

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, April 24, 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, Shaun Bushman, Mike Arnold,
11 and Jeff Turley

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13 *Excused:* Glen Schmidt, David Geary, and Ron Bushman

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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 Mike Arnold
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23 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
24 Shaun Bushman moved; Mike Arnold seconded. Vote unanimous.
25 A. Approval of Agenda
26 B. Acceptance of Minutes – March 27, 2024
27 C. Next Board Meeting – May 22, 2024
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29 4. Public comments: No comments or questions.

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31 **Board Business**

32 **5. Board Business:**

- 33 A. Overview of potential route changes to routes 6,7,8,9 – Todd Beutler, CEO: As a
34 quick overview, the purpose of the route re-alignments is to increase route safety,
35 improve reliability for connections at the transit center, increase access to areas of
36 new development, and maintain a three to four block stop standard within the
37 urban core service area. Proposed changes were based on employee and public
38 feedback. Most individuals indicated that they saw the notification about the
39 survey through the app or the onboard bus ad. Most of the feedback and ratings up
40 to this point have been positive or neutral. Discussion about the ratings and
41 feedback from the survey. The overall positivity of the response has been
42 surprising; previous experience has shown that people are more likely to respond

Approved 05/22/2024

to a survey if they feel negatively about the changes. If the positive and neutral ratings are combined, it's over 80 percent on each route change so it's been well received overall. The survey will remain open until April 30.

B. Public hearing on potential changes to routes 6,7,8,9 – Patrick Jenkins, Board Chair: The service changes were opened for discussion. No comments. The board chair asked for a motion to close the public hearing on the budget. Mike Arnold moved; Shaun Bushman seconded. Vote unanimous.

C. Steering Committee Report – Shaun Bushman, Committee Chair: The steering committee met and developed a ridership report that board members can take to cities. Todd Beutler conducted a training on the planning process. The District is always involved in some form of planning, whether it's long, intermediate, or short-term planning. The District works with multiple partners during the planning process, including transportation consultants, cities, local stakeholders, UDOT, etc. The long-term process involves using the Board's policy and vision to identify service gaps. The intermediate term process involves research around a problem and developing alternatives/solutions. The short-term process involves the staff recommending alternatives and the implementation of a project. An example of this process in action is the POOL service. Years back the Board set ridership performance standards for fixed routes; there were routes not meeting this standard. Initially staff proposed to pull the service out of the area, but the Board clarified that they didn't want to pull the service. Later, the District worked with consultants and determined the types of service and technologies that would meet the need; various approaches were compiled including demand response service. Staff recommended demand response service as the preferred solution with three different zone possibilities. The Board considered the solution and set aside the needed funds to implement service. The District prepared for the new service (vehicles purchased, etc.) and implemented the service.

6. Management Report:

A. Facility update – Curtis Roberts, Administrations Director: In a financial summary of the facility project, the hard costs are what the District is obligated to pay (under contract); the soft costs are contingency costs for things like construction adjustments, place holders, and other things not committed or under contract. Out of what is budgeted for hard costs, the District has spent a little over 50 percent on things like the concrete, steel, and dirt work. The structure is taking shape with walls and roofing. The District is spending in line with where we are at in the project; it is under budget and on track. Overall, the District has brought in almost 30 million dollars from federal funding and 5 million dollars from state funding into the valley for this project. We're anticipating moving in by this time next year.

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86 B. New Facility tours in May – Todd Beutler, CEO: There are two facility tours set
87 up for board members in May to see the construction progress.
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89 7. **Board Chair Report:**

- 90 A. Recognition of employee anniversaries – Patrick Jenkins, Board Chair: Employee
91 anniversaries include 10 years for Tom Sullivan (driver), 10 years for Steve
92 Earley (driver), 13 years Tina Miller (driver), 12 years Spencer Green
93 (supervisor), 17 years Gillian Crozier (supervisor).
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- 95 B. Government relations in DC – Patrick Jenkins, Board Chair: A critical part to the
96 District’s success has been an annual trip to Washington D.C. This is important in
97 relationship building. It’s one of the reasons the District has had such success with
98 federal funding; the Board should keep this in the budget year to year because it
99 has paid off in multiple ways.
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- 101 8. Public comments: No comments or questions.
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- 103 9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.