



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, August 24, 2022

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Trustee Holbrook joined remotely. 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 9:02 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Bruce Cardon, UTA Commuter Rail General Manager, delivered a brief safety message.

4. Public Comment

No online or in person public comment was received for the meeting.

5. Consent

a. Approval of August 10, 2022, Board Meeting Minutes

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

6. Reports

a. Executive Director's Report

- **Sponsored Fare for Certain Special Events as part of Covid Rider Recovery Initiative Resolution Report**
- **Executive Director Team Award**

Sponsored Fare for Certain Special Events

Jay Fox, UTA Executive Director, introduced Kensey Kunkel, UTA Business Development-Sales Manager, to present a report on the resolution (passed by the board in July 2021) for sponsored fare agreements for special events as part of the authority's COVID rider recovery initiative. Ms. Kunkel explained the purpose of the initiative to support the economy, strengthen partner relationships, and create opportunities to jointly promote events and transit.

Ms. Kunkel reported during August 2021 - July 2022, twenty (20) partner contracts lead to forty-two (42) sponsored events which provided access to transit to 456,000 participants. It is estimated four to eight percent of attendees utilized this benefit (between 36,500 - 72,800 total trips).

Chair Christensen inquired if these organizations are interested in partnering with UTA in the future without free sponsorship. Ms. Kunkel mentioned on-going discussions with these partners regarding future events.

Mass Transit 40 Under 40 Award

Dean Klebenow, UTA Vehicle Performance and Maintenance Manager, introduced Derick Lee, UTA Maintenance Analyst Supervisor, from the Salt Lake Business Unit, as the recipient of the Mass Transit 40 under 40 Award for 2022. Mr. Klebenow shared some of Mr. Lee's accomplishments including his analysis and modeling practices within maintenance services which lead to uniformed processes, collaboration, best practices, enhanced efficiencies and cost savings to the agency of \$250,000 in 2021. He noted Mr. Lee is also a member of the UTA Continuous Improvement Team and the American Bus Benchmarking group.

Executive Director Team Award

Mr. Fox introduced the newly formed Executive Director Team Award. He announced the award will be given to one deserving team each month, nominated by UTA employees. The award will be celebrated by a "hockey stick moment" with the hockey puck as the award. Mr. Fox recognized the group responsible for creating the award; Alisha Garrett, UTA Chief Enterprise Strategy Officer, Blair Lewis, UTA Graphic Arts Specialist, and Johanna Goss, UTA Senior Internal Auditor.

7. Resolutions

a. R2022-08-01 - Resolution Authorizing Execution of Supplement 2 to an Interlocal Cooperation Agreement with Provo City for the Provo Pedestrian Bridge as part of the TIGER First/Last Mile Program

Mr. Grey Turner, UTA Manager - Civil Engineering & Design, presented a request to the board for additional funds for the Provo Pedestrian Bridge Project as part of the TIGER First/Last Mile Program. Mr. Turner detailed the project scope, funding sources, and additional design elements required for this project.

The current project budget is \$4,470,325 comprised of TIGER grant funds, MAG matching funds, and other UDOT funds. Supplement No. 2 will increase the budget by \$3,516,850 for a total project budget of \$7,987,175 which includes additional MAG funds, UDOT TTIF, UTA Partner funds, and Provo Community Block Development Grant (CDBG) program funds. An associated request seeking approval to move \$1 million from UTA partner funds through a technical budget adjustment will come to the board later in the agenda.

Questions concerning CDBG funding requirements, matching funds, project scope, and maintenance were posed by the board and answered by Mr. Turner.

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

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

8. Service and Fare Approvals

a. Service Agreement: Complimentary Service for Brigham City Peach Days (Box Elder Chamber of Commerce)

Michelle Wallace, UTA Acting Regional General Manager - Mount Ogden Business Unit, was joined by Bruce Cardon, UTA Commuter Rail General Manager, to present the proposed complimentary bus service agreement with Box Elder Chamber of Commerce to provide transportation to Brigham City Peach Days.

Ms. Wallace shared details of the long-standing partnership UTA has had with Brigham City and Box Elder County to provide transportation support for Brigham City Peach Days. UTA would like to continue this support in 2022 by providing two bus shuttle routes from the USU Brigham City Campus to the East and West sides of the event. In addition, UTA will assist with transporting participants to the start line for the 10k race.

Ms. Wallace noted 35,000 people are expected to attend this year's event on September 10, 2022. No fare revenue will be collected on these two shuttles and the total value of service is estimated at \$7,783. UTA will also enter buses in the parade and car show.

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

9. Budget and Other Approvals

a. TBA2022-08-01 - Technical Budget Adjustment - 2022 Capital Budget

Bill Greene, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Capital Assets and Project Control Manager, to present a technical budget adjustment request to the 2022 Capital Budget, to transfer \$4,014,000 of contingency and partnership funds to six projects. Mr. Greene proceeded to summarize the technical budget adjustment request including amounts and projects.

Transfer \$2.3 million from partnership funds to:

- SGR407 Bus Stop Enhancements - \$1.3 million
- MSP205 TIGER Project - \$1.0 million

Transfer \$1.71 million from contingency funds to various projects:

- REV211- Bus Replacement- \$720,000
- FMA645- Camera Sustainability - \$50,000
- MSP122- Positive Train Control - \$800,000
- MSP210- Bike Racks on FrontRunner- (144,000 from contingency and 296,000

from previous carryover authority)

Mr. Hofer proceeded to address each project in more detail and answered questions posed by the board which included questions on bus stop priorities, capital funds, camera sustainability and bike racks.

The final balances in the project funds after the recommended transfers are:

- Contingency project fund balance - \$2.346 million
- Partnership project fund balance - \$7.4 million

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

10. **Contracts, Disbursements and Grants**

a. **Contract: Technical Assistance to Governments Program Cooperative Agreement (Mountainland Association of Governments - MAG)**

Nichol Bourdeaux, UTA Chief Planning and Engagement Officer was joined by LaNiece Davenport, MAG Planning and Policy Director, Dan Wayne, MAG Community Planning Director, and Michelle Carroll.

Ms. Bourdeaux introduced the Technical Assistance to Governments (TAG) Program Cooperative Agreement between UTA and MAG. Historically, UTA has contributed approximately \$70,000 per year for various projects which support MAG with transportation and other planning studies. This agreement formalizes this partnership while also increasing UTA's contribution from \$70,000 to \$100,000 per year. This program is similar to the Wasatch Front Regional Council's (WFRC) TLC program, to which UTA also contributes annual funds. These programs and planning studies support local and regional goals by means of multi-jurisdictional and/or multi-agency collaboration between UTA, MAG, WFRC, and other key stakeholders. The contract will run from August 24, 2022 - December 31, 2027, with \$100,000 per year for a total contract value of \$500,000.

Mr. Wayne provided a brief overview of the TAG program which will provide cities and counties in the MAG region, access to over 80 technical consultants for planning activities to address growth. The program will help local governments meet local goals for livable and vibrant communities while also supporting implementation of MAG's regional transportation plan and the Wasatch Choice Vision.

Mr. Wayne detailed the next steps over the coming weeks with the final application deadline of December 8, 2022. Further information on the program can be found online at mountainland.org/tag.

Discussion ensued. Questions surrounding Station Area Plans, local transportation plans, community outreach, communities where transit isn't currently available, and a communications strategy were posed by the board and answered by MAG staff.

In response to questions relating to communications, Ms. Davenport informed the group that MAG intend to make presentations to local jurisdictions and notify appropriate stakeholders. She asked UTA to forward information on any specific meetings, groups, or events they would like to include in this communications piece.

In response to a question posed by Chair Christensen, Mr. Davenport stated they are gathering information on communities with local transportation plans and will provide that information to UTA to assist it's long-range planning process.

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

b. Change Order: Cooperative Transportation Planning Agreement Amendment No. 1 (Wasatch Front Regional Council - WFRC)

Ms. Bourdeaux was joined by Andrew Gruber, WFRC Executive Director, and Wayne Bennion, WFRC Director of Short-Range Planning.

Ms. Bourdeaux introduced a change order request: Amendment No. 1 to the UTA and WFRC Cooperative Transportation and Planning Agreement in the amount of \$1,150,000. This contract, currently valued at \$1,794,169, will run from 2022-2026 with a new contract value of \$2,944,169.

In 1995, UTA and WFRC entered into a Cooperative Transportation and Planning Agreement for implementing working arrangements for the development of the Unified Work Program. Under this agreement, UTA is obligated to provide matching funds to WFRC required for the Federal Transit Administration (FTA) metropolitan planning funds allocated to WFRC as part of the Consolidated Planning Grant administered by the Federal Highway Administration (FHWA). The amount of match provided by UTA has been approximately 20% which has recently surpassed \$200,000. The Public District Transit Act requires the UTA Board of Trustees to approve any contract or expense exceeding \$200,000. This contract amendment clarifies the UTA match obligation not to exceed 1.150,000 over the next five fiscal years.

Mr. Gruber congratulated MAG on their efforts and collaborative approach with various partners. He stated transit is critical for the future and success of each region.

Chair Christenson inquired if WFRC is tracking local transportation plans. Mr. Gruber affirmed the data is being tracked and feeds into the local vision. He mentioned this piece could be improved upon and is something WFRC will be working on. Ms. Bourdeaux stated this data will feed into UTA's Long Range Planning.

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

11. Discussion Items

a. Zero Fare Transit Study Overview

Alex Beim, UTA Acting Manager of Long-Range Strategic Planning, was joined by Julie Bjornstad, WFRC Senior Transportation Planner, and Andrew Gruber, WFRC Executive Director. Mr. Beim turned the time over to Ms. Bjornstad to provide an overview of the zero fare transit study.

Ms. Bjornstad provided an overview of the zero fare transit study which is a regional project in partnership with WFRC, MAG, UTA, UDOT, and a consultant team led by Nelson\Nygaard. She summarized the project scope including study context, goals, timeline, and work in progress. A final project report and presentation is anticipated between November to December 2022.

Ms. Bjornstad referenced several case studies from other transit agencies across the country. These were evaluated and used as a comparison tool. She concluded her presentation by stating the final project outcome will include trade-off scenarios of zero fare alternatives.

12. Other Business

- a. Next Meeting: Wednesday, September 14, 2022, at 9:00 a.m.

13. Closed Session

a. Strategy Session to Discuss Pending or Reasonably Imminent Litigation

A motion was made by Trustee Acerson and seconded by Trustee Holbrook to move into closed session. The motion carried by unanimous vote.

Chair Christensen called for a break at 10:30 a.m.

The meeting reconvened in closed session at 10:38 a.m.

At 10:55 a.m. Trustee Acerson made a motion to return to open session, seconded by Trustee Holbrook. The motion carried unanimously.

14. Open Session

The meeting returned to open session at 10:55 a.m. Chair Christensen noted Trustee Holbrook was excused from the meeting following the closed session.

15. Adjourn

A motion was made by Trustee Acerson and seconded by Chair Christensen to adjourn the meeting. The motion carried by unanimous vote and the meeting adjourned at 10:56 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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/776693.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