

Regular Meeting of the
Board of Trustees of the Utah Transit Authority

Wednesday, May 22, 2019, 9:00 a.m.
Utah Transit Authority Headquarters
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms



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| 1. Call to Order & Opening Remarks | Chair Carlton Christensen |
| 2. Pledge of Allegiance | Chair Carlton Christensen |
| 3. Safety First Minute | Sheldon Shaw |
| 4. Public Comment Period | Matt Sibul |
| 5. Approval of May 8, 2019 Board Meeting Minutes | Chair Carlton Christensen |
| 6. Agency Report | Steve Meyer |
| 7. Contracts, Disbursements and Grants | |
| a. Disbursement: Tooele County | Steve Meyer |
| b. Pre-Procurement: Light Rail Auxiliary Power Converter and Propulsion Controller | Steve Meyer |
| c. Pre-procurement: Light Rail Vehicle Wraps | Steve Meyer |
| d. Grant Review: DHS Transit Security Grant Program | Steve Meyer |
| 8. Discussion Items | |
| a. Regional Transportation Plan Draft – Transit Initiatives | Callie New (WFRC)
Chad Eccles (MAG) |
| b. 2018/2019 Ski Bus Service | Eddy Cumins |
| c. Draft Board Real Estate Policy | Paul Drake |
| d. Draft Board Ethics Policy | Riana de Villiers |

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- | | |
|--|-----------------------------------|
| e. Draft Board Branding and Advertising Policy | Nichol Bourdeaux
Andrea Packer |
| f. Fares Background – Part 1 | Monica Morton |
| 9. Other Business | Chair Carlton Christensen |
| a. Next meeting: May 29, 2019 at 9:00 a.m. | |
| 10. Adjourn | Chair Carlton Christensen |

Public Comment: Members of the public are invited to provide comment during the public comment period. Comment may be provided in person or online through www.rideuta.com. In order to be considerate of time and the agenda, comments are limited to 2 minutes per individual or 5 minutes for a designated spokesperson representing a group. Comments may also be sent via e-mail to boardoftrustees@rideuta.com.

Special Accommodation: Information related to this meeting is available in alternate format upon request by contacting calldredge@rideuta.com or (801) 287-3536. Request for accommodations should be made at least two business days in advance of the scheduled meeting.

Safety Is a Choice You Make

**Personal Protection
Equipment**

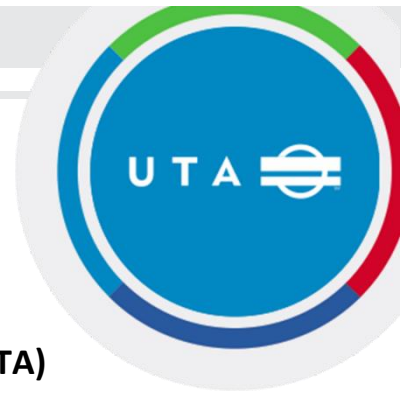


Policy



Common Sense





**Minutes 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
May 8, 2019**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

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

Call to Order, Opening Remarks, and Pledge of Allegiance. Chair Christensen welcomed attendees and called the meeting to order at 9:00 a.m. with three board members present. Following Chair Christensen's opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

Safety First Minute. Chair Christensen yielded the floor to Sheldon Shaw, UTA Safety Manager, for a brief safety message.

Public Comment Period. No public comment was given.

Approval of May 1, 2019 Board Meeting Minutes. A motion to approve the May 1, 2019 Board Meeting Minutes was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Agency Report.

TIGER First/Last Mile Project. Steve Meyer, UTA Interim Executive Director, was joined by Grey Turner, UTA Senior Program Manager of Engineering and Project Development, and Heather Bening, UTA Project Manager II. They delivered a presentation on the Transportation Investment Generating Economic Recovery (TIGER) First/Last Mile Project, including an overview of the program goal, what the TIGER grant entails, a summary of the projects included in the program, access to information about the program on UTA's website, agreements included in the program, and progress toward completion. Discussion ensued. Questions on lessons learned from the program to date, cost change impacts to the program, and the difference between a bike lane and a multi-use path were posed by the board and answered by staff.

Main Street Construction (Half Grand Union) Update. Mr. Meyer was joined by Eddy Cumins, UTA Chief Operating Officer, and Greg Thorpe, UTA Project Manager III. Mr. Cumins provided an update on how work on the project is progressing. Discussion ensued. Questions on the material under the track and initial construction were posed by the board and answered by staff.

Grants Update. Mr. Meyer provided an update on UTA's discretionary and pending grants as well as grant applications in development. The latter include:

- USDOT BUILD for the future of FrontRunner: \$12-20 million
- 2019 FTA 5339 Low-No with Park City for two electric buses on the Park City-Salt Lake City route: >\$2 million
- 2019 FTA 5339 (b) Bus and Bus Facilities for system-wide bus stops: \$2-5 million
- FEMA TSGP for various security improvements: \$1-3 million
- WFRC and MAG-programmed CMAQ/STP/TAP for various projects: \$5-10 million
- FTA TOD Planning for transit-oriented development planning associated with the future of FrontRunner: \$1 million

Mr. Meyer also provided information on annual formula funding received by the agency.

Discussion ensued. Questions on electric bus facilities in Park City, the type of buses anticipated from the Volkswagen settlement funds, and the extent of the pilot project for the voucher program were posed by the board and answered by staff.

R2019-05-02 Authorizing Execution of Interlocal Agreement with Utah County (Service Level Agreement). Trustee Millington spoke about the service level agreement that Utah County requested when it authorized 4th quarter funding for transit. The agreement outlines a process for reviewing and approving certain projects proposed for Utah County.

A motion to approve R2019-05-02 was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

Contracts and Pre-Procurements.

Contract: Bus Lifts for Meadowbrook and Ogden Facilities (Steril-Koni, Inc.). Eddy Cumins, UTA Chief Operating Officer, summarized the contract, which replaces aging bus lifts at the Ogden and Meadowbrook garages. Discussion ensued. A question on the implementation timeline was posed by the board and answered by Mr. Cumins.

A motion to approve the change order was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously with aye votes from Trustee Millington, Trustee Holbrook, and Chair Christensen.

Discussion Items.

Census 2020. Zee Xiao and Marti Woolford, both with Salt Lake County, delivered a presentation on efforts to obtain accurate information on the 2020 census. Ms. Xiao suggested UTA could assist in the census effort by encouraging employees and riders to complete the census through marketing tactics and events. Discussion ensued. Questions on declining response rates, the process for counting college students, the citizenship question appearing on the census, and census efforts in other counties were posed by the board and answered by Ms. Xiao and Ms. Woolford. Chair Christensen suggested assigning UTA staff to review opportunities for the agency to support this effort.

Executive Team Performance Metrics Follow Up. Mr. Meyer and the UTA executive team (comprised of Mr. Cumins; Bob Biles, UTA Chief Finance Officer; Kim Ulibarri; UTA Chief People Officer; and Nichol Bourdeaux, UTA Chief Marketing & Communications Officer) provided information on their 2019 performance objectives. Discussion ensued. The board expressed informal support for the performance metrics as presented. Chair Christensen suggested increasing brand reinforcement across the agency.

Chair Christensen called for a brief recess at 10:33 a.m.

The meeting resumed at 10:41 a.m.

Draft 2019 Budget Amendments. Bob Biles, UTA Chief Finance Officer, was joined by Mary DeLoretto, UTA Director of Capital Projects. Mr. Biles reviewed proposed budget amendments to the operating and capital budgets. Potential changes to the operating budget would include Utah County 4th quarter funds and the addition of a transit-oriented development project manager. Potential changes to the capital budget would include 2018 carryover projects and three new projects (Park City electric bus, ADA bus stop improvements in Utah County, and Vineyard vanpool expansion). Discussion ensued. Questions on debt service coverage, funding available for new headcount, local match on new projects, funding allocation for Park City buses, airport TRAX station relocation budget and service, and frequency of anticipated budget amendments were posed by the board and answered by staff.

Draft Board Financial Policy. Mr. Biles explained the need for a financial policy and spoke about various topics addressed in the policy, including reserves, grants, investments, debt, financial reporting, risk management, internal and external controls, long-term financial planning, budgeting, and capital. Discussion ensued. Questions on the word choice for naming the “debt rate service” reserve, perceptions of bond companies on the debt rate service reserve, and clarification on the advisory council role in the annual budget approval were posed by the board and answered by Mr. Biles. Chair Christensen suggested changing the name of the debt rate service reserve fund.

Other Business.

Next Meeting. The next meeting of the board will be on Wednesday, May 22, 2019 at 9:00 a.m.

Adjournment. The meeting was adjourned at 11:14 a.m. by motion.

Transcribed by Cathie Griffiths
Executive Assistant to the Board Chair
Utah Transit Authority
cgriffiths@rideuta.com
801.237.1945

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/532239.html> for entire content.

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

Detailed Contract Description & Purpose

Board Review and/or Approval Date: 5/22/2019

Agenda Item #

Action Requested: Motion to approve disbursement

Criteria: Disbursement over \$200,000 not on an approved contract

Check #: TBD

Contract Title:

Project Manager: Troy Bingham

Contract Administrator:

Impacted Areas: Sales Tax Revenues

Included in budget? N/A

Procurement method:

Contractor: Tooele County

Sole-Source Reason: N/A

Total Disbursement \$ 550,023.57
Qty & Unit price

Contract term (Months)

Contract options (Months)

Contract start date:

Contract end date:

Number of responding firms:

\$ Value of Next Lowest Bidder

Detailed Description & Purpose:

Tooele County's Board of Supervisors passed the 3rd Quarter County Transportation Sales Tax in July 2018, but specifically designated the funds to go to Tooele County road projects instead of transit. The State of Utah Tax Commission is responsible for overseeing sales tax collections for all Counties in Utah. When the sales tax started to be collected in Tooele County, the State of Utah Tax Commission sent the funds to Utah Transit Authority thinking the funds were designated for transit. Tooele County has contacted the State of Utah Tax Commission to request that future funds no longer come to UTA. Tooele has requested that UTA send all previously collected 3rd Quarter Sales Tax funds to Tooele County. The State of Utah Tax Commission has agreed that UTA should disburse these funds directly to Tooele County.

Attachments: Attachment - Check Detail List N/A

Tooele Third Quarter Amounts Paid to UTA

<u>Month Received</u>	<u>Amount</u>
October 2018	\$ 3.52
November 2018	\$ 18,639.31
December 2018	\$ 119,038.74
January 2019	\$ 145,043.27
February 2019	\$ 150,314.79
March 2019	\$ 116,983.94
Total	<u>\$ 550,023.57</u>

Detailed Contract Description & Purpose

Board Review Date: 5/22/2019

Document Type: Pre-Procurement

Action Requested: Pre-Procurement (information only)

Criteria: Contract is > \$1,000,000

Contract Title: SD100 Auxiliary Power Converter (APC) and SD100 Propulsion Controller

Contract # NA

Project Manager: Kyle Stockley

Contract Administrator: Jolene Higgins

Impacted Areas: Light Rail Divisions

Included in budget? Yes

Procurement method: Best value (RFP)

Contractor: NA

Sole-Source Reason: N/A

Qty & Unit price 23 @ \$273,000

Change Order Value NA

Total Contract Value \$6,279,002

Contract term (Months) NA

Contract Start Date NA

Contract options (Months) NA

Contract End Date: NA

Number of responding firms: NA

\$ Value of Next Lowest Bidder NA

General Description & Purpose:

This procurement is to overhaul the Propulsion Controller, and the Auxiliary Power Converter (APC) and Insulated-Gate Bipolar Transistor (IGBT) for UTA's twenty-three (23) SD100 light rail vehicles to enable the SD100s to reach the end of and possibly extend the useful life of the vehicles for an additional 20 years. Please see the attachments for details. UTA has decided to combine these two projects to help with efficiencies and project cost savings. There are some suppliers that can provide both services and may offer UTA additional savings if awarded both projects.

There are two requisitions attached to this summary.

- Requisition number 6662 is for twenty-three (23) SD100 Propulsion Controllers (\$250,000 per vehicle) to be purchased over a five year period.

Year 1 \$750,000, Year 2 \$1,500,000, Year 3 is for 1,500,000, Year 4 is for 1,500,000, Year 5 is for \$500,000 for a total of \$5,750,000

- Requisition number 6663 is for twenty-three (23) SD100 APC (\$18,000 per vehicle), and twenty-three (23) IGBT (\$5,000 per vehicle)

Total cost of the combined requisitions is \$273,000 per vehicle

Grand Total is \$\$6,279,000

Attachments: Requisition

SD100 Auxiliary Power Converter (APC) and Insulated-Gate Bipolar Transistor (IGBT) Overhaul

1. This requisition is to overhaul the APC and the IGBT for the 23 SD100 light rail vehicles.
2. To enable the SD100's to reach the end and possible extend their useful life the APC overhaul is required. The projection is to extend the use of the vehicle an additional 20 years. High level details of the project are: There are two pieces that make up the APC overhaul.
 - a. APC Overhaul
 - b. IGBT Overhaul
 - A The APC midlife overhaul scope of work will include the cleaning, disassembly, refurbishment, repair (as necessary) and testing of the APC unit.
 - B All work and testing shall be conducted in accordance with IEEE 16 and/or IEC 60287-1.
 - C UTA personnel shall be responsible for the removal and installation of the APC units and any associated components from the vehicles.
 - D All IGBT modules shall be disassembled and cleaned.
 - E All IGBTs (Mitsubishi CM300HA24H) and wiring from the gate driver boards shall be replaced.

The full specification is outlined in the contract attached to the requisition

3. The procurement will be administered by Supply Chain through an RFP and contains only local money.
4. The cost for the overhaul is:
 - a. APC: \$18,000 each for a total of \$414,000
 - b. IGBT: \$5,000 each for a total of \$115,000
 - c. Total of the project: \$529,000
5. The procurement is approved in the 2019 budget under the capital project SD Overhaul SGR040.
6. There will be no additional reoccurring costs associated with the APC/IGBT overhaul project.

SD100 Propulsion Controller

1. This requisition is to overhaul the Propulsion Controller for the 23 SD100 light rail vehicles.
2. To enable the SD100's to reach the end and possible extend their useful life the Propulsion Controller overhaul is required. The projection is to extend the use of the vehicle an additional 20 years. High level details of the project are:
 - a. UTA has in operation 23 SD100 Siemens light rail vehicles. Each vehicle has one propulsion controller for two power trucks with right angle drives.
 - b. The propulsion controllers are approximately 20 years old. UTA requires this work to provide reliable service for an additional 20 years without intermediate maintenance activity beyond routine inspection and an annual inspection/lubrication service.
 - c. The current propulsion controller is a dc chopper drive based on GTO technology. The overhaul will convert the controller to an IGBT based chopper drive to avoid issues of obsolescence of the current GTOs. There is one container per vehicle.
 - d. The propulsion container shall provide for stepless control of the two self-ventilated dc mono-motor trucks in propulsion and braking operation.
 - e. Three end-of-axle speed sensor assemblies are provided on the vehicle, one per truck. The speed sensors, wiring, and connectors on the truck shall be replaced.
 - f. The Traction Control Unit (TCU) is located in an electrical locker in the vehicle interior. The TCU reads the signals from the carbody components and provides turn on/off signals to the gate control boards in the propulsion controller.
 - g. The TCU shall be replaced with an updated unit designed to function with the IGBT-based chopper provided.
 - h. The new controller shall be responsible for the generation of safety related signals such as no-motion, overspeed and friction brake blending.

The full specification is outlined in the contract attached to the requisition

3. The procurement will be administered by Supply Chain through an RFP and contains only local money.
4. \$250,000 each for a total project cost of \$5,750,000
5. Schedule
 - a. Year 1: 3-\$750,000
 - b. Year 2: 6-\$1,500,000
 - c. Year 3: 6-\$1,500,000
 - d. Year 4: 6-\$1,500,000
 - e. Year 5: 2-\$500,000
6. The procurement is approved in the 2019 budget under the capital project SD Overhaul SGR040.
7. There will be no additional reoccurring costs associated with the Propulsion Controller project.

8. **Contract years 2-5 will be places in as options. The options will not be executed unless the budget is approved for that year.**

REQUISITION FOR PURCHASE-RSS

Requisition Number 6662 OU **Department** 3700 ASSET MANAGEMENT- SGR

Requested By 2668 Stockley, Kyle
Request Date

Date 04/12/19

Title SD100 Propulsion Controller **Justification**

Line	Description	Qty	UoM	Unit Price	Extended	Line Status	Account Number	Subledger-Type	Percent
1.000	SD100 Propulsion Controller			.0000	750,000.00	Approved	40-7395.68912	SGR395 C	100.0000
2.000	SD100 Propulsion Controller			.0000	1,500,000.00	Approved	40-7395.68912	SGR395 C	100.0000
3.000	SD100 Propulsion Controller			.0000	1,500,000.00	Approved	40-7395.68912	SGR395 C	100.0000
4.000	SD100 Propulsion Controller			.0000	1,500,000.00	Approved	40-7395.68912	SGR395 C	100.0000
5.000	SD100 Propulsion Controller			.0000	500,000.00	Approved	40-7395.68912	SGR395 C	100.0000

Approval History

Process ID	Line No.	Approver Number and Name	Approver Action Taken	Date and Time Updated
492	Order Level	1366097 Hofer, Daniel Charles	Approved	04/16/19 151833
492	Order Level	1456823 Hancock, David W	Approved	04/16/19 151833
492	Order Level	1440978 Cumins, Donald E	Approved	04/16/19 152739
492	Order Level	4835 Meyer, William Steven	Approved	04/17/19 35454
492	Order Level	1266612 Pirtle, Malynda G	Approved	04/17/19 231927

REQUISITION FOR PURCHASE-RSS

Requisition Number 6663 OU **Department** 3700 ASSET MANAGEMENT- SGR

Requested By 2668 Stockley, Kyle
Request Date

Date 04/12/19

Title SD100 APC and IGBT OH **Justification**

Line	Description	Qty	UoM	Unit Price	Extended	Line Status	Account Number	Subledger-Type	Percent
1.000	APC	23	EA	18,000.0000	414,000.00	Approved	40-7395.68912	SGR395 C	100.0000
2.000	IGBT OH	23	EA	5,000.0000	115,000.00	Approved	40-7395.68912	SGR395 C	100.0000

Approval History

Process ID	Line No.	Approver Number and Name	Approver Action Taken	Date and Time Updated
491	Order Level	1366097 Hofer, Daniel Charles	Approved	04/12/19 205602
491	Order Level	1456823 Hancock, David W	Approved	04/12/19 205602
491	Order Level	1440978 Cumins, Donald E	Approved	04/12/19 220208
491	Order Level	4835 Meyer, William Steven	Approved	04/14/19 231934
491	Order Level	1266612 Pirtle, Malynda G	Approved	04/17/19 232006

Detailed Contract Description & Purpose

Board Review Date: 5/22/2019

Document Type: Pre-Procurement

Action Requested: Pre-Procurement (information only)

Criteria: Contract is > \$1,000,000

Contract Title: SD100 and SD160 Vehicle Wrap

Contract # NA

Project Manager: Kyle Stockley

Contract Administrator: Jolene Higgins

Impacted Areas: Light Rail Divisions

Included in budget? Yes

Procurement method: Best value (RFP)

Contractor: NA

Sole-Source Reason: N/A

Qty & Unit price 30,000.00 each

Change Order Value

Total Contract Value \$1,140,000

Contract term (Months) NA

Contract Start Date NA

Contract options (Months) NA

Contract End Date: NA

Number of responding firms: NA

\$ Value of Next Lowest Bidder NA

General Description & Purpose:

SD100 and SD160 Vehicle Wrap

1. This procurement is to wrap thirty-eight (38) light rail vehicles (SD100s and SD160s) as part of the light rail overhaul program. Part of the light rail overhaul program is to refurbish the exterior of the light rail vehicles. Currently we have two SD100s wrapped. Wrapping the vehicles is less expensive and easier to maintain.
2. UTA's Supply Chain will conduct the procurement.
3. The cost for each wrap is \$30,000. The total of the project is 1,140,000.
4. The project is approved and covered by the Light Rail Overhaul Program SGR04018.
5. The procurement will be spread over 7 years.

Attachments: Requisition

REQUISITION FOR PURCHASE-RSS

Requisition Number 6611 OU **Department** 3700 ASSET MANAGEMENT - SGR

Requested By 2668 Stockley, Kyle
Request Date

Date 03/27/19

Title Body wrap for SD100 & SD160 **Justification**

<u>Line</u>	<u>Description</u>	<u>Qty</u>	<u>UoM</u>	<u>Unit Price</u>	<u>Extended</u>	<u>Line Status</u>	<u>Account Number</u>	<u>Subledger-Type</u>	<u>Percent</u>
1.000	Body wrap for SD100 & SD160	38	EA	30,000.0000	1,140,000.00	Approved	40-7040.68912	SGR04019 C	100.0000

Approval History

<u>Process ID</u>	<u>Line No.</u>	<u>Approver Number and Name</u>	<u>Approver Action Taken</u>	<u>Date and Time Updated</u>	
440	Order Level	1366097 Hofer, Daniel Charles	Approved	03/27/19	150333
440	Order Level	1456823 Hancock, David W	Approved	03/27/19	150333
440	Order Level	1440978 Cumins, Donald E	Approved	03/29/19	8
440	Order Level	4835 Meyer, William Steven	Approved	03/29/19	132058

UTA Grant Review Go/No-Go Determination Decision Form

Grant Agency:	Department of Homeland Security (DHS)	Due Date:	Wed, 5/29/2019 3pm
Grant Title:	Transit Security Grant Program (TSGP)		
Award Criteria:	Up to \$88 Million in Federal Funding to provide grants to eligible public transportation systems for the protection of critical transportation and the travelling public from acts of terrorism and to increase the resilience of transit infrastructure.		
Grant Lead:	Tracy Young	Grant Prep Cost:	Staff time
Project Mgr:	IT PMO will assign a PM when awarded		
Executive:	Steve Meyer (Executive Director)		
Grant Team Members:	IT: Jose Solano, Kyle Brimley, David Snyder, Tracy Young, Alma Haskell		
Proposed Project:	<p>This grant application covers four projects:</p> <ol style="list-style-type: none"> 1. Implement an Access Control solution that will continuously discover, classify, and assess ICS (Industrial Control Systems), SCADA (Supervisory Control and Data Acquisition) devices upon connection without disrupting critical business operations to protect Passenger Rail systems against Malware/Hackers. 2. Implement a Governance Risk and Compliance (GRC) system that is part of an integrated solution that facilitates cyber incident response, patch management, cyber-security operations, configuration compliance, and system change management. 3. Conduct Cyber-Security vulnerability assessment of the ICS and SCADA systems/devices in the UTA bus and rail network/communications environments. 4. Contracting a Security Operations Center (SOC)-as-a-service provider to enhance our security posture by providing 24/7 Alert monitoring, threat analysis, and initial research that is then passed on to the UTA INFOSEC team for further research and remediation or action. This aligns to the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity – the “Framework”. 		
Project Benefits/ROI:	Enhancing cyber-security and addressing emergent threats against Operational Technology (OT), ICS, and SCADA Systems. Enhancing risk management and disaster resilience through Integrated Risk Management (IRM) and GRC. Assessing current vulnerabilities and aligning with NIST “Framework”		
Considerations:	There are no UTA cyber-security protection systems for the ICS, SCADA systems - rail switches and Positive Train Control (PTC), as these run on a separate segregated network. DHS and the rail industry are concerned about the ICS and SCADA vulnerabilities to hackers who could facilitate disruption and attack on infrastructure and transportation. These considerations are now included in DHS Grants as suggested projects. Without a GRC, the limited IT staff has a difficult time tracking remediation efforts for numerous identified vulnerabilities generated by our many INFOSEC systems. Also, aligning to NIST “Framework” and adding the proper systems to monitor and audit the networks requires FTEs to		

UTA Grant Review Go/No-Go Determination Decision Form

	manage these and research alerts to determine severity and false-positives, thus contracting a Security Operations Center (SOC)-as-a-service provider is included.				
Total Cost:	(1) \$290,000 (2) \$260,000 (3) \$200,000 (4) \$360,000	Grant Request:	(1) \$290,000 (2) \$260,000 (3) \$200,000 (4) \$360,000	Local Match:	N/A
Source of Local Match:	N/A				
Annual O&M:	UTA will be responsible for ongoing operating and maintenance costs which is estimated annual renewal of services \$137,500 (~25%) after initial 3-year term and \$120,000 for the (SOC)-as-a-service provider (unless FTEs are added to take on this work).				
Cost Estimates	Preparer:	Jose Solano	Reviewer:	Dan Harmuth	
VPC group	Approval?	Y	Date:	5/14/2019	



Real Property

Board of Trustees Policy No. _____

Application: Board of Trustees and Local Advisory Council

- I. Purpose: The purpose of this policy is to guide the acquisition, disposition, encumbrance, or other commitment or contracts for control or use of the Authority's real property.

- II. Definitions:
 - A. "Approved Capital Project" means a capital project approved by the Board of Trustees that includes a budget and a series of deliverables contemplating the purchase, sale, or use of real property.

 - B. "Real Property Transaction" means the acquisition, disposition, encumbrance, or other commitment or contract for the control or use of the Authority's real property.

- III. Policy:
 - A. Real Property Transactions
 1. The Board of Trustees will approve Real Property Transactions that:
 - a. have an aggregate value of \$200,000 or more, except when authority has been delegated for an Approved Capital Project as described in paragraph A(3) below
 - b. cause the Real Property Transaction line item in an Approved Capital Project budget to be exceeded
 - c. must be acquired through the use of eminent domain
 - d. result in a purchase price that exceeds the fair market value plus an administrative settlement permitted by federal regulations
 - e. convey property rights that interfere with the Authority's intended use of the property, transit operations, or continuing control of the property as required by federal regulations
 - f. result in the contracted sale or revenue amount previously approved by the Board of Trustees to decrease by fifteen percent (15%) or more
 - g. result in the contracted purchase or payment amount previously approved by the Board of Trustees to increase by fifteen percent (15%) or more
 - h. are for the acquisition, disposition or development of real property for the purpose of transit-oriented development

 2. The Board of Trustees will approve Real Property Transactions of \$1 million or greater by resolution.

3. The Board of Trustees may establish parameters by resolution that delegate authority to the Executive Director to approve Real Property Transactions of \$200,000 or more that have been included in an Approved Capital Project budget.
- B. Classification of Real Property
1. The Authority will classify real property as Transit Critical, Transit-Oriented Development, or Surplus.
 2. The Board of Trustees will approve the following reclassifications of real property:
 - a. Transit Critical to Transit-Oriented Development
 - b. Transit Critical to Surplus
 - c. Transit-Oriented Development to Surplus
- C. Annual Report
- The Executive Director will present an annual report to the Board of Trustees that includes an inventory of the Authority's real property and a list of property acquisitions and dispositions occurring since the previous year's report.

Cross References: UTA Policy 3.1.1; UTA Transit-Oriented Development Strategic Plan.

Revision/Review History:

Local Advisory Council Review	Board of Trustees Review	Resolution	Action



Ethics

Board of Trustees Policy No. _____

Application: Board of Trustees and Local Advisory Council

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

II. Definitions:

- A. “Compliance Officer” means an individual appointed by the Executive Director to carry out the responsibilities identified in this Policy.
- B. “Conflict of Interest” means a personal or economic interest, outside employment, outside interest or other circumstance or relationship that impairs the ability to discharge duties in an ethical manner consistent with the best interests of the Authority.
- C. “Ethics Officer” means the individual appointed by the Board of Trustees to act in that capacity on behalf of the Authority.
- D. “Member” means an individual appointed to the Local Advisory Council.
- E. “Relative” means a father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, grand parent, and grandchild, including in-laws, step relations and relationships through adoption, as well as individuals in a personal relationship of a romantic or intimate nature.
- F. “Trustee” means an individual appointed to the Authority’s Board of Trustees.

III. Policy:

A. Ethical Standards

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

B. Conflicts of Interest

- 1. Members and Trustees will promptly disclose any Conflicts of Interest in writing to the applicable Chair and to the Authority’s Ethics Officer.

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

C. Nepotism

1. The Authority will not hire Relatives of current Trustees and Members.
2. If a Trustee or Member is appointed and has a Relative who currently works for the Authority, the Trustee and Member will disclose the relationship to their appointing authority and take steps to mitigate any Conflict of Interest following their appointment. If the Trustee or Member fails to mitigate the Conflict of Interest regarding the Relative, the Board of Trustees or the Local Advisory Council may take any of the actions described in Section B(4).

D. Code of Conduct

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

E. Financial Disclosure Report

1. As set forth in the Authority's Bylaws, Members and Trustees will complete and submit a Financial Disclosure Report prior to being seated and at least annually thereafter on October 31. If October 31 falls on a Saturday or Sunday, the Financial Disclosure Report will be due on the Monday following October 31.
2. Members and Trustees will submit a revised Financial Report within ten business days if there is a material change in the information previously disclosed in the most recently completed Financial Report.

3. The Ethics Officer and Compliance Officer will review Financial Disclosure Reports for Conflicts of Interest. If Conflicts of Interest have been disclosed, the Ethics Officer and Compliance Officer will attempt to resolve them with the Member or Trustee. If the issue cannot be resolved, the Ethics Officer will submit the disclosure to the Chair of the Board of Trustees and the Chair of the Local Advisory Council. If the issue involves the Chair of the Board of Trustees or the Chair of the Local Advisory Council, the Ethics Officer will submit the disclosure to the Audit Committee.
4. The Ethics Officer will notify the appointing jurisdiction of a Member or Trustee in writing of any Conflicts of Interest disclosed in the Financial Disclosure Report.
5. Financial Disclosure Reports will be classified as public records under the Government Records Access and Management Act.
6. The Authority's Ethics Officer, in consultation with the Compliance Officer, will revise the Financial Disclosure Report as needed.

F. Ethics Complaints

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

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

Revision/Review History:

Local Advisory Council Review	Board of Trustees Review	Resolution	Action

DRAFT



Advertising and Naming

Board of Trustees Policy No. _____

Application: Board of Trustees and Local Advisory Council

I. Purpose: The Board of Trustees allows for advertising on the Authority's facilities, vehicles, and electronic media in compliance with contractual agreements, local ordinances, and State and federal laws to provide information to the public and to generate additional revenue to support the Authority's public transit operations. This policy establishes the standard for advertising appearing on the Authority's vehicles and facilities. It also establishes the process for naming stations, facilities, and service brands.

II. Policy:

A. Advertising

The agency will not allow advertising on Authority vehicles, electronic media, or transit facilities that:

1. Is false, misleading, or deceptive
2. Promotes or depicts an illegal activity, good, or service
3. Contains explicit sexual material, obscene material, or material harmful to minors as set forth in state law
4. Promotes alcohol in a manner inconsistent with federal and state law
5. Promotes tobacco products in a manner inconsistent with federal and state law
6. Depicts violence, anti-social behavior, sexual conduct, nudity, or sexual excitement as those terms are defined in state law
7. Includes language that is obscene, vulgar, indecent, or profane
8. Promotes or depicts materials, instruments, devices, items, products, or paraphernalia that are designed for use in connection with sexual conduct as defined in state law
9. Contains images or information that demeans an individual or group of individuals on account of race, color, religion, national origin, gender, age, disability, or sexual orientation
10. Constitutes libel as defined in state law
11. Is inconsistent with any contractual agreement between the Authority and any governmental entity
12. Promotes subject matter other than that relating to a commercial transaction or relating to a product or service sponsored by a governmental entity located in the state of Utah that does not otherwise conflict with the Authority's mission and goals
13. Is contrary to any applicable local ordinance

B. Naming of Authority Stations, Facilities, and Service Brands

1. The Board of Trustees will approve naming of stations, facilities, and service brands.
2. The Authority will select primary station names that assist customers in navigating its transit system, such as names that incorporate geographical coordinates.
3. The Authority will select secondary station names that relate to geographical landmarks, public activities, or names that have historical or cultural significance to the immediate area in which the station is located.
4. The Authority will not name any stations, facilities, or service brands after any individual, either living or deceased.

C. The Board of Trustees will approve requests for sponsorships.

Revision/Review History:

Local Advisory Council Review	Board of Trustees Review	Resolution	Action