



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Friday, August 9, 2024

9:00 AM

FrontLines Headquarters

Budget Work Session

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff members.

1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:03 a.m. He noted this is an in-person recorded meeting with no live video stream. An audio recording of the meeting will be available within three days.

2. Safety First Minute

Kyle Brimley, UTA IT Director, delivered a brief safety message.

3. Discussion Items

a. Chief Enterprise Strategy Officer Budget

Jay Fox, UTA Executive Director, and Viola Miller, UTA Chief Financial Officer, were seated at the meeting table and contributed to the discussion.

Alisha Garrett, UTA Chief Enterprise Strategy Officer, provided a high level overview of the Enterprise Strategy Office (ESO). She recognized staff from the ESO in the audience including Richard Murray, UTA's new Director of Organizational Excellence. Information shared during Garrett's presentation included:

- Chief Enterprise Strategy Office responsibilities
- ESO's 2024 strategies - aligned with priorities from the agency's 2030 strategic plan
- 2024 strategic initiatives milestones & progress
- 2024 strategic budget change initiatives
- 2025 opportunities & challenges
- 2025 base budget highlights
- 2025 proposed operating budget (by department, category, and full-time equivalents)

- 2025 strategic budget change initiatives
- 2025 change initiatives
- 2025 anticipated outcomes - operating
- 2025 anticipated outcomes - capital
- 2025 operating budget changes summary

Following the Chief Enterprise Strategy Office overview, Garrett presented reports from key ESO areas including:

- Enterprise Strategy
- Operations Analysis and Solutions
- Organizational Excellence
- Information Technology
- Data Strategy

Topics of review included 2024 strategies, 2025 opportunities & challenges, 2025 base budget highlights, and 2025 proposed operating budget.

Discussion ensued. Several questions were posed by the board and answered by staff.

Topics of inquiry included:

- Identifying efficiencies and cost savings within the ESO department and budget
- Redeployment of staff supporting new systems
- Workforce Innovations (WINS) program
- Technical debt and the impact on project prioritization
- Data warehouse and evaluation of systems
- Pros and cons of five-year contracts versus three-year contracts
- Monitoring of employee-issued cell phone usage and disabling inactive lines
- Innovative thinking from managers for continuous improvement opportunities
- 2025 change initiatives
- Records management and legacy records projects
- Minimizing IT vulnerabilities

b. Chief Financial Officer Budget

Viola Miller was joined by members of the Chief Financial Office (CFO) team including Monica Morton, UTA Fares Director; Rob Lamph, UTA Comptroller; Todd Mills, UTA Supply Chain Director; Dave Pitcher, UTA Claims & Insurance Manager; Brad Armstrong, Budget & Financial Strategy Director; and Tracy Young, UTA Grants Director.

Miller provided a high level overview of the finance office departments and responsibilities. She reviewed strategies, initiatives, and associated budgets.

Information shared included:

- Chief Financial Office responsibilities
- Chief Financial Office 2024 strategies - aligned with priorities from the agency's 2030 strategic plan
- 2024 strategic initiatives milestones & progress

- 2024 strategic budget change initiatives
- 2025 opportunities & challenges
- 2025 base budget highlights
- 2025 proposed operating budget (by department, category, and full-time equivalents)
- 2025 strategic budget change initiatives
- 2025 change initiatives
- 2025 operating budget changes summary

Discussion ensued. Several questions were posed by the board and answered by staff.

Topics of inquiry included:

- Origami financial software
- Finance School
- Staffing needs and recruitment challenges
- Revenue management
- Grant administration backlog
- 2025 proposed operating budget and budget increases
- Workers Compensation Adjustor position

The meeting was recessed at 12:08 p.m. and reconvened at 12:20 p.m. with the continuation of the Chief Financial Officer Budget.

Information was shared by staff on the activities and functions within the Chief Financial Office which included:

- Accounting
- Budget and Financial Strategy
- Fares and Farebox Services
- CFO and Treasury
- Grants
- Claims and Insurance
- Supply Chain

Topics of review included 2024 strategies, 2025 opportunities & challenges, 2025 base budget highlights, and 2025 proposed operating budget.

Discussion ensued. Several questions were posed by the board and answered by staff.

Topics of inquiry included:

- New systems implementation and integration
- 2025 Proposed Operating Budget - Accounting
- New fare collection system and comparisons with other agencies
- New Associate CFO position
- Grant office staffing resources
- Grant applications and awards
- Claims administration
- Requisition system

c. Ten-Year Capital Plan

Dave Hancock, UTA Chief Capital Services Officer, was joined by Marcus Bennett, UTA Project Manager, to present the agency's 10-Year Capital Plan.

Bennett provided an overview of the 10-Year Capital Plan including alignment with the agency's planning efforts and other plans, level of expenditures, programs, and projects. Specific details were provided on projects and costs.

Discussion ensued. Several questions were posed by the board and answered by staff.

Topics of inquiry included:

- Constrained versus unconstrained costs
- Expenditure
- Outside funding sources
- Project status and timelines

The meeting was recessed at 1:41 p.m. and reconvened at 1:51 p.m.

d. Board of Trustees Office Budget

Annette Royle, UTA Board Governance Director, was joined by Johanna Goss, UTA Senior Internal Auditor to present an overview of the Board of Trustees Office and the functions therein including Board Governance, Government Relations, and Internal Audit.

A high level overview of the Board of Trustees office was provided by Royle.

Information shared included:

- Board of Trustees Responsibilities
- Board of Trustees Strategic Plan
- 2024 strategic initiatives milestones & progress
- 2024 strategic alignment activities
- 2025 opportunities & challenges
- 2025 base budget highlights
- 2025 proposed operating budget (by department, category, and full-time equivalents)
- 2025 strategic budget change initiatives
- 2025 change initiatives
- 2025 operating budget changes summary

Questions were posed by the board and Executive Director and answered by staff.

Topics of inquiry included:

- Workload and staff resources within the board office
- Construction costs audit and potential recovery of fees if incorrectly charged
- Challenges of reviewing and extracting data manually during internal audits

4. Other Business

- a. Next Meeting: Wednesday, August 14th, 2024 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 2:37 p.m.

Transcribed by Hayley Mitchell
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/pmnsitemap/notice/930949.html> for entire content.

Meeting materials are also accessible at <https://rideuta.legistar.com/Calendar.aspx>

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees