



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, November 9, 2022**

**9:00 AM**

**FrontLines Headquarters**

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**Present:** Chair Carlton Christensen  
Trustee Jeff Acerson

**Excused:** Trustee Beth Holbrook

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**

Kim Shanklin, UTA Chief People 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. Oath of Office**

**a. Oath of Office: Trustee and Chair of the Board of Trustees of the Authority - Carlton Christensen**

The oath of office was administered to Carlton Christensen.

Chair Christensen expressed appreciation to family, colleagues, and staff for their personal support and their dedication to UTA.

**6. Consent**

**a. Approval of October 26, 2022, Board Meeting Minutes**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to approve the

consent agenda. The motion carried by a unanimous vote.

## 7. Reports

### a. Executive Director's Report

- UTA Leadership Summit
- UTA Tribute - Salt Lake Business Unit - Sugar House Fire Relief

Jay Fox, UTA Executive Director, mentioned the passing of two active UTA employees whose lives will be memorialized during a future board meeting.

#### **UTA Leadership Summit**

Mr. Fox reported on the UTA leadership summit that was held on November 1, 2022. During the summit, Mr. Fox spoke to UTA leaders about the success outcomes in the strategic plan that is currently being finalized.

Mr. Fox also recognized UTA staff members who organized the summit.

#### **UTA Tribute - Salt Lake Business Unit - Sugar House Fire Relief**

Mr. Fox was joined by Andres Colman, UTA Regional General Manager - Salt Lake Business Unit. Mr. Colman highlighted efforts made by staff members in the Salt Lake Business Unit to provide relief support to evacuees during a large fire in the Sugar House area of Salt Lake City on the evening of October 25, 2022.

Chair Christensen commended staff for their contributions.

### b. Financial Report - September 2022

Brad Armstrong, UTA Director of Budget & Financial Strategy, was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls, and Troy Bingham, UTA Comptroller. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type) and highlighted the light rail seat replacement project.

Discussion ensued. Questions on utilities costs and interest on vehicle leases were posed by the board and answered by staff.

## 8. Resolutions

### a. R2022-11-01 - Resolution Giving Notice and Setting Regular Meeting Dates for the Authority's Board of Trustees and Audit Committee for Calendar Year 2023

Chair Christensen described the resolution, which gives notice and sets the regular meeting dates for the UTA Board of Trustees and the Audit Committee in 2023.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this

resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Acerson

Excused: Trustee Holbrook

**b. R2022-11-02 - Resolution Adopting the 2023 Eco Pass Fare Structure of the Agency**

Kensy Kunkel, UTA Manager - Business Development & Sales, summarized the resolution, which adopts the Eco Pass fare structure for 2023.

A motion was made by Trustee Acerson that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Acerson

Excused: Trustee Holbrook

**9. Contracts, Disbursements and Grants**

**a. Contract: TechLink Corridor Study (Horrocks Engineers, Inc.)**

Patti Garver, UTA Manager - Environmental & Grant Services, requested the board approve a \$1,399,918 contract with Horrocks Engineers, Inc. for the TechLink Corridor Study. The contract has a three-year base term with an option for two one-year extensions.

Discussion ensued. Questions on the local match and timeline for the study were posed by the board and answered by Ms. Garver.

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

**b. Contract: Bus Stop Sign Poles for Visually Impaired (Zilla Corporation)**

Marci Warren, UTA IT Project Manager, requested the board approve a \$245,446 contract with Zilla Corporation for octagonal bus stop sign poles to assist in wayfinding for riders with visual impairments.

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

**c. Contract: Employee Holiday Gift Card 2022 (Harmon City, Inc.)**

Mr. Bingham requested the board approve a \$352,350 contract with Harmon City, Inc. for holiday gift cards for UTA employees. Each employee will receive one gift card valued at \$150.

Discussion ensued. Questions on the number of cards purchased and the negotiated discount were posed by the board and answered by Mr. Bingham.

- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this contract be approved. The motion carried by a unanimous vote.
- d. Contract: Depot District Furniture (Henriksen Butler Design LLC)**
- David Osborn, UTA Project Manager III, requested the board approve a \$869,000 contract with Henriksen Butler Design LLC for the provision and installation of office furniture at the Depot District Clean Fuels Technology Center.
- Discussion ensued. Chair Christensen recommended purchasing a few supplemental pieces in anticipation of future needs.
- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this contract be approved. The motion carried by a unanimous vote.
- e. Contract: Meadowbrook Building 3 Restroom Remodel (Slider Construction, Inc.)**
- Jared Scarbrough, UTA Director of Capital Construction, was joined by Jacob Wouden, UTA Project Manager I. Mr. Wouden requested the board approve a \$396,408 contract with Slider Construction, Inc. for a remodel of the Meadowbrook Building 3 restroom/locker rooms.
- Discussion ensued. A question on ancillary facilities available during construction was posed by the board and answered by Mr. Wouden.
- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this contract be approved. The motion carried by a unanimous vote.
- f. Change Order: On-Call Systems Maintenance Task Order #035 - Fiberoptic Infrastructure HDPE Micro-Duct (Rocky Mountain Systems Services)**
- Mr. Scarbrough requested the board approve a \$582,132 change order to the contract with Rocky Mountain Systems Services for the procurement of HDPE micro-duct and networking equipment for fiberoptic upgrades to segments along the TRAX Blue and Red lines. The total contract, including the change order, is \$11,378,327.
- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.
- g. Change Order: On-Call Systems Maintenance Task Order #23-001 - 2023 Personnel (Rocky Mountain Systems Services)**
- Mr. Scarbrough requested the board approve a \$939,877 change order to the contract with Rocky Mountain Systems Services for the services of three full-time contract employees to provide systems engineering and maintenance support in 2023. The contract employees include a project manager, project engineer, and field engineer. The total contract, including the change order, is \$12,318,204.
- Discussion ensued. A question on the technical expertise of the contracted employees was posed by the board and answered by Mr. Scarbrough.

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

**h. Pre-Procurements**

- **Transit Ambassador Program**
- **Maintenance oil, lubricants, and fluids**

Todd Mills, UTA Director of Supply Chain, was joined by Megan Waters, UTA Community Engagement Director. Mr. Mills indicated the agency intends to procure the goods and services listed on the meeting agenda.

Discussion ensued. A question on the types of entities that may be interested in submitting a proposal on the transit ambassador program was posed by the board and answered by Ms. Waters.

**10. Budget and Other Approvals**

**a. TBA2022-11-01 - Technical Budget Adjustment for 2022 Capital Budget**

Bill Greene, UTA Chief Financial Officer, was joined by Mr. Hofer. Mr. Hofer summarized the technical budget adjustment to the 2022 capital budget. The adjustment transfers \$255,000 from the capital contingency fund to the positive train control project. The move reduces the capital contingency from \$2,216,000 to \$1,961,000.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this technical budget adjustment be approved. The motion carried by a unanimous vote.

**b. UTA Policy - UTA.01.07 - Equal Employment Opportunity**

Kenya Fail, UTA Manager of Civil Rights Compliance, reviewed updates to the equal employment opportunity policy.

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

**11. Other Business**

- a. Next Meeting: Wednesday, November 30th, 2022 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 Acerson, and seconded by Chair Christensen, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:18 a.m.

The meeting reconvened in closed session at 10:29 a.m.

**13. Open Session**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to return to open session. The motion carried by a unanimous vote and the meeting resumed in open session at 11:02 a.m.

**14. Adjourn**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 11:02 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/792219.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