

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, October 25, 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, Shaun Bushman, Bob Christensen, Mary Barrus, Sue Sorenson,
11 Lieren Hansen, Mike Arnold, Glen Schmidt, Paul James, Gregory Shannon, Ron
12 Bushman, David Geary, Holly Broome-Hyer, Jeff Turley, and Jeannie Simmonds
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14 *Excused:* Lyle Lundberg
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16 *Others:* Curtis Roberts, Charise VanDyke, and Brad Nelson
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18 **Regular Meeting Agenda**
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- 20 1. *Call to order:* Board Chair Patrick Jenkins
21
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 Gregory Shannon moved; Dave Geary seconded. Vote unanimous.
26 A. Approval of Agenda
27 B. Acceptance of Minutes – September 27, 2023
28 C. Next Board Meeting – November 15, 2023
29
30 4. Public comments: No comments or questions.
31

32 **Board Business**

33 **5. Board Business:**

- 34 A. Consideration of Public Transportation Agency Safety Plan – Patrick Jenkins,
35 Board Chair: The Board has the responsibility of approving the Public
36 Transportation Agency Safety Plan (PTASP). It was reviewed by a committee
37 made up of drivers, maintenance workers, dispatchers, and supervisors. The
38 PTASP was updated this year to include micro transit. Paul James motioned that
39 the PTASP be approved. Jeff Turley seconded. Vote unanimous.
40
41 B. Presentation of FY 2024 budget – Curtis Roberts, Administration Director: Some
42 highlights from the FY 2024 budget. With this budget a key takeaway is to keep

43 the existing service levels constant by not adding or taking away service.
44 Revenues exceed expenses. The net capital outlay of 10 million dollars is within
45 the 13 million dollars that the Board previously assigned for capital projects. The
46 goal is to finish the new facility within the FY2024 budget. Another priority is to
47 strive to keep wages competitive to maintain adequate staffing levels. To
48 accomplish this, the proposal is to increase the drivers' wages by 75 cents an
49 hour. This is in response to identified changes in the market. Discussion about the
50 proposed wage increase. The wage increase would be for all drivers to avoid wage
51 compression. The cap on pay rises with the increase. Each position is analyzed
52 and targeted for the market according to other comparable positions to stay
53 competitive. Key projects set out in the budget priorities include the rebrand, the
54 electric vehicle strategic master plan, and the economic impact study. Discussion
55 about public outreach/community engagement in the budget. The District
56 participates in various outreach programs and activities in the communities or
57 puts together an event (such as the bus rodeo); those efforts are reflected in that
58 line of the budget. Discussion about professional fees. The difference between
59 professional fees and subscriptions and memberships is that professional fees are
60 used to hire a professional (auditor, lawyer, etc.), where the subscriptions and
61 memberships are for things like the membership to the Utah Association of
62 Special Districts. Discussion about rebranding. The District hasn't done a true
63 rebrand; when LTD moved to CVTD only the logo switched. A rebranding helps
64 the District continue to broaden the services offered and to potentially expand
65 outside of Cache Valley. A rebranding also helps the longevity of an organization,
66 as well as helping an organization to match a strategic plan as it moves forward. A
67 rebranding would also cost more down the road.

68
69 C. Consideration of FY 2024 employee benefit package – Curtis Roberts,
70 Administration Director: There was a zero percent increase in the cost of health
71 insurance this year. Administration proposes that the District continue with the
72 exact same benefits FY 2024 with no change. Dave Geary motioned that the
73 FY2024 employee benefit package be approved. Shaun Bushman seconded. Vote
74 unanimous.

75
76 D. Closed Session: discussion of personnel matter – Patrick Jenkins, Board Chair:
77 The reason that the Board is going into a closed meeting is to discuss a personnel
78 matter. The location of the closed meeting is Logan City Hall in the City Hall
79 Conference Room. Paul James motioned that the Board go into a closed meeting.
80 Shaun Bushman seconded. The votes to go into closed session: Lieren Hansen –
81 Yes; Gregory Shannon – Yes; Paul James – Yes; Mike Arnold – Yes; Bob
82 Christensen – Yes; Holly Broome-Hyer – Yes; Patrick Jenkins – Yes; Glen
83 Schmidt – Yes; Sue Sorenson – Yes; Dave Geary – Yes; Jeannie Simmonds –

84 Yes; Mary Barrus – Yes; Jeff Turley – Yes; Shaun Bushman – Yes; Ron
85 Bushman (remote) – Yes. Vote unanimous.

86
87 **6. General Manager/Staff Reports:**

88 A. FTA facility site visit – Curtis Roberts, Administration Director: The District had
89 a representative from the Federal Transit Administration (FTA) come to see the
90 new facility construction site. The FTA region office is excited about how the
91 project is progressing. They wanted to verify compliance with Buy America, so
92 the District was asked to reform the checks (concerning Buy America) with the
93 contractor. Buy America is complex in the requirements that must be met.

94
95 B. Update UDOT’s Intercity Bus Study – Curtis Roberts, Administration Director:
96 UDOT is looking at the transportation connectivity within Utah and to some
97 major destinations outside of Utah such as Pocatello, Idaho and Las Vegas,
98 Nevada. They are looking at various ways to improve connectivity from the north
99 end of the state to the south end of the state.

100
101 **7. Board Chair Report:**

102 A. Recognition of employee anniversaries: The Board acknowledged the District
103 employees with work anniversaries.

104
105 8. Public comments: No questions or comments.

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