Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, November 18, 2020
5:45 pm
CVTD Administration Building
754 West 600 North, Logan, Utah
Electronic

Present: Holly Broome-Hyer, Glen Schmidt, Lieren Hansen, Cecelia Benson, Jeannie Simmonds, Shaun Bushman, Jeff Turley, Paul James, Patrick Jenkins, Terrie Wierenga, Gregory Shannon, Sue Sorenson, Lyle Lundberg, Bruce Lee, and Craig Wright

Excused: Mike Arnold, David Geary, Abraham Verdoes, and Elaine Thatcher

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 October minutes and the agenda. Paul James moved; Cecelia Benson 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: December 16, 2020

5. Questions or comments from public: Art Smith commented that he listened to last month’s board meeting to hear about the tentative budget for 2021. He’s anxious to hear the outcome for the budget, as he has thoughts on how the budget has been proposed to increase even though ridership has dropped.

Board Business

6. Board Business:
   A. Consideration for adoption tentative FY2021 budget – Curtis Roberts, Administration Director: There was one calculation error for service adjustments for the LOOP, so under salaries (in expenditures) there is an additional 22,000 dollars; this is to cover a simple shift in timeframes. This was the only change that has come up since the budget was discussed in depth in October. Zions Bank

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released their November snapshot, which shows that the labor market is competitive (unemployment is about three percent). The District will still need to be competitive to hire people. The pay adjustment for bus drivers and service workers is to address this. A few things to remember. There’s 50,000 dollars in the budget to work with UDOT and USU to put a bus stop on the south side of the business building. There’s also a recommendation for 60,000 dollars for a planning consultant to examine changes in transportation. Those are the major adjustments. A few additional: the software budget has increased because of ongoing subscription fees (software is now mostly subscription) for new human resource (HR) software, driver-scheduling software, and paratransit software. The paratransit software gives these passengers the ability to schedule rides on their computer. Because of federal regulations, there is a need to track HR items in more detail, so the new software is in response to this. The driver-scheduling software is to help schedules be more flexible to attract employees; this allows the District to move away from bids to scheduling. This new software will hopefully drive more efficiencies going forward. The capital projects include starting the new building, replacing concrete that is a tripping hazard, and contingent money to replace some older equipment if it breaks. Discussion on the bike and ride project. The money for the project comes from a CMPO grant (37,000 dollars with a 3,000-dollar match from the District). The money should build between three and four bike shelters. These shelters should be located close to a bus stop and serve as a collector, i.e. someone can store their bike and access the bus. Nibley and North Logan are the top two cities being considered for this. Holly Broome-Hyer asked for a motion to adopt the FY2021 budget. Patrick Jenkins motioned; Gregory Shannon seconded. Discussion on the planning consultant. A planning consultant would help the District understand transportation needs and look at future plans to see if adjustments to service need to be made (especially in light of COVID). We want to be as efficient as we can, but still provide necessary connections for people whose only transportation is transit. Patrick Jenkins commented that he supports the budget. He recognizes that it is an increase in the budget amount, but COVID can be looked at as a reset switch. So rather than cut budgets commiserate with what happened in 2020, which is completely unpredictable, Patrick proposes that they lean forward and reinvest to make the system better in the midst of this reset. This is why the District should be investing and why this is the time to invest. No other comments. Vote unanimous.

B. Consideration for adoption District safety plan – Curtis Roberts, Administration Director: To meet federal regulations this safety plan needs to be adopted by the board. The plan incorporates a lot of what the District has already been doing with some additions to meet the federal regulations. The District has a low threshold for a safety event; for example, if two buses are going the opposite direction and the buses clip mirrors that is considered a safety event. The vast majority of

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incidents are those type of accidents; the goal for the District is no more than 14 in a year. Each accident goes through a process to evaluate if the driver needs to be retrained or if it needs to be addressed at a policy level. In other words, is it the individual or is it a systemic issue? The bulk of the plan is to address systemic problems. The safety performance target for length between safety events is about three incidents every 200,000 miles, which is a high goal compared to other systems. The management team meets regularly and works with the safety employee relations committee to identify system problems. A lot of the safety risk assessment table used to identify and rate hazards comes from federal guidelines (so the monetary scale for accidents at the catastrophic level is larger than what the District has experienced). One metric the District uses is 300:29:1—for every 300 unsafe acts, there are 29 small accidents, and 1 serious accident. A lot of time is spent preventing the 300 unsafe acts to decrease the likelihood of larger accidents. The safety risk assessment matrix helps to address incidents in the appropriate manner and at the appropriate level. Safety goals are communicated to employees; the safety targets are set and come with safety performance rewards.

Discussion about the safety plan. The hospitalization that it talks about in the safety risk assessment is more in terms of occupational illness, which is something in the District’s control (like hospitalization from fumes, etc.) and not for something like COVID. The safety performance target number (i.e. no more than 14 safety events in a year) comes from an average of such events for the District over the last five years. Occurrences hover in that range and we’re trying to improve it just a little bit—currently the District is functioning at such a high level the only way to really lower the occurrences is to change what is considered a safety event. Although the occurrences hover in this range, because of the current safety program the cost per occurrence has drastically reduced (even with the additional service miles added with the LOOP route). Holly Broome-Hyer asked for a motion to adopt the safety plan. Shaun Busman motioned; Jeff Turley seconded. No more discussion. Vote unanimous.

C. Consideration of contract for audit service – Curtis Roberts, Administration Director: The selection committee (David Geary, Patrick Jenkins, Mindy Spackman, Todd Beutler, and Curtis Roberts) got together and scored the four firms that bid. Squire & Company, out of Salt Lake City, had the best total scores. Overall, the selection committee felt that they provided the best value. They have the staff and experience to address the District’s needs. Another key factor is that they know how to analyze, see where the risks are, and identify potential exposure for the board. The proposal is to contract with them for the next five years. Patrick Jenkins added that they are the lowest priced firm in year one and the second lowest price in years two through five. He commented that they proposed a risk management system that reduces the staff’s overall time in compliance and participation with the audit. The District has had the same auditors for 20 years;
now the game plan is to look at this every five years. Discussion on the auditors.
The initial contract is for three years and then two one-year contracts; most
auditors want three years to recognize issues and to recover their costs. The price
is 14,000 dollars with a 500-dollar increase each year after. They are a long-
standing, reputable firm. Patrick Jenkins moved to accept the selection of Squire
& Company. Glen Schmidt seconded. No other questions. Vote unanimous.

D. Consideration of nominees for Board Vice-Chair – Holly Broome-Hyer, Board
Chair: Each nominee for Board Vice-Chair—Patrick Jenkins, Glen Schmidt, and
Gregory Shannon—introduced themselves. Board members voted anonymously.

7. General Manager/Staff Reports:
   A. Facility project update – Todd Beutler, CEO: There is a lot of interest in the
   facility project. A local architect’s services have been retained to be on the
   selection committee as a peer (they have no interest in the actual design); this will
   be helpful for evaluating and selecting the right firm or firms. Passengers will be
   boarding from the front door again because the new driver barriers have been
   installed. With the mask requirement and the barrier in place, drivers won’t be
   any more exposed than they were with rear door entry.

8. Board Chair Report:
   A. Holly Broome-Hyer, Board Chair: The votes have been tallied and the new Vice-
   Chair is Patrick Jenkins. Holly Broome-Hyer asked for a motion to support
   Patrick Jenkins as Vice-Chair. Cecelia Benson motioned; Glen Schmidt seconded.
   Vote unanimous.

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