



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, March 12, 2025

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 9:07 a.m.

(Note: The meeting start time was delayed due to technical issues.)

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Patrick Preusser, UTA Chief Operating Officer, delivered a brief safety message.

4. Public Comment

(To view public comment in its entirety, see the meeting video located at <https://rideuta.granicus.com/player/clip/354>.)

In Person/Virtual Comment

There were no in person comments received.

Virtual comment was given by Alisa Van Langeveld, Councilmember in North Salt Lake.

Councilmember Van Langveld expressed opposition to route 417, which she said does not serve residents of North Salt Lake. She said residents would prefer a direct connection to downtown Salt Lake City.

Online Comment

No online comment was received.

5. Consent**a. Approval of February 26, 2025, Board Meeting Minutes**

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

6. Reports**a. Legislative Session Review**

Adam Gardiner, Principal with ASG Consulting, Inc., summarized legislation passed during the 2025 legislative session that will have implications for UTA, including:

- Senate Bill 195 Transportation Amendments (Harper)
- House Bill 502 Transportation and Infrastructure Funding Amendments (Teuscher)
- Senate Bill 26 Housing and Transit Reinvestment Zone Amendments (Harper)
- Senate Bill 174 Transit and Transportation Governance Amendments (Harper)

Gardiner also mentioned Senate Bill 23 First Home Investment Zone Amendments (Harper) which will involve home zoning for first-time buyers, Senate Bill 96 Advanced Air Mobility Amendments (Harper), which has a transportation nexus, and House Bill 454 Local Government Fees Modifications (Peterson), which failed to pass.

b. Executive Director Report

- **Continuous Improvement Excellence Award - Vanpool**
- **Emergency Approval of Equipment Contract by Executive Director**

Continuous Improvement Excellence Award-Vanpool

Jay Fox, UTA Executive Director, was joined by Richard Murray, UTA Director of Organizational Excellence, and Michael Goldman, UTA Special Services Program Manager.

Murray presented the Vanpool team with the Continuous Improvement Excellence Award for implementing a variety of processes to streamline their work.

Discussion ensued. A question on the wait time to utilize Vanpool services was posed by the board and answered by staff.

Emergency Approval of Equipment Contract by Executive Director

Jay Fox reported a pipe burst and caused flooding at the Meadowbrook 3 facility on January 31, 2025. The repairs required the replacement of damaged equipment, including the replacement of a technology item that exceeds the \$200,000 board approval threshold. Fox issued an emergency approval for the replacement and staff will bring a procurement contract to the board for ratification in the future.

c. Strategic Plan Minute: Achieving Organizational Excellence through Strategy Deployment

Jay Fox was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer.

Fox highlighted strategy deployment efforts, which showed a 31% increase in 2025, as measured by the creation of one-page plans tied to UTA's strategic objectives at the executive, director, manager, and supervisor levels.

Discussion ensued during which the board recommended making the one-page plans accessible to the public.

d. Financial Report - January 2025

Brian Reeves, UTA Associate Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Todd Mills, UTA Director of Supply Chain.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Capital year-to-date spending
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Discussion ensued. Questions on the potential impact of sales tax projections on the operating budget, diesel fuel projections, status of 2024 federal revenue collections, utility costs, supply chain concerns and cost control measures, and year-end impacts on accounts payable were posed by the board and answered by staff.

7. Contracts, Disbursements and Grants

a. Contract: Operator Uniforms (Skaggs Companies, Inc.)

Patrick Preusser was joined by Andres Colman, UTA Regional General Manager - Salt Lake Business Unit, and Kayleigh Hammerschmid, UTA Assistant Manager of Service Delivery.

Hammerschmid requested the board approve a contract with Skaggs Companies, Inc. for operator uniforms. The contract has a base term of two years with three additional option years and a total not-to-exceed value of \$1,950,000 for the five-year contract period.

Discussion ensued. Questions on uniform allowances, contract cost allocations, vendor selection, and operator sentiments regarding uniform budget allocations were 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: Jordan River Rail Service Center - Truck Shop Wheel Press (MAE-Eitel, Inc.)

Kyle Stockley, UTA Manager of Capital Vehicles, requested the board approve a \$946,761.48 contract with MAE-Eitel, Inc. for the design, build, and commission of a new wheel press at the Jordan River Rail Service Center.

Discussion ensued. Questions on the useful lifespan of the wheel press and number of wheel presses owned by UTA were posed by the board and answered by Stockley.

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. Pre-Procurements

- Light Rail Vehicle 1122 Accident Repair

Todd Mills, UTA Director of Supply Chain, was joined by Ryan Gardner, UTA Fleet Engineering Supervisor.

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

Discussion ensued. Questions on the sole source procurement, pricing, and repair timeline were posed by the board and answered by staff.

8. Discussion Items

a. 2024 Continuous Improvement Team Highlights

Alisha Garrett was joined by Richard Murray.

Garrett highlighted the Continuous Improvement (CI) team, as well as its structure, demographics, goals, and value. She shared the CI net promoter score (60) and discussed team initiatives, and projects.

Discussion ensued. Questions on Continuous Improvement program objectives and participation were posed by the board and answered by staff.

9. Other Business

- a. Next Meeting: Wednesday, March 26th, 2025 at 9:00 a.m.

10. Closed Session

- a. **Strategy Session to Discuss:**
 - **The Purchase, Exchange, or Lease of Real Property or to Discuss a Proposed Development Agreement, Project Proposal, or Financing Proposal in Accordance with Utah Code 52-4-205(1)(d)**
 - **The Sale of Real Property in Accordance with Utah Code 52-4-205(1)(e)**

Chair Christensen indicated there were matters to be discussed in closed session related to the 1) the purchase, exchange, or lease of real property or to discuss a proposed development agreement, project proposal, or financing proposal and 2) the sale of real property. A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:27 a.m.

The meeting reconvened in closed session at 10:34 a.m.

11. Open Session

Chair Christensen reconvened the meeting in open session at 11:19 a.m. and noted that Trustee Holbrook left the meeting at the conclusion of closed session.

12. Adjourn

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a majority vote and the meeting adjourned at 11:19 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 or audio located at <https://www.utah.gov/pm/sitemap/notice/978923.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/354?view_id=1&redirect=true.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees