



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, February 23, 2022**

**9:00 AM**

**FrontLines Headquarters**

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This meeting took place in person at UTA 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 9:00 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**

Public comment was given by Claudia Johnson. Ms. Johnson commended UTA employees and the UTA Board of Trustees for their service. She expressed appreciation to the board for the questions they ask during board meetings since she often has the same questions. (Note: no online public comment was received for the meeting.)

**5. Consent**

- a. **Approval of February 09, 2022 Board Meeting Minutes**
- b. **UTA Policy - UTA.02.01 Spending Authority Policy**
- c. **UTA Policy - UTA.02.02 Contracting Authority Policy**
- d. **UTA Policy - UTA.02.05 Procurement Policy**
- e. **UTA Policy - UTA.02.06 Accounts Receivable Adjustments Policy**

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

**6. Reports****a. Agency Report**

- **Delegated Authority for On Call Infrastructure Maintenance Task Orders - Status Update**
- **Clean Cities Award**

**Delegated Authority for On Call Infrastructure Maintenance Task Orders - Status Update**

Jay Fox, UTA Executive Director, was joined by Dave Hancock, UTA Director of Capital Construction. Mr. Hancock reported on task orders issued on the contract with Stacy and Witbeck, Inc. in accordance with R2021-05-02.

Task orders outlined in R2021-05-02 include:

- South Stadium Embedded Curve Replacement: \$699,368 (actual task order amount)
- North Stadium Embedded Curve Replacement: \$699,368 (actual task order amount)
- Mario Capecchi Embedded Curve Replacement: \$627,383 (actual task order amount)
- Winchester Avenue Grade Crossing Replacement: \$368,713 (actual task order amount)
- 3200 West Grade Crossing Replacement: \$242,974 (actual task order amount)
- 8120 South Grade Crossing Replacement: \$128,614 (actual task order amount)
- Operator Relief Rooms: \$434,300 (actual task order amount)
- Gap Filler on FrontRunner Stations (\$1,000,000 not-to-exceed task order amount)

Completed task orders include:

- 3200 West Grade Crossing Replacement
- North Stadium Embedded Curve Replacement
- South Stadium Embedded Curve Replacement
- Mario Capecchi Embedded Curve Replacement

Task orders in progress include:

- Operator Relief Rooms
- Gap Filler on FrontRunner Stations
- Winchester Avenue Grade Crossing Replacement
- 8120 South Grade Crossing Replacement

Discussion ensued. Questions on the disparity between the not-to-exceed task order amounts, as well as actual task order amounts and gap filler purpose, installation location, and retrofitting capacity were posed by the board and answered by staff.

**Clean Cities Award**

Mr. Fox was joined by Cheryl Beveridge, UTA Acting Chief Operating Officer; Hal Johnson, UTA Manager - Project Research & Development; Ethan Ray, UTA Project Development Planner II; and Tammy Bostick with Utah Clean Cities Coalition (Clean Cities). Ms. Bostick provided an overview of Clean Cities. Mr. Johnson highlighted efforts that led to UTA's receipt of the Utah Clean Cities Coalition Greenhouse Reduction Champion Award. He described the composition of UTA's electric vehicle fleet, bus performance by energy source, air monitoring efforts, and bus and light rail emissions savings.

**b. Government Relations and Legislative Update**

Shule Bishop, UTA Government Relations Director, reported the agency is monitoring a number of bills related to transit. He specifically mentioned:

- House Bill 388 Local Districts Amendments, sponsored by Representative Stephen Handy: The amendment strikes language limiting UTA police authority to specific transit locations. The change will make it possible to prosecute those who have been arrested by UTA police at non-transit locations and will also allow the police to participate more collaboratively with other agencies in the community.
- House Bill 415 Transit Workers Safety Amendments, sponsored by Representative Handy: the UTA-related amendment increases the criminal penalty for assaulting transit workers
- Senate Bill 51 Transportation Amendments, sponsored by Senator Wayne Harper: the UTA-related amendment defines deadlines for trustee nomination submissions to governor's office
- Senate Bill 140 Housing and Transit Reinvestment Zone Amendments, sponsored by Senator Harper: the bill passed out of committee with a unanimous vote

Discussion ensued. A question on when the vote on House Bill 322 will take place in the senate was posed by the board and answered by Mr. Bishop.

**7. Resolutions****a. R2022-02-02 - Resolution Appointing Officers and Setting Compensation for District Officers and Employees**

Kim Shanklin, UTA Chief People Officer, summarized the resolution, which sets the 2022 compensation of all district officers and employees, and also appoints officers as required by statute. The pay structure includes a consultant-recommended 2% midpoint increase in the various pay lanes. Ms. Shanklin said a full compensation policy review is currently underway and will be presented to the board later this year.

Discussion ensued. Questions on adjustments for current employees falling below the midpoint, compensation analysis completion timelines, operator hiring and retention, and flexibility in operator pay were posed by the board and answered by Ms. Shanklin.

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: Amendment No. 1 to Executive Director Employment Agreement**

Ms. Shanklin requested the board approve an amendment to the executive director's employment agreement to increase the reimbursable amount for relocation expenses from \$20,000 to \$30,000.

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

### **b. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22.36 - Infrastructure Program Management Fees (Stacy and Witbeck, Inc)**

Mr. Hancock was joined by Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Stockley asked the board to approve a \$549,120 change order to the contract with Stacy and Witbeck, Inc. for full time project manager and track superintendent services during 2022. The total contract value, including the change order, is \$9,458,569.

Discussion ensued. A question on the task order numbering was 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.

### **c. Change Order: On-Call Quality and Assurance and Material Testing/Inspection Change Order #2 (CMT Engineering Laboratories)**

Mr. Hancock was joined by Dane Cooley, UTA Manager - Quality & Construction Oversight. Mr. Cooley requested the board approve an \$80,000 change order to the contract with CMT Engineering Laboratories for quality assurance/quality control and material testing services for several UTA capital construction projects. The total contract value, including the change order, is \$275,000. He noted that a new contract for similar services is in the process of being finalized and will be presented to the board in the near future.

Discussion ensued. Questions on the contract budget allocations, quality assurance requirements, and contractor independence requirements 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. **Change Order: On-Call Systems Maintenance Contract - Task Order #012 - 4700 South Queue Cutter (Rocky Mountain System Services)**

Mr. Hancock asked the board to approve a \$336,443 change order to the contract with Rocky Mountain System Services for assistance with systems upgrades to the 4700 South and 5600 West grade crossings. The total contract value, including the change order, is \$4,136,931. Mr. Hancock said the agency will be reimbursed for the change order costs by Kearns Township.

Discussion ensued. Questions on the queue cutter function, systemwide installation of queue cutters, and UTA responsibilities at the 4700 South and 5600 West locations 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.
- e. **Pre-Procurements**
- **Long Range Transit Plan Consultant**
  - **Code Vulnerability Management**

Todd Mills, UTA Director of Supply Chain, was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer; Georgiy Polishchuk, UTA Enterprise Tech Architect; and Ms. Bourdeaux. Mr. Mills indicated the agency intends to procure the goods and services specified on the meeting agenda.

Discussion ensued. Questions on UTA's public engagement responsibilities associated with the long-range transit plan, opportunities for enhancing public engagement, and efforts to protect against software vulnerabilities were posed by the board and answered by staff.

## 9. Discussion and Potential Action Items

- a. **Technical Budget Adjustment - 2022 Capital Budget and Full Time Employee Adjustments**

Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, was joined by Daniel Hofer, UTA Manager - Capital Assets & Project Controls; Paul Drake, UTA Director of Real Estate & Transit-Oriented Development (TOD); and Mr. Hancock. Mr. Hofer outlined the technical capital budget adjustment, which 1) transfers \$950,000 from the capital contingency to four existing capital projects and adjusts the budget of those four capital projects; 2) carries forward \$3,710,000 in 2021 budget authority; and 3) recognizes \$400,000 in new revenue from grant and matching partner funds. Mr. Drake added the technical budget adjustment also approves one additional full-time employee in the real estate and transit-oriented development (TOD) department to be funded by the existing TOD capital projects.

Discussion ensued. Questions on the contingency fund use for the Meadowbrook expansion and Tooele bus facility, capital contingency balance after transfers, and source of funds for the new TOD position were posed by the board and answered by staff.

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

**b. 2021 UTA Continuous Improvement Team Highlights**

Ms. Garrett was joined by Stacey Adamson, UTA Senior Sales Representative. Ms. Garrett described the continuous improvement team mission and vision; outlined its structure and composition; and spoke about its goals, value, and activities. She recognized team members with various certification levels and provided project highlights.

Discussion ensued. Questions on the continuous improvement faculty's roles in the agency, project selection process, and program participation were posed by the board and answered by Ms. Garrett.

**10. Other Business**

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

**11. 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 10:23 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/pm/sitemap/notice/737291.html> for entire content.

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

Approved Date: March 9, 2022

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Carlton J. Christensen  
Chair, Board of Trustees