



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, April 12, 2023

9:00 AM

FrontLines Headquarters

Present: Trustee Jeff Acerson
Chair Carlton Christensen

Excused: Trustee Beth Holbrook

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

Chair Christensen delivered a brief safety message.

4. Public Comment

In-Person/Virtual Comment

Jason Erickson joined the meeting virtually. He posed two questions. The first was about solutions UTA "has worked on and either achieved or is planning" with the collective bargaining agreement (CBA) in relation to ski season, and the second was whether UTA would consider using alternative locations for mobility hubs if the hubs are proposed by city mayors.

Chair Christensen requested Jay Fox, UTA Executive Director, provide information responding to Mr. Erickson's questions at a future board meeting.

Online Comment

Online public comment 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 March 22, 2023 Board Meeting Minutes

b. UTA Policy - UTA.06.03 Capital Assets

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

6. Reports**a. Executive Director's Report**

- **CBA Negotiations Team**
- **FrontRunner 15 - April 26**
- **New CFO - Viola "Vi" Miller**

Collective Bargaining Agreement (CBA) Negotiations Team

Mary DeLoretto, acting UTA Executive Director, expressed appreciation to the CBA team for its work in securing a new contract with the Amalgamated Transit Union Local 382 (ATU).

FrontRunner 15 - April 26

Ms. DeLoretto mentioned FrontRunner is celebrating its 15th anniversary on April 26, 2023.

New CFO - Viola "Vi" Miller

Ms. DeLoretto announced Vi Miller will be joining UTA on May 1, 2023, as the agency's new chief financial officer.

7. Resolutions**a. R2023-04-01 - Resolution Authorizing execution of a Collective Bargaining Agreement with Amalgamated Transit Union Local 382**

Kim Shanklin, UTA Chief People Officer, was joined by Mike Toronto, UTA Manager of Service Delivery. Ms. Shanklin recognized those who participated in the bargaining process. She then summarized the resolution, which authorizes execution of a CBA with the ATU, and reviewed general terms in the CBA.

[Note: The fiscal impact in 2023 is \$6,941,000. The estimated fiscal impact to the five-year financial plan is \$24,214,000.]

Discussion ensued. Questions on wage increase retroactivity, employee insurance contributions, and serious illness account administration were posed by the board and answered by Ms. Shanklin.

The board expressed appreciation to staff and the ATU for their work in the bargaining process.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Trustee Acerson, and Chair Christensen

Excused: Trustee Holbrook

b. R2023-04-02 - Resolution Authorizing Continuation of Specific Employee Paid Benefit

Programs through April 30, 2024

Ms. Shanklin was joined by Ann Green-Barton, UTA Director of Total Rewards. Ms. Shanklin outlined the resolution, which authorizes the Chief People Officer to sign non-procurement agreements, after legal review, with benefit providers for programs or services for the benefit year beginning May 1, 2023 and ending April 30, 2024, which are generally 100% paid by the employee and require no expenditure of public funds, make no commitment on the part of UTA regarding cost, product or service endorsement, or level of participation, are deemed to be of value to a significant number of UTA employees, and are consistent with the employee paid benefit programs provided by other similar organizations.

Discussion ensued. A question on the process for securing competitive rates for employee-paid benefits was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Trustee Acerson, and Chair Christensen

Excused: Trustee Holbrook

c. R2023-04-03 - Resolution Adopting the Fare Rates and Types of Fare Media of the Agency

Kensy Kunkel, UTA Manager - Business Development & Sales, described the resolution, which rescinds Resolution R2022-03-06 and adopts new fare rates and fare media for the agency. Major changes include the addition of a \$49 Summer Youth Pass, or Rider's License, for youth ages 6-18.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Trustee Acerson, and Chair Christensen

Excused: Trustee Holbrook

d. R2023-04-04 - Resolution Adopting the Station Area Plan for Farmington, Utah

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, summarized the resolution, which adopts the Farmington Station Area Plan. Mr. Drake noted the plan recommends current UTA Park-and-Ride facilities be reduced from 853 to 264 structured parking stalls and will require negotiations with the Utah Department of Transportation (UDOT) due to a reversionary clause in the property deed.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Trustee Acerson, and Chair Christensen

Excused: Trustee Holbrook

e. R2023-04-05 - Resolution Adopting the Station Area Plan for Lehi, Utah

Mr. Drake outlined the resolution, which adopts the Lehi Station Area Plan. Mr. Drake said the plan recommends:

- Existing Park-and-Ride facilities be reduced to approximately 300 stalls and integrated into future transit-oriented development (TOD)
- The site be configured to accommodate a future fixed-guideway transit line to be integrated into the future TOD and accessible from the FrontRunner platform
- Land uses include 200 residential units, 270,000 square feet of office space, and approximately 50,000 square feet of retail space

The Mountainland Association of Governments' review of the station area plan was discussed.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Trustee Acerson, and Chair Christensen

Excused: Trustee Holbrook

f. R2023-04-06 - Resolution Approving and Authorizing the Execution of the Authority's Amended Transit Agency Safety Plan (TASP) for the Year 2023

Sheldon Shaw, UTA Director of Safety & Security, described the resolution, which authorizes execution of the amended 2023 TASP. The TASP is required by the Federal Transit Administration (FTA). Major revisions to the amended TASP include:

- Addition of "serious occurrence" to conform with the state safety oversight (SSO) program standard
- Addition of documentation retention
- Refinement of definitions for the local hazard log and safety department hazard logs and responsibilities
- Updates to the system safety and security certification program based on the SSO program standard
- Replacing the Facility Safety Committee with the Joint Labor Management Safety Committee

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Trustee Acerson, and Chair Christensen

Excused: Trustee Holbrook

8. Contracts, Disbursements and Grants**a. Contract: Local Transportation Funding Agreement (Weber County)**

David Hancock, UTA Director of Capital Development, was joined by Ethan Ray, UTA Project Development Planner III. Mr. Ray requested the board approve a \$1,500,000 funding agreement with Weber County for corridor preservation.

Discussion ensued. A question on acquiring the corridor in its entirety was posed by the board and answered by Mr. Ray.

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

b. Contract: Areas of Persistent Poverty Program (AoPP) Grant Study Cooperative Agreement (University of Utah)

Christy Allen, UTA Coordinated Mobility Manager, was joined by Alex Beim, UTA Manager of Long-Range Strategic Planning. Ms. Allen requested the board approve a \$440,584 agreement with the University of Utah for a study on potential paratransit service improvements. The agreement includes \$385,584 in AoPP grant funds as well as \$55,000 in local match in in-kind services from the University of Utah (\$35,000) and Via (\$20,000).

Discussion ensued. Questions on the overall grant management process and focus on areas of persistent poverty were posed by the board and answered by staff.

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

c. Contract: Funding Agreement for Final Payment on Depot District (Utah Department of Transportation)

Bill Greene, UTA Chief Financial Officer, joined the meeting virtually. Mr. Greene requested the board approve a \$3,800,000 funding agreement with the Utah Department of Transportation (UDOT) for the final payment on the Depot District bus fueling and maintenance facility. The funds were allocated by the Utah State Legislature to the UDOT for the project.

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

d. Contract: Bus Security Camera Installation (Stone Security, LLC.)

Lowell Bate, UTA IT Project Manager, was joined by Cody Steffensen, UTA Video Security Technician. Mr. Bate requested the board approve a \$636,900 contract with Stone Security, LLC for the installation of Samsara coaching/camera systems on UTA buses.

Discussion ensued. A question on increasing the number of cameras on buses was

posed by the board and answered by staff.

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

e. **Change Order: On-Call Systems Maintenance Contract Cost Estimate Update (Rocky Mountain Systems Services)**

Jared Scarbrough, UTA Director of Capital Construction, requested the board approve an estimated cost increase of \$15,000,000 for the master task ordering agreement with Rocky Mountain Systems Services (RMSS) for critical infrastructure replacement projects, including:

- Replacement of four interlockings
- Replacement of obsolete train control hardware
- Mandated positive train control (PTC) upgrades
- Support for PTC reporting
- Support for maintenance of way

Mr. Scarbrough noted the original contract estimate was \$15,000,000 to be spent over five years. Task orders to date against the original contract value total \$17,523,426. The board action will increase the approved total estimated contract value to \$30,000,000 and allow essential projects to be completed on schedule. He added the agency intends to terminate the contract with RMSS 14 months early, and procure additional systems work by March 2024.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

f. **Change Order: On Call Infrastructure Maintenance Contract Cost Estimate Update (Stacy and Witbeck, Inc.)**

Mr. Scarbrough requested the board approve an estimated cost increase of \$15,000,000 for the master task ordering agreement with Stacy and Witbeck, Inc. for infrastructure maintenance services. Mr. Scarbrough noted the original contract estimate was \$25,000,000 to be spent over five years. Task orders to date against the original contract total \$23,829,801. The board action will increase the approved total estimated contract value to \$40,000,000 and allow essential projects to be completed on schedule. He added the agency intends to exercise the first of two one-year extension options and procure additional infrastructure maintenance work by January 2024.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

g. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-93 - 5300 S. & 5400 S. Turnout Construction (Stacy and Witbeck, Inc)**

Mr. Scarbrough was joined by Kyle Stockley, UTA Manager of Capital Vehicles. Mr.

Stockley requested the board approve a \$948,100 task order to the contract with Stacy and Witbeck, Inc for construction on the 5300 and 5400 South turnouts on the TRAX system.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

h. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-105 - Rice Interlocking Double Crossover Procurement (Stacy and Witbeck, Inc)

Mr. Stockley requested the board approve a \$1,667,631 task order to the contract with Stacy and Witbeck, Inc for the purchase of one double crossover and four turnouts for the Rice interlocking on the TRAX Red Line.

Discussion ensued. A question on the project schedule was posed by the board and answered by Mr. Stockley.

The total contract value, including both change orders discussed in today's meeting, is \$26,445,532.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

i. Change Order: Light Rail Red Signal Enforcement System - Change Order #23-002 -Limited Notice-to-Proceed for Phase 2 to Procure Long-Lead Materials (Rocky Mountain Systems Services)

[Note: The contract with RMSS for agenda item 8.i. is separate from the on-call maintenance contract with RMSS discussed in agenda item 8.e.]

Dean Hansen, UTA Manager of Systems Engineering, requested the board approve a \$4,247,949 change order to the contract with RMSS for the procurement of long-lead materials required for the light rail red signal enforcement system project. The total contract value, including the change order, is \$4,542,783.

Discussion ensued. Questions on the procurement process, purpose of the red signal enforcement system, and impacts of weather on the system were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

j. Change Order: Final Design for Mid-Valley Connector - Change Order #03 (Jacobs Engineering)

Mr. Hancock requested the board approve a \$1,065,828 change order to the contract with Jacobs Engineering for final design work on the Midvalley Connector Bus Rapid Transit (BRT) project. The change order addresses actual costs incurred by the contractor through February 2023 for additional scope work including station design,

transit hub design, compliance document updates, stakeholder request accommodations, and additional management fees.

Discussion ensued. Questions on the project readiness review and timeframe for final design were posed by the board and answered by Mr. Hancock.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

k. Change Order: Final Design for Mid-Valley Connector - Change Order #04 (Jacobs Engineering)

Mr. Hancock requested the board approve a \$871,826 change order to the contract with Jacobs Engineering for final design work on the Midvalley Connector BRT project. The change order includes additional scope modifications necessary to complete the final plans and specifications, management support through the contractor bidding process, and supplemental scope items requested by stakeholders since the latest design package was released.

The total contract value, including both change orders discussed in today's meeting, is \$3,871,853.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

l. Pre-Procurements

- **UTA Headquarters Design Team**
- **UTA Headquarters Construction Design Advisor**
- **Farebox Re-Key Project**
- **FrontRunner On-board WIFI Support and State of Good Repair**
- **ADA Transit Vans for 5310 Program Recipients**
- **New Human Resources Information System Software**

Todd Mills, UTA Director of Supply Chain, was joined by Ms. Shanklin, and Kyle Brimley, UTA IT Director. Mr. Mills indicated the agency intends to procure the goods and services outlined on the meeting agenda.

Discussion ensued. Questions on requests for qualifications for UTA headquarters, farebox key controls, adding WiFi to TRAX or bus, and features of the human resources information system software were posed by the board and answered by staff.

Chair Christensen called for a break at 10:26 a.m.

The meeting reconvened at 10:36 a.m.

9. Service and Fare Approvals

a. Fare Agreement: Special Events Agreement (Utah Arts Festival)

Ms. Kunkel was joined by Nichol Bourdeaux, Chief Planning & Engagement Officer. Ms. Kunkel requested the board approve a special events agreement for a ticket-as-fare arrangement with the Utah Arts Festival. In exchange for transit fare, which is valued at approximately \$19,000, the Utah Arts Festival will provide UTA with a sponsorship package valued at approximately \$25,000.

Discussion ensued. The board expressed a desire to establish standardized criteria for fare agreements. Ms. Bourdeaux committed to provide the board with more detailed information on the fare agreement negotiation process.

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

b. Fare Agreement: Special Events Agreement (Utah Film Center)

Ms. Kunkel was joined by Iman Nazarinia, UTA Senior Sales Representative. Mr. Nazarinia requested the board approve a special events agreement for a ticket-as-fare arrangement with the Utah Film Center for the Tumbleweeds Film Festival. In exchange for transit fare, which is valued at approximately \$2,600, the Utah Film Center will provide UTA with a sponsorship package valued at approximately \$2,500.

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

c. Fare Agreement: Salt Lake City Marathon Service and Pass Agreement (High Altitude Special Events "HASE")

Ms. Kunkel was again joined by Ms. Bourdeaux. Ms. Kunkel requested the board approve a \$10,270 fare agreement with HASE for a ticket-as-fare arrangement and supplemental police and transit service for the Salt Lake Marathon.

Ms. Bourdeaux noted the agreement requires additional service and staff has alerted HASE that additional staffing will need to be addressed in agreements for future years.

Discussion ensued. A question on additional police staffing for the event was posed by the board and answered by staff.

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

10. Budget and Other Approvals

a. TBA2023-04-01 - Technical Budget Adjustment - FTE Request for UTA Operating Program Support

Mr. Greene outlined the technical budget adjustment, which adds three full-time employees (FTEs) to the UTA operating program. The positions include a strategic analyst for the people office, an office administrator for the chief financial officer's office, and a policy analyst for the board of trustees office. The combined total fiscal

impact for these three positions in 2023 is \$234,000 and the estimated ongoing annual impact in future years is \$339,000.

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

b. UTA Policy - UTA.02.01 Spending Authority

Mr. Greene was joined by Mr. Mills. Mr. Mills reviewed the policy, which was updated with the following changes:

- Requisition approval levels were adjusted to streamline processes and reduce procurement times
- Requisitions over \$200,000 can now be approved by a department director and chief officer
- Requisitions for capital development, capital construction, and capital asset (departments 3700, 6800, or 6820) only require project manager and director approvals

Discussion ensued. A question on the different approach to requisitions in capital development was posed by the board and answered by Mr. Mills. Mr. Mills committed to review the capital development requisition process to determine whether additional adjustments to the policy are needed.

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

11. Other Business

- a. Next Meeting: Wednesday, April 26th, 2023 at 9:00 a.m.

12. Adjourn

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 10:54 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/824183.html> for entire content. Meeting materials along with a time-stamped video recording may also be accessed at https://rideuta.granicus.com/player/clip/224?view_id=1&redirect=true&h=0a4363d1c34a910f97dfc42636b53cf1

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 Comment**

From George Chapman:

Bus operators should be given at least \$30 per hour to stem the almost 50% turnover in the first year. JANITOR PAY IS JUST A DOLLAR LESS AT 26.37.!!!

Those with over 3 years of experience should get more than .25 cents an hour. Why would anyone want to drive a bus with a .25 cent per hour increase for doing any job that is better with experience???

UTA needs to stop treating bus drivers like Ralph Kramden. Or expect to cut more bus routes.