

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, April 24, 2024**
4 **5:30 pm**
5 **Logan Library**
6 **285 North Main Street, Logan, Utah**
7 **Community Room A**

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10 *Present:* Patrick Jenkins, Lieren Hansen, Flor Estrada, Shaun Bushman, Mike Arnold,
11 and Jeff Turley

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13 *Excused:* Glen Schmidt, David Geary, and Ron Bushman

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

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17 **Regular Meeting Agenda**

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19 1. *Call to order:* Board Chair Patrick Jenkins
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21 2. Pledge of Allegiance led by Mike Arnold
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23 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
24 Shaun Bushman moved; Mike Arnold seconded. Vote unanimous.
25 A. Approval of Agenda
26 B. Acceptance of Minutes – March 27, 2024
27 C. Next Board Meeting – May 22, 2024
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29 4. Public comments: No comments or questions.

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31 **Board Business**

32 **5. Board Business:**

- 33 A. Overview of potential route changes to routes 6,7,8,9 – Todd Beutler, CEO: As a
34 quick overview, the purpose of the route re-alignments is to increase route safety,
35 improve reliability for connections at the transit center, increase access to areas of
36 new development, and maintain a three to four block stop standard within the
37 urban core service area. Proposed changes were based on employee and public
38 feedback. Most individuals indicated that they saw the notification about the
39 survey through the app or the onboard bus ad. Most of the feedback and ratings up
40 to this point have been positive or neutral. Discussion about the ratings and
41 feedback from the survey. The overall positivity of the response has been
42 surprising; previous experience has shown that people are more likely to respond

Approved 05/22/2024

43 to a survey if they feel negatively about the changes. If the positive and neutral
44 ratings are combined, it's over 80 percent on each route change so it's been well
45 received overall. The survey will remain open until April 30.

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47 B. Public hearing on potential changes to routes 6,7,8,9 – Patrick Jenkins, Board
48 Chair: The service changes were opened for discussion. No comments. The board
49 chair asked for a motion to close the public hearing on the budget. Mike Arnold
50 moved; Shaun Bushman seconded. Vote unanimous.

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52 C. Steering Committee Report – Shaun Bushman, Committee Chair: The steering
53 committee met and developed a ridership report that board members can take to
54 cities. Todd Beutler conducted a training on the planning process. The District is
55 always involved in some form of planning, whether it's long, intermediate, or
56 short-term planning. The District works with multiple partners during the
57 planning process, including transportation consultants, cities, local stakeholders,
58 UDOT, etc. The long-term process involves using the Board's policy and vision
59 to identify service gaps. The intermediate term process involves research around a
60 problem and developing alternatives/solutions. The short-term process involves
61 the staff recommending alternatives and the implementation of a project. An
62 example of this process in action is the POOL service. Years back the Board set
63 ridership performance standards for fixed routes; there were routes not meeting
64 this standard. Initially staff proposed to pull the service out of the area, but the
65 Board clarified that they didn't want to pull the service. Later, the District worked
66 with consultants and determined the types of service and technologies that would
67 meet the need; various approaches were compiled including demand response
68 service. Staff recommended demand response service as the preferred solution
69 with three different zone possibilities. The Board considered the solution and set
70 aside the needed funds to implement service. The District prepared for the new
71 service (vehicles purchased, etc.) and implemented the service.

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73 **6. Management Report:**

74 A. Facility update – Curtis Roberts, Administrations Director: In a financial
75 summary of the facility project, the hard costs are what the District is obligated to
76 pay (under contract); the soft costs are contingency costs for things like
77 construction adjustments, place holders, and other things not committed or under
78 contract. Out of what is budgeted for hard costs, the District has spent a little over
79 50 percent on things like the concrete, steel, and dirt work. The structure is taking
80 shape with walls and roofing. The District is spending in line with where we are at
81 in the project; it is under budget and on track. Overall, the District has brought in
82 almost 30 million dollars from federal funding and 5 million dollars from state
83 funding into the valley for this project. We're anticipating moving in by this time
84 next year.

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B. New Facility tours in May – Todd Beutler, CEO: There are two facility tours set up for board members in May to see the construction progress.

7. **Board Chair Report:**

A. Recognition of employee anniversaries – Patrick Jenkins, Board Chair: Employee anniversaries include 10 years for Tom Sullivan (driver), 10 years for Steve Earley (driver), 13 years Tina Miller (driver), 12 years Spencer Green (supervisor), 17 years Gillian Crozier (supervisor).

B. Government relations in DC – Patrick Jenkins, Board Chair: A critical part to the District’s success has been an annual trip to Washington D.C. This is important in relationship building. It’s one of the reasons the District has had such success with federal funding; the Board should keep this in the budget year to year because it has paid off in multiple ways.

8. Public comments: No comments or questions.

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