Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

Wednesday, September 25, 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.

1.   Call to Order and Opening Remarks

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

2.   Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3.   Safety First Minute

Jeff Acerson, UTA Trustee, delivered a brief safety message.

4.   Public Comment

In Person/Virtual Comment
No in person or virtual comment was given.

Online Comment
Online comments received were distributed to the board for review prior to the meeting and are included in Appendix A to these minutes.

5.   Consent

a.   Approval of September 11, 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.   Executive Director Report
-   Executive Director Team Award - Video Security

Jay Fox, UTA Executive Director, was joined by Travis King, UTA Director of Safety & Security, and Cody Steffensen, UTA Video Security Supervisor.

King and Steffensen presented the UTA video security surveillance team with the Executive Director Team Award for their efforts in the identification and apprehension of a serial bike thief.

b.   Strategic Plan Minute: Moving Utahns to a Better Quality of Life - Ridership

Jay Fox reported UTA has experienced an 18.6% increase in ridership year-to-date.

7.   Resolutions

a.   R2024-09-02 - Resolution Adopting the Murray North Station Area Plan

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, summarized the resolution, which adopts the Murray North Station Area Plan (SAP).

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

b.   R2024-09-03 - Resolution Adopting the Clearfield Station Area Plan

Paul Drake outlined the resolution, which adopts the Clearfield SAP. (Note: Drake corrected an error in the presentation reflecting the plan was approved by Murray City. The plan was actually approved by Clearfield City.)

Discussion ensued. A question on the financing progress for projects at the site was posed by the board and answered by Drake.

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

c.   R2024-09-04 - Resolution Adopting Revised Board Policy
-   Board Policy 3.2 - Service Planning

Annette Royle, UTA Director of Board Governance, was joined Neiufi Iongi, UTA Public Policy Analyst.

Iongi summarized the resolution, which adopts a revised Board Policy 3.2 - Service Planning. Specifically, key revisions to the policy:

- Clarify terminology, definitions, and processes
- Define the approved service planning process
- Add requirements for service design standards and the UTA Long-Range Transit Plan (LRTP)
- Add requirements for board and UTA Local Advisory Council consultation during

the service planning process
- Enhance community engagement
- Add criteria for related UTA policy
- Clarify that UTA does not provide charter service

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

d.   R2024-09-05 - Resolution Adopting the Capital Project Plan for the S-Line Streetcar Extension and Double Tracking Project

Marcus Bennett, UTA Project Manager III, was joined by Ethan Ray, UTA Project Manager II.

Staff outlined the resolution, which adopts the capital project plan for the S-Line streetcar extension and double tracking project. The plan reflects the locally preferred alternative for the extension along Simpson Avenue to Highland Drive and the installation of double track between 500 East and 700 East. UTA will manage the project and the Utah Department of Transportation (UDOT) will have oversight. The anticipated project cost is $21.9 million and the project is funded with local monies (i.e., $12 million legislative appropriation and $9.9 million from the Transit Transportation Investment Fund).

Discussion ensued. Questions on location of the end of line station as well as project control and oversight were 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: Chair Christensen, Trustee Holbrook, and Trustee Acerson

e.   R2024-09-06 - Resolution Adopting the Authority's Tentative 2025 Budget

Viola Miller, UTA Chief Financial Officer, summarized the resolution, which adopts the agency's tentative 2025 budget.

Miller provided an operations and capital budget overview, then reviewed the operating budget (including expenses by category, office, mode, and full-time equivalents by office and mode) and the capital budget summary. She concluded by discussing the next steps in the budget approval process.

Discussion ensued. A question on the source of the revenue change in the operations and capital budget overview was posed by the board and answered by Miller.

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

f.   **R2024-09-07 - Resolution Authorizing Execution of Addendum 8 to the Salt Lake City Transit Master Plan Interlocal Agreement for 2024-2025 Frequent Transit Network Routes**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, described the resolution, which authorizes the execution of Addendum 8 to the Salt Lake City Transit Master Plan Interlocal Agreement for 2024-2025 frequent transit network routes. The addendum has a value of $6,310,853. Bourdeaux also discussed the purpose of the Salt Lake City Transit Master Plan Interlocal Agreement and implementation progress to date.

Discussion ensued. Questions on the rate calculation, agreement term, and electrification plans were posed by the board and answered by Bourdeaux.

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

g.   **R2024-09-08 - Resolution Authorizing the Handling of Funds, and the Investment and Disbursement of Monies**

Brian Reeves, UTA Associate Chief Financial Officer, was joined by Rob Lamph, UTA Comptroller.

Reeves summarized the resolution, which authorizes the handling of funds and the investment disbursement of monies. The resolution also updates the positions authorized to invest or reinvest and create accounts with financial institutions and the positions authorized to sign checks.

