AGENDA
COUNCIL OF GOVERNMENTS (COG)
Monday, January 26, 2026

NOTICE is hereby given that the Summit County Council of Governments (COG) will meet, on Monday, January 26, 2026, electronically, via Zoom, and at the anchor location of the Summit County Courthouse, Council chambers, 60 N. Main Street, Coalville, UT 84017

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

Join Zoom webinar: https://summitcountyut.zoom.us/j/94870632443

To listen by phone only: Dial 1-301-626-6799, Webinar ID: 948 7063 2443

6:00 PM - Meeting called to order, and Pledge of Allegiance (5 min)

6:05 PM - Welcome/introductions; Megan McKenna (5 min)

6:10 PM - Discuss history and intention of COG/Interlocal Cooperation Agreement; David Thomas (10 min)
Interlocal Cooperation Agreement and presentation:
COG Amended Interlocal Agreement 2013.pdf
Council of Governments (COG) Presentation.pdf

6:20 PM - Discuss history and intention of Transportation Sales Tax (TST); David Thomas (10 min)
Presentation:
Transportation Sales Tax Presentation.pdf

6:30 PM - Discussion and possible approval of the Draft Transportation Sales Tax (TST) Policy Document with Summary of Key Decision Points; Eva De Laurentiis (30 min)
Presentations:
COG Presentation TST Policy 012626.pdf
Exhibit 1 Revised TST Policy Manual COG 012626.pdf
Exhibit 2 TST State Code COG 012625.pdf

7:00 PM - Nomination and appointment of 2026 COG Chair, Vice Chair, and Secretary/Treasurer (5 min)

7:05 PM - Approval of COG meeting minutes dated November 17, 2025 (5 min)
Draft Minutes of November 17, 2025:
COG Draft Minutes 11-17-2025.pdf

7:10 PM - Set date of next meeting: _________________, 2026

7:15 PM - Community updates/comments from Mayors/County Councilors

7:30 PM - Adjournment

Any prayer or invocation that may be offered before the start of a Summit County Council of Government ("COG") meeting is a voluntary offering by a private citizen; has not been previously reviewed or approved by the COG; should not be considered an endorsement of any particular religion by the COG, as the beliefs, viewpoint, and content are personal to the speaker; and no participation by any person in attendance is required. A list of volunteers is maintained by the Office of the Summit County Clerk ("Clerk") and interested persons should contact the Clerk for further information.

Members of the Council of Governments, presenters, and members of public, may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the Summit County Health Department, 650 Round Valley Drive, Park City, UT 84060

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Annette Singleton at (435) 336-3025

AMENDED INTERLOCAL COOPERATION AGREEMENT
by and between
SUMMIT COUNTY
PARK CITY
FRANCIS TOWN
KAMAS CITY
OAKLEY CITY
COALVILLE CITY
AND
HENEFER TOWN

Relating to the interlocal entity known as the

SUMMIT COUNTY COUNCIL OF GOVERNMENTS

AMENDED INTERLOCAL COOPERATION AGREEMENT

THIS IS AN AMENDED INTERLOCAL COOPERATION AGREEMENT, hereafter referred to as "Amended Agreement", entered into by and between SUMMIT COUNTY, UTAH, a body corporate and politic of the State of Utah, and the municipalities of PARK CITY, FRANCIS TOWN, KAMAS CITY, OAKLEY CITY, COALVILLE CITY, and HENEFER TOWN, each municipality being a municipal corporation and a political subdivision of the State of Utah.

WITNESSETH:

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953, *as amended,* public agencies, including political subdivisions of the State of Utah, as defined therein, are authorized to enter into written agreements with one another for joint cooperation and action; and

WHEREAS, on June 5, 2006, all of the parties to this Amended Agreement entered into the Summit County Council of Governments (" Summit County COG") Memorandum Agreement ("Original Agreement") having determined that the interests and welfare of the public within their respective jurisdictions will be best served by joint or cooperative action by the parties;

WHEREAS, effective January 1, 2009, the Summit County, Utah form of government changed from a three member County Commission form of government to a five member County Council with County Manager form of government; and

WHEREASE, the parties now agree to amend the Original Agreement pursuant to the terms of this Amended Agreement.

NOW THEREFORE, in consideration of the covenants and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. <u>DURATION</u>. The initial term of the Summit County COG remains a fifty (50) year term, which term shall renew for successive fifty (50) year terms in perpetuity unless terminated as provided hereinafter.

2. A. <u>MEMBERS</u>. The Summit County COG shall be composed of the following officials: the five members of the County Council of Summit County; the mayors of the following cities: Park City, Francis Town, Kamas City, Oakley City, Coalville City, and Henefer Town; and the duly elected head of any other municipality which shall come into existence hereafter within the boundaries of

Summit County. The Presidents of the North Summit, South Summit, and Park City School Districts, and the Executive Director of the Park City Chamber of Commerce shall serve as ex-officio, non-voting members of the Summit County COG. The duly appointed representatives of the above may appear in their behalf at the meetings of the Summit County COG, and represent the member agency when authorized so to do by the governing body of the said member agency. Each member agency may also designate an alternate member to attend when the duly appointed representative is unable to attend.

B. VOTING. With the exception of the County Council of Summit County, each member of the Summit County COG, as above constituted, shall have one vote in transacting the business of the Summit County COG. The County Council of Summit County shall have three votes (representatives can be any three members of the County Council) in transacting the business of the Summit County COG. The business of the Summit County COG shall be conducted by majority vote. Five members of the above-designated voting members shall constitute a quorum to transact the business of the Summit County COG, and it shall take a majority vote of those present and voting to transact any business for and in behalf of the Summit County COG.

C. OFFICERS. The officers of the Summit County COG shall be chairman, a vice-chairman, and secretary/treasurer selected from the members of the Summit County COG. Elections shall take place the last meeting of the year, at

D. which time a vice-chairman and a secretary/treasurer shall be elected. On January 1st of each year, the vice-chairman from the preceding year shall become the chairman, and the vice-chairman and secretary/treasurer elected at the last meeting of the year shall assume office.

E. RULES OF PROCEDURE. The Summit County COG shall conduct business pursuant to rules of procedure to be adopted by the officers of the Summit County COG with the approval of the Summit County COG meeting in duly authorized sessions.

3. PURPOSES. The purposes of the Summit County COG shall be as follows:

A. To provide a forum for the discussion and study of problems of mutual interest and concern to Summit County and the municipalities within Summit County;

B. To Promote a spirit of cooperation among all governmental entitles in Summit County;

C. To achieve advantages and economies of effort through cooperative action which cannot be easily achieved individually;

D. To promote the development of comprehensive plans for the proper growth and development of Summit County and the municipalities within Summit County including, but not limited to, issues regarding master planning, transportation, economic development, land preservation, public safety, water resource planning, air pollution control, government operation and such other problems and areas in which there is a joint interest;

E. To recommend mutually desirable policies and develop cooperative mechanisms among local governments for improving the administration of public services to members for possible adoption;

F. To cooperate with other governmental agencies in finding solutions to regional problems;

G. To allow for the establishment of committees to evaluate the necessary actions and coordination required to address areas and services of common concern to the parties; and,

H. To perform such other functions as may be deemed appropriate for any purpose set forth in this Amended Agreement.

4. POWERS. This Summit County COG shall have the following powers:

a. Presentation of advisory recommendations to Summit County COG member elected bodies; and,

b. Provide endorsements pursuant to UCA 72-2-117.5 regarding the Local Option Corridor Preservation ("LOPC") Fund to the Utah Department of Transportation.

5. STAFF. The executive staff of the Summit County Council shall perform the necessary administrative and technical services for the Summit County COG, which may include:

A. General administrative support capability to provide for the handling of correspondence, recording of Summit County COG minutes and business matters, etc., of the Summit County COG.

B. Coordinating staff and consultant services and making recommendations to handle the Summit County Cog's workload and policies dealing with area-wide master plan, land preservation, economic development, air pollution and other such problems and areas in which there is a joint interest.

C. Preparing and administering an annual work program and budget.

D. In addition to the above-designated duties, perform all other duties delegated by the Summit County COG.

6. MEETINGS. The Summit County COG shall meet at least quarterly, or upon call of its Chairman, or by petition of 20% of the membership of the Summit County COG.

7. FINANCING. The activities and functions of the Summit County COG shall be financed by the assessment of dues on an annual basis from the governmental entities which make up the Summit County COG, which dues shall in no event exceed the sum of $1 per member per year.

8. COMMITTEES. The Summit County COG may, from time to time, as it deems necessary and desirable, organize committees to undertake specific duties and functions. The Summit County COG shall approve a specific purpose, duties and bylaws for each committee established. The bylaws shall, among other things, set forth the membership and method of appointing members to committees. The Summit County COG shall also establish the method for appointing the Chair and Vice-Chair to the committees. The Summit County COG reserves the right to dissolve any committee at any regular meeting by a majority vote of the entire Summit County COG.

9. TERMINATION. The Summit County COG can only be dissolved and this Amended Agreement terminated by the three-fourths (3/4) vote of all participating and duly authorized members at a meeting specifically held on the subject of said termination which meeting shall be held only pursuant to written notice to all members ten days prior to the said meeting with the

subject of the said meeting to be included in the same notice. Upon the termination of the Amended Agreement and dissolution of the Summit County COG, any and all property held at that time in the name of the Summit County COG shall be liquidated and disposed of by the officers of the Summit County COG, and the proceeds therefrom returned to the participating members of the Summit County COG in the pro-rata share of the total which the assessed valuation of real property of each government unit bears to the assessed value of the property in Summit County.

10. <u>AMENDMENT</u>. This Amended Agreement may be amended by a duly executed written agreement approved by Resolution of all member agencies pursuant to UCA Title 11, Chapter 13.

IN WITNESS WHEREOF, this Amended Agreement has been executed by duly authorized agents of the undersigned governmental entities pursuant to Resolutions adopted by each entity authorizing such execution, as of this 19 day of February 2013.

