



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Final

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 18, 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

Dalan Taylor, UTA Chief of Police & Public Safety Manager, 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 December 4, 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

- New Chief People Officer - Ann Green-Barton

Kim Shanklin, UTA Chief of Staff, reported Ann Green-Barton was recently selected to be the agency's new chief people officer.

b. Financial Report - October 2024

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Greg Andrews, UTA Senior Financial Analyst.

Staff reviewed the following:

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

Discussion ensued. Questions on optimal staffing vacancy rates and capital budget spenddowns were posed by the board and answered by staff.

c. Discretionary Grants Report

Gregg Larsen, UTA Manager of Grant Services, was joined by Alma Haskell, UTA Grants Development Administrator.

Staff provided an update on grant applications and awards. They also highlighted several grant-funded projects.

Discussion ensued. Questions on the radio project funding status, Vanpool expansion, and Techlink Corridor funding status were posed by the board and answered by staff.

d. Pension Committee Report

Trustee Jeff Acerson reported the pension is healthy and had a positive year in 2024.

Discussion ensued. A question on UTA's private equities investments was posed by the board and answered by Trustee Acerson.

7. Resolutions**a. R2024-12-05 - Resolution Adopting Revised Board Policies**

- **Board Policy 1.3 Executive Relationships and Meeting Protocols**
- **Board Policy 3.3 Capital Development Project Implementation**

Annette Royle, UTA Director of Board Governance, was joined by Neiufi longi, UTA Public Policy Analyst.

longi summarized the resolution, which adopts the revised board policies 1.3 and 3.3:

- Board Policy 1.3 includes updated policy language to align administrative meetings with the UTA Board of Trustees with legislative updates to the 2024 iteration of the Open and Public Meetings Act (OPMA), as well as updated language to increase clarity.
- Board Policy 3.3 includes updated policy language in response to Utah code related to capital project plans under the authority of the Utah Department of Transportation (UDOT), as well as updated language to increase clarity.

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. R2024-12-06 - Resolution Modifying the Authority's Organizational Structure and Creating the Position of Chief of Board Strategy and Governance

Chair Christensen outlined the resolution, which modifies the authority's organizational structure and creates the position of chief of board strategy and governance to more effectively administer the various functions of the board office.

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. R2024-12-07 - Revised Resolution Setting Compensation for District Officers & Employees

Ann Green-Barton, UTA Chief People Officer, summarized 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 as presented. This is the fourth revision of the compensation structure in 2024 and adds the positions of assistant manager operations service delivery, manager operations service delivery, director operations service delivery, labor relations program manager, and chief of board strategy and governance.

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. R2024-12-08 - Resolution Granting Expenditure and Disbursement Authority for 2024 and 2025 Vehicle Parts Inventory Purchases

Todd Mills, UTA Director of Supply Chain, outlined the resolution, which grants expenditure and disbursement authority for 2024 and 2025 vehicle parts inventory purchases.

The resolution authorizes additional purchases and disbursements up to \$8,550,000 in

2024, and expenditure and disbursements for vehicle parts inventory in 2025, as follows:

- Bus vehicles parts: up to \$9,850,000
- Light rail vehicle parts: up to \$11,000,000
- Commuter rail vehicle parts: up to \$5,000,000

Discussion ensued. Questions on the effectiveness of the parts procurement process and supply chain challenges were 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

8. Contracts, Disbursements and Grants

a. **Contract: Stray Current Mitigation Engineering Consultant (Infinity Corrosion Group Inc.)**

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Dean Hansen, UTA Manager - Systems Engineering.

Staff requested the board approve a \$900,000 contract with Infinity Corrosion Group Inc. for stray current mitigation engineering services. The contract has a base term of three years with two additional one-year options. Exercise of the option years will require additional board approval.

Discussion ensued. Questions on how this contract relates to the on-call contract with a separate vendor 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.

b. **Contract: Traffic Signal Maintenance & Engineering Consultant (PineTop Engineering)**

Jared Scarbrough was joined by Dean Hansen.

Staff requested the board approve a not-to-exceed \$1,375,000 contract with PineTop Engineering for traffic signal maintenance and engineering services. The contract has a base term of three years with two additional one-year options. The total contract value includes the base term plus the additional one-year options.

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: Recruiting Programmatic Advertising Services (JobTarget)**

Greg Gerber, UTA Director of Talent Acquisition, requested the board approve a

not-to-exceed \$375,000 contract with JobTarget for recruiting programmatic advertising services. The contract has a base term of one year with four additional one-year options. The total contract value includes the base term plus the additional one-year options.

Discussion ensued. Questions on the service provider were posed by the board and answered by Gerber.

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

d. Contract: Jobvite Services for One Year and Talemtry Services for Four Years (Employ, Inc.)

Kyle Brimley, UTA IT Director, was joined by Greg Gerber.

Staff requested the board approve a \$719,000 contract with Employ, Inc. for Jobvite services for one year and Talemtry services for four years.

Discussion ensued. Questions on the contract structure and services provided 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.

e. Contract: FirstNet SD7 Radios and Consoles (AT&T DW Holdings, Inc.)

Kyle Brimley was joined by Jarvie Curtis, UTA IT Manager of Communications and Deployment, and Brock Spencer, UTA Radio Communications Supervisor.

Staff requested the board approve a \$792,215 contract with AT&T DW Holdings, Inc. for 2,500 FirstNet SD7 radios and 16 console cloud licenses.

Discussion ensued. Questions on the radio system transition process, timeline, and budget 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. Change Order: FrontRunner WiFi Support - Modification No. 4 (Boldyn Networks Transit US, LLC)

Kyle Brimley was joined by Jarvie Curtis.

Staff requested the board approve a \$675,422 change order to the contract with Boldyn Networks Transit US, LLC for FrontRunner WiFi support and enhancements. The total contract value, including the change order, is \$2,889,045.79.

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: Mobile App for Fare Collection - Modification No. 004 (Masabi LLC)**

Monica Howe, UTA Fares Director, was joined by Jordan Eves, UTA Manager of Fare Strategy.

Staff requested the board approve a \$944,000 change order to the contract with Masabi LLC for an extension of support on the mobile app used for fare collection. The total contract value, including the change order, is estimated at \$1,474,914.62.

Discussion ensued. A question on the future of the mobile app was 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.
- h. **Change Order: On-Call Systems Maintenance Contract Task Order #24-005 - 450 East and Rice Interlocking Construction (Rocky Mountain Systems Services)**

David Hancock, UTA Chief Capital Services Officer, was joined Jared Scarbrough and Dean Hansen.

Staff requested the board approve a \$1,335,143.25 change order to the contract with Rocky Mountain Systems Services for construction and installation of the 450 East and Rice interlocking systems.

Discussion ensued. Questions on the construction timing and possibility of doing the projects concurrently 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.
- i. **Change Order: On-Call Systems Maintenance Contract Task Order #24-007 - 200 South Bus Fiber (Rocky Mountain Systems Services)**

Jared Scarbrough was joined by Dean Hansen and Carlie Torres, UTA Project Manager II.

Staff requested the board approve a \$340,832.04 change order to the contract with Rocky Mountain Systems Services for the procurement, installation, and testing of fiber optic cables at 10 bus stops along 200 South in Salt Lake City.

Discussion ensued. A question on conduit requirements was 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.

j. Change Order: On-Call Systems Maintenance Contract Task Order #25-001 - Key Personnel (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen.

Staff requested the board approve a \$948,823 change order to the contract with Rocky Mountain Systems Services for full time contractor personnel support in 2025.

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 Systems Maintenance Contract Task Order #25-003 - General Engineering & Network Maintenance (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen.

Staff requested the board approve an \$800,000 change order to the contract with Rocky Mountain Systems Services for general engineering and network maintenance services in 2025.

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: On-Call Systems Maintenance Contract Task Order #25-004 - IT Fiber Enhancements (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen and Kyle Brimley.

Staff requested the board approve a \$394,579 change order to the contract with Rocky Mountain Systems Services for fiber enhancements between the Main Street interlocking in Salt Lake City to the UTA headquarters building and between the TRAX Meadowbrook Station to the Meadowbrook main facility.

Discussion ensued. Questions on fiber network access and upgrade lifespan 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. Change Order: On-Call Systems Maintenance Contract Task Order #25-005 - Station Exempt Signal Removal (Rocky Mountain Systems Services)

Jared Scarbrough was joined by Dean Hansen.

Staff requested the board approve a \$343,272 change order to the contract with Rocky Mountain Systems Services for the removal of station exempt signals along the TRAX north/south mainline alignment.

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.
- n. **Change Order: On-Call Systems Maintenance Contract Task Order #25-006 - Rain Lily Drive Overhead Catenary System (Rocky Mountain Systems Services)**

Jared Scarbrough was joined by Dean Hansen and Greg Thurston, UTA Electrification Project Manager.

Staff requested the board approve a \$608,367 change order to the contract with Rocky Mountain Systems Services for relocation of the overhead catenary system insulated overlap on the westbound track near Rain Lily Drive in South Jordan to accommodate a new grade crossing and traffic signal.

(The total contract value for Rocky Mountain Systems Services, including the change orders discussed in this meeting, is \$5,376,900.55.)

Discussion ensued. A question on the construction impacts to service was 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.

- o. **Change Order: Mid-Valley BRT (MVX) Construction Change Order 3 (Stacy & Witbeck, Inc)**

Jared Scarbrough was joined by Andrea Pullos, UTA Project Manager III.

Staff requested the board approve a \$34,309,128 change order to the contract with Stacy & Witbeck, Inc for construction of the Midvalley Express (MVX) bus rapid transit (BRT) line. The total contract value, including the change order, is \$52,510,513.

Discussion ensued. A question on how current costs compare to estimates was 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.

Chair Christensen called for a recess at 10:45 a.m.

The meeting reconvened at 10:56 a.m.

- p. **Change Order: Battery Electric Buses and Associated Charging Equipment 3rd Order for Chargers for OGX (Gillig, Inc.)**

Jared Scarbrough was joined by Hal Johnson, UTA Director of Innovative Mobility Solutions, Andrea Pullos, and Camille Glenn, UTA Regional General Manager - Mt. Ogden Business Unit.

Staff requested the board approve a \$615,600 change order to the contract with Gillig,

Inc. to procure four new battery electric bus chargers. The total contract value, including the change order, is \$52,453,306.84.

Discussion ensued. Questions on the charger type, charger effectiveness, electric bus performance and challenges, and charger location 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.

q. Change Order: Transportation and Land Use Connection (TLC) Program Cooperative Agreement - Amendment #2 (WFRC)

Nichol Bourdeaux was joined by Russ Fox, UTA Director of Planning.

Staff requested the board approve a \$955,088 amendment to the contract with the Wasatch Front Regional Council (WFRC) for UTA's contribution to the TLC program for fiscal years 2025, 2026, and 2027. The total contract value, including the change order, is \$2,548,838.

Discussion ensued during which the board opined on the importance of proactive transit planning by local municipalities.

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

r. Change Order: On Demand Technologies Master Service Agreement Cost Estimate Increase and Service Order No. 8 - Adding West Provo Service Area (River North Transit, LLC / Via)

Hal Johnson was joined by Shaina Quinn, UTA Program Manager - Innovative Mobility Solutions.

Staff requested the board take two actions on the contract with River North Transit, LLC / Via (Via): 1) approve increasing the total estimated master service agreement value to \$65,647,075 and 2) authorize the service order number 8 and disbursement of \$2,898,286 for the new UTA On Demand west Provo microtransit zone. The total contract value, including the change order, is \$65,647,075.

Discussion ensued. A question on service options in the new On Demand area was 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.

s. Revenue Change Order: Third Amendment to the Microtransit Cooperative Agreement (Salt Lake City Corporation)

Hal Johnson was joined by Shaina Quinn.

Staff requested the board approve a \$3,300,000 revenue change order to the microtransit cooperative agreement with Salt Lake City for the renewal of service in the UTA On Demand Salt Lake City westside microtransit zone through December 31, 2025. The total contract value, including the change order, is \$10,100,000.

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

t. Pre-Procurements

- **Bus Engine Replacements**
- **CNG Station Operating and Maintenance**

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

Discussion ensued. Questions on internal work on engine overhauls and future compressed natural gas (CNG) procurements were posed by the board and answered by Mills.

9. Service and Fare Approvals

a. Fare Agreement: Pass Purchase and Administration (The Church of Jesus Christ of Latter-Day Saints)

Monica Howe was joined by Jordan Eves, UTA Manager of Fare Strategy.

Staff requested the board approve a pass purchase and administration agreement with The Church of Jesus Christ of Latter-day Saints. The agreement has a \$2,200,000 estimated value and a two-year term.

Discussion ensued. Questions on the pay-per-use contract component and large event arrangements were posed by the board and answered by staff.

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

b. Fare Agreement: Pass Purchase and Administration (IHC Health Services, Inc.)

Monica Howe was joined by Jordan Eves.

Staff requested the board approve a pass purchase and administration agreement with IHC Health Services, Inc. The agreement has a \$665,000 estimated value and a two-year term.

Discussion ensued. Questions on the pay-per-use contract component were posed by the board and answered by staff.

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- A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this fare agreement be approved. The motion carried by a unanimous vote.
- c. **Fare Agreement: Pass Purchase and Administration (Select Health)**

Monica Howe was joined by Jordan Eves.

Staff requested the board approve a pass purchase and administration agreement with Select Health. The agreement has an \$88,000 estimated value and a two-year term.

- A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this fare agreement be approved. The motion carried by a unanimous vote.
- d. **Fare Agreement: Ski Salt Lake Super Pass - Amendment 3 (Visit Salt Lake)**

Monica Howe was joined by Jordan Eves.

Staff requested the board approve an amendment to the agreement with Visit Salt Lake for the Ski Salt Lake Super Pass. The amendment has an estimated value of \$8,000-\$14,000 and the estimated total agreement value, including the amendment, is \$40,000-\$46,000.

- A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this amendment be approved. The motion carried by a unanimous vote.
- e. **Fare Agreement: 2024/2025 Ski Bus Agreement (Snowbasin Resort Company)**

Monica Howe was joined by Camille Glenn.

Staff requested the board approve a \$74,574 revenue agreement with Snowbasin Resort Company for ski bus service during the 2024-2025 ski season.

Discussion ensued. A question on the route was posed by the board and answered by staff.

- A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this revenue agreement be approved. The motion carried by a unanimous vote.
- f. **Fare Agreement: 2024/2025 Ski Bus Agreement (SMHG Management LLC/Powder Mountain)**

Monica Howe was joined by Camille Glenn.

Staff requested the board approve an \$83,464 revenue agreement with SMHG Management LLC/Powder Mountain for ski bus service during the 2024-2025 ski season. They noted a modification has been made to the contract to address the management of confiscated passes.

Discussion ensued. A question on the route was posed by the board and answered by staff.

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

g. Fare Agreement: 2024/2025 Ski Bus Agreement (Davis County)

Monica Howe was joined by Camille Glenn.

Staff requested the board approve an \$85,641 revenue agreement with Davis County for ski bus service and transit passes during the 2024-2025 ski season.

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

h. Promotional Fare Request: 2025 UTA On Demand Service Multi-Rider Fare

Monica Howe was joined by Jordan Eves.

Staff requested the board approve an extension through December 31, 2025, of the multi-rider promotional fare, which allows UTA On Demand customers to book a ride for more than one rider at no additional cost. The estimated value of forgone revenue resulting from the promotional fare request is \$220,000-\$260,000.

Discussion ensued. Questions on the long-term strategy for multi-rider fares were posed by the board and answered by staff.

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

10. Discussion Items

a. Sustainability Program - 2024 Status and 2025 Goals

Sarah Ross, UTA Environmental Stewardship Sustainability Specialist II, was joined by Patti Garver, UTA Manager of Environmental Compliance & Sustainability, and David Hancock.

Staff reviewed the sustainability program timeline, sustainability audit findings, and 2025 sustainability goals. The latter include reducing the agency's carbon footprint by 5% and water usage by 15%, revamping waste and recycling systems, and completing a sustainability plan.

Discussion ensued. Questions on calculating the carbon dioxide metric tonnage and including the vehicle fleet expansion in the carbon footprint baseline were posed by the board and answered by staff. The board recommended implementing measures to more closely monitor water usage.

b. Facilities Strategic Plan Update

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Sean Murphy, UTA Facility Development Supervisor, and Matthew Duncan, UTA Facility

Development Strategist.

Staff outlined the facilities strategic plan objectives, work completed to date, current efforts, and next steps.

Discussion ensued. A question on facilities location considerations was posed by the board and answered by staff. Chair Christensen recommended the development of alternative plans for facilities in the event of an emergency or natural disaster.

c. Transit Oriented Development Guidelines & Standards Update

Paul Drake was joined by Valarie Williams, UTA Transit-Oriented Communities Project Specialist I.

Staff discussed the transit-oriented development (TOD) guidelines and standards project goals, and the framework used to support connectivity, land use, site design, architectural design, safety, and management considerations. They concluded with a review of the next steps in the plan development process, and noted a quarter one update in 2025 may not be realistic given staffing constraints.

Discussion ensued. A question on transit pass requirements at developments was posed by the board and answered by staff.

11. Other Business

- a. Next Meeting: Wednesday, January 15th, 2025 at 9:00 a.m.

12. Closed Session

- a. **Strategy Session to Discuss:**
 - Pending or Reasonably Imminent Litigation
 - Collective Bargaining

Chair Christensen indicated there were matters to be discussed in closed session related to pending or reasonably imminent litigation and collective bargaining. A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote and closed session convened at 12:49 p.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 1:11 p.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 1:11 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/961613.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/340?view_id=1&redirect=true.

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

Approved Date: January 15, 2025

DocuSigned by:



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Carlton J. Christensen
Chair, Board of Trustees