



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, July 27, 2022

9:00 AM

FrontLines Headquarters

Present: Trustee Jeff Acerson
Chair Carlton Christensen
Trustee Beth Holbrook

Also attending were UTA staff and interested community members.

1. Call to Order and Opening Remarks

Chair 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

Misti Roberds, UTA Board Administrator, provided a brief safety message.

4. Public Comment

Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. An online public comment was received and distributed to the board for review in advance of the meeting and is attached as Appendix A to these minutes.

5. Consent

a. Approval of July 13, 2022, Board Meeting Minutes

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

6. Reports

a. Executive Director's Report
- UTA Services to Events

Jay Fox, UTA Executive Director, turned time over to Cheryl Beveridge, UTA Acting Chief Operating Officer, to talk about UTA transit services provided to three special events. Ms. Beveridge provided a summary of the events, and highlighted examples of where UTA staff went above and beyond to help customers. The events included two Garth

Brooks concerts, Warriors over the Wasatch air show, and the Stadium of Fire concert with an estimated, combined ridership of over 128,000 passengers.

Bruce Cardon, UTA Commuter Rail General Manager; Andres Colman, UTA Acting Light Rail General Manger; Mary De La Mare-Schaefer, UTA Regional GM Timpanogos Business Unit; and Michelle Wallace, UTA Acting Regional General Manager - Mt. Ogden Business Unit, took turns recognizing employees who played a key role to make transit to these events possible.

b. Investment Report - Second Quarter 2022

Troy Bingham, UTA Comptroller, reviewed the agency's investment performance and provided benchmark comparisons for the second quarter of 2022. As of June 30, 2022, the benchmark return (T-Bill), was 1.66%. Investment returns for the State of Utah's Public Treasurer's Investment Fund (PTIF) (1.109%), Chandler Asset Management (0.98%), and Zions Bank (1.34%), did not exceed the benchmark return. UTA's total investment is \$555,155,758.

The blended portfolio return rate of 0.868% exceeded the benchmark rate due to the rapidly increasing interest rates.

Chair Christensen asked Mr. Bingham if the investments are on track. Mr. Bingham stated they were.

7. Resolutions

a. R2022-07-04 - Resolution Approving the Title VI Service Equity Analysis for August 2022 Change Day

Andrew Gray, UTA Civil Rights Compliance Officer - Title VI and Disadvantaged Business Enterprise, requested the board approve the Title VI Service Equity Analysis for August 2022 Change Day. Mr. Gray reported UTA's proposed 20 major changes during August change day and 29 major changes to finalize UTA's response to the COVID-19 pandemic. These changes include decreases in services and elimination of fixed routes. The change analysis identified 12 potential findings. However, these were mitigated by the introduction of new or enhanced service, in addition to justification of the changes made during the pandemic response due to ridership demand.

Discussion ensued. Questions on community engagement and notification changes 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: Trustee Acerson, Chair Christensen, and Trustee Holbrook

b. R2022-07-05 - Resolution Authorizing the Execution of Federal Transit Administration 5310 Grant Agreements for Specified Projects

Tracy Young, UTA Coordinated Mobility Manager, was joined by Alika Lindsay, UTA Coordinated Mobility Grant Administrator.

Ms. Young explained UTA's administration of the 5310 grant program which provides funding to enhance the mobility of seniors and individuals with disabilities. UTA receives approximately 20 grant applications from eligible community partners each bi-annual grant cycle. Historically these have been presented to the board multiple times during the year.

Ms. Young presented a request for the Coordinated Mobility department to process and execute the 5310 subrecipient agreements as presented in the resolution. These include 41 agreements, with 5 awards valued over \$200,000, and a combination of 2021 and 2022 new grant awards, and 2019-20 Amendments.

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: Trustee Acerson, Chair Christensen, and Trustee Holbrook

c. R2022-07-06 - Resolution Approving the Distribution of Free Transit Passes for the Opening of the Vineyard FrontRunner Station

Kensy Kunkel, UTA Manager - Business Development-Sales, was joined by Andrea Packer, UTA Communications Director. Ms. Kunkel presented a resolution to approve the distribution of complimentary, premium transit passes to promote the opening of the new Vineyard Station. Passes are planned to be distributed at the new station on August 12, 13 and 15, in conjunction with the opening. Each pass will be valid for one day for use on UTA Bus, TRAX, FrontRunner, Streetcar, BRT, and On Demand services. The passes are valued at \$3.75 with fiscal impact depending on total passes distributed.

Ms. Packer shared information on the planned activities and events for the opening in addition to planned UTA communications and media coverage.

An update on the communication strategy and data capture for this event was requested by Trustee Holbrook for a future board meeting.

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: Trustee Acerson, Chair Christensen, and Trustee Holbrook

8. Contracts, Disbursements and Grants**a. Contract: Depot District Clean Fuels Technology Center Security Cameras and Access Control (Stone Security)**

David Osborn, UTA Project Manager, requested the board approve a contract with Stone Security in the amount of \$236,413.18. The scope is to provide and install door access controls, wiring, and security cameras for the Depot District Clean Fuels Technology Center.

