Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, August 28, 2024
5:30 pm
Logan Library
285 North Main Street, Logan, Utah
Community Room A

Present: Patrick Jenkins, Ron Bushman, Flor Estrada, Mike Arnold, Glen Schmidt, Lieren Hansen, and Jeff Turley

Excused: David Geary and Shaun Bushman

Others: Todd Beutler, Curtis Roberts, and Charise VanDyke

<u>Regular Meeting Agenda</u>

1. *Call to order*: Board Chair Patrick Jenkins

2. Pledge of Allegiance lead by Flor Estrada

3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda. Jeff Turley moved; Mike Arnold seconded. Vote unanimous.
   A. Approval of Agenda
   B. Acceptance of Minutes – June 26, 2024
   C. Next Board Meeting – September 11, 2024 (budget workshop)

4. Public comments: No questions or comments.

<u>Board Business</u>

5. **Board Business:**
   A. District email - Patrick Jenkins, Board Chair: A reminder to board members to check their District emails.

   B. Second quarter financial report - Glen Schmidt, Budget Committee Chair: Everything is going as expected, except for sales tax which is trending lower than projected. Fuel costs have been lower than projected, which is helping to offset the shortfall in tax income. The last two quarters will have more expenses related to the new facility as we get closer to finishing (furnishings, etc.). To make sure all federal grants and match dollars are spent (so nothing must be returned), every single federal dollar has been allocated into contracts; federal grants (and their match) are prioritized to be used first and then other funds are used as needed. There's a lot of strategy and monitoring to make sure that happens. We have gone through the contingency funds slower than expected (some funds were used to address the initial ground water issues). There's about 5 million dollars right now in the contingency funds that haven't been used. Early in the process one cost that was taken out was the fence around the property, so we might be able to add this back in. Discussion about sales tax. Sales tax is running flat in comparison to last year; this is being monitored every month, but the District doesn't need to pull back in the budget yet. Both the savings on fuel and the earnings on interest (which is better than expected) are helping to offset the dip in sales tax. There is a slowdown in the economy, so this will be monitored for the 2025 forecasting for the budget. Discussion about the new facility. We hired a firm to do an estimation on utilities for the new facility and because of building efficiency it's not as high as we were initially thinking.

C. Facility update - Dave Geary, Facility Committee Chair: Ron Bushman did the facility update. The new facility is under budget and on time. The projections for completion are around the end of December or beginning of January (move-in date will be later). The Board was asked for authorization for the budget up to 50 million dollars; internally the staff has aimed for between 45 and 45.5 million dollars (to make sure that the project comes under budget).

D. Consideration of bylaws - Patrick Jenkins, Board Chair: The bylaws have been updated. Three changes of note. The requirement to have a board secretary (which was usually then delegated to staff) was removed from the state code, so it's no longer required; the bylaws have been updated to reflect this change. Right now, the compensation for the Board is 50 dollars per meeting; the proposed change is to adjust that to a set 200 dollars a month except for the board chair which gets twice that amount due to the additional duties. The third change is to the term limit. The proposed change is to limit it to two consecutive four-year terms. This doesn't prevent a board member from coming back after they've been off for a while. This is more intention than practice – the intention is to make room for new ideas and to benefit the organization. Patrick Jenkins asked for a motion to approve the bylaws with changes to go into effect January 2025. Jeff Turley motioned; Flor Estrada seconded. Discussion about the next board chair. Lieren Hansen is set to be the next board chair in January with elections for the next vice chair before the end of the year. Vote unanimous.

E. FY 2025 draft budget priorities - Curtis Roberts, Administration Director: Management's budget priorities this year are as follows. Keep service consistent and stable. Make sure operating expenses do not exceed revenues. Implement a facility transition plan; this involves several things such as training drivers how to park buses in the new space, relocation, decommissioning the current facility, etc. A few priorities concerning capital improvements are to finish construction of the new facility, design a training course, evaluate and acquire property for transfer stations, replace the bus that was totaled, replace a support vehicle, and purchase needed equipment for the new facility. Another priority is to continue public outreach; this last week the District hit 7,000 trips a day (above pre pandemic levels). We were previously running about 6,500 to 6,800 trips a day. A couple of priorities concerning planning activities are to perform a study for service during low-demand times to see if we need to do something different and to research/prepare a report on the economic impact of the District on the local economy (this study didn't happen this year so it's moving to next year's budget). Management is looking forward to collaborating and discussing with the Board on these priorities. There will be two budget workshops (one in September and one in October), followed by the approval of a tentative budget in November and the approval of the final budget in December.

6. **Management Report:**

A. Report on Triennial review - Mindy Spackman, Accounting & Procurement Officer: The District had a successful Triennial review. Documents are submitted multiple times during the course of the review followed by an onsite visit. Out of 23 areas, there are a possible 700 deficiencies. Overall, the District only had one deficiency, which was a minor tweak to the public transit safety plan. The final letter is expected to be issued in September; we don't anticipate that it will change from the draft letter. Discussion about the results. One finding is significant. The District has a great staff and process. The region average for findings is 12 to 15.

B. Low/No emission vehicle study - Jody Kimball, Operations Manager: There's been a big push for low and no emissions vehicles. We want to understand what vehicles are out there before we make any moves. We have a consultant for this and will have the report in December. We particularly want to understand what's happening in places like Cache Valley (similar climate, etc.). Discussion about the push for low/no emission vehicles. There's not a current requirement to have low or no emission vehicles, but it will be coming (maybe by 2030). Discussion about how climate affects vehicles. Colder weather affects battery charge. You must have more spares with electric buses (depending on how buses are charged); some agencies must have double the buses to run service. The consultant will help us know what challenges there are to each type of low/no emission bus. Discussion about implementation. How soon low/no emission vehicles are implemented depends on the District's priorities, as directed by the Board. The information from the consultant will help with this. The new facility was built to adjust to a vehicle-type change.

C. Hosting Congressional Staff - Todd Beutler, CEO: Senator Lee's staff came out a couple of weeks ago (they got to drive a bus and tour the new facility); this is significant because we haven't had them out in years. They are impressed with what we're doing and the new facility.

7. **Board Chair Report:**

A. Recognition of employee anniversaries - Patrick Jenkins, Board Chair: Employee anniversaries include 8 years for Charise VanDyke, 9 years for Colton Fullmer, 15 years for Mindy Spackman, 6 years for Steven Lindsay, 13 years for Brian Corbridge, 17 years for Chanin Gammill, 18 years for Chad Shoop, 22 years for Jennie Hoyt, 5 years for Jason England, 9 years for Kari Thomas, and 7 years for Angell Hooley.

8. Public comments: No questions or comments.

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