

**Minutes of the Meeting
of the
Board of Trustees of the Utah Transit Authority (UTA)
held remotely via phone or video conference
and broadcast live for the public via YouTube
December 2, 2020**

Board Members Participating:

Carlton Christensen, Chair
Beth Holbrook
Jeff Acerson

Also participating were members of UTA staff and members of the media.

Call to Order and Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 9:09 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

Safety First Minute. Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

Public Comment. Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. (No online public comment was received for the meeting.)

Oath of Office. The oath of office was administered to Jeff Acerson, UTA Trustee.

Consent Agenda. The consent agenda was comprised of:

- a. Approval of November 11, 2020 Board Meeting Minutes
- b. Approval of November 11, 2020 Public Hearing Meeting Minutes

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Agency Report.

Ski Service Start Up. Carolyn Gonot, UTA Executive Director, was joined by Eddy Cumins, UTA Chief Operating Officer. Mr. Cumins indicated ski service is now available to all Salt Lake County resorts, with the exception of Solitude, which will begin on December 7, 2020. He mentioned additional safety precautions are being taken due to the pandemic, including limiting passenger loads to 20 people. UTA is making a significant effort to provide ski service information to the public.

Discussion ensued. A question on rider perception of the public health adjustments for ski service was posed by the board and answered by Mr. Cumins.

Real-Time Transit Infrastructure and Rolling Stock Condition Assessment

Demonstration Program Grant. Ms. Gonot was joined by Hal Johnson, UTA Manager of Project Development & Systems Planning. Ms. Gonot announced UTA's receipt of a \$338,155 grant from the Federal Transit Administration as part of its Real-Time Transit Infrastructure and Rolling Stock Condition Assessment Demonstration Program. Mr. Johnson said the agency plans to partner with the University of Utah and Autofill to use infrared scanning to monitor defects in rail track and tie structure.

Discussion ensued. A question on the use of infrared scanning technology was posed by the board and answered by staff.

Clean Cities Award. Ms. Gonot congratulated Mr. Johnson and his team on receipt of a Clean Cities Award related to the agency's work with alternative fuels.

Resolutions.

R2020-12-01 Resolution Approving the Capital Project Plan for the Midvalley

Connector Bus Rapid Transit Project. Mary DeLoretto, UTA Chief Service Development Officer, explained the resolution, which approves the capital project plan for the Midvalley Connector bus rapid transit (BRT) project. She noted the plan was previously approved and recommended to the board by the UTA Local Advisory Council (LAC).

A motion to approve R2020-12-01 was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Acerson, and Chair Christensen.

Ms. Gonot added the agency intends to apply for a Small Starts grant for this project.

R2020-12-02 Resolution Adopting the Authority's 2021-25 Capital Plan. Ms. DeLoretto summarized the resolution, which adopts the authority's 2021-2025 Five-Year Capital Plan. She mentioned the plan was reviewed by the UTA LAC and recommend to the board for approval.

A motion to approve R2020-12-02 was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Acerson, Trustee Holbrook, and Chair Christensen.

R2020-12-03 Resolution Approving the Amended Charter for the Community Advisory Committee. Megan Waters, UTA Community Engagement Manager, outlined key modifications to the charter for the Community Advisory Committee (CAC).

Discussion ensued. Questions on committee numbers, committee composition, and general sentiments among members of the CAC were posed by the board and answered by staff. Trustee Acerson proposed public recognition for CAC members who suggest ideas that are implemented by the agency.

A motion to approve R2020-12-03 was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Acerson, and Chair Christensen.

R2020-12-04 Resolution Adopting the 2021 ECO Pass Fare Structure of the Agency. Monica Morton, UTA Fares Director, summarized the resolution, which sets parameters for the execution of ECO pass agreements.

Discussion ensued. Questions on the new pass fare structure compared to former pass fare structure, revenue projections, and pricing flexibility based on ridership trends were posed by the board and answered by staff. Trustee Holbrook requested regular updates to the board on the ECO pass program.

A motion to approve R2020-12-04 was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Acerson, Trustee Holbrook, and Chair Christensen.

R2020-12-05 Resolution Authorizing the Financing of Transit Vehicle Through Equipment Lease-Purchase Agreements; and Related Matters. Emily Diaz, UTA Financial Services Administrator, explained the resolution, which authorizes the execution of vehicle lease-purchase agreements with an aggregate principal amount of not more than \$12,590,000 with interest at a rate not to exceed 2.5%.

Discussion ensued. A question on the lease timespans was posed by the board and answered by staff.

A motion to approve R2020-12-05 was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Acerson, and Chair Christensen.

Contracts, Disbursement, and Grants.

Contract: Software Maintenance Agreement (Oracle JD Edwards/Mythics). Dan Harmuth, UTA IT Director, was joined by Dave Snyder, UTA Enterprise Applications Manager. Mr. Harmuth requested the board approve a five-year software maintenance agreement with Oracle JD Edwards/Mythics in the amount of \$1,030,862.78.

Discussion ensued. A question on the specific products included in the agreement was posed by the board and answered by staff.

A motion to approve contract was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously.

Contract: Merchant Services (Chase Paymentech). Todd Mills, UTA Sr. Supply Chain Manager, requested ratification of a contract with Chase Paymentech in the total amount of \$329,500.

Discussion ensued. Questions on the basis of current and future contract pricing were posed by the board and answered by staff.

A motion to ratify the contract was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Change Order: Snow Removal Services Extension (Roth Landscaping). Eddy Cumins, UTA Chief Operating Officer, was joined by Kevin Anderson, UTA Facilities Maintenance

Manager. Mr. Cumins asked the board to approve a change order to exercise the first one-year option on the contract with Roth Landscaping for snow removal services. The change order total is \$150,687, which brings the total contract value to \$602,747.

A motion to approve change order was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously.

Change Order: TDX 3.0 Upgrade – Light Rail and Commuter Rail (Modern Communication Systems). Mr. Cumins was joined by Dave Hancock, UTA Director of Asset Management, and Jared Scarbrough, UTA Manager – Systems Engineering. Mr. Hancock requested approval of a \$3,408,261 change order to the contract with Modern Communication Systems (MCS) for an upgrade to the TDX train dispatching software for both light rail and commuter rail systems. The change order brings the contract total to \$4,621,707.

Discussion ensued. It was noted that Modern Communications Systems recently changed its name to Modern Railway Systems. The contract will be adjusted to reflect this change.

A motion to approve change order with the name change adjustment was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Pre-Procurement. Mr. Mills was joined by Mr. Hancock. Mr. Mills said the agency intends to procure the following:

- i. On-Call Infrastructure Maintenance

Discussion ensued. Questions on the type of infrastructure addressed by the procurement and traffic signal integration were posed by the board and answered by staff.

Grant Application: Public Transportation COVID Research Demonstration Grant Program – E-Vouchers (Federal Transit Administration). Ms. DeLoretto was joined by Ryan Taylor, UTA Coordinated Mobility Manager. Ms. DeLoretto informed the board that the agency submitted a grant application to support a second phase of the electronic voucher (e-voucher) system program. Phase 2 of the e-voucher program will include enhanced functionality for agencies, clients, and drivers including functionality for commercial transportation options such as transportation network companies

(TNCs) and electronic public transit fare purchases. The grant request was for \$508,200 with an in-kind match of \$30,000, bringing the total project cost to \$538,200.

Discussion ensued. Questions on the connection to previous work with Cambridge Analytics, integration with transportation network companies for persons with disabilities, and integration with UTA's microtransit were posed by the board and answered by staff.

Service and Fare Approvals.

Fare Agreement: Ski Bus Agreement (SMHG Management/Powder Mountain). Ms. Morton asked the board to approve a one-year ski bus agreement with SMHG Management/Powder Mountain. The contract has an estimated value of \$57,500.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Fare Agreement: Ski Bus Agreement (Snowbasin). Ms. Morton asked the board to approve a one-year ski bus agreement with Snowbasin. The contract has an estimated value of \$46,300.

A motion to approve the fare agreement was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously.

Fare Agreement: Ski Bus Agreement (Sundance). Ms. Morton asked the board to approve a one-year ski bus agreement with Sundance. The contract has an estimated value of \$7,300.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Fare Agreement: Ski Bus Agreement (Davis County). Ms. Morton asked the board to approve a one-year ski bus agreement with Davis County. The contract has an estimated value of \$82,025.

A motion to approve the fare agreement was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously.

Fare Agreement: Ski Bus Agreement (Morgan County). Ms. Morton asked the board to approve a one-year ski bus agreement with Morgan County. The contract has an estimated value of \$6,881.

Discussion ensued. A question on the cost to Morgan County was posed by the board and answered by staff.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Fare Agreement: Ski City Super Pass Agreement (Visit Salt Lake). Ms. Morton asked the board to approve a ski pass agreement with Visit Salt Lake. The contract has an estimated value between \$15,000 and \$17,000.

A motion to approve the fare agreement was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously.

Chair Christensen called for a break at 10:26 a.m.

The meeting resumed at 10:36 a.m.

Discussion Items.

UTA Fall 2020 COVID-19 Rider Survey Report. Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Ms. Waters. Ms. Waters delivered a presentation on the results of the fall 2020 COVID-19 rider survey report. The report provided information by demographic segment, including zip code, income, age, race/ethnicity, fare method, and alternative transportation access. Ms. Waters reviewed data on current riders, riding frequency, modes used, public awareness of UTA's pandemic safety measures, reasons why people do not use transit, UTA usage during COVID, general rider outlook, factors influencing intent to ride, rider outlook by mode, and discussion group results.

Discussion ensued. Questions on rider ethnicity representation and inclusion of bus rapid transit in statistics related to bus were posed by the board and answered by staff. Chair Christensen suggested cooperating with the Wasatch Front Regional Council (WFRC) on demand management.

Low-Income Fare Pilot Program – Part 2. Ms. Morton reviewed current UTA low-income programs and discussed opportunities for improving the reduced fare program and incorporating the Horizon program into the low-income program. She then addressed specific gaps in the current low-income program and key considerations for the second phase of the low-income fare pilot.

Discussion ensued. Questions on the timeline for phase 2 implementation, program administration, communication strategies, and information sharing with social service agencies were posed by the board and answered by staff. Trustee Acerson expressed concern regarding the administrative burden of the program. Chair Christensen suggested connecting with the school districts to explore the possibility of targeting communications to families utilizing the free lunch program.

A motion to approve the low-income fare pilot program was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Fare Capping Pilot Program. Ms. Morton reviewed the current FAREPAY program and explained fare capping benefits. She then highlighted key elements of the pilot and next steps.

Discussion ensued during which the trustees expressed support for the pilot.

A motion to approve the low-income fare pilot program was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously.

Other Business.

Next Meeting. The next meeting of the board will take place on December 9, 2020 at 9:00 a.m.


Adjournment. The meeting was adjourned at 11:33 a.m. by motion.

Transcribed by Cathie Griffiths
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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/642871.html> for entire content.

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

Approved Date: December 9, 2020

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Carlton J. Christensen
Chair, Board of Trustees

Appendix A

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UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION

Consistent with provisions of the Utah Open and Public Meetings Act, specifically UTAH CODE § 52-4-207(4), and acting in my capacity as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold and convene electronic meetings of the UTA Board without a physical anchor location:

1. Conducting Board and Board Committee meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. This determination is based upon the following facts, among others:
 - a. The COVID-19 pandemic is ongoing and significant and continued community, person-to-person virus transmission continues to occur in the state of Utah; and
 - b. Federal, state, and local health authorities have adopted guidelines for the general public and businesses which encourage institutions and individuals to take precautions, including limiting in-person interactions and recommending increased virtual interactions.

This written determination takes effect on November 11, 2020, and is effective until midnight on December 11, 2020, (no more than 30 days after the effective date of this Declaration) and may be re-issued by future written determinations of the Chair of the Board at that or any other appropriate time.

Dated this 6th day of November, 2020.

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Carlton Christensen, Chair of the Board of Trustees