Regular Board Meeting Minutes
Cache Valley Transit District
DBA Connect Transit
Wednesday, December 10, 2025
5:30 pm
Connect Administration
3021 North 300 West, North Logan, Utah
Connect Transit Boardroom

Present: Lieren Hansen, Flor Estrada, Glen Schmidt, Emily Fletcher, Ron Bushman, Mike Arnold, Jeff Turley, and Shaun Bushman

Excused: David Geary

Others: Todd Beutler, Curtis Roberts, Jody Kimball, Mindy Spackman, Brad Nelson, and Charise VanDyke

<u>Regular Meeting Agenda</u>

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. Glen Schmidt moved; Mike Arnold seconded. Vote unanimous.
   A. Approval of Agenda
   B. Acceptance of Minutes – November 19, 2025
   C. Next Board Meeting – January 28, 2026

4. Public comments: No comments or questions.

5. **Board Business:**
   A. Presentation of FY2026 budget – Todd Beutler, CEO/General Manager: We have gone through the budget during several meetings. One thing to note is that the budget line “Operating revenues less expenses” is in the positive. This number is important and reflects that we have the necessary funding to operate and money enough to put towards the fund balance.

   B. Public Hearing on FY2026 budget – Lieren Hansen, Board Chair: The budget was opened for discussion. No comments. Lieren Hansen asked for a motion to close the public hearing on the budget. Shaun Bushman motioned; Emily Fletcher seconded. Vote unanimous.

C. Consideration of FY2026 budget – Lieren Hansen, Board Chair: Lieren Hansen asked for a motion to adopt the FY2026 budget (Resolution 2025-04). Glen Schmidt motioned; Mike Arnold seconded. Vote unanimous.

D. Consideration of GM Report, Recommendation of COLA-Market Adjustment – Lieren Hansen, Board Chair: The Executive Committee presented on the CEO's compensation; they work with a consultant about every 5 years to conduct a salary assessment for the CEO's compensation. The Board determined that they wanted to move forward with an adjustment of $7,000 and a 2.5% COLA to the CEO's compensation (as motioned by Shaun Bushman and seconded by Mike Arnold). ***Please Note: Discussion of Item 5D, Consideration of the General Manager's Report, Recommendation of COLA market adjustment, was continued in the January 2026 Board meeting. The Board re-evaluated this item at that meeting; please refer to the January 2026 meeting minutes.

E. Election of 2026 Vice Chair – Lieren Hansen, Board Chair: Dave was the Vice Chair and he recently left the Board. He wanted to tell everyone that he appreciated his time on the Board and loved serving with everyone. According to the Board's bylaws, the Vice Chair eventually becomes the Board chair. Due to Dave leaving as the Vice Chair, the next Vice Chair that is elected will only serve one year as the Vice Chair before becoming the Board Chair. Emily Fletcher and Glen Schmidt submitted their names for consideration by the Board. Because Emily hasn't been on the board for a full year yet (as required according to the bylaws), the Board would need to make an exception. The board members each cast a written vote. Votes were tallied and Glen Schmidt was elected the new Vice Chair.

6. **Management Report:**

A. Presentation of Fraud Risk Assessment – Todd Beutler, CEO/General Manager: The Fraud Risk Assessment is a required annual assessment from the State Auditor's office (using a required form). We have a Low risk level (350/395). The financial audit conducted every year has continued to be clean (a separate audit conducted by a third party and more comprehensive than this form); Management feels that we have proper controls in place. Also, a reminder to board members – the conflict of interest form that is required to be completed annually will be sent out to board members to complete for the 2026 disclosure.

7. **Board Chair Report:**

A. Recognition of employee anniversaries – Lieren Hansen, Board Chair: Employee anniversaries include 15 years for Reed Shoop (driver).

8. Public comments: No questions or comments.

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