



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, September 13, 2023**

**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 9:03 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Alisha Garrett, UTA Chief Enterprise Strategy Officer, 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 August 23, 2023 Board Meeting Minutes**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve the consent agenda with the correction of two minor typographical errors. The motion carried by a unanimous vote.

**6. Reports****a. Executive Director's Report**

- UTA Commendations
- OGX Public Opening
- U of U v. Florida

**UTA Commendations**

This topic was deferred to a future meeting.

**OGX Public Opening**

Jay Fox, UTA Executive Director, spoke about the public event celebrating the start of service on the OGX Bus Rapid Transit (BRT) line. The event was held on August 26, 2023.

**University of Utah vs. Florida**

Mr. Fox thanked staff who supported the University of Utah vs. Florida football game.

**Gillig Visit**

Mr. Fox mentioned representatives from Gillig will be visiting the UTA tomorrow, September 14, 2023, to work on a joint continuous improvement project focused on streamlining bus vehicle delivery.

**7. Contracts, Disbursements and Grants****a. Contract: Light Rail and Commuter Rail Car Cleaning (MasterCorp Inc.)**

Benjamin Adams, UTA Manager of Commuter Rail Vehicle Maintenance, was joined by Marco Gamonal, UTA Manager of Light Rail Vehicle Maintenance, and William Patterson, UTA Assistant Manager of Commuter Rail Vehicle Maintenance. Mr. Adams requested the board approve a \$4,695,121.41 three-year base contract with MasterCorp Inc. for rail vehicle cleaning services. The contract also includes two one-year options that will require additional board approval if they are exercised.

Discussion ensued. Questions on the number of vendors submitting proposals and types of cleaning provided were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the three-year base contract be approved. The motion carried by a unanimous vote.

**b. Contract: MidValley Connector Lease Agreement (West Valley City)**

Andrea Pullos, UTA Project Manager III, requested the board approve a contract with West Valley City to lease portions of the city's streets for the MidValley Connector project and install a transformer on the leased property to accommodate a high-speed bus charger. The lease is valued at \$510,000 for Federal Transit Administration (FTA) reporting, but no actual funds will be exchanged.

Discussion ensued. Ms. Pullos noted the agreement has a 50-year term.

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. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-097 - Redwood Road Grade Crossing (Stacy and Witbeck, Inc.)**

Jacob Wouden, UTA Rail Infrastructure Project Manager, requested the board approve a \$279,450 change order to the contract with Stacy and Witbeck, Inc. for completed work on the grade crossing replacement at Redwood Road on the Green Line. The total contract value, including the change order, is \$29,652,285.

Discussion ensued. A question on the advantages of using embedded track was posed by the board and answered by Mr. Wouden.

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 Infrastructure Maintenance Contract Task Order #23-117 - Bingham Junction Embedded Grade Crossing (Stacy and Witbeck, Inc)**

Mr. Wouden requested the board approve a \$340,779 change order to the contract with Stacy and Witbeck, Inc for the completed removal and replacement of an at-grade crossing at Bingham Junction on the Red Line. The total contract value, including the change order, is \$30,067,993.

Discussion ensued. A question on impacts to the replacement schedule was posed by the board and answered by Mr. Wouden.

Mr. Fox committed to review contracting approval requirements with the capital services team to ensure approval processes are followed in the future.

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: Depot District Clean Fuels Technology Center Contract Change Order No. 41 - Winter Paving Conditions (Big-D Construction)**

David Osborn, UTA Project Manager III, requested the board approve a \$453,980 change order to the contract with Big-D Construction for the reimbursement of actual costs to provide ground heaters, blankets, snow removal, and concrete additives for pavement at the Depot District Clean Fuels Technology Center. The total contract, including the change order, is \$78,067,780.

Discussion ensued. Questions on the concrete quality and issues avoided by proceeding with the fall installation were posed by the board and answered by Mr. Osborn.

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.

- f. **Pre-Procurements**
- **Customer Experience Strategic Plan**
  - **Employee Holiday Gift Cards**
  - **Insurance Broker Services**
  - **New Light Rail Vehicles**

Todd Mills, UTA Director of Supply Chain, was joined by G.J. LaBonty, UTA Manager of Customer Experience; Troy Bingham, UTA Comptroller; and David Pitcher, UTA Claims & Insurance Manager.

Mr. Mills reported the agency intends to procure the goods and services listed on the meeting agenda.

Discussion ensued. A number of questions were posed by the board and answered by staff. Topics of inquiry included:

- The scope and expected outcomes of the customer experience strategic plan
- Holiday gift card distribution plans
- The need for insurance broker services
- Insurance brokerage fees
- Impacts of rising automobile insurance costs
- The advisability of increasing the number of vehicles in the light rail vehicle procurement

## 8. **Service and Fare Approvals**

- a. **Sponsored Fare Agreement: OGX Grand Opening Funding Agreement for Sponsored System-Wide Fare (JF Development Group, LLC)**

Kensey Kunkel, UTA Manager of Fare Strategy, explained as part of the OGX Bus Rapid Transit (BRT) grand opening, and as previously authorized by the UTA Board of Trustees, Mr. Fox, in his capacity as UTA Executive Director, declared a zero-fare day systemwide on August 26, 2023, to promote the new service. She requested the board approve a \$5,000 sponsored fare agreement with JF Development Group, LLC. that will offset a portion of lost fare revenue resulting from the zero-fare initiative.

