

CVTD BOARD MEETING AGENDA

January 28, 2026

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, January 28, 2026. 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 - next meeting -February 25, 2026**
4. Public comments

5:35 PM 5. Board Business

- A. Recognition of outgoing Board Members - Lieren Hansen, Board Chair
- B. Swearing in of new Board Members - Curtis Roberts, Administration Director
- C. Report from Steering Committee - Shaun Bushman, Committee Chair
- D. Continued consideration of CEO compensation - Lieren Hansen, Board Chair

6:10 PM 6. Management Report

- A. Introduction of new Operations Manager - Todd Beutler, CEO
- B. Report on transition to new on-demand software - Gillian Crozier, Operations Manager
- C. Recognition by Logan City - Todd Beutler, CEO
- D. Accomplishment of 2025 - Todd Beutler, CEO

6:30 PM 7. Board Chair Report

- A. Recognition of employee anniversaries
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>

A. Executive Committee. The Executive Committee will meet and report to the Board, as directed by the Chair. This committee will support the Chair, assisting with oversight of committees and the Board. This committee will ensure that policies are followed, and appropriate support and training are available to Board members. This committee will provide the General Manager with his or her annual review, annual goals, and set the salary adjustment in the annual budget prior to the budget's approval by the Board.

Members: Lieren Hansen, Glen Schmidt, Mike Arnold, Emily Fletcher

B. Budget and Audit Committee. The Budget and Audit Committee will study and review issues relating to the revenues and expenses of Connect, including the Quarterly Budget Report, the operations and capital budget, and other matters referred to by the Chair of the Board. The committee Chair will present to the Board the committee's review on each item reported out of the committee.

Members: Glen Schmidt, Flor Estrada, Scott Theurer

C. Legislative and Policy Committee. The committee may evaluate legislative proposals and develop recommendations for board action. Advise whether the board should support, oppose, or remain neutral on specific legislation. The committee may serve as a point of coordination between the board and external stakeholders. The committee also monitors the Board's by-laws and policies and brings recommendations for change to the Board as needed.

Members: Mike Arnold, Shaun Bushman, Lieren Hansen

D. Steering and Planning Committee. The committee is responsible for guiding the board's long-range, strategic, and work-planning efforts so that the organization's goals, resources, and actions remain aligned with its mission and statutory or fiduciary responsibilities. Its role is primarily analytical, facilitative, and advisory, not operational.

Members: Emily Fletcher, Ron Bushman, John Zsiray

CEO COMPENSATION SURVEY DISCUSSION GUIDE

Project Purpose

In accordance with current compensation policy, the Executive Committee hired an outside consultant (HR COMPENSATION CONSULTANTS - HRCC) to review the pay for the CEO position and asked for recommendations based on updated market data.

Project Overview

Back in 2020 and again in late 2025, HRCC used the following approach:

- Conducted a local and regional salary survey from local public sector organizations and other transit organizations in Utah and surrounding states
 - The labor market pay has shifted between 15% and 85% over the last five years
 - Our CEO's pay increased 29% during the same period, which is less than the average market increase of 41%
- Reviewed with the Committee the approach, survey data collected, the recommended pay range and how CEO pay should be positioned with the new range

HRCC Recommendations

- HRCC provided a pay range that ensures that pay for the CEO is generally competitive in the 'middle of the market'
Minimum \$141,950 – Midpoint \$167,000 – Maximum \$192,050
- For the CEO's actual pay, HRCC recommends that the Board consider an adjustment for 2026 based on the labor market data:
 1. at a minimum, consider a market adjustment of \$9,000 to move current pay (\$157,997) closer to the market average (\$166,793) and the Proposed Pay Range Midpoint (\$167,000)
 2. if the CEO is deemed to be highly proficient in the job or to have mastered the job, then consider adjusting pay closer to \$179,525 or higher, up to the Proposed Pay Range Maximum (\$192,050)



Leader Compensation Survey Discussion Guide

December 2, 2025
Updated January 12, 2026

Agenda

- Project Overview
- HRCC Recommendations in 2017 and 2020
- Board Pay Policy approved 2021, updated in 2024
- CEO pay history
- Current market values
- HRCC Recommended Pay Range
- Next Steps

- CALL Jan 7, 2026 to review CEO questions and to include High Valley Transit data in the survey data set

Project Overview

In 2020, HRCC used the following approach:

1. Conduct a local and regional salary survey
2. Provide a report detailing the data collected from survey participants
3. Provide a recommended pay range based on the salary survey results
4. Provide a mechanism to annually evaluate the CEO / GM's pay

In 2025, repeated steps 1 – 3 to validate current pay range or recommend a new one

In January 2026, HRCC reviewed pay data from special districts in Utah (data provided by CVTD) and concluded that our pay range recommendation was not quite 'in the middle' when compared to the actual pay of General Managers / CEOs. Our proposed pay range and the CEO's current pay is on the low end.

Strengthened Your Policy

In 2016 - 2017

- ✓ Align performance period with organization's fiscal year
- ✓ Clarify and define meaning of key elements
- ✓ Be more specific on "how to" develop and maintain pay ranges
- ✓ Give specific guidance on "how to" determine actual pay and pay increases for General Manager

The Executive Committee shall:

- recommend the General Manager's compensation to the Board of Trustees
- not establish compensation for the General Manager which deviates materially from the comparable industry market
- identify the General Manager's annual goals and conduct a written performance evaluation with the General Manager annually and can use additional tools as necessary

2020 Policy

How Executive Committee will establish base salary range

- the comparable industry market shall include information from various sectors and locations

Public - Local	Entities like the city, county, school district and university	Local labor market data and cost of living values
Public / Private – In Utah, Transit	Organizations in the same industry sector / business	Value of similar responsibilities, though may be less complex and more complex, in Utah
Public / Private - Regional Transit	Organizations in the same industry sector / business	Value of similar responsibilities, outside Utah

- base and incentive pay information will be gathered through a variety of sources, which may include the use of wage surveys and consultants
- may choose to weight the data from each of these sectors as it determines which information is most relevant to the pay mix and pay range for the General Manager
- information from these sources can be updated as needed and shall be updated at least every three (3) years
- pay range will generally reflect the “middle of the market” using the average of the data from the selected sectors as the ‘midpoint’ of the pay range

Previous Study Executive Summaries

2017 EXECUTIVE SUMMARY

- CVTD is “on track” and consistent with pay philosophy and benefits offered by others in local and transit markets
- Pay is in the desired market position (“in the middle”)
- Pay range should support organization for 3 years

\$ 84,000 \$105,000 \$126,000

- CEO / GM’s pay (\$119,288) is positioned well – not overpaying for the job
- Consider giving pay increases in a lump sum so as to control long-term costs
 - Ok to increase base pay too
 - Pay is still within range

2020 EXECUTIVE SUMMARY

- CVTD is “on track” and consistent with pay philosophy and benefits offered by others in local and transit markets
- Pay is in the desired market position (“in the middle”)
- Pay range should support organization for 3 years

\$100,000 \$120,000 \$140,000

- CEO / GM’s pay (\$122,702) is positioned well – not overpaying for the job
- Consider giving pay increases in a lump sum so as to control long-term costs
 - Ok to increase base pay too
 - Pay is still within range

Annual Pay Evaluation

In 2020, HRCC recommended the Board consider using this approach to determine an annual increase for the CEO/GM:

- Use the “Monitoring Report Summary” as a tool to confirm annual performance increase
- Give at least the average increase amount as District staff, if budgeted resources are available
 - Choose to increase base pay
 - Or deliver in a lump sum / one-time payment

Annual Pay Evaluation

Board Approved 6/23/2021 - approach to evaluate the amount of an annual increase to base pay:

- assuming proficient job
- eligible to receive a yearly cost of living adjustment (COLA)
 - an average of the COLAs for Logan City, Cache County, and the State of Utah
 - budgeted by the beginning of July (in 2024, changed to 10/15)
 - delivered for the next fiscal year
- **Contingent upon receiving an acceptable score on the Monitoring Report**
- **Market Assessments will be conducted every five (5) years**
- **CEO may be eligible for performance spot awards not-to-exceed 2% of salary paid as a lump sum**

The Board has NOT officially adopted a pay range, nor has it used a pay range for the General Manager/CEO position.

CEO Pay History

10/26/2020

- \$122,270

1/1/2021

- \$124,717 – market adjustment

1/1/2022

- \$128,773 – cost of living adjustment

6/26/2022

- \$137,787 – market adjustment*

1/1/2023

- \$143,291 – merit increase

12/24/2023

- \$150,467 – market adjustment

12/22/2024

- \$157,997 – cost of living increase**

* the “Market Adjustment” increase in 2022 was authorized by the board due to high inflation causing the other entities listed previously (Logan City, Cache County and the State of Utah) to adjust their pay increases.

