Regular Board Meeting Minutes  
Cache Valley Transit District  
Wednesday, June 24, 2020  
5:45 pm  
CVTD Administration Building  
754 West 600 North, Logan, Utah  
Electronic

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

Excused: Lloyd Berentzen and Mike Arnold

Others: Todd Beutler, Charise VanDyke, and Curtis Roberts

Regular Meeting Agenda

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

2. Opening Ceremony

3. Acceptance of Minutes: Holly Broome-Hyer asked for a motion to approve the minutes and agenda. Cecelia Benson moved; Ron Natali seconded. Vote was unanimous.

4. Approval of Agenda: Holly Broome-Hyer moved the approval of the agenda with the minutes. Vote was unanimous.

5. Next Board Meeting: TBD

Board Business

6. Board Business:
   A. Board Training – Jeannie Simmonds, Board Member: Board training on what a board is and how it works. What the responsibility is of a board member. The District’s mission statement gives the board purpose, outlines what it does, who it serves, why it exists, and gives the board a roadmap to the future. The statement of values outlines what the board believes in and stands for as a reference point. The board ensures accountability within the District and accountability for the District. The board occupies a place between the community (taxpayers) and the

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organization. The board works for the community and the CEO works for the board. The board works with the CEO to make sure they have the tools to accomplish the work of the organization. Effective board members are dedicated and committed by maintaining an unwavering interest in achieving the goals of the District, attending meetings regularly, preparing for and engaging in discussion, and working as one board. Traits of effective board members: ability to lead and influence others, candor and willingness to engage in board meetings, discuss or debate items without arrogance or disrespect, asks the hard questions, understands their role as part of the team, and knowledgeable about the District. Board members need to understand the policy governance model and support board decisions when speaking on behalf of the District.

B. Discussion on District Board structure – Craig Wright, Board Vice-Chair:
Currently, board membership is based on the number of service miles within a city or county. When the LOOP was added it increased service miles; due to state code this would require the board to expand to more than twenty members. This creates a burden on staff and becomes unwieldy. The Board executive team asked the CEO to talk with legal and get some ideas on this issue. Questions to consider: Is there a number that is too big? Is there an advantage in having a set number for the board? Is there a desire to prevent one entity from having a majority vote? Does the board want to keep membership based on service miles in cities? Or base makeup off expertise or specific constituency groups? General discussion about board size. Currently, the District is the only entity that falls under the small transit district requirements of state code. To alter the board size would require a change to state code through legislative action. Under the current code, some reduction could be made by changing the number of service miles needed for a vote by every participating council ratifying a new amount; however, the number of board members would continue to increase as service miles expand in the future. Discussion about ideas for a board restructure. Suggestions: change it so that local entities decide what the board makeup would be; create large entity (40% service miles in boundaries) and small entity board members; decide what the ideal board size would be then decide what the makeup would be to maintain that number. Additional suggestions: represent entities other than cities such as high use and dependent groups (ADA, students, etc.); have a smaller board of trustees with a working group that advises them on issues represented by different ridership groups (businesses, ADA, etc.); have individuals with certain expertise and/or those who represent local groups (schools, health centers, biking, etc.). Additional ideas: limit the number of board members and divide members according to service miles; shorten the terms of those who represent multiple cities and rotate representation between those cities. Other considerations: both ridership and accessibility should be considered in a balanced approach; advisory committees can end up in a black hole, be hard to manage, and decisions can be
made without them; if board members are rotated too frequently it can be a
disservice to long range planning as it takes a while to understand how the District
operates; those who use the service offer a valuable perspective to the board.
Board members should think over the issue and send their ideas to the Board
Vice-Chair by July 17th to compile and discuss in the August meeting. The goal
would be for the Board to try to find consensus on one or two solid ideas to take
to government officials and local representatives. From a legislative perspective,
local support is key. The legislature will also take into consideration what the
impacts to future small transit agencies, beyond the District, would be.

C. Closed Session – Discuss CEO’s performance: Holly Broome-Hyer asked for a
motion to go into closed session. Shaun Bushman motioned; Craig Wright
seconded. Vote unanimous. Session closed to discuss CEO’s performance for
possible compensation.

D. Consideration of CEO pay – Holly Broome-Hyer, Board Chair: Holly Broome-
Hyer asked for a motion to approve a 2,000-dollar performance pay lump sum for
Todd Beutler for 2019 accomplishments. Gregory Shannon moved; Ron Natali
seconded. Patrick Jenkins commented that he thinks there should be written
performance metrics for CEO compensation. Jeannie Simmonds agreed. No more
discussion. Glen Schmidt, Lyle Lundberg, Patrick Jenkins, and Paul James
opposed. Majority in favor. Motion passed.

7. General Manager/Staff Reports:
   A. Service Update – Todd Beutler, CEO/General Manager: Ridership has increased
   30 percent since the lows hit during the high COVID-19 risk level (passengers
   only used for essential trips). During the months of September and October,
   operations will be doing on/off counts, which is used to determine what stops are
   being used and if there are service modifications that need to happen. Recently, a
   vendor brought an electric bus to the yard, so that staff could examine what
   facility requirements would be needed for electric buses. Notifications about the
   facility grant are anticipated in late July or early August.

   B. Update on report to Utah Legislature’s Transportation Committee – Todd Beutler,
   CEO: The transit agencies throughout Utah (UTA, CVTD, Suntran, and Park
   City) presented to the Transportation Sub Committee about how COVID-19 has
   been affecting them and measures they’ve taken to protect employees and the
   public. The meeting helped the legislature understand what transit is doing and
   understand the need for the service. All of the thought and research that has gone
   into measures pleasantly surprised them. Discussion on driver barriers. The
   District is still in the process of getting driver barriers; they are on backorder
   because of supply chain challenges. The District would need to get a driver barrier

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to see if they could be made locally. If they could be made locally, there might be the same supply chain issues. Discussion about face coverings. It is still the policy to require face coverings in red and orange while strongly recommending face coverings in yellow. Segregating different parts of the bus (those with face coverings, those without) would be difficult as ridership increases. Because of the emotion surrounding the issue, it has led to physical altercations throughout the country; the District doesn’t want to put drivers and passengers in this situation, which is why masks have been strongly recommended during yellow instead of required. However, if the Board feels strongly about requiring masks this approach can be changed. If masks are required without enforcement, it sends a message that we don’t enforce our rules and it opens the potential for other passengers to try to enforce the rule. Management will look at the messaging that other organizations have done around face coverings and the possibility of pushing those messages to passengers.

8. **Board Chair Report:**
   A. Board Training online – Holly Broome-Hyer, Board Chair: Board members should complete their OPMA training in July.

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