

1 **Regular Board Meeting Minutes**  
2 **Cache Valley Transit District**  
3 **Wednesday, December 13, 2023**  
4 **5:30 pm**  
5 **Logan City Hall**  
6 **290 North 100 West, Logan, Utah**  
7 **City Hall Conference Room**

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10 *Present:* Patrick Jenkins, Shaun Bushman, Bob Christensen, Sue Sorenson, Lieren  
11 Hansen, Mike Arnold, Glen Schmidt, Paul James, Gregory Shannon, Holly Broome-  
12 Hyer, David Geary, Jeff Turley, and Jeannie Simmonds

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14 *Excused:* Ron Bushman, Lyle Lundberg, and Mary Barrus

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16 *Others:* Todd Beutler, Curtis Roberts, and Kari Thomas

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18 **Regular Meeting Agenda**

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20 1. *Call to order:* Board Chair Patrick Jenkins  
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22 2. Pledge of Allegiance  
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24 3. Consent Agenda: Patrick Jenkins asked for a motion to approve the consent agenda.  
25 Bob Christensen moved; Jeannie Simmonds seconded. Vote unanimous.  
26 A. Approval of Agenda  
27 B. Acceptance of Minutes – November 15, 2023  
28 C. Next Board Meeting – January 24, 2024  
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30 4. Public comments: No comments or questions.

31  
32 **Board Business**

- 33 5. **Board Business:**  
34 A. Presentation on fraud risk assessment – Curtis Roberts, Administration Director:  
35 The District is required to perform this assessment each year. According to this  
36 measurement, we have a Low risk level (almost a Very Low risk level); we are  
37 currently very comfortable with this score.  
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39 B. Presentation of FY 2024 budget – Curtis Roberts, Administration Director:  
40 The budget process started with the budget priorities (in August); management  
41 feels that the budget reflects these adopted priorities. There were a couple of  
42 slight changes between the tentative and the final budget. The sales tax numbers

43 were coming in a little lower than expected, so the estimate was adjusted to reflect  
44 this most recent data. Fuel prices have come down and stabilized some, so the  
45 budgeted amount was adjusted to reflect that.

46  
47 C. Public Hearing on FY 2024 budget – Patrick Jenkins, Board Chair: The budget  
48 was opened for discussion. No comments. The board chair asked for a motion to  
49 close the public hearing on the budget. Paul James motioned; Dave Geary  
50 seconded. Vote unanimous.

51  
52 D. Consideration of FY 2024 budget – Patrick Jenkins, Board Chair: No questions or  
53 further discussion. Glen Schmidt motioned to adopt the FY 2024 budget; Jeff  
54 Turley seconded. Vote unanimous.

55  
56 E. New Facility Presentation – Dave Geary, Facility Committee Chair: A video to  
57 show the current progress on the project was shown. The project is on budget and  
58 a little behind schedule due to all the water that they’ve had to deal with during  
59 construction. Discussion about the fuel tanks. The capacity is double that of the  
60 current facility. The fuel tanks are above ground due to environmental impact.

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62 **6. General Manager/Staff Reports:**

63 A. Nothing to report.

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65 **7. Board Chair Report:**

66 A. Recognition of outgoing board members – Patrick Jenkins, Board Chair: Board  
67 members who were leaving the board were thanked for their service and the  
68 impact they made serving on the board. They were also given engraved buses  
69 with their years of service to commemorate their time on the board.

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71 **8. Public comments:** No comments or questions.

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73 **9. Adjourn:** Board Chair Patrick Jenkins adjourned the meeting.