

Working Meeting of the
PLANNING & DEVELOPMENT COMMITTEE
Of the Board of Trustees of the Utah Transit Authority
Meeting Minutes
December 2, 2015

Meeting Attendees:

Board Members:

Trustee Charles Henderson, Chair
Trustee Keith Bartholomew
Trustee Necia Christensen
Trustee Sheldon Killpack (via telephone)
Trustee Jeff Acerson
Trustee Dannie R. McConkie
Trustee Bret Millburn
Trustee Michael Romero

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
Chris Chesnut, Acting Chief Planning Officer
Dave Goeres, Chief Safety and Security Officer
Sheldon Shaw, Safety Manager
Greg Thorpe, Project Manager II
Lorin Simpson, RGM
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: Grantley Martelly

Meeting Report by: Jana Evans, Office Administrator
jevans@rideuta.com 801 237-1901

Welcome

Chairman Henderson welcomed committee members and guests and called the meeting of the Planning and Development Committee to order at 2:32 p.m.

1. Safety First Minute: Sheldon Shaw, Safety Manager, presented the December safety poster, “May Your Holidays, Be Wrapped in Safety”. He also shared that MADD (Mothers Against Drunk Driving) kicked off their 35th anniversary program this holiday season.

2. Action Items:

a. 2016 Final Budget Resolution

Bob Biles

- Bob Biles, Chief Financial Officer, pointed out the three changes in the budget that are responsibility changes, but not dollar amount changes. Including moving rail parts from Rail department to Supply chain.
- One dollar amount change involved moving a responsibility for bus stand replacements from the Capital Development department to Operations department with a of cost savings of \$86,000.
- Mr. Biles also reported on the comments and responses received regarding the draft budget which has been open for public comment for 30 days prior to finalization.
- All of the service comments are being reviewed and responded to appropriately.
- The customer comment procedure was further discussed. The committee members expressed the desire that the commenters have access to all the comments received. They were reassured that all comments and answers are posted via Open UTA program on electronic media for viewing by all.

Trustee Christensen made the motion that final 2016 budget go to the full Board as edited with a recommendation for approval. Trustee Romero seconded the motion and it passed with Trustee Bartholomew abstaining.

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b. Resolution Providing for the Holding and Giving Notice of Regular Meetings of the Board for Calendar Year 2016 **Rebecca Cruz**

- Rebecca Cruz discussed the meeting schedule including traveling meeting schedule of April for Utah County and July for Box Elder County. Trustee Bartholomew suggested that Weber State as a traveling board meeting site, to acknowledge approval of Prop 1. A proposal on the change or addition of Weber State to the traveling schedule.

Trustee Christensen made the motion to approve the Regular Meetings of the Board for Calendar Year 2016 as discussed. Trustee Bartholomew seconded the motion and it passed unanimously.

c. Approve November 4, 2015 Meeting Report **Charles Henderson**

Trustee McConkie made the motion that the November 4, 2015 meeting minutes be accepted as written. Trustee Killpack seconded the motion and it passed unanimously.

3. Closed Session Items: No Closed Session this month

- 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

5. Information Items:

a. Review of September Goal Dashboard

Steve Meyer

- The two dashboard items to Planning and Development are both rated green.
- The State of Good Repair dashboard will start appearing in January.
- Trustee reported that the city of South Jordan is very happy with how the UTA TOD is going.

b. Proposition 1 Service Development

Andrea Packer

- Andrea Packer, reported on the survey effort in engaging the public including UTA ridership on suggestions for the additional funding. It is staff's desire to begin providing additional service with the April change day even though UTA does not expect to begin receiving the funding until mid-2016.
- A Proposition 1 implementation draft was shown including improved bus stops and service, expansion buses, and ultimately introducing new routes and services.
- Ms. Packer confirmed that all improvements will be made public so that those that voted yes and those who did not will be able to see what was provided with the funds.
- The difficulty of exact financial divisions when a service crosses county lines was discussed.

e. Liaison, Conference and External Committee Reports

Charles Henderson/ Jerry Benson

- Trustee Christensen reported on her recent attendance of the Utah Association of Special Districts conference and the suggestion that the Board members receive at least annual training. Trustees were reassured that Jayme Blakesley, General Counsel, will be making a presentation on this topic at the next Board Meeting.

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- 6. Input for January Committee Meeting Agenda** **Charles Henderson**
Charles Henderson
- a. Approval of December 2, 2015 Meeting Minutes
 - b. Adding a car to FrontRunner Trains Assessment
 - c. Provo / Orem BRT Update
 - d. Park and Ride Utilization report
 - e. Legislative Update Grey Turner
 - f. Liaison, Conference and External Committee Reports Charles Henderson
- 7. Update Handouts** **Charles Henderson**
- Provo Orem BRT Update
 - Depot District Service Center
- 8. Other Business** **Charles Henderson**
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- 9. Adjourn** **Charles Henderson**
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- Trustee Bartholomew made the motion that the meeting be adjourned at 3:16 p.m. Trustee Christensen seconded the motion and it passed unanimously.