

1885 W. Ute Blvd.
Park City, UT 84098
WWW.HIGHVALLEYTRANSIT.ORG



Minutes

High Valley Transit District

BOARD OF TRUSTEES
THURSDAY, MAY 13, 2021

Location: Virtual- Zoom Meeting: <https://summitcounty.box.com/s/e5hmkjig7vknfzarvrxdu3qg12xhq3a>

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 Summit County Council's decision to convene electronic meetings of the Council 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 Council meetings in person. However, members of the public are invited and encouraged to view and participate in the Council's electronic meetings as described below.

PRESENT:

Kim Carson, *Chair*

Joe Spink, *Vice Chair/Secretary*

Doug Clyde, *Board Member*

Tom Fisher, *County Manager*

Jamie Dansie, *Sr. Transportation Planner*

Chris Putt, *Transportation Planner*

Dave Thomas, *County Attorney*

Roger Armstrong, *Board Member*

Chris Robinson, *Board Member*

Caroline Rodriguez, *Acting GM*

Isabel Haneswick, *Business Analyst*

Not PRESENT:

Abigail Villegas, *Transportation Admin Tech*

Meeting called to order at 1:00 PM.

Pledge of Allegiance

Public Comment

Chair Kim Carson shared a public comment from Bev Harrison who commented late last week. Carson shared Harrison's excitement about the new transit system and ideas in vehicle design. Carson informed the Board of her response with an added suggestion for the HVT team to personally reach out to provide a formal response.

Work Session

Operational Update- Micro Launch May 17, 2021.

Acting GM, Caroline Rodriguez started by reiterating the mobile app launch which is now live to the public and all future riders and explained that the app is easy to use. Rodriguez explained the timeline which is still on track to launch the Micro-Transit on Monday 17, 2021 at 10AM, following with the ADA Paratransit (Valley Ride) on Tuesday, June 15, 2021 and ending the full launch with the Fixed Line bus on Wednesday, Jun 30/July 1, 2021.

Rodriguez explained High Valley Transit's new route names and bus line colors that will reflect as,

- 101-Spiro /224 Local (green), high frequency fixed route between Jeremy Ranch and Deer Valley.
- 102-Gateway/Kamas Valley Commuter (black) extending to the city of Francis.
- 103-Kimball Junction Shuttle (light blue) and former Kimball Junction Circulator (operating every 20 min) acknowledging that is it still high frequency, reason being is to be able to properly transfer.
- 104- Bitner Shuttle (purple) new fixed route (operating every 15 min) between Bitner Rd. and Kimball Junction Center to serve higher density housing complexes on Bitner Rd.
- 105- Canyons Village Shuttle (red), shown as finalized on the map. The shuttle will serve all riders year round and is designed with better connections between the Village and 10 White/ Kimball Junction Express and 101 Spiro/ 224 Local.

Rodriguez explained the color system and how Park City still requires a color naming system for mapping purposes, however the HVT system will be defined by its name and not by its color.

Rodriguez introduced HVT marketing updates that listed all HVT social media accounts now active, including the Micro- Transit page and asked to join the scheduled virtual Micro launch event scheduled for May 18,2021.

Rodriguez went over all marketing materials that will be deployed to explain the public how to use the Micro service step by step with the goal of having Para-Transit materials soon.

All Microtransit vehicles have been delivered to Park City and ready for the launch per Caroline Rodriguez and adds that with the help from Derrick Radke, the HVT depot at Ecker Hill Park & Ride has been successfully executed as the trailer, fencing and restrooms have been installed, only needing signage of which has been ordered.

A longer-term depot is in the works by Nexus Architectural and Western Steel who have ground, mechanical engineering, and water retainage in place and only awaiting electrical engineering and roofing installation for solar panels. The goal is to have a design proposal for western Steel by the end of next week, the design will include a high-level goal to accommodate solar panels and the importance of practicing electric charging and operational facilities here in Utah per Caroline Rodriguez.

Chair, Kim Carson passed on advice from Eugene McCarthy (who has experience working with facilities) regarding energy efficiency operational facilities. Carson explained Mr. McCarthy's suggestion in facility construction and design. Rodriguez explained to the Board that the HVT team is scheduled to take a tour of UTA in SLC to explore their charging facilities and will consider McCarthy's ideas.

Other ground activities include,

- Rodriguez informs that 20-25 HVT micro drivers onboarded and included that 75% of the ships were filled up within an hour of opening. In addition, a wheelchair orientation, bike rack assembly along with security cameras and safety panels in all HVT vehicles are planned to be installed today and Friday per Rodriguez. More marketing/ public info will be coming out during this week.
- Valley ride (ADA complementary Paratransit) welcome letter, fridge magnet and guidebook will be sent out next week to all PC Mobility users who will be transitioned to Valley Ride. In addition, individual out-reach, and travel training will be provided to certain riders (who have expressed apprehension from switching from a fixed route to a micro service) along with a direct call from Acting GM, Caroline Rodriguez.
- Fixed route update included the HVT team finalizing stops and timetables and confirming of all the time points and signage locations. Signage installation, ordering of vehicle wraps and additional info will be coming out in the next week.

An outreach educational event to include those who are not text savvy was suggested by Board member Joe Spink. Rodriguez explained that the HVT Team will educate the Silver Springs residents and training will apply to those who have frequent interactions with residents that are interested in using the services like the Summit County library staff, contacting HOAs, including all social, PCTV and KPCW and provide a personal touch to those riders who are nervous and need that one-to-one education. The HVT team will schedule virtual events that will better educate the public shortly after every launch has taken place.

Board member, Doug Clyde confirmed that the pink line bus will continue to concurrently run until June 30, 2021 while Rodriguez encouraged the riders to give micro a try to compare and determine how the new transit system works for the rider.

Budget Update.

A thumb nail sketch of the budget was put together to reflect all 19 figures (last full year) numbers for both operating and Capital sides with a fund balance and grants that have not yet to reflect in the budget. Acting GM, Caroline Rodriguez informed the Board of the overview and intent which is to come back with a more detailed budget.

Electronic Meeting Determination.

Chair, Kim Carson summarizes the written document and explains that the full written document has been publishes for the public to read.

Kim Carson made a motion to approve the electronic meeting determination, moved by Doug Clyde and seconded by Chris Robinson to approve the written determination regarding electronic meetings without an anchored location. All in favor, 5-0

Meeting minutes, March 25,2021, April 1,2021 and April 13,2021.

Kim Carson made a motion to adopt the meeting minutes for 3/25/2021, moved by Doug Clyde and seconded by Chris Robinson to adopt the written minutes for 3/25/2021 with one abstention by Kim Carson due to absence. All voted in favor, 5-0

Kim Carson made a motion to adopt the meeting minutes for 4/1//2021, moved by Doug Clyde and seconded by Joe Spink to adopt the written minutes for 4/1/2021, with one abstention by Roger Armstrong due to absence. All voted in favor, 5-0

Kim Carson made a motion to adopt the meeting minutes for 4/13/2021, moved by Joe Spink and seconded by Chris Robinson to adopt the written minutes for 4/13/2021 with one abstention by Doug Clyde due to absence. All voted in favor, 5-0.

Discussion and possible approval of contract between High Valley Transit District and Crafted Leadership (Vision & Mission).

Kim Carson entertains a motion to approve the contract between High Valley Transit District and Crafted Leadership, moved by Doug Clyde and seconded Chris Robinson for vision and mission. All in favor 5-0.

Discussion and possible approval of Addendum No.1 to the TaaS Service Order granting River North LLC. Limited license to operate vehicles owned by High Valley Transit.

Board member Chris Robinson reviewed all entities and explained the series of amendment assignment to be directly with River North LLC.

Board member Joe Spink opens for discussion the bus purchasing as Caroline Rodriguez adds that the two buses have been finalized and the other information regarding the remaining buses will be discussed during the executive session.

The bus purchase standards were discussed by all Board members with the understanding that the bus purchase should meet a proper age, mileage, and maintenance fee. The Board will also review any additional operation fees and include a bracket/borders on increase. Maintaining the buses in good

working order was open for discussion by Joe Spink, highlighting the importance of aesthetics and forgiveness of drought events. A good working order and condition by River North LLC was suggested by Kim Carson to determine logistics.

Discussion and possible approval of Addendum No.2 to the TaaS Service Order establishing Paratransit policies.

Addendum_No.2 to the TaaS Service Order establishing Paratransit policies, will be provided on next Board meeting, May 27,2020 as it was not ready for discussion. High Valley Transit in conjunction with River North LLC. will write the parameters around the service metrix they will meet.

Board Comments.

- Board member Chris Robinson commented on the newly launched HVT mobile and good compliments the “pretty painless” and looked good and apologizes for not attending the welcoming events.
- Board member explains his HVT app managing experience by defining the app “simple and easy to use”.
- Board member Joe Spink observation of PEGG development in PCMR will be including paid parking and thoughts of working closely with the Park City resorts were brought up by Kim Carson for partnership and support and keeping communication open with the resorts regarding the transit system.

Staff Comments.

- Acting GM, Caroline Rodriguez mentions a vehicle photoshoot and successes that the HVT team have been a part of giving s shout out to HVT Transportation Planner, Chris Putt and HVT Business Analyst, Isabel Hanewicks, including website updates showing the new Live Data page populating to reflect the everyday current data to the public.

Closed Session

Property Acquisition.

Chair Kim Carson moved a motion to go into closed session for discussion of property acquisition. Moved by Doug Clyde and seconded by Chris Robinson. All voted in favor, 5-0.

Meeting adjourned at 2:15PM.

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A handwritten signature in black ink, which appears to read "Kim Carson", is written over a solid black horizontal line.

Kim Carson, *Chair*