Present: Holly Broome-Hyer, Glen Schmidt, Mike Arnold, Abraham Verdoes, David Geary, Paul James, Lieren Hansen, Gregory Shannon, Sue Sorenson, Ron Natali, Jeff Turley, Lyle Lundberg, Cecelia Benson, Elaine Thatcher, Jeannie Simmonds, and Craig Wright

Excused: Lloyd Berentzen and Patrick Jenkins

Others: Todd Beutler, Charise VanDyke, and Curtis Roberts

Regular Meeting Agenda

1. Call to order: Board Chair Holly Broome-Hyer

2. Acceptance of Minutes: Holly Broome-Hyer asked for a motion to approve the December and January minutes and the agenda. Holly Broome-Hyer asked that the agenda be amended to include a time for public comment (item 5). Paul James moved; Abraham Verdoes 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: April 22, 2020 (*note: next board meeting was an emergency meeting held on April 1, 2020)

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

Board Business

6. Board Business:
   A. Swearing in of new Board Members – Curtis Roberts, Director of Administration: Elaine Thatcher was sworn in by Curtis Roberts.
B. Consideration of doing the Pledge of Allegiance – Gregory Shannon, Board Member: Gregory Shannon proposed that board members do the pledge of allegiance at board meetings. There would be a one-time expense of 350 dollars for the flags and flag stands. Ron Natali motioned that the board do the pledge of allegiance at meetings. Jeff Turley seconded. Vote unanimous.

C. Review of fourth quarter un-audited financials – Curtis Roberts, CFO: A couple of key highlights. Largest variance was revenue from the county. It wasn’t budgeted in 2019 as this was the first year funds were received. The new paratransit software was delayed to the current year (100 thousand that was budgeted was not spent). Balance sheet shows the District’s assets and liabilities and includes what has been set aside for future capital purchases. Some discussion on grant funding. Holly Broome-Hyer asked for a motion to accept the fourth quarter un-audited financials. Paul James motioned. Jeannie Simmonds seconded. Vote unanimous.

D. Consideration of fund balance assignment – Glen Schmidt, Budget Committee Chair: The recommendation is to assign 6.2 million dollars from the fund balance to use for capital projects. This is so the District can use this money as match for grants as they come in. If it is needed for something else later, it can be reassigned. Many of these funds would go to match for a facility. Curtis Roberts commented that the District is applying for federal funds for a new facility right now. Having assigned funds makes match for the grant look feasible. A twenty percent match is typically required. Holly Broome-Hyer asked for a motion to adopt the fund balance assignment. Dave Geary motioned. Jeannie Simmonds seconded. Opened for discussion. A new facility is needed because of many factors. It is needed to expand service. If there were a connection made to Wasatch front, the District would need room to house the vehicles for that service. The FTA also has something called state of good repair. If the FTA has an 80 percent investment in an asset, they have requirements of how the asset needs to be maintained. If vehicles are enclosed indoors and kept above freezing there is less wear and tear, so this will assist the District in maintaining assets accordingly. Additionally, as the population grows the District will need to expand service further. There is no room to expand at the current facility. The District has approached the city several times and they are not willing to sell the land to the south of the current facility, which was the reason the District purchased land in North Logan awhile back. The District has had engineers come and study the current facility, but there is no space to expand and no way that the current facility can be retrofitted for electric. Gregory Shannon called for the vote. Lyle Lundberg opposed. All others in favor. Motion passed.
E. Report from PEP Committee on monitoring review – Gregory Shannon, Board Member: This is the first year that the Internal Review for Monitoring of the District’s CEO has been conducted. It’s taken two years to get monitoring this far. The four end goals of internal review monitoring is to ensure that the CEO has properly implemented his reasonable interpretations of Board policy, for the Board to identify issues in the organization, to recognize and communicate the success of the organization, and to inform stakeholders. The PEP Committee checked the CEO’s compliance to sections one and two and marked the results as acceptable or unacceptable. Global Ends (section 1) was found to be acceptable with one corrective action. The environmental impact report is out of date. The CEO is negotiating with USU to have it updated, as well as put those costs in the next budget for approval. Global Executive Constraints (section 2) was found to be acceptable. Holly Broome-Hyer asked for a motion to accept the monitoring review. Ron Natali moved. Craig Wright seconded. Vote unanimous.

F. Discuss CVTD’s Board structure and size – Holly Broome-Hyer, Board Chair: A brief introduction to the idea of restructuring and resizing the board. Some reasons to maybe shrink the number of members. Most city councils are ten members or less. Having a smaller board size would encourage more dialogue and be easier to work together. The smaller cities in different areas could choose one representative. Members might be more engaged and think outside the box—not just about the needs of one city. At the next board meeting, Lloyd Berentzen will conduct a discussion on this.

7. General Manager/Staff Reports:
   A. Update on LOOP operations – Todd Beutler, CEO: The new LOOP route has been going for about three months now. Before the coronavirus started to impact ridership on March 13, the trends for the new route were interesting. Every Saturday saw ridership gains. In areas that were served by Routes 1 and 4, there have been upticks in ridership during the weekday, almost mirroring the previous year. This shows that people are trying the service and having a good experience. Overall, it takes time to sustain something new, but the early indications are exciting. With the arrival of the coronavirus, ridership has seen loses of 60 to 70 percent. This is in line with what public transit is seeing nationwide. For those who are still using transit, this is their transportation. Others are likely driving to maintain social distancing. Some discussion. The LOOP opened up a new corridor along 400 north, which was seeing ridership growth before the coronavirus.

   B. Update on Covid-19 – Todd Beutler, CEO: Management has been meeting regularly to deal with this situation. “Unprecedented” has been said a lot because this is new territory. When the District reached out to the FTA we were told to
continue to operate. The White House has deemed public transit as critical infrastructure. The District has been working with the local health department to make sure that cleaning methods and sanitizers are effective. Clorox wipes and hand sanitizer has been made available to employees to sanitize the areas they are working in. The District has also reached out to the regional administrator in Denver recently and was reassured that the District should continue to operate. The FTA response has been to run service unless told by local and state health officials (who work directly with the CDC) not to operate. People use public transit for employment, grocery shopping, or medical services (like dialysis). The District will operate, unless told otherwise. Idaho and Park City have been told to shelter in place and in both instances public transit has been deemed as essential. Citizens there have been told to only use transit for essential services. The District has issued multiple passenger alerts regarding the coronavirus. A recent alert encourages riders to use the back door on the bus, unless they need the bus kneeled or the ramp, so that passengers are further away from the driver. Other alerts have encouraged passengers to social distance, wash hands, etc. The District continues to clean and disinfect buses daily. Some discussion on employee guidelines. Clorox wipes and hand sanitizers have not been made available on the bus because of the difficulty in finding supplies, so these items are kept at the transit center (also so that bus drivers don’t have to constantly monitor supplies to keep them from being stolen). Passengers have been social distancing on their own, so this hasn’t had to be enforced by removing seats, etc. Bus drivers have been trained to deal with seizures and other illnesses, so if the need arises they can contact police or the EMT. Some discussion on ridership. Even though ridership is down 60 percent, those who are riding the bus are truly dependent on it, so while it doesn’t look great the community service is important. If the economy does start to pause or stall (especially with ridership increasing when unemployment increases), the issue may instead become how does the District handle the increase in ridership? There is also a dedicated group of professionals running this system, so it is important to make sure they still have a paycheck so that the District doesn’t lose good people. It also takes several weeks to train new employees. Two last items to address from the last meeting before the board chair report. Late trips went up on the ridership report because the definition changed at the end of 2019 from “five or more minutes past the scheduled departure time” to “zero minutes,” so this will be starting a new baseline. The average trip length in 2019 was 3.2 miles during the weekday and 2.8 miles on the weekend.

8. **Board Chair Report:**

A. Update on Washington DC trip – Holly Broome-Hyer, Board Chair: The trip to D.C. in February was to do background work before the District applied for funds for a new facility. They met with senators and congressman with Tim Stuart (government relations). With match saved, land purchased, and environmental

Approved 04/22/2020
work done, the project is shovel ready. The Utah delegation and others agreed to offer support. CVTD has a great reputation back in D.C. that funding is used well.

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