



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, February 26, 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

Viola Miller, UTA Chief Financial Officer, delivered a brief safety message.

4. Public Comment

(To view public comment in its entirety, see the meeting video located at <https://rideuta.granicus.com/player/clip/350>.)

In Person/Virtual Comment

In person comment was given by Wesley Syphus and Barry McLerran.

Syphus spoke in support of UTA service.

McLerran, a representative from Senator John Curtis's office, spoke on the senator's support of transit and requested feedback from the agency on federal priorities.

5. Consent

a. Approval of February 12, 2025, 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. Legislative Update and Potential Action on Proposed Legislation**

Adam Gardiner, Principal with ASG Consulting, Inc., spoke about proposed legislation that may have implications for UTA, including House Bill 444 Data Privacy Modifications (Moss) (H.B. 444) and Senate Bill 306 Convention Center Investment Amendments (McCay) (S.B. 306). He also mentioned a second substitute to Senate Bill 26 Housing and Transit Reinvestment Zones (Harper) (S.B. 26), a bill the board supported publicly in its original form. Gardiner recommended the board take a neutral position on H.B. 444 and a monitor position on S.B. 26 Substitute 2.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to take a neutral position on H.B. 444, a monitor position on S.B. 26 Substitute 2, and a monitor position on S.B. 306.

b. Executive Director Report

- **UTA Recognition - Bus Maintenance Roadeo**
- **Discretionary Grants Report Status**

UTA Recognition - Bus Maintenance Roadeo

Jay Fox, UTA Executive Director, was joined by Patrick Preusser, UTA Chief Operating Officer.

Preusser described the UTA bus maintenance “roadeo” competition and recognized the winners.

Discretionary Grants Report Status

Jay Fox mentioned the regular discretionary grants report will be deferred to a future meeting since there is no new information to share.

c. Strategic Plan Minute: Learning and Improving Through GEMBA

Jay Fox was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer.

Garrett provided an overview of GEMBA, which is a continuous improvement term that originated in Japan that means “go to the place where the work is done.” GEMBA creates an opportunity to observe firsthand and learn from the employees doing the work. Some benefits include strengthening cross-functional relationships, improving problem solving, and sharing best practices.

Discussion ensued. Questions on employee sentiments regarding GEMBA and future plans for GEMBA events were posed by the board and answered by staff.

7. Resolutions**a. R2025-02-03 - Resolution Setting Compensation for District Officers and Employees and Establishing Parameters to Make Changes to the Structure for the Year 2025**

Ann Green-Barton, UTA Chief People Officer, summarized the resolution, which sets compensation for district officers and administrative employees and establishes parameters to make changes to the structure for the year 2025. She noted the overall salary structure increased by 2% for 2025, with some positions receiving pay lane minimum adjustments due to the adjustment of the structure. The structure is intended to keep UTA competitive in the current labor market.

With respect to midyear job placements, Green-Barton indicated the resolution allows the executive director and chief people officer to place additional jobs in the structure under the following parameters:

- Addition of a new job that has been authorized by the board in an approved budget
- Adjustment of an existing job that has changed more than 50% per Corporate Policy 6.7.2.1
- Adjustment of an existing job as part of an audit review or as a result of a manager's request to review or appeal under UTA Policy UTA.05.04

Green-Barton stated the same methodology used in the development of the annual compensation structure would be applied to any adjustment. She also mentioned the board will receive a quarterly report summarizing adjustments that occurred under the parameters of the resolution and will be asked to ratify the adjustments made in 2025 through resolution.

Discussion ensued. Green-Barton committed to provide information on the minimum pay lane adjustment costs to the board.

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. Change Order: Program Management Services Change Order No. 03 - Option Year 2 (HNTB Corporation)**

David Hancock, UTA Chief Capital Services Officer, was joined by Daniel Hofer, UTA Director of Capital Programs & Support.

Hofer requested the board approve a change order to authorize the exercise of option year 2 to the contract with HNTB Corporation for program management services. The change order has a not-to-exceed value of \$9,200,000. The total contract value,

including the change order, is \$43,382,015.

Discussion ensued. A question on contracting versus performing work in-house was 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.

b. Pre-Procurements

- Orange Line Implementation/Red Line Realignment Consultant for Environmental Clearance and Preliminary Engineering NEPA documents

Chair Christensen indicated a discussion on pre-procurement was no longer necessary.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to table this agenda item. The motion carried by a unanimous vote.

9. Service and Fare Approvals

a. Fare Agreement: Special Events Agreement (The Church of Jesus Christ of Latter-Day Saints)

Jordan Eves, UTA Manager of Fare Strategy, requested the board approve a \$145,500 special events agreement with The Church of Jesus Christ of Latter-day Saints for ticket-as-fare to specific events outlined in the contract. The agreement also includes a price schedule for ticket-as-fare arrangements for additional events not listed in the contract that may be added with the agreement of both parties.

Discussion ensued. A question on rate standardization for ticket-as-fare arrangements was posed by the board and answered by Eves.

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

10. Budget and Other Approvals

a. TBA2025-02-01 - Technical Budget Adjustment - 2025 Capital Program

Viola Miller was joined by Daniel Hofer.

Miller indicated staff is taking a new approach in managing the capital budget and is discontinuing the practice of carrying forward funds from the previous year.

Hofer summarized the technical budget adjustment, which reallocates \$2.286 million in the existing 2025 capital budget to aid in project delivery. He then provided the rationale for the budget reallocations and reviewed funding for affected projects. The technical budget adjustment has a net neutral effect on the capital budget.

Discussion ensued. Questions on project impacts of discontinuing budget carryovers

and arc flash protection were posed by the board and answered by staff.

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

b. UTA Policy - UTA.01.05 Supplemental Drug and Alcohol

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

Simpson summarized the goals, requirements, review process, and changes to the following UTA policies and requested the board approve them:

- UTA.01.05 Supplemental Drug and Alcohol
- UTA.01.15 Federal Railroad Administration Drug and Alcohol Plan
- UTA.01.18 Federal Transit Administration Drug and Alcohol

Discussion ensued. Questions on the differences between Federal Railroad Administration (FRA) and Federal Transit Administration (FTA) requirements, policy modification process, policy implementation, and branded clothing provisions as they relate to former employees were posed by the board and answered by Simpson.

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

c. UTA Policy - UTA.01.15 Federal Railroad Administration Drug and Alcohol Plan

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

d. UTA Policy - UTA.01.18 Federal Transit Administration Drug and Alcohol

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

11. Discussion Items

a. Customer Experience (CX) Action Plan

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Russ Fox, UTA Director of Planning, and Andy Stevenson, UTA Customer Experience Project Manager.

Stevenson defined CX and outlined the purpose of the CX action plan and process in forming it. He then spoke about UTA customer mindsets, journeys, and experiences. Stevenson highlighted CX focus areas, customer feedback implementation, and action items. He concluded by reviewing CX metrics by focus area.

Discussion ensued. Questions on personal space parameters, customer feedback considerations, prioritization process, and incorporation of relatively inexpensive

amenities to boost CX (e.g., solar lighting) were posed by the board and answered by staff. The board recommended adding a customer experience section to the transit and land use toolkit. Trustee Acerson suggested improved customer communications on trains and signage that shows open capacity on train cars.

12. Other Business

- a. Next Meeting: Wednesday, March 12, 2025 at 9:00 a.m.

13. Closed Session

a. Strategy Session to Discuss:

- Collective Bargaining
- Pending or Reasonably Imminent Litigation
- The Purchase, Exchange, or Lease of Real Property or to Discuss a Proposed Development Agreement, Project Proposal, or Financing Proposal in Accordance with Utah Code 52-4-205(1)(d)
- The Sale of Real Property in Accordance with Utah Code 52-4-205(1)(e)

Chair Christensen indicated there were matters to be discussed in closed session related to collective bargaining and pending or reasonably imminent litigation. (Note: No real property discussions took place in closed session.)

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a recess at 10:44 a.m.

The meeting reconvened in closed session at 10:55 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 11:36 a.m.

15. 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 11:37 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/976075.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/350?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