Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, August 22, 2018
5:45 pm
Bridgerland Technical College
1301 North 600 West, Logan, Utah
Room 806/808

Present: Roger Jones, Glen Schmidt, Lieren Hansen, Holly Broome-Hyer, Ron Natali, Rodger Pond, Dean Quayle, Jeff Turley, Cecelia Benson, Craig Wright, Sue Sorensen, Shaun Bushman, Erik Ashcroft, Patrick Jenkins, and Jeannie Simmonds

Excused: Lloyd Berentzen, Heidi Harper, Norman Larsen, and Lyle Lundberg

Others: Todd Beutler, Curtis Roberts, and Charise VanDyke

Regular Meeting Agenda

1. Call to order: Board Chair Roger Jones

2. Acceptance of Minutes: Roger Jones moved items 8 and 9 before item 7 on the agenda. Roger Jones asked for a motion to approve the minutes and the agenda with change made. Rodger Pond moved; Dean Quayle seconded. Vote was unanimous.

3. Approval of Agenda: Roger Jones moved the approval of the agenda with the minutes. Vote was unanimous.

4. Next Board Meeting: September 19, 2018 at 5:45 pm at Nibley Public Works

5. Questions and Comments for Management and Board (3 minutes or less): No questions.

Board Business

6. Swearing in of Lieren Hansen, Board Member representing Millville City – Curtis Roberts, Administration Director: Lieren Hansen, who replaced Amber Sleight, introduced herself. Curtis Roberts swore the new board member in.

7. Review of the District’s Board Governance – Craig Wright, Board Member: The reason behind the interpretation surveys is to give the general manager and staff clear direction; with 19 people on the board, it’s hard to get everyone on the same page. There are four sections in the policy manual: section one highlights what CVTD is

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trying to accomplish; section two sets boundaries for the CEO/general manager and staff; section three outlines the board’s business; and section four delegates the responsibility to run CVTD to the CEO/general manager. Ron Natali added that the policy manual builds the “not box”; Todd Beutler’s interpretations of the policy tell the board how he will function in the “not box,” with the monitoring reports showing the results. The board will be reviewing section three in more detail, going over such things as encouraging diversity of opinion but speaking with one voice; board business vs operational business; outward vision rather than inward vision; tabling issues; and etc. Ron Natali added that an issue can be tabled to give staff time to come back with answers to questions, or an issue can be tabled to be examined by a committee as to whether or not it is a board issue. Roger Jones asked if there were any questions. Patrick Jenkins asked if this process was creating a second policy manual and if it violated the Open Public Meeting Act. Board members discussed whether this was an issue. Roger Jones said that the board could direct Todd Beutler to get legal opinion related to this. Patrick Jenkins moved that the board instruct Todd to contact legal counsel to see if they were violating the Open Public Meeting Act and if they were creating a second policy manual with the interpretations. Jeannie Simmonds seconded. Roger Jones asked for a vote; Rodger Pond objected. Majority voted in favor; motion passed.

8. Consideration for adoption General Manager’s interpretation of policy 2.5 – Craig Wright, Board Member: Craig Wright moved to adopt the interpretation of the 2.5 policy as it stands (with the addition of the Quarterly Financial Report to the 2.5.2 supporting documents as suggested by the PEP Committee). Cecelia Benson seconded. Opened to the board for discussion. Holly Broome-Hyer asked if there was a particular reason why there was a board member asking for another audit in the comments from the survey. Rodger Pond said that if there are concerns about processes or policy then the board can invite someone to look at it, but the board has not identified the need nor justified the expense. Roger Jones asked if there was a board member who wanted to raise a specific concern for the board to consider any special audit; Roger pointed out that there have been various monitoring and audits regularly and they’ve been spotless. Erik Ashcroft said that it was his comment and that a constituent had brought this up to him. He talked about how UTA had done the same required audits, but when they did legislative and performance audits they were found out. He said that it serves two purposes, if CVTD goes through an audit like that and passes it that’s a good feather in the cap. Holly asked so there was no specific reason for that comment. Erik replied that no, there was no specific reason; that it would just be an occasion for more truth telling (not that there’s anything sinister here). Roger Jones stated that he didn’t hear any specific concerns being raised here, only that it would be a feather in the cap. Roger pointed out that audits consume a lot of staff time, it would possibly be a waste of resources, and it could be bad public relations to have an unnecessary audit; also, from what he’s seen, there is adequate
monitoring and audits. Cecelia Benson asked where those audits are available to constituents; Todd Beutler answered that they can get them from the state auditor’s website or from CVTD’s administration office. Cecelia said that if that constituent is concerned that would be a good place to guide them. The board voted to end the discussion. Vote unanimous. Roger moved to vote on the motion on the table. Vote unanimous.

