



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, January 15, 2025

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 9:01 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Heather Barnum, UTA Chief Communications 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/342?meta_id=58281.)

In person comment was given by Doug Rush.

Rush raised questions regarding ski bus service. Chair Christensen requested Rush's questions be addressed by Jay Fox, UTA Executive Director, in a future board meeting.

Online Comment

No online comment was received.

5. Consent

a. Approval of December 18, 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**

- **Ridership Update**
- **Recognition of Rodeo Participants**
- **UTA Memorial: Lawrence (Craig) Jensen**

Ridership Update

Kim Shanklin, UTA Chief of Staff, deferred this item and indicated a more comprehensive ridership report will be given to the board in a February 2025 board meeting.

Recognition of Rodeo Participants

Kim Shanklin was joined by Patrick Preusser, UTA Chief Operating Officer.

Preusser highlighted the UTA bus “rodeo” competition and recognized the competition winners.

UTA Memorial: Lawrence (Craig) Jensen

Kim Shanklin was joined by Patrick Preusser and Dean Klebenow, UTA Manager of Vehicle Performance & Maintenance.

Klebenow memorialized Lawrence (Craig) Jensen, a UTA maintenance supervisor, who passed away in November 2024.

b. Strategic Plan Minute: 2025 Executive Team Strategic One Page

Kim Shanklin outlined the UTA executive team’s 2025 priorities.

Discussion ensued. Questions on strategic alignment were posed by the board and answered by Shanklin.

c. Financial Report - November 2024

Viola Miller, UTA Chief Financial Officer, participated in the meeting electronically. She was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy; Greg Andrews, UTA Senior Financial Analyst; Eric Barrett, UTA Deputy Comptroller; and David Hancock, UTA Chief Capital Services Officer.

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 passenger revenue projections, bargaining unit staffing, turnover targets, operator training graduation rates, administrative vacancies, federal funding status, and capital project delivery were posed by the board and answered by staff.

Shanklin committed to provide the board with additional information on administrative vacancies.

7. Resolutions

a. **R2025-01-01 - Resolution Approving and Reauthorizing the 2024 Public Transit Agency Safety Plan**

Travis King, UTA Director of Safety & Security, summarized the resolution, which approves and reauthorizes the 2024 Public Transit Agency Safety Plan (PTASP). King reviewed the requirements for the PTASP, the approval process, and 2024 updates. He noted the official document will differ slightly from the version presented in the board agenda packet in that it will reflect recent staffing changes at the agency.

Discussion ensued. Questions on the state safety oversight (SSO) approval timeline, PTASP updates (i.e., door openings to no platform), and 2025 PTASP approval timeline 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

b. **R2025-01-02 - Resolution Granting 2024 and 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors**

Eric Barrett summarized the resolution, which grants 2024 and 2025 expenditure and disbursement authority to non-inventory vendors and ratifies certain 2024 disbursements that exceeded prior authorization. (Note: Specific vendors and associated disbursements are referenced in the meeting packet.) Barrett corrected three errors on the presentation slides displayed in the meeting:

- Utah-Idaho Teamsters Security disbursement purpose for 2024 and 2025 is "health insurance for employees"
- Utah County Government disbursement for 2025 is \$2,565,910
- The percent increase for 2025 Debt, Government, and Utilities disbursements is 3.25%

Discussion ensued. Questions on bargaining unit insurance budget responsibility and 2024 union dues thresholds were posed by the board and answered by staff. Kim

Shanklin noted several of the disbursements, including union dues, are “employee pass-throughs,” meaning they are paid by employees through the agency.

The motion on this item was revisited and revised for clarity at the end of the meeting. See item 11.b. in these minutes for the final action.

c. R2025-01-03 - Revised Resolution Setting Compensation for District Officers and Administration Employees

Ann Green-Barton, UTA Chief People Officer, summarized the resolution, which sets compensation for district officers and administrative employees for 2024. This is the fifth revision of the 2024 compensation structure and adds the following positions: manager of transit-oriented development, project administrator operations and maintenance, and labor relations specialist. Green-Barton noted all three positions repurpose existing headcount.

