

CVTD BOARD MEETING AGENDA

June 26, 2024

Notice is hereby given that the Cache Valley Transit District will hold its regular meeting beginning at: 5:30 pm on Wednesday, June 26, 2024. The meeting will be at the Logan Library, 285 N. Main St., Logan, Utah, Community Room A. The public may also participate via the link below.

Estimated time of
consideration

5:30 PM **BOARD MEETING AGENDA**

1. Call to Order
2. Pledge of Allegiance lead by Ron Bushman
3. Consent agenda
 - a - approval of agenda
 - b - approval of minutes - May 22, 2024
 - c - next meeting - canceled (July 17, 2024)
4. Public comments

5:35 PM 5. **Board Business**

- A. Home travel survey results - Jeff Gilbert, Executive Director of Cache Metropolitan Planning Organization
- B. Consideration of update to CEO Compensation Policy - Patrick Jenkins, Board Chair

6:00 PM 6. **Management Report**

- A. Hosting Congressional Staff - Todd Beutler, CEO
- B. Employee BBQ - Todd Beutler, CEO

7. **Board Chair Report**

- A. Recognition of employee anniversaries - Patrick Jenkins, Board Chair

8. Public comments

6:15 PM 9. **Adjourn**

The public may join the meeting by calling: 1-669-900-9128 and using the following meeting ID and passcode. Meeting ID: 878 2690 2078 Passcode: 919386

The public may join the meeting by pasting the meeting Link below into their browser:
<https://us02web.zoom.us/j/87826902078?pwd=QmxiV1JONCtKVfHdHSXFGWks5MzFWdz09>

2

- 43 B. First quarter financials for FY2024 – Curtis Roberts, Administrations Director: A
44 few areas to note in Expenditures. Not much of the budget for Supplies or for
45 Tires have been used as most of these expenditures will come later in the year.
46 Fuel is currently running lower than thought. Utilities always run a little high in
47 the first quarter; they're in line with the projections (vs last year when natural gas
48 caught us by surprise). Equipment Purchase expenses are mostly going to be used
49 in the fourth quarter to prepare for moving into the new facility. Construction
50 expenses are on track. A few areas to note in Revenue. It's too early to notice
51 trends with the Sales Tax, but so far they are ahead of last year's numbers. The
52 interest rate on cash balances right now is about 5.3 percent. The other category
53 captures a few miscellaneous items. Most of this is revenue from insurance
54 reimbursements for accident costs. The expenditures in maintenance and the
55 revenue from insurance equals out. Discussion about insurance reimbursements.
56 The District only recovers what was lost in an accident and no more than that
57 amount. No other discussion.
58
- 59 C. Consideration of changes to routes 6,7,8,9 – Todd Beutler, CEO/General
60 Manager: As a quick overview, the purpose of the route re-alignments is to
61 increase route safety, improve reliability for connections at the transit center,
62 increase access to areas of new development, and maintain a three to four block
63 stop standard within the urban core service area. Proposed changes were based on
64 employee and public feedback. The results from the survey showed the following
65 percentages of respondents who were neutral or positive to the proposed changes:
66 85 percent for Route 6, 94 percent for Route 7, 89 percent for Route 8, and 87
67 percent for Route 9. Discussion about the comments. A lot of negative comments
68 came from not understanding the changes or from not wanting to walk longer to
69 reach a stop. Most appreciated that the routes were being made more reliable.
70 Riders also liked the new stop going in by Zootah. There was also some concern
71 and confusion about the changing direction for Route 6, but the change will make
72 it so kids don't have to cross the road to get to Woodruff Elementary. One
73 important consideration that was pointed out by Mayor Daines was that they are
74 building a mental health center at about 1800 north and 200 west, which would be
75 better served by how the route currently is. Discussion about costs. Most of the
76 costs will be associated with the labor to move signs and any accessibility
77 changes that would need to be made. Staff is recommending that the Board
78 approve the changes to 6, 7, and 8. Given the mental health center going in on
79 Route 9 in the future, the staff recommends keeping it as is. If the Board approves
80 the changes, the planned implementation date is August 5 (in coordination with
81 the rebranding). If approved, then there will be outreach and training with the
82 public. Patrick Jenkins asked for a motion to approve management's
83 recommendations for changes to Routes 6, 7, and 8. Shaun Bushman moved; Glen
84 Schmidt seconded. No further discussion. Vote unanimous.

