



**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 17, 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 9:00 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 July 10, 2019 Board Meeting Minutes. A motion to approve the July 10, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Agency Report. Steve Meyer, UTA Interim Executive Director, was joined by Jeff LaMora, UTA Light Rail General Manager. Mr. LaMora spoke about UTA's performance in the American Public Transportation Association International Rail Rodeo and said the agency placed first in mechanical measuring, first in the operating course, first in the overall operator competition, and sixth in the overall team competition.

Mr. Meyer then spoke about UTA's announcement that it will be using Transit as its official trip planning app. Discussion ensued. A question on the ability to purchase fares within the app was posed by the board and answered by Mr. Meyer.

Quarterly Investment Report. Bob Biles, UTA Chief Financial Officer, summarized the quarterly activity associated with the agency's investment portfolio. Discussion ensued. A question on the liquidity of the Zions Bank portion was posed by the board and answered by Mr. Biles.

R2019-07-01 Resolution Authorizing Execution of Addendum 2 to the Salt Lake City Transit Master Plan Interlocal Agreement for 2019-20 Frequent Transit Network Routes. Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, was joined by Laura Hanson, UTA Director of Planning. Ms. Bourdeaux mentioned approval of Addendum 2 by the Salt Lake City Council on July 16. Ms. Hanson then spoke about key considerations in the agreement, progress on the agreement to date, cost calculators, 2019 service increases, unfunded future service increases, and the overall Salt Lake City Transit Master Plan.

Discussion ensued. Questions on service to East High School, the possibility of service-related conversations with the Salt Lake City School District, and the number of additional operators and buses needed to implement the Salt Lake City service were posed by the board and answered by staff.

A motion to approve R2019-07-01 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.

R2019-07-02 Resolution Authorizing Execution of a Memorandum of Understanding with the University of Utah and Delegating Authority to the Executive Director for Construction of the Union Building Bus Bays Project. Mr. Meyer explained the University of Utah's desire to relocate the existing campus transit hub to the Union Building. He said the work will be performed as a task order to a three-year on-call maintenance contract with Stacy and Witbeck. The total project costs are \$399,400 and are anticipated to be covered by a grant from the Federal Transit Administration (\$372,360) and funds from Salt Lake City (\$27,040). Mr. Meyer noted that delegation of authority to the executive director is necessary to meet a tight deadline required by the university, which is requesting the project be complete by the start of fall semester on August 19.

A motion to approve R2019-07-02 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: Point of the Mountain Transit Project (Parametrix). Michael DeMers, UTA Chief Service Development Officer, was joined by Patti Garver, UTA Program Manager – Environmental, Grants, and Project Controls. Mr. DeMers provided background on the project, which is for completion of an alternatives analysis study to evaluate potential alignment for rapid transit connections between Sandy and Lehi. The contract total is \$800,000. The contract is phased into six tasks. Funding has been secured for tasks 1-4 (\$550,000); however, funding for tasks 5-6 (\$250,000) has yet to be identified.

Discussion ensued. Questions on length of time for the study, public process associated with the study, scope of tasks 5-6, and ties to other studies related to development at the Point of the Mountain 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.

Pre-Procurement: Lawncare and Landscaping Services for Multiple Locations. Mr. Meyer was joined by Kevin Anderson, UTA Facilities Maintenance Manager. Mr. Meyer described the procurement, which is for providing lawncare and landscaping services at various UTA properties. Discussion ensued. Questions on current practices, the term of the contract, and locations included in the contract were posed by the board and answered by staff. Chair Christensen suggested considering contracting all lawncare and landscaping services in the future.

Pre-Procurement: New Roof Membrane on OK Manufacturing Building. Mr. Meyer was joined by Mr. Anderson. Mr. Meyer indicated the procurement is for replacement of the roof membrane on the OK Manufacturing building, which is owned by UTA. Discussion ensued. A question on the potential to add on to the building was posed by the board and answered by staff.

Discussion Items.

2019 Budget Amendment 2 – Capital Budget. Mr. Biles summarized the budget amendment, which includes projects funded by Salt Lake County 4th quarter sales tax revenue and the purchase of e-voucher software for mobility management. Discussion ensued. A question on e-vouchers was posed by the board and answered by Mr. Biles.

2019 Budget Amendment 3 – Operating Budget. Mr. Biles outlined the budget amendment, which includes a transfer of three headcounts from planning to customer

experience; incorporation of Salt Lake County 4th quarter tax revenues; allocations for Salt Lake City purchased service; and adjustments to parts for freight costs. Discussion ensued. A question on managing freight costs was posed by the board and answered by Mr. Biles.

UTA Transit Financial Plan (TFP). Mr. Meyer was joined by Mr. Biles. Mr. Meyer explained that the TFP is a financial planning tool that projects future costs based on what is currently defined. Mr. Biles spoke about the purpose of the TFP and how it is used to make adjustments to UTA's budgets. He then summarized TFP projections and key assumptions based on data from the 2019 UTA Budget Book. Discussion ensued. Questions on whether the use of a TFP is industry-wide, clarification of what is and is not included in the TFP, frequency of updates to the TFP, passenger revenue declines, preventative maintenance declines, and factoring for employee turnover and potential recessions were posed by the board and answered by staff.

Chair Christensen called for a brief recess at 10:27 a.m.

The meeting resumed at 10:38 a.m.

Service Choices Report Presentation. Ms. Bourdeaux was joined by Ms. Hanson; Alex Beim, UTA Strategic Planner III; and Jarrett Walker with Jarrett Walker & Associates. Ms. Bourdeaux and Ms. Hanson provided an overview of the service choices initiative. Mr. Walker then delivered an extensive presentation addressing key questions relative to the discussion; benefits of transit frequency to increased ridership; density, walkability, linearity, and proximity impacts on ridership; impacts of coverage on ridership; ridership vs. coverage goals in theoretical terms; community coverage priorities; and comparisons to other agencies. Mr. Walker outlined nine questions on service choices priorities and requested the board provide answers to them by the end of July.

Discussion ensued. Questions on coverage vs. span of service, comparisons of northern and southern service, metrics on boardings, impacts of higher ridership on revenue, and response to adjustments in other cities (including public inclination for tax increases) were posed by the board and answered by staff and Mr. Walker. Chair Christensen expressed discomfort with the dichotomy of either ridership or coverage solutions and said effective solutions would likely be more complex.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, July 31, 2019 at 9:00 a.m.

Adjournment. The meeting was adjourned at 12:02 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.