



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, September 28, 2022**

**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 9:00 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.

**5. Consent**

**a. Approval of September 14, 2022, 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.

**4. Public Comment**

No in-person public comment was given and no online public comment was received for the meeting.

**6. Reports**

**a. Executive Director's Report**

- Rail Apprenticeship Program Approved by Department of Labor
- Service Adjustments
- Radio Communications - WiFi
- Executive Director Team Award

**Rail Apprenticeship Program Approved by Department of Labor**

Jay Fox, UTA Executive Director, was joined by Kim Shanklin, UTA Chief People Officer; Stacey Palacios, UTA Manager - Training & Development; Mitch Holmes, UTA Maintenance Apprenticeship Training Administrator; and Rod Dunn with the

Amalgamated Transit Union (ATU). Mr. Holmes recognized staff who participated in standing up the rail apprenticeship program, which was recently approved by the Department of Labor.

Ms. Palacios spoke about the ATU collaboration with the apprenticeship program. Mr. Dunn expressed the union's support for the program.

### **Service Adjustments**

Mr. Fox was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, and Cheryl Beveridge, UTA Chief Operating Officer. Mr. Fox spoke about emergency service adjustments scheduled for the December 2022 change day. The adjustments are necessary due to the worker shortage in the current labor market.

Ms. Bourdeaux highlighted the criteria used for analyzing service priorities and reviewed specific changes for December, which include:

- Salt Lake County Ski Service
  - 953: suspended
  - 972: 30-minute service
  - 994: 30-minute service
  
- Salt Lake County Local Service
  - 39: 30-minute service
  - 201: 60-minute service
  - 218: 60-minute service
  - 240: 30-min service and streamline route
  
- Summit County Service
  - 901: suspended
  - 902: shorten to 3900 South/Wasatch Boulevard
  
- Ogden Ski Service
  - 674,675,677: restructure service to run more midday and less peak trips
  
- Salt Lake City-Ogden Regional Service
  - 455,470, 640: planned missed trips
  
- Mt. Ogden Local Service
  - 603, 612: planned missed trips
  - 625,645: 60-minute service
  - 650: suspended

Discussion ensued. Questions on public outreach regarding the changes, service prioritization criteria, and regional impacts of operator shortages were posed by the board and answered by staff.

**Radio Communications - WiFi**

Mr. Fox was joined by Kyle Brimley, UTA IT Director; Jarvie Curtis, UTA IT Manager - Communications & Deployment, and Ms. Garrett. Mr. Brimley congratulated the radio communications team for completing the first phase of a state-of-good repair project designed to improve the Wi-Fi system on FrontRunner. Mr. Curtis described the system, which other transit systems are looking at as a model, and shared the onboard Wi-Fi system is now capable of reaching speeds of up to 95mb with nearly 75,000 connections per month.

Discussion ensued. Questions on the possibility of deploying Wi-Fi on TRAX and Wi-Fi functionality on other transportation modes were posed by the board and answered by staff.

Chair Christensen requested staff look into deploying Wi-Fi on TRAX.

**Executive Director Team Award**

Mr. Fox was joined by Ms. Garrett. Ms. Garrett recognized the Meadowbrook maintenance team, in cooperation with the Central maintenance team, for its work in cleaning up the UTA "bone yard" - an area where old, out-of-service vehicles were stored to use for parts.

**b. Financial Report - July, 2022**

Bill Greene, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls, and Ms. Beveridge. Mr. Greene reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type) and provided project highlights on the overhead catenary system (OCS) wire scan that took place in the summer.

Discussion ensued. Questions on sales tax growth, stimulus drawdowns, capital development budget underruns, and weather impacts on the OCS were posed by the board and answered by staff.

**7. Contracts, Disbursements and Grants****a. Contract: Offsite Civil Work (Rocky Mountain Power)**

David Osborn, UTA Project Manager III, requested the board approve a contract with Rocky Mountain Power for network capacity upgrades at the Jordan substation. The total contract value is \$211,922.34.

Discussion ensued. A question on the substation location was posed by the board and answered by Mr. Osborn.

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: Primary Server and Data Storage Replacement (Cache Valley Electric)**

Mr. Brimley requested the board approve a contract with Cache Valley Electric for a primary server and data storage replacement. The total contract value is \$305,960.92.

Discussion ensued. Questions on the primary server location and potential parts procurement issues were posed by the board and answered by Mr. Brimley.

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: Task Ordering Agreement for TOD Station Area Planning Consultant Pools A, C, D (Design Workshop, Inc.)**

Paul Drake, UTA Director of Real Estate and Transit-Oriented Development, was joined by Jordan Swain, Transit-Oriented Development Project Manager. Staff requested the board approve a task ordering contract with Design Workshop, Inc. to assist in station area planning. The contract has a not-to-exceed value of \$600,000.

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: Task Ordering Agreement for TOD Station Area Planning Consultant Pools A, C, F (IBI Group)**

Mr. Drake was joined by Mr. Swain. Staff requested the board approve a task ordering contract with IBI Group to assist in station area planning. The contract has a not-to-exceed value of \$600,000. Mr. Swain noted the contract term is different than the term listed in Exhibit A in the meeting packet. The actual term is through November 1, 2027.

