



Minutes of the Budget Work Session of the  
**Utah Transit Authority (UTA) Board of Trustees**  
held on Tuesday, September 17, 2019, 1:00 p.m.–5:00 p.m.  
Utah Transit Authority Headquarters  
669 West 200 South, Salt Lake City, Utah  
Golden Spike Conference Rooms

**Board Members Present:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

Also attending were members of UTA staff.

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**Call to Order & Opening Remarks.** Chair Christensen welcomed attendees and called the meeting to order at 1:08 p.m.

**Safety First Minute**

Chair Christensen provided a brief safety message.

**Chief Service Development Officer - 2020 Draft Budget Presentation and Discussion.**

**Chief Service Development Officer Operating Budget.** Mary DeLoretto, UTA Acting Chief Service Development Officer (CSDO), provided a summary of the CSDO’s budget. She summarized goals, an organizational chart, miscellaneous budget factors, and headcounts. Questions regarding whether the proposed budget includes time that is offset to capital projects, if consultant fees are included, where contract work and transit-oriented development (TOD) revenue is referenced, and if the shared administrative support position will provide adequate coverage throughout the various departments were posed by the board and answered by Ms. DeLoretto.

Each presenter provided a variety of information such as goals, organizational charts, department responsibilities, headcounts, initiatives, and challenges. Some also provided other information and/or graphics within their individual presentations (as noted below).

**Real Estate & Transit Oriented Development.** Paul Drake, UTA Sr. Manager of Real Estate and Transit Oriented Development (TOD), explained the responsibilities of his department and summarized his budget. Questions regarding who currently performs

GIS work, if the GIS analyst would be at capacity if more flexibility is allowed with the number of TOD projects, whether or not it is easier to manage leased properties, if there is a process to evaluate the value of properties owned by UTA, and how many of those properties could be dispensed and put back on the public tax roll were posed by the board and answered by staff.

**Service Planning.** Laura Hanson, UTA Director of Planning, reviewed the responsibilities for both strategic and service planning and summarized the service planning budget. Additionally, she advised the two departments were mislabeled in her presentation and needed to be swapped. Questions regarding whether the department has adequate administrative support coverage, how heavily new software will be relied upon, the need for the board and planning to align accomplishments, and if departments throughout the agency are integrated in strategic planning were posed by the board and answered by staff.

**Capital Development.** Grey Turner, UTA Sr. Program Manager for Engineering and Project Development, informed the board that capital development consists of project development, environmental/project controls/grants, project management and engineering, and quality oversight. He summarized the responsibilities for each sub-group and outlined the budget. Questions regarding environmental responsibilities, what future regulations are coming and how they will be managed, where environmental reports need to be submitted, what determines when UTA uses contractors, and when the agency promotes from within vs. hiring external applicants were posed by the board and answered by staff.

Chair Christensen called for a break at 2:20 PM. The meeting reconvened at 2:31 PM.

**Draft 2020-2024 Capital Plan.** Ms. DeLoretto provided an overview of the draft plan. She advised what is included in the plan, what the 5-year forecast helps to mitigate, the steps within the process, a breakdown of funding, what projects are funded and unfunded, next steps, and details of the capital plan. Questions regarding how many projects get funded, what determines if a project gets on the approved list, what the process is for pressing circumstances, and how projects are prioritized were posed by the board and answered by staff. Ms. DeLoretto also provided clarification for various line items on the details spreadsheet that was distributed.

**Adjournment.** The meeting was adjourned at 3:43 p.m. by motion.

Transcribed by Angie Olsen  
Executive Assistant to the Board of Trustees  
Utah Transit Authority  
[aolsen@rideuta.com](mailto:aolsen@rideuta.com)  
801.287.2581

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