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: Mobile App Vendor for Fare Collection (Masabi LLC)

Kensey Kunkel, UTA Manager - Business Development-Sales, requested the board approve an interim contract with Masabi LLC, in the amount of \$530,914 for an Electronic Fare Collection System. This is a one-year contract from July 27, 2022, to July 31, 2023, with one additional option year to be exercised at UTA's discretion.

Ms. Kunkel noted this interim contract replaces the current contract with Passport which expires at the end of this year. This will allow UTA customers continual access to pay fares through a mobile app while UTA procures a second-generation electronic fare collection system.

Ms. Kunkel invited Tiffany Connors, UTA Fares Supervisor, to join her to answer any questions.

Questions were posed by the board concerning the download of the new mobile app and if it will run in parallel with the current Passport mobile app. Ms. Connors said options are being discussed but a final decision has not yet been determined. Ms. Holbrook asked for a discussion at a future board meeting on the communication strategy once that decision has been made.

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: Long Range Transit Plan (LRTP) Development Services (Nelson/Nygaard Consulting Associates, Inc.)

Jaron Robertson, UTA Acting Planning Director, introduced Alex Beim, Strategic Planner, who requested the board approve a contract with Nelson/Nygaard Consulting Associates, Inc. for the Long-Range Transit Plan (LRTP) development services. The contract will run from July 2022 - December 31, 2023, in the amount of \$349,000.

Mr. Beim detailed the project scope which will include the necessary steps to support the Utah Transit Authority in the development of a Long-Range Transit Plan for a 30-year time horizon. It includes a robust public involvement effort with two phases of

outreach and establish a replicable process to be used to update the plan on a four-year cycle.

Mr. Beim highlighted Nelson/Nygaard's extensive experience in transit planning and helping regions across the country develop similar long-range plans. They were selected for the study using a qualifications-based procurement method.

Chair Christensen referenced the stakeholder and public engagement piece and asked who will be responsible for this component. Mr. Beim stated it will be a joint effort between the consultant and UTA. A robust communications plan will be created to reach all audiences including internal communication, community stakeholders, municipalities, and the general public. Chair Christensen stated an interest in reviewing the draft plan once available.

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. Change Order: On-Call Infrastructure Maintenance Contract Task Order #22-59 - Materials Procurement for Replacement of Turnouts at the Sugar Interlocking, 5300 South, 5400 South, and the Murray Siding (Stacy Witbeck, Inc)

Jared Scarbrough, UTA Acting Director of Capital Construction was joined by Kyle Stockley, UTA Rail Infrastructure Project Manager. Mr. Scarbrough requested the board approve a change order in the amount of \$990,506 to the contract with Stacy and Witbeck, Inc. to procure materials to rehabilitate turnouts at the Sugar Interlocking, 5300 South, 5400 South, and the Murray Siding. This will involve replacing switch power ups and trackwork. The total contract value with the change order is \$19,149,270.

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.

The meeting went into recess at 10:33 a.m. and reconvened at 10:42 a.m.

9. Service and Fare Approvals

a. Fare Agreement: Trip Based Education Pass - Modification No.1 (Davis Technical College)

Kensley Kunkel, UTA Manager - Business Development-Sales, presented a modification approval request for a fare agreement, Trip-Based Education Pass with Davis Technical College. The current agreement expires on July 31, 2022, and both parties wish to extend the agreement through July 31, 2023.

Ms. Kunkel anticipates a contract amendment amount of \$32,500 to \$38,000 for a total contract value of \$62,500 - \$67,900, based on usage. All terms will remain the same including the 25% discount on public fare for students, faculty, and staff.

Chair Christensen inquired is if this is comparable to other UTA trip-based educational pass agreements. Ms. Kunkel responded in the affirmative.

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

b. Fare Agreement: Education Pass (Ensign College)

Kensy Kunkel, UTA Manager - Business Development-Sales, stated UTA wishes to enter into a new education pass agreement with Ensign College, (formerly LDS Business College), to provide premium transit passes for students, staff, and volunteers. The current four-year agreement ends July 31, 2022. The new agreement has a one year term and is valued at \$75,000.

Discussion ensued. Questions relating to participation rates and reduction of the agreement period were posed by the board and answered by Ms. Kunkel.

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

c. Fare Agreement: Special Events Pass - Modification No. 3 (University of Utah)

Kensy Kunkel, UTA Manager - Business Development-Sales, was joined by Monica Morton, Fares Director, to present a request to amend the current Event Agreement with the University of Utah. This modification will include the Imagine Dragon's concert hosted by the university on August 5, 2022, to the list of approved events. The value of the contact modification is \$35,000 and will provide transit access to an estimated 30,000 ticket holders. This will increase the total contract value to \$1,347,000.

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

10. Budget and Other Approvals

a. TBA2022-07-01 - Technical Budget Adjustment- 2022 Capital Budget

Bill Greene, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Capital Assets & Project Controls Manager, to present a budget adjustment for the 2022 capital budget to move \$940,000 from the capital contingency to two projects. The current budget amount for the capital contingency fund is \$5,000,000. Based on the requests for this budget adjustment, the net result will be the transfer of \$940,000 to the two capital projects leaving a balance of \$4,060,000 in the capital contingency fund.

Mr. Hofer put forward the proposed project adjustments. \$140,000 is being requested toward the Meadowbrook flooring/lighting project to accommodate an increased contract cost and potential increases during construction. This will increase the overall budget for this project from \$360,000 to \$500,000. The second proposed project adjustment is the transfer of \$800,000 to the northern Utah County double track project (Vineyard Station). This is to cover the costs of final construction phase of a

temporary parking lot.

Discussion ensued. Questions relating to project materials for the Meadowbrook project and timeframe for the Vineyard Station were posed by the board and answered by Mr. Hofer.

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.

b. TBA2022-07-02 - Technical Budget Adjustment - Full Time Employee Requests for Non-Revenue Fleet Support and Maintenance of Way Training Administrator

Bill Greene, UTA Chief Financial Officer, was joined by Daniel Hofer, UTA Capital Assets & Project Controls Manager, and Kim Shanklin, UTA Chief People Officer to request a technical budget adjustment for two full-time staff. These positions are being sought to improve business processes and operations in addition to addressing deficiencies identified by 2021 internal audit

Mr. Greene outlined the two staffing requests. The first request is for a full-time employee for the capital asset and project controls group to adequately address the support fleet administration responsibilities. The total cost for this position through the end of the year, including one-time office set up, is estimated at approximately \$32,000. The second request is for a full-time employee to the training and development team to address the compliance training for maintenance of way (MOW). The total cost through the end of the year, including one-time office set up, is estimated at approximately \$40,000.

Discussion ensued. Questions relating to alignment and integration of training positions and direct reporting of the MOW administrator 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.

c. TBA2022-07-03 - Technical Budget Adjustment - August 2022 Service Change

Bill Greene, UTA Chief Financial Officer, was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, to request a technical budget adjustment to support the August 2022 service changes.

Mr. Greene elaborated on the proposed adjustments which include moving \$1,337,000 from the operating contingency to the appropriate bus line items (detailed on the Technical Budget Adjustment slide - Exhibit A) and \$300,000 from the planning and engagement contingency to On Demand service changes. The movement of these funds between the two categories will not impact the 5-year financial plan.

Discussion ensued. Questions relating to On Demand ridership were posed by the board and answered by Ms. Bourdeaux.

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.

d. Approval for International Travel to Calgary, Alberta, Canada for the Benchmarking Group of North American Light Rail Systems (GOAL) Annual Meeting

Andres Colman, UTA Acting Light Rail General Manager, presented an international travel request for participation at the Benchmarking Group of North America Light Rail Systems, (GOAL), Annual Meeting in Calgary, Alberta, Canada. Attendees are Andres Colman, UTA Light Rail General Manager, and Ali Oliver, UTA Business and Quality Analyst for Light Rail Services. Costs are estimated at approximately \$3,300 per person and \$6,600 total has been allocated in the 2022 operating budget.

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

11. Discussion Items

a. Mixed Bus Fleet Composition Strategy

The meeting went into Recess at 11.14 a.m. due to an emergency evacuation of the building and did not reconvene due to lack of a quorum.

12. Other Business

- a. Next Meeting: Wednesday, August 10th, 2022 at 9:00 a.m.

13. Closed Session

a. Strategy Session to Discuss Collective Bargaining

The meeting recessed without reconvening so no closed session was held.

14. Open Session

15. Adjourn

The meeting went into Recess at 11.14 a.m. due to an emergency evacuation of the building and did not reconvene due to lack of a quorum.

Transcribed by Hayley Mitchell
Executive Assistant to the Board of Trustees
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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/770861.html> for entire content.

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

Approved Date: 08/10/2022

Carlton J. Christensen
Chair, Board of Trustees

Appendix A

Online Public Comment

From George Chapman:

Comments to Board of Trustees meeting

Complaints about the equality analysis and long-term transit plan contract:

I disagree with the equity analysis. UTA is changing routes without considering the negative impact of zig zagging through neighborhoods to get more riders (Avenues and still westside). A good equity analysis would consider the time impact of such zig zags which are like milk runs. The noise of buses also is a consideration for equity, in my opinion. Making noisy bus stops, especially on inclines going up, hurts neighborhoods.

I also object to the long-term transit plan contract. The company being considered has a bad reputation of increasing hate and discontent in cities. In SLC, their work was so bad that the city tried to keep it secret and not act on it. We finally got their poor, in my opinion, analysis after years of requests.