Discussion ensued during which Mr. Swain explained “pool F” is for parametrics work.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this contract be approved as amended to reflect the correct contract term through November 1, 2027. The motion carried by a unanimous vote.

**e. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-72 - 11000 S Grade Crossing Replacement (Stacy and Witbeck, Inc)**

Jared Scarbrough, UTA Director of Capital Construction, was joined by Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Stockley requested the board approve a \$237,226 change order to the contract with Stacy and Witbeck for the 11000 S grade crossing replacement.

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 Infrastructure Maintenance Contract Task Order #22-73 - 700 East Kimballs Lane Grade Crossing Replacement (Stacy and Witbeck, Inc)**

Mr. Scarbrough was joined by Mr. Stockley. Mr. Stockley requested the board approve a \$284,634 change order to the contract with Stacy and Witbeck for the 700 East Kimballs Lane grade crossing replacement.

Discussion ensued. A question on the location of the crossing 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.

g. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-80 - 2022 Phase 2 Grade Crossing Material Procurement (Stacy and Witbeck, Inc)**

Mr. Scarbrough was joined by Mr. Stockley. Mr. Stockley requested the board approve a \$238,146 change order to the contract with Stacy and Witbeck for the 2022 phase 2 grade crossing material procurement.

Discussion ensued. A question on anticipated materials needs 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.

h. **Change Order: TRAX and Commuter Rail Car Cleaning Contract - Last Option Year (Image Property Services)**

Benjamin Adams, UTA Manager of Commuter Rail Vehicle Maintenance, was joined by Marco Gamonal, UTA Manager of Light Rail Vehicle Maintenance. Mr. Adams requested the board approve a \$1,310,802.99 change order for the last option year on the contract with Image Property Services for TRAX and commuter rail car cleaning services, along with an adjustment for inflation. The total contract value, including the change order, is \$5,628,893.71.

Discussion ensued. A question on outsourcing rail cleaning services 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.

i. **Pre-Procurements**

- **Holiday Employee Gift Cards**
- **Bus Stop Sign Poles**
- **South Valley Commuter Rail Environmental Study**

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

Discussion ensued. Questions on the holiday gift card amount, sole source procurement for the bus stop sign poles, and coordination with the Utah Department of Transportation on the South Valley Commuter Rail Environmental Study were posed by the board and answered by staff.

## 8. Service and Fare Approvals

### a. Fare Agreement: Special Events Pass (The Church of Jesus Christ of Latter-day Saints)

Kensy Kunkel, UTA Manager - Business Development & Sales, requested the board approve a \$38,000 fare agreement with The Church of Jesus Christ of Latter-day Saints for ticket-as-fare passes to the October 2022 General Conference (October 1-2, 2022), Luz de Las Naciones (November 5, 2022), and Christmas concerts (December 13-15, 2022).

Discussion ensued. A question on factoring in decreased ticket availability due to construction near Temple Square was posed by the board and answered by staff.

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

Chair Christensen called for a brief recess at 10:33 a.m.

The meeting reconvened at 10:43 a.m.

## 9. Budget and Other Approvals

### a. TBA2022-09-01 - Technical Budget Adjustment Authorizing the Addition of Two Full Time Employees to Support UTA Grant Management

Mr. Greene described the technical budget adjustment (TBA), which consolidates the agency's grants function under the finance office and adds headcount for a department director and project controls administrator to the grants department.

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 Five-Year Service Plan Draft Network

Megan Waters, UTA Community Engagement Director, was joined by Eric Callison, UTA Manager - Service Planning. Mr. Callison outlined the five-year service plan development process and service contained in the current iteration. The five-year service plan is divided into four segments: August 2023, planned but not phased, unconstrained, and vision items. Mr. Callison detailed what is included in the plan for each of these categories. Ms. Waters then reviewed the five-year service plan public engagement process.

Discussion ensued. Questions on anticipated ridership from the Missionary Training Center, potential Salt Lake City-Ogden service adjustments, airport access on the planned 5600 West route, south terminus on the 5600 West route , planned connections to the Grandville Avenue extension in south Salt Lake County, community contact databases, and planned service in northwest Utah County were posed by the board and answered by staff.

Trustee Holbrook suggested utilizing the UTA FrontRunner Wi-Fi network for public outreach. The trustees requested more information on five-year plan costs, both constrained and unconstrained.

**b. 2022-2023 UTA Insurance Renewal Discussion**

Dave Pitcher, UTA Claims & Insurance Manager, reviewed the UTA Board Policy 2.1 - Risk Management requirements and highlighted the agency's insurance coverage and associated premiums. Overall, there is a 5% increase in insurance premiums in policy year 2022-2023 as compared to policy year 2021-2022.

Discussion ensued. Questions on the implications of sharing rail corridor with Union Pacific Railroad, earthquake coverage, and railroad protective liability coverage were posed by the board and answered by staff.

**11. Other Business**

- a. Next Meeting: Wednesday, October 12th, 2022 at 9:00 a.m.

**12. 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 11:34 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/783797.html> for entire content.

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