

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **DBA Connect Transit**
4 **Wednesday, November 19, 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, Emily Fletcher, Ron Bushman, Mike Arnold, and
12 Shaun Bushman
13

14 *Excused:* Glen Schmidt, Jeff Turley, and David Geary
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16 *Others:* Todd Beutler, Curtis Roberts, Mindy Spackman, Colton Fullmer, and Charise
17 VanDyke
18

19 **Regular Meeting Agenda**
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- 21 1. *Call to order:* Board Chair Lieren Hansen
22
23 2. Pledge of Allegiance
24
25 3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda.
26 Shaun Bushman moved; Ron Bushman seconded. Vote unanimous.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – October 22, 2025
29 C. Next Board Meeting – December 10, 2025
30
31 4. Public comments: No comments or questions.
32

33 **Board Business**

34 **5. Board Business:**

- 35 A. Presentation of 3rd quarter financial report – Curtis Roberts, Administration
36 Director: There's not much to explain about this quarter, as compared to previous
37 quarters. Fuel has remained low, and the tires portion of the budget is starting to
38 be spent as the tires are changed in time for the winter season.
39
40 B. Presentation of FY2026 tentative budget – Curtis Roberts, Administration
41 Director: There's a handful of small differences to the tentative budget as
42 compared to the last meeting. There was a formula error which overstated

Approved 12/10/2025

43 salaries, so that was corrected. There was equipment that didn't meet the
44 capitalization limit, so it was shifted to the correct area; the federal government
45 increased the threshold for capitalization from \$5,000 to \$50,000, but we're going
46 to \$20,000 (vs \$50,000) as an internal policy decision. The history wall for the
47 public entrance of the facility has been delayed, so we're moving that budget into
48 the coming year. The amount for the design of the training course and other
49 related costs was adjusted up based on work with the design team. The sales tax
50 revenue was also adjusted up, as well as the revenue from interest (because of the
51 addition of the money from the land sale).

52
53 C. Presentation of capital plan – Curtis Roberts, Administration Director: This plan
54 has been updated for 2027 to 2031 (2026 is in the budget); this plan shows where
55 money is being assigned and the anticipated timeframes. In 2027, we're
56 anticipating adding a canopy for support vehicles to protect them from snow and
57 heat to help extend their life; this was initially in the plans for the facility, but it
58 was removed while cutting costs. Training simulators have been put into 2028 but
59 could move. The amounts for buses are assigned according to our standard
60 replacement schedule; in 2029 there will be 6 large buses coming up for
61 replacement. There've been amounts put in 2028 and 2029 to redo areas of the
62 transit center as it needs a refresh due to its age (25 years): a few things have
63 changed in state code, the bathrooms may be redone, it needs to be brought back
64 up to energy standards, etc. The dollar amounts in the plan are all rough numbers,
65 but when a project is in the budget cycle there will be better numbers. A plan such
66 as this helps when we go to state and national legislature, as it helps them
67 understand our plan and see that things are being thought out; it also demonstrates
68 that we're keeping things in a state of good repair. This also helps when we're
69 looking at funding needs. So, the plan is used in a lot of ways. The amount for
70 service expansion vehicles has been placed in a "concept" column, as this is just a
71 placeholder until after the study is completed. Discussion about the transfer
72 centers. When we look at service in 20 years, it's unlikely that all the buses will
73 continue to start and stop at this facility (or all meet at the transit center),
74 especially if the valley keeps growing. We had to make shifts longer because of
75 the additional miles added from the new facility; travel time is also getting slower
76 because of traffic, which will only increase over time. These sorts of things can
77 make a significant impact, so transfer centers with bus storage will help get buses
78 on routes faster and reduce deadhead miles. Discussion about the study. The study
79 will help to fill some of the holes in the plan because it'll be examining the total
80 transit system's needs. Discussion about training simulators. The board wants
81 more information on the costs and options in regard to the simulators; like if one
82 could be leased to weigh out benefits. The simulators are just conceptual, so not
83 much research has been done; when they are researched, staff can see what other
84 agencies have experienced with them and etc.

85
86 D. Consideration of FY2026 tentative budget – Curtis Roberts, Administration
87 Director: Lieren asked for a motion to accept and approve the tentative FY2026
88 budget as presented. Mike Arnold moved; Flor Estrada seconded. Vote
89 unanimous.

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91 6. **Board Chair Report:**

92 A. Recognition of employee anniversaries – Lieren Hansen, Board Chair: Employee
93 anniversaries include 23 years for Dick Coats (maintenance supervisor), 13 years
94 for Julie Barrett (driver), and 5 years for Michael Bond (dispatcher).

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96 7. Public comments: No questions or comments.

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98 8. **Adjourn:** Board Chair Lieren Hansen adjourned the meeting.