

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, March 25, 2020**
4 **5:45 pm**
5 **CVTD Administration Building**
6 **754 West 600 North, Logan, Utah**
7 **Electronic**

8
9
10 *Present:* Holly Broome-Hyer, Glen Schmidt, Mike Arnold, Abraham Verdoes, David
11 Geary, Paul James, Lieren Hansen, Gregory Shannon, Sue Sorenson, Ron Natali, Jeff
12 Turley, Lyle Lundberg, Cecelia Benson, Elaine Thatcher, Jeannie Simmonds, and Craig
13 Wright

14
15 *Excused:* Lloyd Berentzen and Patrick Jenkins

16
17 *Others:* Todd Beutler, Charise VanDyke, and Curtis Roberts

18
19 **Regular Meeting Agenda**

- 20
21 1. *Call to order:* Board Chair Holly Broome-Hyer
22
23 2. *Acceptance of Minutes:* Holly Broome-Hyer asked for a motion to approve the
24 December and January minutes and the agenda. Holly Broom-Hyer asked that the
25 agenda be amended to include a time for public comment (item 5). Paul James
26 moved; Abraham Verdoes seconded. Vote was unanimous.
27
28 3. *Approval of Agenda:* Holly Broome-Hyer moved the approval of the agenda with the
29 minutes. Vote was unanimous.
30
31 4. Next Board Meeting: April 22, 2020 (*note: next board meeting was an emergency
32 meeting held on April 1, 2020)
33
34 5. Questions and Comments for Management and Board (3 minutes or less): No
35 questions or comments.
36

37 **Board Business**

- 38 6. **Board Business:**
39 A. Swearing in of new Board Members – Curtis Roberts, Director of Administration:
40 Elaine Thatcher was sworn in by Curtis Roberts.
41

- 42 B. Consideration of doing the Pledge of Allegiance – Gregory Shannon, Board
43 Member: Gregory Shannon proposed that board members do the pledge of
44 allegiance at board meetings. There would be a one-time expense of 350 dollars
45 for the flags and flag stands. Ron Natali motioned that the board do the pledge of
46 allegiance at meetings. Jeff Turley seconded. Vote unanimous.
47
- 48 C. Review of fourth quarter un-audited financials – Curtis Roberts, CFO: A couple
49 of key highlights. Largest variance was revenue from the county. It wasn't
50 budgeted in 2019 as this was the first year funds were received. The new
51 paratransit software was delayed to the current year (100 thousand that was
52 budgeted was not spent). Balance sheet shows the District's assets and liabilities
53 and includes what has been set aside for future capital purchases. Some discussion
54 on grant funding. Holly Broome-Hyer asked for a motion to accept the fourth
55 quarter un-audited financials. Paul James motioned. Jeannie Simmonds seconded.
56 Vote unanimous.
57
- 58 D. Consideration of fund balance assignment – Glen Schmidt, Budget Committee
59 Chair: The recommendation is to assign 6.2 million dollars from the fund balance
60 to use for capital projects. This is so the District can use this money as match for
61 grants as they come in. If it is needed for something else later, it can be
62 reassigned. Many of these funds would go to match for a facility. Curtis Roberts
63 commented that the District is applying for federal funds for a new facility right
64 now. Having assigned funds makes match for the grant look feasible. A twenty
65 percent match is typically required. Holly Broome-Hyer asked for a motion to
66 adopt the fund balance assignment. Dave Geary motioned. Jeannie Simmonds
67 seconded. Opened for discussion. A new facility is needed because of many
68 factors. It is needed to expand service. If there were a connection made to
69 Wasatch front, the District would need room to house the vehicles for that service.
70 The FTA also has something called state of good repair. If the FTA has an 80
71 percent investment in an asset, they have requirements of how the asset needs to
72 be maintained. If vehicles are enclosed indoors and kept above freezing there is
73 less wear and tear, so this will assist the District in maintaining assets
74 accordingly. Additionally, as the population grows the District will need to
75 expand service further. There is no room to expand at the current facility. The
76 District has approached the city several times and they are not willing to sell the
77 land to the south of the current facility, which was the reason the District
78 purchased land in North Logan awhile back. The District has had engineers come
79 and study the current facility, but there is no space to expand and no way that the
80 current facility can be retrofitted for electric. Gregory Shannon called for the vote.
81 Lyle Lundberg opposed. All others in favor. Motion passed.
82

83 E. Report from PEP Committee on monitoring review – Gregory Shannon, Board
84 Member: This is the first year that the Internal Review for Monitoring of the
85 District’s CEO has been conducted. It’s taken two years to get monitoring this far.
86 The four end goals of internal review monitoring is to ensure that the CEO has
87 properly implemented his reasonable interpretations of Board policy, for the
88 Board to identify issues in the organization, to recognize and communicate the
89 success of the organization, and to inform stakeholders. The PEP Committee
90 checked the CEO’s compliance to sections one and two and marked the results as
91 acceptable or unacceptable. Global Ends (section 1) was found to be acceptable
92 with one corrective action. The environmental impact report is out of date. The
93 CEO is negotiating with USU to have it updated, as well as put those costs in the
94 next budget for approval. Global Executive Constraints (section 2) was found to
95 be acceptable. Holly Broome-Hyer asked for a motion to accept the monitoring
96 review. Ron Natali moved. Craig Wright seconded. Vote unanimous.

97
98 F. Discuss CVTD’s Board structure and size – Holly Broome-Hyer, Board Chair: A
99 brief introduction to the idea of restructuring and resizing the board. Some
100 reasons to maybe shrink the number of members. Most city councils are ten
101 members or less. Having a smaller board size would encourage more dialogue and
102 be easier to work together. The smaller cities in different areas could choose one
103 representative. Members might be more engaged and think outside the box—not
104 just about the needs of one city. At the next board meeting, Lloyd Berentzen will
105 conduct a discussion on this.

106
107 **7. General Manager/Staff Reports:**

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

121
122 B. Update on Covid-19 – Todd Beutler, CEO: Management has been meeting
123 regularly to deal with this situation. “Unprecedented” has been said a lot because
124 this is new territory. When the District reached out to the FTA we were told to

125 continue to operate. The White House has deemed public transit as critical
126 infrastructure. The District has been working with the local health department to
127 make sure that cleaning methods and sanitizers are effective. Clorox wipes and
128 hand sanitizer has been made available to employees to sanitize the areas they are
129 working in. The District has also reached out to the regional administrator in
130 Denver recently and was reassured that the District should continue to operate.
131 The FTA response has been to run service unless told by local and state health
132 officials (who work directly with the CDC) not to operate. People use public
133 transit for employment, grocery shopping, or medical services (like dialysis). The
134 District will operate, unless told otherwise. Idaho and Park City have been told to
135 shelter in place and in both instances public transit has been deemed as essential.
136 Citizens there have been told to only use transit for essential services. The District
137 has issued multiple passenger alerts regarding the coronavirus. A recent alert
138 encourages riders to use the back door on the bus, unless they need the bus
139 kneeled or the ramp, so that passengers are further away from the driver. Other
140 alerts have encouraged passengers to social distance, wash hands, etc. The District
141 continues to clean and disinfect buses daily. Some discussion on employee
142 guidelines. Clorox wipes and hand sanitizers have not been made available on the
143 bus because of the difficulty in finding supplies, so these items are kept at the
144 transit center (also so that bus drivers don't have to constantly monitor supplies to
145 keep them from being stolen). Passengers have been social distancing on their
146 own, so this hasn't had to be enforced by removing seats, etc. Bus drivers have
147 been trained to deal with seizures and other illnesses, so if the need arises they can
148 contact police or the EMT. Some discussion on ridership. Even though ridership
149 is down 60 percent, those who are riding the bus are truly dependent on it, so
150 while it doesn't look great the community service is important. If the economy
151 does start to pause or stall (especially with ridership increasing when
152 unemployment increases), the issue may instead become how does the District
153 handle the increase in ridership? There is also a dedicated group of professionals
154 running this system, so it is important to make sure they still have a paycheck so
155 that the District doesn't lose good people. It also takes several weeks to train new
156 employees. Two last items to address from the last meeting before the board chair
157 report. Late trips went up on the ridership report because the definition changed at
158 the end of 2019 from "five or more minutes past the scheduled departure time" to
159 "zero minutes," so this will be starting a new baseline. The average trip length in
160 2019 was 3.2 miles during the weekday and 2.8 miles on the weekend.

161
162 **8. Board Chair Report:**

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

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

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