



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, June 11, 2025

9:00 AM

FrontLines Headquarters

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

Alisha Garrett, UTA Chief Enterprise Strategy Officer, delivered a brief safety message.

4. Public Comment

(To view public comment in its entirety, see the meeting video located at <https://rideuta.granicus.com/player/clip/369>.)

In Person/Virtual Comment

Virtual comment was made by Mayor Roger Bourke.

Mayor Bourke requested transportation to Snowbird in Little Cottonwood Canyon during Oktoberfest and expansion of the CS1 and CS2 routes.

Online Comment

No online comment was received.

5. Consent

a. Approval of May 28, 2025, 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**

- **UTA hosts National Transit Institute (NTI) Transit Academy June 2-6, 2025**
- **Passing of Cindy Terwilliger, FTA Region VIII Regional Administrator**

UTA Hosts National Transit Institute (NTI) Transit Academy June 2-6, 2025

Jay Fox, UTA Executive Director, reported on the NTI Transit Academy, which was hosted by UTA in early June.

Surge Service for Mexico-Switzerland Soccer Game

Fox mentioned surge service UTA provided for the Mexico-Switzerland soccer game at Rice-Eccles Stadium.

Passing of Cindy Terwilliger, FTA Region VIII Regional Administrator

Fox noted the passing of Cindy Terwilliger, Regional Administrator at Federal Transit Administration (FTA) Region VIII.

b. Strategic Plan Minute: Exceeding Customer Expectations - Establishing Customer Experience Baseline: Legal Services Survey

Jay Fox was joined by David Wilkins, Assistant Attorney General.

Fox highlighted efforts to establish a customer benchmark for legal services at UTA.

Wilkins commented on the objectives behind the initiative.

c. Financial Report - April 2025

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Discussion ensued. Questions on inflation, administrative FTE variance, grants variance, and accounts payable backlog were posed by the board and answered by staff. Chair Christensen requested a line be added to the capital spending by chief office report to

reflect actuals.

Staff committed to provide the board with more information on the FTE variance.

d. Pension Committee Report

Jeff Acerson, UTA Trustee, was joined by Viola Miller.

Trustee Acerson reviewed pension allocations and policy targets, funded status (trailing one year and since inception), cumulative growth, and asset class performance. He noted the pension fund is healthy and investments are performing well.

Discussion ensued. A question on the long-term strategy for private equity investments was posed by the board and answered by Trustee Acerson.

7. Resolutions

a. R2025-06-01 Resolution Approving Transit Oriented Communities Planning and Design Principles

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, summarized the resolution, which approves the Transit-Oriented Communities (TOCs) Planning and Design Principles document.

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

8. Contracts, Disbursements and Grants

a. Contract: Maintenance Of Way (MOW) Positive Train Control (PTC) Training and Certification (Signal Training Solutions, LLC)

Stacey Palacios, UTA Director of Workforce Technical Training, requested the board approve a not-to-exceed \$617,100 contract with Signal Training Solutions, LLC for MOW PTC training and certification. The contract has a base term of three years with two one-year options.

Discussion ensued. A question on the size of the vendor pool was posed by the board and answered by Palacios.

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: Technical Transit Education Center (TTEC) Training Facility Construction (Eckman Construction, LLC)

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by David Osborn, UTA Project Manager III.

Scarbrough requested the board approve a \$6,676,442.82 contract with Eckman Construction, LLC for construction on the TTEC facility.

Discussion ensued. Questions on contingency and project scope 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.

c. Revenue Contract: Reimbursement Agreement for the 1300 South Queue Cutter Project (Utah Department of Transportation)

Jared Scarbrough requested the board approve a \$277,608.48 revenue contract with the Utah Department of Transportation (UDOT) to reimburse costs associated with the 1300 South queue cutter project.

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.

d. Change Order: On-Call Infrastructure Maintenance Contract Task Order 24-018-R1 - 5900 South TRAX Grade Crossing Replacement (Stacy and Witbeck, Inc.)

Jared Scarbrough requested the board approve a \$351,826 change order to the on-call contract with Stacy and Witbeck, Inc. for the 5900 South TRAX grade crossing replacement. (Note: This project was originally approved in 2024 as Task Order 24-018. Task Order 24-018-R1 replaces the original task order. Additional detail is available in the meeting packet.)

Discussion ensued. A question on the construction window was posed by the board and answered by Scarbrough.

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 Infrastructure Maintenance Contract Task Order 24-027-R1 - 9000 South TRAX Grade Crossing (Stacy and Witbeck, Inc.)

Jared Scarbrough requested the board approve a \$533,082 change order to the contract with Stacy and Witbeck, Inc. for the 9000 South TRAX grade crossing replacement. (Note: This project was originally approved in 2024 as Task Order 24-027. The project was then paused at UDOT's request. Task Order 24-027-R1 replaces the original task order. Additional detail is available in the meeting packet.)

The total on-call contract value with Stacy and Witbeck, Inc., including both change orders addressed in this meeting, is \$18,221,707.

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. Pre-Procurements**- Low Voltage Power Supply Converters for FrontRunner Locomotives**

Todd Mills, UTA Director of Supply Chain, indicated the agency intends to procure the goods listed on the meeting agenda.

Discussion ensued. Questions on the condition of the current low-voltage power supply converters and replacement schedule were posed by the board and answered by Mills.

9. Budget and Other Approvals**a. TBA2025-06-01 - Technical Budget Adjustment - 2025 Capital Program**

Viola Miller was joined by Daniel Hofer, UTA Director of Capital Programming & Support.

Miller summarized the technical budget adjustment, which reallocates \$1.5 million in the existing 2025 capital budget to aid in project delivery. The adjustment has a net neutral impact on the capital budget.

Discussion ensued. Questions on responsibility for the TechLink environmental work and traction power substation component replacement project needs 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. UTA Policy - UTA.05.02 Paid Time Off - Administrative Employees**

Ann Green-Barton, UTA Chief People Officer, described updates and changes to the UTA.05.02 Paid Time Off - Administrative Employees.

Updates include clarifying:

- Sick leave usage, return to work requirements, accrual and usage increments, and benefits applied at time of termination
- Vacation time accrual and usage increments
- Retiree medical account conversion
- Parental leave
- Absence classification when paid time off benefits are exhausted
- Any exceptions for trustees, executive director, or chief officers
- Sick leave and vacation time in case of death
- Definitions

Changes include:

- Vacation sellback eligibility adjustments for all employees and executives
- Removal of executive vacation allotment cap of 30 days
- Floating holiday usage during calendar year versus payroll year
- Bereavement leave improvements for immediate and out-of-state family
- Voting leave as required by law

Discussion ensued, which centered on vacation time accrual and usage increments, vacation sellback, and internal communication plans for the policy.

b. 2024-2025 Ski Service End of Season Report

Jay Fox was joined by Andres Colman, UTA Regional General Manager - Salt Lake Business Unit; Hal Johnson, UTA Director of Innovative Mobility Solutions; Heather Barnum, UTA Chief Communications Officer; Nichol Bourdeaux, UTA Chief Planning & Engagement Officer; Ryan Taylor, UTA Special Services General Manager; and Michael Goldman, UTA Special Services Program Manager.

Fox reported on 2024-2025 ski service. Overall, ridership reflected a 4.86% increase over the 2023-2024 season. Vanpool service for resort employees in the Cottonwood canyons reflected a 6.87% increase. Fox provided data and discussed results by route, including the new supplemental service routes, CS1 and CS2. He then reviewed results of a survey on the CS1/CS2 service. Fox concluded by highlighting collaborative efforts between UTA and the ski resorts.

Discussion ensued. Questions on the net ridership difference between standard and supplemental service, resort employee supplemental service utilization, technology used for supplemental service ridership tracking, supplemental service route naming convention, ski service advertising, Brighton and Solitude shuttle utilization, Vanpool capacity, and 4-wheel drive Vanpool vehicle feedback were posed by the board and answered by staff. Trustee Acerson recommended utilizing employees to test the service for the 2025-2026 season.

Staff committed to provide the board with information on the ridership difference between standard and supplemental service, resort employee supplemental service utilization, and Brighton and Solitude employee shuttle utilization.

11. Other Business

- a. Next Meeting: Wednesday, June 25, 2025 at 9:00 a.m.

12. Closed Session

- a. **Strategy Session to Discuss Topics as Defined in Utah Code 52-4-205 (1):**
- **Collective Bargaining**

- Pending or Reasonably Imminent Litigation
- Purchase, Exchange, or Lease of Real Property
- Sale of Real Property

Chair Christensen indicated there were matters to be discussed in closed session related to collective bargaining and pending or reasonably imminent litigation. He noted there would be no closed session discussion regarding the purchase, exchange, or lease of real property or the sale 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.

Chair Christensen call for a recess at 10:49 a.m.

The meeting convened in closed session at 11:00 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 11:26 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 11:26 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 < > for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/369?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