



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, July 26, 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 9:05 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Chair Christensen 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 July 12, 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**

**Notice to Proceed Issued on UTA Police Building Air Conditioning Replacement**

Jay Fox, UTA Executive Director, reported a notice to proceed order was issued to replace the air conditioning at the UTA police building. The contract, which has a

not-to-exceed value of \$383,152, will be brought to the board for formal ratification in a subsequent board meeting.

Mr. Fox also mentioned there have been some issues with the air conditioning at the new Depot District facility. The system is under warranty and repairs should be completed at no cost to the agency.

Discussion ensued. Questions on the timeline for installation and provision of temporary cooling units were posed by the board and answered by Mr. Fox.

#### **Ogden Express (OGX) Ribbon Cutting**

Mr. Fox announced Nuria Fernandez, Federal Transit Administration (FTA) Administrator, will be in Utah next week for the ribbon cutting on the OGX Line on August 2, 2023. He also announced there will be a separate grand opening event for the public on August 26, 2023.

#### **b. Discretionary Grants Report**

Tracy Young, UTA Grants Director, was joined by Gregg Larsen, UTA Manager of Grant Services. Ms. Young provided information on grants that have been submitted and are awaiting selection, as well as grants that have been selected and appropriated, including:

- FTA Transit-Oriented Development (TOD) Planning - Mid-Valley Connector (\$360,000)
- Fiscal Year 2023 West Side Express Transit Community Project Funding (CPF) (\$3.5 million)
- FrontRunner Strategic Double Track Project Utah Department of Transportation (UDOT) Appropriation (\$486 million)
- FTA Small Starts - Mid-Valley Connector Appropriation (\$62.8 million)
- FTA Rail Replacement Grant for 20 Light Rail Vehicles (\$60 million)
- FTA Low and No Emission Vehicles for 25 Compressed Natural Gas (CNG) Buses (\$17.1 million)

Discussion ensued. Questions on funding uses for the Davis-Salt Lake City Community Connector and funding status for the Mid-Valley Connector were posed by the board and answered by staff.

#### **c. Pension Committee Report**

Trustee Jeff Acerson reviewed the annual pension investment returns for the past several years and noted returns in 2022 were poor. Trustee Acerson said the actuary recommended including a four-year “smoothing” calculus in future pension reports to provide a more accurate view of the pension status. He mentioned the actuary is also pursuing conservative investments in private equities, as previously authorized.

**7. Resolutions****a. R2023-07-04 - Resolution Authorizing Execution of Addendum 7 to the Salt Lake City Transit Master Plan Interlocal Agreement for 2023-2024 Frequent Transit Network Routes**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Russ Fox, UTA Director of Planning. Mr. Fox summarized the resolution, which authorizes execution of Addendum 7 to the Salt Lake City Transit Master Plan Interlocal Agreement. The addendum specifies costs for frequent transit network (FTN) routes and paratransit service from August 2023 through July 2024.

Discussion ensued. Questions on the National Transit Database (NTD) costs (used to calculate rates), timing for the Orange Street facility to come online, amenities available at the Orange Street facility, ridership on FTN routes, future plans for route 4, and construction on 200 South were posed by the board and answered by staff.

The board requested a future update on 200 South development and the impacts to transit.

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

**b. R2023-07-05 - Resolution Establishing the Parameters within which the Executive Director is Authorized to Declare a “Zero Fare Day” in Commemoration of the Grand Opening of the Ogden Express Bus Rapid Transit (OGX)**

Kensy Kunkel, UTA Manager of Fare Strategy, outlined the resolution, which establishes parameters in which the executive director is authorized to declare a “zero fare day” commemorating the grand opening of the Ogden Express (OGX) Bus Rapid Transit (BRT) line. She said the agency is seeking sponsors for the zero fare day.

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

**c. R2023-07-06 - Resolution Authorizing (1) A Tender Offer for a Portion of the Authority’s Outstanding Bonds and (II) the Issuance and Sale by the Authority of its Sales Tax Revenue Refunding Bonds in the Aggregate Principal Amount of Not to Exceed \$270,000,000 Related to the Tender Offer; and related matters**

Viola Miller, UTA Chief Financial Officer, was joined by Troy Bingham, UTA Comptroller, and Randy Larson with Gilmore Bell. Mr. Bingham described the resolution, which authorizes 1) a tender on a portion of UTA’s outstanding bonds and 2) sets parameters for the issuance and sale of sales tax revenue refunding bonds related to the tender offer in an aggregate principal amount not to exceed \$270 million, among other

requirements.

Discussion ensued. Questions on impacts from federal reserve actions and potential interest in the tender 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

**d. R2023-07-07 - Resolution Authorizing the Handling of Funds, and the Investment and Disbursement of Monies**

Ms. Miller was joined by Rob Lamph, UTA Assistant Treasurer. Mr. Lamph summarized the resolution, which updates the titles of personnel authorized to act on behalf of the agency to invest or reinvest funds, establish accounts with financial institutions, and sign checks, among other duties.

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

**e. R2023-07-08 - Resolution Granting Expenditure and Disbursement Authority for 2023 Parts Inventory Purchases and Ratifying Certain 2022 Parts Inventory Purchases and Disbursements**

Todd Mills, UTA Director of Supply Chain, outlined the resolution, which preapproves purchases for vehicle maintenance and repair inventory from non-contracted vendors that will likely accrue an annual cumulative purchase amount exceeding \$200,000. It also authorizes payment for inventory purchased in 2022 that exceeded the forecasted amounts.

Discussion ensued. Questions on causes for 2022 overages and process improvements for flagging overages were posed by the board and answered by Mr. Mills.

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. Contract: 2023-2024 On-board Survey (Resource Systems Group, Inc.)**

This item was deferred to a future meeting.

**b. Contract: Utility Relocation for Mid-Valley Connector Bus Rapid Transit (CenturyLink)**

Andrea Pullos, UTA Project Manager III, requested the board approve a \$300,000 contract with CenturyLink for utility relocation required on the Mid-Valley Connector

BRT alignment.

Discussion ensued. A question on other utilities in the corridor was posed by the board and answered by Ms. Pullos.

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. Change Order: On-Call Systems Maintenance Contract Task Order #23-018 - S-Curve Negative Return Cable-to-Rail Connections (Rocky Mountain Systems Services)**

Dean Hansen, UTA Manager of Systems Engineering, requested the board approve a \$289,839 task order to the contract with Rocky Mountain Systems Services for several rail connection replacements and cable. The total contract value, including the change order, is \$21,509,212.

Discussion ensued. Questions on installation on the S-curve and seismic considerations were posed by the board and answered by Mr. Hansen.

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

**d. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-088 - Bingham Rim Road Daybreak Grade Crossing (Stacy and Witbeck, Inc)**

Jacob Wouden, UTA Rail Infrastructure Project Manager, requested the board approve a \$207,946 task order to the contract with Stacy and Witbeck, Inc for a grade crossing replacement at Bingham Rim Road in the Daybreak development in South Jordan. The total contract value, including the change order, is \$28,777,392.

Discussion ensued. Questions on the timing of the grade crossing replacement and related service adjustments were posed by the board and answered by Mr. Wouden.

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. Contract: Funding Agreement for the Historic Orchard Pathway Connection Project (Perry City)**

Janelle Robertson, UTA Project Manager III, requested the board approve a \$250,000 contract with Perry City for partial design, construction, and improvement on the Historic Orchard Pathway Connection, which will ultimately connect to a future FrontRunner station in Brigham City. The funds will be derived from the 2nd quarter sales tax implemented by Box Elder County.

Discussion ensued and centered on future FrontRunner stop locations in Box Elder County.

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

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contract be approved. The motion carried by a unanimous vote.

**f. Pre-Procurements**

**- Light Rail Center Truck Axles and Frames**

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

Discussion ensued. A question on axle lifespan was posed by the board and answered by Mr. Mills.

**9. Service and Fare Approvals**

**a. Fare Agreement: Transportation Services Contract Amendment 2 (State of Utah Department of Health and Human Services / Division of Services for People with Disabilities)**

Ryan Taylor, UTA Special Services General Manager, requested the board approve an amendment to the transportation services contract with the State of Utah Department of Health and Human Services/Division of Services for People with Disabilities (DSPD) for local "seed" funds to provide paratransit trips for eligible DSPD riders with eligible trip purposes. The trips will be reimbursed to UTA with federal Medicaid funds at a negotiated rate. The estimated amendment amount as listed in the packet materials is \$611,383. Mr. Taylor noted there will be a change to the agreement rate schedule reflecting a \$1.45 reimbursement from Medicaid for route deviation.

Discussion ensued. Questions on the reimbursement process were posed by the board and answered by Mr. Taylor.

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

**b. Fare Agreement: Pass Purchase and Administration Agreement Modification No. 3 (Westminster University)**

Ms. Kunkel requested the board approve an amendment to the pass purchase and administration agreement with Westminster University. The amendment has an estimated value of \$18,000, bringing the total contract value, including the amendment, to an estimated \$64,500.

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.

**c. Fare Agreement: Pass Purchase and Administration Agreement Modification No. 2 (Davis Technical College)**

Ms. Kunkel requested the board approve an amendment to the pass purchase and administration agreement with Davis Technical College. The amendment has an estimated value of \$32,000, bringing the total contract value, including the

amendment, to an estimated \$91,000.

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.

**d. Fare Agreement: Education Pass Agreement Modification No. 1 (Ensign College)**

Ms. Kunkel requested the board approve a \$31,250 modification to the education pass agreement with Ensign College. The modification extends the agreement by five months. The total contract value, including the modification, is \$106,250.

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

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.

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

Ms. Kunkel requested the board approve a \$214,209 agreement with Salt Lake City Corporation to fund Salt Lake School District passes. Passes will be made available to all students, faculty, staff, and one parent or guardian per household for the 2023-2024 school year.

(Note: The \$214,209 is Salt Lake City Corporation's contribution to the passes. Salt Lake School District and Salt Lake Education Foundation also contributed; see agenda item 9.f. for this meeting.)

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.

**f. Fare Agreement: Education Pass Agreement Modification No. 1 (Salt Lake School District and Salt Lake Education Foundation)**

Ms. Kunkel requested the board approve a \$279,000 amendment to the agreement with Salt Lake School District and Salt Lake Education Foundation to fund Salt Lake School District passes. The total contract value, including the amendment, is \$558,000.

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.

**g. Service Agreement: Complimentary Service for Brigham City Peach Days (Box Elder Chamber of Commerce)**

Mr. Russ Fox was joined by Ms. Kunkel. Mr. Fox requested the board approve a complimentary service agreement with the Box Elder Chamber of Commerce for supplemental transit service during Brigham City Peach Days. UTA will provide two shuttle routes during the event from the Utah State University Brigham City campus to the east and west sides of the event location and also transport runners to the start

line of the 10K race, which is part of the event. The estimated value of the supplemental service is \$8,105.

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

**10. Other Business**

- a. Next Meeting: Wednesday, August 9th, 2023 at 9:00 a.m.

**11. Closed Session**

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

Chair Christensen indicated there was no need for a closed session.

**12. Open Session**

No closed session took place; consequently, there was no return to open session.

**13. Adjourn**

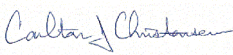
A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by unanimous vote and the meeting adjourned at 10:35 a.m.

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/847469.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/244?view\\_id=1&redirect=true&h=4e51f1cb025c55d902c466b140ccfb66](https://rideuta.granicus.com/player/clip/244?view_id=1&redirect=true&h=4e51f1cb025c55d902c466b140ccfb66).

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

Approved Date: 8/9/2023

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Carlton J. Christensen  
Chair, Board of Trustees