



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, August 10, 2022

9:00 AM

FrontLines Headquarters

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 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

Carlton Christensen, UTA Board Chair, delivered a brief safety message.

4. Public Comment

No online public comment was received for the meeting. Two in-person comments were received; one from Mayor Dirk Burton of West Jordan, the other from council member Ellen Birrell, Cottonwood Heights. Mayor Burton expressed his appreciation for transit and UTA. He suggested marketing efforts could emphasize the social and productive experience of riding the train; one that allows you to spend time connecting with family and friends or working/completing school assignments.

Ms. Birrell reported she is working diligently in Cottonwood Heights to encourage transit and active transportation use within her community.

5. Consent

a. Approval of July 27, 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

- Personnel Decision
- APTA Commuter Rail CEO Workshop

Personnel Decision

Jay Fox, UTA Executive Director, announced Cheryl Beveridge as the new Chief Operating Officer. Ms. Beveridge had previously fulfilled this position in an interim capacity. Mr. Fox recognized Ms. Beveridge's leadership, commitment, and dedication to both customers, staff, and front-line employees. Ms. Beveridge's family, in addition to staff and senior leadership, were present at the meeting to support and congratulate Ms. Beveridge on her appointment.

APTA Commuter Rail CEO Workshop

Mr. Fox reported on the APTA Commuter Rail CEO workshop he recently attended in addition to discussions with other transit agencies across the country.

b. Financial Report - June 2022

Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, was joined by David Hancock, UTA Acting Director of Capital Development.

Mr. Armstrong presented the June 2022 financial report. He reviewed the financial operating dashboard and summarized operating revenue and expenses. Mr. Armstrong mentioned sales tax revenues for the month of May have dropped but revenues for 2022 are still above budget expectations. Passenger revenue for June is below budget which is partly due to adjustments, including paratransit fare revenue and matching funds. Mr. Armstrong expects these to even out over the course of the year.

Mr. Armstrong presented the June versus year-to-date budget actuals. He noted federal revenue shows a 41.2 percent monthly decrease but revenue estimates are 41.5 percent above budget for the year. This monthly variance is due to federal grants and stimulus funds received earlier than expected. The highest expenditure increase is fuel at 70.6% over budget for the month of June although the year-to-date fuel budget shows a 4.6% overage despite this year's fuel increases. Capitalized expenses are lagging due to catch up in addition to budget delays on capital projects.

Mr. Armstrong concluded his report by stating the budget is healthy and contingencies are in place for budget variances.

Questions concerning operating expenses and sales tax were posed by the Board and answered by Mr. Armstrong.

Capital Spending Budget - June 2022

David Hancock, UTA Acting Director of Capital Development, provided a progress report on the 2022 capital spending budget. Mr. Hancock noted expenditure to date is \$76.4 million which is 1% ahead of the of the planned \$75.3 million. Capital construction projects are 16 percent behind expenditure due to continual supply chain issues. Capital development projects are 21 percent below expenditure, due in part by late invoicing and differential costs.

Mr. Hancock reported on projects ahead of budget expenditure. These include infrastructure SGR, revenue and service vehicles, facilities - SGR, and safety and security projects. The Northern Utah County double track project, (Vineyard Station), is almost complete, ready for the grand opening this week.

Questions concerning contracts and the buses for the OGX project were posed by the board and answered by Mr. Hancock.

7. **Contracts, Disbursements and Grants**

a. **Contract: UTA-Tooele County Flex Route and On-Demand Microtransit Services Operating Agreement (Tooele County Health and Aging Services)**

Jaron Robertson, UTA Acting Planning Director, was joined by Ryan Taylor, UTA Special Services General Manager.

Mr. Robertson summarized details of the contract with Tooele County to provide Flex Route and On-Demand microtransit services. These services are outlined in the UTA Five-Year Service Plan and are scheduled to be implemented as part of the August 2022 Change Day.

Mr. Robertson requested board approval for a five-year agreement with Tooele County at a cost of \$9,105,434. The contract will run from August 2022 through December 2027.

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. **Change Order: Advertising Services Extension (Lamar Transit Advertising)**

Andrea Packer, UTA's Communications Director, outlined the agreement with Lamar Transit Advertising who provides advertising services to UTA. The seven-year contract was executed in 2013 and included up to three optional years. Two option years were executed in 2020 and 2021. Staff are requesting approval to exercise the third and final year of the contract from September 1, 2022, to August 31, 2023, at a minimum annual guarantee of \$2,322,000. After this time, the contract will be put out to bid under UTA's procurement process.

Questions concerning advertising trends and strategies were posed by the board and answered by Ms. Packer.

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.

c. **Change Order: FrontRunner Forward Environmental Services Master Task Ordering Agreement, Task Order No. 3 - Advanced Conceptual Design for American Fork, Lehi, Woods Cross, Clearfield Strategic Double Track Projects (Parametrix Consult, Inc.)**

Janelle Robertson, UTA Project Manager, presented a change order with Parametrix Consult, Inc. for advanced conceptual design services for double track projects in

American Fork, Lehi, Woods Cross, and Clearfield. This task order is part of the FrontRunner Forward Environmental Services Master Agreement.

Ms. Robertson requested approval of Task order No. 3 to allow Parametrix to prepare advanced designs to assist UTA and UDOT in completing the environmental assessment, cost estimates, and a Federal Grant request. The proposed change order is valued at \$1,519,521, increasing the total contract value to \$2,288,862.

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.

d. Change Order: Depot District Clean Fuels Technology Center Contract Change Order No. 28 - Phase 5 On Site Underground Power Conduits and Vaults (Big D Construction)

David Osborn, UTA Project Manager, presented a change order with Big D Construction to provide underground power conduit and vaults as part of the Depot District Clean Fuels Technology Center. Rocky Mountain Power requires UTA to install underground conduit and vaults so they can provide the necessary wiring, equipment, and power for the new facility. The proposed change order is valued at \$719,343, increasing the total contract value to \$74,056,450.

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 Agreement: Ski Bus Service Agreement Amendment 1 (Snowbird Ski Resort, LLC)

Kensy Kunkel, UTA Business Development and Sales Manager, referenced the Ski Bus service agreement with Snowbird Resort to provide transit service to employees and ski pass holders to Cottonwood Canyons during the winter and summer seasons.

Ms. Kunkel stated the agreement commenced on November 1, 2021, and ended on May 31, 2022. Both parties wish to extend the agreement through the summer season which will run from June 1, 2022, through October 31, 2022, with an additional contract amount of \$19,200 - \$24,500 (based on pass usage). UTA's revenue amount for the entirety of the contract, will increase to \$262,350 - \$267,650.

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

b. Fare Agreement: Special Event Tickets for Transit Contract (Craft Lake City)

This item was removed from the agenda.

9. Discussion Items

a. Mixed Bus Fleet Composition Strategy

Kyle Stockley, UTA Rail Infrastructure Project Manager, was joined by Hal Johnson, UTA Project Research and Development Manager, and Jordan Eves, UTA Business and Quality Analyst Supervisor to present the Mixed Fleet Composition Strategy.

Mr. Stockley summarized the key components of the proposed strategy as follows:

- 20-year plan
- 50% alternative fuels by 2042
- 38% Battery Electric, 14% CNG and 48% Clean Diesel
- Plan Complies with FTA's Zero Emission Transition Plan
- Review plan every 3 years
- Collaboration with UTA executives, leadership, regional and maintenance managers

Mr. Stockley covered several other topics including a summary of the team members, areas of analysis, data driven strategy, projected agency change, (how the fleet would be changed out), projected change by garage, and training needs.

Jordan Eves, UTA Business and Quality Analyst Supervisor, provided estimated project costs between 2021 - 2042 including implementation costs by propulsion type, (Electric, Clean Diesel, and CNG), and vehicle replacement cost per year.

Questions regarding acquisition costs, the rationale of 50% fleet replacement, comparisons between the alternative fuels, efficiency, powering of the fuels, maintenance, and training, were posed by the board and answered by staff.

Hal Johnson, UTA Project Research and Development Manager, discussed Hydrogen fuel. He explained how Hydrogen Drive works and the efficiency rates in comparison to using eco-friendly energy. He provided a fuel cell bus architecture visual and comparison between buses and fuel cell systems based on cost and mileage output.

Mr. Johnson shared some of the barriers in implementing a Hydrogen option. He noted it's a new energy source that UTA should consider, but further monitoring and evaluation is required as new hydrogen sources and opportunities are being introduced into the market.

Mr. Johnson made mention of a Transportation Electrification Forum he will be attending next month where various stakeholders will discuss their efforts to electrify transportation and create better air quality. It will include groups such as UTA, Rocky Mountain Power, academic researchers, FHWA, UDOT, WFRC, Envision Utah, CALSTART, CTE, government officials, and the public.

b. Adopt-A-Stop Program Update

Megan Waters, UTA Community Engagement Director, provided a brief update on UTA's Adopt-A-Stop program which allows businesses, 501C3 agencies, and government organizations, to adopt a local bus stop and provide stewardship of the stop. The stop must be located within a half mile radius of the adopter who is also

responsible for basic maintenance of the stop such as removal of litter and snow. Artwork can be incorporated for the stop which must meet UTA-approved criteria and guidelines.

Ms. Waters said this program has been fairly successful since its launch last year with three partners taking ownership of stops. UTA plans to expand its outreach to attract additional partners in providing this valuable resource to the community.

A question concerning guidelines for artwork was posed by the board and answered by Ms. Waters.

10. Other Business

- a. Next Meeting: Wednesday, August 24th, 2022 at 9:00 a.m.

11. Closed Session

a. Strategy Session to Discuss Collective Bargaining

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 10:49 a.m.

The meeting reconvened in closed session at 10:55 a.m.

At 11:16 a.m. Trustee Holbrook made a motion to return to open session and Trustee Acerson seconded the motion. The motion carried unanimously.

12. Open Session

The meeting returned to open session at 11:20 a.m. Chair Christensen noted Trustee Holbrook was excused from the meeting following the closed session, due to a commitment.

13. 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 11:21 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/773485.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