



Minutes of the Finance & Operations Committee (FOC) Meeting
of the Board of Trustees of the Utah Transit Authority (UTA)
Wednesday, June 14, 2017
FrontLines Headquarters, 669 West 200 South, Salt Lake City, UT

Committee Members:

Jeff Acerson, FOC Chair
Dannie McConkie
Cort Ashton (excused)
Jeff Hawker (excused)

Attending Board Members:

Robert McKinley

UTA Staff members were available for comment.

Call to Order

Chair Acerson called the meeting to order at 12:32 p.m. with Chair McKinley serving as an alternate trustee for this meeting. A Quorum was called.

04-12-17: FOC Meeting Report Approval

A motion to approve the April 12, 2017 FOC meeting minutes was made by Trustee Dannie McConkie and seconded by Board Chair Robert McKinley. Motion carried by unanimous consent.

March & April Financial Reports & Dashboards

Brad Armstrong, UTA Sr. Manager of Budget & Financial Analysis presented.

- March
 - Sales Tax for March are down by 9.9% but overall, YTD Sales Tax of \$62.1 is 2.5% higher than the budgeted amount of \$60.5 million.
- April
 - YTD Fare Revenue of \$17.0 million is 4.2% below the budgeted amount of \$17.7 million.
 - YTD Operating Expenses of \$82.9 million is 6.3% below the budgeted amount of \$88.5 million.
 - YTD Diesel Price per gallon is \$1.70 which is 32.0% below the budgeted amount of \$2.50 per gallon.
- The April Financial Balance Sheet was briefly discussed.

Chair McKinley requested going forward that the monthly dashboards include preliminary information for the previous month instead of waiting for final numbers to come in.

A motion to forward the March & April financial reports and dashboards to the Executive Committee and Board was made by Chair McKinley and seconded by Trustee McConkie. Motion carried by unanimous consent.

State Safety Oversight Compliance Report

David Goeres, UTA Chief Safety, Security, and Technology Officer introduced and turned the time over to Jim Golden, SSO Program Manager from UDOT and Sheldon Shaw, UTA Manager of Safety to present.

- Rail Transit State Safety Oversight Program
 - UDOT must report at least annually to the UTA Board and the Governor
 - Required by the Federal Transit Administration (FTA) as of 1995 to provide oversight for system safety, security, and emergency preparedness
 - States are required to designate a State Safety Oversight Agency (SSOA). In Utah, it is UDOT which covers TRAX and the S-Line systems.
- Key SSO Program Activities
 - Meet regularly with UTA Safety, Security, Operations, and Maintenance personnel
 - Conduct required audits and as-needed special studies
 - Approve annual revisions to UTA Transit Agency Safety Plan, System Security Plan & Emergency Preparedness Plan
 - Approve UTA's annual internal audit report & CEO certification
 - Investigate accidents, incidents, hazards
 - Approve and verify completion of Corrective Action Plans
- Compliance with New SSOA Requirements
 - Moving Ahead for Progress in the 21st Century (MAP-21) Act of 2012 had numerous implications for SSOAs and transit agencies
 - FTA is still in the midst of rulemakings triggered by MAP-21
 - SSO final rule (49 CFR Part 674) published March 16, 2016
 - Contains slightly modified requirements that UDOT has largely implemented
 - Legal independence
 - Enhanced enforcement authority
 - Accident notification thresholds
 - SSOA training plans
 - Involvement in capital projects beginning with design (i.e. Airport expansion)
 - UDOT must be certified by FTA before April 2019 in order for Utah to keep state-wide transit funding from FTA
 - UDOT expects to apply for certification by fall 2017
- Key Activities: June 2016 – June 2017
 - Annual hours of service audit, August 2016
 - New SSOA Program Manager, October 2016
 - Completion of Part 674-oriented UDOT Procedures and Standards, December 2016
 - Utah Legislature passage of S.B. 182: SSOA enabling legislation with regard to UDOT as the SSOA with rule making authority to enforce state and federal law, signed by Governor in March 2017
 - S.B. 182 also provides the means to use local option transit sales tax to cover the 20% match requirement for federal grants
- Everyone Home Safe Every Day – Safety Update
 - System Risk
 - Service Area / System
 - 7 counties / 140 rail miles

- 85 municipalities / 70 rail stations
 - Population 3 million / 120 bus routes
 - 80% along the Wasatch Front / 6,500 bus stops
 - Annual ridership 46 million / 160 grade crossings
 - 2,400 employees
- All transportation modes have risk, but transit is inherently safer than all other modes – except flying.
 - Motorcycle deaths per 1 billion passenger miles is 212.57
 - Car deaths is 7.28
 - Rail, Transit Rail, and Bus deaths are below 0.44
 - Flying deaths are 0.07
- Lagging indicators (things that have already happened)
 - Various 12 month rolling average charts were displayed to show where UTA stands on its safety goals. In some areas UTA is doing really well, and on others there's room for improvement.
- Leading indicators (things that haven't happened yet)
 - Safety's focus is on leading indicators, and mitigating hazards before they become incidents or accidents. Some of what they do is:
 - Safety inspections and committee meetings (one per facility per month)
 - Rules checks (2) / Verifications (1)
 - AEG's completed within 30 days
 - System time (16 hours) / Interviews (20)
 - Outreach efforts in 2016 on TRAX, FrontRunner and Bus
 - 79 Safety Committees
 - 210 Inspections and Reviews
 - 472 Hazards Mitigated
 - 503 Rides / Observations
 - 1,546 Interviews completed
 - Leading Indicators – Engineer
 - Before and after pictures were displayed of pedestrian crossings that were modified to mitigate an incident at King Street in Layton.
 - Leading Indicators – Educate
 - Safety Blitzes
 - Driver's License Manual Update
 - Local Media
 - Operation Lifesaver Coordination
 - Safety Management System (SMS)
 - Leading Indicators – Enforce
 - Additional policing
 - Use of close call reporting forms by operators
 - A map showing the top broken gate locations was displayed. This helps officers know where to increase enforcement.
- Other Things We Do
 - Emergency Operation "Iron Horse" – Ogden June 28-29
 - Emergency Operation "Hell on Wheels" – SLC Aug 8-9
 - Newly Opened Emergency Operations Center (EOC)
 - Newly Upgraded Transit Communication Center (TCC)

- Transit Security Grant (\$182k) from TSA for “See Something Say Something” campaign
- Video Security Cameras – 1,200 Fixed; 2,000 on vehicles
- Drug and Alcohol Testing – In compliance with FRA/FTA regulations
- Transit Police
 - Call volume increased from 6,917 in 2015 to 9,320 in 2016 due to expanding the transit system and having more riders.
 - Officer initiated contacts also increased from 14,973 in 2015 to 16,918 in 2016.

Investment Policy Review

Richard Swenson, UTA Financial Services Manager and Deputy Treasurer presented.

- The Finance & Operations Committee (FOC) performs an annual review of UTA’s Corporate Policy, No. 3.1.4 on Investments. Since its last review in 2016, there have been no changes made to the policy so no changes are recommended at this time.
- UTA’s investments are logged into the Clearwater software program which shows what type of investments UTA has whether or not we’re out of compliance.
- Each quarter, investment reports are presented to the FOC.

Operations Planning (Bus/Rail) Presentation

Todd Provost, UTA Vice President of Operations, Capital, & Assets presented.

- The planning team uses careful and responsible management over resources by planning a quality service and providing people with mobility options.
- Why do we plan? Planning ensures that we provide our customers and stakeholders with the most efficient and effective service in an effort to avoid chaos.
- How do we carefully and responsibly manage?
 - Teams work 365 days a year to improve service. Service runs 362 days a year.
 - Consistently review the service in an effort to increase efficiency
 - Determine the most efficient distribution of limited resources
 - Build the service
 - Cost the service
 - Set trip schedules
 - Evaluate the effectiveness of proposed service
 - Blocking
 - Run cutting
 - As they are building the work they have to keep in mind:
 - Operator working conditions and work composition
 - Vehicle availability
 - Union contract rules
 - Staffing, operator work and vacation bidding
 - Rail team ensures compliance with hours of service and utilizes FAID (Fatigue Analysis) to ensure safe work
 - If the team doesn’t do its work properly, it can impact budget and pay hour efficiency, reliability, maintenance and equipment availability.
- Special event planning = 85% of our service days to do so the following takes place:
 - Maintain event calendars
 - CAT participation
 - Participate in Salt Lake Event Committee
 - FRA coordination (requires 7 day notice)

- Compile information for NTD
- Customer comment review and outreach
- State of good repair operations plans
- Continuous Improvement – Reliability (on time performance at time points)
 - Drivability Project
 - Leave On-Time Project
 - Connection Timing
- Operator Engagement
 - Operator teams tackle challenges, bring perspective, and empower problem solving
 - Operator Engage-Me Forms gather operator ideas, requires responses from support staff, and closes the communications loop
 - Planning projects consist of gathering data, reviewing ideas and increasing buy-in
- Three times a year our bus and rail operations planners go through the change day process (April, August, and December).
- There are a total of 17 operations/service planners with a combined total of 439 years of service at UTA (an average of 25.82 years) with a combined total of 165 years in planning (an average of 9.71 years per employee).

Adjourn

Trustee McKinley made a motion to adjourn at 1:48 p.m. Trustee McConkie seconded the motion. Meeting adjourned.

Transcribed by:
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