

CONNECT TRANSIT BOARD MEETING AGENDA

October 22, 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 22, 2025. The meeting will be at the Connect Transit Board Room, 3021 N. 300 W. North Logan, Utah. The public may view the meeting via the link below. Public comments can be made at the anchor location.

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 - October 8, 2025
 - c - next meeting - November 19, 2025
4. Public comments

5:35 PM 5. Board Business

- A. Discuss the FY 2026 draft budget - Curtis Roberts, Administration Director
- B. Consideration of FY 2026 employee benefit package - Curtis Roberts, Administration Director
- C. Consideration of FY 2026 additional full-time positions - Todd Beutler, CEO\General Manager
- D. Consideration of Resolution 2025-03 authorization to disposal of property - Todd Beutler, CEO\General Manager

6:15 PM 6. Management Report

- A. DC report - Tim Stewart, Bennett-Capitol Group
- B. Update procurement process - Mindy Spackman, Procurement Officer

7. Board Chair Report

- A. Recognition of employee anniversaries - Lieren Hansen, Board Chair
- B. Board Social

8. Public comments

6:45 PM 9. Adjourn

Board meetings are streamed live on the Connect Transit YouTube channel at: <https://www.youtube.com/@connecttransit>

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**
9

10
11 *Present:* Lieren Hansen, Flor Estrada, Glen Schmidt, David Geary, Mike Arnold, Emily
12 Fletcher, Shaun Bushman, and Jeff Turley
13

14 *Excused:* Ron Bushman
15

16 *Others:* Todd Beutler, Curtis Roberts, and Charise VanDyke
17

18 **Regular Meeting Agenda**
19

- 20 1. *Call to order:* Board Chair Lieren Hansen
21
22 2. Pledge of Allegiance
23
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
30
31 4. Public comments: No questions or comments.
32

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

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 (1/4 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

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

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

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

	2025 Budget	2025 Projected to Year-end	2026 Proposed Budget	Dollar Increase over 2025 Budget	Percentage Increase over 2025 Budget
Revenues:					
Sales tax	8,362,000	8,570,000	8,570,000	208,000	2.49%
Federal and state grants	3,912,000	2,749,000	4,692,000	780,000	19.94%
Charges for services	108,000	121,000	128,000	20,000	18.52%
Interest income	510,000	625,000	385,000	(125,000)	-24.51%
Other	12,000	53,000	6,000	(6,000)	-50.00%
Total operating revenues	12,904,000	12,118,000	13,781,000	877,000	6.80%
Expenditures:					
Operations:					
Salaries and benefits	7,460,000	6,693,000	7,981,000	521,000	6.98%
Professional fees	765,000	542,000	688,000	(77,000)	-10.07%
Insurance	250,000	261,000	292,000	42,000	16.80%
Public outreach/Community engagement	35,000	29,000	37,000	2,000	5.71%
Subscriptions and memberships	36,000	32,000	33,000	(3,000)	-8.33%
Software	218,000	203,000	356,000	138,000	63.30%
Supplies	68,000	56,000	71,000	3,000	4.41%
Fuel	960,000	710,000	922,000	(38,000)	-3.96%
Tires	141,000	138,000	166,000	25,000	17.73%
Training and travel	84,000	52,000	104,000	20,000	23.81%
Utilities	352,000	281,000	279,000	(73,000)	-20.74%
Equipment purchases <\$5,000	721,000	616,000	373,000	(348,000)	-48.27%
Total operations	11,090,000	9,613,000	11,302,000	212,000	1.91%
Preventative maintenance					
Salaries and benefits	744,000	728,000	915,000	171,000	22.98%
Professional fees	11,000	8,000	12,000	1,000	9.09%
Parts and operating costs	446,000	423,000	522,000	76,000	17.04%
Other maintenance costs	38,000	34,000	23,000	(15,000)	-39.47%
Total preventative maintenance	1,239,000	1,193,000	1,472,000	233,000	18.81%
Facility maintenance					
Salaries and benefits	170,000	149,000	384,000	214,000	125.88%
Contracted services	148,000	133,000	161,000	13,000	8.78%
Other maintenance costs	310,000	282,000	89,000	(221,000)	-71.29%
Total facility maintenance	628,000	564,000	634,000	6,000	0.96%
Total operating expenses	12,957,000	11,370,000	13,408,000	451,000	3.48%
Operating revenues less expenses	(53,000)	748,000	373,000		
Capital Activities					
Capital grants revenue/asset sale	3,800,000	3,834,000	207,000		
Capital outlay					
Bus purchases	525,000	506,000	1,650,000		
Equipment	378,000	373,000	172,000		
Land and improvements	3,476,000	3,066,000	850,000		
Net capital outlay	(579,000)	(111,000)	(2,465,000)		
Net income (loss)	(632,000)	637,000	(2,092,000)		
Planned use of fund balance for capital outlay	632,000		2,092,000		
Net change to equity after planned uses	-		-		

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
Operations				
Professional Services				
Map design	502100	-		-
Audit fees	502200	20,000		16,000
Legal fees	502300	60,000		40,000
Planning fees	502350	200,000		228,000
IT Professional fees	502400	8,000		14,000
Marketing/PR fees	502450	200,000		250,000
Background and drug tests	502500	25,000		20,000
Retirement plan fees	502600	9,000		10,000
Uniform cleaning	502700	1,000		1,000
Government relation services	502800	55,000		45,000
Other professional fees	502900	47,000		83,000
Security professionals	602100	63,000		58,000
			688,000	765,000
Insurance				
Fidelity insurance	503100	-		-
Errors and omission	503200	-		-
Property insurance	503300	66,000		57,000.00
Auto Insurance	503400	100,000		51,000.00
General liability insurance	503500	55,000		76,000.00
Worker's Comp insurance	503600	50,000		45,000.00
Long Term Disability	503800	20,000		20,000.00
Other insurance	503900	-		-
Claims and Deductibles	603300	1,000		1,000
			292,000	250,000
Public Outreach/Community Engagement				
Marketing and Publicity	504100	-		-
Public notices	504110	1,000		1,000.00
Print advertising	504120	-		-
Radio and TV advertising	504125	-		-
TV advertising	504126	-		-
Internet advertising	504130	-		1,000.00
Graphic advertising	504135	25,000		28,000.00
Other advertising	504140	3,000		3,000.00
Promotional supplies	504150	8,000		2,000.00
Ridership awards	504155	-		-
			37,000	35,000
Subscriptions and memberships				
Rent and occupancy costs	504300	1,000		2,000
Subscriptions and memberships	504400	32,000		34,000
			33,000	36,000
Software				
Employee Management Software	504610	38,000		35,000
Transit Software	504620	241,000		123,000
Bus Software	504630	24,000		16,000
IT Software	504640	33,000		35,000
Software Tools	504650	20,000		9,000
			356,000	218,000

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
			71,000	68,000
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
			922,000	960,000
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
			166,000	141,000
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	-		-
			104,000	84,000
Utilities				
Gas/heat	507100	68,000		87,000
Telephone/internet	507200	110,000		85,000
Water, sewer and power	507300	101,000		180,000
			279,000	352,000
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
			373,000	721,000
Total Operations expenses		3,321,000	3,321,000	3,630,000

Account	Account Number	Fiscal Year 2026 Budget	Category Budget	FY 2025 Budget
Preventative maintenance				
Professional fees				
Uniform cleaning	702100	5,000		5,000
Cleaning Services	702110	7,000		6,000
			12,000	11,000
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
			522,000	446,000
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
			23,000	38,000
Total Preventative Maintenance expenses		557,000	557,000	495,000
Facility maintenance				
Contracted services				
Cleaning services	802110	53,000		66,000
Grounds and perimeter	802115	17,000		25,000
Other professional services	802900	91,000		72,000
			161,000	163,000
Other maintenance costs				
Cleaning supplies	805100	34,000		25,000
Replacement parts	805200	18,000		13,000
Signs	805300	4,000		6,000
Other supplies	805900	-		18,000
Small tools	808100	6,000		1,000
Other small equipment	808900	27,000		47,000
			89,000	110,000
Total Facility Maintenance expenses		250,000	250,000	273,000

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	
Total capital outlay	<u>\$2,672,000</u>		

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

Cache Valley Transit District - Capital Projects Plan

As of October 2025

Description	2027	2028	2029	2030	2031	2031 to 2040	Concept Only
Replace 2 support vehicles	120,000.00						
Replace 2 paratransit vehicles		540,000.00					
Replace 3 on-demand (Pool) vehicles		810,000.00					
Replace 1 support vehicle		65,000.00					
Replace 6 large buses			4,200,000.00				
Replace 3 support vehicles (shop truck)			280,000.00				
Replace 4 paratransit vehicles				1,200,000.00			
Replace 6 paratransit vehicles					1,920,000.00		
Replace 4 large buses (2033)						3,000,000.00	
Replace 2 paratransit vehicles (2033)						680,000.00	
Replace 3 on-demand (Pool) vehicles (2033)						1,020,000.00	
Replace 4 large buses (2035)						3,120,000.00	
Replace 4 paratransit vehicles						1,440,000.00	
Replace 2 support vehicles (2035)						110,000.00	
Replace 8 large buses (2036)						6,400,000.00	
Replace 6 paratransit vehicles (2036)						2,280,000.00	
Replace 6 large buses (2037)						4,920,000.00	
Replace 2 paratransit vehicles (2038)						800,000.00	
Replace 3 on-demand (Pool) vehicles (2038)						1,200,000.00	
Replace 1 support vehicle						75,000.00	
Replace 4 paratransit vehicles (2040)						1,680,000.00	
Training course (design and construct)	7,000,000.00	4,000,000.00					
Training simulators		2,000,000.00					
Training support equipment		30,000.00					
Landscape improvements - south of parking lot	1,000,000.00						
Canopies for support vehicles (shop and other)	1,000,000.00						
Transfer centers		2,000,000.00					
Bus shelters	15,000.00						160,000.00
Replace ITC boilers						180,000.00	
Replace floor scrubber						130,000.00	
Remodel transit center (ITC)		1,000,000.00	4,000,000.00				
North and south satellite facility							40,000,000.00
Service expansion vehicles						5,100,000.00	
Total costs	9,135,000.00	10,445,000.00	8,480,000.00	1,200,000.00	1,920,000.00	32,135,000.00	40,160,000.00
Potential grants to offset costs	6,400,000.00	3,200,000.00	6,300,000.00	-	-	18,000,000.00	32,000,000.00
Net cost to Connect Transit	2,735,000.00	7,245,000.00	2,180,000.00	1,200,000.00	1,920,000.00	14,135,000.00	8,160,000.00

RESOLUTION NO. 2025-03

A RESOLUTION AUTHORIZING THE SALE OF PROPERTY AND BUILDINGS AT 754 WEST 600 NORTH, LOGAN, UTAH, AND AUTHORIZING MANAGEMENT TO EXECUTE ANY AND ALL AGREEMENTS TO SELL SAID PROPERTY

WHEREAS, the Cache Valley Transit District (the District), operating as Connect Transit, has built a new bus storage, maintenance and administration facility in North Logan, Utah; and

WHEREAS, the District deemed that the previous facility, including the related property and improvements located at 754 West 600 North, Logan, Utah, is surplus property and should be disposed; and

WHEREAS, the District received an offer for the surplus property that was acceptable to the District and entered into a contract with the offeror (Offeror); and

WHEREAS, the Offeror has satisfied the terms and conditions of the purchase contract and is ready to execute legal documents to purchase the property and transfer title to the Offeror; and

WHEREAS, a closing date has been scheduled with a title company to execute the legal documents; and

WHEREAS, the Board of the District desires management to execute any and all legal documents and agreements related to the sale of said property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Cache Valley Transit District that the Board hereby authorizes the CEO/General Manager (Todd Beutler) or the Administration Director (Curtis Roberts) to execute and sign any all legal documents and/or agreements or any other documents required at closing to sell the property to the Offeror and transfer title to the Offeror.

ADOPTED AND APPROVED by the Board of Trustees of the Cache Valley Transit District, State of Utah, this 22nd day of October, 2025.

Board Chair, Cache Valley Transit District

ATTEST:

Clerk/Secretary to the Board

Procurement: Ensuring Compliance & Value

How We Use Funds Responsibly



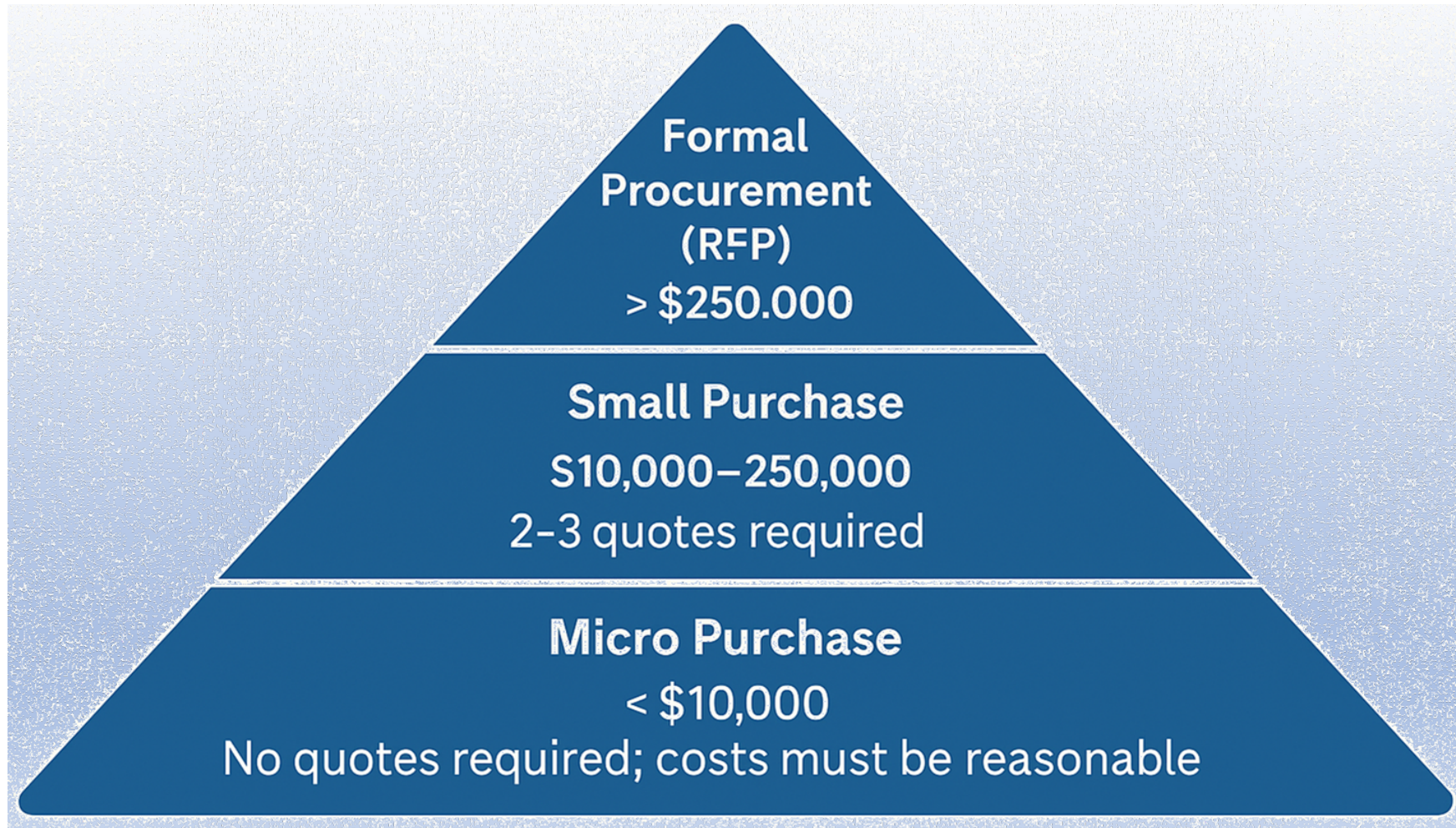
Why Procurement Matters

- Fairness
- Compliance
- Best Value for Money

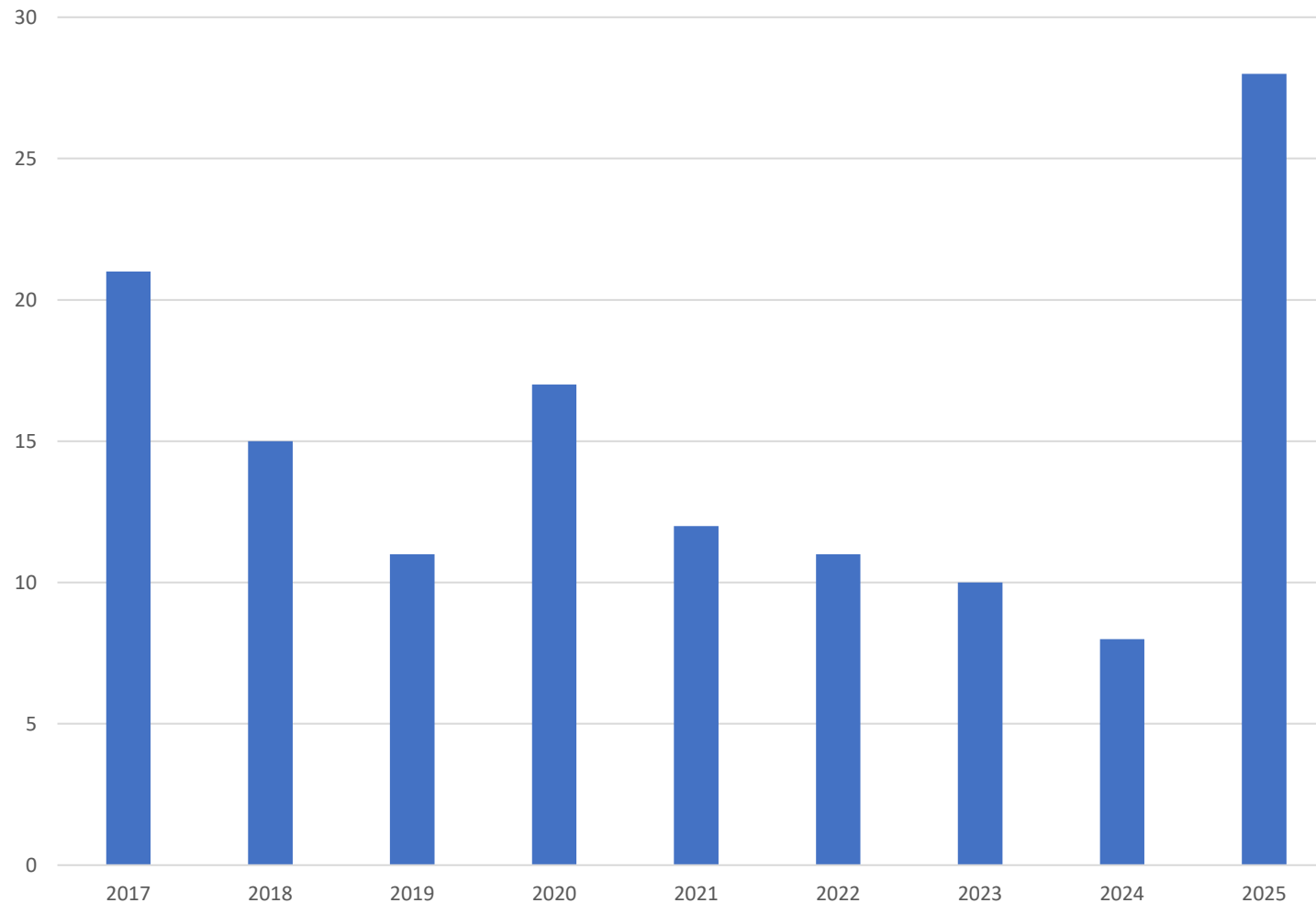


Overview of Procurement Levels

Three Levels of Procurement



Procurements by Year



Key Federal Requirements

- **Davis-Bacon Act:** Requires wage determinations for construction > \$2,000.
- **Buy America:** Applies to rolling stock, steel & construction materials > \$150,000.
- **Debarment & Lobbying Certifications:** Prevent use of ineligible vendors.
- 30 other **Federal Clauses**



Procurement Lifecycle

From Idea to Award



Define Need / Develop Scope

Solicit Bids or Proposals

Evaluate & Select Vendor

Award Contract

Monitor & Administer

Oversight & Accountability

- Contract Administration
- Failure to follow FTA procurement rules can result in:
 - Loss of grant funding
 - Audit findings or paybacks
 - Reputational harm
- Our process prevents risks before they happen
- Key takeaway: **Best Value**



Thank you!

Mindy Spackman

Accounting & Procurement Officer

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