

**AGENDA OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES OF THE UTAH TRANSIT AUTHORITY**

PUBLIC NOTICE is hereby given of the
Regular Meeting of the
Board of Trustees of the Utah Transit Authority at
1:30 p.m. on Wednesday, October 25, 2017,
at the Utah Transit Authority Headquarters located at
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

www.rideuta.com/board

1. **Welcome to UTA Board Meeting** **Robert McKinley, Board Chair**
2. **Pledge of Allegiance** **Rebecca Cruz, Board of Trustees Support**
3. **Safety First Minute** **Trey Ostby, Manager of Security**
4. **Item(s) for Consent** **Robert McKinley**
 - a. [Approval of September 27, 2017 Meeting Report](#)
 - b. [August Financial Report & Dashboard](#)
5. **President/CEO Report** **Jerry Benson, President/CEO**
6. **General Public Comment Period** **Robert McKinley**

(The Board of Trustees invites brief comments or questions from the public. Please note, in order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to two minutes per person per item. A spokesperson who has been asked by a group to summarize their comments may be allowed five minutes to speak.)
7. **Committee Updates**

Finance & Operations Committee Update **Trustee Jeff Acerson**
Jerry Benson

Service & Customer Relations Committee Update **Trustee Sherrie Hall Everett**

Audit Review Committee Update **Trustee Troy Walker**

 - a. [R2017-10-01: Tentative Approval of 2018 Budget](#)
 - b. [R2017-10-02: Citizens' Advisory Board Charter](#)
 - c. [R2017-10-03: Committee on Accessible Transportation Charter](#)
 - d. [Q3 2017 Audit Report](#)
8. **Closed Session** **Robert McKinley**
 - a. Discussion of the Purchase, Exchange, Lease or Sale of Real Property when Public Discussion would Prevent the Authority from Completing the Transaction on the Best Possible Terms.
 - b. Strategy Session to Discuss the Character, Professional Competence, Physical or Mental Health of an Individual.
 - c. Strategy Session to Discuss Collective Bargaining.
 - d. Strategy Session to Discuss Pending or Reasonably Imminent Litigation.

- | | |
|--|------------------------|
| 9. Action Taken Regarding Matters Discussed in Closed Session | Robert McKinley |
| 10. Other Business | Robert McKinley |
| a. Next Meeting of the UTA Board of Trustees | |
| 11. Adjourn | Robert McKinley |

The Board Mission Statement

Utah Transit Authority strengthens and connects communities thereby enabling individuals to pursue a fuller life with greater ease and convenience by leading through partnering, planning, and wise investment of physical, economic, and human resources.

Contact Regarding this Agenda:

Rebecca Cruz, Board of Trustees Support Manager
Utah Transit Authority
801-287-2580
rcruz@rideuta.com

10 fingers, 10 toes, 2 eyes, 1 nose... safety counts



UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	October 25, 2017
CONTACT PERSON:	Robert McKinley, Chair
SUBJECT:	Minutes of the September 27, 2017 UTA Board Meeting
BACKGROUND:	The minutes are from the September 27, 2017 meeting of the UTA Board of Trustees and are presented for approval.
ALTERNATIVES:	<ul style="list-style-type: none">• Approve as presented• Amend and approve• No action
FINANCIAL IMPACT:	N/A
EXHIBITS:	<ul style="list-style-type: none">• 09-27-17 Board Meeting Report



**Report of the Meeting
of the
Board of Trustees of the Utah Transit Authority (UTA)
held at UTA FrontLines Headquarters located at
669 West 200 South, Salt Lake City, Utah
September 27, 2017**

Board Members Present:

Robert McKinley, Chair
Jeff Acerson
Gina Chamness
Necia Christensen
Alex Cragun

Karen Cronin
Babs De Lay
Charles Henderson
Dannie McConkie
Brent Taylor

Board Members Excused/Not in Attendance: Cortland Ashton, Greg Bell, Sherrie Hall Everett, Jeff Hawker, and Bret Millburn

Also attending were members of UTA staff, as well as interested citizens and media representatives.

Welcome and Call to Order. Chair McKinley welcomed attendees and called the meeting to order at 1:34 p.m. with nine voting board members present. The board and meeting attendees then recited the Pledge of Allegiance.

Safety Minute. Chair McKinley yielded the floor to Dave Goeres, UTA Chief Safety, Security & Technology Officer, for a brief safety message.

Swearing in of Trustees and New Comptroller. Rebecca Cruz, UTA Board of Trustees Support Manager, administered the oath of office to Alex Cragun and Dannie McConkie as members of the UTA Board of Trustees, and to Troy Bingham as UTA Comptroller.

Election of Co-Vice Chair. Chair McKinley indicated that the Executive Committee discussed creating a position for an additional co-vice chair of the board and recommended Trustee Greg Bell to fill it.

A motion to elect Trustee Bell to the position of co-vice chair by acclamation was made by Trustee McConkie and seconded by Trustee Christensen. The motion carried by unanimous consent with nine aye votes.

Item(s) for Consent. Consent items consisted of the following:

- Approval of June 2, 2017 Special Board Meeting Report
- Approval of June 2-3, 2017 Board Workshop Report
- Approval of June 14, 2017 Board Workshop Continuation Report
- Approval of July 26, 2017 Board Meeting Report
- May, June, and July 2017 Financial Reports and Dashboards

A motion to approve the consent agenda was made by Trustee Cronin and seconded by Trustee Christensen. The motion carried by unanimous consent.

Trustee Walker joined the meeting at 1:44 p.m.

President/CEO Report. Jerry Benson, UTA President/CEO, delivered a report on the following topics:

- Provo Orem bus rapid transit line name selection
- Mobile ticketing app
- Shingo study tour site visit

Trustee Taylor inquired about potential budget overages on the Provo Orem Transportation Improvement Project (TRIP) and requested information sent to the Provo Orem Executive Committee be sent to the board as well as information related to the budget. Mr. Benson replied that the project is funded by the Federal Transit Administration, UTA, Utah County, and the Utah Department of Transportation. He explained that the Provo Orem TRIP is being overseen by a joint committee of project and local partners that has a meeting scheduled in the near future to talk about potential solutions for the budget. The Provo Orem Executive Committee will make a recommendation regarding the project budget that will be brought to

the UTA board. Chair McKinley added the budget for the Provo Orem TRIP will be part of the discussion on UTA's 2018 tentative budget.

General Public Comment Period. Public comment was given by Sel Heidel and George Chapman.

Salt Lake Airport TRAX Extension Briefing. Mr. Benson recognized members of the airport board in attendance at the meeting. He then briefly described the UTA's commitment to the airport TRAX extension outlined in a 2008 interlocal agreement between Salt Lake City and UTA. He mentioned that the Wasatch Front long-range transportation plans include transit from the airport to locations farther west. Mr. Benson displayed an aerial map showing two potential alignments for a TRAX extension at the airport, one at ground level and one elevated to the second level. He noted that with either option, UTA plans to commit approximately \$15-20 million to the project and will be financing that contribution. Mr. Benson said funding for the project will be presented to the board next month as part of the tentative budget approval. He said UTA is planning for the expenditure but is continuing to work with Salt Lake City to select a mutually agreeable project. He added that if any adjustments are needed to the interlocal agreement, they will be brought to the UTA board for approval.

Questions were posed by the board and answered by Mr. Benson.

2040 Strategic Plan – Future State of Transit Discussion. Chair McKinley yielded the floor to Trustee Henderson for an overview of the 2040 strategic plan process and the outcomes anticipated from the dialogue scheduled today.

Alisha Garrett, UTA Acting Senior Manager of Organizational Effectiveness, led a facilitated discussion on the board's vision of success by 2040 in the board's five areas of focus, which include strategic partnerships, employee development, customer experience, funding and finance, and planning and long-term vision. (The complete conversation is available on the audio and video recordings of the board meeting beginning at 37:00.)

Following the conversation on the 2040 strategic plan, Chair McKinley recognized the arrival of Stan Penfold, Chair of the Salt Lake City Council, and invited Mr. Penfold to address the board. Mr. Penfold remarked on the council's vision of transit as it relates to the airport renovation and spoke in support of the elevated TRAX option which was referenced earlier in the meeting during Mr. Benson's update.

Chair McKinley called for a five-minute break at 3:07 p.m. The meeting resumed at 3:15 p.m.

Committee Updates.

Executive Committee. Chair McKinley asked Mr. Benson to address the two resolutions.

R2017-09-02 – Amended Asset Management Plan.

R2017-09-03 – Amended Employee 457 Deferred Compensation Plan. Mr.

Benson said that issues with compensation at the agency were raised in a 2014 legislative audit. In response, UTA hired an independent third party to perform an assessment of base pay, performance pay, retirement benefits, and other benefits (e.g. tuition, travel, etc.) at the agency. The compensation study identified areas that were not aligned with the market. Two of those areas were paid time off, which was under the market average, and performance pay, which was over the market average. As a result of those findings, the board capped performance pay. The following year, UTA executives opted to forgo their individual performance pay altogether. The study also found that retirement benefits for executives were above the market average. It noted the 457 deferred compensation program available to all UTA employees in which employees making a 3% contribution receive a 2% UTA annual match was in line with the market, but that executives were receiving the IRS maximum contribution under the plan, which was above the market. To resolve the retirement benefit issue, the size of the executive team was decreased and, with approval of R2017-09-02 and R2017-09-03, retirement plans will be adjusted so executives making a 3% contribution receive a 7% UTA annual match, which is in line with UTA's comparable labor market as defined by the independent study performed in 2014.

Mr. Benson then explained that a 401(a) supplemental retirement plan with seven-year vesting was instituted in 1997 as part of a key employee retention program to keep agency leadership in place through the 2002 Olympics. With approval of R2017-09-02, the 401(a) plan will be discontinued for all executives with the exception of Mr. Benson. Because of the terms of his employment contract, Mr. Benson will continue as the sole employee on the 401(a) program but will have the same 3% contribution with 7% UTA annual match rate as executives participating in the 457 plan. (Mr. Benson will not participate in the 457 plan.) Mr. Benson said transportation allowances for his executive team will also be eliminated. Mr. Benson stated that these changes demonstrate a significant reduction in benefits for executives. He clarified that the labor market in the compensation study was defined as government and non-profit entities.

He also mentioned the board policy for hiring new executives with a starting salary set at 90% of the market. Mr. Benson observed that approval of these resolutions will mark the end of the necessary changes at the agency to bring compensation in line with the market.

Chair McKinley mentioned that the position of Chief Internal Auditor was inadvertently excluded from executives referenced in the resolution and suggested adding an amendment to include the Chief Internal Auditor.

Public Comment. No public comment was given.

Discussion ensued. Questions were posed by the board and answered by Mr. Benson. Trustee Taylor opined that UTA's executive salaries are too high and said he would not be supporting the resolutions. Trustee Christensen said UTA salaries are not out of line in comparison with other government positions within the state. Trustee Walker commended the decrease in the size of the executive team. He added that retention of employees is a goal and opined that the board and the agency should be willing to pay for qualified staff. Trustee Chamness asked that staff continue to communicate changes in compensation structure to external stakeholders.

Board Action. A motion to approve resolution R2017-09-02 was made by Trustee Walker and seconded by Trustee McConkie. The motion carried by majority consent with nine aye votes, one nay vote from Trustee Taylor, and no abstentions.

A motion to approve resolution R2017-09-03 with an amendment to include the UTA Chief Internal Auditor was made by Trustee Walker and seconded by Trustee Christensen. The motion carried by majority consent with nine aye votes, one nay vote from Trustee Taylor, and no abstentions.

Stakeholder & Government Relations Committee. Chair McKinley stated the Stakeholder & Government Relations Committee discussed its work on reviewing UTA board policies. He reported that the committee has looked at how peer transit agencies and other special district entities manage their policies and will be applying what has been learned to its review.

R2017-09-01 – Salt Lake County Transportation Fund Interlocal Agreement.

Steve Meyer, UTA Capital Development Officer, outlined the terms of the interlocal agreement which authorizes double tracking of the S-Line (streetcar) in South Salt Lake. Mr. Meyer said the addition of a second track will allow for increased frequency, reliability, and ridership on the line. He noted that board action authorizes the agency to negotiate the final details of an interlocal agreement related to the project.

Public Comment. Public comment was given by George Chapman.

Trustee Henderson left the meeting at 3:50 p.m.

Board Discussion/Action. Chair McKinley requested clarification from Mr. Meyer on which parties were requesting and funding the project. Mr. Meyer replied that the project was requested by Salt Lake County and South Salt Lake. Those governments will be funding the construction and the first three years of operation on the line. He followed by stating that UTA is not contributing any funds to the project. Discussion ensued. Questions were posed by the board and answered by Mr. Meyer.

A motion to approve resolution R2017-09-01 was made by Trustee De Lay and seconded by Trustee Walker. The motion carried by unanimous consent.

Service & Customer Relations Committee. Chair McKinley stated that during the Service & Customer Relations Committee meeting Laura Hanson, UTA Planning Director, presented a proposed customer pledge and set of service standards and was given feedback by the committee.

UTA Fare Strategy and System Executive Brief. Chair McKinley mentioned that a white paper brief on UTA's fare strategy and system was included in the meeting packet.

Finance & Operations Committee. Trustee Acerson said the Finance & Operations Committee covered financial reports and dashboards and the Q2 investment report, discussed key budget assumptions, received presentations on operations in commuter and light rail, and received the annual property report.

2017 Economic Update and Initial 2018 Budget Assumptions. It was noted that the 2017 economic update and initial 2018 budget assumptions were distributed in the meeting packet.

Annual Property Report. It was noted that the annual property report was distributed in the meeting packet.

Committee on Accessible Transportation. Trustee Taylor shared some of the activities of UTA's Committee on Accessible Transportation (CAT), including an Americans with Disabilities Act celebration on July 26, a committee retreat, and participation in new employee orientations. He also mentioned the committee is working on updating its charter. Trustee De Lay asked Trustee Taylor in his role as board liaison to the CAT to inform the disabled community about the accessibility of the UTA system, teach them how to ride the system, and look for ways to reach the persons with disabilities market.

Closed Session. No closed session was held.

Action Taken Regarding Matters Discussed in Closed Session. No closed session was held.

Other Business. No other business was discussed.

Adjournment. The meeting was adjourned at 4:02 p.m. by motion.

Transcribed by Cathie Griffiths
Assistant to the President/CEO
Utah Transit Authority
cgriffiths@rideuta.com
801.237.1945

[Video](#) and [audio](#) recordings of this meeting are posted online.

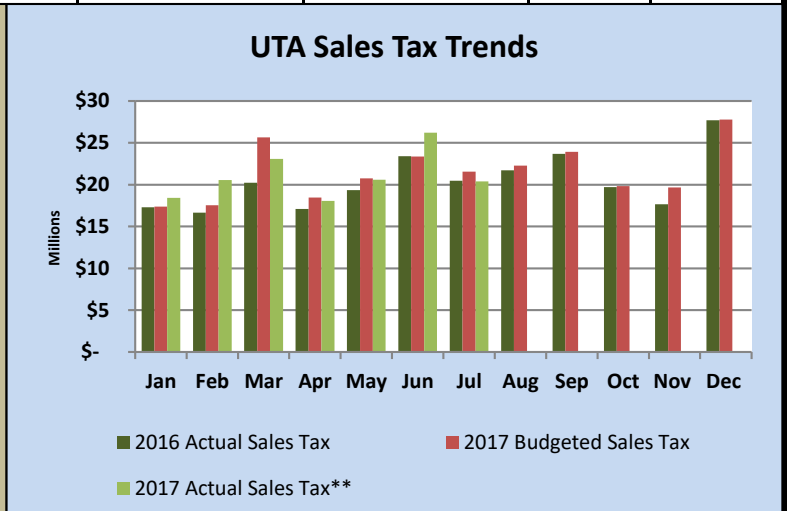
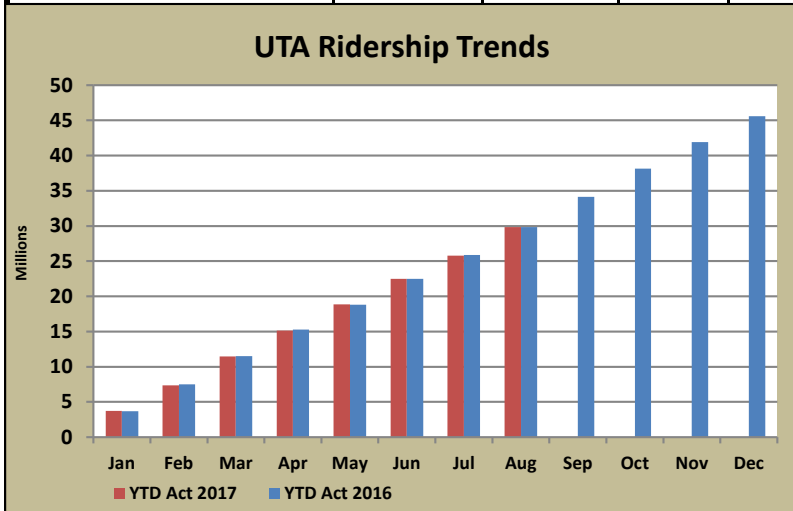
UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	October 25, 2017
TITLE:	Monthly Finance Report
CONTACT PERSON:	Bob Biles, VP Finance
SUBJECT:	August 2017 Monthly Dashboard and Financial Report
BACKGROUND:	In accordance with Board direction, staff prepares and presents monthly financial statements to the Board for their review.
ALTERNATIVES:	<ul style="list-style-type: none">• Approve as presented• Amend and approve• No action
EXHIBITS:	<ol style="list-style-type: none">1. Dashboard: August 20172. Monthly Financial Report: August 2017

Utah Transit Authority

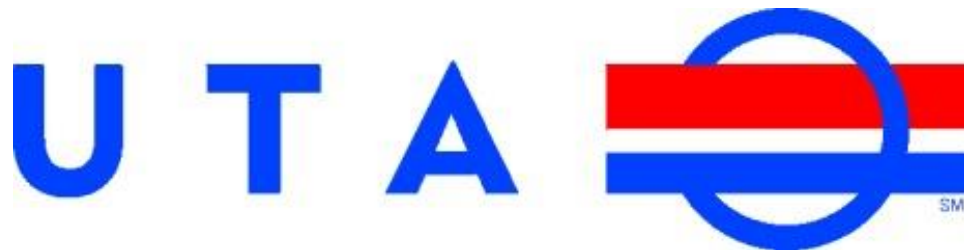
Board Dashboard: August 31, 2017

Financial Metrics	Aug Actual	Aug Budget	Fav/ (Unfav)		YTD Actual	YTD Budget	Fav/ (Unfav)	
				%				%
Sales Tax (July '17 mm \$)	\$ 20.4	\$ 21.6	\$ (1.16)	-5.4%	\$ 147.4	\$ 144.7	\$ 2.71	1.9%
Fare Revenue (mm)	\$ 4.2	\$ 4.4	\$ (0.28)	-6.2%	\$ 33.7	\$ 35.4	\$ (1.72)	-4.8%
Operating Exp (mm)	\$ 24.3	\$ 22.4	\$ (1.92)	-8.6%	\$ 169.5	\$ 176.6	\$ 7.09	4.0%
Investment Per Rider (IPR)	\$ 5.02	\$ 4.50	\$ (0.52)	-11.6%	\$ 4.55	\$ 4.50	\$ (0.05)	-1.1%
IPR adj for fuel savings	\$ 5.07	\$ 4.50	\$ (0.57)	-12.7%	\$ 4.65	\$ 4.50	\$ (0.15)	-3.3%
UTA Diesel Price (\$/gal)	\$ 1.82	\$ 2.50	\$ 0.68	27.4%	\$ 1.80	\$ 2.50	\$ 0.70	27.8%
Operating Metrics	Aug Actual	Aug-16	F/ (UF)	%	YTD Actual	YTD 2016	F/ (UF)	%
Ridership (mm)	4.0	3.9	0.1	1.6%	29.8	29.8	(0.0)	-0.1%
Alternative Fuels	\$/gal	Revenue Development (mm\$)			YTD Actual			
CNG Price (Bus Diesel Equiv rti)	\$ 1.34				\$ 7.78			
Debt Service	Aug Actual	Aug-16	Var	%	YTD Actual	YTD 2016	Var	%
Debt Service (net mm)	\$ 9.59	\$ 8.78	\$ 0.81	9.2%	\$ 71.38	\$ 70.24	\$ 1.14	1.6%



Utah Transit Authority
Financial Statement
(Unaudited)

August 31, 2017



**KEY ITEM REPORT
(UNAUDITED)
As of August 31, 2017**

EXHIBIT 1-1

	2017 YTD ACTUAL	2017 YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
1 Sales Tax	\$ 171,002,677	\$ 166,925,000	\$ 4,077,677	2%
2 Passenger Revenue	\$ 33,732,421	\$ 35,448,743	(1,716,322)	-5%
3 Other Revenue	\$ 46,735,377	\$ 47,663,639	(928,262)	-2%
4 Total Revenue	251,470,475	250,037,382	1,433,093	1%
5 Net Operating Expenses	(169,477,672)	(176,570,875)	7,093,203	4%
Net Operating Income (Loss)	81,992,803	73,466,507	8,526,296	12%
6 Debt Service	71,379,196	70,236,963	(1,142,233)	-2%
7 Other Non-Operating Expenses	3,396,738	4,039,633	642,895	16%
8 Sale of Assets	(2,365,368)	-	2,365,368	100%
9 Contribution to Capital Reserves	\$ 9,582,238	\$ (810,089)	\$ 10,392,327	1283%
10 Bond Debt Service - Series 2007A CAB	126,872			
11 Amortization	(4,547,906)			
12 Depreciation	100,480,000			
13 Total Non-cash Items	\$ 96,058,966			

2017 GOALS

RIDERSHIP

2016 Actual	August 2017	August 2016	Difference	2017 YTD	2016 YTD	Difference
14 45,572,702	4,011,956	3,948,898	63,058	29,824,053	29,842,431	-18,378

REVENUE DEVELOPMENT

15 Federal/Local/Regional	YTD \$ 7,413,062
---------------------------	---------------------

OPERATING INVESTMENT PER RIDER 2017 Budgeted IPR is \$4.50

	IPR		IPR (less diesel savings)
16 Net Operating Expense	\$ 169,477,672	Net Operating Expense	\$ 169,477,672
17 Less: Passenger Revenue	- (33,732,421)	Less: Passenger Revenue	- (33,732,421)
18		Plus: Diesel Savings	+ 2,931,925
19 Subtotal	135,745,251	Subtotal	138,677,176
20 Divided by: Ridership	÷ 29,824,053	Divided by: Ridership	÷ 29,824,053
21 Investment per Rider	<u>\$ 4.55</u>	Investment per Rider	<u>\$ 4.65</u>

**SUMMARY FINANCIAL DATA
(UNAUDITED)**

EXHIBIT 1-2

As of August 31, 2017

BALANCE SHEET

	<u>8/31/2017</u>	<u>8/31/2016</u>
CURRENT ASSETS		
1 Cash	\$ 9,458,861	\$ 13,647,160
2 Investments (Unrestricted)	(1,198,207)	9,818,396
3 Investments (Restricted)	186,920,846	137,858,634
4 Receivables	50,442,007	83,267,497
5 Receivables - Federal Grants	19,097,090	2,253,114
6 Inventories	32,036,397	23,912,747
7 Prepaid Expenses	(324,964)	1,900,284
8 TOTAL CURRENT ASSETS	<u>\$ 296,432,030</u>	<u>\$ 272,657,832</u>
9 Property, Plant & Equipment (Net)	3,004,515,449	3,161,403,294
10 Other Assets	123,052,793	131,395,371
11 TOTAL ASSETS	<u>\$ 3,424,000,272</u>	<u>\$ 3,565,456,498</u>
12 Current Liabilities	23,456,693	\$ 26,711,438
13 Other Liabilities	222,442,350	225,365,441
14 Net Pension Liability	112,925,121	117,437,871
15 Outstanding Debt	2,126,802,972	2,075,003,567
16 Equity	938,373,136	1,123,191,294
17 TOTAL LIABILITIES & EQUITY	<u>\$ 3,424,000,272</u>	<u>\$ 3,567,709,611</u>

RESTRICTED CASH AND CASH EQUIVALENTS RECONCILIATION

RESTRICTED RESERVES		
18 Debt Service Reserves	46,567,891	42,970,560
19 2015A Sub Interest Reserves		7,475,545
20 Debt Service Interest Payable	16,987,492	20,227,069
21 Risk Contingency	7,495,114	7,403,175
22 Box Elder County ROW (sales tax)	5,830,794	4,969,072
23 Mountain Accord	243,319	265,245
24 Joint Insurance Trust	3,256,602	3,066,931
25 UT County Bond Proceeds	43,738,918	-
26 Amounts held in escrow	4,254,215	81,329
27 TOTAL RESTRICTED RESERVES	<u>\$ 128,374,345</u>	<u>\$ 86,458,926</u>
DESIGNATED OPERATING RESERVES		
28 Service Stabilization Reserve	\$ 13,525,550	\$ 12,543,246
29 Fuel Reserve	1,915,000	1,915,000
30 Parts Reserve	3,000,000	3,000,000
31 Operating Reserve	25,247,693	23,405,698
32 Early Debt Retirement Reserve	14,858,258	10,535,764
33 TOTAL DESIGNATED OPERATING RESERVES	<u>\$ 58,546,501</u>	<u>\$ 51,399,708</u>
34 TOTAL RESTRICTED CASH AND EQUIVALENTS	<u>\$ 186,920,846</u>	<u>\$ 137,858,634</u>

SUMMARY FINANCIAL DATA

(UNAUDITED)

As of August 31, 2017

EXHIBIT 1-3

REVENUE & EXPENSES

	ACTUAL Aug-17	ACTUAL Aug-16	YTD 2017	YTD 2016
REVENUE				
1 Passenger Revenue	\$ 4,155,396	\$ 4,736,160	\$ 33,732,421	\$ 33,743,033
2 Advertising Revenue	195,833	191,667	1,566,664	1,533,336
3 Investment Revenue	401,358	159,368	1,808,961	1,304,485
4 Sales Tax	23,078,478	18,722,800	165,198,457	152,948,010
5 Sales Tax - Prop 1	814,879	632,603	5,804,220	3,284,234
6 Other Revenue	301,203	639,661	2,343,111	2,146,777
7 Fed Operations/Preventative Maint.	4,563,262	4,476,821	41,016,641	37,678,165
8 TOTAL REVENUE	\$ 33,510,409	\$ 29,559,080	\$ 251,470,475	\$ 232,638,040
OPERATING EXPENSE				
9 Bus Service	\$ 8,509,655	\$ 6,550,285	\$ 59,298,182	\$ 53,351,417
10 Commuter Rail	1,932,443	1,819,271	14,127,168	13,462,583
11 Light Rail	3,628,285	1,196,945	23,238,913	20,431,392
12 Maintenance of Way	1,651,620	1,777,389	10,714,767	11,181,297
13 Paratransit Service	1,598,051	1,524,729	13,146,532	12,382,398
14 RideShare/Van Pool Services	205,038	160,107	1,854,882	1,398,431
15 Operations Support	3,667,626	2,761,256	27,714,284	23,966,482
16 Administration	3,105,119	2,477,882	19,382,944	18,100,062
17 TOTAL OPERATING EXPENSE	\$ 24,297,837	\$ 18,267,864	\$ 169,477,672	\$ 154,274,062
18 NET OPERATING INCOME (LOSS)	\$ 9,212,572	\$ 11,291,216	\$ 81,992,803	\$ 78,363,978
NON-OPERATING EXPENSE (REVENUE)				
19 Planning & Development	\$ 627,137	\$ 182,077	\$ 3,389,258	\$ 2,779,291
20 Major Investment Studies	(3,767)	89,652	7,480	461,212
21 Offsetting Investment Studies		(255,000)	-	(291,159)
22 Bond Principal	766,667	728,749	5,913,336	8,042,709
23 Bond Interest	8,466,612	6,308,781	60,942,691	54,045,126
24 Bond Funded Interest - 2015A Sub	-	747,555	2,242,663	5,980,438
25 Bond Cost of Issuance/Fees	4,000	661,183	35,150	696,083
26 Lease Cost	349,885	136,247	2,245,355	1,089,972
27 Sale of Assets		-	(2,365,368)	5,232
28 TOTAL NON-OPERATING EXPENSE	\$ 10,210,534	\$ 8,599,244	\$ 72,410,565	\$ 72,808,904
29 CONTRIBUTION TO CAPITAL RESERVES	\$ (997,962)	\$ 2,691,972	\$ 9,582,238	\$ 5,555,074
OTHER EXPENSES (NON-CASH)				
30 Bond Debt Service - Series 2007A CAB	\$ 15,859	\$ 15,091	\$ 126,872	\$ 120,725
31 Bond Premium/Discount Amortization	(1,321,256)	(1,036,266)	(10,570,050)	(10,094,035)
32 Bond Refunding Cost Amortization	685,192	686,795	5,481,536	5,494,361
33 Future Revenue Cost Amortization	67,576	67,576	540,608	540,608
34 Depreciation	12,560,000	12,759,271	100,480,000	102,911,925
35 NET OTHER EXPENSES (NON-CASH)	\$ 12,007,371	\$ 12,492,467	\$ 96,058,966	\$ 98,973,584

CURRENT MONTH

	ACTUAL Aug-17	BUDGET Aug-17	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
REVENUE				
1 Passenger Revenue	\$ 4,155,396	\$ 4,431,073	\$ (275,677)	-6%
2 Advertising Revenue	195,833	194,409	\$ 1,424	1%
3 Investment Revenue	401,358	174,826	\$ 226,532	130%
4 Sales Tax	23,078,478	21,511,000	\$ 1,567,478	8%
5 Sales Tax - Prop 1	814,879	752,000	\$ 62,879	9%
6 Other Revenue	301,203	532,562	\$ (231,359)	-43%
7 Fed Operations/Preventative Maint.	4,563,262	5,056,131	\$ (492,869)	-10%
8 TOTAL REVENUE	\$ 33,510,409	\$ 32,652,001	\$ 858,408	3%
OPERATING EXPENSE				
9 Bus Service	\$ 8,509,655	\$ 7,631,904	\$ (877,751)	-12%
10 Commuter Rail	1,932,443	1,912,811	\$ (19,632)	-1%
11 Light Rail	3,628,285	3,185,984	\$ (442,301)	-14%
12 Maintenance of Way	1,651,620	1,539,701	\$ (111,919)	-7%
13 Paratransit Service	1,598,051	1,818,967	\$ 220,916	12%
14 RideShare/Van Pool Services	205,038	214,620	\$ 9,582	4%
15 Operations Support	3,667,626	3,508,249	\$ (159,377)	-5%
16 Administration	3,105,119	2,563,783	\$ (541,336)	-21%
17 TOTAL OPERATING EXPENSE	\$ 24,297,837	\$ 22,376,019	\$ (1,921,818)	-9%
18 NET OPERATING INCOME (LOSS)	\$ 9,212,572	\$ 10,275,982	\$ 1,063,410	11%
NON-OPERATING EXPENSE (REVENUE)				
19 Planning & Development	\$ 627,137	\$ 504,954	\$ (122,183)	-24%
20 Major Investment Studies	(3,767)	-	\$ 3,767	
21 Offsetting Investment Studies	-	-	\$ -	
22 Bond Principal	766,667	729,138	\$ (37,529)	-5%
23 Bond Interest	8,466,612	7,344,779	\$ (1,121,833)	-15%
24 Bond Funded Interest - 2015A Sub	-	374,000	\$ 374,000	100%
25 Bond Cost of Issuance/Fees	4,000	5,000	\$ 1,000	20%
26 Lease Cost	349,885	326,664	\$ (23,221)	-7%
27 Sale of Assets	-	-	\$ -	
28 TOTAL NON-OPERATING EXPENSE	\$ 10,210,534	\$ 9,284,535	\$ (925,999)	-10%
29 CONTRIBUTION TO CAPITAL RESERVES	\$ (997,962)	\$ 991,447	\$ 137,410.75	30%
OTHER EXPENSES (NON-CASH)				
30 Bond Debt Service - Series 2007A CAB	\$ 15,859			
31 Bond Premium/Discount Amortization	(1,321,256)			
32 Bond Refunding Cost Amortization	685,192			
33 Future Revenue Cost Amortization	67,576			
34 Depreciation	12,560,000			
35 NET OTHER EXPENSES (NON-CASH)	\$ 12,007,371			

**BUDGET TO ACTUAL REPORT
(UNAUDITED)**

EXHIBIT 1-5

As of August 31, 2017

YEAR TO DATE

	ACTUAL	BUDGET	VARIANCE	%
	Aug-17	Aug-17	FAVORABLE (UNFAVORABLE)	FAVORABLE (UNFAVORABLE)
REVENUE				
1 Passenger Revenue	\$ 33,732,421	\$ 35,448,743	\$ (1,716,322)	-6%
2 Advertising Revenue	1,566,664	1,555,279	\$ 11,385	1%
3 Investment Revenue	1,808,961	1,398,615	\$ 410,346	39%
4 Sales Tax	165,198,457	161,244,000	\$ 3,954,457	3%
5 Sales Tax - Prop 1	5,804,220	5,681,000	\$ 123,220	3%
6 Other Revenue	2,343,111	4,260,515	\$ (1,917,404)	-60%
7 Fed Operations/Preventative Maint.	41,016,641	40,449,230	\$ 567,411	2%
8 TOTAL REVENUE	\$ 251,470,475	\$ 250,037,382	\$ 1,433,093	1%
OPERATING EXPENSE				
9 Bus Service	\$ 59,298,182	\$ 60,596,238	\$ 1,298,056	3%
10 Commuter Rail	14,127,168	15,339,655	\$ 1,212,487	11%
11 Light Rail	23,238,913	23,680,108	\$ 441,195	3%
12 Maintenance of Way	10,714,767	12,179,371	\$ 1,464,604	16%
13 Paratransit Service	13,146,532	14,502,177	\$ 1,355,645	12%
14 RideShare/Van Pool Services	1,854,882	1,716,964	\$ (137,918)	-11%
15 Operations Support	27,714,284	27,887,974	\$ 173,690	1%
16 Administration	19,382,944	20,668,389	\$ 1,285,445	8%
17 TOTAL OPERATING EXPENSE	\$ 169,477,672	\$ 176,570,875	\$ 7,093,203	5%
18 NET OPERATING INCOME (LOSS)	\$ 81,992,803	\$ 73,466,507	\$ 8,526,296	16%
NON-OPERATING EXPENSE (REVENUE)				
19 Planning & Development	\$ 3,389,258	\$ 4,039,633	\$ 650,375	21%
20 Major Investment Studies	7,480	-	\$ (7,480)	
21 Offsetting Investment Studies	-	-	\$ -	
22 Bond Principal	5,913,336	5,833,104	\$ (80,232)	-2%
23 Bond Interest	60,942,691	58,758,547	\$ (2,184,144)	-5%
24 Bond Funded Interest - 2015A Sub	2,242,663	2,992,000	\$ 749,337	33%
25 Bond Cost of Issuance/Fees	35,150	40,000	\$ 4,850	16%
26 Lease Cost	2,245,355	2,613,312	\$ 367,957	19%
27 Sale of Assets	(2,365,368)	-	\$ 2,365,368	
28 TOTAL NON-OPERATING EXPENSE	\$ 72,410,565	\$ 74,276,596	\$ 1,866,031	3%
29 CONTRIBUTION TO CAPITAL RESERVES	\$ 9,582,238	\$ (810,089)	\$ 10,392,327	459%
OTHER EXPENSES (NON-CASH)				
30 Bond Debt Service - Series 2007A CAB	\$ 126,872			
31 Bond Premium/Discount Amortization	(10,570,050)			
32 Bond Refunding Cost Amortization	5,481,536			
33 Future Revenue Cost Amortization	540,608			
34 Depreciation	100,480,000			
35 NET OTHER EXPENSES (NON-CASH)	\$ 96,058,966			

**CAPITAL PROJECTS
(UNAUDITED)**
As of August 31, 2017

EXHIBIT 1-6

	2017 ACTUAL	ANNUAL BUDGET	PERCENT
EXPENSES			
1 REVENUE VEHICLES	\$ 3,507,952	\$ 39,407,000	8.9%
2 INFORMATION TECHNOLOGY	3,074,100	10,634,000	28.9%
3 FACILITIES, MAINTENANCE & ADMIN. EQUIP.	857,286	2,274,000	37.7%
4 CAPITAL PROJECTS	5,971,787	34,589,000	17.3%
5 PROVO OREM BRT	24,060,747	120,308,000	20.0%
6 RAIL MAINTENANCE	37,496	1,562,000	2.4%
7 STATE OF GOOD REPAIR	7,687,011	24,137,000	31.8%
8 PROP 1 PROJECTS	708,777	11,221,000	6.3%
9 5310 GRANTS	366,687	1,834,000	20.0%
10 TOTAL	\$ 46,271,843	\$ 245,966,000	18.8%
REVENUES			
14 GRANT	\$ 617,092	\$ 21,656,000	2.8%
16 PROVO-OREM TRIP	24,060,747	120,308,000	20.0%
17 LEASES	-	34,057,000	0.0%
18 BONDS	-	15,033,000	0.0%
19 SALE OF ASSETS	-	9,511,000	0.0%
15 TRANSFER FROM OPERATING (PROP 1)	708,777	4,178,000	0.0%
20 UTA FUNDING	20,885,227	41,223,000	50.7%
21 TOTAL	\$ 46,271,843	\$ 245,966,000	18.8%

**FAREBOX RECOVERY & IPR
(UNAUDITED)**

EXHIBIT 1-7

As of August 31, 2017

BY SERVICE

	CURRENT MONTH		YEAR TO DATE	
	Aug-17	Aug-16	2017	2016
UTA				
Fully Allocated Costs	24,297,836	18,267,865	169,477,673	154,273,923
Passenger Farebox Revenue	4,155,396	4,736,159	33,733,390	33,743,030
Passengers	4,011,956	3,948,897	29,824,053	29,842,431
Farebox Recovery Ratio	17.1%	25.9%	19.9%	21.9%
Actual Investment per Rider	\$5.02	\$3.43	\$4.55	\$4.04
GOAL Investment per Rider				
BUS SERVICE				
Fully Allocated Costs	11,622,424	8,952,362	80,815,053	72,581,177
Passenger Farebox Revenue	1,623,245	1,733,849	12,892,139	13,087,058
Passengers	1,705,671	1,696,813	12,893,064	13,037,413
Farebox Recovery Ratio	14.0%	19.4%	16.0%	18.0%
Actual Investment per Rider	\$5.86	\$4.25	\$5.27	\$4.56
LIGHT RAIL SERVICE				
Fully Allocated Costs	7,175,235	3,868,452	47,413,428	41,053,011
Passenger Farebox Revenue	1,459,993	1,661,845	11,661,590	12,089,689
Passengers	1,691,848	1,671,773	12,304,899	12,384,359
Farebox Recovery Ratio	20.3%	43.0%	24.6%	29.4%
Actual Investment per Rider	\$3.38	\$1.32	\$2.91	\$2.34
COMMUTER RAIL SERVICE				
Fully Allocated Costs	3,300,997	3,455,985	23,483,196	24,393,949
Passenger Farebox Revenue	479,875	533,995	3,765,932	3,632,789
Passengers	442,647	405,704	3,192,571	2,926,123
Farebox Recovery Ratio	14.5%	15.5%	16.0%	14.9%
Actual Investment per Rider	\$6.37	\$7.20	\$6.18	\$7.10
PARATRANSIT				
Fully Allocated Costs	1,807,401	1,675,054	14,529,642	13,588,161
Passenger Farebox Revenue	281,215	485,909	2,841,095	2,266,099
Passengers	74,330	76,847	558,908	585,252
Farebox Recovery Ratio	15.6%	29.0%	19.6%	16.7%
Actual Investment per Rider	\$20.53	\$15.47	\$20.91	\$19.35
RIDESHARE				
Fully Allocated Costs	391,780	316,011	3,236,354	2,657,625
Passenger Farebox Revenue	311,069	320,562	2,572,631	2,667,396
Passengers	97,460	97,761	874,612	909,285
Farebox Recovery Ratio	79.4%	101.4%	79.5%	100.4%
Actual Investment per Rider	\$0.83	(\$0.05)	\$0.76	(\$0.01)

BY TYPE

	CURRENT MONTH		YEAR TO DATE	
	Aug-17	Aug-16	2017	2016
FULLY ALLOCATED COSTS				
Bus Service	\$11,622,424	\$8,952,362	\$80,815,053	\$72,581,177
Light Rail Service	\$7,175,235	\$3,868,452	\$47,413,428	\$41,053,011
Commuter Rail Service	\$3,300,997	\$3,455,985	\$23,483,196	\$24,393,949
Paratransit	\$1,807,401	\$1,675,054	\$14,529,642	\$13,588,161
Rideshare	\$391,780	\$316,011	\$3,236,354	\$2,657,625
UTA	\$24,297,837	\$18,267,864	\$169,477,672	\$154,273,923
PASSENGER FAREBOX REVENUE				
Bus Service	\$1,623,245	\$1,733,849	\$12,892,139	\$13,087,058
Light Rail Service	\$1,459,993	\$1,661,845	\$11,661,590	\$12,089,689
Commuter Rail Service	\$479,875	\$533,995	\$3,765,932	\$3,632,789
Paratransit	\$281,215	\$485,909	\$2,841,095	\$2,266,099
Rideshare	\$311,069	\$320,562	\$2,572,631	\$2,667,396
UTA	\$4,155,396	\$4,736,160	\$33,733,389	\$33,743,030
PASSENGERS				
Bus Service	1,705,671	1,696,813	12,893,064	13,037,413
Light Rail Service	1,691,848	1,671,773	12,304,899	12,384,359
Commuter Rail Service	442,647	405,704	3,192,571	2,926,123
Paratransit	74,330	76,847	558,908	585,252
Rideshare	97,460	97,761	874,612	909,285
UTA	4,011,956	3,948,898	29,824,053	29,842,431
FAREBOX RECOVERY RATIO				
Bus Service	14.0%	19.4%	16.0%	18.0%
Light Rail Service	20.3%	43.0%	24.6%	29.4%
Commuter Rail Service	14.5%	15.5%	16.0%	14.9%
Paratransit	15.6%	29.0%	19.6%	16.7%
Rideshare	79.4%	101.4%	79.5%	100.4%
UTA	17.1%	25.9%	19.9%	21.9%
ACTUAL INVESTMENT PER RIDER				
Bus Service	\$5.86	\$4.25	\$5.27	\$4.56
Light Rail Service	\$3.38	\$1.32	\$2.91	\$2.34
Commuter Rail Service	\$6.37	\$7.20	\$6.18	\$7.10
Paratransit	\$20.53	\$15.47	\$20.91	\$19.35
Rideshare	\$0.83	(\$0.05)	\$0.76	(\$0.01)
UTA	\$5.02	\$3.43	\$4.55	\$4.04

**SUMMARY OF ACCOUNTS RECEIVABLE
(UNAUDITED)**

EXHIBIT 1-9

As of August 31, 2017

Classification	Total	Current	31-60 Days	61-90 Days	Over 90 Days
1 Federal Government ¹	\$ 19,097,090	\$ 19,097,090			
2 Local Contributions ²	45,245,395	45,244,812			583
3 Interlocal Agreements	133,525	136,806			(3,281)
4 Contracts	1,893,373	1,240,508	196,447	93,154	363,264
5 Other ³	3,169,714	3,169,714			
6 Total	\$ 69,539,097	\$ 68,888,930	\$ 196,447	\$ 93,154	\$ 360,566

Percentage Due by Aging

7 Federal Government ¹	100.0%	0.0%	0.0%	0.0%
8 Local Contributions ²	100.0%	0.0%	0.0%	0.0%
9 Contracts	65.5%	10.4%	4.9%	19.2%
10 Other	100.0%	0.0%	0.0%	0.0%
11 Total	99.1%	0.3%	0.1%	0.5%

¹ Federal preventive maintenance funds, federal RideShare funds, and federal interest subsidies for Build America Bonds

² Estimated sales tax to be distributed upon collection by the Utah State Tax Commission

³ OCIP escrow, fuel tax credit, warranty parts out for repair

Note:

UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	October 25, 2017
CONTACT PERSON:	Jerry Benson, President/CEO
SUBJECT:	Submission of the Tentative 2018 Budget for Approval
BACKGROUND:	<p>Annually, the Board establishes a tentative budget for the next year and sets a public hearing at which interested parties may comment upon the tentative budget. Exhibits A-C provide information regarding the tentative operating and capital 2018 budgets.</p> <p>Resolution R2017-10-01 adopts the tentative 2018 budget and sets the public hearing for the tentative 2018 budget on November 15, 2017 at 1:30 p.m. in the Golden Spike Rooms of the Frontline Headquarters Building at 669 West 200 South in Salt Lake City.</p> <p>During the time between the October Board meeting and the November Board meeting, the budget will be mailed to the governor's office, mayors, commissioners, metropolitan planning organizations, and others. It will also be made available to the public on UTA's website and will be open for comment.</p> <p>The 30-day public comment period will conclude on November 30, 2017 with all comments provided to the Trustees before consideration of the Final 2018 Budget which is currently scheduled for the December 13, 2017 Board of Trustees meeting.</p>
ALTERNATIVES:	<ul style="list-style-type: none">• Approve as presented• Amend and approve• No action
EXHIBITS:	<ul style="list-style-type: none">• Resolution: R2017-10-01 2018 Tentative Budget• Tentative 2018 Budget Exhibits A-C• UTA Tentative 2018 Budget Public Hearing Notice

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY RATIFYING THE ADOPTION OF THE TENTATIVE 2018 BUDGET**

No. R2017-10-01

October 25, 2017

WHEREAS, the Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities-Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, the Board of Trustees (the "Board") of the Authority is charged by the State of Utah to complete a budget process and establish an annual budget of the Authority;

WHEREAS, as part of that budget process, the Board must approve a tentative budget, provide notice for a public hearing, and provide copies of that budget and notice to interested persons and to those entities identified by Statute; and

WHEREAS, the Board has reviewed the tentative budget as proposed by the Authority staff, and believes that the tentative budget reasonably fulfills the needs of the Authority and is in keeping with its responsibility for fiscal conservancy; and

WHEREAS, the Board of Trustees desires to establish management and operating goals that are in keeping with the Board's philosophy to provide leadership and governance to the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the Board hereby ratifies the adoption of the Authority's Tentative 2018 Budget, a copy of which is attached to this Resolution as Exhibit A.
2. That the Authority will hold a public hearing on the Tentative 2018 Budget on November 15, 2017, at 1:30 p.m. at the Golden Spike Rooms of the Frontline Headquarters Building at 669 West 200 South in Salt Lake City, Utah.
3. That the Authority will provide to the chief administrative officers and executive bodies of each municipality and unincorporated county area within the district of the Authority; to the offices of the Governor and the Legislature; and to persons and entities who in writing request a copy:
 - a) A copy of the Tentative 2018 Budget for examination and comment;
 - b) Notice of the date, time and place of the budget hearing; and
 - c) A signature page that comports with the requirements of Utah Code Ann. § 17B-1-702, *et seq.*

4. That this Resolution stay in full force and effect until superseded by further action of the Board.
5. That the corporate seal be attached hereto.

APPROVED AND ADOPTED this 25th day of October, 2017.

Robert McKinley
Chair of the Board of Trustees

ATTEST:

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution ratifying adoption at a legally convened meeting of the Board of Trustees held on the 25th day of October, 2017.

Robert McKinley, Chair
Utah Transit Authority

Robert K. Biles, Secretary/Treasurer

Approved As To Form:

Legal Counsel

**UTAH TRANSIT AUTHORITY
TENTATIVE 2018 OPERATING BUDGET
October 16, 2017**

Exhibit A

	<u>Actual 2016</u>	<u>Budget 2017</u>	<u>Tentative Budget 2018</u>	<u>Percentage Change from 2017 Budget to 2018 Budget</u>
<u>Revenue</u>				
1 Sales Tax	\$ 245,008,417	\$ 258,109,000	\$ 278,909,000	8%
2 Federal Prevent. Maint	63,334,769	60,676,000	60,827,000	0%
3 Passenger Revenue	50,624,354	53,175,000	50,337,000	-5%
4 Advertising	2,266,667	2,333,000	2,483,000	6%
5 Investment Income	1,732,939	2,098,000	3,732,000	78%
6 Other Revenues	3,108,191	6,391,000	4,365,000	-32%
7 Motor Vehicle Registration		1,823,000	1,907,000	5%
8 2015 Crossover Refunding Reserve		4,485,000	-	-100%
9 Total Revenue	<u>\$ 366,075,337</u>	<u>\$ 389,090,000</u>	<u>\$ 402,560,000</u>	3%
<u>Operating Expense</u>				
10 Bus	\$ 82,476,517	\$ 90,762,000	\$ 97,133,000	7%
11 Commuter Rail	29,076,765	27,700,000	27,334,000	-1%
12 Light Rail	39,857,000	48,553,000	48,951,000	1%
13 Paratransit Service	19,172,673	21,795,000	22,929,000	5%
14 Rideshare/Vanpool	2,796,086	2,576,000	3,315,000	29%
15 Operations Support	36,248,482	42,154,000	45,044,000	7%
16 General & Administrative	32,311,210	30,911,000	32,250,000	4%
17 Total Operating Expense	<u>\$ 241,938,733</u>	<u>\$ 264,451,000</u>	<u>\$ 276,956,000</u>	5%
<u>Non-Operating Expense</u>				
18 Contribution to Reserves	\$ -	\$ 4,752,000	\$ -	-100%
19 Planning/Real Estate/TOD/Major Program Development	4,245,093	6,060,000	5,505,000	-9%
20 Total Non-operating Expense	<u>\$ 4,245,093</u>	<u>\$ 10,812,000</u>	<u>\$ 5,505,000</u>	-49%
<u>Debt Service</u>				
21 Principal and Interest	\$ 95,991,432	\$ 107,002,000	\$ 113,977,000	7%
22 Contribution to Early Debt Retirement Reserve	4,323,000	2,842,000	6,122,000	115%
23 Total Debt Service	<u>100,314,432</u>	<u>109,844,000</u>	<u>120,099,000</u>	9%
24 Total Expense	<u>\$ 346,498,258</u>	<u>\$ 385,107,000</u>	<u>\$ 402,560,000</u>	5%

**UTAH TRANSIT AUTHORITY
TENTATIVE 2018 CAPITAL BUDGET - SUMMARY
October 16, 2017**

<u>Funding Sources</u>	2018 Budget
25 Provo Orem TRIP Funding	\$ 30,000,000
26 UTA Current Year Funding	20,716,000
27 2017 UTA Carryover Funding	27,883,000
28 Grants	26,227,000
29 Local Partner Contributions	12,070,000
30 State Contribution	2,350,000
31 Bonding	88,526,000
32 Leasing	21,163,000
33 Total Funding Sources	<u>\$ 228,935,000</u>
<u>Expense</u>	
34 Provo-Orem TRIP	\$ 40,227,000
35 Airport Station Relocation	22,902,000
36 State of Good Repair	63,529,000
37 Other Capital Projects	64,629,000
38 Total Expense	<u>\$ 191,287,000</u>

**UTAH TRANSIT AUTHORITY
TENTATIVE 2018 CAPITAL BUDGET - DETAIL
October 16, 2017**

Exhibit B

	2018 Capital - New	2017 Capital Carryover	2018 Budget
1 <u>Provo-Orem TRIP</u>	\$ 40,227,000		\$ 40,227,000
2 <u>Airport Station Relocation</u>	\$ 20,000,000	\$ 2,901,499	\$ 22,901,499
<u>State of Good Repair</u>			
<u>Revenue / Service Vehicles</u>			
3 Replacement Buses	\$ 15,800,000		\$ 15,800,000
4 Replacement Paratransit	2,856,000		2,856,000
5 Ogden Trolley Cars	1,195,000		1,195,000
6 Van pool 11-Pass Van replacement	954,429		954,429
7 Van pool 12-Pass Van replacement	572,658		572,658
8 Van pool 7-Pass Van replacement	501,078		501,078
9 Van pool 15-Pass Van replacement	336,996		336,996
10 Bus Engine and Transmission Replacement		1,350,000	1,350,000
11 Non-Rev Service Vehicle Replacement	300,000		300,000
12 Total Revenue/Service Vehicles	\$ 22,516,161	\$ 1,350,000	\$ 23,866,161
<u>Information Technology</u>			
13 Trapeze Enhancements	\$ 25,000	\$ 50,000	\$ 75,000
14 Electronic Fare Collection	40,000	250,000	290,000
15 MDC Next Generation Design and Prototype (Code and HW Design)	50,000		50,000
16 JDE Tools Release Upgrade	75,000	75,000	150,000
17 Server, Storage Infrastructure Equipment and Software	75,000	200,000	275,000
18 JDE Time / Labor Improvements	80,000		80,000
19 SIRE/ECM Replacement (AKA Legal Software)	100,000	500,000	600,000
20 Fares - Reader Replacement	100,000	2,562,850	2,662,850
21 IT Pool	100,000	400,000	500,000
22 New MS SQL Server Licenses	150,000		150,000
23 Radio Communication Infrastructure	250,000		250,000
24 EFS On-Prem Hosting (move from VIX Hosting)	250,000		250,000
25 FarePay Card Provider Alternative (replacement and RFP of INCOM)	325,000		325,000
26 Rail Communication On-Board Technology	365,000		365,000
27 Network Infrastructure Equipment & Software	400,000		400,000
28 Information Security Equipment & Software (PCI Compliance and Cyber Security)	400,000		400,000
29 Bus Communication On-Board Technology	640,000		640,000
30 Rail Passenger Info	300,000	300,000	600,000
31 Mobility Management		617,649	617,649
32 Wi-Fi for light rail vehicles		1,250,000	1,250,000
33 Application Development and Enhancements		200,000	200,000
34 Enterprise Security Replacement		150,000	150,000
35 Paratransit software enhancements		39,319	39,319
34 Expense Underspend	(1,725,000)		(1,725,000)
35 Total Information Technology	\$ 2,000,000	\$ 6,594,818	\$ 8,594,818
<u>Facilities, Safety, & Admin Equip.</u>			
36 Safety and Security	\$ 480,000	\$ 555,796	\$ 1,035,796
37 Total Facilities, Safety, & Admin Equip.	\$ 480,000	\$ 555,796	\$ 1,035,796

	2017 Capital		
	2018 Capital - New	Carryover	2018 Budget
<u>Infrastructure State of Good Repair Projects</u>			
38 Main St/4th S interlocking - Rehab switches/frogs	\$ 6,100,000		\$ 6,100,000
39 LRT Stray Current Control	500,000	250,000	750,000
40 650 South TRAX Station	200,000		200,000
41 American Fork P&R bus pull out removal	10,000		10,000
42 Vehicle Overhauls	5,508,000	10,395,102	15,903,102
43 SD Light Rail Vehicle Rehab	1,092,000		1,092,000
44 Pedestrian Crossing Updates		220,000	220,000
45 Paint Room at Meadowbrook		299,681	299,681
46 Prime mover engine rebuild and turbocharger replacement (Commuter Rail)		1,713,646	1,713,646
47 Comet Car Tires		653,700	653,700
48 Transit Asset Management	125,000	140,000	265,000
49 Commuter Rail Grade Crossing Program	275,000		275,000
50 Roof Replacements	287,500		287,500
51 Bus Lift Replacements	212,500		212,500
52 450 East Crossover	400,000		400,000
53 Office Equipment	100,000		100,000
54 Timp Fit factory remodel and equip replacement	35,000		35,000
55 Replace Vertical Lift Modules - warehouse	686,000	460,000	1,146,000
56 JR Rail Vehicle Maintenance		300,000	300,000
57 Other state of good repair	2,000,000	68,810	2,068,810
58 Project under runs assumed	(2,000,000)		(2,000,000)
59 Total State of Good Repair	\$ 15,531,000	\$ 14,500,939	\$ 30,031,939
60 Total State of Good Repair	\$ 40,527,161	\$ 23,001,553	\$ 63,528,714

Capital Projects

Capital Projects

61 Tiger Grant Projects (w/o Prop#1)	\$ 9,337,089	\$ 3,705,989	\$ 13,043,078
62 Sandy Parking Structure	5,400,000		5,400,000
63 Positive Train Control (PTC)	4,000,000	2,000,000	6,000,000
64 Sugar House double track	4,000,000		4,000,000
65 South Davis BRT	1,200,000		1,200,000
66 Signal Pre-emption Projects w/UDOT	732,000		732,000
67 UDOT I-15 widening/7200 South bridge	2,000,000		2,000,000
68 MOW Building - Clearfield	350,000		350,000
69 SW SLCounty ROW preservation	600,000		600,000
70 Weber Cnty CR ROW Preservation	500,000		500,000
71 Depot District - Phase 1	3,919,928	319,928	4,239,856
72 System -wide ADA bus stop impr.	100,000		100,000
73 Box Elder Right-of-Way	2,050,000		2,050,000
74 Wayfinding Signage Plan	1,000,000		1,000,000
75 DSI Inventory software & scanners	104,200		104,200
76 Bus Bay expansion - Provo Station		150,000	150,000
77 Downtown TRAX signal improvements		199,507	199,507
78 Red Light Signal Enforcement		5,076,193	5,076,193
79 FLHQ Generator		120,000	120,000
80 FL 2015 ROW		447,500	447,500
81 Electric Bus Implementation		6,118,500	6,118,500
81 Other Capital Projects		69,536	69,536
82 Total Capital Projects	\$ 35,293,217	\$ 18,207,153	\$ 53,500,370

Prop 1 Projects

83 Mt Ogden Expansion Buses	\$ 2,647,645		\$ 2,647,645
84 Mt Ogden Expansion Facility		1,247,915	1,247,915
85 Prop 1 Passenger Imp. Weber/Davis County	1,462,200	2,393,907	3,856,107
86 Ogden-WSU BRT/Weber Intermodal	785,400		785,400
87 Prop 1 Passenger Imp - Tooele County	50,000	30,000	80,000
88 Prop #1 for Tiger - Tooele	61,216		61,216
89 Tooele Bus Facility Purchase/Upgrade	2,450,000		2,450,000
90 Total Prop 1 Projects	\$ 7,456,461	\$ 3,671,822	\$ 11,128,283
91 Total Other Capital Projects	42,749,678	21,878,975	64,628,653
92 Total Capital Budget	\$ 143,503,839	\$ 47,782,027	\$ 191,285,866

**UTAH TRANSIT AUTHORITY
TENTATIVE 2018 CAPITAL BUDGET - DETAIL
October 16, 2017**

Exhibit C

Bonded Projects

1 PTC	\$	29,983,000
2 Depot District - Phase 1		7,989,806
3 Airport		25,300,000
4 700 South Curve Replacement		1,400,000
5 Red light signal enforcement		5,076,200
6 Main and 4th interlocking		6,100,000
7 Tooele Bus Facility		2,450,000
8 Provo-Orem BRT		10,227,000
		<hr/>
	\$	88,526,006
		<hr/> <hr/>

NOTICE OF PUBLIC HEARING UTAH TRANSIT AUTHORITY

RE: UTA 2018 Tentative Budget

UTA is holding a public hearing to receive input on its 2018 Tentative Budget. The hearing will take place on:

Wednesday, Nov. 15, 2017 at 1:30 p.m. at UTA's downtown Salt Lake City office at 669 West 200 South.

At the hearing, the Utah Transit Authority will provide an opportunity for citizens, private transportation providers, public officials and interested agencies to comment on the tentative budget. To be included as part of the Public Hearing record, all comments must be postmarked or received by UTA no later than November 30, 2017.

THE FORMAT FOR THE PUBLIC HEARINGS WILL BE AS FOLLOWS:

Prior to the public hearing, from 1:00 p.m. to 1:30 p.m., UTA will hold a Citizen Budget Workshop to allow the public to review and discuss the budget with UTA representatives. During this time, in addition to having specific questions answered, the public may submit written comments to UTA. At 1:30 p.m., as part of the regularly scheduled monthly UTA board meeting, individuals may provide verbal comment directly to UTA's Board of Trustees.

In addition to the hearing, at any time during the comment period, the public can submit comments via email, mail or through UTA's Customer Service. Information on the 2018 Tentative Budget may be found at www.rideuta.com or viewed in person at UTA's headquarters at 669 West 200 South, Salt Lake City, 84101.

To assure full participation at the hearing, accommodations for effective communication such as sign language interpreters or printed materials in alternative formats, or a language interpreter for non-English speaking participants, must be requested at least five (5) working days prior to the date of the scheduled event. Requests for ADA accommodations should be directed to UTA ADA Compliance Officer at 801-287-3536 or dial 711 to make a relay call for deaf or hearing impaired persons. To request a language interpreter, please contact 801-287-2290.

Written comments or email comments may be submitted to the following addresses: UTA Board of Trustees, Utah Transit Authority, 669 West 200 South, Salt Lake City, UT 84101 or email directly to boardoftrustees@rideuta.com Phone calls and questions about the proposal should be directed to Rebecca Cruz at 801-287-2580. All comments will become part of the public record if received by 5 p.m., November 30, 2017.

Informational items:

Relevant information about the proposed changes will be available at the Public Hearing or may be reviewed at the UTA's downtown Salt Lake City office at 669 West 200 South, until 5 p.m. on November 30, 2017. Comments must be postmarked or received by UTA no later than November 30, 2017 to be part of the Public Hearing record.

Jerry Benson
President/CEO

UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	October 25, 2017
TITLE:	Citizens' Advisory Board Charter
CONTACT PERSON:	Laura Hanson, Director of Planning
SUBJECT:	Update on the Citizens' Advisory Board
BACKGROUND:	<p>In accordance with Utah State Code §17B-2a-826, the Utah Transit Authority (“UTA”) is forming a Citizens’ Advisory Board (“CAB”). Members are individuals who represent the diversity of UTA’s transit district area and are regular users of UTA services. The advisory board provides consumer advice to guide UTA’s long-term strategic priorities and short-term customer experience decisions. The CAB will serve a key role in solicitation of public input and community engagement of public transit initiatives throughout the district area.</p> <p>The CAB will be governed by this charter, as authorized and approved by the UTA Board of Trustees, and consistent with its role as an advisory committee to the Authority.</p>
ALTERNATIVES:	<ul style="list-style-type: none"> • Adopt as presented • Amend and adopt
EXHIBITS:	<ol style="list-style-type: none"> 1. R2017-10-02: Resolution Adopting the Charter for the Citizens’ Advisory Board 2. CAB Charter – Final Draft

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY ADOPTING THE CHARTER FOR THE CITIZEN ADVISORY BOARD**

No. R2017-10-02

October 25, 2017

WHEREAS, the Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities-Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, in accordance with Utah State Code §17B-2a-826, the Board has formed a Citizens Advisory Board ("CAB") to act as an advisory board in matters pertaining to consumer advice to guide UTA's long-term strategic priorities and short-time customer experience decisions and to serve a key role in the solicitation of public input and community engagement of public transit initiatives through the transit district; and

WHEREAS, the Board desires to adopt a charter to establish the CAB's scope of responsibility and to govern its administration; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the Charter for the Citizens Advisory Board as attached to this Resolution is hereby adopted.
2. That this Resolution and the Charter as approved shall remain in effect until amended or superseded by further resolution.
3. That the Board formally ratifies prior actions taken by the Authority, including those taken by the President/CEO and staff members that were relevant hereto and necessary or appropriate.
4. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 25th day of October 2017.

Robert McKinley, Chair

ATTEST:

Robert K. Biles, Secretary

[SEAL]

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board held on the 25th day of October, 2017.

Robert McKinley, Chair

Robert K. Biles, Secretary

APPROVED AS TO FORM

Legal Counsel

CHARTER FOR THE
CITIZENS ADVISORY BOARD
UTAH TRANSIT AUTHORITY

Approved by the UTA Board of Trustees
[DATE]

I. Purpose

In accordance with Utah State Code §17B-2a-826, the Utah Transit Authority (“UTA”) has formed a Citizens Advisory Board (“CAB”). The CAB is a standing, non-governing advisory committee which consists of up to 12-members appointed by UTA’s Board of Trustees. Members are individuals who represent the diversity of UTA’s transit district area and are regular users of UTA services. The advisory board provides consumer advice to guide UTA’s long-term strategic priorities and short-term customer experience decisions. The CAB will serve a key role in solicitation of public input and community engagement of public transit initiatives throughout the district area.

The CAB will be governed by this charter, as authorized and approved by the UTA Board of Trustees, and consistent with its role as an advisory committee to the Authority.

II. Membership

A. Member Composition.

1. The UTA Board of Trustees shall select up to twelve (12) members for the CAB with membership representing the diversity of the public transit district area. Membership diversity will be determined using the following criteria:
 - a. Geographic Area
 - b. Household Income
 - c. Gender
 - d. Disadvantaged and Choice Riders
 - e. Mode of Transit
 - f. Frequency of Use
 - g. Race and Ethnicity
2. The target CAB membership representation, based on population demographics of UTA ridership, is set forth in Exhibit A, which shall be updated and modified as needed from time to time by UTA’s Planning Department.

B. Member Nomination.

1. UTA staff will prepare and maintain a list of agencies in Exhibit B from which potential members will be solicited from time to time. This list will be updated and modified as needed.
2. UTA staff will contact a person in a management or leadership position at the listed agencies and request nominee names to serve on the CAB.
3. Nominees will be sent a ‘Nominee Packet’ containing a letter explaining the terms of the membership. Nominees will also be asked to fill out and submit a survey with information directly related to the diversity criteria. See Exhibit C.
4. Nominees will be screened by UTA staff using the diversity criteria listed in Section (a.) above and according to the target numbers as shown in Exhibit A.

5. Nominations will be submitted to the designated Board Committee for individuals who will provide independent advice as an informed constituent liaison to UTA (not affiliated with any one group, government or association).
6. The designated Board Committee will review and select CAB members whose names will then be forwarded to the full Board of Trustees for approval.
7. If there are not enough nominations submitted for individuals to represent membership openings, the Board of Trustees reserves the right, with a recommendation from the designated Board Committee to appoint a member to serve on the CAB.

C. Membership Terms.

1. CAB Members are required to serve one (1) three-year term.
2. CAB members may be appointed for a second consecutive three-year term subject to staff recommendation and Board approval.
3. Any resignations or vacancies will be filled using nomination process as outlined in this charter.

III. Members' Authority, Duties, Responsibilities

- A. The CAB is a non-governing advisory board organized to provide consumer insight and broad strategic advice to UTA management.
- B. The CAB shall discuss issues and opportunities, collaboratively identify possible implementation measures including but not limited to service, operations, and any concerns with the public transit district operations and functionality.
- C. The CAB shall forward advice and recommendations to the Staff Liaison.
- D. The Staff Liaison will present advice and recommendations to UTA management for discussion, consideration and possible implementation as is may be appropriate.
- E. The CAB may also consider other issues or topics of common interest, as well as topics provided by UTA management in which the agency is seeking consumer insight and advice.
- F. The Staff Liaison will return and report to the CAB Committee the results of discussions, considerations and decisions by UTA management regarding any advice and recommendations put forth by the Committee.

IV. CAB Officers

- A. CAB officers include a Chair, Vice-Chair, and Secretary.
- B. The CAB membership will nominate one (1) Chair and one (1) Vice-Chair from among the twelve CAB members.
- C. The nominated candidates Chair and Vice-Chair will be voted on by the CAB membership. A majority of CAB members must vote in favor of the nominated candidates. If a majority vote cannot be obtained, new candidates for the Chair and Vice-Chair must be nominated.
- D. The Chair and Vice Chair nominated and approved by the CAB must also be approved by the Board of Trustees.
- E. The Chair will serve two (2) one-year terms or until their successor is elected.
- F. The Vice-Chair will serve a concurrent term with the Chair.
- G. The Secretary of the CAB will be the UTA assigned Staff Liaison or their appointee.

V. Officers' Duties

- A. Chair. The Chair shall:
 1. Provide input and background on agendas for meetings of the CAB.
 2. Preside at and facilitate all meetings of the CAB.

3. Ensure that all recommendations of the CAB are duly noted and/or transmitted to UTA management with the support of the UTA Staff Liaison.
4. Be the designated spokesperson on behalf of the CAB.
5. Perform other duties as directed by the CAB membership with concurrence of UTA management.

VI. UTA Staff Liaison

- A. UTA will assign one (1) management level staff representative (“Staff Liaison”) to work directly with the CAB.
- B. The Staff Liaison shall attend CAB meetings and consult with the CAB.
- C. The Staff Liaison may engage other UTA staff or delegate assignments as necessary to other UTA staff, but the Staff Liaison is the primary point of contact for UTA and will maintain all responsibility for management, direction and oversight of the CAB.
- D. The Staff Liaison will be responsible for all correspondence with CAB members including but not limited to preparing meeting agendas, taking meeting minutes, arranging for meeting space and meals as necessary.
- E. The Staff Liaison will be responsible to provide timely reports and feedback to the CAB on all subjects, tasks and projects which the CAB has been asked to engage.
- F. The UTA President/CEO or his or her designee will meet with the CAB at least one (1) time annually to give an update on the state of UTA.

VII. Board of Trustees Liaison

- A. The Board of Trustees (Board) will assign one or more Trustees as a Board liaison to the CAB.
- B. The appointed Trustee(s) shall provide insight and alignment between the CAB and the Board.
- C. The appointed Trustee(s) shall provide regular reports to the designated Board Committee regarding the CAB.

VIII. Meetings

- A. Open Meetings. All CAB meetings will be held in accordance and consistent with the Utah Open and Public Meetings Act, Utah Code Annotated §54-4-2016.
- B. Location. Unless otherwise noted, all CAB meetings will be held at the UTA Main Offices located at 669 West 200 South in Salt Lake City.
- C. Schedule.
 1. The CAB shall meet at least once per quarter in open, public meetings. The schedule shall include regular meetings.
 2. The CAB will schedule and hold one, long-format, retreat-type meeting annually to align long-term strategies of the CAB.
 3. Additional regular meetings may be scheduled upon the approval of the majority of CAB members present.
 4. If a CAB member agrees to do so, the member may attend additional meetings at the request of the Staff Liaison to work with UTA staff to provide input on specific projects.
 5. CAB members are expected to participate in at least 75% of quarterly meetings annually.
 6. Any CAB member not attending at least 75% of the quarterly meetings annually, shall be replaced with another nominated candidate.
- D. Agendas.
 1. The Secretary (UTA Staff Liaison) to the CAB will prepare and send a proposed agenda to members at least two weeks prior to the next scheduled meeting.

2. Members may request additional items within the CAB's province to be placed on the agenda up to five working days before a scheduled meeting. Revised agendas will be provided at the meeting.
- E. Rules of Order.
1. Business of the CAB shall be transacted in accordance with *Roberts Rules of Order, Newly Revised*.
- F. Quorum.
1. A majority (seven) of all CAB members must be present to constitute a quorum for a committee meeting to commence.
 2. No business of the CAB shall be transacted except at a meeting at which a quorum is present.
- G. Minutes.
1. The Secretary to the CAB will prepare minutes of each meeting. A draft of the minutes will be sent to the CAB members in a timely manner following the meeting.
 2. Corrections to the minutes will be accepted at the next meeting by a motion.
- H. Format. Every effort will be made to have all documents, including agendas, minutes, and handouts provided in the appropriate and requested alternate format as requested by any CAB member. The alternate format will be provided at least three days prior to a meeting.

Exhibit A

Geographic Area	Percentage*	Target Number of CAB Members
Salt Lake County	20%	2
Davis County	19%	2
Weber County	19%	1
Box Elder	16%	1
Utah County	15%	1
Tooele County	12%	1

Household Income	Percentage*	Target Number of CAB Members
Under \$50,000/Year	60%	7
Over \$50,000/Year	40%	5

Gender	Percentage*	Target Number of CAB Members
Male	59%	7
Female	41%	5

Captive vs. Choice	Percentage*	Target Number of CAB Members
Captive Riders	55%	7
Choice Riders	45%	5

Modes of Transit	Percentage*	Target Number of CAB Members
Rail	53%	5
Bus	42%	4
Paratransit	1%	1
Vanpool	3%	1
Flex Route	1%	1

Frequency of Use	Percentage*	Target Number of CAB Members
< 1 day per week	6%	1
1 day per week	3%	0
2 days per week	6%	1
3 days per week	10%	1
4 days per week	14%	2
5 days per week	41%	5
6 days per week	8%	1
7 days per week	11%	1

Race & Ethnicity	Percentage*	Target Number of CAB Members
Minority	26%	3
White Non-Hispanic	74%	9

**Data used for this analysis came from the 2015 on-board survey. The data will be reviewed and updated periodically.*

Exhibit B

Nominating Agency List

Advocacy Groups (minorities/low income/disabilities)	
4th Street Clinic (405 W 400 South)	Equality Utah
Centro Civico	Crossroads Urban Center
Pamela Atkinson (Homeless Trust Fund)	Road Home
Boys and Girls Club	Catholic Community Services
Asian Association of Utah	
YWCA	
LDS Family Services	
Seniors	
Salt Lake County Senior Services	Davis County Senior Services
State Division of Adult and Aging Services	Weber-Morgan Area Agency on Aging
Tooele County Aging and Adult Services	
Mountainland Association of Governments (MAG) – Aging and Family Services	
Students/Faculty/Staff	
Associated Students of the University of Utah	UVU Student Association
Weber State University Student Association	UVU Professional Association of Campus Employees
Weber State Faculty/Staff Association	SLCC Student Association
BYU Student Service Association	SLCC Faculty Association
Business/Outdoor Recreation & Environmental	
Workforce Services	EBay
Salt Lake Chamber of Commerce	Overstock.com
Davis County Chamber of Commerce	Adobe
Weber County Chamber of Commerce	IM/Flash
Utah Valley Chamber of Commerce	Ski Utah
PRATT Trail Organization	Bicycle Community (Bike Utah)
Provo Bicycle Committee	Sierra Club
Weber County Pathways	The Nature Conservancy
Government/Municipal Stakeholders	
Utah Association of Counties	Utah League of Cities and Towns

Exhibit C



**UTA Citizens Advisory Board
Nominee Survey**

CONTACT INFORMATION		
First and Last Name		Organization Representing (if applicable)
Telephone Number	Email Address	
Home Street Address		Unit
City	State	ZIP
WHY WOULD YOU LIKE TO PARTICIPATE IN THE CITIZENS' ADVISORY BOARD?		
Please list any information about your personal interests and, if applicable, the interests of any organizations or individuals that you represent.		
TRANSIT RIDERSHIP EXPERIENCE		
How often do you ride public transit?	What mode(s) of transit do you regularly use?	
<input type="radio"/> Less than 1 day per month <input type="radio"/> Less than 1 day per week <input type="radio"/> 1 to 3 days per week <input checked="" type="radio"/> 4 to 7 days per week	Check all that apply <input type="checkbox"/> Bus <input type="checkbox"/> Express Bus/MAX <input type="checkbox"/> TRAX/Streetcar <input type="checkbox"/> FrontRunner <input type="checkbox"/> Paratransit/FLEX Route <input type="checkbox"/> Vanpool	
What is the purpose of your transit trips? Check all that apply	What specific routes do you regularly use?	
<input type="checkbox"/> Work <input type="checkbox"/> School <input type="checkbox"/> Entertainment (i.e. theater, sporting events etc.) <input type="checkbox"/> Shopping/Errands (including medical appointments) <input type="checkbox"/> Other		
Is public transit your only available form of transportation?	Do you own a car?	
<input checked="" type="radio"/> Yes, walking and transit are my only options <input type="radio"/> No, I have access to a car, bike, taxi, etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No	



**UTA Citizens Advisory Board
Nominee Survey**

DEMOGRAPHIC INFORMATION	
County of Residence	Age Group
<input checked="" type="radio"/> Box Elder County <input type="radio"/> Davis County <input type="radio"/> Salt Lake County <input type="radio"/> Tooele County <input type="radio"/> Utah County <input type="radio"/> Weber County <input type="radio"/> Other	<input checked="" type="radio"/> 17 and under <input type="radio"/> 18-24 <input type="radio"/> 25-34 <input type="radio"/> 35-44 <input type="radio"/> 45-54 <input type="radio"/> 55-64 <input type="radio"/> 65 and over
Gender	Annual Household Income
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Prefer not to answer	<input checked="" type="radio"/> Under \$50,000 per year <input type="radio"/> Over \$50,000 per year <input type="radio"/> Prefer not to answer
Race/Ethnicity	
Check all that apply	
<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian American <input type="checkbox"/> Black/African America <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White (and some other race/ethnicity) <input type="checkbox"/> Other racial or ethnic background <input type="checkbox"/> Prefer not to answer	
AVAILABILITY FOR CITIZENS' ADVISORY BOARD MEETINGS	
If selected to participate, what days of the week and times would you be available to meet? Check all that apply	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> 9:00 am to 11:00 am <input type="checkbox"/> 11:00 am to 1:00 pm <input type="checkbox"/> 1:00 pm to 3:00 pm <input type="checkbox"/> 3:00 pm to 5:00 pm <input type="checkbox"/> 5:00 pm to 7:00 pm <input type="checkbox"/> 7:00 pm to 9:00 pm
Would you be willing/able to travel to UTA's downtown offices (669 West 200 South in Salt Lake City) to participate?	Do you have access to the internet or the ability to receive emails and participate in online surveys?
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Would you be willing to participate by telephone/conference call if you are unable to make it to UTA's offices?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

[Click Here to Submit Form by Email](#)

Submit Form

Or, you can print and mail the form to:

UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	October 25, 2017
TITLE:	Committee on Accessible Transportation (CAT) Charter
CONTACT PERSON:	Jayne Blakesley, General Counsel
SUBJECT:	Resolution of the Board of Trustees of the Utah Transit Authority Approving the Amended Charter for the Committee on Accessible Transportation
BACKGROUND:	<p>UTA’s Committee on Accessible Transportation (CAT) is a citizen advisory committee consisting of members of the disability community, disability service providers, parents of individuals with disabilities, and other parties interested in ensuring that UTA’s services are accessible to and usable by people with disabilities. The CAT Charter has not been updated and approved by the UTA Board of Trustees since 2014. The proposed updated Charter includes the following significant revisions:</p> <ul style="list-style-type: none"> • Reduced number of members to 12 (was previously 18) • Reduced required representation from specific disability groups from two (2) per group to one (1) per group • Changed membership requirements to allow individuals who previously served on the CAT to reapply for membership after taking at least a one year leave from CAT membership • Added requirement for CAT Chair to provide an annual report to the Board of Trustees on significant accomplishments
ALTERNATIVES:	<ul style="list-style-type: none"> • Adopt as presented • Amend and adopt • Return to Stakeholder/Government Relations Committee

RATIONALE FOR PREFERRED ALTERNATIVE:	These changes will improve how the UTA Board of Trustees and UTA staff receive strategic direction from the disability community it serves.
EXHIBITS:	<ul style="list-style-type: none">• R2017-10-03: Resolution Approving the Amended Charter for the Committee on Accessible Transportation• Charter for the Committee on Accessible Transportation

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY APPROVING THE AMENDED CHARTER FOR THE COMMITTEE ON
ACCESSIBLE TRANSPORTATION**

No. R2017-10-03

October 25, 2017

WHEREAS, the Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities-Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, the Board of Trustees of the Authority, in its Americans With Disabilities implementation plan, established a Committee on Accessible Transportation (the "Committee") to act as its advisory board in matters pertaining to transportation issues concerning individuals with disabilities; and

WHEREAS, the Committee desires to have its Charter amended to provide better representation of the various disability groups, more clearly define the Committee structure, and amend Charter language to reflect Authority organizational changes; and

WHEREAS, the Board has determined that such changes will be beneficial to the Authority and the Committee;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the Amended Charter for the Committee on Accessible Transportation as attached to this Resolution is hereby approved.
2. That this Resolution and the Charter as approved shall remain in effect until amended or superseded by further resolution.
3. That this Resolution supersedes Resolution 2010-04-04.
4. That the Board formally ratifies prior actions taken by the Authority, including those taken by the President/CEO and staff members that were relevant hereto and necessary or appropriate.
5. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 25th day of October 2017.

Robert McKinley, Chair

ATTEST:

Robert K. Biles, Secretary

[SEAL]

DRAFT

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board held on the 25th day of October, 2017.

Robert McKinley, Chair

Robert K. Biles, Secretary

APPROVED AS TO FORM

Legal Counsel

DRAFT

CHARTER FOR THE
COMMITTEE ON ACCESSIBLE TRANSPORTATION (CAT)
UTAH TRANSIT AUTHORITY

Approved by the UTA Board of Trustees
DATE, 2017

I. Purpose

The Utah Transit Authority (“UTA”) formed the Committee on Accessible Transportation (“CAT”) to offer recommendations and assistance to UTA on accessibility issues related to UTA’s facilities, equipment, routes, plans, and programs. UTA intends the CAT to provide the mechanism to ensure participation of individuals with disabilities in the continued development and assessment of transit services to persons with disabilities. The objective of the CAT is to offer advice to UTA on ways to provide access to fixed route and rail services and to complementary Paratransit service for people functionally not able to use the fixed route system. The CAT will provide broad representation of the disability and senior communities, as well as representation of UTA.

II. Membership

A. Voting members.

1. Voting members on the CAT may include:
 - i. Individuals with disabilities and parents or guardians of individuals with disabilities.
 - ii. Representatives from organizations that provide service to, or work with, individuals with disabilities.
 - iii. Advocates of and for individuals with disabilities and other appropriate individuals.
 - iv. Representatives from the senior community.
2. The CAT shall consist of no more than twelve (12) voting members with at least one (1) voting member representing each of the following membership categories:
 - i. Blind/Visually Impaired
 - ii. Deaf/Hearing Impaired
 - iii. Physical Disabilities/Mobility Impaired
 - iv. Cognitive/Learning Disabled
 - v. Mental Illness
 - vi. Multiple Disabilities
 - vii. Seniors
3. If there are not enough applications submitted for individuals to represent membership openings in each category, the CAT may by majority vote determine to fill the remaining open positions with individuals qualifying under one or more of categories (1) through (7), if there are such applications submitted.

B. Non-voting members. There will be one non-voting member representing each of the following UTA positions, business units, or offices:

1. UTA Board of Trustees Liaison
2. UTA Fixed Route Business Units
3. UTA Paratransit Operations

4. UTA Rail Services (TRAX)
 5. UTA Rail Services (FrontRunner)
 6. UTA Paratransit Customer Support
 7. UTA ADA Compliance Officer as Staff Liaison to the CAT
 8. UTA Staff as Secretary to the CAT
- C. Membership Terms.
1. The term of office of voting members shall be two years, ending in June of the second year of the two-year term.
 2. A voting member may be appointed for two consecutive two-year terms.
 3. Former CAT members interested in serving additional terms on the CAT may reapply for membership after taking at least a one year leave from CAT membership.
- D. Applications for Membership. Before or during March of each year, the UTA staff liaison to the CAT shall cause a notice seeking applications for CAT membership to be prepared and posted on the UTA website, and to be provided to organizations representing a segment of the disability community. Current CAT members are encouraged to participate in recruiting new applicants. CAT membership is open to individuals living in any part of UTA's service area. Applications will be posted on the UTA website and provided by the UTA staff liaison on request to interested individuals. The application form will ask for the applicant's name, address, phone number, membership category representation, and reasons for wanting to serve on the CAT. A member whose first two year term is ending must submit an application to be considered for a second term. Former CAT members who have not been voting members for at least one year and are interested in being considered again for CAT membership must also submit an application to be considered for an additional term. Applications for new membership on the CAT must be received in April of each year. The application due date will be determined annually by the Planning and Community Outreach subcommittee. Applications received will be classified as private by UTA.
- E. Membership Selection. The Planning and Community Outreach Subcommittee will review the applications received, select a recommended slate of new voting members, and present its recommendations to the CAT for approval at the May meeting. The CAT may deliberate, but not vote, on the membership recommendations in closed session. A closed session may only be held on the affirmative vote of two-thirds of the voting members of the CAT who are present. Minutes of any closed session shall be recorded by the Secretary, consistent with the Utah Open and Public Meetings Act, Utah Code Annotated §54-4-2016.
- F. Attendance. Each CAT member is expected to attend all meetings and perform other assignments as directed by the CAT. If a member is absent from five meetings, either regular CAT meetings, subcommittee meetings or any combination thereof between July 1 and June 30, the voting CAT member shall be replaced.
- G. Election of Chairperson and Vice Chairperson. The Planning and Community Outreach subcommittee shall survey voting members in March for nominations for Chairperson and Vice Chairperson. Nominations shall be accepted by the Planning and Community Outreach subcommittee until the close of business on the Friday preceding the April meeting of the Planning and Community Outreach subcommittee meeting. The date for this deadline will be announced during the March meeting of the full CAT committee. The Chairperson and Vice Chairperson of the CAT shall be elected by secret ballot by a majority of the voting members at the May meeting. The Chairperson may not serve in

that position for more than two one-year terms or until his or her successor is elected to that position.

- H. Appointment of Secretary. UTA shall provide a UTA employee to act as Secretary to the CAT.

III. **Members' Duties and Responsibilities**

The CAT is a non-governing advisory board that shall provide disability related consumer insight to UTA management, as well as the UTA Board of Trustees on matters pertaining to accessible transportation services consistent with the Americans with Disabilities Act of 1990 and its regulations and its subsequent amendments. Members shall:

- A. Promote community support for UTA's accessible transportation systems.
- B. Attend and participate in CAT meetings and accept subcommittee assignments as requested.
- C. Make recommendations for UTA policies and procedures regarding accessible transportation, as well as the CAT charter and CAT subcommittee procedures.
- D. Review UTA proposals for accessible transportation services and provide input on factors related to accessibility qualifications of proposals.
- E. Review accessibility of the fixed route and rails services and provide suggestions for increased use of those services by persons with disabilities.
- F. Review appropriate use of UTA's paratransit service and provide suggestions for increased effectiveness.
- G. At UTA's request, recommend ad hoc members to study various service specifications and technical aspects of the system.
- H. Assist with the recruitment of new CAT members.
- I. Plan, attend, and participate in the annual recruitment open house and ADA celebration.
- J. Participate in disability sensitivity training for UTA employees.

IV. **Subcommittees**

There shall be three subcommittees: Executive, Planning & Community Outreach, and Services. With the concurrence of the majority of the CAT members, the Executive Committee shall appoint CAT members to serve on a subcommittee. Annually, each subcommittee shall elect its own leadership to include at least a chairperson.

- A. Executive Subcommittee. The Executive Subcommittee consists of the CAT Chairperson and Vice chairperson, as well as the Chair of the Services and Planning and Community Outreach subcommittees. The executive subcommittee will meet at least every other month to review goals of the CAT, to resolve membership issues, and coordinate resources to support all subcommittees.
- B. Planning & Community Outreach Subcommittee. The Planning and Community Outreach Subcommittee is responsible for CAT membership (including the annual membership open house), leadership elections, planning the annual ADA celebration, and reviewing the CAT charter. This subcommittee may provide advice to UTA on providing information to the general public, advocacy organizations, and others about UTA's accessible services as well as UTA's efforts to meet and exceed accessibility goals. The Planning and Community Outreach subcommittee may aid in providing disability sensitivity/awareness training. This subcommittee will work with all of UTA_[BLB(C1)], most specifically customer concerns and community relations and marketing.

- C. Services Subcommittee. The Services Subcommittee is responsible for providing feedback on all of UTA services and programs, including fixed route bus, rail, and paratransit services, as well as the general direction for UTA on issues related to accessibility. To assure accessibility, non-discrimination and program efficiency, the Services subcommittee may review and provide recommendations on a broad range of topics including: services changes (e.g., routes, stops); UTA policies and procedures; project designs; equipment and vehicles (i.e., buses and train cars); alternate funding sources; fares, including new fare cards and fare policy; service expansion; paratransit eligibility and related appeals; and other changes to UTA services and programs. The Services subcommittee is responsible for reviewing the Paratransit Riders Guide at least biannually.

V. Officers' Duties

- A. Chair. The Chair shall:
 - 1. Provide input and background on agendas for meetings of the full CAT.
 - 2. Preside at and facilitate all meetings of the CAT and Executive Subcommittee.
 - 3. Ensure that all recommendations of the CAT are duly executed and/or transmitted.
 - 4. Be the spokesperson for the CAT.
 - 5. Give general direction to the work of the CAT.
 - 6. Appoint subcommittee Chairs.
 - 7. Oversee the work developing annual subcommittee goals and complete annual evaluation of progress toward accomplishing these goals.
 - 8. Report significant CAT accomplishments to the UTA Board of Trustees on an annual basis.
 - 9. Perform other duties as directed by the CAT with concurrence of UTA.
- B. Vice Chair. The Vice Chairperson shall:
 - 1. Preside at and facilitate meetings at which the Chairperson is not present.
 - 2. Serve as the interim Chair of the CAT in cases where the individual elected to be the Chair of the CAT can no longer serve as the Chair.

VI. UTA Staff Liaison

- A. The UTA ADA Compliance Officer will be the UTA staff representative ("Staff Liaison") to work directly with the CAT.
- B. The Staff Liaison may engage other UTA staff or delegate assignments as necessary to other UTA staff, but the Staff Liaison is the primary point of contact for UTA and will maintain all responsibility for management, direction and oversight of the CAT.
- C. The Staff Liaison will be responsible for all correspondence with CAT members including but not limited to preparing meeting agendas, taking meeting minutes, arranging for meeting space and meals as necessary.
- D. The Staff Liaison will be responsible to provide timely reports and feedback to the CAT on all subjects, tasks and projects which the CAB has been asked to engage.
- E. The UTA President/CEO or his or her designee will meet with the CAB at least one (1) time annually to give an update on the state of UTA.

VII. Board of Trustees Liaison

The Chair of the UTA Board of Trustees will appointed a member of the Board to serve as the Board of Trustees Liaison ("Liaison") to the CAT. The Liaison shall attend bi-monthly meetings of

the full CAT Committee and shall furnish reports to the CAT on Board activities or decision which may be of interest to members of the CAT. Additionally, the Liaison will report to the members of the Board subcommittee(s) on which the Liaison serves, as well as the full Board of Trustees as needed, any relevant advice offered and/or concerns raised by the members of the CAT.

VIII. Meetings

- A. Open Meetings. All CAB meetings will be held in accordance and consistent with the Utah Open and Public Meetings Act, Utah Code Annotated §54-4-2016.
- B. Schedule. The CAT will meet at least every other month on the second Monday of the month at the UTA Administration Offices at FrontLine Headquarters (FLHQ), 669 West 200 South, Salt Lake City, Utah, unless another date or location is otherwise agreed to by the CAT and UTA.
- C. Agenda.
 - 1. The UTA staff liaison to the CAT will prepare and email a proposed agenda to the CAT Chair and Vice Chair at least fourteen days prior to the next scheduled meeting of the full CAT committee.
 - 2. Upon approval by the Chair and Vice Chair, a draft agenda will be emailed to the CAT members at least seven days prior to the next scheduled meeting of the full CAT committee.
 - 3. Members may request additional items within the CAT's province be placed on the agenda up to five days before a scheduled meeting.
 - 4. If there are revisions to the agenda, an updated agenda will be sent to the CAT members at least four days prior to the next scheduled meeting of the full CAT committee.
 - 5. The final agenda for the next scheduled meeting of the full CAT committee will be publicly noticed at least three days prior to the next scheduled meeting of the full CAT committee.
- D. Rules of Order. Business of the CAT shall be transacted in accordance with *Roberts Rules of Order, Newly Revised*.
- E. Quorum. A majority of all voting members of the CAT must be present to constitute a quorum for the transaction of business. No business of the CAT shall be transacted except at a meeting at which a quorum is present. If less than a quorum of the CAT is present, a majority of those present may vote for adjournment.
- F. Minutes. The Secretary to the CAT will prepare minutes of each meeting. A draft of the minutes will be sent to the CAT members following the meeting. Corrections to the minutes will be accepted at the next meeting.
- G. Alternate Format. Every effort will be made to have all documents, including agendas, minutes, and handouts provided in the appropriate and requested alternate format as requested by a CAT member. The alternate format will be provided at least three days prior to a meeting.

UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	October 25, 2017
AGENDA ITEM:	2017 Quarter 3 Audit Report
CONTACT PERSON:	Riana de Villiers – Chief Internal Auditor
SUBJECT:	Quarter 3 2017 Audit Report
BACKGROUND:	<p>The International Standards for the Professional Practice of Internal Auditing directs that Internal Audit should communicate to the Board of Trustees on Internal Audit’s activities in relation to the execution of the audit plan.</p> <p>The Chief Internal Auditor is presenting an executive summary of the following internal audits that provides an overview of the scope, objectives and results of the audits performed:</p> <ul style="list-style-type: none"> • ERP Information Technology General Controls • Procurement Management • Purchase Card Compliance
BOARD STRATEGIC FOCUS ALIGNMENT:	All
EXHIBITS:	<ul style="list-style-type: none"> • ERP ITGC_Executive Summary • Procurement Management_Executive Summary • Purchase Card Compliance_Executive Summary <p>For additional information, please visit Audit Reports at: http://www.rideuta.com/About-UTA/UTA-Reports-and-Documents</p>

ERP INFORMATION TECHNOLOGY GENERAL CONTROLS

Executive Summary

Introduction

Internal Audit (IA) has been directed by the Board to perform an internal audit on the ERP Information Technology General Controls (ITGCs) to determine if controls are designed adequately and operating effectively to ensure compliance with Utah Transit Authority (UTA) policy and goals. The preliminary stage of the audit was concluded on December 12, 2016 and the audit report was finalized in September 2017.

Objectives and Scope

The primary objective of the audit was to assess whether adequate controls are in place and have been operating effectively for the following areas:

- User Procedures
- Data Security
- System Development and Programming
- Change Management
- Application Support
- Third Party Service Providers

The following areas were excluded from the scope of the ITGC audit because they were covered in previous audits:

- Physical Security
- Environmental Controls
- Backup and Recovery
- Contingency Planning

The period of the preliminary audit was from September 1, 2015, through August 31, 2016 with completion of the audit work focusing on the period of March 31, 2017 through July 31, 2017.

Audit Conclusion

The audit revealed that a corporate policy was in place, which included assignment of ownership and responsibility for technology and applications as well as individuals and IT-related working groups. IA also found that the Information Technology Department (IT) has established written procedures for planning, budgeting, and tracking IT training, and aligned the budgeted expenditure accordingly. At the time of IA's fieldwork, IT was working with Continuous Improvement to implement the record keeping and tracking described. IT had developed and established other recommended policies as well, such as change management and access controls.

The upgrade of the ERP System is anticipated to be complete in October 2017. In weighing the risks, costs, and benefits, IT Management elected to postpone recommended changes that directly impact the ERP System, such as monitoring for appropriate segregation of duties, until such time as the upgrade was complete. Once the upgrade has been completed these recommendations will be addressed.

PROCUREMENT MANAGEMENT

Executive Summary

Introduction

Internal Audit (IA) has been directed by the Board to perform an internal audit on Procurement Management to determine if controls are designed adequately and operating effectively to ensure compliance with Utah Transit Authority (UTA) policy and goals. The initial stage of the audit was concluded on October 31, 2016 and the audit report was finalized in September 2017.

Objectives and Scope

The primary objective of the audit was to assess whether adequate controls are in place and have been operating effectively for the following areas:

- Solicitation process
- Contract management
- Procurement process

The period of the preliminary audit work was from November 1, 2015, through May 31, 2016 with completion of the audit work focusing on the period of March 31, 2017 through July 31, 2017.

Audit Conclusion

The audit revealed that significant progress had been made in addressing initial audit findings, including an expansion of user access review and updates to standard operating procedures (SOPs) to clarify acceptable practices. Procurement Management also worked to enhance the system of monitoring and review to include monitoring of vendor performance, monitoring of purchase requisitions and purchase orders, and an independent review for inclusion of critical elements in the solicitation process.

Additional opportunities exist to further update SOPs to both reflect current processes and clarify best practices for purchase requisitions including approvals where purchase orders exceed requisition amounts by certain thresholds, requisition requirements for blanket purchase orders, and negotiated price discounts. Management should also consider the creation of a corporate policy for Procurement to guide employees in complying with UTA's procurement standards and reserve the SOPs for processes.

PURCHASE CARD COMPLIANCE

Executive Summary

Introduction

Internal Audit has been directed by the Board to perform an internal audit of purchase cards to determine if procurements are performed in compliance with the UTA Purchase Card Policy. The preliminary stage of the audit was concluded on December 28, 2016 and the audit report was finalized in September 2017.

Objectives and Scope

The primary areas of focus for the purchase card audit included:

- Issuing of purchase cards
- Monitoring of purchase cards
- Closing/Rescinding of purchase cards

The period of the preliminary audit was from December 1, 2015 through November 30, 2016 with completion of the audit work focusing on the period March 1, 2017 through August 31, 2017.

Audit Conclusion

The audit concluded that the purchase card policy and business practices have been aligned to the changes made to the P-Card Standard Operating Procedures (SOP) for new cardholders. It would be valuable for management to align cardholders who received their cards prior to these policy changes with the current SOP. In addition, management should consider including the monthly card limit in the SOP to further improve governance.

Internal Audit's review of the P-Card program shows that training is a pre-requisite to obtaining a P-Card and a signature is required prior to a card being issued. The Purchase Card Administration team oversees an ongoing training program to keep managers up to date on the P-Card SOP and has processes in place to monitor non-compliance with the policy. The audit concluded that the administration team is monitoring monthly P-Card transactions for manager approvals and descriptions and following up on exceptions. Management, however, has not been monitoring P-Card transactions for duplicate payments and split transactions, which could compromise the system of control.