



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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Friday, August 16, 2024

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 members.

#### 1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 1:01 p.m.

#### 2. Safety First Minute

Jana Ostler, UTA Board Manager, delivered a brief safety message.

#### 3. Discussion Items

##### a. 2025 Budget Work Session Follow-Up

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

##### Service Unit Challenges and Opportunities

Patrick Preusser, UTA Chief Operating Officer, reviewed challenges and opportunities for asset management, special services, commuter rail, light rail, and the Mt. Ogden, Salt Lake, and Timpanogos service units.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Seasonal trends in maintenance of way work
- Rail grinding program
- Special services eligibility center relocation
- Freight lease agreement options
- Midvalley Express (MVX) bus storage and fleet management
- Operator turnover rates in the Salt Lake Service Unit
- Opportunity for constructing a UTA facility on Geneva Road

The board recommended staff review freight lease agreements on the TRAX alignment

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to determine whether adjustments can be made to allow for increased service.

#### **Allocation of Resources Across Bus Service Units**

Preusser reviewed resources, including employees, fleet, and budget, across bus service units.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Budget comparison between Salt Lake Meadowbrook and Salt Lake Central facilities
- Prioritization of future needs and initiatives

#### **Unfunded Capital Projects**

David Hancock, UTA Chief Capital Services Officer, was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer.

Hancock reviewed the capital project submission process, projects proposed but not included in the 5-year capital plan, projects in the 5-year capital plan, and partially funded programs.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Lab building demolition
- Contract Center Solution software and integration with the customer relationship management software
- Electric vehicle charging for employees
- Storage boxes on buses
- Coordination between facilities development and facilities maintenance on park-and-ride rehabilitation/replacement

The board recommended looking to local partners to assist in closing the funding gaps for partially funded programs.

#### **Centralization of Fringe**

Viola Miller reviewed the centralization of fringe.

Discussion ensued. Questions on the impacts of centralizing fringe were posed by the board and answered by Miller.

#### **2025 Proposed Budget Change Initiatives**

Jay Fox was joined by David Hancock, Nichol Bourdeaux, Viola Miller, and Patrick Preusser.

Staff reviewed 2025 strategic budget change initiatives by office and additional proposed adjustments to the 2025 tentative budget. Miller noted the tentative budget is still under review and more adjustments will likely be made before it is presented for approval.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Cost savings from performing certain capital functions in-house
- On Demand delays
- Reconnect program costs
- Benefits of adding full-time equivalents (FTEs) to support the On Demand program
- On Demand accessible vehicle use
- Ongoing funding for the grant services team administrator
- Potential operations adjustments

Staff committed to provide the board with data on On Demand vehicle use and an update on the IT systems strategy.

#### **April Change Day 2025**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, reviewed the service additions for the April 2025 change day reflected in the 2025 tentative budget.

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

- a. Next Meeting: Wednesday, September 11th, 2024 at 9:00 a.m.

#### **5. Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 2:27 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/933613.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:

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Carlton J. Christensen  
Chair, Board of Trustees