



Minutes of the Executive Committee (EXC) Meeting
of the Board of Trustees of the Utah Transit Authority (UTA)
Monday, May 15, 2017
FrontLines Headquarters, 669 West 200 South, Salt Lake City, UT

EXC Members Attending:

Robert McKinley, Chair	Greg Bell
Sherrie Hall Everett, Vice Chair	Charles Henderson
Jeff Acerson	Bret Millburn

Excused/Not in Attendance: Jeff Hawker, Troy Walker

Other Board Members in Attendance: Necia Christensen

Chair McKinley called the meeting to order at 12:12 p.m. with five committee members present. Trustee Christensen was also in attendance.

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

Executive Consent Agenda.

1. Approval of April 19, 2017 Meeting Report.
 - a. A motion to approve the consent agenda was made by Trustee Acerson and seconded by Vice Chair Everett. The motion carried by unanimous consent with five aye votes.

Informational Items.

1. Special Recognition of Kathy Fellows and Rachel Staheli.
 - a. Chair McKinley recognized two riders, Kathy Fellows and Rachel Staheli, who assisted in stopping a bus that began rolling as its operator was out of the vehicle working to resolve a mechanical issue. Ms. Fellows and Ms. Staheli were not present, but Chair McKinley asked that a framed certificate of appreciation be sent to each of them.
2. Notice of Contract with Danyce Steck.
 - a. Jayme Blakesley, UTA General Counsel, stated that Danyce Steck, UTA Comptroller, has left the agency to work for Murray City. UTA would like to employ Ms. Steck as a consultant to complete projects in process and assist with the new comptroller's transition for a period of no longer than six months and a limit of \$15,000.00. The matter was brought to the EXC because by policy there is a period of time following an employee's termination when that employee is prohibited from doing business with UTA and this would be an exception.

Trustee Henderson joined the meeting at 12:27 p.m.

Items for Discussion.

1. BP 4.1.10 – Code of Conduct Proposed Revision & Financial Disclosure Process.
 - a. Mr. Blakesley provided an overview of the disclosure policy and then yielded the floor to Riana De Villiers, UTA Chief Internal Auditor, for a presentation on the 2016 disclosure process. Ms. De Villiers explained the financial disclosure review that took place for employees and trustees in 2016 along with lessons learned. Ruth Hawe, UTA Senior Counsel, joined Ms. De Villiers to speak about proposed changes to the Board Financial Disclosure Form for the 2017 process. Ms. De Villier then outlined the 2017 financial disclosure process.

Throughout the presentation, questions were posed by the EXC and answered by staff. In response to a question regarding primary residences, Mr. Blakesley responded that primary residences were not considered as part of the disclosure review process.

2. Provo-Orem TRIP Property Report.
 - a. Robert Biles, UTA Vice President of Finance, stated that staff would like to provide an update to the board on property issues related to the Provo-Orem Transportation Improvement Project (TRIP).
3. Overview of the Board Workshop Pre-Work.
 - a. Trustee Henderson summarized the pre-work efforts related to the board workshop in June.
4. R2017-05-01 – Clearfield Conditional Agreements.
 - a. Mr. Biles summarized the Transit-Oriented Communities Committee meeting held on May 10 in Clearfield. He indicated action on the Clearfield property would be required by the board at its May meeting.

Board Meeting Agenda Approval.

1. BP 4.1.10 – Code of Conduct Proposed Revision and Financial Disclosure Process.
2. R2017-05-01 – Clearfield Conditional Agreements.
3. Provo-Orem TRIP Property Report.

A motion to forward items 1-3 to the board agenda was made by Trustee Bell and seconded by Trustee Henderson. The motion carried by unanimous consent.

Trustee Bell suggested it would be appropriate to review the process for putting items on the board agenda during the board workshop. Chair McKinley agreed.

Trustee Christensen indicated that the pension committee is working through its processes and will report formally to the board at a future time.

Closed Session. No closed session was held.

Action Taken Regarding Matters Discussed in Closed Session. No closed session was held.

June Committee Items for Consideration.

1. Chair McKinley listed the committees that would be meeting in June.
2. Chair McKinley mentioned that August is typically a slow time for the board and suggested forgoing the August meeting.

Other Business. No other business was discussed.

Adjourn. The meeting was adjourned at 1:05 p.m. by motion.

Transcribed by Cathie Griffiths
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