



Utah Transit Authority

Transit Commission

REGULAR MEETING AGENDA

669 West 200 South
Salt Lake City, UT 84101

Wednesday, August 12, 2026

4:30 PM

Frontlines Headquarters

The UTA Transit Commission 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 Mike Caldwell
2. **Pledge of Allegiance** Chair Mike Caldwell
3. **Safety First Minute** Travis King
4. **Public Comment** Chair Mike Caldwell
5. **Consent** Chair Mike Caldwell
 - a. Approval of the July 15, 2026 Transit Commission Meeting Minutes
6. **Reports**
 - a. Executive Director's Report Jay Fox
 - OneUTA Moment - Operational Readiness
 - Internal Appointments
 - Upcoming Commissioner Participation Opportunities
7. **Fare Approvals**
 - a. Fare Agreement: Education Pass (Salt Lake School District, Salt Lake Education Foundation, and Salt Lake City Corporation) Monica Howe
8. **Discussion Items**
 - a. Pass Program Operating Process for Fare Contracts with Institutional Partners Brian Reeves
Monica Howe
 - b. Proposed Bylaws Revisions David Wilkins

- | | | |
|------------|---|---|
| c. | Planning and External Relations - Engagement Processes | Nichol Bourdeaux
Jaron Robertson
Megan Waters |
| d. | UTA Financial Forecast Introduction | Viola Miller |
| e. | FrontRunner 2X Program | Carlos Braceras |
| 9. | Other Business | Chair Mike Caldwell |
| a. | Chair Discussion Items <ul style="list-style-type: none">- Commission Work Session- Wasatch Front Regional Council (WFRC) Appointments | |
| b. | Next Meeting: Wednesday, September 23, 2026 at 4:30 p.m. | |
| 10. | Adjourn | Chair Mike Caldwell |

Meeting Information:

- Special Accommodation: Information related to this meeting is available in alternate formats upon request by contacting 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_TCM_08-12-26 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/About-UTA/UTA-Transit-Commission>
 - o Comment via email at transitcommission@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 Transit Commission meeting.
 - o Comments submitted before 2:00 p.m. on Tuesday, August 11th will be distributed to Commissioners 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.



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: Chair Mike Caldwell

TITLE:
Approval of the July 15, 2026 Transit Commission Meeting Minutes

AGENDA ITEM TYPE:
Minutes

RECOMMENDATION:
Approve the minutes of the July 15, 2026 Transit Commission meeting.

BACKGROUND:

A meeting of the UTA Transit Commission was held in person at UTA Frontlines Headquarters and broadcast live via the UTA Public Meeting Web Portal on Wednesday, July 15, 2026 at 4:30 p.m.

Minutes from the meeting document the actions of the Commission 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/1095145.html>](https://www.utah.gov/pmn/sitemap/notice/1095145.html) video feed is available through the [UTA Public Meeting Portal <https://rideuta.granicus.com/player/clip/469>](https://rideuta.granicus.com/player/clip/469).

ATTACHMENTS:

- 2026-07-15_TC_Minutes_Unapproved



Utah Transit Authority

Transit Commission

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, July 15, 2026

4:30 PM

Frontlines Headquarters

Present: Chair Mike Caldwell
Commissioner Jeff Acerson
Commissioner Chris Gamvroulas
Commissioner Beth Holbrook
Commissioner Sheldon Killpack
Commissioner Jeff Silvestrini
Commissioner Muriel Xochimitl
Ex Officio Member Carlos Braceras

Also attending were UTA staff and interested community members.

1. Call to Order and Opening Remarks

Chair Mike Caldwell welcomed attendees and called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Katie Morrison, UTA Communications Director, delivered a brief safety message.

4. Public Comment

In Person/Virtual Comment

No in person or virtual comment was given.

Online Comment

No online comment was received.

5. Oath of Office

a. Oath of Office: Members of the Transit Commission of the Utah Transit Authority

Nicole Martin, UTA Director of Executive Operations, administered the oath of office to all Commissioners including the Commission Chairman.

6. Reports**a. Legislative Briefing**

Utah State Senator Wayne Harper and Utah State Representative Kay Christofferson gave a summary of Senate Bill 197 which amended the Utah Public Transit District Act and restructured UTA's governing bodies during the 2026 Utah Legislative Session. Senator Harper outlined some of the roles and responsibilities of the Transit Commission and the Executive Director, as defined in the bill. Representative Christofferson expressed the need for the Commission and UTA to focus on positive fiscal outcomes.

b. Executive Director Report

- **Transit Commission Welcome**
- **UTA Vision**
- **OneUTA Moment**

Jay Fox, UTA Executive Director, welcomed the new Transit Commissioners and gave an overview of UTA's mission and vision. Fox shared a revamped vision for the authority centered on UTA being "game ready" and promoting the need to expand transit sustainably, maintain UTA's system deliberately, and advocate for public transit regionally.

Fox invited Alisha Garrett, UTA Chief Enterprise Strategy Officer, to share information on UTA's continuous improvement program. Fox highlighted efforts of TRAX employees and other UTA staff to use continuous improvement principles and actions to improve TRAX pullout times.

7. Resolutions**a. CR2026-07-01 - Resolution Adopting Bylaws of the Authority**

David Wilkins, Assistant Attorney General, presented highlights from the proposed UTA Bylaws, which align with the revised roles and responsibilities of the agency's new governing body (the Transit Commission) and the Executive Director.

Commissioner Jeff Silvestrini noted that he raised some concerns about the proposed bylaws via email and requested that the information be included in the public record. Silvestrini's email comments are attached as an appendix to these minutes. The Commission expressed the need to review the bylaws more closely and make some amendments, but agreed to approve the bylaws in their current state with the understanding that amendments would be made in a future meeting.

A motion was made by Commissioner Silvestrini, and seconded by Commissioner Holbrook, that this Resolution be approved. The motion carried by the following vote:

Aye: Chair Caldwell, Commissioner Acerson, Commissioner Gamvroulas, Commissioner Holbrook, Commissioner Killpack, Commissioner Silvestrini, and Commissioner Xochimitl

b. CR2026-07-02 - Resolution Giving Notice and Setting Regular Meeting Dates for the Transit Commission of the Utah Transit Authority for the Remainder of the Calendar Year 2026

Commission Chair Mike Caldwell presented the Commission's proposed regular meeting schedule for the remainder of 2026. Staff noted that in addition to the regular meetings, there will also be a Budget Public Hearing held in October.

A motion was made by Commissioner Silvestrini, and seconded by Commissioner Killpack, that this Resolution be approved. The motion carried by the following vote:

Aye: Chair Caldwell, Commissioner Acerson, Commissioner Gamvroulas, Commissioner Holbrook, Commissioner Killpack, Commissioner Silvestrini, and Commissioner Xochimitl

c. CR2026-07-03 - Resolution Appointing the Vice Chair of the Commission

Chair Caldwell recommended that Commissioner Silvestrini be appointed Vice Chair of the Transit Commission. Commissioner Silvestrini indicated that he would be willing to serve as Vice Chair and other Commissioners expressed their support.

A motion was made by Chair Caldwell, and seconded by Commissioner Xochimitl, that this Resolution be approved with the addition of Commissioner Silvestrini as Vice Chair. The motion carried by the following vote:

Aye: Chair Caldwell, Commissioner Acerson, Commissioner Gamvroulas, Commissioner Holbrook, Commissioner Killpack, Commissioner Silvestrini, and Commissioner Xochimitl

d. CR2026-07-04 - Resolution Appointing Nicole Martin as Officer and Secretary of the Utah Transit Authority

Chair Caldwell and David Wilkins presented a resolution appointing Nicole Martin as Officer and Secretary of the Authority. Wilkins outlined the Secretary's duties and confirmed Martin's ability to perform said duties. Commissioners Xochimitl and Silvestrini praised Martin and echoed Wilkins' recommendation. Wilkins noted that other officers of the Authority, such as Treasurer, Comptroller, and Internal Auditor are appointed by the Executive Director, per state statute.

A motion was made by Commissioner Silvestrini, and seconded by Commissioner Xochimitl, that this Resolution be approved. The motion carried by the following vote:

Aye: Chair Caldwell, Commissioner Acerson, Commissioner Gamvroulas, Commissioner Holbrook, Commissioner Killpack, Commissioner Silvestrini, and Commissioner Xochimitl

e. CR2026-07-05 - Resolution Changing the Fiscal Year of the Utah Transit Authority

Viola Miller, UTA Chief Financial Officer, requested that the Commission approve a resolution changing the Authority's fiscal year cycle from a calendar year to a fiscal cycle beginning July 1 and ending June 30. Miller cited better alignment with state-administered funding decisions and legislative appropriation, and increased efficiency in budgeting processes as justification for the change.

A motion was made by Commissioner Holbrook, and seconded by Commissioner Gamvroulas, that this Resolution be approved. The motion carried by the following vote:

Aye: Chair Caldwell, Commissioner Acerson, Commissioner Gamvroulas, Commissioner Holbrook, Commissioner Killpack, Commissioner Silvestrini, and Commissioner Xochimitl

f. CR2026-07-06 - Resolution Approving and Authorizing the 2025 and 2026 Public Transit Agency Safety Plan

Travis King, UTA Director of Safety and Security, presented a resolution approving UTA's 2025 and 2026 Public Transit Safety Plans (PTASP) and authorizing the Executive Director to execute the PTASP on behalf of the Authority. Commissioner Xochimitl posed questions clarifying the plan years, organization information included in the plans, and whether UTA is currently practicing the safety standards outlined in the plans. King responded, affirming UTA's compliance to current safety standards.

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

Aye: Chair Caldwell, Commissioner Acerson, Commissioner Gamvroulas, Commissioner Holbrook, Commissioner Killpack, Commissioner Silvestrini, and Commissioner Xochimitl

8. Discussion Items

a. UTA Fiscal Overview

Viola Miller provided an overview of UTA's fiscal picture, highlighting the capital and operations cost cycle and the primary sources and uses included in UTA's budget. Miller noted major capital project milestones in 2026 and gave a brief overview of UTA's operating budget.

Commissioners posed questions regarding funding sources for operating expenses and percentages of debt service and reserves expense. Commissioners also commented that development investment contributes to the economic growth and stability of the region, highlighting that UTA's debt represents investment that has added current and future value to the economy.

b. Fare Program and Contract Parameters Overview

Brian Reeves, UTA Associate Chief Financial Officer, and Monica Howe, UTA Fares Director, presented information regarding UTA's fare program and outlined the types and parameters of fare contracts UTA enters with pass partners. Reeves and Howe highlighted how pass programs benefit the public and provide stability in passenger revenue sources. Howe described a positive case study involving a partnership with Salt Lake City School District.

Commissioners posed questions regarding the size and term length of pass partner contracts.

9. Fare Contract Approvals**a. Fare Agreement: Education Pass (Weber State University)**

Monica Howe presented the terms of a fare agreement between UTA and Weber State University and requested approval by the Commission. The Commission inquired about the rate increase from 2026 to 2028 outlined in the agreement. Howe cited increases in ridership on the Ogden Express Bus Rapid Transit (OGX) in her response.

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

10. Other Business**a. Next Meeting: Wednesday, August 12, 2026 at 4:30 p.m.**

Chair Caldwell announced the next Commission meeting and offered support of UTA employees on behalf of the Commission.

11. Adjourn

A motion to adjourn was made by Commissioner Silvestrini, and seconded by Chair Caldwell, and the meeting adjourned following a unanimous vote at 6:19 p.m.

Transcribed by Jana Ostler
Special Projects 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/1095145.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at <https://rideuta.granicus.com/player/clip/469>.

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

Approved Date:

Mike Caldwell
Chair, Transit Commission

Appendix A
Feedback Regarding Bylaws Submitted by Commissioner Jeff Silvestrini

Dear fellow commissioners:

I understand the strictures concerning open meetings and commission-wide communications by email or text. However, to give a heads up in advance of our meeting so that my suggestions which follow can be given appropriate consideration, I have the following comments/suggestions on the proposed bylaws for the commission. I submit that these be appended to the minutes of our meeting tomorrow in the interest of transparency and so that we can discuss them intelligently:

P.20 Section I, F: reference is to “district.” Should it be “Authority?”;

P 22 Article V , 4, and P 23 Article VI, 1: These sections establish the notice to be given for meetings and require at least 48 hours posting of proposed resolutions, ordinances, etc. before

they can be adopted by the commission. I believe the bylaws (or some other policy) should establish a more generous allowed-time for posting/dissemination of non-emergent commission business items, to allow a volunteer commission adequate time to review matters coming before it before action can be taken. Our packet should be finalized and made available

in normal circumstances at least 5 calendar days before a meeting, or some other reasonable time we agree upon. This will also save wear and tear on staff if the agency employees understand that they need to get matters to the commission before a cut-off or have to wait for

the following meeting. Otherwise, there is wasted time posting amended agendas and packets to comply with state law noticing requirements and commissioners will be rushed reviewing the business items they are required to consider. This worked well in a city government setting but the ground rule needs to be established and enforced. Emergency matters would naturally be exempt; however, a good rule would establish a procedure for that involving the Executive Director and the Chair to make such a determination.

Suggested additions:

Procedure for commissioners to require an item to be placed on the agenda. Three or perhaps even two commissioners should be able to have a matter placed on the agenda. I understand that a wise Executive Director and Chair would accede to such a request, and I think it important to have some guardrails against an over-zealous commissioner alone hijacking the agenda. However, I believe it’s a good idea to have a safety valve for a situation so that several commissioners can force consideration of an issue. Currently only the Chair, in coordination with the Executive Director, can set the agenda (Article II, 6A).

Explicit Reconsideration Process. Incorporating standard parliamentary procedure for obtaining reconsideration of an issue should be added.

Probably also, while they often seem burdensome and a well-functioning body usually does not need to resort to them, a bylaw requiring reference to Roberts Rules or some other accepted parliamentary procedure should be part of the bylaws. Hopefully, resort to such would be rare, but it could be problematic to resolve disputes and procedures if there are no such explicitly adopted rules.

I think an explicit rule stating that no single commissioner (or less than a quorum at a duly called meeting) has the power to bind the commission would be advisable. This may seem obvious, but it happens that folks sometimes try to bind governmental entities based upon ad hoc interactions with members of the governing body. Such a provision could protect the commission from stray claims.

We need a policy on abstentions. Either forbid them or at minimum establish that they are a "no" vote. Parliamentary rules might handle this, but I think it appropriate to make it explicit.

Thank you for your consideration of these matters. I look forward to working with each of you-
Jeff



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: Jay Fox, Executive Director
PRESENTER(S): Jay Fox, Executive Director

TITLE:

Executive Director's Report

- OneUTA Moment - Operational Readiness
 - Internal Appointments
 - Upcoming Commissioner Participation Opportunities
-

AGENDA ITEM TYPE:

Report

RECOMMENDATION:

Informational Report for Discussion

BACKGROUND:

N/A

DISCUSSION:

Jay Fox, Executive Director, will provide a report on the following:

- OneUTA Moment - Operational Readiness
 - Internal Appointments
 - Upcoming Commissioner Participation Opportunities
-

ATTACHMENTS:

- None
-



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: Viola Miller Chief Financial Officer
PRESENTER(S): Monica Howe, Fares Director

TITLE:

Fare Agreement: Education Pass (Salt Lake School District, Salt Lake Education Foundation, and Salt Lake City Corporation)

AGENDA ITEM TYPE:

Service or Fare Agreement

RECOMMENDATION:

Approve and authorize the Executive Director to execute the Education Pass Agreement with the Salt Lake School District, the Salt Lake Education Foundation and Salt Lake City Corporation.

BACKGROUND:

Since 2022, the Salt Lake City School District, Salt Lake Education Foundation, and Salt Lake City Corporation have partnered with UTA to provide transit access for designated District participants, including students, faculty, staff, and student guardians.

Under the agreement, the partner organizations collectively fund a transit pass program that provides eligible participants with unlimited access to UTA services. The program has delivered significant transportation, accessibility, and affordability benefits to the Salt Lake City School District community.

DISCUSSION:

UTA staff recommends approving a new Education Pass Agreement for the 2026-2027 school year, through July 31, 2027.

Under the Education Pass Agreement, Salt Lake City School District (Primary Sponsor), Salt Lake City Education Foundation (Secondary Sponsor), and Salt Lake City Corporation (Secondary Sponsor) will provide a transit

pass to each eligible student, faculty member, and staff member, as well as one additional pass per student household for use by a student’s parent or guardian. The maximum number of authorized users under the agreement will be 50,000.

The value of the Education Pass Agreement for the 2026-2027 school year is \$544,913. The value was determined using UTA’s standard pricing methodology, which considers the number of authorized users, estimated usage, and the types of services expected to be utilized.

The funding responsibility will be as follows:

Salt Lake City School District: \$216,265

Salt Lake City Education Foundation: \$94,000

Salt Lake City Corporation: \$234,648

CONTRACT SUMMARY:

Contractor Name	Salt Lake School District, Salt Lake Education Foundation & Salt Lake City Corporation
Contract Number	26-F28362
Contract Start/End Dates	August 12, 2026 - July 31, 2027
Total Contract Value	\$544,913

ALTERNATIVES

Do not enter into an agreement and forego revenue and ridership.

FISCAL IMPACT:

The total value of the agreement is \$544,913, with the Salt Lake City School District’s portion totaling \$216,265, the Salt Lake Education Foundation’s portion totaling \$94,000, and Salt Lake City Corporation’s portion totaling \$234,648.

ATTACHMENTS:

- 2026-2027 Contract

This page is an internal Salt Lake City School District form and is not part of the agreement.

Date: 7/9/2026

Education Pass Agreement

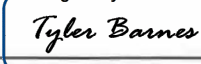
(Document)

Utah Transit Authority

(Contractor)

By signing this document, I attest that I have thoroughly read the attached contract/agreement/memorandum of understanding, and that to the best of my knowledge it accurately reflects:

1. The exact services that the parties have agreed will be provided;
2. The amount of money to be paid for such services;
3. The length of time the parties intend to contract for;
4. The obligations that the district is willing to undertake pursuant to this contract; and/or
5. The expectations of each party.
6. If appropriate, I have consulted with the SCC about the long term implications involved in this contract.
7. **I have or will follow all applicable district procurement policies before any services are rendered under this contract.**

Signed by:	<u>James Yapias</u> (Printed Name)	 (Signature) Principal/Administrator	<u>7/9/2026</u> Date Signed	<u> </u> Notes
Signed by:	<u> </u> (Printed Name)	<u> </u> (Signature) Area Director (if applicable)	<u> </u> Date Signed	<u> </u> Notes
Signed by:	<u>Tyler Barnes</u> (Printed Name)	 (Signature) Director of Purchasing	<u>7/13/2026</u> Date Signed	<u> </u> Notes

****Please return to the Business Administration Office with the document****

Approved – District Legal Counsel:

DocuSigned by:

3286C257C419432...

Date: 7/13/2026

Notes:



There are confidential clauses in this document that may affect the disclosure of this document:

UTA Contract No: 26-F28362

EDUCATION PASS AGREEMENT
Salt Lake School District
Salt Lake Education Foundation
Salt Lake City Corporation

This Education Pass Agreement (this "Agreement") is made effective the 15th day of July, 2026 (the "Effective Date") by and between SALT LAKE SCHOOL DISTRICT and SALT LAKE EDUCATION FOUNDATION, whose address is 406 East 100 South, Salt Lake City, Utah 84111, and SALT LAKE CITY CORPORATION, whose address is 349 South 200 East Suite 150, Salt Lake City, Utah 84114 (hereinafter referred to as the "Sponsor") and UTAH TRANSIT AUTHORITY, a public transit district, whose notice address for purposes of this Agreement is 669 West 200 South, Salt Lake City, Utah 84101, ("UTA").

RECITALS

WHEREAS, UTA is a public transit district providing public transit services within the State of Utah; and

WHEREAS, the Primary Sponsor known as Salt Lake School District is an institution of education with students, faculty and employees who are commonly located at one or more campus facilities within the public transit district; the Secondary Sponsors include Salt Lake Education Foundation (an organization devoted to supporting the enhancement of educational opportunities in the Salt Lake School District) and Salt Lake City Corporation, a Utah municipal corporation (the Primary Sponsor and Secondary Sponsors are referred to collectively as "Sponsors"); and

WHEREAS, the Sponsors and UTA recognize the benefits of public transit for individuals, institutions, and the community for reducing congestion, improving the quality of air and the environment and limiting the amount of real property set aside or dedicated to motor vehicle uses and parking in urban locations; and

WHEREAS, UTA has implemented an "Education Pass Program" or transit pass program whereby an institution of education agrees to purchase from UTA transit passes on an annual basis for every eligible student, faculty member, or employee at rates discounted from the price of the UTA transit passes as more specifically provided herein; and

WHEREAS, Sponsors desires to participate in the Education Pass Program pursuant to the terms and conditions set forth in this Agreement; and

NOW THEREFORE, Sponsors and UTA hereby covenant and agree to be bound by the terms and conditions set forth in this Agreement, including Exhibits "A," "B," and "C," attached hereto and made a part of this Agreement by this reference.

DEFINITIONS

1. The term "**Authorized User**" includes all students enrolled at Primary Sponsor's school and one pass per student household to be used by a student's parent or legal guardian in accompanying the student to or from school and all faculty and staff employed by Primary Sponsors.
2. The term "**Base Purchase Price**" means the price for each Contract Year as stated in Exhibit A and in accordance with the terms of this Agreement.
3. The term "**Cardholders**" means the Primary Sponsor's Authorized Users who have been issued a Pass in accordance with this Agreement.
4. The term "**Contract Year**" means the term of August 1, 2026, through July 31, 2027, of any school year during the term of this Agreement.
5. The term "**Local Transit Routes**" means regular fixed route bus, bus rapid transit, Streetcar light rail, on-demand, and TRAX light rail routes operated by UTA. Local Transit Routes does not mean UTA's Frontrunner service.
6. The terms "**Pass**" or "**Passes**" means an electronic fare identification card issued by Primary Sponsors or UTA in compliance with this Agreement that is electronically activated and authorized to be used as fare media for UTA transit services in accordance with UTA's EFC Rules and meets UTA's Card Data Format Specifications.
7. The term "**Sponsors**" means the Primary Sponsor and Secondary Sponsor defined on the initial page of this Agreement.

TERMS AND CONDITIONS

1. **Term of Agreement.** The term of this Agreement shall be from the Effective Date to July 31, 2027.
2. **Issuance of Pass.** Primary Sponsor is responsible for issuing Passes in accordance with EFC rules found in Exhibit "B". Primary Sponsor shall not issue a Pass to any person who is not an Authorized User. Prior to issuing a Pass, Primary Sponsor shall confirm the recipient qualifies as an Authorized User; print the recipient's name on the Pass in permanent ink, unless the Pass is owned by Primary Sponsor with no signature strip; and record the recipient's name and corresponding Pass number.
3. **Form of Pass.** Primary Sponsor shall issue electronic fare cards imbedded with micro-chips that are individually numbered on the outside with a unique internal identification number and signature strip for use as Passes. Cards must either be provided by or approved by UTA.
4. **Authorized Users.** The number of Passes provided under this Agreement shall be 50,000 which represents 100% of the Primary Sponsor's students enrolled in classes, 100% of faculty and staff employed by the Primary Sponsor, and one pass per student household to be used by a student's parent or legal guardian in accompanying the student

to or from school. In the event the number of Authorized Users increases more than 10%, the parties agree to renegotiate the financial terms of this contract, which shall be memorialized in a written amendment to this Agreement.

5. **Passes Recognized as Transit Fare.** So long as this Agreement has not been terminated in accordance with Paragraph 11, each Pass issued in accordance with the EFC Rules (See Exhibit "C") and used in accordance with the terms of this Agreement shall be recognized as full fare for Local Transit Routes only, so long as the user of the Pass is eligible under the terms of this Agreement to remain an Authorized User.
6. **Passes are Non-Transferable.** An Authorized User who is a junior high or high school student is required to show valid picture identification in the event he or she is requested to do so by an authorized UTA employee. An Authorized User who is an elementary school student is not required to show valid picture identification.
7. **Primary Sponsor's Control of Issued Passes.** Primary Sponsor shall not furnish, provide, assign, resell or otherwise transfer Passes to any persons or entities that are not Authorized Users under this Agreement. Primary Sponsors agree to furnish to UTA a current roster showing the names of all Authorized Users who have been issued a Pass by Primary Sponsor upon request of UTA at any time during the term of this Agreement. At all times during the term of this Agreement, Primary Sponsor must be able, upon request of UTA, to account for each Pass issued to Primary Sponsor under this Agreement. The obligation under the preceding sentence shall include:
 - a. Primary Sponsor maintaining a record identifying each Pass issued by Primary Sponsor to its Authorized Users, which record shall include the number of each issued Pass and the corresponding Authorized User issued such Pass.
 - b. Printing the Authorized User's name on the Pass in permanent ink prior to issuance to the Authorized User.
 - c. Primary Sponsor being able to produce for inspection, upon request during regular business hours, any Passes purchased by Primary Sponsor which have not been issued to Authorized Users.
 - d. Primary Sponsor being able to identify, by number, any Passes identified as lost or stolen for which replacement Passes have been issued.
8. **Payment for Passes.**
 - a. In consideration of the obligations each party as assumed under the terms of this Agreement, Sponsors shall pay to UTA their applicable Base Purchase Price amount for each Contract Year. The Base Purchase Price shall be due in two (2) equal installments, totaling the Base Purchase Price. UTA shall invoice Sponsors for the first installment no later than August 1, 2026, and no later than February 1, 2027, of the contract year as stated in Exhibit A.

- b. UTA may charge and Sponsors shall pay a one percent (1%) late fee on balances due under this Agreement which remain unpaid within thirty (30) days from the date of the invoice.
9. **Confiscation of Passes and Unauthorized Use of Passes.** UTA has the right to confiscate a Pass at any time (without notice to the Primary Sponsor) from any person who UTA reasonably believes is not an Authorized User. UTA has the right to confiscate any Pass that UTA reasonably believes has been duplicated or altered. UTA reserves the right to pursue claims or demands against, or seek prosecution of, any person who duplicates, alters, or uses the Pass in any unauthorized way. UTA shall not pursue any claims or suits against the Sponsors for any unauthorized use of the Pass, unless: (a) the unauthorized use results from counterfeiting a Pass and the Sponsors had actual or constructive knowledge of such action and Sponsors failed to report such action to UTA within twenty-four (24) hours; (b) the Sponsors falsely certified to UTA the name of a person who is not an Authorized User of Sponsors; or (c) the unauthorized use resulted from Sponsors' gross negligence or willful misconduct. UTA shall have the right to confiscate any and all Passes if UTA believes that the information provided has been falsified by the Sponsors or its authorized representatives, or a Pass has been given knowingly by the Sponsors or its authorized representatives to non-eligible persons.
10. **Indemnification.** Each party hereby agrees to be responsible and assume liability for its own negligent or wrongful acts or omissions or those of its officers, agents or employees to the full extent required by law. The parties acknowledge that UTA, Primary Sponsor, and City are subject to the provisions of the Utah Governmental Immunity Act. None of these parties waive any legal defenses or benefits available to them under applicable law, and both agree to cooperate in good faith in resolving any disputes that may arise under this Agreement.
11. **Termination.** This Agreement shall continue in full force and effect during the term of this Agreement unless it is terminated earlier by either party pursuant to the provisions of this Agreement. Any party may terminate this Agreement in their sole discretion by giving the other party written notice of termination at least ninety (90) days prior to the termination date. If any party terminates the Agreement prior to the end of the term of this Agreement, UTA shall prorate the Base Purchase Price to the termination date. Any portion of the Base Purchase Price paid by Sponsors more than the prorated Base Purchase Price will be refunded by UTA to the Sponsors. Sponsors agree to pay UTA the amount of any prorated Base Purchase Price. UTA agrees to refund to the Sponsors the prorated remaining value of each Pass (as calculated using the Base Purchase Price per Authorized User as identified in Exhibit "A.") No portion of any electronic card media costs will be refunded. Sponsors shall be responsible for all services used prior to termination.
12. **Other Interests.** No person not a party to this Agreement shall have any rights or entitlement of any nature under it.

13. **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto for the term stated and cannot be modified except by written agreement signed by both parties. Neither party shall be bound by any oral agreements or special arrangements contrary to or in addition to the terms and conditions as stated herein.
14. **Notices.** Except as otherwise indicated, notices to be given hereunder shall be sufficient if given in writing in person or by personal delivery, electronic mail, U.S. mail, postage prepaid. All notices shall be addressed to the respective party at its address shown on the initial page of this Agreement or at such other address or addresses as each may hereafter designate in writing. Notices shall be deemed effective and complete at the time of receipt, provided that the refusal to accept delivery shall be construed as receipt for purposes of this Agreement.
15. **REPRESENTATION REGARDING ETHICAL STANDARDS FOR CITY OFFICERS AND EMPLOYEES AND FORMER CITY OFFICERS AND EMPLOYEES:** Salt Lake Education Foundation represents that it has not: (1) provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity; (2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, or brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; (3) knowingly breached any of the ethical standards set forth in the city's conflict of interest ordinance, Chapter 2.44, Salt Lake City Code; or (4) knowingly influenced, and hereby promises that it will not knowingly influence, a city officer or employee or former city officer or employee to breach any of the ethical standards set forth in the city's conflict of interest ordinance, Chapter 2.44.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth herein. The individual signing on behalf of each party represents that he or she is authorized to sign on behalf of such party.

SALT LAKE EDUCATION FOUNDATION

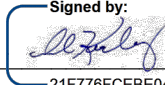
By:  Date: 7/13/2026
DocuSigned by: AC4C738DD812483...

Name: James E. Yapias

Title: Director Development

Salt Lake Education Foundation

SALT LAKE SCHOOL DISTRICT

By:  Date: 7/14/2026
Signed by: 21F776FCEBE044F...

Name: Alan Kearsley

Title: Business Administrator

SALT LAKE CITY CORPORATION

By: _____

Name: _____

Title: _____

Approved as to form

By: _____ Date: _____

Name: Allison Parks

Title: Deputy City Attorney

Attest and countersigned

By: _____

Name:

Title: City Recorder's Office

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth herein.

UTAH TRANSIT AUTHORITY

By: _____ Date: _____

Name: Jay Fox

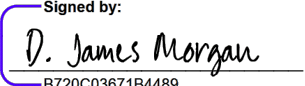
Title: Executive Director

By: _____ Date: _____

Name: Viola Miller

Title: Chief Financial Officer

Approved as to Form

By:  Signed by: D. James Morgan Date: 7/30/2026
B720C03671B4489...

Name: D. James Morgan

Title: UTA Legal Counsel

EXHIBIT "A"
BASE PURCHASE PRICE

Organization	Year	Price
Salt Lake School District (Primary Sponsor)	2026-27	\$216,265
Salt Lake Education Foundation (Secondary Sponsor)	2026-27	\$94,000
Salt Lake City Corporation (Secondary Sponsor)	2026-27	\$234,648
Total	2026-27	\$544,913

Fare Recognition Level: ☒Local

EXHIBIT "B"
PASS PROGRAM SETUP

Contract Administrator

Name: _____

Email: _____ Phone: _____

Billing Contact

Name: _____

Primary Email: _____

Secondary Email
(Accounting or HR): _____

Preferred Invoice Method Select one: Email: ☐ Mail: ☐

Attn: _____

Street: _____

City/State: _____

Zip: _____

Transit Coordinator

Name: _____ Phone: _____

Email: _____

Transit Coordinator

Name: _____ Phone: _____

Email: _____

Transit Coordinator

Name: _____ Phone: _____

Email: _____

****Additional Coordinators may be submitted separately to passprograms@rideuta.com**

EXHIBIT "C"

PASS PROGRAM GUIDELINES AND RULES

TRANSIT COORDINATOR

Primary Sponsor must designate a Transit Coordinator ("TC") that will oversee the pass program administration. The TC will be trained by UTA staff on how to use the UTA Partner Web Site where card management functions are to be performed. TC's are responsible for training staff how to issue, activate, deactivate and replace cards.

PROCUREMENT OF PASSES

To request cards, send an email to passprograms@rideuta.com and indicate the quantity of cards and the date needed by.

Primary Sponsor can elect to provide their own cards as long as the intent is to integrate electronic contactless technology into a picture identification card or building access badge. Primary Sponsor should work closely with UTA to ensure that the cards are compliant with the UTA card data format specification. For a copy of the format specification contact your account representative.

ISSUANCE OF PASSES

Primary Sponsor is responsible for issuing cards and is responsible to complete the following upon issuance:

- Confirm the recipient qualifies under this agreement
- Print the recipient's name on the card in permanent ink, unless card is owned by Primary Sponsor with no signature strip
- Ensure recipient understands the cardholder rules:
 - a. Bus – Tap as you board. Tap as you exit.
 - b. TRAX – Tap as you enter the platform. Tap again as you leave the platform.
 - c. FrontRunner – Tap as you enter the platform. Tap again as you leave the platform
- Record the recipient's name and the card number issued to them (see record keeping below)

RECORD KEEPING

Primary Sponsor is required to maintain the following card issuance records:

- The name of each recipient and the corresponding card number, including any replacement cards.
- The card numbers of all unissued cards.

REQUESTS FOR ELECTRONIC TAP DATA

According to Utah Code 17B-2a-815(3)(a), UTA can only provide limited tap data to Primary Sponsor. To access reports currently available, go to UTA's partner website at

www.tap2rideuta.com and click on reports. If you need data not provided on the partner website email passprograms@rideuta.com with your request and someone will contact you.

COST OF PASSES

UTA will provide electronic cards to pass program participants at no charge. If Primary Sponsor and UTA determine a card cost is necessary, it will not exceed \$3.00 per card which may be passed onto the cardholder.

RETURN OF UNUSED CARDS

Unused cards should be returned to UTA, and UTA may demand the return of such cards if this agreement is terminated.

CUSTOMER SERVICE

TC's are supported by UTA's Product Development and Sales team and are assigned specific account representatives to assist as needed. TC's are expected to be the primary contact for cardholders.

If a cardholder experiences card related issues and contacts UTA's customer service team, they will be directed back to the TC for assistance. UTA's customer service team can assist and help cardholders with issues such as basic trouble shooting and answering questions about riding UTA service.

CARD REPLACEMENTS

Electronic cards are meant to be retained by the cardholder and reused.

Primary Sponsor is responsible for replacing cards that are lost, stolen, defective, or otherwise require replacement. The preferred method for card replacements is using the 'replace card' functionality on UTA's partner website at www.tap2rideuta.com. For more information on how to replace a card refer to the UTA Partner Web Site User Guide provided during training.

TAPPING

Primary Sponsor is responsible for ensuring that cardholders are made aware of UTA's requirement to "tap-on" and "tap-off" at designated readers when riding UTA services. Failure to do so may result in a citation or fine to the cardholder pursuant to UTA Ordinances.

CARD CARE

It is important to protect the cards from damage. The card will not work if sensitive wires inside are broken. Do not punch holes, bend, keep in excessive heat or do anything to the card that could damage it. For the card to be read properly on electronic card readers do not have your card against other plastic cards, metal objects or electronic devices. Otherwise, it will interfere with the card signal causing the card not to be read or to be read improperly.



U T A

Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: Viola Miller, Chief Financial Officer
PRESENTER(S): Brian Reeves, Associate Chief Financial Officer
Monica Howe, Fares Director

TITLE:
Pass Program Operating Process for Fare Contracts with Institutional Partners

AGENDA ITEM TYPE:
Discussion

RECOMMENDATION:
Information item for discussion.

BACKGROUND:

UTA offers a variety of transit pass programs through contractual partnerships with schools, employers, non-profits, event organizers, and other organizations across the Wasatch Front. These programs provide affordable, convenient, and scalable access to public transportation for targeted user groups, helping to reduce barriers to transit use, expand mobility options, and support regional transportation objectives.

UTA's fare contracts and transit pass programs support the agency's goals of growing and increasing ridership while maintaining sound financial stewardship. Through structured governance framework, UTA develops fare solutions that foster long-term partnerships, encourage transit use, and ensure accountability to the public and its stakeholders.

DISCUSSION:

The administration of fare pass programs involves a variety of operational activities, including contract negotiation, program implementation, and ongoing account management. These activities require coordination across multiple stakeholders and external partners to ensure compliance with program requirements and for effective access to UTA transit services. Accordingly, the administrative load associated with managing fare pass agreements is an important consideration in the overall governance of these programs.

UTA staff seeks to review the role of Commission approval within the fare pass contract execution process to ensure the agency can effectively serve customers while maintaining appropriate oversight. Although the current process enhances transparency, governance, and visibility into partnership agreements, it may also increase administrative complexity and extend contract execution timelines.

As fare pass programs continue to evolve, staff proposes the Commission consider modifications to the approval process that would preserve accountability while improving efficiency and responsiveness to customers and partner organizations.

FISCAL IMPACT:

Not applicable.

ATTACHMENTS:

None



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: David Wilkins, Assistant Attorney General
PRESENTER(S): David Wilkins, Assistant Attorney General

TITLE:
Proposed Bylaws Revisions

AGENDA ITEM TYPE:
Discussion

RECOMMENDATION:

Agency Staff and Counsel recommend that the Commissioners review the revised bylaws and provide feedback. Staff and Counsel will incorporate feedback as appropriate in finalized bylaws for adoption as soon as the September 2026 meeting of the Transit Commission.

BACKGROUND:

The Utah Public Transit District Act empowers the Transit Commission of the Utah Transit Authority to enact bylaws as a governing document. At the first meeting of the Transit Commission on July 15, 2026, the Commission adopted an initial set of bylaws, but comments from multiple Commissioners indicated they wanted to make additional amendments/revisions.

DISCUSSION:

Staff and Counsel reviewed feedback from Commissioners and incorporated suggested edits into a draft copy of the revised bylaws. This is a discussion item to review those revisions, as well as additional staff-suggested revisions. After Commissioners provide any additional feedback at this meeting, a finalized version of the bylaws may be adopted by the Commission at the September 2026 meeting.

FISCAL IMPACT:

There is no fiscal impact to this discussion item.

ATTACHMENTS:

Draft Bylaws with proposed revisions to date

BYLAWS OF THE UTAH TRANSIT AUTHORITY

ARTICLE I — ORGANIZATION

Section 1. Creation.

The Utah Transit Authority (the “Authority”) was created pursuant to the Utah Limited Purpose Local Government Entities - Special Districts Act, Title 17B, Chapter One – and the Utah Public Transit District Act, Chapter 2a, Part 8 of the Utah Code Annotated 1953, as amended (the “Act”), and is a large public transit district organized under the laws of the State of Utah. Beginning July 1, 2026, the Authority is governed by a Transit Commission, which may hereinafter be referred to as the Commission and its appointees shall be referred to as Commissioners. The Authority is comprised of the Commission, Officers, management, and employees. The Authority is a political subdivision of the State of Utah with those powers specifically granted in the Act and with implied powers necessary to carry out the objectives and purposes of a public transit district.

Section 2. Duties.

A. Commissioners and Officers of the Authority shall act in the best interest of the Authority and in accordance with the Constitutions and laws of the United States of America and the State of Utah, the Act, these Bylaws, and adopted Authority policies.

B. Commissioners and Officers of the Authority have a duty to exercise due care, to act with reasonable skill and diligence, and to perform the duties of their office honestly, faithfully, and to the best of their abilities.

C. Commissioners and Officers of the Authority have a fiduciary duty to the entire transit district. They have a duty of loyalty and shall articulate and consider the interests of constituencies in the district and take actions based on the best interest of the entire transit district. Each Commissioner

serves and represents the whole of the Authority and does not represent a specific geographic portion of the Authority.

D. Commissioners and Officers of the Authority have a duty to comply with the conflict of interest provisions described in Title 63G, Chapter 24, Part 3, and shall complete any required annual Financial Disclosure Report, sign any required annual Code of Conduct form, provide prompt disclosure of conflicts of interest, and recuse themselves from discussing or voting on issues for which they have a conflict of interest.

E. Commissioners and Officers of the Authority have a duty to comply with the State of Utah Government Records Access and Management Act and to maintain records consistent with applicable retention schedules adopted by the Authority (Utah Code Title 63G, Chapter 2).

F. Commissioners and Officers of the Authority have a duty to comply with the Utah Open and Public Meetings Act (Utah Code Title 52, Chapter 4).

G. Commissioners and Officers of the Authority have a duty to comply with the State of Utah Public Officers' and Employees' Ethics Act (Utah Code Title 67, Chapter 16) and other ethics or conflict of interest requirements applicable to the Authority.

H. Commissioners and Officers of the Authority have a duty to comply with the Utah Public Transit District Act (Utah Code Title 17B, Chapter 2a, Part 8) and other applicable provisions of the Limited Purpose Local Government Entities - Special Districts Act.

~~I.~~ Commissioners and Officers of the Authority have a duty to maintain the confidentiality of non-public information obtained in their official capacities. They shall not disclose or improperly use non-public information for actual or anticipated personal, economic, or political gain, or for the actual or anticipated personal, economic, or political gain of any other person. They shall not rely on

non-public information obtained in an official capacity to acquire a pecuniary interest in any property, transaction, or enterprise.

~~J.I.~~ _____

~~J.~~ ~~Each~~ Commissioners and Officers of the Authority shall perform stakeholder engagement and reporting obligations, as required by the Act. Commissioners shall coordinate stakeholder engagement with Transit Commission Office staff as outlined in Commission procedures.

Section 3. Oath of Office.

The oath of office shall be given to all Commissioners, Officers of the Authority, and Officers appointed by the Executive Director before commencing the duties of the office. Oath of office records must be filed by the Secretary in the official governing records of the Authority.

Section 4. Indemnification.

Commissioners and Officers of the Authority shall be defended by the Authority against any action, suit, or proceeding arising from an act or omission alleged to have been committed within the scope of official capacity with the Authority to the full extent allowed by applicable law.

Section 5. Attendance.

Each Commissioner is expected to serve faithfully, attend all meetings, and perform other assignments in compliance with these Bylaws, ~~Commission~~ Authority policies, and applicable law.

Meeting attendance will be shared with all appointing authorities as part of regular reporting practices.

Section 6. Conflicts of Interest; Disclosures; Recusal; Ethics Complaints.

A. Commissioners shall promptly disclose any actual or potential conflict of interest in the manner required by applicable law, these Bylaws, and Authority policy. A Commissioner who has a conflict of interest shall recuse himself or herself from participating in discussion or voting on the

matter when recusal is required by law or when recusal is necessary to preserve the integrity of Commission action.

B. Commissioners shall complete any financial disclosure report, code of conduct certification, or similar ethics-related filing required by applicable law or Authority policy. Commissioner disclosures shall be reviewed and maintained in accordance with applicable law, GRAMA, and Authority records retention requirements.

C. Ethics complaints involving a Commissioner shall be reviewed or referred in accordance with applicable law and Authority policy. Nothing in these Bylaws limits the authority of an appointing official or other authorized body to address Commissioner conduct as provided by law.

D. The Commission may adopt additional Commission-level ~~or~~ administrative procedures governing Commission business processes, disclosures, recusals, ethics complaints, and related matters, provided such procedures are consistent with these Bylaws and applicable law.

ARTICLE II — THE TRANSIT COMMISSION

Section 1. Qualifications, Appointment, Number and Terms of Office.

The required number of Commissioners, the terms of office, qualifications, the process of appointment to the Commission, and the process for filling vacancies shall all be as set forth in the Act, as amended.

Section 2. Powers.

The Commission shall have the powers provided in the Act, these Bylaws, ~~Commission policies~~, and other applicable law. The powers and duties of the Commission replace any powers and duties of a board of trustees stated in Utah Code Section 17B-1-301 to the extent provided in the Act. The Commission does not exercise day-to-day administrative or operational authority except as expressly provided by law.

The Commission shall perform the duties required by the Act, including the following:

- A. approval of the annual budget;
- B. approval of interlocal agreements with local jurisdictions;
- C. approval of the strategic long-range transit plan proposed by the Executive Director;
- D. adoption of ordinances and bylaws;
- E. review and recommendation of bond proposals;
- F. direction to conduct an annual independent financial audit and internal audits determined to be most critical to the success of the organization;
- G. ~~annual audit responsibilities~~ required financial reporting; ~~audit direction, and~~
- H. required stakeholder engagement, including with metropolitan planning organizations, councils of government, municipalities and counties within the transit district, as required by the Act; and
- I. approval of contracts for reduced fare, ticket as fare, or other fare events. -

Section 3. Compensation.

Commissioners may not receive compensation or benefits for service on the Commission but may receive the per diem rate described in Utah Admin. Code §R25-5-4 and local travel expenses in accordance with the Act and applicable state rules for attendance at regularly scheduled Commission meetings, and other meetings and events as designated and approved by the Chair of the Commission.

Section 4. Voting Rights and Quorum.

Each Commissioner may cast one vote on all questions, orders, resolutions, and ordinances coming before the Commission. Any four Commissioners constitute a quorum for the transaction of Commission business. Except as otherwise provided in these Bylaws or applicable state law, a majority

vote or more of a quorum is sufficient to carry any order, resolution, ordinance, or proposition before the Commission. No single Commissioner or less than a quorum can bind the Commission.

ARTICLE III — AUTHORITY OFFICERS AND STAFF

Section 1. Officers.

The Officers of the Authority shall consist of all Commissioners, the Executive Director, Secretary, Treasurer, Comptroller, Internal Auditor, and other officers, assistants, and deputies considered necessary as provided in the Act.

Section 2. Appointment of Officers.

The Chair of the Commission shall be designated by the Governor of the State of Utah, and the Commission may select one Commissioner as Vice Chair to act in the Chair's absence. The Commission shall appoint an appropriate Authority staff member as the Secretary. The Executive Director shall be appointed by the Governor as provided in the Act. The Executive Director shall appoint the Treasurer, Comptroller, Internal Auditor, and other officers and employees as provided in the Act. Officers of the Authority may temporarily delegate their responsibilities during a short-term absence in a manner consistent with the Act, these Bylaws, and applicable Authority policy.

Section 3. Responsibilities of Officers.

A. Commission Chair.

The Chair shall: preside at all Commission meetings; coordinate with the Executive Director regarding Commission agendas; establish the duration and timing of public comment; and perform

other duties assigned by the Act, these Bylaws, or Commission action. The Commission may appoint a Vice Chair via majority vote of the Commission. The Vice Chair may be removed or replaced in the same manner in which they were appointed.

B. Secretary.

The Secretary shall maintain the official governing records of the Authority; attest to all resolutions, ordinances, bylaws, ~~policies~~, or orders passed by the Commission or Committees; and shall ensure that all necessary documents are filed with appropriate entities.

C. Treasurer.

The Treasurer shall be appointed by the Executive Director as provided in the Act. The Treasurer shall serve as custodian of all money, bonds, or other securities of the Authority, except to the extent the Commission appoints a separate custodian for funds and securities under Authority control as permitted by the Act and shall ensure that the Authority complies with the requirements of the State of Utah Money Management Act.

D. Comptroller.

The Comptroller shall be appointed by the Executive Director, meet the minimum requirements of the Act, and oversee the Authority's accounting and financial reporting.

E. Internal Auditor.

The Internal Auditor shall be appointed by the Executive Director, meet the minimum requirements of the Act, and objectively review the Authority's key processes and related internal controls; evaluate and improve the Authority's risk management, control, and governance processes; and report audit results and recommendations as required by the Act. The Internal Auditor shall also serve as the Authority's Ethics Officer and investigate complaints of ethical violations. The Internal

Auditor must operate within the scope of responsibility outlined in an Internal Audit Committee Charter ~~as prescribed in Article IV of these Bylaws~~. The Executive Director may appoint and supervise the Internal Auditor, but termination of the Internal Auditor for cause shall require the concurrence of the Chair and Vice Chair of the Commission unless otherwise required by law.

Section 4. Appointment of Staff.

The Executive Director shall hire qualified individuals, appoint officers and employees not otherwise appointed as provided in the Act, supervise Authority employees, and establish compensation and performance expectations for Authority officers and employees in accordance with applicable law and Authority policy.

Section 5. Removal of Officers.

Commissioners shall serve as provided in the Act. The Executive Director may be removed pursuant to the terms of the Act. The Secretary may be removed by a majority vote of the Commission. The Treasurer and Comptroller may be removed by written notice of the Executive Director. The Internal Auditor may be removed in accordance with the Act and Section 36 of this Article.

~~Section 9. Voting Rights and Quorum.~~

~~Each Commissioner may cast one vote on all questions, orders, resolutions, and ordinances coming before the Commission. Any four Commissioners constitute a quorum for the transaction of Commission business. Except as otherwise provided in these Bylaws or applicable State law, a majority vote or more of a quorum is sufficient to carry any order, resolution, ordinance, or proposition before the Commission.~~

ARTICLE IV — EXECUTIVE DIRECTOR

Section 1. Powers.

The Executive Director shall have all of the powers, duties, and responsibilities granted and imposed by the Act. The Executive Director shall manage and direct the operations of the Authority and supervise Authority employees as provided in the Act. In the event the position of Executive Director is vacant, the position shall be filled as provided in the Act. Duties include, as applicable:

A. Provide leadership and management of the Authority's administrative operations, executive team, officers, and employees;

B. prepare and present required reports to the Commission;

C. prepare and present the annual budget to the Commission for approval;

D. prepare and propose the strategic long-range transit plan required by the Act, in consultation with the Commission and other stakeholders as required by law;

E. report to the Commission regarding progress on the Authority's strategic long-range transit plan and other matters requiring Commission oversight;

F. develop and implement ~~internal district~~ Authority policies consistent with the Act, these Bylaws, and applicable law;

~~F.G.~~ present contracts for reduced-fare, ticket-as-fare, and other fare event contracts to the Commission for approval;

~~G.H.~~ manage the Authority's contracts, procurement, grants, fares, investments, financial administration, operations, facilities, services, and other administrative functions as provided by law;

~~H.I.~~ coordinate with political subdivisions, metropolitan planning organizations, councils of governments, the Department of Transportation, and other stakeholders as required by the Act; and

~~I.J.~~ fulfill all other powers, duties, and responsibilities assigned to the Executive Director by the Act, these Bylaws, and applicable law.

Section 2. Compensation.

The salary and other terms of the Executive Director shall be governed by the Act.

Section 3. Removal of Executive Director.

The removal of an Executive Director shall be governed by the Act.

ARTICLE V — COMMITTEES

Section 1. Committees.

The Commission may establish standing or ad hoc committees (“Committees”) deemed appropriate and shall designate their functions. Committees shall be established, amended, or disbanded by adoption of a Commission resolution at a duly noticed Commission meeting. Committees shall meet as needed or as determined by the Commission Chair and, once established, by the Committee chair. Committee meetings shall be open to the public and subject to the Utah Open and Public Meetings Act. Members of Committees shall be appointed by the Commission Chair and serve at the pleasure of the Commission Chair. Committees shall support Commission governance responsibilities and shall not assume administrative authority assigned to the Executive Director.

~~Section 2. — Audit Committee.~~

~~The Authority establishes an Audit Committee to support the Commission in directing the Internal Auditor to conduct audits determined to be most critical to the organization and to hear reports from the Internal Auditor and external auditors. The composition of the Audit Committee shall be established by Commission resolution or charter, with agreement of the Executive Director. The Audit Committee shall function under the terms of an adopted charter, which it shall review annually.~~

ARTICLE VI — MEETINGS OF THE TRANSIT COMMISSION

Section 1. Open and Public Meetings.

All meetings of the Commission and Commission Committees shall be open to the public, unless closed pursuant to Utah Code §52-4-204, and shall comply with the State of Utah Open and Public Meetings Act. The Commission shall hold public meetings at least monthly and receive public comment as required by the Act.

Section 2. Meeting Schedule and Agenda.

At the beginning of each fiscal year, the Commission shall establish a regular meeting schedule by resolution. The Commission may conduct public meetings at various locations throughout the Authority's service area as provided in the Act. The agenda is set through coordination between the Executive Director and the Chair of the Commission. Additional agenda items may be added with the support of three or more Commissioners in a written request to the Chair of the Commission. Request shall be made no later than 21 days before a scheduled Commission meeting.

Section 3. Special Meetings.

The Chair of the Commission shall call Special Meetings of the Commission, as necessary and in accordance with Utah Open and Public Meetings Act.

Section 4. Notice of Meetings.

Notice of all regular meetings, special meetings and emergency meetings of the Commission shall be by electronic means to Commissioners at electronic mail addresses as shown in the records of the Authority. Notice of emergency meetings shall be given to Commissioners at least twenty-four (24) hours before the meeting, if possible. In the event twenty-four (24) hour notice is not possible, each Commissioner shall receive the best notice which practicably can be given. Notice for emergency meetings may be oral, written, or electronic. Notices of meetings shall contain the date, time, place,

and an agenda for the meeting. Notice of meetings shall be posted on the Utah Public Notice Website and provided to constituent entities as required by the Act.

Section 5. Minutes of Meetings.

Minutes of meetings shall be prepared and available to the public as required by the Utah Open and Public Meetings Act.

Section 6. Electronic Attendance at Meetings.

A Commissioner may attend a meeting via electronic means if:

A. The Commissioner provides twenty-four (24) hours advance notice to the Chair. A Commissioner attending a meeting electronically shall be counted as present for purposes of a quorum and may fully participate and vote. Only one Commissioner is required to be physically present at an anchor location for meetings that other Commissioners attend electronically; or

B. The Chair of the Commission determines an electronic meeting is necessary due to substantial risk to health and safety as authorized in the Utah Open and Public Meetings Act.

Section 7. Order of Business.

The business of all meetings of the Commission shall be transacted as far as practicable in the order of business set forth in the agenda. At any meeting where a new Commissioner is to take the oath of office and be seated, such ceremony shall be conducted prior to the determination of a quorum.

ARTICLE VII — CONDUCTING BUSINESS

Section 1. Resolutions, Orders, Ordinances, and Motions — Vote Recorded.

Every formal action by the Commission shall be taken by the passage of a resolution, order, ordinance, or motion by the Commission. The vote of the Commission on each ordinance or resolution shall be by roll call vote with each affirmative and negative vote recorded. All other actions of the Commission may be taken by acclamation with each affirmative and negative vote recorded unless

otherwise required by law. The Commission may not adopt an ordinance unless the ordinance was introduced at least forty-eight (48) hours before adoption. Proposed resolutions, agreements, and ordinances ~~shall may~~ be forwarded to each Commissioner by electronic means at least ~~twenty-four (24)~~five (5) calendar days~~hours~~ before the resolution, agreement, or ordinance is presented for adoption, unless a different time is required by law. All resolutions and ordinances passed by the Commission shall be authenticated as soon as practicable after their passage by the signature of the Chair and attested to by the Secretary and kept in the official records of the Authority. A record of meetings of the Commission shall be made and retained as provided by law.

Section 2. Adoption and Amendment of Bylaws.

These Bylaws may be adopted and amended by resolution and an affirmative vote by a majority of the Commission.

Section 3. Fiscal Year.

The fiscal year of the Authority shall commence on ~~January~~July 1 and end on ~~December~~June 30~~4~~ of each calendar year, unless otherwise changed by the Commission via resolution.

Section 4. Principal Place of Business.

The principal place of business for the Authority, and the location of all offices and departments, shall be determined and published in accordance with applicable law. The Secretary shall publish the location of the principal place of business in the Government Entity Database maintained by the Division of Corporations of the State of Utah.

Section 5. Budget.

The Executive Director of the Authority shall prepare and submit an annual budget for the consideration of the Commission each year in compliance with applicable law. After analyzing the proposed budget the Commission shall adopt a final annual budget prior to the end of each fiscal year.

Section 6. Audit Reports.

A. Annual Audit.

The Commission shall cause an annual audit of the Authority's financial statements to be conducted in accordance with generally accepted auditing standards following the end of each fiscal year and in compliance with the Act. The audit shall be performed by an independent certified public accounting firm ~~selected by the Commission~~. The auditor shall provide a signed auditor's opinion as to the fair presentation of the financial position of the Authority and the results of Authority operations and changes in its financial position for the fiscal year ended. The audit shall be made available in compliance with the Act.

B. Other Audits.

The Commission ~~may~~ shall cause audits other than the annual audit to be made, which shall be made available in compliance with the Act. If requested by the Executive Director, the Commission ~~may~~ shall direct the Internal Auditor to conduct an audit of an internal issue as provided in the Act.

These revised Bylaws were approved this ____ day of _____, 2026.

Chair, Transit Commission

Secretary of the Authority

Approved as to Form:

Assistant Attorney General
Counsel to the Utah Transit Authority.

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
11-14-2018	R2018-11-01 (11-28-2018)	Adopted new Bylaws to reflect legislative changes to the Public Transit District Act and UTA governance (SB136 - 2018 Legislature); replaces Bylaws previously approved in R2017-02-01.
06-12-2019	R2019-06-01 (06-19-2019)	Adopted revised Bylaws that: a) updated Local Advisory Council (LAC) naming b) provided for short-term delegation of authority by Board or LAC Officers c) clarified duties of the Board Chair, Audit Committee, and Internal Auditor d) provided criteria for LAC member reimbursement of expenses d) removed Pension Committee from Bylaws to be governed by Board Resolution.
11-29-2023	R2023-12-09 (12-20-2023)	Adopted revised Bylaws that: a) clarified duties of Board, LAC and Officers of the Board b) added Oath of Office requirement for chief level officers c) removed Committee on Accessible Transportation from Bylaws to be governed by Charter approved by the Board d) updated OPMA electronic meeting requirements e) removed roll call vote requirement for LAC.
N/A	R2025-05-03 (05-28-2025)	Updated based on SB174 of the 2025 Utah Legislative Session including a) revised appointment or removal of Authority Officers, including the Executive Director's appointment of the Treasurer and Comptroller, b) removed Local Advisory Council consultation requirements for Bylaw changes and investment of funds, c) added procedure for the Executive Director to request an internal audit; and e) clarifying language.
N/A	<u>CR2026-07-01</u> <u>(*07-15-2026)</u>	Updated based on SB197 of the 2026 Utah Legislative Session including a) removal of all references to the now-dissolved Board of Trustees and Local Advisory Council, b) inclusion of the Utah Transit Commission and its Duties, c) revision of the new duties of the Executive Director, and d) any other changes to comply with law.
<u>N/A</u>	<u>CR2026-XX-XX</u> <u>(MM/DD/2026)</u>	<u>Updated to incorporate Transit Commissioner requested revisions including: XXX</u>



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: Nichol Bourdeaux, Chief Planning and External Relations Officer
PRESENTER(S): Jaron Robertson, Planning Director
Megan Waters, Community Engagement Director

TITLE:
Planning and External Relations - Engagement Processes

AGENDA ITEM TYPE:
Discussion

RECOMMENDATION:
N/A

BACKGROUND:

Public outreach and engagement are fundamental to how UTA plans Utah's transportation future, prioritizes long-term transit investment, and makes service decisions. These efforts provide critical insight into community needs, rider experiences, local priorities, and potential impacts before plans, programs, and investments are brought forward for Commission consideration. UTA then evaluates that local input with a broader regional context to help make deliberate, transparent, and balanced decisions that advance transit for the state.

DISCUSSION:

UTA staff will provide an overview of three significant engagement processes that are currently underway or scheduled to begin in the coming months: the Strategic Long-Range Transit Plan, UTA's Title VI analysis, and the 2027 budget development process. Each outreach effort will include public engagement activities to educate and solicit valuable feedback.

UTA is beginning the process of updating its **Strategic Long-Range Transit Plan**, moving from UTA Moves 2050, adopted in 2024, to UTA Moves 2055, which is anticipated for adoption in 2027. The update will evaluate key planning elements, including project costs, phasing and prioritization, future transit networks, corridor preservation, facility needs, scenario analysis, and cost-effectiveness. Public outreach is expected to occur in fall 2026 and spring 2027, with additional input gathered through regional workshops. The UTA Transit

Commission will participate in engagement activities throughout the process and will ultimately consider the updated plan for approval, as required by statute.

As a recipient of federal funding, UTA is required to submit a **Title VI Program** to the FTA every three years that outlines UTA's policies, practices, and efforts to ensure UTA is equitable in delivering transportation services. The program was updated in June of this year and includes a required public input process and analysis of major service changes that must be presented and approved by the Commission.

UTA's budget development and adoption process also requires public engagement prior to approval by the Commission.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Links to:

- [Utah Transit Authority Long-Range Transit Plan UTA 2023-2050 <https://www.rideuta.com/-/media/Files/Projects-and-Studies/Long-range/UTA_Moves_2050_Nov2024.pdf>](https://www.rideuta.com/-/media/Files/Projects-and-Studies/Long-range/UTA_Moves_2050_Nov2024.pdf)

https://www.rideuta.com/-/media/Files/Projects-and-Studies/Long-range/UTA_Moves_2050_Nov2024.pdf

- [UTA 2025 Title VI Program Update <https://www.rideuta.com/-/media/Files/About-UTA/Title-Six/2025_TitleVI_Program.pdf>](https://www.rideuta.com/-/media/Files/About-UTA/Title-Six/2025_TitleVI_Program.pdf)

https://www.rideuta.com/-/media/Files/About-UTA/Title-six/2025_TitleVI_Program.pdf



U T A

Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
THROUGH: Jay Fox, Executive Director
FROM: Viola Miller, Chief Financial Officer
PRESENTER(S): Viola Miller, Chief Financial Officer

TITLE:
UTA Financial Forecast Introduction

AGENDA ITEM TYPE:
Discussion

RECOMMENDATION:
Informational report for discussion

BACKGROUND:
UTA's long-term financial planning process provides a structured framework for evaluating the agency's future financial position and supporting informed policy and investment decisions. The process integrates operating and capital forecasts, anticipated revenues, expenditure trends, service plans, capital needs, debt obligations, and other key financial assumptions over a 10-year horizon.

DISCUSSION:
This discussion will introduce the Transit Commission to UTA's approach to long-range financial planning, including how the plan is developed, the assumptions and information used, how frequently it is updated, and how it supports decisions regarding financial sustainability, service delivery, and capital investment. The current 10-year forecast will be used to illustrate the process and UTA's projected financial outlook.

ALTERNATIVES:

n/a

FISCAL IMPACT:

n/a

ATTACHMENTS:

None



U T A

Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
FROM: Carlos Braceras, Commissioner of UDOT
PRESENTER(S): Carlos Braceras, Commissioner of UDOT

TITLE:
FrontRunner 2X Program

AGENDA ITEM TYPE:
Discussion

RECOMMENDATION:
Informational report for discussion

BACKGROUND:
UTA and UDOT are expanding commuter rail service along the Wasatch Front to increase capacity and meet Utah's growing transit demands.

The Utah Department of Transportation (UDOT) has oversight over fixed guideway capital development projects, such as FrontRunner 2X, and UDOT and UTA work in coordination to implement these project plans.

DISCUSSION:
UDOT will present information regarding the progress of the FrontRunner 2X project and what it means for the future of transit in communities in the Transit District. This project will implement double tracking in 11 strategic locations, add one new station, realign track in one location, and add 10 new train sets along the FrontRunner line. These upgrades will enhance reliability, cut wait times in half, and by 2050, travel times for FrontRunner are expected to outperform I-15 travel times.

FISCAL IMPACT:
N/A

ATTACHMENTS:

None



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Transit Commission

Date: 8/12/2026

TO: Transit Commission
FROM: Chair Mike Caldwell
PRESENTER(S): Chair Mike Caldwell

TITLE:

Chair Discussion Items

- Commission Work Session
 - Wasatch Front Regional Council (WFRC) Appointments
-

AGENDA ITEM TYPE:

Discussion

RECOMMENDATION:

Discuss topics proposed by the Commission Chair.

DISCUSSION:

Chair Mike Caldwell will present information and lead discussion on the following topics:

- Commission Work Session - discussion will center around whether there is a need for a Commission Work Session and the logistics of such a session.
 - WFRC Appointments - WFRC opens committee seats to various other organization members. Chair Caldwell will present recommendations for filling seats designated for Transit Commissioners.
-

FISCAL IMPACT:

N/A

ATTACHMENTS:

None
