CVTD BOARD MEETING AGENDA
October 9, 2024

Notice is hereby given that the Cache Valley Transit District will hold its regular meeting beginning at: 5:30 pm on Wednesday, October 9, 2024. The meeting will be at the Bridgerland Technical College, 1301 N 600 W, Logan, Utah, Room 840. 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 Jeff Turley
	3.	Public comments
5:35 PM	4.	Board Business
	A.	Presentation of potential new service - Todd Beutler, CEO\General Manager
	B.	Discussion of FY 2025 budget - Curtis Roberts, Administration Director
6:15 PM	5.	Adjourn

The public may join the meeting by calling: 1-669-900-9128 and using the following meeting ID and passcode. Meeting ID: 872 9557 7350 Passcode: 156388

The public may join the meeting by pasting the meeting Link below into their browser:
https://us02web.zoom.us/j/87295577350?pwd=knjMMHXRcPZbquwIyH2wLu74rJraUr.1

Key Budget Priorities

Transit Operations

- Continue to maintain transit service (Fixed route & LOOP, Call-A-Ride, POOL)
- Implement Facility Transition Plan:
  - Training ($20,000)
    - Drivers, Maintenance, Service Workers, Facilities, Dispatch
  - Address staffing adjustments ($325,000)
  - Revise preventative maintenance inspection processes
  - Relocate to new facility ($25,000)
  - Decommission current facility (included with relocating)

Financial Planning

- Operating expenses do not exceed revenues (operating revenues exceed operating expenses)
  - One-time costs vs. ongoing ($819,000 of one-time operating costs)
  - Federal share of operating expenses ($2,250,000)

Capital Improvements

- Finish construction on the new maintenance/administration facility, completion scheduled for January 2025 ($250,000)
- Design a Training Course ($500,000)
- Evaluate and acquire property for transfer stations – Item to be discussed with the Board
- Replace bus that was totaled ($200,000)
- Replace support vehicle ($90,000)
- Equipment needs for new facility:
  - Forklift ($75,000)
  - Copy machine ($11,000)
  - Floor scrubber ($80,000)

Focus on public education and outreach

- Continue the public education campaign (Professional Services) ($250,000)

Planning Activities

- Perform a study for service during low-demand times (Professional Service) ($20,000)
- Perform research and prepare a report on the economic impact of Connect on the local economy (Professional Services) ($30,000)

Cache Valley Transit District
Comparative Presentation with TENTATIVE **PROPOSED BUDGET**

	2024 Budget	2025 Projected to Year-end	2025 Proposed Budget	Dollar Increase over 2024 Budget	Percentage Increase over 2024 Budget
Revenues:					
Sales tax	8,679,000	8,410,000	**8,410,000**	(269,000)	-3.10%
Federal and state grants	2,137,000		**4,065,000**	1,928,000	90.22%
Charges for services	100,000		**108,000**	8,000	8.00%
Interest income	300,000		**210,000**	(90,000)	-30.00%
Other	10,000		**12,000**	2,000	20.00%
Total operating revenues	11,226,000	8,410,000	**12,805,000**	1,579,000	14.07%
Expenditures:					
Operations:					
Salaries and benefits	6,847,000		**7,257,000**	410,000	5.99%
Professional fees	703,000		**570,000**	(133,000)	-18.92%
Insurance	196,000		**250,000**	54,000	27.55%
Public outreach/Community engagement	40,000		**35,000**	(5,000)	-12.50%
Subscriptions and memberships	33,000		**36,000**	3,000	9.09%
Software	161,000		**214,000**	53,000	32.92%
Supplies	129,000		**68,000**	(61,000)	-47.29%
Fuel	1,072,000		**905,000**	(167,000)	-15.58%
Tires	139,000		**141,000**	2,000	1.44%
Training and travel	68,000		**80,000**	12,000	17.65%
Utilities	215,000		**352,000**	137,000	63.72%
Equipment purchases <$5,000	53,000		**715,000**	662,000	1249.06%
Total operations	9,656,000	-	**10,623,000**	967,000	10.01%
Preventative maintenance					
Salaries and benefits	657,000		**744,000**	87,000	13.24%
Professional fees	11,000		**11,000**	-	0.00%
Parts and operating costs	466,000		**425,000**	(41,000)	-8.80%
Other maintenance costs	23,000		**38,000**	15,000	65.22%
Total preventative maintenance	1,157,000	-	**1,218,000**	61,000	5.27%
Facilitiy maintenance					
Salaries and benefits	102,000		**170,000**	68,000	66.67%
Contracted services	120,000		**163,000**	43,000	35.83%
Other maintenance costs	87,000		**118,000**	31,000	35.63%
Total facility maintenance	309,000	-	**451,000**	142,000	45.95%
Total operating expenses	11,122,000	-	**12,292,000**	1,170,000	10.52%
Operating revenues less expenses	104,000	8,410,000	**513,000**		
Capital Activities					
Capital grants revenue	17,850,000		-		
Capital outlay					
Bus purchases	-		**200,000**		
Equipment and improvements	1,431,000		**589,000**		
Land and land improvements	26,750,000		**750,000**		
Net capital outlay	(10,331,000)	-	**(1,539,000)**		
Net income (loss)	(10,227,000)	8,410,000	**(1,026,000)**		
Planned use of fund balance for capital outlay	10,227,000		**1,026,000**		
Net change to equity after planned uses	-		-		

