



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, September 27, 2023

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff and interested community members.

1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:14 a.m. (Note: The meeting start was delayed due to technical issues.)

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

David Hancock, UTA Chief Capital Services Officer, delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

No in person or virtual comment was given.

Online Comment

No online comment was received.

5. Consent

a. Approval of September 13, 2023 Board Meeting Minutes

b. Approval of International Travel to Toronto, Canada in October 2023 for Research Related to the 14600 South Railroad Crossing Project

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve the consent agenda. The motion carried by a unanimous vote.

6. Reports**a. Executive Director Report**

- **UTA Tributes - Appointments & Awards**
- **Team Award - Service & Operations Planning**

Ski Bus Service in 2023-2024

Jay Fox, UTA Executive Director, spoke about partnering efforts with the Cottonwood canyons ski resorts, Salt Lake County, Visit Salt Lake, and the Utah Department of Transportation to improve and expand ski service in the 2023-2024 season. Efforts include increases in bus capacity, van pool options for resort employees, and surge service. In addition, resorts will be implementing reservation-based parking and bus travel in the canyons will be prioritized.

Chief of Capital Services

Mr. Fox announced David Hancock was recently promoted to Chief of Capital Services. Mr. Fox thanked Mary DeLoretto, who formerly filled the role, for her contributions to the agency.

UTA Tributes - Appointments & Awards

Mr. Fox was joined by Viola Miller, UTA Chief Financial Officer. Ms. Miller recognized Tracy Young, UTA Grants Director, who was recently made president of the Utah Urban Rural Specialized Transportation Association (URSTA) for a three-year term. She also recognized Christy Allen, UTA Coordinated Mobility Manager, who was appointed as the transportation representative to the Utah Coalition of Aging, and Trista Lawrence, UTA Coordination Administrator, who was appointed to the Utah State Board of Aging Adults for a four-year term.

Team Award - Service & Operations Planning

Mr. Fox was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, and Cheryl Beveridge, UTA Chief Operating Officer. Ms. Bourdeaux and Ms. Beveridge recognized the service and operations planning teams for their collaborative efforts to increase ridership.

b. Financial Report - July 2023

Ms. Miller was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy; Daniel Hofer, UTA Director of Capital Assets & Project Controls; Gregory Andrews, UTA Senior Financial Analyst; Dean Hansen, UTA Manager - Systems Engineering; Mr. Hancock; and Ms. Bourdeaux.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue

- Sales tax collections by county
- Sales tax history
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending, including spending by project

Discussion ensued. Questions on fare box revenue collection trends, state of good repair spending, drainage issues at the maintenance of way (MOW) training yard, Davis-Salt Lake City Connector funding, art in transit assessment and maintenance, fares system replacement timeline, service disruptions caused by grade crossing rehabilitations/replacements, grade crossing replacement schedule, van pool vehicle replacement strategy, and replacement vehicle availability were posed by the board and answered by staff.

7. Resolutions

a. **R2023-09-01 Resolution Designating Transit Oriented Development Sites in Lehi and Farmington, Utah**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Nick Duerksen, UTA Transit-Oriented Development Project Manager. Mr. Drake requested the board approve the resolution, which designates the Lehi and Farmington station sites as transit-oriented developments. (Note: In the September 13, 2023 board meeting, Mr. Drake provided an overview of the transit-oriented community planning and development process, including analysis results calling out the Farmington and Lehi stations.)

Mr. Fox and Mr. Drake recognized Mr. Duerksen, who recently received the Thayne Robson Leadership in Economic Development Award from EDCUtah.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

b. **R2023-09-02 Resolution Authorizing the Purchase of Real Property from Edward and Carol Marquez for the OGX Bus Rapid Transit Project (Parcel 153)**

Mr. Drake was joined by Spencer Burgoyne, UTA Manager of Property Administration. Mr. Burgoyne requested the board approve the resolution, which authorizes the purchase of property from Edward and Carol Marquez in the amount of \$2,070,000 and the settlement of a leasehold interest on the property from 7-Eleven in the amount of \$370,000. The property is part of the OGX Bus Rapid Transit (BRT) project.

Discussion ensued. Questions on environmental mitigation and status of buildings on the property were posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

8. Contracts, Disbursements and Grants

a. Contract: Vehicle Wash Station Soaps and Floor Soap (Streamline Supply)

Ryan Gardner, UTA Fleet Engineering Supervisor, requested the board approve a five-year, \$440,226.51 contract with Streamline Supply for vehicle wash station and floor soaps.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this contract be approved. The motion carried by a unanimous vote.

9. Budget and Other Approvals

a. Ratification of 2018-2023 Insurance Premium and Presentation of 2023-2024 Annual Insurance Renewal Report

Dave Pitcher, UTA Claims & Insurance Manager, was joined by Troy Bingham, UTA Comptroller. Mr. Pitcher reviewed provisions in Board Policy 2.1 - Risk Management relevant to insurance requirements. He discussed the agency's insurance coverage for:

- Public entity excess liability (i.e., premises, police professional, general, automobile, public officials errors and omissions, and employment practices liability)
- Railroad liability
- Workers' compensation
- Employers' liability
- Property
- Cyber security
- Vanpool
- Railroad protective liability (for contractors)
- Crime
- Fiduciary liability
- Terrorism liability
- Unmanned aerial vehicles (drones)

(Note: Mr. Pitcher noted a typo on the presentation slide reflecting a premium increase for railroad liability coverage. Instead of +3.79%, the increase is closer to 1%.)

Mr. Pitcher also spoke about Employee Retirement Income Security Act (ERISA) and notary bonding.

Mr. Pitcher provided comparisons between 2022 and 2023 premiums, as well as a five-year premium trend from 2019 to 2023. He then asked the board to ratify the

2018-2023 insurance premium total of \$16,143,020.

Discussion ensued. Questions on right of way leased property coverage, contracted insurance services, railroad protective liability insurance requirements, budget allocations, and cost tracking improvements were posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to ratify the 2018-2023 insurance premium total as presented. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:50 a.m.

The meeting reconvened at 10:58 a.m.

10. Discussion Items

a. UTA Policy Regarding Requests for Additional Service

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Russ Fox, UTA Director of Planning. Mr. R. Fox defined baseline, event, sponsored, and charter service, and spoke about charter service regulations. He listed known special events in 2024 and discussed supplemental service funded by Salt Lake City. He concluded by outlining a process for managing requests for additional service.

Discussion ensued. Questions on the distinction between baseline and event service, charter service requirements, surge service for The Church of Jesus Christ of Latter-day Saints' General Conference, and surge service planning were posed by the board and answered by staff.

Chair Christensen recommended a draft of the UTA policy be circulated among stakeholders who request additional service.

b. UTA Technology Strategy

Alisha Garrett, Chief Enterprise Strategy Officer, was joined by Kyle Brimley, UTA IT Director. Mr. Brimley described alignment of the technology strategy to the UTA Strategic Plan. He then spoke about specific IT system and infrastructure projects and associated costs, as well as technology risks.

Discussion ensued. Questions on consolidating systems, software tracking, cost increase for 2028 infrastructure projects, and coordinating technology needs across the agency were posed by the board and answered by Mr. Brimley.

11. Other Business

- a. Next Meeting: Wednesday, October 11th, 2023 at 9:00 a.m.

12. Adjourn

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 11:49 a.m.

Transcribed by Cathie Griffiths
Executive Assistant to the Board Chair
Utah Transit Authority

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/pmn/sitemap/notice/860262.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/252?view_id=1&redirect=true&h=935b7845ee637e02a3de3cb8cc525d18.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees