

## **CONNECT TRANSIT BOARD MEETING AGENDA**

### **October 8, 2025**

**Notice is hereby given that the Cache Valley Transit District (dba Connect Transit) will hold its regular meeting beginning at: 5:30 pm on Wednesday, October 8, 2025. The meeting will be at the Connect Transit Board Room, 3021 N. 300 W. North Logan, Utah. 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
3. Consent agenda
  - a - approval of agenda
  - b - approval of minutes - September 24, 2025
  - c - next meeting - October 22, 2025
4. Public comments

#### **5:35 PM    5. Board Business**

- A. Discuss the FY 2026 budget - Curtis Roberts, Administration Director
- B. Audit Committee Report - Glen Schmidt, Audit Committee Chair

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

- A. Discuss possible state legislative changes for Transit Transportation Improvement Fund - Todd Beutler, CEO

#### **6:30 PM    7. Adjourn**

The public may join the meeting by using the following meeting ID and passcode. Meeting ID: 212 557 378 295 6 Passcode: i34Zz7LW

The public may join the meeting by pasting the meeting Link below into their browser: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTFkNTgwZDctMTgwYS00NjE3LTlkM2UtNTgyOGRhNDhkYzY4%40thread.v2/0?context=%7b%22Tid%22%3a%2215b96a0e-f7ec-4f85-964e-59e0a7648e5b%22%2c%22Oid%22%3a%227fb9cb0a-46b7-4002-b589-7c16bc2eb722%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTFkNTgwZDctMTgwYS00NjE3LTlkM2UtNTgyOGRhNDhkYzY4%40thread.v2/0?context=%7b%22Tid%22%3a%2215b96a0e-f7ec-4f85-964e-59e0a7648e5b%22%2c%22Oid%22%3a%227fb9cb0a-46b7-4002-b589-7c16bc2eb722%22%7d)

**Regular Board Meeting Minutes  
Cache Valley Transit District  
DBA Connect Transit  
Wednesday, September 24, 2025  
5:30 pm  
Connect Administration  
3021 North 300 West, North Logan, Utah  
Connect Transit Boardroom**

*Present:* Lieren Hansen, Flor Estrada, Mike Arnold, Emily Fletcher, Ron Bushman, David Geary, and Glen Schmidt

*Excused*: Jeff Turley and Shaun Bushman

*Others:* Todd Beutler, Curtis Roberts, Jody Kimball, Mindy Spackman, Kaylee Fonnesbeck, and Kari Thomas

## Regular Meeting Agenda

1. *Call to order:* Board Chair Lieren Hansen
2. Pledge of Allegiance
3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda. Ron Bushman moved; Mike Arnold seconded. Vote unanimous.
  - A. Approval of Agenda
  - B. Acceptance of Minutes – August 27, 2025
  - C. Next Board Meeting – October 8, 2025
4. Public comments: No questions or comments

## Board Business

## 5. Board Business:

A. Presentation on transit demand study – James Gamez, Kimley-Horn: The study started on May 12, 2025. The purpose of the study is to look at transit demand in unserved areas within Cache Valley; it also looked at Brigham City, ski resorts, and Garden City. Vehicle ownership in areas we studied was high overall with limited access to basic needs in some of the outer lying areas. Studied commuters to and from Logan. Created several options between Logan and Brigham City. Also considered options for Garden City, the trailheads, and the ski resorts, and even a seasonal option. The study shows that USU students make for a large

43 chunk of our ridership. Five key target market segments: long distance, older  
44 adults, visitors, USU students, and residents with no vehicle. Three ideas: express  
45 commuter route to Brigham, feeder routes linking areas, and seasonal shuttles.  
46 Presented several route ideas and options. Lieren asked about which options  
47 would require ballots: Clarkston, Mendon, Wellsville. Discussion of fares,  
48 partnerships, etc. All options involve high costs, which could impact Connect  
49 Transit's other priorities.

50

51 B. Public Hearing on FY2025 Budget Amendment – Lieren Hansen, Board Chair:  
52 No public comments. Glen Schmidt motioned. Dave Geary seconded. Vote  
53 unanimous.

54

55 C. Consideration of Resolution 2025-01, FY2025 Budget Amendment – Glen  
56 Schmidt, Budget Committee Chair: Dave Geary motioned. Flor Estrada seconded.  
57 Vote unanimous.

58

59 D. Consideration of Public Transportation Agency Safety Plan – Curtis Roberts,  
60 Administration Director: Discussed requirement to update PTASP each year.  
61 Talked about the numbers in Safety Performance Targets and what is included in  
62 them. Mike Arnold and Dave Geary discussed the importance of recognizing the  
63 distinction between random unpredictable events and predictable. Discussed  
64 assaults on transit workers, most involve a fare of some variety. Dave Geary  
65 brought up introducing a Resolution to make it known how much we (the Board  
66 specifically) appreciate the work in de-escalation our employees put in. Jody  
67 discussed our procedures if a major assault event occurred, such as hostage, etc.  
68 situations after Mike Arnold and Ron Bushman posed a few questions concerning  
69 transit worker assaults. Dave Geary moved. Emily Fletcher seconded. Vote  
70 unanimous.

71

72 E. Consideration of Resolution 2025-02, Transfer of Vehicles – Curtis Roberts,  
73 Administration Director: Discussion of what it means for the State to relinquish  
74 title on our buses; this will allow us to work directly with the FTA. This will  
75 alleviate a ton for our maintenance staff. Ron Bushman moved. Mike Arnold  
76 seconded. Vote unanimous.

77

78 F. Presentation of FY2026 Draft Budget – Curtis Roberts, Administration Director:  
79 This is just the introduction, no decisions made today; the next meeting is when  
80 questions will be asked, then there'll be another meeting where the board will  
81 decide on employee benefits. The tentative budget should be ready mid-  
82 November and then finalized in December and presented to the public. Connect is  
83 operating in the green and is projected to do so next year. Budget contains two  
84 new positions, an across-the-board driver raise, and an increase to the merit raise

85 the drivers receive. Flor Estrada asked about the increase in software expenses for  
86 transit software; it was then asked if this was a one-time cost or an ongoing cost.  
87 With the way the monitoring software is set up it would be an ongoing cost. Mike  
88 Arnold asked about the reduction in utility expenses, due to selling the previous  
89 building.

90

91 **6. Management Report:**

92 A. No Report.

93

94 **7. Board Chair Report:**

95 A. Recognition of employee anniversaries - Lieren Hansen, Board Chair: Jody  
96 Kimball – 31 years. Todd Beutler – 29 years. Matt McEwan – 19 years. Aumer  
97 Irhaim – 11.

98

99 **8. Public comments:** No comments.

100

101 **9. Adjourn:** Board Chair Lieren Hansen adjourned the meeting.

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

	2025 Budget	2024 Projected to Year-end	2026 Proposed Budget	Dollar Increase over 2025 Budget	Percentage Increase over 2025 Budget
<b>Revenues:</b>					
Sales tax	8,362,000	8,570,000	<b>8,570,000</b>	208,000	2.49%
Federal and state grants	4,205,000	3,073,000	<b>4,692,000</b>	487,000	11.58%
Charges for services	108,000	96,000	<b>128,000</b>	20,000	18.52%
Interest income	210,000	645,000	<b>385,000</b>	175,000	83.33%
Other	12,000	280,000	<b>6,000</b>	(6,000)	-50.00%
<b>Total operating revenues</b>	<b>12,897,000</b>	<b>12,664,000</b>	<b>13,781,000</b>	884,000	6.85%
<b>Expenditures:</b>					
<b>Operations:</b>					
Salaries and benefits	7,460,000	6,042,000	<b>7,981,000</b>	521,000	6.98%
Professional fees	765,000	654,000	<b>718,000</b>	(47,000)	-6.14%
Insurance	250,000	179,000	<b>292,000</b>	42,000	16.80%
Public outreach/Community engagement	35,000	28,000	<b>37,000</b>	2,000	5.71%
Subscriptions and memberships	36,000	18,000	<b>33,000</b>	(3,000)	-8.33%
Software	218,000	148,000	<b>356,000</b>	138,000	63.30%
Supplies	68,000	107,000	<b>71,000</b>	3,000	4.41%
Fuel	960,000	765,000	<b>922,000</b>	(38,000)	-3.96%
Tires	141,000	135,000	<b>166,000</b>	25,000	17.73%
Training and travel	84,000	56,000	<b>104,000</b>	20,000	23.81%
Utilities	352,000	197,000	<b>279,000</b>	(73,000)	-20.74%
Equipment purchases <\$5,000	721,000	38,000	<b>373,000</b>	(348,000)	-48.27%
<b>Total operations</b>	<b>11,090,000</b>	<b>8,367,000</b>	<b>11,332,000</b>	242,000	2.18%
<b>Preventative maintenance</b>					
Salaries and benefits	744,000	606,000	<b>915,000</b>	171,000	22.98%
Professional fees	11,000	9,000	<b>12,000</b>	1,000	9.09%
Parts and operating costs	446,000	476,000	<b>522,000</b>	76,000	17.04%
Other maintenance costs	38,000	17,000	<b>23,000</b>	(15,000)	-39.47%
<b>Total preventative maintenance</b>	<b>1,239,000</b>	<b>1,108,000</b>	<b>1,472,000</b>	233,000	18.81%
<b>Facility maintenance</b>					
Salaries and benefits	170,000	108,000	<b>384,000</b>	214,000	125.88%
Contracted services	163,000	116,000	<b>157,000</b>	(6,000)	-3.68%
Other maintenance costs	110,000	78,000	<b>87,000</b>	(23,000)	-20.91%
<b>Total facility maintenance</b>	<b>443,000</b>	<b>302,000</b>	<b>628,000</b>	185,000	41.76%
<b>Total operating expenses</b>	<b>12,772,000</b>	<b>9,777,000</b>	<b>13,432,000</b>	660,000	5.17%
<b>Operating revenues less expenses</b>	<b>125,000</b>	<b>2,887,000</b>	<b>349,000</b>		
<b>Capital Activities</b>					
<b>Capital grants revenue</b>	272,000	24,596,000	<b>207,000</b>		
<b>Capital outlay</b>					
Bus purchases	225,000	-	<b>1,650,000</b>		
Equipment	560,000	92,000	<b>172,000</b>		
Land and improvements	750,000	24,380,000	<b>850,000</b>		
<b>Net capital outlay</b>	<b>(1,263,000)</b>	<b>124,000</b>	<b>(2,465,000)</b>		
<b>Net income (loss)</b>	<b>(1,138,000)</b>	<b>3,011,000</b>	<b>(2,116,000)</b>		
Planned use of fund balance for capital outlay	<b>1,138,000</b>			-	
Net change to equity after planned uses	<b>-</b>			<b>(2,116,000)</b>	

Cache Valley Transit District  
**Board Detail Budget by Line**  
For the year ending December 31, 2026

Account	Account Number	Fiscal Year 2026 Budget	FY26 Category Budget	FY 2025 Budget
<b>Operations</b>				
Professional Services				
Map design	502100	-	-	-
Audit fees	502200	20,000	16,000	16,000
Legal fees	502300	60,000	40,000	40,000
Planning fees	502350	200,000	228,000	228,000
IT Professional fees	502400	8,000	14,000	14,000
Marketing/PR fees	502450	200,000	250,000	250,000
Background and drug tests	502500	25,000	20,000	20,000
Retirement plan fees	502600	9,000	10,000	10,000
Uniform cleaning	502700	1,000	1,000	1,000
Government relation services	502800	55,000	45,000	45,000
Other professional fees	502900	77,000	83,000	83,000
Security professionals	602100	63,000	58,000	58,000
		<b>718,000</b>		<b>765,000</b>
Insurance				
Fidelity insurance	503100	-	-	-
Errors and omission	503200	-	-	-
Property insurance	503300	66,000	57,000.00	57,000.00
Auto Insurance	503400	100,000	51,000.00	51,000.00
General liability insurance	503500	55,000	76,000.00	76,000.00
Worker's Comp insurance	503600	50,000	45,000.00	45,000.00
Long Term Disability	503800	20,000	20,000.00	20,000.00
Other insurance	503900	-	-	-
Claims and Deductibles	603300	1,000	1,000	1,000
		<b>292,000</b>		<b>250,000</b>
Public Outreach/Community Engagement				
Marketing and Publicity	504100	-	-	-
Public notices	504110	1,000	1,000.00	1,000.00
Print advertising	504120	-	-	-
Radio and TV advertising	504125	-	-	-
TV advertising	504126	-	-	-
Internet advertising	504130	-	1,000.00	1,000.00
Graphic advertising	504135	25,000	28,000.00	28,000.00
Other advertising	504140	3,000	3,000.00	3,000.00
Promotional supplies	504150	8,000	2,000.00	2,000.00
Ridership awards	504155	-	-	-
		<b>37,000</b>		<b>35,000</b>
Subscriptions and memberships				
Rent and occupancy costs	504300	1,000	2,000	2,000
Subscriptions and memberships	504400	32,000	34,000	34,000
		<b>33,000</b>		<b>36,000</b>
Software				
Employee Management Software	504610	38,000	35,000	35,000
Transit Software	504620	241,000	123,000	123,000
Bus Software	504630	24,000	16,000	16,000
IT Software	504640	33,000	35,000	35,000
Software Tools	504650	20,000	9,000	9,000
		<b>356,000</b>		<b>218,000</b>

