



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Final

669 West 200 South
Salt Lake City, UT 84101

Wednesday, November 12, 2025

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Jeff Acerson
Trustee Beth Holbrook

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 9:01 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Katie Morrison, UTA Strategic Communications Manager, delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

No in person or virtual comment was given.

Online Comment

No online comment was received.

5. Consent

- a. **Approval of October 22, 2025, Board Meeting Minutes**
- b. **Approval of October 30, 2025, 2026 Budget Public Hearing Meeting Minutes**
- c. **Quarterly Disbursement Report - Non-Inventory Vendors - Q3 2025**
- d. **Quarterly Disbursement Report - Vehicle Parts Inventory Vendors - YTD Q3 2025**
- e. **International Travel to Milan and Cortina - SLC-UT2034 Observer Program**
- f. **Disbursement: Employee Appreciation Holiday Gift**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to approve the

consent agenda. The motion carried by a unanimous vote.

6. Oath of Office, Part I

This item was deferred to a time later in the meeting.

7. Reports, Part I

a. Executive Director Report

- **UTA Recognition - Utah Transportation Conference and Transportation Demand Management Awards**
- **Executive Director Team Award - Light Rail Vehicle Procurement Team**

UTA Recognition - Utah Transportation Conference and Transportation Demand Management Awards

Jay Fox, UTA Executive Director, reported that UTA was recently honored at the Utah Transportation Conference with the following awards:

- Connecting Communities Through Transportation - South Jordan Downtown TRAX Station
- Utah Transportation Safety Award - Examining Rail Health
- Keeping Utah Moving Through Better Mobility Award - UTA Vanpool

He also mentioned the agency received the Transportation Demand Management (TDM) Excellence Award from the Association for Commuter Transportation (ACT).

Beth Holbrook, UTA Trustee, joined the meeting virtually at 9:13 a.m.

Executive Director Team Award - Light Rail Vehicle Procurement Team

Jay Fox was joined by Kyle Stockley, UTA Director of Capital Vehicles.

Stockley recognized the light rail vehicle team for their efforts in procuring new vehicles.

Discussion ensued on the work that was done to define the vehicle specifications.

b. Strategic Plan Minute: Generating Critical Economic Return - TRAX Forward

Jay Fox highlighted collaborative efforts among staff to advance the TRAX Forward Plan, which outlines UTA's vision for the future of the TRAX system.

Beth Holbrook joined the meeting in person at 9:25 a.m.

6. Oath of Office, Part II

a. Oath of Office: Member of the Board of Trustees of the Authority - Beth Holbrook

The oath of office was administered to Beth Holbrook.

7. Reports, Part II**c. Financial Report - September 2025**

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Actual versus forecast spend year-to-date on capital expenses
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Discussion ensued. Questions on administrative FTE vacancy rates and capital budget spenddown were posed by the board and answered by staff. Chair Christensen requested information on revenue by mode.

d. Investment Report - Third Quarter 2025

Brian Reeves, UTA Associate Chief Financial Officer, summarized the general economic outlook and then reviewed U.S. Treasury yield trends and UTA investment yields. Overall, portfolio returns for the third quarter of 2025 averaged 4.22% annualized.

Discussion ensued. Questions on economic trends were posed by the board and answered by Reeves.

e. Discretionary Grants Report

Tracy Young, UTA Grants Director, reported on proposed grant applications, grants awaiting selection, and discretionary grants/appropriations selected. As part of her report, Young highlighted the innovative finance and asset concession grant program and will to provide further information during December's report as more details are received.

8. Resolutions**a. R2025-11-01 - Resolution Giving Notice and Setting Regular Meeting Dates for the Authority's Board of Trustees and Audit Committee for Calendar Year 2026**

Chair Christensen summarized the resolution, which gives notice and sets regular meeting dates for the UTA Board of Trustees and the UTA Audit Committee for the calendar year 2026.

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 Acerson, and Trustee Holbrook

b. R2025-11-02 - Resolution Approving the Authority's 2026 Eco Pass Contracts Including the Eco Pass Fare Structure

Brian Reeves was joined by Monica Howe, UTA Fares Director.

Howe summarized the resolution, which approves the agency's 2026 Eco Pass contracts, including the Eco Pass fare structure. She provided background on the Eco Pass program and discussed pass contract pricing and pass program revenue.

Discussion ensued. A question on the Eco Pass marketing strategies was posed by the board and answered by Howe. Howe committed to provide the board information on the number of Eco Passes distributed and the associated utilization.

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 Acerson, and Trustee Holbrook

c. R2025-11-03 - Resolution Authorizing Execution of an Interlocal Agreement with Box Elder County and Willard City Corporation for the Historic Orchard Pathway Corridor

David Osborn, UTA Acting Director of Capital Design & Construction, was joined by Ethan Ray, UTA Project Manager II.

Osborn summarized the resolution, which authorizes the execution of an interlocal agreement with Box Elder County and Willard City Corporation for use of a portion of UTA-owned rail corridor for the Historic Orchard Pathway (HOP).

Discussion ensued. Questions on maintenance responsibilities were posed by the board and answered by staff.

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 Acerson, and Trustee Holbrook

9. Budget and Other Approvals

a. TBA2025-11-01 - Technical Budget Adjustment - 2025 Capital Program

Viola Miller was joined by Daniel Hofer, UTA Director of Capital Programming &

Support.

Hofer outlined the 2025 capital program technical budget adjustment, which reallocates \$2.4 million in the existing capital budget, including \$1.012 million in non-UTA contingency funds, to aid in project delivery. The technical budget adjustment does not increase budget authority, change funding sources, or affect UTA's fund balance.

Discussion ensued. Questions on bus replacement targets, bus stop improvements and easements, and grade crossing replacements 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.

10. **Contracts, Disbursements and Grants**

a. **Change Order: Janitorial Services for all UTA Office and Maintenance Facilities Change Order 4 - Exercising First Option Year and Adding Tooele Location (Merchants Building Maintenance)**

Kevin Anderson, UTA Director of Maintenance Support, requested the board approve a \$1,155,746 change order to the contract with Merchants Building Maintenance to 1) exercise the first option year of the contract and 2) add the new Tooele bus facility for contracted services. The total contract value, including the change order, is \$4,449,314.

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.

b. **Change Order: Laserfiche Software Maintenance: Modification 5 - License Extension (Cities Digital, Inc.)**

Kyle Brimley, UTA IT Director, requested the board approve a \$344,617.23 change order to the contract with Cities Digital, Inc. for Laserfiche enterprise software. The total contract value, including the change order, is \$847,143.47.

Discussion ensued. A question on the contract term was posed by the board and answered by Brimley.

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

c. **Change Order: On-Call Infrastructure Maintenance Contract: Task Order #25-046 - Utah and Salt Lake County Bus Stop Package 1 (Stacy and Witbeck, Inc.)**

David Osborn requested the board approve a \$655,493 change order to the on-call contract with Stacy and Witbeck, Inc. for the construction of 29 bus stops in Utah and Salt Lake counties. The total contract value, including the change order, is \$27,455,932.64.

Discussion ensued. A question on the contractor selection was posed by the board and answered by Osborn.

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. Pre-Procurements

- **Transit Signal Priority (TSP) Corridor Study**
- **Compressed Natural Gas (CNG) Fueling Building Expansion**
- **Purchasing-card Program Administration**

Todd Mills, UTA Director of Supply Chain, was joined by Hal Johnson, UTA Director of Innovative Mobility Solutions, and Ethan Ray.

Mills indicated the agency intends to procure the goods and services outlined on the meeting agenda.

Discussion ensued. Questions on coordination with the Utah Department of Transportation (UDOT) on TSP work, the nature of the CNG fueling building contract, and purchase card program changes were posed by the board and answered by staff.

11. Service and Fare Approvals

a. Fare Agreement: 2025/26 Ski Bus Pass Agreement (Alta Ski Area)

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Alta Ski Area. The contract has an estimated revenue value of \$90,000.

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

b. Fare Agreement: 2025/26 Ski Bus Pass Agreement (Snowbird Resort)

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Snowbird Resort. The contract has an estimated revenue value of \$195,000.

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

c. Fare Agreement: 2025/26 Ski Bus Pass Agreement (Sundance Ski Resort)

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with Sundance Ski Resort. The contract has an estimated revenue value of \$25,000.

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

d. Fare Agreement: 2025/26 Ski Bus Pass Agreement (SMHG Management LLC/Powder Mountain)

Monica Howe requested the board approve a 2025-2026 ski bus pass agreement with SMHG Management LLC/Powder Mountain. The contract has an estimated revenue value of \$95,000.

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

e. Fare Agreement: Salt Lake Ski Super Pass - Amendment 4 - Term Extension (Visit Salt Lake)

Monica Howe requested the board approve Amendment 4 to the agreement with Visit Salt Lake to make the Salt Lake Ski Super Pass available for the 2025-2026 ski season. The amendment has estimated revenue value of \$7,000. The total contract, including Amendment 4, has an estimated revenue value of \$45,096.

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

Chair Christensen called for a recess at 10:35 a.m.

The meeting reconvened at 10:41 a.m.

12. Discussion Items

a. 2026-2030 Five-Year Capital Plan and 2026 Capital Budget - Proposed Revisions

Viola Miller was joined by Jared Scarbrough, UTA Acting Chief Capital Services Officer, and Daniel Hofer.

Staff outlined proposed revisions to the 2026 capital budget and 2026-2030 Five-Year Capital Plan and reviewed budget impacts and funding sources.

Discussion ensued. Questions on the escalators replacement at North Temple Station were posed by the board and answered by staff.

b. 2026 Customer Experience Wayfinding and Bus Stop Improvement Plans

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Jaron Robertson, UTA Director of Planning.

Staff reported on 2025 accomplishments and highlighted the following 2026 efforts:

- Change Day plans
- State of good repair and major events
- Bus stop signage improvements
- Capital wayfinding improvements

Discussion ensued. Questions on barriers to updating signage all at once, bus stop

improvement selection criteria, the possibility of showing a route map a QR code on bus stop signage, coordination with municipalities on bus stop upgrades, and accessibility considerations were posed by the board and answered by staff.

13. Other Business

- a. Next Meeting: Wednesday, December 3, 2025 at 9:00 a.m.

14. Closed Session

- a. **Strategy Session to Discuss Topics as Defined in Utah Code 52-4-205 (1):**
 - **The character, professional competence, or physical or mental health of an individual**
 - **Pending or reasonably imminent litigation**

Chair Christensen indicated there were matters to be discussed in closed session related to the character, professional competence, or physical or mental health of an individual and pending or reasonably imminent litigation. A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote.

Closed session convened at 11:19 a.m.

15. Open Session

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to return to open session. The motion carried by a unanimous vote and the meeting reconvened in open session at 12:30 p.m.

Trustee Holbrook left the meeting immediately following the conclusion of closed session.

16. 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 12:30 p.m.

Transcribed by Cathie Griffiths
Board Administration Manager
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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/1035981.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at <https://rideuta.granicus.com/player/clip/416>.

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

Approved Date: December 3, 2025

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Carlton J. Christensen
Chair, Board of Trustees