



Utah Transit Authority

Local Advisory Council

REGULAR MEETING AGENDA

669 West 200 South
Salt Lake City, UT 84101

Wednesday, September 7, 2022

1:00 PM

FrontLines Headquarters

UTA Local Advisory Council will meet in person at UTA FrontLines Headquarters (FLHQ) 669 West 200 South, Salt Lake City, Utah.

For remote viewing, public comment, and special accommodations instructions, please see the meeting information following this agenda.

OPENING BUSINESS

- | | |
|---|---------------------|
| 1. Call to Order & Opening Remarks | Chair Julie Fullmer |
| 2. Pledge of Allegiance | Chair Julie Fullmer |
| 3. Safety First Minute | Daniel Hofer |
| 4. Public Comment | Chair Julie Fullmer |
| 5. Consent | Chair Julie Fullmer |
| a. Approval of June 01, 2022 Local Advisory Council Meeting Minutes | |
| b. Board Policy Revisions | |

CONSULTATION WITH BOARD OF TRUSTEES

- | | |
|---|---|
| 6. Capital Projects | |
| a. Five-Year Capital Plan Update | Mary DeLoretto
Bill Greene
Daniel Hofer |
| b. Davis-Salt Lake Community Connector Update | David Hancock
Hal Johnson |
| 7. Service Update | |
| a. Zero Fare Transit Study Overview | Alex Beim
Julie Bjornstad |

8. Discussion

- a. Open Dialogue with the Board of Trustees

Julie Fullmer
Carlton Christensen

REPORTS AND OTHER BUSINESS**9. Reports**

- a. Executive Director Report
- Grants Update
- Ridership Report

Jay Fox

- b. Audit Committee Report

Julie Fullmer
Mark Johnson

10. Other Business

Chair Julie Fullmer

- a. Next Meeting: Wednesday, November 2, 2022 at
1:00 p.m.

11. Adjourn

Chair Julie Fullmer

TOUR OF DEPOT DISTRICT CLEAN FUELS TECH CENTER

Members of the UTA Local Advisory Council are invited to tour the Depot District Clean Fuels Tech Center, guided by UTA staff, immediately following the regular meeting. Please note:

- Participants MUST wear long pants and shoes with closed toes (NO sandals or high heels)
- Additional personal protection gear will be provided by UTA staff

Meeting Information:

- Members of the Local Advisory Council and meeting presenters will participate in person, however members may join electronically as needed, with at least 24 hour advanced notice.
- Meeting proceedings may be viewed remotely by following the instructions and portal link on the UTA Board Meetings page - <https://www.rideuta.com/Board-of-Trustees/Meetings>
- Public Comment may be given live during the meeting by attending in person at the meeting location.
- Public Comment may also be given through alternate means. See instructions below.
 - o Comment online at <https://rideuta.com/Board-of-Trustees/Local-Advisory-Council>
 - o Comment via email at advisorycouncil@rideuta.com
 - o Comment by telephone at 801-743-3882 option 5 (801-RideUTA option 5) – specify that your comment is for the Local Advisory Council meeting.

- o Comments submitted before 2:00 p.m. on Tuesday, September 6th will be distributed to council members prior to the meeting.
- Motions, including final actions, may be taken in relation to any topic listed on the agenda .
- Special Accommodation: Information related to this meeting is available in alternate format upon request by contacting adacompliance@rideuta.com or (801) 287-3536. Request for accommodations should be made at least two business days in advance of the scheduled meeting.



U T A

Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
THROUGH: Jana Ostler, Board Manager
FROM: Jana Ostler, Board Manager

TITLE:

Approval of June 01, 2022 Local Advisory Council Meeting Minutes

AGENDA ITEM TYPE:

Minutes

RECOMMENDATION:

Approve the minutes of the June 01, 2022 Local Advisory Council Meeting

BACKGROUND:

A regular meeting of the UTA Local Advisory Council was held remotely and broadcast live via the link on the UTA Board Meetings page on June 01, 2022 at 1:00 p.m. Minutes from the meeting document the actions of the Council and summarize the discussion that took place in the meeting. A full audio recording of the meeting is available on the [Utah Public Notice Website <https://www.utah.gov/pmn/sitemap/notice/758755.html>](https://www.utah.gov/pmn/sitemap/notice/758755.html) and video feed is available through the [UTA Board Meetings page <https://rideuta.com/Board-of-Trustees/Meetings>](https://rideuta.com/Board-of-Trustees/Meetings).

ATTACHMENTS:

1. 2022-06-01_LAC_Minutes_unapproved



Utah Transit Authority

Local Advisory Council

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Wednesday, June 1, 2022

1:00 PM

FrontLines Headquarters

Present: Council Member Karen Cronin
Council Member Leonard Call
Vice Chair Mark Johnson
2nd Vice-Chair Troy Walker
Council Member Dan Peay
Alternate Council Member Jon Larsen
Alternate Council Member Ellen Birrell
Council Member Bob Stevenson

Excused: Chair Julie Fullmer
Council Member Erin Mendenhall
Council Member Trent Staggs

Also attending were UTA Board of Trustees Chair Carlton Christensen, Trustee Beth Holbrook, and Trustee Jeff Acerson, along with UTA staff and interested community members.

OPENING BUSINESS

1. Call to Order & Opening Remarks

Vice-Chair, Mark Johnson, welcomed attendees and called the meeting to order at 1:00 p.m. Chair Julie Fullmer was excused from the meeting. He announced the format of the meeting as in-person with live viewing for the public available through the UTA Board meeting web portal. Vice-Chair Johnson welcomed the council's newest member, Davis County Commissioner, Bob Stevenson in addition to alternate council members Ellen Birrell and Jon Larsen, representing council members Trent Staggs and Erin Mendenhall. Vice-Chair Johnson invited members of the council to introduce themselves to the group.

Gratitude was extended to Council Member Karen Cronin for her service as the 2021 Local Advisory Council Chair and a gift of appreciation was presented.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Sheldon Shaw, UTA Director of Safety & Security, provided a brief safety message.

4. Public Comment

A public comment was received prior to the meeting and e-mailed to council members. These comments are attached as Appendix A of the minutes. No live public comments were received during the meeting.

5. Oath of Office**a. Oath of Office: UTA Local Advisory Council Member - Bob Stevenson**

Bob Stevenson, Davis County Commissioner, was sworn in as a UTA Local Advisory Council Member. The Oath of office was performed by Cathie Griffiths, UTA Executive Assistant to the Board Chair.

6. Consent**a. Approval of February 16, 2022 Local Advisory Council Meeting Minutes****b. Ordinance Revisions - Fare, Criminal and Trespass**

A motion to approve the consent agenda was made by 2nd Vice-Chair Walker and seconded by Council Member Call. The motion carried unanimously.

CONSULTATION WITH BOARD OF TRUSTEES**7. Transit Oriented Development Update****a. Summary of House Bill 462 - Housing Affordability and Station Area Planning**

Paul Drake, UTA Director of Real Estate and TOD, introduced Jordan Swain, UTA TOD Project Manager, and guests, Andrew Gruber and Megan Townsend from the Wasatch Front Regional Council (WFRC).

Mr. Drake referred to HB462 as transformative legislation in helping provide a solution to the housing affordability crisis in Utah. He mentioned UTA is working with several partners including the Metropolitan Planning Organizations and individual cities on Station Area Planning (SAP) and Transit-Oriented Communities (TOC).

Mr. Gruber referred to the main objective of HB462 which states all communities (cities) with fixed guide way transit stations, such as FrontRunner or Bus Rapid Transit (BRT) systems, are required to develop a Station Area Plan within a half mile radius of their stations. Plans must incorporate the key SAP objectives which include increasing housing affordability and availability, promoting sustainable conditions, enhancing access to opportunities, and increasing transportation options within their community.

Mr. Swain reviewed the purpose and vision of a Station Area Plan. Each plan should include a vision, targeted area, and an implementation/action plan. He referenced the Clearfield City plan from 2019 which broke ground a few weeks ago. When completed,

this plan will provide an enhanced, vibrant community.

Ms. Townsend provided a summary of technical assistance and funding available to assist cities in developing their Station Area Plans. These include \$5M of funding from the Governor's Office of Economic Opportunity (GOEO), local matching funds, and support from MPOs and UTA.

Members of the Council asked questions about the legislation's application to existing stations, allocation of funding, housing affordability requirements, role of developers, flexibility in land configuration, the plan approval process, and the possibility for change after a plan has been developed. Mr. Drake and staff responded and outlined the role of the Local Advisory Council in the new Station Area Plan requirements.

8. Service Update

a. Free Fare February Report

Nichol Bourdeaux, UTA Chief Planning and Engagement Officer, was joined by Russell Fox, UTA Director of Planning, to provide a report on the Free Fare February (FFF) initiative. The initiative provided free transit on all modes of transportation throughout the entire month of February. Ms. Bourdeaux recognized the generous support and funding from numerous stakeholders, including local governments, partner organizations, and local community stakeholders.

Ms. Bourdeaux provided a snapshot of ridership trends during FFF.

- Ridership increased on most modes of transit each day
- The largest increases were observed on weekends
- Saturdays saw the highest increase (58%)
- FrontRunner saw the greatest ridership increase, particularly in northern areas, such as Ogden and Farmington

Ms. Bourdeaux highlighted the results of ridership surveys distributed during FFF.

- 5,238 surveys were completed
- 95.2% of respondents were aware of the free fare during February
- Over 20% of respondents indicated they were new UTA customers
- Over 3,000 surveys provided an open-ended response
- Over 80% of the survey comments were positive

The FFF data and surveys will be used to inform UTA's planning and engagement efforts. In addition, a larger study, headed by WRFC, will be conducted over the next few months to see if fare reduction is a long-term, viable option.

The full report is available at www.rideuta.com/freefare

Council Member Cronin inquired of the cost for providing free transit services during Free Fare February. Ms. Bourdeaux responded, approximately \$2.8-3M, with \$2.3M provided by stakeholders and community partners.

b. Small Area Studies

Mr. Fox provided an outline of the Small Area Studies. The objectives of these studies include evaluating performance of current transit services and verifying if current service plans adequately meet needs of the community. In addition, developing recommendations, information sharing on UTA's Five-Year Service Plan, and obtaining input from the community are also included in each plan.

Mr. Fox proceeded to review past, current, and future studies, including:

- Northwest Utah County Transit Study
- South Davis Small Area Study
- Falcon Hill Small Area Study
- West Bench Small Area Study
- Sandy/South Jordan Circulator
- Southwest Salt Lake County
- Provo Airport/Westside

Council Member Birrell asked Mr. Fox to detail the boundaries for the Southwest Salt Lake County study. Mr. Fox responded; Daybreak, Herriman, Riverton, and Bluffdale. He mentioned the Daybreak development will play a key part of this study as Daybreak re-visit their plans.

9. Budget Consultation

a. 2022 Capital Budget Amendment

Bill Greene, UTA Chief Financial Officer, and Daniel Hofer, UTA Capital Assets and Project Controls Manager, presented a 2022 Capital Budget Amendment to the council. In addition, an amendment to the UTA five-year capital plan is being requested. The UTA Board of Trustees policy, 2.1 financial management states: "The Board of Trustees may amend or supplement the budget at any time after its adoption. Consultation with the local Advisory Council is required prior to final board action on the budget amendment."

Mr. Greene referred to the 2022 Capital Budget Amendment Summary detailing the requested \$4,200,000 amendment. This amount recognizes new congestion mitigation funding, three additional projects, and restoration of the \$5M contingency fund. A resolution will be presented for Board of Trustees approval of the amendment at the

June 22nd Board meeting. Mr. Greene opened the floor for questions. Council Member Larson thanked UTA for their funding contribution toward the 300 N pedestrian bridge.

10 Capital Projects Update

a. **AR2022-06-01 - Resolution Approving the Proposed Amendment 1 to the Authority's 2022-2026 Capital Plan and Recommending Approval by the Authority's Board of Trustees**

The Utah Public Transit District Act assigns the Local Advisory Council the responsibility to approve and recommend for adoption the Board of Trustees project development plans, including funding of all capital development projects.

Mr. Greene referred to the 5-year plan for 2022-26, adopted in Board Resolution R2021-12-06, which includes a prioritized list of projects, a description of the annual prioritization process, and projected funding on an annual and cumulative basis. The 5-year capital plan is being presented today for the council's consideration.

Mr. Hofer provided a breakdown of the three additional projects to be added to the capital program. They include a Bus Stop improvement project in Utah County (\$288,000), Station Area Planning (\$120,000), and a Fiber Rehab and Replacement project (\$750,000).

Chair Johnson opened the floor for discussion on the proposed capital projects update as presented. No questions were posed by the council members.

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

b. **UDOT Partnership on Capital Projects**

Mary DeLoretto, UTA Chief Service Development Officer, presented a report to the council on UTA's partnership with UDOT on capital projects.

HB322 includes new requirements for Transit projects with UTA and UDOT working in partnership. UDOT will have oversight and supervision for projects that are fixed guideway, increase capacity, and receive state funding. UDOT's responsibilities will include project development, planning and oversight, programming and prioritization, and preparation of a management plan.

UTA's responsibilities include coordination with UDOT on parking facilities associated with Station Area Plans, consultation on plan development, and providing UDOT \$5M a year for 15 years to facilitate the purchase of zero/low emissions rail engines and train

sets. Capital projects that have UDOT oversight will no longer require approved by the Local Advisory Council.

Ms. DeLoretto summarized the projects specified in the regulation for UDOT oversight which include the strategic double-tracking of FrontRunner and public transit facilities at Point of the Mountain. Other projects that meet the criteria for UDOT oversight are the Mid-valley BRT, S-Line Extension, and Ogden/Weber State BRT.

UTA and UDOT are working on a management plan to define how UDOT will assume management of all fixed guideway capital development projects. A draft plan will be presented to the Transportation Interim Committee by October 31, 2022. UDOT has designated a project manager, Mr. Brian Allen, who is co-located at UTA. In addition, UDOT has hired a consultant who will be holding a series of workshops for UTA and UDOT staff.

Ms. DeLoretto summarized the HB322 Associated Appropriations for transit projects awarded during this year.

- FrontRunner Strategic Double-Track \$70,000,000
- FrontRunner South - Payson to Provo (Analysis and Station Planning) \$5,000,000
- Point of the Mountain Transit \$75,000,000
- Fixed Guideway Plan Development \$250,000

Following her presentation, Ms. DeLoretto opened the floor for questions. 2nd Vice-Chair Walker commented on the generous amount of state funding for these projects. Mr. DeLoretto agreed and said UTA is very appreciative of the legislator's continued support.

Vice-Chair Johnson called for break at 2:30 p.m. The meeting reconvened at 2:45 p.m.

11. Discussion

a. Annual Safety and Security Update

Cherryl Beveridge, UTA Acting Chief Operating Officer, introduced Dalan Taylor, UTA Acting Police Chief, to present the UTA's annual report on safety and security.

Chief Taylor provided the council with an overview of the UTA Police Department staffing, 2020/2021 statistics, local coordination, key events, and emergency management incidents and activities.

The UTA Police Department has 85.5 full-time employees located in Salt Lake, Utah, Tooele, Davis, Weber and Box Elder Counties. Chief Taylor and his staff attend regular

collaboration meetings with other departments and agencies in each municipality in addition to special meetings relating to situations or intelligence.

Arrest diversion is key in identifying alternative ways to assist non-violent individuals. There are several agencies, including the Volunteers of America, Other Side Academy, Food and Care Coalition, Wasatch Mental Health and Davis County Diversion Center who provide support and assistance to non-violent individuals to address their immediate needs.

Emergency Management 2020/2021: There were no Level 1 Activations. Level 2 Activations included on-going COVID-19 response, monitoring capital riots, and University of Utah Football games. The department participated in Utah State Emergency Team Drills and key plans including Emergency preparedness, Emergency Operations and Continuity of Operations were reviewed and updated.

Key highlights:

- UTA PD was a co-lead on officer involved shooting investigations in Salt Lake City and West Jordan.
- Provided support to partner agencies on several incidents including officer involved shootings in Taylorsville and West Jordan.
- Arrested a shooting suspect for West Valley City.
- Located a runaway from American Fork.
- Located a missing special needs child for Lindon PD.
- Identified and arrested a BYU and University of Utah theft suspect.
- Arrested a theft suspect for Provo PD.
- Participated in multi-agency major investigation team (fatal accident in Ogden).
- Utilized UTA Bomb/Firearms dogs to assist partner agencies including locating firearms used in crimes in Davis County.
- Provided various trainings to staff including De-Escalation, Advanced First Aid, and Domestic Violence Investigation.

Following his report, Chief Taylor opened the floor for questions. Questions were posed by the council regarding dispatching and staffing levels. Chief Taylor stated the UTA PD has their own dispatch system within UTA. Chief Taylor also explained UTA has a separate retirement system from the state with most recruits joining from other agencies across the Wasatch front. These individuals often have many years of experience in law enforcement which makes them extremely valuable to UTA.

b. Open Dialogue with the Board of Trustees

Vice-Chair Johnson yielded the floor to UTA Board of Trustees and Local Advisory Council Members for open dialogue. Carlton Christensen, UTA Board Chair, referred to the earlier discussion on the local planning process and emphasized the desire for input and community engagement towards UTA's planning efforts. This input will assist UTA as they develop plans to meet the needs of the communities.

Council Member Birrell expressed a desire to learn more about the plans in mid valley and other areas. She mentioned the need for additional modes of transport to compliment transit, including E-bikes. She added that reducing traffic, providing more transit alternatives with faster and more direct routes, in addition to a safe place for commuters to leave their bikes and vehicles, are important considerations.

2nd Vice-Chair Walker inquired on the status of the double-tracking project. Ms. DeLoretto explained the goal is to provide daily 15 and 30-minute headway on FrontRunner services. Nine double-tracking locations have been identified and are in the planning and design stage. UDOT will take the lead on this project and several contracts have been approved for work on the design phase. Additional discussion ensued concerning double-tracking and the Environmental Impact Statement (EIS).

Alternate Council Member Larson notified the council of the Salt Lake City Transportation Division's plans to upgrade bus stops within the city with a strong focus on ADA-compliant bus stops. Chair Christensen added, UTA has adopted a bus stop master plan to prioritize the upgrade of stops. Approximately \$2M in funding has been allocated for this project in addition to grant money received for Utah County.

Trustee Beth Holbrook announced UTA's support of the annual Hill Air Force Base Airshow on June 25 and 26. FrontRunner services will be available on both days, including Sunday. UTA buses will run from Clearfield FrontRunner station every 15 minutes to transport passengers to the show.

Trustee Holbrook extended gratitude to council member Karen Cronin for her service as Chair of the Local Advisory Council this past year and for all the work she dedicates within the community.

REPORTS AND OTHER BUSINESS

12. Reports

- a. Executive Director Report**
 - **Grants Update**
 - **Ridership Report**

Ms. DeLoretto, in the absence of Jay Fox, UTA Executive Director, shared two reports with the council.

Before the two reports were presented, Ms. DeLoretto shared some exciting news on a unique partnership with The Republic of Korea Ministry of Land Infrastructure and Transport. The Republic of South Korea, who has world-class expertise in high-speed trains, are looking to pursue light rail technology to connect to inner suburbs in their major cities. They have sought expertise from various transportation agencies in the United States and following an inquiry to Senator Mitt Romney's office, they were introduced to UTA. Following several discussions over the past year, a memorandum of agreement has been finalized for a collaborative partnership with UTA sharing expertise of light rail implementation including a technology exchange and operator training.

Grants Update

Ms. DeLoretto was joined by Patti Garver, UTA Manager - Environmental & Grant Services, who provided a status update on grant awards, grant applications, and pending grant submissions for the second quarter.

Discretionary grants selected for award:

- TTIF - 5600 W/Westside Express Bus (\$20.5M)

Grant applications submitted:

- USDOT RAISE Capital - 5600 W/Westside Express Bus (\$16.4M)
- FTA Low & No Emission - 20 Electric Buses + Charging (\$17.17M)
- FTA Bus & Bus Facilities - Transit Technical Education Center (\$3.76M)

Grant submittals outstanding:

- FTA Areas of Persistent Poverty - Paratransit Forward (\$386K)
- FRA CRISI - Sharp Tintic Connection (\$5.1M)
- FTA Route Planning Restoration - Equity Index Study (\$300K)

Ridership Report

Ms. DeLoretto handed the time over to Ms. Beveridge, to present the ridership report. Ms. Beveridge invited Lorin Simpson, UTA Regional General Manager - Salt Lake Business Unit; and Michelle Wallace, UTA Acting Regional General Manager - Mt. Ogden Business Unit to assist in presenting the ridership report.

The following information was presented:

- Year-to-year January through April ridership totals, including totals by mode
- UTA On Demand micro transit year-to-date comparison between 2021 and 2022
- Fixed route bus ridership comparison of 2019, 2021, and 2022

- Light rail ridership comparison of 2019, 2021, and 2022
- Commuter rail ridership comparison of 2019, 2021, and 2022
- Ski bus ridership for the 2021-2022 season, including totals by business unit (Mt. Ogden, Salt Lake, and Timpanogos)

Ms. Beveridge indicated ridership is trending upward on all transit modes. She noted rider travel patterns have changed substantially due to the pandemic. May 2022 saw the highest number of riders using UTA on Demand - over 250,000 rides were provided.

Council Member Birrell asked how many days were affected by traffic congestion or weather-related incidents that caused significant delays to the ski service. Mr. Simpson responded at least a dozen. He added, UTA is working with various stakeholders including the local cities, UDOT and police departments to find a solution. In coordination with the local police department, after a canyon closure, a request was made to provide an escort for UTA ski buses around the traffic when canyons re-open. This allows the buses to reach the canyon first and save up to an hour's wait for those passengers. Further discussion ensued.

b. Audit Committee Report

Vice-Chair Johnson provided a brief report from the UTA audit committee meeting held on April 18, 2022. Items discussed during the meeting included the 2022 internal audit plan, findings from the last audit, data analytics and data discovery, IT controls, and procedures for capital accounting.

13. Other Business

- a. Next Meeting: Wednesday, September 7, 2022 at 1:00 p.m.

14. Adjourn

A motion was made by Council Member Cronin, seconded by 2nd Vice-Chair Walker, to adjourn the meeting. The motion carried by unanimous vote. Meeting adjourned at 3:43 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, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/758755.html> for entire content.

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

Approved Date:

Julie Fullmer

Chair, Local Advisory Council

Appendix A**From George Chapman:**

Free Fare February reality check: The results show failure to increase ridership above what the standard fare elasticities predict for 50% fare reduction (20%). It is arguably due to the transit system being used as a mobile homeless shelter during the coldest month of the year. Other turnoffs were bus drivers ordered to stay 1-4 feet from the curb (by tire leasing manager) and covered windows that make it impossible to see rider stops at night (and studies show clean windows are the second biggest reason for riding buses). Consideration of a \$1 fare would provide better results.

The one good result is Saturday FrontRunner showed that families were using it which IS a goodwill generating effort that should be expanded to one Saturday a month to encourage transit use. Trying it on weekdays would fill up the parking lots and discourage ridership since the UTA parking lots before the pandemic were full before 8AM. No parking at stations are a big reason that people don't ride transit.

Tier 4 locomotives versus \$9 billion electrification of FrontRunner: Although UTA is refurbishing their 17 locomotives to Tier 2, for less than \$100 million, UTA can buy 17 Tier 4 locomotives! That is much more financially responsible than pushing for electrification of FrontRunner with less than 10,000 riders a day. Realistic estimates approach \$9 billion!!

August change day DID NOT provide appropriate public outreach: Although I complained to UTA about lack of public outreach for the significant bus changes in August, UTA still insisted that 30 days of public comment were respectful. Community councils NEED 45 plus days to put items on the agenda. I go to a lot of community councils and I don't remember any UTA or City presentation on these changes before the comment deadline! The SLC Avenues will be impacted with removal of desperately needed parking (for new bus stops), significant noise (starting up a hill from a stop is VERY noisy), and school kids that depended on the bus routes will be inconvenienced.

I realize that UTA is desperate for drivers and bus stop servicing personnel but trying to reduce drivers needed in a way that makes transit less convenient is wrong. Who wants to ride a bus when the bus stop is an ice dam.

Thank you for realizing the 900 East bus stops between I80 and 27th South were non-ADA compliant. It took a year for a mickie mouse fix. The rocks shouldn't have had such priority. I still don't think that the bus stop is ADA compliant but at least a small wheelchair or walker can get to the curb.



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
FROM: Annette Royle, Director of Board Governance
PRESENTER(S): Annette Royle, Director of Board Governance

TITLE:

Board Policy Revisions

AGENDA ITEM TYPE:

LAC - Consultation

RECOMMENDATION:

The Local Advisory Council is requested to provide input on the proposed revisions to the Board Policies as presented.

BACKGROUND:

The Utah Public Transit District Act section 17B-2a-8 outlines the duties and powers of a large transit district's Board of Trustees. One of those duties includes developing and approving board policies, ordinances and bylaws after consultation with the Local Advisory Council.

The UTA Board of Trustees last updated their Board Policies in July 2019 and have recently performed a general review of those policies.

DISCUSSION:

The agency is recommending the following policies be updated as presented:

- Board Policy 1.1 Process for Establishing Policies
- Board Policy 1.2 Ethics
- Board Policy 2.1 Financial Management
- Board Policy 2.2 Contract Authority and Procurement
- Board Policy 3.2 Service Planning Implementation

- Board Policy 3.3 Capital Development Project Implementation
- Board Policy 4.1 Fares

In addition, cross-references to statutory and other governing rules will be updated prior to final approval.

The attached policies are being provided to the Local Advisory Council to review and provide input to the Board of Trustees prior to their adoption later this fall.

ALTERNATIVES:

The Council is encouraged to provide input to the Board of Trustees with their comments, advice or recommended alternatives to the proposed policy revisions.

FISCAL IMPACT:

None

ATTACHMENTS:

UTA Board Policies - Proposed Revisions September 2022

Utah Transit Authority Board Policies

Proposed Revisions - September 2022

- 1.1 Process for Establishing Board Policies
- 1.2 Ethics
- 2.1 Financial Management
- 2.2 Contract Authority, Procurement and Grants
- 3.2 Service Planning Implementation
- 3.3 Capital Development Project Implementation 4.1 Fares

*Additional UTA Board Policies that remain unchanged may be viewed at
rideuta.com/Board-of-Trustees*



Process For Establishing Board Policies

Board of Trustees Policy No. 1.1

Application: Board of Trustees and Local Advisory Council

- I. Purpose: The purpose of this policy is to establish the process for the adoption of Board policies and for the approval of UTA policies that fall under the responsibility of the Executive Director.
- II. Policy:
 - A. The Board will adopt Board policies pursuant to the following process.
 1. At the Board's request, the Executive Director or designee will draft a proposed policy.
 2. The Executive Director will present the proposed policy to the Board for discussion and direction.
 3. The Executive Director or Board Trustees will consult with the Local Advisory Council regarding the proposed policy.
 4. The Executive Director will present the proposed policy to the Board for final adoption by resolution.
 - B. The Board will review UTA policies pursuant to the following process.
 1. The Executive Director will submit the proposed UTA policy to the Board for review.
 2. The Board will approve the proposed UTA policy in ~~its consent agenda~~ a meeting of the Board of Trustees or direct the Executive Director to make further revisions to the proposed policy.
 - C. Exceptions to UTA Policies.
 1. Effective upon the approval of this policy, exceptions to UTA Policies will be approved by the Board of Trustees at a Board of Trustees meeting.
 2. The Board of Trustees may delegate authority to approve exceptions to UTA policies.

3. Any UTA policy exception relating to the Executive Director or a chief officer will be approved by the Board.

Cross References: Utah Code Ann. §17B-2a-808.1(2)(t); [UTA Policy 1.1.29 Exceptions to UTA Policies](#).

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
6-12-2019	R2019-06-01	Revised and renumbered from Board Policy No. 4.1.3 – Process for Establishing Board Policies to Board Policy 1.1 – Process for Establishing Board Policies.

Ethics

Board of Trustees Policy No. 1.2

Application: Board of Trustees and Local Advisory Council

- I. Purpose: The individuals comprising the Authority's Board of Trustees and the Local Advisory Council commit themselves to observe high professional and ethical standards in order to maintain public confidence in the integrity of the Authority. The purpose of this policy is to set forth standards of ethical conduct for Trustees and Members.

II. Definitions:

~~A.~~ ~~"Compliance Officer" means an individual appointed by the Executive Director to carry out the responsibilities identified in this Policy.~~

~~B.~~A. "Conflict of Interest" means a personal or economic interest, outside employment, outside interest or other circumstance or relationship that impairs the ability to discharge duties in an ethical manner consistent with the best interests of the Authority.

~~C.~~B. "Ethics Officer" means the individual appointed by the Board of Trustees to act in that capacity on behalf of the Authority.

~~D.~~C. "Member" means an individual appointed to the Local Advisory Council.

~~E.~~D. "Relative" means a father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, grand parent, and grandchild, including in-laws, step relations and relationships through adoption, as well as individuals in a personal relationship of a romantic or intimate nature.

~~F.~~E. "Trustee" means an individual appointed to the Authority's Board of Trustees.

III. Policy:

A. Ethical Standards

1. Members, Trustees, the Executive Director, Chief Officers, and employees of the Authority will comply with applicable statutory ethical requirements, including those set forth in the Utah Public Officers' and Employees' Ethics Act.
2. Trustees, as employees of the Authority, will also comply with UTA Policy ~~1.1.11~~UTA.01.01 – ~~Ethics and Ethics Reporting.~~

B. Conflicts of Interest

1. Members and Trustees will promptly disclose any Conflicts of Interest in writing to the applicable Chair and to the Authority's Ethics Officer.
2. The Ethics Officer will notify the appointing jurisdiction of a Member or Trustee in writing of any Conflicts of Interest disclosed or identified.
3. In the event a Member or Trustee becomes aware of a Conflict of Interest during or immediately prior to a Board of Trustees meeting or Advisory Council meeting, the Member or Trustee will verbally disclose the Conflict of Interest. The disclosure will be reflected in the meeting minutes.
4. A Member or Trustee having a Conflict of Interest will recuse himself or herself from deliberations and votes related to the Conflict of Interest and leave the meeting for the duration of that issue being discussed
5. If a Member or Trustee discloses a Conflict of Interest on an issue being considered and does not voluntarily recuse himself or herself, the Board of Trustees or Advisory Council, as applicable, may, by simple majority vote to:
 - a. Determine if the Member or Trustee with the Conflict of Interest will be recused from voting on the particular issue;
 - b. Determine if the Member or Trustee with the Conflict of Interest will participate in a discussion on the particular issue;
 - c. Determine if the Member or Trustee with the Conflict of Interest will leave the meeting room during discussions on the particular issue; or
 - d. Determine other conditions or actions as appropriate.
6. A Member or Trustee's ownership of investment property within a 0.5 mile radius, as the crow flies, from any FrontRunner, TRAX station, or transit-oriented development will be considered to be a Conflict of Interest requiring disclosure. The ownership of investment property within a 0.5 mile radius of a bus stop is not considered to be a Conflict of Interest.

C. Nepotism

1. The Authority will not hire Relatives of current Trustees and Members.
2. If a Trustee or Member is appointed and has a Relative who currently works for the Authority, the Trustee and Member will disclose the relationship to their appointing authority and take steps to mitigate any Conflict of Interest following their appointment. If the Trustee or Member fails to mitigate the Conflict of Interest regarding the Relative, the Board of Trustees or the Local Advisory Council may take any of the actions described in Section B(5).

D. Code of Conduct

1. As set forth in the Authority's Bylaws, Members and Trustees will complete and submit an Annual Certification of Code of Conduct prior to being seated and at least annually thereafter on October 31. If October 31 falls on a Saturday or Sunday, the Code of Conduct will be due on the Monday following October 31.
2. The Ethics Officer, in consultation with ~~the Compliance Officer~~ Director of Board Governance and Legal Counsel, will revise the Annual Certification of Board Member Code of Conduct as needed.

E. Financial Disclosure Report

1. As set forth in the Authority's Bylaws, Members and Trustees will complete and submit a Financial Disclosure Report prior to being seated and at least annually

thereafter on October 31. If October 31 falls on a Saturday or Sunday, the Financial Disclosure Report will be due on the Monday following October 31.

2. Members and Trustees will submit a revised Financial Report within ten business days if there is a material change in the information previously disclosed in the most recently completed Financial Report.
3. The Ethics Officer and ~~Compliance Officer~~Legal Counsel will review Financial Disclosure Reports for Conflicts of Interest. If Conflicts of Interest have been disclosed, the Ethics Officer and ~~Compliance Officer~~Director of Board Governance will attempt to resolve them with the Member or Trustee. If the issue cannot be resolved, the Ethics Officer will submit the disclosure to the Chair of the Board of Trustees and the Chair of the Local Advisory Council. If the issue involves the Chair of the Board of Trustees or the Chair of the Local Advisory Council, the Ethics Officer will submit the disclosure to the Audit Committee.
4. The Ethics Officer will notify the appointing jurisdiction of a Member or Trustee in writing of any Conflicts of Interest disclosed in the Financial Disclosure Report.
5. Financial Disclosure Reports will be classified as public records under the Government Records Access and Management Act.
6. The Authority's Ethics Officer, in consultation with the ~~Compliance Officer~~Director of Board Governance and Legal Counsel, will revise the Financial Disclosure Report as needed.

F. Ethics Complaints

1. Ethics complaints alleging violations of the Utah Public Officers' and Employees' Ethics Act against Trustees, Members, the Executive Director, Chief Officers, and employees will be referred to the Political Subdivision Ethics Review Commission for resolution.
2. Ethics complaints involving Trustees, Members, the Executive Director, Chief Officers, and employees that do not allege violations of the Utah Public Officers' and Employees' Ethics Act or do not meet the requirements for a complaint under the standards of the Political Subdivision Ethics Review Commission will be investigated by the Ethics Officer or an independent investigator appointed by the Ethics Officer, if necessary. The Ethics Officer will submit written findings of investigations involving Trustees and Members to the Chair of the Board of Trustees and the Chair of the Local Advisory Council. If the investigation involves the Chair of the Board of Trustees or the Chair of the Local Advisory Council, the Ethics Officer will submit the written findings of the investigation to the Audit Committee. The Executive Director will designate an investigator to investigate ethics complaints against the Ethics Officer.
3. Following the receipt of written findings of an ethics investigation from the Ethics Officer or the Political Subdivision Ethics Review Commission, the Local Advisory Council or the Board of Trustees may consider the adoption of a resolution of public censure and/or a resolution recommending the removal of a Member or Trustee as determined by a majority vote at a regularly scheduled meeting. If a resolution is adopted, a copy will be forwarded to the appropriate appointing authority.

- IV. Cross References: Utah Public Officers' and Employees' Ethics Act, Utah Code Ann. §67-16-101; Political Subdivisions Ethics Review Commission Utah Code Ann. §63A-15-103; UTA Policy ~~1.1.11~~UTA.01.01 - Ethics ~~and Ethics Reporting~~.

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
6-12-2019	R2019-06-01	Combined Board Policy Nos. 4.1.13 – Nepotism, 4.1.10 – Annual Certification of Board Member Code of Conduct, 2.1.9 – Financial Disclosure/Conflict of Interest, 4.4.1 – Actual and Potential Conflicts of Interest, and 4.4.7 – Ethics Review Commission into Board Policy 1.2 – Ethics.

