

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **DBA Connect Transit**
4 **Wednesday, October 8, 2025**
5 **5:30 pm**
6 **Connect Administration**
7 **3021 North 300 West, North Logan, Utah**
8 **Connect Transit Boardroom**
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11 *Present:* Lieren Hansen, Flor Estrada, Glen Schmidt, David Geary, Mike Arnold, Emily
12 Fletcher, Shaun Bushman, and Jeff Turley
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14 *Excused:* Ron Bushman
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16 *Others:* Todd Beutler, Curtis Roberts, and Charise VanDyke
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18 **Regular Meeting Agenda**
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- 20 1. *Call to order:* Board Chair Lieren Hansen
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22 2. Pledge of Allegiance
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24 3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda
25 with one addition to the agenda: the addition of Item B under Board Business (Audit
26 Committee Report). Dave Geary moved; Shaun Bushman seconded. Vote unanimous.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – September 24, 2025
29 C. Next Board Meeting – October 22, 2025
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31 4. Public comments: No questions or comments.
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33 **Board Business**

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

Approved 10/22/2025

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

Discussion about facility maintenance. This portion of the budget includes a whole bunch of smaller contracts for things like required annual inspections, vandalism repair, etc. There's been some increase to expenses due to being in a larger facility. Discussion about uniform cleaning. The uniforms for the mechanics are professionally cleaned because of the oil and grime (they're not responsible for that); it's a weekly service. Occasionally, if a driver uniform is still in good condition after they've quit, it'll be professionally cleaned before being put into circulation. Discussion about utility costs and the old facility sale. Utility costs are expected to drop after the old facility is sold. The sale is still in the due diligence stage, but expected to close in November. Discussion about budgeting practices. Connect uses zero-sum budgeting—everyone starts from a blank slate and must justify every item. The process is collaborative, not adversarial. Discussion about capital projects. We've set aside \$750,000 to design and build a training course with construction expected in FY2027. Additional capital purchases include: 6 vehicles (4 demand response and 2 paratransit), sidewalk tractor (for snow removal and other things), server replacement funds (in case of failure), and a vehicle (and other equipment) for the new facilities supervisor position. Additionally, the transit center has repairs that need to be done, including replacing the windows (it's a 23 year old building at this point). Discussion about salary and benefits. Adjustments include a driver base wage increase (increased based on market conditions) and the health insurance increase (by 8.1 percent which is within a typical range). Discussion about the fund balance. The fund balance is not used for operating expenses; the primary use is for capital projects. Approximately \$2.6 million (¼ of the current \$10.5 million) in the fund balance is planned for capital projects for FY2026. Interest income, the building sale proceeds, and other factors help offset this use. Connect remains financially solvent, with a slight increase in sales tax projected, though overall revenue estimates remain conservative. Discussion about next steps. The next October meeting will include a vote on the benefit package. The tentative budget is passed in November and the final budget is passed in December (which includes the public hearing).

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

6. Management Report:

- A. Discuss possible state legislative changes for Transit Transportation Improvement Fund – Todd Beutler, CEO: The Transit Transportation Improvement Fund (TTIF) is the only state funding source for transit; it's been around for 7 or 8 years. Funding requires a 30 percent local match and was designed to support new 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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139 7. **Adjourn:** Board Chair Lieren Hansen adjourned the meeting.