



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

---

**Wednesday, October 12, 2022**

**9:00 AM**

**FrontLines Headquarters**

---

**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Also attending were UTA staff and members of the community.

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

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:02 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Beth Holbrook, UTA Trustee, provided a brief safety message.

**4. Public Comment**

No in-person public comment was given. 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 September 13, 2022 Board of Trustees Budget Work Session Minutes**
- b. **Approval of September 15, 2022 Board of Trustees Budget Work Session Minutes**
- c. **Approval of September 16, 2022 Board of Trustees Budget Work Session Minutes**
- d. **Approval of September 22, 2022 Board of Trustees Budget Work Session Minutes**
- e. **Approval of September 28, 2022, Board Meeting Minutes**
- f. **Approval for International Travel to Vancouver, British Columbia, Canada for Planning & Engagement Department Peer Observation**

A motion was made by Trustee Acerson and seconded by Trustee Holbrook to approve the consent agenda. The motion carried by a unanimous vote.

**6. Reports**

- a. **Executive Director's Report**
- **Bus Roadeo Winners**
  - **September 2022 Ridership Update**

**Bus Roadeo Winners**

Jay Fox, UTA Executive Director, was joined by Cherryl Beveridge, UTA Chief Operating Officer. Ms. Beveridge described events in the UTA Bus Roadeo competition and recognized the 2022 winners.

Discussion ensued. Questions on the tenure of the winning operators and opportunities for participation in a national competition were posed by the board and answered by Ms. Beveridge.

**September 2022 Ridership Update**

Mr. Fox reported on ridership through September 2022. Overall, ridership is increasing and is currently at 85% of pre-pandemic levels.

**7. Resolutions**

- a. **R2022-10-01 - Approving and Adopting a Revised Investment Policy of the Authority's Employee Retirement Plan**

Ann Green-Barton, UTA Director of Total Rewards, summarized the resolution, which eliminates liquid diversifiers and allows for up to 10% investment in private equity in the agency's employee retirement plan investment portfolio.

Discussion ensued. Questions on the implementation timeline and duration of the allocations were posed by the board and answered by staff. Chair Christensen disclosed that his nephew works for Rose Park Advisors in the event the firm is considered as one of the private equity investment options.

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: Task Ordering Agreement for TOD Station Area Planning Consultant Pool G (Economic & Planning Systems, Inc.)**

Paul Drake, UTA Director of Real Estate and Transit-Oriented Development, was joined by Sean Murphy, UTA Transit-Oriented Development Project Manager. Mr. Murphy requested the board approve a task ordering contract with Economic & Planning Systems, Inc. to assist in station area planning. The contract has a not-to-exceed value of \$200,000.

Discussion ensued. A question on the type of work the firm will be performing was posed by the board and answered by Mr. Murphy.

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: Task Ordering Agreement for Owner Representative for Headquarter Redevelopment Project (MOCA Systems)**

Mr. Murphy requested the board approve a task ordering contract with MOCA Systems for the redevelopment of the Salt Lake Intermodal Hub, which will include UTA's new headquarters building. The contract has an estimated total not to exceed value of \$650,000. Individual task orders of \$200,000 or more will come back to the board for approval.

Discussion ensued. A question on the type of procurement associated with the contract was posed by the board and answered by Mr. Murphy.

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: Polarized Infrared Optical Imaging of Transit Infrastructure Cooperative Agreement (University of Utah and AutoFill Technologies B.V.)**

Hal Johnson, UTA Manager - Project Research & Development, requested the board approve a cooperative agreement with the University of Utah and AutoFill Technologies B.V. (Autofill) for implementation of a polarized infrared optical imaging system designed to detect internal and external defects of rail track and tie structures. The project has been awarded a federal grant in the amount of \$338,155. The University of Utah will contribute \$43,039 and Autofill will contribute \$55,238 to support the project. The total contract value, including the cost share contributions and grant, is \$436,432.

Discussion ensued. Questions on the uniqueness of the imaging project concept and potential use for vehicle scanning were posed by the board and answered by staff. If the outcome of the project is successful, Chair Christensen suggested submitting it for an innovation award.

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: Master Electric Service and Facilities Improvement Agreement (Rocky Mountain Power)**

David Osborn, UTA Project Manager III, requested the board approve an agreement with Rocky Mountain Power for onsite power connections to the Depot District Clean Fuels Technology Center. The contract estimates annual power usage for the next 15 years at \$811,911 per year.

Discussion ensued. Questions on usage estimates related to capacity, redundant power options, and impacts of solar power on rates contemplated in the agreement 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.

e. **Change Order: Depot District Clean Fuels Technology Center Contract Change Order No. 29 - Additional Canopy Grading (Big D Construction)**

Mr. Osborn requested the board approve a \$215,705 change order to the contract with Big D Construction for additional grading under the canopies at the Depot District Clean Fuels Technology Center. The total contract value, including the change order, is \$74,272,155.

Discussion ensued. Questions on drainage and impacts on bus circulation 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.

f. **Change Order: Closed Captioning Services for UTA Board Meetings (Carahsoft Technology Corporation/Granicus)**

Kyle Brimley, UTA IT Director, requested the board approve a \$54,390 change order to the contract with Carahsoft Technology Corporation/Granicus for closed captioning services for UTA's live-streamed meetings over the next three years. The total contract value, including the change order, is \$290,394.

Discussion ensued. Questions on the potential to use the contracted hours for internal meetings outside the Granicus platform and closed caption accuracy were posed by the board and answered by Mr. Brimley.

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: Second Order of Accessible Mini Vans for the Federal Transit Administration (FTA) 5310 Program (Davey Coach Sales, Inc.)**

Ms. Beveridge requested the board approve a \$671,399 change order to the contract with Davey Coach Sales, Inc. for the purchase of 11 accessible minivans. The vans are intended to support the Federal Transit Administration (FTA) 5310 program administered by UTA. The purchase price of each vehicle will be divided with 80% paid from UTA-managed FTA 5310 funds and 20% paid by the subrecipient. The total contract value, including the change order, is \$843,749.

Discussion ensued. A question on the ability to extend the usable life of vehicles if replacements are delayed was posed by the board and answered by Ms. Beveridge.

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. Pre-Procurements**

- **Electric Bus On-Route Chargers**
- **Snow Removal for TRAX and Frontrunner**

Todd Mills, UTA Director of Supply Chain, was joined by Mr. Johnson. Mr. Mills indicated the agency intends to procure the goods and/or services listed on the meeting agenda.

Discussion ensued. Questions on the location and standards for electric bus on-route chargers were posed by the board and answered by staff.

**9. Service and Fare Approvals**

**a. Fare Agreement: Special Events Complimentary Fare (The Utah Division of Multicultural Affairs)**

Kensy Kunkel, UTA Manager - Business Development & Sales, requested the board approve a special events complimentary fare agreement with the Utah Division of Multicultural Affairs (Division) for the Latino Town Hall with Governor Spencer Cox on October 24, 2022 at Salt Lake Community College. UTA will partner with the Division to offer ticket as fare to event attendees on the day of the town hall. In exchange, the Division will promote UTA through its event-related marketing. The estimated value of the agreement is \$500-1,500.

Discussion ensued. Ms. Kunkel clarified that no additional service will be needed to support the event.

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. TBA2022-10-01 - Technical Budget Adjustment-2022 Capital Budget**

Daniel Hofer, UTA Director of Capital Assets & Project Controls, requested the board approve a technical budget adjustment to transfer \$130,000 from contingency funds to the signal preemption project. The signal preemption project is designed to optimize performance between the Utah Department of Transportation (UDOT) and UTA's traffic signal systems. The revised project budget, including the technical budget adjustment transfer, is \$495,000.

Discussion ensued. Mr. Hofer indicated the work associated with the signal preemption will be performed primarily in the Kearns area.

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

Chair Christensen called for a recess at 10:18 a.m.

The meeting reconvened at 10:31 a.m.

## **11. Discussion Items**

### **a. Tentative 2023 Budget**

Mr. Fox was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, Mr. Hofer, and Troy Bingham, UTA Comptroller. Mr. Fox summarized the 2023 budget challenges and opportunities. Mr. Armstrong spoke about key budget assumptions and significant factors influencing the budgeting process such as inflation, unemployment, and fuel prices.

