



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

---

**Wednesday, April 28, 2021**

**9:00 AM**

**Frontlines Headquarters**

---

This meeting was held remotely via phone or video conference and broadcast live for the public via the link and instructions on the UTA Board Meetings page <https://rideuta.com/Board-of-Trustees/Meetings>

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

Also participating were UTA staff and interested community members.

**1. Call to Order & Opening Remarks**

Chair Christensen welcomed attendees and called the meeting to order at 9:00 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination statement into the record as required by statute. The complete electronic board meeting determination statement is included as Appendix A to these minutes.

**2. Safety First Minute**

Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

**3. Public Comment**

Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. All online public comment received was distributed to the board for review in advance of the meeting and is attached as Appendix B to these minutes.

**4. Consent**

**a. Approval of April 14, 2021 Board Meeting Minutes**

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

**5. Reports****a. Agency Report****- First Quarter Ridership**

Carolyn Gonot, UTA Executive Director, was joined by Eddy Cumins, UTA Chief Operating Officer, and Bruce Cardon, UTA Commuter Rail General Manager. Mr. Cumins delivered a report on first quarter ridership. Overall, ridership is down 50.01% due to the COVID-19 pandemic but is beginning to trend upward. Mr. Cumins mentioned a ridership recovery task force team has been established within the agency to focus on increasing the number of people using the system. Mr. Cardon spoke about improvements in FrontRunner reliability.

**- Midvalley Connector**

Ms. Gonot mentioned UTA received pre-award authority from the Federal Transit Administration for a Small Starts grant for work on the Midvalley bus rapid transit line. She clarified that the pre-award authority does not mean the agency will be receiving a grant. Rather, it allows the agency to apply qualifying charges for work performed on the project to the grant, should one be awarded.

Discussion ensued. Questions on commuter rail ridership, reliability, and state of good repair planning were posed by the board and answered by staff.

**b. Investment Report - First Quarter 2021**

Bill Greene, UTA Chief Financial Officer, was joined by Emily Diaz, UTA Financial Services Administrator. Ms. Diaz reviewed the agency's investment performance and provided benchmark comparisons for the first quarter of 2021. As of March 31, the benchmark return (based on the three-month T-bill or federal funds rate) was 0.070%. Investment returns on the PTIF (0.425%) and Zions Capital Advisors (0.793%) accounts exceeded the benchmark return, while investment returns on the Zions Bank account (0.030%) were below the benchmark percentage.

Discussion ensued. A question on the potential for reallocating the PTIF funds was posed by the board and answered by staff.

**6. Contracts, Disbursements and Grants****a. Contract: Disadvantaged Business Enterprise Program Management Software (eComply Solutions LLC)**

Andrew Gray, UTA Civil Rights Compliance Officer - Title VI and Disadvantaged Business Enterprise, was joined by Alisia Wixom, UTA IT Project Manager. Mr. Gray requested the board approve a five-year, sole source contract in the amount of \$248,353.72 with eComply Solutions, LLC for software to assist in the management of UTA's disadvantaged business enterprise (DBE) program.

Discussion ensued. Questions on the process of signing on as a DBE and advantages of the software were 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: Meadowbrook Expansion Construction (Big-D)**

Mary DeLoretto, UTA Chief Service Development Officer, was joined by Andrea Pullos, UTA Project Manager III. Ms. DeLoretto asked the board to authorize a \$3,145,914 contract with Big-D for the construction of seven additional bays adjacent to Building 3 of the Meadowbrook complex. The contract includes all building and grounds adjustments necessary to accommodate the expansion. It was noted that an Advance Work Agreement in the amount of \$199,963 was signed on April 12, 2021 to allow the contractor to begin soil investigation and order long lead items. The total project cost, including the Advance Work Agreement, is \$3,345,877.

Discussion ensued. Questions on the contract approval process (specifically referring to costs related to the Advance Work Agreement) and timeline for completion 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.

**c. Change Order: Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) Contract Extension (Talrace LLC)**

Dan Harmuth, UTA IT Director, was joined by Ms. Wixom. Mr. Harmuth requested the board approve a change order in the amount of \$165,000 to the contract with Talrace LLC for work on UTA's CAD/AVL system. The total contract, including the change order, is \$447,480.

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.

d. **Change Order: On-Call Infrastructure Maintenance Contract - Task Order #14 - 1300 West Mid Jordan TRAX Line Embedded Grade Crossing Replacement (Stacy and Witbeck Inc.)**

Ms. DeLoretto was joined by David Hancock, UTA Director of Capital Construction. Ms. DeLoretto asked the board to approve a \$234,334 change order to the on-call infrastructure maintenance contract with Stacy and Witbeck, Inc. for replacement of the embedded grade crossing at 1300 West on the Mid-Jordan TRAX line. The total contract, including the change order, is \$3,081,370.

Discussion ensued. A question on the alignment selection for state of good repair projects was 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.

e. **Change Order: On-Call Infrastructure Maintenance Contract - Task Order #15 - 2700 West Mid Jordan TRAX Line Embedded Grade Crossing Replacement (Stacy and Witbeck Inc.)**

Ms. DeLoretto was joined by Mr. Hancock. Ms. DeLoretto requested the board approve a \$298,229 change order to the on-call infrastructure maintenance contract with Stacy and Witbeck, Inc. for replacement of the embedded grade crossing at 2700 West on the Mid-Jordan TRAX line. The total contract, including the change order, is \$3,379,599.

Discussion ensued. Questions on the timing of replacements (i.e., whether the Red Line replacements are being done concurrently) and materials availability were posed by the board and answered by staff.

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.

f. **Pre-Procurement**

- **Leadership Development Training**
- **SD 100/SD160 Gearbox Overhaul**

Todd Mills, UTA Director of Supply Chain, was joined by Kim Ulibarri, UTA Chief People Officer, and Mr. Hancock. Mr. Mills indicated the agency intends to procure the following items or services:

- Leadership Development Training
- SD100/SD160 Gearbox Overhaul

Discussion ensued. Questions on use of an outside firm in leadership development training and parts requirements for the gearbox overhaul were posed by the board and answered by staff.

**7. Discussion Items****a. Downtown Salt Lake City TRAX Extensions and Connections Study**

Ms. DeLoretto was joined by Manjeet Ranu, UTA Director of Capital Development. Mr. Ranu reviewed the Downtown Salt Lake City TRAX Extensions and Connections Study goals and scenarios. He then spoke about planning for the future, cited Union Station in Denver, Colorado, as an example of what might be accomplished here, and reviewed possible next steps.

Discussion ensued. A question on Salt Lake City's land use objectives was posed by the board and answered by staff.

The board did not take a formal action but agreed to advance the project.

**b. Microtransit/Flex Route - August 2021 Change Day**

Jaron Robertson, UTA Director of Innovative Mobility Solutions, was joined by Eric Callison, UTA Manager of Service Planning, and Ryan Taylor, UTA Special Services General Manager. Mr. Robertson presented information on the UTA on Demand by Via microtransit pilot, including ridership numbers and other key metrics, accomplishments, and next steps. Mr. Taylor and Mr. Callison then spoke about potential modifications to flex routes, route alignments, and microtransit service area, as well as public engagement efforts associated with the proposed changes.

Discussion ensued. Questions on the potential of consolidating features on a single UTA app, communications plans for various microtransit zones, options for increasing span of service, and plans for travel training were posed by the board and answered by staff.

**8. Other Business**

- a. Next Meeting: Wednesday, May 12th, 2021 at 9:00 a.m.

**9. Closed Session****a. Strategy session to discuss pending or reasonably imminent litigation**

Chair Christensen indicated there were items to be discussed in closed session relative to pending or reasonably imminent litigation. A motion was made by Trustee Holbrook, seconded by Trustee Acerson, for a closed session. The motion carried unanimously.

Chair Christensen called for a short break at 10:58 a.m.

Closed session began at 11:10 a.m.

**10. Open Session**

A motion was made by Trustee Holbrook, seconded by Trustee Acerson, to return to open session. The motion carried unanimously and open session resumed at 11:27 a.m.

**11. 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 the meeting was adjourned at 11:27 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/672089.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

**Appendix A**

**UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION**

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207 [4]), as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Board without a physical anchor location:

1. Due to the ongoing COVID -19 pandemic, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. Federal, state, and local health authorities continue to encourage institutions and individuals to limit in-person interactions.

This written determination takes effect on April 12, 2021, and is effective until midnight on May 11, 2021 and may be re-issued by future written determinations as deemed appropriate.

Dated this 2nd day of April 2021.

Carlton J. Christensen, Chair of the Board of Trustees

**Appendix B**

**Online Public Comment  
to the  
Board of Trustees of the Utah Transit Authority (UTA)  
Board Meeting  
April 28, 2021**

**Received on April 27 from George Chapman:**

Comments to UTA Board of Trustees April 28 2021 meeting

Where do I start,

I acknowledge that UTA contends that "bus service expansion plans are not being abandoned in 2022" but expansion should happen now before potential riders are spoiled by their new or old vehicles. I recognize that more bus service expansion is coming but we shouldn't have to wait and take a back seat to projects.

The free fare grant, any BRT free fare grant, should require that regular buses, and the popular 603, have \$1 fares to stop the argument that BRTs are super popular compared to buses. (Free fare still attracts so called undesirables which ruined Denver's system.) Why not use the \$355 million in the bank for \$1 bus fare for a few months to see if it may actually increase revenue.

I find several major shortcomings in the UTA SLCRDA Downtown Salt Lake City TRAX Extensions and Connections Study. It did not acknowledge the convenience and speed of bus service versus rail. The few hundred that catch the Airport TRAX, along with the similar number now on Blue Line/Central Station should argue that the 5 year UTA Capitol Plan should not be amended. Spending over \$100 million of local taxpayer money for extensions/expansions/rerouting of rail should not be considered until bus ridership on similar routes is much, much higher. I remind UTA that the downtown to Airport bus, not well used, was much faster than rail.

Your statement that increased rail ridership has decreased roadway traffic is arguably wrong (The 400 South study is flawed since it ignored new bicycle infrastructure and increased service on 2 and 9.). The statement in the Study: "FrontRunner's success in attracting riders..." is also questionable since even UTA's survey shows that only 7000 more will return to FrontRunner while only about 5000 a day ride it now.

PLEASE EXPAND BUS SERVICE NOW ON REDWOOD RD, STATE STREET AND IMPLEMENT \$1 BUS FARE.