

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, June 22, 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, Holly Broome-Hyer, Terrie Wierenga, Paul
11 James, Glen Schmidt, Gregory Shannon, Bob Christensen, Mary Barrus, Lieren Hansen,
12 Jeff Turley, Ron Bushman, David Geary, Sue Sorenson, and Jeannie Simmonds

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14 *Excused:* Mike Arnold, Shaun Bushman, Abraham Verdoes, and Lyle Lundberg

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

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18 **Regular Meeting Agenda**

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20 1. *Call to order:* Board Chair Patrick Jenkins
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22 2. Pledge of Allegiance
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24 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
25 Dave Geary moved; Bob Christensen seconded. Vote unanimous.
26 A. Approval of Agenda
27 B. Acceptance of Minutes – May 25, 2022
28 C. Next Board Meeting – July 27, 2022
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30 4. Public comments: No questions or comments.

31
32 **Board Business**

- 33 5. **Board Business:**
34 A. New facility update – Dave Geary, New Facility Committee Chair: More
35 information about the costs of the new facility will be available later when they
36 are done costing out materials, locking in prices, and have a maximum guaranteed
37 price.
38
39 B. Consideration of Drug and Alcohol Policy Update – Curtis Roberts,
40 Administrations Director: The State of Utah periodically does its own
41 examination of the Drug and Alcohol policy (because we also receive State
42 funding). They required that a few formatting changes be presented to the Board.

Approved 08/24/2022

43 There is one area that they are requiring that we bold, one area that they'd like us
44 to un-bold, and an update to a website reference. Dave Geary motioned to adopt
45 the updated Drug and Alcohol policy. Holly Broome-Hyer seconded. Vote
46 unanimous.

47
48 C. Consideration of market wage adjustment – Curtis Roberts, Administrations
49 Director: Everyone is struggling to hire. Cache County has the third lowest
50 unemployment rate in all of Utah at 1.7 percent (as of May 2022). Because of the
51 current driver level, Saturday service frequency was dropped from 30-minutes to
52 60-minutes (by interlining routes). The Loop frequency is also occasionally
53 reduced as needed on Saturdays and weekdays (reducing the number of buses so
54 that frequency is impacted). Currently, the District is functioning at 66 drivers,
55 while 73 drivers are needed. We also know that historically we lose drivers over
56 the course of the next 6 months. Staff has adjusted the way that jobs are marketed.
57 It's more tailored online and an applicant can schedule a preliminary interview;
58 this is just to see if we can get them in the door. The District is actively competing
59 within the valley just to get employees. Not only are application rates down from
60 2021, but over 40 percent of the applicants are not qualified for the job (either as
61 spam or not qualified). This doesn't include the applicants that ghost during the
62 process. The applicant pool overall has dropped way down, which is why staff has
63 come back to present these facts. The following voluntarily quit or resigned in the
64 last six months: 12 part-time drivers, 2 full-time drivers, the HR manager, and the
65 Compliance Operations Supervisor. Some of these losses have been due to
66 leaving for a higher paying job in the valley. So, staffing loss is not just at the
67 driver level. Data indicates that wages continue to increase. The companies that
68 the District is competing against (for the driver pool of workers) have hiring
69 wages between \$15 to \$25.80 per hour (most are \$18 plus per hour). Local
70 Government is also increasing their wages up to 20 percent (mostly between 5 to
71 10 percent). A mid-year market adjustment will help the District get back to being
72 competitive with other wages. The cost for this adjustment for the current year is
73 300 thousand dollars; the cost to each subsequent year would be 600 thousand
74 dollars. A budget amendment might be needed later in the year depending on
75 factors such as fuel costs. This solution provides an increase to the starting wage
76 of the driver (increased to \$20 per hour), which includes market adjustments to
77 avoid wage compression to retain current employees. It will hopefully bring the
78 applicant pool back up. The District has been running short staffed all year.
79 Discussion about the wage adjustment. The market adjustment pool will be
80 implemented throughout the organization and provide wages for the unfilled
81 positions. Jeannie Simmonds commented that the District has an obligation to the
82 community to provide service, regardless of hiring challenges. Jeannie also
83 commented that instead of offering bonuses to hire, it'd be more valuable to
84 provide something to employees who have stuck with the District. Discussion

85 about benefits. There are employees who stay for the benefits. With inflationary
86 challenges, cash in hand makes a big difference. Discussion about previous
87 market adjustment. The last market adjustment helped for about six months; there
88 was an immediate jump in the applicant pool, which starting waning the first part
89 of the year. It got the District mostly staffed. However, there were still difficulties
90 in staffing for Saturdays. Discussion about micro transit. There will be additional
91 drivers needed for micro transit; however, this proposal doesn't include the
92 additional staff needed. Staff decided to focus on the current challenges to meet
93 the current level of service. The start date for the new service is not firm, as the
94 staff are still trying to get vehicles for the new service. Gregory Shannon made a
95 motioned to adopt the 300-thousand-dollar adjustment for wages (effective July
96 1). Glen Schmidt seconded. Vote unanimous.

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

99 A. Fixed routes technology upgrade: Staff is still waiting on the app approval from
100 Apple and Android. The expected launch is still July.

101
102 B. Fixed route bus replacements: Eight fixed-route buses have been replaced and the
103 old buses sold. Two companies (one in Utah and one in California) bought the
104 buses. They have until the end of the month to collect them. The new buses were
105 purchased with state money; instead of the 800-thousand-dollar match that would
106 have been required for the over 4-million-dollar purchase, the District only had to
107 pay 15 thousand dollars in match money. Service and saving dollars is important
108 to staff; this result is a credit to all those involved.

109
110 C. Long range and corridor plans: The District is in the process of updating the long
111 range plan in coordination with the MPO and the consultant (Kimley Horn).
112 UDOT is also doing a statewide long range plan update. The purpose of the
113 corridor study is to identify future corridors for higher levels of transit, such as
114 higher density or transit friendly areas.

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116 **7. Board Chair Report:**

117 A. Patrick thanked the board members who participated in the Employee BBQ.

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119 8. Public comments: No questions or comments.

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