



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, December 8, 2021

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 Christensen welcomed attendees and called the meeting to order at 9:00 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Sheldon Shaw, UTA Director of Safety & Security, provided 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 November 19, 2021 Special Board Meeting Minutes

b. Approval of December 1, 2021 Board Meeting Minutes

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

6. Reports

a. Agency Report

- **Complimentary Fare and Service Updates**
- **700 South Catenary Upgrade Project**
- **Grants Update**

Complimentary Fare and Service Updates

Mary DeLoretto, UTA Interim Executive Director, was joined by Kensey Kunkel, UTA Manager of Business Development - Sales. Ms. Kunkel reported on sponsored fares in

accordance with R2021-07-04. In December, there were two event partnerships: one for the December 3rd Utah Grizzlies hockey game at the Maverik Center and one for the December 4th Best Fest at the Leonardo Museum. The event partnerships gave transit access to 9,000 individuals with an estimated utilization rate of 5-15%.

Discussion ensued. A question on partnerships for future events was posed by the board and answered by staff.

700 South Catenary Upgrade Project

Ms. DeLoretto was joined by David Hancock, UTA Acting Chief Service Development Officer, and Jared Scarbrough, UTA Acting Director of Capital Construction. Mr. Scarbrough provided an update on the 700 South catenary upgrade, which fixed a long-term catenary wire sagging issue. The project was completed recently during two back-to-back weekend shutdowns.

Discussion ensued. Questions on the service impact of sagging wires, the number of poles required with the new tensioning system, other locations that may require upgrades, and potential for using the tensioning system in the future were posed by the board and answered by staff.

Grants Update

Ms. DeLoretto was joined by Patti Garver, UTA Manager - Environmental & Grant Services. Ms. Garver reviewed grants awarded during the fourth quarter of 2021, which include:

- State of Utah American Rescue Plan Act (ARPA) local match - 300 North Salt Lake City Pedestrian Bridge: \$1.5 million
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Planning - TechLink: \$950,000
- Utah Department of Transportation (UDOT) Railroad Safety - Sikaflex: \$50,000
- Utah Clean Air Partnership (UCAIR) - Tooele Microtransit Match: \$15,000

She also reviewed grant applications submitted, which include:

- Federal Railroad Administration (FRA) Consolidated Rail Infrastructure and Safety Improvements (CRISI) - Sharp Tintic Connection: \$5.1 million
- Federal Transit Administration (FTA) Bus & Bus Facilities - Transit Technical Education Center: \$3.84 million
- FTA Route Planning Restoration Program - Equity Index Study to Restore Routes: \$300,000
- Wasatch Front Regional Council (WFRC) Flex Funds (STP, CMAQ, TAP): varied
- Mountainland Association of Governments (MAG) Flex Funds (STP, CMAQ, TAP): varied

Discussion ensued. A question on the project start date for the 300 North pedestrian

bridge was posed by the board and answered by staff.

b. Financial Report - October 2021

Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, was joined by Daniel Hofer, UTA Manager - Capital Assets & Project Controls. Mr. Armstrong reviewed the financial dashboard, sales tax revenue, sales tax collections by county, passenger revenues, stimulus funding, and operating financial results. Mr. Hofer discussed capital spending (including spending by project type) and provided some project highlights.

Discussion ensued. Questions on fare revenues and crude oil price trends were posed by the board and answered by staff. Trustee Holbrook requested historical data on compressed natural gas prices; Chair Christensen suggested including electrical costs as well.

7. Resolutions

a. R2021-12-06 - Resolution Adopting the Authority's 2022-2026 Capital Plan

Mr. Greene was joined by Mr. Hancock and Mr. Hofer. Mr. Hancock summarized the resolution, which adopts the authority's 2022-2026 capital plan. He reviewed the plan approval process and goals and noted it emphasizes project delivery. Mr. Hofer then reviewed the capital budget summary and project detail, asset management (state of good repair) detail, and capital plan budget year. Mr. Hancock concluded by listing anticipated grants or partner funds and outlining next steps.

Discussion ensued. Questions on wayfinding signage construction, feedback on the 2022 capital plan, and plan flexibility if anticipated funding is not forthcoming 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

b. R2021-12-07 - Resolution Authorizing the Purchase of Real Property as part of the UVX Project and Settlement Agreement with University Place SPE, LLC

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, was joined by Spencer Burgoyne, UTA Manager of Property Administration, and Tim Merrill, Assistant Attorney General. Mr. Drake described the resolution, which authorizes the purchase of real property required for the Utah Valley Express (UVX) project by entering into a settlement agreement with University Place SPE LLC related to the property located at 575 East University Parkway in Orem. The total purchase price is \$1,582,868.

Discussion ensued. A question on the inclusion of costs associated with the

reorganization of the seller's ownership and subsequent subdivision was 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

8. **Contracts, Disbursements and Grants**

a. **Change Order: Learning Management System - Additional Training (SumTotal)**

Kim Shanklin, UTA Chief People Officer, requested the board approve a change order in the amount of \$48,480 to the contract with SumTotal for training on the learning management system software. The total contract value, including the change order, is \$310,792.

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

b. **Pre-Procurements**

- **General Bus Maintenance**

Todd Mills, UTA Director of Supply Chain, indicated the agency intends to procure the services listed on the meeting agenda.

Discussion ensued. Questions on the types of maintenance included in the procurement, frequency of the need for external maintenance, and vendor pool were posed by the board and answered by Mr. Mills.

9. **Service and Fare Approvals**

a. **Fare Agreement: Pass Purchase and Administration (Visit Ogden)**

Ms. Kunkel was joined by Jonathan Salazar, UTA Acting Regional General Manager - Mt. Ogden Business Unit. Mr. Salazar asked the board to approve a fare agreement with Visit Ogden in the estimated amount of \$1,430-\$1,690 for the distribution of passes to Weber County hotels to sell to their guests at a 20% discount. The contract will be effective December 11, 2021 through April 16, 2022.

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

b. **Fare Agreement: Pass Purchase and Administration - Amendment 3 (The Church of Jesus Christ of Latter-Day Saints)**

Ms. Kunkel was joined by Stacey Adamson, UTA Senior Sales Representative. Ms. Adamson requested the board approve an amendment to the fare agreement with The Church of Jesus Christ of Latter-Day Saints. The amendment extends the current contract terms through December 31, 2022. The existing contract value is estimated at

\$463,492. The total estimated contract value, including the amendment, is \$1,390,892-\$1,854,592.

Discussion ensued. A question on the customer's desire to continue the pay-per-trip structure was posed by the board and answered by Ms. Adamson.

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

c. Fare Agreement: Eco Trip Rewards Custom Fare - Amendment 2 (Intermountain Health Care Services, Inc.)

Ms. Kunkel was joined by Ms. Adamson. Ms. Adamson asked the board to approve an amendment to the fare agreement with Intermountain Health Care Services, Inc. The amendment extends the current contract terms through December 31, 2022. The existing contract value is \$528,100. The total estimated contract value, including the amendment, is \$859,300-\$993,850.

Discussion ensued. A question on the customer's work-from-home employment trends was posed by the board and answered by Ms. Adamson.

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

d. Fare Agreement: Eco Trip Rewards Custom Fare - Amendment 2 (SelectHealth)

Ms. Kunkel was joined by Ms. Adamson. Ms. Adamson requested the board approve an amendment to the fare agreement with SelectHealth. The amendment extends the current contract terms through December 31, 2022. The existing contract value is \$9,120. The total estimated contract value, including the amendment, is \$15,550-22,000.

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

e. Fare Agreement: Ski Bus Service - Amendment 2 (Davis County)

Ms. Kunkel was joined by Mr. Salazar. Mr. Salazar asked the board to approve an amendment to the fare agreement with Davis County. The amendment includes new terms that bring the contract closer to alignment with other ski bus service contracts. UTA will pay 60% of the operating costs for the service, and Davis and Morgan counties will split the remaining 40% based on the cost allocation methodology detailed in the agreement. The amended cost to Davis County for the 2021-2022 ski season will be \$37,373. The total contract value, including the amendment, is \$201,393.

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

f. Fare Agreement: Ski Bus Service - Amendment 2 (Morgan County)

Ms. Kunkel was joined by Mr. Salazar. Mr. Salazar requested the board approve an amendment to the fare agreement with Morgan County. The amendment includes new terms that bring the contract closer to alignment with other ski bus service contracts. UTA will pay 60% of the operating costs for the service, and Morgan and Davis counties will split the remaining 40% based on the cost allocation methodology detailed in the agreement. The amended cost to Morgan County for the 2021-2022 ski season will be \$2,811. The total contract value, including the amendment, is \$16,573.

Discussion ensued. A question on feedback from Morgan County was posed by the board and answered by Mr. Salazar.

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

g. Fare Agreement: Ski Bus Service - Amendment 1 (SMHG Management LLC/Powder Mountain)

Ms. Kunkel was joined by Mr. Salazar. Mr. Salazar asked the board to approve an amendment to the fare agreement with SMHG Management LLC/Powder Mountain for the 2021-2022 ski season. The amendment extends the current contract terms, except for the deletion of Article 5 and Exhibit C. The amendment value is \$57,438. The total contract value, including the amendment, is \$114,876.

Discussion ensued. A question on bus performance to and from Power Mountain was posed by the board and answered by Mr. Salazar.

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

10. Discussion Items

a. UTA 2022 Final Budget and Public Engagement Report

Mr. Greene was joined by Ms. Shanklin and Megan Waters, UTA Community Engagement Manager. Mr. Greene provided an overview of the 2022 tentative operating budget and described proposed changes, which include allocating additional funds to the following:

- Service Additions: \$1,952,000
- Recruitment and Retention: \$1,829,000
- Fuel and Power: \$2,261,000
- Benefits Adjustment: \$852,000
- Technical Changes: \$177,000

Mr. Greene then reviewed the final 2022 operating budget, capital program budget, and five-year sources and uses forecasts.

Ms. Waters reported on public engagement efforts related to the 2022 budget and

summarized the feedback received.

Discussion ensued. A question on fuel cost assumptions was posed by the board and answered by Mr. Greene.

Chair Christensen noted the final budget is slated for approval at the December 15, 2021 board meeting.

11. Other Business

- a. Next Meeting: Wednesday, December 15th, 2021 at 9:00 a.m.

12. 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, seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a break at 10:37 a.m.

The meeting reconvened in closed session at 10:44 a.m.

13. Open Session

A motion was made by Trustee Acerson, seconded by Trustee Holbrook, to return to open session. The motion carried by a unanimous vote and the board returned to open session at 11:03 a.m.

Trustee Holbrook left the meeting at 11: 03 a.m.

14. Adjourn

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 11:04 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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/720291.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