



**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
June 19, 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 9:04 a.m. 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 June 5, 2019 Board Meeting Minutes. A motion to approve the June 5, 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, spoke about his approval of a Directive or Authorization to Proceed (DAP) associated with the change order for Depot District Phase 2. The DAP was issued to avoid delays in the permitting process. Mr. Meyer also spoke about an opportunity to pursue a bus and bus facilities, bus stop improvements, and operator facilities grant. The grant would provide funding for 150 bus stop improvements ranked high in UTA's Bus Stop Master Plan, including new bus stop signage and ADA-identifiable poles for each bus stop. The total cost of the project is \$4,000,000 with a local match of \$777,500. Discussion

ensued. A question on the impact of the grant on the bus stop improvement program was posed by the board and answered by Mr. Meyer. Chair Christensen requested presentation to the board on the Bus Stop Improvement Program in the future.

R2019-06-01 Resolution Adopting Amended Bylaws, Board Policies, and Rescinding Previous Board Policies. Lisa Bohman, UTA Compliance Officer, briefly summarized the resolution, which adopts amended bylaws and new board policies (listed below) and rescinds all previous board policies except for those related to fares:

- a. Board Policy 1.1 Process for Establishing Board Policies
- b. Board Policy 1.2 Ethics
- c. Board Policy 2.1 Financial Management
- d. Board Policy 2.2 Contract Authority and Procurement
- e. Board Policy 3.1 Advertising and Naming
- f. Board Policy 3.2 Service Planning Implementation
- g. Board Policy 3.3 Capital Development Project Implementation
- h. Board Policy 4.2 Public Records
- i. Board Policy 5.1 Transit-Oriented Development
- j. Board Policy 5.2 Real Property

Discussion ensued. Questions on rescinding former policies and Advisory Council roles defined in the bylaws were posed by the board and answered by Ms. Bohman.

A motion to approve R2019-06-01 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.

R2019-06-02 Resolution Approving Amendment of the Authority's 2019 Budget. Bob Biles, UTA Chief Financial Officer, explained the proposed budget amendments, which include operating adjustments for the Utah County 4th quarter sales tax, transit-oriented development manager position, and coordinated mobility, as well as capital adjustments for new projects and 2018 carryover. He also summarized amended revenues and expenses.

Discussion ensued. A question on the background for the coordinated mobility program was posed by the board and answered by Mr. Biles.

A motion to approve R2019-06-02 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.

Contracts and Change Orders.

Contract: Bridge Inspections (HDR Engineering). Eddy Cumins, UTA Chief Operating Officer, was joined by Dave Hancock, UTA Director of Asset Management. Mr. Cumins summarized the contract, which provides bridge and culvert inspections along UTA's commuter and light rail corridors. The total contract value is \$659,366.54. Discussion ensued. Questions on the timeline for bridge inspections, need for consultant services, and possibility of creating an in-house inspection group were posed by the board and answered by staff.

A motion to approve the contract 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.

Contract: Corporate Sponsorship Consulting (The Superlative Group). Nichol Bourdeaux, UTA Chief Marketing & Communications Officer, summarized the contract, which secures a consultant to assist in the development of a revenue-generating corporate sponsorship and naming rights program. The total contract value is \$757,500. The contract is structured so that it can be reevaluated after phase 1 work, valued at \$217,500, is complete. Discussion ensued. Questions on managing the ramifications of name changes, alignment of the naming rights effort with UTA's overall communications strategy, average length of naming rights contracts, and assets that may be eligible for renaming were posed by the board and answered by Ms. Bourdeaux.

A motion to approve the contract 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: Depot District Phase 2 (Big-D). Michael DeMers, UTA Chief Service Development Officer, was joined by Mary DeLoretto, UTA Director of Capital Projects. Mr. DeMers summarized the change order, which includes the demolition permit, insurance for hazardous materials abatement, Division of Air Quality application, equipment mobilization, salvage item relocation, toxicity characteristic leaching procedure tests, and other general activities that are prerequisite to proceeding with actual construction work. The project is divided into two phases, with the phase 1 Pre-Construction Services agreement totaling \$149,530 and the phase 2 Construction

Services change order totaling \$2,068,783. Mr. DeMers noted that a Directive or Authorization to Proceed (DAP) for phase 2 was approved by the interim executive director to avoid delays in the permitting process. The total contract value with both phases of the project is \$2,218,313. Discussion ensued. Questions on the need for the issuance of the DAP for permits, demolition process, timeline for decisions on preservation of the historic aspects of the existing building, potential for savings from salvage, and safety precautions on the site were posed by the board and answered by staff.

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.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, June 26, 2019 at 9:00 a.m.

Closed Session. Chair Christensen indicated there were matters to be discussed in closed session relative to 1) pending or reasonably imminent litigation strategy, 2) collective bargaining strategy, and 3) the character, professional competence, or physical or mental health of an individual. 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 9:58 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 11:58 a.m.

Adjournment. The meeting was adjourned at 11:59 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/541807.html> for entire content.

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