** the “Cost of Living Increase” effective 12/22/24 is the current rate of pay and has been effective for all of 2025.

Market Survey Summary with Same Job Matches – 2020 - 2025

sorted

Sector - Location		Org	Leader Job Title	2020 Actual Base Pay	2025 Actual Base Pay	% CHNG	NOTES
Public/Private – in Utah, Transit	Sun Tran – Division of City of St George PW	Public Works Director	\$128,220	\$237,168	85%		2024
Public / Private – Regional Transit	NAIPTA (AZ)	General Manager/CEO	\$152,000	\$205,532	35%		
Public/Private – in Utah, Transit	High Valley Transit	General Manager	n/a	\$177,511			2024
Public/Private – in Utah, Transit	Atomic City Transit	Deputy Public Works Director	\$135,890	\$175,008	29%		
Public/Private – in Utah, Transit	Park City Transit	Director of Transit	\$132,021	\$174,310	32%		2022
Public – Local	Providence City	City Manager	\$105,000	\$162,920	55%		
Public – Local	Bear River Association of Governments	Executive Director - 2024 retired	\$100,104	\$162,443	62%		2022
Public / Private – Regional Transit	Transfort (CO)	Transit Director	\$129,600	\$160,328	24%		
Public – Local	Logan City	Public Works Director	\$122,176	\$158,400	30%		
Public / Private – Regional Transit	Mountain Line (MT)	General Manager	\$118,123	\$136,000	15%		2 Other Dirs
Public – Local	Smithfield City	City Manager	\$95,500	\$127,742	34%		
Public / Private – Regional Transit	Pocatello Regional Transit (ID)	Public Transportation Dir /ADA Coordinator	\$83,720	\$124,155	48%		step 7
		AVERAGE	\$118,396	\$166,793	41%		
CVTD – CONNECT PUBLIC TRANSIT		CEO	\$ 122,270	\$ 157,997	29%		

HRCC Pay Policy Recommendations

	2025
AVERAGE OF 2025 SURVEY MATCHES	\$166,793
CVTD – CONNECT PUBLIC TRANSIT CEO PAY	\$157,997

Survey the labor market every three (3) years, rather than every five (5) years

If no pay range is to be adopted, then include other lower-level matches in future surveys as a point of reference for the **MINIMUM** that should be paid for the CVTD job

Continue practice of annually adjusting CEO pay by the average of COLAs for Logan City, Cache County, and the State of Utah *but be aware that others also offer performance-based increases*

LOGAN CITY - budget allocates funds for both a general increase and performance-based salary adjustments

CACHE COUNTY - 2.5% COLA

STATE OF UTAH - 2.5% COLA for state employees, along with performance-based increases

Pay Range & Employee Pay Recommendation

Use labor market data as points of reference for establishing a pay range; use the average pay as the Midpoint and establish Minimum pay at 85% of the Midpoint, and Maximum pay at 115% of the Midpoint

For the CEO's pay consider an adjustment for 2026 based on:

- 1. at the least, consider a market adjustment of \$9,000 to move current pay (\$157,997) closer to the market average (\$166,793) or the Proposed Pay Range Midpoint (\$167,000)
- 2. if the CEO is deemed to be highly proficient in the job or to have mastered the job, then consider adjusting pay closer to \$179,525 or higher, up to the Proposed Pay Range Maximum (\$192,050)

Market Average Reference Points 2025	\$141,995	\$166,793		
Proposed Pay Range	Minimum \$141,950	\$154,475	Midpoint \$167,000	Maximum \$192,050
CEO Proficiency Level	LEARNING THE JOB	PROFICIENT IN THE JOB	MASTERED THE JOB	



Paratransit Software - Via

Added Features

Public Education

Working with Via

Why Change?

Why Change?

Connect goals

- 95% OTP
- Ease of use for both internal and external customers (Dispatch/Drivers/ Riders)
- Reliable Customer Support



Paratransit Software - Via

Added Features

Public Education

Working with Via

Why Change?

Working with Via

- Via is global - very knowledgeable
- Single point of contact through setup and training
- Transition to project partner is responsive and keeps us informed on status of open question items



Paratransit Software - Via

Added Features

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Working with Via

Why Change?

Public Education

*Phone
Support*

*Passenger
Alerts*

*New
Riders*

Phone Support

Disabled old app, requiring passengers to call in for scheduling.

Schedulers were able to educate about the new service and app.

Public Education

*Phone
Support*

*Passenger
Alerts*

*New
Riders*

Passenger Alerts

Posted on all
POOL bus
stops.

Additional CAR
alerts posted
onboard the
vehicles

connect

Passenger Alert:

Pool Riders



- We're upgrading to a new and improved, user-friendly app for Connect's Pool service
 - Book Rides for Dec. 16 forward with "Connect On-Demand by Via" app
- Scan the QR Code below to download the new app

**connect
on demand**



Public Education

*Phone
Support*

*Passenger
Alerts*

*New
Riders*

New Riders

- New CAR passengers welcome packet
- "Accessibility" tab on our website

Public Education

*Phone
Support*

*Passenger
Alerts*

*New
Riders*



Paratransit Software - Via

Added Features

Public Education

Working with Via

Why Change?

Added Features

- Driver navigation is customizable for detours
- Limit access to unsafe areas and behaviors
- Passenger benefits



Paratransit Software - Via

Added Features

Public Education

Working with Via

Why Change?

Take this with you. Revisit anytime.

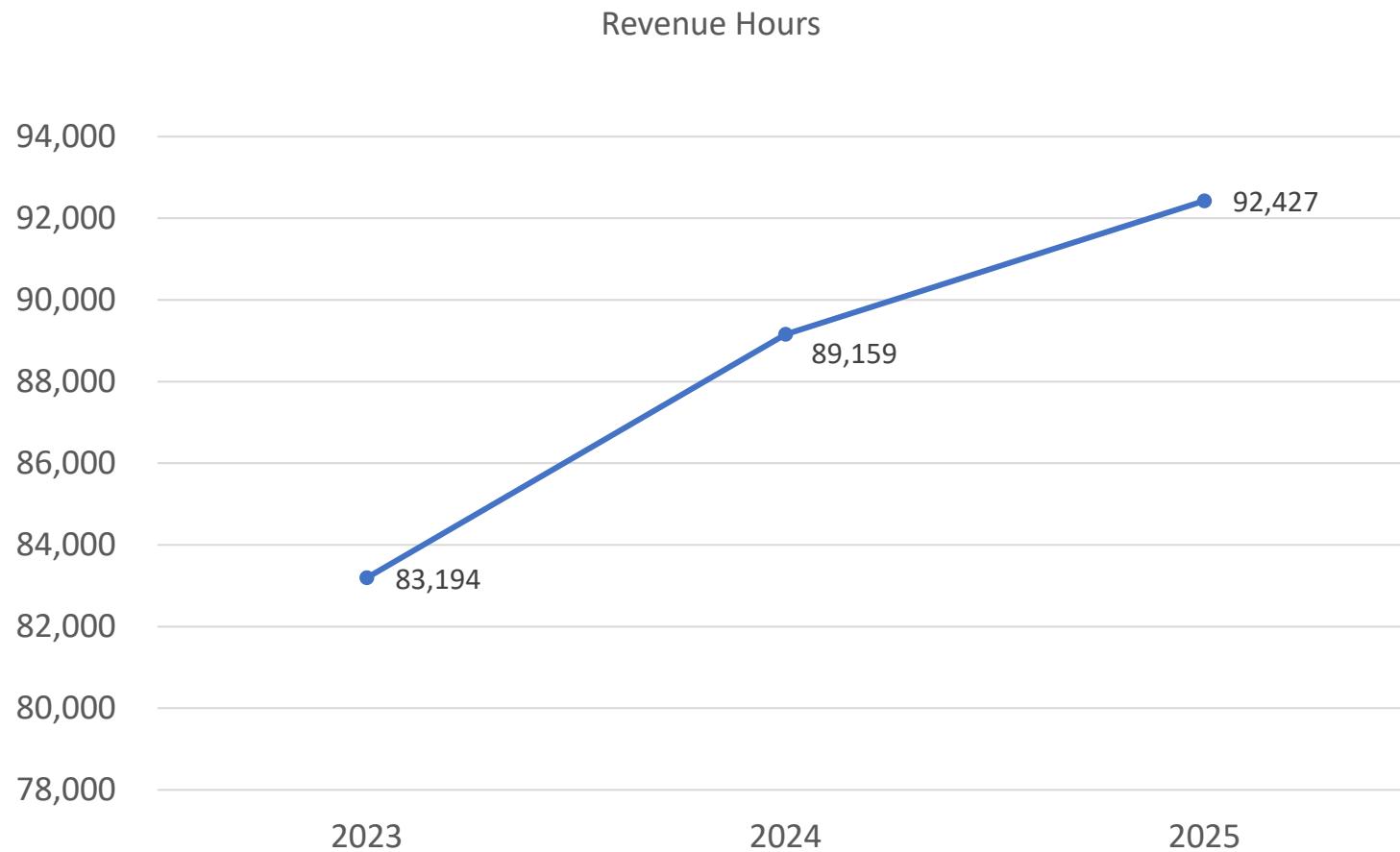
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2025 Highlights

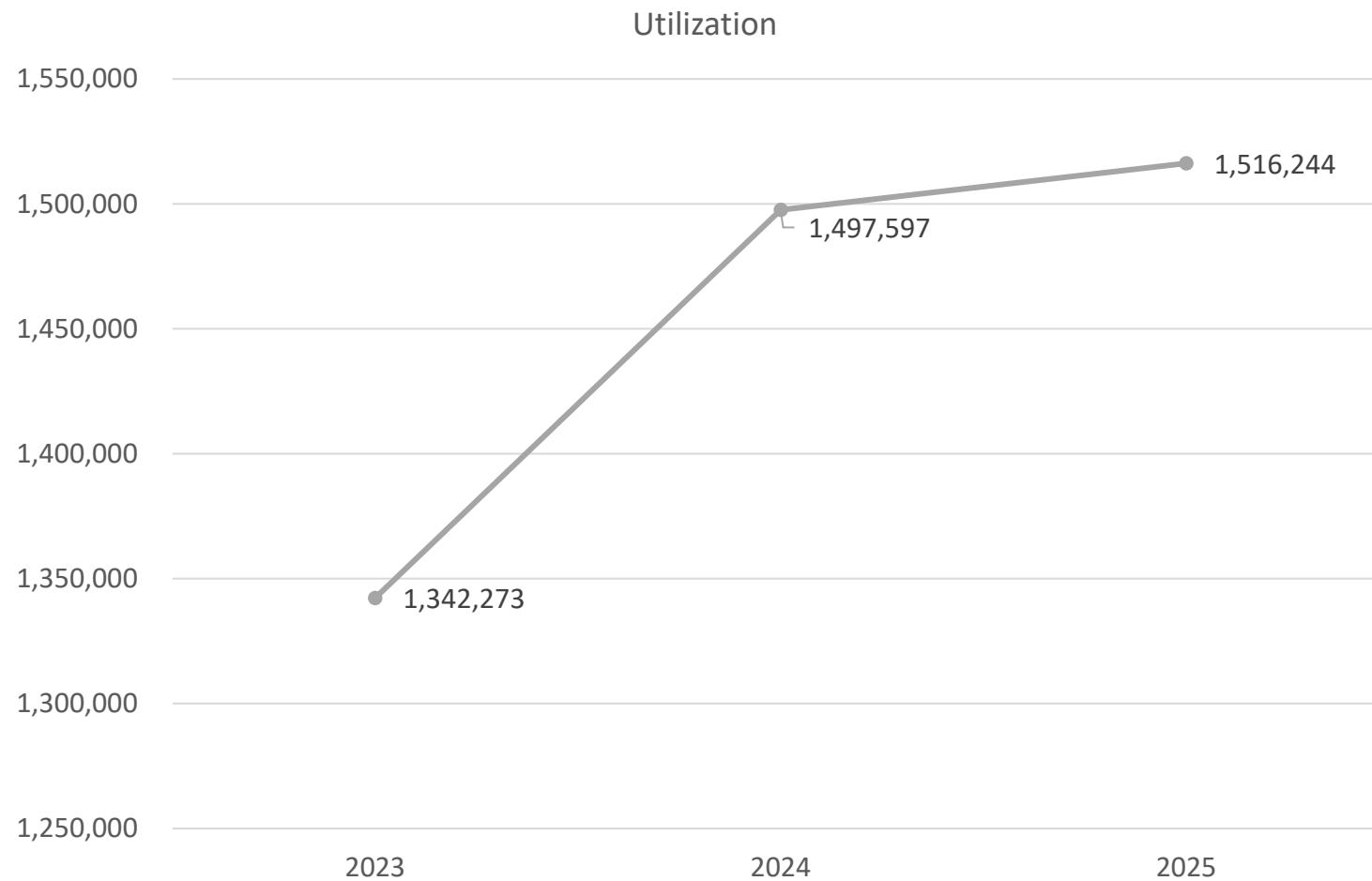
2025 Highlights



2025 Highlights



2025 Highlights



2025 Highlights

- Completed 31 procurements
- Hired and trained 48 people
- Provided 3,687 hours of training to the new hires
- Provided 308 preventative maintenance vehicle inspections
- 138 member workforce (33.3% Gen Z, 27.5% Millennials, 15.2% Baby Boomers)

