



**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 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 9:01 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 Director of Safety & Security, for a brief safety message.

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

**Consent Agenda.** The consent agenda was comprised of:

- Approval of December 4, 2019 Board Meeting Minutes
- UTA Policy 6.1.1 Americans with Disabilities Act (ADA) Compliance

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

**Agency Report.** Carolyn Gonot, UTA Executive Director, was joined by David Wilkins, Assistant Attorney General.

Ms. Gonot spoke about the launch of ski bus service in Salt Lake County and said ski bus service to resorts in the other counties in UTA's service area would begin later in December.

Ms. Gonot also spoke about the replacement of the paint booth at UTA's Meadowbrook facility. Unforeseen site conditions have required change orders that have increased the cost of installing the booth, pushing the cost of installation from the original contract price of \$166,428 to over \$200,000, which is the threshold for contracts requiring board approval. Ms. Gonot said staff does not want to delay the installation and is planning to move forward on the work, but will bring approval of the contract and its associated change orders to the board in January.

Mr. Wilkins introduced Tim Merrill, who will be joining the Office of the Attorney General and will be assigned to UTA. Mr. Merrill will be working closely with the real estate group on matters related to land use and transit-oriented development.

**R2019-12-01 Resolution Giving Notice and Setting Regular Meeting Dates for Calendar Year 2020.** Chair Christensen indicated the board will continue to meet on a regular basis in 2020.

A motion to approve R2019-12-01 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.

#### **Contracts, Disbursements, and Grants.**

**Contract: Bulk Purchases of Diesel Fuel and Unleaded Gasoline (Kellerstrass Oil).** Todd Mills, UTA Sr. Supply Chain Manager, was joined by Brian Motes, UTA Procurement & Contracts Specialist. Mr. Mills explained the five-year contract, which is based on a competitive procurement to deliver bulk diesel fuel and unleaded gasoline to all UTA fueling locations. Discussion ensued. Questions on the monitoring of fuel tanks, type of diesel fuel, and contingencies in the contract for spikes in oil prices 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.

**Contract: Real Estate Purchase Contract for Right of Way Preservation (1200 W 1100 S, Brigham City).** Paul Drake, UTA Sr. Manager of Real Estate & Transit-Oriented Development, was joined by Spencer Burgoyne, UTA Manager of Property Administration. Mr. Drake described the contract for the purchase of a 10-acre property in Brigham City to preserve right of way for future transit expansion. Discussion ensued.

Questions on the prioritization of property purchases and potential for transit-oriented development at the Brigham City site were posed by the board and answered by staff.

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

**Contract: Real Estate Purchase Contract for Street Right of Way (1341 Country Hills Drive, Ogden).** Mr. Drake summarized the contract for the purchase of property in Ogden needed for the Ogden-Weber State University bus rapid transit system. Discussion ensued. A question on the escrow account for roof repairs was posed by the board and answered by staff.

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

**Pre-Procurement: Financial Auditing Firm.** Mr. Mills was joined by Troy Bingham, UTA Comptroller. Mr. Mills spoke about the agency's intent to procure a five-year contract for financial services to perform annual financial audits, as well as other required single audits and pension audits. Discussion ensued. Questions on including audit firm ratings in the procurement and best practice for selecting new auditors were posed by the board and answered by staff.

**Grant Opportunity: CMAQ/STP/TAP WFRC Concept Report Submittals for Salt Lake City/West Valley Urbanized Area.** Mary DeLoretto, UTA Acting Chief Service Development Officer, was joined by Alma Haskell, UTA Grants Development Administrator. Ms. DeLoretto explained that UTA will be applying for or supporting several CMAQ/STP/TAP (Federal Highway Congestion Mitigations-Air Quality / Surface Transportation Program / Transportation Alternatives Program) projects in the Salt Lake City/West Valley urbanized area:

1. CMAQ: On-Route Electric Bus Charging Infrastructure
2. STP: Bus Stop Improvements
3. TAP: Bike Capacity on Transit
4. STP: Salt Lake Central Parking Structure
5. STP: On-Board Technology System

It was noted that UTA is also planning to submit a request for funds with support from the Utah Department of Transportation for bus equipment related to traffic signal priority. (This is a change from the information contained in the meeting packet.)

Discussion ensued. Questions on locations for electric vehicle charging stations and land available for parking at Salt Lake Central Station were posed by the board and answered by staff.

### **Service and Fare Approvals.**

**Fare Revenue Contract: Intermountain Healthcare ECO Contract.** This item was deferred to a future meeting.

### **Discussion Items.**

**Sixth Amendment of the Authority's 2019 Budget.** Bob Biles, UTA Chief Financial Officer, was joined by Ms. DeLoretto. Mr. Biles summarized the proposed amendment, which reallocates funds from ten capital projects to eleven capital projects in the authority's budget. He noted the amended items result in a net zero change to the overall budget. Discussion ensued. Questions on the TRAX curve replacement and Union Building items were posed by the board and answered by staff.

**Agency 2020 Final Budget.** Mr. Biles gave an overview of the agency's 2020 final budget and provided detail on adjustments made to the 2020 final budget as compared to the 2020 tentative budget. Discussion ensued. A question on additional headcount was posed by the board and answered by staff.

**2020 Service Plan.** Laura Hanson, UTA Director of Planning, was joined by Eric Callison, UTA Manager of Service Planning. Ms. Hanson delivered a presentation on UTA's 2020 Service Plan, including utilization of new funding for service and system improvements slated for implementation in August 2020. Discussion ensued. Questions on half trips, data from the microtransit pilot, recommendations from the microtransit pilot, bus stop improvement criteria, and ratio of route modifications for Salt Lake City to Salt Lake County were posed by the board and answered by staff.

### **Other Business.**

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

**Closed Session.** Chair Christensen indicated there was a need for a closed session to discuss collective bargaining and pending or reasonably imminent litigation. A motion for a closed session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously and the board entered closed session at 10:04 a.m.

**Open Session.** A motion to return to open session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board returned to open session at 11:00 a.m.

**Adjournment.** The meeting was adjourned at 11:01 a.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.*