



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, April 9, 2025

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

(Note: The meeting start time was delayed due to technical difficulties.)

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:12 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Jared Scarbrough, UTA Director of Capital Design & Construction, 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.

(Note: Public comment was also revisited after agenda item 7.a. due to the technical difficulties experienced at the start of the meeting.)

5. Consent

a. Approval of March 26, 2025 Board Meeting Minutes

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****- 2026 APTA Mobility in Salt Lake City****2026 APTA Mobility in Salt Lake City**

Kim Shanklin, UTA Chief of Staff to the Executive Director, reported the American Public Transportation Association (APTA) Mobility Conference and International Bus Roadeo will be held in Salt Lake City in 2026.

b. Strategic Plan Minute: Exceeding Customer Expectations - Establish Transit Connection Program

Kim Shanklin highlighted statistics from the transit ambassador pilot program. The pilot program proved successful, and the agency is now establishing a formal transit connection program.

Discussion ensued during which Shanklin clarified the program will be focused solely on the TRAX Blue Line.

c. Financial Report - February 2025

Viola Miller, UTA Chief Financial Officer, reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Capital year-to-date spending
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Discussion ensued. Questions on operator staffing levels, grant funding, and accounts payable timelines were posed by the board and answered by staff.

d. Quarterly Disbursement Report - Non-inventory Vendors - Q4 2024

(Note: Agenda items 6.d. and 7.a. were discussed simultaneously.)

Viola Miller was joined by Robert Lamph, UTA Comptroller, and Eric Barrett, UTA Deputy Comptroller.

Barrett provided information on non-inventory vendor disbursements for the fourth quarter of 2024. Authorization levels were exceeded for the following five vendors:

- Utah Office of the Attorney General for legal services
- U.S. Department of Treasury for remittance of payroll taxes
- Utah County for bond debt service
- Utah Office of Recovery Services for child support payments withheld from employees
- First Net for cellular services on revenue vehicles

Staff requested ratification of the 2024 disbursements in this meeting through resolution R2025-04-01.

7. Resolutions

a. **R2025-04-01 - Resolution Ratifying 2024 Expenditures and Disbursements and Granting 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors**

Viola Miller was joined by Robert Lamph and Eric Barrett.

Miller explained the resolution, which ratifies 2024 expenditures and disbursements and grants 2025 expenditure and disbursement authority to non-inventory vendors. Specifically, the resolution ratifies 2024 disbursement amounts that exceeded prior authorization given in resolution R2025-01-02 (Approved by the Board of Trustees on January 15, 2025). In addition, the resolution increases 2025 expenditure and disbursement authority to reflect anticipated 2025 expenses.

Miller also described process improvements that were implemented to more accurately track future expenditures and disbursements.

Discussion ensued. Questions on process improvements, budget impacts of overages, and Utah County bond debt service payments were posed by the board and answered by staff.

NOTE: Information related to vendors and expenditure totals is included in the meeting packet.

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

4. Public Comment

Public comment (agenda item 4) was revisited at this juncture due to the technical difficulties experienced at the start of the meeting. No public comment was given.

8. Contracts, Disbursements and Grants

a. **Contract: FAREPAY Service Contract (Interactive Communications International, Inc.)**

Monica Howe, UTA Fares Director, was joined by Kensey Kunkel, UTA Special Project

Manager - Fares.

Kunkel requested the board approve a \$412,747 contract with Interactive Communications International, Inc. for distribution and other services associated with the FAREPAY card program. The contract has a three-year term.

Discussion ensued. Questions on FAREPAY card distributors were posed by the board and answered by Kunkel.

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

b. Contract: 2025 Rideshare Van Order (Larry H. Miller Chevrolet)

Daniel Hofer, UTA Director of Capital Programs & Support, requested the board approve a \$510,000 contract with Larry H. Miller Chevrolet for the purchase of 10 Vanpool vehicles.

Discussion ensued. A question on vehicle delivery times was posed by the board and answered by Hofer.

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

c. Contract: 2025 Rideshare Van Order (Tony Divino Toyota)

Daniel Hofer requested the board approve a \$1,185,000 contract with Tony Divino Toyota for the purchase of 30 Vanpool vehicles.

Discussion ensued. A question on the vehicle type was posed by the board and answered by Hofer.

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

d. Contract: Police Vehicle Replacements (Young Auto Group)

Dalan Taylor, UTA Chief of Police & Public Safety Manager, requested the board approve a \$820,496 contract with Young Auto Group for the purchase of 16 patrol vehicles.

Discussion ensued. Questions on the police vehicle fleet age were posed by the board and answered by Taylor.

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

e. Contract: Police Vehicle Upfitting (Vehicle Lighting Solutions)

Dalan Taylor requested the board approve a \$284,480 contract with Vehicle Lighting

Solutions for police vehicle upfitting on 16 new patrol vehicles.

Discussion ensued. A question on the timeline for upfitting the vehicles was posed by the board and answered by Taylor.

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

f. Contract: Stipulation for Final Judgment - OGX Parcels 155-158 (Lex Rex Investments, LLC)

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Spencer Burgoyne, UTA Manager of Property Administration, and Tim Merrill, Assistant Attorney General.

Drake requested the board approve a disbursement on a stipulation for final judgment in the amount of \$839,000 for the partial acquisition of parcels 155-158 from Lex Rex Investments, LLC along the Ogden Express (OGX) alignment.

Discussion ensued. Questions regarding cost were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this disbursement on the stipulation for final judgment be approved. The motion carried by a unanimous vote.

g. Revenue Contract: Transit Transportation Investment Program Funds (TTIF) Cooperative Agreement for the 5600 West Bus Route Project (Utah Department of Transportation)

Jared Scarbrough was joined by Tracy Young, UTA Grants Director, and Ethan Ray, UTA Project Manager II.

Young requested the board approve a \$20,520,000 revenue contract with the Utah Department of Transportation (UDOT) for TTIF funds allocated to the 5600 West bus route project.

Discussion ensued. Questions on the local match, project design, and construction status on the 5600 West project were posed by the board and answered by staff.

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

h. Change Order: On-Call Infrastructure Maintenance Contract Task Order #25-003 - Rice Interlocking Construction (Stacy and Witbeck, Inc.)

Jared Scarbrough requested the board approve a \$2,457,496 change order to the contract with Stacy and Witbeck, Inc. for state of good repair work on the Rice interlocking on the TRAX Red Line.

Discussion ensued. A question on service adjustments during construction was posed by the board and answered by Scarbrough.

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.

i. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #25-021 - 2025 Other Track Material and Rail Procurement (Stacy and Witbeck, Inc.)**

Jared Scarbrough requested the board approve a \$1,045,584 change order to the contract with Stacy and Witbeck, Inc. for the procurement of rail and other track material for planned state of good repair projects.

The total contract value, including both change orders addressed in this meeting, is \$12,399,791.

Discussion ensued. Questions on sourcing rail were posed by the board and answered by 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.

j. **Change Order: Battery Electric Buses and Associated Charging Equipment Modification No. 07 - Charging Equipment for MVX (Gillig, LLC)**

Jared Scarbrough requested the board approve a \$764,100 change order to the contract with Gillig, LLC for the purchase two additional electric bus chargers for the Midvalley Express (MVX) project. The total contract value, including the change order, is \$53,242,906.84.

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.

k. **Pre-Procurements**

- **Landscape Maintenance - Facilities**
- **Vendor Managed Inventory Services - Rail parts**

Todd Mills, UTA Director of Supply Chain, indicated the agency intends to procure the goods and/or services specified on the meeting agenda.

Discussion ensued. A question on the landscape services contract start date was posed by the board and answered by Mills.

9. **Service and Fare Approvals**

a. **Fare Agreement: Special Events and Police Service Agreement for Salt Lake City Marathon (High Altitude Special Events "HASE")**

Monica Howe requested the board approve a \$12,326 special events and police service

revenue agreement with High Altitude Special Events (HASE) for ticket-as-fare transit access and police support during the Salt Lake City Marathon.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this special events and police service revenue agreement be approved. The motion carried by a unanimous vote.

10. Budget and Other Approvals

a. TBA2025-04-01 - Technical Budget Adjustment - 2025 Capital Program

Viola Miller was joined by Daniel Hofer.

Hofer requested the board approve a technical budget adjustment to transfer a total of \$26,073,000 among 88 projects, including capital contingency. The adjustment will aid in delivery of work that was not completed in 2024 and better align planned projects for 2025. The adjustment has a neutral effect on the budget and will not impact UTA's fund balance.

Discussion ensued. Questions on project funding implications were posed by the board and answered by staff.

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. Other Business

- a. Next Meeting: Wednesday, April 23, 2025 at 9:00 A.M.

12. Closed Session

a. Strategy Session to Discuss Pending or Reasonably Imminent Litigation

Chair Christensen indicated there were matters to be discussed in closed session related to pending or reasonably imminent litigation. A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:38 a.m.

The meeting reconvened in closed session at 10:45 a.m.

13. Open Session

Chair Christensen reconvened the meeting in open session at 11:04 a.m.

14. Potential Action Item**a. Settlement Agreement - Henshaw v UTA**

Brian Reeves, UTA Associate Chief Financial Officer, was joined by David Wilkins, Assistant Attorney General, and Mitsuru “Mitch” Nielsen, UTA Claims Administrator.

Reeves requested the board approve a \$300,000 settlement agreement in the matter of Henshaw v. UTA.

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

15. 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 11:06 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/985001.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/358?view_id=1&redirect=true.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees