



Minutes of the Budget Work Session
of the
Board of Trustees of the Utah Transit Authority
Wednesday, September 30, 2020, 9:00 a.m. – 5:00 p.m.
Utah Transit Authority Headquarters
669 West 200 South, Salt Lake City, Utah
Golden Spike Conference Rooms

Board Members Participating:

Carlton Christensen, Chair
Beth Holbrook
Kent Millington

Also participating were members of UTA staff.

Call to Order and Opening Remarks. Chair Christensen welcomed attendees and called the meeting to order at 9:05 a.m. He also welcomed Jeff Acerson of the Local Advisory Council.

Safety First Minute. Chair Christensen provided a brief safety message on the upcoming Halloween holiday.

2021 Budget Process Introduction and Overview. Carolyn Gonot, UTA Executive Director, thanked staff and gave a 2020 recap covering:

- COVID 19 recovery task force efforts
- Positive train control
- Safety management system
- Two bond refundings
- Collection of 4th quarter sales tax
- Restructuring of fares
- Collective bargaining agreement
- Additional employee development programs

Ms. Gonot reported that 13 of the 24 goals for 2020 have been achieved, noting that others are in progress or have been delayed due to the pandemic. Ms. Gonot reported on proposed 2021

goals covering three main areas: service, people, and stewardship. Ms. Gonot also reported on potential budget challenges and opportunities, which included COVID-19 uncertainties, capitol program delivery, stabilization vs. expansion, and escalating costs. Ms. Gonot proposed budget strategies moving forward.

Questions regarding 2020 goals, employee accomplishments and recognition, future telecommuting plans, proposed fare revenue decrease, and future projects such as asset management were posed by the board and answered by Ms. Gonot. Discussion ensued.

Chair Christensen commended Ms. Gonot for her work on centralizing some of the general budgets.

Bill Greene, UTA Chief Financial Officer, gave a breakdown of the 2020 budget and comparison with the 2019 budget. Mr. Greene also gave a breakdown of the proposed 2021 budget with key assumptions. A comparison of 2020 and 2021 budgets was then presented.

Chief Operations Officer – 2021 Draft Budget Presentation and Discussion Chief Financial Officer.

COO Operating Budget. Eddy Cumins, UTA Chief Operations Officer, introduced the Operations Office's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget, noting an increase in parts and contingency. Mr. Cumins reported on the proposed 2021 budget changes which include reduced miles and hours. Mr. Cumins noted that operational savings will be moved to the service restoration fund and pandemic supplies are being budgeted for, along with rail cleaning. The Light Rail Maintenance parts budget is being increased. Labor costs for the light rail overhaul project were operationalized. A net decrease of 38 FTE will occur due to reduced service levels.

Mr. Cumins identified key initiatives including identifying essential service routes, implementation of Rail Maintenance Apprenticeship programs, providing effective and efficient service, ensuring a safe and secure system, finalizing commuter rail replacement, and establishing an asset management committee to ensure alignment between long range plans, state of good repair priorities, and financial forecasts.

Questions regarding the frequency of the rail schedule, attrition in the business units, timelines for routes, and if the office had enough staff to cover the work were posed by the board and answered by Mr. Cumins. Discussion ensued.

Timpanogos Bus. Mary DeLaMare-Schaefer, UTA Regional General Manager of Timpanogos Business Unit, introduced the Timpanogos Business Unit's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. 2021 budget changes were noted

including a reduction in miles and hours, projected net decrease in service changes, and a net decrease of 4 FTE.

Ms. DeLaMare-Schaefer reported that key initiatives are the central corridor transit project with environmental study, an increase in employee involvement and training, and service recovery plans, including future studies and implementation. The areas of focus are the Point of the Mountain/Central Corridor Coordination, South Utah County Transit Study, and Saratoga Springs/Eagle Mountain Study.

Questions regarding range of service in Utah County, retention of employees, growth in Utah County, and possible need to acquire property were asked by the board. Ms. DeLaMare-Schaefer responded and discussion ensued.

Chair Christensen called for a 10 minute break.

Mt. Ogden Bus. Andres Colman, UTA Regional General Manager of Mt. Ogden Business Unit, introduced the Mt. Ogden Business Unit's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. 2021 budget changes include an increase in the services budget, reduction in miles and hours, and a net decrease of 5 FTE. The proposed 2021 budget is below the 2020 budget.

Mr. Colman reported that key initiatives for 2021 are continued COVID-19 recovery efforts, the Ogden/WSU Bus Rapid Transit (BRT) opening, service recovery plan and implementation, safe and reliable service, and a focus on customer service.

The board asked about the utilities budget, services, life span of vehicles, facility needs, fringe benefits, Ogden/WSU BRT, and staffing. Staff responded and discussion ensued.

Trustee Holbrook thanked Mr. Colman for his focus on the mental health of employees.

Special Services. Ben Adams, UTA Acting Special Services General Manager, introduced the Special Services' FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. 2021 budget changes include increases in the vanpool and rideshare budget due to increased vanpool insurance, increased contracted Paratransit, projected reduction in miles and hours, and a net decrease of 3 FTE.

Mr. Adams reported that the budget for fuel has increased, but overall, the Special Services budget is less than in 2020. Key initiatives for 2021 include exploring Vanpool insurance options, implementation of transportation plan for people with disabilities and seniors, perform cost analysis to determine if Paratransit can be insourced, and purchasing and implementation of Trapeze Eligibility Management software.

Questions regarding paratransit headquarters, Tooele options and ridership, transportation options, hours worked by employees, contracted paratransit services,

methods for planning service and meeting needs, and software costs were asked by the board. Mr. Adams responded and discussion ensued.

Chair Christensen called for a recess at 12:00 p.m.

Chair Christensen reconvened the meeting at 2:16pm.

Light Rail. Cheryl Beveridge, UTA Acting Light Rail General Manager, introduced the Light Rail FTE structure and presented the total budget. Ms. Beveridge gave a breakdown of the proposed budget by department and category and compared it to the 2020 budget, noting that rail maintenance and sustainability are budgeted to be higher and fuel costs are estimated to be lower. Ms. Beveridge reported that 2021 changes in the budget consist of reduced hours, transferring funding from capital budget for overhaul project labor, increased services for cleaning, increased maintenance budget for parts, and a net decrease of 4 FTE.

Ms. Beveridge indicated that the 2021 key initiatives include supporting the airport setup, completing the Light Rail seat replacement project, beginning the Light Rail Maintenance Apprenticeship Program, continuing the 200 South and 400 West curves improvement, continuing the Light Rail overhaul program, minimizing weather related delays, and investigating the use of HVAC UV lights.

Questions regarding sustainability and operations, changes in maintenance and attrition, light rail seat replacement, administrative staff numbers, overhauling vs. replacing vehicles, special events anticipated in 2021, cost of UV lighting, air quality testing, apprenticeship program launch date, and whether related delays were posed by the board and answered by staff. Discussion ensued.

Salt Lake Bus. Lorin Simpson, UTA Regional General Manager of the Salt Lake Business Unit, introduced the Salt Lake Business Unit's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. Mr. Simpson reported that administration and maintenance show a decrease in the 2021 budget, while operations shows an increase, including the services category. Two corrections in inadequately funded line items have been made which creates the service budget increase, the first with Smart Drive, the second with maintenance. Fuel shows a decrease in the upcoming budget. Changes in the 2021 budget will be reduced miles and hours, a net decrease of 7.5 FTE, and an increased budget for Smart Drive. Key initiatives are continued COVID-19 recovery,

implementation of supervisor development, service recovery plan, finishing the Meadowbrook maintenance building, electric buses, and the airport TRAX bus bridge.

Questions regarding operator rotation schedules, long term cost of bus vs. rail, electric bus charging, air circulation and filtration systems, and work force attrition were posed by the board and answered by staff. Discussion ensued.

Commuter Rail. Bruce Cardon, UTA Commuter Rail General Manager, introduced the Commuter Rail Service Unit's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. The 2021 budget shows a \$1.5 million proposed reduction, noting that capitalized costs and fuel costs are down. Changes in the budget for 2021 are reduced miles and hours, increased services for cleaning, and a net decrease of 15 FTE.

Key initiatives are to continue locomotive overhaul, establish a long-term car replacement plan, begin the Commuter Rail Maintenance Apprenticeship Program, Vineyard Station Implementation, investigate the use of HVAC UV lights, and support future FrontRunner objectives. Ms. Gonot pointed out that this includes Warm Springs yard.

Questions regarding ridership, fuel efficiency, COVID-19 changes in services, vehicle overhaul schedule, and air quality and pollution output of vehicles were posed by the board and answered by Mr. Cardon.

Chair Christensen called a 10 minute break at 3:43pm.

Chair Christensen reconvened the meeting at 3:56pm.

Asset Management. David Hancock, UTA Director of Asset Management, introduced the Asset Management Service Unit's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. Mr. Hancock and Mr. Cumins outlined the 2021 Budget changes which include increased Maintenance of Way (MOW) parts budget to account for increased maintenance on TRAX and FrontRunner. Changes also include 1 additional FTE to maintain increased number of bus stops and moving systems engineering team from MOW to State of Good Repair (SGR) to consolidate the SGR project management team. Mr. Hancock also addressed power surges on commuter rail. Discussion with the board and staff ensued.

Mr. Hancock reported that key initiatives include developing SGR metrics, implementing MOW apprenticeship training program, implementing electronic tracking of facilities and MOW inspections, developing long-term replacement strategy for SD100 and SD160 light rail fleets, developing plan to right size MOW, facilities, and body shop to keep up with expanded needs, and updating TAM plan and policies.

Questions regarding electrical bills, electronic tracking, and MOW planning stages were posed by the board and answered by staff.

Public Safety. Chief Fred Ross, UTA Chief of Police, introduced Public Safety's FTE structure and presented the total budget. A breakdown of the budget was given by department and category and compared to 2020's budget. Changes in the 2021 budget include moving a temporary part time office specialist to a permanent part time position, transferring the Emergency Management position and program from Safety, and budget adjustments between expense line items. Key initiatives include keeping the system safe and secure and engaging in positive interactions, encouraging increased ridership through collaborative enforcement strategies, training and employee development, focusing on enhancing organizational diversity, and strengthening connections to the community and passengers.

The Board asked questions on interagency communications systems, helping communities, and recruiting challenges. Chief Ross responded and discussion ensued.

Chief Ross closed by saying that his staff who serve with him are very solid and committed to the quality of UTA.

Mr. Cumins expressed thanks to his staff for their work on a difficult budget process.

Ms. Gonot commented on the Operations Division running tight and suggested paying attention to the MOW department which is a tight area.

Adjourn. A motion to adjourn the meeting was made by Trustee Millington and seconded by Trustee Holbrook. The meeting adjourned at 4:36pm.

Transcribed by Stephanie Withers
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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/631325.html> for entire content.

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

Approved Date: November 4, 2020

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Carlton J. Christensen

Chair, Board of Trustees