

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

Wednesday, April 8, 2020, 9:00 a.m.
Remote Meeting – No Anchor Location



NOTICE OF SPECIAL MEETING CIRCUMSTANCES DUE TO COVID-19

PANDEMIC:

In keeping with recommendations of Federal, State, and Local authorities to limit public gatherings in order to control the continuing spread of COVID-19, and in accordance with Utah Governor Gary Herbert's Executive Order on March 18, 2020 suspending some requirements of the Utah Open and Public Meetings Act, the UTA Board of Trustees will make the following adjustments to our normal meeting procedures.

- All members of the Board of Trustees and meeting presenters will participate electronically via phone or video conference.
- Public Comment will not be taken during the meeting but may be submitted through the means listed below. Comments submitted before 4:00 p.m. on Tuesday, April 7th will be distributed to board members prior to the meeting :
 - online at <https://www.rideuta.com/Board-of-Trustees>
 - via email at boardoftrustees@rideuta.com
 - by telephone at 801-743-3882 option 5 (801-RideUTA option 5) – specify that your comment is for the board meeting.
- Meeting proceedings may be viewed remotely through YouTube live-streaming.
https://www.youtube.com/results?search_query=utaride

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| 1. Call to Order & Opening Remarks | Chair Carlton Christensen |
| 2. Safety First Minute | Sheldon Shaw |
| 3. R2020-04-01 Resolution Authorizing Electronic Meetings for the Duration of the Governor's Executive Order 2020-01 | Carlton Christensen |
| 4. Consent <ul style="list-style-type: none">a. Approval of March 25, 2020 Board Meeting Minutesb. Approval of March 27, 2020 Board Meeting Minutes | Chair Carlton Christensen |
| 5. Agency Report <ul style="list-style-type: none">a. Service Modification Outreachb. Ridership Updatec. Communication on COVID-19 | Carolyn Gonot |
| 6. Financial Report – February 2020 | Bob Biles |
| 7. R2020-04-02 Resolution Granting Expenditure and Disbursement Authority | Bob Biles |

Website: <https://www.rideuta.com/Board-of-Trustees>

Live Streaming: https://www.youtube.com/results?search_query=utaride

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| 8. Board Reserves Policy Discussion | Bob Biles, Brian Baker
(Zions Public Financing),
Blake Wade (Gilmore &
Bell) |
| 9. R2020-04-03 Resolution Approving the Use of the Authority’s Service Sustainability Fund in Light of the National and State Declarations of Emergency Regarding the Novel Coronavirus (COVID-19) Outbreak | Bob Biles |
| 10. Contracts, Disbursements and Grants | |
| a. Grant Application: BUILD Grant Application for Point of the Mountain Transit Environmental Study (US Department of Transportation) | Mary DeLoretto |
| b. Grant Application: Safety Research and Demonstration Grant – Suicide Prevention Research and Demonstration Project (Federal Transit Administration) | Mary DeLoretto |
| c. Grant Application: Transit Security Grant Program – Proposed Projects (Homeland Security) | Mary DeLoretto |
| 11. Discussion Items | |
| a. South Salt Lake County Microtransit Pilot Quarter 1 Report | Nichol Bourdeaux, Jaron
Robertson, Andrea Packer |
| b. Fuel Hedging | Bob Biles |
| 12. Other Business | Chair Carlton Christensen |
| a. Next meeting: April 15, 2020 at 9:00 a.m. | |
| 13. Closed Session | Chair Carlton Christensen |
| a. Strategy Session to Discuss Collective Bargaining | |
| 14. Adjourn | Chair Carlton Christensen |

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.

15 Days to Slow the Spread

If you are experiencing symptoms of covid

- cough
- fever
- shortness of breath



Call your doctor right away.

Frequently wash hands for 20 seconds.





MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
FROM: Annette Role, Director of Board Governance
PRESENTER(S): Carlton Christensen, Chair of the Board of Trustees

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Resolution R2020-04-01 Authorizing Electronic Meetings for the Duration of the Governor’s Executive Order 2020-01
AGENDA ITEM TYPE:	Resolution
RECOMMENDATION:	Approve Resolution R2020-04-01 to authorize electronic meetings for the Board of Trustees and Advisory Council for the duration of the Governor’s Executive Order 2020-01 that declares a state of emergency due to COVID-19
BACKGROUND:	On March 6, 2020 Governor Gary Herbert issued Executive Order 2020-01 declaring a state of emergency due to COVID-19. He subsequently issued Executive Order 2020-05 which suspends certain requirements for electronic meetings under Utah’s Open and Public Meetings Act, providing that the public body adopt a resolution, rule, or ordinance, which governs the use of electronic meetings in accordance with Utah Code §52-4-207. Executive Order 2020-05 allows such action to be taken during an electronic meeting.
DISCUSSION:	<p>Utah Transit Authority’s Bylaws authorize electronic meetings if a Trustee/Member provides twenty-four-hour advance notice to the Board or Advisory Council Chair and at least one Trustee/Member is physically present for the meeting. Trustees/Members who attend the meeting electronically are counted as present for purposes of a quorum.</p> <p>Resolution R2020-04-01 temporarily suspends the requirement that one Trustee/Member be physically present and will authorize the conduct of full electronic meetings during this state of emergency in order to transact the business of the Authority.</p>
ALTERNATIVES:	Maintain current procedures provided for in UTA’s Bylaws that allow the conduct of electronic meetings if at least one Trustee/Member is present.
FISCAL IMPACT:	None

ATTACHMENTS:

- Resolution R2020-04-01 Authorizing Electronic Meetings for the Duration of the Governor’s Executive Order 2020-01

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY AUTHORIZING ELECTRONIC MEETINGS FOR THE DURATION
OF THE GOVERNOR’S EXECUTIVE ORDER 2020-01**

R2020-04-01

April 8, 2020

WHEREAS, the Utah Transit Authority (the “Authority”) is a large 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 Governor of Utah, Gary Herbert, issued Executive Order 2020-01 declaring a State of Emergency in Utah due to Infectious Disease COVID-19 Novel Coronavirus; and

WHEREAS, on March 18, 2020, Governor Herbert issued Executive Order 2020-05, suspending enforcement of Provisions of Utah Code 52-4-202 and 52-4-207, the Utah Open and Public Meetings Act (“OPMA”), and related State Agency Orders, Rules, and Regulations Due to Infectious Disease COVID-19 Novel Coronavirus; and

WHEREAS, Executive Order 2020-05 suspends certain requirements for electronic meetings under OPMA, to allow public bodies to transact business during this time of a state of emergency; and

WHEREAS, the Board of Trustees (the “Board”) and Advisory Council of the Authority are considered a “public body” under OPMA; and

WHEREAS, the current Bylaws of the Authority require at least one member of the Board or Advisory Council be physically present at every meeting, allowing the other members to attend electronically; and

WHEREAS, the Board wishes to temporarily dispense with the requirement that one member of the Board or Advisory Council be physically present during the current state of emergency to allow for full electronic meetings in order to transact the business of the Authority; and

WHEREAS, Executive Order 2020-05 requires that a public body, like the Board of the Authority, adopt a resolution governing the use of electronic meetings, as soon as practicable; and

WHEREAS, the Board wishes to adopt, for the duration of the current State of Emergency, a new resolution allowing the use of electronic meetings.

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

1. That the Board hereby suspends provisions of the Bylaws of the Authority relating to electronic meetings of the Board and Advisory Council.
2. That the Board hereby adopts the procedures set forth in Executive Order 2020-05 regarding electronic meetings of the Board and Advisory Council as attached as "Exhibit A" to this Resolution.
3. That a copy of this Resolution shall remain in effect until the termination of the State of Emergency declared in Executive Order 2020-01.
4. That the Board hereby ratifies the actions taken by employees of the Authority and its legal counsel in effecting this resolution.
5. That the corporate seal be attached hereto.

Approved and adopted this 8th day of April 2020.

Carlton Christensen, Chair
Board of Trustees

ATTEST:

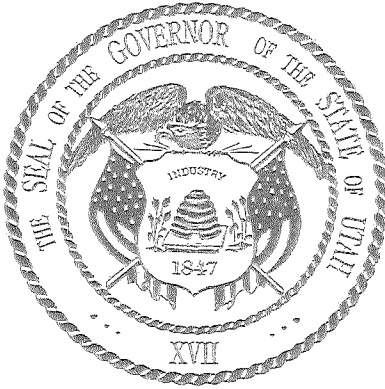
Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

Approved As To Form:

Legal Counsel

Exhibit A



Gary Richard Herbert

Governor

EXECUTIVE ORDER

Suspending the Enforcement of Provisions of Utah Code §§ 52-4-202 and 52-4-207, and Related State Agency Orders, Rules, and Regulations, Due to Infectious Disease COVID-19 Novel Coronavirus

WHEREAS, On March 6, 2020, Governor Gary R. Herbert issued an Executive Order declaring a state of emergency due to novel coronavirus disease 2019 (COVID-19);

WHEREAS, On March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic;

WHEREAS, On March 13, 2020, President Donald J. Trump declared a national state of emergency based on the continuing spread of COVID-19;

WHEREAS, Federal, state, and local authorities have recommended that individuals limit public gatherings and that individuals experiencing symptoms of COVID-19 self-isolate to prevent and control the continuing spread of COVID-19;

WHEREAS, The public monitoring and participation requirements in the Open and Public Meetings Act, Utah Code § 52-4-101 et seq. (OPMA), will gather interested persons, members of the public, and members of a public body in a single, confined location where the risks of further spreading COVID-19 are far greater;

WHEREAS, Utah Code § 52-4-207(2) prohibits a public body from holding an electronic meeting unless the public body has adopted a resolution, rule, or ordinance governing the use of electronic meetings;

WHEREAS, Utah Code §§ 52-4-207(3)(a)(ii), (c), (d), and (e) require a public body to take certain actions regarding anchor locations associated with an electronic meeting where members of the public body, interested persons, or the public are required or permitted to gather;

WHEREAS, Utah Code § 52-4-202(3)(a)(i)(A), requires a public body to give public notice of a meeting by posting written notice at the principal office of the public body or specified body, or if no principal office exists, at the building where the meeting is to be held;

WHEREAS, Utah Code §§ 52-4-202(3)(a)(i)(A), 207(2), 207(3)(a)(ii), 207(3)(c), 207(3)(d), and 207(3)(e) limit the ability of public bodies to hold electronic meetings and thereby implement the recommendations of federal, state, and local authorities to limit gatherings and encourage self-isolation in order to prevent and control the continuing spread of COVID-19;

WHEREAS, Strict compliance with the provisions of any order, rule, or regulation of any state agency implementing or conforming with Utah Code §§ 52-4-202(3)(a)(i)(A), 207(2), 207(3)(a)(ii), 207(3)(c), 207(3)(d), and 207(3)(e) would substantially prevent, hinder, or delay necessary action in coping with the continuing spread of COVID-19;

WHEREAS, Suspending the enforcement of Utah Code §§ 52-4-202(3)(a)(i)(A), 207(2), 207(3)(a)(ii), 207(3)(c), 207(3)(d), 207(3)(e), and any provision of any order, rule, or regulation of any state agency to the extent that the order, rule, or regulation implements or conforms with

these subsections is directly related to and necessary to address the state of emergency declared due to COVID-19;

WHEREAS, Utah Code § 53-2a-209(4) authorizes the governor to suspend by executive order enforcement of a statute that is directly related to and necessary to address a state of emergency;

WHEREAS, Utah Code § 53-2a-209(3) authorizes the governor to suspend the provisions of any order, rule, or regulation of any state agency, if the strict compliance with the provisions of the order, rule, or regulation would substantially prevent, hinder, or delay necessary action in coping with the emergency or disaster;

WHEREAS, Utah Code § 53-2a-204(1)(b) authorizes the governor to employ measures and give direction to state and local officers and agencies that are reasonable and necessary to secure compliance with orders made pursuant to part 2 of the Emergency Management Act;

NOW, THEREFORE, I, Gary R. Herbert, Governor of the State of Utah, hereby order the suspension of enforcement of Utah Code §§ 52-4-202(3)(a)(i)(A), 207(2), 207(3)(a)(ii), 207(3)(c), 207(3)(d), and 207(3)(e), and the suspension of any provision of any order, rule, or regulation of any state agency to the extent that the order, rule, or regulation implements or conforms with these subsections.

Accordingly, a public body governed by OPMA may hold an electronic meeting even if the public body has not adopted a resolution, rule, or ordinance governing the use of electronic meetings. Furthermore, a public body that convenes or conducts an electronic meeting is not required to:

1. post written notice at the principal office of the public body or specified body, or if no principal office exists, at the building where the meeting is to be held;
2. post written notice at an anchor location;
3. establish one or more anchor locations for the public meeting, at least one of which is in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting;
4. provide space and facilities at an anchor location so that interested persons and the public may physically attend and monitor the open portions of the meeting; or
5. if comments from the public will be accepted during the electronic meeting, provide space and facilities at an anchor location so that interested persons and the public may physically attend, monitor, and participate in the open portions of the meeting.

Notwithstanding the foregoing, a public body that holds an electronic meeting shall:

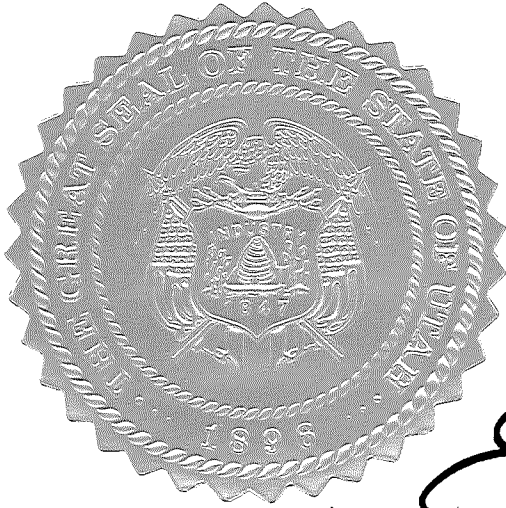
1. provide a means by which interested persons and the public may remotely hear or observe, live, by audio or video transmission the open portions of the meeting;
2. if comments from the public will be accepted during the electronic meeting, provide a means by which interested persons and the public participating remotely may ask questions and make comments by electronic means in the open portions of the meeting; and
3. if the public body has not adopted a resolution, rule, or ordinance governing the use of electronic meetings, adopt as soon as practicable a resolution, rule, or ordinance, which may be adopted at an electronic meeting pursuant to this Order,

governing the use of electronic meetings in accordance with Utah Code § 52-4-207.

A public hearing governed by OPMA may be conducted electronically according to the exemptions and conditions in this Order.

Except for provisions specifically suspended above, nothing in this Order shall be construed to exempt or excuse a public body from giving public notice of an electronic meeting as otherwise required by Utah Code §§ 52-4-207(3)(a)(i) and (3)(b).

This Order shall remain in effect until the termination of the state of emergency declared in Executive Order 2020-1.



IN TESTIMONY, WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Utah this 18th day of March 2020.

A handwritten signature in black ink, appearing to read "Gary R. Herbert".

Gary R. Herbert
Governor

A handwritten signature in black ink, appearing to read "Spencer J. Cox".

Spencer J. Cox
Lieutenant Governor

Attest:

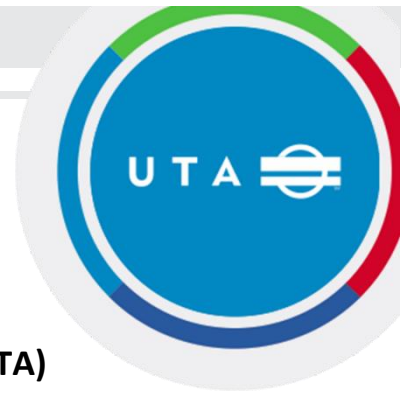


MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
FROM: Jana Ostler, Board Manager

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Approval of March 25, 2020 Board Meeting Minutes
AGENDA ITEM TYPE:	Consent
RECOMMENDATION:	Approve the minutes of the March 25, 2020 Board of Trustees meeting
BACKGROUND:	A regular meeting of the UTA Board of Trustees was held on Wednesday, March 25, 2020 at 9:00 a.m. at UTA Headquarters. Minutes from the meeting document the actions of the Board and summarize the discussion that took place in the meeting. A full audio recording of the meeting is available on the Utah Public Notice Website and video feed is available on You Tube at https://www.youtube.com/results?search_query=utaride
ATTACHMENTS:	1) 2020-03-25_BOT_Minutes_UNAPPROVED



**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
March 25, 2020**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook (via video conferencing)
Kent Millington

Also attending were members of UTA staff.

Call to Order, Opening Remarks, and Pledge of Allegiance. Chair Christensen welcomed attendees and called the meeting to order at 9:05 a.m. Following Chair Christensen’s opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

Public Comment. It was noted that online comment received for the meeting was distributed to the board prior to the meeting and will be included as an appendix to the minutes of the meeting.

Safety First Minute. Chair Christensen provided a brief safety message.

Consent Agenda. The consent agenda was comprised of:

- a. Approval of March 6, 2020 Special Board Meeting Minutes
- b. Approval of March 11, 2020 Board Meeting Minutes
- c. Approval of External Auditor Engagement Letter (Keddington and Christensen)
- d. Approval of COVID-19 Pandemic Leave Program

A motion to approve the consent agenda with the exception of “Item d.” was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Agency Report.

Earthquake Update. Carolyn Gonot, UTA Executive Director, spoke about the impact of the 5.7 magnitude earthquake that occurred in the Salt Lake Valley on Wednesday, March 18, 2020. She said the agency's emergency operations center (EOC) was fully activated following the earthquake and noted impacts to service: TRAX service was unavailable for part of the day due to power outages, FrontRunner operated at reduced speeds due to aftershocks, and bus service proceeded as normal.

COVID-19 Update (including board action on pandemic leave program). Ms. Gonot was joined by Eddy Cumins, UTA Chief Operating Officer, and Kim Ulibarri, UTA Chief People Officer. Ms. Gonot stated the COVID-19 pandemic has escalated quickly over the last two weeks. She affirmed UTA is an essential public service and the agency will continue to provide transit service while keeping the community safe. With respect to the pandemic, UTA's EOC is partially activated. The agency is adhering to the Centers for Disease Control and Prevention recommendations.

Ms. Ulibarri said some UTA employees have been authorized to telecommute. The agency is also formulating a pandemic leave program, which was created in conformance with federal guidelines and will be ready for implementation by April 2, 2020. The program will provide additional hours of paid leave to employees and allows sick leave to be used for childcare.

A motion to approve the pandemic leave program as outlined with modifications that may be required by federal legislation was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Mr. Cumins reviewed measures UTA operations is taking to ensure public and employee safety during the outbreak. For example, the agency is cleaning buses every night with disinfectant. In addition, a "yellow line" procedure and rear door passenger entry were implemented on buses to maintain social distancing for operators.

Mr. Cumins said ridership has significantly decreased as a result of the pandemic, an occurrence that is typical across the industry. He noted "right sizing" of service is expected by the federal government as a requirement for funding. Consequently, UTA is monitoring its ridership numbers closely.

Ms. Gonot also mentioned the agency has not seen much absenteeism in its workforce.

UTA Happenings. Ms. Gonot stated that all public outreach events have been cancelled due to the pandemic.

Chair Christensen commended staff in the EOC for their response to the earthquake and to the COVID-19 pandemic.

Government Relations and Legislative Update. Shule Bishop, UTA Government Relations Director, reported that Congress reached agreement on a \$2 trillion stimulus bill, which includes \$25 billion in funding for transit. The stimulus funds will be apportioned by formula and do not include requirements for an agency match.

Mr. Bishop summarized the state appropriations related to UTA, including \$250,000 to complete the Point of the Mountain transit study, \$750,000 for the Point of the Mountain environmental analysis (contingent upon receipt of non-state funds), and \$1.6 million for a FrontRunner strategic plan. He further indicated there was an increased investment in the Transit Transportation Investment Fund (TTIF), including the establishment of an account for rail crossing upgrades. The Central Wasatch Commission also received \$50,000 for a ski bus bypass pilot.

Mr. Bishop thanked Senator Harper for his sponsorship of Senate Bill 150, which eliminated UTA's cap on transit-oriented developments. He also thanked partner agencies, community partners, and staff who assisted during the legislative session.

Resolutions.

R2020-03-02 Resolution Approving the Interlocal Cooperation Agreement for the Maintenance of Park-and-Ride Lots Near Big and Little Cottonwood Canyons. Mr. Cumins, UTA Chief Operating Officer, summarized the resolution, which authorizes execution of an interlocal agreement detailing maintenance responsibilities for the park-and-ride lots near Big and Little Cottonwood canyons. Discussion ensued. A question on the timeline for completion of the Utah Department of Transportation's environmental impact study (EIS) on this area was posed by the board and answered by staff.

A motion to approve R2020-03-02 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.

R2020-03-03 Resolution Approving Title VI Service Equity Analysis of April 2020

Change Day. Andrew Gray, UTA Civil Rights Compliance Officer – Title VI & DBE, reviewed UTA’s Title VI obligations. He then spoke about the purpose of route 606 alignment changes, which is to continue to provide service to two work centers that are relocating to a consolidated facility. He indicated there are no disparate or disproportionate impacts resulting from the change. Discussion ensued. A question on completion of the facility necessitating the change on route 606 was posed by the board and answered by Mr. Gray.

A motion to approve R2020-03-03 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, Disbursements, and Grants.

Contract: Provo/Orem BRT Property Acquisition – Parcel 155:A, 155:E, 155Ref:A, 155Ref:E. Paul Drake, UTA Director of Real Estate & Transit-Oriented Development, joined the meeting by video conference. He provided an overview of the property purchase. The total purchase price is \$585,570. Discussion ensued. Questions on the administrative settlement and location of the property were posed by the board and answered by Mr. Drake.

A motion to approve the contract was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Contract: Property Mediation Settlement - FrontRunner. Mr. Drake was joined by David Wilkins, Assistant Attorney General. Mr. Drake provided an overview of the disputed property, UTA infrastructure on the property, history of claims and counterclaims associated with the property, UTA options contemplated for the property, and mediated settlement terms. Discussion ensued. Questions on the property valuation, location of utilities on the property, Rocky Mountain Power involvement in the transaction, and measures put in place to avoid future property disputes were posed by the board and answered by staff.

A motion to approve the contract was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Disbursement: Light Rail Parts Inventory (Siemens Mobility Inc.). Bob Biles, UTA Chief Financial Officer, explained the disbursement, which is necessary to pay for over \$300,000 in light rail parts purchased as part of UTA’s inventory management program.

A motion to approve the disbursement was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Pre-Procurement. Todd Mills, UTA Sr. Supply Chain Manager, was joined by Kyle Stockley, UTA Manager of Vehicle Overhaul & Bus Support. Mr. Mills indicated the agency intends to procure the following:

- i. Light Rail Vehicle Door Parts
- ii. Meadowbrook Maintenance Bays and Canopies Design Work
- iii. Transit Planning Software

Discussion ensued. Questions on availability of aftermarket manufacturers for light rail door parts, total potential cost of the transit planning software, and selection criteria on the software request for proposal (RFP) were posed by the board and answered by staff.

Grant Application: Department of Health and Human Services Grant Application for Administration on Community Living Challenge – Partnering with Community Options, Inc. Mary DeLoretto, UTA Chief Service Development Officer, indicated the purpose of the grant is to help the agency hire individuals with disabilities into existing, open positions. Discussion ensued. Questions on employee utilization were posed by the board and answered by Ms. DeLoretto.

Discussion Items.

UTA FrontLines Headquarters Administration Building. Ms. DeLoretto was joined by Mr. Drake and Hal Johnson, UTA Manager of Project Development – Systems Planning. Mr. Johnson spoke about the third-party structural analysis of the UTA FrontLines Headquarters administration building, including findings and recommendations. Mr. Drake spoke about the transit-oriented development station area plan for the Salt Lake Central site. The plans include a new office development on the east side of the railroad tracks, a parking structure on the west side of the tracks, and a pedestrian bridge over the tracks. He mentioned the possibility of UTA relocating its offices to the new building.

Discussion ensued. Questions on the cost of retrofitting the current building, the intent of the retrofit (e.g., safety vs. functionality), benefits of retrofitting compared with constructing a new building, UTA's options associated with the new office development at Salt Lake Central, parking in the new development, timeline on construction of the new development, UTA's coordination efforts with the Salt Lake City redevelopment agency on the new development, impact on other UTA-owned property in the area, and optimization of the station area plan to accommodate bus operations were posed by the board and answered by staff.

Ms. Gonot committed to bring the request for proposal (RFP) for the Salt Lake Central site to the board for review prior to its release.

Trustee Holbrook requested more detailed information on the retrofitting option.

Chair Christensen called for a break at 10:47 a.m. The meeting resumed at 10:57 a.m.

Summary of Fare Changes and Planned Public Outreach. Monica Morton, UTA Fares Director, was joined by Andrea Packer, UTA Communications Director. Ms. Morton spoke about phase one of the fare change process. She highlighted the various aspects needed in a fare policy, pricing components and goals, proposed fare rate multipliers and discount percentages, and fare products and media.

With respect to planned outreach, Ms. Packer said public comment and outreach is needed, but implementation is on hold due to the COVID-19 outbreak. The planned outreach includes a public hearing; education for those who are impacted; targeted outreach; open houses; and collection of public comment through the agency's website, by email, phone, and regular mail. The efforts will cover all counties in UTA's service district. Ms. Gonot added that Title VI evaluations will also be performed.

Ms. Gonot committed to inform the board when public outreach begins.

Discussion ensued. Questions on the potential for increasing use of the electronic fare cards were posed by the board and answered by staff.

2019 Chief Performance Targets Report and 2020 Goals. Ms. Gonot was joined by her executive team: Mr. Cumins; Mr. Biles; Ms. DeLoretto; Ms. Ulibarri; and Nichol Bourdeaux, UTA Chief Communications & Marketing Officer. Ms. Gonot summarized agency initiatives for 2020, which include relaunch of the UTA Way, suicide prevention initiatives, facility evaluation, and training programs. Following Ms. Gonot's overview, the team then reviewed progress on specific 2019 objectives in each of their respective areas.

Ms. Gonot said the agency's 2020 goals are focused on service, people, and stewardship. She outlined specific measures intended to:

- Enhance service and improve customer experience
- Improve system performance
- Increase employee engagement and support workforce development
- Provide clear, consistent, and reliable communications
- Maintain a state of good repair
- Maintain fiscal responsibility

Discussion ensued. Questions on vehicle performance improvements, operating expenses, PACE participation rates for bargaining unit employees, and goals for the emerging leaders program were posed by the board and answered by staff.

Chair Christensen suggested it may be possible to leverage the predicted economic downturn to realize savings on planned projects.

Other Business.

Next Meeting. The next meeting of the board will be on Friday, March 27, 2020 at 9:00 a.m.

Closed Session. Chair Christensen indicated there was a need for a closed session to discuss collective bargaining. A motion for a closed session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board entered into closed session at 12:15 p.m.

Open Session. A motion to return to open session was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously and the board returned to open session at 12:32 p.m.

Adjournment. The meeting was adjourned at 12:33 p.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/596391.html> for entire content.

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

Appendix

Online Public Comment to the Board of Trustees of the Utah Transit Authority (UTA) Board Meeting March 25, 2020

Received March 24, 2020 from George Chapman:

I urge the Board to lower the transit fare to zero temporarily to encourage use of mass transit and provide an encouragement for citizens who do not normally consider riding transit, to try it. Ridership on UTA seems to be a fraction of what it was on many routes and free fare would help restore ridership and encourage trying out UTA. UTA vehicles should not be running empty.

In addition, any new fare policy should include lower fare such as \$1 (for FarePay - to decrease interactions with driver) and \$2 for cash. Present fares were implemented to cover diesel that was running close to \$4 a gallon and with the Saudi effort to control the market, diesel prices may go down to less than \$2 a gallon.

Now is a good time to lower fares.

Received March 24, 2020 from Lucinda Lunsford:

Please work with UDOT or other road project companies to get "ahead" of detours, in order to plan a safe detour route with adequate signage, and to give advanced notice and pickup locations for riders. I've observed problems with this in Clinton @ the 1000 west/1800 north detour earlier this year to present. The other problem I observed was by Davis Hospital last year.

My experience with this matter is because I have a daughter I drop off at a stop near our home in Clinton so that she can go to Davis Tech--from North Davis County to South Davis County, and back. I have dropped her off in the the morning before I go to work and still there are times I wait just to make sure the bus doesn't drive past her--which it has. Oh, and yes, she does have a light-colored coat and light. The problem is that the bus 640 signs are inadequate and difficult to see. They have no reflective qualities, they are too small, too low, too faded. One sign is too close to the intersection of 1500 W and 1800 N in Clinton, so that when the bus turns, it can be hard for the driver to notice someone standing near the poorly located, faded bus sign. It missed my daughter when it got darker for Daylight Savings just recently. Luckily, I was there waiting to make sure she got on safely and ended up having to honk to get the bus to stop for her. Now I have to wait, instead of dropping her off and going to work. If that bus misses her then I have to try to get her onto another bus.

My daughter takes the bus to her work near Davis Hospital. There was a road project last year that lasted months and months. Buses were not turning down 1450 south from State street, in Clearfield which has Clearfield Workforce Services, dental offices, medical offices, Davis Behavioral Health, Tanner Clinic, and of course Davis Hospital. Why was a safe detour not planned in this situation? Patrons of UTA had to be dropped off on State street. Which, in my opinion is a huge, unsafe road for your customers with medical issues or mobility issues to cross, and then walk nearly maybe a mile or two from the bus drop off. Customers who had appointments, but did not know beforehand about the detour, ended up missing appointments or getting dropped off miles from the hospital or medical offices. My daughter observed this countless times.

Right now, I can tell you of a viable detour for that area. Last year, my daughter literally just rode the bus all the way to the Layton Mall, stayed on during the turn around so that she could be dropped closer to her work.

I'm just a parent, however I feel like I'm in a good position to give feedback. I, myself, rode the UTA buses long ago starting in about 2nd grade and occasionally during my college years. I rode all over Ogden, South Ogden, Clinton, and the Weber State area and University of Utah area and downtown Salt Lake. I used to ride to the gym, library, mall, martial arts lessons, to my dental appointments, to orthodontist appointments, to and from the University of Utah. I rode everywhere.

I also pick up my daughter from her part time evening job, so I am in my car basically taking the same roads that the bus 640 takes. I know that route. As I drive along, I've observed inadequate seating, signs, lighting, and a lack of protection from the elements such as rain and snow especially in that 1450 south area near the Clearfield/Layton border near medical facilities. The most vulnerable riders in that area do not have the same conveniences as

riders who go up to McKay Dee for instance. There aren't any benches or covered seating or covered standing areas. I've seen elderly and handicapped waiting out in the elements by Davis Hospital and Tanner Clinic.

My question is, does anyone from UTA get out and drive around to observe, to see where services can be improved for the customer? Or even ways to help bus drivers see those who are waiting to catch a bus?

Does anyone talk to city personnel and road crew companies to work on solutions together for road work detours and lighting, etc.

Pretty soon, my daughter will be able to drive a car. I'm hoping she will, soon. She's been riding the bus regularly for the last 3 to 4 years. At this point, I'm not 100 percent confident in UTA. I see need for improvement. Communication is lacking. I don't want to hear that all your information is on Twitter or your app because it is not.

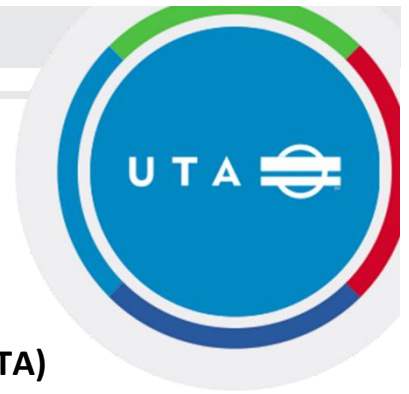


MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
FROM: Jana Ostler, Board Manager

BOARD MEETING DATE: April 8, 2020

SUBJECT: Approval of March 27, 2020 Board of Trustees Special Meeting Minutes	
AGENDA ITEM TYPE:	Consent
RECOMMENDATION:	Approve the minutes of the March 27, 2020 Board of Trustees special meeting
BACKGROUND:	A special (not regularly scheduled) meeting of the UTA Board of Trustees was held on Friday, March 27, 2020 at 9:00 a.m. at UTA Headquarters. Minutes from the meeting document the actions of the Board and summarize the discussion that took place in the meeting. A full audio recording of the meeting is available on the Utah Public Notice Website and video feed is available on You Tube at https://www.youtube.com/results?search_query=utaride
ATTACHMENTS:	1) 2020-03-27_BOT_Minutes_Special Board Meeting_UNAPPROVED



**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
March 27, 2020**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also attending were members of UTA staff as well as members of the media.

Call to Order, Opening Remarks, and Pledge of Allegiance. Chair Christensen welcomed attendees and called the meeting to order at 9:01 a.m. Following Chair Christensen's opening remarks, the board and meeting attendees recited the Pledge of Allegiance.

Safety First Minute. Chair Christensen provided a brief safety message.

Temporary Service Modification Approval. Carolyn Gonot, UTA Executive Director, was joined by Eddy Cumins, UTA Chief Operating Officer, and Eric Callison, UTA Manager of Service Planning. Ms. Gonot explained that UTA has experienced a marked downturn in ridership due to the recent earthquake and the COVID-19 pandemic. In order to ensure fiscal responsibility, retain employees, and limit hours of exposure to the virus, staff is requesting approval of temporary service modifications.

Mr. Cumins spoke about substantial ridership declines on fixed-route bus, FrontRunner, TRAX, paratransit, and the Utah Valley Express. Mr. Callison then covered proposed service modifications. He mentioned service adjustments that have already been implemented as well as newly proposed temporary modifications. He noted the proposed modifications will maintain the span of service on most routes, adjust service frequency, and suspend some commuter bus routes. Mr. Callison stated that paratransit service will not be affected. He

outlined the service modifications by county. Mr. Cumins suggested the changes be implemented by April 5, 2020.

Discussion ensued. Questions on frequency adjustments to the light rail schedule, updates to the Transit app, communications plan for riders without access to technology, express route eliminations, effect on the additional service purchased by Salt Lake City, service changes in specific counties, impacts on UTA's workforce, effects on August change day, and plans for restoring service when the pandemic is over were posed by the board and answered by staff.

Ms. Gonot committed to provide regular updates to the board on ridership and service adjustments.

A motion to delegate authority to the executive director to implement necessary temporary service modifications through the COVID-19 pandemic and recovery for 90 days with regular updates during that period was made by Trustee Millington and seconded by Trustee Holbrook. The motion carried unanimously.

Trustee Millington requested a printed summary of the temporary service changes. Trustee Holbrook asked for information by route.

Closed Session. No closed session was held.

Adjournment. The meeting was adjourned at 9:36 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/596771.html> for entire content.

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



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
FROM: Carolyn Gonot, Executive Director
PRESENTER(S): Carolyn Gonot, Executive Director

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Agency Report
AGENDA ITEM TYPE:	Report
RECOMMENDATION:	Informational report for discussion
DISCUSSION:	<p>Carolyn Gonot, UTA Executive Director will report on recent activities of the agency and other items of interest including:</p> <ul style="list-style-type: none">- Service modification outreach- Ridership Update- Communication on COVID-19



MEMORANDUM TO THE BOARD

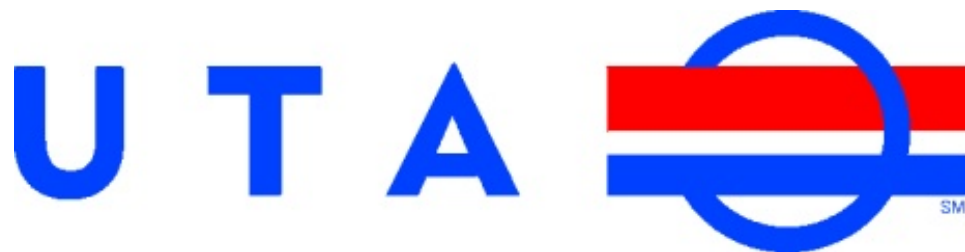
TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Bob Biles, Chief Financial Officer
PRESENTER(S): Bob Biles, Chief Financial Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Financial Report - February 2020
AGENDA ITEM TYPE:	Report
RECOMMENDATION:	Informational report for discussion
BACKGROUND:	The Board of Trustees Policy No. 2.1, Financial Management, directs the Chief Financial Officer to present monthly financial statements stating the Authority's financial position, revenues, and expense to the Board of Trustees as soon as practical with monthly and year-to-date budget versus actual report to be included in the monthly financial report. The February 2020 Monthly Financial Statements have been prepared in accordance with the Financial Management Policy and are being presented to the Board. Also provided, is the monthly Board Dashboard which summarizes key information from the February Monthly Financial Statements.
DISCUSSION:	At the April 8 meeting, the CFO will review the Board Dashboard key items, sales tax collections, and operating expense variances and receive questions from the Board of Trustees.
ATTACHMENTS:	<ul style="list-style-type: none">• February 2020 Monthly financial Statements• Board Dashboard February 2020

Utah Transit Authority
Financial Statement
(Unaudited)

February 29, 2020



KEY ITEM REPORT
(UNAUDITED)
As of February 29, 2020

EXHIBIT 1-1

	2020 YTD ACTUAL	2020 YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
1 Sales Tax	\$ 46,095,139	\$ 46,095,138	\$ 1	0%
2 Passenger Revenue	9,172,270	8,956,653	215,617	2%
3 Other Revenue	12,166,366	13,679,313	(1,512,947)	-11%
4 Total Revenue	67,433,775	68,731,104	(1,297,329)	-2%
5 Net Operating Expenses	(48,310,042)	(52,838,445)	4,528,403	9%
Net Operating Income (Loss)	19,123,733	15,892,659	3,231,074	20%
6 Debt Service	33,873,263	33,944,473	71,210	0%
7 Other Non-Operating Expenses	749,992	991,056	241,064	24%
8 Sale of Assets	-	-	-	
9 Contribution to Capital Reserves	\$ (15,499,522)	\$ (19,042,869)	\$ 3,543,347	-19%
10 Amortization	(699,842)			
11 Depreciation	22,487,304			
12 Total Non-cash Items	\$ 21,787,462			

GOALS

RIDERSHIP

2019 Actual	February 2020	February 2019	Difference	2020 YTD	2019 YTD	Difference
13 44,239,223	3,706,335	3,531,032	175,303	7,575,635	7,277,759	297,876

OPERATING SUBSIDY PER RIDER -

	SPR
14 Net Operating Expense	\$ 48,310,042
15 Less: Passenger Revenue	(9,172,270)
16 Subtotal	39,137,772
17 Divided by: Ridership	÷ 7,575,635
18 Subsidy per Rider	<u>\$ 5.17</u>

SUMMARY FINANCIAL DATA
(UNAUDITED)

EXHIBIT 1-2

As of February 29, 2020

BALANCE SHEET

	<u>2/28/2020</u>	<u>2/28/2019</u>
CURRENT ASSETS		
1 Cash	\$ 14,143,243	\$ 10,920,976
2 Investments (Unrestricted)	120,454,900	94,536,645
3 Investments (Restricted)	184,858,523	136,437,714
4 Receivables	57,475,116	58,186,859
5 Receivables - Federal Grants	11,259,215	10,710,534
6 Inventories	37,011,658	35,603,220
7 Prepaid Expenses	1,214,490	1,481,170
8 TOTAL CURRENT ASSETS	<u>\$ 426,417,145</u>	<u>\$ 347,877,118</u>
9 Property, Plant & Equipment (Net)	2,930,077,600	3,041,338,053
10 Other Assets	156,611,271	140,350,881
11 TOTAL ASSETS	<u>\$ 3,513,106,016</u>	<u>\$ 3,529,566,052</u>
12 Current Liabilities	\$ 51,408,715	\$ 65,532,934
13 Other Liabilities	27,541,849	25,481,392
14 Net Pension Liability	131,548,114	100,876,554
15 Outstanding Debt	2,456,184,233	2,416,422,067
16 Equity	846,423,105	921,253,105
17 TOTAL LIABILITIES & EQUITY	<u>\$ 3,513,106,016</u>	<u>\$ 3,529,566,052</u>

RESTRICTED AND DESIGNATED CASH AND CASH EQUIVALENTS RECONCILIATION

RESTRICTED RESERVES		
18 Debt Service Reserves	33,152,634	36,547,028
19 2018 Bond Proceeds	27,775,203	46,024,070
20 2019 Bond Proceeds	71,193,766	
21 Debt Service Interest Payable	32,891,826	26,624,031
22 Box Elder County ROW (sales tax)	6,759,560	7,040,441
23 Joint Insurance Trust	6,889,118	4,153,848
24 Davis County Escrow	1,234,109	
25 SL County Escrow	331,604	2,003,839
26 Amounts held in escrow	4,630,703	6,289,979
27 TOTAL RESTRICTED RESERVES	<u>\$ 184,858,523</u>	<u>\$ 128,683,236</u>
DESIGNATED GENERAL AND CAPITAL RESERVES		
28 General Reserves	\$ 36,660,000	\$ 36,660,000
29 Service Sustainability Reserves	9,166,000	\$ 15,272,000
30 Capital Reserve	10,700,000	10,700,000
31 Debt Reduction Reserve	71,341,000	47,384,438
32 TOTAL DESIGNATED GENERAL AND CAPITAL RESERVES	<u>\$ 127,867,000</u>	<u>\$ 110,016,438</u>
33 TOTAL RESTRICTED AND DESIGNATED CASH AND EQUIVALENTS	<u>\$ 312,725,523</u>	<u>\$ 238,699,674</u>

SUMMARY FINANCIAL DATA
(UNAUDITED)

EXHIBIT 1-3

As of February 29, 2020

REVENUE & EXPENSES

	ACTUAL Feb-20	ACTUAL Feb-19	YTD 2020	YTD 2019
REVENUE				
1 Passenger Revenue	\$ 4,543,252	\$ 3,312,426	\$ 9,172,270	\$ 8,016,684
2 Advertising Revenue	208,334	204,167	416,667	408,335
3 Investment Revenue	501,329	478,109	726,811	778,464
4 Sales Tax	23,274,739	21,040,882	46,095,139	41,671,036
5 Other Revenue	583,850	172,077	1,218,328	281,828
6 Fed Operations/Preventative Maint.	4,969,049	4,825,791	9,804,560	9,978,907
7 TOTAL REVENUE	\$34,080,553	\$ 30,033,452	\$ 67,433,775	\$ 61,135,254
OPERATING EXPENSE				
8 Bus Service	\$ 8,578,532	\$ 8,187,410	\$ 17,896,723	\$ 17,004,775
9 Commuter Rail	1,843,197	1,818,652	3,947,985	3,788,569
10 Light Rail	2,862,618	3,172,585	6,104,365	6,371,541
11 Maintenance of Way	1,445,786	1,349,060	3,150,454	2,878,933
12 Paratransit Service	1,932,801	1,655,463	3,718,527	3,508,207
13 RideShare/Van Pool Services	383,898	242,590	533,037	493,519
14 Operations Support	3,548,263	3,603,235	7,802,922	7,626,551
15 Administration	3,044,829	2,040,488	5,156,029	4,266,279
16 TOTAL OPERATING EXPENSE	\$23,639,924	\$ 22,069,483	\$ 48,310,042	\$ 45,938,374
17 NET OPERATING INCOME (LOSS)	\$10,440,629	\$ 7,963,969	\$ 19,123,733	\$ 15,196,880
NON-OPERATING EXPENSE (REVENUE)				
18 Planning & Development	\$ 378,132	\$ 343,170	\$ 749,992	\$ 718,976
19 Bond Principal	2,160,000	1,176,235	17,060,000	9,493,301
20 Bond Interest	8,111,753	7,964,237	14,970,131	15,928,474
21 Bond Interest UTCT	166,776		330,742	
22 Bond Cost of Issuance/Fees	1,500	(7,500)	1,500	1,500
23 Lease Cost	755,445	562,592	1,510,890	1,222,739
24 Sale of Assets	-	(3,285)	-	(896,094)
25 TOTAL NON-OPERATING EXPENSE	\$11,573,606	\$ 10,035,449	\$ 34,623,255	\$ 26,468,896
26 CONTRIBUTION TO CAPITAL RESERVES	\$ (1,132,977)	\$ (2,071,480)	\$ (15,499,522)	\$ (11,272,016)
OTHER EXPENSES (NON-CASH)				
27 Bond Premium/Discount Amortization	(1,010,103)	(1,270,452)	(2,020,205)	(2,540,904)
28 Bond Refunding Cost Amortization	592,606	682,153	1,185,211	1,364,307
29 Future Revenue Cost Amortization	67,576	67,576	135,152	135,152
30 Depreciation	11,275,427	12,290,941	22,487,304	24,001,717
31 NET OTHER EXPENSES (NON-CASH)	\$10,925,506	\$ 11,770,218	\$ 21,787,462	\$ 22,960,272

CURRENT MONTH

	ACTUAL	BUDGET	VARIANCE	%
	Feb-20	Feb-20	FAVORABLE (UNFAVORABLE)	FAVORABLE (UNFAVORABLE)
REVENUE				
1 Passenger Revenue	\$ 4,543,252	\$ 4,330,214	\$ 213,038	5%
2 Advertising Revenue	208,334	209,154	(820)	0%
3 Investment Revenue	501,329	518,003	(16,674)	-3%
4 Sales Tax	23,274,739	23,274,737	2	0%
5 Other Revenue	583,850	702,500	(118,650)	-17%
6 Fed Operations/Preventative Maint.	4,969,049	5,038,273	(69,224)	-1%
7 TOTAL REVENUE	\$ 34,080,553	\$ 34,072,881	\$ 7,672	0%
OPERATING EXPENSE				
8 Bus Service	\$ 8,578,532	\$ 9,034,145	\$ 455,613	5%
9 Commuter Rail	1,843,197	2,113,316	270,119	13%
10 Light Rail	2,862,618	3,198,923	336,305	11%
11 Maintenance of Way	1,445,786	1,516,515	70,729	5%
12 Paratransit Service	1,932,801	2,028,456	95,655	5%
13 RideShare/Van Pool Services	383,898	274,840	(109,058)	-40%
14 Operations Support	3,548,263	4,188,463	640,200	15%
15 Administration	3,044,829	3,364,507	319,678	10%
16 TOTAL OPERATING EXPENSE	\$ 23,639,924	\$ 25,719,165	\$ 2,079,241	8%
17 NET OPERATING INCOME (LOSS)	\$ 10,440,629	\$ 8,353,716	\$ 2,086,913	25%
NON-OPERATING EXPENSE (REVENUE)				
18 Planning & Development	\$ 378,132	\$ 495,378	\$ 117,246	24%
19 Bond Principal	2,160,000	2,160,000	-	0%
20 Bond Interest	8,111,753	8,111,753	-	0%
21 Bond Interest UTCT	166,776	166,776	-	0%
22 Bond Cost of Issuance/Fees	1,500	1,500	-	0%
23 Lease Cost	755,445	790,300	34,855	4%
24 Sale of Assets	-	-	-	-
25 TOTAL NON-OPERATING EXPENSE	\$ 11,573,606	\$ 11,725,707	\$ 152,101	1%
26 CONTRIBUTION TO CAPITAL RESERVES	\$ (1,132,977)	\$ (3,371,991)	\$ 2,239,014	66%
OTHER EXPENSES (NON-CASH)				
27 Bond Premium/Discount Amortization	(1,010,103)			
28 Bond Refunding Cost Amortization	592,606			
29 Future Revenue Cost Amortization	67,576			
30 Depreciation	11,275,427			
31 NET OTHER EXPENSES (NON-CASH)	\$ 10,925,506			

BUDGET TO ACTUAL REPORT
(UNAUDITED)

EXHIBIT 1-5

As of February 29, 2020

YEAR TO DATE

	ACTUAL	BUDGET	VARIANCE	%
	Feb-20	Feb-20	FAVORABLE (UNFAVORABLE)	FAVORABLE (UNFAVORABLE)
REVENUE				
1 Passenger Revenue	\$ 9,172,270	\$ 8,956,653	\$ 215,617	2%
2 Advertising Revenue	416,667	418,308	(1,641)	0%
3 Investment Revenue	726,811	843,420	(116,609)	-14%
4 Sales Tax	46,095,139	46,095,138	1	0%
5 Other Revenue	1,218,328	1,405,000	(186,672)	-13%
6 Fed Operations/Preventative Maint.	9,804,560	11,012,585	(1,208,025)	-11%
7 TOTAL REVENUE	\$ 67,433,775	\$ 68,731,104	\$ (1,297,329)	-2%
OPERATING EXPENSE				
8 Bus Service	\$ 17,896,723	\$ 18,339,784	\$ 443,061	2%
9 Commuter Rail	3,947,985	4,304,054	356,069	8%
10 Light Rail	6,104,365	6,376,047	271,682	4%
11 Maintenance of Way	3,150,454	3,048,707	(101,747)	-3%
12 Paratransit Service	3,718,527	4,133,274	414,747	10%
13 RideShare/Van Pool Services	533,037	549,680	16,643	3%
14 Operations Support	7,802,922	8,441,182	638,260	8%
15 Administration	5,156,029	7,645,716	2,489,687	33%
16 TOTAL OPERATING EXPENSE	\$ 48,310,042	\$ 52,838,445	\$ 4,528,403	9%
17 NET OPERATING INCOME (LOSS)	\$ 19,123,733	\$ 15,892,659	\$ 3,231,074	20%
NON-OPERATING EXPENSE (REVENUE)				
18 Planning & Development	\$ 749,992	\$ 991,056	\$ 241,064	24%
19 Bond Principal	17,060,000	17,060,000	-	0%
20 Bond Interest	14,970,131	14,970,131	-	0%
21 Bond Interest UTCT	330,742	332,242	1,500	0%
22 Bond Cost of Issuance/Fees	1,500	1,500	-	0%
23 Lease Cost	1,510,890	1,580,600	69,710	4%
24 Sale of Assets	-	-	-	-
25 TOTAL NON-OPERATING EXPENSE	\$ 34,623,255	\$ 34,934,029	\$ 310,774	1%
26 CONTRIBUTION TO CAPITAL RESERVES	\$ (15,499,522)	\$ (19,041,369)	\$ 3,541,847	19%
OTHER EXPENSES (NON-CASH)				
27 Bond Premium/Discount Amortization	(2,020,205)			
28 Bond Refunding Cost Amortization	1,185,211			
29 Future Revenue Cost Amortization	135,152			
30 Depreciation	22,487,304			
31 NET OTHER EXPENSES (NON-CASH)	\$ 21,787,462			

BUDGET TO ACTUAL REPORT
(UNAUDITED)

EXHIBIT 1-5A

As of February 29, 2020

YEAR TO DATE

	ACTUAL	BUDGET	VARIANCE	%
	Feb-20	Feb-20	FAVORABLE (UNFAVORABLE)	FAVORABLE (UNFAVORABLE)
OPERATING EXPENSE				
1 Board of Trustees	\$ 449,836	\$ 546,304	\$ 96,468	18%
2 Chief Communications and Marketing Officer	1,195,209	1,825,846	630,637	35%
3 Chief Finance Officer	2,047,138	2,212,419	165,281	7%
4 Chief Operating Officer	39,969,542	41,715,849	1,746,307	4%
5 Chief People Officer	1,099,155	1,345,802	246,647	18%
6 Chief Service Development Officer	887,372	1,169,140	281,768	24%
7 Executive Director	3,411,782	5,014,141	1,602,359	32%
8 TOTAL OPERATING EXPENSE	\$ 49,060,034	\$ 53,829,501	\$ 4,769,467	9%
9 Total Operating Expense (Exhibit 1-5, line 16)	48,310,042	52,838,445		
10 Planning & Development (Exhibit 1-5, line 18)	749,992	991,056		
11 TOTAL EXHIBIT 1-5	49,060,034	53,829,501		

CAPITAL PROJECTS
(UNAUDITED)
As of February 29, 2020

EXHIBIT 1-6

	2020 ACTUAL	ANNUAL BUDGET	PERCENT
EXPENSES			
1 REVENUE AND NON-REVENUE VEHICLES	\$ 43,366	\$ 32,041,871	0.1%
2 INFORMATION TECHNOLOGY	256,400	6,531,838	3.9%
3 FACILITIES, MAINTENANCE & ADMIN. EQUIP.	106,195	2,750,000	3.9%
4 CAPITAL PROJECTS	555,233	38,347,444	1.4%
5 AIRPORT STATION RELOCATION	8,391	13,000,000	0.1%
6 STATE OF GOOD REPAIR	1,979,836	18,574,194	10.7%
7 DEPOT DISTRICT	35,530	40,936,916	0.1%
8 OGDEN/WEBER STATE BRT	671,924	28,197,076	2.4%
9 TIGER	25,463	11,169,660	0.2%
10 TOTAL	<u>\$ 3,682,336</u>	<u>\$ 191,548,999</u>	1.9%
REVENUES			
11 GRANT	\$ 289,011	\$ 39,362,901	0.7%
12 STATE CONTRIBUTION	625,000	3,700,000	16.9%
13 LEASES (PAID TO DATE)	-	30,340,470	0.0%
14 BONDS	128,740	61,611,076	0.2%
15 LOCAL PARTNERS	164,621	13,415,957	1.2%
16 UTA FUNDING	2,474,964	43,118,595	5.7%
17 TOTAL	<u>\$ 3,682,336</u>	<u>\$ 191,548,999</u>	1.9%

As of February 29, 2020

BY SERVICE

	CURRENT MONTH		YEAR TO DATE	
	Feb-20	Feb-19	2020	2019
UTA				
Fully Allocated Costs	23,608,267	22,013,662	48,310,042	45,938,374
Passenger Farebox Revenue	4,543,224	3,312,502	9,172,270	8,016,912
Passengers	3,706,335	3,531,032	7,575,635	7,277,759
Farebox Recovery Ratio	19.2%	15.0%	19.0%	17.5%
Actual Subsidy per Rider	\$5.14	\$5.30	\$5.17	\$5.21
BUS SERVICE				
Fully Allocated Costs	11,445,456	10,646,264	23,553,268	22,249,489
Passenger Farebox Revenue	1,764,004	1,295,956	3,670,206	3,193,117
Passengers	1,779,684	1,638,284	3,663,514	3,406,778
Farebox Recovery Ratio	15.4%	12.2%	15.6%	14.4%
Actual Subsidy per Rider	\$5.44	\$5.71	\$5.43	\$5.59
LIGHT RAIL SERVICE				
Fully Allocated Costs	6,278,552	6,202,071	13,083,191	12,780,760
Passenger Farebox Revenue	1,146,735	830,077	2,324,229	2,065,044
Passengers	1,352,368	1,329,800	2,729,727	2,712,805
Farebox Recovery Ratio	18.3%	13.4%	17.8%	16.2%
Actual Subsidy per Rider	\$3.79	\$4.04	\$3.94	\$3.95
COMMUTER RAIL SERVICE				
Fully Allocated Costs	3,187,982	2,994,106	6,667,698	6,269,750
Passenger Farebox Revenue	821,150	654,862	1,684,978	1,512,234
Passengers	410,872	401,832	857,298	837,060
Farebox Recovery Ratio	25.8%	21.9%	25.3%	24.1%
Actual Subsidy per Rider	\$5.76	\$5.82	\$5.81	\$5.68
PARATRANSIT				
Fully Allocated Costs	2,107,963	1,808,300	4,071,968	3,828,979
Passenger Farebox Revenue	461,409	191,386	794,892	556,762
Passengers	62,356	61,332	131,288	131,733
Farebox Recovery Ratio	21.9%	10.6%	19.5%	14.5%
Actual Subsidy per Rider	\$26.41	\$26.36	\$24.96	\$24.84
RIDESHARE				
Fully Allocated Costs	588,314	362,922	933,916	809,396
Passenger Farebox Revenue	349,927	340,221	697,965	689,754
Passengers	101,054	99,785	193,808	189,383
Farebox Recovery Ratio	59.5%	93.7%	74.7%	85.2%
Actual Subsidy per Rider	\$2.36	\$0.23	\$1.22	\$0.63

BY TYPE

	CURRENT MONTH		YEAR TO DATE	
	Feb-20	Feb-19	2020	2019
FULLY ALLOCATED COSTS				
Bus Service	\$11,445,456	\$10,646,264	\$23,553,268	\$22,249,489
Light Rail Service	\$6,278,552	\$6,202,071	\$13,083,191	\$12,780,760
Commuter Rail Service	\$3,187,982	\$2,994,106	\$6,667,698	\$6,269,750
Paratransit	\$2,107,963	\$1,808,300	\$4,071,968	\$3,828,979
Rideshare	\$588,314	\$362,922	\$933,916	\$809,396
UTA	\$23,608,267	\$22,013,662	\$48,310,042	\$45,938,374
PASSENGER FAREBOX REVENUE				
Bus Service	\$1,764,004	\$1,295,956	\$3,670,206	\$3,193,117
Light Rail Service	\$1,146,735	\$830,077	\$2,324,229	\$2,065,044
Commuter Rail Service	\$821,150	\$654,862	\$1,684,978	\$1,512,234
Paratransit	\$461,409	\$191,386	\$794,892	\$556,762
Rideshare	\$349,927	\$340,221	\$697,965	\$689,754
UTA	\$4,543,224	\$3,312,502	\$9,172,270	\$8,016,912
PASSENGERS				
Bus Service	1,779,684	1,638,284	3,663,514	3,406,778
Light Rail Service	1,352,368	1,329,800	2,729,727	2,712,805
Commuter Rail Service	410,872	401,832	857,298	837,060
Paratransit	62,356	61,332	131,288	131,733
Rideshare	101,054	99,785	193,808	189,383
UTA	3,706,335	3,531,032	7,575,635	7,277,759
FAREBOX RECOVERY RATIO				
Bus Service	15.4%	12.2%	15.6%	14.4%
Light Rail Service	18.3%	13.4%	17.8%	16.2%
Commuter Rail Service	25.8%	21.9%	25.3%	24.1%
Paratransit	21.9%	10.6%	19.5%	14.5%
Rideshare	59.5%	93.7%	74.7%	85.2%
UTA	19.2%	15.0%	19.0%	17.5%
ACTUAL SUBSIDY PER RIDER				
Bus Service	\$5.44	\$5.71	\$5.43	\$5.59
Light Rail Service	\$3.79	\$4.04	\$3.94	\$3.95
Commuter Rail Service	\$5.76	\$5.82	\$5.81	\$5.68
Paratransit	\$26.41	\$26.36	\$24.96	\$24.84
Rideshare	\$2.36	\$0.23	\$1.22	\$0.63
UTA	\$5.14	\$5.30	\$5.17	\$5.21

SUMMARY OF ACCOUNTS RECEIVABLE
(UNAUDITED)

EXHIBIT 1-9

As of February 29, 2020

Classification	Total	Current	31-60 Days	61-90 Days	90-120 Days	Over 120 Days
1 Federal Government ¹	\$ 11,259,215	\$ 11,259,215	\$ -	\$ -	\$ -	\$ -
2 Local Contributions ²	46,095,139	46,095,139	-	-	-	-
3 Warranty Recovery	421,195	421,195	-	-	-	-
4 Product Sales and Development	1,184,370	961,274	97,690	120,536	1,892	2,978
5 Pass Sales	716,051	370,492	84,803	83,766	(9,927)	186,917
6 Property Management	124,722	92,253	448	-	-	32,021
7 Vanpool/Rideshare	137,530	49,350	21,636	11,560	466	54,518
8 Capital Development Agreements	4,390,765	-	3,993,701	-	397,064	-
9 Mobility Management	100	-	-	-	-	100
10 Paratransit	11,250	11,250	-	-	-	-
11 Other ³	4,393,994	4,393,994	-	-	-	-
12 Total	\$ 68,734,331	\$ 63,654,162	\$ 4,198,278	\$ 215,862	\$ 389,495	\$ 276,534

Percentage Due by Aging

13 Federal Government ¹	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
14 Local Contributions ²	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15 Warranty Recovery	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
16 Product Sales and Development	81.2%	8.2%	10.2%	0.2%	0.3%	
17 Pass Sales	51.7%	11.8%	11.7%	-1.4%	26.1%	
18 Property Management	74.0%	0.4%	0.0%	0.0%	25.7%	
19 Vanpool/Rideshare	35.9%	15.7%	8.4%	0.3%	39.6%	
20 Capital Development Agreements	0.0%	91.0%	0.0%	9.0%	0.0%	
21 Mobility Management	0.0%	0.0%	0.0%	0.0%	100.0%	
22 Paratransit	100.0%	0.0%	0.0%	0.0%	0.0%	
23 Other	100.0%	0.0%	0.0%	0.0%	0.0%	
24 Total	92.6%	6.1%	0.3%	0.6%	0.4%	

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 Build American Bond Tax Credits, fuel tax credit

SUMMARY OF APPROVED DISBURSEMENTS OVER \$200,000
 FROM FEBRUARY 1, 2020 THROUGH FEBRUARY 29, 2020
 (UNAUDITED)

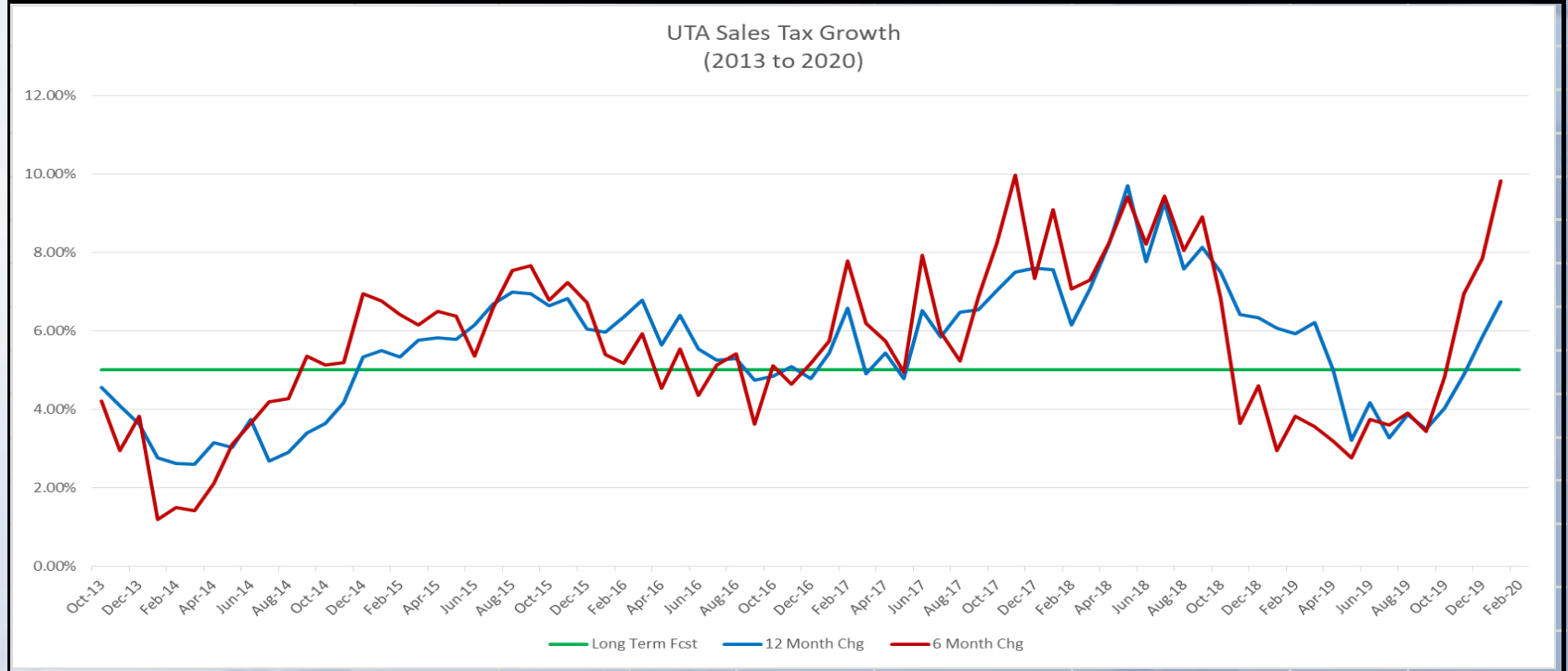
EXHIBIT 1-10

<u>Contract # and Description</u>	<u>Contract Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Date</u>	<u>Check Total</u>
18-2741 DEPOT DISTRICT TECHNOLOGY CENTER	8/23/2018	BIG D CONSTRUCTION	883261	2/6/2020	\$ 221,058.31
15-1383TB DIESEL AND UNLEADED FUEL	10/1/2015	KELLERSTRASS OIL	883262	2/6/2020	284,940.73
01-085JL TRANSIT SYSTEM SOFTWARE		TRAPEZE SOFTWARE GROUP, INC.	883263	2/6/2020	313,812.00
15-1383TB DIESEL AND UNLEADED FUEL	10/1/2015	KELLERSTRASS OIL	883314	2/13/2020	270,277.70
R2018-05-09		ROCKY MOUNTAIN POWER	351557	2/20/2020	315,766.70
15-1251TP PROVO-OREM BRT	7/15/2015	KIEWIT/CLYDE	351558	2/20/2020	1,069,867.90
14-1109TH ADA PARATRANSIT AND ROUTE DEVIATION	9/1/2014	MV PUBLIC TRANSPORTATION	883371	2/20/2020	215,174.62
15-1383TB DIESEL AND UNLEADED FUEL	10/1/2015	KELLERSTRASS OIL	883372	2/20/2020	254,573.67
18-02925BM OGDEN - WSU BRT FINAL DESIGN	8/1/2019	JACOBS ENGINEERING	351725	2/27/2020	565,218.47
15-1383TB DIESEL AND UNLEADED FUEL	10/1/2015	KELLERSTRASS OIL	883435	2/27/2020	202,526.36
16-1846TP ON-CALL MAINTENANCE	10/7/2016	STACEY AND WITBECK, INC.	883436	2/27/2020	202,999.84

UTA Board Dashboard

February 2020

Financial Metrics	<i>Fav/ (Unfav)</i>				<i>Fav/ (Unfav)</i>			
	Feb Actual	Feb Budget		%	YTD Actual	YTD Budget		%
Sales Tax (Jan '20 mm \$)	\$ 28.5	\$ 22.9	\$ 5.60	● 24.5%	\$ 28.5	\$ 22.9	\$ 5.60	● 24.5%
Fare Revenue (mm)	\$ 4.5	\$ 4.3	\$ 0.21	● 4.9%	\$ 9.2	\$ 9.0	\$ 0.22	● 2.4%
Operating Exp (mm)	\$ 23.6	\$ 25.7	\$ 2.08	● 8.1%	\$ 48.3	\$ 52.8	\$ 4.53	● 8.6%
Subsidy Per Rider (SPR)	\$ 5.14	\$ 5.88	\$ 0.74	● 12.6%	\$ 5.17	\$ 5.88	\$ 0.71	● 12.1%
UTA Diesel Price (\$/gal)	\$ 1.86	\$ 2.50	\$ 0.64	● 25.7%	\$ 1.86	\$ 2.50	\$ 0.64	● 25.4%
Operating Metrics	Feb Actual	Feb-20	F/ (UF)	%	YTD Actual	YTD 2018	F/ (UF)	%
Ridership (mm)	3.71	3.53	0.2	● 5.0%	7.58	7.28	0.3	● 4.1%
Alternative Fuels	CNG Price (Diesel Gal Equiv)		\$ 1.13					





MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Bob Biles, Chief Financial Officer
PRESENTER(S): Bob Biles, Chief Financial Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Resolution R2020-04-02 Granting Expenditure and Disbursement Authority
AGENDA ITEM TYPE:	Resolution
RECOMMENDATION:	Adopt Resolution 2020-04-02 which grants expenditure and disbursement authority
BACKGROUND:	<p>Board Policy 4.2 allows the Board to preapprove disbursements to vendors by resolution. In its meeting of December 18, 2018, the Board, by resolution, preapproved disbursements for 15 vendors covering disbursements related to payroll benefits and taxes, insurance, electricity, bond and lease principal and interest, and P-card purchases as well as disbursements over \$200,000 if the associated contract was previously approved by the Board.</p> <p>Since then, there have been several disbursement approvals needed, all of them for one vendor, Siemens Mobility Inc., for light rail parts needed for maintenance and overhaul work.</p>
DISCUSSION:	<p>Supply Chain has implemented a forecasted inventory strategy for light rail parts, which generates orders daily based on what maintenance staff has forecasted for the light rail fleet. These orders generate purchase orders daily from \$1 to \$150,000 dollars based on lowest bidder responses to fulfill those orders. As those orders arrive at UTA, they are submitted for payment to Accounts Payable and occasionally those payments will go over \$200,000.</p> <p>Adding Siemens Mobility Inc. to the list of approved certain vendors for disbursements, (Exhibit A in the resolution) at the maximum amount of \$500,000 monthly provides sufficient disbursement controls and allows the Authority to pay a major vendor on a timely basis.</p>
ALTERNATIVES:	UTA could maintain the current disbursement authorization levels.
FISCAL IMPACT:	None
ATTACHMENTS:	<ul style="list-style-type: none">Resolution R2020-04-02

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY GRANTING EXPENDITURE AND DISBURSEMENT AUTHORITY**

R2020-04-02

April 8, 2020

WHEREAS, the Utah Transit Authority (the "Authority") is a large 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, UTAH CODE §17B-2a-808.1(2)(v)(ii) requires the board of trustees of a large public transit district, such as the Authority, to review and approve any contract or expense exceeding \$200,000 and any proposed change order to an existing contract if the value of the change order exceeds 15% of the total contract or \$200,000; and

WHEREAS, on December 12, 2018 the Board of Trustees of the Authority (the "Board") passed Resolution R2018-12-04 Granting Contract and Expenditure Authority and authorizing pre-approval of certain disbursements; and

WHEREAS, on June 1, 2019 the Board passed Resolution R2019-06-01 establishing Board Policy 2.2 – Contracting Authority and Procurement that defines contracts, change orders and disbursements that must be approved by the Board; and

WHEREAS, Board Policy 2.2 (3)(D)(3) allows the Board to preapprove disbursements equal to or greater than \$200,000 by Resolution; and

WHEREAS, the Board wishes to revise and update the list of pre-approved disbursements approved by the Board.

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

1. That Resolution R2018-12-04 Granting Contract and Expense Authority is hereby superseded.
2. That the Executive Director is authorized to approve payments to vendors for the purposes and expenditure ranges described in Exhibit A.

3. That the Executive Director is authorized to approve expenses exceeding \$200,000 if the associated contract or expense was previously approved at a regular or special meeting by the Board of Trustees.
4. That the Board hereby ratifies any and all actions taken by Authority management and staff in furtherance of and effectuating the intent of this Resolution.
5. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 8th day of April 2020.

Carlton Christensen, Chair
Board of Trustees

ATTEST:

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

Approved As To Form:

Legal Counsel

Exhibit A

Disbursements Approved for Certain Vendors

Vendor	Purpose	Frequency	Range
AON Risk Insurance	Insurance	Annually	\$1,500,000 to \$3,000,000
Cambridge Associates	Pension contributions	Bi-weekly	\$800,000 to \$1,000,000
Vantagepoint	457 contributions – employee	Bi-weekly	\$300,000 to \$700,000
Mutual of America	457 contributions - employee	Bi-weekly	\$200,000 to \$400,000
Vantagepoint	457 contributions – employer	Annually	\$800,000 to \$1,000,000
Mutual of America	457 contributions - employer	Annually	\$500,000 to \$700,000
Select Health	Health insurance	Monthly	\$800,000 to \$1,200,000
PEHP	Health insurance	Monthly	\$200,000 to \$400,000
UTA/Joint Insurance Trust	Health insurance	Monthly	\$1,400,000 to \$2,000,000
Utah State Tax	Employee payroll taxes	Monthly	\$500,000 to \$900,000
IRS	Employee payroll taxes	Bi-weekly	\$1,200,000 to \$1,500,000
Rocky Mountain Power	Electricity	Monthly	\$200,000 to \$800,000
Zions Bank	Bond principal and interest	Monthly	\$9,000,000 to \$10,500,000

Banc of America	Lease payments – revenue service vehicles	Monthly	\$200,000 to \$800,000
Wells Fargo	Procurement card payment	Monthly	\$200,000 to \$2,000,000
Siemens Mobility Inc.	Light Rail Inventory Parts and Vehicle Repairs	Monthly	\$200,000 to \$500,000



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Bob Biles, Chief Financial Officer
PRESENTER(S): Bob Biles, Chief Financial Officer
Brian Baker, Zions Public Finance (Financial Advisor)
Blake Wade, Gilmore & Bell (Bond Counsel)

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Board Reserves Policy Discussion
AGENDA ITEM TYPE:	Discussion
RECOMMENDATION:	Review and discuss proposed changes to UTA's restricted and designated reserves.
BACKGROUND:	<p>In July 2019, the Board of Trustees adopted a reserve policy. That policy made several changes to UTA's designated reserves:</p> <ul style="list-style-type: none">• Combined several designated reserves into the General Operating reserve and increased the minimum balance in the reserve from 9 1/3% to 12% of budgeted operating expense.• Reduced the Service Stabilization reserve from 5% to 3% of budgeted operating expense.• Created a Capital Replacement reserve with a beginning balance of \$10.7 million and a goal of reaching 1% of the value of physical assets per the annual financial report. <p>There were no changes made to the restricted debt reserve or the debt reduction reserve.</p> <p>After adopting the reserve policy, the Board of Trustees asked that the reserves policy come back to them for further discussion in 2020.</p>
DISCUSSION:	<p>Since last July, there have been several circumstances which affect the recommended level of some reserves.</p> <ul style="list-style-type: none">• Due to a delay in receiving federal preventative maintenance revenues, there were two months in 2019 when the entire General Operating reserve was used.• In November 2019 and March 2020, UTA refinanced portions of the 2012 bonds which were slated to be called in 2022 with the bond reduction reserve. The next opportunity to call higher coupon bonds will be in 2025.

Based upon these, UTA staff is recommending the following changes to UTA’s designated reserves:

Reserve *	Policy	12/31/20 Estimate	12/31/20 Revised
<u>Designated Balances:</u>			
General Operating	12% to 18% of budgeted operating expense	38,379,000	57,600,000
Service Stabilization	3% of budgeted operating expense	9,595,000	9,600,000
Capital Replacement	1% of physical assets	10,700,000	45,000,000
Debt Reduction	Savings from bond refundings	<u>87,418,000</u>	<u>30,000,000</u>
Total		\$146,092,000	\$142,200,000

These changes would increase the reserves held for General Operating and Capital Replacement, maintain the Service Stabilization reserves, reduce the debt reduction reserve, and increase undesignated ending balance by \$3.9 million.

With the recent bonds refundings, UTA’s bond counsel and financial advisor have been reviewing the required bond reserve, the amount of bond reserves UTA maintains through cash or surety instruments, and minimum requirements for cash and surety instruments as stated in the Tenth Supplemental to the Bond Indentures.

Based upon their analysis, UTA has two options available to reduce the amount of cash held in the bond reserve:

1. Incrementally reduce the bond reserve as bond principal is paid each year. Amounts available by year through 2023 are:
 - a. 2020 - \$4.05 million
 - b. 2021 - \$750,000
 - c. 2022 - \$3.17 million
 - d. 2023 - \$3.14 million
2. Amend the Tenth Supplemental to the Bond Indentures to increase the minimum surety amount and decrease the minimum cash amount.

UTA’s financial team recommends pursuing the second option.

Cash obtained from the bond reserve must be used to make principal and interest payments on the senior bonds or for qualifying capital projects. Staff’s recommendation is to apply the cash toward principal and interest payments. That would create a reduction in current year funding needed for debt service and increase undesignated ending balances.

ALTERNATIVES:	Reserves may be kept as they currently are or revised to levels the Board deems appropriate.
FISCAL IMPACT:	Higher General Operating and Capital Replacement reserves provides more certainty that UTA can address potential operating and capital replacement risks. Reductions in the bond reserve will reduce 2020 principal and interest payments and result in a higher undesignated ending balance.
ATTACHMENTS:	None



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Bob Biles, Chief Financial Officer
PRESENTER(S): Bob Biles, Chief Financial Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	R2020-04-03 Resolution Approving the Use of the Authority's Service Sustainability Fund in Light of the National and State Declarations of Emergency Regarding the Novel Coronavirus (COVID-19) Outbreak
AGENDA ITEM TYPE:	Resolution
RECOMMENDATION:	Approve Resolution 2020-04-03 Approving the Use of the Authority's Service Sustainability Fund in Light of the National and State Declarations of Emergency Regarding the Novel Coronavirus (COVID-19) Outbreak
BACKGROUND:	<p>In July 2019, the Board of Trustees adopted a reserve policy which set the Service Stabilization funding level. Under Board Policy 2.1, the Service Stabilization reserve is intended to be used to avoid service reductions at such times as the Authority faces a revenue shortfall or cost overrun due to extraordinary circumstances. The Board of Trustees must give its prior approval before funds in the Service Stabilization reserve are used.</p> <p>If any service stabilization reserves are used, the Board of Trustees will, by resolution, establish a timeline for the full reimbursement of the reserves within 60 months after their first use and begin to restore reserves used no later than 24 months after first use.</p>
DISCUSSION:	<p>Actions which have been taken to slow the spread of Covid-19 have impacted two of UTA's major revenue streams. Ridership, and passenger revenue have already declined. Restrictions on, and elimination of, travel, entertainment, meetings, and business will certainly have a negative impact on UTA's future sales tax revenues. Although UTA may adjust service levels and timing of certain capital projects, it is highly likely that reserves will be needed this year to span the gap between revenue losses and expense adjustments. The Service Stabilization reserve was established specifically for this purpose.</p> <p>In accordance with Board Policy 2.1, staff is seeking authorization to use the \$9.6 million Service Stabilization reserve to address revenue shortfalls, less expense adjustments, as a result of the Covid-19 pandemic.</p>

	<p>Use of the Service Stabilization reserve may be moderated by the recently enacted CARES Act and the funding it will be making available to public transit to offset revenue losses. Staff is waiting on guidance from FTA regarding eligibility use and the reimbursement process.</p> <p>Upon use of any Service Stabilization reserves, the Chief Financial Officer will prepare a plan as part of UTA's five-year financial plan to reimburse the reserve within 60 months.</p>
ALTERNATIVES:	<p>Other reserves, general operating and bond reduction, are available which could be used instead of the Service Stabilization reserve. Depending upon the severity of the impact from actions taken to slow the spread of Covid-19, some of those reserves may also be required.</p>
FISCAL IMPACT:	<p>Use of the Service Stabilization reserves requires the Board of Trustees to establish a plan to reimburse the reserve within 60 months. The upcoming five-year financial plan will need to accommodate reimbursement of the reserve leaving less budget available for service or capital restoration.</p>
ATTACHMENTS:	<ul style="list-style-type: none">• Resolution 2020-04-03

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY APPROVING THE USE OF THE AUTHORITY'S SERVICE
SUSTAINABILITY FUND IN LIGHT OF THE NATIONAL AND STATE
DECLARATIONS OF EMERGENCY REGARDING THE NOVEL CORONAVIRUS
(COVID-19) OUTBREAK**

R2020-04-03

April 8, 2020

WHEREAS, the Utah Transit Authority (the "Authority") is a large 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;

WHEREAS, the Board of Trustees of the Authority is charged by the State of Utah with the responsibility to establish and oversee the Authority's annual budget;

WHEREAS, the Board of Trustees adopted the Authority's 2020 Budget on December 18, 2019 in Resolution R2019-12-05;

WHEREAS, Board Policy 2.1(2)(A)(1)(b) of the Authority established the Service Sustainability Fund to provide additional funds in the event of an event or emergency, so that UTA could continue to provide service to its riders;

WHEREAS, Board Policy 2.1(2)(A)(1)(b) of the Authority requires the Board to approve access and use of the Service Sustainability Fund;

WHEREAS, on March 3, 2020, the Governor of Utah issued an executive order declaring a State of Emergency in Utah over the Novel Coronavirus Disease (COVID-19) outbreak;

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation, Declaring a National Emergency concerning the Novel Coronavirus Disease (COVID-19) outbreak;

WHEREAS, these declarations of a State of Emergency, along with other current restrictions on travel, encouragement of social isolation, and working from home have had a negative impact on the ridership of the Authority; and

WHEREAS, the loss of revenue from the current states of emergency, and decreased ridership have made it necessary for the Authority to use its Service Sustainability Fund.

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

1. That the Board of Trustees hereby authorizes the Chief Financial Officer to access the Authority's Service Sustainability Fund to fund ongoing operations of the Authority as authorized in the Authority's 2020 Budget.
2. That the Chief Financial Officer is directed to establish a plan, as part of the five year financial plan of the Authority, to reimburse the reserve within sixty (60) months, with the first installment due in twenty four (24) months of the approval of this Resolution, and the final installment due on the sixtieth (60th) month, in equal installments.
3. That the Board formally ratifies actions taken by the Authority, including those taken by the Executive Director, Chief Financial Officer and staff, that are necessary or appropriate to give effect to this Resolution.
4. That the corporate seal be attached hereto.

Approved and adopted this 8th day of April 2020.

Carlton Christensen, Chair
Board of Trustees

ATTEST:

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

Approved As To Form:

Legal Counsel



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Mary DeLoretto, Chief Service Development Officer
PRESENTER(S): Mary DeLoretto, Chief Service Development Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Better Utilizing Investments to Leverage Development (BUILD) Grant Application for Point of the Mountain Transit Environmental Study (US Department of Transportation)
AGENDA ITEM TYPE:	Grant Application
RECOMMENDATION:	Informational report for discussion
BACKGROUND:	BUILD funds are for surface transportation planning and infrastructure projects that will have a significant local or regional impact. Applications are due May 18, 2020.
DISCUSSION:	<p>The Utah Legislature has prioritized world class transit for the Point of the Mountain former prison site. The vision for the transit project is to improve access and mobility, connect to the regional transit system, support plans for managing employment and residential growth, support land use and economic goals, and protect the environment while maintaining a high quality of life.</p> <p>UTA is currently completing a transit alternatives analysis for the Point of the Mountain study area, but currently there is not sufficient funding available to complete the Environmental analysis and conceptual engineering.</p> <p>UTA intends to submit a BUILD grant application for funding to complete a National Environmental Policy Act (NEPA) Document for the Point of the Mountain Transit Study, including conceptual and/or preliminary engineering. The project may also include environmental for the rail trail adjacent to UTA's right-of-way in Utah County.</p> <p>Without this grant funding, completion of an environmental document for the Point of the Mountain Transit Study may be delayed, and consequently implementation of the world class transit for the former prison site may also be delayed.</p>
ALTERNATIVES:	If the grant is not pursued, other funding sources must be utilized.
FISCAL IMPACT:	The grant requires a minimum of 20% local funding. UTA is proposing to request 75% federal funds for the study, with a 25% local match. The BUILD grant application will be for \$4,000,000, with a \$3,000,000 federal request and a local match of \$1,000,000

	covered by local funds, local partners, or legislative appropriations. As part of the 2020 General Session, the Utah State legislature appropriated \$750,000 for this project, providing 75% of the local match. The remainder of the local match would need to be budgeted in UTA's 2021 capital budget or covered by additional partner contributions.
ATTACHMENTS:	None



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Mary DeLoretto, Chief Service Development Officer
PRESENTER(S): Mary DeLoretto, Chief Service Development Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Safety Research and Demonstration Grant – Suicide Prevention Research and Demonstration Project (Federal Transit Administration)
AGENDA ITEM TYPE:	Grant Application
RECOMMENDATION:	Informational report for discussion
BACKGROUND:	Under the Federal Transit Administration’s Safety Research and Demonstration Grant program, FTA is seeking to fund cooperative agreements to engage in demonstrations that will improve the operational safety of rail transit services in the U.S. FTA is particularly interested in proposals to prevent and mitigate suicide and trespassing hazards on rail transit systems, and for systems that improve the operational safety of shared corridor fixed guideway systems, including highway-rail grade crossing safety.
DISCUSSION:	For this grant, UTA is proposing a research project that will use a Radar/Camera Surveillance and Detection System at select locations along our rail corridors. The goal of the project is to reduce suicide and trespasser related incidents that impact fatalities, injuries, safety events, and system reliability, all of which are FTA National Public Transportation Safety Plan safety performance measures. The project will also address the grant’s goals of improved public safety by reducing unmonitored pedestrian access to the rail corridor, installing visible active mitigation treatments, and deploying an Outreach Program to help proactively combat the underlining issues that cause suicidal tendencies. The Radar/Camera Surveillance and Detection System will also allow law enforcement and UTA operations staff the ability to be proactive in how they deal with trespass or suicidal incidents.
ALTERNATIVES:	FrontRunner commuter rail and TRAX light rail have experienced an increase in suicide completions and suicide attempts in 2020, with five completed and two more attempted since the beginning of the year. The funding request will allow UTA to research solutions to implement needed suicide mitigation strategies on the transit system.
FISCAL IMPACT:	The federal/local match ratio for the funding is 80/20. The requested federal funds for the proposed project are \$224,000, with a \$56,000 local match, for a total project cost of

	\$280K. If awarded the local partners may provide in-kind services that can reduce the local match commitment. The local match would need to be added to UTA's capital budget.
ATTACHMENTS:	None



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Mary DeLoretto, Chief Service Development Officer
PRESENTER(S): Mary DeLoretto, Chief Service Development Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Transit Security Grant Program – Proposed Projects (Homeland Security)
AGENDA ITEM TYPE:	Grant Application
RECOMMENDATION:	Informational report for discussion
BACKGROUND:	The Homeland Security, Transit Security Grant Program (TSGP) provides funding for projects intended to protect critical surface transportation infrastructure and the traveling public from acts of terrorism and to increase the resilience of transit infrastructure.
DISCUSSION:	<p>UTA plans on submitting four projects for funding under this program:</p> <ol style="list-style-type: none">1) Cybersecurity Projection – \$1,110,000: This application covers four related projects:<ul style="list-style-type: none">• Conduct a Cyber-Security vulnerability assessment of the ICS and SCADA systems/devices in the UTA bus and rail network/communications environments;• implement access control on UTA’s ICS (Industrial Control Systems) for SCADA (Supervisory Control and Data Acquisition) devices to protect passenger rail systems against potential Malware/Hackers;• Implement a Governance Risk and Compliance (GRC) system for UTA’s technology; and• Contract 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.2) Mobile Camera Trailers – \$210,000: This project includes the purchase of three mobile camera trailers that can extend the camera viewpoint high above the crowd/location where they are deployed. One would be housed in each of the three largest counties we serve so they could be deployed quickly to large events or incidents on our system as needed.3) Training Exercises – \$100,000: The training would include critical incident management, investigative strategies and project-based problem solving, providing

	<p>classroom instruction with practical hands-on scenarios and simulations. This training would be conducted in the grant period of performance of 2021-2022.</p> <p>4) Cameras on FrontRunner – \$3,000,000: This project includes the installation of HD-quality cameras on the interior of the UTA FrontRunner train carriages providing visibility of the interior passenger area, which would assist Law Enforcement agencies in intelligence gathering and incident investigations, and would act as a deterrent for unwanted behavior.</p>
ALTERNATIVES:	If the grants are not pursued, funding for critical infrastructure security would not be available, and projects would be delayed until other funding sources have been identified.
FISCAL IMPACT:	<p>The requested funding for all five projects totals \$4,420,000. The TSGP grant is provided at 100% federal participation. No local match is required.</p> <p>The cybersecurity improvements ongoing costs are an 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). There are no ongoing costs for the training. Cameras will have to be replaced every 3-5 years. The camera trailer will need replaced after 7-10 years with operating/maintenance costs of around \$2,000 per year for the security vehicle and less for the camera trailers.</p>
ATTACHMENTS:	None



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Nichol Bourdeaux: Chief Marketing and Communications Officer
PRESENTER(S): Nichol Bourdeaux: Chief Marketing and Communications Officer
Jaron Robertson: Director Innovative Mobility Solutions
Andrea Packer: Director of Communications

BOARD MEETING DATE: April 8, 2020

SUBJECT:	South Salt Lake County Microtransit Pilot Quarter 1 Report
AGENDA ITEM TYPE:	Report
RECOMMENDATION:	Informational Report for Discussion
BACKGROUND:	<p>The South Salt Lake Microtransit Pilot (UTA on Demand by Via) is a 12-month pilot to demonstrate and test innovative transit services and technologies for improved operations, customer experience, and transit coverage. The pilot was launched on November 20, 2019 as part of a public private partnership with Via.</p> <p>The service area includes a 65 square mile geofenced service area in the cities of Bluffdale, Draper, Herriman, Riverton and sections of Sandy and South Jordan. Operating hours are Monday – Friday from 6am to 9 pm. In addition, all existing UTA fixed route and flex route services continue to operate within the service area.</p> <p>Via is providing a Transportation as a Service (TaaS) solution, which includes mobile phone technology, drivers, vehicles, and administrative services for day-to-day operations. UTA and Via are partnering to providing joint customer service and marketing services.</p> <p>As part of the Pilot objectives, the IMS team is evaluating performance metrics to determine if microtransit can provide a valuable and cost-effective service which meets the needs of UTA and the communities in the service area. This includes continued performance monitoring of flex route services in the area. Upon completion of the pilot, IMS will make a recommendation regarding the future of the microtransit and other UTA services within South Salt Lake County.</p>
DISCUSSION:	The microtransit pilot project commenced service on November 20, 2019. The first quarterly report is attached. Staff will provide an update regarding the performance of microtransit services and flex route services for the first quarter operations of the pilot, December 2019 through February 2020. The presentation will include:

	<ul style="list-style-type: none">• Pilot objectives• Quarterly trends and performance• Ridership• Customer experience• Flex route performance• Marketing and promotions• Next steps
ALTERNATIVES:	N/A
FISCAL IMPACT:	N/A
ATTACHMENTS:	1) UTA Q1 Microtransit Pilot Project Evaluation Report

UTAH TRANSIT AUTHORITY QUARTERLY MICROTRANSIT PILOT PROJECT EVALUATION

SOUTH SALT LAKE COUNTY, FIRST QUARTER OPERATIONS
FOR THE MONTHS OF: DECEMBER 2019, JANUARY 2020, FEBRUARY 2020

Prepared by UTA Innovative Mobility Solutions under the Office of Communications & Marketing



EXECUTIVE SUMMARY

BACKGROUND

Utah Transit Authority’s Innovative Mobility Solutions Team has partnered with Via to deploy a Microtransit Pilot (Pilot) for one year beginning on November 20, 2019. This on-demand, shared-ride Pilot is designed to expand access to UTA services throughout the zone, to improve mobility for all users, and to provide a quality customer experience. In general, the project team is interested in understanding whether Microtransit provides a valuable and cost-effective service to meet the needs of customers in the region, as well as future deployment potential for Microtransit Services in UTA’s Five Year Mobility Plan.

EVALUATION PROCESS

In order to evaluate the Pilot, performance metrics as identified in the Microtransit Evaluation Plan will be collected and reported out monthly. Comprehensive quarterly reports will take place at three-month intervals throughout the project. A final evaluation report will be prepared upon Pilot completion.

OVERALL HEALTH OF PILOT PROJECT

In the early growth phase of the Pilot, thousands of customers tried the microtransit service for the first time and had a quality experience. All KPIs are either meeting or are on track to meet their performance targets by the six-month mark.

