



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, February 28, 2024**

**9:00 AM**

**FrontLines Headquarters**

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**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 9:02 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Cheryl Beveridge, UTA Chief Operating Officer, delivered a brief safety message.

**4. Public Comment**

**In Person/Virtual Comment**

No in person or virtual comment was made.

**Online Comment**

No online comment was received.

**5. Consent**

**a. Approval of February 14, 2024 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 Update and Potential Action on Proposed Legislation**

This agenda item was discussed out of order, as it was initially deferred to a time later in the meeting.

**b. Executive Director Report**

- UTA Commendation - APTA AdWheel Award
- UTA Commendation - Operator James Phillips

**UTA Commendation - APTA AdWheel Award**

Jay Fox, UTA Executive Director, was joined by Heather Barnum, UTA Chief Communications Officer.

Barnum reported UTA received first place at the American Public Transportation Association (APTA) AdWheel Awards for the best electronic media education initiative for its “road therapy” advertising campaign.

J. Fox committed to include video clips of the advertisements in a future report to the board.

**UTA Commendation - Operator James Phillips**

J. Fox was joined by Cheryl Beveridge, William “Bill” Humphreys, UTA Assistant Manager of Service Delivery, and Jason Petersen, UTA Public Safety Captain.

Humphreys recognized James Phillips, UTA Operator, for taking steps that ultimately resulted in saving a rider’s life.

**c. Investment Report - Fourth Quarter 2023**

Rob Lamph, UTA Assistant Treasurer, reported UTA investments in the fourth quarter of 2023 were performing at an average yield of 5.14%, which is slightly lower than the federal funds rate benchmark return rate of 5.33%.

Discussion ensued. A question on fund allocations was posed by the board and answered by Lamph.

**a. Legislative Update and Potential Action on Proposed Legislation**

Shule Bishop, UTA Government Relations Director, was joined by Viola Miller, UTA Chief Financial Officer. Miller joined the meeting virtually.

Bishop spoke about House Bill 488 (HB 488) Transportation Funding Modifications, sponsored by Representative Spendlove. The bill provides funding for several projects that are beneficial to transit.

Discussion ensued. Bishop opined the list of projects included in the bill will likely remain intact as the bill moves through the legislative process.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to support the bill. The motion carried by a unanimous vote.

Bishop provided an update on bills discussed in previous board meetings. Specifically:

- Senate Bill 179 (SB 179) Transportation Amendments passed the Senate and is currently on the House floor
- Senate Bill 208 Substitute 02 (SB 208 S02) Housing and Transit Reinvestment Zone Amendments passed the Senate and the House Transportation Committee and is currently on the third reading calendar
- House Bill 473 (HB 473) School Transit Amendments failed in committee
- House Concurrent Resolution 11 (HCR 11) Recognizing the Importance of Cross-issue Growth Impacts was sent back to the Senate Rules Committee

The conversation then turned to House Bill 430 Substitute 02 (HB 430 S02) Local Government Transportation Services. Bishop indicated staff has been working with the bill's sponsor on language modifications and the agency is now comfortable with the legislation. The bill passed out of committee and will be effective in July 2025. The legislation would require UTA to report on transit utilization when 2023 data is available and every two years thereafter.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to shift the board's position from opposition to support of the bill in its current form. The motion carried by a unanimous vote.

J. Fox opined on the need to look at long-term operational funding for public transportation during legislative interim due to an increase in operating costs and requests from communities for expanded service.

The board recommended enhancing efforts to educate policymakers and the public about transit funding.

Bishop concluded by mentioning bills under consideration to support sports teams and venues will also have transit implications.

**d. Discretionary Grants Report**

Alma Haskell, UTA Grants Development Administrator, reviewed grant applications that were submitted but not selected, applications that were submitted and are awaiting selection, and applications that were selected as of February 2024. Selected grants and appropriations include:

- Congestion Mitigation and Air Quality (CMAQ) - Ogden On-Route Charging Infrastructure: \$1.4 million
- CMAQ - Salt Lake City On-Route Charging Infrastructure: \$1.3 million
- Carbon Reduction Program (CRP) - Salt Lake City On-Route Charging Infrastructure: \$1.5 million
- CMAQ - Midvalley Connector Electric Buses: \$2 million
- Community Project Funding (CPF) - Fiscal Year 23 West Side Express Transit:

\$3.5 million

- Federal Transit Administration (FTA) Small Starts - Midvalley Connector (presidential budget recommendation): \$62.8 million
- FTA Rail Replacement Grant - 20 Light Rail Vehicles: \$60 million
- FTA Low and No Emission Vehicles - 25 compressed natural gas (CNG) buses: \$17.1 million

Discussion ensued. Questions on the Utah Department of Transportation Commission ranking process and corridor identification grant requirements were posed by the board and answered by staff.

## 7. Resolutions

### a. **R2024-02-03 - Resolution Approving the Amended Charter for the Committee on Accessible Transportation**

Amanda Salmon, UTA Civil Rights Compliance Officer - ADA, summarized the resolution, which amends the charter for the Committee on Accessible Transportation (CAT). Proposed changes to the charter include:

- Replacing gender specific language with gender neutral language in order to increase inclusivity
- Changing how meeting times are selected to better fit community member schedules and allow for greater participation
- Clarifying documentation requirements pertaining to the CAT
- Updating the "Board of Trustees Participation" section to more accurately reflect the board's involvement with the CAT

Discussion ensued. A question on covering transportation costs for CAT participants was posed by the board and answered by Salmon.

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: Chair Christensen, Trustee Holbrook, and Trustee Acerson

## 8. Contracts, Disbursements and Grants

### a. **Contract: Operator Relief Rooms Prefab Building Installation (Cal Wadsworth Construction Company, LLC)**

Travis Colledge, UTA Project Manager III, requested the board approve a \$2,260,181 contract with Cal Wadsworth Construction Company, LLC for the fabrication and installation of five prefabricated relief room buildings for operators to be located at Farmington, Fashion Place West, Jordan Valley, Midvale Center, and Midvale Fort Union stations.

Discussion ensued. Questions on relief room design and internal coordination on

placement were posed by the board and answered by Colledge.

Colledge agreed to provide renderings of the buildings to the board.

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: UTA Transit Systems Consultant to Support Systems Engineering (WSP USA, Inc.)**

Dean Hansen, UTA Manager - Systems Engineering, requested the board approve a contract with WSP USA, Inc. for consulting services needed to support systems engineering. The three-year base contract has a not-to-exceed contract value of \$8,569,638. The contract also includes two one-year extension options. Wouden noted staff will return to the board for approval to exercise the options.

Discussion ensued. A question on the service provider was posed by the board and answered by Hansen.

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: Sustainability Audit Consultant (Jacobs Engineering Group, Inc)**

Patti Garver, UTA Manager of Environmental Compliance & Sustainability, was joined by Sarah Ross, UTA Environmental Stewardship Sustainability Specialist II.

Ross requested the board approve a \$239,619 contract with Jacobs Engineering Group, Inc. for an assessment of UTA's total carbon footprint, water use, and waste creation and recommended improvement strategies.

Discussion ensued. Questions on UTA staff participation in the assessment and consultant scope 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.

**d. Contract: Compliance and Training Software Services (Skillsoft US LLC)**

Kyle Brimley, UTA IT Director, was joined by Stacy Palacios, UTA Director of Workforce Technical Training.

Brimley requested the board approve and ratify a contract with Skillsoft US LLC for compliance and training software services. The contract has a three-year base term with an additional two one-year options. The total contract value, including the options, is \$563,378.46.

Discussion ensued. Questions on content production and integration with the learning management and Workday systems 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.

**e. Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-008 - Pre-Construction and Construction Management Fees (Stacy and Witbeck, Inc)**

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager. Wouden requested the board approve a \$299,780 task order to the contract with Stacy and Witbeck, Inc for construction management fees through June 2024.

Discussion ensued. Questions on the payment of previous construction management fees was posed by the board and answered by Wouden.

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: On-Call Infrastructure Maintenance Contract Task Order #23-125 - Sugar Interlocking Replacement (Stacy and Witbeck, Inc.)**

Jared Scarbrough was joined by Jacob Wouden. Wouden requested the board approve a \$375,764 task order to the contract with Stacy and Witbeck, Inc for replacement of the Sugar Interlocking on the TRAX alignment.

The total contract value, including the two change orders discussed in this meeting, is \$35,424,797.

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. Service and Fare Approvals**

**a. Service Agreement: Trolley Bus Service Agreement (Farmington City Corporation)**

Camille Glenn, UTA Regional General Manager - Mt. Ogden Business Unit, requested the board approve and ratify a \$94,980 agreement with Farmington City Corporation for zero fare trolley service between Farmington's Station Park and Lagoon.

Discussion ensued. Questions on the need for surge service on high school Lagoon days and trolley ridership patterns were posed by the board and answered by Glenn.

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

Chair Christensen called for a recess at 10:30 a.m.

The meeting reconvened at 10:40 a.m.

**10. Budget and Other Approvals****a. TBA2024-02-01 - Technical Budget Adjustment - 2023 Capital Budget Carryover**

Daniel Hofer, UTA Director of Capital Programs & Support, was joined by Gregory Andrews, UTA Senior Financial Analyst. Andrews outlined capital carryover requests, which include \$1.132 million in grant funds, \$38,000 in local partner funds, and \$12.989 million in UTA funds. The carryover funds are needed to 1) close out existing or 2) advance ongoing projects. The budget adjustment increases the overall 2024 capital budget from \$230.433 million to \$244.592 million.

Discussion ensued. Questions on the Prop 1 Davis and optical detection projects were posed by the board 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.

**11. Discussion Items****a. August 2024 Change Day - Initial Discussion**

Russ Fox, UTA Director of Planning, was joined by Megan Waters, UTA Community Engagement Director, and Monica Howe, UTA Fares Director. Staff reviewed the change day process, proposed major service changes, proposed fare changes, and the public engagement plan for August 2024 change day. With respect to major service changes, routes 39, 201, and 218 will remain at their current frequency and the suspension of route 606 will be made permanent. Fare changes include elimination of the FAREPAY discount, implementation of a new fare capping program on FAREPAY (including new premium service and reduced fare rates), expansion of eligibility for the reduced fare program, and initiation of fare collection on the Utah Valley Express (UVX) Bus Rapid Transit line.

Discussion ensued. Questions on analyzing the impact of route suspensions on paratransit, Title VI process requirements, advantages to using fare capping on FAREPAY versus cash, FAREPAY discount savings versus fare capping savings for frequent riders, anticipated rider response to fare changes, options to purchase fares using the Transit app, public education efforts regarding fare options, potential to integrate fare capping in the Transit app, and public education efforts on UVX fare changes were posed by the board and answered by staff. The board recommended proactive public education on the benefits of fare capping, efforts to mitigate impacts of fare changes, and early communication on UVX fare implementation.

**12. Other Business**

- a. Next Meeting: Wednesday, March 13th, 2024 at 9:00 a.m.

**13. Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous 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/pmn/sitemap/notice/895295.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/285?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/285?view_id=1&redirect=true).

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