

CVTD BOARD MEETING AGENDA March 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, March 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 - February 25, 2026
 - c - next meeting -April 22, 2026**
4. Public comments

5:35 PM 5. **Board Business**

- A. Recognition of Senator Chris Wilson - Lieren Hansen, Board Chair
- B. Swearing in of new Board Member - Curtis Roberts, Administration Director
- C. Open public meetings training - Dallin Petersen, Olson & Hoggan
- D. Planning study overview - Peter Soderberg, Nelson Nygaard
- E. Presentation on FY2025 fourth quarter financials - Curtis Roberts, Administration Director
- F. Consideration of fund balance assignment - Glen Schmidt, Budget Committee

6:30 PM 6. **Management Report**

- A. Change to Transit Transportation Investment Fund - Todd Beutler, General Manager

6:45 PM 7. **Board Chair Report**

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

8. Public comments

7:15 PM 9. **Adjourn**

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

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6. Management Report:

- A. Overview of Planning Study – Curtis Roberts, Administration Director: We have contracted with Nelson/Nygaard for the short-range transit plan, which will start soon. The Board has assigned the Steering Committee to oversee the progress of this study. Management will be updating the Board throughout the study. The final study won't be done until this time next year. The process for gathering public input for this study will be starting – board members can reach out to their city councils to inform them of this. Surveys start about mid-April.

- B. Review of the Types of Service Offered – Gillian Crozier, Operations Manager: Connect Transit offers three different types of service: Fixed Route, Microtransit (POOL), and Paratransit (Call-A-Ride). Fixed Routes have established stops, published schedules or frequencies, and designated routes. They are along a defined corridor. They also have open-access boarding (no prior reservation required) and a repetitive service pattern (daily or weekly). Fixed Route service is most effective in high population and employment density areas with linear travel corridors. It's also best where there's predictable and recurring travel demand (work, school, etc.), high trip volumes, and supportive land use and pedestrian infrastructure; basically, along your urban cores (universities, medical centers, etc.). It also utilizes larger vehicles. Microtransit (POOL) is a form of demand-responsive public transportation with flexible routing and scheduling for shared rides. They typically use smaller vehicles and use technology-enabled trip booking (apps, call-in systems, web). The key characteristics are that it's on-demand (or semi-scheduled service) and zone-based operations vs corridor-based operations with technology-supported dispatching. It's often positioned between a fixed-route service (structured) and a ride-hailing service (fully individual service). It also goes into areas that fixed routes don't and is best where fixed routes are inefficient, so areas with low to moderate density and a lot of housing (low demand areas). This helps with a first mile and last mile connection; an example is that fixed route will get you to your shopping and microtransit will get you home. This has helped Connect fill service gaps; we used to have fixed routes in the POOL areas, but the ridership was low. This type of service could also be utilized in something like off-peak or evening service and in rural or underserved neighborhoods; this can improve deficiencies or improve accessibility. Paratransit (Call-A-Ride) is a federally mandated demand-responsive service required under the Americans with Disabilities Act (ADA). This is a service for individuals who cannot use fixed route public transit due to a disability, so people with disabilities can have equivalent access to public transportation. It's an eligibility-based service (application required); there has to be a reason they can't use the fixed route service (all Connect buses are ADA accessible, so CAR is only for those who really need it). CAR passengers must schedule their rides by at least the day before (they can't just go to a bus stop) and can request stops within the service

85 area. ADA requires the Paratransit service to have comparable hours/days of
86 service and a comparable service area within $\frac{3}{4}$ of a mile of our Fixed Route
87 service. Connect expanded Paratransit service to within city limits, so we provide
88 beyond what is required by the ADA (this excludes the commuter areas of
89 Lewiston and Idaho). It's also a shared ride service and it limits fares to within
90 two times of the fixed route service (not applicable to us). Discussion about the
91 transit services. There are 14 routes. Adding Fixed Route service requires
92 Paratransit service in that area as well; Microtransit doesn't require the addition of
93 Paratransit service because it is a comparable service. Connect avoided some of
94 the difficulties posed by Microtransit service by making it more like Fixed Route
95 service with designated stops (with similar walking distances to Fixed Route);
96 other agencies offer door to door or intersection service (versus designated stops).
97 By making it comparable to Fixed Route, we've kept it from growing too rapidly
98 (going out of budget).
99

100 **7. Board Chair Report:**

101 A. Recognition of Employee Anniversaries: Employee anniversaries include 16 years
102 for Mark Christensen (Maintenance Technician).
103

104 B. Report on City Council Reports: Lieren Hansen reported on the city council
105 meeting she presented at in Nibley about what Connect did in 2025 and the
106 upcoming short range transit study. It went well. One of the council members
107 thanked Connect Transit for the service; they have a son who is unable to drive
108 and regularly uses transit.
109

110 8. Public comments: No comments or questions.

111 9. **Adjourn:** Board Chair Lieren Hansen adjourned the meeting.
112

CVTD Board Training

Open and Public Meetings Act

2026

Training Handout

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UTAH OPEN AND PUBLIC MEETINGS ACT (the “Act”)

The law recognizes that governing boards exist to conduct the people’s business and contains provisions designed to help ensure that a board’s actions and deliberations are conducted openly.

Open Meetings

An open and public meeting applies to any “meeting” of the board. A meeting is defined as a gathering of a public or specified body, when a quorum is present (in person or via electronic means) that is properly convened and with the purpose of discussing, receiving comments from the public about, or acting upon a relevant matter over which CVTD has jurisdiction or advisory power. (See *Utah Code* 52-4-103, 52-4-201(2) and 52-4-208). A meeting does not include chance meetings of board members, social gatherings, conversations between one or two board members when a quorum is not present, or emails back forth between board members or even to the whole board. Unless the elements of a legal “meeting” are present, then the requirements of the Open and Public Meetings Act do not apply.

However, it should be noted that the amendments to Utah Code 52-4-208 expressly prohibit the following: “Individuals constituting a quorum of a public body may not act together outside a meeting in a concerted and deliberate way to predetermine an action to be taken by the public body at a meeting on a relevant matter.” With that being said, individual board members discussing CVTD matters with other board members is not considered a “meeting” and is not prohibited under the law, so long as an entire quorum of the board is not present.

Closed Meetings

Utah law requires that all “meetings” shall be open to the public, except for discussion of the following:

- The character, competence or health of an individual.
- Deployment of security personnel, devices, or systems.
- Collective bargaining issues.
- Pending or reasonably imminent litigation.
- Purchase, exchange, lease, or sale of real property, including any form of a water right or water shares, if such discussion prevents the district from completing a transaction on the best possible terms.
- Investigative proceedings regarding allegations of criminal misconduct.
- Information that is required to be maintained as private or protected by the Utah Procurement Code (*Utah Code* 63G-6a), including trade secrets.

Discussions for these purposes may be done in a closed meeting. All closed meetings must first start with an open meeting, and may only be held by following the procedure outlined in statute which includes a motion being made to enter a closed meeting and a 2/3 vote to approve the motion.

In a closed meeting, the board may not:

- Interview a person applying to fill an elected position;
- Discuss filling a midterm vacancy or temporary absence; or
- Discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence.

If a meeting is closed to discuss the character, competence or health of an individual or the deployment of security personnel, devices, or systems, then the person presiding shall sign a sworn written statement affirming that the sole purpose for closing the meeting was to discuss these issues. No recorded or written minutes are required when a meeting is closed for this purpose. (See *Utah Code 52-4-206(6)*). If a meeting is closed for a purpose other than those mentioned in the paragraph above, the board must record the closed portion of the meeting and may keep detailed written minutes. (See the Meeting Minutes section below for required elements of minutes of a closed meeting.) (See *Utah Code 52-4-206*).

** Remember, no ordinance, resolution, rule, regulation, contract, or appointment may be approved in a closed meeting. Also, a closed meeting may be held only upon the affirmative vote of two-thirds of the board members present at a public meeting. Both a recording and written minutes of closed meetings are protected records.

Public Hearing

A public hearing is the portion of an open meeting at which members of the public are provided a reasonable opportunity to comment on the subject of the hearing. Public hearings are required if CVTD changes the rates for service, imposes an impact fee, and with some changes to, or imposition of, taxes.

Electronic Meetings

An electronic meeting is a public meeting convened or conducted by means of a conference using electronic communications. CVTD may convene an electronic meeting if it has adopted a resolution, rule, or ordinance governing the use of electronic meetings.

Meeting Minutes

Written minutes and an audio recording shall be kept of all open meetings except that a recording is not required to be kept during a site visit or traveling tour where no vote or action is taken.

