Utah Transit Authority

Transit Commission

MEETING MINUTES - Final

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: 8/12/2026

Signed by:
Mike Caldwell
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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