



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, April 13, 2022**

**9:00 AM**

**FrontLines Headquarters**

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

Also attending 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.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Beth Holbrook, UTA Trustee, delivered a brief safety message.

**4. Public Comment**

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

**5. Consent**

- a. **Approval of March 23, 2022 Board Meeting Minutes**
- b. **Canadian Travel Approval**

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

**6. Reports**

- a. **Executive Director's Report**
  - **FrontRunner Service - Removal of Comet Cars**
  - **Employee Commendation - Officer Nicole Ravens**
  - **Bus Maintenance Roadeo**

**FrontRunner Service - Removal of Comet Cars**

Jay Fox, UTA Executive Director, announced the Comet cars will be removed from the FrontRunner train sets beginning Monday, April 18. The cars are 50 years old and difficult to maintain as parts are no longer available. There are benefits to removing the cars, such as fewer delays, improved train acceleration/deceleration, and an annual

savings of \$600,000-800,000. Mr. Fox said the agency will retain the Comet cars to be used if needed for special events, though he also noted the Bombardier bi-level cars could also be used for this purpose.

Mr. Fox indicated the timing of the Comet car removal is related to the need to adjust platforms for the FrontRunner Forward improvements. The platform at the new Vineyard Station, which will be opening later this year, will not accommodate the Comet cars.

Mr. Fox added the agency will continue to thoroughly clean the FrontRunner vehicles and provide masks to riders who wish to wear them to allay concerns with more people sitting closer together on the train cars.

Discussion ensued. Questions on level boarding for all train cars, timeline for modifying platforms, cleaning practices, and special event options were posed by the board and answered by staff.

**Employee Commendation - Officer Nicole Ravens**

Mr. Fox was joined by Dallin Taylor, UTA Acting Police Chief. Acting Chief Taylor recognized Officer Ravens for assisting a man in a wheelchair on a UTA platform who was having suicidal thoughts and then had a subsequent medical emergency. Officer Raven recognized the medical emergency was due to a drug overdose and administered Narcan. Her actions saved the man's life.

**Employee Commendation - Operator Frosty McWilliams**

Mr. Fox recognized UTA Paratransit Operator Frosty McWilliams, who assisted a customer with sight impairments when she fell into a partially covered manhole after exiting a paratransit vehicle.

**Bus Maintenance Rodeo**

Mr. Fox was joined by Cheryl Beveridge, UTA Acting Chief Operating Officer, and Lorin Simpson, UTA Regional General Manager - Salt Lake Business Unit. Mr. Simpson recognized the team that planned the UTA Bus Maintenance Rodeo and those who participated in it. The Meadowbrook team, which is comprised of Christian Shelley, Jason Ball, and Gabe Romero, took first place in the rodeo.

**First 90 Days**

Mr. Fox remarked today is his 93rd day with the agency. He expressed appreciation to the employees for giving him an exceptionally warm welcome.

**b. Free Fare February Report**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Bill Greene, UTA Chief Financial Officer; Ms. Beveridge; Acting Chief Taylor; and Megan Waters, UTA Community Engagement Manager. Ms. Waters provided an overview of the Free Fare February (FFF) initiative and recognized the local governments, partner agencies, and

community stakeholders that provided funding. She reviewed ridership numbers and trends during the FFF initiative, noting ridership increased across all modes, except on the Utah Valley Express (UVX), which already has a locally sponsored free fare in place. Ms. Waters mentioned the information from FFF will be used to inform UTA's planning efforts.

Ms. Waters also highlighted the results of the rider surveys distributed during FFF. The surveys revealed:

- 95.2% of survey participants were aware that all UTA services were free during February
- 21.8% of survey participants were new to riding UTA
- 53.4% of all survey participants and 72.1% of new rider survey participants were riding UTA because it was free
- The top reason for riding of all survey participants was work, while the top reason for riding of new rider survey participants was entertainment
- 75.1% of all survey participants and 80.7% of new rider survey participants would ride UTA more frequently if the services were free
- 81.8% of the open-ended survey comments were positive, 10.6% were neutral, and 7.4% were negative

Ms. Waters went on to discuss positive and negative public comment themes, customer service and police metrics, and the estimated environmental impact of FFF. She concluded by summarizing the key findings from the FFF data. The full report is available at [www.rideuta.com/freefare](http://www.rideuta.com/freefare) <<http://www.rideuta.com/freefare>>.

Discussion ensued. Questions on decreased call volume to the police during FFF, reconciliation of sponsored funding with revenue, increased cleaning efforts, unexpected results, and potential new markets were posed by the board and answered by staff.

**c. Financial Report - February 2022**

Bill Greene, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results.

