

Working Session of the  
**PLANNING & DEVELOPMENT COMMITTEE**  
Of the Board of Trustees of the Utah Transit Authority  
**Meeting Minutes**  
**May 11, 2016**

Meeting Attendees:

**Board Members:**

**Trustee Charles Henderson, Chair**

Trustee Keith Bartholomew

**Trustee Babs De Lay**

Trustee Sherrie Hall-Everett

Trustee Chris Sloan

**Trustee Matthew Bell**

**Trustee Dan McConkie**

**Staff Available for Comment:**

**Jerry Benson, Interim President/ CEO**

**Jayne Blakesley, General Counsel**

**Bob Biles, Vice-President/ Chief Financial Officer**

**Steve Meyer, Chief Development Officer**

**Matt Sibul, Chief Planning Officer**

**Andrea Packer, Chief Communication Officer**

**Dave Goeres, Chief Safety and Security Officer**

**Todd Provost, Acting VP Operations**

**Grey Turner, Sr Program Manager, Eng'g Projects**

**Isaac Clarke, Auditor**

**Erica Shubin, Manager, Public Relations**

**Derek Sorenson, Mgr Property Acquisitions/ Disbmts**

**Eddy Cumins, RGM, Ogden Business Unit**

**Brad Armstrong, Manager, Financial Plan Analysis**

**Cathie Griffiths, Assistant to the President/ CEO**

**Rebecca Cruz, Board of Trustees Administrator**

**Guests:**

**Meeting Report by: Jana Evans, Office Administrator**

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**Welcome**

Chairman Henderson welcomed committee members and guests and called the meeting of the Planning and Development Committee to order at 3:12 p.m.

**1. Safety First Minute**

**Dave Goeres**

- Dave Goeres, Chief Safety and Security Officer, presented the May safety poster: "Behind the wheel, anger is one letter away from danger". Mr. Goeres also related that UTA did very well in a recent APTA safety/ security audit. He also reminded everyone of the Automatic External Defibrillators (AED) available at UTA and the opportunity to learn how to use them. Mr. Goeres also reported on the recent TRAX derailment. All indications are that it was operator error in taking the curve at too high speed, not equipment malfunction of any kind.

**2. Sale of Surplus Property**

**Steve Meyer**

- Steve Meyer, Chief Development Officer, introduced Derek Sorenson, Real Estate Acquisition and Disbursement Manager.
- Mr. Sorenson presented the two properties that staff is seeking be reclassified for sale.
- The first property is in Murray, and Murray City itself is interested in purchasing for a new Fire Station and Post Office.
- Murray City has agreed to pay appraised value for the property. If the property is appraised at over \$250,000 it will come back to the UTA Board for approval.
- The second piece of property in Draper, does not have a specific buyer, but several potential buyers have expressed interest.

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- This is vacant land that was used by IFA for storage prior to UTA purchase. There are two pieces of property on either side of a trail. The small piece on one side of the trail is landlocked and an adjacent landowner has expressed interest in this piece.

Trustee DeLay made the recommendation that this property reclassification go to the full board for approval.

Chairman Henderson requested an update from Mr. Sorenson on the Meadowbrook property sale. Mr. Sorenson related that the construction has proceeded as planned and the developer has requested the next property transaction of \$1.2M which is expected to take place soon.

**3. TOD Review**

**Steve Meyer**

- Jerry Benson, Acting President/ CEO, reviewed the proposed Board work plan schedule with regard to TOD.
- According to the schedule, May is the TOD program history review, which Mr. Benson gave in brief.
- The regulations involved in TOD were reviewed both federally and state law.
- UTA's early goals were to build ridership and add revenue to the authority. With the learning process on TOD, new goals have come to light including furthering the master planning goals of UTA's stakeholder cities.
- The active projects were reviewed including Clearfield Station, Salt Lake Central, 3900 South Meadowbrook (East), Jordan Valley Station, Sandy Civic Center Station, South Jordan Station, and Provo Intermodal Center.
- Potential projects including Ogden Transit Center, Roy Station, North Temple Station, 2100 South Central Pointe Station, 390 South Meadowbrook (West), Draper Town Center Station, American Fork Station, and Orem Intermodal Center were reviewed.
- Five sites: Ogden IMC, Farmington Station, 500 West North Temple, 1300 South Ballpark, 3900 South Meadowbrook (West), that have been with a developer with no action for some time and are being reclaimed. These properties will be reevaluated and perhaps offered again for development.
- TOD 101 is going to be on the Board Retreat agenda in June.

This TOD history review will go on to the full Board this month.

