



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, February 14, 2024

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff and interested community members.

[Note: The order of several agenda items was changed during this meeting. In addition, agenda items 4. Public Comment and 6.b. Executive Director Report were discussed at two different timepoints during the meeting. The numbering in these minutes is non-sequential since the minutes reflect the chronological sequence of the meeting.]

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

Trustee Jeff Acerson delivered a brief safety message.

4. Public Comment, Part I

In Person/Virtual Comment

No in person or virtual comment was made at this juncture.

Online Comment

No online comment was received.

5. Consent

a. Approval of January 24, 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, Part I**b. Executive Director Report**

- **Executive Director Team Award - Bus Training Aid**
- **Ridership Report**

Executive Director Team Award - Bus Training Aid

Jay Fox, UTA Executive Director, was excused from the beginning portion of the meeting due to his participation in legislative meetings at the Utah State Capitol. Alisha Garrett, UTA Chief Enterprise Strategy officer represented him and was joined by Sarah Johnson, UTA Director of Organizational Excellence, and Riley Williams, UTA Manager of Vehicle Performance & Maintenance.

Garrett recognized the bus vehicle maintenance team (Chad Hardy, UTA Master Journeyist; Patrick Smith, UTA Mechanic-Technician Apprentice; Evan Tilley, UTA Maintenance Training Specialist; and Steven Woolstenhulme, UTA Maintenance Training Specialist) for building a mobile engine run stand training aid that meets current fleet emissions standards.

The remainder of the executive director report was deferred to a time later in the meeting.

c. Pension Committee Report

Trustee Acerson reported on the pension fund portfolio. He noted the fund yielded an approximate 12% return in 2023 and slow but steady progress is being made on full funding objectives.

7. Resolutions**a. R2024-02-01 - Resolution Granting Expenditure and Disbursement Authority for 2024 Vehicle Parts Inventory Purchases**

Todd Mills, UTA Director of Supply Chain, summarized the resolution, which grants expenditure and disbursement authority for 2024 vehicle parts inventory purchases for the following:

- Bus vehicle parts (up to \$7 million)
- Light rail vehicle parts (up to \$10 million)
- Commuter rail vehicle parts (up to \$5 million)

Mills indicated staff will report quarterly on purchase totals for each vendor in a public meeting and will bring any instance where a mode's forecasted disbursement amount will likely be exceeded to the board for additional review and approval.

Discussion ensued. Mr. Mills mentioned the list includes the option to procure electric bus parts, but that most electric bus parts are still under warranty.

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. R2024-02-02 - Resolution Granting General Expenditure and Disbursement Authority to Non-Inventory Vendors

Eric Barrett, UTA Acting Comptroller, reviewed the resolution, which grants general expenditure and disbursement authority to non-inventory vendors for expenses related to payroll, utilities, government services, debt service, and contracts exceeding \$200,000 that were previously approved by the board. The resolution also ratifies 2023 actual disbursements for non-inventory vendors. Barrett noted staff will report quarterly on expenditures in a public meeting and bring any disbursement exceeding the amount authorized in the resolution to the board for further review and approval.

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

4. Public Comment, Part II

In Person/Virtual Comment

Dirk Burton, West Jordan City Mayor, mentioned an issue he raised with Chair Christensen regarding traffic conditions caused by the timing of TRAX crossing gate closures on 9000 South. He expressed appreciation to Chair Christensen for listening and responding to his concerns.

8. Contracts, Disbursements and Grants

a. Contract: Real Estate Purchase - Parcel PER-1106 in Perry, Utah for Future Transit Purposes in Box Elder County (Wallace and Kim Johnson)

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Spencer Burgoyne, UTA Manager of Property Administration. Burgoyne requested the board approve a contract with Wallace and Kim Johnson for the purchase of property located at 1500 West 2950 South in Perry, Utah. A portion of the property is needed to preserve corridor for the extension of commuter rail to Brigham City. Once the property is purchased by UTA, the corridor segment will be preserved, and the remainder of the property will be sold. The total contract value is \$360,000 plus closing costs.

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: Utah County Park and Ride Facilities Design Services (Horrocks Engineers, Inc.)

Travis Colledge, UTA Project Manager III, was joined by Nichol Bourdeaux, UTA Chief

Planning & Engagement Officer. Colledge requested the board approve a not-to-exceed \$644,592 contract with Horrocks Engineers, Inc. for the design of two Park-and-Ride facilities to be located along the Pony Express Parkway in Utah County.

