

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, January 27, 2021**
4 **5:45 pm**
5 **CVTD Administration Building**
6 **754 West 600 North, Logan, Utah**
7 **Electronic**

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9
10 *Present:* Holly Broome-Hyer, Glen Schmidt, Lieren Hansen, Cecelia Benson, Jeannie
11 Simmonds, Shaun Bushman, Patrick Jenkins, Terrie Wierenga, Gregory Shannon, Sue
12 Sorenson, Lyle Lundberg, David Geary, Abraham Verdoes, Ron Bushman, Mike Arnold,
13 Paul James, and Craig Wright

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15 *Excused:* Jeff Turley

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

18
19 **Regular Meeting Agenda**

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21 1. *Call to order:* Board Chair Craig Wright
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23 2. *Acceptance of Minutes:* Craig Wright asked for a motion to approve the December
24 minutes and the agenda. Terrie Wierenga moved; Shaun Bushman seconded. Vote
25 was unanimous.
26
27 3. *Approval of Agenda:* Craig Wright moved the approval of the agenda with the
28 minutes. Vote was unanimous.
29
30 4. Next Board Meeting: February 24, 2021
31
32 5. Questions or comments from public: No questions or comments.
33

34 **Board Business**

35 **6. Board Business:**

- 36 A. Swearing in of new Board Member – Curtis Roberts, Administration Director:
37 Ron Bushman was sworn in by Curtis Roberts.
38
39 B. Present fourth quarter service report – Todd Beutler, General Manager: Ridership
40 of the previous two years was about 1.5 million; because of COVID-19 in 2020,
41 ridership was about 700 thousand. The lowest months were caused by the stay
42 home order and the service reductions put in place (because of reduced staff) from

Approved 02/24/2021

43 April 1 to June 1 (anyone 60 and over stayed home). During this time, only the
44 individuals who absolutely needed the system were riding. Numbers have
45 continued to go back up. A couple of things of interest: while overall ridership
46 was down, passenger assists stayed the same or went up. Additionally,
47 maintenance didn't go up, even though there was significant miles added with the
48 new LOOP route, which says great things about the maintenance department.
49 Drivers do a hundred percent count, to count ridership (bus drivers hit a button for
50 every passenger). Other transit systems do a sampling of seven or eight routes and
51 do an extrapolation for their ridership counts. The District has looked at possibly
52 doing automatic passenger counters in the future. The numbers are pretty
53 accurate, but not perfect. The District's record year for ridership was in 2012. It's
54 hard to know causation, as a lot of things impact people's choices, but fuel prices
55 at the time were almost four dollars a gallon and unemployment was high (around
56 seven percent). The District keeps hearing good things about the LOOP.

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- 58 C. Presentation of the CVTD knowledge base project – Patrick Jenkins, Board Vice-
59 Chair: The District has launched a new YouTube channel. The channel has three
60 purposes: to help new board members get up to speed faster; to help existing
61 board members; and for public education. Patrick is officially turning the project
62 over to Todd, but is happy to help in the future. Once there are over 100
63 subscribers, the District can get a custom URL. The channel is a great way to be
64 advocates in a different way than the Board has done before. A few videos have
65 been done about topics such as about the new facility and being zero fare. The
66 Board should be liberal in how they use this tool. It is a transparency tool to tell
67 people how the system operates and what the public should know.
- 68
- 69 D. Consideration of GM participation on ULGT Board, Resolution 2021-01 – Craig
70 Wright, Board Chair: Todd Beutler sits on the Utah Local Governments Trust (the
71 "Trust"). The Trust provides insurance for property for many places. The State
72 Auditor requires that this Board approve Todd sitting on the Trust's Board and the
73 compensation he receives to do so (\$300 per Board meeting attended and \$150 for
74 any executive meeting attended). Patrick Jenkins moved to allow and authorize
75 Todd Beutler to sit on the Trust's Board, as per Resolution 2021-01. Cecelia
76 Benson seconded. Vote unanimous.
- 77
- 78 E. Consideration of General Manager Compensation – Craig Wright, Board Chair:
79 Craig Wright summarized the key points of what was talked about at the previous
80 board meeting. Additionally, the executive team examined the monitoring report
81 and the accomplishments of the General Manager of the last year, including
82 adapting to the pandemic and the 18 million dollar grant awarded to the District.
83 The Board can consider a proposal of a two percent pay increase, which is just
84 slightly over the midpoint. Given the General Manager's experience, it is an

appropriate place to be. Opened for discussion. Shaun Bushman commented that he has no problems with a two percent increase, but he wants to do a 1.4 percent increase because of the data and research projections he and the compensation team put together. Patrick Jenkins commented that he applauds the work that was done, but in looking at the benchmarks, both locally and nationally, there is no clear consensus on what it should be. Data brings some baseline in fact, but the District's uniqueness also brings an element of subjectivity. Patrick proposed that all of the great work of the compensation team should be acknowledged, but that the Board also acknowledge the uniqueness of the District and bump it up to two percent. He also proposed that the Board develop concrete metrics for this conversation in the future. Patrick motioned to accept the cost of living adjustment (COLA) for the CEO of two percent. Gregory Shannon seconded. Further discussion. Ron Bushman commented that while the CEO's compensation might look high for the valley, it is not high for the industry; he works in transit and they are doing a 2.5 percent increase this year for their employees. Discussion about the metrics. The 1.4 percent number came from an average of Utah State, Cache County, and Logan City. A performance award could be a better way to recognize exceptional circumstances than a COLA adjustment. Patrick Jenkins called for a vote. Those who were in favor: David Geary, Glen Schmidt, Patrick Jenkins, Cecelia Benson, Sue Sorenson, Ron Bushman, Craig Wright, Mike Arnold, Holly Broome-Hyer, Lieren Hansen, Gregory Shannon. Those who were opposed: Abraham Verdoes, Jeannie Simmonds, Lyle Lundberg, Shaun Bushman, Terrie Wierenga, Paul James. Motion passed.

7. General Manager/Staff Reports:

- A. CVTD's Community Impact campaign – Todd Beutler, CEO: Two videos that will be running for the community impact campaign were shown (videos will run on social media and TV). The campaign will show the impact CVTD has on the community.
- B. Triennial Review – Todd Beutler, CEO: The Triennial Review was supposed to happen in 2020, but was delayed due to COVID-19. Every review, the FTA has areas that they focus on; this time the focus is on discrimination and areas of fairness (such as Title VI, EEO program, and handling complaints). It has not been completed, but they gave some initial indications that the District needs to hire an additional staff member to do these things at the level they would like to see. There will probably be findings this Triennial Review. This isn't a concern as the review is meant to help identify areas for the District to improve. Typically there are anywhere between three and seven findings every review, but there might be a few more this time. This is just an update on where the process is at; the final review will be brought to the Board when it is completed. Quick update on the facility. The District is in final negotiations with the design team. A local

127 architect was hired to sit on the selection committee to help with the process of
128 selecting a design team. David Geary and Gregory Shannon will be sitting on the
129 selection committee for hiring the contractor; this process is still a few weeks
130 away. Hopefully, the contractor will be hired by the end of April.
131

132 **8. Board Chair Report:**

133 A. Craig Wright, Board Chair: One focus going forward is to get in touch with local
134 leaders, both informally and formally, as much as possible to help them
135 understand what CVTD is all about. Board members who want to volunteer to
136 help with this should let Craig know.
137

138 **9. Adjourn:** Board Chair Craig Wright adjourned the meeting.