**4. Prop One Service Plan Update**

**Matt Sibul**

- This is an update on the Prop 1 service plans for Davis/Weber and Tooele counties.
- The UTA plan began well before the vote and has continued since the vote with public meetings, defining the community priorities, etc.
- Eddie Cumins, RGM – Ogden Business Unit, presented the public input and results in service improvements and service oriented investments in Davis/Weber counties. Community priorities were described to include increase span of service (9 pm or later), improve frequency (30 minute service or better), and provide more weekend service.
- Service oriented investments were listed including new bus purchases, new bus stop shelters and amenities installed, implementing bike share and create new bike trails/lanes, and wayfinding improvements.
- Mr. Cumins discussed the new trolley style bus that the public has shown interest in for some routes in greater detail.
- The proposed Prop 1 implementation schedule was shown. Some of the improvements will require additional equipment, so will by necessity take longer to implement, but many

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improvements, such as bus stop improvements and improved span of service, can take place sooner with existing equipment.

- The planned 15% increase in service was briefly delineated. The proposed new bus equipment including five ski buses, four Trolley style buses and nine regular buses were discussed.
- The proposed funds distribution over three years was shown.
  
- The Tooele County proposed service enhancements were presented by Chris Chesnut, Manager of Service Planning.
- The Tooele “tailored” approach was shown. While the funds should start arriving a little later, UTA has developed savings and a CMAQ funding grant to start the service improvements in June with expanded hours of operation on the Tooele County Shuffle.
- Customer discussions will also continue in June to identify what is working and where UTA can improve. The Education and Communication Plan is expected to be implemented in September.
- The addition of measured mid-day service to Salt Lake, starting with demand response and with the plan to add peak trips as appropriate, was presented and discussed.
- UTA has assisted Tooele City on designs for bike lanes. Design work on bus stops will begin within the next month.
- The proposed distribution of funds over three years was shown.
- Mr. Sibul stressed that UTA and our stakeholders want these improvements to be very visible with a logo “brought to you by Prop One” prominently displayed on all new projects.

- 5. Grant Application System Designation** **Charles Henderson**  
• No changes are proposed.

- 6. Review April 13, 2016 Meeting Report** **Charles Henderson**  
• The minutes were reviewed.

- 7. Review of April Goal Dashboard** **Steve Meyer**  
• The dashboard includes two goals that are both green at this time. The Strategic Goal#1: Completion of Two Station Area Plans in Coordination with the Metropolitan Planning Organizations, was described as on schedule with the study underway in Provo/Orem BRT corridor and working with metropolitan planning organizations to determine the second site.  
• Strategic Goal#3 Complete Three Projects Identified in UTA’s First/Last Mile Study is described as on schedule with several bike projects completed and the project list from this study is being used to develop a TIGER grant application.

- 8. Retreat Planning Discussion** **Matt Sibul**  
• The draft agenda for the Board Retreat, which will take place in Davis County in June was shown for review.  
• Chair Burton has reviewed the agenda and suggested a few minor changes. He also wanted the Planning and Development Committee to have begun work on the goals before the retreat.  
• Mr. Sibul handed out the goal/budget schedule for 2016.  
• The retreat agenda is more that can be done in a half-day session, but should be slightly less than a full day of work.  
  
• Mr. Sibul also reported to the committee on the two transit academies that have been scheduled in the next four weeks and invited the Board Trustees attendance.

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**9. Confidential Items**

**Jayme Blakesley**

- This agenda item was forwarded to the Executive Committee.

**10. Liaison, Conference and External Committee Reports**

**Charles Henderson/ Jerry Benson**

- Chairman Henderson discussed his opportunity to go before the Salt Lake county council. Chairman Henderson was nominated and unanimously approved to continue to represent Salt Lake County on the UTA Board. He related that the county council is anxious to get the UTA CEO replaced sooner rather than later.
- Chairman Henderson also reported on meeting with a group of UTA customers called Club Vision, who use UTA services. This is a group of visually impaired passengers who in general love the service that UTA provides, but there are some opportunities in customer service and wayfinding to improve the experience for the visually impaired.

**11. Input for May Committee Meeting Agenda**

**Charles Henderson**

- a. Review of May 11, 2016 Meeting Minutes
- b. Budget discussion begins
- c. E-Provo / Orem BRT Update
- d. Next Step in TOD Review:
- e. Introduction to goals discussion
- f. Liaison, Conference and External Committee Reports

Charles Henderson

Charles Henderson

**12. E-Update: Provo Orem BRT Update**

**Steve Meyer**

**13. Other Business**

**Charles Henderson**

- No other business.

**14. Adjourn**

**Charles Henderson**

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**The meeting was adjourned at 4:37 p.m.**