



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, July 14, 2021

9:00 AM

Frontlines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also participating were UTA staff members.

1. Call to Order and Opening Remarks

Chair 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

Sheldon Shaw, UTA Safety & Security Director, provided a brief safety message.

4. Public Comment

Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. (Also, no online public comment was received for the meeting.)

5. Consent

- a. Approval of June 23, 2021 Board Meeting Minutes**
- b. Change Order Correction: Short Term Disability Insurance Contract Extension - Bargaining Employees (Lincoln National Life Insurance Co)**
- c. Authorization to Award Lifetime Transit Passes to Carolyn Gonot**

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried by a unanimous vote.

6. Reports

a. Agency Report

Mary DeLoretto, UTA Interim Executive Director, was joined by Eddy Cumins, UTA Chief Operating Officer. Mr. Cumins reported on ridership statistics through June 2021. While year-to-date ridership is still down following the pandemic, June 2021 ridership, both system-wide and by mode, increased over June 2020 ridership.

Discussion ensued. Questions on the year-over-year comparison, rider compliance with safety guidelines, and potential expiration of the federal mask requirement were posed by the board and answered by Mr. Cumins.

b. Financial Report - May 2021

Bill Greene, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis; Daniel Hofer, UTA Manager - Capital Assets & Project Controls; and David Hancock, Acting Chief Service Development Officer. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenue, stimulus funding, operating financial results, and operating expense by mode as of May 2021. Mr. Hofer discussed capital program aging, capital spending (including spending by project type), and project controls metrics. He then spoke about capital project budget underspending contributors, as well as improvements in the capital budget and management process.

Discussion ensued. Questions on labor savings, long-range economic forecasts, capital project budget projections, capital project aging, and potential for construction delays (specifically with respect to the Vineyard Station) were posed by the board and answered by staff. In an effort to communicate effectively with stakeholders, Chair Christensen requested frequent updates on projects.

7. Resolutions

a. R2021-07-01 - Resolution Authorizing Execution of Amendment No. 1 to an Interlocal Cooperative Agreement with the Redevelopment Agency of Salt Lake City for the Cooperative Construction of a TRAX Station at 650 South Main Street AND 2021 Technical Budget Adjustment - Capital 07/14/2021

Mr. Hancock was joined by Mr. Greene and Andrea Pullos, UTA Project Manager III. Mr. Hancock summarized the resolution, which approves the execution of amendment no. 1 to the interlocal agreement (ILA) with the Salt Lake City Redevelopment Agency (SLCRDA), as well as a technical budget adjustment to move funds from capital contingency to the 650 South TRAX Station project.

The amendment to the ILA is needed to address cost and schedule-related concerns. The amendment adds \$514,727 in additional funds to the ILA, bringing the total contract agreement to \$2,502,404. UTA has agreed to contribute \$173,400 to the project for a snowmelt system, making the total construction cost \$2,675,804. In addition, the amendment extends the project completion deadline to March 2022.

A technical budget adjustment in the amount of \$688,127 from capital contingency to the 650 South TRAX Station project was also requested.

Discussion ensued. Questions on the project schedule and snowmelt system were

posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this resolution be approved. The motion passed by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

8. **Contracts, Disbursements and Grants**

a. **Contract: TRAX and FrontRunner Automatic Passenger Counting (APC) and Real Time Passenger Information (RTPI) Support (Innovations in Transportation, Inc. INIT)**

Dan Harmuth, UTA IT Director, requested the board approve a contract with Innovations in Transportation, Inc. (INC) for APC and RTPI services. The contract value is \$113,454.16 per year for five years, with an annual escalation increase of 3%. The total contract value is \$602,343.54.

Discussion ensued. Questions on the modes using the APC system, as well as frequency of data downloads and reporting, and federal guideline compliance 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: Microsoft Office 365 Subscription Agreement (SHI International)**

Mr. Harmuth was joined by Dave Snyder, UTA Enterprise Applications Manager. Mr. Snyder asked the board to approve a three-year Microsoft Office 365 subscription agreement with SHI International at a not-to-exceed value of \$1,763,556.

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: Microsoft SQL SCE Agreement (SHI International)**

Mr. Harmuth was joined by Mr. Snyder. Mr. Harmuth requested the board approve a three-year contract with SHI International for support and maintenance of Microsoft SQL. The total value of the contract is \$256,963.20.

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: Replacement Police Vehicles (Young Ford)**

Mr. Cumins was joined by Jason Petersen, UTA Police Captain. Mr. Cumins asked the board to approve a contract in the amount of \$209,352 with Young Ford for the purchase of six Ford F-150 Super Crew trucks. The trucks will replace aging patrol vehicles.

Discussion ensued. A question on police vehicle acquisition needs was 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: Vehicle Program Management Consulting Services (Mott MacDonald, LLC)**

Ms. DeLoretto was joined by Mr. Hancock and Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Stockley requested the board approve a contract with Mott MacDonald, LLC for vehicle program management consulting services. The contract has a three-year base with two one-year options. The not-to-exceed value is \$600,000 per year, making the total potential contract value \$3,000,000.

Discussion ensued. Questions on the role of the consultant in the vehicle program and competitiveness of the annual rate 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.

f. **Contract: 650 South TRAX Platform Construction (Paulsen Construction)**

Mr. Hancock was joined by Ms. Pullos. Mr. Hancock asked the board to approve a contract with Paulsen Construction in the amount of \$2,136,458.26 for construction of the platform at the 650 South TRAX Station.

Discussion ensued. Questions on the uniqueness of the project and economic benefits stemming the second bid solicitation 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.

g. **Change Order: On-Call Systems Maintenance Task Order #10 - TRAX Switch Heater Replacement (Rocky Mountain Systems Services)**

Mr. Hancock was joined by Jared Scarbrough, UTA Manager - Systems Engineering. Mr. Hancock requested the board approve a task order with Rocky Mountain Systems Services in the amount of \$472,086 for the replacement of twelve switch heaters and six corresponding control units on the TRAX alignment.

Discussion ensued. Questions on the installation schedule and lifespan of the switch heaters 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: On-Call Systems Maintenance Task Order #11 - Trax Remote VHLC Access (Rocky Mountain Systems Services)**

Mr. Hancock was joined by Mr. Scarbrough. Mr. Hancock asked the board to approve a task order with Rocky Mountain Systems Services in the amount of \$472,796 for the design and installation of the hardware and logic required to allow for remote monitoring and data acquisition at 37 TRAX grade crossing and interlocking locations.

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.

i. **Change Order: Airport TRAX Station Relocation Change Order #15 - Delay Costs and Time Extension (Kiewit Infrastructure West)**

Mr. Hancock was joined by Ms. Pullos. Mr. Hancock requested the board approve a change order in the amount of \$748,693.20 to the contract with Kiewit Infrastructure West to cover costs incurred due to construction delays. The total contract value, including the change order, is \$15,994,388.16.

Discussion ensued. Questions on the budget allocation for the change order costs, effect of the delays on the original contract bid pricing, causes of the delays, and potential for recourse due to the delays 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.

j. **Change Order: Ogden/WSU Bus Rapid Transit (BRT) Construction Change Order #4 - Change to Titan Concrete Mix (Stacy & Witbeck, Inc.)**

Mr. Hancock was joined by Ms. Pullos. Mr. Hancock asked the board to approve a change order in the amount of \$248,604 to the contract with Stacy & Witbeck, Inc. for an upgraded concrete mix to be used on the Ogden/Weber State University (WSU) BRT project. The total contract value, including the change order, is \$61,900,505.

Discussion ensued. Questions on the contracting process, concrete color additives, concrete curing limitations, and budget allocation were 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: Ogden/WSU Bus Rapid Transit (BRT) Construction Support Change Order #12 - Additional Design Services and Time Extension (Jacobs Engineering Group, Inc.)**

Mr. Hancock was joined by Ms. Pullos. Mr. Hancock requested the board approve a change order to the contract with Jacobs Engineering Group, Inc. for construction support services. The change order is for \$433,421 and includes a contract extension to May 1, 2023. The total contract value, including the change order, is \$7,878,771.

Discussion ensued. A question on the project contracting decision-making process 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.

9. Service and Fare Approvals**a. Fare Contract: Special Events Pass Agreement Modification No. 1 (University of Utah)**

Monica Morton, UTA Fares Director, asked the board to approve a modification to the fare contract with the University of Utah to extend the term of the agreement through July 31, 2022. The extension has a value of \$300,000; however, it was noted that the 2020-21 contract installment (also \$300,000) was waived due to the pandemic. The total contract value, including the waived year and new extension, is \$1,200,000.

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

10. Discussion Items**a. 2021 Technical Budget Adjustment - Operating 07/14/2021**

Mr. Greene was joined by Mr. Cumins. Mr. Greene requested approval of a technical adjustment to the operating budget for increased staffing to support service, security, and equipment maintenance needs. The technical budget adjustment contemplates the following headcount additions:

- 10 part-time train hosts (equivalent to 5 full-time employees)
- 2 full-time FrontRunner operators
- 1 full-time security guard
- 3 full-time revenue equipment maintenance technicians

The agency will incur \$138,000 in costs in 2021 for these staffing additions, and \$360,000 in costs in 2022.

Discussion ensued. Questions on the need for additional train operators and cash control measures for ticket vending machines (particularly with regard to separating maintenance from cash access) were posed by the board and answered by staff. Mr. Greene committed to provide the board with more detailed information on ticket vending machine maintenance safeguards.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the 2021 technical budget adjustment be approved. The motion carried by a unanimous vote.

11. Closed Session

- a. Strategy Session to Discuss Certain Matters Regarding Acquisition or Sale of Real Property, Including Water Rights or Shares**
- b. Strategy Session to Discuss Pending or Reasonably Imminent Litigation**

Chair Christensen indicated there were matters to discuss in closed session relative to the acquisition or sale of real property and 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 board entered closed session at 11:00 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 open session resumed at 12:01 p.m.

13. Resolutions

a. R2021-07-02 - Resolution Authorizing the Purchase Real Property Consisting of 2.7 Miles of the Utah-Idaho Central Railroad Corridor (UICRR) from the Utah Department of Transportation (UDOT) for Future Transit Purposes in Box Elder County

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, summarized the resolution, which authorizes execution of a \$2,755,000 contract with UDOT for the purchase of 2.7 miles of the UICRR to preserve transit-critical right of way in Box Elder County.

Discussion ensued. A question on the presence of abandoned train tracks in the corridor was 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

14. Other Business

a. Next Meeting: Wednesday, July 28, 2021 at 9:00 a.m.

15. Adjourn

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 12:06 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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/689497.html> for entire content.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees