



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, June 23, 2021

9:00 AM

Frontlines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also present were UTA staff and interested community members.

1. Call to Order and Opening Remarks

Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. He stated Trustee Acerson was delayed in his commute and would be joining the meeting late. Those present recited the Pledge of Allegiance.

2. Safety First Minute

Sheldon Shaw, UTA Safety & Security Director, provided a brief safety message.

3. Public Comment

Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. (Also, no online public comment was received for the meeting.)

4. Consent

- a. **Approval of June 9, 2021 Board Meeting Minutes**
- b. **UTA Policy - UTA.01.01 Ethics Policy**
- c. **UTA Policy - UTA.01.03 Information Technology**
- d. **UTA Policy - UTA.06.02 Lost and Found Policy**

A motion was made by Trustee Holbrook, seconded by Chair Christensen, to approve the consent agenda as presented with the amendment to defer item 4.e to a future meeting. The motion carried by a unanimous vote.

- e. **2020 UTA Financial Audit Report (ACFR) and National Transit Database (NTD) Agreed Upon Procedure Report**

Chair Christensen deferred item 4.e. 2020 UTA Financial Audit Report (ACFR) and National Transit Database (NTD) Agreed Upon Procedure Report to a future meeting.

5. Reports**a. Agency Report**

- **UIC Corridor Status**
- **Complex Coordinated Terrorist Attack Grant Funding**

UIC Corridor Status. Carolyn Gonot, UTA Executive Director, noted UTA intends to purchase the Utah-Idaho Central Railroad corridor for \$2.755 million. Once the due diligence reviews of the purchase contract and title history are complete, staff will bring the transaction to the board for approval. The current target approval date is July 14, 2021. The corridor purchase is anticipated in the long-range plan and preserves right of way between Ogden and Brigham City for future transit service.

Complex Coordinated Terrorist Attack Grant Funding. Ms. Gonot was joined by Fred Ross, UTA Chief of Police. Chief Ross informed the board that UTA was awarded \$50,000 in Complex Coordinated Terrorist Attack Grant funding. The funds will allow 24 employees to attend a critical incident management course in July. Half of those employees will also attend a train-the-trainer course in August and go on to become instructors.

Discussion ensued. Questions on the ability to train other police agencies and inclusion of anti-terrorism tactics in emergency response drills were posed by the board and answered by staff.

\$6.3 Million for Ogden. Ms. Gonot said UTA will receive a \$6.3 million allocation of American Rescue Plan funding for the Ogden/Weber State University bus rapid transit (BRT) project. She noted the funding does not count toward statutory federal or Capital Investment Grant (CIG) funding limitations, but rather is meant to assist project sponsors with the required local match.

Low-No Grant Award. Ms. Gonot was joined by Ryan Taylor, UTA Special Services General Manager. Ms. Gonot announced UTA was awarded \$1.278 million in Low or No (Low-No) Emission Grant funds that will be used to purchase wheelchair-accessible electric vehicles for service in Tooele County.

Questions on delivery time for vehicles, program management plans, and service time were posed by the board and answered by staff.

Jeff Acerson joined the meeting at 9:18 a.m., midway through this agenda item.

Extension of Free Fare for Vaccinations. Ms. Gonot reminded the board it approved a

promotion to allow people to ride UTA free to vaccination appointments earlier in 2021. The free fare to vaccinations promotion is valid on all UTA modes, including TRAX, FrontRunner, S-Line, bus, ski bus, paratransit, UTA On Demand service, and PC-SLC Connect, and is scheduled to end on June 30, 2021. Ms. Gonot said the agency would like to extend this promotion through September 30, 2021. The promotion would continue to be valid for individuals who have scheduled appointments to get vaccinated, showing confirmation of their appointment as proof of fare, either in print form or on a mobile device. The board expressed support for extending the fare promotion as presented.

b. Committee on Accessible Transportation (CAT) Annual Report

Cherissa Alldredge, UTA Civil Rights Compliance Officer - ADA, was joined by Brandi Lavoie, CAT Member. Ms. Alldredge and Ms. Lavoie delivered the annual CAT report, including an overview of the committee's purpose, membership, and contributions. They also spoke about CAT meeting accessibility, UTA website improvements, CAT initiatives, feedback, ongoing accessibility improvement opportunities, and disability history month and annual ADA celebration plans.

The board expressed appreciation to the CAT for its service to the agency.

6. Resolutions

a. R2021-06-06 Resolution Giving Special Tribute, Due Honor and Recognition to Executive Director Carolyn Gonot

Chair Christensen read the resolution, which acknowledges Ms. Gonot's work during her tenure as executive director.

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

b. R2021-06-07 Resolution Appointing Mary DeLoretto as Interim Executive Director

Chair Christensen explained the resolution, which appoints Mary DeLoretto as UTA Interim Executive Director effective July 9, 2021.

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

c. R2021-06-08 Resolution Authorizing the Obligation and Drawdown of American Rescue Plan Act (ARPA) Supplemental Appropriations Grant Monies by the Executive Director

Bill Greene, UTA Chief Financial Officer, summarized the resolution, which authorizes

the executive director to execute grants up to the total apportioned amount (\$167,777,477) for ARPA funding.

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

7. Contract, Disbursement, and Grant Approvals

a. **Contract: Traction Power Substations Rehabilitation Design Build (C3M Power Systems)**

Mary DeLoretto, UTA Chief Service Planning Officer, was joined by David Hancock, UTA Director of Capital Construction, and Jared Scarbrough, UTA Manager - Systems Engineering. Ms. DeLoretto requested the board approve a contract with C3M Power Systems in the amount of \$38,077,408 for the rehabilitation and upgrade of 19 substations on the TRAX alignment.

Discussion ensued. Questions on next stage planning, the increase in megawatts, and operational impacts 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.

b. **Contract: Bus Lift Replacement - Riverside & Timpanogos (Steril Koni USA, Inc.)**

Eddy Cumins, UTA Chief Operating Officer, was joined by Kevin Anderson, UTA Director of Maintenance Support. Mr. Cumins asked the board to approve a contract in the amount of \$459,192.32 to replace two bus lifts.

Discussion ensued. Questions on capacity at the Timpanogos facility and product selection 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.

c. **Contract: Advertising Agency (R&R Partners Inc.)**

Andrea Packer, UTA Communications Director, requested the board approve a five-year contract in an amount not to exceed \$6,000,000 with R&R Partners Inc. for advertising services. The five-year base contract has the option for three one-year extensions (the one-year extensions will be approved separately by the board if/when they are exercised).

Discussion ensued. Questions on the competitiveness of the procurement process were posed by the board and answered by Ms. Packer. Chair Christensen expressed his hope that a strong business case be made for any extensions.

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: 5310 Accessible Minivans (Davey Coach Sales, Inc.)

Mr. Cumins was joined by Ryan Taylor, UTA Special Services General Manager. Mr. Cumins asked the board to approve a \$639,600 contract with Davey Coach Sales, Inc. for the purchase of four accessible minivans. The contract also includes an option for the purchase of an additional nine vehicles. The vehicles are part of the 5310 program and will be delivered to grant recipients in the region.

Discussion ensued. Questions on the number of minivans in service, the minivan replacement schedule, participation in the 5310 program, and boarding options 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: 5310 ADA Accessible Transits - 5th Order (Lewis Bus Group)

Mr. Cumins was joined by Mr. Taylor. Mr. Cumins requested the board approve a \$621,041 contract with Lewis Bus Group for the purchase of nine accessible full-size vans. The contract has an option for the purchase of an additional twelve vehicles to be approved separately. The vehicles are part of the 5310 program and will be delivered to grant recipients.

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. Pre-Procurements

- **Mt. Ogden Business Unit Expansion**
- **Tooele Bus Facility Renovation**
- **Applicant Tracking Software**
- **Investment Management Services**
- **Bus Stop Digital Real-Time Sign Construction and Installation**

Todd Mills, UTA Director of Supply Chain, was joined by Janelle Robertson, UTA Project Manager II; Brandon Heath, UTA Civil Engineer III; Greg Gerber, UTA Director of Talent Acquisition; Emily Diaz, UTA Financial Services Administrator; and Nichol Bourdeaux, UTA Chief Service & Engagement Officer. Mr. Mills indicated the agency intends to procure the following items or services:

- Mt. Ogden Business Unit Expansion
- Tooele Bus Facility Renovation
- Applicant Tracking Software
- Investment Management Services
- Bus Stop Digital Real-Time Sign Construction and Installation

Discussion ensued. Questions on access to the Tooele bus facility; candidate pool and

contract term for investment management services; and inclusion of solar options in bus stop procurement were posed by the board and answered by staff.

Chair Christensen called for a break at 10:29 a.m. The meeting resumed at 10:40 a.m.

8. Service and Fare Approvals

a. Fare Contract: Ed Pass Agreement Modification No. 1 (Salt Lake Community College)

Kensley Kunkel, UTA Manager - Business Development & Sales, asked the board to approve a one-year extension to the existing ed pass agreement with Salt Lake Community College. The extension has a value of \$352,000. The total contract value, including the extension, is \$1,408,000.

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

b. Sponsored Fare Agreement: Trip Reduction Program/Free-Fare Days (Division of Air Quality)

Monica Morton, UTA Fares Director, was joined by Ms. Kunkel. Ms. Kunkel requested the board approve a sponsored fare agreement with the Division of Air Quality to provide free fare to specified riders on designated bad air quality days. The term of the contract is from July 1, 2021 through February 28, 2022. The maximum amount billable per day is \$82,000 with a maximum allowable total reimbursement of \$492,000 from the Division of Air Quality to UTA.

Discussion ensued. Questions on the expansion of potential dates and partnership with the Division of Air Quality were posed by the board and answered by staff.

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

9. Discussion Items

a. 2021 Technical Budget Adjustment

Mr. Greene was joined by Troy Bingham, UTA Comptroller. Mr. Greene summarized the technical budget adjustment, which adds 9.3 full time employees to the agency's budget. He noted the costs for 2021 would be absorbed in the existing budget.

Discussion ensued. Questions on costs associated with the rail apprentices position and budget allocations for capital positions were posed by the board and answered by staff.

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

Mr. Greene mentioned there would be another technical budget adjustment request later this year.

b. UTA Policy UTA.05.02 - Paid Time Off - Administrative Employees

Kim Shanklin, UTA Chief People Officer, summarized the policy, which consolidates previous policies on administrative paid time off benefits, clarifies pay scenarios when they interact with job-protected leaves, and increases the executive vacation schedule by an additional seven days per year. With respect to the latter item, Ms. Gonot stated the maximum executive annual vacation accrual is thirty days per year. Chair Christensen noted for the record that the executive vacation provisions also apply to trustees.

Discussion ensued. Questions on vacation accrual by length of service and alignment with standard practice among other transit agencies were posed by the board and answered by Ms. Shanklin.

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

c. August 2021 Change Day

Ms. Bourdeaux was joined by Eric Callison, UTA Manager - Service Planning, and Megan Waters, UTA Community Engagement Manager. With respect to August 2021 change day outreach, Ms. Waters spoke about engagement approaches and opportunities as well as themes in public comment received. Mr. Callison then reviewed proposed service changes and agency impacts.

Discussion ensued. Questions on UTA On Demand service marketing, span of service, engagement options, utilization of call-in feature for On Demand service, special service adjustments, parameters for service planning decisions, ability to make post-pandemic travel demand adjustments, and communications strategies were posed by the board and answered by staff. Trustee Holbrook requested more information on the change day communications plan.

d. 2021 Mid-Year Initiatives and Goals Update

Ms. Gonot was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer. Ms. Garrett provided an update on 2021 goals and initiatives related to:

- Innovating service with a focus on customer experience
- Enhancing core system performance
- Engaging and developing UTA's workforce
- Connecting and communicating with the community
- Maintaining a state of good repair
- Demonstrating fiscal responsibility

10. Other Business

- a. Next Meeting: Wednesday, July 14th, 2021 at 9:00 a.m.

11. Adjourn

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that the meeting be adjourned. The motion carried by a unanimous vote and the meeting adjourned at 11:53 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/685647.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