

Salt Lake County Fleet Management Board Meeting			
MINUTES #1	Date: 3-Dec-25	Time: 1:00 p.m.	Anchor Location: Fleet Management Conference Rm 7125 S 600 W
	Adjourn Time:		Midvale, UT 84047
Salt Lake County Ordinance 2.40 – Fleet Management Board Salt Lake Countywide Policy 1350: Vehicle Policy			Email jljones@saltlakecounty.gov to join electronically
MEETING CALLED BY	Scott Baird, Chair Salt Lake County Fleet Management Board		
TYPE OF MEETING	Salt Lake County Fleet Management Board		
MINUTES TAKE BY	Jenny Jones via recording		
FLEET BOARD CHAIR	Scott Baird		
FLEET BOARD VOTING MEMBERS	Scott Baird	Vehicle Using Representative, Chair	In Attendance x
	Greg Folta	Mayor's Fiscal Staff Representative	x
	Sheila Srivastava	Treasurer's Office Representative	x
	David Delquadro	Council Staff Representative	x
	Kari Huth	Sheriff's Office Representative	x
	Chris Stavros	Vehicle Using Representative	x
	Brad Park	Vehicle Using Representative	x
	Elizabeth Bayler	Vehicle Using Representative	x
	Caid Kroeger	Pubilc Representative	x
	ALTERNATES		
	Tyler Andrus	Vehicle Using Alternate	x
	Brad Townley	Treasurer's Office Alternate	
	Catherine Kanter	Vehicle Using Alternate	
	Arlyn Bradshaw	Mayor's Fiscal Staff Alternate	
	Jason Ackerman	Sheriff's Office Alternate	
	Mitch Park	Council Staff Alternate	
	Chris Donoghue	Vehicle Using Alternate	x
	Glenn Ingersoll	Vehicle Using Alternate	
	EX OFFICIO, NON-VOTING MEMBER	William Garbina	Risk Management Representative
FLEET STAFF	Ben Roueche	Division Director	x
	Todd Heitman	Associate Director	x
	Thomas Steffey	Fiscal Manager	x
	Doreen Erznosnik	Asset Manager	x
	Jenny Jones	Coordinator	
	David Pena	Legal Council	
GUESTS	Isaac Higham, Jared Steffey		
AGENDA ITEM #1	WELCOME AND INTRODUCTIONS		SCOTT BAIRD
	Caid Kroeger, the Fleet Board's newest board member introduced himself. Caid works at		

