



**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  
February 13, 2019**

**Board Members Present:**

Carlton Christensen, Chair

Beth Holbrook

Kent Millington

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 9:01 a.m. with three board members present. 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.

**Recognition of UTA Operator Shelly Monson.** Eddy Cumins, UTA Chief Operating Officer, summarized the events leading up to Ms. Monson saving the life of a 15-year-old girl. Following Mr. Cumins's comments, the board presented Ms. Monson with a certificate of appreciation.

**Public Comment Period.** No public comment was given.

**Approval of February 6, 2019 Board Meeting Minutes.** A motion to approve the February 6, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

**Agency Report.** Steve Meyer, UTA Interim Executive Director, provided an update on UTA's rankings among its peers related to operating costs on the commuter rail system and recognition of the finance team for receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 2017 Comprehensive Annual Financial Report. Mr. Cumins and Bruce Cardon, UTA General Manager of Commuter Rail, then provided more detailed information on the commuter rail rankings. Discussion ensued. Questions on preventative maintenance of the commuter rail system and rankings on cost per passenger mile were posed by the board and answered by staff.

**R2019-02-01 Authorizing Execution of an Interlocal Agreement – Multi-Jurisdictional Mutual Aid Agreement for Sheriff and Police Services.** Fred Ross, UTA Chief of Police, highlighted the community need for the mutual aid interlocal agreement. Discussion ensued. Questions on the history of mutual aid agreements at the agency and the term of the agreement were posed by the board and answered by Chief Ross.

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

**Pre-Procurement Update.** Mr. Meyer notified the board of two pre-procurements: 1) a request for proposal (RFP) for the development of property at the 3900 South Meadowbrook Station as a transit-oriented development (TOD) site and 2) engagement of a program consultant to assist with corporate sponsorship and naming rights. Discussion ensued. Questions on the TOD designation for the 3900 South site, purpose of engaging a program consultant, and timeline for both procurements were posed by the board and answered by staff.

#### **Discussion Items.**

**Government Relations Update.** Michelle Larsen, UTA Senior Government Relations Specialist, noted that Transit Day on the Hill has been rescheduled to February 21, 2019. She spoke about bills related to compliance that the agency is monitoring, including bills on body cameras and governmental immunity.

**UTA Advertising Campaign Review.** Nichol Bourdeaux, UTA Chief Marketing & Communications Officer, summarized the advertising initiative. Andrea Packer, UTA Communications Director, and Jen Riley and Patrick Buller with R&R Advertising spoke about the campaign purpose, goals, and overarching messaging. Discussion ensued. The board commented on promotion efforts, desire for employees to view the campaign,

and approval of the overall concept. A question on how frequently the advertisement will appear in the media was posed by the board and answered by staff.

**Service Planning Implementation Process.** Laura Hanson, UTA Director of Planning, delivered a presentation highlighting UTA's service planning implementation process. She summarized the phases of the service planning policy and the service planning toolbox, which includes the service planning policy, service planning overview, service design guidelines, five-year mobility plan, bus stop master plan, and comprehensive system analysis. Discussion ensued. Questions on federal planning requirements, composition and function of the metropolitan planning organizations, interface with the advisory board, feedback from external partners on the planning implementation process, input from bus-only communities on services, extent of local community transit planning, and mechanisms for communities to access planning information were posed by the board and answered by Ms. Hanson.

**TOD System Analysis Tool and Criteria.** Paul Drake, UTA Senior Manager of Real Estate & TOD, and Ted Knowlton with Wasatch Front Regional Council, spoke about the TOD system analysis tool and criteria, including contributing partners, collaborative efforts, points of data input, and metrics considered in weighting. Discussion ensued. Questions on the difference between the vulnerable communities index and vulnerable housing index, how affordable housing is identified and weighted, sources of data for weighting, where data is stored, other development planning tools available to communities, weighting of accessibility and predicted mode share as it relates to communities that are in an early development stage, how the projected growth rate is determined, current status of site rankings, communication with local governments regarding this tool, and feedback from local governments on using the tool were posed by the board and answered by staff. Chair Christensen suggested the board formally adopt the tool at its next meeting.

**Ogden BRT Environmental Study.** Mary DeLoretto, UTA Director of Capital Projects, and Hal Johnson, UTA Manager of Project Development & Systems Planning, summarized progress on the Ogden-Weber State University bus rapid transit (BRT) project. Mr. Johnson spoke about the project purpose, development status, key information, current status, budget, and schedule. Discussion ensued. Questions on previous board approvals, timelines for processes, UTA's financial contribution, and timelines for Federal Transit Administration grant decision approval were posed by the board and answered by staff.

## **Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, February 20, 2019 at 9:00 a.m.

**Closed Session.** Chair Christensen indicated there was a need for the board to enter into closed session for a strategy session to discuss pending or reasonably imminent litigation. A motion to move into closed session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board entered closed session at 11:05 a.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 11:24 a.m.

**Adjournment.** The meeting was adjourned at 11:25 a.m. by motion.

Transcribed by Cathie Griffiths  
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*This document along with the digital recording constitute the official minutes of this meeting.*