

Meeting Attendees:

**Board Members:**

Trustee Charles Henderson, Chair  
Trustee Keith Bartholomew  
Trustee Necia Christensen  
Trustee Robert McKinley  
Trustee P. Bret Millburn  
Trustee Larry Ellertson  
Trustee Jeff Hawker  
Trustee Danny McConkie  
Chairman H. David Burton

**Staff Available for Comment:**

Michael Allegra, President/ CEO  
Bob Biles, Vice-President/ Chief Financial Officer  
Andrea Packer, Chief Communication Officer  
Steve Meyer, Chief Capital Development Officer  
Matt Sibul, Chief Planning Officer  
Jerry Benson, Chief Operations Officer  
Dave Goeres, Chief Safety Officer  
Bruce Jones, General Counsel  
Grey Turner, Sr Program Mgr Eng Project Dev  
Paul Drake, TOD Project Manager  
Brad Armstrong, Mgr – Financial Plan – Analysis  
Hal Johnson, Mgr Project Dev- Systems Planning  
Chris Chesnut, Manager of Service Planning  
Remi Baron, Sr Media Relations Specialist  
Jennifer McGrath, Strategic Planner III  
G.J. LaBonty, Mgr-Long Range Strategic Planning  
Allan Maughan, Auditor  
David Kallas, Senior Advisor to the GM  
Melanie Penton, Sr. Office Specialist  
Cathie Griffiths, Assistant to President-CEO  
Rebecca Cruz, Board of Trustees Administrator

**Guests:**

Commissioner Matt Bell  
Bruce Bingham, Hamilton Partners  
Jeff Peterson, Millrock  
Jory Walker, Architect  
Maria Vias, Fehr and Peers

Meeting Report by: Jana Evans, Office Administrator  
[jevans@rideuta.com](mailto:jevans@rideuta.com) 801 237-1901

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**Welcome**

Acting Chairman Necia Christensen welcomed Committee members and guests and started the meeting before Chairman Henderson arrived. The meeting of the Planning and Development Committee was called to order at 2:03 p.m.

1. **Safety First Minute:** Dave Goeres, Chief Safety Officer, presented the January safety poster, “Be a Safety Machine in 2015”. He also showed the new “Yield” signs that are being installed on the back of every bus, reminding other drivers to let the buses back into traffic lanes.

**2. Action Items:**

a. **Approve December 3, 2014 Meeting Report**

**Charles Henderson**

Trustee Christensen made the motion that the September 10, 2014 meeting minutes be accepted as written. Trustee McKinley seconded the motion and it passed unanimously.

**3. Information Items:**

a. **TOD Update**

**Jennifer Kohler**

- Steve Meyer, Chief Development Officer, reported that Clearfield is still working on the TOD design. The groundbreaking will soon take place at the Clearfield TOD.

- On the Jordan Valley TOD the developer has identified the contractor that will be used. The sewer and water lines are being installed. The next phase could be the construction of a senior living center. In answer to a Board Member question, Mr. Meyer reported that contractually UTA is a minority partner, but the developer includes UTA in both minor and major decisions. Major decisions have to be made by unanimous approval of all partners.
- Bruce Bingham, CEO, Hamilton Partners reported on the status of the Sandy project. Mr. Bingham presented the approved master plan as well as the revision that he brought with him today. In the revision, two apartment buildings have been replaced with two 150,000 square foot office buildings close to the existing TRAX. Renderings of the office buildings were also shown.
- Mr. Bingham reported on the market demand that brought about this change. A number of companies have requested office space at this location. Two apartment buildings are under construction now and expected to be ready for occupation in November of next year.
- The change to the Master Plan was further shown and described via PowerPoint. Jory Walker, Architect on this design, described the design process for the parking structure. He discussed the rendering of the retail front, parking, and the new office buildings.
- Mr. Walker stated that this type of design creates a favorable pedestrian boulevard, with the retail hiding the parking. The type of retail anticipated: services such as a dry cleaner, coffee shop, etc. was described.
- Steve Peterson, Millrock, described the kick-off tenant, DCFS, in the build-to-suit first office building. He described the thinking on the parking need of the offices considering the light rail access.
- Mr. Meyer reported that UTA needs to work with Hamilton to determine the right amount of parking stalls required at this location. The Hamilton Partners civil engineer on this project, described the parking garage in greater detail. He further described the challenges of providing parking for TRAX while building the phased parking. The three phases of parking structure construction were identified in greater detail.
- Board member questions were answered and comments taken. Trustee McConkie asked about provisions being made for weather conditions in terms of snow removal, etc. and the accommodations of the plan were shown. It was also stressed that the UTA parking would be dedicated.
- Bruce Jones, General Counsel, reminded Board members of the retail, commercial property, restaurants, etc. in the surrounding area and how this project fits into the Sandy City master plan.
- Mr. Bingham finished by stating that they will be going through the same process to update Sandy City on the changes to the original development plan.
- He also updated the Board members on the status of the Phase II construction now in progress of the DCFS build-to-suit office.
- Trustee Bartholomew stated that he likes what he sees and feels like this will be a stronger project for the changes.

b. **Provo Orem BRT Update**

**Grey Turner**

- Grey Turner, Sr Program Manager, Engineering Project Development, introduced the report with a picture of a bus that looks like the proposed BRT bus.
- Mr. Turner further stated that all agreements with Provo, Orem and UDOT have been signed. He reported that FTA has approved the Environmental Assessment (EA) for public review as of January 5, 2015. In conjunction with the EA going out for public review, the two design RFP's have gone out for proposal. The RFP's clearly state that no notice to proceed will be given until a FONSI is given by FTA.
- Committee member questions were answered.

c. **Service Scenarios/ Levels of Funding**

**Matt Sibul**

- Chris Chesnut, Integrated Service Planner, made a presentation of Extended Service Scenarios in response to the public comment that was received last month suggesting that UTA take \$2M from savings to add service.

- The previous work of the long range transit plan, Network Study and 5-year service plan was shown.
- The existing routes by beginning and ending time periods by route were shown as:
  1. Routes that end between 12:00 a.m. and 1:00 a.m. – 5% of the System
  2. Routes that end between 11:00 p.m. and 12:00 a.m. – 8% of the System
  3. Routes that end between 10:00 p.m. and 11:00 p.m. – 8% of the System
  4. Routes that end between 9:00 p.m. and 10:00 p.m. – 11% of the System
  5. Routes that end between 6:00 p.m. and 9:00 p.m. – 53% of the System
  6. Routes that end before 6:00 p.m. – 17% of the System
  7. Paratransit and Flex Routes ending between 12:00 a.m. and 1:00 a.m. – 5%
  8. Annual Cost estimate: \$179 million
  9. Ridership estimate: 45 million annual
  10. Investment Per Rider (IPR) estimate: ~\$3.97
- Potential hourly service based on routes that last 24 hours for 19% of the current system was shown and discussed. The estimated operating cost went up from \$178 M to \$228 M, with ridership going up from approximately 45M to 50M and the IPR going up.
- The issues with the proposed 24-hour schedule were pointed out including for bus increased vehicle maintenance costs, vehicle replacement schedule changes. Increasing rail service hours is even more problematic due to the existing rail freight agreement in addition to environmental – noise considerations, maintenance of way issues, and extended security.
- To provide 24-hour service on various modes/routes. In raw dollar amounts it is estimated to cost \$50 million, for operating expenses, to extend existing service and add 24-hour service. The total cost could be as much as \$100 million more annually.
- A few other scenarios were proposed and discussed such as: extend existing service, implement 24-hour service on some modes/routes, implement additional weekend service, or implement additional holiday service.
- Incremental Service Scenarios:
  1. Scenario 1: Add an additional cost of \$2 million to existing Operating Budget. Ridership would increase about 2% on this system.
    - a. Add weekend service to West side of Salt Lake City.
    - b. Add some additional trips to Avenues service.
    - c. Add some trips to later evening service in Weber County.
    - d. Add trips to later evening service in Utah County.
    - e. Add trips to Green Line on Sunday from Salt Lake City to the airport.
  2. Scenario 2: Add an additional \$2 million to existing Operating Budget. Ridership on this system would increase about 5%.
    - a. Add frequency to core routes: One in Ogden, one in Salt Lake and one in Utah County.
    - b. Extend some service hours.
    - c. Add span of service to Green Line on Sunday.
- It is important to remember that we are discussing adding service to the slowest hours: night and Sunday, so the ridership will not go up as much as if UTA were to add service to core routes, rush hours.
- Trustee Bartholomew and Chair Henderson suggested that conversations be held with business, retail and commercial partners as to what and when they would like to see added service.
- Mr. Chesnut identified the next steps as continue to work with stakeholders and continue to increase service as budget allows.
- Jerry Benson described a “Real Grown-Up” Transit System as having the following characteristics:
  1. A fifteen minute network that gives 80% of the residents’ connection to at least two 15-minute services all day long.
  2. A service where rail runs seven days a week.
  3. A service where the core network runs seven days a week.
  4. Eighty-percent of the services go until 10:00 p.m. or 11:00 p.m. each evening.

- 5. One-quarter of the service runs 24-hours a day.
- 6. UTA has 50% mode-share to all central business districts, to all major employment centers, and to all the major universities.
- Committee member questions and comments were taken.

d. **First/ Last Mile Update**

**Charles Henderson**

- Jennifer McGrath, and Maria Vias, Fehr and Peers, presented the results of the First/Last Mile study.
- First/Last Mile Definition: This is often referred to as the toughest mile. It is not physical distance. The first mile is from origin to transit station and the last mile is from the transit station to final destination.
- Project Objectives and Deliverables were outlined to include: Objectives: To provide recommendations for First/Last Mile Strategies that will be most effective for increasing ridership on the UTA system; and Deliverables of a definition of station typologies and recommended First/last Mile Strategies by station typology including projected ridership, health and environmental impacts.
- An important part of this project is identifying funding options. A significant amount of the funding will come from sources other than UTA. Many of these improvements are not on UTA property. They are located on various cities, county and other properties.
- This project is described as supporting UTA Board Goals of: Double ridership by 2020; Develop recommendations for a comprehensive First/Last Mile Strategy by 2014; 2015 Goal to increase ridership by 3.3% over 2014 actual ridership; and Support 2015 Customer and Stakeholder Satisfaction Goal.
- Project partners were identified as Utah Transit Authority, Utah Department of Transportation, Wasatch Front Regional Council and Mountainland Association of Governments. Consultants include Fehr and Peers, Nelson Nygaard, and the University of Utah Traffic Lab.
- Stations studied were described as all FrontRunner, TRAX, S-Line and BRT Stations. Areas of data collection include reviewing recent and relevant studies (UCAT Network Study, Regional Transportation Plan, etc.); research existing local, national and international FLM strategies; and station audits to assess existing station conditions.
- Station Typologies were described as: Urban, Multi-Modal, Institutional, Suburban Non-Residential, Suburban, Auto Dependent, along with their various characteristics.
- The recommended strategies were delineated to include wayfinding and information, bicycle network improvements, pedestrian network improvements, bike share stations, car share stations, access connections, crossing treatments, rail and bus stop enhancements, and shuttles.
- Total projected daily ridership increase if some improvements were implemented at every site: 2,280 to 4,350 (3% to 6%). This is a conservative projection. The increase could be as much as 5% to 8%.
- Site Specific Example/Case Study: Meadowbrook (Suburban-Non-Residential). UTA will partner with other entities for funding/payments. Project elements to include striping and signage, pedestrian network improvements, bicycle network improvements, bike share stations, rail/bus enhancements, wayfinding and information. The estimated cost for this station would be \$380,000 to \$472,000, for an estimated daily ridership increase of 124.
- Detailed analysis must be performed that shows conditions before and after implementation to evaluate success and determine where UTA can get the most improvement for the money spent.
- The screening criteria including effectiveness in increasing ridership, stakeholder support. Costliness, ease of implementation, positive impacts on safety, used effectively by peer agencies, were reviewed and discussed.
- A successful before and after project in West Jordan on 2700 West was shown regarding a sidewalk extension built with STIP funds.
- Trustee Bartholomew suggested a field trip for the committee to view some of these areas. Mr. Allegra agreed and suggested that UTA staff might add a few city partners in this field trip as well.
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- e. **Liaison, Conference and External Committee Reports** Charles Henderson/ Michael Allegra
  - Mr. Allegra reported that announced Trustee Bartholomew has won the 2014 Northern Illinois University Outstanding Alumni award.
  - Steve Meyer has been awarded the job of Chief Transit Oriented Development Officer in addition to his Chief Capital Development duties and his new title will be Chief Development Officer.

**4. Closed Session Items: No Closed Session this month.**

- a. Strategy Session to Discuss the Purchase, Exchange or Lease of Real Property when Public Discussion would Prevent the Public Body from Completing the Transaction on the Best Possible Terms.
- b. Strategy Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual.
- c. Strategy Session to Discuss On-going and/or Potential Litigation.
- d. Strategy Sessions to Discuss Collective Bargaining

**5. Action Taken Regarding Matters Discussed in Closed Session** Charles Henderson

**6. Input for February Committee Meeting Agenda** Charles Henderson

- a. Approval of January 14, 2014 Meeting Minutes Charles Henderson
- b. TOD Update Bruce Jones/Jennifer Rigby
- c.
- d. Provo / Orem BRT Update Grey Turner
- e. Liaison, Conference and External Committee Reports Charles Henderson

**7. Other Business** Charles Henderson

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**8. Adjourn** Charles Henderson

Trustee Christensen made the motion that the meeting be adjourned at 4:09 p.m. Trustee McKinley seconded the motion and it passed unanimously.