

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, November 15, 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, Bob Christensen, Sue Sorenson, Lieren Hansen, Mike Arnold,
11 Glen Schmidt, Paul James, Ron Bushman, David Geary, Holly Broome-Hyer, and Jeff
12 Turley

13
14 *Excused:* Mary Barrus, Shaun Bushman, Lyle Lundberg, Gregory Shannon, and Jeannie
15 Simmonds

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

18
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: Approval of the consent agenda and other board actions were
26 delayed until after a quorum was present (ratification of the oaths of office in item 5A
27 and the consideration of the tentative budget in item 5C). Also, there was a correction
28 to the agenda – there was a typo on item 5C of the agenda, which should read “FY
29 2024 budget” vs “FY 2023 budget.” Patrick Jenkins asked for a motion to approve the
30 consent agenda with these changes. Paul James moved; Dave Geary seconded. Vote
31 unanimous.
32 A. Approval of Agenda
33 B. Acceptance of Minutes – October 25, 2023
34 C. Next Board Meeting – December 13, 2023
35
36 4. Public comments: No comments or questions.
37

38 **Board Business**

39 **5. Board Business:**

- 40 A. Consideration of Oaths of Office – Todd Beutler, CEO/General Manager: There
41 was a GRAMA request, and we could not locate the oaths of office for Board
42 officers. We reached out to legal counsel, and he instructed us to just readminister

Approved 12/13/2023

43 the oaths. The oaths that will be taken today are for the Board Chair (Patrick
44 Jenkins), CEO/General Manager (Todd Beutler), Comptroller/Treasurer (Curtis
45 Roberts), and Secretary (Charise VanDyke). Patrick Jenkins took his oath of
46 office, as administered by Curtis Roberts. Todd Beutler, Curtis Roberts, and
47 Charise VanDyke took their oaths of office, as administered by Patrick Jenkins.
48 The oaths of office were ratified by vote when a quorum was present. Dave Geary
49 motioned that the oaths of office be ratified by the Board. Bob Christensen
50 seconded. Vote unanimous.

51
52 B. Presentation of third quarter financials – Glen Schmidt, Budget Committee Chair:
53 Sales tax did not come in as thought (lower by about one percent). This is the
54 most notable change in the third quarter. Also, six large buses were delivered in
55 October, as talked about previously (they were bought in this year’s budget for the
56 cost savings).

57
58 C. Consideration of Tentative FY 2024 budget – Curtis Roberts, Administration
59 Director: There was one change to the budget. Based on updated information and
60 the Governor’s office’s update, the estimate for the sales tax for next year’s
61 budget was dropped to 3.8 percent from 3.9 percent (a difference in revenues of
62 \$101,000). We are still in the green even with this change, so no changes were
63 made to the expenditures. Discussion about the salaries and benefits coming in
64 less than projected in FY 2023. Management found (when they were doing their
65 projections) that the reason for the difference was because there were a number of
66 employees that went out on unpaid leave; other employees had to be pulled from
67 other duties to fill-in (dispatchers, supervisors, etc.). Bob Christensen motioned to
68 approve the FY 2024 tentative budget. Dave Geary seconded. No further
69 discussion. Vote unanimous.

70
71 D. Facility Update – Dave Geary, Facility Committee Chair: The project is on budget
72 and on time, despite the challenges that have come up.

73
74 **6. General Manager/Staff Reports:**

75 A. Nothing to report.

76
77 **7. Board Chair Report:**

78 A. Board Appointment Update: All the cities besides Millville have passed the
79 resolution on the board structure. The anticipated appointees for the Board thus
80 far are Ron Bushman for North Logan and Hyde Park; Mike Arnold for
81 Smithfield, Richmond, Lewiston; Jeff Turley for Providence and River Heights;
82 Lieren Hansen for Hyrum, Millville, and Nibley; Shaun Bushman for Cache
83 County; and Patrick Jenkins, Glen Schmidt, and Dave Geary for Logan.

- 85 B. Employee employment anniversaries: Julie Barrett has been with the District for
86 11 years as a driver. Dick Coats has been with the District for 21 years. He started
87 with no formal training as a vehicle cleaner. He then trained as a technician, later
88 became the lead mechanic, and eventually became the Maintenance Supervisor
89 where he's been for the last 8 years.
90
- 91 8. Public comments: No questions or comments.
92
- 93 9. **Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.