



# Utah Transit Authority

## Board of Trustees

### REGULAR MEETING AGENDA

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, October 22, 2025**

**9:00 AM**

**FrontLines Headquarters**

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The UTA Board of Trustees will meet in person at UTA FrontLines Headquarters (FLHQ) - 669 W. 200 S., Salt Lake City, Utah.

**For remote viewing, public comment, and special accommodations instructions, please see the meeting information following this agenda.**

1. **Call to Order and Opening Remarks** Chair Carlton Christensen
2. **Pledge of Allegiance** Chair Carlton Christensen
3. **Safety First Minute** Viola Miller
4. **Public Comment** Chair Carlton Christensen
5. **Consent** Chair Carlton Christensen
  - a. Approval of October 8, 2025, Board Meeting Minutes
  - b. UTA Policy - UTA.02.02 Contracting Authority Policy
6. **Reports**
  - a. Executive Director Report Jay Fox
    - UTA Recognition - Bus Operations & Maintenance Rodeo Winners
  - b. Strategic Plan Minute: Building Community Support Jay Fox
    - Community Advocacy Plan
  - c. Capital Program Report - Third Quarter 2025 Jared Scarbrough  
Daniel Hofer
7. **Resolutions**
  - a. R2025-10-04 - Resolution Granting 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors Rob Lamph  
Eric Barrett

**8. Contracts, Disbursements and Grants**

- a. Change Order: Light Rail Vehicles Change Order 1 - Notice to Proceed in Exercising Option to Purchase 20 Vehicles (Stadler US) Kyle Stockley
- b. Change Order: Northern ADA Complementary Paratransit and Route Deviation Provider Services Modification 2 - Rate Modifications (MV Transportation, INC.) Andres Colman  
Ryan Taylor
- c. Change Order: S-Line Extension Phase 1 Pre-Construction Design Services Change Order 4 - Systems and Pre-Curved Rail Procurement (Kiewit Infrastructure West Co.) Jared Scarbrough
- d. Change Order: Federal External Relations - Administration - Modification 3 - Contract Extension (Cardinal Infrastructure, LLC) Annette Royle
- e. Change Order: Federal External Relations - Congressional - Modification 3 - Contract Extension (Barker Leavitt, PLLC) Annette Royle

**9. Discussion Items**

- a. UTA Policy - UTA.02.01 Spending Authority Policy Viola Miller  
Todd Mills

**10. Other Business**

Chair Carlton Christensen

- a. Next Meeting: Wednesday, November 12, 2025 at 9:00 a.m.

**11. Adjourn**

Chair Carlton Christensen

**Meeting Information:**

- Special Accommodation: Information related to this meeting is available in alternate formats upon request by contacting [adacompliance@rideuta.com](mailto:adacompliance@rideuta.com) or (801) 287-3536. Requests for accommodations should be made at least two business days in advance of the scheduled meeting.
- Meeting proceedings may be viewed remotely by following the meeting video link on the UTA Public Meeting Portal - <https://rideuta.legistar.com/Calendar.aspx>
- In the event of technical difficulties with the remote connection or live-stream, the meeting will proceed in person and in compliance with the Open and Public Meetings Act.
- Public Comment may be given live during the meeting by attending in person at the meeting location OR by joining the remote Zoom meeting.
  - o Comments are limited to 3 minutes per commenter.
  - o One person's time may not be combined with another person's time.
  - o Distribution of handouts or other materials to meeting participants or attendees is not allowed.
  - o To support a respectful meeting environment, actions or words that disrupt the meeting, intimidate other participants, obstruct the view or hearing of others, or may cause safety concerns are not allowed.
  - o To join by Zoom:
    - Use this link: [https://bit.ly/UTA\\_BOT\\_10-22-25](https://bit.ly/UTA_BOT_10-22-25) and follow the instructions to register for the meeting.
    - Use the "raise hand" function in Zoom to indicate you would like to make a comment.
- Public Comment may also be given through alternate means. See instructions below.
  - o Comment online at <https://www.rideuta.com/Board-of-Trustees>
  - o Comment via email at [boardoftrustees@rideuta.com](mailto:boardoftrustees@rideuta.com)
  - o Comment by telephone at 801-743-3882 option 5 (801-RideUTA option 5) – please specify that your comment is for the upcoming Board of Trustees meeting.
  - o Comments submitted before 2:00 p.m. on Tuesday, October 21st will be distributed to board members prior to the meeting and added to the public record.
- Meetings are audio and video recorded and live-streamed.
- Motions, including final actions, may be taken in relation to any topic listed on the agenda.



U T A

# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/22/2025

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**TO:** Board of Trustees  
**THROUGH:** Curtis Haring, Board Manager  
**FROM:** Curtis Haring, Board Manager

**TITLE:**

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**Approval of October 8, 2025, Board Meeting Minutes**

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**AGENDA ITEM TYPE:**

Minutes

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**RECOMMENDATION:**

Approve the minutes of the October 8, 2025, Board of Trustees meeting

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**BACKGROUND:**

A meeting of the UTA Board of Trustees was held in person at UTA Frontlines Headquarters and broadcast live via the UTA Public Meeting Web Portal on Wednesday, October 8, 2025, at 9:00 a.m.

Minutes from the meeting document the actions of the Board and summarize the discussion that took place in the meeting. A full audio recording of the meeting is available on the [Utah Public Notice Website <https://www.utah.gov/pmn/sitemap/notice/1027561.html>](https://www.utah.gov/pmn/sitemap/notice/1027561.html) and video feed is available through the [UTA Public Meeting Portal <https://rideuta.legistar.com/MeetingDetail.aspx?ID=1243576&GUID=8DD00CDC-984C-4C44-BA6A-A135C1E0A24C>](https://rideuta.legistar.com/MeetingDetail.aspx?ID=1243576&GUID=8DD00CDC-984C-4C44-BA6A-A135C1E0A24C).

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**ATTACHMENTS:**

1. 2025-10-08\_BOT\_Minutes\_unapproved



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Draft

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, October 8, 2025**

**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**

(Note: There was a technical issue with UTA's streaming service that prevented a complete video recording of the meeting. The video for this meeting, which is posted on the UTA website, begins during the discussion of agenda item 7.a. and runs through the end of the meeting. The audio for the meeting is complete and available on both the UTA and Utah Public Notice websites.)

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**

Andres Colman, UTA Chief Operations Officer, delivered a brief safety message.

#### **4. Public Comment**

##### **In Person/Virtual Comment**

No in person or 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 September 24, 2025, 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****- UTA Recognition - Lifesaver Award for James Sidwell and Gabe Jacquez**

Jay Fox, UTA Executive Director, was joined by Camille Glenn, UTA Regional General Manager - Salt Lake & Mt. Ogden Service Units.

Glenn recognized Gabe Jacquez and James Sidwell for actions taken to assist a UTA operator experiencing a significant medical event.

**b. Strategic Plan Minute: Quality of Life - LED Lighting Implementation**

Jay Fox highlighted UTA's efforts to implement LED lighting upgrades across UTA facilities. The move is part of a concerted effort to reduce the agency's environmental footprint.

**c. Financial Report - August 2025**

Viola Miller, UTA Chief Financial Officer, was joined by Brad Armstrong, UTA Director of Budget & Financial Strategy.

Staff reviewed the following:

- Financial dashboard
- Sales tax revenue
- Sales tax collections by county
- Passenger revenues
- Full-time equivalent (FTE) staffing
- Operating financial results
- Capital spending by chief office
- Actual versus forecast spend year-to-date on capital expenses
- Capital funding sources
- Accounts payable, procurement, and fares metrics

Discussion ensued. Questions on state of good repair project impacts on ridership, Box Elder County sales tax revenue, and accounts payable improvement efforts were posed by the board and answered by staff.

**d. Discretionary Grants Report**

Gregg Larsen, UTA Manager of Grant Services, reported on proposed grant applications and grants awaiting selection. As part of his report, Larsen highlighted the grant application for Depot District and Meadowbrook vehicle chargers and related benefits.

Discussion ensued. A question on the local match for the Depot District electric bus charging project was posed by the board and answered by Larsen.

**7. Resolutions****a. R2025-10-01 - Resolution Adopting the Amended 2025-2029 Five-Year Service Plan for the Years 2026-2029**

Jaron Robertson, UTA Director of Planning, summarized the resolution, which adopts the amended 2025-2029 Five-Year Service Plan for the years 2026-2029. The primary adjustments to the service plan include:

- Advancing implementation of the Midvalley Express (MVX) route from 2027 to April 2026
- Discontinuing route 667
- Postponing implementation of new service to time periods that will be determined in the next 2027-2031 Five-Year Service Plan

Discussion ensued. Trustee Holbrook requested including annual totals of new service miles in future presentations.

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. R2025-10-02 - Resolution Adopting the Authority's Tentative 2026 Budget and Setting a Public Hearing on the Tentative 2026 Budget**

Viola Miller summarized the resolution, which adopts the authority's tentative 2026 budget and sets a public hearing on the tentative 2026 budget.

Miller then presented the overall budget overview and an operating budget summary. The operating budget was discussed in the context of expenses by mode, expenses by office, expenses by category, FTE summary by office, and FTE summary by mode. Miller concluded by outlining the next steps in the budget approval process.

Discussion ensued. Questions on debt service were posed by the board and answered by Miller.

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. R2025-10-03 - Resolution Authorizing Execution of a Collective Bargaining Agreement with International Brotherhood of Teamsters Local Union No. 222**

Ann Green-Barton, UTA Chief People Officer, was joined by Joseph Della Cerra, UTA Labor Relations Program Manager.

Green-Barton summarized the resolution, which authorizes execution of a collective bargaining agreement (CBA) with the International Brotherhood of Teamsters Local Union No. 222.

Green-Barton highlighted provisions in the CBA related to employee compensation and benefits, transition of healthcare benefits, and other key items.

Discussion ensued. A clarifying question on bargaining unit employee healthcare benefits was posed by the board and answered by Green-Barton.

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: Bus Purchase through Washington State Contract Assignment of Options (Gillig, LLC)**

Kyle Stockley, UTA Director of Capital Vehicles, requested the board approve a \$33,772,251 contract with Gillig, LLC through options available on the Washington State contract for the purchase of twenty-one (21) 40-foot clean diesel transit buses in 2026, seventeen (17) 40-foot clean diesel transit buses in 2027, and five (5) 35-foot canyon service buses in 2027.

Discussion ensued. A question on how long UTA can anticipate using the Washington State contract was posed by the board and answered by Stockley.

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: Memorandum of Understanding - S-Line Extension (Dee's, Inc.)**

David Osborn, UTA Acting Director of Capital Design & Construction, was joined by Ethan Ray, UTA Project Manager II.

Osborn requested the board approve a memorandum of understanding (MOU) with Dee's, Inc. (Dee's) for the S-Line extension project. The MOU sets terms for extending the S-Line onto the Dee's property. The extension will include construction of a station at the site.

Key terms of the MOU include:

- An understanding that Dee's will provide a 50-year ground lease for UTA to operate the S-Line station
- An understanding that UTA will pay Dee's \$2,300,000 for impacts to parking and for an operator break facility, which will be built into the Dee's development



- An agreement that UTA and Dee's will work jointly on the design of both the station and operator break facility

The MOU will serve as a basis from which to construct a lease agreement and other agreements necessary for the project.

Discussion ensued. Questions on the 50-year ground lease term were posed by the board and answered by staff.

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

**c. Contract: Betterment Agreement - Wayside Signal Design (Utah Department of Transportation)**

David Osborn was joined by Dean Hansen, UTA Manager of Systems Engineering.

Osborn requested the board approve a \$4,399,570.38 betterment agreement with the Utah Department of Transportation (UDOT) for completion of the wayside signal design on the FrontRunner 2X project. (Note: The cost is estimated and UTA will be responsible for actual costs associated with the betterment items.)

Discussion ensued. Questions on the wayside signaling purpose and betterments lifespan were posed by the board and answered by staff.

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

**d. Change Order: On-Call Systems Maintenance Contract Task Order #25-020 - Shepard Lane Fiber Upgrades (Rocky Mountain System Services)**

David Osborn was joined by Mike Bell, Assistant Attorney General.

Bell explained adjustments to the Disadvantaged Business Enterprise (DBE) program at the federal level and indicated the adjustments affect a portion of the language in this change order. He recommended the board approve the change order with an exclusion of the DBE portion.

Osborn requested the board approve a \$301,727 change order to the on-call contract with Rocky Mountain System Services for fiber upgrades at Shepard Lane in Farmington. The total contract value, including the change order, is \$15,004,669.57.

Discussion ensued. Trustee Holbrook recommended staff connect with UDOT to determine whether the reference to Shepard Lane should be changed to the North Station Park Exit.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this change order be approved as amended in accordance with the DBE program changes.

- The motion carried by a unanimous vote.
- e. **Change Order: FrontRunner Double Track Project Funding and Reimbursement Agreement - Amendment 1 (Utah Department of Transportation)**

Jared Scarbrough, UTA Acting Chief Capital Services Officer, was joined by Janelle Robertson, UTA Project Manager III.

Robertson requested the board approve Amendment 1 to the FrontRunner Double Track Project Funding and Reimbursement Agreement with UDOT. Key changes and additions include:

- Expanding the project definition to include all improvements, including the Point of the Mountain station and the new diesel multiple unit (DMU) maintenance facility
- Adjusting UTA costs to reflect the additional scope
- Extending the expense timeframe through the end of December 2027
- Modifying invoice requirements and UDOT's cost allocations
- Clarifying the agreement's connections to related agreements and plans

The amendment has a value of \$19,181,329. The total agreement value, including the amendment, is \$24,945,070 in revenue to UTA.

Discussion ensued. Questions on the division of work between UDOT and UTA and early project development expenses were posed by the board and answered by staff.

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

- f. **Pre-Procurements**
- **Snow Removal Service**

Todd Mills, UTA Director of Supply Chain, indicated the agency intends to procure the services outlined on the meeting agenda.

Discussion ensued. A question on the bidding process was posed by the board and answered by Mills.

## 9. Other Business

- a. Next Meeting: Wednesday, October 22, 2025 at 9:00 a.m.

## 10. 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 10:18 a.m.

Transcribed by Cathie Griffiths  
Board Administration Manager  
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/1027561.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at <https://rideuta.granicus.com/player/clip/391>.

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

Approved Date:

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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 Philip Sauvageau:**

For this week's meeting there is an item R2025-10-01 Amending the 2025 - 2029 Five-Year Service Plan

I can see that there are adjustments to what was planned to happen on 2026 change day. I am guessing this is because of staffing uncertainty and waiting for more information on how long it will take to implement the Route 470X, Davis-SLC Connector.

One item I noticed that may cause problems if changed would be:  
Route 667, Station Park Trolley: Discontinued - Implement - 2026

I don't know when the Park Lane pedestrian bridges will be complete. Also, I have not seen any progress on providing pedestrian infrastructure on Lagoon Drive or pedestrian access from the Park Lane Lagoon entrance. Without these other options available, access to Lagoon will be difficult.



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/22/2025

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**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Viola Miller, Chief Financial Officer  
**PRESENTER(S):** Viola Miller, Chief Financial Officer  
Todd Mills, Director of Supply Chain

**TITLE:**

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**UTA Policy - UTA.02.02 Contracting Authority Policy**

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**AGENDA ITEM TYPE:**

UTA Policy

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**RECOMMENDATION:**

Receive and review the proposed revisions to UTA Policy UTA.02.02 Contracting Authority.

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**BACKGROUND:**

Board Policy 1.1 requires new or revised UTA Policies to be submitted to the Board for review in a public meeting prior to the execution of the policy by the Executive Director. The proposed revision to UTA Policy UTA.02.02 will update the contracting authority policy that was last updated in April 2023.

The Contracting Authority policy applies to any type of contract the authority may enter into, and it identifies who may execute contracts or similar documents on UTA's behalf. It also sets the approval levels required at various contract dollar thresholds and defines the corresponding processes for each level.

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**DISCUSSION:**

The revisions made to UTA.02.02 include the following:

- Added "Associate CFO" to the definition of "Director" to identify the spending authority limit for the Associate CFO position.
- Increased the manager's approval limit from \$9,999 to \$49,999
  - Contract values up to this amount require signatures from legal counsel, the project manager,

and the manager

- Increased the director's approval limit from \$74,999 to \$124,999
    - Contract values up to this amount require signatures from legal counsel, the manager, and the director
  - Increased the Chief officer's approval limit from \$199,999 to \$249,999
    - Contract values up to this amount require signatures from legal counsel, the director, and the Chief officer
  - Increased the change-order approval threshold requiring Board of Trustees authorization from 15% to 25% for contracts with a total value of \$250,000 or greater, or for individual change orders valued at \$250,000 or more.
  - All contracts of \$250,000 or more require approval from the Board of Trustees.
    - Once approved by the Board of Trustees the contract requires signatures from legal counsel, the Chief officer, and the Executive Director
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#### **ALTERNATIVES:**

If UTA Policy UTA.02.02 revisions are not adopted by the Executive Director, the current version of UTA.02.02 Contracting Authority policy approved in April 2023 will remain in effect.

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#### **FISCAL IMPACT:**

The modifications to this policy do not create any increases to the budget.

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#### **ATTACHMENTS:**

UTA.02.02 Contracting Authority Policy

# UTAH TRANSIT AUTHORITY POLICY

## No. UTA.02.02

### CONTRACTING AUTHORITY

1) Purpose.

This Policy is intended to ensure the fiscally sound management of UTA monies by:

- A. Identifying employees who may execute contracts or similar documents on UTA's behalf;
- B. Implementing controls regarding the commitment of UTA monies; and
- C. Implementing controls regarding the commitment and obligation of UTA to contractual obligations.

This Policy is limited solely to defining those UTA representatives who must execute certain documents on behalf of UTA.

2) Definitions.

"CCC" means the Configuration Control Committee as defined in the Project Management Plan for a specific capital project in the Capital Development Department.

"*Chair of the Board*" means the Chairperson of the UTA Board of Trustees who is also the senior executive over the Board of Trustees department.

"*Chief*" means the senior executive classified as a Chief by job code classifications maintained by UTA's Human Resources Department.

"*Contract*" means any contract, agreement, contract modifications, change orders, memorandum of agreement, license agreement, confidentiality agreement, indemnity agreement, letter of intent, letter agreement or similar document which purports to bind UTA to any obligation, whether or not the specified obligation specifically involves the expenditure of UTA funds. The term

"Contract" does not include:

- Any contract or instrument which purports to acquire, encumber or convey real property
- Purchase orders generated by UTA's Procurement Department as the result of an approved requisition or order from the inventory management system
- Negotiated Price Discounts which state a specific price, but do not commit UTA to any quantity or delivery commitments
- Directions or Authorizations to Proceed in the context of a Contract for Capital Development Projects
- Order Forms

"*Contract Administrator*" means the UTA employee acting under the Executive Director, or designee, who has responsibility to administer contracts. A Contract Administrator may typically be a Contract Buyer or a Procurement & Contracts Specialist.

"*Contract Manager*" means the originator of the Contract, or designee.

*"Director"* means any employee classified as a Director, Associate CFO, Senior Manager, Regional General Manager, Service General Manager, or Comptroller by job code classifications maintained by UTA's Human Resources Department.

*"Direction or Authorization to Proceed" or "DAP"* means a written form which allows a contractor to perform work outside the scope of the existing contract, before a contract modification is approved.

*"Executive Director"* means the senior-most executive over the agency reporting directly to the UTA Board of Trustees, who is also the senior executive over the Executive Director Department.

*"Facility"* means a place, amenity, or piece of equipment provided for a particular purpose.

*"Fixed Guideway System"* a public transportation facility that uses and occupies a separate right-of-way or rail line for the exclusive use of public transportation and other high occupancy vehicles, or uses a fixed catenary system and a right of way usable by other forms of transportation.

*"Indefinite Quantity Contract"* means contracts that provide for an indefinite quantity, within stated limits, of supplies or services during a fixed period.

*"Legal representative"* means a licensed attorney who is either an Assistant Attorney General or an outside consultant who has been duly authorized by the Utah Attorney General or their designee to act on behalf of UTA in all legal matters.

*"Manager"* means any employee classified as a Manager, Project Manager, Assistant Treasurer, Deputy Comptroller, or Senior Program Manager by administrative compensation structure maintained by UTA's Human Resources Department.

*"On-line Agreements"* means standardized on-line contracts for the sale of UTA goods and services to third parties completed by a third party via the internet.

*"Order Forms"* mean standardized forms for the sale of UTA goods and services to third parties.

*"Output Contract"* means a contract where a buyer agrees to buy the seller's entire output of some agreed-upon product or service.

*"Project Manager"* means the employee specifically tasked with managing the project through completion. This includes but is not limited to capital development projects.

*"Requirements Contract"* means a contract between a supplier or manufacturer and a purchaser where the seller agrees to provide the purchaser with all the goods that the purchaser needs, and the buyer agrees to purchase the goods exclusively from the supplier.

*"Table A"* means the Table A attached below setting forth the approval requirements of contracts for the expenditure of funds.

*"Table B"* means the Table B attached below setting forth the approval requirements of contracts for the receipt of funds.



“UTA” means Utah Transit Authority.

3) Policy.

Authority Levels.

This policy works in conjunction with UTA.02.05 Procurement Policy, and UTA Procurement Rules..

- A. All Contracts must be approved by persons with authority equal to or greater than that identified in Table A or B as applicable.
- B. All Contracts must be assigned a UTA-issued contract number from UTA’s contract repository system prior to receiving any approval.
- C. All contracts will receive approval as to form and content by an authorized Legal Representative of UTA prior to receiving UTA authorizing signatures.
- D. All Contracts must be approved by at least two duly authorized employees identified in Table A or Table B. An employee may not approve a Contract in more than one capacity.
- E. This Policy establishes minimum requirements for the processing of Contracts. Any service unit/department may implement additional requirements, approvals, or signatories with respect to any or all Contracts which are managed within that service unit or other area of the Agency. The accountable manager/director is responsible for ensuring that such additional requirements are met to their satisfaction.
- F. An employee may not artificially divide a Contract to circumvent a dollar limitation identified in Table A or Table B.
- G. With respect to any capital project involving the design, construction, repair, or reconstruction of (or procurement of materials related to such design, construction, repair, or reconstruction) a UTA facility or a fixed guideway system, the Authority's Configuration Control Committee must review change orders with a value up to \$25,000, and they must approve change orders with a value of \$25,000 or more. Such review or approval must be completed prior to circulating the change order for approval in accordance with the authority levels set in Table A.
- H. In order to assess the value of a Contract for purposes of Tables A and B, UTA will consider the value of all transactions contemplated or authorized under the Contract including, without limitation, purchase options. Contracts constituting "requirements contracts," "indefinite quantity contracts," or "output contracts" will be deemed to be Contracts with a value greater than \$25,000. Contracts which do not contemplate the exchange of quantifiable items of value will be deemed to be Contracts with a value less than \$25,000.
- I. No employee may request, authorize, or enter a contract for the expenditure of UTA funds nor make contributions from UTA funds unless:
  - (a) Funds are available for expenditure under the Board-approved budget for the fiscal year in which the funds will be expended; and
  - (b) For a transit purpose.
- J. This Policy is not intended to apply to the execution of purchase and sale contracts, deeds (or other instruments of conveyance), or other documents that intend to acquire,

encumber or convey real property, all of which will be executed in accordance with UTA Corporate Policy 2.2.1 Real Property.

- K. Notwithstanding any other provision of this Policy, the manager responsible for the Rideshare Program is authorized to execute all van-pool vehicle lease or ride agreements without obtaining the authorizations otherwise required under the Contracts section of Table A of this Policy, when all the standard contractual provisions are included in the agreement.
- L. This Policy does not apply to, nor relieve employees from complying with:
1. The approval requirements related to establishing accounts with financial institutions or investing or reinvesting funds as contemplated by:
    - a. Corporate Policy 3.1.8 Treasury Management and UTA Standard Operating Procedure 3.1.8-1 Treasury Management; or
    - b. Authorization to handle funds and the investment and disbursement of monies established by Board Resolution; or
  2. The authorizations required to settle litigated and non-litigated claims as contemplated by AGCY.02.06 SOP.
- M. Any Contract that may be executed in hard copy may also be executed electronically in accordance with Authority procedures adopted by the Information Systems Department designed for such purposes.
- N. Direction or Authorization to Proceed ("DAPs") may only be used in rare circumstances where the potential delay associated with preparing and executing a change order is unacceptable and documented in terms of time and/or cost. A DAP must be reviewed and approved by the UTA attorney, the appropriate Project Manager, and the department Chief over the project. A DAP must always be followed up with a formal, written change order at the earliest opportunity or within 30 days, unless the nature of the emergency prevents preparing and executing a change order during that time. In no case may the Project Manager permit the contractor to perform out of scope work prior to the processing of a change order or DAP. A DAP of \$250,000 or more must meet the requirements of Board Policy 2.2 – Contract Authority and Procurement.

4) Cross-References.

- Board Policy 2.2 Contract Authority and Procurement
- UTA.02.05 Procurement Policy
- UTA Corporate Policy 2.2.1 Real Property
- UTA.02.06 SOP
- R2021-02-01

This UTA Policy was reviewed by UTA's Chief Officers on 11/03/2021, approved by the Board of Trustees on \_\_\_\_\_ and approved by the Executive Director on \_\_\_\_\_. This policy takes effect on the latter date.

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Viola Miller, Chief Financial Officer  
Accountable Executive

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Jay Fox  
Executive Director

UTA.02.02 Contracting Authority Policy

Approved as to form and content:

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Counsel for the Authority

### History

Date	Action	Owner
1/9/2007	Adopted - Corporate Policy 3.1.1 Spending Authority	Chief Financial Officer
2/17/2009	Revised and Superseded - Corporate Policy 3.1.1 Spending Authority	Chief Financial Officer
2/16/2010	Revised and Superseded - Corporate Policy 3.1.1 Spending Authority	Chief Financial Officer
7/13/2010	Revised - Corporate Policy 3.1.1 Spending Authority to address organizational changes	Chief Financial Officer
4/26/2011	Revised - Corporate Policy 3.1.1 Spending Authority to accommodate organizational changes	Chief Financial Officer
5/8/2015	Revised - Corporate Policy 3.1.1 Spending Authority to address DAP	Vice President of Finance
5/5/2015	Revised - Corporate Policy 3.1.1 Spending Authority to address routing of contracts, contract numbering, and authority levels	Vice President of Finance
3/22/2016	Spending and contracting authority policy separated into two policies - Corporate Policy 3.1.1 Spending Authority & Corporate Policy 3.1.6 Contracting Authority	Vice President of Finance
11/1/2016	Revised - UTA Corporate Policy 3.1.6 Contracting Authority	Vice President of Finance
2/22/2017	Revised - UTA Corporate Policy 3.1.6 Contracting Authority to reflect title changes resulting from reorganization	Vice President of Finance
	Rescinds - UTA Corporate Policy 3.1.6 Contracting Authority.	Chief Financial Officer
	Board Approved – UTA.02.02 Contracting Authority Policy	Chief Financial Officer
	Approved - UTA.02.02 Contracting Authority UTA Policy.	Chief Financial Officer

TABLE A  
Contracts for the Expenditure of Funds.  
(Amounts listed are total value of contract, including option years)

<b>APPROVAL REQUIREMENTS – Based Upon Total Contract Value</b>	<b>Legal Approval</b>	<b>1<sup>st</sup> Signature</b>	<b>2<sup>nd</sup> Signature</b>	<b>Other Requirements</b>
Any contract which, by its own terms, contemplates the exchange of monies or other items with quantifiable value up to \$49,999	Any contract, agreement, task order, or modification with a value above the micro-purchase threshold.	Project Manager	Manager, Senior Program Manager	A Chief may implement additional approval and add additional signatories to some or all of the Contracts in their service unit or other area of authority.
Any contract which, by its own terms, contemplates the exchange of monies or other items with quantifiable value of \$50,000 - \$124,999		Manager, Senior Program Manager	Director over service unit or department	
Any contract which, by its own terms, contemplates the exchange of monies or other items with quantifiable value of \$125,000 - \$249,999		Director over service unit or department	Chief, or Executive Director, Chair of the Board, over the service unit or department	
Any contract which a Chief or the Authority's Legal Counsel determines to contain terms or conditions constituting a potential, material risk of liability to the Authority (notwithstanding the quantifiable value of such contract).		Chief, or Chair of the Board, over the service unit or department, or designee	Executive Director	
Any contract which, by its own terms, contemplates the exchange of monies or other items with quantifiable value of \$250,000 or over; a change-order of 25% or more to a contract with a total value over \$250,000; a change-order which increases the value of the contract to \$250,000 or more.		Chief, or Chair of the Board, over the service unit or department, or designee	Executive Director	Must be authorized by Board of Trustees

TABLE B  
(Contracts for the Receipt of Funds)

<b>APPROVAL REQUIREMENTS</b>	<b>Approval as to form and content</b>	<b>1<sup>st</sup> Signature</b>	<b>2<sup>nd</sup> Signature</b>	<b>Other Requirements</b>
<b>Standardized</b> contract with no modification of terms which, by its own terms, contemplates the receipt of monies or other items with quantifiable value up to \$49,999	Any contract, agreement or modification with a value above the micro-purchase threshold.	Employee responsible for receiving such contracts.	Manager, Sr. Program Manager	
<b>Standardized</b> contract with no modification of terms which, by its own terms, contemplates the receipt of monies or other items with a quantifiable value from \$50,000 - \$124,999		Manager	Director over the department or service unit.	
<b>Standardized</b> contract with no modification which, by its own terms, contemplates the receipt of monies or other items with quantifiable value from \$125,000 - \$249,999		Director over the department or service unit.	Chief, Executive Director, or Chair of the Board, over the department or service unit	
<b>Standardized</b> contract with no modification which, by its own terms, contemplates the receipt of monies or other items with quantifiable value over \$250,000		Chief, Executive Director, or Chair of the Board, over the department or service unit	Executive Director	Must receive Board of Trustees Authorization
<b>Customized</b> contract which, by its own terms, contemplates the receipt of monies or other items with quantifiable value up to \$49,999		Employee responsible for receiving such contracts.	Manager, Sr. Program Manager	
<b>Customized</b> contract which, by its own terms, contemplates the receipt of monies or other items with quantifiable value from \$50,000 - \$124,999		Manager, Sr. Program Manager	Director over the department or service unit.	
<b>Customized</b> contract which, by its own terms, contemplates the receipt of monies or other items with quantifiable value from \$125,000 - \$249,999		Director over the department or service unit.	Chief, Executive Director, or Chair of the Board, over the department or service unit.	Chief, Executive Director, or Chair of the Board, over the department or service unit.
<b>Customized</b> contract which, by its own terms, contemplates the receipt of monies or other items with quantifiable value over \$250,000		Chief or Executive Director over the department or service unit.	Executive Director or Chair of the Board	
Any contract which a Chief or the Authority's Legal Counsel determines to contain terms or conditions constituting a potential, material risk of liability to the Authority (notwithstanding the quantifiable value of such contract)		Chief over the department or service unit.	Executive Director	



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**FROM:** Jay Fox, Executive Director  
**PRESENTER(S):** Jay Fox, Executive Director

**TITLE:**

---

**Executive Director Report**

- UTA Recognition - Bus Operations & Maintenance Rodeo Winners

---

**AGENDA ITEM TYPE:**

Report

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**RECOMMENDATION:**

Informational report for discussion

---

**DISCUSSION:**

Jay Fox, Executive Director, will provide the following:

- UTA Recognition - Bus Operations & Maintenance Rodeo Winners (Andrés Colman, Camille Glenn)
-



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Jay Fox, Executive Director  
**PRESENTER(S):** Jay Fox, Executive Director

**TITLE:**

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**Strategic Plan Minute: Building Community Support - Community Advocacy Plan**

---

**AGENDA ITEM TYPE:**

Report

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**RECOMMENDATION:**

Informational report for discussion

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**BACKGROUND:**

At the end of 2022, UTA adopted its 2022-2030 Strategic Goals and Objectives. The strategic minute provides an update on one of the five UTA strategic priorities - Quality of Life, Customer Experience, Organizational Excellence, Community Support, and Economic Return.

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**DISCUSSION:**

This strategic minute highlights our Building Community Support strategic priority. Communications and Marketing own this strategic initiative of building and highlighting partnerships and UTA Sponsors in the community. The report will spotlight key milestones achieved thus far in 2025.

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**ALTERNATIVES:**

N/A

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

None





# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Jared Scarbrough, Acting Chief Capital Services Officer  
**PRESENTER(S):** Jared Scarbrough, Acting Chief Capital Services Officer  
Daniel Hofer, Director- Capital Programming and Support

**TITLE:**

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**Capital Program Report - Third Quarter 2025**

**AGENDA ITEM TYPE:**

Discussion

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**RECOMMENDATION:**

Informational report for discussion

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**BACKGROUND:**

The UTA Board of Trustees approves UTA capital projects, the capital budget, and the Five-Year Capital Plan annually. The Board has requested regular (at least quarterly) reports on the status of the agency's capital program.

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**DISCUSSION:**

UTA Capital Services staff will update the Board of Trustees on progress of the 2025 Capital Program thru quarter 3. Updates will include overviews of the 2025 capital budget and spend, highlight project progress and anticipated asset receivables, as well as discuss the overall outlook for 2025.

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**ALTERNATIVES:**

N/A

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

N/A



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

---

**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Viola Miller, Chief Financial Officer  
**PRESENTER(S):** Rob Lamph, Comptroller  
Eric Barrett, Deputy Comptroller

**TITLE:**

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**R2025-10-04 - Resolution Granting 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors**

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**AGENDA ITEM TYPE:**

Resolution

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**RECOMMENDATION:**

Approve resolution R2025-10-04 increasing the 2025 not to exceed amounts for non-inventory vendor expenditures and disbursements, as presented.

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**BACKGROUND:**

The Utah Public Transit District Act (Utah Code §17B-2a-808.1(2)(u)) requires the board of trustees of a large public transit district, such as the Authority, to review and approve any contract or expense exceeding \$250,000 and any proposed change order to an existing contract if the value of the change order exceeds 25% of the total contract or \$250,000. Additionally, the Board of Trustees of UTA in its Board Policy 2.2 - Contracting Authority, Procurement and Grants further defined how contracts, change orders and disbursements must be approved by the Board. Specifically, Board Policy 2.2 (III)(D)(3) permits the Board to preapprove disbursements equal to or greater than \$250,000 by Resolution.

On April 9, 2025, the Board of Trustees of the Authority (the "Board") passed Resolution R2025-04-01 Granting Expenditure and Disbursement Authority to Non-Inventory Vendors for calendar year 2025.

**DISCUSSION:**

The proposed resolution requests the Board's authorization for an increase to the 2025 not to exceed amounts for the following vendors:

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UTA/ATU Joint Insurance Trust  
Salt Lake City Corporation  
FirstNet  
Rocky Mountain Power

---

**ALTERNATIVES:**

If the Board does not enact this Resolution, future payments to the listed vendors will need to be presented individually to the Board for approval.

---

**FISCAL IMPACT:**

The disbursements authorized in this resolution for 2025 expenses (detailed in Exhibit A to the resolution) represent payments and disbursements for payroll, utility, and government vendor obligations and are accounted for in the Authority's adopted 2025 budget.

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**ATTACHMENTS:**

Resolution R2025-10-04

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT  
AUTHORITY GRANTING 2025 EXPENDITURE AND DISBURSEMENT AUTHORITY  
TO NON-INVENTORY VENDORS**

R2025-10-04

October 22, 2025

WHEREAS, the Utah Transit Authority (the "Authority") is a large public transit district organized under the laws of the State of Utah and created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities-Special Districts Act and the Utah Public Transit District Act; and

WHEREAS, UTAH CODE §17B-2a-808.1(2)(u) requires the board of trustees of a large public transit district, such as the Authority, to review and approve any contract or expense exceeding \$250,000 and any proposed change order to an existing contract if the value of the change order exceeds 25% of the total contract or \$250,000; and

WHEREAS, Board Policy 2.2 – Contracting Authority, Procurement and Grants defines contracts, change orders and disbursements that must be approved by the Board; and

WHEREAS, Board Policy 2.2 (III)(D)(3)) allows the Board to preapprove disbursements equal to or greater than \$250,000 by Resolution; and

WHEREAS, on April 09, 2025 the Board of Trustees of the Authority (the "Board") passed Resolution R2025-04-01 Granting 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors; and

WHEREAS, actual disbursements made to vendors during 2025 are nearing the amounts approved in R2025-04-01; and

WHEREAS, the Board wishes to supersede the 2025 portion of Resolution R2025-04-01 with updated not-to-exceed amounts reflective of the anticipated 2025 disbursement amounts to Non-Inventory Vendors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the 2025 portion of Resolution R2025-04-01 Granting 2025 Expenditure and Disbursement Authority to Non-Inventory Vendors is hereby superseded.
2. That the Board authorizes 2025 expenses and disbursements to non-inventory vendors for the purposes and expenditure ranges described in Exhibit A.
3. That the Executive Director is authorized to approve payments to vendors in 2025 for the purposes and expenditure ranges described in Exhibit A.

4. That a quarterly report on all 2025 non-inventory disbursements will be presented to the Board in a public meeting and will include the year-to-date expenditure made to each vendor.
5. That any non-inventory vendor expenditure or disbursement anticipated to exceed the amounts authorized in this Resolution shall be brought to the Board in advance of any obligation for further consideration and approval.
6. That the Board hereby ratifies any and all actions taken by Authority management, staff, and counsel in furtherance of and effectuating the intent of this Resolution.
7. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 22<sup>nd</sup> day of October 2025.

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Carlton Christensen, Chair  
Board of Trustees

ATTEST:

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Secretary of the Authority

(Corporate Seal)

Approved As To Form:

Signed by:  
  
0F6F046DE4724A2...  
Legal Counsel

Exhibit A

## 2025 Disbursements Approved for Certain Vendors

Type	Vendor Name	Purpose	Original 2025 Not to Exceed	New 2025 Not to Exceed
Payroll	Department of the Treasury	Payroll Taxes	\$ 50,696,139	50,696,139
Payroll	UTA/ATU JOINT INSURANCE TRUST	Health Insurance (Collective Bargaining)	\$ 30,480,790	35,480,790
Payroll	OFFICE OF RECOVERY SERVICES	Utah State Child Support	\$ 451,514	451,514
Payroll	AMALGAMATED TRANSIT UNION	Union Dues for Employees	\$ 937,342	937,342
Payroll	UTAH ST TAX (WITHHOLDING ONLY)	Payroll Taxes	\$ 10,599,391	10,599,391
Payroll	VANTAGEPOINT TRANSFER AGENTS -	457 Plans	\$ 9,428,461	9,428,461
Payroll	Cambridge Associates, LLC.	Pension Contribution	\$ 34,446,297	34,446,297
Payroll	MUTUAL OF AMERICA LIFE INS.	457 Plans	\$ 7,032,052	7,032,052
Payroll	Utah-Idaho Teamsters Security	Health and Dental Insurance Premiums and Union Dues for Employees	\$ 713,544	713,544
Debt	Utah County Government	4th Quarter Cent Sales Tax Agreement with Utah County	\$ 3,377,512	3,377,512
Government	Utah Attorney General's Office	Legal Services	\$ 2,123,900	2,123,900
Utility	AT&T ++	Cellular Connection to Buses	\$ 581,695	581,695
Utility	CENTURY LINK (QWEST) +++	Internet Connection	\$ 501,381	501,381
Utility	Salt Lake City Corp	Electric, Water, and Sewer	\$ 262,234	402,234
Utility	MURRAY CITY UTILITIES	Electric, Water, and Sewer	\$ 650,701	650,701
Utility	FirstNet	Cellular Phone Contract	\$ 1,016,256	1,116,256
Utility	ROCKY MOUNTAIN POWER	Electricity	\$ 9,018,557	10,018,557
Utility	Enbridge Gas Utah (Dominion Energy/Questar)	Natural Gas	\$ 2,738,208	2,738,208



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

---

**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Jared Scarbrough, Acting Chief Capital Services Officer  
**PRESENTER(S):** Kyle Stockley, Director of Capital Vehicles

**TITLE:**

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**Change Order: Light Rail Vehicles Change Order 1 - Notice to Proceed in Exercising Option to Purchase 20 Vehicles (Stadler US)**

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**AGENDA ITEM TYPE:**

Procurement Contract/Change Order

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**RECOMMENDATION:**

Approve and authorize the Executive Director to execute Change Order 1 and associated disbursements on contract 23-03791 with Stadler US, in the amount of \$121,511,694, on the notice to proceed to exercise the option to acquire an additional 20 new light rail vehicles and associated spare parts.

---

**BACKGROUND:**

On October 23, 2024, the Board of Directors approved a contract with Stadler US for the manufacture and delivery of 20 new light rail vehicles and their associated spare parts. The contract includes UTA-controlled options for procurement of up to an additional 60 vehicles at a guaranteed contract price.

---

**DISCUSSION:**

UTA's existing SD100/SD160 light rail vehicles are coming to the end of their useful life. In October 2024, the base order contract was executed for procurement of 20 replacement light rail vehicles.

In the past year, UTA staff has identified additional funding for the procurement of an additional 20 vehicles to continue the replacement effort of the retiring SD100/SD160 fleet. The additional vehicles are required to continue to replace the retiring SD100/SD160 fleet and enable level-boarding throughout the system.

The contract pricing for these optional vehicles was set when the base order was placed and was been

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determined to be fair and reasonable based the UTA independent cost estimate and the performance of a price analysis.

---

#### **CONTRACT SUMMARY:**

<b>Contractor Name:</b>	Stadler US
<b>Contract Number:</b>	23-03791-01
<b>Base Contract Effective Dates:</b>	October 24, 2024 to October 24, 2031
<b>Extended Contract Dates:</b>	N/A
<b>Existing Contract Value:</b>	\$129,300,194
<b>Amendment Amount:</b>	\$121,511,694
<b>New/Total Contract Value:</b>	\$250,811,888
<b>Procurement Method:</b>	RFP
<b>Budget Authority:</b>	Approved 2025 Capital Budget

---

#### **ALTERNATIVES:**

The alternative to moving forward with this contract would be to forego the purchase of the 20 new low-floor light rail vehicles. However, this option would prevent UTA from meeting its commitment to provide a fully level-boarding light rail system.

---

#### **FISCAL IMPACT:**

This contract is for procurement and delivery of vehicles and spare parts to be completed over the next 5 years from 2025 through 2029. The additional planned expenditures are as follows:

- 2025 Change Order Total: \$60,000,000
- 2026 Change Order Total: \$0
- 2027 Change Order Total: \$0
- 2028 Change Order Total: \$36,000,000
- 2029 Change Order Total: \$25,511,694

Total Change Order Value: \$121,511,694

Contract Total: \$250,811,888

---

#### **ATTACHMENTS:**

- Change Order: Light Rail Vehicles Change Order 1 - Notice to Proceed in Exercising Option to Purchase 20 Vehicles (Stadler US)



September 3, 2025

Stadler US  
Attn: Martin Ritter  
5880 West 150 South  
Salt Lake City, UT 84104

*Sent by email only:*  
[martin.ritter@stadlerrail.com](mailto:martin.ritter@stadlerrail.com)  
[lucy.andre@stadlerrail.com](mailto:lucy.andre@stadlerrail.com)

**RE: Contract 23-03791AB, Light Rail Vehicles**

**FIRST OPTION ORDER NOTICE TO PROCEED**

**For Twenty (20) Light Rail Vehicles (83,5ft)**

Dear Mr. Ritter,

This letter shall serve as the First Option Order under Contract No. 23-03791AB awarded Stadler US, October 23, 2024. UTA has a total of 60 LRVs in options on this contract to order, this will bring options remaining to 40 LRVs.

These Light Rail Vehicles shall be manufactured as outlined in the Authority’s Technical Requirements, the above referenced contract and Stadler’s CER 6: Pricing Schedules.

The cost of the Options exercised:

<b>Quantity</b>	<b>Description</b>	<b>U/Price</b>	<b>Total Price</b>
20	Low Floor Light Rail Vehicles and associated goods and services	\$5,550,000.00	\$111,000,000.00
20	Automatic Train Protection (ATP)	\$42,976.00	\$859,520.00
1	Options Order Spare parts, Special tools and diagnostic equipment as described in the Contract	\$9,652,174.00	\$9,652,174.00
	<b>GRAND TOTAL 1ST ORDER</b>		<b>\$ 121,511,694.00</b>

The total amount of this Notice to Proceed is \$121,511,694.00. Delivery of the twenty (20) LVRs, Shall be no later than January 1, 2030.

If you are in agreement to the above, please sign on the line indicated below and return a copy to Amanda Burton at [aburton@rideuta.com](mailto:aburton@rideuta.com) A fully executed copy will be provided after all signatures are obtained.

**STADLERUS**

  
87F033FC30EE400...

Printed Name: Martin Ritter

Title: CEO


9/9/2025

**UTAH TRANSIT AUTHORITY**

\_\_\_\_\_  
Jay Fox  
Executive Director

\_\_\_\_\_  
Jared Scarborough  
Chief Capital Services

DocuSigned by:

  
70E33A415BA44F0...

\_\_\_\_\_  
Michael Bell  
Assistant Attorney General



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Andres Coleman, Chief Operating Officer  
**PRESENTER(S):** Andres Coleman, Chief Operating Officer  
Ryan Taylor, GM Special Services

**TITLE:**

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**Change Order: Northern ADA Complementary Paratransit and Route Deviation Provider Services  
Modification 2 - Rate Modifications (MV Transportation, INC.)**

**AGENDA ITEM TYPE:**

Procurement Contract/Change Order

---

**RECOMMENDATION:**

Approve and authorize the Executive Director to execute Modification 2 (and associated disbursements) for contract 20-03243 with MV Transportation Inc. (MV) that will increase rates for trip reimbursement and cost of Operations in the amount of \$339,045.

---

**BACKGROUND:**

UTA Special Services Business Unit (SSBU) is responsible for meeting Paratransit and Route Deviation (F-Routes) statutory regulations of the Federal Transportation Administration (FTA) under 49 CFR 37.121(a): *...“each public entity operating a fixed-route system shall provide paratransit or other special service to eligible individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system.”*

On May 20, 2020, the Board approved a contract with MV Transportation Inc. to operate Paratransit and fixed-route-deviation service in the Northern UTA service area. Option 4 of the contract, providing for a 6<sup>th</sup> year of contract performance was executed on May 6, 2025.

In 2023-24 there was a concerning drop in service performance. During that time, MV’s locally contracted office developed and implemented an intense restructuring and refocus to uphold the service delivery standards expected from UTA, and increased drivers wages to attract a larger, experienced candidate pool. MV’s performance during the last several months has had marked improvements with on-time trips consistently above 95%. The increase in performance has been substantial and sustained. Due to this, MV and

UTA SSBU have agreed to a rate increase which has been in negotiations since October 2024.

Additionally, Ridership hours have been increasing over the contract period; with 14-26% more hours than the original RFP response anticipated. This is an unavoidable contribution to rising costs.

Annual Hours	Priced RFP	Current Average	Difference	Percent
Paratransit	40,368	51,157.3	10,789.3	26.73%
Fixed Deviation (Flex)	16,200	18,543.6	2,343.6	14.47%

---

#### DISCUSSION:

This request reflects the growing service demands and operational costs in supporting our Northern area Paratransit and Flex Route service delivery from Brigham to Farmington by increasing the hourly contract rates for March and April 2025, of the prior contract year and also increasing the rates for the sixth contract year (May 1, 2025 through April 30, 2026).

This request for new rates in contract year 6 impacts the original contract by \$339,045.

A one-time lump sum payment reflecting increases compared to actuals for March 2025 to September 2025 will reflect UTA's commitment to continuous improvements, while the remainder of the contract will be billed for actual hours of service delivery at the updated rate schedule. The following table of rates will be updated in the modified contractual agreement with this approval from the UTA Board of Trustees.

Type of Rate	Current Contract Rates, Year 5	Negotiated and Accepted Year 5 Mar/Apr 2025	Current Contract Rates, Year 6	Negotiated and Accepted Year 6 May 2025-Apr 2026
Monthly Operating Fixed Amount	\$88,562.36	\$90,373.97	\$90,373.07	\$94,909.36
Variable Paratransit per Vehicle Hours	\$48.73	\$51.98	\$50.43	\$53.80
Fixed Deviation Route (Flex)	\$41.17	\$44.72	\$42.60	\$46.28

If this modification is approved in the amount of \$339,045 for Year 6, UTA staff will return to the Board to obtain approval of a modification for Year 7 in the approximate amount of \$392,503.

---

#### CONTRACT SUMMARY:

Contractor Name:	MV Transportation, Inc.
Contract Number:	20-03243-02
Base Contract Effective Dates:	May 1, 2020 - April 30, 2027
Extended Contract Dates:	N/A
Existing Contract Value:	\$25,034,554
Amendment Amount:	\$339,045

<b>New/Total Contract Value:</b>	\$25,373,599
<b>Procurement Method:</b>	RFP
<b>Budget Authority:</b>	Approved 2025 Operating Budget

**ALTERNATIVES:**

Not providing fair and reasonable compensation for the high level of service delivery and operations that MV and UTA have worked diligently to improve upon would have a severe negative impact on the community/area of service from Farmington to Brigham City, for those who have disabilities, their caregivers and support/day programs enrollment.

The service delivery would be impacted and improvements potentially reversed or abandoned as MV may be forced to reduce their services and dependability, availability and quality of operators.

**FISCAL IMPACT:**

Contract Cost Breakdown:  
Contract Year 6 current estimated total cost to date= \$4,187,568  
Lump Sum March 1, 2025 - September 30, 2025= \$159,845  
Labor Rate Increase October 1, 2025 - December 31, 2025= \$76,811  
Labor Rate Increase January 1, 2026 - April 30, 2026= \$102,389  
Total Proposed Year 6 Contract Cost= \$4,526,613

In January 2026 a separate analysis will be presented on the impact to the original RFP award in preparation of Option 5 to extend to Contract Year 7 (May 2026-April 2027).

- 2025 Modification Total: \$236,656
- 2026 Modification Total: \$102,389

Modification Total: \$339,045

Approved Contract Total Value with Modification: \$25,373,599  
Contract Expenditures to Date: \$18,517,748.41  
Remaining Value with Modification: \$6,855,850.59

**ATTACHMENTS:**

- Change Order: Northern ADA Complementary Paratransit and Route Deviation Provider Services Modification 2 - Rate Modifications (MV Transportation, INC.)

## MODIFICATION NUMBER 002

### TO CONTRACT UT 20-03243PP

This Modification Number Two (“Modification”) to the Contract is hereby entered into the date of the last signature by and between:

The UTAH TRANSIT AUTHORITY, a public transit district organized under the laws of the State of Utah (hereinafter “UTA”); and  
MV TRANSPORTATION, INC., Inc. (hereinafter “Contractor”).

### RECITALS

WHEREAS, on April 29, 2020, UTA entered into a contract for services for ADA Complementary Paratransit and Route Deviation Services (hereinafter the “Contract”); and

WHEREAS, on April 26, 2022, Options 1 through 3 were exercised extending the contract term to April 30, 2024; and

WHEREAS, on May 6, 2025, Option 4 was exercised extending the contract term to April 30, 2026; and

WHEREAS, on October 10, 2024, the Contractor requested a monthly rate increase beginning March 1, 2025 through the term of the contract period option-year 4, to April 30, 2026.

### CONTRACT AGREEMENT

NOW, THEREFORE, on the stated Recitals, which are incorporated hereby in reference, and for and in consideration of the mutual covenants and agreements hereafter set forth, the mutual benefits to the parties to be derived here from; and for other valuable consideration, the receipt and sufficiency of which the parties acknowledge, it is hereby agreed as follows:

1. Term of Agreement: The term of the current contract will remain unchanged. There will remain 1 more option-year 5 for extension; to be evaluated for contract year 7 that could commence May 2026.

2. Compensation of Contractor:

Proposed rates to replace the RFP Priced rates in Exhibit 3 as follows:

Type of Rate	Current Contracted Rates Year 5	Negotiated and accepted Year 5 Mar, Apr 2025	Current Contracted Rates Year 6	Negotiated and accepted Year 6 May 25-Apr 26
Variable ParaTransit Hours	\$48.73	\$51.98	\$50.43	\$53.80
Fixed Deviation Route (Flex)	\$41.17	\$44.72	\$42.60	\$46.28
Monthly Operating Fixed Amount	\$88,562.36	\$90,373.97	\$90,373.07	\$94,909.36

UTAH TRANSIT AUTHORITY

- a. To reconcile previously paid invoices starting March 1, 2025 through September 30, 2025 with this rate increase, a one-time payment of approximately \$159,845 will be processed upon execution of this agreement and the receipt of an invoice from MV.
- b. The anticipated additional cost for service during the remaining period of Contract Year 6 will be:
  - October 1, 2025 to December 31, 2025 = \$76,811
  - January 1, 2026 to April 30, 2026 = \$102,389
- c. Total Contract Year 6 Proposed Price will increase by approximately \$339,045 from \$4,187,567 to \$4,526,612. MV Monthly Invoices will be paid starting October 2025 through April 2026 using new rates and actual hours of service.

3. Other Terms Remain In Effect:

All other terms and conditions remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed and delivered the Modification as to the date written below.

MV TRANSPORTATION, INC.

Signed by:

*Erin Niewinski*

9/26/2025

AP7E45B05C62486...

Name Erin Niewinski

CFO

Title

UTAH TRANSIT AUTHORITY:

Jay Fox

Executive Director

Andres Colman

Chief Operations Officer

Ryan Taylor

Special Services General Manager

DocuSigned by:

*Mike Bell*

7043BA415BAA4F6...

Mike Bell  
Legal Counsel





# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

---

**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Jared Scarbrough, Acting Chief Capital Services Officer  
**PRESENTER(S):** Jared Scarbrough, Acting Chief Capital Services Officer

**TITLE:**

---

**Change Order: S-Line Extension Phase 1 Pre-Construction Design Services Change Order 4 - Systems and Pre-Curved Rail Procurement (Kiewit Infrastructure West Co.)**

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**AGENDA ITEM TYPE:**

Procurement Contract/Change Order

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**RECOMMENDATION:**

Approve and authorize the Executive Director to execute Change Order 4 and associated disbursements on Contract 24-03849 for Special Trackwork & Switch Machines with Kiewit Infrastructure West Co. (Kiewit) in the amount of \$3,907,664.

---

**BACKGROUND:**

UTA has been working collaboratively with Salt Lake City to extend the S-Line Streetcar from the existing end of the line at Fairmont Station (1040 East) to the heart of the Sugarhouse Business District at Highland Drive.

UTA issued an RFP for a Progressive Design Build contractor to design and build the S-line Extension and Double Tracking. On September 25, 2024, the UTA Board of Trustees approved contract 24-03849 with Kiewit for Phase 1 Pre-Construction Design Services on the S-Line Extension.

---

**DISCUSSION:**

The S-Line Extension has reached 90% design completion. UTA will begin negotiations for Phase 2 construction services with Kiewit towards the end of the year, with construction currently planned to begin in March of 2026.

To keep the schedule on track, additional long lead items need to be purchased ahead of the negotiations for Phase 2. This includes signal equipment, the overhead catenary system, a power control center cabinet, and

---

pre-cure rail.

Kiewit will purchase this equipment in UTA's name so it can be transferred to UTA should the agency decide to pursue a different contractor for construction.

1. Title to the purchased equipment will transfer to UTA upon receipt, inspection and acceptance by Kiewit.
2. Kiewit will not accept the equipment until it receives UTA concurrence.
3. Kiewit will be responsible for the physical possession, storage, and care of the equipment until it is physically incorporated into the project or is transferred to a successor contractor at UTA's direction.
4. Should Kiewit not be awarded the Phase II construction contract, at UTA's direction it will transfer the equipment to the successor contractor in a timely manner at no additional cost to UTA.

---

#### CONTRACT SUMMARY:

<b>Contractor Name:</b>	Kiewit Infrastructure West Co.
<b>Contract Number:</b>	24-03849
<b>Base Contract Effective Dates:</b>	9/26/2024 - 1/31/2026
<b>Extended Contract Dates:</b>	N/A
<b>Existing Contract Value:</b>	\$5,015,502.11
<b>Amendment Amount:</b>	\$3,907,664.00
<b>New/Total Contract Value:</b>	\$8,923,166.11
<b>Procurement Method:</b>	RFP
<b>Budget Authority:</b>	Approved 2025 Capital Budget

---

#### ALTERNATIVES:

UTA could wait until the Phase 2 contract is officially awarded or procure the long lead items directly.

Waiting to procure the track work will delay the construction scheduled for the S-Line extension, increasing the cost of the project. Procuring the trackwork directly would increase UTA's risk as the agency would be responsible for ensuring quality and conformance with the design, rather than the contractor.

---

#### FISCAL IMPACT:

The 2025-2029 approved Five-Year Capital Plan includes \$22,317,000 for the S-Line extension project (MSP259). This includes a \$12 million legislative appropriation and a \$9.9 million Transit Transportation Investment Fund (TTIF) Grant. In September, the Transportation Commission approved an additional \$9 million for the project. This will be reflected in the 2026-2030 Five-Year Capital Plan.

Total not-to-exceed contract amount: \$8,923,166.11

---

#### ATTACHMENTS:

- Change Order: S-Line Extension Phase 1 Pre-Construction Design Services Change Order 4 - Systems

and Pre-Curved Rail (Kiewit Infrastructure West Co.)



CCO #004

Project: MSP259 - S-Line Expansion Project

Contract Change Order #004: CE #KIE-CO-004 - Systems and Pre-curve Rail

CONTRACT COMPANY:	Kiewit Infrastructure West Co.	CONTRACT FOR:	2403849-OG:S-Line PDB Phase 1
DATE CREATED:	9/18/2025	CREATED BY:	Meredith Fischer (Utah Transit Authority)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
REQUEST RECEIVED FROM:	LOCATION:		
DESIGNATED REVIEWER:	Ethan Ray (Utah Transit Authority)	REVIEWED BY:	
DUE DATE:	REVIEW DATE:		
INVOICED DATE:	PAID DATE:		
REFERENCE:	CHANGE REASON:	Administrative (Procedure permits or other admin process that impacts the project)	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$3,907,664.00

**DESCRIPTION:**  
KIE-CO-004 - Systems and Pre-curve Rail  
The S-Line Extension has reached 90% design completion. UTA will being negotiations for Phase 2 construction services with Kiewit towards the end of the year, with construction currently planned to begin in March of 2026. To keep the schedule on track, additional long lead items need to be purchased ahead of the negotiations for phase 2. This includes signal equipment, the overhead catenary system, the power control center cabinet, and pre-cure rail. Kiewit will purchase this equipment in UTA's name so it can be transferred to UTA should the agency decide to pursue a different contractor for construction.

- 1. Title to the purchased equipment will transfer to UTA upon receipt, inspection and acceptance by Kiewit.
- 2. Kiewit will not accept the equipment until it receives UTA concurrence.
- 3. Kiewit will be responsible for the physical possession, storage, and care of the equipment until it is physically incorporated into the project or is transferred to a successor contractor at UTA's direction.
- 4. Should Kiewit not be awarded the Phase II construction contract, at UTA's direction it will transfer the equipment to the successor contractor in a timely manner at no additional cost to UTA.

**ATTACHMENTS:**  
[S-Line Long Lead Items - Systems - Kiewit.pdf](#)

IT IS MUTUALLY AGREED	No	DATE OF DESIRED EXTENSION:	
UPON, THERE IS A SCHEDULE IMPACT DUE TO THIS CHANGE ORDER:			
THIS ITEM IS UNDER UTA'S SIMPLIFIED ACQUISITION THRESHOLD (\$200,000)	No	THIS ITEM IS GREATER THAN UTA'S SIMPLIFIED ACQUISITION THRESHOLD (\$200,000)	Yes



**AND REQUIRES NO ICE.  
THE COST WAS DETERM:**

AND THUS REQUIRES AN  
INDEPENDENT :

**INDEPENDENT COST  
ESTIMATE (ICE) LINK, IF  
APPLICABLE:**

**DIRECTION OR  
AUTHORIZATION TO  
PROCEED (DAP)  
PREVIOUSLY  
EXECUTED::**

## CHANGE ORDER APPROVAL


**COMPANY::** Kiewit Infrastructure West Co.

**CHANGE ORDER LEGAL STATEMENT:** The amount of any adjustment to time for Substantial Completion and/or Guaranteed Completion or Contract Price includes all known and stated impacts or amounts, direct, indirect and consequential, (as of the date of this Change Order) which may be incurred as a result of the event or matter giving rise to this Change Order. Should conditions arise subsequent to this Change Order that impact the Work under the Contract, including this Change Order, and justify a Change Order under the Contract, or should subsequent Change Orders impact the Work under this Change Order, UTA or the Contractor may initiate a Change Order per the General Provisions, to address such impacts as may arise.


**REQUIRED SIGNATURES** **Project Manager** \$0 - 24,999  
**EXPLANATION:** **Legal Review** \$10k or greater  
**Dir. of Capital Projects** \$25k - 74,999  
**Chief Service Dev. Ofcr.** \$75k - 199,999  
**Executive Director** \$200,000+  
**Procurement/Contracts** (for all)

**SIGNATURE (LEGAL):** By: Mike Bell  
70E33A415B4A Mike Bell  
Name: \_\_\_\_\_  
Date: 9/24/2025

**PM APPROVAL:** The costs associated with this item have been measured against the standard schedule of rates and the agreed contract pricing, (where applicable) and have been deemed consistent and appropriate for the proposed scope of work.

**SIGNATURE (PROJECT MANAGER):** By:   
6A5A38FA3B9414  
Name: Ethan Ray  
Date: 9/23/2025

<b>DIRECTOR CO APPROVAL:</b>	I have evaluated the content of this change order and the scope of work described in the contract. I have determined that this change order pricing is fair and reasonable based on a review of contractor quotes and the original contract rates.
----------------------------------	--

**SIGNATURE (DIRECTOR):**   
By: 91ABD751A0BD4BE  
Name: Jared Scarbrough  
Date: 9/23/2025

**SIGNATURE**  
**(PROCUREMENT):**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATURE (CHIEF  
SERVICE DEVELOPMENT  
OFFICER):** By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**SIGNATURE (EXECUTIVE DIRECTOR):** By: \_\_\_\_\_  
Jay Fox, Executive Director

Date: \_\_\_\_\_



CCO #004

SIGNATURE  
(CONTRACTOR): By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

CHANGE ORDER LINE ITEMS:

#	Budget Code	Description	Amount
1	40-3259.68000.8002 Engineering	Systems and Pre-curve Rail	\$3,907,664.00
Grand Total:			\$3,907,664.00

The original (Contract Sum)	\$ 1,937,772.00
Net change by previously authorized Change Orders	\$ 3,077,730.11
The contract sum prior to this Change Order was	\$ 5,015,502.11
The contract sum would be changed by this Change Order in the amount of	\$ 3,907,664.00
The new contract sum including this Change Order will be	\$ 8,923,166.11
The contract time will not be changed by this Change Order.	

Kiewit Infrastructure West Co.

Signed by:  
  
18165F567E0746D

9/23/2025

SIGNATURE Darron Rolle DATE

SIGNATURE DATE



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

---

**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Annette Royle, Chief of Board Strategy and Governance  
**PRESENTER(S):** Annette Royle, Chief of Board Strategy and Governance

**TITLE:**

---

**Change Order: Federal External Relations - Administration - Modification 3 - Contract Extension (Cardinal Infrastructure, LLC)**

---

**AGENDA ITEM TYPE:**

Procurement Contract/Change Order

---

**RECOMMENDATION:**

Approve and authorize the execution of Modification 3 and associated disbursements to contract 20-03294 with Cardinal Infrastructure, LLC for Federal External Government Relations services in the amount of \$354,000.

---

**BACKGROUND:**

Cardinal Infrastructure, LLC was selected through a competitive procurement in 2020 to provide government relations consulting services with federal agencies. The original agreement, as approved by the Board of Trustees on October 28, 2020, provided services from November 1, 2020 - October 31, 2025.

A determination by UTA's Procurement Officer and the Sole Source Committee have approved the extension of the agreement for two additional years, pending the Board of Trustees final approval.

---

**DISCUSSION:**

The Authority utilizes lobbyists to advance UTA's priorities with government officials. Lobbyists play an important role as partners with UTA to educate elected and administration leaders about concerns, assist with legislation, secure appropriations, schedule meetings, and inform UTA on important government affairs issues. Cardinal Infrastructure, LLC has provided valuable support and representation of UTA's priorities with federal agencies, particularly the Federal Transit Administration (FTA).

---

The recent change in Presidential administrations has significantly shifted federal transportation strategy. UTA's existing consultants are integrally involved with our advocacy initiatives with the FTA and our Congressional delegation. The continuity of this work will be critical in pursuing our priorities for the new Surface Transportation Reauthorization bill as well as a Community Investment Grant (CIG) for the FrontRunner 2X Project that is being submitted by the Utah Department of Transportation (UDOT).

We are requesting approval of this change order to authorize a two-year extension of our agreement with Cardinal Infrastructure, LLC to support this ongoing work. UTA will initiate a new procurement for federal external relations services in 2027.

---

#### **CONTRACT SUMMARY:**

<b>Contractor Name:</b>	Cardinal Infrastructure, LLC
<b>Contract Number:</b>	20-03294-03
<b>Base Contract Effective Dates:</b>	November 1, 2020 - October 31, 2025
<b>Extended Contract Dates:</b>	October 31, 2027
<b>Existing Contract Value:</b>	\$792,000
<b>Amendment Amount:</b>	\$354,000
<b>New/Total Contract Value:</b>	\$1,146,000
<b>Procurement Method:</b>	Request for Proposal (Base Contract) Sole Source (Modification 3)
<b>Budget Authority:</b>	2025 Operating Budget

---

#### **ALTERNATIVES:**

The Authority could initiate a new procurement and request for proposal which would result in delays in executing UTA's federal advocacy priorities.

---

#### **FISCAL IMPACT:**

The approved 2025 Operating Budget includes \$420,897 for Government Relations Professional Services. All 2025 funds will come from this budget, and future year funding has been requested as follows:

2025 Contract Modification Total: \$29,000

2026 Contract Modification Total: \$175,000

2027 Contract Modification Total: \$150,000

---

#### **ATTACHMENTS:**

- Change Order: Federal Government Relations - Administration - Modification 3



UTAH TRANSIT AUTHORITY



669 West 200 South  
Salt Lake City, UT 84101

September 24, 2025

Cardinal Infrastructure, LLC  
Attn: Sherry E. Little

[sherry@cardinalinfrastructure.com](mailto:sherry@cardinalinfrastructure.com)

*SENT VIA E-MAIL ONLY*

**Contract 20-03294 Federal External Government Relations**

**Contract Modification No. 3**

Dear Ms. Little,

The purpose of this letter is to modify the current Professional Services Agreement ("Agreement") between Cardinal Infrastructure, LLC (contractor) and Utah Transit Authority (UTA) dated November 16, 2020 (UTA Contract Number 20-03294).

This letter (Modification No. 3) is to add \$354,000.00 to the current contract and extend the date from October 31, 2025 to October 31, 2027. This is necessary due to the following:

This change is allowable per Section 4 of the Contract.

The current contract value is \$792,000.00. This modification number 3 will increase the contract value to \$1,146,000.00 See Exhibit A.

All other terms and conditions of this contract shall continue in full force and effect.

If you are in agreement with the above referenced amendment, please sign on the line indicated below.



UTAH TRANSIT AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carlton Christiansen  
Member of Board of Trustees

BARKER LEAVITT  
DocuSigned by:  
By: Sherry Little Date: 9/24/2025  
8946475D16C81454  
Sherry E. Little  
Managing Partner

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Annette Royle  
Chief of Board Strategy & Governance

Approved as to form and content

DocuSigned by:  
Mike Bell  
79E33A415B804F6...  
Michael Bell  
Assistant Attorney General  
UTA Counsel

Exhibit A



600 Massachusetts Avenue, NW, Suite 250, Washington, DC 20001  
202-240-2857

August 14, 2025

Mr. Carlton Christensen  
Board Chair  
Utah Transit Authority  
669 West 200 South  
Salt Lake City, UT 84101

Re: UTA Contract #20-03294, Federal Government Relations Services

Dear Mr. Christensen:

As requested, please find below the proposed pricing for the Year One and Year Two contract extensions.

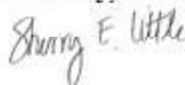
Year 1 extension—November 1, 2025 through October 31, 2026: \$14,500.00 per month (\$174,000 annually)

Year 2 extension—November 1, 2026 through October 31, 2027: \$15,000.00 per month (\$180,000 annually)

The proposed increases reflect inflationary price increases, UTA's robust federal advocacy agenda, and the anticipated work needed to ready UTA for the 2034 Winter Olympics.

It has been an honor to serve UTA since 2016. I trust our partnership has proven beneficial and believe this proposal will allow Cardinal to properly advise, inform, and advocate on behalf of UTA. If this proposed amendment is acceptable to UTA, kindly indicate so by returning a signed copy. We look forward to continuing to work together in advancing these priorities and representing UTA in Washington, DC.

Sincerely,



Sherry E. Little  
Managing Partner  
Cardinal Infrastructure, LLC

Mr. Carlton Christensen  
Board Chair  
Utah Transit Authority



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

---

**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Annette Royle, Chief of Board Strategy and Governance  
**PRESENTER(S):** Annette Royle, Chief of Board Strategy and Governance

**TITLE:**

---

**Change Order: Federal External Relations - Congressional - Modification 3 - Contract Extension (Barker Leavitt, PLLC)**

**AGENDA ITEM TYPE:**

Procurement Contract/Change Order

---

**RECOMMENDATION:**

Approve and authorize the execution of Modification 3 and associated disbursements to contract 20-03346 with Barker Leavitt, PLLC for Federal External Government Relations services in the amount of \$323,535.12.

---

**BACKGROUND:**

Barker Leavitt, PLLC was selected through a competitive procurement in 2020 to provide government relations consulting services with our Congressional delegation. The original agreement, approved by the Board of Trustees on October 28, 2020, provided services from November 1, 2020 - October 31, 2025.

A determination by UTA's procurement Officer and the Sole Source Committee have approved the extension of the agreement for two additional years, pending the Board of Trustees final approval.

---

**DISCUSSION:**

The Authority utilizes lobbyists to advance UTA's priorities with government officials. Lobbyists play an important role as partners with UTA to educate elected and administration leaders about concerns, assist with legislation, secure appropriations, schedule meetings, and inform UTA on important government affairs issues. Barker Leavitt, PLLC has provided valuable support and representation of UTA's priorities with representatives of Congress.

The recent change in Presidential administrations has significantly shifted federal transportation strategy. UTA's existing consultants are integrally involved with our advocacy initiatives with the Federal Transit Administration and our Congressional delegation. The continuity of this work will be critical in pursuing our priorities for the new Surface Transportation Reauthorization bill as well as a Community Investment Grant (CIG) for the FrontRunner 2X Project that is being submitted by the Utah Department of Transportation (UDOT).

We are requesting approval of this change order to authorize a two-year extension of our agreement with Barker Leavitt, PLLC to support this ongoing work. UTA will initiate a new procurement for federal external relations services in 2027.

---

#### **CONTRACT SUMMARY:**

<b>Contractor Name:</b>	Barker Leavitt, PLLC
<b>Contract Number:</b>	20-03346-03
<b>Base Contract Effective Dates:</b>	November 1, 2020 - October 31, 2025
<b>Extended Contract Dates:</b>	November 1, 2025 - October 31, 2027
<b>Existing Contract Value:</b>	\$767,779.27
<b>Amendment Amount:</b>	\$323,535.12
<b>New/Total Contract Value:</b>	\$1,091,314.39
<b>Procurement Method:</b>	Request for Proposal (Base Contract) Sole Source (Modification 3)
<b>Budget Authority:</b>	2025 Operating Budget

---

#### **ALTERNATIVES:**

The Authority could initiate a new procurement and request for proposal which would result in delays in executing UTA's federal advocacy priorities.

---

#### **FISCAL IMPACT:**

The approved 2025 Operating Budget includes \$420,897 for Government Relations Professional Services. All 2025 funds will come from this budget, and future year funding has been requested as follows:

2025 Contract Modification Total: \$26,700.92  
2026 Contract Modification Total: \$160,726.20  
2027 Contract Modification Total: \$136,108.00

---

#### **ATTACHMENTS:**

- Change Order: Federal Government Relations - Congressional Modification 3 (Barker Leavitt, LLC)

September 24, 2025

Barker Leavitt  
Attn: Ryan Leavitt  
[ryanleavitt@barkerleavitt.com](mailto:ryanleavitt@barkerleavitt.com)

*SENT VIA E-MAIL ONLY*

**Contract 20-03346 Barker Leavitt Federal External Government Relations**

**Contract Modification No. 3**

Dear Mr. Leavitt,

The purpose of this letter is to modify the current Professional Services Agreement (“Agreement”) between Barker Leavitt (contractor) and Utah Transit Authority (UTA) dated April 30, 2020 (UTA Contract Number 20-03346).

This letter (Modification No. 3) is to add \$323,535.12 to the current contract and extend the date from October 31, 2025 to October 31, 2027. This is necessary due to the following:

This change is allowable per Section 4 of the Contract.

The current contract value is \$767,779.27. This modification number 3 will increase the contract value to \$1,091,314.39. See Exhibit A.


All other terms and conditions of this contract shall continue in full force and effect.

If you are in agreement with the above referenced amendment, please sign on the line indicated below.

UTAH TRANSIT AUTHORITY

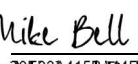
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carlton Christiansen  
Member of Board of Trustees

BARKER LEAVITT

DocuSigned by:  
By:  \_\_\_\_\_ Date: 9/24/2025  
93EBBE17A5884C1...  
Ryan Leavitt  
Managing Partner

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Annette Royle  
Chief of Board Strategy & Governance

Approved as to form and content

DocuSigned by:  
 \_\_\_\_\_  
70F37415F734F1...  
Michael Bell  
Assistant Attorney General  
UTA Counsel

## Exhibit A

**PRICE PROPOSAL - RFP 20-03294 Federal External Government Relations Services****PROPOSER: Barker Leavitt, PLLC**

<b>Description</b>	<b>Month</b>	<b>Fully Burdened Labor Rate</b>	<b>Estimated Hours per Month</b>	<b>Total</b>
Base Year: Federal External Government Relation Services	12	\$12,500.00 per month*	60	\$150,000.00
Second Year: Federal External Government Relation Services	12	\$12,500.00 per month	60	\$150,000.00
Third Year: Federal External Government Relation Services	12	\$12,743.75 per month	60	\$152,925.00
<b>Total for Three (3) Years</b>				<b>\$452,925.00</b>
<b>Options</b>				
Fourth Year: Federal External Government Relation Services	12	\$12,992.25	60	\$155,907.04
Fifth Year: Federal External Government Relation Services	12	\$13,245.60	60	\$158,947.23
<b>Total for Five (5) Years</b>				<b>\$767,779.27</b>
<b>Options</b>				
Sixth Year: Federal External Government Relation Services	12	\$13,350.46 per month	60	\$160,205.56
Fifth Year: Federal External Government Relation Services	12	\$13,610.80 per month	60	\$163,329.56
<b>Total Additional (2) Years Options</b>				<b>\$323,535.12</b>



\*Barker Leavitt structures its relationships with clients in a way that ensures complete and open communication. We charge a flat fee for services on a monthly basis retainer. This is customary for lobbying law practices like ours in Washington, DC and the norm in our industry. Our structure allows for communications to remain open, unhindered, and for our clients to know exactly what our services cost and how to budget. For the additional two option years (years 6 and 7) we are proposing a modest inflationary adjustment of 1.95% for each year. This has been the same rate of increase on the contract that was in place for years 3-5 of the contract.

\*Additionally, this flat fee for services includes all business expenses incurred in the representation of Utah Transit Authority in Washington, DC, including all health and business insurance and licensing, and other associated benefits. Barker Leavitt also offers our clients complimentary access and use of our firm's conference rooms and facilities in our Capitol Hill offices as part of our flat retainer.



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

---

**Board of Trustees**

**Date:** 10/22/2025

---

**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Viola Miller, Chief Financial Officer  
**PRESENTER(S):** Viola Miller, Chief Financial Officer  
Todd Mills, Director of Supply Chain

**TITLE:**

---

**UTA Policy - UTA.02.01 Spending Authority Policy**

---

**AGENDA ITEM TYPE:**

UTA Policy

---

**RECOMMENDATION:**

Receive and review the proposed revisions to UTA Policy UTA.02.01 Spending Authority.

---

**BACKGROUND:**

Board Policy 1.1 requires new or revised UTA Policies to be submitted to the Board for review in a public meeting prior to the execution of the policy by the Executive Director. The proposed revision to UTA Policy UTA.02.01 will update the spending authority policy that was last updated in April 2023.

The Spending Authority policy establishes purchasing thresholds and defines the corresponding processes, regulations, and approval requirements for each level. These levels include Purchasing Card transaction limits, the micro-purchasing threshold, small-purchase threshold, and formal-purchase threshold.

---

**DISCUSSION:**

The revisions made to UTA.05.02 include the following:

- Added "Associate CFO" to the definition of "Director" to identify the spending authority limit for the associate CFO position.
- Increased the micro-purchase limit from \$9,999 to \$49,999
- Increased the small-purchase limit from \$199,999 to \$249,999

The Purchasing Card transaction limit remains at \$4,999. All procurements of \$250,000 or more are formal procurements and require approval from the Board of Trustees.

---

**ALTERNATIVES:**

If UTA Policy UTA.02.01 revisions are not adopted by the Executive Director, the current version of UTA.02.01 Spending Authority policy approved in April 2023 will remain in effect.

---

**FISCAL IMPACT:**

The modifications to this policy do not create any increases to the budget.

---

**ATTACHMENTS:**

UTA.02.01 Spending Authority Policy

# UTAH TRANSIT AUTHORITY POLICY

## No. UTA.02.01

### SPENDING AUTHORITY

1) Purpose.

This Policy is intended to ensure the fiscally sound management of UTA monies by identifying employees who may expend and authorize the expenditure of UTA funds and the levels up to which employees may expend such funds.

2) Definitions.

*“Chair of the Board”* means the Chairperson of the UTA Board of Trustees who is also the senior executive over the Board of Trustees department.

*“Chief”* means the senior executive classified as a Chief by administrative compensation structure maintained by UTA’s Human Resources Department.

*“Director”* means any employee classified as a Director, Associate CFO, Senior Manager, Regional General Manager, Service General Manager, or Comptroller by job code classifications maintained by UTA’s Human Resources Department.

*“Executive Director”* means the senior-most executive over the agency reporting directly to the UTA Board of Trustees, who is also executive over the Executive Director department.

*“Inventory”* means items that are Requisitioned, purchased, received, stored, tracked, counted, and otherwise maintained in the JD Edwards Inventory system.

