

Regular Meeting of the
Board of Trustees of the Utah Transit Authority

Wednesday, October 2, 2019, 9:00 a.m.
Utah Transit Authority Headquarters
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms



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|--|----------------------------------|
| 1. Call to Order & Opening Remarks | Chair Carlton Christensen |
| 2. Pledge of Allegiance | Chair Carlton Christensen |
| 3. Safety First Minute | Sheldon Shaw |
| 4. Public Comment Period | Bob Biles |
| 5. Consent Agenda | Chair Carlton Christensen |
| a. Approval of September 25, 2019 Board Meeting Minutes | |
| b. Approval of September 16, 2019 Budget Work Session Meeting Minutes | |
| c. Approval of September 17, 2019 Budget Work Session Meeting Minutes | |
| d. Approval of September 20, 2019 Budget Work Session Meeting Minutes | |
| 6. Agency Report | Carolyn Gonot |
| a. Recognition of Sumerset Ellis being named to Mass Transit Magazine's Forty Under Forty | |
| 7. R2019-10-01 Supporting the Nomination to Re-appointment Beth Holbrook to the Utah Association of Special Districts Board | Beth Holbrook |
| 8. Contracts, Disbursements and Grants | |
| a. Contract: Hamblin Settlement Agreement (Hamblin) | David Wilkins |
| 9. Service and Fare Approvals | Monica Morton |
| a. Complimentary TRAX Service: Draper Chamber | |
| b. Complimentary Buddy Pass: UTA Ridership Campaign | |
| c. Complimentary Van Service: Utah Chapter of American Planning Association | |

10. Other Business

Chair Carlton Christensen

- a. Next meeting: October 9, 2019 at 9:00 a.m.

11. Adjourn

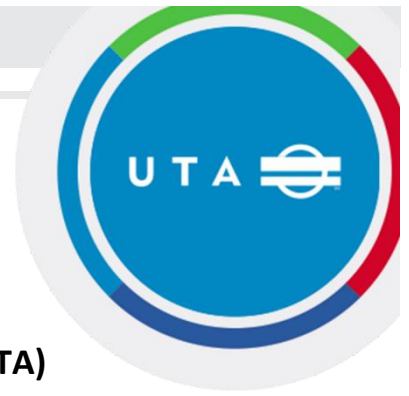
Chair Carlton Christensen

Public Comment: Members of the public are invited to provide comment during the public comment period. Comment may be provided in person or online through www.rideuta.com. In order to be considerate of time and the agenda, comments are limited to 2 minutes per individual or 5 minutes for a designated spokesperson representing a group. Comments may also be sent via e-mail to boardoftrustees@rideuta.com. To be distributed to the Board of Trustees prior to the meeting or be included in the meeting minutes, online or email comments must be received by 2:00 p.m. the day before the meeting.

Special Accommodation: Information related to this meeting is available in alternate format upon request by contacting calldredge@rideuta.com or (801) 287-3536. Request for accommodations should be made at least two business days in advance of the scheduled meeting.

**If there is a train near, don't give in to fear,
just remember that the trains cannot steer.**





**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
September 25, 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. 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 Lamount Worthy, UTA Video Security Administrator, for a brief safety message.

Public Comment Period. No public comment was given.

Approval of September 18, 2019 Board Meeting Minutes. A motion to approve the September 18, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Agency Report. Carolyn Gonot, UTA Executive Director, was joined by Mr. Worthy and Paul Drake, UTA Senior Manager of Real Estate and Transit-Oriented Development. Ms. Gonot delivered a report on the following topics:

- Recognition of local bus rodeo participants
- Rail Safety Week
- Exclusive negotiating agreement for the Clearfield transit-oriented development

It was noted that the exclusive negotiating agreement for the Clearfield transit-oriented development allows UTA to move forward in creating a master plan for the site with the selected developer and contractor. Discussion ensued. A question on the potential for developing a sports facility at the site was posed by the board and answered by Mr. Drake.

Financial Report – August 2019. Bob Biles, UTA Chief Financial Officer, was joined by Eddy Cumins, UTA Chief Operating Officer. Mr. Biles presented the August 2019 financial report and reviewed the August 2019 financial dashboard, sales tax collections, expense variance by mode, and expense variance by type. Discussion ensued. Questions on sales tax revenues, ridership, sales tax percentages, and effect of overtime on expense variance collected by counties were posed by the board and answered by staff. Trustee Millington requested a comparison of the year-to-date actual sales tax revenues to the previous year.

Contracts, Disbursements, and Grants.

Contract: Repetitive Bus Parts Auto Purchase Order Inventory Contract (Rocky Mountain Cummins, Dartco Automotive, Elliot Automotive, Freightliner Warner Truck, Gillig, Lewis Bus, Mohawk, Muncie, Neopart, Romaine Electric, Vehicle Maintenance Plan). Mr. Biles was joined by Amanda Burton, UTA Contract Buyer. Mr. Biles described the contract, which is an agreement with multiple parts suppliers to supply repetitive, high-use inventory bus parts as needed. The suppliers were selected following an open, competitive bidding process for more than 1,200 different parts, with awards going to the best value bidder on each part. Discussion ensued. Questions on parts pricing, previous procurement practices for parts inventory, suppliers for electric bus parts, and the agency's past relationship with the selected suppliers were posed by the board and answered by Mr. Biles.

A motion to approve the contract was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously.

Pre-Procurement: Ogden Weber Bus Rapid Transit Construction Manager/General Contractor. Ms. Gonot was joined by Mary DeLoretto, UTA Acting Chief Service Development Officer. Ms. DeLoretto indicated the agency is ready to issue a request for proposal (RFP) for a contractor on the Ogden Weber bus rapid transit project. Discussion ensued. Questions on the project funding, Small Starts grant application submission date, and obligation to the contractor if the grant is not received were posed by the board and answered by staff.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, October 2, 2019 at 9:00 a.m.

Closed Session. Chair Christensen stated there were matters to be discussed in closed session to discuss pending or reasonably imminent litigation. A motion for a closed session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board moved into closed session at 9:44 a.m.

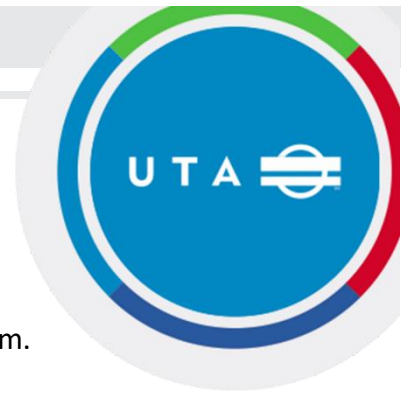
Open Session. A motion to return to open session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously and the board returned to open session at 10:23 a.m.

Adjournment. The meeting was adjourned at 10:24 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/560143.html> for entire content.

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



Minutes of the Budget Work Session of the
Utah Transit Authority (UTA) Board of Trustees
held on Monday, September 16, 2019, 11:00 a.m. – 5:00 p.m.
Utah Transit Authority Headquarters
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also attending were members of UTA staff.

Call to Order & Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 11:05 a.m.

Introduction to 2020 Budget Planning. Carolyn Gonot, UTA Executive Director, outlined the budget work session schedule, goals, and key budget changes. Bob Biles, UTA Chief Financial Officer, provided an overview of the executive director’s organizational chart, operating budget, expenses and revenues for both the capital and operating budgets, full-time employee summary, initiatives, challenges, and next steps for the proposed budget. Questions regarding what portion of the sales tax revenue increase is from the Salt Lake County 4th quarter, if the anticipated growth is in part due to a full year of tax collections from Salt Lake County, and if part-time positions are rolled in with the full-time employee summary were posed by the board and answered by Mr. Biles.

Chief Operations Officer - 2020 Draft Budget Presentation and Discussion.

Eddy Cumins, UTA Chief Operating Officer (COO), provided a summary of the COO’s budget. He summarized goals, an organizational chart, miscellaneous budget factors, miles per mechanic, hours per operator, headcounts, cost drivers, and assumptions. Questions regarding if the operators trained in Salt Lake are designated to Salt Lake or other areas, and the workload associated with the COO position were posed by the board and answered by Mr. Cumins. He then turned the time over to his managers to provide specific budget details for their business units.

Each presenter provided the number of routes, hours annually, miles annually, notable information, headcounts, goals, initiatives, and challenges. Some also provided organizational charts and/or graphics within their individual presentations (as noted below).

Timpanogos Bus. Mary DeLaMare-Schaefer, UTA Regional General Manager for Timpanogos Business Unit, reviewed the business unit's budget. Questions regarding actual ridership after one year of operation in relation to what was projected for the Utah Valley Express bus rapid transit line, if the equipment is adequate for ridership, if the population of Utah County listed in the notable information is separate from the potential for ridership, if the signal prioritization fix with UDOT would improve the entire network, and what the possible impact will be of Utah Valley University's expansion were posed by the board and answered by Ms. DeLaMare-Schaefer.

Mt. Ogden Bus. Andres Colman, UTA Regional General Manager for Mt. Ogden Business Unit, reviewed the business unit's budget. He noted his unit provides service to Weber, Davis and Box Elder counties. He included the number of riders annually and informed the board how Proposition 1 affected his unit. Questions regarding whether the increase in riders during the air show are new riders, when the airshow is in 2020, and if the bus engine/transmission replacements are early or part of a normal rotation were posed by the Trustees and answered by staff.

Chair Christensen called for a break at 12:17 p.m. The meeting reconvened at 12:25 p.m.

Salt Lake Bus. Lorin Simpson, UTA Regional General Manager for Salt Lake Business Unit, reviewed the business unit's budget. He noted his unit provides service to Salt Lake County as well as some service to Weber, Davis, Utah, Tooele, and Summit counties. He included the number of passenger boardings along with active and contingency buses. Mr. Simpson clarified that his slide showing "passenger miles" was incorrect and should reference "miles." He said the unit currently has 3 electric buses with the potential for 25 within a few years. Questions regarding whether the number of drivers budgeted provides for projected needs, if staff has a sense of the number of buses that deadhead on the south end of Salt Lake County, how long it takes to recharge batteries, what percentage of operators will be eligible for retirement in the next five years, what the average age of the fleet is and how that affects the maintenance numbers, what the overtime needs are, and if an analysis between compressed natural gas, diesel, etc., has been performed were posed by the board and answered by Mr. Simpson and Mr. Cumins.

Special Services. Cheryl Beveridge, UTA Special Services General Manager, advised the board that the Special Service area covers Payson to Brigham City and includes vanpool throughout the state. She pointed out the number of buses, vanpool vehicles, and buses that are provided to contractors. Questions regarding how fixed route changes and free fare services affect parallel paratransit service were posed by the board and answered by staff.

Asset Management. Dave Hancock, UTA Director of Asset Management, informed the board that asset management includes facilities, rail systems, rail infrastructure, state of

good repair, and vehicle support and program management. Questions regarding what fleet engineering is and how fleet engineering intersects with maintenance, why the maintenance of way infrastructure budget is down slightly, whether or not detailed reviews of invoices are performed, what the Transit Access Management Plan (TAM) covers, how long it will take to transition parts inventory management to supply chain, what changes are incurred as a result of new bus stops, and if expenditures for state of good repair projects have been budgeted were posed by the board and answered by staff.

Light Rail. Jeff LaMora, UTA Light Rail General Manager, reviewed the Light Rail budget. A brief discussion regarding the length of time involved to secure necessary parts ensued. Questions regarding whether vehicles on the S-Line are still considered as extra, the age of vehicles, if vehicles are rotated evenly, if there is a way to charge rebuilt parts to the proper capital project upfront and eliminate the need for accounting changes after the fact, if it is possible to begin the ordering process prior to each year's budget then have the orders delivered within the budgeted year, how beneficial the multi-agency agreement for certain items has been, if Mr. LaMora feels comfortable that enough state of good repair funds have been allocated to meet the demand of an aging fleet, and a request for clarification on sustainability and how it relates versus vehicle maintenance or overhaul were posed by the board and answered by staff.

Chair Christensen called for a break at 2:19 p.m. The meeting reconvened at 2:24 p.m.

Commuter Rail. Bruce Cardon, UTA Commuter Rail General Manager, reviewed the Commuter Rail budget. Questions regarding ridership numbers, what station has the lowest ridership, whether overhauling diesel is worth the investment when electric is the goal, why there are part-time employees when staffing is difficult, if there is consideration to overhaul Comets and Bombardier cars currently out of service, the length of time required for overhauls, and if the agency is adequately preparing for the maintenance of vehicles were posed by the board and answered by staff.

Public Safety. Fred Ross, UTA Police Chief, stated his service area is UTA's service area and provided an overview of the public safety budget. Questions regarding whether or not discussions have occurred about fee structures for parking, how many daily arrests occur, if UTA officers have been assaulted, and if there is a greater number of incidents within free fare zones were posed by the board and answered by Chief Ross.

Chief Operating Officer. Mr. Cumins asked if the board had further questions. Discussion ensued. Questions regarding what the shortfall with state of good repair investment is, what the impact of repairs has been, should UTA extend the timeframe for repairs, how the agency is getting operators to apply, what the agency is doing to retain operators, and where long-term funding for recruiting will come from were posed by the board and answered by staff.

Adjournment. The meeting was adjourned at 3:41 p.m. by motion.

Transcribed by Angie Olsen
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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/558193.html> for entire content.

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

UNAPPROVED



Minutes of the Budget Work Session of the
Utah Transit Authority (UTA) Board of Trustees
held on Tuesday, September 17, 2019, 1:00 p.m.–5:00 p.m.
Utah Transit Authority Headquarters
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also attending were members of UTA staff.

Call to Order & Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 1:08 p.m.

Safety First Minute

Chair Christensen provided a brief safety message.

Chief Service Development Officer - 2020 Draft Budget Presentation and Discussion.

Chief Service Development Officer Operating Budget. Mary DeLoretto, UTA Acting Chief Service Development Officer (CSDO), provided a summary of the CSDO's budget. She summarized goals, an organizational chart, miscellaneous budget factors, and headcounts. Questions regarding whether the proposed budget includes time that is offset to capital projects, if consultant fees are included, where contract work and transit-oriented development (TOD) revenue is referenced, and if the shared administrative support position will provide adequate coverage throughout the various departments were posed by the board and answered by Ms. DeLoretto.

Each presenter provided a variety of information such as goals, organizational charts, department responsibilities, headcounts, initiatives, and challenges. Some also provided other information and/or graphics within their individual presentations (as noted below).

Real Estate & Transit Oriented Development. Paul Drake, UTA Sr. Manager of Real Estate and Transit Oriented Development (TOD), explained the responsibilities of his department and summarized his budget. Questions regarding who currently performs

GIS work, if the GIS analyst would be at capacity if more flexibility is allowed with the number of TOD projects, whether or not it is easier to manage leased properties, if there is a process to evaluate the value of properties owned by UTA, and how many of those properties could be dispensed and put back on the public tax roll were posed by the board and answered by staff.

Service Planning. Laura Hanson, UTA Director of Planning, reviewed the responsibilities for both strategic and service planning and summarized the service planning budget. Additionally, she advised the two departments were mislabeled in her presentation and needed to be swapped. Questions regarding whether the department has adequate administrative support coverage, how heavily new software will be relied upon, the need for the board and planning to align accomplishments, and if departments throughout the agency are integrated in strategic planning were posed by the board and answered by staff.

Capital Development. Grey Turner, UTA Sr. Program Manager for Engineering and Project Development, informed the board that capital development consists of project development, environmental/project controls/grants, project management and engineering, and quality oversight. He summarized the responsibilities for each sub-group and outlined the budget. Questions regarding environmental responsibilities, what future regulations are coming and how they will be managed, where environmental reports need to be submitted, what determines when UTA uses contractors, and when the agency promotes from within vs. hiring external applicants were posed by the board and answered by staff.

Chair Christensen called for a break at 2:20 PM. The meeting reconvened at 2:31 PM.

Draft 2020-2024 Capital Plan. Ms. DeLoretto provided an overview of the draft plan. She advised what is included in the plan, what the 5-year forecast helps to mitigate, the steps within the process, a breakdown of funding, what projects are funded and unfunded, next steps, and details of the capital plan. Questions regarding how many projects get funded, what determines if a project gets on the approved list, what the process is for pressing circumstances, and how projects are prioritized were posed by the board and answered by staff. Ms. DeLoretto also provided clarification for various line items on the details spreadsheet that was distributed.

Adjournment. The meeting was adjourned at 3:43 p.m. by motion.

Transcribed by Angie Olsen
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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/558565.html> for entire content.

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

UNAPPROVED



Minutes of the Budget Work Session of the
Utah Transit Authority (UTA) Board of Trustees
held on Friday, September 20, 2019, 9:00 a.m. – 5:00 p.m.
Utah Transit Authority Headquarters
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also attending were members of UTA staff.

Call to Order & Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m.

Safety First Minute. Chair Christensen yielded the floor to Sheldon Shaw, UTA Acting Manager of Safety and Security, for a brief safety message.

Chief Finance Officer - 2020 Draft Budget Presentation and Discussion.

Each presenter provided a variety of information such as goals, department responsibilities, headcounts, initiatives and challenges. Some also provided organizational charts and/or graphics within their individual presentations.

Chief Financial Officer Operating Budget. Bob Biles, UTA Chief Financial Officer, provided a summary of his operating budget. Questions regarding inventory were posed by the board and answered by staff.

Finance, Accounting and Procurement. Todd Mills, UTA Sr. Supply Chain Manager, summarized the budget for his department. Questions regarding what type of coordination takes place among staff ordering and using inventory, whether an employee reviews and monitors automatic reorders for accuracy and excess, details of the parts availability process, if increased staffing would hasten continuous improvement efforts, whether inventory levels have been reduced due to the vendor management inventory (VMI), and which departments are open 24/7 were posed by the board and answered by staff.

Risk Management/Insurance. Dave Pitcher, UTA Claims & Insurance Manager, reviewed the budget for risk management/insurance. Questions regarding what a certificate of insurance is for, if staff verifies that coverage amounts are adequate, whether certificates can be connected to property or lease agreements, if field supervisors have tablets or laptops, if it is time to raise the minimum coverage amounts for property and car insurance, what the purpose is for property appraisals, whether appraisals are coordinated with the real estate department, how many claims the agency has paid this year, and the dollar amount of paid claims were posed by the board and answered by staff. The board suggested placing the portfolio handbook on the intranet upon completion.

Fares. Monica Morton, UTA Director of Fares, provided a summary of the fares budget. Questions regarding what the best strategy is for the ticket vending machine replacement funds allocated in the capital plan may be, whether individuals who do not tap their fare cards are evading the system, if there is a maximum penalty charge for fare evasion, how many outstanding unpaid tickets there are, and what the collection value for unpaid tickets is were posed by the board and answered by staff.

Accounting. Troy Bingham, UTA Comptroller, reviewed the accounting budget. Questions regarding whether the JD Edwards system is approaching its end of life, if some positions could log in to the UTA system to allow real-time entry points, and how many CPAs are employed by the agency were posed by the board and answered by Mr. Bingham.

Chief Finance Officer Operating - Administration. Mr. Biles summarized his operating budget for the administration unit. The board asked why shredding recycle bins have different contracts and are charged to different business units.

Brad Armstrong, UTA Sr. Manager of Budget & Financial Analysis, reviewed the budget for his department. The board asked what kind of analytical support is provided to managers and Mr. Armstrong replied.

Chair Christensen called for a break at 10:23 a.m. The meeting reconvened at 10:30 a.m.

Chief People Officer - 2020 Draft Budget Presentation and Discussion.

Chief People Officer Operating Budget. Kim Ulibarri, UTA Chief People Officer, reviewed the vision and values of the people office. She pointed out records management falls under her and reviewed specifics associated with its budget. She then summarized her operating budget. Questions regarding the number of upcoming retirees, succession planning, and the reduction in the "Other O&M" budget line item were posed by the board and answered by Ms. Ulibarri.

Talent Acquisition and Workforce Planning. Pablo Martinez, UTA Sr. Manager of Workforce Planning & Talent Acquisition, summarized the budget details of the human resources/labor relations division. He also informed the board of ways his staff recruits to UTA. Questions regarding the need for a recruiting budget and what kind of funds would be required were posed by the board and answered by staff. The board suggested working with the communications department on recruiting materials.

Culture and Talent Development. Alisha Garrett, UTA Sr. Manager of Culture and Talent Development, provided an overview of the culture and talent development budget. Questions regarding where the funds for a new learning management system are allocated and development opportunities provided to employees from home without requiring a UTA device were posed by the board and answered by staff.

Human Resources/Labor Relations. Kim Ulibarri reviewed the talent acquisition and workforce planning budget. There were no questions.

Total Rewards. Jacob Gomez, UTA Total Rewards Manager, provided an overview of the total rewards budget. Questions regarding who is used for Department of Transportation-required physicals, how many individuals are seen at UTA's onsite clinics, and if benefit meetings are scheduled throughout the year were posed by the board and answered by staff.

Chair Christensen called for a break at 11:29 a.m. The meeting reconvened at 12:05 p.m.

Chief Communications and Marketing Officer - 2020 Draft Budget Presentation and Discussion.

Chief Communications and Marketing Officer Operating Budget. Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, summarized her budget. The board asked whether the Salt Lake City collaborative marketing efforts will be ongoing and Ms. Bourdeaux responded.

Customer Experience. G.J. LaBonty, UTA Manager of Customer Experience, provided an overview of the customer experience budget. Questions regarding how the agency is educating the public on its transit app, if the agency is tracking app education, what the ongoing education efforts look like, what strategic planning is being done for the bus stop improvement plan, when digital signs will be on buses and at bus stops, and where digital signs will be located were posed by the board and answered by staff. The board instructed Mr. LaBonty to look carefully at the bus stops and improvements on the west side of the Salt Lake Valley.

Customer Service. Cindy Medford, UTA Manager of Customer Service, reviewed the customer service budget and explained the responsibilities of each group within her division. Questions regarding whether staff is given the opportunity to claim lost and

found items, how continuity is achieved throughout the different groups within the customer service division, how many calls are missed on Sundays, and whether alternate ideas need to be considered for providing customer service on Sundays were posed by the board and answered by staff.

Public Relations and Marketing. Ms. Bourdeaux reviewed the communications budget. A question regarding whether the top initiative should be to implement or strategically plan the community relations program was posed by the board and answered by staff. The board spoke about the need for early communications strategies in public relations. The board also opined on the need to coordinate the UTA 50th anniversary events with other agencies and to be strategic in planning and producing commemorative items. The board further suggested using a social media campaign to inform of ways staff is contributing to the state of good repair.

Innovative Mobility Solutions. Jaron Robertson, UTA Acting Director of Innovative Mobility Solutions, summarized the innovative mobility solutions budget and explained the largest increase within the budget is in services, which is due to the microtransit pilot. Questions regarding when microtransit will be handed off for integration into the larger system and whether the autonomous vehicles study should be a study or an evaluation were posed by the board and answered by staff.

As a general comment, the board informed staff of complaints regarding how bus wraps for advertising purposes cover windows, making it difficult to see stops.

Chair Christensen called for a break at 1:45 p.m. The meeting reconvened at 1:55 p.m.

Executive Director - 2020 Draft Budget Presentation and Discussion.

Executive Director Operating Budget. Carolyn Gonot, UTA Executive Director, provided an overview of the budget, positions, and changes within her division.

Legal Services. Mark Burns from the Attorney General's (AG) office informed the trustees the additional attorney in the legal services budget would be dedicated to real estate. He reported he feels the AG's office has individuals with the necessary experience and skills to manage UTA's legal needs.

Civil Rights and Compliance. Kenya Fail, UTA Manager of Civil Rights Compliance, gave a summary of the civil rights and compliance budget. She advised the new compliance software proposed in her budget will ensure accuracy of all reports submitted to the Federal Transit Administration. A question regarding the validation process with disadvantaged business enterprises was posed by the board and answered by staff.

Safety and Security. Mr. Shaw reviewed the safety and security budget. Questions regarding how many of UTA's employees will attend the Occupational Safety & Health

Administration compliance class, the need for more automated external defibrillator (AED) devices throughout UTA buildings, the cost to purchase and maintain new AED devices, incentives for first aid-certified employees, federal compliance within the department, and the cost of needed software were posed by the board and answered by staff.

Operations Analysis and Solutions. Johnathan Yip, UTA Sr. Manager of Operations Analysis and Solutions, reviewed the operations analysis and solutions budget. Questions regarding the life expectancy of software, ways to stay current with technology, and a need to develop groups to research the agency's current software programs were posed by the board and answered by staff.

Information Technology. Dan Harmuth, UTA IT Director, reviewed the information technology budget. Questions regarding whether or not UTA has experienced staff for the JD Edwards system, how UTA's systems will fare in the event of an emergency, and how well the agency's systems protect personal identifiable information (PII) were posed by the board and answered by staff.

The board provided direction on items for which they would like additional information, including agency reserves, state of good repair strategy, capital budget year-to-year continuity, capital offset process, strategy for future of rail ticket vending machine solutions, and recruitment budget.

The next budget meeting will be Thursday, September 26, 2019 at 11:30 a.m.

Adjournment. The meeting was adjourned at 3:49 p.m. by motion.

Transcribed by Angie Olsen
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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/558567.html> for entire content.

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

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY SUPPORTING THE NOMINATION TO RE-APPOINTMENT BETH
HOLBROOK TO THE UTAH ASSOCIATION OF SPECIAL DISTRICTS BOARD**

R2019-10-01

October 2, 2019

WHEREAS, the Utah Transit Authority (the "Authority") is a large public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities – Local Districts Act and the Utah Public Transit District Act (the "Act"); and

WHEREAS, the Utah Association of Special Districts ("UASD") is an organization comprised of special, service and local districts to promote the proper and efficient operation of Special Service Districts and Local Service Districts in the State of Utah; and

WHEREAS, the Authority has been a long-standing member of UASD as a Local Service District; and

WHEREAS, Beth Holbrook, UTA Trustee, has been serving as a member of the UASD Board of Trustees for a term that expires on March 23, 2020; and

WHEREAS, UASD has requested the Authority to recommend a representative to be nominated to the UASD Board following the expiration of Ms. Holbrook's current term; and

WHEREAS, Ms. Holbrook has expressed a willingness to continue serving in her respective position as a member of the UASD Board and to participate in its deliberations as a representative of the Authority and its interests.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the Authority hereby supports the nomination of Ms. Beth Holbrook as a candidate for appointment by the Utah Association of Special Districts for a four-year term on the UASD Board of Trustees beginning in March 2020.
2. That the corporate seal be attached hereto.

Approved and adopted this 2nd day of October 2019.

Carlton Christensen, Chair
Board of Trustees

ATTEST:

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

Approved As To Form:

Legal Counsel



CONTRACT ROUTING FORM

Department * Supply Chain

Existing Contract? Yes

Existing Contract Number * 19-03141

Contract Section

Procurement

Board Review Date * 10/02/2019

Document Type * Contract

Requisition # Original
NA

Please upload the necessary documents here 19-03141 2019.09.26 UTA Hamblin Settlement Agreement and Release.pdf 833.32KB

Contract Title * Hamblin Settlement Agreement and Release

Contractor Name * Kerry Lloyd Hamblin, Karen Hamblin, KH Investment Company, LC, and Hamblins Custom Furniture Frames, Inc.

Description / Purpose * This Contract between Utah Transit Authority (UTA) and Kerry Lloyd Hamblin, Karen Hamblin, KH Investment Company, LC, and Hamblins Custom Furniture Frames, Inc.(Hamblin), is to provide a settlement to Hamblin for dispute of Relocation benefits for property previously owned by Hamblin. UTA needed to acquire the Hamblin Property for a transportation project, and when UTA was unable to acquire the Property through a negotiated transaction, the Utah Department of Transportation brought an eminent domain action (civil No. 14090025) on behalf of UTA to acquire the Property. Property was acquired June 10, 2016.

UTA and Hamblin have agreed to a settlement payment of \$452,260.

Contract Administrator * Higgins, Jolene M

Project Manager * David Wilkins

Base Contract Effective Dates * Beginning 10/3/2019

* Ending 11/4/2019

Contract Type * Other

Please Specify * Settlement Agreement

Procurement Method * Other

Please Specify * Settlement Agreement

Number of Responding Firms 0

Value of Next Lowest Bidder NA

Base Contract Term (Months) * 1

Contract Options (Months) * 0

Option to Renew? * Yes No

Extension Start Date

End Date

Financial Section

Procurement

Existing Contract Value

Amendment Amount

New/total Contract Value *

\$ 452,260.00

\$

\$ 452,260.00

Qty Unit Price \$

Annual/One-Time Value \$

Is the amount a one-time purchase or annual recurring purchase? * One-time Recurring

Attachment

Is the amount an estimate? * Yes No

Account Code * 40-3102.68912

Capital Project Code MSP102

Funding Source* Local

Budgeted?* Yes No

Will this contract require support from another department?* Yes No

Is the other department(s) aware of this contract and the required support?* Yes No N/A

Has the Qualified Health Insurance Certificate been verified?* Yes No N/A

Approval Section

1)Legal/Compliance Review* Wilkins, David

2)Accounting Approval Needed?* Yes No

3)Risk Approval Needed?* Yes No

4)IT Approval Needed?* Yes No

5)Add Additional Approval?* Yes No

6)Manager/Program Manager* Hamilton, Troy S

7)Dir, Sr. Mgr, or RGM* DeLoretto, Mary Louise

8)Chief* DeLoretto, Mary Louise

9)Executive Director* Gonot, Carolyn

Board Approval Required Board Approval Date

Print this page

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement (“**Agreement**”) is dated September 26, 2019, and is between the Utah Transit Authority (“**UTA**”), and Kerry Lloyd Hamblin, Karen Hamblin, KH Investment Company, LC, and Hamblins’ Custom Furniture Frames, Inc. (collectively, the “**Hamblin Plaintiffs**”).

RECITALS

A. The Hamblin Plaintiffs formerly owned two parcels of real property in Salt Lake City, Utah, identified with the Tax ID Nos. 15-02-278-004 and 15-02-278-006 (collectively, the “**Subject Property**”).

B. UTA needed to acquire the Subject Property for a transportation project, and when UTA was unable to acquire the Subject Property through a negotiated transaction, the Utah Department of Transportation brought an eminent domain action (Civil No. 140900258) on behalf of UTA to acquire the Subject Property (the “**Condemnation Lawsuit**”).

C. UTA and the Hamblin Plaintiffs agreed on an amount of just compensation for the Subject Property and settled the Condemnation Lawsuit in a Settlement Agreement dated on or about June 10, 2016 (the “**Settlement Agreement**”).

D. In the Settlement Agreement, the Hamblin Plaintiffs reserved their rights to relocation benefits pursuant to the Uniform Relocation Assistance and Real Property Acquisition Act, 42 USC § 4601 *et seq.*, 49 CFR Part 24, and the Utah Relocation Assistance Act, Utah Code Ann. § 57-12-101 *et seq.* (collectively, the “**Relocation Act**”).

E. Since the Settlement Agreement was signed, the relocation process has not been completed, and the Hamblin Plaintiffs served UTA with a Notice of Claim dated July 23, 2019, asserting causes of action for breach of contract, negligent misrepresentation, respondeat superior, and negligent employment (the “**Notice of Claim**”).

F. UTA and the Hamblin Plaintiffs now desire to settle all claims set forth in the Notice of Claim and all claims related to the Relocation Act.

AGREEMENT

Accordingly, the parties hereby agree as follows:


1. Full Release. For and in consideration of the Settlement Payment, defined below, to the Hamblin Plaintiffs, the Hamblin Plaintiffs on their own behalf and for all heirs, executors, administrators, and assigns, do hereby release and forever discharge UTA, the Utah Department of Transportation, and each of their respective officers, employees, contractors, and agents, specifically including but not limited to those named in the Notice of Claim (collectively, the “**Releasees**”), from any and all existing or possible actions, causes of action, claims, demands, damages, costs, fees and expenses of any

kind, on account of, or in any way arising from or related to the facts, transactions, or occurrences set forth in the Notice of Claim.

2. Settlement Payment. The Settlement Payment is \$452,260, and shall be in the form of a check payable to Kerry Hamblin. UTA shall remit the Settlement Payment to Deiss Law, counsel for the Hamblin Plaintiffs, within 30 days of the date of this Agreement.
3. Satisfaction of Relocation Obligations. The Hamblin Plaintiffs acknowledge and agree that UTA's payment of the Settlement Payment, together with previous payments made by UTA to, or on behalf of, the Hamblin Plaintiffs, is full satisfaction of any obligations under the Relocation Act. The Hamblin Plaintiffs hereby release UTA and the other Releasees from any and all existing or possible actions, causes of action, claims, demands, damages, costs, fees and expenses of any kind, on account of, or in any way arising under the Relocation Act.
4. No Admission. The parties acknowledge and agree that this settlement is the compromise of doubtful and disputed claims, and payment made pursuant to this Agreement is not to be construed as an admission of liability on the part of the Releasees, by whom liability is expressly denied.
5. Joint and Several Obligations. The Hamblin Plaintiffs' obligations under this Agreement are joint and several obligations of Kerry Lloyd Hamblin, Karen Hamblin, KH Investments, LC, and Hamblins' Custom Furniture Frames, Inc.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date and year first above written.

UTAH TRANSIT AUTHORITY



counsel for Utah Transit Authority

KERRY LLOYD HAMBLIN, for himself as an individual.



KAREN HAMBLIN, for herself as an individual.

Karen Hamblin

HAMBLINS CUSTOM FURNITURE FRAMES, INC.

Kerry Lloyd Hamblin
By Kerry Lloyd Hamblin, its Owner

STATE OF UTAH)

County of Salt Lake :ss.

On the 26th day of September, 2019, personally appeared before me Kerry Lloyd Hamblin, whose identity was proved to me on the basis of satisfactory evidence, and who by me duly sworn, did say that he is the owner of Hamblins Custom Furniture Frames, Inc., and that he has authority to execute this document on behalf of said corporation, and that indeed he did execute this document on behalf of said corporation.

[Signature]
NOTARY PUBLIC

KH INVESTMENTS, LC

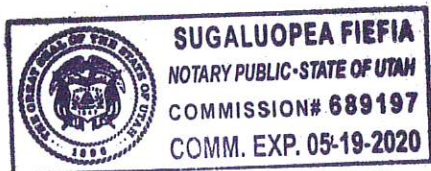
Kerry Lloyd Hamblin
By Kerry Lloyd Hamblin, its Owner



STATE OF UTAH)

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On the 26th day of September, 2019, personally appeared before me Kerry Lloyd Hamblin, whose identity was proved to me on the basis of satisfactory evidence, and who by me duly sworn, did say that he is the owner of Hamblins Custom Furniture Frames, Inc., and that he has authority to execute this document on behalf of said corporation, and that indeed he did execute this document on behalf of said corporation.



[Signature]
NOTARY PUBLIC



FARES ROUTING SHEET

Department: Fares Contract Number: _____

CONTRACT SECTION

Fares

Document Type Pre-Approval Contract Approval
 (Drop Down)

Contract Admin Andrea Packer

Originator James Larson

Institution/Partner UTA

Type of Agreement: Contract Letter of Agreement Other* N/A
*Description of Other

Dates of Service 10/2/2019 10/2/2019
Start Date End Date

Basis for Negotiation N/A - This is a UTA Event

Purpose/Description For the past couple of years, Draper Chamber of Commerce transportation alliance and members have toured FrontRunner and Bus. This year they have requested to tour the Midvale TRAX Garage. There is no regular route train that could deliver these 25 attendees from the Draper Station to the Midvale Garage. For this reason, Jeff Lamora and TRAX are requesting to use a Special TRAX train to pickup the attendees at the Draper Station to allow them to ride TRAX to the Midvale Garage to have them see and feel the experience that UTA can offer their Draper citizens. Chamber and Council members will then be taken on a tour through the facility to educate them about our vision for expansion in South Salt Lake.

FINANCE SECTION

Fares

Total Revenue \$118 Receivable Donated

Is amount an estimate? Yes No

Account Code N/A

Attachments Yes No

Basis for Calculation The total cost for the special train is estimated at \$117.97, based on the following assumptions:
 Mileage between Draper Town Center and the Jordan River Rail Service Center: 14.51 miles
 (The total mileage in this case is 58.04 miles since the train would be taken down to the tail track prior to service, then to JRRSC, then back to the Draper Town Center stop, then returned to JRRSC.)
 Electricity cost per mile is \$0.95
 Vehicle maintenance costs are \$1.07 per mile
 There are no additional costs for an Operator – we would be using a Report Operator and already be paying them their normal hourly wage. No extra staffing is needed.

APPROVAL SECTION

	Route to?	Name	Signature
Legal/Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Mike Bell</u>	
Risk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>David Pitcher</u>	
Manager/Program Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>-</u>	
Dir., Sr. Mgr., or RGM	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Andrea Packer</u>	
Chief	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Nichol Bourdeaux</u>	
Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Carolyn Gonot</u>	
Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



Department: Fares Contract Number: _____

CONTRACT SECTION

Fares

Document Type Pre-Approval Contract Approval
 (Drop Down)

Contract Admin Andrea Packer

Originator James Larson

Institution/Partner UTA

Type of Agreement: Contract Letter of Agreement Other* _____
*Description of Other

Dates of Service 10/25/2019 10/26/2019
Start Date End Date

Basis for Negotiation N/A - This is a UTA Event

Purpose/Description Light Rail has experienced between a 18-26% decline since the rail replacement construction this summer. Due to this decline, UTA is running a ridership campaign during the month of October to increase ridership. As part of this campaign, the marketing department is requesting a Buddy Pass on October 25 and 26 that allows riders to invite a family member, friend or neighbor to ride with them to work or on a night out on the town. See attachment for additional details.

FINANCE SECTION

Fares

Total Revenue \$65,901 Receivable Donated

Is amount an estimate? Yes No

Account Code N/A

Attachments Yes No

Basis for Calculation An estimate was prepared to determine the potential revenue UTA will forgo with this promotion. The October 2018 ridership report was used to determine the average weekday (for Friday) and average Saturday trips. It is expected that the BOGO will result in a 10% increase in ridership on the days of the event. The total increase was then multiplied by the fare rate.

Mode	Day of Week	Ridership Average	Ridership Increase (10%)	Average Fare	Total Forgone Revenue
TRAX	Weekday	57,234	5,723	\$ 2.50	\$ 14,308
	Saturday	38,824	3,882	\$ 2.50	\$ 9,706
FrontRunner	Weekday	20,114	2,011	\$ 5.08	\$ 10,218
	Saturday	9,373	937	\$ 5.08	\$ 4,762
Bus	Weekday	76,807	7,681	\$ 2.50	\$ 19,202
	Saturday	30,823	3,082	\$ 2.50	\$ 7,706
					\$ 65,901

Note: Average FrontRunner fare is estimated at \$5.08 using March 2019 TVM one way ticket sales.

APPROVAL SECTION

	Route to?	Name	Signature
Legal/Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Mike Bell</u>	
Risk	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>David Pitcher</u>	
Manager/Program Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>-</u>	
Dir., Sr. Mgr., or RGM	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Andrea Packer</u>	
Chief	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Nichol Bourdeaux</u>	
Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Carolyn Gonot</u>	
Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Buddy Pass

Proposal:

- UTA is offering two-for-one fares on all modes except ski and paratransit

Goal:

- The goal is to increase ridership, particularly on TRAX in the wake of the rail replacement projects. All current UTA riders invite a co-worker, family, or friend to ride with them for free. New riders can also try UTA and bring a buddy.

People Consulted:

- Monica Morton
- Kensey Kunkel
- Nichol Bourdeaux
- Andrea Packer
- Jeff LaMora
- Bruce Cardon
- Lorin Simpson
- Cherryl Beveridge
- Cherissa Alldredge
- Chief Fred Ross

Benefits:

- Training: Current Riders train new riders
- Pass Holders
 - No loss in pass holder revenue
 - No pass holder reimbursements required due to uncovered EFC readers
 - Opportunity to create new pass holders
- ECO pass
 - Increase Eco Pass users by inviting fellow workers
 - Opportunity new riders to request eco passes from their employers
- UTA Employees
 - Increase UTA Employee Passes by inviting family
 - Opportunity to create new ongoing riders
- Paratransit: is not federally required to participate like free fare days. Plans to opt out.

Logistics:

- Promotion out to the public through stations signs, handouts, apps and social media
- Operations won't have to cover EFC Readers
- Fares won't have to modify TVMs, GoRide App or EFC readers
- Police and Operators will count one pass as two

Dates Proposed:

- October 25-26
 - Reasoning:
 - Friday to attract eco pass, UTA employee and pass holder riders
 - Saturday to accommodate multiple customer requests on Trans Track to offer a promotional pass on a weekend, and to gauge response and ridership increases on a Saturday.



Department: Fares Contract Number: _____

CONTRACT SECTION

Fares

Document Type (Drop Down) Pre-Approval Contract Approval

Contract Admin Patricia Garver

Originator Alma Haskell

Institution/Partner Utah Chapter of the American Planning Association (APA UT)

Type of Agreement: Contract Letter of Agreement Other* _____ Email
*Description of Other

Dates of Service 10/3/2019 10/4/2019
Start Date End Date

Basis for Negotiation UTA has helped the Utah Chapter of the American Planning Association (APA UT) with minor transportation for their fall conference mobile tours for some time now. Occasionally this has involved scheduling a few buses for some of their larger tours; but usually it involves providing a few vans with administrative staff (usually from the Planning or Capital Development departments) driving the vans. Often these tours involve discussions of regional transportation, and they all involve urban planning issues. About ten UTA employees are members of APA; having UTA provide transportation is a good opportunity to show our support for such planning, and to have a voice on the tour to promote good transportation planning when the tour touches on these subjects. Separate from these transportation requests, APA UT also usually grants UTA a conference sponsorship in exchange for transit passes to get attendees to and from the conference; which has already been approved for 2019.

Purpose/Description 2019 transportation requested is for:
THURSDAY October 3rd
1 van 9:45-10:30 going to the Sandy Expo to see the UTA autonomous vehicle
2 vans 9:30-12 going to Daybreak
2 vans 1:35-5PM going to Jordan River

FRIDAY October 4th
1 van 10-10:45 to the Sandy Expo to see the UTA autonomous vehicles
2 vans 10:30-12:15 Vernacular architecture tour

FINANCE SECTION

Fares

Total Revenue \$1,025 Receivable Donated
 Is amount an estimate? Yes No
 Account Code N/A
 Attachments Yes No

Basis for Calculation

Event: **APA UT Fall Conference**





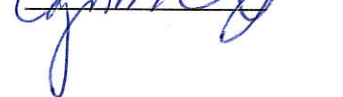
of Vans Requested: **3** for 2 days

Miles/Staff Item	Quantity	Unit	Rate	Total Cost
Sandy Expo Vans	100	Miles	\$ 0.17	\$ 17.00
Sandy Expo Drivers	5	Hours	\$ 35.60	\$ 178.00
Daybreak Tour Vans	100	Miles	\$ 0.17	\$ 17.00
Daybreak Tour Drivers	7	Hours	\$ 35.60	\$ 249.20
Jordan River Vans	76	Miles	\$ 0.17	\$ 12.92
Jordan River Drivers	9	Hours	\$ 35.60	\$ 320.40
Architecture Vans	100	Miles	\$ 0.17	\$ 17.00
Architecture Drivers	6	Hours	\$ 35.60	\$ 213.60

TOTAL ESTIMATED COST TO UTA \$ 1,025.12

Cost per mile is for gas and maintenance only per Vanpool group 09/24/19
 Cost per hour averages managers and staff salaries of 6200 and 6800

APPROVAL SECTION

	Route to?	Name	Signature
Legal/Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mike Bell	
Risk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	David Pitcher	
Manager/Program Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	-	
Dir., Sr. Mgr., or RGM	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Grey Turner	
Chief	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary DeLoretto	
Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carolyn Gonot	
Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		