CVTD BOARD MEETING AGENDA
November 20, 2024

Notice is hereby given that the Cache Valley Transit District will hold its regular meeting beginning at: 5:30 pm on Wednesday, November 20, 2024. The meeting will be at the Bridgerland Technical College, 1301 N 600 W Logan, Utah, Community 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 Lieren Hansen
3. Consent agenda
   - a - approval of agenda
   - b - approval of minutes - October 23, 2024
   - **c - next meeting -December 11, 2024 at BTECH Room 840**
4. Public comments

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

A. Presentation of 3rd quarter financial report - Glen Schmidt, Finance Committee Chair

B. Presentation of FY2025 tentative budget - Curtis Roberts, Administration Director

C. Presentation of capital plan - Curtis Roberts, Administration Director

D. Consideration of FY2025 tentative budget - Curtis Roberts, Administration Director

6:15 PM 6. **Management Report**

A. Update on zero emission bus study - Todd Beutler, CEO \ General Manager

B. Update on post route change survey - Todd Beutler, CEO \ General Manager

6:30 PM 7. **Board Chair Report**

A. Recognition of employee anniversaries

8. Public comments

6:40 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=QmxiV1JONCtKVFdHSXFGWks5MzFWdz09

Regular Board Meeting Minutes
Cache Valley Transit District
Wednesday, October 23, 2024
5:30 pm
Logan Library
285 N. Main St., Logan, Utah
Community Room A

Present: Lieren Hansen, Flor Estrada, Shaun Bushman, Mike Arnold, Glen Schmidt, and Ron Bushman

Excused: Patrick Jenkins, David Geary, and Jeff Turley

Others: Todd Beutler, Curtis Roberts, and Kari Thomas

<u>Regular Meeting Agenda</u>

1. *Call to order*: Vice Chair Lieren Hansen

2. Pledge of Allegiance lead by Shaun Bushman

3. Consent Agenda: Vice Chair Lieren Hansen asked for a motion to approve the consent agenda. Shaun Bushman moved; Mike Arnold seconded. Vote unanimous.
   A. Approval of Agenda
   B. Acceptance of Minutes – September 25, 2024 & October 9, 2024
   C. Next Board Meeting – November 20, 2024 at BTECH Room 840

4. Public comments: No questions or comments.

<u>Board Business</u>

5. **Board Business:**
   A. Presentation on rebrand and outreach – Andres Ramos, RUMOR Advertising: Public not certain what CVTD stands for, rebrand is modern, simplifies message, has longevity. Todd mentioned that the rebrand had already made an impression on several people he's spoken with. The website rebuild needed to make it easy to find what you want, have less click throughs, be fast, optimized for mobile, and be ADA compliant. There are some great numbers so far; time spent on the website has been reduced by about 32 percent. We are working on pushing the app (as it's more mobile friendly). Lieren spoke about using the bus and the app to get to the USU game on Saturday, which was easy and perfect to use. Shaun asked if the decrease in website use was because of an increase in app use –

Andres said that we are getting a significant number of app downloads if you look at year over year data. Discussion on digital advertising and how often it gets seen. Social media is seeing an increase in clicks and shares. Shaun asked about how quickly delays and detours are updated. Todd discussed how close to real-time we are on the website and app and how you have the option to get alerts for your favorite routes.

B. Presentation of potential expanded service – Todd Beutler, CEO\General Manager: As urban sprawl increases the District is looking at transfer points where people could transfer from a county route or even from Brigham City to one of the Loops. We will be completing surveys and interacting with the public to see what the need is and what the public is looking forward to. There was discussion of if there is a need to collaborate with UTA. Mike commented that this would be something UTA would be interested in looking at to connect the whole Wasatch Front. Flor asked about service to Tremonton; bus service to Brigham City connects you with larger transit systems whereas Tremonton connects you to an even smaller area. Lieren asked about bus safety if we did run service to Beaver Mountain and asked about what the options are. Todd explained that if we opted to consider that, we would do more research about the best bus and safety options. Discussion about Route 12. The District feels that there is sufficient budget to increase Route 12 service by increasing frequency (turning an hourly service into a 30-minute service). Possible implementation in August.

C. Discussion of FY 2025 Budget – Curtis Roberts, Administration Director: Discussed how sales tax has been trending lower. We haven’t received the projection from the governor’s office but for now we assume it will stay flat from 2024-2025. Expanded service is already included in the proposed budget. Operating revenue is less than expenses. Discussion on grants. Grants have set rules on how and when they can be spent. Discussion on bus purchasing. There’s not much bus purchasing in 2025. Discussion about the facility. Funds from the sale of our current facility would be restricted funds that can’t be used without a project.

D. Consideration of FY 2025 employee benefit package – Curtis Roberts, Administration Director: We are looking at about a 5 percent increase in overall expense for our employee benefit package, so management is proposing that we keep it the same as it currently is. Employees who opt for the traditional plan (vs the high deductible plan) will see an increase in their monthly premiums. Lieren Hansen asked for a motion to approve the FY2025 employee benefit package. Glen Schmidt motioned; Shaun Bushman seconded. Vote unanimous.

E. Consideration of revised agency safety plan – Curtis Roberts, Administration Director: Multiple employees were involved in the revision of the agency safety plan. Specific language was added into the plan to address infectious disease, which was the only Triennial Review finding that we had. A new safety table was added with new statistics; the District benchmarks really well against peer systems for safety statistics (the District only has about 1 injury per 500,000 miles). Lieren Hansen asked for a motion to approve the revised agency safety plan. Ron Bushman motioned; Mike Arnold seconded. Vote unanimous.

F. Recognition of employee anniversaries – Lieren Hansen, Board Vice Chair: Employee anniversaries include 6 years for Trevor Silva (dispatcher), 5 years for Jared Hall (lead maintenance technician), and 5 years for Brad Nelson (IT).

6. **Adjourn:** Board Vice Chair Lieren Hansen adjourned the meeting.

Cache Valley Transit District
Budget vs. Actual
Through September 30, 2024

	Actual	Budget	Variance	Percent of year Lapsed =75.00%
Income				
Sales tax	6,103,847.45	8,679,000.00	(2,575,152.55)	70.33%
Charges for services	66,918.26	100,000.00	(33,081.74)	66.92%
Interest income	493,943.91	300,000.00	193,943.91	164.65%
Federal and state grants	17,532,778.00	19,987,000.00	(2,454,222.00)	87.72%
Other	266,611.72	10,000.00	256,611.72	2666.12%
Total Income	24,464,099.34	29,076,000.00	(4,611,900.66)	
Expense				
Operations				
Payroll and benefits	4,404,721.50	6,847,000.00	2,442,278.50	64.33%
Professional and technical	513,435.28	703,000.00	189,564.72	73.03%
Insurance and surety bonds	134,253.94	196,000.00	61,746.06	68.50%
Public outreach/community engagement	17,665.49	40,000.00	22,334.51	44.16%
Subscriptions and memberships	14,290.08	33,000.00	18,709.92	43.30%
Software	98,740.30	161,000.00	62,259.70	61.33%
Supplies	56,790.68	129,000.00	72,209.32	44.02%
Fuel	532,359.55	1,072,000.00	539,640.45	49.66%
Tires	46,245.89	139,000.00	92,754.11	33.27%
Training and travel	43,066.58	68,000.00	24,933.42	63.33%
Utilities	147,273.62	215,000.00	67,726.38	68.50%
Equipment purchases <$5,000	4,456.23	53,000.00	48,543.77	8.41%
Total Operational expenses	6,013,299.14	9,656,000.00	3,642,700.86	62.28%
Preventative Maintenence				
Payroll and benefits	435,705.06	657,000.00	221,294.94	66.32%
Professional services	2,855.45	11,000.00	8,144.55	25.96%
Parts and other operating costs	368,196.87	466,000.00	97,803.13	79.01%
Other maintenance costs	11,346.84	23,000.00	11,653.16	49.33%
Total Preventative Maintenence	818,104.22	1,157,000.00	338,895.78	70.71%
Facilities Maintenence				
Payroll and benefits	79,105.06	102,000.00	22,894.94	77.55%
Professional services	68,910.89	120,000.00	51,089.11	57.43%
Other maintenance costs	52,133.92	87,000.00	34,866.08	59.92%
Total facilities maintenance	200,149.87	309,000.00	108,850.13	64.77%
Capital Outlay				
Bus purchases	-	-	-	#DIV/0!
Equipment purchases	-	1,431,000.00	1,431,000.00	0.00%
Real property	17,906,923.79	26,750,000.00	8,843,076.21	66.94%
Total Capital Outlay	17,906,923.79	28,181,000.00	10,274,076.21	63.54%
Total Expense	24,938,477.02	39,303,000.00	14,364,522.98	63.45%
Net Income (loss)	**(474,377.68)**	**(10,227,000.00)**	**9,752,622.32**	

Budget Change Explanations: Third Quarter – Expenditures FY2024

Operations

Supplies

2024 Budget	129,000.00
3rd Quarter Amount	56,790.68
Percentage used	44.02%

Explanation: Most of this budget relates to uniform purchases and other items related to the introduction of "Connect" as the brand name. We received better pricing than expected. We also delayed some coat purchases to the 4th quarter. We will finish below budget.

Public outreach/community engagement

2024 Budget	40,000.00
3rd Quarter Amount	17,665.49
Percentage used	44.16%

Explanation: Most of this budget was planned to be used for the rebranding effort. We continue to be prudent on how this budget is used. There will be expenditures in the fourth quarter.

Fuel

2024 Budget	1,072,000.00
3rd Quarter Amount	532,359.55
Percentage used	49.66%

Explanation: Fuel prices remained relatively low throughout the third quarter. The average price per gallon for the year so far was $2.84 and we budgeted $4.25.

Tires

2024 Budget	139,000.00
3rd Quarter Amount	46,245.89
Percentage used	33.27%

Explanation: Spending for tires increased during the quarter as planned. Additional expenses for tires are expected in the fourth quarter. However, there have been supply problems that have delayed some purchases.

Equipment Less Than $5,000

2024 Budget	53,000.00
3rd Quarter Amount	4,45623
Percentage used	8.41%

Explanation: Many of these equipment purchases are scheduled for the fourth quarter when we are closer to moving to the new facility. They relate to computers, monitors, etc. We anticipate that we will finish below budget.

Preventative Maintenance

Professional Services

2024 Budget	11,000.00
3rd Quarter Amount	2,855.45
Percentage used	25.96%

Explanation: We plan an annual deep cleaning of the buses. This cleaning is usually scheduled for late in the third quarter or early in the fourth quarter. The cleaning has not happened yet.

Parts

2024 Budget	466,000.00
3rd Quarter Amount	368,196.87
Percentage used	79.01%

Explanation: We had two significant accidents in the third quarter that resulted in large repair costs (see corresponding insurance claim revenue). We anticipate that the department will finish below budget. It is also expected that this line item will “normalize” and finish close to budget.

Facility Maintenance

Payroll and Benefits

2024 Budget	102,000.00
3rd Quarter Amount	79,105.06
Percentage used	77.55%

Explanation: We had been contracting with CETC for the cleaning of bus shelters and stops. During the year, CETC notified us that they could no longer provide that service. We obtained bids from other companies to provide the service but the bid amounts were extremely high. We evaluated the bids compared to providing the service in-house and decided to perform the service in-house. As a result, payroll and benefits is running higher and professional services is running lower. There is also a corresponding reduction to preventative maintenance payroll and benefits and we use personnel assigned to the preventative maintenance department. We anticipate that the facility maintenance budget will not be exceeded.

Capital Outlay

Equipment Purchases

2024 Budget	1,431,000.00
3rd Quarter Amount	0.00
Percentage used	0.00%

Explanation: Most of this line item relates to equipment and furnishing for the new facility. We started spending these funds in the fourth quarter. However, some items will be delayed to next year. Also, some individual items will not exceed the capitalization threshold ($5,000) and will be moved to operating costs (both in the current year and the next year).

Real Property

2024 Budget	26,750,000.00
3rd Quarter Amount	17,906,923.79
Percentage used	66.94%

Explanation: As expected, the construction activity has increased. The construction spending is consistent with our expectations. The overall project is still under budget. We still anticipate the completion of the facility in January 2025.

Budget Change Explanations: Third Quarter – Revenue FY2024

Sales Tax

Explanation: Sales tax has slowed. We budgeted for sales tax to increase 3.8%. The current trend is for no increase in sales tax. The current project is for sales tax to be lower than budget by $317,000. Based on current expense patterns, we don't anticipate changing any spending plans. We have excess budget in various line items, especially fuel.

Interest Income

Explanation: The interest rate that we are earning is over 5.3%.

Other

Explanation: The other category captures a few miscellaneous items which includes insurance reimbursements for accident costs. The typical insurance recovery happens when another vehicle causes damage to a District vehicle (bus). We obtain a repair estimate that is approved by our insurance company. Our insurance company provides funds to us for the repairs and we are required to report the insurance proceeds as revenue. We incur the repair expense costs in "Preventative Maintenance" and usually in the category of "Parts and other operating costs". The insurance company negotiates with the other vehicle owner's insurance for settlement. In the process, the District is made "whole" meaning that usually the proceeds from insurance equal the costs of the repairs.

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

	2024 Budget	2024 **Projected** to Year-end	**2025 Proposed Budget**	Dollar Increase over 2024 Budget	Percentage Increase over 2024 Budget
Revenues:					
Sales tax	8,679,000	8,362,000	**8,362,000**	(317,000)	-3.65%
Federal and state grants	2,137,000	3,073,000	**4,205,000**	2,068,000	96.77%
Charges for services	100,000	96,000	**108,000**	8,000	8.00%
Interest income	300,000	645,000	**210,000**	(90,000)	-30.00%
Other	10,000	280,000	**12,000**	2,000	20.00%
Total operating revenues	11,226,000	12,456,000	**12,897,000**	1,671,000	14.89%
Expenditures:					
Operations:					
Salaries and benefits	6,847,000	6,042,000	**7,460,000**	613,000	8.95%
Professional fees	703,000	654,000	**765,000**	62,000	8.82%
Insurance	196,000	179,000	**250,000**	54,000	27.55%
Public outreach/Community engagement	40,000	28,000	**35,000**	(5,000)	-12.50%
Subscriptions and memberships	33,000	18,000	**36,000**	3,000	9.09%
Software	161,000	148,000	**218,000**	57,000	35.40%
Supplies	129,000	107,000	**68,000**	(61,000)	-47.29%
Fuel	1,072,000	765,000	**960,000**	(112,000)	-10.45%
Tires	139,000	135,000	**141,000**	2,000	1.44%
Training and travel	68,000	56,000	**84,000**	16,000	23.53%
Utilities	215,000	197,000	**352,000**	137,000	63.72%
Equipment purchases <$5,000	53,000	38,000	**721,000**	668,000	1260.38%
Total operations	9,656,000	8,367,000	**11,090,000**	1,434,000	14.85%
Preventative maintenance					
Salaries and benefits	657,000	606,000	**744,000**	87,000	13.24%
Professional fees	11,000	9,000	**11,000**	-	0.00%
Parts and operating costs	466,000	476,000	**446,000**	(20,000)	-4.29%
Other maintenance costs	23,000	17,000	**38,000**	15,000	65.22%
Total preventative maintenance	1,157,000	1,108,000	**1,239,000**	82,000	7.09%
Facilitiy maintenance					
Salaries and benefits	102,000	108,000	**170,000**	68,000	66.67%
Contracted services	120,000	116,000	**163,000**	43,000	35.83%
Other maintenance costs	87,000	78,000	**110,000**	23,000	26.44%
Total facility maintenance	309,000	302,000	**443,000**	134,000	43.37%
Total operating expenses	11,122,000	9,777,000	**12,772,000**	1,650,000	14.84%
Operating revenues less expenses	104,000	2,679,000	**125,000**		
Capital Activities					
Capital grants revenue	17,850,000	24,596,000	**272,000**		
Capital outlay					
Bus purchases	-	-	**225,000**		
Equipment and improvements	1,431,000	92,000	**560,000**		
Land and land improvements	26,750,000	24,380,000	**750,000**		
Net capital outlay	(10,331,000)	124,000	**(1,263,000)**		
Net income (loss)	(10,227,000)	2,803,000	**(1,138,000)**		
Planned use of fund balance for capital outlay	10,227,000		**1,138,000**		
Net change to equity after planned uses	-		**-**		

Budget Change Explanations: Original vs Tentative – Expenditures FY2025

Operations

Software

2025 Budget Tentative	218,000
2025 Budget Original	214,000
Difference	4,000

Explanation: Additional software is needed for new equipment at the new facility.

Training and Travel

2025 Budget Tentative	80,000
2025 Budget Original	84,000
Difference	4,000

Explanation: Based on an analysis of travel that is not related to training, we determined that the budget needs to be increased.

Equipment Purchases <$5,000

2025 Budget Tentative	721,000
2025 Budget Original	715,000
Difference	6,000

Explanation: An additional server and computer are needed to support new equipment at the new facility.

Facility Maintenance

Other Maintenance Costs

2025 Budget Tentative	110,000
2025 Budget Original	113,000
Difference	3,000

Explanation: Remove an improvement to the area south of the employee parking lot. We recommend delaying this improvement to 2026. This delay will allow for more coordination with the improvements to the south property.

Capital Activities

Bus Purchases

2025 Budget Tentative	225,000
2025 Budget Original	200,000
Difference	25,000

Explanation: The estimated price for the bus was updated based on the when the bus will be purchased. The bus will be one model year newer.

Equipment and Improvements

2025 Budget Tentative	560,000
2025 Budget Original	589,000
Difference	29,000

Explanation: There are two components to this change. First, we identified the need for additional copier in the Dispatch office. The estimated cost is $11,000. Second, we obtained bids for a parts storage machine that was less than originally estimated by $40,000. The net amount is a reduction of $29,000 to this line item.

Budget Change Explanations: Original vs Tentative – Revenue FY2025

Sales Tax

2025 Budget Tentative	8,362,000
2025 Budget Original	8,410,000
Difference	48,000

Explanation: The sales tax we received in October (for August) was lower than planned. This change reflects the lower amount.

Cache Valley Transit District - Capital Projects Plan

As of December 31, 2024

Description	2026	2027	2028	2029	2030	2031 to 2038	Concept Only
Replace 4 paratransit vehicles	800,000.00						
Replace 2 support vehicles		80,000.00					
Replace 2 paratransit vehicles			440,000.00				
Replace 3 on-demand (Pool) vehicles			750,000.00				
Replace 1 support vehicle			40,000.00				
Replace 5 large buses				3,500,000.00			
Replace 3 support vehicles				150,000.00			
Replace 2 paratransit vehicles					520,000.00		
Replace 2 large buses						1,440,000.00	
Replace 1 medium duty bus						260,000.00	
Replace 4 large buses						3,000,000.00	
Replace 4 paratransit vehicles						1,080,000.00	
Replace 3 on-demand (Pool) vehicles						810,000.00	
Replace 4 large buses						3,120,000.00	
Replace 2 paratransit vehicles						560,000.00	
Replace 2 support vehicles						110,000.00	
Replace 8 large buses						6,400,000.00	
Replace 6 large buses						4,920,000.00	
Replace 2 paratransit vehicles						600,000.00	
Replace 3 on-demand (Pool) vehicles						900,000.00	
Training course (design and construct)	4,200,000.00	300,000.00					
Training simulators		1,000,000.00					
Training support equipment		30,000.00					
Landscape improvements - south of parking lot		1,000,000.00					
Canopies for support vehicles (shop and other)				600,000.00			
Transfer centers (if supported by study)	700,000.00	1,000,000.00	5,000,000.00				
Paratransit bus expansion - 2 buses	420,000.00						
Bus shelters	15,000.00	15,000.00	16,000.00	16,000.00	17,000.00	160,000.00	
Transfer center (if supported, additional)							8,000,000.00
Replace ITC boilers						180,000.00	
Replace floor scrubber						130,000.00	
Remodel transit center (ITC)							5,000,000.00
North and south satellite facility							40,000,000.00
Service expansion vehicles*							
Total costs	6,135,000.00	3,425,000.00	6,246,000.00	4,266,000.00	537,000.00	23,670,000.00	53,000,000.00
Potential grants to offset costs	3,476,000.00	2,600,000.00	4,900,000.00	3,300,000.00	400,000.00	18,000,000.00	42,000,000.00
Net cost to Connect Transit	2,659,000.00	825,000.00	1,346,000.00	966,000.00	137,000.00	5,670,000.00	11,000,000.00

**These amounts will be determined with the study to be performed in 2025.*

Councils Schedule

Cache County	scheduled for year/primarily Tuesdays	5:00 PM
Hyde Park	2nd and 4th Wednesdays	7:00 PM
Hyrum	1st and 3rd Thursdays	6:30 PM
Lewiston	3rd Tuesdays	7:30 PM
Logan	1st and 3rd Tuesdays	5:30 PM
Millville	2nd Thursdays	7:00 PM
Nibley	scheduled for year/primarily Thursdays	6:30 PM
North Logan	1st and 3rd Wednesdays	6:30 PM
Providence	3rd Wednesdays	6:00 PM
Richmond	3rd Thursdays	6:30 PM
River Heights	1st and 3rd Tuesdays	6:30 PM
Smithfield	2nd Wednesdays	6:30 PM