

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, October 28, 2020**  
4 **5:45 pm**  
5 **CVTD Administration Building**  
6 **754 West 600 North, Logan, Utah**  
7 **Electronic**

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10 *Present:* Holly Broome-Hyer, Glen Schmidt, David Geary, Lieren Hansen, Cecelia  
11 Benson, Jeannie Simmonds, Shaun Bushman, Mike Arnold, Jeff Turley, Paul James,  
12 Patrick Jenkins, Terrie Wierenga, Lyle Lundberg, and Craig Wright

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14 *Excused:* Gregory Shannon, Sue Sorenson, Abraham Verdoes, Elaine Thatcher, and  
15 Bruce Lee

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17 *Others:* Todd Beutler, Charise VanDyke, and Curtis Roberts

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19 **Regular Meeting Agenda**

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21 1. *Call to order:* Board Chair Holly Broome-Hyer  
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23 2. *Acceptance of Minutes:* Holly Broome-Hyer asked for a motion to approve the  
24 September minutes and the agenda. Holly Broome-Hyer asked that the agenda be  
25 amended to include the swearing in of a new board member. David Geary moved;  
26 Mike Arnold seconded. Vote was unanimous.  
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28 3. *Approval of Agenda:* Holly Broome-Hyer moved the approval of the agenda with the  
29 minutes. Vote was unanimous.  
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31 4. Next Board Meeting: November 18, 2020  
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33 5. Questions or comments from public: Art Smith commented that he is concerned about  
34 the cost of rides. Holly Broome-Hyer asked Todd Beutler to respond. COVID has  
35 increased the cost per trip (particularly when the public was encouraged to stay  
36 home); the last data reported to the National Transit Database (NTD) is about three  
37 dollars per trip.  
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39 **Board Business**

40 **6. Board Business:**

- 41 A. Swearing in of a new board member – Curtis Roberts, Administration Director:  
42 Terrie Wierenga was sworn in by Curtis Roberts.

Approved 11/18/2020

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B. Present and consider of third quarter financials – Glen Schmidt, Budget Committee Chair: The sales tax continues to come in above expectations; this is in large part because of the state collecting tax on internet sales. Ad revenue is down and likely won't recover any time soon. Payroll is under budget because there has been trouble filling even full-time positions. Having to get the seats on the buses cleaned (a cost specific to COVID) put the line item over budget, but not the department budget. Supplies (under facility maintenance) is running close; the increase is due to the purchase of COVID related supplies. Projects, such as the bike and ride project, have been temporarily delayed due to COVID. Cecelia Benson motioned to accept third quarter financials. David Geary seconded. No questions. Vote unanimous.

C. Presentation of tentative FY2021 budget – Curtis Roberts, Administration Director: Under revenues, sales tax is still projected to grow but not by a lot (3%); there is still growth in the valley and people buying homes, so the numbers are mostly based off population increases. The revenue from “charges for services” and “interest income” is projected to be lower because fewer ads are being bought and the interest rates are down. Under expenditures, the salary and benefits for operations is projected to increase by about 7 percent in total over the previous year's budget. An increase to the base wage is proposed for bus drivers and service workers to be more competitive in the market; the unemployment rate is still low, 2.3 percent, so we're still fighting for people. Additionally adding an increase based on merit of 50 cents for bus drivers and service workers (increase based on performance). Adding salaries and benefits for two additional full-time positions is also proposed to try to attract applicants; the part-time pool of drivers is drying up even more. With less of a part-time pool to draw on, overtime expenses have increased. There has been an increase of 6.4 percent for health insurance benefits over last year (for the whole organization). Also budgeted is wage adjustments for evaluated employees for merit (40,000) and market adjustment (30,000). Discussion about salaries and benefits. For evaluated positions (about 25 people), the market is looked at by a market consultant position by position; pay is adjusted for merit (performance on the job) and/or a market adjustment (keeping the job position competitive in the market). High deductible and traditional insurance plans are paid in such a way that it equals out between the two plans. The District contributes to an HSA up to 50 percent of the deductible. Under expenditures for operations, there are two key projects under professional fees. The first is working with USU to add a bus stop on the 400 north side of the business building (50,000). The second is to contract a professional planning firm to work with cities to understand transportation needs, traffic changes, types of service, and to help to adapt to changes in the country and the area (due to COVID). Overall, they would make recommendations on

