



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, October 11, 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 9:04 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Mary DeLaMare-Schaefer, UTA Regional General Manager - Timpanogos Business Unit, 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 27, 2023 Board Meeting Minutes

b. Approval of International Travel to Vancouver, British Columbia, Canada for Planning & Engagement Peer Observation

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

Following the vote, Chair Christensen recognized Trustee Beth Holbrook for five years of service to the agency.

6. Reports**a. Executive Director Report**
- Memorial - Douglas Funk**Ridership**

Jay Fox, UTA Executive Director, who participated in the meeting remotely, reported on positive ridership trends. He mentioned ridership is up 36% for the year.

Memorial - Douglas Funk

Mr. Fox was joined by Ms. DeLaMare-Schaefer and John Barney, UTA Operations Supervisor. Ms. DeLaMare-Schaefer and Mr. Barney paid tribute to Douglas Funk, UTA Operator, who passed away in August 2023.

b. Financial Report - August 2023

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy.

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

Discussion ensued. Questions on annual fare revenue projections, tap requirements for pass program participants, and utility cost trends were posed by the board and answered by staff.

Ms. Miller indicated she would provide a fare revenue update to the board at a future time. Trustee Holbrook also requested a conversation on the strategy for locating ticket vending machines and readers on platforms.

c. Discretionary Grants Update

Ms. Miller was joined by Alma Haskell, UTA Grants Development Administrator. Mr. Haskell reported on grant applications awaiting selection and discretionary grants and/or appropriations that have been selected. The latter include:

- Fiscal Year 23 West Side Express Transit Community Project Funding (CPF): \$3.5 million

- Federal Transit Administration (FTA) Small Starts - Mid-Valley Connector: \$62.8 million
- FTA Rail Replacement Grant - 20 Light Rail Vehicles: \$60 million
- FTA Low and No Emission Vehicles - 25 Compressed Natural Gas (CNG) Buses: \$17.1 million

Discussion ensued during which Chair Christensen inquired about the status of South Jordan's Transit Transportation Investment Fund (TTIF) application.

7. Resolutions

a. **R2023-10-01 - Resolution Supporting the Nomination to Re-Appoint Beth Holbrook to the Utah Association of Special Districts Board**

Chair Christensen summarized the resolution, which reappoints Trustee Beth Holbrook to the Utah Association of Special Districts (UASD) board for a second term from March 31, 2024 through March 30, 2028.

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

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

b. **R2023-10-02 - Resolution Establishing an Employee Retirement Plan Contribution Rate Policy**

Trustee Jeff Acerson was joined by Kim Shanklin, UTA Chief People Officer, and Ann Green-Barton, UTA Director of Total Rewards. Trustee Acerson explained the resolution, which establishes an employee retirement plan contribution rate policy that includes provisions to:

- Incorporate a four-year actuarial smoothing of investment returns rather than the fair market valuation of assets
- Amortize all unfunded actuarial liability over a closed 20-year period
- Continue the 16% of payroll contribution to the UTA Employee Retirement Plan

Discussion ensued during which the board opined on the benefits of adopting these recommendations.

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

c. R2023-10-03 - Resolution Adopting Revised Board Policies

Annette Royle, UTA Director of Board Governance, noted the resolution adopts the following new and revised board policies:

- Board Policy 1.1 Process for Establishing Board Policies (revised)
- Board Policy 1.3 Executive Relationships and Meeting Protocols (new policy)
- Board Policy 2.3 Budget (new policy)
- Board Policy 3.1 Advertising and Naming (revised)
- Board Policy 4.2 Public Records (revised)

She reviewed key items included in the new policies and updates to the revised policies.

Discussion ensued during which Chair Christensen highlighted the provision to review all policies every three years.

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: 900 East UVX Design Services (Horrocks Engineers, Inc.)**

Travis Colledge, UTA Project Manager III, requested the board approve a \$488,618 contract with Horrocks Engineers, Inc. for the design of two new station platforms on 900 East along the Utah Valley Express (UVX) Bus Rapid Transit (BRT) alignment in Provo.

Discussion ensued. A question on public land available for the project was posed by the board and answered by Mr. Colledge.

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: Cooperative Agreement for Installation, Maintenance, and Operation of a Connected Vehicle System for Bus Operations (UDOT)

Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions, requested the board approve a cooperative agreement with UDOT, which includes a \$109,774 initial purchase order related to the installation, maintenance, and operation of a connected vehicle system (CVS) for transit signal priority technology for buses. UTA's total estimated cost for the project, distributed over a five-year period, is \$4.4 million. It was noted that any future purchases associated with this agreement would come to the board based on board approval threshold requirements.

Discussion ensued. Questions on route selection and implementation strategy were

posed by the board and answered by Ms. Quinn.

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. Pre-Procurements

- **Operations System Software**
- **Design Services for Maintenance Training Facility**
- **Pension Management and Investment Services**

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

Discussion ensued during which Mr. Mills explained differences between requests for proposals and requests for qualifications.

9. Service and Fare Approvals

a. Fare Agreement: Special Events Agreement for Utah Transportation Conference (UDOT)

Kensy Kunkel, UTA Manager of Fare Strategy, requested the board approve a special events agreement with UDOT for complimentary fare for attendees of the Utah Transportation Conference, which is scheduled October 24 through October 26, 2023, in exchange for in-kind marketing to UTA.

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

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

The meeting reconvened at 10:43 a.m.

10. Budget and Other Approvals

a. UTA Policy - UTA.01.09 Sustainability

Patti Garver, UTA Manager of Environmental & Grant Services, was joined by Sarah Ross, UTA Environmental Stewardship Sustainability Specialist I. Ms. Ross spoke about the purpose of the policy and the core elements of sustainability.

Discussion ensued during which the trustees opined on the strategic importance of a sustainability emphasis.

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

b. UTA Policy - UTA.02.10 Authority to Settle Claims

Dave Pitcher, UTA Claims & Insurance Manager, outlined key items included in the

policy.

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

11. Discussion Items

a. Tooele County Microtransit Electrification Project

Ms. Quinn spoke about the implementation of an all-electric vehicle fleet for On Demand service in Tooele County.

b. Tentative 2024 Budget

Ms. Miller was joined by Mr. Armstrong and Daniel Hofer, UTA Director of Capital Assets & Project Controls. Ms. Miller summarized the 2024 budget process. Ms. Miller and Mr. Armstrong then reviewed key assumptions, challenges and opportunities, initiatives, and requests. They also provided a 2024 tentative operating budget overview with expense detail by category, office, and mode, and compared FTEs in the 2023 and 2024 tentative budgets by office.

Mr. Hofer outlined the Five-Year Capital Plan goals and reviewed the 2024 tentative capital budget summary, major initiatives, and state of good repair details.

Ms. Miller concluded by highlighting 5-year funding sources and uses and listing next steps.

Discussion ensued. Questions on diesel fuel prices and local funds for capital projects were posed by the board and answered by staff.

12. Other Business

- a. Next Meeting: Wednesday, October 16, 2023 at 3:00 p.m.

13. Closed Session

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

Chair Christensen indicated there were items to be discussed in closed session relative to collective bargaining and 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 and closed session convened at 11:42 a.m.

14. 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 the meeting reconvened in open session at 12:08 p.m.

Chair Christensen left immediately following closed session, and asked Trustee Holbrook to chair the remainder of the meeting.

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 12:09 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/863623.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/258?view_id=1&redirect=true&h=57b80b5adc719ac1b7e37c26bdf70c64.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees