



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, June 14, 2023**

**9:00 AM**

**FrontLines Headquarters**

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

**Excused:** Chair Carlton Christensen

Also in attendance were UTA staff, media representatives, and interested community members.

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

Trustee Jeff Acerson welcomed attendees and called the meeting to order at 9:02 a.m. and noted he will be acting as Chair in the absence of Chair Christensen who is excused. He announced this is an in-person, recorded meeting, with live viewing available online and live public comment available in-person and via Zoom.

##### **My BeUTAHful Community Student Art Competition**

Trustee Acerson referred to the recent my BeUTAHful art competition and announced one winning piece of artwork will be showcased at each Board meeting. Today's piece is "Welcome Aboard" by Morgan Becker a 10th grade student.

#### 2. **Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

#### 3. **Safety First Minute**

Nichol Bourdeaux, UTA Chief Communications Officer, provided a brief safety message.

#### 4. **Public Comment**

##### **Written/Virtual comments**

Trustee Acerson reported no written or online comments were received for the meeting.

##### **In-Person Comments**

Three in-person public comments were given at the meeting.

Dirk Burton, Mayor of West Jordan City, said he had noticed an odor recently while riding the TRAX red line. Jay Fox, UTA Executive Director, explained the odor is attributed to the protective coating from new seat covers UTA recently installed and the smell should dissipate soon.

Mayor Burton provided a second comment regarding a recent FrontRunner trip. He noticed a passenger was trying to board the FrontRunner when the doors were closing. Typically, the

doors would stay closed and the train would depart but in this instance, the operator was kind enough to allow the passenger to board. Mayor Burton said it was a kind gesture for which the operator should be commended.

Cristobal Villegas, a UTA employee, shared his experience as a member of the LGBTQ+ community. He said the recent removal of the UTA Pride bus from the Pride Parade was upsetting to him. He hoped in the future, UTA will be able to show more understanding regarding such matters.

Oscar Andrews, a local resident and motorcyclist, expressed his perception that UTA bus operators appear to show little regard for the safety of motorcyclists. He explained lanes intended for motorcycles are often blocked by buses or he is cut off by buses. He suggested installing sensors on the buses and training bus operators to drive safely around motorcyclists.

## **5. Consent**

### **a. Approval of May 24, 2023 Board Meeting Minutes**

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

## **6. Reports**

### **a. Executive Director's Report**

Mr. Fox presented year over year Ridership numbers for May 2023, and reported an overall systemwide ridership increase of 22% on all modes with a FrontRunner ridership increase of 24%. Mr. Fox noted that despite inclement weather during the winter months, service reliability was at 94%. He applauded the efforts of the UTA Facilities and Operating Teams for their work in keeping services running during this time.

### **b. Committee on Accessible Transportation (CAT) - Annual Report**

Amanda Salmon, UTA Civil Rights Compliance Officer (ADA), was joined by Willie Black, CAT Committee Chair, to present the 2022 CAT annual report. A presentation was provided which focused on the following key areas:

- CAT Objectives
- 2022 Significant Contributions
- Improved Accessibility of UTA On Demand App
- Current Initiatives
- Progress on Visual Announcement Boards for Buses
- Past Initiatives
- Current and past Feedback

Ms. Salmon drew attention to the committee's biggest accomplishment this past year which was providing improved accessibility for the on-demand app in addition to identifying assistive technology options to enhance customer experiences.

Mr. Black referred to current initiatives including identifying assistive technology. He

referred to the Aira app which provides visual assistance by utilizing a camera phone to help users with sign reading and way finding. Ms. Salmon stated the Aira app has been recommended by the CAT committee to be utilized by UTA's customer service team to communicate and assist visually impaired customers in navigating services.

Ms. Salmon announced the ADA annual celebration will be held at UTA on July 25th from 12:00 - 2:00 p.m. Trustee Holbrook inquired on advertisement for this event. Ms. Salmon said James Larson, UTA Senior Communications & Marketing Strategist, has already been promoting the event.

Trustee Acerson applauded the committee's work and said it is a privilege to serve on the committee.

**c. Safety and Security Report - Utah State Safety Oversight Program**

Mr. Sheldon Shaw, UTA Safety & Security Director, was joined by Jim Golden, the Utah State Safety Oversight Program Manager, to present the 2022 annual State Safety Oversight (SSO) Program report.

Mr. Golden explained the purpose of the SSO program which provides support to assist with on-site safety and security performance and annual reviews. The program is supported by funds from the Federal Transit Administration (FTA). Safety reports are conducted each year and reports shared with UTA and the Governor's Office.

Mr. Golden provided a presentation which included a program overview, 2022-23 highlights, and planned activities for 2023.

He shared 2022-23 program highlights which included inspections, special audits, and event investigation. Planned activities in 2023 include a risk-based inspection program, FTA audit of UDOT SSO, and an hours of service audit.

Mr. Golden noted the agency's accidents and fatalities rate is low. Mr. Fox alluded to safety adjustments implemented following one of the fatalities which included giving operators the ability to sound their horn, even in the "no-horn" zone. Trustee Holbrook raised the question of operators using their horn in these zones and if that has been communicated to the public. Mr. Fox said operators use their discretion to sound their horn, especially if they fear a potential safety issue. He added no official complaints have been received regarding this practice other than one inquiry from an official.

**7. Resolutions**

**a. R2023-06-01 - Resolution Approving the Proposed Second Amendment to the 2023-2027 Capital Plan**

Viola Miller, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls, to request approval to adopt the agency's amended 2023-2027 capital plan.

Mr. Hofer reviewed the proposed amendment that modifies the 2023-2027 Capital Plan to:

- Include two new projects (workforce/enterprise asset management and operator restrooms throughout the system).
- Modify several project budgets in the plan to absorb new project additions.
- Move 2024 planned expenditures for the (TIGER) program into the 2023 budget.

Mr. Hofer reported the net impact of all adjustments will be an additional \$1 million in revenue-backed funds. He noted during the last Local Advisory Council (LAC) meeting, on May 31, 2023, LAC members asked UTA to consider the inclusion of projects for Salt Lake County's southeast and southwest service areas.

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

Absent: Chair Christensen

**b. R2023-06-02 - Resolution Adopting the Authority's Amended 2023 Budget**

Ms. Miller was joined by Mr. Hofer, and Brad Armstrong, UTA Director of Budget & Financial Strategy.

Ms. Miller outlined the agency's 2023 budget amendment request which seeks to:

- Adjust the budget for additional wage and benefit expenses associated with the ratified Collective Bargaining Agreement (ATU) contract.
- Adjust the budget for the impact of compensation changes to selected administrative positions to reflect current labor market conditions.
- Record changes to budget categories reflecting moves of positions between departments. Note: Changes as the result of these moves will not lead to a net increase in expense.
- Add two new projects to the 2023 Capital Plan
- Advance the adopted 2024 planned expenditures of an existing project to the 2023 budget year to facilitate delivery of that project

These changes result in an increase in 2023 budget authority by \$8.75 million.

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

Absent: Chair Christensen

**c. R2023-06-03 - Resolution Modifying the Authority's Organizational Structure**

Kim Shanklin, UTA Chief People Officer, introduced a resolution to modify the authority's organizational structure to change the name of the Service Development

Office to the Capital Services Office.

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

Absent: Chair Christensen

**d. R2023-06-04 - Resolution Authorizing the Executive Director to Execute Grants Agreements for Specified Projects**

Ms. Miller was joined by Gregg Larson, UTA Manager of Grant Services, and Tracy Young, UTA Grants Director.

Ms. Young requested approval for a resolution authorizing grant agreement execution by the Executive Director for the 2023 Grant Awards for various projects as presented. She explained the authorization would speed up the grant awards process and allow the agency to be reimbursed in a timelier manner.

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

Absent: Chair Christensen

**8. Contracts, Disbursements and Grants**

**a. Contract: Master Task Ordering Agreement for Bus System Enhancement Design Services Consultant Pool A (AECOM Technical Services, Inc.)**

Travis Colledge, UTA Project Manager, presented three separate contracts for system design services for three different pools.

- Pool A - Bus Stops
- Pool B - End of Line Facilities
- Pool C - Operator Restrooms

Mr. Colledge requested the board approve a master task ordering agreement with AECOM Technical Services Inc., for bus system enhancement design services for Pool A (Bus Stops). The total contract value is up to, but not exceeding, \$300,000, over a one year period with options for additional years, which would require future board approval.

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

**b. Contract: Master Task Ordering Agreement for Bus System Enhancement Design Services Consultant Pools A, B, C (Focus Engineering & Surveying, LLC.)**

Mr. Colledge requested the board approve a master task ordering agreement with Focus Engineering & Surveying LLC., for bus system enhancement design services for Pools A, B, and C. The total contract value is up to, but not exceeding, \$500,000, over a one year period. Exercising additional option years would require future board

approval.