Content of Minutes

Open meeting minutes shall include:

- date, time and location of the meeting.
- names of board members present and absent.
- substance of all matters proposed, discussed, and decided.
- votes taken by individual members of the public body.
- names of each person who is not a member of the public body, and after being recognized by the presiding member of the public body, provided testimony or comments and the substance in brief of their testimony or comments.

- any other information that is a record of the proceedings of the meeting that any member requests to be entered in the minutes or recording.

When a governing body closes a meeting, the following must be publicly announced and entered into the minutes of the open meeting at which the closed meeting was approved:

- reason or reasons for holding the closed meeting.
- location where the closed meeting will be held.
- vote of each member of the board, either for or against the motion.

The recorded and any written minutes of a closed meeting shall include:

- date, time and location of the meeting.
- names of board members present and absent.
- names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.

Notice Requirements

CVTD shall give public notice at least once a year of its meeting schedule, giving dates, time, and place. If regular meetings are not held, the board shall give no less than 24 hours public notice specifying the date, time, and place.

All meetings whether regularly scheduled in advance over the course of a year or scheduled as needed, must provide no less than 24 hours' notice of meeting agendas. The method of providing public notice for meetings and agendas depends upon whether a public hearing will be held during a portion of the meeting. It is important to distinguish between notice requirements for regular meetings and notice requirements for a meeting that will include a public hearing.

The table below contrasts notice requirements for a regular meeting and a public hearing held for the purpose of adopting a budget:

Requirement	Regular Meeting
Media	Must <u>notify</u> at least one newspaper of general circulation within the district's boundaries, or a local media correspondent. The district does not need to pay for this notice if the newspaper chooses not to publish the notice.
Posting	Post written notice at the principal office of the public body, or if no such office exists, at the building where the meeting is to be held.
Number of days	At least 24 hours before meeting.

Agendas

As noted above, the board is required to give no less than 24 hours notice of meeting agendas. Recent legislative sessions have further defined agenda requirements as follows:

- Agendas must provide reasonable specificity to notify the public as to the topics to be considered.
- Each topic shall be listed under an agenda item on the meeting agenda.
- The board may not consider a topic in an open meeting that was not on the agenda.
- The board may discuss a topic raised by the public during an open meeting that was not on the agenda, but it may not take final action during that meeting.

Emergency Meetings

The board may call an emergency meeting to discuss an urgent matter due to unforeseen circumstances. When an emergency meeting is determined necessary the following is required:

- Give the best notice practicable of the time, location and topics to be considered.
- Attempt to contact all board members.
- A majority of the board members must approve the meeting.

(See *Utah Code* 52-4-202(5)).

CACHE VALLEY TRANSIT DISTRICT

FINANCIAL STATEMENTS

December 31, 2025

CACHE VALLEY TRANSIT DISTRICT
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December 31, 2025

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CACHE VALLEY TRANSIT DISTRICT
Management's Discussion and Analysis
December 31, 2025

As management of the Cache Valley Transit District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2024.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's government-wide financial statements are combined with the fund financial statements in one form. Significant differences between the government-wide financial statements and the fund financial statements are identified in Note 2 to the financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities with the difference between the two reported as net position. Increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses could be reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Fund Financial Statements

Governmental funds are used to account for essentially the same functions reported in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions.

Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide an adjustment column to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$76,159,600 at the close of the most recent fiscal year, which is an increase of \$4,154,866 compared to the prior year.

CACHE VALLEY TRANSIT DISTRICT
Management's Discussion and Analysis
December 31, 2025

Cache Valley Transit District's Net Position

	<u>2024</u>	<u>2025</u>
Current and other assets	\$ 15,668,921	19,630,641
Capital assets, net	<u>60,046,500</u>	<u>58,209,177</u>
Total assets	<u>75,715,421</u>	<u>77,839,818</u>
Current liabilities	3,578,687	1,514,218
Long-term liabilities	<u>132,000</u>	<u>166,000</u>
Total liabilities	<u>3,710,687</u>	<u>1,680,218</u>
Net position:		
Net investment in capital assets	60,046,500	58,209,177
Restricted	162,822	2,741,273
Unrestricted	<u>11,795,412</u>	<u>15,209,150</u>
Total net position	\$ <u>72,004,734</u>	<u>76,159,600</u>

Cache Valley Transit District's Changes in Net Position

	<u>2024</u>	<u>2025</u>
Revenues:		
Taxes	\$ 8,435,619	8,742,201
Federal and state grants	24,033,510	6,671,986
Charges for services	109,102	124,028
Other revenue	<u>769,015</u>	<u>2,561,756</u>
Total revenue	<u>33,347,246</u>	<u>16,231,925</u>
Expenses:		
Transit operations	<u>11,239,562</u>	<u>13,945,105</u>
Total expenses	<u>11,239,562</u>	<u>13,945,105</u>
Increase in net position	22,107,684	4,154,866
Net position, January 1	<u>49,897,050</u>	<u>72,004,734</u>
Net position, December 31	\$ <u>72,004,734</u>	<u>76,159,600</u>

Revenue related to sales tax increased slightly compared to the prior year consistent with expectation of approximately three percent growth. Federal and state grants were lower because grant revenue related to capital outlay was significantly lower as construction on the new facility was mostly complete in 2024. Advertising revenue increased in 2025. Investment earnings remained high during the year. Additionally, the District sold the property previously used for operation, maintenance and administration and moved to the new facility. The net gain on the sale was \$1,868,046.

Operational expenses increased over the prior year. The wages and benefits increased based on increases authorized by the board. Insurance costs increased for insurance on the new facility. Fuel costs decreased as the price for fuel was lower than prior years. The District also incurred costs to move to the new facility and purchase numerous items below the capital asset threshold.

CACHE VALLEY TRANSIT DISTRICT
Management's Discussion and Analysis
December 31, 2025

Current assets were higher in the current year because the District's cash balances increased as the District found new funding sources for capital projects. Grant receivables decreased because grants were fully spent for the construction costs of the facility before the end of 2025. Capital assets decreased because the cost of assets sold (net of depreciation) and depreciation expense exceeded the cost of asset additions.

General Fund Budgetary Highlights

The District's significant budget variances related to: 1) sales tax revenue were higher than expected as consumer spending did not continue to slow, 2) grant revenue was lower than budgeted because the District used all of the construction related grants and did not obtain any new grants for construction, 3) interest rates remained high during the year resulting in more investment earnings than anticipated; 4) the District received proceeds from the sale of the old facility during the year, 5) fuel prices continued to remain low and were significantly below budget, 6) expenditures for salaries and benefits were lower than budgeted, and 7) the District moved several expenses from capital outlay to maintenance expenses because the expenses did not qualify as capital assets and the budget was not amended. Additionally, capital outlay was lower because of the expenses reclassified to maintenance and a construction project did not start during the year.

Capital Asset and Debt Administration

The District purchased two new buses (\$478,000), a new maintenance truck (\$76,000), a parts storage machine (\$147,000), and other capital equipment for the new facility (\$215,000). The remaining capital outlay was spent on design and construction costs related to the new facility. The District sold the previously used facility during 2025 and assets related to that facility. The net proceeds for the sale were approximately \$3,250,000 and the gain on the sale of the assets was approximately \$1,868,000. Additional information regarding the District's capital assets can be found in Note 4 to the basic financial statements.

There is no long-term debt. The only long-term liabilities relate to compensated absences. The balances increased as employees continue to increase their balances, but usage is also increasing.

Other Significant Events

As noted previously, the District completed the sale of its former operations, maintenance and administrative facility, resulting in net sales proceeds of approximately \$3,250,000. The District received authorization from the Federal Transit Administration to keep the federal share of the net proceeds and use those proceeds for a future capital project. Accordingly, the District recorded \$2,578,451 as restricted net position reflecting the portion of the proceeds restricted for federally eligible capital investments.

Requests for information

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the District's finances. Questions concerning any of the information in this report or requests for additional financial information should be addressed to: Administration Director, 3021 North 300 West, North Logan, Utah 84341.

CACHE VALLEY TRANSIT DISTRICT
Governmental Funds Balance Sheet / Statement of Net Position
December 31, 2025

	General Fund	Adjustments (Note 2)	Statement of Net Position
<u>Assets</u>			
Cash and cash equivalents	\$ 17,454,716	-	17,454,716
Due from other governments	1,927,646	-	1,927,646
Accounts receivable	7,033	-	7,033
Prepayments	164,246	-	164,246
Inventories	77,000	-	77,000
Capital assets, net of accumulated depreciation	-	58,209,177	58,209,177
Total assets	\$ 19,630,641	58,209,177	77,839,818
<u>Liabilities</u>			
Accounts payable	\$ 705,641	-	705,641
Accrued expenses	241,577	-	241,577
Long-term liabilities:			
Due within one year	-	567,000	567,000
Due after one year	-	166,000	166,000
Total liabilities	\$ 947,218	733,000	1,680,218
<u>Fund Balances / Net Position</u>			
Fund balances:			
Nonspendable - Inventories/Prepayments	\$ 241,246	(241,246)	-
Restricted	2,741,273	(2,741,273)	-
Assigned	12,000,000	(12,000,000)	-
Unassigned	3,700,904	(3,700,904)	-
Total fund balances	18,683,423	(18,683,423)	-
Total liabilities and fund balances	\$ 19,630,641		
Net position:			
Net investment in capital assets	\$	58,209,177	58,209,177
Restricted		2,741,273	2,741,273
Unrestricted		15,209,150	15,209,150
Total net position	\$	76,159,600	76,159,600

The accompanying notes are an integral part of these financial statements

CACHE VALLEY TRANSIT DISTRICT
Statement of Governmental Funds Revenues, Expenditures, and
Changes in Fund Balance / Statement of Activities
For the Year Ended December 31, 2025

	General Fund	Adjustments (Note 2)	Statement of Activities
Revenues:			
Taxes	\$ 8,742,201	-	8,742,201
Federal and state grants	6,671,986	-	6,671,986
Charges for services	124,028	-	124,028
Investment earnings	643,288	-	643,288
Miscellaneous	50,422	-	50,422
Total revenues	16,231,925	-	16,231,925
Expenditures / expenses:			
Current:			
Operations	9,620,917	105,000	9,725,917
Preventative maintenance	1,263,380	13,000	1,276,380
Facilities maintenance	660,160	4,000	664,160
Depreciation	-	2,278,648	2,278,648
Capital outlay	3,587,247	(3,587,247)	-
Debt service:			
Interest	-	-	-
Total expenditures / expenses	15,131,704	(1,186,599)	13,945,105
Excess (deficiency) of revenues over expenditures/expenses	1,100,221	1,186,599	2,286,820
Other financing sources:			
Proceeds from the sale of capital assets / gain on the disposal of capital assets	3,246,083	(1,378,037)	1,868,046
Change in fund balances / net position	4,346,304	(191,438)	4,154,866
Fund balances / net position:			
Beginning of the year	14,337,119	57,667,615	72,004,734
End of the year	\$ 18,683,423	57,476,177	76,159,600

The accompanying notes are an integral part of these financial statements

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 1 - Summary of Significant Accounting Policies

The financial statements of the Cache Valley Transit District (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies of the District are described below.

Reporting Entity

The Cache Valley Transit District (the District) was incorporated on November 21, 2000, under authority of Section 17B-2-215 of the Utah Code Annotated, as amended, for the purpose of providing a public transportation system. The District's operations include fixed-route bus service and demand response service (micro transit and paratransit).

The District is governed by a Board of Trustees, which is the legislative body of the District. The Board of Trustees consists of nine members appointed to represent different areas within the District. The District is not considered to be controlled or fiscally dependent on any other entity and therefore is not a component unit of another entity. The District has no oversight responsibility for any other governmental entity since no other entities are considered to be controlled by, or dependent on the District. Control or dependence is determined on the basis of budget adoption, taxing authority, funding, and appointment of the governing board.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the District. These statements have been combined with the fund financial statements because the District is a single-purpose government with minimal adjustments between the fund financial statements and the government-wide financial statements. The District's single purpose is classified as a governmental activity. Governmental activities are usually financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The District's net position is reported in three parts: net investment in capital assets, restricted and unrestricted.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Additionally, long-term assets and long-term liabilities are recognized in the Statement of Net Position.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 1 - Summary of Significant Accounting Policies (continued)

Governmental funds financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis* of accounting. Revenues are recognized when they become measurable and available. Revenue considered to be susceptible to accrual is sales tax, government grants and certain contract revenues. The District's policy is to generally first apply restricted resources when an expense is incurred for which both restricted and unrestricted resources are available. Expenditures are generally recognized under the accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due.

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated and accounted for in individual funds based upon the purposes for which they are to be spent, and the means by which spending activities are controlled. The District currently only uses a general fund.

Sales Tax Revenues

As approved by the voters in serviced communities, a sales tax is collected in these communities and dedicated to the District to provide the District with operating revenues for mass transit purposes. Sales tax revenues are accrued for the month in which the sales take place because the revenues are dedicated at their source.

Cash and Cash Equivalents

Cash equivalents include amounts invested in the Utah Public Treasurers' Investment Fund.

Due From Other Governments

Due from other governments consists of amounts due to the District from sales tax collections (intergovernmental), grant agreements, and contractual services provided to other governmental entities. Management does not believe any credit risk exists related to these receivables.

Inventory

The inventory shown in the General Fund consists of parts supplies and is recorded at cost using the first-in/first-out method.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 1 - Summary of Significant Accounting Policies (continued)

Capital Assets

Capital assets purchased or acquired with an original cost of \$20,000 or more are reported at historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Donated assets are valued at their fair market value or their estimated fair value on the date donated.

Depreciation has been calculated on each class of depreciable capital assets using the straight-line method. Estimated useful lives are as follows:

Buildings and improvements	10-50 Years
Equipment	3-25 Years
Vehicles	4-15 Years

Compensated Absences

The District's policies regarding compensated absences permit employees to accumulate earned but unused leave. The liability for these compensated absences is recorded as long-term debt in the government-wide statements. The current portion of this debt is estimated based on historical trends and is reported in the government-wide statements.

Fund Balances

Governmental accounting standards require fund balance to be separated into the following categories, with the applicable definition:

Nonspendable - amounts that are not in a spendable form (such as inventory or prepaid expenses) or are required to be maintained intact;

Restricted - amounts constrained to specific purposes by their providers, through constitutional provisions, or by enabling legislation;

Committed - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority, used first for unrestricted expenditures;

Assigned - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority, used after committed funds are exhausted for unrestricted expenditures;

Unassigned - amounts that are available for any purpose.

In general, the District strives to maintain at least \$2,000,000 in unassigned fund balance to ensure adequate cash funds for on-going operating costs.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 1 - Summary of Significant Accounting Policies (continued)

Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage, and destruction of assets; environmental matters; damage to property and injuries to passengers and other individuals resulting from accidents and errors and omissions.

The District is subject to the Utah Governmental Immunity Act, which establishes limits for damages for personal injury and property damage. The District has purchased third-party insurance to reduce the potential of loss due to accident or error. There has been no significant reduction in insurance coverage or settlements in excess of insurance coverage for the last three years.

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Note 2 - Reconciliation of Government-wide and Fund Financial Statements

Explanation of certain differences between the governmental fund balance sheet and government-wide statement of net position

Capital assets used in governmental activities are not financial resources and therefore, are not reported in the fund balance sheet. Capital assets are, however, reported in the government-wide statement of net position. Capital asset balances were as follows:

Cost of capital assets	\$ 67,607,945
Accumulated depreciation	<u>(9,398,768)</u>
Net capital assets	\$ <u>59,207,177</u>

Because the focus of governmental funds is on short-term financing, certain liabilities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the statement of net position. Compensated absences liability of \$733,000 is the only liability meeting this criterion.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 2 - Reconciliation of Government-wide and Fund Financial Statements (continued)

Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balance and the government-wide statement of activities

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for these assets are reported as expenditures in governmental funds. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balance decreases by the amount of financial resources expended, whereas net position decreases by the amount of depreciation expense charged for the year. In addition, if an asset is sold or deemed unusable but has not been fully depreciated, the remaining basis of the asset reduces net position.

Capital outlay	\$ 3,587,247
Unrecovered basis in assets	(1,378,037)
Depreciation expense	<u>(2,278,648)</u>
 Difference	 \$ <u><u>(69,438)</u></u>

Some expenses reported in the statement of activities do not require the use of current financial resources (compensated absences of \$122,000) and therefore are not reported as expenditures in governmental funds.

Note 3 - Cash and Cash Equivalents

The District follows the requirements of the Utah Money Management Act (Utah Code, Section 51, Chapter 7) (the Act) in handling its depository and investment transactions. The Act requires the depositing of funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the Federal Government and has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council (Council). The Council has the responsibility to review the rules adopted by the Act that relate to the deposit and investment of public funds.

At December 31, 2025, the District's deposits and investments consisted of the following:

<u>Financial Statement Description</u>	<u>Deposits</u>	<u>Investments</u>	<u>Cash</u>	<u>Total</u>
Cash and cash equivalents:				
Demand deposits	\$1,241,384	-	-	1,241,384
Public Treasurers' Investment Fund	<u>-</u>	<u>16,213,332</u>	<u>-</u>	<u>16,213,332</u>
 Total cash and cash equivalents	 <u>\$1,241,384</u>	 <u>16,213,332</u>	 <u>-</u>	 <u>17,454,716</u>

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 3 - Deposits and Investments (continued)

Deposits

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure, the District's deposits may not be returned. The District's policy is to comply with State law which requires the District to only maintain deposits with financial institutions approved by the Council. At December 31, 2025, the District's bank balances were \$1,401,543, of which \$1,151,543 was uninsured.

Investments

The Act defines the types of securities authorized as appropriate investments for the District and the conditions for making investments transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with the issuers of investment securities.

Statutes authorize the District to invest in negotiable or nonnegotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations, one of which must be Moody's Investor Services or Standard & Poor's; bankers' acceptances; obligations of the United States Treasury including bills, notes, and bonds; bonds, notes, and other indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated "A" or higher, or the equivalent of "A" or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Act; and the Utah State Public Treasurers' Investment Fund (PTIF).

The Utah State Treasurer's Office operates the PTIF. The PTIF is available for investment of funds administered by any Utah public treasurer.

The PTIF is not registered with the SEC as an investment company. The PTIF is authorized and regulated by the Act. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionately in any realized gains or losses on investments.

The PTIF operates and reports to participants on an amortized cost basis. The income, gains, and losses – net of administration fees, of the PTIF are allocated based upon the participant's average daily balance. The fair value of the PTIF investment pool is approximately equal to the value of the pool shares. As of December 31, 2025, all investments held by the District are in the PTIF, which has a maturity of less than 1 year. The majority of the PTIF's corporate bonds and notes are variable rate securities, which reset every three months to prevailing market interest rates.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 3 - Deposits and Investments (continued)

The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and
- Level 3: Unobservable inputs.

At December 31, 2025, the District determined that all investments are Level 2 investments.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the Act. The Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all District investments in commercial paper, bankers' acceptances, fixed rate negotiable deposits, and fixed rate corporate obligations to 270-365 days or less. In addition, variable rate negotiable deposits and variable rate securities may not have a remaining term to final maturity exceeding 2 years.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District's policy for reducing exposure to credit risk is to comply with the Act. At December 31, 2025, all investments held by the District are in the PTIF which is unrated.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The District's policy for reducing this risk is to comply with the Rules of the Council. Rules of the Council limit investments in a single issuer of commercial paper and corporate obligations to 5-10% depending upon the total dollar amount held in the portfolio.

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's policy for custodial risk is to use the PTIF whenever possible. As of December 31, 2025, all of the District's investments were in the PTIF.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 4 - Capital Assets

All capital assets relate to governmental activities. Capital asset activity for the year ended December 31, 2025, was as follows:

	<u>Balance</u> <u>January 1</u>	<u>Additions</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Balance</u> <u>December 31</u>
Capital assets not being depreciated:					
Construction in progress	\$ 42,252,684	901,346	-	(43,154,030)	-
Land	<u>4,458,275</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,458,275</u>
Total capital assets not being depreciated	<u>46,710,959</u>	<u>901,346</u>	<u>-</u>	<u>(43,154,030)</u>	<u>46,710,959</u>
Capital assets being depreciated:					
Buildings and improvements	6,388,754	-	(3,097,856)	39,658,546	6,388,754
Equipment	1,662,414	364,628	(900,414)	3,495,484	1,662,414
Vehicles	<u>15,054,280</u>	<u>553,387</u>	<u>(29,553)</u>	<u>-</u>	<u>15,054,280</u>
Total capital assets being depreciated	<u>23,105,488</u>	<u>918,015</u>	<u>(4,027,823)</u>	<u>43,154,030</u>	<u>23,105,488</u>
Accumulated depreciation:					
Buildings and improvements	(3,183,022)	(731,173)	1,744,735	-	(3,183,022)
Equipment	(1,275,350)	(272,459)	875,499	-	(1,275,350)
Vehicles	<u>(5,311,535)</u>	<u>(1,275,016)</u>	<u>29,553</u>	<u>-</u>	<u>(5,311,535)</u>
Total accumulated depreciation	<u>(9,769,907)</u>	<u>(2,278,648)</u>	<u>2,649,787</u>	<u>-</u>	<u>(9,769,907)</u>
Net depreciable capital assets	<u>13,335,541</u>	<u>(1,360,633)</u>	<u>(1,378,036)</u>	<u>43,154,030</u>	<u>13,335,541</u>
Net capital assets	\$ <u>60,046,500</u>	<u>(459,287)</u>	<u>(1,378,036)</u>	<u>-</u>	<u>60,046,500</u>

Depreciation expense was charged directly to operations. During the year, finalized construction on a new facility for bus storage, maintenance, operations and administration. In addition, the District sold the previously used facility. That old facility was partially funded with federal grants. The District received authorization to keep the net proceeds from the sale for a future project. Those net proceeds have been recorded as restricted.

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 5 - Long-Term Liabilities

At December 31, 2025, the District had no outstanding long-term notes or bonds payable. The only long-term liability related to compensated absences. During the year, the District accrued approximately \$689,000 for compensated absences and related benefits, reduced the balance by approximately \$567,000 for benefits used, which resulted in a remaining balance of \$733,000. Of this amount, \$567,000 was considered to be due within one year.

Note 6 - Defined Contribution Plans

The District's defined contribution plans comply with a federal law that requires the District to preserve and continue employee benefits, including retirement plans. For this purpose, the District established the Cache Valley Transit District 401(a) and 457(b) defined contribution plans administered by a private third-party. The plans are designed to meet the legal requirements of the federal government and state law and were adopted by the District's Board of Trustees. The Board is responsible for adopting and amending the plans. The plans cover all full-time employees of the District and the minimum contribution percentage is mandated by federal law. All contributions are fully vested upon contribution. The plans allow the participants to direct the investment of their balance. The participant's benefit is limited to the balance of their account and subject to federal government regulations. During the year, the District recognized retirement contribution expense of \$668,648.

Note 7 - Fund Balance/Net Position

The District was required to restrict a portion of the proceeds from the sale of assets and insurance proceeds from prior years in accordance with federal regulations and the federal share of the net proceeds from the sale of the previously used facility (see Note 4). Accordingly, \$2,741,273 was recorded as Restricted Fund Balance and Restricted Net Position.

The District has assigned a portion of fund balance as follows:

Future capital improvements	\$ <u>12,000,000</u>
Total assigned fund balance	\$ <u>12,000,000</u>

CACHE VALLEY TRANSIT DISTRICT
Notes to the Financial Statements
December 31, 2025

Note 8 - Subsequent Events/Commitments

Management evaluated events through the date of the financial statements through the date of the financial statements and determined that there were no events to disclose.

CACHE VALLEY TRANSIT DISTRICT

Budgetary Comparison Schedule

For the Year Ended December 31, 2025

		General Fund				
		Original Budget	Variance Original to Final Budget	Final Budget	Actual Revenues/ Expenditures	Variance With Final Budget
Revenues:						
Taxes	\$	8,362,000	-	8,362,000	8,742,201	380,201
Federal and state grants		4,477,000	3,235,000	7,712,000	6,671,986	(1,040,014)
Charges for services		108,000	-	108,000	124,028	16,028
Investment earnings		210,000	300,000	510,000	643,288	133,288
Miscellaneous		12,000	-	12,000	3,296,505	3,284,505
Total revenues		<u>13,169,000</u>	<u>3,535,000</u>	<u>16,704,000</u>	<u>19,478,008</u>	<u>2,774,008</u>
Expenditures:						
Current:						
Operations		11,090,000	-	11,090,000	9,620,917	1,469,083
Preventative maintenance		1,239,000	-	1,239,000	1,263,380	(24,380)
Facilities maintenance		443,000	185,000	628,000	660,160	(32,160)
Capital outlay		1,535,000	2,844,000	4,379,000	3,587,247	791,753
Debt service:						
Interest		-	-	-	-	-
Total expenditures		<u>14,307,000</u>	<u>3,029,000</u>	<u>17,336,000</u>	<u>15,131,704</u>	<u>2,204,296</u>
Change in fund balance		<u>(1,138,000)</u>	<u>506,000</u>	<u>(632,000)</u>	4,346,304	<u>4,978,304</u>
Fund balance - beginning of the year					<u>14,337,119</u>	
Fund balance - end of the year	\$				<u>18,683,423</u>	

CACHE VALLEY TRANSIT DISTRICT
Notes to the Required Supplementary Information
December 31, 2025

Note 1 - Budgetary Information

The District is required by State statute and the Uniform Fiscal Procedures Act for Special Districts to adopt an annual budget for the General Fund. The budget for the General fund is adopted on a basis consistent with generally accepted accounting principles (GAAP) for governmental funds.

The District adopts a preliminary budget at the November board meeting. A public hearing is held in December and the budget is adopted before December 31st. Copies of the proposed budget are made available for public inspection at least 7 days prior to the public hearing.

Budget amendments to increase or decrease overall expenditures are required to be subject to a public hearing and must be authorized by the Board. The District does not use encumbrances.

During the year, the Board adopted one budget amendment. The budget amendment increased federal and state grants based on grants that were not used in the prior year. There was a corresponding increase in capital outlay for expenses that were delayed and not incurred until the current year. The amendment also increased investment earnings to better reflect the actual earnings on investments. There was also an increase for expenses in facility maintenance for some items that were determined would not qualify as a capital asset.

The District monitors budget to actual variances monthly and reports budget to actual results to the Board on a quarterly basis. At the end of the year, the District increased the capital asset threshold resulting in the reclassification of some expenses from capital outlay to maintenance expenses. Other budget significant budget variances related to 1) federal grant revenue coming in lower than expected as some grant draws were delayed, 2) the sale proceeds from the previously used facility that were received before year-end but the budget was not amended, and 3) operational costs were lower than expected due to variances with wages and benefits and lower fuel prices.

CACHE VALLEY TRANSIT DISTRICT
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025

Federal Grantor / Pass-Through Grantor / Program Title	Assistance Listing Number		Pass-Through or Grant Number	Program or Award Amount	Amount Expended
U.S. Department of Transportation (DOT)					
Direct:					
Federal Transit - Formula Grants	20.507	*	UT-2025-009	\$ 4,119,223	\$ 2,359,427
Bus and Bus Facilities Formula Program and Discretionary Programs	20.526	*	UT-2023-006	18,000,000	1,007,535
Bus and Bus Facilities Formula Program and Discretionary Programs	20.526	*	UT-2023-028	8,559,553	326,398
Pass-through Utah State Department of Transportation:					
Formula Grants for Rural Areas	20.509		228796	904,190	2,675
Formula Grants for Rural Areas	20.509		258930	550,200	455,951
Pass-through Cache Metropolitan Planning Organization:					
Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research	20.505		N/A	20,000	<u>20,000</u>
Total DOT					<u>4,171,986</u>
Total expenditures of federal awards					<u>\$ 4,171,986</u>
* - Federal Transit Cluster					<u>\$ 3,693,360</u>

CACHE VALLEY TRANSIT DISTRICT
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025

Note 1 - Purpose of the Schedule

The Schedule of Expenditures of Federal Awards (the Schedule) is a supplementary schedule to the basic financial statements. The Schedule is required by Title 2 U.S. Code of Federal Regulations, Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

Note 2 - Significant Accounting Policies

Basis of Accounting

The information in the Schedule is presented in accordance with the Uniform Guidance. The Schedule is prepared using the same accounting policies and basis of accounting as the fund financial statements in the basic financial statements.

Assistance Listing Numbers (ALN)

The Uniform Guidance requires the Schedule to show the total expenditures for each of the entity's federal awards as identified by the Assistance Listing Number (ALN). The Assistance Listing is a government-wide compendium of individual federal programs. Each program included in the Assistance Listing is assigned a five-digit program identification number.

Major Programs

The Uniform Guidance establishes the levels of expenditures or expenses and other criteria to be used in defining major federal programs. The federal awards tested as a major program were Federal Transit Cluster (ALN 20.507 and ALN 20.526).

Indirect Costs

The District did not use the 10% de minimis indirect cost rate.

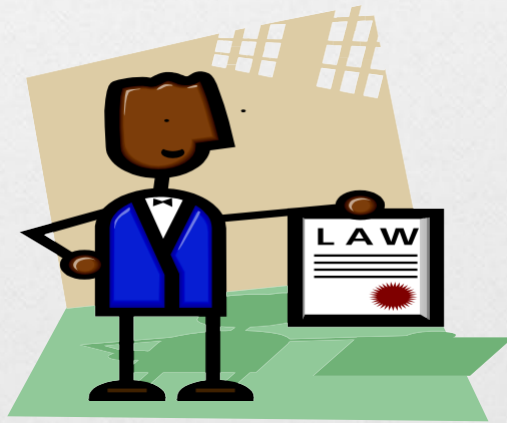
Subrecipients of Federal Awards

The District did not provide federal award funding to any subrecipients during the year ended December 31, 2025.

CVTD Board Training

Open and Public Meetings Act

2026



Prepared by:
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Attorneys at Law
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Logan, UT 84321
435-752-1551

Olson & Hoggan, LLC

Outline

- Open Meetings*
- Closed Meetings*
- Notice Requirements*
- Agendas*
- Minutes for Open and Closed Meetings*



Open Meetings

*Let the people know the facts
and the country will be safe.*

Abraham Lincoln

Open Meetings Law (Utah Code 52-4-104)

■ *Open Meetings - Training*

- *The presiding officer of the public body ensure that the members of the public body are provided with annual training on the requirements of the Open and Public Meetings Act*



Open Meetings Law *(Utah Code 52-4)*

■ Open Meeting – Defined (amended 5.1.24)

- a gathering:
- (a) of a public body or specified body;
- (b) with a quorum present; and
- (c) that is convened:
 - (i) by an individual:
 - (A) with authority to convene the public body or specified body; and
 - (B) following the process provided by law for convening the public body or specified body; and
 - (ii) for the express purpose of acting as a public body or specified body to:
 - (A) receive public comment about a relevant matter;
 - (B) deliberate about a relevant matter; or
 - (C) take action upon a relevant matter.



Open Meetings Law

■ *Predetermined Actions Prohibited*

- ❑ Utah Code § 52-4-208: “Individuals constituting a quorum of a public body may not act together outside a meeting in a concerted and deliberate way to predetermine an action to be taken by the public body at a meeting on a relevant matter.”



Open Meetings Law (Utah Code 52-4-207)

■ *Electronic Meetings*

- *Statute requires that a policy for electronic meetings be adopted if electronic meetings are to be held*
- *Statute provides recommendations as to the areas to be considered*



Open Meetings Law (Utah Code 52-4-207)

■ Electronic Meetings cont. (as amended 5.1.24)

- *“Electronic Meeting’ means a meeting that some or all public body members attend through an electronic video, audio, or both video and audio connection, as provided in Section 52-4-207.”*



Open or Public Meeting v. Public Hearing

- *Public Hearing is a portion of an Open Meeting at which members of the public are provided a reasonable opportunity to comment on the subject of the hearing.*

- *Public Hearings are required:*
 - Rate Changes – if requested by the County or a City*
 - Resolution regarding impact fees*
 - Name change for CVTD*
 - Some tax levies or changes*

Closed Meetings

(Utah Code 52-4-205)



Closed Meetings

(Utah Code 52-4-205)

-
- *A Closed Meeting is closed to the public and to the press.*

 - *A Closed Meeting may be convened **only** for specific purposes as defined in statute.*

Closed Meetings - Purposes

(Utah Code 52-4-205)

- *The character, competence or health of an individual*
- *Deployment of security personnel, devices or systems*
- *Collective bargaining issues*



Closed Meetings - Purposes (Continued)

- *Pending or reasonably imminent litigation.*
- *Investigative proceedings regarding allegations of criminal misconduct.*



Closed Meetings - Purposes (Continued)

- *Purchase, exchange, lease, or sale of real property, including any form of a water right or water shares, if: ...*
 - *...such discussion prevents the district from completing a transaction on the best possible terms.*



Closed Meetings - Purposes (Continued)

- *Information that is required to be maintained as Private or Protected by the Procurement Statute, including trade secrets.*
 - *at the time of the procurement process*
 - *...unless otherwise required to permanently be maintained as protected.*



Closing a Meeting - Procedures

■ *How to enter a Closed Meeting*

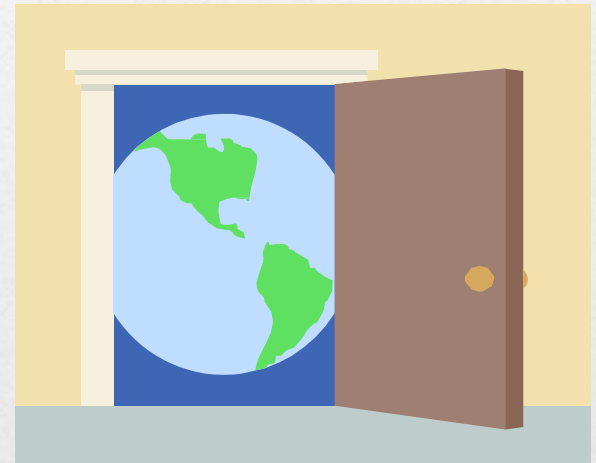
- *May enter only from a properly noticed open meeting.*
 - *Motion to enter a closed meeting.*
 - *Two-thirds vote required of board members present at an open meeting.*
- *No board action may be taken in a closed meeting.*



