



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, April 17, 2024**

**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 9:01 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Chair Christensen 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 March 27, 2024 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 Report**

- **IOC Visit**
- **Transit Fresh Look**
- **New TRAX Station Name Discussion**

**International Olympic Committee (IOC) Visit**

Jay Fox, UTA Executive Director, reported on a recent visit from the IOC Future Host Commission in advance of the Winter Olympics host city selection announcement later this summer. According to Fox, the commission made positive observations as they toured Salt Lake City on a specially wrapped TRAX train.

**Transit Fresh Look**

Fox mentioned the beginning of a “fresh look” at transit effort in southwest Salt Lake and northwest Utah counties. The fresh look initiative is a collaborative effort to reevaluate the long-term vision for transportation in these high-growth areas.

**New TRAX Station Name Discussion**

Fox was joined by Heather Barnum, UTA Chief Communications Officer.

Barnum proposed “South Jordan Downtown 11000 South” as the official name of the new TRAX station being constructed near the future minor league baseball park in South Jordan, and indicated the city is supportive of the name selection.

Chair Christensen requested the name be approved by resolution at the next UTA board meeting.

**b. Financial Report - February 2024**

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy; Daniel Hofer, UTA Director of Capital Assets & Project Controls; and Gregory Andrews, UTA Senior Financial Analyst.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Sales tax history
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending

Discussion ensued. Questions on sales tax growth averages, fuel costs, and impacts of capital carryforward funds on budgeted thresholds were posed by the board and answered by staff.

**c. Capital Program Report - First Quarter 2024**

David Hancock, UTA Chief Capital Services Officer, was joined by Patti Garver, UTA Manager of Environmental Compliance & Sustainability; Alex Beim, UTA Manager of Long-Range Strategic Planning; and Daniel Hofer.

Staff reviewed the capital program through March 27, 2024, the year-to-date spend on the agency's "top 10" projects, and assets acquired and improvements made through the capital program. They outlined second quarter budget milestones and project activities and provided an update on the TechLink Corridor project.

Discussion ensued. General questions on vehicle delivery timelines, paratransit vehicle manufacturers, and Midvalley Express (MVX) Bus Rapid Transit construction were posed by the board and answered by staff.

With respect to the Techlink Corridor project, discussion centered on including descriptions of proposed alternatives for the Techlink Study on the UTA website, sufficiency of \$2 million in Congestion Mitigation & Air Quality (CMAQ) funds for Techlink environmental work, and anticipated Techlink project completion dates.

The board recommended including anticipated timelines for spending in future capital program reports.

**d. Discretionary Grants Report**

Tracy Young, UTA Grants Director, was joined by Gregg Larsen, UTA Manager of Grant Services.

Young reviewed grant applications that were submitted but not selected, applications that were submitted and are awaiting selection, and applications that were selected as of February 2024. Selected grants and appropriations include:

- Federal Transit Administration (FTA) Transit-Oriented Development (TOD) Planning - FrontRunner Corridor TOD Market, Housing, and Economic Impact Analysis: \$360,000
- Congestion Mitigation and Air Quality (CMAQ) - Ogden On-Route Charging Infrastructure: \$1.4 million
- CMAQ - Salt Lake City On-Route Charging Infrastructure: \$1.3 million
- Carbon Reduction Program (CRP) - Salt Lake City On-Route Charging Infrastructure: \$1.5 million
- CMAQ - Midvalley Connector Electric Buses: \$2 million
- Community Project Funding (CPF) - Fiscal Year 23 West Side Express Transit:

\$3.5 million

- FTA Small Starts - Midvalley Connector (presidential budget recommendation): \$62.8 million
- FTA Low and No Emission Vehicles - 25 compressed natural gas (CNG) buses: \$17.1 million

Discussion ensued. A question on federal funding opportunities was posed by the board and answered by staff.

## 7. Discussion Items

### a. **2024 - 2025 Benefit Plan Year Renewals Overview**

Ann Green-Barton, UTA Director of Total Rewards, highlighted UTA's benefits program, including adjustments made between the 2023-2024 and the 2024-2025 plan years.

## 8. Resolutions

### a. **R2024-04-01 - Resolution Authorizing Continuation of Specific Employee Paid Benefit Programs for the benefit year beginning May 1, 2024 ending April 30, 2025**

Ann Green-Barton summarized the resolution, which authorizes the continuation of employee-paid benefits brokered through GBS Benefits for the 2024-2025 plan year.

Discussion ensued. A question on any UTA liability associated with these benefits was posed by the board and answered by Green-Barton.

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

### b. **R2024-04-02 - Resolution Setting Compensation for District Officers and Employees**

Kim Shanklin, UTA Chief People Officer, outlined the resolution, which sets compensation for district officers and administrative employees for 2024 and authorizes parameters that allow management to place jobs within the compensation structure. This is an update to the resolution that was passed by the board at its March 13, 2024, meeting. Shanklin called attention to three positions to be slotted into the compensation structure: Drug & Alcohol Program Manager, Sr. Benefits Specialist, and Manager of Operations Planning.

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

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

**c. R2024-04-03 - Resolution Authorizing the Issuance and Sale of the Authority's Sales Tax Revenue Refunding Bonds; and Related Matters**

Rob Lamph, UTA Assistant Treasurer, was joined by Randall Larsen, UTA bond counsel with Gilmore Bell, and Brian Baker, with Zions Public Finance.

Lamph summarized the resolution, which authorizes staff to post a notice of bonds to be issued. Approval of this resolution is the first in a series of steps required to initiate refinancing of the agency's 2009 and 2010 Build America Bonds (BABs). The agency is contemplating refinancing the BABs to capitalize on current market conditions to 1) reduce risk of future federal subsidy reductions and 2) potentially refinance new bonds at a lower rate to achieve additional savings. The transaction would yield approximately \$24.4 million in debt service savings over 19 years.

Discussion ensued. Questions on an additional bond issuance and next steps in the transaction process were posed by the board and answered by Lamph, Larsen, and Baker.

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

**d. R2024-04-04 - Resolution Authorizing the Financing of Transit Vehicles through a Master Equipment Lease-Purchase Agreements, and Related Matters**

Rob Lamph was joined by Kyle Stockley, UTA Manager of Capital Vehicles, and Randall Larsen.

Lamph outlined the resolution, which authorizes a five-year master equipment lease-purchase agreement with JP Morgan Chase for the acquisition of non-revenue vehicles and heavy rail cars as prescribed in the UTA 5-year Capital Plan. The agreement has a not-to-exceed value of \$4,406,416 for 2024 and a not-to-exceed value of \$23,966,921 for the term of the contract. It was noted that staff will return to the board on an annual basis for approval of future lease fund tranches.

Discussion ensued. A question on the inclusion of heavy rail cars in the agreement was posed by the board and answered by staff.

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

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

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**9. Contracts, Disbursements and Grants****a. Contract: On-Call Transit Infrastructure Design, Construction, Maintenance and Repair Master Task Ordering Agreement (Stacy and Witbeck, Inc.)**

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager.

Scarbrough requested the board approve a not-to-exceed \$45,000,000 task order agreement with Stacy and Witbeck, Inc. for on-call transit infrastructure design, construction, maintenance, and repair services. The contract has a three-year base term with two one-year options.

Discussion ensued. A question on the procurement applicant pool 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.

**b. Contract: Avenues Bus Stop Improvements (Landmark Companies, Inc.)**

Jared Scarbrough requested the board approve a not-to-exceed \$356,606.05 contract with Landmark Companies, Inc. for bus stop improvements in the Avenues neighborhood in Salt Lake City.

Discussion ensued. A question on the phase 2 implementation was posed by the board and answered by Scarbrough.

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

**c. Contract: Siemens S70 Center Truck Frame Purchase (Siemens Mobility, Inc.)**

Kyle Stockley requested the board approve a \$2,151,049 contract with Siemens Mobility, Inc. for four Siemens S70 center truck frames.

Discussion ensued. Questions on the age of the S70s and truck frame fabrication were posed by the board and answered by Stockley.

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

**d. Contract: Police Vehicle Purchase (Young Chevrolet, Inc.)**

Jason Petersen, UTA Police Captain, requested the board approve a \$273,912 contract with Young Chevrolet for the purchase of six police trucks.

Discussion ensued. Questions on the police vehicle fleet age mix and decision to purchase trucks instead of sports utility vehicles (SUVs) were posed by the board and

answered by Petersen.

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

**e. Contract: Samsara Camera System Hardware for Bus Build (Tivitri Inc)**

Cody Steffensen, UTA Video Security Supervisor, requested the board approve a \$260,760.05 contract with Tivitri Inc for camera system hardware on 70 new paratransit/flex buses.

Discussion ensued. Questions on the functionality of the new camera system and potential for more additions were posed by the board and answered by Steffensen.

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

**f. Contract: Waste Management, Collection, and Disposal Services (Republic Services of Utah)**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Guy Miner, UTA Facilities Maintenance Manager, and Clay Mecham, UTA Facilities Maintenance Supervisor.

Anderson requested the board approve a five-year, not-to-exceed \$960,000 contract with Republic Services of Utah for waste management and recycling services for the agency.

Discussion ensued. Questions on the competitiveness of the bid and recycling options available at UTA facilities 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.

**g. Change Order: Rewards and Recognition Program Modification No.5 - Contract Extension (Motivosity, Inc.)**

This item was deferred to later in the meeting.

**h. Change Order: On Demand Technologies Master Service Agreement Cost Estimate Increase Request AND Approval of Service Order No. 5, Amendment No. 1 - Fuel Service for South Davis County and South Salt Lake County Zones (River North Transit, LLC / Via)**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Hal Johnson, UTA Director of Innovative Mobility Solutions, and Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions.

Staff requested the board approve a \$936,000 change order to the contract with River North Transit, LLC / Via for On Demand fuel costs.

Staff also requested an increase in the estimated contract total for service in the south Davis and south Salt Lake County zones.

Discussion ensued. A question on cost control measures on fuel cards was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to approve 1) the cost estimate to increase the On Demand Technologies Master Service Agreement with River North Transit, LLC / Via, and 2) Service Order No. 5, Amendment No. 1 for fuel service for the south Davis County and south Salt Lake County zones. The motion carried by a unanimous vote.

**i. Change Order: On Demand Technologies Master Service Agreement Service Order No. 1, Amendment No. 4 - SLC Westside Contract Extension (River North Transit, LLC / Via)**

Nichol Bourdeaux was joined by Hal Johnson and Shaina Quinn.

Staff requested the board approve a \$7,290,360 change order to the contract with River North Transit, LLC / Via for renewal of On Demand service in the Salt Lake City west side zone.

Discussion ensued. Staff clarified Salt Lake City will be paying for the additional service.

(Note: The total contract value with River North Transit, LLC / Via, including both change orders discussed in this meeting, is \$52,516,459.)

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.

**j. Change Order: Cooperative Agreement for Installation, Maintenance, and Operation of a Connected Vehicle System for Bus Operations - Second Order (UDOT)**

Nichol Bourdeaux was joined by Hal Johnson and Shaina Quinn.

Staff requested the board approve a \$811,326 change order to the contract with the Utah Department of Transportation (UDOT) for transit signal priority (TSP) on-board units on buses. The total contract value, including the change order, is \$921,100.

Discussion ensued. Questions on the corridors designated and timelines for installation 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.

Chair Christensen called for a recess at 10:39 a.m.

The meeting reconvened at 10:51 a.m.

**g. Change Order: Rewards and Recognition Program Modification No.5 - Contract Extension (Motivosity, Inc.)**

Kim Shanklin requested the board approve a \$64,234.73 change order to the contract with Motivosity, Inc. to continue the agency's recognition and engagement program through the end of 2024. The total not-to-exceed contract value, including the change order, is \$499,571.43. Shanklin clarified the budget for the software resides in IT.

Discussion ensued. Shanklin noted the budget for the employee rewards portion of the program is separate from the contract with Motivosity.

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.

**k. Pre-Procurements**

- **Vendor Managed Inventory**
- **Outside Legal Services Pool**
- **Supplemental Services**
- **3300 South Bus Stops Project**
- **UTA Website Maintenance and Services**
- **Automated Passenger Counter Replacement**
- **Grant Compliance Consulting Services**
- **Recruiting Services Pool**

Todd Mills, UTA Director of Supply Chain, was joined by David Wilkins, Assistant Attorney General; Hal Johnson; Heather Barnum; Justin Palmer, UTA IT Project Manager; Tracy Young; Viola Miller; and Greg Gerber, UTA Director of Talent Acquisition.

Mills indicated the agency intends to procure the goods and/or services outlined on the meeting agenda.

Discussion ensued on the following topics:

- UTA's vendor managed inventory agreements
- Persons responsible for selecting outside legal counsel
- Need for a legal services pool
- Branding for supplemental services
- Status of the library stop along the 3300 South corridor
- UTA website hosting location
- Automated passenger counter replacement standardization
- Objectives for grant compliance consulting services
- Need for a recruiting services pool

**10. Service and Fare Approvals****a. Fare Agreement: Special Events Agreement for Salt Lake Twilight and Kilby Court Concert Series (Salt Lake City Corporation)**

Jordan Eves, UTA Manager of Fare Strategy, was joined by Kensey Kunkel, UTA Special Project Manager - Fares.

Eves requested the board approve a \$34,875 special events agreement with Salt Lake City Corporation for ticket-as-fare to the Salt Lake Twilight Series and Kilby Court Concert Series.

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

**b. Fare Agreement: Special Events Agreement for Ogden Twilight Concert Series (Ogden City Corporation)**

Jordan Eves was joined by Kensey Kunkel.

Eves requested the board approve a \$28,350 special events agreement with Ogden City Corporation for ticket-as-fare to the Ogden Twilight Concert Series.

Discussion ensued. A question on the slight decrease in revenue was posed by the board and answered by Eves.

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

**c. Complimentary Fare: Adopt-a-Stop Complimentary 10-day Passes for Sponsors**

Kensey Kunkel was joined by Megan Waters, UTA Community Engagement Director.

Staff requested the board approve a complimentary fare to provide 10-day passes on a monthly basis to sponsors participating in UTA's Adopt-a-Stop program. The passes have an estimated value of \$75,000-\$150,000. Staff also noted the Adopt-a-Stop program creates savings in facilities maintenance costs.

Discussion ensued. Questions on the number of passes issued, efforts to identify sponsors, location of adopted stops, and mechanism for establishing expectations were posed by the board and answered by staff.

Chair Christensen recommended reaching out to residents with property adjacent to UTA bus stops to participate in the program.

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

d. **Promotional Fare Request: Public Fare for the 2024 Utah Air Show at Hill Air Force Base**

Jordan Eves was joined by Kensey Kunkel.

Eves requested the board approve a \$5 promotional day pass to be offered to attendees of the 2024 Warriors Over the Wasatch Air Show at Hill Air Force Base. The event will take place on June 29-June 30, 2024. Due to the addition of Sunday FrontRunner service to support the event, staff anticipates revenue lost on Saturday to be offset by revenue gained on Sunday, resulting in no fiscal impact to revenue.

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

11. **Budget and Other Approvals**

a. **TBA2024-4-01 - Technical Budget Adjustment- 2023 Capital Budget Carryforward and other 2024 Capital Budget Adjustments**

Viola Miller was joined by Daniel Hofer and Gregory Andrews.

Hofer summarized the technical budget adjustment, which 1) authorizes a \$19.948 million carryforward from the 2023 capital budget to support 2024 projects and 2) approves the reallocation of \$1.207 million within the 2024 capital budget, including \$707,000 from contingency.

Discussion ensued. Questions on carryforward impacts on the 2024 budget, contingency use, and specific projects 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.

12. **Discussion Items**

a. **West Jordan & Midvale Station Area Plan**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Nick Duerksen, Transit-Oriented Development Project Manager, and Kayla Kinkead, Transit-Oriented Communities Predevelopment Supervisor.

Staff provided an overview of the geographic scope of the West Jordan & Midvale Station Area Plan, and highlighted UTA-owned property and anticipated development objectives at the Bingham Junction, Historic Gardner, and West Jordan City Center stations. They mentioned potential for a land swap between UTA and Jordan School District at the West Jordan City Center site.

Discussion ensued. Questions on plans for a circulator in the office park near the Bingham Junction Station, opportunities to increase walkability at the Bingham Junction development, housing developments planned near the Historic Gardner

Station, and plans for managing pedestrian traffic across Redwood Road at the West Jordan City Center Station were posed by the board and answered by staff.

Chair Christensen recommended staff consider incorporating a transit hub or transfer point at the West Jordan City Center Station.

**b. Midvale Center & Fort Union Station Area Plan**

Paul Drake was joined by Nick Duerksen and Kayla Kinhead.

Staff provided an overview of the geographic scope and goals of the Midvale Center & Fort Union Station Area Plan, and highlighted UTA-owned property and anticipated development objectives at the Midvale Fort Union and Midvale Center stations.

**c. Ballpark Station Area Plan**

Paul Drake was joined by Nick Duerksen and Kayla Kinhead.

Staff provided an overview of the geographic scope and goals of the Ballpark Station Area Plan, and highlighted UTA-owned property and anticipated development objectives at the Ballpark Station.

Discussion ensued and centered on considering the number of park-and-ride lots available in Salt Lake City and overall parking utilization. The board suggested UTA take the lead in the transit planning effort in the area.

**13. Other Business**

- a. Next Meeting: Wednesday, May 8th, 2024 at 9:00 a.m.

**14. Closed Session**

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

Chair Carlton Christensen indicated there were matters to be discussed in closed session related 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 12:31 p.m.

**15. 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 1:02 p.m.

**16. 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 1:02 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/pmnn/sitemap/notice/906293.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/293?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/293?view_id=1&redirect=true).

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