



**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 8, 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 9:00 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.

**Approval of May 1, 2019 Board Meeting Minutes.** A motion to approve the May 1, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

## Agency Report.

**TIGER First/Last Mile Project.** Steve Meyer, UTA Interim Executive Director, was joined by Grey Turner, UTA Senior Program Manager of Engineering and Project Development, and Heather Bening, UTA Project Manager II. They delivered a presentation on the Transportation Investment Generating Economic Recovery (TIGER) First/Last Mile Project, including an overview of the program goal, what the TIGER grant entails, a summary of the projects included in the program, access to information about the program on UTA's website, agreements included in the program, and progress toward completion. Discussion ensued. Questions on lessons learned from the program to date, cost change impacts to the program, and the difference between a bike lane and a multi-use path were posed by the board and answered by staff.

**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 project is progressing. Discussion ensued. Questions on the material under the track and initial construction were posed by the board and answered by staff.

**Grants Update.** Mr. Meyer provided an update on UTA's discretionary and pending grants as well as grant applications in development. The latter include:

- USDOT BUILD for the future of FrontRunner: \$12-20 million
- 2019 FTA 5339 Low-No with Park City for two electric buses on the Park City-Salt Lake City route: >\$2 million
- 2019 FTA 5339 (b) Bus and Bus Facilities for system-wide bus stops: \$2-5 million
- FEMA TSGP for various security improvements: \$1-3 million
- WFRC and MAG-programmed CMAQ/STP/TAP for various projects: \$5-10 million
- FTA TOD Planning for transit-oriented development planning associated with the future of FrontRunner: \$1 million

Mr. Meyer also provided information on annual formula funding received by the agency.

Discussion ensued. Questions on electric bus facilities in Park City, the type of buses anticipated from the Volkswagen settlement funds, and the extent of the pilot project for the voucher program were posed by the board and answered by staff.

**R2019-05-02 Authorizing Execution of Interlocal Agreement with Utah County (Service Level Agreement).** Trustee Millington spoke about the service level agreement that Utah County requested when it authorized 4<sup>th</sup> quarter funding for transit. The agreement outlines a process for reviewing and approving certain projects proposed for Utah County.

A motion to approve R2019-05-02 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.

#### **Contracts and Pre-Procurements.**

**Contract: Bus Lifts for Meadowbrook and Ogden Facilities (Steril-Koni, Inc.).** Eddy Cumins, UTA Chief Operating Officer, summarized the contract, which replaces aging bus lifts at the Ogden and Meadowbrook garages. Discussion ensued. A question on the implementation timeline was posed by the board and answered by Mr. Cumins.

A motion to approve the change order 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.

#### **Discussion Items.**

**Census 2020.** Zee Xiao and Marti Woolford, both with Salt Lake County, delivered a presentation on efforts to obtain accurate information on the 2020 census. Ms. Xiao suggested UTA could assist in the census effort by encouraging employees and riders to complete the census through marketing tactics and events. Discussion ensued. Questions on declining response rates, the process for counting college students, the citizenship question appearing on the census, and census efforts in other counties were posed by the board and answered by Ms. Xiao and Ms. Woolford. Chair Christensen suggested assigning UTA staff to review opportunities for the agency to support this effort.

**Executive Team Performance Metrics Follow Up.** Mr. Meyer and the UTA executive team (comprised of Mr. Cumins; Bob Biles, UTA Chief Finance Officer; Kim Ulibarri; UTA Chief People Officer; and Nichol Bourdeaux, UTA Chief Marketing & Communications Officer) provided information on their 2019 performance objectives. Discussion ensued. The board expressed informal support for the performance metrics as presented. Chair Christensen suggested increasing brand reinforcement across the agency.

Chair Christensen called for a brief recess at 10:33 a.m.

The meeting resumed at 10:41 a.m.

**Draft 2019 Budget Amendments.** Bob Biles, UTA Chief Finance Officer, was joined by Mary DeLoretto, UTA Director of Capital Projects. Mr. Biles reviewed proposed budget amendments to the operating and capital budgets. Potential changes to the operating budget would include Utah County 4<sup>th</sup> quarter funds and the addition of a transit-oriented development project manager. Potential changes to the capital budget would include 2018 carryover projects and three new projects (Park City electric bus, ADA bus stop improvements in Utah County, and Vineyard vanpool expansion). Discussion ensued. Questions on debt service coverage, funding available for new headcount, local match on new projects, funding allocation for Park City buses, airport TRAX station relocation budget and service, and frequency of anticipated budget amendments were posed by the board and answered by staff.

**Draft Board Financial Policy.** Mr. Biles explained the need for a financial policy and spoke about various topics addressed in the policy, including reserves, grants, investments, debt, financial reporting, risk management, internal and external controls, long-term financial planning, budgeting, and capital. Discussion ensued. Questions on the word choice for naming the “debt rate service” reserve, perceptions of bond companies on the debt rate service reserve, and clarification on the advisory council role in the annual budget approval were posed by the board and answered by Mr. Biles. Chair Christensen suggested changing the name of the debt rate service reserve fund.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, May 22, 2019 at 9:00 a.m.

**Adjournment.** The meeting was adjourned at 11:14 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.*