

**Regular Board Meeting Minutes  
Cache Valley Transit District  
DBA Connect Transit  
Wednesday, October 8, 2025  
5:30 pm  
Connect Administration  
3021 North 300 West, North Logan, Utah  
Connect Transit Boardroom**

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

*Excused:* Ron Bushman

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

## **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 with one addition to the agenda: the addition of Item B under Board Business (Audit Committee Report). Dave Geary moved; Shaun Bushman seconded. Vote unanimous.
  - A. Approval of Agenda
  - B. Acceptance of Minutes – September 24, 2025
  - C. Next Board Meeting – October 22, 2025
4. Public comments: No questions or comments.

## **Board Business**

## 5. Board Business:

A. Discuss the FY 2026 budget – Curtis Roberts, Administration Director: There are two new positions proposed in the upcoming budget: a Maintenance Manager and a Facilities Supervisor. These are intended to address increased infrastructure needs and support vehicle and facility maintenance; we've been in the new facility for a few months and have a better idea of what we need. The positions also support long-term needs as service and facilities expand, which supports the Board's Global Ends and community needs. Depending on approval from the Board, the positions could be filled by January 2026 (if approved sooner the

43 positions could be hired even within this year, if later it could get pushed off until  
44 March). Discussion about the new positions. The Maintenance Manager would  
45 oversee both vehicle and facility maintenance; they would ensure compliance  
46 with federal standards for asset management, as well as help with the design of  
47 future facilities. Jody Kimball, our current Operations Manager, has been asked if  
48 he would take over this position because of his expertise and background in  
49 maintenance. The Facilities Supervisor would help to maintain the facility, as well  
50 as oversee the facility technician. These positions would also free the Operations  
51 Manager to just oversee operations; this aligns the responsibilities to meet the  
52 Connect's growing needs. Discussion about legal fees. Legal services are  
53 budgeted at \$60,000, up from \$40,000, as we're looking at transfer stations,  
54 beginning the process to build the south end training course, and etc this year.  
55 We've used legal for things like reviewing property agreements, contracts, and  
56 providing guidance on other internal matters. Connect contracts with Olson and  
57 Hoggan for legal services. If the full amount isn't needed, it won't be spent.  
58 Discussion of professional services. Doing a short-range transit plan is planned  
59 for this coming year. Marketing costs were reduced for the coming year because  
60 we've finished the rebrand and we're changing focus to sustain the brand. The  
61 volunteer medical voucher program with BRAG is budgeted to continue next  
62 year; whether or not we expand that program can be examined in the short-range  
63 transit plan. We do a promotional trade with Aggie Sports Properties (they  
64 advertise on our buses, we advertise in the Spectrum). Discussion about  
65 insurance. Insurance costs have doubled due to a bus being totaled last year (even  
66 though we didn't cause it and insurance is recouping those costs) and other  
67 coverage factors. We're planning to rebid coverage and evaluate market options.  
68 Facility insurance is not as much as expected. Discussion about technology and  
69 transit software. We've budgeted to implement real-time monitoring next year. If  
70 approved by the Board, the system would cost \$120,000 annually. Subscriptions  
71 and memberships include memberships to national/state associations, the  
72 Chamber of Commerce, industry publications, accounting memberships, etc.  
73 Discussion about fuel. Diesel costs are projected at \$3.50 per gallon, but we  
74 secured a contract at \$2.65 per gallon. Fuel costs continue to be closely  
75 monitored, and we budget conservatively due to market fluctuations. Discussion  
76 about travel and training. Travel costs are related to legislative visits, technology  
77 evaluation, and staff training (including for the new positions). Regulatory  
78 changes and emerging transit technologies make continued training necessary.  
79 Training and networking opportunities are viewed as valuable. Discussion about  
80 security equipment. Cameras used to last the lifespan of the bus, but technology is  
81 advancing so fast that we can't do that anymore. This security upgrade includes  
82 upgrading and standardizing the camera equipment across the fleet, which will  
83 make it easier to pull video, etc. There's also a subscription component to this (for  
84 things like video monitoring) that is reflected in that portion of the budget.

85 Discussion about facility maintenance. This portion of the budget includes a  
86 whole bunch of smaller contracts for things like required annual inspections,  
87 vandalism repair, etc. There's been some increase to expenses due to being in a  
88 larger facility. Discussion about uniform cleaning. The uniforms for the  
89 mechanics are professionally cleaned because of the oil and grime (they're not  
90 responsible for that); it's a weekly service. Occasionally, if a driver uniform is  
91 still in good condition after they've quit, it'll be professionally cleaned before  
92 being put into circulation. Discussion about utility costs and the old facility sale.  
93 Utility costs are expected to drop after the old facility is sold. The sale is still in  
94 the due diligence stage, but expected to close in November. Discussion about  
95 budgeting practices. Connect uses zero-sum budgeting—everyone starts from a  
96 blank slate and must justify every item. The process is collaborative, not  
97 adversarial. Discussion about capital projects. We've set aside \$750,000 to design  
98 and build a training course with construction expected in FY2027. Additional  
99 capital purchases include: 6 vehicles (4 demand response and 2 paratransit),  
100 sidewalk tractor (for snow removal and other things), server replacement funds (in  
101 case of failure), and a vehicle (and other equipment) for the new facilities  
102 supervisor position. Additionally, the transit center has repairs that need to be  
103 done, including replacing the windows (it's a 23 year old building at this point).  
104 Discussion about salary and benefits. Adjustments include a driver base wage  
105 increase (increased based on market conditions) and the health insurance increase  
106 (by 8.1 percent which is within a typical range). Discussion about the fund  
107 balance. The fund balance is not used for operating expenses; the primary use is  
108 for capital projects. Approximately \$2.6 million ( $\frac{1}{4}$  of the current \$10.5 million)  
109 in the fund balance is planned for capital projects for FY2026. Interest income,  
110 the building sale proceeds, and other factors help offset this use. Connect remains  
111 financially solvent, with a slight increase in sales tax projected, though overall  
112 revenue estimates remain conservative. Discussion about next steps. The next  
113 October meeting will include a vote on the benefit package. The tentative budget  
114 is passed in November and the final budget is passed in December (which  
115 includes the public hearing).

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117 B. Audit Committee Report – Glen Schmidt, Audit Committee Chair: The Audit  
118 Committee reviewed the three bids for audit services (as it needed to be rebid);  
119 Squire was selected again. We've been pleased with their work.

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121 **6. Management Report:**

122 A. Discuss possible state legislative changes for Transit Transportation Improvement  
123 Fund – Todd Beutler, CEO: The Transit Transportation Improvement Fund  
124 (TTIF) is the only state funding source for transit; it's been around for 7 or 8  
125 years. Funding requires a 30 percent local match and was designed to support new  
126 service (capacity projects). However, most of the funding for the life of the TTIF

127 has gone to the Wasatch Front (90 percent). With Senator Wilson's assistance  
128 (who has been a great champion for Connect), we met with Senator Harper on the  
129 Transportation Committee to express concerns about the current funding model.  
130 Smaller agencies don't typically have capacity projects, and a 30 percent match  
131 can be a heavy lift. While initially resistant, the Senator acknowledged the need  
132 for a more balanced statewide approach. With the 2034 Olympics approaching,  
133 there is concern that major funding could again be directed toward Olympic  
134 infrastructure, limiting availability for other agencies (projects can start a decade  
135 in advance). The Legislative process is long, so our goal is to get it done in the  
136 next 2 years; the current efforts are to gather projections from other transit  
137 agencies to support reform.

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7. **Adjourn:** Board Chair Lieren Hansen adjourned the meeting.