



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Tuesday, August 12, 2025**

**1:00 PM**

**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**

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&Options=&Search=>.

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