

1                                   **Regular Board Meeting Minutes**  
2                                   **Cache Valley Transit District**  
3                                   **Wednesday, April 28, 2021**  
4                                   **5:45 pm**  
5                                   **Logan City Hall**  
6                                   **290 North 100 West, Logan, Utah**  
7                                   **City Hall Conference Room**

8  
9  
10       *Present:* Holly Broome-Hyer, Lieren Hansen, Cecelia Benson, Jeannie Simmonds, Shaun  
11       Bushman, Patrick Jenkins, Terrie Wierenga, Gregory Shannon, David Geary, Abraham  
12       Verdoes, Mike Arnold, Mary Barrus, Jeff Turley, Ron Bushman, Paul James, Glen  
13       Schmidt, and Craig Wright

14  
15       *Excused:* Sue Sorenson and Lyle Lundberg

16  
17       *Others:* Todd Beutler, Charise VanDyke, and Curtis Roberts

18  
19       **Regular Meeting Agenda**

- 20  
21       1. *Call to order:* Board Chair Craig Wright  
22  
23       2. *Acceptance of Minutes:* Craig Wright asked for a motion to approve the March  
24       minutes and agenda. Paul James moved; Gregory Shannon seconded. Vote was  
25       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: May 26, 2021  
31  
32       5. Questions or comments from public: No comments.

33  
34       **Board Business**

35       **6. Board Business:**

- 36       A. Report from US Congressman Blake Moore – Craig Wright, Board Chair:  
37       Congressman Blake Moore spoke about a funding request that has been  
38       submitted, so that the District can upgrade to CAD/AVL technology; the request  
39       also includes purchasing vehicles that are able to deliver a different type of  
40       service. Congressman Blake Moore and staff were able to submit the congress  
41       direct funding request for this project. It's exciting for the congressional team to  
42       be supportive and productive for their constituents. It will take a few months to

Approved 5/26/2021

43 hear back (by August or September hopefully). There's been a lot of hard work  
44 going on in D.C. Good bipartisan relationships are being built and the previous  
45 congressman left good continuity to work from.

46  
47 B. Presentation of FY2020 Financial Audit – Matt Geddes, Squire & Company: The  
48 financial statements are the accumulation of the staff's work throughout the year.  
49 The auditors come in and independently evaluate these financial statements. In  
50 Squire & Company's opinion, the balances, activities, and other information  
51 contained within the financial statements can be relied on. The board can trust this  
52 information to make decisions. The financial statements are also compliant with  
53 government auditing standards (page 27). No material weaknesses or lacks in  
54 financial controls were identified. Federal funding requires that auditors select a  
55 few to review and see if they meet compliance for that funding; compliance  
56 requirements were met. The state auditor's office also requires specific  
57 compliance requirements, which are in addition to the general compliance  
58 requirements that auditor's examine. Overall, no material weaknesses were  
59 identified. It was a very clean audit. Opened for discussion. Working with the  
60 auditors has been a good experience; they brought a fresh perspective, as well as  
61 new ideas and challenges. The audit was done a month early because of some  
62 conflicting dates with the new facility. There were some unique trends in 2020,  
63 which resulted in some variance within the operation's budget (page 22). One of  
64 those trends was fuel prices staying low. Another variance was caused by having  
65 trouble filling job positions. Some turnover is expected, but the District has not  
66 been able to fill those positions. Discussion about the circumstances around this  
67 variance. It is a challenging hiring environment for everyone right now (local,  
68 state, and even nationwide). The District wants to fill positions; there are four  
69 full-time bus driver positions open and that has created challenges. Discussion  
70 about the hiring situation. These hiring difficulties have been building for a while,  
71 but the issue has compounded with the current environment. The unemployment  
72 rate is 2.6 percent, which is low. The participation rate is good at 67 percent  
73 (lower than the 70 percent that Utah has been at), but still around the national  
74 average of 64 percent. The additional unemployment pay from the COVID-19  
75 stimulus could be adding to the labor shortage. In addition, in comparison with  
76 past trends, there's been some reduced participation in the labor market while  
77 individuals are in school. Additionally, some businesses in the valley have been  
78 growing and hiring like crazy. Boosting ads and other methods that have been  
79 successful in the past are less successful now. Discussion about service impacts.  
80 To meet service with a decreased labor force, the District has reduced frequency  
81 on the Loop during different times of day (only two buses instead of three).  
82 Dispatch and operations supervisors have also been going out and driving (which  
83 has affected customer service and other things like less training). A combination  
84 of things have been utilized so that the core routes haven't been affected. In the

85 coming weeks core service might be impacted. The issue is still being talked  
86 through; if there are changes, the information will be pushed out through social  
87 media and posted on the website. Frequency of service would be cut down first  
88 (going from a half hour frequency to an hour frequency) and a possible reduction  
89 to Saturday service, to avoid cutting service to a community.

- 90
- 91 C. Discussion of new facility goals – Craig Wright, Board Chair: Last month’s  
92 meeting left some confusion about what the new facility goals should be, so they  
93 were put together in the way the board gave them in the survey. These goals are  
94 important because the design team and staff use these directions for when money  
95 is tight. Opened for discussion. A NET ZERO ready facility means that the  
96 infrastructure will be in place, so that the District can work towards a facility that  
97 can sustain its own electric consumption. There was a lot of miscommunication in  
98 the last meeting; hopefully these goals resolve those concerns. The management  
99 goals have been organized under the board goals. Any conflicts with the goals  
100 need to be resolved quickly because as the process proceeds forward, things  
101 become harder to change. Craig Wright, board chair, asked that board members  
102 bring any concerns about the facility priority/goals sheet to the general manager in  
103 the next couple of weeks; the general manager would then work with the board  
104 executive committee to determine if anything needed to be brought back to the  
105 board for ratification.

106

107 **7. General Manager/Staff Reports:**

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

- 123
- 124 B. Update on vehicle location and other technology – Todd Beutler, CEO: The  
125 District is looking to upgrade our system with CAD/AVL technology (this is part  
126 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.