



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, February 12, 2025**

**9:00 AM**

**FrontLines Headquarters**

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**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 of Staff, 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 January 29, 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. Legislative Update and Potential Action on Proposed Legislation**

Adam Gardiner, Principal with ASG Consulting, Inc., noted UTA was granted exemptions from several pieces of legislation. He then spoke about Senate Bill 195 First Substitute Transportation Amendments (Harper) (S.B. 195 S1) and recommended the board

support it.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to support S.B. 195 S1. The motion carried by a unanimous vote.

**b. Executive Director Report**

- **2024 Ridership Report - Jay Fox**
- **UTA Employee Recognition - Officer Shaun Wihongi**

**2024 Ridership Report**

Jay Fox, UTA Executive Director, discussed the value of transit investments and reported on 2024 ridership statistics, which include:

- One million boardings on On Demand
- One million boardings on Ogden Express (OGX) service
- 30-year historical high for the Vanpool program
- 4% increase in Ski Bus ridership, which exceeded 400,000 boardings
- 57,300 riders moved in one weekend at the Warriors Over the Wasatch air show, the Arts Festival, and George Strait concert at Rice Eccles Stadium
- 6% increase in the public favorability score of UTA (from 68% to 74%)

Ridership for all UTA services was 40,478,945, up 15.5% overall.

Fox also reviewed ridership data from 2019 through the present, workforce stability by turnover rate, and operator headcount vs. actual trends. He concluded by outlining 2025 ridership opportunities, which include:

- Targeting an 11% increase in ridership
- Adding and restoring service and frequency on April Change Day
- Expanding UTA On Demand to west Provo
- Opening a new TRAX station in South Jordan at Daybreak Field
- Launching 15-minute service or faster Go Route buses in Salt Lake City
- Contracting for extra ski service
- Adding a new Utah Valley Express (UVX) 900 East station on the BYU campus
- Installing new ticket and tap machines and upgrading payment technology across the system
- Improving detours processes for significant state of good repair projects scheduled in summer 2025

Discussion ensued during which the board opined on the quality of the UTA system and value of transit investment.

Fox, at the prior request of Chair Christensen, responded to a public comment regarding ski service and committed to providing a report on the 2024-25 ski service after the season ends.

**UTA Employee Recognition - Officer Shaun Wihongi**

Jay Fox was joined by Patrick Preusser, UTA Chief Operating Officer, and Dalan Taylor, UTA Chief of Police & Public Safety Manager.

Preusser and Taylor recognized Shaun Wihongi, UTA Transit Police Officer IV, for taking lifesaving measures to revive a person who was experiencing a medical event.

**c. Strategic Plan Minute: Moving Utahns to a Better Quality of Life**

Jay Fox highlighted UTA's assault awareness and de-escalation training initiative. The training, which was developed and taught by peers, was provided to 926 operations team members, including 73% of all operators.

**d. Financial Report - Preliminary December 2024**

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Greg Andrews, UTA Senior Financial Analyst.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Capital year-to-date spending

Discussion ensued. Questions on bus propulsion cost reductions, sales tax reporting, and federal funding were posed by the board and answered by staff.

**e. Investment Report - Fourth Quarter 2024**

Viola Miller was joined by Brian Reeves, UTA Associate Chief Financial Officer.

Reeves summarized the general economic outlook and then reviewed U.S. Treasury yield trends and UTA investment yields. Portfolio returns for 2024 fell from an average rate of 5.12% to 4.52% overall.

Discussion ensued. Questions on UTA's investment strategy (specifically short and long-term considerations) were posed by the board and answered by staff.

**7. Resolutions****a. R2025-02-02 - Resolution Authorizing the Amendment of Previously Approved Grant**

**Awards and the Execution of Grant Agreements for Specified Projects**

Tracy Young, UTA Grants Director, was joined by Gregg Larsen, UTA Manager of Grant Services.

Young summarized the resolution, which authorizes the amendment of previously approved grant awards and the execution of grant agreements to fund the following specified projects:

- Funding from TAP FrontRunner Bike Racks (FY19) and CMAQ Passenger Signage (FY19) to Clearfiled Trail
- Funding from TAP FrontRunner Bike Racks (FY19) to Bus 3-Point Bike Racks
- Funding from CMAQ Utah County Bus Stops (FY 19 and FY 23) and Historic Utah Southern RR Trial Study (FY 23) to Eagle Mountain Park and Ride Lot
- Funding From CMAQ 5600 West Bus Route Construction (FY23) to Compressed Natural Gas (CNG) Fueling Facility

Discussion ensued. Clarifying questions 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: Memorandum of Agreement for UTA Legal Counsel and Amendment One to the Memorandum of Agreement (Utah Attorney General's Office)**

David Wilkins, Assistant Attorney General, was joined by Mike Bell, Assistant Attorney General.

Wilkins requested the board approve a memorandum of agreement (MOA) with the Utah Attorney General's Office (AGO) for UTA legal counsel and approve the first amendment to the MOA. Wilkins explained the original MOA did not require board approval since the services of the AGO are mandated by state statute. However, board approval is now necessary since the amendment accounts for the addition of services from an Equal Employment Opportunity investigator, which are not required by statute, as well as services from an additional attorney to address UTA employment law matters. The MOA, including the amendment, increases the not-to-exceed value by \$1,700,000, bringing the total not-to-exceed value of the MOA to \$7,700,000, with a term from April 30, 2020, through April 29, 2030.

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

**b. Contract: Construction Services Agreement for UVX 900 East Station (Calvin L**

**Wadsworth Construction Company, LLC)**

Jared Scarbrough, UTA Director of Capital Design & Construction, requested the board approve a \$2,346,888.02 contract with Calvin L Wadsworth Construction Company, LLC for the construction of a new UVX station near Brigham Young University.

Discussion ensued. Trustee Acerson requested information on the average cost per station on the initial construction of the UVX project.

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. Change Order: Mid-Valley Bus Rapid Transit (MVX) Construction Change Order 6 - Station Amenity Purchase Authorization (Stacey & Witbeck, Inc.)**

Jared Scarbrough requested the board approve a \$433,096.22 change order to the Mid-Valley Express (MVX) bus rapid transit contract with Stacy & Witbeck, Inc. for the procurement of amenities. The total contract value, including the change order, is \$53,060,873.02.

Discussion ensued. A question on installation 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.

**d. Change Order: On-Call Infrastructure Maintenance Contract Task Order 25-001 - 2025 Project Manager and Construction Manager Fees (Stacey and Witbeck, Inc.)**

Jared Scarbrough requested the board approve a \$626,080 change order to the on-call contract with Stacy and Witbeck, Inc. for project manager and construction manager fees for 2025. The total contract value, including the change order, is \$7,647,791.

Discussion ensued. A question on rates was posed by the board and answered by staff.

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.

**e. Change Order: Vehicle Program Management Consultant Services Contract Modification 8 for Increased Services (Mott MacDonald, LLC)**

Kyle Stockley, UTA Manager of Capital Vehicles, requested the board approve a modification to the contract with Mott MacDonald, LLC for increased services related to rail procurement and overhaul projects. The modification increases the not-to-exceed amount for option year four of the contract to \$2,350,000. The total contract value, including the modification, is \$5,650,000. (Note: the exercise of option year five at the modified rate will require future board approval.)

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: On-Demand Technologies Master Service Agreement Service Order 05, Amendment 02 - Increased Service Hours in South Salt Lake and South Davis Counties (River North Transit, LLC / Via)**

Hal Johnson, UTA Director of Innovative Mobility Solutions, was joined by Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions.

Quinn requested the board approve an amendment to the agreement with River North Transit, LLC / Via (Via) for increased On Demand service hours in south Salt Lake and south Davis counties. The amendment has a not-to-exceed value of \$400,347 for the period of January 1, 2025, through December 31, 2025. The total contract value for service order 5, including the amendment, is \$23,130,090. The total contract value with Via, which incorporates all service orders and associated amendments, is \$56,003,742.

Discussion ensued. Questions on ridership and coordination with Via were posed by the board and answered by staff. The board requested more information on On Demand utilization and ridership percentage increase by zone.

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. **Pre-Procurements**
- **Bus Electric Vehicle Charger Maintenance Contract**
  - **Bond Underwriting Services Contracts**
  - **Inventory Parts Auto-Purchase-Order Contracts**

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

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

The meeting reconvened at 10:48 a.m.

## 9. Discussion Items

- a. **Constituent and Customer Service - 2024 Annual Report**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Cindy Medford, UTA Manager of Customer Service.

Medford reviewed statistics related to UTA customer service, including number of comments received, comment source, comment categories, and top five comment types. She also mentioned UTA customer service was awarded second place in the "best customer service" category by the Transit app.

Discussion ensued. Questions on the customer feedback process (i.e., how information

is shared and addressed across the organization), pass-by investigations, commendations, customer relationship manager software implementation, and customer service opportunities and challenges were posed by the board and answered by staff. The board requested more detailed information on commendations.

**10. Other Business**

- a. Next Meeting: Wednesday, February 26th, 2025 at 9:00 a.m.

**11. Closed Session**

- a. **Strategy Session to Discuss Collective Bargaining and the Purchase, Exchange, or Lease of Real Property**

Chair Christensen stated no collective bargaining discussion would take place in closed session, but indicated there were matters to be discussed in closed session related to the purchase, exchange, or lease of real property. A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote and closed session convened at 11:11 a.m.

**12. Open Session**

(Note: Trustee Holbrook left the meeting during closed session at 11:46 a.m.)

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to return to open session. The motion carried by a majority vote and the meeting reconvened in open session at 11:50 a.m.

- a. **R2025-02-01 - Resolution Authorizing Additional Capital Contribution of Funds in the Jordan Valley Transit Oriented Development**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, explained the resolution, which authorizes the disbursement of up to \$1,285,039.74 as an additional contribution to the Jordan Valley Transit-Oriented Development (TOD) per the terms of the Bangerter Station LLC operating agreement. The total value of the transaction is \$1,700,000, which includes prior capital contributions by UTA.

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, and Trustee Acerson

Excused: Trustee Holbrook

**13. Adjourn**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 11:54 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/pm/sitemap/notice/972427.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/346?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/346?view_id=1&redirect=true).

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