



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, November 8, 2023

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Jeff Acerson

Remote: Trustee Beth Holbrook

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

Dave Hancock, UTA Chief Capital Services 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 October 25, 2023 Board Meeting Minutes

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
- Team Award - Operator Hiring & Training Teams

Executive Director's Recent Activities

Jay Fox, UTA Executive Director, mentioned his attendance at a Utah Clean Cities event and commended Utah's leadership in advancing clean fuels. He also commented on an event he attended in Utah County to discuss growth and thanked staff who coordinated the recent intercity passenger rail luncheon hosted by the agency.

UTA Commendations

Mr. Fox was joined by Mr. Hancock; Alisha Garrett, UTA Chief Enterprise Strategy Officer; Sarah Johnson, UTA Director of Organizational Excellence; and Jared Scarbrough, UTA Director of Capital Construction.

Ms. Garrett and Ms. Johnson recognized Jason Christiansen, UTA Bus Vehicle Maintenance Supervisor, who was honored with the first UTA Continuous Improvement Excellence Award.

Mr. Scarbrough was joined by Heidi Beynon, UTA Senior Office Specialist - Asset Management; Kyle Stockley, UTA Manager of Capital Vehicles; and James Larson, UTA Senior Communications & Marketing Strategist. Mr. Scarbrough recognized the team that worked with the Utah Department of Transportation (UDOT) to coordinate UTA's participation in the Utah Transportation Conference. Team members then spoke about the different types of efforts associated with the conference.

The board commended staff for their exceptional work.

Team Award - Operator Hiring & Training Teams

Mr. Fox was joined by Kim Shanklin, UTA Chief People Officer. Ms. Shanklin recognized the recruitment and training teams for their work related to operator staffing.

b. Investment Report - Third Quarter 2023

Rob Lamph, UTA Assistant Treasurer, delivered the third quarter 2023 investment report. As of September 30, 2023, the combined yield for UTA's accounts was 4.23%. Collectively, the agency's investments were mixed in their performance against the federal funds rate benchmark but were trending upward overall.

Discussion ensued. A question on UTA's cash balance was posed by the board and answered by Mr. Lamph.

c. Financial Report - September 2023

Ms. Miller was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy; Daniel Hofer, UTA Director of Capital Assets & Project Controls; Gregory Andrews, UTA Senior Financial Analyst; and Dean Hansen, UTA Manager of Systems Engineering.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Sales tax history
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending, including spending by project

Discussion ensued. Questions on bus propulsion power, 2024 sales tax forecast, red signal enforcement, and paratransit study results were posed by the board and answered by staff.

Trustee Beth Holbrook left the meeting at 10:03 a.m.

7. Resolutions**a. R2023-11-01 - Resolution Adopting the 2024 and 2025 Eco Pass Fare Structure of the Agency**

Kensy Kunkel, UTA Manager of Fare Strategy, summarized the resolution, which sets the Eco Pass fare structure for the agency for 2024 and 2025. She said the total anticipated Eco Pass revenue for 2024 is \$4.3-\$4.5 million.

(Note: The Eco Pass fare structure is detailed in the meeting packet. Offline, Ms. Kunkel noted an error in the summary memorandum. The corrected information in the memorandum should read, "The agency anticipates a slight increase in revenue as new pass partners are onboarded and pass utilization by current partners increases. The total forecasted Eco Pass revenue for 2024 is anticipated to increase by 3-5% as compared to 2023 or about a \$130,000-\$210,000 increase over 2023.")

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Acerson

Excused: Trustee Holbrook

b. R2023-11-02 - Resolution Authorizing Execution of Amendment 2 to an Interlocal Cooperation Agreement with Salt Lake County, the University of Utah, the Division of Air Quality, and Salt Lake City Corporation to Install Air Quality Monitoring on Electric Buses

Hal Johnson, UTA Acting Director of Innovative Mobility Solutions, explained the resolution, which establishes an interlocal cooperation agreement among UTA, Salt Lake County, the University of Utah, the Division of Air Quality, and Salt Lake City Corporation to install air quality monitoring technology on three UTA electric buses and analyze the resulting data.

Discussion ensued. A question on air quality monitoring using UTA vehicles outside of Salt Lake County was posed by the board and answered by Mr. Johnson.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Acerson

Excused: Trustee Holbrook

c. R2023-11-03 - Resolution Amending General Expenditure and Disbursement Authority to Non-Inventory Vendors

Ms. Miller summarized the resolution, which adds HealthEquity, the administrator of UTA's health savings accounts, to the list of non-inventory vendors to which staff is authorized to disburse funds exceeding \$200,000. The disbursement to HealthEquity for 2023 will be \$1.1 million.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Acerson

Excused: Trustee Holbrook

d. R2023-11-04 - Resolution Appointing Eric Barrett as Officer and Acting Comptroller of the Authority

Chair Christensen was joined by Eric Barrett. Chair Christensen explained the resolution, which appoints Mr. Barrett as Officer and Acting Comptroller for UTA while the current comptroller is out on leave.

(Note: The oath of office for Eric Barrett does not need to be taken in a public meeting and will be administered in the near future.)

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, and Trustee Acerson

Excused: Trustee Holbrook

8. Contracts, Disbursements and Grants

a. Contract: Job Testing and Video Interview Software (Criteria Corp)

Kyle Brimley, UTA IT Director, was joined by Greg Gerber, UTA Director of Talent Acquisition. Mr. Brimley requested the board approve a \$391,590 contract with Criteria Corp for a service contract to provide job testing and video interview software for 3 base contract years and 2 additional option years.

Discussion ensued. A question on the current job testing and video interview software was posed by the board and answered by staff.

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

b. Contract: Surplus S70 Brake System Parts (Wabtec Passenger Transit)

Todd Mills, UTA Director of Supply Chain, was joined by Marco Gamonal, UTA Manager of Light Rail Vehicle Maintenance, and Roberto Balsamo, UTA Light Rail Vehicle Maintenance Supervisor - Parts, Tools & Equipment. Mr. Mills requested the board approve a \$648,763.16 contract with Wabtec Passenger Transit for the purchase of S70 light rail vehicle brake system parts.

Discussion ensued. Questions on how long the brake system inventory will last and lifespan of parts were posed by the board and answered by staff.

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

c. Contract: Tire Lease and Service Program (The Goodyear Tire and Rubber Company)

Lorin Simpson, UTA Special Project Manager - Fleet, was joined by Nathan Hess, UTA Fleet Engineering Supervisor. Mr. Hess requested the board approve a \$7,050,525.12 contract with The Goodyear Tire and Rubber Company for bus tires and related service. The contract has a three-year base term. Execution of additional option years will require board approval.

Discussion ensued. A question on leasing versus purchasing was posed by the board and answered by Mr. Hess.

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

d. Contract: Microsoft Azure Software - Additional Hosting Services (SHI International Corp.)

Mr. Brimley requested the board approve a \$525,000 contract with SHI International Corp. for Microsoft Azure products and services. He noted the board approved a

\$245,000 contract for Azure hosting services on April 26, 2023, that was intended to provide services through April 2024; however, the approved contract has now been exhausted due to unexpected growth and increased demand for services at the agency and additional support is required. The contract addressed in today's meeting will cover the additional cost for services through April 30, 2024.

Discussion ensued. A question on the nature of the services needed was posed by the board and answered by Mr. Brimley.

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

e. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-121 - S-Curve Guard Rail Procurement (Stacy and Witbeck, Inc)

Jared Scarbrough, UTA Director of Capital Construction, was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager. Staff requested the board approve a \$518,081 change order to the contract with Stacy and Witbeck, Inc. for the purchase of guard rail to be installed on the S-curves on the TRAX Red Line near the University of Utah.

Discussion ensued. Questions on the anticipated shutdown time were posed by the board and answered by staff.

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

f. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-115 - Rice Interlocking Double Crossover Design (Stacy and Witbeck, Inc.)

Mr. Scarbrough was joined by Mr. Wouden. Staff requested the board approve a \$245,299 change order to the contract with Stacy and Witbeck, Inc. for design work on the Rice interlocking double crossover on the TRAX Red Line.

Discussion ensued. A question on the possibility of performing this work in tandem with the S-curve replacement was posed by the board and answered by staff.

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

g. Change Order: On-Call Infrastructure Maintenance Contract Task Order #23-118 - 450 East Double Crossover Design (Stacy and Witbeck, Inc.)

Mr. Scarbrough was joined by Mr. Wouden. Staff requested the board approve a \$244,229 change order to the contract with Stacy and Witbeck, Inc. for design work on the 450 East double crossover on the TRAX Red Line.

The total Stacy and Witbeck, Inc. on-call task order contract value, including the change orders discussed in today's meeting, is \$31,417,487.

- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a majority vote.
- h. Change Order: Bus Stop Shelter Procurement Amendment No. 1 - Additional Shelters (Brasco International, Inc.)**

Travis Colledge, UTA Project Manager III, requested the board approve a \$1,072,250 amendment to the contract with Brasco International, Inc. for the purchase of 75 bus shelters. The not-to-exceed amount of the contract, including the amendment, is \$3,617,550.

Discussion ensued. A question on whether the shelters are preassembled was posed by the board and answered by Mr. Colledge.

- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this change order be approved. The motion carried by a majority vote.
- i. Change Order: Memorandum of Understanding Amendment No. 1 - Extension and Energy Action Plan (Rocky Mountain Power)**

Mr. Johnson was joined by James Campbell, Rocky Mountain Power Director of Innovation and Sustainability Policy. Mr. Johnson requested the board approve an amendment to the memorandum of understanding (MOU) with Rocky Mountain Power (RMP) outlining an energy action plan. The amendment incorporates collaborative efforts and commitments supporting the energy action plan and extends the termination date of the MOU to September 4, 2035.

Discussion ensued. Questions on demand management components of the traction power substation (TPSS) project, grid system capacity to support electric vehicle charging, and security options at electric charging stations were posed by the board and answered by Mr. Johnson and Mr. Campbell.

- A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this amendment be approved. The motion carried by a majority vote.
- j. Pre-Procurements**
- **Additional Non-Revenue Vehicle Leasing**
 - **Overhead Doors for Depot District CNG Fueling Station**
 - **Engineering Consulting Services**

Mr. Mills was joined by Ms. Miller, Mr. Lamph, and Mr. Hofer. Mr. Mills indicated the agency intends to procure the goods and/or services listed on the meeting agenda.

Discussion ensued. Questions on vehicle leasing versus purchase, cash flow savings from leasing, interest rates on vehicle leases, and Depot District overhead door warranty were posed by the board and answered by staff. Chair Christensen requested more information on the non-revenue vehicle leasing plan.

Mr. Mills also noted purchases through several inventory vendors who were authorized

to be paid through a general expenditure and disbursement authority resolution passed earlier in the year have exceeded the authorized amounts. He indicated staff would be requesting revised authority from the board in December 2023 to pay these vendors.

Chair Christensen acknowledged no action could be taken since the item was not noticed on the agenda, but noted that some disbursements may need to be made prior to formal adoption of a new resolution in December.

Chair Christensen called for a recess at 10:51 a.m.

The meeting reconvened at 11:11 a.m.

9. Service and Fare Approvals

a. **Contract: 2023/2024 Ski Bus Agreement (Solitude Mountain Ski Area, LLC)**

Russ Fox, UTA Director of Planning, was joined by Ms. Kunkel. Staff requested the board approve a contract with Solitude Mountain Ski Area, LLC to provide expanded employee vanpool service for the 2023-2024 ski season. The contract has an estimated value of \$118,598 to \$158,129, depending on volume.

Discussion ensued. Questions on the status of agreements with other resorts, canyon congestion caused by resort employee traffic, canyon street parking solutions, public education on traffic management efforts in the canyons, and ski season start date were posed by the board and answered by staff.

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

b. **Contract: 2023/2024 Ski Bus Agreement (Alta Ski Area)**

Mr. R. Fox was joined by Ms. Kunkel. Staff requested the board approve a contract with Alta Ski Area to provide expanded employee vanpool service for the 2023-2024 ski season. The contract has an estimated value of \$61,680 to \$82,481, depending on volume.

Discussion ensued. A question on contract provisions for exceeding ridership projections was posed by the board and answered by staff.

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

c. **Fare Agreement: Education Pass Agreement (Ensign College)**

Ms. Kunkel requested the board approve a \$450,550 education pass (Ed Pass) agreement with Ensign College for the provision of transit service to students and college employees. The contract has a three-year term and covers the 2024, 2025, and

2026 school years.

Discussion ensued. A question on the contract price increase was posed by the board and answered by Ms. Kunkel.

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

d. Fare Agreement: Ski Bus Agreement - Amendment 1 (Sundance Ski Resort)

Ms. Kunkel requested the board approve a \$16,750 amendment to the contract with Sundance Ski Resort to extend the existing ski bus agreement for an additional year. The total contract value, including the amendment, is \$33,500.

Discussion ensued. A question on service levels at Sundance was posed by the board and answered by Ms. Kunkel.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this amendment be approved. The motion carried by a majority vote.

e. Fare Agreement: Ski Salt Lake Super Pass - Amendment 2 (Visit Salt Lake)

Ms. Kunkel requested the board approve a \$9,500 amendment to the contract with Visit Salt Lake to extend the Ski Salt Lake Super Pass through the 2023-2024 ski season. The total contract value, including the amendment, is \$29,300.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this amendment be approved. The motion carried by a majority vote.

10. Budget and Other Approvals

a. TBA2023-11-01 - Technical Budget Adjustment for Capital Budget Transfers

Ms. Miller was joined by Mr. Hofer and Mr. Andrews. Mr. Andrews explained the technical budget adjustment, which transfers \$4.085 million to the capital budget to support the delivery of various projects, as outlined in the meeting presentation and packet.

A motion was made by Trustee Acerson, and seconded by Chair Christensen, that this technical budget adjustment be approved. The motion carried by a majority vote.

11. Discussion Items

b. S-Line Extension Update

(Note: Discussion on Item 11.b. took place before discussion on Item 11.a.)

Marcus Bennett, UTA Project Manager III, described the project purpose and benefits. He said UTA and Salt Lake City are working together to minimize impacts to the community when construction begins on the extension. Mr. Bennett reviewed maps of

the existing route, the extension, existing double track, and new double track that will be added as part of the project. He displayed photos of the current and preferred alignments, discussed funding and cost estimates, outlined the project schedule, and provided contact information for communicating with UTA about the project.

Discussion ensued. Questions on double track, compatibility of the preferred alignment to alternative designs, and city plans to reconstruct Highland Drive were posed by the board and answered by Mr. Bennett.

Mr. Bennett committed to provide the board with more information on the city's plans related to Highland Drive.

a. Outcomes for the Tender Offer for a Portion of the Authority's Outstanding Bonds

This item was deferred to a future meeting.

12. Other Business

- a. Next Meeting: Wednesday, December 6th, 2023 at 9:00 a.m.

13. 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 Acerson, and seconded by Chair Christensen, for a closed session. The motion carried by a majority vote and the meeting convened in closed session at 11:55 a.m.

14. Open Session

(Note: Trustee Holbrook joined the closed session portion of the meeting through a virtual connection. She left the meeting at the conclusion of closed session.)

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, to return to open session. The motion carried by a unanimous vote and the meeting reconvened in open session at 12:20 p.m.

15. 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 12:20 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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/870059.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/266?view_id=1&redirect=true&h=1b3e5d545a2276c62a34355f66cde010.

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

Approved Date: 12/6/2023

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Carlton J. Christensen
Chair, Board of Trustees