

UTA Board of Trustees Meeting

March 13, 2024



Call to Order and Opening Remarks



Pledge of Allegiance



Safety First Minute



Public Comment

- Live comments are limited to 3 minutes per commenter
- Live comments may be heard from in-person attendees as well as Zoom attendees
- For comments via Zoom, use the “raise hand” function in Zoom to indicate you would like to make a comment
- Public comment was solicited prior to the meeting through alternate means, including email, telephone, and the UTA website
- Any comments received through alternate means were distributed to the board for review in advance of the meeting



Consent Agenda

- a. Approval of February 28, 2024, Board Meeting Minutes
- b. Financial Report - January 2024



Recommended Action (by acclamation)

Motion to approve the consent agenda



Reports

- a. Executive Director Report
 - Ad Campaign Presentation
- b. Financial Report - Preliminary December 2023



Executive Director Report

- Ad Campaign Presentation



UTA 2023 Marketing Campaign

Video



Print

UTA 

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Rethink your relationship with the road. Leave parking and traffic hassles behind, while somebody else worries about the weather on UTA.

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Have you ever considered what parking costs you - emotionally?

Say no to toxic parking energy. Take UTA to your next event and avoid getting stuck in the parking lot on the way out.

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Is your relationship with your car toxic? Set boundaries.

Just switch a few rides a month to UTA and see what a relationship free of tight parking spaces and gas pumps feels like.

UTA  | We Move You [Learn more at rideuta.com.](https://rideuta.com)

Financial Report – Preliminary December 2023



Preliminary Monthly Operating Financial Report December 2023

March 13, 2023



Agenda Item 6.b.

Utah Transit Authority

Preliminary Board Dashboard: December 31, 2023

Financial Metrics	Dec Actual	Dec Budget	Fav/ (Unfav)	%	YTD Actual	YTD Budget	Fav/ (Unfav)	%
Sales Tax (Dec '23 mm \$)	\$ 38.1	\$ 49.0	\$ (10.92)	-22.3%	\$ 482.0	\$ 480.0	\$ 1.96	0.4%
Fare Revenue (mm)	\$ 2.7	\$ 3.1	\$ (0.42)	-13.6%	\$ 35.4	\$ 35.9	\$ (0.44)	-1.2%
Operating Exp (mm)*	\$ 33.5	\$ 33.7	\$ 0.22	0.6%	\$ 384.9	\$ 409.3	\$ 24.38	6.0%
Subsidy Per Rider (SPR)*	\$ 10.90	\$ 11.18	\$ 0.28	2.5%	\$ 10.88	\$ 11.18	\$ 0.30	2.7%
UTA Diesel Price (\$/gal)	\$ 2.64	\$ 3.90	\$ 1.26	32.2%	\$ 3.16	\$ 3.90	\$ 0.74	19.1%
Operating Metrics	Dec Actual	Dec-22	F/ (UF)	%	YTD Actual	YTD 2022	F/ (UF)	%
Ridership (mm)	2.82	2.41	0.4	16.8%	35.06	31.44	3.6	11.5%
Energy Cost by Type (December YTD Monthly Average)								
	Diesel Bus (Cost per Mile)				\$ 0.61			
	Diesel CR (Cost per Mile)				\$ 5.71			
	Unleaded Gas (Cost per Mile)				\$ 0.43			
	CNG (Cost per Mile)				\$ 0.37			
	Bus Propulsion Power (Cost per Mile)				\$ 0.64			
	TRAX Propulsion Power (Cost per Mile)				\$ 0.91			

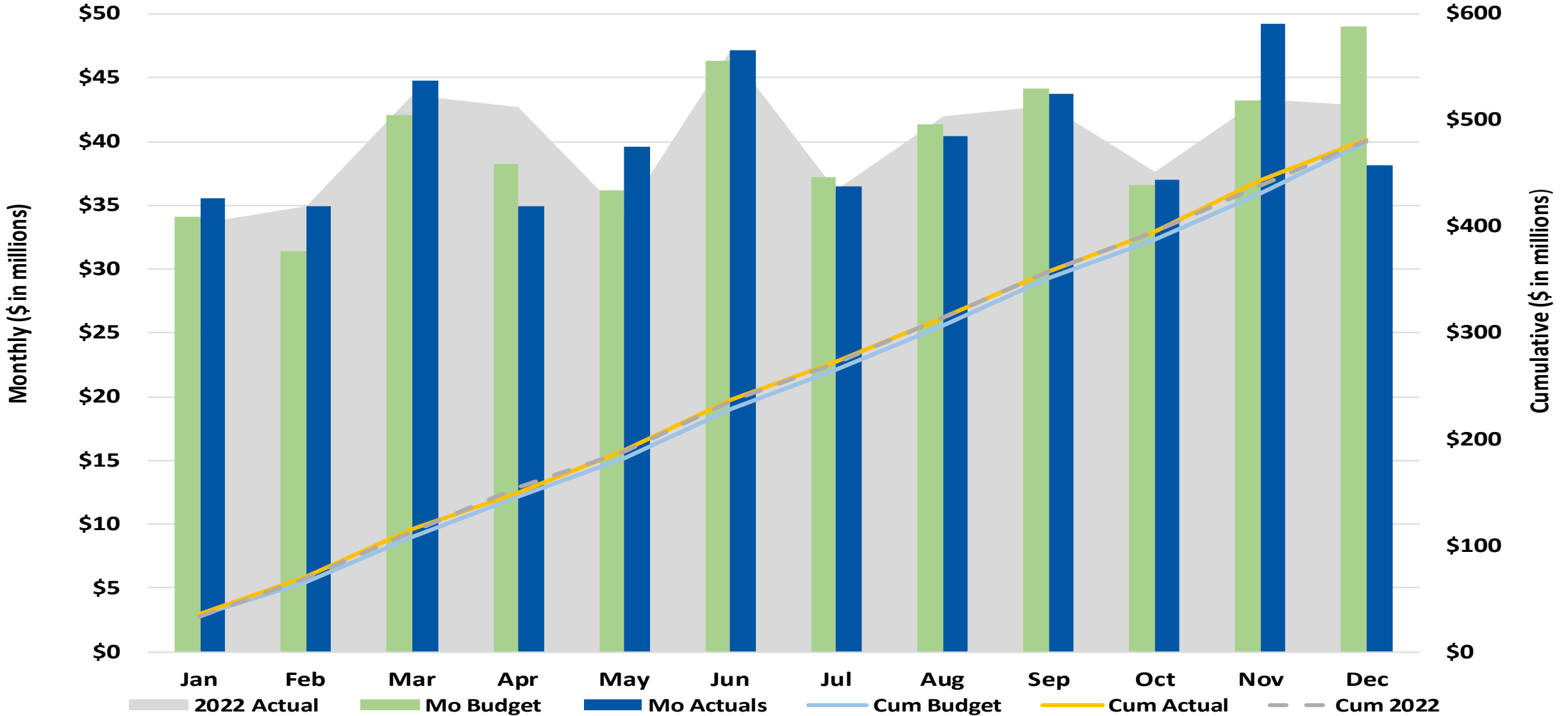
"Sales Tax" lists the amount of sales tax revenue received for the month listed in bold. All other data reflects the month listed in the table title.

*Amended 2023 Budget

Agenda Item 6.b.

