



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, February 9, 2022**

**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 all-remote/virtual meeting to order at 9:01 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

#### **2. Safety First Minute**

Chair Christensen delivered a brief safety message.

#### **3. Public Comment**

No live public comment was given. Online public comment received previously was distributed to the board for review in advance of the meeting and is included in Appendix B to these minutes.

#### **4. Consent**

##### **a. Approval of January 26, 2022 Board Meeting Minutes**

Chair Christensen noted a clerical error in the posted minutes on the consent agenda; specifically, the transcription information and approval signature block were omitted.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve the consent agenda with the correction of the clerical error. The motion carried by a unanimous vote.

#### **5. Reports**

##### **a. Agency Report**

##### **- Recognition of UTA Employees for Warming Bus Service**

##### **Recognition of UTA Employees for Warming Bus Service**

Jay Fox, UTA Executive Director, was joined by Cherryl Beveridge, UTA Acting Chief Operating Officer; Dalan Taylor, UTA Acting Police Chief; and Lorin Simpson, UTA

Regional General Manager - Salt Lake Business Unit.

UTA leadership recognized Riley Williams, UTA Manager - Vehicle Performance & Maintenance; Reed, Motzkus, UTA Transit Police Officer IV; and Kyle Bosgieter, UTA Transit Police Lieutenant, for providing bus warming service to adults with special needs who were displaced during an investigation of the group home in which they live.

The board commended staff for providing support to the community.

**Free Fare February**

Mr. Fox shared UTA is receiving tremendous positive feedback from the public on the Free Fare February initiative.

**b. Government Relations and Legislative Update**

Shule Bishop, UTA Government Relations Director, highlighted two bills under consideration by the legislature:

- Senate Bill 51, Substitute 1 (SB51), sponsored by Senator Wayne Harper, contains language that clarifies deadlines for counties submitting nominations for UTA trustee positions
- Senate Bill 140 (SB140), also sponsored by Senator Harper, is a housing and transit reinvestment zone (HTRZ) amendment that extends HTRZ zoning to a specified number of TRAX and bus rapid transit (BRT) stations

Mr. Bishop requested the board offer public support for these bills.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to take a supportive position on SB51 and SB140, as presented. The motion carried by a unanimous vote.

**c. Financial Report - Preliminary December 2021**

Bill Greene, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, and Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type) and provided some project highlights.

**d. Investment Report - Fourth Quarter 2021**

Emily Diaz, UTA Revenue Services & Assistant Treasurer, was joined by Jayson Schmitt and Don Penner with Chandler Asset Management. Ms. Diaz provided the third quarter 2021 investment report. She noted overall yields are trending upward. For the quarter, UTA's investment account yields were as follows:

- Chandler Asset Management: 0.142%
- Zions Capital Advisors: 0.889%
- Zions Bank: 0.030%
- Public Transportation Investment Fund (PTIF): 0.370%

Messrs. Schmitt and Penner highlighted the services provided by Chandler Asset Management (Chandler) and the team assigned to UTA's account. They then outlined the optimal structure for UTA's portfolio, investment strategy considerations, and next steps.

Discussion ensued. Questions on drivers of rates of return, anticipated rate increases associated with the Chandler investments, the nature of bond investments in the Chandler strategy, growth opportunities for Chandler in Utah, and maturity timelines in the Chandler portfolio were posed by the board and answered by staff and the Chandler representatives.

## 6. Resolutions

### a. **R2022-02-01 - Authorizing Issuance of a Notice to Proceed under a Construction Manager/General Contractor Contract for the TIGER First/Last Mile Connection Program of Projects for 2022**

Mary DeLoretto, UTA Chief Service Development Officer, was joined by Grey Turner, UTA Manager - Civil Engineering & Design. Mr. Turner summarized the resolution, which authorizes the executive director to execute Phase 2 construction services agreements under the construction manager/general contractor (CM/GC) agreement with Granite Construction during the 2022 calendar year. The projects slated for work in 2022 include:

- Salt Lake City 300 North Overhead Pedestrian Bridge Schedule B
- Provo Overhead Pedestrian Bridge Schedule B
- UTA Projects: Wayfinding, Bike Parking, Bike Repair Stands, and Bus Stop Improvements

Discussion ensued. A question on the expiration date for the TIGER grant funds was posed by the board and answered by Mr. Turner.

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

## 7. Contracts, Disbursements and Grants

### a. **Contract: Collective Bargaining Tentative Agreement - December 2021 Change Day Overtime Incentives (Amalgamated Transit Union)**

Richard Murray, UTA Director of Human Resource Services & Labor Relations, requested the board approve a tentative agreement to the contract with the Amalgamated Transit Union (ATU) to extend previously agreed upon double overtime incentives from February 20, 2022 to the beginning of the next change day on April 17, 2022. The estimated cost of the extension is \$317,000.

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

**b. Contract: Electric Vans for Tooele County Microtransit Service (Creative Bus Sales)**

Jaron Robertson, UTA Director of Innovative Mobility Solutions, was joined by Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions. Ms. Quinn asked the board to approve a \$883,960 contract with Creative Bus Sales for the purchase of ten electric ADA-accessible vans. The vehicles are part of the Tooele electric microtransit project, which is funded by a Federal Transit Administration low or no emissions grant, as well as funds from Rocky Mountain Power and the Utah Clean Air Partnership (UCAIR).

Discussion ensued. Questions on vehicle pricing impacts on the number of vans purchase and delivery time frame were posed by the board and answered by staff. It was noted receipt of the vehicles may be delayed due to supply chain issues. Trustee Acerson requested to be part of the launch when it occurs.

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. Change Order: On-Call Systems Maintenance - Task Order #007B, 2022 Stray Current Mitigation (Rocky Mountain Systems Services)**

David Hancock, UTA Director of Capital Construction, was joined by Jared Scarbrough, UTA Manager - Systems Engineering. Mr. Scarbrough requested the board approve a \$257,883 change order to the contract with Rocky Mountain Systems Services for stray current mitigation. The total contract, including the change order, is \$3,800,488.

Discussion ensued. Questions on issues resulting from stray currents, potential for liability, and cost savings from stray current mitigation 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.

**d. Pre-Procurements**  
**- Training Content Development Services**

Todd Mills, UTA Director of Supply Chain, was joined by Stacey Palacios, UTA Manager - Training & Development. Mr. Mills indicated the agency intends to procure the services indicated on the meeting agenda.

**8. Discussion Items**

**a. UTA Policy - UTA.02.07 Travel Policy**

Troy Bingham, UTA Comptroller, reviewed updates to the travel policy, which include:

- The policy is applicable to travel outside of UTA's service area
- Vendors and future employees seeking reimbursement are subject to the policy
- Mileage reimbursement references are removed and will be incorporated in a forthcoming policy
- Emphasis is placed on using p-cards for travel arrangements
- Lodging costs are clarified
- Use of personal vehicle in lieu of flying is clarified
- Record retention requirements for employees and potential release of records to the public are addressed
- Compliance section specific to travel is added

Discussion ensued. A question on any divergence from the recommendations of the federal monitor was posed by the board and answered by Mr. Bingham. It was noted the language in the lodging segment was made more stringent but does not require use of federal per diem rates.

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

**9. Other Business**

- a. Next Meeting: Wednesday, February 23rd, 2022 at 9:00 a.m.

**Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that meeting be adjourned. The motion carried by a unanimous vote and the meeting adjourned at 10:48 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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/733649.html> for entire content.

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

**Appendix A**

**Electronic Meeting Determination**

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207 [4]), as the Acting Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Board without a physical anchor location:

Due to the resurgence of COVID -19 cases locally, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.

This written determination takes effect on January 12, 2022, and is effective until midnight on February 10, 2022 and may be re-issued by future written determinations as deemed appropriate.

Dated this 10th day of January 2022.

Beth Holbrook, Acting Chair of the Board of Trustees

**Appendix B****Online Public Comment****From George Chapman:**

UTA Board meeting comments Feb9 re UTA needing 100 bus drivers

Please plan on long term bus driver staffing salaries and shifts. Several years ago, we publicized and pushed for higher salaries when UTA was down over 100 drivers. You raised wages but we are again at a point where UTA needs to hire 100 more bus drivers by August!

UTA needs to develop a long term bus driver employment system to stop the turnover that makes management look questionable. Split shifts and relatively low wages for drivers who are responsible for rider safety and dealing with the problems of mask wearing and homeless altercations are not being addressed. Salaries should be much higher and split shifts should be minimized.

Please address bus driver respectful salaries and working conditions.

A recent report is applicable: *Invest in Transit Equity, Invest in Transit Workers*.