



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Final

669 West 200 South
Salt Lake City, UT 84101

Tuesday, August 12, 2025

1:00 PM

FrontLines Headquarters

Budget Work Session

Present:
Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff and interested community members.

1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 1:04 p.m.

2. Safety First Minute

Viola Miller, UTA Chief Financial Officer, delivered a brief safety message.

3. Discussion Items

The following staff members participated in the discussion and answered questions:

- Jay Fox, UTA Executive Director
- Kim Shanklin, UTA Chief of Staff
- Viola Miller, UTA Chief Financial Officer
- Alisha Garrett, UTA Chief Enterprise Strategy Officer
- Jared Scarbrough, UTA Acting Chief Capital Services Officer
- Ann Green-Barton, UTA Chief People Officer
- Nichol Bourdeaux, UTA Chief Planning & Engagement Officer
- Andres Colman, UTA Chief Operations Officer
- Monica Howe, UTA Fares Director

a. 2026 Draft Tentative Budget Work Session

2025 Budget Initiative Status Updates

Annette Royle, UTA Chief of Board Strategy and Governance, presented:

- 2025 initiative status for the Board of Trustees
- Consultant for contract audits
- Board staffing reorganization

Finance 2025 Budget Review

Discussion followed on various topics, including:

- New full-time equivalents (FTEs)
- Grants accountant
- Workers' compensation adjuster
- Fares ticket vending machine (TVM) reorganization
- Chief operations office (COO) initiative funds
- Vanpool insurance increase

Key Budget Strategies

Discussion followed on various topics, including:

- Budget prioritization approach
- Essential activities to support service delivery, including April 2026 service additions
- Critical activities for safety, compliance, and risk management
- Repurpose resources to accomplish more without growth
- FTE additions
- 2026 highlights - re prioritization efforts
- Process efficiency improvements
- Repurpose resources to higher priority activities
- One-time savings for unfunded needs

Finance 2026 Budget Overview

Discussion followed on various topics, including:

- Tap on/off campaign
- OGX fare collection
- FTE hiring and backfill positions
- Prep cost for upcoming APTA Roadeo
- Grants accountant
- Workers' compensation adjuster
- Fares TVM reorganization
- COO initiative funds
- Vanpool insurance increase

The meeting recessed at 2:41 p.m. and reconvened at 2:56 p.m.

Finance 2026 Budget Overview

Discussion continued on the following topics:

- Types of UTA Claims
- Workers' Compensation

- General Liability
- Auto vehicle damage, bodily injury and property
- Contract Tracking and Management
- Benefits of the Contracts Management module in the Bonfire system for procurements
- Tracking expiration of existing UTA contracts

Planning & Engagement 2026 Budget Overview

Discussion followed on various topics, including:

- Ambassador strategy
- Memberships and sponsorships
- 2025 innovative mobility service budget
- Office, travel, utilities, employee engagement recognition/development
- Contractual obligations
- Planning studies
- Long-Range Transit Plan
- Microtransit
- Fuel price adjustment vs. other departments

Enterprise Strategy 2026 Budget Overview

The following teams and functions make up the enterprise strategy office:

- Information technology
- Operational analysis and solutions
- Data strategy
- Organizational excellence
- Records management
- Enterprise risk
- Organizational development

Other topics discussed:

- Contract expense growth
- Benefits of enterprise applications
- Less customization and more configuration
- Increased collaboration and cross functional work processes
- Prioritization of technology

4. Other Business

- a. Next Regular Board Meeting: Wednesday, August 13, 2025 at 9:00 a.m.
- b. Next Budget Work Session: Thursday, August 14, 2025 at 9:00 a.m.

5. Adjourn

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 4:41 p.m.

Transcribed by Cherilyn Bradford
Executive Assistant to the Board
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials or audio located at <https://www.utah.gov/pmn/sitemap/notice/1014667.html> for entire content. Meeting materials are also accessible at <https://rideuta.legistar.com/MeetingDetail.aspx?ID=1329038&GUID=79C4CF8F-7A5B-44E2-9419-57CC97D5F656>.

This document along with the digital recording constitute the official minutes of this meeting.

Approved On: September 10, 2025

Signed by:

Jeff Acerson
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Jeff Acerson
Chair Pro Tempore, Board of Trustees