

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, March 24, 2021**
4 **5:45 pm**
5 **Logan City Hall**
6 **290 North 100 West, Logan, Utah**
7 **City Hall Conference Room**

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

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15 *Excused:* Lyle Lundberg

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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 Craig Wright
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23 2. *Acceptance of Minutes:* Craig Wright asked for a motion to approve the February
24 minutes. David Geary moved; Gregory Shannon seconded. Vote was unanimous.
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26 3. *Approval of Agenda:* Craig Wright asked for a motion to approve the agenda. “City
27 Council Discussions” added to the agenda (item number 6D). Patrick Jenkins moved;
28 Holly Broome-Hyer seconded. Vote was unanimous.
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30 4. Next Board Meeting: April 28, 2021
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32 5. Questions or comments from public: No comments or questions.

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34 **Board Business**

35 **6. Board Business:**

- 36 A. Automatic Vehicle Location updates for buses – Abraham Verdoes, Board
37 Member: This is a brief introduction to the issue to give staff more time to look
38 into it. There has been some feedback online about the bus location not being
39 accurate on the app. Todd Beutler gave some background information on the
40 issue. The GPS location data comes from the two-way radio system; this data is
41 used by the third party apps. One challenge is that the radio system has priority
42 over the GPS location, so it pauses the location of a vehicle (while the radio is

Approved 04/28/2021

being used) until the channel clears. This delay can be further extended by the sync cycle of different apps (an additional 30 seconds or so). Because of the success of the Loop routes, the demand might be there for a dedicated app and GPS location service provided through cellular vs radio. This issue can be discussed further in a later board meeting.

- B. Consideration of fund balance assignment – Glen Schmidt, Budget Committee Chair: The budget committee reviewed the numbers from last year. The fund balance ended at about 10.9 million for the year. The budget committee is recommending that 9.3 million be assigned. Five million dollars would be for the match for the new facility's grant and 4.3 million dollars for buses and equipment in the next couple of years. A fund assignment doesn't mean that the money can't be used for anything else; it can be changed if needed. The board is just required to do this formally. Jeannie Simmonds made a motion to assign 9.3 million dollars of the fund balance for the year 2021. Dave Geary seconded. Vote unanimous.
- C. Board Committees and Assignments – Holly Broome-Hyer, Past Chair: The executive committee is reintroducing committees to the board to structure the board's work. These committees research and counsel the board on various issues, so that an educated decision can be made. This is an opportunity for board members to be involved; the executive committee will be contacting board members with an assignment.
- D. City Council Discussions – Patrick Jenkins, Board Vice-Chair: Meetings with city council members and city council presentations have been in an effort to build relationships with these stakeholders. The District is a support entity. As cities build their master plans, hopefully the District can be part of that strategic cooperative. Jeff Turley and Shaun Bushman participated in meetings with their cities (as they were available) and were valuable assets to those efforts. Ideally, all board members can play a role in these meetings. The questions have not been the same for any group; everyone just wants to understand where their investment is going and if the District is delivering.
- E. Presentation on new facility by Stantec and Design West – Craig Wright, Board Chair: Merlin Maley, principle project manager with Stantec, gave the presentation. Safety starts with the master plan. If it is not efficient and not functional, organizations will fight the setup for years to come. Taking care of the needs of the organization and evaluating the setup for the location will improve safety and save money in labor costs. Stantec has worked with 300+ different sites in both the US and Canada and have an in depth understanding of facilities for transit. Design solutions are creative, innovative, and sustainable with function,

