

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, May 23, 2018**  
4 **5:45 pm**  
5 **Bridgerland Technical College**  
6 **1301 North 600 West, Logan, Utah**  
7 **Room 806/808**

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10 *Present:* Roger Jones, Holly Broome-Hyer, Rodger Pond, Dean Quayle, Norman Larsen,  
11 Cecelia Benson, Craig Wright, Sue Sorenson, Erik Ashcroft, Lloyd Berentzen, Heidi  
12 Harper, and Jeannie Simmonds

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14 *Excused:* Patrick Jenkins, Shaun Bushman, Jeff Turley, Ron Natali, Lyle Lundberg,  
15 Amber Sleight, and Glen Schmidt

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17 *Others:* Todd Beutler, Curtis Roberts, 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 March and  
24 April minutes. Due to conflicting motions in the March meeting on item 8 of the  
25 agenda, Sue Sorenson made a motion to amend the motion for 2.1 to remove the  
26 training schedule from the supporting documents list. Sue Sorenson moved for the  
27 approval of the March minutes with this correction, as well as to approve the April  
28 minutes; Craig Wright seconded. Vote was unanimous.  
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30 3. *Approval of Agenda:* Roger Jones asked for a motion to approve the agenda. Jeannie  
31 Simmonds moved; Rodger Pond seconded. Vote was unanimous.  
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33 4. Next Board Meeting: June 27, 2018 at 5:45 pm at Bridgerland Technical College  
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35 5. Questions and Comments for Management and Board (3 minutes or less): Dean  
36 Quayle asked for an update on the sales tax and the interlocal agreement with the  
37 County. Roger Jones answered that the County Council did pass the sales tax  
38 increase, they will be keeping all monies for a year, and that no formal interlocal  
39 agreement has been reached yet.  
40

41 **Board Business**

42 6. Presentation of Utah Local Government Trust Accountability Award - Jason  
43 Waterson, ULGT: The Trust Accountability Program (TAP) award is for the year  
44 2017. The award has to do with safety; the purpose of the program is to incentivize  
45 organizations to get programs in place to avoid risk and loss. ULGT is serious about  
46 risk management and loss prevention, so they offer a discount on some of their  
47 premiums to organizations that meet certain requirements. ULGT also does risk  
48 lookovers—they observe drivers and facilities; CVTD staff insists that they do  
49 surprise visits and just drop in. Jason Waterson presented the award to CVTD.

50  
51 7. Presentation of FY2017 Financial Audit - Jeannie Simmonds: Jeannie Simmonds  
52 went over the audit. The audit went well; there were no findings. The system is  
53 running efficiently and to the letter of law. Jeannie highlighted a few items on the  
54 budget to actual. The sales tax income was 109% of what was expected, so there was  
55 an increase. Interest income was also quite a bit what was anticipated (projections are  
56 kept conservative). Payroll and benefits were 8% under-budget. Professional and  
57 technical fees, which included the Short Range Transit Plan and legal fees, was  
58 under-budget as well. Most items were under-budget in Operational expenses aside  
59 from a spike in software expenses; this was due to an unanticipated upgrade.  
60 However, equipment costs were kept down in order to cover the expense, as the  
61 upgrade was more critical than the equipment. There were a couple of items over in  
62 Preventative Maintenance: Towing and Supplies for vehicles. Supplies for vehicles  
63 were running higher based on usage; staff is monitoring this increase. The rise in  
64 towing costs was due to one large towing bill to Salt Lake City, which was paid for  
65 by insurance. Preventative Maintenance was under-budget overall. Facility  
66 maintenance was also under-budget. Capital Outlay expenses were under-budget;  
67 these expenses included the purchase of two buses and the bus lift replacement. Most  
68 projects were completed with the only outstanding project being a bike and ride site-  
69 engineering project that will carry over into 2018. Curtis Roberts, CVTD Finance  
70 Director, answered questions from Lloyd Berentzen, Norman Larsen, Cecelia  
71 Benson. Currently the FTA defines large bus life as 12 years or 500,000 miles; CVTD  
72 generally gets 14 years out of their buses. Two buses were sold last year. A company  
73 out of California bought them; they became acquainted with CVTD a couple of years  
74 back when they repaired one of our buses that needed extensive repair (\$80,000  
75 worth). They were impressed with the overall condition of the bus, so they like to buy  
76 our buses to refurbish and resell (refurbished buses last about 7 years and are more  
77 for emergency acquisition). Norman Larsen asked if there was a shelf life on money;  
78 Jeannie Simmonds replied that reserve cash is used for grant matching, bus  
79 replacement, and match for a new building, so no shelf life. Jeannie Simmonds  
80 continued to highlight different areas of the audit. No items of concern; no findings of  
81 note. The auditors are required to look at internal controls; they felt that the internal  
82 controls in the accounting system were good. Lloyd Berentzen asked if there was a  
83 possibility that the population was being under-served (in regards to the extra income

84 from sales tax). Jeannie Simmonds answered that the additional tax revenue was  
85 completely unexpected and that budgeting is based on a steady growth pattern. Craig  
86 Wright commented that using that money for service could prove problematic  
87 because it could be committing to operations that cannot be maintained if the income  
88 amount drops. Curtis Roberts added that the sales tax bump was likely due to a  
89 purchase of a plane and increased construction work going on which is not tax  
90 exempt. So far, income this year has not been equal to last year. Curtis commented  
91 that he is nervous about the current trends, so he is keeping estimates lower. Rodger  
92 Pond asked if staff could factor the highest priority capital projects for the board.  
93 Curtis Roberts replied that there are thirteen buses that need replacing in the near  
94 future (to maintain existing service), funds to look attractive to federal grants (80/20  
95 match), and a new building. Ridership fluxes up and down; CVTD should be ready  
96 for the next flux up. Todd Beutler commented that across the nation during the  
97 recession there was a 25% cut in service because there was less money coming in,  
98 even though demand was up because of the recession. It is the reason why CVTD  
99 manages conservatively, so that they can sustain consistent service. Roger Jones  
100 requested that if board members have questions about the audit later they bring those  
101 questions back to the next meeting instead of each asking the staff individually. Roger  
102 asked for a motion to accept the audit report as presented. Jeannie Simmonds moved;  
103 Norman Larsen seconded. Vote unanimous.

104  
105 8. Discussion of District Board bylaws - Norman Larsen: Norman Larsen wanted to  
106 have a discussion to further understand the bylaws. Norman commented that in the  
107 board policy manual (3.4.6) it talks about members being properly prepared for  
108 meetings; board members should have information 48 hours ahead of time. Norman  
109 said that there was not enough time to examine the letter of support for the Local  
110 Option Transportation Sale Tax (adopted in the previous meeting). Roger Jones  
111 replied that as he read it, they did not necessarily mishandle the adoption of the letter.  
112 An item may be removed from the agenda, or delayed, with a motion by a board  
113 member and the concurrence of the majority. There was some urgency involved with  
114 the letter because the County was taking action soon. Norman suggested that process  
115 be flipped—instead of motioning to remove an agenda item, the board should instead  
116 motion to put it onto the agenda (if there are not 48 hours given). Craig Wright  
117 commented that it could essentially tie the board's hands in times where there is  
118 urgency and a board member can still motion to hold off on an item. Erik Ashcroft  
119 stated that it might not tie the board's hands; they can still motion to accept and it  
120 would create more pressure to present documents within 48 hours of board meetings.  
121 Roger Jones assigned the PEP Committee to look into the matter further.

122  
123 9. Consider for adoption General Manager's interpretation of policy 2.2 - Ron Natali:  
124 Craig Wright presented as Ron Natali was out of town. There was some discussion  
125 about if board members felt that the surveys were an effective method to review the

126 interpretations. This system tries to balance giving board members access and an  
127 opportunity to provide input, but also the ability to move quickly in board meetings.  
128 Craig reminded board members about the two-step process—first board members  
129 would read the interpretations and make comments; then after the interpretations are  
130 approved, they will receive the supporting documents to review. It was decided  
131 awhile back that it was too much effort for the General Manager to come up with all  
132 the documentation without understanding what the board was expecting of him. By  
133 reviewing the interpretations first, the reports that will be given to the board will be  
134 more in line with what the board expects (versus being off the mark). Lloyd  
135 Berentzen feels like this process is thorough and long. Cecelia Benson expressed that  
136 she feels like the process is efficient. Craig Wright mentioned that the PEP committee  
137 did not feel there was any particular reason to dive deeply into the interpretation for  
138 2.2 (most board members approved of the interpretations on the unofficial ballot), but  
139 board members were welcome to express any concerns as they moved through the  
140 sections. Roger Jones asked that instead of approving each interpretation separately  
141 they'd be approved in one vote. Craig Wright moved through each interpretation (2.2,  
142 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5, 2.2.6) to see if there was input or questions from the  
143 board. Jeannie Simmonds questioned about if a handbook was proof of  
144 implementation because it is not data. Craig Wright said that it is enough proof from  
145 his perspective; if they see a rise in accidents or the like, the board can ask for more  
146 proof. Todd Beutler commented that after the board accepts the interpretations, he is  
147 fine with the board giving further input on the documentation they'd like to see  
148 during the next step of the process (without changing the interpretations). Sue  
149 Sorenson added that sometimes the proof are the policies, as it is evidence that a  
150 policy is in place; the PEP Committee decided to change the wording of the question  
151 in the survey from “data” to “documents” i.e. “Do the documents demonstrate  
152 achievement of policy?” Sue Sorenson moved that the board accept the General  
153 Manager’s interpretation of Policy 2.2 (overall) and to amend the motion as  
154 documented (added the employee satisfaction survey to the supporting documents for  
155 2.2 and 2.2.2; clarified “employee handbook” to “the applicable section(s) of the  
156 employee handbook” in 2.2 and 2.2.1; and corrected a grammatical error in 2.2.6 i.e.  
157 “encourage” to “encourages”). Rodger Pond seconded. Vote unanimous.

158  
159 10. Board Chair report: Roger Jones asked Todd Beutler to go over a comparison of  
160 benefits with other entities in the valley. Todd reviewed some of the differences in  
161 insurance and retirement. A good benefits package aids in attracting and retaining  
162 people. Employees are paid less of a starting salary with a healthier benefit package  
163 because when they have asked employees which they value more they choose  
164 benefits over a higher starting wage. Management looks at total compensation. CVTD  
165 does not participate in the Utah Retirement System, or with Social Security, which  
166 creates some differences. There was some discussion about social security. Roger  
167 Jones asked if there were any further comments or questions before they moved on.

168 Roger mentioned the Cache County Council meeting on May 8, which three board  
169 members attended; he asked Holly Broome-Hyer to share on that. Holly said that she  
170 was concerned about the comments made by the other board members during the  
171 meeting. Holly commented that board members should be careful to offer complete  
172 information. Particularly in regards to a comment made about “surplus” money; this  
173 money is earmarked for such things as the Short Range Transit Plan, facilities, new  
174 bus purchases, it is not as if it has no purpose. She thinks that this was a bad  
175 representation of CVTD. Holly would like to go back to the Cache Council and  
176 present to clear up misunderstandings. Norman Larsen said that in his defense, he did  
177 not make false statements and he has been against the taxes from the beginning. Holly  
178 replied that she was not talking about the tax, rather how CVTD was represented in  
179 the meeting with no explanation for the statements made, like the complete reasons  
180 why ridership is down. Jeannie Simmonds asked if the County Council made these  
181 statements and Norman replied that he had said them. Erik Ashcroft asked Holly if  
182 she did not want the County Council to get the whole story just the good parts. Holly  
183 replied that she wants them to have the whole story, but that is not what they got.  
184 Roger Jones stated that there are nineteen board members and not just two, so when  
185 they go around suggesting that the rest of the board members do not know what they  
186 are doing—he thinks that is unfortunate and totally inappropriate. Holly added that  
187 she went through their minutes, and even though Erik Ashcroft stated that he was  
188 there for himself, he was listed in their minutes as a representative of the CVTD  
189 board. Holly continued that it is important to give them more information so they get  
190 the whole story. Roger Jones asked if there were any objections to Holly Broome-  
191 Hyer going to present to the Cache County Council. No objections.

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193 11. General Manager Report: Todd Beutler notified board members that the rider who  
194 had aired grievances to the board before, might be contacting the Logan  
195 representatives. This individual filed a Title VI discrimination complaint about there  
196 being no Spanish translations (of a particular notification) on the paratransit buses. It  
197 was denied. Curtis Roberts (as the Title VI Officer) explained that a Title VI  
198 complaint could only be made on the ground of race, color, or national origin; this  
199 individual wrote in their own reason. This rider does not have limited English  
200 proficiency. Additionally, the staff knows who all the paratransit riders are—there are  
201 no riders with limited English proficiency. On fixed route buses, however,  
202 notifications are printed in both English and Spanish because there is enough of a  
203 Spanish-speaking population to merit this. Overall, CVTD has been following their  
204 limited English proficiency plan. Some additional discussion. Roger Jones said that  
205 board members, if they so choose, can say that they feel comfortable with the way  
206 that staff has handled this issue if they are contacted.

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208 12. **Adjourn:** Board Chair Roger Jones adjourned the meeting.