



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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Thursday, September 22, 2022

11:00 AM

FrontLines Headquarters

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#### Budget Work Session

**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Also in attendance were UTA staff members.

#### 1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 11:06 a.m. He announced that this is an in-person meeting with audio recording and no video stream.

#### 2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

#### 3. Safety First Minute

Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, delivered a brief safety message.

#### 4. Discussion Items

##### a. Budget Work Session Follow Up

Jay Fox, UTA Executive Director, was joined at the table by Bill Greene, UTA Chief Financial Officer.

##### Capital Position Discussion

Dave Hancock, UTA Acting Chief Service Development Officer, was joined by Bryan Sawyer, UTA Director of Fleet Engineering, and Sheldon Shaw, UTA Director of Safety & Security. Mr. Hancock reviewed capital staffing requests for service development, safety and security, and operations.

Discussion ensued. Questions on project manager division of duties, camera system state of good repair, video security technician responsibilities, fleet engineering division of duties, in-house overhaul advantages, and bus overhaul process were posed by the board and answered by staff.

Trustee Holbrook requested more public discussion on state-of-good repair needs.

### **Utility Analysis**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Hal Johnson, UTA Manager - Project Research & Development; Mr. Hancock; and Mr. Drake. Mr. Anderson explained UTA's strategy to capitalize on utility efficiencies. Mr. Johnson then reviewed the agency's utility usage dashboard (which was distributed as a handout). The dashboard reflects facility electricity usage, facility natural gas usage, and greenhouse gas emissions.

Discussion ensued. Questions on the utilities audit process, facilities state of good repair opportunities, fiber optic maintenance, planning for future facility utilization capacity, needed space projections, facility electricity usage trends, and facility natural gas usage trends were posed by the board and answered by staff.

The board suggested:

- Creating a detailed plan for equipment replacements and other measures that will help the agency realize savings in facilities costs
- Including fiber in the utilities plan
- Looking at facilities standards holistically and incorporating flex space in future planning
- Considering upgrades such as HVAC systems with air purifiers and optimal space planning in new facilities
- Ensuring facilities standards reflect employee preferences regardless of trends

### **Fuel and Power Use**

Brad Armstrong, UTA Senior Manager - Budget & Financial Analysis, reviewed the price and volume fuel variance between the 2022 and 2023 budget (i.e., inflation versus utilization cost increases).

Discussion ensued. Questions on the impact of wayside power on commuter rail costs and elimination of diesel fuel vehicles at Riverside were posed by the board and answered by staff.

Trustee Holbrook requested more information on the impact of transit signal prioritization on fuel usage.

### **Recess**

Chair Christensen called for a recess at 12:08 p.m.

The meeting reconvened at 12:35 p.m.

### **Enterprise Strategy**

Alisha Garrett, UTA Chief Enterprise Strategy Officer, reviewed the organizational structure of the enterprise strategy office.

### **Information Technology (IT)**

Ms. Garrett was joined by Kyle Brimley, UTA IT Director; Nichol Bourdeaux, UTA Chief Planning & Engagement Officer; and Kim Shanklin, UTA Chief People Officer. Ms. Garrett provided an overview of the bus communications, radio communications, enterprise applications, application development, information security, project management, network, and help desk

departments. She then spoke about 2023 IT priorities.

Discussion ensued. Several questions were posed by the board and answered by staff. Topics of inquiry included:

- In-house technology development
- Wi-Fi service
- Technology needs
- Radio replacement schedule and costs
- Continued need for radio communication towers
- Property management functions in the JD Edwards software
- Third-party fiber usage
- Software purchasing process
- Enterprise licensing
- Internal and external customer experience
- Wayfinding signage upgrade timeline
- IT/customer experience team coordination
- People office software improvements
- JD Edwards software usage

The board requested an update on the agency's wayfinding plan and suggested ensuring wayfinding solutions are consistent across the system.

Ms. Garrett was joined by Jeanette Lancaster, UTA Acting Sr. Manager of Operations Analysis and Solutions. Ms. Garrett described the composition and work of the ridership team, system monitor team, business solutions, and business and quality analyst functions in the operations analysis and solutions department.

Discussion ensued. Questions on the automated passenger counter (APC) validation process and business and quality analyst responsibilities were posed by the board and answered by staff.

Ms. Garrett was joined by Edison Pascascio, UTA Special Projects Manager. Ms. Garrett provided information on the data team composition and function, data strategy objectives, and architecture for reporting and analytics.

Discussion ensued. Questions on the data strategy decision process, data accessibility, report generation tools, dashboard generation responsibilities, and data report management were posed by the board and answered by staff.

### **Recess**

Chair Christensen called for a recess at 1:53 p.m.

The meeting reconvened at 2:04 p.m.

### **Service Strategy**

Ms. Bourdeaux was joined by Cheryl Beveridge, UTA Chief Operating Officer, Ms. Shanklin, and Mr. Greene. Ms. Bourdeaux highlighted the 2023 service strategy budget, including operating contingency budget. Ms. Shanklin spoke about potential extra board scheduling improvements and Ms. Beveridge covered supervisor ratios.

Discussion ensued. Questions on the operator employee pool, hiring needs, TRAX operator schedules (full-time or part-time), and supervisor responsibilities were posed by the board and answered by staff.

**Transit-Oriented Communities (TOC) and Station Area Planning (SAP)**

Mr. Drake was joined by Jordan Swain, UTA TOD Project Manager. Mr. Drake spoke about the SAP process, including the roles of participants, process requirements, and related workload. He then highlighted the three SAPs that are already in place for Lehi FrontRunner, Ogden Central, and Clearfield FrontRunner.

Discussion ensued. Questions on communicating with cities on SAP roles, municipal SAP participation, exemption qualifications, staff workload, transit-oriented development (TOD) guidelines, and TOD investment strategy (including the required affordable housing component) were posed by the board and answered by staff.

Chair Christensen suggested memorializing UTA’s role in the SAP process with the cities in the agency’s service district. He also requested lease options on UTA-owned land be considered when working on developments at TOD sites.

**5. Other Business**

- a. Next Meeting: Wednesday, September 28th, 2022 at 9:00 a.m.

**6. Adjourn**

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 2:53 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 and audio located at <https://www.utah.gov/pmn/sitemap/notice/782819.html> for entire content.

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

