



**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
January 9, 2019**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook

Board Members Excused/Not in Attendance:

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

Welcome and Call to Order. Chair Christensen welcomed attendees and called the meeting to order at 9:02 a.m. with two board members present. Kent Millington, nominee to the UTA Board of Trustees representing Utah and Tooele counties, was also in attendance. Following Chair Christensen's opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

Safety Minute. Chair Christensen yielded the floor to Sheldon Shaw, UTA Manager of Safety, for a brief safety message.

Approval of December 12, 2018 Board Meeting Minutes. A motion to approve the December 12, 2018 Board Meeting Minutes was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

Public Comment Period. Public comment was submitted online by Anna Beckstrom. Ms. Beckstrom expressed concerns with FrontRunner delays, seating capacity during peak periods, and temperature control in cars. She also thanked the agency for its safety presence on rail and bus.

Agency Report. Steve Meyer, UTA Interim Executive Director, delivered a report via telephone highlighting the following:

- Emergency executive execution of a grant with Rocky Mountain Power in the amount of \$500,000 for electric bus charging station infrastructure

November 2018 Financial Report. Bob Biles, UTA Vice President of Finance, reviewed the November 2018 Financial Report. Questions on ridership, budget variances, diesel fuel costs on bus vs. rail, and propulsion power were posed by the board and answered by Mr. Biles.

A motion to accept the November 2018 Financial Report was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

Annual Transit-Oriented Development Report & Real Estate Inventory. Paul Drake, UTA Senior Manager of Real Estate & Transit-Oriented Development, reviewed the board policy relative to compliance on transit-oriented development and real estate reporting. He then summarized the status of UTA's current transit-oriented development projects and real estate inventory. Questions related to capital investment on UTA properties, return on project investments, surplus property, property acquisition, and corridor rights of way were posed by the board and answered by Mr. Drake.

A motion to accept the report and inventory was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

R2019-01-01 Establishing the Authority's Organizational Structure, Appointing Officers, and Setting Compensation for District Officers and Employees. Chair Christensen explained the board's intent regarding the function of the executive director and outlined proposed organizational structure changes to the agency. He then referenced UTA's salary structure. Discussion ensued. Trustee Holbrook summarized the board process in determining the organizational structure. Mr. Meyer expressed support for the proposed changes.

A motion to approve R2019-01-01 with an amendment to incorporate some minor title changes was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

R2019-01-02 Authorizing the Purchase of Real Property (Parcels 140:B). Mr. Drake summarized the transaction, which involves a property owned by Garff Properties-Orem, LLC, located at 165 East University Parkway in Orem needed for construction of the Utah Valley Express (UVX) line. The total purchase price for the property is \$218,402. Discussion ensued.

Questions on the finality of the property purchase, budget, and administrative costs included in the transaction were posed by the board and answered by Mr. Drake.

A motion to approve R2019-01-02 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Contracts, Disbursements & Change Orders.

Change Order: On-Call Maintenance (Stacy and Witbeck). Eddy Cumins, UTA Acting Vice President of Operations, Capital & Assets, explained the change order, which will fund the removal and reconstruction of the 150 South TRAX interlocking reconstruction. Discussion ensued. A question on the construction schedule was posed by the board and answered by Mr. Cumins.

A motion to approve the on-call maintenance change order was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Change Order: Records Management System (Cities Digital). Kim Ulibarri, UTA Chief People Officer, explained the change order which is to add features and licenses to the next phase of the implementation of Laserfiche, a records management software product. A question on the efficiency of the new system and integration of the next phase were posed by the board and answered by staff.

A motion to approve the records management system change order was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Contract: Security Services for Fares Collection (Allied Universal). Monica Morton, UTA Director of Fares, described the contract, which funds security services related to fares collection. Questions on using UTA police for this function and contract terms were posed by the board and answered by Ms. Morton. Chair Christensen requested a cost benefit analysis of using UTA police for this service rather than security.

A motion to approve the security services contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

Pre-Procurements. Mr. Meyer informed the board about the intent to procure services for the replacement of the TC-1 time keeping modules in the JD Edwards software. A question on

whether the procurement was included in the budget was posed by the board and answered by staff.

Discussion Items.

Transit-Oriented Development Process. Mr. Drake provided information on UTA's transit-oriented development (TOD) process. He distributed and reviewed a flow chart depicting the planning, implementation, and management process for the agency's TOD projects. The process includes regular decision points from the board. Discussion ensued. Questions on the number of sites available for TOD per legislation, advisory board role, site selection timeline, and communication of the TOD site selection timeline and process to community partners were posed by the board and answered by Mr. Drake. As part of the discussion, Mr. Drake also distributed a draft TOD process timeline specific to this year. Chair Christensen directed staff to present the TOD process to UTA's local advisory board at its next meeting.

Other Business.

Utah County Service Level Agreement. Trustee Holbrook noted Utah County's approval of a fourth quarter cent sales tax. When the funding was approved, UTA agreed to enter into a service level agreement with the county outlining the intended use of these additional funds.

Next Meeting. The next meeting of the board will be on Wednesday, January 16, 2019 at 9:00 a.m.

Closed Session. The closed session discussion was deferred to a future meeting.

Adjournment. The meeting was adjourned at 10:26 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/507609.html> for entire content.

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