

## CVTD BOARD MEETING AGENDA February 25, 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, February 25, 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 - approval of minutes - December 10, 2025 & January 28, 2026
  - c - next meeting -March 25, 2026**
4. Public comments

5:35 PM      5. **Board Business**

- A. Recognition of outgoing Board Members - Lieren Hansen, Board Chair
- B. Board training - Lieren Hansen, Board Chair

6:00 PM      6. **Management Report**

- A. Overview of planning study - Curtis Roberts, Administration Director
- B. Review of the types of service offered - Gillian Crozier, Operations Manager

6:30 PM      7. **Board Chair Report**

- A. Recognition of employee anniversaries
- B. Report on city council reports

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, December 10, 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, Emily Fletcher, Ron Bushman,  
12 Mike Arnold, Jeff Turley, and Shaun Bushman

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14 *Excused:* David Geary

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

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19 **Regular Meeting Agenda**

- 20  
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 Glen Schmidt moved; Mike Arnold seconded. Vote unanimous.  
27 A. Approval of Agenda  
28 B. Acceptance of Minutes – November 19, 2025  
29 C. Next Board Meeting – January 28, 2026  
30  
31 4. Public comments: No comments or questions.  
32  
33 5. **Board Business:**  
34 A. Presentation of FY2026 budget – Todd Beutler, CEO/General Manager: We have  
35 gone through the budget during several meetings. One thing to note is that the  
36 budget line “Operating revenues less expenses” is in the positive. This number is  
37 important and reflects that we have the necessary funding to operate and money  
38 enough to put towards the fund balance.  
39  
40 B. Public Hearing on FY2026 budget – Lieren Hansen, Board Chair: The budget was  
41 opened for discussion. No comments. Lieren Hansen asked for a motion to close

42 the public hearing on the budget. Shaun Bushman motioned; Emily Fletcher  
43 seconded. Vote unanimous.

44  
45 C. Consideration of FY2026 budget – Lieren Hansen, Board Chair: Lieren Hansen  
46 asked for a motion to adopt the FY2026 budget (Resolution 2025-04). Glen  
47 Schmidt motioned; Mike Arnold seconded. Vote unanimous.

48  
49 D. Consideration of GM Report, Recommendation of COLA-Market Adjustment –  
50 Lieren Hansen, Board Chair: The Executive Committee presented on the CEO’s  
51 compensation; they work with a consultant about every 5 years to conduct a  
52 salary assessment for the CEO’s compensation. The Board determined that they  
53 wanted to move forward with an adjustment of \$7,000 and a 2.5% COLA to the  
54 CEO’s compensation (as motioned by Shaun Bushman and seconded by Mike  
55 Arnold). \*\*\*Please Note: Discussion of Item 5D, Consideration of the General  
56 Manager’s Report, Recommendation of COLA market adjustment, was continued  
57 in the January 2026 Board meeting. The Board re-evaluated this item at that  
58 meeting; please refer to the January 2026 meeting minutes.

59  
60 E. Election of 2026 Vice Chair – Lieren Hansen, Board Chair: Dave was the Vice  
61 Chair and he recently left the Board. He wanted to tell everyone that he  
62 appreciated his time on the Board and loved serving with everyone. According to  
63 the Board’s bylaws, the Vice Chair eventually becomes the Board chair. Due to  
64 Dave leaving as the Vice Chair, the next Vice Chair that is elected will only serve  
65 one year as the Vice Chair before becoming the Board Chair. Emily Fletcher and  
66 Glen Schmidt submitted their names for consideration by the Board. Because  
67 Emily hasn’t been on the board for a full year yet (as required according to the  
68 bylaws), the Board would need to make an exception. The board members each  
69 cast a written vote. Votes were tallied and Glen Schmidt was elected the new Vice  
70 Chair.

71  
72 **6. Management Report:**

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

81  
82 **7. Board Chair Report:**

- 83                   A. Recognition of employee anniversaries – Lieren Hansen, Board Chair: Employee  
84                   anniversaries include 15 years for Reed Shoop (driver).  
85  
86                   8. Public comments: No questions or comments.  
87  
88                   9. **Adjourn:** Board Chair Lieren Hansen adjourned the meeting.

DRAFT

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **DBA Connect Transit**  
4 **Wednesday, January 28, 2026**  
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, Glen Schmidt, Scott Theurer, John Zsiray, Emily Fletcher, Ron  
12 Bushman, Mike Arnold, and Shaun Bushman

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14 *Excused:* Flor Estrada

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16 *Others:* Todd Beutler, Curtis Roberts, Mindy Spackman, Kaylee Fommesbeck, Colton  
17 Fullmer, Gillian Crozier, and Charise VanDyke

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19 **Regular Meeting Agenda**

- 20  
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 John Zsiray moved; Emily Fletcher seconded. Vote unanimous.  
27 A. Approval of Agenda  
28 B. Next Board Meeting – February 25, 2026  
29  
30 4. Public comments: No comments or questions.  
31  
32 5. **Board Business:**  
33 A. Recognition of outgoing Board Members – Lieren Hansen, Board Chair: Dave  
34 Geary was a great board member. The Board is thankful for his years of service  
35 on the Board and wishes him well in his next endeavors.  
36  
37 B. Swearing in of new Board Members – Curtis Roberts, Administration Director:  
38 Curtis Roberts completed the swearing in of the new board members, Scott  
39 Theurer and John Zsiray.  
40  
41 C. Report from Steering Committee – Shaun Bushman, Committee Chair: Emily  
42 Fletcher, Ron Bushman, Shaun Bushman make up the Steering Committee.

43 Connect hired Nelson\Nygaard Consulting Associates for a study that will be  
44 completed by the end of the year. The study will include input from riders,  
45 nonriders, elected officials, business owners, etc. They'll be working with  
46 management and the Board's Steering Committee throughout the process.  
47

48 D. Continued consideration of CEO compensation – Lieren Hansen, Board Chair:  
49 Lieren Hansen motioned to rescind the motion on CEO Compensation passed in  
50 the December 10, 2025, Board Meeting. Shaun Bushman seconded. Vote  
51 unanimous. A brief summary of the compensation process is that according to  
52 policy the Board Executive Committee conducts a market assessment every 5  
53 years – a consultant is involved and makes a recommendation. HRCC was the  
54 consultant hired to conduct the assessment. The funding to cover the salary  
55 adjustment was approved in the FY2026 Budget. The consultant conducted a local  
56 and regional salary survey; the consultant recommends that the CEO should  
57 receive salary in a new range to keep it generally competitive in the middle  
58 market. The CEO's salary was increased below the average in recent years. The  
59 CEO is also highly proficient at his job, which should be factored into  
60 considerations as well. Given that context, the Board Executive Committee  
61 proposes that the CEO's salary be adjusted to \$185,786 dollars annually.  
62 Discussion about CEO compensation. The pay/salary range goes from "learning  
63 the job" at the minimum end, to a midpoint of "proficient in the job," to a  
64 highpoint of "mastered the job"; the new salary amount is in the "mastered the  
65 job" area near the midpoint. The specific amount was decided so that it worked  
66 with payroll (the first proposed amount was \$2 more but the recommended  
67 amount divides evenly). Glen Schmidt motioned that the CEO's salary be  
68 adjusted to \$185,786 dollars, based on the report by HRCC, and that the amount  
69 be retroactive to January 1, 2026. Emily Fletcher seconded. Vote unanimous.  
70

71 **6. Management Report:**

72 A. Introduction of new Operations Manager – Todd Beutler, CEO: Gillian Crozier  
73 has been hired as the new Operations Manager. She's been with Connect for 19  
74 years in April; she started as a driver then moved on to become a dispatcher and  
75 then a supervisor. She has been involved in a lot of service planning, as well as a  
76 lot of the technology we've brought into Connect. It was a very tough decision,  
77 with multiple people applying both internally and externally, but we're super  
78 excited that she has accepted this promotion.  
79

80 B. Report on transition to new on-demand software – Gillian Crozier, Operations  
81 Manager: Prior to this transition, Connect was using Ecolane. After going through  
82 the procurement process, we selected Via. We decided to switch for multiple  
83 reasons, one being to improve on-time performance. We wanted to achieve a 95  
84 percent onsite performance; aside from a few days at the beginning, we reached