Financial Management

Board of Trustees Policy No. 2.1

Application: Board of Trustees and Local Advisory Board

- I. Purpose: The purpose of this policy is to provide financial oversight of the Authority; plan for its long-term financial needs; maintain and protect Authority assets and infrastructure; and develop, communicate, and implement appropriate internal controls regarding financial and risk management.
- II. Policy:
 - A. Reserves
 1. The Authority will maintain the following reserves:
 - a. General operating reserves, including the risk reserve, funded at a level equal to at least twelve percent (12%) of the Authority's budgeted operating expense, excluding non-operating expense, to be used as a working capital account throughout the year. The Treasurer will manage the use of the funds in the general operating reserve.
 - b. Service stabilization reserve funded at a level equal to three percent (3%) of the Authority's budgeted operating expense, excluding non-operating expense, to be used to avoid service reductions at such times as the Authority faces a revenue shortfall or cost overrun due to extraordinary circumstances. The Board of Trustees must give its prior approval before funds in the service stabilization reserve are used.
 - c. Bond reserves funded at a level required by bond covenants to be used for the payment of debt service in the event that the Authority fails to make scheduled bond principal and interest payments. The Board of Trustees must give its prior approval before funds in the bond reserve are used.
 - d. Capital replacement reserve to reach a level equal to one percent (1%) of the property, facilities, and equipment cost as reported in the comprehensive annual financial report to be used for capital repair or replacement costs due to extraordinary circumstances. The Board of Trustees must give its prior approval before funds in the capital replacement reserve are used.
 - e. Self-insurance/catastrophic reserve established annually through the budget process to reflect claims outstanding from risk management and estimable and presumed liability on open legal cases through the

attorney general's office. The amount in this reserve is reported to the Department of Public Safety annually. An element of the reserve will fund a catastrophic loss reserve for vanpool claims over existing insurance coverage. The funding of the catastrophic loss reserve may be funded by vanpool fees to mitigate large claims.

d.f. Debt reduction reserve fund for the purpose of retiring outstanding bonds or long-term obligations, with advance approval by the Board of Trustees, may be used to supplement the general operating reserve.

2. The Board of Trustees may establish other reserves and make additional contributions to existing reserves.
3. Reserve balances will be reported on the Authority's monthly financial statements.
4. Upon the use of any service stabilization, bond or capital replacement reserves, or debt reduction reserve the Board of Trustees will, by resolution, establish a timeline for the full reimbursement of the reserves within 60 months after their first use and begin to restore reserves used no later than 24 months after their first use.

B. Grants

- ~~1. The allocation of anticipated formula fund grants will be determined during the annual budget process.~~
- ~~2. Any discretionary grant pursued by the Authority will be consistent with the Authority's mission and strategic priorities.~~
- ~~3. The Executive Director will notify the Board of Trustees if a discretionary grant of \$200,000 or more is being sought.~~

C.B. Investments

1. The Board of Trustees will, after consultation with the Advisory Council, control investment of all Authority funds and funds held as part of the Authority's retirement system, and employee deferred compensation 457 plans.
2. The Authority's Pension Committee will manage the investment of the Authority's retirement system ~~and employee deferred compensation 457 plan~~ funds pursuant to the Pension Committee's Investment Policy, which shall be reviewed and approved by the Board of Trustees prior to adoption.
3. The Treasurer will manage the investment of all non-retirement Authority funds in compliance with applicable laws.

D.C. Debt

1. The Board of Trustees will, after consultation with the Advisory Council and with the approval of the ~~State Bond Commission~~State Financial Review Commission, approve all bond issuances.
2. The Board of Trustees will approve contracts for bond counsel, financial advisors, and bond underwriters.

3. The Board of Trustees will approve the method of sale and parameters for each bond issuance.
4. The Board of Trustees will, after consultation with the Advisory Council, approve the issuance of all other financial instruments.
5. The Executive Director will manage the debt and other financial instruments issuance processes.

~~E~~.D. Financial Reporting

1. UTA's books and accounts will be maintained with generally accepted accounting principles set by the Governmental Accounting Standards Board for governmental enterprise funds.
2. The Chief Financial Officer will prepare and present to the Board a summary of investments, investment activity, and investment performance compared to benchmarks as soon as practical after the end of each calendar quarter.
3. The Chief Financial Officer will present monthly financial statements stating the Authority's financial position, revenues, and expenses to the Board of Trustees as soon as practical. Monthly and year-to-date budget versus actual reports will be included in the monthly financial report to the Board.
4. Other required financial reports, including the National Transit Database and State Transparency, will be prepared in accordance with federal and state reporting requirements and made on a timely basis.

~~F~~.E. Risk Management

1. The Executive Director will submit an annual report to the Board of Trustees on the status of the Authority's risk management program.
2. The Authority will maintain Public Officials Errors and Omissions Insurance in an amount determined to adequately protect the Authority.
3. The Executive Director will, as necessary, procure other insurance to compensate for losses that would adversely affect the Authority.

~~G~~.F. Internal and External Controls

1. The Authority will maintain a system of internal controls to safeguard its assets against loss, check the accuracy and reliability of its accounting data, and promote operational efficiency.
2. The Chief Internal Auditor will develop an internal audit program that complies with the International Standards for the Professional Practice of Internal Auditing.
3. The Treasurer is responsible for the opening and closing of bank accounts and ensuring that only authorized users are provided access to bank accounts.
4. As provided for in the Authority's Bylaws, the Board of Trustees will select a qualified independent auditing firm to conduct an annual financial audit. The auditing firm will present the results of its annual audit to the Authority's Audit Committee and the Board of Trustees.

~~H~~.G. Long-term Financial Planning

1. The Executive Director will develop a long-term (~~20~~5 years or longer) financial plan incorporating the Board of Trustees' strategic plan, identifying the Authority's long-term financial challenges and proposed solutions based upon reasonable projections of revenue and expense including operations and maintenance, reasonably anticipated new funding programs, capital expansion, maintenance of a state of good repair of existing assets, asset replacement, and debt issuance. The Executive Director will update the long-term financial plan three times a year.
2. The Board of Trustees will review the long-term financial plan annually and report it to the State Bonding Commission.

~~I.H.~~ Budgeting

1. As provided for in the Authority's Bylaws, the Authority will prepare an annual budget and the Board of Trustees, after consultation with the Advisory Council, will approve the budget.
2. The Board of Trustees may amend or supplement the budget at any time after its adoption.
3. The Executive Director may make administrative adjustments to an adopted budget without Board of Trustee approval as long as those changes will not have a significant policy impact or affect budgeted year-end fund balances.

~~I.I.~~ Capital

1. The Executive Director will develop a ~~F~~five-~~Y~~year ~~C~~capital ~~P~~plan to be approved by the Board of Trustees annually after consultation with the Local Advisory Council where they approved and recommended adoption approval by the Board of Trustees. The plan will be and updated ~~d~~it every year for inclusion in the annual budget process discussions and approvals. The ~~F~~five-~~Y~~year ~~C~~capital ~~P~~plan will be fiscally constrained and will maintain all assets at a state of good repair to protects the Authority's capital investment and minimize future maintenance and replacement costs.

~~K.J.~~ Travel

1. The Board of Trustees will approve work-related international travel for the Authority's employees in a public meeting.

III. Cross-References:

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
6-12-2019	R2019-06-01	Combined Board Policy Nos. 1.26 – Debt Service Reserve and Rate Stabilization Fund, 2.1.8 – Service Stabilization Fund, 2.2.1 – Asset Protection, 2.2.3 – Insurance and Indemnification, 2.3.2 – Financial Conditions and Activities,

		and 2.3.3 - Budgeting into Board Policy 2.1 – Financial Management.
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DRAFT

Contract Authority, ~~and~~ Procurement and Grants

Board of Trustees Policy No. 2.2

Application: Board of Trustees and Local Advisory Council

- I. Purpose: The purpose of this policy is to establish the authority, duties, and responsibilities of the Board of Trustees and Chief Procurement Officer related to the Authority's procurement activities. It also establishes contracts, change orders, and disbursements that must be approved by the Board of Trustees.
- II. Definitions:
 - A. "Chief Procurement Officer" means the individual designated by the Board to oversee the Authority's procurement related activity.
- III. Policy:
 - A. Delegation of Authority
 1. The Board of Trustees designates the Chief Financial Officer as the Authority's Chief Procurement Officer.
 2. The Chief Procurement Officer will establish policies and procedures to ensure the Authority's procurements are carried out in compliance with applicable state and federal laws and the Authority's policies.
 3. The Chief Procurement Officer will establish a Code of Conduct to govern the actions and performance of all Authority employees and designated agents of the Authority engaged in procurement activities.
 - B. Procurement Protest Appeals
 1. The Chief Procurement Officer will review and decide procurement protests submitted by vendors.
 2. An appeal of the Chief Procurement Officer's decision on a procurement protest must be submitted in writing to the Board of Trustees within five business days following the date of the decision.
 3. The Board of Trustees will review the appeal and the decision of the Chief Procurement Officer, hear information from the appellant and the Chief Procurement Officer, and issue a final determination in writing to the Chief Procurement Officer and the appellant.

C. Former Employees

1. The Authority may procure goods and services from former employees after one year of separation. The Authority may procure goods and services from former employees within the first year of separation under the following conditions:
 - a. There is no personal or organizational conflict of interest
 - b. The term of the contract does not exceed six months
 - c. The amount obligated does not exceed \$25,000
 - d. The procurement conforms to applicable laws
 - e. The Executive Director provides written notification to the Board of Trustees in advance.
2. The Board of Trustees must approve procurement of any goods or services with entities that hire former employees or who are represented by former employees within the twelve months following the employee's separation from UTA if the situation creates a Conflict of Interest as determined by the Chief Procurement Officer.

D. Contract, Change Order, and Disbursement Authority

1. The Board of Trustees will review and approve contracts that exceed a total value of \$200,000 over the life of the contract, including any option years.
2. The Board of Trustees will review and approve the following contract change-orders:
 - a. change orders that increase the total contract value to \$200,000 or more
 - b. change orders for contracts with a total value over \$200,000 that increase the total contract by 15% or more
 - c. all change orders over \$200,000
3. The Board of Trustees will review and approve payment disbursements with a value of \$200,000 or more. The Board may preapprove disbursements equal to or great than \$200,000 by resolution.
4. The Executive Director may approve change orders, contracts, and disbursements described above in order to meet an urgent need for goods and services prior to approval by the Board of Trustees if the Authority will sustain serious injury if the change order, contract, or disbursement is not approved immediately. The Executive Director will report the approval of any change order, contract, or disbursement resulting from an urgent need to the Board of Trustees at its next scheduled meeting.

E. Grants

1. The allocation of anticipated federal formula fund grants will be determined during the annual budget process and approved by the Board of Trustees in its annual operating and capital budget.

2. Any discretionary grant pursued by the Authority will be consistent with the Authority's mission and strategic priorities.

- a. The Executive Director will notify the Board of Trustees if a discretionary grant of \$200,000 or more is being sought.
- b. A discretionary grant award of \$200,000 or more will be presented to the UTA Board for approval at the time of the notice of award.
- c. A discretionary grant project must be approved in the agency budget prior to the Board's approval in (paragraph reference) above.
- d. The Executive Director, after receiving the Board's approval in (paragraph reference) above will be authorized to execute the grant agreement.

IV. Cross References: Utah Public Transit District Act 17B-2a-801; Utah Procurement Code 63G-6a; UTA Policies UTA-1.1.11.01.01 – Ethics and Ethic Reporting; UTA.02.02 Contracting Authority; UTA Policy UTA.02.25 Procurement; UTA Policy UTA.02.01 Spending Authority; UTA Corporate Policies 1.2.2 – Technology Hardware and Software Procurement Policy; 1.2.3 – Purchase Card Policy; 1.2.4 – Health Insurance Requirements in UTA Design and Construction Contracts; ~~3.1.1 – Spending Authority Policy; 3.1.6 – Contracting Authority Policy~~; 1.1.7 – Procurement and Contracting Code of Conduct; 1.2.2 – Procurement Standing Operating Procedure; Board Resolution R2020-01-03 Authorizing the Filing of Grant Applications with the FTA.

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
6-12-2019	R2019-06-01	Combined Board Policy Nos. 1.2.4 – Procurement, 2.1.5 – Procurement, 3.3.2 – Procurement, and 4.5.1 – Procurement Appeal into Board Policy 2.2 – Contract Authority and Procurement.



Service Planning Implementation

Board of Trustees Policy No. 3.2

Application: Board of Trustees and Local Advisory Council

- I. Purpose: The purpose of this policy is to establish a uniform process for planning, implementing, and managing the Authority's transit service planning to ensure transparency and collaboration with communities, regional partners, and stakeholders.
- II. Definitions:
 - A. Transit Service Planning means the act of identifying, evaluating and implementing public transit services on all modes including bus, demand-response, paratransit and rail.
 - B. Change Day means the three regularly-scheduled dates in April, August and December of each year, at which time the Authority implements changes in transit service.
 - C. Metropolitan Planning Organization ("MPO") means an organization designated to carry out the metropolitan transportation planning process.
- III. Policy: The approval and implementation of the Authority's Service Planning process will proceed as described below and on Exhibit A.
 - A. Regional Transportation Plans ("RTPs")
 1. RTPs are the plans developed by each of the Wasatch Front MPOs (Wasatch Front Regional Council and Mountainland Association of Governments) that set the direction and long-term vision for the Wasatch Front's transportation system, in coordination with future growth assumptions. Their primary purpose is to phase the implementation of major transportation investments and to guide federal funding priorities.
 2. The RTPs are developed through collaborative processes with input from state, regional, and local leaders. The Authority will participate in the development of the RTPs by identifying transit needs and providing technical expertise and scenario planning tools.
 3. The RTPs include major roadway, transit, and active transportation projects. Transit projects identified in the RTPs include both rail-based (commuter, light rail) and significant bus enhancements (bus rapid transit, core route). The RTPs do not include local bus, demand-response transit, or paratransit modes, although ongoing funding of capital and operating expenses of these services is assumed and accounted for in the RTP as programmatic elements.

4. Projects in the RTPs are categorized into funding phases and anticipated timelines. The RTPs rely on assumed new revenues that create a fiscal constraint of what projects can be implemented in each phase. If a project is in the first phase of an RTP, the Authority will begin working with stakeholders to further evaluate and determine whether the project should move towards funding and implementation.
5. The RTPs are updated every four years and approval authority resides with the MPO technical and policy committees.

B. Five-Year Mobility Service Plan

1. The Authority will collaborate with counties and local municipalities on a two-year cycle to prepare and update a Five-Year Mobility Service Plan.
2. The Five-Year Mobility Service Plan will serve as a rolling, annual work plan that guides the Authority's service planning decisions.
3. The Five-Year Mobility Service Plan will include all modes within the Authority's portfolio, as well as active transportation initiatives, and will be financially constrained by available funding levels or planned use of committed new revenues.
4. During the Five-Year Mobility Service Plan phase, the Authority will facilitate a collaborative process in which the counties, local municipalities, and members of the community participate in workshops to establish transit service goals, explore various service network design scenarios, and coalesce around a vision for the Authority's service. This direction will be captured and presented in a Draft Five-Year Mobility Service Plan.
5. The Authority will conduct a second round of outreach to solicit community feedback on the draft Five-Year Mobility Service Plan. This step will include consultation with each County within the Authority's service area.
6. Feedback received on the draft Five-Year Mobility Service Plan will be considered and incorporated, as appropriate, into a final Five-Year Mobility Service Plan.
7. The Authority's Local Advisory Council will review the Five-Year Mobility Service Plan, and make a recommendation to the Board of Trustees for approval of the Plan with any suggested revisions.
8. Final approval authority of the Five-Year Mobility Service Plan lies with the Authority's Board of Trustees.

C. Annual Service Changes

1. The Authority will review the Five-Year Mobility Service Plan annually to develop

implementation plans for changes to its service.

2. Prior to moving forward with any recommended service changes, the Authority will consult with any affected local governments to discuss the Five-Year Mobility Service Plan and the associated implementation measures being considered. If substantial concerns or questions are raised, the recommended service changes will be postponed and reconsidered in the next update to the Five-Year Mobility Service Plan.
 3. The Authority will conduct a public hearing on any major service changes in compliance with its policies and federal requirements. If substantial concerns are raised during this phase, the proposed service changes may be modified to address the concerns or may be postponed and reconsidered in the next update to the Five-Year Mobility Service Plan.
 4. The Authority will conduct a Title VI Service and Fare Equity analysis in compliance with its policies and federal requirements to determine if the proposed service changes pose disproportionate impacts to protected classes. The Board of Trustees will approve the Title VI analysis and determine if the implementation of the proposed service changes should proceed.
 5. If no substantial concerns are raised, the Authority will proceed with a comprehensive production process which includes schedule creation, bus and operator assignments, run-cutting and compliance with collective bargaining agreements, marketing and promotions, bus stop and on-street changes, printed and electronic information.
- D. Service Implementation. Transit service implementation occurs at the designated service Change Days. These Change Days occur three times per year: in April, August, and December. The April and December Change Days are reserved for seasonal ski service. The August Change Day is targeted for all other changes to timing, routing, as well as addition or reductions of service as outlined in the Five-Year Mobility Plan.
- E. Comprehensive System Analysis
1. The Authority will conduct a comprehensive analysis of the entire service network associated with each update to the Five-Year Mobility Plan. This includes evaluation of existing services against the Authority's established Service Design Guidelines to determine if a service is meeting minimum performance thresholds.
 2. At the conclusion of this analysis, the Authority will determine whether a service not meeting minimum standards should be modified, discontinued, or receive additional marketing promotion. Similarly, services meeting or exceeding performance standards will be evaluated to determine if they warrant additional resources, frequency, or span.
 3. Recommendations from the Comprehensive System Analysis will be incorporated into the next update to the Five-Year Mobility Plan.

Cross References: [Utah Public Transit District Act 17B-2a-801](#)

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
2-20-2019	R2019-02-03	Revised to reflect process changed, renamed, and renumbered from Executive Limitations Policy No. 2.1.4 – Changes to Levels of Service and Routing to Executive Limitations Policy No. 1.4.2 – Service Planning Implementation.
2-20-2019 and 6-12-2019	R2019-06-01	Renumbered and renamed from Executive Limitations Policy No. 1.4.2 – Service Planning Implementation to Board Policy No. 3.2 – Service Planning Implementation; reformatted and revised to reflect name change from Local Advisory Board to Local Advisory Council.



Capital Development Project Implementation

Board of Trustees Policy No. 3.3

Application: Board of Trustees and Local Advisory Council

- I. Purpose: This policy establishes how Capital Development projects are advanced from the planning study phase through development and implementation. It also establishes the process by which the Local Advisory Council and the Board of Trustees approve Capital Development projects.
- II. Definitions:
 - A. "Capital Development Project" means a project that creates new assets that:
 1. Expand transit service through construction of new or extended rail lines or bus rapid transit systems (including associated acquisition of new revenue service vehicles) ("Transit Corridor Project"); or
 2. Involve the construction of new or replacement transit-related facilities that include structures (e.g. maintenance facilities, pedestrian bridges, parking structures, stations, etc.) or other major infrastructure components (intermodal centers, bus hubs, etc.) ("Transit Facilities Project"); and
 3. Are not transit-oriented development projects.
 4. For purposes of this policy, Capital Development Projects do not apply to ongoing maintenance, state of good repair, safety and security, or information technology projects, unless those projects fit into the definition of Capital Development Projects.
 - B. "Capital Project Plan" means a plan for a Capital Development-Transit Corridor Project that includes the following information: project overview, purpose and needs, ridership and benefits, initial cost estimates, and funding potential.
- III. Policy:
 - A. The planning, construction, and approval of the Authority's Capital Development-Transit Corridor Projects will proceed as described below and on Exhibit A.
 1. **Systems Planning.** During the systems planning process, the Authority considers the long range regional transportation plans developed by the Metropolitan Planning Organizations (MPOs), local master plans and transportation plans, community needs, and community support for potential capital projects. This

visioning effort leads to the identification of specific projects to be studied further.

2. Project Study.

- a. During the project study phase, the Authority identifies the purpose of a project and assesses the need for and the benefits of a project. The Authority also evaluates initial cost estimates and funding potential and develops a proposed Capital Project description.
- b. The Authority will present the proposed Capital-Transit Corridor Project description to the Local Advisory Council and the Board of Trustees for informational purposes as it advances to the development phase.

3. Environmental Analysis.

- a. After a proposed Capital-Transit Corridor Project moves to the development phase, the Authority begins the environmental analysis and conceptual engineering for the project. The environmental process identifies a preferred alternative, including alignment and mode and/or site selection. Capital, ~~and~~ operating and maintenance cost estimates are also refined and developed. Public and stakeholder involvement will occur throughout the environmental analysis phase.
- b. Once the ~~local partners and the~~ affected MPO(s) ~~each~~ approve the locally-preferred alternative (LPA) for the project and presentations are made to affected City Councils, a Capital Project Plan will be prepared.
- c. The Capital Project Plan will include the LPA, the project's impacts, benefits, ~~and~~ costs, and a funding plan that identifies local funding partners, grant opportunities, and other funding sources. The Capital Project Plan, along with comments received from affected partners, will be presented to the UTA Local Advisory Board Council for its approval and recommendation for adoption by the Board of Trustees. ~~It will~~ The Capital Project Plan will then advance to the UTA Board of Trustees for its final approval and adoption, and to the federal funding agency if federal funding is being sought.

4. Funding. Any funding agreements between local partners will be approved by the UTA Board of Trustees. Applicable grant applications will be initiated at this time.

5. Procurement.

- a. After funding is secured, the Authority may begin procurement efforts, select project designers and contractors, and initiate the purchase of vehicles and equipment.

- b. All contracts will be approved in accordance with the policies of the Board of Trustees.

6. Design/Construction. Once design is underway, ~~and appropriate activation steps are completed,~~ the Authority is authorized to acquire necessary rights of way, begin project construction, and commence operation in accordance with the policies of the Board of Trustees~~after the appropriate activation steps are completed.~~

B. The planning, construction, and approval of the Authority's Transit Facilities Projects will be developed and approved as part of the Five-Year Capital Plan as defined in Board Policy 2.1 Financial Management.

Cross References: Utah Public Transit District Act 17B-2a-801; Board Policy 2.1 Financial Management; Board Policy 2.2 Contract Authority, Procurement and Grants.

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
2-20-2019	R2019-02-04	Revised, renamed, and renumbered from Ends Policy No. 1.4.2 – Planning, Designing, Funding and Construction of Transportation Infrastructure and Services to Policy 1.4.2 – Capital Development Project Implementation.
<u>2-20-2019</u> <u>and</u> <u>6-12-2019</u>	R2019-06-01	Reformatted, renumbered to Board Policy 3.3, and revised to reflect name change from Local Advisory Board to Local Advisory Council.

Exhibit A

UTA Capital Development Project Implementation Process

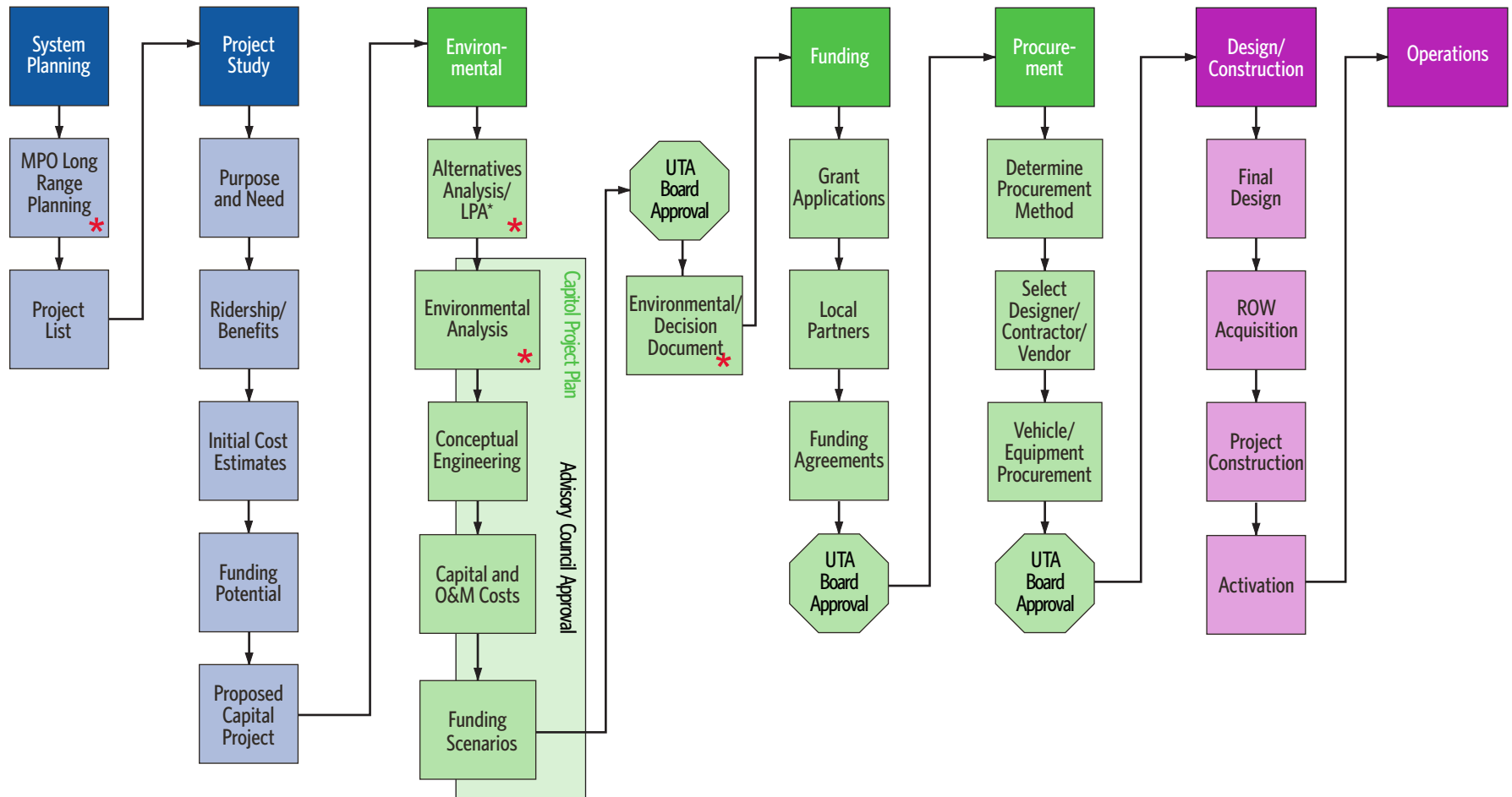
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UTA Capital Development / Transit Corridor Project Implementation Process

Planning

Development

Implementation



* Community Engagement Opportunity

*LPA = Locally Preferred Alternative



Fares

Board of Trustees Policy No. 4.1

Application: Board of Trustees

I. Purpose: The purpose of this policy is to establish and maintain an effective fare system for the Authority.

II. Definitions:

"Charter Service" is transportation provided by the Authority at the request of a third party for the exclusive use of a bus or van for a negotiated price.

"Complimentary Passes" are free passes granting access to the Authority's transportation services.

"Complimentary Service" is free transportation service provided by the Authority for which no fares or operation costs are collected.

"Sponsored Fare" means transportation fares paid for in part or in full by a third party for service that is not Charter Service.

"Sponsored Service" means transportation service paid in part or in full by a third party for service that is not Charter Service.

III. Policy:

A. The Board of Trustees will evaluate and establish the Authority's base fare rates in compliance with federal and state requirements.

B. The Executive Director will present the following to the Board of Trustees for approval:

1. Special fare rates including pilot programs, promotions, bulk fare purchases, period pass fare products, specially priced programs and products, and pre-paid fare products
2. Discounts to base fare rates
3. Market segments or groups that are exempt from fare payment
4. Adoption of new fare media and modifications to existing fare media
5. Requests for Charter Service
6. Requests for Sponsored Fare
7. Requests for Sponsored Service
8. Requests for Complimentary Service

9. Requests for complimentary passes that exceed \$5,000

8-10. Requests to authorize lifetime transit passes to individual(s) will be approved by a Board of Trustees resolution.

- C. The Executive Director will provide notice to the Board of Trustees of the following:
1. The status of Education Pass negotiations with public colleges and universities
 2. The status of negotiations for bulk pass purchases over \$200,000
 - ~~3-1. Requests for complimentary passes that exceed \$5,000~~
 - ~~4-3. Fare suspensions or reductions resulting from a declared emergency~~

D. The Board of Trustees may delegate approval authority under this Policy to a designee.

IV. Cross References: 49 U.S. Code §5307; 42 U.S. Code §12101 et seq.; 49 CFR Part 604; 49 U.S. Code §5323(d); FTA Circular 4703.1; FTA Circular 4702.1B (Title VIT); Americans with Disabilities Act; Public Transit District Act; UTA Policy UTA.02.03 – Fares; UTA Corporate Policy 4.2.1 – Emergency and Disaster Preparedness; R2020-01-04 Complimentary Service.

Revision/Review History:

Local Advisory Council Review	Board of Trustees Review	Resolution	Action
<u>07-17-2019</u>	<u>07-31-2019</u>	<u>R2019-07-03</u>	<u>Revised and adopted new Board Fare Policy and rescinded the following Board Policies: Executive Limitations Policy No. 2.1.2 – Fare Discounts; Executive Limitations Policy No. 2.4.2 – Review of Rates and Charges for Service; and Executive Limitations Policy No. 2.1.7 – Pilot Programs and Innovative Services.</u>



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
THROUGH: Jay Fox, Executive Director
FROM: Mary DeLoretto, Chief Service Development Officer
PRESENTER(S): Mary DeLoretto, Chief Service Development Officer
Bill Greene, Chief Financial Officer
Dan Hofer, Director of Capital Assets and Project Controls

TITLE:

Five-Year Capital Plan Update

AGENDA ITEM TYPE:

Discussion

RECOMMENDATION:

Informational report for discussion

BACKGROUND:

UTA's 5-year Capital Plan is required to be updated every year, per the UTA Board of Trustees Policy 2.1 Financial Management. The 5-year Capital Plan includes all construction, capital improvements, major equipment purchases, and other special projects requiring expenditures over \$25,000. This includes projects that are funded partially or fully by outside funding sources, such as grants or local partners. The plan is required to be financially constrained and maintain assets at a state of good repair to protect UTA's capital investments and minimize future maintenance and replacement costs. Five-year forecasts help mitigate the challenges of applying a one-year budget to multi-year projects and support long-range financial planning and prudent management of the enterprise.

DISCUSSION:

Staff will update the Advisory Council on the development of the Five-Year Capital Plan and the schedule for approval and recommendation by the Council and final adoption by the Board of Trustees. The new Five-Year Capital Plan will cover the period from 2023 through 2027.

ALTERNATIVES:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

None



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
THROUGH: Jay Fox, Executive Director
FROM: Mary DeLoretto, Chief Service Development Officer
PRESENTER(S): David Hancock, Director of Capital Construction
Hal Johnson, Manager of Project Development
TITLE:

Davis-Salt Lake Community Connector Update

AGENDA ITEM TYPE:
Discussion

RECOMMENDATION:
Informational item for discussion

BACKGROUND:

The Davis-Salt Lake Community Connector has been identified as a needed project to improve the transit connection between southern Davis County and Salt Lake City. It is a phase 1 project in the WFRC regional transportation plan and will build on the success of routes 455 and 470.

DISCUSSION:

Based on technical analysis, coordination with stakeholders, and public outreach, the Davis-SLC Community Connector project is recommended to connect Farmington to the University of Utah. The project will be an enhanced bus with various improvements, including station amenities and transit signal priority. The base portion of the project (500 South in Bountiful to 200 South in Salt Lake City) is recommended to have high-end stations. There would be stop improvements rather than high-end stations on the extensions to Farmington and the University of Utah. Updated guidance from the Federal Transit Administration on the Capital Investment Program allows for corridor-based BRT projects (with no exclusive lanes).

The next steps include updating the locally preferred alternative and seeking the local match for a federal grant application. These elements will be included in the capital project plan which will be presented to the Local Advisory Council for approval and recommendation to the Board of Trustees for adoption.

ALTERNATIVES:

If the project is not advanced, UTA will continue to operate the existing 455 and 470 bus service.

FISCAL IMPACT:

UTA will work with project partners to secure the local match for the federal grant.

ATTACHMENTS:

None



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
THROUGH: Jay Fox, Executive Director
FROM: Nichol Bourdeaux, Chief Planning and Engagement Officer
PRESENTER(S): Alex Beim, Acting Manager of Long Range Strategic Planning
Julie Bjornstad, Senior Transportation Planner, WFRC

TITLE:

Zero Fare Transit Study Overview

AGENDA ITEM TYPE:

Discussion

RECOMMENDATION:

None, Discussion Only

BACKGROUND:

In response to Free Fare February, a Regional Zero-Fare Joint Project Committee (JPC) has been commissioned to study and evaluate zero-fare transit alternatives on UTA services. The JPC is being led by the Wasatch Front Regional Council (WFRC), in partnership with Mountainland Association of Governments (MAG), UTA, and the Utah Department of Transportation (UDOT).

The JPC partners are working with a consultant team led by Nelson\Nygaard Consulting Associates to meet four primary goals:

- **Evaluate the operational, financial, and community impacts** of zero-fare transit
- **Gauge transit values of stakeholders** from across the service area
- **Provide guidance around replacement funding**
- **Objectively inform decision making processes** around the future of zero-fare transit

DISCUSSION:

WFRC staff will deliver a presentation which provides an overview of the Regional Zero Fare Transit Study to include:

Current Zero Fare Transit Study Overview and Status:

- Existing conditions analysis
- State of the practice review
- Stakeholder engagement

Next steps:

- Identify opportunities and challenges for zero-fare transit
- Develop zero-fare alternatives (e.g., systemwide zero-fare, zero-fare on select services, zero-fare for select riders)
- Estimated costs and benefits of alternatives across operational, financial, and community impact metrics
- Produce final deliverables

ALTERNATIVES:

N/A

FISCAL IMPACT:

Joint Project Committee Financial Contribution

- Mountainland Association of Governments: \$10,000
 - Utah Department of Transportation: \$30,000
 - Utah Transit Authority: \$50,000 (included in 2022 JPC budget)
 - Wasatch Front Regional Council: \$30,000
-

ATTACHMENTS:

None



U T A

Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
PRESENTER(S): Chair Julie Fullmer
Chair Carlton Christensen

TITLE:

Open Dialogue with the Board of Trustees

AGENDA ITEM TYPE:

Discussion

RECOMMENDATION:

Informational discussion with UTA Board of Trustees

DISCUSSION:

Local Advisory Council and Board of Trustees will engage in discussion on topics concerning the Utah Transit Authority. No action will be taken.

ATTACHMENTS:

None



U T A

Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
FROM: Jay Fox, Executive Director
PRESENTER(S): Jay Fox, Executive Director

TITLE:

Executive Director Report

- Grants Update
- Ridership Report

AGENDA ITEM TYPE:

Report

RECOMMENDATION:

Informational report for discussion

DISCUSSION:

Jay Fox, Executive Director, will report on recent activities of the agency and other items of interest including:

- Grants Update - Patti Garver
 - Ridership Report - Cherryl Beveridge
-



Utah Transit Authority

MEETING MEMO

669 West 200 South
Salt Lake City, UT 84101

Local Advisory Council

Date: 9/7/2022

TO: Local Advisory Council
FROM: Utah Transit Authority Audit Committee
PRESENTER(S): Julie Fullmer, Local Advisory Council Chair
Mark Johnson, Local Advisory Council Vice-Chair

TITLE:

Audit Committee Report

AGENDA ITEM TYPE:

Report

RECOMMENDATION:

Informational report for discussion

BACKGROUND:

The UTA Audit Committee met on June 27, 2022 to hear reports from UTA's Internal Audit Department on recent audits performed, as well as other audit and risk related information. Julie Fullmer, Local Advisory Council Chair, and Mark Johnson, Local Advisory Council Vice-Chair, participated as Audit Committee members along with Trustees Carlton Christensen, Jeff Acerson, and Beth Holbrook.

DISCUSSION:

Chair Fullmer and Vice-Chair Johnson will give a report on the activities of the UTA Audit Committee.

ATTACHMENTS:

None