

**Regular Board Meeting Minutes**  
**Cache Valley Transit District**  
**DBA Connect Transit**  
**Wednesday, May 28, 2025**  
**5:30 pm**  
**Connect Administration**  
**3021 North 300 West, North Logan, Utah**  
**Connect Transit Boardroom**

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

*Excused:* Flor Estrada, David Geary, and Shaun Bushman

*Others:* Todd Beutler, Curtis Roberts, and Charise VanDyke

**Regular Meeting Agenda**

1. *Call to order:* Board Chair Lieren Hansen
2. Pledge of Allegiance
3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda. Jeff Turley moved; Mike Arnold seconded. Vote unanimous.
  - A. Approval of Agenda
  - B. Acceptance of Minutes – April 23, 2025
  - C. Next Board Meeting – June 25, 2025
4. Public comments: No questions or comments.

**Board Business**

**5. Board Business:**

- A. Presentation of FY 2024 Audit – Glen Schmidt, Budget Committee Chair: It was an overall clean audit with no problems. Page 27 (of the bound financials) explains that Connect met the Government Auditing Standards, which are another level of standards and requires more done than a regular audit; the auditors didn't find a deficiency in the internal controls and Connect met the legal requirements. In other words, a clean opinion. Page 29 issued another opinion about compliance in regard to receiving federal funds; the auditors didn't find a deficiency in internal controls and Connect met the legal requirements. A clean opinion. Page 34 issued another opinion about state compliance; every year the Utah Office of

Approved 06/25/2025

the State Auditor releases a state compliance audit guide that they want auditors to go through to test compliance with state laws (items that are examined are rotated every year). This year it was fund balances, restricted revenues, fraud risk assessment, and OPMA. Connect was compliant so once again a clean opinion. Discussion about the financial information. The finances were reviewed as part of the end of year report and there were no changes between that and the audit. Discussion about the audit process. It's not unusual to have a clean audit, but it's also not uncommon for an auditor to list out areas where an organization needs to improve their process. As a former CPA, Curtis learned how to design a system that functions (a good process); he aims for the board to have complete confidence in the financial information that is presented.

- B. Consideration of first quarter financial report – Glen Schmidt, Budget Committee Chair: A few things to highlight. Fuel so far is lower than expected; about \$3.50 per gallon was anticipated, but it's coming out to about \$2.56 a gallon for the first quarter. Discussion about the fuel rebid. The fuel rebid is on a 5-year rotation (fuel price is still variable but the bid came out about 30 cents cheaper). Tires are replaced in about October or November in time for the winter season, so the budget will remain low in that area until then. Sales tax income was better than expected; management budgeted flat for the year (very conservative in the estimate). We're anticipating the need to make a budget adjustment for the remaining retainage after construction is finished (it won't have a negative effect). Discussion about the construction budget. Certain lines of the construction budget are in excess so they're beyond the line-item authorization (some things were supposed to be bought in December but were purchased this year). So, a budget amendment would bring us back in compliance; this could be done in June but there will be better information to work with by the August board meeting. However, the overall construction budget is substantially under. Staff have been great at finding deals and were conscientious about dollars, so we're under budget in multiple areas. There are still a couple of things that are being fixed, so we'll have a better idea by August about the project budget. The sale of the old facility is still in progress.

## 6. Management Report:

- A. Employee BBQ – June 26, 2025: A reminder about the employee BBQ; board members can cook or shake hands with employees. A couple of updates. Connect is currently doing a demand study for areas outside of the current service boundaries (Brigham City, Garden City, etc.). Management is finalizing the scope of work to hire a design team for the training course; after the old facility is sold there will be a better idea of the training course budget (management got permission from the feds to use the money from the sale towards the training course).

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7. **Board Chair Report:**

A. Recognition of employee anniversaries - Lieren Hansen, Board Chair: Employee anniversaries include 27 years for Travis Mitchell (longest serving driver); 20 years for Fred Behm (Road Supervisor); 17 years for Clark Winward (Facilities); 11 years for Stacey Corbridge (dispatch); and 6 years for Pete Storper (driver).

8. Public comments: No questions or comments.

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