

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, August 25, 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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9
10 *Present:* Holly Broome-Hyer, Lieren Hansen, Jeannie Simmonds, Shaun Bushman,
11 Patrick Jenkins, Terrie Wierenga, Gregory Shannon, Mary Barrus, Jeff Turley, Mike
12 Arnold, Ron Bushman, David Geary, Paul James, Glen Schmidt, Sue Sorenson, and Lyle
13 Lundberg

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15 *Excused:* Craig Wright, Cecelia Benson, and Abraham Verdoes

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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 Vice-Chair Patrick Jenkins
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23 2. Pledge of Allegiance
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25 3. *Acceptance of Minutes:* Patrick Jenkins asked for a motion to approve the June
26 minutes and agenda. Dave Geary moved; Terrie Wierenga seconded. Vote was
27 unanimous.
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29 4. *Approval of Agenda:* Patrick Jenkins moved the approval of the agenda with the
30 minutes. Vote was unanimous.
31
32 5. Next Board Meeting: September 22, 2021
33
34 6. Questions or comments from public: No comments or questions.
35

36 **Board Business**

37 7. **Board Business:**

- 38 A. Art in Transit Program – Aurora Villa, Program Director: The Art in Transit
39 program started after Aurora spent some time in Arizona as a visiting artist; they
40 had a similar program there and she wanted to bring it back with her. The
41 program started small in 2011-2012 with one art teacher and has grown from
42 there. It started with placards inside the buses and grew to include art wrapped

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43 onto the outside of the buses. CVTD has been generous to donate the bus wraps
44 on the outside of the buses with local businesses sponsoring the inside placards.
45 Funding has also come from grants. A visiting artist works with classes on their
46 art; the program is even integrated with other classes such as writing and math.
47 The program has also received the Sorenson Legacy Foundation Award. The last
48 time Art in Transit was held was before COVID hit; the theme was women who
49 have impacted their life. The first bus wrap was installed in 2013; at one point,
50 there were both large bus and small bus wraps. Less high school students were
51 submitting for the bus wrap competition, so it has shifted to younger students. The
52 themes for the bus wraps are generally “bringing communities together” or “share
53 the air.”

54
55 B. Consideration of Board Policy Manual Update Section 3 – Jeff Turley, Policy
56 Committee Member: Over the past several months, work has been done to
57 condense the policy manual and make it easier to read. Sections 1 and 2 have been
58 finished and approved; now the Policy Committee is submitting Section 3 for
59 Board approval. The Policy Committee has done its best to make it
60 comprehensive and hit the needed points without the fluff. Opened for discussion.
61 No questions. Jeff Turley motioned to approve the new Section 3 for the policy
62 manual. Gregory Shannon seconded. Vote unanimous.

63
64 C. Facility Update, General Contractor Selection – David Geary, Selection
65 Committee Member: There are three different approaches for project delivery on
66 a building: traditional design bid build, design-build, and CMGC. With the first
67 method, there is no overlap between design and construction. The design-build
68 method has some overlap. The District decided to go with a Construction
69 Manager General Contractor (CMGC) build, which has the most collaboration
70 between design and construction out of the three methods. It shortens the amount
71 of time for the project and is an overall less expensive and higher quality product.
72 Those who were on the selection committee for the construction company were
73 two board members, three architects (two from this project, as well as another
74 architect to serve as an independent expert), and the District management team.
75 Those on the selection committee scored each proposal. Then the three
76 construction companies with the highest score were interviewed. It was a rigorous
77 process. Selection was not based on the lowest bid—rather on best value
78 (expertise, pre-construction process, and price). After scoring, and a lot of
79 conversation, the committee selected Big-D Construction. Discussion about the
80 selection process. Even if a company had a lower bid, it doesn’t mean that they
81 would be able to deliver it at the price they said. Big-D had more expertise and
82 had done three similar projects, where the others had only done one. Overall, Big-
83 D Construction scored the highest out of all the companies.

85 D. Update on service alternatives planning process – Lieren Hansen, Planning
86 Committee Chair: The steering committee has met a few times with the
87 consultants (Kimley-Horn) and the staff from the cities served by the District.
88 Cache County is combining their first mile/last mile survey with the District's
89 service alternatives survey. First mile/last mile looks at access to transit with the
90 purpose of eliminating barriers to bus stops. The consultant has put together three
91 service alternatives (for the Island, Cliffside, River Heights, Providence, Millville,
92 and Nibley); the District will be getting input on these alternatives with the survey
93 that will be going out. Overall, these service alternatives are looking to provide a
94 more efficient service to areas where there hasn't been much ridership in past; one
95 service alternative being examined is on-demand service. The combined survey
96 (first mile/last mile and service alternatives) will be going out in September; the
97 results will be presented in October. Discussion about service alternatives. On-
98 demand service is flexible and can be combined with other types of service; it is
99 another tool in the toolbox for service delivery. An on-demand service can pick
100 up a passenger at a stop and transfer them to a fixed-route service; this type of
101 service works better with urban sprawl and usage tends to go up. It is possible to
102 scale back up to a fixed-route service as demand goes up. Smaller vehicles can be
103 used to provide this service.

104
105 E. Presentation of second quarter financials – Glen Schmidt, Budget Committee
106 Chair: Everything seems to be running okay. Sales tax is running higher than last
107 year. Glen asked Curtis Roberts to explain. Sales tax is tracked month to month;
108 the District is seeing a 29 percent difference, which is astronomical (although
109 many cities are seeing these type of numbers). It is likely a number of factors,
110 including stimulus money and larger than normal tax returns. Last year the bump
111 in sales tax was due to internet sales. Usually a good year is a year with a 6 to 9
112 percent increase, so 29 percent is high. Discussion about sales tax for the next
113 budget. Next year will likely not see this large of an increase, but projections are
114 kept conservative. Buses have been purchased; the amount was slightly higher
115 than projected. Fuel prices have gone up; they were low the first part of the year
116 and have since jumped up (Curtis is keeping an eye on it). The bus stop at the
117 university is under construction; it will be done soon and under use.

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119 **8. General Manager/Staff Reports:**

120 A. Employee applicant pool update, impacts on service – Nicole Tuttle, HR
121 Manager: It has been about 60 days, since staff came in June to ask for help with
122 the staffing situation. There has been a significant increase in job applications (51
123 job applications for 4 job postings); this amount of applications is about the
124 amount of two years previous. The quality of applications has increased as well.
125 The District has been able to fill the full-time driver positions and the mechanic
126 position. The part-time positions haven't been filled yet, but will likely be filled

soon. Gregory Shannon asked how the current employees have responded to the pay increase; turnover has gone from 31 percent to 5 percent and morale has gone up, which improves the way employees present CVTD to the community.

B. Update on tour of Summit County's on-demand service – Todd Beutler, CEO/GM: Summit County started a zero fare, on-demand service in May of this year. The area is very rural and they have started to serve areas that weren't served with the previous fixed route service. They've seen quite a bit of success. There was a lot of public concern about the transition from fixed-route to on-demand, but now the feedback is overwhelmingly positive. It was a great learning opportunity for District staff to go and look behind the curtain; the District can use applicable parts of the Summit service as a model. Comparing a deviated fixed-route model (a passenger requests to be dropped at a location not on the normal route) to an on-demand model, Kimley-Horn says that on-demand is best. Staff is trying to say current in the industry and get exposure to other systems. Discussion about the service. Summit County is doing between 350 and 500 trips a day. On-demand service is a ridesharing service similar to a paratransit service.

C. Update on Intelligent Transportation Systems – Todd Beutler, CEO/GM: This is a new technology system; it is a lot more than just an app. There is a voice annunciator for stops (for the visually impaired), a sign in the bus (for the hearing impaired), and automatic passenger counters (currently, drivers have to manually count passengers). From a planning perspective the passenger counters will really help; staff can see the locations where the route is being used every day of the week (hot zones can be identified). With numbers that are more accurate, fixed-route service can be adjusted to where it will be the most effective, with on-demand service elsewhere. The District is currently looking at providers and a request for proposals has been released. Representative Moore put in a congressional spending request to fund vehicles and this new system months ago; things have gone slowly in D.C. Initially, staff was looking to deliver this service in March, but waiting on federal dollars might make implementation later in the year around June. Discussion about passenger counts. Knowledge about where routes are underutilized has come from talking to drivers and a sampling done about every three years; so passenger counters will be an excellent planning tool. The sampling done for the National Transit Database (NTD) uses a formula to extrapolate how far people are traveling. The formulas used by the NTD determines certain funding.

D. FY 2022 budget priorities and process review – Curtis Roberts, Administrations Director: Going through and highlighting key points from the current year budget successes and next year's budget priorities. The wage adjustment made a big difference; the District was able to scale service back up before school started.

The safety program is working well; insurance claims are down. Work on the facility is moving forward; both an A&E firm and a Construction Manager/General Contractor for the new facility has been selected. Specific designs with cost estimates are pending. The District took delivery of four 35-foot buses and two paratransit buses; money is lined up through 2024 for buses. Highlighting a few budget priorities for next year. Employees continue to be the District's biggest asset in a lot of ways, so it remains important to be competitive in the market (to maintain adequate staffing). Also, management is looking to add one full-time position, a scheduling coordinator. With scheduling taken care of, it can free up operations supervisors and dispatchers for other duties. If the District goes with any service alternatives, there is the potential need to add one additional position of an on-demand/paratransit scheduler. Next year there will be more buses to replace (8 large and 2 small). There is also an Intelligent Transportation System to implement; there is a possibility that there won't be enough information to make a decision, so it could involve a budget amendment. Safety continues to be a priority; the District wants to continue the current safety program. Public education and outreach continues to be a priority; community support is key, so continuing the Board's outreach is important. The budget workshops for board members will be held in October. A tentative budget needs to be passed in November with a final budget passed in December. The staff really appreciates the Board's input on the budget process.

9. Board Chair Report:

- A. Report on employee BBQ – Holly Broome-Hyer, Executive Committee Member:
It was good to connect with employees and their families. There was great feedback from the employees after the event; they appreciated it and enjoyed the face time with the board. The BBQ hadn't been put in budget this year, so it could not have been held without the Board forgoing their Christmas social.
- B. Report on elected officials' bus rodeo – Patrick Jenkins, Vice-Chair: The Bus Rodeo occurred on one of the only days it's rained this summer. In spite of that, there was good board and elected official attendance. The reason for the good attendance, in spite of bad weather, was the outreach and the conversations that have taken place. It was a good opportunity to engage elected officials.

10. Adjourn: Board Vice-Chair Patrick Jenkins adjourned the meeting.