



**Minutes of the Budget Work Session**  
of the  
**Board of Trustees of the Utah Transit Authority**  
Thursday, October 8, 2020, 1:00 p.m. – 4:00 p.m.  
Utah Transit Authority Headquarters  
669 West 200 South, Salt Lake City, Utah  
Golden Spike Conference Rooms

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

Also participating were members of UTA staff.

---

**Call to Order and Opening Remarks.** Chair Christensen welcomed attendees and called the meeting to order at 1:03pm.

**Safety First Minute.** Trustee Holbrook provided a brief safety message on preparedness.

**2020 Draft Budget-Follow up Discussion.** Carolyn Gonot, UTA Executive Director, turned the time over to Bill Greene, UTA CFO.

**Modal Metrics.** Mr. Greene reported the total system ridership for the years of 2018, 2019, and 2020, noting service hours and miles and fuel type for each mode. Mr. Greene compared operating expenses from the 2020 budget to the 2021 budget.

The board asked questions about Vanpool ridership, CARES funding, light rail seats, and bond ratings. Staff responded.

**Sources and Uses 5-year Overview.** Mr. Greene gave a summary of revenues and expenses, fares, CARES Act funding, service reserve, bonding, and policy. A summary of the TFP was presented to the board, noting the CARES Act revenue. An explanation of rolled up year-over-year variances was given. Stewardship of resources was discussed.

The board asked questions on debt, principle, capital sources, grant opportunities, and fare changes. Mr. Greene will gather the requested information. Discussion ensued with the board and staff.

**Fare Collection System Funding & Timeline.** Ms. Gonot introduced Dan Harmuth, UTA IT Director. Mr. Harmuth introduced the options for a long-term collection system: keeping current custom EFC-X back office system, replace EFC-X with vendor-hosted system, or replace EFC-X with vendor-hosted complete system. A timeline on strategy, technology, finance, and customer experience was identified, noting a pilot program. Mr. Harmuth presented the budgeted cost involved for the program.

The board asked questions on the timeline, RFPs, ridership, and cost. Staff responded. Discussion ensued. Chair Christensen emphasized the importance of innovation and focusing on customer experience, noting the role that reliable Wi-Fi could play in improving customer satisfaction.

**Resource Topics.** Alisha Garrett, UTA Director of Culture and Talent Development, gave a summary on resources. The Chief Operating Office Administration requires no changes. Community Engagement is shifting resources within their current budget and FTE structure. Real Estate & TOD will be doing an evaluation to assess a one-time expense need that will be fit into the current budget. Asset Management and MOW are recommending an increase in FTE resources.

Ms. Garrett turned the time over to Dave Hancock, UTA Director of Asset Management. Mr. Hancock presented the Asset Management FTE structure and noted the budget and SGR Project costs for 2021. Proposed resource adjustments include an increase in FTEs, an increase in contract services, and an allowance for new structure adjustments and apprenticeship programs to come to fruition before making further changes.

The board asked questions on OCS, FTE positions, Form B, employee turnovers, and source of funding. Staff responded and discussion ensued.

**Other Discussion Items.** Ms. Garrett addressed previous questions from the board concerning COVID-19 and UV lights, noting that the project will be funded in the budget. Air filters are being tested and yielding positive results. UV light usage options are being pursued. Mr. Greene noted that the UV lights are eligible within the CARES Act funding.

Ms. Garret addressed other follow-up items, noting an establishment of a budget category for non-departmental expenses, best practices for telecommuting are being reviewed for continued telecommuting in the future, and digital and technologic business solutions are already approved in budget where they make sense.

The board asked questions on air filters, cost of digital contract services, and telecommuting practices. Staff responded and discussion ensued.

**Adjourn.** Trustee Holbrook motioned for the meeting to adjourn. With a second from Trustee Millington, the meeting was adjourned unanimously at 2:15pm.

Transcribed by Stephanie Withers  
Executive Assistant to the Board  
Utah Transit Authority  
swithers@rideuta.com  
801.287.2581

*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/pm/sitemap/notice/633025.html> for entire content.*

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

Approved Date: November 4, 2020

DocuSigned by:  
  
0F729E1F2C184AC...  
Carlton J. Christensen  
Chair, Board of Trustees