85
86 D. Home travel survey results – Jeff Gilbert, Executive Director of Cache
87 Metropolitan Planning Organization: Item removed from the agenda.
88

89 **6. Management Report:**

90 A. New Facility tours in May – Todd Beutler, CEO: Reminder to board members
91 about the facility tour in May. Mindy Spackman (CVTD procurement officer) had
92 a positive experience that she'd like to share from when she recently did her
93 facility site visit (a visit to track the progress on the construction of the new
94 facility). One of the men working construction on the site shared an experience
95 with Mindy. During a challenging time in his life, he used the bus to get around to
96 job interviews and then continued to use the bus until he could save up to
97 purchase his own vehicle. He was grateful to have had the bus to rely on during
98 that time.
99

100 **7. Board Chair Report:**

101 A. Recognition of employee anniversaries – Patrick Jenkins, Board Chair: Employee
102 anniversaries include 10 years for Stacy Corbridge (dispatcher), 16 years for
103 Clark Winward (facilities technician), 19 years for Fred Behm (operations
104 supervisor), 5 years for Peter Storper (driver), and 26 years for Travis Mitchell
105 (driver).
106

107 B. Report on government relations in DC – Patrick Jenkins, Board Chair: During the
108 visit to DC, an invitation from the District was extended to state representatives to
109 come out and see the facility; some of those representatives will be coming next
110 week.
111

112 **8. Public comments:** No comments or questions.
113

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

Travel Survey Explanation

In the conjunction with the past two censuses the Metropolitan Planning Organizations along with partner agencies have commission what is know as household travel survey. This survey is voluntary to participate in and track personal and household travel by all modes. The information gathered in this survey helps the MPO's and partner agencies plan roads, trails, transit, etc. to better meet the needs of our communities.

Jeff Gilbert, Executive Director of the Cache Metropolitan Planning Organization will be presenting the results of the most recent household travel survey at the Board Meeting on the 26th.

APPENDIX B

CHIEF EXECUTIVE OFFICER (CEO) COMPENSATION POLICY

APPENDIX B: CHIEF EXECUTIVE OFFICER (CEO) COMPENSATION POLICY

To provide an acceptable salary growth over time for a proficient job, the CEO is eligible to receive an annual yearly cost of living adjustment (COLA) salary adjustment. The adjustment ~~will may~~ be based on an average of the COLAs salary adjustments for Logan City, Cache County, and the State of Utah. COLAs salary adjustments for these entities are budgeted. ~~This will be provided to the committee by the beginning of July~~, so any needed ~~COLA~~ adjustments for the CEO will be budgeted for the next fiscal year.

Other Salary Adjustment Factors:

- A. **CEO Annual Monitoring Report**. The Cache Valley Transit District Board of Trustees establishes through policy the standards for the organization to achieve under the direction of the CEO. On an annual basis, the CEO presents how they have delivered on these objectives in the form of a monitoring report provided to the Board Executive Committee. ~~The Board's Policy Committee then conducts an in-depth review of the monitoring report. The committee verifies that the established standards have been delivered on through an on-site inspection and review of pertinent documents provided by the CEO for the monitoring report. The Policy Committee then provides the Executive Committee with a formal report of their findings.~~ This report is made available to any board member who desires to see it, but is otherwise kept as a private document. Receipt of ~~the COLA a salary adjustment will may~~ be contingent upon receiving an acceptable ~~score on the~~ annual monitoring report.
- B. **Market Assessments**. The Board's Executive Committee will conduct a market assessment every 5 years to ensure that the CEO's salary is still in line with the market. The CEO, under the direction of the Executive Committee, will provide a list of companies that conduct salary market assessments and seek bids from the approved firms. The Executive Committee will select an entity from the list of approved bids to conduct the market assessment. Should the CEO's salary fall out of the market, the Executive Committee will report the results to the Board. The Executive Committee and Board will take the necessary measures to get the CEO's salary back into line with the Market. Used in tandem with the COLA salary adjustments, the market assessment will assist the Board in making sure there is appropriate growth in the CEO's salary over time.
- C. **Performance Spot Awards**. The CEO may be eligible for performance spot awards any time throughout a year as determined by the Board through a majority vote. Any board member can recommend an award. Performance spot awards are capped at an annual amount of no more than 2 percent of salary and paid as a one-time lump sum (not an adjustment to salary).

