



**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  
May 1, 2019**

**Board Members Present:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

**Board Members Excused/Not in Attendance:**

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

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**Call to Order, Opening Remarks, and Pledge of Allegiance.** Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. with three board members present. 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 Safety Manager, for a brief safety message.

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

**Consent Agenda.** The consent agenda included the following:

- a. Approval of April 24, 2019 Board Meeting Minutes
- b. Approval of UTA Policy 6.1.4 Employment of Relatives

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

## Agency Report.

**Terrorism Drill.** Steve Meyer, UTA Interim Executive Director, was joined by Mr. Shaw. Mr. Shaw spoke about a terrorism drill staged on the FrontRunner alignment in Davis County on April 28, 2019. Discussion ensued. Questions on post-drill debriefings and selection of drill locations were posed by the board and answered by staff.

**Service Recovery Following Lightning Strike.** Mr. Meyer spoke about service recovery efforts following a microburst that caused a power pole to fall on the light rail catenary wire in the Millcreek area, downing the TRAX line. Discussion ensued. A question on parts availability for emergency repairs was posed by the board and answered by Mr. Meyer.

**Board Priorities.** Chair Christensen, Trustee Holbrook, and Trustee Millington remarked on the board's 2019 priorities. The outlined priorities include the following:

- State and legislative: Demonstrating strategic and collaborative vision that will enhance the roadmap for transit solutions in the communities we serve
- Local: Strengthening collaborative connections with stakeholders to expand our transit community with shared objectives
- Public: Implementing public priorities and allocating resources that manifest community priorities in our service
- Employee relations: Empowering and demonstrating confidence in employees through engagement and recognition

Specific objectives related to each priority were also discussed. Mr. Meyer indicated that the executive team would speak about goals supporting the board's priorities in the May 8, 2019 board meeting.

**R2019-05-01 Authorizing Sale of Surplus Property Located at 8397 S. Spaulding Court, West Jordan.** Paul Drake, UTA Senior Manager of Real Estate and Transit-Oriented Development, and Spencer Burgoyne, UTA Manager of Property Administration, recommended selling the property referenced in the resolution at the FHA-appraised value of \$298,000 with a \$4,000 concession for repairs. Discussion ensued. Questions on the original purchase price of the property, duration of rental income received on the property, and the number of rental properties of this type owned by UTA were posed by the board and answered by Mr. Drake.

A motion to approve R2019-05-01 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.

## Contracts and Pre-Procurements.

**Contract: UTA Website Maintenance and Development (Penna Powers).** Andrea Packer, UTA Communications Director, summarized the contract, which provides external support and assistance with website maintenance, development, and design. The contract has a three-year term with an option to extend to a five-year term. Discussion ensued. Questions on capabilities for trip planning and fare purchase on the upgraded website, impacts on design, and mobile access were posed by the board and answered by Ms. Packer.

A motion to approve the contract 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 Contract Task Order #75 – Rail Replacement (Stacy and Witbeck).** Eddy Cumins, UTA Chief Operating Officer, was joined by Dave Hancock, UTA Director of Asset Management. Mr. Cumins described the change order, which provides for the replacement of five rail curves on the commuter rail line at Lehi, South Jordan, Jordan Narrows, 200 South in Salt Lake City, and Ogden. Discussion ensued. Questions on potential service disruptions, structure of the master contract with Stacy and Witbeck, rail analysis process, and lifespan of the new rail 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 with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

**Disbursement: Siemens Mobility, Inc.** Bob Biles, UTA Chief Financial Officer, explained the disbursement, which authorizes payment on invoices generated as part of UTA's supply chain forecasted inventory strategy for light rail parts. Discussion ensued. A question on the type of parts included in the inventory was posed by the board and answered by Mr. Biles.

A motion to approve the disbursement 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: On Board Passenger Surveys.** Mr. Meyer was joined by Nichol Bourdeaux, UTA Chief Communications & Marketing Officer. Mr. Meyer explained that regular on board passenger surveys are required by the federal government to ensure that the agency is equitably servicing all areas of the community. The agency will be

soliciting bids to perform an on board survey in the near future. Discussion ensued. Questions on the length of time between the survey and results and the types of firms performing these surveys were posed by the board and answered by staff.

#### **Discussion Items.**

**Budget Amendment Process.** Mr. Biles outlined proposed capital budget preparation and approval, capital budget amendments approval, operating budget preparation and approval, and operating budget amendments approval processes. Discussion ensued. Questions on timeframes for advisory council consultation, process for tracking non-prioritized items, timelines for budget amendments, management of carry-over, internal budget reallocations, frequency of adjustments, timing of tentative budget, and possibility of reviewing business unit budgets in September were posed by the board and answered by Mr. Biles. Chair Christensen requested a board review of business unit budgets prior to the board review of the tentative budget.

**Spike 150 Celebration May 10-12.** Ms. Packer summarized UTA's efforts associated with the Spike 150 celebration. She spoke about public-facing services the agency is offering and other support the agency is providing. For example:

- UTA is offering a \$5 promotional day pass for May 9-11 on UTA GoRide app. The pass is good on all services except paratransit and the PC-SLC Connect.
- The agency is also promoting its group pass, which is available at all ticket vending machines.
- An extra FrontRunner trip will be provided on May 9 to accommodate participants in the historic train nose-to-nose event in Ogden.
- UTA will be operating free shuttles from four temporary park-and-ride locations to festivities in Ogden.

Ms. Packer noted that the agency will not be providing service from Ogden to Promontory. She recommended visitors use [www.Spike150.org/FAQs](http://www.Spike150.org/FAQs) as a resource for answers to their questions related to the celebration.

**Benchmark Survey.** Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, was joined by Ms. Packer, Chad Harris with R&R Marketing, and Judd Nelson with Cicero Group. Ms. Packer provided highlights of the benchmark survey and summarized the results. Key areas assessed in the survey include: responsiveness, stewardship, and accountability; awareness and perception of services; reasons people do not ride and what would encourage them to ride; and methods for maintaining visibility and progressing outreach. Discussion ensued. Questions on the sample size, demographics,

sampling area, and categories mentioned in the survey (e.g., “people who use it”) were posed by the board and answered by staff. Chair Christensen suggested including more minorities and low-income participants in the focus groups planned for late 2019. He also suggested focusing on better communicating information on how to use the system and services the agency offers. Trustee Holbrook recommended a campaign promoting bus service.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, May 8, 2019 at 9:00 a.m.

**Adjournment.** The meeting was adjourned at 11:17 a.m. by motion.

Transcribed by Cathie Griffiths  
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