



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, October 25, 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 9:01 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Trustee Jeff Acerson 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 September 11, 2023 Board of Trustees Budget Work Session Minutes**
- b. **Approval of September 12, 2023 Board of Trustees Budget Work Session Minutes**
- c. **Approval of September 13, 2023 Board of Trustees Budget Work Session Minutes**
- d. **Approval of September 20, 2023 Board of Trustees Budget Work Session Minutes**
- e. **Approval of October 11, 2023 Board Meeting Minutes**
- f. **Sponsored Fare Agreement: OGX Grand Opening Funding Agreement for Sponsored System-Wide Fare (Rocky Mountain Power)**

- g. Disbursement: Claim Settlement Approval (Tashjian Marvin Gardens, G & R Inc., and Becky Jorgensen)**
- h. Disbursement: Claim Settlement Approval (Heirs of Marilyn Chapman)**
- i. Disbursement: Claim Settlement Approval (Denner)**

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

## **6. Reports**

- a. Executive Director Report**
  - UTA Commendations**

### **Utah Transportation Conference**

Jay Fox, UTA Executive Director, mentioned the Utah Transportation Conference currently underway and UTA's participation in it.

### **UTA Commendations**

Mr. Fox was joined by Andres Colman, UTA Regional General Manager - Salt Lake Business Unit; Mary DeLaMare-Schaefer, UTA Regional General Manager - Timpanogos Business Unit; Camille Glenn, UTA Regional General Manager - Mt. Ogden Business Unit; and Ryan Taylor, UTA Special Services General Manager. The business unit general managers recognized winners of the 2023 UTA Bus Roadeo.

- b. Pension Committee Report**

Trustee Acerson reported the pension fund is meeting its targets. He also said the pension committee introduced a smoothing process to better track investments and private equities are now included in the fund investment portfolio.

- c. Financial Report - August 2023 (Capital Program)**

Viola Miller, UTA Chief Financial Officer, who participated in the meeting remotely, was joined by Brad Armstrong, UTA Direct of Budget & Financial Strategy; Daniel Hofer, UTA Director of Capital Assets & Project Controls; Gregory Andrews, UTA Senior Financial Analyst; and David Hancock, UTA Chief Capital Services Officer. Staff reviewed capital spending, including spending by project on the following:

- TRAX operational simulator
- Orange Street microtransit chargers
- Park-and-ride facilities
- Fiber rehab/replacement
- Server, storage infrastructure
- Used commuter rail vehicle procurement
- Real estate and transit-oriented communities working capital
- Police fleet vehicle replacement

Discussion ensued. Questions on project spending, fiber installation challenges, and bidder response on park-and-ride projects were posed by the board and answered by staff.

## **7. Discussion Item**

### **a. 2024-2028 Five Year Capital Plan - October 2023 Draft**

Ms. Miller was joined by Mr. Hancock, Mr. Hofer, and Kyle Brimley, UTA IT Director.

Mr. Hancock outlined the capital plan sequence and goals.

Mr. Hofer reviewed the 2024 capital budget summary, major initiatives, and state of good repair details, as well as the 2024-2028 state of good repair details, capital plan summary, and major initiatives.

Mr. Hancock concluded the presentation by discussing next steps in the plan adoption process.

Discussion ensued on several topics, including:

- Financed aspects of the 2024 capital budget
- Propulsion systems in non-revenue vehicle replacements
- Traction power substation (TPSS) grants
- Rail switches and trackwork rehab/replacement challenges
- Wheel truing machine procurement
- 2023 budget for the human resource information system (HRIS)
- Radio system connections (i.e., to a larger community system) and implementation timeline
- Confidence level in 2024 capital services grant funding
- Westside Express funding gap and bus deployment plan

Chair Christensen suggested staff identify any legislative changes needed to allow UTA to connect to a broader radio system network prior to the next legislative session.

## **8. Resolutions**

### **a. R2023-10-04 - Resolution Adopting the Authority's Tentative 2024 Budget**

Ms. Miller was joined by Mr. Armstrong. Ms. Miller provided an overview of the 2024 operating budget, including expenses by category, office, and full-time equivalents (FTEs), along with a summary of the 2024 capital budget. She then outlined the budget approval process.

Discussion ensued. A question on FTE reductions was 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. R2023-10-05 - Resolution Renaming the Salt Lake City Frequent Transit Network Routes as “Go Routes”**

G.J. LaBonty, UTA Manager of Customer Experience, was joined by Katie Morrison, UTA Strategic Communications & Content Manager. Staff provided background on the Go Route concept, related interlocal agreement with Salt Lake City, and branding moniker.

Discussion ensued. Questions on the consideration of disability community needs in signage and potential for vandalism to Go Route bus stop features 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

**c. R2023-10-06 - Resolution Approving the Third Amendment to the 2023-2027 Capital Plan**

Ms. Miller was joined by Mr. Hofer and Mr. Andrews. Mr. Andrews provided information for agenda items 8.c. and 8.d. He indicated the third amendment to the capital plan adds a project for a new TRAX station in the Daybreak development in South Jordan and increases the plan balance by \$500,000. He explained these funds would be reimbursed by external sources and the addition would not impact UTA’s fund balance. Mr. Andrews also explained the need to increase the 2023 budget authority by \$500,000 in response to modifying the capital plan. He requested the board approve 1) the third amendment to the 2023-2027 Capital Plan and 2) an amendment to the 2023 capital budget.

Discussion ensued. Staff clarified the \$500,000 is for design costs only and construction costs will be paid with external funding.

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

**d. R2023-10-07 - Resolution Adopting the Authority’s Third 2023 Capital Budget Amendment**

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

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**9. Contracts, Disbursements and Grants****a. Contract: Daybreak Station Design Services Memorandum of Agreement (Larry H. Miller Real Estate, LLC)**

Mr. Hancock requested the board approve a contract with Larry H. Miller Real Estate, LLC for design services for a new TRAX station in South Jordan. The contract has a not-to-exceed value of \$500,000.

Discussion ensued. A question on the design completion timeline was posed by the board and answered by Mr. Hancock.

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

**b. Contract: Cooperative Agreement for FrontRunner Strategic Double Track Project (UDOT)**

Mr. Hancock was joined by Janelle Robertson, UTA Project Manager III. Ms. Robertson requested the board approve a cooperative agreement with the Utah Department of Transportation (UDOT) establishing collaboration protocols between UTA and UDOT through the start of construction on the FrontRunner strategic double track project.

Discussion ensued. Questions on financial responsibility for property purchases and environmental work, strategy for future agreements, and anticipated project delivery were posed by the board and answered by staff.

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

**c. Contract: Riverside Bus Bay 9 Lift Replacement (Stertil-Koni USA, Inc.)**

Kevin Anderson, UTA Director of Maintenance Support, was joined by Guy Miner, UTA Facilities Maintenance Manager. Mr. Anderson requested the board approve a \$273,861.77 contract with Stertil-Koni USA, Inc. for a bus lift replacement at the Riverside facility.

Discussion ensued. Questions on the type of lift (in ground vs. above ground) and expected lifespan 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.

**d. Contract: ADA Accessible Rolling Stock Purchase (Creative Bus Sales, Inc.)**

Christy Allen, UTA Coordinated Mobility Manager, requested the board approve a \$1,530,608 contract with Creative Bus Sales, Inc. for the base order purchase of 16 accessible transit vehicles. The vehicles will be purchased using Federal Transit Administration (FTA) 5310 funds (80%) and 5310 subrecipient funds (20%).

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

Chair Christensen called for a recess at 10:38 a.m.

The meeting reconvened at 10:44 a.m.

**e. Contract: Siemens S70 Center-Truck Axles Purchase (Jamaica Bearings Co.)**

Todd Mills, UTA Director of Supply Chain, was joined by Roberto Balsamo, UTA Light Rail Vehicle Maintenance Supervisor - Parts, Tools & Equipment. Mr. Mills requested the board approve a \$461,027.88 contract with Jamaica Bearings Co. for the purchase of twelve Siemens S70 center truck axles.

Discussion ensued. Questions on past purchases with Jamaica Bearings Co. and axle lifespan were posed by the board and answered by staff.

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

**f. Contract: Employee Holiday Gift Card 2023 (Harmon City, Inc.)**

Ms. Miller was joined by Mr. Mills. Mr. Mills requested the board approve a \$382,800 contract with Harmon City, Inc. for the purchase of holiday gift cards for 2,900 UTA employees.

Discussion ensued. Mr. Mills indicated the gift cards would be distributed to employees prior to the Thanksgiving holiday.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this Procurement Contract/Change Order be approved. The motion carried by a unanimous vote.

**g. Contract: UTA White Fleet Vehicle Purchase Order (Various State Contracts)**

Mr. Hofer was joined by Trice Batty, UTA Manager of Non-Revenue Vehicle Performance & Maintenance. Ms. Batty requested the board approve an expenditure of \$5,995,000 on various state contracts for the purchase of 116 non-revenue service vehicles. (Note: The non-revenue service vehicles are typically painted white and consequently are referred to as the "white fleet.")

Discussion ensued. Questions on vehicle manufacturing and cancellation penalties were posed by the board and answered by staff.

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

**h. Change Order: Forty Foot Bus Order Through Washington State Contract Assignment of Rights Modification No. 001 - Configuration Changes (Gillig, LLC)**

Jesse Rogers, UTA Bus Vehicle Procurement Project Manager, requested the board approve a \$574,640 change order to the Washington State contract with Gillig, LLC for configuration changes to 50 buses currently in production. The total contract value, including the change order, is \$30,549, 952.

Discussion ensued. Questions on the installation of driver protective equipment and manufacturing timelines were posed by the board and answered by Mr. Rogers.

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.

**10. Service and Fare Approvals**

**a. Fare Agreement: Transportation Services Contract Amendment 3 (State of Utah Department of Health and Human Services / Division of Services for People with Disabilities)**

Mr. Taylor requested the board approve a third amendment to the contract with the State of Utah Department of Health and Human Services/Division of Services for People with Disabilities (DSPD) for “seed” money to provide paratransit trips for eligible DSPD riders with eligible trip purposes. The trips will be reimbursed to UTA with federal Medicaid funding at a negotiated rate. The amendment, which extends the contract through January 31, 2024, has an estimated value of \$815,177, bringing the total estimated contract value to \$7,777,652.

Discussion ensued. A question on the contractual relationship with DSPD was posed by the board and answered by Mr. Taylor.

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

**11. Discussion Items**

**a. UTA Standard Operating Procedure - OCM.01.01 Advertising Approval Procedure**

Mr. Fox was joined by Nichol Bourdeaux, UTA Chief Planning & Engagement Officer. Mr. Fox summarized updates to the agency’s advertising approval procedure, including general provisions, placement of advertising, approval process, and other procedures.

Discussion ensued. Questions on external advertising on FrontRunner and the status of the advertising review committee were posed by the board and answered by staff.

**12. Other Business**

**a. Budget Public Hearing- Wednesday, November 1, 2023 at 5:30 p.m..**

- b. Next Regular Board Meeting- Wednesday, November 8, 2023 at 9:00 a.m.

### 13. 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 11:11 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/866909.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/262?view\\_id=1&redirect=true&h=654119302d5a3083c52fa652c9550f66](https://rideuta.granicus.com/player/clip/262?view_id=1&redirect=true&h=654119302d5a3083c52fa652c9550f66).

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

Approved Date: 11/8/2023

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Carlton J. Christensen  
Chair, Board of Trustees