



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, May 28, 2025

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

Carlton Christensen, UTA Board Chair, delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

No in person or virtual comment was given.

Online Comment

No online comment was received.

5. Consent

a. Approval of May 14, 2025, Board Meeting Minutes

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

6. Reports

a. Executive Director Report

No report was given.

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

Jay Fox, UTA Executive Director, was joined by Jarvie Curtis, UTA IT Manager of Communications and Deployment.

Fox highlighted milestones in phase I of the radio system replacement project, which is a state of good repair initiative designed to upgrade critical technologies to support service deployment.

Discussion ensued. Questions on the implementation process and integration with other public service providers were posed by the board and answered by staff.

Beth Holbrook, UTA Trustee, joined the meeting at 9:08 a.m.

7. Resolutions**a. R2025-05-02 - Resolution Authorizing the Issuance and Sale by the Authority of its Sales Tax Revenue and Refunding Bonds in the Aggregate Principal Amount of Not to Exceed \$973,000,000**

Viola Miller, UTA Chief Financial Officer, was joined by Brian Reeves, UTA Associate Chief Financial Officer, and Brian Baker with Zions Public Finance.

Miller summarized the resolution, which authorizes the issuance and sale of UTA's sales tax revenue and refunding bonds in the aggregate principal amount not to exceed \$973,000,000. The authorization includes new bond issuance, bond tendering, and tax-exempt refunding of taxable bonds.

Baker discussed current market conditions.

Discussion ensued. Questions on the recent U.S. Treasury downgrade, timing to ascertain the actual issuance amount, and bond parameters 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

b. R2025-05-03 - Resolution Adopting Revised Board Bylaws and Policies

- Utah Transit Authority Bylaws
- 1.1 Process for Establishing Board Policies
- 1.3 Executive Relationships and Meeting Protocols
- 2.1 Financial Management
- 2.2 Contract Authority, Procurement and Grants
- 2.3 Budget
- 3.2 Service Planning
- 3.3 Capital Development Project Implementation

- 4.1 Fares
- 5.1 Transit-Oriented Development
- 5.2 Real Property

Neiufi longi, UTA Public Policy Analyst, summarized the resolution, which adopts the revised board bylaws and policies listed on the meeting agenda.

The updates align with provisions in Senate Bill 174 (2025) that:

- Change the UTA Local Advisory Council role in various processes
- Update executive relationships and duties
- Update board contract review levels from \$200,000 to \$250,000 and from 15% to 25% of the total contract value
- Update appointment and removal of the agency's treasurer and comptroller
- Update the budget development process

General updates also include:

- Changes to UTA administrative policy requirements
- A provision to allow international travel to Canada without board approval
- Assignment for review of conflicts of interest to the ethics officer
- Addition of authorization for certain complimentary passes
- Non-statutory updates to the budget development process
- Updates to the Transit-Oriented Communities (TOC) process and timelines

longi mentioned a formatting error in the packet that should have stricken the entire sentence in Board Policy 1.1 (II)(B)(2).

Discussion ensued. Questions regarding travel to Canada no longer requiring board approval and on whether a distinction in the policy is needed for TOC vs. Transit-Oriented Development (TOD) were posed by the board and answered by longi. 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: Operator Restroom - Millcreek Station (Calvin L. Wadsworth Construction Company, LLC)

Jared Scarbrough, UTA Director of Capital Design & Construction, requested the board approve a not-to-exceed \$618,552.86 contract with Calvin L. Wadsworth Construction Company, LLC for installation of a prefabricated operator restroom facility at the TRAX Millcreek Station.

Discussion ensued. Questions on HVAC for the facility were posed by the board and answered by Scarbrough.

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. Change Order: Onsite Wellness Clinic Services Amendment No. 4 - Increase Not-to-Exceed Amount (CareATC, Inc.)

Ann Green-Barton, UTA Chief People Officer, was joined by Lorin Simpson, UTA Acting Director of Total Rewards.

Simpson requested the board approve a not-to-exceed \$258,967.86 change order to the contract with CareATC, Inc. for additional monthly pass-through costs in services, as well as costs associated with furnishing and providing services at the Mount Timpanogos health suite. The total contract value, including the change order, is \$12,358,967.86.

Discussion ensued. Questions on the Mount Timpanogos facility overages, contract term, and employee utilization of clinic services 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.

c. Change Order: On-Call Systems Maintenance Contract Task Order #25-009 - 1300 South Pedestrian Crossing and Queue Cutter (Rocky Mountain System Services)

Jared Scarbrough requested the board approve a \$277,608.48 task order to the on-call contract with Rocky Mountain System Services for the installation of a new pedestrian crossing and queue cutter at 1300 South in Salt Lake City. The total contract value, including the change order, is \$8,275,011.33. Costs will be reimbursed to UTA by Salt Lake City and the Utah Department of Transportation.

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. Fare Agreement: Special Events Agreement for Ogden Twilight Concert Series (Ogden Twilight LLC)

Monica Howe, UTA Fares Director, requested the board approve a \$13,180 special events pass agreement with Ogden Twilight LLC for the 2025 Ogden Twilight Concert Series.

Discussion ensued. Questions on communications for which concerts are eligible for ticket-as-fare and anticipated ridership were posed by the board and answered by Howe.

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

b. Fare Agreement: Education Pass (Weber State University)

Monica Howe requested the board approve a \$635,510 education pass agreement with Weber State University. The contract has a one-year term.

Discussion ensued. A question on the one-year contract term was posed by the board and answered by Howe.

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

c. **Service Agreement: Trolley Bus Service Agreement Amendment 1 - Reinstatement and Amendment of Expired Contract Agreement (Ogden City Corporation)**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Jaron Robertson, UTA Director of Planning.

Robertson requested the board ratify an \$89,353 amendment to the contract with Ogden City Corporation to extend the zero-fare operation of route 601 through April 14, 2026 (Change Day). The total contract value, including the amendment, is \$176,103.

Discussion ensued. Questions on the terms of the contract and future intentions for the route were posed by the board and answered by staff.

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

10. Discussion Items

a. **Facility Strategic Plan**

David Hancock, UTA Chief Services Officer, was joined by Paul Drake, UTA Director of Real Estate & Transit-Oriented Development.

Drake provided an update on the UTA Facility Strategic Plan project. He highlighted needs at the Jordan River Rail Service Center as an example of information contained in the plan and described next steps in the facility development process.

Discussion ensued which centered on the following topics:

- Alignment with the UTA 5-year Capital Plan
- Accessibility of facilities data
- Facilities hidden costs
- Seismic evaluations
- Occupancy assessments
- Facilities evaluation (i.e., renovate vs. new build)

Chair Christensen suggested making facilities information available to the board and to the public, as appropriate. He also requested an in-depth review of major facilities over time in board meetings.

11. Other Business

- a. Next Meeting: Wednesday, June 11th, 2025, at 9:00 a.m.

12. Closed Session**a. Strategy Session to Discuss:**

- Pending or Reasonably Imminent Litigation.
- Purchase, Exchange, or Lease of Real Property (Utah Code 52-4-205 (1) (d))
- Sale of Real Property (Utah Code 52-4-205 (1) (e))

Chair Christensen indicated there were matters to be discussed in closed session relating to pending or reasonably imminent litigation, the purchase, exchange or lease of real property, and the sale of real property. A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:19 a.m.

The meeting reconvened in closed session at 10:32 a.m.

13. Open Session

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to return to open session. The motion carried by a unanimous vote and the meeting resumed at 11:09 a.m.

14. 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 11:09 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/997387.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/367?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