*“JD Edwards or JDE”* means the enterprise resource planning software system which integrates processes and records for finance and accounting, supply chain management, and inventory management.

*“Manager”* means any employee classified as a Manager, Project Manager, Assistant Treasurer, Deputy Comptroller, or Senior Program Manager by administrative compensation structure maintained by UTA’s Human Resources Department.

*“Micro Purchase”* means a purchase of Goods or Services that do not cost more, in the aggregate, than \$49,999.

*“Other Disbursement”* means any request for payment not previously defined under the Petty Cash, P-card, or Requisitions section of this policy.

*“Petty Cash”* means small amounts of cash to be disbursed for expenditures where it is not sensible to make disbursement by any other means.

*“P-Card Purchase”* means a purchase of goods or services involving the use of a UTA-issued credit card.

“*Requisition*” means an authorization to procure goods or services with UTA funds in a form approved generated in JDE by the UTA Supply Chain Department.

“*Table A*” means the Table A attached below setting forth the approval requirements of UTA.

“*Utility Manager*” means the employee classified as a Utility Manager by job code classification maintained by UTA’s Human Resource Department.

### 3) Policy

All expenditures at UTA should meet three criteria:

- Proper documentation retained
- Proper processes are followed
- Proper authority to authorize the expenditure

#### A. Purchasing documentation and processes

##### 1. **Purchases up to \$5,000 – Where Vendors will accept credit cards as payment, and do not charge additional fees for credit card payments.**

Using a UTA issued Purchasing Card (P-Card), department staff will make company purchases under \$5,000 (per occurrence) from a vendor they have determined can perform the work or provide the item(s). UTA has provided the P-Card program as an efficient and effective method for payment for these types of transactions. For vendors that accept credit cards, this should be the first payment choice for departments.

- a. Refer to UTA’s Purchasing Card SOP for processes, guidelines, and restrictions of use.

##### 2. **Purchases up to \$5,000 – Where Vendors will not accept credit cards as payment or charge additional fees for credit card payments.**

For vendors that do not accept P-Cards or charge additional fees for credit card payments, you may have the vendor bill UTA for the goods/services purchased or submit a Requisition in JD Edwards for procurement to execute the purchase.

Invoices under \$5,000 should be sent as soon as possible to AP@rideuta.com so payment can be made within 30 days of approved receipt of goods or services. If there is a bill of lading (BOL) or shipping receipt for the purchase, this must be included in the submitting department’s documentation. Accounts Payable personnel will obtain invoice payment approval through an electronic process designated by the Comptroller.

##### 3. **Purchases \$5,000 - \$49,999.**

A Requisition must be submitted, and approval must be obtained through UTA’s Requisition process in the JD Edwards system. Purchases under \$50,000 are considered a “Micro Purchase” and do not require multiple bids from various suppliers. However, the price must be determined to be fair and reasonable. The method to determine fair and reasonableness may include:

- recent purchase prices
- current price lists
- catalogs
- advertisements
- similar items in a related industry

- the purchasers' knowledge of the item being procured

**4. Purchases \$50,000 and over.**

A Requisition must be submitted, and approval must be obtained through UTA's Requisition process in the JD Edwards system. Competitive procurements or Sole Source justifications are required, and departments are required to work through the Procurement department to complete the bid process or Sole Source request. Once the Requisition is approved, Supply Chain personnel will solicit bids. The selected vendor will be provided a Purchase Order authorizing the vendor to move forward. Vendors are then to email invoices to ap@rideuta.com.

**5. Exceptions to Purchases of \$50,000 and over.**

Supply Chain and Accounting have designated the following exceptions to the \$50,000 threshold as follows:

- Payment to another government agency (not-for-profits are not considered governments)
- Payments to utility companies (water, sewer, gas, electric, natural gas, solid waste services, internet services)
- Dues or memberships to UTA approved associations and groups
- Bond cost on previously authorized bond issues
- Payments for land or real estate including relocation expenses, as approved by the Board of Trustees
- Payments from liability accounts
- Tuition Reimbursements
- Refunds
- Other unique payments as authorized by the Comptroller or an employee designated by the Comptroller.

Payments for these designated exceptions can be obtained by submitting a vendor invoice or check request to ap@rideuta.com or the Accounts Payable section of Accounting.

**B. Authority Levels.**

- No employee will request or permit a Disbursement, Requisition, or P-Card Purchase, or otherwise expend or attempt to expend UTA funds, unless all persons required by Table A have approved the proposed expenditure. This Policy sets maximum allowable spending limits. However, nothing in this Policy prevents management from setting lower spending limits within their service unit or other area of authority.
- An employee may not artificially divide a Petty Cash Disbursement, P-Card Purchase, Purchase Order, or Requisition to circumvent a dollar limitation identified in Table A.
  - Employees who divide a purchase in order to circumvent a P-Card limit or limitation identified in Table A may be subject to loss of purchasing authority, depending on the circumstance and number of occurrences.
- Managers may create standard operating procedures for their department or service unit that set disbursement guidelines and internal accounting controls for the issuance of funds, or for P-Card Purchases, consistent with generally accepted accounting

principles and practices, and this Policy. It is the responsibility of the department Manager to ensure their procedures are adhered to.

4. Notwithstanding any other provision of this Policy, the Director of Supply Chain is authorized to purchase new, or replacement Inventory without obtaining the authorizations otherwise required under the Requisitions section of Table A of this Policy.
5. This Policy does not apply to, nor relieve employees from complying with:
  - a. the signature requirements related to establishing accounts with financial institutions or investing or reinvesting funds as contemplated by:
    - i. Corporate Policy 3.1.8. Treasury Management and UTA Standard Operating Procedure 3.1.8-1; or
    - ii. Authorization to handle funds and the investment and disbursement of monies established by Board Resolution
  - b. the authorizations required to settle litigated and non-litigated claims as contemplated by the Authority to Settle Claims Policy, or
  - c. the Contracting Authority Policy.
  - d. Board Policy 2.2 Contract Authority and Procurement

4) Cross-References.

- 2 CFR 200.320
- FTA Circular 4220.1G
- Utah Code 63G-6a
- Board of Trustees 2.1 Financial Management
- Board of Trustees 2.2 Contract Authority and Procurement
- UTA Corporate Policy 2.2.1 Real Property
- UTA.02.02 Contracting Authority Policy

This UTA Policy was reviewed by UTA's Chief Officers on, approved by the Board of Trustees on \_\_\_\_\_ and approved by the Executive Director on \_\_\_\_\_. This policy takes effect on the latter date.

\_\_\_\_\_  
Viola Miller, Chief Financial Officer  
Accountable Executive

\_\_\_\_\_  
Jay Fox  
Executive Director

Approved as to form and content:

\_\_\_\_\_  
Counsel for the Authority

**History**

Date	Action	Owner
1/9/2007	Adopted UTA Corporate Policy 3.1.1	Chief Financial Officer

2/17/2009	Revised and Superseded	Chief Financial Officer
2/16/2010	Revised and Superseded	Chief Financial Officer
7/13/2010	Revised - to address organizational changes	Chief Financial Officer
4/26/2011	Revised - to accommodate organizational changes	Chief Financial Officer
5/8/2012	Revised – to address DAP	Chief Financial Officer
5/5/2015	Revised - to address routing of contracts, contract numbering, and authority levels	Chief Financial Officer
3/22/2016	Revised – to separate Spending and contracting authority policy separated into two policies	Chief Financial Officer
2/24/2017	Revised – to reflect reorganization	Chief Financial Officer
6/13/2017	Revised - to reflect internal audit	Chief Financial Officer
02/23/2022	Rescinded – UTA Corporate Policy 3.1.1 Spending Authority	Chief Financial Officer
02/23/2022	Adopted – UTA.02.01 Spending Authority	Chief Financial Officer
04/12/2023	Board Approved – UTA.02.01 Spending Authority Policy	Chief Financial Officer
04/13/2023	Adopted – UTA.02.01 Spending Authority Policy	Chief Financial Officer



**TABLE A**

Employees will follow procedures developed by the Comptroller on the disbursement guidelines and internal accounting controls for issuance of funds for all of the following spending requests.

<b>APPROVAL REQUIREMENTS</b>		<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>A.</b>	<b>Petty Cash and Employee Reimbursements</b>					
Petty cash disbursement or employee reimbursement by a Non-Manager	Manager	Employee designated by the Comptroller				
Petty cash disbursement or employee reimbursement by a Manager	Director, or Chief (if no Director position exists)	Employee designated by the Comptroller				
Petty cash disbursement or employee reimbursement by a Non-Manager by a Director	Chief	Employee designated by the Comptroller				
Petty cash disbursement or employee reimbursement by a Non-Manager by a Chief, or Board of Trustee	Chief Finance Officer	Employee designated by the Comptroller				
<b>B.</b>	<b>Requisitions</b>					
For purchase up to \$49,999	Manager					
For purchases of \$50,000, - \$124,999	Manager	Director, (or Chief if no Director position exists)				
For purchases of \$125,000 or more	Manager	Director, (or Chief if no Director position exists)	Chief or Executive Director, or Chair of the Board.			
For Capital Development, Capital Construction, or Capital Asset. Depts. 3700, 6800, or 6820	Project Manager	Director (or Chief if no Director position exists)				
<b>C.</b>	<b>P-Card Purchases and Monthly Statement Approval</b> P-Card holders are subject to the requirements and limitations of the UTA Agency SOP 1.2.3 for P-cards. This table sets the authority levels for approving monthly P-Card statements.					
Monthly statements of P-Card purchases by a Non-Manager, up to \$49,999	Manager					
Monthly statements of P-Card purchases by a Manager, or non-Manager, of \$50,000 up to \$124,999.	Manager	Director, (or Chief if no Director position exists)				
Monthly statements of P-Card purchases by a Director, of \$125,000 up to \$249,999	Chief					

<b>APPROVAL REQUIREMENTS</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
Monthly statements of P-Card purchases by a Chief, or Board of Trustee up to \$249,999	Chief Finance Officer				
<b>D.</b>	<b>Utility Disbursements</b>				
For any payment to a Utility company	Utility Manager				
<b>E.</b>	<b>Other Disbursements</b> Payments Not on a Purchase Orders made through typically Check Request.				
For purchase up to \$49,999	Manager				
For purchases of \$50,000, up to \$124,999	Manager	Director, or Chief (if no Director position exists)			
For purchases of \$125,000, up to \$249,999	Manager	Director, or Chief (if no Director position exists)	Chief or Executive Director, or Chair of the Board.		
For purchases of \$250,000 or over	Manager	Director, or Chief (if no Director position exists)	Chief or Executive Director, or Chair of the Board.	Executive Director	Board of Trustees
<b>F.</b>	<b>Related UTA Disbursements</b> Payments by Joint Insurance Trust/Committee.				
For purchases or payments from JIC	Total Rewards	Union Representative			
Payments from Pension Trust/Committee.					
For purchases or payments from Pension	Pension Committee Member	Pension Committee Chair			
<b>G.</b>	<b>Receipt of Goods/Services by UTA</b> Verification of receipt of goods or services for and in behalf of UTA.				
For purchases on Inventory Purchase Order	Any staff member of Supply Chain - warehousing				
For purchases on capital project related Purchase Order	Any Project Manager or assigned employee				
For retention payouts on capital project related Purchase Order	Any Project Manager or assigned employee				
For purchases on non-Inventory and non-capital project Purchase Order	Any staff member of UTA				
For purchases not on Purchase Order	Comptroller designated responsible department staff				