

**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
February 10, 2021**

Board Members Participating:

Carlton Christensen, Chair
Beth Holbrook
Jeff Acerson

Also participating were UTA staff members and media representatives.

Call to Order and Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 9:00 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination statement into the record as required by statute. The complete electronic board meeting determination statement is included as Appendix A to these minutes.

Chair Christensen mentioned today's meeting would be held in memory of Matt Johnson, a UTA employee who recently passed away due to complications from COVID-19. He yielded the floor to Michelle Frias, UTA Operations Supervisor, who shared some memories of and sentiments about Mr. Johnson.

Safety First Minute. Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

Public Comment. Chair Christensen noted members of the public were invited to attend and comment during the live portion of the meeting; however, no live public comment was given. It was also noted that online public comment received was distributed to the board for review in advance of the meeting and is included in Appendix B to these minutes.

Consent Agenda. The consent agenda was comprised of:

- a. Approval of January 27, 2021 Board Meeting Minutes

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

Legislative Update. Shule Bishop, UTA Government Relations Director, said the agency is monitoring appropriations and new bills. He suggested the board sign and support a letter the Wasatch Front Regional Council (WFRC) is circulating to promote a safe, family-friendly, bicycle backbone network.

A motion to support the WFRC active transportation initiative was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Agency Report.

Clear the Air Challenge. Carolyn Gonot, UTA Executive Director, mentioned UTA's participation in the Clear the Air Challenge, which is a month-long competition sponsored by the Utah Clean Air Partnership (UCAIR) to promote environmentally friendly travel habits. She added that taking transit is an environmentally friendly habit.

Financial Report – December 2020. Brad Armstrong, UTA Senior Manager of Budget & Financial Analysis, reviewed the preliminary financial report for December 2020, including the financial dashboard; passenger revenues; sales tax collections; sales tax revenues; revenue loss and Coronavirus Aid, Relief, and Economic Security (CARES) Act funding estimates; operating expense variance by mode; operating expense variance by expense type; and operating expense variance by chief officer. Mr. Armstrong noted that the numbers used in this report are preliminary year end numbers which will be finalized and reported on at a later date.

Resolutions.

R2021-02-01 Resolution Authorizing the Handling of Funds, and the Investment and Disbursement of Monies. Bill Greene, UTA Chief Financial Officer, was joined by Emily Diaz, UTA Financial Services Administrator. Ms. Diaz summarized the resolution, which aligns the authorizations for handling funds, investments, and disbursement of monies with the current organizational structure.

A motion to approve R2021-02-01 was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Acerson, Trustee Holbrook, and Chair Christensen.

R2021-02-02 Resolution Designating Authorized User for Its Utah Public Treasurers' Investment Fund Account. Ms. Diaz explained the resolution, which updates the list of personnel authorized to act on behalf of UTA to access funds, direct transactions, and manage the Utah Public Treasurers' Investment Fund (PTIF) accounts. Mr. Greene proposed an amendment to the resolution posted in the meeting packet which changes the number of authorized signatories from four to three. Ms. Diaz indicated that the three signatories would be the Chief Finance Officer, the Comptroller, and the Financial Services Administrator.

A motion to approve R2021-02-02 with the proposed amendment was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Acerson, and Chair Christensen.

R2021-02-03 Resolution Requesting the Utah Department of Transportation to Use Eminent Domain for the Acquisition of Property Necessary for the Ogden-Weber State Bus Rapid Transit Project (3195 South Harrison Blvd, Ogden, Utah). Mary DeLoretto, UTA Chief Service Development Officer, was joined by Paul Drake, UTA Director of Real Estate & Transit-Oriented Development. Mr. Drake provided an overview of the property, which is needed for utilities relocation and street widening to accommodate a station stop on the Ogden-Weber State University bus rapid transit line. He informed the board that negotiations with the owner have stalled and requested approval of the resolution, which authorizes the initiation of condemnation procedures.

Discussion ensued. A question on UTA's need to partner with UDOT on eminent domain matters was posed by the board and answered by staff.

A motion to approve R2021-02-03 was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Acerson, and Chair Christensen.

R2021-02-04 Resolution Authorizing Execution of Amendment No. 1 to an Interlocal Cooperation Agreement with the Utah Department of Transportation for the Vineyard FrontRunner Station and Northern Utah County Double Tracking Project. Ms. DeLoretto was joined by Matt Carter, UTA Consultant. Ms. DeLoretto summarized the resolution, which authorizes amending the interlocal cooperation agreement with the Utah Department of Transportation (UDOT) for the Vineyard FrontRunner Station and northern Utah County double tracking project as follows:

- Shifts the responsibility to purchase long lead track and signal materials from UDOT to UTA;
- Increases the committed UTA funding from \$10 million to \$16.94 million for double track construction;
- Identifies the need to obtain an additional \$1.68 million to complete the station construction (UDOT's original commitment was \$4 million for the station); and
- Commits UTA to temporarily cover the additional UDOT funding until UDOT can find a source for the additional funds.

Discussion ensued. Questions clarifying what constitutes additional double track, UTA's budgeted funds for the project, accuracy of cost estimates, and construction schedule were posed by the board and answered by staff.

A motion to approve R2021-02-04 was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Acerson, Trustee Holbrook, and Chair Christensen.

Contracts, Disbursements, and Grants.

Contract: 2019-2020 Terms of Participation (First Step House). Eddy Cumins, UTA Chief Operating Officer, was joined by Ryan Taylor, UTA Special Services General Manager. Mr. Taylor requested the board approve a contract with First Step House in the amount of \$234,365 for the purchase of three 14-passenger non-accessible expansion vans and associated operating funds. The agreement is a requirement for fulfilling UTA's responsibility as the designated recipient of 5310 funds in Utah's urbanized areas (UZAs) and details the terms for fund distribution.

Discussion ensued. Questions on the vehicle maintenance responsibilities and subgrantee obligations were posed by the board and answered by staff.

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

Contract: 2019-2020 Terms of Participation (TURN Community Services). Mr. Cumins was joined by Mr. Taylor. Mr. Taylor asked the board to approve a contract with TURN Community Services in the amount of \$490,979 for the purchase of replacement and expansion vehicles, tablet computers, and operating expenses. The agreement is a

requirement for fulfilling UTA's responsibility as the designated recipient of 5310 funds in Utah's UZAs and details the terms for fund distribution.

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

Change Order: Advertising Contract Extension (R&R Partners). Andrea Packer, UTA Communications Director, requested the board approve a change order for a six-month extension of the contract with R&R Partners for advertising services. The extension is necessary to cover the agency's advertising and marketing needs until a procurement for these services is concluded. The estimated amendment is \$600,000-\$850,000, not to exceed \$850,000, depending on the services required. This brings the total contract value to \$9,350,000 plus the amended value.

Discussion ensued. Questions on whether a media buy is included in the change order total and anticipated participants in the procurement process were posed by the board and answered by staff.

A motion to approve the change order was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

Discussion Items.

Continuous Improvement Team Report 2020. Alisha Garrett, UTA Chief Enterprise Strategy Officer, delivered a report on UTA's 2020 continuous improvement (CI) efforts. She discussed the CI structure, team demographics, goals, analytics, and project highlights.

Discussion ensued. Questions on gemba and sharing best practices across the organization were posed by the board and answered by staff.

Other Business.

Next Meeting. The next meeting of the board will take place on February 24, 2021 at 9:00 a.m.

Closed Session. Chair Christensen indicated there were matters to be discussed in closed session relative to pending or reasonably imminent litigation. A motion for a closed session was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously. Chair Christensen called for a short break at 10:15 a.m. and indicated the closed session would convene at 10:25 a.m.

Open Session. The board returned to open session at 10:45 a.m.

Open Session. A motion to return to open session was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously and open session resumed at 10:45 a.m.

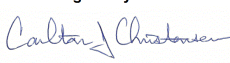
Adjournment. The meeting was adjourned by motion in memory of Matt Johnson at 10:46 a.m.

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/656201.html> for entire content.

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

Approved Date: February 24, 2021

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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, (UTAH CODE § 52-4-207 [4]), 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 electronic meetings of the UTA Board without a physical anchor location:

1. Due to the ongoing COVID -19 pandemic, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. Federal, state, and local health authorities have adopted guidelines which encourage institutions and individuals to limit in-person interactions and recommend increased virtual interactions.

This written determination takes effect on January 27, 2021, and is effective until midnight on February 26, 2021 and may be re-issued by future written determinations as deemed appropriate.

Dated this 22nd day of January 2021.

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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
February 10, 2021

Received on February 9, 2021 from George Chapman:

Comments to Board of Trustees Feb 10 meeting

I am against the eminent domain on the 7/11 on Harrison Blvd since there are many more potential businesses (and available and less expensive property) and rider potential north of the 7/11. UTA should not take private property.

UTA, if it really wants riders to use ski buses, should provide enough buses and parking to not force skiers to wait 3 hours in the morning! UTA seems to be intent on pushing skiers into cars.

UTA seems to supporting the \$350 million double tracking proposal for FrontRunner. Such a large investment in rail that seems to be stuck at 5000 passengers a day is not fiscally responsible. I recognize that the push is coming from Gov. Cox but UTA should, at a minimum, provide a good cost benefit analysis, which I believe, will show that the project does not make sense. \$110 million for more train cars is also questionable. 5000 passengers a day!

The 5 year plan should focus on no projects but increase bus service.