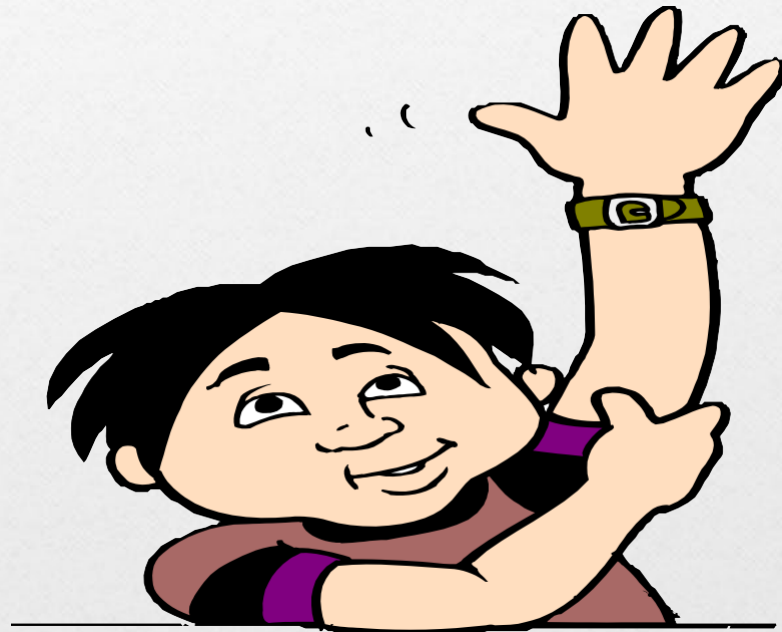
Closing a Meeting - Procedures

Publicly announce and record the motion to convene a Closed Meeting

- *Clearly state on record the reason for closing the meeting*
- *State on record the location of closed meeting*
- *Record the vote of each board member who voted for or against the motion*



Questions



Notice, Notice, Notice

*Open and Public Meetings Act has
STRICT Notice Requirements*

**IMPORTANT
NOTICE**

Annual Meeting Notice Requirements

(Utah Code 52-4-202)

- *Regular meetings that are scheduled in advance over the course of a year shall...*
- *Provide public notice of annual meeting schedule at least once each year*
- *Specify the date, time and place of each scheduled meeting*



Regular Meeting

Notice Requirements

(Utah Code 52-4-202)

- *Regular meeting agendas*
 - *Provide 24-hours public notice*

- *Notice Must Include the*
Agenda, Date, Time,
and Place



Regular Meeting Notice Requirements

(Utah Code 52-4-202)

Statutory Notice requirements are handled well by management . . . More details are in your handout.



Emergency Meetings (Utah Code 52-4-202(5))

May be held and Notice Requirements do not Apply if:

- *Unforeseen circumstances*
- *Give best practicable notice of:*
 - *Date, time and place*
 - *Items to be considered*
- *Attempt to notify all board members*
- *Majority approve of the meeting*
- *Final action may be taken...*



Meeting Agendas



Open Meeting Agenda

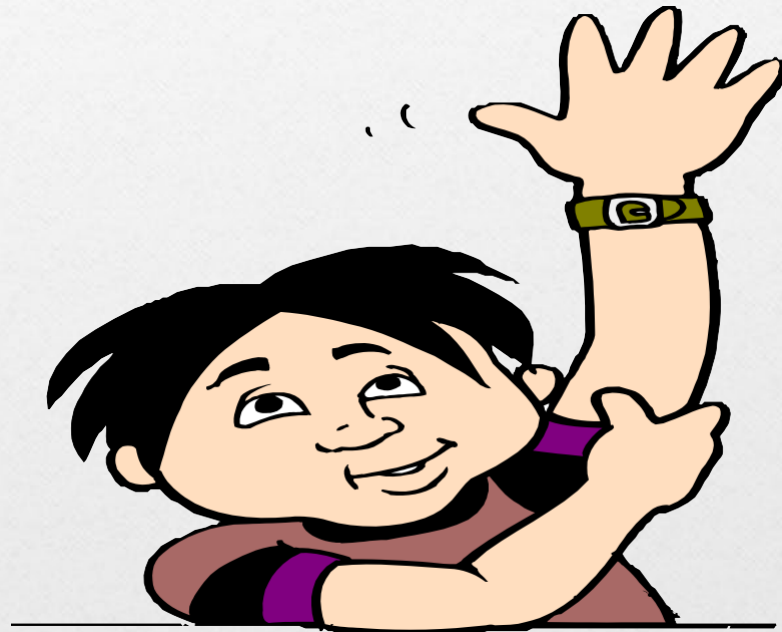
(Utah Code
52-4-202(6))

Meeting Agenda must include:

- *Reasonable specificity.*
- *Each topic shall be listed under an agenda item.*
- *May only discuss a topic not listed on the agenda, if it is raised by a member of the public. (Utah Code 52-4-202(6)(b))*
- *May not take final action on any topic or item that is not on the agenda.*



Questions



Board-Meeting Minutes

Detailed Minutes are required for all meetings

Management handles those requirements well . . . details in your handout if interested



Approving Board-Meeting Minutes

- *Approved Open Meeting Written Minutes:*
 - *Are the official record of action taken.*
 - *Permanent Records*
 - *Must be properly labeled*



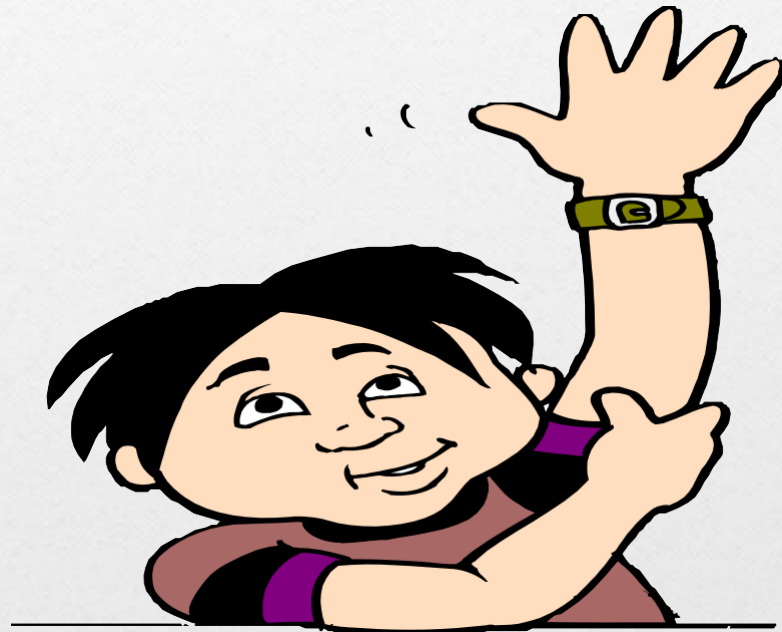
Approving Board-Meeting Minutes

Should be verifying:

- Accurately and Completely reflect what transpired at last meeting*
- Requesting any necessary revisions before a vote is taken to approve the minutes*



