

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, February 28, 2024**
4 **5:30 pm**
5 **Bridgerland Technical College**
6 **1301 North 600 West, Logan, Utah**
7 **Room 806/808**

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

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13 *Excused:* None

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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
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23 3. Swearing in of Board Member: Curtis Roberts (Administration Director) completed
24 the swearing in of Jeff Turley.
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26 4. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
27 Dave Geary moved; Jeff Turley seconded. Vote unanimous.
28 A. Approval of Agenda
29 B. Acceptance of Minutes – January 24, 2024
30 C. Next Board Meeting – March 27, 2024
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32 5. Public comments: No comments or questions.

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34 **Board Business**

- 35 6. **Board Business:**
36 A. Facility update – Dave Geary, Facility Committee Chair: The amount of water
37 that they're dealing with at the construction site is going to delay the timeline a
38 bit. They're doing everything to keep the project on schedule without creating
39 problems down the road. Things are still on budget.
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41 B. Presentation of potential changes to Routes 6, 7, 8, & 9 – Shaun Bushman,
42 Steering Committee Chair: The new steering committee helps the board envision

Approved 03/27/2024

43 where the service goes and where management prioritizes. The committee had
44 their first meeting to review these changes. Administration operates within board
45 standards when making service changes; those were to have a standard of service
46 comparable to peer systems; to maintain safety and reliability according to
47 industry standards; and to engage the community for feedback about service
48 changes. (Todd Beutler) The purpose of the route re-alignments is to increase
49 route safety, improve reliability for connections at the transit center, increase
50 access to areas of new development, and maintain a three to four block stop
51 standard within the urban core service area. To increase safety for Route 6, the
52 District is proposing to move it from the busiest streets near the fairgrounds
53 (while still serving the Logan Aquatic Center), as well as moving a couple of
54 stops across the street so elementary school kids don't have to cross the street to
55 use the bus. When there are events going on at the fairgrounds, the risk of an
56 incident increases as traffic becomes congested, cars park on both sides of the
57 road, and there is an increase in pedestrian traffic. To improve transfer reliability,
58 the District is proposing a few changes. Moving Route 6 from the busiest roads
59 near the fairgrounds also helps with on-time performance, in addition to moving
60 the route to higher speed roads. Moving Route 7 off main street onto 100 west,
61 which has less traffic lights and congestion, will help with route timeliness (main
62 street is still served by the Loop). Shortening Route 8, which is one of the more
63 challenging routes from a length and timing aspect, will make it a more reliable
64 route. To increase access, staff are proposing to add coverage to 200 N and
65 Meadows Apartments; add access to Willow Park and Zootah; and reroute
66 through an area with new development (400 W 1600 N). The proposed changes
67 maintain the three-block stop standard in the service area. If the Board is good
68 with these proposed changes, staff will open a 30-day comment period for the
69 public to give feedback. After reviewing the feedback and making any tweaks,
70 staff will come back to the Board for final approval. The planned implementation
71 date is August 5. Discussion about cost. The changes are cost-neutral; some bus
72 signs will have to be moved, but there will be no ongoing costs. Discussion about
73 timeline. The District tries to make changes to routes every year during the first
74 part of August so they will be in place before the new school year. Not many
75 stops will be affected, and there will be plenty of notice before they are moved.
76 The final changes will need to be voted on and approved by the Board.

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78 **7. Management Report:**

- 79 A. Triennial Review update – Todd Beutler, CEO/General Manager: Every three
80 years, the federal government does a review like an audit that examines 23 areas.
81 It's a significant project that takes a lot of time. This process started in January. A
82 few hundred documents need to be submitted for this process that examines
83 compliance. Things always change for this process, so staff are sent to trainings to
84 keep up to date on the process and see where different agencies are getting their

85 findings. After the documents are sent, they do a desk review until they do an
86 onsite review in July, which takes a couple of days. They then issue any initial
87 findings; the District will likely have more findings than usual because of the
88 large facility projects. Then they give time for the District to resolve any findings.
89 Overall, it will last until about September or October. It's a process that takes
90 most of the year. Discussion about the process. This is a comprehensive review
91 with a big score card; they examine 23 areas that include things such as asset
92 maintenance, financial aspects, ADA, etc. An update, the District was able to get
93 5 million of the 8 million dollars from the legislature we were seeking for the
94 facility project. There wasn't as much funding available this year, but Senator
95 Wilson really went to bat for the District. He found money within his committee
96 for this project. This will allow the District to complete the facility and have
97 money for capital replacements. It would be great if board members sent him a
98 Thank You because this was a big deal.

99
100 **8. Board Chair Report:**

- 101 A. Recognition of employee anniversaries: Mark Christensen in maintenance has
102 been with the District for 14 years. The District has good employee longevity, this
103 attests to good management and employee satisfaction.
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105 B. Review CVTD email: Board members are encouraged to get their new emails set
106 up. The emails will be used for all future District communications.
107
108 C. Review committee assignments: Board members have all been assigned to a
109 committee; committees can't have more than four members (or else there is a
110 quorum). Management has done a great job getting federal grants for the
111 construction project. Adding in the additional 5 million dollars that they just got
112 from the legislature, they've gotten 39 million dollars in outside funds for the new
113 facility.

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115 9. Public comments: No comments or questions.

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