



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, January 29, 2025**

**9:00 AM**

**FrontLines Headquarters**

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**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**

Jay Fox, UTA Executive Director, 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 January 15, 2025 Board Meeting Minutes**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve all items on the Consent Agenda.

The motion carried by a unanimous vote.

**b. 2024 Compensation Structure End of Year Report**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve all items on the Consent Agenda.

The motion carried by a unanimous vote.

## 6. Reports

### a. Legislative Update and Potential Action on Proposed Legislation

Adam Gardiner, Principal with ASG Consulting, Inc., expressed appreciation to legislators for including exemption language for UTA in House Bill 309 Wildlife Amendments (Representative Snyder) and bills on collective bargaining sponsored by Senator Hinkins and Representative Teuscher.

Gardiner reviewed provisions in Senate Bill 174 Transit and Transportation Governance Amendments (Senator Harper), Senate Bill 26 Housing and Transit Reinvestment Zone Amendments (Senator Harper), and House Bill 229 Transportation Funds Amendments (Representative Christofferson) and recommended the board express public support for these pieces of legislation.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to support S.B. 174, S.B. 26, and H.B. 229, as presented.

The motion carried by a unanimous vote.

### b. Executive Director Report

- Executive Director Team Award - Finance School Instructors
- UTA Recognition - 2024 Transit Riders Choice Award

#### Executive Director Team Award - Finance School Instructors

Jay Fox was joined by Viola Miller, UTA Chief Financial Officer.

Miller recognized the UTA finance team for their work on the agency's "Finance School" initiative.

#### UTA Recognition - 2024 Transit Riders Choice Award

Jay Fox was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer.

Bourdeaux highlighted the customer service staff who were honored with the 2024 Transit Riders Choice Award.

#### Ski Service Questions

Jay Fox noted the questions on ski service posed by the public in the January 15, 2025, board meeting would be addressed during the ridership report in the February 12, 2025, board meeting.

### c. Strategic Plan Minute: Building Community Support through Community Service

Jay Fox highlighted the enterprise strategy team's participation in community service

projects.

**d. Capital Program Report - Fourth Quarter 2024**

David Hancock, UTA Chief Capital Services Officer, was joined by Daniel Hofer, UTA Director of Capital Programs & Support.

Staff reviewed progress on the capital program during the fourth quarter of 2024, including budget spend down and five-year financial trends on project delivery for the 5-year Capital Plan. They also highlighted major project activities in 2024 and discussed budget activities for the first quarter of 2025.

Discussion ensued. Questions on under-spending, improvements in budget projection accuracy, Utah Department of Transportation project delivery trends, grade crossing program, and Lehi pedestrian bridge improvements were posed by the board and answered by staff.

The board recommended sharing the agency's successes in project delivery more broadly. Jay Fox requested staff include information on five-year financial trends for major project delivery in future presentations.

**7. Resolutions**

**a. R2025-01-04 - Resolution Approving the Title VI Service and Fare Equity Analysis for April 2025 Change Day**

Russ Fox, UTA Director of Planning, was joined by Megan Waters, UTA Community Engagement Director, and Alex Beim, UTA Manager of Long-Range Strategic Planning.

Staff reviewed the final service and fare changes planned for April 2025, along with the related public engagement efforts and Title VI analysis results.

Discussion ensued. Questions on proposed changes in Davis County and implementation of new service and how it relates to service restoration plans were posed by the board and answered by staff. The board suggested reviewing the successes and opportunities for improvement discovered during the UVX transition to paid service, including increased marketing of the low-income eligible FAREPAY program, particularly in areas that will be impacted by service changes.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that Resolution R2025-01-04 - Resolution Approving the Title VI Service and Fare Equity Analysis for April 2025 Change Day be approved as presented.

The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

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**8. Contracts, Disbursements and Grants****a.**

Ann Green-Barton, UTA Chief People Officer, was joined by Lorin Simpson, UTA Acting Director of Total Rewards.

Staff requested the board approve a contract with Milliman, Inc. for retirement plan administration services. The contract has a one-year base term with two one-year options. The total contract value, including the option years, is \$1,324,050.

Discussion ensued. A question on the contract term was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the contract with Milliman, INC. for UTA Retirement Plan Pension Administration Services be approved as presented.

The motion carried by a unanimous vote.

**b. Contract: 2025 Support Fleet Order (Tony Divino Toyota)**

David Hancock was joined by Jesse Rogers, UTA Bus Vehicle Procurement Project Manager.

Staff requested the board approve a \$1,588,936 contract with Tony Divino Toyota for the purchase of 44 non-revenue support fleet vehicles.

Discussion ensued. A question on the nature of the support vehicles was posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that the contract with Tony Divino Toyota for 2025 Support Fleet Order be approved as presented.

The motion carried by a unanimous vote.

**c. Contract: 2025 Support Fleet Order (Ken Garff West Valley Ford, LLC)**

David Hancock was joined by Jesse Rogers and Trice Beatty, UTA Manager of Non-Revenue Vehicle Performance & Maintenance.

Staff requested the board approve a \$2,834,031 contract with Ken Garff West Valley Ford, LLC for the purchase of 54 non-revenue support fleet vehicles.

Discussion ensued. A question on the non-revenue vehicle fleet rotation strategy was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the contract with Ken Garff West Valley Ford, LLC for 2025 Support Fleet Order be approved as presented.

The motion carried by a unanimous vote.

**d. Contract: Depot District Compressed Natural Gas Fueling Station Operations and Maintenance Agreement (Trillium Transportation Fuels, LLC)**

Andres Colman, UTA Regional General Manager - Salt Lake Business Unit, was joined by Dean Klebenow, UTA Manager of Vehicle Performance & Maintenance, and Christopher Eisert, UTA Bus Vehicle Maintenance Supervisor.

Staff requested the board approve a \$641,584, two year contract with Trillium Transportation Fuels, LLC for:

- 1) operations and maintenance service support for the Compressed Natural Gas (CNG) fuel monitoring system, and
- 2) bus fueling dispensers for two fueling lanes at the Depot District facility.

The contract has a two-year base term with three additional one-year options. Exercise of the option years will require additional board approval.

Discussion ensued. A question on CNG market conditions was posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that the contract with Trillium Transportation Fuels, LLC for Depot District Compressed Natural Gas Fueling Station Operations and Maintenance be approved as presented.

The motion carried by a unanimous vote.

**e. Contract: Geographic Information Systems (GIS) Software (Environmental Systems Research Institute "ESRI")**

Daniel Hofer was joined by Sumerset Ellis, UTA GIS System Administration Supervisor.

Staff requested the board approve a \$413,311.69 contract with Environmental Systems Research Institute (ESRI) for GIS software. The contract has a five-year term that is contingent on renewal of the state contract with ESRI.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the contract with Environmental Systems Research Institute (ESRI) for Geographic Information Systems (GIS) Software be approved as presented.

The motion carried by a unanimous vote.

**f. Change Order: Ratification of Traction Power Substations (TPSS) Rehabilitation Change Order #015 -Repair and Replacement of Equipment (C3M Power Systems, LLC)**

David Hancock was joined by David Wilkins, Assistant Attorney General.

Prior to general discussion on ratification of Agenda Items 8.f., 8.g., and 8.h., Wilkins spoke about the legal meaning of ratification and informed the Board of the statutory approval requirements for contracts, noting that statute does not prohibit ratifications. Wilkins informed the board they had the option to ratify a change order or authorize disbursement of payment to the contractor without ratification.

Hancock requested the board ratify a \$720,887 change order to the contract with C3M Power Systems, LLC for the repair and replacement of equipment that rated poorly in condition assessments and/or onsite testing. The total contract value, including the change order, is \$47,373,460.54.

Discussion ensued. Questions on process and project scoping improvements were posed by the board and answered by Hancock.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to ratify authorization for work completed prior to board approval and approve Change Order Number 15 to the Traction Power Substations (TPSS) Rehabilitation contract with 3CM Power Systems, LLC for repair and replacement of equipment, as presented.

The motion carried by a unanimous vote.

**g. Change Order: Ratification of 900 E. UVX Station Design Modification 1 (Horrocks Engineers, Inc.)**

David Hancock was joined by David Wilkins.

Hancock requested the board ratify a \$102,055 change order to the contract with Horrocks Engineers, Inc. for design modifications on the UVX 900 East Station. The total contract value, including the change order, is \$590,673.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to ratify Change Order 1 to the 900 E. UVX Station Design Contract with Horrocks Engineers, Inc. for design modifications, as presented.

The motion carried by a unanimous vote.

**h. Change Order: Ratification of Unauthorized Light Rail Vehicle 1137 Roof Repairs through Modification No. 2 (Siemens Mobility, Inc.)**

Patrick Preusser, UTA Chief Operating Officer, was joined by Bryan Sawyer, UTA Director of Fleet Engineering, and Ryan Gardner, UTA Fleet Engineering Supervisor.

Staff requested the board ratify a \$271,227 change order to the contract with Siemens Mobility, Inc. for roof repairs made to light rail vehicle 1137. Staff explained the vehicle was in an accident and the roof repairs were not identified in the initial vehicle damage

assessment. The roof repairs were subsequently made by Siemens without formal authorization from UTA and Siemens is seeking compensation. The total contract value, including the change order, is \$1,774,477.

Discussion ensued. Clarifying questions on the occurrence were posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to ratify authorization for work completed prior to board approval and approve Change Order 2 to the Light Rail Vehicle 1137 Roof Repairs contract with Siemens Mobility, Inc., for repairs performed, as presented.

The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:53 a.m.

The meeting reconvened at 11:03 a.m.

## **9. Budget and Other Approvals**

### **a. TBA2025-01-01 Technical Budget Adjustment - 2025 Operating Budget Move of Rail Parts Supervisors and Clerks from Supply Chain to Rail Departments**

Viola Miller was joined by Patrick Preusser.

Staff reviewed the technical budget adjustment, which moves the budget for Rail Parts Supervisors and Parts Clerks from the Supply Chain Department to various rail departments. The \$1,900,014 transfer is net neutral on the budget.

Discussion ensued. Questions on the management intent for the alignment of work and inventory control were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that TBA2025-01-01 Technical Budget Adjustment - 2025 Operating Budget Move of Rail Parts Supervisors and Clerks from Supply Chain to Rail Departments be approved as presented.

The motion carried by a unanimous vote.

### **b. International Travel to Montreal, Quebec, Canada for Ali Oliver**

Patrick Preusser was joined by Ali Oliver, UTA Director of Operations Service Delivery.

Staff requested approval for Ali Oliver to travel to Montreal, Quebec, Canada to attend a five-day training course provided by CSched on the fundamentals of bus scheduling.

Discussion ensued. A question on travel costs was posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this international travel request be approved.

The motion carried by a unanimous vote.

**10. Discussion Items**

**a. Service Design Standards**

Russ Fox was joined by Eric Callison, UTA Manager of Service Planning.

Staff provided a comprehensive overview of UTA's service design standards, including overall standard objectives, benefits, and key considerations of different aspects of service design. They discussed the service planning process, reviewed UTA service types by mode, outlined service tiers, and reviewed transit service standards both in general and by mode. Staff also addressed transit stop placement considerations and Title VI compliance.

Discussion ensued and centered on inclusion of service design standards in municipal guidelines for transit implementation, review of cities' transportation plans, service planning decision prioritization, corridor preservation, transit planning education opportunities, bikeshare concepts, bus stop land acquisitions, and customer experience (i.e., communication and education).

**11. Other Business**

- a. Next Meeting: Wednesday, February 12, at 9:00 a.m.

**12. Adjourn**


A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 12:01 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/966303.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/344?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/344?view_id=1&redirect=true).

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

Approved Date: February 12, 2025

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Carlton J. Christensen  
Chair, Board of Trustees