

## **CVTD BOARD MEETING AGENDA**

### **December 10, 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, December 10, 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 - November 19, 2025
  - c - next meeting -January 28, 2026**
4. Public comments

#### **5:35 PM    5. Board Business**

- A. Presentation of FY2026 budget - Todd Beutler, CEO\General Manager
- B. Public Hearing on FY2026 budget - Lieren Hansen, Board Chair
- C. Consideration of FY2026 budget - Lieren Hansen, Board Chair
- D. Consideration of the GM Report, Recommendation of COLA- Market Adjustment - Lieren Hansen, Board Chair
- E. Election of 2026 Vice Chair - Lieren Hansen, Board Chair

#### **6 Management Report**

- A. Presentation of Fraud Risk Assessment - Todd Beutler, CEO\General Manager

#### **6:15 PM    7. Board Chair Report**

- A. Recognition of employee anniversaries
8. Public comments

#### **6:30 PM    9. Adjourn**

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

**Regular Board Meeting Minutes  
Cache Valley Transit District  
DBA Connect Transit  
Wednesday, November 19, 2025  
5:30 pm  
Connect Administration  
3021 North 300 West, North Logan, Utah  
Connect Transit Boardroom**

*Present:* Lieren Hansen, Flor Estrada, Emily Fletcher, Ron Bushman, Mike Arnold, and Shaun Bushman

*Excused:* Glen Schmidt, Jeff Turley, and David Geary

*Others:* Todd Beutler, Curtis Roberts, Mindy Spackman, Colton Fullmer, 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. Shaun Bushman moved; Ron Bushman seconded. Vote unanimous.
  - A. Approval of Agenda
  - B. Acceptance of Minutes – October 22, 2025
  - C. Next Board Meeting – December 10, 2025
4. Public comments: No comments or questions.

## Board Business

## 5. Board Business:

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

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.

90

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).

95

96     7. Public comments: No questions or comments.

97

98     8. **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
<b>Revenues:</b>					
Sales tax	8,362,000	8,665,000	<b>8,665,000</b>	303,000	3.62%
Federal and state grants	3,912,000	2,749,000	<b>4,692,000</b>	780,000	19.94%
Charges for services	108,000	121,000	<b>128,000</b>	20,000	18.52%
Interest income	510,000	625,000	<b>500,000</b>	(10,000)	-1.96%
Other	12,000	53,000	<b>6,000</b>	(6,000)	-50.00%
<b>Total operating revenues</b>	<b>12,904,000</b>	<b>12,213,000</b>	<b>13,991,000</b>	1,087,000	8.42%
<b>Expenditures:</b>					
<b>Operations:</b>					
Salaries and benefits	7,460,000	6,693,000	<b>7,978,000</b>	518,000	6.94%
Professional fees	765,000	542,000	<b>688,000</b>	(77,000)	-10.07%
Insurance	250,000	261,000	<b>292,000</b>	42,000	16.80%
Public outreach/Community engagement	35,000	29,000	<b>37,000</b>	2,000	5.71%
Subscriptions and memberships	36,000	32,000	<b>33,000</b>	(3,000)	-8.33%
Software	218,000	203,000	<b>356,000</b>	138,000	63.30%
Supplies	68,000	56,000	<b>71,000</b>	3,000	4.41%
Fuel	960,000	710,000	<b>922,000</b>	(38,000)	-3.96%
Tires	141,000	138,000	<b>166,000</b>	25,000	17.73%
Training and travel	84,000	52,000	<b>104,000</b>	20,000	23.81%
Utilities	352,000	281,000	<b>279,000</b>	(73,000)	-20.74%
Equipment purchases <\$5,000	721,000	616,000	<b>382,000</b>	(339,000)	-47.02%
<b>Total operations</b>	<b>11,090,000</b>	<b>9,613,000</b>	<b>11,308,000</b>	218,000	1.97%
<b>Preventative maintenance</b>					
Salaries and benefits	744,000	728,000	<b>915,000</b>	171,000	22.98%
Professional fees	11,000	8,000	<b>12,000</b>	1,000	9.09%
Parts and operating costs	446,000	423,000	<b>522,000</b>	76,000	17.04%
Other maintenance costs	38,000	34,000	<b>23,000</b>	(15,000)	-39.47%
<b>Total preventative maintenance</b>	<b>1,239,000</b>	<b>1,193,000</b>	<b>1,472,000</b>	233,000	18.81%
<b>Facility maintenance</b>					
Salaries and benefits	170,000	149,000	<b>384,000</b>	214,000	125.88%
Contracted services	148,000	133,000	<b>161,000</b>	13,000	8.78%
Other maintenance costs	310,000	282,000	<b>97,000</b>	(213,000)	-68.71%
<b>Total facility maintenance</b>	<b>628,000</b>	<b>564,000</b>	<b>642,000</b>	14,000	2.23%
<b>Total operating expenses</b>	<b>12,957,000</b>	<b>11,370,000</b>	<b>13,422,000</b>	465,000	3.59%
<b>Operating revenues less expenses</b>	<b>(53,000)</b>	<b>843,000</b>	<b>569,000</b>		
<b>Capital Activities</b>					
<b>Capital grants revenue/asset sale</b>	3,800,000	3,834,000	<b>207,000</b>		
<b>Capital outlay</b>					
Bus purchases	525,000	506,000	<b>1,650,000</b>		
Equipment	378,000	373,000	<b>155,000</b>		
Land and improvements	3,476,000	3,066,000	<b>1,100,000</b>		
<b>Net capital outlay</b>	<b>(579,000)</b>	<b>(111,000)</b>	<b>(2,698,000)</b>		
<b>Net income (loss)</b>	<b>(632,000)</b>	<b>732,000</b>	<b>(2,129,000)</b>		
Planned use of fund balance for capital outlay	632,000		<b>2,129,000</b>		
Net change to equity after planned uses	-		-		

