



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, November 3, 2021

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Jeff Acerson
Trustee Beth Holbrook

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

Dan Riley, UTA Manager of Security, delivered a brief safety message.

4. Public Comment

Chair Christensen invited members of the public to comment during the live portion of the meeting; however, no live public comment was given. (All online public comment received was distributed to the board for review before the meeting and is attached as Appendix A to these minutes.)

5. Oath of Office

a. Oath of Office: Member of the Board of Trustees of the Authority - Beth Holbrook

The oath of office for the UTA Board of Trustees was administered to Beth Holbrook.

6. Consent

a. Approval of October 27, 2021 Board Meeting Minutes

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

7. Reports

- a. Agency Report**
- UTA Leadership Summit

- **2022 Budget Public Engagement Meetings and Open Public Comment Period**
- **December Change Day Public Comment Period**

UTA Leadership Summit

Mary DeLoretto, UTA Interim Executive Director, highlighted the UTA Leadership Summit held on November 2, 2021. The summit, which was themed “Leading through Change,” had three sessions and was attended by 240 agency leaders.

2022 Budget Public Engagement Meetings and Open Public Comment Period

Ms. DeLoretto noted the agency is currently receiving public comment on its tentative 2022 budget. The comment period opened on October 27, 2021 and will continue through December 4, 2021. There is also a public hearing tomorrow, November 4, 2021 at 3:30 p.m. The public hearing will be held in a hybrid format to increase accessibility.

December Change Day Public Comment Period

Ms. DeLoretto mentioned UTA is also receiving public comment on proposed service changes to be implemented in December 2021. The public comment period is open through November 6, 2021 and information is available at www.rideuta.com <<http://www.rideuta.com>>. She added details on the change day and public comment received will be shared during the next board meeting, which will be held on November 10, 2021.

b. Investment Report - Third Quarter 2021

Emily Diaz, UTA Financial Services Administrator, provided the third quarter 2021 investment report. Ms. Diaz noted interest rates overall are trending down. For the quarter, UTA’s investment account yields were as follows:

- Zions Capital Advisors: 0.575%
- Zions Bank: 0.030%
- Public Transportation Investment Fund (PTIF): 0.319%

Discussion ensued. Questions on the timing of finalizing the newly selected investment firm contract and previous investor account closeouts were posed by the board and answered by Ms. Diaz.

8. Contracts, Disbursements and Grants

a. Contract: Leadership and Culture Training (Arbinger Institute)

Kim Shanklin, UTA Chief People Officer, was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer. Ms. Shanklin requested the board approve a contract with the Arbinger Institute for leadership and culture training. The contract is a three-year base contract with two additional one-year options. The not to exceed contract value, including the option years, is \$263,000.

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

answered by staff.

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: Leadership and Culture Training (Center for Strategy Realization)

Ms. Shanklin was joined by Ms. Garrett. Ms. Shanklin asked the board to approve a contract with the Center for Strategy Realization for succession plan alignment and leadership training. The contract is a three-year base contract with two additional one-year options. The not to exceed contract value, including the option years, is \$316,215.

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: Employee Communication Services (Workvivo Limited)

Ms. Shanklin was joined by Ms. Garrett. Ms. Shanklin asked the board to approve a contract with Workvivo Limited for an employee communications tool. The contract is a three-year base contract with two additional one-year options. The not to exceed contract value, including the options, is \$293,500.

Discussion ensued. Questions on employee group usage, analytics tools, communications opportunities, ease of use, and app feed content were posed by the board and answered by staff.

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

9. Discussion Items

a. Community Advisory Committee Update

Megan Waters, UTA Community Engagement Manager, was joined by Claudia Loayza, UTA Community Advisory Committee Chair. Ms. Waters introduced Ms. Loayza. Ms. Waters then reviewed updates to the UTA Community Advisory Committee (CAC) charter and spoke about CAC recruitment, membership, and elections. Ms. Loayza described the CAC's focus areas and future work.

