

CEDAR AREA TRANSPORTATION ADVISORY BOARD MEETING
JULY 30, 2024

A regular meeting of the Cedar Area Transportation Advisory Board was held on Tuesday, July 30, 2024, at 4:00 PM in the Cedar City Conference room located at 10 North Main, Cedar City, Utah.

PRESENT:

Carmen Alldredge, Chairperson
Kol Gibson, Member
James Jetton, Member
Kathy Long, Member
Brody Johnson, Member
Carter Wilkey, Council
Randall McUne, City Attorney
Ryan Marshall, Public Works Director
Jill Smuda, CATS Manager/Dispatcher
Anna Hernandez, PW Executive Assistant

Alldredge welcomed everyone and called the meeting to order.

1. STAFF REPORT

- a) Approval of Minutes – Long moved motion to approve, Jetton seconded, and all I's were in favor that the minutes from January 30, 2024, meeting be approved.
- b) Training – McUne gave an overview of the Ethics training. Providing the basics of the concept to the board. Anytime the board has a majority, meaning four members at one location, they have just formed a quorum. There cannot be any discussion city related, it can create an issue to make up a public meeting. As soon as that happens there should be minutes taken. That is something the members should consider to be careful of. Any conflicts must be disclosed.

Emails and text messages are where boards get the most trouble for. It is important not to discuss official business. As soon as that occurs, it becomes a meeting. They changed the law this year so that it can become a meeting when it is forwarded to others. If there is anything that is clearly designed to defeat that concept, it becomes a public meeting. Please avoid that.

For SUU members be cautious of any discussions or SUU decisions, acknowledging the conflict of the conversations that come up. Conflicts must be disclosed.

McUne is available for advice or questions that any of the board members may have.

- c) Review Action Items from January's meeting – Marshall went over the action items from the last meeting:
- The By-Laws were forwarded to Alldredge as requested.
 - Proposal to have City Attorney McUne present has been granted.
 - Discussion on the study that will be done on extending the transit and reviewing it. It is currently with UDOT, they still have not picked an engineering firm to perform the study.

Overview of study:

UDOT is doing a study, and they have agreed to fund the study for an engineering firm to look at the current ridership, routes, and system. They will look at what it would take to put more routes in or get our headways down. As well as focusing something on the college due to the large student population. If the college was to participate financially, how much would that be and what can be provided. Also, look at including Enoch in the system and how to serve there. Enoch would have to participate financially and look at as far as Brian Head.

UDOT would come back with a proposal on what Cedar Transportation Services can do, what it would cost, and grants that are available to go towards it.

Johnson questioned if there could be suggestions as to where some new routes should be.

Marshall answered yes. Part of the study there are four outreach portions, they would have a community outreach, talk to participants, stake holders and have an open forum for the public. The board will be invited to attend meetings with others.

They will gather all the information and look at what best serves the community.

They will be looking at the existing service. Their first focus is going to be bringing the service time down from an hour's wait to like a twenty-minute wait. Then areas that are underserved that were suggested were the airport, Genpak and out at Port 15.

- Fixed route ride along – Four members of the board rode the entire route on July 29th, 2024. Alldredge asked for feedback from those that rode the bus.

Johnson thought it was nice to talk to a couple of the riders, the driver, and see the stops.

He brought up the maintenance at the stops. Who is responsible for maintaining the sidewalks? What is the possibility of having the city take care of the weeds around the stops.

Marshall stated that it is a gray area, it is requested that property owners maintain the sidewalks and weeds in front of their buildings. The city will maintain city owned property. If it is a safety issue or there is significant damage to the sidewalk, the city will assist with ripping it up and recompact it. The homeowner/business owner would replace the sidewalk and is responsible for the weed control.

However, if the weeds are around the bus stops that would be the city's responsibility, it would be within the city's easement.

The city has a contract with a weed abatement company that can be hired for them to go do the bus stops if the city crews cannot get to it

As for the businesses/property owners, if Code Enforcement is notified by an ADA recipient putting in the claim, it would get more attention.

Marshall mentioned that there are a couple of programs going on right now. UDOT has a safety side program and an accessibility program that they have grant funding for it. They are going throughout the state and looking at things like that. The accessibility of the sidewalks, to the bus stops, trails and parks. That all falls under a different group which is the Acting Transportation group. They are looking at that and getting funding for it.

Marshall receives fifty thousand dollars a year from the city council to maintain sidewalks. There is a limited budget just like the roads, so what public works does is break out the roads into seven different sections. Every seven years they go through the city. Sidewalks are taken care of on a rolling basis.

A suggestion was made about the Youth City Council and their responsibilities. If they have built in service projects, why couldn't they provide a service once or twice every summer and take care of the sidewalks leading up to the bus stops. They can then interface with the community.

Allredge liked the idea of the Youth council, and if that does not work or it is not enough. She also suggested the university, with the volunteers of students they also have the Rotary club that must provide volunteer work as well.

Long also stated that State Bank has a volunteer group that will go out and do service projects and they get paid for it. That might be something worth looking into.

Another suggestion was to get a press release out or have Cedar City news cover. To announce that there is a group that is making the sidewalks more accessible.

- On 8/13/24 - Allredge and a group of SUU members cleared three bus stops of weeds and Smuda cleared four bus stops.

Wilkey suggested finding a different way to attach all the signs inside the bus than just clear taping them to the wall. Perhaps using double sided Velcro or double-sided tape.

As well as finding a better solution than the U-turn in front of Walmart.

Action Items:

Create a Work Order for CATS Manager to have signs re-done inside the bus using a different material vs tape.

- On 08/6/24-Smuda removed tape & reinforced all signs inside buses with an alternative adhesive. Work order closed.

There will be a discussion about using another alternative for the U-turn by Marshall.

Wilkey asked a question about, if the board was to get a different organization that helped pitch in some of the funding. Would that affect the transportation's federal subsidies?

Marshall mentioned that it would not affect it in the sense that the transportation gets it. It does not matter where the match comes from as long as the transportation matches the 20%. The city would have an operational agreement with the organization that the funds would have to come to the city and the city would manage that. The city would be the recipient of the grant funds.

The issue that may occur is that there is a limited amount of grant funds that is available for transit operations throughout the state. If Cedar City grows too much, they might not have enough grant funds. Then the decision would be, does the Cedar transit fund it themselves or back off on some of the expansion.

- Ridership – A copy of the combined ridership graph was distributed amongst the board members. Alldredge questioned the ridership being low.

Marshall explained that the year is not finished, it is a yearlong tally. For last year's numbers, they bumped up on the combined ridership (both Fixed and Paratransit).

It is tracked from 2017, 2018 and 2019 where they were quite a bit higher than after the pandemic. It still has not risen back to that level yet.

2. NEW BUSINESS

Long made an announcement that the group she is with "United Today Stronger Tomorrow" will be having a Town Hall on the 26th of August at the Senior Center from 6 to 8 PM. They will be coming together to talk about public transit. The invitation was extended to the board, Long will send email out to members.

Marshall suggested inviting 5-County, they have a lot of funding, and they are the conduit for a lot of the other organizations and a specific one for seniors.

Johnson praised Smuda for her hard work and dedication to the Cedar City transit system. He also recommends that the city recognizes her for the great job she is doing as well as the drivers.

3. OLD BUSINESS

Marshall provided an overview of the Paratransit process, ADA and Title VI requirements.

The CATS system is heavily subsidized by the FTA (Federal Transit Administration) grants. All the capital projects cover 80% of the costs. All the operational costs are covered 50%. Because CATS accepts those fundings, there are certain limitations and requirements that must be followed. One of them is to follow all the federal laws.

Action Item:

Johnson requested to have a copy of the Dial-A-Ride application sent to all board members. Smuda sent out on 7/31/24

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4. NEXT MEETING DATE

Next meeting will be scheduled for January 14, 2025.

5. ADJOURNMENT

As there was nothing further, Jetton motioned to adjourn the meeting at 5:20 PM.