85 that goal within the first month of switching. Another reason for the switch was to  
86 improve ease of use both internally and externally. The new system has improved  
87 ease of use for dispatchers, drivers, and passengers. Dispatchers previously had  
88 difficulty tracking vehicles in real time and had to continually refresh their  
89 screens; now they can map it and know they're getting accurate data. They can  
90 also restrict unsafe areas to limit certain driving maneuvers and input detours.  
91 Drivers previously had to switch between multiple apps and interact frequently  
92 with tablets; the new interface consolidates these functions reducing unnecessary  
93 interaction. Passenger booking has also improved significantly. Under the  
94 previous system, booking—particularly for Pool riders—was difficult and not  
95 map-based. The new app allows Pool riders to select specific pickup and drop-off  
96 points directly from a map. Riders can also adjust their trips in multiple ways.  
97 Pool trips are same-day only, while CAR (paratransit) trips can be booked up to  
98 two weeks in advance. Riders receive phone and text alerts when vehicles are on  
99 the way and can track the bus in real time, which has helped reduce no-shows.  
100 Passengers are now able to rate trips, which helps staff identify strengths and  
101 areas for improvement. Another reason for the change was to get reliable  
102 customer support. Previously, support was handled by email with no ticket  
103 tracking, and responses could take weeks. Via provides a dedicated webpage  
104 where staff can see all open tickets and interaction history. During  
105 implementation, Connect had a single point of contact for setup and training of  
106 drivers and dispatchers. After launch, support transitioned to a “partner” who’s  
107 focused on ongoing success. Via’s broader experience as a global company has  
108 also been beneficial resource. Public outreach accompanied the transition.  
109 Information was posted at all Pool bus stops, on buses, and on the website;  
110 handouts were provided to passengers. The new app information is also included  
111 in new CAR passenger welcome packets. The accessibility section of the website  
112 was also updated. We also disabled the app to encourage passengers to call us so  
113 we could educate them about the new app. The differences between Pool and  
114 CAR services is that CAR is an ADA paratransit service for individuals whose  
115 disabilities prevent them from using fixed-route service; riders must complete an  
116 application process, and the service provides origin-to-destination trips within the  
117 service area (aside from Lewiston which is a commuter service). Pool is an on-  
118 demand, shared-ride micro transit service operating in Millville, Providence, and  
119 River Heights. It replaced fixed routes in those areas that had low ridership. To  
120 maintain consistency with other public transit and to manage demand, we offer  
121 service to designated stops and transfers occur at the transit center. The service is  
122 designed as a shared public transportation rather than direct competition with  
123 Uber or Lyft, as an overly convenient service model can increase demand beyond  
124 budget capacity. The reporting for Via is also great, and we are already seeing  
125 areas to adjust to improve service. Overall, since the change, the feedback has  
126 been positive.

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C. Recognition by Logan City – Todd Beutler, CEO: Todd turned it over to Gillian to talk about. Connect Transit was invited to a recent Logan City Council meeting where we were recognized (and presented with a plaque) with 7 other agencies for assisting in the funerals of the two fallen police officers. They asked that we provide 8 buses for a shuttle service for the funerals; this isn't something Connect would normally do, but it was a special circumstance. The organization came together to get extra driving shifts covered and to make sure all of the buses were available. It was the first time in the history of our service that all buses have been in service on the road (and hopefully the last time). Typically, we have buses in maintenance or to swap if a bus breaks down in service. Overall, there was only minimal impact to passengers.

D. Accomplishment of 2025 – Todd Beutler, CEO: In 2025, we increased both Revenue Hours and Revenue Miles (nearly 1.4 million miles in 2025). We added more service to Routes 12 and 15. We provided over 1.5 million trips, which is pretty significant for a system of our size. We completed 31 procurements, which is a lot for one year. We hired and trained 48 people and provided almost 4,000 hours of training for new hires. We provided 308 preventative maintenance vehicle inspections. We now employ 138 people (33.3% Gen Z, 27.5% Millennials, 15.2% Baby Boomers). For new service and projects, we moved into our new facility in April, added frequency to Routes 12 & 15 in August, provided bus service to the fallen officers' funerals in August, disposed of our previous facility in September, and did public outreach at 14 community events. The additional frequency on Routes 12 and 15 increased ridership every month since implementation. Some takeaway observations of 2025 Route Utilization to consider as we engage with planning efforts in 2026 is that frequency increases utilization; routes serving key destinations and that limit transfers have the most use; housing density increases utilization; and coverage performs and connects passengers. We'll have to balance competing priorities and figure out what the right mix of service should be.

7. **Board Chair Report:**

A. Recognition of employee anniversaries – Lieren Hansen, Board Chair: Employee anniversaries include 19 years for Curtis Roberts (Administration Director), 9 years for Roger Beus (driver), and 6 years for Joshua Achatz (driver).

8. Public comments: No comments or questions.

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

## Basics of a Board Meeting

### AGENDA

The agenda outlines what is going to take place in the meeting.

- To take action on an agenda item, it needs to be listed as an item for “consideration.”
- The Board cannot take action on anything unless it is advertised to the public.

### MINUTES

The minutes are the permanent public record of the Board Meeting.

- The secretary captures the essence of the meeting, but the board members are responsible for what ends up in the final minutes.
- To make corrections to the minutes, board members should be specific about what changes they want so that the Board knows what is being changed and what they’re voting on.

### MOTION

Motions are how the Board takes action. More information about motions below.

## How to Make a Motion

Under *Robert’s Rules of Order Newly Revised (RONR)*, a “good” motion is one that is **properly constructed, procedurally correct, and clearly actionable**. The goal is to allow the board to understand exactly what it is deciding and to debate it fairly.

The core characteristics are as follows.

### CLARITY AND PRECISION

A good motion is clear, specific, and unambiguous.

- It states exactly what action is proposed.
- It avoids vague language such as “look into,” “consider,” or “as soon as possible.”
- Anyone reading the minutes later should understand what was decided without additional explanation.

Example (good):

“I move that the Board authorize the General Manager to execute a one-year contract with ABC Consulting for an amount not to exceed \$75,000.”

Example (poor):

“I move that we work with ABC Consulting.”

## **SINGLE, DEFINITE ACTION**

A motion should propose **one main action**, not multiple unrelated actions.

- Combining separate issues into one motion makes debate and voting confusing.
- If multiple actions are needed, they should be handled as separate motions or clearly related parts of a single action.

## **PROPER FORM**

A good motion follows standard wording and structure.

- It is stated in the affirmative, not as a question or a negative.
- It begins with “I move that...” (or simply “I move...”).
- It does not include arguments, justifications, or commentary.

Example:

“I move that the organization amend its bylaws to change Article IV, Section 2 as follows...”

Arguments and justifications should be given during the discussion period, and it is important to put on public record to give context for the decision.

# Types of Motions

Outside a primary motion, there are motions to take action beyond approving an action.

## **PRIMARY (MAIN) MOTIONS**

These introduce business to the board.

### **1. Main Motion**

Purpose: Brings a new item of business before the board for consideration and action.

Example: “I move that the organization adopt the proposed budget.”

## **SUBSIDIARY MOTIONS**

These modify, delay, or dispose of a main motion.

### **2. Amend**

Purpose: Modifies the wording of a pending motion before it is voted on (by inserting, striking out, or substituting words).

Example: “I move to amend the motion by striking ‘\$5,000’ and inserting ‘\$4,000.’”

### **3. Previous Question**

Purpose: Ends debate and forces an immediate vote on the pending motion(s).

Example: “I move the previous question.”

### **4. Postpone Definitely**

Purpose: Delays consideration of the motion until a specified time or meeting.

Example: “I move to postpone the motion until the next regular meeting.”

### **5. Lay on the Table**

Purpose: Temporarily sets the motion aside to take up more urgent business (not to kill or delay it casually).

Example: “I move to lay the motion on the table.”

### **6. Take from the Table**

Purpose: Resumes consideration of a motion that was previously laid on the table.

Example: “I move to take the motion from the table.”

## CLOSED MEETINGS

Board meetings can only be closed for specified reasons (below) and must follow certain processes.

1. Must be advertised on the posted agenda that there will be a closed meeting
2. Must have a quorum present
3. Purpose of a closed meeting must be for one of the following reasons:
  - a. Personnel matters
  - b. Pending or reasonably imminent litigation
  - c. Acquisition or sale of real property
  - d. Security matters
  - e. Commercial (proprietary) information

### PROCESS TO CONDUCT A CLOSED MEETING

1. During a public meeting, bring forth a motion to enter into a closed meeting
2. Obtain the vote of 2/3 of the members of the board approving the motion
3. Put on the public record the following:
  - a. The reason for holding the closed meeting
  - b. The location of the closed meeting
  - c. The vote by name of each member voting for or against the closed meeting
4. If the closed meeting is to discuss (1) the character, professional competence, or physical or mental health of an individual, or (2) the deployment of security personnel, devices, or systems, then:
  - a. The closed meeting does not have to be recorded.
  - b. If the closed meeting is not recorded, then the presiding member of the board must sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss (1) the character, professional competence, or physical or mental health of an individual, or (2) deployment of security personnel, devices, or systems.
  - c. Place the sworn statement with any other records of the closed meeting.
  - d. Otherwise, the closed meeting **may** be recorded in the same way any other public meeting would be recorded.
5. If the closed meeting is for any of the other purposes listed above, then:
  - a. Record the closed meeting in the same way a public meeting would be recorded.
  - b. Include on the recording of the closed meeting the following:
    - i. The date, time and place of the closed meeting;
    - ii. The names of all members of the board present and absent at the closed meeting; and
    - iii. The names of all other people present except where the disclosure of those other people would infringe on the confidentiality necessary to fulfill the original purpose of the closed meeting.
  - c. Minutes of the closed meeting may be taken, but are not required.
6. Do not pass any ordinances, resolutions, rules, or regulations during the closed meeting.
7. Do not approve any contracts or appointments during the closed meeting.
8. At the closed meeting, do not discuss any matters outside of the specified matters allowed in a closed session and which were expressed in the motion.
9. Vote to end the closed meeting
10. Any action must be taken outside of the closed meeting.

# PUBLIC HEARING

Public Hearings can be listed as an agenda item on a Board meeting and are typically conducted to receive public input on something before a final decision is made (such as for the annual budget).

1. Provide proper public notice
  - a. Date and time
  - b. Location (physical or electronic)
  - c. Agenda topics (must specifically mention the hearing)
  - d. Instructions for public participation
2. Chair gives instructions related to how the public hearing will function
  - a. Please come to the podium and state your name for the record
  - b. Comments will be limited to 3 minutes
  - c. Comments should be unique, we reserve the right to limit repetitive comments
  - d. Comments will be respectful and on topic
3. Chair can declare the public hearing open
4. Public are allowed to comment in accordance with the specified guidelines
5. Chair can enforce order but not suppress viewpoints
6. Chair may elect to close the public hearing or ask for a vote of the board to close the public hearing

# Connect Services



# Fixed Route

A **public transit fixed route** is a transit service that operates along a predetermined alignment with established stops, published schedules, and consistent service patterns.

Key characteristics:

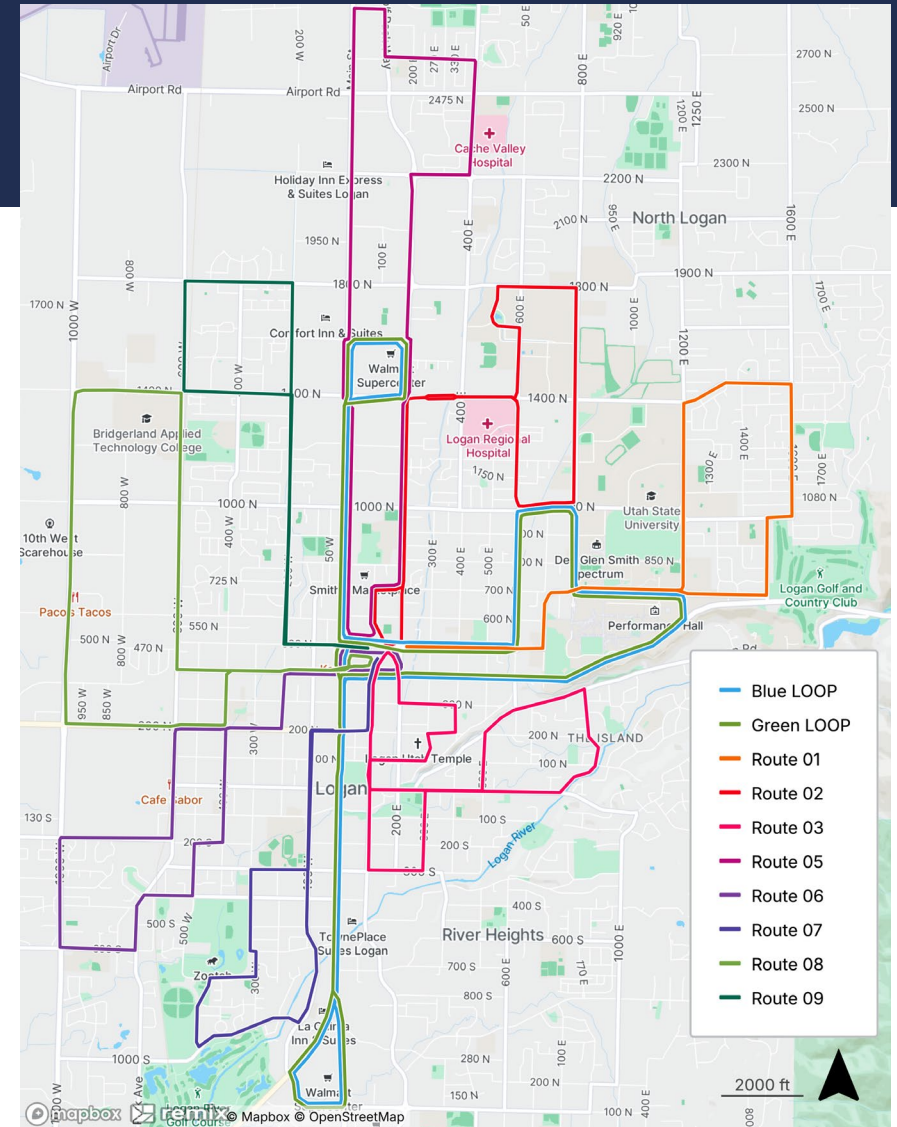
- Defined corridor (geographically fixed alignment)
- Designated stops or stations
- Published timetable or headway-based frequency
- Open-access boarding (no prior reservation required)
- Repetitive service pattern (daily or weekly)



# Fixed Route cont.

**Fixed-route service is most effective under the following conditions:**

1. High population and employment density
2. Strong linear travel corridors
3. Predictable and recurring travel demand
4. High trip volumes
5. Supportive land use and pedestrian infrastructure



# Microtransit (POOL)

**Microtransit** is a form of **demand-responsive public transportation** that operates with **flexible routing and scheduling**, typically using smaller vehicles (vans, shuttles, or minibuses) and technology-enabled trip booking (apps, call-in systems, or web platforms).

## Key characteristics of Microtransit

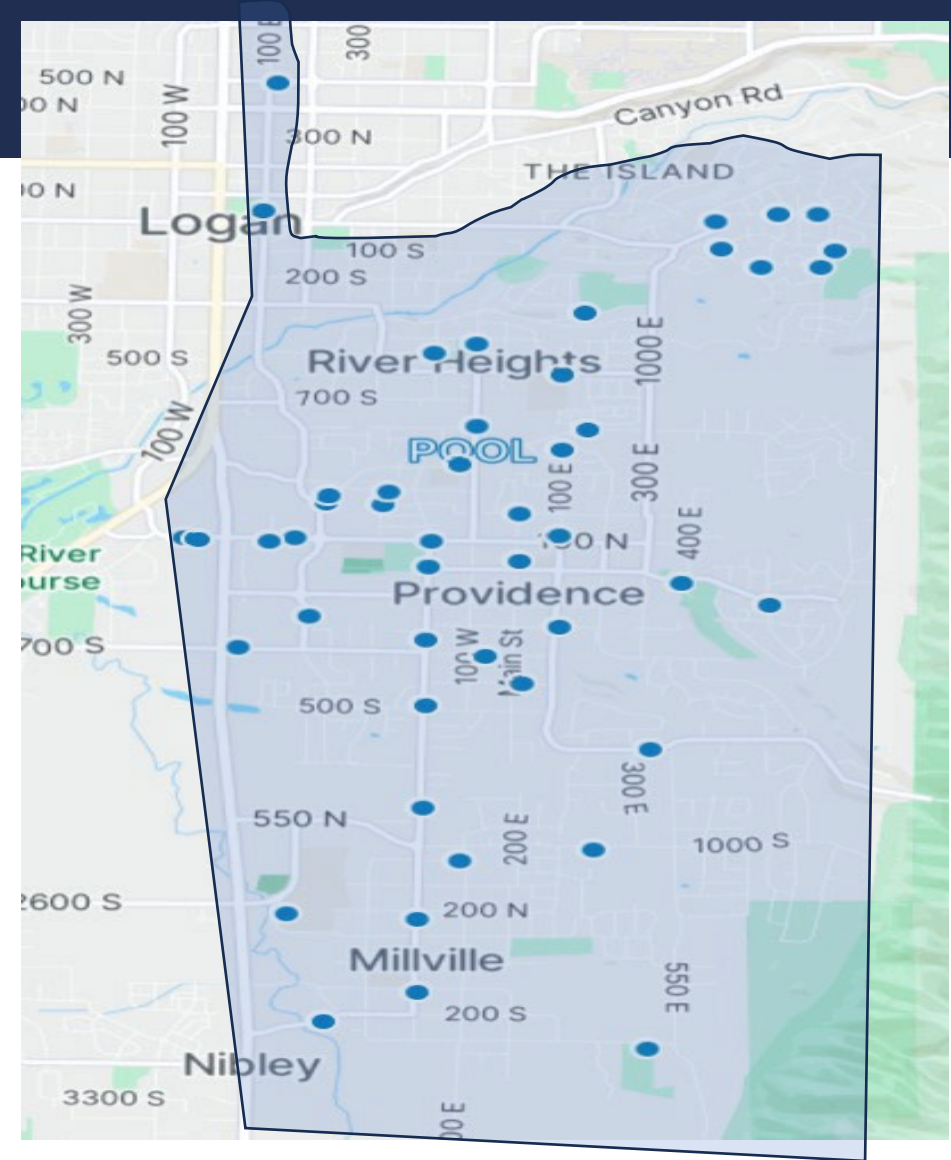
- On-demand or semi-scheduled service
- Flexible routing (vehicles deviate based on real-time demand)
- Shared rides (multiple passengers grouped into one trip)
- Zone-based operations rather than corridor-based
- Technology-supported dispatching (real-time optimization)
- Often positioned between:
  - Fixed-route bus service (high structure)
  - Ride-hailing/taxis (fully individualized)



# Microtransit (POOL) cont.

**Microtransit performs best in environments where fixed route transit is inefficient**

- Low-to-moderate density areas
- First-mile / last-mile connections
- Service gaps in the transit network
- Rural and small community mobility
- Equity-focused mobility expansion
- Demand-responsive ADA and paratransit complements



# Paratransit (Call-A-Ride)

ADA paratransit is a federally mandated, demand-responsive transportation service required under the Americans with Disabilities Act (ADA) of 1990 for individuals who cannot use fixed-route public transit due to a disability.

It is designed as a complementary service to regular bus or rail systems, ensuring that people with disabilities have equivalent access to public transportation.



# Paratransit (Call-A-Ride)

- Eligibility-based service
- Demand-responsive operation
- Comparable service area
- Comparable hours and days of service
- Shared-ride service
- Fare limits
- Advance reservation requirements



# Summary



## Fixed Route Service

- Designated path, schedule, stops
- Anyone can use
- No booking needed

## POOL

- Serves areas where Fixed Route is not as productive
- Increases coverage in limited areas
- Requires trip booking
- Anyone can use

## Paratransit

- Serves persons with disabilities that prevent them from using other transit services
- Application and eligibility based
- Requires advanced booking
- Comparable to fixed route service area and time.



# Questions

