

**Regular Board Meeting Minutes  
Cache Valley Transit District  
Wednesday, September 25, 2019  
5:45 pm  
Bridgerland Technical College  
1301 North 600 West, Logan, Utah  
Room 806/808**

*Present:* Holly Broome-Hyer, Heidi Harper, Craig Wright, Glen Schmidt, Lieren Hansen, Gregory Shannon, Roger Jones, Dean Quayle, Rodger Pond, and Patrick Jenkins

*Excused:* Ron Natali, Lloyd Berentzen, Shaun Bushman, Jeannie Simmonds, Sue Sorenson, Lyle Lundberg, and Jeff Turley

*Others:* Todd Beutler, Kari Thomas, Nicole Tuttle, and Curtis Roberts

## **Regular Meeting Agenda**

1. *Call to order:* Board Chair Holly Broome-Hyer
  2. *Approval of Agenda:* Holly Broome-Hyer asked for a motion to approve the minutes and agenda. Item 7 on the agenda moved to the next month. Patrick Jenkins moved; Rodger Pond seconded. Vote was unanimous.
  3. *Approval of Agenda:* Holly Broome-Hyer moved the approval of the agenda with the minutes. Vote was unanimous.
  4. Next Board Meeting: October 23, 2019
  5. Questions and Comments for Management and Board (3 minutes or less): Lou Ann Exum Sakaki asked if and when Sunday service might be considered. Todd Beutler elaborated on why the District does not yet offer Sunday service, which includes funding and a lack of demand, but noted that the District will be looking at this again in the next Short Range Transit Plan. Lou Ann Exum Sakaki then asked how the public could make their desire for Sunday service known. Todd Beutler mentioned that there were multiple ways to do so, by filling out the surveys as they come out, on the CVTD website (via the comments section), or by simply calling the District.

## Board Business

6. Consider for acceptance second quarter financial information – Glen Schmidt, Budget Committee Chair: Glen Schmidt went over the quarter financials and accompanying

notes, including moving some funds and projects to the third quarter and next year. Curtis Roberts, Chief Financial Officer, elaborated on the bike and ride project moving to next year and the expense for Paratransit software possibly carrying over to the next year. Overall, the District is right where it needs to be for the current budget. Patrick Jenkins asked Curtis Roberts to elaborate on note 6 in the quarter financials, which concerns the USU project. A short explanation of the project itself followed and how the project differed from the initial plan. The District bought more parts than initially planned, but felt it was a good investment for future similar projects. Heidi Harper commented on how much she likes the new crosswalk signals up on campus. Holly Broome-Hyer asked for a motion to accept the second quarter financial information. Dean Quayle motioned; Gregory Shannon seconded. Vote was unanimous.

7. Consider for adoption Board Policy Manual Update – Ron Natali, Public Engagement and Policy Chair: Item moved to October's board meeting.
8. Consider for acceptance second quarter service report – Todd Beutler, CEO/General Manager: Todd Beutler went over the service report and discussed the current ridership trends. He noted that most of the District's missed trips are in late afternoon during rush hour, but that the District's missed trips are low overall. Buses have been maintained so the miles between major breakdowns are in a good spot. Holly Broome-Hyer asked for a motion to accept the second quarter service report. Roger Jones motioned; Rodger Pond seconded. Vote was unanimous.
9. FY 2019 budget highlights/ FY 2020 budget objectives – Todd Beutler, CEO/General Manager: Todd Beutler went through the handout highlighting budget successes for 2019. He touched on key topics, including employee investment, training, safety initiatives, vehicle management, and service expansion. For 2020, the District would like to look at continued employee investment, including increasing staff. There would also be a continued focus on safety, including identifying potential safety concerns on the routes that could be addressed with a collaborative project such as the crosswalk project at USU (the university is very open to looking at other areas where the signal would work). Another 2020 budget area is implementing the approved service expansion, including hiring necessary staff, route planning, etc. The District is also looking at technology that might improve ridership experience and help drivers, as well as looking at other transportation opportunities. The District is also proposing to keep three of the big buses that would have normally been sold and to potentially refurbish them for the spare ratio going into the 2020 year. Curtis Roberts commented that the District could keep these buses because the buses exceeded the 12 years required by the federal government and did not receive any bids that met the minimum, so the federal government has released the buses; this means that now the District can look at other options for the buses such as refurbishing.

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- 86 10. Consider for adoption implementing circulator route in January 2020 instead of May
- 87 2020: Discussion of the opportunity to begin the circulator in January 2020. Curtis
- 88 Roberts discussed the impacts on grants; starting in January some of the rural grants
- 89 will be reduced, but there will be an increase in the number of STIC (Small Transit
- 90 Intensive Cities) points that the District hits. Each STIC point hit gets around
- 91 \$200,000. Currently the District hits only one. However, with the circulator, the
- 92 District can hit two additional factors, totaling to about \$540,000 every year. These
- 93 funds are generally about a full calendar year behind. Roger Jones clarified that the
- 94 District gets these funds in 2022 if the circulator is started in January 2020, but won't
- 95 get the funds until 2023 if the District waits until May; Curtis Roberts agreed that
- 96 starting in May would push the STIC funds out further. Gregory Shannon asked what
- 97 the cost of the Boomerang route was overall. The cost is about \$1,000,000; the plan
- 98 for the circulator in January 2020 would be to run every 15 minutes during peak
- 99 hours. Cecilia Benson commented that Logan City is very excited; the mayor is
- 100 looking forward to it. Dean Quayle asked if the District had the money to start now.
- 101 Curtis Roberts answered that the District has a budget (which will be gone over in
- 102 more detail during the budget workshop); between the county sales tax money and the
- 103 carryover of grant funds, the District will be able to fund it. Starting in January will
- 104 bring the grant funding reserve down a bit, but the District would still have sufficient
- 105 in the reserve. Patrick Jenkins applauded Curtis Roberts' job with funding, but
- 106 commented that the ridership does not justify more empty buses on the streets; he
- 107 added that he wants to reconsider the whole idea of a circulator route. Cecelia Benson
- 108 asked how long the commitment was on this route. Todd Beutler answered that
- 109 studies in two major cities show that if you design the system around frequency
- 110 ridership will grow; Todd added that a pilot project should be at least a year. Roger
- 111 Pond commented that economics are not the only factor to consider, the District also
- 112 needs to consider providing service and the impact it will have. Cecelia Benson
- 113 commented that January is a great time to start the circulator due to air quality. Heidi
- 114 Harper commented that as a regular rider she knows many people who would like the
- 115 circulator. Rodger Pond added that the circulator could increase downtown ridership
- 116 and create excitement for visiting downtown. Roger Jones motioned that the Board
- 117 accept the recommendation and the analysis from the staff and move forward with a
- 118 January implementation; Glen Schmidt seconded. Patrick Jensen opposed; everyone
- 119 else present was in favor. Motion passed.
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- 121 11. Board Chair Report: Holly Broome-Hyer mentioned that there would be a budget
- 122 workshop on the 7<sup>th</sup> and 14<sup>th</sup> of October at 5:30 PM at the CVTD admin building.
- 123 Craig Wright reviewed the process behind the voter survey that he, Cecelia Benson,
- 124 and Sue Sorenson participated in; the survey will assess how the public feels about
- 125 CVTD and bus riding in general. After the survey is finished, the results will be
- 126 presented at board meeting.

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128 12. General Manager Report: Todd Beutler went over how the District released the  
129 Transit app and have started to receive feedback both good and bad. Todd mentioned  
130 that local legislators have a monthly meeting for the public to come talk and invited  
131 board members to attend if they can. Todd presented about public transit along with  
132 UDOT at a previous meeting and felt there was good discussion about the road usage  
133 charge that might replace the fuel tax, along with several other ways to fund  
134 transportation and encouraged board members to come. In October, the local  
135 legislators will be discussing the inland port.

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137 13. Adjourn: Board Chair Holly Broome-Hyer adjourned the meeting.