	Weber State University. He handles employee relationships, community outreach, and everything else in regards to their Automotive Services program. Caid has been approved through the Mayor's process and consent.		
AGENDA ITEM #2	APPROVEL OF MINUTES FROM SEPTEMBER 12, 2025		SCOTT BAIRD
MOTION	Kari Huth	SECOND Brad Park	
NOTES	The motion passed unanimously showing that all board members present voted "aye".		
AGENDA ITEM #3	PUBLIC COMMENTS		SCOTT BAIRD
NOTES	No public comments		
AGENDA ITEM #4	TAKE HOME VEHICLES		SCOTT BAIRD
MOTION	Elizabeth Bayler	SECOND Kari Huth	
NOTES	<p>The board conducted its annual review of the take-home vehicle list, focusing on compliance with County policy for take-home vehicles that reside outside of Salt Lake County. Compliance items were identified and discussed. Fleet staff committed to following up with the affected agencies to correct these items. The board clarified approval authority for out-of-county take-home vehicles. After reviewing county policy, it was confirmed that while department or division directors approve vehicle use at the agency level, the Fleet Management Board must annually review and approve take-home vehicles when the employee resides outside Salt Lake County. A motion was made and approved to authorize all out-of-county take-home vehicles for the upcoming year, contingent upon completion of outstanding requirements such as defensive driving certification, supplemental insurance, and proper documentation. Vehicles with unresolved compliance issues will not be authorized until those items are corrected. The motion passed unanimously.</p>		
AGENDA ITEM #5	INVESTMENT REPORT FOR THE FLEET PORTFOLIO		SHEILA SRIVASTAVA
MOTION		SECOND	
NOTES	<p>Sheila presented an overview of Fleet's investment portfolio, comparing its current value to last year. The portfolio has grown from about \$17.2 million at the end of last year to approximately \$18.2 million, with over \$700,000 in gains so far in 2025. She explained the portfolio's composition, noting that about 62% is invested in U.S. Treasury and government agency securities and 35% in corporate investments, all rated A or higher, with most at AA+. The average investment duration is currently 3.1 years, and the goal is to extend this to 4–5 years to generate more predictable, budgetable income. Sheila and Tom are coordinating investment timing and maturities to align with fleet funding needs. Sheila also discussed the strategy to reduce reliance on the Public Treasurer's Investment Fund (PTIF). Earlier in the year, about 50% of the portfolio was held in cash due to high PTIF rates, but as interest rates are expected to decline—potentially due to weaker job numbers and recession concerns—the strategy is shifting toward locking in current rates through agency and corporate bonds. Scott Baird added context, explaining that the fund supports ongoing vehicle replacement, with steady inflows and outflows, and that excess funds above a baseline are invested for higher returns. Board members expressed interest in receiving this type of investment report on a regular basis, possibly a few times per year.</p>		
AGENDA ITEM #6	ELECTION OF FLEET BOARD CHAIR		SCOTT BAIRD
MOTION	Dave Delquadro	SECOND Greg Folta	

NOTES	Scott Baird was nominated by Dave Delquadro to continue to be the Fleet Board Chair. Greg Folta second it with all Board Members in attendance voting "aye".		
AGENDA ITEM #7	FLEET DIRECTOR'S REPORT INCLUDING POLICY UPDATE		BEN ROUECHE
MOTION		SECOND	
NOTES	Fleet Director, Ben Roueche, reported on staffing, operations, supply chain conditions, and upcoming policy work. Fleet briefly lost full staffing after two technicians resigned in October, but two new technicians are scheduled to start on January 5, 2026, bringing the department back to 100% staffing. In addition, two apprentices are currently in place and performing well. Operationally, Fleet’s labor hours are strong and are expected to exceed last year’s total, potentially setting a new record. Key performance indicators for labor are described as very positive, contributing to strong operational revenue. The director apologized for not convening the Policy Review Committee during the previous quarter due to time demands from implementing new fleet software. Policy work is expected to resume after the first of the year, with plans to use SharePoint for collaborative review. Legal counsel confirmed availability to assist with risk management–related policy updates, and an update from the Policy Review Committee will be added to the next board agenda. Regarding supply chain conditions, Fleet reported that standard vehicles are readily available, with dealerships well stocked. However, specialized and custom-built equipment (such as dump trucks, sweepers, and factory-built units) continues to experience long lead times. Fleet has brought most amber-light upfitting in-house, improving turnaround times, and plans to begin in-house red-and-blue law enforcement upfitting after the first of the year. The backlog for sheriff’s vehicle upfitting remains approximately six to nine months but is gradually improving. Delays are largely due to parts availability and labor-intensive installations, particularly for new vehicle body styles. Fifteen Ford Expeditions are currently in the upfitting process for patrol use. Toyota fleet vehicles remain subject to longer lead times due to restricted ordering windows, while Ford vehicles can typically be ordered and delivered much more quickly.		
AGENDA ITEM #7	SELECT NEXT FLEET BOARD MEETING DATE AND TIME		SCOTT BAIRD
DATE	Wednesday, March 11, 2026	TIME 10:00 A.M.	
NOTES	Motor Pool and Policy Review Committee to be on next meet's agenda.		
ADJOURN TIME	1:56 p.m.		
Minutes are available on the Fleet Management Division website https://www.saltlakecounty.gov/fleet/ Or by request to Division HR Coordinator, Jenny Jones at (385) 468-0472			