Mr. Fox described his “neighborhood approach” to the budget process, areas of emphasis, and the filters and lenses used to determine key priorities. He also highlighted several initiatives funded by the budget.

Mr. Fox outlined the annual service change planning process, 2023 service strategy, and tentative budget requests.

Mr. Armstrong reviewed the tentative 2023 operating budget by category, office, and full-time employee summary.

Next, Mr. Hofer recapped the five-year capital plan process, goals, and next steps. He summarized the five-year capital budget by year and by programs and projects and highlighted the 2023 state of good repair budget.

Finally, Mr. Armstrong reviewed the 2023 tentative budget by sources and uses, as well as the budget process timeline.

Discussion ensued. Questions on fuel assumptions, impacts of rising interest rates, salary information for capital staffing requests, five-year capital plan outer year budgeting, light rail vehicle replacement eligibility, five-year fund balance, and remote work effects on ridership were posed by the board and answered by staff.

### **b. Discretionary Grants Update**

Patti Garver, Manager - Environmental & Grant Services, provided an update on discretionary grants through October 2022. Currently, the agency has been selected for the award of two FTA grants for the Equity Index and Paratransit Forward studies and is awaiting selection on grants related to the Midvalley Connector, FrontRunner Forward, and Sharp Tintic projects.

Discussion ensued. Questions on the scope of the Equity Index Study and a grant submission by Bluffdale City for improvements to its rail trestle site were posed by the

board and answered by Ms. Garver.

**c. UTA Policy - UTA.02.09 - Fuel Price Risk Management Program**

Mr. Bingham spoke about the advantages of fuel hedging, particularly in making fuel budgets more predictable, and summarized key items in the proposed fuel hedging policy.

Discussion ensued. Questions on the 18-month hedging recommendation, hedging consultant hiring criteria, and potential contractual impacts of growing the electric bus fleet were posed by the board and answered by Mr. Bingham.

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

**12. Other Business**

- a. Next Meeting: Wednesday, October 26th, 2022 at 9:00 a.m.

**13. Adjourn**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by unanimous vote and the meeting adjourned at 11:50 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/786475.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 George Chapman:**

Comments to Board Oct 12 meeting

I urge UTA to reduce monthly pass fares to reflect reality. San Diego has a \$23 monthly pass that would make more sense for seniors and students that would make more sense to reduce pressure to buy a first car and have a lot more time after retirement. UTA has to start pushing to get these riders that are most able to use UTA instead of driving. Even a year's test may prove that it makes a big difference in ridership.

UTA NEEDS TO INCREASE RIDERSHIP!

This is the fastest way.

I should also point out that the present senior pass is too close to SLC's pass and that should argue for a reduction in a senior pass alone.

UTA has the federal pandemic funding that should have been used to help increase ridership.

**From Jenna Malone with the Brighton Town Council:**

I was extremely disappointed to hear that staffing shortages will decrease Ski bus service in the Cottonwood Canyon this winter, especially as we hear about increased bus service as part of the phased implementation for solving the worsening transportation problem in the canyons. Every winter, the number of visitors to the Cottonwood Canyon ski resorts increases and this year will be no different, yet we are going backwards.

I work as a PA and have witnessed the critical nursing staff shortage over the past three years of the pandemic. Travel nurses were being paid 5 to 10 times their standard hourly wage in order to staff hospitals. There is no such thing as a staffing shortage if leadership is willing to pay staff. This is not brain surgery; when your demand outpaces your supply, pay more for your supply. This is a simple and straightforward solution. Offer temporary contracts with signing bonuses and retention bonuses for your drivers. Your inability to stomach paying your laborers what the market currently demands is not an acceptable reason to worsen the transportation mess in the Cottonwood canyons.

Pay the drivers, and you will have adequate staff. Pay them more than you would imagine would be necessary and they will stay. Talk to hospital administrators about the last three years if this concept is difficult for you to understand or believe. There is no acceptable reason to decrease bus availability this winter.