

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, October 26, 2022**
4 **5:30 pm**
5 **Logan City Hall**
6 **290 North 100 West, Logan, Utah**
7 **City Hall Conference Room**
8
9

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, Gregory Shannon, Jeff Turley, Paul James, Glen Schmidt, and
13 Jeannie Simmonds
14

15 *Excused:* Mike Arnold, Lyle Lundberg, and Abraham Verdoes
16

17 *Others:* Todd Beutler, Charise VanDyke, and Curtis Roberts
18

19 **Regular Meeting Agenda**
20

- 21 1. *Call to order:* Board Chair Patrick Jenkins
22
23 2. Pledge of Allegiance
24
25 3. Consent Agenda: Patrick Jenkins added an item to the agenda (Item 5A – building
26 update). Patrick asked for a motion to approve the consent agenda with this change.
27 Dave Geary moved; Gregory Shannon seconded. Vote unanimous.
28 A. Approval of Agenda
29 B. Acceptance of Minutes – September 28, 2022
30 C. Next Board Meeting – November 16, 2022
31
32 4. Public comments: No comments or questions.
33

34 **Board Business**

- 35 5. **Board Business:**
36 A. Building update: Because of inflation and supply chain issues, the estimate for the
37 cost of the building came in higher than initially projected for the guaranteed
38 maximum price. Including the land, the total project cost is 56 million dollars (the
39 land was already purchased). The total from the funding sources of federal, local,
40 and land-purchase is 48 million dollars, so there is a shortfall of 8 million dollars.
41 Since the District didn't get the grant earlier this year, staff is working with the
42 state legislature for a one-time funding appropriation. If not successful, the staff

Approved 11/16/2022

43 would examine other options or approaches, which could delay projects or the
44 implementation of new programs. Close to 20 million has already been cut from
45 the project. Unless the Board indicates that they do not want to move forward
46 with getting the guaranteed maximum price locked in, the staff would like to
47 move forward. If delayed there's the risk of prices going up. The Board has
48 already approved sufficient funding to cover the Big D contract. Big D is anxious
49 to get the contract signed. Approval of the total project budget will happen in
50 November. There was no further discussion.

- 51
- 52 B. Consideration of Title VI Program Resolution 22-01 – Jeff Turley, Policy
53 Committee Chair: The Policy Committee went through the changes to the
54 District's Title VI policy and have brought it back to the Board for approval.
55 Patrick asked for a motion to adopt the Title VI policy with changes. Paul James
56 motioned. Dave Geary seconded. Vote unanimous.
- 57
- 58 C. Consideration of Agency Safety Plan – Jeff Turley, Policy Committee Chair: The
59 Policy Committee reviewed the District's Agency Safety Plan and have brought it
60 back to the Board for approval. Bob Christensen motioned to adopt the Agency
61 Safety Plan. Cecelia Benson seconded. Vote unanimous.
- 62
- 63 D. Consideration of Resolution 22-02 Electronic Meetings – Todd Beutler, CEO: As
64 a public agency, the District has to pass a resolution for how to deal with
65 electronic attendance (as required from the last legislative session). It allows
66 board members to attend electronically and sets guidelines for attendance. A
67 couple of things to highlight: video needs to be turned on in order to vote (if the
68 device has video capability) and if a member of the public wants to attend
69 electronically the request must be made three days in advance. It also allows
70 board members attending electronically to be counted towards a quorum. Board
71 members attending electronically can vote as long as they can hear and participate
72 in a discussion item (they need to be there for the majority of the discussion).
73 There is no proxy voting. Those are the key components. A resolution needs to be
74 passed by the end of year. Paul James motioned to adopt Resolution 22-02 on
75 Electronic Meetings. Gregory Shannon seconded. Vote unanimous.
- 76
- 77 E. Presentation of FY2023 draft budget – Curtis Roberts, Administration Director: A
78 summary of the budget. For 2023, the anticipated revenue is 10.8 million dollars
79 and 10.7 million dollars in operating expenses (including micro-transit). The vast
80 majority of capital items are for the new facility. Currently, the sales tax
81 projection is at 3 percent. The governor's office numbers just came out and they
82 anticipate about a 4 percent increase; the current sales tax projection may be
83 adjusted up to their projection. Fuel is currently budgeted at 4 dollars per gallon
84 as it was thought to be trending down, but it might go up to 4.5 dollars per gallon

85 when presented in the tentative budget. Discussion about the fuel budget. If an
86 increase for the fuel budget is needed, budget items will be examined as to what
87 to adjust or reduce.
88

89 F. Consideration of District health benefit renewal – Curtis Roberts, Administration
90 Director: There’s a 4.2 percent increase over the previous year for benefits. The
91 proposal is to keep the benefits package fully funded and with no difference. This
92 is in line with the Board’s budget priorities to continue to invest in employees.
93 Dave Geary motioned to adopt the benefit package as presented. Shaun Bushman
94 seconded. Vote unanimous.
95

96 G. Update on the CMPO-CVTD transit corridor study – Lieren Hansen, Planning
97 Committee Chair: The corridor study is underway. The purpose of the plan is to
98 identify future corridors for higher levels of transit. The corridors would be set
99 and identified, so that economic development can happen. It involves cities
100 committing to land use planning to support transit. The study involves identifying
101 activity centers such as schools, employers, etc. It will hopefully be narrowed to 5
102 or 6 corridors. Stakeholders have been and will be consulted in the process (city
103 planners, etc.). The study also hopes to identify types of service, such as express
104 bus service, and a future bus rapid transit (BRT) corridor. Discussion about rail
105 transit. Rail is expensive (about a million dollars per mile) and Cache Valley is
106 unlikely to have the population or trip density to support it. Also, if a rail is too far
107 off a frequently traveled corridor, it won’t be used. BRT costs less per mile and is
108 similar to rail because of the dedicated space.
109

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

111 A. FTA debrief on competitive grant application – Todd Beutler, CEO: Staff
112 attended a debrief for the facility grant application to see why no money was
113 awarded. There were 6 areas that they specifically look at and give
114 recommendations for; the District got a highly recommended in every area (the
115 highest rating you can get). The reason there was no money awarded was that it
116 was highly competitive. There were a total of 530 eligible applications. Out of the
117 applications, 460 received a highly recommended rating; out of those
118 applications, 150 received funding. With the amount of competition, the decisions
119 came down to really small things, as well as the priorities of the current
120 administration (like an emphasis on electric vehicles).
121

122 **7. Board Chair Report:**

123 A. Employee recognition: Brad Nelson has been with the District for 3 years; Jody
124 Kimball has been with the District for 27 years. A warm thanks for their service to
125 the District.
126

127
128
129

8. Public comments: No questions or comments.
9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.