



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, May 26, 2021**

**9:00 AM**

**Frontlines Headquarters**

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This meeting was held remotely via phone or video conference and broadcast live for the public via the link and instructions on the UTA Board Meetings page <https://rideuta.com/Board-of-Trustees/Meetings>

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

Also participating were members of UTA staff and external presenters.

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

Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

Chair Christensen highlighted one of the art winners of My BeUTAHful Community Student Art Competition.

#### **2. Safety First Minute**

Sheldon Shaw, UTA Director of Safety & Security, 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. It was also noted that online public comment received was distributed to the board for review in advance of the meeting and is included in Appendix B to these minutes.

#### **4. Consent**

##### **a. Approval of May 12, 2021 Board Meeting Minutes**

A motion was made that the May 12, 2021 Board Meeting Minutes be approved. The motion carried by a unanimous vote.

**5. Reports****a. Agency Report**

Carolyn Gonot, UTA Executive Director, reported on a promotional ticket as fare request that works with community festivals. A special event pass agreement will be made with event hosts who meet the required criteria. This item will be brought back to a future board meeting with greater detail.

Trustee Holbrook asked a question about how events are chosen. Ms. Gonot responded. Discussion ensued.

**b. Pension Committee Report**

Trustee Acerson reported on the Pension Committee meeting, noting positive changes in assets, contributions, benefits, expenses, and returns. Liability has decreased and UTA's pension is in line to be fully funded by 2034. Next steps for the pension committee include:

- The publication of the certified 2021 valuation report based on identified assumptions.
- Considering optimal administrative timing for a potential update to the plan's actuarial equivalence interest rate assumption.
- Reviewing the "100% funded ratio by 2034" target funding policy adopted by the Board in 2013.

Bill Greene, UTA CFO, remarked that the target funding policy that was adopted in 2013 will be reviewed.

Discussion with the Board ensued. Chair Christensen asked if upcoming retirements were taken into account in the actuarial assumptions. Trustee Acerson responded.

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

Mr. Shaw introduced the program and Jim Golden, UDOT State Safety Oversight (SSO) Program Manager. Mr. Golden reported that the SSO program is required by the Federal Transit Association (FTA) and covers TRAX light rail, and the Sugarhouse Streetcar. Oversight activities conducted by UDOT staff and contractors in the SSO program include:

- Regularly meeting with UTA staff
- Conducting scheduled audits and as-needed special assessments
- Approving primary UTA safety and emergency preparedness documents
- Adopting UTA investigations of accidents, incidents, and hazards
- Verifying UTA progress in correcting safety deficiencies

In October 2020, UDOT conducted an annual audit of UTA's hours of service. The one finding from the audit was closed in February 2021. UDOT tracked 43 UTA safety event investigations in 2020 that met UDOT or FTA mandated reporting criteria. Many of those events involved automobiles making illegal left turns into or in front of trains. UTA and UDOT are collaborating to find ways to prevent these accidents from happening.

The FTA conducted its triennial audit of the UDOT oversight program in July of 2019, and in December of 2020 two findings were released. Both findings have been fully addressed and received by the FTA.

The board asked questions about the left turn accidents and other patterns that have been observed. Mr. Golden responded. Discussion ensued.

**6. Resolutions****a. Resolution R2021-05-01 Granting Contract and Expenditure Authority for Parts Inventory Purchases**

Troy Bingham, UTA Comptroller, presented the list of vendors who work with UTA on a bid-by-bid basis. This resolution gives authority for UTA to continue the practice to bid out parts for inventory and allowing for the disbursement of \$200,000.

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. Resolution R2021-05-02 Delegating Approval Authority for Certain Described Task Orders Under the On-Call Task Ordering Maintenance and Repair Contract (UTA-20-03349VW) for 2021**

Mary DeLoretto, UTA Chief Service Development Officer, introduced the resolution and turned the time over to Dave Hancock, UTA Director of Capitol Construction. Mr. Hancock gave background on the contract with Stacey and Witbeck, LLC. This resolution will allow the Executive Director to approve the following task orders for anticipated tasks at prices no greater than the not to exceed amount:

- Six light rail curve replacements at south stadium, north stadium, and Mario Capecchi for \$2,700,000,
- Operator relief rooms at 3900 S. Wasatch Blvd. and University Medical Center for \$434,000,
- Gap filler on FrontRunner stations for \$1,000,000,
- Grade crossing replacements on Winchester Avenue and 3200 West for \$350,000 each,
- Grade crossing replacement on 8120 South for \$250,000.

Discussion ensued with the Board. Trustee Holbrook asked a question on the pricing. Mr. Hancock responded.

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

**7. Contracts, Disbursements and Grants**

**a. Contract: Maintenance-of-Way Replacement Vehicles (Ken Garff West Valley Ford)**

Mr. Hancock informed the Board that this contract is to replace 15 non-revenue service vehicles for the MOW department in the amount of \$530,690.

The Board asked if the vehicles were in stock. Mr. Hancock responded. Discussion ensued.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this Procurement Contract/Change Order be approved. The motion carried by a unanimous vote.

**b. Contract: Bus Real Time Digital Signage Equipment (Daktronics)**

G.J. LaBonty, UTA Acting Planning Director, presented the contract to purchase the hardware for 23 digital electronic signs from Daktronics Inc. to be used at eight different UTA bus hub locations. The amount of this contract is \$311,945. This is a three year agreement with the option of two one-year extensions with an additional 100 signs. The purchase of additional signs will come back for board approval if cost thresholds apply.

The Board asked a question about the sign hardware and additional locations using signage. Mr. LaBonty responded. Discussion ensued.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this Procurement Contract/Change Order be approved. The motion carried by a unanimous vote.

**c. Contract: iDEN Radio System Repair and Maintenance (DCTech Inc.)**

Dan Harmuth, UTA IT Director, introduced Kyle Brimley, UTA Manager of Information Technology Bus and Rail Communications. Mr. Brimley informed the Board that this contract is to approve and authorize the Executive Director to execute and repair the maintenance contracts and associated disbursements for the maintaining of the UTA system with DCTech, Inc for a total not to exceed \$832,660. This is two year contract with three years of option to renew.

The Board asked questions about the procurement of the service. Mr. Brimley responded. Discussion ensued.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this Procurement Contract/Change Order be approved. The motion carried by a unanimous vote.

**d. Contract: Panasonic Toughbook Android Tablet Purchase (Mobile Concepts Technology, LLC)**

Mr. Harmuth introduced the contract to request the purchase of 220 Panasonic Toughbook Android Tablets for \$419,980. The funds are coming from a previously approved project. The data device software was developed and tested in nine Trax cars over the past few months and everything has worked well. The request is to now equip all Trax cars.

Chair Christensen asked a question on how the product was chosen. Mr. Hancock responded.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this Procurement Contract/Change Order be approved. The motion carried by a unanimous vote.

e. **Contract: FrontRunner Forward Program Management Services (Kimley-Horn)**

Ms. DeLoretto introduced the contract to authorize the Executive Director to execute a three year contract with Kimley-Horn for the FrontRunner Forward Program Management Services. For the first year of this contract the amount is a fixed price and not to exceed value of \$4,835,137. It was a competitive procurement resulting in a three year contract with price negotiations happening each year. There are also two one year options available. Ms. DeLoretto turned the time over to Janelle Robertson, UTA Project Manager. Ms. Robertson provided details of the project management system contract.

Chair Christensen asked a question about Kimley-Horn. Ms. Robertson and Ms. Gonot responded. Discussion ensued.

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

f. **Change Order: Point of the Mountain Transit Design and Environmental Services (Parametrix Consult, Inc.)**

Ms. DeLoretto introduced the change order for Parametrix Consulting, Inc., who has been on contract to do the transit study for the project. The project is now ready to move on to the next phase of environmental services. This change order is in the amount of \$3,462,678 to complete that effort. The contract has been extended to June of 2023. Ms. DeLoretto turned the time over to Patti Garver, UTA Manager of Environmental and Grant Services. Ms. Garver summarized the details and parameters of the environmental services study.

The Board asked questions about the budget and the environmental process. Ms. Garver responded. Discussion ensued.

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.

8. **Service and Fare Approvals**

a. **Fare Contract: Ed Pass Agreement Modification No. 1 (Mountainland Technical College)**

Kensy Kunkel, UTA Manager of Business Development, presented the modification to the education pass agreement with Mountainland Technical College (MTech), which is in its third year of its three year agreement. MTech provides premium passes to its students, faculty, and staff. The contract is set to expire on July 31, 2021. Ms. Kunkel recommends extending the contract for one additional year with the current pricing.

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

**b. Fare Contract: Ed Pass Agreement Modification No. 1 (Ensign College)**

Ms. Kunkel presented the modification to the education pass agreement with Ensign College, formerly LDS Business College, which is in its third year of its three year agreement. Ensign College provides 3300 premium passes to its students, faculty, and staff. The contract is set to expire on July 31, 2021. Ms. Kunkel recommends extending the contract for one additional year with the current pricing.

Chair Christensen asked a question about the number of passes used for Ensign College. Ms. Kunkel responded.

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.

**c. Fare Contract: Hive Pass Purchase and Administration Agreement Amendment No. 2 (Salt Lake City Corporation)**

Ms. Kunkel presented the hive pass contract which gives Salt Lake City residents a discounted monthly transit pass. The price of the pass is \$68 of which Salt Lake City pays \$26. The current agreement expires on June 30, 2021, but this agreement extends it for one additional year. Revenue from this agreement is estimated to be between \$408,000 to \$510,000 and is based on sales in contract year 2021.

Chair Christensen asked a question about different pass options for Salt Lake City. Ms. Kunkel responded.

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

Chair Christensen called for a break at 10:29 am.

The meeting resumed at 10:41 am. Chair Christensen noted the news of the shooting at the Santa Clara Valley Transportation Authority and expressed sympathy.

**9. Discussion Items****a. Depot District Clean Fuels Technology Center Project Update**

David Osborn, UTA Project Manager, presented that phase one and two of the project is completed. Phase 3 is currently under construction which includes the maintenance and administration building and bus parking. Mr. Osborn noted the current economic difficulty of procuring materials. Future phases are projected to be completed by spring of 2023. Mr. Osborn informed the Board that the final project cost is estimated to be \$95,000,000.

The Board asked questions about the cement forms, budgets on future phases, and long range estimates. Mr. Osborn responded. Discussion ensued.

**b. 2020-2021 Ski Service Report**

Eddy Cumins, UTA Chief Operating Officer, reported that system-wide there are seven routes serving seven resorts with 60 operating ski buses. Due to COVID-19 the ski bus routes were impacted negatively by almost 32%. The Ogden ski service has three routes: route 674 running from Ogden to Powder Mountain, route 675 running from Ogden to Snowbasin, and route 677 running from Layton to Snowbasin. There are 12 operating ski buses, and the overall service unit was down 53%. The Salt Lake ski service has three routes: route 953 running from Midvale Ft Union to Snowbird/Alta, route 972 running from Bingham Junction to Solitude/Brighton, and route 994 running from Historic Sandy Station to Snowbird/Alta. There are 38 operating ski buses, and the overall service unit was down 28%. The Timpanogos ski service has one route, route 880, running from Orem to Sundance. There are 3 operating ski buses, and the overall ridership was down 26%.

The Board asked questions about ski resort registration affecting UTA ridership, extra buses, snow levels, traffic management, and weather projection. Mr. Cumins and Lorin Simpson, UTA Regional General Manager of the Salt Lake Business Unit, responded. Discussion ensued.

**c. Customer Benchmark Survey Report - 2020b**

Andrea Packer, UTA Communications Director, introduced Jen Riley and Mandy Walsh of R&R Partners. Ms. Packer presented that the process of the benchmark survey includes focus groups, surveys, strategy, message development, and campaign planning and execution. The research objectives of the survey are designed to guide communications and marketing strategy by assessing:

- Overall public perception of UTA as an organization
- Public perception of UTA services
- High-level indicators of why people ride/don't ride
- Broad indicators of potential motivators to ride
- Where people look for information about riding UTA
- Impact of the COVID-19 pandemic on use of UTA services

Ms. Riley reported that research highlights include:

- Riders who ceased use due to COVID-19 did so because UTA stopped being necessary during the pandemic - many commuters transitioned to a work-from-home setup; events were canceled; school went virtual; and businesses closed.
- While some residents say there's nothing UTA can do to make them feel safe riding during the pandemic, others desired masks, regular sanitizing and social distancing - efforts UTA proactively implemented during the pandemic.
- Despite the challenging year, UTA saw an increase in key metrics over five years.

Ms. Walsh reported that the focus group showed that among non-riders there is a moderate familiarity, a negative perception of UTA, and feel that the service is inconvenient. COVID-19 lapsed riders showed a positive perception of UTA who only ceased riding due to a shift in work needs during the pandemic and would go back to riding UTA if they had a reason to do so. Current riders also showed a positive perception of UTA, but have desires for more or improved services, and have mixed perceptions on the safety of riding transit during the pandemic.

Ms. Packer reported that the telephone survey showed that while just over half of those surveyed indicate some level of concern with riding during the pandemic, most want to know that COVID-19 guidelines are being followed. The survey also showed that despite a challenging year, UTA's favorability scores remained level, and residents' opinion of UTA held steady. The few who are negative tend to say it's due to COVID-19 safety concerns. Despite a challenging year, UTA saw an increase in most key metrics over the last five research waves. Increasing coverage and expanding service hours are the options most likely to encourage use of UTA services. Perception of UTA services has held steady, with bus leveling out after a multi-year increase. UTA's website is the clear preference for seeking information about UTA services.

Ms. Riley reported on the spring 2021 messaging strategy:

- Launched "Forged" on March 3, 2021, a 12-week broadcast and digital

campaign reinforcing safety and UTA's dedication to providing clean, reliable transportation along the Wasatch Front.

- Reassured the public by reinforcing operational safety measures (mask requirement, cleaning protocol, social distancing, etc.) through social, website and Rider Insider email communications.
- Followed up with a pulse survey in April 2021.

Ms. Riley reported that the online pulse survey from April 2021 showed that about 7 in 10 people have favorable impressions of UTA, that, compared to December, more residents have seen messaging about what UTA is doing to keep riders safe, residents tend to agree UTA is reliable, safe and easy, and that UTA is mainly seen as being good for students, the community, and the environment. UTA is holding steady or improving in all metrics that were tested.

The Board asked questions on if race, gender, and age were considered in the surveys, on the recovery webpage, the non-rider group's responses, and follow up on the survey response. Ms. Packer, Ms. Walsh, and Ms. Riley responded. Discussion ensued.

#### **10. Other Business**

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

#### **11. Closed Session**

- a. **Strategy Session to Discuss Pending or Reasonably Imminent Litigation**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that the board move to Closed Session. The motion carried by a unanimous vote.

#### **12. Open Session**

A motion to return to open session was made and seconded and the motion carried unanimously. The board returned to open session.

#### **13. Adjourn**

A motion to adjourn was made by Trustee Holbrook, and seconded by Trustee Acerson, The motion carried unanimously and the meeting adjourned.

Transcribed by Stephanie Withers  
Executive Assistant to the Board Chair

*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/pmnsitemap/notice/678933.html> or <https://rideuta.com/Board-of-Trustees/Meetings> 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****UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION**

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207 [4]), as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Board without a physical anchor location:

1. Due to the ongoing COVID -19 pandemic, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. Federal, state, and local health authorities continue to encourage institutions and individuals to limit in-person interactions.

This written determination takes effect on May 12, 2021, and is effective until midnight on June 11, 2021 and may be re-issued by future written determinations as deemed appropriate.

Dated this 7th day of May 2021.

Carlton J. Christensen, Chair of the Board of Trustees

**Appendix B****Received on May 25, 2021 from George Chapman:**

May 26 UTA Board of Trustees meeting comments

Please use some of the federal funds or the \$350 + million in the bank to implement/test/try a \$1 bus fare. People who HAVE TO use mass transit to get to work are suffering. A \$1 fare would go a long way to helping them and creating a lot of good will for UTA.

Spending the cash (so much that the Legislature just passed a bill for you to use mostly cash for double tracking) on projects will create a perception that UTA puts bus service at the bottom of the UTA priority list. And a \$1 bus fare will decrease the temptation to buy a car, probably an old and polluting car.

What will it take to implement a UTA \$1 bus fare?