



**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
August 21, 2019**

Board Members Present:

Carlton Christensen, Chair

Beth Holbrook

Kent Millington

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

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 Acting Manager of Safety & Security, for a brief safety message.

Oath of Office – Executive Director Carolyn Gonot. The oath of office was administered to Carolyn Gonot, UTA Executive Director.

Public Comment Period. Public comment was given by Michael Sheffield. Mr. Sheffield mentioned UTA's service choices initiative and expressed support for transit planning that supports increased ridership.

Approval of August 7, 2019 Board Meeting Minutes. A motion to approve the August 7, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Agency Report. Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer. Ms. Gonot reported on her first few days of employment at the agency, including a visit to the Salt Lake

Service Unit bus pull-out on her first day and a customer meet-and-greet event on her second day.

Mr. Cumins spoke about a bus purchase contract with Gillig, which was reduced from 45 buses to 10, with options for purchasing additional buses moved to future years. He noted the reduction came after internal analysis showed that the useful life of other buses already in the fleet could be extended. Brief discussion ensued. A question clarifying the availability of future options was posed by the board and answered by Mr. Cumins.

Financial Report – July 2019. Bob Biles, UTA Chief Financial Officer, was joined by Mr. Cumins. Mr. Biles reviewed the July 2019 Financial Report, which included the financial dashboard, sales tax collections, taxable sales by supersectors, quarterly taxable sales growth, expense variance by mode, and expense variance by type. Discussion ensued. Questions on ridership numbers, manufacturing exemption, tax collections on internet sales, and parts expenses were posed by the board and answered by staff.

R2019-08-04 Resolution Authorizing the Execution of a Certification of Intent to Participate in the Volkswagen Environmental Mitigation Trust Funding Assistance Program for Replacement of Diesel Buses. Mary DeLoretto, UTA Acting Chief Service Development Officer, summarized the resolution, which authorizes execution of a notice of intent to proceed in securing funding from the Volkswagen Environmental Mitigation Trust Funding Assistance Program. UTA was notified it is eligible to receive funding of \$13,079,240 for up to 20 vehicles. Discussion ensued. Questions on which vehicles will be replaced and at which locations were posed by the board and answered by Ms. DeLoretto.

A motion to approve R2019-08-04 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.

Contracts, Disbursements, and Grants.

Amendment 1 to Memorandum of Understanding with University of Utah for Union Building Bus Bays (University of Utah). Ms. DeLoretto was joined by Grey Turner, UTA Senior Program Manager for Engineering & Project Development. Ms. DeLoretto indicated the amendment to the memorandum of understanding reflects a cost increase of \$200,293 to the original task order authorized at \$399,400, with \$200,000 of the cost increase being funded by the University of Utah. Discussion ensued. A question on the timeframe for completion of the project was posed by the board and answered by staff.

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

Change Order: On-Call Maintenance Task Order #85 – University of Utah Union Building Bus Bay Improvements (Stacy and Witbeck). Ms. DeLoretto stated the change order includes a cost increase of \$200,293 to the original task order. Discussion ensued. It was noted an adjustment on the final documents is needed, changing the signatory title from interim executive director to executive director.

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

Contract: Davis Salt Lake City Community Connector Bus Rapid Transit Project Engineering and Design Services (AECOM Technical Services). Ms. DeLoretto described the contract, which includes engineering, design, and environmental services for the Davis Salt Lake City Community Connector Bus Rapid Transit Project, and indicated costs for this portion of the project are covered by \$1.2 million in funding from Davis County.

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

Change Order: Depot District Clean Fuels Technology Center Construction Manager/General Contractor Phase 2 Change Order 2. Ms. DeLoretto indicated the contract is for demolition and hazardous waste abatement of the locomotive building and breezeway connecting UTA headquarters. Discussion ensued. Questions on the project timeline, contractor, and utilities capping were posed by the board and answered by Ms. DeLoretto.

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

Contract: 2019 OnBoard Survey. Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, stated the contract is for a passenger survey required every five years by Title VI regulations. The contract allows UTA to develop a demographic profile comparing minority and non-minority ridership patterns and fare medium usage. Discussion ensued. Questions on the timeline for survey results, integration of results with the August 2020 change day, modes included in the survey, and qualifications of the contractor were posed by the board and answered by Ms. Bourdeaux.

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

Contract: Inventory Parts for a Light Rail Vehicle Pantograph Overhaul (Siemens). Mr. Cumins was joined by Kyle Stockley, UTA Manager of Vehicle Overhaul & Bus Support. Mr. Cumins described the contract, which details the procurement of inventory parts necessary to remanufacture the pantographs on all light rail vehicles. Discussion ensued. Questions on progress on the overhaul program and frequency of pantograph replacements 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.

Contract: Light Rail Vehicle Coupler Quarter Life Overhaul Parts. Mr. Cumins was joined by Mr. Stockley. Mr. Cumins summarized the contract, which is for the procurement of necessary parts for UTA in-house mechanics to perform the quarter life overhaul on the couplers on 77 UTA S70 light rail vehicles. Discussion ensued. Questions on the availability of after-market suppliers and whether parts for this project are part of a joint purchase agreement with other transit agencies 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.

Revenue Contract Amendment: Wheel Truing Services Provided by UTA (Sonoma-Marine Area Rail Transit District). Mr. Cumins was joined by Jeff LaMora, UTA Light Rail General Manager. Mr. Cumins explained the amendment, which authorizes the continued provision of wheel truing services to the Sonoma-Marine Area Rail Transit District (SMART) through June 30, 2020. Discussion ensued. Questions on profit margin, considerations in pricing for the service, and whether wheel truing work is performed for transit agencies in addition to SMART were posed by the board and answered by staff.

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

Pre-Procurement: Bulk Fuel Purchase. Mr. Cumins stated the agency's intent to contract with a bulk fuel provider at all UTA fuel-dispensing facilities. The procurement will allow UTA to assess whether fuel hedging is advantageous over time. Discussion ensued. A question on risks associated with fuel hedging was posed by the board and answered by staff.

Service and Fare Approvals.

Complimentary S-Line Service for Sugar House Backyard Bash Event August 31, 2019.

Monica Morton, UTA Fares Director, indicated the complimentary fare on the S-Line would minimize local traffic and encourage new ridership during the Sugar House Backyard Bash event on August 31, 2019. She noted that in exchange for the complimentary service, UTA would receive a sponsorship marketing package. Discussion ensued. A question on the modes included in the complimentary service was posed by the board and answered by Ms. Morton.

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

Complimentary Bus Service for Peach Days September 7, 2019.

Ms. Morton was joined by Andres Colman, UTA Regional General Manager – Mt. Ogden Business Unit. Ms. Morton said the complimentary service, which is provided in partnership with Brigham City and Box Elder County, would provide shuttle service to more than 3,300 riders during Peach Days on September 7, 2019. Discussion ensued. Questions on the location of the shuttle and UTA marketing opportunities associated with the event were posed by the board and answered by staff.

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

Sponsored Fare by Salt Lake City for Routes 2, 9, and 21.

Ms. Morton spoke about Salt Lake City's desire to sponsor fares on routes with increased service (i.e., routes 2, 9, and 21) to promote ridership. The value of the fare is estimated at \$5,962 per day for all three routes. Discussion ensued. A question on the number of sponsored fare days being negotiated was posed by the board and answered by Ms. Morton.

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

Chair Christensen called for a brief recess at 10:06 a.m.

The meeting resumed at 10:11 a.m.

Discussion Items.

Fourth Amendment of the Authority's 2019 Budget (Operating Reallocation). Mr. Biles was joined by Ms. DeLoretto and Ms. Bourdeaux. Mr. Biles delivered a presentation outlining proposed budget reallocations including:

- From Salt Lake County service (\$1,110,800):
 - Project manager in capital development (\$60,300)
 - Microtransit pilot (\$925,000)
 - Two customer service positions (\$50,100)
 - Customer service software (\$50,000)
 - Bus operations training support specialist (\$25,400)
- Movement of one headcount from legal to supply chain for a procurement and contract specialist (\$36,000)

Discussion ensued. Questions on salaries and benefits, project manager responsibilities, purpose for increase in customer service headcount, customer service structure, and budget reallocations from legal were posed by the board and answered by staff.

Insurance and Risk Management Report. Dave Pitcher, UTA Claims & Insurance Manager, provided a report on compliance to the board's policy on risk management and described various types of insurance coverage carried by the agency. Discussion ensued. Questions on liability policies, self-insurance, bonding for facilities recovery necessitated by catastrophic events (e.g., earthquake), property valuation process, management of rideshare insurance at other agencies, and ERISA bonds were posed by the board and answered by Mr. Pitcher. Chair Christensen suggested evaluating the possibility of hiring rideshare drivers as part-time employees as part of an overall risk management strategy. Trustee Holbrook requested a future update on property and vanpool coverage.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, August 28, 2019 at 9:00 a.m.

Closed Session. Chair Christensen stated there were matters to be discussed in closed session related to a strategy session to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would prevent the public body from completing the transaction on the best possible terms. A motion for a closed session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously and the board moved into closed session at 11:06 a.m.

Open Session. A motion to return to open session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board returned to open session at 12:00 p.m.

Adjournment. The meeting was adjourned at 12:01 p.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/553217.html> for entire content.

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