

CVTD BOARD MEETING AGENDA

April 24, 2024

Notice is hereby given that the Cache Valley Transit District will hold its regular meeting beginning at: 5:30 pm on Wednesday, April 24, 2024. The meeting will be at the Logan Library, 285 N. Main St., Logan, Utah, Community Room A. The public may also participate via the link below.

Estimated time of consideration

5:30 PM BOARD MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Consent agenda
 - a - approval of agenda
 - b - approval of minutes - March 27, 2024
 - c - next meeting - May 22, 2024
4. Public comments

5:35 PM 5. Board Business

- A. Overview of potential route changes to routes 6,7,8,9 - Todd Beutler, CEO
- B. Public hearing on potential changes to routes 6,7,8,9 - Patrick Jenkins, Board Chair
- C. Steering Committee Report - Shaun Bushman, Committee Chair
 - a. Ridership by city handout
 - b. Process of planning handout

6:15 PM 6. Management Report

- A. Facility update - Curtis Roberts, Administrations Director
- B. New Facility tours in May - Todd Beutler, CEO

6:30 PM 7. Board Chair Report

- A. Recognition of employee anniversaries - Patrick Jenkins, Board Chair
- B. Government relations in DC - Patrick Jenkins, Board Chair
8. Public comments

6:40 PM 9. Adjourn

The public may join the meeting by calling: 1-669-900-9128 and using the following meeting ID and passcode. Meeting ID: 878 2690 2078 Passcode: 919386

The public may join the meeting by pasting the meeting Link below into their browser:
<https://us02web.zoom.us/j/87826902078?pwd=QmxIV1JONCtKVFdHSXFGWks5MzFWdz09>

**Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, March 27, 2024
5:30 pm
Logan Library
85 North Main Street, Logan, Utah
Community Room A**

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

Excused:

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

Board Business

5. Board Business:

A. Presentation of fourth quarter financials – Glen Schmidt, Budget Committee

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

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.

50

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).
103
104 8. Public comments: No comments or questions.
105
106 9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.

Pledge Schedule for Board Meetings 2024

Date	Board Member
April 24	Mike Arnold
May 22	Glen Schmidt
June 26	Ron Bushman
July 17	Dave Geary
August 28	Flor Estrada
September 25	Jeff Turley
October 23	Patrick Jenkins
November 20	Shaun Bushman
December 11	Lieren Hansen



Survey for Service Changes to Routes 6, 7, 8, & 9

Things to Note:

- 166 completed surveys as of April 22 (open until April 30)
- “Stop input” comments were about how to make the route better or stops to add
- “Education” comments were comments that would be cleared up with further education or people who thought more information would be helpful
- “Other” comments were unrelated comments about other aspects of service
- Most people found out about the survey via the app, onboard bus ad, and flyer at the transit center

Route 6 (130 respondents):

How do you feel about proposed changes?

- **15% Negative – 32% Neutral –
52% Positive**

Comment Types (41 comments total):

- Liked it or neutral (17 comments)
- Stop input (9 comments)
- Don’t like it or affects me (7 comments)
- Needs or wants education (6 comments)
- Other (2 comments)

Route 7 (128 respondents):

How do you feel about proposed changes?

- **6% Negative – 39% Neutral –
55% Positive**

Comment Types (31 comments total):

- Liked it or Neutral (19 comments)
- Stop input (7 comments)
- Don’t like it or it affects me (2 comments)
- Education (2 comments)
- Other (1 comment)

Route 8 (128 respondents):

How do you feel about proposed changes?

- **11% Negative – 38% Neutral –
51% Positive**

Comment Types (23 comments total):

- Neutral or Liked it (15 comments)
- Stop input (7 comments)
- Other (1 comment)

Route 9 (132 respondents):

How do you feel about proposed changes?

- **11% Negative – 44% Neutral –
45% Positive**

Comment Types (30 comments total):

- Like it or Neutral (16 comments)
- Don’t like it or it affects me (8 comments)
- Stop input (4 comments)
- Other (2 comments)



Hyrum Ridership

(12/01/2023 – 02/29/2024)

Heat Map of When People Ride

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hr							
12AM							
1AM							
2AM							
3AM							
4AM							
5AM							
6AM							
7AM							
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							
11PM							

*Connect with the People and
Places that Matter Most*



Map of Stops in Hyrum



Hyrum Stops and Ridership (12/01/2023 – 02/29/2024)

Stop Name	Sum of Passenger Deboardings	Sum of Passenger Boardings	Stop Name	Sum of Passenger Deboardings	Sum of Passenger Boardings
102 South 1300 East (1232)	260	359	380 North 200 West (1220)	539	922
1235 S Hwy 165 (TIMEPOINT) (1206)	91	296	3806 South Hwy 165 (Nibbley) (1236)	43	189
1300 S Hwy 165 (TIMEPOINT) (1241)	517	87	3835 South Hwy 165 (1211)	149	53
150 East 500 North (Route 12) (1200)	5,948	5,703	387 North 800 East (Hyrum) (1212)	75	12
186 North 200 West (1219)	124	423	424 East 300 South (1228)	132	128
190 East 300 South (1227)	114	125	449 South Main (705)	23	28
220 West 400 North (1221)	103	68	45 North 400 West (1224)	843	1,009
2520 South Hwy 165 (1240)	236	242	46 North 200 West (1218)	103	44
2620 South Hwy 165 (1207)	204	222	465 East Main (1215)	182	101
270 South 1300 East (1231)	428	392	50 North Main (1245)	467	143
275 North 400 West (1223)	359	417	55 North Main (1202)	151	326
280 North Main (1246)	114	35	608 East 300 South (1229)	238	219
2835 South Hwy 165 (1208)	51	12	670 South Main (1243)	199	72
2850 South Hwy 165 (1239)	9	120	725 East Main (Park & Ride - Timepoint) (1214)	765	982
289 South Center (1226)	152	173	75 East Main (1216)	181	247
310 N 800 E (TIMEPOINT) (1235)	39	95	79 North 800 East (1213)	150	95
3230 S Hwy 165 (TIMEPOINT) (1238)	47	140	84 W Main (TIMEPOINT) (1225)	61	331
3235 S Hwy 165 (TIMEPOINT) (1209)	216	94	850 E 300 S (MCHS - TIMEPOINT (1230)	804	419
354 South Main (1244)	273	88	90 West Main (1217)	285	317
355 North Main (1201)	19	104	923 E Highway 101 (1234)	328	390
359 South Main (1203)	125	424	950 South Main (1242)	398	142
3604 South Hwy 165 (1237)	4	40	959 East Hwy 101 (1233)	205	259
3665 South Hwy 165 (1210)	46	2	995 South Main (1205)	314	493
375 North 400 West (1222)	153	220			

Goals of this Training:

- Clarify the Board and staff roles in the planning process
- Clarify the impacts of policy decisions on service in the Long, Intermediate, and Short range

	Planning Process					
	Long Range		Intermediate Range		Short Range	
	Policy/Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Staff & Partners Role in Each Stage	<ul style="list-style-type: none"> ▪ Identify an opportunity, need, obstacle, or challenge ▪ Determine if an existing policy addresses this and if not develop a new one that will 	<ul style="list-style-type: none"> ▪ Evaluate service against set policy direction ▪ Identify gaps 	<ul style="list-style-type: none"> ▪ Identify the parameters of the problem ▪ Identify potential solutions ▪ Identify costs of various solutions ▪ Determine what needs to happen to maintain compliance 	<ul style="list-style-type: none"> ▪ Narrow down potential solutions ▪ Work with the Board/Board subcommittee(s) ▪ Develop the financial impacts of potential solutions 	<ul style="list-style-type: none"> ▪ Staff delivers a recommended solution to the Board ▪ Funding source finalized 	<ul style="list-style-type: none"> ▪ Prepare budget for approved project ▪ Prepare to implement project ▪ Launch project ▪ Identify next steps for project Or Monitor new service for impacts
Board Role in Each Stage	<ul style="list-style-type: none"> ▪ Develop, modify, or apply an existing policy to address the identified need, obstacle, or challenge ▪ Board sets policy 	Board-Staff discussion of gap analysis	Board subcommittee works with staff to clarify the District's policies (purposes)	Board informed of potential solutions	Board considers the solution and funding for the solution	Board updated on solution performance

Planning Process – External Partners						
Partners	Long Range		Intermediate Range		Short Range	
	Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Transportation Consultants		●	●	●	●	●
Cache Metropolitan Planning Organization (CMPO)		●	●	●	●	●
Cities		●	●	●	●	●
Local Stakeholders		●	●	●	●	●
Bear River Association of Governments (BRAG)		●	●	●	●	●
Utah Department of Transportation (UDOT)		●	●	●	●	●
Community Transportation Association of America (CTAA)			●	●		
Other Transit Agencies			●	●		

	Planning Process Example – Land Purchased for New Facility					
	Long Range		Intermediate Range		Short Range	
	Policy/Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Staff & Partners Role in Each Stage	<ul style="list-style-type: none"> The District should have facilities in place to protect and maintain fleet and accommodate future growth 	<ul style="list-style-type: none"> Identified that the district's facility would no longer accommodate service growth beyond 2020 based on historical growth and population projections 	<ul style="list-style-type: none"> Hired transportation planning firm that specialized in public transit facilities to help evaluate future needs Determined land requirements that needed to be met (size, location, etc.) to meet District needs Identified multiple potential land parcels Begin developing funding strategy 	<ul style="list-style-type: none"> Narrowed down parcels (15 sites to 3 sites) Worked with Board subcommittee on site selection information to present to the whole Board Financial Plan developed for purchase of the property 	<ul style="list-style-type: none"> Staff recommendation for the parcel presented to the Board subcommittee Recommendation presented to the whole Board 	<ul style="list-style-type: none"> Funding secured Property purchased Next project steps identified
Partners in Each Stage		<ul style="list-style-type: none"> Engineering Consultants Transportation planning consultants 	<ul style="list-style-type: none"> Transportation planning consultants 		<ul style="list-style-type: none"> Federal Transit Administration Regional Office 	<ul style="list-style-type: none"> Federal Transit Administration Regional Office
Board Role in Each Stage	Board set policy to have sufficient facilities to house and maintain vehicles	Board informed about need and solution	Board agreed with solution	Board assisted with parcel selection from the developed alternatives and set aside funding to meet the goal in Budget process	Board considers parcel selection and set aside funding in Budget process	Board approved land purchase

External Partners – Land Purchased for New Facility						
Partners	Long Range		Intermediate Range		Short Range	
	Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Transportation Consultants		●	●	●		
Cache Metropolitan Planning Organization (CMPO)		●	●			
Cities				●	●	●
Local Stakeholders					●	●
Bear River Association of Governments (BRAG)						
Utah Department of Transportation (UDOT)					●	●
Community Transportation Association of America (CTAA)						
FTA Region Office			●	●	●	●
Other Transit Agencies			●	●		

	Planning Process Example – POOL Service					
	Long Range		Intermediate Range		Short Range	
	Policy/Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Staff & Partners Role in Each Stage	<ul style="list-style-type: none"> The Board set ridership performance standards for fixed routes Expanded on the policy that service shouldn't be eliminated if underperforming to maintain access 	<ul style="list-style-type: none"> Determined the area that was underperforming with fixed route service <ul style="list-style-type: none"> Reviewed long term plans (city zoning and growth projections) 	<ul style="list-style-type: none"> Worked with consultants to determine the types of service and the technologies that would meet the identified need Talked with other transit agencies to learn from their experiences 	<ul style="list-style-type: none"> Compiled various approaches to remedy the need Gathered stakeholder input on the approached (public, business owners, cities, etc.) Identified costs for each type of solution 	<ul style="list-style-type: none"> Presented micro-transit as preferred solution Presented how new service would replace existing service meeting policy of not cutting service 	<ul style="list-style-type: none"> Prepared to implement the new service (planning, purchasing, installing, marketing, testing, training, etc.) Implemented new service New service monitored for improvements
Partners in Each Stage		<ul style="list-style-type: none"> Transportation planners City staff 	<ul style="list-style-type: none"> Transportation planners 	<ul style="list-style-type: none"> Transportation planners Cities involved Citizens Board Subcommittee 		
Board Role in Each Stage	Board set policy to provide a solution that did not cut service to the area	Board updated with applicable information	Board updated with applicable information (potential solutions and industry trends)	Board updated on stakeholder input and potential costs of various approaches	Board considered solution and set aside the needed funds in the Budget process	Board informed of service performance

External Partners – POOL Service						
Partners	Long Range		Intermediate Range		Short Range	
	Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Transportation Consultants			●	●	●	●
Cache Metropolitan Planning Organization (CMPO)				●	●	●
Cities				●	●	●
Local Stakeholders				●	●	●
Bear River Association of Governments (BRAG)						
Utah Department of Transportation (UDOT)				●	●	●
Community Transportation Association of America (CTAA)			●	●		
FTA Region Office					●	●
Other Transit Agencies			●	●		

Connect Branded Shirts Order

Board Member Name: _____

Polo Shirt

Shirt Size*: _____

*Shirts are in Men's sizes. Women need to go 1 size smaller.

Color:

- True Navy
- Forest Green
- True Royal

Available Colors:



True
Navy



Forest
Green



True
Royal

Utah Transit Authority Transit Academy
May 21, 2024

8:00	Check-In	Location: FrontLines Head Quarters (FLHQ)
8:30	Welcome	Carlton Christensen, UTA Board Chair
8:35	Safety Minute	Sheldon Shaw, UTA Director of Safety and Security
8:40	Message from Congress	Congressman Burgess Owens
9:00	Why Transit Matters	Introduction: Jay Fox, UTA Executive Director Speaker: Sophia DiCaro
9:20	Break	
9:30	UTA's Long Range Transit Plan	UTA's Long Range Transit Plan Introduction: Beth Holbrook, UTA Trustee Nichol Bourdeaux, Alex Beim, Megan Waters
10:30	Break	
10:40	Transit Talk	Panel Moderator: Jeff Acerson, UTA Trustee Representative Kay Christofferson- Shaping Transit- locally elected officials engagement in transit Senator Kirk Cullimore- – Funding our Transit Future Jay Fox - UTA's future of lightrail Jay Fox and Carlos Braceras- FrontRunner 2X Carlos Braceras- Transit connectivity with active transportation and trails
11:45	Q&A with the Board of Trustees	Carlton Christensen, Chair- representing Salt Lake County Beth Holbrook, Trustee- representing Davis, Weber and Box Elder Counties Jeff Acerson, Trustee- representing Utah and Tooele Counties
12:00		Lunch
12:30	Closing Comments	Carlton Christensen
12:35	Adjourn	
12:45	For those who pre- registered: Board vehicles for the JRSC for tour and opportunity to drive a TRAX Vehicle	

UTA GUEST WIFI

Cache Valley Transit District

Financial Summary

New Facility Project

As of: March 31, 2024

Board authorized Budget

50,000,000.00

Description	Budget	Contract (Hard costs)	Estimates (Soft costs)	Total Obligation
Design	3,050,000.00	2,778,156.40	271,843.60	3,050,000.00
Construction	37,000,000.00	38,200,932.51	-	38,200,932.51
Building permit and utility connections	400,000.00	483,208.18	-	483,208.18
Bus lifts	550,000.00	548,657.14	-	548,657.14
Inspections and commissioning	225,000.00	231,702.00	8,298.00	240,000.00
Construction contingency	2,900,000.00	-	1,709,306.35	1,709,306.35
Other - FFE, moving, administrative, etc.	1,300,000.00	-	1,250,000.00	1,250,000.00
Total costs	45,425,000.00	42,242,656.23	3,239,447.95	45,482,104.18
Percentage Spent		52%		

Funding

Federal grants	31,604,158.00	2,358,329.00	33,962,487.00
Required match on federal grants	7,512,524.00	589,583.00	8,102,107.00
Extra paid by CVTD or other sources	-	3,897,893.00	3,897,893.00
Total funding	39,116,682.00	6,845,805.00	45,962,487.00

Difference

(3,125,974.23) 3,606,357.05 480,382.82