



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, January 24, 2024**

**1:00 PM**

**FrontLines Headquarters**

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**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Trustee Jeff Acerson joined the meeting electronically.

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 1:00 p.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Trustee Beth Holbrook 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 10, 2024 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**

Shule Bishop, UTA Government Relations Director, highlighted the progress of bills

under consideration by the Utah State Legislature. He recommended the board support 1) Senate Concurrent Resolution 2 (SCR 2) Honoring the 100th Year Anniversary of the Utah Association of Counties, sponsored by Senator Evan Vickers, and 2) House Bill 142 (HB 142) Railroad Drone Amendments, sponsored by Representative Ryan Wilcox.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to support SCR 2 and HB 142, as presented. The motion carried by a unanimous vote.

**b. Executive Director Report**

- **Warm Springs Stormwater**
- **Executive Director Award - Finance Budget Team**
- **UTA Commendation - UTA Police**
- **UTA Commendation - Overnight Rail Operators**

**Warm Springs Storm Water**

Jay Fox, UTA Executive Director, was joined by David Hancock, UTA Chief Service Development Officer, and Patti Garver, UTA Manager - Environmental Compliance & Sustainability.

Hancock reported on storm water drainage issues and related mitigation efforts at the Warm Springs facility. The total expense for mitigation is estimated at \$350,000, and staff plans to present updated costs and request contract approval at a February or March 2024 board meeting.

Discussion ensued. A question on the status of the root cause investigation was posed by the board and answered by staff.

**Executive Director Award - Finance Budget Team**

Fox was joined by Viola Miller, UTA Chief Financial Officer.

Miller recognized the finance budget team for their work in preparing the 2024 budget.

**UTA Commendation - UTA Police**

Fox was joined by Cherryl Beveridge, UTA Chief Operating Officer, and Dalan Taylor, UTA Chief of Police & Public Safety Officer.

Taylor recognized Sean Welsh, UTA Transit Police Officer IV, and Andrew Horting, UTA Transit Police Officer IV, for their work to assist an individual who was contemplating suicide.

**UTA Commendation - Overnight Rail Operators**

Fox indicated this commendation would be made in a private forum.

**c. Financial Report - November 2023**

Viola Miller, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy; Daniel Hofer, UTA Director of Capital Assets & Project Controls; Gregory

Andrews, UTA Senior Financial Analyst; and David Hancock.

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
- Capital spending, including spending by project

Discussion ensued. Questions on final sales tax projections for 2023, asset management vacancies, capital construction spending, commuter rail engine overhaul project delays, and the commissioning timeline on repaired light rail vehicles were posed by the board and answered by staff.

## 7. **Contracts, Disbursements and Grants**

### a. **Contract: Right of Way Track Measurement Services (RailPod, Inc.)**

Jacob Wouden, UTA Rail Infrastructure Project Manager, requested the board approve a not-to-exceed \$347,704.20 contract with RailPod, Inc. for the measurement and survey of all UTA rail track conditions in 2024, 2026, and 2028.

Discussion ensued. Questions on the frequency at which this work is scheduled, size of the vendor pool, and industry standard for this type of work 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.

### b. **Contract: CNG Building Overhead Door Replacement (Crawford Door Sales, Inc.)**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Guy Miner, UTA Facilities Maintenance Manager.

Anderson requested the board approve a \$250,275 contract with Crawford Door Sales, Inc. for the replacement of six overhead doors at the Depot District Clean Fuels Technology Center (the "CNG Building").

Discussion ensued. Questions on the budget allocation, wind load impact on doors at other facilities, overhead door lifespan, installation timeline, and potential salvage value of the used doors 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.

**c. Contract: Customer Experience Strategic Plan Services (Motivf Corporation)**

G.J. LaBonty, UTA Manager of Customer Experience, was joined by Andy Stevenson, UTA Customer Experience Project Manager.

LaBonty requested the board approve a not-to-exceed \$285,758.76 contract with Motivf Corporation for consulting services on a customer experience strategic plan.

Discussion ensued. Questions on UTA's customer experience plan history, customer experience plan use across the transit industry, and near and mid-term plan elements 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.

**d. Contract: Human Resources Information System (Workday, Inc.)**

Kim Shanklin, UTA Chief People Officer, requested the board approve a \$7,669,122 contract with Workday, Inc. for human resources management system (HRIS) software. The contract has a term of 10 years.

Discussion ensued. Questions on obsolete system replacement, timekeeping features, feedback from other Workday customers, and implementation timeline were posed by the board and answered by staff. Chair Christensen suggested adjusting open enrollment deadlines in 2025 if the software implementation timeline is not met.

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: MVX State-Furnished Signal and Transit Signal Prioritization Materials (Utah Department of Transportation)**

Andrea Pullos, UTA Project Manager III, requested the board approve a \$700,000 contract with the Utah Department of Transportation for signal prioritization materials on the Midvalley Express (MVX) Bus Rapid Transit (BRT) system.

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

**f. Contract: MidValley Bus Rapid Transit (MVX) Construction Phase 1 (Stacy & Witbeck, Inc)**

David Hancock was joined by Andrea Pullos.

Hancock reviewed the procurement process for selecting the MVX contractor.

Pullos summarized phase 1 work on the MVX BRT project and requested the board approve a \$4,090,470 contract with Stacy & Witbeck, Inc for phase 1 construction.

Discussion ensued. A question on utility work requirements was 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.

**g. Change Order: Battery Electric Buses and Associated Charging Equipment 2nd Bus Order - 4 Electric Buses (Gillig, LLC)**

Jesse Rogers, UTA Bus Vehicle Procurement Project Manager, was joined by Andrea Pullos.

Rogers requested the board approve a \$4,438,288 change order to the contract with Gillig, LLC for the purchase of four electric buses to support the service requirements of the Ogden Express (OGX) BRT system. The total contract value, including the change order, is \$51,837,706.

Discussion ensued. Questions on bus purchase planning for the project and electric bus performance 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.

**h. Change Order: Program Management Services Change Order No. 02 - Option Year 1 (HNTB Corporation)**

David Hancock was joined by Viola Miller. Hancock requested the board approve a \$9,250,000 change order to the contract with HNTB Corporation for program management services through April 16, 2025. The total not-to-exceed contract value, including the change order, is \$34,182,015.

Miller, speaking in her capacity as UTA Chief Procurement Officer, called attention to a potential conflict of interest as prescribed in the UTA policy UTA.01.01 Ethics. Miller noted a former UTA employee was hired by HTNB within 12 months of departure from UTA. She assured the board HNTB did not have an unfair competitive advantage given the timing of the onboarding of the former UTA employee and the request for this change order. Miller also indicated HNTB signed a firewall agreement to further avoid any appearance of an unfair competitive advantage in either receiving future contracts or in the performance and management of such future or current contracts in accordance with UTA.01.01 Ethics, specifically section K. She recommended approval of the change order.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this change order be approved acknowledging the firewall agreement, as presented. The motion carried by a unanimous vote.

- i. **Pre-Procurements**
  - **Ground Brush Assemblies for S70 Light Rail Fleet**
  - **Jordan River Building 2 Remodel**

Todd Mills, UTA Director of Supply Chain, was joined by David Hancock, and Robert Balsamo, UTA Light Rail Vehicle Maintenance Supervisor - Parts, Tools & Equipment.

Mills reported the agency intends to procure the goods and/or services outlined on the meeting agenda.

Discussion ensued. Questions on the nature of ground brush assemblies, inclusion of updated specifications for ground brushes in the new light rail vehicle procurement, decision to remodel rather than reconstruct the Jordan River Building 2, and growth potential at the Jordan River Building 2 were posed by the board and answered by staff.

Chair Christensen called for a recess at 2:43 p.m.

The meeting reconvened at 2:52 p.m.

## 8. Discussion Items

- a. **Salt Lake City and UTA 200 South Reconstruction Update**

G.J. LaBonty was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, and Jon Larsen, Salt Lake City Corporation Transportation Division Director.

LaBonty and Larsen spoke briefly about long-range plans for UTA and Salt Lake City and then addressed plans for reconstructing the 200 South corridor. The city plans to transform 200 South into a multi-modal corridor with complete streets elements, such as active transportation, enhanced transit, and placemaking. UTA is partnering in the effort with a \$1.3 million cash contribution toward additional infrastructure for power and data and a \$1.9 million in-kind contribution for amenities, including shelters, benches, lighting, real-time signage (with power and data), poles/signs, stainless steel safety handrails, and trash cans.

Discussion ensued. Questions on route detours along 200 South, bus lane traffic enforcement, digital signage installation plans, service communications plans, utility work completion timelines, and large housing development completion timelines were posed by the board and answered by staff.

- b. **UTA On Demand Service Update**

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

Staff reported on the On Demand service and shared statistics on ridership, performance, and trip destinations. They discussed why microtransit was selected as the service of choice for various areas and reviewed On Demand expansion zones included in the UTA Five-Year Service Plan.

Discussion ensued. Questions on improvements in Salt Lake City West Side On Demand performance, options to ride for persons without credit cards, options for FAREPAY card loading, trip origination points, timing for licensing On Demand vehicles in Utah, and On Demand vehicle fleet planning were posed by the board and answered by staff.

The trustees recommended providing the UTA Local Advisory Council (LAC) with information on transit growth progression in communities as part of the On Demand update planned for the next LAC meeting.

**9. Other Business**

- a. Next Meeting: Wednesday, February 14th, 2024 at 9:00 a.m.

**10. Closed Session**

**a. Pending or Reasonably Imminent Litigation**

Chair Christensen indicated there were matters to be discussed in closed session relative 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 and the meeting convened in closed session at 3:48 p.m.

**11. Open Session**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to return to open session. The motion carried by a unanimous vote.

Trustee Holbrook left the meeting at the conclusion of closed session.

The meeting reconvened in open session at 4:13 p.m.

**12. Adjourn**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a majority vote and the meeting adjourned at 4:13 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 and audio located at <https://www.utah.gov/pmnn/sitemap/notice/887791.html> for entire content. Meeting

materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/278?view\\_id=1&redirect=true&h=b7df37971b52f75ad78cf0a300417443](https://rideuta.granicus.com/player/clip/278?view_id=1&redirect=true&h=b7df37971b52f75ad78cf0a300417443).

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