

**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  
November 11, 2020**

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook

Also participating were Jeff Acerson (UTA board appointee awaiting Senate consent) and members of UTA staff.

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**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 Felila Toleafoa, UTA Senior Office Specialist – Board, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

**Public Comment.** It was noted that no online public comment was received for the meeting.

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

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

- a. Approval of November 4, 2020 Board Meeting Minutes

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

## **Agency Report.**

**December Change Day.** Carolyn Gonot, UTA Executive Director, indicated change day will take place on November 29, 2020. Route adjustments will be minor and ski service will be initiated.

**Public Hearing.** Ms. Gonot invited the public to attend an open house and public hearing this evening, November 11, 2020 beginning at 5:30 p.m.

**Election Day Free Fare Report.** Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer. Mr. Cumins reviewed impacts of the free fare day by mode and indicated overall ridership increased by 7.25% on election day.

Discussion ensued. A question on TRAX ridership by stop was posed by the board and answered by staff.

## **Contracts, Disbursement, and Grants.**

**Contract: Driver Barriers (Gillig LLC).** Eddy Cumins, UTA Chief Operating Officer, was joined by Kyle Stockley, UTA Manager of Vehicle Overhaul & Bus Support. Mr. Cumins requested the board ratify a contract executed as an emergency purchase with Gillig LLC for 454 plastic driver barriers in the amount of \$498,750. The barriers serve to better protect operators during the COVID-19 pandemic.

Discussion ensued. A question on how the barriers are working was posed by the board and answered by Mr. Cumins.

A motion to ratify the contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

**Change Order: Program Management Services Change Order #13 – Traction Power Substation (TPSS) Preliminary Design Drawings (WSP USA, Inc.).** Mary DeLoretto, Chief Service Development Officer, was joined by Dave Hancock, UTA Director of Asset Management, and Jared Scarbrough, UTA Manager – Systems Engineering. Ms. DeLoretto asked the board to approve a change order to the contract with WSP USA, Inc. in the amount of \$515,332 for the development of preliminary design drawings for a planned TPSS rehabilitation project.

Discussion ensued. Questions on the need to involve multiple contractors in the TPSS rehabilitation process and timeline for the project were posed by the board and answered by staff.

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

**Change Order: Program Management Services Changes Order #14 – Update Financial Plan & Model (WSP USA, Inc.).** Ms. DeLoretto requested the board approve a second change order to the contract with WSP USA, Inc. in the amount of \$258,000 for assistance in updating UTA’s financial plan and model.

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

**Pre-Procurements.** Todd Mills, UTA Sr. Supply Chain Manager, was joined by Kevin Anderson, UTA Facilities Maintenance Manager; Kyle Brimley, UTA Communications & Deployment Manager; and Grey Turner, UTA Senior Program Manager – Engineering & Project Development. Mr. Mills said the agency intends to procure the following:

- i. Snow Removal for Multiple FrontRunner and UVX Parking Lots
- ii. Onboard Mobile Gateway
- iii. Program Management Services Consultant

Discussion ensued. Questions on whether multiple contractors will be utilized for snow removal, current snow removal services, competitive pricing for the communications equipment, potential for WiFi on buses, efforts to attract bidders for program management services, and term of the program management services contract were posed by the board and answered by staff.

**Grant Application: 2020 Pilot Program for Transit-Oriented Development Planning Grant – Point of the Mountain Connections (FTA).** Ms. DeLoretto was joined by Patti Garver, UTA Program Manager – Environmental, Grants & Project Controls. Ms. DeLoretto informed the board that staff submitted an application for the Federal Transit Administration (FTA) Pilot Program for Transit-Oriented Development Planning in the amount of \$500,000. The grant would fund analysis, station area planning, and transit-oriented development code work for the area around potential stations along the existing and UTA-owned railroad corridor in the Point of the Mountain area and requires a minimum 20% local match. To date, UTA has received various commitments totaling \$70,000 from the Point of the Mountain State Land Authority, Lehi City, and private

partners Boyer/Gardner and STACK. UTA will provide the remaining \$55,000 if no additional partners are identified.

Discussion ensued. Questions on how the grant work intersects with the Point of the Mountain State Land Authority work, integration with previous grants, and mode selection were posed by the board and answered by staff.

### **Service and Fare Approvals.**

**Fare Agreement: Ski Bus Agreement (Alta Lift Co.).** Monica Morton, UTA Fares Director, asked the board to approve a one-year ski bus agreement with Alta Lift Co. The contract is based on a pay-per-trip model with an estimated value between \$64,000 and \$79,000.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

**Fare Agreement: Ski Bus Agreement (Brighton Ski Resort).** Ms. Morton requested the board authorize a one-year ski bus agreement with Brighton Ski Resort. The contract is based on a pay-per-trip model with an estimated value between \$109,000 and \$134,000.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

**Fare Agreement: Ski Bus Agreement (Snowbird Ski Resort, LLC).** Ms. Morton asked the board to approve a one-year ski bus agreement with Snowbird Ski Resort, LLC. The contract is based on a pay-per-trip model with an estimated value between \$218,000 and \$269,000.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

**Fare Agreement: Ski Bus Agreement (Solitude Mountain Ski Area, LLC).** Ms. Morton requested the board authorize a one-year ski bus agreement with Solitude Mountain Ski Area, LLC. The contract is based on a pay-per-trip model with an estimated value between \$258,000 and \$318,000.

Discussion ensued. A question on the varying values of the contracts among the resorts was posed by the board and answered by Ms. Morton.

Chair Christensen acknowledged the difficult circumstances caused by COVID-19 this year and emphasized the importance of negotiating longer term contracts with the ski resorts within the first quarter of 2021.

A motion to approve the fare agreement was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

### **Discussion Items.**

**Low-Income Fare Pilot Program Update.** Ms. Morton was joined by Kensey Kunkel, UTA Manager of Business Development – Sales. Ms. Kunkel provided an overview of the low-income fare pilot program and described its successes. She then discussed feedback received and potential next steps. Ms. Kunkel recommended the pilot become a permanent program.

Discussion ensued. The board expressed its support for taking the steps required to make the program permanent. Chair Christensen suggested that as the program becomes integrated into UTA's fare structure, it would be prudent to evaluate the program's fiscal impact to the agency.

**Draft 5-Year Service Plan.** Ms. DeLoretto was joined by Laura Hanson, UTA Director of Planning. Ms. Hanson introduced the service plan by describing its purpose and implementation timeline. She then detailed the planning process, guiding framework, and the plan as it applies to each county in the agency's service area. Ms. Hanson also highlighted areas requiring further analysis and reviewed the vision and timeline associated with the plan.

Discussion ensued. Questions on the potential for streamlining routes in 2021 and opportunities for public engagement on the plan were posed by the board and answered by staff.

### **Other Business.**

#### **Next Meetings:**

- a. 2021 Tentative Budget Open House and Hearing: November 11, 2020 at 5:30 p.m.

b. Board Meeting: December 2, 2020 at 9:00 a.m.


**Adjournment.** The meeting was adjourned at 10:26 a.m. by motion.

Transcribed by Cathie Griffiths  
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Utah Transit Authority  
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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/639347.html> for entire content.*

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

Approved Date: December 2, 2020

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Carlton J. Christensen  
Chair, Board of Trustees

## **Appendix A**

### **Electronic Board Meeting Determination**

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**UTAH TRANSIT AUTHORITY  
ELECTRONIC BOARD MEETING DETERMINATION**

Consistent with provisions of the Utah Open and Public Meetings Act, specifically UTAH CODE § 52-4-207(4), and acting in my capacity 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 and convene electronic meetings of the UTA Board without a physical anchor location:

1. Conducting Board and Board Committee meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. This determination is based upon the following facts, among others:
  - a. The COVID-19 pandemic is ongoing and significant and continued community, person-to-person virus transmission continues to occur in the state of Utah; and
  - b. Federal, state, and local health authorities have adopted guidelines for the general public and businesses which encourage institutions and individuals to take precautions, including limiting in-person interactions and recommending increased virtual interactions.

This written determination takes effect on November 11, 2020, and is effective until midnight on December 11, 2020, (no more than 30 days after the effective date of this Declaration) and may be re-issued by future written determinations of the Chair of the Board at that or any other appropriate time.

Dated this 6th day of November, 2020.

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Carlton Christensen, Chair of the Board of Trustees