



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, December 7, 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**

Trustee Jeff Acerson 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 November 10, 2022 Board Budget Hearing Minutes**

b. **Approval of November 30, 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.

**6. Reports**

a. **Executive Director's Report**  
- **Employee memorials**

**Quarter Century Club**

Jay Fox, UTA Executive Director, mentioned a recent gathering of the Quarter Century Club. The Quarter Century Club is comprised of active and retired employees of the

agency with 20 or more years of service.

**Employee Memorials.**

Casey Brock, UTA Bus Communications Supervisor, memorialized UTA employee Roger Hedden.

Cherryl Beveridge, UTA Chief Operating Officer was joined by Camille Glenn, UTA Acting Light Rail General Manager, Marco Gamonal, UTA Manager - Light Rail Vehicle Maintenance, and Rob Harper, UTA Assistant Manager - Light Rail Vehicle Maintenance. Mr. Harper memorialized UTA employee Dan Christenson.

Both Mr. Christenson and Mr. Hedden passed away in November 2022.

**7. Resolutions**

**a. R2022-12-01 - Resolution Authorizing the Financing of Transit Vehicles through a Master Equipment Lease-Purchase Agreements, and Related Matters**

Troy Bingham, UTA Comptroller, was joined by Randall Larsen with Gilmore & Bell. Mr. Bingham summarized the resolution, which:

- Authorizes the financing of eligible equipment through a five-year master equipment lease-purchase agreement
- Approves the bid of Banc of America Public Capital Corp as lessor to the master lease and approves the 2022B schedule to the master lease
- Delegates authority to certain officers of UTA to approve the final terms and provisions of the master lease and the 2022B schedule and execute the same

Mr. Larsen explained changes made to the agreements between the time the meeting packet was posted and today's meeting. Specifically, the agreements were revised to include:

- Greater clarity on the three different lease schedules
- Provisions authorizing designated officers to "lock in" at different rates

Discussion ensued. Questions on the cost benefits of leasing over bonding, redundant options for delegating authority to officers, and opportunities for rate adjustments were 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 and include the revisions recommended by legal counsel. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

**b. R2022-12-02 - Resolution Authorizing the Execution of a Federal Transit Administration Areas of Persistent Poverty (AoPP) Grant Agreement for the Paratransit Forward Study**

Patti Garver, UTA Manager of Environmental & Grant Services, was joined by Tracy Young, UTA Grants Director. Ms. Garver described the resolution, which authorizes execution of a \$385,584 AoPP grant agreement with the Federal Transit Administration (FTA) for a paratransit forward study. The local match on the project is \$55,000 and will be provided on an in-kind basis by the University of Utah (\$35,000) and Via Transportation (\$20,000).

Ms. Young indicated the study will assess impacts of paratransit services on persistent poverty populations based on data and utilization with the intent to identify and address disparities.

Discussion ensued. Questions on the intent of the study, timeline, and University of Utah involvement 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 Holbrook, and Trustee Acerson

**c. R2022-12-03 - Resolution Authorizing the Execution of a Federal Transit Administration American Rescue Plan Act (ARPA) Route Planning Restoration Program Agreement for an Equity Index Study to Restore Routes**

Ms. Garver was again joined by Ms. Young. Ms. Garver outlined the resolution, which authorizes execution of a \$300,000 ARPA grant with the FTA for an equity index study. The study will:

- Develop an equity index considering environmental justice factors, car ownership, and other applicable index factors
- Provide information about the travel patterns of relevant populations
- Restore or improve routes to increase ridership and support households that do not drive and have a need for transit connections
- Create a strategy to inform locations of passengers that need and use public transit the most

Discussion ensued. A question on route restoration plans 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

**8. Contracts, Disbursements and Grants**

**a. Contract: Snow Removal for Salt Lake County Park & Ride/TRAX (Roth Landscape Services)**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Guy Miner, UTA Facilities Maintenance Manager. Mr. Anderson requested the board approve a five-year contract with Roth Landscape Services for snow removal services at UTA parking lots and park-and-rides in Salt Lake County. The contract has a total estimated value of \$1,000,000, with the final contract value determined by seasonal snowfall amounts.

Discussion ensued. Questions on work prioritization and previous experience with the vendor were posed by the board and answered by Mr. Anderson.

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: Snow Removal for Frontrunner North and OGX (Yard Masters, Inc.)**

Mr. Anderson was again joined by Mr. Miner. Mr. Anderson requested the board approve a five-year contract with Yard Masters, Inc. for snow removal services at UTA parking lots and park-and-rides in along the FrontRunner North and OGX alignments. The contract has a total estimated value of \$250,000, with the final contract value determined by seasonal snowfall amounts.

Discussion ensued. Questions on previous experience with the vendor and the division of work between UTA and Weber State University at the Dee Events Center were posed by the board and answered by Mr. Anderson.

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

**c. Contract: OGX Parcel 129 Property Settlement Agreement (Rehman Family Properties #2)**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Spencer Burgoyne, UTA Manager of Property Administration. Mr. Burgoyne requested the board approve a \$219,000 contract with Rehman Family Properties #2 to settle a property appraisal dispute on Parcel 129 on the OGX alignment.

Discussion ensued. Questions on other businesses experiencing access issues and appraisal criteria identification processes 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.

d. **Change Order: On-Call Systems Maintenance Task Order #22-037 - Signal and Communication Designs for the Maintenance of Way Training Yard (Rocky Mountain Systems Services)**

Dean Hansen, UTA Manager - Systems Engineering, requested the board approve a \$325,183 change order to the contract with Rocky Mountain Systems Services for design services associated with the maintenance of way training facility. The total contract, including the change order, is \$13,968,581.

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.

e. **Change Order: Vehicle Procurement Management Consultant Modification No. 2 for Increased Services (Mott MacDonald, LLC)**

Kyle Stockley, UTA Rail Infrastructure Project Manager, requested the board approve a \$1,500,000 change order to the contract with Mott MacDonald, LLC to support the procurement of light rail and commuter rail vehicles beginning in 2023. The total base contract, including the change order, is \$3,300,000.

Discussion ensued. A question on the scope of work performed by the consultants was posed by the board and answered by Mr. Stockley.

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.

f. **Change Order: FrontRunner WiFi Service Modification No. 16 for Cab Car Antenna Upgrade (The GBS Group)**

Jarvie Curtis, UTA IT Manager - Communications & Deployment, requested the board approve a \$328,167 change order to the contract with The GBS Group for Wi-Fi equipment upgrades on 21 FrontRunner vehicles. (The meeting memo noted the total contract value reported at the time Modification No. 14 was made was incorrect and this modification, along with its associated documentation, corrects the previous error.) The total contract value, including the change order, is \$3,774,389.88.

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.

g. **Pre-Procurements**  
- **Electronic platform signs and public address (PA) system**

Todd Mills, UTA Director of Supply Chain, was joined by Marci Warren, UTA IT Project Manager. Mr. Mills indicated the agency intends to procure the goods listed on the agenda.

Discussion ensued. Questions on the life expectancy of the new LCD signs, platform wiring, decibel levels on the PA system, and UTA team responsible for public announcements were posed by the board and answered by staff.

**9. Service and Fare Approvals**

Monica Morton, UTA Fares Director, was joined by Andres Colman, UTA Regional General Manager - Salt Lake Business Unit. Ms. Morton presented information on the fare agreements with ski resorts in Utah and Salt Lake counties.

Discussion ensued. Questions on anticipated participation levels at Solitude and readiness for ski service implementation were posed by the board and answered by staff.

**a. Fare Agreement: Ski Bus - Agreement (Sundance Ski Resort)**

Ms. Morton requested the board approve an agreement with Sundance Ski Resort for bus service during the 2022-2023 ski season. The estimated contract value is \$1,000.

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: Ski Bus - Amendment 1 (Alta Ski Resort Company)**

Ms. Morton requested the board approve amendment 1 to the agreement with Alta Ski Resort Company for bus service during the 2022-2023 ski season. The estimated amendment value is \$50,000-\$70,000. The total contract value, including the amendment, is \$120,000-\$140,000.

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.

**c. Fare Agreement: Ski Bus - Amendment 2 (Snowbird Ski Resort, LLC)**

Ms. Morton requested the board approve amendment 2 to the agreement with Snowbird Ski Resort, LLC for bus service during the 2022-2023 ski season. The estimated amendment value is \$166,000-\$220,000. The total contract value, including the amendment, is \$435,200-\$489,200.

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: Ski Bus - Amendment 1 (Solitude Mountain Resort)**

Ms. Morton requested the board approve amendment 1 to the agreement with Solitude Mountain Resort for bus service during the 2022-2023 ski season. The estimated amendment value is \$240,000-\$300,000. The total contract value, including the amendment, is \$657,000-\$717,000.

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.

**e. Fare Agreement: Ski Bus - Amendment 1 (Brighton Ski Resort)**

Ms. Morton requested the board approve amendment 1 to the agreement with

Brighton Ski Resort for bus service during the 2022-2023 ski season. The estimated amendment value is \$87,000-\$122,000. The total contract value, including the amendment, is \$197,800-\$232,800.

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: Ski Bus - Amendment 3 (Snowbasin Resort Company)**

Ms. Morton was joined by Jonathan Salazar, UTA Acting Regional General Manager - Mt. Ogden Business Unit. Mr. Salazar requested the board approve amendment 3 to the agreement with Snowbasin Resort Company for bus service during the 2022-2023 ski season. The amendment value is \$74,611. The total contract value, including the amendment, is \$169,775.

Discussion ensued. Questions on parameters for the Snow Basin service were posed by the board and answered by staff.

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: Ski Bus - Amendment 2 (SMHG Management LLC/Powder Mountain)**

Mr. Salazar requested the board approve amendment 2 to the agreement with SMHG Management LLC/Powder Mountain for bus service during the 2022-2023 ski season. The amendment value is \$58,724. The total contract value, including the amendment, is \$173,600.

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.

**h. Fare Agreement: Ski Bus - Amendment 3 (Davis County)**

Mr. Salazar requested the board approve amendment 3 to the agreement with Davis County for bus service during the 2022-2023 ski season. The amendment value is \$43,839. The total contract value, including the amendment, is \$245,232.

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.

**i. Fare Agreement: Ski Bus - Modification 1 to Amendment 2 (Morgan County)**

Mr. Salazar requested the board approve modification 1 to amendment 2 to the agreement with Morgan County for bus service during the 2022-2023 ski season. The modification value is \$3,299. The total contract value, including modifications and amendments, is \$19,872.

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. UTA Policy - UTA.05.06 - Training and Development**

Linda Watts, UTA Director of Talent Development, summarized key updates to the training and development policy, including:

- Correcting items inadvertently left out of the policy when it was last revised in 2015
- Correcting the section on responsible parties
- Consolidating three policies into a single policy

Discussion ensued. A question on the inclusion of a legal review of training materials was posed by the board and answered by staff. Mr. Fox committed to evaluate the need to include a legal review of training materials in the policy.

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

**11. Discussion Items****a. 2023-2027 Five Year Capital Plan**

Bill Greene, UTA Chief Financial Officer, was joined by Mary DeLoretto, UTA Chief Service Development Officer, and Daniel Hofer, UTA Director of Capital Assets & Project Controls. Mr. Hofer outlined changes made to the five-year plan since it was presented at the November 2, 2022 UTA Local Advisory Council meeting. He then reviewed the five-year capital budget by year and program/project summary and provided detail on major capital and state of good repair projects. Mr. Hofer went on to highlight the 2023 capital budget, including detail on state of good repair items. He concluded by discussing projects with unsecured or pending funding and next steps in the budget approval process.

Mr. Greene clarified the \$15 million dollar increase referenced in the presentation is an increase to the five-year capital plan, not the budget, and is reflected in the later years of the plan.

Discussion ensued. Questions on future funding for stray current mitigation and budget for light rail vehicles were posed by the board and answered by staff.

**b. UTA 2023 Final Budget and Public Engagement Report**

Mr. Greene was joined by Ms. DeLoretto, Brad Armstrong, UTA Director of Budget & Financial Strategy, and Megan Waters, UTA Community Engagement Director. Mr. Greene provided a summary of the 2023 operating and capital budgets and compared the 2023 tentative operating and capital budgets to the final operating and capital budgets. He outlined the next steps in the budget approval process and discussed five-year sources and uses forecasts.

Ms. Waters highlighted public engagement efforts related to the budget.

Discussion ensued. Questions on financial forecasts, fuel prices, and offsets from sales tax reductions were posed by the board and answered by staff. Chair Christensen recommended distributing the updated final budget to external stakeholders prior to its adoption.

Chair Christensen called for a recess at 10:42 a.m.

The meeting reconvened at 10:54 a.m.

**c. 2023-2027 UTA Five-Year Service Plan Final Draft Network**

Ms. Waters was joined by Eric Callison, UTA Manager of Service Planning. Mr. Callison reviewed the five-year service plan development process and the proposed final draft of the five-year service plan. He outlined specific service changes included in the plan by year. Mr. Callison spoke about the long-term vision informing the plan and specific initiatives contemplated in the future. He then detailed the timeline for the five-year service plan approval process.

Discussion ensued. Questions on fiscal constraints on service implementation, increased ridership on route 205, timing for implementation of service in northwest Utah County, and plans for service in west Davis County were posed by the board and answered by staff. Trustee Holbrook requested an update on operator recruitment and retention efforts.

**d. Utah Transit Authority 2022-2030 Strategic Plan Draft**

Annette Royle, UTA Director of Board Governance, spoke about the strategic planning process, updated mission and vision statements, and strategic priorities. The five strategic priorities are:

- Exceeding customer expectations
- Moving Utahns to a better quality of life
- Building community support
- Generating critical economic return
- Achieving organizational excellence

Ms. Royle concluded by outlining the next steps in the strategic plan approval process, as well as the next phases of the strategic plan implementation.

Discussion ensued. The board expressed appreciation to the executive staff for their collaboration in getting the plan to this point and excitement for employee engagement in the work plan.

**12. Other Business**

- a. Next Meeting: Wednesday, December 21st, 2022 at 9:00 a.m.

**13. Closed Session****a. Strategy Session to Discuss Collective Bargaining**

Chair Christensen indicated there were matters to be discussed in closed session relative to collective bargaining. A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote and the meeting reconvened in closed session at 11:53 a.m.

**14. 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.

**15. 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 12:27 p.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/798019.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

**Appendix A**  
**Online Public Comment**

From Paisley Tarboton:

I am writing to submit a public comment for the UTA board of trustees meeting 12/07/2022. I am concerned about the many schedule reductions being made on the December 11 change day, as a result of staffing shortages. Changes such as elimination of some trips and frequency reductions from 30 to 60 minutes have a significant impact on riders' abilities to use the bus system to get to work, school, and other critical appointments.

UTA's five year plan includes goals to improve frequency and coverage of service in order to increase ridership. These are wonderful goals that will help make our air healthier, our streets less congested, and our communities better connected to resources and workplaces. The current reduction in service is a step in the wrong direction. I understand that it is intended to be temporary. However, the transit system available right now affects commuters' long term decisions such as whether to buy a second car, where to rent an apartment, and what job to take. To support long term ridership, UTA needs build trust by providing consistent, reasonably fast service around which residents can plan their lives.

I ask you to urgently address the staffing shortages and return buses to their current schedules soon.