Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, March 23, 2022
5:45 pm
Logan City Hall
290 North 100 West, Logan, Utah
City Hall Conference Room

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

Excused: Sue Sorenson and Lyle Lundberg

Others: Todd Beutler, Charise VanDyke, and Curtis Roberts

Regular Meeting Agenda

1. Call to order: Board Chair Patrick Jenkins

2. Pledge of Allegiance

3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda. Shaun Bushman moved; Gregory Shannon seconded.
   A. Approval of Agenda
   B. Acceptance of Minutes
   C. Next Board Meeting: April 27, 2022

4. Public comments: No comments or questions.

Board Business

5. Board Business:
   A. Swearing in of Bob Christensen, Board Member from Hyde Park – Curtis Roberts, CVTD Admin Director: Curtis Roberts swore in Bob Christensen.

   B. Presentation on the Cache Metropolitan Planning Organization and Projects – Jeff Gilbert, CMPO Executive Director: The Cache Metropolitan Planning Organization (CMPO) is a regional planning agency. The CMPO has partnered together a lot with the District on projects. The CMPO is updating their long-range plan (done every 4 years). Most funding for the CMPO comes through

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highways and the Federal Transit Administration. The CMPO partners with other Metropolitan Planning Organizations in Utah to coordinate long-range plans; the idea is to roll all regional plans into a state plan. Todd Beutler serves as a good voice for the District; others can forget that there is transit besides UTA. This time the plan is going out to 2050 and includes roads, active transit (bikes, pedestrians, etc.), public transit, and air quality. In planning, it’s important for the cities to commit to transit corridors. It’s important to plan for high intensity corridors; opportunities are lost if they’re not planned for even if they’re a ways off. It’s also important for public transit to commit in planning because developers don’t want to commit to an area if public transit moves away. Public transit can be an economic driver in communities. The CMPO is looking to beef up public transit in the plan.

C. Update on technology on Buses – Colton Fulmer, CVTD Network Administrator:

The District has procured an intelligent transportation from GMV Innovating Solutions. There system will provide real time passenger data and automatic passenger counting (currently the drivers do it by hand), which will help the District with planning. For the public, it will provide a CVTD branded app, a website imbedded interactive bus map, and automatic voice announcements for stops and destinations. Planning, import of CVTD system, software configuration, and hardware procurement have been completed. Next steps are installation, configuration, BETA testing, and dispatch/driver training. Afterwards there will be a public information campaign. Launch and acceptance will take place sometime the end of May or early June. The app and website imbedded interactive bus map have real-time bus locations, push notifications, and trip planning. Discussion about passenger counting. The system is industry standard and uses a mixture of cameras and infrared to count; there will be a testing phase that will examine accuracy (to make sure it is not counting strollers and such). Discussion about passenger data. The real time passenger data will show how many people get on and off at stops, including time of the day and day of the week, so staff will be able to identify usage. Currently, the passenger data is limited to a daily total or a total by route with no specifics.

6. General Manager/Staff Reports:

A. Financial status update: With the invasion of Ukraine, there have been stock market ups and downs. Staff is taking a moderate and calm approach, keeping in mind long-term goals and visions. There are three things to watch. One being wage pressures because it can impact ability to hire, so we have to pay attention to what is happening in the market, living costs, and how that affects wages and benefits (currently facing the challenge of a low 1.7 percent unemployment rate). The second item to watch is fuel. There is not a lot that can be done about it and it will impact budget, but staff is moving forward deliberately, cautiously, and

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meticulously. The third is parts for buses. There are parts shortages. The staff has been great at chasing down other vendors that have parts and getting in parts at the best price they can. In general, the District is in a good financial situation and not hurting. Discussion about the new facility. Cost estimates will be coming in about June with the guaranteed max pricing in about August. Discussion about parts. Staff has avoided cannibalizing old buses, as different years of buses use different parts. Discussion about ridership. The cost of gasoline has gone up 25 to 30 percent (about $4 per gallon). This generally prompts more people to ride the bus.

B. Delivery of buses: The District has eight buses scheduled for delivery. Manufacturing has been impacted by part availability. The District’s buses were scheduled for delivery the middle of April. However, because they had parts for our buses, they accelerated them. Delivery could be as early as the first part of April. These buses are going to cost a little more than 3.8 million dollars total. However, staff just finished lining up funding for the purchase, so the net out of pocket for the District is going to be 15,000 dollars. Manufacturing delivers the buses as part of road testing. After delivery, mechanics run through a post-delivery audit to make sure everything is running well.

C. Update on Triennial Review: The District had three findings on the Triennial Review; they gave us until March 15 to respond to and satisfy any recommendations. The District delivered those changes on March 1; we should hear back about acceptance by the end of April.

D. Legislative Update: Only a few things affect us from this year’s session. Staff will work with the Policy Committee to make sure things are current (such as updating the bylaws about proxy voting). Another change is that if there isn’t a unanimous vote, and someone is attending virtually, there needs to be a roll call vote. A few updates to GRAMA, includes updating the law about media members, repeated GRAMA requests, and classification of some document types (security documents and interviews with an employee about misconduct are now protected/private). Another update is the requirement to post the budget to the organization’s website at least 7 days before the adoption of a final budget.

E. Congressional Directed Spending Request: In late fall of 2020, a request was submitted through Congressman Blake Moore’s office to fund micro transit vehicles and the associated technology deployment. Because the transportation bill got delayed, the District had to move forward on the project without hearing back (using different funds). The request for funding was successful and the District secured 3 million dollars. The District is working with the FTA to transition the funds to something else, such as building the facility.
7. **Board Chair Report:**
   A. 30 Year Celebration and accountability reports – Gregory Shannon, Public Engagement Committee Chair: The Board will be holding a commemorative board meeting to celebrate 30 years of service for April’s board meeting. The board meeting date actually falls on the anniversary date. Board members are encouraged to invite their city’s elected officials.

8. Public comments: No comments or questions.

9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.