Discussion ensued. A question on the election process was posed by the board and answered by Ms. Waters and Ms. Loayza. Chair Christensen requested feedback from the CAC on UTA's fare system.

b. Utah Transit Authority Five-Year Capital Plan - 2022 through 2026

David Hancock, UTA Acting Chief Service Development Officer, was joined Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Hancock outlined the five-year capital plan goals and sequence and summarized proposed plan updates. Mr. Hofer

reviewed the 2022 capital budget summary, including major capital projects and asset management detail, and the five-year capital budget by year. Mr. Hancock then highlighted projects anticipating significant outside funds and concluded by listing the next steps in the plan approval process.

Discussion ensued. Questions on 2022 funding sources, planned improvements in employee areas at UTA facilities, and anticipated Transit Transportation Investment Fund (TTIF) utilization were posed by the board and answered by staff.

c. Bus Stop Improvement Program Overview

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by G.J. LaBonty, UTA Manager of Customer Experience, and Mr. Hancock. Mr. LaBonty described key aspects of the bus stop improvement program and its benefits, prioritization criteria, amenity levels, and funding sources. He then spoke about the program implementation, key metrics, and successes.

Discussion ensued. Questions on the trend direction in the number of bus stops, consistent branding/terminology for high-frequency routes, systemwide implementation, relocation of bus stop infrastructure to better serve community needs, prioritization weighting, stop design differences, prioritization process, and annual improvement targets were posed by the board and answered by staff. Trustee Acerson suggested providing bus stop design guidelines to local cities to promote partnering efforts.

10. Other Business

- a. Next Meeting: Wednesday, November 10, 2021 at 9:00 a.m.

11. Closed Session

- a. **Strategy Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual
And
Strategy Session to Discuss Pending or Reasonably Imminent Litigation**

Chair Christensen indicated there were matters to be discussed in closed session related to 1) the character, professional competence, or physical or mental health of an individual, and 2) pending or reasonably imminent litigation.

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 break at 10:50 a.m.

The meeting reconvened in closed session at 11:00 a.m.

12. 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. Trustee Holbrook then left the meeting at 12:09 p.m.

13. Adjourn

The board returned to open session at 12:10 p.m.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a majority vote and the meeting adjourned at 12:10 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, audio, or video located at <https://www.utah.gov/pmnsitemap/notice/712929.html> for entire content.

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
to the
Board of Trustees of the Utah Transit Authority (UTA)
Board Meeting
November 3, 2021****Received on November 2, 2021, from George Chapman:**

Comments to UTA Board of Trustees for Nov3 meeting)

On the Capital Budget: I am against the double tracking of FrontRunner with the goal to have 15 minute frequency. It will result in a high polluting diesel locomotive going through the Salt Lake Valley every 7.5 minutes! (And that shouldn't be used as an excuse to build a \$3 billion electrified train when only about 6000 a day ride it.) Don't worry about the Inland Port pollution. Worry about UTA pollution.

I am against spending !\$32 million! on the Depot District since the pressure to buy electric buses is increasing (and the double tracking money would be more effectively and productively used for buying electric buses which would provide more ridership) which means that the natural gas fuel may not be as useful. I should also add, with the SLC streets being prioritized for bicycles (500E southbound bus may be forced to go 5mph - so taking out bus stops to speed up the buses was useless), diesels and natural gas buses will be polluting much more since they will be forced to go slower (clean diesels require higher speeds). Don't worry about the Inland Port pollution. Worry about UTA pollution.

I am against joint agreements to provide UTA property for development in return for a cut of future profits if any. Other transit systems in this Country RENT their properties for TODs. UTA has told SLC that they will not pull out to the curb to pick up passengers but would prefer to block traffic and pick up passengers in the travel lane which makes bus stops built for ADA compliance useless(why spend millions on bus stops when riders are picked up in the street). If buses are not allowed to get closer than 1 foot from the bus stop, ADA compliance is not followed. A ramp deployment is necessary although I have seen buses stop far away from the bus stop so the ramp is deployed in the street.

Bus stops should be at the corners to not force mobility challenged to rush half a block to catch a transfer bus. I believe that it does not meet ADA requirements since it takes much longer for a mobility challenged rider to get to the transfer bus stop.

UTA should prioritize buying and using electric buses which are quieter than rail and regular buses. Canyon residents do not like loud diesels in their canyons.