



**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  
June 3, 2020**

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

Also participating were 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.

**Public Comment.** It was noted that online comment was solicited prior to the meeting but none was received.

**In Memory of Martin “Marty” Beaver.** Chair Christensen mentioned the passing of UTA maintenance of way employee Marty Beaver, expressed condolences to his family and coworkers, and stated today’s board meeting would be adjourned in Mr. Beaver’s memory.

**Safety First Minute.** Kent Muhlestein, UTA Safety Administrator – Transit System, provided a brief safety message.

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

- a. Approval of May 20, 2020 Board Meeting Minutes

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

**Agency Report.**

**Federal Transit Administration (FTA) Allocation for Ogden-Weber State University (WSU) Bus Rapid Transit (BRT).** Carolyn Gonot, UTA Executive Director, mentioned the award of a \$64.5 million grant from the FTA for the Ogden-WSU BRT project.

**Protests.** Ms. Gonot mentioned UTA has been taking a proactive, flexible approach to service adjustments necessitated by recent protests in Salt Lake City.

Discussion ensued. Chair Christensen suggested a review of UTA’s practices related to equitable treatment.

**Financial Report – April 2020.** Bob Biles, UTA Chief Financial Officer, reviewed the April 2020 financial dashboard; passenger revenues; sales tax revenues; cumulative revenue loss and Coronavirus Aid, Relief, and Economic Security Act (CARES) drawdown; revenue loss and CARES funding estimates; Federal Emergency Management Agency (FEMA) eligible expenses; expense variance by mode; expense variance by chief officer; and expense variance by type.

Discussion ensued. Questions on the timeline for receiving sales tax projections, reserve funds status, and FEMA-eligible expense limits were posed by the board and answered by Mr. Biles.

**Resolutions.**

**R2020-06-02 Resolution Approving the Second Amendment of the Authority’s 2020 Budget.** Mr. Biles explained the resolution, which approves adjustments to the 2020 operating and capital budgets as follows:

- Operating budget

	2020 Budget after Budget Amendment #1	Operating Budget Changes	2020 Budget after Budget Amendment #2
<b>Other Revenues</b>	\$3,640,000	\$250,000	\$3,890,000
<b>Total Revenues</b>	492,354,000	250,000	492,604,000
<b>Paratransit Service</b>	24,637,000	250,000	24,887,000
<b>Operations Support</b>	50,331,000	22,000	50,353,000

<b>Contingency</b>	1,660,000	(660,000)	1,000,000
<b>Transfer to Capital</b>	18,427,000	638,000	19,065,000
<b>Total Expense</b>	\$492,354,000	\$250,000	\$492,604,000

- Capital budget

	2020 Budget after Budget Amendment #1	Proposed Amendment #2	2020 Budget after Proposed Budget Amendment #2
Depot District	\$40,937,000	\$(15,937,000)	\$25,000,000
Ogden/Weber BRT	28,197,000	(12,947,000)	15,250,000
Airport Station Relocation	13,000,000	(2,000,000)	11,000,000
Provo-Orem TRIP		5,211,000	5,211,000
State of Good Repair	59,898,000	15,069,500	74,967,500
Other Capital Projects	53,062,000	38,401,900	91,463,900
Contingency	<u>940,000</u>	<u>28,000</u>	<u>968,000</u>
<b>Totals</b>	<b><u>\$196,034,000</u></b>	<b><u>\$27,826,400</u></b>	<b><u>\$223,860,400</u></b>

A motion to approve R2020-06-01 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.

### Service and Fare Approvals.

**ECO Trip Rewards Agreement (Salt Lake City Corporation).** Monica Morton, UTA Fares Director, summarized the contract for the provision of transit passes to Salt Lake City employees. Salt Lake City will be invoiced monthly based on the number of trips taken, the one-way base fares, and any fuel surcharge, if applicable. The city current qualifies for a 5% discount based on the number of trips taken (~68,000/year) as part of UTA's trip rewards program. Discussion ensued. A question on the contract pricing model was posed by the board and answered by Ms. Morton.

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

### **Discussion Items.**

**Enterprise Risk Management Plan.** Dave Pitcher, UTA Claims & Insurance Manager, was joined by Bill Dysktra and Mark Maraccini with Crowe, LLP. Staff delivered a presentation that included UTA's enterprise risk management background, a summary of the reporting on previous project phases, reporting on the current project phases, and next steps. Ms. Gonot mentioned plans to establish an enterprise risk management policy and form a risk management committee.

Discussion ensued. Questions on the timeframe for hiring a risk and compliance manager, organizational structure needed to support a risk management program, and risk management prioritization strategies were posed by the board and answered by staff.

**Central Wasatch Commission (CWC).** Laura Hanson, UTA Director of Planning, was joined by Ralph Becker, Executive Director of the Central Wasatch Commission; Chris Robinson, Chair of the Central Wasatch Commission; and Blake Perez, Deputy Executive Director of the Central Wasatch Commission. Mr. Perez spoke about the CWC's current involvement in a public process to solicit feedback on the Central Wasatch mountain transportation initiative. He said the CWC has recently assembled a technical working group and will be hosting a summit in the fall with the objective of identifying a consensus on a preferred mountain transportation system.

Mr. Becker reiterated the need for consensus. He then went on to explain that the CWC was formed and operates through an interlocal agreement (ILA). Brighton City will be joining the CWC as a member, which requires an amendment to the ILA. As part of the amendment, the CWC would also like to include the option to grant ex officio status to up to four non-elected entities, including UTA.

Discussion ensued. Questions on the how recommendations from the public process will be implemented and the progress of the CWC's work were posed by the board and answered by representatives of the CWC.

### **Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, June 17, 2020 at 10:30 a.m.

**Adjournment.** The meeting was adjourned by motion in memory of Martin “Marty” Beaver at 10:33 a.m.

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