



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, April 27, 2022**

**9:00 AM**

**FrontLines Headquarters**

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

(Note: Carlton Christensen joined the meeting electronically.)

Also attending were UTA staff and interested community members.

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

Acting Chair Jeff Acerson welcomed attendees and called the meeting to order at 9:21 a.m. The meeting start time was delayed due to a series of technical issues.

#### **2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

#### **3. Safety First Minute**

Alisha Garrett, Chief Enterprise Strategy Officer, delivered a brief safety message.

#### **4. Public Comment**

Public comment was given by Claudia Johnson. Ms. Johnson feels attending board meetings is educational and appreciates the public report on Free Fare February given at the April 13, 2022 UTA board meeting. She suggested UTA share positive information reported in board meetings more broadly. She specifically spoke about recognizing the local governments, partner agencies, and community partners for their contributions to Free Fare February via ads in the local newspapers.

Jay Fox, UTA Executive Director, and the trustees committed to stronger, more proactive communications efforts moving forward.

(Note: no online public comment was received for the meeting.)

#### **5. Consent**

a. **Approval of April 13, 2022 Board Meeting Minutes**

**b. Audit Committee Charter Approval**

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

**6. Reports****a. Executive Director's Report**

- **Employee Commendation - Penny Ann Murch**
- **Employee Commendation - Wade Brazleton**

**Employee Commendation - Penny Ann Murch**

Jay Fox, UTA Executive Director, was joined by Cheryl Beveridge, UTA Acting Chief Operating Officer. Ms. Beveridge recognized Penny Ann Murch, UTA TRAX Operator, who observed a juvenile male with special needs on her train traveling alone. She reported it to UTA dispatch, and the police got involved. Later it was learned the teen had run away from his group home and the persons responsible for his wellbeing were looking for him. Ms. Murch kept the young man with her until he could be safely returned.

**Employee Commendation - Wade Brazleton**

Mr. Fox was joined by Ms. Beveridge; Grace Torres, UTA Operations Supervisor; Debbie Skeen, UTA Manager of Service Delivery; and Dalin Taylor, UTA Acting Police Chief. Ms. Torres recognized Wade Brazleton, UTA Operator, who was operating a bus when he noticed a child walking by himself in a field. Mr. Brazleton stopped, reported the incident, and kept the child safe until he could be returned to his mother.

Acting Chief Taylor presented Mr. Brazleton with a challenge coin.

**Womens Transportation Seminar (WTS) Woman of the Year**

Mr. Fox mentioned Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was honored as the WTS Woman of the Year.

**b. Investment Report - First Quarter 2022**

Emily Diaz, UTA Revenue Services Manager & Assistant Treasurer, provided the first quarter 2022 investment report. She noted overall yields are trending upward. For the quarter, UTA's investment account yields were as follows:

- Chandler Asset Management - UTA: 0.89%
- Chandler Asset Management - Self-Insurance: 0.44%
- Chandler Asset Management - Catastrophic Loss: 0.43%
- Zions Bank: 0.20%
- Public Transportation Investment Fund (PTIF): 0.53%

Discussion ensued. Questions on increasing interest rates, UTA's transition to Chandler Asset Management, and Chandler Asset Management's transit experience were posed by the board and answered by Ms. Diaz.

**7. Resolutions****a. R2022-04-01 - Resolution Granting General Expenditure and Disbursement Authority to Non-Inventory Vendors**

Bill Greene, UTA Chief Financial Officer, was joined by Todd Mills, UTA Director of Supply Chain. Mr. Greene summarized the resolution, which pre-approves disbursements to vendors related to payroll, utilities, bond principal and interest, lease principal and interest, and purchase card (p-card) purchases, as well as disbursements over \$200,000 to vendors if the associated contract was previously approved by the board. (A list of approved vendors and estimated disbursement totals was included in the meeting packet.)

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. R2022-04-02 - Resolution Granting General Expenditure and Disbursement Authority for Specific Part Inventory and Uniform Vendors**

Mr. Greene was joined by Mr. Mills. Mr. Greene described the resolution, which pre-approves disbursements to vendors related to inventory purchases, as well as disbursements over \$200,000 to vendors if the associated contract was previously approved by the board. (A list of approved vendors and estimated disbursement totals was included in the meeting packet.)

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

**8. Contracts, Disbursements and Grants****a. Contract: On-Call Material Testing Services (CMT Engineering Laboratories)**

Jared Scarbrough, UTA Acting Director of Capital Construction, was joined by Dane Cooley, UTA Manager of Quality & Construction Oversight. Mr. Cooley requested the board approve a five-year contract with CMT Engineering Laboratories for construction materials testing. The contract has a not-to-exceed value of \$100,000 annually and a not-to-exceed value of \$500,000 overall.

Discussion ensued. A question on work previously done with CMT Engineering Laboratories was posed by the board and answered by staff.

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

**b. Contract: Cutaway Bus Purchase (Lewis Bus Group)**

Mr. Scarbrough was joined by Jesse Rogers, UTA Vehicle Procurement & Commissioning Administrator - Bus. Mr. Rogers asked the board to approve a five-year contract in the amount of \$4,819,000 for 40 cutaway vehicles for UTA's paratransit and flex route services, including 5 vehicles for 5310 program subrecipients. The contract includes options to purchase up to 167 additional vehicles.

Discussion ensued. A question on delivery timeline was posed by the board and answered by staff.

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 (AECOM Technical Services, Inc.)**

Hal Johnson, UTA Manager - Project Research & Development, requested the board approve a five-year contract with AECOM Technical Services, Inc. (AECOM) for architectural services related to the UTA Facilities Strategic Plan. The AECOM contract will be a master task ordering agreement 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. Once the contract is approved, AECOM will become part of a pool of contractors providing similar facilities-related architectural consulting services.

Discussion ensued. Questions on the practice of creating vendor pools, number of consultant firms in the pool, and need for an Ogden business unit expansion were posed by the board and answered by Mr. Johnson. Trustee Holbrook requested updates on the facilities improvements, including timelines for completion, at future meetings.

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

**d. Contract: Code Vulnerability Management Software (Talrace)**

Kyle Brimley, UTA IT Director, asked the board to approve a contract with Talrace for code vulnerability management. The contract has a base term of three years with two one-year options. The provisions of the contract include a not-to-exceed limit of \$146,000 annually and a not-to-exceed limit of \$720,900 overall.

Discussion ensued. Questions on UTA's system security efforts and vendor qualifications were posed by the board and answered by Mr. Brimley.

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

**e. Contract: Life and Disability Insurance Services - Administrative and Bargaining Unit Employees (Lincoln Financial Group)**

This item was deferred to a future meeting.

f. **Contract: Dental Insurance Services - Administrative and Bargaining Unit Employees (EMI Health)**

This item was deferred to a future meeting.

g. **Contract: Medical Insurance Services - Administrative Employees (SelectHealth)**

Ms. Green-Barton requested the board approve a contract with SelectHealth for medical insurance services for administrative employees. The contract has a base term of five years with five one-year options. The base term of the contract has a not-to-exceed value of \$55,000,000. Staff will seek additional board approval of any option years beyond the initial five-year base contract.

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

h. **Contract: Medical Insurance Services - Bargaining Unit Employees (SelectHealth)**

Ms. Green-Barton requested the board approve a contract with SelectHealth for medical insurance services for bargaining unit employees. The contract has a base term of five years with five one-year options. The base term of the contract has a not-to-exceed value of \$100,000,000. Staff will seek additional board approval of any option years beyond the initial five-year base contract.

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

i. **Contract: Medical Insurance Services - Administrative Employees (Public Employers Health Plan)**

Ms. Green-Barton requested the board approve a contract with Public Employers Health Plan for medical insurance services for administrative employees. The contract has a base term of five years with five one-year options. The base term of the contract has a not-to-exceed value of \$40,000,000. Staff will seek additional board approval of any option years beyond the initial five-year base contract.

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

j. **Contract: Medical Insurance Services - Bargaining Unit Employees (Public Employers Health Plan)**

Ms. Green-Barton requested the board approve a contract with Public Employers Health Plan for medical insurance services for bargaining unit employees. The contract has a base term of five years with five one-year options. The base term of the contract has a not-to-exceed value of \$50,000,000. Staff will seek additional board approval of any option years beyond the initial five-year base contract.

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

k. **Change Order: Traction Power Sub Station (TPSS) Rehabilitation Change Order #004 - Additional DC Breakers (C3M Power Systems)**

Mr. Scarbrough asked the board to approve a change order for additional DC breakers associated with the traction power substation rehabilitation contract with C3M Power Systems. The change order has a value of \$2,694,731. The total contract value, including the change order, is \$40,854,823.

Discussion ensued. Questions on the redundancy created by adding additional DC breakers, estimated cost of adding this functionality systemwide, and inclusion of this feature in future extensions were posed by the board and answered by Mr. Scarbrough.

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.

l. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-55 - Garfield Tie and Ballast Replacement (Stacy and Witbeck, Inc)**

Mr. Scarbrough asked the board to approve a change order to the on-call infrastructure maintenance contract with Stacy and Witbeck, Inc. for tie and ballast replacement on the Garfield line. The change order has a value of \$249,816. The total contract value, including the change order, is \$17,597,147.

Discussion ensued. A question on the type of railroad ties being installed was posed by the board and answered by Mr. Scarbrough.

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.

9. **Budget and Other Approvals**

a. **TBA2022-04-01 - Technical Budget Adjustment for Capital Budget and 2021 Carryover Report**

Bill Greene, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Hofer explained the technical budget adjustment for the capital budget, which recognizes a net of \$245,688 in 2021 carryforward budget authority, transfers \$2,130,000 in funds from the capital contingency to address identified budget shortfalls in existing capital projects, corrects a \$350,000 budget overstatement associated with the initial 2021 capital project carryforward, and consolidates a 2021 carryforward request with a duplicate project in the 2022 capital budget.

Discussion ensued. Questions on the causes of the 2021 budget overruns, impact on other projects of absorbing the overruns, light rail seat replacement timeline, number of simulators being purchased for light rail, effects of supply chain shortages, Tooele facility completion, and reference to "net result of 0" on the presentation slides were

posed by the board and answered by staff.

A motion was made by Chair Christensen, and seconded by Trustee Holbrook, that this technical capital budget adjustment be approved. The motion carried by a unanimous vote.

## **10. Discussion Items**

### **a. UTA On Demand Service**

Jaron Robertson, UTA Director of Innovative Mobility Solutions, reported on UTA On Demand service in south Salt Lake County and west Salt Lake City. He reviewed metrics related to ridership, which is trending upward overall in both areas. He mentioned challenges with making paratransit connections using the On Demand service, and said the agency is sponsoring a pilot program in the south Salt Lake County area in which UTA Special Services will assume responsibility for paratransit connections. Mr. Robertson went on to discuss marketing and communications efforts, as well as program successes and challenges. He then described the planned On Demand expansions in Tooele and south Davis counties.

Discussion ensued. Questions on app scheduling options, trip patterns that would indicate a fixed route would be more efficient, marketing efforts, bilingual marketing, and possibility of extending the Salt Lake City west side service into the downtown area were posed by the board and answered by staff.

### **b. Transportation Network Company Partnerships with Lyft and Uber**

Mr. Robertson was joined by Cindy Medford, UTA Manager of Customer Service. Mr. Robertson explained the advantages associated with building public-private partnerships with transportation network companies (TNCs), such as Uber and Lyft. Mr. Robertson and Ms. Medford then outlined two phases of ReConnect, which is a pilot program to explore opportunities with TNC providers to offer transportation to UTA customers who become stranded due to operational disruptions. Mr. Robertson concluded by listing potential opportunities to utilize TNC services.

Discussion ensued. Questions on the 30-minute parameter in the pilot program, service area for the pilot program, evaluation of areas where using TNCs may be more cost effective, and cost control measures were posed by the board and answered by staff.

## **11. Other Business**

- a. Next Meeting: Wednesday, May 11th, 2022 at 9:00 a.m.

## **12. Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, the meeting be adjourned. The motion carried by a unanimous vote and the meeting adjourned at 11: 26 a.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/750743.html> 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