

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, August 23, 2023**  
4 **5:30 pm**  
5 **Logan City Hall**  
6 **290 North 100 West, Logan, Utah**  
7 **City Hall Conference Room**  
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9

10 *Present:* Patrick Jenkins, Cecelia Benson, Shaun Bushman, Terrie Wierenga, Bob  
11 Christensen, Mary Barrus, Sue Sorenson, Lieren Hansen, Mike Arnold, Glen Schmidt,  
12 Paul James, Gregory Shannon, Ron Bushman, David Geary, Lyle Lundberg, and Jeannie  
13 Simmonds

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15 *Excused:* Holly Broome-Hyer and Jeff Turley

16  
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  
22  
23 2. Pledge of Allegiance  
24  
25 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.  
26 Paul James moved; Dave Geary seconded. Vote unanimous.  
27 A. Approval of Agenda  
28 B. Acceptance of Minutes – June 28, 2023  
29 C. Next Board Meeting – September 27, 2023  
30  
31 4. Public comments: No questions or comments.  
32

33 **Board Business**

- 34 5. **Board Business:**  
35 A. New Facility Update – David Geary, Facility Committee Chair: The facility is in  
36 progress and almost spot on in budget. It's a tilt concrete building, which means  
37 they'll pour the concrete for the walls on flat ground and after they're cured they  
38 use a crane to tilt them. From there they are propped and attached to each other  
39 and secured. They've poured the walls for the fuel building, which will be going  
40 up soon. They've started to frame other walls as well.  
41

42 B. Presentation of FY 2023 second quarter financials – Glen Schmidt, Finance  
43 Committee Chair: Most things are running as planned. The utilities jumped up  
44 higher than anticipated, but there were savings in other areas that will probably  
45 make up for it. The District is on track to receive the large buses before the end of  
46 this fiscal year, which will require a budget amendment. There will be a public  
47 hearing for that. Discussion about the increase to utilities. The rise in cost comes  
48 from an increase in the price of natural gas and the long cold winter this year. The  
49 cost also did not come down as anticipated. Discussion about utilities for the new  
50 facility. The building is designed to bring in solar panels later. Staff is also  
51 looking to have a utility analysis done for the new facility to see what the  
52 anticipated costs will be. Discussion about utility rate increases. There will be a  
53 rate increase throughout most of Cache Valley.  
54

55 C. Presentation of FY 2024 Budget Priorities – Curtis Roberts, Administration  
56 Director: The proposed budget priorities are similar to the ones presented last  
57 year. The priorities include employees, capital and service plan, safety, public  
58 education and outreach, and planning activities. Maintaining adequate staffing  
59 levels is a priority to meet service. A primary part of the capital and service plan  
60 is the new facility. The facility is anticipated to be completed by December 2024,  
61 so a business transition plan to transition between one facility to another needs to  
62 be created. This includes training employees and making sure our current  
63 technology is updated. To maintain safety, the current safety program has had  
64 great success and we haven't seen that diminishing, so we'd like to continue with  
65 it. With public outreach, we propose to continue to partner with RUMOR to  
66 continue the public education campaign, as well as re-branding. An important  
67 planning activity is to research and develop an Electric vehicle transition plan;  
68 another is to pair with a company to examine the economic impact of CVTD on  
69 the community. Finding out how CVTD impacts our specific economy will help  
70 the Board and staff as they go out and advocate for the transit system; a lot has  
71 changed since the last time this was examined and it is outdated. Discussion about  
72 next steps. Next board meeting, the Board will likely vote on these budget  
73 priorities, so it is important to communicate about what changes the Board wants  
74 made to the priorities that management has presented. The Board's role is policy,  
75 and the primary policy tool is the budget. Discussion about how service planning  
76 shows up in the budget. Service changes are always ongoing and are adjusted as  
77 there are changes in the community (housing, businesses, roads). This area was  
78 more emphasized in the FY2023 budget priorities because of the long-range plan.  
79 The FY2024 budget priorities are shifting to examine more how service is  
80 delivered (vehicle and service types), as well as examining how people are  
81 moving on main street (by continuing to participate in the main street study).  
82 Service modifications are always ongoing and present in the budget. The primary  
83 service component in the FY2024 budget is the new facility which is essential for

84 future service expansion. The budget priorities also indirectly support service  
85 planning. For example, we can't expand service if we're not able to get drivers (so  
86 we need to stay competitive with wages). Discussion about the budgeting process.  
87 Budgeting is about an allocation of resources. Policy flows through the budget by  
88 allocating resources to priorities; it starts with priorities and projects and ends in  
89 dollar amounts.  
90

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

92 A. Nothing to report.  
93

94 **7. Board Chair Report:**

95 A. The structure for the board reallocation was unanimously recommended to the  
96 cities by this Board. That recommendation is currently going through the city  
97 councils for ratification. The mayors are also working on picking the board  
98 members for the city councils to ratify. Hopefully, everything will be in place for  
99 January. In the meantime, it is critical for board members to continue to come,  
100 especially to vote on the budget.  
101

102 **8. Public comments:** No questions or comments.  
103

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