



**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
December 12, 2018**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook

Board Members Excused/Not in Attendance:

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

Welcome and Call to Order. Chair Christensen welcomed attendees and called the meeting to order at 2:30 p.m. with two board members present. The board and meeting attendees then recited the Pledge of Allegiance.

Safety Minute. Chair Christensen yielded the floor to Dave Goeres, UTA Chief Safety, Security & Technology Officer, for a brief safety message.

Approval of November 28, 2018 Board Meeting Report. A motion to approve the November 28, 2018 Board Meeting Report was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

Public Comment Period. Public comment was given by Claudia Johnson and George Chapman. Ms. Johnson thanked the board for increased frequency during holiday hours, mentioned she would still like more extended service, recommended better visibility for free or reduced fare promotions, urged reduced youth fares, and suggested better facilities to use during inclement weather. Mr. Chapman opined that transit use grants should be applied to Redwood Road and State Street service expansion, suggested that UTA should be involved in the “Life on State” initiative, expressed opposition to any potential plans for bus rapid transit (BRT) on State Street or in Taylorsville, stated that he felt 6-minute frequency could be achieved without the

implementation of a BRT line, argued that the replacement of the 400 South bus stops is not necessary, and recommended UTA advertise the FAREPAY discount.

Agency Report. Steve Meyer, UTA Interim Executive Director, delivered a report highlighting the following:

- December 3, 2018 service changes
- Positive train control implementation
- Farmington trolley bus launch

October 2018 Financial Report. Bob Biles, UTA Vice President of Finance, reviewed the October 2018 Financial Report. Questions on the option to purchase fuel on a futures basis and hiring practices were posed by the board and answered by staff.

A motion to accept the October 2018 Financial Report was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

R2018-12-01: Resolution Ratifying the Adoption of the 2019 Budget. Mr. Meyer expressed appreciation for the public comment submitted on the 2019 budget and indicated that UTA made presentations on the budget to local governments. Mr. Biles reviewed changes between the 2019 tentative budget and the 2019 final budget. Discussion ensued. Questions on lease costs, early debt retirement reserves, paratransit parameters, and Salt Lake City bus leasing were posed by the board and answered by staff.

A motion to approve R2018-12-01 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

R2018-12-02: Resolution Giving Notice and Setting Regular Meeting Dates for Calendar Year 2019. Chair Christensen provided background on the intent of the board in increasing the frequency of meetings in 2019.

A motion to approve R2018-12-02 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

R2018-12-03: Resolution Approving and Authorizing the Execution of the Authority's Amended Transit Agency Safety Plan. Mr. Goeres explained the resolution, which approves the amended transit agency safety plan and authorizes the interim executive director to execute it. Mr. Goeres shared that safety management system (SMS) certification is required for transit

agencies on a national level by 2020, but that UTA has been SMS certified since 2013. Discussion ensued. A question on UTA's current safety practices was posed by the board and answered by staff.

A motion to approve R2018-12-03 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

R2018-12-04: Resolution Granting Contract and Expenditure Authority. Mr. Biles outlined the resolution, which delineates contract and expenditure authority for the board and staff. He noted a need to make a change on the Exhibit A to the resolution, replacing Aon with Alliant as the risk insurance provider. Discussion ensued. A question on the procurement process was posed by the board and answered by staff.

A motion to approve R2018-12-04 with an amendment to Exhibit A to include Alliant as the risk insurance provider (should the contract for Alliant listed later on this agenda be approved) was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Contracts, Disbursements & Change Orders.

Contract: Onboard Video Security System (SmartDrive). Mr. Goeres explained that the purpose of the contract is to provide camera equipment and software to monitor activity on UTA buses. Discussion ensued. A question on third party footage review was posed by the board and answered by staff.

A motion to approve the onboard video security system contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Contract: Insurance Brokerage Services (Alliant Insurance Services). Mr. Goeres explained that this contract would approve Alliant to act as UTA's insurance broker. Discussion ensued. A question on the premium payments was posed by the board and answered by staff.

A motion to approve the insurance brokerage services contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Contract: Fifteen-Passenger Rideshare Vans (Larry H. Miller). Eddy Cumins, UTA Acting Vice President of Operations, Capital & Assets, described the contract which provides 38

replacement vans for the Rideshare program. Discussion ensued. A question on vehicle selection was posed by the board and answered by staff.

A motion to approve the fifteen-passenger rideshare vans contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Contract: Applicant Tracking System (JobVite). Kim Ulibarri, UTA Chief People Officer, described the JobVite contract, which offers UTA a comprehensive recruiting platform.

A motion to approve the applicant tracking system contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Change Order: Video Interviewing Software (HireVue). Ms. Ulibarri explained that staff recommends extending the contract with HireVue for two years. Discussion ensued. Questions on interview processes and protections in hiring practices were posed by the board and answered by staff.

A motion to approve the video interviewing software change order was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Revenue Contract: Ski Bus Pass Agreement (Snowbird). Mr. Biles explained that the ski bus pass agreement contract is for reduced bus passes for employees and season pass holders at Snowbird Resort. Discussion ensued. A question on the pass medium was posed by the board and answered by staff. Chair Christensen suggested staff may want to look at consistency of fare mediums for the future.

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

Disbursement: Light Rail Vehicle Parts Inventory (Siemens). Mr. Biles indicated the light rail vehicle parts inventory disbursement includes items for the light rail vehicles overhaul project and items necessary for standard light rail vehicle maintenance.

A motion to approve the light rail vehicle parts inventory disbursement was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Pre-Procurements. Steve Meyer, UTA Interim Executive Director, informed the board about the intent to procure services for Depot District hazardous materials management.

Closed Session. Chair Christensen indicated a closed session was needed to discuss the character, professional competence, or physical or mental health of an individual. A motion to move into closed session was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen and the board moved into closed session at 3:43 p.m.

Open Session. A motion to return to open session was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen and the board returned to open session at 4:02 p.m.

R2018-12-05 Resolution Authorizing Action on Terms of Employment of Interim Executive Director. Chair Christensen explained the purpose of the resolution, which is to maintain a smooth leadership transition at UTA by asking Steve Meyer to delay his retirement and extend his time as interim executive director until a permanent executive director is hired.

Ms. Ulibarri outlined the terms of the resolution.

Chair Christensen asked if there was any public comment on the resolution. Public comment was given by George Chapman who expressed support for the resolution.

A motion to approve R2018-12-05 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Discussion Items.

Recruitment of Executive Director. Ms. Ulibarri provided an update on the recruitment for an executive director. She mentioned some of the duties of the executive director would include focusing on the performance of the agency, working in alignment with the board, providing leadership to the executive team, and continuing the development of UTA's organizational culture. She said the next step in the process is to procure a firm to manage the recruitment.

Salt Lake City Interlocal Agreement for Transit Master Plan Implementation. Nichol Bourdeaux, UTA Vice President of External Affairs & Constituent Services, summarized the goals of the transit master plan, key considerations in the process, intended funding, and corridors designated for increased service. Laura Hanson, UTA Director of Planning, outlined the master agreement structure, highlighted the main points in the agreement, and reviewed potential addenda. Questions on funding, administrative discounts,

paratransit requirements, annual escalators, mid-year adjustments on variables, performance evaluation, and the approval timeline were posed by the board and answered by staff.

Utah County Service Level Agreement. Mr. Meyer explained the intent and process of implementing a service level agreement with Utah County.

Other Business.

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

Adjournment. The meeting was adjourned at 4:57 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.