

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, March 23, 2022**
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:* Patrick Jenkins, Cecelia Benson, Holly Broome-Hyer, Shaun Bushman, Terrie
11 Wierenga, Ron Bushman, Paul James, Glen Schmidt, Abraham Verdoes, Mike Arnold,
12 David Geary, Gregory Shannon, Bob Christensen, Mary Barrus, Lieren Hansen, Jeff
13 Turley, and Jeannie Simmonds

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15 *Excused:* Sue Sorenson and Lyle Lundberg

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

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19 **Regular Meeting Agenda**

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21 1. *Call to order:* Board Chair Patrick Jenkins
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23 2. Pledge of Allegiance
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25 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
26 Shaun Bushman moved; Gregory Shannon seconded.
27 A. Approval of Agenda
28 B. Acceptance of Minutes
29 C. Next Board Meeting: April 27, 2022
30
31 4. Public comments: No comments or questions.
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33 **Board Business**

- 34 5. **Board Business:**
35 A. Swearing in of Bob Christensen, Board Member from Hyde Park – Curtis
36 Roberts, CVTD Admin Director: Curtis Roberts swore in Bob Christensen.
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38 B. Presentation on the Cache Metropolitan Planning Organization and Projects – Jeff
39 Gilbert, CMPO Executive Director: The Cache Metropolitan Planning
40 Organization (CMPO) is a regional planning agency. The CMPO has partnered
41 together a lot with the District on projects. The CMPO is updating their long-
42 range plan (done every 4 years). Most funding for the CMPO comes through

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43 highways and the Federal Transit Administration. The CMPO partners with other
44 Metropolitan Planning Organizations in Utah to coordinate long-range plans; the
45 idea is to roll all regional plans into a state plan. Todd Beutler serves as a good
46 voice for the District; others can forget that there is transit besides UTA. This
47 time the plan is going out to 2050 and includes roads, active transit (bikes,
48 pedestrians, etc.), public transit, and air quality. In planning, it's important for the
49 cities to commit to transit corridors. It's important to plan for high intensity
50 corridors; opportunities are lost if they're not planned for even if they're a ways
51 off. It's also important for public transit to commit in planning because
52 developers don't want to commit to an area if public transit moves away. Public
53 transit can be an economic driver in communities. The CMPO is looking to beef
54 up public transit in the plan.

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- 56 C. Update on technology on Buses – Colton Fulmer, CVTD Network Administrator:
57 The District has procured an intelligent transportation from GMV Innovating
58 Solutions. There system will provide real time passenger data and automatic
59 passenger counting (currently the drivers do it by hand), which will help the
60 District with planning. For the public, it will provide a CVTD branded app, a
61 website imbedded interactive bus map, and automatic voice announcements for
62 stops and destinations. Planning, import of CVTD system, software configuration,
63 and hardware procurement have been completed. Next steps are installation,
64 configuration, BETA testing, and dispatch/driver training. Afterwards there will
65 be a public information campaign. Launch and acceptance will take place
66 sometime the end of May or early June. The app and website imbedded
67 interactive bus map have real-time bus locations, push notifications, and trip
68 planning. Discussion about passenger counting. The system is industry standard
69 and uses a mixture of cameras and infrared to count; there will be a testing phase
70 that will examine accuracy (to make sure it is not counting strollers and such).
71 Discussion about passenger data. The real time passenger data will show how
72 many people get on and off at stops, including time of the day and day of the
73 week, so staff will be able to identify usage. Currently, the passenger data is
74 limited to a daily total or a total by route with no specifics.

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

- 77 A. Financial status update: With the invasion of Ukraine, there have been stock
78 market ups and downs. Staff is taking a moderate and calm approach, keeping in
79 mind long-term goals and visions. There are three things to watch. One being
80 wage pressures because it can impact ability to hire, so we have to pay attention to
81 what is happening in the market, living costs, and how that affects wages and
82 benefits (currently facing the challenge of a low 1.7 percent unemployment rate).
83 The second item to watch is fuel. There is not a lot that can be done about it and it
84 will impact budget, but staff is moving forward deliberately, cautiously, and

85 meticulously. The third is parts for buses. There are parts shortages. The staff has
86 been great at chasing down other vendors that have parts and getting in parts at
87 the best price they can. In general, the District is in a good financial situation and
88 not hurting. Discussion about the new facility. Cost estimates will be coming in
89 about June with the guaranteed max pricing in about August. Discussion about
90 parts. Staff has avoided cannibalizing old buses, as different years of buses use
91 different parts. Discussion about ridership. The cost of gasoline has gone up 25 to
92 30 percent (about \$4 per gallon). This generally prompts more people to ride the
93 bus.

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- 95 B. Delivery of buses: The District has eight buses scheduled for delivery.
96 Manufacturing has been impacted by part availability. The District's buses were
97 scheduled for delivery the middle of April. However, because they had parts for
98 our buses, they accelerated them. Delivery could be as early as the first part of
99 April. These buses are going to cost a little more than 3.8 million dollars total.
100 However, staff just finished lining up funding for the purchase, so the net out of
101 pocket for the District is going to be 15,000 dollars. Manufacturing delivers the
102 buses as part of road testing. After delivery, mechanics run through a post-
103 delivery audit to make sure everything is running well.
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- 105 C. Update on Triennial Review: The District had three findings on the Triennial
106 Review; they gave us until March 15 to respond to and satisfy any
107 recommendations. The District delivered those changes on March 1; we should
108 hear back about acceptance by the end of April.
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- 110 D. Legislative Update: Only a few things affect us from this year's session. Staff will
111 work with the Policy Committee to make sure things are current (such as updating
112 the bylaws about proxy voting). Another change is that if there isn't a unanimous
113 vote, and someone is attending virtually, there needs to be a roll call vote. A few
114 updates to GRAMA, includes updating the law about media members, repeated
115 GRAMA requests, and classification of some document types (security
116 documents and interviews with an employee about misconduct are now
117 protected/private). Another update is the requirement to post the budget to the
118 organization's website at least 7 days before the adoption of a final budget.
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- 120 E. Congressional Directed Spending Request: In late fall of 2020, a request was
121 submitted through Congressman Blake Moore's office to fund micro transit
122 vehicles and the associated technology deployment. Because the transportation
123 bill got delayed, the District had to move forward on the project without hearing
124 back (using different funds). The request for funding was successful and the
125 District secured 3 million dollars. The District is working with the FTA to
126 transition the funds to something else, such as building the facility.

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7. **Board Chair Report:**

- A. 30 Year Celebration and accountability reports – Gregory Shannon, Public Engagement Committee Chair: The Board will be holding a commemorative board meeting to celebrate 30 years of service for April’s board meeting. The board meeting date actually falls on the anniversary date. Board members are encouraged to invite their city’s elected officials.

8. Public comments: No comments or questions.

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