

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, June 23, 2021**
4 **5:45 pm**
5 **Logan City Hall**
6 **290 North 100 West, Logan, Utah**
7 **City Hall Conference Room**

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10 *Present:* Holly Broome-Hyer, Lieren Hansen, Cecelia Benson, Jeannie Simmonds, Shaun
11 Bushman, Patrick Jenkins, Terrie Wierenga, Gregory Shannon, Abraham Verdoes, Mary
12 Barrus, Jeff Turley, Mike Arnold, Ron Bushman, David Geary, Paul James, Glen
13 Schmidt, Sue Sorenson, and Craig Wright

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15 *Excused:* Lyle Lundberg

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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 Craig Wright
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23 2. *Acceptance of Minutes:* Craig Wright asked for a motion to approve the May minutes
24 and agenda. Paul James moved; David Geary seconded. Vote was unanimous.
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26 3. *Approval of Agenda:* Craig Wright moved the approval of the agenda with the
27 minutes. Vote was unanimous.
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29 4. Next Board Meeting: July 28, 2021 (*Note: July board meeting canceled)
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31 5. Questions or comments from public: No comments or questions.
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33 **Board Business**

34 6. **Board Business:**

- 35 A. Open Public Meetings (OPMA) Training – Seth Tait, Olson & Hoggan: Seth Tait,
36 attorney with Olson & Hoggan, conducted the OPMA training that board
37 members are required to complete annually.
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39 B. Consideration of wage comparative presentation – Nicole Tuttle, CVTD HR
40 Manager: Over the past few months, we’ve talked about the staffing difficulties
41 the District has been facing, which actually resulted in a reduction of service. To
42 return to full service, the District needs to hire 6 full-time drivers, 12 part-time

Approved 08/25/2021

43 drivers, and 1 mechanic. Turnover is not the issue (the District is below the
44 industry average for turnover); it is the lack of applications that the District is
45 receiving. Application rates have fallen to about half of what they were in the
46 previous two years. Of those applications, 21 withdrew from consideration; those
47 who withdrew cited wages as their reason for withdrawing (those who would give
48 a reason). Some hires would get through training and then take another job. Some
49 businesses have had to close because there is not enough staff; as a result, Cache
50 Valley starting wages have risen to entice hires. Unskilled worker pay is between
51 16 to 20 dollars an hour (unskilled workers can even lack a high school diploma).
52 Skilled workers, which requires licensing or education, is up to about 17 to 20
53 dollars an hour (our workers fall here). This has resulted in the District lagging in
54 the market (no longer in the middle). Staff's proposed solution after the analysis
55 of data is to do a total wage adjustment pool of 300,000 dollars through the end of
56 2021 to bring wages back in line to where the District needs to be (budget
57 amendment not necessary). This would enable the District to adjust the starting
58 wage from 15 to 18 dollars an hour, as well as do a concurrent wage adjustment
59 for current employees. This is to both attract and retain staff. It takes up to six
60 weeks to train new drivers. If we can get hires in and trained with the wage
61 adjustment the District can be staffed by the end of August. Discussion about the
62 wage adjustment. Raising pay three dollars will keep everyone in the market,
63 including current employees. The District's benefits haven't been enough of an
64 enticement for potential hires (particularly for part-time workers); they
65 consistently ask if the starting wage can be moved. Discussion about training
66 costs. It takes about 2,700 dollars to get a driver trained. It would be difficult (if
67 even possible) to lower training costs, due to the amount of training required.
68 Drivers have to be 21 to transport passengers. Jeannie Simmonds motioned that
69 the wage adjustment pool of 300 thousand dollars be adopted to the end of 2021
70 (to cover the mid-year wage increase). Cecelia Benson seconded. Vote
71 unanimous.

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- 73 C. Consideration of additional funding for bus stop on HWY 89 near USU – Todd
74 Beutler, CVTD CEO: It will take additional funding to install the bus stop on
75 highway 89 near USU (south of the business building). Fifty-thousand dollars
76 were budgeted for the project; but bids have come in that would require the
77 District to put in an additional 50 thousand dollars for a total of 100,000 dollars.
78 As was commented last month, the District can wait until next year. Discussion
79 about the project. Both USU and the District are paying for the stop, as both will
80 be utilizing the stop. USU is willing to go forward on the stop; they were able to
81 negotiate to keep the bid cost in place through the end of the month. It's not a
82 typical bus stop and has to meet certain UDOT specifications, which is why the
83 price is so high. If they move forward with the project at the beginning of July, it
84 should be done by the middle of September. Discussion about market prices. The

prices might stabilize or lower or they might not. Discussion about the stop location. The location could increase ridership and visibility, so it could be a long-term benefit to the District. Patrick Jenkins pointed out that this is a lot of money to spend on one location/organization in the valley. Mike Arnold clarified that no one is against the stop, so it is more of an issue of timing. Jeannie Simmonds motioned to approve the additional 50 thousand dollars for the bus stop (total of 100,000 dollars for the project). Gregory Shannon seconded. Additional discussion. Gregory Shannon called for a vote. Those who were in favor: Abraham Verdoes, Dave Geary, Glen Schmidt, Jeannie Simmonds, Sue Sorenson, Ron Bushman, Holly Broome-Hyer, Jeff Turley, Mary Barrus, Lieren Hansen, Gregory Shannon, and Paul James. Those who opposed: Patrick Jenkins, Shaun Bushman, Terrie Wierenga, Mike Arnold, Craig Wright, and Cecelia Benson. Motion passed.

D. Consideration of FY2021 1st quarter financials – Glen Schmidt, CVTD Board Member: The District is down on several costs, especially in payroll, which is why they could approve the 300 thousand dollar wage increase without increasing the budget (via a budget amendment). The first quarter is not a lot of information, but everything else is running as expected. Discussion about fuel costs. About \$2.50 per gallon was budgeted. Fuel is about \$2.45 today and the price is being closely monitored (also, the District does not pay fuel tax). Paul James motioned to approve the 2021 first quarter financials. Dave Geary seconded. Vote unanimous.

E. Consideration of CEO Compensation – Shaun Bushman, CVTD Board Member: The board talked about formalizing a new compensation policy last month. Shaun Bushman motioned to approve the revised compensation policy (which will be located as Appendix B in the policy manual). Patrick Jenkins seconded. Vote unanimous.

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

A. Update on Logan Transit App – Todd Beutler, CEO: In May's meeting, the board approved the District working with one of the vendors to improve their bus location app. The contract is being finalized; they will remove the ad banner and keep their app reliable through January for 6,000 dollars. The anticipated delivery date is by the end of August; an additional incentive was put into the contract for earlier delivery. The District will not be branding this app as ours. When the District moves to the new system, we will have our own app. The technology will also make it so that Google and Apple apps will move to real-time displays. Even with our own app, the District will still be open source to allow the development of third party apps, as app usage really comes down to an individual's preference.

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8. **Board Chair Report:**

A. Discussion of summer social – Patrick Jenkins, CVTD Board Vice-Chair: In years’ past, the board has had a social event around Christmas. The proposal is for the Board to do something different this year—to forgo this tradition and instead host a BBQ for the District employees and their families on August 10. Board members could be present to cook the food and thank the employees for their contribution. Todd Beutler commented that this would mean a lot to the employees because they really look to the leadership. Additionally, fliers have been printed for board members to use to invite elected officials to the Bus Roadeo on August 18.

9. **Adjourn:** Board Chair Craig Wright adjourned the meeting.