



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, October 26, 2022

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 9:01 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Alisha Garrett, Chief Enterprise Strategy Officer, delivered a brief safety message.

4. Public Comment

No online public comment was received for the meeting and no in person public comment was given during the meeting.

5. Consent

a. Approval of October 12, 2022, Board Meeting Minutes

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

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

Bombardier Bilevel Vehicle Purchase

Jay Fox, UTA Executive Director, was joined by Bruce Cardon, UTA General Manager - Commuter Rail. Mr. Fox indicated UTA entered into a tentative agreement to acquire 38 used Bombardier bilevel cars (16 coaches and 22 cabs) from the North County Transit District for the FrontRunner fleet. The coaches will need to be overhauled prior

to entering service, but the purchase will allow the FrontRunner fleet to continue operating at its current capacity while addressing state of good repair needs.

Discussion ensued. Questions on the timeline and advantages of outsourcing the coach overhauls were posed by the board and answered by staff.

UTA Leadership Summit

Mr. Fox mentioned an internal offsite leadership training scheduled for November 1, 2022.

UTA Play

Mr. Fox also spoke about an internal board gaming event scheduled on October 29, 2022.

b. Investment Report - Third Quarter 2022

Troy Bingham, UTA Comptroller, delivered the third quarter 2022 investment report. As of September 30, 2022, the combined yield for UTA's accounts was 1.967% and the agency's overall investment performance was trending upward.

Discussion ensued. Questions on funds held in the checking account and the rate strategy for the Chandler account were posed by the board and answered by Mr. Bingham.

c. Financial Report - August, 2022

Brad Armstrong, UTA Director of Budget & Financial Strategy was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls to present the financial report. 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 a project highlight on the training yard.

Discussion ensued. Questions on supply chain issues, vehicle procurements, planned facilities projects, and training yard details were posed by the board and answered by staff.

Chair Christensen commended the operations team for their assistance during a fire in the Sugar House area on the evening of October 25, 2022.

7. Discussion

a. 2023-2027 Five Year Capital Plan

Mr. Hofer was joined by David Hancock, UTA Director of Capital Development, and Mr. Armstrong. Mr. Hofer reviewed the five-year capital plan and highlighted changes in the plan since the presentation in the October 12, 2022 board meeting.

Mr. Hofer continued by reviewing the five-year capital budget by year, budget summary, major capital projects detail, state of good repair detail, and projects with unsecured funding.

Discussion ensued. Questions on building remodel intentions, end of line project completion capacity, platform signage replacements, and the Congestion Mitigation and Air Quality (CMAQ) funds were posed by the board and answered by staff.

8. Resolutions

a. **R2022-10-02 - Resolution Adopting the Authority's Tentative 2023 Budget**

Mr. Armstrong summarized the resolution, which adopts the UTA tentative budget for 2023 and sets a public hearing related to the tentative budget. Mr. Armstrong reviewed the operating budget overall and by category, office, and headcount. He then highlighted the 2023 service strategy and capital budget and spoke about next steps.

Discussion ensued. Questions on the allocation of utilities related to vehicle propulsion, fuel cost assumptions, and December service reduction impacts on fuel usage estimates in the budget were posed by the board and answered by Mr. Armstrong.

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

9. Contract, Disbursement, and Grant Approvals

a. **Contract: Meadowbrook Building 3 Flooring (CDC Restoration & Construction)**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Guy Miner, UTA Facilities Maintenance Manager. Mr. Anderson requested the board approve a \$533,668.75 contract with CDC Restoration & Construction, L.C., for a new floor coating in the service areas of the Meadowbrook Building 3 garage.

Discussion ensued. Questions on the inclusion of pitting and spauling repairs in the project and lifespan of the new floor 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: Railroad Line Vegetation Management (Ferrosafe, LLC)**

Mr. Anderson was joined by David Filby, UTA Manager of Right of Way Assets. Mr. Anderson requested the board approve a five-year contract with Ferrosafe, LLC for vegetation management along UTA rail lines. The total contract value is \$355,500.40.

Discussion ensued. Questions on inclusion of maintenance along the Garfield line and the Draper rail corridor 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.

c. **Contract: Arc Flash and Shock Risk Study of UTA Electrical Systems (Kinectrics AES, Inc.)**

Kent Muhlestein, UTA Safety Administrator - Transit System, requested the board approve a \$486,941.71 contract with Kinectrics AES, Inc. for an arc flash shock and risk study on UTA electrical systems.

Discussion ensued. A question on the project timeline was posed by the board and answered by Mr. Muhlestein.

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: On Demand Technologies Service Order No.2, Amendment No.2 - Southern Salt Lake County Service Contract Increase (River North Transit, LLC / "Via")**

Jaron Robertson, UTA Acting Planning Director, provided highlights for the On Demand service, which is provided by UTA in partnership with Via, in southern Salt Lake County. He spoke about monthly ridership, service performance, service changes implemented based on rider demand, seat availability, and ridership projections based on budget availability.

Mr. Robertson then requested the board approve a \$595,033 change order to the contract with River North Transit, LLC / "Via". The change order increases the 2022 not-to-exceed contract amount to allow for improvements to the UTA On Demand service. The total contract value, including the change order, is \$17,548,945.

Discussion ensued. Questions on responsibility for covering fuel costs, marketing campaigns, customer complaint topics, and cleaning standards were posed by the board and answered by Mr. Robertson.

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.

Chair Christensen called for a recess at 10:40 a.m.

The meeting reconvened at 10:47 a.m.

e. **Change Order: Depot District Clean Fuels Technology Center Change Order No. 31 - Phase 6 Onsite Underground Power Conduits and Vaults (Big-D Construction)**

David Osborn, UTA Project Manager III, requested the board approve a \$2,604,560 change order to the contract with Big-D Construction for underground power conduit and vaults related to the Depot District Clean Fuels Technology Center. The total contract, including the change order, is \$76,661,010. The change order also includes a

time extension through spring of 2023 for completion of landscaping work associated with the installation.

Discussion ensued. A question on the timeline for completion of Rocky Mountain Power's portion of the work was posed by the board and answered by Mr. Osborn.

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.

10. Other Approvals

a. UTA Policy - UTA.01.08 - Records Management and Access

Auty Dahlquist, UTA Records Manager, reviewed the policy, which has been updated and incorporates several existing policies.

Discussion ensued. A question on training efforts to make employees aware of records retention requirements was posed by the board and answered by Ms. Dahlquist. Chair Christensen recommended an online training module be created to educate employees about records management.

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

b. UTA Policy - UTA.06.02 - Capital Asset

Mr. Hofer was joined by Deidra Carrillo, UTA Manager - Capital Asset Controls. Mr. Hofer summarized the policy, which addresses deficiencies identified in the recent financial management oversight report, capital asset cost thresholds, recent adjustments to Governmental Accounting Standards, and roles and responsibilities related to asset records.

Ms. Carrillo described the standard operating procedures (SOPs) and tools intended to support the policy.

Discussion ensued. Questions on the asset inventory and vehicle donation processes were posed by the board and answered by staff.

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

11. Other Business

- a. Next Meeting: Wednesday, November 9th, 2022 at 9:00 a.m.

12. Closed Session**a. Strategy Session to Discuss Pending or Reasonably Imminent Litigation**

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

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

13. Open Session

Trustee Holbrook attended closed session and then left the meeting before open session reconvened.

Open session reconvened at 11:34 a.m.

14. Potential Action Items**a. Approval for Settlement - UTA vs Meza**

David Wilkins, Assistant Attorney General, requested the board approve a settlement in the UTA vs. Meza litigation for the defendant's insurance policy limit of \$300,000.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this settlement be approved. The motion carried by a majority vote.

15. Adjourn

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a majority vote and the meeting adjourned at 11:38 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/789481.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