



**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  
January 15, 2020**

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

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

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

- Approval of December 18, 2019 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.**

**UTA UDOT AV Shuttle Pilot – Six Month Update.** Carolyn Gonot, UTA Executive Director, was joined by Jaron Robertson, UTA Director of Innovative Mobility Solutions. Mr. Robertson provided an overview of progress on the autonomous vehicle (AV)

shuttle pilot, including key metrics; successes, challenges, and opportunities; takeaways; and plans for a phase 2 pilot.

Discussion ensued. Questions on software updates and potential phase 2 sites were posed by the board and answered by staff.

Trustee Holbrook requested notice of dates and locations of future deployments.

**R2020-01-01 Resolution Authorizing the Execution of Modification Number 1 to a Federal Aid Grant Agreement with the Utah Department of Transportation to Provide Funding for the Springville Sharp/Tintic Railroad Connection Project.** Mary DeLoretto, UTA Acting Chief Service Development Officer, provided background on the Springville Sharp/Tintic railroad connection and described the various funding sources identified in the grant agreement. Discussion ensued. Questions on UTA's contribution were posed by the board and answered by Ms. DeLoretto.

A motion to approve R2020-01-01 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.

**R2020-01-02 Resolution Authorizing Issuance of a Notice to Proceed Under a Construction Manager/General Contractor Contract for TIGER First/Last Mile Connection Program of Projects for 2020.** Ms. DeLoretto was joined by Heather Bening, UTA Project Manager II. Ms. DeLoretto summarized the resolution, which authorizes phase 2 construction services amendments to the TIGER first/last mile connection program of projects. The amendments include eleven projects slated for construction in 2020. Discussion ensued. Questions on the overall project, total dollar amount for 2020, and strategy for communicating upgrades to local communities were posed by the board and answered by staff.

Chair Christensen suggested posting signage at the project sites to draw attention to the improvements.

Ms. DeLoretto committed to providing the board with an update on the TIGER first/last mile connection projects at a future meeting.

A motion to approve R2020-01-02 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.**

**Contract: GREENbike Sponsorship Agreement (GREENbike).** Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, summarized the agreement, which formalizes UTA's working relationship with GREENbike for the next five years. Discussion ensued. A question on sponsored site usage was 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: Operator Uniforms (Skaggs Companies Inc.).** Eddy Cumins, UTA Chief Operating Officer, explained the contract, which provides operator uniforms and accessories. Discussion ensued. A question on the process for replacing uniforms was 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.

**Revenue Contract: Paratransit Vehicle Lease and Service Agreement (Work Activity Center).** Mr. Cumins described the contract, which allows the Work Activity Center to lease nine fully depreciated paratransit vans from UTA to provide transportation options to individuals with disabilities. Discussion ensued. Questions on the Work Activity Center locations, type of vehicles, donation or disposal of returned lease vehicles, maintenance needs on leased vehicles, and potential for extending performance of vehicles that are at the end of their useful lives were 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.

**Pre-Procurement.** Todd Mills, UTA Sr. Supply Chain Manager, was joined by Brian Brooks, UTA Assistant Manager of Commuter Rail Vehicle Maintenance. Mr. Mills indicated the agency intends to procure the following service:

- Warm Springs Facility Paint Booth Installation

Discussion ensued. Questions on previous use of the paint booth, anticipated future usage, time required for painting vehicles, and timetable for procurement and installation were posed by the board and answered by staff.

## Service and Fare Approvals.

**Sponsored Fare Agreement for Trip Reduction Program/Free Fare Days (Division of Air Quality).** Monica Morton, UTA Fares Director, was joined by Representative Joel Briscoe from the Utah House of Representatives; Mark Berger with the Division of Air Quality; and Andrea Packer, UTA Communications Director. Ms. Morton explained the fare agreement, which provides up to seven free fare days to specified riders on designated poor air quality days. She noted the free fare days are funded through legislation. Discussion ensued. Questions on Division of Air Quality forecasts and air quality thresholds for free fare days were posed by the board and answered by staff and guests.

Chair Christensen invited Representative Briscoe to address the board.

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

**Complimentary Fare for 2020 Legislative Staff.** Ms. Morton described the complimentary fare, which provides 50 passes to part-time legislative staff to travel to and from the Utah State Capitol during the 2020 legislative session. Discussion ensued. A question on the pass quantity was posed by the board and answered by staff.

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

**Complimentary Fare for Tumbleweeds Film Festival (Utah Film Center).** Ms. Morton was joined by Ms. Packer. They detailed the complimentary fare, which provides ticket-as-fare passes to attendees of the Tumbleweeds Film Festival. Discussion ensued. Questions on the festival site and dates were posed by the board and answered by staff.

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

Chair Christensen called for a break at 10:09 a.m.

The meeting resumed at 10:18 a.m.

## Discussion Items.

**Low Income Fare Pilot Program.** Ms. Morton was joined by James Yapias with Salt Lake City School District. Ms. Morton delivered a presentation describing the purpose and structure of the pilot. She then provided recommendations for key elements of the program. Discussion ensued. Questions on the possibility of including government human service agencies in the program, not limiting non-profit participation to 501(c)3

organizations, impacts of pass distribution on various agency budgets, communications strategy for the pilot, inclusion of schools as human services organizations, and caps on number of pilot participants were posed by the board and answered by Ms. Morton.

The board recommended the following parameters for the pilot:

- Authorize a 75% discount for low income passes
- Approve the fare products as presented, with discounts applying to regular service (i.e., all service except FrontRunner, express, ski, or paratransit service)
- Acknowledge that FrontRunner service can be accommodated through the issuance of FAREPAY media if needed
- Include government human service agencies
- Include low income non-profit human service providers, typically (but not limited to) 501(c)3 organizations
- Allow each participating organization to determine their own criteria for low income designation for pass distribution purposes
- Implement by the end of January 2020 and continue through June 2021
- Implement a marketing plan to promote the pilot program
- The Executive Director will provide periodic progress updates to the Board of Trustees

A motion to approve the low income fare pilot program with the identified parameters to begin in January 2020 and end in June 2021 was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

**UTA Long Range Plan Process.** Ms. DeLoretto was joined by Alex Beim, UTA Strategic Planner III. Mr. Beim reported on the current state of UTA's long range plan, as well as the plan objectives, development process, and timeline. Discussion ensued. Questions on aligning strategic plans with long range plans, how plans are used for relationship building with communities, and impact of UTA's plan on local plans were posed by the board and answered by staff.

Chair Christensen recommended establishing a process for bringing short term plans to the board for adoption and integration into the long range plan.

Ms. Gonot suggested updating the strategic plan before the middle of 2020.

## **Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, January 22, 2020 at 9:00 a.m.

**Closed Session.** Chair Christensen indicated there was a need for a closed session to discuss collective bargaining and the deployment of security personnel, devices, or systems. 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 11:16 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 12:12 p.m.

**Adjournment.** The meeting was adjourned at 12:13 p.m. by motion.

Transcribed by Cathie Griffiths  
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*This document along with the digital recording constitute the official minutes of this meeting.*