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

**c. Contract: Master Task Ordering Agreement for Bus System Enhancement Design Services Consultant Pools A, B, C (Kimley-Horn and Associates, Inc.)**

Mr. Colledge requested the board approve a master task ordering agreement with Kimley-Horn and Associates, Inc., for bus system enhancement design services for Pools A, B, and C. The total contract value is up to, but not exceeding, \$500,000, over a one year period. Exercising additional option years would require future board approval.

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

**d. Contract: State of Good Repair Replacement of Network Switches and Associated Equipment (CVE Technologies Group, Inc)**

Kyle Brimley, UTA IT Director, requested the board approve a \$262,950 contract with CVE Technologies Group, Inc., for State of Good Repair (SGR) replacement of network switches and associated equipment. These networking devices are part of UTA rail platform networks which support digital signage, ticket vending machines, security cameras, and additional network equipment.

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

**e. Contract: Timpanogos Bus Bay 4 Lift Replacement (Stertil-Koni USA, Inc.)**

Guy Miner, UTA Facilities Maintenance Manager, requested the board approve a contract with Stertil-Koni USA, Inc. to replace the Timpanogos Bay 4 Bus Lift in the amount of \$455,294. The bus lift has exceeded its useful life and is beyond economical repair.

Questions regarding lead time differentials and articulated lift operation were posed by the board and answered by Mr. Miner.

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

**f. Contract: TRAX & Fronrunner Park-n-Ride Lots Asphalt Preservation - Seal Coating and Striping (Sumsion Construction DBA Eckles Paving)**

Mr. Miner requested the board approve a contract in the amount of \$231,062 with Sumsion Construction, LC DBA Eckles Paving, to perform asphalt preservation, to include repairing cracks, sealing, coating, and restriping on the following TRAX and FrontRunner Park-n-Ride Lots:

- Orem FrontRunner, 1350 West 900 South Orem
- Draper Town Center, 1131 East Pioneer Road, Draper
- Kimballs Lane, 11796 South 700 East Sandy

- Crescent View, 361 East 1400 South Sandy
- Murray Central TRAX, 5144 South Cottonwood Street, Murray

Trustee Holbrook suggested customers be given advance notice of the construction at these Park-n-Ride lots

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

**g. Contract: Shepard Lane Interchange - Double Tracking Construction Betterment Agreement (Utah Department of Transportation)**

Janelle Robertson, UTA Project Manager, requested board approval of the Utah Department of Transportation (UDOT) Double Tracking Construction Betterment contract as part of UDOT's new Shepard Lane Interchange project in the amount of \$3,576,341 to accommodate future double tracking. The project is included in the five year capital plan and the work will be performed and billed by UDOT in 2024.

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

**9. Service and Fare Approvals**

**a. Sponsored Fare Agreement: Trip Reduction Program/Free-Fare Days - Amendment Two (Division of Air Quality)**

Jay Haight, UTA Senior Sales Representative - Fares Department, referenced the 2021 Fare Agreement with the Division of Air Quality (DAQ) to provide free fare days on UTA services during poor air quality days. On June 22, 2022, the board approved an extension to the original agreement (Amendment One) through June 30, 2023. Both UTA and DAQ wish to extend this agreement to June 30, 2024. The total contract value is \$492,000 and to date, UTA has utilized five free fare days for a total of \$367,314 leaving a remaining balance of \$124,686.

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

**10. Other Business**

- a. Next Meeting: Wednesday, June 28th, 2023 at 9:00 a.m.

**11. Closed Session**

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

Trustee Acerson 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 unanimous vote and the meeting convened in closed session at 10:46 a.m. after a short break.

**12. Open Session**

A motion was made by Trustee Holbrook and seconded by Trustee Acerson to return to open session. The motion carried by unanimous vote and the meeting reconvened in Open Session at 11:11 a.m.

**13. Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by unanimous vote and the meeting adjourned at 11:12 a.m.


Transcribed by Hayley Mitchell  
Executive Assistant to the Board  
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 and audio located at <https://www.utah.gov/pm/sitemap/notice/839059.html> for entire content.

Meeting materials along with a time-stamped video recording may also be accessed at [https://rideuta.granicus.com/player/clip/234?view\\_id=1&redirect=true&h=04ddab0dff6664cef9136553d6628b09](https://rideuta.granicus.com/player/clip/234?view_id=1&redirect=true&h=04ddab0dff6664cef9136553d6628b09)

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

Approved Date: June 28, 2023

DocuSigned by:  
  
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Carlton J. Christensen  
Chair, Board of Trustees