Account	Account Number	Fiscal Year 2026 Budget	Category Budget	FY 2025 Budget
Supplies				
Postage and mail	504210	4,000		4,000
Printing and copying	504220	6,000		5,000
Board meals	504510	2,000		3,000
Other meals	504520	11,000		10,000
Safety Meeting food	504580	-		1,000
Office supplies	505100	5,000		6,000
Clothing purchases	505300	24,000		20,000
Other supplies	505900	15,000		15,000
Other operational supplies	605900	4,000		4,000
			<b>71,000</b>	<b>68,000</b>
Fuel				
Diesel fuel	605510	781,000		825,000
Gasoline for buses	605520	126,000		130,000
Fuel for other vehicles	605530	15,000		5,000
			<b>922,000</b>	<b>960,000</b>
Tires				
Tires - large buses	605610	145,000		122,000
Tires - paratransit buses	605620	15,000		13,000
Tires - other vehicles	605630	6,000		6,000
			<b>166,000</b>	<b>141,000</b>
Travel and trainings				
Travel costs - non-training	506100	17,000		20,000
Travel costs	506210	50,000		38,000
Registration costs	506220	37,000		26,000
Other training costs	506230	-		-
			<b>104,000</b>	<b>84,000</b>
Utilities				
Gas/heat	507100	68,000		87,000
Telephone/internet	507200	110,000		85,000
Water, sewer and power	507300	101,000		180,000
			<b>279,000</b>	<b>352,000</b>
Small equipment				
Computer equipment	508100	25,000		227,000
Office equipment	508200	5,000		351,000
Software purchases	508300	-		-
Security Equipment	508800	335,000		134,000
Other equipment or furniture	508900	8,000		9,000
			<b>373,000</b>	<b>721,000</b>
<b>Total Operations expenses</b>		<b>3,351,000</b>	<b>3,351,000</b>	<b>3,630,000</b>

Account	Account Number	Fiscal Year 2026 Budget	Category Budget	FY 2025 Budget
<b>Preventative maintenance</b>				
Professional fees				
Uniform cleaning	702100	5,000		5,000
Cleaning Services	702110	7,000		6,000
			<b>12,000</b>	<b>11,000</b>
Parts and operating costs				
Parts - large buses	704110	360,000		312,000
Parts - paratransit buses	704120	55,000		33,000
Parts - other vehicles	704130	16,000		14,000
Supplies for vehicles	704210	8,000		8,000
Oil, fluids, etc.	704220	70,000		70,000
Towing	704300	3,000		3,000
Security equipment for buses	704500	8,000		5,000
Other operating costs	704900	2,000		1,000
			<b>522,000</b>	<b>446,000</b>
Other maintenance costs				
Cleaning supplies for shop	705100	12,000		12,000
Reimbursable items for employee	705200	7,000		9,000
Small tools	708100	4,000		4,000
Shop equipment	708200	-		11,000
Other equipment	708900	-		2,000
			<b>23,000</b>	<b>38,000</b>
<b>Total Preventative Maintenance expenses</b>		<b>557,000</b>	<b>557,000</b>	<b>495,000</b>
<b>Facility maintenance</b>				
Contracted services				
Cleaning services	802110	53,000		66,000
Grounds and perimeter	802115	17,000		25,000
Other professional services	802900	87,000		72,000
			<b>157,000</b>	<b>163,000</b>
Other maintenance costs				
Cleaning supplies	805100	34,000		25,000
Replacement parts	805200	18,000		13,000
Signs	805300	2,000		6,000
Other supplies	805900	-		18,000
Small tools	808100	6,000		1,000
Other small equipment	808900	27,000		47,000
			<b>87,000</b>	<b>110,000</b>
<b>Total Facility Maintenance expenses</b>		<b>244,000</b>	<b>244,000</b>	<b>273,000</b>

Cache Valley Transit District  
 Planned Capital Projects  
 Fiscal Year 2026

Project Name	Project Budget	Quarter for Project Start	Quarter for Project End
Mow strip expansion at North Logan facility	\$25,000	2nd	3rd
Transit Center window replacement and repairs	\$75,000	2nd	3rd
Design for training course and building	\$750,000	Ongoing	Ongoing
Purchase 6 demand response buses (4 replacement, 2 expand)	\$1,650,000	1st	3rd
Purchase new facility maintenance truck	\$80,000	1st	1st
Purchase snow removal tractor	\$75,000	1st	1st
Replace computer servers	\$17,000	Contingent	
<b>Total capital outlay</b>	<b><u>\$2,672,000</u></b>		

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

# Connect FY 2026 Budget



# Connect Board's Global Ends

- **Deliver services to the community that meets the adopted standard of service**
- **Administer resources for the organization to function at the standard as outlined in the policy**
- **Be fiscally responsible in providing transportation services to the community**
- **Provide transportation services that address the community's needs and values**



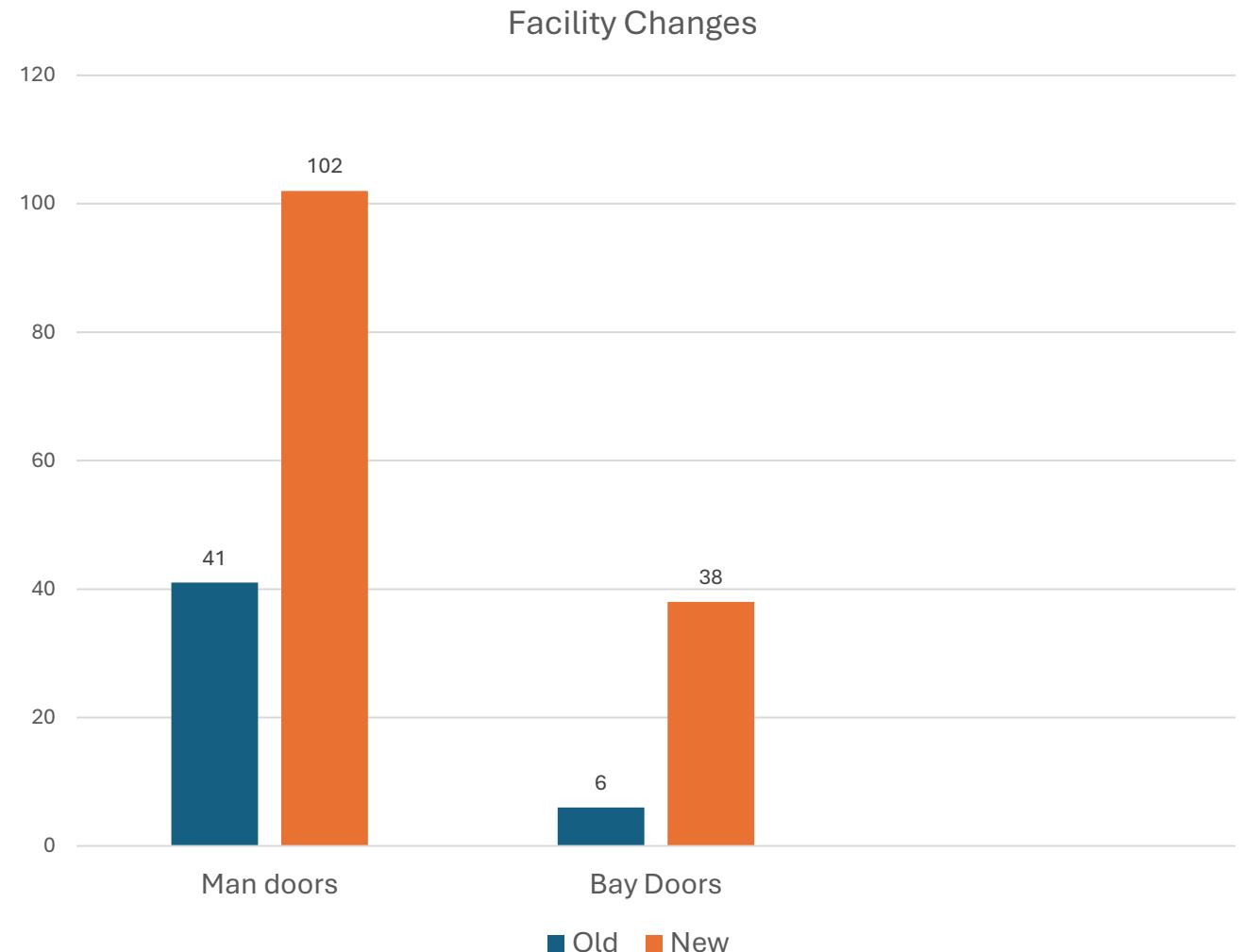
# Facility Growth

Substantial growth in facility items

- New systems
  - Boilers
  - Air Handler
  - Evac System in bus storage
  - Etc.

Future facilities

- New facilities plan
  - Training course
  - Transfer points
  - Transit Center Update



# Connect FY 2026 Budget

- **Meet the Board's Global Ends**
- **Meet the FTA's State of Good Repair Requirements**
- **Maintain the Functionality of the Facilities**



