



**Second Amended Agenda
High Valley Transit District
Thursday, September 14, 2023, 1 PM**

NOTICE is hereby given that the Board of Trustees will meet on Thursday, September 14, 2023 electronically, via Zoom and at the anchor location at the Sheldon Richins Building, 1885 W. Ute Blvd., Park City, UT 84098, in room 133

Public comment may also be submitted until 12 PM on Thursday, September 14, 2023 via email at hi@highvalleytransit.org.

To participate electronically: <https://summitcountyut.zoom.us/j/94259136187>

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

Meeting ID: 942 5913 6187

This meeting may be recorded

Public Meeting

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

Work Session

- 3) Presentation of 2022 Audit by Squire
- 4) Ridership and performance
- 5) Transit facility
- 6) Vehicle and charging update
- 7) Web site update
- 8) Other business

Consideration of Approval

- 9) Approval of minutes dated June 29, 2023, and August 17, 2023
- 10) Board comments
- 11) Staff comments

Closed Session Personnel

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 High Valley 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.



STAFF REPORT

Date: September 12, 2023
To: Board of Trustees
From: Caroline Rodriguez, Executive Director
Subject: High Valley Transit's 2022 Audit

High Valley Transit's final 2022 audit follows.

HIGH VALLEY TRANSIT DISTRICT

BASIC FINANCIAL STATEMENTS

Year Ended December 31, 2022

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	4
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	7
Statement of Revenues, Expenses, and Changes in Net Position	8
Statement of Cash Flows	9
Notes to Basic Financial Statements	10
OTHER REPORTS	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15
Independent Auditor's Report on Compliance and Report on Internal Control over Compliance Required by the <i>State Compliance Audit Guide</i>	17



INDEPENDENT AUDITOR'S REPORT

Board of Trustees
High Valley Transit District

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of High Valley Transit District (the District) as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of High Valley Transit District as of December 31, 2022, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of High Valley Transit District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about High Valley Transit District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of High Valley Transit District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about High Valley Transit District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the required supplementary information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 29, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Squire & Company, PC

Orem, Utah
August 29, 2023

HIGH VALLEY TRANSIT DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of High Valley Transit District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the year ended December 31, 2022. We encourage readers to consider the information presented here in conjunction with the financial statements and related notes.

Financial Highlights

The assets and deferred outflows of resources of the District exceeded its liabilities and deferred inflows of resources at December 31, 2022 by \$21.8 million (net position).

The District's total net position decreased \$3.4 million during 2022. The District received \$17.1 million of intergovernmental revenue from Summit County during 2022.

The District issued \$10.0 million in sales tax revenue bonds during 2022.

Overview of the Financial Statements

The financial statements consist of three separate statements, which are like a private-sector business. The statement of net position presents information on all the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of revenues, expenses, and changes in net position presents information showing how the District's net position changed during each year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in these statements for some items that will only result in cash flows in future fiscal periods (e.g., uncollected fees charged and incurred but unpaid obligations).

The statement of cash flows presents the activities of the District on a cash-received and cash-paid basis. These statements show the sources and uses of cash for the current and prior fiscal years and reconcile the change in the cash accounts for these years.

Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of the District's financial position. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$21.8 million at the close of the most recent fiscal year.

A significant portion of the District's net position (\$6.4 million or 29.2%) reflects its investment in capital assets (e.g., land improvements, buildings, right-to-use leased equipment, and furniture, fixtures, and equipment), net of related debt. The District uses these capital assets to provide services to participating customers; consequently, these assets are not available for future spending.

An additional portion of the District's net position (\$0.2 million or 0.8%) represents resources that are subject to external restrictions on how they may be used. The restricted balance is related to its net pension asset.

**HIGH VALLEY TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The remaining unrestricted net position balance (\$15.2 million or 70.0%) may be used to meet the District's ongoing operations.

The following tables summarize information presented in the financial statements:

**High Valley Transit District
NET POSITION
December 31, 2022
(in millions of dollars)**

Current and other assets	\$	31.5
Capital assets		6.4
Total assets		37.9
Deferred outflows of resources		0.1
Current liabilities		5.9
Noncurrent liabilities		10.0
Total liabilities		15.9
Deferred inflows of resources		0.3
Net position:		
Investment in capital assets		6.4
Restricted		0.2
Unrestricted		15.2
Total net position	\$	21.8

**High Valley Transit District
CHANGE IN NET POSITION
Year Ended December 31, 2022
(in millions of dollars)**

Operating revenues		0.4
Operating expenses		21.6
Operating income (loss)		(21.2)
Nonoperating revenues and expenses		17.5
Capital contributions		0.3
Change in net position		(3.4)
Net position, beginning of year		25.2
Net position, end of year	\$	21.8

HIGH VALLEY TRANSIT DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS

Effective January 1, 2022, the Transit District fund became an independent entity known as High Valley Transit District. The key elements of the decrease of the District's net position for the year ended December 31, 2012 are as follows:

Operating revenues totaled \$0.4 million and operating expenses totaled \$21.6 million. Additionally, the District received \$17.1 million of intergovernmental revenue from Summit County.

Capital Asset and Debt Administration

The District's investment in capital assets as of December 31, 2022 amounts to \$6.4 million (net of accumulated depreciation). This investment includes buildings and improvements. Additional information on the District's capital assets can be found in Note 3 to the basic financial statements.

The District issued \$10.0 million in sales tax revenue bonds during 2022. Additional information on the District's debt can be found in Note 4 to the basic financial statements.

Contacting the District's Management

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional information, contact Caroline Rodriguez, District Director, at 1885 W Uta Blvd, Park City, Utah 84098 or hi@highvalleytransit.org.

BASIC FINANCIAL STATEMENTS

HIGH VALLEY TRANSIT DISTRICT
STATEMENT OF NET POSITION
December 31, 2022

Assets:

Current assets:	
Cash and investments	\$ 28,397,727
Accounts receivables	2,967,289
	<hr/>
Total current assets	31,365,016
Noncurrent assets:	
Net pension asset	180,044
Buildings and improvements, net of accumulated depreciation	6,384,101
	<hr/>
Total assets	37,929,161

Deferred outflows of resources:

Related to pensions	145,972
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Liabilities:

Current liabilities:	
Accounts and contracts payable	5,784,137
Accrued salaries and benefits	70,688
Accrued interest	62,167
	<hr/>
Total current liabilities	5,916,992
Noncurrent liabilities:	
Bonds payable	10,000,000
	<hr/>
Total liabilities	15,916,992

Deferred inflows of resources:

Related to pensions	319,304
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Net position:

Net investment in capital assets	6,384,101
Restricted	180,044
Unrestricted	15,274,692
	<hr/>
Total net position	<u>\$ 21,838,837</u>

The accompanying notes are an integral part of these basic financial statements.

HIGH VALLEY TRANSIT DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
Year Ended December 31, 2022

Operating revenues:	
Assessments	\$ 353,231
Operating expenses:	
Salaries and benefits	631,353
Materials and supplies	158,040
Purchased professional and technical	1,396,758
Property and equipment	4,637,101
Bus service	14,341,219
Depreciation	341,122
Total operating expenses	<u>21,505,593</u>
Operating income (loss)	(21,152,362)
Nonoperating revenues (expenses):	
Intergovernmental	17,118,891
Interest and other revenue	624,447
Interest and other charges	<u>(250,692)</u>
Total nonoperating revenues (expenses)	<u>17,492,646</u>
Capital contributions	<u>277,272</u>
Change in net position	(3,382,444)
Net position - beginning	<u>25,221,281</u>
Net position - ending	<u><u>\$ 21,838,837</u></u>

The accompanying notes are an integral part of these basic financial statements.

HIGH VALLEY TRANSIT DISTRICT
STATEMENT OF CASH FLOWS
Year Ended December 31, 2022

Cash flows from operating activities:	
Receipts from customers and users	\$ 2,308,545
Payments to employees	(713,876)
Payments to suppliers	<u>(22,756,793)</u>
Net cash used by operating activities	(21,162,124)
Cash flows from noncapital financing activities:	
Intergovernmental receipts	17,118,891
Cash flows from capital and related financing activities:	
Proceeds from issuance of bonds	10,000,000
Payments for acquisition of capital assets	(205,962)
Interest paid on capital debt	<u>(188,525)</u>
Net cash provided by capital and related financing activities	9,605,513
Cash flows from investing activities:	
Interest received	<u>624,447</u>
Net change in cash and cash equivalents	6,186,727
Cash and cash equivalents - beginning	<u>22,211,000</u>
Cash and cash equivalents - ending	<u><u>\$ 28,397,727</u></u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	\$ (21,152,362)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation expense	341,122
Changes in operating assets, liabilities and related deferrals:	
Accounts receivable	1,955,314
Accounts and contracts payable	(2,223,675)
Accrued salaries and benefits	25,886
Net pension asset, liability, and related deferrals	<u>(108,409)</u>
Total adjustments	<u>(9,762)</u>
Net cash used by operating activities	<u><u>\$ (21,162,124)</u></u>
Noncash investing, capital, and financing activities:	
Contributions of capital assets from other funds	<u><u>\$ 277,272</u></u>

The accompanying notes are an integral part of these basic financial statements.

HIGH VALLEY TRANSIT DISTRICT

NOTES TO THE BASIC FINANCIAL STATEMENTS

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of High Valley Transit District (the District) are in conformity with accounting principles generally accepted in the United States of America that are applicable to local governmental units. The following is a summary of the more significant policies.

The Reporting Entity

Effective January 1, 2022, Summit County's Transit District fund became an independent entity known as High Valley Transit District. The District is reported as a blended component unit of the County's financial statements. The District is managed by the High Valley Transit District Board of Trustees (the Board) consisting of five members: three representatives appointed by the County's governing body and two at-large representatives.

The District focuses on providing regional service between areas in County and key destinations in Park City. The District operates five bus routes as well as the Micro service.

The District accounts for its operations as an enterprise (proprietary-type) fund; activities are financed and operated in a manner like private business enterprises where the intent of the governing bodies is that the costs (expenses, including depreciation) of providing entertaining events to the public on a continuing basis be financed or recovered primarily through user charges.

Basis of Accounting

The financial statements are maintained on the accrual basis of accounting; revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The District distinguishes operating revenues and expenses from nonoperating items by whether transactions are in connection with the District's purpose of providing transit services to the public.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Investments

Cash and investments are amounts held in the County treasurer's pooled cash and investment account. Cash and investments are reported at fair value. Information on the County's pooled cash and investment account is disclosed in the 2022 financial report of the County.

Accounts Receivable

Accounts receivable consist primarily of amounts due from Summit County for sales tax collected and not yet remitted to the District. No allowance for doubtful accounts has been established at December 31, 2022 and 2021, as the District considers the amounts to be fully collectable.

Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Utah Retirement Systems (URS) and additions to/deductions from URS's fiduciary net

HIGH VALLEY TRANSIT DISTRICT NOTES TO THE BASIC FINANCIAL STATEMENTS

position have been determined on the same basis as they are reported by the URS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Pension investments are reported at fair value.

Capital Assets

Capital assets are recorded at cost. The capitalization threshold is defined to be assets that cost at least \$5,000. Upon the sale or retirement of capital assets, the related asset costs and accumulated depreciation are removed from the applicable accounts and gain or loss on disposal is recorded. Capital assets, except land, are depreciated using the straight-line method over the estimated useful lives of the assets as follows:

Buildings and improvements	30 years
Equipment	5 to 20 years

Deferred Outflows of Resources

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Deferred Inflows of Resources

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Net Position

The residual of all other elements presented in a statement of net position is net position. Net position is divided into three components: net investment in capital assets (capital assets net of accumulated depreciation and related debt), restricted, and unrestricted. Net position is reported as restricted when constraints are placed upon it by external parties or are imposed by constitutional provisions or enabling legislation.

Sometimes the District will fund outlays for a particular purpose from both restricted (e.g. restricted tax revenue and restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to generally consider restricted net position to have been depleted before unrestricted net position is applied.

Salaries, Wages, and Benefits

Summit County provides certain fiscal and personnel services to the District, including processing the District's payroll and benefits with County payroll (see Note 5).

HIGH VALLEY TRANSIT DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS

Use of Estimates

Management uses estimates and assumption in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and support and expenses during the reporting period. On an ongoing basis, the District’s management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The District’s management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

NOTE 2 – CASH AND INVESTMENTS

The District follows the requirements of the Utah Money Management Act (*Utah Code*, Title 51, Chapter 7) in handling its depository and temporary investment transactions. This law requires the depositing of Facility funds in a *qualified depository* defined as any financial institution whose deposits are insured by an agency of the federal government and which has been certified by the Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council. The District’s cash and investments are held in the County treasurer’s pooled cash and investment account.

At December 31, 2022, the District’s recorded amount held in the County treasurer’s pooled cash and investment account is \$28,397,727. No deposits are collateralized, nor is it required by state statute. The County treasurer follows the Utah Money Management Act when making deposits and investments with the pooled cash and investment account. Information on the County’s pooled cash and investment account is disclosed in the 2022 financial report of the County.

NOTE 3 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2022 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets not being depreciated:				
Land	\$ 1,686,794	\$ -	\$ -	\$ 1,686,794
Capital assets being depreciated:				
Buildings and improvements	2,168,910	-	-	2,168,910
Equipment	2,588,601	483,234	-	3,071,835
Accumulated depreciation	<u>(202,316)</u>	<u>(341,122)</u>	<u>-</u>	<u>(543,438)</u>
Total capital assets, net	<u>\$ 6,241,989</u>	<u>\$ 142,112</u>	<u>\$ -</u>	<u>\$ 6,384,101</u>

**HIGH VALLEY TRANSIT DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS**

NOTE 4 – BONDS PAYABLE

The following is a summary of transactions affecting long-term liabilities for the year ended December 31, 2022:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Revenue bonds	\$ -	\$ 10,000,000	\$ -	\$ 10,000,000	\$ -

Debt service requirements of bonds (long-term debt) at December 31, 2022 are as follows:

<u>Years Ending December 31</u>	<u>Principal</u>	<u>Interest</u>
2023	\$ -	\$ 248,668
2024	615,000	243,594
2025	625,000	233,051
2026	637,000	221,531
2027	649,000	208,990
2028 - 2032	3,484,000	822,543
2033 - 2037	3,990,000	329,277
	<u>\$ 10,000,000</u>	<u>\$ 2,307,654</u>

The District issued sales tax revenue bonds to provide funds for the acquisition, construction, and expansion of capital facilities. These bonds are not considered general obligations of the District, but are special limited obligations secured by and payable solely from pledged sales tax receipts received from the County. Revenue bonds at December 31, 2022 consist of the following:

<u>Series</u>	<u>Type</u>	<u>Purpose</u>	<u>Original Amount</u>	<u>Remaining Interest Rates to Maturity</u>	<u>Final Maturity Date</u>	<u>Current Outstanding Balance</u>
2022	Sales tax revenue	Transit	1,300,000	1.7% to 3.0%	2037	<u>\$ 10,000,000</u>

NOTE 5 – RELATED PARTY TRANSACTIONS

The District is a component unit of Summit County. During the year ended December 31, 2022 the District received intergovernmental revenue of \$17,118,891 and capital contributions of \$277,272 from County. Amounts receivable from the County for sales tax received and not yet remitted totaled \$2,648,330 at December 31, 2022.

Summit County provides certain fiscal and personnel services to the District, including processing the District's payroll and benefits with County payroll process. Eligible employees are provided with state retirement plans through the Utah Retirement Systems (the URS) administered by URS. The District has recognized its proportionate share of net pension asset, deferred outflows of resources related to pension and deferred inflows of resources related to pension based on the entity's contributions to URS through the County. Information on the County's retirement and benefit plans is disclosed in the 2022 financial report of the County.

**HIGH VALLEY TRANSIT DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS**

NOTE 6 – RISK MANAGEMENT

The District purchases a commercial general liability insurance policy and an excess liability policy that, combined, provide a per loss limit of \$5,000,000. The District also purchases a commercial property insurance policy with a general limit of \$2,300,000, with smaller sub limits for certain perils such as loss of business income, earthquake and flood. There were no settlements more than insurance coverage during the past two years.

The County, through an operating agreement with the District, maintains and provides the day-to-day operations of the District.

OTHER REPORTS

Year Ended December 31, 2022



Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards*

Board of Trustees
High Valley Transit District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of High Valley Transit District (the District), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated August 29, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Squin & Company, PC

Orem, Utah
August 29, 2023



Independent Auditor's Report on Compliance
and Report on Internal Control over Compliance
Required by the *State Compliance Audit Guide*

Board of Trustees
High Valley Transit District

Report on Compliance

Opinion on Compliance

We have audited the compliance of High Valley Transit District (the District) with the following applicable state compliance requirements described in the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor, for the year ended December 31, 2022:

- Budgetary Compliance
- Fund Balance
- Fraud Risk Assessment
- Utah Retirement Systems
- Public Treasurer's Bond

In our opinion, High Valley Transit District complied, in all material respects, with the state compliance requirements referred to above for the year ended December 31, 2022.

Basis for Opinion on Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor. Our responsibilities under those standards and the *State Compliance Audit Guide* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the state compliance requirements referred to above.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the *State Compliance Audit Guide* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the *State Compliance Audit Guide* as a whole

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *State Compliance Audit Guide*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *State Compliance Audit Guide*, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the *State Compliance Audit Guide* and which are described below. Our opinion on compliance is not modified with respect to these matters.

Fraud risk assessment – The Office of the Utah State Audit has developed a fraud risk assessment tool for each government to complete each year. We noted the District had not completed the assessment for the year ended December 31, 2022.

Views of responsible officials – The District will review its policies and internal controls and ensure timely action is taken when noncompliance is identified.

The District's response to the noncompliance findings identified in our audit is described above. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a state compliance requirement on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a state compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a state compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *State Compliance Audit Guide*. Accordingly, this report is not suitable for any other purpose.

Squire & Company, PC

Orem, Utah
August 29, 2023



Board of Trustees
High Valley Transit District

We have audited the financial statements of High Valley Transit District (the District) as of and for the year ended December 31, 2022, and have issued our report thereon dated August 29, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated January 19, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audits of the financial statements do not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audits to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, as part of our audits, we considered the internal control of the District solely for determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audits that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audits consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

We assisted in the preparation of the financial statements and the related notes, which is a nonattest service. This service was subject to our firm's engagement quality control review. Management designated a qualified individual to oversee this nonattest service, evaluated the adequacy and results of the service performed, and accepted responsibility for the preparation and fair presentation of the financial statements and the related notes in accordance with accounting principles generally accepted in the United States of America.

Significant Risks Identified

We have identified the following significant risks: revenue could be recognized inappropriately or in incorrect period, expenditures/expenses could be unrecorded or recognized in incorrect period, and the financial statements do not agree to underlying accounting records.

Qualitative Aspects of the District's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2022. No matters have come to our attention that would require us, under professional standards, to inform you about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are 1) depreciation and amortization of capital assets, 2) the allowance for doubtful accounts receivable, and 3) the District's proportionate share of the net pension liability (asset) of cost sharing plans of the Utah Retirement Systems (URS).

Management's estimate of the depreciation and amortization of capital assets is based on expected useful lives of assets and allocating the cost of those assets over their estimated useful lives using the straight-line method. Management's estimate of the allowance for doubtful accounts receivable is based on historical performance and projections of trends. Management's estimate of the District's proportionate share of the net pension liability (asset) is based on information provided by the URS. We evaluated the key factors and assumptions used to develop the accounting estimates and determined that they are reasonable in relation to the financial statements as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the County's financial statements relate to disclosure of a bonds payable in Note 4 to the financial statements and disclosure of related party transactions in Note 5 to the financial statements.

Significant Unusual Transactions

We did not identify any significant unusual transactions during our audit.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are clearly inconsequential, and communicate them to the appropriate level of management. No corrected or uncorrected misstatements were identified during the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated August 29, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the District, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

This report is intended solely for the information and use of the Board of Trustees, and management of High Valley Transit District and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,



Orem, Utah
August 29, 2023

Attachments:

Copy of management's written representations

August 29, 2023

Squire & Company, PC
1329 South 800 East
Orem, Utah 84097

This representation letter is provided in connection with your audit of the statements of net position of High Valley Transit District (the District) as of December 31, 2022 and the statements of revenue, expenses, and changes in net position and cash flows for the years then ended, and the related notes to the basic financial statements, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the District in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of August 29, 2023:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 19, 2023, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. As part of the audit, you assisted with the preparation of our financial statements and the related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions relating to the financial statements and the related notes. We have reviewed, approved, and accepted responsibility for those financial statements and the related notes prior to their issuance.
2. We have reviewed, approved, and taken responsibility for adjusting, reclassifying, eliminating, and converting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
6. We have a process to track the status of audit findings and recommendations.

7. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
8. We have provided views on your reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
9. With regards to nonattest services performed by you, we acknowledge our responsibility to:
 - a. Assume all management responsibilities;
 - b. Designate an individual who possesses suitable skill, knowledge, or experience to oversee the services;
 - c. Evaluate the adequacy and results of the services performed; and
 - d. Accept responsibility for the results of the services.
10. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
11. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
12. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
13. The effects of uncorrected misstatements summarized and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the financial statements as a whole.
14. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
15. Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed and net position is properly recognized under the policy.
16. Special items and extraordinary items have been properly classified and reported.
17. Deposit and investment risks have been properly and fully disclosed.
18. Capital assets are properly capitalized, reported, and if applicable, depreciated.
19. All required supplementary information is measured and presented within the prescribed guidelines.
20. Regarding investments and other instruments reported at fair value:
 - a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
21. With respect to the required supplementary information (RSI) accompanying the financial statements:

- a. We acknowledge our responsibility for the presentation of the RSI in accordance with the Governmental Accounting Standards Board.
- b. We believe the RSI, including its form and content, is measured and fairly presented in accordance with prescribed guidelines.
- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the RSI, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Information Provided


22. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, minutes of the meetings of Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared, communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the County from whom you determined it necessary to obtain audit evidence.
23. All transactions have been recorded in the accounting records and are reflected in the financial statements.
24. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
25. We have provided to you our analysis of the County's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans.
26. We have no knowledge of any fraud or suspected fraud that affects the County and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
27. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the County's financial statements communicated by employees, former employees, vendors, regulators, or others.
28. We have identified and disclosed to you all known instances of noncompliance or suspected noncompliance with laws, regulations, contracts, and grant agreements whose effects should be considered when preparing financial statements.
29. We have identified and disclosed to you all information that we are aware of regarding instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.


30. We have disclosed to you all known litigation, claims, and assessments whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation, claims, or assessments.
31. We have disclosed to you the identity of the County's related parties and all the related party relationships and transactions of which we are aware.
32. We have disclosed to you all communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
33. The County has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
34. We have disclosed to you all guarantees, whether written or oral, under which the County is contingently liable.
35. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with U.S. GAAP. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
36. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts.
37. There are no:
 - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with U.S. GAAP.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by U.S. GAAP.
38. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
39. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

State Compliance Audit

40. With respect to state compliance requirements:
 - a. We are responsible for understanding and complying with and have complied with state compliance requirements.
 - b. We are responsible for establishing and maintaining controls that provide reasonable assurance that we are administering our state compliance requirements in accordance with Office of the Utah State Auditor requirements and state grantor agency guidelines.
 - c. We have identified and disclosed to you all our activities subject to state compliance requirements.

- d. We have made available to you all contracts and agreements, including amendments, if any, and any other correspondence relevant to activities subject to state compliance requirements.
- e. We have disclosed to you all known noncompliance with state compliance requirements.
- f. We believe the County has complied with state compliance requirements except for noncompliance we have disclosed to you.
- g. We have made available to you all documentation related to state compliance requirements, including information related to state program financial reports and claims for reimbursements.
- h. We have provided to you our interpretations of any compliance requirements that have varying interpretations.
- i. Claims for reimbursements are supported by the books and records from which the basic financial statements have been prepared (and are prepared on a basis consistent with state grantor agency guidelines).
- j. We have properly classified amounts claimed or used for matching in accordance with state grantor agency guidelines.
- k. We have charged costs to programs in accordance with applicable cost principles.
- l. We have disclosed to you any communications from the Office of the Utah State Auditor, state grantor agencies, and pass-through entities concerning possible noncompliance with state compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of our report.
- m. We have disclosed to you the findings received and related corrective actions taken from previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- n. We are not aware of any known noncompliance with state compliance requirements after the period covered by your report on state compliance.
- o. We are responsible for taking corrective action on audit findings of the compliance audit.

Signature: 
[caroline rodriguez \(Aug 30, 2023 16:15 MDT\)](#)
Caroline Rodriguez, District Manager

Signature: 
[Matthew Leavitt \(Aug 29, 2023 16:00 MDT\)](#)
Matt Leavitt, Finance Officer (Summit County)

STAFF REPORT



Date: 09/14/2023
To: High Valley Transit District Board of Trustees
From: Ian Hooper, Data & Performance Analyst
Subject: Ridership & Performance Update

Requested Board Action

None, this is an informational document for board use.