efficiency, and safety-first planning. The core team is made up of Merlin Maley (Principal Project Manager, Stantec), Kent Kraven (Deputy Project Manager, Design West), Jonathan Flager (Design Manager, Stantec), Jared Weismantel (Lead Architect, Stantec), and Barb Berastegui (Lead Designer, Stantec). All have ten years or more of experience in their fields. Design West is the oldest design firm west of the Mississippi. Stantec and Design West will work together on the project management and lead a team made up of engineers (structural, electrical, mechanical), fueling designers, etc. The steps for the project approach are pre-design & data collection, master plan & concept design, schematic design, design development, contract documents, and bid, permit, construction. Most cost decisions are best made early in the process. Programming is being made out to 2050. Next week, the amount of space needed will be drafted during the charrette process. As the process progresses, if the budget versus the desired scope starts to become a challenge, what needs to be phased will be examined. The key is to build a facility so that it is not a challenge to those who come after. The schematic design is anticipated to be finished towards the end of the year. After this comes the design and tightening of the specs. Breaking ground for the new facility is expected to be in April or so of next year. The iterations in the charrette process will produce a preferred concept (completed by the end of next week). Many things need to be taken into consideration if the District is planning for zero emission buses, such as impact to utility grid, substation on site, etc. If it is not planned for now, but for the future, considerations need to be taken into how it would be implemented because of the planning needed. Where the District will be in 2050 will be very different from where we are at now, so it is important to know your goals, values, and vision. According to the Design 2 Thrive that was put together, the priorities are ranked as Wellbeing, Ecosystems, Vision, Materials, Elements, and Resiliency (not the final priorities yet, but presented for initial discussion). This diagram changes for different places and helps to prioritize where investments are placed. Specific considerations are taken for cost control, such as looking at recent regional projects that are similar, anticipating soft costs, having an independent third party review the project, etc. The communication management and quality control process creates accountability, encourages coordination of information, and promotes proactive vs reactive communication. Discussion about the process for determining the priorities in Stantec's Design 2 Thrive model. There was a three and a half hour discussion with the staff executive team about the different needs and priorities for the new building. Staff referred to the priorities the board had identified in the survey; there was alignment through the course of the discussion. Using an interactive exercise (associating different needs to their priority category and tallying up the points for each), helped to identify the priority areas that had risen to the top. Discussion about renewable energy and the ecosystem. The focus could be on energy efficiency first with the goal to transition to being net zero in the future.

127 Things can be added in the future as the budget allows; the key is to have
128 infrastructure in place to add these things later. Appropriate considerations for the
129 bioswale and the environmental needs of the location will be part of the process.
130 Discussion about the master planning process. Part of the process is right sizing
131 the facility, so it is not too small the day it is moved into. Phasing a building takes
132 into consideration the amount of time between phases and the placement of the
133 additions. The transit industry is changing fast, so the goal is to make it as
134 functional as possible and able to meet demands. Discussion about the board
135 survey. The survey results were examined as part of the process to develop the
136 Design 2 Thrive priorities. These priorities were driven off the response from the
137 board, even though the terminology used in the survey isn't reflected perfectly in
138 the Design 2 Thrive model.

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- 140 F. Consideration of new facility goals and priorities – Craig Wright, Board Chair: A
141 memo with the goals for the new facility was sent with the board packet. The
142 goals help the staff to manage the project within the budget when competing
143 interests or project constraints arise. The goals will serve as a guidepost.
144 Discussion about the project goals. Shaun Bushman asked that the timeframe in
145 the goals be updated to “80 construction weeks” to clarify that timeframe.
146 Functionality (the top priority identified in the board survey) has absolutely been
147 considered and is reflected in the priorities and project goals. The new facility will
148 be a place that people enjoy to work, but not extravagant. Goals could be updated
149 or reorganized if desired. It is still early in the process (day two of a three-year
150 process). Craig commented that with 19 board members nothing would get done,
151 which is why the board empowered management to tackle this project. Craig
152 Wright asked for a motion. Jeannie Simmonds motioned to approve the goals as
153 stated by the staff, as the initial overarching goals, to be updated as the project
154 moves forward (change to clarify timeframe included in the motion). Gregory
155 Shannon seconded. No additional questions or discussion. Vote unanimous.

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- 157 7. **Adjourn:** Board Chair Craig Wright adjourned the meeting.