UTA Board of Trustees Meeting

February 14, 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 January 24, 2024, Board Meeting Minutes



Recommended Action (by acclamation)

Motion to approve the consent agenda



Reports

- a. Legislative Update and Potential Action on Proposed Legislation
- b. Executive Director Report
- c. Pension Committee Report



Legislative Update and Potential Action on Proposed Legislation



Recommended Action (by acclamation)

Motion in support of the proposed legislation, as presented



Executive Director Report

- Executive Director Team Award Bus Training Aid
- Ridership Report

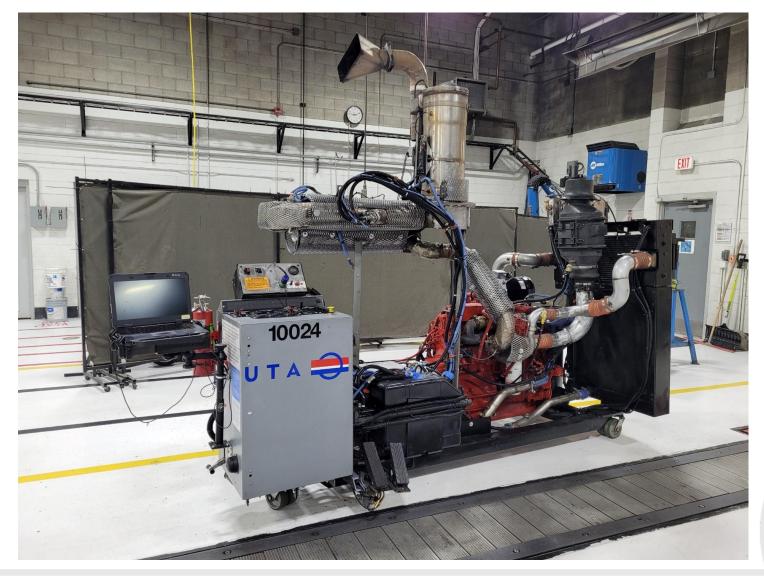


Executive Director Team Award – Bus Training Aid



- Chad Hardy
- Patrick Smith
- Evan Tilley
- Steven Woolstenhulme



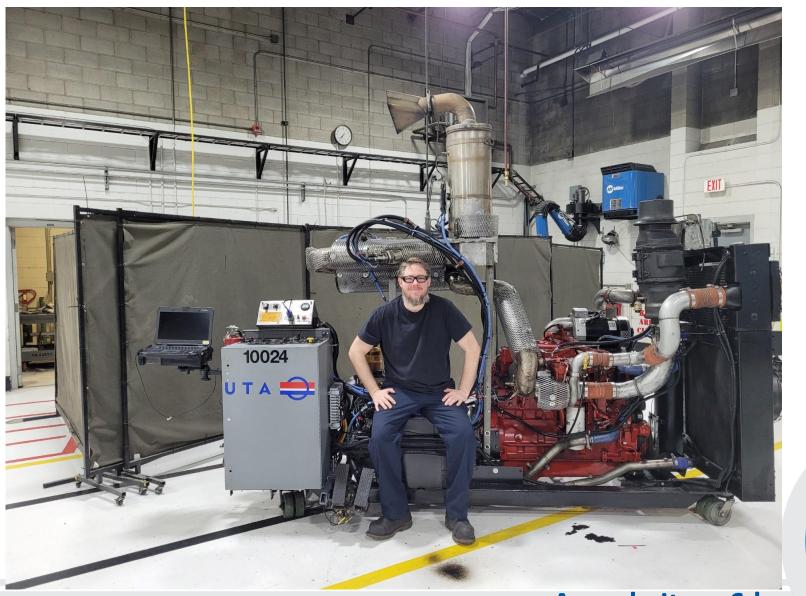








Agenda Item 6.b.







Ridership Report





Growing Demand for UTA Service

Service Type	2023 Ridership	Year Over Year Change
All UTA Services	35,059,930	+11.5%
Bus Service	18,079,307	+14.4%
Commuter Rail	3,736,621	+15.7%
Light Rail	10,677,306	+3.6%
Streetcar	366,423	-14.8%
Paratransit	343,532	+8.4%
Vanpool	1,033,123	+44.7%
Microtransit	415,010	+68.2%



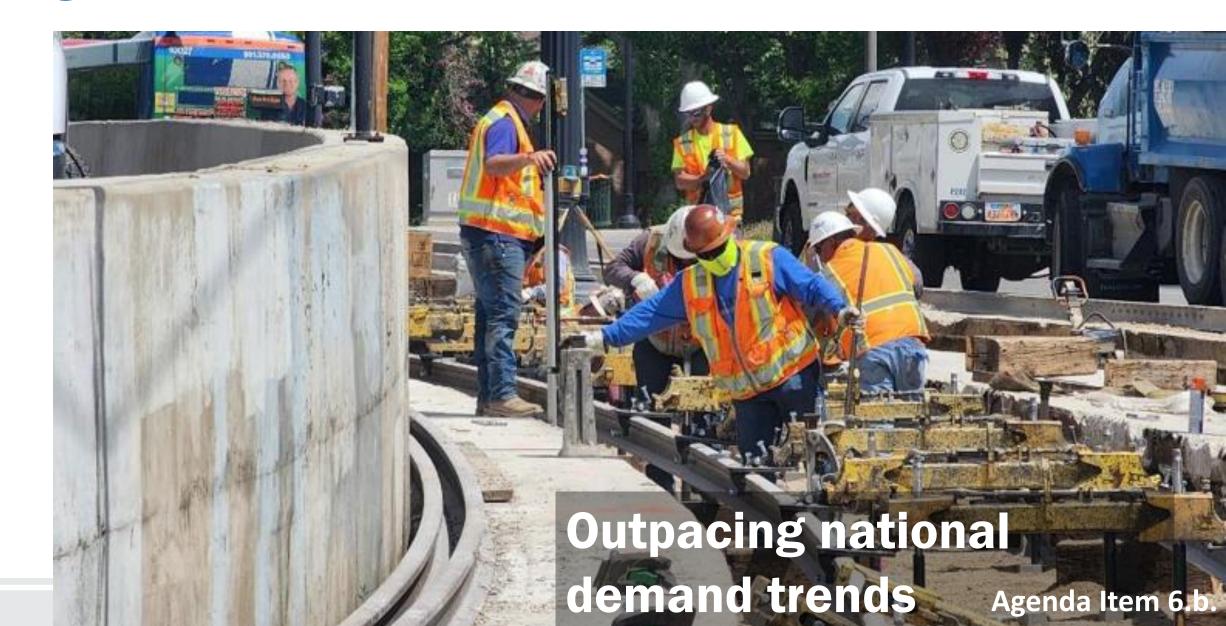
Bus Service







Light Rail





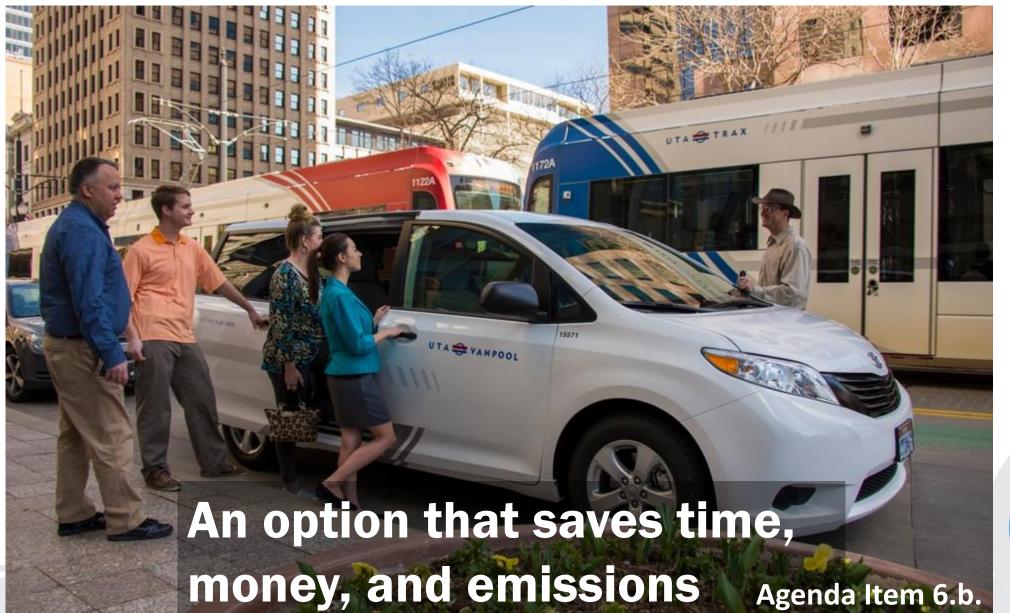


Paratransit





Vanpool





Microtransit







Pension Committee Report



Resolutions



R2024-02-01 Resolution Granting Expenditure and Disbursement Authority for 2024 Vehicle Parts Inventory Purchases



2024 Inventory Parts Purchase – Disbursement Authority By transit mode

- Bus Parts Purchase Orders = \$7,000,000
- Light Rail Parts Purchase Orders = \$10,000,000
- Commuter Rail Parts Purchase Orders = \$5,000,000



2024 Inventory Parts Purchase – Disbursement Authority

Qualifying part purchases will be:

- for revenue fleet vehicle parts only
- procured when on-hand inventories fall below the order point criteria or are out of stock
- procured through an open and fair competition based on price, quality and lead-time criteria
- reported quarterly to the Board

Recommended Action (by roll call)

Motion to approve R2024-02-01 Resolution Granting Expenditure and Disbursement Authority for 2024 Vehicle Parts Inventory Purchases, as presented



R2024-02-02 Resolution Granting General Expenditure and Disbursement Authority to Non-Inventory Vendors



Payroll Vendors Included in the 2024 Resolution

Vendor Description	Purpose	Annual Amount 2022 (Actual 2022 Disbursement)	Annual Amount 2023 as of 12/27/23 (Actual 2023 Disbursement)	2023 not to exceed amount R2023-04-08	Amount to Ratify R2024-02-XX	Annual Amount 2024 not to exceed R2024-02-XX
<u>Payroll</u>						
Amalgamated Transit Union	Union Dues from Employees	\$ 555,817	\$ 630,790	\$ 592,232	\$ 38,558	\$ 651,290
Cambridge Associates, LLC.	Pension Contributions	\$ 27,101,006	\$ 29,173,307	\$ 27,981,789	\$ 1,191,518	\$ 30,121,439
Mutual of America	457 Plans	\$ 3,297,597	\$ 3,643,185	\$ 3,404,769	\$ 238,416	\$ 3,761,588
Office of Recovery Services	Utah State Child Support	\$ 379,345	\$ 342,570	\$ 460,458		\$ 353,703
Department of the Treasury	Employee Payroll Taxes	\$ 39,522,667	\$ 43,057,475	\$ 40,807,154	\$ 2,250,321	\$ 44,456,843
UTA/Joint Insurance Trust	Health Insurance (Collective Bargaining)	\$ 27,868,553	\$ 28,385,910	\$ 28,774,281		\$ 29,308,452
Utah State Tax	Employee Payroll Taxes	\$ 7,449,982	\$ 7,933,871	\$ 7,692,106	\$ 241,765	\$ 8,191,722
Vantagepoint Transfer Agents (Mission Square)	457 Plans	\$ 6,772,765	\$ 6,843,417	\$ 6,992,880		\$ 7,065,828

Utility Vendors Included in the 2024 Resolution

Vendor Description	Purpose	Annual Amount 2022 (Actual 2022 Disbursement)	Annual Amount 2023 as of 12/27/23 (Actual 2023 Disbursement)	2023 not to exceed amount R2023-04-08	Amount to Ratify R2024-02-XX	Annual Amount 2024 not to exceed R2024-02-XX
<u>Uti</u>	<u>lities</u>					
AT&T ++	Cellular Connection to Buses	\$ 422,451	\$ 545,651	\$ 436,181	\$ 109,470	\$ 563,385
Century Link (QWEST) +++	Internet Connection	\$ 238,000	\$ 470,314	\$ 578,542		\$ 485,599
Dominion Energy (Questar)	Natural Gas	\$ 627,647	\$ 1,115,755	\$ 835,000	\$ 280,755	\$ 1,152,017
FirstNet	Cellular Phone Contract	\$ 557,947	\$ 682,255	\$ 576,080	\$ 106,175	\$ 704,428
Murray City Utilities	Electric, Water, and Sewer	\$ 509,647	\$ 552,270	\$ 552,028	\$ 242	\$ 570,219
Rocky Mountain Power	Electricity	\$ 7,439,542	\$ 7,975,477	\$ 7,681,327	\$ 294,150	\$ 8,234,680
Salt Lake City Corp. ++	Electric, Water, and Sewer	\$ 207,277	\$ 245,985	\$ 214,014	\$ 31,971	\$ 253,979

Governments and Debt Vendors Included in the 2023 Resolution

Vendor Description	Purpose	Annual Amount 2022 (Actual 2022 Disbursement)	Annual Amount 2023 as of 12/27/23 (Actual 2023 Disbursement)	2023 not to exceed amount R2023-04-08	Amount to Ratify R2024-02-XX	Annual Amount 2024 not to exceed R2024-02-XX
Gove	<u>rnment</u>					
Utah Attorney General's Office	Legal Services	\$ 1,656,786	\$ 1,797,315	\$ 1,710,632	\$ 86,683	\$ 1,855,728
<u>D</u>	<u>ebt</u>					
Utah County Government	4th Quarter Cent Sales Tax Agreement with Utah County	\$ 3,374,292	\$ 2,485,143	\$ 3,375,285		\$ 2,565,910

Recommended Action (by roll call)

Motion to approve R2024-02-02 Resolution Granting General Expenditure and Disbursement Authority to Non-Inventory Vendors, as presented



Contracts, Disbursements, and Grants



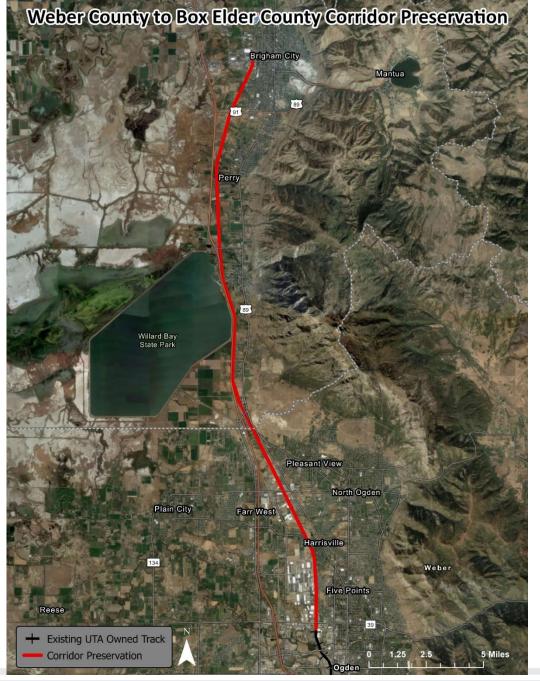
Contract: Real Estate Purchase - Parcel PER-1106 in Perry, Utah for Future Transit Purposes in Box Elder County (Wallace and Kim Johnson)



Project Overview

- In 2007 Box Elder County residents passed the second quarter sales tax to support the extension of commuter rail to Brigham City
 - UTA is using the sales tax to acquire property in Box Elder County
- The 2019-2050 Regional Transportation Plan identifies the need to preserve corridor for a future transit line between Ogden and Brigham City
- UTA is working to preserve corridor to the east of Union Pacific's track for future commuter rail
 - Total Project Length: 19.5 Miles







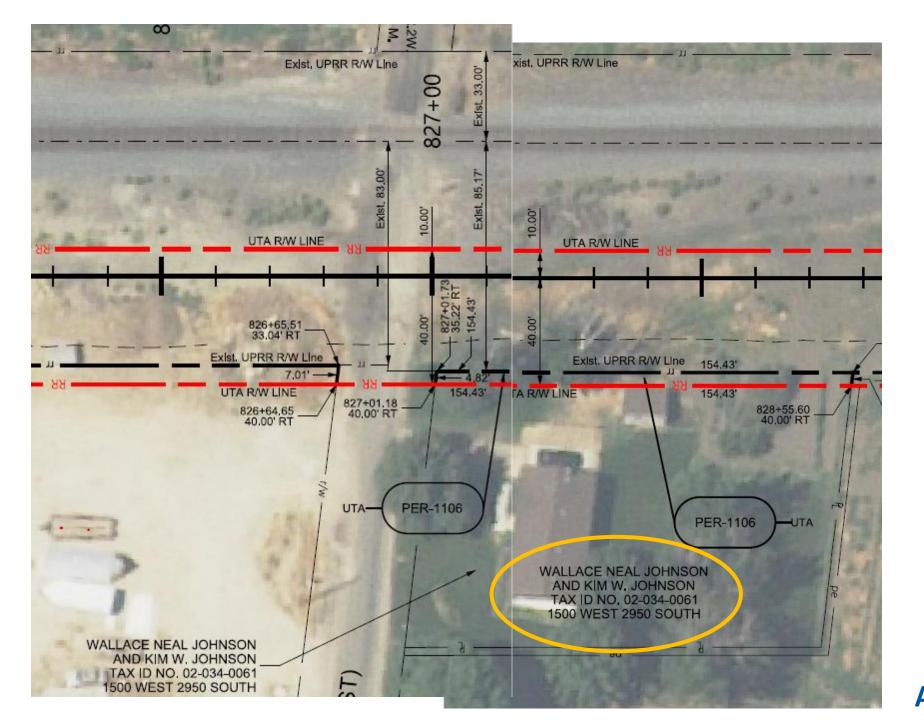
Parcel PER-1106 (Johnson)

- Location: 1500 West 2950 South, Perry
- Owners: Wallace and Kim Johnson, JT
- Single-family home on a 0.38-acre lot
- House: 1,137 SqFt (GLA)
- 3BD/2BA / Full Basement (50% finished)
- Appraised Value and Contract Price: \$360,000
- Voluntary acquisition, no relocation costs





Agenda Item 8.a.



Agenda Item 8.a.

Questions?



Contract: Contract: Real Estate Purchase - Parcel PER-1106 in Perry, Utah for Future Transit Purposes in Box Elder County (Wallace and Kim Johnson)

Recommended Action (by acclamation)

Motion to approve the Contract with Wallace and Kim Johnson for the Real Estate Purchase of Parcel PER-1106 in Perry, Utah for Future Transit Purposes in Box Elder County, as presented



Contract: Utah County Park and Ride Facilities Design Services (Horrocks Engineers, Inc.)

Recommended Action (by acclamation)

Motion to approve the Contract with Horrocks Engineers, Inc. for the Utah County Park and Ride Facilities Design Services, as presented



Contract: Transit Technical Education Center Final Design and Construction Administration (CRSA Architects)

Recommended Action (by acclamation)

Motion to approve the Contract with CRSA Architects for the Transit Technical Education Center Final Design and Construction Administration, as presented



Change Order: Next Generation Fare Collection System Change Order No. 1 - Price Reduction (Scheidt & Bachmann USA, Inc.)

Recommended Action (by acclamation)

Motion to approve Change Order No. 1 to the Next Generation Fare Collection System contract with Scheidt & Bachmann USA, Inc. for a price reduction, as presented



Change Order: On-Call Systems Maintenance Contract Task Order #24-010 - Materials for Rice Interlocking Wayside System Upgrade (Rocky Mountain Systems Services)

Recommended Action (by acclamation)

Motion to approve Task Order #24-010 to the On-Call Systems Maintenance contract with Rocky MountainSystems Services for Materials for the Rice Interlocking Wayside System Upgrade, as presented



Change Order: On-Call Systems Maintenance Contract Task Order #24-011 - Materials for University Line Overhead Catenary System Upgrades (Rocky Mountain Systems Services)

Recommended Action (by acclamation)

Motion to approve Task Order #24-011 to the On-Call Systems Maintenance contract with Rocky Mountain Systems Services for Materials for the University Line Overhead Catenary System Upgrades, as presented



Change Order: On-Call Infrastructure Maintenance Contract Task Order #24-001 - Maintenance of Way Training Yard (Stacy and Witbeck, Inc)

Recommended Action (by acclamation)

Motion to approve Task Order #24-001 to the On-Call Infrastructure Maintenance contract with Stacy and Witbeck, Inc for the Maintenance of Way Training Yard, as presented



Pre-Procurements

- South Jordan TRAX Station Construction
- UTA Facilities Waste Collection and Disposal
- Westside Express Design
- Bridge Inspection Program



Service and Fare Approvals



Fare Agreement: Transportation Services Contract (State of Utah Department of Health and Human Services / Division of Services for People with Disabilities)

Recommended Action (by acclamation)

Motion to approve the Fare Agreement for Transportation Services with the State of Utah Department of Health and Human Services Division of Services for People with Disabilities, as presented



Fare Agreement: Special Events Agreement (The Church of Jesus Christ of Latter-Day Saints)

Recommended Action (by acclamation)

Motion to approve the Special Events Fare Agreement with The Church of Jesus Christ of Latter-Day Saints, as presented



Discussion Items

- a. 2023 Agency Risk Assessment Results
- b. 2023 Continuous Improvement Team Highlights



2023 Agency Risk Assessment Results



2023 Risk Assessment Report



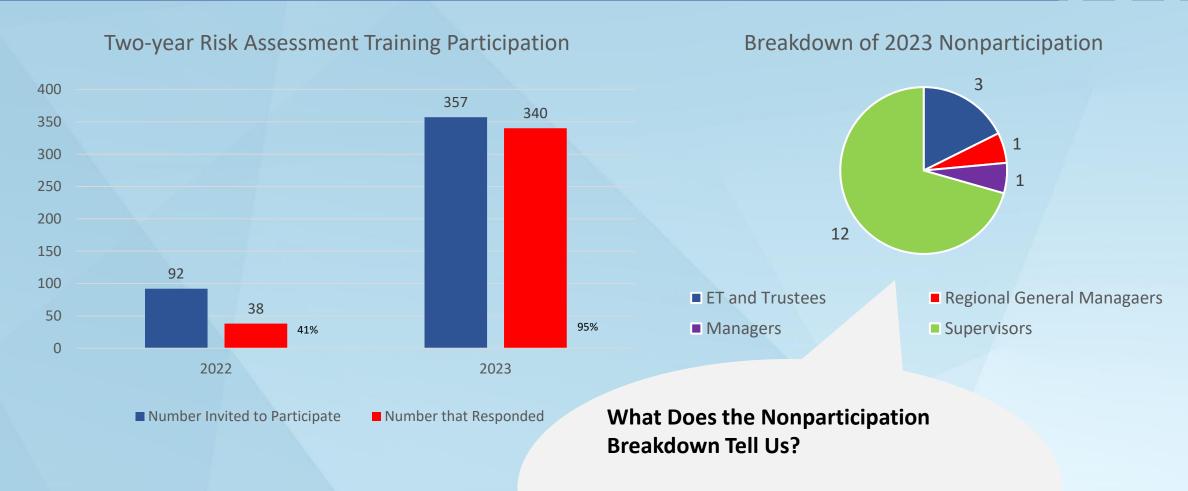
Prepared by Christie Giles, Risk Management Administrator



Risk Assessment Process



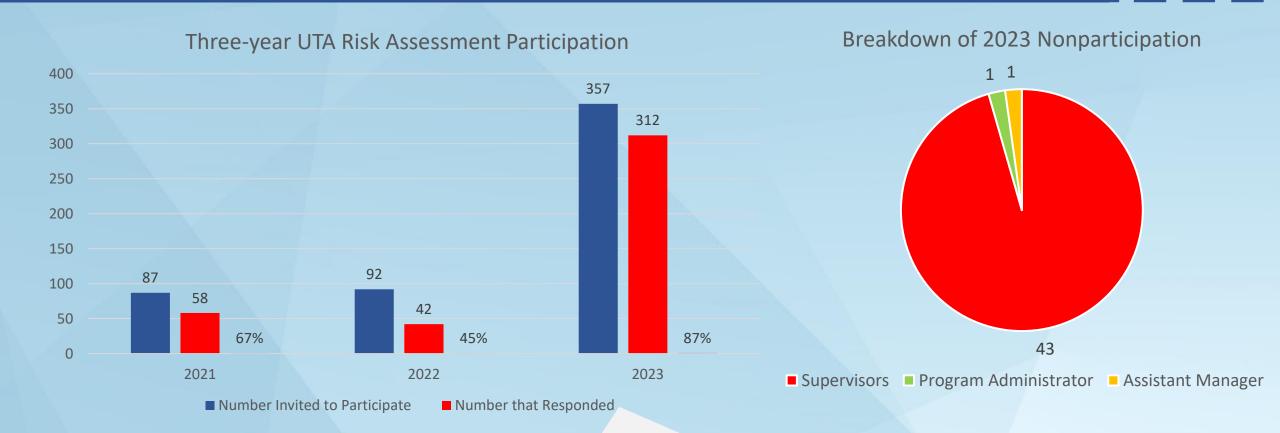
Risk Assessment Training Participation



The process of engaging supervisors in the risk assessment process should be improved.



Risk Assessment Survey Participation



Why Does Expanded Participation Matter?
It provides visibility into what leaders are seeing

It provides visibility into what leaders are seein and experiencing at all levels of the Agency.



Increasing Risk Assessment Maturity



New Risk Assessment Matrix

What Does the **Matrix Do?**

- It provides context for Risk Profile Numbers (RPNs).
- It allows UTA to standardize risk assessment across the agency.

R	lisk			Pre	eventic	n/Dete	ection	(DET) F	Rating				
M	atrix	1	2	3	4	5	6	7	8	9	10		
	1	1	4	9	16	25	36	49	64	81	100		
	2	2	8	18	32	50	72	98	128	162	200		
	3	3	12	27	48	75	108	147	192	243	300		
Bl	4	4	16	36	64	100	144	196	256	324	400	Legend	
) Rating	5	5	20	45	80	125	180	245	320	405	500	High 441-1,000	
y (SEV	6	6	24	54	96	150	216	294	384	486	600	Mod-High 360-440	
Severity (SEV)	7	7	28	63	112	175	252	343	448	567	700	Moderate 144-359	
<i>O</i> ,	8	8	32	72	128	200	288	392	512	648	800	Mod-Low 81-143	
	9	9	36	81	144	225	324	441	576	729	900	Low 1-80	
	10	10	40	90	160	250	360	490	640	810	1,000		
		1	2	3	4	5	6	7	8	9	10	UTA	

Agenda Item 10.a.

Occurrence (OCC) Rating



New Risk Rating Scale

What Does the Scale Do?

It describes the conditions likely to be present at each risk level.

7		Risk Level	Definition
	1	High	Major uncertainties are present. More is unknown than is
			known. No experience and/or data is available. Structure and
			resources are not established.
	2	Mod-high	Many uncertainties are present. Experience and/or data is
			limited. Structure and resources are incomplete, unproven
			and/or immature.
	3	Moderate	Some uncertainties are present. As much is known as is
			unknown. Sufficient experience and data exist but may not
			be fully utilized. Structure and resources are adequate.
	4	Mod-Low	Minor uncertainties are present. Strong experience and data
			exist. Structure and resources are well designed and
			supported.
	5	Low	Little to no uncertainties remain. Significant experience and
			data exist and are fully utilized. Structure and resources are
			robust.

New Perceived Level 1 Risks and Owners

	Perceived Level 1 Risk	Owner(s)
1	Technology	Alisha Garrett
2	Strategy/Planning	Alisha Garrett/Nichol Bourdeaux
3	Regulatory/Compliance	Alisha Garrett/Cherryl Beveridge
4	Infrastructure	David Hancock/Cherryl Beveridge
5	Operational (People, Process, Safety)	Kim Shanklin/Cherryl Beveridge/Sheldon Shaw
6	Financial	Viola Miller
7	Information Security	Alisha Garrett
8	Reputational	Heather Barnum/Shule Bishop/Cherryl Beveridge

Perceived Level 1 Risks are top-of-the-house, aggregated risks.



New Perceived Level 1 Risk Appetite

	Perceived Level 1 Risk	Risk Appetite
1	Technology	Moderate
2	Strategy/Planning	Moderate
3	Regulatory/Compliance	Low
4	Infrastructure	Low
5	Operational (People, Process, Safety)	Low
6	Financial	Low
7	Information Security	Low
8	Reputational	Low

Risk Appetite is the amount of risk the Agency is willing to accept in the pursuit of objectives.



New Perceived Level 1 Risk Profile

ľ	What Door the		Perceived Level 1 Risk	Risk Appetite	Current/Actual Risk	Average RPN	Owner(s)
	What Does the Profile Do?						
	• It compares Risk	1	Technology	Moderate RPN 144-359	Moderate RPN 144-359	218.2	Alisha Garrett
	Appetite to the current/actual risk level.	2	Strategy/Planning	Moderate RPN 144-359	Moderate 144-359	207.0	Alisha Garrett/Nichol Bourdeaux
,	When the actual/current	3	Regulatory/ Compliance	Low RPN 1-80	Moderate 144-359	198.4	Alisha Garrett
	risk level is higher than the	4	Infrastructure	Low RPN 1-80	Moderate 144-359	194.0	David Hancock/Cherryl Beveridge
	defined appetite, leadership can develop action	5	Operational (People, Process, Safety)	Low RPN 1-80	Moderate 144-359	151.1	Kim Shanklin/Cherryl Beveridge/Sheldon Shaw
	plans to reduce it.	6	Financial	Low RPN 1-80	Mod-Low 81-143	143.6	Viola Miller
		7	Information Security	Low RPN 1-80	Mod-Low 81-143	143.4	Alisha Garrett
Δg	enda Item 10.a.	8	Reputational	Low RPN 1-80	Mod-Low 81-143	135.9	Shule Bishop/Cherryl Beveridge

2023 Top Perceived Level 2 Risks

	Perceived Level 2 Risk	Average RPN	Risk Level	Respondents
1	Organizational Structure	294.1	Moderate	17
			144-359	
2	Software	259.5	Moderate	25
			144-359	
3	Compensation and Benefits	259.4	Moderate	19
			144-359	
4	Leadership	217.3	Moderate	26
			144-359	
5	External Stakeholders	214.4	Moderate	16
			144-359	
6	Nonadherence	201.1	Moderate	61
			144-359	
7	People	199.9	Moderate	216
			144-359	
8	Communication	188.3	Moderate	31
			144-359	

2023 Top Perceived Level 3 Risks

	Perceived Level 3 Risk	Average RPN	Risk Level	Respondents
1	Using old/unreliable technology	253.6	Moderate	24
			144-359	
2	Inadequate staff and/or resource	224.4	Moderate	40
	allocation		144-359	
3	Insufficient knowledge of	204.0	Moderate	18
	regulations/requirements		144-359	
4	Not following known	202.9	Moderate	42
	regulations/requirements		144-359	
5	Inability to attract and retain qualified	200.3	Moderate	72
	employees		144-359	
6	Disengaged employees	194.9	Moderate	33
			144-359	
7	Inadequate communication between	188.3	Moderate	31
	teams and individuals		144-359	
8	Asset/equipment does not meet needs	185.8	Moderate	50
			144-359	

Three-year History of Top Perceived Level 3 Risks

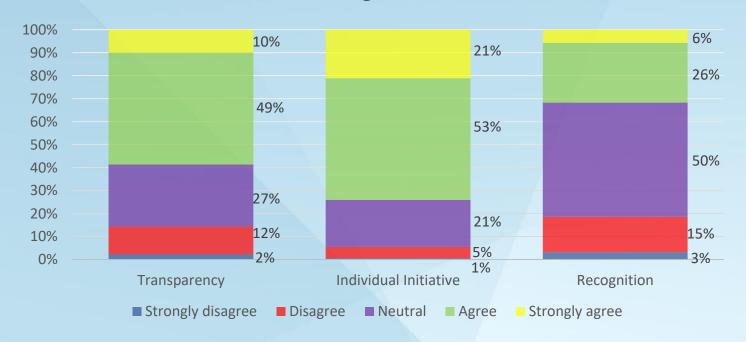
	Top Perceived Level 3 Risk	2021	2022	2023
		Ranking	Ranking	Ranking
1	Using old/unreliable technology	10	2	1
2	Inadequate staff and resource allocation	0	0	2
3	Insufficient knowledge of regulations/requirements	33	20	3
4	Not following known regulations/requirements	33	20	4
5	Inability to attract and retain qualified employees	1	1	5
6	Disengaged employees	34	43	6
7	Inadequate internal communication	0	0	7
8	Asset/equipment does not meet needs	0	9	8

New UTA Risk Culture Baseline

What Does the Baseline Do?

It can be used to target and track improvements in UTA Risk Culture maturity.

Statement: UTA Has Effectively Implemented Risk Culture *Influencers* to Support Risk Management

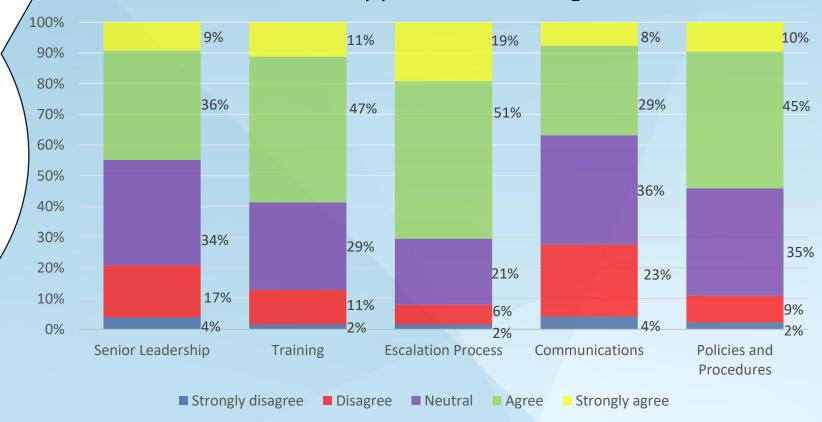


New UTA Risk Culture Baseline

What Does the Baseline Tell Us?

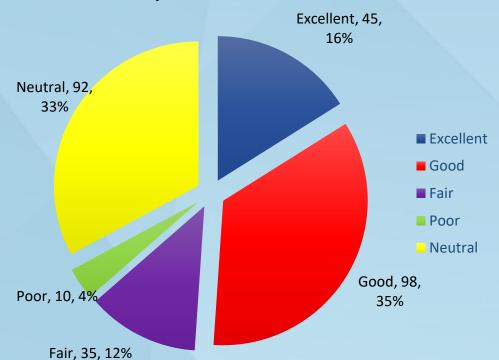
UTA's strongest Enabler is the "Escalation Process." UTA's strongest Influencer is "Individual Initiative." It has the greatest opportunity to improve the "Communications" Enabler and the "Recognition" Influencer.

Statement: UTA has effectively implemented Enablers to Support Risk Management



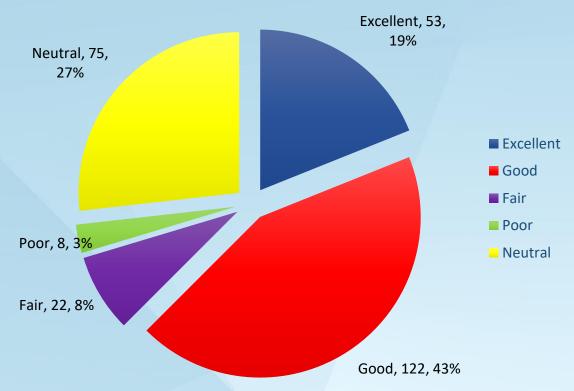
Survey and Training Effectiveness

Risk Survey Effectiveness



The most common suggestion for survey improvement is not to require identification of a minimum of five risks.

Risk Training Effectiveness



The most common suggestion for training improvement is to change the assignment/completion tracking process in the Learning Management System (LMS), which incorrectly indicated for some individuals that training was complete when it was not.

Next Steps



2023 Continuous Improvement Team Highlights





UTA CONTINUOUS IMPROVEMENT TEAM 2023 REPORT

Presenter: Alisha Garrett &

Sarah Johnson

Board Meeting: 2/14/24

Agenda Item 10.b.

WHO WE ARE

The Continuous Improvement Team is a go-to **resource** to deepen understanding of the UTA Way. We offer **learning** opportunities, skill development, project support and **empower** employees to deliver **quality** results that **improve** our customers' experience and make UTA a great place to work.



OUR STRUCTURE UTA Leadership Organizational Excellence UTA Continuous Improvement Team **Advocates** Faculty **Experts**

Practitioners: ALL Employees



2023 CI TEAM DEMOGRAPHICS

36 Team Members in 2023

25 Departments represented

9 members have promoted or taken on a new role in 2023

2 members promoted externally and 1 enter full time MBA program



4 CORE GOALS OF UTA'S CI TEAM

LEARN

APPLY

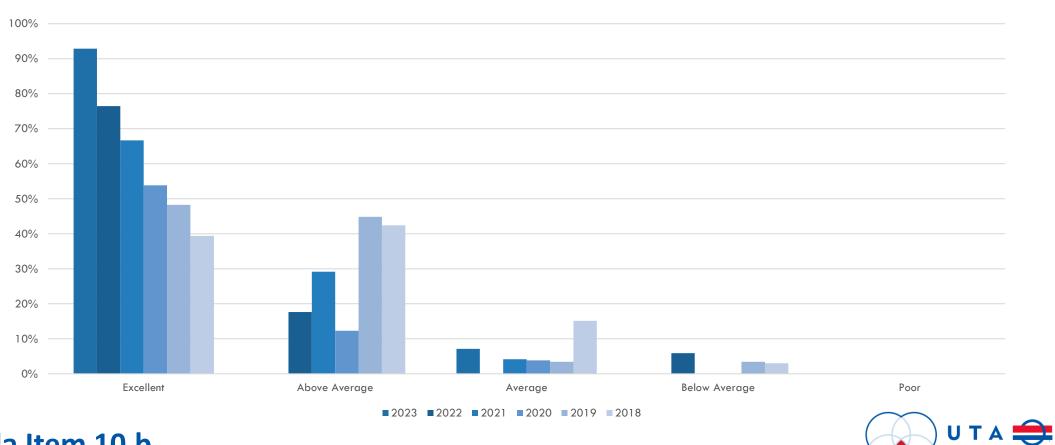
SUPPORT

COACH & MENTOR



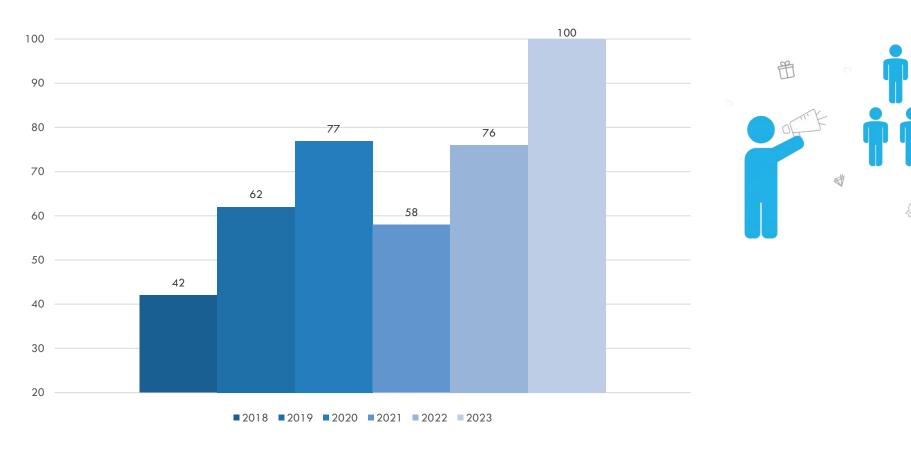


VALUE OF PARTICIPATING ON THE TEAM



Continuous Improvement

NET PROMOTER SCORE





SNACK & SHARES - LEARNING FROM OTHERS

Informal

Sharing

Practicing

Tools

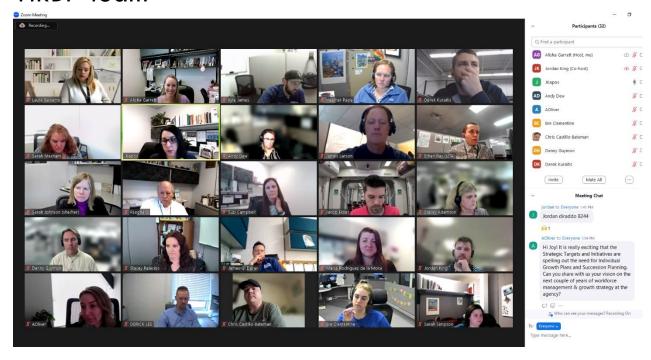






<u>Internal</u>

HRBP Team



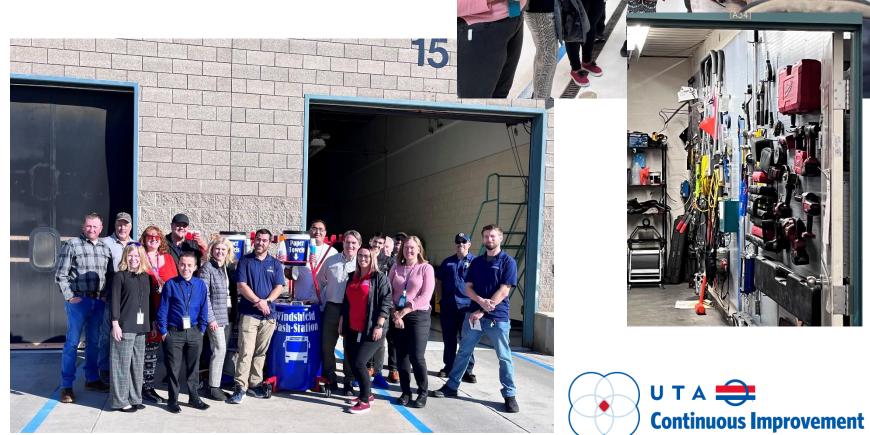




<u>Internal</u>

Timpanogos Maintenance







External Site Tours -

Bull Frog Spas







External Site Tours -

Clarke Planetarium









CI TEAM CERTIFICATIONS

- 9 people achieved their Advocate Certification
 - 3 people actively pursuing
- 5 people achieved their Expert Certification
 - 3 people actively pursuing
- 2 people achieved their Faculty Certification
 - 1 person actively pursuing
 - 6 people maintained Faculty certification





ADVOCATE CERTIFICATION

Alana Jacquez

Moose Willis

Christopher Castillo-Bateman

Ethan Ray

Iman Nazarinia

Sarah Mecham

Sarah Simpson

Juliana Brine

Lori Coca

Laura Balsamo*

Kyle James*

Heather Pape*

"Over the years, seen a shift of mindset at UTA. Previously each step was so much work. The CI team is amazing, offer resources and support. It feels easy in comparison. It's mind blowing to see others excited to make changes. – Member of Advocate





EXPERT CERTIFICATION

Derek Kuraitis Andrea Dew Juliana Brine James Larson Jacob Ekker

- Jordan DiRaddo*
- Riley Williams*
- Ali Oliver*

"Cl is a fresh set of glasses. You see sharper, the world is different, a more positive lens, more proactive – challenge ourselves everyday to become better. It's fun to see how much it spreads – we all practice Cl everyday." – Member of Expert





FACULTY CERTIFICATION

Stacey Adamson Alex Beim ■ Sarah Johnson*

"Love learning about others work. It gave me focus and know I make a difference. I am excited to inspire others and enjoy not having to think about the same thing everyday." – Member of Faculty



CI MEET & GREET











CI MEET & GREET











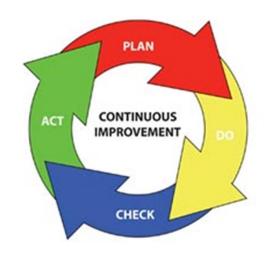


CI TEAM PROJECT HIGHLIGHTS

Team Members have been busy all year helping make improvements to their work, their teams work and finding better ways of serving our customers.

Results:

- Improved efficiency
- Improved service to customers
- Improved communication
- Improved quality
- Improved learning
- And so much more!!!





FAVORITE PART OF BEING ON THE TEAM





PARTING WORDS FROM THE CI TEAM

"Cl is in my veins and heart. My favorite part was being a mentor, it gave me a fresh look at Cl and was so rewarding to see my mentees learn and apply Cl."

"Through the work realized how interconnected we are, our work sends ripples. See a small change in 1 department and it echoes throughout the organization.

Grateful to share and learn."



* Please note not all team members are featured



Other Business

a. Next Meeting: Wednesday, February 28, 2024, at 9:00 a.m.



Adjourn

