



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, July 9, 2025

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 9:00 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Carlton Christensen, UTA Board Chair, delivered a brief safety message.

4. Public Comment

(To view public comment in its entirety, see the meeting video located at <https://rideuta.granicus.com/player/clip/375>.)

In Person/Virtual Comment

In person comment was given by John Olsen.

Olsen commented that the parking lot at the mouth of Big Cottonwood Canyon needs to be fixed. Chair Christensen replied that UTA is not the owner of the parking lot and would connect with the property owner and pass along the message.

Online Comment

No online comment was received.

5. Consent

a. Approval of June 25, 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. Executive Director Report**

- **New Chief Operations Officer - Andres Colman**
- **Recognition - MV Transit Operator Kyler Braden**

New Chief Operations Officer - Andres Colman

Jay Fox, UTA Executive Director, introduced Andres Colman as the new Chief Operations Officer. Colman is a longtime UTA employee and introduced his family and described his previous experience.

Recognition - MV Transit Operator Kyler Braden

Jay Fox was joined by Ryan Taylor, UTA Special Services General Manager, and Isaac Del Hierro, UTA Motor Vehicle Transit Contractor. Taylor described an incident when Kyler Braden, MV Transit Operator, assisted a passenger with disabilities who had gone missing in Braden's service area.

b. Strategic Plan Minute: Economic Return - Continue TRAX Forward Program

Jay Fox explained how UTA's TRAX Forward program focuses on modernizing infrastructure and expanding light rail to meet evolving travel patterns and utilize technology that has advanced since TRAX began 25 years ago.

c. Financial Report - May 2025

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, Alisha Garrett, UTA Chief Enterprise Strategy Officer, Kyle Brimley, UTA IT Director, and Nichol Bourdeaux, UTA Chief Planning and Engagement Officer.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital expenses by chief office
- Actual versus forecast spend year-to-date on capital expenses
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Staff answered questions on issues regarding ongoing projects, receipt of federal funding and variance in expenditures.

7. Contracts, Disbursements and Grants**a. Contract: Bus Operator Training Simulator (Sim-Tech, Excel Driver Services)**

Stacey Palacios, UTA Director of Workforce Tech Training, requested the board approve a contract for a bus operator training simulator from Sim-Tech, Excel Driver Services which includes two years of maintenance and warranty support services, in the not-to-exceed the amount of \$609,137.50. Palacios answered questions about how to track actual safety issues that can be addressed with the training simulator.

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: Mobile Radio Development and Hardware (AdvanceTec Industries)

Kyle Brimley, UTA IT Director and Jarvie Curtis, UTA IT Manager in Communications and Deployment, requested the board approve a contract for mobile radio development and hardware from AdvanceTec Industries including communications hardware and supporting software development in the not-to-exceed the amount of \$2,625,000.

Discussion ensued. Staff answered questions regarding the integration of new radios with existing infrastructure and the system's future-state.

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: Remix Planning Software 5-Year Software Maintenance License (Carahsoft Technology Corp.)

Kyle Brimley was joined by Jaron Robertson, UTA Director of Planning, to request the board approve a contract for Remix planning software with a five-year software maintenance license from Carahsoft Technology Corp. The order is for three base years with two one-year option periods. The total contract value for five years is \$1,032,430.

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: Collision and Auto Body Repair Services Contract Pool (G & R Body Corporation dba Advanced Body & Paint)

Ryan Taylor requested the board approve a contract with G & R Body Corporation dba Advanced Body & Paint. UTA is utilizing a pool of contracted vendors to provide collision and auto body repair services to help maintain the state of good repair of approximately 525 Rideshare/Vanpool vehicles, approximately 583 insured UTA-owned vehicles, and third-party claimant vehicles of different makes and models in operation throughout various counties in Utah. The total not-to-exceed amount for the pool is \$520,000 over a five-year period.

Discussion ensued and Taylor answered questions regarding how vendors in the pool would be selected for specific services.

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

e. Contract: Collision and Auto Body Repair Services Contract Pool (Red Rock Collision Repair)

Ryan Taylor requested the board approve a contract with Red Rock Collision Repair. UTA is utilizing a pool of contracted vendors to provide collision and auto body repair services to help maintain the state of good repair of approximately 525 Rideshare/Vanpool vehicles, approximately 583 insured UTA-owned vehicles, and third-party claimant vehicles of different makes and models in operation throughout various counties in Utah. The total not-to-exceed amount for the pool is \$520,000 over a five-year period.

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: Collision and Auto Body Repair Services Contract Pool (Benjamin J Lucero dba Straight Line Auto Body)

Ryan Taylor requested the board approve a contract with Benjamin J. Lucero dba Straight Line Auto Body. UTA is utilizing a pool of contracted vendors to provide collision and auto body repair services to help maintain the state of good repair of approximately 525 Rideshare/Vanpool vehicles, approximately 583 insured UTA-owned vehicles, and third-party claimant vehicles of different makes and models in operation throughout various counties in Utah. The total not-to-exceed amount for the pool is \$520,000 over a five-year period.

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. Contract: Collision and Auto Body Repair Services Contract Pool (Valley Collision LLC)

Ryan Taylor requested the board approve a contract with Valley Collision LLC. UTA is utilizing a pool of contracted vendors to provide collision and auto body repair services to help maintain the state of good repair of approximately 525 Rideshare/Vanpool vehicles, approximately 583 insured UTA-owned vehicles, and third-party claimant vehicles of different makes and models in operation throughout various counties in Utah. The total not-to-exceed amount for the pool is \$520,000 over a five-year period.

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

h. Pre-Procurements

- **Bi-Level Seating Foam**
- **Bi-Level Seating Reupholstery Service**
- **S70 Track Brake Overhaul Material**

Todd Mills, UTA Director of Supply Chain, and Roberto “Rob” Balsamo, UTA Rail Overhaul Project Manager, indicated the agency intends to procure the goods listed on the meeting agenda.

Discussion ensued about the state of good repair schedule and questions were answered by staff.

8. Service and Fare Approvals

a. Fare Agreement: Education Pass (Mountainland Technical College)

Monica Howe, UTA Fares Director, requested the board renew a fare agreement with Mountainland Technical College and UTA. The agreement will provide transit passes to college students, faculty, and staff. The value of this contract is \$67,000.

Discussion ensued with staff answering question on how contract lengths are determined.

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. Fare Agreement: Education Pass (Davis Technical College)

Monica Howe requested a one-year education pass renewal agreement with Davis Technical College and UTA. All other terms of the pay per trip contract, including a discount, will remain the same. The projected value of the agreement is \$45,000.

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. Fare Agreement: Pass Purchase and Administration (Salt Lake City Corporation)

Monica Howe requested the board renew a fare agreement for one year with Salt Lake City Corporation. All other terms of the contract, including the discount of five percent (5%) will remain the same. The projected value of the agreement is \$94,000.

Howe informed the Board that the signature on the contract that was included in the packet was incorrect and that this has been corrected and will be part of the executed agreement.

Discussion ensued with staff answering questions regarding how usage of these programs is monitored.

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

9. Budget and Other Approvals

a. TBA2025-07-01 - Technical Budget Adjustment - 2025 Capital Program

Viola Miller was joined by Daniel Hofer, UTA Director of Capital Programming and Support, to explain that this proposed technical budget adjustment will transfer a total of \$5,837,000 between 33 projects, plus the capital contingency, within UTA's 2025 capital budget to aid in project delivery this year.

Discussion ensued with staff answering questions regarding the rationale for moving funds from certain projects.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this technical budget adjustment be approved.

10. Discussion Items**a. UTA Strategic Plan Performance Report**

Alisha Garrett was joined by Katie Morrison, UTA Strategic Communications Manager, and presented UTA's achievements and performance since the last report and year to date in 2025 in relation to each of the strategic priorities and their associated goals and objectives. Questions on employee appreciation guidelines and social media messaging were answered by staff. The board recommended that sustainability metrics be added to the website.

11. Closed Session**a. Strategy Session to Discuss Topics as Defined in Utah Code 52-4-205 (1):**

- Pending or Reasonably Imminent Litigation
- Purchase, Exchange, or Lease of Real Property
- Sale of Real Property

Chair Christensen indicated there were matters to be discussed in closed session related to pending or reasonably imminent litigation; the purchase, exchange, or lease of real property; and the sale of real property. A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:45 a.m.

The meeting reconvened in closed session at 10:55 a.m.

12. 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 resumed in open session at 11:10 a.m.

a. **R2025-07-01 - Resolution Approving the Membership Interest Purchase and Sale Agreement in the Jordan Valley Transit Oriented Development**

Tim Merrill, Assistant Attorney General, was joined by Paul Drake, UTA Director of Real Estate & TOD, to request approval of a resolution approving the Membership Interest Purchase and Sale Agreement in the Jordan Valley Transit-Oriented Development. This partnership has overseen the completion of four development phases, consisting of approximately 720 residential units and 5,000 square feet of retail. UTA staff have concluded that it would be in the best interest of UTA to divest its ownership interest in Bangerter Station LLC.

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

13. Other Business

- a. Next Meeting: Wednesday, July 23, 2025 at 9:00 a.m.

14. Adjourn

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous vote.

Chair Christensen adjourned the meeting at 11:16 a.m.

Transcribed by Cherilyn Bradford
Executive Assistant to the Board
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/pmnsitemap/notice/1008189.html#subscribeByEmailSection> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/375?view_id=1&redirect=true.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees

