

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, December 15, 2021**
4 **5:45 pm**
5 **Logan City Hall**
6 **290 North 100 West, Logan, Utah**
7 **City Hall Conference Room**

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10 *Present:* Craig Wright, Patrick Jenkins, Holly Broome-Hyer, Cecelia Benson, Lieren
11 Hansen, Shaun Bushman, Terrie Wierenga, Sue Sorenson, Ron Bushman, Paul James,
12 Glen Schmidt, Jeff Turley, Mary Barrus, Abraham Verdoes, and Lyle Lundberg

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14 *Excused:* Mike Arnold, David Geary, Gregory Shannon, and Jeannie Simmonds

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

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18 **Regular Meeting Agenda**

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20 1. *Call to order:* Board Vice-Chair Patrick Jenkins
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22 2. Pledge of Allegiance
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24 3. *Acceptance of Minutes:* Patrick Jenkins asked for a motion to approve the November
25 minutes and agenda. Shaun Bushman moved; Terrie Wierenga seconded. Vote was
26 unanimous.
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28 4. *Approval of Agenda:* Patrick Jenkins moved the approval of the agenda with the
29 minutes. Vote was unanimous.
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31 5. Next Board Meeting: January 26, 2022
32
33 6. Questions or comments from public: No questions or comments.

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35 **Board Business**

36 **7. Board Business:**

- 37 A. Public Hearing on FY 2022 budget: Patrick Jenkins asked for a motion to open
38 the budget for public discussion. Paul James motioned; Terrie Wierenga
39 seconded. Vote unanimous. Curtis Roberts summarized the changes between the
40 tentative and the final budget. A formula error was found that didn't include some
41 of the benefits, so it has been adjusted up by \$32,000 (this fixed all the formula
42 errors that staff could find). Some additional federal funding is available, so there

Approved 01/26/2022

43 is funding to cover this adjustment. No questions or further discussion. Glen
44 Schmidt motioned to close the public hearing. Cecelia Benson seconded. Vote
45 unanimous.

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47 B. Consideration for adoption FY2022 budget – Curtis Roberts, Administration
48 Director: Glen Schmidt motioned to adopt the FY 2022 budget as presented.
49 Holly Broome-Hyer seconded. Vote unanimous.

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51 C. Consideration of Fraud Risk Assessment – Curtis Roberts, Administration
52 Director: Each year the state auditor requires that all entities that receive public
53 funds prepare a fraud risk assessment and present that to their board. Its purpose
54 is to provide assurances that risk for fraud has been minimized. It looks at the
55 policies and procedures that are in place. The assessment actually doesn't capture
56 everything that the District does to prevent fraud, but it is a good benchmark.
57 According to the assessment, the District is in the "low" range of fraud risk. The
58 District has other fraud controls in place that are not covered by the assessment.
59 This is why time hasn't been invested in a couple of the other items on the
60 assessment to take it to the "very low" category. Discussion about the fraud risk
61 assessment. The reason why staff have not gone after completing item 4 (annually
62 committing in writing to abide by ethical behavior) is because it would be
63 required of all employees (including drivers and service workers who have no role
64 in finances), which would require a lot of time and effort. While not considered
65 "very low" according to the assessment, other measures in place take us to a very
66 low risk. Such measures include only a certain number of people who are check
67 signers. Additionally, every expenditure requires multiple approvals, goes through
68 an accounting process, and finally goes through an administrative review
69 (altogether a more extreme process than is typical of a business). Everything that
70 goes out goes through multiple eyes because this is the area of greatest risk for
71 fraud. There's also video to track down damage and monitor places. Those are a
72 few examples. Even though multiple people check many parts in the process, it is
73 not considered an internal audit according to the definition the assessment goes by
74 for item 8. Shaun Bushman moved that the fraud risk assessment be adopted. Jeff
75 Turley seconded. Vote unanimous.

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77 **8. General Manager/Staff Reports:**

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79 A. Update on Intelligent Transportation Systems for Fixed Route: Staff had the
80 kickoff meeting with GMV Syncromatics. It is clear that they are passionate about
81 transit and making it easier for customers. There is a meeting scheduled with them
82 here in January, after which more information will be available.

84 B. New Facility Update: The project is progressing well with some great input from
85 staff, which will result in a better deliverable. Currently, they are looking at some
86 initial concepts and working on things such as the flow of the building.
87 Construction will start sometime between June and September (June being the
88 most aggressive timeframe and September being the latest). Discussion about
89 supply chain. The issues with supply chain is one of the reasons that staff wanted
90 to get the project moving forward, so that essential materials can be acquired and
91 to keep costs down.

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93 9. **Board Chair Report:**

94 A. No report.

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96 10. **Adjourn:** Board Vice-Chair Patrick Jenkins adjourned the meeting.