



Minutes of the Regular Meeting of the
Local Advisory Council of the Utah Transit Authority

Wednesday, November 18, 2020, 11:00 a.m.
held remotely via phone or video conference
and broadcast live for the public via YouTube

UTA Local Advisory Council Members Participating:

Troy Walker, Chair
Karen Cronin, First Vice-Chair
Clint Smith, Second Vice-Chair
Jeff Acerson
Leonard Call
Erik Craythorne
Julie Fullmer
Robert Hale
Erin Mendenhall

UTA Board of Trustees members were present. Also attending were members of UTA staff, as well as outside presenters.

Call to Order & Opening Remarks. Chair Troy Walker welcomed attendees and called the meeting to order at 11:02 a.m., noting that this is an all remote electronic meeting as allowed through UTAH CODE § 52-4-207(4) due to the COVID-19 pandemic. The complete electronic meeting determination is included as Appendix A to these minutes.

Safety First Minute. Sheldon Shaw, UTA Director of Safety & Security, gave a brief safety message pertaining to winter car preparation.

Consent. A motion to approve the September 16, 2020 Advisory Council Meeting Minutes was made by Member Clint Smith with a second by Member Karen Cronin. The motion carried unanimously.

Audit Committee Report.

Report on October 19, 2020 Audit Committee Meeting. Chair Walker gave a brief report on the proceedings of the October 19, 2020 Audit Committee meeting, noting that Crowe, LLP was selected as UTA's external financial auditor. Chair Walker reported on the status of the internal audit plan and that good progress is being made on addressing past audit findings. Member Cronin stated that she was impressed with the progress being made and the checks and balances in the system.

The council did not have additional questions.

Agency Report.

Ridership Summary. Eddie Cumins, UTA Chief Operating Officer, presented updates of current ridership numbers compared to pre-COVID ridership, which show lower ridership overall. Ridership increased on election day.

Member Cronin asked questions about road usage compared to ridership. Mr. Cumins responded. Discussion ensued.

2021 Ski Bus Outreach Efforts. Lorin Simpson, UTA Regional General Manager of the Salt Lake Business Unit, presented goals established during the COVID-19 Pandemic which include keeping riders and operators safe, following COVID guidelines, minimizing wait times, helping riders plan ahead, creating a positive experience, and maintaining customer confidence. Mr. Simpson also presented ski route maps for Weber, Salt Lake, and Utah Counties.

Andrea Packer, UTA Communications Director, informed the council that key messages will be to encourage skiing safely, to give information on what UTA is doing to keep patrons safe, what riders can do to be safe, and tools to plan ahead. Ms. Packer went over tactics for operations, system communications, outreach and advertising, and for working with partners which include ski resorts, UDOT, and chambers.

Councilmembers asked questions on seating capacity for the ski buses, emergency evacuations, and lodging efforts. UTA staff responded. Discussion ensued.

Board of Trustees Report. Beth Holbrook, UTA Board of Trustee, introduced Jeff Acerson as the incoming Trustee for UTA. Trustee Holbrook reported on the bond refunding which resulted in a savings of over \$6.8 million. Trustee Holbrook also reported on the State Legislative Interim report concerning the transition of UTA to a State entity, noting that the Legislature will determine any transition action that may happen in the future, but no changes are anticipated at this time.

Chair walker asked if the state report is available for the council to read. Trustee Holbrook responded. Discussion ensued.

Resolutions. Chair Walker presented resolutions regarding Advisory Council officers and meeting dates and asked if there were any questions. Member Clint Smith asked about making nominations on resolution AR2020-11-01. Discussion ensued.

AR2020-11-01 Resolution Appointing 2021 Officers.

Member Robert Hale moved to approve resolution AR2020-11-01. Member Smith seconded the motion, and all voted in favor.

Member Smith made a nomination of Member Julie Fullmer to fill the role of Second Vice-Chair. Member Erik Craythorne seconded the nomination. Discussion ensued. All voted in favor.

AR2020-11-02 - Resolution Giving Notice and Setting Regular Meeting Dates for Calendar Year 2021. Chair Walker asked if there were any questions on the calendar dates set. The council did not have additional questions.

Member Cronin moved to approve resolution AR2020-11-02. Member Fullmer seconded the motion, and all voted in favor.

Capital Development Consultation and Resolution. Chair Walker introduced both resolutions and turned the time over to Mary DeLoretto, UTA Chief Service Development Officer.

AR2020-11-03 – Resolution Approving the Proposed Capital Development Plan for the Midvalley Connector Bus Rapid Transit Project and Recommending Approval by the Authority’s Board of Trustees. Ms. DeLoretto presented information on the Midvalley Connector project partners, overview, history, proposed funding plan, next steps, and anticipated schedule.

Mayor Kristie Overson of Taylorsville City and Utah State Senator Wayne Harper gave comments of endorsement and need for the project.

The council did not have additional questions.

Member Cronin moved to approve resolution AR2020-11-03. Member Smith seconded the motion, and all voted in favor.

AR2020-09-01 Amended - Resolution Approving the Revised Draft 2021-25 Capital Plan and Recommending Approval by the Authority’s Board of Trustees. Ms. DeLoretto presented the Draft 5-year capital plan proposed updates including:

- Carrying forward requests for ten projects
- The addition of one new project
- Redistribution of funds for two projects
- A change in budgeted amounts for two projects

Next steps include updating the draft after presenting it to the Local Advisory Council, presenting the plan to the UTA Board of Trustees for approval, and incorporating the budget into the 5-year plan.

The council did not have additional questions.

Member Craythorne moved to approve resolution AR2020-09-01 Amended. Member Erin Mendenhall seconded the motion, and all voted in favor.

Budget Consultation.

Agency 2021 Budget. Bill Greene, UTA Chief Financial Officer, presented the 2021 Operating Budget strategies as:

- Primary goal: fiscal responsibility

- Maintain the August 2020 baseline service levels
- Centralize budgets to improve clarity, ownership, and overall understanding of current state
- Repurpose funds between offices and departments to improve budget alignment with annual initiatives and support current and future agency needs

Mr. Greene presented the 2021 key budget assumptions for operating expenses and revenues. Key budget changes were also presented for service, operations, and FTEs. The operating budget was presented by mode and category. The FTE 2020 budget was compared to the 2021 budget. Mr. Greene presented the next steps for final approval.

Chair Walker asked questions on the operating budget for bus rapid transit (BRT) and fuel reduction. Mr. Greene responded. Discussion ensued.

Service Plan Consultation.

2021-25 Mobility Service Plan. Laura Hanson, UTA Director of Planning, presented the purpose, COVID-19 context, and implementation of the 2021-25 mobility service plan. Implementation is anticipated to begin in 2022. Ms. Hanson presented the planning process and guiding framework for the mobility service plan, noting a shift from peak ridership hours to a steady ridership throughout the day. Ms. Hanson noted this plan will be updated every two years as flexibility will be needed. Highlights were presented for the services in different counties. Further analysis will continue in certain areas of focus. Public comment on the plan will be gathered and approval from council will be requested at a future meeting.

Member Mendenhall asked questions on community involvement, servicing low opportunity areas, prioritization of transit stops, and shifts in teleworking. Ms. Hanson responded. Discussion ensued.

Discussion Items.

South Salt Lake County Microtransit Pilot Report Q3 and Survey Results. Jaron Robertson, UTA Director of Innovative Mobility Services, presented the pilot goals and objectives, as well as the COVID-19 adjustments that have been made. Ridership and performance statistics were presented from the launch of the pilot to current numbers. Next steps for the pilot program were presented, including extending the pilot into August 2021 and integrating with the Transit App.

Chair Walker asked if the pilot program can be presented to city mayors and councils and other partners. Discussion ensued.

Other Business.

TOD Workshop Timing and Format. Chair Walker asked if the workshop should be held in person or virtually. Discussion ensued. Consensus was made to schedule the workshop tentatively in February or March of 2021 on a virtual platform if in-person meetings are not yet feasible.

Member Jeff Acerson motioned to set the meeting in February 2021. Member Smith seconded the motion. All voted in favor.

Next meeting: February 17, 2021, 1:00 p.m. Chair Walker noted that in light of the regular meeting being held in February, the TOD workshop might be more appropriately scheduled for March of 2021.

Adjournment.

Member Mendenhall thanked Chair Walker for his service as Chair. Discussion ensued.

The meeting was adjourned at 12:50 p.m. with a motion by Member Cronin, and a unanimous vote in favor.

Transcribed by Stephanie Withers
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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/640201.html> for entire content.

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

Approved Date:

Troy Walker
Chair, UTA Local Advisory Council

Appendix A

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UTAH TRANSIT AUTHORITY ELECTRONIC MEETING DETERMINATION

Consistent with provisions of the Utah Open and Public Meetings Act, specifically UTAH CODE § 52-4-207(4), and acting in my capacity as the Chair of the Local Advisory Council ("Council") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold and convene electronic meetings of the UTA Local Advisory Council without a physical anchor location:

1. Conducting Council and Council Committee meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. This determination is based upon the following facts, among others:
 - a. The COVID-19 pandemic is ongoing and significant and continued community, person-to-person transmission of the SARS-CoV-2 virus continues to occur in the state of Utah; and
 - b. Federal, state, and local health authorities have adopted guidelines for the general public and businesses which encourage institutions and individuals to take precautions, including limiting in-person interactions and recommending increased virtual interactions.

This written determination takes effect on November 18, 2020, and is effective until midnight on December 18, 2020, (no more than 30 days after the effective date of this Declaration) and may be re-issued by future written determinations of the Chair of the Council at that or any other appropriate time.

Dated this 10th day of November 2020.

DocuSigned by:

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Troy Walker, Chair of the Local Advisory Council