

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 Midvale, UT 84047
Adjourn Time:			

[Salt Lake County Ordinance 2.40 – Fleet Management Board](#)      Email [jljones@saltlakecounty.gov](mailto:jljones@saltlakecounty.gov)  
[Salt Lake Countywide Policy 1350: Vehicle Policy](#)      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

		In Attendance	
FLEET BOARD VOTING MEMBERS	Scott Baird      Vehicle Using Representative, Chair	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      Public Representative	x	
	<b>*ALTERNATES*</b>		
	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	x
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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	
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AGENDA ITEM #1	WELCOME AND INTRODUCTIONS	SCOTT BAIRD
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	Caid Kroeger, the Fleet Board's newest board member introduced himself. Caid works at	
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	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	APPROVAL 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 used by individuals who reside outside of 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	<p>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.</p>		
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.		
<p>Minutes are available on the Fleet Management Division website <a href="https://www.saltlakecounty.gov/fleet/">https://www.saltlakecounty.gov/fleet/</a>  Or by request to Division HR Coordinator, Jenny Jones at (385) 468-0472</p>			