Utah Transit Authority

Board of Trustees

669 West 200 South
Salt Lake City, UT 84101

MEETING MINUTES - Final

U T A

Thursday, August 14, 2025	**9:00 AM**	**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 9:03 a.m.

2.   Safety First Minute

Trustee Jeff Acerson 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

a.   2026 Draft Tentative Budget Work Session

Enterprise Strategy Office Follow-up
Discussion followed on various topics, including:

-2024 Capital Underspend - Major Projects
-Underspend due to project delays requiring re-allocation in the capital plan over the next 5 years
-Passenger Information
-New Radio System

-Automatic passenger counters (APC) upgrade
-FrontRunner - WiFi
-Operations System (Trapeze)
-Information Technology Functions
-Project Management
-Application Development
-Enterprise Applications
-IT Quality Assurance
-Information Security
-Communications & Deployment

Fleet Engineering Headcount Follow-up
Discussion ensued on non-capitalized headcount vs. capitalized headcount.

The meeting recessed at 9:50 a.m. and reconvened at 10:40 a.m.

5-Year Capital Plan Follow-up - Capital Projects
Discussion followed on various topics, including:

 -2026 UTA fund sources overview
    -State of good repair (SGR) focus
    -Grant Funded Projects Discussion (match/not match)
    -Non-Grant Projects
 -Plan Refinement
    -Initial Requests
    -Refinement efforts from Initial Plan to Current Plan
 -Project Clarifications
    -Additional Details on various projects
    -Focus on UTA Funds
    -Matching Funds vs. Non-Matching Funds
    -Projects with only UTA Funds
    -Fare boxes
    -Bus system enhancements
    -Status of the Way Finding Plan
    Timing estimates for capital projects

The meeting recessed at 11:30 a.m. and resumed at 11:50 a.m.

Plan Evolution
Discussion followed on various topics, including:

Project Reductions
    -Projects have been removed due to pending grant awards or consolidation of

Communication Rehab/Replacement Projects
  -Projects with Increases

Next Steps
-Incorporate feedback from the Board, Local Advisory Council (LAC), and internal
    stakeholders
-Run through risk tolerance
-Propose tentative plan and budget

Variables Impacting Annual Service Plan
-Sales Tax Revenue Projection
-2024 actuals lower than forecast due to bond refinancing
-Federal funding reimbursement
-Service Readiness

4.   Other Business

a.   Next Budget Work Session Meeting: Friday, August 15, 2025 at 9:00 a.m.

5.   Adjourn

A motion was made by Trustee Jeff Acerson, and seconded by Trustee Beth Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 12:47 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/1015317.html for entire content. Meeting materials, are also accessible at https://rideuta.legistar.com/MeetingDetail.aspx?ID=1329039&GUID=B76006B5-9780-41E1-A0D5-3ACCAB9BE678.

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