

**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  
December 9, 2020**

**Board Members Participating:**

Carlton Christensen, Chair  
Beth Holbrook  
Jeff Acerson

Also participating were members of UTA staff and media representatives.

**Call to Order and Opening Remarks.** Chair Christensen welcomed attendees and called the meeting to order at 9:00 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

**Safety First Minute.** Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

**Public Comment.** Chair Christensen noted members of the public were invited to attend and comment live during the public comment portion of the meeting; however, no live public comment was given. It was noted that online comment received for the meeting was distributed to the board prior to the meeting and will be included as Appendix B to these minutes.

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

- a. Approval of December 2, 2020 Board Meeting Minutes

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

**Agency Report.** This item was deferred to a future meeting.

**Financial Report – October 2020.** Brad Armstrong, UTA Senior Manager of Budget & Financial Analysis, reviewed the financial report for October 2020, including the financial dashboard; passenger revenues; sales tax collections; sales tax revenues; revenue loss and Coronavirus Aid, Relief, and Economic Security (CARES) Act funding estimates; operating expense variance by mode; operating expense variance by type; and operating expense variance by chief officer.

Discussion ensued. A question on how changing commuter patterns affect sales tax collections was posed by the board and answered by Mr. Armstrong.

### **Resolutions.**

**R2020-12-06 Resolution Giving Notice and Setting Regular Meeting Dates for the Authority's Board of Trustees and Audit Committee for Calendar Year 2021.** Chair Christensen summarized the resolution, which gives notice and sets regular meeting dates for the UTA Board of Trustees and Audit Committee for 2021.

A motion to approve R2020-12-06 was made by Trustee Acerson and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Acerson, Trustee Holbrook, and Chair Christensen.

**R2020-12-07 Resolution Authorizing the Purchase of Real Property for Box Elder County Right of Way with Dutch "A", LLC (Parcel 1070:T).** Paul Drake, UTA Director of Real Estate and Transit-Oriented Development, described the resolution, which authorizes the purchase of 37.5 acres of real property located at 550 West 750 North in Willard. The property, which is needed for corridor preservation in Box Elder County, will be purchased for \$2,489,000 plus standard title closing costs.

Discussion ensued. Questions on future station location site selection and preservation, current land use and maintenance at the site, and timing for station area planning with Willard were posed by the board and answered by staff.

A motion to approve R2020-12-07 was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously with aye votes from Trustee Acerson, Trustee Holbrook, and Chair Christensen.

## **Contracts, Disbursement, and Grants.**

**Pre-Procurement.** Todd Mills, UTA Senior Supply Chain Manager, was joined by Mary DeLoretto, UTA Chief Service Planning Officer. Mr. Mills said the agency intends to procure the following:

- i. Vineyard Double-Tracking Materials

Discussion ensued. Questions on the status of the project design and timeline for completion were posed by the board and answered by staff.

## **Service and Fare Approvals.**

Monica Morton, UTA Fares Director, was joined by Andres Colman, UTA Regional General Manager – Mt. Ogden Business Unit.

**Fare Agreement: Pass Purchase and Distribution Agreement (Visit Ogden).** Ms. Morton asked the board to approve a one-year pass purchase and distribution agreement with Visit Ogden for ski bus passes. The contract is for the 2020-21 ski season and has an estimated total revenue value between \$1,500 and \$2,500.

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

**Sponsored Fare Agreement: Lagoon/Station Park Shuttle Bus Service – Amendment 2 (Farmington City).** Ms. Morton asked the board to approve a second amendment to the contract with Farmington City apportioning operating costs for the “Lagoon/Station Park Shuttle” (route 667). The amendment covers costs for 2021 with a value of \$74,090 in revenue to UTA.

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

**Sponsored Fare Agreement: Trolley Bus Service – Amendment 1 (Layton City).** Ms. Morton asked the board to approve an amendment to the contract with Layton City apportioning operating costs for the “Midtown Trolley” (route 628). The amendment covers costs for 2021 with a value of \$162,760 in revenue to UTA.

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

**Sponsored Fare Agreement: Trolley Bus Service – Amendment 1 (Ogden City).** Ms. Morton asked the board to approve an amendment to the contract with Ogden City apportioning operating costs for the “Ogden Trolley” (route 601). The amendment covers costs for 2021 with a value of \$72,906 in revenue to UTA.

Discussion ensued. A question on the success of the trolley service was posed by the board and answered by staff.

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

**Fare Agreement: HIVE Pass Purchase and Administration Agreement Amendment 1 (Salt Lake City Corporation).** Ms. Morton asked the board to approve an amendment to the HIVE pass purchase and administration agreement with Salt Lake City Corporation. The amendment has an estimated revenue value of \$825,000.

Discussion ensued. A question on HIVE pass pricing compared to low-income pilot pricing was posed by the board and answered by Ms. Morton.

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

#### **Discussion Items.**

**Agency 2021 Final Budget.** Bill Greene, UTA Chief Financial Officer, reviewed changes from the tentative to the final 2021 operating and capital budgets, which include minor adjustments related to organizational changes and updates to debt service and lease payments.

**UTA Microtransit Planning Project Report.** Jaron Robertson, UTA Director of Innovative Mobility Solutions, was joined by Eric Callison, UTA Manager of Service Planning; Ryan Taylor, UTA Coordinated Mobility Manager; and Libby Oseguera, Utah Developmental Disabilities Council Executive Director. Mr. Taylor spoke about coordination efforts among UTA, Via, and special service agencies to increase accessibility on UTA’s microtransit service for persons with cognitive and mobility disabilities. Mr. Taylor

mentioned the result of the collaboration was the Utah Transit Authority Microtransit Project Planning Report, which serves as a roadmap for microtransit expansion. Staff then reviewed the outcomes and findings of the report.

Discussion ensued. Questions on connectivity between microtransit opportunity zones and demographics contemplated in the report were posed by the board and answered by staff.

**Other Business.**

**Next Meeting.** The next meeting of the board will take place on December 16, 2020 at 8:30 a.m.


**Adjournment.** The meeting was adjourned at 10:19 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/644597.html> for entire content.*

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

Approved Date: December 16, 2020

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Carlton J. Christensen  
Chair, Board of Trustees

## Appendix A

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### UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION

Consistent with provisions of the Utah Open and Public Meetings Act, specifically UTAH CODE § 52-4-207(4), and acting in my capacity as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold and convene electronic meetings of the UTA Board without a physical anchor location:

1. Conducting Board and Board Committee meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. This determination is based upon the following facts, among others:
  - a. The COVID-19 pandemic is ongoing and significant and continued community, person-to-person virus transmission continues to occur in the state of Utah; and
  - b. Federal, state, and local health authorities have adopted guidelines for the general public and businesses which encourage institutions and individuals to take precautions, including limiting in-person interactions and recommending increased virtual interactions.

This written determination takes effect on November 11, 2020, and is effective until midnight on December 11, 2020, (no more than 30 days after the effective date of this Declaration) and may be re-issued by future written determinations of the Chair of the Board at that or any other appropriate time.

Dated this 6th day of November, 2020.

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Carlton Christensen, Chair of the Board of Trustees

## **Appendix B**

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

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**Received on December 8, 2020 from George Chapman:**

Comments to next Board of Trustees meeting

Two times in the last week, drivers allowed riders without masks to board! One was obviously sick coughing and sneezing. He wouldn't put on a mask until I pointed it out to the driver who stopped until he reluctantly put on a mask.

Drivers should not move the bus until everyone wears masks!!!

Very disturbing to someone who wants more people to ride transit.

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