



**Public Notice is Hereby Given of the Regular Meeting of the  
Board of Trustees of the Utah Transit Authority**

Wednesday, June 27, 2018, 1:30 p.m.

Utah Transit Authority Headquarters, 669 West 200 South, Salt Lake City, Utah  
Golden Spike Conference Rooms

- |   |   |
|---|---|
| <b>1. Call to Order &amp; Opening Remarks</b>   | <b>Chair Greg Bell</b>                            |
| <b>2. Pledge of Allegiance</b>  | <b>Rebecca Cruz</b>                               |
| <b>3. Safety First Minute</b>   | <b>Sheldon Shaw</b>                               |
| <b>4. Item(s) for Consent</b>   | <b>Chair Greg Bell</b>                            |
| a. <a href="#"><u>Approval of May 23, 2018 Meeting Report</u></a>   |   |
| b. <a href="#"><u>Financial Report &amp; Dashboard for April 2018</u></a>   |   |
| c. <a href="#"><u>Finance &amp; Audit Committee Approved Contracts, Change Orders &amp; Disbursement</u></a>                              |   |
| 1. <i>Contract: Provo-Orem BRT Signage (Revel TV)</i>   |   |
| 2. <i>Contracts: 5310 Grant Funds (First Step House; PARC; Work Activity Center; United Way of Utah Valley)</i>                           |   |
| <b>5. General Public Comment Period</b>   | <b>Bob Biles</b>                                  |
| <i>The Board of Trustees invites brief comments from the public as defined below.</i>   |   |
| <b>6. Swearing in of New Trustees</b>   | <b>Rebecca Cruz</b>                               |
| <b>7. Director/Agency Report</b>  | <b>Steve Meyer,</b><br>Interim Executive Director |
| <b>8. Committee Updates</b>   |   |
| <u>Stakeholder &amp; Planning Committee Update</u>  | <b>Trustee Bret Millburn</b><br>Mary DeLoretto    |
| a. <a href="#"><u>R2018-06-01: Ogden/Weber State University MOU</u></a>   |   |
| <u>Finance &amp; Audit Committee Update</u>   | <b>Trustee Jeff Acerson</b><br>Bart Simmons       |
| a. <a href="#"><u>R2018-06-02: TIGER Capital Project Authority – Construction phase amendment authority with Granite Construction</u></a> |   |
| b. <a href="#"><u>R2018-06-03: Provo-Orem TRIP Capital Project Authority</u></a>  | Steve Meyer                                       |
| c. <a href="#"><u>R2018-06-04: Right of Way Contract Provo-Orem TRIP</u></a>  | Paul Drake  |
| d. <a href="#"><u>R2018-06-05: Authorizing Change Order with Broadway Microwave Services for Mobile Data System Hardware</u></a>          | Steve Meyer                                       |
| <u>Operations &amp; Customer Experience Committee Update</u>  | <b>Trustee Alex Cragun</b><br>Nichol Bourdeaux    |
| a. <a href="#"><u>R2018-06-06: Approving August 2018 Change Day Title VI Analysis</u></a>   |   |
| b. <a href="#"><u>R2018-06-07: Fare Structure Review &amp; Authorizing Reduced Fare Agreements</u></a>                                    | Nichol Bourdeaux                                  |

- |  |                        |
|--|------------------------|
| <b>9. Closed Session</b>   | <b>Chair Greg Bell</b> |
| a. Discussion of the purchase, exchange, lease or sale of real property when public discussion would prevent the Authority from completing the transaction on the best possible terms. |                        |
| b. Strategy session to discuss pending or reasonably imminent litigation.  |                        |
| <b>10. Action Taken Regarding Matters Discussed in Closed Session</b>  | <b>Chair Greg Bell</b> |
| <b>11. Other Business</b>  | <b>Chair Greg Bell</b> |
| <b>12. Adjourn</b>   | <b>Chair Greg Bell</b> |

**Public Comment:** Members of the public are invited to provide comment during the general comment period at UTA’s Board of Trustee meetings, or prior to any action on a board resolution. Comment may be provided in person or online through [www.rideuta.com](http://www.rideuta.com). In order to be considerate of time and the agenda, comments are limited to 2 minutes per individual, or 5 minutes for a spokesperson designated to represent a group.

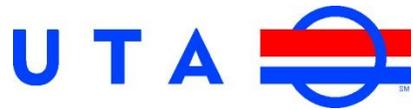
**Special Accommodation:** Information related to this meeting is available in alternate format upon request by contacting [callredge@rideuta.com](mailto:callredge@rideuta.com) or (801) 287-3536. Request for accommodations should be made at least two business days in advance of the scheduled meeting.

# Seat belts save lives - fasten yours!



**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
Agenda Item Coversheet

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Rebecca Cruz</b> , Board of Trustees Support
<b>SUBJECT:</b>	<b>Minutes of the May 23, 2018 UTA Board Meeting</b>
<b>BACKGROUND:</b>	The minutes are presented for approval.
<b>ALTERNATIVES:</b>	<ul style="list-style-type: none"><li>• Approve as presented</li><li>• Amend and approve</li><li>• No action</li></ul>
<b>FINANCIAL IMPACT:</b>	N/A
<b>EXHIBITS:</b>	<ul style="list-style-type: none"><li>• 05-23-18 Board Meeting Report</li></ul>



**Report of the Meeting  
of the  
Board of Trustees of the Utah Transit Authority (UTA)  
held at UTA FrontLines Headquarters located at  
669 West 200 South, Salt Lake City, Utah  
May 23, 2018**

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**Board Members Present:**

Greg Bell, Chair

Jeff Acerson

Cort Ashton

Necia Christensen

Alex Cragun

Karen Cronin (non-voting)

Babs De Lay

Charles Henderson

Andrew Jackson

Dannie McConkie

Robert McKinley

Toby Mileski

Bret Millburn

Troy Walker

**Board Members Excused/Not in Attendance:** Gina Chamness and Jeff Hawker

Also attending were members of UTA staff, as well as interested citizens and media representatives.

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**Welcome and Call to Order.** Chair Bell welcomed attendees and called the meeting to order at 1:35 p.m. with thirteen board members present. The board and meeting attendees then recited the Pledge of Allegiance.

**Safety Minute.** Chair Bell yielded the floor to Dave Goeres, UTA Chief Safety, Security & Technology Officer, for a brief safety message.

**Item(s) for Consent.** Consent items consisted of the following:

- Approval of March 28, 2018 Board Meeting Report
- Approval of April 18, 2018 Board Meeting Report
- Financial Reports & Dashboards for February and March 2018

A motion to approve the consent agenda by acclamation was made by Trustee Christensen and seconded by Trustee Mileski. The motion carried by unanimous consent.

**General Public Comment Period.** Trustee De Lay read a letter she received from UTA customer Jan Burton. Ms. Burton's letter mentioned concerns about noise on the TRAX line.

Trustee Walker joined the meeting at 1:55 p.m.

**R2018-05-10: Reaffirming R2018-04-03 Regarding Jerry Benson's Employment as President, CEO, and General Manager.** Chair Bell briefly explained the board process that took place in relation to Jerry Benson's termination as UTA president, CEO, and general manager, which was addressed in action taken on board resolution R2018-04-03 during the board's April 18, 2018 meeting. UTA received a communication from the Attorney General's office stating that UTA "may have been non-compliant with the OPMA" (Open and Public Meetings Act) at its April 18, 2018 meeting in relation to this topic. Chair Bell noted that the board and UTA staff are committed to conducting public business in public and consequently opted to revisit resolution R2018-04-03. Resolution R2018-05-10 was created for this purpose.

Discussion ensued during which Chair Bell referenced possible legal implications of Mr. Benson's termination.

**Public Comment.** Public comment was given by Representative Mike Schultz. Representative Schultz commented on his perception of the intent of the SB136 legislation regarding the president, CEO, and general manager position. Following these comments, there was a period of question and answer between the board and Representative Schultz.

Kurt Gasser, an attorney with the Office of Legislative Research and General Counsel, commented on his perspective of SB136 relative to the president, CEO, and general manager position and other matters, including expenditure and contracting authority.

Further discussion ensued.

Additional public comment was given by George Chapman who urged the board to approve the resolution. Jerry Benson then provided comment, speaking about his employment negotiation process, his contract, and his interpretation of SB136 as it relates to the position of president, CEO, and general manager. Following these comments, there was a period of question and answer between the board and Mr. Benson.

Comment was given by Lincoln Hobbs, Jerry Benson's legal counsel, who opined on Mr. Benson's position as president, CEO, and general manager as it relates to SB136. Following his comments, there was a period of question and answer between the board and Mr. Hobbs.

Further discussion ensued. Bart Simmons, UTA Senior Counsel, was asked to opine on the UTA legal office's interpretation on the effective date of the statute and the need to take additional action regarding Mr. Benson's termination. Mr. Simmons stated his belief that the effective date of the statute is May 8, 2018 and that if a court were to determine an Open and Public Meetings Act issue exists with the April 18, 2018 meeting, the action taken at the April meeting could be voidable.

Trustee Henderson left the meeting at 3:50 p.m.

**Board Action.** A motion to approve resolution R2018-05-01 was made by Trustee Mileski and seconded by Trustee McConkie. A substitute motion was made by Trustee Walker to accept Jerry Benson's resignation from UTA in light of the potential litigation risk and honor the severance package outlined in his employee agreement. Trustee Millburn seconded the motion with an added condition that Mr. Benson agree not to pursue legal action against UTA. Trustee Ashton stated that due to the fact that Mr. Benson did not submit a resignation, he was going to make a substitute of the substitute motion to reaffirm the action taken by the board on April 18, 2018. This motion was seconded by Trustee McConkie. The substitute of the substitute motion passed with six affirmative votes from Trustees Ashton, McConkie, Bell, Christensen, Acerson, and McKinley; five negative votes from Trustees De Lay, Mileski, Millburn, Cragun, and Walker; and no abstentions.

Trustee Christensen left the meeting at 3:57 p.m.

A short break commenced at 3:57 p.m. The meeting reconvened at 4:07 p.m.

Chair Bell asked Andrew Jackson, Utah County's prospective board appointee, to introduce himself to the board. Mr. Jackson requested to be sworn in immediately. Chair Bell responded by stating his preference that the oath of office be administered after all the appropriate paperwork was received by the appointing authority.

**Swearing in of New Trustee.** This item was deferred to a future meeting.

### **Executive Committee Report.**

#### **Appointing Interim Executive Director.**

**R2018-05-01: Resolution Appointing Interim Executive Director and Reappointing the Authority's Current Executive Team.** Chair Bell explained that during the Executive Committee meeting held on May 1, 2018, a motion was made to appoint Steve Meyer as the Interim Executive Director of the Utah Transit Authority. Resolution R2018-05-01 formalizes Mr. Meyer's appointment.

**Board Action.** A motion to approve resolution R2018-05-01 was made by virtue of the Executive Committee's recommendation and seconded by Trustee Millburn. The motion carried by unanimous consent with ten affirmative votes from Trustees Ashton, Mileski, Walker, Acerson, McKinley, Millburn, McConkie, Cragun, De Lay, and Bell.

Following the vote (at 19:59 in the Open #2 audio recording), a point of order, was raised. It was clarified that Resolution R2018-05-01 formalizes Mr. Meyer's appointment, addresses his salary, and also appoints direct reports of the board to include incumbents in the current positions of Vice President of Finance, Vice President of External Affairs and Constituent Services, Chief Internal Auditor, Chief People Officer, and Chief Safety, Security and Technology Officer. A motion to reaffirm the resolution was made by Trustee Walker and seconded by Trustee Mileski. Mr. The motion carried by unanimous consent with ten affirmative votes from Trustees Ashton, Mileski, Walker, Acerson, McKinley, Millburn, McConkie, Cragun, De Lay, and Bell.

**Swearing in of Interim Executive Director.** Ms. Cruz administered the oath of office to Steve Meyer.

**R2018-05-02: Resolution on Grant Application System Designation.** Mary DeLoretto, acting UTA Director of Capital Projects, described the resolution, which authorizes the interim Executive Director to execute and file applications for federal assistance on behalf of UTA, including executing and filing the annual certifications and assurances, grant agreements, and other documents the Federal Transit Administration (FTA) or other federal agencies require prior to awarding a federal assistance grant or cooperative agreement.

**Public Comment.** No public comment was given.

**Board Action.** A motion to approve resolution R2018-05-02 was made by Trustee Acerson and seconded by Trustee Mileski. The motion carried by unanimous consent with affirmative votes from Trustees Millburn, Walker, McKinley, Acerson, De Lay, Bell, Cragun, Ashton, McConkie, and Mileski.

#### **Board Vice Chair Vacancy.**

**Board Vice Chair Nomination(s).** Chair Bell indicated that the Executive Committee discussed a vacancy in the position of vice chair following Sherrie Hall Everett's resignation from the board. The Executive Committee nominated Gina Chamness to serve as vice chair.

Discussion ensued.

**Board Action.** A motion to elect Gina Chamness as vice chair was made by Trustee De Lay and seconded by Trustee McConkie. The motion carried by majority consent with nine affirmative votes from Trustees Acerson, Ashton, Cragun, De Lay, McConkie, McKinley, Mileski, Millburn and Bell; one negative vote from Trustee Walker; and no abstentions.

**Swearing in of Board Vice Chair.** This item was deferred to a future meeting.

#### **Committee Updates.**

**Stakeholder and Planning Committee Update.** Trustee Millburn stated the items discussed during the Stakeholder and Planning Committee meeting, specifically 1) a

memorandum of understanding on the Ogden-Weber bus rapid transit (BRT) project and 2) the Salt Lake City Transit Master Plan, would be brought to the board at some point in the future.

### **Finance and Audit Committee Update.**

**R2018-05-04: Resolution Authorizing Pension Plan Adjustments.** Mr. Biles explained that the Pension Committee, which is charged with overseeing UTA's pension plan, conducts an annual review of investments. Following the most recent review, UTA's investment advisor and actuarial consultant recommended adjusting the pension plan's assumption earning rate from 7.25% to 7.0%. This resolution authorizes amending the pension plan to conform to this recommendation.

**Board Action.** A motion to approve resolution R2018-05-04 was made by Trustee Acerson and seconded by Trustee De Lay. The motion carried by unanimous consent with ten affirmative votes from Trustees Walker, Mileski, McKinley, Acerson, Bell, De Lay, Millburn, Ashton, McConkie, and Cragun.

**R2018-05-05: Resolution Authorizing Sale of Surplus Property.** Paul Drake, UTA Senior Manager of Real Estate and Transit-Oriented Development, spoke regarding three UTA-owned properties that are not needed for transit purposes and are not suitable for transit-oriented development.

The first property is a single-family residence in West Jordan that was purchased with the aid of federal funds. The FTA has requested the agency surplus and dispose of the property.

The second property was purchased during the construction of the West Valley TRAX line and has no future transit-intended use.

The third property is an existing transfer facility in Utah County that will no longer be needed after the completion of the Provo Orem bus rapid transit project.

All three properties are valued greater than \$200,000, and staff requested board approval to surplus the properties and solicit public bids. In the case of the

single-family residence, as the nature of home sales is not conducive to extended timeframes for additional review, staff requested board approval to negotiate final sale of the property subject to receiving an acceptable offer equal to or greater than the appraised value. In the case of the other two properties, staff will present the terms of the highest and best offers to the board for final approval prior to disposition.

**Public Comment.** Public comment was given by George Chapman who stated that the West Valley property, which fronts the Jordan River, should be sold with a stipulation that allows for public access.

**Board Action.** A motion to approve resolution R2018-05-05 was made by Trustee Mileski and seconded by Trustee Cronin. The motion carried by unanimous consent with ten affirmative votes from Trustees Cragun, Walker, Millburn, Bell, De Lay, McConkie, Mileski, Ashton, Acerson, and McKinley.

**R2018-05-06: Resolution Approving Equipment Leases.** Bob Biles, UTA Vice President of Finance, explained the resolution, which authorizes two designated officers to select a lessor and approve terms in equipment lease-purchase agreements for the acquisition of vehicles if the agreements are \$18,515,400 or less, 12 years or less, and at an interest rate of 4.5 percent or less.

**Public Comment.** No public comment was given.

**Board Action.** A motion to approve resolution R2018-05-06 was made by Trustee Mileski and seconded by Trustee Walker. The motion carried by unanimous consent with ten affirmative votes from Trustees Walker, Cragun, Mileski, Ashton, Bell, Millburn, Acerson, McConkie, De Lay, and McKinley.

Trustee De Lay left the meeting at 4:43 p.m.

#### **Contracting and Expenditure Authority.**

**R2018-05-07: Resolution on TIGER Design Contract.** Mr. Meyer outlined the terms of the contract referenced in the resolution, which is for architect and engineering services supporting the multi-year TIGER first/last mile connection project. The contract was

procured and negotiated pursuant to a competitive solicitation process. This project is being funded primarily through a federal capital grant and local partner contributions. It provides for contractor payments on a time and materials basis, and is subject to a not-to-exceed amount of \$2,460,145.

**Public Comment.** No public comment was given.

**Board Action.** A motion to approve resolution R2018-05-07 was made by Trustee Mileski and seconded by Trustee Millburn. The motion carried by unanimous consent with nine affirmative votes from Trustees Bell, Mileski, Ashton, Millburn, McConkie, Cragun, Acerson, Walker, and McKinley.

**R2018-05-08: Resolution on Natural Gas Fuel Supplier Contract.** Mr. Meyer explained that the contract referenced in the resolution is for the supply of natural gas to UTA's compressed natural gas fueling facility and to several large operations buildings. It is a requirements contract for which competitive unit price proposals were obtained for a five-year period. Based on projected five-year needs, the estimated value of the contract is \$1,429,584.

**Public Comment.** No public comment was given.

**Board Action.** A motion to approve resolution R2018-05-08 was made by Trustee Mileski and seconded by Trustee Millburn. The motion carried by unanimous consent with nine affirmative votes from Trustees Bell, Ashton, Walker, Millburn, McConkie, Mileski, McKinley, Cragun, and Acerson.

**R2018-05-09: Resolution on Interim Contracting and Expenditure Authority.** Mr. Biles, delivered a presentation outlining a proposed interim process for managing contracting and expenditure authority to maintain compliance with the requirements of the Utah Transit District Act. This resolution repeals Resolution R2018-04-01 and provides guidance on the new contract, change order, and disbursements approval process as well as major capital projects.

**Public Comment.** No public comment was given.

Discussion ensued. Mr. Meyer indicated that the process allows the current board the flexibility to comply with the law while balancing the needs of the authority.

**Board Action.** A motion to approve resolution R2018-05-09 was made by Trustee Mileski and seconded by Trustee Cronin. The motion carried by unanimous consent with nine affirmative votes from Trustees Walker, Millburn, Bell, McConkie, Mileski, McKinley, Cragun, Ashton, and Acerson.

**Director/Agency Report.** Mr. Meyer opted to forgo this item due to time constraints.

**Closed Session.** Chair Bell indicated there was a matter to be discussed in closed session relative to the purchase, exchange, lease, or sale of real property. A motion to move into closed session was made by Trustee Acerson and seconded by Trustee Millburn. The motion carried by unanimous consent and the board moved into closed session at 5:12 p.m.

Trustee Ashton left the meeting at 5:12 p.m.

**Open Session.** The board returned to open session at 5:45 p.m.

**Open Session.** A motion to return to open session was made by Trustee Cragun and seconded by Trustee Millburn. The motion carried by unanimous consent and the board returned to open session at 5:45 p.m.

**Action Taken Regarding Matters Discussed in Closed Session.**

**R2018-05-11: Resolution on Purchase of Tooele Bus Facility.** Mr. Drake explained that UTA has been in negotiations for the purchase of property for a bus facility located at 90 South Garnet Street in Tooele. UTA is currently leasing the property. Staff proposed the board authorize the executive director to purchase half of the existing facility (45,000 square feet plus associated land) for approximately \$1,180,000. Discussion ensued during which questions were posed regarding the possibility of obtaining an option on a separate parcel.

**Public Comment.** No public comment was given.

**Board Action.** A motion to approve resolution R2018-05-11 with an amendment to authorize management, as it deems necessary, to seek an option on the other parcel available was made by Trustee Walker and seconded by Trustee Mileski. The motion carried by unanimous consent with eight affirmative votes from

Trustees Mileski, Bell, McKinley, Acerson, McConkie, Walker, Cragun, and Millburn.

**Other Business.** No other business was discussed.

**Adjournment.** The meeting was adjourned at 5:52 p.m. by motion.

Transcribed by Cathie Griffiths  
Assistant to the President/CEO  
Utah Transit Authority  
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801.237.1945

*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/466177.html> for entire content.*

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

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

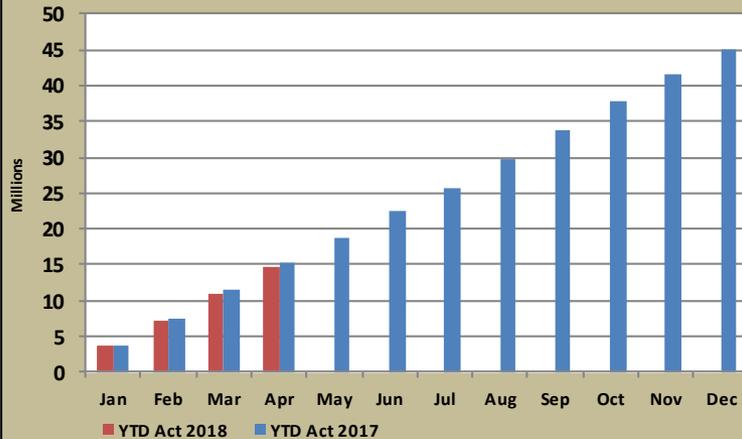
<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Robert Biles, VP of Finance</b>
<b>SUBJECT:</b>	<b>Financial Report &amp; Dashboard for April, 2018</b>
<b>BACKGROUND:</b>	In accordance with Board direction, staff prepares and presents monthly financial statements to the Board for their review.
<b>PREFERRED ALTERNATIVE:</b>	<ul style="list-style-type: none"><li>• Approve as presented</li></ul>
<b>LEGAL REVIEW</b>	N/A
<b>EXHIBITS:</b>	<ol style="list-style-type: none"><li>1. Dashboard: April 2018</li><li>2. Monthly Financial Report: April 2018</li></ol>

# UTA Board Dashboard:

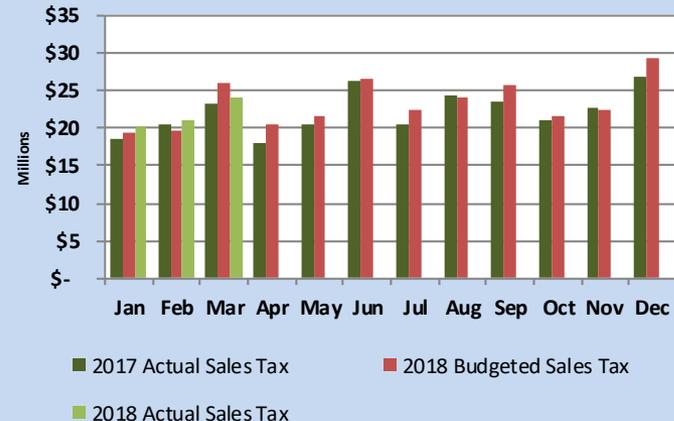
## April 2018

Financial Metrics	Fav/				Fav/			
	Apr Actual	Apr Budget	(Unfav)	%	YTD Actual	YTD Budget	(Unfav)	%
Sales Tax (March '18 mm \$)	\$ 24.0	\$ 25.9	\$ (1.97)	-7.6%	\$ 65.3	\$ 64.9	\$ 0.42	0.6%
Fare Revenue (mm)	\$ 4.9	\$ 4.4	\$ 0.48	11.1%	\$ 17.4	\$ 16.0	\$ 1.43	8.9%
Operating Exp (mm)	\$ 20.6	\$ 22.9	\$ 2.35	10.3%	\$ 86.5	\$ 91.7	\$ 5.20	5.7%
Investment Per Rider (IPR)	\$ 4.24	\$ 5.13	\$ 0.89	17.3%	\$ 4.74	\$ 5.13	\$ 0.39	7.6%
IPR adj for fuel savings	\$ 4.36	\$ 5.13	\$ 0.77	15.0%	\$ 4.77	\$ 5.13	\$ 0.36	7.0%
UTA Diesel Price (\$/gal)	\$ 2.56	\$ 2.20	\$ (0.36)	-16.4%	\$ 2.17	\$ 2.20	\$ 0.03	1.3%
Operating Metrics	Apr Actual	Apr-17	F/(UF)	%	YTD Actual	YTD 2017	F/(UF)	%
Ridership (mm)	3.60	3.68	(0.1)	-2.2%	14.58	15.16	(0.6)	-3.8%
Alternative Fuels	\$/gal				YTD Actual			
CNG Price (Bus Diesel Equiv rt)	\$ 1.21	Revenue Development (m\$)			\$ 25.55			
Debt Service	Apr Actual	Apr-17	Var	%	YTD Actual	YTD 2017	Var	%
Debt Service (net mm)	\$ 9.64	\$ 8.75	\$ (0.89)	-10.2%	\$ 37.22	\$ 35.46	\$ (1.77)	-5.0%

### UTA Ridership Trends

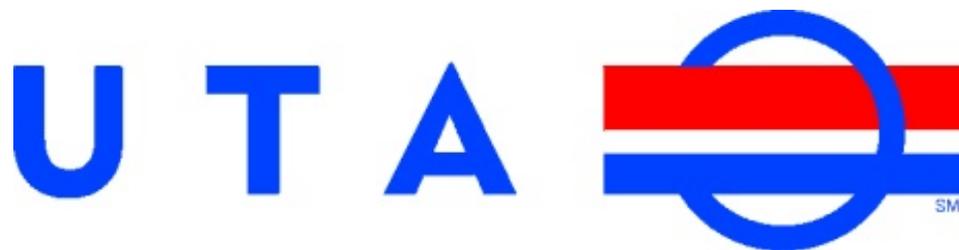


### UTA Sales Tax Trends



**Utah Transit Authority**  
**Financial Statement**  
(Unaudited)

April 30, 2018



KEY ITEM REPORT  
(UNAUDITED)

EXHIBIT 1-1

As of April 30, 2018

	2018 YTD ACTUAL	2018 YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
1 Sales Tax	\$ 88,761,071	\$ 85,243,320	\$ 3,517,751	4%
2 Passenger Revenue	\$ 17,422,141	\$ 15,993,675	1,428,466	9%
3 Other Revenue	\$ 22,994,426	\$ 24,577,000	(1,582,574)	-6%
4 <b>Total Revenue</b>	<b>129,177,638</b>	<b>125,813,995</b>	<b>3,363,643</b>	<b>3%</b>
5 Net Operating Expenses	(86,531,624)	(91,730,467)	5,198,843	6%
<b>Net Operating Income (Loss)</b>	<b>42,646,014</b>	<b>34,083,528</b>	<b>8,562,486</b>	<b>25%</b>
6 Debt Service	37,222,611	35,859,855	(1,362,756)	-4%
7 Other Non-Operating Expenses	1,381,419	1,835,000	453,581	25%
8 Sale of Assets	(4,047,197)	-	4,047,197	
9 <b>Contribution to Capital Reserves</b>	<b>\$ 8,089,181</b>	<b>\$ (3,611,327)</b>	<b>\$ 11,700,508</b>	
10 Bond Debt Service - Series 2007A CAB	122,886			
11 Amortization	(1,147,350)			
12 Depreciation	46,287,964			
13 <b>Total Non-cash Items</b>	<b>\$ 45,263,500</b>			

GOALS

RIDERSHIP

2017 Actual	April 2018	April 2017	Difference	2018 YTD	2017 YTD	Difference
14 45,119,780	3,602,655	3,684,049	-81,394	14,584,795	15,162,316	-577,521

REVENUE DEVELOPMENT

15 Federal/Local/Regional	YTD	\$25,553,335
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OPERATING INVESTMENT PER RIDER Budgeted IPR is \$5.13

	IPR		IPR (less diesel savings)
16 Net Operating Expense	\$ 86,531,624	Net Operating Expense	\$ 86,531,624
17 Less: Passenger Revenue	- (17,422,141)	Less: Passenger Revenue	- (17,422,141)
18		Plus: Diesel Savings	+ 522,667
19 Subtotal	69,109,483	Subtotal	69,632,150
20 Divided by: Ridership	÷ 14,584,795	Divided by: Ridership	÷ 14,584,795
21 Investment per Rider	\$ 4.74	Investment per Rider	\$ 4.77

SUMMARY FINANCIAL DATA  
(UNAUDITED)

EXHIBIT 1-2

As of April 30, 2018

BALANCE SHEET

	4/30/2018	4/30/2017
<b>CURRENT ASSETS</b>		
1 Cash	\$ 12,142,212	\$ 9,721,509
2 Investments (Unrestricted)	90,460,045	15,517,071
3 Investments (Restricted)	172,139,016	204,830,932
4 Receivables	57,002,985	62,180,466
5 Receivables - Federal Grants	21,753,394	17,212,791
6 Inventories	35,018,195	29,183,642
7 Prepaid Expenses	1,263,583	1,672,138
<b>8 TOTAL CURRENT ASSETS</b>	<b>\$ 389,779,430</b>	<b>\$ 340,318,549</b>
9 Property, Plant & Equipment (Net)	3,037,844,400	3,054,133,642
10 Other Assets	146,417,846	125,159,839
<b>11 TOTAL ASSETS</b>	<b>\$ 3,574,041,676</b>	<b>\$ 3,519,612,030</b>
12 Current Liabilities	21,898,430	\$ 21,362,773
13 Other Liabilities	287,803,144	245,798,673
14 Net Pension Liability	100,876,554	112,925,121
15 Outstanding Debt	2,215,762,366	2,126,802,972
16 Equity	947,701,182	1,012,722,491
<b>17 TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 3,574,041,676</b>	<b>\$ 3,519,612,030</b>

RESTRICTED AND DESIGNATED CASH AND CASH EQUIVALENTS RECONCILIATION

<b>RESTRICTED RESERVES</b>		
18 Debt Service Reserves	35,042,900	39,082,733
19 2015A Sub Interest Reserves		1,495,109
20 2018 Bond Proceeds	59,928,106	
21 Debt Service Interest Payable	38,302,550	35,305,652
22 Risk Contingency	7,583,424	7,460,380
23 Box Elder County ROW (sales tax)	6,356,163	5,531,001
24 Mountain Accord	149,725	239,738
25 Joint Insurance Trust	4,044,096	3,256,602
26 UT County Bond Proceeds	10,292,901	49,503,046
27 Amounts held in escrow	10,439,151	4,410,169
<b>28 TOTAL RESTRICTED RESERVES</b>	<b>\$ 172,139,016</b>	<b>\$ 146,284,431</b>
<b>DESIGNATED OPERATING RESERVES</b>		
29 Service Stabilization Reserve	\$ 13,916,046	\$ 13,525,550
30 Fuel Reserve	1,915,000	1,915,000
31 Parts Reserve	3,000,000	3,000,000
32 Operating Reserve	25,976,619	25,247,693
33 Early Debt Retirement Reserve	25,120,649	14,858,258
<b>34 TOTAL DESIGNATED OPERATING RESERVES</b>	<b>\$ 69,928,314</b>	<b>\$ 58,546,501</b>
<b>35 TOTAL RESTRICTED AND DESIGNATED CASH AND EQUIVALENTS</b>	<b>\$ 242,067,330</b>	<b>\$ 204,830,932</b>

## SUMMARY FINANCIAL DATA

EXHIBIT 1-3

(UNAUDITED)

As of April 30, 2018

## REVENUE &amp; EXPENSES

	ACTUAL Apr-18	ACTUAL Apr-17	YTD 2018	YTD 2017
<b>REVENUE</b>				
1 Passenger Revenue	\$ 4,855,621	\$ 4,279,566	\$ 17,422,141	\$ 16,983,346
2 Advertising Revenue	200,000	195,833	800,000	783,332
3 Investment Revenue	195,650	117,073	1,055,661	555,463
4 Sales Tax	22,905,858	23,938,200	88,761,071	84,990,236
5 Other Revenue	620,667	301,658	1,068,768	1,105,379
6 Fed Operations/Preventative Maint.	4,578,443	6,463,165	20,069,997	20,414,097
7 <b>TOTAL REVENUE</b>	<b>\$ 33,356,239</b>	<b>\$ 35,295,495</b>	<b>\$ 129,177,638</b>	<b>\$ 124,831,853</b>
<b>OPERATING EXPENSE</b>				
8 Bus Service	\$ 7,379,255	\$ 6,951,731	\$ 30,379,762	\$ 29,146,679
9 Commuter Rail	2,138,347	1,713,856	7,640,149	7,163,162
10 Light Rail	1,990,592	2,766,249	11,673,500	10,354,260
11 Maintenance of Way	1,207,446	1,242,855	5,129,725	5,183,463
12 Paratransit Service	1,574,029	1,582,678	6,688,257	6,623,542
13 RideShare/Van Pool Services	218,290	252,403	802,061	909,446
14 Operations Support	3,755,745	3,592,808	14,845,541	14,425,236
15 Administration	2,295,196	2,265,507	9,372,629	9,106,608
16 <b>TOTAL OPERATING EXPENSE</b>	<b>\$ 20,558,900</b>	<b>\$ 20,368,087</b>	<b>\$ 86,531,624</b>	<b>\$ 82,912,396</b>
17 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 12,797,339</b>	<b>\$ 14,927,408</b>	<b>\$ 42,646,014</b>	<b>\$ 41,919,457</b>
<b>NON-OPERATING EXPENSE (REVENUE)</b>				
18 Planning & Development	\$ 364,884	\$ 423,642	\$ 1,381,419	\$ 1,604,292
19 Major Investment Studies	-	-	-	-
20 Offsetting Investment Studies	-	-	-	-
21 Bond Principal	949,445	729,167	3,247,446	2,916,668
22 Bond Interest	8,179,016	6,979,590	30,854,973	28,287,766
23 Bond Funded Interest - 2015A Sub	-	795,271	-	3,181,084
24 Bond Cost of Issuance/Fees	-	-	1,060,484	17,100
25 Lease Cost	514,896	248,218	2,059,708	1,054,303
26 Sale of Assets	(278,644)	-	(4,047,197)	(2,359,229)
27 <b>TOTAL NON-OPERATING EXPENSE</b>	<b>\$ 9,729,597</b>	<b>\$ 9,175,888</b>	<b>\$ 34,556,833</b>	<b>\$ 34,701,984</b>
28 <b>CONTRIBUTION TO CAPITAL RESERVES</b>	<b>\$ 3,067,742</b>	<b>\$ 5,751,520</b>	<b>\$ 8,089,181</b>	<b>\$ 7,217,473</b>
<b>OTHER EXPENSES (NON-CASH)</b>				
29 Bond Debt Service - Series 2007A CAB	\$ 53,816	\$ 15,859	\$ 122,886	\$ 63,436
30 Bond Premium/Discount Amortization	(1,114,270)	(1,321,256)	(4,152,252)	(5,285,026)
31 Bond Refunding Cost Amortization	683,650	685,192	2,734,597	2,740,768
32 Future Revenue Cost Amortization	67,577	67,576	270,305	270,304
33 Depreciation	11,503,575	12,560,000	46,287,964	50,240,000
34 <b>NET OTHER EXPENSES (NON-CASH)</b>	<b>\$ 11,194,348</b>	<b>\$ 12,007,371</b>	<b>\$ 45,263,500</b>	<b>\$ 48,029,482</b>

CURRENT MONTH

	ACTUAL Apr-18	BUDGET Apr-18	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
1 Passenger Revenue	\$ 4,855,621	\$ 4,371,641	\$ 483,980	11%
2 Advertising Revenue	200,000	200,000	-	0%
3 Investment Revenue	195,650	311,000	(115,350)	-37%
4 Sales Tax	22,905,858	20,369,323	2,536,535	12%
5 Other Revenue	620,667	564,333	56,334	10%
6 Fed Operations/Preventative Maint.	4,578,443	5,068,917	(490,474)	-10%
7 <b>TOTAL REVENUE</b>	<b>\$ 33,356,239</b>	<b>\$ 30,885,214</b>	<b>\$ 2,471,025</b>	<b>8%</b>
<b>OPERATING EXPENSE</b>				
8 Bus Service	\$ 7,379,255	\$ 7,986,848	\$ 607,593	8%
9 Commuter Rail	2,138,347	1,894,202	(244,145)	-13%
10 Light Rail	1,990,592	2,927,705	937,113	32%
11 Maintenance of Way	1,207,446	1,474,959	267,513	18%
12 Paratransit Service	1,574,029	1,907,392	333,363	17%
13 RideShare/Van Pool Services	218,290	267,535	49,245	18%
14 Operations Support	3,755,745	3,751,169	(4,576)	0%
15 Administration	2,295,196	2,698,129	402,933	15%
16 <b>TOTAL OPERATING EXPENSE</b>	<b>\$ 20,558,900</b>	<b>\$ 22,907,939</b>	<b>\$ 2,349,039</b>	<b>10%</b>
17 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 12,797,339</b>	<b>\$ 7,977,275</b>	<b>\$ 4,820,064</b>	<b>60%</b>
<b>NON-OPERATING EXPENSE (REVENUE)</b>				
18 Planning & Development	\$ 364,884	\$ 458,750	\$ 93,866	20%
19 Major Investment Studies	-	-	-	
20 Offsetting Investment Studies	-	-	-	
21 Bond Principal	949,445	764,667	(184,778)	-24%
22 Bond Interest	8,179,016	8,051,454	(127,562)	-2%
23 Bond Funded Interest - 2015A Sub	-	-	-	
24 Bond Cost of Issuance/Fees	-	5,458	5,458	100%
25 Lease Cost	514,896	515,020	124	0%
26 Sale of Assets	(278,644)	-	278,644	
27 <b>TOTAL NON-OPERATING EXPENSE</b>	<b>\$ 9,729,597</b>	<b>\$ 9,795,349</b>	<b>\$ 65,752</b>	<b>1%</b>
28 <b>CONTRIBUTION TO CAPITAL RESERVES</b>	<b>\$ 3,067,742</b>	<b>\$ (1,818,074)</b>	<b>\$ 4,885,816</b>	<b>269%</b>
<b>OTHER EXPENSES (NON-CASH)</b>				
29 Bond Debt Service - Series 2007A CAB	\$ 53,816			
30 Bond Premium/Discount Amortization	(1,114,270)			
31 Bond Refunding Cost Amortization	683,650			
32 Future Revenue Cost Amortization	67,577			
33 Depreciation	11,503,575			
34 <b>NET OTHER EXPENSES (NON-CASH)</b>	<b>\$ 11,194,348</b>			

BUDGET TO ACTUAL REPORT  
(UNAUDITED)

EXHIBIT 1-5

As of April 30, 2018

YEAR TO DATE

	ACTUAL Apr-18	BUDGET Apr-18	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
1 Passenger Revenue	\$ 17,422,141	\$ 15,993,675	\$ 1,428,466	9%
2 Advertising Revenue	800,000	800,000	-	0%
3 Investment Revenue	1,055,661	1,244,000	(188,339)	-15%
4 Sales Tax	88,761,071	85,243,320	3,517,751	4%
5 Other Revenue	1,068,768	2,257,333	(1,188,565)	-53%
6 Fed Operations/Preventative Maint.	20,069,997	20,275,667	(205,670)	-1%
7 <b>TOTAL REVENUE</b>	<b>\$ 129,177,638</b>	<b>\$ 125,813,995</b>	<b>\$ 3,363,643</b>	<b>3%</b>
<b>OPERATING EXPENSE</b>				
8 Bus Service	\$ 30,379,762	\$ 32,100,733	\$ 1,720,971	5%
9 Commuter Rail	7,640,149	7,595,450	(44,699)	-1%
10 Light Rail	11,673,500	11,713,651	40,151	0%
11 Maintenance of Way	5,129,725	5,809,707	679,982	12%
12 Paratransit Service	6,688,257	7,630,057	941,800	12%
13 RideShare/Van Pool Services	802,061	1,069,641	267,580	25%
14 Operations Support	14,845,541	15,002,867	157,326	1%
15 Administration	9,372,629	10,808,361	1,435,732	13%
16 <b>TOTAL OPERATING EXPENSE</b>	<b>\$ 86,531,624</b>	<b>\$ 91,730,467</b>	<b>\$ 5,198,843</b>	<b>6%</b>
17 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 42,646,014</b>	<b>\$ 34,083,528</b>	<b>\$ 8,562,486</b>	<b>25%</b>
<b>NON-OPERATING EXPENSE (REVENUE)</b>				
18 Planning & Development	\$ 1,381,419	\$ 1,835,000	\$ 453,581	25%
19 Major Investment Studies	-	-	-	
20 Offsetting Investment Studies	-	-	-	
21 Bond Principal	3,247,446	3,058,668	(188,778)	-6%
22 Bond Interest	30,854,973	30,719,274	(135,699)	0%
23 Bond Funded Interest - 2015A Sub	-	-	-	
24 Bond Cost of Issuance/Fees	1,060,484	21,833	(1,038,651)	-4757%
25 Lease Cost	2,059,708	2,060,080	372	0%
26 Sale of Assets	(4,047,197)	-	4,047,197	
27 <b>TOTAL NON-OPERATING EXPENSE</b>	<b>\$ 34,556,833</b>	<b>\$ 37,694,855</b>	<b>\$ 3,138,022</b>	<b>8%</b>
28 <b>CONTRIBUTION TO CAPITAL RESERVES</b>	<b>\$ 8,089,181</b>	<b>\$ (3,611,327)</b>	<b>\$ 11,700,508</b>	<b>324%</b>
<b>OTHER EXPENSES (NON-CASH)</b>				
29 Bond Debt Service - Series 2007A CAB	\$ 122,886			
30 Bond Premium/Discount Amortization	(4,152,252)			
31 Bond Refunding Cost Amortization	2,734,597			
32 Future Revenue Cost Amortization	270,305			
33 Depreciation	46,287,964			
34 <b>NET OTHER EXPENSES (NON-CASH)</b>	<b>\$ 45,263,500</b>			

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	2018 ACTUAL	ANNUAL BUDGET	PERCENT
<b>EXPENSES</b>			
1 REVENUE AND NON-REVENUE VEHICLES	\$ 6,609,469	\$ 23,516,922	28.1%
2 INFORMATION TECHNOLOGY	642,284	8,594,818	7.5%
3 FACILITIES, MAINTENANCE & ADMIN. EQUIP.	224,615	1,035,796	21.7%
4 CAPITAL PROJECTS	1,724,544	41,057,292	4.2%
5 PROVO OREM BRT	4,760,030	40,227,000	11.8%
6 AIRPORT STATION RELOCATION	376,037	22,901,499	1.6%
7 STATE OF GOOD REPAIR	3,222,413	29,674,141	10.9%
8 PROP 1 PROJECTS	698,274	11,067,067	6.3%
9 TIGER (INCLUDING PROP#1 TIGER)	77,134	13,104,294	0.6%
10 TOTAL	<u>\$ 18,334,799</u>	<u>\$ 191,178,829</u>	9.6%
<b>REVENUES</b>			
14 GRANT	\$ 1,304,565	\$ 26,114,493	5.0%
16 PROVO-OREM TRIP	4,760,030	30,000,000	15.9%
17 LEASES (PAID TO DATE)	6,240,910	21,163,045	29.5%
18 BONDS	658,874	50,877,399	1.3%
19 LOCAL PARTNERS	-	14,318,487	0.0%
15 TRANSFER FROM OPERATING (PROP 1)	527,311	3,997,323	0.0%
20 UTA FUNDING	4,843,109	44,708,082	10.8%
21 TOTAL	<u>\$ 18,334,799</u>	<u>\$ 191,178,829</u>	9.6%

As of April 30, 2018

**BY SERVICE**

	CURRENT MONTH		YEAR TO DATE	
	Apr-18	Apr-17	2018	2017
<b>UTA</b>				
Fully Allocated Costs	20,669,890	20,368,087	86,642,614	82,912,296
Passenger Farebox Revenue	4,855,621	4,279,566	17,422,142	16,983,346
Passengers	3,602,655	3,684,049	14,584,795	15,162,317
Farebox Recovery Ratio	23.5%	21.0%	20.1%	20.5%
Actual Investment per Rider	\$4.39	\$4.37	\$4.75	\$4.35
GOAL Investment per Rider				
<b>BUS SERVICE</b>				
Fully Allocated Costs	10,085,031	9,538,217	41,047,081	39,493,492
Passenger Farebox Revenue	1,861,007	1,836,476	6,969,994	6,629,996
Passengers	1,526,774	1,576,273	6,346,213	6,618,644
Farebox Recovery Ratio	18.5%	19.3%	17.0%	16.8%
Actual Investment per Rider	\$5.39	\$4.89	\$5.37	\$4.97
<b>LIGHT RAIL SERVICE</b>				
Fully Allocated Costs	5,069,082	5,701,754	24,136,480	22,322,873
Passenger Farebox Revenue	1,791,670	1,532,585	6,056,208	5,650,693
Passengers	1,503,610	1,540,130	5,940,102	6,218,541
Farebox Recovery Ratio	35.3%	26.9%	25.1%	25.3%
Actual Investment per Rider	\$2.18	\$2.71	\$3.04	\$2.68
<b>COMMUTER RAIL SERVICE</b>				
Fully Allocated Costs	3,366,470	2,950,654	12,557,539	12,189,456
Passenger Farebox Revenue	530,092	469,553	1,891,184	1,802,927
Passengers	395,714	377,797	1,602,841	1,588,596
Farebox Recovery Ratio	15.7%	15.9%	15.1%	14.8%
Actual Investment per Rider	\$7.17	\$6.57	\$6.65	\$6.54
<b>PARATRANSIT</b>				
Fully Allocated Costs	1,748,536	1,747,202	7,359,941	7,273,433
Passenger Farebox Revenue	346,261	116,074	1,197,786	1,565,851
Passengers	69,169	67,284	282,290	281,857
Farebox Recovery Ratio	19.8%	6.6%	16.3%	21.5%
Actual Investment per Rider	\$20.27	\$24.24	\$21.83	\$20.25
<b>RIDESHARE</b>				
Fully Allocated Costs	400,771	430,259	1,541,573	1,633,041
Passenger Farebox Revenue	326,592	324,878	1,306,970	1,333,878
Passengers	107,388	122,565	413,348	454,678
Farebox Recovery Ratio	81.5%	75.5%	84.8%	81.7%
Actual Investment per Rider	\$0.69	\$0.86	\$0.57	\$0.66

BY TYPE

	CURRENT MONTH		YEAR TO DATE	
	Apr-18	Apr-17	2018	2017
<b>FULLY ALLOCATED COSTS</b>				
Bus Service	\$10,085,031	\$9,538,217	\$41,047,081	\$39,493,492
Light Rail Service	\$5,069,082	\$5,701,754	\$24,136,480	\$22,322,873
Commuter Rail Service	\$3,366,470	\$2,950,654	\$12,557,539	\$12,189,456
Paratransit	\$1,748,536	\$1,747,202	\$7,359,941	\$7,273,433
Rideshare	\$400,771	\$430,259	\$1,541,573	\$1,633,041
<b>UTA</b>	<b>\$20,669,890</b>	<b>\$20,368,087</b>	<b>\$86,642,614</b>	<b>\$82,912,295</b>
<b>PASSENGER FAREBOX REVENUE</b>				
Bus Service	\$1,861,007	\$1,836,476	\$6,969,994	\$6,629,996
Light Rail Service	\$1,791,670	\$1,532,585	\$6,056,208	\$5,650,693
Commuter Rail Service	\$530,092	\$469,553	\$1,891,184	\$1,802,927
Paratransit	\$346,261	\$116,074	\$1,197,786	\$1,565,851
Rideshare	\$326,592	\$324,878	\$1,306,970	\$1,333,878
<b>UTA</b>	<b>\$4,855,621</b>	<b>\$4,279,566</b>	<b>\$17,422,142</b>	<b>\$16,983,345</b>
<b>PASSENGERS</b>				
Bus Service	1,526,774	1,576,273	6,346,213	6,618,644
Light Rail Service	1,503,610	1,540,130	5,940,102	6,218,541
Commuter Rail Service	395,714	377,797	1,602,841	1,588,596
Paratransit	69,169	67,284	282,290	281,857
Rideshare	107,388	122,565	413,348	454,678
<b>UTA</b>	<b>3,602,655</b>	<b>3,684,049</b>	<b>14,584,795</b>	<b>15,162,316</b>
<b>FAREBOX RECOVERY RATIO</b>				
Bus Service	18.5%	19.3%	17.0%	16.8%
Light Rail Service	35.3%	26.9%	25.1%	25.3%
Commuter Rail Service	15.7%	15.9%	15.1%	14.8%
Paratransit	19.8%	6.6%	16.3%	21.5%
Rideshare	81.5%	75.5%	84.8%	81.7%
<b>UTA</b>	<b>23.5%</b>	<b>21.0%</b>	<b>20.1%</b>	<b>20.5%</b>
<b>ACTUAL INVESTMENT PER RIDER</b>				
Bus Service	\$5.39	\$4.89	\$5.37	\$4.97
Light Rail Service	\$2.18	\$2.71	\$3.04	\$2.68
Commuter Rail Service	\$7.17	\$6.57	\$6.65	\$6.54
Paratransit	\$20.27	\$24.24	\$21.83	\$20.25
Rideshare	\$0.69	\$0.86	\$0.57	\$0.66
<b>UTA</b>	<b>\$4.39</b>	<b>\$4.37</b>	<b>\$4.75</b>	<b>\$4.35</b>

SUMMARY OF ACCOUNTS RECEIVABLE  
(UNAUDITED)

EXHIBIT 1-9

As of April 30, 2018

Classification	Total	Current	31-60 Days	61-90 Days	90-120 Days	Over 120 Days
1 Federal Government <sup>1</sup>	\$ 21,753,394	\$ 21,753,394				
2 Local Contributions <sup>2</sup>	47,389,233	47,388,650				583
3 Pass Sales	434,318	434,264	(78,961)	1,322	2,029	75,664
4 Property Management	59,859	49,013	9,906	940	-	-
5 Vanpool/Rideshare	30,853	17,049	12,899	(4,477)	144	5,238
6 Product Sales and Development	421,760	320,132	22,444	29,386	(4)	49,802
7 Railway Worker Protection	1,800					1,800
8 Capital Development Agreements	2,221,647	973,825	-	-	1,000,443	247,379
9 Mobility Management	1,700	1,700	-			
10 Paratransit	11,250	11,250				-
11 Other <sup>3</sup>	6,430,565	6,430,565				
12 <b>Total</b>	<b>\$ 78,756,379</b>	<b>\$ 77,379,842</b>	<b>\$ (33,712)</b>	<b>\$ 27,171</b>	<b>\$ 1,002,612</b>	<b>\$ 380,466</b>

Percentage Due by Aging

13 Federal Government <sup>1</sup>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
14 Local Contributions <sup>2</sup>	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
15 Pass Sales	100.0%	-18.2%	0.3%	0.5%	17.4%	
16 Property Management	81.9%	16.5%	1.6%	0.0%	0.0%	
17 Vanpool/Rideshare	55.3%	41.8%	-14.5%	0.5%	17.0%	
18 Product Sales and Development	75.9%	5.3%	7.0%	0.0%	11.8%	
19 Railway Worker Protection	0.0%	0.0%	0.0%	0.0%	100.0%	
20 Capital Development Agreements	43.8%	0.0%	0.0%	45.0%	11.1%	
21 Mobility Management						
22 Paratransit	100.0%	0.0%	0.0%	0.0%	0.0%	
23 Other	100.0%	0.0%	0.0%	0.0%	0.0%	
24 <b>Total</b>	<b>98.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.3%</b>	<b>0.5%</b>	

<sup>1</sup> Federal preventive maintenance funds, federal RideShare funds, and federal interest subsidies for Build America Bonds

<sup>2</sup> Estimated sales tax to be distributed upon collection by the Utah State Tax Commission

<sup>3</sup> OCIP escrow, fuel tax credit, warranty parts out for repair

Note:

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>												
<b>CONTACT PERSON:</b>	<b>Robert K. Biles, Vice President Finance</b>												
<b>SUBJECT:</b>	<b>Approval of contracts and change orders of \$200,000 up to \$1,000,000</b>												
<b>BACKGROUND:</b>	<p>In its meeting of June 13, the Finance and Audit Committee reviewed the following contracts and change orders of \$200,000 up to \$1,000,000.</p> <p><b>New Contracts:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Vendor</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Revel TV</td> <td style="text-align: right;">\$240,000</td> </tr> <tr> <td>First Step House</td> <td style="text-align: right;">395,386</td> </tr> <tr> <td>PARC</td> <td style="text-align: right;">292,638</td> </tr> <tr> <td>Work Activity Center</td> <td style="text-align: right;">426,622</td> </tr> <tr> <td>United Way of Utah Valley</td> <td style="text-align: right;">260,000</td> </tr> </tbody> </table> <p>After its review, the Finance and Audit Committee approved and forwarded to the Board for its consent agenda all of the above contracts.</p> <p>Exhibit A and the contract routing form provides more detail for each contract and change order.</p>	<u>Vendor</u>	<u>Amount</u>	Revel TV	\$240,000	First Step House	395,386	PARC	292,638	Work Activity Center	426,622	United Way of Utah Valley	260,000
<u>Vendor</u>	<u>Amount</u>												
Revel TV	\$240,000												
First Step House	395,386												
PARC	292,638												
Work Activity Center	426,622												
United Way of Utah Valley	260,000												
<b>PREFERRED ALTERNATIVE:</b>	Approve.												
<b>EXHIBITS:</b>	<ul style="list-style-type: none"> <li>• Exhibit A</li> <li>• Contract Routing Forms</li> </ul>												

# Committee Approved Contracts, Change-orders and Disbursements

## Exhibit A

Item #	Board Motion	Criteria	Type	Project Manager	Project Title	Summary description & purpose	Vendor (or potential vendors)	Total Contract Value	Change-orders			Contract Start Date	Contract End Date (Incl. options)	Included In 2018 budget?	Solicitation method	Number of firms which responded to solicitation	Total contract amount of next lowest bidder	
									Change-order amount	Total contract amount after change-order	Percentage change							
Consent Agenda Items	1	Motion to approve the contract and forward to Board for consent agenda	Contract/Change-Order is \$200,000 - \$999,999	Contract	Janelle Robertson	Provo Orem BRT Platform Signage	The purchase and installation of twenty-three passenger information signs for the Provo/Orem BRT Transportation Improvement Project. These signs will be positioned at each of the 23 platform stations and will display a map of the system as well as real-time bus arrival information.	Revel TV	\$ 240,000		N/A	N/A	6/1/2018	5/31/2021	Yes	RFP	Five	\$ 342,645
	2	Motion to approve the contract and forward to Board for consent agenda	Contract/Change-Order is \$200,000 - \$999,999	5310 Contract	Ryan Taylor	5310 Contract	This contract is for FTA 5310 Grant Funds that are pass-through dollars to eligible organizations that serve seniors and people with disabilities. Purchase of one expansion bus, one expansion sedan and radio equipment to replace existing vehicle equipment.	First Step House	\$ 395,386		N/A	N/A	6/1/2018	5/31/2021	Yes	5310 Grant	One	N/A
	3	Motion to approve the contract and forward to Board for consent agenda	Contract/Change-Order is \$200,000 - \$999,999	5310 Contract	Ryan Taylor	5310 Contract	This contract is for FTA 5310 Grant Funds that are pass-through dollars to eligible organizations that serve seniors and people with disabilities. Scope includes operation costs to provide enhanced transportation service to seniors and people with disabilities beyond what is currently available.	PARC	\$ 292,638		N/A	N/A	6/1/2018	5/31/2021	Yes	5310 Grant	One	N/A
	4	Motion to approve the contract and forward to Board for consent agenda	Contract/Change-Order is \$200,000 - \$999,999	5310 Contract	Ryan Taylor	5310 Contract	This contract is for FTA 5310 Grant Funds that are pass-through dollars to eligible organizations that serve seniors and people with disabilities. Scope includes operation costs to provide enhanced transportation service to seniors and people with disabilities beyond what is currently available.	Work Activity Center	\$ 426,622		N/A	N/A	6/1/2018	5/31/2021	Yes	5310 Grant	One	N/A
	5	Motion to approve the contract and forward to Board for consent agenda	Contract/Change-Order is \$200,000 - \$999,999	5310 Contract	Ryan Taylor	5310 Contract	This contract is for FTA 5310 Grant Funds that are pass-through dollars to eligible organizations that serve seniors and people with disabilities. Purchase of three 14 passenger cutaway buses and one accessible minivan to provide service expansion.	United Way of Utah Valley	\$ 260,000		N/A	N/A	6/1/2018	5/31/2021	Yes	5310 Grant	One	N/A

**Item #:** 2

**Project:** Provo - Orem BRT (MSP09618)

**Project Manager:** Ron Cameron

**Contract Administrator:** Brian Motes

**Heading:** 23 Passenger Information Signs

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**Impacted Area(s):** Provo/Orem BRT

**Source of Funds:** Project Budget for Enhancements

**Action Requested:** Approval

**Included in 2018 Budget?** Yes

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**Contract #:** 18-2721BM

**Solicitation Method:** RFP

**Contractor:** Revel TV

**Total Contract Value:** \$239,987

**Contract Start Date:** 6/1/2018

**Contract End Date (Incl. Options):** 5/30/2021

**Number of responding firms:** 2

**Next lowest bidder:** \$ 342,645

---

**Detailed Description & Purpose:** The purchase and installation of twenty-three passenger information signs for the Provo/Orem BRT Transportation Improvement Project. These signs will be positioned at each of the 23 platform stations and will display a map of the system as well as real-time bus arrival information.

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**Attachments:** None

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# CONTRACT ROUTING SHEET

Agenda Item No.:

Board Review Date:

## CONTRACT SECTION

- 1) Contract/P.O. No. **18-2612TP** (Assigned by Purchasing) Contract Administrator: **Brian Motes**  
 Project Manager: **Ron Cameron**
- 2) Contract Type  A. A&E/Design  B. Blanket PO  C. Construction  D. Goods  E. Modification  
 F. Option  G. Renewal  H. Services  I. Task Orders
- 3) Procurement Method  RFQ (Quote)  IFB (Low Bid)  RFQU (Qualification)  
 RFP (Best-value)  Sole source  Other: \_\_\_\_\_
- 4) Contract Title **Passenger Information Signs for the Provo/Orem Transportation Improvement Project**
- 5) Description / Purpose (of contract or project) **23 Passenger Information Signs are needed for the Provo/Orem Transportation Improvement Project**
- 6) Contractor Name **RevelTV**
- 7) Effective Dates Beginning: **07/01/18** Ending: **07/01/21**
- 8) Option to renew?  Yes  No Renewal terms **Includes 3 years of recurring costs with cellular.**

## FINANCIAL SECTION

- 9) Total Board Approval Amount: 

\$	239,987.00
----	------------
- 9a) Current Contract Value: 

\$	239,987.00
----	------------
- 9b) Amendment Amount: 

\$	-
----	---
- 9d) New Contract Value (including all amendments) 

\$	-
----	---
- 9e) Is the amount an estimate?  Yes  No

(Estimate if per transaction cost)

9f) If estimated, how was the estimate calculated? **N/A**

- 10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring
- 11) Account Code **5310 Subrecipients Funds** Capital Project Code
- 12) Budgeted?  Yes  No Budget amount: **\$ 239,987.00**
- 13) Will this contract require support from another department?  Yes  No
- 14) If so, is the other department(s) aware of this contract and the required support?  Yes  No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified?  Yes  No

## SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<i>Bart Simmons</i>
Accounting Reviewed	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<i>Bryan Steele</i>

### 16) Approval Signatures

	Route to?	Initials	
Up to \$10K Manager/Program Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<i>Ron Cameron</i>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<i>David Goeres</i>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<i>W. Steve Meyer</i>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<i>Approval Date</i>

**Item #:** 4

**Project:** 5310 Contract

**Project Manager:** Ryan Taylor

**Contract Administrator:** Brian Motes

**Heading:** First Step House 5310 Contract

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**Impacted Area(s):** Mobility

**Source of Funds:** Federal

**Action Requested:** Approval

**Included in 2018 Budget?** Yes

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**Contract #:** 18-2721BM

**Solicitation Method:** 5310 Grant

**Contractor:** First Step House

**Total Contract Value:** \$395,386

**Contract Start Date:** 6/1/2018

**Contract End Date (Incl. Options):** 6/30/2021

**Number of responding firms:** 1

**Next lowest bidder:** \$ N/A

---

**Detailed Description & Purpose:**

UTA administers the **FTA 5310 Grant** program for three urbanized areas of Utah. These are primarily located in the UTA service district. This contract is for FTA 5310 Grant Funds that are pass-through dollars to eligible organizations that serve seniors and people with disabilities. No UTA funds are expended in the 5310 Grant contracts. Funding is FTA Grant monies and local match provided by the local entities. The Scope of Work includes the purchase of one expansion bus, one expansion sedan and radio equipment to replace existing vehicle equipment that have reached the end of their useful lives. This grant also includes operation costs to provide enhanced transportation service to seniors and people with disabilities beyond what is currently available.

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**Attachments:** None

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# CONTRACT ROUTING SHEET

Agenda Item No.: \_\_\_\_\_  
Board Review Date: \_\_\_\_\_

## CONTRACT SECTION

- 1) Contract/P.O. No. **18-2721BM** (Assigned by Purchasing) Contract Administrator: **Brian Motes**  
Project Manager: **Holly Mahoney**
- 2) Contract Type  A. A&E/Design  B. Blanket PO  C. Construction  D. Goods  E. Modification  
 F. Option  G. Renewal  H. Services  I. Task Orders
- 3) Procurement Method  RFQ (Quote)  IFB (Low Bid)  RFQU (Qualification)  
 RFP (Best-value)  Sole source  Other: 5310
- 4) Contract Title **5310 First Step House**
- 5) Description / Purpose (of contract or project) **FY2015-17 Sec 5310 Salt Lake/West Valley Capital, Operating, Enhanced Mobility of Seniors and Individuals with Disabilities**
- 6) Contractor Name **First Step House**
- 7) Effective Dates Beginning: **05/01/18** Ending: **06/30/21**
- 8) Option to renew?  Yes  No Renewal terms **N/A**

## FINANCIAL SECTION

<b>9) Total Board Approval Amount:</b>	\$ 395,386.00
9a) Current Contract Value:	\$ 395,386.00
9b) Amendment Amount:	\$ -
9d) New Contract Value (including all amendments)	\$ -
9e) Is the amount an estimate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

(Estimate if per transaction cost)

9f) If estimated, how was the estimate calculated? **N/A**

10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring

11) Account Code **5310 Subrecipients Funds** Capital Project Code \_\_\_\_\_

12) Budgeted?  Yes  No Budget amount: **\$ 395,386.00**

13) Will this contract require support from another department?  Yes  No

14) If so, is the other department(s) aware of this contract and the required support?  Yes  No

15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified?  Yes  No

## SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Jerry Syenquist</u>
Accounting Reviewed	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Bryan Steele</u>

### 16) Approval Signatures

	Route to?	Initials	
Up to \$10K Manager/Program Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Ryan Taylor</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>W. Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Approval Date</u>

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

**Item #:** 5

**Project:** 5310 Contract

**Project Manager:** Ryan Taylor

**Contract Administrator:** Brian Motes

**Heading:** Pioneer Adult Rehabilitation Center (PARC) 5310 Contract

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**Impacted Area(s):** Mobility

**Source of Funds:** Federal

**Action Requested:** Approval

**Included in 2018 Budget?** Yes

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**Contract #:** 18-2671BM

**Solicitation Method:** 5310 Grant

**Contractor:**

Pioneer Adult Rehabilitation Center (PARC)

**Total Contract Value:** \$292,638

**Contract End Date (Incl. Options):** 6/30/2021

**Contract Start Date:** 6/1/2018

**Number of responding firms:** 1

**Next lowest bidder:** \$ N/A

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**Detailed Description & Purpose:**

UTA administers the **FTA 5310 Grant** program for three urbanized areas of Utah. These are primarily located in the UTA service district. This contract is for FTA 5310 Grant Funds that are flow through dollars to eligible organizations that serve seniors and people with disabilities. No UTA funds are expended in the 5310 Grant contracts. Funding is FTA Grant monies and local match provided by the local entities. The Scope of Work includes the operation costs to provide enhanced transportation service to seniors and people with disabilities beyond what is currently available.

**Attachments:** None

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# CONTRACT ROUTING SHEET

Agenda Item No.:

Board Review Date:

## CONTRACT SECTION

- 1) Contract/P.O. No. **18-2671BM** *(Assigned by Purchasing)* Contract Administrator: **Brian Motes**  
 Project Manager: **Holly Mahoney**
- 2) Contract Type  A. A&E/Design  B. Blanket PO  C. Construction  D. Goods  E. Modification  
 F. Option  G. Renewal  H. Services  I. Task Orders
- 3) Procurement Method  RFQ (Quote)  IFB (Low Bid)  RFQU (Qualification)  
 RFP (Best-value)  Sole source  Other: 5310
- 4) Contract Title **5310 PARC**
- 5) Description / Purpose **FY2015-17 Sec 5310 Ogden Layton Capital, Enhanced Mobility of Seniors and Individuals with Disabilities**  
*(of contract or project)*
- 6) Contractor Name **PARC**
- 7) Effective Dates Beginning: **05/01/18** Ending: **06/30/21**
- 8) Option to renew?  Yes  No Renewal terms **N/A**

## FINANCIAL SECTION

9) Total Board Approval Amount:

\$	292,638.00
\$	292,638.00
\$	-
\$	-

9a) Current Contract Value:  
 9b) Amendment Amount:  
 9d) New Contract Value (including all amendments)  
 9e) Is the amount an estimate?  Yes  No

(Estimate if per transaction cost)

9f) *If estimated, how was the estimate calculated?* **N/A**

- 10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring
- 11) Account Code **5310 Subrecipients Funds** Capital Project Code
- 12) Budgeted?  Yes  No Budget amount: **\$ 292,638.00**
- 13) Will this contract require support from another department?  Yes  No
- 14) If so, is the other department(s) aware of this contract and the required support?  Yes  No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified?  Yes  No

## SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Jerry Syenquist</u>
Accounting Reviewed	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Bryan Steele</u>

16) Approval Signatures

	Route to?	Initials	
Up to \$10K Manager/Program Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Ryan Taylor</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>W. Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Approval Date</u>

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

**Item #:** 6

**Project:** 5310 Contract

**Project Manager:** Ryan Taylor

**Contract Administrator:** Brian Motes

**Heading:** The Work Activity Center 5310 Contract

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**Impacted Area(s):** Mobility

**Source of Funds:** Federal

**Action Requested:** Approval

**Included in 2018 Budget?** Yes

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**Contract #:** 18-2679BM

**Solicitation Method:** 5310 Grant

**Contractor:**

The Work Activity Center

**Total Contract Value:** \$426,622

**Contract End Date (Incl. Options):** 6/30/2021

**Contract Start Date:** 6/1/2018

**Number of responding firms:** 1

**Next lowest bidder:** \$ N/A

---

**Detailed Description & Purpose:**

UTA administers the **FTA 5310 Grant** program for three urbanized areas of Utah. These are primarily located in the UTA service district. This contract is for FTA 5310 Grant Funds that are flow through dollars to eligible organizations that serve seniors and people with disabilities. No UTA funds are expended in the 5310 Grant contracts. Funding is FTA Grant monies and local match provided by the local entities. The Scope of Work includes the operation costs to provide enhanced transportation service to seniors and people with disabilities beyond what is currently available.

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**Attachments:** None

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# CONTRACT ROUTING SHEET

Agenda Item No.:

Board Review Date:

## CONTRACT SECTION

- 1) Contract/P.O. No. **18-2679BM** *(Assigned by Purchasing)* Contract Administrator: **Brian Motes**  
 Project Manager: **Holly Mahoney**
- 2) Contract Type  A. A&E/Design  B. Blanket PO  C. Construction  D. Goods  E. Modification  
 F. Option  G. Renewal  H. Services  I. Task Orders
- 3) Procurement Method  RFQ (Quote)  IFB (Low Bid)  RFQU (Qualification)  
 RFP (Best-value)  Sole source  Other: 5310
- 4) Contract Title **5310 The Work Activity Center**
- 5) Description / Purpose **FY2015-17 Sec 5310 Salt Lake/West Valley Capital, Operating, Enhanced Mobility of Seniors and Individuals with Disabilities**  
*(of contract or project)*
- 6) Contractor Name **The Work Activity Center**
- 7) Effective Dates Beginning: **05/01/18** Ending: **06/30/21**
- 8) Option to renew?  Yes  No Renewal terms **N/A**

## FINANCIAL SECTION

9) Total Board Approval Amount: 

\$	426,622.00
----	------------

9a) Current Contract Value: 

\$	426,622.00
----	------------

9b) Amendment Amount: 

\$	-
----	---

9d) New Contract Value (including all amendments) 

\$	-
----	---

9e) Is the amount an estimate?  Yes  No

(Estimate if per transaction cost)

9f) *If estimated, how was the estimate calculated?* **N/A**

- 10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring
- 11) Account Code **5310 Subrecipients Funds** Capital Project Code
- 12) Budgeted?  Yes  No Budget amount: **\$ 426,622.00**
- 13) Will this contract require support from another department?  Yes  No
- 14) If so, is the other department(s) aware of this contract and the required support?  Yes  No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified?  Yes  No

## SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Jerry Syenquist</u>
Accounting Reviewed	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Bryan Steele</u>

16) Approval Signatures

	Route to?	Initials	
Up to \$10K Manager/Program Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Ryan Taylor</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>W. Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Approval Date</u>

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

**Item #:** 7

**Project:** 5310 Contract

**Project Manager:** Ryan Taylor

**Contract Administrator:** Brian Motes

**Heading:** United Way Community Services of Utah Valley Para-transit 5310 Contract

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**Impacted Area(s):** Mobility

**Source of Funds:** Federal

**Action Requested:** Approval

**Included in 2018 Budget?** Yes

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**Contract #:** 18-2677BM

**Contractor:**

United Way Community Services

Utah Valley Para-transit

**Solicitation Method:** 5310 Grant

**Total Contract Value:** \$260,000

**Contract End Date (Incl. Options):** 6/30/2021

**Contract Start Date:** 6/1/2018

**Number of responding firms:** 1

**Next lowest bidder:** \$ N/A

---

**Detailed Description & Purpose:**

UTA administers the **FTA 5310 Grant** program for three urbanized areas of Utah. These are primarily located in the UTA service district. This contract is for FTA 5310 Grant Funds that are pass-through dollars to eligible organizations that serve seniors and people with disabilities. No UTA funds are expended in the 5310 Grant contracts. Funding is FTA Grant monies and local match provided by the local entities. The Scope of Work includes the purchase of three 14 passenger cutaway buses to replace existing vehicles which have exceeded their useful lives. This grant also includes the purchase of one accessible minivan to provide service expansion.

**Attachments:** None

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# CONTRACT ROUTING SHEET

Agenda Item No.:

Board Review Date:

## CONTRACT SECTION

- 1) Contract/P.O. No. **18-2677BM** *(Assigned by Purchasing)* Contract Administrator: **Brian Motes**  
 Project Manager: **Holly Mahoney**
- 2) Contract Type  A. A&E/Design  B. Blanket PO  C. Construction  D. Goods  E. Modification  
 F. Option  G. Renewal  H. Services  I. Task Orders
- 3) Procurement Method  RFQ (Quote)  IFB (Low Bid)  RFQU (Qualification)  
 RFP (Best-value)  Sole source  Other: 5310
- 4) Contract Title **5310 United Way Community Services Utah Valley Paratransit**
- 5) Description / Purpose *(of contract or project)*  
**FY2015-17 Sec 5310 Provo Orem Capital, Enhanced Mobility of Seniors and Individuals with Disabilities**
- 6) Contractor Name **United Way Community Services Utah Valley Paratransit**
- 7) Effective Dates Beginning: **05/01/18** Ending: **06/30/21**
- 8) Option to renew?  Yes  No Renewal terms **N/A**

## FINANCIAL SECTION

- 9) Total Board Approval Amount: 

\$	260,000.00
----	------------
- 9a) Current Contract Value: 

\$	260,000.00
----	------------
- 9b) Amendment Amount: 

\$	-
----	---
- 9c) New Contract Value (including all amendments) 

\$	-
----	---
- 9d) Is the amount an estimate?  Yes  No

(Estimate if per transaction cost)

9f) *If estimated, how was the estimate calculated?* **N/A**

- 10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring
- 11) Account Code **5310 Subrecipients Funds** Capital Project Code
- 12) Budgeted?  Yes  No Budget amount: **\$ 260,000.00**
- 13) Will this contract require support from another department?  Yes  No
- 14) If so, is the other department(s) aware of this contract and the required support?  Yes  No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified?  Yes  No

## SIGNATURE SECTION

	Route to?	Initials	
Attorney/Legal	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Jerry Syenquist</u>
Accounting Reviewed	<input checked="" type="checkbox"/> Yes	<input type="text"/>	<u>Bryan Steele</u>

### 16) Approval Signatures

	Route to?	Initials	
Up to \$10K Manager/Program Manager	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Ryan Taylor</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Cherryl Beveridge</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>W. Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<u>Approval Date</u>

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Hal Johnson, Manager of Project Development</b>
<b>SUBJECT:</b>	<b>Ogden/WSU BRT Memorandum of Understanding</b>
<b>BACKGROUND:</b>	<p>The purpose of the proposed memorandum of understanding is to be a guiding document for final design, including funding. FTA's region office recommended that the project stakeholders enter this agreement.</p> <p><b>Project Stakeholders/Contract Parties</b></p> <ul style="list-style-type: none"> <li>• Utah Transit Authority</li> <li>• Wasatch Front Regional Council</li> <li>• Ogden City</li> <li>• Weber State University</li> <li>• Intermountain Healthcare, Inc., dba McKay-Dee Hospital</li> <li>• Weber County Council of Governments</li> <li>• Utah Department of Transportation</li> </ul> <p><b>Contract Purpose</b></p> <ul style="list-style-type: none"> <li>• Goals: Seek funding, obtain approvals, and make ongoing project decisions.</li> <li>• Secure Initial Project Work and Funding: The environmental assessment, design, and project management will be funded by project stakeholders; costing approximately \$5,000,000. An additional agreement will be developed to cover construction and operations of the project.</li> </ul>
<b>PREFERRED ALTERNATIVE:</b>	Passing the Resolution and approving the Memorandum of Understanding
<b>LEGAL REVIEW:</b>	Complete
<b>EXHIBITS:</b>	<ul style="list-style-type: none"> <li>• R2018-06-01: Memorandum of Understanding for the Ogden/Weber BRT</li> <li>• Memorandum of Understanding: Ogden/Weber State University Bus Rapid Transit Project</li> </ul>

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT  
AUTHORITY AUTHORIZING EXECUTION OF A MEMORANDUM OF  
UNDERSTANDING FOR THE OGDEN/WEBER STATE UNIVERSITY BUS  
RAPID TRANSIT PROJECT**

R2018-06-01

June 27, 2018

WHEREAS, the Utah Transit Authority (the “Authority”) is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities – Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, for the past several years, the Authority has been working with the Wasatch Front Regional Council, Ogden City, Weber State University, Intermountain Healthcare, Weber County, and the Utah Department of Transportation (collectively the “Stakeholders”) to study a transit system connecting the Ogden Intermodal Center, downtown Ogden, Weber State University and McKay-Dee Hospital; and

WHEREAS, the Ogden/Weber State University Bus Rapid Transit Project (the “Project”) was identified as the locally preferred transit alternative for this corridor; and

WHEREAS, the Authority and the Stakeholders desire that additional environmental and design work be performed with respect to the Project in a manner that will allow the Authority to apply for a federal grant (the “Grant”) under the Federal Transit Administration’s Small Starts Capital Investment Grant Program; and

WHEREAS, the Authority and the Stakeholders have agreed upon a high-level strategy to jointly finance the design, construction and other work related to the Project; and

WHEREAS, the Authority has agreed to commit \$1M to fund the initial Project work, including design; and

WHEREAS, conditioned upon the receipt of the Grant, as well as the receipt of additional funding from or through the Stakeholders, the Authority has agreed to commit an additional \$7M for Project construction; and

WHEREAS, each of the Stakeholders has agreed to contribute additional funds or other valuable consideration toward the Project; and

WHEREAS, the commitments of the Authority and each of the Stakeholders are outlined in a Memorandum of Understanding for the project (the “MOU”); and

WHEREAS, the Authority's Board of Trustees (the "Board") wishes to evidence its approval of the MOU.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Authority:

1. That the Board hereby approves the MOU negotiated among the Authority and the Stakeholders.
2. The Board authorized the Executive Director and his or her designee(s) to execute the MOU in substantially the same form as that attached as Exhibit A to this Resolution.
3. That the Board hereby ratifies any and all actions previously taken by the Authority's management and staff to prepare and negotiate the MOU.
4. That the corporate seal be attached hereto.

Approved and adopted this 27<sup>th</sup> day of June, 2018.

---

Greg Bell, Chair  
Board of Trustees

ATTEST:

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Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27<sup>th</sup> day of June, 2018.

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Greg Bell, Chair  
Board of Trustees

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Robert K. Biles, Secretary/Treasurer

Approved As To Form:

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Legal Counsel

## MEMORANDUM OF UNDERSTANDING

### Ogden/Weber State University Bus Rapid Transit Project

This Memorandum of Understanding (“MOU”) is entered into this \_\_\_ day of \_\_\_\_\_ 2018 by and among the Utah Transit Authority (“UTA”), the Wasatch Front Regional Council (“WFRC”), Ogden City (“Ogden”), Weber State University (“WSU”), Intermountain Healthcare, dba McKay-Dee Hospital, Weber County (the “County”), and Utah Department of Transportation (UDOT). UTA, WFRC, Ogden, WSU, Intermountain Healthcare, the County, and UDOT are hereafter collectively referred to as the “Project Stakeholders”, or the “Parties”.

#### RECITALS

WHEREAS, in 2008, the Project Stakeholders entered into an agreement to jointly conduct an Alternatives Analysis and the resulting NEPA review for the potential development of major capital transit investments in the Ogden/WSU Corridor area;

WHEREAS, in 2013, the Project Stakeholders entered into an agreement to commence, and subsequently completed, a transit system study between the Ogden Intermodal Hub and Weber State University – McKay-Dee Hospital;

WHEREAS, the Project Stakeholders are supportive of the results of the transit system study, and have determined it is in each of their respective best interests to continue to pursue funding and design alternatives toward the goal of an Ogden/Weber State University Bus Rapid Transit project, consisting of a 5.3-mile route connecting the Ogden Intermodal Center, downtown Ogden, Weber State University, and McKay-Dee Hospital (the “BRT Project”);

WHEREAS, Ogden, WFRC, and UTA have adopted the locally-preferred alternative (“LPA”), the Project Stakeholders have agreed upon the alignment for the BRT Project, the BRT Project has been identified by WFRC in the Regional Transportation Plan (RTP) as a Phase 1 project, and the Project Stakeholders are willing to pledge funds and other support for moving the BRT Project into the next phase, including through the remaining NEPA processes;

WHEREAS, the Project Stakeholders encourage and support the use by UTA of Proposition 1 tax funds from Weber County to complete the Initial Project Work (as defined herein below) for the BRT Project;

NOW, THEREFORE, in consideration of the mutual covenants and understandings herein set forth, the mutual benefits to the parties to be derived here from, and for other valuable consideration, the receipt and sufficiency of which the parties acknowledge the parties agree as follows:

1. Goals. The BRT Project is contemplated to be a 5.3-mile BRT route, with 10-15-minute headways, and with additional service in peak times. The Project Stakeholders acknowledge that the respective obligations and commitments of each of the Parties hereto (after the Initial Project Work defined below) are conditioned on details and contingencies that are not yet finalized and in

some cases, not yet knowable. The Project Stakeholders agree to work together to seek funding, obtain approvals, and make ongoing Project decisions, in good faith.

2. Project Manager. UTA will assign a Project Manager to manage and administer the BRT Project. The Project Manager will be responsible to report to the Project Stakeholders for the oversight and management of the BRT Project. The initial Project Manager will be Hal Johnson. A subsequent project manager to oversee the final design and construction will be assigned.

3. BRT Project Committee. A BRT Project Committee will be established, consisting of one individual appointed by each of the Project Stakeholders. The BRT Project Committee will review and provide comments with respect to the ongoing progress of the BRT Project plans and goals. The BRT Project Committee shall meet at such reasonable intervals as shall be determined by the Project Manager, or as requested by other members of the BRT Project Committee. The initial members of the BRT Project Committee shall be as follows: UTA, Eddy Cumins or Hal Johnson; Ogden, Mark Johnson; the County, Brooke Stewart; UDOT, Kris Peterson; WSU, Norm Tarbox; Intermountain Healthcare, Chris Dallin; and WFRC, Callie New.

<b>Ogden BRT Funding Plan</b>	
Total project cost	\$ 79,000,000
CMAQ/STP funding	\$ 6,000,000
CMAQ/STP future request	\$ 1,500,000
Local match	\$ 544,621
Total	\$ 8,044,621
Small Starts	\$ 70,955,379
Federal (65%)	\$ 46,120,996
Local	\$ 24,834,383
Local funds required	\$ 25,379,004
<b>Local Funding</b>	
Ogden (Design)	\$ 100,000
UDOT (Design)	\$ 50,000
WSU Land Donation	\$ 3,600,000
UTA (Design)	\$ 1,000,000
Weber County	\$ 1,250,000
Weber County	\$ 1,250,000
UTA	\$ 7,000,000
Weber County Corridor Preservation	\$ 5,000,000
Weber County Roadway funding	\$ 1,000,000
Ogden City Roadway Improvements	\$ 3,000,000
<b>Needed local funding</b>	<b>\$ 2,129,004</b>
<b>CMAQ/STP future request</b>	<b>\$ 1,500,000</b>

4. BRT Project Costs. The Project Stakeholders acknowledge that the estimated cost for the BRT Project is approximately \$79.0M, for design, construction, and project management. UTA estimates that it will have necessary operating funds, from existing Route 603 and Proposition 1 tax funds, to operate and maintain the BRT Project. Additional Proposition 1 tax funds have been tentatively programmed for long-term, state-of-good-repair for the BRT Project. The table below identifies the cost and potential funding scenario.

5. Intent to Seek Federal Funding. UTA will seek federal funding and finance opportunities, as further described below, but if the funding described in this MOU cannot be identified and secured, the Project Stakeholders acknowledge that the BRT Project may be delayed or terminated and the Project Stakeholders may not realize the full anticipated benefits from the Initial Project Work. Each of the Project Stakeholders identified in paragraph 6 below will use reasonable efforts to obtain and/or contribute funding for the BRT Project, as more fully described herein.

6. Project Funding for Design and Construction. The Project Stakeholders have determined that the cost of the environmental assessment, design, and project management will be approximately Five Million Dollars (\$5,000,000) (the “Initial Project Work”). The Initial Project Work, completion of the project environmental document and Request to Enter Project Development for FTA’s Small Starts Grant Program, shall include the items generally described in the Scope, attached hereto as Exhibit “A” and by this reference made a part hereof. The projected needed local match for the construction of the project is estimated to be \$25.3M which includes \$5.0M for design. Certain of the Project Stakeholders have committed funding for the design and construction, but contingent on all other commitments and funds being received. The contributions of Project Stakeholders for Initial Project Work are as follows, subject specifically to receipt of funds and completion of matters on the timeline described in paragraph 8, below:

(a) UTA. UTA will contribute One Million Dollars (\$1M), from Proposition 1 Weber County tax funds, to be provided over two (2) years. Upon grant award, UTA will also contribute an additional \$7M for capital improvements from Prop 1.

(b) Weber County. The County will contribute Two Million Five Hundred Thousand Dollars (\$2.5M), to be contributed one-half (\$1.25M) in the year 2020, and one-half (\$1.25M) in the year 2021 for design and an additional \$5M for right of way/corridor preservation. The corridor preservation funding is immediately available. Right of way funding will only be used for property acquisition related costs.

(c) Ogden. Ogden will contribute One Hundred Thousand Dollars (\$100,000) for design, on or about July 1, 2018, and up to \$4.0M in local match for roadway construction improvements on 25<sup>th</sup> Street and 23<sup>rd</sup> Street.

(d) UDOT. UDOT will contribute Fifty Thousand Dollars (\$50,000), on or about July 1, 2019.

(e) WFRC. In the fall of 2022, WFRC will provide One Million Five Hundred Thousand Dollars (\$1.5M) in STP funding for the design. WFRC will also provide One Million Dollars (\$1.0M) from CMAQ funding, which is scheduled to be available in the fall of 2022 for the

design and construction of an intermodal center on the Weber State University Campus and Three Million Five Hundred Thousand Dollars (\$3.5M) for construction of the project. Project partners are seeking an additional \$1.5M in future CMAQ or STP funding for construction, however these competitive funds have not been committed to this project.

7. Application for Federal Funds. The BRT Project appears to meet current criteria for Federal Transit Administration Small Starts funding, and may potentially be eligible to receive 50% to 80% of the eligible costs (approximately \$33.4M to \$56.7M) from the Federal Transit Administration. Project partners are targeting a 65% federal grant for the project in the amount of \$46.1M. Subject to the availability of other funds as described herein, UTA will take appropriate steps to make formal application to the Federal Transit Administration in October 2018 for a Small Starts Grant. The Initial Project Work will include a cost estimate of the BRT Project, and identification of the appropriate ratio of federal/local funds. The Parties acknowledge that the award of a Small Starts Grant is beyond UTA's control and that UTA can provide no assurances that such a grant will be awarded.

8. Project Stakeholder Funding Commitments. UTA will submit a formal submission/application to the Federal Transit Administration, in 2018 to Request Entry into Project Development. During the Project Development process UTA will work with FTA on the final small starts full funding grant agreement. To submit an application at least half of the local match is required. Projected need local match for the project is: \$25.3M, Project partners have most of the match in place, approximately \$23.25M. A total of \$3.6M in locally programmed funding is needed to complete the local match package for the project at a 65% ratio. The project partners will work collaboratively to close the remaining funding gap on the project.

9. Conditions Precedent to Commencement of Final Design Project Work. Prior to commencement of final design, the appropriate Project Stakeholders agree to complete the following:

(a) All funds necessary for design and project management will be committed and available before any request for Project Development will be submitted to the Federal Transit Administration.

(b) All funds described in paragraph 5 through 8 must be available to meet cash flow requirements necessary to complete the final design and construction.

(c) The provisions of this paragraph 9 shall not be construed so as to require any party to accelerate the delivery of funds in advance of the program years identified in paragraph 6.

10. Specific Project Stakeholder Commitments. Subject to the preliminary matters being completed, as further described herein, the Project Stakeholders will complete the following, at the appropriate times and manners, in connection with the BRT Project prior to construction starting on the project:

(a) UTA. UTA will:

(i) contribute funds described in paragraph 6(a) above.

(ii) submit needed letters and application to seek federal approval and funding for the project . UTA will call on project partners to support the development of the application

(iii) upon comital and receipt of all future financial commitments contemplated in paragraph 8 and a Small Starts Grant from FTA, design and contract to build the BRT Project in the alignment selected.

(iv) credit any Project Stakeholder contributing easements or rights of way for the fair market value of such property right, as “local match” for any federal Small Starts grant.

(v) enter into a Public Way Use Agreement for operating and maintaining the BRT Project on or within any Ogden, WSU, and UDOT-owned roadways.

(vi) work with Ogden, the County, and other appropriate Project Stakeholders, together with a consultant team, to produce appropriate transit-oriented development studies, including a market study, for areas within and near the BRT Project corridor.

(vii) complete the environmental assessment required to make formal application for project development.

(viii) procure a final design contractor and complete design

(ix) agree to operate and maintain the BRT Project including facilities directly associated with individual BRT stops.

(x) consistent with the terms of the Small Starts Capital Agreement, finance the construction of the project

(b) Weber County. The County will:

(i) contribute funds described in paragraph 6(b) above for final design and right of way.

(ii) cooperate with appropriate Project Stakeholders, as necessary, in their production of appropriate transit-oriented development studies for areas within and near the BRT Project corridor.

(c) Ogden. Ogden will:

(i) contribute funds described in paragraph 6(c) above.

(ii) work with the County, UTA, and other appropriate Project Stakeholders, to produce appropriate transit-oriented development studies and market studies for areas within and near the BRT Project corridor.

(iii) enter into a Public Way Use Agreement authorizing the operation and maintenance of the BRT Project on or within any Ogden-owned roadways.

(iv) maintain the BRT lanes, not including facilities directly associated with individual BRT stops, on Ogden-owned roadways in a manner consistent with the maintenance of other Ogden roads having similar usage demands.

(v) coordinate with other Project Stakeholders to assess land use and work to change zoning and development codes to support and coincide with the improvements of the BRT Project.

(vi) fund needed roadway improvements on 23<sup>rd</sup> Street and 25<sup>th</sup> Street that support the development of the BRT project

(d) UDOT. UDOT will:

(i) contribute funds described in paragraph 6(d) above.

(ii) enter into a Public Way Use Agreement with UTA which identifies individual responsibilities for operating and maintaining the BRT Project on or within any UDOT roadways, and maintaining any exclusive lanes on UDOT property, including Harrison Blvd

(e) WFRC. WFRC will work with UTA to transfer awarded CMAQ and STP funds. WFRC will provide travel modeling services as needed and/or as requested by FTA.

(f) WSU. WSU will:

(i) after identification and appraisal of easements and/or right-of-way on WSU property, and completion of all appropriate federally-required processes, donate such property rights, with the value of such property rights representing in-kind local match for federal grant funds.

(ii) enter into a Public Way Use Agreement for operating and maintaining the BRT Project on or within roadways within the WSU campus, including maintaining the BRT lanes on roadways within or on WSU campus property.

(iii) amend the WSU Campus Master Plan to include the final BRT transit alignment through campus, as well as to facilitate necessary changes for future facilities along the BRT alignment.

(iv) it is anticipated that the proposed project will replace the current campus shuttle system. UTA will work with WSU to design the operating plan for the project which will maximize ridership at the lowest cost.

(v) work with UTA toward a long-term agreement for a campus-wide transit pass program.

(g) Intermountain Healthcare. Intermountain Healthcare will grant licenses to UTA, at no cost, and upon terms and conditions agreeable to both parties, for use of Intermountain Healthcare property for BRT access, stations/stops, canopies, and related infrastructure facilities. UTA and Intermountain Healthcare will also coordinate on the needed maintenance of all infrastructure.

All parties. All parties agree to help seek funding to fill in any project funding gaps prior to UTA moving forward with construction of the project.

11. Cooperation of Project Stakeholders. The Project Stakeholders will cooperate to operate their respective roadways, properties, and facilities within or near the BRT Project corridor, with respect to design, construction, maintenance and repair work, before, during and after completion of the BRT Project, in a manner so as to minimize interference with operations and use by the other Project Stakeholders.

12. Betterments. The standard improvements and design elements that are reasonably necessary to operate the BRT transit line have been included in the project estimate. The cost of any betterments, such as, by way of example only, re-pavement of the full width of roadways, replacement or upgrading of utilities or sidewalks, etc. will be the responsibility of the requesting entity, unless required due to roadway impacts by the BRT Project. Potential work necessary may include lane shifts, ghost lines, extensive potholing etc.

13. Amendments. Alterations, extensions, supplements or modifications to the terms of this MOU as detailed herein shall be agreed to in writing by the parties concerned, incorporated as amendments to this MOU, and made a part hereof.

14. GRAMA. The Project Stakeholders acknowledge that disclosure of records pursuant to this MOU is subject to the Utah Government Records Access and Management Act, Utah Code Ann. §63G-7-101, et seq.

15. Termination. Any party may terminate this MOU for cause if any other party fails to fulfill the obligations specified herein in a timely and proper manner, or if any other party violates any of the terms hereof, or if the parties determine that funding is not available or sufficient. If any party to this MOU wishes to withdraw for convenience, it shall have the right to withdraw from this MOU by giving written notice of such withdrawal to all other parties and specifying the effective date thereof, which date shall be at least thirty (30) days after the date of such notification. Parties withdrawing from this MOU are responsible for meeting their financial obligations as described in this MOU.

IN WITNESS WHEREOF, the above-identified parties have entered into this MOU effective the date first set forth herein.

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SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

UTAH TRANSIT AUTHORITY

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Date: \_\_\_\_\_

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Date: \_\_\_\_\_

Approved as to Form

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UTA Legal Counsel

SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

WASATCH FRONT REGIONAL COUNCIL

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Andrew Gruber, Executive Director

Date: \_\_\_\_\_

SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

OGDEN CITY CORPORATION

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Mayor

Date: \_\_\_\_\_

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\_\_\_\_\_, City Council Chair

Date: \_\_\_\_\_

Approved as to Form

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ATTEST

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City Recorder

SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

WEBER STATE UNIVERSITY

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Date: \_\_\_\_\_

Approved as to Form

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SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

INTERMOUNTAIN HEALTHCARE

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Tim Pehrson, CEO

Date: \_\_\_\_\_

SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

BOARD OF COUNTY COMMISSIONERS OF  
WEBER COUNTY

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Date: \_\_\_\_\_

Approved as to Form

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SIGNATURE PAGE FOR MEMORANDUM OF UNDERSTANDING for Ogden-Weber BRT  
Project

UTAH DEPARTMENT OF TRANSPORTATION

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Date: \_\_\_\_\_

## EXHIBIT “A”

### Proposed Scope of Initial Project Work

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#### OGDEN-WSU TRANSIT CORRIDOR PROJECT

Phase 1- Project Development and Preliminary Engineering Services

Phase 2- Final Design Engineering Services

Design for the Transit Corridor will be advanced in order to develop a more accurate and current cost estimate, refine contingency funding assumptions and to determine right of way and easement acquisition, to complement timing of Ogden and WSU improvements within the project limits, to identify utility conflicts/relocation requirements and begin negotiating utility agreements, to identify risk elements, and develop mitigation strategies. Preliminary 30% plans will be developed during this phase to be available for use in the future selection process of a CMGC contractor or for inclusion in a Design Build RFP. Currently plans are very conceptual and evolving.

### **Phase 1- Project Development and Preliminary Engineering Services Work Plan**

#### **PROJECT MANAGEMENT**

The purpose of this activity is to provide overall direction and control for the project. The project manager will be responsible for the implementation of quality control measures, project reporting, project documentation, and overall performance of the project. Regularly scheduled progress meetings will be conducted and written progress reports will be prepared.

- Prepare and submit monthly project progress and budget reports
- Prepare and submit monthly invoices
- Schedule and hold bi-weekly team coordination meetings to review status and progress of the work
- Prepare meeting agendas and provide meeting notes/documentation and action items
- Manage sub-consultants and agreements
- Identify project risks and develop mitigation strategies; Participate in risk assessments

Assumptions:

- 24 team meetings
- Two risk workshop meetings will be scheduled and held

#### **SPONSOR COORDINATION AND INTERLOCAL AGREEMENTS**

Maintain coordination and provide progress updates to project sponsors and key stakeholders.

- Schedule and hold monthly coordination meetings
- Facilitate and document negotiations between project sponsors for project costs and betterments
- Coordinate and determine sponsor responsibility and approach for construction, maintenance, operation, ROW acquisition, drainage, design standards, construction procurement, design reviews, public involvement, utilities, and other project issues
- Determine what interlocal agreements (ILAs) are needed for project development

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Bart Simmons, Senior Counsel - Contracts</b>
<b>SUBJECT:</b>	<b>R2018-06-02: TIGER Capital Project Authority – Construction Phase Amendment Authority with Granite Construction</b>
<b>BACKGROUND:</b>	<p>Resolution 2018-05-09 authorized the Board of Trustees to establish separate approval processes for contracts, expenses, and change orders for major capital projects.</p> <p>This resolution provides authorization to move forward with implementation of the TIGER Project funded through federal grant dollars. This capital project planned with cities, counties and other public stakeholders will facilitate access and improve connections to the Authority’s public transit system.</p> <p>R2018-06-02 authorizes UTA to move forward with Phase 2 amendments authorizing construction for the project up to \$10,399,923 as approved in the Agency’s 2018 capital budget.</p>
<b>PREFERRED ALTERNATIVE:</b>	Approve
<b>LEGAL REVIEW:</b>	Complete
<b>EXHIBITS:</b>	1) <b>R2018-06-02 CMGC Contract for First/Last Mile Project</b>

**RESOLUTION OF THE BOARD OF TRUSTEES OF UTAH TRANSIT  
AUTHORITY AUTHORIZING EXECUTION OF AMENDMENTS UNDER  
CONSTRUCTION MANAGER/GENERAL CONTRACTOR CONTRACT FOR  
FIRST/LAST MILE CONNECTION PROGRAM OF PROJECTS**

R2018-06-02

June 27, 2018

WHEREAS, Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities – Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, for the past several years, the Authority has been working with cities, counties and other public stakeholders (the "Stakeholders") on a jointly planned program of capital projects that will facilitate access and improve connections to the Authority's public transit system (collectively the "Projects"); and

WHEREAS, the Authority has: (i) obtained a grant of federal assistance (the "TIGER Grant") for these Projects; (ii) secured (or contracted to secure) local match commitments from the Stakeholders for certain Stakeholder-sponsored Projects; and (iii) budgeted Authority funds for certain Authority-sponsored Projects; and

WHEREAS, on April 11, 2018, the Authority executed a Construction Manager/General Contractor Agreement (the "CM/GC Contract") with Granite Construction Company (the "Contractor"); and

WHEREAS, the CM/GC Contract provides for the Contractor to perform design reviews, value engineering, and other preconstruction services necessary to develop a final scope, schedule and budget for each of the Projects; and

WHEREAS, the CM/GC Contract establishes an initial \$297,390 not-to-exceed amount (the "TIGER Grant Preconstruction Budget") for preconstruction services; and

WHEREAS, the CM/GC Contract provides that, as part of the preconstruction services, the Authority and the Contractor will attempt to negotiate a lump sum price for each Project based upon an open book cost estimating process, utilizing profit factors and cost methodologies that were determined through a competitive contracting process and set forth in the CM/GC Contract; and

WHEREAS, the CM/GC Contract also provides that, once the scope, schedule and lump sum price for a Project have been agreed as part of the

preconstruction services, the Authority and the Contractor will execute amendments to the CM/GC Contract (“Phase 2 Amendments”) to: (i) authorize the Contractor to commence construction services for Projects or groups of Projects; and (ii) increase the not-to-exceed contract amount to reflect such authorization; and

WHEREAS, the Phase 2 Amendments for several Stakeholder-sponsored Projects will need to be executed in the next several weeks and months in order to facilitate construction during the 2018 and 2019 construction seasons, and in order to meet the Authority’s contractual commitments to the Stakeholders; and

WHEREAS, the lump sum amounts for some Phase 2 Amendments may exceed the amounts that could otherwise be approved under the Executive Director’s statutory change order authority; and

WHEREAS, the Board-approved 2018 capital budget of \$13,104,294 for the Projects includes up to \$10,399,923 in additional construction funding (the “TIGER Grant Construction Budget”) which has been allocated to the construction phase for Projects under the CM/GC Contract; and

WHEREAS, the TIGER Grant Construction Budget includes Tiger Grant funding, local match commitments from Stakeholders and budgeted Authority funding; and

WHEREAS, the Authority’s Board of Trustees (the “Board”) desires to provide the Executive Director with authority to approve Phase 2 Amendments during the 2018 calendar year consistent with the overall TIGER Grant Construction Budget; and

WHEREAS, this Resolution is issued pursuant to the Board’s authority to establish a separate approval process for contracts, expenses and change orders for major capital projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Authority:

1. That the Executive Director and/or his designees are authorized to execute Phase 2 Amendments with respect to Stakeholder-sponsored Projects from time to time as preconstruction services are completed with respect to such Projects.
2. That the cumulative amount obligated under any Phase 2 Amendments executed by the Executive Director pursuant to such authority shall not exceed the TIGER Grant Construction Budget.
3. That any Phase 2 Amendment that would cause the Authority to exceed the TIGER Grant Construction Budget shall require additional approval of the Board.

4. That any Phase 2 Amendment for a Stakeholder-sponsored Project shall not include a lump sum price exceeding the sum of: (i) the Tiger Grant funds that have been budgeted for such project; and (ii) the total local match commitment provided by or on behalf of the applicable Stakeholder.
5. That all expenditures under the Phase 2 Amendments must be presented to the Board as informational items in accordance with Board Resolution No. R2018-05-09.
6. That the corporate seal be attached hereto.

Approved and adopted this 27<sup>th</sup> day of June, 2018.

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Greg Bell, Chair  
Board of Trustees

ATTEST:

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Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27th day of June, 2018.

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Greg Bell, Chair  
Board of Trustees

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Robert K. Biles, Secretary/Treasurer

Approved As To Form:

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Legal Counsel

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Steve Meyer, Interim Executive Director</b>
<b>SUBJECT:</b>	<b>Resolution R2018-06-03 authorizing the execution of construction contract change orders for the Provo-Orem Transportation Improvement Project</b>
<b>BACKGROUND:</b>	<p>In its meeting of June 13, the Finance and Audit Committee directed staff to prepare a resolution which would authorize the final phases of the Provo-Orem BRT Capital Project scheduled to open in August 2018.</p> <p>Resolution R2018-06-03 grants the Executive Director the authority to approve change orders on the Project as long as they are consistent with the approved Project budget (the budget is not increased). The resolution also requires that disbursement reporting for the Project be in accordance with the provisions of Resolution No. R2018-05-09.</p>
<b>PREFERRED ALTERNATIVE:</b>	Approval
<b>LEGAL REVIEW:</b>	Complete
<b>EXHIBITS:</b>	<ul style="list-style-type: none"> <li>• R2018-06-03: Provo-Orem TRIP Capital Project Authority</li> </ul>

**RESOLUTION OF THE BOARD OF TRUSTEES OF UTAH TRANSIT  
AUTHORITY AUTHORIZING THE EXECUTION OF CONSTRUCTION  
CONTRACT CHANGE ORDERS FOR THE PROVO-OREM  
TRANSPORTATION IMPROVEMENT PROJECT**

R2018-06-03

June 27, 2018

WHEREAS, Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities – Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, the Authority has been constructing the Provo-Orem Transportation Improvement Project (the "Project") over the past two years and the Project is nearing completion; and

WHEREAS, the Project is comprised of transit improvements for the Provo-Orem BRT Project (the "BRT Project") and other roadway, pedestrian and related improvements.

WHEREAS, in support of the Project, the Authority has executed a construction contract with Utah Valley Transit Constructors (the "UVTC Contract") and a separate construction contract with Big D Construction Corp. (the "Big D Contract" and, together with the UVTC Contract collectively the "Contracts"); and

WHEREAS, the BRT Project is scheduled to begin revenue service on August 13, 2018; and

WHEREAS, in order to resolve outstanding construction claims, to provide direction to the respective contractors with regard to remaining construction items, and to facilitate the achievement of completion milestones with respect to each Contract, certain change orders will need to be executed; and

WHEREAS, some of these change orders may increase the value of the Contracts by more than \$200,000; and

WHEREAS, as part of the Authority's 2018 budget approval process, the Board increased the capital budget for the Project budget to (in part) address the outstanding items that will require change orders; and

WHEREAS, the Authority's Board of Trustees (the "Board") desires to provide the Executive Director with authority to execute any change orders that may be necessary or advisable to close-out the Project; and

WHEREAS, this Resolution is issued pursuant to the Board's authority to establish a separate approval process for contracts, expenses and change orders for major capital projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Authority:

1. That the Executive Director and/or his designees are authorized to execute change orders with respect to the Project as may be necessary or advisable to close-out the Contracts.
2. That all change orders executed by the Executive Director and/or his designees under the authority granted by this Resolution must be consistent with the approved Project budget.
3. That all disbursements under change orders executed by the Executive Director and/or his designees under the authority granted by this Resolution must be presented to the Board as informational items in accordance with Board Resolution No. R2018-05-09.
4. That the corporate seal be attached hereto.

Approved and adopted this 27<sup>th</sup> day of June 2018.

---

Greg Bell, Chair  
Board of Trustees

ATTEST:

---

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27th day of June, 2018.

---

Greg Bell, Chair  
Board of Trustees

---

Robert K. Biles, Secretary/Treasurer

Approved As To Form:

---

Legal Counsel

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Paul Drake, Sr. Manager – Real Estate &amp; TOD</b>
<b>SUBJECT:</b>	<b>Right of Way Contract for Provo-Orem TRIP</b>
<b>BACKGROUND:</b>	<p>Construction for the Provo-Orem TRIP project is well underway. The Agency has been working diligently to secure right of way and construction rights for the project.</p> <p>Agency staff has finalized negotiations on a 0.48 acre strip required for the project and is ready to close the transaction.</p>
<b>PREFERRED ALTERNATIVE:</b>	Approval
<b>LEGAL REVIEW:</b>	Complete
<b>EXHIBITS:</b>	<ul style="list-style-type: none"><li>• R2018-06-04 Approving Provo-Orem ROW Real Estate Acquisition</li><li>• ROW Contract</li></ul>

# Property Acquisition, Encumbrance or Disposal over \$500K

## Exhibit B

Item	Landowner	Detailed description & purpose	Source of Funds	UTA Appraisal Amount	Landowner Appraisal (if any)	Final Purchase Price	FTA Concurrence required?	FTA Concurrence received?	Within Budgeted amount for Project ROW?
AA	Lowe's Home Centers, LLC, as successor in interest to Eagle Hardware & Garden, Inc., a limited liability company of the State of North Carolina	S-0265(23)3 - Provo/Orem Transportation Improvement Project - Right of Way/TCE for expanded roadway to accommodate BRT lanes	Project	\$ 530,600	n/a	\$ 530,600	Yes	Yes	Yes

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE UTAH TRANSIT AUTHORITY AUTHORIZING THE  
PURCHASE OF REAL PROPERTY**

R2018-06-04

June 27, 2018

WHEREAS, Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities – Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, the Authority is in the process of constructing the Provo Orem Transportation Improvement Project (the "Project") in Utah County; and

WHEREAS, the Authority requires approximately 0.476 acres of property in fee and approximately 1.062 acres for a temporary construction easement located at approximately 140 West University Parkway, Orem, UT 84058 (the "Property") for the purpose of widening University Parkway and related Project improvements; and

WHEREAS, the Authority has obtained a certified appraisal identifying the value of the Property to be \$ 530,600.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Authority (the "Board"):

1. That the Board hereby approves the purchase of the Property in the amount of \$530,600.
2. That the Board hereby approves the contract for the purchase of the Property attached hereto as Exhibit A.
3. That the Executive Director and his or her designee(s) are authorized to execute the attached contract and any closing statements, escrow forms and other documents and instruments, and take any additional actions as may be necessary or prudent to complete the purchase in accordance with the terms indicated herein.
4. That the Board hereby ratifies any and all actions previously taken by the Authority's management and staff with regard to the purchase of the Property.
5. That the corporate seal be attached hereto.

Approved and adopted this 27th day of June, 2018.

---

Greg Bell, Chair  
Board of Trustees

ATTEST:

---

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27<sup>th</sup> day of June, 2018

---

Greg Bell, Chair  
Board of Trustees

---

Robert K. Biles, Secretary/Treasurer

Approved As To Form:

---

Legal Counsel



# Utah Transit Authority

## Right of Way Contract

*Fee Simple Acquisition - Strip*

Project No: S-0265(23)3 Parcel No.(s): 124:A, 124:E

Pin No: 10266 Job/Proj No: Project Location: Provo/Orem Transportation Improvement Project

County of Property: UTAH Tax ID / Sidwell No: 38:208:0001

Property Address: 140 West University Parkway OREM UT, 84058

Owner's Address: PO Box 1000, Mooresville, NC,28115

Primary Phone: 801-229-1485 Owner's Home Phone: Owner's Work Phone: (801)229-1485

Owner / Grantor (s): Lowe's Home Centers, LLC, as successor in interest to Eagle Hardware & Garden, Inc., a limited liability company of the State of North Carolina

. Grantee: Utah Transit Authority (UTA)

IN CONSIDERATION of the foregoing and other considerations hereinafter set forth, it is mutually agreed by the parties as follows:

The Grantor hereby agrees to convey and sell by Special Warranty Deed, Temporary Easement a parcel(s) of land known as parcel number(s) 124:A, 124:E for transportation purposes. This contract is to be returned to: Gale Padgett(Consultant), Right of

Way Agent c/o Utah Transit Authority (UTA), 669 W. 200 South, Salt Lake City, UT 84101.

1. Grantor will transfer property free of all liens and encumbrances except recorded easements, subject to the special warranties.
2. Paragraph 2 intentionally omitted.
3. Grantor shall leave the property in the same condition, as it was when this contract was signed. No work, improvement, or alteration will be done to the property other than what is provided for in this agreement. Grantor agrees to maintain the property until UTA takes possession.
4. Grantor agrees to pay any and all taxes assessed against this property to the date of closing.
5. UTA shall pay the Grantor and or other parties of interest for the real property in the deed(s) and/or easement(s) referenced above.
6. "Transportation Purposes" is defined as follows: The public use for which the property or property right is being acquired herein, may include but is not limited to the following possible uses by UDOT, UTA and/or the City: the construction and improvement of a highway or roadway, which may include interchanges, entry and exit ramps, frontage roads, bridges, overpasses, rest areas, buildings, signs and traffic control devices, turning lanes, dedicated bus lanes, curbing, curb and gutter, safety zones and areas, sidewalks and pedestrian crossings, bus shelters and facilities, station platforms and related facilities, placement of utilities, clear zones, maintenance facilities, detention or retention ponds, environmental mitigation, maintenance stations, material storage, bio fuel production, slope protections, drainage appurtenance, noise abatement, landscaping, transit, project caused statutory relocations, and other related transportation uses.
7. The Grantor(s) is aware that Utah Code Ann. Sect. 78B-6-520.3 provides that in certain circumstances, the seller of property which is being acquired for a particular public use, is entitled to receive an offer to repurchase the property at the same price that the seller received, before the property can be put to a different use. Grantor(s) waives any right grantor may have to repurchase the property being acquired herein, and waives any rights Grantor(s) may have under Utah Code Ann. Sect. 78B-6-520.3.
8. Grantor shall indemnify and hold harmless Grantee from and against any and all claims, demands and actions, including costs, from lien holders or lessees of the property, subject to the special warranties.
9. Upon execution of this contract by the parties, Grantor grants UTA, its contractors, permittees, and assigns, including but not limited to, utilities and their contractors, the right to immediately occupy and commence construction or other necessary activity on the property acquired for the state transportation project.

**Additional Terms:**

Grantor was paid for the following items:

Fee Acquisition: \$414,380.00, Improvements: 20,719 sf of sprinklered sod/grass = \$25,899.00, Temporary Construction Easement \$90,301.00. These amounts are reflected in the Total Selling Price.

Landscaping and site improvements that will be impacted by the project that are located within the areas of the temporary construction easement will be replaced by UTA's contractor as part of the project.

UTA's contractor will relocate 6 parking lot lights as part of the project.

Enacted in 2018, Section 17B-2a-803.1 of the Utah Code changes the name of Utah Transit Authority to Transit District of Utah, but provides that Utah Transit Authority shall implement the change over time and as resources permit. Notwithstanding the timing or manner of this change, the Parties acknowledge that any such name change, or lack thereof, will only pertain to Utah Transit Authority's name, and will not affect the duties and obligations of the Parties set forth in this Agreement or otherwise. For the sake of simplicity, this contract refers to that large public transit district as Utah Transit Authority or UTA.



# Utah Transit Authority Right of Way Contract *Fee Simple Acquisition - Strip*

Project No: S-0265(23)3 Parcel No.(s): 124:A, 124:E  
 Pin No: 10266 Job/Proj No: Project Location: Provo/Orem Transportation Improvement Project  
 County of Property: UTAH Tax ID / Sidwell No: 38:208:0001  
 Property Address: 140 West University Parkway OREM UT, 84058  
 Owner's Address: PO Box 1000, Mooresville, NC,28115  
 Primary Phone: 801-229-1485 Owner's Home Phone: Owner's Work Phone: (801)229-1485  
 Owner / Grantor (s): Lowe's Home Centers, LLC, as successor in interest to Eagle Hardware & Garden, Inc., a limited liability company of the State of North Carolina  
 . Grantee: Utah Transit Authority (UTA)

Upon execution by all required parties, this Contract shall represent the entire agreement between the parties and supersedes all previous negotiations and agreements, including that certain Right of Entry and Occupancy Agreement, between the parties in full. The Deposit made pursuant to that certain Right of Entry and Occupancy Agreement shall be credited toward and be included in (and not in addition to) the Total Selling Price.

**CONFIRMATION OF AGENCY DISCLOSURE.** Buyer and Seller acknowledge prior written receipt of agency disclosure provided by their respective agent that has disclosed the agency relationships confirmed below. At the signing of the Purchase Contract;

Seller's Agent \_\_\_\_\_, represents seller.  
 Seller's Brokerage \_\_\_\_\_, represents seller.

Buyer's Agent \_\_\_\_\_, represents purchaser.  
 Buyer's Brokerage \_\_\_\_\_, represents purchaser.

**Total Selling Price** \$530,600.00

### Grantor's Initials

**Grantor understands this agreement is an option until approved by the Senior Manager of Real Estate and Transit Oriented Development.** Grantors acknowledge and accept the percent of ownership listed below and agree that the portion of the total selling price they each receive, will correspond with their respective percent of ownership.

\_\_\_\_\_ This Contract may be signed in counterparts by use of counterpart signature pages, and each counterpart signature page shall constitute a part of this Contract as if all Grantors signed on the same page.

**Percent**

**Date**

\_\_\_\_\_ 100%

\_\_\_\_\_  
 Lowe's Home Centers, LLC, as successor in interest to Eagle Hardware & Garden, Inc., a limited liability company of the State of North Carolina

### Right of Way Agents

\_\_\_\_\_  
 Gale Padgett (Consultant) / Acquisition Agent

\_\_\_\_\_  
 Eric Lyon / Team Leader

\_\_\_\_\_  
 Senior Manager of Real Estate and Transit Oriented Development

\_\_\_\_\_  
 Project Manager

\_\_\_\_\_  
 Vice President of Finance

\_\_\_\_\_  
 Interim Executive Director

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Dave Goeres Chief Safety, Security &amp; Technology Officer</b>
<b>SUBJECT:</b>	<b>Resolution R2018-06-05 approving a change order of \$466,074 for contract number 15-1575TH with Broadcast Microwave Services, Inc. bringing the total amount of the contract to an amount not to exceed \$1,745,922.</b>
<b>BACKGROUND:</b>	<p>Purchase request for 70 each M7 MDC (Mobile Data Computer) units and 25 each M6 monitors for the 2018 bus builds and SGR (State of Good Repair). These systems are the main component of the on-board communications technologies for the bus.</p> <p>In accordance with Resolution 2018-05-09, the Finance and Audit Committee reviewed this change order at its meeting of June 13, 2018 and recommended forwarding it to the Board for approval.</p>
<b>PREFERRED ALTERNATIVE:</b>	Approve
<b>EXHIBITS:</b>	<ul style="list-style-type: none"><li>• Contract Summary Sheet</li><li>• Contract Routing Form</li><li>• Resolution R2018-06-05</li></ul>

## Detailed Contract Description & Purpose

**F&AC Review and/or Approval Date:** 6/13/2018

**Action Requested:** Motion to forward the contract to the Board for approval

**Criteria:** New total contract value is > \$1,000,000 and Change-order is > 15% or \$200,000

**Contract #:** 15-1575TH

**Contract Title:** Computers for Buses

**Project Manager:** Casey Brock, Kyle Brimley

**Contract Administrator:** Pat Postell

**Impacted Areas:** Bus Operations

**Included in budget?** Yes

Change-Order

Broadcast Microwave

**Procurement method:**

**Contractor:** Services

**Sole-Source Reason:** N/A

**Total Contract Value** \$ 1,745,922

**Contract start date:** 1/1/2018

**Contract end date:** 12/31/2018

**Number of responding firms:** N/A

**Next Lowest Bidder:** N/A

### Detailed Description & Purpose:

These systems are the main component of the on-board communications technologies for the bus. They provide schedule information to operators to assist them to stay on schedule, provides contact to dispatch for instruction and changing conditions, provide mapping and routing information. These components are for the new buses ordered and scheduled for delivery to UTA.

Purchase request for 70 each M7 MDC (Mobile Data Computer) units with GPS receivers from BMS (formally Data 911) for the 2018 bus builds and SGR (State of Good Repair). This purchase will also include 25 each M6 monitors for SGR replacements. BMS is in the process of changing to a new model of MDCs and is discontinuing their current model. This will have a impact on UTA's future bus builds (after 2018). Changing to a different MDC make/model platform can cause significant programming changes and/or hardware modifications.

In 2018-2019 UTA is evaluating multiple options in replacing the current hardware and/or software platform or to stay with the existing hardware and software platform. Within the project evaluation objective it will be determined if staying with the current hardware and software platform is more cost effective than redesigning to a new hardware and software platform that could save UTA in capital hardware costs and increase functionalitv.

(Items to include: Current condition, Benefits, Return on investment, Savings, Other alternatives considered)

**Attachments:** Contract routing sheet attached? Yes

Other attachments? (list)

**CONTRACT ROUTING SHEET**

Agenda Item No.:

Board Review Date:

6/27/18**CONTRACT SECTION**

- 1) Contract/P.O. No. 15-1575TH (Assigned by Purchasing) Contract Administrator: Pat Postell  
Project Manager: Casey Brock
- 2) Contract Type  A. A&E/Design  B. Blanket PO  C. Construction  D. Goods  E. Modification  
 E. Option  F. Other \_\_\_\_\_  G. Renewal  H. Services  I. Task Orders
- 3) Procurement Method  RFQ (Quote)  IFB (Low Bid)  RFQU (Qualification)  
 RFP (Best-value)  Sole source  Other: \_\_\_\_\_
- 4) Contract Title Annual Supplier Agreement - Computers for Buses
- 5) Description / Purpose (of contract or project) Amendment to annual supplier agreement for the suite of mobile technologies. Purchase orders are placed against the Agreement that have the potential to exceed \$200,000 in one year.
- 6) Contractor Name Broadcase Microwave Services/Data911
- 7) Effective Dates Beginning: 01/01/18 Ending: 12/31/18
- 8) Option to renew?  Yes  No Renewal terms \_\_\_\_\_

**FINANCIAL SECTION**

- 9) Total Board Approval Amount:
- |   |             |
|---|-------------|
| 9a) Current Contract Value:                       | \$1,302,402 |
| 9b) Amendment Amount:                             | \$443,520   |
| 9d) New Contract Value (including all amendments) | \$1,745,922 |
- 9e) Is the amount an estimate?  Yes  No

(Estimate if per transaction cost)

9f) If estimated, how was the estimate calculated?

Based on catalog pricing.

- 10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring
- 11) Account Code Various-See Attached Capital Project Code \_\_\_\_\_
- 12) Budgeted?  Yes  No Budget amount: \_\_\_\_\_
- 13) Will this contract require support from another department?  Yes  No
- 14) If so, is the other department(s) aware of this contract and the required support?  Yes  No
- 15) If box 2a or 2c is checked, has the Qualified Health Insurance Certificate been verified?  Yes  No

**SIGNATURE SECTION**

- |  | Route to?   | Initials           |   |
|--|---|--------------------|---|
| Attorney/Legal   | <input checked="" type="checkbox"/> Yes                             | <u>BWS</u>         | <u>SIGNED ON MUD</u><br>Bart Simmons<br><u>Bryan Steele</u><br>Bryan Steele |
| Accounting Reviewed  | <input checked="" type="checkbox"/> Yes                             | <u>BWS</u>         |   |
| 16) Approval Signatures  |   |                    |   |
| Up to \$10K Manager/Program Manager                                      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <u>[Signature]</u> | <u>[Signature]</u><br>Kylie Brimley   |
| Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP                               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <u>[Signature]</u> | <u>[Signature]</u><br>Dan Harwood   |
| Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <u>[Signature]</u> | <u>[Signature]</u><br>Dave Goeres   |
| Over \$100K Executive Director   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <u>[Signature]</u> | <u>[Signature]</u><br>Steve Meyer   |
| Over \$200K Board Approval   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <u>[Signature]</u> |   |

If Yes, route to the Sr. Supply Chain Manager for board meeting agenda and approval

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH  
TRANSIT AUTHORITY APPROVING A CHANGE ORDER IN THE  
AMOUNT OF \$443,520 FOR CONTRACT NUMBER 15-1575TH WITH  
BROADCAST MICROWAVE SERVICES, INC. BRINGING THE  
TOTAL AMOUNT OF THE CONTRACT TO AN AMOUNT NOT TO  
EXCEED \$1,745,922**

No. R2018-06-05

June 27, 2018

WHEREAS, the Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities - Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, the Authority has an existing requirements contract in place with Broadcast Microwave Services, Inc. (the "Vendor"), pursuant to which the Vendor supplies certain computer hardware used in the Authority's bus mobile data system; and

WHEREAS, the Vendor supplies the equipment on a sole-source basis based a negotiated discount rate that is applied to the Vendor's published catalogue rates; and

WHEREAS, the Authority has placed an order for replacement and inventory materials in the amount of \$443,520; and

WHEREAS, this order appears to constitute a "change order," as such term is defined by Resolution No. R2018-05-09 (the "Contract Approval Resolution") of the Authority's Board of Trustees ("Board"); and

WHEREAS, the Contract Approval Resolution requires the Board to approve, by resolution, any change order if: (i) the change order causes the total contract value to exceed \$1 million: or (ii) with respect to contracts that already exceed \$1 million, the change order exceeds 15% of the contract amount or \$200,000 (whichever is less); and

WHEREAS, the Finance and Audit Committee reviewed the proposed change order at its June 13, 2018 meeting and recommended full Board approval.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the Executive Director is authorized to execute the contract amendment with Broadcast Microwave Services, Inc. in the amount of \$443,520.
2. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 27th day of June 2018.

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27th day of June, 2018.

Greg Bell, Chair  
Board of Trustees

Robert K. Biles, Secretary/Treasurer

Approved As To Form:

Legal Counsel

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Nichol Bourdeaux</b> , VP External Affairs <b>Andrew Gray</b> , Civil Rights Compliance Officer
<b>SUBJECT:</b>	<b>August 2018 Change Day</b> <b>Title VI Service Equity Analysis</b>
<b>BACKGROUND:</b>	<p>Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. The Utah Transit Authority has committed to the Federal Transit Administration (FTA) to analyze all major changes to ensure that all proposed changes are not discriminatory.</p> <p>Three proposed changes have been analyzed for the August 2018 Change Day. They are an adjustment of the end of line between route 39 and 41, realignment of route 831, and the elimination of FrontRunner service to the Pleasant View station.</p> <p>After analyzing the available data of those impacted by the changes, it was determined that none of the proposed changes disproportionately impacted low-income or minority populations.</p>
<b>PREFERRED ALTERNATIVE:</b>	Approval
<b>LEGAL REVIEW:</b>	Complete
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1) Title VI Executive Summary for August 2018 Change Day</li> <li>2) Resolution 2018-06-06</li> <li>3) August 2018 Title VI Service Equity Analysis</li> </ol>



## Executive Summary

### RE: Title VI Analyses for August 2018 Change Day

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#### Introduction

Three changes were proposed for the August Change day that received a service equity analysis. The analysis was performed in accordance with Federal Transit Administration’s Circular 4702.1B, which outlines the Title VI requirements and guidelines for recipients of Federal Transit funds. Service and fare equity analyses are conducted to ensure that proposed changes to service and fares do not inadvertently negatively impact minority or low-income populations. All major changes, even if they appear to be neutral, are analyzed.

UTA has specific parameters, set in policy, to define the methods used to determine the demographics of those impacted by the proposed fare and service changes. Impacted populations are compared to the population of the service area to determine whether minority and/or low-income populations are negatively impacted at a greater rate. If negative impacts exceed 5% of the comparison group, UTA takes all prescribed and prudent steps to ensure services are equitable and compliant with federal guidelines and requirements. The Authority has defined the parameters for what would trigger additional steps as a 5% or greater negative impact and analyzes the impacts on minority and low-income populations separately. A greater than 5% impact would trigger a finding of either a Disparate Impact, which would be if the finding is regarding minority populations, or a Disproportionate Burden, which would be a finding regarding low-income populations.

#### Proposed Changes – August Change Day

##### Major Changes

Route	Change
39/41	Move end of line – No stops eliminated

##### Analyzed Changes not Meeting Major Change

Pleasant View	Eliminate FrontRunner service to Pleasant View Station
831	Alignment change to provide service to student housing

#### Findings – August Change Day

The service equity analysis of the proposed changes in August resulted in no findings. The changes to route 39/41 did not eliminate any service and did not negatively impact the population around the route. The impacted populations around the Pleasant View station were predominantly non-minority and were largely not low-income and did not trigger any Title VI findings. Route 831’s realignment did not eliminate any stops but added five stops previously left without service after the April change day alignment adjustment to route 834 and actually benefits the area.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT  
AUTHORITY APPROVING THE AUGUST 2018 CHANGE DAY  
TITLE VI EQUITY ANALYSIS**

R2018-06-06

June 27, 2018

WHEREAS, the Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities – Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, the Board of Trustees of the Authority (the "Board"), in keeping with the Federal Transit Administration's requirements for public transit agencies and the Civil Rights Act of 1964 has considered and reviewed the April 2018 Change Day Title VI Equity Analysis ("Title VI Equity Analysis") prepared by Authority staff; and

WHEREAS, the Board has desires to approve the Title VI Equity Analysis.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Authority:

1. That the August 2018 Change Day Title VI Equity Analysis prepared by Authority staff, a copy of which is attached hereto as Exhibit A, is hereby approved by the Authority.
2. That the Board hereby ratifies any and all actions taken by the Authority's Interim Executive Director and staff in furtherance of and effectuating the intent of this Resolution.
3. That a copy of this Resolution shall be submitted to the Federal Transit Administration.
4. That the corporate seal be attached hereto.

APPROVED AND ADOPTED this 27<sup>th</sup> day of June, 2018.

---

Greg Bell, Chair  
Board of Trustees

ATTEST:

---

Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27<sup>th</sup> day of June, 2018.

---

Greg Bell, Chair  
Board of Trustees

---

Robert K. Biles, Secretary/Treasurer

Approved As To Form:

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Legal Counsel

Exhibit A



# Title VI Service Equity Analysis

August 2018

Utah Transit Authority  
Prepared by: Andrew Gray  
Graphics and Data: Joseph Taylor

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## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. The Utah Transit Authority has committed to the Federal Transit Administration's (FTA) Title VI objectives set forth in Circular 4702.1B by ensuring that UTA's services are equitably offered and resources distributed without regard to race, color, or national origin.

The following analysis is of proposed changes to be implemented in August of 2018. These changes are being proposed to protect public funds and improve functionality of the system. Though the proposed changes are facially neutral, this analysis, in accordance with FTA requirements, will ensure that these changes will not have disproportionately negative impact on minority and low-income populations within UTA's service area. If these changes are found to be discriminatory, UTA will take all prescribed and prudent steps to ensure services are equitable and compliant with federal guidelines and requirements.

## Summary of Proposed Changes

### *Routes 39 and 41 – End of Line Changes:*

It is proposed to change the end of line (EOL) locations of routes 41 and 39, which would modify the overall length of the routes. This will impact route 39 by increasing the overall length of the route and route 41 by decreasing the overall length of the route. UTA policy states that a proposed twenty-five (25%) or greater change in route alignment is considered a major change and requires a Title VI analysis.

### *FrontRunner Commuter Rail – Elimination of Station:*

It is proposed to eliminate the Pleasant View commuter rail station. Current service runs to this station four times per day and utilizes Union Pacific (UP) rails which requires UTA to pay for their use. With the implementation of Positive Train Control, the costs to have UTA continue to use UP rails would be prohibitively high. These costs, combined with low ridership, has motivated the proposal to eliminate service to this station. Although the elimination *does not* meet UTA's major change policy, UTA will analyze the proposal in order to ensure that the proposed change does not disproportionately negatively impact protected populations.

### *Provo-Orem BRT – Proposed Adjustment*

In conjunction with the Provo-Orem BRT's operation, there is a slight adjustment to a parallel route that is examined in this analysis. The proposed change is *not* considered a major change. The change does not eliminate any stops, but adds five new stops near student housing.

## UTA Policy and Definitions

UTA has developed corporate policy 1.1.28 Title VI Compliance Policy to define and evaluate the impacts of proposed major services changes on minority and low-income populations in conjunction with a public outreach process. In developing this policy, UTA solicited feedback through newspapers within the service area, published on UTA's website (rideuta.com), and Utah's government website in the public notices section (Utah.gov) which provides translation options. In conjunction with the Salt Lake County Office of Diversity Affairs, which maintains an email list of local entities and individuals with interest in diversity issues, UTA sent an email notification soliciting feedback in the development of this policy. Additional targeted outreach was done, which included mailing a letter and the policy or sending emails to community organizations that work with minority or low-income populations.

The following references to policy are from subsections of corporate policy 1.1.28 and were created to ensure that all equity analyses are performed using the same parameters and are in line with FTA Circular 4702.1B.

### *Definitions*

- A. *"Disparate Impact"* refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.
- B. *"Disproportionate Burden"* refers to a neutral policy or practice that disproportionately affects the low-income population more than non-low-income populations.
- C. *"Low-income Population"* refers to any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/ transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed FTA program, policy or activity.
- D. *"Minority Person"* include the following:
  - 1. American Indian or Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
  - 2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia,

China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

3. Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
  4. Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  5. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. *"Minority Population"* means any readily identifiable group of minority persons who live in geographic proximity.
- F. *"National Origin"* means the particular nation in which a person was born, or where the person's parents or ancestors were born.
- G. *"System Average"* The system average is the averages of minorities and low-income persons within the total populous of the geographic regions UTA serves. The present system averages are expressed below in tabular format using 2011-2015 5-year population estimates provided by the American Community Survey (ACS).

<i>Low-Income System Average:</i>	
Population:	2,243,746
Low-Income Population:	457,949
Percent Low-income:	20.4%

<i>Minority System Average:</i>	
Population:	2,277,455
Minority Population:	499,870
Percent Minority:	21.9%

### *Major Service Change*

UTA will consider the following types of changes to be "major changes", which require public input and a Title VI equity analysis in compliance with FTA's Circular 4702.1B

- a) The Addition of Service;
- b) A proposed service level reduction in miles, hours, or trips of thirty three percent (33%) or more of any route;
- c) The elimination of all service during a time period (peak, midday, evening, Saturday, or Sunday);
- d) A proposed twenty-five (25%) or greater change in route alignment;
- e) A proposed fare change.

### *Evaluation and Analysis of Service and Fare Changes*

1. UTA will analyze proposed major changes to service and any proposed fare changes in accordance with FTA's Circular C 4702.1B as amended.

2. UTA will evaluate the impacts of all major service changes cumulatively when there is more than one route being affected for a service change period
3. UTA will primarily utilize American Community Survey (ACS) Data, block group data and/or ridership data to evaluate and analyze any proposed major service and fare changes. This data will be analyzed with Geographic Information System (GIS) software.
4. UTA will rely on population data and use the smallest geographic area that reasonably has access to the stop or station effected by the proposed major service change. This will be translated into a one-quarter mile radius to a bus stop, one-half mile to a light rail station and three miles to a commuter rail station.

### *Disparate Impact and Disproportionate Burden*

1. UTA will measure the burdens of service and fare changes on minority riders to determine when minority riders are bearing a disparate impact from the change between the existing service or fare and the proposed service or fare.
2. UTA will measure the burdens of service and fare changes on low-income riders to determine when low-income riders are bearing a disproportionate burden of the change between the existing service or fare and the proposed service or fare.
3. A threshold of 5% will be used to determine disparate impact on minority populations and disproportionate burden on low-income populations. This 5% is based on the margin of error from the US Census data that UTA uses to determine the populations in the service area. This means that if the burden of the service or fare change on minority or low-income populations is more than 5% worse than it is for the non-protected populations, then the change will be considered either a disparate impact or a disproportionate burden.

### *Finding a Disparate Impact*

1. At the conclusion of UTA's Analysis, if UTA finds a disparate impact on the basis of race, color, or national origin, UTA shall seek to modify the proposed changes in a way that will mitigate the adverse effects that are disproportionately borne by minorities. Modifications made to the proposed changes must be reanalyzed in order to determine whether the modifications actually removed the potential disparate impacts.
2. If UTA chooses not to alter the proposed services changes despite the potential disparate impact on minority populations, or if UTA finds, even after the revisions, that minority riders will continue to bear a disproportionate share of the proposed service or fare change, UTA may implement the change only if:

- a. UTA has substantial legitimate justification for the proposed change; and
- b. UTA can show that there are no alternatives that would have a less disparate impact on the minority riders but would still accomplish the transit provider's legitimate program goals. In order to show this, UTA must consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative

### *Finding a Disproportionate Burden*

If at the conclusion of the analysis, UTA finds that low-income populations will bear a disproportionate burden of the proposed major service change, UTA will take steps to avoid, minimize, or mitigate impacts where practicable. UTA will also describe alternatives available to low-income passengers affected by the service changes.

# Proposed Changes

## Routes 39 & 41

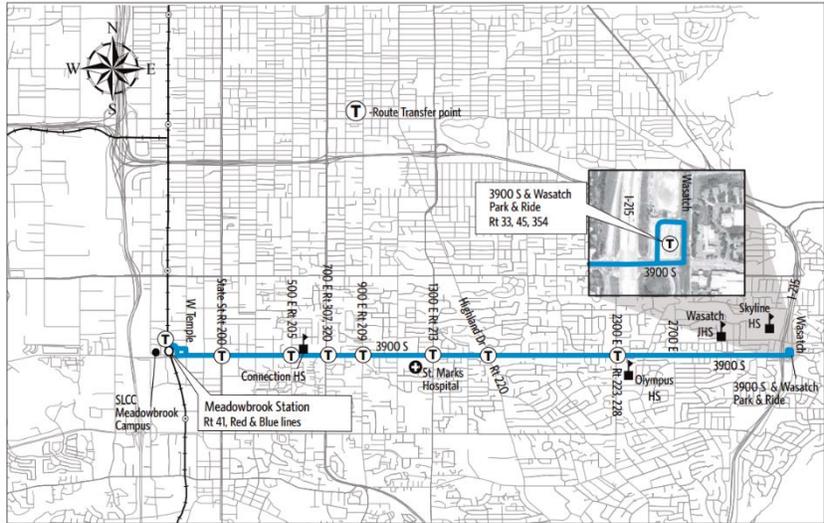
Presently, route 39 runs from the Wasatch Park and Ride, continues along 3900 South, and into the Meadowbrook Station, which is also serviced by route 41 and the Red & Blue TRAX light rail lines.

The 41's current alignment runs from the Meadowbrook station and proceeds west until Hunter High School. Route 39 buses stop at the End Of Line (EOL) and proceed to run on route 41 and vis-versa.

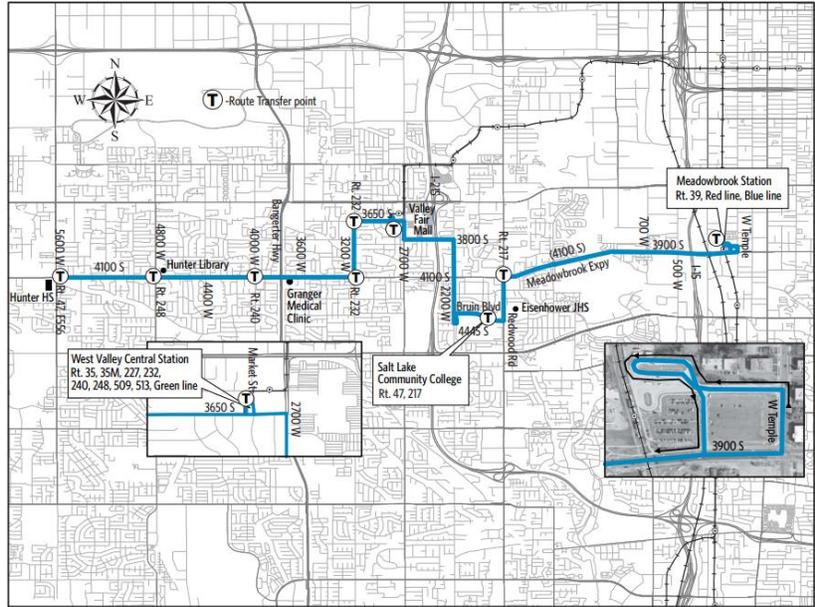
It has been proposed to change where the EOL on both routes end in order to improve transfers to TRAX Green line. Although the EOL shift triggers UTA's major change policy, there should not be an impact on the community's access to the route. There are no stops

being eliminated nor any realignment of either routes. As in present service, the same buses would run the route of the 41 and 39 and the only adjustment will be where the bus stops for the end of line and the route number changes. There will be some schedule changes on when stops are serviced, but these changes were communicated in the public outreach efforts described in Appendix A and through new printed and electronic schedules.

Route 39 - 3900 South

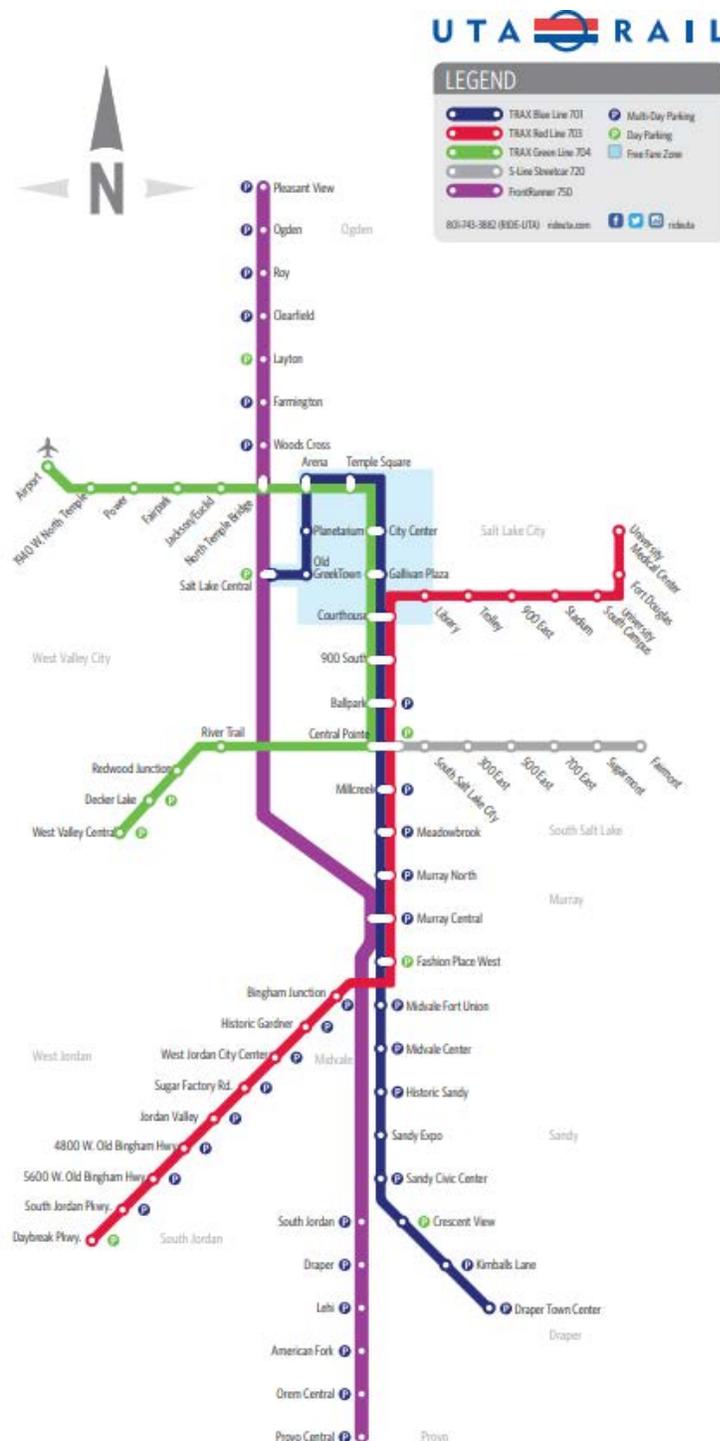


Route 41 - 4100 South



## FrontRunner – Station Elimination

UTA's Commuter Rail runs along the Wasatch Front providing quick travel north and south and is ideal for commuters traveling long distances. The current proposal is to eliminate service to

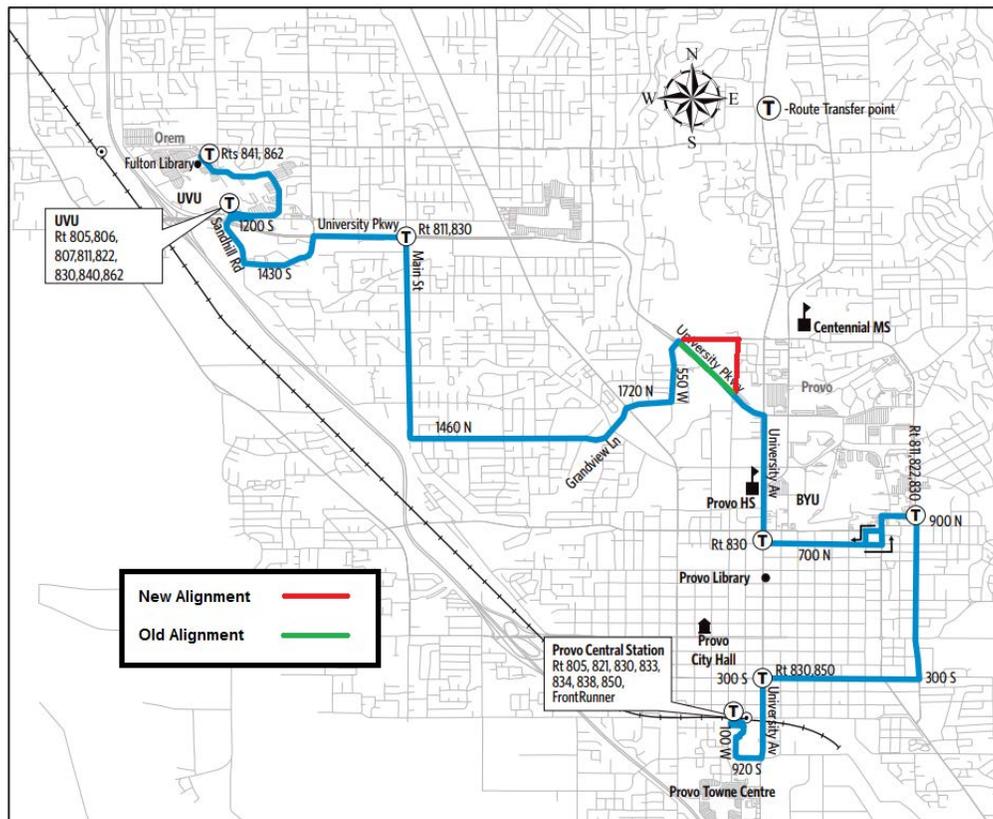


the northern-most station in Pleasant View, Utah. The train runs only four times per day and, unlike other portions of the line to the south, does not have UTA owned track running directly to it. Instead, UTA must pay for the usage of the Union Pacific railways. With the requirement to participate in Positive Train Control, UTA would need to install Union Pacific positive train control equipment on the commuter rails that would use their rails. The initial cost to install PTC equipment is estimated at \$1.4 million and an annual operating cost of more than \$200,000. Daily ridership between Ogden and Pleasant View has averaged 6 to 8 passengers per one-way trip. After conferring with the Federal Transit Authority, it was determined that it was allowable and in the best interest of UTA to discontinue service to this stop. To review the efforts UTA took to involve the community in this decision, please see Appendix A. UTA is also offering more extensive bus service that provides a way to get from the Pleasant View station to the Ogden station.

### Proposed New Options for FrontRunner Riders

The Ogden Business Unit has proposed additional bus service for riders of FrontRunner to travel from the Pleasant View Station to the Ogden station. The bus route 616 has new trips and extended trips that presently do not run the full bus route which will offset the loss of the commuter rail. Although there will not be service improvements to route 630, UTA plans to improve the 630's stops on Highway 89 that are nearest the Pleasant View Station, with curb, gutter, sidewalk, ADA landing pad, and amenities.

### Route 831 – Alignment Change



FTA Circular 4702.1B specifically requires “transit providers that have implemented or will implement a New Start, Small Start, or other new fixed guideway capital project *shall conduct a service and fare equity analysis*. The service and fare equity analysis will be conducted six months prior to the beginning of revenue operations, whether or not the proposed changes to existing service rise to the level of ‘major service change’ as defined by the transit provider. *All proposed changes to parallel or connecting service will be examined*. [Emphasis added]”

Pursuant to this guidance and requirement, UTA conducted and presented a Service and Fare Equity Analysis for the Provo-Orem BRT fixed guideway project and related changes. In consultation with the public it became evident that changes made to the alignment of route 834 to allow passengers to transfer to the BRT inadvertently eliminated access to transit for some student housing apartment buildings. In order to alleviate this issue, it is proposed to change the alignment of the 831 to service the stops previously serviced by the 834. In consultation with the FTA, UTA determined that in order to fully comply with the sections of the circular cited, the proposed change should be analyzed even though it does not “rise to the level of a ‘major service change’ as defined by” UTA.

## Analysis of Proposed Changes

UTA is required to analyze the potential impacts of any major service change as it relates to low-income populations and minority populations. Pursuant to this requirement, UTA has created the following maps, tables and related data. The data in this section was compiled utilizing American Community Survey (ACS) 2011-2015 5-year estimates, which was dispersed into census blocks, in lieu of the larger block groups. This was done in order to use the smallest geographic area possible for the analysis. The distribution was dictated by population ratios from 2010 Census Data. Proposed service changes were analyzed based on the stops and stations serviced by the impacted route. All bus stop locations have had a one quarter mile walkability radius applied to them and commuter rail stations have had a three mile walkability radius which is based on the actual accessibility of the stop or station by road. Any census block that is overlapped by this radius has its population included as those impacted by the proposed changes. These aggregated numbers were compiled as a comparison group to the service area average to determine whether there would be a disparate impact on minority populations and/or a disproportionate burden borne by low-income populations.

The maps in this section will show the route, individual stops with a walkability radius, and census blocks with concentrations of low-income households or minority individuals above the system average, which are shaded according to density.

# Routes 31 & 49

## Low-Income Analysis

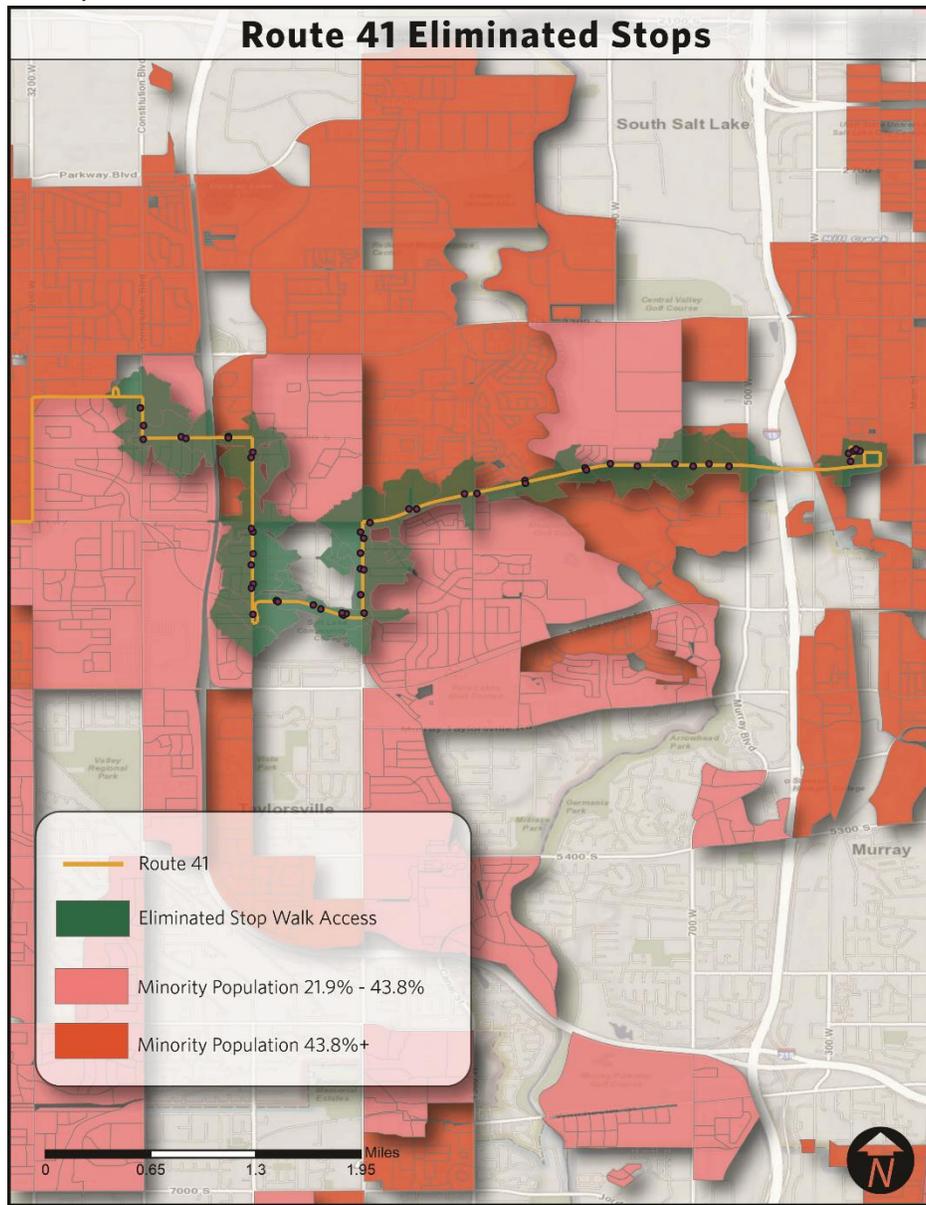


Low-income System Average	
Total Population:	2,243,746
Low-income Population:	457,949
Percent low-income:	20.4%

Pleasant View Station	
Total Population:	16,608
Low-income Population:	5,792
Percent low-income:	34.9% (14.5%)

As expressed in the table and figure above, the low-income populations with access to the stops being shifted from route 39 to route 41 is 14.5% above the system average.

## Minority Analysis

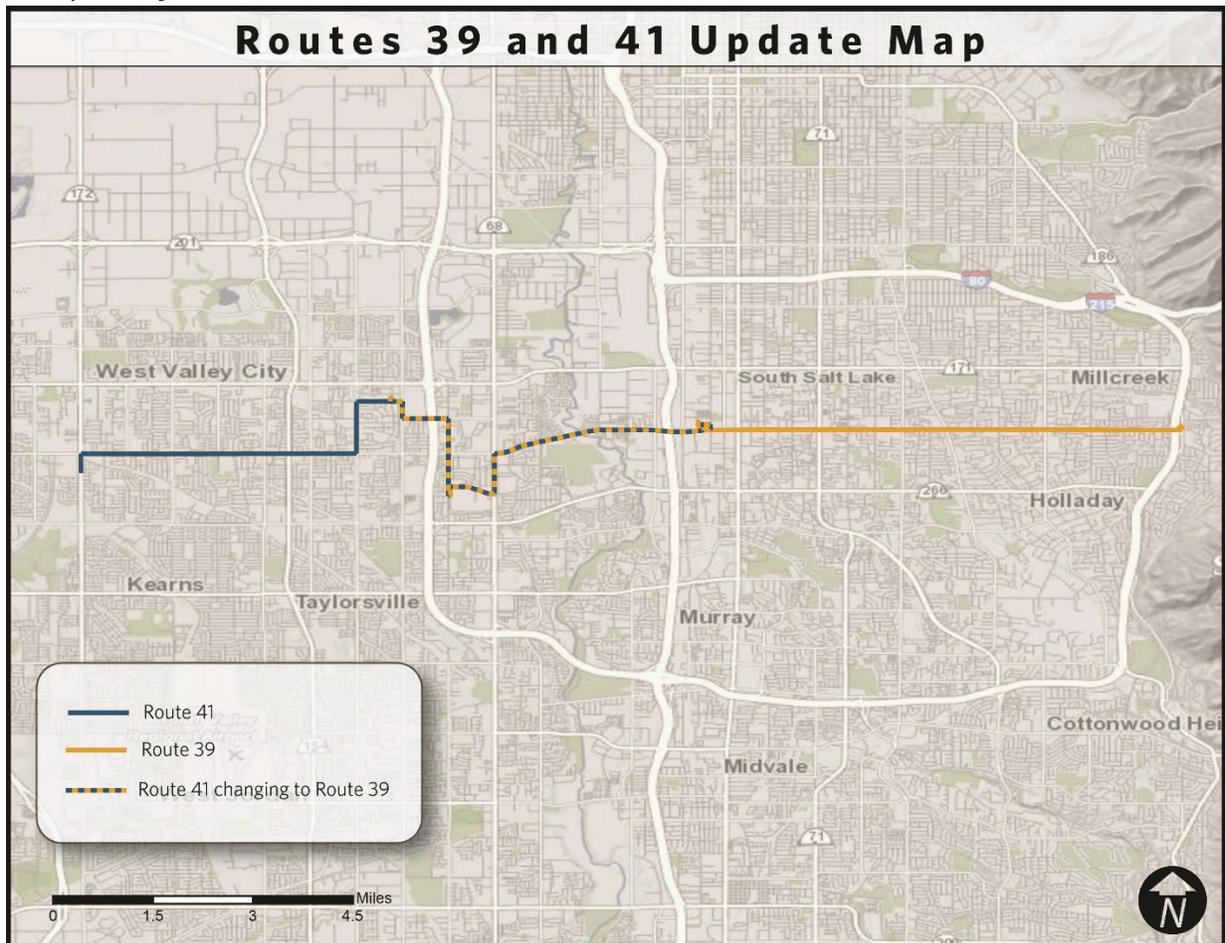


Minority System Average	
Total Population:	2,277,455
Minority Population:	499,870
Percent Minority:	21.9%

Route 864	
Total Population:	16,976
Minority Population:	7,636
Percent Minority:	45% (23.1%)

As expressed in the table and figure above, the minority populations with access to the stops being shifted from route 39 to route 41 is 23.1% above the system average.

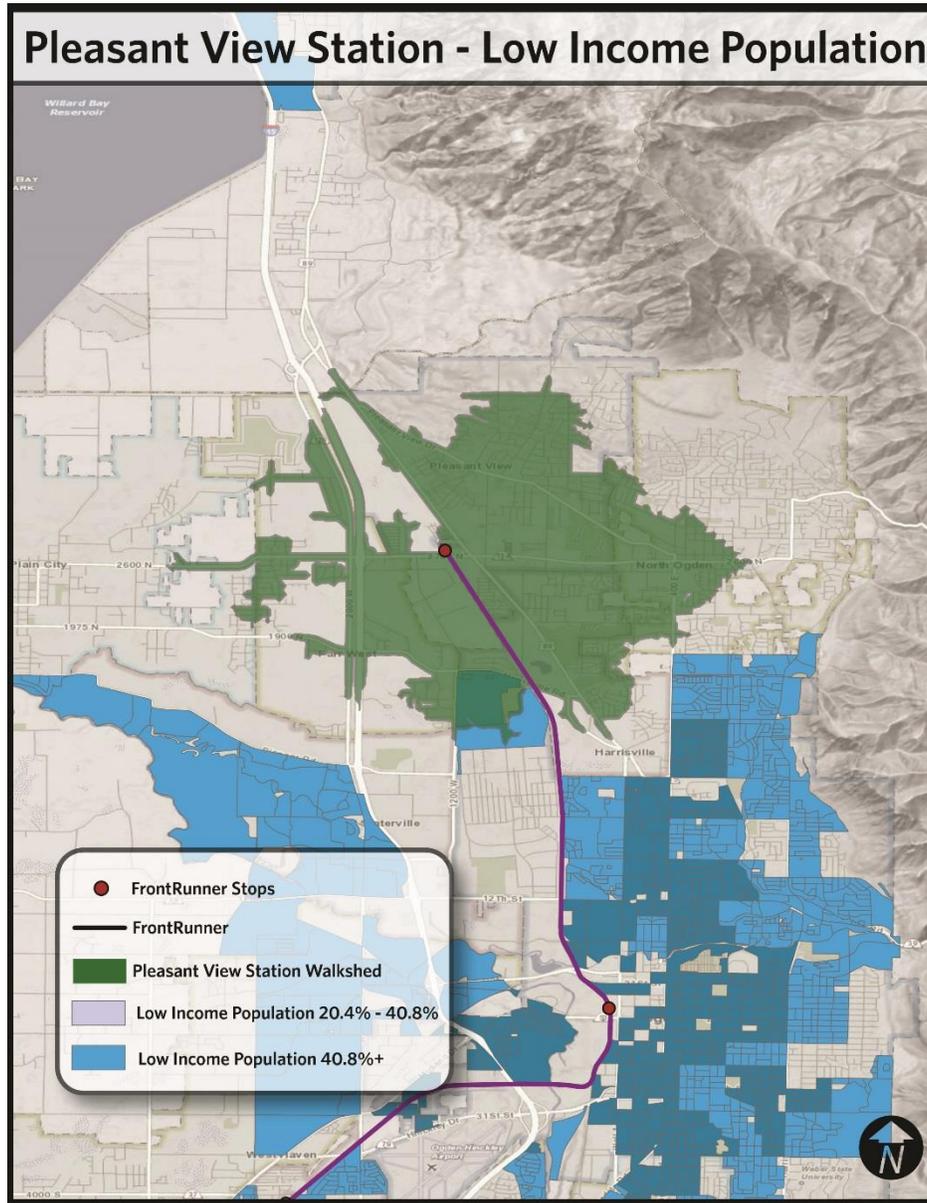
## Analysis of Lost Access



The image above shows how the 31 and 49 are being modified. The 39 will be extended through all of the line that is dotted and the 41 will be shortened. The route numbers servicing the stops would change due to the shift of the EOL, but no stops will be eliminated nor will actual access to stops be changed. Since there is no change to access, there is no *negative* impact on those with access due to the proposed change. UTA defines a disparate impact and disproportionate burden as a proposed change that causes conditions to be “5% worse” for minority and/or low income populations.

# FrontRunner – Station Elimination

## Low-Income Analysis

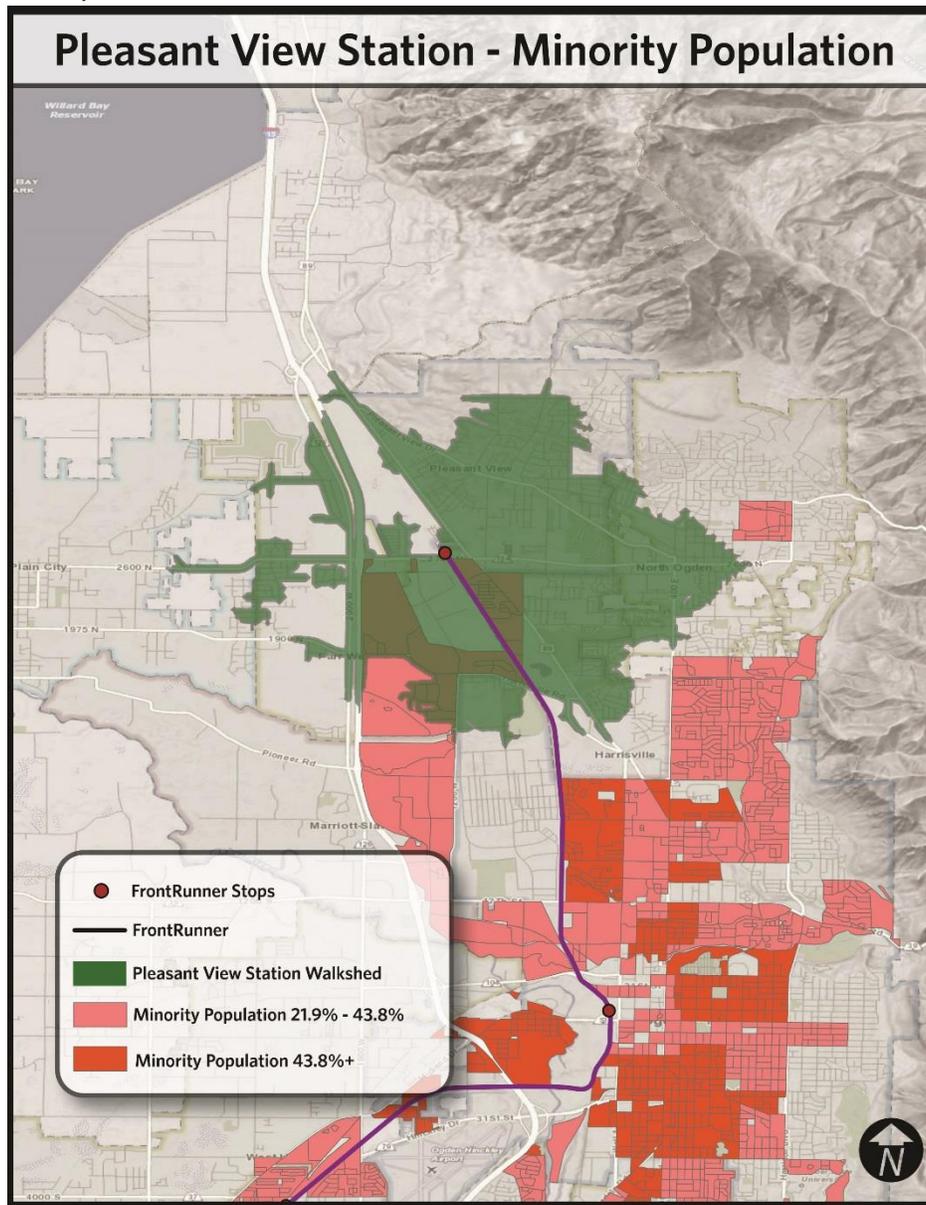


Low-income System Average	
Total Population:	2,243,746
Low-income Population:	457,949
Percent low-income:	20.4%

Pleasant View Station	
Total Population:	25,233
Low-income Population:	2,669
Percent low-income:	10.6% (-9.8%)

As expressed in the table and figure above, the low-income populations impacted by this station’s elimination is 9.8% below the system average.

## Minority Analysis



Minority System Average	
Total Population:	2,277,455
Minority Population:	499,870
Percent Minority:	21.9%

Route 864	
Total Population:	25,861
Minority Population:	2,942
Percent Minority:	11.4% (-10.5%)

As expressed in the table and figure above, the minority populations impacted by this station's elimination is 10.5% below the system average.

# Route 831 - Realignment

## Low-Income Analysis

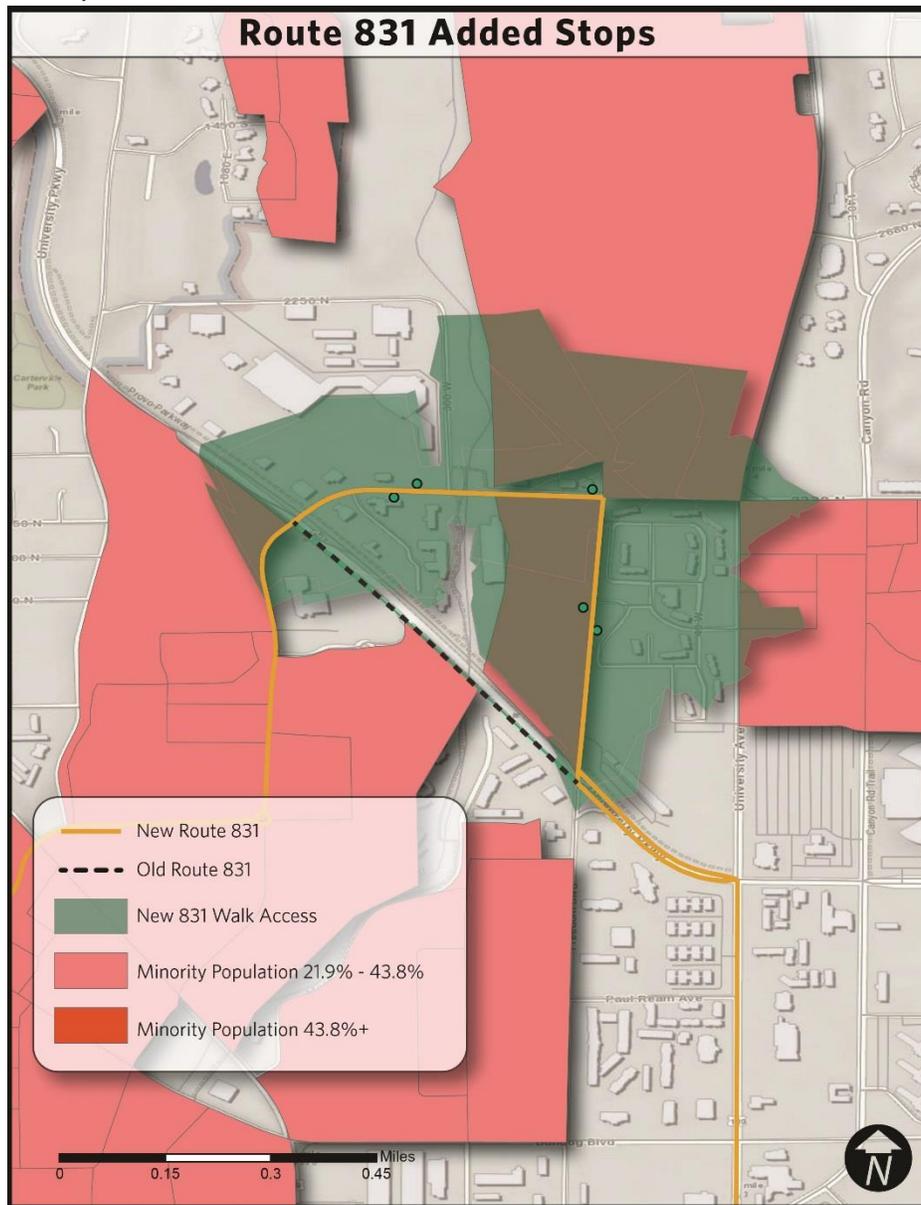


Low-income System Average	
Total Population:	2,243,746
Low-income Population:	457,949
Percent low-income:	20.4%

Pleasant View Station	
Total Population:	2,516
Low-income Population:	1,527
Percent low-income:	60.7% (-40.3%)

As expressed in the table and figure above, the low-income populations benefitting from this alignment change is 40.3% above the system average.

## Minority Analysis



Minority System Average	
Total Population:	2,277,455
Minority Population:	499,870
Percent Minority:	21.9%

Route 864	
Total Population:	2,948
Minority Population:	598
Percent Minority:	20.3% (1.6%)

As expressed in the table and figure above, the minority populations benefitting from this alignment change is 1.6% below the system average.

## Findings of Analysis

### Routes 31 & 49 – Change of End of Line:

There were no disparate impacts or disproportionate burden found in the analysis of this service change. The change of End of Line does not produce any negative impacts on the surrounding population when considering that the only practical change is where the route numbers change and some scheduling changes.

### FrontRunner Commuter Rail – Eliminate Station:

There were no disparate impacts or disproportionate burden found in the analysis of this service change. The impacted populations were well below the system averages for both minority and low-income populations.

### Route 831 - Realignment

There were no disparate impacts or disproportionate burden found in the analysis of this service change. Since no stops were eliminated in this realignment and the populations now covered by the new stops are close to the system average for minority populations and almost three times the system average for low-income populations this change is likely a net gain for low-income populations.

## Appendix A – August 2018 Change Day Public Comment Report

### **August 2018 Change Day Public Comment Report**

*Prepared by Andrea Packer, Communications Director & Public Hearing Officer*

#### **Timpanogos Business Unit**

For August 2018 Change Day, the UTA Timpanogos (Utah County) Business Unit proposed changes to several routes. The proposed changes were as follows:

##### **New Service**

- The Provo-Orem BRT, now called the Utah Valley Express or “UVX,” will begin operation, replacing the Routes 830 and 838 fixed bus service.

##### **Alignment Changes**

- Route 821: realigned near the Provo Towne Center Mall to use University Avenue between East Bay Blvd. and 920 South in both directions in south Provo. Provo Towne Centre Mall will be served by UVX.
- Routes 811/850/862: stop changes in Orem to connect to UVX near Orem University Place Mall.

##### **Connecting changes**

- Route 841: more trips to enhance connectivity between Orem Station/UVU.
- Route 840: eliminated around campus (all stops covered by 841).
- Route 862: extended to the Orem Station and replace some Route 830 stops.

#### **Public Comments and Outreach**

In accordance with UTA policy, a public comment period was held from April 25 through May 24, 2018. Several activities were conducted during this period to inform riders and the public and to obtain feedback:

- A public hearing notice was published in the *Provo Daily Herald*, on the state’s public notice website and on rideuta.com. Information on the comment period and hearing was also published on UTA’s social media channels.
- Three formal public open houses were held: on May 15 from 5-7 p.m. at the Provo City Library; on May 16 from 6-8 p.m. at the Spanish Fork Senior Center; on May 17 from 5-7 p.m. at the American Fork Senior Center.
- A total of 10 people attended the two public hearings.
- Comments were accepted via UTA’s website, via email at [hearingofficer@rideuta.com](mailto:hearingofficer@rideuta.com), through the mail and by phone.

A total of seven comments were received regarding the service proposals. One via email and six at the public open houses. Comments included excitement about the opening of the UVX and support for FrontRunner service and passes for UVU, desire for more bus service overall, and concern/suggestions for improving connections/transfers between FrontRunner and bus. One person commented that it’s difficult to go to Salt Lake County for paratransit eligibility.

Based on the feedback received and other factors, the proposed service changes will be implemented on August 13, 2018. In addition, an unrelated comment received regarding Route 831 was adopted by UTA service planners.

## **Salt Lake Business Unit**

For August 2018 Change Day, the UTA Salt Lake (Salt Lake County) Business Unit proposed changes weekday and Saturday changes to Routes 33, 35 and 35M, and changes to Routes 39 and 41. The proposed changes were as follows:

### **Weekdays**

- Route 35M: Begin service at 6 a.m. and end service at 7 p.m.
- Route 33 and 35: Begin service at 4:15 a.m. from Magna and 5:15 a.m. from Millcreek Station. Service would begin early enough from Magna that the existing connection to the first northbound Blue Line TRAX would be maintained. End service at 10:30 p.m. from Magna and 11:30 p.m. from Millcreek Station.

### **Saturdays**

- Route 35M: Begin service at 9 a.m. and end service at 7 p.m.
- Route 33 and 35: Begin service at 6 a.m. and end service at 11 p.m. Service on 3300 South between Millcreek Station and Wasatch Blvd. would largely remain the same.

**Routes 39 and 41:** to make better connections to the Green Line at West Valley Central Station.

- Route 39: extend west from Meadowbrook Station to West Valley Central Station via the current Route 41 alignment. At West Valley Central Station, Route 39 would turn into Route 41, maintaining a one-seat ride between Wasatch Blvd. and 5600 West.
- Route 41: shorten route to end at West Valley Central Station on the eastern end. At West Valley Central Station, Route 41 would turn into Route 39, maintaining a one-seat ride between 5600 West and Wasatch Blvd.

## **Public Comments and Outreach**

In accordance with UTA policy, a public comment period was held from April 18 - May 17, 2018. Several activities were conducted during this period to inform riders and the public and to obtain feedback:

- A public hearing notice was published in the *Salt Lake Tribune and Deseret News*, on the state's public notice website and on rideuta.com. Information on the comment period and hearing was also published on UTA's social media channels.
- Two formal public open houses were held: on May 3 from 4-6 p.m. at West Valley City Hall; on May 9 from 6:30-8 p.m. at the Magna Library.
- A total of 6 people attended the public hearings.
- Comments were accepted via UTA's website, via email at [hearingofficer@rideuta.com](mailto:hearingofficer@rideuta.com), through the mail and by phone.

A total of five (5) comments were received regarding the service proposals. One via email, one via phone to Eric Callison, and three at the public open houses. Comments included support for the changes to Route 39 and 41, concern about travel time on Route 35 versus Route 35M, concern about connections, and a comment about future plans to extend Route 35M to the top of 3300 South.

Based on the feedback received and other factors, the proposed changes to morning service on Route 33, 35 and 35M will not be implemented. The remaining proposed service changes will begin August 13, 2018.

## **Ogden Business Unit**

For August 2018 Change Day, the UTA Ogden (Davis and Weber Counties) Business Unit proposed the following service changes:

- FrontRunner: commuter rail service will be suspended between Ogden and Pleasant View after August 10, 2018.
- Route 616: modified schedule with increased frequency and span of service in conjunction with the FrontRunner changes.

## **Public Comments and Outreach**

In accordance with UTA policy, a public comment period was held from May 1 – June 1, 2018. Several activities were conducted during this period to inform riders and the public and to obtain feedback:

- A public hearing notice was published in the *Ogden Standard Examiner*, on the state's public notice website and on rideuta.com. Information on the comment period and hearing was also published on UTA's social media channels.
- Two formal public open houses were held: on May 16 from 4:30 – 6:30 p.m. at the Pleasant View Municipal Building; on May 17 from 4:30 – 6:30 pm. at the North Ogden City Council Chambers.
  - A total of 1 person attended the public hearings.
- Comments were accepted via UTA's website, via email at [hearingofficer@rideuta.com](mailto:hearingofficer@rideuta.com), through the mail and by phone.
- Two additional open houses were held in advance of the formal public hearings: May 12 in Pleasant View and May 14 in North Ogden.
  - A total of 41 people attended the open houses
- An on-board survey was also conducted of riders on FrontRunner between Ogden and Pleasant View (northbound and southbound) and on Route 616. The survey was also made available at the open houses.

A total of two comments were received regarding the service proposals, both via email. Comments included support for the proposed changes to Route 616 and expressed desire for more bus service – specifically on the west side of I-15 through Farr West - and future long-term improvements to FrontRunner. One comment reflected over-crowding on some trips since the previous change day. Based on the feedback received and other factors, the proposed service changes will be implemented on August 13, 2018.

**UTAH TRANSIT AUTHORITY BOARD OF TRUSTEES**  
**Agenda Item Coversheet**

<b>DATE:</b>	<b>June 27, 2018</b>
<b>CONTACT PERSON:</b>	<b>Nichol Bourdeaux, VP of External Affairs</b>
<b>SUBJECT:</b>	<b>Resolution –Authorizing the Continuation of UTA Reduced Fare Contract Programs &amp; Fare Structure Review per Executive Limitations Policy 2.4.2</b>
<b>BACKGROUND:</b>	<p>An overview of UTA’s current fare structure was presented to the committee on June 13<sup>th</sup>.</p> <p>The staff is requesting authorization to continue selling and renewing agreements under the current discounted transit pass programs to employers, educational institutions, government agencies and human service providers. The attached resolution identifies the current benefits to the community and the agency. Exhibits A &amp; B represent the types of passes and agreements that we will be renewing over the next few months as well as the pricing and parameters in which the passes will be sold.</p> <p>17B-2a-808.1: of the Public District Act requires the board of trustees of a large public transit district to review and approve all contracts pertaining to reduced fares, and evaluate existing contracts, including review of:</p> <ul style="list-style-type: none"> <li>(i) how negotiations occurred;</li> <li>(ii) the rationale for providing a reduced fare; and</li> <li>(iii) identification and evaluation of cost shifts to offset operational costs incurred and impacted by each contract offering a reduced fare.</li> </ul>
<b>PREFERRED ALTERNATIVE:</b>	Approve
<b>LEGAL REVIEW:</b>	Legal has drafted the resolution
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1) R2018-06-07: Fare Structure Review &amp; Authorizing Reduced Fare Agreements</li> <li>2) Exhibit A &amp; B _ECO Passes, Contracts and Agreements</li> </ol>

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT  
AUTHORITY AUTHORIZING REDUCED FARE AGREEMENTS**

No. R2018-06-07

June 27, 2018

WHEREAS, the Utah Transit Authority (the "Authority") is a public transit district organized under the laws of the State of Utah and was created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities-Local Districts Act and the Utah Public Transit District Act; and

WHEREAS, Utah Code Ann. §17B-2a-808(2)(s) requires the Authority's Board of Trustees ("Board") to review and approve all contracts pertaining to reduced fares;

WHEREAS, the Board of Trustees of the Authority (the "Board") recognizes the benefits of public transit for individuals, businesses and the community for reducing congestion, improving the quality of air and the environment, and limiting the amount of real property set aside or dedicated to motor vehicle uses and parking in urban locations; and

WHEREAS, the Board recognizes the benefits to the community of travel training services that teach persons who are disabled and refugees from other countries to use the Authority's transit system to promote independent mobility; and

WHEREAS, the Board recognizes the benefits to the community of social service organizations that assist homeless and economically disadvantaged individuals with travel to and from employment, training programs, health care services, etc.; and

WHEREAS, the Authority has discounted fares on local bus, TRAX, and FrontRunner services when such fares are purchased with prepaid, reloadable FarePay cards; and

WHEREAS, the Authority has implemented reduced fare pass programs whereby individuals, corporate and government entities, and educational institutions agree to purchase transit passes from the Authority at discounted rates to reduce congestion, improve the quality of air and the environment, and limit the amount of real property set aside or dedicated to motor vehicle uses and parking in urban locations; and

WHEREAS, the Authority has implemented a reduced fare pass program for non-profit organizations and schools that serve people with disabilities and refugees with transit passes for training purposes to teach individuals to independently use UTA fixed route services; and

WHEREAS, the Authority has implemented a reduced fare pass program to provide social service organizations with fare media to distribute to homeless and

economically disadvantaged individuals to assist such individuals with travel to and from employment, training programs, health care services, etc.; and

WHEREAS, the Authority offers various promotional fares to encourage ridership, inaugurate new services, test new marketing techniques, or promote special events; and

WHEREAS, the Board desires to comply with Utah Code Ann. §17B-2a-808(2)(s) and to provide direction to the Authority prior to the adoption of a Board policy implementing legislative requirements regarding reduced fare pass agreements so that the reduced fare pass programs can continue to be available to individuals, corporate and government entities, educational institutions, and social service organizations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the Board approves the following on-going discounted rates for fares purchased with FarePay Cards: (1) 40% discount off the standard one-way adult cash fare for local bus service; and (2) 20% discount off the standard one-way adult cash fare for TRAX and FrontRunner service.
2. That the Board approves the on-going use of the standard pass contracts identified in Exhibit A.
3. That the Board approves the on-going use of the ECO Annual Preferred, Ski, Education, Ticket-As-Fare, and Low Income agreements within the pricing parameters identified in Exhibit B.
4. That the Interim Executive Director or designee is authorized to enter into the contracts identified in Exhibits A and B on behalf of the Authority.
5. That the Executive Director is authorized to approve promotions to encourage ridership, inaugurate new services, test new marketing techniques, or promote special events as set forth in Executive Limitations Policy 2.1.2.
6. That this Resolution shall stay in force and effect until rescinded, amended, or superseded by further action of the Board.
7. That the Board hereby ratifies any and all actions taken by Authority management and staff in furtherance of and effectuating the intent of this Resolution.
8. That the corporate seal shall be affixed hereto.

APPROVED AND ADOPTED this 27<sup>th</sup> day of June, 2018.

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Greg Bell, Chair  
Board of Trustees

ATTEST:

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Robert K. Biles, Secretary/Treasurer

(Corporate Seal)

CERTIFICATE

The undersigned duly qualified Chair of the Board of Trustees of the Utah Transit Authority certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held on the 27<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Greg Bell, Chair  
Board of Trustees

\_\_\_\_\_  
Robert K. Biles, Secretary/Treasurer

Approved As To Form:

\_\_\_\_\_  
Legal Counsel

**EXHIBIT A- STANDARD ECO PASSES**

<b>Program</b>	<b>Type of Pass or Product</b>	<b>Pricing</b>	<b>Anticipated 2018 Renewals</b>	<b>Example of Participants</b>
ECO Annual Preferred	Annual Electronic Pass	\$392 annual electronic pass purchased for 100% of the partner's employees	26	Fidelity Investments, Ernst & Young, JC Penney
ECO Annual Select	Annual Electronic Pass	\$872 annual electronic pass purchased for select employees	18	Western Governors University, Rockwell Collins, Jolt
ECO Daily	Electronic Pass	\$6.40 per trip, minimum \$1,000 spend per month	16	Holly Refinery, UMB Fund Services, Orbit Irrigation
ECO Monthly	Electronic Pass	\$89 monthly electronic pass purchased for select employees, minimum 15 passes, billed monthly, valid on rail and regular bus	11	Overstock, Kirton & McConkie, ARUP Laboratories
ECO Annual (Old Program)	Annual Electronic Pass	\$91 annual premium electronic pass purchased for 100% of the partner's employees *Program no longer exists – Agencies able to move to other pass programs	3	Legislative Research and General Counsel, Legislative Auditor General, Office of the Fiscal Analyst *contracts run July 1-June 30
ECO Pay per Trip (Old)	Electronic Pass	Graduated pricing scale that does not exceed 20%	3	IHC Health Services, Select Health, Mountainland Association of Governments
ED Pay-per-Trip	Electronic Pass - UTA Issued or Student ID	25% off the public single trip fare	3	Clearfield Job Corps, Judge Memorial, Salt Lake School District
Non-Profit ECO	Annual	25% off annual preferred or annual select ECO pass program pricing.	2	Downtown Provo Inc., LDS Church
RidevanPlus	Monthly	Each rider pays \$50 per month for a monthly UTA ECO pass. The van cost is \$260. The costs may be subsidized by a sponsoring employer.	12	IHC Ride Van Plus, Stadler US Inc., Litho Flexo Grafics
Travel Training	Electronic Passes	Free of charge	19	IRC, Catholic Community Services
Homeless Services Providers	Tokens, Day Passes, Adult Monthly Paper	Tokens, day passes and adult monthly paper passes are sold at a 50% discount but must be distributed to the homeless for free.	41	Volunteers of America, Road Home
ECO Annual Preferred*	Annual Electronic Pass	\$199 annual premium electronic pass	2	Lucid Software and Pluralsight *one time first year only, introductory price
Co-Op	Monthly Premium or Regular Paper Pass	20% off regular and premium adult monthly passes, 30% off the pass price is subsidized by the partner and the employee pays no more than half of the price	5	LDS Church, Harmons City Creek, KSL Broadcasting, Marriott Hotel and Parvus

EXHIBIT B- PASS CONTRACTS or AGREEMENTS

Program	Type of Pass or Product	Pricing	Anticipated 2018 Renewals	Example of Participants
ECO Annual Preferred-Custom	Electronic Pass	Pricing based on current eco pass programs (See above). Contract terms added to be approved by institution.	3	Bureau of Reclamation, United States Bankruptcy Court, Wameworks
Ski	Employer Issued Tap Passes	20% discount off of the ski bus fare.	6	Alta, Brighton, SL Visitors Bureau, Snowbird, Solitude, and Sundance
Ski	Electronic Pass	Pricing is based on the cost to run the service	4	Davis County, Ogden Weber Convention and Visitors Bureau, Snowbasin, Powder Mountain
Ski	Electronic Pass	Pay per Trip Value	4	Canyon's resort, Deer Valley Resort, Park City Municipal Corporation
ED	Electronic Pass - UTA Issued or Student ID	Pricing is based on bulk (per boardings \$1.00 - \$1.60 per boarding) and buying transit passes for 100% of their student body population.	3	MTECH, LDS Business College
Ticket-as-Fare	Electronic Tap Pass or Printed Pass	.50 cents/ticket purchased for all event tickets sold	Varies	Ogden Twilight
Low Income	Regular Adult Monthly Paper Pass	25% off the regular adult monthly pass	1	Department of Workforce Services