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

Excused: 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 minutes and agenda. David Geary moved; Gregory Shannon 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: June 24, 2020

Board Business

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

Approved 06/24/2020
B. Presentation and consideration of first quarter financials – Curtis Roberts, CFO:
As it is the first quarter, there is not a lot to highlight. Parts and supplies are higher than normal. Maintenance received notice from suppliers that they were going to shut down, so routine maintenance parts were ordered ahead of time. The contracted paratransit model was discontinued; the plan is still to get buses purchased by the end of the year, but it could go to next year. The paratransit software is up and running. Other projects have been temporarily delayed due to COVID-19. Some discussion. Sales tax won’t see an impact for a couple of months (due to COVID-19). Sales tax was up in March, which could be due to late February filers or from the panic buying. Sales tax from April and May will likely go down (internet purchases will insulate things somewhat). Cars and big-ticket item sales is expected to go down. Overall, sales tax will likely go down 10 to 15 percent. CARES Act funding should keep service stable into the future. Additionally, the decrease in fuel prices have also benefited the District. Holly Broome-Hyer asked for a motion to accept the first quarter financials. Shaun Bushman motioned. Ron Natali seconded. No other questions. Vote unanimous.

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

6. General Manager/Staff Reports:
   A. Service Update – Todd Beutler, CEO/General Manager: COVID-19 has resulted in ridership losses across the country of 70 to 80 percent. While at the high risk level (red), passengers were encouraged to use transit for essential trips only. While at moderate risk (orange), passengers were told to stay home unless needed (not quite as restrictive as during high risk). Even during high risk, there were those who were still using the system daily. Currently in low risk (yellow), ridership is coming up slowly (uncertain if it will come up to pre-COVID-19
levels). Brief introduction of those on the COVID-19 response team for the District (Nicole Tuttle, Mindy Spackman, Jody Kimball, Curtis Roberts, and Todd Beutler). Background on the COVID-19 response until now. The District has been working closely with the health department, reviewing FTA guidelines, and talking to agencies across the state. The response has evolved over time (early on face coverings were not recommended, but are now). The District is still waiting for a fogging disinfecting machine and driver barriers due to demand. The District is working on putting together guidelines for each risk level (based on state and local guidelines) to educate the public moving forward. Guidelines would include recommendations about face coverings for each risk level (required for red and orange, strongly recommended in yellow, and optional in green). General discussion about COVID-19. Measures can be sustained until the end of the year. Currently USU housing is full, so students will likely be back on campus in the fall. In general, passengers have been good with the guidelines. Other modes of service are being evaluated. The District needs to be nimble and pragmatic and consider what is best for sustained vitality. The District is seeing some of the same trends as the 2008 crash. More rode public transit at that time, but this time is different because of public health concerns (so it’s uncertain what will happen). The District will be moving to regular summer service on June 1.

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

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