



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 4, 2024

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff and interested community members.

Due to Chair Christensen's electronic participation, Trustee Beth Holbrook conducted the meeting.

1. Call to Order and Opening Remarks

Trustee Holbrook welcomed attendees and called the meeting to order at 9:07 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Kim Shanklin, UTA Chief of Staff, delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

No in person or virtual comment was given.

Online Comment

No online public comment was received.

5. Oath of Office

a. Oath of Office: Member of the Board of Trustees of the Authority - Jeff Acerson

The oath of office was administered to Trustee Jeff Acerson.

6. Consent

a. Approval of November 13, 2024 Board Meeting Minutes

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

7. Reports

a. Executive Director Report

- **TRAX25 Milestone and Employee Spotlight Video**
- **Trailblazing Women in Public Finance Award for Viola Miller**

Kim Shanklin, UTA Chief of Staff, shared a commemorative video celebrating 25 years of TRAX service. She noted TRAX ridership of 10.6 million last year and 330 million over the past 25 years.

Shanklin recognized Viola Miller, UTA Chief Financial Officer, as the recipient of the national Trailblazing Women in Public Finance Award presented by Bond Buyer & NE Women in Public Finance (NEWPF). Miller was nominated by Wells Fargo bank because of her recent success in bonding and tender offers for UTA.

b. Strategic Plan Minute: Achieving Organizational Excellence - Deploy UTA Organizational Excellence Systems

Kim Shanklin reported on the progression of organizational excellence systems across the agency. Currently, more than 50% of chief executive offices have the four organizational excellence systems-strategy deployment, visual management, daily improvements, and standard follow-up-in place. In addition, there has been a 155% increase of employee ideas submitted year-over-year, and a 27% increase in strategy deployment of area-specific goals year-over-year.

8. Resolutions

a. R2024-12-01 - Resolution Adopting the Authority's Five-Year Service Plan for the Years 2025-2029

Russ Fox, UTA Director of Planning, was joined by Megan Waters, UTA Community Engagement Director, and Eric Callison, UTA Manager of Service Planning.

Staff reviewed the purpose, timeline, and community engagement efforts related to the five-year service plan.

Discussion ensued. Questions pertaining to public engagement efforts were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

b. R2024-12-02 - Resolution Adopting the Authority's 5-Year Capital Plan for the Years 2025-2029

David Hancock, UTA Chief Capital Services Officer, was joined by Daniel Hofer, UTA Director of Capital Programs & Support, and Greg Andrews, UTA Senior Capital Budget Analyst.

Staff reviewed the timeline, objectives, projects, and budget summaries in the five-year capital plan. The plan includes large projects (57%) and state of good repair projects (66%).

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

c. R2024-12-03 - Resolution Adopting the Authority's 10-Year Capital Plan for the Years 2024-2033

David Hancock was joined by Marcus Bennett, UTA Project Manager III.

Staff summarized the resolution, which adopts the agency's ten-year capital plan for the years 2024-2033. It was noted the ten-year capital plan is fiscally unconstrained, while the five-year capital plan is fiscally constrained.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

d. R2024-12-04 - Resolution Adopting the Authority's Final 2025 Budget

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

Staff summarized the resolution, which adopts the agency's 2025 operating and capital budgets. Waters summarized the public comment report.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

9. Budget and Other Approvals

a. TBA2024-12-01 Technical Budget Adjustments

- **2024 Capital Budget**
- **2024 Operating Budget**
- **2025 Operating Budget**

Viola Miller was joined by Greg Andrews and Daniel Hofer.

Staff requested the board approve three technical budget adjustments:

- 2024 capital budget: reallocation of \$2,360,000 in the existing 2024 capital budget to other projects to aid in project delivery; this change has a net neutral effect on the budget.
- 2024 operating budget: creation of a government relations manager position; this addition has a net neutral effect on the budget.
- 2025 operating budget: authorization of \$142,000 for one new full time equivalent (FTE) in the operating budget for the government relations manager position; this change has a net neutral effect on the budget as it will be funded with non-departmental contingency funds.

Discussion ensued. Questions pertaining to the commuter rail, restrooms, and united way tablet projects were posed by Trustee Holbrook and answered by staff.

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

10. **Contracts, Disbursements and Grants**

a. **Contract: Red Diesel and Unleaded Gasoline Fuel Supply and Services (Rhinehart Oil Company)**

Nathan Hess, UTA Fleet Engineering Supervisor, was joined by Lynnette Moody, UTA Fleet Engineering Project Administrator.

Staff requested the board approve a not-to-exceed \$108,138,479.48 contract with Rhinehart Oil Company for red diesel and unleaded gasoline fuel for UTA bus, commuter rail, and non-revenue vehicles. The contract has a term of five years.

Chair Christensen inquired if Rhinehart Oil were the most competitive bidder. Staff responded in the affirmative.

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

b. **Contract: Motivosity Software (SHI International Corp.)**

Joy Kapos, UTA Acting Chief People Officer, was joined by Ann Green-Barton, UTA Director of Total Rewards.

Staff requested the board approve a \$397,759.68 contract with SHI International Corp. for Motivosity software. The contract has a five-year term.

Trustee Holbrook inquired on staff engagement with Motivosity. Staff affirmed strong engagement by staff as a recognition tool.

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

c. **Contract: Hydraulic Power Units (HPUs) for S70 Light Rail Vehicles (Wabtec Passenger Transit)**

Todd Mills, UTA Director of Supply Chain, was joined by Robert Balsamo, UTA Light Rail Vehicle Maintenance Supervisor.

Staff requested the board approve a \$352,180 contract with Wabtec Passenger Transit for 20 hydraulic power unit (HPU) rebuild kits for the S70 light rail vehicles.

Trustee Holbrook inquired if 20 power units are sufficient to meet the needs of the agency. Staff responded in the affirmative.

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

d. **Contract: Depot District CNG Fueling Bay Addition Design (FFKR Architects)**

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Ethan Ray, UTA Project Manager II.

Staff requested the board approve the contract with FFKR Architects in the amount of \$288,275 for the Depot District CNG fueling bay addition design and a construction support option, to be exercised in UTA's sole discretion, in the amount of \$127,652 for a total contract value of \$415,652.

The design will provide expansion of additional bays to support 25 new buses for the 5600 West bus route.

Discussion ensued. A question pertaining to the expansion need was posed by Chair Christensen and answered by staff.

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

e. **Contract: Bus Stop Flatwork Construction in Salt Lake, Davis, and Weber Counties (Landmark Companies, Inc.)**

Jared Scarbrough was joined by Landon Dixon, UTA Civil Engineer III.

Staff requested the board approve a \$217,215.89 contract with Landmark Companies, Inc. for the flatwork construction of 14 bus stops in Salt Lake, Davis, and Weber counties.

Discussion ensued. Questions pertaining to land use and reduced stop amenities were posed by Trustee Holbrook and answered by staff.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this

- contract be approved. The motion carried by a unanimous vote.
- f. **Change Order: 900 East UVX Design Modification 3 (Horrocks Engineers, Inc.)**

Jared Scarbrough was joined by Andrea Pullos, UTA Project Manager III.

Staff requested the board approve a \$165,369 change order to the contract with Horrocks Engineers, Inc. for design services associated with construction of a new UVX station at 900 East in Provo. The total contract value, including the change order, is \$791,434.

Discussion ensued. Questions pertaining to the public's desire for the new stop and utilization were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

- g. **Change Order: Human Resource Information System (HRIS) Change Order No. 1 - Payroll Module Subscription (Workday, Inc.)**

Kim Shanklin was joined by Kyle Brimley, UTA IT Director.

Staff requested the board approve a \$1,087,860 change order to the contract with Workday, Inc. for the addition of a payroll module to the new human resource information system (HRIS). The change order includes both implementation costs and a ten-year software subscription.

Discussion ensued. Questions pertaining to the integration and functionality of the new software were posed by Chair Christensen and answered by staff.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a unanimous vote.

- h. **Pre-Procurements**
- **Wheel Truing Machine**

Todd Mills was joined by Ryan Gardner, UTA Fleet Engineering Supervisor.

Mills indicated the agency intends to procure a light rail wheel truing machine to be installed at the Jordan River maintenance facility.

Discussion ensued. Questions pertaining to existing equipment and maintenance were posed by the board and answered by staff.

11. Other Business

- a. Next Meeting: Wednesday, December 18th, 2024 at 9:00 a.m.

12. Closed Session

a. Strategy Session to Discuss the Purchase, Exchange, or Lease of Real Property

Trustee Holbrook indicated there were matters to be discussed in closed session relating to the purchase, exchange, or lease of real property.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, for a closed session. The motion carried by a unanimous vote and closed session convened at 10:57 a.m.

13. Open Session

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to return to open session. The motion carried by a unanimous vote.

Chair Christensen left the meeting at 11:43 a.m. at the conclusion of closed session.

The meeting reconvened in open session at 11:47 a.m.

14. 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 adjourned at 11:47 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/956048.html> For entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/336?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