



Utah Transit Authority

Board of Trustees

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Tuesday, September 14, 2021

12:00 PM

FrontLines Headquarters

Budget Work Session

Present:

Chair Carlton Christensen

Trustee Beth Holbrook

Trustee Jeff Acerson

Also participating were members of UTA staff.

1. Call to Order and Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 12:15 p.m.

2. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

3. Safety First Minute

Eddy Cumins, UTA Chief Operating Officer, provided a brief safety message.

4. Discussion Items

a. Chief Operating Officer Budget

- COO Operating Budget
- COO Business Unit Reports
- Mt. Ogden Bus
- Salt Lake Bus
- Timpanogos Bus
- Light Rail
- Commuter Rail
- Special Services
- Public Safety
- Fleet Engineering
- Maintenance Management

Chief Operating Officer Budget

Mr. Cumins provided an overview of the proposed 2022 operating budget. Mr. Cumins noted the budget proposal includes over 99,000 hours of additional service. He then

summarized full time employee (FTE) and major budget changes between fiscal year 2021 (FY21) and fiscal year 2022 (FY22). Mr. Cumins concluded by describing key budget initiatives.

Discussion ensued. Questions on additional service hours, parts costs, transit communications center (TCC) facility capacity, fleet engineering headcount, paratransit service demand, employee retention, and staffing challenges were posed by the board and answered by staff.

COO Operating Budget

Mr. Cumins reviewed the proposed chief operating officer (COO) operating budget by category.

COO Business Unit Reports

Timpanogos Bus

Mary DeLaMare-Schaefer, UTA Regional General Manager - Timpanogos Business Unit, reviewed the proposed Timpanogos operating budget by department and category. She then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Extending route 834 from Orem to Vineyard Station (April 2022)
- Adjusting route 871 service in Lehi Tech Corridor from 30 to 60 minutes (August 2021)
- Adding three operators
- Increasing service cost by \$326,000

Ms. DeLaMare-Schaefer concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on ridership and local business plans for employees returning to the office post-COVID were posed by the board and answered by staff.

Mt. Ogden Bus

Andres Colman, UTA Regional General Manager - Mt. Ogden Business Unit, reviewed the proposed Mt. Ogden operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Beginning Weber State University shuttle portion of the BRT (Fall 2022)
 - Adding five operators
 - Increasing service cost by \$260,000
- Mobilizing BRT
 - Training on the BRT route and electric bus
 - Adding one operations supervisor

- Adding one mechanic
- Increasing service cost by \$428,000

Mr. Colman concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on the Weber State University shuttle service implementation, BRT testing, BRT maintenance costs, Mt. Ogden maintenance facility expansion, and Ogden City downtown redevelopment efforts were posed by the board and answered by staff.

Salt Lake Bus

Lorin Simpson, UTA Regional General Manager - Salt Lake Business Unit, reviewed the proposed Salt Lake operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Mobilizing and implementing new service (August 2022)
 - Salt Lake City and Salt Lake County service improvements
 - Adding three operations supervisors
 - Adding two mechanics
 - Adding 38 operators
 - Increasing service cost by \$3,188,230
- Transferring service to flex route and OnDemand (August 2021)
 - Transferring fixed route services to special services
 - Reducing ten operators
 - Decreasing service cost by \$607,000
- Increasing service cost by \$2,581,000 (net)

Mr. Simpson concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on utility costs, changes in operator staffing levels, supervisor training, and Depot District construction were posed by the board and answered by staff.

Chair Christensen called for a break at 1:21 p.m.

The meeting resumed at 1:33 p.m.

Light Rail

Mr. Cumins was joined by Camille Glenn, UTA Manager - Light Rail Operations. Mr. Cumins reviewed the proposed TRAX operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Expanding service

- Adding 15-minute service (August 2021)
- Adding extended Sunday service to support airport opening (November 2021)
- Increase service cost \$1,420,000
- Reducing head count
- Moving 11 employees to fleet engineering
- Moving two employees to training department
- Adding seven employees to operations
- Decreasing cost by \$1,684,000

Ms. Glenn concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on fleet engineering office arrangements, service additions, apprenticeship programs, coordination with maintenance of way, and recruiting challenges were posed by the board and answered by staff.

Commuter Rail

Bruce Cardon, UTA Commuter Rail General Manager, reviewed the proposed FrontRunner operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Adding late night service and extending two peak half trips (August 2021)
- Adding six weekday trips and adding Vineyard Station (April 2022)
- Adding five operators and six train hosts
- Moving three FTEs to training
- Increasing service cost by \$1,026,077

Mr. Cardon concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on the vehicle overhaul schedule, supply chain issues, fleet program plans, need for overhaul efforts, planned engine emissions upgrades, disposal of trains at end of life, operator staffing, half trip schedules, event train planning, and potential for Sunday service were posed by the board and answered by staff.

Special Services

Ryan Taylor, UTA Special Services General Manager, reviewed the proposed special services operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Increasing flex route service (August 2021)
- Adding F514, F11, F202, F525, and F232

- Reducing flex route service in the OnDemand zone (August 2021)
- Increasing service cost by \$719,000

Mr. Taylor concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on the possibility of renaming the department, utilities projections, impact of OnDemand service, special service customer transfers to/from OnDemand service, and e-voucher program plans were posed by the board and answered by staff.

Public Safety

Fred Ross, UTA Chief of Police - Public Safety Manager, reviewed the proposed police operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Adding two TCC dispatchers (January 2022)
- Adding one TCC supervisor (January 2022)
- Adding one TCC bus dispatcher (June 2022)

Mr. Ross concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on staffing challenges, employee development, succession planning, and diversity ratios were posed by the board and answered by staff.

Fleet Engineering

Bryan Sawyer, UTA Director of Fleet Engineering, reviewed the proposed fleet engineering operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22. Major budget changes include:

- Creating fleet engineering group
 - Consolidating employees from maintenance support, light rail, and commuter rail
 - Zero headcount increase
 - Moving expenses from other departments

Mr. Sawyer concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on cross-training across modes, supply chain concerns, inventory control strategies, and the maintenance program were posed by the board and answered by staff.

Maintenance Management

Kevin Anderson, UTA Director of Maintenance Support, reviewed the proposed maintenance management operating budget by department and category. He then summarized FTE and major budget changes between FY21 and FY22.

Major budget changes include:

- Removing assistant manager position
- Adding one facilities service employee (2021)
- Moving five employees to fleet engineering (2021)
- Increasing contract services for Ogden/Weber BRT snow removal
- Increasing contract service for additional end-of-line restrooms

Mr. Anderson concluded by outlining 2022 key initiatives.

Discussion ensued. Questions on support/facilities maintenance responsibilities, gate arm replacements, headcount determinations, preventative maintenance tracking, and utilities efficiencies were posed by the board and answered by staff.

5. Other Business

- a. Next Meeting: Budget Work Sessions
 - Thursday, September 16th, 2021 at 12:00 p.m.
 - Friday, September 17th, 2021 at 12:00 p.m.

6. Adjourn

A motion was made by Trustee Acerson, seconded by Trustee Holbrook, to adjourn the meeting. The motion carried by a unanimous vote and the meeting adjourned at 3:13. p.m.

Transcribed by Cathie Griffiths
Executive Assistant to the Board Chair
Utah Transit Authority

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/702545.html> for entire content.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees