



**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  
July 10, 2019**

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

**Public Comment Period.** No public comment was given.

**Approval of June 26, 2019 Board Meeting Minutes.** A motion to approve the June 26, 2019 Board Meeting Minutes was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously.

**Closed Session.** Chair Christensen indicated there were matters to be discussed in closed session relative to pending or reasonably imminent litigation. 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 9:04 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 10:10 a.m.

**Agency Report.** Steve Meyer, UTA Interim Executive Director, spoke about progress on UTA's autonomous shuttle pilot. The shuttle has been on public display in Farmington and was moved to the Utah State Tax Commission campus on July 8, 2019.

Following his comments on the autonomous shuttle, Mr. Meyer was joined by Eddy Cumins, UTA Chief Operating Officer, and Dave Hancock, UTA Director of Asset Management. Mr. Cumins spoke about a non-UTA accident that occurred on July 9, 2019 that involved a burning semi-trailer rolling down an embankment onto UTA's FrontRunner track. Despite significant damage, UTA's maintenance of way team repaired the track before the evening commute. Discussion ensued. A question on the semi-trailer driver's status was posed by the board and answered by staff.

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

**Contract: South Salt Lake County Microtransit Pilot (VIA).** Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, was joined by Jaron Robertson, UTA Acting Director of Innovative Mobility Solutions. Ms. Bourdeaux explained the contract, which authorizes a 12-month south Salt Lake County microtransit pilot that will test new mobility solutions utilizing mobility on-demand technologies and transit services. The pilot will operate in the cities of Bluffdale, Draper, Herriman, Riverton, Sandy, and South Jordan.

Discussion ensued. Questions on the nature of the procurement, information exchange, ownership of data, contract terms for the service area, and marketing strategy 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 with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

**Change Order: Light Rail Signal Priority (Pinetop Engineering).** Eddy Cumins, UTA Chief Operating Officer, was joined by Jeff LaMora, UTA Light Rail General Manager. Mr. Cumins summarized the change order, which exercises the first option on a contract that provides professional services for general installation and replacement of components of the light rail transit signal priority system and traffic signal interface.

A motion to approve the change order 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.

**Change Order: Weber Box Elder County Survey (Meridian).** Mary DeLoretto, UTA Capital Development Director, spoke about the change order, which increases the scope of the original contract to include title searches. Discussion ensued. A question on title fees was posed by the board and answered by staff.

A motion to approve the change order 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.

**Change Order: On-Call Maintenance – Project Manager Costs – Task Order #76 (Stacy and Witbeck).** Mr. Cumins was joined by Mr. Hancock. Mr. Cumins explained the change order is part of a three-year on-call maintenance contract and specifically covers costs for project and construction management for 2019. He noted these costs are not included in the other task orders applied to the contract. Discussion ensued. Questions on the time period covered by the change order, work covered, and cost caps were 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 with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

**Change Order: On-Call Maintenance – Blue Line Rail Grade Crossing Replacements – Task Order #79 (Stacy and Witbeck).** Mr. Cumins summarized the change order, which is part of a three-year on-call maintenance contract. The change order covers removal and replacement of the Blue Line light rail grade crossings at 2700 South 201 West and 6960 South 600 West. Discussion ensued. A question clarifying the contract total 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 with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

**Change Order: On-Call Maintenance – Delta Interlocking Trackwork – Task Order #82 (Stacy and Witbeck).** Mr. Cumins indicated the change order is part of a three-year on-call maintenance contract and covers costs associated with the procurement of long-lead materials for the Delta interlocking trackwork.

A motion to approve the change order 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.

**Revenue Contract: Division of Services for People with Disabilities (DSPD).** Cheryl Beveridge, UTA Special Services General Manager, explained the contract, which is for revenues received for transportation services paid by the Center for Medicare & Medicaid Services and passed through DSPD to UTA. Discussion ensued. A question on service providers was posed by the board and answered by staff.

A motion to approve the revenue contract was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

**Revenue Contract: Salt Lake City Hive Pass.** Monica Morton, UTA Fares Director, summarized the contract, which renews the Hive Pass contract with Salt Lake City Corporation.

A motion to approve the revenue contract 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.

**MOU: Tooele Bus Storage Facility (UDOT/FTA).** Ms. DeLoretto explained the memorandum of understanding (MOU), which identifies portions of the project covered by the Federal Transit Administration (FTA) Bus and Bus Facilities grant, UTA-required match, and additional match. It was noted that the grant requires funding be passed through the Utah Department of Transportation (UDOT). Discussion ensued. A question on grant requirements to allocate funds to a specific facility was posed by the board and answered by Ms. DeLoretto.

A motion to approve the MOU 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.

**Grant: DOT BUILD Grant – Vineyard FrontRunner Station Double Tracking.** Ms. DeLoretto spoke about the grant application for a commuter rail station at Vineyard and double tracking of certain segments of the FrontRunner corridor. Discussion ensued. Questions on timing for grant awards and possibility for retroactive reimbursements against the grant were posed by the board and answered by Ms. DeLoretto.

**Pre-Procurement: UTA Operator Uniforms.** Mr. Meyer described the procurement, which is for the purchase of UTA operator uniforms. Discussion ensued. A question on incorporation of uniform committee feedback was posed by the board and answered by Mr. Meyer.

**Pre-Procurement: 2019 Equipment Lease Purchase Financing Services.** Mr. Meyer indicated the procurement is for leasing services for various UTA service vehicles.

#### **Discussion Items.**

**Draft Board Policy – Fares.** Monica Morton, UTA Fares Director, delivered a presentation on fare pricing, purpose of establishing a fare policy, and summary of the proposed board policy on fares. Discussion ensued. Questions on the process for obtaining local advisory council consultation and the difference between the board fare policy and UTA fare policy (the latter of which includes fare pricing) were posed by the board and answered by Ms. Morton.

**Current GRAMA Records Fees.** Auty Dahlquist, UTA Records Manager, delivered a presentation on fees associated with Government Records and Management Act (GRAMA) requests. She provided recommendations for changes to the fee schedule. Discussion ensued. Questions on fee modification recommendations, fax capability, costs for providing digital records, last date video fees were changed, and additional charges for editing video were posed by the board and answered by Ms. Dahlquist. Chair Christensen asked staff to prepare a resolution to revise the GRAMA fee schedule.

**August 2019 Change Day Public Hearing Report and Communications Plan.** Andrea Packer, UTA Communications Director, was joined by Eric Callison, UTA Manager of Service Planning. Ms. Packer and Mr. Callison spoke about public feedback, agency response to public feedback, and communication plans associated with the August 2019 change day. Discussion ensued. Questions on the number of comments received and the timeline for communicating changes were posed by the board and answered by Ms. Packer. Chair Christensen suggested featuring Mr. Callison in the informational change day videos.

**Master Facilities Plan.** Hal Johnson, UTA Manager – Project Development & Systems Planning, delivered a presentation on a project to identify future UTA facilities needs. He provided recommendations, including constructing:

- A bus maintenance facility in south Salt Lake County
- Small end of line light rail facilities
- Small end of line commuter rail facilities

- A centralized rebuild facility for all modes

He also recommended performing a structural analysis on UTA's FrontLines Headquarters and planning for additional administrative growth.

Discussion ensued. Questions on the structural analysis of UTA's FrontLines Headquarters, potential locations for small maintenance facilities, structural analysis of other facilities, structural requirements for future facilities, funding for operator restrooms, and growth capacity at the Meadowbrook facility were posed by the board and answered by Mr. Johnson.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, July 17, 2019 at 9:00 a.m.

**Adjournment.** The meeting was adjourned at 11:51 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

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