



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, September 10, 2025**

**9:00 AM**

**FrontLines Headquarters**

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**Present:** Trustee Beth Holbrook  
Trustee Jeff Acerson

**Excused:** Chair Carlton Christensen

Also attending were UTA staff and interested community members.

#### 1. **Call to Order and Opening Remarks**

Chair Carlton Christensen was excused from the meeting. Trustee Jeff Acerson, in the role of acting chair, 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**

Jared Scarbrough, UTA Acting Chief Capital Services 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 13, 2025, Board Meeting Minutes**
- b. **Approval of August 11, 2025, Budget Work Session Meeting Minutes**
- c. **Approval of August 12, 2025, Budget Work Session Meeting Minutes**
- d. **Approval of August 14, 2025, Budget Work Session 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 Recognition – Mt. Ogden Bus Maintenance Team****American Public Transportation Association (APTA) Award**

Jay Fox, UTA Executive Director, mentioned UTA will be honored next week with the APTA Outstanding Public Transportation System Award.

**UTA Recognition - Mt. Ogden Bus Maintenance Team**

Jay Fox was joined by Camille Glenn, UTA Regional General Manager - Salt Lake and Mt. Ogden Service Units.

Glenn recognized the Mt. Ogden bus maintenance team for their efforts to secure and preserve UTA vehicles and preserve property when a large fire ignited at the apartment complex adjacent to the Mt. Ogden facility.

**b. Strategic Plan Minute: Organizational Excellence – Trapeze Implementation**

Jay Fox was joined by Marci Warren, UTA Senior IT Project Manager.

Fox delivered a progress report on the Trapeze software implementation.

Discussion ensued. Warren explained future-state plans for the various departments impacted by the implementation and the go-live timeline.

**c. Financial Report - July 2025**

Brian Reeves, UTA Associate Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Daniel Hofer, UTA Director of Capital Programming & Support.

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
- Actual versus forecast spend year-to-date on capital expenses
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Discussion ensued. Staff described the procurement support contract terms and committed to provide more information to the board on planning and engagement

budget spenddown.

**7. Resolutions**

**a. R2025-09-01 - Resolution Adopting the 5600 W Old Bingham Highway Station Area Plan**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Valarie Williams, UTA Transit-Oriented Communities Project Specialist I.

Drake summarized the resolution, which adopts the 5600 W Old Bingham Highway Station Area Plan (SAP).

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: Trustee Holbrook, and Trustee Acerson

Excused: Chair Christensen

**b. R2025-09-02 - Resolution Adopting the Draper Town Center Station Area Plan**

Paul Drake was joined by Valarie Williams.

Drake summarized the resolution, which adopts the Draper Town Center SAP.

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: Trustee Holbrook, and Trustee Acerson

Excused: Chair Christensen

**c. R2025-09-03 - Resolution Adopting the Roy Station Area Plan**

Paul Drake was joined by Valarie Williams.

Drake summarized the resolution, which adopts the Roy SAP.

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: Trustee Holbrook, and Trustee Acerson

Excused: Chair Christensen

**d. R2025-09-04 - Resolution Adopting the Sandy Station Area Plans**

Paul Drake was joined by Valarie Williams.

Drake summarized the resolution, which adopts the Sandy SAPs.

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: Trustee Holbrook, and Trustee Acerson

Excused: Chair Christensen

## 8. Budget and Other Approvals

### a. TBA2025-09-01 – Technical Budget Adjustment – 2025 Capital Program

Brian Reeves was joined by Daniel Hofer.

Hofer outlined the 2025 capital program technical budget adjustment, which reallocates \$697,000 in the existing budget to aid in project delivery.

Discussion ensued. At the request of the board, staff indicated they would adjust any future year-to-date contingency summaries to reflect a January 1 start date.

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

### b. TBA2025-09-02 – Technical Budget Adjustment – 2025 Operating Budget

Brian Reeves was joined by Brad Armstrong.

Armstrong outlined the 2025 operating budget technical budget adjustment, which adds 1.0 FTE to the 2025 for a procurement and contracts specialist position to support UTA's supply chain contracting process. The additional FTE will be funded with existing capital budget funds and has net neutral effect on the budget.

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

## 9. Contracts, Disbursements and Grants

### a. Contract: FrontRunner Passenger Seating Foam Kits (Chestnut Ridge Foam, Inc.)

Kyle Stockley, UTA Director of Capital Vehicles, requested the board approve a \$1,036,615.64 contract with Chestnut Ridge Foam, Inc. for foam kits to refurbish the passenger seats on 38 FrontRunner rail cars.

Discussion ensued during which Stockley responded to general questions on the seat replacement program.

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: S70 Articulation Bearing Overhaul Kits (Hubner Manufacturing Corp.)

Kyle Stockley requested the board approve a \$2,051,782.40 contract with Hubner

Manufacturing Corp. for 83 articulation joint overhaul kits for UTA's S70 light rail vehicles.

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: ECO Bus Lift Replacement - Mt. Ogden (Steril-Koni USA, Inc.)**

Kevin Anderson, UTA Director of Maintenance Support, requested the board approve a \$305,916.42 contract with Steril-Koni USA, Inc. for the procurement of a bus lift for the Mt. Ogden bus garage.

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: Land Use Lease Agreement (Eagle Mountain City)**

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

Osborn requested the board approve a land use lease agreement with Eagle Mountain City (Eagle Mountain). According to the agreement, Eagle Mountain will donate Parcel 58:034:0424 to UTA at no cost as an in-kind contribution to the Utah County park and ride project, and UTA will construct and operate a park and ride facility in the northeast quadrant of Pony Express Parkway and Rock Creek Road and provide bus service along Pony Express Parkway. The agreement has a term of 50 years with an option to renew for an additional 25 years.

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

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

**e. Contract: Utah County Park and Ride Facilities (Geneva Rock)**

Jared Scarbrough was joined by David Osborn.

Osborn requested the board approve a not-to-exceed \$2,463,007.50 contract with Geneva Rock for construction of the first phase of the Utah County park and ride project.

Discussion ensued. Questions on the number of bus shelters at the Eagle Mountain park and ride lot 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 contingent upon the execution of the land use agreement with Eagle Mountain City (see agenda item 9.d.). The motion carried by a unanimous vote.

f. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #25-024 - Central Ave. TRAX Grade Crossing Replacement (Stacy and Witbeck, Inc.)**

David Osborn requested the board approve a \$464,013 change order to the on-call contract with Stacy and Witbeck, Inc. for a TRAX grade crossing replacement at Central Avenue in Millcreek. The total contract value, including the change order, is \$22,309,983.

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. **Change Order: Next Generation Fare Collection System Change Order No. 8 - Additional Onboard Validators (Scheidt & Bachmann USA, Inc.)**

Monica Howe, UTA Fares Director, requested the board approve a \$730,500 change order to the contract with Scheidt & Bachmann USA, Inc. for 142 additional onboard bus validators for the fare collection system upgrade. The total contract value, including the change order, is \$33,193,232.

Discussion ensued. Clarifying questions regarding maintenance costs were posed by the board and answered by Howe.

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. **Pre-Procurements**

- **On-Site Health and Wellness Clinic**
- **Pension Actuarial Services**
- **Final Bus Stop/End of Line Design Services for Davis-SLC Connector**
- **Meadowbrook Bus Chargers**

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

Discussion ensued. A question on UTA's partnership with Rocky Mountain Power on electrification projects was posed by the board and answered by staff.

**10. Other Business**

- a. Next Meeting: Wednesday, September 24, 2025 at 9:00 a.m.

**11. Closed Session**

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

No closed session was held.

**12. Open Session**

The entire meeting was conducted in open session.

**13. 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 10:24 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 <https://www.utah.gov/pmn/sitemap/notice/1020817.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/385?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/385?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