



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 21, 2022

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff, media, 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

Cathie Griffiths, UTA Executive Assistant to the Board Chair, delivered a brief safety message.

4. Public Comment

No in-person comment was given during the meeting. Online public comment received was distributed to the board for review in advance of the meeting and is included in Appendix A to these minutes.

5. Consent

a. Approval of December 7, 2022 Board Meeting Minutes

b. Ratification of Amendments to Resolution R2022-12-01 - Authorizing Master Equipment Lease Purchase Agreement- Revisions

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's Report**

- **Utah Valley University Green Team**
- **Commendation - South Jordan Parkway Overhead Catenary System (OCS) Repair**
- **Direction or Authorization to Proceed (DAP) - Depot District**

Utah Valley University Green Team

Jay Fox, UTA Executive Director, was joined by Brad Parkin, UTA Public Relations & Marketing Strategist. Mr. Parkin recognized Utah Valley University students Kiersten Thomson and Ashley Jones, along with their advisor, Juliann Fritz, for the "Give the Gift of Clean Air" campaign they designed as part of their coursework.

The board commended the group for their concept and efforts in promoting transit use for cleaner air.

Commendation - South Jordan Parkway Overhead Catenary System (OCS) Repair

Mr. Fox was joined by Cheryl Beveridge, UTA Chief Operating Officer, and Kevin Anderson, UTA Director of Maintenance Support. Mr. Anderson recognized UTA staff and contractors who worked to repair the OCS on the TRAX line on the South Jordan Parkway after a dump truck, with its bed in the elevated position, hit the OCS and pulled the wire down for hundreds of yards in each direction. The team worked 31 hours straight to restore service.

Direction or Authorization to Proceed (DAP) - Depot District

Mr. Fox was joined by David Osborn, UTA Project Manager III. Mr. Osborn reported on a \$300,000 DAP issued on the Depot District Clean Fuels Technology Center project for concrete work. Mr. Osborn said it is necessary to pour the concrete now to maintain the project schedule.

Discussion ensued. Questions on the concrete pour completion timeline and supply chain issues were posed by the board and answered by Mr. Osborn. It was confirmed that change orders relating to the DAP would be brought to the board for approval once they are finalized.

b. Financial Report - October 2022

Brad Armstrong, UTA Director of Budget & Financial Strategy, was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls; Alisha Garrett, UTA Chief Enterprise Strategy Officer; and Kyle Brimley, UTA IT Director. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type).

Discussion ensued. Questions on the timing for payment on buses, large information technology projects not yet completed, and cost projection accuracy on capital projects

were posed by the board and answered by staff.

7. Resolutions

a. **R2022-12-04 - Resolution Adopting the Authority's 2023-2027 Capital Plan**

Bill Greene, UTA Chief Financial Officer, was joined by Mr. Armstrong and Mr. Hofer. Mr. Hofer reviewed the 2023 five-year capital budget by year and by programs/projects summary, then outlined the 2023 capital budget summary.

Discussion ensued. Mr. Hofer noted the allocation in the lease category of the capital budget is for vehicle leases.

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. **R2022-12-05 - Resolution Adopting the Authority's Final 2023 Budget**

Mr. Greene was joined by Mr. Armstrong and Mr. Hofer. Mr. Greene summarized the final 2023 operating and capital budgets.

The board noted the extensive public process that has taken place in relation to the budget and expressed appreciation to staff for their work in getting the budget to a final state.

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. **R2022-12-06 - Resolution Adopting the Utah Transit Authority 2022-2030 Strategic Plan**

Chair Christensen highlighted the mission statement, vision statement, and strategic priorities included in the UTA 2022-2030 Strategic Plan.

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. **R2022-12-07 - Adopting Revised Board Policies**

Annette Royle, UTA Director of Board Governance, requested the board adopt revisions to the following board policies:

- Board Policy 1.1 Process for Establishing Policies
- Board Policy 1.2 Ethics

- Board Policy 2.1 Financial Management
- Board Policy 2.2 Contract Authority and Procurement
- Board Policy 3.2 Service Planning Implementation
- Board Policy 3.3 Capital Development Project Implementation
- Board Policy 4.1 Fares

She went on to speak about key updates to the policies, which include minor procedural, responsible staff, and statutory updates on all board policies previously listed in these minutes, as well as specific updates as follows:

- 2.1 Financial Management: Updated reserves to include self-insurance/catastrophic reserve and debt reduction reserve
- 2.2 Contract Authority, Procurement and Grants: Added policy direction for grant administration
- 3.3 Capital Development Project Implementation: Added clarity to statutory requirements for “capital project plans” as transit corridor projects and streamlined the process for approval of locally preferred alternatives (LPAs) through metropolitan planning organizations (MPOs)
- 4.1 Fares: Updated fare items requiring board approval to include complimentary pass requests greater than \$5,000 and authorization for lifetime transit passes

Ms. Royle noted the UTA Local Advisory Council was given opportunity to provide consultation on the policy revisions at its September 7, 2022 meeting.

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

e. R2022-12-08 - Resolution Establishing Parameters in which the Executive Director can Declare Free Fare for a Period of Time in Commemoration and Support of the 2023 NBA All-Star Game

Monica Morton, UTA Fares Director, was joined by Kensey Kunkel, UTA Manager - Business Development & Sales. Ms. Kunkel described the resolution, which establishes parameters for the executive director to declare free fare for a period of time in commemoration and support of the 2023 National Basketball Association (NBA) All-Star Game. The parameters include:

- Free fare on all UTA services from February 12-February 21, 2023
- All airline boarding passes considered a valid UTA fare during the month of February

Discussion ensued. A question on sales tax generation stemming from the NBA All-Star Game was posed by the board and answered by staff.

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

f. **R2022-12-09 - Resolution Approving and Authorizing the Execution of the Authority's Amended Transit Agency Safety Plan (TASP)**

Sheldon Shaw, UTA Director of Safety & Security, spoke about the TASP requirements, approval process, and 2023 updates.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this resolution be approved with an acknowledgement that review by the Amalgamated Transit Union (ATU) is still pending. Any TASP revisions following the ATU review will require subsequent approval by the board. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

8. **Contracts, Disbursements and Grants**

a. **Contract: Janitorial Services for all UTA Office and Maintenance Facilities (Merchants Building Maintenance)**

Mr. Anderson was joined by Guy Miner, UTA Facilities Maintenance Manager. Mr. Miner requested the board approve a contract with Merchants Building Maintenance for janitorial services for all UTA office and maintenance facilities. The contract has a base term of three years with a value of \$3,242,808. In addition to the base, there are two option years. The first option year has a contract value of \$1,128,171.36 and the second option year has a contract value of \$1,162,016.50. The total contract value, including option years, is \$5,532,995.86.

Discussion ensued. A question on selection of a single contractor was posed by the board and answered by Mr. Miner.

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: Funding Agreement for Midvalley Connector (Utah Department of Transportation)**

Marcus Bennett, UTA Project Manager III, requested the board approve a \$22,800,000 contract with the Utah Department of Transportation (UDOT) for a Transit Transportation Investment Fund (TTIF) allocation to the Midvalley Connector project.

Discussion ensued. A question on the project schedule was posed by the board and answered by Mr. Bennett.

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: First Amendment to the Microtransit Cooperative Agreement (Salt**

Lake City Corporation)

Jaron Robertson, UTA Acting Planning Director, was joined by Julianne Sabula with Salt Lake City. Mr. Robertson and Ms. Sabula spoke about the partnership between UTA and Salt Lake City and the success of the On Demand service.

Mr. Robertson requested the board approve a \$1,900,000 amendment to the contract with Salt Lake City Corporation for an additional twelve months of On Demand microtransit service on the west side Salt Lake City. The total contract value, including the amendment, is \$3,800,000.

Discussion ensued. Questions on the impact of the city investment in transit were posed by the board and answered by Mr. Robertson and Ms. Sabula.

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.

d. **Change Order: On Demand Technologies Service Order No. 1, Amendment No. 3 - SLC Westside Contract Renewal (River North Transit, LLC / Via)**

Mr. Robertson provided a ridership update for On Demand service on the west side of Salt Lake City and requested the board approve a \$4,750,000 amendment to the contract with River North Transit, LLC / Via) for an additional 18 months of service in this area. The total contract value for all Via services under this contract, including the amendment, is \$22,255,125.

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 10:48 a.m.

