



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Monday, August 11, 2025**

**10:00 AM**

**FrontLines Headquarters**

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#### **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**

(Note: The start time of the meeting was delayed.)

Chair Carlton Christensen welcomed attendees and called the meeting to order at 10:45 a.m.

#### **2. Safety First Minute**

Andres Colman, UTA Chief Operations Officer, delivered a brief safety message.

#### **3. Discussion Items**

##### **a. 2026 Draft Tentative Budget Work Session**

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

Fox outlined the executive team's budget work session objectives.

##### **2026 Annual Service Plan**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, reviewed recommended adjustments to the 2026 Annual Service Plan, including advancing implementation of the Midvalley Express (MVX) and postponing other 2026 Five-Year Service Plan initiatives.

Discussion ensued on various topics, including:

- Financial assumptions influencing the 2026 Annual Service Plan recommendation
- MVX operator scheduling

- Change fatigue data
- MVX implementation service impacts
- Planned service disruption due to events
- Public engagement process

The board recommended:

- Working with community partners to better inform planned service disruptions
- Creating messaging regarding the type of buses slated to be used on the MVX route

Staff committed to provide data on change fatigue to the board.

#### **Service Costs Determination**

Nichol Bourdeaux was joined by Andres Colman, UTA Chief Operations Officer.

Staff reviewed:

- How new service costs are determined
- Full-time equivalent (FTE) increases

Discussion ensued on various topics, including:

- Integration of planning and operations software
- Planning for market fluctuations
- Evaluating software system assumptions
- Depot District facility Sunday mobilization
- FTE tracking improvements
- Overtime in operations
- Operator turnover

The board requested staff perform an analysis on costs related to turnover.

The meeting was recessed at 12:09 p.m. and reconvened at 12:26 p.m.

#### **2026-2030 5-Year Capital Plan**

Jared Scarbrough, UTA Acting Chief Capital Services Officer, was joined by Daniel Hofer, UTA Director of Capital Programming & Support; Alisha Garrett, Chief Enterprise Strategy Officer; Jaron Robertson, UTA Director of Planning; Andres Colman; and Hal Johnson, UTA Director of Innovative Mobility Solutions.

Staff reviewed:

- The capital budget process approach, including considerations and

- prioritizations
- Funding by chief office
- State of good repair (SGR) and major projects budget statistics
- 2026 new projects
- 2026 major milestones
- Funding sources
- Budget breakdown by chief office
- Initiatives omitted from the budget
- 10-Year Capital Plan intent
- 5-Year Capital Plan creation process
- Plan prioritization
- Deferred projects
- 10-Year Capital Plan gaps
- Top ten projects
- Major capital, SGR, and vehicle projects

Discussion ensued on various topics, including:

- Seismic and infrastructure assessments
- Capital project prioritization
- Fleet age and vehicle replacement plans
- Fire alarm system remediation
- Vehicle charger at Farmington or Ogden stations
- Electronic communication rehabilitation/replacement
- Mt. Ogden floor restoration
- Light rail vehicle collision avoidance system
- Bus scanning safety project
- Light rail vehicle repairs
- Commuter rail vehicle overhauls
- Optical detection next steps project
- Sustainability initiatives
- Computer-aided dispatch (CAD) systems
- Paratransit vehicle procurement
- Additional bonding for light rail vehicles

The board recommended:

- Including project descriptions and omitting acronyms in budget documents
- Reflecting the budget in public forums in more relatable categories, such as new additions, maintenance, federally mandated, etc., rather than by chief office

The board requested:

- Information on UTA's CAD system (i.e., how it intersects with partner agency systems and 2026 plans)

- An analysis of commuter rail vehicle overhauls (i.e., outsourced vs. in house)
- Staff evaluate the return on UTA's investment with respect to optical detection technology

The meeting was recessed at 1:49 p.m. and reconvened at 2:03 p.m.

#### **Capital Technical Budget Adjustments**

Viola Miller reviewed:

- Capital budget process improvements
- Carryforward communication approach

The board requested information showing how budget management improvements have maximized cash utilization.

#### **2026 Budget Overview**

Viola Miller was joined by Alisha Garrett and Annette Royle, UTA Chief of Board Strategy & Governance.

Staff reviewed:

- 2025-2026 budget changes
- Budget target versus submitted budget variance
- UTA contingency budgets
- UTA 5-Year Financial Plan
- Computer equipment budgeting
- Wage adjustment calculations
- Budget overviews for the people, capital services, executive director, communications, board and operations offices

Discussion ensued on various topics, including:

- Debt service
- Federal funding delays
- Computer replacement cycles, processes, and upgrades

The board requested information on operations FTEs that will no longer be capitalized.

#### **4. Other Business**

- a. Next Meeting: Budget Work Session on Tuesday, August 12, 2025 at 1:00 p.m.

#### **5. Adjourn**

The meeting was adjourned at 3:01 p.m.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
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/1014465.html> for entire content. Meeting materials are also accessible at <https://rideuta.legistar.com/MeetingDetail.aspx?ID=1329037&GUID=132C3F17-5CE2-45A8-8807-6A0542726753>.

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

Approved Date:

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Carlton J. Christensen  
Chair, Board of Trustees