Regular Board Meeting Minutes  
Cache Valley Transit District  
Wednesday, December 15, 2021  
5:45 pm  
Logan City Hall  
290 North 100 West, Logan, Utah  
City Hall Conference Room

Present: Craig Wright, Patrick Jenkins, Holly Broome-Hyer, Cecelia Benson, Lieren Hansen, Shaun Bushman, Terrie Wierenga, Sue Sorenson, Ron Bushman, Paul James, Glen Schmidt, Jeff Turley, Mary Barrus, Abraham Verdoes, and Lyle Lundberg

Excused: Mike Arnold, David Geary, Gregory Shannon, and Jeannie Simmonds

Others: Todd Beutler, Charise VanDyke, and Curtis Roberts

Regular Meeting Agenda

1. Call to order: Board Vice-Chair Patrick Jenkins

2. Pledge of Allegiance

3. Acceptance of Minutes: Patrick Jenkins asked for a motion to approve the November minutes and agenda. Shaun Bushman moved; Terrie Wierenga seconded. Vote was unanimous.

4. Approval of Agenda: Patrick Jenkins moved the approval of the agenda with the minutes. Vote was unanimous.

5. Next Board Meeting: January 26, 2022

6. Questions or comments from public: No questions or comments.

Board Business

7. Board Business:
   A. Public Hearing on FY 2022 budget: Patrick Jenkins asked for a motion to open the budget for public discussion. Paul James motioned; Terrie Wierenga seconded. Vote unanimous. Curtis Roberts summarized the changes between the tentative and the final budget. A formula error was found that didn’t include some of the benefits, so it has been adjusted up by $32,000 (this fixed all the formula errors that staff could find). Some additional federal funding is available, so there

Approved 01/26/2022
is funding to cover this adjustment. No questions or further discussion. Glen Schmidt motioned to close the public hearing. Cecelia Benson seconded. Vote unanimous.

B. Consideration for adoption FY2022 budget – Curtis Roberts, Administration Director: Glen Schmidt motioned to adopt the FY 2022 budget as presented. Holly Broome-Hyer seconded. Vote unanimous.

C. Consideration of Fraud Risk Assessment – Curtis Roberts, Administration Director: Each year the state auditor requires that all entities that receive public funds prepare a fraud risk assessment and present that to their board. Its purpose is to provide assurances that risk for fraud has been minimized. It looks at the policies and procedures that are in place. The assessment actually doesn’t capture everything that the District does to prevent fraud, but it is a good benchmark. According to the assessment, the District is in the “low” range of fraud risk. The District has other fraud controls in place that are not covered by the assessment. This is why time hasn’t been invested in a couple of the other items on the assessment to take it to the “very low” category. Discussion about the fraud risk assessment. The reason why staff have not gone after completing item 4 (annually committing in writing to abide by ethical behavior) is because it would be required of all employees (including drivers and service workers who have no role in finances), which would require a lot of time and effort. While not considered “very low” according to the assessment, other measures in place take us to a very low risk. Such measures include only a certain number of people who are check signers. Additionally, every expenditure requires multiple approvals, goes through an accounting process, and finally goes through an administrative review (altogether a more extreme process than is typical of a business). Everything that goes out goes through multiple eyes because this is the area of greatest risk for fraud. There’s also video to track down damage and monitor places. Those are a few examples. Even though multiple people check many parts in the process, it is not considered an internal audit according to the definition the assessment goes by for item 8. Shaun Bushman moved that the fraud risk assessment be adopted. Jeff Turley seconded. Vote unanimous.

8. General Manager/Staff Reports:

A. Update on Intelligent Transportation Systems for Fixed Route: Staff had the kickoff meeting with GMV Syncromatics. It is clear that they are passionate about transit and making it easier for customers. There is a meeting scheduled with them here in January, after which more information will be available.
B. New Facility Update: The project is progressing well with some great input from staff, which will result in a better deliverable. Currently, they are looking at some initial concepts and working on things such as the flow of the building. Construction will start sometime between June and September (June being the most aggressive timeframe and September being the latest). Discussion about supply chain. The issues with supply chain is one of the reasons that staff wanted to get the project moving forward, so that essential materials can be acquired and to keep costs down.

9. **Board Chair Report:**

   A. No report.

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