

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, March 27, 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, Shaun Bushman, Flor Estrada, Lieren Hansen, Mike Arnold,
11 Glen Schmidt, David Geary, Jeff Turley, and Ron Bushman

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13 *Excused:*

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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 led by Lieren Hansen
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23 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
24 Jeff Turley moved; Ron Bushman seconded. Vote unanimous.
25 A. Approval of Agenda
26 B. Acceptance of Minutes – February 28, 2024
27 C. Next Board Meeting – April 24, 2024
28
29 4. Public comments: No comments or questions.

30
31 **Board Business**

32 **5. Board Business:**

- 33 A. Presentation of fourth quarter financials – Glen Schmidt, Budget Committee
34 Chair: There were three significant budget variances that resulted in savings (as
35 presented last year). One was found in payroll and benefits. There were multiple
36 people on unpaid leave and the demand for Pool wasn't where it was anticipated.
37 We budgeted to have the Pool service staff up all throughout the day.
38 Additionally, fuel ran under the budget for the year. The interest revenue was the
39 final variance. We only anticipated the total variance to be 115,000 dollars, but it
40 ended up being closer to 2.3 million dollars – most of which was from the
41 interest, the fuel, and the payroll. Aside from those positive variances, everything
42 else ran as anticipated. To give the capital projects (including the construction

Approved 04/24/2024

43 project) the needed funds for the year, the board needs to assign an amount from
44 the fund balance.

45
46 B. Consideration of fund balance designation – Glen Schmidt, Budget Committee
47 Chair: Patrick Jenkins asked for a motion to assign 11,287,925 dollars to the fund
48 balance for future capital projects effective December 31, 2023. Dave Geary
49 motioned; Glen Schmidt seconded. Vote unanimous.

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51 C. Open Public Meetings Training – Dallin Petersen, Olson & Hoggan (delayed from
52 item A to C): Dallin Peterson conducted the OPMA training that board members
53 are required to complete annually.

54
55 **6. Management Report:**

56 A. Overview of public input process for route realignment – Todd Beutler, CEO: We
57 put together a landing page on our website (linked from the main page) that goes
58 into detail about the changes to Routes 6, 7, 8, and 9. It also contains a link to a
59 survey for individuals to give their feedback about the changes. The buses on the
60 affected routes will have an audio announcement telling passengers about the
61 survey. There will also be printed ads onboard the buses and at the transit center
62 with a QR code linked to the landing page. Paper surveys (for those without a
63 smart phone) will be available at the transit center. At the end of the survey,
64 individuals can also give their information if they want to be contacted. The
65 survey will be open until April 30. After we get this feedback, staff will see if
66 there is anything that needs to be tweaked; following this, the board will vote on
67 the final recommendations. Changes to these routes will take effect in August.
68 Discussion about the changes. The changes are the result of things heard from the
69 public and from employees. Discussion about feedback. We can conduct a survey
70 after the changes are implemented for comment as well. Surveys will be available
71 in English and Spanish.

72
73 B. Overview of CVTD projects for 2024 – Todd Beutler, CEO: There are a lot of
74 projects scheduled for this year. There’s the annual financial audit, as well as a
75 line-item budget tool project for the board. A signal priority project with UDOT
76 (the buses need to be outfitted with technology). A rebranding, which includes
77 changes to uniforms, bus stops, buses, etc. The triennial review, as was mentioned
78 in the last board meeting. Three bus stops that are significant projects will be
79 located by Cache Valley Marketplace, 10th West, and Green Canyon. The
80 realignment of Routes 6, 7, 8, and 9, which is a lengthy process with lots of bus
81 stops moving (stops can take 90 days to go through the permitting process).
82 Outfitting of the maintenance software that we use. A vehicle transition study to
83 examine the challenges of moving to electrification (as well as costs and etc.), so
84 that the board can have the information they need about this subject. A bicycle

85 and bus stop amenity plan to examine where to outfit bus stops with amenities.
86 Procurement projects for furniture, fuel, and a training course design; recently the
87 District was awarded 2 million dollars for the facility/training course, which
88 Congressman Moore helped us to get. There's also a project to work on Loop
89 route bunching (a problem encountered with frequency-based transit because of
90 multiple buses serving the same route). Those are just a few of the projects this
91 year, which is in addition to regular operations and the new facility project.
92 Discussion about the new facility project. It's been progressing well because
93 we've had some clear weather days. About everything is covered (roof, roof
94 decking, roof membrane, etc.). They are still working on the underground
95 electrical. Overall, Todd Beutler and Curtis Roberts have secured almost 40
96 million dollars for the new facility; a remarkable accomplishment because the
97 District hasn't had to go into debt for this project.
98

99 **7. Board Chair Report:**

100 A. Recognition of employee anniversaries: Employee anniversaries include 5 years
101 for Steven Naegle (driver), 5 years for Ellen Cooper (driver), 8 years for Lori
102 Shoop (dispatcher), and 13 years for Monte Baker (driver).
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104 8. Public comments: No comments or questions.
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106 9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.