D. Salary Adjustment Process.

- The Director of Administration will gather the salary adjustments approved in the budget process by Logan City, Cache County and the State of Utah. They will deliver this information to the Executive Committee as soon as practical but no later than October 15th each year.
- The Executive Committee will use this information and other information to determine the salary adjustment that the General Manager would be eligible to receive for the next fiscal year and include this in the draft budget.
- During the presentation of the budget, this salary information will be shared with the Board.
- The salary adjustment will go into effect at the start of the next fiscal year.



UTAH MOVES

TRANSPORTATION SURVEY

An Brief Update on Utah's 2023 Statewide Household Travel Survey

Jeff Gilbert
June 2024



1

The 2023 Utah HTS

Project Partners



2

Household Travel Survey 101

What is a Household Travel Survey (HTS)?

HTS collect the **who, where, why, when, and how** of day-to-day travel among residents in a region



3

Household Travel Survey 101

What is a Household Travel Survey (HTS)?

Core Surveys

Household (HH) demographics

- HH members, age
- Number of FT/PT workers
- HH Income
- Education
- Travel Options
 - Number & type of vehicles
 - Bikes, Transit passes, etc
 - Disability
- Trip substitution:
 - Telecommuting / Internet
 - Deliveries

Travel logs

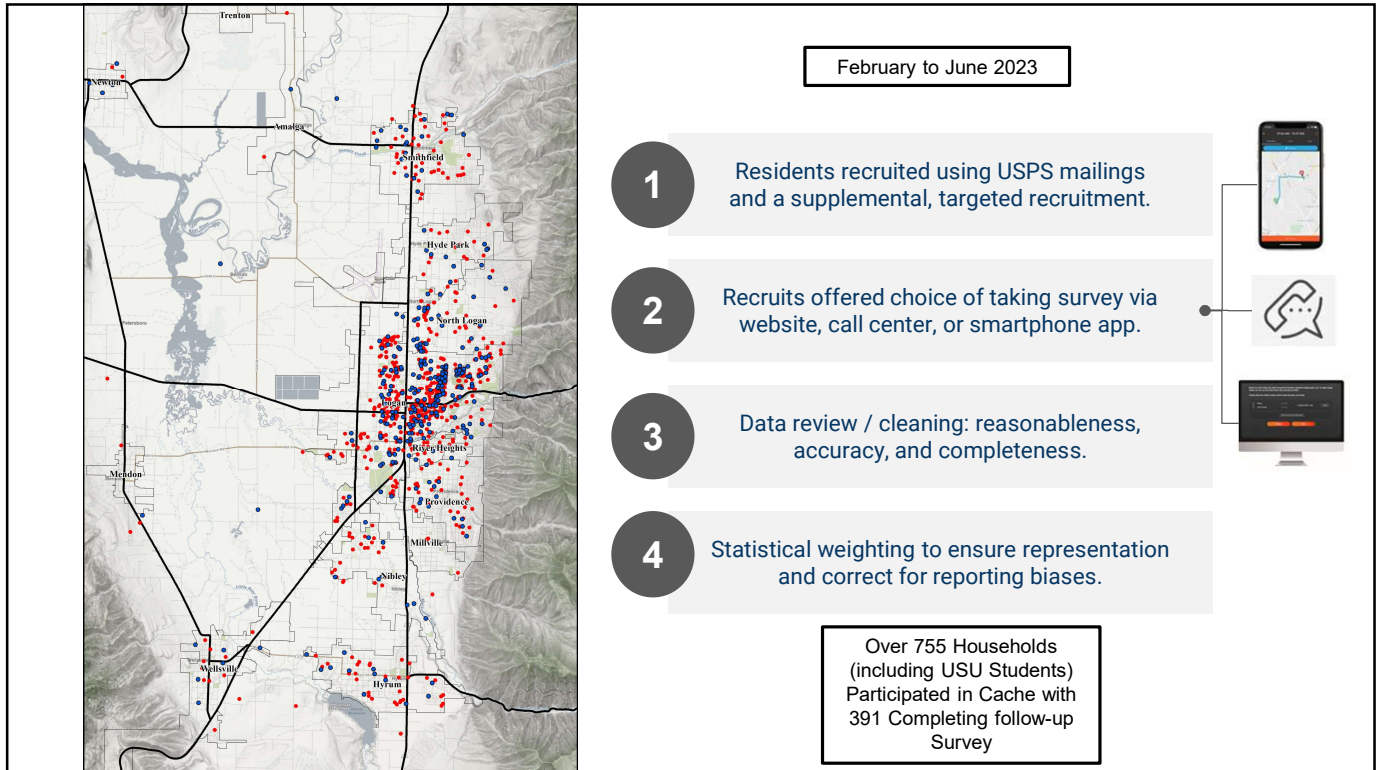
- 1 - 7 Days of All Trips Made by HH members
- Each Trip's Detail Include:
 - Time of day
 - Type of activity (i.e. the purpose of trip)
 - How traveled (i.e. drove, transit, walk, bike, etc.)?
 - Duration of trip
 - How many traveled?
 - New mobile app → travel path

Attitudinal

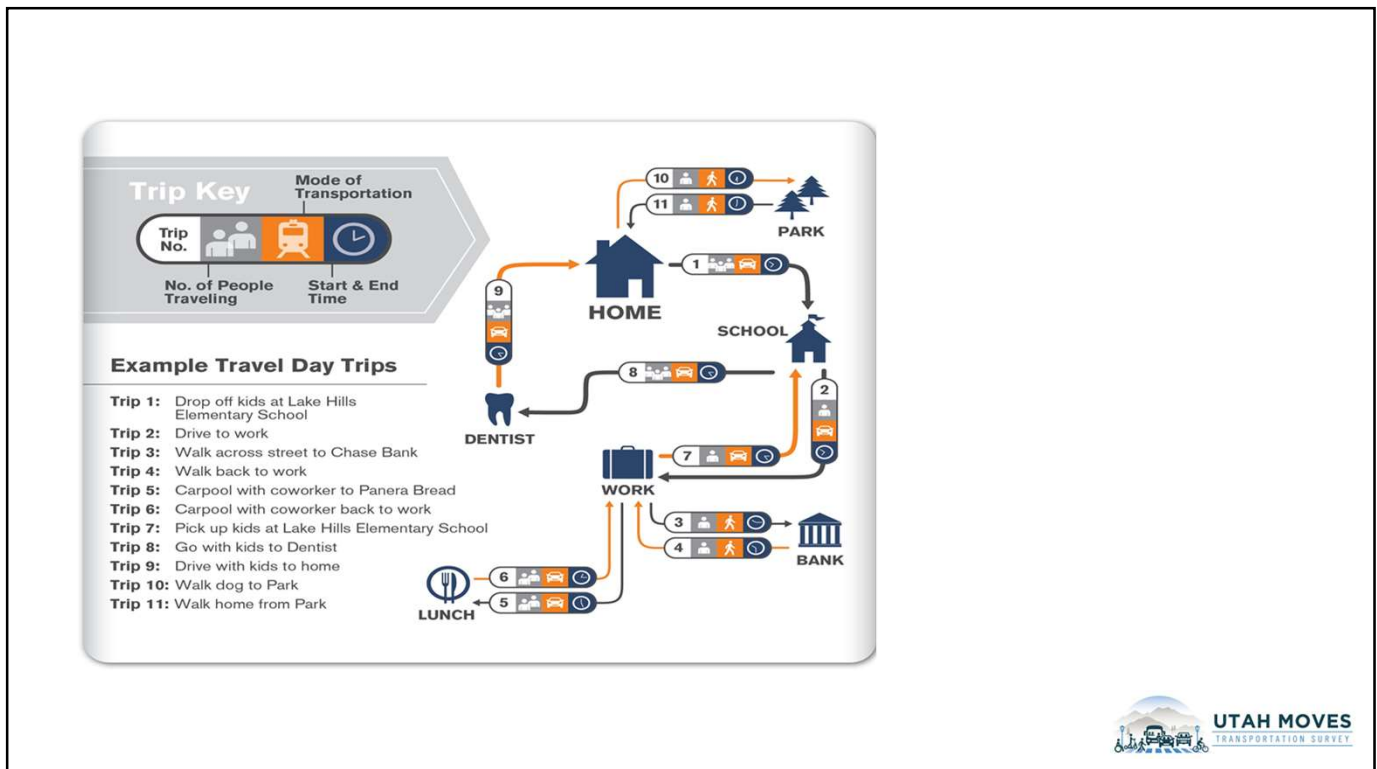
Follow-up surveys

- Long Distance Trips
- Transportation-related: Attitudinal / Preference questions

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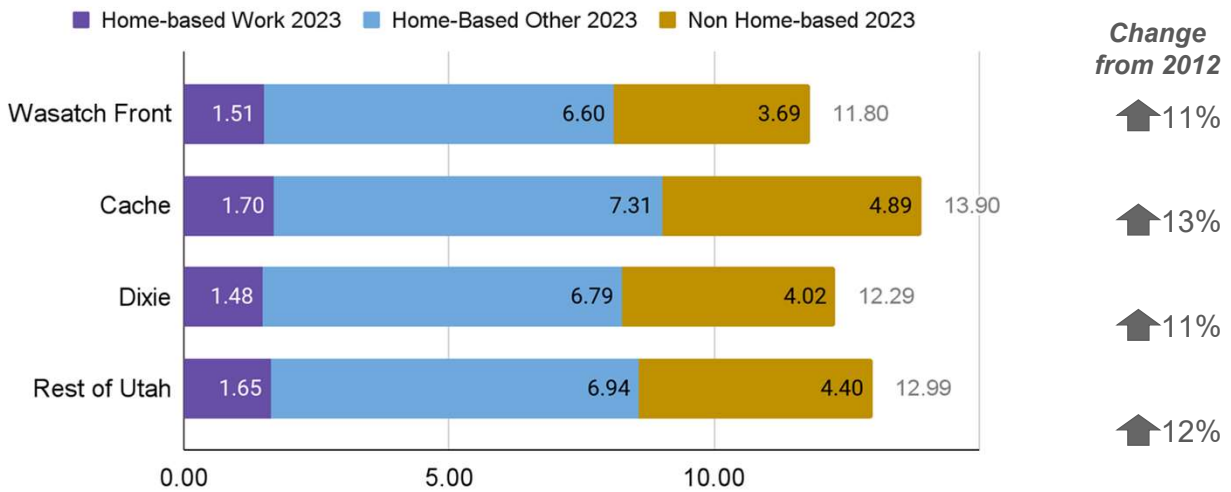


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2023 Household Daily Trip Rates Increased for Most Trip Purposes, Compared to the 2012 HTS



(Statewide, UMTS 2023)

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HOUSEHOLD TRIP RATE BY COUNTY GROUP AND HOUSEHOLD SIZE

Geography	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person
Cache County	4.95	11.46	11.42	20.76	24.78	30.86
Iron County	4.92	11.78	15.48	16.20	38.81	33.19
Wasatch Front	4.67	8.94	12.52	17.12	21.77	31.04
Summit + Wasatch County	3.66	7.57	8.95	16.18	20.31	47.37
Washington County	4.74	9.87	14.11	20.83	21.39	38.24
Rest of Utah	6.26	8.07	15.77	19.38	20.28	30.79
Total	4.80	9.12	12.87	17.66	22.05	31.58

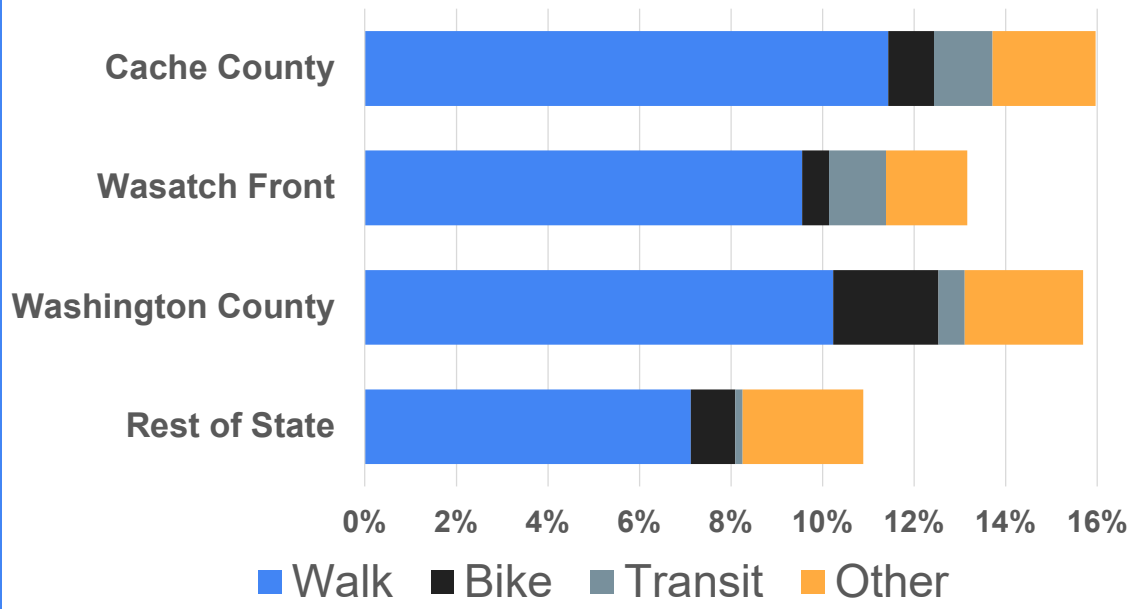
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HOUSEHOLD TRIP RATE BY COUNTY GROUP AND MODE

Geography	Drive Alone	Shared Ride 2	Shared Ride 3+	Transit	Walk	Bike	Other
Cache County	5.16	3.21	3.36	0.14	1.24	0.12	1.14
Iron County	5.29	4.45	4.03	0.03	0.85	0.10	1.20
Wasatch Front	4.47	2.88	2.68	0.12	1.12	0.07	0.88
Summit + Wasatch County	4.51	1.45	2.58	0.05	0.50	0.04	1.15
Washington County	4.69	2.92	2.42	0.06	1.36	0.26	0.92
Rest of Utah	5.52	2.84	2.89	0.01	1.02	0.18	1.07
Total	4.63	2.90	2.74	0.10	1.11	0.09	0.93

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Percent Trips by Mode (non-car)



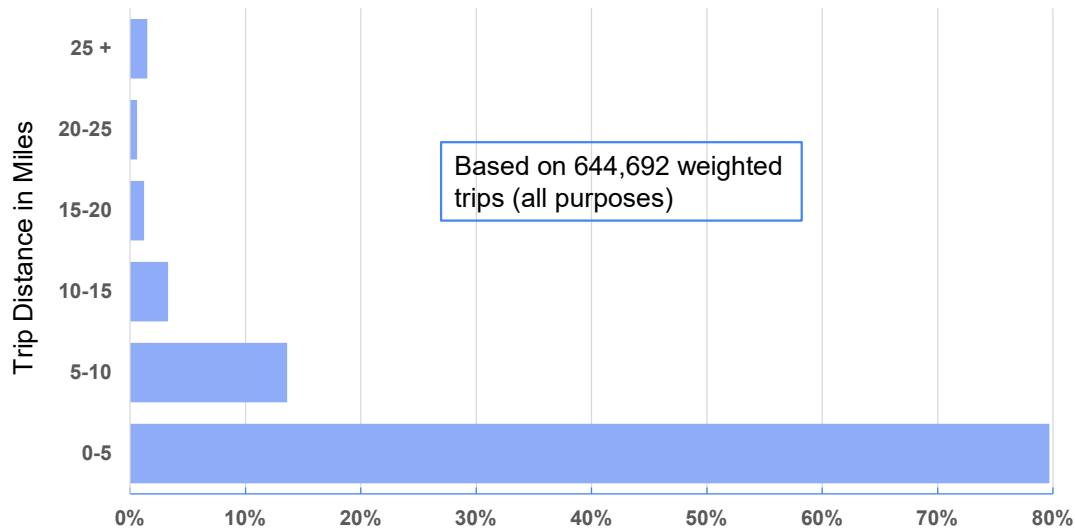
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TRANSIT MODE SHARE BY COUNTY GROUP AND NUMBER OF VEHICLES

Geography	0 vehicles	1 vehicle	2+ vehicles	Total
Cache County	12.1%	1.2%	0.9%	1.0%
Iron County	11.3%	0.0%	0.0%	0.2%
Wasatch Front	13.3%	1.4%	0.6%	1.0%
Summit + Wasatch County	7.0%	1.2%	0.2%	0.5%
Washington County	6.9%	0.0%	0.5%	0.5%
Rest of Utah	0.0%	0.2%	0.1%	0.1%

