

Cache Metropolitan Planning Organization Meeting

May 16, 2022

In-person and Zoom Meeting

Cache County Events Center, 490 S 500 W, Logan UT

Adopted June 27, 2022

Attendees: In person attendance: Bryan Cox, Kathleen Alder, Todd Beutler, Holly Daines, David Hair, Larry Jacobsen, David Zook, Kris Monson, Lyndsay Peterson, Chris Wilson. Joining via zoom: Jason Thompson

CMPO Staff: Jeff Gilbert

Other Attendees: In person: Dirk Anderson, Darrin Farr, Chandler Beutler, Paul Linhardt, John Powell
Via zoom: Jennifer Elsken, Seth Thompson, Justin Maughan, Craig Giles, Christopher Chesnut, Ryan Snow, Karina Brown

1. Welcome and introductions.

Mayor Cox welcomed everyone and facilitated introductions.

2. Approval of minutes

ACTION: Motion to approve Miller 2nd by Hair

The vote in favor was unanimous.

3. Approval of expenses and bills

ACTION: Motion to approve from Miller 2nd Daines

The vote in favor was unanimous

4. Consider adoption of Tentative FY 2023 CMPO Budget

Gilbert reviewed the FY 2023 tentative budget with the Council. He noted that some of the expenses (highlighted in yellow) are items approved by the CMPO Executive Council in prior years, but expenses are anticipated in FY 2023. Gilbert reviewed the items listed under “general government”. Mayor Monson inquired as to the revenue and how much comes from the municipalities. Gilbert described the revenue items and the local match estimates table. Gilbert indicated with the increase in spending for federal aid this year there will need to be an increase in the required local match (6.7%). He reviewed the details for these anticipated amounts. Zook asked if this budget included the amount for the COG Transportation Master Plan. Gilbert responded it does not, because those funds do not pass through the CMPO (to be managed by the County). Gilbert reminded the board that the approval requested is a preliminary approval.

ACTION: Motion to approve the preliminary budget by Mayor Alder, 2nd Petersen

The vote in favor was unanimous

5. Consider approval of FY 2023 Unified Planning Work Program (UPWP)

Gilbert introduced the UPWP document noting that this is a federal requirement for MPOs. This document reflects the same budget the board just approved in the preliminary budget, just in a different format required by the federal government. Gilbert reviewed the sections of the program and pointed out and described the budget summary table found on page 11. Gilbert provided more detail on the Statewide Household Travel Survey item. Mayor Jacobson asked about any increases in salaries in the program. Mayor Cox indicated that salary increases will be discussed in a separate agenda item. The council discussed the amount listed for the trail coordinator position support.

ACTION: Motion to approve FY 2023 UPWP by Mayor Zook, 2nd Monson
The vote in favor was unanimous

- 6. Consider approval of Draft CMPO Personnel Policy and Organization Procedure Manual**
Mayor Cox noted the Executive Committee has reviewed the document. The draft manual has also been reviewed by an HR & legal consultant. The draft also includes those changes submitted by individual council members. Mayor Cox mentioned that he feels good about the status of the document. Mayor Miller asked if there were any big changes from what was included in the past. Gilbert indicated that most the changes were minor but did highlight one change were the CMPO holiday schedule would match Cache County (where the CMPO is housed) rather than Smithfield City. Beutler reminded the board that they can always come back and change anything in the manual. Peterson suggested she is comfortable with approving the document now that it has had HR & legal review (as the group decided at the last meeting).

ACTION: Motion to approve Draft CMPO Personnel Policy and Organization Procedure Manual by Mayor Peterson, 2nd Hair
The vote in favor was unanimous

7. Staffing Update

Mayor Cox explained the Executive Committees efforts to complete a salary review for the newly formed Transportation Planner position. This salary survey concluded with a recommended pay range of \$52,298 to \$80,199. Cox indicated he would like approval to move forward with this position. Mayor Alder asked who would be on the interview committee. Mayor Cox indicated that he thinks it would be wise to pull in professional folks from other organizations. Zook volunteered his Planning Director.

ACTION: Motion to approve Transportation Planner position and salary range by Executive Zook, 2nd Hair
The vote in favor was unanimous

Mayor Cox indicated that the Executive Committee also took the lead on finding salary comparables for the CMPO Executive Director position. Cox mentioned because this involves the Executive, it would be best to have this discussion in an open forum. Cox mentioned that salary comparables were found from Cheyenne Wyoming and Grand Junction Colorado. However, the Executive Committee did not feel it appropriate to compare to salaries from Wasatch Front organizations. Salary comparables for Cheyenne MPO were about \$74,000 up to \$113,000 & Grand Junction MPO was about \$95,000 up to \$135,000. Cox indicated that based on the Executive Committee review, they are recommending a range for the Executive Director position from \$90,000 to \$125,000. Mayor Cox stated that they are suggesting a salary adjustment to \$105,000 (mid-range) for Jeff Gilbert (based on his experience and professional capacity). Zook inquired as to the current pay. Gilbert reminded the board when they hired him there was a disconnect as to his current salary. Jim Gass incorrectly indicated his salary as \$90,000 when his current salary was \$92,500. When the board approved an initial new position salary increase to \$92,000 back in November 2021, it actually resulted in a bit of a salary reduction. When considering compensation, Gilbert also mentioned that several years ago the Executive Council approved the CMPO opting out of Social Security and instead paying that portion (6.2%) the CMPO would pay to Social Security to go to employee pay. They chose not to restrict it to any sort of retirement. Gilbert suggested when you consider the current salary amount you need to keep in mind that SSI adjustment.

ACTION: Motion to adjust Executive Director Salary range to \$90,000 to \$125,000 and move Jeff Gilbert to \$105,000 by Mayor Miller, 2nd Daines
The vote in favor was unanimous

8. Utah Transportation Commission Visit to Cache County June 23 & 24th

Gilbert notified member of the Executive Council about the scheduled visit for the Utah Transportation Commission in Logan on June 23 & 24th. Gilbert indicated there is generally a tour of local transportation related projects on the day before the more formal commission meeting. Community officials are invited to participate. Mayor Daines is helping with the arrangements and will welcome the group officially at the beginning of the Commission meeting on the 24th. The meeting will be held at Logan City Hall.

The meeting was adjourned