Discussion ensued. Colledge indicated the project has a completion target of August 2025. Trustee Acerson recommended working to advance the project as quickly as possible. Bourdeaux said the service planning and capital services teams will coordinate on implementation timelines.

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: Transit Technical Education Center Final Design and Construction Administration (CRSA Architects)

David Osborn, UTA Project Manager III, requested the board approve a not-to-exceed \$946,906 contract with CRSA Architects for final design and construction administration on a remodel of the UTA-owned building located at approximately 2300 South 900 West in Salt Lake City. The building will be used as a technical transit education center (TTEC) on completion of the renovation.

Discussion ensued. Questions on the decision to remodel versus reconstruct the building, project contingency, site planning efforts, and long-term functionality were posed by the board and answered by Osborn. The board recommended staff have the architect evaluate both the cost of rehabilitating the existing building and the cost of constructing a new building. The board requested an update on the architect's recommendations and associated costs for rehabilitation and new construction in the near future.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this contract be approved with the stipulation that analysis on a new build option would be conducted and discussed as soon as possible. The motion carried by a unanimous vote.

d. Change Order: Next Generation Fare Collection System Change Order No. 1 - Price Reduction (Scheidt & Bachmann USA, Inc.)

Monica (Morton) Howe, UTA Fares Director, was joined by Laren Livingston, HNTB Interim Program Manager. Howe requested the board approve a -\$201,036 change order to the contract with Scheidt & Bachmann USA, Inc. for work on the next generation fare collection system. The total contract value, including the change order, is \$31,970,380.

Discussion ensued. Questions on the fare collection system project progress and ticket vending machines were posed by the board and answered by Howe.

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. **Change Order: On-Call Systems Maintenance Contract Task Order #24-010 - Materials for Rice Interlocking Wayside System Upgrade (Rocky Mountain Systems Services)**

Dean Hansen, UTA Manager - Systems Engineering, requested the board approve a \$433,154 change order to the contract with Rocky Mountain System Services for the purchase of long-lead time materials needed to upgrade the wayside system at the Rice interlocking on TRAX.

Discussion ensued. A question on anticipated delivery was posed by the board and answered by Hansen.

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.

f. **Change Order: On-Call Systems Maintenance Contract Task Order #24-011 - Materials for University Line Overhead Catenary System Upgrades (Rocky Mountain Systems Services)**

Dean Hansen requested the board approve a \$555,542.38 change order to the contract with Rocky Mountain Systems Services for the purchase of long-lead time materials required for overhead catenary system upgrades on TRAX.

The total contract value, including the two change orders discussed in this meeting, is \$26,500,304.34.

Discussion ensued. Questions regarding wear on the catenary system in relation to passenger load and life expectancy of the upgrade were posed by the board and answered by Hansen.

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.

g. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-001 - Maintenance of Way Training Yard (Stacy and Witbeck, Inc)**

Dean Hansen requested the board approve a \$2,814,521 change order to the contract with Stacy and Witbeck, Inc for construction work at UTA's maintenance of way (MOW) training yard. The total contract value, including the change order, is \$34,749,253.

Discussion ensued during which Hansen said it is possible scope changes will be needed if a new TTEC building is constructed instead of remodeling the existing building.

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.

- h. Pre-Procurements**
- **South Jordan TRAX Station Construction**
 - **UTA Facilities Waste Collection and Disposal**
 - **Westside Express Design**
 - **Bridge Inspection Program**

Todd Mills reported the agency intends to procure the goods and/or services listed on the meeting agenda.

Discussion ensued. Questions on the inclusion of recycling as part of waste collection and plans for extending the Westside Express were posed by the board and answered by staff.

Chair Christensen called for a recess at 10:15 a.m.

The meeting reconvened at 10:32 a.m.

6. Reports, Part II

- b. Executive Director Report**
- **Executive Director Team Award - Bus Training Aid**
 - **Ridership Report**

Ridership Report

Jay Fox was joined by Ryan Taylor, UTA Special Services General Manager. Fox reviewed ridership data by system and mode. Total systemwide ridership for 2023 was 35,059,930, which is an 11.5% increase over 2022.

Discussion ensued. Questions on vanpool ridership origination and destination tracking, vanpool vehicle preferences, and vanpool utilization outside the UTA service district (particularly in Box Elder County) were posed by the board and answered by staff. Trustee Holbrook requested the On Demand community outreach event schedule.

a. Legislative Update and Potential Action on Proposed Legislation

Shule Bishop, UTA Government Relations Director, highlighted the progress of bills under consideration by the Utah State Legislature. He said House Bill 142 Railroad Drone Amendments and Senate Concurrent Resolution 2 Honoring the 100th Year Anniversary of the Utah Association of Counties, which received a vote of support from the board during its January 24, 2024, meeting, passed. Both pieces of legislation are enrolled and awaiting the governor's signature.

Bishop recommended the board support the following legislation:

- **Senate Bill 179 Substitute 01 (SB 179 S01) Transportation Amendments, sponsored by Senator Wayne Harper**

- Senate Bill 208 (SB 208) Housing and Transit Reinvestment Zone Amendments, sponsored by Senator Wayne Harper
- House Bill 473 (HB 473) School Transit Amendments, sponsored by Representative Joel Briscoe
- House Concurrent Resolution 11 (HCR 11) Recognizing the Importance of Cross-issue Growth Impacts, sponsored by Representative Bridger Bolinder

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to support SB 179 S01, SB 208, HB 473, and HCR 11. The motion carried by a unanimous vote.

Bishop then reported on House Bill 430 (HB 430) Local Government Transportation Services Amendments, sponsored by Representative Candice Pierucci. A substitute on HB 430 recently passed through committee. The current iteration of the bill concerns UTA due to 1) the impact it will have on the regional transit system and 2) the funding mechanisms outlined (i.e., using funds set aside for operations to fund transit innovation grants). Bishop said the agency is continuing to work with the representative to resolve its concerns.

A motion was made by Chair Christensen, and seconded by Trustee Holbrook, to oppose HB 430 as it is currently written and continue to work with the representative on an amicable solution. The motion carried by a unanimous vote.

9. Service and Fare Approvals

a. **Fare Agreement: Transportation Services Contract (State of Utah Department of Health and Human Services / Division of Services for People with Disabilities)**

Cherryl Beveridge, UTA Chief Operating Officer, was joined by Ryan Taylor, UTA Special Services General Manager. Taylor requested the board approve a five-year contract with the State of Utah Department of Health and Human Services / Division of Services for People with Disabilities (DSPD) for Paratransit trips for eligible DSPD riders with eligible trip purposes. In this program, UTA pays the local "seed" funding up front (equivalent to local matching funds) and a portion of the trip costs is later reimbursed to UTA with federal Medicaid funding at a negotiated rate. The total contract value estimate is \$14,179,533 in revenue.

Discussion ensued. A question on the cost of the service compared to the revenue received by reimbursement was 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. **Fare Agreement: Special Events Agreement (The Church of Jesus Christ of Latter-Day Saints)**

Kensy Kunkel, UTA Manager of Fare Strategy, requested the board approve a \$141,000 special events agreement with The Church of Jesus Christ of Latter-day Saints

for a ticket-as-fare arrangement to provide a public transportation option to contractually specified church-sponsored events.

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

10. Discussion Items

a. 2023 Agency Risk Assessment Results

Christie Giles, UTA Enterprise Risk Management Administrator, delivered the 2023 agency risk assessment report. She discussed the risk assessment process, including training and survey participation. Giles then reviewed steps taken to identify risk and establish the new risk assessment matrix and rating scale. She spoke about perceived risks in the high, moderately high, and moderate ranges, as well as analytics related to UTA's risk culture baseline and survey and training effectiveness. Giles concluded by outlining the next steps in the risk management process.

Discussion ensued. A question on progress in addressing risks was posed by the board and answered by Giles.

b. 2023 Continuous Improvement Team Highlights

Alisha Garrett, UTA Chief Enterprise Strategy Officer, was joined by Sarah Johnson, UTA Director of Organizational Excellence. Staff reviewed the purpose, structure, demographics, and goals of the continuous improvement team. They spoke about the value of participating on the team, shared the team's net promoter score (100), and highlighted various team activities and certifications.

11. Other Business

- a. Next Meeting: Wednesday, February 28th, 2024 at 9:00 a.m.

12. 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 11:50 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/892263.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/280?view_id=1&redirect=true.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees