



Utah Transit Authority
Board of Trustees
MEETING MINUTES - Final

669 West 200 South
Salt Lake City, UT 84101

Wednesday, October 23, 2024 9:00 AM FrontLines Headquarters

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

(To view public comment in its entirety, see the meeting video located at https://rideuta.granicus.com/player/clip/328?meta_id=54719.)

In Person/Virtual Comment

In person comment was given by Lauren Cochran and Zach Scriven.

Cochran, representing Stadler Rail US, spoke in support of the contract for light rail cars, which is on the board meeting agenda today.

Scriven spoke in support of the Rio Grande Plan and diesel multiple unit (DMU) trains.

No virtual comment was given.

Online Comment

Online comments received were distributed to the board for review prior to the meeting and are included in Appendix A to these minutes.

5. Consent

- a. **Approval of October 9, 2024 Board Meeting Minutes**
- b. **Approval of October 10, 2024 Board Budget Hearing Minutes**
- c. **Quarterly Disbursement Report - Vehicle Parts Inventory Vendors - Q3 2024**
- d. **Quarterly Disbursement Report - Non-Inventory Vendors - Q3 2024**
- e. **2024 Fraud Risk Assessment**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve the consent agenda with the correction of a typographical error in the budget hearing minutes public comment transcript (i.e., "great crossing" should be "grade crossing"). The motion carried by a unanimous vote.

6. Reports

- a. **Executive Director Report**
 - **Continuous Improvement Excellence Award - Ashley Crump**

Jay Fox, UTA Executive Director, was joined by Richard Murray, UTA Director of Organizational Excellence, and Iman Nazarinia, UTA Workforce Innovations Administrator.

Murray presented Ashley Crump with the Continuous Improvement Excellence Award for her work in streamlining employee badge requests.

- b. **Strategic Plan Minute: Moving Utahns to a Better Quality of Life - Deploy Operator Staffing Strategies**

Jay Fox was joined by Patrick Preusser, UTA Chief Operating Officer; Joy Kapos, UTA Acting Chief People Officer; and Greg Gerber, UTA Director of Talent Acquisition.

Fox reported on strategies to improve operator staffing, including recruitment marketing, agency over service unit emphasis, operator success descriptions, needs evaluations, better forecasting, 5-year service plan alignment, and operator schedule adjustments. Currently, operator positions are fully staffed.

Discussion ensued. Questions on previous staffing levels, retention for newly hired operators, and staffing projections were posed by the board answered by staff. Staff committed to provide data on previous staffing levels.

- c. **Discretionary Grants Report**

Tracy Young, UTA Grants Director, was joined by Alma Haskell, UTA Grants Development Administrator.

Young reviewed grant applications awaiting selection and discretionary

grants/appropriations selected.

Discussion ensued. A question on grant award timelines was posed by the board and answered by staff.

d. Pension Committee Report

Trustee Jeff Acerson reported pension investment fund performance remains strong and is on track to be fully funded by the target date.

7. Resolutions

a. R2024-10-02 - Resolution Authorizing the Executive Director to Execute Grant Agreements for Specified Projects

Tracy Young was joined by Alma Haskell.

Young outlined the resolution, which authorizes the executive director to execute grant agreements for the Low or No Emissions Grant for 15 zero-emission battery electric buses and the Small Starts Capital Investment Grant (CIG) for the Midvalley Connector bus rapid transit (BRT) project.

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. R2024-10-03 - Resolution Granting Contract and Expenditure Authority to Non-Inventory Vendors

Eric Barrett, UTA Deputy Comptroller, summarized the resolution, which grants additional contract and expenditure authority for disbursements to specific vendors for various reasons, including increases in UTA headcount, usage, or rates.

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. R2024-10-04 - Resolution Giving Notice and Setting Regular Meeting Dates for the Authority's Board of Trustees and Audit Committee for Calendar Year 2025

Chair Christensen outlined the resolution, which gives notice and sets dates for UTA board and audit committee meetings in 2025.

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

Circling back to the strategic plan minute, Jay Fox reported that bus operator staffing was previously down 18%.

8. Contracts, Disbursements and Grants

a. Contract: 5600 West Bus Route Final Design Services (WSP USA Inc.)

Jared Scarbrough, UTA Director of Capital Design & Construction, was joined by Ethan Ray, UTA Project Manager II.

Ray requested the board approve a \$1,878,115.36 contract with WSP USA Inc. for final design services on the 5600 West bus route.

Discussion ensued. Ray mentioned the route was originally slated to be constructed as a BRT but shifted to an express route when projected development along the route did not occur.

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: Mobile Trip Planning Software and Services (Transit)

Kyle Brimley, UTA IT Director, was joined by G.J. LaBonty, UTA Manager of Customer Experience.

LaBonty requested the board approve a contract with Transit for mobile trip planning software and services. The contract has a three-year base term with two additional one-year options. The total contract value for all five years is \$968,753.

Discussion ensued. Staff committed to work with the Utah Department of Transportation (UDOT) to research options for mobility as a service, which would allow customers to plan their trips from beginning to end using a single platform.

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

c. Contract: Twenty New Light Rail Vehicles (Stadler US)

David Hancock, UTA Chief Capital Services Officer, was joined by Kyle Stockley, UTA Manager of Capital Vehicles.

Stockley requested the board approve a \$129,300,194 contract with Stadler US for the purchase 20 low-floor light rail vehicles. A portion of the funding for this procurement, \$60,000,000, will come from a federal light rail vehicle replacement grant awarded to UTA. The contract includes 60 options for additional vehicles, if needed.

Discussion ensued. A question on vehicle evaluation was 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.

d. Disbursement: Employee Appreciation Holiday Gift

Viola Miller was joined by Rob Lamph, UTA Comptroller, and Mary Ann Schwalbendorf, UTA Payroll Manager.

Schwalbendorf requested the board approve a disbursement valued at approximately \$597,255 to be distributed among UTA employees as a holiday appreciation gift. Each employee will receive a \$150 net distribution through UTA's payroll system. The total disbursement value also includes costs to cover payroll taxes associated with the gift. Staff will report the total actual value of the disbursement to the board when it is known.

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

9. Discussion Items

a. Capital Program Report - Third Quarter 2024

David Hancock was joined by Viola Miller, Jared Scarbrough, and Carlie Torres, UTA Project Manager II.

Staff reviewed progress on the capital program during the third quarter of 2024, including budget spenddown. They outlined upcoming budget and major project activities in the fourth quarter of 2024 and provided project updates on bus stop enhancements and operator restrooms.

Discussion ensued. Questions on capital budget management and impacts on long-term financial planning, construction industry conditions, bus shelter material selection, bus bench design, bus stop seating, and operator restroom design and amenities were posed by the board and answered by staff. Staff committed to follow up on questions regarding bus bench design and bus stop seating standards.

b. UTA Tentative to Final 2025 Budget Change Overview

Viola Miller reported on preliminary changes between the tentative and final 2025 budget.

Discussion ensued. Questions on utility adjustments, discrepancy between revenue and expense were posed by the board and answered by Miller. Miller noted the fund balance will need to be accessed to balance the budget for 2025.

10. Other Business

- a. Next Meeting: Wednesday, November 13th, 2024 at 9:00 a.m.

11. Closed Session

- a. **Strategy Session to Discuss the Purchase, Exchange, or Lease of Real Property AND Collective Bargaining**

Chair Christensen indicated there were matters to be discussed in closed session related to collective bargaining. He noted no discussion would take place regarding real property.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this Closed Session be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

Chair Christensen called for a recess at 10:42 a.m.

The meeting reconvened in closed session at 10:53 a.m.

12. 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 and the meeting reconvened in open session at 11:18 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 11:18 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/947923.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/328?view_id=1&redirect=true.

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

Approved Date: November 13, 2024

DocuSigned by:



80E38465ACBE4D0...

Carlton J. Christensen

Chair, Board of Trustees

Appendix A**Online Public Comment**

(Note: Online public comment was received via email and the text is copied as submitted.)

From Isaac Madsen:

This comment is for the board meeting: Looking at the agenda, I am excited to see that the 5600 West Bus is on it. I've been following this project for years as a resident who would use it. I was disappointed with others in the region to see the initially promised Bus Rapid Transit to Rail Transit to be reduced to an Express Bus, with the potential to be upgraded to a BRT or LRT. And year after year, seeing the express bus delayed again and again. While UDOT continues to build and expand Mountain View Corridor. There seems to be little progress on 5600 West from an outsider's perspective. Seeing it now on the agenda, and having time to look at the material, I am excited to see Final Design Services in the contract. If the 5600 West Bus continues to be delayed, are there any legal restrictions that prevent Mountain View Corridor's current expansions as the promised transit alternative has not been provided? I understand that per a Federal Register document from 2020, UDOT will not proceed with Phase 2 Roadway improvements, but is UDOT legally restricted until the transit alternative is provided? If the 5600 West Bus comes to fruition by the currently expected date of 2028. What is the likelihood that the bus would continue to evolve into a BRT or LRT as initially promised within the next ten years of the 2028 date? Is there a chance that an upgrade could be completed by the 2034 Olympic and Paralympic Games? Does UTA have a long-term vision that the 5600 West Bus would become Light Rail?

From George Chapman:

I use the bus often but it would be safer if the bus stops were more appropriately placed. Bus stops can create safety issues if not correctly placed. One of the best examples is the 205 going south bus stop that is across the street from the new Granite Library. I have seen kids run across the street to catch the 205 bus and the 33 bus going east! They have come close to being hit. The bus stops for 205 going north should be in front of the Library (away from the corner unless you can get the County to cut into the sidewalk) since UTA should not block traffic at a light on a 2 lane road. The 205 going south bus stop needs to move much closer to the light and corner to enhance safety and stop kids from running across the street. The 33 bus stop should be in front of the Library not across the street. A kid is going to get hit with the way UTA set up that corner's bus stops. A group of kids that often run across the street to catch the bus, if hit by a car, would be even worse but it is possible. Bus stops on the 209 line should be placed where the traffic is greatest. UTA relocated the 21 bus going east to stop at 2100 S 900 E at Smiths which is the big rider draw. That was a great idea. Other large stores need the same relocation or work. The 209 going south bus stop at the Smiths on 800 S should also be relocated closer to the Smiths entrance. There is even a curb indent at the entrance that could provide a great temporary parking for bus timing.

The Walmart at 900 East bus stop (for 209 going north) should be modified with Walmart to allow a wheelchair to get to the stop from the parking lot. Wheelchairs now have to go to the drive entrance well north of that stop and there is a big safety issue with cars entering the parking lot. A wheelchair rider being hit by a car entering the parking lot while trying to get to the bus is an obvious danger.

I still think that Fairmont Park needs a bus stop next to it on both sides. Many more use Fairmont Park than the Golf Course.

And finally, about 30 years ago (I started riding the bus in 1970), on the 209 bus going north, UTA relocated the bus stop from a nice shaded area to a spot much closer to the next stop north. It had a tree for shade. That tree by the 3100 S Church was cut down and I strongly urge UTA to relocate the stop south (making it halfway between adjacent stops north and south and where it was 30 years ago) to just south of the crosswalk put in a couple of years ago (on Angelina). That would provide appropriate shade. And the 209 going north at the 900 E Stratford stop, needs shade desperately. The ramp that was put in helped riders but it sure is skinny for wheelchairs. That spot needs some kind of cheap shade, not a full 3 sided shelter. I know that SLC has a bad habit of cutting trees on park strips that provide shade. That is not UTA's fault but UTA should step up and provide some kind of cheap semi permanent shade. Again, that is a safety issue in the heat. A rider experiencing heat stroke waiting in the record breaking heat is the last thing UTA wants.

I know Michael Allegra, years before he retired, said that a monkey could do bus stops. I disagreed then and now. These are important safety issues.