

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **DBA Connect Transit**
4 **Wednesday, March 26, 2025**
5 **5:30 pm**
6 **Connect Administration**
7 **3021 North 300 West, North Logan, Utah**
8 **Connect Transit Boardroom**
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11 *Present:* Lieren Hansen, David Geary, Ron Bushman, Flor Estrada, Mike Arnold, Glen
12 Schmidt, and Emily Fletcher
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14 *Excused:* Jeff Turley and Shaun Bushman
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16 *Others:* Todd Beutler, Curtis Roberts, and Charise VanDyke
17

18 **Regular Meeting Agenda**
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- 20 1. *Call to order:* Board Chair Lieren Hansen
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22 2. Pledge of Allegiance led by Mike Arnold
23
24 3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda.
25 Dave Geary moved; Mike Arnold seconded. Vote unanimous. Shaun Bushman was
26 unable to make it to the meeting, so Todd Beutler presented on his behalf.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – February 26, 2025
29 C. Next Board Meeting – April 23, 2025
30
31 4. Public comments: No comments or questions.
32

33 **Board Business**

34 **5. Board Business:**

- 35 A. Swearing in of new board member – Curtis Roberts, Administration Director:
36 Curtis Roberts completed the swearing in of the new board member, Emily
37 Fletcher.
38
39 B. Open Public Meetings Training – Dallin Petersen, Olson & Hoggan: Dallin
40 Petersen conducted the OPMA training that board members are required to
41 complete annually.
42

Approved 04/23/2025

43 C. Presentation of 4th quarter financials FY2024 – Glen Schmidt, Budget Committee
44 Chair: Fuel came in lower than anticipated, so Connect was able to save money
45 there. In Parts (under preventative maintenance) it was above the budgeted
46 amount because of two significant accidents; these costs will be reimbursed by
47 insurance, but we have to show the expense there and the insurance
48 reimbursement as “income.” There were also several small pieces of equipment
49 that were estimated to be about 5,000 dollars, but they were less than the
50 capitalization amount, so they came under expenses instead of capital projects.
51 Overall, this department finished below budget. Connect has been contracting
52 with CETC to clean bus shelters and stops, but they informed us during the year
53 that they could no longer do it (because of some changes to state regulations that
54 restricted how much outside work they could do). When we looked at hiring
55 another service it was cost prohibitive, so we decided to do things in-house. In
56 equipment purchases, some items were delayed to FY2025. Most construction
57 expenses were incurred in FY2024, but we still have a 1.7-million-dollar
58 retainage that will be recognized in 2025. Sales tax was expected to increase by
59 3.8 percent but only increased by 1 percent over the prior year. Connect received
60 half of the 5-million-dollar grant from the State of Utah in 2024 with the
61 remaining amount to be recognized in 2025. Discussion about charges for service.
62 Connect gets income from advertising on the buses and for a Pocatello Regional
63 Transit mileage reimbursement (for the Idaho service). Discussion about the
64 current administration. Connect has contingency plans in place if the federal
65 funding income slows or stops. We also try to work well with any administration.
66 The DC trip with the board chair is coming up; we have an opportunity to discuss
67 lessening regulations that are onerous. Discussion about the new building. The 1.7
68 million dollars retainage is there for construction hiccups like the doors being cut
69 wrong for a third time.

70
71 D. Consideration of fund balance designation – Glen Schmidt, Budget Committee
72 Chair: The recommendation is to assign 10.5 million dollars from the fund
73 balance for capital projects. This amount is in line with the capital projects plan
74 presented in the fall, particularly the projects listed through 2027 (which also
75 listed the potential grants that could offset the amounts). Once it is assigned it’s
76 not restricted, so it can be revisited and changed if needed (if there’s an economic
77 slowdown, for example). Having cash on hand for the match when applying for
78 grants makes a positive difference in the application process. Lieren Hansen asked
79 for a motion to assign 10.5 million dollars of the fund balance for future capital
80 projects. Glen Schmidt motioned; Flor Estrada seconded. Vote unanimous.

81
82 E. Update on transit planning study – Shuan Bushman, Steering Committee Chair: A
83 transit study that was budgeted for this year is going to examine the concept of
84 transfer hubs on the north and south ends of the LOOPS. It will also determine if

there is transit demand for services outside of Connect's current service area (i.e., Brigham City, Beaver Mountain, Garden City, Cherry Peak, etc.). The final report will be brought back to the board.

6. Management Report:

A. Update on outreach campaign - Todd Beutler, CEO\General Manager: Rumor helps Connect Transit with public outreach; there is a new campaign that they are looking to run that shows little mascots for Connect. A couple of videos for the new campaign were shown. So far, Connect's done commercials that have been more traditional, but the new campaign is less traditional. We'll still do other traditional ads; this is just adding to the variety.

7. Board Chair Report:

A. Recognition of employee anniversaries - Lieren Hansen, Board Chair: Employee anniversaries include 9 years for Lori Shoop (dispatcher), 14 years for Monte Baker (driver), 6 years for Ellen Cooper (driver), 6 years for Steven Naegle (driver), and 5 years for Bill Bowen (driver).

8. Public comments: No questions or comments.

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