

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, May 27, 2020**  
4 **5:45 pm**  
5 **Bear River Health Department**  
6 **635 South 100 East, Logan, Utah**  
7 **2<sup>nd</sup> Floor Conference Room**

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

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15 *Excused:* Patrick Jenkins

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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. David Geary moved; Gregory Shannon seconded. Vote was  
25 unanimous.  
26  
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: June 24, 2020

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32 **Board Business**

33 **5. Board Business:**

- 34 A. Presentation and consideration of the FY2019 financial audit – Mike Kidman,  
35 Partner at Jones/Simkins: Mike Kidman not present. Glen Schmidt from the  
36 budget committee presented. There were no issues. The letter to the board sums  
37 up everything well by giving an overview of the scope of work. The audit  
38 includes examining internal controls and matters specific to federal money. There  
39 were no findings. Jeannie Simmonds moved that they accept the FY2019 financial  
40 audit. David Geary seconded. No further discussion. Vote unanimous. Jeannie  
41 commented that there have been no findings as long as she has been on the board.  
42

43 B. Presentation and consideration of first quarter financials – Curtis Roberts, CFO:  
44 As it is the first quarter, there is not a lot to highlight. Parts and supplies are  
45 higher than normal. Maintenance received notice from suppliers that they were  
46 going to shut down, so routine maintenance parts were ordered ahead of time. The  
47 contracted paratransit model was discontinued; the plan is still to get buses  
48 purchased by the end of the year, but it could go to next year. The paratransit  
49 software is up and running. Other projects have been temporarily delayed due to  
50 COVID-19. Some discussion. Sales tax won't see an impact for a couple of  
51 months (due to COVID-19). Sales tax was up in March, which could be due to  
52 late February filers or from the panic buying. Sales tax from April and May will  
53 likely go down (internet purchases will insulate things somewhat). Cars and big-  
54 ticket item sales is expected to go down. Overall, sales tax will likely go down 10  
55 to 15 percent. CARES Act funding should keep service stable into the future.  
56 Additionally, the decrease in fuel prices have also benefited the District. Holly  
57 Broome-Hyer asked for a motion to accept the first quarter financials. Shaun  
58 Bushman motioned. Ron Natali seconded. No other questions. Vote unanimous.

59  
60 C. Washington and new facility update – Tim Stewart, American Capitol Group: The  
61 staff put together a tight project. These kind of projects are eighty percent right  
62 place, right time (and this is a good time). This project brings many important  
63 things to the table. The District owns the land, the land has a categorical  
64 exclusion, and the cash for the project is in hand. Having matching funds in place  
65 is important. Those they have talked to have been surprised that the District is not  
66 already storing their buses inside. More points in the District's favor are that this  
67 project is ready to go and that there are limited funding sources for the District to  
68 do a project of this size. There hasn't been any concern about the size of the  
69 request or the impact that it could have to other agencies. It is viewed as a  
70 standalone project. COVID-19 and infrastructure is also playing in this project's  
71 favor; congress has been taking a more serious stimulus approach. This project  
72 helps the District slide into the next 25-year cycle and prepare for longer-term  
73 growth in the valley. Todd Beutler commended the Board for saving for this  
74 project. Craig Wright commented that this project was started a long time ago, so  
75 the Board should help move this project forward.

76  
77 **6. General Manager/Staff Reports:**

78 A. Service Update – Todd Beutler, CEO/General Manager: COVID-19 has resulted  
79 in ridership losses across the country of 70 to 80 percent. While at the high risk  
80 level (red), passengers were encouraged to use transit for essential trips only.  
81 While at moderate risk (orange), passengers were told to stay home unless needed  
82 (not quite as restrictive as during high risk). Even during high risk, there were  
83 those who were still using the system daily. Currently in low risk (yellow),  
84 ridership is coming up slowly (uncertain if it will come up to pre-COVID-19

85 levels). Brief introduction of those on the COVID-19 response team for the  
86 District (Nicole Tuttle, Mindy Spackman, Jody Kimball, Curtis Roberts, and Todd  
87 Beutler). Background on the COVID-19 response until now. The District has been  
88 working closely with the health department, reviewing FTA guidelines, and  
89 talking to agencies across the state. The response has evolved over time (early on  
90 face coverings were not recommended, but are now). The District is still waiting  
91 for a fogging disinfecting machine and driver barriers due to demand. The District  
92 is working on putting together guidelines for each risk level (based on state and  
93 local guidelines) to educate the public moving forward. Guidelines would include  
94 recommendations about face coverings for each risk level (required for red and  
95 orange, strongly recommended in yellow, and optional in green). General  
96 discussion about COVID-19. Measures can be sustained until the end of the year.  
97 Currently USU housing is full, so students will likely be back on campus in the  
98 fall. In general, passengers have been good with the guidelines. Other modes of  
99 service are being evaluated. The District needs to be nimble and pragmatic and  
100 consider what is best for sustained vitality. The District is seeing some of the  
101 same trends as the 2008 crash. More rode public transit at that time, but this time  
102 is different because of public health concerns (so it's uncertain what will happen).  
103 The District will be moving to regular summer service on June 1.

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105 **7. Board Chair Report:**

106 A. CEO Assignment form – Holly Broome-Hyer, Board Chair: Holly presented the  
107 CEO Assignment form. There will be some modifications, but this will help board  
108 members in requesting such things as help at a city council meeting and etc.

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