Questions



Connect Transit Transit Route Study

March Board Update

March 25, 2026



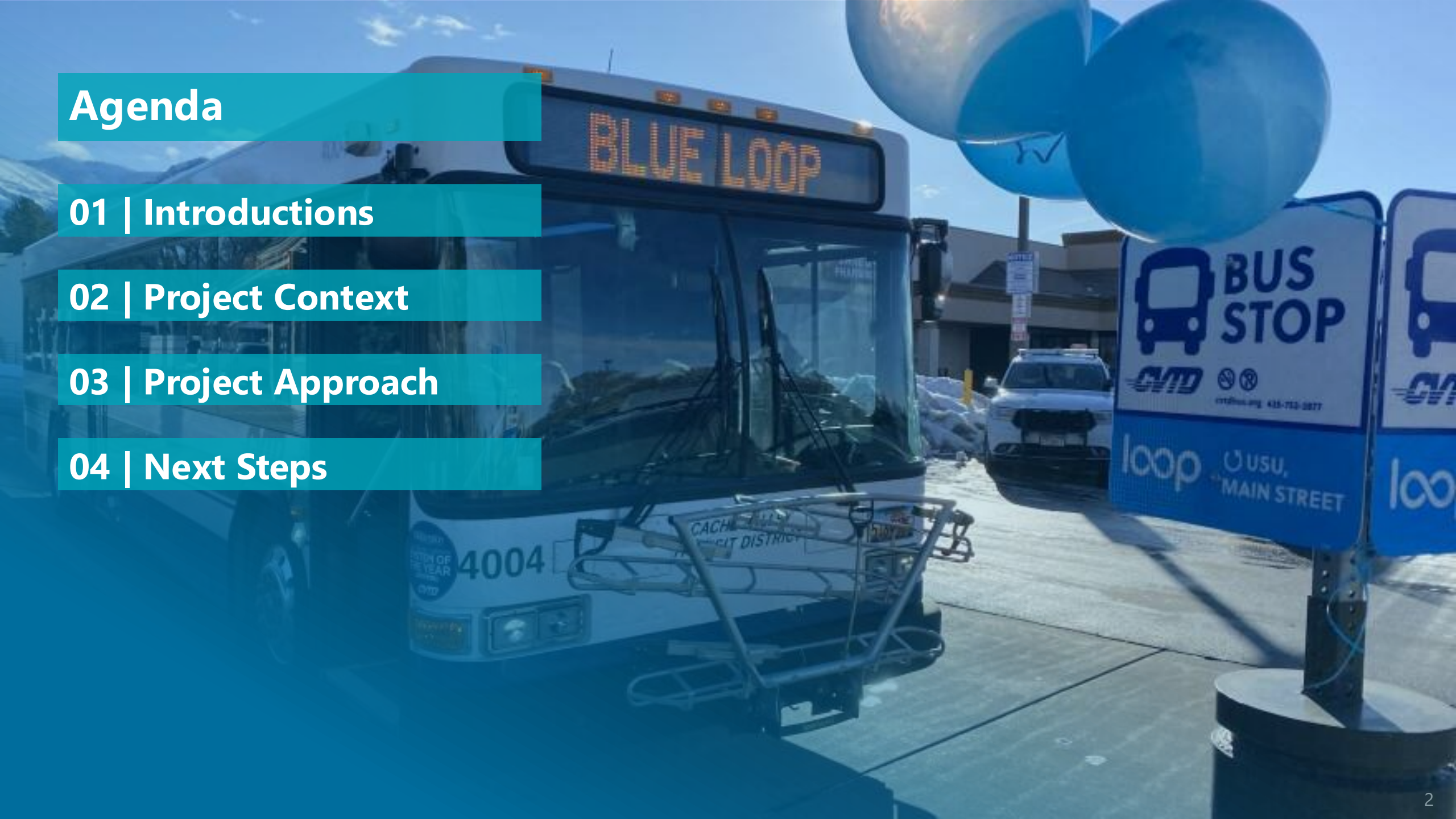
Agenda

01 | Introductions

02 | Project Context

03 | Project Approach

04 | Next Steps





1. Introductions

Project Team



Peter Soderberg
Project Manager



Thomas Wittmann
Principal-in-Charge



Alex Weber
Deputy Project Manager



2. Project Context

Project Context

- **Population growth in Cache Valley brings both challenges and opportunities...**
 - Traffic congestion is worsening and making **transit less reliable**
 - Growing areas may be candidates for **new or improved transit services**
 - Despite reliability challenges, **transit ridership has surpassed 2019 levels**

- **This Transit Route Study will...**
 - Be a **data driven** process
 - Identify transit improvements that align with **community priorities**
 - Evaluate **alternative service models**, including additional transfer locations
 - Include both **near-term** recommendations and a road map for **long-term** improvements



3. Project Approach

Scope of Work



Public Outreach



Existing Conditions and Transfer Point Analysis



Prioritization Model



Service Recommendations and Prioritization



Final Report, Story Map, and Presentations



Public Outreach

- **Phase 1 – Identify challenges and opportunities (Spring 2026)**
- **Phase 2 – Feedback on service concepts (Fall 2026)**
- In both phases:
 - Employee survey/engagement
 - Online survey
 - Pop-up meetings
 - Virtual/in-person public meetings
- **Ongoing Engagement**
 - Board meetings
 - Stakeholder engagement

**Sun Tran
wants to
hear from
you!**



The City of Tucson is planning for the future of fares on Sun Tran services. To make sure the project meets the needs of Tucson area travelers, we need input from people like you.

Take our short survey here:

www.surveymonkey.com/r/SunTranFareStudy

by August 13th, 2021



use your
smartphone
camera to
scan me



Board and Stakeholder Engagement

- **One-on-One meetings** to understand individual priorities, concerns, and considerations
- **Regular project updates** at monthly board meetings
- Collaboratively develop **prioritization model** for recommendations
- **Seek input** on preliminary service scenarios and final recommendations



Existing Conditions

- Take stock of existing service performance
 - Ridership and productivity
 - On-time performance
- Evaluate market for transit
 - Can growing areas support additional transit service?
- Identify opportunities for service improvements and efficiency

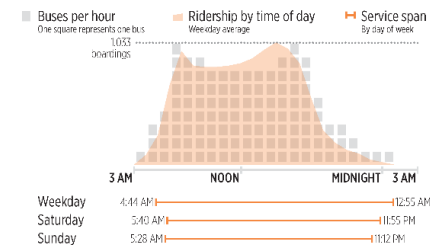
LONG BEACH TO TUSTIN VIA WESTMINSTER AVE/17TH ST

60/560

Service Patterns

Route 60 and Bravo! 560 serve the Westminster/17th corridor, providing alternating local and limited stop service every 7-9 minutes between the Santa Ana Regional Transportation Center and Westminster Boulevard/Goldenwest Street between 6:00 a.m. and 6:00 p.m. on weekdays. Route 60 operates further east, providing 20 minute service to Larwin Square throughout the day. Every other Bravo! trip serves CSU Long Beach, providing 30 minute service on weekdays. When Bravo! is not operating (early mornings, evenings, and weekends), Route 60 serves CSU Long Beach. On weekends Route 60 operates local only service every 15 minutes.

Span and Frequency



Ridership

Route 60 and Bravo! 560 combined carry more passengers than any other corridor, 12,196 on average. Route 560 is a new service as of June 2016, and is not reflected in stop-level ridership data, however stops that are now served by Bravo! are those that generated the most ridership prior to implementation of Route 560.

Performance

Indicator	60			560
	Weekday	Saturday	Sunday	Weekday
Daily Boardings	9,460	5,891	4,447	2,735
Revenue Hours	260	170	150	134
Productivity	36.4	34.6	29.7	20.4
Farebox Recovery	25.4%	23.5%	18.9%	13.6%
On-Time Performance	88.8%	87.0%	88.3%	87.3%

Service Design

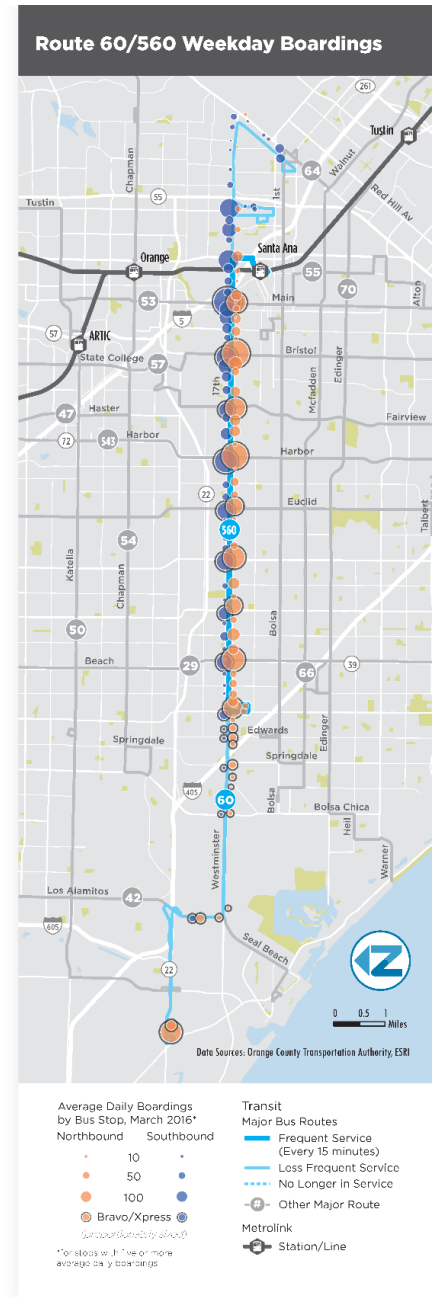
Stops per Mile	Average Speed (MPH)	Peak Headway	Off-Peak Service Levels	Saturday Service Levels
1.9	20.99	15	Poor	Poor

Strengths

Route 60 and Bravo! 560 serve as a major spine for the network, providing quality and frequent connections for passengers traveling east-west. Though not yet reflected in the ridership data, the introduction of Bravo! Service to this corridor marks a major expansion of enhanced service provided by OC Bus.

