



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, July 31, 2024**

**9:00 AM**

**FrontLines Headquarters**

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**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**

Trustee Beth Holbrook welcomed attendees and called the meeting to order at 9:00 a.m. She noted Chair Carlton Christensen would be arriving to the meeting a few minutes late.

#### **2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

#### **3. Safety First Minute**

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

Carlton Christensen joined the meeting at 9:04 a.m.

#### **4. Public Comment**

##### **In Person/Virtual Comment**

Public comment was given by Josh Jones, Marshall Garey, and Robbie Stutchbury.

Josh Jones (in person): Jones has worked at the UTA Tooele garage for 17 years. He has seen changes that have been heartwarming, such as the start of Saturday service, the increase in the number of buses over time, and the introduction of On Demand, but he still feels UTA is not providing good service to Tooele County. People who are trying to commute from Grantsville have to drive because the On Demand service is not available before 7:00 a.m. and On Demand misses trips due to charging issues associated with the electric vehicle fleet.

Marshall Garey (virtual): Garey congratulated Salt Lake City for being awarded the 2034 Olympics. The Olympics are a huge potential for UTA. In 2002, Salt Lake was able to leverage the Olympics to garner support for the "great transit" Salt Lake has right now. Garey feels it is time to push for the Rio Grande Plan. I-15, and even FrontRunner, have split Salt Lake. The Rio Grande Plan could rejoin that area. Garey supports the Rio Grande Plan and hopes the board

will consider it.

Robbie Stutchbury (in person): Stutchbury supports the Rio Grande Plan in part because it integrates with people's daily lives. He rides his bike everywhere and the trails he uses cause him to have to move in and out of traffic, which is dangerous. There is a food desert four blocks west of the UTA headquarters and mobility in that part of the city is challenging. The Rio Grande plan would make businesses and amenities in the area more accessible. The Rio Grande Plan is a "more comprehensive" UTA goal.

### **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.

Chair Christensen assumed responsibility for chairing the meeting at 9:13 a.m.

## **5. Consent**

- a. **Approval of July 10, 2024 Board Meeting Minutes**
- b. **2023 UTA Annual Comprehensive Financial Report (ACFR) and National Transit Database (NTD) Agreed Upon Procedure Report**
- c. **Quarterly Disbursement Report - 2024 Vehicle Parts Inventory Spend - Q2 2024**
- d. **Quarterly Disbursement Report - Non-Inventory Vendors - Q2 2024**

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 Event Ridership**
  - **UTA Memorial: Mark Tylka**

### **UTA Event Ridership**

Jay Fox, UTA Executive Director, was joined by Patrick Preusser, UTA Chief Operating Officer. Preusser highlighted transit ridership to large events held between June and July 2024, including the Luke Combs concert (27,100 rides), George Strait concert (21,100 rides), Warriors over the Wasatch Air Show (36,200 rides), and Stadium of Fire (6,300 rides).

### **UTA Memorial: Mark Tylka**

Jay Fox was joined by Jaron Robertson, UTA Light Rail General Manager, and Doug Malmborg, UTA Assistant Manager of Rail Operations. Robertson and Malmborg paid tribute to Mark Tylka, UTA TRAX Operator, who passed away in early June.

**b. Strategic Plan Minute: Generating Economic Return - International Olympic Committee (IOC) Announcement**

Jay Fox highlighted transit-related economic return opportunities available to the community following the announcement of Salt Lake City's selection as the host city for the 2034 Winter Olympics. Anticipated transit improvements include:

- 15-minute and Sunday service on FrontRunner
- TRAX Orange Line from Salt Lake City International Airport to University of Utah Research Park
- Mid-Valley Express (MVX) Bus Rapid Transit Line connecting Murray to West Valley
- Davis-to-SLC Connector
- 5600 West Express Bus from Old Bingham Highway Station to the Salt Lake City International Airport

**7. Resolutions**

**a. R2024-07-01 - Resolution Authorizing the Adoption of Vanpool Rates**

Patrick Preusser was joined by Michael Goldman, UTA Special Services Program Manager, and Lani Laumua, UTA Accountant - Rideshare. Goldman summarized the resolution, which adopts vanpool rates for the agency to be implemented December 1, 2024.

