

Working Meeting of the  
**PLANNING & DEVELOPMENT COMMITTEE**  
Of the Board of Trustees of the Utah Transit Authority  
**Meeting Minutes**  
**November 4, 2015**

Meeting Attendees:

**Board Members:**

**Trustee Charles Henderson, Chair**  
Trustee Keith Bartholomew  
Trustee Necia Christensen  
**Trustee Sheldon Killpack**  
**Board Chair H. David Burton**  
**Trustee Dannie R. McConkie**

**Staff Available for Comment:**

**Jerry Benson, Interim President/ CEO**  
**Jayne Blakesley, General Counsel**  
**Bob Biles, Vice-President/ Chief Financial Officer**  
**Andrea Packer, Chief Communication Officer**  
**Steve Meyer, Chief Development Officer**  
**Matt Sibul, Chief Planning Officer**  
**Dave Goeres, Chief Safety and Security Officer**  
**Mary DeLoretto, Sr. Program Mgr, Environmental**  
**Paul Drake, TOD Manager**  
**Isaac Clarke, Auditor**  
**Ruth Hawe, Senior Counsel**  
**Cherryl Beveridge, RGM Paratransit**  
**Brad Armstrong, Manager, Financial Plan-Analysis**  
**Christopher Chesnut, Manager of Service Planning**  
**Cathie Griffiths, Assistant to President-CEO**  
**Rebecca Cruz, Board of Trustees Administrator**  
**Guests: Andrew Bybee, Millrock**  
**Michael Christensen, Thackeray Garn**  
**Brian Preece, South Jordan City**

**Meeting Report by: Jana Evans, Office Administrator**  
[jevans@rideuta.com](mailto:jevans@rideuta.com) 801 237-1901

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**Welcome**

Chairman Henderson welcomed committee members and guests and called the meeting of the Planning and Development Committee to order at 2:40 p.m. Trustee Christensen deputized Board Members in attendance with voting rights.

**1. Safety First Minute:** Dave Goeres, Chief Safety Officer, presented the November safety poster, “Working Safely may get old, but so do those who practice safety”. He also shared that winter weather is here so remember to drive safely in wet, icy or snowy weather.

**2. Action Items:**

a. **Approve October 14, 2015 Meeting Report**

**Charles Henderson**

**Trustee Killpack made the motion that the October 14, 2015 meeting minutes be accepted as written. Trustee McConkie seconded the motion and it passed unanimously.**

b. **Mountain Accord Phase II Inter-Local Agreement**

**Mary DeLoretto**

- Mary DeLoretto reminded the group that UTA entered into an Inter-Local Funding Agreement in 2013 on Phase I of the Mountain Accord project including \$100,000 per year for two years in UTA provided funding. The Phase II Inter-Local Funding Agreement has been negotiated and is ready for approval. This agreement includes funding from UTA of \$200,000 per year. All partners funding has been expanded for the new agreement. The partners involved including Salt Lake City, Salt Lake County,

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Park City, Sandy City, Draper City, the Metropolitan Water District of Salt Lake and Sandy, and their contributions were also shown. WFRC is also a non-funded partner.

**Trustee Killpack made the motion that the ILA go to the full Board for approval. Trustee McConkie seconded the motion and it passed unanimously.**

**Trustee Killpack made the motion that the committee go into closed session. Chair Burton seconded the motion and it passed unanimously.**

**3. Closed Session Items:**

- a. Strategy Session to Discuss On-going and/or Potential Litigation and any other attorney/ client privileged communication.
- b. Strategy Session to Discuss Purchase, Exchange or Lease of Real Property when Public Discussion would Prevent the Public Body from Completing the Transaction on the Best Possible Terms.

**4. Action Taken Regarding Matters Discussed in Closed Session**

**Trustee McConkie made the motion that the General Manager-CEO be authorized to dispose of approximately 10.1 acres of property adjacent to the South Jordan FrontRunner Station for Phase 1 and Phase 2 of the South Jordan Station TOD, subject to completion of the following conditions prior to the full Board meeting on November 18, 2015: Development Team meeting with 3<sup>rd</sup> Party Reviewer to address concerns and come to reasonable consensus; and Language and Exhibits for Agreements are finalized and ready to execute. Trustee Killpack seconded the motion and it passed unanimously.**

**5. Information Items:**

a. **Local Option Update**

**Dave Kallas**

- Matt Sibul, Chief Planning Officer, reported on the results of yesterday's ballot for Dave Kallas. Out of the 17 counties that Proposition 1 ballot was held in it tentatively passed in ten pending counting of mail in ballots. The votes have to be canvassed to verify the results.
- The general numbers were shared as they stand so far.
- For the counties that the referendum passed in, UTA is going to be offering new services as soon as April 2016. With the funding expected to begin coming in next June or July. Some of the improvements will take up to two years due to the long lead time for the required buses for some of the new service plans.

b. **System Redesign Update**

**Matt Sibul**

- Mr. Sibul continued by sharing that for the counties that the resolution did not pass, there will still be changes based on the system analysis to redesign for better service.
- Approximately every ten years a total system wide analysis is undertaken and can lead to major service overhaul in some areas of operations.
- Once a modification plan is developed it will be taken out to the public for review before it is implemented.
- Those changes are expected to go into service in August 2016.

c. **Review of September Goal Dashboard**

**Matt Sibul**

- The two dashboard items to Planning and Development are both rated green.

d. **State of Good Repair Update**

**Paul Edwards**

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- Paul Edwards, reminded the committee of the four methods of reviewing state of good repair (SGR) of assets: age based, actual condition, performance, or comprehensive (which is a combination of all three). He further described the use of the four methods starting with age based expectations and moving to condition and performance experience which can alter the timeline.
- He pointed out that the current assets being tracked number over 17,000, including 4,300 rail assets, and over 900 vehicles.
- Mr. Edwards pointed out that UTA is above the FTA required state-of-good-repair threshold.
- Mr. Edwards also showed and discussed the list of SGR projects budgeted for 2015 and their status. He also discussed the rail service interruptions graph that asset management proposes for 2016.
- The 2016 MOW inspection chart was also shown and described, as well as the bridge inspection tracking for the 63 bridges for which UTA is responsible.
- A list of ongoing/future initiatives was shown to the committee.
- Committee questions were answered including how this projection effects budget. Mr. Edwards stated that SGR relates directly to budget both short term and long term. The ability to program expansion into the SGR program also effects the budgeting process.
- Mr. Meyer updated the committee on the use of RFID chips on many train components and the extensive information that can be obtained.
- Discussion took place on the general budgeting issues. This is laying the foundation for a budgeting plan that sets aside funds for future SGR for long-term maintenance requirements at least five years out.
- Several SGR items that were included in the 2016 budget were listed by Mr. Benson including vehicle overhauls, pro-active engine and transmission replacements, and vehicle replacements. He also discussed the budgeting standards and options.

**e. Liaison, Conference and External Committee Reports**

**Charles Henderson/ Jerry Benson**

- Nothing to report this month.

**6. Input for December Committee Meeting Agenda**

**Charles Henderson**

- a. Approval of November 4, 2015 Meeting Minutes
- b. Adding a car to FrontRunner Trains Assessment
- c. Provo / Orem BRT Update
- d. Liaison, Conference and External Committee Reports

Charles Henderson

Grey Turner

Charles Henderson

**7. Update Handouts**

**Charles Henderson**

- TOD Update
- CNG Update
- Provo Orem BRT Update

**8. Other Business**

**Charles Henderson**

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**9. Adjourn**

**Charles Henderson**

**Trustee Killpack made the motion that the meeting be adjourned at 5:07 p.m. Trustee McConkie seconded the motion and it passed unanimously.**