Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, May 11, 2022 **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 9:00 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Kim Shanklin, UTA Chief People Officer, delivered a brief safety message.

4. Public Comment

No in person or online public comment was received for the meeting.

5. Consent

a. Approval of April 27, 2022 Board Meeting Minutes

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

6. Reports

a. Executive Director's Report

- **Commendation - Total Rewards Staff**

System Fatality

Jay Fox, UTA Executive Director, remarked on a fatality that occurred on the system last weekend (May 7, 2022). Regrettably, the person involved attempted to cross at a rail crossing while the gate arms were down and the warning lights were flashing. Moving forward, Mr. Fox has instructed train operators to sound the train horn when moving through any crossing that is being cleared as an additional safety measure.

Commendation - Total Rewards Staff

Mr. Fox was joined by Ms. Shanklin. Ms. Shanklin recognized the total rewards staff for the work they did to ensure a successful open enrollment in UTA's benefits program.

b. Safety and Security Report - Utah State Safety Oversight Program

Chair Christensen noted Jim Golden, Utah Department of Transportation State Safety Oversight Program Manager, was unable to attend the meeting. In his absence, Sheldon Shaw, UTA Director - Safety & Security, summarized the state safety oversight function and highlighted the triennial safety review. He said most of the findings in the triennial review were recommendations that will assist UTA in improving or implementing best practices.

c. Financial Report - March 2022

Bill Greene, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, and Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results. Mr. Hofer outlined reporting changes for 2022, reviewed budget breakdowns by category, and highlighted the top five capital projects with their associated high-level goals.

Discussion ensued. Questions on fuel costs and federal grant drawdowns were posed by the board and answered by staff.

7. Resolutions

a. R2022-05-01 - Resolution Authorizing Execution of a First Amendment to the Master Development Agreement for Clearfield Station

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, provided an overview of the resolution, which authorizes execution of an amendment to the master development agreement for the Clearfield Station Transit-Oriented Development (TOD) that 1) emphasizes the importance of housing and 2) describes the phasing of infrastructure improvements at the site. The phased infrastructure approach is necessary due to the escalating cost of construction materials, and the amendment prioritizes improvements to be made as additional funding is secured.

Discussion ensued. A question on the plans to fill the funding gap in the project was posed by the board and answered by Mr. Drake.

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. R2022-05-02 - Resolution Authorizing Execution of an Amendment 1 to an Interlocal Cooperation Agreement with Salt Lake County, the Utah Division of Air Quality, the University of Utah, and Salt Lake City Corporation to Install Air Quality Monitoring on Electric Buses

Hal Johnson, UTA Manager - Project Research & Development, summarized the resolution, which authorizes execution of amendment 1 to the interlocal cooperation agreement (ILA) with Salt Lake County, the Utah Division of Air Quality, the University of Utah, and Salt Lake City Corporation to install air quality monitoring equipment on electric buses. The amendment 1) renews the ILA for a period of one year from April 22, 2022 through April 21, 2023; 2) adds Salt Lake City Corporation (SLC) as a party to the agreement and defines its financial contribution ($42,000); and 3) includes a provision committing SLC to host a website that makes the air quality data obtained by the project available to the public.

Discussion ensued. Questions on the installation of air quality monitoring equipment on additional vehicles, project objectives, expansion opportunities, and use of local air quality monitoring network data were posed by the board and answered by Mr. Johnson.

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: Apprenticeship Training Curriculum Design Services (Xpan Interactive USA, Inc)

Stacey Palacios, UTA Manager - Training & Development, requested the board approve a contract with Xpan Interactive USA, Inc for the design work associated with the development of three apprenticeship programs in the maintenance of way, light rail vehicle maintenance, and commuter rail vehicle maintenance crafts. The contract is effective May 11, 2022 through December 31, 2022 and has a not-to-exceed value of $5,100,000.

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

b. Contract: Light Rail Tire Kit Parts (Penn Machine Company)

Todd Mills, UTA Director of Supply Chain, requested the board approve a five-year contract with Penn Machine Company for light rail vehicle replacement tires and associated parts. The total contract value is $3,166,880.32.

Discussion ensued. A question on the number of vehicles receiving tire replacements was posed by the board and answered by Mr. Mills.

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

c. Contract: Secondary Data Center-Disaster Recovery-Server Hardware Replacement (CVE Technologies Group, Inc)

Kyle Brimley, UTA IT Director, requested the board approve a one-year contract with CVE Technologies Group, Inc for the replacement of hardware at UTA's disaster recovery data center. The total contract value is $228,095.41.

Discussion ensued. A question on the percentage of data protected by the replacement was posed by the board and answered by Mr. Brimley.

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

d. Change Order: Transit Planning and Scheduling Software Licensing Amendment 6 -Extension (Trapeze Software Group, Inc.)

Alisha Garrett, UTA Chief Enterprise Strategy Officer, was joined by Mr. Brimley. Ms. Garrett described the various business functions utilizing the software provided by Trapeze Software Group, Inc. She explained the sole source procurement approved by the agency's chief procurement officer in the amount of $1,947,372 through 2026. She asked the board to approve and ratify amendment 6 to the contract, which memorializes the terms of the procurement. The total contract value, including the amendment, is $8,704,439.73.

Discussion ensued. A question on the potential vendor pool for future procurements was posed by the board and answered by Ms. Garrett.

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

e. Change Order: FrontRunner Wi-Fi Service Modification No. 14 - One Year Extension (GBS Group)

Mr. Brimley requested the board approve a $256,639.67 change order to the contract with GBS Group for Wi-Fi service on the FrontRunner system. The change order extends the contract by one year through April 30, 2023. The total contract value, including the change order, is $2,256,366.17.

Discussion ensued on the possibility of adding Wi-Fi service to TRAX and/or bus. Mr. Fox committed to review the possibility of adding Wi-Fi service to these services.

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

f. Change Order: Simulation Assistance and Operations Planning - Change Order #1 to Task Order #2 (DB Engineering and Consulting USA, Inc.)

David Hancock, UTA Acting Director of Capital Development, was joined by Janelle

Robertson, UTA Project Manager III. Ms. Robertson requested the board approve a $96,137 change order to task order #2 in the contract with DB Engineering and Consulting USA, Inc. for 1) operations and maintenance cost modeling and 2) an equipment technology assessment to support the FrontRunner Forward strategic investment plan. The total contract value, including the change order, is $596,099.84.

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

g. Change Order: FrontRunner Forward Program Management Services Change Order 1 - Year 2 Services (Kimley-Horn)

Mr. Hancock was joined by Ms. Robertson. Ms. Robertson requested the board approve a $5,123,958 change order to the contract with Kimley-Horn for a second year of contracted services on the FrontRunner Forward program. The total contract value, including the change order, is $9,959,095.

Discussion ensued. A question on the ongoing need for contracted services was posed by the board and answered by Ms. Robertson.

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

h. Change Order: Traction Power Substations (TPSS) Rehabilitation Change Order #009 Options 1 & 2 Cable Replacement (C3M Power Systems, LLC)

Jared Scarbrough, UTA Acting Director of Capital Construction, requested the board approve a $2,563,081 change order to the contract with C3M Power Systems, LLC for options 1 and 2 cable replacement on the TPSS rehabilitation project. The total contract value, including the change order, is $44,054,479.

Discussion ensued. Questions on cable assessment results, location of cable (e.g., underground in conduit versus underground encased in cement), and upgrade completion timeline were posed by the board and answered by Mr. Scarbrough.

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

i. Pre-Procurements

- **Rail Vegetation Control**
- **Managed Security Services**
- **Maintenance of Way (MOW) Arc Flash Assessment**
- **Fare Collection System**
- **Fares Mobile App Vendor**

Mr. Mills was joined by Mr. Brimley; Ms. Garrett; Kevin Anderson, UTA Director of Maintenance Support; (person with Kevin Anderson); Kent Muhlestein, UTA Safety Administrator - Transit System; Jerry Van Wie, UTA IT Manager - App Development & Project Management Office; and Monica Morton, UTA Fares Director. Mr. Mills indicated the agency intends to purchase the goods and/or services outlined on the meeting agenda.

Discussion ensued. Questions on vegetation control types, cyber security monitoring, cyber security threats, and scope of and MOW arc flash assessment were posed by the board and answered by staff.

With respect to the fare collection system and fares mobile app vendor, the board inquired about the inclusion of bus fare boxes in the fare collection system procurement, incorporation/simplification of mobile app compatibility, possibility of combining the mobile app procurement with the fare collection system procurement, requirement for riders to download a new app, and communications plan for the mobile app transition. Chair Christensen suggested ensuring bus fare collection boxes can be integrated into the fare collection system.

Chair Christensen called for a break at 10:27 a.m.

The meeting reconvened at 10:38 a.m.

9. Service and Fare Approvals

a. Promotional Fare Request: Youth Rider's License

Stacey Adamson, UTA Senior Sales Representative, requested the board approve a promotional fare for the Youth Rider's License pass, which will be valid June 1 through August 31, 2022. The pass will be offered to the public at a cost of $49. The estimated revenue from pass sales of the Rider's License is between $73,500 and $98,000.

Discussion ensued during which Chair Christensen recommended incorporating the Youth Rider's License into UTA's permanent pass portfolio.

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

b. Complimentary Service and Promotional Fare Request: Hill Air Force Base Air Show

Michelle Wallace, Acting Regional General Manager - Mt. Ogden Business Unit, was joined by Mr. Greene and Ms. Morton. Ms. Wallace requested the board approve complimentary service and a promotional fare for the Hill Air Force Base Air Show scheduled June 25-26, 2022. The complimentary service consists of additional rail and bus shuttle service, including Sunday service on FrontRunner. The estimated cost of the service is $140,100. The promotional fare consists of offering a premium day pass at the price of $5. The estimated revenue from pass sales of the promotional fare is estimated between $12,500 to $20,500.

Discussion ensued. Questions on ridership estimates were posed by the board and answered by staff. Chair Christensen recommended establishing a policy with criteria for providing Sunday FrontRunner service.

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

10. Budget and Other Approvals

a. TBA2022-05-01 Technical Budget Adjustment - Revenue Fare Collection System Replacement - Program Manager

Ms. Morton was joined by Ms. Garrett and Mr. Brimley. Ms. Morton summarized the budget adjustment, which provides headcount for one full-time project manager responsible for the acquisition, installation, and implementation of the new fare revenue collection system. Funding for the new position will come from the approved capital project budget and will not impact the existing budget or adopted fund balances.

Discussion ensued. Questions on the long-term plans for the position were posed by the board and answered by staff. Chair Christensen suggested using a consistent budget (e.g., capital or operating) to fund the position over time.

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

11. Discussion Items

a. Amendment 1 to the Authority’s 2022 Capital Budget

Mr. Greene was joined by Mr. Hofer. Mr. Hofer indicated the proposed amendment to the authority’s 2022 capital budget incorporates three additional projects and restores the capital contingency to $5 million. The three additional projects include bus stop improvements in Utah County ($288,000), station area planning ($120,000), and fiber rehabilitation and replacement on the original North/South TRAX line ($750,000). The amendment increases the overall capital budget by $4,223,000.

Mr. Hofer also provided an update on the transition of project management for state-funded capital projects to the Utah Department of Transportation (UDOT), as required by House Bill 322, which was passed during the 2022 legislative session.

Discussion ensued. Questions on the possibility of hiring time-limited positions and the payment start date of UTA’s 15-year statutory obligation requiring $5 million per year to be paid to UDOT were posed by the board and answered by staff.

b. Trespassing Ordinance Update

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Tim Merrill, Assistant Attorney General, and Megan Waters, UTA Community Engagement Manager. Mr. Merrill explained the objectives for updating UTA’s trespassing ordinance. He highlighted key components of the ordinance, including information related to various trespass offenses, remedies, records requirements, and protest and appeal provisions. Ms. Waters then reviewed the timeline for adopting the trespassing ordinance, along with the fare payment and criminal ordinances.

Discussion ensued. Questions on the definition of trespass, authorized issuers of trespass citations, refusal of service, paratransit service contractor requirements, passenger-on-passenger assaults, sexual assault provisions, appeals process, and timeline for aligning internal and public-facing documents and signage with the ordinances were posed by the board and answered by staff. Staff committed to address sexual assault, other types of assault, and other serious infractions within the ordinance.

12. Closed Session

a. Strategy Session to Discuss Pending or Reasonably Imminent Litigation
AND
Strategy Session to Discuss Collective Bargaining

Chair Christensen indicated there were matters to be discussed in closed session relative to pending or reasonably imminent litigation and collective bargaining. A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote and closed session convened at 11:31 a.m.

13. Open Session

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to return to open session. The motion carried by a unanimous vote and open session reconvened at 12:07 p.m.

14. Other Business

a. Next Meeting: Wednesday, May 25th, 2022 at 9:30 a.m.

15. Adjourn

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 12:07 p.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/754091.html for entire content.

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

Approved Date:

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Carlton J. Christensen
Chair, Board of Trustees