Discussion ensued. A question on the communications plan was 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

**b. R2024-07-02 - Resolution Setting Compensation for District Officers and Employees**

Kim Shanklin outlined the resolution, which sets compensation for district officers and administrative employees for 2024 and authorizes parameters that allow management to place jobs within the compensation structure. Jobs added to the structure include associate chief financial officer, director of data strategy, data scientist, and people data analyst.

Discussion ensued. Questions on 2025 budget increases for added positions and the timing of hiring for new positions were posed by the board and answered by Shanklin.

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

c. **R2024-07-03 - Resolution Modifying the Authority's Organizational Structure and Creating the Position of Chief of Staff to the Executive Director**

Jay Fox was joined by Kim Shanklin. Fox explained the resolution, which modifies the agency's organizational structure to include a chief of staff on the executive team. He spoke about the need for a chief of staff to focus on administration. The functions of the role will include initiative management and organizational oversight and improvement at the agency.

Discussion ensued. Questions on the need for additional administrative support, anticipated costs, and executive team feedback on the new position 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

8. **Budget and Other Approvals**

a. **TBA2024-07-01 Technical Budget Adjustment - Operating Budget Adjustment for Position of Chief of Staff to the Executive Director**

Jay Fox was joined by Viola Miller, UTA Chief Financial Officer, and Brad Armstrong, UTA Director of Budget & Financial Strategy. Armstrong summarized the technical budget adjustment, which authorizes an increase in one full-time equivalent (FTE) headcount and allocates \$108,000 from the 2024 operating contingency budget for a chief of staff to the executive director.

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

9. **Contracts, Disbursements and Grants**

a. **Contract: 2024 Rideshare Van Order (Larry H. Miller Chevrolet)**

Jesse Rogers, UTA Bus Vehicle Procurement Project Manager, was joined by Michael Goldman.

Rogers requested the board approve \$799,260 contract with Larry H. Miller Chevrolet for the purchase of 16 vanpool vehicles.

Discussion ensued. Questions on fleet replacement vs. increase and the possibility of purchasing all-wheel drive and/or hybrid vans were posed by the board and answered by staff. Chair Christensen recommended looking into purchasing all-wheel drive vans, particularly for vanpools utilized in the canyons, and Trustee Holbrook requested an analysis on hybrid vehicles.

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. **Contract: 2024 Rideshare Van Order (Tony Divino Toyota)**

Jesse Rogers was joined by Michael Goldman.

Rogers requested the board approve a \$1,520,000 contract with Tony Divino Toyota for the purchase of 40 vanpool vehicles.

Discussion ensued. Questions on supply chain trends and frequency of adjustments to the state contract 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.

- c. **Contract: UTA Website Maintenance and Services (Guru Technologies)**

Heather Barnum, UTA Chief Communications Officer, requested the board approve a contract with Guru Technologies for UTA website maintenance and services. The contract has a three-year base term with two one-year options and a not-to-exceed value of \$929,098 over five years.

Discussion ensued. Questions on vendor selection and performance were posed by the board and answered by Barnum.

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

- d. **Contract: Compressed Natural Gas (CNG) Fuel for Depot District (Summit Energy, LLC)**

Andres Colman, UTA Regional General Manager - Salt Lake Business Unit, was joined by Dean Klebenow, UTA Manager of Vehicle Performance & Maintenance, and Daniel Locke, UTA Facilities Utilities Project Administrator.

Colman requested the board approve a \$4,610,429 contract with Summit Energy, LLC for CNG fuel at the Depot District facility. The contract has a term of five years.

Discussion ensued. Questions on supply prioritization, performance obligations, and fleet additions 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.

- e. **Contract: State of Good Repair Network Switches and Associated Equipment (CVE Technologies Group, Inc.)**

Kyle Brimley, UTA IT Director, was joined by Tom Smith, UTA IT Network Support Manager.

Brimley requested the board approve a \$381,786.04 contract with CVE Technologies

Group, Inc. for hardware, software, and licensing required to repair network switches and associated equipment.

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

f. **Change Order: On-Call Systems Maintenance Contract Task Order #24-015 - Vine Street Signal Design (Rocky Mountain Systems Services)**

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Dean Hansen, UTA Manager - Systems Engineering.

Hansen requested the board approve a \$299,103 change order to the contract with Rocky Mountain Systems Services for the Vine Street crossing signal design. The total contract value, including the change order, is \$27,193,418.34.

Discussion ensued. Questions on speed limitations in the Vine Street area, coordination with the Utah Department of Transportation, project timeline, and anticipated FrontRunner schedule adjustments 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.

g. **Change Order: Master Task Ordering Agreement for Bus System Enhancement Design Services Consultant Pool A Only - Change Order No. 1 - Exercise of Option Years 1 and 2 (AECOM Technical Services, Inc.)**

Jared Scarbrough requested the board approve a change order to exercise two option years on the contract with AECOM Technical Services, Inc. for consulting services. The change order has a not-to-exceed value of \$300,000 per year or \$600,000 for two years for vendor pooled services.

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.

h. **Change Order: Traction Power Substations (TPSS) Rehabilitation Change Order #014 - Parallel Feeder Night Work (C3M Power Systems, LLC)**

Jared Scarbrough was joined by Dean Hansen.

Staff requested the board approve a \$641,716.30 change order to the contract with C3M Power Systems, LLC for the TPSS rehabilitation. The total contract value, including the change order, is \$46,652,576.68.

Discussion ensued. Questions on the cost of installing dual catenary wire vs. underground running wire, conduit size impacts, and project risks 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.
- i. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-042 - July to December 2024 Pre-Construction Fees (Stacy and Witbeck, Inc.)**

Jared Scarbrough was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager.

Wouden requested the board approve a \$299,520 change order to the contract with Stacy and Witbeck, Inc. for pre-construction and construction management fees from July to December 2024.

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.

- j. **Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-017 - 300 West Grade Crossing (Stacy and Witbeck, Inc.)**

Jared Scarbrough was joined by Jacob Wouden.

Wouden requested the board approve a \$324,236 change order to the contract with Stacy and Witbeck, Inc. for replacement of the TRAX grade crossing at 300 West.

The total contract value, including both change orders discussed in this meeting, is \$2,100,471.

Discussion ensued. A question clarifying the grade crossing location was posed by the board and answered by Wouden.

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.

- k. **Pre-Procurements**
- **CNG Bay Expansion - Design Phase**
  - **Procurement Services**

Todd Mills, UTA Director of Supply Chain, indicated the agency intends to procure the services outlined on the meeting agenda.

Discussion ensued. A question on the long-term procurement services strategy was posed by the board and answered by Mills.

Chair Christensen called for a recess at 10:52 a.m.

The meeting reconvened at 11:01 a.m.

**10. Service and Fare Approvals****a. Complimentary Fare: Special Events Agreement (Craft Lake City)**

Jordan Eves, UTA Manager of Fare Strategy, requested the board approve a special events agreement with Craft Lake City for ticket-as-fare valued at \$5,000 in exchange for a marketing package valued at \$15,000.

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: Pass Purchase and Administration (Salt Lake City Corporation)**

Jordan Eves requested the board approve a fare agreement with Salt Lake City Corporation for the purchase of transit passes for Salt Lake City Corporation employees at a 5%, tiered discount that aligns with the ECO Trip Rewards matrix. The agreement has a one-year base term with two one-year options and is valued at an estimated \$90,000-\$100,000 annually.

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

**c. Fare Agreement: Pass Purchase and Administration Agreement Modification No. 4 (Westminster University)**

Jordan Eves requested the board approve a one-year modification to the pass purchase and administration agreement with Westminster University for passes provided to authorized users at a per-trip 25% discount from public fare. The modification has an estimated value of \$20,000, and the total contract has an estimated value of \$84,500.

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

**d. Fare Agreement: Pass Purchase and Administration Agreement Modification No. 3 (Davis Technical College)**

Jordan Eves requested the board approve a one-year modification to the pass purchase and administration agreement with Davis Technical College for passes provided to authorized users at a per-trip 25% discount from public fare. The modification has an estimated value of \$38,000, and the total contract has an estimated value of \$129,000.

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

**e. Fare Agreement: Education Pass Agreement Modification No. 2 (Salt Lake School District and Salt Lake Education Foundation)**

Jordan Eves requested the board approve a one-year modification to the education pass agreement with Salt Lake School District and Salt Lake Education Foundation for

50,000 unlimited use passes provided to the school district's students, faculty, staff, and one student guardian per household. The modification is valued at \$279,000, and the total contract is valued at \$837,000.

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

f. **Fare Agreement: Funding for Salt Lake School District Passes - 2024-2025 (Salt Lake City Corporation)**

Jordan Eves requested the board approve a fare agreement with Salt Lake City Corporation for their contribution to the provision of 50,000 unlimited use passes to Salt Lake School District students, faculty, staff, and one student guardian per household (see agenda item 10.e.). The agreement is valued at \$214,209.

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

**11. Discussion Items**

a. **Murray North Station Area Plan**

Kayla Kinkead, UTA Transit-Oriented Communities Predevelopment Supervisor, highlighted the Murray North Station Area Plan (SAP) area, vision and goals, and plan elements. She also spoke about proposed uses for the 8.4 acres of UTA-owned property at the site and indicated more analysis of UTA's operational requirements is needed.

Discussion ensued. Questions on local government sentiments on grocery amenities and options for alternatives were posed by the board and answered by Kinkead.

b. **Clearfield Station Area Plan**

Kayla Kinkead outlined updates to the Clearfield SAP, which was initially adopted as "Clearfield Connected" in 2019. She reviewed the SAP area, vision and goals, and plan elements. UTA owns 56 acres at the site, which are slated to be utilized for medium-density residential and low and medium-density mixed-use purposes.

c. **Capital Program Update - Second Quarter 2024**

Daniel Hofer, UTA Director of Capital Programs & Support, was joined by Marcus Bennett, UTA Project Manager III, and Patti Garver, UTA Manager of Environmental Compliance & Sustainability.

Hofer summarized capital spending for the second quarter of 2024, along with anticipated budget and activities for current quarter. Staff then provided an update on the S-Line extension and the Davis-SLC Community Connector projects.

Discussion ensued. Questions on coordination with the finance team on investing cash

flow variance funds, S-Line corridor preservation, and S-Line project timeline were posed by the board and answered by staff.

**12. Other Business**

- a. Next Meeting: Wednesday, August 14, 2024 at 9:00 a.m.

**13. Closed Session**

**a. Strategy Session to Discuss Collective Bargaining**

Chair Christensen indicated there were matters to be discussed in closed session related to collective bargaining. A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote and the meeting convened in closed session at 11:42 a.m.

**14. Open Session**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to return to open session. The motion carried by a unanimous vote and the meeting reconvened in open session at 12:08 p.m.

**15. 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 12:08 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/929675.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/312?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/312?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**

**From Henry Sokolski:**

I live along Wasatch Boulevard across from the swamp Lot in Cottonwood Heights. I have been told that the 953 service would be restored now for over two years. It is now almost August 2024. UTA should announce what it intends to do to restore the service. At this point, candor and a bad decision would be superior to what has gone on, which roughly is silence.