

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, September 28, 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, Shaun Bushman, Terrie Wierenga, Bob  
11 Christensen, Mary Barrus, David Geary, Sue Sorenson, Holly Broome-Hyer, Ron  
12 Bushman, Lieren Hansen, Lyle Lundberg, Gregory Shannon, Jeff Turley, and Jeannie  
13 Simmonds

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15 *Excused:* Mike Arnold, Paul James, Glen Schmidt, and Abraham Verdoes

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

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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 Dave Geary moved; Bob Christensen seconded. Vote unanimous.  
27 A. Approval of Agenda  
28 B. Acceptance of Minutes – August 24, 2022  
29 C. Next Board Meeting – October 26, 2022  
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31 4. Public comments: No questions or comments.  
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33 **Board Business**

- 34 5. **Board Business:**  
35 A. New facility update – Dave Geary, Board Member: After hundreds of hours, the  
36 drawings can finally be sent out for bid to get the maximum guaranteed prices.  
37 Because of inflation and supply chain issues, the best guess for what the cost will  
38 be has gone up, so now there will be a shortfall from where the original cost was  
39 thought to be. Management is working to find additional funding to cover this  
40 shortfall. Discussion about the facility. The design for the facility has gone  
41 through multiple cuts (as well as multiple alternatives examined), so the best  
42 option at this point is to look for funding.

Approved 10/26/2022

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B. Consideration of FY2023 Budget Priorities – Patrick Jenkins, Board Chair: The budget is one of the most significant things that the Board does. The Board sets policy and that is manifested in the budget. The budget is built on the budget priorities. The five priorities are to continue to invest in employees, to follow the capital and service plan, to focus on safety, to focus on public education and outreach, and to evaluate potential service alternatives and future transit corridors. These priorities were presented and discussed at the last board meeting. No additional discussion. Patrick Jenkins asked for a motion to adopt the priorities for the 2023 budget. Jeff Turley motioned to approve the budget priorities. Cecelia Benson seconded. Vote unanimous.

C. Review voucher program – Todd Beutler, CEO: The objective of the program is to provide access for all, by providing access to residents of the county and access to nutrition and medical services. The participants must meet income and other eligibility criteria. The reason that the District is partnering with Bear River Association of Governments (BRAG) is because they have an established process for validating income criteria, they already work with clients that meet the income criteria (and rural clients), and the contract limits the District’s liability in an accident. The approach also helps the District control costs (no spending can occur beyond the budgeted amount for the District). Funding this year lasted until about August. All trips originate from Cache County, but some need to go outside of the county for various reasons. An example of someone who uses the service is an immigrant from Ukraine, who has nothing, and uses the service to get to a hospital in Farmington and SLC. As directed by the Board, the costs associated with the program are being negotiated. Discussion about the administrative costs. The first couple of years BRAG struggled to spend the budgeted amount. BRAG can only spend what is in the approved budget for the year and no more. BRAG had a voucher program before, but the federal grant dollars dried up; when they proposed the program to the District it made sense for the District to provide a county wide service. On one hand, if the overhead rate is reduced more funding will be available for trips, so the budgeted funds don’t need to increase. On the other hand, taking economics into account (gas prices, etc.), it makes sense to do more funding. If the program funding is used up, either BRAG finds the funds elsewhere or there are no rides. Some of the program clients are already using BRAG’s services, others are completely new to their services because of this program.

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

A. Update on Federal Transit Administration (FTA) Triennial Review – Todd Beutler, CEO: A quick overview of this last Triennial Review. There are 21 areas that are reviewed by an independent reviewer hired by the federal government.

85 There were three areas with deficiencies (five deficiencies in total). The District  
86 was given time to correct the deficiencies. The District resolved all of the  
87 deficiencies to the FTA’s satisfaction, so the District is back in full compliance.  
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89 B. Second quarter service report – Todd Beutler, CEO: A couple of key things to  
90 note is that the total ridership through June is up about 20 percent. The third  
91 quarter is looking to be up even more. A trip is defined as any time someone takes  
92 a bus (so transfers are included in the count). When the Loop was instituted, one  
93 of the goals was to reduce transfers; the Loop covers 60 percent of the  
94 destinations in the system, so passengers don’t have to transfer. In that context,  
95 the increase in the trips per day would be even higher on the old system (before  
96 the Loop). Overall, things are running pretty good, but there are some struggles  
97 during peak traffic times for transfers. The amount of bicycles is up, but will be  
98 going back down in the winter months. Discussion about bicycles. E-bikes will fit  
99 on the bus bike racks as long as they have a regular sized tire (3 bikes can fit in  
100 total).  
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102 C. USU student engineering project – Curtis Roberts, Administration Director: The  
103 District plans to put a driver training course at the south end of the property with  
104 the building being on the north end of the property. The training course would  
105 provide a controlled space for drivers to train on what they would encounter on a  
106 daily basis, such as a four-way stop, railroad tracks, a bus stop, etc. The course  
107 would be used for re-training as well. A group of USU seniors approached the  
108 District to do this for their capstone project. There are four students on the team  
109 (they are also required to team up with a local engineering firm). They can give  
110 the District CAD drawings, but since they’re not certified engineers they can’t be  
111 used. However, the skillset could be built on to hopefully reduce costs. Discussion  
112 about construction. The training course won’t be built as part of the construction  
113 for the new building. When the District is ready to build the training course, true  
114 professionals will be used; however, it will be nice to have concepts to start with.  
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116 **7. Board Chair Report:**

117 A. Todd Beutler is celebrating over 22 years with the District (26 years in total,  
118 counting all of the years he’s been with the District). A warm thanks for his  
119 service to the District.  
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121 8. Public comments: No questions or comments.  
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123 9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.