



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, August 23, 2023**

**9:00 AM**

**FrontLines Headquarters**

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**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 9:00 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Viola Miller, UTA Chief Financial Officer, 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 August 9, 2023 Board Meeting Minutes**

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

**6. Reports**

**a. Executive Director's Report**

**Senator Mitt Romney Visit**

Jay Fox, UTA Executive Director, said UTA leadership, along with other local leaders in transportation, met recently with Senator Mitt Romney to discuss future needs along

the Wasatch Front.

#### **Radio Communications Outage**

Mr. Fox was joined by Alisha Garrett, UTA Chief Enterprise Strategy Officer, and Kyle Brimley, UTA IT Director. Mr. Fox and staff reported the agency experienced a major communications system outage resulting from high humidity levels in its local data center. The UTA IT team worked diligently to address the issue quickly and partnered with operations to maintain uninterrupted service during the outage.

Discussion ensued. Questions on remote data center capabilities and lessons learned regarding humidity controls were posed by the board and answered by staff.

#### **Customer Service**

Mr. Fox mentioned customers can dial 1.888.RIDEUTA for trip planning tips using transit.

### **7. Contracts, Disbursements and Grants**

#### **a. Contract: FrontRunner WiFi Support (Boldyn Networks Transit US, LLC)**

Mr. Brimley was joined by Brock Spencer, UTA Radio Communications Supervisor. Mr. Brimley requested the board approve a \$2,081,9876.74 contract with Boldyn Networks Transit US, LLC for the integration of upgraded WiFi technologies on the FrontRunner system.

Discussion ensued. Questions on the procurement process, equipment ownership, and service arrangements were 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: Replacement of HVAC System for Murray Police Building (UAEC, INC. DBA Utah Engineering)**

Guy Miner, UTA Facilities Maintenance Manager, requested the board approve a \$338,152 contract with UAEC, INC dba UTA Engineering to replace the HVAC system at the UTA Police Headquarters in Murray. (Note: The board was informed of the issuance of an emergency notice to proceed on the project during its July 26, 2023, meeting.)

Discussion ensued. Questions on the determination for equipment replacement versus repair, lifespan of the new unit, equipment replacement planning, and long-term viability of the UTA Police Headquarters building were posed by the board and answered by Mr. Miner.

Chair Christensen recommended a more proactive approach to facilities planning.

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

- contract be approved. The motion carried by a unanimous vote.
- c. **Contract: Memorandum of Agreement Regarding Joint Participation in Transit Service and Facilities (Park City Municipal Corporation and High Valley Transit)**

Lorin Simpson, UTA Special Project Manager - Fleet, was joined by Hal Johnson, UTA Acting Director of Innovative Mobility Solutions, and Troy Bingham, UTA Comptroller. Mr. Simpson requested the board approve a memorandum of agreement (MOA) with Park City Municipal Corporation and High Valley Transit. The MOA defines the rights and obligations of all parties related to terminating the previously executed 2011 and 2022 interlocal agreements (ILAs), as well as the rights and obligations of all parties associated with any other prior MOAs or memoranda of understanding (MOUs).

In effect, the MOA addressed in today's board meeting authorizes the following:

- UTA disbursement to Park City Municipal Corporation: \$942,989
- UTA disbursement to High Valley Transit: \$524,130
- UTA receipt of disbursement from Park City Municipal Corporation: \$835,607
- UTA receipt of disbursement from High Valley Transit: \$131,795.24

Discussion ensued. Questions on the timeline for the battery electric bus work, UTA responsibility for charger construction, and net impact to UTA cash flow were posed by the board and answered by staff.

Chair Christensen recommended implementing a system to better track obligations in government-to-government contracts.

- A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this contract be approved. The motion carried by a unanimous vote.
- d. **Change Order: Amendment 1 to Addendum 31 to the Master Collaborative Planning Agreement for a Transit Economic Impact Study (WFRC, MAG, UDOT)**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Russ Fox, UTA Director of Planning. Mr. R. Fox requested the board approve a \$275,000 amendment to the master collaborative planning agreement with the Wasatch Front Regional Council (WFRC), Mountainland Association of Governments (MAG), and the Utah Department of Transportation (UDOT) for a transit economic impact study. The current scope of the agreement assesses the economic impact of Utah's Unified Transportation Plan, and the amendment would expand the scope to include an assessment of the economic impact of transit in the local community.

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.

- e. **Pre-Procurements**
- **FrontRunner Wayfinding Signage**
  - **UTA Sustainability Audit**
  - **Mid-Valley BRT Construction**

Todd Mills, UTA Director of Supply Chain, was joined by G.J. LaBonty, UTA Manager of Customer Experience, and David Hancock, UTA Director of Capital Development. Mr. Mills indicated the agency intends to procure the goods and/or services outlined on the meeting agenda.

Discussion ensued. Questions on the scope of the wayfinding signage procurement, wayfinding standards, sustainability audit in relation to the UTA Strategic Plan, and Mid-Valley procurement timeline were posed by the board and answered by staff.

Trustee Acerson suggested partnering with UDOT on travel times to encourage transit ridership. Trustee Holbrook recommended sharing procurement investment information with stakeholders.

## 8. Discussion Items

### a. UTA Bus Speed and Reliability Program (BSRP)

Mr. R. Fox was joined by Alex Beim, UTA Manager of Long-Range Strategic Planning, and Matthew Gray, UTA Strategic Planner II, and Andres Colman, UTA Regional General Manager - Salt Lake Business Unit. Mr. Beim provided a summary of the BSRP program, then spoke about the importance of bus service and benefits of improved speed and reliability. He went on to describe initial study routes, tools used to increase bus speed and reliability, and funding required for implementation. He concluded by discussing work that has been done to date and potential next steps.

Discussion ensued. Questions on operator impacts, traffic signal prioritization challenges, community progress on implementing infrastructure, Transit Transportation Investment Fund (TTIF) utilization, operator input, and avenues for obtaining local feedback were posed by the board and answered by staff.

Trustee Acerson suggested working with school systems to train drivers to merge to an inside lane when buses are stopped in traffic, Chair Christensen recommended finding ways to better leverage service on Redwood Road in Salt Lake County, and Trustee Holbrook suggested accounting for high-growth housing areas for transit propensity.

Chair Christensen mentioned the board would like to participate in ride-alongs on the pilot routes.

### b. December 2023 Change Day Update

Ms. Bourdeaux was joined by Mr. R. Fox, Mr. Colman, and Eric Callison, UTA Manager of Service Planning. Staff reviewed intended system adjustments to be made on the

December 2023 change day, specifically addressing ski service and the work that has been done with stakeholders (i.e., ski resorts, Salt Lake County, Visit Salt Lake, the Town of Alta, and UDOT) to prepare for the 2023-2024 ski season.

Discussion ensued. Questions on operator staffing and continued service reductions were posed by the board and answered by staff.

Trustee Holbrook requested the board be updated on change day efforts earlier on in the process.

**c. Proposed 2023-2027 Capital Plan Amendment and 2023 Capital Budget Amendment for the TRAX Daybreak Station Project**

David Hancock, UTA Director of Capital Development, outlined proposed amendments to the UTA 2023-2027 Capital Plan and the UTA 2023 Capital Budget to include a project on TRAX in Daybreak. The new project, which adds \$6.5 million to the capital plan, will be funded through external sources, and will serve the area where the new minor league baseball field is being constructed. Mr. Hancock noted the 2023 capital budget may need to be increased by \$500,000 to fund a portion of the design work on the project.

Discussion ensued. A question on external funding sources was posed by the board and answered by Mr. Hancock.

**9. Other Business**

- a. Next Meeting: Wednesday, September 13, 2023 at 9:00 a.m.

**10. Closed Session**

**a. Strategy Session to Discuss Pending or Reasonably Imminent Litigation**

Chair Christensen indicated there were matters to be discussed in closed session relative to 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 and the meeting convened in closed session at 11:03 a.m.

**11. 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 at the conclusion of closed session at 11:27 a.m.

The meeting reconvened in open session at 11:27 a.m.

**12. 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 11:28 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/pm/sitemap/notice/853391.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/248?view\\_id=1&redirect=true&h=5f16bb9e2165f1d6ad09a38ec8bb84c1](https://rideuta.granicus.com/player/clip/248?view_id=1&redirect=true&h=5f16bb9e2165f1d6ad09a38ec8bb84c1).

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

Approved Date:

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Carlton J. Christensen  
Chair, Board of Trustees