



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Monday, September 13, 2021**

**12:00 PM**

**FrontLines Headquarters**

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#### **Budget Work Session**

**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Also participating were members of UTA staff.

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

Chair Christensen welcomed attendees and called the meeting to order at 12:10 p.m.

**2. Pledge of Allegiance**

Chair Christensen led the Pledge of Allegiance.

**3. Safety First Minute**

Brad Armstrong, UTA Senior Manager of Budget and Financial Analysis, provided a brief safety message.

**4. Discussion Items**

**a. 2022 Budget Process Overview and Strategic Priorities**

Mary DeLoretto, UTA Interim Executive Director, introduced the agenda and turned the time over to Alisha Garret, UTA Chief Enterprise Strategy Officer. Ms. Garrett reported on the progress of the Executive Team's goals and initiatives, noting goals under customer service, core system performance, workforce, communication with the community, the state of good repair, and fiscal responsibility. Ms. Garrett identified initiatives under systems, delivering excellence, developing employees, cultivating a diverse and inclusive culture, safeguarding the future, and protecting the environment.

The board asked questions about the KPIs, how goals are being measured within the workforce, who is leading the strategy on certain goals, and the communication plan. Staff responded. Discussion ensued.

Bill Greene, UTA Chief Financial Officer, introduced the 5-year funding themes of the budget, which were developed to gain sustainability within the budget, restore

ridership, maintain and replace assets and capital investments, develop the workforce, and deliver excellence. Mr. Greene addressed the 2022 key budget assumptions in operations and revenues.

The board asked questions on sales tax, and the expectation of revenues. Mr. Greene responded. Discussion ensued.

Nichole Bordeaux, UTA Chief Planning and Engagement Officer, presented the developing process of the 2022 service requests, noting the service planning and design. Operations planning, finance analyst, and service operations were asked for input in developing the planning process. Based on these areas tier numbers are assigned for moving forward. Ms. Bordeaux presented the cost impacts of the different modes of service.

The board asked questions on the tiers of the plan, how the process works with other departments, language to be used in communications, the 5-year plan, and service support numbers. Staff responded. Discussion ensued.

Mr. Greene presented the 2022 budget opportunities and challenges, noting COVID 19 recovery, labor, 2022 service development, financial stability, delivering on commitments, partnerships, and technology. The org chart showing positions and FTEs within the UTA organization was presented. Expenses in the 2022 operating budget and FTE proposed budget were presented by office.

Chair Christensen asked questions about the proposed future projections and fringe costs. Staff responded. Discussion ensued.

- b. **Chief Finance Officer Budget**
- **CFO Operating Budget**
  - **Farebox Services**
  - **Accounting**
  - **Supply Chain**
  - **Risk Management/Insurance**
  - **Fares**
  - **Budget and Financial Analysis**

**CFO Operating Budget.** Mr. Greene presented the expenses by department and category showing a 5% increase overall. The proposed FTE budget was presented. The 2021 budget changes were presented, showing the amended 2021 budget and the proposed budget request for 2022. Mr. Greene identified the key initiatives. The proposed expenses were presented by department and category.

**Farebox Services.** Emily Diaz, UTA Financial Services Administrator, presented that the

farebox team had been brought under one department instead of working under two departments as it had previously done. Ms. Diaz presented the expenses by department and category. The budget changes for 2022 were identified. Key initiatives for 2022 were presented.

Chair Christensen asked how the farebox services had historically been handled, and about the new FTEs. Ms. Diaz responded. Discussion ensued.

**Supply Chain.** Todd Mills, UTA Director of Supply Chain, presented the expenses by department and category. The budget changes for 2022 were identified and key initiatives were presented. Mr. Greene explained the “expense transfer to capital” category and identified the themes that are prevalent in the supply change budget.

The board asked about the fringe and FTEs, about division purchasing through P cards, requisition approvals, and insight on when supply chain is delayed. Staff responded. Discussion ensued.

**Claims/Insurance.** Dave Pitcher, UTA Claims and Insurance Manager, presented the expenses by department and category, noting an increase in services due to key initiatives that are being proposed. The budget changes for 2022 were identified, and key initiatives were presented.

Chair Christensen asked about the FTE, the self-insured fund, ride share fees, and property valuation. Staff responded. Discussion ensued.

**Fares.** Monica Morton, UTA Fares Director, presented the expenses by department and category, noting an increase in services due to key initiatives that are being proposed. The budget changes for 2022 were identified, and key initiatives were presented.

Chair Christensen asked a question about the TVM maintenance move and fare requests. Staff responded. Discussion ensued.

**Accounting.** Troy Bingham, UTA Comptroller, presented the expenses by category. The budget changes for 2022 were identified, noting the change in the front desk position and the addition of a Kronos FTE. Key initiatives were also presented.

The board asked about paying invoices, and accountability with the accounts. Staff responded. Discussion ensued.

**Budget and Financial Analysis.** Brad Armstrong, UTA Senior Manager of Budget and Financial Analysis, presented the expenses by category, noting the increase in FTEs. The budget changes for 2022 were identified, and the key initiatives were presented.

The board asked a question about the FTE's job description, and how to differentiate between roles with analysis. Staff responded. Discussion ensued.

Chair Christensen called for a break at 2:18 p.m.

Chair Christensen reconvened the meeting at 2:32 p.m.

**c. Chief Enterprise Strategy Office Budget**

- **CESO Operating Budget**
- **Records Management**
- **Continuous Improvement**
- **Information Technology**
- **Operations Analysis and Solutions**

**CESO Operating Budget.** Ms. Garrett introduced her team and presented the expenses by department and category, noting that the increase in the budget was due to positions transferring into the ESO office. The 2021 budget and proposed 2022 budget were presented noting changes within the 2022 budget. Key initiatives were identified.

Chair Christensen asked about legacy records, the records assessment center, risk management, and the risk survey. Staff responded. Discussion ensued.

**Information Technology.** Dan Harmuth, UTA IT Director, presented the expenses by department and category, noting an increase for a onetime payment to Microsoft. The budget changes for 2022 were identified, including additional FTEs, and key initiatives were presented.

Chair Christensen asked about additional increases showing on the budget and the hardware of UTA. Mr. Harmuth responded. Discussion ensued.

**Operations Analysis and Solutions.** Jonathan Yip, Senior Manager of Operations Analysis and Solutions, presented the expenses by department and category, noting an increase in FTEs. The budget changes for 2022 were identified and key initiatives were presented.

Chair Christensen asked about wages, the implementation of the roadmap to support UTA's information needs, and how many staff are working in Mr. Yip's area. Mr. Yip responded.

**5. Other Business**

**a.**

Next Meeting: Budget Work Sessions

- Tuesday, September 14th, 2021 at 12:00 p.m.
- Thursday, September 16th, 2021 at 12:00 p.m.
- Friday, September 17th, 2021 at 12:00 p.m.

**6. Adjourn**

A motion to adjourn the meeting was made by Trustee Holbrook and seconded by Trustee Acerson. The meeting adjourned at 3:18 p.m.

Transcribed by Stephanie Tomlin  
Executive Assistant to the Board

*This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmnp/sitemap/notice/702328.html> entire content.*

*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