



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Final

669 West 200 South
Salt Lake City, UT 84101

Wednesday, January 25, 2023

9:00 AM

FrontLines Headquarters

Present: Chair Carlton Christensen
Trustee Beth Holbrook
Trustee Jeff Acerson

(Trustee Jeff Acerson joined the meeting virtually.)

Also attending were UTA staff and interested community members.

1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 9:01 a.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Alisha Garrett, UTA Chief Enterprise Strategy Officer, delivered a brief safety message.

4. Public Comment

In-Person/Virtual Comment

Virtual public comment was made by Sherry Van Mondfrans. Ms. Van Mondfrans requested information as to why loaded buses were held in the Brighton loop for four hours. She expressed frustration with the lack of access to food, water, and facilities, and requested an investigation into the report she filed with UTA customer service - CFR 222991.

Online Comment

All online public comment received was distributed to the board for review in advance of the meeting and is included in Appendix A to these minutes.

5. Consent

a. Approval of January 11, 2023 Board Meeting Minutes

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to approve the consent agenda. The motion carried by a unanimous vote.

6. Reports**a. Executive Director's Report**

- **Employee Memorial - Andrew Bates**
- **Transit Day on the Hill**
- **State Recognition - Dale Brady**
- **2022 Ridership**

Employee Memorial - Andrew Bates

Jay Fox, UTA Executive Director, was joined by Cherryl Beveridge, UTA Chief Operating Officer, and Dave Filby, UTA Manager of Right of Way Assets. Mr. Filby memorialized Andrew "Drew" Bates, UTA Rail Maintenance Supervisor, who passed away in December 2022.

Transit Day on the Hill

Mr. Fox mentioned UTA's participation in Transit Day on the Hill, and opined it was a good opportunity for UTA leadership and other transit agencies to interact with legislators.

State Recognition - Dale Brady

Mr. Fox reported UTA Operator Dale Brady, who achieved the remarkable milestone of driving a bus 4 million miles accident free, was recognized by the Utah State Legislature.

2022 Ridership

Mr. Fox indicated he would provide detailed information on 2022 ridership when the final data is available. He cited a few service-related statistics through November 2022, such as:

- Systemwide ridership was up 31%
- Subsidy per rider improved 25.9%
- Avoidable bus accidents improved 28.7%
- Miles per service interruption on FrontRunner improved 14%

Mr. Fox said during December, when weather was a significant challenge, FrontRunner service was 91% on time and TRAX performance was similar.

Chair Christensen requested an update in the next meeting on the concern raised by Ms. Van Mondfrans.

Martin Luther King, Jr. Award to Carlton Christensen

Mr. Fox yielded the floor to Trustees Holbrook and Acerson who commented on Chair Christensen's receipt of the Martin Luther King, Jr. Award and presented him with a small token of appreciation for his service to the community.

Steve Wright, UTA Communications Director, read a tongue-in-cheek poem

commemorating Chair Christensen's love for building.

b. Government Relations and Legislative Update

Shule Bishop, UTA Government Relations Director, reported UTA is closely collaborating with its community partners on shared initiatives.

He thanked Representative Kay Christofferson for arranging the legislature's recognition of UTA Operator Dale Brady and expressed appreciation to the other transit agencies participating in Transit Day on the Hill.

Mr. Bishop went on to discuss two bills sponsored by Senator Wayne Harper:

- SB 84 Housing and Transit Reinvestment Zone Amendments, which clarifies housing and transit reinvestment zone (HTRZ) objectives, among other things
- SB 27 S3 Transportation Revisions, which clarifies roles between UTA and the Utah Department of Transportation (UDOT), refines policy related to station area plans, and includes a provision addressing cost of living salary adjustments for trustees

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to support Senate Bill 84 Housing and Transit Reinvestment Zone Amendments and Senate Bill 27 Transportation Revisions in their current iterations. The motion carried with a unanimous vote.

c. Pension Committee Report

Bill Greene, UTA Chief Financial Officer, mentioned the pension committee met recently and discussed the downturn in the market. He noted Cambridge, the third party contractor hired to manage the pension fund, is repositioning the portfolio to include private equities and prepare for changes in the market.

Discussion ensued. Questions on accounting responsibilities and Cambridge's recommendations on pension fund management were posed by the board and answered by Mr. Greene and Trustee Acerson.

7. Contracts, Disbursements and Grants

a. Contract: Bus Stop Shelter Procurement (Brasco International, Inc.)

David Hancock, UTA Director of Capital Development, was joined by G.J. LaBonty, UTA Manager of Customer Experience. Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, joined the meeting virtually. Mr. Hancock requested the board approve a \$2,545,300 contract with Brasco International, Inc. for bus stop shelters. The contract has a four-year base term with a one-year option. Pricing on the contract is for the base term only. Additional board approval will be required if staff elects to exercise the option.

Discussion ensued. Questions on bus stop shelter location prioritization, replacement schedule, replacement style, and shelter retirement schedule were posed by the board and answered by staff.

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

b. Contract: Secondary (Disaster Recovery) Data Center Server and Data Storage Replacement (CVE Technologies Group, Inc.)

Kyle Brimley, UTA IT Director, requested the board approve a \$305,960.92 contract with CVE Technology Group, Inc. for data storage system hardware and associated licensing.

Discussion ensued. A question on the inclusion of installation costs was posed by the board and answered by Mr. Brimley.

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

c. Contract: Task Ordering Agreement for TOD Station Area Planning Consultant Pool B (Mott MacDonald, LLC)

Jordan Swain, UTA Transit-Oriented Development Project Manager, requested the board approve a task ordering contract with Mott MacDonald, LLC to assist in station area planning, as funds become available. Any task order for this contract over \$200,000 will be brought to the board for approval. Also, if the task order total exceeds \$600,000, additional board approval will be required.

Discussion ensued. A question on infrastructure planning was posed by the board and answered by Mr. Swain.

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

d. Contract: Forty Foot Bus Order Through Piggyback on Washington State Contract (Gillig, LLC)

Kyle Stockley, UTA Rail Infrastructure Project Manager, was joined by Jesse Rogers, UTA Vehicle Procurement & Commissioning Administrator - Bus. Mr. Rogers requested the board approve a notice to proceed authorizing a bus order that piggybacks on the Washington State contract with Gillig LLC in the amount of \$29,975,312. The order includes 12 compressed natural gas (CNG) buses and 38 clean diesel buses.

Discussion ensued. Questions on the piggyback decision and CNG replacements (i.e., over clean diesel) were posed by the board and answered by staff.

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

e. Change Order: Electric Buses and Charging Equipment 2nd Order for Charging Equipment (Gillig, LLC)

Hal Johnson, UTA Manager of Project Research & Development, was joined by Mr. Rogers. Mr. Johnson requested the board approve a \$1,734,082 change order to the contract with Gillig, LLC for electric bus charging equipment. The total contract value, including the change order, is \$45,967,578.

Discussion ensued. Questions on charging equipment costs and installation and public-private partnership collaboration were posed by the board and answered by staff.

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

f. Change Order: Retirement Plan Services Agreement Modification No. 001 - Term Extension (Milliman, Inc.)

Kim Shanklin, UTA Chief People Officer, requested the board approve a \$720,000 modification to the contract with Milliman, Inc. for retirement plan services through January 31, 2025. The total estimated contract value, including the modification, is \$2,220,000.

Discussion ensued. A question on the need for a two-year extension was posed by the board and answered by Ms. Shanklin.

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

g. Change Order: Investment Management Agreement Modification No. 002 - Term Extension (Cambridge Associates, LLC)

Ms. Shanklin requested the board approve a \$510,000 modification to the contract with Cambridge Associates, LLC for pension investment fund management services through December 31, 2023. The total estimated contract value, including the modification, is \$3,012,938.

Discussion ensued. Questions on the extension of the contract term were posed by the board and answered by Ms. Shanklin.

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

h. Change Order: TIGER Program Change Order No. 74 - Provo Overhead Pedestrian Bridge Project Cost Increase (Granite Construction)

[Note: The Transportation Investment Generating Economic Recovery (TIGER) program of projects consists of multiple community betterment projects, including the pedestrian bridge discussed in today's meeting.]

Mr. Hancock was joined by Grey Turner, UTA Manager of Civil Engineering & Design. Mr. Turner requested the board approve a \$4,571,872 change order to the contract with Granite Construction for cost increases on the Provo overhead pedestrian bridge project. The total contract value for the Provo Bridge project, including the change order, is \$8,646,228. The total contract value including this change order and all TIGER projects to date is \$40,315,311.

Discussion ensued. Questions on project funding and timeline were posed by the board and answered by staff.

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

8. Budget and Other Approvals

a. UTA Policy - UTA.05.04 Administrative Employee Compensation Program

Ms. Shanklin reviewed the policy, which updates the administrative salary structure for the agency. The methodology changes are intended to bring UTA's salary structure in line with best practices resulting in improved transparency and understanding, greater internal equity between jobs within a salary grade, and continued focus on labor market data to ensure competitive salaries. The policy also introduces a salary grade minimum, midpoint, and maximum for all jobs within a paygrade. The 2023 salary structure redesign is slated for adoption during the February 8, 2023, board meeting.

Discussion ensued during which the trustees expressed support for the updated compensation structure.

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

b. TBA2023-01-01 - Technical Budget Adjustment - FTE Request for Facilities Development Team

Mr. Greene was joined by Paul Drake, UTA Director of Real Estate & Transit-Oriented Development. Mr. Drake explained the technical budget adjustment, which adds two full-time employees to the real estate department to support development of a facilities master plan and related administration.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that TBA2023-01-01 - Technical Budget Adjustment - FTE Request for Facilities Development Team be approved. The motion carried by a unanimous vote.

Chair Christensen called for a break at 10:37 a.m.

The meeting reconvened at 10:47 a.m.

9. Discussion Items**a. Station Area Plans**

- **Farmington Frontrunner**
- **1300 South TRAX**
- **Lehi Frontrunner**

Mr. Drake was joined by Mr. Swain. Mr. Drake said staff would defer discussion on the 1300 South TRAX station area plan to a later date. He then expressed appreciation to Mr. Swain, who is leaving employment at UTA for another opportunity.

Mr. Swain provided information on the Farmington FrontRunner and Lehi FrontRunner station area plans (SAPs) and associated recommendations. In Farmington, the recommendation is to convert 264 Park-and-Ride stalls to a transit-oriented development. In Lehi, the recommendations are to convert 300 Park-and-Ride stalls to a transit-oriented development; reconfigure the bus loop to allow integration of a future bus rapid transit (BRT) route; and develop 200 affordable housing units, 270,000 square feet of office space, and 47,000 square feet of retail space.

Discussion ensued. Questions on the postponement of approval of the 1300 South TRAX station area plan, parking demand in Farmington, express bus transfers in Farmington, collaborative efforts with Thanksgiving Point area developers in Lehi, and impact of a possible selection of light rail as a mode of choice for the development in Lehi were posed by the board and answered by staff.

b. 2023-2027 UTA Five-Year Service Plan Final Draft Update

Eric Callison, UTA Manager of Service Planning, was joined by Megan Waters, UTA Community Engagement Director. Mr. Callison introduced the UTA Five-Year Service Plan (5YSP) development process. Ms. Waters then spoke about community engagement efforts and summarized public comment related to the plan. Mr. Callison went on to describe anticipated changes for years 2023-2027. He also touched on “vision” items, which consist of proposed service additions beyond the timeline and fiscal constraints of the 5YSP. He concluded by outlining the plan approval timeline.

Discussion ensued. Questions on provision of public comment to the Local Advisory Council, possibility of increasing service incrementally as new operators are hired, and timeframe for decisions on southwest Utah County Park-and-Ride locations were posed by the board and answered by staff. Chair Christensen requested an evaluation of southbound service past 9800 South on Redwood Road into Utah County to service the Park-and-Ride locations that will be located there. The trustees recommended increasing communication with municipalities to foster a better understanding of steps that can be taken to increase transit propensity.

c. Discretionary Grants Update

Tracy Young, UTA Grants Director, was joined by Alma Haskell, UTA Grants

Development Administrator. Ms. Young highlighted discretionary grants awarded to UTA, which include:

- Federal Transit Administration (FTA) Transit-Oriented Development Planning - Midvalley Connector (\$360,000)
- Fiscal Year 23 West Side Express Transit Infrastructure Grant Appropriation (\$3.5 million)

She then listed the grant applications awaiting selection.

Discussion ensued. A question on the timeline for grant award decisions was posed by the board and answered by Ms. Young. It was clarified the grant submission for rail replacement vehicles was made to the FTA and not the Federal Railroad Administration.

10. Other Business

- a. Next Meeting: Wednesday, February 8th, 2023 at 9:00 a.m.

11. Adjourn

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 11:55 a.m.

Transcribed by Cathie Griffiths
Executive Assistant to the Board Chair
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/808233.html> for entire content.

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

Approved Date: 02/08/2023

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Carlton J. Christensen
Chair, Board of Trustees

Appendix A
Online Public Comment

From George Chapman:

I am interested in the electric bus buy. I like but urge recognition that up to 67% of electric bus bought in the last few years are out of service.