2025 New Service and Projects

Moved into new facility -April

Provided bus service to fallen officers funerals
August

Public outreach at 14 community events

Additional frequency
Routes 12 & 15
August

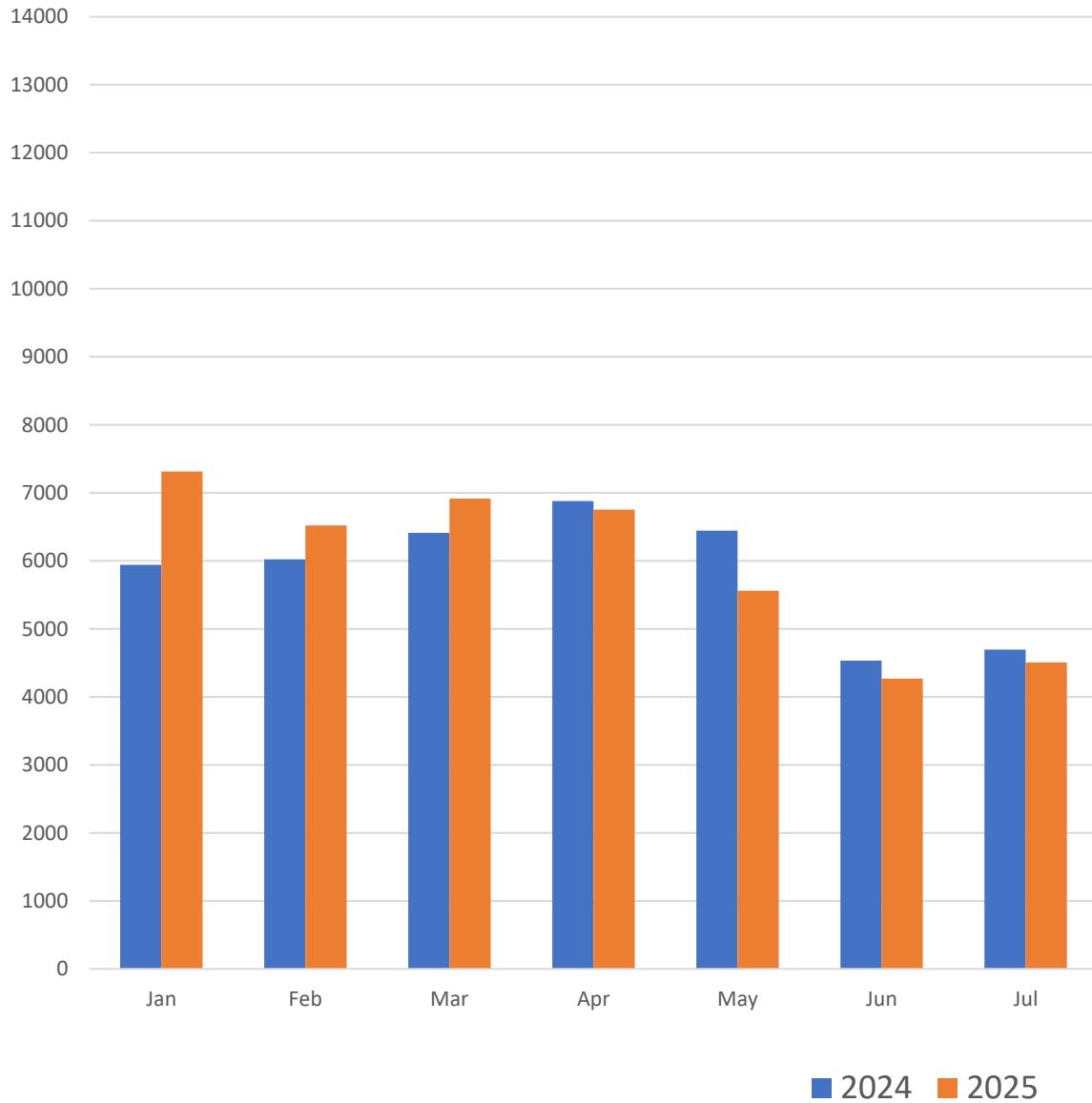