The meeting reconvened at 10:58 a.m.

e. **Change Order: Bus Realtime Digital Signage Modification 1 - Additional Signs for Ogden/Weber State Bus Rapid Transit (OGX) (Daktronics Inc.)**

Kyle Brimley, UTA IT Director, requested the board approve a \$264,960 modification to the agreement with Daktronics Inc. for an additional 24 LED signs along the OGX alignment. The total contract value, including the modification, is \$576,905.

Discussion ensued. Questions on the signage type, adaptability, lifespan, and installation timing were posed by the board and answered by Mr. Brimley.

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. **Change Order: On-Call Systems Maintenance Task Order #22-038 - Fiberoptic Construction (Rocky Mountain Systems Services)**

Jared Scarbrough, UTA Director of Capital Construction, was joined by Dean Hansen, UTA Manager - Systems Engineering. Mr. Hansen requested the board approve a \$3,243,374 change order to the contract with Rocky Mountain Systems Services (RMSS) for construction of a fiber optic backbone on two TRAX communications systems, fiber optic runs to other UTA facilities as requested, and relocation of the fiber optic bank located between the Farmington and Kaysville stations. The total contract value, including the change order, is \$17,211,955. Mr. Scarbrough reported that this task order takes the contract amount over the originally estimated total. A request for approval of an increased contract total estimate will come to the board at a later meeting.

Discussion ensued. Questions on contract maximums and RMSS's fiber optic experience 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.

g. Pre-Procurements - Credit Card Terminal Replacement

Troy Hamilton, UTA Procurement Manager, was joined by Troy Bingham, UTA Comptroller, and Rob Lamph, UTA Assistant Treasurer. Mr. Bingham indicated the agency intends to procure credit card terminal replacements.

Discussion ensued. A question on the credit card terminal locations was posed by the board and answered by Mr. Bingham.

9. Service and Fare Approvals

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

Ms. Kunkel requested the board approve a two-year pass purchase and administration agreement with The Church of Jesus Christ of Latter-day Saints. The total estimated contract value is \$1,767,400-\$2,104,000.

Discussion ensued. Ms. Kunkel noted the agreement is specific to employee passes and excludes large event passes, which are addressed in a separate agreement.

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.)

Ms. Kunkel requested the board approve a two-year pass purchase and administration agreement with IHC Health Services, Inc. (IHC). The total estimated contract value is \$544,600-\$648,400.

Discussion ensued. Ms. Kunkel indicated the passes would be available to employees at

all IHC locations.

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 (SelectHealth, Inc.)

Ms. Kunkel requested the board approve a two-year pass purchase and administration agreement with SelectHealth, Inc. The total estimated contract value is \$6,600-\$8,000.

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: Pass Distribution Agreement- Amendment 1 (Visit Ogden)

Ms. Kunkel requested the board approve a \$1,200 amendment to the pass distribution agreement with Visit Ogden. The total contract value, including the amendment, is \$2,400.

Discussion ensued. A question on the timing of pass distribution was posed by the board and answered by Ms. Kunkel.

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.

e. Fare Agreement: Midtown Trolley Service Agreement - Amendment 3 (Layton City Corporation)

Jonathan Salazar, UTA Acting Regional General Manager - Mt. Ogden Business Unit, requested the board approve a \$184,412 amendment to the contract with Layton City Corporation for the "Midtown Trolley" (route 628) service. The total contract value, including the amendment, is \$685,334.

Discussion ensued. A question on rider origination points was posed by the board and answered by Mr. Salazar.

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.

f. Fare Agreement: Ogden Trolley Service Agreement - Amendment 3 (Ogden City)

Mr. Salazar requested the board approve a \$72,350 amendment to the contract with Ogden City for the "Ogden Trolley" (route 601) service. The total contract value, including the amendment, is \$287,797.

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.

g. Fare Agreement: Lagoon/Station Park Shuttle Service Agreement - Amendment 3 Modification 1 (Farmington City Corporation)

Mr. Salazar requested the board approve a \$80,167 amendment to the contract with Farmington City Corporation for the "Lagoon/Station Park Shuttle" (route 667) service. The total contract value, including the amendment, is \$373,867.

Discussion ensued. A question on the maintenance requirements for the trolleys was posed by the board and answered by Mr. Salazar.