Weaknesses

Unlike Bravo! 543, Bravo! 560 does not operate on weekends. Though Route 60 provides a high level of service on weekends, faster service provided by Bravo! on weekends may be warranted.





Transfer Point Analysis

- As on-time performance worsens, alternative service models may improve reliability
- Build on success of LOOP service for connections and core circulation
- Identify potential transfer hubs outside of downtown Logan with connections to LOOP





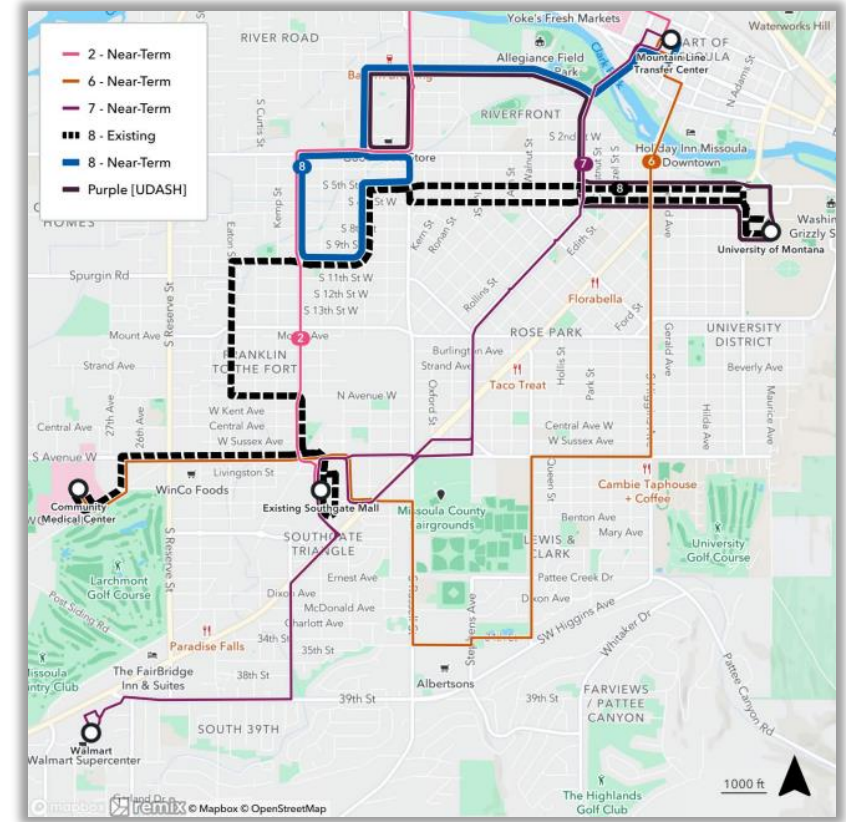
Prioritization

- Transit service is not a one-size fits all approach
 - Frequency vs Coverage
 - Service Span and Days of Service
 - Coverage vs Directness
- Work collaboratively with Board to develop a prioritization model to evaluate potential improvements
- Ensure improvements align with board priorities



Service Recommendations

- Preliminary service scenarios informed by:
 - Technical evaluation
 - Public feedback
 - Board priorities
- Scenarios reviewed by public to identify to service improvements for recommendations
- Additional improvements are prioritized to provide a roadmap for future service improvements



Weekday	5AM	6	7	8	9	10	11	12P	1	2	3	4	5	6PM	7	8	9	10	11	12A
Route 1																				
Route 2																				
Route 3																				
Route 4*																				
Route 5																				
Route 6																				
Route 7																				
Route 8																				
Route 9																				
Route 11																				
Route 12																				
Route 14																				

Final Report, Story Maps, and Presentations

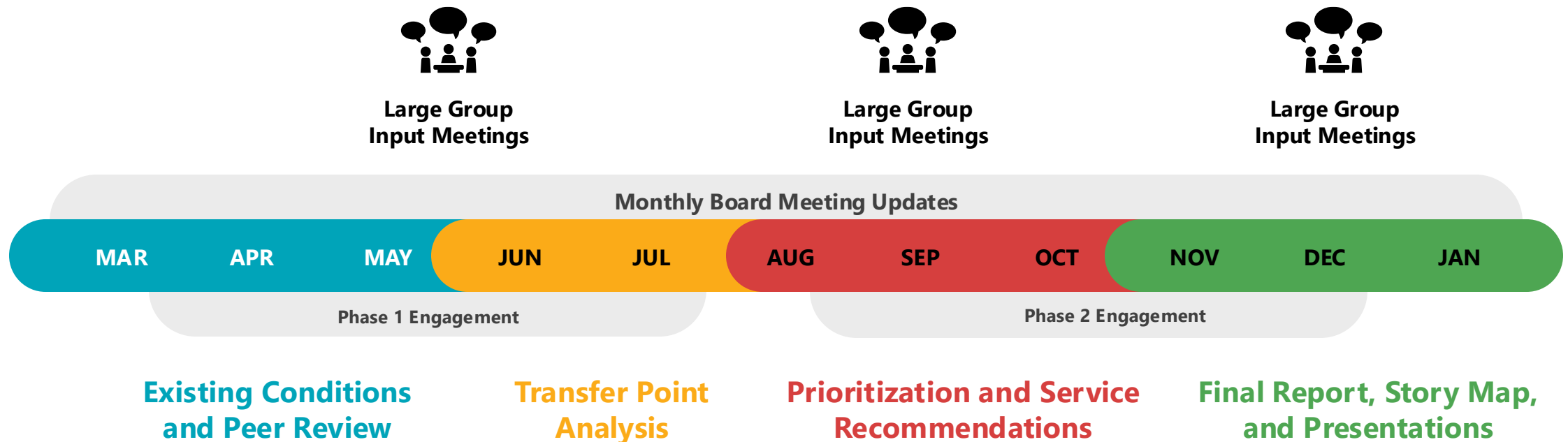
- Interactive story map aligning with CMPO regional plan
- Highly graphic, understandable final report to communicate recommendations
- Implementation plan to clarify timelines and next steps

	PHASE	ACTION	DETAILS	Additional Annual HOURS	Additional Annual RIDERSHIP	PEAK VEHICLE REQUIREMENTS
2016	INITIAL IMPLEMENTATION	► Implement Preferred Alternative	Redesign StarT an fixed-route network		👤👤👤👤👤👤👤👤	
	EXPANSION PHASE 1	► More frequent midday service	improve midday headway to 30 minutes on Routes 13 South 15th and 27 North 27th	\$\$\$	👤👤👤👤👤👤	
		► Later weeknight service	Extend weekday service on Routes 13, 27, 41, 44, 46, 51, and 55	\$\$\$\$	👤👤	
	EXPANSION PHASE 2	► More frequent midday service	improve midday headway to 30 minutes on Routes 10 Heart Hospital, 12 Bethany, 16 Arnold Heights, 19 University Place	\$\$\$\$\$\$\$\$	👤👤👤👤👤👤👤👤👤👤	
		► More frequent midday service	Extend weekday service on Routes 40, 42, 43, 49, 51, 52, 54, and 56	\$\$\$\$	👤👤	
	EXPANSION PHASE 3	► Sunday service	Add Sunday service (same as Saturday)	\$\$\$\$\$\$\$\$	👤👤👤👤👤👤👤👤	
EXPANSION PHASE 4	► Downtown shuttle	Add second bus to 55 Star Shuttle	\$\$\$\$	👤👤👤👤👤👤		
	► More frequent crosstown service	improve headway (60m 60m) on Routes 48 16th Street and 54 Vets Hospital to 30 minutes	\$\$\$\$\$	👤👤👤👤		
2021	EXPANSION PHASE 5	► More frequent midday service	improve midday service on routes 41 Hwytlock and 53 Southpointe	\$\$\$\$\$	👤👤👤👤👤👤	
		► More frequent weekend service	improve weekend headways on Routes 31 West A and 52 Gaslight	\$	👤	
		► Express service	Add Express bus route in Southeast Lincoln	\$\$	👤👤	

\$ = 1,000 service hours 👤 = 10,000 boardings  = # of vehicles

Project Timeline

- **Planned completion in early 2027**
- **Preliminary recommendations in time for budget process in Fall 2026**
- **Key dates to work toward**
- **Board meeting cadence**





4. Next Steps

Next Steps

- **Launch Phase I Engagement**
 - Board Member one-on-ones
 - Community Survey

- **Evaluate Existing Conditions**
 - Route performance
 - Markets for transit

- **Ongoing Board Engagement**
 - Monthly updates
 - Prioritization Model development

THANK YOU!



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