



Working Session of the  
**Finance & Audit Committee**  
of the Board of Trustees of the Utah Transit Authority  
**Wednesday, September 12, 2018, 10:30 a.m.-12:00 p.m.**  
Frontlines Headquarters, Golden Spike Rooms, 669 West 200 South, Salt Lake City

**Committee Members:** Jeff Acerson, Committee Chair      Gina Chamness  
Cort Ashton      Dannie McConkie

**Agenda**

1. Safety First Minute Dave Goeres
2. Item(s) for Consent Jeff Acerson
  - a. Approval of August 22, 2018 Finance & Audit Committee Meeting Report
3. July 2018 Financial Report & Dashboard Bob Biles
4. 2018 Second Quarter Internal Audit Report Riana de Villiers
5. General Contracts & Change Orders
  - a. For Board Consent Approval
    1. Disbursement: Excavation for Sandy Civic Center Parking Structure (Hamilton Partners) Paul Drake
  - b. For Board Review and Resolution
    1. Contract: Sandy Civic Center Parking Structure (Wadsworth Brothers) Paul Drake
6. Other Business Jeff Acerson
7. Adjourn Jeff Acerson

**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 at those meetings. Comment may be provided in person or online through [www.rideuta.com](http://www.rideuta.com). Additionally, public comment may be taken at committee meetings at the discretion of the committee chair. In order to be considerate of time and the agenda, comments are limited to two minutes per individual, or five 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 [call dredge@rideuta.com](mailto:call dredge@rideuta.com) or (801) 287-3536. Request for accommodations should be made at least two business days in advance of the scheduled meeting.

# Everything in its place keeps you safe





Report of the Finance & Audit Review Committee Meeting  
of the Board of Trustees of the Utah Transit Authority (UTA)

Wednesday, August 22, 2018

12:00-1:30 p.m.

UTA FrontLines Headquarters, 669 West 200 South, Salt Lake City, UT

**Attending**

Jeff Acerson Committee Chair

Cort Ashton

Gina Chamness

Dannie McConkie

**1. Audit Review Committee**

The meeting was called to order at 12:05 p.m. by Trustee Acerson.

A brief safety minute was given by Dave Goeres, Chief Safety & Security and Technology Officer for UTA.

**2. Item(s) for Consent – Jeff Acerson**

Consent items consisted of the following:

- a. Approval of July 25, 2018 Finance & Audit Committee Meeting Report

A motion to approve the consent agenda was made by Trustee Chamness and seconded by Trustee Ashton. Voting was unanimous in the affirmative.

**3. June 2018 Financial Report & Dashboard – Bob Biles**

An overview of the June UTA Financial Report and Dashboard was presented by Bob Biles, UTA Vice President of Finance.

A motion to accept the report and move it forward to the full board was made by Trustee Ashton and seconded by Trustee McConkie. Voting was unanimous in the affirmative.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

**4. Second Quarter Investment Report – Bob Biles**

An overview of the second quarter investment report was presented by Mr. Biles.

A motion to accept the report and move it to the full board was made by Trustee Chamness and was seconded by Trustee Ashton. Voting was unanimous in the affirmative.

Roll call vote:

Trustee Chamness	Aye
Trustee McConkie	Aye

Trustee Ashton  
Trustee Acerson

Aye  
Aye

## 5. General Contracts & Change Orders

### a. For Board Consent Approval – Steve Meyer

#### 1. Contract Amendment: Wheel Truing Agreement (Sonoma-Marin Area Transit)

This is a revenue contract amendment for wheel truing services provided by UTA to Sonoma-Marin Area Transit.

A motion to move this contract amendment to the consent agenda of the full board was made by Trustee Ashton and seconded by Trustee McConkie. Voting was unanimous in the affirmative.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

#### 2. SD160 Sandbox Upgrade (Siemens)

This contract is for upgrading the sandboxes on the SD160 light rail vehicles. The sandboxes currently installed on these vehicles are beginning to fail. Staff recommends replacing them with a newer, more economical design.

A motion to move this contract to the consent agenda of the full board was made by Trustee Ashton and seconded by Trustee Chamness. Voting was unanimous in the affirmative.

Roll call vote:

McConkie	Aye
Chamness	Aye
Ashton	Aye
Acerson	Aye

#### 3. Contract: Independent Monitoring Services (Coblentz Patch Duffy & Bass LLP)

An independent monitor is required as part of a non-prosecution agreement between UTA and the U.S. Attorney.

After a summary of the contract was presented, questions on deadlines, procurement methods, total contract value, and requirements of the non-prosecution agreement were posed by committee members and answered by staff.

A motion to move this contract to the consent agenda of the full board was made by Trustee Chamness and seconded by Trustee Ashton. Voting was unanimous in the affirmative.

Roll call vote:

McConkie	Aye
Chamness	Aye
Ashton	Aye

Acerson

Aye

**b. For Board Review and Resolution – Steve Meyer**

**1. Contract: Rideshare Vans (Tony Divino Toyota)**

This contract authorizes UTA to purchase 30 vans for its Rideshare program.

After a summary of the contract was presented, questions on the size of the vans, procurement methods, and vehicle lifespan were posed by committee members and answered by staff.

A motion to recommend this contract for board review and resolution was made by Trustee McConkie and seconded by Trustee Ashton. Voting was unanimous in the affirmative.

Roll call vote:

McConkie	Aye
Chamness	Aye
Ashton	Aye
Acerson	Aye

**2. Contract: Locomotive Overhaul (Motive Power)**

This contract authorizes a planned overhaul of 18 UTA FrontRunner locomotives.

A motion to recommend this contract for board review and resolution was made by Trustee McConkie and seconded by Trustee Chamness. Voting was unanimous in the affirmative.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

**3. Contract: UVU Pedestrian Bridge (Kraemer)**

UTA is partnering with the Utah Department of Transportation (UDOT) and Utah Valley University to provide a pedestrian bridge connecting the Orem Intermodal Center with the Utah Valley University campus. UTA's contribution to the project, which will be managed by UDOT, is \$4 million as well as a portion of land in the Orem Station park-and-ride lot.

Following a discussion regarding the size and scope of this project, a motion to recommend this contract for board review and resolution was made by Trustee Ashton and seconded by Trustee McConkie. Voting was unanimous in the affirmative.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

4. **Contract: Depot District Clean Fuels Technology Center (Big D Construction)**

A discussion on the need for this facility took place. The new facility, which has been in the planning stages for nearly a decade, will have the technology necessary to maintain compressed natural gas buses and the capacity to service 250 buses.

A motion to recommend this contract for board review and resolution was made by Trustee McConkie and seconded by Trustee Ashton. Voting was unanimous in the affirmative.

Roll call vote:

McConkie	Aye
Chamness	Aye
Ashton	Aye
Acerson	Aye

5. **Change Order: Positive Train Control (Rocky Mountain System Services)**

This change order provides the labor and material necessary to install technology required by the federally-mandated positive train control initiative.

A motion to recommend this change order for board review and resolution was made by Trustee McConkie and seconded by Trustee Ashton. Voting was unanimous in the affirmative.

Roll call vote:

McConkie	Aye
Chamness	Aye
Ashton	Aye
Acerson	Aye

6. **Real Estate Contracts – Paul Drake**

a. **For Board Consent Approval**

1. **Contract: Purchase of Real Property for Provo Orem TRIP Right of Way (Family Center Orem Shopping Center, LLC)**

This property is needed for completion of the Provo Orem Transportation Improvement Project (TRIP).

A motion to move this contract to the board consent agenda was made by Trustee McConkie and seconded by Trustee Ashton. Voting was unanimous in the affirmative.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

2. **Contract: Purchase of Real Property for Provo Orem TRIP Right of Say (Sun Development, LP)**

This property is needed for completion of the Provo TRIP.

A motion to move this contract to the board consent agenda was made by Trustee McConkie and seconded by Trustee Chamness. Voting was unanimous in the affirmative.

Roll call vote:

Trustee McConkie	Aye
Trustee Chamness	Aye
Trustee Ashton	Aye
Trustee Acerson	Aye

**7. Other Business**

The next meeting will be held on September 12, 2018.

**8. Adjourn.**

A motion to adjourn was made by Trustee McConkie and seconded by Trustee Ashton. The motion carried and the meeting was adjourned at 12:55 p.m.

Transcribed by Teri Black  
Senior Office Coordinator Finance  
Utah Transit Authority  
tblack@rideuta.com  
801.287.3215

*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/481873.html> for entire content.*

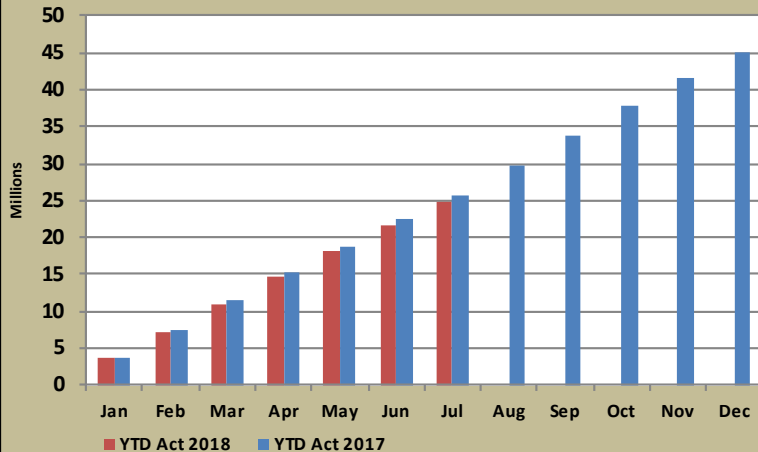
*This document along with the digital recording constitute the official minutes of this meeting.*

# UTA Board Dashboard:

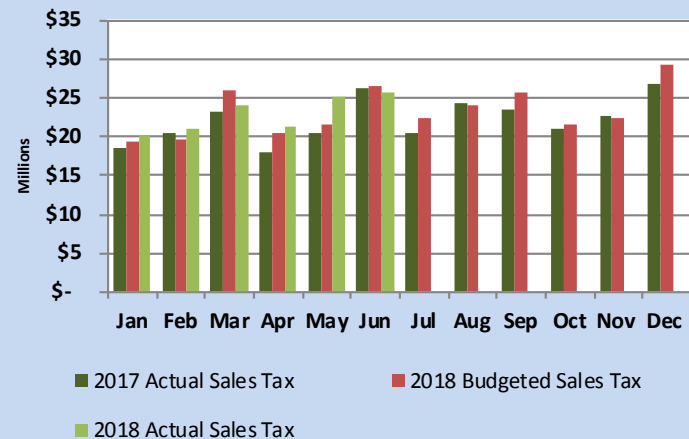
## July 2018

Financial Metrics	Fav/				Fav/			
	July Actual	July Budget	(Unfav)	%	YTD Actual	YTD Budget	(Unfav)	%
Sales Tax (June '18 mm \$)	\$ 25.6	\$ 26.4	\$ (0.83)	-3.2%	\$ 137.3	\$ 133.3	\$ 4.02	3.0%
Fare Revenue (mm)	\$ 3.7	\$ 3.9	\$ (0.13)	-3.5%	\$ 29.7	\$ 27.5	\$ 2.23	8.1%
Operating Exp (mm)	\$ 23.0	\$ 23.1	\$ 0.12	0.5%	\$ 154.9	\$ 160.7	\$ 5.82	3.6%
Investment Per Rider (IPR)	\$ 5.91	\$ 5.13	\$ (0.78)	-15.2%	\$ 5.03	\$ 5.13	\$ 0.10	1.9%
IPR adj for fuel savings	\$ 5.74	\$ 5.13	\$ (0.61)	-11.9%	\$ 5.02	\$ 5.13	\$ 0.11	2.1%
UTA Diesel Price (\$/gal)	\$ 2.75	\$ 2.20	\$ (0.55)	-24.9%	\$ 2.36	\$ 2.20	\$ (0.16)	-7.4%
Operating Metrics	July Actual	Jul-17	F/(UF)	%	YTD Actual	YTD 2017	F/(UF)	%
Ridership (mm)	3.26	3.33	(0.1)	-2.2%	24.90	25.81	(0.9)	-3.5%
Alternative Fuels	\$/gal				YTD Actual			
CNG Price (Bus Diesel Equiv rll)	\$ 1.16	Revenue Development (m\$)			\$ 27.50			
Debt Service	July Actual	Jul-17	Var	%	YTD Actual	YTD 2017	Var	%
Debt Service (net mm)	\$ 9.90	\$ 8.09	\$ (1.81)	-22.4%	\$ 67.10	\$ 61.04	\$ (6.06)	-9.9%

### UTA Ridership Trends



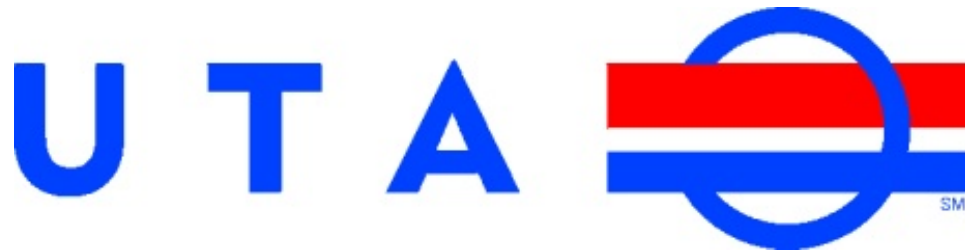
### UTA Sales Tax Trends





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

July 31, 2018



	2018 YTD ACTUAL	2018 YTD BUDGET	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
1 Sales Tax	\$ 160,453,547	\$ 155,728,873	\$ 4,724,674	3%
2 Passenger Revenue	\$ 29,705,443	\$ 27,476,985	2,228,458	8%
3 Other Revenue	\$ 47,587,886	\$ 43,023,583	4,564,303	11%
4 <b>Total Revenue</b>	<b>237,746,876</b>	<b>226,229,441</b>	<b>11,517,435</b>	<b>5%</b>
5 Net Operating Expenses	(154,874,943)	(160,690,091)	5,815,148	4%
<b>Net Operating Income (Loss)</b>	<b>82,871,933</b>	<b>65,539,351</b>	<b>17,332,582</b>	<b>26%</b>
6 Debt Service	67,103,273	64,440,378	(2,662,895)	-4%
7 Other Non-Operating Expenses	2,595,818	3,211,250	615,432	19%
8 Sale of Assets	(5,212,094)	-	5,212,094	
9 <b>Contribution to Capital Reserves</b>	<b>\$ 18,384,936</b>	<b>\$ (2,112,278)</b>	<b>\$ 20,497,214</b>	
10 Bond Debt Service - Series 2007A CAB	69,069			
11 Amortization	(2,252,636)			
12 Depreciation	82,378,299			
13 <b>Total Non-cash Items</b>	<b>\$ 80,194,732</b>			

GOALS

RIDERSHIP

2017 Actual	July 2018	July 2017	Difference	2018 YTD	2017 YTD	Difference
14 45,119,780	3,259,269	3,332,368	-73,099	24,902,890	25,812,095	-909,205

REVENUE DEVELOPMENT

15 Federal/Local/Regional	YTD \$27,497,734
---------------------------	---------------------

OPERATING INVESTMENT PER RIDER Budgeted IPR is \$5.13

	IPR		IPR (less diesel savings)
16 Net Operating Expense	\$ 154,874,943	Net Operating Expense	\$ 154,874,943
17 Less: Passenger Revenue	(29,705,443)	Less: Passenger Revenue	(29,705,443)
18		Plus: Diesel Savings	(182,916)
19 Subtotal	125,169,500	Subtotal	124,986,584
20 Divided by: Ridership	÷ 24,902,890	Divided by: Ridership	÷ 24,902,890
21 Investment per Rider	\$ 5.03	Investment per Rider	\$ 5.02

SUMMARY FINANCIAL DATA  
(UNAUDITED)

EXHIBIT 1-2

As of July 31, 2018

BALANCE SHEET

	<u>7/31/2018</u>	<u>7/31/2017</u>
<b>CURRENT ASSETS</b>		
1 Cash	\$ 12,383,763	\$ 12,993,936
2 Investments (Unrestricted)	83,027,681	3,888,171
3 Investments (Restricted)	136,482,848	176,081,431
4 Receivables	53,024,050	54,146,772
5 Receivables - Federal Grants	36,392,794	21,733,697
6 Inventories	36,082,196	31,089,509
7 Prepaid Expenses	525,998	1,183,770
8 <b>TOTAL CURRENT ASSETS</b>	<b>\$ 357,919,330</b>	<b>\$ 301,117,286</b>
9 Property, Plant & Equipment (Net)	3,025,486,392	3,017,093,659
10 Other Assets	145,787,723	123,120,369
11 <b>TOTAL ASSETS</b>	<b>\$ 3,529,193,445</b>	<b>\$ 3,441,331,314</b>
12 Current Liabilities	26,842,276	\$ 25,301,117
13 Other Liabilities	256,077,084	216,598,971
14 Net Pension Liability	100,876,554	112,925,121
15 Outstanding Debt	2,199,050,801	2,126,802,972
16 Equity	946,346,730	959,703,133
17 <b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 3,529,193,445</b>	<b>\$ 3,441,331,314</b>

RESTRICTED AND DESIGNATED CASH AND CASH EQUIVALENTS RECONCILIATION

<b>RESTRICTED RESERVES</b>		
18 Debt Service Reserves	35,536,992	44,875,136
19 2015A Sub Interest Reserves		-
20 2018 Bond Proceeds	58,978,169	
21 Debt Service Interest Payable	9,455,751	8,527,484
22 Risk Contingency	7,630,873	7,485,716
23 Box Elder County ROW (sales tax)	6,683,856	5,830,794
24 Mountain Accord	149,707	247,447
25 Joint Insurance Trust	4,037,750	3,256,602
26 UT County Bond Proceeds	4,677,651	42,901,574
27 Amounts held in escrow	9,332,099	4,410,179
28 <b>TOTAL RESTRICTED RESERVES</b>	<b>\$ 136,482,848</b>	<b>\$ 117,534,932</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	32,541,912	14,858,258
34 <b>TOTAL DESIGNATED OPERATING RESERVES</b>	<b>\$ 77,349,577</b>	<b>\$ 58,546,501</b>
35 <b>TOTAL RESTRICTED AND DESIGNATED CASH AND EQUIVALENTS</b>	<b>\$ 213,832,425</b>	<b>\$ 176,081,433</b>

SUMMARY FINANCIAL DATA  
(UNAUDITED)

EXHIBIT 1-3

As of July 31, 2018

REVENUE & EXPENSES

	ACTUAL Jul-18	ACTUAL Jul-17	YTD 2018	YTD 2017
<b>REVENUE</b>				
1 Passenger Revenue	\$ 3,718,033	\$ 3,907,712	\$ 29,705,443	\$ 29,577,025
2 Advertising Revenue	200,000	195,833	1,400,000	1,370,831
3 Investment Revenue	1,334,276	189,928	3,578,741	1,407,603
4 Sales Tax	26,046,776	21,352,038	160,453,547	147,109,320
5 Other Revenue	4,813,107	308,726	6,055,598	2,041,908
6 Fed Operations/Preventative Maint.	6,042,734	4,850,981	36,553,547	36,453,379
7 <b>TOTAL REVENUE</b>	<b>\$ 42,154,926</b>	<b>\$ 30,805,218</b>	<b>\$ 237,746,876</b>	<b>\$ 217,960,066</b>
<b>OPERATING EXPENSE</b>				
8 Bus Service	\$ 8,162,107	\$ 6,679,251	\$ 54,613,398	\$ 50,788,527
9 Commuter Rail	2,154,606	1,563,528	13,748,017	12,194,825
10 Light Rail	2,976,579	2,209,685	20,633,321	19,610,628
11 Maintenance of Way	997,645	880,396	8,969,174	9,063,147
12 Paratransit Service	1,988,681	1,463,686	12,217,098	11,548,481
13 RideShare/Van Pool Services	563,392	231,465	1,790,385	1,649,844
14 Operations Support	3,833,002	2,915,277	26,103,658	24,046,658
15 Administration	2,303,073	1,870,327	16,799,892	16,277,825
16 <b>TOTAL OPERATING EXPENSE</b>	<b>\$ 22,979,085</b>	<b>\$ 17,813,615</b>	<b>\$ 154,874,943</b>	<b>\$ 145,179,935</b>
17 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 19,175,841</b>	<b>\$ 12,991,603</b>	<b>\$ 82,871,933</b>	<b>\$ 72,780,131</b>
<b>NON-OPERATING EXPENSE (REVENUE)</b>				
18 Planning & Development	\$ 459,754	\$ 391,834	\$ 2,595,818	\$ 2,762,121
19 Major Investment Studies		11,247	-	11,247
20 Offsetting Investment Studies			-	-
21 Bond Principal	1,481,111	771,667	7,029,946	5,146,669
22 Bond Interest	7,901,566	6,923,789	55,158,012	49,151,849
23 Bond Funded Interest - 2015A Sub		47,716	-	4,819,342
24 Bond Cost of Issuance/Fees	2,100	2,100	1,044,622	31,150
25 Lease Cost	514,895	342,020	3,870,693	1,895,470
26 Sale of Assets	(1,172,743)	(6,139)	(5,212,094)	(2,365,368)
27 <b>TOTAL NON-OPERATING EXPENSE</b>	<b>\$ 9,186,683</b>	<b>\$ 8,484,234</b>	<b>\$ 64,486,997</b>	<b>\$ 61,452,480</b>
28 <b>CONTRIBUTION TO CAPITAL RESERVES</b>	<b>\$ 9,989,158</b>	<b>\$ 4,507,369</b>	<b>\$ 18,384,936</b>	<b>\$ 11,327,651</b>
<b>OTHER EXPENSES (NON-CASH)</b>				
29 Bond Debt Service - Series 2007A CAB	\$ (161,449)	\$ 15,859	\$ 69,069	\$ 111,013
30 Bond Premium/Discount Amortization	(1,076,976)	(1,321,256)	(7,511,213)	(9,248,794)
31 Bond Refunding Cost Amortization	683,649	685,192	4,785,544	4,796,344
32 Future Revenue Cost Amortization	67,576	67,576	473,033	473,032
33 Depreciation	10,230,335	12,560,000	82,378,299	87,920,000
34 <b>NET OTHER EXPENSES (NON-CASH)</b>	<b>\$ 9,743,135</b>	<b>\$ 12,007,371</b>	<b>\$ 80,194,732</b>	<b>\$ 84,051,595</b>

CURRENT MONTH

	ACTUAL Jul-18	BUDGET Jul-18	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
1 Passenger Revenue	\$ 3,718,033	\$ 3,852,780	\$ (134,747)	-3%
2 Advertising Revenue	200,000	213,833	(13,833)	-6%
3 Investment Revenue	1,334,276	311,000	1,023,276	329%
4 Sales Tax	26,046,776	22,451,622	3,595,154	16%
5 Other Revenue	4,813,107	564,333	4,248,774	753%
6 Fed Operations/Preventative Maint.	6,042,734	5,068,917	973,817	19%
7 <b>TOTAL REVENUE</b>	<b>\$ 42,154,926</b>	<b>\$ 32,462,485</b>	<b>\$ 9,692,441</b>	<b>30%</b>
<b>OPERATING EXPENSE</b>				
8 Bus Service	\$ 8,162,107	\$ 8,059,918	\$ (102,189)	-1%
9 Commuter Rail	2,154,606	1,904,618	(249,988)	-13%
10 Light Rail	2,976,579	2,958,320	(18,259)	-1%
11 Maintenance of Way	997,645	1,513,049	515,404	34%
12 Paratransit Service	1,988,681	1,924,211	(64,470)	-3%
13 RideShare/Van Pool Services	563,392	267,541	(295,851)	-111%
14 Operations Support	3,833,002	3,771,429	(61,573)	-2%
15 Administration	2,303,073	2,698,173	395,100	15%
16 <b>TOTAL OPERATING EXPENSE</b>	<b>\$ 22,979,085</b>	<b>\$ 23,097,259</b>	<b>\$ 118,174</b>	<b>1%</b>
17 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 19,175,841</b>	<b>\$ 9,365,226</b>	<b>\$ 9,810,615</b>	<b>105%</b>
<b>NON-OPERATING EXPENSE (REVENUE)</b>				
18 Planning & Development	\$ 459,754	\$ 458,750	\$ (1,004)	0%
19 Major Investment Studies	-	-	-	
20 Offsetting Investment Studies	-	-	-	
21 Bond Principal	1,481,111	768,666	(712,445)	-93%
22 Bond Interest	7,901,566	8,051,454	149,888	2%
23 Bond Funded Interest - 2015A Sub	-	-	-	
24 Bond Cost of Issuance/Fees	2,100	5,458	3,358	62%
25 Lease Cost	514,895	1,081,746	566,851	52%
26 Sale of Assets	(1,172,743)	-	1,172,743	
27 <b>TOTAL NON-OPERATING EXPENSE</b>	<b>\$ 9,186,683</b>	<b>\$ 10,366,074</b>	<b>\$ 1,179,391</b>	<b>11%</b>
28 <b>CONTRIBUTION TO CAPITAL RESERVES</b>	<b>\$ 9,989,158</b>	<b>\$ (1,000,848)</b>	<b>\$ 10,990,006</b>	<b>1098%</b>
<b>OTHER EXPENSES (NON-CASH)</b>				
29 Bond Debt Service - Series 2007A CAB	\$ (161,449)			
30 Bond Premium/Discount Amortization	(1,076,976)			
31 Bond Refunding Cost Amortization	683,649			
32 Future Revenue Cost Amortization	67,576			
33 Depreciation	10,230,335			
34 <b>NET OTHER EXPENSES (NON-CASH)</b>	<b>\$ 9,743,135</b>			

BUDGET TO ACTUAL REPORT  
(UNAUDITED)

EXHIBIT 1-5

As of July 31, 2018

YEAR TO DATE

	ACTUAL Jul-18	BUDGET Jul-18	VARIANCE FAVORABLE (UNFAVORABLE)	% FAVORABLE (UNFAVORABLE)
<b>REVENUE</b>				
1 Passenger Revenue	\$ 29,705,443	\$ 27,476,985	\$ 2,228,458	8%
2 Advertising Revenue	1,400,000	1,413,833	(13,833)	-1%
3 Investment Revenue	3,578,741	2,177,000	1,401,741	64%
4 Sales Tax	160,453,547	155,728,873	4,724,674	3%
5 Other Revenue	6,055,598	3,950,333	2,105,265	53%
6 Fed Operations/Preventative Maint.	36,553,547	35,482,417	1,071,130	3%
7 <b>TOTAL REVENUE</b>	<b>\$ 237,746,876</b>	<b>\$ 226,229,441</b>	<b>\$ 11,517,435</b>	<b>5%</b>
<b>OPERATING EXPENSE</b>				
8 Bus Service	\$ 54,613,398	\$ 56,129,589	\$ 1,516,191	3%
9 Commuter Rail	13,748,017	13,327,319	(420,698)	-3%
10 Light Rail	20,633,321	20,528,557	(104,764)	-1%
11 Maintenance of Way	8,969,174	10,275,838	1,306,664	13%
12 Paratransit Service	12,217,098	13,371,980	1,154,882	9%
13 RideShare/Van Pool Services	1,790,385	1,872,252	81,867	4%
14 Operations Support	26,103,658	26,281,764	178,106	1%
15 Administration	16,799,892	18,902,792	2,102,900	11%
16 <b>TOTAL OPERATING EXPENSE</b>	<b>\$ 154,874,943</b>	<b>\$ 160,690,091</b>	<b>\$ 5,815,148</b>	<b>4%</b>
17 <b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 82,871,933</b>	<b>\$ 65,539,351</b>	<b>\$ 17,332,582</b>	<b>26%</b>
<b>NON-OPERATING EXPENSE (REVENUE)</b>				
18 Planning & Development	\$ 2,595,818	\$ 3,211,250	\$ 615,432	19%
19 Major Investment Studies	-	-	-	
20 Offsetting Investment Studies	-	-	-	
21 Bond Principal	7,029,946	5,356,668	(1,673,278)	-31%
22 Bond Interest	55,158,012	54,873,636	(284,376)	-1%
23 Bond Funded Interest - 2015A Sub	-	-	-	
24 Bond Cost of Issuance/Fees	1,044,622	38,208	(1,006,414)	-2634%
25 Lease Cost	3,870,693	4,171,866	301,173	7%
26 Sale of Assets	(5,212,094)	-	5,212,094	
27 <b>TOTAL NON-OPERATING EXPENSE</b>	<b>\$ 64,486,997</b>	<b>\$ 67,651,628</b>	<b>\$ 3,164,631</b>	<b>5%</b>
28 <b>CONTRIBUTION TO CAPITAL RESERVES</b>	<b>\$ 18,384,936</b>	<b>\$ (2,112,278)</b>	<b>\$ 20,497,214</b>	<b>970%</b>
<b>OTHER EXPENSES (NON-CASH)</b>				
29 Bond Debt Service - Series 2007A CAB	\$ 69,069			
30 Bond Premium/Discount Amortization	(7,511,213)			
31 Bond Refunding Cost Amortization	4,785,544			
32 Future Revenue Cost Amortization	473,033			
33 Depreciation	82,378,299			
34 <b>NET OTHER EXPENSES (NON-CASH)</b>	<b>\$ 80,194,732</b>			

CAPITAL PROJECTS  
(UNAUDITED)

As of July 31, 2018

EXHIBIT 1-6

	2018 ACTUAL	ANNUAL BUDGET	PERCENT
<b>EXPENSES</b>			
1 REVENUE AND NON-REVENUE VEHICLES	\$ 7,545,112	\$ 23,516,922	32.1%
2 INFORMATION TECHNOLOGY	1,667,531	8,594,818	19.4%
3 FACILITIES, MAINTENANCE & ADMIN. EQUIP.	260,540	1,035,796	25.2%
4 CAPITAL PROJECTS	4,719,990	41,057,292	11.5%
5 PROVO OREM BRT	17,733,228	40,227,000	44.1%
6 AIRPORT STATION RELOCATION	968,160	22,901,499	4.2%
7 STATE OF GOOD REPAIR	6,803,921	29,674,141	22.9%
8 PROP 1 PROJECTS	1,656,760	11,067,067	15.0%
9 TIGER (INCLUDING PROP#1 TIGER)	153,423	13,104,294	1.2%
10 TOTAL	<u>\$ 41,508,665</u>	<u>\$ 191,178,829</u>	21.7%
<b>REVENUES</b>			
14 GRANT	\$ 1,786,640	\$ 26,114,493	6.8%
16 PROVO-OREM TRIP	17,733,228	30,000,000	59.1%
17 LEASES (PAID TO DATE)	6,240,910	21,163,045	29.5%
18 BONDS	1,904,052	50,877,399	3.7%
19 LOCAL PARTNERS	267,510	14,318,487	1.9%
15 TRANSFER FROM OPERATING (PROP 1)	1,656,760	3,997,323	0.0%
20 UTA FUNDING	11,919,565	44,708,082	26.7%
21 TOTAL	<u>\$ 41,508,665</u>	<u>\$ 191,178,829</u>	21.7%

As of July 31, 2018

**BY SERVICE**

	CURRENT MONTH		YEAR TO DATE	
	Jul-18	Jul-17	2018	2017
<b>UTA</b>				
Fully Allocated Costs	22,979,085	17,813,615	154,874,943	145,179,836
Passenger Farebox Revenue	3,718,034	3,908,680	29,705,443	29,577,993
Passengers	3,259,269	3,332,368	24,902,890	25,812,096
Farebox Recovery Ratio	16.2%	21.9%	19.2%	20.4%
Actual Investment per Rider	\$5.91	\$4.17	\$5.03	\$4.48
GOAL Investment per Rider				
<b>BUS SERVICE</b>				
Fully Allocated Costs	10,990,761	8,763,132	73,569,029	68,497,369
Passenger Farebox Revenue	1,324,375	1,457,686	11,549,502	11,268,895
Passengers	1,353,664	1,400,053	10,696,873	11,187,393
Farebox Recovery Ratio	12.0%	16.6%	15.7%	16.5%
Actual Investment per Rider	\$7.14	\$5.22	\$5.80	\$5.12
<b>LIGHT RAIL SERVICE</b>				
Fully Allocated Costs	6,028,679	4,537,166	42,692,321	40,262,926
Passenger Farebox Revenue	1,253,967	1,457,353	10,432,942	10,201,597
Passengers	1,369,834	1,400,498	10,200,654	10,613,050
Farebox Recovery Ratio	20.8%	32.1%	24.4%	25.3%
Actual Investment per Rider	\$3.49	\$2.20	\$3.16	\$2.83
<b>COMMUTER RAIL SERVICE</b>				
Fully Allocated Costs	3,382,256	2,553,848	22,448,720	20,859,004
Passenger Farebox Revenue	461,863	495,199	3,400,459	3,286,057
Passengers	377,374	363,310	2,803,916	2,749,924
Farebox Recovery Ratio	13.7%	19.4%	15.1%	15.8%
Actual Investment per Rider	\$7.74	\$5.67	\$6.79	\$6.39
<b>PARATRANSIT</b>				
Fully Allocated Costs	2,117,356	1,575,263	13,355,755	12,660,688
Passenger Farebox Revenue	331,839	186,354	2,042,187	2,559,880
Passengers	59,877	60,066	482,912	484,578
Farebox Recovery Ratio	15.7%	11.8%	15.3%	20.2%
Actual Investment per Rider	\$29.82	\$23.12	\$23.43	\$20.84
<b>RIDESHARE</b>				
Fully Allocated Costs	460,033	384,206	2,809,118	2,899,848
Passenger Farebox Revenue	345,990	312,088	2,280,354	2,261,563
Passengers	98,520	108,442	718,534	777,152
Farebox Recovery Ratio	75.2%	81.2%	81.2%	78.0%
Actual Investment per Rider	\$1.16	\$0.67	\$0.74	\$0.82



BY TYPE

	CURRENT MONTH		YEAR TO DATE	
	Jul-18	Jul-17	2018	2017
<b>FULLY ALLOCATED COSTS</b>				
Bus Service	\$10,990,761	\$8,763,132	\$73,569,029	\$68,497,369
Light Rail Service	\$6,028,679	\$4,537,166	\$42,692,321	\$40,262,926
Commuter Rail Service	\$3,382,256	\$2,553,848	\$22,448,720	\$20,859,004
Paratransit	\$2,117,356	\$1,575,263	\$13,355,755	\$12,660,688
Rideshare	\$460,033	\$384,206	\$2,809,118	\$2,899,848
<b>UTA</b>	<b>\$22,979,085</b>	<b>\$17,813,615</b>	<b>\$154,874,943</b>	<b>\$145,179,835</b>
<b>PASSENGER FAREBOX REVENUE</b>				
Bus Service	\$1,324,375	\$1,457,686	\$11,549,502	\$11,268,895
Light Rail Service	\$1,253,967	\$1,457,353	\$10,432,942	\$10,201,597
Commuter Rail Service	\$461,863	\$495,199	\$3,400,459	\$3,286,057
Paratransit	\$331,839	\$186,354	\$2,042,187	\$2,559,880
Rideshare	\$345,990	\$312,088	\$2,280,354	\$2,261,563
<b>UTA</b>	<b>\$3,718,034</b>	<b>\$3,908,680</b>	<b>\$29,705,443</b>	<b>\$29,577,992</b>
<b>PASSENGERS</b>				
Bus Service	1,353,664	1,400,053	10,696,873	11,187,393
Light Rail Service	1,369,834	1,400,498	10,200,654	10,613,050
Commuter Rail Service	377,374	363,310	2,803,916	2,749,924
Paratransit	59,877	60,066	482,912	484,578
Rideshare	98,520	108,442	718,534	777,152
<b>UTA</b>	<b>3,259,269</b>	<b>3,332,368</b>	<b>24,902,890</b>	<b>25,812,095</b>
<b>FAREBOX RECOVERY RATIO</b>				
Bus Service	12.0%	16.6%	15.7%	16.5%
Light Rail Service	20.8%	32.1%	24.4%	25.3%
Commuter Rail Service	13.7%	19.4%	15.1%	15.8%
Paratransit	15.7%	11.8%	15.3%	20.2%
Rideshare	75.2%	81.2%	81.2%	78.0%
<b>UTA</b>	<b>16.2%</b>	<b>21.9%</b>	<b>19.2%</b>	<b>20.4%</b>
<b>ACTUAL INVESTMENT PER RIDER</b>				
Bus Service	\$7.14	\$5.22	\$5.80	\$5.12
Light Rail Service	\$3.49	\$2.20	\$3.16	\$2.83
Commuter Rail Service	\$7.74	\$5.67	\$6.79	\$6.39
Paratransit	\$29.82	\$23.12	\$23.43	\$20.84
Rideshare	\$1.16	\$0.67	\$0.74	\$0.82
<b>UTA</b>	<b>\$5.91</b>	<b>\$4.17</b>	<b>\$5.03</b>	<b>\$4.48</b>

SUMMARY OF ACCOUNTS RECEIVABLE  
(UNAUDITED)

EXHIBIT 1-9

As of July 31, 2018

Classification	Total	Current	31-60 Days	61-90 Days	90-120 Days	Over 120 Days
1 Federal Government <sup>1</sup>	\$ 36,392,794	\$ 36,392,794				
2 Local Contributions <sup>2</sup>	48,726,843	48,726,260				583
3 Pass Sales	364,997	375,672	(67,479)	5,833	2,534	48,437
4 Property Management	113,859	64,537	11,554	30,556	152	7,060
5 Vanpool/Rideshare	37,604	25,310	1,460	2,624	(4,510)	12,720
6 Product Sales and Development	481,257	393,136	21,487	5,391	9,772	51,471
7 Railway Worker Protection	1,800					1,800
8 Capital Development Agreements	347,617	66,038		33,841	360	247,378
9 Mobility Management	1,700	-			1,700	
10 Paratransit	11,250	11,250				-
11 Other <sup>3</sup>	2,937,123	2,937,123				
12 <b>Total</b>	<b>\$ 89,416,844</b>	<b>\$ 88,992,120</b>	<b>\$ (32,978)</b>	<b>\$ 78,245</b>	<b>\$ 10,008</b>	<b>\$ 369,449</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	102.9%	-18.5%	1.6%	0.7%	13.3%	
16 Property Management	56.7%	10.1%	26.8%	0.1%	6.2%	
17 Vanpool/Rideshare	67.3%	3.9%	7.0%	-12.0%	33.8%	
18 Product Sales and Development	81.7%	4.5%	1.1%	2.0%	10.7%	
19 Railway Worker Protection	0.0%	0.0%	0.0%	0.0%	100.0%	
20 Capital Development Agreements	19.0%	0.0%	9.7%	0.1%	71.2%	
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>99.5%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.4%</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:

SUMMARY OF APPROVED DISBURSEMENTS OVER \$200,000  
 FROM JULY 1, 2018 THROUGH JULY 31, 2018  
 (UNAUDITED)

EXHIBIT 1-10

<u>Contract # and Description</u>	<u>Contract Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Date</u>	<u>Check Total</u>
14-1063JH TIMP FACILITY EXPANSION	7/29/2015	BIG D CONSTRUCTION	337606	7/3/2018	269,060.74
15-1251TP PROVO-OREM BRT	7/15/2015	KIEWIT/CLYDE	337607	7/3/2018	4,075,499.38
14-17TH POSITIVE TRAIN CONTROL	10/6/2004	ROCKY MOUNTAIN SYSTEMS SERVICE	337666	7/5/2018	775,094.55
R2018-05-09		ROCKY MOUNTAIN POWER	337757	7/5/2018	229,287.53
16-1846TP ON-CALL MAINTENANCE	10/7/2016	STACEY AND WITBECK, INC.	337819	7/12/2018	608,052.25
17-2156PP VALIDATOR HARDWARE ORDER	3/20/2017	VIX TECHNOLOGY INC.	337821	7/12/2018	403,219.21
UT13-064GL PROJECT MGMT SERVICES	3/3/2014	WSP USA	337822	7/12/2018	347,249.81
R2018-05-09		ROCKY MOUNTAIN POWER	338102	7/19/2018	309,315.76
17-2331PP 2-EV40 TRANSMISSIONS	3/16/2018	SMITH POWER PRODUCTS	338115	7/19/2018	304,812.58
17-2171TH LIGHT RAIL INVENTORY DAMAGE REPAIR	3/17/2017	SIEMENS INDUSTRY, INC.	338022	7/19/2018	723,573.75
16-1846TP ON-CALL MAINTENANCE	10/7/2016	STACEY AND WITBECK, INC.	338170	7/26/2018	269,423.45

# General Contracts, Change Orders and Disbursements

Revenue Contracts
Disbursements
Contracts & Change Orders
Pre-Procurements (information)

**Finance & Audit Committee 9/12/18**

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						
5a1	Motion to approve the disbursement and forward to Board for consent agenda	Disbursement is \$200,000 - \$999,999	Disbursement	Paul Drake	Excavation for Sandy Civic Center Parking Structure	Payment to subcontractor for excavation of parking structure construction site.	Hamilton Partners	\$ 272,000		N/A	N/A	N/A	N/A	Yes	Disbursement	N/A	N/A
5b1	Motion to forward the contract to the Board for approval	Contract is > \$1,000,000	Contract	Paul Drake	Sandy Civic Center Parking Structure	Shared parking structure for park & ride and TOD at the Sandy Civic Center	Wadsworth Brothers	\$ 5,914,889		N/A	N/A	10/1/2018	10/31/2019	Yes	RFP	5	\$ 5,673,340

## Detailed Disbursement Description & Purpose

**F&AC Review and/or Approval Date:** 9/12/2018

**Action Requested:** Motion to approve the disbursement and forward to Board for consent agenda

**Criteria:** Disbursement is \$200,000 - \$999,999

**Contract #:** N/A

**Title:** Excavation for Sandy Civic Center

**Project Manager:** Paul Drake

**Contract Administrator:** Brian Motes

**Impacted Areas:** TOD

**Included in budget?** Yes

**Procurement method:** Best value (RFP)

**Contractor:** Hamilton Partners

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

**Total Contract Value** \$ 272,000

**Contract start date:** N/A

**Contract end date:** N/A

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

**Next Lowest Bidder:** N/A

### **Detailed Description & Purpose:**

In 2014, UTA entered into a Development Agreement with its development partner, Hamilton Partners, to develop a high-intensity mix of land uses around the Sandy Civic Center TRAX Station (the "TOD"). The master plan for the TOD includes a UTA-owned parking garage that will provide park and ride stalls as well as stalls for the TOD. Prior to commencing work on the garage construction, the joint venture development entity for the TOD will contract to perform excavation on the site. This excavation is required for the completion of the upcoming phase of development as well as the UTA-owned parking garage. As UTA will benefit from the excavation, it is the agency's obligation to pay its proportionate share of the cost. The total cost for the excavation is \$1,086,193. The portion associated with the garage site is estimated at 43.2% of the total excavation costs, or roughly \$469,000. UTA is responsible for 58% of the garage site excavation costs, or roughly \$272,000. The disbursement will be paid from local funds identified and previously allocated to this project.

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

**Attachments:** Contract routing sheet attached? N/A (Pre-Procurement)

Other attachments? (list)

## Detailed Contract Description & Purpose

F&AC Review and/or Approval Date: 9/12/2018

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

**Criteria:** Contract is > \$1,000,000

---

---

**Contract #:** 18-2800TP

**Contract Title:** Sandy Civic Center  
Parking Structure

**Project Manager:** Paul Drake

**Contract Administrator:** Brian Motes

---

---

**Impacted Areas:**

**Included in budget?** Yes

**Procurement method:** Best value (RFP)

**Contractor:** Wadsworth Brothers  
Construction  
Company

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

**Total Contract Value** \$ 5,914,889  
**Qty & Unit price**

**Contract term (Months)** 15 months

**Contract options (Months)** N/A

**Contract start date:** 10/1/2018

**Contract end date:** 12/31/2019

**Number of responding firms:** 5

**Next Lowest Bidder:** \$ 5,742,393

---

---

**Detailed Description & Purpose:**

In 2014, UTA entered into a Development Agreement with its development partner, Hamilton Partners, to develop a high-intensity mix of land uses around the Sandy Civic Center TRAX Station (the "TOD"). The master plan for the TOD includes a UTA-owned parking garage that will provide park-and-ride stalls as well as stalls for the TOD.

The contract includes construction of the two-deck parking structure located southwest of the Sandy Civic Center TRAX platform, site work, and installation of improvements and utilities. The structure is designed to include two decks, using a post-tension design. The east side will be set into a slope eliminating the need for an internal ramp between decks. The lower deck will be accessed from Midvillage Boulevard while the upper deck will be accessed from Beetdigger Boulevard. The top deck is designed to contain 266 stalls with 252 stalls on the bottom deck for a total of 518 stalls. Parking on the upper deck and 34 parking stalls on the bottom deck will provide convenient access to the transit station. The balance of parking, 218 stalls, will be used by residents of the surrounding apartments, visitors, and patrons of retail shops.

UTA and the development partner will be overseeing construction efforts. Costs will be split between UTA and the development per each entity's proportionate share of parking stalls. UTA will be responsible for 58% of the overall costs (\$3,430,640), and the development will be responsible for 42% (\$2,484,250). Funding for UTA's portion of the Project will be partially provided by a Federal grant (\$2M) with the remainder coming from budgeted 2018 capital funds.

The RFP was conducted as a best-value proposal and the contractor selected was based on receiving the highest combined technical and pricing score.

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

---

---

**Attachments:** Contract routing sheet attached?

Other attachments? (list)

---

---



# CONTRACT ROUTING SHEET

Agenda Item No.:   
 Board Review Date:

## CONTRACT SECTION

- 1) Contract/P.O. No. **18-2800TP** (Assigned by Purchasing) Contract Administrator: **Brian Motes**  
 Project Manager: **Paul Drake**
- 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 **Sandy Civic Center Parking Structure**
- 5) Description / Purpose (of contract or project)  
**Sandy Civic Center Parking Structure**
- 6) Contractor Name **Wadsworth Brothers Construction Company**
- 7) Effective Dates Beginning: **10/01/18** Ending: **12/31/19**
- 8) Option to renew?  Yes  No Renewal terms

## FINANCIAL SECTION

- 9) Total Board Approval Amount: \$ **5,914,889.00**
- 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?*
- 10) Is the amount a one-time purchase or annual recurring purchase?  One-time  Recurring
- 11) Account Code **40-3186.68912** Capital Project Code **MSP18618**
- 12) Budgeted?  Yes  No Budget amount: \$ **5,914,889.00**
- 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	<span style="border: 1px solid black; padding: 2px;">BWS</span>	<u>Bart Simmons</u>
Accounting Review	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;">TB</span>	<u>TROY BINGLIAN</u>
IT Review (IT software or hardware)	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;"></span>	<u>Dan Harmuth</u>
Up to \$10K Manager/Program Manager	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;">PD</span>	<u>Paul Drake</u>
Up to \$50K Dir, Sr. Mgr, RGM, or Chief/VP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;">MD</span>	<u>Mary DeLorretto</u>
Up to \$100K Chief/VP, or Dir, Sr. Mgr, RGM (Capital, Maint., Ops. only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;">BKB</span>	<u>Brian Motes</u>
Over \$100K Executive Director	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;"></span>	<u>W. Steve Meyer</u>
Over \$200K Board Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<span style="border: 1px solid black; padding: 2px;"></span>	<u>Approval Date</u>

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