



**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  
February 6, 2019**

**Board Members Present:**

Carlton Christensen, Chair  
Beth Holbrook  
Kent Millington

**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 9:07 a.m. with two board members present. 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.

**Recognition of UTA Operator Shelly Monson.** This item was deferred to a future meeting.

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

**Approval of January 30, 2019 Board Meeting Minutes.** A motion to approve the January 30, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Chair Christensen. The motion carried unanimously.

**Agency Report.** Steve Meyer, UTA Interim Executive Director, provided an update on UTA’s 2018 discretionary grants, pending grants, and potential grants.

Discussion ensued. Questions on the TIGER first-last mile grant and funding for the Depot District maintenance facility were posed by the board and answered by Mr. Meyer.

Trustee Holbrook joined the meeting at 9:18 a.m.

**Pre-Procurement Update.** Mr. Meyer indicated there was a pre-procurement for the replacement of five police vehicles. Discussion ensued. Questions on how vehicle needs are determined and how vehicles are procured were posed by the board and answered by Mr. Meyer.

#### **Discussion Items.**

**Reserves and Debt Stabilization Fund.** Bob Biles, UTA Chief Financial Officer, delivered a presentation on Government Finance Officers Association reserve fund best practices, reserve policies of peer transit agencies, UTA’s board reserve funds (service stabilization, working capital, risk contingency, fuel, and parts), bond reserve fund (debt service – senior and subordinate), and special board reserve fund (debt service reserve and rate stabilization). Discussion ensued. Questions on “volatile” expenses, peer transit agency reserves, draw downs, frequency of accessing the parts reserve, purpose of the parts reserve, expense of replacing the Comet cars, total board reserves, how percentages for reserves were determined, bond debt rates, how the debt service reserve and rate stabilization fund can be used, debt service levels over time, and special district reserve requirements were posed by the board and answered by staff. Chair Christensen encouraged an ongoing dialogue between the board and staff on reserve funds.

**UTA Advertising Campaign Review.** This item was deferred to a future meeting.

**Capital Projects Implementation Process.** Mary DeLoretto, UTA Director of Capital Projects, outlined a proposed UTA capital development project implementation process. Discussion ensued. Questions on ongoing maintenance decisions and prioritization, community engagement in the prioritization of capital projects process (including items identified in later phases of the long range plans), project implementation, public outreach during construction, opportunities for general public input, opportunities for reporting back to the advisory board, and community engagement on projects specific to Weber County were posed by the board and answered by staff.

**Capital Budget Update.** Ms. DeLoretto displayed a proposed capital budget “dashboard” and requested feedback from the board. Discussion ensued. Suggestions from the board included:

- Using actual numbers (rather than color indicators) on the budget vs. spent and obligated chart
- Including anticipated completion dates
- Including numbers for the current year budget and the total budget
- Simplifying the number scale on charts (e.g., fewer zeros on numbers in millions)

Ms. DeLoretto also outlined a proposed process for making capital budget amendments throughout the year. A question on managing project extensions was posed by the board and answered by staff.

**Service Planning Implementation Process.** This item was deferred to a future meeting.

#### **Other Business.**

**Next Meeting.** The next meeting of the board will be on Wednesday, February 13, 2019 at 9:00 a.m.

**Adjournment.** The meeting was adjourned at 10:35 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/513259.html> for entire content.*

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