Discussion ensued. Questions on capital reserves and utility inflation were posed by the board and answered by Mr. Armstrong.

**7. Contracts, Disbursements and Grants****a. Contract: SD160 Gearbox Overhaul for Light Rail Overhaul Program (Voith US Inc.)**

David Hancock, UTA Acting Director of Capital Development, was joined by Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Stockley asked the board to approve a \$2,374,400 contract with Voith US Inc. for the overhaul of 72 SD160 gearboxes and 90 kits (note: the totals in these minutes are correct and differ from the memorandum included in the meeting packet).

Discussion ensued. A question on the date of purchase of the SD160 vehicles was 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: Task Ordering Agreement for Architectural Consultant Services Pool (FFKR Architects Technical Services, Inc.)**

Hal Johnson, UTA Manager - Project Research & Development, indicated the agency intends to establish an architectural consultant services pool to address facilities needs outlined in the UTA Facilities Strategic Plan. He asked the board to approve a five-year contract with FFKR Architects Technical Services, Inc. and a five-year contract with CRSA, Inc. as part of this effort. The contracts will be master task ordering agreements that will start with a value of \$0 and be increased with the issuance of individual task orders. All task orders will be brought to the board for approval based on the thresholds established in policy.

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: Task Ordering Agreement for Architectural Consultant Services Pool (CRSA, Inc.)**

(Note: for details on this contract, see the immediately preceding agenda item in these minutes.)

Prior to voting on this contract, the board inquired about building assignments for the different architectural firms in the consultant services pool.

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. Change Order: Timekeeping System - Additional Implementation Cost and On-going Maintenance (Kronos Incorporated)**

Mr. Greene requested the board approve a \$198,547.89 change order to the contract with Kronos Incorporated for additional implementation costs and ongoing maintenance to the timekeeping system. The total contract, including the change order, is \$686,068.61.

- 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.
- e. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-37 - University S-Curve Replacement (Stacy and Witbeck, Inc)**
- Mr. Hancock was joined by Mr. Stockley and Jared Scarbrough, UTA Acting Director of Capital Construction. Mr. Stockley provided an overview of the need for the University of Utah S-curve replacement, which is a major project with significant operational impacts and community disruption. Completion will take approximately 48 days. Extensive communication and coordination efforts are underway. The change order, which is for task order #22-37, has a value of \$5,326,888. The total contract value, including the change order, is \$14,785,457.
- Discussion ensued. Questions on current noise levels on the curve, rail replacement process, ballast, demolition, coordination with the University of Utah, traffic impacts, projected construction dates, rider boarding and landing locations during construction, and hours of construction were posed by the board and answered by staff.
- 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. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-41 - Grade Crossing Replacement at Cottonwood Street on the Mid-Jordan Line (Stacy and Witbeck, Inc)**
- Mr. Stockley requested the board approve a \$244,217 change order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at Cottonwood Street on the Mid-Jordan Line (Red Line). The total contract value, including the change order, is \$15,263,266.
- 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.
- g. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-44 - Grade Crossing Replacement at East 9th Ave on the Mid-Jordan Line (Stacy and Witbeck, Inc)**
- Mr. Stockley asked the board to approve a \$204,448 change order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at East 9th Avenue on the Mid-Jordan Line (Red Line). The total contract value, including the change order, is \$15,965,041.
- 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.

**h. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-45 - Grade Crossing Replacement at Pioneer Road on the Blue Line (Stacy and Witbeck, Inc)**

Mr. Stockley requested the board approve a \$684,618 change order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at Pioneer Road on the Blue Line. The total contract value, including the change order, is \$16,649,659.

Discussion ensued. A question on the price differential between this task order and the other task orders on the agenda was posed by the board and answered by Mr. Stockley.

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.

**i. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-46 - Grade Crossing Replacement at 2200 West on the Mid-Jordan Line (Stacy and Witbeck, Inc)**

Mr. Stockley asked the board to approve a \$251,783 change order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at 2200 West on the Mid-Jordan Line (Red Line). The total contract value, including the change order, is \$16,901,442.

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.

**j. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-47 - Grade Crossing Replacement at Lester Street on the West Valley Line (Stacy and Witbeck, Inc)**

Mr. Stockley requested the board approve a \$226,542 change order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at Lester Street on the West Valley Line (Green Line). The total contract value, including the change order, is \$17,127,984.

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.

**k. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-48 - Grade Crossing Replacement at Maple Way on the West Valley Line (Stacy and Witbeck, Inc)**

Mr. Stockley asked the board to approve a \$219,347 change order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at Maple Way on the West Valley Line (Green Line). The total contract value, including the change order, is \$17,347,331.

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.

Chair Christensen called for a break at 10:40 a.m.

The meeting reconvened at 10:49 a.m.

## 8. Service and Fare Approvals

### a. **Sponsored Service and Complementary Fare: Salt Lake Marathon Service and Pass Agreement (High Altitude Special Events "HASE")**

Camille Glenn, UTA Manager - Light Rail Operations, was joined by Kensey Kunkel, UTA Manager - Business Development & Sales. Staff requested the board approve a sponsored service and complimentary fare agreement with High Altitude Special Events (HASE) for supplemental service during the Salt Lake Marathon as well as passes for participants. The estimated value of the service is \$11,995 and the estimated value of the transit fare is \$8,963. The cost of the service will be paid to UTA and the cost of the fare will be offset by in-kind marketing provided by HASE in accordance with policy.

Discussion ensued. Questions on running service outside the standard service window, reimbursement for additional service, and race start point were posed by the board and answered by staff.

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

### b. **Fare Agreement: Ski Bus Service - Amendment 2 (Snowbasin Resort Company)**

Michelle Wallace, UTA Acting Regional General Manager - Mt. Ogden Business Unit, was joined by Ms. Kunkel. Staff asked the board to ratify amendment 2 to the 2021-2022 ski bus service contract with Snowbasin Resort Company for one week of additional ski bus service through Sunday, April 3, 2022. The value of amendment 2 is \$2,487 and the total contract value, including the amendment, is \$95,164.

Discussion ensued. Chair Christensen suggested including seasonal extension clauses in the ski bus agreements moving forward.

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

## 9. Other Approvals

### a. **UTA Policy - UTA.05.04 Administrative Employee Compensation Program**

Kim Shanklin, UTA Chief People Officer, summarized changes to the policy which will allow the agency to address the unique challenges associated with the current labor market. She indicated the policy will be reviewed again after the total compensation analysis that is currently being performed is complete. Consequently, major changes to the base compensation system were deferred to a future time.

Key changes to the policy include:

- Updates to the purpose of the policy, which is market-driven and merit performance-based
- Updates to titles
- Updates to the definition of UTA’s labor market, which benchmarks against transit, government, and non-profit entities
- Removal of definitions that are no longer relevant
- Moving some process pieces to standard operating procedures (SOPs)
- Clarifying and adding flexibility to starting wages
- Changing the internal equity study process
- Removing the section on labor costs related to paying overtime to exempt employees under certain circumstances

Discussion ensued. Questions on vacation and leave, pension treatment for returning employees, choice to defer the compensation analysis, timeline for implementing change once the analysis is complete, and communication strategy for managers were posed by the board and answered by staff. Trustee Holbrook expressed concern about deferring the compensation analysis because it puts UTA in a reactive position. She also recommended immediate communication of the policy revisions to managers.

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

## 10. Discussion Items

### a. TOD Design Guidelines

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Jordan Swain, UTA Transit-Oriented Development Project Manager. Staff reviewed the history of the transit-oriented development (TOD) design guidelines and the need for an update. They discussed the findings from stakeholder workshops on the design guidelines and highlighted opportunities. The revised guidelines will support recently passed legislation and emphasize land use and station access.

Discussion ensued. Questions on multimodal station access for smaller communities, maintaining community culture, and grandfathering design guidelines for properties with an existing master development agreement were posed by the board and answered by staff. Chair Christensen suggested adding an infrastructure analysis to the design guidelines to help cities identify impacts related to development (e.g., sewer, power, fiber, etc.). He also recommended including accommodations for pets, specifically dogs. Trustee Holbrook suggested refining the parking demand analysis.

### b. UTA Small Area Studies

Russ Fox, UTA Director of Planning, was joined by Eric Callison, UTA Manager - Service Planning. Staff outlined the objectives of the small area studies, which include evaluating performance of current transit service, verifying whether current service

plans adequately meet needs, developing recommendations, sharing information about the UTA Five-Year Service Plan, and obtaining input from the community. They then reviewed past, current, and future studies, including:

- Northwest Utah County Transit Study
- South Davis Small Area Study
- Falcon Hill Small Area Study
- West Bench Small Area Study
- Sandy/South Jordan Circulator
- Southwest Salt Lake County

Discussion ensued. A question on areas included in the West Bench Small Area Study was posed by the board and answered by staff. Chair Christensen requested an update on the small area studies as they are completed.

## **11. Other Business**

- a. Next Meeting: Wednesday, April 27th, 2022 at 9:00 a.m.

## **12. Adjourn**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and meeting adjourned at 12:03 p.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/747473.html> for entire content.

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

Approved Date: 04/27/2022

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Jeff Acerson

Acting Chair, Board of Trustees