



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Final

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 20, 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 9:02 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Jay Fox, UTA Executive Director, delivered a brief safety message.

5. Consent

a. Approval of December 6, 2023 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.

4. Public Comment

In Person/Virtual Comment

In person comment was given by Lorrin Colby, Jr.

Colby said he called UTA customer service with a complaint regarding FrontRunner trains pulling into alternating sides of the platform. He recommended a solution, which is for trains to pull to the right of their direction of travel. Colby said signage regarding directionality of travel is on the inside of the trains and not the outside. He opined the operational practices he described are confusing to riders.

Colby also expressed frustration with his interaction with customer service, during which he said he was treated disrespectfully. He added he later spoke with a UTA employee on the train [about the platform issue] and the employee told him many UTA employees feel the same way he does, but when employees raise concerns, they are fired. He said he feels he has been

harassed on the train for raising concerns.

(To view public comment in its entirety, see the meeting video located at https://rideuta.granicus.com/player/clip/274?view_id=1&redirect=true&h=679133848c9e94585f78e20dcda102a0.)

Online Comment

No online comment was received.

6. Reports

a. Executive Director Report - UTA Memorial Grove

Jingle Train

Jay Fox expressed appreciation to those who participated in the “jingle train” events during the holiday season.

UTA Memorial Grove

Jay Fox announced the creation of the UTA Memorial Grove, which is a program to honor the memory of those who lost their lives in relation to UTA’s operations or while working for the agency, with a tree planted in their memory.

J. Fox mentioned Peter Joseph Chapman and Dan Christensen, who will be memorialized in the grove. Family members of these two individuals expressed appreciation for the recognition and remembrance of their loved ones.

Chair Christensen called for a recess at 9:30 a.m.

The meeting reconvened at 9:40 a.m.

7. Resolutions

a. R2023-12-06 - Resolution Adopting the Authority’s Final 2024 Budget

Viola Miller, UTA Chief Financial Officer, reviewed the final 2024 operating and capital budgets.

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. R2023-12-07 - Resolution Extending Free Fares on the UVX Line through August 2024

Monica Howe, UTA Fares Director, was joined by Kensey Kunkel, UTA Manager of Fare Strategy. Kunkel explained the resolution, which extends zero fare on the UVX Bus Rapid Transit (BRT) Line to the August 2024 change day, currently scheduled for August

14, 2024.

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. R2023-12-08 - Resolution Authorizing the Executive Director to Execute Grant Agreements for Specified Projects

Tracy Young, UTA Grants Director, was joined by Gregg Larsen, UTA Manager of Grant Services. Young outlined the resolution, which authorizes the executive director to execute grant agreements for specific projects selected for award as of November 20, 2023, including:

- Midvalley Connector Pre-Award Funds (\$8.13 million)
- 25 CNG Buses (\$17.05 million)
- Transit Signal Priority (\$317,000) (2 grants)
- On-Route Electric Bus Infrastructure (\$1.92 million) (2 grants)
- Locomotive Rebuild (\$80,000)
- Rideshare/Vanpool Management (\$2.08 million) (3 grants)
- Provo to Payson High-Capacity Transit Analysis (\$233,000)
- UTA On-board Technology (\$1 million) (3 grants)
- Provo TIGER Pedestrian Bridge (\$800,000)

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

d. R2023-12-09 - Resolution Adopting Revised Bylaws

Annette Royle, UTA Director of Board Governance, reviewed five primary updates to the bylaws, which:

- Provide clarity around roles and duties of the Board of Trustees, Local Advisory Council, and officers of the board
- Add oath of office requirements for board officers and officers appointed by the executive director
- Remove the Committee on Accessible Transportation (CAT) as a board committee
- Update provisions for electronic meetings as defined in the Utah Open and Public Meetings Act (OPMA)
- Update the requirements for the recording of UTA Board of Trustees and UTA Local Advisory Council votes

Discussion ensued. J. Fox indicated the agency has requested legal clarification on which officers are required to take an oath of office. Chair Christensen requested the

legal opinion be put in writing.

