



Utah Transit Authority

Local Advisory Council

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, November 29, 2023

1:00 PM

FrontLines Headquarters

Present: Chair Mark Johnson
2nd Vice-Chair Bob Stevenson
Council Member Neal Berube
Council Member Karen Cronin
Council Member Julie Fullmer
Council Member Dan Peay
Council Member Trent Staggs
Alternate Council Member Ellen Birrell
Alternate Council Member Brandon Gordon
Alternate Council Member Jon Larsen

Excused: Vice Chair Troy Walker
Council Member Erin Mendenhall

Also attending were UTA staff and interested community members. Alternate Council Member Gordon attended as part of the audience.

1. Call to Order & Opening Remarks

Chair Johnson welcomed attendees and called the meeting to order at 1:00 p.m. He announced this is an in-person, recorded meeting with live streaming available online. Live public comment is available in person or via Zoom.

Chair Johnson noted Vice-Chair Troy Walker and Council Member Erin Mendenhall were excused from the meeting. Alternate Council Members Ellen Birrell and Jon Larson will be filling in for Vice Chair Walker and Council Member Mendenhall respectively.

Chair Johnson noted this is Council Member Peay's last Advisory Council meeting and thanked him for his service.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Viola Miller, UTA Chief Financial Officer, delivered a brief safety message.

4. Public Comment

No in-person, virtual, or online comments were received.

5. Consent**a. Approval of September 27, 2023 Local Advisory Council Meeting Minutes****b. Proposed Bylaw Revisions**

Chair Johnson yielded the floor for comments or discussion on the consent agenda.

Council Member Berube mentioned he had a discussion with UTA Board Trustee Beth Holbrook prior to the meeting regarding questions pertaining to Conflicts of Interest and Audits within the proposed Bylaws. He also noted an error in the document under Article III, Section 3, which refers to the “Internal Revenue Service” as the “Internal Service.” It was noted this item will be corrected.

Council Member Fullmer requested a summary of the proposed Bylaw revisions be provided. Annette Royle, UTA Director of Board Governance, provided an outline of the proposed revisions.

A motion was made by Council Member Cronin, and seconded by Council Member Peay, to approve the consent agenda. The motion carried by unanimous vote.

6. Resolution**a. AR2023-11-01 - Resolution Giving Notice and Setting Regular Meeting Dates for the Authority's Local Advisory Council for Calendar Year 2024**

Chair Johnson called for a motion to approve the 2024 Local Advisory Council meeting calendar. He opened the floor for questions or adjustments to the dates presented.
None seen.

A motion was made by 2nd Vice-Chair Stevenson, and seconded by Council Member Fullmer, that this resolution be approved. The motion carried by unanimous vote.

CONSULTATION WITH BOARD OF TRUSTEES**7. Budget and Investments**

a. Consultation on Agency's Tentative 2024 Budget

Ms. Miller was joined by Mary DeLoretto, UTA Chief Advisor to the Executive Director; Brad Armstrong, UTA Director of Budget & Financial Strategy; and Dan Hofer, UTA Director of Capital Assets & Project Controls, to present the consultation of the Agency's tentative 2024 budget.

Ms. Miller provided an overview of the 2024 operating budget, including highlights, service strategy, priority considerations, expenses by category, mode, and full-time equivalents (FTEs), along with a summary of the 2024 capital budget. She also outlined the budget approval process, timeline, and next steps.

The 2024 Tentative Budget includes \$649 million in operating expenses and \$230 million in capital investments.

Questions regarding On Demand service areas and increases in administration costs were posed by the council and answered by staff.

Council Member Fulmer raised a question concerning local funds within the capital revenue summary and inquired which counties have enacted the 5th/5th sales tax. She further inquired how the funds are distributed and if they are kept within each county or allocated throughout the entire system.

A response was provided by Mr. Armstrong and Chair Christenson. It was noted Utah County is the only county to enact the 5th/5th sales tax starting January 2024. Chair Christensen acknowledged the interconnected nature of transit service between counties within the regional transit service district.

Mr. Armstrong provided an explanation on how local sales taxes are balanced against operating expenditure in the respective counties in addition to funding allocation towards capital program costs. He provided information on UTA's equity analysis which is completed every four years. In addition, the agency conducts a long-term view of sales revenue from each county and balances this against operating and capital expenditures. Annual reports are provided on a delayed yearly basis and contributions from counties are reviewed and used to inform UTA's long term planning decisions. The 2022 report will be completed within the next month.

Council Member Fullmer requested the council be provided with copies of the annual reports so they can provide accountability to their counties who are contributing taxes.

8. Capital Projects

a. **AR2023-11-02 - Resolution Approving the Proposed 2024-2028 Capital Plan and Recommending Approval by the Authority's Board of Trustees**

Ms. Miller turned the time over to Mr. Hofer and Ms. DeLoretto to present the agency's proposed 2024-2028 Capital Plan. Mr. Hofer provided an outline of the capital plan including noteworthy accomplishments, goals, expansion, state of good repair expenses, strategic initiatives, collaborative partnerships, a budget summary, and next steps.

Mr. Hofer referenced key project highlights including FrontRunner Forward, Mid-Valley BRT, and the SD100 - SD160 light rail replacement project.

The total cost of the proposed 2024-228 Capital Plan, financed by various sources, is \$1,271,898.00.

Ms. Miller pointed out the agency's debt service is not included in the capital budget but is attached to the operating budget.

Ms. Miller drew the council's attention to some minor budget changes to the 2024 tentative budget that was presented today. She noted after the tentative budget was submitted, additional staffing needs were identified in addition to some other charges and a carry-over request. The total cost of the proposed budget adjustment is \$967,000 which will be presented at the agency's Board meeting on December 6, 2023, as part of the final budget review/approval process.

Questions regarding the Mid-Valley BRT project, "pinch point" areas on the FrontRunner Forward project, the potential market value for used TRAX cars, the agency's debt service, and how the 5 year capital plan will be amended if Utah is awarded the 2034 Olympics, were posed by the council and answered by staff.

Council Member Staggs inquired if the new TRAX platform proposed in South Jordan is a new addition in this year's capital plan and who will be funding the project. Chair Christensen stated funding is being provided by state and local partners, including the Miller organization. South Jordan City also submitted a funding request from the State's Transit Transportation Investment Fund (TTIF).

Council Member Staggs referenced the On Demand service in south Salt Lake County and mentioned several complaints he received from his constituents regarding the lack of availability and reliability of this service. He stated that this is the only transit service available in his area for 200,000 residents which represents 10% of UTA's service area.

A motion was made by 2nd Vice-Chair Stevenson, and seconded by Council Member Cronin that this resolution be approved. The motion carried with eight aye votes and one nay vote by Council Member Staggs.

9. Discussion**a. Travel Training Program**

Megan Waters, UTA Community Engagement Director, introduced Doraleen Taulanga, UTA Community Outreach Manager, to present an overview of UTA's Travel Training Program.

Ms. Taulanga provided an overview of UTA's Travel Training Program which is a free service providing transit access and independence through travel instruction services to state, city, community organizations, serving people with disabilities, aging populations, students, English language learners, new Americans, and displaced groups.

Ms. Taulanga's presentation included a summary of services offered, coverage and service modes, 2022-2023 program statistics, and the process for requesting training services.

Chair Johnson called for a recess at 2:18 p.m.

The meeting reconvened at 2:26 p.m.

b. Wasatch Choice Vision

Russ Fox, UTA Director of Planning, introduced Andrew Gruber, Executive Director of Wasatch Front Regional Council (WFRC), and Lauren Victor, WFRC Transportation Planner, to present the Wasatch Choice 2050 Vision.

Mr. Gruber provided a high level overview of the Wasatch Choice 2050 Vision which is a collaborative process involving many organizations to establish a shared vision for statewide transportation to provide a quality of life framework promoting good health, better mobility, a strong economy, and connected communities.

Mr. Gruber referenced Utah as the fastest growing state in the nation over the last decade and stated that the quality of life in our region depends on the choices we make today.

Mr. Gruber identified several key strategies which focus on bringing the Vision together. These include a safe roadway system, reliable and accessible transit options, a regional trail system (active transportation), affordable housing options, parks and public spaces, and mixed use areas including city and town centers.

Ms. Victor provided a demonstration of the Wasatch Choice Vision online interactive map which can be found at www.WastchChoice.org <<http://www.WastchChoice.org>>.

The map is a multi-modal plan which can be manipulated using several filters including transportation, land use, roadways, transportation projects (current and planned over the next 5 and 25 years).

Chair Johnson inquired if the trails include dirt trails. Mr. Gruber stated it is for paved, active, transportation trail systems only.

c. Open Dialogue with the Board of Trustees

Chair Christensen referenced the agency's budget forecast which anticipates modest revenue but remains on track to meet the service and planning needs of the agency.

REPORTS AND OTHER BUSINESS**10. Reports**

a. Executive Director Report

Jay Fox, UTA Executive Director, provided statistical data for the On Demand service and the agency's goal to increase service availability and reliability. He reported unavailable rides in the South Salt Lake country reduced from 12% to 5% with a 10% increase in overall system-wide ridership month over month. He noted 66,000 trips are estimated in Riverton in 2023.

Other updates from Mr. Fox included:

- Heather Barnum has been appointed as the agency's new Chief Communication's Officer.
- UTA's Long Range Transit Plan will be presented at the next Local Advisory Council meeting.
- Mr. Fox will soon celebrate his two-year anniversary as UTA's Executive Director.

b. Audit Committee Report

Chair Johnson shared a short summary of UTA's Audit Committee meeting held on October 16, 2023. Reports were received on the status of the 2022 and 2023 Internal Audit Plans and progress on findings for past audits. UTA received a score of 395/395 on the State Fraud Risk Assessment. Presentations were provided on various agency audits with findings and recommendations presented by UTA internal auditors. A closed session was held to discuss deployment of security systems.

11. Other Business

- a. Next Meeting: Wednesday, February 21, 2024 at 1:00 p.m.

12. Adjourn

A motion was made by 2nd Vice-Chair Stevenson, and seconded by Council Member Fullmer, to adjourn the meeting. The motion carried by unanimous vote and the meeting adjourned at 3:01 p.m.

Transcribed by Hayley Mitchell
Executive Assistant to the Board
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials or audio located at:

<https://www.utah.gov/pmn/sitemap/notice/874183.html> for entire content.

Meeting video is accessible at:

https://rideuta.granicus.com/player/clip/268?view_id=1&redirect=true&h=91b086eb90665e4704307ff91cbfee6d

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

Approved Date:

Mark Johnson
Chair, UTA Local Advisory Council