Roger Jones
145 asked for a vote (with changes made); vote unanimous. Sue Sorenson moved that the
146 board accept the General Manager's interpretation of policy 2.1.5; Jeannie Simmonds
147 seconded. Board members agreed that the comment report should again be removed
148 from the supporting documents lists. Roger Jones asked for a vote (with changes
149 made); vote unanimous. Sue Sorenson moved that the board accept the General
150 Manager's interpretation of policy 2.1.6; Jeannie Simmonds seconded. Jeannie asked
151 that the motion be amended to include 2.1.7 as well. Norman Larsen seconded the
152 amendment. Board members agreed that the training schedule should again be
153 removed from the supporting documents lists. Roger Jones asked for a vote; vote
154 unanimous. Ron Natali asked if the board members liked the PEP committee's new
155 approach, board members did because it expedited the process.

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157 9. Board Chair report: Roger Jones talked about a meeting he attended about Senate Bill
158 136, which allows counties or cities to pass a quarter percent sales tax to support
159 transportation. Cache County Council wants to consider this as soon as May; 40
160 percent of this tax would go to transit, 40 percent to the cities in the county, and 20
161 percent to the county. The county council members want CVTD to negotiate less than
162 that; they want a third of CVTD's share to go to active transportation (walking trails
163 and such). So this would not conflict with the law, CVTD would still be a holder of
164 these monies; use of these monies would be by an inter-local agreement as approved
165 by the board. There would also be an application process put in place for these
166 monies. Board members asked questions and expressed concerns. Todd Beutler said
167 that there would be a meeting with the county council in April for the board members

168 to attend. Roger Jones talked briefly about the trip he and Todd took to Washington
169 D.C. to talk to congressional representatives about transit needs.

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171 10. General Manager report: Todd Beutler informed board members that a transportation
172 staffer from Rob Bishop's office would be coming to tour CVTD and that board
173 members were welcome to come.

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175 11. **Adjourn:** Board Chair Roger Jones asked for a motion to adjourn. Rodger Pond
176 moved.