



**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
September 11, 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 9:04 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 August 21, 2019 Board Meeting Minutes. A motion to approve the August 21, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Agency Report. Ms. Gonot delivered a report on the following topics:

- UTA's receipt of the Government Finance Officers Association Distinguished Budget Award
- Preliminary data from the August change day
- UTA Open Data Portal launch

- Utah Valley Express one-year anniversary customer appreciation event
- UTA's hosting of the Charleston, South Carolina planning group tour

R2019-09-01 Resolution Appointing the Accountable Executive and Chief Safety Officer for the Authority's Safety Management System. Ms. Gonot explained the resolution, which names Carolyn Gonot as the accountable executive and appoints Sheldon Shaw as chief safety officer for UTA's safety management system in compliance with Federal Transit Administration guidelines.

A motion to approve R2019-09-01 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.

R2019-09-02 Resolution Approving a Fourth Amendment to the Authority's 2019 Budget. Bob Biles, UTA Chief Finance Officer, summarized the proposed budget reallocations, which include adjustments for the microtransit pilot, positions and software to support new service from Salt Lake County 4th quarter funds, and a procurement and contract specialist position reallocation.

A motion to approve R2019-09-02 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.

Discussion Items.

Emergency Management Plans. Amy Cornell-Titcomb, UTA Emergency Management Program Manager, spoke about the agency's UTA emergency management program, including its vision and mission. She then provided an overview of in-place emergency plans, emergency operations center functions, policy group functions, agency responsibilities, and community expectations. Discussion ensued. Questions on the agency's coordination with county and state emergency plans, arrangements for supply of critical infrastructure items, communication in the emergency operations center, and the number of buses available for disaster management were posed by the board and answered by Ms. Cornell-Titcomb.

Service Choices Report. Laura Hanson, UTA Director of Planning, provided an overview of the service choices initiative, recapped the associated community engagement, and reviewed the service choices implementation timeline and scenarios development. Extensive discussion ensued. Questions on how express service fits into the ridership vs. coverage ratio, coverage efficiency, capacity for implementation in 2020, and strategies to shift from coverage to ridership in predominantly coverage areas were posed by the board and answered by staff.

Trustee Millington advocated for thoughtful service planning in Utah County, which is expected to grow more rapidly over the next several decades than the other counties in UTA's service area. Chair Christensen suggested considering sharing resources between counties and working with local municipalities to identify core routes. He also indicated a preference for a 70:30 ridership to coverage ratio, or possibly a 75:25 ratio.

Ultimately the board directed the ongoing service choices work to:

- Pay particular attention to growth areas (e.g., Utah County, southwest Salt Lake County, western Davis County)
- Consider and incorporate the vision and long-term transportation needs of the community
- Reconsider how equity between and among counties is determined
- Partner with cities to identify core routes and support them as they develop affordable housing plans
- Perform a comprehensive review of the UTA system and identify existing efficiencies as soon as 2020
- Generate scenarios that reflect service options for different ridership to coverage ratios (e.g., 50:50, 60:40, 70:30, etc.) for a future discussion this fall
- Develop a layered service plan that demonstrates potential service scenarios with additional resources over time

Contracts, Disbursements, and Grants.

Contract: Bond Underwriters (Bank of America Securities). Mr. Biles described the contract, which provides bond underwriting services for the issuance of any new money bonds as well as refundings associated with outstanding bonds. UTA has selected a pool of three firms from which the agency may select for upcoming bond issues. Discussion ensued. A question on which firm(s) would be used in the proposed upcoming bond issue was posed by the board and answered by Mr. Biles.

Contract: Bond Underwriters (Wells Fargo Securities). This contract is for one in a pool of three firms from which the agency may select for upcoming bond issues.

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A motion to approve the bond underwriter contracts (Bank of America Securities, Wells Fargo Securities, and JP Morgan Securities) was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Contract: Comprehensive Specialized Transportation Plan Development (RLS Associates, Inc.). Ryan Taylor, UTA Coordinated Mobility Manager, described the contract, the purpose of which is to develop a comprehensive, specialized transportation plan and to propose a solution for identified human service transportation gaps for seniors and persons with disabilities. Discussion ensued. Questions on the timeline for the work outlined in the contract and incorporation of future growth projections in the plan were posed by the board and answered by Mr. Taylor.

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

Contract: Vendor Managed Shop Supply (Grainger). Todd Mills, UTA Sr. Supply Chain Manager, described the contract, which provides shop supplies to UTA operations, maintenance, and administrative staff. Discussion ensued. Questions on the timing of bringing the contract to the board and pricing terms were posed by the board and answered by Mr. Mills.

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

Change Order: On-Call Maintenance Task Order #87 – UDOT Queue Cutter Traffic Signal Project (Stacy and Witbeck). Dave Hancock, UTA Director of Asset Management, explained the task order, which provides advance preemption time at five locations to accommodate the installation of queue cutter traffic signals. Discussion ensued. A question on the role of the Utah Department of Transportation (UDOT) in the project was posed by the board and answered by Mr. Hancock.

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

Pre-Procurement: Electronic Fare Collection Reader Replacement. Ms. Gonot was joined by Dan Harmuth, UTA IT Director, and Monica Morton, UTA Fares Director. Mr. Harmuth stated the procurement is for approximately 2,000 electronic fare collection readers. The readers are needed to replace aging and obsolete technology. Discussion ensued. Questions on readers used at other agencies, data management on the readers, and timeline on the procurement were posed by the board and answered by staff. Trustee Holbrook expressed her preference for technology that would allow direct fare payment using credit cards.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, September 18, 2019 at 9:00 a.m.

Closed Session. Chair Christensen stated there were matters to be discussed in closed session to discuss pending or reasonably imminent litigation and collective bargaining. A motion for a closed session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board moved into closed session at 10:45 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 11:16 a.m.

Adjournment. The meeting was adjourned at 11:17 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/557175.html> for entire content.

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