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

- b. **Sponsored Fare Agreement: OGX Grand Opening Funding Agreement for Sponsored System-Wide Fare (Mortenson)**

Ms. Kunkel requested the board also approve a \$5,000 sponsored fare agreement with Mortenson to offset a portion of lost fare revenue resulting from the zero-fare initiative previously described (see Item 9.a.).

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

sponsored fare agreement be approved. The motion carried by a unanimous vote.

## 9. Budget and Other Approvals

### a. TBA2023-09-01 - Technical Budget Adjustment for Capital Budget Transfers

Viola Miller, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls, and Gregory Andrews, UTA Senior Financial Analyst. Mr. Andrews recommended the board approve a \$3,043,000 technical budget adjustment to transfer funds to five capital projects to aid in project delivery. The projects include the Meadowbrook expansion (budget increased to \$25,000), 3500 South upgrade (budget increased to \$157,000), equipment managed reserve (budget increased to \$1,023,000), building remodel/reconfiguration (budget increased to \$1,970,000), and Jordan River Building 2 remodel (budget decreased to \$1,465,000). Funding these projects will decrease the contingency budget by \$543,000, leaving a balance of \$2,953,000.

In addition, staff would like to transfer \$2,000,000 from the overhead catenary system (OCS) rehab/replace project to the budget for the traction power rehab/replace project to accommodate material orders.

Discussion ensued. Questions on the Jordan River Building 2 project budget, project accounting processes, geographical area impacted by the 3500 South upgrade, equipment types, and project schedule adjustments were posed by the board and answered by staff.

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

## 10. Discussion Items

### a. 2024-2028 Five Year Capital Plan Overview

Ms. Miller was joined by Mary DeLoretto, UTA Chief Advisor to the Executive Director; Nichol Bourdeaux, Chief Planning & Engagement Officer; Mr. Hofer; and Mr. Andrews. Ms. DeLoretto reviewed the 2024-2028 capital plan approval sequence and explained the updated plan will include changes to better align the capital budget with UTA's chief offices. She also outlined significant initiatives included in the 2024-2028 capital plan.

Mr. Hofer provided a high-level overview of the plan budget, along with a breakdown by chief office and a view of the percentage of the plan budget allocated to state of good repair. He concluded by reviewing the next steps in the process.

Discussion ensued. Questions on the enterprise asset management system, CareATC location selection, On Demand vehicle licensing, and major system updates included in the plan were posed by the board and answered by staff.

Chair Christensen recommended providing the 2024-2028 Five-Year Capital Plan to the UTA Local Advisory Council far enough in advance of their November meeting (i.e., a month) to allow for a thorough review.

**b. Transit Oriented Development (TOD) Designation for Farmington and Lehi Stations**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Nick Duerksen, UTA Transit-Oriented Development Project Manager. Mr. Drake provided an overview of the transit-oriented community (TOC) planning and development process, including analysis results for the Farmington and Lehi stations. He then reviewed maps reflecting the Farmington and Lehi station area plans.

Discussion ensued. A question on collaboration with Lehi City was posed by the board and answered by staff.

**c. Travel Training Program Update**

Ms. Bourdeaux was joined by Doraleen Taulanga, UTA Community Outreach Manager. Ms. Taulanga provided background on the travel training program and reviewed program statistics, key initiatives, recent feedback, program events and partners, and goals for growth.

Discussion ensued. The trustees recommended 1) creating travel training videos and utilizing other methods to educate potential riders on how to use the system, 2) asking community leaders (e.g., mayors) to promote transit use, and 3) including a discussion on the travel training program in the next UTA Local Advisory Council meeting. Mr. Fox mentioned he would like to work with UTA's government relations team to raise awareness of the travel training program with stakeholders.

**11. Other Business**

- a. Next Meeting: Wednesday, September 27th, 2023 at 9:00 a.m.

**12. Closed Session**

**a. Strategy Session to Discuss the Purchase, Exchange, or Lease of Real Property**

Chair Christensen mentioned there were matters to be discussed in closed session relative to the purchase, exchange, or lease of real property. 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 10:56 a.m.

**13. 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 11:46 a.m.

**14. 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 11:47 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/856993.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/250?view\\_id=1&redirect=true&h=3b5ca79b90438e6db46d92f4bd26a9cc](https://rideuta.granicus.com/player/clip/250?view_id=1&redirect=true&h=3b5ca79b90438e6db46d92f4bd26a9cc).

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