

**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  
September 2, 2020**

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

Also participating were members of UTA staff.

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**Call to Order and Opening Remarks.** Chair Christensen welcomed attendees and called the meeting to order at 9:00 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

**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 Appendix B to these minutes.

**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 August 21, 2020 Special Board Meeting Minutes
- b. Approval of August 26, 2020 Board Meeting Minutes
- c. Approval of August 26, 2020 Special Board Meeting Minutes

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

## **Agency Report.**

**East Village Transit-Oriented Development.** Carolyn Gonot, UTA Executive Director, mentioned the agency and its partner, Hamilton Partners, recently broke ground on a new phase of the East Village transit-oriented development in Sandy.

**Ridership Report.** Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer. Mr. Cumins provided an update on weekday ridership, Saturday ridership, and weekday ridership trends.

Discussion ensued. A question on issues associated with the August change day was posed by the board and answered by staff.

**Financial Report – July 2020.** Troy Bingham, UTA Acting Chief Financial Officer, was joined by Brad Armstrong, UTA Senior Manager – Budget & Financial Analysis. Mr. Armstrong reviewed the July financial report, including the monthly dashboard, passenger revenues, sales tax collections, sales tax revenue, revenue loss and CARES Act funding estimates, expense variance by mode, expense variance by chief officer, and expense variance by type.

Discussion ensued. A question on savings in labor costs was posed by the board and answered by Mr. Armstrong.

## **Resolutions.**

**R2020-09-01 Resolution Amending the Terms and Conditions of Employment for Executive Director Carolyn Gonot.** Chair Christensen explained that as per terms detailed in Ms. Gonot's employment contract, a performance review was conducted following her first year with the agency. The board determined to grant her an annual increase of 5.5% of her base salary and an additional week of vacation.

A motion to approve R2020-09-01 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.

**R2020-09-02 Resolution Approving the Execution of an Interlocal Cooperation Agreement with Park City to Cooperate on the Procurement, Purchase, Operation, and Maintenance of Electric Buses and Charging Infrastructure Using Funds Awarded through the Federal Transit Administration 2018 Low No Grant Program.** Mary DeLoretto, UTA Chief Service Development Officer, was joined by Tracy Young, UTA Grants Development Administrator. Ms. DeLoretto described the resolution, which authorizes an interlocal cooperation agreement with Park City for activities associated

with a Federal Transit Administration (FTA) Low No grant. The agreement addresses the procurement of two electric buses and associated charging infrastructure for the PC-SLC Connect route, collaboration on the procurement of twelve additional buses for Park City, and use and maintenance commitments for the grant-funded charging infrastructure and buses associated with the PC-SLC Connect service.

Discussion ensued. Questions on price advantages for a joint procurement, inclusion of operating costs in the interlocal agreement, inclusion of a charge to Park City for a percentage of administrative overhead costs associated with the procurement, and the Utah Department of Transportation's part in the agreement were posed by the board and answered by Ms. DeLoretto.

A motion to approve R2020-09-02 was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

### **Contracts, Disbursement, and Grants.**

**Contract: Rail Ticket Vending Machine (TVM) System Maintenance and Support (Scheidt and Bachmann).** Dan Harmuth, UTA IT Director, requested the board authorize a two-year TVM maintenance contract with Scheidt and Bachmann in the amount of \$220,412.

Discussion ensued. A question on the number of Scheidt and Bachmann TVMs in the system was posed by the board and answered by Mr. Harmuth.

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

**Contract: Board Management Software (Carahsoft Technology Corporation/Granicus).** Lowell Bate, UTA IT Project Manager, was joined by Jana Ostler, UTA Board Manager. Ms. Ostler asked the board to approve a five-year software procurement contract with Carahsoft Technology Corporation/Granicus in the amount of \$236,004.97. The purpose for the software is to provide a more streamlined process for managing the workflow associated with various board and committee meetings and the publishing of meeting materials for greater public transparency.

Discussion ensued. Questions on use of the software by other government agencies, capacity to interface with Laserfiche, and implementation timeline 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.

**Change Order: Positive Train Control (PTC) Mandatory Directive Speed Upgrades, Ogden Cab Signal Speed Upgrades, and PTC On-Call Support (Rocky Mountain Systems Services).** Mr. Cumins was joined by David Hancock, UTA Director of Asset Management. Mr. Hancock requested the board approve a change order for PTC upgrades and on-call support to the existing contract with Rocky Mountain Systems Services in the amount of \$3,422,403.

Discussion ensued. Questions on anticipated change orders to the original contract and number of affected grade crossings were 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.

**Pre-Procurements.** Todd Mills, UTA Sr. Supply Chain Manager, was joined by Brian Richardson, UTA Manager of Ticket Vending Machine Assets, and Andrea Packer, UTA Communications Director. Mr. Mills said the agency intends to procure the following:

- i. Outsource Ticket Vending Machine Maintenance
- ii. Purchasing Card (P-card) Service
- iii. Public Relations and Marketing Agency

Discussion ensued. Questions on the need to outsource TVM maintenance, difference between the TVM maintenance contract and other TVM-related contracts, comparisons to the state contract for p-card service, and term for the public relations and marketing agency contract were posed by the board and answered by staff.

#### **Discussion Items.**

**Risk Management/Insurance Program Update.** Dave Pitcher, UTA Claims & Insurance Manager, was joined by Brian White with Alliant Insurance Services. Mr. Pitcher provided an overview of the insurance coverages UTA carries and associated costs. He

noted that premiums are increasing in most markets, including the Public Officials Errors and Omissions insurance, which increased by 12 percent. Mr. White addressed factors driving up costs in the insurance market.

Discussion ensued. Questions on potential trends in the insurance market and consideration of market shifts were posed by the board and answered by staff.

Chair Christensen called for a short break at 10:24 a.m.

The meeting resumed at 10:35 a.m.

**2021-2025 Mobility Service Plan Overview.** Ms. DeLoretto was joined by Laura Hanson, UTA Director of Planning. Ms. Hanson reviewed the process for developing the five-year mobility service plan, including anticipated service changes, analysis, and public engagement opportunities.

Discussion ensued. Questions on financial constraints on the plan, effects of frequency on commuter routes versus core routes, inclusion of new or changed routes in the presentation to the UTA Local Advisory Council, and incorporation of study findings into the mobility plan were posed by the board and answered by staff.

**FrontRunner Strategy and Work Program.** Ms. Gonot was joined by Manjeet Ranu, UTA Director of Capital Projects. Mr. Ranu provided background and outlined key points of the FrontRunner work program, including procurement of professional services for on-call operations planning and simulation assistance; project implementation plan and program management; and environmental, design, and construction of projects. He indicated the work program will be structured around an overall strategic business plan informed by community engagement, overall vision, and business case data. Ms. Gonot reiterated the schedule for securing consultant services and provided more detailed information on the strategy and timeline.

Discussion ensued. Questions on a hold point in the timeline for securing federal, state, and/or local resources; impact of operations modeling on project development; consideration of connectivity to other modes in the modeling; and assumptions on the vehicle propulsion system included in the strategy were posed by the board and answered by staff.

**Potential Issuance and Sale of Sales Tax Revenue and Refunding Bonds.** Mr. Bingham was joined by Brian Baker with Zions Public Finance. Mr. Baker indicated conditions in the bond market may be favorable for refunding the remaining 4.0% bonds in UTA's 2012A issue.

Discussion ensued. Questions on the taxability of the new bonds and future call dates were posed by the board and answered by Mr. Baker.

The board directed staff to initiate the process required for a bond issuance and sale.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, September 23, 2020 at 9:00 a.m.


**Adjournment.** The meeting was adjourned at 11:36 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/625939.html> for entire content.*

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

Approved Date: September 23, 2020

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Carlton J. Christensen  
Chair, Board of Trustees

## Appendix A

### UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION

Consistent with provisions of the Utah Open and Public Meetings Act, specifically UTAH CODE § 52-4-207(4), and acting in my capacity as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold and convene electronic meetings of the UTA Board without a physical anchor location:

1. Conducting Board and Board Committee meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. This determination is based upon the following facts, among others:
  - a. The COVID-19 pandemic is ongoing and significant and continued community, person-to-person transmission of the SARS-CoV-2 virus continues to occur in the state of Utah; and
  - b. Federal, state, and local health authorities have adopted guidelines for the general public and businesses which encourage institutions and individuals to take precautions, including limiting in-person interactions and recommending increased virtual interactions.

This written determination takes effect on August 24, 2020, and is effective until midnight on September 23, 2020, (no more than 30 days after the effective date of this Declaration) and may be re-issued by future written determinations of the Chair of the Board at that or any other appropriate time.

Dated this 21 day of August, 2020.

  
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Carlton Christensen, Chair of the Board of Trustees

**Appendix B**

**Online Public Comment  
to the  
Board of Trustees of the Utah Transit Authority (UTA)  
Board Meeting**

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**Received on September 1, 2020 from George Chapman:**

Again, I urge UTA to ask the public if it makes sense to spend billions on FrontRunner double tracking and electrification when spending the money will result in a subsidy per rider that will exceed good government standards. Less than 1% ride FrontRunner and over 90% use the freeways. My argument is that the Legislature should move management of mass transit in Utah to UDOT and start using cost benefit analysis of projects to determine if spending a billion on a new east west freeway for Southwest SLCO or a billion to double track FrontRunner.

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