

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, October 23, 2019**
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:* Holly Broome-Hyer, Craig Wright, Glen Schmidt, Lieren Hansen, Jeannie
11 Simmonds, Shaun Bushman, Gregory Shannon, Roger Jones, Dean Quayle, Patrick
12 Jenkins, Sue Sorenson, Lloyd Berentzen, Cecelia Benson, Ron Natali, Jeff Turley, and
13 Lyle Lundberg

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15 *Excused:* Heidi Harper and Rodger Pond

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

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19 **Regular Meeting Agenda**

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21 1. *Call to order:* Board Chair Holly Broome-Hyer
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23 2. *Acceptance of Minutes:* Holly Broome-Hyer asked for a motion to approve the
24 minutes and agenda. Craig Wright moved; Cecelia Benson seconded. Vote was
25 unanimous.
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27 3. *Approval of Agenda:* Holly Broome-Hyer moved the approval of the agenda with the
28 minutes. Vote was unanimous.
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30 4. Next Board Meeting: November 20, 2019
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32 5. Questions and Comments for Management and Board (3 minutes or less): No
33 comments or questions.
34

35 **Board Business**

- 36 6. Legislative update – Tim Stewart, American Capital Group: There is a multi-billion
37 dollar bill in highway funding (intended for the next six years), which is mainly for
38 highways but does include transit. The traditionally bi-partisan bill moved quickly
39 through the Senate (still waiting on the House). Funding for the bill still has to be
40 worked out, which can be complicated as multiple committees are working together.
41 Everyone is reticent on moving forward on a gas tax, but they've also been looking at
42 user fees for cars. While the House is moving uncharacteristically slow, the fact that

43 the senate moved first is encouraging. Impeachment politics and everything aside,
44 they realize they need to move on it because of the upcoming election year. CVTD is
45 well positioned at this point in the process; the project passed the red-faced test and is
46 one of the most viable. Things could blow up with the impeachment, but mostly the
47 question is how much time it will eat up. The House and Senate is most likely to
48 deadlock as it did in '98.

49
50 7. Presentation on how the connector route affects short and medium transit plans –
51 Todd Beutler, CEO: Holly Broome-Hyer and Todd Beutler went and presented to the
52 county on what the circulator does and how to pivot in the long term. Transportation
53 challenges that are specific to transit are increased traffic (which increases the time to
54 operate the route and the potential for accidents), sprawling community growth
55 (which lengthens the route and areas aren't always planned for transit), and residents
56 and users want more convenience. Phase 1 will be to implement the Major Connector
57 Route, which services 60 percent of destinations, is scalable in frequency and hours
58 of operation, runs every 15 minutes at peak times and 30 minutes off, connects USU
59 to downtown, and establishes a trunk line. Included in Phase 1 is also deploying
60 technology. The app has been deployed, which allows the system to go to a
61 frequency-based versus schedule-based service. Running service on main street
62 would be a big challenge if the service were run on a set schedule because of traffic;
63 people are more forgiving of service that is more frequent and not on a set schedule.
64 The paratransit software is deploying in 2020. Phase 2 will comprise of working with
65 the CMPO, county, and cities to rethink all of the existing routes with the connector
66 in mind. The connector route allows for multiple connection points versus having to
67 go back to the transit center to transfer. This cuts run time on certain routes, as they
68 will not be forced to go back into Logan, so the trip becomes shorter. Working with
69 the cities to identify transit needs allows for partnership and having a different
70 conversation. Phase 3 would include working with the NPO (who have already done a
71 transit corridor study) to identify corridors and land use planning that supports transit;
72 long term commitments to these corridors by cities and CVTD can lead to transit
73 supported development. This encourages development and economic growth. The
74 connector route is a pivot to where the valley needs to go to in the future.

75
76 8. Presentation of FY 2020 draft budget – Curtis Roberts, CFO: The District is
77 anticipating using funds from savings of about 235,000 dollars. For revenues, sales
78 tax has been about a 4 percent year over year increase; next year they're expecting
79 revenue from sales tax to be flat (or about the same as this year). The additional sales
80 tax is expected to come in over 400,000 (estimated from what the county collected
81 this year). Federal grants are going up fairly substantially. Salaries and benefits will
82 increase because of the additional employees to run the new connector route (also
83 anticipating one more supervisor position); staff is also asking the board to increase
84 driver wages by 50 cents, as the District has been struggling to be competitive in a

85 tight labor market. Also budgeting for wage adjustments for merit based employees
86 for cost of living and merit pay. No change is proposed to the current benefits. In
87 professional fees about 50,000 dollars more is being budgeted for education about the
88 new route. Curtis Roberts asked if there were any questions. Discussion about public
89 outreach. The funds for Rumor are approved per year; they will be presenting on the
90 marketing efforts and accountability in November. Staff will be discussing with
91 Rumor about how to incorporate education on the new route into marketing; the
92 increase in the budget is to make sure the public outreach is there. Discussion about
93 staffing and the new route. Things like turnover are taken into account, so every year
94 the District can anticipate there to be some savings. Next year will see a substantial
95 increase to service, so staffing will be going up. Overall, the increase to service will
96 cost over a million with everything included. With this transition, the District doesn't
97 want this understaffed because of the challenges that will be addressed, such as rider
98 frustration with the change and making sure the drivers are being supported.
99 Discussion about the budgeting process. Staff builds the budget every year from
100 scratch (from zero). The budgeting is pessimistic (overstating expenses and keeping
101 revenues conservative). The new route qualifies the District for additional STIC
102 funding in the future, which helps fund the route long term. The tentative budget is
103 passed in November with the final budget to be passed in December after a public
104 hearing.

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106 9. Consider for adoption the District's employee benefit package – Curtis Roberts, CFO:
107 No proposed changes to the benefit package. The District currently uses PEHP, which
108 has two different networks; employees have a choice between a high deductible plan
109 and a lower deductible plan (which the employee pays part of). If an employee
110 chooses the high deductible plan, the District contributes to their HSA to equal out
111 the two options. The benefit package is higher to retain employees even with a lower
112 wage; it's total compensation not an either or. Patrick Jenkins motioned to accept the
113 employee package as presented; Roger Jones seconded. Vote unanimous.

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115 10. Consider for adoption Board Policy Manual Update – Ron Natali, Public Engagement
116 and Policy Chair: In the past year, the board has approved all of the interpretations by
117 the general manager. Instead of going through each interpretation with the
118 deliverables one at a time, the PEP committee, and any other board members who
119 want to join, will be reviewing them in one go in January. The worksheet to do this
120 has been finalized. The PEP committee will break up in teams to examine them then
121 meet as a committee to come to a consensus before presenting the executive summary
122 to the board. Because of the work done in PEP to prepare for monitoring, a new
123 Appendix A was created as well as a few additional changes to the policy manual,
124 which both need to be approved. The changes include a renumbering of the ends
125 policy, the revised Appendix A and elimination of Appendixes B and C, and
126 removing the supporting documents listed in the interpretations (which gives greater

127 freedom and flexibility to the deliverables). Some discussion about policy
128 governance. Policy governance tells the general manager what he cannot do (outlines
129 the playing field and gives freedom to operate within that field) and governs how the
130 board behaves and interacts with the general manager. Lloyd Berentzen asked if
131 policy governance was implemented because of an unruly board; Craig Wright
132 answered that it was part of the reason. The general manager's interpretations tell the
133 board how he will operate under the policy; the board then examines evidence that
134 shows that he's doing what he says he's doing, which can in turn act as part of his
135 performance evaluation. Section 3 is about how to act as a board, speak with one
136 voice, how to treat each other, etc. Cecelia Benson commented that it adds another
137 layer of accountability. Patrick Jenkins moved to adopt changes to the board policy
138 manual; Jeff Turley seconded. Vote unanimous.

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140 11. Board Chair Report: Nothing to report.

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142 12. General Manager Report: Nothing to report.

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