9. Consideration for adoption new Board Member information – Shaun Bushman, Board Member: The executive committee has been discussing putting together a short introduction for new board members. Shaun Bushman asked that board members send him their corrections and comments on this introduction; he also wants to hear the perspective of the operations staff as well. Roger Jones asked that the board members who attended the Arbinger training share a little bit about the experience. Patrick Jenkins said that it was a great training in interpersonal communication and conflict resolution. Cecelia Benson told about how there was an individual in the class with them (who worked in utilities in Ogden) who told her how grateful they were to CVTD for the impact it had made in their lives. They have a special needs son who can function here on his own because of the bus, which has made a big difference for the entire family.

10. Consideration for approval of FY 2019 budget goals: Every year the staff establishes budget goals—what the priorities should be for that year. These goals help them deal with tough questions because they ask, “What will help achieve these goals?” The board can decide if they adopt or change these goals. Curtis Roberts went through each of the goals. One goal is to make sure that there is adequate match for federal grants, as failure to do so would lose those grants. Another goal is to budget funding for the District to comply with FAST-ACT, applicable state laws, and other applicable legislation. Such things include meeting the requirements for “state of good repair” and having adequate funding to comply with records management and other laws. Another goal is to carry over an appropriate amount of federal grant dollars for future needs. The District retains a year’s worth of grants, so that funding is ready for the next year; it’s also a protective measure, so that if funding went south one year it wouldn’t impact the District immediately—instead, service could be tapered down, as needed, to lessen impact on citizens. Another budget goal is to comply with board policies by making sure that operating revenues exceed operating expenditures and designate an appropriate fund balance for future capital needs. Another goal is to allocate resources for the following: replacing 4 large and 4 small buses; implementing a marketing plan to increase ridership; implementing appropriate technology investments; implementing wage and benefit adjustments to stay competitive (complying with the board’s compensation policy); updating a new facility design and phasing (because there could be congressional funding in the next 2 to 3 years); a safety program; preparation for the triennial review; updating voter
survey information (if decide on by the board); and providing opportunities to partner with other entities consistent with the District’s mission and values. Lastly, a budget goal is to provide various options for service recommendations to be implemented during the fiscal year. Some discussion. Roger Jones asked for a motion. Patrick Jenkins moved that the board adopt the budget goals for 2019. Roger Pond seconded. No further discussion. Vote unanimous.


12. General Manager’s Report: Todd Beutler went over the quarterly ridership report. A number of things can affect ridership such as unemployment rates, fuel prices, car loan prices, if the bus is going to be crowded, if there are weird/unpleasant passengers, etc. No questions. Todd Beutler went over the quarterly meals report. No questions. The crosswalk project with USU will not be done this year; USU wanted to study the area further and are working with a consultant. No questions. Todd Beutler reminded the board that some members need to finish the Open Public Meetings Act training; the state auditor tracks this. Reminders will be sent out to board member to complete this. Some board members need to complete Board Member training as well—it needs to be done every four years. Todd talked about a tour that staff had done of the transit organization in Flagstaff, AZ. They are similar to CVTD in several respects, so they make a good peer comparison. There were several interesting comparisons, but one that was shocking was that they have nearly twice the staff that CVTD does and about a third more drivers. Jeff Turley asked about the differences between theirs being a fare system and ours being a zero-fare system. Curtis Roberts talked about how they get funds from four sponsoring agencies (such as their university) who pay according to use. Erik Ashcroft asked what impact charging a fare would have on CVTD. Todd Beutler said that because Erik is familiar with the other studies, they could look at in from an opposite perspective. Missoula went zero-fare because of CVTD. They have air quality issues that they wanted to address; their ridership went up 80 percent after they went zero-fare. If CVTD charged a fare, we’d lose 30 to 50 percent of our ridership.

13. **Adjourn:** Board Chair Roger Jones asked for a motion to adjourn. Shaun Bushman moved. Meeting adjourned.