

**Minutes of the Meeting
of the
Board of Trustees of the Utah Transit Authority (UTA)
held remotely via phone or video conference
and broadcast live for the public via YouTube
October 28, 2020**

Board Members Participating:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also participating were members of UTA staff.

Call to Order and Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

Chair Christensen mentioned today's meeting will be adjourned in memory of Brett Gunnuscio, UTA Electromechanic Helper, who passed away earlier this month.

Public Comment. It was noted that online comment received for the meeting was distributed to the board prior to the meeting and will be included as Appendix B to these minutes.

Safety First Minute. Ron Kendell, UTA Video Security Administrator, provided a brief safety message.

Consent Agenda. The consent agenda was comprised of:

- a. Approval of October 21, 2020 Board Meeting Minutes
- b. Fare Agreement: Pass Purchase and Administration Agreement – Amendment #1 (Start Date Postponed) (Church of Jesus Christ of Latter-Day Saints)

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

Agency Report.

Election Day Free Fare Update. Carolyn Gonot, UTA Executive Director, mentioned the agency is making all transit services, including paratransit and microtransit services, free to the public on election day (November 3, 2020).

Brief discussion ensued. A question on public outreach efforts related to the free fare was posed by the board and answered by Ms. Gonot.

Rail Trespass and Suicide Prevention Safety, Research, and Demonstration Grant. Ms. Gonot was joined by Tina Bartholomew, UTA Safety Administrator, and Ron Kendell, UTA Video Security Administrator. Mr. Kendell spoke about a Safety, Research, and Demonstration Grant recently awarded to UTA by the Federal Transit Administration in the amount of \$244,000 for radar and camera surveillance equipment and other measures designed to prevent rail corridor trespass and suicide.

Discussion ensued. Questions on the pervasiveness of proactive safety measures in the transit industry and coordination with Union Pacific Railroad were posed by the board and answered by staff.

Point of the Mountain Transit Study. Ms. Gonot noted the survey portion of the study is complete and the survey report is posted on both the study and UTA websites.

Bond Refinancing. Ms. Gonot was joined by Troy Bingham, UTA Comptroller. Mr. Bingham spoke about the bond refinancing process and indicated final pricing would be set by close of business today (October 28, 2020), with an anticipated sale on November 12, 2020.

Pension Committee Report. Trustee Millington reported on the pension committee meeting held on October 20, 2020 and said the committee plans to release a request for proposal (RFP) on actuarial services in the near future. They also agreed to use a 6.75 percent growth projection and changed the composition of the committee from nine to five members.

Resolutions.

R2020-10-04 Resolution Giving Special Tribute, Due Honor, and Recognition to UTA Trustee J. Kent Millington. Chair Christensen and Trustee Holbrook read the resolution and expressed appreciation to Trustee Millington for the dedicated and collaborative work he did during his tenure as a trustee for the agency.

A motion to approve R2020-10-04 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried with aye votes from Trustee Holbrook and Chair Christensen. Trustee Millington abstained.

R2020-10-05 Resolution Approving the Awarding of Complimentary Lifetime Transit Passes for Members of the Board of Trustees upon Completion of Their Initial Term.

Chair Christensen explained the resolution, which recognizes trustees for their public service by offering a complimentary lifetime transit pass to the trustee and one other person of the trustee's choosing.

A motion to approve R2020-10-05 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried with aye votes from Trustee Holbrook and Chair Christensen. Trustee Millington abstained.

Contracts, Disbursement, and Grants.

Contract: UTA Employee Holiday Gift Cards (Harmons). Todd Mills, UTA Sr. Supply Chain Manager, requested the board approve a contract with Harmons to provide gift cards valued at \$125 each to UTA employees in appreciation for their hard work and dedication throughout the year.

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

Contract: State and Local External Government Relations Services (Hunter and Company Communications). Shule Bishop, UTA Government Relations Director, asked the board to approve a contract with Hunter and Company Communications for lobbying services. The contract has an initial term of three years, with two one-year options, and a total contract value (including options) of \$228,000.

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

Contract: Federal External Government Relations Services (Barker Leavitt). Mr. Bishop requested the board approve a contract with Barker Leavitt for federal lobbying services. The contract has an initial term of three years, with two one-year options, and a total contract value (including options) of \$767,779.27.

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

Contract: Federal External Government Relations Services (Cardinal Infrastructure).

Mr. Bishop asked the board to approve a contract with Cardinal Infrastructure for federal lobbying services. The contract has an initial term of three years, with two one-year options, and a total contract value (including options) of \$792,000.

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

Discussion Items.

2020 Budget Amendment #3. Mary DeLoretto, UTA Chief Service Development Officer, reviewed proposed updates to the 2020 budget. She indicated staff is requesting capital contingency funds be reallocated as follows:

	Stations and Platform Rehab	Rail Replacement Work	Light Rail Rehab/Overhaul	Sharp-Tintic Rail Consolidation	Contingency
2020 Budget	\$125,000	\$459,000	\$10,610,565	\$700,000	\$968,000
Proposed Changes	\$233,000	\$200,000	\$180,000	\$300,000	(\$913,000)
Totals	\$358,000	\$659,353	\$10,790,565	\$1,000,000	\$55,000

Ms. DeLoretto said staff would also like to make the following project revisions and carry forward remaining funds to the 2021 capital budget:

Project	2020 Budget	Revised 2020 Budget	Carryforward Budget to 2021
Tooele Bus Facility	\$1,267,751	\$300,000	\$967,751
Clearfield FR Station Trail	\$1,769,817	\$30,000	\$1,739,817
Operator Shack at Univ Med EOL	\$215,000	\$40,000	\$175,000
Provo-Orem BRT	\$5,210,967	\$2,200,000	\$3,010,967
Sandy Parking Structure	\$5,904,174	\$1,700,000	\$4,204,174
MOW Building	\$350,000	\$0	\$350,000
New FLHQ Space Planning	\$75,000	\$40,000	\$45,000
Light Rail Seat Replacement	\$4,154,000	\$0	\$4,154,000
5310 Ogden/Layton Funds	\$121,374	\$61,374	\$60,000
Passenger Info Improvements	\$1,459,743	\$0	\$1,459,743
Total	\$20,527,826	\$4,271,374	\$16,166,452

Discussion ensued. Questions on the potential for other capital needs in 2020 and adjustments to timelines for project completion were posed by the board and answered by staff. It was mentioned the total for the new FLHQ space planning would be revised to \$85,000 before formal board approval is requested.

Chair Christensen suggested staff review and clarify allocations for the Sharp-Tintic rail consolidation.

Draft 2021-25 Five-Year Capital Plan Revisions. Ms. DeLoretto discussed proposed updates to the 2021-25 Five-Year Capital Plan, including carrying forward requests for ten projects, adding one new project, redistributing funds for two projects, and changing budgeted amounts for two projects.

Projects proposed to be carried forward are as follows:

Project	Sept 16 2021 Budget	Revised 2021 Budget	Variance 2021	Sept 16 5-Year Plan 2021-2025	Revised 5-Year Plan 2021-2025	Variance 5-Year Plan 2021-2025
Tooele Bus Facility	\$0	\$967,751	\$967,751	\$0	\$967,751	\$967,751
Clearfield FR Station Trail		1,739,817	1,739,817		1,739,817	1,739,817
Operator Shack at Univ Med EOL		175,000	175,000		175,000	175,000
Provo-Orem BRT		3,010,967	3,010,967		3,010,967	3,010,967
Sandy Parking Structure		4,204,174	4,204,174		4,204,174	4,204,174
MOW Building		350,000	350,000		350,000	350,000
New FLHQ Space Planning		45,000	45,000		45,000	45,000
Light Rail Seat Replacement		4,154,000	4,154,000		4,154,000	4,154,000
5310 Ogden/Layton Funds		60,000	60,000		60,000	60,000
Passenger Info Improvements		1,459,743	1,459,743		1,459,743	1,459,743
Subtotal	\$0	\$16,166,452	\$16,166,452	\$0	\$16,166,452	\$16,166,452

Projects with budget revisions include:

Project	Sept 16 2021 Budget	Revised 2021 Budget	Variance 2021	Sept 16 5-Year Plan 2021-2025	Revised 5-Year Plan 2021-2025	Variance 5-Year Plan 2021-2025
Suicide Prevention	\$0	\$280,000	\$280,000	\$0	\$280,000	\$280,000
Rail Rehab/ Replacement	7,450,000	7,250,000	(200,000)	15,775,000	15,575,000	(200,000)
20 Electric Buses - VW	14,200,000		(14,200,000)	27,079,240	27,079,240	
Stray Current Mitigation	700,000	525,000	(175,000)	2,500,000	2,500,000	
Midvalley BRT	27,905,000	3,000,000	(24,905,000)	44,483,000	79,200,000	34,717,000
Subtotal	\$50,255,000	\$11,055,000	(\$39,200,000)	\$89,837,240	\$124,634,240	\$34,797,000
TOTAL CHANGES	\$50,255,000	\$27,221,452	(\$23,033,548)	\$89,837,240	\$140,800,692	\$50,963,452

Impacts to the budget for each of the five years included in the plan are:

Year	Total Budget		Total UTA Expenditures	
	Sept 16 Budget	Revised Budget	Sept 16 Budget	Revised Budget
2021	\$278,652,000	\$255,619,000	\$144,714,000	\$146,078,000
2022	\$226,971,000	\$230,138,000	\$118,649,000	\$120,412,000
2023	\$126,886,000	\$187,990,000	\$94,172,000	\$98,237,000
2024	\$223,713,000	\$233,576,000	\$126,317,000	\$126,180,000
2025	\$105,570,000	\$105,432,000	\$99,233,000	\$99,096,000
Total	\$961,792,000	\$1,012,755,000	\$583,086,000	\$590,002,000

Ms. DeLoretto noted the first year of the 2021-25 Five-Year Capital Plan is incorporated in the tentative 2021 budget.

Discussion ensued. A question on the Mid-Valley project adjustment was posed by the board and answered by staff.

UDOT Central Corridor Transit Study Update. Manjeet Ranu, UTA Director of Capital Projects, was joined by Mary DeLaMare-Schaefer, UTA Regional General Manager – Timpanogos Business Unit, and Eric Rasband with the Utah Department of Transportation (UDOT). Mr. Rasband provided an overview of the Central Corridor Transit Study and reviewed the study schedule. He then outlined the locally preferred alternative, summarized public feedback, and reviewed next steps for both the study and the project.

Discussion ensued during which the board expressed support for the findings of the study.

At 10:31 a.m., Chair Christensen requested Trustee Holbrook assume the role of chair in the meeting. He then left the meeting to participate in a teleconference related to UTA's bond refunding.

Trustee Holbrook called for a recess at 10:35 a.m.

The meeting resumed at 10:57 a.m. with Chair Christensen directing the agenda.

Tentative 2021 Budget. Alisha Garrett, UTA Director of Culture & Talent Development, was joined by Troy Bingham, UTA Comptroller. Ms. Garrett highlighted key strategies, assumptions, and significant changes included in the budget. She then reviewed a new organizational structure contemplated in the budget and provided detail on the operating and capital budgets.

Discussion ensued during which Ms. Gonot provided more detail on the organizational structure adjustments. A question on how the organizational change will impact the budget was posed by the board and answered by staff.

Other Business.

Next Meeting: The next meeting of the board will be on Wednesday, November 4, 2020 at 9:00 a.m.


Adjournment. The meeting was adjourned by motion in memory of Brett Gunnuscio at 11:22 a.m.

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/636877.html> for entire content.

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

Approved Date: November 4, 2020

DocuSigned by:

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Carlton J. Christensen
Chair, Board of Trustees

Appendix A

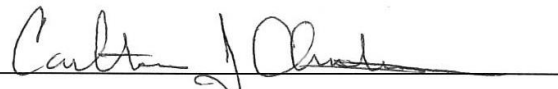
UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION

Consistent with provisions of the Utah Open and Public Meetings Act, specifically UTAH CODE § 52-4-207(4), and acting in my capacity as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold and convene electronic meetings of the UTA Board without a physical anchor location:

1. Conducting Board and Board Committee meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. This determination is based upon the following facts, among others:
 - a. The COVID-19 pandemic is ongoing and significant and continued community, person-to-person virus transmission continues to occur in the state of Utah; and
 - b. Federal, state, and local health authorities have adopted guidelines for the general public and businesses which encourage institutions and individuals to take precautions, including limiting in-person interactions and recommending increased virtual interactions.

This written determination takes effect on October 7, 2020, and is effective until midnight on November 6, 2020, (no more than 30 days after the effective date of this Declaration) and may be re-issued by future written determinations of the Chair of the Board at that or any other appropriate time.

Dated this 30 day of September, 2020.



Carlton Christensen Chair of the Board of Trustees

Appendix B

Online Public Comment
to the
Board of Trustees of the Utah Transit Authority (UTA)
Board Meeting

Received on October 27, 2020 from George Chapman:

comments to Board of Trustees Oct 28 meeting

Proposal to increase ridership on buses

Despite a significant increase in bus span of service, ridership on buses is still less than 50%. I urge UTA to use some of the \$187 million that the CARES Act gave you (\$87 million spending this year) to market the bus service. I suggest using the funding to test a \$1 fare through the end of the year for buses (since rail ridership increases are limited by parking lots and ticket machine throughput). I further recommend that UTA adjust all marketing to advertise the \$1 fare, encourage citizens to try the new expanded bus service to midnight on many routes and to remember that studies show that wearing a mask on mass transit eliminates most COVID 19 potential. This would be an important and national story if it succeeds. It is a test for just 2 months to see if ridership on buses exhibits a different fare elasticity compared to rail. Without this test, UTA and mass transit ridership may continue to be at a 50% level for years. Such a test can provide direction on how to increase ridership which will be a significant discussion at next year's Legislative session.

On the items in the meeting agenda: The Clearfield Trail should be lower priority than appropriate funding for the parking which is always full. The \$5 million parking structure in Sandy should not be paid for by UTA but by an assessment district. The Midvalley BRT, since it now receives FTA funding, requires an EIS.