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: Security Guard Services (Allied Universal Security Services)

Jordan Eves, UTA Manager of Fare Strategy, requested the board approve a \$362,217 contract with Allied Universal Security Services for armed guard protection in fare collection activities. The contract term is January 15, 2025, through February 28, 2029.

Discussion ensued. Questions on fare collection incidents of concern and state contract utilization 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.

b. Contract: Transit Transportation Investment Program Funds (TTIF) Cooperative Funding Agreement for Sharp / Tintic Project - UTA Local Match (Utah Department of Transportation)

David Hancock was joined by Tracy Young, UTA Grants Director, and Jared Scarbrough, UTA Director of Capital Design & Construction.

Hancock requested the board approve a \$1,128,843.86 contract with the Utah Department of Transportation (UDOT) for the UTA portion of the local match required on the Transit Transportation Investment Fund (TTIF) funds allocated to the Sharp/Tintic project. The funds will be disbursed to UDOT annually between 2025 and 2028 according to an agreed upon schedule.

Discussion ensued. A question on how the Sharp/Tintic project impacts extending FrontRunner to Santaquin was posed by the board and answered by Hancock.

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: Transit Transportation Investment Program Funds (TTIF) Cooperative Funding Agreement for Ogden Express (Utah Department of Transportation)

Jared Scarbrough was joined by Tracy Young and Andrea Pullos, UTA Project Manager III.

Young requested the board approve a contract with UDOT authorizing the receipt of \$4,000,000 in TTIF funds to support the Ogden Express (OGX) project.

Discussion ensued. A question on the funding history 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. Change Order: On-Call Infrastructure Maintenance Contract Task Order #25-004 - 2025 FrontRunner and TRAX Tamping (Stacy and Witbeck, Inc.)

Jared Scarbrough was joined by Jacob Wouden, UTA Rail Infrastructure Project Manager.

Wouden requested the board approve a not-to-exceed \$800,000 change order to the contract with Stacy and Witbeck, Inc. for tamping along the FrontRunner and TRAX alignments in 2025. The total contract value, including the change order, is \$6,611,409.

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.

e. Change Order: Mt. Ogden Administration Building Design Services Change Order No. 001 - Bus Parking and Canopy Design (AECOM Technical Services, Inc.)

Jared Scarbrough was joined by David Osborn, UTA Project Manager III.

Osborn requested the board approve a \$249,504 change order to the contract with AECOM Technical Services, Inc. for the design of a bus parking area and canopy at the new Mt. Ogden administration building. The total contract value, including the change order, is \$1,398,901.

Discussion ensued. Questions on the purpose of the design changes and canopy replacement were posed by the board and answered by staff.

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.

f. Pre-Procurements
- Transit Technical Education Center (TTEC) Building Remodel

- Midvale Shop Floor Renovation

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

Mills indicated the agency intends to procure the services listed on the meeting agenda.

Discussion ensued. Questions on the TTEC building remodel scope and budget were posed by the board and answered by staff.

9. Other Business

- a. Next Meeting: Wednesday, January 29th, 2025 at 9:00 a.m.

10. Closed Session**a. Strategy Session to Discuss the Purchase, Exchange, or Lease of Real Property**

Chair Christensen indicated there were matters to be discussed in closed session related to the purchase, exchange, or lease of 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.

Chair Christensen called for a recess at 10:34 a.m.

The meeting reconvened in closed session at 10:46 a.m.

11. 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 11:25 a.m.

b. R2025-01-02 - Resolution Granting 2024 and 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors

This item was revisited to clarify the intent of the board action. A revised motion was made by Trustee Holbrook, and seconded by Trustee Acerson to approve the resolution with the following revisions:

- Utah-Idaho Teamsters Security disbursement purpose for 2024 and 2025 is "health insurance for employees"
- Utah County Government disbursement for 2025 is \$2,565,910

The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

12. 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 11:26 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/966303.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at https://rideuta.granicus.com/player/clip/342?view_id=1&redirect=true.

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

Approved Date: January 29, 2025

DocuSigned by:

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Carlton J. Christensen
Chair, Board of Trustees