85 what the community needs (60,000). Discussion about a planning consultant for  
86 service recommendations. This expense qualifies for CARES funding. It could be  
87 an ongoing versus a one-time expense, but would go through the budget process  
88 again next year. It will help the District be more nimble in planning and better  
89 serve the communities as they grow and develop. Much software is a subscription  
90 model now; so ongoing software costs have increased (i.e. human resource, driver  
91 scheduling, and paratransit software). Supplies have increased due to COVID.  
92 Under preventative maintenance, the professional service line has also increased  
93 due to COVID (professional seat cleaning on buses). Parts has increased because  
94 the LOOP routes have increased overall miles (more miles equals more  
95 maintenance costs). Under other maintenance costs, there is an increase in  
96 cleaning supplies (COVID) and costs to relocate bus shelters in Richmond. Under  
97 the planned capital projects, a few projects include concrete replacement (10,000),  
98 bike and ride shelters (40,000), and bus replacement for four 35-foot buses and  
99 two paratransit buses (2,053,000). There is some contingent money budgeted for a  
100 power washer and a server, as they are both past their useful life; they will only be  
101 replaced if they break. To start building the new facility, 12.5 million has been  
102 budgeted for the design work and to start construction (not the total project cost).  
103 Discussion about the new facility. The federal funding has been awarded. Thirty  
104 percent of the design work will be done to get a solid project cost. Breaking  
105 ground will likely be in summer or early fall. Initial design work is estimated to  
106 cost around 1.5 million.

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108 D. Consideration of District full-time benefits – Curtis Roberts, Administration  
109 Director: The board needs to approve the insurance portion of the budget, so the  
110 insurance contract can be signed and open enrollment can be held for employees.  
111 The increase is reasonable. Holly Broome-Hyer asked for a motion to proceed  
112 with the insurance contract. David Geary moved that the Board approve the  
113 benefits portion of the budget, including the 6.4 percent, so that CVTD can move  
114 forward with contracting with the insurance company. Jeff Turley seconded. No  
115 questions. Vote unanimous.

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117 E. Consideration of nominations of Board Vice-Chair – Holly Broome-Hyer, Board  
118 Chair: Opened for nominations for vice-chair (voting will take place next month).  
119 Jeff Turley nominated Shaun Bushman. Shaun Bushman turned down the  
120 nomination. Cecelia Benson nominated Patrick Jenkins. Patrick Jenkins  
121 nominated Glen Schmidt. Craig Wright nominated Gregory Shannon. Jeannie  
122 Simmonds moved to close nominations. Paul James seconded. Nominations  
123 closed.

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125 **7. General Manager/Staff Reports:**

126 A. CVTD’s community Impact campaign – Todd Beutler, CEO: Throughout the  
127 entire pandemic, people have been using the bus (even when there was a large  
128 push to stay home). The Board has emphasized the importance of providing  
129 service to those who have barriers to transportation (such as during the  
130 development of the LOOP routes). Because of this, a campaign (through social  
131 media and our website) is being launched over the next few months and into next  
132 year that shows what other ways CVTD impacts the community. The webpage  
133 shows demographic data and statistics from the voter survey to give people an  
134 idea of what the community deals with and how CVTD can help. The goal is to  
135 provide folks with different statistics. The webpage will also try to get people to  
136 their share story on how CVTD impacts them.

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138 B. FTA required safety program – Todd Beutler, CEO: The FTA is requiring a new  
139 format for safety programs. The board needs to approve the safety program no  
140 later than December 31, so the District can continue to receive federal funds.

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142 **8. Board Chair Report:**

143 A. Holly Broome-Hyer, Board Chair: There will be no Board Social this year due to  
144 COVID. In lieu of this, a gift card to a restaurant will be sent to board members.

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146 9. **Adjourn:** Board Chair Holly Broome-Hyer adjourned the meeting.