

**Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, April 26, 2023
5:30 pm
Logan City Hall
290 North 100 West, Logan, Utah
City Hall Conference Room**

Present: Patrick Jenkins, Cecelia Benson, Shaun Bushman, Terrie Wierenga, Bob Christensen, Mary Barrus, Holly Broome-Hyer, Lieren Hansen, Ron Bushman, Paul James, Glen Schmidt, David Geary, and Jeannie Simmonds

Excused: Mike Arnold, Lyle Lundberg, Gregory Shannon, Sue Sorenson, and Jeff Turley

Others: Todd Beutler, Curtis Roberts, and Charise VanDyke

Regular Meeting Agenda

1. *Call to order:* Board Chair Patrick Jenkins
2. Pledge of Allegiance
3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda. Ron Bushman moved; Dave Geary seconded. Vote unanimous.
 - A. Approval of Agenda
 - B. Acceptance of Minutes – March 22, 2023
 - C. Next Board Meeting – May 24, 2023
4. Public comments: No comments or questions.

Board Business

5. Board Business:

A. Consideration of service appeal – Erica Lundahl, resident: Dillon (her son) will be turning 18 next month. He's not able to drive and has relied on his parents to get around; they both work full-time. They don't have any other family in the valley. He wants to be independent and hold a job without relying on his parents. Their house is just outside of Smithfield City limits (1.4 miles); Dillon is approved for Call-a-Ride (CAR) service, but only if he goes to a location within city limits. Making an exception of 1.4 miles would make a huge difference between living independently and being stuck at home. Discussion with the Board. Their location is part of the county and it's a two lane paved road in a subdivision. He's

43 approved for CAR, but there's no way to get to the location safely. They've
44 already looked at the voucher program, but it wouldn't work in this case. They've
45 looked at multiple other options, but none of them have worked out for various
46 reasons (hiring a driver, USU, Uber/Lyft, etc.). They used to live within
47 Smithfield, but the house they were in wasn't accessible so he couldn't move
48 around the house by himself; they found land to build an accessible home, but
49 now he can't go anywhere. Discussion about CAR. CAR hours are the same as
50 fixed-route. CAR used to only be offered within $\frac{3}{4}$ mile along the fixed-route
51 service; the board decided a few years back to adjust the CAR boundaries to city
52 limits versus this $\frac{3}{4}$ mile rule. There have been multiple others ask for similar
53 exceptions over the years.

54

55 B. Presentation on CVTD training course – USU Students: The District was
56 approached by a group of USU students to design a training course as part of their
57 senior design project. The students involved in the project: Bryan Beard, Eli
58 Megargel, Kaden Quinn, and Chandler Russell (currently a CVTD driver). For the
59 proposed training course, they came up with criteria to design the course around:
60 provide real world driving experience (signalized control, different bus stops,
61 multiple lane configurations, roundabout, etc.), be suitable for DOT and licensing
62 purposes, and be suitable for employee recreation and company events. The
63 current training area is cramped and not ideal. They considered adding multiple
64 items such as an intersection, a roundabout, a bus shed to keep the bus in, a
65 railroad crossing, a longer driving road, etc. They used a decision matrix to rank
66 priorities and marked important features. After several meetings and designs, a
67 preferred option was decided. The course elements that made it into the final
68 design: multiple intersections (signalized, stop controlled, and roundabout),
69 multiple roadways (2, 3, and 5 lane roadways), an area for a future bus storage
70 structure, on-street parking, a railroad crossing, and APWA Type D Curb (a softer
71 angle so it won't damage the bus in a collision). The course also accommodates
72 snow removal and has grading and drainage features (a detention basin and
73 drainpipe network). The overall cost is estimated to be about 2.2 million dollars.
74 The size is about 7.5 acres (around 500 feet by 700 feet).

75

76 C. Discuss Board apportionment – Patrick Jenkins, Board Chair: As has been talked
77 about previously, the bill that changes small district apportionment passed in the
78 legislature, so the board apportionment will change to between 5 to 9 members. It
79 is a daunting task, as the board doesn't have the legislative authority to make the
80 change; the 11 cities and the county have to agree. But, a unanimous
81 recommendation from the Board would go a long way. A simple and sustainable
82 proposal would be the best approach. The first step is to figure out a structure to
83 suggest and then new board member suggestions. Each of the committees talked
84 about different ways to structure the new Board and brought back suggestions to

85 discuss in board meeting. Discussion about the committee suggestions. Most of
86 the proposals are quite similar. The common element throughout the proposals is
87 picking members according to region. It would be best to keep some experience
88 on the new board. There will be the same amount of work to do as a board with
89 fewer members.

90

91 D. Presentation on transit corridor study – Brent Crowther, Kimley-Horn: The
92 purpose of the study is to identify existing and future street corridors for higher
93 levels of transit. Some of these projects are more ready, nearer term, or longer
94 term. The study included the jurisdictions within the Cache Metropolitan Planning
95 Organization (CMPO) area (cities from Smithfield to Hyrum). Different potential
96 service types were examined, including Bus Rapid Transit (BRT). BRT generally
97 has a dedicated lane, traffic signal priority, and no schedule (because it's a
98 frequent service); Utah Valley Express run by UTA is the only one in Utah right
99 now. Potential corridors for high-capacity transit (such as BRT) can be considered
100 for implementation in the long-term. Each potential corridor was assessed by 5
101 transit-supportive characteristics (5 D's analysis): Density (number of residents
102 and jobs per acre), Diversity (the diverse range of uses and activities within an
103 area), Design (people-focused, human scale, and walkable design), Destinations
104 (locations that may attract transit trips), and Distance (overall convenience,
105 comfort, and safety of accessing stops or stations). Based on the results of the "D"
106 analysis, a set of corridors were identified and recommended to be considered for
107 high-capacity transit. Over time, land uses along these corridors may be directed
108 to be transit-supportive, consistent with the "D" characteristics. A few corridors
109 and alternatives are recommended: a northern segment (3 possibilities), a central
110 segment, and a southern segment (2 possibilities). Some corridors have 20 to 30
111 years before it'll be supported. The big question now is implementation.

112

113 E. Presentation on CVTD long range plan – Brent Crowther, Kimley-Horn: The
114 priorities developed from the discussion in a previous board meeting are as listed
115 (in order of priority): access for persons with disabilities, seniors and low-income
116 population; get people to local jobs; make transit competitive with driving; make
117 existing service even better; everyone has access to transit inside Cache County;
118 and get people to/from Cache County. Using this criteria, a scoring methodology
119 for the projects was developed. Using this approach, the highest ranked project is
120 to increase frequency on Route 2; the lowest ranked is service from Logan to
121 Brigham City. Discussion about the development of the criteria. Board members
122 wondered about the effectiveness of the previous exercise and how the questions
123 that determined the criteria were developed.

124

125 **6. General Manager/Staff Reports:**

126 A. FTA drug & alcohol audit – Curtis Roberts, Administrations Director: The
127 District was selected by the state of Utah for a full audit of the drug and alcohol
128 program (because the District receives funding from the state). They said that the
129 program was done well; it met the FTA requirement. Only one thing needed to be
130 changed (a form) when usually there's 5 to 6 things that need to be resolved.
131 Kaylee Fonnesbeck, HR, runs the drug and alcohol program and Stephanie Tatro,
132 Training Specialist, helps get people to their drug tests; they both have done a
133 great job with this program.

134
135 B. Update on new facility – Curtis Roberts, Administrations Director: Construction
136 is starting. They are starting to move mud and stabilize the soil. They are also
137 putting up fencing and a construction trailer.

138
139 C. Bus Roadeo and Employee BBQ – Curtis Roberts, Administrations Director:
140 Board members are invited to the Bus Roadeo (May 20) and the Employee BBQ
141 (June 27); board members can sign up to help with both.

142
143 7. **Board Chair Report:**

144 A. Before the next board meeting, Patrick and Todd will be going to Washington DC
145 to talk about transit. Discussion about the service appeal. Board members were
146 encouraged to take enough time to research and ask questions of management.
147 The decision is not about one family, but a decision about policy; it could have
148 unintended consequences.

149
150 8. Public comments: No questions or comments.

151
152 9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.