

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, November 20, 2024**
4 **5:30 pm**
5 **Bridgerland Technical College**
6 **1301 North 600 West, Logan, Utah**
7 **Room 840**

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10 *Present:* Patrick Jenkins, Lieren Hansen, Ron Bushman, Flor Estrada, David Geary, Glen
11 Schmidt, and Shaun Bushman

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13 *Excused:* Mike Arnold and Jeff Turley

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15 *Others:* Todd Beutler, Mindy Spackman, 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 led by Lieren Hansen
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23 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.
24 Dave Geary moved; Lieren Hansen seconded. Vote unanimous. Curtis Roberts was
25 unable to make it to the meeting, so Mindy Spackman and Todd Beutler will be
26 presenting on his behalf.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – October 23, 2024
29 C. Next Board Meeting – December 11, 2024
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31 4. Public comments: No questions or comments.
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33 **Board Business**

- 34 5. **Board Business:**
35 A. Presentation of 3rd quarter financial report - Glen Schmidt, Finance Committee
36 Chair: The budget is going as expected. Some equipment that was purchased for
37 maintenance for the new facility came in at a lower cost than was expected; it will
38 be reclassified from capital to a non-capital line (maintenance) if needed (if it is
39 needed it will be brought to the Board).
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41 B. Presentation of FY2025 tentative budget - Curtis Roberts, Administration
42 Director: The Board has been going through the budget since August. Opened to

Approved 12/11/2024

43 the Board for any further questions or discussion. Discussion about professional
44 associations. The executive team already went through and filtered out less useful
45 professional associations and kept the programs and associations that add value
46 and provide funding opportunities for the District.
47

48 C. Presentation of capital plan - Curtis Roberts, Administration Director: There will
49 be around 7 million dollars in the fund balance after the facility is finished; this
50 capital projects plan shows how those funds will be used in the future. The
51 District is in a cash intensive industry; to go after federal grants it is better to have
52 cash in hand (it is one of the reasons the District has been so successful with
53 grants). When the District went after the 18 million dollars for the facility we had
54 cash in hand for the match – it put the District in a stronger position to then secure
55 that funding (others hadn't even secured the funding). We've identified the
56 ongoing costs for capital projects that are needed to run the District for the next
57 five years (vehicle replacements, maintenance, etc.); the matching funds needed
58 for those projects are around 6 million dollars. The conceptual items go beyond
59 those 5 years and are things that the District is looking at depending on what is
60 found in the planning study, growth, direction of the board, etc.; these amounts
61 are conceptual. For example, the District may grow to the point where it is
62 financially more viable to have a small storage unit to store a couple of buses to
63 reduce deadhead miles. Discussion about transfer centers. Everything currently
64 comes in and out of the Transit Center; it may make sense to create a north and
65 south point for routes to transfer instead of going all the way to the transit center.
66 The Loop could then connect those points to the rest of the system. Discussion
67 about planning. The staff goes through a strategic planning process of 5, 10, and
68 15 years, so that there aren't surprise costs in the future. The 5-year horizon
69 matters from a procurement standpoint because there are contracts that go out for
70 5 years. Discussion about training simulators. Technology for simulators has
71 really progressed in the last few years (other agencies are also using them more),
72 which is why they are being considered. One of the challenges that the District
73 faces is when training a new bus driver, a senior bus driver is taken off route to
74 train them, which can lead to shift coverage issues. Whereas a simulator can help
75 with this; a simulator doesn't eliminate on-road training but could increase the
76 efficiency of training. A simulator can also be used to train on multiple real-life
77 scenarios and challenges. They could also be used to retrain drivers; for example,
78 if they keep hitting bus signs on the right side of their bus there can be simulations
79 tailored to this to practice and retrain. There are different levels of investment or
80 partnerships that could be explored, but the District is not at that stage of research
81 yet. Discussion about the new facility construction. The District didn't have to
82 draw as much from the fund balance because staff was able to get additional
83 funding (5 million dollars), the contractor didn't use as much of the contingency
84 budget as expected (which comes back to the District if it is not used), and the

85 cash wasn't drawn from the facility budget as quickly as expected (the District
86 was able to earn interest on that money because it was in the account for longer).

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88 D. Consideration of FY2025 tentative budget - Curtis Roberts, Administration
89 Director: Shaun Bushman motioned to approve the FY2025 tentative budget.
90 Glen Schmidt seconded. No further discussion. Vote unanimous.

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92 **6. Management Report:**

93 A. Update on zero emission bus study - Todd Beutler, CEO/General Manager: A
94 quick update. The zero-emission bus study is a study to look at what vehicle types
95 are currently available and do a peer review to gather information about those
96 vehicles in operation. The goal is to present the Board with the information
97 needed to determine what direction the District wants to take moving forward. A
98 presentation on this study will be in December or January.

99
100 B. Update on post route change survey - Todd Beutler, CEO/General Manager:
101 There were 17 responses to the follow-up survey about the realignment (changes
102 to routes 6, 7, and 8). Of those responses, between 75 to 90 percent of respondents
103 (depending on the route) said that the changes helped them or there was no
104 change (so mostly positive). There were 10 to 25 percent of respondents who said
105 that the change impacted them in a negative way. In response to the question
106 "How did you hear about the survey?" – they saw the information about the
107 survey in a variety of ways and covered all the communication methods we are
108 using (social media, announcements on the bus, on the app, etc.).

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110 **7. Board Chair Report:**

111 A. Recognition of employee anniversaries - Patrick Jenkins, Board Chair: Employee
112 anniversaries include 12 years for Julie Barrett (driver) and 22 years for Dick
113 Coats (maintenance supervisor).

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115 8. Public comments: No questions or comments.

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