



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, March 27, 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**

Kim Shanklin, UTA Chief People 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 March 13, 2024 Board Meeting Minutes**
- b. **Audit Committee Charter**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to approve the consent agenda. The motion carried by a unanimous vote.

**6. Reports**

- a. **Executive Director Report**
  - **Transit Technical Education Center Design Update**

Jay Fox, UTA Executive Director, provided an update on the Transit Technical Education

Center (TTEC). J. Fox reported the capital services and finance teams recommend proceeding with the design contract for refurbishing the existing building rather than building a new facility. He said the TTEC building is not prioritized for replacement and staff prefers funds be allocated to other operating facilities.

J. Fox noted a facilities master plan is being developed that will evaluate and prioritize needs. He added the TTEC contract is for design, which will allow concerns to be raised, evaluated, and addressed as the project moves forward.

Discussion ensued. The board suggested 1) defining the criteria for recommending a renovation over a new build project and 2) adding a protocol to the property acquisition process to determine a building's status and thus allow decisions regarding the property to be made well in advance.

**b. Pension Committee Report**

Trustee Jeff Acerson reviewed the status of the pension fund, including:

- Pension fund performance for the fourth quarter of 2023
- Current asset allocations compared to policy targets
- Performance compared to policy benchmarks as of January 31, 2024
- Unfunded actuarial liability

Based on the current contributions, the pension will be fully funded by 2039.

Discussion ensued during which Trustee Acerson explained the strategy behind the inclusion of private equities in the fund.

**7. Resolutions, Part I**

**a. R2024-03-07 - Resolution Authorizing the Purchase of Real Property from Goldenwest Credit Union for the OGX BRT Project (Parcel 150)**

This agenda item was deferred to a time later in the meeting.

**8. Contracts, Disbursements and Grants, Part I**

**a. Revenue Contract: Transit Vehicle Commercial Advertising (Lamar Transit Advertising)**

Heather Barnum, UTA Chief Communications Officer, was joined by Neil Gatherum with Lamar Transit Advertising.

Barnum requested the board approve a revenue contract with Lamar Transit Advertising for interior and exterior commercial advertising on transit vehicles. The contract has a five-year base term with three one-year options. The base contract has a value of \$11,125,000. (Note: Staff will request board approval prior to exercising the

one-year options.)

Discussion ensued. Questions on the current advertising market were posed by the board and answered by staff.

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

**7. Resolutions, Part II**

**a. R2024-03-07 - Resolution Authorizing the Purchase of Real Property from Goldenwest Credit Union for the OGX BRT Project (Parcel 150)**

Paul Drake, UTA Director of Real Estate and Transit-Oriented Development, was joined by Spencer Burgoyne, UTA Manager of Property Administration.

Burgoyne summarized the resolution, which authorizes the purchase of real property needed for the Ogden Express (OGX) Bus Rapid Transit (BRT) project. The property, which is located at 3225 South Harrison Boulevard in Ogden, will be purchased for \$1,787,500 from Goldenwest Credit Union.

Discussion ensued. Questions on drive through use at the credit union and the status of purchasing the remaining needed parcels were posed by the board and answered by Burgoyne.

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

**Aye:** Chair Christensen, Trustee Holbrook, and Trustee Acerson

**8. Contracts, Disbursements and Grants, Part II**

**b. Contract: Mersen Ground Brush Assemblies (Siemens Mobility, Inc.)**

Kyle Stockley, UTA Manager of Capital Vehicles, was joined by Robert Balsamo, UTA Light Rail Vehicles Maintenance Supervisor - Parts, Tools & Equipment.

Stockley requested the board approve a \$415,390 contract with Siemens Mobility, Inc. for ground brush assemblies on the Siemens S70, SD100, and SD160 light rail vehicles.

Discussion ensued. Questions on the manufacturer of the previous ground brushes, cost comparison of replacement brushes to previous brushes, and procurement pricing approach 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.

**c. Contract: Microsoft Enterprise Agreement (SHI International Corp.)**

Kyle Brimley, UTA IT Director, was joined by Tom Smith, UTA IT Network Support Manager.

Brimley requested the board approve a \$3,605,593 contract with SHI International Corp. for a three-year Microsoft Enterprise Agreement for cloud-based software (subject to renewal of the vendor's state contract).

Discussion ensued. Questions on use of an enterprise system and implications of procurement through the state contract were 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.

**d. Contract: Microsoft Azure Cloud Services (SHI International Corp.)**

Kyle Brimley was joined by Tom Smith.

Brimley requested the board approve a \$3,179,600 contract with SHI International Corp. to fund Microsoft Azure cloud services from April 2024 through December 2027 (subject to renewal of the vendor's state contract).

Discussion ensued. A question on flexibility in the contract to accommodate growth 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.

**e. Contract: Motor Pool Key Management System (Government Marketing & Procurement, LLC)**

Daniel Hofer, UTA Director of Capital Programs & Support, requested the board approve a not-to-exceed \$205,288 contract with Government Marketing & Procurement, LLC for a motor pool key management system (subject to renewal of the vendor's GSA contract).

Discussion ensued. Questions on needs for key management at different business units and the status of non-revenue vehicle fleet replacements 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.

**f. Contract: Leadership Development Support Services (Shari Burgess)**

Kim Shanklin requested the board approve a not-to-exceed \$24,999 contract with Shari Burgess for leadership development support services. Burgess is a former employee

who recently left the agency, and contracting with her requires board approval. The contract has a term of 6 months.

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

**g. Contract: Electronic Voucher System Development, Testing and Demonstration Phase 2 (Kinotech Cloud, LLC)**

Tracy Young, UTA Grants Director, was joined by Viola Miller, UTA Chief Financial Officer, and Clint Wilkinson, UTA Business Project Manager.

Young requested the board approve a not-to-exceed \$715,900 contract with Kinotech Cloud, LLC for development of an electronic voucher system to support human service organizations, seniors, people with disabilities, veterans, and low-income populations through electronic vouchers as payment for transportation services through transportation network companies, such as Uber, Lyft, and UTA. This phase of the project is funded through a Federal Transit Administration COVID-19 research grant.

Discussion ensued. Questions on the status of phase 1 of the project, availability of similar products, and plans for sharing the system with other government partners 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.

**h. Contract: 200 South - Bus Stop Shelter Installation (Landmark Companies Inc.)**

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

Wouden requested the board approve a \$446,234 contract with Landmark Companies Inc. for the installation of 13 bus shelters along 200 South in Salt Lake City.

Discussion ensued. Questions on UTA's responsibility for the acquisition, estimated project completion, and inclusion of art on the shelter glass were 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.

**i. Contract: Mt. Ogden Administration Building Design Services (AECOM Technical Services, Inc.)**

Jared Scarbrough was joined by David Osborn, UTA Project Manager III.

Osborn requested the board approve a \$1,149,397 contract with AECOM Technical Services, Inc. for design services on a Mt. Ogden administration building.

Discussion ensued during which Chair Christensen recommended keeping a street-facing option for the new building.

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

**j. Change Order: Depot District Clean Fuels Technology Center Contract Change Order No. 43 - Underground Power Unused Provisional Sum Credit (Big-D Construction)**

Jared Scarbrough was joined by David Osborn.

Osborn requested the board approve a -\$257,183.85 deductive change order to the contract with Big-D Construction to reflect the unused provisional sum credit associated with the underground power service for the Depot District Clean Fuels Technology Center. The total contract value, including the change order, is \$77,804,041.53.

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. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-102 - Union Interlocking Material Purchase (Stacy and Witbeck, Inc.)**

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

Wouden requested the board approve a \$621,470 change order to the contract with Stacy and Witbeck, Inc. for the purchase of materials required for the Union interlocking replacement. The total contract value, including the change order, is \$36,881,541.

Discussion ensued. Questions on service disruptions during the replacement and the related public communications plan 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.

**l. Change Order: Tire Lease Program Close Out (Michelin North America, Inc.)**

Nathan Hess, UTA Fleet Engineering Supervisor, requested the board approve a \$2,125,000 change order to buy out the remaining value of Michelin tires in the possession of UTA following the close out of the tire lease agreement with Michelin North America, Inc. The total contract value, including the change order, is \$10,900,652.10.

Discussion ensued. Questions on tire installation, tire quality, and contract considerations for defects 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.

**m. Pre-Procurements**

- Natural Gas Fuel Broker
- Paint System and Supplies
- Hydraulic Hoses and Fittings

Todd Mills, UTA Director of Supply Chain, indicated the agency intends to procure the goods and/or services outlined on the meeting agenda.

Discussion ensued. A question on natural gas fuel savings was posed by the board and answered by Mills.

Chair Christensen called for a recess at 10:23 a.m.

The meeting reconvened at 10:37 a.m.

**9. Service and Fare Approvals**

**a. Service Agreement: Trolley Bus Service Agreement (Ogden City Corporation)**

Camille Glenn, UTA Regional General Manager - Mt. Ogden Business Unit, requested the board ratify a one-year \$86,750 agreement with Ogden City Corporation. The funds reimburse UTA for 25% of the operating costs for route 601 (also known as the Ogden Trolley) and offset revenue not collected in fares on the service.

Discussion ensued. Questions on route performance and future plans for the trolley were posed by the board and answered by Glenn.

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

**b. Fare Agreement: Special Events and Police Service Agreement for Salt Lake City Marathon (High Altitude Special Events "HASE")**

Kensey Kunkel, UTA Special Project Manager - Fares, requested the board approve a \$10,814 special events agreement with High Altitude Special Events (HASE) for ticket-as-fare and police services for the Salt Lake City Marathon.

Discussion ensued. A question on the number of anticipated participants was posed by the board and answered by Kunkel.

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

**c. Fare Agreement: Special Events Agreement (Utah Film Center)**

Kensey Kunkel requested the board approve a special events agreement with the Utah

Film Center for ticket-as-fare to the Tumbleweeds Film Festival in April 2024. In exchange for the ticket-as-fare service, the Utah Film Center will provide UTA with a marketing package valued at \$2,500.

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.

## 10. Budget and Other Approvals

### a. TBA2024-03-01 - Technical Budget Adjustment for Capital Budget Transfer

Daniel Hofer was joined by Gregory Andrews, UTA Senior Capital Budget Analyst.

Andrews summarized the technical budget adjustment, which transfers \$28,000 from capital contingency to cover budget shortfalls on the new bid trailer project at Meadowbrook Building 7.

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

## 11. Discussion Items

### a. Service Design Standards

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Russ Fox, UTA Director of Planning.

R. Fox reviewed the UTA planning process and purpose for service design standards. He then described levels of service by mode and tier, discussed specific considerations for service design standards, and outlined the next steps for implementation.

Discussion ensued. Questions on sustainable service pillars; inputs affecting how bus routes are slotted in service tiers; and education efforts on service design best practices with partner agencies and organizations, policymakers, municipalities, and the general public were posed by the board and answered by staff.

The board recommended investing in education on transit service design and related financial constraints through documents, online resources, training events, etc.

## 12. Other Business

- a. Next Meeting: Wednesday, April 17th, 2024 at 9:00 a.m.

## 13. Closed Session

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

Chair Christensen indicated there were matters to be discussed in closed session

related 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 11:16 a.m.

**14. 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 12:17 p.m.

**15. 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 12:18 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/901511.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/291?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/291?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