



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Tuesday, August 6, 2024

9:00 AM

FrontLines Headquarters

Budget Work Session

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

Also attending were UTA staff members.

1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:01 a.m.

2. Safety First Minute

Kim Shanklin, UTA Chief People Officer, delivered a brief safety message.

3. Discussion Items

a. 2025-2029 UTA Capital Plan Overview and Details

Jay Fox, UTA Executive Director, and Viola Miller, UTA Chief Financial Officer, were seated at the meeting table and contributed to the discussion.

For the presentation, David Hancock, UTA Chief Capital Services Officer, was joined by Daniel Hofer, UTA Director of Capital Programs & Support; Nichol Bourdeaux, UTA Chief Planning & Engagement Officer; Patrick Preusser, UTA Chief Operating Officer; and Alisha Garrett, UTA Chief Enterprise Strategy Officer.

Staff reviewed the 2025-2029 5-year Capital Plan, including a high-level overview, the plan as it relates to strategic priorities, alignment with agency goals and objectives. They highlighted new projects, reviewed funding and projects by office, outlined funding by category, and addressed state of good repair projects.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Managerial feedback impacts on the capital plan base budget
- Communication of long-term impacts of capital improvements
- Ogden fueling system replacement

- One-time innovative mobility zone funds
- Ownership of On Demand vehicles
- Software costs and contract management
- Warehouse equipment managed reserve
- Capital contingency
- Future rail car purchase replacement
- TRAX vehicle repairs
- Wheel truing machine costs and utilization
- Bus speed and reliability program
- Bus stops (e.g., standards for seating at bus stops, removal of bus stops on discontinued routes, etc.)
- Planning studies
- Facilities funding
- Bonding strategy
- Radio system replacement budget

The board recommended:

- Providing more complete information on planned transit improvements, particularly joint projects
- Sharing the state of good repair breakdown with stakeholders, including the UTA Local Advisory Council

The board also requested a list of unfunded capital projects.

The meeting was recessed at 10:06 a.m. during the capital plan overview presentation and reconvened at 10:16 a.m., at which point the capital plan overview presentation resumed.

David Hancock was joined by Kyle Stockley, UTA Manager of Capital Vehicles; Jared Scarbrough, UTA Director of Capital Design & Construction; Paul Drake, UTA Director of Real Estate & Transit-Oriented Development; Alisha Garrett; Nichol Bourdeaux; and Tigran Melikyan, UTA Director of Business Analysis.

Staff reviewed the vehicle program by project, design and construction program by project, service-related projects, major projects, state of good repair program, TRAX modernization program, facilities program, and IT capital projects.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Light rail vehicle replacement timeline
- Bus vehicle aging comparison by propulsion system
- Bus useful life extension options and timeline
- Bus procurement plan and strategy
- OGX replacement buses

- Bus fleet age
- Door faults on TRAX Blue Line vehicles
- Commuter rail vehicle gear wear and warranty
- Commuter rail vehicle overhauls (e.g., life expectancy and outsourcing overhaul work)
- Supply chain concerns
- Bus stop construction
- Anticipated service disruptions during FrontRunner 2X construction
- Overhead catenary system (OCS) replacement (e.g., impacts, microgrids)
- Fiber optic replacement
- Facilities master plan completion timeline
- Office space reconfiguration guidelines
- Provision and availability of office space for contractors
- Seismic analysis and specification determinations
- Mt. Ogden facility location and orientation
- Radio communication system (e.g., quality, coverage, and equipment replacement)
- Customer information signage
- Workforce management

The board recommended being strategic with the addition of electric buses and bus infrastructure. The board also requested a future update on UTA's experience with progressive design-build projects.

The meeting was recessed at 11:48 a.m. and reconvened at 12:20 p.m.

b. Executive Director Budget

Jay Fox was joined by Travis King, UTA Acting Director - Safety & Security, and Alisha Garrett. Fox reviewed 2024 strategic initiatives and discussed 2025 executive director strategy, opportunities and challenges, base budget, proposed operating budget, and strategic budget change initiatives.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Administrative resources
- Headcount moved to legal services
- Video services demand
- Video security tech costs
- Camera maintenance costs
- Bus camera pilot

King reviewed the 2024 safety and security strategy and initiatives, and 2025 opportunities and challenges, base budget, and proposed operating budget.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- Accident trends
- Grade crossing inspections
- Bus camera system deployment and results
- Automated external defibrillator (AED) placement in facilities
- Accident tracking capabilities in Trapeze
- Security guard turnover rates
- Utilities increases

The board recommended posting a list of CPR-trained employees and making employees aware of the location of AEDs in each building. The board also requested information on the safety impacts of eliminating at-grade crossings.

Staff committed to provide the board with information on security guard turnover rates and related costs.

4. Other Business

- a. Next Budget Work Session: Wednesday, August 7th, 2024 at 9:00 a.m.

5. 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 1:18 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/930943.html> for entire content. Meeting materials are also accessible at <https://rideuta.legistar.com/Calendar.aspx>.

This document along with the digital recording constitute the official minutes of this meeting.

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees

