

**AGENDA OF THE REGULAR MEETING
OF THE
BOARD OF TRUSTEES OF THE UTAH TRANSIT AUTHORITY**

PUBLIC NOTICE is hereby given of the
Public Hearing Regarding the 2017 Budget and
the Regular Meeting of the
Board of Trustees of the Utah Transit Authority at
1:30 p.m. on Wednesday, November 15, 2017,
at the Utah Transit Authority Headquarters located at
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms
www.rideuta.com/board

1. **Welcome to UTA Board Meeting** **Robert McKinley, Board Chair**
2. **Pledge of Allegiance** **Rebecca Cruz, Board of Trustees Support**
3. **Safety First Minute** **Dave Goeres, Chief Safety, Security & Technology Officer**
4. **Item(s) for Consent** **Robert McKinley**
 - a. [*Approval of October 25, 2017 Meeting Report*](#)
 - b. [*September Financial Report & Dashboard*](#)
5. **Public Hearing Regarding 2017 Budget** **Robert McKinley**

(The Board of Trustees invites brief comments or questions from the public. Please note, in order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to two minutes per person per item. A spokesperson who has been asked by a group to summarize their comments may be allowed five minutes to speak.)
6. **General Public Comment Period** **Robert McKinley**

(The Board of Trustees invites brief comments or questions from the public. Please note, in order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to two minutes per person per item. A spokesperson who has been asked by a group to summarize their comments may be allowed five minutes to speak.)
7. **Election of Board Chair** **Robert McKinley**
8. [R2017-11-01: Annual Certification of Board Code of Conduct](#) **Jayne Blakesley, General Counsel**
9. **Mandatory Board Training 2017: Open Meetings Act & Ethics** **Jayne Blakesley, General Counsel**
10. **Closed Session** **Robert McKinley**
 - a. Discussion of the Purchase, Exchange, Lease or Sale of Real Property when Public Discussion would Prevent the Authority from Completing the Transaction on the Best Possible Terms.
 - b. Strategy Session to Discuss the Character, Professional Competence, Physical or Mental Health of an Individual.

- c. Strategy Session to Discuss Collective Bargaining.
- d. Strategy Session to Discuss Pending or Reasonably Imminent Litigation.

- 11. Action Taken Regarding Matters Discussed in Closed Session** **Robert McKinley**
- 12. Other Business** **Robert McKinley**
 - a. Next Meeting of the UTA Board of Trustees
- 13. Adjourn** **Robert McKinley**

The Board Mission Statement

Utah Transit Authority strengthens and connects communities thereby enabling individuals to pursue a fuller life with greater ease and convenience by leading through partnering, planning, and wise investment of physical, economic, and human resources.

Contact Regarding this Agenda:

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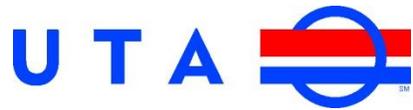
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- **Don't post about work related projects**
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UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	November 15, 2017
CONTACT PERSON:	Robert McKinley, Chair
SUBJECT:	Minutes of the October 25, 2017 UTA Board Meeting
BACKGROUND:	The minutes are from the October 25, 2017 meeting of the UTA Board of Trustees and are presented for approval.
ALTERNATIVES:	<ul style="list-style-type: none">• Approve as presented• Amend and approve• No action
FINANCIAL IMPACT:	N/A
EXHIBITS:	<ul style="list-style-type: none">• 10-25-17 Board Meeting Report



**Report 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
October 25, 2017**

Board Members Present:

Robert McKinley, Chair

Greg Bell, Vice Chair (via telephone)

Sherrie Hall Everett, Vice Chair

Jeff Acerson

Cortland Ashton

Gina Chamness

Necia Christensen

Alex Cragun

Karen Cronin

Babs De Lay

Charles Henderson

Dannie McConkie

Brent Taylor

Board Members Excused/Not in Attendance: Jeff Hawker and Bret Millburn

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

Welcome and Call to Order. Chair McKinley welcomed attendees and called the meeting to order at 1:31 p.m. with eight voting board members present. The board and meeting attendees then recited the Pledge of Allegiance.

Safety Minute. Chair McKinley yielded the floor to Trey Ostby, UTA Manager of Security, for a brief safety message.

Item(s) for Consent. Consent items consisted of the following:

- Approval of September 27, 2017 Board Meeting Report
- August 2017 Financial Report and Dashboard

A motion to approve the consent agenda was made by Trustee Walker and seconded by Trustee Acerson. The motion carried by unanimous consent.

Trustees Ashton and Henderson joined the meeting at 1:34 p.m.

Chair McKinley mentioned that Trustee Bell was sworn in as a vice chair of the board at the October Finance & Operations Committee meeting.

Trustee Taylor joined the meeting at 1:37 p.m.

President/CEO Report. Jerry Benson, UTA President/CEO, delivered a report on the following topics:

- Pablo Martinez, UTA Senior Manager of Workforce Planning & Talent Acquisition, and Cherissa Alldredge, UTA Civil Rights Compliance Officer for ADA, were among several key contributors who accepted the 2017 Golden Key Award on behalf of UTA from Governor Herbert. This award recognized the work of the agency with employment of persons with disabilities.
- Tour of UTA facilities by Turkish delegation

General Public Comment Period. Public comment was given by Claudia Johnson and Jay Jensen, the latter of whom was representing Snowbird Corporation.

Trustee Cragun joined the meeting at 1:42 p.m.

Committee Updates.

Finance & Operations Committee. Trustee Acerson indicated the Finance & Operations Committee met twice during the month, with the second meeting focusing on the 2018 tentative budget.

R2017-10-01 – Tentative Approval of 2018 Budget. Mr. Benson delivered a presentation on the tentative 2018 budget covering vision; budget trends; key initiatives; operating revenues, expenses, and associated trends; and capital revenues, expenses, and associated trends.

Vice Chair Bell, who participated in the meeting via telephone, disconnected from the meeting at 2:15 p.m.

Public Comment. No public comment was given.

Board Action. Discussion ensued. Questions on bus technology, vanpool, compressed natural gas, the agency's financial trends, passenger revenue, the profitability of transit agencies worldwide, pension funding, headcount, surplus property, bonding, fares, and span of service were posed by the board and answered by Mr. Benson; Robert Biles, UTA Vice President of Finance; and UTA staff.

Chair McKinley asked if there were any board members who needed to recuse themselves from voting on this resolutions. No reasons for recusal were raised. A motion to approve resolution R2017-10-01 which allows the tentative budget to be released for public comment was made by Trustee Walker and seconded by Trustee Acerson. The motion carried by majority consent with ten aye votes, one nay vote from Trustee Taylor, and no abstentions.

Service & Customer Relations Committee. Vice Chair Everett stated the Service & Customer Relations Committee discussed the charters for two advisory entities to the agency.

R2017-10-02 – Citizens' Advisory Board Charter. Vice Chair Everett provided an overview of the purpose of the Citizens' Advisory Board (CAB) and summarized the charter. She added that Trustees Acerson and Christensen will work on behalf of the board to select the members of the CAB and bring their selections before the board for approval.

R2017-10-03 – Committee on Accessible Transportation Charter. Vice Chair Everett summarized the changes to the charter and reminded the board that the new charter was included in the meeting packet.

Public Comment. No public comment was given.

Board Action. Chair McKinley asked if there were any board members who needed to recuse themselves from voting on these resolutions. No reasons for recusal were raised. A motion to approve resolutions R2017-10-02 and R2017-

10-03 was made by Trustee De Lay and seconded by Trustee Cragun. The motion carried by unanimous consent.

Trustee McConkie left the meeting at 3:25 p.m.

Chair McKinley called for a brief recess at 3:25 p.m. The meeting resumed at 3:31 p.m.

Audit Review Committee.

Q3 2017 Audit Report. Trustee Walker shared that the Audit Review Committee summarized the Q3 2017 Report which included the following:

- Information Technology General Control (ITGC) Audit on UTA's Enterprise Resource Planning System
- Procurement Management Audit
- Purchase Card Compliance Audit

Trustee Walker noted that all findings in the audits have been or are currently being resolved and that any redactions in the published ITGC audit were made to protect security concerns. Questions were posed by the board and answered by staff. A motion to accept the audit report was made by Trustee Christensen and seconded by Trustee Henderson. The motion carried by unanimous consent.

Closed Session. No closed session was held.

Action Taken Regarding Matters Discussed in Closed Session. No closed session was held.

Other Business.

Next Meeting of the UTA Board of Trustees. Chair McKinley reminded the board that next month's board meeting will be held on November 15.

Adjournment. The meeting was adjourned at 3:41 p.m. by motion.

Transcribed by Cathie Griffiths
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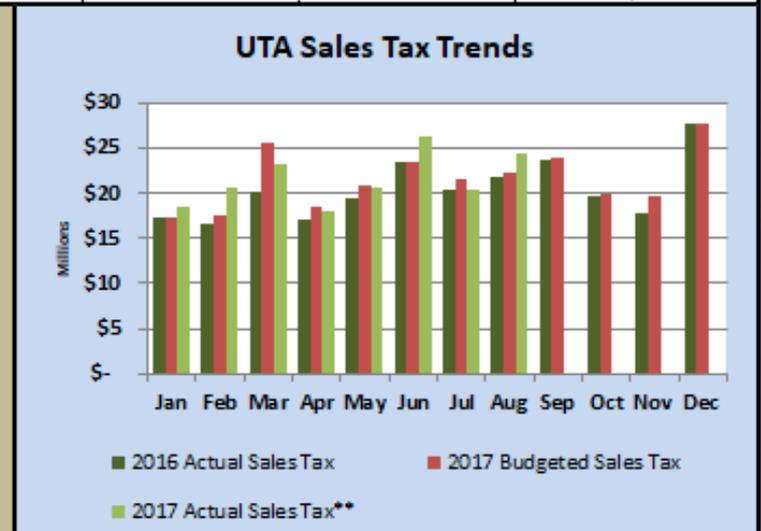
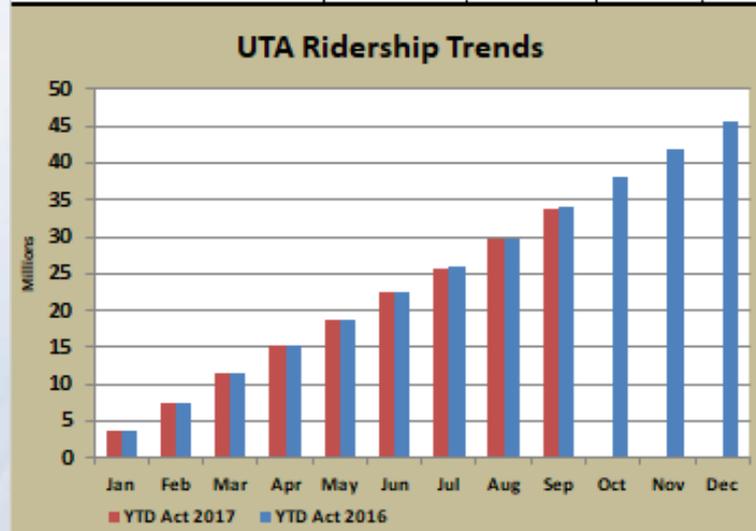
UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet

DATE:	November 15, 2017
TITLE:	Monthly Finance Report
CONTACT PERSON:	Bob Biles, VP Finance
SUBJECT:	September 2017 Monthly Dashboard and Financial Report
BACKGROUND:	In accordance with Board direction, staff prepares and presents monthly financial statements to the Board for their review.
ALTERNATIVES:	<ul style="list-style-type: none">• Approve as presented• Amend and approve• No action
EXHIBITS:	<ol style="list-style-type: none">1. Dashboard: September 20172. Monthly Financial Report: September 2017

UTA Board Dashboard:

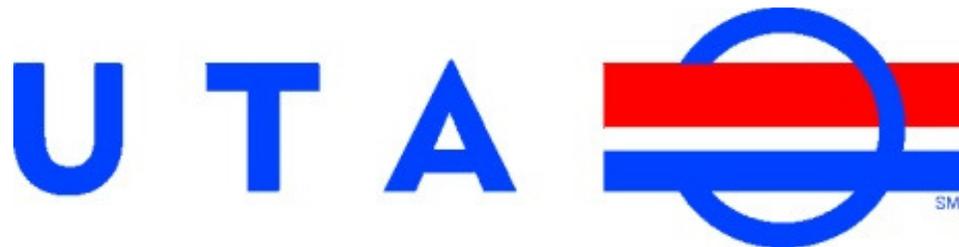
September 2017

Financial Metrics	Fav/ (Unfav)				Fav/ (Unfav)				
	Sept Actual	Sept Budget		%	YTD Actual	YTD Budget		%	
Sales Tax (August '17 mm \$)	\$ 24.5	\$ 22.3	\$ 2.19	9.8%	\$ 171.8	\$ 166.9	\$ 4.90	2.9%	
Fare Revenue (mm)	\$ 4.3	\$ 4.4	\$ (0.13)	-2.9%	\$ 38.0	\$ 39.9	\$ (1.84)	-4.6%	
Operating Exp (mm)	\$ 20.1	\$ 21.4	\$ 1.28	6.0%	\$ 189.6	\$ 198.0	\$ 8.37	4.2%	
Investment Per Rider (IPR)	\$ 3.95	\$ 4.50	\$ 0.55	12.2%	\$ 4.48	\$ 4.50	\$ 0.02	0.4%	
IPR adj for fuel savings	\$ 4.02	\$ 4.50	\$ 0.48	10.7%	\$ 4.58	\$ 4.50	\$ (0.08)	-1.8%	
UTA Diesel Price (\$/gal)	\$ 2.07	\$ 2.50	\$ 0.43	17.1%	\$ 1.83	\$ 2.50	\$ 0.67	26.7%	
Operating Metrics		Sept Actual	Sep-16	F/(UF)	%	YTD Actual	YTD 2016	F/(UF)	%
Ridership (mm)		4.0	4.3	(0.3)	-6.2%	33.8	34.1	(0.3)	-0.8%
Alternative Fuels		\$/gal				YTD Actual			
CNG Price (Bus Diesel Equiv rtl)		\$ 1.21	Revenue Development (mm\$)			\$ 7.78			
Debt Service		Sept Actual	Sep-16	Var	%	YTD Actual	YTD 2016	Var	%
Debt Service (net mm)		\$ 8.54	\$ 8.67	\$ (0.13)	-1.4%	\$ 82.55	\$ 78.52	\$ 4.02	5.1%



Utah Transit Authority
Financial Statement
(Unaudited)

September 30, 2017



	2017 YTD ACTUAL	2017 YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
1 Sales Tax	\$ 194,583,573	\$ 190,841,500	\$ 3,742,073	2%
2 Passenger Revenue	\$ 38,034,819	\$ 39,879,816	(1,844,997)	-5%
3 Other Revenue	\$ 51,551,151	\$ 53,621,567	(2,070,416)	-4%
4 Total Revenue	284,169,543	284,342,883	(173,340)	0%
5 Net Operating Expenses	(189,616,225)	(197,985,747)	8,369,522	4%
Net Operating Income (Loss)	94,553,318	86,357,136	8,196,182	9%
6 Debt Service	82,546,887	80,138,544	(2,408,343)	-3%
7 Other Non-Operating Expenses	3,735,386	4,544,587	809,201	18%
8 Sale of Assets	-	-	-	100%
9 Contribution to Capital Reserves	\$ 8,271,044	\$ 1,674,005	\$ 6,597,039	-394%
10 Bond Debt Service - Series 2007A CAB	158,590			
11 Amortization	(5,752,459)			
12 Depreciation	113,040,000			
13 Total Non-cash Items	\$ 107,446,131			

2017 GOALS

RIDERSHIP

2016 Actual	September 2017	September 2016	Difference	2017 YTD	2016 YTD	Difference
14 45,572,702	4,005,566	4,271,188	-265,622	33,829,618	34,113,620	-284,002

REVENUE DEVELOPMENT

15 Federal/Local/Regional	YTD \$16,980,208
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OPERATING INVESTMENT PER RIDER 2017 Budgeted IPR is \$4.50

	IPR		IPR (less diesel savings)
16 Net Operating Expense	\$ 189,616,225	Net Operating Expense	\$ 189,616,225
17 Less: Passenger Revenue	- (38,034,819)	Less: Passenger Revenue	- (38,034,819)
18		Plus: Diesel Savings	+ 3,197,116
19 Subtotal	151,581,406	Subtotal	154,778,522
20 Divided by: Ridership	÷ 33,829,618	Divided by: Ridership	÷ 33,829,618
21 Investment per Rider	\$ 4.48	Investment per Rider	\$ 4.58

**SUMMARY FINANCIAL DATA
(UNAUDITED)**

EXHIBIT 1-2

As of September 30, 2017

BALANCE SHEET

	<u>9/30/2017</u>	<u>9/30/2016</u>
CURRENT ASSETS		
1 Cash	\$ 11,267,013	\$ 9,197,705
2 Investments (Unrestricted)	151,852	13,383,647
3 Investments (Restricted)	191,926,364	153,530,236
4 Receivables	55,464,656	76,735,796
5 Receivables - Federal Grants	10,450,634	0
6 Inventories	32,574,305	24,649,602
7 Prepaid Expenses	2,077,845	3,705,860
8 TOTAL CURRENT ASSETS	<u>\$ 303,912,669</u>	<u>\$ 281,202,846</u>
9 Property, Plant & Equipment (Net)	2,987,983,105	3,154,044,656
10 Other Assets	121,760,723	130,709,700
11 TOTAL ASSETS	<u>\$ 3,413,656,497</u>	<u>\$ 3,565,957,202</u>
12 Current Liabilities	22,872,523	\$ 23,584,807
13 Other Liabilities	235,378,136	239,309,600
14 Net Pension Liability	112,925,121	117,437,871
15 Outstanding Debt	2,126,802,972	2,075,003,567
16 Equity	1,063,143,712	1,113,167,243
17 TOTAL LIABILITIES & EQUITY	<u>\$ 3,561,122,464</u>	<u>\$ 3,568,503,088</u>

RESTRICTED CASH AND CASH EQUIVALENTS RECONCILIATION

RESTRICTED RESERVES		
18 Debt Service Reserves	42,964,240	43,006,909
19 2015A Sub Interest Reserves	-	6,727,991
20 Debt Service Interest Payable	25,459,280	27,183,975
21 Risk Contingency	7,504,527	7,409,623
22 Box Elder County ROW (sales tax)	5,903,843	5,035,286
23 Mountain Accord	243,304	265,236
24 Joint Insurance Trust	3,256,602	3,201,967
25 UT County Bond Proceeds	43,793,851	-
26 Amounts held in escrow	4,254,216	9,299,541
27 TOTAL RESTRICTED RESERVES	<u>\$ 133,379,863</u>	<u>\$ 102,130,528</u>
DESIGNATED OPERATING RESERVES		
28 Service Stabilization Reserve	\$ 13,525,550	\$ 12,543,246
29 Fuel Reserve	1,915,000	1,915,000
30 Parts Reserve	3,000,000	3,000,000
31 Operating Reserve	25,247,693	23,405,698
32 Early Debt Retirement Reserve	14,858,258	10,535,764
33 TOTAL DESIGNATED OPERATING RESERVES	<u>\$ 58,546,501</u>	<u>\$ 51,399,708</u>
34 TOTAL RESTRICTED CASH AND EQUIVALENTS	<u>\$ 191,926,364</u>	<u>\$ 153,530,236</u>

**SUMMARY FINANCIAL DATA
(UNAUDITED)**

EXHIBIT 1-3

As of September 30, 2017

REVENUE & EXPENSES

	ACTUAL Sep-17	ACTUAL Sep-16	YTD 2017	YTD 2016
REVENUE				
1 Passenger Revenue	\$ 4,302,398	\$ 4,264,724	\$ 38,034,819	\$ 38,007,757
2 Advertising Revenue	200,000	200,000	1,766,664	1,733,336
3 Investment Revenue	254,284	108,617	2,063,245	1,413,102
4 Sales Tax	22,758,155	23,050,599	187,956,612	175,998,609
5 Sales Tax - Prop 1	822,741	817,290	6,626,961	4,101,524
6 Other Revenue	363,481	179,429	2,706,592	2,326,206
7 Fed Operations/Preventative Maint.	3,998,009	4,476,821	45,014,650	42,154,986
8 TOTAL REVENUE	\$ 32,699,068	\$ 33,097,480	\$ 284,169,543	\$ 265,735,520
OPERATING EXPENSE				
9 Bus Service	\$ 6,949,757	\$ 7,742,675	\$ 66,247,939	\$ 61,094,092
10 Commuter Rail	1,770,374	1,824,635	15,897,542	15,287,218
11 Light Rail	3,178,439	3,388,034	26,417,352	23,819,426
12 Maintenance of Way	1,113,850	1,562,525	11,828,617	12,743,822
13 Paratransit Service	1,712,495	1,597,116	14,859,027	13,979,514
14 RideShare/Van Pool Services	288,552	174,156	2,143,434	1,572,587
15 Operations Support	3,316,147	3,544,090	31,030,431	27,510,572
16 Administration	1,808,939	2,315,747	21,191,883	20,415,809
17 TOTAL OPERATING EXPENSE	\$ 20,138,553	\$ 22,148,978	\$ 189,616,225	\$ 176,423,040
18 NET OPERATING INCOME (LOSS)	\$ 12,560,515	\$ 10,948,502	\$ 94,553,318	\$ 89,312,480
NON-OPERATING EXPENSE (REVENUE)				
19 Planning & Development	\$ 346,128	\$ 349,998	\$ 3,735,386	\$ 3,129,289
20 Major Investment Studies	(7,480)	159,945	-	621,157
21 Offsetting Investment Studies		(25,000)	-	(316,159)
22 Bond Principal	766,667	729,167	6,680,003	8,771,876
23 Bond Interest	7,402,750	7,051,064	68,345,441	61,096,190
24 Bond Funded Interest - 2015A Sub	95,433	747,555	4,962,491	6,727,993
25 Bond Cost of Issuance/Fees	10,500	4,500	45,650	700,583
26 Lease Cost	267,947	136,093	2,513,302	1,226,065
27 Sale of Assets		(10,700)		(5,468)
28 TOTAL NON-OPERATING EXPENSE	\$ 8,881,945	\$ 9,142,622	\$ 86,282,274	\$ 81,951,526
29 CONTRIBUTION TO CAPITAL RESERVES	\$ 3,678,570	\$ 1,805,880	\$ 8,271,044	\$ 7,360,954
OTHER EXPENSES (NON-CASH)				
30 Bond Debt Service - Series 2007A CAB	\$ 31,718	\$ 15,091	\$ 158,590	\$ 135,816
31 Bond Premium/Discount Amortization	(2,642,513)	(1,330,455)	(13,212,563)	(11,424,490)
32 Bond Refunding Cost Amortization	1,370,384	686,795	6,851,920	6,181,156
33 Future Revenue Cost Amortization	67,576	67,576	608,184	608,184
34 Depreciation	12,560,000	12,788,040	113,040,000	115,702,997
35 NET OTHER EXPENSES (NON-CASH)	\$ 11,387,165	\$ 12,227,047	\$ 107,446,131	\$ 111,203,663

CURRENT MONTH

	ACTUAL Sep-17	BUDGET Sep-17	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
REVENUE				
1 Passenger Revenue	\$ 4,302,398	\$ 4,431,073	\$ (128,675)	-3%
2 Advertising Revenue	200,000	194,409	5,591	3%
3 Investment Revenue	254,284	174,826	79,458	45%
4 Sales Tax	22,758,155	23,096,000	(337,845)	-1%
5 Sales Tax - Prop 1	822,741	820,500	2,241	0%
6 Other Revenue	363,481	532,562	(169,081)	-32%
7 Fed Operations/Preventative Maint.	3,998,009	5,056,131	(1,058,122)	-21%
8 TOTAL REVENUE	\$ 32,699,068	\$ 34,305,501	\$ (1,606,433)	-5%
OPERATING EXPENSE				
9 Bus Service	\$ 6,949,757	\$ 7,525,848	\$ 576,091	8%
10 Commuter Rail	1,770,374	1,912,493	142,119	7%
11 Light Rail	3,178,439	2,316,657	(861,782)	-37%
12 Maintenance of Way	1,113,850	1,546,129	432,279	28%
13 Paratransit Service	1,712,495	1,818,967	106,472	6%
14 RideShare/Van Pool Services	288,552	214,620	(73,932)	-34%
15 Operations Support	3,316,147	3,512,759	196,612	6%
16 Administration	1,808,939	2,567,398	758,459	30%
17 TOTAL OPERATING EXPENSE	\$ 20,138,553	\$ 21,414,872	\$ 1,276,319	6%
18 NET OPERATING INCOME (LOSS)	\$ 12,560,515	\$ 12,890,629	\$ (330,114)	-3%
NON-OPERATING EXPENSE (REVENUE)				
19 Planning & Development	\$ 346,128	\$ 504,954	\$ 158,826	31%
20 Major Investment Studies	(7,480)	-	7,480	
21 Offsetting Investment Studies	-	-	-	
22 Bond Principal	766,667	729,138	(37,529)	-5%
23 Bond Interest	7,402,750	7,344,779	(57,971)	-1%
24 Bond Funded Interest - 2015A Sub	95,433	-	(95,433)	
25 Bond Cost of Issuance/Fees	10,500	5,000	(5,500)	-110%
26 Lease Cost	267,947	326,664	58,717	18%
27 Sale of Assets	-	-	-	
28 TOTAL NON-OPERATING EXPENSE	\$ 8,881,945	\$ 8,910,535	\$ 28,590	0%
29 CONTRIBUTION TO CAPITAL RESERVES	\$ 3,678,570	\$ 3,980,094	\$ (301,524)	8%
OTHER EXPENSES (NON-CASH)				
30 Bond Debt Service - Series 2007A CAB	\$ 31,718			
31 Bond Premium/Discount Amortization	(2,642,513)			
32 Bond Refunding Cost Amortization	1,370,384			
33 Future Revenue Cost Amortization	67,576			
34 Depreciation	12,560,000			
35 NET OTHER EXPENSES (NON-CASH)	\$ 11,387,165			

**BUDGET TO ACTUAL REPORT
(UNAUDITED)**

EXHIBIT 1-5

As of September 30, 2017

YEAR TO DATE

	ACTUAL Sep-17	BUDGET Sep-17	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
REVENUE				
1 Passenger Revenue	\$ 38,034,819	\$ 39,879,816	\$ (1,844,997)	-5%
2 Advertising Revenue	1,766,664	1,749,688	16,976	1%
3 Investment Revenue	2,063,245	1,573,441	489,804	31%
4 Sales Tax	187,956,612	184,340,000	3,616,612	2%
5 Sales Tax - Prop 1	6,626,961	6,501,500	125,461	2%
6 Other Revenue	2,706,592	4,793,077	(2,086,485)	-44%
7 Fed Operations/Preventative Maint.	45,014,650	45,505,361	(490,711)	-1%
8 TOTAL REVENUE	\$ 284,169,543	\$ 284,342,883	\$ (173,340)	0%
OPERATING EXPENSE				
9 Bus Service	\$ 66,247,939	\$ 68,122,086	\$ 1,874,147	3%
10 Commuter Rail	15,897,542	17,252,148	1,354,606	8%
11 Light Rail	26,417,352	25,996,765	(420,587)	-2%
12 Maintenance of Way	11,828,617	13,725,500	1,896,883	14%
13 Paratransit Service	14,859,027	16,321,144	1,462,117	9%
14 RideShare/Van Pool Services	2,143,434	1,931,584	(211,850)	-11%
15 Operations Support	31,030,431	31,400,733	370,302	1%
16 Administration	21,191,883	23,235,787	2,043,904	9%
17 TOTAL OPERATING EXPENSE	\$ 189,616,225	\$ 197,985,747	\$ 8,369,522	4%
18 NET OPERATING INCOME (LOSS)	\$ 94,553,318	\$ 86,357,136	\$ 8,196,182	9%
NON-OPERATING EXPENSE (REVENUE)				
19 Planning & Development	\$ 3,735,386	\$ 4,544,587	\$ 809,201	18%
20 Major Investment Studies	-	-	-	
21 Offsetting Investment Studies	-	-	-	
22 Bond Principal	6,680,003	6,562,242	(117,761)	-2%
23 Bond Interest	68,345,441	66,103,326	(2,242,115)	-3%
24 Bond Funded Interest - 2015A Sub	4,962,491	4,488,000	(474,491)	-11%
25 Bond Cost of Issuance/Fees	45,650	45,000	(650)	-1%
26 Lease Cost	2,513,302	2,939,976	426,674	15%
27 Sale of Assets	-	-	-	
28 TOTAL NON-OPERATING EXPENSE	\$ 86,282,274	\$ 84,683,131	\$ (1,599,143)	-2%
29 CONTRIBUTION TO CAPITAL RESERVES	\$ 8,271,044	\$ 1,674,005	\$ 6,597,039	-394%
OTHER EXPENSES (NON-CASH)				
30 Bond Debt Service - Series 2007A CAB	\$ 158,590			
31 Bond Premium/Discount Amortization	(13,212,563)			
32 Bond Refunding Cost Amortization	6,851,920			
33 Future Revenue Cost Amortization	608,184			
34 Depreciation	113,040,000			
35 NET OTHER EXPENSES (NON-CASH)	\$ 107,446,131			

**CAPITAL PROJECTS
(UNAUDITED)**
As of September 30, 2017

EXHIBIT 1-6

	2017 ACTUAL	ANNUAL BUDGET	PERCENT
EXPENSES			
1 REVENUE VEHICLES	\$ 3,878,114	\$ 39,407,000	9.8%
2 INFORMATION TECHNOLOGY	3,514,322	10,634,000	33.0%
3 FACILITIES, MAINTENANCE & ADMIN. EQUIP.	961,186	2,274,000	42.3%
4 CAPITAL PROJECTS	6,306,368	34,589,000	18.2%
5 PROVO OREM BRT	27,830,855	120,308,000	23.1%
6 RAIL MAINTENANCE	199,593	1,562,000	12.8%
7 STATE OF GOOD REPAIR	8,298,111	24,137,000	34.4%
8 PROP 1 PROJECTS	873,916	11,221,000	7.8%
9 5310 GRANTS	373,743	1,834,000	20.4%
10 TOTAL	\$ 52,236,208	\$ 245,966,000	21.2%
REVENUES			
14 GRANT	\$ 711,622	\$ 21,656,000	3.3%
16 PROVO-OREM TRIP	27,830,855	120,308,000	23.1%
17 LEASES	-	34,057,000	0.0%
18 BONDS	-	15,033,000	0.0%
19 SALE OF ASSETS	2,146,591	9,511,000	22.6%
15 TRANSFER FROM OPERATING (PROP 1)	873,916	4,178,000	0.0%
20 UTA FUNDING	20,673,224	41,223,000	50.1%
21 TOTAL	\$ 52,236,208	\$ 245,966,000	21.2%

**FAREBOX RECOVERY & IPR
(UNAUDITED)**

EXHIBIT 1-7

As of September 30, 2017

BY SERVICE

	CURRENT MONTH		YEAR TO DATE	
	Sep-17	Sep-16	2017	2016
UTA				
Fully Allocated Costs	20,138,553	22,137,236	189,616,226	176,411,159
Passenger Farebox Revenue	4,302,398	4,264,724	38,037,824	38,007,758
Passengers	4,005,566	4,271,187	33,829,618	34,113,620
Farebox Recovery Ratio	21.4%	19.3%	20.1%	21.5%
Actual Investment per Rider	\$3.95	\$4.18	\$4.48	\$4.06
GOAL Investment per Rider				
BUS SERVICE				
Fully Allocated Costs	9,286,959	10,412,658	90,102,012	82,993,834
Passenger Farebox Revenue	1,447,108	1,560,993	14,333,821	14,648,055
Passengers	1,707,898	1,775,112	14,600,961	14,812,524
Farebox Recovery Ratio	15.6%	15.0%	15.9%	17.6%
Actual Investment per Rider	\$4.59	\$4.99	\$5.19	\$4.61
LIGHT RAIL SERVICE				
Fully Allocated Costs	5,772,846	6,166,427	53,186,273	47,219,438
Passenger Farebox Revenue	1,495,840	1,713,627	13,161,899	13,803,316
Passengers	1,680,617	1,874,686	13,985,516	14,259,044
Farebox Recovery Ratio	25.9%	27.8%	24.7%	29.2%
Actual Investment per Rider	\$2.54	\$2.38	\$2.86	\$2.34
COMMUTER RAIL SERVICE				
Fully Allocated Costs	2,776,780	3,443,839	26,259,976	27,837,788
Passenger Farebox Revenue	502,798	495,466	4,269,689	4,128,255
Passengers	433,137	427,925	3,625,708	3,354,048
Farebox Recovery Ratio	18.1%	14.4%	16.3%	14.8%
Actual Investment per Rider	\$5.25	\$6.89	\$6.07	\$7.07
PARATRANSIT				
Fully Allocated Costs	1,851,861	1,769,837	16,381,503	15,357,998
Passenger Farebox Revenue	546,348	176,337	3,387,444	2,442,436
Passengers	69,718	76,293	628,626	661,545
Farebox Recovery Ratio	29.5%	10.0%	20.7%	15.9%
Actual Investment per Rider	\$18.73	\$20.89	\$20.67	\$19.52
RIDESHARE				
Fully Allocated Costs	450,107	344,475	3,686,462	3,002,100
Passenger Farebox Revenue	310,304	318,300	2,884,971	2,985,696
Passengers	114,196	117,173	988,808	1,026,458
Farebox Recovery Ratio	68.9%	92.4%	78.3%	99.5%
Actual Investment per Rider	\$1.22	\$0.22	\$0.81	\$0.02

**FAREBOX RECOVERY & IPR
(UNAUDITED)**

As of September 30, 2017

EXHIBIT 1-8

BY TYPE

	CURRENT MONTH		YEAR TO DATE	
	Sep-17	Sep-16	2017	2016
FULLY ALLOCATED COSTS				
Bus Service	\$9,286,959	\$10,412,658	\$90,102,012	\$82,993,834
Light Rail Service	\$5,772,846	\$6,166,427	\$53,186,273	\$47,219,438
Commuter Rail Service	\$2,776,780	\$3,443,839	\$26,259,976	\$27,837,788
Paratransit	\$1,851,861	\$1,769,837	\$16,381,503	\$15,357,998
Rideshare	\$450,107	\$344,475	\$3,686,462	\$3,002,100
UTA	\$20,138,553	\$22,137,236	\$189,616,225	\$176,411,159
PASSENGER FAREBOX REVENUE				
Bus Service	\$1,447,108	\$1,560,993	\$14,333,821	\$14,648,055
Light Rail Service	\$1,495,840	\$1,713,627	\$13,161,899	\$13,803,316
Commuter Rail Service	\$502,798	\$495,466	\$4,269,689	\$4,128,255
Paratransit	\$546,348	\$176,337	\$3,387,444	\$2,442,436
Rideshare	\$310,304	\$318,300	\$2,884,971	\$2,985,696
UTA	\$4,302,398	\$4,264,724	\$38,037,823	\$38,007,758
PASSENGERS				
Bus Service	1,707,898	1,775,112	14,600,961	14,812,524
Light Rail Service	1,680,617	1,874,686	13,985,516	14,259,044
Commuter Rail Service	433,137	427,925	3,625,708	3,354,048
Paratransit	69,718	76,293	628,626	661,545
Rideshare	114,196	117,173	988,808	1,026,458
UTA	4,005,566	4,271,188	33,829,618	34,113,620
FAREBOX RECOVERY RATIO				
Bus Service	15.6%	15.0%	15.9%	17.6%
Light Rail Service	25.9%	27.8%	24.7%	29.2%
Commuter Rail Service	18.1%	14.4%	16.3%	14.8%
Paratransit	29.5%	10.0%	20.7%	15.9%
Rideshare	68.9%	92.4%	78.3%	99.5%
UTA	21.4%	19.3%	20.1%	21.5%
ACTUAL INVESTMENT PER RIDER				
Bus Service	\$4.59	\$4.99	\$5.19	\$4.61
Light Rail Service	\$2.54	\$2.38	\$2.86	\$2.34
Commuter Rail Service	\$5.25	\$6.89	\$6.07	\$7.07
Paratransit	\$18.73	\$20.89	\$20.67	\$19.52
Rideshare	\$1.22	\$0.22	\$0.81	\$0.02
UTA	\$3.95	\$4.18	\$4.48	\$4.06

**SUMMARY OF ACCOUNTS RECEIVABLE
(UNAUDITED)**

EXHIBIT 1-9

As of September 30, 2017

<u>Classification</u>	<u>Total</u>	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>
1 Federal Government ¹	\$ 10,450,634	\$ 10,450,634			
2 Local Contributions ²	47,212,698	47,212,115			583
3 Interlocal Agreements	218,752	222,033			(3,281)
4 Contracts	1,628,504	1,244,729	123,940	24,113	235,722
5 Other ³	6,404,702	6,404,702			
6 Total	\$ 65,915,290	\$ 65,534,213	\$ 123,940	\$ 24,113	\$ 233,024

Percentage Due by Aging

7 Federal Government ¹	100.0%	0.0%	0.0%	0.0%
8 Local Contributions ²	100.0%	0.0%	0.0%	0.0%
9 Contracts	76.4%	7.6%	1.5%	14.5%
10 Other	100.0%	0.0%	0.0%	0.0%
11 Total	99.4%	0.2%	0.0%	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 OCIP escrow, fuel tax credit, warranty parts out for repair

Note:

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES
Agenda Item Coversheet**

DATE:	November 15, 2017
TITLE:	R2017-11-01: Annual Certification of Board Code of Conduct
UTA EXECUTIVE/RESPONSIBLE STAFF MEMBER:	Jayne Blakesley, General Counsel
SUBJECT:	Financial Disclosure Process
BACKGROUND:	<p>The UTA Board of Trustees has adopted board process policies setting forth in detail the fiduciary duties and legal responsibilities of the Board and its members. Annually, board members are required to complete financial disclosures which name their financial holdings or business or trade relationships which may create possible conflicts of interest.</p> <p>To promote the public interest and strengthen the faith and confidence of the people of the Authority, the change has been made to the Financial Disclosure Report to make all of the information public.</p>
ALTERNATIVES:	<ul style="list-style-type: none"> • Approve as presented • Amend and approve • No action
LEGAL REVIEW:	Yes
EXHIBITS:	<p>a. R2017-11-01: Resolution Adopting Board Process Policy 4.1.10</p> <p>b. Revised Board Policy 4.1.10: Annual Certification of Board Member Code of Conduct</p>

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY ADOPTING BOARD PROCESS POLICY NO. 4.1.10 – ANNUAL
CERTIFICATION OF BOARD MEMBER CODE OF CONDUCT**

No. R2017-11-01

November 15, 2017

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; and

WHEREAS, the Board of Trustees of the Authority (the "Board") desires to adopt the Board Process Policy 4.1.10 – Annual Certification of Board Member Code of Conduct (the "Policy") in keeping with the Board's philosophy to provide leadership and governance to the Authority.

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

1. That the Board hereby adopts the Board Process Policy 4.1.10 – Annual Certification of Board Member Code of Conduct.
2. 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.
3. That the President/CEO direct staff to submit a signed copy of the Policy to the State Archives office within thirty (30) days from adoption.
4. That this Policy stay in force and effect until rescinded, amended, or superseded by further action of the Board of Trustees.
5. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 15th day of November 2017.

Robert McKinley, Chair

ATTEST:

Robert K. Biles, Secretary

[SEAL]

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board held on the 15th day of November, 2017.

Robert McKinley, Chair

Robert K. Biles, Secretary

APPROVED AS TO FORM

Legal Counsel

Board Process Policy No. 4.1.10

Annual Certification of Board Member Code of Conduct

The Board of Trustees of the Utah Transit Authority has adopted board process policies setting forth in detail the fiduciary duties and legal responsibilities of the Board and its members. These policies, together with certain provisions of State and federal law (more particularly identified in Attachment 1, Annual Certification of Board Member Code of Conduct) set forth standards of conduct for Board members in areas where there are actual or potential conflicts between their public duties and their private lives (hereinafter collectively “Code of Conduct”).

Additionally, the Board desires to require disclosures of financial holdings or business or trade relationships that may create current or future conflicts of interest, and to provide for an internal process to evaluate any possible conflicts of interest. Thus, each member of the Board shall, in addition to the Annual Certification, annually complete a Public Financial Disclosure Report.

To promote the public interest and strengthen the faith and confidence of the people in the integrity of the Authority, it is the policy of the Board that each of its members disclose all actual or potential conflicts of interest when they first become members of the Board, and at least annually thereafter or sooner as circumstances justify. The Annual Certification shall be in the form of Attachment 1, and the annual Public Financial Disclosure Report shall be in the form of Attachment 2 hereto, as may be amended by the Board from time to time.

In the event that a conflict of interest or a violation of the Code of Conduct is reported, the procedures outlined in Board Process Policy No. 4.4.1 shall be followed.

Revision History	
Rescinds	R2005-05-02 R2010-07-01
Effective Date	November 18, 2015
Adopted By	R2015-11-04
Amended by	R2017-05-02

ANNUAL CERTIFICATION OF BOARD MEMBER CODE OF CONDUCT

I, _____ (please print legibly), the undersigned, having been appointed a member of the Board of Trustees of the Utah Transit Authority, hereby certify that I have received copies of, read, and understand the following specified standards that constitute the Authority’s Board Member Code of Conduct:

1. The Federal Transit Administration’s Master Agreement, authorized by the Federal Transit Act, 49 United States Code §§ 5301, *et seq.*, dealing with real or apparent conflicts of interest.
2. Utah’s Public District Transit Act, Utah Code Ann. § 17B-2a-814, *et. seq.*, prohibiting conflicts of interest and 17B-2a-804(2)(c) prohibiting a current board member of a public transit district from having any interest in the transactions engaged in by the public transit district, including transit oriented development and/or transit supportive development, except as may be required by the board member’s fiduciary duty as a board member.
3. Utah’s Public Officers’ and Employees’ Ethics Act, Utah Code Ann. §§ 67-16-1, *et seq.*, setting forth standards of conduct for officers of the State of Utah’s political subdivisions.
4. Utah Transit Authority Board Process Policy numbers 4.4.1 thru 4.4.6, regarding board members’ fiduciary duties and legal responsibilities.

I agree that during my tenure as a member of the Board of Trustees I will abide by and conduct myself within the Code of Conduct. I further agree that the Board may enforce this Code of Conduct consistent with Board Policy and/or as otherwise permitted by law.

I hereby disclose the following persons, entities, or interests with which I or a relative of mine has an interest or involvement that may result in an actual or potential conflict of interest, directly or indirectly, with respect to my service as a member of the Board of Trustees.

During my tenure as a member of the Board of Trustees, should any actual or potential conflict of interest arise from any relationship or interest, direct or indirect, which has not been disclosed above, I agree that I shall forthwith notify the Board of Trustees in accordance with Board Process Policy No. 4.4.1.

Witness

Board of Trustees’ Member

Date

Board Process Policy No. 4.1.10 Attachment 1.



PUBLIC FINANCIAL DISCLOSURE REPORT
(Compliance with Board Process Policy 4.1.1 Code of Conduct)
BOARD MEMBER

General Information

This Public Financial Disclosure Report form is required because of the duties and responsibilities of your position. The purpose of the Report is to address and/or avoid involvement in any matter that may create a real or perceived conflict of interest in connection with or between your duties for UTA and your private financial matters.

IT IS IMPORTANT TO NOTE THAT YOU ARE NOT REQUIRED TO REPORT THE SPECIFIC DOLLAR AMOUNTS OR VALUES OF YOUR HOLDINGS. THE PURPOSE OF THIS REPORT IS NOT TO DISCLOSE YOUR FINANCIAL POSITION, BUT TO DISCLOSE AND ADDRESS POTENTIAL CONFLICTS OF INTEREST.

This Report, fully completed, is due no later than December 31, 2017 for the reporting period beginning January 1, 2017. Thereafter, a new Report for each calendar year must be completed and returned no later than December 31 of each year. Newly appointed Board members must submit the Report with information from the previous twelve (12) months within ten (10) days from appointment to the Board.

The information is arranged in six separate categories. **Fill in all blanks** – if you have nothing to report in a category, write “N/A” or “None”.

PUBLIC FINANCIAL DISCLOSURE REPORT

Board Member's Name <i>Print last, first, middle initial</i>		Appointing Authority:
Work Phone	Reporting Status New Entrant <input type="checkbox"/> Annual <input type="checkbox"/>	If New Entrant, Date of Appointment to Position <i>(mm/dd/yy)</i>

I certify that the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.

Signature of Board Member	Date <i>(mm/dd/yy)</i>
---------------------------	------------------------

2. Income

You should report all items noted below for you, your spouse and your dependent children (as defined above) .
You do NOT need to report: <ul style="list-style-type: none"> • Veterans' benefits • Your UTA salary • Social Security benefits
You MUST report: <ul style="list-style-type: none"> • <u>For yourself:</u> <ol style="list-style-type: none"> (1) all sources (<i>but not the amount</i>) of salary, fees, commissions, and other earned income greater than \$5,000 per year (2) honoraria greater than \$200 (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$1,000 • <u>For your spouse and your dependent children:</u> (1) all sources (<i>but not the amount</i>) of salary, fees, commissions, and other earned income greater than \$5,000, and (2) honoraria greater than \$200

Reportable Information

Name / Description

3. Liabilities

You should report all items noted below for you, your spouse, and any dependent children .
You do NOT need to report: <ul style="list-style-type: none"> • Any liability, such as a mortgage, a student loan, or a credit card account, from a financial institution or business entity that was granted on terms made available to the general public • Loans secured by automobiles, household furniture, or appliances, unless the loan exceeds the purchase price of the item it secures • Liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child
You MUST report in the space below: <ul style="list-style-type: none"> • A liability over \$10,000 owed, other than a loan from a financial institution or business entity granted on terms made available to the general public • A loan over \$10,000 from an individual, such as a friend or a business associate

Reportable Information

Name and Address of Creditor	Type of liability (<i>personal loan, margin account, etc.</i>)

4. Outside Positions

<p>You should report all items noted below for yourself and, where applicable, your spouse and dependent children</p>
<p>You do NOT need to report:</p> <ul style="list-style-type: none"> • Any position with a <ul style="list-style-type: none"> - Religious entity - Social entity - Fraternal entity • Any position held by your spouse or dependent children, except as outlined below • Any position that you hold as part of your official UTA duties
<p>You should report:</p> <p>For yourself:</p> <ul style="list-style-type: none"> • All positions outside UTA, whether or not you were compensated and whether or not you currently hold that position. If representing UTA in the position, please indicate it accordingly in the table below. Positions include an officer, director, employee, trustee, general partner, proprietor, representative, executor, or consultant of any of the following: <ul style="list-style-type: none"> - Political entity - Corporation, partnership, trust, or other business entity - Non-profit or volunteer organization - Educational institution <p>For your spouse and/or dependent children:</p> <ul style="list-style-type: none"> • any position currently held in a transportation-related field, or with an entity currently under contract with UTA for any goods or services

Reportable Information

Organization <i>(include city and state where organization is located)</i>	Type of organization	Position <i>(include whether for yourself, your spouse or dependent children)</i>	Check if you no longer hold this position
			<input type="checkbox"/>

5. Agreements or Arrangements

You should report all items noted below for yourself
You do NOT need to report: <ul style="list-style-type: none"> • Any agreement or arrangement related to your employment with UTA
You MUST report: <ul style="list-style-type: none"> • A current leave of absence • Future employment, including date you accepted employment offer • Continuation of payment by a former employer (including severance payments) greater than \$200 in a calendar year • Past employment (within last 5 years) with a company or employer in the transportation industry, or with any company or business with known contracts or relationships with UTA • Any other employment, relationships, arrangements, or relatives' employment that may create a conflict, or the appearance of a conflict of interest with your duties or responsibilities at UTA • Any arrangements or contracts between you and another UTA employee, outside the scope of your UTA employment

Reportable Information

Entity with which you have or had an agreement or arrangement <i>(include city and state where entity is located)</i>	Terms of Agreement or Arrangement

6. Gifts and Travel Reimbursements

You should report all items noted below for **you, your spouse, and any dependent children**

You do **NOT** need to report:

- Anything received from relatives
- Bequests and other forms of inheritance
- Gifts and travel reimbursements in connection with UTA approved travel
- Gifts of hospitality (food, lodging, entertainment) at the donor's personal residence
- Anything received by your spouse or dependent child totally independent of their relationship to you

You **MUST** report:

- Travel-related reimbursements, or third-party payment for any travel-related items (**NOT** UTA-approved/paid travel) (items such as lodging, transportation, and food); include where you traveled, the purpose, and dates of the trip, and who provided the payment or reimbursement
- Any other gifts

Reportable Information

Description	Source

7. ANY OTHER DECLARATIONS

Fill out this part if you believe you have a perceived or actual conflict of interest that has not been covered in this form anywhere else.

Description

This page is to be completed by the Chief Internal Auditor or the General Counsel upon receipt of the completed financial disclosure form and handed back to the Trustee as evidence of appropriate submission.

I, _____, acknowledge receipt of _____ financial disclosure on _____.

Signature: _____