

High Valley Transit District  
Board of Trustees Minutes  
**Friday, April 20, 2023**  
Virtual Meeting via Zoom  
Meeting ID: 970 2638 5505  
Sheldon Richins Building, Room 133  
1885 W. Ute Blvd.  
Park City, Utah



Members of the Board of Trustees, presenters, and members of the public could attend by electronic means using Zoom (phone or video).

BOARD OF TRUSTEES PRESENT:

**Kim Carson**, Chair

**David Geffen**, Vice Chair

**Chris Robinson**, Board Member (via Zoom)

**Malena Stevens**, Board Member (via Zoom)

ABSENT:

**Canice Harte**, Board Member

STAFF PRESENT:

**Caroline Rodriguez**, Executive Director

**Stacy Carpenter**, Finance Director

**Ian Hooper**, Data and Performance Analysis

**Jamie Dansie**, Transit Planner

**Kamberly McNeil**, Executive Assistant

INVITED ATTENDING GUESTS:

**Shayne Scott**, Summit County Manager

**George Goates**, RTW Management

PUBLIC MEETING

Chair Carson called the meeting to order at 1:00 pm

Work Session

**Ridership and performance**

Presented by Ian Hooper

**Transit facility**

Presented by Caroline Rodriguez

**Update on transit charging planning and capacity**

Presented by Jamie Dansie

## **Fixed route bus operations**

Presented by Caroline Rodriguez

## **Via contract renewal**

Presented by Caroline Rodriguez

### CONSIDERATION OF APPROVAL

**Approval of minutes dated: 2/16/23, 2/28/23, 3/7/23, 3/31/23, 4/06/23**

D. Geffen requested changes to minutes on 2/16/23

Board Member Robinson motioned to approve minutes on 2/16/23 with the changes requested by D. Geffen.

Second: Board Member Geffen

In favor:

Board Chair Carson

Board Member Robinson

Board Member Geffen

Absent:

Board Member Harte

Board Member Stevens

Board Member Robinson motioned to approve minutes on 2/28/23 with the changes requested by D. Geffen.

Second: Board Member Geffen

In favor:

Board Chair Carson

Board Member Robinson

Board Member Geffen

Absent:

Board Member Harte

Board Member Stevens

K. Carson commented on postponing minutes on 3/7/23 with Board Member C. Robinson absent.

Board Member Robinson motioned to approve minutes on 3/16/23 with the changes recommended by D. Geffen

Second: Board Member Geffen

In favor:

Board Chair Carson  
Board Member Robinson  
Board Member Geffen

Absent:

Board Member Harte  
Board Member Stevens

K. Carson commented on postponing minutes on 3/31/23 with Board Member C. Robinson absent.

Board Member Robinson motioned to approve minutes on 4/6/23 with the changes recommended by D. Geffen  
Second: Board Member Geffen

In favor:

Board Chair Carson  
Board Member Robinson  
Board Member Geffen

Absent:

Board Member Harte  
Board Member Stevens

#### **Discussion and possible appointment of Board positions and Comptroller, Oath of Office**

Board Member Robinson motioned to approve D. Geffen as HVT Board Secretary, David Thomas as HVT General Counsel, and Stacy Carpenter as HVT Treasurer and Comptroller.  
Second: Board Member Geffen

In favor:

Board Chair Carson  
Board Member Robinson  
Board Member Geffen

Absent:

Board Member Harte  
Board Member Stevens

Board Member Robinson motioned to approve the clarification that Caroline Rodriguez, as long as she's the Executive Director she, also serves as the General Manager of High Valley Transit, as defined within Section 17B-2a-810.

Second: Board Member Geffen

In favor:

Board Chair Carson  
Board Member Robinson  
Board Member Geffen

Absent:

Board Member Harte  
Board Member Stevens

### **Discussion and possible adoption of HVT's Strategic Plan**

Caroline Rodriguez commented

K. Carson commented on the Strategic Plan's Values piece and suggested returning it to discuss at the next meeting.

C. Robinson commented on waiting until all Board Members could attend the meeting.

D. Geffen commented on recommended changes to be made for next meeting.

### **Discussion and possible amendment of HVT's Policies and Procedures, Section 3.10**

Caroline Rodriguez commented

Board Member Geffen motioned to approve

Second: Board Member Robinson

In favor:

Board Chair Carson  
Board Member Robinson  
Board Member Geffen

Absent:

Board Member Harte  
Board Member Stevens

### **Discussion and possible amendment to HVT's Chart of Positions (see item 6)**

Board Member Robinson approved the motion to amend the chart of positions to add Comptroller to the Finance Directors title and 38 new positions under the Operations Dept. As shown in the staff report for various ranges of hourly compensation with the caveat for these adjustments, they are expense neutral and relevant to outsourcing that we've been doing through subcontracts.

Motion moved by Board Member Robinson

Second: Board Member Stevens.

In favor:

Board Chair Carson  
Board Member Robinson

Board Member Geffen  
Board Member Stevens

Absent:  
Board Member Harte

**Motion to adjourn**

Motion to adjourn: Board member Geffen  
Second: Board Member Stevens

The Board meeting adjourned at 4:30 pm

Minutes transcribed by Kamberly McNeil.



6/1/2023

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Kim Carson, *Chair*