

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **DBA Connect Transit**
4 **Wednesday, December 10, 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, Glen Schmidt, Emily Fletcher, Ron Bushman,
12 Mike Arnold, Jeff Turley, and Shaun Bushman

13
14 *Excused:* David Geary

15
16 *Others:* Todd Beutler, Curtis Roberts, Jody Kimball, Mindy Spackman, Brad Nelson, and
17 Charise VanDyke

18
19 **Regular Meeting Agenda**

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21 1. *Call to order:* Board Chair Lieren Hansen
22
23 2. Pledge of Allegiance
24
25 3. Consent Agenda: Lieren Hansen asked for a motion to approve the consent agenda.
26 Glen Schmidt moved; Mike Arnold seconded. Vote unanimous.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – November 19, 2025
29 C. Next Board Meeting – January 28, 2026
30
31 4. Public comments: No comments or questions.
32
33 5. **Board Business:**
34 A. Presentation of FY2026 budget – Todd Beutler, CEO/General Manager: We have
35 gone through the budget during several meetings. One thing to note is that the
36 budget line “Operating revenues less expenses” is in the positive. This number is
37 important and reflects that we have the necessary funding to operate and money
38 enough to put towards the fund balance.
39
40 B. Public Hearing on FY2026 budget – Lieren Hansen, Board Chair: The budget was
41 opened for discussion. No comments. Lieren Hansen asked for a motion to close

42 the public hearing on the budget. Shaun Bushman motioned; Emily Fletcher
43 seconded. Vote unanimous.

44
45 C. Consideration of FY2026 budget – Lieren Hansen, Board Chair: Lieren Hansen
46 asked for a motion to adopt the FY2026 budget (Resolution 2025-04). Glen
47 Schmidt motioned; Mike Arnold seconded. Vote unanimous.

48
49 D. Consideration of GM Report, Recommendation of COLA-Market Adjustment –
50 Lieren Hansen, Board Chair: The Executive Committee presented on the CEO’s
51 compensation; they work with a consultant about every 5 years to conduct a
52 salary assessment for the CEO’s compensation. The Board determined that they
53 wanted to move forward with an adjustment of \$7,000 and a 2.5% COLA to the
54 CEO’s compensation (as motioned by Shaun Bushman and seconded by Mike
55 Arnold). ***Please Note: Discussion of Item 5D, Consideration of the General
56 Manager’s Report, Recommendation of COLA market adjustment, was continued
57 in the January 2026 Board meeting. The Board re-evaluated this item at that
58 meeting; please refer to the January 2026 meeting minutes.

59
60 E. Election of 2026 Vice Chair – Lieren Hansen, Board Chair: Dave was the Vice
61 Chair and he recently left the Board. He wanted to tell everyone that he
62 appreciated his time on the Board and loved serving with everyone. According to
63 the Board’s bylaws, the Vice Chair eventually becomes the Board chair. Due to
64 Dave leaving as the Vice Chair, the next Vice Chair that is elected will only serve
65 one year as the Vice Chair before becoming the Board Chair. Emily Fletcher and
66 Glen Schmidt submitted their names for consideration by the Board. Because
67 Emily hasn’t been on the board for a full year yet (as required according to the
68 bylaws), the Board would need to make an exception. The board members each
69 cast a written vote. Votes were tallied and Glen Schmidt was elected the new Vice
70 Chair.

71
72 **6. Management Report:**

73 A. Presentation of Fraud Risk Assessment – Todd Beutler, CEO/General Manager:
74 The Fraud Risk Assessment is a required annual assessment from the State
75 Auditor’s office (using a required form). We have a Low risk level (350/395). The
76 financial audit conducted every year has continued to be clean (a separate audit
77 conducted by a third party and more comprehensive than this form); Management
78 feels that we have proper controls in place. Also, a reminder to board members –
79 the conflict of interest form that is required to be completed annually will be sent
80 out to board members to complete for the 2026 disclosure.

81
82 **7. Board Chair Report:**

- 83 A. Recognition of employee anniversaries – Lieren Hansen, Board Chair: Employee
84 anniversaries include 15 years for Reed Shoop (driver).
85
86 8. Public comments: No questions or comments.
87
88 9. **Adjourn:** Board Chair Lieren Hansen adjourned the meeting.