

**Regular Board Meeting Minutes  
Cache Valley Transit District  
Wednesday, April 24, 2024  
5:30 pm  
Logan Library  
85 North Main Street, Logan, Utah  
Community Room A**

*Present:* Patrick Jenkins, Lieren Hansen, Flor Estrada, Shaun Bushman, Mike Arnold, and Jeff Turley

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

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

## Regular Meeting Agenda

1. *Call to order:* Board Chair Patrick Jenkins
2. Pledge of Allegiance led by Mike Arnold
3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda. Shaun Bushman moved; Mike Arnold seconded. Vote unanimous.
  - A. Approval of Agenda
  - B. Acceptance of Minutes – March 27, 2024
  - C. Next Board Meeting – May 22, 2024
4. Public comments: No comments or questions.

## **Board Business**

## 5. Board Business:

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

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

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

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

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73 **6. Management Report:**

74 A. Facility update – Curtis Roberts, Administrations Director: In a financial  
75 summary of the facility project, the hard costs are what the District is obligated to  
76 pay (under contract); the soft costs are contingency costs for things like  
77 construction adjustments, place holders, and other things not committed or under  
78 contract. Out of what is budgeted for hard costs, the District has spent a little over  
79 50 percent on things like the concrete, steel, and dirt work. The structure is taking  
80 shape with walls and roofing. The District is spending in line with where we are at  
81 in the project; it is under budget and on track. Overall, the District has brought in  
82 almost 30 million dollars from federal funding and 5 million dollars from state  
83 funding into the valley for this project. We're anticipating moving in by this time  
84 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.