



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, May 24, 2023

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff, media, 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

Trustee Beth Holbrook 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 May 10, 2023 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's Report

- Team Award - Triennial Review Team
- UTA Recognition - Ediri Oyake and Chris Charlesworth
- UTA Recognition - Government Finance Officers Award (GFOA)
- UTA Recognition - Upgraded Credit Rating from S&P

Team Award - Triennial Review Team

Jay Fox, UTA Executive Director, was joined by Bill Greene, former UTA Chief Financial Officer, and Tracy Young, UTA Grants Director. Mr. Greene thanked the grants team for their preparation and efforts associated with the Federal Transit Administration (FTA) triennial review. Ms. Young introduced and highlighted the work of the triennial review team.

UTA Recognition - Ediri Oyake and Chris Charlesworth

Mr. Fox was joined by Cheryl Beveridge, UTA Chief Operating Officer; Jaron Robertson, Acting Light Rail General Manager; and Tony Berger, UTA Manager of Light Rail Operations. Mr. Berger recognized Ediri Oyake, UTA TRAX Operator, and Chris Charlesworth, UTA Light Rail Operations Supervisor, for their efforts to assist a person contemplating suicide.

UTA Recognition - Government Finance Officers Award (GFOA)

Mr. Fox was again joined by Mr. Greene. Mr. Greene announced the finance team received the GFOA Award for the 29th year in a row.

UTA Recognition - Upgraded Credit Rating from S&P

Mr. Greene reported the agency received an upgrade to AA+ in its credit rating from Standard & Poor's.

Since Mr. Greene is retiring, the board and Mr. Fox expressed appreciation to him for his work with the agency.

American Public Transportation Association (APTA) CEO Conference

Mr. Fox mentioned his recent attendance at the APTA CEO Conference and the strong reputation UTA has among its national peers.

b. Financial Report - March 2023

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and David Hancock, UTA Capital Development Director. Ms. Miller reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, headcount, and operating financial results. Mr. Hancock discussed capital spending (including spending by project type) and provided highlights on substation improvements.

Discussion ensued. Questions on decreases in propulsion power costs, operator recruitment, salary numbers, utilities costs, station art installation, and substation components were posed by the board and answered by staff.

c. Discretionary Grants Report

Ms. Young was joined by Gregg Larsen, UTA Manager of Grant Services. Ms. Young reported on several grant applications that have been submitted and are awaiting

selection (for a complete list, see the meeting materials). She then outlined discretionary grants and appropriations for which the agency has been selected, including:

- FTA Transit-Oriented Development (TOD) Planning - Midvalley Connector: \$360,000
- Fiscal Year 23 West Side Express Transit Community Project Funding (CPF): \$3,500,000
- FrontRunner Strategic Double Track Project Appropriation (Utah Department of Transportation): \$486,000,000
- FTA Small Starts - Midvalley Connector: \$62,800,000
- FTA Rail Replacement Grant: \$60,000,000

Discussion ensued. A question on the no-low emission grant award timeline was posed by the board and answered by staff.

7. Resolutions

a. **R2023-05-02 - Resolution Approving the Title VI Service Equity Analysis for August 2023 Change Day**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Russ Fox, UTA Director of Planning; Megan Waters, UTA Community Engagement Director; and Alex Beim, UTA Manager of Long-Range Strategic Planning. Staff reviewed Title VI requirements, datasets, and analysis parameters associated with the August 2023 change day. They summarized proposed minor changes and discussed proposed major changes on routes F202, 603X, and 602, and the discontinuation of routes 603 and 650. While the major change analyses resulted findings of disparate impact and disproportionate burden, they also reflected substantial legitimate justification to proceed with the proposed changes. The major changes reflect increased service and access among low-income and minority populations.

Discussion ensued. Questions on route 903 performance, impacts for operators following the opening of the Orange Street hub, public feedback on proposed changes, and service restoration timelines 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. Contracts, Disbursements and Grants

a. **Contract: Head End Power Training Module (Wabtec Transportation Systems, LLC)**

Kyle Stockley, UTA Manager of Capital Vehicles, requested the board approve a not-to-exceed \$847,175 contract with Wabtec Transportation Systems, LLC for a head end power (HEP) module for the commuter rail maintenance training program.

Discussion ensued. A question on the current training process was 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: Toyota Sienna Minivans for Rideshare (Tony Divino Toyota)

Jesse Rogers, UTA Bus Vehicle Procurement Manager, requested the board approve a \$707,584 contract with Tony Divino Toyota for the purchase of 20 vanpool vehicles.

Discussion ensued. A question on vanpool vehicle 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.

c. Contract: Funding Agreement for Provo Pedestrian Bridge TIGER Program Project (Utah Department of Transportation)

[Note: The TIGER program of projects consists of multiple community betterment projects, including the pedestrian bridge structure discussed in today's meeting.]

Mr. Hancock was joined by Travis Colledge, UTA Project Manager III. Mr. Colledge requested the board approve a \$1,100,000 contract with the Utah Department of Transportation (UDOT) for a transfer of Transit Transportation Investment Fund (TTIF) monies from UDOT to UTA for the TTIF funding allocated to construction of the Provo Pedestrian Bridge.

Discussion ensued. Questions on the funding status on the Provo Pedestrian Bridge and potential for procurement challenges 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.

d. Change Order: Rewards and Recognition Program Modification No. 4 - Contract Extension (Motivosity)

Kim Shanklin, UTA Chief People Officer, requested the board approve an \$85,995 change order to extend the contract with Motivosity for software related to UTA's administrative employee rewards and recognition program through April 2024. Future board approval will be required for the contract's option to extend to December 31, 2024, with its associated extension value, to be executed. The total contract value, including the change order, is \$435,336. (Note: The original Motivosity contract did not require board approval initially but has been modified several times since its execution and now meets the threshold for board approval.)

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.
- e. **Change Order: On-Call Systems Maintenance Contract Task Order #23-005 - Brake Cut-Out Valve Monitoring (Rocky Mountain Systems Services)**

Dean Hansen, UTA Manager of Systems Engineering, requested the board approve a \$1,419,326 change order to the contract with Rocky Mountain Systems Services (RMSS) for monitoring onboard functions on trains, including the brake cut-out valve.

Discussion ensued. Questions on using the existing controls with different train sets and installation timeline 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.

9. Service and Fare Approvals

- a. **Fare Agreement: Special Events Agreement (Utah Asian Festival)**

Kensley Kunkel, UTA Manager of Fare Strategy, requested the board approve an in-kind ticket-as-fare agreement with the Utah Asian Festival for the festival scheduled on June 3, 2023. Transit fare to the festival is valued at \$3,000. In exchange for the transit fare, the Utah Asian Festival agrees to provide in-kind marketing to UTA which includes social media mentions, an email blast to ticket-holders, tabling opportunities, other activities, and digital and print recognition.

Discussion ensued. A question on the festival venue was posed by the board and answered by staff.

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

- b. **Fare Agreement: Special Events Agreement (Utah Pride Center)**

Ms. Kunkel requested the board approve an in-kind ticket-as-fare agreement with the Utah Pride Center for the following events:

- Loud and Queer Concert (June 2, 2023)
- Youth Pride Festival (June 3, 2023)
- Pride Festival (June 4, 2023)

Transit fare to the festival is valued between \$26,500-\$35,000. In exchange for the transit fare, the Utah Pride Center agrees to provide to UTA a sponsorship package valued at \$50,000. This sponsorship package includes social media mentions, an email blast to ticketholders, tabling opportunities, other activities, and digital and print recognition.

Discussion ensued. A question on the festival venue was posed by the board and answered by staff.

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

Chair Christensen called for a break at 10:34 a.m.

The meeting reconvened at 10:45 a.m.

10. Discussion Items

a. 2022-2023 Benchmark Survey Report

Steve Wright, UTA Chief Communications Officer, was joined by Christina Lau Billings, Mandy Walsh (remote), and Jennifer Hughes (remote), all with R&R Partners (R&R). The R&R team presented on the 2022-2023 Benchmark Survey, including the qualitative and quantitative research objectives, methodology, and participant demographics. Key findings from the qualitative research revealed: 1) the biggest emotional barrier to riding transit is an association between cars and freedom, 2) Utahns are more likely to ride for leisure than for commuting, and 3) the most compelling communications messages highlight the variety of activities accessible by transit. Key findings from the quantitative research showed:

- UTA has seen a slight decrease in favorability year over year, but well over half of respondents still hold a favorable impression
- While UTA experienced a slight decrease in “corporate citizen” ratings year over year, they remain higher than in 2021
- Utahns' impressions of individual UTA services held steady

R&R said the report reflects key metrics have improved and/or held steady in the last five years and overall perceptions of UTA’s services remain consistent. It also showed given no other form of transportation, Utahns generally feel positive about using UTA’s service. R&R added that, while in the minority, concerns about transit use center on crime and inconvenience. They also spoke about public awareness and support of UTA’s innovation efforts, barriers to riding, riding motivators, and consumer advertising recollection. R&R concluded by outlining how information from the report will be used to influence UTA’s brand campaign and how the survey may be changed to align with the agency’s 2023 strategic goals and objectives.

Discussion ensued. Questions on raising awareness around innovation and plans for applying the research were posed by the board and answered by staff. Chair Christensen recommended implementing a marketing strategy focused on the financial benefits of driving less.

11. Other Business

- a. Next Meeting: Wednesday, June 14th, 2023 at 9:00 a.m.

12. Closed Session**a. Strategy Session to Discuss Collective Bargaining**

Chair Christensen indicated there were matters to be discussed in closed session relative to collective bargaining. 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 meeting convened in closed session at 11:29 a.m.

13. 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 reconvened in open session at 12:16 p.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 12:16 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/834435.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/230?view_id=1&redirect=true&h=82c98ace995bedace163a65e3e4bc76f.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees