

Agenda  
**Snyderville Basin Public Transit District**  
**Thursday, February 18, 2021, 1 PM**

NOTICE is hereby given that the Board of Trustees will meet electronically,  
via Zoom, on Thursday, February 18, 2021

(All times listed are general in nature, and are subject to change by the  
Board)

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code Ann. §52-4-207(4), the Summit County Council Chair has issued written determinations supporting the Board of Trustees' decision to convene electronic meetings of the Board without a physical anchor location. Due to the health and safety risks related to the ongoing COVID-19 pandemic and considering public health orders limiting in-person gatherings, members of the public should not attend Board meetings in person. However, members of the public are invited and encouraged to view and participate in the Board's electronic meetings as described below.

Public comment may also be submitted until 12 PM on Thursday, February 18, 2021 via email at [TDadmin@summitcounty.org](mailto:TDadmin@summitcounty.org).

To participate in the webinar:  
<https://summitcountyut.zoom.us/j/91041274529>

Or, to listen by phone, dial 1-301-715-8592

**Webinar ID: 910 4127 4529**

This meeting may be recorded

- 1) Pledge of Allegiance and roll call
- 2) Public Comment – all comments will be limited to three minutes per person

Work Session

- 3) Introductions from members and staff
- 4) Purpose of “new” organization and next steps
- 5) Role of the Board of Trustees
- 6) Adoption of 2021 meeting calendar

### Board Action

- 7) Discussion and possible action on Transit District name change
- 8) Discussion and possible approval of meeting stipend per Utah Code § 17B-1-307
- 9) Appoint officers
  
- 10) Board comments
- 11) Staff comments

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

**Non-Discrimination Notice** The Snyderville Basin Public Transit District's policy is that no person, regardless of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to any discrimination under any program, activity, or services under Section 601 of Title VI of the Civil Rights Act, as amended. To view a copy of our Title VI Policy and Complaint Procedure, please contact us at (435) 336-3113.

If you require this or any information in an alternative format, please contact us at (435) 336-3113.

Snyderville Basin Public Transit District  
February 18, 2021 Meeting

**Staff Report**

**Item 3: Board of Trustees and staff introductions**

*Members of the Board of Trustees and staff will introduce themselves to each other and the public.*

Summit County Council members:

Roger Armstrong  
Doug Clyde  
Chris Robinson

Appointed by the Summit County Council:

Kim Carson  
Joe Spink

Summit County staff members serving the District:

Caroline Rodriguez, Regional Transportation Planning Director  
Jamie Dansie, Senior Transportation Planner  
Christopher Putt, Transportation Planner

**Item 4: Purpose of the Transit District and Next Steps**

Kim Carson will give a brief history of transit in Summit County and the need for moving to regionalization under the updated Snyderville Basin Public Transit District.

Caroline Rodriguez will review the Board task list and draft schedule (February – July), including:

- Electronic meeting determination
- Parliamentary procedure
- Insurance (Jamie Dansie)
- Agreement with Summit County
- Policies and Procedures
- Grant funding update
- Vision and mission
- Study and launch schedule/decision points

**Item 5: Role of the Board of Trustees**

*Adapted from *The Transit Manager's Toolkit 2020 Update**

Boards are generally involved in higher level planning and policy while it is the staff that is responsible for implementation. There are four primary roles that a board serves: stewardship, safety concerns, legal concerns, and advocacy.

### *Stewardship*

A benefit of the board is that it is removed from the daily operations of the organization. With this distance they are better able to balance the needs of the community with the resources available to the transit system. Because of this ability to balance needs with available resources, boards are involved in maintaining the financial health of the organization. This can include reviewing the organization's budget and financial statements as well as having an understanding of funding requirements at the local, state and federal levels. Not only do the numbers need to be checked for accuracy and compliance with funding requirements, but the board should also be evaluating whether the costs and spending align with the organization's mission statement.

### *Safety Concerns*

Through coordination with the staff, boards should actively ensure that proper safety measures are in place. This can include assuring safety training for employees, proper vehicle and facility maintenance, and procedures for emergency situations.

### *Legal Concerns*

The District is a body corporate and politic with perpetual succession; a quasi-municipal corporation; and a political subdivision of the state. As such, the members must approve all contracts, labor agreements, personnel policies, etc. All board meetings, records, and decisions must be made available to the public under federal and state laws related to transparency in government.

### *Advocacy*

Board members must be ambassadors of the organization and public transit throughout the community. A board member should promote public transit in his/her daily activities, speak positively about the organization's services, and be the face of the organization in the community. Each board member should attend board meetings, community meetings, and other events where the presence of the organization is needed.

It is the intent of the Trustees and staff of the District to follow the guidance of Utah Code §17B and National RTAP (Rural Transit Assistance Program)'s *Boards that Perform*, which can be found here: <http://nationalrtap.org/Resource-Library/Advanced-Search/fid=93>

## **Item 6: Board of Trustees 2021 Meeting Calendar**

Included as Attachment A

## **Item 7: Transit District Name Change**

As discussed during item 4, one of the motivations for enabling the District is to expand and serve the Wasatch Back region. As we do so, we need to update the legal name of the District to better reflect our potential service area and our community. Already, transit is provided outside of the "Snyderville Basin."

In addition, it's important that the Trustees determine the long-term name for the District now so that staff can initiate public information (web site, social media), marketing, and branding activities, beginning in March 2021.

The VIA marketing team, Summit County's Regional Transit Sub-Committee, and an unscientific public survey (R=45), generated and evaluated a list of potential names consistent with our regional transit focus; they are listed below in order of public preference. Of note, state law prohibits using a formal city or county name within the name of a district. Names originally considered but subsequently removed to comply with this law are indicated by a strikethrough below.

- Peak Transit
- High Valley Transit
- Mountainlands Transit
- Altitude Transit
- Peak Link
- ~~Alpine Transit~~
- The Mountaineer
- The Peak
- ~~Wasatch Back Transit~~

**Item 8: Meeting Stipend**

Discussion and possible approval of Board of Trustees meeting stipend per Utah Code § 17B-1-307, not to exceed up to \$5,000 per year.

**Item 9: Appoint Board of Trustee Officers**

Discussion and appointment of a chair, vice chair, and secretary who shall act as the Officers of the District, to serve a term for two (2) years. A Board member who is also a locally elected official is not eligible to serve as an Officers. Nothing shall prohibit the vice-chair from also serving as the secretary until such time as sufficient Board members are appointed to serve as Officers.

## Attachment A: Board of Trustees 2021 Meeting Schedule

February 18, 2021 \*

March 4, 2021 \*

March 11, 2021

March 25, 2021

April 8, 2021

April 22, 2021

May 13, 2021

May 27, 2021

June 10, 2021

June 24, 2021

July 8, 2021

July 22, 2021

August 12, 2021

August 26, 2021

September 9, 2021

September 23, 2021

October 7, 2021 \*

October 28, 2021

November 11, 2021

November 22, 2021 \*

December 9, 2021

December 23, 2021

*\*Adjusted to avoid conflict*