



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, November 13, 2024**

**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 9:03 a.m.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Safety First Minute**

Patrick Preusser, UTA Chief Operating 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/334?meta\\_id=55756](https://rideuta.granicus.com/player/clip/334?meta_id=55756).)

**In Person/Virtual Comment**

In person comment was given by Zach Scriven and Rone Tempest. No virtual comment was given.

Scriven touted the economic value of transit, opined on the proposed new Salt Lake Central development, and expressed support for the Rio Grande Plan.

Tempest requested smaller buses be used on route 209 in the Avenues.

**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 23, 2024 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 Report****- Recognition - UTA and Clearfield City Station Area Planning Award**

Jay Fox, UTA Executive Director, reported ridership is up year-over-year, then deferred the remainder of his report to a time later in the meeting.

**b. Strategic Plan Minute: Moving Utahns to a Better Quality of Life - Establish TRAX Modernization Plan**

Jay Fox reported on agency milestones related to the TRAX modernization plan, including the Techlink study completion and light rail vehicle replacement contract award.

**a. Executive Director Report****- Recognition - UTA and Clearfield City Station Area Planning Award**

Jay Fox was joined by David Hancock, UTA Chief Capital Services Officer, and Paul Drake, UTA Director of Real Estate & Transit-Oriented Development.

Drake provided an update on the Clearfield Station and its station area plan. The project recently received an award at the Utah Transportation Conference.

**c. Financial Report - September 2024**

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy, and Greg Andrews, UTA Senior Financial Analyst.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Sales tax growth and passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Capital year-to-date spending

Discussion ensued. Questions on sales tax growth, federal funding drawdowns, and capital spending trends were posed by the board and answered by staff.

**d. Investment Report - Third Quarter 2024**

Brian Reeves, UTA Associate Chief Financial Officer, reported UTA investments had a combined yield of 4.81% as of the third quarter of 2024, with \$16,654,982 in total interest on investments earned year-to-date. The agency's account performance against the federal fund rate benchmark was mixed.

**e. UTA Strategic Plan Performance Report**

Alisha Garrett, UTA Chief Enterprise Strategy Officer, was joined by Heather Barnum, UTA Chief Communications Officer.

Staff provided an update on progress on the UTA Strategic Plan implementation and described next steps.

Discussion ensued. Questions on the whether the changes implemented on April 2025 change day will affect the goal on population proximity to transit, addition of data on frequency of service, and external assessment of employee engagement were posed by the board and answered by staff.

Staff committed to provide more information to the board on the impacts of the April 2025 change day on strategic plan objectives. Trustee Holbrook requested staff coordinate with the University of Utah to share environmental data on the agency website. She also suggested communications stories emphasize the agency's "forward thinking," as well as the economic benefits of transit to people who do not live along the Wasatch Front. Chair Christensen recommended information on employee initiatives and related results be made available on the agency website.

**7. Resolutions****a. R2024-11-01 -Resolution Setting Compensation for District Officers & Employees**

Joy Kapos, UTA Acting Chief People Officer, summarized the resolution, which sets compensation for district officers and administrative employees for 2024 and authorizes parameters that allow management to place jobs within the compensation structure as presented. This is the third revision of the compensation structure in 2024 and adds the position of data analyst supervisor.

Discussion ensued. Kapos clarified the data analyst supervisor is a new position and has not yet been posted.

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. Budget and Other Approvals****a. TBA2024-11-01 - Technical Budget Adjustment - Capital Program**

Daniel Hofer, UTA Director of Capital Programs & Support, was joined by Greg Andrews.

Andrews outlined the technical budget adjustment, which reallocates \$350,000 in the existing 2024 capital budget to other projects to aid in project delivery. The change has a net neutral impact on the budget.

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

**9. Contracts, Disbursements and Grants****a. Contract: Auction Services for Disposal of UTA Equipment and Vehicles (JJ Kane Auctions)**

Daniel Hofer was joined by Joan Burke, UTA Manager of Capital Asset Controls.

Hofer requested the board to ratify a contract with JJ Kane Auctions for services related to the disposal of UTA equipment and vehicles. An initial contract was approved for these services with TNT Auction, Inc. TNT Auction, Inc. was subsequently acquired by JJ Kane Auctions. Staff is seeking ratification of a contract with JJ Kane Auctions from June 2023, to April 2025. The contract has a total estimated revenue value of \$1,227,000.

Discussion ensued. Questions on the remaining book value on auctioned vehicles, contingency estimates, asset disposal trends, de-branding on auctioned vehicles, plans for continued use of the state contract, and target returns 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 ratified. The motion carried by a unanimous vote.

**b. Contract: 25 CNG Buses through Washington State Contract Assignment of Options (Gillig LLC)**

Jesse Rogers, UTA Bus Vehicle Procurement Project Manager, was joined by David Hancock.

Rogers requested the board approve a purchase with Gillig LLC valued at \$18,943,725 for 25 compressed natural gas (CNG) buses. The buses are being procured through options available on a State of Washington contract.

Discussion ensued. Questions on opportunities for utilizing options on other contracts and funding sources for the vehicles 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.
- c. **Contract: Qualtrics Software Services (Carahsoft)**

Tigran Melikyan, UTA Director of Business Analysis, requested the board approve a \$338,501.88 contract with Carahsoft for Qualtrics software services. The services are being procured through the State of Utah contract. The state contract expires on September 15, 2026, and the contractor is not authorized to proceed beyond that date without authorization from UTA. If the state contract is extended, renewed, or replaced, UTA intends to provide authorization for services through November 30, 2027.

Discussion ensued. Questions on benefits derived from using the software were posed by the board and answered by Melikyan.

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. **Disbursement: Bangerter Station LLC Additional Capital Contribution**

Paul Drake requested the board approve an additional \$250,000 contribution to Bangerter Station LLC to secure loans terms in accordance with the Bangerter Station LLC operating agreement.

Discussion ensued. Questions on the current percentage of leased units, trajectory of leasing, and lease rates were posed by the board and answered by Drake.

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

- e. **Pre-Procurements**
- **900 E UVX Station Construction**
  - **Bus Simulator**

Todd Mills, UTA Director of Supply Chain, was joined by David Hancock.

Mills indicated the agency intends to procure the goods and/or services outlined on the meeting agenda.

Discussion ensued. Questions on the timing of the new UVX station opening for service and bus simulator purchase and location were posed by the board and answered by staff.

Chair Christensen called for a break at 10:45 a.m.

The meeting reconvened at 10:56 a.m.

**10. Service and Fare Approvals****a. Fare Agreement: 2024/2025 Ski Bus Pass Agreement (Brighton Resort)**

Monica Howe, UTA Fares Director, was joined by Jordan Eves, UTA Manager of Fare Strategy, and Eric Callison, UTA Manager of Service Planning.

Eves requested the board approve a fare agreement with Brighton Resort for ski bus passes during the 2024-2025 ski season. The contract has an estimated total revenue value of \$210,000-\$260,000, excluding the \$62,500 discount given to Brighton for their employee bus service that is procured and managed independently.

Discussion ensued. Questions on the benefit of resort employee bus service (i.e., more seats for skiers on ski buses) and the start time for ski service were 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.

**b. Fare Agreement: 2024/2025 Ski Bus Pass Agreement (Solitude Mountain Ski Area, LLC)**

Monica Howe was joined by Jordan Eves.

Eves requested the board approve a fare agreement with Solitude Mountain Ski Area, LLC for ski bus passes during the 2024-2025 ski season. The contract has an estimated total revenue value of \$230,000-\$280,000, excluding the \$62,500 discount given to Solitude for their employee bus service that is procured and managed independently.

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.

**c. Fare Agreement: 2024/2025 Ski Bus Pass Agreement (Alta Ski Area)**

Monica Howe was joined by Jordan Eves.

Eves requested the board approve a fare agreement with Alta Ski Area for ski bus passes during the 2024-2025 ski season. The contract has an estimated total revenue value of \$85,000-\$135,000.

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.

**d. Fare Agreement: 2024/2025 Ski Bus Pass Agreement (Snowbird Resort)**

Monica Howe was joined by Jordan Eves.

Eves requested the board approve a fare agreement with Snowbird Resort for ski bus passes during the 2024-2025 ski season. The contract has an estimated total revenue

value of \$250,000-\$300,000.

Chair Christensen noted UTA will be providing supplemental service in Little Cottonwood Canyon during the 2024-2025 ski season.

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.

**e. Fare Agreement: 2024/2025 Ski Bus Pass Agreement (Sundance Ski Resort)**

Monica Howe was joined by Jordan Eves.

Eves requested the board approve a fare agreement with Sundance Ski Resort for ski bus passes during the 2024-2025 ski season. The contract has an estimated total revenue value of \$10,000-\$20,000.

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.

**11. Discussion Items**

**a. Proposed UTA 2025 Final Budget**

Viola Miller reviewed 2025 tentative to 2025 final budget changes for both the operating and capital budgets.

Discussion ensued. Chair Christensen clarified any shortfall in the fund balance will impact capital projects and not operations.

**b. Proposed 10 Year Capital Plan (2024-2033)**

David Hancock was joined by Marcus Bennett, UTA Project Manager III.

Bennett reviewed the background of the UTA 10-year Capital Plan and outlined November 2024 updates, which include the addition of the Utah Department of Transportation (UDOT) FrontRunner program, alignment with discrete funding opportunities, and updates to project definitions. He noted the UTA 10-year Capital Plan is fiscally unconstrained, in contrast with the UTA 5-year Capital Plan, which is fiscally constrained. He then provided comparisons between the two plans overall and by program. Bennett concluded by describing the next steps in the long-range capital planning process.

Discussion ensued. A question on how the regional transportation plans inform the UTA 10-year Capital Plan was posed by the board and answered by staff.

**c. Service and Fare April Change Day Proposals 2025 & 2026: Overview for Public Engagement**

Russ Fox, UTA Director of Planning, was joined by Monica Howe, Eric Callison, and

Megan Waters, UTA Community Engagement Director. Waters participated in the meeting electronically.

Staff described the change day process, reviewed proposed 2025 and 2026 service changes, detailed proposed fare changes, and outlined the public engagement plan for the change process.

Discussion ensued. Questions on coordinating new service additions with fleet acquisitions, Title VI compliance, group fares, youth passes, fare capping benefits, electronic fare card incentives, and cash fares were posed by the board and answered by staff. Trustee Holbrook requested more information on the community outreach efforts related to the Layton trolley fare change. Chair Christensen expressed a desire to move away from cash fares.

**d. Transit Education Overview**

Doraleen Taulanga, UTA Community Outreach Manager, was joined by Megan Waters.

Taulanga provided an overview of the UTA programs supporting communities, riders, and potential riders, including travel training, ambassador programs, customer service, community engagement, marketing and communications, fare program partnerships, and customer experience action plan.

Discussion ensued. Questions on mechanisms to obtain travel training and airport customer service were posed by the board and answered by staff.

**12. Other Business**

- a. Next Meeting: Wednesday, December 4th, 2024 at 9:00 a.m.

**13. Adjourn**

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 12:22 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 or audio located at <https://www.utah.gov/pmn/sitemap/notice/952553.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at [https://rideuta.granicus.com/player/clip/334?view\\_id=1&redirect=true](https://rideuta.granicus.com/player/clip/334?view_id=1&redirect=true).

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



Approved Date: December 4, 2024

DocuSigned by:



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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 Rone Tempest:**

Greetings, just a heads up that I plan to speak Wednesday the UTA board meeting as part of our Avenues neighborhood effort seeking smaller, lighter buses on the Avenues extension of UTA 209 that was added to the route in 2022. This note will also give you time to prepare a response to our concerns about serious road damage and to address our fears about safety, particularly for our many bicyclists (including school children descending the steep grades on L Street from Ensign Elementary School on 12th Avenue). As one of our concerned neighbors, a physician and professor at the University of Utah, said at a recent meeting, it is only a matter of time before there is a serious, potentially life-threatening accident. The problem is that you are currently running standard 40-foot diesel, natural gas and electric buses on the Avenues extension along steep residential streets classified as "local" under the Salt Lake City Transportation Master Plan. Because of the 20% front-to-rear weight transfer on the steep grades above 6th Avenue, the rear axle weight on these buses is 10,000 lbs over state standards. This combination of grade and weight is tearing up our streets creating deep potholes and fissures on the uphill portion of the extension, particularly on L Street between 6th and 9th Avenues. The attached photos show crews from the city streets department recently attempting to patch some of the deeper holes and crevices, all of which occur on the uphill side of the street used by the heavy buses. It is the second time this year that SLC city streets has been called upon to patch this section. So the direct impact of the buses is clear to see and cannot be blamed on other sources. The crew chief told me that we can expect the rate of damage to increase this winter. As Dr. Pedro Romero, a University of Utah civil engineering professor and international expert on road surfaces told me when we walked the route together: "This street is not built for these buses and these buses are not designed for this street." It should be noted that this section of UTA 209 is one of only two high frequency (every 15 minute) bus routes in your system to operate of "local" streets as opposed to "collector" or "arterial" streets. That means that 140 buses a day are plying these residential streets, all with extremely low ridership. The other route, UTA 9, operates on a few flat residential streets on the west side but also has a much higher ridership. All that said, we concerned residents are not asking that UTA 209 be curtailed or even rerouted. We are only asking that the equipment used on this section of the route be more appropriate for the unique terrain, residential streets and low ridership. Finally, we understand that responsibility for safety on the UTA route is shared by the city streets department; the city transportation division; the police department traffic division and the city engineering department. But let it be known here for the record that UTA is knowingly operating buses on this route extension that are a direct threat to public safety.

This alone merits a direct response from your management team.