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

8. Contracts, Disbursements and Grants

a. **Contract: Operations Work Assignment and Tracking System (Trapeze Software Group Inc.)**

Alisha Garrett, UTA Chief Enterprise Strategy Officer, was joined by Cheryl Beveridge, UTA Chief Operating Officer, and Tigran Melikyan, UTA Director of Business Analysis. Melikyan requested the board approve a seven-year, fixed price contract with Trapeze Software Group Inc. for workforce management software. The total contract value is \$20,996,244.

Discussion ensued. Questions on service planning functionality, cost, budget, ability of vendor to adapt to UTA's business needs, and performance provisions in the contract were posed by the board and answered by staff.

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: UTA Headquarters and Salt Lake Central Redevelopment Preconstruction Advisory Services (Okland Construction Company, Inc.)**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Sean Murphy, UTA Facility Development Supervisor. Murphy requested the board approve a \$861,486 contract with Okland Construction Company, Inc. for Phase I preconstruction services on the new UTA headquarters building and Salt Lake Central redevelopment.

Discussion ensued. A question on procurement plans for future phases of the project was posed by the board and answered by Murphy.

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

c. **Contract: Route Restoration and Equity Index Study (X-Factor Strategic Communications, LLC)**

Russ Fox, UTA Director of Planning, was joined by Alex Beim, UTA Manager of Long-Range Strategic Planning, and Alivia Vaughns, UTA Strategic Planner I. Beim requested the board approve a \$277,000 contract with X-Factor Strategic Communications, LLC to create an equity index to inform route restoration and future planning.

Discussion ensued. Questions on other models UTA has used to assess equity and how

high growth areas will be treated in the study were posed by the board and answered by Beim.

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: 2023-2024 On-Board Survey (Resource Systems Group Inc.)

Russ Fox was joined by Alex Beim and Dede Murray, UTA Strategic Planner III. Beim requested the board approve a \$674,998 contract with Resource Systems Group Inc. for a federally mandated on-board customer survey.

Discussion ensued. Questions on whether customer origination data and preferred services will be included in the survey, as well as questions on budget, cost comparison to the previous survey, and completion timeline were posed by the board and answered by staff.

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: UTA Support Fleet Purchase Order (Ken Garff West Valley Ford, LLC)

Daniel Hofer, UTA Director of Capital Programs & Support, was joined by Jesse Rogers, UTA Bus Vehicle Procurement Project Manager. Rogers requested the board ratify a \$2,905,403 purchase order with Ken Garff West Valley Ford, LLC for the purchase of 57 vehicles.

Discussion ensued. Questions on vehicle types, availability, and delivery were posed by the board and answered by staff.

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

f. Contract: UTA Support Fleet Purchase Order (Tony Divino Toyota)

Daniel Hofer was joined by Jesse Rogers. Rogers requested the board ratify a \$2,162,881 contract with Tony Divino Toyota for the purchase of 58 vehicles.

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

g. Contract: Critical Connections Study Funding Agreement (Redevelopment Agency of Salt Lake City, Salt Lake City, UDOT)

Patti Garver, UTA Manager of Environmental Compliance & Sustainability, was joined by Joe Taylor with Salt Lake City. Garver requested the board approve a \$500,000 funding agreement with the Redevelopment Agency of Salt Lake City, Salt Lake City, and the Utah Department of Transportation (UDOT) for a portion of the local match required for a grant that will fund a critical connections study. The study will evaluate east-west connections in Salt Lake City, among other things.

Discussion ensued. Questions on the budget source of the UTA funds, study deliverables, and study scope were posed by the board and answered by Garver and Taylor.

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

h. Contract: UTA Retirement Plan Investment Management Services (Cambridge Associates, LLC)

Kim Shanklin, UTA Chief People Officer, requested the board approve a \$2,600,000 contract with Cambridge Associates, LLC for retirement plan investment management services. The contract has a five-year base term with an additional five one-year options, which would require future Board approval.

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

i. Change Order: Onsite Wellness Clinic Services Amendment No. 3 - Contract Extension and Ratification of Past Disbursements (CareATC)

Kim Shanklin requested the board approve a \$3,600,000 change order to the contract with CareATC for onsite wellness clinic services. The change order extends the contract by two years (beyond the option years) and includes coverage for an additional clinic location at the Timpanogos business unit. A request was also made to ratify past disbursements in the amount of \$1,500,000 that did not have prior board approval.

Discussion ensued. Questions on the contract extension and onsite clinic benefits (i.e., return on investment) were posed by the board and answered by Shanklin. Chair Christensen requested information on a long-term benefits strategy.

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

Chair Christensen called for a recess at 10:47 a.m.

The meeting reconvened at 10:55 a.m.

j. Change Order: On-Call Systems Maintenance Contract Task Order #24-002 - 2024 TDX and Network Maintenance (Rocky Mountain Systems Services)

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Dean Hansen, UTA Manager of Systems Engineering. Hansen requested the board approve a \$600,000 task order to the contract with Rocky Mountain Systems Services for engineering, testing, training, and troubleshooting the TRAX and FrontRunner dispatch software and train control network.

Discussion ensued. A question on the status of reprocurring on-call services was posed by the board and answered by staff.

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. Change Order: On-Call Systems Maintenance Contract Task Order #24-003 - 2024 General Engineering and Maintenance Support (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen. Hansen requested the board approve a \$300,000 task order to the contract with Rocky Mountain Systems Services for general engineering and maintenance support on various state of good repair projects.

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.

l. Change Order: On-Call Systems Maintenance Contract Task Order #23-025 - 450 E. Crossover Materials (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen. Hansen requested the board approve a \$790,040 task order to the contract with Rocky Mountain Systems Services for the procurement of long-lead materials required to convert the manual crossing at 450 East to a signalized powered interlocking.

Discussion ensued. Questions clarifying the capital project associated with the materials procurement and timeline for project completion were 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.

m. Change Order: On-Call Systems Maintenance Contract Task Order #24-001 - 2024 Key Personnel (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen. Hansen requested the board approve a \$819,166 task order to the contract with Rocky Mountain Systems Services for contracted personnel services through October 31, 2024.

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.

n. Change Order: On-Call Systems Maintenance Contract Task Order #23-026 - 200 S. Boring Services (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen. Hansen requested the board approve a \$270,974 task order to the contract with Rocky Mountain Systems Services for boring services to construct a conduit path and install micro-duct fiber from 400 West to 500 West in Salt Lake City to support the installation of 10 new bus stops along 200 South.

The total contract value with Rocky Mountain Systems Services, including all task

orders discussed in today's meeting, is \$25,427,235.

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.

- o. Change Order: On Demand Technologies Master Service Agreement Cost Estimate Increase and Service Order No. 5 - Southern Davis County & Southern Salt Lake County (River North Transit, LLC / Via)**

Hal Johnson UTA Acting Director of Innovative Mobility Solutions, was joined by Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions, and Todd Mills, UTA Director of Supply Chain. Quinn requested the board approve an increase in the approved cost estimate for the On Demand Technologies Master Service Agreement. The new cost estimate is \$44,500,000. Quinn also requested approval of a not-to-exceed \$21,793,653 service order with River North Transit, LLC / Via to provide three years of On Demand service in south Davis County and south Salt Lake County. The total contract value, including the service order, is \$44,290,098.

Discussion ensued. Questions on the original scope of work, contract management, and accuracy of vendor cost projections were posed by the board and answered by staff.

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

- p. Revenue Change Order: Second Amendment to the Microtransit Cooperative Agreement (Salt Lake City Corporation)**

Hal Johnson was joined by Shaina Quinn and Todd Mills. Quinn requested the board approve a \$3,000,000 amendment to the microtransit cooperative agreement with Salt Lake City Corporation to support one year of On Demand service on the west side of Salt Lake City.

Discussion ensued. A question on services included with the amendment was posed by the board and answered by staff.

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

- q. Pre-Procurements**
- **Wayfinding Phase II - Blue Line**
- **Right of Way Program Manager**

Todd Mills was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, and G.J. LaBonty, UTA Manager of Customer Experience. Mills indicated the agency intends to procure the goods and services outlined on the meeting agenda.

Discussion ensued. Questions on UTA's current approach to wayfinding and adequacy of planned signage installation were posed by the board and answered by staff.

9. Service and Fare Approvals**a. Promotional Fare Request: 2024 UTA On Demand Service Multi-Rider Fare**

Kensey Kunkel was joined by Shaina Quinn. Kunkel requested the board approve a one-year extension to the promotional multi-rider fare on On Demand service. She indicated revenue would be reduced but would be offset by service efficiencies savings.

Discussion ensued. Questions on the process for matching the number of riders with available seats and potential for implementing a multi-rider fare structure were posed by the board and answered by staff.

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

b. Fare Agreement: Ski Bus Agreement (Davis County)

Camille Glenn, UTA Regional General Manager - Mt. Ogden Business Unit, was joined by Russ Fox and Kensey Kunkel. Glenn requested the board approve an \$85,641 agreement with Davis County for 2023-2024 ski service between Layton FrontRunner Station and Snowbasin Ski Resort.

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

c. Fare Agreement: Ski Bus Agreement (Snowbasin Resort Company)

Camille Glenn was joined by Russ Fox and Kensey Kunkel. Glenn requested the board approve a \$74,574 agreement with Snowbasin Resort Company for transit passes to be given to authorized users during the 2023-2024 ski season.

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.

d. Fare Agreement: Ski Bus Agreement (SMHG Management LLC/Powder Mountain)

Camille Glenn was joined by Russ Fox and Kensey Kunkel. Glenn requested the board approve an \$83,464 agreement with SMHG Management LLC/Powder Mountain for transit passes to be given to authorized users during the 2023-2024 ski season.

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

10. Discussion Items**a. Outcomes for the Tender Offer for a Portion of the Authority's Outstanding Bonds**

Viola Miller was joined by Brian Baker with Zions Public Finance. Baker reviewed the outcomes of the recent bond tender, including:

- Tendering offers were only accepted on the 2015A tax exempt, 2019B and 2020B taxable bonds. No 2016 bonds were accepted due to higher tax-exempt rates, but the bonds will be eligible for potential refunding in 2026.
- Tendering participation overall was 35.7% (based on total outstanding bonds) and 45% (based on maximum principal amount eligible for acceptance).
- UTA accepted \$101,175,000 in tendered bonds (out of \$155,110,000 that were submitted for tendering), but due to the meaningful discount at which taxable bonds were purchased, UTA only had to borrow \$77,600,000 in tax-exempt refunding bonds to satisfy the tender.
- The tender also improved future optionality by replacing bonds with an average coupon of 3.4% with new, 5% coupon tax-exempt bonds.

Ultimately, UTA reduced principal debt by \$23,575,000 and saved overall interest of \$11,481,261 over the next 20 years.

Discussion ensued. Questions on the refunding bond rate and transaction participants were posed by the board and answered by Miller and Baker.

b. UTA Moves 2050 - Long Range Transit Plan (LRTP)

Russ Fox was joined by Megan Waters, UTA Community Engagement Director, Alex Beim, and Dede Murray. Beim explained the purpose of the LRTP and provided an overview of its development. The plan correlates with the UTA Strategic Plan and addresses coordinating investment strategy with growth.

Waters discussed community engagement efforts and feedback received. Comments indicated a need for increased frequency, FrontRunner improvements and extensions, and expanded coverage and new routes.

Beim spoke about four potential investment strategies, an unconstrained “vision network,” and a constrained plan network. He also addressed concurrent planning efforts (e.g., Point of the Mountain, FrontRunner Forward, etc.) and community vision concepts. He concluded by discussing the LRTP iterative life cycle.

Discussion ensued. Questions on efforts to ascertain stakeholder feedback on the final plan and strategies for communicating the final plan were posed by the board and answered by staff. Trustee Acerson suggested aligning the LRTP with customer expectations and Trustee Christensen recommended incorporating the economic value of planning decisions in the LRTP. The board collectively expressed an interest in utilizing the plan to communicate a vision for transit along the Wasatch Front.

Chair Christensen requested staff provide a copy of the LRTP to the UTA Local Advisory Council well in advance of their next meeting.

c. Community Outreach and Events Update

This item was deferred to a future meeting.

11. Other Business

- a. Next Meeting: Wednesday, January 10th, 2024 at 9:00 a.m.

12. 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 12:18 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 or audio located at <https://www.utah.gov/pmnn/sitemap/notice/880186.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/274?view_id=1&redirect=true&h=679133848c9e94585f78e20dcda102a0.

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

Approved Date: 01/10/2024

DocuSigned by:

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Carlton J. Christensen
Chair, Board of Trustees