



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, October 13, 2021

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 9:17 a.m. (Note: the meeting start was delayed due to technical issues.)

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

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

4. Public Comment

Chair Christensen invited members of the public to comment during the live portion of the meeting; however, no live public comment was given. (Note: no online public comment was received for the meeting.)

5. Consent

- a. **Approval of September 13, 2021 Board of Trustees Budget Work Session Minutes**
- b. **Approval of September 14, 2021 Board of Trustees Budget Work Session Minutes**
- c. **Approval of September 16, 2021 Board of Trustees Budget Work Session Minutes**
- d. **Approval of September 17, 2021 Board of Trustees Budget Work Session Minutes**
- e. **Approval of September 23, 2021 Board of Trustees Budget Work Session Minutes**
- f. **Approval of September 22, 2021 Board Meeting Minutes**

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

6. Reports

a. Agency Report

- **Sponsored Fares Update**
- **Mobile COVID-19 Vaccine Clinic, Ogden Transit Center**
- **UTA Hosts American Bus Benchmarking Group (ABBG)**
- **Recognition of Bus Roadeo Participants**

Sponsored Fares Update

Mary DeLoretto, UTA Interim Executive Director, was joined by Kensey Kunkel, UTA Manager - Business Development & Sales. Ms. Kunkel summarized UTA's sponsored fares program efforts. Since July 2021, eight partner contracts have led to sponsored fares for 29 events across UTA's service area, with 150,000 individuals receiving access to transit through these partnerships. An estimated 5 to 15 percent of these individuals utilized the transit benefit, resulting in approximately 15,000-45,000 rides.

Discussion ensued. Questions on usage for the Utah State Fair and partner feedback were posed by the board and answered by staff.

Mobile COVID-19 Vaccine Clinic, Ogden Transit Center

Ms. DeLoretto reported a total of 77 COVID-19 vaccines have been administered to date at the Ogden Transit Center mobile vaccine clinic.

UTA Hosts American Bus Benchmarking Group (ABBG)

Ms. DeLoretto was joined by Jonathan Yip, UTA Senior Manager - Operations Analysis & Solutions. Mr. Yip described the ABBG and UTA's participation. He mentioned agencies across the industry are experiencing employee shortages. He also noted many agencies are implementing microtransit services.

The data from the ABBG shows UTA is a leader in:

- On-time service
- Vehicle cleanliness
- Safety on buses
- Driver helpfulness
- Interior comfort

Recognition of Bus Roadeo Participants

Ms. DeLoretto was joined by Mary DeLaMare-Schaefer, UTA Regional General Manager - Timpanogos Business Unit, and Reed Snyder, UTA Manager of Service Delivery. Ms. DeLaMare-Schaefer recognized UTA's Bus Roadeo winners: Gustavo Molinaro, Pablo Rivas, and Zach Colton.

Ultramarathon Rescue

Ms. DeLoretto was joined by Andres Colman, UTA Regional General Manager - Mt. Ogden Business Unit. Mr. Colman spoke about UTA's response to an emergency community request. The agency provided a warming bus for ultramarathon runners rescued during a blizzard in Farmington Canyon.

b. Financial Report - August 2021

Bill Greene, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis; Daniel Hofer, UTA Manager - Capital Assets & Project Controls; and David Hancock, UTA Acting Chief Service Development Officer. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type) and provided some project highlights.

Discussion ensued. Questions on forecasted sales tax trends, service vehicle delivery timelines, relationship with the 650 South platform contractor, and FrontRunner Forward procurement progress were posed by the board and answered by staff.

7. Resolutions**a. R2021-10-01 - Resolution Authorizing and Approving a Preliminary Official Statement and an Official Statement in Connection with the Issuance and Sale of the Authority's Sales Tax Revenue Refunding Bonds; and Related Matters**

Mr. Greene was joined by Brian Baker with Zions Public Finance, and Bob Kinney with Wells Fargo. Mr. Baker summarized the resolution, which approves the preliminary official statement (POS) and an official statement in connection with the issuance and sale of the authority's sales tax revenue refunding bonds. (The bonds being evaluated for possible refunding are the remaining 4.0%-5.0% bonds of the 2015A issues with principal payments of \$405.27 million starting in 2021 and going through 2037.) He then reviewed UTA's updated bond ratings, bond refunding and restructuring considerations, existing debt, movement in 10-year U.S. Treasury rates, and potential refunding results. Mr. Baker noted interest rates are trending upward, which could impact the sale.

Discussion ensued. A question on the market forecast was posed by the board and answered by Mr. Baker.

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: Chair Christensen, Trustee Holbrook, and Trustee Acerson

b. R2021-10-02 - Resolution Authorizing the Execution of a Public Transportation COVID-19 Research Demonstration Grant Agreement for the E-Voucher System Phase 2 Development Project

Patti Garver, UTA Manager - Environmental & Grant Services, was joined by Tracy Young, UTA Coordinated Mobility Manager. Ms. Garver described the resolution, which authorizes execution of a federal grant agreement in the amount of \$508,200 to

support phase 2 of the electronic voucher (e-voucher) system project. The e-voucher system supports human service organizations, seniors, persons with disabilities, veterans, and low-income populations through e-vouchers and payments for transportation services. No local match on the grant is required; however, UTA will include an in-kind match of \$30,000 in the form of UTA staff time. The total project cost, including the in-kind match, is \$538,200.

Discussion ensued. Questions on the program software development and pilot duration were posed by the board and answered by staff.

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: Ogden/WSU BRT Signal Materials/Prioritization System (State of Utah and Utah Department of Transportation)**

David Hancock, UTA Acting Chief Service Development Officer, was joined by Andrea Pullos, UTA Project Manager III. Ms. Pullos requested the board approve a contract in the amount of \$2,000,000 with the State of Utah and Utah Department of Transportation for signal materials needed for the Ogden/Weber State University (WSU) bus rapid transit (BRT) project.

Discussion ensued. A question on competitive pricing 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.

b. **Change Order: Federal Monitoring Services Agreement Modification No. 5 - Final Payment to Independent Federal Monitors (Coblentz, Patch, Duffy and Bass LLP)**

David Wilkins, Assistant Attorney General, asked the board to approve a change order in the amount of \$74,270.96 to the contract with Coblentz, Patch, Duffy and Bass LLP for the final payment on independent monitoring services. The total contract, including the change order, is \$635,975.46.

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.

Chair Christensen called for a break at 10:32 a.m.

The meeting resumed at 10:43 a.m.

c. Change Order: Microtransit Master Service Agreement Service Order No.1 - Rose Park, Poplar Grove & Glendale Microtransit Service (River North Transit LLC - Via)

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Jaron Robertson, UTA Director of Innovative Mobility Solutions, and Julianne Sabula with Salt Lake City. Mr. Robertson requested the board approve a \$1,740,000 change order to the master service agreement with River North Transit LLC - Via for operating 12 months of microtransit service in the Rose Park, Poplar Grove, and Glendale areas of Salt Lake City. Salt Lake City will reimburse UTA monthly for actual expenses incurred for the service plus marketing and promotions, fuel expenses, and a UTA operations support fee (not to exceed \$1,900,000 in the 12-month period). Ms. Sabula highlighted the positive experience of partnering with UTA on the Salt Lake City Transit Master Plan.

Discussion ensued. Questions on area selection criteria, community outreach efforts, and implementation dates were posed by the board and answered by staff. Chair Christensen suggested advertising the service in the local area newspapers and on the Spanish-speaking radio stations.

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. Public Agreement: UTA - Salt Lake City Microtransit Cooperative Agreement

Ms. Bourdeaux was joined by Mr. Robertson and Ms. Sabula. Mr. Robertson asked the board to approve a 12-month agreement with Salt Lake City in which SLC agrees to fund microtransit service in Rose Park, Poplar Grove, and Glendale areas. The not-to-exceed \$1,900,000 agreement covers actual expenses incurred for the microtransit service, as well as marketing and promotions, fuel expenses, and a UTA operations support fee. The agreement also includes four option years that could be exercised at some point in the future; however, they would need to come back to the board for approval.

Discussion ensued. A question on funding the service was posed by the board and answered by staff.

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

e. Pre-Procurements

- **On-call Materials Test and Inspection**
- **Architectural Services**
- **Midvalley Connector Final Design**
- **UTA Facilities Structural Analysis**

Todd Mills, UTA Director of Supply Chain, was joined by Hal Johnson, UTA Manager - Project Research and Development. Mr. Mills indicated the agency intends to procure the goods and/or services listed on the meeting agenda.

Discussion ensued. Questions on whether architectural services will be grouped in the procurement, intent for space planning, sole source requirements on the Midvalley Connector final design, and the possibility of incorporating a structural analysis at Mt. Ogden during the Ogden Express (OGX) construction were posed by the board and answered by staff.

9. Discussion Items

a. Tentative 2022 Budget

Mr. Greene was joined by Mr. Armstrong. Mr. Greene reviewed the executive team's 2022 strategic framework, including draft goals and initiatives in the areas of service, people, and stewardship. He spoke about budget challenges and opportunities and summarized the budget process. Mr. Greene then provided an overview of the 2022 operating budget, including expenses by category, expenses by office, summary of fulltime employees, service addition impacts, and proposed service changes. He described metrics for measuring success related to service changes, service support, recruitment and retention, rail maintenance apprenticeship program, information technology, and program delivery. Mr. Greene concluded his presentation by reviewing sources and uses of various funds, as well as the next steps in the budget approval process.

Chair Christensen noted the board reviewed the 2022 budget in detail during budget work sessions held in September.

b. UTA Policy - UTA.01.05 Drug and Alcohol

Kim Shanklin, UTA Chief People Officer, described major changes to the drug and alcohol policy. These changes include:

- Clarifying of the definition of “revenue service vehicle”
- New language bringing the policy in line with Utah state law regarding medical cannabis for eligible positions; safety sensitive employees are exempt from this change
- Updating the definition of “safety sensitive employee”
- Updating the contact information for UTA's designated employer representative
- Updating the percentage of random drug tests

Discussion ensued. A question on which positions qualify as safety sensitive was posed by the board and answered by Ms. Shanklin.

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

10. Other Business

- a. Next Meeting: Wednesday, October 27, 2021 at 9:00 a.m.

11. Closed Session

Chair Christensen indicated there was a need for a closed session to discuss the sale, purchase, exchange, or lease of real property, including any form of a water right or water shares.

- a. **Strategy Session to Discuss the Sale, Purchase, Exchange, or Lease of Real Property, Including Any Form of a Water Right or Water Shares**

A motion was made by Trustee Acerson, seconded by Trustee Holbrook, for a closed session to discuss the sale, purchase, exchange, or lease of real property, including any form of a water right or water shares. The motion carried unanimously and the board entered closed session at 11:47 a.m.

12. Open Session

A motion was made by Trustee Acerson, seconded by Trustee Holbrook, to return to open session. The motion carried unanimously and open session resumed at 12:38 p.m.

13. Resolutions

- a. **R2021-10-03 - Resolution Approving Jordan Valley Transit Oriented Development Investment**

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, summarized the resolution, which approves reinvesting in the Momentum phase of the Jordan Valley transit-oriented development (TOD). He reviewed a dilution clause favoring the developer included in the original operating agreement for the development. He then presented the option for reinvesting all UTA Jordan Valley TOD proceeds in the TOD.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that a resolution reflecting a total reinvestment of UTA funds in the Jordan Valley TOD project be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

14. 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 12:46 p.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/708153.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