



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, March 13, 2024**

**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 9:03 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

David Hancock, UTA Chief Capital Services Officer, delivered a brief safety message.

**4. Public Comment**

**In Person/Virtual Comment**

James Allen, who joined the meeting virtually, commended UTA for the services it provides. He requested information on how to best support the agency and suggested improvements to service, including adding FrontRunner service on Sundays.

(Note: public comment is accessible at [https://rideuta.granicus.com/player/clip/289?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/289?view_id=1&redirect=true).)

**Online Comment**

No online comment was received.

**5. Consent**

**a. Approval of February 28, 2024 Board Meeting Minutes**

**b. Financial Report - January 2024**

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**  
**- Ad Campaign Presentation****Ad Campaign Presentation**

Jay Fox, UTA Executive Director, shared a video and images from the agency's "road therapy" advertisement campaign, which recently received national recognition.

**Finance School**

J. Fox spoke about his attendance at "finance school," which is an internal initiative designed to increase awareness of finance office functions.

**b. Financial Report - Preliminary December 2023**

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

Staff reviewed December 2023 preliminary numbers for 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

Staff also reviewed the January 2024 operating financial results.

Discussion ensued. Questions on the 2023 sales tax budget projections, federal funding, parts projections, commuter rail vehicle rehabilitation, timeline for receipt of commuter rail cars purchased from North County Transit District (NCTD), impacts of NCTD delivery delays on UTA service, and commuter rail engine overhaul challenges were posed by the board and answered by staff. The board requested staff provide reports on 1) a comparison of administrative vacancies at UTA to other transit agencies and 2) commuter rail capacity in a future meeting.

**7. Resolutions****a. R2024-03-01 - Resolution Adopting Revised Board Policies**

Annette Royle, UTA Director of Board Governance, was joined by Neiufi Longi, UTA Public Policy Analyst.

longi outlined the resolution, which adopts revisions to Board Policy 5.1 Transit-Oriented Development and Board Policy 5.2 Real Property.

Revisions to Board Policy 5.1 include incorporating changes to the station area planning process required by 2022 House Bill 462 Housing Affordability Amendments and adding board approval for TOD design standards, UTA Local Advisory Council (LAC) approval of TOD master plans prior to board adoption, and requirements for conflict avoidance.

Revisions to Board Policy 5.2 include clarifying and aligning definitions to be consistent with other board policies, updating requirements for the classification of real property, and adding LAC consultation for the acquisition and disposition of real property for TOD.

Discussion ensued, during which longi clarified the policy applies specifically to real property owned by UTA.

Royle noted board policies are the strategic governing policies of the agency and align with statute, but there are other agency policies and procedures that operationalize the structure and processes outlined in the board policies.

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. R2024-03-02 - Resolution Approving UTA Moves 2050 - Long Range Transit Plan (LRTP)**

Russ Fox, UTA Director of Planning, was joined by Megan Waters, UTA Community Engagement Director, and Alex Beim, UTA Manager of Long-Range Strategic Planning.

Beim summarized the resolution, which approves the UTA Moves 2050 - Long-Range Transit Plan (LRTP).

Beim provided an overview of the LRTP, spoke about documentation that is available online, and outlined next steps. He noted the LAC reviewed the LRTP in its February 21, 2024, meeting and recommended adoption by the UTA Board of Trustees.

Discussion ensued. The board recommended staff formulate a list of priorities in conjunction with the LRTP (both constrained and unconstrained), connect with municipalities to provide education and support for transit planning, and work to have local bus service included in Utah's Unified Transportation Plan.

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

**c. R2024-03-03 - Resolution Designating Authorized Users for the Authority's Utah Public Treasurers' Investment Fund Accounts**

Viola Miller was joined by Rob Lamph, UTA Assistant Treasurer.

Lamph outlined the resolution, which designates authorized users for UTA's Utah Public Treasurers' Investment Fund (PTIF) accounts.

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

**d. R2024-03-04 - Resolution Authorizing the Adoption of Certain Fees**

Tim Merrill, Assistant Attorney General, was joined by Eric Barrett, UTA Acting Comptroller, and Michael Goldman, UTA Special Services Program Manager.

Goldman summarized the resolution, which authorizes the adoption of the fees pertaining to 1) communications and marketing, 2) government records requests, 3) public safety, 4) real estate and transit-oriented development (TOD), and 5) vanpool.

(Note: real estate and TOD licensing and leasing fees will be brought to the board in a future meeting.)

Discussion ensued. A question on bike locker use was posed by the board and answered by staff. The board recommended clarifying the "rush fee" in the communications and marketing section to indicate the fee is in addition to the initial application fee.

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

**e. R2024-03-05 - Resolution Appointing Officers and Setting Compensation for District Officers and Employees**

Kim Shanklin, UTA Chief People Officer, outlined the resolution, which appoints officers and sets compensation for district officers and administrative employees, as required by statute. She noted the pay structure includes an increase of 2% to the midpoint of the overall salary structure. She also discussed mid-year adjustments allowed by resolution, which include placing positions in the structure for new budgeted jobs, existing jobs that change more than 50% (as specified in Corporate Policy 6.7.2.1), and adjustments resulting from a review or appeal under UTA Policy UTA.05.04.

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
- f. **R2024-03-06 - Resolution Approving Amendment Three to the Terms and Conditions of Employment for Executive Director Jay Fox**

Chair Christensen summarized the resolution, which amends the terms and conditions of employment for J. Fox to reflect a 4% pay increase effective in January 2024.

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

Chair Christensen called for a recess at 10:42 a.m.

The meeting reconvened at 10:53 a.m.

8. **Contracts, Disbursements and Grants, Part I**

- a. **Contract: South Jordan Lake Avenue TRAX Station Phase 1 Pre-Construction Services (Paulsen Construction LLC)**

David Osborn, UTA Project Manager III, requested the board approve a \$51,000 contract with Paulsen Construction LLC for pre-construction services on a new TRAX station located in South Jordan near Lake Avenue. Osborn noted Phase 2 of the project is for construction services and may be included as a change order to this contract. Staff will return to the board for approval of Phase 2 construction services.

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. **Change Order: Civil Contractor Services for Battery Electric Bus Charging Infrastructure Change Order #002 - Additional Chargers and Pantographs (Cache Valley Electric Company)**

David Osborn requested the board approve a \$772,181.65 change order to the contract with Cache Valley Electric Company (CVE) for the addition of battery electric bus chargers and pantographs at 3900 South-Wasatch Boulevard and Central Pointe.

Discussion ensued during which Osborn noted this expense is included in the 2024 capital budget.

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.

c. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-010 - Grade Crossing Other Track Materials Procurement (Stacy and Witbeck, Inc.)**

Jacob Wouden, UTA Rail Infrastructure Project Manager, requested the board approve a \$636,274 change order to the contract with Stacy and Witbeck, Inc. for the procurement of track material needed for grade crossing replacements scheduled in 2024. The total contract value, including the change order, is \$36,061,071.

Discussion ensued. Questions on procuring materials through the contractor were posed by the board and answered by Wouden.

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. **Pre-Procurements**

- **S-Line Extension Pre-construction and Construction**
- **On-Call Transit Systems Professional Services, Construction, Maintenance, and Repair**
- **Rideshare and Vanpool Preventive Maintenance**
- **Facilities Remodel/Reconfiguration General Contractor**

This item was addressed during the meeting, but outside the agenda order. Chair Christensen moved to agenda item 9 and then returned to this topic.

9. **Other Business**

- a. Next Meeting: Wednesday, March 27th, 2024 at 9:00 a.m.

8. **Contracts, Disbursements and Grants, Part II**

d. **Pre-Procurements**

- **S-Line Extension Pre-construction and Construction**
- **On-Call Transit Systems Professional Services, Construction, Maintenance, and Repair**
- **Rideshare and Vanpool Preventive Maintenance**
- **Facilities Remodel/Reconfiguration General Contractor**

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. Questions on the structure of the S-Line extension contract, S-Line contractor selection timeline, preventative maintenance contractor pools, and historical use of specific contract types were posed by the board and answered by Mills.

10. **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 11:08 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 and audio located at <https://www.utah.gov/pmnn/sitemap/notice/898187.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/289?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/289?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