



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

---

**Wednesday, December 17, 2025**

**9:00 AM**

**FrontLines Headquarters**

---

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

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 9:02 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Jon Larsen, UTA 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 December 3, 2025, Board Meeting Minutes**

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 Report**

**- UTA Employee Memorials - Brandon Farnsworth and Matthew Keykhosravi**

Jay Fox, UTA Executive Director, memorialized Brandon Farnsworth and Matthew Keykhosravi, who recently passed away.

**b. Financial Report - October 2025**

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Ann Green-Barton, UTA Chief People Officer.

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

Miller noted an error on the FTE report chart under the "Admin Depts" vacancy rate. The percentage is not -95.0%, but rather 66.0%.

Discussion ensued. Questions on overtime, ridership, sales tax revenue trends, FTE vacancy rates, federal revenues, and capital spenddown were posed by the board and answered by staff.

**c. Discretionary Grants Report**

Tracy Young, UTA Grants Director, delivered the discretionary grants report, which included proposed grant applications, grant applications awaiting selection, and a highlight on the National Railroad Partnership Program/Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program.

Discussion ensued. A question on the timing of the FSP grant submission was posed by the board and answered by Young.

**7. Resolutions****a. 2026 Budget Public Engagement Report AND R2025-12-03 - Resolution Adopting the Authority's Final 2026 Budget**

Viola Miller was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer.

Bourdeaux reviewed public engagement efforts associated with the 2026 budget.

Miller summarized the resolution, which adopts UTA's final 2026 budget, and presented a high-level overview of the operating and capital budgets.

Discussion ensued. Questions on passenger and sales tax revenue projections and potential budget amendments to accommodate service additions in Utah County 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 Acerson, and Trustee Holbrook

**b. R2025-12-04 - Resolution Granting 2026 Expenditure and Disbursement Authority for Non-Inventory Vendors**

Rob Lamph, UTA Comptroller, summarized the resolution, which grants 2026 expenditure and disbursement authority for a specified list of non-inventory vendors, including payroll, government, or utility vendors.

Discussion ensued. Clarifying questions were posed by the board and answered by Lamph.

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 Acerson, and Trustee Holbrook

**c. R2025-12-05 - Resolution Granting 2026 Expenditure and Disbursement Authority for Vehicle Parts Inventory Purchases**

Todd Mills, UTA Director of Supply Chain, summarized the resolution, which grants 2026 expenditure and disbursement authority for vehicle parts inventory purchases for bus, light rail, and commuter rail vehicles.

Discussion ensued. A question on cost increase projections was posed by the board and answered by Mills.

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 Acerson, and Trustee Holbrook

**d. R2025-12-06 - Resolution Extending Authorization for Zero Fare on the Ogden Express (OGX) Through April 2028**

Monica Howe, UTA Fares Director, was joined by Tracy Young.

Howe summarized the resolution, which authorizes an extension of zero fare on the OGX service through April Change Day 2028. The authorization is contingent on the receipt of additional grant funds.

Discussion ensued. A question on the timeline to receive a response to the grant was

posed by the board and answered by Young.

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 Acerson, and Trustee Holbrook

e. **R2025-12-07 - Resolution Authorizing Zero Fare on the Midvalley Express (MVX) From April Change Day 2026 through April Change Day 2029**

Monica Howe was joined by Tracy Young.

Howe summarized the resolution, which authorizes zero fare on the MVX service from April Change Day 2026 through April Change Day 2029.

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 Acerson, and Trustee Holbrook

8. **Contracts, Disbursements and Grants**

a. **Revenue Contract: Transit Transportation Investment Program Funds (TTIF) Cooperative Funding Agreement for Davis-Salt Lake City Community Connector Project (Utah Department of Transportation)**

Tracy Young was joined by Patti Garver, UTA Manager of Environmental Compliance & Sustainability.

Staff requested the board approve a revenue contract with the Utah Department of Transportation (UDOT) for TTIF funding for the Davis-Salt Lake Community Connector. The total contract value is \$18,000,000.

Discussion ensued. Questions on overall project funding, grant approval timeline, and construction start time were posed by the board and answered by staff.

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

b. **Revenue Change Order: Fourth Amendment to the Microtransit Cooperative Agreement (Salt Lake City Corporation)**

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

Staff requested the board approve an amendment to the microtransit cooperative agreement with Salt Lake City Corporation to continue On Demand service in the Salt Lake City west side zone through December 31, 2026. The amendment value is \$3,364,615, and the total agreement value is \$13,464,615.

Discussion ensued. Questions on Salt Lake City's funding and contract terms with the service provider were posed by the board and answered by staff.

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

**c. Contract: External Financial Audit Services (Crowe, LLP)**

Rob Lamph requested the board approve a \$657,820 contract with Crowe, LLP for external financial auditing services.

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: Oracle Support (Mythics, LLC)**

Kyle Brimley, UTA IT Director, requested the board approve a not-to-exceed \$1,200,061.14 contract with Mythics, LLC for Oracle software support. The contract has a three-year base term with two additional one-year options.

Discussion ensued. A question on integration with other software platforms was posed by the board and answered by Brimley.

Prior to starting discussion on item 8.q. Alisha Garrett, UTA Chief Enterprise Strategy Officer, clarified the Oracle support is for the JD Edwards system.

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: Repetitive Inventory Parts (The Aftermarket Parts)**

Todd Mills requested the board approve a contract with The Aftermarket Parts for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$497,000.

Discussion ensued. Questions on parts supply management for retiring vehicles were posed by the board and answered by Mills.

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. Contract: Repetitive Inventory Parts (Factory Motor Parts)**

Todd Mills requested the board approve a contract with Factory Motor Parts for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$440,000.

Discussion ensued. A question on the age range of UTA's bus fleet was posed by the board and answered by Mills.

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

**g. Contract: Repetitive Inventory Parts (Gillig, LLC)**

Todd Mills requested the board approve a contract with Gillig, LLC for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$1,420,000.

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

**h. Contract: Repetitive Inventory Parts (Mohawk Mfg. Supply Co.)**

Todd Mills requested the board approve a contract with Mohawk Mfg. Supply Co. for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$1,420,000.

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

**i. Contract: Repetitive Inventory Parts (Muncie Transit Supply)**

Todd Mills requested the board approve a contract with Muncie Transit Supply for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$2,700,000.

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

**j. Contract: Repetitive Inventory Parts (Neopart Transit)**

Todd Mills requested the board approve a contract with Neopart Transit for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$386,500.

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

**k. Contract: Repetitive Inventory Parts (Vehicle Maintenance Program)**

Todd Mills requested the board approve a contract with Vehicle Maintenance Program for highly used, repetitively purchased inventory parts. The contract has a five-year term with an estimated value of \$845,400.

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

**l.**

Ann Green-Barton, UTA Chief People Officer, was joined by JD Tazoi, UTA Director of Total Rewards.

Staff requested the board approve a not-to-exceed \$278,300 contract with Milliman

for actuarial services related to the UTA retirement plan pension. The contract has a three-year base term with two additional one-year options.

Discussion ensued. Questions on employee support in retirement planning and the contract term 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.

**m. Contract: Ratification of Purchase Order for Emergency Replacement of Meadowbrook Building 3 Flood Damaged Equipment (CVE Technologies Group, Inc.)**

Kyle Brimley requested the board ratify a \$439,419.22 purchase order with CVE Technologies Group, Inc. for the procurement of technology equipment damaged in the January 31, 2025, flood at Meadowbrook Building 3.

Discussion ensued. Questions on the current location of the equipment and flood risks in the new location were posed by the board and answered by Brimley.

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

**n. Change Order: Ratification of On-Call Infrastructure Maintenance Contract Task Order #25-039 - 1300 South Emergency Water Line Repair (Stacy and Witbeck, Inc.)**

Jared Scarbrough, UTA Director of Capital Design & Construction, requested the board ratify a \$262,147 task order with Stacy and Witbeck, Inc. for an emergency repair of the rail and water line located at 1300 South in Salt Lake City. The total contract value, including the ratified task order, is \$23,338,238. Scarbrough indicated Salt Lake City will pay for a portion of the repair.

Discussion ensued during which the board recommended proactively assessing and remediating other at-risk locations as well as coordinating with local governments during utility upgrades.

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

**o. Change Order: On-Call Systems Maintenance and Professional Services Contract Task Order #26-003 - Key Personnel for 2026 (Rocky Mountain Systems Services)**

Jared Scarbrough requested the board approve a \$923,420 change order to the on-call contract with Rocky Mountain Systems Services for professional services in 2026.

Discussion ensued. Questions on cost forecasts and rate changes were posed by the board and answered by Scarbrough.

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.

p. **Change Order: On-Call Systems Maintenance Contract Task Order #26-002 - General Engineering & Network Maintenance 2026 (Rocky Mountain Systems Services)**

Jared Scarbrough requested the board approve an \$800,000 change order to the on-call contract with Rocky Mountain Systems Services for general engineering and network maintenance in 2026.

The total contract value, including both change orders discussed in this meeting, is \$17,163,659.57.

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: Operations Work Assignment and Tracking System Modification 6 - Workforce Management License Expansion (Trapeze Software Group)**

Alisha Garrett was joined by Marci Warren, UTA Senior IT Project Manager.

Garrett requested the board approve a \$2,983,505 modification to the contract with Trapeze Software Group for a software license expansion to include non-operator bargaining unit employees. The total contract value, including the change order, is \$24,383,700.

Discussion ensued. Questions on the implementation timeline and improvements resulting from the change were posed by the board and answered by staff.

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

r. **Change Order: Onsite Wellness Clinic Services Amendment No. 5 - Contract Extension and Increase to Not-to-Exceed (CareATC, Inc.)**

Ann Green-Barton was joined by JD Tazoi.

Staff requested the board approve a not-to-exceed \$320,000 amendment to the contract with CareATC, Inc. to extend onsite wellness clinic services through February 28, 2026. The total contract value, including the amendment, is \$12,678,967.86.

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

s. **Pre-Procurements**

- **Mt. Ogden Administration Building Construction**
- **Consultant Services For Long Range Transit Plan**

Todd Mills was joined by Jaron Robertson, UTA Director of Planning.

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

Discussion ensued. Questions on the bid type for the Mt. Ogden building construction, the approach to the long-range transit plan (LRTP), and LRTP timeline were posed by the board and answered by staff. Mills noted that the LRTP item had a typo and should have stated that the plan was due in 2027.

Chair Christensen called for a recess at 10:34 a.m.

The meeting reconvened at 10:42 a.m.

## 9. Service and Fare Approvals

### a. **Fare Agreement: 2025/26 Ski Bus Pass Agreement (Solitude Mountain Ski Area, LLC)**

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Solitude Mountain Ski Area, LLC. The agreement has an estimated revenue value of \$190,000.

Discussion ensued. A question on financial responsibility if there is low ridership due to lack of snow was posed by the board and answered by staff.

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.

### b. **Fare Agreement: 2025/26 Ski Bus Pass Agreement (Brighton Resort)**

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Brighton Resort. The agreement has an estimated revenue value of \$288,500.

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.

### c. **Fare Agreement: 2025/26 Ski Bus Pass Agreement (Snowbasin Resort LLC)**

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Snowbasin Resort LLC. The agreement has an estimated revenue value of \$86,516.

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.

### d. **Fare Agreement: 2025/26 Ski Bus Pass Agreement (Davis County)**

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Davis County. The agreement has a revenue value of \$49,213.

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.

### e. **Fare Agreement: Special Events Agreement for Kilby Block Party (Sartain and Saunders, LLC)**

Monica Howe requested the board approve a \$20,295 special events agreement with Sartain and Saunders, LLC for ticket-as-fare to the Kilby Block Party concert series.

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. Promotional Fare Request: 2026 UTA On Demand Service Multi-Rider Fare**

Brian Reeves, UTA Associate Chief Financial Officer, was joined by Monica Howe, Hal Johnson, and Shaina Quinn.

Staff requested the board extend the multi-rider fare promotion for On Demand service through December 31, 2026.

Discussion ensued. Questions on trip aggregation, trip purchasing software, data collection and utilization, number of aggregated trips, and data ownership were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this promotional fare (option 4 in the meeting packet) be approved. The motion carried by a unanimous vote.

**10. Discussion Items**

**a. Facility Strategic Assessment and Implementation Plan**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, discussed the facility strategic assessment and implementation plan, including:

- Facility strategic plan objectives and timeline
- Condition assessment
- Implementation plan coordination and resources
- Total project costs
- Implementation timeline

Discussion ensued on the following topics:

- Coordination between the facilities planning and facilities maintenance functions
- How the facilities plan informs the capital planning process
- Analysis of timing and funding for potential projects
- Flexibility for the plan to accommodate changing direction and constraints

Chair Christensen recommended presenting the facilities plan to the UTA Local Advisory Council. He also suggested the board formally adopt the plan and its subsequent updates.

**11. Other Business**

- a. Next Meeting: Wednesday, January 14, 2026 at 9:00 a.m.

**12. Closed Session**

- a. **Strategy Session to Discuss Topics as Defined in Utah Code 52-4-205 (1):**
  - **Character, Professional Competence, or Physical or Mental Health of an Individual**
  - **Pending or Reasonably Imminent Litigation**

Chair Christensen indicated there were matters to be discussed in closed session related to the character, professional competence, or physical or mental health of an individual and pending or reasonably imminent litigation. A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote, and closed session convened at 11:36 a.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 12:26 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 12:26 p.m.

Transcribed by Cathie Griffiths  
Board Administration Manager  
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/1046039.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at <https://rideuta.granicus.com/player/clip/423>.

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

Approved Date:

---

Carlton J. Christensen  
Chair, Board of Trustees