

1885 W. Ute Blvd.
Park City, UT 84098
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Minutes

High Valley Transit District

BOARD OF TRUSTEES

THURSDAY, February 16, 2023 1:00pm

Location: electronically, via Zoom and at the anchor location at the Sheldon Richins Building, 1885 W. Ute Blvd., Park City, UT 84098, in Auditorium

PRESENT:

Kim Carson, *Chair*

David Geffen, *Vice Chair/Secretary*

Chris Robinson, *Board Member*

Malena Stevens, *Board Member*

Canice Harte, *Board Member*

Caroline Rodriguez, *Executive Director*

Dave Thomas, *Attorney*

Stacy Carpenter, *HVT Director Finance*

Others Present:

Lorelei Combs, *Save People Save Wildlife*

Tom Farkas, *Save People Save Wildlife*

Patricia Cramer, *Wildlife Researcher*

Christopher Putt, *HVT Transportation Planner*

Jamie Dansie, *HVT Planner*

ABSENT:

none

Meeting called to order 1:02pm

1) Pledge of Allegiance

2) Public Comment (minute 4:06)

No public comment was made

3) **Recognition of Roger Armstrong's service to HVT's Board of Trustees** (4:45)

Members agreed to postpone this to another date when Roger Armstrong would be present.

4) **Introduction of new Board member, Canice Harte** (5:17)

Chair Carson gave remarks of appreciation to member Harte for his participation. Member Harte thanked the group and noted how much he enjoys the HVT system.

5) **Presentation by Save People Save Wildlife** (6:56)

Chair Carson introduced two Save People Save Wildlife (SPSW) members present at the meeting (Lorelei Combs and Tom Farkas) and the mission of the organization to provide safe passage for wildlife. Lorelei also introduced Patricia Cramer, PhD joining via Zoom.

Ms. Combs and Mr. Farkas discussed their desire for a wildlife underpass on SR-224.

Board members and staff agreed to talk more about Ms. Combs and Mr. Farkas' presentation and decide what role HVT can have. Further discussions will require the other project partners as their willingness to pursue this is unclear. Chair Carson committed to also continuing the conversation with SPSW.

6) **Ridership and Performance** (36:11)

Ridership reports will continue to be modified to make them easier to read and digest. This continues to be a goal of staff but remains a work in progress.

Ridership is way up. Park City is still underperforming and Caroline will be speaking to the Park City Council in the evening about opportunities to increase numbers. She shared her presentation to the board as a preview.

Wasatch County Manager Grabau offered that he is very happy with how things are going with the services in Wasatch County.

In HVT's district, all fixed routes (with the exception of the 102) have doubled ridership since 2022. Caroline commended the excellent work of all teams to provide service considering conditions.

7) **Legislative Update** (52:01)

HVT is heavily impacted the 2023 legislature session. All members agreed that watching video of the Summit County Council meeting on Wednesday, February 15 provides the best recap events affecting HVT. Member Stevens reiterated that HVT funding will be heavily dependent on the outcome of some bills. Vice Chair Geffen followed up with a question regarding projects rated higher than HVT's and asked if money would remain after those projects receive allocations. Kim offered that money is not given strictly on an ordinal basis.

8) **Route 107 capacity update** (57:03)

Jamie Dansie presented members a summary of days that the 107 could not carry all passengers because of overcrowding. She asked if scheduling LYFT rides, as the procedure has been, provided a sufficient level of customer service at this time. Members agreed that paying for LYFT rides makes most sense as the season is ending but would like to have more conversations about new service plans and policies later in the year.

9) **Transit Facility** (1:06:10)

Caroline Rodriguez gave an update. Dirt is currently being moved after a delay of about twenty days waiting for Summit County's approval of an exception to the excavation process. Most delays continue to center around supply chain problems with electrical components being a year out. It is likely HVT will need to be at the Ecker Lot for another year of find a new site.

Contractors will be onsite to view and test excavation activity and verify no unnecessary work is being done. Estimates are that 75% of the site will need to be blasted to a depth of three to four feet, increasing costs to \$400,000. Member Robinson stated the number for the contractor fee seems high and asked why testing is necessary at all. Vice Chair Geffen also asked about changes in the cost proposal and a discussion followed about what is actually being spent versus what was budgeted/bid.

Caroline noted that the big increase in the total budget reflects an all-in cost for the three buildings and expenses such as furniture and the added housing floor. The money requested of the legislature will cover much of these costs. The second bus barn is not included but excavation and some infrastructure is.

The current total of \$37 million will come from a combination of state, local, and federal funding with bonding and fund balance available as well. Members agreed fund balance isn't the best source as it is needed for other purchases including vehicles. Approximately 30% of the total is already secured with federal contributions. HVT will apply again for 5339 Bus and Bus Facilities money and is still waiting for a final determination of projects funded out of the 2023 legislative IGG.

10) **Approval of the First Amendment to the Infrastructure Agreement (High Valley Transit District (Lot 3))**

In connection with the previous discussion of the Transit Facility, the Board reviewed this amendment to the Infrastructure Agreement with Summit County regarding the construction of needed infrastructure in the area where the transit facility will be constructed. A new cost sharing arrangement was required because the grading costs were significantly different for the HVT lot and adjacent lots than initially anticipated and it was determined that material could be moved among lots being developed in the area rather than moving all excavated material out of the immediate area. The Board discussed the new proposed cost sharing methodology (Exhibit D to the Infrastructure Agreement) and staff will return with a revised Infrastructure Agreement once the costs have been better defined.

CONSIDERATION OF APPROVAL

11) Discussion and possible adoption of 2023 meeting calendar (1:32:45)

Chair Carson noted that the BOT meetings will change to once a month to the third Thursday. Several members had conflicts with specific dates. All agreed that specific meetings could be adjusted as needed. Member Robinson moved to adopt the meeting calendar as presented in the staff packet. Member Harte seconded. All were in favor. Motion approved 5-0 with none opposed.

12) Discussion and possible approval of authorized signers for High Valley Transit District's accounts with Zions Bank and the Utah Public Treasurers' Investment Fund (1:35:52)

The State Money Management Act mandates that HVT select a financial institution. This requirement is also found in the HVT policies and procedures. Stacy Carpenter presented Zions Bank for board consideration as the institution that will hold HVT's daily operations funds and Utah Public Treasurer's Investment Fund to manage investments. Each are on the state-approved list.

No motion was required to name members who will be approved as signatories because they are referenced in policies and procedures by titles Chair and Vice Chair.

The staff packet included an Entity Resolution Form required by the State Treasurer's office for the Utah Public Treasurers' Investment Fund (PTIF) regarding the appointment of individuals approved to manage activity for HVT's PTIF accounts. Vice Chair Geffen expressed concern, not with naming HVT individuals, but with the vague language in the form which suggested that one person could authorize transactions. Chair Carson suggested staff or board members reach out to the Treasurer's office to recommend an update of the form to require two authorized signatories but as it is a state form used by all other public agencies, it was agreed that the Board would vote to approve it in order to set up the accounts.

Member Harte moved to approve the PTIF Entity Resolution Form authorizing signers for High Valley Transit District's accounts. Member Robinson seconded. All were in favor. Motion approved 5-0 with none opposed.

13) Board member committee assignments (1:48:47)

Chair Carson began by thanking Malena and Canice for taking more on followed by a review of members' availabilities. It was suggested that Ex-officio member Nelson could join quarterly for updates but will not be expected to attend every meeting. Vice Chair Geffen recommended an additional committee that focuses on engagements and partnerships. He and Chair Carson suggested this could be accomplished in the Regional Planning Committee. Caroline added that the Transportation Stakeholder Group that member Robinson and the Park City Mayor attend would be another opportunity. Chair Carson requested more regular updates from Committee meetings. Member Stevens

moved to adopt committee Assignments as outlined in the staff packet. Vice Chair Geffen seconded. All were in favor. Motion approved 5-0 with none opposed.

14) **Discussion and possible amendment to HVT's Chart of Positions** (1:58:22)

Approval was requested for two full-time positions. An HR Coordinator and an IT Administrator who will each be essential as the internal capacity grows and the new facility is constructed. Both are budgeted in the 2023 budget and among five total that are identified as needed immediately. Chair Carson asked to discuss in more detail and at another time, a review of other positions and what to consider for office space needs. It was suggested to do this at the retreat.

Member Stevens moved to approve the amendments to the HVT Chart of Positions as outlined in the staff packet and as discussed. Motion seconded by Member Robinson. All were in favor. Motion approved 5-0 with none opposed.

15) **Board comments** (2:04:15)

Member Robinson feels the County will be supportive of HVT remaining at the Ecker Hill Park and Ride for another season.

Vice Chair Geffen is excited to see the high ridership numbers and encouraged staff and all of the HVT team to keep up the good work. He also said he supports the work of Save People Save Wildlife and wants to assist its effort.

Member Harte thanked the group for including him. He also believes the County will support HVT's continued use of the Ecker Hill lot.

Chair Carson referenced the opportunity to annex Wasatch County into the HVT service area and working to find what serving all residents best will look like. She will keep members posted on legislative activities. It is her desire to position HVT to move forward quickly when any expansion opportunities present. She welcomed member Harte again.

No comments from Councilmember Stevens.

16) **Staff comments** (2:08:19)

Caroline announced that the BRT project's Categorical Exclusion was officially given federal approval and an RFP for the projects final design will be released soon.

Caroline named and thanked four Microtransit drivers to call out for recently going above and beyond in their service to the community: Scott Caveny, Mark Nguyen, Joseph White, anonymous driver. All received gift cards to the Park City Outlets. Chair Carson added thanks to Caroline for her help in an emergency situation as well.

Meeting adjourned at 3:30pm.

Kim Carson

Kim Carson, *Chair*