

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **DBA Connect Transit**
4 **Wednesday, November 19, 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, Flor Estrada, Emily Fletcher, Ron Bushman, Mike Arnold, and
12 Shaun Bushman
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14 *Excused:* Glen Schmidt, Jeff Turley, and David Geary
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16 *Others:* Todd Beutler, Curtis Roberts, Mindy Spackman, Colton Fullmer, and Charise
17 VanDyke
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19 **Regular Meeting Agenda**
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- 21 1. *Call to order:* Board Chair Lieren Hansen
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23 2. Pledge of Allegiance
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25 3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda.
26 Shaun Bushman moved; Ron Bushman seconded. Vote unanimous.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – October 22, 2025
29 C. Next Board Meeting – December 10, 2025
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31 4. Public comments: No comments or questions.
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33 **Board Business**

34 **5. Board Business:**

- 35 A. Presentation of 3rd quarter financial report – Curtis Roberts, Administration
36 Director: There's not much to explain about this quarter, as compared to previous
37 quarters. Fuel has remained low, and the tires portion of the budget is starting to
38 be spent as the tires are changed in time for the winter season.
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40 B. Presentation of FY2026 tentative budget – Curtis Roberts, Administration
41 Director: There's a handful of small differences to the tentative budget as
42 compared to the last meeting. There was a formula error which overstated

Approved 12/10/2025

salaries, so that was corrected. There was equipment that didn't meet the capitalization limit, so it was shifted to the correct area; the federal government increased the threshold for capitalization from \$5,000 to \$50,000, but we're going to \$20,000 (vs \$50,000) as an internal policy decision. The history wall for the public entrance of the facility has been delayed, so we're moving that budget into the coming year. The amount for the design of the training course and other related costs was adjusted up based on work with the design team. The sales tax revenue was also adjusted up, as well as the revenue from interest (because of the addition of the money from the land sale).

C. Presentation of capital plan – Curtis Roberts, Administration Director: This plan has been updated for 2027 to 2031 (2026 is in the budget); this plan shows where money is being assigned and the anticipated timeframes. In 2027, we're anticipating adding a canopy for support vehicles to protect them from snow and heat to help extend their life; this was initially in the plans for the facility, but it was removed while cutting costs. Training simulators have been put into 2028 but could move. The amounts for buses are assigned according to our standard replacement schedule; in 2029 there will be 6 large buses coming up for replacement. There've been amounts put in 2028 and 2029 to redo areas of the transit center as it needs a refresh due to its age (25 years): a few things have changed in state code, the bathrooms may be redone, it needs to be brought back up to energy standards, etc. The dollar amounts in the plan are all rough numbers, but when a project is in the budget cycle there will be better numbers. A plan such as this helps when we go to state and national legislature, as it helps them understand our plan and see that things are being thought out; it also demonstrates that we're keeping things in a state of good repair. This also helps when we're looking at funding needs. So, the plan is used in a lot of ways. The amount for service expansion vehicles has been placed in a "concept" column, as this is just a placeholder until after the study is completed. Discussion about the transfer centers. When we look at service in 20 years, it's unlikely that all the buses will continue to start and stop at this facility (or all meet at the transit center), especially if the valley keeps growing. We had to make shifts longer because of the additional miles added from the new facility; travel time is also getting slower because of traffic, which will only increase over time. These sorts of things can make a significant impact, so transfer centers with bus storage will help get buses on routes faster and reduce deadhead miles. Discussion about the study. The study will help to fill some of the holes in the plan because it'll be examining the total transit system's needs. Discussion about training simulators. The board wants more information on the costs and options in regard to the simulators; like if one could be leased to weigh out benefits. The simulators are just conceptual, so not much research has been done; when they are researched, staff can see what other agencies have experienced with them and etc.

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D. Consideration of FY2026 tentative budget – Curtis Roberts, Administration
Director: Lieren asked for a motion to accept and approve the tentative FY2026
budget as presented. Mike Arnold moved; Flor Estrada seconded. Vote
unanimous.

6. **Board Chair Report:**

A. Recognition of employee anniversaries – Lieren Hansen, Board Chair: Employee
anniversaries include 23 years for Dick Coats (maintenance supervisor), 13 years
for Julie Barrett (driver), and 5 years for Michael Bond (dispatcher).

7. Public comments: No questions or comments.

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