

UTA Board of Trustees Meeting

March 12, 2025



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 26, 2025, Board Meeting Minutes



Recommended Action

(by acclamation)

Motion to approve the consent agenda.



Reports



Legislative Session Review



Executive Director Report



Continuous Improvement Excellence Award - Vanpool





CI

EXCELLENCE
AWARD





CI EXCELLENCE VANPOOL

Throughout 2024, the team utilized Continuous Improvement tools to create a better way to generate **new ideas**, **streamline processes**, and improve **team dynamics**

Solutions

- Idea Forms
- Visual Boards
- Huddles
- Cross Training
- Service Reminders
- Yard Maps
- New Registration Vendor
- Expanded Hybrid Fleet

Results

45

ideas
implemented

484

vans
serviced

10

minute van
retrieval time

2500

more service miles
with Hybrid fleet



Huddle Leader	Escalate/Need Help	Big Things Happening	VOMS	VGOM	Main Budget
Patrick / Ryan	Goldman	Patrick visit 8/2 9-11am Gemma walk 9/2 w/ WINS 10:30-11:30 Fill GO Bags @ Coordination mtg 9/2 We were there!	442	452	
New Ideas	In Progress	Romero	Wendy	GeoTab	Vehicle Availability
					In Service 408 Loaners 33 ADA Mini Large Reserved 6 11 Release/Anit 1 11 43 New/Prep 3 ON ORDER 37 12
Parking Lot	Wishet	Completed	27	Aging Report	Vehicle Stats
					In progress...

Emergency Approval of Equipment Contract by Executive Director



Strategic Plan Minute: Achieving Organizational Excellence through Strategy Deployment





Strategic Plan Minute

Mar 12, 2025



Agenda Item 6. c.

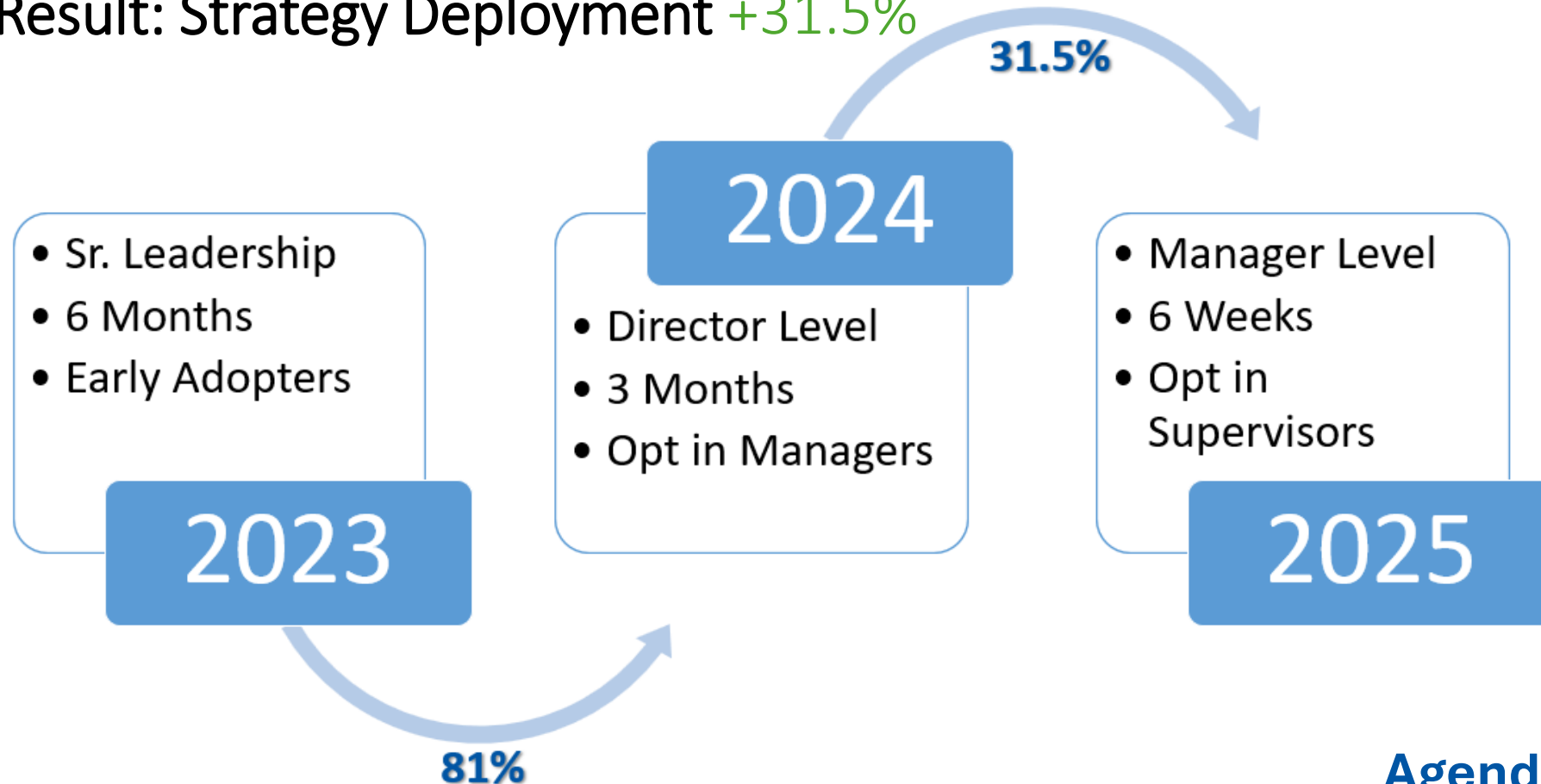


Achieving Organizational Excellence



Annual Target: Mature Organizational Excellence Systems 25%

Result: Strategy Deployment +31.5%



Agenda Item 6. c.

Financial Report - January 2025



Utah Transit Authority

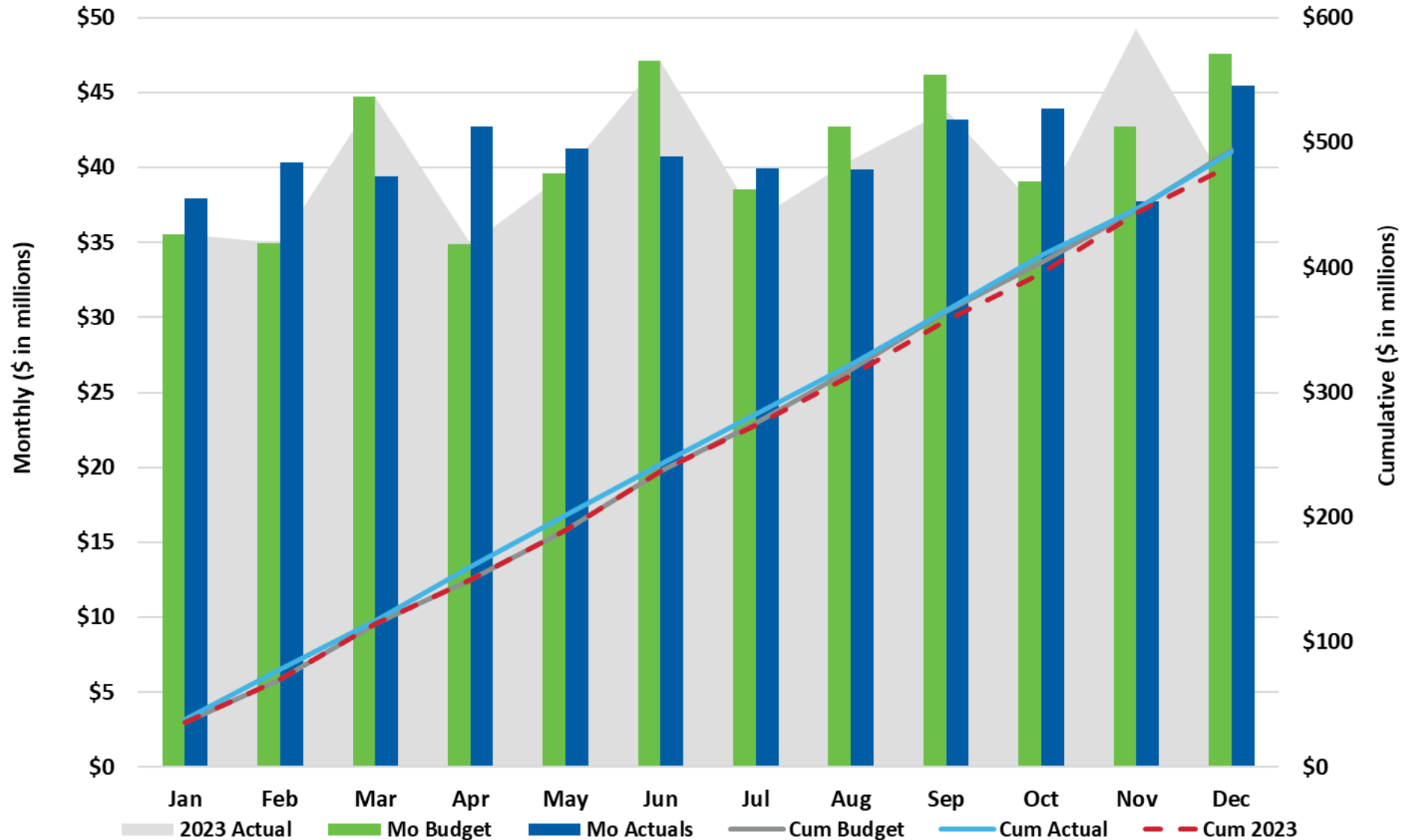
Board Dashboard: Jan 31, 2025

Financial Metrics	Jan Actual	Jan Budget	Fav / (Unfav)	%	YTD Actual	YTD Budget	Fav / (Unfav)	%
Sales Tax (Dec '24 mm \$)	\$ 45.4	\$ 47.6	\$ (2.13)	 -4.5%	\$ 492.4	\$ 493.7	\$ (1.24)	 -0.3%
Fare Revenue (mm)	\$ 3.1	\$ 3.0	\$ 0.12	 4.0%	\$ 3.1	\$ 3.0	\$ 0.12	 4.0%
Operating Exp (mm)	\$ 37.4	\$ 38.6	\$ 1.19	 3.1%	\$ 37.4	\$ 38.6	\$ 1.19	 3.1%
Subsidy Per Rider (SPR)	\$ 9.98	\$ 10.21	\$ 0.23	 2.3%	\$ 9.98	\$ 10.21	\$ 0.23	 2.3%
UTA Diesel Price (\$/gal)	\$ 2.34	\$ 3.60	\$ 1.26	 35.0%	\$ 2.34	\$ 3.60	\$ 1.26	 35.0%
Operating Metrics	Jan Actual	Jan-25	F / (UF)	%	YTD Actual	YTD 2025	F / (UF)	%
Ridership (mm)	3.44	3.20	0.2	 7.5%	3.44	3.20	0.2	 7.5%
Energy Cost by Type (Monthly Avg YTD)								
	Diesel Bus (Cost per Mile)				\$ 0.53			
	Diesel CR (Cost per Mile)				\$ 5.05			
	Unleaded Gas (Cost per Mile)				\$ 0.48			
	CNG (Cost per Mile)				\$ 0.36			
	Bus Propulsion Power (Cost per Mile)				\$ 0.23			
	TRAX Propulsion Power (Cost per Mile)				\$ 1.81			

"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.

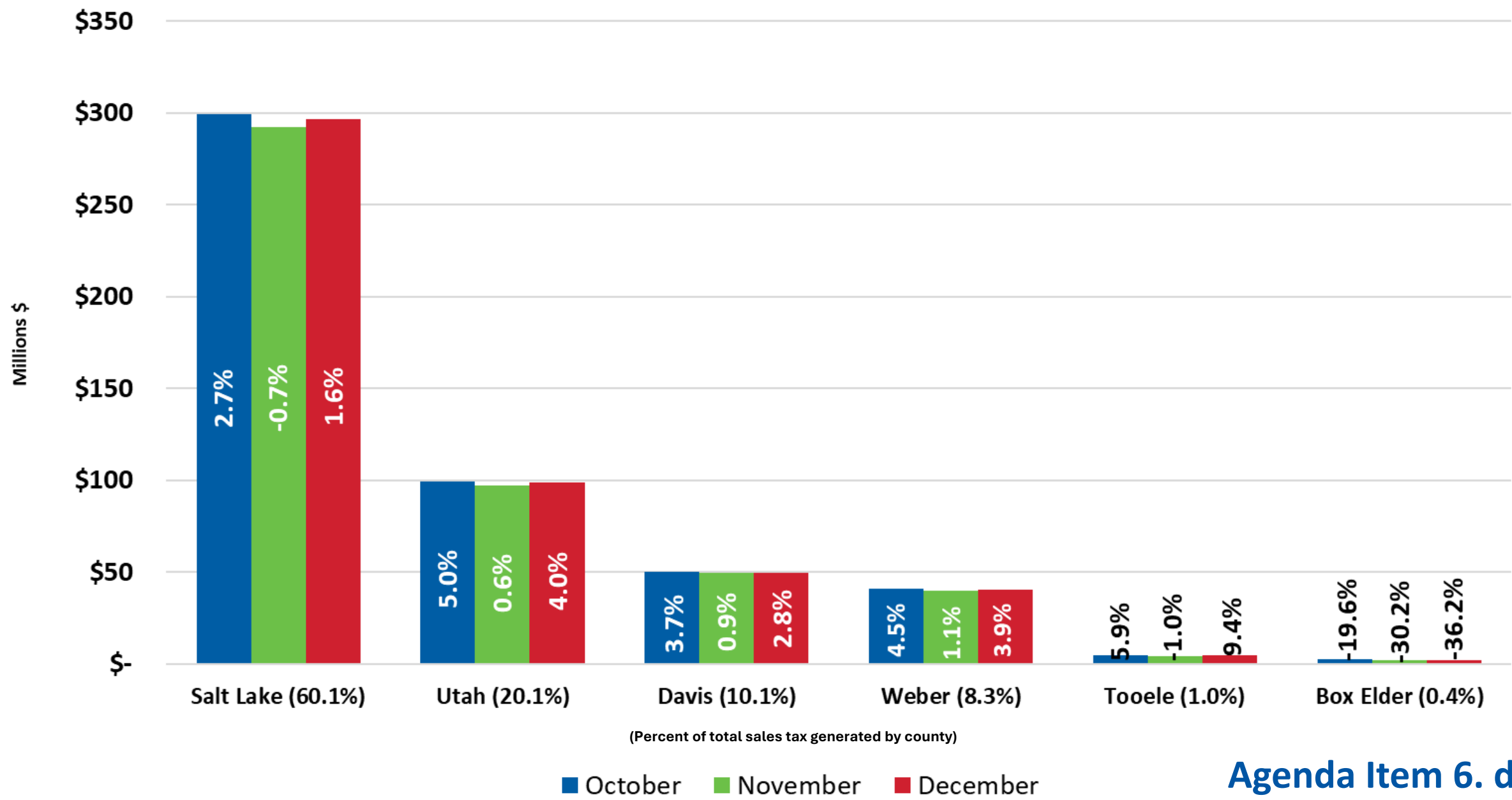
2024 Sales Tax

December YTD Variance \$1.2M / 0.3% Below Budget

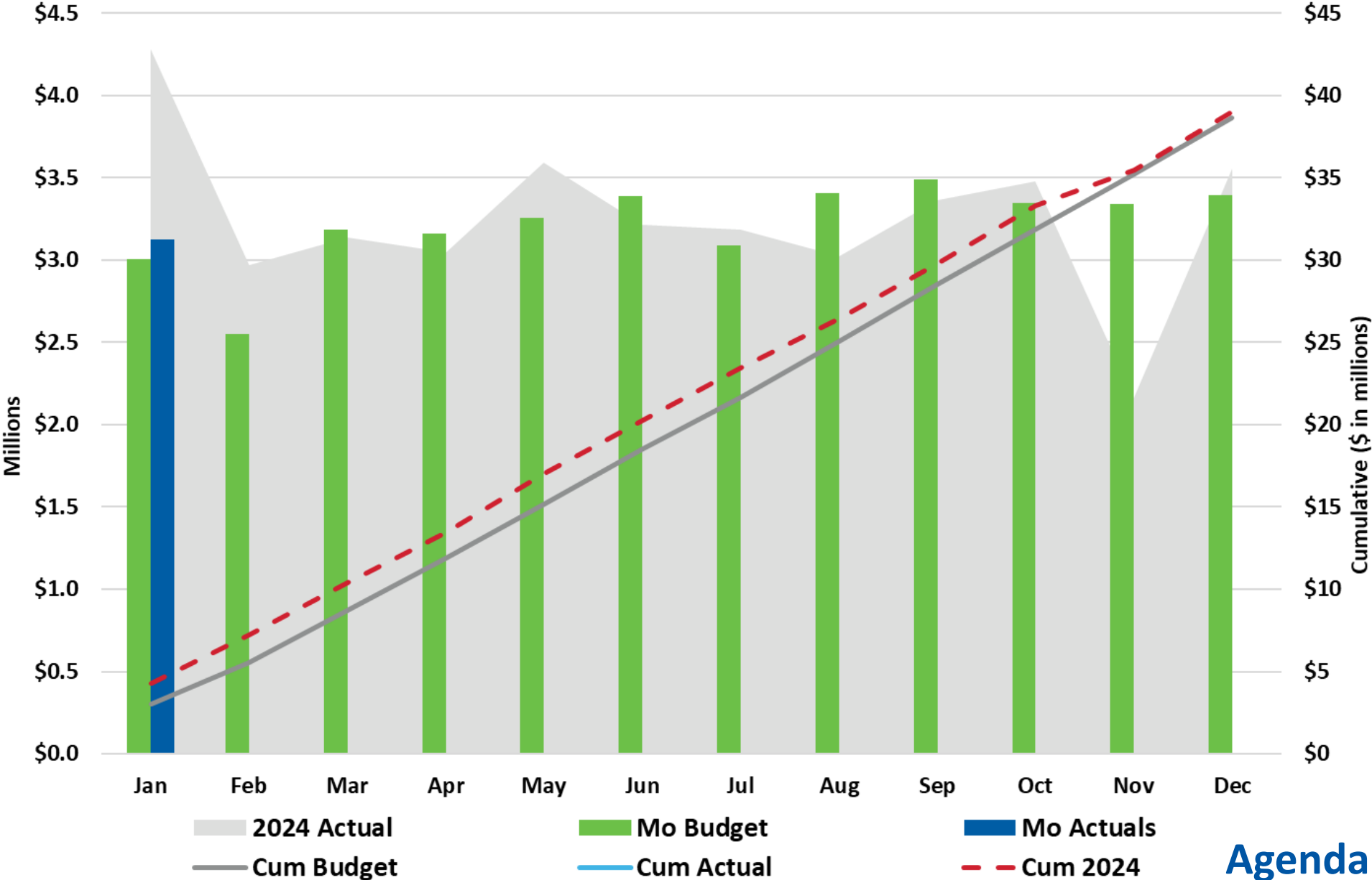


Sales Tax Collections

YoY Percentage Change by month ended December 31, 2024



2025 Passenger Revenue
Jan YTD \$120.2K / 4.0% > Budget



FTE Report: January 2025



FTE Report Jan 25

Administrative FTE	Budget	Jan-25 Budget vs. Actual			Vacancy Rate		
		Actual	Variance	Vacancy Rate	Prior Month	Start of Year	Prior Year
Admin Depts	669.74	603.5	66.2	9.9%	4.2%	9.9%	8.8%
Operating Depts	400.0	368.0	32.0	8.0%	4.3%	8.0%	3.0%
Subtotal	1,069.7	971.5	98.2	9.2%	4.3%	9.2%	6.6%

Bargaining Unit FTE	Budget	Vacancy			Vacancy Rate	Vacancy Rate	Prior Year
		Actual	Variance	Vacancy Rate	Vacancy Rate	Vacancy Rate	Prior Year
Admin Depts	41.8	37.0	4.8	11.5%	-55.3%	11.5%	-27.7%
<i>Operating Modes</i>							
Bus	1116.0	1,169.0	-53.0	-4.7%	-7.0%	-4.7%	0.7%
Light Rail	297.0	282.0	15.0	5.1%	1.4%	5.1%	-4.6%
Commuter Rail	108.0	105.0	3.0	2.8%	-4.9%	2.8%	-10.7%
Riverside	157.0	154.5	2.5	1.6%	-1.0%	1.6%	4.1%
Asset Mgt	186.0	174.0	12.0	6.5%	7.0%	6.5%	11.3%
Subtotal	1,905.8	1,921.5	-15.7	-0.8%	-4.9%	-0.8%	-0.1%

Total FTE	2,975.54	2,893.0	82.5	2.8%	-1.8%	2.8%	2.3%
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January 2025 YTD Financial Results

FISCAL YEAR 2025 Dollars In Millions	YEAR-TO-DATE RESULTS								
	Prior Year Actual	Current Year							
		Actual	Budget	Variance					
Revenue									
Sales Tax (Jan accrual)	\$	34.1	\$	36.5	\$	36.5	\$	(0.0)	0.0%
Fares		4.3		3.1		3.0		0.1	4.0%
Federal		(0.0)		6.5		6.0		0.4	7.4%
Other *		4.0		3.1		1.9		1.2	65.8%
TOTAL REVENUE	\$	42.4	\$	49.2	\$	47.4	\$	1.8	3.8%
Expense									
Salary/Wages	\$	16.5	\$	17.4	\$	17.2	\$	(0.2)	-1.4%
Overtime		1.3		1.3		0.9		(0.4)	-43.1%
Fringe Benefits		9.0		9.3		9.1		(0.2)	-2.0%
Total Compensation	\$	26.8	\$	28.1	\$	27.2	\$	(0.8)	-3.0%
Services		2.4		2.4		4.5		2.2	47.7%
Parts		2.8		2.6		2.5		(0.1)	-5.0%
Fuel		2.2		3.0		3.0		0.0	0.4%
Utilities		0.8		0.5		0.7		0.2	23.9%
Other		1.0		1.1		1.9		0.8	43.7%
Capitalized Cost		(1.3)		(0.3)		(1.4)		(1.1)	78.1%
TOTAL EXPENSE	\$	34.7	\$	37.4	\$	38.6	\$	1.2	3.1%
Debt Service		6.4		5.0		6.5		1.5	22.7%
Contrib. Capital/Reserves	\$	1.3	\$	6.8	\$	2.4	\$	4.4	187.6%

*Does not include Sale of Assets (\$5.3K favorable) or
Non-Cash items

Favorable/(Unfavorable)

Agenda Item 6. d.

January 2025 Capital Expenses

FISCAL YEAR 2025 000's										
	January 2025					2025 YTD				
	Accrued Actual	Budget	Variance	%		Accrued Actual	Budget	Variance	%	
Capital Expense										
Executive Director	\$ 10.4	\$ 10.4	\$ -		0.0%	\$ 10.4	\$ 10.4	\$ -		0.0%
Planning & Engagement	744.4	744.4	-		0.0%	744.4	744.4	\$ -		0.0%
People	3,301.0	3,301.0	-		0.0%	3,301.0	3,301.0	\$ -		0.0%
Operations	418.9	418.9	-		0.0%	418.9	418.9	\$ -		0.0%
Finance	117.1	117.1	-		0.0%	117.1	117.1	\$ -		0.0%
Enterprise Strategy	1,390.7	1,390.7	-		0.0%	1,390.7	1,390.7	\$ -		0.0%
Capital Service	11,447.7	11,447.7	-		0.0%	11,447.7	11,447.7	\$ -		0.0%
TOTAL EXPENSE	\$ 17,430.1	\$ 17,430.1	\$ -		0.0%	\$ 17,430.1	\$ 17,430.1	\$ -		0.0%

January 2025 Capital Sources (000's)

Capital Sources (000's)	Federal Grants	Leasing	State Funding	Local Funding	UTA Bonding	UTA Funding	Total
Year-to-Date Actual	\$ 9,959	\$ -	\$ 4,000	\$ 13	\$ -	\$ 3,459	\$ 17,430
FY2025 Budget	127,571	32,652	45,619	5,020	23,055	96,314	330,231
% of Budget	7.8%	0.0%	8.8%	0.3%	0.0%	3.6%	5.3%

Additional Metrics

Accounting: Accounts Payable Days & Month End

Supply Chain: Contracts & Open Requisitions

Fares: Farebox Recovery & Subsidy per Rider

January 2025 Accounting AP Days to Pay & Month-End Days

Importance of Accounts Payable Days



Accounts Payable Days to Pay Goal: 30 Days | January: 36 Days

January Month-End Close and Reporting Process: 14 Days

January 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Month-End Close (7 Days)

Financial Statements Preparation (3 Days)

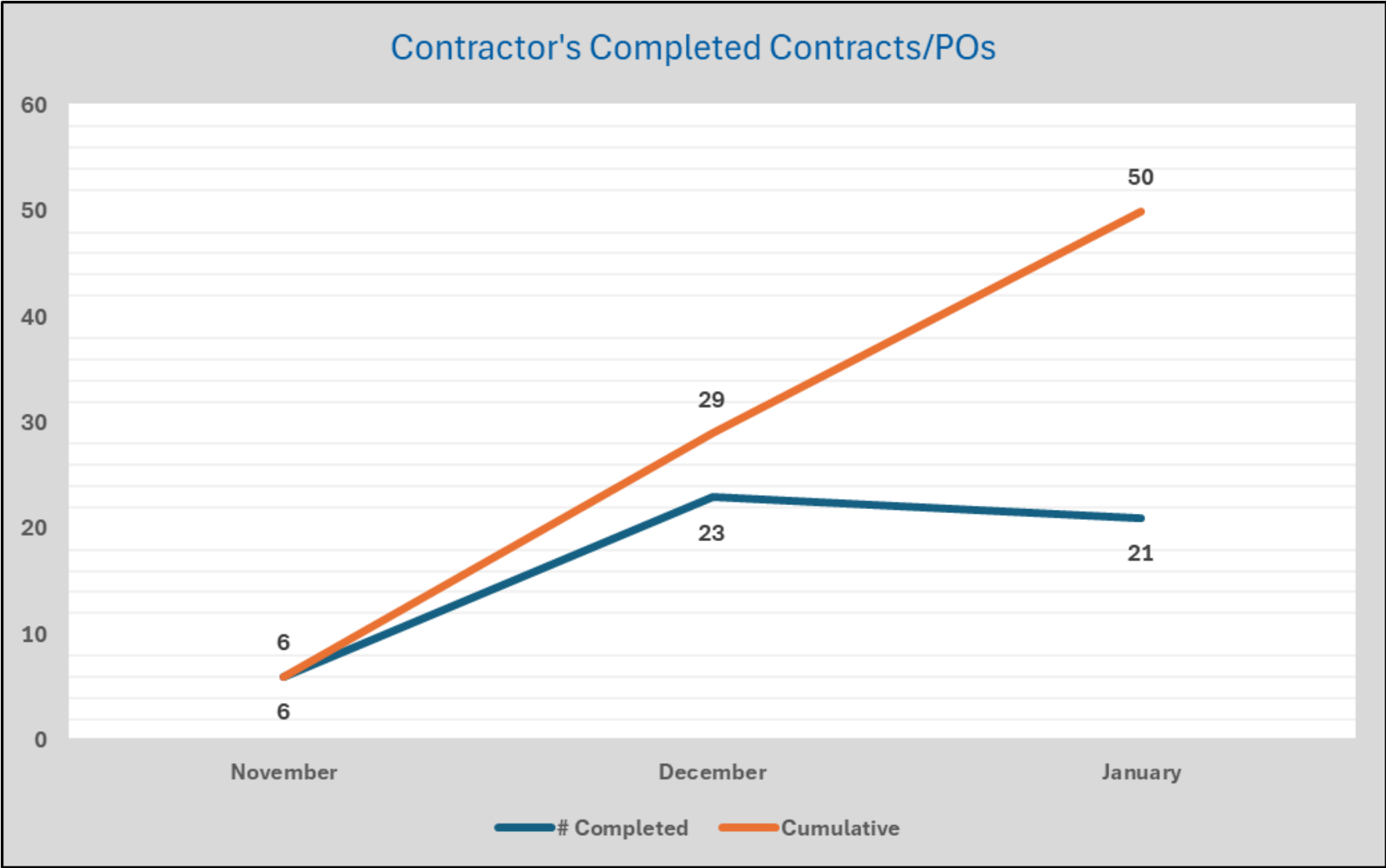
Month-End Reporting (4 Days)

Agenda Item 6. d.

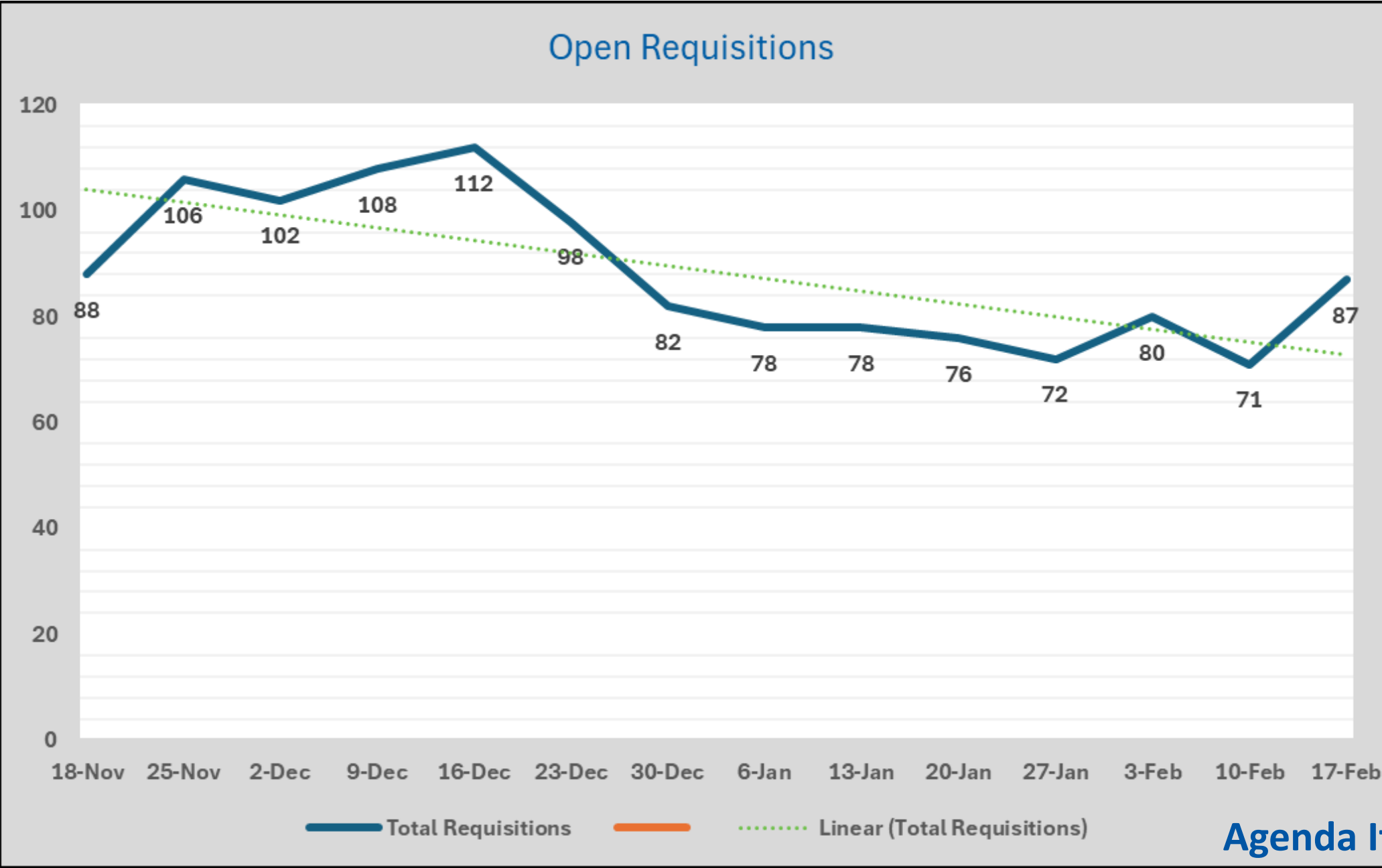
January 2025 Procurement Contractors Update

Hired two Contractors in October

- Dan Merritt & Tim Hodges

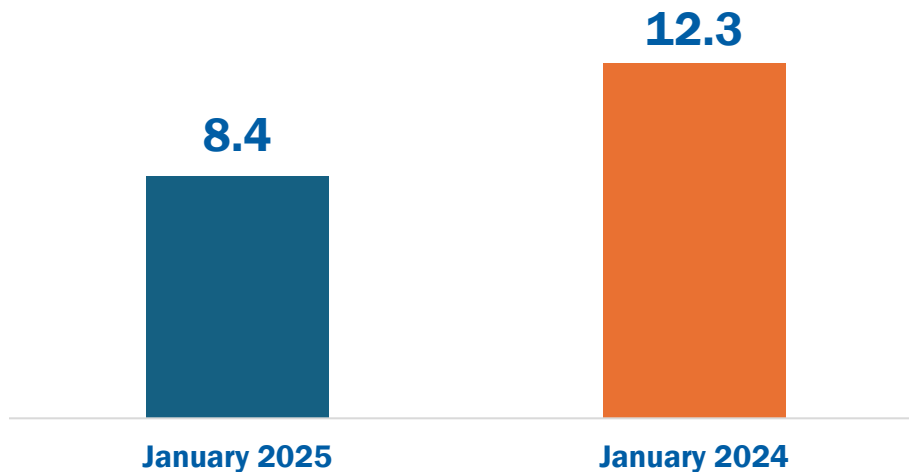


January 2025 Procurement Requisitions Update



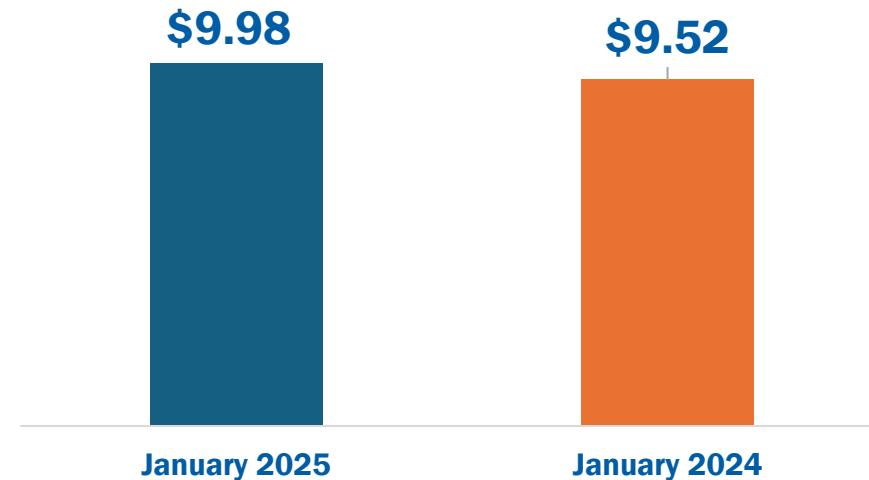
Fare Statistics

Farebox Recovery Ratio (%)



Farebox Recovery Ratio measures the passenger revenue divided by the fully allocated UTA costs, indicating how much fares contribute to operational expenses.

Subsidy per Rider



Subsidy per Rider measures the fully allocated UTA costs less passenger revenue divided by number of riders, indicating on a per rider basis the amount of non-farebox passenger revenue contribution to operational expenses.

Questions?



Contracts, Disbursements, and Grants



Contract: Operator Uniforms (Skaggs Companies, Inc.)

Recommended Action (by acclamation)

Motion to approve the contract with Skaggs Companies, Inc.
for operator uniforms, as presented.



Contract: Jordan River Rail Service Center – Truck Shop Wheel Press (MAE-Eitel, Inc.)

Recommended Action (by acclamation)

Motion to approve the contract with MAE-Eitel, Inc. for the Jordan River Rail Service Center Truck Shop Wheel Press, as presented.



Pre-Procurement

- Light Rail Vehicle 1122 Accident Repair

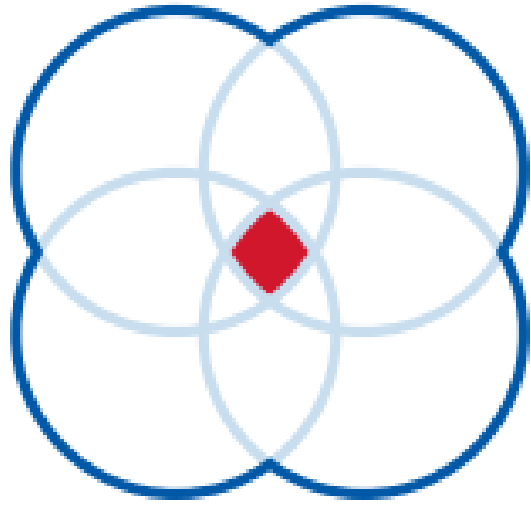


Discussion Items



2024 Continuous Improvement Team Highlights





Continuous Improvement

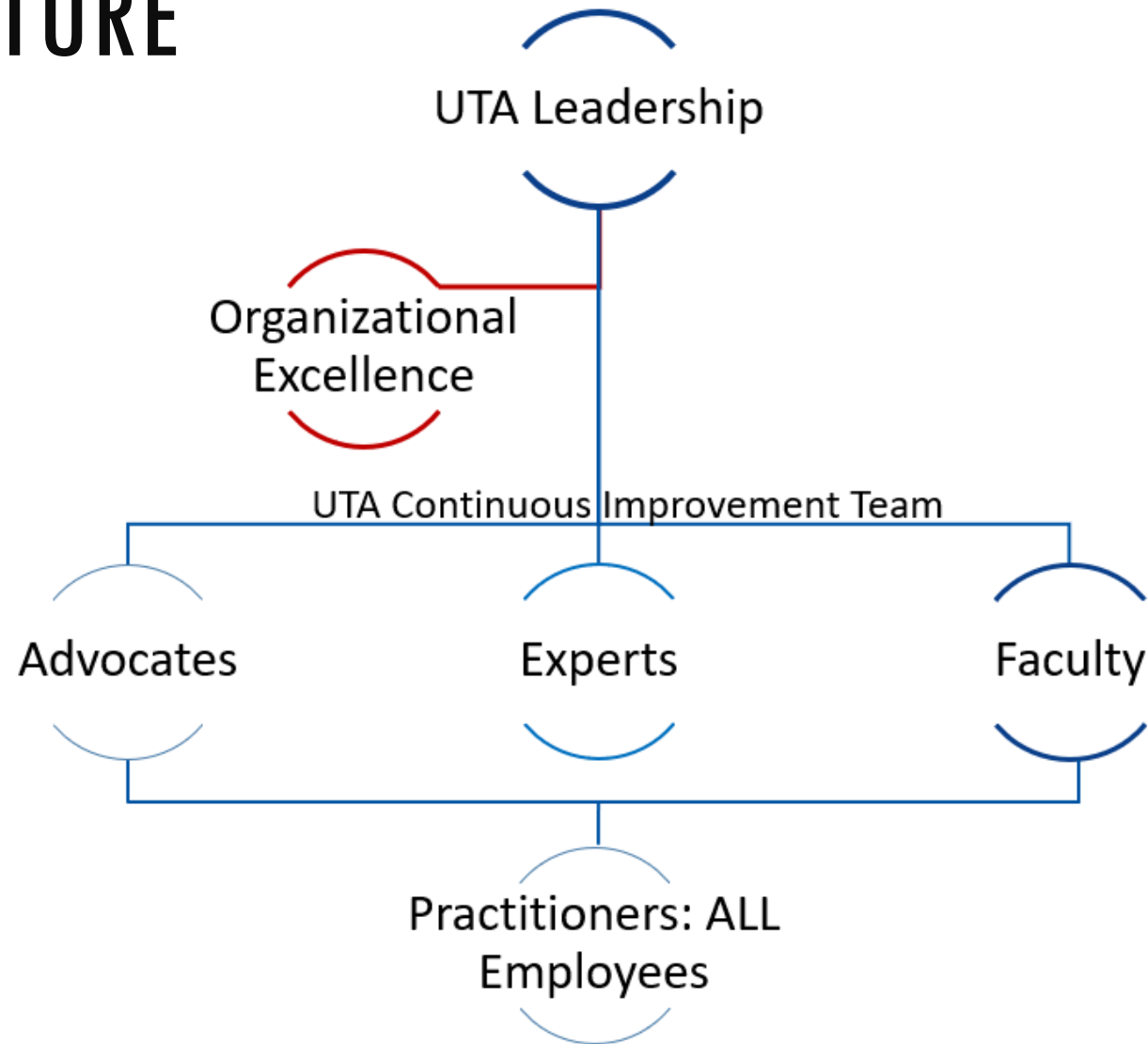
UTA CONTINUOUS IMPROVEMENT TEAM 2024 REPORT

Presenters: Alisha Garrett &
Richard Murray
Board Meeting: 3/12/25

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



2024 CI TEAM DEMOGRAPHICS

40 Team Members in 2024

24 Departments represented

5 members have promoted or took on a new role in 2024

2 members promoted externally

4 CORE GOALS OF UTA'S CI TEAM

LEARN

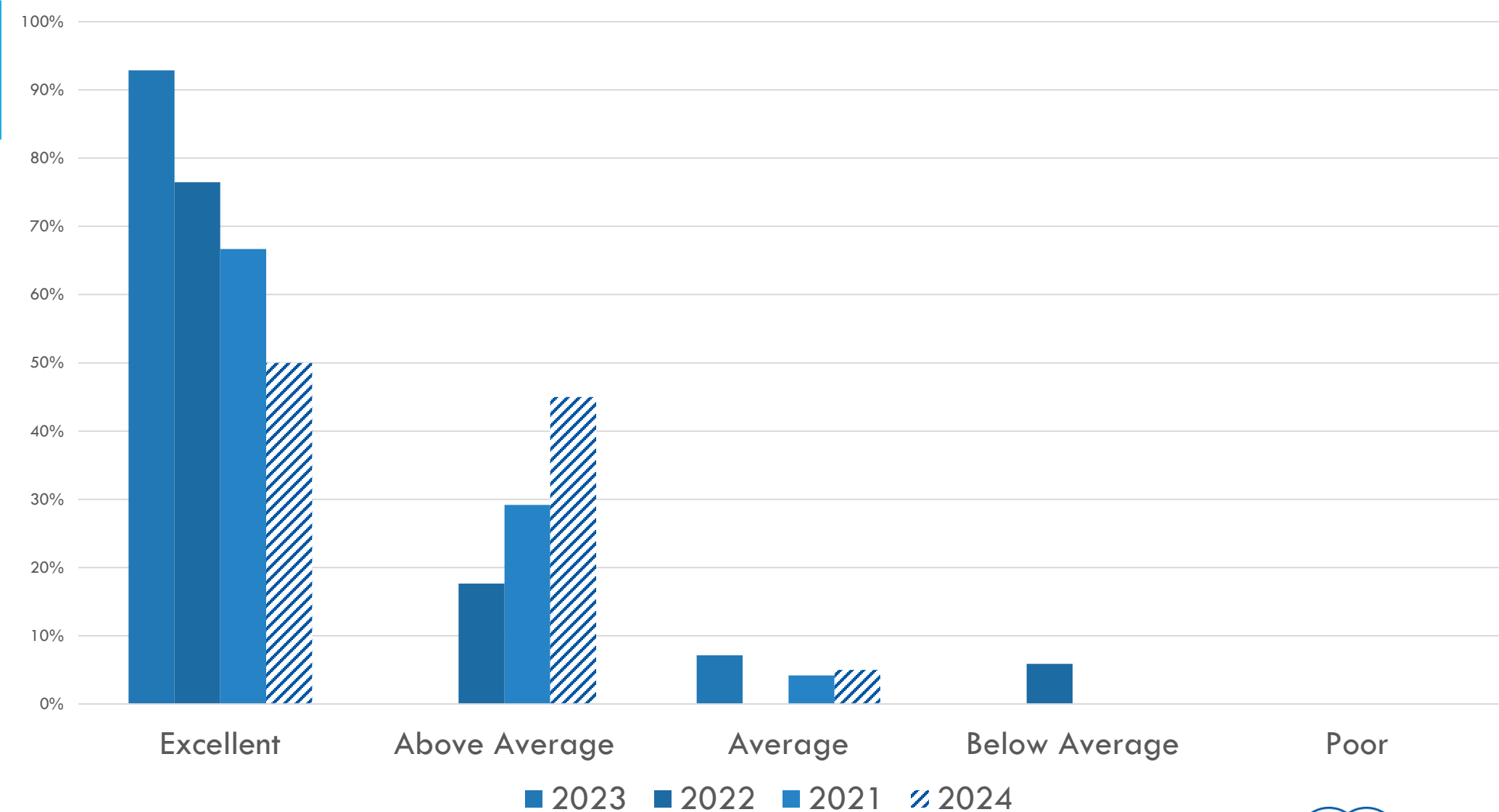
APPLY

SUPPORT

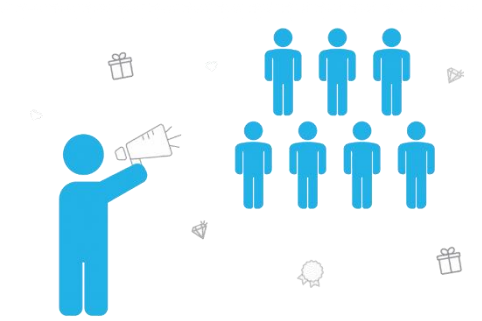
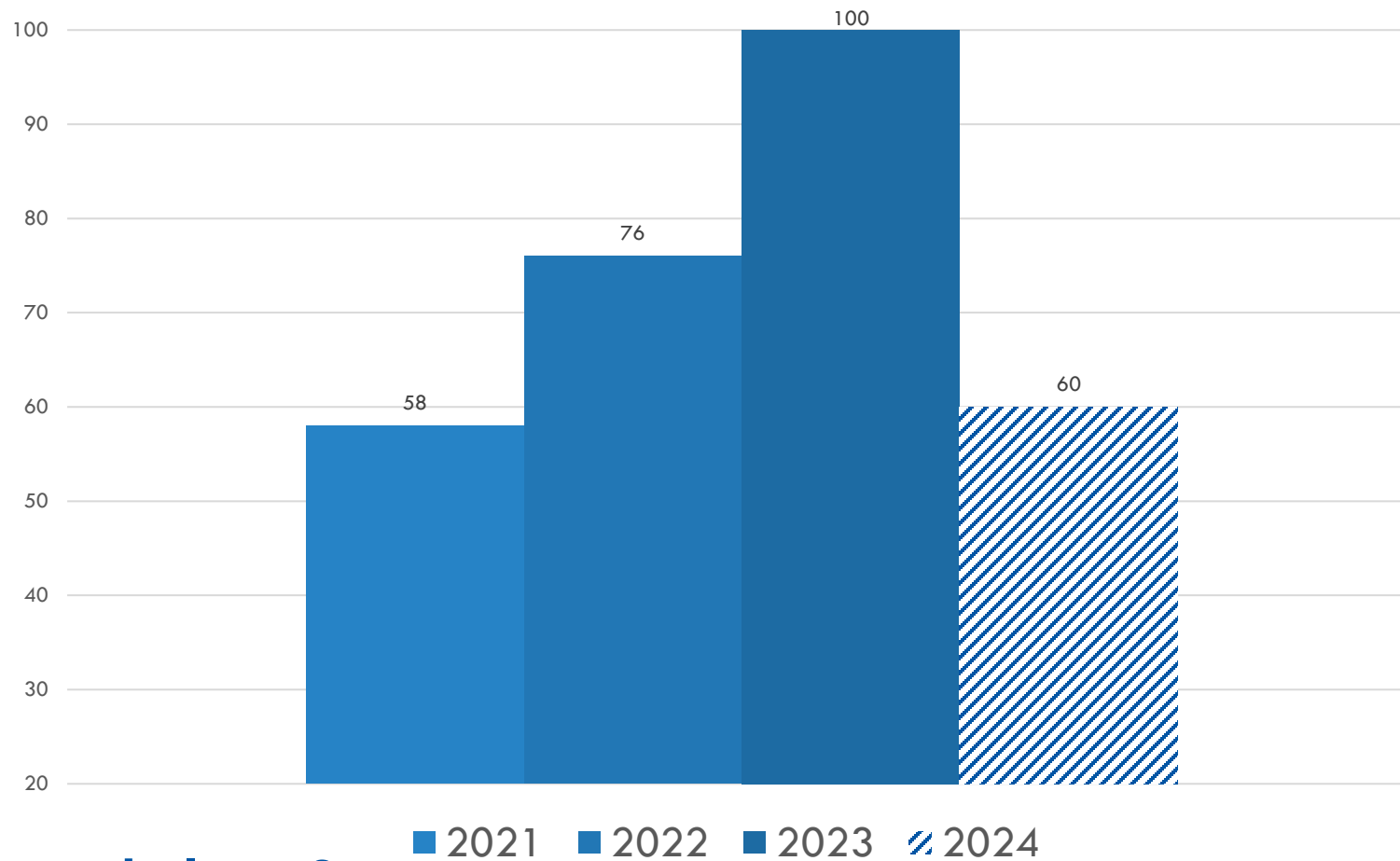
COACH & MENTOR



VALUE OF PARTICIPATING ON THE TEAM



NET PROMOTER SCORE



Agenda Item 8. a.

SNACK & SHARES - LEARNING FROM OTHERS

Informal
Sharing
Practicing
Tools



LEARNING FROM OTHERS

Internal



LEARNING FROM OTHERS

External Site Tours -

Gillig (Virtual)

Hill Air Force Base





CI TEAM CERTIFICATIONS

- **15** people achieved their Advocate Certification
 - 4 people actively pursuing
- **3** people achieved their Expert Certification
 - 1 person actively pursuing
- **0** people achieved their Faculty Certification
 - 2 people actively pursuing
 - 6 people maintained Faculty certification



ADVOCATE CERTIFICATION

Laura Balsamo
Brady Beck
Raymond (Wes) Brown
Suzi Campbell
Veronica (Roni) Davidson
Keith Fraissinet
Raluca Harry
Sione Lavulavu
Teresa McElprang
Imthiyaz Mohammed
Matt Neumarker
Jacob Orton
Edward Plenty
Susan Scadden
Talyssa Swan

Jack King*

Juan Romagosa*

Lamar Whitehorse*

Andrew Lucia*

■ “The tasks to do. The freedom to learn at my pace.
The community feeling.”— Member of Advocate



EXPERT CERTIFICATION

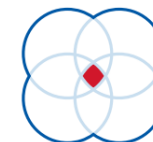
Sarah Mecham

Iman Nazarinia

Cassius Willis

■ Riley Williams*

- “I found both creating flow by eliminating waste and respond to customer pull as both interesting and valuable (concepts). In particular, the first item, as it discussed processes (steps) required to meet the next step and working to eliminate anything of waste.” - Member of Expert





FACULTY CERTIFICATION

Stacey Adamson

Eric Callison

Tyler Cunningham

Alisha Garrett

Denny Guymon

Derick Lee

Derek Kuraitis*

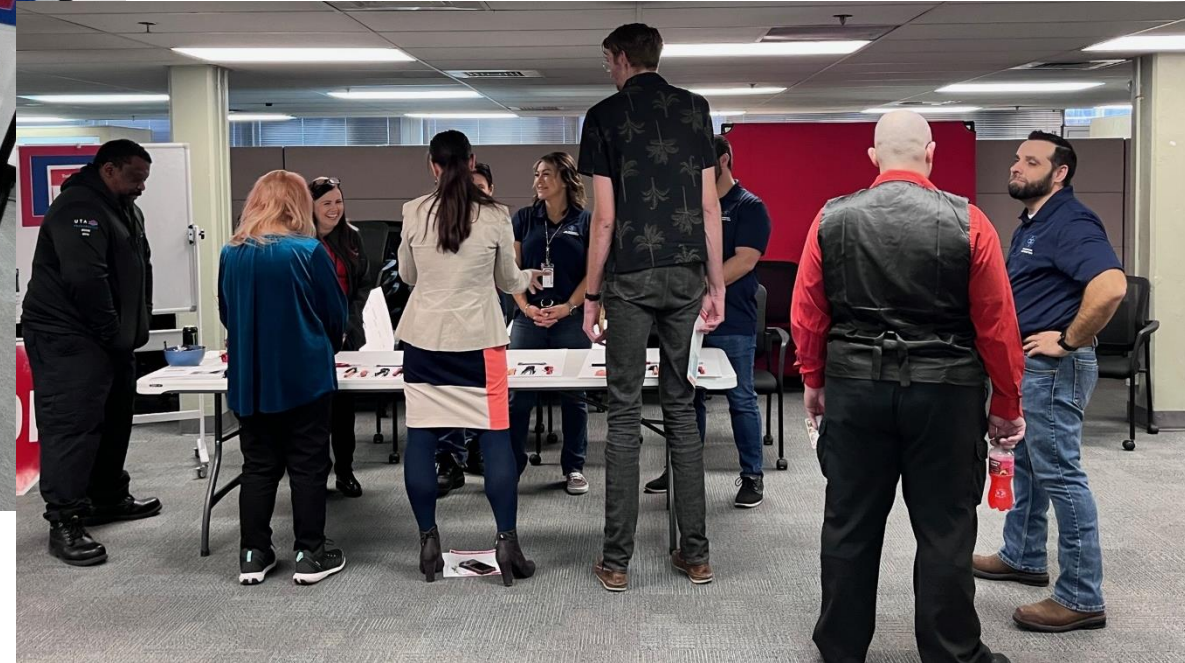
James Larson*

- “The books were great! I love reading and learning more about different concepts I can apply to my work. My coach was incredible and supportive as well. Tyler is a great asset to the CI program. CI Tours are great as well. I think seeing the principle in practice was critical to overall understanding. – Member of Expert

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:

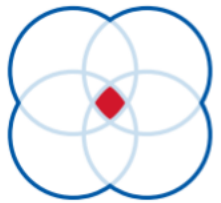
- Improved efficiency
- Improved service to customers
- Improved communication
- Improved quality
- Improved learning
- And so much more!!!



- “The tools that were taught in the CI classes are great. The best part of the team for me was to see how others applied the tools to their projects and also how they were applied in various work areas that we toured in our Gembas.”

– Member of Expert

FAVORITE PART OF BEING ON THE TEAM



UTA
Continuous Improvement

management informational purpose
members innovation faculty
determination empathy experience
tours team learning tools
new collaboration doing great
different networking
gemba community coaching
project curiosity knowledge meeting
inclusive ideas iterate people

PARTING WORDS FROM THE CI TEAM

“The overall concept of continuously evaluating and improving our work. Sometimes the **most impactful** of changes can come from making one **small adjustment**. Keeping that mindset at the forefront of your mind allows for **creativity** and **evolution**.”

“This is what fosters culture and more importantly **lasting cultural paradigm shifts**.”



* Please note not all team members are featured

Other Business

- a. Next Meeting: Wednesday, March 26, 2025, at 9:00 a.m.



Closed Session

- a. Strategy Session to Discuss:
 - The Purchase, Exchange, or Lease of Real Property or to Discuss a Proposed Development Agreement, Project Proposal, or Financing Proposal in Accordance with Utah Code 52-4-205(1)(d)
 - The Sale of Real Property in Accordance with Utah Code 52-4-205(1)(e)



Recommended Action

(by acclamation)

Motion to move to closed session to discuss the purchase, exchange, or lease of real property or to discuss a proposed development agreement, project proposal, or financing proposal and the sale of real property in accordance with Utah Code 52-4-205 (1)(d) and (e).



In Closed Session



Open Session



Adjourn

