

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **DBA Connect Transit**
4 **Wednesday, March 25, 2026**
5 **5:30 pm**
6 **Connect Administration**
7 **3021 North 300 West, North Logan, Utah**
8 **Connect Transit Boardroom**
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10
11 *Present:* Lieren Hansen, Glen Schmidt, Emily Fletcher, Mike Arnold, John Zsiray, Paul
12 Mortenson, Ron Bushman, and Shaun Bushman

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14 *Excused:* Flor Estrada

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16 *Others:* Todd Beutler, Curtis Roberts, Gillian Crozier, Jody Kimball, Colton Fullmer,
17 Mindy Spackman, and Charise VanDyke

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19 **Regular Meeting Agenda**

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21 1. *Call to order:* Board Chair Lieren Hansen
22
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; Emily Fletcher seconded. Vote unanimous.
27 A. Approval of Agenda
28 B. Acceptance of Minutes – February 25, 2026
29 C. Next Board Meeting – April 22, 2026
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31 4. Public comments: No questions or comments.
32
33 5. **Board Business:**
34 A. Swearing in of new Board Member – Curtis Roberts, Administration Director
35 (shifted from item B to A): Curtis Roberts completed the swearing in of the new
36 board member, Paul Mortenson.
37
38 B. Recognition of Senator Chris Wilson – Lieren Hansen, Board Chair (delayed from
39 item A to B): The Board wants to recognize Senator Chris Wilson for his
40 significant contributions to Connect Transit. Including furniture, the new facility
41 cost just over \$44 million to complete; Connect Transit’s match was \$5 million.
42 Senator Wilson helped secure \$5 million for the new facility (11 percent of the

Approved 04/22/2026

43 facility's cost), which helped bring the project to completion. Senator Wilson was
44 also instrumental in working with Senator Harper on the changes to the Transit
45 Transportation Investment Fund (TTIF), so that it could be used by smaller transit
46 agencies for bus replacements (most of the funds were going towards urban areas
47 in the state). Senator Wilson thanked the Board for the award. He talked about a
48 few of the projects in Utah, including the progress that the legislature has made on
49 the Great Salt Lake issue and the installation of fiber optic cable through Logan
50 Canyon.

51
52 C. Open Public Meetings Training – Dallin Petersen, Olson & Hoggan: Dallin
53 Petersen conducted the OPMA training that board members are required to
54 complete annually.

55
56 D. Planning Study Overview – Peter Soderberg, Nelson Nygaard: The Project Team
57 for this study is Peter Soderberg (project manager), Thomas Wittmann (principal-
58 in-charge), and Alex Weber (deputy project manager). The project context, or
59 what's driving the study, is population growth. There's been significant
60 population growth since 2017, which has brought both challenges and
61 opportunities. Traffic congestion has worsened, affecting the reliability of
62 Connect's routes. There's been growth in some areas that may justify additional
63 fixed route service (new or improved service). And despite reliability challenges,
64 transit ridership has grown and surpassed 2019 levels (a 17 to 20 percent growth
65 in ridership). This route study is a data driven process and will examine what's
66 working well and what's not, as well as what opportunities there are. There will
67 be targeted public engagement to see what would make them more likely to use
68 transit. Another area it'll examine is alternative service models. This will also
69 include both near-term recommendations (2 to 5 years out with no change or a
70 slight increase to the budget) and a road map for long-term improvements. The
71 scope of work includes 5 key tasks: public outreach (starting with a survey in
72 April), transfer point analysis, prioritization model, service recommendations, and
73 the final deliverables (report, story map, and presentation). Public outreach
74 includes two phases. Phase 1 is to identify challenges and opportunities (what's
75 working well and not); phase 2 will take place Fall 2026 and get feedback on
76 service concepts. The outreach includes getting transit staff's perspectives, online
77 surveys, pop-up meetings, and virtual meetings, with ongoing engagement with
78 stakeholders. For Board engagement, there will be one-on-one meetings, regular
79 project updates (at board meetings), collaboration on the prioritization model, and
80 input on preliminary service scenarios and final recommendations. It is helpful to
81 get information and input upfront, before it gets too far down the process.
82 Examining existing conditions includes identifying strengths where ridership is
83 high, where there are reliability challenges, where there are opportunities for
84 additional service, where efficiency could be improved, and where there could be

85 alternatives. The transfer point analysis includes building on the success of the
86 LOOP service for connections and core circulation, including adding potential
87 transfer hubs to connect to the LOOP. It also includes examining where
88 alternative service models may improve reliability. Prioritization in transit service
89 is not a one-size fits all approach; it has to examine frequency vs coverage,
90 service span and days of service, and coverage vs directness. This is where
91 identifying the priorities with the Board becomes important. The service
92 recommendations task includes preliminary service scenarios that are informed by
93 technical evaluation, public feedback, and board priorities. The scenarios will be
94 reviewed by the public to identify the likes and dislikes; it will also look at what
95 can be combined to meet as many needs as possible. Improvements are prioritized
96 to provide a roadmap for future service improvements. The final deliverables
97 (report, story map, presentations) will be highly graphic to be more
98 understandable. The project timeline has a planned completion of early 2027; the
99 hope is to have general ideas to inform the budget discussions this fall. The next
100 steps are launching phase 1 engagement (community survey and board member
101 one-on-ones), evaluate existing conditions (route performance and potential
102 “markets” for transit), and conduct ongoing Board engagement (monthly updates
103 and prioritization model development). Discussion about the study and the survey.
104 As a board member, it would be good to consider what questions, interests, and
105 concerns they want to talk about in their one-on-one ahead of time; it’s good for
106 the consultants to understand where there are potential goals, concerns, and
107 disagreements. The survey will be gathering multiple types of information, such
108 as demographic information and how passengers are using the service.

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- 110 E. Presentation on FY2025 fourth quarter financials – Curtis Roberts, Administration
111 Director: These are the draft (unaudited) financial statements that show the
112 culmination of FY2025 (or the year-end financials). Revenues exceeded expenses
113 (we were within budget). A big thing to note is the restricted fund balance; this is
114 from the sale of the old facility. The federal government allowed us to keep the
115 funds from the sale, but they are restricted for future capital use (\$2.7 million).
116 We’ve talked in the past about using this to develop the south end of our property
117 to be a training area, so new drivers don’t have to go on the road to train. In the
118 next item, Glen Schmidt will be talking about assigning fund balance for future
119 capital purposes (\$12 million). On page 22 (page 27 in the packet), there was an
120 addition of a “variance original to final budget” column (due to a change in
121 government standards) that shows the amounts that the Board adopted in the
122 budget amendment in September (2025). Preventative and facility maintenance
123 looks like they spent over their budget amount even though they did not (spent
124 \$15 million of the budgeted \$17 million so it’s \$2 million under budget). This is
125 because in December (2025), the Board authorized an increase in the
126 capitalization limit from \$5,000 to \$20,000, which reclassified some items out of

127 capital into those expense lines; so, the driving factor for those variances is that
128 reclassification, but we didn't have time to do a budget amendment at that point.
129 Overall, we're in compliance with the budget. Discussion about the budget. The
130 \$3 million increase in federal/state grants comes from the delay in finishing the
131 construction for the facility from December 2024 to 2025 (so it delayed when we
132 could draw those grant funds).

133
134 F. Consideration of fund balance assignment – Glen Schmidt, Budget Committee:
135 Every year we've been able to increase our fund balance a little bit; we use the
136 fund balance for capital purposes. This helps us secure federal funding when a
137 match is required (usually a 20 percent local match). Glen Schmidt motioned to
138 approve the recommendation from staff to assign \$12 million dollars of the fund
139 balance. Mike Arnold seconded. Discussion about the fund balance. Most of this
140 amount is not restricted; the restricted amount is the \$2.7 million from the sale of
141 the old facility that must be used on capital. Vote unanimous.

142
143 **6. Management Report:**

144 A. Change to Transit Transportation Investment Fund – Todd Beutler, General
145 Manager: The TTIF has been in place for 3 years and is the only dedicated
146 funding option for transit in the state of Utah; it was meant to be used statewide
147 but has had limited reach in what areas have received funding. We worked with
148 Senator Wilson on presenting different options to change it so that it could be
149 used by smaller transit agencies. Initially, Senator Harper didn't like the proposed
150 changes but eventually saw the wisdom of it. It hasn't been signed yet by the
151 Governor (but it's pending). It's amazing that it was done within one year.

152
153 **7. Board Chair Report:**

154 A. Recognition of Employee Anniversaries: Employee anniversaries include 15 years
155 for Monte Baker (driver), 10 years for Lori Shoop (dispatcher), 7 years for Ellen
156 Cooper (driver), 6 years for Bill Bowen (driver), 5 years for Preston Painter
157 (driver).

158
159 B. Report on City Council Reports: Shaun Bushman reported on the Cache County
160 Council meeting he presented at on updates about Connect and how ridership is
161 increasing. They seemed positively inclined and asked questions. Lieren
162 mentioned that she will be presenting in another city council meeting in April.
163 This is a great time for board members to update city councils because of the
164 planning study and the public outreach efforts.

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166 8. Public comments: No questions or comments.

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