Figure 1: Key Performance Indicators (KPIs)

Pilot Objective	Metric	DEC	JAN	FEB	Q1
Ridership	Avg. weekday ridership	224	334	392	316
	Utilization ¹	1.33	2.00	2.31	1.88
Customer Experience	Avg. wait time (minutes)	9	11	12	11
	Avg. customer rating ²	4.8	4.8	4.8	4.8
Overall Performance	Cost per rider	\$26.91	\$17.91	\$15.54	\$19.10
	Public support	TBD	TBD	TBD	✓
	Days of operation	21	22	20	63

Key:

	= On target		= Approaching 6-month target, on track		= Not on target, requires mitigation or change
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¹ Utilization – Average riders per hour per vehicle

² Average customer rating – Based on a scale of 1-5

BEYOND METRICS – DETERMINING SUCCESS

OBJECTIVE SUMMARY

While tracking to KPIs is essential, quantitative metrics alone cannot tell the whole story. The prime qualitative objectives of the Pilot and current status are:

	OBJECTIVE	STATUS
1.	Improve mobility and enhance the customer experience.	<i>On target</i>
2.	Provide expanded access for all users in the area, especially for users with disabilities.	<i>On target</i>
3.	Improve overall transit ridership by providing first and last mile connections to UTA TRAX and FrontRunner stations.	<i>On target</i>
4.	Provide trips to other important destinations in the area such as job sites, hospitals, and grocery stores.	<i>On target</i>
5.	Present economically sustainable models for scaled implementation.	<i>On target</i>
6.	Engage the public and garner public support for the Pilot.	<i>On target</i>

Status is currently on target for six out of six objectives as assessed by the Pilot team. Pilot Objectives are referred to throughout this report to check progress towards a successful Pilot project.

SUCCESS

For UTA, the Pilot will be successful if after 12 months:

1. UTA can measure the Pilot’s performance using quantative and qualitative data.
2. The Pilot Objectives are achieved.
3. UTA can make informed, data-driven decisions on whether to continue the Pilot and to extend UTA’s contract with Via, determine the future of Flex Routes in the service area, and the potential for microtransit in the UTA Five Year Mobility Plan.

PUBLIC SUPPORT

The hardest objective to gauge is public support. The Pilot team must estimate the level of public approval based on direct engagement, ridership trends, customer satisfaction scores and inferences. Public support for the Pilot can be inferred from generally positive feedback from riders, community stakeholders, city and county elected officials and the public at large. Media coverage has been favorable and presentations to elected officials have been well received. Several stakeholders publicly referred to the service as a “**game-changer**.” Moreover, appreciative comments are being received from riders who were previously walking long distances or paying more for other ride hailing services. The Pilot team aims to build on this early support through continued community outreach and quality service delivery.

QUARTERLY PERFORMANCE DETAIL

Figure 2: Q1 Data Table

Pilot Objective	Metric	Goal	DEC 2019	JAN 2020	FEB 2020	Q1 Total	Q1 WAV ³ Only
Ridership	Total ridership	N/A	4,701	7,346	7,844	19,891	239
	Avg. weekday ridership	350 - 450 (at 6 months)	224	334	392	316	4
	Avg. riders per hour per vehicle (utilization)	2.5 - 4.5 (at 6 months)	1.3	2.0	2.3	1.88	N/A
	WAV request %	2% - 5%	1.4%	1.2%	1.1%	N/A	1.2%
	Shared rides %	25.0% (at 6 months)	12.7%	20.8%	29.3%	N/A	N/A
Customer Experience	Avg. customer rating	4.8 out of 5.0	4.8	4.8	4.8	4.8	4.8
	Average wait time	< 15 minutes	9	11	12	11	15
	On time pick up %	95%	95%	93%	92%	93%	81%
	Avg. minutes per ride (trip duration)	N/A	10	10	10	10	12
	Avg. miles per ride (trip distance)	N/A	3.7	3.8	3.7	3.8	3.6
	Avg. travel time (trip speed v. driving)	< 3 minutes per mile	2.7	2.6	2.8	2.6	3.3
Overall Performance	Operating cost ⁴	\$464,678 (Q1 budget)	\$126,483	\$131,572	\$121,867	\$379,921	N/A
	Operating hours	12,621 (Q1 budget)	3,435	3,666	3,401	10,502	N/A
	Operating miles	N/A	44,948	63,090	60,625	168,663	N/A
	Cost per hour	\$36.82 (Q1 budget)	\$36.82	\$35.89	\$35.83	\$36.18	N/A
	Cost per rider	< \$13.08	\$26.91	\$17.91	\$15.54	\$19.10	N/A
	Cost per mile	N/A	N/A	N/A	N/A	N/A	N/A
	Safe operations (avoidable accidents)	< 1 per 100,000 miles	0	0	0	0	N/A
	Trips booked through Via's call center	N/A	3%	2%	2%	2%	36%
Fares from credit cards ⁵	N/A	\$1,197	\$2,615	\$3,003	\$6,815	N/A	

³ WAV – Wheelchair Accessible Vehicle. Three of the 17 total Via vehicles are WAVs.

⁴ Operating cost – Fully allocated; includes operating and capital costs. Excludes marketing expenses.

⁵ Fares from credit cards – Includes credit card, debit card, Apple Pay and Google Pay.

RIDERSHIP

Average weekday ridership has steadily increased since the Pilot’s launch and it grew by 75% over Q1. As shown in Figures 1 and 2, as ridership expanded the **utilization** rate improved by 77% from 1.3 in December to 2.3 in February. Similarly, the percentage of **shared rides** increased by 16.6% from 12.7% in December to 29.3% in February. Based on Via’s experience, as demand grows sharing and utilization rates typically improve as well because the vehicles can aggregate more riders more often.

Figure 4 displays the top pick up (origin) and drop off (destination) points during the first quarter of the Pilot. It shows that riders are most frequently using the service to connect to UTA TRAX and FrontRunner trains providing **first and last mile** connections plus local businesses and apartments. Analysis of trip-level data provided by Via reveals that riders also travel to hospitals, grocery stores, schools, and other important destinations within the service area as the Pilot intended.

UTA has partnered with Brigham Young University (BYU) to help evaluate the microtransit Pilot and gather qualitative feedback. Rider survey data collected by BYU engineering students found that the most popular **trip purposes** were for work, shopping, and visiting family and friends. Together this data demonstrates that **mobility has improved** in the Pilot service area, especially for users with disabilities, and for a diverse set of needs.

Figure 3: Average Weekday Ridership by Month

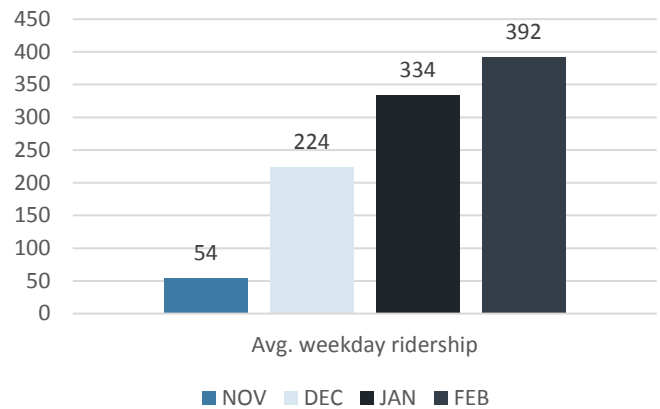


Figure 4: Top Locations in Q1

Top 10 Pick Up Locations			Top 10 Drop Off Locations		
#	Origin	City	#	Destination	City
1	Draper FrontRunner	Draper	1	Draper FrontRunner	Draper
2	Daybreak Parkway TRAX	South Jordan	2	Daybreak Parkway TRAX	South Jordan
3	Crescent View TRAX	Sandy	3	Crescent View TRAX	Sandy
4	South Jordan FrontRunner	South Jordan	4	South Jordan FrontRunner	South Jordan
5	Draper Town Center TRAX	Draper	5	Draper Town Center TRAX	Draper
6	Business	Riverton	6	Business	Riverton
7	Business	Riverton	7	Business	Draper
8	Business	Draper	8	Business	Riverton
9	Residential Apartments	Draper	9	Residential Apartments	Draper
10	Kimball’s Lane TRAX	Draper	10	Kimball’s Lane TRAX	Draper

CUSTOMER EXPERIENCE

Providing an **enhanced customer experience** is one of the Pilot’s primary objectives. This is being measured by customers rating their experience in the Via app immediately after their ride. Approximately 45% of riders rated their trips in the first quarter, giving the Pilot service an average score of 4.8 out of 5.0 stars and meeting the Pilot’s stated goal of 4.8.



Formal **customer feedback** was collected mainly through the Via app and by UTA customer service representatives. Over the quarter there were 392 total comments logged, 365 through Via’s app and 27 through UTA Customer Service. Figure 6 shows that there were more commendations than any other type of feedback. Praise for the service was followed by complaints about vehicle routing, concerns about driving habits, and requests to expand the level of service (i.e. longer hours, larger zone). Complaints about driver behavior and other types of issues (i.e. fares, app usage) rounded out the feedback. These comments are reviewed by the Pilot team and with Via to continuously improve the service. In addition to the formally logged and tracked feedback, the Pilot team is listening to customers in face-to-face settings, on social media, and through an Open UTA survey.

An **average ride** is short in both distance and duration. As shown in Figure 2, a typical ride is 3-4 miles and lasts about 10 minutes from pick up to drop off. The average travel speed is 2.6 minutes per mile, or approximately 23 MPH. This compares favorably to travel times on mainly 25-40 MPH roads and non-highway auto trips. **On-time pickups** declined slightly from an average of 95% in December to 92% in February.

Figure 5: Customer Comments, Q1

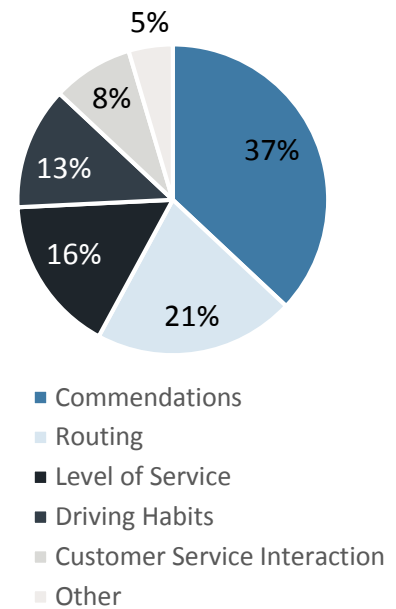
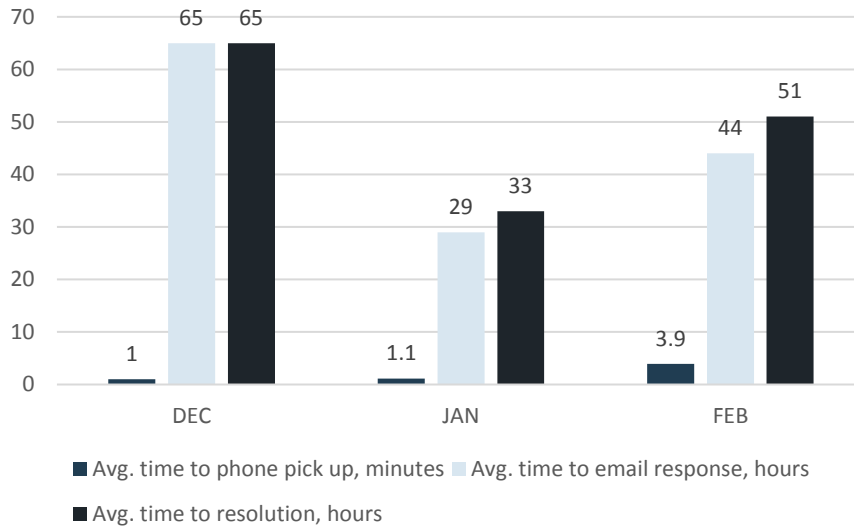


Figure 6: Sample Rider Feedback from Various Sources

Sample Comment	Source
<i>"Need weekend service"</i>	Via app
<i>"I just wasted 45 minutes trying to take Via to the Draper station...."</i>	UTA Customer Service
<i>"I love, love, love this service!! Before, I was walking over a mile to get to a bus for a ride to the Fronrunner. Now, it's my nearest corner for the Rideshare"</i>	Open UTA survey
<i>"I'm not happy with the app at all, but the drivers and the cars and the convenience are superb! I've really been thrilled to leave my truck behind and save pollution!"</i>	Social media
<i>"I could use this to take TRAX to the airport and leave my car at home."</i>	Community outreach at a senior center meeting

When customers need to book a ride over the phone or resolve a problem, they dial into a Via-operated call center. Figure 7 shows that average phone pick-up times have increased from 1 minute in December to 3.9 minutes in February, while other service levels have improved since the start of the quarter.

Figure 7: Via Customer Call Center Service Levels



“Saves me an hour+ from my commute daily” – Customer comment January 16th

“Changed my life” – Customer comment February 11th

“... My kids are using it constantly.” – Customer comment, February 28th

COST EFFECTIVENESS

The Pilot’s **budget** is based on a Transportation-as-a-Service (TaaS) model. UTA’s cost to run each hour of service is fixed as negotiated in the UTA-Via agreement. As shown in Figure 2, the Pilot is currently under budget by 2,119 hours and \$84,757 (18%).

The Pilot team analyzes **costs** per the Pilot Objectives to present economically sustainable models for scaled implementation. In general, a microtransit cost per rider is expected to be higher than a fixed route bus but lower than a paratransit bus. UTA’s Flex Route operating costs fall into that mid-range, and therefore set the basis for the Pilot’s cost per rider goal. In 2018 Flex Routes in the service area had an average investment per rider (IPR) of \$16.35.

The Pilot aims to be more cost effective than existing service and aims to reduce costs by 20% from \$16.35 to \$13.08 per microtransit rider. Note that the \$13.08 microtransit goal reflects fully allocated expenses whereas Flex Routes and other UTA services only track only operational expenses.⁶ In Q1 the Pilot averaged \$19.10 per rider as shown in Figure 2 with progressively declining costs as ridership grew each month. This metric will improve in Q2 if the ridership growth trend continues.

⁶ Unique to microtransit, this Pilot is tracking fully allocated costs that include both operating and capital expenses, while all other UTA services track only operating expenses making it difficult to compare costs across service types. All costs per rider exclude fares and marketing expenses.

FLEX ROUTES

As part of the Pilot, UTA seeks to understand if microtransit can be an alternative mode of transit to traditional bus services in low density and harder to serve areas. During the Pilot planning phase, routes F504, F518, F534, F546, and F547 were identified as routes which do not meet UTA service and performance standards.⁷ These standards include low ridership and a high IPR. While the Flex Routes remain in operations during the Pilot, the project team continues to monitor and evaluate their performance as part of the overall recommendations regarding the future of the microtransit service.

Q1 Flex Route performance indicates a year over year total reduction in ridership across routes F504, F518, F534, F546, and F547 by 23%. While the project team does not have supporting quantitative or qualitative data to support a mode shift from the Flex Routes to the microtransit service, it can be inferred that UTA customers are likely changing modes as the microtransit ridership continues to increase.

