



**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 29, 2019**

**Board Members Present:**

Carlton Christensen, Chair

Beth Holbrook

Kent Millington

Also attending were members of UTA staff, as well as interested citizens.

---

**Call to Order, Opening Remarks, and Pledge of Allegiance.** Chair Christensen welcomed attendees and called the meeting to order at 9:02 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.

**Consent Agenda.** A motion to approve the consent agenda 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 Dave Hancock, UTA Director of Asset Management. Mr. Cumins provided an update on how work on the Main Street construction project is progressing. Discussion ensued. Questions on the selection of the endpoint for Green Line service during construction, media communications plans for project completion, construction challenges, and life expectancy of the work being performed were posed by the board and answered by staff.

**R2019-05-03 Resolution Approving Title VI Program Report.** Andrew Gray, UTA Civil Rights Compliance Officer for Title VI and Disadvantaged Business Enterprises, delivered a presentation on the Title VI program, including program objectives and program components. Mr. Gray reported on vehicle loads, vehicle headways, on-time performance, service availability, distribution of amenities, vehicle assignment, location of routes and facilities, and rider demographics. He noted that UTA performed well in all areas related to providing transit service to minority and low-income riders and there was no disparate impact found in any area of the Title VI program. Discussion ensued. Questions on public outreach to potentially impacted populations and analysis of the data by county were posed by the board and answered by Mr. Gray.

A motion to approve R2019-05-03 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.

## **Change Orders, Pre-Procurements, and Grants.**

**Change Order: On-Call Maintenance Task Order #77 – Salt Lake Central Hub (Stacy and Witbeck).** Mr. Cumins summarized the change order, which approves the installation of electric on-route bus charging equipment at the Salt Lake Central hub and preparation of a second location for a future charger. Discussion ensued. A question on the universality of the bus charging equipment 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.

**Change Order: On-Call Maintenance Task Order #78 – Delta Interlocking (Stacy and Witbeck).** Mr. Cumins explained the change order, which authorizes removal and reconstruction of the light rail Delta interlocking. Discussion ensued. Questions on rail terminology, future interlocking upgrades, and dates of installation and associated service disruptions were posed by the board and answered by Mr. Cumins and Mr. Hancock.

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.

**Change Order: On-Call Maintenance Task Order #70 Change Order #1 – 150 South Interlocking (Stacy and Witbeck).** Mr. Cumins said a change order to Task Order #70 is needed to replace four switch heaters and cable for the 150 South interlocking. Discussion ensued. A question on anticipated problems with switch heaters on future interlocking maintenance projects was posed by the board and answered by Mr. Cumins and Mr. Hancock.

A motion to approve the change order was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

**Change Order: NoLo Electric Bus Charging Equipment (New Flyer).** Mr. Cumins provided an overview of the change order, which approves the purchase of an on-route opportunity charging system as part of a \$500,000 grant award from Rocky Mountain Power.

A motion to approve the change order was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously with aye votes from Trustee Holbrook, Trustee Millington, and Chair Christensen.

**Pre-Procurement: Coordinated and Comprehensive Specialized Transportation Plan.**

Mr. Meyer stated the agency will be issuing an RFP for a study to assess gaps in transportation services for seniors and persons with disabilities along the Wasatch Front. Discussion ensued. A question on the timeline was posed by the board and answered by Mr. Meyer.

**Pre-Procurement: Provo Intermodal Center Buildings.** Mr. Meyer spoke about the agency's intent to issue a procurement for two buildings at the Provo Intermodal Center. One building will house a police substation and the other will house a satellite

customer service office. Discussion ensued. A question on the anticipated cost of the buildings was posed by the board and answered by Mr. Meyer.

**Grant: DHS Transit Security Grant Program – Interior FrontRunner Train Cameras.** Mr. Meyer summarized the Department of Homeland Security (DHS) Transit Security Grant Program (TSGP) application for installation of cameras on the interior of FrontRunner passenger train cars. Discussion ensued. Questions on video retention and number of cameras included in the grant application were posed by the board and answered by Mr. Meyer.

### **Discussion Items.**

**Draft Board Procurement Policy.** Todd Mills, UTA Senior Supply Chain Manager, presented the policy, which establishes the board responsibilities relative to contracting and procurement. Discussion ensued. A questions on how the policy addresses former UTA employees working with potential contractors was posed by the board and answered by Mr. Mills.

**Draft Board Records Access and Management Policy.** Auty Dahlquist, UTA Records Manager, provided an overview of the policy, which details board responsibilities relative to records access and management. Discussion ensued. Questions regarding UTA's fees for records requests, fee standards, and number of Government Records and Management Act (GRAMA) requests received by the agency were posed by the board and answered by Ms. Dahlquist. Trustee Millington suggested revising the fee structure for records requests.

**Draft Revised Bylaws.** Annette Royle, UTA Director of Strategic Board Operations, summarized proposed revisions to the UTA Bylaws, which change the name of the Advisory Board to Advisory Council, among other revisions.

**Oquirrh View Planning.** Wilf Sommerkorn and Jake Young with Salt Lake County delivered a presentation on the Oquirrh View planning process for the west bench of Salt Lake County. They discussed process phasing; the amount of developable land; population growth; job availability, migration, location, and density; street connectivity; trip length; housing; water availability; and parks. Discussion ensued. Questions on daily time patterns for job migration and housing segmentation were posed by the board and answered by Mr. Sommerkorn and Mr. Young.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, June 5, 2019 at 9:00 a.m.

**Adjournment.** The meeting was adjourned at 10:41 a.m. by motion.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority  
[cgriffiths@rideuta.com](mailto:cgriffiths@rideuta.com)  
801.237.1945

*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/536681.html> for entire content.*

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