



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, March 26, 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 9:02 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, 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 March 12, 2025 Board Meeting Minutes

b. International Travel to Toronto, Canada for the 2025 WTS International Annual Conference

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****- UTA Recognition - Ron Halton Retirement - 49 years of service**

Jay Fox, UTA Executive Director, was joined by Patrick Preusser, UTA Chief Operating Officer, and Andres Colman, UTA Regional General Manager - Salt Lake Business Unit.

Preusser and Colman recognized Ron Halton, UTA Downtown Operations Supervisor, who is retiring after 49 years of service to the agency.

b. Strategic Plan Minute: Moving Utahns to a Better Quality of Life by Deploying UTA's Sustainability Program

Jay Fox highlighted UTA's sustainability program milestones, which include completing a sustainability audit, forming a sustainability plan, improving energy efficiency at the Warm Springs facility, and recommitting to recycling across the organization.

c. Pension Committee Report

Jeff Acerson, UTA Trustee, reviewed information shared in a recent UTA Pension Committee meeting, including a comparison of current portfolio allocations to policy targets, annual returns, and asset class performance as of January 31, 2025. Overall, long-term performance of the pension portfolio remains strong.

Discussion on the potential impact of possible tariffs on the long-term value of the fund, and fixed-income and fixed income investments ensued.

7. Resolutions**b. R2025-03-02 - Resolution Authorizing Continuation of Specific Employee Paid Benefit Programs for the Benefit Year Beginning May 1, 2025 Ending April 30, 2026**

(Resolutions were addressed in the following order during the meeting: R2025-03-02, R2025-03-01, R2025-03-03.)

Ann Green-Barton, UTA Chief People Officer, outlined the resolution, which authorizes continuation of employee-paid benefit programs for the benefit year beginning May 1, 2025, and ending April 30, 2026. Vendors and benefits covered by the resolution include National Benefits Services (flexible spending accounts, limited flexible spending accounts, and dependent care assistance program), EMI Health (vision hardware insurance benefits), and VOYA (group accident, critical illness, and hospital indemnity supplemental benefits).

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

a. **R2025-03-01 - Resolution Adopting Service Design Standards**

Nichol Bourdeaux was joined by Eric Callison, UTA Manager of Service Planning.

Callison summarized the resolution, which adopts service design standards for UTA. The standards include the benefits of and key considerations for transit service, service planning process, service tiers, and best practices and standards for bus stop placement.

Discussion ensued. Questions on managing service that falls below the standard and including service standards in the new Community Transit Toolkit, which Bourdeaux noted would be made available online, were 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

c. **R2025-03-03 - Resolution Ratifying 2024 Expenditure and Disbursement Authority for Light Rail Vehicle Parts Purchases and Approving an Increase in 2025 Bus Vehicle Parts Expenditure and Disbursement Authority**

Viola Miller, UTA Chief Financial Officer, was joined by Todd Mills, UTA Director of Supply Chain.

Staff summarized the resolution, which ratifies 2024 expenditure and disbursement authority for light rail vehicle parts purchases and approves an increase in 2025 bus vehicle parts expenditure and disbursement authority. The ratification for light rail parts is for an additional \$543,455 in 2024 disbursements that exceeded the board's prior authorization of \$10,000,000 (see R2024-02-01). The increase related to bus vehicle parts is for an additional \$2,850,000 over the board's prior authorization of \$7,000,000 (see R2024-12-08).

Miller noted process improvements have been implemented to decrease the likelihood of spending beyond approved authority in the future.

Discussion ensued. Questions on parts ordering controls, process improvements, and market impacts on product delivery 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 carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

8. Reports**a. Quarterly Disbursement Report - Vehicle Parts Inventory Vendors - Q4 2024**

Viola Miller was joined Todd Mills.

Mills provided information on annual disbursements versus authorizations through the fourth quarter of 2024:

- Bus parts: \$8,499,677 total expenditure / \$8,550,000 annual authorization
- Light rail vehicle parts: \$10,543,455 total expenditure / \$10,000,000 annual authorization (discrepancy addressed in R2025-03-03)
- Commuter rail vehicle parts: \$3,622,638 total expenditure / \$5,000,000 annual authorization
- All parts total: \$22,665,770 total expenditure / \$24,093,455 annual authorization

9. Contracts, Disbursements and Grants**a. Contract: Microsoft Power Apps and Power Automate Add-on (SHI International Corp.)**

Kyle Brimley, UTA IT Director, was joined by Alisia Wixom, UTA Enterprise Applications Manager.

Brimley requested the board approve a \$533,955.35 contract with SHI International Corp. for Microsoft Power Apps and Power Automate Add-on licenses. The contract term is April 1, 2025, through April 30, 2027.

Discussion ensued. Questions on the program purpose 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: JD Edwards Support (Allari, Inc.)

Kyle Brimley requested the board approve a \$232,875 contract with Allari, Inc. for JD Edwards support. The contract has a base term of one year with two one-year extensions. (Note: Brimley mentioned typographical errors on one of the documents in the meeting packet in which the number 8 appears in place of dollar signs.)

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: Powertrain Replacement and Repair - Cummins Engines (Cummins, Inc.)

Kyle Stockley, UTA Manager of Capital Vehicles, requested the board approve a not-to-exceed \$5,000,000 contract with Cummins, Inc. for the repair or replacement of

Cummins bus engines in approximately 350 vehicles. The contract has a five-year term.

Discussion ensued. A question on engine lifespan was posed by the board and answered by Stockley.

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: Reimbursement Agreement - Relocation of Underground Fiber Line at Provo Intermodal Center (AT&T Corp.)

David Hancock, UTA Chief Capital Services Officer, requested the board approve a \$240,589.34 contract with AT&T Corp. for the relocation of an underground fiber optic line at the Provo Intermodal Hub. Hancock noted the work has already been performed.

Discussion ensued during which Hancock explained the nature of the unreported liability.

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: Operator Restrooms - West Jordan Center Station (Landmark Companies, Inc.)

David Hancock requested the board approve a not-to-exceed \$851,326.99 contract with Landmark Companies, Inc. for the installation of a prefabricated restroom at the West Jordan City Center Station.

Discussion ensued. Questions on utilizing the state contract for the procurement and future plans for purchasing prefabricated restrooms were posed by the board and answered by Hancock.

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. Change Order: On-Call Infrastructure Maintenance Contract Task Order #25-006 - 500 South Grade Crossing Replacement (Stacy and Witbeck, Inc.)

David Hancock was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager.

Hancock requested the board approve a \$569,173 change order to the contract with Stacy and Witbeck, Inc. for replacement of the TRAX grade crossing located at 500 South Main Street in Salt Lake City. The total contract value, including the change order, is \$8,896,711.

Discussion ensued. Questions on traffic control plans, project completion timelines, utilities considerations, and grade crossing replacement lifespan 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.

g. Change Order: ADA Accessible Rolling Stock Purchase Modification No. 2 (Creative Bus Sales, Inc.)

Tracy Young, UTA Grants Director, was joined by Christy Allen, UTA Coordinated Mobility Manager.

Staff requested the board approve a \$1,260,000 change order to the contract with Creative Bus Sales, Inc. for the purchase of 12 transit vans to be provided to 5310 program subrecipients. The total contract value, including the change order, is \$2,866,271. The purchase is funded through 5310 grants.

Discussion ensued. A question on vehicle procurement 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.

h. Change Order: Supplemental Transportation Services Contract Service Order No. 2 - Bus Bridge Service for State of Good Repair Rail Projects and On-Call Services (Innovative Transportation Solutions, Inc., dba The Driver Provider)

Hal Johnson, UTA Director of Innovative Mobility Solutions, was joined by Jacob Wouden.

Johnson requested the board approve a not-to-exceed \$1,500,000 change order to the contract with Innovative Transportation Solutions, Inc., dba The Driver Provider, to provide supplemental bus service necessitated by state of good repair rail projects and on-call services through the end of 2025. The total contract value, including the change order, is \$3,157,967.

Discussion ensued. A question on bus service for affected TRAX stations was posed by the board and answered by staff. Chair Christensen recommended urging customers to transfer and take FrontRunner to North Temple Station to avoid the construction.

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. Pre-Procurements
- Rideshare Autobody Contract Pool**

Todd Mills was joined by Matthew Harrison, Supervisor of Maintenance - Vanpool.

Mills indicated the agency intends to procure the services outlined on the meeting agenda.

Discussion ensued. Questions on monitoring driver behaviors and contracted service locations were posed by the board and answered by staff.

10. Discussion Items

a. 2024 UTA On Board Survey

Nichol Bourdeaux was joined by Alex Beim, UTA Acting Planning Director.

Beim described the On Board Survey purpose, methodology, and results.

Discussion ensued. Questions on the timeline for receiving On Board Survey results, survey sample targets, and survey dates were posed by the board and answered by staff. Chair Christensen recommended the On Board Survey results be shared with the Wasatch Front Regional Council and Mountainland Association of Governments.

b. Fare Revenue Update

Brian Reeves, UTA Associate Chief Financial Officer, was joined by Monica Howe, UTA Fares Director.

Reeves discussed fare revenue by group (contracts, public fares, and special services) and reviewed fare revenue and trip statistics. He also reviewed the history of fare media and future plans for the fares program.

Discussion ensued. Questions on options for capturing accurate ridership (in the context of revenue contracts) and paper fare media were posed by the board and answered by staff. Trustee Acerson requested information on fare collection in Utah County, particularly on the UVX line.

11. Other Business

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

12. Closed Session

a. Strategy Session to Discuss:

- Real Property, in Accordance with Utah Code 52-4-205(1)(d) and (e)

Chair Christensen indicated there were matters to be discussed in closed session related to real property in accordance with Utah Code 52-4-205(1)(d) and (e). 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 10:54 a.m.

The meeting reconvened in closed session at 11:10 a.m.

13. Open Session

Chair Christensen reconvened the meeting in open session at 11:40 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 and the meeting adjourned at 11:40 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/981871.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/356?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