SUMMIT COUNTY COUNCIL

____
Councilman David Ure

ATTEST:

____
County Clerk

PARK CITY MUNICIPAL CORPORATION

Dana Williams

Mayor

ATTEST:

Jane M Scott

Recorder

FRANCIS TOWN

Mayor

ATTEST:

Recorder

PARK CITY MUNICIPAL CORPORATION

Mayor

ATTEST:

Recorder

FRANCIS CITY

Mayor

ATTEST:

Suzanne Gillett

Recorder

KAMAS CITY

Mayor

ATTEST:

Recorder

PARK CITY MUNICIPAL CORPORATION

____
Mayor

ATTEST:

____
Recorder

FRANCIS TOWN

____
Mayor

ATTEST:

____
Recorder

KAMAS CITY

Lewis P. Marchant
____
Mayor

ATTEST:

Peacock
____
Recorder

OAKLEY CITY

Blake L Frazier

Mayor

ATTEST:

Tami Stevenson

Deputy Recorder

COALVILLE CITY

Mayor

ATTEST:

Recorder

HENEFER TOWN

Mayor

ATTEST:

Recorder

OAKLEY CITY

____
Mayor

ATTEST:

____
Recorder

COALVILLE CITY

____
Mayor

ATTEST:

____
Recorder

HENEFER TOWN

____
Mayor

ATTEST:

____
Recorder

OAKLEY CITY

____

Mayor

ATTEST:

____

Recorder

COALVILLE CITY

____

Mayor

ATTEST:

____

Recorder

HENEFER TOWN

R. C. Oread

Mayor

ATTEST:

Earleen J. Bashitt

Recorder

Council of Governments

A Primer

What is a Council of Governments?

- Voluntary Association of local governments (generally counties and cities) formed by Interlocal Agreement
- Cooperative planning, coordination and technical assistance on issues of mutual concern that cross jurisdictional boundaries
  - Community Development (affordable housing, annexation, etc.)
  - Economic Development
  - Transit and Transportation
  - Water
  - Emergency Management
- Allows consensus building at a sub-regional or regional level
- Serves to unify jurisdictions and agencies on matters of mutual concern, but independent of the responsibilities traditionally exercised by individual members

Summit County Council of Governments

- ❑ Formed in 2006 by Interlocal Agreement, amended in 2010 and 2013
- ❑ Membership
    - ❑ County Council and Mayors of each municipality
    - ❑ Ex Officio members: Board Chairs of each school district and Executive Director of PC Chamber
- ❑ Voting (County has 3 votes and each Mayor has 1 vote)
- ❑ Quorum (5 members constitutes a quorum and a majority vote of the members present to transact business)
- ❑ Officers (Chair, Vice Chair and Secretary/Treasurer)
- ❑ Staff: Summit County
- ❑ Purposes
    - ❑ Problem solving forum for regional problems
    - ❑ Economies of scale
    - ❑ Comprehensive plans for growth and development
    - ❑ Improving public services
- ❑ Powers
    - ❑ Make recommendations to the COG member elected bodies
    - ❑ Provide endorsements for Local Option Corridor Preservation Funds
    - ❑ Provide recommendation to County Council on TST Funding
- ❑ Meetings (Quarterly)

Bylaws

- Chair sets agenda (Members can ask to place items on the agenda)
- Procedure: Roberts Rules of Order
- Code of Conduct (be kind – members can disagree without being disagreeable)
- No voting in absentia. All votes are cast verbally. A roll call vote may be requested by any member.

COUNTY OPTION TRANSPORTATION SALES TAX

(Utah Code §59-12-2217)

History

2016 Work Sessions (COG, County and Park City)

Between 2010-2015, traffic on main transportation corridors in Summit County increased by 15%

Two Countywide Solutions:

- Additional Mass Transit Sales Tax (Utah Code §59-12-2214)
- County Option Transportation Sales Tax (Utah Code §59-12-17)

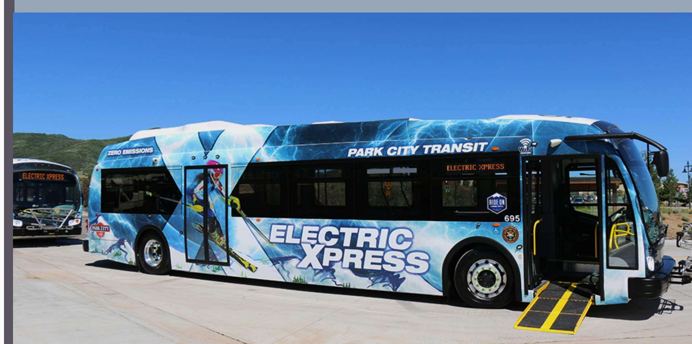
Additional Mass Transit Tax

- Park City and County ILA (2016)
- List of Transit Projects

Approx. Start Year	Project Description	Project Cost	"Cars Off the Road" (per year)*
2017-2022	Increased Bus Frequency/Service		
2017	SR-224 Express (to Jeremy 2018)	$ 2,010,000	5,460
2017	SLC/PC/SC Connect	$ -	1,200
2017	Park City (Internal)	$ 760,000	600**
2018	Kimball Junction Circulator	$ 600,000	1,092
2018	Kamas to PC	$ 280,000	456
2019	SR-248 Express	$ 450,000	9,600
2019	Neighborhood Transit Connections	$ -	240**
	PROJECT SUB TOTAL (ANNUALLY)	$ 4,100,000	18,648

*Per Draft Park City and Summit County Short Range Transit Development Plan prepared by KFH Group

**Estimated



County Option for Transportation Sales Tax

- COG administered
- Criteria based
- Small Municipality Transportation Improvement Fund Grant Program (Small Municipality Grant Program)
- List of Regional Transportation Projects

Approx. Start Year	Project Description	Project Cost	"Cars Off the Road" (per year)*
2017-2022	Transit Priority Infrastructure & Remote Parking		
2017	Jeremy/Ecker Remote Parking #1 (250 sp)	$ 1,830,000	3,000
2018	Jeremy Interchange/Intersection Imp	$ 3,350,000	
2019	Kilby Road Widening (Ecker to Jeremy Interchange)	$ 4,210,000	
2017	Transportation Demand Management (Bike Share, Parking Management, Wayfinding, Incentives)	$ 500,000	600
2018	SR-248 HOV & Safety Project	$ 12,000,000	9,600
2019	Richardson Flat Access Improvements	$ 8,290,000	
2019	Jeremy/Ecker Remote Parking #2 (250 sp)	$ 5,600,000	3,000
2022	Jeremy/Ecker Remote Parking #3 (300 sp)	$ 2,350,000	3,600
2017	Small Cities Grant Program	$ 250,000	
	PROJECT SUB TOTAL**	**$ 38,380,000**	**19,800**

*Based on maximum availiable remote parking spaces developed
**Amount to be Bonded for over 10 to 15 years

Small Municipality Grant Program

- Recognition that Park City and County would dominate the future funding (pre-HVT)
- Recognition that the other cities have transportation needs
- A separate grant program is needed to address those other city transportation needs, while recognizing that the bulk of the funding would go to regional transportation and transit projects

- Wilkinson Ferrari & Co. – public engagement
- Y2 Analytics and Strategy 360 Survey
- County adopted two Resolutions putting each of the countywide sales taxes on the 2016 countywide general election ballot
- Both sales taxes passed and were enacted for 2017
- 2018 Bond issued against the County Option Transportation Sales Tax to fund the List of Regional Transportation Projects
- Additional Mass Transit Sales Tax ILA was superseded by the ILA for Transit System Services between Summit County, HVT and Park City (July 2021)

- Once the List of Regional Transportation Projects was exhausted, the competitive grant program set forth in Utah Code §59-12-2217 was to be followed. However, the Small Municipality Grant Program was grandfathered into the future distributions.
- Unfortunately, the competitive grant process was not followed consistent with Utah Code, which has caused various disagreements about the appropriate distribution
- In 2025, the Summit County Transportation Planning staff put together a TST Program Policies & Procedures document in order to create a more robust and compliant competitive grant program, which document is pending COG approval.


2025

SUMMIT COUNTY UTAH

TST Program Policies & Procedures

DRAFT DOCUMENT FOR REVIEW

SUMMIT COUNTY TRANSPORTATION PLANNING

TST Statutory Competitive Grant Program

- *COG develops weighted criteria to evaluate grant applications. Criteria must include:*
    - Cost effectiveness
    - Mitigation of regional traffic congestion
    - Economic impact
    - Future maintenance and operational expenses
    - Compliance with law
    - Any other provision COG considers appropriate

- *COG develops a written prioritization process*
  - Allowable projects (Utah Code §59-12-2212.2)
    - Roads & Highways
    - Traffic & pedestrian safety infrastructure
    - Active transportation for nonmotorized vehicles and multimodal transportation
    - Intelligent transportation system
    - Public Transit
    - Other modes & forms of public conveyance
    - Corridor preservation

- Scoring of grant applications
  - Uses weighted criteria scoring

- Application procedures
  - Deadlines
  - Format

- *COG creates a priority list of transportation projects based off the weighted criteria scoring*
    - If prioritize a project with a lesser score, COG must identify the reasons and make it public
- *COG presents priority list for County Council approval*
    - COG submits only one list per calendar year
    - County Council either approves or denies the entire list
    - County Council only considers and approves one priority list of projects once each calendar year

TST Policy Key Decision Points

Summit County

Council of Governments(COG)

1/26/26

Proposed Funding Schedule

January

COG meets to review project selection score criteria

March

TST grant applications issued

April

Applications due

June

COG will:

1) Develop ranked project list
2) Set Small Cities allocations
3) Recommend awards to the Summit County Council

July

County Council approves awards

Weighted Score Criteria

Utah Code 59-12-2217
(out of 100 points)

Cost effectiveness	Mitigation of regional traffic congestion	Economic impact	Compliance with applicable laws and regulations	Future maintenance and operational expenses	Flex category

January COG vote

- Review weighted criteria above
- Establish a "flex category" (e.g., safety)

Scoring Process

- Grant application to reflect agreed upon score criteria and weighting.
- MAG will audit the application scoring and generate a ranked project list for COG.
- Project sponsors will have up to three (3) minutes to present and advocate for each application/s.
- COG will deliberate and finalize the recommended project list and funding allocations.
- COG recommends awards to the Summit County Council for final approval in July.

What changed from November

Removed multi-year programming

Refined score criteria to reflect the Utah Code

Established policy for weighting the score criteria

Centered the responsibility for award decision-making with COG

MAG staff to audit application scores as a neutral third party

We, the COG, adopt the following:

Establish Weighted Score Criteria

Selection criteria established in 59-12-2217.

Divided out of 100 points with COG setting one flex category annually

Issue Annual Call for Projects

Spring Call for Projects

Applicants submit competitive applications based on weighted criteria

Provide a Transparent Scoring Process

MAG conducts score audit and develops ranked list.

COG finalizes ranked list and funding amounts.

Enforce Budgeting and Reporting

Project Sponsors submit annual budget and status report.

Staff maintain 5-year plan and provide quarterly reporting to COG.

Approve Fund Transfers and Reallocation

Minor (<$100k/10%) reported to COG.

Major (>/= $100k) require COG approval.

Manage Project Changes

Project Sponsors submit change requests via Change Request Form.

Minor Changes approved by staff; major by COG.

Enforce Project Timelines

First invoice in 2 years; Small Cities have 5 years.

Inactive > 3 year reviewed by COG.

Unspent funds returned to TST fund.

EXHIBIT 1

2026

TST Program Policies & Procedures

DRAFT DOCUMENT FOR REVIEW

SUMMIT COUNTY TRANSPORTATION PLANNING

1.1 Program History

The Transportation Sales Tax (TST) Program is funded by the voter-approved “3rd Quarter” sales tax, enacted by the Utah State Legislature and approved by Summit County voters in 2016. The tax rate is 0.25 percent. All revenues collected under this program are governed by Utah Code 59-12-2217 and distributed to Summit County for transportation improvement projects that demonstrate cost effectiveness, mitigate regional congestion, and promote economic development.

The TST Program consists of two primary funding components:

- Small Cities Grant Awards, and
- Competitive New Project Grant Awards.

The program is administered by the Council of Governments (COG), which is represented by Summit County, Park City, Coalville, Kamas, Henefer, Oakley, and Francis. COG serves as the program manager and is responsible for developing funding criteria, establishing program priorities, and recommending projects for funding. Final approval authority rests with the Summit County Council.

All COG member agencies are eligible to apply for TST Program funds. High Valley Transit is also eligible as the regional transit agency serving Summit County and the Wasatch Back.

1.2 Program Funding

The size and scope of the TST Program are dependent on:

- Annual revenues generated by the 3rd Quarter sales tax, and
- The number, size, and scale of projects proposed each year.

Project sponsors are encouraged to leverage TST funds by providing local matches and/or securing state and federal funding sources when feasible.

Annual Funding Cycle:

- **January:** COG meets to review project selection score criteria.
- **March:** TST applications issued.
- **April:** Applications due.
- **June:** COG reviews applications and develops ranked project list.
- **June:** COG sets Small Cities allocations.
- **June:** COG forwards recommendations to the Summit County Council.
- **July:** County Council approves awards.

1.3 Project Eligibility

The TST Program funds regional transportation projects that serve Summit County, its municipalities, and transportation partners. Pursuant to Utah Code 59-12-2219, eligible projects include:

- Roads and highways.
- Traffic and pedestrian safety infrastructure.
- Active transportation for non-motorized and multimodal travel.
- Intelligent transportation systems.
- Public transit.
- Other modes and forms of public conveyance.
- Corridor preservation.

1.4 Small Cities Grant Awards

Small Cities grant funding is available to Coalville, Francis, Henefer, Kamas, and Oakley. Annual allocations are based on:

- A three-year average of 3rd Quarter sales tax revenues collected within each jurisdiction's boundaries, and
- A three-year average of applicable 2nd Quarter tax percentages.

Cities and towns may submit reimbursement requests upon completion of an eligible project. Each jurisdiction has five (5) years to spend awarded funds. Any unspent funds remaining after this period shall be returned to the TST program account.

1.5 Competitive New Project Grant Awards

The COG meets annually in January to review and, if necessary, adjust the weighted evaluation criteria used for competitive grant awards. At this time, COG may also establish a "flex category" to address emerging annual priorities (e.g., safety). Criteria shall be scored out of a total of 100 points.

Pursuant to Utah Code 59-12-2217, evaluation criteria must include the following categories:

- Cost effectiveness.
- Mitigation of regional traffic congestion.
- Economic impact.
- Compliance with applicable laws and regulations.
- Future maintenance and operational expenses.
- Flex category (any additional criteria deemed appropriate by COG).

1.5.1 Annual Call for Projects

Based on these criteria, Summit County staff issues an annual call for new TST project applications each spring. Project sponsors must submit a separate application for each proposed project. Applicants will have four (4) weeks to complete and submit applications.

1.5.2 Project Scoring

Summit County will coordinate with Mountainland Association of Governments (MAG) staff to score applications and develop a ranked project list. The ranked list and supporting materials will be presented to COG at the meeting following the application deadline.

1.5.3 Project Selection

At the meeting:

- Project sponsors will have up to three (3) minutes to present and advocate for each grant application.
- COG will deliberate and finalize the recommended project list and funding allocations.

COG's recommendations will then be forwarded to the Summit County Council for final approval and award. Upon confirmation of awards, Summit County staff will issue TST project numbers and execute grant agreements with each recipient.

1.6 Program Management

The following policies and procedures apply to all projects and programs funded through the TST Program. These procedures are intended to ensure projects are delivered in a timely manner and result in long-lasting transportation improvements.

Program management objectives include:

- Ensuring timely completion of approved projects.
- Assisting local jurisdictions with unforeseen funding or scope challenges.
- Following established best practices for project delivery.

1.6.1 Funding Adjustments and Reallocation

Applicants may seek funding adjustments or reallocation from time to time subject to COG approval. TST funds will be subject to the following:

- Any remaining at project closeout shall be returned to the general TST account for future allocation.

- Project sponsors must submit a written request for project closeout to Summit County staff (electronic submission is acceptable).
- Sponsors with multiple TST-funded projects may request the transfer of remaining funds between projects, subject to COG review and approval.
- No new projects or programs may receive TST funding outside of the annual call for projects, except in limited emergency circumstances and only with special COG approval.

All requests for scope changes, schedule changes, funding adjustments, or reallocation of funds must be submitted using a Change Request Form. Summit County staff will review each request and, if deemed reasonable, forward it to the COG for consideration.

1.6.2 Project Scope and Schedule Changes

Summit County staff may approve minor scope and/or cost changes when:

- Impact less than ten percent (10%) of the estimated project cost, and
- Do not exceed $100,000,
- Sufficient unobligated funds are available or can be transferred from another approved project.

All minor changes approved by staff will be reported to the COG at the next meeting.

Any major scope or cost change equal to or greater than $100,001 must be approved by the COG. Major changes may include, but are not limited to:

- Modifying project limits,
- Expanding or reducing capacity,
- Adding or removing major project components,
- Adding equipment or work not included in the approved scope.

Sponsors may implement additional project elements without County or COG approval if fully funded by the sponsor or outside funding. However, sponsors are expected to report project funding changes as part of the annual reporting process.

All scope and schedule change requests must be submitted using a Change Request Form.

1.6.3 Project Reporting

Summit County staff will monitor all active projects to track progress and assist sponsors with implementation challenges. Reporting requirements include:

- Quarterly financial updates provided by staff to the COG and TST members.
- Annual project status and milestone reporting.

Project sponsors are required to complete a Project Report Form each spring. Summit County staff will provide templates and report deadlines.

Based on reported progress, the COG may recommend that projects demonstrating prolonged inactivity be canceled and removed from the TST Program.

1.6.4 Budgeting

Summit County is responsible for managing TST program cash flow, ensuring adequate annual funding availability, and reviewing project scope and budget changes.

All agencies with active TST-funded projects are required to complete a Project Budget Template annually in the spring. The template includes a five-year expenditure plan. The current template is included as an attachment to this document.

1.6.5 Expenditure Requirements

- Projects must begin expending TST funds within two (2) years of award and should complete expenditure within five (5) years, unless otherwise approved.
- Small Cities Program funds must be expended within five (5) years of the first invoice submission.
- Agencies seeking future funding must demonstrate responsible use of current allocations and provide a plan for remaining expenditures.
- TST funds may be subject to reallocation or sweep after three (3) years of inactivity, subject to COG recommendation.
- Agencies will be given an opportunity to explain inactivity, propose a revised expenditure schedule, or request reallocation to another project.
- If no satisfactory explanation is provided, the COG may release funds back to the program for future redistribution.

1.6.6 Invoicing

TST funds may not be used to support salaried staff time or benefits. Contractual services are eligible if clearly identified in the approved application and fully documented in invoice submissions.

Invoices may be submitted progressively as costs are incurred. Agencies may determine submission frequency (e.g., per invoice, quarterly).

Invoice packages shall include:

1. Cover Letter
    - Agency or municipality name
    - Project name
    - TST project number
    - Amount requested
2. Invoice Documentation
    - Itemized list of eligible expenditures
3. Supporting Documentation
    - Consultant invoices (if applicable)
    - Cancelled checks or bank statements highlighting paid items.

1.6.7 Project Close-out

Project close-out requests must be submitted in writing via email to the Summit County Transportation Planning Deputy Director. Requests may be submitted with the final invoice or at any time thereafter.

Effective 3/12/2025

59-12-2217 County option sales and use tax for transportation -- Base -- Rate -- Written prioritization process -- Approval by county legislative body.

(1) Subject to the other provisions of this part, and subject to Subsection (8), a county legislative body may impose a sales and use tax of up to .25% on the transactions described in Subsection 59-12-103(1) within the county, including the cities and towns within the county.

(2)

(a) Except as provided in Subsection (2)(b), and subject to Subsections (3) through (6) and Section 59-12-2207, the revenue collected from a sales and use tax under this section may only be expended as described in Section 59-12-2212.2.

(b) Subject to Subsections (3) through (6), and after application of Subsection 59-12-2206(5), in a county of the first or second class, or if a county is part of an area metropolitan planning organization, that portion of the county within the metropolitan planning organization, the revenue collected from a sales and use tax under this section may only be expended as described in Section 59-12-2212.2, and only if the expenditure is for:

(i) a project or service:

(A) relating to a regionally significant transportation facility or collector road for the portion of the project or service that is performed within the county;

(B) for new capacity or congestion mitigation, and not for operation or maintenance, if the project or service is performed within the county; and

(C) on a priority list created by the county's council of governments in accordance with Subsection (5) and approved by the county legislative body in accordance with Subsection (5);

(ii) corridor preservation for a project or service described in Subsection (2)(b)(i)(A) or (B); or

(iii) debt service or bond issuance costs related to a project or service described in Subsection (2)(b)(i)(A) or (B).

(c) The restriction in Subsection (2)(b)(i)(B) from using revenue for operation or maintenance does not apply to any revenue subject to rights or obligations under a contract entered into before January 1, 2019, between a county and a public transit district.

(3) For revenue expended under this section for a project or service described in Subsection (2) that is on or part of a regionally significant transportation facility and that constructs or adds a new through lane or interchange, or provides new fixed guideway public transit service, the project shall be part of:

(a) the statewide long-range plan; or

(b) a regional transportation plan of the area metropolitan planning organization if a metropolitan planning organization area exists for the area.

(4)

(a) As provided in this Subsection (4), a council of governments shall:

(i) develop a written prioritization process for the prioritization of projects to be funded by revenues collected from a sales and use tax under this section;

(ii) create a priority list of transportation projects or services described in Section 59-12-2212.2 in accordance with Subsection (5); and

(iii) present the priority list to the county legislative body for approval in accordance with Subsection (5).

(b) The written prioritization process described in Subsection (4)(a)(i) shall include:

(i) a definition of the type of projects to which the written prioritization process applies;

(ii) subject to Subsection (4)(c), the specification of a weighted criteria system that the council of governments will use to rank proposed projects and how that weighted criteria system will be used to determine which proposed projects will be prioritized;

(iii) the specification of data that is necessary to apply the weighted criteria system;

(iv) application procedures for a project to be considered for prioritization by the council of governments; and

(v) any other provision the council of governments considers appropriate.

(c) The weighted criteria system described in Subsection (4)(b)(ii) shall include the following:

(i) the cost effectiveness of a project;

(ii) the degree to which a project will mitigate regional congestion;

(iii) the compliance requirements of applicable federal laws or regulations;

(iv) the economic impact of a project;

(v) the degree to which a project will require tax revenues to fund maintenance and operation expenses; and

(vi) any other provision the council of governments considers appropriate.

(d) A council of governments of a county of the first or second class shall submit the written prioritization process described in Subsection (4)(a)(i) to the Executive Appropriations Committee for approval prior to taking final action on:

(i) the written prioritization process; or

(ii) any proposed amendment to the written prioritization process.

(5)

(a) A council of governments shall use the weighted criteria system adopted in the written prioritization process developed in accordance with Subsection (4) to create a priority list of transportation projects or services for which revenues collected from a sales and use tax under this section may be expended.

(b) Before a council of governments may finalize a priority list or the funding level of a project, the council of governments shall conduct a public meeting on:

(i) the written prioritization process; and

(ii) the merits of the projects that are prioritized as part of the written prioritization process.

(c) A council of governments shall make the weighted criteria system ranking for each project prioritized as part of the written prioritization process publicly available before the public meeting required by Subsection (5)(b) is held.

(d) If a council of governments prioritizes a project over another project with a higher rank under the weighted criteria system, the council of governments shall:

(i) identify the reasons for prioritizing the project over another project with a higher rank under the weighted criteria system at the public meeting required by Subsection (5)(b); and

(ii) make the reasons described in Subsection (5)(d)(i) publicly available.

(e) Subject to Subsections (5)(f) and (g), after a council of governments finalizes a priority list in accordance with this Subsection (5), the council of governments shall:

(i) submit the priority list to the county legislative body for approval; and

(ii) obtain approval of the priority list from a majority of the members of the county legislative body.

(f) A council of governments may only submit one priority list per calendar year to the county legislative body.

(g) A county legislative body may only consider and approve one priority list submitted under Subsection (5)(e) per calendar year.

(6) In a county of the first class, revenues collected from a sales and use tax under this section that a county allocates for a purpose described in Section 59-12-2212.2 shall be:

(a) deposited in or transferred to the County of the First Class Highway Projects Fund created by Section 72-2-121; and
(b) expended as provided in Section 72-2-121.
(7) Notwithstanding Section 59-12-2208, a county legislative body may, but is not required to, submit an opinion question to the county's registered voters in accordance with Section 59-12-2208 to impose a sales and use tax under this section.
(8)
(a)
(i) Notwithstanding any other provision in this section, if the entire boundary of a county is annexed into a large public transit district, if the county legislative body wishes to impose a sales and use tax under this section, the county legislative body shall pass the ordinance to impose a sales and use tax under this section on or before June 30, 2022.
(ii) If the entire boundary of a county is annexed into a large public transit district, the county legislative body may not pass an ordinance to impose a sales and use tax under this section on or after July 1, 2022.
(b) Notwithstanding the deadline described in Subsection (8)(a), any sales and use tax imposed under this section on or before June 30, 2022, may remain in effect.

Amended by Chapter 29, 2025 General Session

Effective 5/7/2025

59-12-2212.2 Allowable uses of local option sales and use tax revenue.

(1) Except as otherwise provided in this part, a county, city, or town that imposes a local option sales and use tax under this part may expend the revenue generated from the local option sales and use tax for the following purposes:

(a) the development, construction, maintenance, or operation of:

(i) a class A road;

(ii) a class B road;

(iii) a class C road;

(iv) a class D road;

(v) traffic and pedestrian safety infrastructure, including:

(A) a sidewalk;

(B) curb and gutter;

(C) a safety feature;

(D) a traffic sign;

(E) a traffic signal; or

(F) street lighting;

(vi) streets, alleys, roads, highways, and thoroughfares of any kind, including connected structures;

(vii) an airport facility;

(viii) an active transportation facility that is for nonmotorized vehicles and multimodal transportation and connects an origin with a destination; or

(ix) an intelligent transportation system;

(b) a system for public transit;

(c) all other modes and forms of conveyance used by the public;

(d) debt service or bond issuance costs related to a project or facility described in Subsections (1)(a) through (c); or

(e) corridor preservation related to a project or facility described in Subsections (1)(a) through (c).

(2) Any revenue subject to rights or obligations under a contract between a county, city, or town and a public transit district entered into before January 1, 2019, remains subject to existing contractual rights and obligations.

(3) In addition to the uses described in Subsection (1), for any revenue generated by a sales and use tax imposed under Section 59-12-2219 that is not contractually obligated for debt service, the percentage described in Subsection 59-12-2219(11) shall be made available for public transit innovation grants as provided in Title 72, Chapter 2, Part 4, Public Transit Innovation Grants.

Amended by Chapter 452, 2025 General Session

MINUTES

SUMMIT COUNTY

Council of Governments (COG)

SUMMIT COUNTY HEALTH DEPARTMENT

650 ROUND VALLEY DRIVE, PARK CITY, UTAH, 84060

MONDAY, NOVEMBER 17, 2025

Meeting also conducted via Zoom.

DRAFT

Weclome, Chair Nann Worel (6:05 PM)

Tonja B Hanson
Kay Richins
Matt McCormick
Jeremie Forman
Zane Woolstenhulme
Nann Worel
Mark Marsh
Megan McKenna
Canice Harte
Carl Miller
Eva De Laurentiis
Jennifer Lee
Brian Craven
Shayne Scott
Dave Thomas

Pledge of Allegiance(6:05 PM)

Review of Draft Transportation Sales Tax (TST) Policy Document with Summary of Key Decision Points; Eva De Laurentiis (6:06 PM)

TST Policy:

Attachment: Cover Page

Attachment: TST Packet for COG 111725.pdf

Eva De Laurentiis, Transportation Planning Deputy Director, presented the Summary of Key Decision Points for the TST policy document and requested feedback. Carl Miller, Transportation Planning Director, was present to support the discussion. Council of Governments members commented.

Council Of Governments (COG) members asked questions about the process to approve project changes. Eva De Laurentiis, Transportation Planning Deputy Director and Carl Miller, Transportation Planning Director responded. Robert Allen, Mountainlands Association of Governments Rural Planning Organization Director, provided input and Julia Collins, Park City Transportation Planning Manager asked a clarifying question. COG members continued the discussion. (6:13 PM)

Eva De Laurentiis, Transportation Planning Deputy Director requested feedback about moving to a five-year planning and funding request process. Council of Governments (COG) members commented and inquired about how that process would be impacted by the requirement that TST funding must be allocated annually. Julia Collins, Park City Transportation Planning Manager commented on multi-year projects. Dave Thomas, Chief Deputy Attorney provided input about the annual prioritization requirement. COG members continued the discussion. Caroline Rodriguez, High Valley Transit Executive Director commented about the potential impact on projects with federal funding. Deputy Director De Laurentiis and Carl Miller, Transportation Planning Director responded to comments. (6:32 PM)

Council of Governments members continued to discuss long-term funding and Eva De Laurentiis, Transportation Planning Deputy Director summarized the discussion. (6:59 PM)

Eva De Laurentis, Transportation Planning Deputy Director presented a proposal for a project review panel including possible membership and a scoring procedure. Council of Governments members asked questions and provided comments. Caroline Rodriguez, High Valley Transit Executive Director commented on the review panel membership. Robert Allen, Mountainlands Association of Governments Rural Planning Organization Director provided additional input. Deputy Director De Laurentis, Carl Miller, Transportation Planning Director, and Dave Thomas, Chief Deputy Attorney responded. (7:00 PM)

Eva De Laurentis, Transportation Planning Deputy Director introduced the topic of a funding cap policy and noted some concerns. Council of Governments members decided to defer this discussion to the next meeting. (7:27 PM)

Eva De Laurentiis, Transportation Planning Deputy Director summarized the discussion and presented some next steps. Council of Governments members commented, Deputy Director De Laurentiis responded, and Robert Allen, Mountainlands Association of Governments Rural Planning Organization Director offered further input. (7:29 PM)

Review and discuss COG Interlocal Cooperation Agreement. (6:56 PM)

Interlocal Agreement:

Attachment: Cover Page

Attachment: COG Amended Interlocal Agreement 2013.pdf

COG Interlocal Cooperation Agreement

Due to the time limitation this agenda item was moved to the next meeting.

Community updates from Mayors (7:33 PM)

Chair Nann Worel indicated that due to the time limitation we will forgo community updates. Matt McCormick, Kamas Mayor made a brief announcement about Wreaths Across America

Possible nomination and appointment of 2026 COG Chair, Vice Chair, and Secretary/Treasurer (7:34 PM)

Council of Governments members discussed when the nomination and appointment should happen and considered candidates for Chair of the next meeting.

Zane Woolstenhulme made a motion to appoint Megan McKenna to chair the next meeting. Tonja B Hanson seconded, and the motion carried, (7-2).
Tonja B Hanson voted AYE
Kay Richins voted AYE
Jeremie Forman voted AYE
Zane Woolstenhulme voted AYE
Nann Worel voted AYE
Megan McKenna voted AYE
Canice Harte voted AYE
Matt McCormick voted NAY
Mark Marsh voted NAY

Set date of next meeting (7:37 PM)

The next meeting was scheduled for January 26, 2026.

Approval of COG meeting minutes September 16, 2025 (7:41 PM)

9/16/25 Minutes:

Attachment: Cover Page

Attachment: COG Draft Minutes 09-16-25.pdf

Matt McCormick made a motion to approve Council of Governments minutes dated September 16, 2025, as presented. Mark Marsh seconded, and all voted in favor, (9-0).

Adjournment (7:42 PM)

Chair Nann Worel offered thanks to Council of Governments members for their collaboration and willingness to work together over the last four years.

Mark Marsh made a motion to adjourn. Kay Richins seconded, and all voted in favor, (9-0).

Meeting minutes and recordings appear at summitcountyutah.gov/meetings. When in the electronic version of the minutes, clicking on the hyperlinked times takes you to that spot in the meeting recording.