



**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  
January 23, 2019**

**Board Members Present:**

Carlton Christensen, Chair  
Beth Holbrook

**Board Members Excused/Not in Attendance:**

Also attending were members of UTA staff, as well as interested citizens and members of the media.

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**Welcome and Call to Order.** Chair Christensen welcomed attendees and called the meeting to order at 9:02 a.m. with two board members present. Kent Millington, nominee to the UTA Board of Trustees representing Utah and Tooele counties, was also in attendance. Following Chair Christensen's opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

**Safety Minute.** Chair Christensen yielded the floor to Dave Goeres, UTA Chief Safety, Security & Technology Officer, for a brief safety message.

**Public Comment Period.** No public comment was given.

**Approval of January 16, 2019 Board Meeting Minutes.** A motion to approve the January 16, 2019 Board Meeting Minutes was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously.

**Agency Report.** Steve Meyer, UTA Interim Executive Director, delivered a report clarifying recent media reports on UTA's objectives related to an alternative analysis requested by the Point of the Mountain commission. UTA is not proposing a project at this time. Rather, the

agency is exploring transit options for the area with community partners. No commitments to design or funding have been made.

Discussion ensued. Questions on next steps and stakeholder engagement were posed by the board and answered by Mr. Meyer.

**R2019-01-04 Revising Executive Limitations Policy No. 2.2.4 – Transit-Oriented Development.**

Paul Drake, UTA Senior Manager of Real Estate & Transit-Oriented Development, delivered a presentation highlighting the context of the transit-oriented development (TOD) policy, processes and procedures involved in TOD implementation, stages of implementation, and local advisory board consultation. Discussion ensued. Questions on the UTA local advisory board feedback, ranking criteria on proposed plans, and communication of ranking criteria to stakeholders were posed by the board and answered by Mr. Drake.

A motion to approve R2019-01-04 was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

**Contracts, Disbursements & Change Orders.**

**Contract: Weber County/Box Elder County Survey (Meridian Engineering).** Eddy Cumins, UTA Chief Operating Officer, explained the contract, which funds professional engineering services to support corridor preservation for the FrontRunner extension in Weber and Box Elder counties. Discussion ensued. Questions on the intent of the survey outcome, specific requirements of the corridor preservation, ownership details, real estate processes associated with the corridor preservation, and partnership terms with the Division of Water Resources on the property purchases were posed by the board and answered by Mr. Cumins.

A motion to approve the Weber County/Box Elder County survey contract was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

**Change Order: Program Management Services Consultant (WSP USA, Inc.).** Mr. Cumins described the change order, which funds program management and technical services on the 2019 portion of various projects.

A motion to approve the change order for the program management services consultant was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously with aye votes from Trustee Holbrook and Chair Christensen.

## Discussion Items.

**Financial Dashboard Key Indicators Overview.** Bob Biles, UTA Chief Finance Officer, detailed the key indicators included on the current board financial dashboard. Mr. Biles suggested adding a capital dashboard and including a 12-month moving average on sales tax trends. Discussion ensued. Questions on budgeting ridership by area, fuel costs, and fare evasion efforts were posed by the board and answered by Mr. Biles. Chair Christensen requested the ridership trend be represented year-over-year. Mr. Biles recommended a 60-month trend line. Trustee Holbrook requested tracking ridership by mode. Mr. Biles indicated he would bring a refined dashboard to the board in the near future for review. Mr. Biles described his thoughts on a capital dashboard. Chair Christensen asked Mr. Biles to think through potential challenges to identify a way to capture them. Mr. Meyer said future planning based on service choices will require a more in-depth reporting on route efficiency in comparison to service choice (e.g., ridership vs. coverage) for the route.

**UTA Ethics Hotline.** Riana de Villiers, UTA Chief Internal Auditor & Ethics Officer, spoke about the implementation of an anonymous ethics hotline for the agency. She indicated that an internal process for reporting ethics concerns has been in place for several years, but the organization recognized a need to allow employees the ability to report concerns anonymously. Both the internal and external processes are now available to employees for reporting potential ethics concerns. Discussion ensued. Questions on the availability of ethics hotlines in other public agencies, potential for false claims, third party routing of ethics concerns, and the timeline for the next steps in the implementation process were posed by the board and answered by Ms. de Villiers.

**Government Relations Update.** Matt Sibul, UTA Director of Government Relations, discussed ideal board participation with the policymakers during the 2019 legislative session. He also touched on UTA's internal processes for responding to legislative requests (e.g., fiscal notes). Discussion ensued. Questions on the types of requests for information the agency responds to during the legislative session, educational engagement opportunities, how UTA tracks legislative items, and proposed legislation affecting the agency were posed by the board and answered by Mr. Sibul. Chair Christensen requested information about UTA's Capitol Connector be shared with partner agencies. Trustee Holbrook requested an outreach effort focused on newly-elected officials.

**Spike 150 Commission Update.** Mr. Sibul, Mr. Cumins, and Andrea Packer, UTA Director of Communications, provided an overview of the Spike 150 effort, which is a multi-community effort commemorating the completion of the transcontinental railroad.

Discussion ensued. A question on private versus charter service requirements was posed by the board and answered by staff.

**Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, January 30, 2019 at 9:00 a.m.

**Closed Session.** Chair Christensen indicated a closed session was needed for a strategy session to discuss pending or reasonably imminent litigation. A motion to move into closed session was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously and the board went into closed session at 10:44 a.m.

**Open Session.** A motion to return to open session was made by Trustee Holbrook and seconded by Chair Christensen. The motion carried unanimously and the board returned to open session at 11:08 a.m.

**Adjournment.** The meeting was adjourned at 11:08 a.m. by motion.

Transcribed by Cathie Griffiths  
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*This document along with the digital recording constitute the official minutes of this meeting.*