

Joint Meeting of the
Board of Trustees of the Utah Transit Authority
and the
Advisory Board of the Utah Transit Authority

Wednesday, January 16, 2019, 12:30-3:00 p.m.
Utah Transit Authority Headquarters, 669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

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| 1. Call to Order | Chair Carlton Christensen |
| 2. Pledge of Allegiance | Chair Carlton Christensen |
| 3. Oath of Office | Cathie Griffiths |
| 4. Approval of November 14, 2018 Joint Board-Advisory Board Meeting Minutes | Chair Carlton Christensen |
| 5. Election of Advisory Board Officers | Chair Carlton Christensen |
| 6. Public Comment Period | Advisory Board Chair |
| 7. Discussion and Potential Action on Compensation of Board of Trustees | Advisory Board Chair |
| 8. Service, Capital Development and Transit-Oriented Development Plan Process | Steve Meyer, Interim Executive Director |
| a. Board Policy Review: Transit-Oriented Development | Paul Drake, Sr. Manager of Real Estate & TOD |
| b. Capital Project Update: Point of the Mountain Plan | Mary DeLoretto, Director of Capital Projects |
| c. Service Planning Update: UTA Service Choices Study | Laura Hanson, Director of Planning |
| 9. AR2019-01-01 Giving Notice and Setting Regular Meeting Dates for Calendar Year 2019 | Advisory Board Chair |



10. 2019 Legislative Priorities

**Matt Sibul, Director of
Government Relations**

11. Agency Report

Chair Carlton Christensen

12. Other Business

Advisory Board Chair

- a. Next meeting

13. Adjourn

Advisory Board Chair

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

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





**Report of the Joint Meeting
of the
Board of Trustees and the Advisory Board
of the Utah Transit Authority (UTA)
held at UTA FrontLines Headquarters located at
669 West 200 South, Salt Lake City, Utah
November 14, 2018**

Board Members Present:

Carlton Christensen, Chair
Beth Holbrook

Advisory Board Members Present:

Jacqueline Biskupski	Karen Cronin
Leonard Call	Robert Hale
Erik Craythorne	David Watts

Advisory Board Members Excused/Not in Attendance: Troy Walker

Welcome and Call to Order. Chair Christensen welcomed attendees and called the meeting to order at 2:03 p.m.

Safety Minute. Chair Christensen yielded the floor to Dave Goeres, UTA Chief Safety, Security & Technology Officer for a brief safety message.

Oath of Office. The oath of office was administered to Leonard Call, Erik Craythorne, Karen Cronin, Robert Hale, and David Watts.

General Public Comment Period. No public comment was given.



Public Transit District Act Overview. Steve Meyer, UTA Interim Executive Director, reviewed the statutory duties of the advisory board, related to:

- Meetings
- Community services
- Areas for consultation with the UTA Board of Trustees
- Review and approval functions

Proposed Bylaws. Lisa Bohman, UTA Managing Attorney, summarized the portions of the bylaws pertaining to:

- Advisory board officers and duties
- Alternates
- Committees
- Compensation

Advisory Board Member Biskupski joined the meeting at 2:21 p.m.

Discussion ensued. The advisory board informally agreed that:

- Alternates are allowed
- When the appointing authority is a Council of Governments (COG), the COG should assign any alternates
- Alternates can vote only if the designated advisory board member is not present
- COGs have a responsibility to ensure alternates are appropriately informed on issues to be addressed during the meeting

2019 Tentative Budget. Mr. Meyer and Bob Biles, UTA Vice President of Finance, provided an overview of the UTA 2019 tentative budget.

Discussion ensued. A question on the Utah Valley Express (UVX) funding was posed by the advisory board and answered by staff.

Future Meeting Schedule.

2019 Meeting Schedule. A proposed meeting schedule was reviewed. A question on the advisory board's role in hiring the executive director position was posed and answered by Chair Christensen.



Next Meeting. It was decided the date for the next advisory board meeting would be determined by polling the advisory board members.

Advisory Board Member Call requested a contact sheet for the advisory board and key UTA staff.

Adjournment. The meeting was adjourned at 3:05 p.m. by motion.

Transcribed by Cathie Griffiths
Assistant to the President/CEO
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/497829.html> and <https://www.utah.gov/pmn/sitemap/notice/497835.html> for entire content.

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

Compensation/Benefits Summary Beth Holbrook:

Annual Salary / Benefits / Retirement - Same as all UTA Employees DB Retirement has 5 year vesting in order to receive a benefit DC Retirement has 1 year vesting 3 weeks paid vacation in Annual Salary		
Base Pay		
Annual Salary	\$150,000.00	
Total Salary	\$150,000.00	
Benefits		
Health Insurance	\$16,913.40	
Dental	\$1,142.40	
Basic Life Insurance	\$2,160.00	
Dependent Life	\$9.06	
Imputed Income	\$570.00	Tax on life insurance coverage
EAP	\$38.40	
Employer Paid Taxes	\$10,135.80	
Total Benefits	\$30,969.06	
Retirement		
Defined Benefit (DB)	\$24,450.00	*16.3% 5yr vesting
Defined Contribution Match (DC)	\$3,000.00	**2% eligible after 1 year of service
Total Retirement	\$27,450.00	
Total Compensation	\$208,419.06	

*The current actuarial Normal Cost is 8.63% however UTA is depositing 16.3% to address unfunded liability

**assumes employee contributes 3% of salary

Compensation/Benefits Summary Carlton Christensen:

Annual Salary / Benefits / Retirement - Same as all UTA Employees DB Retirement has 5 year vesting in order to receive a benefit DC Retirement has 1 year vesting 3 weeks paid vacation in Annual Salary		
Base Pay		
Annual Salary	\$150,000.00	
Total Salary	\$150,000.00	
Benefits		
Health Insurance	\$16,913.40	
Dental	\$1,142.40	
Basic Life Insurance	\$2,160.00	
Dependent Life	\$6.24	
Imputed Income	\$570.00	Tax on life insurance coverage
EAP	\$38.40	
Employer Paid Taxes	\$10,135.80	
Total Benefits	\$30,966.24	
Retirement		
Defined Benefit (DB)	\$24,450.00	*5yr vesting
Defined Contribution Match (DC)	\$3,000.00	**2% eligible after 1 year of service
Total Retirement	\$27,450.00	
Total Compensation	\$208,416.24	

*The current actuarial Normal Cost is 8.63% however UTA is depositing 16.3% to address unfunded liability

**assumes employee contributes 3% of salary

Transit Oriented Development Implementation Process

Board of Trustees Policy No. _____

Application: Board of Trustees and Local Advisory Board

- I. Purpose: The purpose of this policy is to establish a uniform method of planning, implementing, and managing the Authority's involvement in transit-oriented development projects in a manner that is transparent and includes communities, regional partners, and stakeholders.

- II. Definitions:
 - A. Affordable Housing Group ("AHG") means a group consisting of representatives from state, regional, and/or local housing organizations, and representatives from the community.
 - B. Design Review Committee ("DRC") means the multi-disciplinary committee responsible for reviewing Master Plans and Site Designs proposed by development partners. The DRC consists of representatives from various departments within UTA, as well as other stakeholders as necessary.
 - C. Transit-Oriented Development ("TOD") means a mixed-use development center occurring near a transit station, designed to increase access to and from transit.
 - D. Metropolitan Planning Organization ("MPO") means an organization designated to carry out the metropolitan transportation planning process.

- III. Policy: The approval and implementation of the Authority's TOD projects shall proceed as described below and on Exhibit A.
 - A. TOD System Analysis
 1. The Authority shall prioritize its TOD efforts by identifying which station areas are most ready for development through a TOD System Analysis tool.
 2. This tool shall examine each station within the transit system, based on objective criteria and in collaboration with the MPOs, and prioritize stations according to their readiness. The criteria shall include, but not be limited to, land availability, market readiness, accessibility, and public support.
 3. The TOD System Analysis tool will provide decision-makers with rankings describing each site's overall readiness as a TOD site, its readiness as a site with potential to catalyze TOD where it does not currently exist, and its appropriateness as a location for affordable housing.
 4. The Authority shall utilize findings from the TOD System Analysis tool to inform future development efforts.

5. The Authority shall report the findings of the TOD System Analysis to the Board of Trustees at least once a year and on an as-needed basis.

