



**Minutes of the Meeting
of the
Board of Trustees of the Utah Transit Authority (UTA)
held at UTA FrontLines Headquarters located at
669 West 200 South, Salt Lake City, Utah
February 12, 2020**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also attending were members of UTA staff, as well as interested citizens and members of the media.

Call to Order, Opening Remarks, and Pledge of Allegiance. Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. Following Chair Christensen's opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

Safety First Minute. Chair Christensen yielded the floor to Sheldon Shaw, UTA Director of Safety & Security, for a brief safety message.

Public Comment Period. No in-person public comment was given. It was noted that online comment received for the meeting was distributed to the board prior to the meeting and will be included as an appendix to the minutes of the meeting.

Consent Agenda. The consent agenda was comprised of:

- Approval of January 29, 2020 Board Meeting Minutes

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

Agency Report.

Service Choices. Carolyn Gonot, UTA Executive Director, provided an update on the service choices initiative, which is designed to identify community priorities for bus service and inform UTA's planning process. It is anticipated preliminary service scenarios will be presented at the May Local Advisory Council meeting, followed by public outreach efforts. Formal adoption by the UTA Board of Trustees is tentatively slated for late summer or early fall of 2020.

System Delays. Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer; Bruce Cardon, UTA Commuter Rail General Manager; Cherryl Beveridge, UTA Acting Light Rail General Manager; and Dave Hancock, UTA Director of Asset Management. Mr. Cumins spoke about recent system delays caused by extreme weather and other unforeseen circumstances, such as:

- Broken water main
- Power surge
- Non-UTA car accidents

Mr. Cumins said root causes for each delay have been determined and the agency has identified mitigation plans.

Discussion ensued. Questions on specific actions being taken for improving reliability, performance of different types of switch heaters, and opportunities for improving communications to customers impacted by system delays were posed by the board and answered by staff.

Financial Report – December 2019 Preliminary Statements. Bob Biles, UTA Chief Financial Officer, reviewed the preliminary December 2019 financial report, including the financial dashboard, sales tax collections by county, expense variance by mode, and expense variance by type. Discussion ensued. Questions on fuel cost estimates and long-term liability on benefits accrual were posed by the board and answered by Mr. Biles.

Resolutions.

R2020-02-01 Resolution Declaring Official Intent of the Authority to Reimburse Itself for Certain Capital Expenditures Through Lease Financing. Mr. Biles summarized the resolution, which authorizes the agency to enact the intent to reimburse provisions

relative to lease financing for capital expenditures as prescribed in federal law. Discussion ensued. Questions on the federal requirements associated with lease financing and items to be leased were posed by the board and answered by Mr. Biles.

A motion to approve R2020-02-01 was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously, with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

R2020-02-02 Resolution Setting Compensation for District Officers and Administrative Employees, and Appointing Officers. Kim Ulibarri, UTA Chief People Officer, described the resolution, which sets the 2020 salary structure for all agency officers and employees. She recommended the text in the body of the resolution be amended to reference that the setting of compensation is specific to administrative employees.

A motion to approve R2020-02-02 with an amendment to reference the setting of compensation is specific to administrative employees was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously, with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

Contracts, Disbursements, and Grants.

Contract: Pass-Through Funds Agreement for Development of a Coordinated and Comprehensive Specialized Transportation Plan (UDOT). Eddy Cumins, UTA Chief Operating Officer, explained the contract, which allows \$250,000 to be transferred from the Utah Department of Transportation (UDOT) to UTA for the development of a comprehensive transportation plan for seniors, persons with disabilities, and other disadvantaged groups. The funds for this initiative were appropriated by the Utah State Legislature during the 2019 legislative session. Discussion ensued. Questions on the area included in the specialized transportation plan and requirements for distributing the plan to other entities in the state were posed by the board and answered by staff.

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

Real Estate Contract: Ogden-Weber State University Bus Rapid Transit Right-of-Way Parcel Acquisition (Carriage Cleaners). Paul Drake, UTA Sr. Manager of Real Estate & Transit-Oriented Development, described the contract for the purchase of property located 3205 Harrison Boulevard in Ogden. The property, which is being purchased at its appraised value of \$650,400, is needed for right-of-way for the Ogden-Weber State

University bus rapid transit project. Discussion ensued. Questions on the type of environmental issue at the site and confidence in the evaluation of the extent of the environmental contamination at the site were posed by the board and answered by staff.

A motion to approve the real estate contract was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously.

Change Order: Project Management Services Contract Extension (WSP USA, Inc.). Mary DeLoretto, UTA Acting Chief Service Development Officer, explained the change order, which extends the contract with WSP USA, Inc (WSP) by one year. The original contract had a five-year term with three one-year options. The first one-year option has already been exercised. This change order is for the second one-year option. Ms. DeLoretto indicated a request for proposal (RFP) for this type of work will be issued later this year. Ms. Gonot clarified that the issuance of an RFP may not preclude the agency from exercising a third one-year option on the WSP contract, as some overlap may be needed to ensure continuity of work. Discussion ensued. A question on how the agency would be billed if a third one-year option was exercised was posed by the board and answered by staff.

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

Pre-Procurement. Todd Mills, UTA Sr. Supply Chain Manager, was joined by Dave Schroeder, UTA Sr. Organizational Development Consultant, and David Wilkins, Assistant Attorney General. Mr. Mills indicated the agency intends to procure the following products and services:

- New Learning Management System Software
- Outside Legal Counsel Panel

Discussion ensued. A question on the types of services included in the legal counsel panel was posed by the board and answered by staff.

Discussion Items.

2020 Budget Amendment Number 1. Mr. Biles indicated sales tax revenues for 2019 were higher than anticipated, increasing the base for the sales tax estimates included in the agency's 2020 budget. Subsequently, staff is proposing the operating budget be increased by \$479,000, with new funds being allocated to the following:

- Point of the Mountain Study

- Future of Light Rail Study
- Service Choices
- Tooele Valley Transit Feasibility Study

Mr. Biles noted that adjustments are also being made in the capital budget for the purposes of carrying over funds from projects not completed in 2019, incorporating funding contributions by third parties, and/or reallocating funds from contingency for the following projects:

- Sharp/Tintic Railroad Connection
- Northern Utah County Double Track
- 650 South TRAX Station
- Paxton Avenue TRAX Crossing

Discussion ensued. Questions on funding for the 650 South TRAX Station, need for improvements at the Paxton Avenue TRAX crossing, and funding for the northern Utah County double track were posed by the board and answered by Mr. Biles.

Chair Christensen called for a break at 10:02 a.m.

The meeting resumed at 10:10 a.m.

Government Relations and Legislative Priorities Update. Shule Bishop, UTA Government Relations Director, highlighted conversations with members of the Utah State Legislature related to the transportation voucher program funded during the 2019 legislative session, proposed legislation related to the Point of the Mountain Alternatives Analysis, and a proposal for a state rail plan. Brief discussion ensued. A question clarifying the reach of the voucher program was posed by the board and answered by Mr. Bishop.

Discussion Items (continued).

Woods Cross Station Area Plan. Mr. Drake was joined by Kevin Leo, UTA TOD Project Specialist I. Mr. Drake presented a station area plan for Woods Cross Station, and described the study area, public outreach, change scenarios, preferred scenario, and recommendations for implementing the plan. Discussion ensued. Questions on the distance from park-and-ride lots to the station and where the city is in its process for evaluating the plan were posed by the board and answered by staff.

UTA Fare Policy. Monica Morton, UTA Fares Director, outlined the proposed UTA fare policy. The policy addresses the fare system as a whole and includes topics such as

pricing, future adjustment, complimentary passes, and administration. Discussion ensued. Questions on inflation adjustments to pass contracts, categories for bulk purchase passes, potential impacts on fare revenue, optimal timing for implementing fare adjustments, flexibility to incorporate new fare media, impact on the deployment of smart fareboxes, and effect on the low income fares pilot were posed by the board and answered by staff.

Chair Christensen suggested producing a single schedule for all fares and fees. Trustee Millington requested the fare structure be simple. Ms. Gonot said the new fare structure should be in place before the 2020-21 ski season.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, February 26, 2020 at 9:00 a.m.

Closed Session. Chair Christensen indicated there was a need for a closed session to discuss collective bargaining. A motion for a closed session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board entered closed session at 11:00 a.m.

Open Session. A motion to return to open session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously and the board returned to open session at 11:32 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/587101.html> for entire content.

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

Appendix

Online Public Comment
to the
Board of Trustees of the Utah Transit Authority (UTA)
Board Meeting
February 12, 2020

Received February 4, 2020 from George Chapman:

Bus stops should not be away from corners. Bus stops away from corners encourage jaywalking and have contributed to several deaths.

UTA can significantly help reduce dangerous rider actions by moving bus stops closer to corners, especially when there are transfer routes. UTA keeps moving bus stops away from corners which makes riders work to use UTA. That is not the way a service oriented entity should work.

Also, several times I have asked to allow the 200 bus going to North Temple Station to stop at the bottom of the hill. Now that the Temple reconstruction is underway, and the eastbound North Temple stop is closed, it is important that the bus driver be allowed/told that they can stop and let out passengers at the bottom of the hill.
