



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, September 11, 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 9:00 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Chair Christensen called for a moment of silence to remember those who lost their lives and served the public during the events that occurred on September 11, 2001.

Beth Holbrook, UTA Trustee, delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

(To view public comment in its entirety, see the meeting video located at <https://rideuta.granicus.com/player/clip/318> .)

In person comment was given by Brett Ross and Robert Stutchbury. Both expressed support for the Rio Grande Plan.

Virtual comment was given by Alex Keller, Zack Scriven, Megan West, and Roger Browne. Keller, Scriven, and West expressed support for the Rio Grande Plan. Browne commented on the FrontRunner schedule and requested late night service to Provo.

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 August 5, 2024 Board of Trustees Budget Work Session Minutes**
- b. **Approval of August 6, 2024 Board of Trustees Budget Work Session Minutes**
- c. **Approval of August 7, 2024 Board of Trustees Budget Work Session Minutes**
- d. **Approval of August 8, 2024 Board of Trustees Budget Work Session Minutes**
- e. **Approval of August 9, 2024 Board of Trustees Budget Work Session Minutes**
- f. **Approval of August 16, 2024 Board of Trustees Budget Work Session Minutes**
- g. **Approval of August 14, 2024 Board Meeting Minutes**

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

6. Reports

- a. **Executive Director Report**
 - **UTA Recognition - TRAX Ambassadors**
 - **Continuous Improvement Excellence Award - Meadowbrook Maintenance**

UTA Recognition - TRAX Ambassadors

Jay Fox, UTA Executive Director, was joined by Megan Waters, UTA Community Engagement Director, and Doraleen Taulanga, UTA Community Outreach Manager.

Taulanga recognized TJ Aiolupotea, Marcy Richards, and Kylee-Amber Sykes, UTA TRAX Ambassadors, for providing lifesaving emergency medical care to a transit rider in distress.

Continuous Improvement Excellence Award - Meadowbrook Maintenance

Jay Fox was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer, Richard Murray, UTA Director of Organizational Excellence, Riley Williams, UTA Manager of Vehicle Performance & Maintenance, and Patrick Smith, UTA Mechanic-Technician Apprentice.

Garrett and Murray recognized the Meadowbrook maintenance team and Meadowbrook 3D print shop team with the Continuous Improvement Excellence Award for their efforts to improve maintenance shop working conditions and correct a defect with operator seat belt alarms.

Chief of Staff

Jay Fox reported Kim Shanklin will serve as his chief of staff.

- b. **Strategic Plan Minute: Community Support - Strategic Communications Plan**

Jay Fox highlighted efforts related the UTA Strategic Communications Plan that support the “Building Community Support” initiative in the UTA Strategic Plan.

c. Financial Report - July 2024

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Greg Andrews, UTA Senior Financial Analyst.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Capital year-to-date spending

Discussion ensued. Questions on inflation trends, federal grant reimbursements, and capital spending delays were posed by the board and answered by staff.

The board requested an update on capital spenddown and procurement delays.

7. Resolutions**a. R2024-09-01 - Resolution Authorizing the Execution of Federal Transit Administration 5310 Subrecipient Grant Agreements**

Viola Miller was joined by Christy Allen, UTA Coordinated Mobility Manager, and Alika Lindsay, UTA Coordinated Mobility Grant Administrator.

Lindsay explained the resolution, which authorizes the execution of federal fiscal year 2023 and 2024 Federal Transit Administration 5310 subrecipient grant agreements as specified in Exhibit A to the resolution. The subrecipients provide mobility options across the UTA service area.

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: Vendor Managed Shop Supplies (Grainger Inc.)**

Viola Miller was joined by Todd Mills, UTA Director of Supply Chain.

Mills requested the board approve a vendor-managed agreement with Grainger Inc. for shop supplies. The contract has an estimated value of \$6,000,000 and a term of five

years.

Discussion ensued. Questions on state contract pricing and usage estimates and tracking 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: Farmington to Bountiful Bus Stop Improvements - Phase 1 (Landmark Companies, Inc.)

David Hancock, UTA Chief Capital Services Officer, was joined by Patti Garver, UTA Manager of Environmental Compliance & Sustainability.

Garver requested the board approve a \$399,850.08 contract with Landmark Companies, Inc. for 11 bus stop improvements between Farmington and Bountiful in Davis County. The bus stops will ultimately be part of the Davis-SLC Community Connector.

Discussion ensued. Questions on project funding sources, stop locations, and stop branding were posed by the board and answered by Garver.

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. Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-052 - 3300/3500 S. Bus Stops (Stacy and Witbeck, Inc.)

David Hancock was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager.

Wouden requested the board approve a \$890,433 change order to the contract with Stacy and Witbeck, Inc. for construction of 27 bus stops along 3300 South in South Salt Lake and Millcreek. The total contract value, including the change order, is \$4,865,262.

Discussion ensued. Questions on competitive pricing, on-call contractor options, and bus stop upgrade goal progress 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.

d. Change Order: 200 South Bus Stop Shelter Installation Change Order #02 - Phase II (Landmark Companies, Inc.)

David Hancock was joined by Carlie Torres, UTA Project Manager II.

Torres requested the board approve a \$410,810.73 change order to the contract with Landmark Companies, Inc. for 10 bus stop shelters to be installed along 200 South in Salt Lake City. The total contract value, including the change order, is \$913,776.50.

Discussion ensued. Questions on the status of work on 200 South and construction quality control 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.

e. **Change Order: Facility Remodel and Reconfiguration Services Contract Task Order #24-001 - Depot District Restroom Remodel (Paulsen Construction)**

David Hancock was joined by David Osborn, UTA Project Manager III.

Osborn requested the board approve a \$264,524.05 change order to the task order contract with Paulsen Construction for a restroom remodel and kitchen addition at the Depot District facility. Since this is the first task order on the contract, the current contract value is \$264,524.05.

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.

f. **Change Order: UTA Headquarters and Salt Lake Central Redevelopment Design Services Change Order 1 - Schematic Design Phase I (Skidmore, Owings & Merrill LLP)**

David Hancock was joined by Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, and joined by Sean Murphy, UTA Facility Development Supervisor.

Murphy requested the board approve a \$2,986,000 change order to the contract with Skidmore, Owings & Merrill LLP for Phase 1 of schematic design on the UTA Headquarters and Salt Lake Central redevelopment. The total contract value, including the change order, is \$3,985,900.

Discussion ensued and centered on funding for the UTA Ten-Year Capital Plan, vetting on the Rio Grande Plan, how the UTA Ten-Year Capital Plan aligns with regional long-range planning processes, planned development on 600 West, Union Pacific involvement in plans that impact shared rail corridors, revenue potential from the Salt Lake Central redevelopment, and tenancy in the planned development.

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.

g. **Change Order: Banking Services Contract Modification 1 - Exercise Option Years (Zions Bank)**

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

Lamph requested the board approve a \$288,000 change order to the banking services contract with Zions Bank to exercise a three-year extension option. The total contract value, including the change order, is \$834,000.

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

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.

h. Pre-Procurements

- **Diesel Fuel and Unleaded Gasoline**
- **Operator Uniforms**
- **Wheel Press**
- **S70 Brake Calipers**

Todd Mills indicated the agency intends to procure the goods outlined on the meeting agenda.

Discussion ensued. Questions on fuel requirements on fleet vehicles, uniform options, wheel press equipment providers, and procurement timelines were posed by the board and answered by Mills.

Chair Christensen called for a recess at 10:43 a.m.

The meeting reconvened at 10:57 a.m.

9. Discussion Items

a. 2024 Transit Asset Management Plan - Capital Services

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

Thrasher reviewed the purpose of transit asset management (TAM), federal TAM plan requirements, TAM plan asset inventory, and condition assessments. She discussed the project creation process, project-based prioritization of investments, TAM policy, and TAM plan implementation strategy. She also spoke about agency coordination on state of good repair initiatives, key TAM activities and projects over the next four years, and resources required to implement the plan. Thrasher concluded by outlining UTA's process for monitoring TAM activities, UTA's group TAM plan (applies to two subrecipients: Weber Aging Services and United Way), and future expectations.

Discussion ensued. Questions on customer experience in the context of transit asset management, asset value estimations, and process and requirements for asset disposition were posed by the board and answered by staff.

b. Proposed Final 2025-2029 Five Year Capital Plan

David Hancock was joined by Daniel Hofer.

Hancock reviewed the executive team strategic priorities and delivery objectives.

Hofer then outlined the 2025-2029 Five-Year Capital Plan, including new projects, overview summary, overview by office, funding by category, state-of-good-repair, large projects, and funding by source. He also discussed 2025 funding details, major milestones, and budget changes stemming from the 2025 budget workshops held in August 2024.

Discussion ensued. Questions on the power control cabinet (PCC) replacement, electrical equipment supply, bond funding, future bonding, budgeting for multi-year projects, FrontRunner vehicle procurement, Midvalley Connector project timeline, program management support, and UVX project management were posed by the board and answered by staff.

c. Tentative 2025 Operating and Capital Budget

Viola Miller was joined by Brad Armstrong and Kim Shanklin, UTA Chief People Officer.

Miller provided an overview of the budget process and reviewed the ten-year financial forecast (with and without capital investment), and the tentative 2025 operating budget (expenses by mode, expenses by office, expenses by category, and FTE by office). She then outlined changes following the August 2025 budget workshops, the total tentative 2025 operating budget request, 2025 operating budget initiatives, and key budget assumptions. Miller discussed sales tax growth trends and sources and uses of operating funds.

Miller reviewed the tentative 2025 capital budget by office, budget changes from the August budget workshops, 2025 capital funding details, and major 2025 capital milestones. She concluded by outlining the next steps in the budget approval process.

Discussion ensued. Questions on contingency spending, percentage allocated to employee cost of living increase, and impact of federal interest rate changes on bonding plans were posed by the board and answered by staff.

d. Customer Experience Action Plan

Andy Stevenson, UTA Customer Experience Project Manager, was joined by Evan Chan, with Motivf.

Chan discussed customer experience generally, the objectives of the Customer Experience Action Plan, why a plan is needed, and the plan development process.

Discussion ensued. Questions on integration with communications and marketing, challenges in the customer journey, and integration with operations were posed by the board and answered by staff. Chair Christensen recommended addressing barriers to

transit use as part of the customer experience effort.

e. Implementation of New Technologies Budget Work Session Follow-up

Alisha Garrett, UTA Chief Enterprise Strategy Officer, was joined by Kyle Brimley, UTA IT Director; Tigran Melikyan, UTA Director of Business Analysis; and Edison Pascascio, UTA Director of Data Strategy.

Garrett outlined the process for onboarding enterprise systems and the benefits of enterprise applications.

Discussion ensued. Questions on the definition of “business need,” intersection of technologies implementation with budget planning, project prioritization, and resources (including personnel) were posed by the board and answered by staff.

f. Labor Relations Overview

Kim Shanklin was joined by David Kelly, UTA Labor Relations Officer.

Staff provided an overview of the labor relations function at UTA and its processes.

Discussion ensued. A question on appeal mechanisms was posed by the board and answered by staff.

10. Other Business

Next Meeting: Wednesday, September 25th, 2024 at 9:00 a.m.

11. 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 1:03 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/938595.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/318?view_id=1&redirect=true.

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

Approved Date:

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 Walker Hills:

Please do not continue to spend taxpayer dollars on the design of the headquarters/station building until the Rio Grande Plan is studied further.

We want the Rio Grande Plan!

From Peter Zeigler:

I have been following along and I have seen the plan for the new Salt Lake Central Station and I am going to say that the building itself is actually a good building. Now, I am going to mention that there has been no consideration for the Rio Grande Plan. Since Salt Lake County council has voted preliminarily to endorse that plan, it should make sense for UTA to take it into consideration.

Also, with the current HQ, I am going to ask, what is the current problem with it in terms of where it is right now and could it be able to be renovated? Also, why would relocating the HQ require building a whole new central station instead of considering what we have prior? Are there any official studies or plans that call for this? If so, what?

Maybe UTA should not approve more public funding for design services until the Rio Grande Plan is fully vetted. The Rio Grande Plan has gained significant public support that shouldn't be undercut or ignored so I ask the Board of Trustees to be able to address the Rio Grande Plan and look into it.