B. Station Area Plan

1. The Authority shall collaborate with local municipalities to prepare Station Area Plans for areas around transit hubs.
2. Station Area Plans are intended to be a guide for the Authority and the applicable municipality to plan infrastructural improvements, affordable housing, ordinance amendments, and design guidelines.
3. During the Station Area Plan phase, the Authority and the applicable community shall discuss affordable housing needs within the station area. Recommendations may be included in the Station Area Plan. Implementation of affordable housing, if applicable, shall be addressed during the Master Plan phase.
4. The Station Area Plan shall be acknowledged by the applicable city and shall be approved by the Local Advisory Board and the Board of Trustees prior to procurement of a development partner for the associated site.

C. Conceptual Layout and Procurement

1. The Authority shall prepare conceptual layouts, developer criteria, and/or design standards, derived from the findings of the applicable Station Area Plan. These materials shall be used to inform developer procurements and design reviews.
2. Upon site selection and authorization from the Board of Trustees, the Authority shall issue a Request for Qualifications and Proposals (“RFQ-P”) to solicit developers whose skills and expertise align with the vision identified in the Station Area Plan.
3. Responses to RFQ-Ps shall be evaluated by a selection committee made up of UTA and city personnel, as well as other stakeholders as deemed necessary. Based on the evaluations, the selection committee will select a development partner for the project.
4. The Authority shall enter into an exclusive negotiation period, appropriate for the size and scope of the TOD project, with the selected development partner.

D. Master Plan

1. The Authority shall create Master Plans for TOD projects in collaboration with city staff, UTA personnel, its development partners, consultants, and contractors (the “Development Team”) to ensure that the ultimate build-out of

the TOD site is consistent with the regional growth vision and applicable Station Area Plans.

2. If the Station Area Plan recommends residential uses for UTA property, the Development Team shall meet with an Affordable Housing Group, organized appropriate to the needs of the applicable community, to discuss opportunities to incorporate affordable housing.
3. The Master Plan shall provide a general description of the development program for all phases of development, site layout, development phasing, and projected schedule.
4. The Master Plan shall be accompanied by a corresponding Master Development Agreement which shall establish general terms between UTA and its development partner and shall govern all phases of development.
5. If applicable, the Development Team shall create a project that meets the requirements and intent of the FTA's Joint Development program. Prior to development, the Authority's staff shall obtain FTA approval for proposals at sites involving federal funds.
6. The Master Plan and the Master Development Agreement shall be approved by the Board of Trustees before the Development Team may seek additional approvals.

E. Site Design

1. The Development Team shall generate Site Designs as individual phases of development are identified and readied for construction. Site Designs shall include the final footprint and orientation of buildings, streets, plazas, amenities, landscaping, and other features to be constructed within the scope of that phase.
2. The Design Review Committee shall ensure that proposals adhere to UTA's general TOD Design Guidelines, meet requirements set forth in the RFQ-P, reflect the community's interests, and protect the transit-critical functions of the site. DRC reviews shall complement and augment the existing city review process.

F. Financial Analysis

1. The Authority and its development partners shall produce a Financial Analysis for individual development phases including the development pro forma, loan terms, and the applicable legal instrument (Operating Agreement, Ground Lease Agreement, or other), to formalize the terms of the proposed phase of development.

2. The Financial Analysis shall be reviewed by the Authority’s TOD, legal, and executive staff, as well as a third-party expert consultant, to ensure that the terms are market feasible, ethical, and compliant with applicable policy. The findings from the third-party expert review shall be provided to the UTA Board of Trustees.
 3. The Financial Analysis and the terms of the applicable legal instrument shall be approved by the Board of Trustees prior to execution of the applicable legal instrument.
- G. Construction Management. During construction, the Authority shall coordinate construction efforts between UTA, its development partner, general contractor, and city staff to reasonably mitigate any negative effects to transit operations and the Authority’s patrons due to construction activities.
- H. Property Management
1. After construction is complete, the Authority shall ensure compliance with all applicable agreements, track revenue distributions, and confirm that policies, procedures, and Federal obligations are met.
 2. All revenue generated by FTA-approved Joint Development projects shall be treated as Program Income.
 3. All one-time revenues generated by a major capital event, such as a sale or refinancing, of a TOD project may be reserved and used for future TOD-supportive capital expenditures.

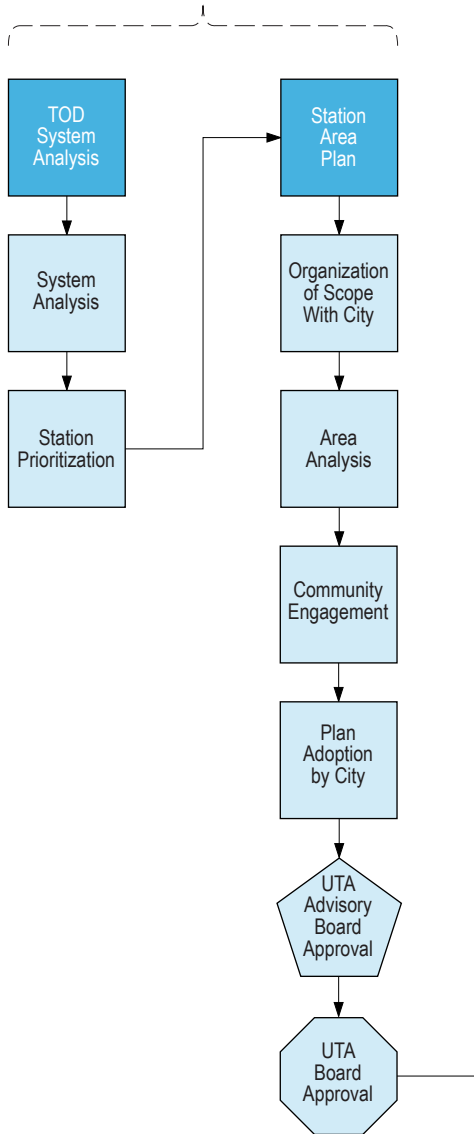
Cross References: TOD Strategic Plan

Revision History:

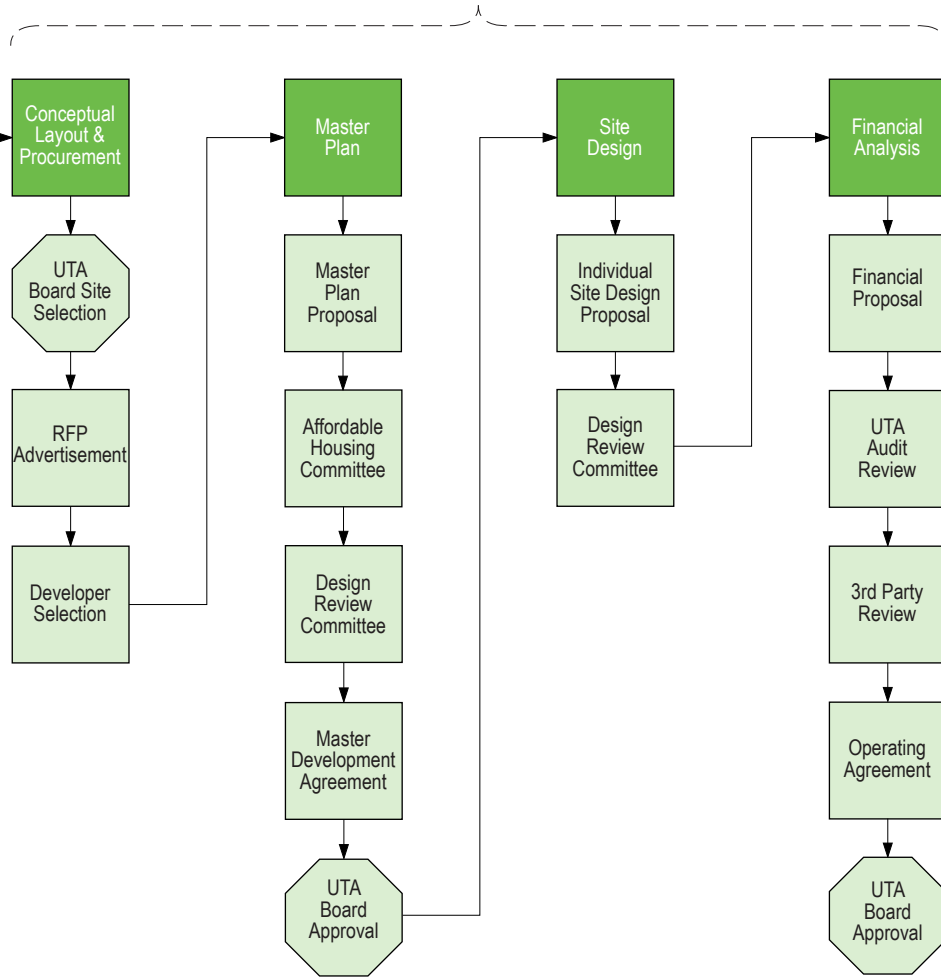
Local Advisory Board Review	Board of Trustees Review	Resolution	Action

Exhibit A

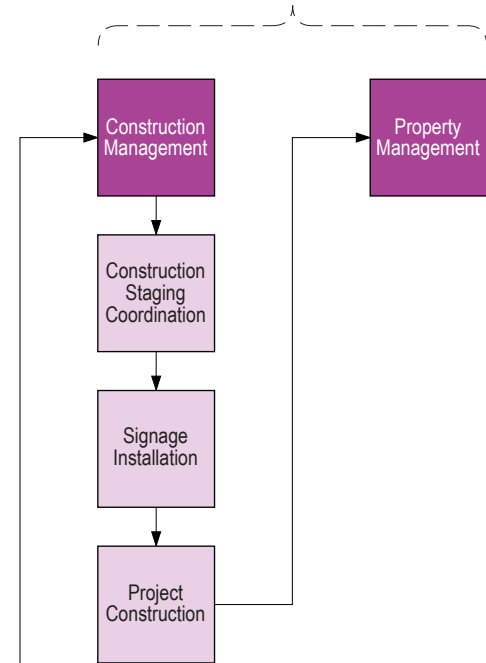
Planning



Implementation



Management





Point of the Mountain Transit

Proposed Capital Project

Project Overview

- An Alternatives Analysis for the Point of the Mountain Transit project will explore and evaluate transit alignments and modes with the ultimate goal being selection of a Locally Preferred Alternative (LPA) for potential extension of the TRAX blue line and connection to the prison redevelopment site. The analysis will estimate ridership, travel times, travel markets, land use, economics, conceptual engineering, and capital costs for the identified alternatives. Public and Stakeholder involvement will be a crucial component of the entire project.
- An environmental document (ESR or EIS/EA) will be completed once the LPA is approved. The type of document depends upon funding source (local or federal) and alignments selected. This document will include an environmental analysis, proposed mitigation, additional conceptual engineering, and more public involvement.
- Once environmental is completed and funding secured, design and construction contractors can be procured and the project constructed.

Purpose and Need

This project proposes a transit connection between the existing prison site to the TRAX Blue Line, the Draper FrontRunner Station and points north and south. The alternatives analysis would evaluate potential alignments for the transit investment that will best provide regional connectivity and mobility, and provide economic development opportunities. A direct transit option is needed between the Silicon Slopes in Utah County, the state-owned existing prison site in Salt Lake County, and the existing transit network.



Benefits

- Increased Ridership, 33,000—44,700 riders/day
- Improved Air Quality
- Reduced Congestion
- Economic Development

