



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

Wednesday, June 12, 2019, 1:00 p.m.
Utah Transit Authority Headquarters, 669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

UTA Advisory Council Members Present:

Jeff Acerson
Jacqueline Biskupski
Leonard Call
Erik Craythorne
Karen Cronin

Julie Fullmer
Robert Hale
Clint Smith
Troy Walker-via phone

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

Welcome and Call to Order

Chair Acerson welcomed attendees and called the meeting to order at 1:02 p.m. with seven Advisory Council members present, and Member Walker joining via telephone. Following Chair Acerson's opening remarks, the council and meeting attendees recited the Pledge of Allegiance.

Safety First Minute

Chair Acerson yielded the floor to Sheldon Shaw, UTA Acting Manager of Safety & Security, for a brief safety message.

Public Comment Period

It was noted that online comments received for the meeting were distributed to the council prior to the meeting and will be included as an appendix to the minutes of the meeting.

George Chapman expressed frustration with UTA's allowance of ads relating to liquor, tobacco and sexually-oriented shops and encouraged a stronger policy. He then expressed disapproval of vehicle wraps that cover the windows of transportation vehicles making it difficult to see the city and upcoming stops. Concluding, Mr. Chapman suggested raising salaries for drivers to over \$20/per hour, discontinuing split shifts, and offering alternate schedules in an effort to secure workers.

Claudia Johnson asked why members of the Advisory Council are paid both their salaries from respective governmental employers and a stipend from UTA.

Approval of March 20, 2019 Advisory Board Meeting Minutes

A motion to approve the March 20, 2019 Advisory Board Meeting Minutes was made by Member Craythorne and seconded by Member Smith. The motion carried unanimously.

Board of Trustees Report

UTA Board of Trustees Chair Carlton Christensen and Trustee Beth Holbrook provided an overview of the Board of Trustees' State and legislative, local, public, and employee relations priorities. They then briefed the council on proposed implementation of the Salt Lake County 4th quarter funding. Their presentation included discussion on a phased approach to service implementation, mobilization (2019-2021), and new bus service and ongoing needs (starting in August 2021).

Agency Report

UTA Interim Executive Director Steve Meyer reminded the council that legal services are now provided by the Attorney General's Office and introduced new legal staff members Mark Burns, David Wilkins, and Mike Bell.

Mr. Meyer also introduced the new UTA Chief Service Development Officer, Michael DeMers. He reminded the council that Mr. DeMers' position was created as a result of organizational restructuring. He noted that Mr. DeMers joins UTA most recently from the Missouri Department of Transportation and will be leading the capital development, planning, real estate, and transit-oriented development (TOD) efforts at the agency.

Concluding, Mr. Meyer informed the council of construction related to state of good repair. He advised that the Delta interlocking project will be performed from June 29th to July 7th, between 200 West and 300 West on South Temple, and that staff will provide assistance to riders throughout the effort.

Audit Committee Report

2018 Comprehensive Annual Financial Report (CAFR).

At the request of Chair Acerson, UTA Chief Financial Officer Bob Biles provided a high level review of the CAFR. He stated the list of included reports were unmodified (e.g. clean), with one minor finding related to equipment tracking. Concluding, he advised that accounting is completing an equipment inventory prior to the next audit.

External Auditor, Steven Rowley of Keddington & Christensen, reiterated his comments from the Audit Committee Meeting on June 10, 2019 complimenting staff for providing access to all needed information.

UTA Comptroller Troy Bingham noted the 2018 CAFR also includes information on UTA's pension.

Policy Consultation

UTA Risk and Compliance Officer Lisa Bohman, Chief Financial Officer Bob Biles, and Senior Manager of Real Estate and TOD Paul Drake outlined the following policies:

Board Policy 1.1 Process for Establishing Board Policies. Ms. Bohman advised current drafts of the board policies were reviewed at Board of Trustees meetings in April and May and indicated the Advisory Council now has the opportunity to provide consultation. After feedback is received from the Advisory Council the policies will return to the Board of Trustees for a vote. Ms. Bohman stated the board policies govern and are supported by the UTA (administration) policies that define the day-to-day work of the authority and the conduct of employees. There were no questions or comments by Advisory Council members.

Board Policy 1.2 Ethics. Ms. Bohman explained the purpose of the ethics policy is to identify the standards of conduct for the Board of Trustees and Advisory Council. She reviewed the standard conflicts of interest, code of conduct, financial disclosure reports, and complaints segments of the policy. There were no questions or comments by Advisory Council members.

Board Policy 2.1 Financial Management. Mr. Biles described the reasons for the financial policy, which covers topics such as reserve funds, grants, investments, debt, financial reporting, risk management, internal and external controls, long-term financial planning, budgeting, and capital projects. The policy also includes new requirements relating to risk management and the Five-Year Capital Plan. Member Cronin mentioned that it would be helpful for the Advisory Council to receive an annual financial report similar to the report given to the State Bonding Commission.

Board Policy 2.2 Contract Authority and Procurement. Mr. Biles noted this policy is in alignment with some of the actions the Board of Trustees has already taken relative to delegation of authority, procurement protests, former employees, contracts, change orders, and disbursement approvals. There were no questions or comments by Advisory Council members.

Board Policy 3.1 Advertising and Naming. Ms. Bohman advised the purpose of this policy is to ensure advertising content complies with state and local laws, as well as establishing the process by which the board approves the naming of stations, facilities, and service brands. There were no questions or comments by Advisory Council members.

Board Policy 4.2 Public Records. Ms. Bohman noted this policy complies with the Government Records Access & Management Act requirements and outlines processes related to requests, appeals, and fees. There were no questions or comments by Advisory Council members.

Board Policy 5.2 Real Property. Mr. Drake explained the policy, which guides the acquisition, disposition and encumbrance, or other commitment or contracts for control or use of the

authority's real property. Member Biskupski asked about UTA's role in and ownership of the Sandy parking garage. Mr. Meyer addressed the question.

Revision of Bylaws. Ms. Bohman pointed out the bylaws currently allow for reimbursement for attendance at meetings of the Advisory Council based on a state administrative rule; however, if members are being paid for attendance at the meeting as part of their work for cities or other governmental entities then they are not reimbursed by UTA.

She then summarized bylaw revisions, which include revising the name of the Advisory Council as well as defining committee responsibilities, authorities of officers of the board or council, and reimbursement of expenses for the Advisory Council. There were no questions or comments by Advisory Council members.

Budget Consultation

Budget Process Overview. Mr. Biles walked the members through the flowchart for the preparation and approval of amendments to the capital and operating budgets.

2019 Amended Budget. Mr. Biles summarized the amendments to the operating budget, which include accounting for the Utah County 4th quarter sales tax funds, adding a headcount for a TOD project manager, and including funds for coordinated mobility. He also spoke about new projects and 2018 carryover items in the capital budget. There were no questions or comments by Advisory Council members.

Discussion Items

Introduction to Capital Projects Five Year Plan

UTA Director of Capital Projects Mary DeLoretto presented the 5-Year Capital Plan. She explained these projects include all construction, capital improvements, capital maintenance and major equipment purchases. She advised the 2020 budget process is being expanded to include a 5-Year Capital Plan to help mitigate challenges of applying a 1-year budget to multi-year projects. She then explained the full process for the plan. Concluding, she reported the capital requests exceed available budget projections. As a result, the agency is seeking additional grant and partnering opportunities and considering which projects can be delayed or reduced in scope. A firm draft of the revised plan will be presented to the Advisory Council in September.

Jacqueline Biskupski left the meeting at 2:37 p.m.

Safety and Security Report and FTA State Safety Oversight Certification Report

Jim Golden with the Utah Department of Transportation (UDOT) provided an explanation of the Utah State Safety Oversight (SSO) Program, SSO key program activities, and compliance with SSO agency requirements.

Acting Manager of Safety & Security Sheldon Shaw echoed that the SSO program improves safety. He then delivered a presentation on UTA's safety culture, safety management system certification, and community engagement.

Other Business

The next meeting of the Advisory Council will be July 17, 2019, 1:00 p.m.

Adjournment

The meeting was adjourned at 2:57 p.m. with a motion by Member Craythorne, second by Member Call, and a unanimous vote in favor.

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This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/539323.html> for entire content.

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

APPENDIX

Online Public Comment to the Advisory Council of the Utah Transit Authority (UTA) Advisory Council Meeting

June 12, 2019

Received May 20, 2019:

I urge UTA to ensure effective public engagement on August change day and the draft RTP by putting out a draft (second draft) for more comments so that August change day does not result in overwhelming complaints. UTA should be encouraging many more comments.

Received June 4, 2019:

If UTA is not going to publicize your \$1.50 bus fare with FarePay cards, I recommend that UTA lower the fares to \$2.00 for buses and TRAX. It is taking too long to find change for \$2.50 and sometimes the readers don't work which results in UTA losing fares. UTA is getting new taxes which helps.

If there is any claim that it won't increase ridership (due to Booz Allen Hamilton study), I can provide more arguments.