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

h.   **R2024-09-09 - Resolution Designating Authorized Users for the Authority's Utah Public Treasurers' Investment Fund Accounts**

Brian Reeves was joined by Rob Lamph.

Reeves outlined the resolution, which authorizes users for the agency's Utah Public Treasurers' Investment Fund (PTIF) accounts.

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

8.   **Contracts, Disbursements and Grants**

    a.   **Contract: S-Line Extension Phase 1 Pre-Construction Design Services (Kiewit Infrastructure West Corporation)**

        Marcus Bennett was joined by Ethan Ray.

        Ray requested the board approve a not-to-exceed $1,937,772 contract with Kiewit Infrastructure West Corporation for pre-construction design services on the S-Line extension.

        Discussion ensued. Questions on the progressive design-build process and project oversight 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.

    b.   **Contract: Drug and Alcohol Third Party Administrator (WorkforceQA, LLC.)**

        Lorin Simpson, UTA Drug & Alcohol Program Manager, was joined by M.J. Rosner, UTA Total Rewards Program Administrator.

        Simpson requested the board approve a contract with WorkforceQA, LLC for administration of the required testing and services associated with UTA's drug and alcohol program. The contract has a five-year base term plus five one-year options. The total contract value of the base term is $706,000. Exercise of the contract options will require additional board approval.

        Discussion ensued. Questions on UTA's history with the provider and the procurement process were posed by the board and answered by Simpson.

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

    c.   **Contract: Occupational Medical Services (Intermountain WorkMed, LLC./IHC Health Services, Inc.)**

        Lorin Simpson was joined by M.J. Rosner.

        Simpson requested the board approve a contract with Intermountain WorkMed, LLC./IHC Health Services, Inc. for occupational medical services. The contract has a five-year base term plus five one-year options. The total contract value of the base term is $1,113,250. Exercise of the contract options will require additional board approval.

        Discussion ensued. A question on the contract term was posed by the board and answered by Simpson.

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

contract be approved. The motion carried by a unanimous vote.

d. **Contract: Information Technology Research and Advisory Services (Info-Tech Research Group, Inc.)**

Edison Pascacio, UTA Director of Data Strategy, requested the board approve a contract with Info-Tech Research Group, Inc. for information technology research and advisory consulting services. The contract has a three-year base term plus two one-year options, with a not-to-exceed value of $688,175.72 over the five-year term.

Discussion ensued. Questions on services provided by the consultant were posed by the board and answered by Pascacio.

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

e. **Contract: Timpanogos Bus Facility Used Oil and Coolant Tanks (Spackman Enterprises, L.C.)**

Kevin Anderson, UTA Director of Maintenance Support, requested the board approve a $258,400 contract with Spackman Enterprises, L.C. for the removal and disposal of two fuel oil tanks and replacement with one double-compartment fuel oil tank at the Timpanogos bus facility.

Discussion ensued. Questions on the condition of other agency-owned oil tanks, new tank location, and environmental concerns were posed by the board and answered by Anderson.

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

9. **Budget and Other Approvals**

a. **2024 Transit Asset Management Plan and Group Sponsor Transit Asset Management Plan**

Pam Thrasher, UTA Manager of State of Good Repair, was joined by Daniel Hofer, UTA Director of Capital Programs & Support.

Thrasher requested the board approve the 2024 Transit Asset Management (TAM) Plan and the Group Sponsor Transit Asset Management Plan.

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

Chair Christensen called for a recess at 10:17 a.m.

The meeting reconvened at 10:23 a.m.

10.   Discussion Items

a.   Next Generation Fare Collection System Update

Brian Reeves was joined by Kensey Kunkel, UTA Special Project Manager - Fares.

Kunkel provided an update on the next generation fare collection project, including the project phases, timeline, and overall objectives.

Extensive discussion ensued and centered on the following topics:

- Customer interface on the ticket vending machines (TVMs)
- Validator usage (particularly as it relates to customer experience)
- Communications plan
- Fare media
- Measures to ensure screen visibility
- Target date for system conversion
- Project budget
- Integration with open payment systems

Chair Christensen recommended having the TVM user experience tested by potential users prior to implementation. Trustee Acerson suggested considering the possibility of assigning each rider a unique identifier to make riding the system easier.

11.   Other Business

a.   Next Meeting: Wednesday, October 9th, 2024 at 9:00 a.m.

12.   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 10:54 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/941641.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at <https://rideuta.granicus.com/player/clip/322?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

Appendix A

Online Public Comment

(Note: Online public comment was received via email and the text is copied as submitted.)
From Philip Sauvageau:

For the next generation fare update discussion, it would be helpful to discuss how to validate passes that are part of virtual wallets (like U of U that tap on tap off as part of contract).