Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, April 28, 2021
5:45 pm
Logan City Hall
290 North 100 West, Logan, Utah
City Hall Conference Room

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

Excused: Sue Sorenson and Lyle Lundberg

Others: Todd Beutler, Charise VanDyke, and Curtis Roberts

Regular Meeting Agenda

1. Call to order: Board Chair Craig Wright

2. Acceptance of Minutes: Craig Wright asked for a motion to approve the March minutes and agenda. Paul James moved; Gregory Shannon seconded. Vote was unanimous.

3. Approval of Agenda: Craig Wright moved the approval of the agenda with the minutes. Vote was unanimous.

4. Next Board Meeting: May 26, 2021

5. Questions or comments from public: No comments.

Board Business

6. Board Business:
   A. Report from US Congressman Blake Moore – Craig Wright, Board Chair:
      Congressman Blake Moore spoke about a funding request that has been submitted, so that the District can upgrade to CAD/AVL technology; the request also includes purchasing vehicles that are able to deliver a different type of service. Congressman Blake Moore and staff were able to submit the congress direct funding request for this project. It’s exciting for the congressional team to be supportive and productive for their constituents. It will take a few months to
hear back (by August or September hopefully). There’s been a lot of hard work
going on in D.C. Good bipartisan relationships are being built and the previous
congressman left good continuity to work from.

B. Presentation of FY2020 Financial Audit – Matt Geddes, Squire & Company: The
financial statements are the accumulation of the staff’s work throughout the year.
The auditors come in and independently evaluate these financial statements. In
Squire & Company’s opinion, the balances, activities, and other information
contained within the financial statements can be relied on. The board can trust this
information to make decisions. The financial statements are also compliant with
government auditing standards (page 27). No material weaknesses or lacks in
financial controls were identified. Federal funding requires that auditors select a
few to review and see if they meet compliance for that funding; compliance
requirements were met. The state auditor’s office also requires specific
compliance requirements, which are in addition to the general compliance
requirements that auditor’s examine. Overall, no material weaknesses were
identified. It was a very clean audit. Opened for discussion. Working with the
auditors has been a good experience; they brought a fresh perspective, as well as
new ideas and challenges. The audit was done a month early because of some
conflicting dates with the new facility. There were some unique trends in 2020,
which resulted in some variance within the operation’s budget (page 22). One of
those trends was fuel prices staying low. Another variance was caused by having
trouble filling job positions. Some turnover is expected, but the District has not
been able to fill those positions. Discussion about the circumstances around this
variance. It is a challenging hiring environment for everyone right now (local,
state, and even nationwide). The District wants to fill positions; there are four
full-time bus driver positions open and that has created challenges. Discussion
about the hiring situation. These hiring difficulties have been building for a while,
but the issue has compounded with the current environment. The unemployment
rate is 2.6 percent, which is low. The participation rate is good at 67 percent
(lower than the 70 percent that Utah has been at), but still around the national
average of 64 percent. The additional unemployment pay from the COVID-19
stimulus could be adding to the labor shortage. In addition, in comparison with
past trends, there’s been some reduced participation in the labor market while
individuals are in school. Additionally, some businesses in the valley have been
growing and hiring like crazy. Boosting ads and other methods that have been
successful in the past are less successful now. Discussion about service impacts.
To meet service with a decreased labor force, the District has reduced frequency
on the Loop during different times of day (only two buses instead of three).
Dispatch and operations supervisors have also been going out and driving (which
has affected customer service and other things like less training). A combination
of things have been utilized so that the core routes haven’t been affected. In the
coming weeks core service might be impacted. The issue is still being talked through; if there are changes, the information will be pushed out through social media and posted on the website. Frequency of service would be cut down first (going from a half hour frequency to an hour frequency) and a possible reduction to Saturday service, to avoid cutting service to a community.

C. Discussion of new facility goals – Craig Wright, Board Chair: Last month’s meeting left some confusion about what the new facility goals should be, so they were put together in the way the board gave them in the survey. These goals are important because the design team and staff use these directions for when money is tight. Opened for discussion. A NET ZERO ready facility means that the infrastructure will be in place, so that the District can work towards a facility that can sustain its own electric consumption. There was a lot of miscommunication in the last meeting; hopefully these goals resolve those concerns. The management goals have been organized under the board goals. Any conflicts with the goals need to be resolved quickly because as the process proceeds forward, things become harder to change. Craig Wright, board chair, asked that board members bring any concerns about the facility priority/goals sheet to the general manager in the next couple of weeks; the general manager would then work with the board executive committee to determine if anything needed to be brought back to the board for ratification.

7. General Manager/Staff Reports:
   A. First quarter service report – Todd Beutler, CEO: March 13 is when the pandemic started to shut things down; this is reflected in the ridership numbers. From those numbers, ridership started to climb back up through 2020. Now ridership is between 2500 and 3500 trips per day; pre-pandemic it was about 5500 to 6500 trips a day, so ridership is coming back up. If the university comes back in session with students on campus, those numbers could continue to climb. There has been a lot of success with the Loop routes overall. The frequency of the Loop has dropped from 12 minutes to 15 to 20 minutes (because of the staffing challenges), which people have been commenting on more lately (this shows that people are using and understanding the new service). Paratransit numbers are starting to climb again (they’re getting to pre-pandemic levels). Discussion about ridership. Ridership per revenue hour has dropped, but wheelchair riders have gone up so that is a core rider group that has not changed. The variation in the missed trips number looks like a formula error; the general manager will look into it and report back.

   B. Update on vehicle location and other technology – Todd Beutler, CEO: The District is looking to upgrade our system with CAD/AVL technology (this is part of the funding request mentioned earlier). Currently, the information that Google
maps uses is static (a published schedule), which can be wrong by ten minutes. However, if the District can upgrade to the format that Google and Apple uses (using CAD/AVL technology), they will actually put it into their feed and show buses in real time. This upgraded data will also make it easier for third party developers to work with to develop apps. The real time tracking will be great for the Loop routes. Included in this technology is also an auto passenger counter; this would give the District ridership numbers associated with particular areas, which will be helpful for long term planning. Overall, this gives the District more tools to utilize from a planning perspective. The staff is currently looking at different vendors; hopefully, a system will be implemented by June of next year.

8. **Board Chair Report:**
   A. Craig Wright, Board Chair: The first meetings for the new committees are being organized. Thanks to the board members who have been participating in the meetings with the local leaders.

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