



Minutes of the Executive Committee (EXC) Meeting
of the Board of Trustees of the Utah Transit Authority (UTA)
Monday, December 5, 2016
FrontLines Headquarters, 669 West 200 South, Salt Lake City, UT

Attending:

Robert McKinley, Chair
Sherrie Hall Everett, Vice Chair
Charles Henderson
Bret Millburn

Excused/Not in Attendance: Jeff Hawker

Chair McKinley called the meeting to order at 12:17 p.m. with three committee members present.

Chair McKinley then yielded the floor to Dave Goeres, UTA Chief Safety, Security & Technology Officer, for a safety message.

Action Items. No action items were discussed.

Executive Consent Agenda.

1. Approval of November 7, 2016 Meeting Report
2. Monthly Financial Reports (October 2016)

A motion to approve the consent agenda item was made by Trustee Henderson and seconded by Vice Chair Everett. Vice Chair Everett requested a notation in the financial reports on grants that have been awarded with anticipated dates for receipt of funds. The motion carried by unanimous consent with three aye votes.

Informational Items. No informational items were discussed.

Board Meeting Agenda Approval.

1. R2016-12-01: 2017 Final Budget Resolution.
 - a. Robert Biles, UTA Vice President of Finance, outlined adjustments made between the tentative budget and the final budget. A motion to forward the resolution to the board agenda was made by Vice Chair Everett and seconded by Trustee Henderson. The motion carried by unanimous consent.

2. R2016-12-02: Resolution Providing for the Holding and Giving Notice of Regular Meetings of the Board for Calendar Year 2017.
 - a. Proposed dates for 2017 board meetings were displayed. A motion to forward the resolution to the board agenda was made by Trustee Henderson and seconded by Vice Chair Everett. The motion carried by unanimous consent.
3. R2016-12-03: Interlocal Assignment, Assumption and Consent – Central Wasatch Commission.
 - a. Chair McKinley summarized the resolution. A motion to forward the resolution to the board agenda was made by Vice Chair Everett and seconded by Trustee Henderson. The motion carried by unanimous consent.
4. Title VI Update.
 - a. Jayme Blakesley, UTA General Counsel, explained that the need for updating EL Policy 2.1.4 – Changes to Level of Service and EL Policy 2.4.2 – Review of Rates & Charges is to bring them into alignment with new Federal Transit Administration requirements. Questions were posed by the EXC and answered by Mr. Blakesley.

A motion to forward EL Policy 2.1.4 – Changes to Level of Service and EL Policy 2.4.2 – Review of Rates & Charges to the board agenda was made by Trustee Henderson and seconded by Vice Chair Everett. The motion carried by unanimous consent.
5. R2016-12-05: Chief Internal Auditor.
 - a. Chair McKinley indicated that this item would be discussed in more detail during closed session of both this meeting and the board meeting. A motion to forward the resolution to the board agenda was made by Vice Chair Everett and seconded by Trustee Henderson. The motion carried by unanimous consent.
6. Annual Utah Open Meetings Act & Ethics Training.
 - a. Mr. Blakesley stated that the purpose of this item is to provide both required annual training and additional informational training to the board. Vice Chair Everett requested the training include a review of some of the safeguards that have been put in place internally to increase accountability. A motion to forward the item to the board agenda was made by Trustee Henderson and seconded by Vice Chair Everett. The motion carried by unanimous consent.

The board meeting agenda was set as outlined in the EXC meeting.

Trustee Millburn joined the meeting at 12:35 p.m.

Closed Session. Chair McKinley indicated there were matters to be discussed in closed session relative to real property and personnel. A motion to move into closed session was made by Vice Chair Everett and seconded by Trustee Henderson. The motion carried by unanimous consent and the EXC moved into closed session at 12:35 p.m.

Open Session. A motion to return to open session was made by Vice Chair Everett and seconded by Trustee Henderson. The motion carried by unanimous consent and the EXC returned to open session at 1:40 p.m.

Action Taken Regarding Matters Discussed in Closed Session. No action was taken regarding matters discussed in closed session.

Other Business.

1. UTA Board Structure.
 - a. Chair McKinley indicated that the board structure has been set. Chair McKinley requested that revisions to UTA's by laws necessitated by the change in structure be reviewed in January at the Stakeholder Relations Committee meeting.

2. Board Winter Social.
 - a. The date for the board winter social was set for Thursday, January 19, 2017.

Adjourn. The meeting was adjourned at 1:47 p.m. by motion.

Transcribed by Cathie Griffiths
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