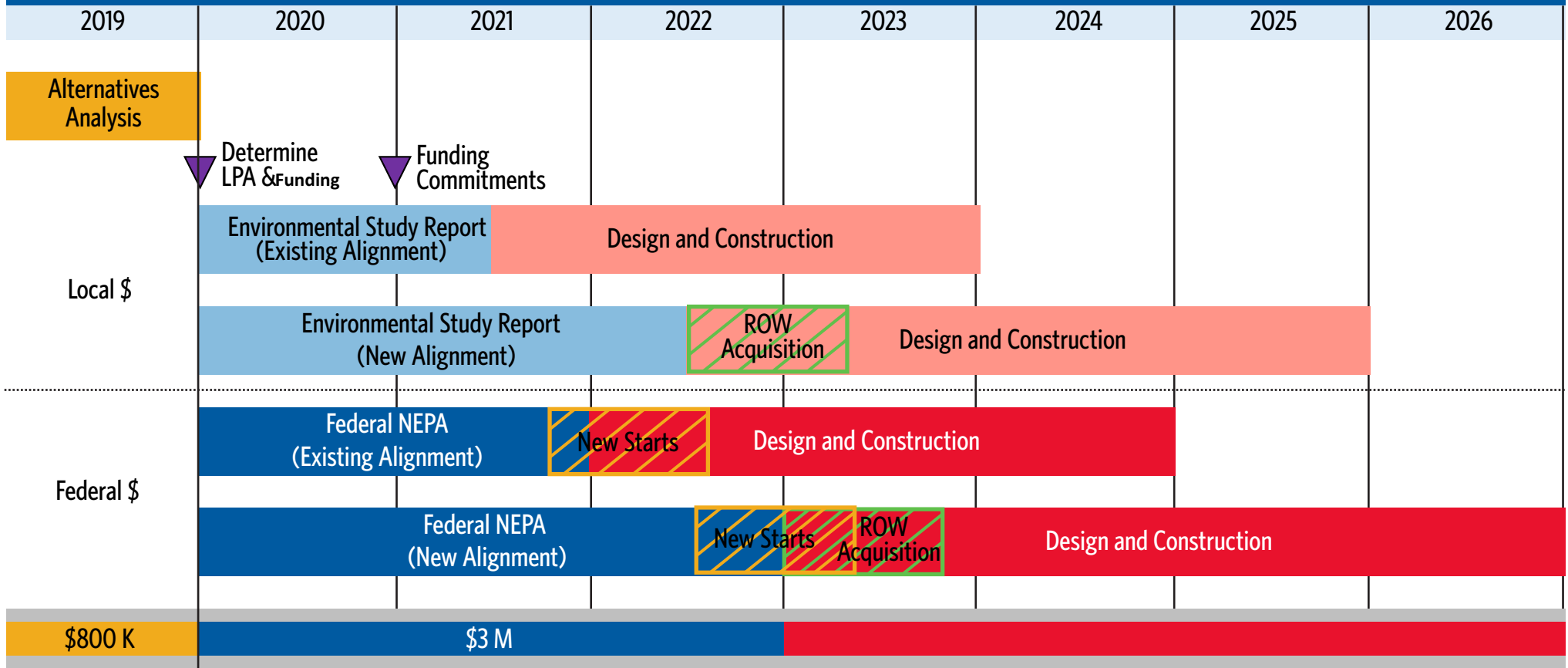
Cost Estimates

- Alternatives Analysis: \$800K
- Environmental Document: \$1M - \$3M
- Potential capital cost for extending the Blue Line: \$739M—\$1,206M
- O&M and State of Good Repair costs dependent on LPA

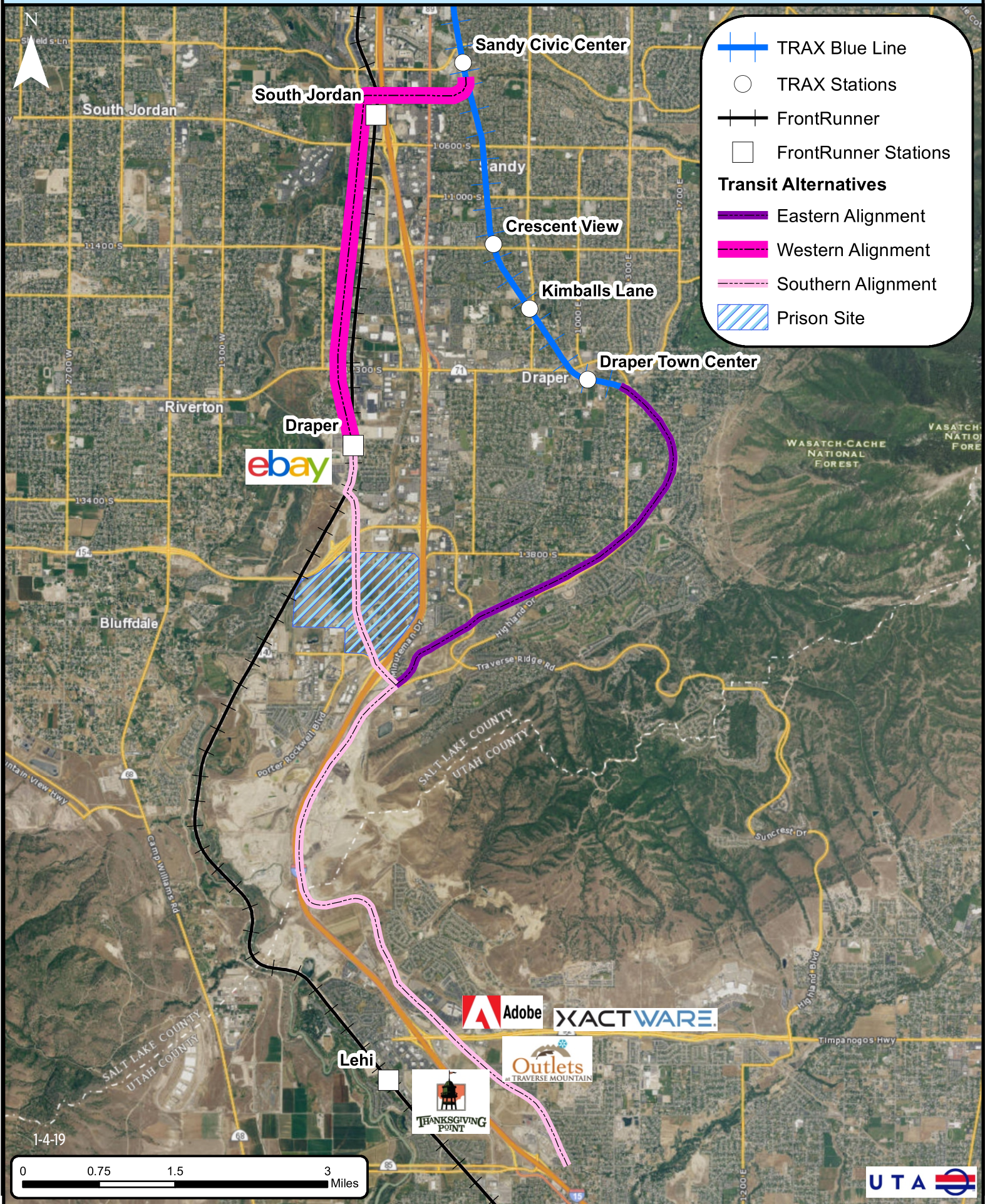
Funding Potential

- FTA New Starts
- Transportation Reinvestment Zones
- TTIF
- State Appropriations

Point of the Mountain Transit



Point of the Mountain Alternatives Analysis



**RESOLUTION OF THE LOCAL ADVISORY BOARD OF THE UTAH TRANSIT
AUTHORITY GIVING NOTICE AND SETTING REGULAR MEETING DATES
FOR CALENDAR YEAR 2019**

AR2019-01-01

January 16, 2019

WHEREAS, the Utah Transit Authority (the "Authority") is a 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 Utah Open and Public Meetings Act as codified in Title 52, Chapter 4, Part 2 of the Utah Code provides that any public body that holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule and that such notice shall specify the date, time, and place of such meetings;

WHEREAS, the Local Advisory Board desires to afford stakeholders and the public greater participation and accessibility to its meetings; and

WHEREAS, it is considered necessary and desirable by the Local Advisory Board of the Authority to adopt a resolution providing for the holding and giving notice of regular meetings of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Local Advisory Board of the Utah Transit Authority that the Local Advisory Board shall hold its regular meetings for 2019 as follows:

NOTICE OF ANNUAL MEETING SCHEDULE
LOCAL ADVISORY BOARD OF THE UTAH TRANSIT AUTHORITY

In accordance with the provisions of the Open and Public Meetings Act, public notice is hereby given that the Local Advisory Board of the Utah Transit Authority, a public transit district organized under the laws of the State of Utah, will hold its regular meetings at the hour of 1:00 p.m. at the location of 669 West 200 South, Salt Lake City, Utah 84101 on the following dates:

Wednesday, March 20, 2019

Wednesday, June 12, 2019

Wednesday, September 25, 2019

Wednesday, November 20, 2019

The agenda of each meeting of the Local Advisory Board, together with the date, time and place of each meeting shall be posted in compliance with the requirements of the Utah Open and Public Meetings Act.

The Local Advisory Board invites brief comments or questions from the public during its regularly scheduled Board meetings. The Chair of the Local Advisory Board shall determine the duration and timing of the public comment period. Persons desiring to address the Local Advisory Board at a regularly scheduled meeting will be given a limited amount of time to speak. A spokesperson who has been asked by a group to summarize their comments may be allowed additional time.

Approved and adopted this 16th day of January, 2019.

_____, Chair
Local Advisory Board

ATTEST:

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

Approved As To Form:

Legal Counsel