Micro

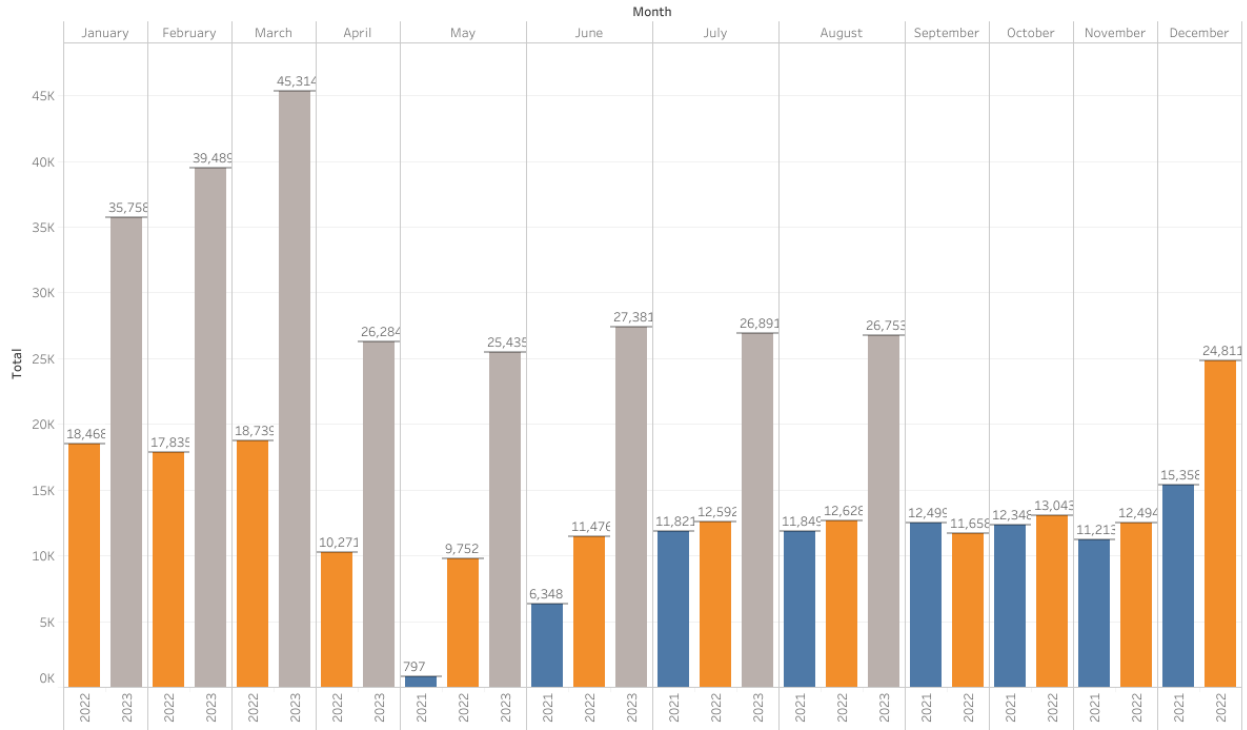
Through August 2023, Micro served **26,753 passengers**, compared to 26,891 in July. Utilization held an average of **3.7 passengers/driver hour**, a large improvement from 2.0 in July. The seat unavailable rate was 7.7%, up from 6.8% in July. Average ETA was **21.1 minutes**, compared to 18.1 minutes in July.

Category	Metrics	July	August
Overall	Total Passengers	26,891	26,753
	Met Demand Rate	93.2%	92.3%
	Net Driver Hours	7,663	7,194
	Avg. Utilization (#riders/driver hr.)	3.5	3.7
	Avg. Aggregation	40.6%	39.0%
Rider Experience	Avg. Seat Unavailable Rate	6.8%	7.7%
	Avg. Ride Distance	4.1 miles	4.0 miles
	Avg. Pickup Walk Distance	59.1 meters	56.5 meters
	Average ETA	18.1 minutes	1211 minutes
	Average Ride Rating (/5)	4.8	4.8

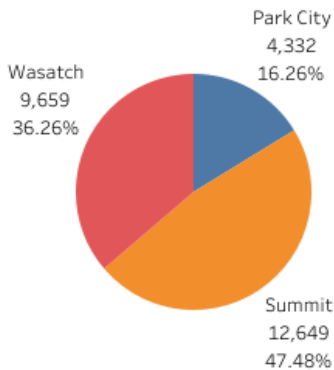
Rider Engagement	Active Riders	2,722	2,698
	Avg. Rides/Active Rider	9.8	9.9
	New Riders	725	649

The graph below shows a comparison of Micro passenger counts through all years of service as of August 31st. Ridership has stayed at a consistent level throughout the summer months.

All Micro Zones, by Month



Zone Pie Chart



This pie chart shows a comparison in ridership between each zone.

Fixed Route

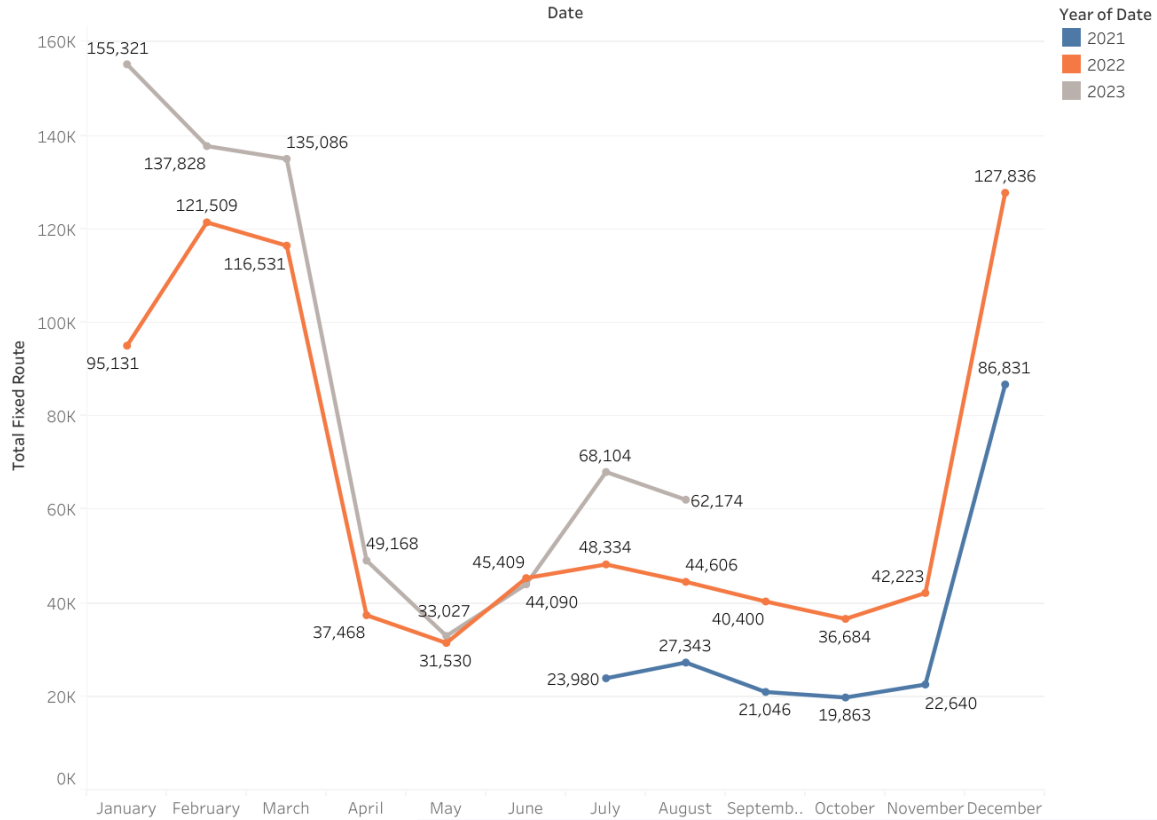
The following table lists the passenger count for each of our fixed route lines. Passenger totals for July, August, and all of 2023 are shown.

August saw a slight decrease in ridership for our fixed routes. However, a year-to-year comparison with 2022 shows a growth of nearly 18,000 passengers.

Route	June	July	YTD Ridership
101 Spiro	45,194	39,229 (1,265/day)	468,213
102 Gateway	1,151	1,361 (44/day)	10,851
103 Kimball Junction	2,571	2,231 (72/day)	33,391
104 Bitner	9,059	9,157 (295/day)	73,838
105 Canyons Village	8,093	7,963 (257/day)	74,442
106 Wasatch	2,036	2,233 (72/day)	24,063
<i>Total</i>	68,104	62,174	684,798

The following graph shows a yearly comparison of passenger count for all fixed routes, since the inception of HVT, with the exception of the 107.

Total Fixed Route Growth Comparison



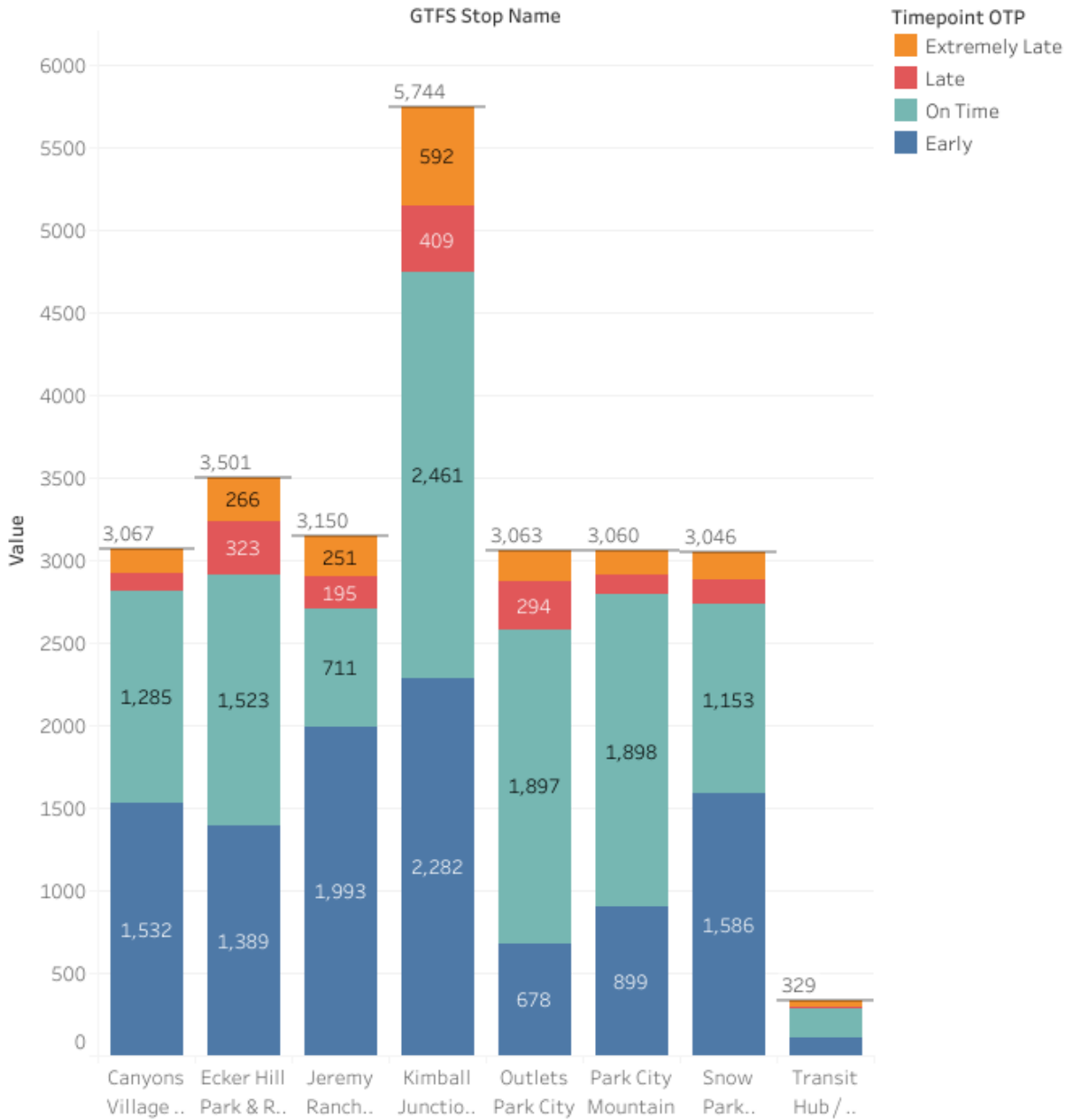
On-Time Performance (OTP)

The graphs below show On-Time Performance for HVT’s fixed route service broken down by the most popular stops.

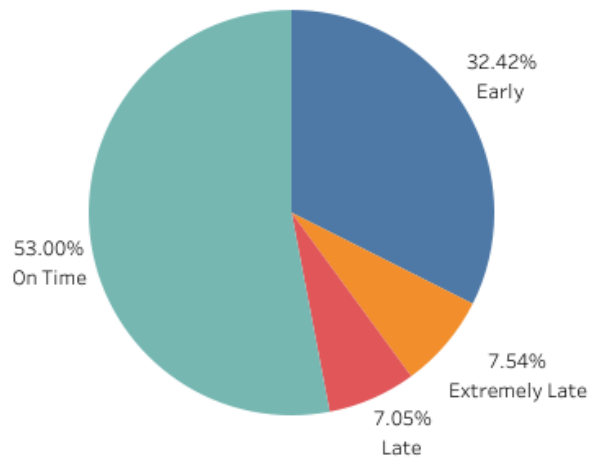
On-Time Performance measures the difference between actual and expected arrival times. An OTP is classified as Late whenever a line is delayed >5 minutes past expected arrival, or Extremely Late when a line is delayed >10 minutes.

A total of 85.42% of all fixed route rides arrived early or on time in the month of August - a decrease from 85.7% in July.

OTP by Stop



OTP Comparison



Additional Notes: 107 Route

As we enter the 107 passenger count data, this document will be updated. Totals for July and August have been received and await analysis.

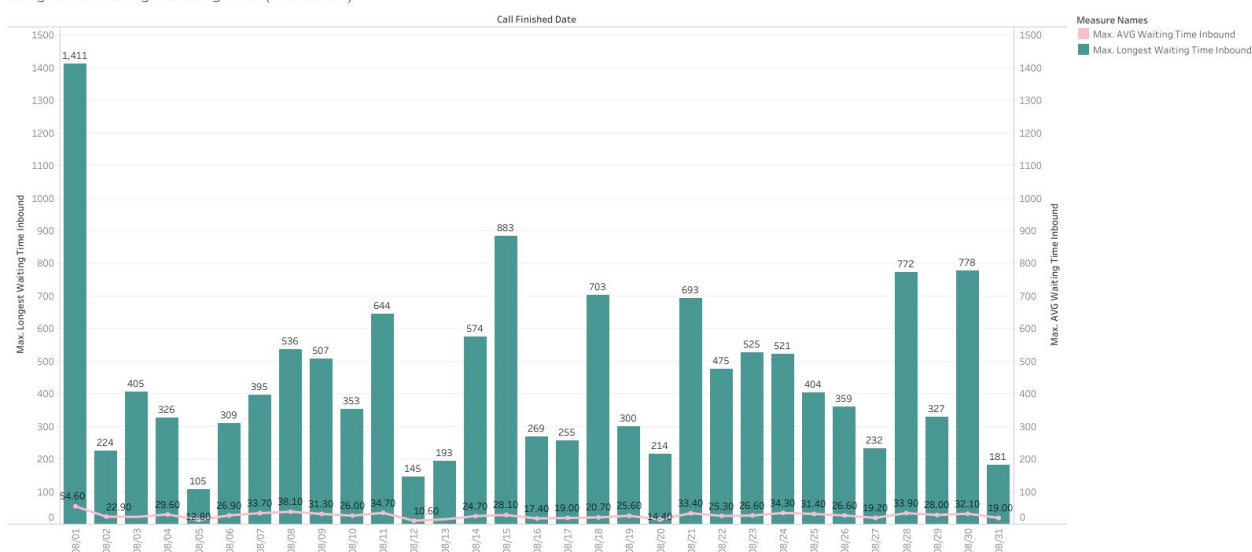
Customer Service

Call Wait Times

Each week, we receive a weekly report regarding calls to the main HVT line, (435) 246-1538, which is the number displayed on the app and website. The chart below shows a breakdown of all calls in August. The main line is inclusive of all other services as well as inbound calls from drivers and all Spanish calls.

In August, we received 5,037 total inbound calls. 140 of these calls were missed, for an average of 4.2 missed calls per day. Our average wait time was 26 seconds. The Paratransit Service Order¹ sets a goal of 1 minute or less for the average waiting time, which was met this month. Below is a graph showing daily maximum and average wait times.

Longest vs. Average Waiting Time (in seconds)



Rider Feedback

Riders and residents can provide feedback to HVT in a variety of ways. The feedback listed below is not exhaustive of all feedback received through all channels; only feedback recorded in a reporting sheet is presented. Ideally, we would capture all feedback, but currently feedback channels differ in their percentage of feedback logged. For clarity, possible feedback channels and how they result in tracked feedback is listed below.

Structured Feedback Channels

- Calling the main line (435) 246-1538 or Valley Ride line (435) 710-4009
- Emailing hi@highvalleytransit.org
- Filling out the feedback form at highvalleytransit.org/feedback

¹ The TAAS Service Order for ADA Complementary Paratransit is available at <https://highvalleytransit.org/wp-content/uploads/2021/05/2021-05-27-Amended-Agenda-and-staff-reports.pdf>; the performance standards referenced are on page 54 of the Staff Report.

Unstructured Feedback Channels

- Emailing Caroline, members of the HVT Board of Trustees, or other HVT staff's work email(s)
- Verbal feedback to a driver or driver partner
- Feedback given at Board meetings or individually to staff/Board
- Feedback posted on public Facebook groups or other social media channels

We logged 0 pieces of rider feedback in August.



STAFF REPORT

Date: September 12, 2023
To: Board of Trustees
From: Stephen Rackleff, Fleet Manager
Subject: Current Fleet Status

As requested by the Board, following is a table outlining the status of all fleet revenues vehicles as of September 12, 2023.

Full Size Buses (35 and 40 foot)

07011	Gillig 35' Bus 2007 Diesel	
07012	Gillig 35' Bus 2007 Diesel	(Down-Windshield Damage)
07013	Gillig 35' Bus 2007 Diesel	
22005	Gillig 35' Bus 2007 Diesel	
22006	Gillig 35' Bus 2007 Diesel	
22007	Gillig 35' Bus 2007 Diesel	
09005	Gillig Low Floor 2009 Diesel	
09028	Gillig Low Floor 2009 Diesel	
09029	Gillig Low Floor 2009 Diesel	
09007	Gillig Low Floor 2009 Diesel	
09021	Gillig Low Floor 2009 Diesel	
09027	Gillig Low Floor 2009 Diesel	
16007	Gillig Low Floor 2016 Diesel	
16008	Gillig Low Floor 2016 Diesel	(Down-Transmission)
16009	Gillig Low Floor 2016 Diesel	
16010	Gillig Low Floor 2016 Diesel	(Down/Used for Parts-Engine Issues)
10006	Gillig Low Floor 2016 Diesel	(Down)
21001	New Flyer 2022 Xcelsior Clean Diesel	
21002	New Flyer 2022 Xcelsior Clean Diesel	
23008	Gillig G28D 2023 Electric	
23007	Gillig G28D 2023 Electric	
23006	Gillig G28D 2023 Electric	(Down-Battery Fault/at Cummins for Repair)
23005	Gillig G28D 2023 Electric	
22004	Gillig G28D 2023 Electric	(Down-Battery Fault/at Cummins for Repair)
22003	Gillig G28D 2023 Electric	(Down-Battery Fault)

22002 Gillig G28D 2023 Electric
22001 Gillig G28D 2023 Electric

Cutaways

- 36 Ford Starcraft Allstar 2023 Gas
- 37 Ford Starcraft Allstar 2023 Gas
- 38 Ford Starcraft Allstar 2023 Gas
- 39 Ford Starcraft Allstar 2023 Gas
- 40 Ford Starcraft Allstar 2023 Gas

(Down- Cycle Misfire/at Ford for Repair)

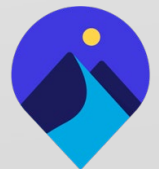


High Valley Transit

Monthly Data Report: August 2023

Micro Overview

Rider Experience, KPI's, Rides by Zone, Ridership Metrics



High Valley
TRANSIT



High Valley Transit

Micro Overview Reporting, August 2023

509,305 Rides Since Inception

253,305 Rides in 2023

69,281 Total App Accounts

Rider Experience

Ride Rating (out of 5)
Average: **4.8** | Past month: **4.8** | WoW Change: 0

Ride Distance
4.0 miles | Past month: **4.1 miles** | WoW: -0.1

Pickup Walk Distance
56.5 meters | Past month: **59.1 meters** | WoW: -2.6

Time from request to scheduled pickup (ETP¹)
21.1 minutes | Past month: **18.1 minutes** | WoW: +3.0

Overview

26,753 Passengers (avg. 863/day)

Last month: 26,891

649 New Riders

Last month: 725

3.7 Utilization Avg.

Last month: 2.0

39% Aggregation²

Last month: 40.6%

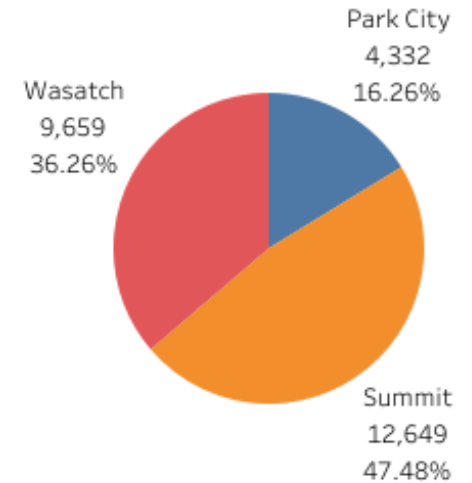
92.3% Met Demand³

Last month: 93.2%

7,194 Net Driver Hours

Last month: 7,663

Rides by Zone



Week-by-Week KPI's, August

Date	Riders	Driver Hours	Seat Unavailable Rate	Aggregation	Avg. ETP	ETP > 15 min	ETP > 20 min
8/1-8/7	5,980	2,868	8.4%	39.3%	20.5	80%	55%
8/8-8/14	6,021	2,590	8.3%	39.3%	20.9	95%	55%
8/15-8/21	5,907	2,774	7.4%	39.7%	21.6	86%	57%
8/22-8/28	6,207	2,832	6.9%	38.9%	20.8	76%	43%
8/29-9/4	5,859	2,751	7.6%	38.5%	20.5	71%	38%

(1) ETP = Estimated time to pickup. (2) Aggregation = % of shared rides. (3) Met Demand = % of valid ride requests provided a proposal; a rate of 100 percent indicates 0 percent seat unavailable rate. (4) Peak Avg. Hourly ETP is the hour that had the highest average ETP for that day



High Valley Transit

Monthly Summit Micro Reporting: August 2023

346,965 Rides Since Inception

153,746 Rides in 2023

Rider Experience

Ride Rating (out of 5)

4.8 Average: | Past month: **4.8** | WoW Change: 0

Ride Distance

4.7 miles | Past month: **4.7 miles** | WoW: 0

Pickup Walk Distance

67.2 meters | Past month: **68.7 meters** | WoW:-1.5

Time from request to scheduled pickup (ETP¹)

23.5 minutes | Past month: **20.5 minutes** | WoW: +3.0

Monthly Overview

12,649 Passengers (avg. 408/day)

Last month: 14,578

3.8 Utilization Avg.

Last month: 2.0

40.1% Aggregation²

Last month: 40.3%

91.1% Met Demand³

Last month: 92.9%

3,439 Net Driver Hours

Last month: 3,906

Week-by-Week KPIs

Date	Riders	Driver Hours	Seat Unavailable	Aggregation	Avg. ETP	ETP > 15 min	ETP > 20 min
8/1-8/7	2,842	768.7	11.0%	38.2%	24.7	90%	70%
8/8-8/14	2,808	751.9	11.0%	37.3%	24.8	90%	70%
8/15-8/21	2,849	769.0	7.7%	37.4%	23.6	86%	62%
8/22-8/28	2,931	807.1	6.3%	36.4%	22.0	81%	57%
8/29-9/4	2,802	789.3	6.5%	38.5%	20.8	76%	38%

(1) ETP = Estimated time to pickup. (2) Aggregation = % of shared rides. (3) Met Demand = % of valid ride requests provided a proposal; a rate of 100 percent indicates 0 percent seat unavailable rate. (4) Peak Avg. Hourly ETP is the hour that had the highest average ETP for that day



High Valley Transit

Wasatch Micro Reporting: August 2023

72,189 Rides Since Inception

67,698 Rides in 2023

Rider Experience

Ride Rating (out of 5)

Average: **4.7** | Past month: **4.7** | WoW Change: 0

Ride Distance

3.1 miles | Past month: **3.0 miles** | WoW: +0.1

Pickup Walk Distance

42.8 meters | Past month: **45.2 meters** | WoW: -2.4

Time from request to scheduled pickup (ETP¹)

20.5 minutes | Past month: **15.6 minutes** | WoW: +4.9

Monthly Overview

9,659 Passengers (avg. 312/day)
Last month: 9,870

4.2 Utilization Avg.
Last month: 2.0

39.0% Aggregation²
Last month: 42.2%

92.7% Met Demand³
Last month: 94.5%

2,290 Net Driver Hours
Last month: 2,313

Week-by-Week KPIs

Date	Riders	Driver Hours	Seat Unavailable	Aggregation	Avg. ETP	ETP > 15 min	ETP > 20 min
8/1-8/7	2,345	547.2	5.1%	41.3%	17.1	71%	18%
8/8-8/14	2,218	518.0	5.6%	40.1%	18.3	71%	35%
8/15-8/21	2,101	504.2	7.6%	40.6%	21.9	88%	41%
8/22-8/28	2,152	523.3	8.3%	39.5%	21.4	76%	47%
8/29-9/4	1,932	503.0	10.3%	38.5%	23.1	88%	58%

(1) ETP = Estimated time to pickup. (2) Aggregation = % of shared rides. (3) Met Demand = % of valid ride requests provided a proposal; a rate of 100 percent indicates 0 percent seat unavailable rate. (4) Peak Avg. Hourly ETP is the hour that had the highest average ETP for that day



High Valley Transit

Park City Micro Reporting: August 2023

23,757 Rides Since Inception

22,762 Rides in 2023

Rider Experience

Ride Rating (out of 5)

Average: **4.8** | Past month: **4.9** | WoW Change: -0.1

Ride Distance

3.8 miles | Past month: **3.8 miles** | WoW: 0

Pickup Walk Distance

54.0 meters | Past month: **50.8 meters** | WoW: +3.2

Time from request to scheduled pickup (ETP¹)

14.9 minutes | Past month: **12.4 minutes** | WoW: +2.5

Monthly Overview

4,332 Passengers (avg. 140/day)
Last month: 2,359

2.9 Utilization Avg.
Last month: 2.0

39.0% Aggregation²
Last month: 37.7%

95.1% Met Demand³
Last month: 92.7%

1,464 Net Driver Hours
Last month: 1,443

Week-by-Week KPIs

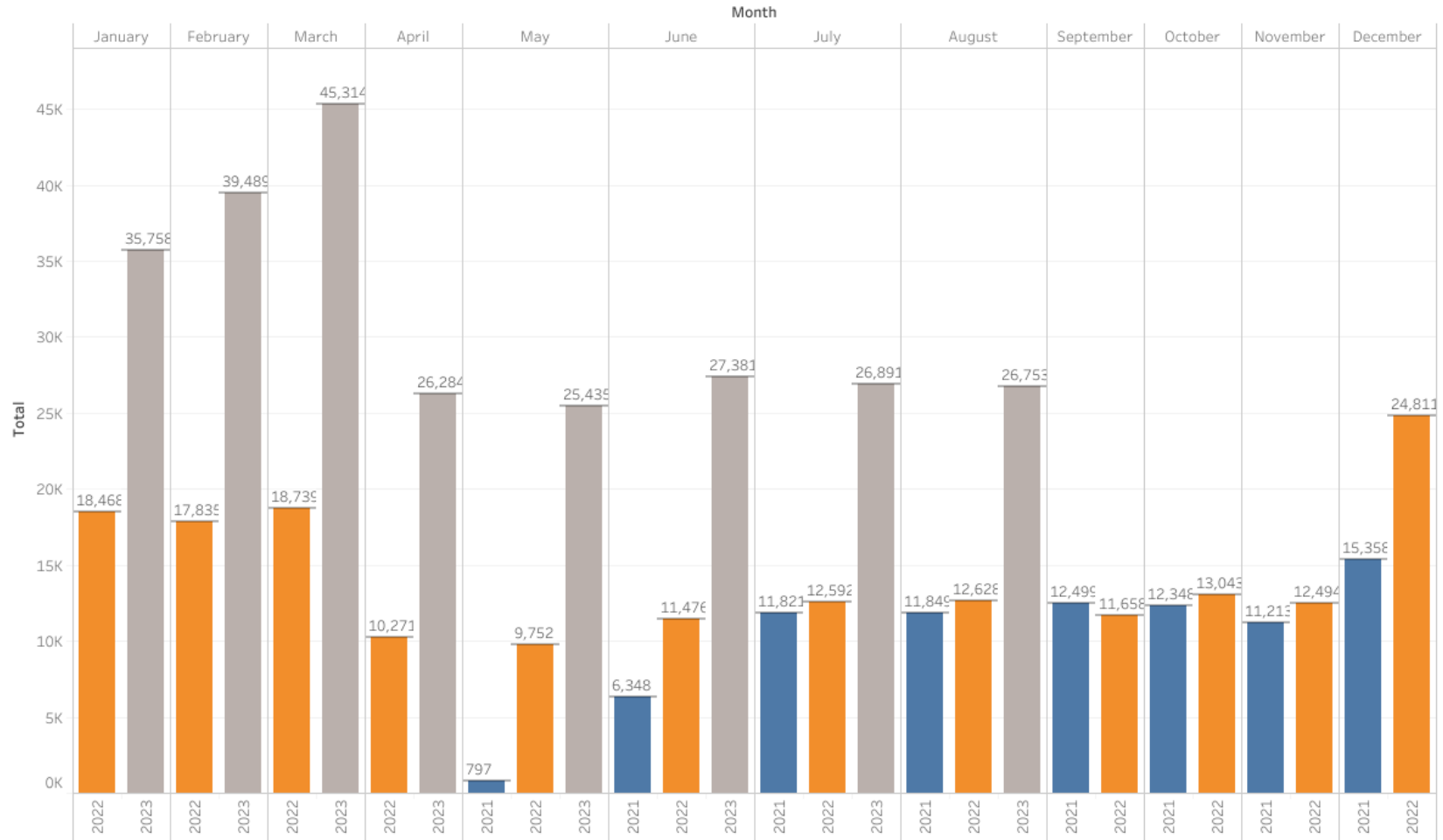
Date	Riders	Driver Hours	Seat Unavailable	Aggregation	Avg. ETP	ETP > 15 min	ETP > 20 min
8/1-8/7	778	331.0	5.2%	38.0%	13.7	50%	0%
8/8-8/14	966	329.5	5.3%	44.9%	14.4	50%	0%
8/15-8/21	1,000	337.6	3.6%	46.3%	14.2	27%	5%
8/22-8/28	1,090	322.3	5.8%	45.7%	16.4	55%	22%
8/29-9/4	1,096	335.8	5.3%	38.5%	14.7	39%	6%

(1) ETP = Estimated time to pickup. (2) Aggregation = % of shared rides. (3) Met Demand = % of valid ride requests provided a proposal; a rate of 100 percent indicates 0 percent seat unavailable rate. (4) Peak Avg. Hourly ETP is the hour that had the highest average ETP for that day

High Valley Transit

Monthly Micro Reporting: August 2023

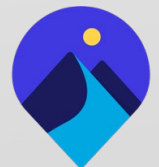
All Micro Zones, by Month



This graphs shows a yearly comparison of micro ridership, broken down by year.

Fixed Route Overview

Monthly Passenger Count Comparison by Year, On-Time
Performance: Routes 101-107



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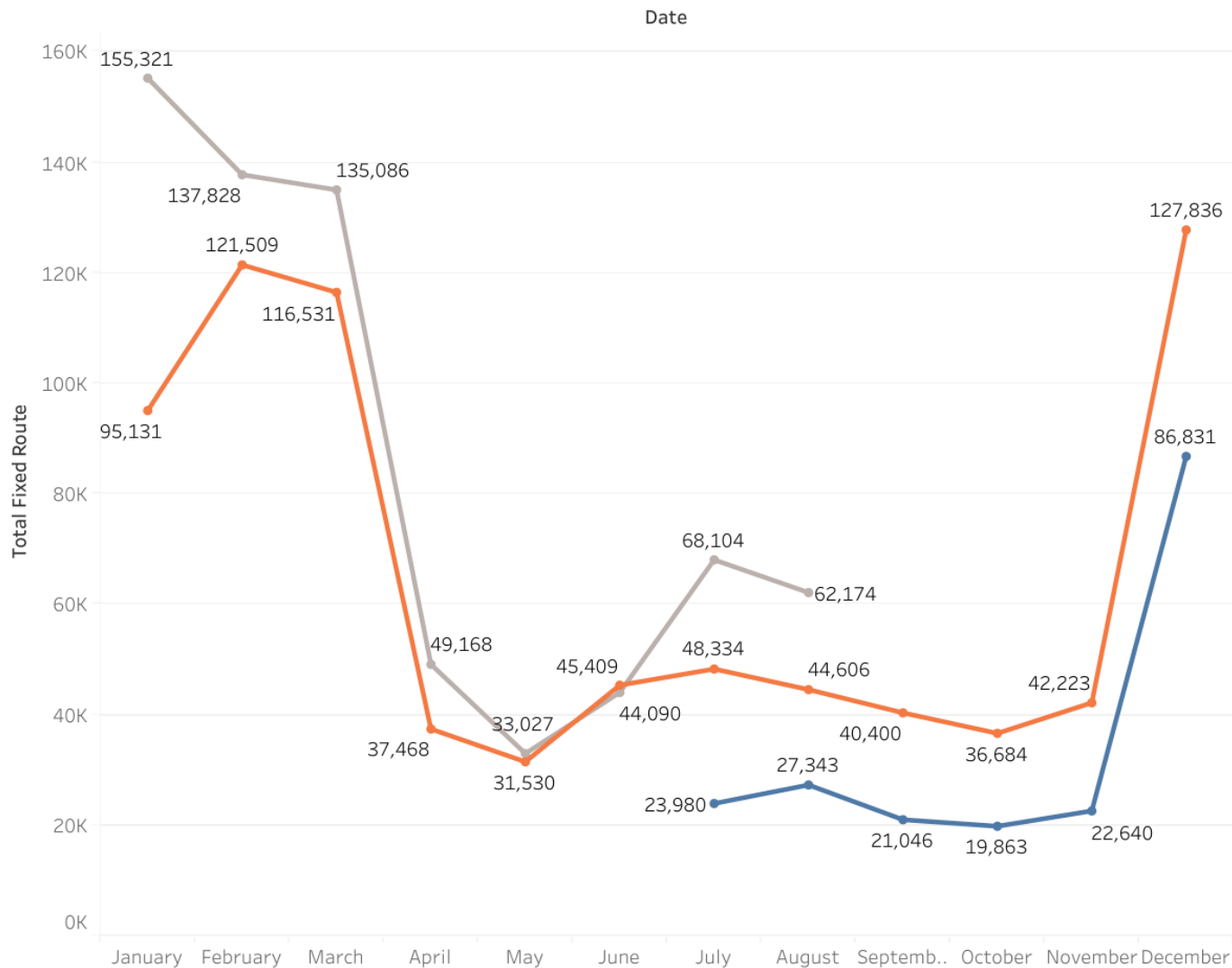
High Valley Transit

Monthly Fixed Route Reporting: August 2023

Total Ridership for 2023: 684,798

Total Ridership since Inception: 1,690,750

Total Fixed Route Growth Comparison

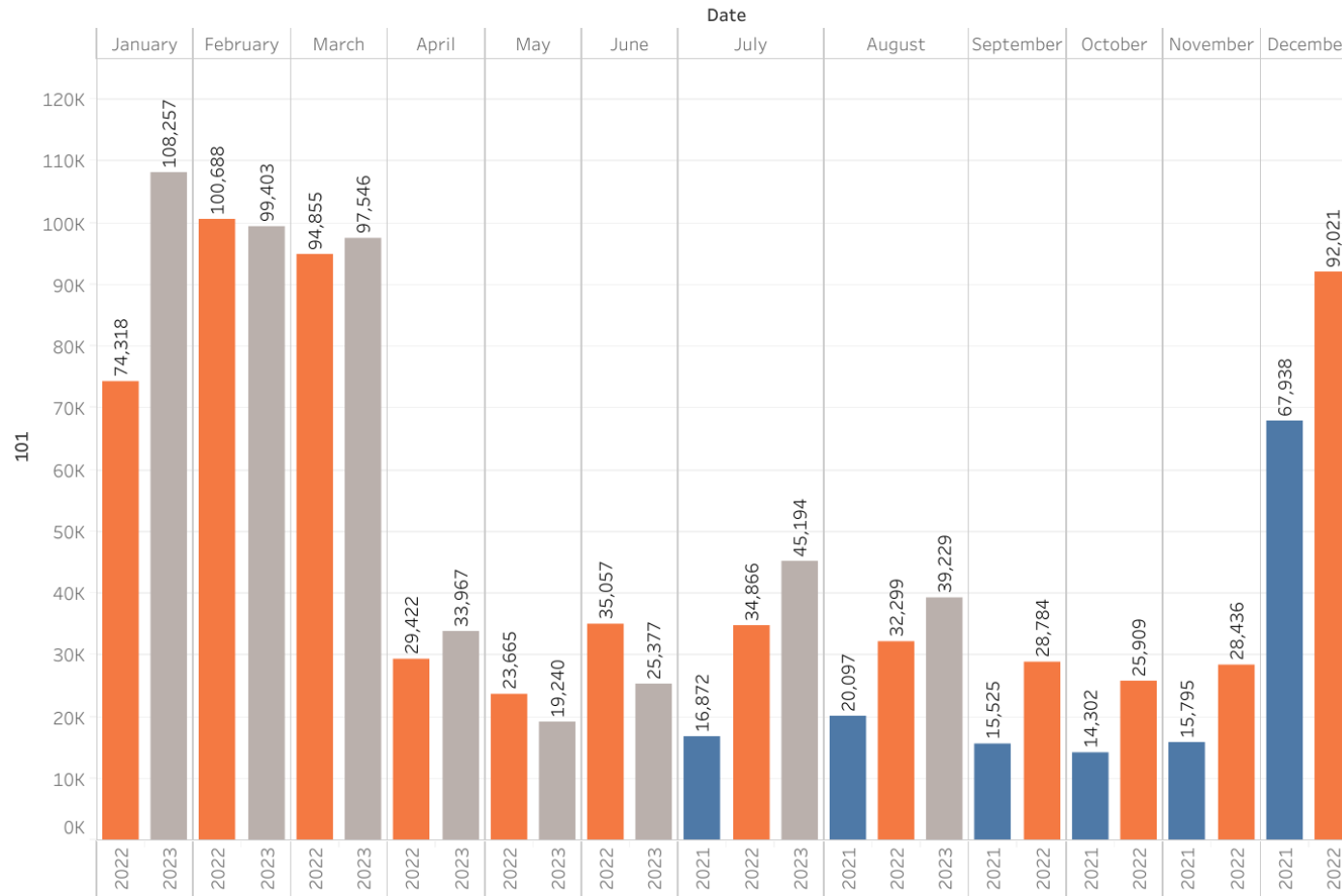


This graph shows total ridership by month, for each year since inception. For 2023, we have experienced our highest rates of ridership.

High Valley Transit

Monthly Fixed Route Reporting: August 2023

101 Spiro Year-Over-Year Ridership



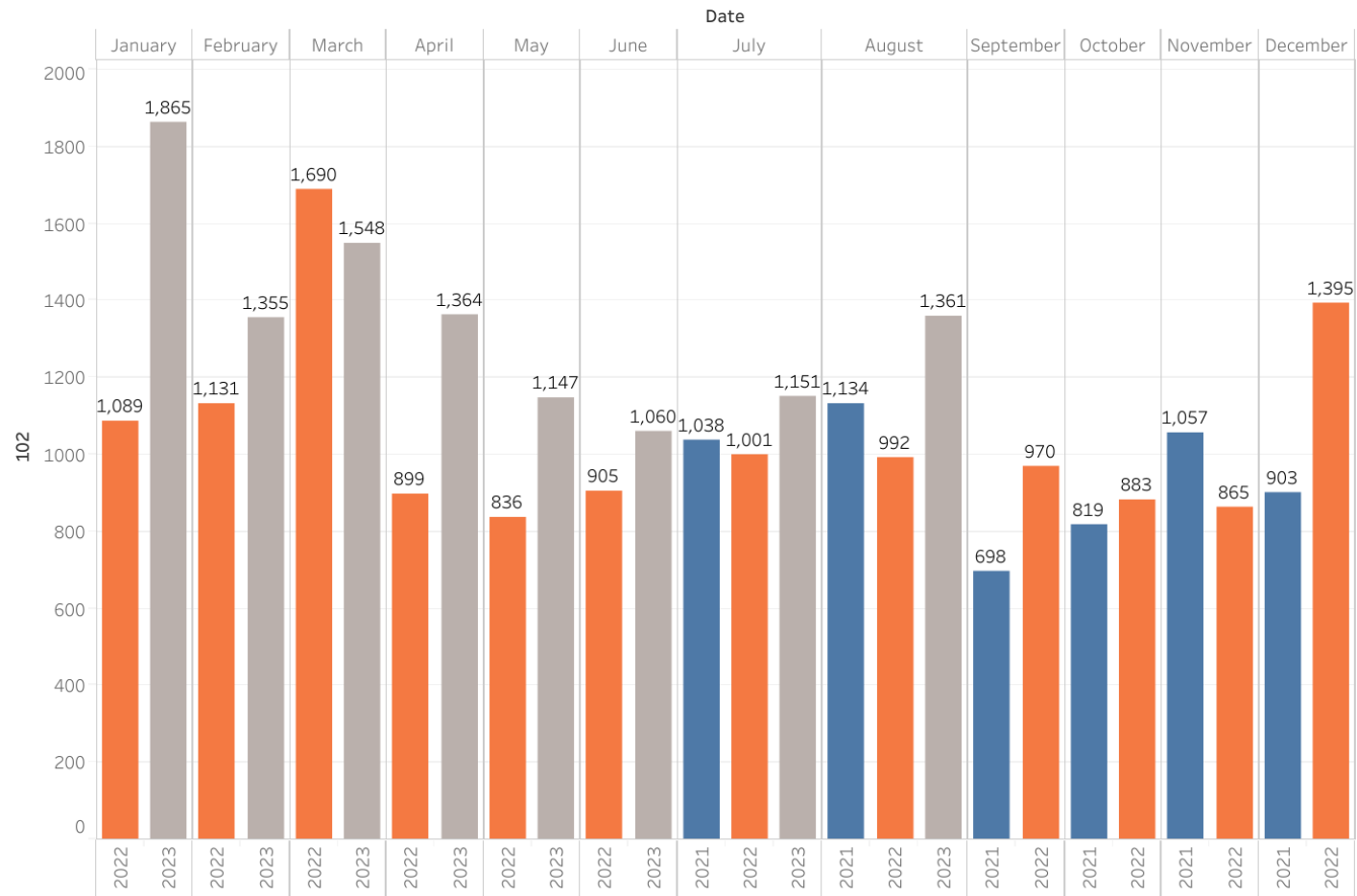
The graphs that follow will detail yearly ridership comparisons for each of our fixed routes.



High Valley Transit

Monthly Fixed Route Reporting: August 2023

102 Gateway Year-Over-Year Ridership

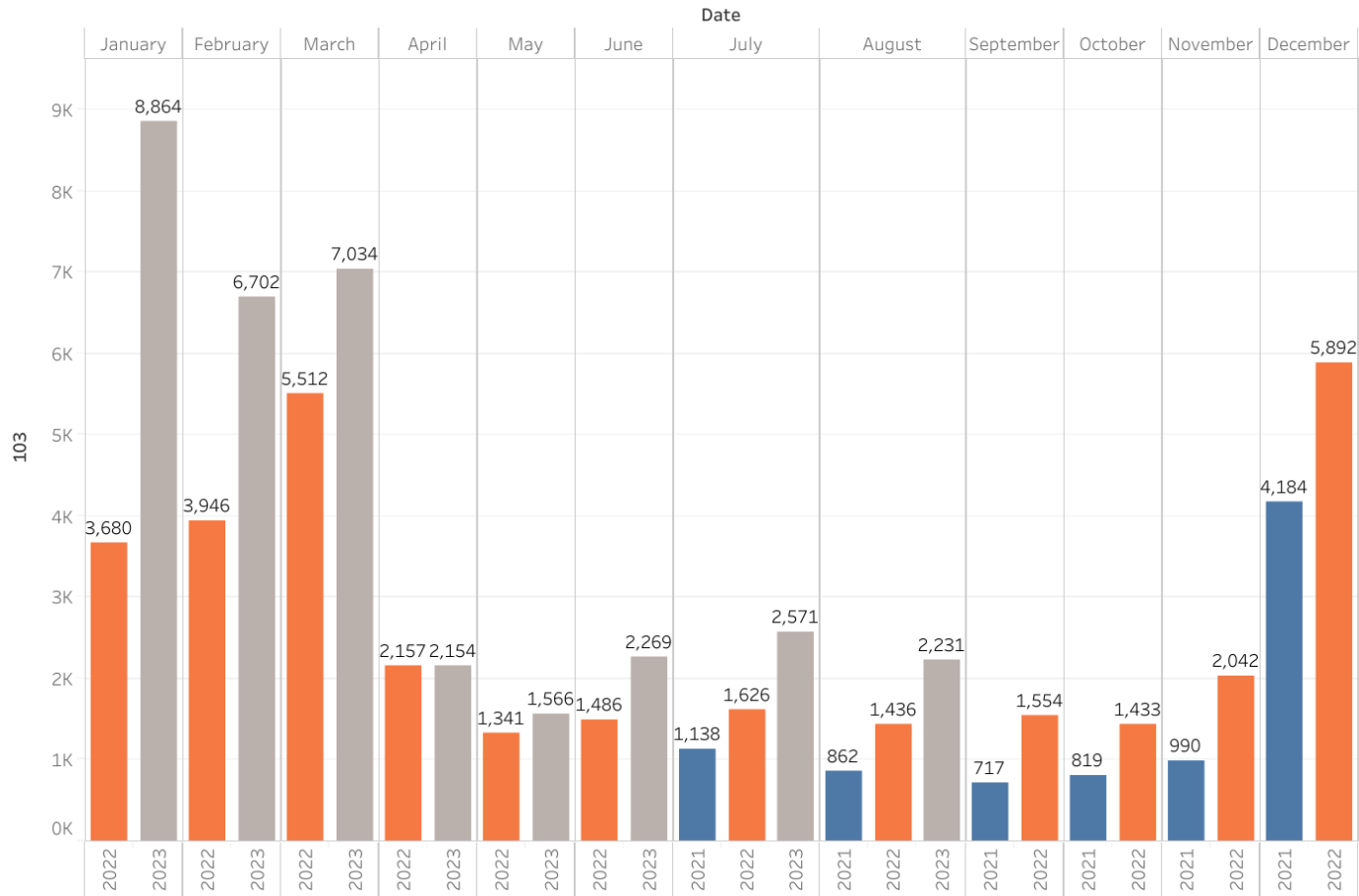




High Valley Transit

Monthly Fixed Route Reporting: August 2023

103 Shuttle Year-Over-Year Ridership

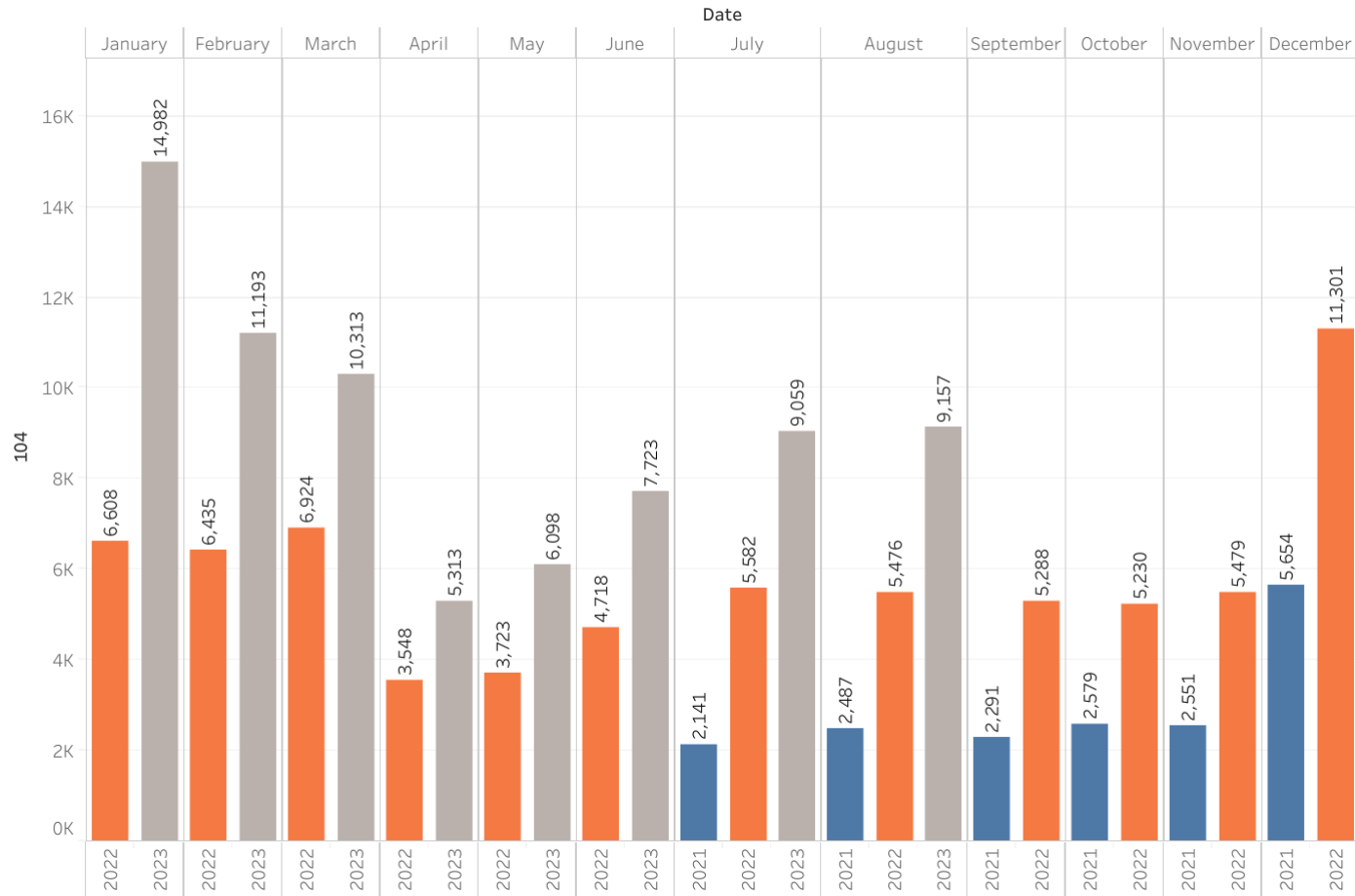




High Valley Transit

Monthly Fixed Route Reporting: August 2023

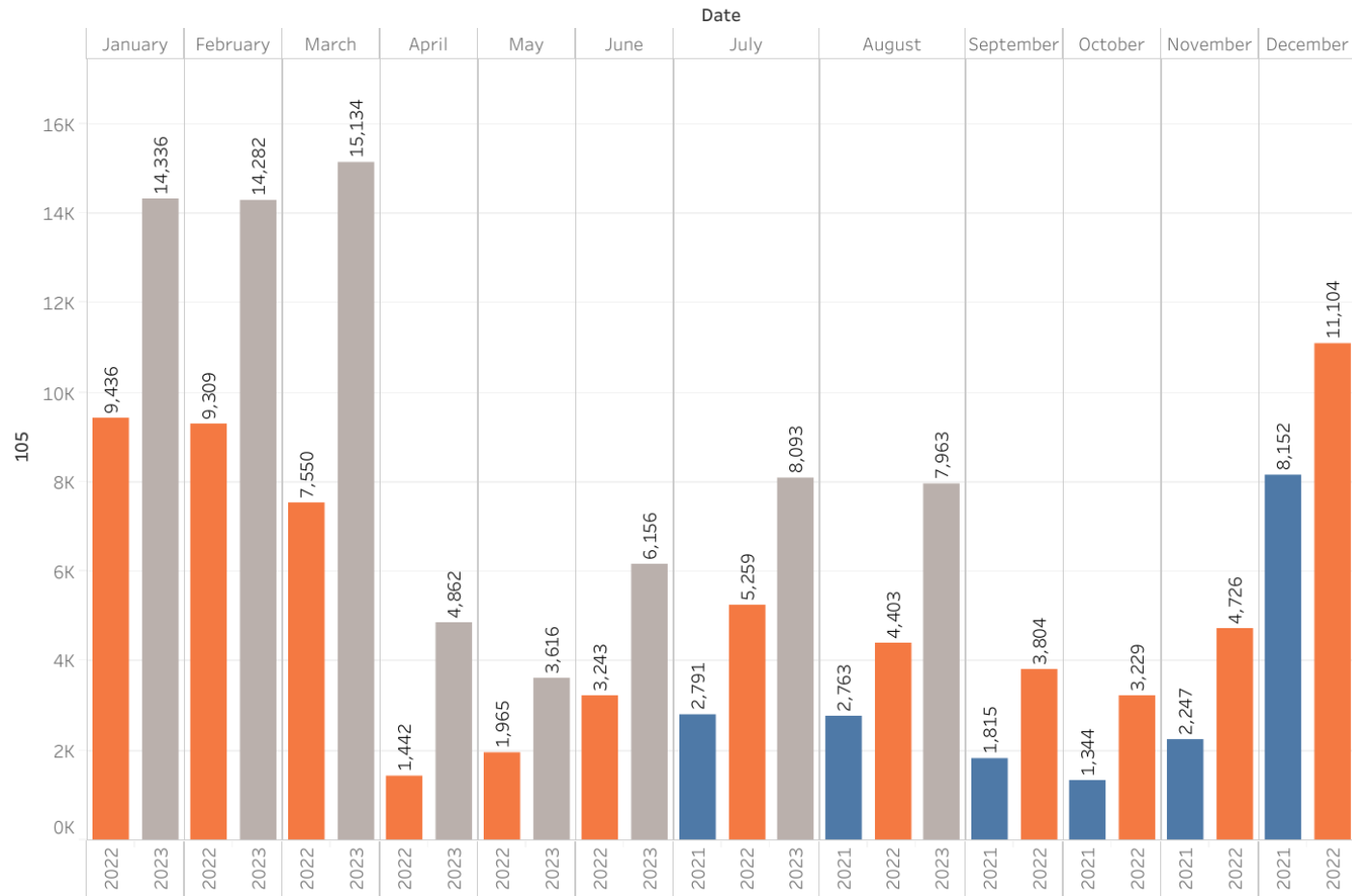
104 Bitner Year-Over-Year Ridership



High Valley Transit

Monthly Fixed Route Reporting: August 2023

105 Canyons Year-Over-Year Ridership

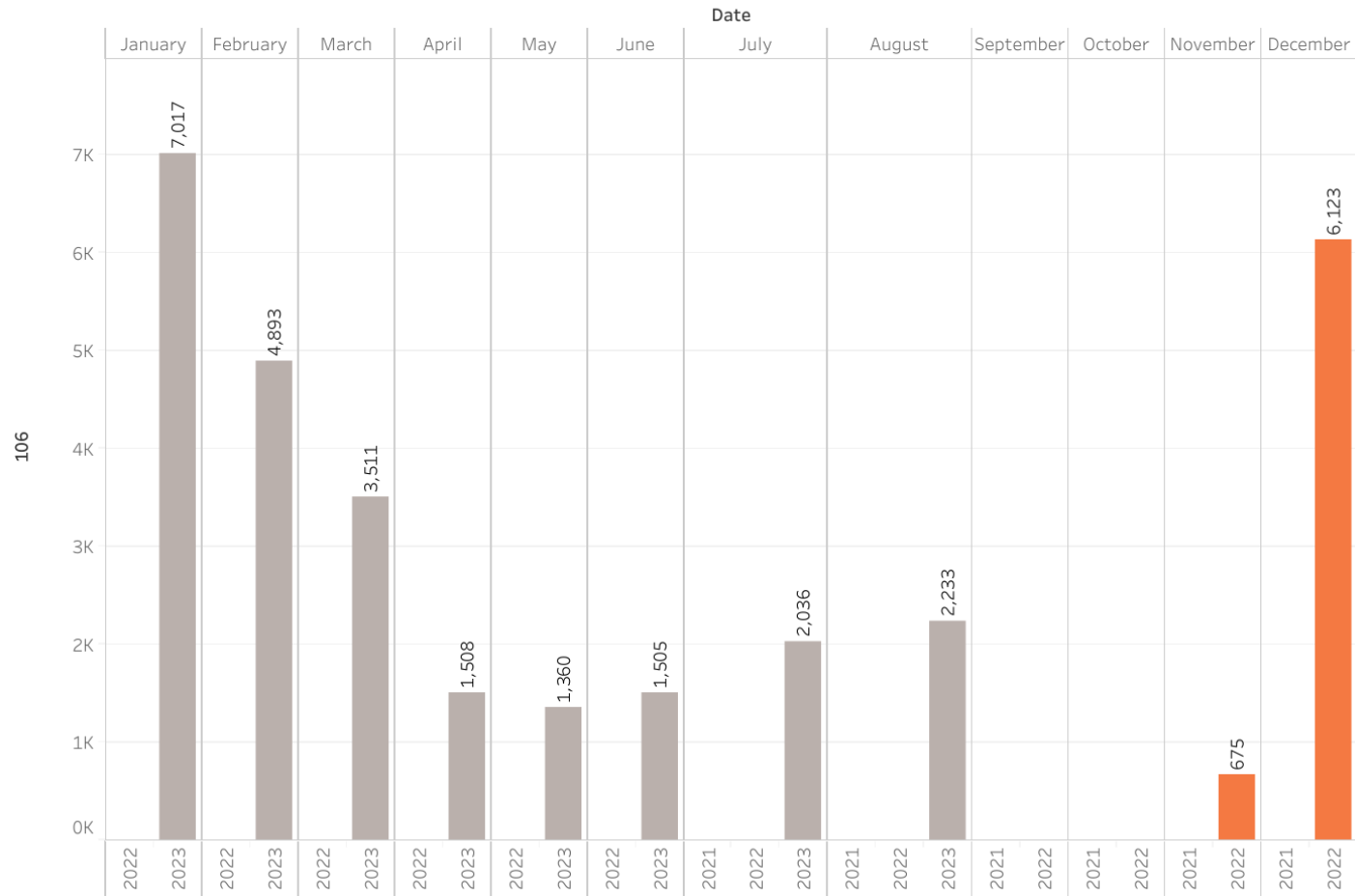




High Valley Transit

Monthly Fixed Route Reporting: August 2023

106 Wasatch Year-Over-Year Ridership

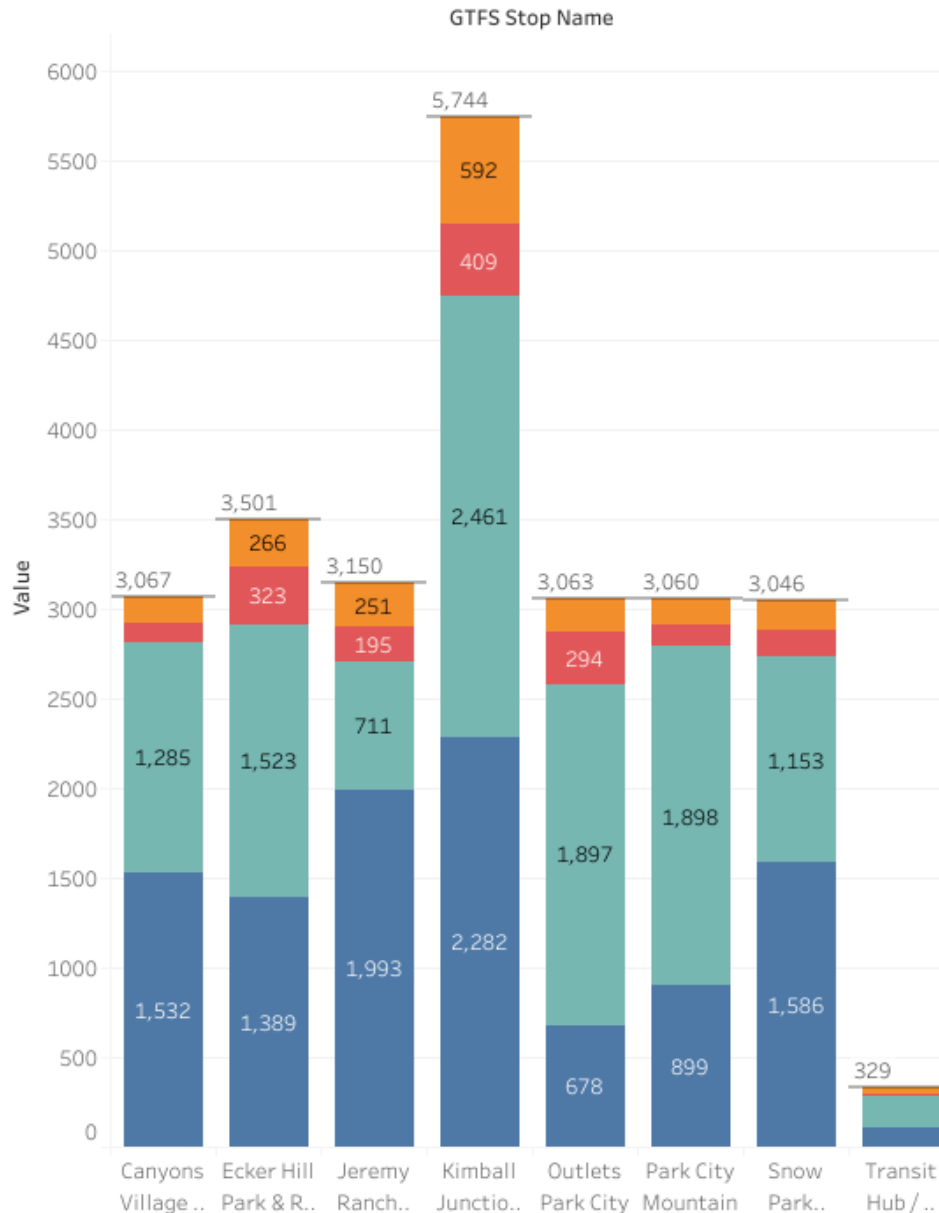




High Valley Transit

Monthly Fixed Route Reporting: August 2023

OTP by Stop



This graph shows On-Time Performance for the most popular stops within our service area.

An assignment of Late is given any time a route arrives 5 minutes or later than expected, and an assignment of Extremely Late is given for 10 minutes or more.

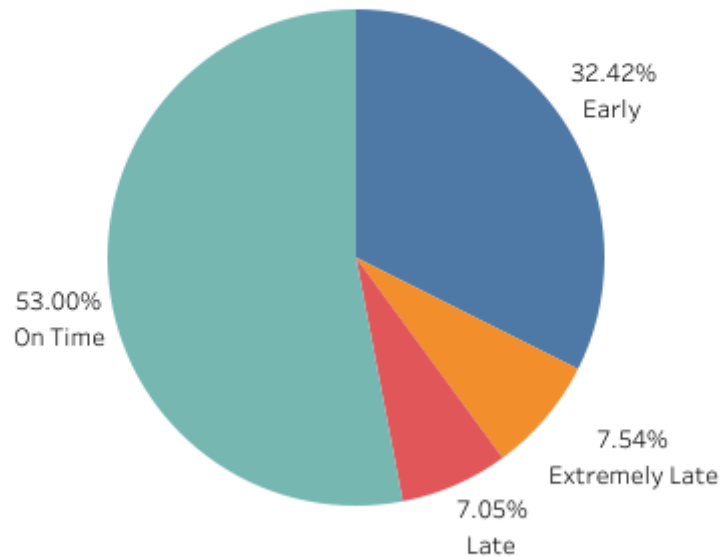
A total of 85.42% of fixed route rides arrived early or on-time throughout August, in line with 85.7%% in July.

Occasionally, our drivers may forget to log their exact arrival at a stop, which can contribute to later OTP's. We do not have a method to collect these outliers yet.

High Valley Transit

Monthly Fixed Route Reporting: August 2023

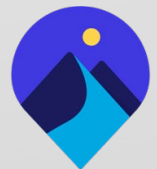
OTP Comparison



This pie chart shows an overall comparison of each OTP timepoint, organized by percentage of total.

Customer Service Data

Call Data Concerning: Inbound, Missed, and Wait
Time Totals



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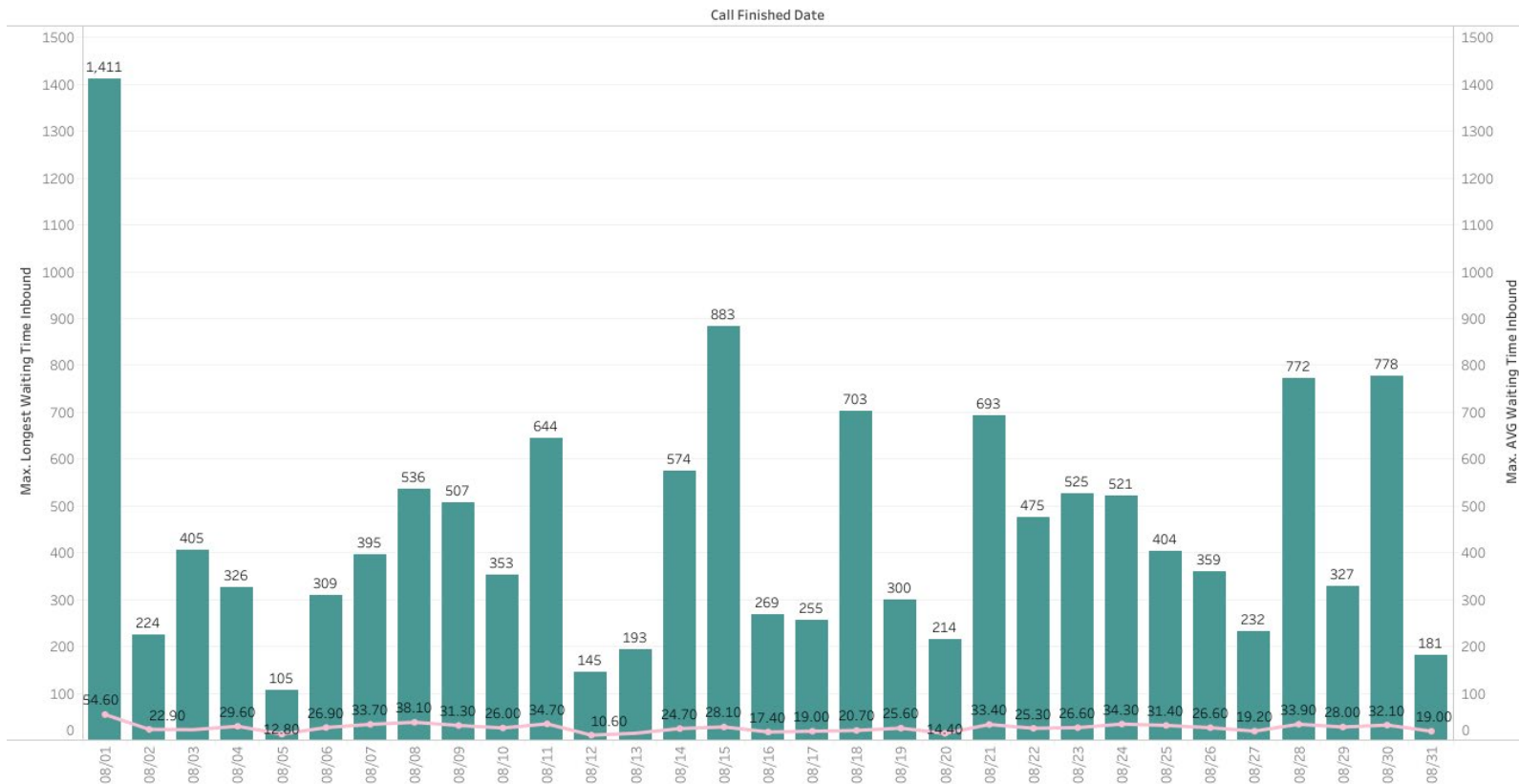
High Valley Transit

Monthly Customer Service Reporting: August 2023

5,037 Total Calls 26 Second Avg. Wait Time 140 Missed Calls

Each week, we receive a weekly report regarding calls to the main HVT line, (435) 246-1538, which is the number displayed on the app and website. The main line is inclusive of all other services as well as inbound calls from drivers and all Spanish calls.

Longest vs. Average Waiting Time (in seconds)

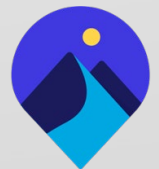


This graph shows weekly maximums and averages for wait times. Our goal is for wait times to be <1 minute, which was met in August.



Rider Feedback

Comments, Concerns, and Complaints from Our
Riders



High Valley
TRANSIT



High Valley Transit

Rider Feedback Reporting: August 2023

Riders and residents can provide feedback to HVT in a variety of ways. The feedback listed below is not exhaustive of all feedback received through all channels; only feedback recorded in a reporting sheet is presented.

Structured Feedback Channels

- Calling the main line (435) 246-1538 or Valley Ride line (435) 710-4009
- Emailing hi@highvalleytransit.org
- Filling out the feedback form at highvalleytransit.org/feedback

Unstructured Feedback Channels

- Emailing Caroline, members of the HVT Board of Trustees, or other HVT staff's work email(s)
- Verbal feedback to a driver or driver partner
- Feedback given at Board meetings or individually to staff/Board
- Feedback posted on public Facebook groups or other social media channels,

We logged 0 pieces of rider feedback in August.

High Valley Transit District
Board of Trustees Minutes
Thursday June 29, 2023
Sheldon Richins Building, Auditorium
1885 W. Ute Blvd.
Park City, Utah
Electronically:
<https://summitcountyut.zoom.us/j/94259136187>



Members of the Board of Trustees, presenters, and members of the public were able to attend in person or electronically.

BOARD OF TRUSTEES PRESENT:

Kim Carson, *Chair*

David Geffen, *Vice Chair/Secretary*

Chris Robinson, *Board Member*

Malena Stevens, *Board Member*

Canice Harte, *Board Member*

STAFF PRESENT:

Caroline Rodriguez, *Executive Director*

Jamie Dansie, *Sr. Transportation Planner*

Allie Shorkey, *Human Resources Director*

Stacy Carpenter, *Finance Director*

Ian Hooper, *Data Analyst*

INVITED ATTENDING GUESTS:

Erin Ferguson, *Save People Save Wildlife*

Lorelei Combs, *Save People Save Wildlife*

Tom Farkas, *Save People Save Wildlife*

Bill Ciraco, *Save People Save Wildlife*

Heidi Spoor, *HDR Engineering*

Amy Croft, *HDR Engineering*

Matt Howard, *Division of Wildlife Resources*

Nicole Nielson, *Division of Wildlife Resources*

Public Meeting

1) Pledge of Allegiance

2) Public Comment

None

3) Presentation from Safe People Save Wildlife

Four members of Save People Save Wildlife (SPSW) returned to HVT to continue discussions during the Feb 16, 2023 HVT BOT meeting focused on a request to incorporate a wildlife crossing, specifically an underpass, as part of the BRT project.

Board members, staff, and representatives from the Department of Natural Resources participated.

4) Discussion of system ridership and performance, including Park City Micro pilot debrief and pilot extension and Wasatch County rider survey results.

Ian Hooper summarized results of a survey conducted with Wasatch County users that showed transit has been very impactful in the Heber Valley area and also noting areas requested to be improved such as expanded hours, bus stops, decreased wait times, and increased coverage area.

Consideration of Approval

5) Approval of minutes dated: April 8, 2022; December 15, 2022; June 1, 2023

Moved by Member Robinson and seconded by Member Stevens to approve minutes from Friday, April 8, 2022. All members voted in favor with none opposed. Member Harte abstained. Motion passed.

Moved by Member Stevens and seconded by Member Geffen to approve the minutes from Thursday, December 15, 2022. All members voted in favor with none opposed. Members Robinson and Harte abstained. Motion passed.

Moved by Member Harte and seconded by Member Stevens to approve the minutes dated Thursday, June 1, 2023. All members voted in favor with none opposed. Motion passed unanimously.

6) Discussion and possible adoption of High Valley Transit's Strategic Plan

Chair Carson reviewed values adopted as part of the Strategic Plan: Innovation, Inclusion, Integrity, Respect, Accountability, and Safety. Member Geffen asked for a minor edit to use Vision and Mission as the section heading and to include a simple, brief statement that describes the significance of the six words as the guiding values of High Valley Transit.

Moved by Member Geffen and seconded by Member Robinson to approve the Strategic Planning document with the noted changes by Member Geffen. All members voted in favor with none opposed. Motion passed unanimously.

7) Discussion and possible approval of contract documents between High Valley Transit District and River North Transit LLC:

- Amended and Restated Master Services Agreement and Exhibit A
- Service Order for Fixed Route (Summit County)
- Service Order for Micro and Paratransit (Summit County)
- Service Order for Fixed Route and Micro (Wasatch County)

Members discussed the three-year term of the contract with Dave Thomas adding all contracts now have a clause stating that after the first year, High Valley Transit will be able to terminate the agreement with six months' notice. The effective date for all contracts is July 1, 2023 through June 30, 2024. It was noted there will be an estimated savings of approximately \$100,000 a year by bringing drivers and operations under HVT.

Moved by Member Robinson to approve the Execution of the Amended and Restated Master Services Agreement and its Exhibit A between High Valley Transit and River North as presented. Seconded by Member Stevens. All members voted in favor with none opposed. Motion passed unanimously.

Moved by Member Robinson to approve the Service Order for Fixed Route for Summit County between High Valley Transit and River North as presented. Seconded by Member Stevens. All members voted in favor with none opposed. Motion passed unanimously.

Moved by Member Robinson to approve the Service Order for Micro and Paratransit for Summit County between High Valley Transit and River North. Seconded by Member Stevens. All members voted in favor with none opposed. Motion passed unanimously.

Moved by Member Robinson to approve the Service Order for Fixed Route and Micro for Wasatch County between High Valley Transit and River North. Seconded by Member Stevens. All members voted in favor with none opposed. Motion passed unanimously.

8) Discussion and possible approval of:

- Microtransit Service Agreement between High Valley Transit District and Park City Municipal Corporation and
- Service Order for TAAS for Park City Micro Transit Service between High Valley Transit and River North Transit LLC

Moved by Member Robinson and seconded by Member Stevens to approve the Execution of the Microtransit Service Agreement between High Valley Transit District and Park City Municipal Corporation as presented. All members voted in favor with none opposed. Motion passed unanimously.

Moved by Member Robinson and seconded by Member Stevens to approve the Execution of the Service Order for TAAS for Park City Micro Transit Service between High Valley Transit and River North Transit LLC as presented. All members voted in favor with none opposed. Motion passed unanimously.

9) Discussion and possible amendment to the 2023 Chart of Positions

Allie Shorkey presented a request to add eight new FTEs for operator and supervisor positions with the goal of aligning HVT's structure to more traditional transit operations with formal supervision staff. The increase also accounts for new drivers needed when the Route 107 is brought in house.

There remains cost savings to the organization even with these new positions. Chair Carson requested the current chart of positions and the proposed chart of positions as well as an outline of funding and budget impacts for future requests. Member Harte added he would like to see a full history of budget relating to personnel with a breakdown showing positions and allocated budget that includes money spent on contracts.

Future requests for additional personnel will first be presented to the Personnel Committee and then to the Budget Committee and then brought to the full BOT. Similarly, a review of budget changes with the termination of the Snow Country Limousine contract will be brought to the Personnel and Budget committees.

Sound cuts out at 2:09:35 and resumes at 2:10:00

10) Discussion and possible approval of travel to the ICMA Conference for Board Chair Carson

Policies state board travel must be approved. The ICMA conference is a good opportunity for Summit County and HVT.

Moved by Member Harte and seconded by Member Geffen to approve Board Chair travel to the ICMA Conference. All members voted in favor with none opposed. Motion passed unanimously.

11) Board comments

12) Staff comments

Moved by Member Robinson to adjourn meeting. Seconded by Member Stevens. All members voted in favor with none opposed.

Meeting adjourned 3:37 PM.

High Valley Transit District
Board of Trustees Minutes
Thursday, August 17, 2023
Virtual Meeting via Zoom
Meeting ID: 942 5913 6187
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

Malena Stevens, Board Member

ABSENT:

Canice Harte, Board Member

STAFF PRESENT:

Caroline Rodriguez, Executive Director

Allie Shorkey, Human Resources Director

Jamie Dansie, Transit Planner

Ian Hooper, Data and Performance Analyst

INVITED ATTENDING GUESTS:

Shayne Scott, Summit County Manager

Dave Thomas, Summit County Attorney

Dustin Grabau, Wasatch County Manager

PUBLIC MEETING

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

Closed Session

Board member Stevens made a motion to move into closed session for personnel and potential litigation.

Second: C. Robinson

Discussion of Personnel and Potential Litigation

Board member Stevens made a motion to move back into work session.

Second: C. Robinson

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

2024 Budget Planning Timeline

Discussion led by Caroline Rodriguez

CONSIDERATION OF APPROVAL

Approval of minutes dated June 29, 2023

Incorrect minutes were included in the packet. Staff will ask for approval during next meeting.

Discussion and possible approval of a purchase order for \$366,807 for three 2023 StarCraft Allstar buses

Board Chair Carson motioned to approve the purchase of three 2023 Starcraft Allstar buses with the Board to receive additional information on the vehicle configuration and budget source.

Second: M. 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 Stevens

Second: K. Carson

Kim Carson, *Chair*