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.

10. Budget and Other Approvals

a. Zero-Emission Bus Transition Plan - FY2022

Andres Colman, UTA Regional General Manager - Salt Lake Business Unit, was joined by Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Colman outlined the proposed zero-emission bus fleet transition strategy, including propulsion system change ratios by agency and facility.

Discussion ensued. Mr. Colman noted the transition plan is ambitious but possible and still accounts for service needs, vehicle maintenance, spare vehicle ratios, and other factors. A question on challenges associated with battery electric buses was posed by the board and answered by Mr. Colman.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that the Zero-Emission Bus Transition Plan - FY2022 be approved. The motion carried by a unanimous vote.

b. UTA Policy - UTA.05.05 - Hardship Recognition

Ms. Beveridge was joined Jacob Ekker, UTA Business Strategy Specialist. Mr. Ekker described the policy, which outlines situations in which UTA employees may be given flowers or gifts on behalf of the agency due to a significant personal hardship. The policy also sets recognition purchasing parameters.

Discussion ensued. Mr. Ekker said this policy may be combined with the policy on taxation and gifts in the future.

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

11. Other Business

- a. Next Meeting: Wednesday, January 11th, 2023 at 9:00 a.m.

12. Closed Session

- a. **Strategy Session to Discuss Collective Bargaining**

13. Open Session

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 11:38 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/pmn/sitemap/notice/801037.html> for entire content.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees

Appendix A
Online Public Comment

From Salt Lake County Mayor Jenny Wilson:

Thank you for the opportunity to make comments on UT A's 2023 Tentative Budget. This letter serves as the signature sheet indicating that, as Mayor of Salt Lake County, I have reviewed the tentative budget as required by Utah Code 17B-1-702.

Salt Lake County sincerely appreciates our partnership with UTA and your agency's ongoing commitment to providing excellent public transit service for our county constituents. We also appreciate the tremendous efforts taken to formulate this 2023 tentative budget and we commend you on its thoroughness. However, on behalf of the Salt Lake County's Mayor's Office, I would like to draw your attention to some specific observations with the proposed budget:

1. Reduced service has the potential to impact quality of life and could disproportionately affect low-income residents.
2. We would prefer to see electric buses prioritized to a greater extent in the budget and projected fleet transition plan.

Reduced service

I appreciate the difficulty that UTA has experienced preparing the tentative 2023 budget given the economic uncertainty ahead. At Salt Lake County, we have also seen the cost of providing County services increase dramatically, in part driven by Utah's tight labor market. In addition, we acknowledge the circumstances that have led to a transit operator shortage. Having said that, we do have concerns with the recently announced service reductions in Salt Lake County (Routes 39, 201, 218, 240, 901, 902, and 953). Like you, we hope this is a short-term human resource problem. If it is not a short-term issue, however, we suggest that future UTA budgets reflect remedies such as higher transit operator salaries, other incentives to attract workers, and perhaps alternatives to traditional transit operations such as targeted micro-transit programs. When transit service is reduced for Salt Lake County residents, individuals lose timely access to critical destinations like work, doctor offices, grocery stores, and other basic services for enhanced quality of life for our residents. As routes decrease and headways increase, households that rely on UTA service may experience negative financial impacts due to the need to turn to vehicle ownership.

Pace of Battery Electric Bus Adoption

We also have concerns regarding UT A's targets for fleet electrification and the pace of the transition. At the August 2022 Council of Government's meeting, UTA provided a presentation that showed UT A's 20-year projected fleet transition count for clean diesel, compressed natural gas, electric, and hybrid diesel buses. As reflected in that presentation, UTA's future plans include a fleet mix in 2042 that has more clean diesel buses (276 buses; 48% of the fleet) than battery electric buses (218 buses; 38% of the fleet). We would prefer to see UT A's future

budgets reflect more of a commitment to battery electric buses as a means to enhance our air quality, especially during the winter inversion and summer ozone seasons. We also recommend that UTA prioritize battery electric buses during the initial proposed phasing of UDOT's Little Cottonwood Canyon Environmental Impact Preferred Alternative as part of the Enhanced Bus Service operations.

Please feel free to reach out to me if you would like to discuss any of these comments. Thank you for considering our comments for future budget year deliberations.