



**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
May 22, 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.

Call to Order, Opening Remarks, and Pledge of Allegiance. 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 First Minute. Chair Christensen yielded the floor to Sheldon Shaw, UTA Safety Manager, for a brief safety message.

Public Comment Period. No public comment was given. 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.

Approval of May 8, 2019 Board Meeting Minutes. A motion to approve the May 8, 2019 Board Meeting Minutes was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously.

Agency Report.

Main Street Construction (Half Grand Union) Update. Mr. Meyer was joined by Eddy Cumins, UTA Chief Operating Officer, and Greg Thorpe, UTA Project Manager III. Mr. Cumins provided an update on how work on the Main Street construction project is progressing. Discussion ensued. Questions on additions to the project scope and functionality of the bus bridge were posed by the board and answered by staff.

ISO Audit Results. Mr. Meyer mentioned that UTA was recently audited and met the standards for International Organization for Standardization (ISO) recertification in quality and environmental. He noted that UTA is also certified under the Occupational Health and Safety Management System (OHSAS) standards in safety. Discussion ensued. A question on how other transit agencies maintain standards was posed by the board and answered by Mr. Meyer.

Contracts, Disbursements, Pre-Procurements, and Grants.

Disbursement: Tooele County. Mr. Meyer spoke about the disbursement, which transfers 3rd quarter transportation sales tax funds to Tooele County. The funds were Tooele County sales tax funds intended for Tooele County but misrouted to UTA.

A motion to approve the disbursement 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.

Pre-Procurement: Light Rail Auxiliary Power Converter and Propulsion Controller. Mr. Cumins explained the pre-procurement, which is for the overhaul of key power and propulsion components on certain light rail vehicles. Discussion ensued. Questions on the time period of the proposed contract and the plan to bundle parts in the procurement were posed by the board and answered by Mr. Cumins.

Pre-Procurement: Light Rail Vehicle Wraps. Mr. Cumins stated that the vehicle wraps included in the pre-procurement are part of the light rail vehicle overhaul program. Discussion ensued. A question on the availability of local companies to provide the wrapping service was posed by the board and answered by Mr. Cumins.

Grant Review: DHS Transit Security Grant Program. Mr. Meyer summarized the Department of Homeland Security (DHS) Transit Security Grant Program (TSGP) application. The application includes four separate projects: 1) a cybersecurity access control solution (\$290,000), 2) a cybersecurity governance risk and compliance system

(\$260,000), 3) a cybersecurity vulnerability assessment (\$200,000), and 4) cybersecurity services provided through a contracted security operations center (\$360,000). No local match is required.

Discussion Items.

Regional Transportation Plan Draft – Transit Initiatives. Ted Knowlton and Callie New with the Wasatch Front Regional Council (WFRC) and Chad Eccles with the Mountainland Association of Governments (MAG) delivered a presentation on the transit initiatives contained in the draft Regional Transportation Plan (RTP). Topics included the Wasatch Choice 2050 vision, the 2019-2050 RTP process, Wasatch Choice goals, 2019-2050 RTP highlights, performance measures, and funding. Following the presentation, discussion ensued. Questions on revenue assumptions in the RTP, communication on the RTP to planning commissions, and methods for escalating priorities in the RTP were posed by the board and answered by Mr. Knowlton, Ms. New, and Mr. Eccles.

2018/2019 Ski Bus Service. Mr. Cumins was joined by Lorin Simpson, UTA Regional General Manager–Salt Lake Business Unit; Mary DeLaMare-Schaefer, UTA Regional General Manager–Timpanogos Business Unit; Jonathan Yip, UTA Senior Manager of Operations Analysis & Solutions; and Mary DeLoretto, UTA Director of Capital Projects. The team provided an overview of ski bus service and provided information on ski service in Ogden, Timpanogos, and Salt Lake; results from route redesigns in Salt Lake; ski service partnerships; and next steps. Discussion ensued. Questions on the timeframe for ski service, communication between UTA and the ski resorts, potential parking solutions for Provo Canyon, system access and transfer points, status of the Environmental Impact Statement (EIS) being conducted with the Utah Department of Transportation in Little Cottonwood Canyon, potential for changing timeframes for ski service, ski service constraints, potential for summer service in the canyons, and differences between ski buses and regular buses were posed by the board and answered by staff.

Chair Christensen called for a short recess at 10:20 a.m.

The meeting resumed at 10:30 a.m.

Draft Board Real Estate Policy. Paul Drake, UTA Senior Manager of Real Estate and Transit-Oriented Development, reviewed the draft Board Real Estate Policy. He spoke about the purpose of the policy, key definitions, policy content, resolution requirements, and property classifications. Discussion ensued. A question on monitoring transactions involved in a capital project was posed by the board and answered by Mr.

Meyer and Mr. Drake. Chair Christensen suggested including a mechanism in the policy to provide increased board oversight on capital project budgets.

Draft Board Ethics Policy. Riana de Villiers, UTA Chief Internal Auditor, spoke about the purpose and scope of the Board Ethics Policy, addressing such items as conflicts of interest, nepotism, code of conduct requirements, financial disclosure requirements, and ethics complaints. Discussion ensued. Questions on the process for recusal and extended family nepotism issues that may arise after a trustee or member is appointed were posed by the board and answered by Ms. de Villiers. Chair Christensen recommended including a clause requiring trustees or members who are recusing themselves to physically leave the meeting room following a disclosure.

Draft Board Branding and Advertising Policy. Nichol Bourdeaux, UTA Chief Communications and Marketing Officer, and Andrea Packer, UTA Communications Director, discussed the purpose of the Board Branding and Advertising Policy, which allows and sets standards for advertising on UTA's vehicles and facilities. Discussion ensued. Questions on restrictions for public service announcements, the possibility of promoting the 2020 census, and the potential for advertising at bus stops were posed by the board and answered by staff.

Fares Background – Part 1. Monica Morton, UTA Fares Director, delivered a presentation on UTA's fares history, background, passenger revenue, fares system, and fare-related partnerships. Discussion ensued. Questions on transfers, farebox recovery, cost of collection by mode, challenges for operators in validating fare payment, percentages of paper versus electronic/plastic fare media, counts for the number of monthly passes, and outreach to new businesses in the community were posed by the board and answered by Ms. Morton. Chair Christensen suggesting consolidating some of UTA's fare processes to simplify the transit experience for passengers.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, May 29, 2019 at 9:00 a.m.

Adjournment. The meeting was adjourned at 11:39 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/535565.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
May 22, 2019**

Received May 20, 2019:

I urge UTA to ensure effective public engagement on August change day and the draft RTP by putting out a draft (second draft) for more comments so that August change day does not result in overwhelming complaints. UTA should be encouraging many more comments.
