Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, September 11, 2024
5:30 pm
Logan Library
285 North Main Street, Logan, Utah
Community Room A

Present: Flor Estrada, Glen Schmidt, David Geary, and Jeff Turley

Excused: Patrick Jenkins, Lieren Hansen, Shaun Bushman, Mike Arnold, and Ron Bushman

Others: Todd Beutler, Curtis Roberts, and Charise VanDyke

Regular Meeting Agenda

1. *Call to order*: Budget Committee Chair Glen Schmidt

Board Business

2. **Board Business:**
   A. Presentation of FY 2024 budget accomplishments – Curtis Roberts, Administration Director: A recap of last year's budget accomplishments. Last year a couple of priorities that we adopted for this year were to maintain adequate staffing levels and to keep existing service levels. We've been able to maintain staffing levels; a great accomplishment because we've found that when someone who's worked for multiple years leaves, you have organizational knowledge that leaves (but people are staying). Having adequate staffing levels has helped us to maintain service levels (with great staff who make sure that shifts stay filled). Ridership is also bouncing back to pre-pandemic levels. Some things regarding the new facility construction have been shifted to next year's budget (ordered this year but won't be received until next year). The safety-first culture has had payoffs; we only had three preventable accidents this year that ended in insurance claims. As context, it's phenomenal to get over 100,000 miles without an insurance claim; the District averages about 500,000 miles. The large bus accidents this year were non-preventable, so our drivers are doing an excellent job. The rebranding effort has rolled out well; some things will take some time, but there's been good awareness of the brand change. The adjustments to Routes 6, 7, and 8 have been successful and there's been improvements to on time performance; the feedback process for this went well (one result being that there

were no changes to Route 9). The low/no emissions study is just getting started but should be done by this year.

B. Discussion of FY 2025 budget priorities – Glen Schmidt, Budget Committee Chair: Discussion about budget priorities for 2025. The board would like to see estimates to accompany different priorities for the next meeting. Discussion about employee compensation. To prevent wage compression, the District started to do wage adjustments in 2019 and 2020 (which is about the time that compression issues were noticed). There's a lot of consideration that goes into the compensation for each position. There's a job description (broken down by percentages of time spent on different duties) for matching and benchmarking with descriptions on salary.com (for the positions that are supported by salary.com). If a driver goes into dispatch, it's important that they feel like they've received a promotion, so they go up in pay potential (this prevents them from taking a pay cut while moving positions especially if they've been driving for years). This is how wage spacing is maintained. Discussion about the rebranding. Connect is the name we're "doing business as;" Cache Valley Transit District is still the legal name of the organization. Discussion about the budgeting process. Monitoring key expenses is important to the process, such as expenses for wages, fuel, and parts (and part availability). Things that affect the budget are elections (to a certain extent), hurricanes in the Gulf (affects oil cost), geopolitical events (affects oil cost), and inflation (affects parts cost). Wear and tear parts that must be replaced more frequently are the ones that affect us most. Discussion about the new facility costs. Utilities were part of the concern as we haven't been in that building to have a baseline, but we hired a consultant to estimate those costs (as well as examine if the building will operate as intended). Solar panels were taken out because of budget costs; we have the ability to add them in the future (hopefully some of the issues with solar will be ironed out by then). There will be more deadhead driving time due to the extra distance between the new facility and the transit center (i.e., the driving time it takes before the buses go into service). Due to the new building size, we might need to hire another facility person. The generator for the new facility (to deal with power outages) was determined by looking at what duties were essential (we do not have the same requirements or needs as places like hospitals or fire stations). Bus drivers don't need power to drive and because of remote working capabilities some positions can be sent home (or to other places with power) to work.

3. **Adjourn:** Budget Committee Chair Glen Schmidt adjourned the meeting.