

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, December 14, 2022**
4 **5:30 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, Lieren
12 Hansen, Gregory Shannon, Mike Arnold, Lyle Lundberg, Jeff Turley, Glen Schmidt, Paul
13 James, and Jeannie Simmonds
14

15 *Excused:* Ron Bushman
16

17 *Others:* 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 Bob Christensen moved; Dave Geary seconded. Vote unanimous.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – November 16, 2022
29 C. Next Board Meeting – January 25, 2023
30
31 4. Public comments: No comments or questions.
32

33 **Board Business**
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35 **5. Board Business:**

- 36 A. Presentation on fraud risk assessment – Curtis Roberts, Administration Director:
37 The Fraud Risk Assessment is a required annual assessment. Administration goes
38 through and assesses areas identified by the state auditor’s office. According to
39 this measurement, we have a Low risk level. The District does more than what’s
40 identified on this score sheet to deter fraud; the District is in a strong position to
41 prevent fraud.

42 B. Presentation of FY 2023 Budget – Curtis Roberts, Administration Director: There
43 were no changes between the tentative budget and the proposed final budget.
44 Information to be aware of that just came in today. The District has been working
45 to purchase six replacement buses. With the best and final offer, if we move up
46 the purchase of the buses to the fourth quarter of 2023, they'll knock off a little
47 over 80 thousand dollars on the purchase. If accepted after working through the
48 final details, the staff will come back with a budget amendment for board
49 approval.

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51 C. Public Hearing of FY 2023 Budget – Patrick Jenkins, Board Chair: The budget
52 was opened for discussion. No public present. The board chair asked for a motion
53 to close the public hearing on the budget. Cecelia Benson motioned; Gregory
54 Shannon seconded. Vote unanimous.

55
56 D. Consideration of FY 2023 Budget – Patrick Jenkins, Board Chair: The Board has
57 been working through the budget since August. No questions or further
58 discussion. Glen Schmidt motioned to adopt the fiscal year 2023 budget as
59 presented; Dave Geary seconded. Vote unanimous.

60
61 E. Report from Public Engagement Committee – Gregory Shannon, Committee
62 Chair: The Public Engagement Committee discussed some items that should be
63 presented to shareholders. Board members should shoot to have their
64 presentations done by the first quarter.

65
66 **6. General Manager/Staff Reports:**

67 A. Report on meeting with FTA Region 8 staff – Curtis Roberts, Administration
68 Director: The FTA Region 8 covers our area. The District does a lot with their
69 staff. There's been some turnover in their office recently, so the District staff was
70 getting acquainted with them. They expressed satisfaction with what's been done
71 with the new facility and interest in the long range and corridor studies being
72 done. Overall, the District is in great standing with them. An additional update on
73 a couple of other items. With micro transit, the District is on track to get the
74 vehicles in time for the POOL service launch. The District is under full
75 guaranteed maximum prices for the new facility; during this process, staff was
76 able to meet the DBE participation goal.

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78 **7. Board Chair Report:**

79 A. No report.

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81 **8. Public comments:** No questions or comments.

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