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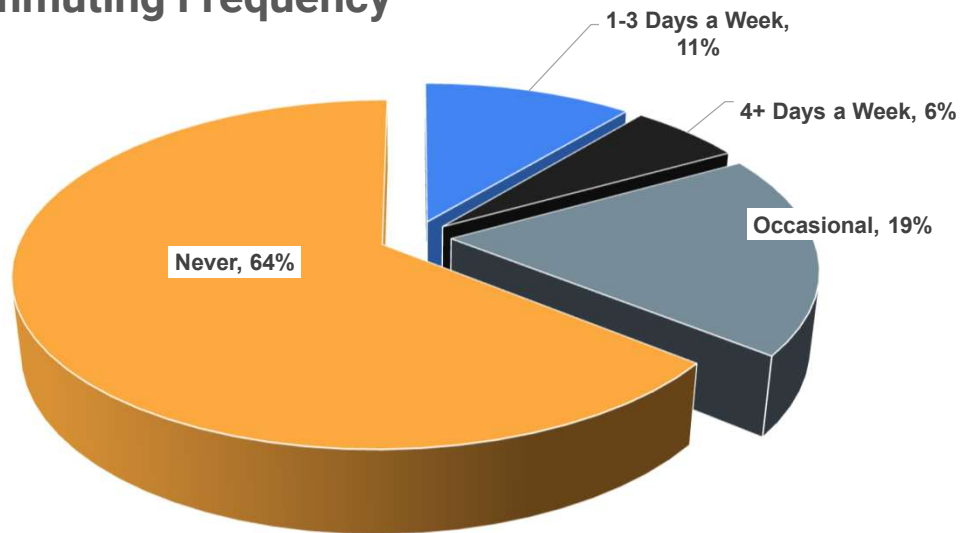
Trip Distance (in miles)



(CMPO Area, UMTS 2023)

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Cache County Telecommuting Frequency



36% Respondents telecommute at least occasionally

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Roadways \$43

Active \$30

Transit \$27



How would you allocate \$100 in transportation funding across 9 categories?



Wide support for a broad, multimodal approach to transportation projects

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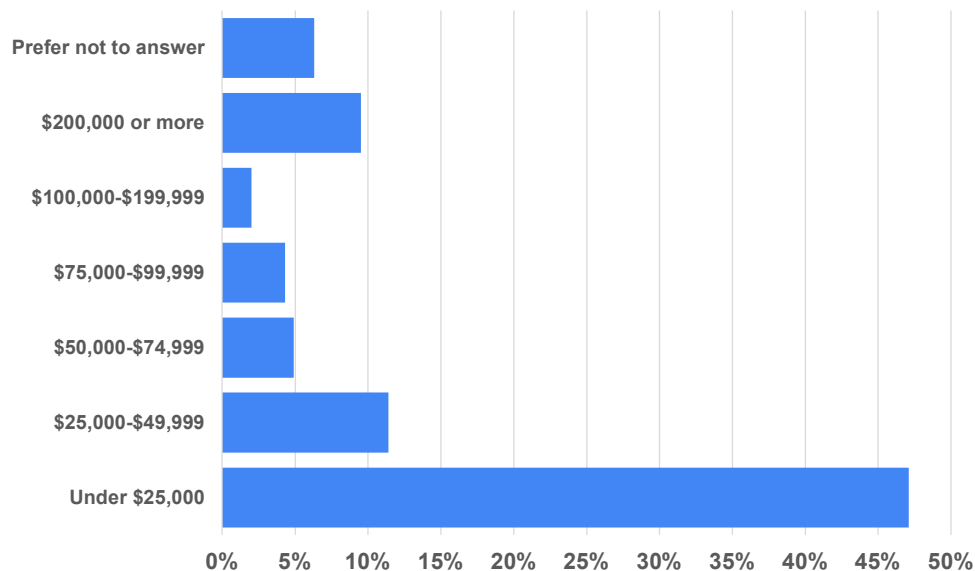
Which of the following statements is closest to your views?

- Having a reliable commute time without occasional delays is most important to me. → **79%**
- Having a faster commute time, but with occasional delays is most important to me. → **21%**

(CMPO area, UMTS 2023)

15

Transit Use Reported *As 1 or More Days / Week*, By HH Income



Cache MPO Area, UMTS 2023)

16

Which of the following factors would encourage you to use transit to travel to work?

FACTOR	Percent
Transit stops closer to my home/work	51.4%
More frequent transit service	47.6%
Faster arrival at my destination	42.3%
Transit service provided during different times of the day/week	25.4%
More reliable transit service	24.7%
User-friendly transit mobile app	20.1%
Safer environment at the stops and stations	8.9%
Safer environment in the vehicles	8.6%
Higher gas or parking prices	8.5%

(CMPO area, UMTS 2023)

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Questions → Jeff Gilbert (jeff.gilbert@cachecounty.gov) 435-994-1220



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