

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, May 22, 2024**  
4 **5:30 pm**  
5 **Logan Library**  
6 **285 North Main Street, Logan, Utah**  
7 **Community Room A**

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10 *Present:* Patrick Jenkins, Lieren Hansen, Flor Estrada, Mike Arnold, Glen Schmidt, Ron  
11 Bushman, Shaun Bushman, and Jeff Turley

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13 *Excused:* David Geary

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15 *Others:* Todd Beutler, Curtis Roberts, and Charise VanDyke

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17 **Regular Meeting Agenda**

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19 1. *Call to order:* Board Chair Patrick Jenkins  
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21 2. Pledge of Allegiance lead by Glen Schmidt  
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23 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the modified consent  
24 agenda (item 5D removed from the agenda). Shaun Bushman moved; Lieren Hansen  
25 seconded. Vote unanimous.  
26 A. Approval of Agenda  
27 B. Acceptance of Minutes – April 24, 2024  
28 C. Next Board Meeting – June 26, 2024  
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30 4. Public comments: No comments or questions.

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32 **Board Business**

33 **5. Board Business:**

- 34 A. Presentation of audit for FY2023 – Glen Schmidt, Audit Committee Chair: It was  
35 a clean audit with no material defects. Time turned over to Matt Geddes (Squire  
36 & Company). There were three areas examined in the audit: the financial  
37 statements (balances and activities throughout the year); federal funding (federal  
38 compliance); and state compliance (specific areas identified by the state auditor).  
39 In each area, there were no material defects or insufficiencies. Discussion about  
40 the state compliance area. There are areas that are examined every year, while  
41 others are rotating (such as this year’s examination of compliance with OPMA).  
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43 B. First quarter financials for FY2024 – Curtis Roberts, Administrations Director: A  
44 few areas to note in Expenditures. Not much of the budget for Supplies or for  
45 Tires have been used as most of these expenditures will come later in the year.  
46 Fuel is currently running lower than thought. Utilities always run a little high in  
47 the first quarter; they're in line with the projections (vs last year when natural gas  
48 caught us by surprise). Equipment Purchase expenses are mostly going to be used  
49 in the fourth quarter to prepare for moving into the new facility. Construction  
50 expenses are on track. A few areas to note in Revenue. It's too early to notice  
51 trends with the Sales Tax, but so far they are ahead of last year's numbers. The  
52 interest rate on cash balances right now is about 5.3 percent. The other category  
53 captures a few miscellaneous items. Most of this is revenue from insurance  
54 reimbursements for accident costs. The expenditures in maintenance and the  
55 revenue from insurance equals out. Discussion about insurance reimbursements.  
56 The District only recovers what was lost in an accident and no more than that  
57 amount. No other discussion.

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59 C. Consideration of changes to routes 6,7,8,9 – Todd Beutler, CEO/General  
60 Manager: As a quick overview, the purpose of the route re-alignments is to  
61 increase route safety, improve reliability for connections at the transit center,  
62 increase access to areas of new development, and maintain a three to four block  
63 stop standard within the urban core service area. Proposed changes were based on  
64 employee and public feedback. The results from the survey showed the following  
65 percentages of respondents who were neutral or positive to the proposed changes:  
66 85 percent for Route 6, 94 percent for Route 7, 89 percent for Route 8, and 87  
67 percent for Route 9. Discussion about the comments. A lot of negative comments  
68 came from not understanding the changes or from not wanting to walk longer to  
69 reach a stop. Most appreciated that the routes were being made more reliable.  
70 Riders also liked the new stop going in by Zootah. There was also some concern  
71 and confusion about the changing direction for Route 6, but the change will make  
72 it so kids don't have to cross the road to get to Woodruff Elementary. One  
73 important consideration that was pointed out by Mayor Daines was that they are  
74 building a mental health center at about 1800 north and 200 west, which would be  
75 better served by how the route currently is. Discussion about costs. Most of the  
76 costs will be associated with the labor to move signs and any accessibility  
77 changes that would need to be made. Staff is recommending that the Board  
78 approve the changes to 6, 7, and 8. Given the mental health center going in on  
79 Route 9 in the future, the staff recommends keeping it as is. If the Board approves  
80 the changes, the planned implementation date is August 5 (in coordination with  
81 the rebranding). If approved, then there will be outreach and training with the  
82 public. Patrick Jenkins asked for a motion to approve management's  
83 recommendations for changes to Routes 6, 7, and 8. Shaun Bushman moved; Glen  
84 Schmidt seconded. No further discussion. Vote unanimous.

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D. Home travel survey results – Jeff Gilbert, Executive Director of Cache Metropolitan Planning Organization: Item removed from the agenda.

6. **Management Report:**

A. New Facility tours in May – Todd Beutler, CEO: Reminder to board members about the facility tour in May. Mindy Spackman (CVTD procurement officer) had a positive experience that she'd like to share from when she recently did her facility site visit (a visit to track the progress on the construction of the new facility). One of the men working construction on the site shared an experience with Mindy. During a challenging time in his life, he used the bus to get around to job interviews and then continued to use the bus until he could save up to purchase his own vehicle. He was grateful to have had the bus to rely on during that time.

7. **Board Chair Report:**

A. Recognition of employee anniversaries – Patrick Jenkins, Board Chair: Employee anniversaries include 10 years for Stacy Corbridge (dispatcher), 16 years for Clark Winward (facilities technician), 19 years for Fred Behm (operations supervisor), 5 years for Peter Storper (driver), and 26 years for Travis Mitchell (driver).

B. Report on government relations in DC – Patrick Jenkins, Board Chair: During the visit to DC, an invitation from the District was extended to state representatives to come out and see the facility; some of those representatives will be coming next week.

8. Public comments: No comments or questions.

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