

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, June 26, 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, David Geary, Flor Estrada, Lieren Hansen, Mike Arnold, Glen
11 Schmidt, and Jeff Turley

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13 *Excused:* Shaun Bushman 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 lead by Dave Geary
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23 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
24 Dave Geary moved; Jeff Turley seconded. Vote unanimous.
25 A. Approval of Agenda
26 B. Acceptance of Minutes – May 22, 2024
27 C. Next Board Meeting – August 28, 2024 (July 17 canceled)
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29 4. Public comments: No questions or comments.

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31 **Board Business**

- 32 5. **Board Business:**
33 A. Home travel survey results – Jeff Gilbert, Executive Director of Cache
34 Metropolitan Planning Organization (CMPO): The CMPO covers 10 cities from
35 Smithfield to Hyrum and is tasked with long range planning in regard to
36 transportation. Multiple agencies partnered together on Utah’s 2023 Statewide
37 Household Travel Survey to get better data and to reach more of Utah. A
38 Household Travel Survey collects the who, where, why, and how of day-to-day
39 travel among residents in a region. There were three core parts to 2023’s overall
40 survey: a demographics survey (household characteristics, travel options, etc.); a
41 travel log (a 1–7-day log for all trips made by selected survey takers); and follow-
42 up surveys that included long distance trips and transportation related attitudinal

43 questions. There were a lot of questions about public transit, so there is an
44 opportunity for transit agencies to mine this data. There was also statistical
45 weighting to ensure representation and to correct for reporting biases (if a
46 demographic was not represented). The information for Cache County is
47 statistically valid and includes USU students. In the survey, any leg of a trip
48 constituted a separate trip (i.e., Trip 1 – dropping kids off at school, Trip 2 – drive
49 to work, etc.). A trip by any mode is reflected (car, walking, biking, carpooling,
50 busing, etc.). In Cache, the average household makes 14 trips a day, which is the
51 highest in the state; this number is up 13 percent compared to the data collected in
52 2012. The number of trips taken is affected by household size. The household trip
53 rate in Cache County uses public transit more than anyone else in the state; this is
54 affected in part by a zero fare and a university. The survey spanned the warmer
55 months, but also included cold months. Cache County had the second highest
56 number of trips taken by those without a car (after Wasatch Front). Most of the
57 trips in Cache County are less than 5 miles (nearly 80%); this bodes well for
58 public transit because the trip lengths are shorter than in other locations.
59 Telecommuting has really changed assumptions (36% of respondents in Cache
60 County telecommute at least occasionally). Those surveyed were also asked if
61 they had 100 dollars where they would spend it on transportation; they answered
62 43 dollars on roadways, 30 dollars on active transportation, and 27 dollars on
63 public transit. People in the state want multimodal transportation and are willing
64 to pay for it. When asked if they wanted a more reliable commute time or a faster
65 commute time with occasional delays – 79 percent wanted a reliable commute vs
66 21 percent who wanted a faster commute. Those who use public transit at least
67 one or more days a week were mostly in the lower income category (under
68 \$25,000), but there was an interesting spike of ridership amongst those who make
69 \$200,000 or more. The lower income demographic likely needs the service, while
70 the upper income levels may want to lower their carbon footprint. When those in
71 Cache were asked what would encourage them to use public transit to travel to
72 work, the top three that were named were closer transit stops (closer to
73 home/work), more frequent transit service, and faster arrival at their destination.
74 Discussion about recommendations. Overall, this reaffirms what steps are being
75 taken by the District. Another key takeaway is that people are willing to pay for
76 better transportation; people are generally self-serving – which is why they want
77 to fund roads more – but they want all modes addressed. Discussion about future
78 steps. Researchers and others are being encouraged to use the data while it's
79 fresh. Overall, the data is reflective of where priorities have been.

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81 B. Consideration of update to CEO Compensation Policy – Patrick Jenkins, Board
82 Chair: Four years ago, the Board wanted to create a process around how we do
83 annual compensation adjustments at every level, but especially at the CEO level.
84 The CEO's salary is adjusted inside the budget, but then approved by the

85 Executive Committee. Four years ago, the Board adopted a process of taking
86 salary averages from Logan City, Cache County, and the State of Utah to make
87 sure we're in line for CEO compensation. Part of the process is to also do a salary
88 survey every 5 years to make sure we're still in the middle of the market and
89 appropriately compensating. This policy is just to formalize that process.
90 Discussion about the policy. One revision is using the term salary adjustment
91 instead of COLA, as it is outdated (and hard to get information on anymore
92 because of how compensation has changed). Essentially, we're trying to keep up
93 with the market, inflation, performance, and occupation. Discussion about
94 organizational compensation. For most of the positions within the organization,
95 salary.com is used as a source of information because staff can use it to write up
96 what the job is and match it to different job descriptions (percentages can be
97 applied to the jobs that have mixtures). Salary.com also has Ogden/Cache as one
98 of their data sets. Patrick Jenkins asked for a motion to approve the CEO
99 Compensation Policy. Dave Geary moved; Mike Arnold seconded. Vote
100 unanimous.

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102 **6. Management Report:**

103 A. Hosting Congressional Staff – Todd Beutler, CEO: There were a couple of
104 members from Senator Romney's staff who visited. They toured the facility and
105 had an opportunity to drive a bus around the yard. Visits like this are a great
106 opportunity to build relationships. We are expecting to host congressional staff in
107 July as well.

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109 B. Employee BBQ – Todd Beutler, CEO: A reminder to the board about the
110 Employee BBQ.

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112 **7. Board Chair Report:**

113 A. Recognition of employee anniversaries – Patrick Jenkins, Board Chair: Employee
114 anniversaries include 5 years for Josh Jackman, 8 years for John Cherry, 10 years
115 for Rick Rose, and 19 years for Leah Atkins.

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117 8. Public comments: No questions or comments.

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