Cache Valley Transit District
Board Detail Budget by Line
For the year ending December 31, 2025

Account	Account Number	Fiscal Year 2025 Budget	FY25 Category Budget	Fiscal Year 2024 Budget
Operations				
Professional Services				
Map design	502100	-		-
Audit fees	502200	16,000		20,000
Legal fees	502300	40,000		30,000
Planning fees	502350	58,000		73,000
IT Professional fees	502400	14,000		9,000
Marketing/PR fees	502450	250,000		320,000
Background and drug tests	502500	20,000		22,000
Retirement plan fees	502600	10,000		16,000
Uniform cleaning	502700	1,000		1,000
Government relation services	502800	45,000		45,000
Other professional fees	502900	58,000		112,000
Security professionals	602100	58,000		55,000
			570,000	**703,000**
Insurance				
Fidelity insurance	503100	-		-
Errors and ommission	503200	-		-
Property insurance	503300	57,000		6,000
Auto Insurance	503400	51,000		50,000
General liability insurance	503500	76,000		70,000
Worker's Comp insurance	503600	45,000		52,000
Long Term Disability	503800	20,000		17,000
Other insurance	503900	-		-
Claims and Deductibles	603300	1,000		1,000
			250,000	**196,000**
Public Outreach/Community Engagement				
Marketing and Publicity	504100	-		-
Public notices	504110	1,000		1,000
Print advertising	504120	-		-
Radio and TV advertising	504125	-		-
TV advertising	504126	-		-
Internet advertising	504130	1,000		1,000
Graphic advertising	504135	28,000		28,000
Other advertising	504140	3,000		3,000
Promotional supplies	504150	2,000		7,000
Ridership awards	504155	-		-
			35,000	**40,000**
Subscriptions and memberships				
Rent and occupancy costs	504300	2,000		2,000
Subscriptions and memberships	504400	34,000		31,000
			36,000	**33,000**
Software				
Employee Management Software	504610	35,000		35,000
Transit Software	504620	123,000		96,000
Bus Software	504630	12,000		9,000
IT Software	504640	35,000		15,000
Software Tools	504650	9,000		6,000
			214,000	**161,000**

Account	Account Number	Fiscal Year 2025 Budget	Category Budget	Fiscal Year 2024 Budget
Supplies				
Postage and mail	504210	4,000		4,000
Printing and copying	504220	5,000		6,000
Board meals	504510	3,000		3,000
Other meals	504520	10,000		11,000
Safety Meeting food	504580	1,000		-
Office supplies	505100	6,000		7,000
Clothing purchases	505300	20,000		71,000
Other supplies	505900	15,000		24,000
Other operational supplies	605900	4,000		3,000
			68,000	**129,000**
Fuel				
Diesel fuel	605510	770,000		900,000
Gasoline for buses	605520	130,000		159,000
Fuel for other vehicles	605530	5,000		13,000
			905,000	**1,072,000**
Tires				
Tires - large buses	605610	122,000		120,000
Tires - paratransit buses	605620	13,000		13,000
Tires - other vehicles	605630	6,000		6,000
			141,000	**139,000**
Travel and trainings				
Travel costs - non-training	506100	16,000		5,000
Travel costs	506210	38,000		44,000
Registration costs	506220	26,000		19,000
Other training costs	506230	-		-
			80,000	**68,000**
Utilities				
Gas/heat	507100	87,000		55,000
Telephone/internet	507200	85,000		80,000
Water, sewer and power	507300	180,000		80,000
			352,000	**215,000**
Small equipment				
Computer equipment	508100	221,000		36,000
Office equipment	508200	351,000		1,000
Software purchases	508300	-		-
Security Equipment	508800	134,000		11,000
Other equipment or furniture	508900	9,000		5,000
			715,000	**53,000**
Total Operations expenses		**3,366,000**	**3,366,000**	**2,809,000**

Account	Account Number	Fiscal Year 2025 Budget	Category Budget	Fiscal Year 2024 Budget
Preventative maintenance				
Professional fees				
Uniform cleaning	702100	5,000		5,000
Cleaning Services	702110	6,000		6,000
			11,000	**11,000**
Parts and operating costs				
Parts - large buses	704110	291,000		341,000
Parts - paratransit buses	704120	33,000		30,000
Parts - other vehicles	704130	14,000		14,000
Supplies for vehicles	704210	8,000		8,000
Oil, fluids, etc.	704220	70,000		65,000
Towing	704300	3,000		3,000
Security equipment for buses	704500	5,000		4,000
Other operating costs	704900	1,000		1,000
			425,000	**466,000**
Other maintenance costs				
Cleaning supplies for shop	705100	12,000		11,000
Reimbursable items for employee	705200	9,000		7,000
Small tools	708100	4,000		5,000
Shop equipment	708200	11,000		-
Other equipment	708900	2,000		-
			38,000	**23,000**
Total Preventative Maintenance expenses		**474,000**	**474,000**	**500,000**
Facility maintenance				
Contracted services				
Cleaning services	802110	66,000		47,000
Grounds and perimeter	802115	25,000		18,000
Other professional services	802900	72,000		55,000
			163,000	**120,000**
Other maintenance costs				
Cleaning supplies	805100	25,000		18,000
Replacement parts	805200	13,000		20,000
Signs	805300	6,000		19,000
Other supplies	805900	18,000		19,000
Small tools	808100	1,000		1,000
Other small equipment	808900	55,000		10,000
			118,000	**87,000**
Total Facility Maintenance expenses		**281,000**	**281,000**	**207,000**

Cache Valley Transit District
Planned Capital Projects
Fiscal Year 2025

Project Name	Project Budget	Quarter for Project Start	Quarter for Project End
Remaining on new facility - construction and warranty monitor	$250,000	Already started	2nd
Design for training course and building	$500,000	2nd	Ongoing
Purchase replacement bus (totaled in accident)	$200,000	1st	3rd
Purchase 1 bus shelter	$15,000	2nd	2nd
Purchase replacement shop truck and plow	$90,000	2nd	3rd
Server and related equipment at new facility	**$55,000**	1st	1st
Purchase electric forklift	**$75,000**	1st	2nd
Purchase robotic floor sweeper/scrubber	**$86,000**	1st	1st
Purchase verticle parts storage machine	**$200,000**	1st	1st
Purchase new copy machine	**$11,000**	1st	1st
Pressure washer	$15,000	Contingent	
Replace computer servers	$42,000	Contingent	
Total capital outlay	$1,539,000		

Items in bold were included in the new facility project budget previously approved by the board.

Capital project definition:

Cost of $5,000
Has a useful life of more than 1 year or extends the life of an asset by more than 1 year
Will result in a capital asset meeting the above 2 criteria

1

Planning Process

	Planning Process					
	Long Range		Intermediate Range		Short Range	
	Policy/Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Staff & Partners Role in Each Stage	• Identify an opportunity, need, obstacle, or challenge • Determine if an existing policy addresses this and if not develop a new one that will	• Evaluate service against set policy direction • Identify gaps	• Identify the parameters of the problem • Identify potential solutions • Identify costs of various solutions • Determine what needs to happen to maintain compliance	• Narrow down potential solutions • Work with the Board/Board subcommittee(s) • Develop the financial impacts of potential solutions	• Staff delivers a recommended solution to the Board • Funding source finalized	• Prepare budget for approved project • Prepare to implement project • Launch project • Identify next steps for project Or Monitor new service for impacts
Board Role in Each Stage	• Develop, modify, or apply an existing policy to address the identified need, obstacle, or challenge • Board sets policy	Board-Staff discussion of gap analysis	Board subcommittee works with staff to clarify the District's policies (purposes)	Board informed of potential solutions	Board considers the solution and funding for the solution	Board updated on solution performance

2

Long Range New Service Opportunities

Project Name	Project Name
North Segment (Logan to Smithfield) Pilot (Route 15)	Route 2 - Increased Weekday Frequency
North Segment (Logan to Smithfield) HCT	Route 5 - Increased Weekday Frequency
Central/South Segment (Logan to Hyrum) Pilot (Route 12)	Route 7 - Increased Weekday Frequency
Central Segment (Logan to Providence) HCT	Route 9 - Increased Weekday Frequency
South Segment (Providence to Hyrum) HCT	Route 1 - Later Weekday Evening Service 8:30 pm to 10:30 pm
Logan to Brigham City Subsidy Pilot Program	Route 2 - Later Weekday Evening Service 8:30 pm to 10:30 pm
Logan to Brigham City Commuter	Route 5 - Later Weekday Evening Service 8:30 pm to 10:30 pm
Southeast Area Microtransit Expansion	Route 7 - Later Weekday Evening Service 8:30 pm to 10:30 pm
Smithfield Microtransit	Route 9 - Later Weekday Evening Service 8:30 pm to 10:30 pm
First-Last Mile Microtransit throughout Service Area	POOL Extended weekday service 8:30 pm to 10:30 pm
Blue LOOP Increased Weekday Frequency	POOL low demand time frames
Green LOOP Increased Weekday Frequency	Hyde Park to Providence Express bus

3

Planning Process

	Planning Process					
	Long Range		Intermediate Range		Short Range	
	Policy/Vision	Gap Analysis	Research	Develop Alternatives	Recommend Alternatives	Implementation
Staff & Partners Role in Each Stage	• Identify an opportunity, need, obstacle, or challenge • Determine if an existing policy addresses this and if not develop a new one that will	• Evaluate service against set policy direction • Identify gaps	• Identify the parameters of the problem • Identify potential solutions • Identify costs of various solutions • Determine what needs to happen to maintain compliance	• Narrow down potential solutions • Work with the Board/Board subcommittee(s) • Develop the financial impacts of potential solutions	• Staff delivers a recommended solution to the Board • Funding source finalized	• Prepare budget for approved project • Prepare to implement project • Launch project • Identify next steps for project Or Monitor new service for impacts
Board Role in Each Stage	• Develop, modify, or apply an existing policy to address the identified need, obstacle, or challenge • Board sets policy	Board-Staff discussion of gap analysis	Board subcommittee works with staff to clarify the District's policies (purposes)	Board informed of potential solutions	Board considers the solution and funding for the solution	Board updated on solution performance

4

Expand The Anchor of The System

RECOMMENDATIONS

- Keep the current hub and spoke system
  - Design to be efficient with transfers
  - Designed to maintain understandable schedule
- Expand The Hub and Spoke System
  - Northern and Southern Transfer Stations
  - Connect LOOP, Fixed Routes, POOL and future High Capacity route

5

Expand The Anchor of The System

- RECOMMENDATIONS cont.
- Expand the Hub and Spoke System cont.
  - This allows for transfer efficiency
  - This allows for increased frequency from the transfer stations
  - Accommodates future growth of the communities
- Increase frequency on routes 12, 15
- Research a connection to the Ogden Frontrunner

6

Expand The Anchor of The System

QUESTIONS

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