



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 6, 2023

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 9:03 a.m. He mentioned Trustee Jeff Acerson was delayed in his commute and would be joining the meeting late.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Trustee Beth Holbrook delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

No in person or virtual comment was given.

Online Comment

No online comment was received.

5. Consent

a. Approval of November 8, 2023 Board Meeting Minutes

b. Approval of November 1, 2023 Board Budget Hearing Minutes

c. Oath of Office: Officer and Acting Comptroller - Eric Barrett

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, to approve the consent agenda. The motion carried by a majority vote.

6. Reports**a. Executive Director Report
- UTA Commendations****Chief Communications Officer**

Jay Fox, UTA Executive Director, announced the agency has hired Heather Barnum to be its Chief Communications Officer.

UTA Commendations

Jay Fox was joined by Cheryl Beveridge, UTA Chief Operating Officer; Mike Toronto, UTA Manager of Service Delivery; Jaron Robertson, UTA Acting Light Rail General Manager; and Dalan Taylor, UTA Chief of Police & Public Safety Manager.

Jared “Troy” Larsen, UTA Operator, and Kaitlin Fairow, UTA TRAX Operator, were recognized for acts of community service. Larsen located a lost child with disabilities and returned him to his family, and Fairow reported an assault that occurred on the system and provided a description of the perpetrator that led to his apprehension.

b. Discretionary Grants Report

Gregg Larsen, UTA Manager of Grant Services, was joined by Alma Haskell, UTA Grants Development Administrator. Larsen reviewed grant applications awaiting selection, along with discretionary grants/appropriations selected. The latter include:

- Congestion Mitigation & Air Quality (CMAQ) On-Route Charging Infrastructure (Ogden): \$1.4 million
- CMAQ On-Route Charging Infrastructure (Salt Lake City): \$1.3 million
- Carbon Reduction Program (CRP) On-Route Charging Infrastructure (Salt Lake City): \$1.5 million
- CMAQ Midvalley Connector Electric Buses: \$2 million
- Fiscal Year (FY) 23 West Side Express Transit Community Project Funding (CPF): \$3.5 million
- Federal Transit Administration (FTA) Small Starts Midvalley Connector: \$62.8 million
- FTA Rail Replacement (20 light rail vehicles): \$60 million
- FTA Low and No Emission Vehicles (25 compressed natural gas buses): \$17.1 million

Discussion ensued. Questions on the Federal Highways Administration grant management and Midvalley Connector grant application status were posed by the board and answered by staff.

c. Community Advisory Committee Report

Megan Waters, UTA Community Engagement Director, was joined by Logan Milsap, UTA Community Advisory Committee Member. Waters provided an update on the

Community Advisory Committee (CAC), including its membership, focus areas and direction, 2023 initiatives, and 2024 priorities.

Milsap spoke about his participation on the CAC and the committee's value and contributions.

7. Discussion Items

a. Proposed 2024 Final Budget

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Megan Waters. Miller and Armstrong both joined the meeting electronically.

Miller reviewed changes to the final operating and capital budgets, as well as the 2024 budget 5-year sources and uses. She concluded by discussing the next steps in the budget approval process.

Waters then reported on public engagement efforts related to the 2024 budget.

Discussion ensued. Questions clarifying the budget adjustments and questions on themes in the public comments related to the budget were posed by the board and answered by staff.

8. Resolutions

a. R2023-12-01 - Resolution Giving Notice and Setting Regular Meeting Dates for the Authority's Board of Trustees and Audit Committee for Calendar Year 2024

Chair Christensen summarized the resolution, which sets UTA Board of Trustees and UTA Audit Committee meeting dates for 2024.

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Holbrook

Excused: Trustee Acerson

b. R2023-12-02 - Resolution Adopting the Authority's 2024-2028 Capital Plan

David Hancock, UTA Chief Capital Services Officer, was joined by Daniel Hofer, UTA Director of Capital Assets & Project Controls. Hancock outlined the resolution, which adopts the Utah Transit Authority 5-Year Capital Plan 2024 through 2028. Hofer then reviewed the capital plan, 2024 capital budget, and next steps in the approval plan and budget approval processes.

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, that this

resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Holbrook

Excused: Trustee Acerson

c. R2023-12-03 - Resolution Approving the Naming of the Midvalley Bus Rapid Transit System as the Midvalley Express “MVX”

G.J. LaBonty, UTA Manager of Customer Experience, was joined by Katie Morrison, UTA Strategic Communications & Content Manager. LaBonty summarized the resolution, which approves the naming of the Midvalley Bus Rapid Transit (BRT) system as the Midvalley Express (MVX).

Discussion ensued. A question on trademarking was posed by the board and answered by staff.

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Holbrook

Excused: Trustee Acerson

d. R2023-12-04 - Resolution Authorizing the Financing of Transit Vehicles through the 2023 Equipment Lease-Purchase Agreements, and Related Matters

Rob Lamph, UTA Assistant Treasurer, was joined by Randall Larsen, attorney with the law firm Gilmore Bell. Lamph explained the resolution, which authorizes the 2023 tranches of the previously approved multi-year equipment lease purchase agreement with Banc of America Public Capital Corp. The total value of the 2023 tranche is \$28,582,868.

Discussion ensued. A question on vehicle funds currently in escrow was posed by the board and answered by Lamph.

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Holbrook

Excused: Trustee Acerson

e. R2023-12-05 - Resolution Granting Expenditure and Disbursement Authority for 2023 Parts Inventory Purchases and Ratifying Certain 2023 Parts Inventory Purchases and Disbursements

Todd Mills, UTA Director of Supply Chain, summarized the resolution, which grants expenditure and disbursement authority for 2023 parts inventory purchases and ratifies certain 2023 parts inventory purchases and disbursements. The ratification applies to purchase amounts designated in resolution R2023-07-08 that will be

exceeded due to unforeseen demand for certain parts.

Discussion ensued. Questions on projections through year end and forecasting methodology for 2024 were posed by the board and answered by Mills.

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Holbrook

Excused: Trustee Acerson

9. **Contracts, Disbursements and Grants**

a. **Contract: Replacement of Air Handler Units at Ogden Bus Garage (Smith Co.)**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Guy Miner, UTA Facilities Maintenance Manager. Anderson requested the board approve a \$212,500 contract with Smith Co. for the replacement of HVAC units at the Ogden Bus Garage.

Discussion ensued. Questions on the lifespan and function of the new units were posed by the board and answered by Anderson.

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

b. **Contract: Davis-Salt Lake City Community Connector Environmental & Preliminary Design (Horrocks Engineers, Inc.)**

Patti Garver, UTA Manager of Environmental Compliance & Sustainability, was joined by Alex Beim, UTA Manager of Long-Range Strategic Planning. Garver requested the board approve a \$1,192,947 contract with Horrocks Engineers, Inc. for environmental and preliminary design work on the Davis-Salt Lake City Community Connector.

Discussion ensued. A question on the timeframe for completing the scope of work was posed by the board and answered by staff.

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

c. **Contract: Claims Management Software (Origami Risk, LLC)**

Matt Parker, UTA Information Security Manager, was joined by Dave Pitcher, UTA Claims & Insurance Manager, and Justin Palmer, UTA IT Project Manager. Parker requested the board approve a \$745,725 contract with Origami Risk, LLC for claims management software.

Discussion ensued. Questions on the current software discontinuation, the new product implementation, and software support during the transition to a new system were posed by the board and answered by staff.

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

d. Contract: Insurance Broker Services and Premium Disbursements (Alliant Insurance Services, Inc.)

Dave Pitcher requested the board approve a contract with Alliant Insurance Services, Inc. for insurance brokerage services. The contract has a three-year base term with two one-year options. The total contract value for the brokerage services, including the options, is \$349,750. Pass-through payments to the commercial insurance companies providing coverage to UTA are also contemplated in the agreement. The estimated cost of pass-through premium payments for the full five-year term on the contract is \$18,487,495.

Discussion ensued. A question on market access requirements was posed by the board and answered by Pitcher.

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

e. Contract: FrontRunner Wayfinding Signage Phase I (Serigraphics Sign Systems, Inc.)

G.J. LaBonty was joined by Andy Stevenson, UTA Customer Experience Project Manager. LaBonty requested the board approve a contract with Serigraphics Sign Systems, Inc. for the design, fabrication, and installation of aluminum wayfinding signage on the FrontRunner system. The contract has a not-to-exceed value of \$1,050,263.

Discussion ensued. Questions on the timeline for the phase I implementation and signage design were posed by the board and answered by staff.

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

f. Contract: Funding Memorandum of Agreement for Public Transit Services through Big and Little Cottonwood Canyons (Salt Lake County)

Russ Fox, UTA Director of Planning, requested the board approve a \$320,000 memorandum of agreement with Salt Lake County to provide financial support for the operation of the Visit Salt Lake Cottonwood Connect service during the 2023-2024 winter season.

Discussion ensued. Chair Christensen clarified that while the contract is through Salt Lake County, the service will be provided by Visit Salt Lake.

A motion was made by Trustee Holbrook, and seconded by Chair Christensen, that this memorandum of agreement be approved. The motion carried by a majority vote.

Trustee Acerson joined the meeting at 10:41 a.m.

g. Pre-Procurements
- Mt. Ogden Administration Building Design

Todd Mills was joined by Paul Drake, UTA Director of Real Estate and Transit-Oriented Development, and David Osborn, UTA Project Manager III.

Mills indicated the agency intends to procure the services outlined on the meeting agenda.

Discussion ensued. Questions on the decisions regarding the building (i.e., renovation vs. new construction) and incorporation of training space in the new facility were posed by the board and answered by staff.

Chair Christensen called for a recess at 10:46 a.m.

The meeting resumed at 10:55 a.m.

10. Service and Fare Approvals

a. Contract: 2023/2024 Ski Bus Agreement (Brighton Resort)

Russ Fox was joined by Monica Howe, UTA Fares Director. Staff requested the board approve a contract with Brighton Resort to provide a volume-based discount for fare. The discount allows the resort to apply its savings to alternative transportation options for resort employees, effectively increasing UTA's ski bus passenger capacity by approximately 50 percent. The contract has an estimated value of \$167,143 to \$222,856, depending on volume.

Discussion ensued. A question on whether resort employees are tapping on and tapping off with their passes was 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.

b. Contract: 2023/2024 Ski Bus Agreement (Snowbird Resort)

Russ Fox was joined by Monica Howe. Staff requested the board approve a contract with Snowbird Resort to provide a volume-based discount for fare and a discount for UTA Vanpool service. The discount allows the resort to apply its savings to alternative transportation options for resort employees (i.e., private shuttles and UTA Vanpool service), effectively increasing UTA's ski bus passenger capacity by approximately 50 percent. The contract has a total estimated value of \$142,793 to \$251,896, depending on volume.

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

11. Budget and Other Approvals**a. UTA Policy - UTA.01.01 Ethics**

Mike Hurst, UTA Director of Internal Audit, highlighted updates to the ethics policy, such as updating roles and adjusting provisions related to vendor-provided meals.

Discussion ensued. Questions on the implications of the new policy related to reimbursing UTA employees for work-related meals and training were posed by the board and answered by Hurst.

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

12. Discussion Items**a. UTA Fee Schedule**

Tim Merrill, Assistant Attorney General, was joined by Eric Barrett, UTA Acting Comptroller, and Michael Goldman, UTA Special Services Program Manager. Merrill cited state statute related to the adoption of ordinances, resolutions, or orders, and discussed the different types of fees charged by the agency. He provided a history of the internal effort to create a uniform fee schedule.

Goldman outlined proposed fee schedule groupings, along with the fees allocated to specific groupings. Staff is proposing fees be grouped by communications and marketing, requests for records, public safety, real estate and transit-oriented development, and vanpool.

Discussion ensued. Questions on the objectives for consolidating the fee schedule (particularly as it relates to transparency), comprehensiveness of the effort, clarity and definitions in the fee schedule, public hearing requirements related to fee changes, and waivers were posed by the board and answered by staff. Chair Christensen recommended soliciting public comment on the proposed fee schedule when it is finalized.

b. Customer Experience Program Update

Russ Fox was joined by G.J. LaBonty. LaBonty provided an update on the customer experience program, including its history, objectives, and cross-functionality. He discussed wayfinding, efforts to improve customer trip planning, access to real-time information, comfort, safety, and on-board experience. LaBonty concluded with a review of the 2024 Customer Experience Strategic Plan and wayfinding project schedule.

Discussion ensued. Questions on signage design and system beacons were posed by the board and answered by LaBonty. Chair Christensen suggested looking at solar lighting that dims when no movement is detected to save on battery life.

13. Other Business

- a. Next Meeting: Wednesday, December 20th at 9:00 a.m.

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

Chair Christensen indicated there were matters to be discussed in closed session relative 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 closed session convened at 11:57 a.m.

15. Open Session

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to return to open session. The motion carried by a unanimous vote.

Trustee Holbrook left the meeting following closed session.

The meeting reconvened in open session at 12:32 p.m.

16. Adjourn

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 12:32 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/pmn/sitemap/notice/875653.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/270?view_id=1&redirect=true&h=1f0577953ab71f191831eda822f0f489.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees