



**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  
March 25, 2020**

**Board Members Present:**

Carlton Christensen, Chair  
Beth Holbrook (via video conferencing)  
Kent Millington

Also attending were members of UTA staff.

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**Call to Order, Opening Remarks, and Pledge of Allegiance.** Chair Christensen welcomed attendees and called the meeting to order at 9:05 a.m. Following Chair Christensen’s opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

**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 an appendix to the minutes of the meeting.

**Safety First Minute.** Chair Christensen provided a brief safety message.

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

- a. Approval of March 6, 2020 Special Board Meeting Minutes
- b. Approval of March 11, 2020 Board Meeting Minutes
- c. Approval of External Auditor Engagement Letter (Keddington and Christensen)
- d. Approval of COVID-19 Pandemic Leave Program

A motion to approve the consent agenda with the exception of “Item d.” was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

## Agency Report.

**Earthquake Update.** Carolyn Gonot, UTA Executive Director, spoke about the impact of the 5.7 magnitude earthquake that occurred in the Salt Lake Valley on Wednesday, March 18, 2020. She said the agency's emergency operations center (EOC) was fully activated following the earthquake and noted impacts to service: TRAX service was unavailable for part of the day due to power outages, FrontRunner operated at reduced speeds due to aftershocks, and bus service proceeded as normal.

**COVID-19 Update (including board action on pandemic leave program).** Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer, and Kim Ulibarri, UTA Chief People Officer. Ms. Gonot stated the COVID-19 pandemic has escalated quickly over the last two weeks. She affirmed UTA is an essential public service and the agency will continue to provide transit service while keeping the community safe. With respect to the pandemic, UTA's EOC is partially activated. The agency is adhering to the Centers for Disease Control and Prevention recommendations.

Ms. Ulibarri said some UTA employees have been authorized to telecommute. The agency is also formulating a pandemic leave program, which was created in conformance with federal guidelines and will be ready for implementation by April 2, 2020. The program will provide additional hours of paid leave to employees and allows sick leave to be used for childcare.

A motion to approve the pandemic leave program as outlined with modifications that may be required by federal legislation was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Mr. Cumins reviewed measures UTA operations is taking to ensure public and employee safety during the outbreak. For example, the agency is cleaning buses every night with disinfectant. In addition, a "yellow line" procedure and rear door passenger entry were implemented on buses to maintain social distancing for operators.

Mr. Cumins said ridership has significantly decreased as a result of the pandemic, an occurrence that is typical across the industry. He noted "right sizing" of service is expected by the federal government as a requirement for funding. Consequently, UTA is monitoring its ridership numbers closely.

Ms. Gonot also mentioned the agency has not seen much absenteeism in its workforce.

**UTA Happenings.** Ms. Gonot stated that all public outreach events have been cancelled due to the pandemic.

Chair Christensen commended staff in the EOC for their response to the earthquake and to the COVID-19 pandemic.

**Government Relations and Legislative Update.** Shule Bishop, UTA Government Relations Director, reported that Congress reached agreement on a \$2 trillion stimulus bill, which includes \$25 billion in funding for transit. The stimulus funds will be apportioned by formula and do not include requirements for an agency match.

Mr. Bishop summarized the state appropriations related to UTA, including \$250,000 to complete the Point of the Mountain transit study, \$750,000 for the Point of the Mountain environmental analysis (contingent upon receipt of non-state funds), and \$1.6 million for a FrontRunner strategic plan. He further indicated there was an increased investment in the Transit Transportation Investment Fund (TTIF), including the establishment of an account for rail crossing upgrades. The Central Wasatch Commission also received \$50,000 for a ski bus bypass pilot.

Mr. Bishop thanked Senator Harper for his sponsorship of Senate Bill 150, which eliminated UTA's cap on transit-oriented developments. He also thanked partner agencies, community partners, and staff who assisted during the legislative session.

## **Resolutions.**

**R2020-03-02 Resolution Approving the Interlocal Cooperation Agreement for the Maintenance of Park-and-Ride Lots Near Big and Little Cottonwood Canyons.** Mr. Cumins, UTA Chief Operating Officer, summarized the resolution, which authorizes execution of an interlocal agreement detailing maintenance responsibilities for the park-and-ride lots near Big and Little Cottonwood canyons. Discussion ensued. A question on the timeline for completion of the Utah Department of Transportation's environmental impact study (EIS) on this area was posed by the board and answered by staff.

A motion to approve R2020-03-02 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.

### **R2020-03-03 Resolution Approving Title VI Service Equity Analysis of April 2020**

**Change Day.** Andrew Gray, UTA Civil Rights Compliance Officer – Title VI & DBE, reviewed UTA’s Title VI obligations. He then spoke about the purpose of route 606 alignment changes, which is to continue to provide service to two work centers that are relocating to a consolidated facility. He indicated there are no disparate or disproportionate impacts resulting from the change. Discussion ensued. A question on completion of the facility necessitating the change on route 606 was posed by the board and answered by Mr. Gray.

A motion to approve R2020-03-03 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.

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

**Contract: Provo/Orem BRT Property Acquisition – Parcel 155:A, 155:E, 155Ref:A, 155Ref:E.** Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, joined the meeting by video conference. He provided an overview of the property purchase. The total purchase price is \$585,570. Discussion ensued. Questions on the administrative settlement and location of the property were posed by the board and answered by Mr. Drake.

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

**Contract: Property Mediation Settlement - FrontRunner.** Mr. Drake was joined by David Wilkins, Assistant Attorney General. Mr. Drake provided an overview of the disputed property, UTA infrastructure on the property, history of claims and counterclaims associated with the property, UTA options contemplated for the property, and mediated settlement terms. Discussion ensued. Questions on the property valuation, location of utilities on the property, Rocky Mountain Power involvement in the transaction, and measures put in place to avoid future property disputes 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.

**Disbursement: Light Rail Parts Inventory (Siemens Mobility Inc.).** Bob Biles, UTA Chief Financial Officer, explained the disbursement, which is necessary to pay for over \$300,000 in light rail parts purchased as part of UTA’s inventory management program.

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

**Pre-Procurement.** Todd Mills, UTA Sr. Supply Chain Manager, was joined by Kyle Stockley, UTA Manager of Vehicle Overhaul & Bus Support. Mr. Mills indicated the agency intends to procure the following:

- i. Light Rail Vehicle Door Parts
- ii. Meadowbrook Maintenance Bays and Canopies Design Work
- iii. Transit Planning Software

Discussion ensued. Questions on availability of aftermarket manufacturers for light rail door parts, total potential cost of the transit planning software, and selection criteria on the software request for proposal (RFP) were posed by the board and answered by staff.

**Grant Application: Department of Health and Human Services Grant Application for Administration on Community Living Challenge – Partnering with Community Options, Inc.** Mary DeLoretto, UTA Chief Service Development Officer, indicated the purpose of the grant is to help the agency hire individuals with disabilities into existing, open positions. Discussion ensued. Questions on employee utilization were posed by the board and answered by Ms. DeLoretto.

#### **Discussion Items.**

**UTA FrontLines Headquarters Administration Building.** Ms. DeLoretto was joined by Mr. Drake and Hal Johnson, UTA Manager of Project Development – Systems Planning. Mr. Johnson spoke about the third-party structural analysis of the UTA FrontLines Headquarters administration building, including findings and recommendations. Mr. Drake spoke about the transit-oriented development station area plan for the Salt Lake Central site. The plans include a new office development on the east side of the railroad tracks, a parking structure on the west side of the tracks, and a pedestrian bridge over the tracks. He mentioned the possibility of UTA relocating its offices to the new building.

Discussion ensued. Questions on the cost of retrofitting the current building, the intent of the retrofit (e.g., safety vs. functionality), benefits of retrofitting compared with constructing a new building, UTA's options associated with the new office development at Salt Lake Central, parking in the new development, timeline on construction of the new development, UTA's coordination efforts with the Salt Lake City redevelopment agency on the new development, impact on other UTA-owned property in the area, and optimization of the station area plan to accommodate bus operations were posed by the board and answered by staff.

Ms. Gonot committed to bring the request for proposal (RFP) for the Salt Lake Central site to the board for review prior to its release.

Trustee Holbrook requested more detailed information on the retrofitting option.

Chair Christensen called for a break at 10:47 a.m. The meeting resumed at 10:57 a.m.

**Summary of Fare Changes and Planned Public Outreach.** Monica Morton, UTA Fares Director, was joined by Andrea Packer, UTA Communications Director. Ms. Morton spoke about phase one of the fare change process. She highlighted the various aspects needed in a fare policy, pricing components and goals, proposed fare rate multipliers and discount percentages, and fare products and media.

With respect to planned outreach, Ms. Packer said public comment and outreach is needed, but implementation is on hold due to the COVID-19 outbreak. The planned outreach includes a public hearing; education for those who are impacted; targeted outreach; open houses; and collection of public comment through the agency's website, by email, phone, and regular mail. The efforts will cover all counties in UTA's service district. Ms. Gonot added that Title VI evaluations will also be performed.

Ms. Gonot committed to inform the board when public outreach begins.

Discussion ensued. Questions on the potential for increasing use of the electronic fare cards were posed by the board and answered by staff.

**2019 Chief Performance Targets Report and 2020 Goals.** Ms. Gonot was joined by her executive team: Mr. Cumins; Mr. Biles; Ms. DeLoretto; Ms. Ulibarri; and Nichol Bourdeaux, UTA Chief Communications & Marketing Officer. Ms. Gonot summarized agency initiatives for 2020, which include relaunch of the UTA Way, suicide prevention initiatives, facility evaluation, and training programs. Following Ms. Gonot's overview, the team then reviewed progress on specific 2019 objectives in each of their respective areas.

Ms. Gonot said the agency's 2020 goals are focused on service, people, and stewardship. She outlined specific measures intended to:

- Enhance service and improve customer experience
- Improve system performance
- Increase employee engagement and support workforce development
- Provide clear, consistent, and reliable communications
- Maintain a state of good repair
- Maintain fiscal responsibility

Discussion ensued. Questions on vehicle performance improvements, operating expenses, PACE participation rates for bargaining unit employees, and goals for the emerging leaders program were posed by the board and answered by staff.

Chair Christensen suggested it may be possible to leverage the predicted economic downturn to realize savings on planned projects.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Friday, March 27, 2020 at 9:00 a.m.

**Closed Session.** Chair Christensen indicated there was a need for a closed session to discuss 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 entered into closed session at 12:15 p.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 12:32 p.m.

**Adjournment.** The meeting was adjourned at 12:33 p.m. by motion.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority  
[cgriffiths@rideuta.com](mailto:cgriffiths@rideuta.com)  
801.237.1945

*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/596391.html> for entire content.*

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

**Appendix**

**Online Public Comment  
to the  
Board of Trustees of the Utah Transit Authority (UTA)  
Board Meeting  
March 25, 2020**

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**Received March 24, 2020 from George Chapman:**

I urge the Board to lower the transit fare to zero temporarily to encourage use of mass transit and provide an encouragement for citizens who do not normally consider riding transit, to try it. Ridership on UTA seems to be a fraction of what it was on many routes and free fare would help restore ridership and encourage trying out UTA. UTA vehicles should not be running empty.

In addition, any new fare policy should include lower fare such as \$1 (for FarePay - to decrease interactions with driver) and \$2 for cash. Present fares were implemented to cover diesel that was running close to \$4 a gallon and with the Saudi effort to control the market, diesel prices may go down to less than \$2 a gallon.

Now is a good time to lower fares.

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**Received March 24, 2020 from Lucinda Lunsford:**

Please work with UDOT or other road project companies to get "ahead" of detours, in order to plan a safe detour route with adequate signage, and to give advanced notice and pickup locations for riders. I've observed problems with this in Clinton @ the 1000 west/1800 north detour earlier this year to present. The other problem I observed was by Davis Hospital last year.

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My experience with this matter is because I have a daughter I drop off at a stop near our home in Clinton so that she can go to Davis Tech--from North Davis County to South Davis County, and back. I have dropped her off in the the morning before I go to work and still there are times I wait just to make sure the bus doesn't drive past her--which it has. Oh, and yes, she does have a light-colored coat and light. The problem is that the bus 640 signs are inadequate and difficult to see. They have no reflective qualities, they are too small, too low, too faded. One sign is too close to the intersection of 1500 W and 1800 N in Clinton, so that when the bus turns, it can be hard for the driver to notice someone standing near the poorly located, faded bus sign. It missed my daughter when it got darker for Daylight Savings just recently. Luckily, I was there waiting to make sure she got on safely and ended up having to honk to get the bus to stop for her. Now I have to wait, instead of dropping her off and going to work. If that bus misses her then I have to try to get her onto another bus.

My daughter takes the bus to her work near Davis Hospital. There was a road project last year that lasted months and months. Buses were not turning down 1450 south from State streer, in Clearfield which has Clearfield Workforce Services, dental offices, medical offices, Davis Behavioral Health, Tanner Clinic, and of course Davis Hospital. Why was a safe detour not planned in this situation? Patrons of UTA had to be dropped off on State street. Which, in my opinion is a huge, unsafe road for your customers with medical issues or mobility issues to cross, and then walk nearly maybe a mile or two from the bus drop off. Customers who had appointments, but did not know beforehand about the detour, ended up missing appointments or getting dropped off miles from the hospital or medical offices. My daughter observed this countless times.

Right now, I can tell you of a viable detour for that area. Last year, my daughter literally just rode the bus all the way to the Layton Mall, stayed on during the turn around so that she could be dropped closer to her work.

I'm just a parent, however I feel like I'm in a good position to give feedback. I, myself, rode the UTA buses long ago starting in about 2nd grade and occasionally during my college years. I rode all over Ogden, South Ogden, Clinton, and the Weber State area and University of Utah area and downtown Salt Lake. I used to ride to the gym, library, mall, martial arts lessons, to my dental appointments, to orthodontist appointments, to and from the University of Utah. I rode everywhere.

I also pick up my daughter from her part time evening job, so I am in my car basically taking the same roads that the bus 640 takes. I know that route. As I drive along, I've observed inadequate seating, signs, lighting, and a lack of protection from the elements such as rain and snow especially in that 1450 south area near the Clearfield/Layton border near medical facilities. The most vulnerable riders in that area do not have the same conveniences as

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riders who go up to McKay Dee for instance. There aren't any benches or covered seating or covered standing areas. I've seen elderly and handicapped waiting out in the elements by Davis Hospital and Tanner Clinic.

My question is, does anyone from UTA get out and drive around to observe, to see where services can be improved for the customer? Or even ways to help bus drivers see those who are waiting to catch a bus?

Does anyone talk to city personnel and road crew companies to work on solutions together for road work detours and lighting, etc.

Pretty soon, my daughter will be able to drive a car. I'm hoping she will, soon. She's been riding the bus regularly for the last 3 to 4 years. At this point, I'm not 100 percent confident in UTA. I see need for improvement. Communication is lacking. I don't want to hear that all your information is on Twitter or your app because it is not.

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