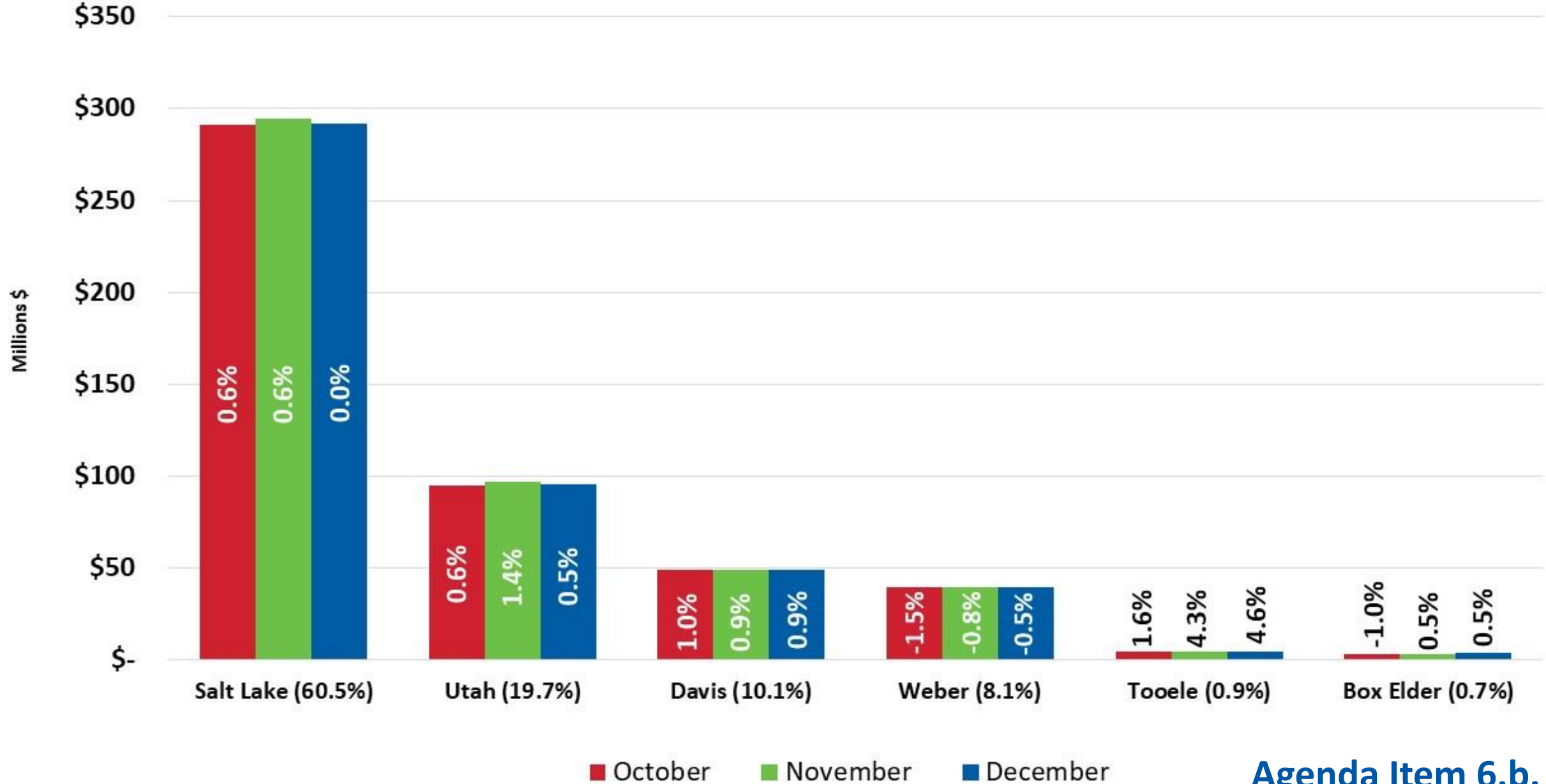
2023 Sales Tax

2023 Variance \$1.96M Above Budget



Sales Tax Collections

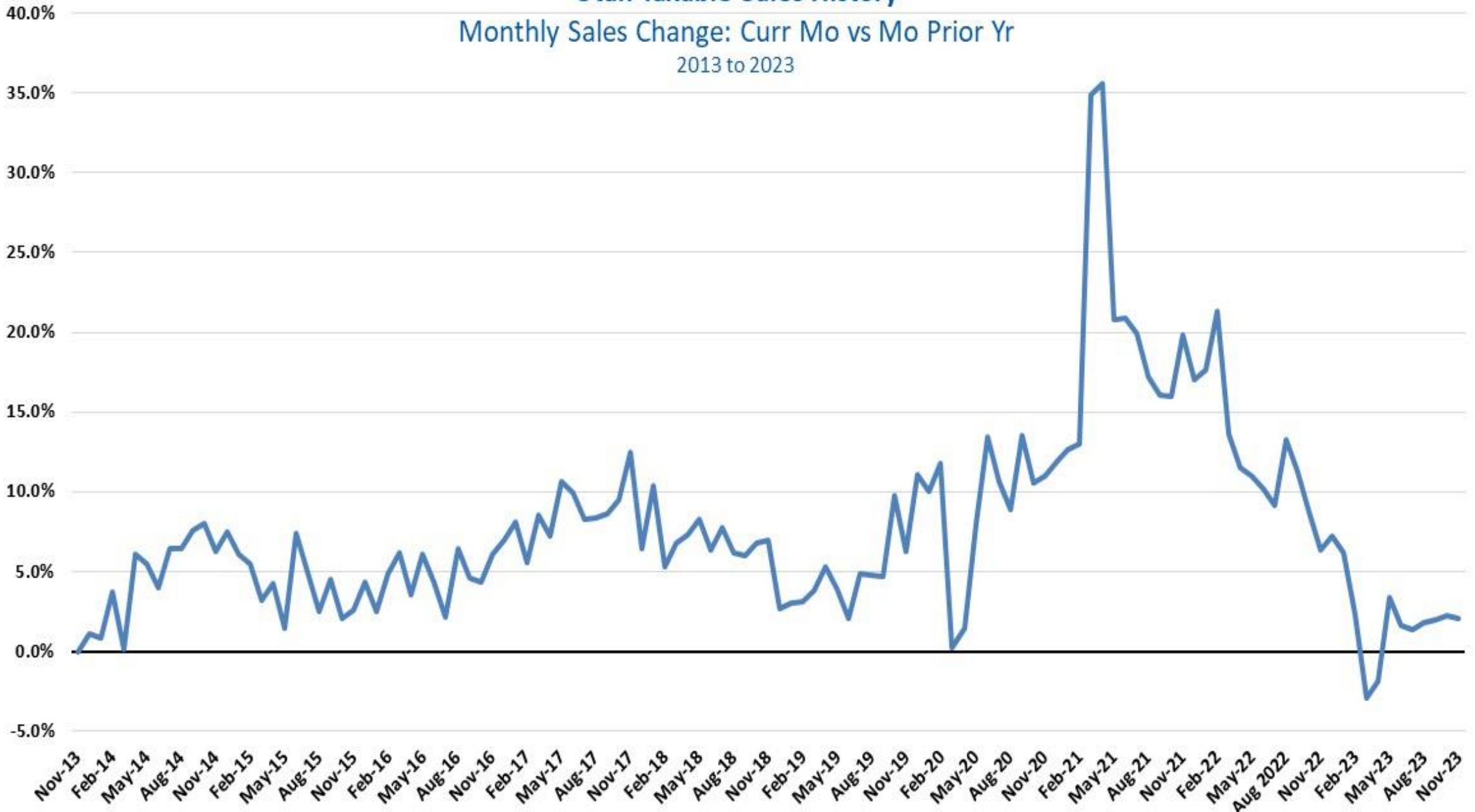
Percentage Change for 12 months ended Dec 31, 2023



Utah Taxable Sales History

Monthly Sales Change: Curr Mo vs Mo Prior Yr

2013 to 2023

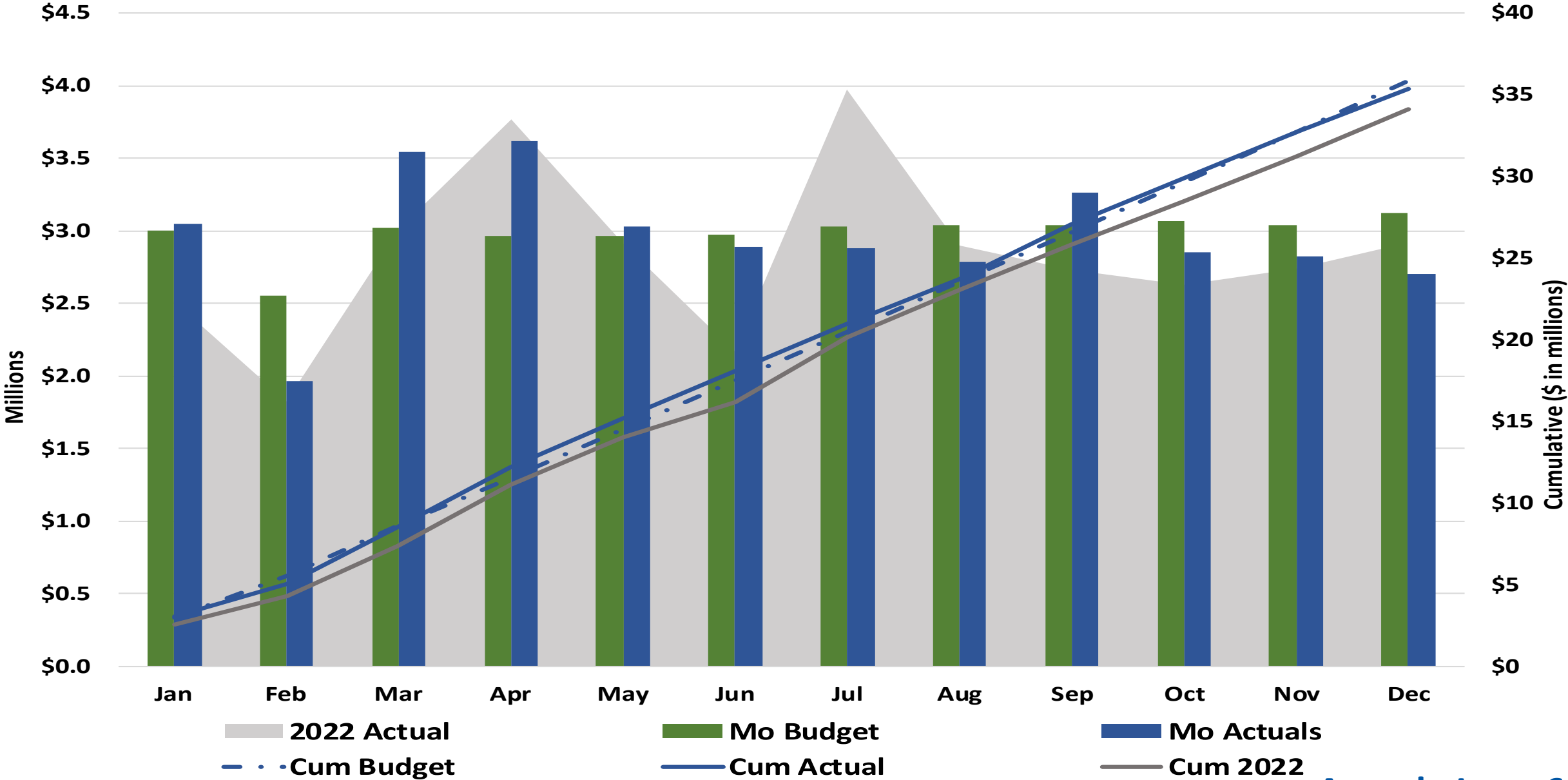


UTA Sales Tax Growth 2019 - 2023



2023 Passenger Revenue

December YTD \$435.7K < Budget



Agenda Item 6.b.

FTE Report December 2023

	Amended Budget	Dec-23 Budget vs. Actual		
		Actual	Variance	Vacancy Rate
Administrative FTE				
Admin Depts	619.8	575.5	44.3	7.1%
Operating Depts	384.5	375.0	9.5	2.5%
Subtotal	1,004.3	950.5	53.8	5.4%

Vacancy Rate		
Prior Month	Start of Year	Prior Year
6.7%	12.6%	6.9%
3.1%	7.0%	7.0%
5.3%	10.4%	7.0%

	Amended Budget	Dec-23 Budget vs. Actual		
		Actual	Variance	Vacancy Rate
Bargaining Unit FTE				
Admin Depts	42.0	65.0	-23.0	-54.8%
<i>Operating Modes</i>				
Bus	1,101.0	1,062.7	38.3	3.5%
Light Rail	285.0	299.0	-14.0	-4.9%
Commuter Rail	103.0	99.0	4.0	3.9%
Riverside	159.0	151.5	7.5	4.7%
Asset Mgt	184.0	163.0	21.0	11.4%
Subtotal	1,874.0	1,840.2	33.8	1.8%

Prior Month	Start of Year	Prior Year
-109.5%	-34.5%	-21.9%
4.9%	14.5%	11.9%
-4.2%	9.5%	3.7%
3.9%	3.9%	1.9%
5.3%	5.0%	5.1%
12.0%	11.4%	13.5%
1.6%	9.7%	14.3%

Total FTE	2,878.3	2,790.7	87.6	3.0%
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2.9%	10.8%	8.2%
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Preliminary December 2023 Monthly and YTD Financial Results



OPERATING FINANCIALS

December 2023

MONTHLY RESULTS						FISCAL YEAR 2023 Dollars in Millions	YEAR-TO-DATE RESULTS								
Prior Year Actual	Current Year						Prior Year Actual	Current Year							
	Actual	A Budget	Variance					Actual	A Budget	Variance					
						Revenue									
\$ 45.1	\$ 55.5	\$ 49.0	\$ 6.4	13.1%		Sales Tax (Dec accrual)	\$ 474.3	493.3	\$ 480.0	\$ 13.3	2.8%				
2.9	2.7	3.1	(0.4243)	-13.6%		Fares	34.1	35.4	35.9	(0.4)	-1.2%				
-	4.1	6.9	(2.8)	-39.9%		Federal	217.4	63.7	84.9	(21.2)	-25.0%				
4.2	4.4	1.8	2.6	149.9%		Other *	26.4	49.4	21.2	28.2	132.8%				
\$ 52.2	\$ 66.7	\$ 60.8	\$ 5.9	9.7%		TOTAL REVENUE	\$ 752.2	\$ 641.8	\$ 622.0	\$ 19.9	3.2%				
						Expense									
\$ 13.1	\$ 14.8	\$ 15.4	\$ 0.6	3.8%		Salary/Wages	\$ 154.2	\$ 176.2	\$ 182.9	\$ 6.7	3.7%				
1.0	1.0	0.9	(0.1)	-13.2%		Overtime	13.7	\$ 14.5	10.8	\$ (3.7)	-34.2%				
6.8	7.2	8.2	1.0	11.8%		Fringe Benefits	81.6	91.3	97.9	6.5	6.7%				
5.6	4.5	3.3	(1.2)	-37.0%		Services	34.3	38.6	40.0	1.3	3.4%				
1.5	2.0	2.0	0.0	1.7%		Parts	17.4	23.8	23.4	(0.3)	-1.4%				
2.4	2.4	3.1	0.7	21.8%		Fuel	32.8	30.2	35.6	5.5	15.3%				
0.5	0.6	0.5	(0.1)	-21.1%		Utilities	5.4	7.4	6.2	(1.3)	-20.3%				
1.6	1.7	4.5	2.8	62.0%		Other	14.9	14.4	24.4	10.0	40.8%				
(2.4)	(0.7)	(1.0)	0.2	-25.2%		Capitalized Cost	(7.9)	(11.6)	(11.9)	0.3	-2.6%				
\$ 30.1	\$ 33.5	\$ 36.8	\$ 3.4	9.2%		TOTAL EXPENSE	\$ 346.3	\$ 384.9	\$ 409.3	\$ 24.4	6.0%				
6.3	7.0	6.8	(0.2)			Debt Service	81.9	80.8	79.2	(1.5)	-1.9%				
\$ 15.7	\$ 26.3	\$ 17.2	\$ 9.1	53.1%		Contrib. Capital/Reserves	\$ 324.0	\$ 176.1	\$ 133.4	\$ 42.7	32.0%				

*Does not include Sale of Assets or other Non-Cash items Favorable/(Unfavorable)

*Does not include Sale of Assets (\$5.12M) or Non-Cash items (\$20.3M) Favorable/(Unfavorable)

Agenda Item 6.b.

Monthly Operating Financial Report

January 2024

March 13, 2023





OPERATING FINANCIALS

Jan 2024 YTD

FISCAL YEAR 2024 Dollars In Millions	YEAR-TO-DATE RESULTS					
	Prior Year Actual	Current Year				Variance
		Actual	Budget			
Revenue						
Sales Tax (Jan accrual)	\$ 34.1	\$ 34.1	\$ 35.5	\$ (1.4)	-4.1%	
Fares	3.1	4.3	2.9	1.4	50.0%	
Federal	-	0.0	-	0.0	0.0%	
Other *	2.6	19.2	1.9	17.3	925.0%	
TOTAL REVENUE	\$ 39.7	\$ 57.5	\$ 40.3	\$ 17.3	42.9%	
Expense						
Salary/Wages	\$ 13.7	\$ 16.5	\$ 15.7	\$ (0.8)	-5.2%	
Overtime	1.3	1.3	1.2	(0.2)	-14.8%	
Fringe Benefits	7.5	9.0	8.3	(0.7)	-8.5%	
Services	1.7	2.4	3.9	1.4	37.0%	
Parts	1.9	2.8	2.2	(0.6)	-28.4%	
Fuel	2.3	2.2	3.0	0.8	28.0%	
Utilities	0.7	0.8	0.8	0.0	0.2%	
Other	0.6	1.0	1.8	0.9	46.9%	
Capitalized Cost	(0.8)	(1.3)	(1.1)	(0.2)	23.0%	
TOTAL EXPENSE	\$ 28.9	\$ 34.7	\$ 35.8	\$ 1.1	3.0%	
Debt Service	6.6	6.4	7.1	0.7	9.5%	
Contrib. Capital/Reserves	\$ 4.1	\$ 16.4	\$ (2.6)	\$ 19.0	736.1%	

*Does not include Sale of Assets (\$16.5K) or Non-Cash items

Favorable/(Unfavorable)

Agenda Item 6.b.

Questions?



Capital Program Update Preliminary January – December 2023

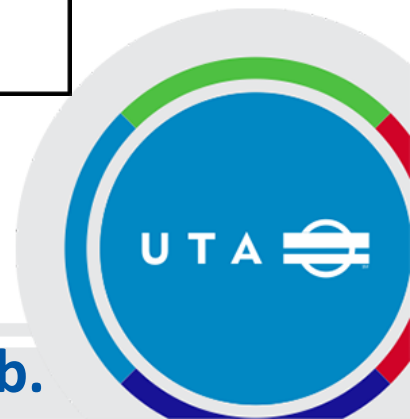
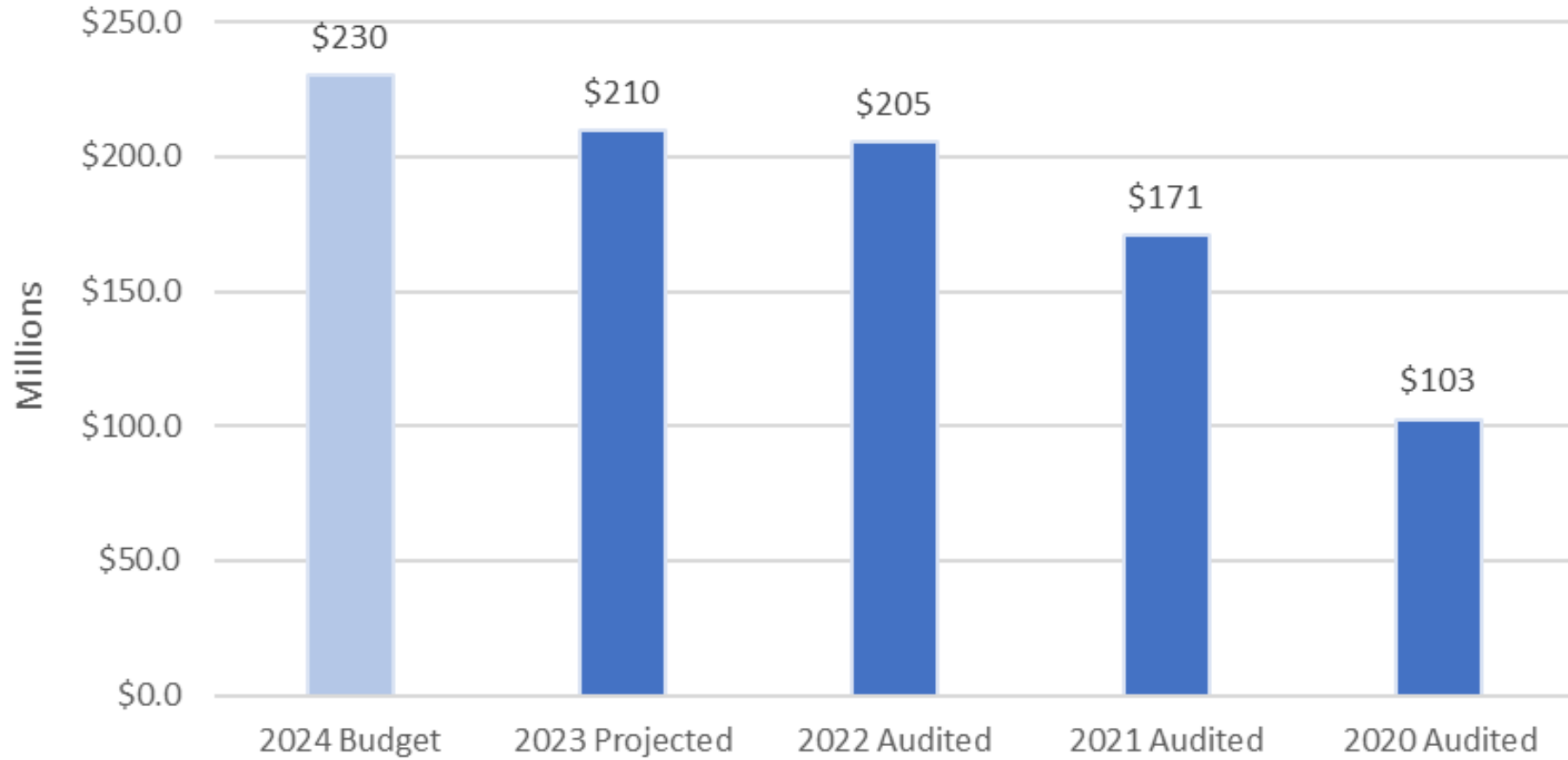
March 13, 2024



Follow Up to last Capital Presentation

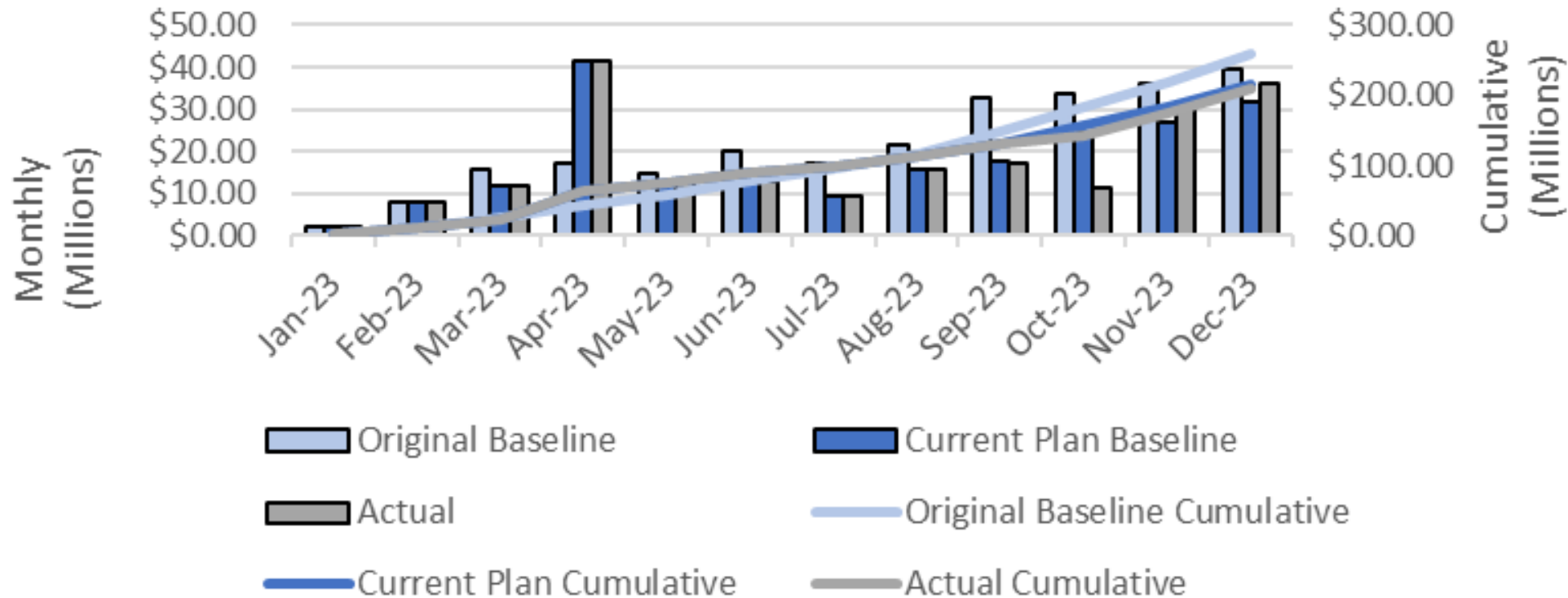


5 Year Capital Expense Summary



Preliminary Program Summary

2023 Capital Spending Program Summary- \$209.9 M Spent of Planned \$214.9 M, 2%



REV233 – Commuter Rail Vehicle Procurement – Used

Project Objectives

- Procure Five North County Transit District (NCTD) Bilevel coach cars.
- Perform overhauls/upgrades on these vehicles to ensure reliability and compatibility with current commuter rail fleet.

Current Accomplishment

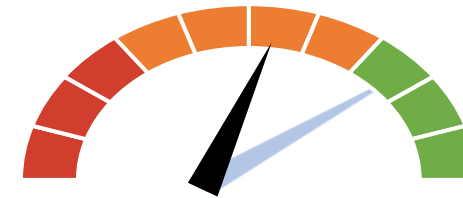
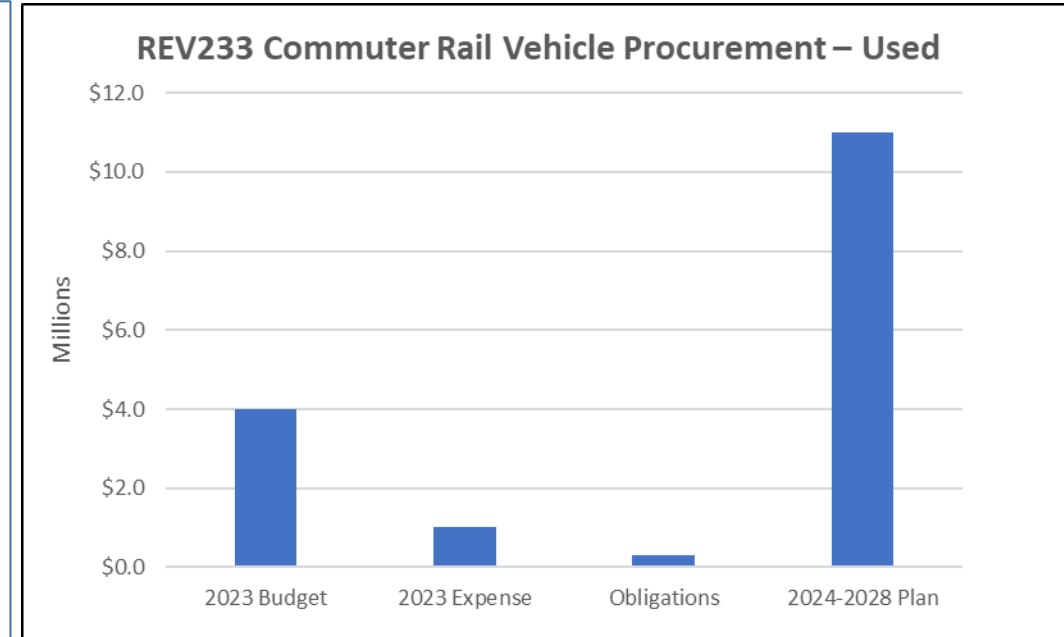
- Overhaul Technical Specification are being reviewed.
- Last Update from NCTD, receive vehicles by October 2024.

Next Steps

- Finalize Technical Specifications.
- Review and finalize General Conditions.
- Refine production schedule with contractor.

Challenges

- Further delays from NCTD on release of vehicles effect on Schedule.



Current Project Status

- Managed challenges/On schedule/Within budget





SGR391 – Commuter Rail Vehicle Rehab and Replacement

Project Objectives

- State of Good Repair to maintain reliability and safety of the Commuter Rail vehicles.
- Address obsolescence issues.

Current Accomplishment

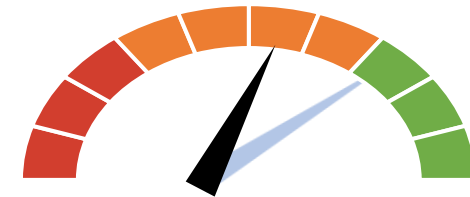
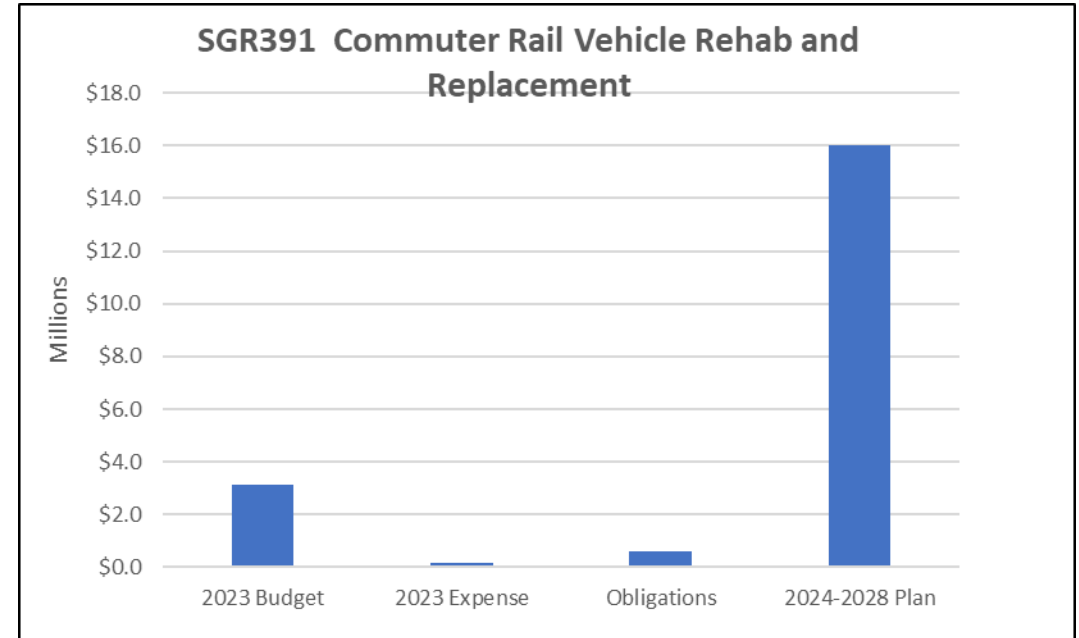
- Four Locomotive truck frames overhauled bringing total to 16 of 32.

Next Steps

- Working with Fleet Engineering and Commuter Rail Operations.
 - Prioritize projects.
 - Develop the scope Bilevel vehicles.
- Refine production schedule with contractor.

Challenges

- Closure of MPI’s Boise location.



Current Project Status

- Managed challenges/On schedule/Within budget

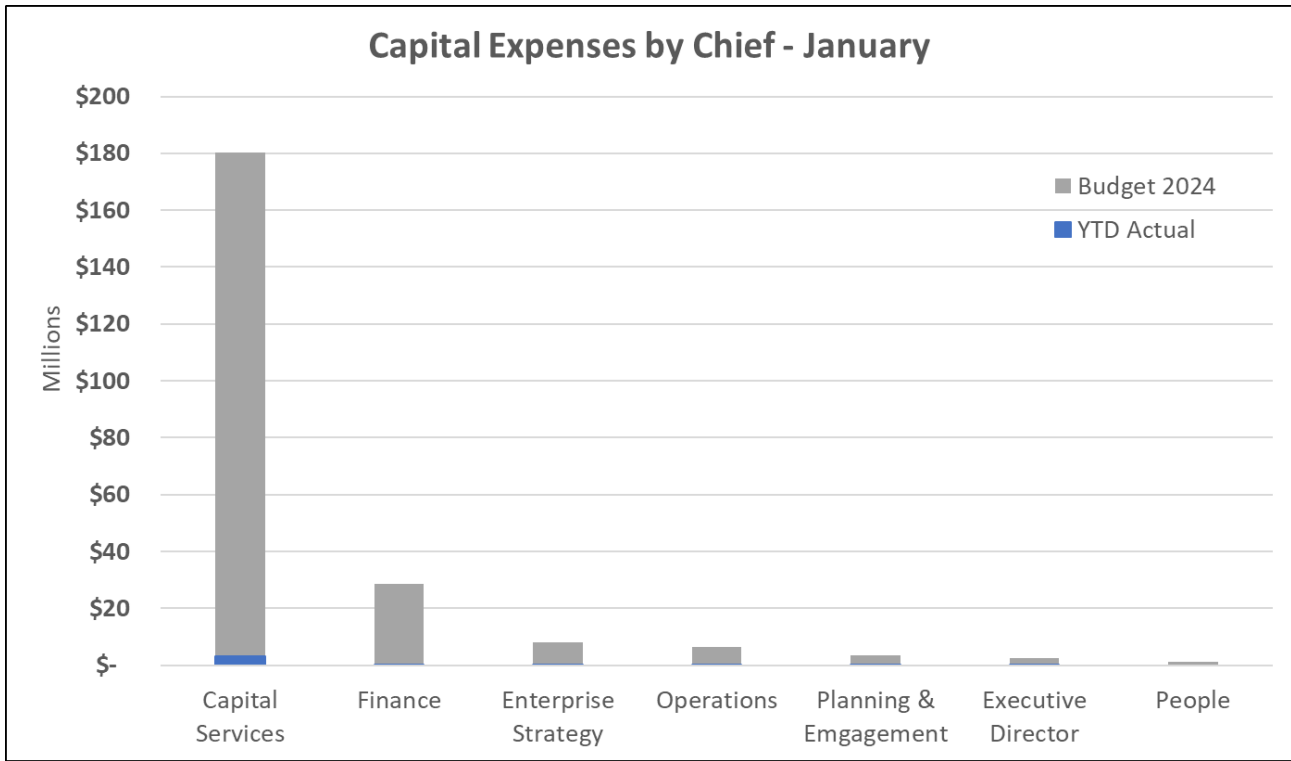




Capital Program Update January 2024

March 13, 2024





	Project			Percent
	January 2024	Budget 2024	YTD Actual	Budget Spent
Capital Services	84	\$ 180,438,000	\$ 3,170,063	1.8%
Finance	29	28,535,000	74,668	0.3%
Enterprise Strategy	21	8,050,000	277,589	3.4%
Operations	13	6,277,000	264,961	4.2%
Planning & Emgagement	0	3,555,000	6,015	0.2%
Executive Director	6	2,448,000	8,529	0.3%
People	3	1,130,000	-	0.0%
Grand Total	156	\$ 230,433,000	\$ 3,801,825	1.6%



Questions



Resolutions



R2024-03-01 - Resolution Adopting Revised Board Policies



Board Policy Revision Approval – March 13, 2024

Board Policy 5.1 Transit Oriented Development (TOD) & Board Policy 5.2 Real Property

Policy Updates:

- Policies last updated in June 2019
- Revisions in Utah Code changed process for Station Area Plans (SAP) requiring updates to TOD Policy
 - 2022 HB462 Housing Affordability Amendments
- As required by statute, the proposed revisions were presented to the Local Advisory Council (LAC) on 2/21/2024. No additional comments were provided

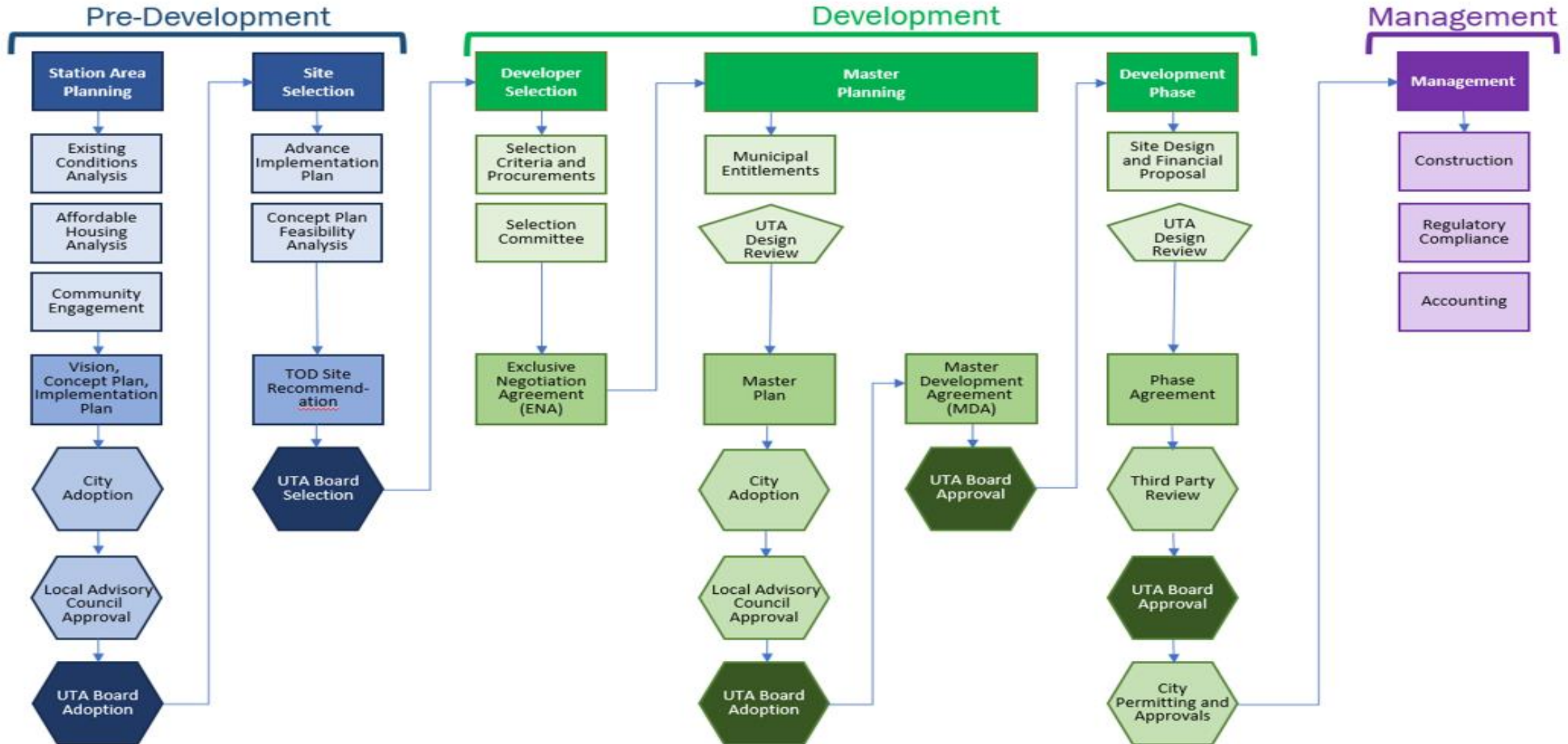
Board Policy 5.1 TOD – *primary revisions:*

- Clarifies terminology, definitions and processes
- Transit Oriented Community Planning and Design Principles, including TOD Design Standards, will be approved by the Board
- Revises Station Area Plan (SAP) process due to changes in HB462 (2022)
 - Eliminates need for UTA's System Analysis Tool
- Clarifies SAP phase, including:
 - Role of Moderate Income Housing Plans to address affordable housing needs
 - Defines SAP components including a Vision, Concept Plan and Implementation Plan
 - Adds requirement for municipal approval (consistent with current practice), along with Advisory Council and Board approval

Board Policy 5.1 TOD – *primary revisions:*

- Clarifies site selection and developer procurement process
- Adds new Conflict Avoidance Section
- Directs process for Master Plan and Master Development Agreement adoption
 - Adds Advisory Council approval of Master Plans prior to Board adoption

UTA TOD Planning and Development Process



Board Policy 5.2 Real Property – *primary revisions*

- Aligns definition for “Approved Capital Development Project” with other policies
- Adds Advisory Council consultation for acquisition or disposition of real property for TOD
- Revises requirements for classification of Real Property
 - Board would no longer approve reclassifications (they would approve disposition of real property >\$200K)
 - Property will be classified in Annual Real Property Report
- Annual Real Property Report will include:
 - An inventory of real property
 - A summary of property acquisitions and dispositions
 - Property classified as Transit Critical, TOD, or Surplus

Any Questions?



Recommended Action

(by roll call)

Motion to approve R2024-03-01 Resolution Adopting
Revised Board Policies, as presented



R2024-03-02 - Resolution Approving UTA Moves 2050 - Long Range Transit Plan (LRTP)

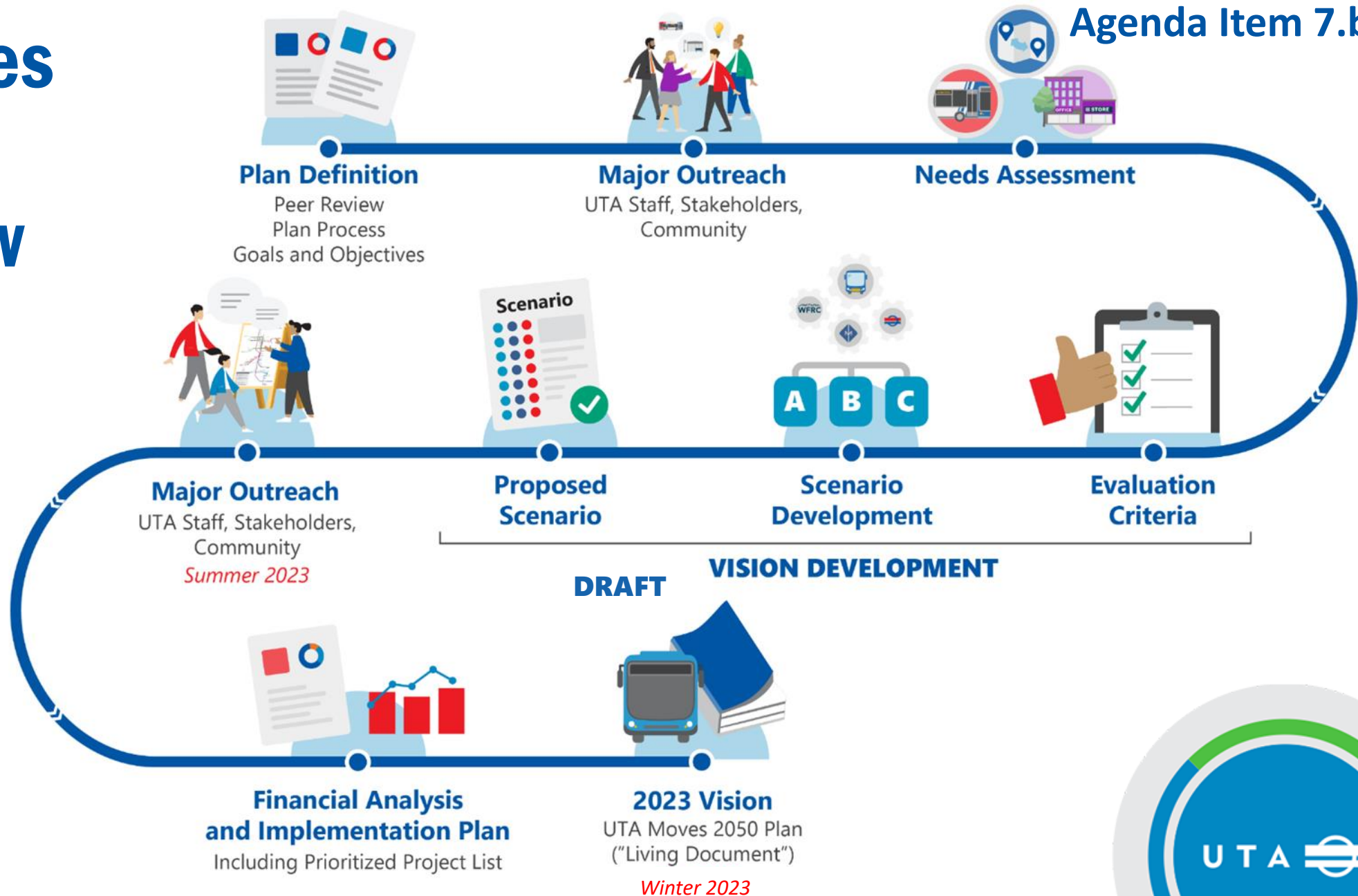


March 2024

UTA Moves 2050

Long Range Transit Plan 2023 - 2050

UTA Moves 2050: Overview



UTA Moves 2050 Documentation Online

rideuta.com/LRTP

- Plan Document
- Appendices
 - Glossary
 - Engagement Summary
 - Phase 1 Project Sheets
 - Project List
 - Needs Assessment
- Story Map & Project Map



UTA Long Range Transit Plan (LRTP) Next Steps

- The LRTP becomes an ongoing UTA program
- LRTP is incorporated into regional planning processes
- Updates to financial assumptions
- Ongoing public engagement
- Next plan update occurs in sync with RTPs - 2027



The Local Advisory Council received updates on the development of the plan at their September 27, 2023, meeting, were invited to provide feedback during the development and feedback period last fall, and approved Resolution AR2024-02-01 to approve the UTA Moves 2050 - Long Range Transit Plan and recommend adoption by the Authority's Board of Trustees at their February 21, 2024, meeting.