# Cache Valley Transit District

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## Budget Change Explanations: Original vs Tentative – Expenditures FY2026

### Operations

#### **Salaries and Benefits**

2026 Budget Tentative	7,978,000
2026 Budget Original	7,981,000
Difference	3,000

Explanation: Error found in formulas. Overstated salaries.

#### **Equipment Purchases Less Than \$5,00**

2026 Budget Tentative	382,000
2026 Budget Original	373,000
Difference	9,000

Explanation: There was equipment in the capital activities that did not meet the capitalization limit.

### Facility Maintenance

#### **Other Maintenance Costs**

2026 Budget Tentative	97,000
2026 Budget Original	89,000
Difference	8,000

Explanation: The project to provide a “history” wall in the public entrance was delayed to better represent the concepts and input from the Board. This provides funds to complete the project in 2026.

### Capital Activities

#### **Land and Improvements**

2026 Budget Tentative	1,100,000
2026 Budget Original	850,000
Difference	250,000

Explanation: Based on work with the design team, we anticipate more will be spent on the design of the facility and other related costs that previously anticipated.

### **Capital Activities (continued)**

#### **Equipment**

2026 Budget Tentative	155,000
2026 Budget Original	172,000
Difference	17,000

Explanation: Adjustment for equipment that does not meet the capitalization limit.

### **Budget Change Explanations: Original vs Tentative – Revenue FY2026**

#### **Sales Tax**

2026 Budget Tentative	8,665,000
2026 Budget Original	8,570,000
Difference	95,000

Explanation: The sales tax we received in October (for August) was higher than planned. This change reflects the higher amount.

#### **Interest Income**

2026 Budget Tentative	500,000
2026 Budget Original	385,000
Difference	115,000

Explanation: The original budget did not include the proceeds from the sale of the old facility in the interest income calculation.

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	47,000	83,000	83,000
Security professionals	602100	63,000	58,000	58,000
		<b>688,000</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	34,000		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>382,000</b>	<b>721,000</b>
<b>Total Operations expenses</b>		<b>3,330,000</b>	<b>3,330,000</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	91,000		72,000
			<b>161,000</b>	<b>163,000</b>
Other maintenance costs				
Cleaning supplies	805100	34,000		25,000
Replacement parts	805200	18,000		13,000
Signs	805300	4,000		6,000
Other supplies	805900	-		18,000
Small tools	808100	6,000		1,000
Other small equipment	808900	35,000		47,000
			<b>97,000</b>	<b>110,000</b>
<b>Total Facility Maintenance expenses</b>		<b>258,000</b>	<b>258,000</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	\$1,000,000	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
Total capital outlay	<u><u>\$2,905,000</u></u>		

Capital project definition:

Cost of \$20,000  
 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  
RESOLUTION NO. 2025-04**

**BE IT RESOLVED BY THE CACHE VALLEY TRANSIT DISTRICT  
THAT THE ATTACHED BUDGET BE ADOPTED FOR FISCAL YEAR 2026**

1. Fiscal Year 2026 Budget as attached

**Budget Resolution Authorization**

Reviewed by: Todd Beutler

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General Manager

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Date

Approved by: Lieren Hansen

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Board-Chair

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Date

# Fraud Risk Assessment

Continued

\*Total Points Earned: 350 / 395 \*Risk Level: 

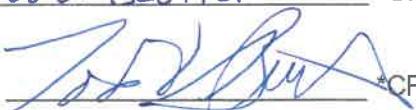
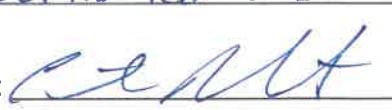
Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	<u>200</u>	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	<u>5</u>	5
b. Procurement?	<u>5</u>	5
c. Ethical behavior?	<u>5</u>	5
d. Reporting fraud and abuse?	<u>—</u>	5
e. Travel?	<u>5</u>	5
f. Credit/Purchasing cards (where applicable)?	<u>5</u>	5
g. Personal use of entity assets?	<u>5</u>	5
h. IT and computer security?	<u>5</u>	5
i. Cash receipting and deposits?	<u>5</u>	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	<u>20</u>	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	<u>10</u>	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	<u>—</u>	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	<u>20</u>	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	<u>20</u>	20
7. Does the entity have or promote a fraud hotline?	<u>20</u>	20
8. Does the entity have a formal internal audit function?	<u>—</u>	20
9. Does the entity have a formal audit committee?	<u>20</u>	20

\*Entity Name: Cache Valley Transit District

\*Completed for Fiscal Year Ending: 12/31/2025 \*Completion Date: 11/3/2025

\*CAO Name: Todd Bentler \*CFO Name: Curtis Roberts

\*CAO Signature:  \*CFO Signature: 

\*Required