



**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
July 1, 2020**

Board Members Participating:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also participating were members of UTA staff.

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 received for the meeting was distributed to the board prior to the meeting and will be included as an appendix to the minutes of 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 June 17, 2020 Board Meeting Minutes
- b. Approval of June 24, 2020 Board Meeting Minutes
- c. Revised CAD/AVL Software Development Services Contract (Software Technology Group)

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

Agency Report.

Employee Acknowledgement. Carolyn Gonot, UTA Executive Director, acknowledged Dan Harmuth and Kent Muhlestein for their contributions to American Public Transportation Association (APTA) publications related to the coronavirus outbreak.

Introduction of Capital Projects Director. Ms. Gonot was joined by Mary DeLoretto, UTA Chief Service Development Officer, who introduced Manjeet Ranu, newly hired UTA Capital Projects Director. Mr. Ranu then spoke about his background and briefly summarized his goals with the agency.

Face Covering Requirement. Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer. Ms. Gonot spoke about the agency directive requiring face coverings for all riders and employees systemwide beginning today, July 1, 2020. She said UTA will be providing masks to riders who do not have them and will be installing mask dispensers on vehicles. She mentioned a frequently asked questions document that was distributed to employees to provide more information about the requirement.

Discussion ensued. A question on the timeline for installation of mask dispensers on vehicles was posed by the board and answered by staff.

COVID-19 Ridership Survey. Ms. Gonot was joined by Nichol Bourdeaux, UTA Chief Communications & Marketing Officer, and Megan Waters, UTA Community Engagement Manager. Ms. Bourdeaux delivered a presentation on the COVID-19 Ridership Survey that was conducted in May 2020, with questions assessing impacts on ridership percentages, awareness of safety measures, rider experience, and changes in use. Ms. Waters then spoke about results of the Pass Partner Survey, which covered the same measures as the Ridership Survey, as well as ridership outlook post-pandemic and other considerations.

Discussion ensued. Questions on the kind of communication riders are seeking, communications via text, communications with education partners, and availability of information on UTA's recovery plans to share with partners were posed by the board and answered by staff.

Trustee Holbrook suggested utilizing existing tools to promote the communications via text option to riders now in addition to targeted promotions planned for the future. The board also requested the link to the recovery dashboard once it is launched.

Financial Report – May 2020. Bob Biles, UTA Chief Financial Officer, delivered the May 2020 financial report, including the May 2020 dashboard, passenger revenues, sales tax collections, sales tax revenues, revenue loss and CARES Act funding estimates, expense variance by mode, expense variance by chief officer, and expense variance by type. Mr. Biles noted an error on the Utah County percentage shown on the sales tax collections presentation slide. The correct percentage is 11.3%.

Discussion ensued. A question on Federal Emergency Management Agency (FEMA) contributions was posed by the board and answered by Mr. Biles.

Resolutions.

R2020-07-01 Resolution Appointing Ronald S. Ellis as Director of Internal Audit. Chair Christensen introduced the resolution, which appoints Ronald S. Ellis as UTA’s Director of Internal Audit. He then asked Mr. Ellis to introduce himself.

A motion to approve R2020-07-01 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.

Oath of Office – Internal Audit Director Ronald Ellis. Cathie Griffiths, Executive Assistant to the Board Chair, administered the oath of office to Mr. Ellis.

Contracts, Disbursement, and Grants.

Change Order: Light Rail Traffic Signal Interface Extension (Pinetop Engineering LLC).

Eddy Cumins, UTA Chief Operating Officer, was joined by Bryan Sawyer, UTA Manager of Rail Technical Services & Quality Assurance. Mr. Cumins requested the board authorize a change order for a second-year option on the contract with Pinetop Engineering LLC for light rail traffic signal interface programming and maintenance in the amount of \$65,000.

Chair Christensen commented that doing a request for proposals for a new contract following the second option year in question was a good idea.

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

Change Order: FTA Section 5310 Subrecipient Agreement Amendment (United Way Community Services). Mr. Cumins was joined by Ryan Taylor, UTA Coordinated Mobility Manager. Mr. Cumins requested approval of a contract amendment with United Way Community Services to eliminate three 14-passenger buses from the previously approved Federal Transit Administration (FTA) 5310 grant and replace them with a maintenance service truck and radio equipment. There is no change to the contract total.

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

Discussion Items.

Draft June 2020 Transit Financial Plan and 2021 Budget Targets. Mr. Biles spoke about the key assumptions used in the June 2020 Transit Financial Plan (TFP) and compared them to the assumptions used in the December 2019 TFP. He then reviewed the draft June 2020 TFP, the draft 2021 budget targets, and the 2021 budget schedule.

Discussion ensued. Questions on inclusion of assumptions including a fare increase and impacts on specific “quarters” of sales tax revenue, and accounting for wider growth projections were posed by the board and answered by Mr. Biles.

South Salt Lake County Microtransit Pilot Quarterly Report. This item was deferred to the July 15, 2020 board meeting.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, July 15, 2020 at 9:00 a.m.

Closed Session. Chair Christensen indicated there were matters to be discussed in closed session relative to pending or reasonably imminent litigation as well as the purchase, exchange, lease, or sale of real property. A motion to move into closed session was made by Trustee Holbrook and seconded by Trustee Millington. The motion carried unanimously. Chair Christensen called for a short break at 10:30 a.m. and indicated the board would begin closed session at 10:35 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 12:01 p.m.

Adjournment. The meeting was adjourned at 12:02 p.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/614171.html> for entire content.

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

Appendix

**Online Public Comment
to the
Board of Trustees of the Utah Transit Authority (UTA)
Board Meeting**

Received June 26, 2020 from Fred Elliott:

I have noticed on your agenda that you will be discussing finances on this next meeting. I would like to request that a part of these finances to please be earmarked for operations, specifically for several brick and mortar restroom at several of our end of the line locations. Restrooms are needed mostly at the Fashion Place West Trax station, the 3900 South Park and Ride, and Midvale Fort Union Trax station. Thank you for all the hard work that you do for us.