Recommended Action

(by roll call)

Motion to approve R2024-03-02 Resolution Approving UTA Moves 2050
- Long Range Transit Plan (LRTP), as presented



R2024-03-03 - Resolution Designating Authorized Users for the Authority's Utah Public Treasurers' Investment Fund Accounts



Utah Transit Authority Authorized PTIF Users

Viola Miller, CFO & Treasurer
Eric Barrett, Acting Comptroller
Rob Lamph, Assistant Treasurer



Recommended Action

(by roll call)

Motion to approve R2024-03-03 Resolution Designating Authorized Users
for the Authority's Utah Public Treasurers' Investment Fund Accounts,
as presented



R2024-03-04 - Resolution Authorizing the Adoption of Certain Fees



UTA Fees and Fines Adoption Proposal



Proposed Fee Schedule Groupings

(To be posted on the UTA website)

- **Communications & Marketing**
- Request for Records (GRAMA)
- Public Safety
- **Real Estate & TOD (Transit Oriented Development)**
- **Vanpool**



Communications & Marketing

Description	Fee
Application to film on UTA property*	\$250
Application to film on UTA property (Student)*	\$25
Film on UTA Location (1-5 people)	\$500
Film on UTA Location (6-10 people)	\$1,000
Film on UTA Location (11-15 people)	\$2,500
Film on UTA Location (15-20 people)	\$5,000
Safety Monitor (Time spent on-site by our monitors while the customer is filming)	\$479/ 4 hours
Police Officer (Time spent on-site by our officers while the customer is filming)	\$400/ 4 hours
Vehicles	Varies
Film- Bus-private use only	\$400/ 4 hours
Film- Ski Bus-private use only	\$600/ 4 hours
Film- Bus Rapid Transit-private use only	\$1,200/ 4 hours
Film- Trax-private	\$2,200/ 4 hours
Film- Frontrunner-private	\$3,000/ 4 hours
Film- After-hours Premium (6pm to midnight)	\$1,500
Film- Weekend Premium	\$1,500
Rush Fee (Any request submitted less than 2 weeks before the shoot)	\$500

*Applications must be approved before filming on UTA property. The application may be denied if the filming is an inconvenience for UTA. UTA does not allow filming on in-service vehicles.

More information regarding UTA film requests can be found on our website at:

<https://www.rideuta.com/Doing-Business/Filming-Requests>

Agenda Item 7.d.



Real Estate & TOD

Description	Fee
APPLICATION FEES FOR RIGHT OF WAY AND CORRIDOR CROSSINGS	
APPLICATION FEE FOR CROSSINGS AND LICENSES	\$2,000
RIGHT OF ENTRY (ROE) APPLICATIONS	
Initial ROE related to license agreement	\$0
Unrelated to license agreement	\$2,000
Request for extension of ROE	\$500
EXPEDITED REVIEW AND ACTION	\$3,000
SPECIAL EVENTS APPLICATION FEE	\$250
USAGE FEES	
SPECIAL EVENTS	
Usage fee for Special Events	Varies
Security Deposit for Special Events	
100 or fewer persons	\$1,000
101 – 199 persons	\$2,000
200 or more persons	\$5,000
FLAGGING & ROADWAY WORKER IN CHARGE	
BLOCK BILLING LEVEL 1	
Fewer than 10 hours	\$800
BLOCK BILLING LEVEL 2	
More than 10 hours but fewer than 14 hours	\$1,200
BLOCK BILLING LEVEL 3	
More than 14 hours up to 24 hours	\$2,400



Vanpool

Description	Fee/Fine
Late fee for outstanding Vanpool balance after the 5th of each month	1% of balance
Excessively dirty vans	\$200
Lost key Fee (Fob/key only)	\$400/\$50
Vehicle Impound Fee	Lot fee amount
Unauthorized Driver (per occurrence)	\$150
Wi-Fi Hotspot Rental in Vans	\$50/month
Bike Locker Key Deposit	\$30
Annual Bike Locker Rental- First Year	\$35
Annual Bike Locker Rental	\$70/year



Questions?



Recommended Action

(by roll call)

Motion to approve R2024-03-04 Resolution Authorizing the Adoption of Certain Fees, as presented



R2024-03-05 - Resolution Appointing Officers and Setting Compensation for District Officers and Employees



Salary Structure Updates

- The attached salary structure grew by 2% for 2024 based off the current salary budget survey results, effective January 7, 2024.
- This growth helps UTA stay competitive within the current labor market.
- A number of positions will receive pay lane minimum adjustments based off the adjustment to the salary structure.



Mid-Year Adjustments

- As part of UTA's normal course of business there are times jobs may be added to the structure or adjusted within the structure.
- This resolution allows staff to place positions in the attached structure in a few situations
 - New budgeted job
 - Existing job that has changed more than 50% per Corporate Policy 6.7.2.1
 - Appropriate adjustments resulting from a review or appeal under UTA Policy UTA.05.04
- The same methodology used in development of the attached structure will be applied to any adjustment listed above.
- The Chief People Officer will provide Trustees a year-end report summarizing these mid-year adjustments.



Recommended Action

(by roll call)

Motion to approve R2024-03-05 Resolution Appointing Officers and Setting Compensation for District Officers and Employees, as presented



**R2024-03-06 - Resolution Approving
Amendment Three to the Terms and
Conditions of Employment for Executive
Director Jay Fox**



Recommended Action

(by roll call)

Motion to approve R2024-03-06 Resolution Approving Amendment Three to the Terms and Conditions of Employment for Executive Director Jay Fox, as presented



Contracts, Disbursements, and Grants



Contract: South Jordan Lake Avenue TRAX Station Phase 1 Pre-Construction Services (Paulsen Construction LLC)

Recommended Action (by acclamation)

Motion to approve the Contract with Paulsen Construction LLC for Phase 1 Pre-Construction Services for South Jordan Lake Avenue TRAX Station, as presented



Change Order: Civil Contractor Services for Battery Electric Bus Charging Infrastructure Change Order #002 - Additional Chargers and Pantographs (Cache Valley Electric Company)

Recommended Action (by acclamation)

Motion to approve the Change Order #002 with Cache Valley Electric Company for Civil Contractor Services for Battery Electric Bus Charging Infrastructure, as presented



Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-010 - Grade Crossing Other Track Materials Procurement (Stacy and Witbeck, Inc.)

Recommended Action (by acclamation)

Motion to approve Task Order #24-010 to the On-Call Maintenance Contract with Stacy and Witbeck, Inc. for Grade Crossing Other Track Materials Procurement, as presented



Pre-Procurements

- S-Line Extension Pre-construction and Construction
- On-Call Transit Systems Professional Services, Construction, Maintenance, and Repair
- Rideshare and Vanpool Preventive Maintenance
- Facilities Remodel/Reconfiguration General Contractor



Other Business

- a. Next Meeting: Wednesday, March 27, 2024, at 9:00 a.m.



Adjourn