Disposed of previous facility
September



Route 12

Additional Frequency

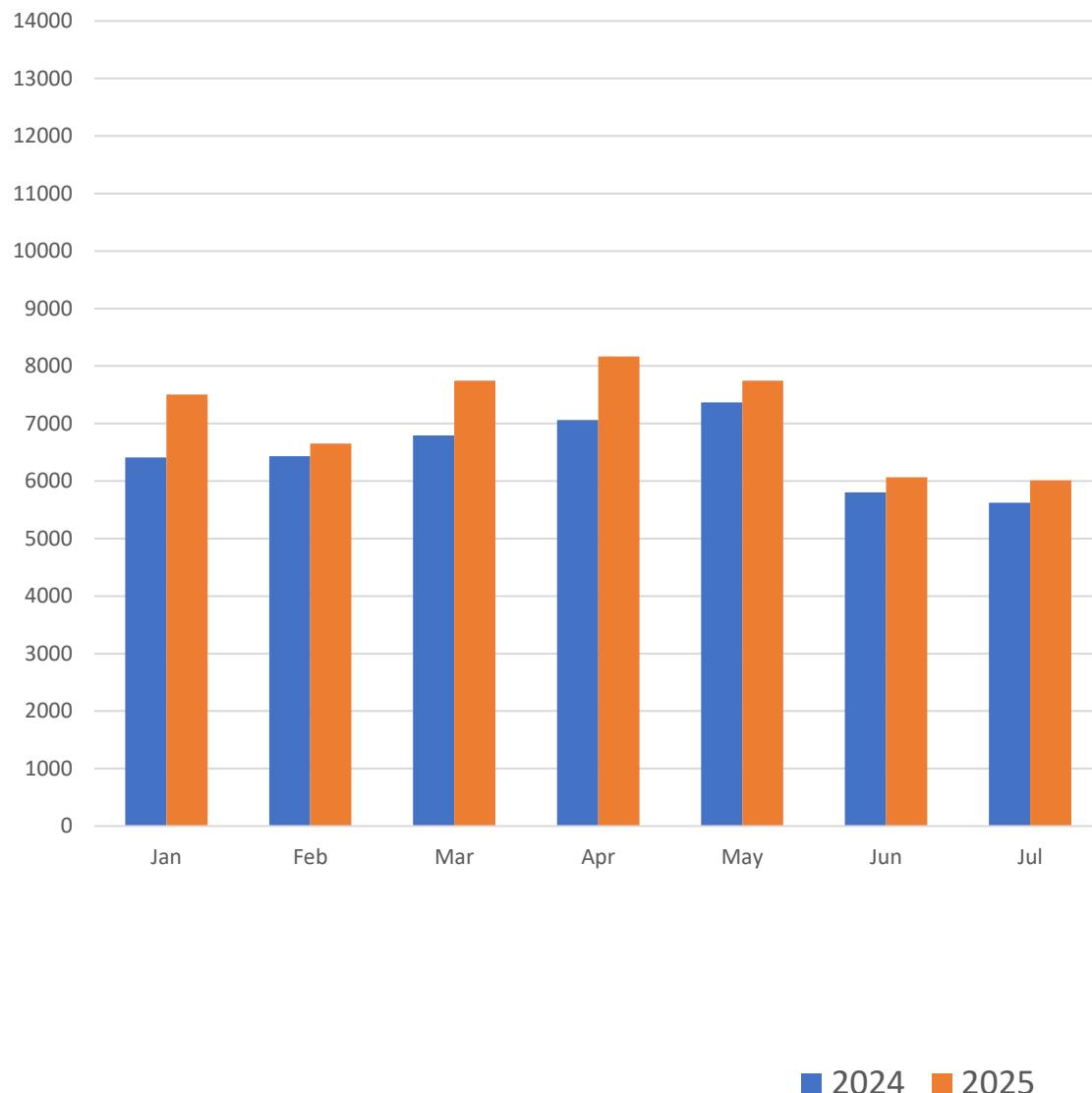
Route 12



Route 15

Additional Frequency

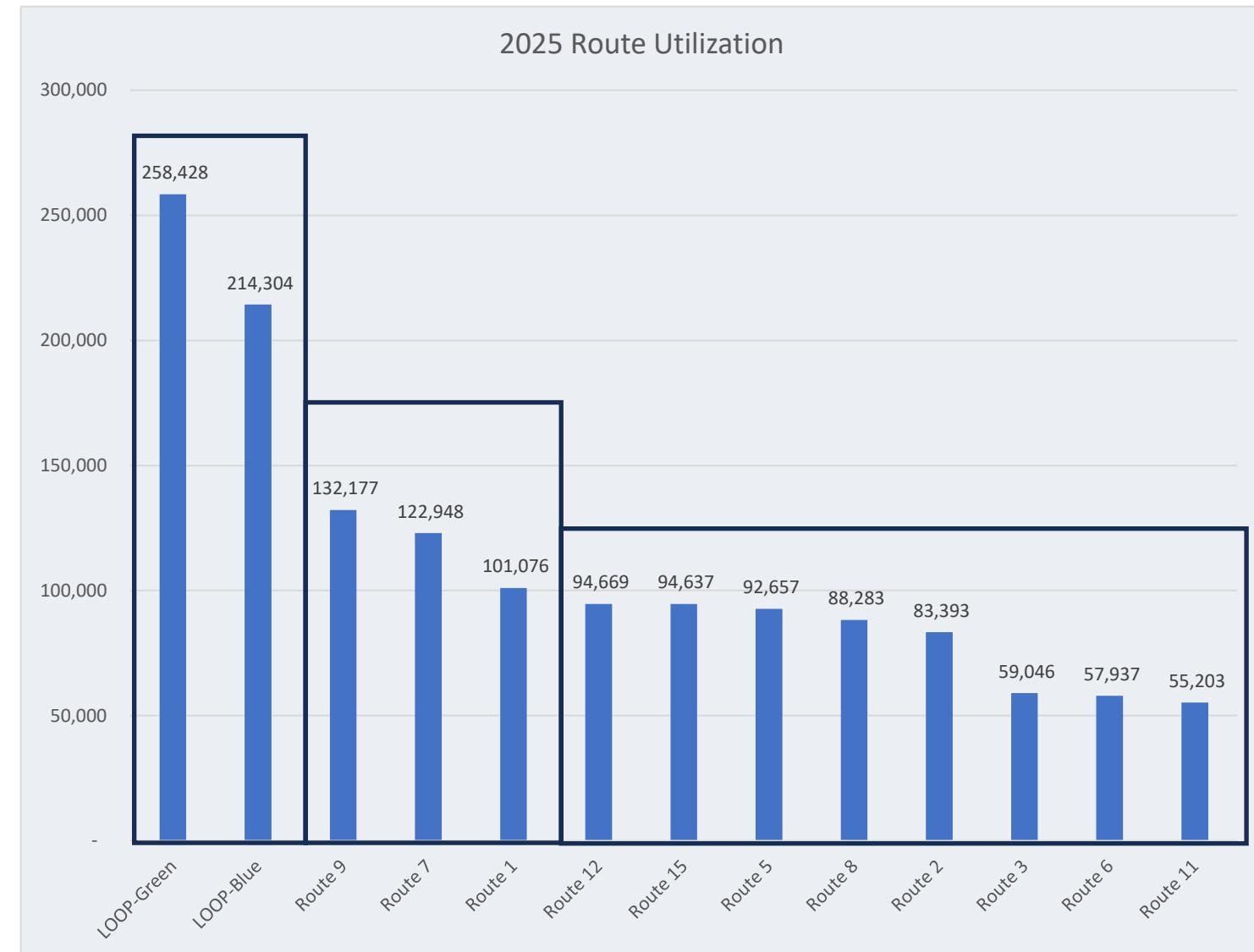
Route 15



2025 Route Utilization

Key observations

- Frequency increases utilization
- Routes serving key destinations
- Limit transfers
- Housing density increases utilization
- Coverage performs and connects



Thanks to the Connect Team