Figure 8: Selected Flex Route Trends

	DEC	JAN	FEB	Q1 TOTAL
	DEC 2018	JAN 2019	FEB 2019	
F504	1,768	2,272	2,108	
F518	1,370	1,937	1,616	
F534	317	371	337	
F546	1,510	1,890	1,702	
F547	1,938	2,284	2,167	
FLEX ROUTE RIDERSHIP	6,903	8,754	7,950	23,607
	DEC 2019	JAN 2020	FEB 2020	
F504	1,658	1,900	1,840	
F518	1,171	1,344	1,077	
F534	307	257	251	
F546	1,210	1,364	1,200	
F547	1,572	1,574	1,409	
FLEX ROUTE RIDERSHIP	5,918	6,439	5,777	18,134
YEAR OVER YEAR FLEX ROUTE RIDERSHIP CHANGE	-985	-2,315	-2,173	-5,473
% CHANGE	-14%	-26%	-27%	-23%
	DEC 2019	JAN 2020	FEB 2020	
<i>FOR COMPARISON, Q1 MICROTRANSIT RIDERSHIP</i>	<i>4,701</i>	<i>7,346</i>	<i>7,844</i>	<i>19,891</i>

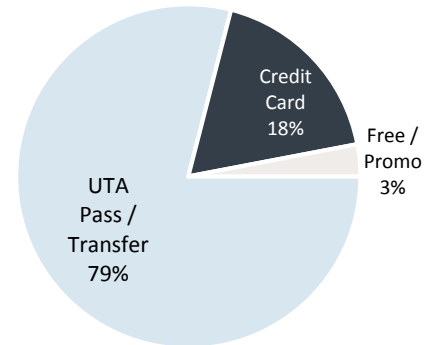
⁷ The microtransit service area was subsequently modified prior to launch. The F514, which meets UTA service and performance standards for Flex Routes, was included in the modified service area but is not included in the Flex Route Performance Indicators.

OVERALL PERFORMANCE

The microtransit Pilot is testing a **coverage service model** by providing on-demand access to everyone in the area. Over the next few months, the Pilot team will determine if microtransit is working as an efficient and effective coverage service by measuring against the KPIs in Figure 1 and Pilot Objectives on page 3.

The majority (79%) of riders **pay** with a UTA pass, ticket, or transfer as shown in Figure 9. Credit card payment (18%) includes credit cards, debit cards, Apple Pay, and Google Pay. Free and promotional fares (3%) include free ride credits tied to a single-use promotional code and fares waived to smooth out customer service issues. On January 8th an introductory fare expired and the promotional \$1.00 rate changed to the regular \$2.50 base fare. This change had no discernable impact on ridership as usage continued to grow.

Figure 9: Fare Payment by Type



The Pilot’s **safety** goal is less than one unavoidable accident per 100,000 miles. In the first quarter of Pilot operations there were zero unavoidable accidents over 168,663 total miles surpassing the safety metric. Customer comments that touch on safety typically fall under Driver Habits (i.e. driving too fast) and Routing (i.e. unsafe drop off point). The Pilot team has developed an Incident Response Plan to define and report any safety incidents.

The Pilot is designed to deliver **accessible and equitable** service and the team is focusing on these key components:

- WAV trips – UTA estimates that 2-5% of fixed route transit riders use a wheelchair ramp to board a train or bus. The Pilot’s goal is to fall within that same 2-5% range. In the first quarter approximately 1.2% of Pilot riders requested WAVs as shown in Figure 2.
- CAT committee feedback – On November 5, 2019, the committee previewed the microtransit service plan and advised the Pilot team before launch. CAT committee members living in the target area expressed enthusiasm about personally trying the service. In the future, the committee advised the team to provide the ability to accept FAREPAY cards and to look at expanding the service to additional communities.
- Equivalent service – The Pilot team logs quality of service data specific to WAV trips such as average wait time and customer satisfaction ratings. This data is then compared to the overall Pilot statistics, as shown in Figure 2, to check if WAV customers are receiving an equivalent customer experience.

MARKETING AND PROMOTIONS

Marketing is an essential element to raise awareness of the new service and to encourage trial. UTA and Via collaborated on a marketing plan to promote the service in a cost-effective manner, including a robust media and advertising campaign for the pilot launch. Impression counts for the launch ad campaign totaled 85,896 for social media and 2,480,156 for paid media. To date the most productive marketing efforts at generating new riders have been organic growth, clicks to UTA’s Pilot webpage, street marketing efforts, and referrals from other riders based on performance tracking data provided by Via.

In November 2019, BYU engineering students interviewed UTA customers at train stations in the service area about the upcoming Pilot. At the time only 11% of respondents were aware of the planned microtransit service. In February after several months of testing the service, students surveyed again and found that 63% of respondents were aware of microtransit, an increase of 52%

which demonstrates the effectiveness of marketing and promotional campaigns. According to survey responses from the microtransit users, they most frequently heard about microtransit through friends, word of mouth, UTA signage, social media, and street marketing.

CHALLENGES

No new service will launch without challenges. Operational **gaps** that temporarily hinder this Pilot are:

- **Paratransit connections.** The testing and implementation of Paratransit connection scheduling software is taking longer than anticipated.
- **DSPD certification.** The Pilot team relies on Utah's Division of Services for People with Disabilities (DSPD) program to vet driver eligibility to transport DSPD clients. The average time to certify drivers is currently nine weeks or longer.
- Other Pilot challenges include limits on data, fare reconciliation, reporting difficulties, setting proper customer expectations, refining the routing, pick up / drop off points, and ongoing driver training.

NEXT STEPS

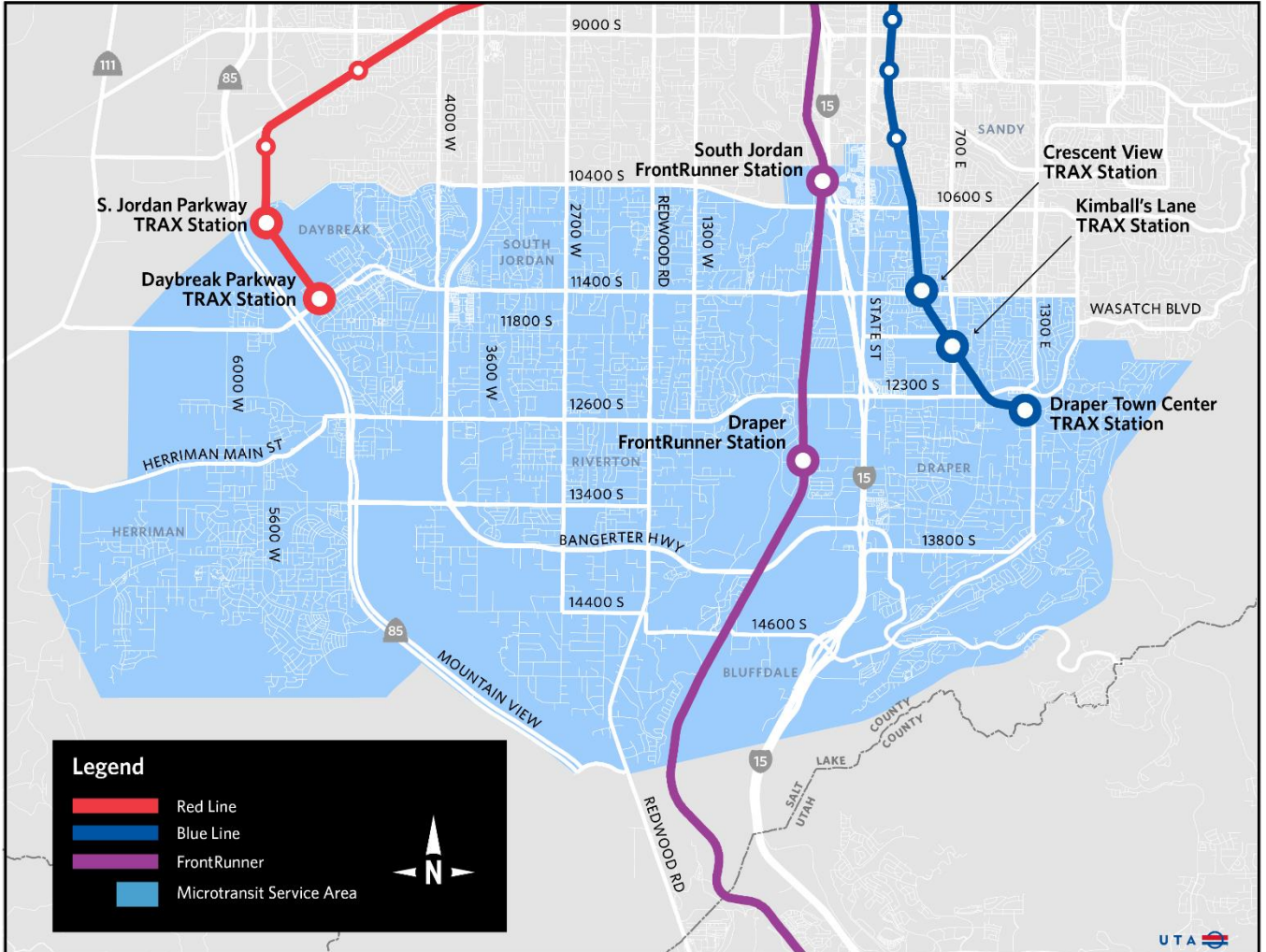
It's worth noting that there are no significant changes recommended by the Pilot team because the Pilot is currently achieving or is fast approaching its stated Objectives. Via continues to train drivers and respond to new feedback and data. The Pilot team continues to learn and fine-tune the service delivery. Priorities over the next quarter include:

- Testing **paratransit scheduling** software to make timed connections between Via and Paratransit vehicles at designated service points. This is a critical component of the Pilot.
- Exploring planned **enhancements** for electronic fare payment validation, integrated trip planning with Transit App, and inclusion of electric vehicles. Scoping a limited number of enhancements is part of the Pilot agreement between UTA and Via. The Pilot partners will develop time and cost estimates for options that could be implemented in 2020 or later.
- Continued **marketing** and outreach to key customer groups. The Pilot team is refining a marketing plan and budget for the rest of 2020.
- Determining how to evaluate potential **changes** to the Pilot. For example, should the operating hours or days be expanded? Should the service boundaries be modified? What are the cost and quality of service impacts?

The **contract** with Via has a base term of one year, with two options to extend for two additional years. In the coming months, UTA will determine if the contract should be extended for a second year.

APPENDIX A

PILOT SERVICE AREA



APPENDIX B

MEDIA COVERAGE

SELECTED NEWS ARTICLES FEATURING THE MICROTRANSIT PILOT

- UTA Via On Demand
<https://attheu.utah.edu/facultystaff/uta-on-demand-by-via/>
- Congressman is new fan of experimental 'microtransit' service in south Salt Lake County
<https://www.sltrib.com/news/politics/2020/01/22/congressman-is-new-fan/>
- Riders say UTA's new Via app is 'cheap' and 'valuable'
<https://kutv.com/news/local/riders-say-utas-new-via-app-is-cheap-and-valuable>
- New UTA on demand services offer rides for a dollar
<https://fox13now.com/2019/11/29/new-uta-on-demand-services-offer-rides-for-a-dollar/>
- UTA debuts Pilot program with Via
The program aims to provide more transit service and improve connections to TRAX and FrontRunner.
<https://www.masstransitmag.com/alt-mobility/shared-mobility/car-sharing/press-release/21116132/utah-transit-authority-uta-debuts-Pilot-program-with-via>
- More options. More mobility.
<https://www.rideuta.com/news/2019/11/Via-Launch-UTA-on-Demand>
- 'Microtransit' experiment exceeds early expectations as UTA OKs continued funding in new budget
<https://www.sltrib.com/news/politics/2019/12/18/microtransit-experiment/>
- Free Fares
<https://www.cityweekly.net/UrbanLiving/archives/2020/01/15/free-fares>
- UTA's new on-demand service shows it's high-tech, easy, cheap — and underused
<https://www.sltrib.com/news/politics/2019/11/29/my-experience-utas-new-on/>
- UTA goes on demand with new ridesharing partnership
<https://fox13now.com/2019/11/24/uta-goes-on-demand-with-new-ridesharing-partnership/>
- Via launches first service in Salt Lake City with UTA
<https://kutv.com/news/local/via-launches-first-service-in-salt-lake-city-with-uta>

UTA | MICROTRANSIT FIRST QUARTER PROJECT EVALUATION

- UTA renews Salt Lake City discount passes, awards contract for new on-demand transit Pilot project in south valley
<https://www.sltrib.com/news/politics/2019/07/11/uta-renews-salt-lake-city/>
- UTA OKs continued funding for ‘microtransit’ experiment
<https://www.sltrib.com/news/politics/2019/12/18/microtransit-experiment/>
- UTA, ride-share company launch Salt Lake County microtransit Pilot program
<https://www.ksl.com/article/46679250/uta-ride-share-company-launch-salt-lake-county-microtransit-Pilot-program>

SOCIAL MEDIA

SELECTED TWEETS TO #UTAONDEMAND



Jenny Wilson @JennyWilsonUT · Nov 25, 2019

Be sure to download the [@ridewithvia](#) app to start riding today!

#SLCo #UTAonDemand



UTA @RideUTA · Nov 25, 2019

Check out this great introduction to our new service, #UTAonDemand by [@ridewithvia](#). via.fox13now.com/d29xM via [@fox13](#)



Draper City @drapercity · Nov 20, 2019

Join us tomorrow to kick-off [@RideUTA](#) and [@ridewithvia](#)'s #microtransit pilot program. 65 square miles of on-demand #transit. 3pm @ Draper FrontRunner Station. #UTAonDemand #Draper





MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
THROUGH: Carolyn Gonot, Executive Director
FROM: Bob Biles, Chief Financial Officer
PRESENTER(S): Bob Biles, Chief Financial Officer

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Fuel Hedging
AGENDA ITEM TYPE:	Discussion
RECOMMENDATION:	Informational Report for Discussion
BACKGROUND:	Each year, UTA uses approximately 6,400,000 gallons of diesel fuel for its operations and buys its fuel through a vendor contract at the current day's price "rack rate" plus a few cents. Due to multiple factors, per gallon prices for diesel can vary quite dramatically in a short period of time making it very difficult to forecast likely fuel costs in the annual budget and the five-year financial plan. Several entities with similar large fuel usage employ fuel hedging to obtain greater fuel cost certainty.
DISCUSSION:	<p>Using fuel hedges for a portion of UTA's fuel requirements could provide greater budget certainty for the annual and five-year financial forecast.</p> <p>Staff does not have the expertise to engage in fuel hedging. If UTA wants to hedge fuel, a fuel hedging consultant should be engaged who would recommend appropriate gallons to be hedged, establish the fuel hedging program, and acquire the fuel hedging contracts. This would be accomplished through an open procurement process.</p> <p>During the meeting, staff will provide more information about fuel hedging.</p>
ALTERNATIVES:	UTA can continue with its current practice for obtaining fuel.
FISCAL IMPACT:	Fuel hedging costs are approximately ten cents per gallon. While some savings may be achieved through a fuel hedging program, it is likely that UTA would, in the long term, pay a higher per gallon price utilizing fuel hedging.
ATTACHMENTS:	None



MEMORANDUM TO THE BOARD

TO: Utah Transit Authority Board of Trustees
FROM: Carolyn Gonot, Executive Director
PRESENTER(S): Carlton Christensen, Chair Board of Trustees

BOARD MEETING DATE: April 8, 2020

SUBJECT:	Closed Session
AGENDA ITEM TYPE:	Closed Session
RECOMMENDATION:	Approve moving to closed session for discussion of collective bargaining
DISCUSSION:	<p>Utah Open and Public Meetings Act allows for the Board of Trustees to meet in a session closed to the public for various specific purposes. The purpose for this closed session is:</p> <ul style="list-style-type: none">• Strategy Session to Discuss Collective Bargaining