

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, August 24, 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, Mike Arnold, Shaun Bushman, Terrie Wierenga, Paul James,
11 Glen Schmidt, Bob Christensen, Mary Barrus, David Geary, Sue Sorenson, and Jeannie
12 Simmonds

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14 *Excused:* Cecelia Benson, Holly Broome-Hyer, Ron Bushman, Lieren Hansen, Lyle
15 Lundberg, Gregory Shannon, Jeff Turley, and Abraham Verdoes

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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 Terrie Wierenga moved; Shaun Bushman seconded. Vote unanimous. Note: The
27 consent agenda was moved to before the board chair report when a quorum was
28 present (item 7).
29 A. Approval of Agenda
30 B. Acceptance of Minutes: June 22, 2022
31 C. Next Board Meeting: September 28, 2022
32
33 4. Public comments: No questions or comments.

34
35 **Board Business**

36 **5. Board Business:**

- 37 A. Review of second quarter financials – Glen Schmidt, Budget Committee Chair:
38 Everything is going as expected. Fuel is of course a concern because of the way
39 prices have been. Two bus replacements have been delayed until next year
40 because of the parts shortage. Discussion about fuel. Fuel prices seem to have hit
41 a peak and are coming back down; so, we're now anticipating that fuel may stay
42 within budget. If there is an adjustment needed, the funds could come from the

Approved 09/28/2022

43 budgeted amount for tires (since it is within the same category, there wouldn't
44 need to be a formal change). As things stand right now, staff is not anticipating
45 having to come back with any significant changes.

46
47 B. Consideration of FY2023 Budget Priorities – Curtis Roberts, Administration
48 Director: The purpose of setting budget priorities is to make sure that the staff and
49 the board can work together to make sure that the vision lines up. One of the top
50 goals is to make sure that payroll is covered, so that the District can provide the
51 quality service that the community expects. The second goal is to continue to
52 follow the capital and service plan. This includes making sure that money is
53 allocated for the new facility. The micro transit vehicles and para transit buses
54 were delayed from the current year to 2023 because of chip shortages nationwide.
55 Also, six large buses need to be ordered for delivery to happen in 2024.
56 Implementation of the new micro transit service is also expected to start. A third
57 goal is to continue to focus on safety. A key to this is the safety program. One of
58 the most effective parts to this is the driver video review; it has been really
59 successful. The program is not just monitoring; it's a great opportunity for
60 supervisors to connect with drivers and have positive conversations on how to
61 have things go right. A fourth goal is to continue to focus on public education and
62 outreach by partnering with Rumor. The partnership has been valuable. The ads
63 they run are being recognized and have positive feedback. An important aspect
64 for the coming year is outreach for the new service, as well as continuing outreach
65 with the Board to key stakeholders. The last goal is to evaluate potential service
66 alternatives and future transit corridors. This involves updating the District's long
67 range plan, which looks at where services will be 20 years from now with a plan
68 for how to get there. To create a transit corridor plan, the District will be
69 partnering with the Cache Metropolitan Planning Organization, as well as
70 different cities. The District will also be working with Kimley-Horn to research
71 and develop a vehicle transition plan to electric vehicles. The Lifeline voucher
72 program has been a valuable service alternative, as they can reach areas we can't;
73 Bear River Association of Governments (BRAG) has been a good partner on the
74 program. Overall, these are the budget priorities for the coming year and where
75 key decisions need to be made to align the vision. Discussion about Rumor. They
76 do more than just run ads; they help develop ad material, do design work, and
77 strategize. They've redesigned outreach for hiring, refreshed the website,
78 revamped the map, and etc. There's still a lot of meaningful work for them to do,
79 including a rebrand. Discussion about the Lifeline voucher program. The budget
80 for this has been 20 thousand in the past; 25 thousand has been budgeted for this
81 coming year. The high administrative costs for the program came from the initial
82 setup of the program; staff is talking with BRAG about adjusting the split of funds
83 between the administration of the program and the vouchers. They haven't always
84 used the full budgeted amount, but the number of miles and people served have

85 increased. The Lifeline voucher program will be reviewed in the next board
86 meeting because of the amount of interest and discussion around it.

87
88 **6. General Manager/Staff Reports:**

89 A. Update on fixed route technology: There's been mostly positive comments on the
90 new technology. There's been some glitches that staff is working through and
91 they're still working to connect the website to the GMV feed. GMV continues to
92 be a good partner throughout the process. There are signs and QR codes on every
93 bus promoting the new app; the app is also being marketed to the incoming USU
94 freshman.

95
96 B. Update on micro-transit: Staff was hoping to start micro transit this fall, but it's
97 been delayed because the new vehicles won't be available until next year. Still
98 working to get the app for this service up and running. Hopefully, it can be beta
99 tested soon, so it will be ready for launch after the District gets the new vehicles
100 for micro transit.

101
102 C. Report on meeting with High Valley Transit and UTA: Staff met with High
103 Valley Transit; they're a new entity that operates in Summit County separate from
104 Park City's public transit. Most of the service they offer is micro transit with a
105 couple of fixed routes. It was an information sharing meeting about micro transit
106 and the process of building a new facility. Staff also met with UTA to discuss
107 zero fare. It is something UTA is looking at.

108
109 **7. Board Chair Report:**

110 A. Report on trip to Washington DC: Todd and the District have a fantastic rapport
111 with each representative in DC. It's a very productive process and a good use of
112 funds. Having good relationships there helps keep the District funded. It is a
113 valuable process to continue into the future.

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115 8. Public comments: No questions or comments.

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