



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, July 13, 2022

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

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

Alisha Garrett, UTA Chief Enterprise Strategy Officer, delivered a brief safety message.

4. Public Comment

No in-person public comment was given, and no online public comment was received for the meeting.

5. Consent

- a. Approval of June 22, 2022, Board Meeting Minutes**
- b. 2021 UTA Annual Comprehensive Financial Report (ACFR) and National Transit Database (NTD) Agreed Upon Procedure Report**

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

6. Reports

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

Jay Fox, UTA Executive Director, stated that UTA services to Events would be reported on at a later meeting. Mr. Fox reported newly released ridership numbers for June 2022. UTA ridership is at 85 percent of June 2019 ridership. TRAX is at 84 percent, and FrontRunner is at nearly 80 percent. These figures are extremely encouraging and show a significant upward trend in ridership.

b. Financial Report - May, 2022

Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, was joined by Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Armstrong reviewed the financial operating dashboard for May 2022, which included operating expenses and revenue. Rising fuel prices and interest rates have had a negative impact on the budget. Sales tax revenue continues to grow with an average growth rate of 20 percent for the month of April.

Questions concerning federal interest rates were posed by the Board and answered by Mr. Armstrong.

Mr. Hofer provided a progress report on the 2022 capital spending budget and an update on the Depot District Project. He indicated some projects are ahead of expenditure, which is in part due to late invoicing and higher costs.

Trustee Holbrook inquired if supply chain delays were affecting construction timelines. Mr. Hofer said the contractors have been able to obtain materials from other sources to keep projects on schedule.

Staff Memorial/Tribute

Chair Christensen invited Cheryl Beveridge, UTA Acting Chief Operating Officer, Mary DeLaMare Schaefer, Regional General Manager - Timpanogos Business Unit, and Michelle Wallace, Acting Regional General Manager - Mt. Ogden Business Unit, to recognize the recent, unexpected loss of two UTA employees. Ms. Beveridge sadly reflected on the passing of Candice Hamilton, UTA Operator Trainee, and Andrew Fetzer, UTA Bus Operator. UTA honored and recognized their contributions and offered condolences to their families and friends in attendance.

Chair Christensen thanked Mr. Fetzer and Ms. Hamilton's family and friends for their attendance and called for a moment of silence to honor the passing of their loved ones.

Following the tributes, Chair Christensen called the meeting to recess at 9:34 a.m.

The meeting reconvened at 9:41 a.m.

7. Resolutions**a. R2022-07-01 - Resolution Adopting Revised Ordinances Governing Authority Services and Property**

Nichol Bourdeaux, UTA Chief Planning and Engagement Officer, was joined by Tim Merrill, Utah Attorney General, and Megan Waters, UTA Community Engagement Director. Approval is requested on revisions to the Fare Payment Ordinance, Criminal Ordinance, and Trespassing Ordinance, following suggestions from the board and public engagement/outreach.

The Trespassing Ordinance has been updated to include a permanent trespass for any felony offence. Offenders can petition UTA for reinstatement of privileges after five years.

Feedback gained through UTA's public engagement process included comments on improvement of accessibility of the appeals process, reconsideration of animal rules, and customer service interactions.

Following adoption of the revised ordinances, internal and external communication programs will be developed to notify staff, riders, and the community of the rules and processes. This will include training on officer discretion and enforcement.

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. R2022-07-02 - Resolution Authorizing Execution of Amendment 1 to Addendum 3, and Addendum 6 to the Salt Lake City Transit Master Plan Interlocal Agreement for 2020-2023 Frequent Transit Network Routes

Ms. Bourdeaux, who was joined by Eric Callison, UTA Manager of Service Planning, and Julianne Sabula, representing Salt Lake City, provided a summary of the resolution and proposed amendments. In 2019, UTA entered into an interlocal agreement with Salt Lake City for the sponsored service as part of the Salt Lake Transit Master Plan. The agreement has addendums to allow for additional or continued service.

Discussion ensued. Questions on how the agreement addresses fuel prices, route replacements, bus stop installation and timeline for implementation of service for route 1 and service on 600 North, endpoint of 20-year agreement, and additional buses required for implementation, 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

c. R2022-07-03 - Resolution Authorizing an Amended and Restated Agreement with the Utah Department of Transportation for the Mountain View Corridor Project Implementation for Phase I Transit

Hal Johnson, UTA Manager - Project Research and Development, outlined the project and proposed resolution, which seeks to amend the original 2008 agreement with the Utah Department of Transportation (UDOT), to improve transit in the Mountain View Corridor (MVC).

The Westside Express will be delivered by 20 new electric busses and offer a one-seat transit ride for residents that previously would have had 1 to 3 transfers. The 29-mile route will include connections to 5600 West, Salt Lake City International Airport, downtown Salt Lake City, other regional job centers, UTA's TRAX light rail system at the

Old Bingham Highway Red Line Station at the route's southern end, and five Green Line TRAX stations to the north and west. UTA is now working with UDOT and other partners to update the agreement with project enhancements and seeks approval of the resolution as presented.

Discussion ensued. Questions on curb service at the airport, Red Line connection in West Jordan, planned frequency for the Westside Express, possibility of connecting northwest Utah County to the proposed route, and land acquisition 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. Contracts, Disbursements and Grants

a. **Contract: Bus Stop Improvements for Salt Lake County 2022 (Landmark Companies)**

Brandon Heath, UTA Civil Engineer, presented a contract with Landmark Companies to continue the work of the 2022 bus stop improvement plan in Salt Lake County. The scope of work includes improvements to 23 bus stops and includes concrete flatwork, curbing, and landscaping improvements.

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

b. **Change Order: SD100/SD160/S70 LRV Seating Replacement Contract Modification 1 (United Safety and Survivability Corporation)**

Kyle Stockley, UTA Rail Infrastructure Project Manager, provided a status update on the seating replacement contract. The contract experienced significant delays since 2020 due to the pandemic and supply chain issues. The revised schedule for delivery of the new seats for all 117 light rail vehicles, will be toward the end 2022.

The contract modification includes improved priority seating area for ADA and new seat barriers with ingress/egress grab handles to provide easier movement throughout the vehicle. The total cost of the contract modification is \$608,004.

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

c. **Change Order: Microtransit Master Service Agreement Service Order No. 3 - UTA On Demand Southern Davis County (River North Transit LLC "Via")**

Jaron Robertson, UTA Acting Planning Director, presented a change order request to the microtransit master service agreement, service order number 3; the On Demand service in Southern Davis County.

The On Demand service will replace several routes being discontinued on August change day. The new service will provide a 62 percent expansion of coverage within Davis County.

The contract is a for a 17-month agreement valued at \$636,000 for the remainder of

2022 and \$1.6 million in 2023. The contractor will provide full operational service including the vehicles, operators, and technology. The elimination of the bus routes in this area, will provide a cost savings of approximately \$800,000.

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

d. Pre-Procurements

- **Fuel Card Program**
- **TechLink Corridor Study**

Todd Mills, UTA Director of Supply Chain, was joined by Troy Bingham, UTA Comptroller, and Patti Garver, UTA Manager - Environmental & Grant Services.

Two pre-procurements were presented to the board including a new Fuel Card program and the TechLink Corridor Study.

9. Service and Fare Approvals

a. Fare Agreement: Education Pass (Salt Lake School District and Salt Lake Education Foundation)

Kensey Kunkel, UTA Manager - Business Development & Sales and Monica Morton, Fares Director were joined by Julianne Sabula, Salt Lake City and James Yapias, Salt Lake Education Foundation.

The Salt Lake School District and UTA have a long-standing partnership to provide transit passes and UTA services to students living within the district's boundaries. The school district currently partners with UTA through two fare programs: Pay per Trip and the Human Service Agreement.

Last fall the UTA fares team and Education Foundation came together to find a way to expand the current program to serve all the district's students, faculty, and staff. Some of the Education Foundation's primary goals in partnering with UTA included supplementing existing yellow bus service to connect students with school and after school activities and enabling the district to recruit faculty and staff living across the Wasatch Front by providing a transit pass as an incentive.

Ms. Morton explained the purpose of the education pass program UTA provides to all schools. One of the requirements is they include 100% of their students and there are no out of pocket expenses for the authorized users. Often when students use these passes, it creates transit habits at an early age that follow into the workforce after they graduate. The program has been very successful, but one of the goals has been to make it more affordable, consistent, and sustainable.

In 2021, the fares team performed an in-depth review of all higher education pass contracts including the review of terms and conditions, ridership, and pass utilization, as well as revenue received. The fares team used the review findings to formulate a plan and pricing strategy, and set goals to align the negotiations of all future education

pass contracts, including the Salt Lake School District.

UTA, Education Foundation, and Salt Lake School district came to an agreement to provide a local service transit pass to all students, faculty, and staff for the next school year. The total value of this contract is \$379,000 and is based on estimated usage. The District and the Foundation will pay \$279,000 through the Education Pass Agreement and the remaining \$100,000, will be subsidized through a funding agreement with the Salt Lake City Corporation.

UTA is currently in the process of putting together a marketing communications plan and working with community engagement as well as the district and foundation, to prepare a successful program launch for when the new school year starts.

Ms. Kunkel closed her presentation by expressing her gratitude to the staff and partners who helped put together this agreement.

Mr. Yapias expressed his appreciation to UTA and its staff, on behalf of the Salt Lake City School District Board and the Education Foundation Board of Directors. This program will provide a huge opportunity to students and families, especially those in the low-income bracket. Ms. Sabula expressed the city's excitement for this partnership.

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

b. Fare Agreement: Funding for Salt Lake School District Passes (Salt Lake City Corporation)

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

c. Fare Agreement: Education Pass (Charter School Consortium)

Ms. Kunkel reported that UTA's Education Pass Agreement with the Charter School Consortium (Charter Schools), will expire this year. Charter Schools and UTA wish to renew a contract to provide transit passes to the Charter School's students, faculty, and staff. A three-year agreement is proposed. The price of each pass will be \$109, and Charter Schools will report the number of authorized users to UTA at the beginning of each school year. This pass price is in line with similar Education Pass partner costs and UTA's goal of achieving consistency in its Education Pass program.

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

d. Fare Agreement: Education Pass (Mountainland Technical College)

Ms Kunkel reported that UTA's Education Pass Agreement with Mountainland Technical College, (MTECH), will expire this year. MTECH and UTA wish to renew a contract to provide access to premium transit passes to the college's students, faculty, and staff. A three-year agreement is proposed with a contract value of \$86,500 based on estimated usage.

- A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this fare agreement be approved. The motion carried by unanimous vote.
- e. **Fare Agreement: Education Pass (Salt Lake Community College)**
- Ms. Kunkel reported that UTA's Education Pass Agreement with Salt Lake Community College (SLCC), will expire this year. Both SLCC and UTA wish to renew the contract to provide access to premium transit passes to the college's students, faculty, and staff. A one-year Education Pass Agreement is proposed with a contract value of \$364,000 based on estimated usage.
- A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this fare agreement be approved. The motion carried by unanimous vote.
- f. **Fare Agreement: Education Pass (University of Utah)**
- Ms. Kunkel stated that the University of Utah (U of U), and UTA entered into a ten-year pass agreement in 2012. The contract was based on a set price per authorized user which would gradually increase to reflect student population growth, ridership increases, and changes to the UTA base fare. The contract rate started at \$83 per user in 2012 and increased to \$125 per authorized user by 2022.
- Staff proposes that the U of U and UTA sign a three-year agreement to provide all students, faculty, and staff access to premium transit passes. The value of this contract is \$9,450,000 and is based on historical usage data and conservative estimates of future ridership. Changes in ridership patterns due to the pandemic were also taken into consideration.
- A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this fare agreement be approved. The motion carried by unanimous vote.
- g. **Fare Agreement: Education Pass (Weber State University)**
- Ms. Kunkel reported that UTA's Education Pass Agreement with Weber State University (WSU), will expire this year. WSU and UTA wish to renew a contract to provide access to premium transit passes to the college's students, faculty, and staff. It is proposed that WSU and UTA sign a three-year agreement with a contract value of \$1,812,000 which is based on historical usage data and estimated future ridership.
- A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this fare agreement be approved. The motion carried by unanimous vote.
- h. **Fare Agreement: Trip Based Education Pass - Modification No. 2 (Westminster College)**
- UTA and Westminster College (Westminster), are long-standing partners dedicated to providing transit access to the institution's students, faculty, and staff. Ms. Kunkel reported that in the 2021-22 school year, Westminster and UTA entered into Pass Purchase and Administration Agreement. Through the agreement, Westminster pays for each trip taken by authorized users on UTA services, and UTA gives Westminster a twenty-five percent discount off the public fare for students, faculty, and staff. UTA and Westminster wish to modify and extend the current contract for one additional year. The new contract term will be August 1, 2022, through July 31, 2023. All other

terms of the contract, including the discount of twenty-five percent, will remain the same.

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

10. Other Business

- a. Next Meeting: Wednesday, July 27th, 2022 at 9:00 a.m.

11. Adjourn

Chair Christensen closed the meeting which he dedicated in memory of Andrew Fetzer and Candice Hamilton.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by unanimous vote and the meeting adjourned at 10.55 a.m.

Transcribed by Hayley Mitchell
Executive Assistant to the Board
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/768279.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