



**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  
April 29, 2020**

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

Also participating were members of UTA staff.

---

**Call to Order and Opening Remarks.** Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m.

**Public Comment.** 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.

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

**Consent Agenda.** The consent agenda was comprised of:

- a. Approval of April 15, 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 Update.** Carolyn Gonot, UTA Executive Director, was joined by Laura Hanson, UTA Director of Planning. Ms. Gonot provided a brief recap on the service choices project, which was initiated in the spring of 2019 to inform the agency's

planning efforts. There has been significant public engagement on the project, with over 3,500 people providing input. The pandemic caused UTA to pause the initiative, as the outbreak has had a significant impact on service.

With respect to the pandemic, Ms. Gonot said the UTA workforce is dedicated and has remained relatively healthy. Ridership is about 30% of what is typical, and the agency is serving about 40,000 customers per day.

Ms. Gonot noted she has assembled a small internal task force to evaluate options for restoring service when restrictions are lifted. The service choices initiative will inform service adjustments over the next several months.

Ms. Gonot stated the agency will seek approval of a service plan this fall. She committed to providing updates to the board on this effort over the next several months. She also indicated the local advisory council would be informed and involved in the process.

Ms. Gonot concluded by saying staff would be out in the community over the next few days handing out masks in highly utilized areas of the UTA system

Discussion ensued. Questions on the method for determining service adjustments, assessment of routes across the service district, and communication efforts with communities to ascertain growth patterns were posed by the board and answered by staff.

The board indicated they would be willing to participate in the distribution of masks to riders.

**Government Relations Report.** Shule Bishop, UTA Government Relations Director, noted the state legislature recently held a special session. During the special session, House Bill 3008 Rail Fuel Sales Tax Amendments, which was vetoed by the governor after the regular legislative session, was revised and passed. The bill repeals the fuel tax credit given to railroads and channels funds generated by the tax to the Transit Transportation Investment Fund (TTIF) for rail crossing upgrades.

Mr. Bishop mentioned the possibility of another congressional stimulus package, though details are not currently known.

Mr. Bishop said the state may convene and interim session in May, during which assignments will be made for the master study list. It is likely there will also be another special session after state tax commission receives updated numbers. UTA is closely monitoring developments.

Discussion ensued. Questions on opportunities to address UTA’s needs during the interim session and timeline for receiving numbers from the tax commission were posed by the board and answered by Mr. Bishop.

Chair Christensen suggested staff begin preparing now for discussion with legislators regarding the agency’s needs.

**Pension Committee Report.** Trustee Millington remarked on the performance and diversification of UTA’s pension plan. He then spoke about historical trends in the stock market and impacts to the pension fund from the current market conditions. Discussion ensued. Questions on the strategy for managing pension funds and market forecasts were posed by the board and answered by Trustee Millington.

**Investment Report – First Quarter 2020.** Bob Biles, UTA Chief Financial Officer, delivered a report on UTA’s investment yields and benchmark comparisons for the first quarter of 2020. Discussion ensued. A question on trends in the Public Treasurers Investment Fund (PTIF) was posed by the board and answered by Mr. Biles.

**Reserves Action – Authorization of Debt Reduction Reserve and Reallocation of Reserve Funds.** Mr. Biles provided background on the June 2019 reserve policy, which made several changes to UTA’s designated reserves, including the general operating and capital replacement reserves. In its April 8, 2020 meeting, the board discussed recent events that support changes to certain reserve accounts. They recommended the following adjustments:

Reserve *	Policy	12/31/20 Estimate	12/31/20 Revised
<u>Designated Balances:</u>			
General Operating	12% to 18% of budgeted operating expense	38,379,000	57,600,000
Service Stabilization	3% of budgeted operating expense	9,595,000	9,600,000
Capital Replacement	1% of physical assets	10,700,000	45,000,000
Debt Reduction	Savings from bond refundings	<u>87,418,000</u>	<u>30,000,000</u>
Total		\$146,092,000	\$142,200,000

Discussion ensued. Questions on capacity for the reserves to cover high fuel prices and funding mechanisms for the debt reduction reserve were posed by the board and answered by Mr. Biles.

Chair Christensen recommended establishing a mechanism to provide greater security in fuel budgets.

The board instructed Mr. Biles to prepare a resolution to officially establish the debt reduction reserve and bring it to the board for approval at a future meeting.

A motion to authorize a debt reduction reserve account to be held by the Authority and reallocate UTA reserve funds from the proceeds of bond refunding as outlined in the meeting packet was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously.

**Policy Approval – UTA Policy 1.1.11 – Ethics.** Riana de Villiers, UTA Chief Internal Auditor, explained the revisions to policy, which combine several previously existing ethics-related policies into one. She noted significant changes or additions were made to reporting conflicts of interest, gifts, meals, and outside employment. Ms. de Villiers indicated employees would be informed of updates to the policy through formal communication channels, the learning management system, and in-person training.

A motion to approve UTA Policy 1.1.11 – Ethics was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously.

### **Contracts, Disbursements, and Grants.**

**Contract: Computer-Aided Dispatch/Automatic Vehicle Location Sole Source Contract (Talrace, LLC).** Dan Harmuth, UTA IT Director, was joined by Alisia Wixom, UTA IT Project Manager. Mr. Harmuth described the contract, which is for phase 2 software development for an updated computer-aided dispatch (CAD)/automatic vehicle location (AVL) system. The contract value of phase 2 is \$199,980. Talrace, LLC satisfactorily completed work on phase 1 at a value of \$82,500. Discussion ensued. Questions on the reasoning for creating the system in-house, lifespan of the new CAD/AVL system, intellectual property ownership, and capacity for growth within the system were posed by the board and answered by staff.

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

**Contract: Light Rail SD100 Low-Voltage Power Supply Overhaul (LES Services Electro-Tech Inc.).** Eddy Cumins, UTA Chief Operating Officer, was joined by Kyle Stockley, UTA Manager of Vehicle Overhaul & Bus Support. Mr. Cumins explained the contract, which covers the overhaul of 26 low-voltage power supply (LVPS) units for light rail vehicles at a total contract value of \$425,724.

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

**Contract: New Design Bus Stop Signs (Intermountain Traffic Safety).** Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, described the contract, which is for the production of new bus stop signs. The total contract value is \$297,877.32. Discussion ensued. Questions on the portability of signs, adjustments for riders with color blindness, and timeline for installation were posed by the board and answered by Ms. Bourdeaux.

Trustee Holbrook requested a printed timeline for installation of signs across the service district.

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

**Change Order: South Temple and Main Street Curve Replacement – On-Call Maintenance Task Order #102 (Stacy and Witbeck, Inc.).** Mr. Cumins was joined by David Hancock, UTA Director of Asset Management. Mr. Hancock detailed the change order for replacement of the rail at the curve at South Temple and Main Street in Salt Lake City, with work scheduled to take place over Memorial Day weekend. The total change order value is \$705,257. Discussion ensued. A question on the timeline for rebidding the on-call contract was posed by the board and answered by Mr. Hancock.

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

**Revenue Contract: Volkswagen Eligible Mitigation Action Funding Agreement (Utah Department of Environmental Quality).** Mary DeLoretto, UTA Chief Service Development Officer, explained the revenue contract, which awards \$13,079,240 to UTA from the Volkswagen Diesel Emissions Environmental Mitigation Trust for up to

65% of the cost for replacement of 20 diesel vehicles with electric battery-operated vehicles and supporting charging infrastructure. Discussion ensued. A question on the vehicles to be removed from service was posed by the board and answered by Ms. DeLoretto.

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

**Revenue Contract: Professional Services Agreement – Design of 650 South Main Street TRAX Station (Redevelopment Agency of Salt Lake City).** Ms. DeLoretto described the revenue contract, which is for the design of a TRAX station to be located at 650 South Main Street in Salt Lake City. She noted the city will be paying all construction costs on the project.

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

**Pre-Procurements.** Todd Mills, UTA Sr. Supply Chain Manager, was joined by Mr. Stockley and Ms. Hanson. Mr. Mills indicated the agency intends to procure the following:

- i. Police Vehicle Purchase
- ii. SD160 Light Rail Vehicle Door Parts Purchase
- iii. Light Rail Vehicle Seat Replacement
- iv. Bus Plexiglass Barrier Purchase
- v. Design for 650 South Main Street TRAX Station
- vi. Provo to Santaquin Corridor Transit Options Analysis

Discussion ensued. Questions regarding bidding parts for the light rail vehicle doors, testing of light rail vehicle seat replacements, and design of plexiglass barriers were posed by the board and answered by staff.

**Grant Application: USDOT Better Utilizing Investments to Leverage Development (BUILD) Grant Application for Future of FrontRunner First Steps: Double Tracking South Jordan to Draper.** Ms. DeLoretto stated UTA's intention to apply for a BUILD grant to double track the FrontRunner line between the Draper and South Jordan stations and for wayfinding at the South Jordan, Draper, and Vineyard stations. Discussion ensued. A question regarding the impact of the northern Utah County double track project on the grant application was posed by the board and answered by Ms. DeLoretto.

## Discussion Items.

**UTA 2019 Onboard Survey Report.** Ms. Bourdeaux was joined by G.J. LaBonty, UTA Manager of Customer Experience. Mr. LaBonty delivered a presentation detailing the 2019 onboard survey. The federally mandated survey collects data from UTA riders in areas such as gender, age, race, income, vehicles per household, transportation options available to riders, frequency of use, transfers, and modes of system access and egress.

Discussion ensued. Questions on transfers associated with ed passes, destination location tracking, and maximizing transit access to regional work centers were posed by the board and answered by staff.

Chair Christensen requested a comparison of 2015 to 2019 trip production and attraction.

## Other Business.

**Next Meeting.** The next meeting of the board will be on Wednesday, May 6, 2020 at 9:00 a.m.

**Closed Session.** Chair Christensen indicated there were matters to be discussed in closed session relative to pending or reasonably imminent litigation. A motion to move into closed session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously. Chair Christensen called for a brief recess and indicated the closed session would convene at 11:10 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 11:43 a.m.

**Adjournment.** The meeting was adjourned at 11:44 a.m. by motion.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority  
[cgriffiths@rideuta.com](mailto:cgriffiths@rideuta.com)  
801.237.1945

*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://secure.utah.gov/pmn/sitemap/notice/601365.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  
April 29, 2020**

---

**Received April 27, 2020 from George Chapman:**

comments to UTA Board for Wed. 29 April meeting

I urge UTA to follow HJR301 and not apply for the FrontRunner double tracking grant (and the EIS Pt of the Mt) to be discussed at the April 29 meeting. HJR301 "urges state agencies; state and local government entities; state boards, ...to: limit expenditures to essential costs during the remainder of the fiscal year ....avoid unnecessary spending during the remainder of the fiscal year ...refrain from committing to new or expanded expenditures for the fiscal year". HJR301 was enrolled April 17th.

These proposed projects do not have broad public support and, in these trying times where bus service is cut back 50%, project expenditures should be limited. These projects are unnecessary spending!

Please do not apply for this grant which would require/obligate UTA to spend almost a billion on projects instead of service.

I also remind UTA that there is a very small ridership at times on FrontRunner and UTA should not be spending inordinate amounts on running FrontRunner when passengers are under 50. An express bus is more efficient.

Finally, the Utah Public Notice Website is down and how can I get the epacket for Wednesday's meeting.

---



---

**Received April 28, 2020 from an anonymous constituent:**

Some items of feedback for the items listed on tomorrow's agenda. I don't have all the background but just perspective as a rider.

Computer Aided Dispatch – This will hopefully bring some welcome upgrades. I have noticed sometimes when the little computers on the bus restart or boot up they were using an old version of Windows, hopefully this new version will allow the operating system be current with OS version and security. I like the feature that it can track cars in a train set, this would be helpful if a passenger reports an issue and only sees the car number inside or reports something later and only knew the time and place.

650 South TRAX Design – Hopefully a new station would not slow down travel time for passengers south of this station. Although, it might provide an opportunity to smooth out transfer traffic on the Courthouse platform. Designs could review options for skipping stops for certain lines or encouraging certain direction transfers to use certain platforms.

---