



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 15, 2021

9:00 AM

FrontLines Headquarters

Present: Trustee Beth Holbrook
Trustee Jeff Acerson
Chair Carlton Christensen

Also attending were UTA staff and interested community members.

Call to Order and Opening Remarks

Chair Christensen welcomed attendees and called the meeting to order at 9:06 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

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

4. Public Comment

No public comment was given, and no online comment was received for the meeting.

5. Consent

a. Approval of December 8, 2021 Board Meeting Minutes

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

6. Reports

a. Agency Report

- **Delegated Authority for On-Call Infrastructure Maintenance Task Orders - Status Update**
- **Continuous Improvement Open House**
- **Extension of Free Fare for Vaccinations**

Delegated Authority for On-Call Infrastructure Maintenance Task Orders - Status Update

Mary DeLoretto, UTA Interim Executive Director, was joined by David Hancock, UTA Acting Chief Service Planning Officer. In accordance with R2021-05-02, Mr. Hancock

reviewed task orders associated with the on-call task ordering infrastructure maintenance and repair contract (UTA 20-03349VW).

Signed task orders include:

- 3200 West Grade Crossing Replacement: \$242,974 final cost (complete)
- Operator Relief Rooms: \$434,300 signed task order (underway)
- North and South Stadium Embedded Curve Replacement: \$1,398,736 final cost (complete)
- Mario Capecchi Embedded Curve Replacement \$627,383 final cost (complete)

Task orders in scope development or postponed until 2022 include:

- Gap Filler on FrontRunner Stations: \$1,000,000 (not-to-exceed)
- Winchester Avenue Grade Crossing Replacement: \$350,000 (not-to-exceed)
- 8120 South Grade Crossing Replacement: \$250,000 (not-to-exceed)

Discussion ensued. Questions on the differential between the signed task order and actual cost on the north and south stadium embedded curve replacement, as well as approach to future construction were posed by the board and answered by staff.

Continuous Improvement Open House

Ms. DeLoretto was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer. Ms. Garrett spoke about the continuous improvement meet-and-greet event hosted in early December.

Extension of Free Fare for Vaccinations

Ms. DeLoretto noted the free fare for vaccination promotion is slated to end on December 31, 2021. She proposed extending the promotion through June 30, 2022.

Ms. DeLoretto also mentioned a vaccination pop-up clinic at Salt Lake Central Station that will be in place through January 21, 2022.

Discussion ensued. A question on the promotional fare utilization was posed by the board and answered by Ms. DeLoretto. The board informally agreed to continue the free fare for vaccinations promotion through June 30, 2022, as requested. Trustee Holbrook recommended the agency publicize the pop-up clinic.

b. Pension Committee Report

Trustee Jeff Acerson reported on the recent pension committee meeting and said UTA will be adding an in-house position to assist employees preparing for retirement.

Discussion ensued. A question regarding the timing of pre-retirement consultations was posed by the board and answered by Trustee Acerson.

7. Resolutions**a. R2021-12-08 - Resolution Ratifying the Adoption of the Final 2022 Budget**

Bill Greene, UTA Chief Financial Officer, summarized the resolution, which ratifies adoption of the final 2022 budget. He detailed updates to the final budget and highlighted a few numbers that varied slightly from those discussed in the December 8, 2021 board meeting. He noted the updated information was included in the handouts for today's meeting.

The board expressed appreciation to staff for their work on the budget and also to stakeholders who commented and asked questions.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this resolution, including the revised exhibits, be approved. The motion carried by the following vote:

Aye: Trustee Holbrook, Trustee Acerson, and Chair Christensen

b. R2021-12-09 - Resolution Adopting the Fare Rates and Types of Fare Media of the Agency

Monica Morton, UTA Fares Director, was joined by Kensey Kunkel, UTA Manager - Business Development & Sales. Ms. Kunkel outlined the resolution, which makes the low-income fare program providing a 50% discount to qualifying individuals a permanent part of UTA's fare portfolio and eliminates the sale of the UTA Horizon pass.

Discussion ensued. A question on whether options are available to complete paper applications for the low-income program was posed by the board and answered by staff.

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: Trustee Holbrook, Trustee Acerson, and Chair Christensen

c. R2021-12-10 - Resolution Approving and Authorizing the Execution of the Authority's Amended Transit Agency Safety Plan (TASP)

Mr. Shaw reviewed the resolution, which approves the amended TASP. Major changes to the document include:

- Removing all references to globally harmonized systems and ISO
- Adding a roadway worker protection program manager
- Including a description of the FrontRunner Commuter Rail System Safety Plan
- Adding information for the new Utah Department of Transportation state safety oversight officer
- Updating titles throughout the document

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: Trustee Holbrook, Trustee Acerson, and Chair Christensen

8. Contracts, Disbursements, and Grants

a. **Contract: Vanpool Replacement Vehicles (Young Chevrolet Layton)**

Kyle Stockley, UTA Rail Infrastructure Project Manager, requested the board approve a contract in the amount of \$1,150,310 with Young Chevrolet Layton for the purchase of 35 vanpool vehicles.

Discussion ensued. A question on vehicle pricing was posed by the board and answered by Mr. 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.

b. **Contract: HVAC Overhaul on SD100 and SD160 Light Rail Vehicles (Merak North America LLC)**

Mr. Stockley asked the board to approve a contract in the amount of \$1,598,000 with Merak North America LLC to overhaul two HVAC units on each of the forty SD100 and SD160 light rail vehicles.

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. **Contract: Final Design for Midvalley Connector (Jacobs Engineering)**

Todd Provost, UTA Director of Capital Development, was joined by Hal Johnson, UTA Manager - Project Research & Development. Mr. Provost outlined the development of the Midvalley Connector project to date and requested the board approve a contract in the amount of \$1,759,534 with Jacobs Engineering for final design.

Discussion ensued. A question on the consultant's work quality 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.

d. **Change Order: Flex Route Deviation Transportation Services and On-Demand Accessible Shared Ride Modification No. 5 (Tooele County Health and Aging Services)**

Cherryl Beveridge, UTA Acting Chief Operating Officer, was joined by Ryan Taylor, UTA Special Services General Manager. Ms. Beveridge asked the board to approve a change order in the amount of \$756,849 to the contract with Tooele County Health and Aging Services for a one-year extension for route deviation and on-demand service. The total contract value, including the change order, is \$4,058,568.

Discussion ensued. Questions on the use of new vans procured through grant funds and plans for contract renewal were 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: Mobile Transit App Bundled Features Upgrade (Transit)

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Jaron Robertson, UTA Director of Innovative Mobility Solutions. Ms. Bourdeaux requested the board approve a change order in the amount of \$208,065 to the contract with Transit for additional app features, including integration with Via for UTA On Demand service. The base contract is a no-cost agreement between UTA and Transit with a term from May 1, 2019 through May 1, 2024, including options. The change order supersedes the base agreement and has a term from December 15, 2021 through February 1, 2023 with two one-year options.

Discussion ensued. Questions on the ability to pay for services within the Transit app and planned promotional efforts 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. Change Order: Microtransit Master Service Agreement Service Order No. 2: Southern Salt Lake County Renewal (River North Transit LLC. - Via)

Mr. Robertson asked the board to approve a change order in the amount of \$12,601,142 to the contract with River North Transit LLC. - Via for renewal of service in southern Salt Lake County. The change order has a three-year term. The total contract value, including the change order, is \$14,341,142.

Discussion ensued. Questions on service costs and vehicle lifespan were 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.

9. Discussion Items

a. UTA Ordinance Update

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Ms. Morton and Tim Merrill, Assistant Attorney General. Mr. Merrill reviewed work done to update the existing 2016 UTA Ordinance. Ms. Morton then went on to review the goals of the fare payment ordinance, which include:

- Increasing compliance
- Aligning with new technologies and current practices
- Reviewing internal processes and procedures

Ms. Bourdeaux noted there would be a public process prior to adoption of the new ordinances.

Discussion ensued. Questions on the ordinance structure, potential nonsense clauses, proof of fare on platforms, and enforcement of criminal offenses were posed by the board and answered by staff. Chair Christensen recommended sending the ordinances to local municipalities and partner agencies (e.g., police departments) for feedback prior to adoption.

b. UTA Policy - UTA.05.02 Paid Time Off - Administrative Employees

Kim Shanklin, UTA Chief People Officer, outlined updates to the policy, which include:

- adding language regarding retiree sick pay conversion
- clarifying when employees can save 40 hours of vacation time when out on family medical leave
- recognizing Martin Luther King, Jr. Day as a paid holiday beginning in 2022

Ms. Shanklin indicated most comparable organizations recognize Martin Luther King, Jr. Day as a regular paid holiday and recommended UTA do so as well.

Discussion ensued. Questions on the sick pay conversion were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this policy be approved. The motion carried by a unanimous vote. This action occurred after the board reconvened following the closed session.

10. Other Business

- a. Next Meeting: Wednesday, January 12th, 2022 at 9:00 a.m.

11. Closed Session

a. Strategy Session to Discuss Collective Bargaining

Chair Christensen indicated there were matters to be discussed in closed session relative to collective bargaining.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a break at 10:26 a.m.

The meeting reconvened in closed session at 10:35 a.m.

12. 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 board returned to open session at 10:50 a.m.

a. Action Regarding Collective Bargaining

Ms. Shanklin indicated that there are currently two memoranda of understanding (MOUs) with the Amalgamated Transit Union Local 382. The first MOU adds Martin Luther King, Jr. Day as a paid holiday for bargaining unit employees in 2022 with an estimated cost of \$300,000-\$400,000. The second MOU implements a double time overtime premium to cover service needs for the period of November 1, 2021 through February 20, 2022 and is effective through March 31, 2022.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that the MOUs with the Amalgamated Transit Union Local 382 adding Martin Luther King, Jr. Day as a paid holiday for 2022 and implementing change day incentives between November 1, 2021 through February 20, 2022 effective through March 31, 2022 be approved. The motion carried by a unanimous vote.

13. 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 10:56 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/publicbody/940.html> for the 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