



Agenda  
**High Valley Transit District**  
**Thursday, May 13, 2021, 1 PM**

NOTICE is hereby given that the Board of Trustees will meet electronically, via Zoom, on Thursday, May 13, 2021  
(All times listed are general in nature, and are subject to change by the Board)

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

Public comment may also be submitted until 12 PM on Thursday, May 13, 2021 via email at [hi@highvalleytransit.org](mailto:hi@highvalleytransit.org).

To participate in the webinar:  
<https://summitcountyut.zoom.us/j/91041274529>  
Or, to listen by phone, dial 1-301-715-8592  
**Webinar ID: 910 4127 4529**  
This meeting may be recorded

Executive Session

Public Meeting

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

Work Session

- 3) Operational update - Micro launch May 17, 2021 [P. 3](#)

- 4) Budget update [P. 4](#)

### Board Action

- 5) Electronic Meetings [P. 7](#)
- 6) Meeting Minutes March 25, 2021; April 1, 2021; April 13, 2021 [P. 9](#)
- 7) Discussion and possible approval of contract between High Valley Transit District and Crafted Leadership (Vision and Mission) [P. 23](#)
- 8) Discussion and possible approval of Addendum No. 1 to the Taas Service Order granting River North limited license to operate vehicles owned by High Valley Transit [P. 28](#)
- 9) Discussion and possible approval of Addendum No. 2 to the Taas Service Order establishing paratransit policies [Not included](#)

(10) Board comments

(11) Staff comments

### Closed Session

Property Acquisition

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.

# High Valley Transit District Service changes - Summer 2021



## Summer 2021 service changes

### 6 Lime and 7 Pink will become 101-Spiro / 224 Local:

The 6 Lime and 7 Pink routes will be combined into a new high-frequency route called 101-Spiro / 224 Local. This route will connect Jeremy Ranch and Deer Valley, operating every 15 minutes from 5:45 AM to 11:45 PM. The new route alignment means a small number of bus stops will no longer be served by the 7 Pink. Instead, a new on-demand transit service will provide shorter wait times and more direct service in these areas.

### We will launch 'Micro', an on-demand transit service:

High Valley Transit District will be launching a new on-demand microtransit service called Micro. If you live in the orange microtransit service zone shown on the right, a van will come pick you up on request during service hours (5 AM - 1 AM). The van will take you to either a nearby transit hub or your destination. You will be able book a trip using the High Valley Transit smartphone app or by calling the dispatcher. For more details, visit <https://highvalleytransit.org/micro/> or call +1 435-246-1538.

### 103 Kimball Junction Shuttle runs every 20 minutes:

Previously known as the Kimball Junction Circulator, this route will operate every 20-minutes or less.

### 8 Brown / Trailside Loop will become 104 Bitner Shuttle:

This 8 Brown will be replaced with a new route called the 104 Bitner Shuttle. It will operate every 15-minutes, all-year round and will no longer extend into Trailside. Instead, Micro will operate in Trailside, offering shorter wait times and more stopping points than the 8 Brown.

### 11 Black will become 102 Gateway / Kamas Valley Commuter:

An additional stop will be added in Francis.

### The High Valley Transit App will offer trip planning:

The High Valley Transit smartphone app will allow passengers to plan and book trips on all transit modes across Summit County, including on buses, microtransit, and circulators. It will provide real time vehicle information and much more.

## Frequently asked questions

### How long does it take to get a microtransit ride?

Most passengers will wait between 5 to 15 minutes. During peak times, wait times may be slightly longer.

### The 7 Pink used to stop near me. Can I still ride the bus?

For a small number of Summit Park and Silver Springs residents, a bus may no longer stop near you. However, the new microtransit service will come closer to you and arrive more quickly than the bus typically did. You will also be able to access more locations across Summit County or connect to a bus for trips to Park City.

### How far do I have to walk to meet the vehicle? How will I know where to walk to?

After you book a ride, the app will display the pickup location where the vehicle will meet you. When making a phone booking, the customer service agent will inform you of the pick-up location. Valley Ride paratransit passengers, or any riders with limited mobility, will be picked up directly outside their origin and taken to their destination.

### How many people will I share a ride with?

The number of passengers you will share a ride with varies depending on who is headed in the same direction at the same time.

### Can I bring my friends and family with me?

Yes! Microtransit vehicles can accommodate up to 6 passengers at a time. You can add additional passengers when booking through the app or by indicating to the customer service agent.

### Can I bring snow equipment or a bike with me?

Yes, all vehicles will be fitted with racks and space for sporting equipment.

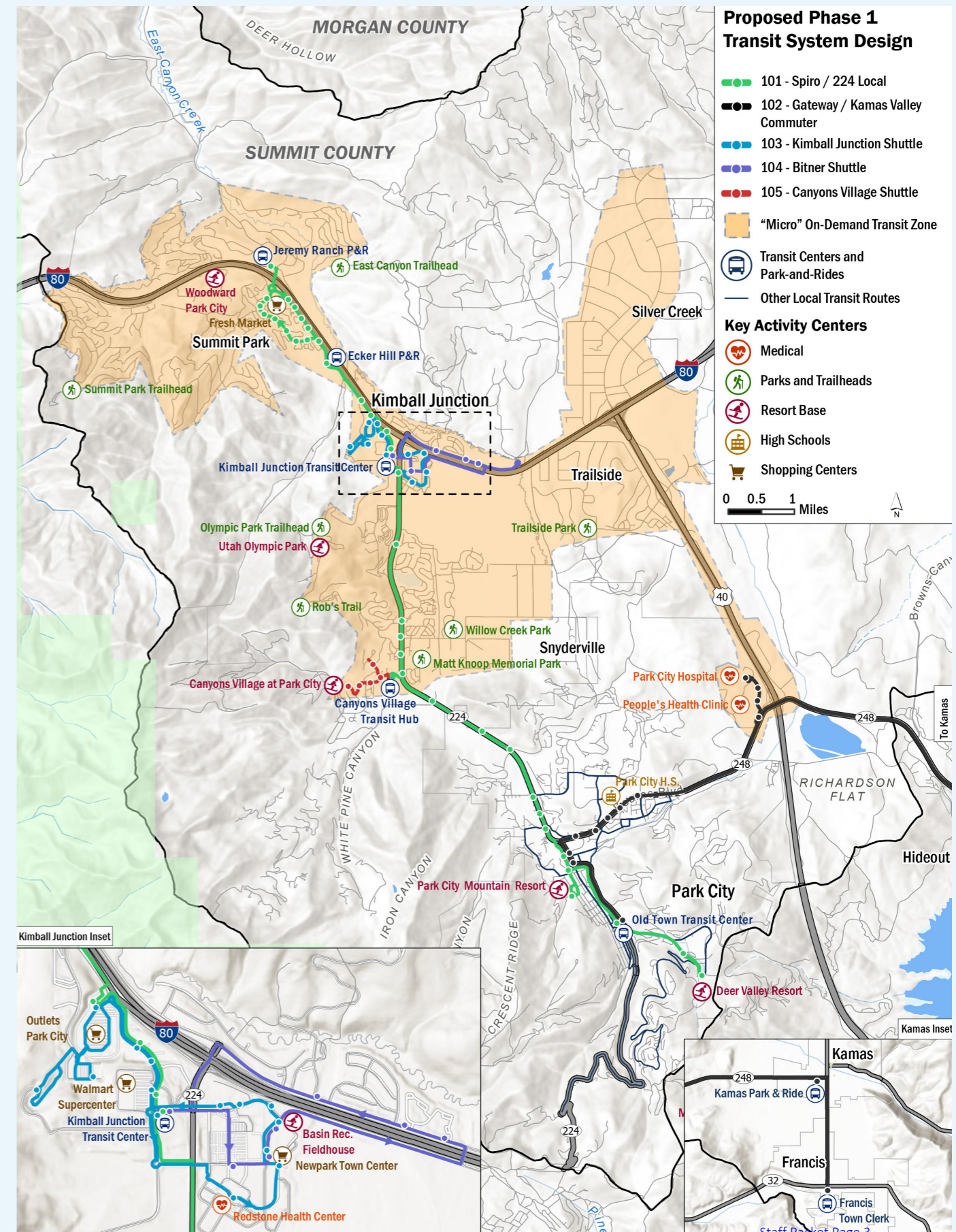
### Does the app support low vision or blind riders?

To support blind or low-vision riders, the app has voice recognition features.

### I have a mobility impairment requiring a wheelchair.

#### Can I use the new on-demand service?

Yes, however you will need to tell us about your needs at the time of booking or add this to your profile.



Current State of Transit Taxes - Most of this is as of end of year 2019

Park City and Summit County Transit Taxes - Annual Revenue Beginning July 2019							
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fourth Quarter	Fourth Quarter	Fifth Quarter
<b>Code</b>	59-12-2213	59-12-2214	59-12-2217	59-12-2219	59-12-2219	59-12-2219	59-12-2220
<b>Tax Commission Title</b>	Municipal Mass Transit	Additional Mass Transit Tax	County Option Trans	Addl Transit District	Addl Transit Local	Addl Transit County	County Public Transit
<b>Tax Commission Code</b>	MM	MA	CT	A1	A2	A3	CP
<b>Tax Commission Rpt #</b>	UT_ftR052	UT_ftR051	UT_ftR034	UT_ftR053	UT_ftR054	UT_ftR055	UT_ftR061
<b>Application</b>	Transit	Transit	Road or Transit	Transit	Road and Transit	Road and Transit	Transit
<b>Rate (%)</b>	0.3	0.25	0.25	0.1	0.1	0.05	0.2
<b>Split</b>	City and County separately	City and County by agreement	County-wide	Transit Districts or Political Subdivisions with Transit	Cities, towns and unincorporated county areas.	County-wide	County-wide
<b>Park City/Park City Transit Annual Revenue</b>	2,996,749			998,916	578,000		
<b>Summit County/Snyderville Transit Annual Revenue</b>	2,178,022	4,778,027	4,738,033	726,007	849,000	947,607	3,822,422
<b>Subtotal</b>	5,174,771	4,778,027	4,738,033	1,724,924	1,427,000	947,607	3,822,422

Total							
SC 2021 Budget Revenue	3,550,000	4,750,000	4,800,000	775,000	775,000	1,300,000	3,750,000

Other information:

- 2019 split of SC/PC 58/42 split of 2<sup>nd</sup> quarter SC \$2.8 million, PC \$2.0 million
- Approximate 2019 total SC revenues in 2019 without and with AMT split, \$13.3 million vs \$11.3 million
- Approximate 2021 total SC revenues in 2021 budget without and with AMT split, \$14.9 million vs \$12.9 million
- Other business revenue for HVTB in 2019, \$605,000
- As of Jan 2021, Fund balances
  - 2<sup>nd</sup> Quarter AMT - \$3.0 million
  - 5<sup>th</sup> Quarter - \$2.7 million
  - 4<sup>th</sup> Quarter (municipal fund) - \$4.0 million
- Through April 2021, revenues are running higher than projected or budgeted

High Valley Transit  
Revenue v. Cost Analysis 2021

Revenue	Annual Amount (Operating)	Annual Amount (Capital)
1st Qtr	\$2,178,022	\$0
2nd Qtr	\$2,800,000	\$0
3rd Qtr	\$0	\$2,000,000
4th Qtr A1	\$726,007	\$0
4th Qtr A2	\$849,000	\$0
4th Qtr A3	\$947,607	\$0
5th Qtr	\$3,822,422	
Park City ILA (5311)	\$550,000	\$0
HVT as sub-recipient (5311)	\$0	
KAT business asses.	\$605,000	\$0
Advertising (future)	\$0	\$0
	<b>\$12,478,058</b>	<b>\$2,000,000</b>
<b>Cost</b>	<b>Annual Amount</b>	
ILA Summit County Staff	\$170,060	
HVT Board/Admin costs	\$500,000	
VIA Microtransit	\$2,312,000	
VIA Fixed Transit	\$6,991,571	
VIA fuel	\$300,000	
Downtowner (CVMA, Bitner,	\$974,759	
PC-SLC Connect/UTA	\$354,000	
Gilmor transit facility	\$0	\$1,500,000
New Flyer bus purchase (2)		\$909,800
Depreciation	\$0	
Consulting	\$150,000	
	<b>\$11,752,390</b>	<b>\$2,409,800</b>

\$725,668

(\$409,800)



May 13, 2021

Re: Determination Regarding Electronic Meetings Without an Anchor Location

Consistent with provisions of the Utah Open and Public Meetings Act, Utah Code § 54-2-207(4), and acting in my capacity as Chair of the High Valley Transit District Board of Trustees, I hereby make the following written determinations regarding public meetings during the COVID-19 outbreak without a physical anchor location:

1. Conducting High Valley Transit District Board of Trustees meetings with an anchor location that is physically accessible for members of the public to attend in person presents a substantial risk to the health and safety of those who may be present at the anchor location; and
2. This determination is based upon the following facts, among others:
  - a. Summit County remains under a state of public health emergency related to the ongoing COVID-19 pandemic, and significant, continued person-to-person transmission of the SARS-CoV-2 virus continues to occur in Summit County;
  - b. On October 13, 2020 Interim Executive Director of the Utah Department of Health, Rich Saunders, declared the State of Utah will retire the phased guidelines, version 5.0 and transition to the newly established COVID-19 Transmission Index. The COVID-19 Transmission Index uses three metrics, 7-day average percent positivity, 14-day case rate per 100k population, and Statewide ICU utilization to determine levels of transmission risk within a County. Those levels are, High, Moderate, and Low. According to Director Saunders in the press conference, the new COVID-19 Transmission Index became effective on October 15, 2020;
  - c. On October 21, 2020 the Summit County Health Director, Summit County Manager, and Summit County Council issued Joint Public Health Order 2020-10 consistent with the COVID-19 Transmission Index.
  - d. On October 22, 2020 Summit County moved to the High level.
4. The health and safety of the High Valley Transit District Board of Trustees, County officials and employees, staff, and members of the public is best served by holding electronic meetings of the High Valley Transit District Board of Trustees limited in-person interaction of fewer than 20 persons;

5. The High Valley Transit District Board of Trustees has prepared for and demonstrated the ability to effectively conduct its public meetings electronically, including providing members of the public means to observe the High Valley Transit District Board of Trustees meetings and provide comments electronically.

These written determinations shall be read into the minutes at the beginning of the High Valley Transit District Board of Trustees' meetings, held in Summit County on May 13, 2021, and at future High Valley Transit District Board of Trustees meetings as appropriate. High Valley Transit District staff are instructed to continue including in the public notice information on how a member of the public may view and make comments at High Valley Transit District Board of Trustees' electronic meetings.

This written determination is effective until midnight on May 13, 2021 and may be re-issued by future written determinations of the Chair at that time.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

High Valley Transit District Board of Trustees

By: \_\_\_\_\_  
Kim Carson, Chair

## Minutes

High Valley Transit District

### BOARD OF TRUSTEES

THURSDAY, MARCH 25, 2021

Location: Virtual- Zoom Meeting <https://summitcountyut.zoom.us/j/91041274529>

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

### PRESENT:

**Joe Spink**, *Vice Chair/Secretary*

**Doug Clyde**, *Board Member*

**Tom Fisher**, *County Manager*

**Jamie Dansie**, *Sr. Transportation Planner*

**Abigail Villegas**, *Transportation Admin Tech*

**Roger Armstrong**, *Board Member*

**Chris Robinson**, *Board Member*

**Caroline Rodriguez**, *Acting GM*

**Chris Putt**, *Transportation Planner*

### Not PRESENT:

**Dave Thomas**, *Attorney*

**Kim Carson**, *Chair*

**Meeting called to order at 1:00 PM.**

### **Pledge of Allegiance**

### **Public comment**

Acting GM, Caroline Rodriguez began by informing the Board that approximately thirty emails were sent in response to the previous Board meeting. Some were questions and a couple were suggestions regarding the transportation plan on new routes and changes. Rodriguez stated that twenty-five of those residents are from the Silver Springs neighborhood; one half of residents thought the service was permanently terminated.

The other half was concerned about the switch from the current fixed route to what they understand micro-transit service to be. In addition, three emails were received, giving thanks for taking away the big buses away and three more emails with concerns on the Trailside Loop and how Micro-Transit will work in that area. Rodriguez informed the Board that she will continue to communicate with the public and provide the transparency needed. Rodriguez has responded to most resident's questions and will finish responding throughout the weekend. All residents will be sent an individual reply.

Attendee was promoted to speak by Caroline Rodriguez.

Leslie Masters started by asking the Board if there will be a cross reference from the Summit County website to the new High Valley Transit website, so that people know where to get information? Caroline Rodriguez replied with a yes and stated that the resident will be able to access Micro-Transit from her favored destination and that minors can also use the service. Caroline Rodriguez will follow up with more information on bike rack size and loading capabilities, as the resident stated that she travels with four bikes when using the transit system.

### **Additional Comments**

Board Member Joe Spink questioned when will the route changes take effect. Cathal O'Gorman, (Via) provided the fixed-route changes plan beginning time, being June 30th, 2021 or July 3<sup>rd</sup>, 2021. The micro service is planned to be started at an earlier date. The launch date is estimated to be May 17<sup>th</sup>, up and running by Memorial Day.

The app (the primary booking method) will be up and running during the same time as the micro launch per Via, Cathal O'Gorman.

Paratransit service will require phone booking during the transit transition, but all micro trips will be available through the app.

Board Member Joe Spink brings to attention that Director of Transportation, Caroline Rodriguez, will be educating and communicating with the residents on all transportation changes. Caroline Rodriguez supports those facts by explaining her plan of communicating and supporting the public, some being through social media.

In addition, Caroline Rodriguez will be responding to public comments through emails, calls and informational sessions in community neighborhoods to better support the public's understanding of the change. Lastly, the Director of Transportation informs the Board that the information will also be posted on the Summit County website, and that the [www.highvalleytransit.org](http://www.highvalleytransit.org) will also reflect the changes (when) the website is up and running, Monday 3/29.

## Work Session

### Draft Service Plan

Cathal O’Gorman, (Via Strategy Team), explained the service plan and talked about Park City’s Transit’s data and service plan, including upcoming changes that benefit Park City. Compared to the existing 7 Pink, the new proposal will cover more area at every (15 minutes) in both directions, all year round. This is a twice as frequent transit service that will benefit the public with easier fixed routes and balanced trips. Cathal O’Gorman explained all micro zones (orange section) and the possibilities that come with those zones, maximum wait time estimated at 30 minutes. Departures and destinations will include a back- up nearest drop off to a connecting transit vehicle. Other changes suggested, with no change to the Kimball Junction Circulator; add a new route (Bitner Loop) and it be used as a connection (every 15 minutes) to a (6 Lime). Micro is more frequent and will be accessible in that area as well - benefitting the public with shorter and easier connections, one connection being to Park City’s Emergency Hospital. In addition, (11 Black) will have an additional stop in Francis, with parking available. HVT’s future is to change the service to hourly with a goal of providing the public with more transit connections throughout the day.

### Microtransit Service

The Microtransit vehicles will be equipped with ski specific racks needed for the riders’ equipment, to provide further assistance to Park City’s public and visitors. The fixed route vehicle will be identically equipped as the micro vehicle. The ADA complementary paratransit service will be curb-to-curb and will allow to pre-schedule trips and more, all through your mobile Via phone app.

Board member Chris Robinson questioned the pick-up point, ETA/connection, and possibility of it not falling into place. The vehicle will wait 1-2 minutes for the rider, per Cathal O’Gorman. In addition, the (in Via app) proposal will alert the rider of the vehicle’s ETA, while also providing the rider with a visual map of their micro ride allowing the rider to better prepare for pickup. The transportation performance will also be monitored by the Via Team and be adjusted accordingly to meet the road speed estimates, which will better the service and ride time.

### Via’s proposal was compared to previous proposal versions.

The service proposal has been changed by adding a route stop at Park City Hospital, adding the Bitner Loop routing, and adding a gated community transportation zone. \*Adding hourly services to Kamas and Francis were determined not feasible. \*

Board Member Roger Armstrong questioned the routes and stops on the map line and where those stops will be located. The Transportation team will discuss route and stop changes and to also determine what stops need to be removed and what stops need to be constructed. No stops will be physically removed. Via The Lime route stops will be reconstructed to provide a faster transit service and a goal of providing a reasonably quick trip for the rider.

Board Member Armstrong and Cathal O’Gorman exchanged thoughts on the positive changes the new transit system will bring from point A to point B.

Cathal O’Gorman added that with this new transition, the rider will not have to figure out their best route and explained that the mobile app will provide the rider a clear time frame and map visual of where that rideshare will be located, availability, and better connection based on their destination.

#### **Discussion on Park City Transit’s network to be included in the mobile app.**

Board Member Joe Spink asked whether Park City Transit’s routes will be available in the mobile app. We are in the process in adding PC Transit on the mobile app and stated that the API that Park City uses is being looked at now with a goal to have PC Transit also in the app along with all the added features shortly after launch.

Chris Robinson asked if shared bus stops will need to coordinate with other transit systems and if there will be any issues along the way. Cathal explained that bus congestion is manageable and will not be a set-back to the new transit system.

#### **Discussion on approach to HVT mission and vision**

Board Member Joe Spink began by presenting the intention to talk about what the process looks like to establish the District’s vision and long- term mission.

Director of Transportation, Caroline Rodriguez stated that Chair, Kim Carson, has a few suggestions/thoughts to share with the Board but will have to wait until she is present. In addition, a proposal to use a facilitator was considered and agreed to by Joe Spink, Christopher Robinson, and the Board. Christopher Robinson suggested using a facilitator who is experienced in transportation, along with collecting half a dozen of vision and mission statements from other entities. **Work session has been moved to next meeting’s agenda as it is important that Chair, Kim Carson is present.**

#### **Board Action**

#### **Discussion on possible execution, Certification and Assurances for the High Valley Transit**

Compliance was discussed between Board Member, Roger Armstrong and Director of Transportation, Caroline Rodriguez with the intention of aligning all requirements and compliance. Rodriguez explained that UDOT is responsible for FTA compliance and adjustments moving forward, along with the County’s grant compliance. The ADA Paratransit Plan is the next step necessary to come into compliance. A year-round Compliance Inspection Schedule will also be put in place.

**Board Member Roger Armstrong made a motion to accept the item of discussion and approve the attached certifications with an understanding that the contract cannot be changed. Board Member, Christopher Robinson seconded with all voting in favor, 4-0. Chair Kim Carson was not present.**

### **Discussion and Possible Approval of TaaS Service Order.**

Board Member Joe Spink mentioned the absence of insurance language and suggested that Summit County Council, Dave Thomas to be present during these discussions to better assist on understanding how independent vehicles work.

Board Member, Roger Armstrong questioned how independent and contracted drivers work; Rachel Birnbaum (Expansion Team, Via) explained that there will be a dedicated fleet of vehicles that the driver will be renting at an hourly rate. Via Transportation will only be onboarding eligible drivers and the driver's performance will be carefully monitored. The driver will be provided with proper training to meet expectations. A third-party background check, and other checks will be required, along with a valid driver's license and valid personal vehicle insurance. Drivers are paid hourly and have a flexible schedule. The branded vehicle will be equipped with security cameras and the driver will be only using the vehicle for transit services and not on their free time.

Contract terms and termination was opened for discussion by Board Member, Roger Armstrong. References and terms on termination and cancellation were not in hand by (Via) representative. This will be discussed at next Board meeting. Board Member Joe Spink suggested that the service parameters and limitation of liability be discussed on next Board meeting and that all Board members be given a week to review the service contract for better understanding.

### **Board minutes dated March 4<sup>th</sup> and March 11<sup>th</sup>, 2021**

Board Member Joe Spink made a motion to approve the meeting minutes dated March 4<sup>th</sup> and March 11<sup>th</sup>, 2021. Board Member Christopher Robinson seconded with all voting in favor, 4-0. Chair Kim Carson was not present.

### **Board comments**

- Board Member Roger Armstrong voiced his excitement on how the new transit system is structured and how it will get implemented; especially the idea of moving away from large buses and implementing smaller vehicles, more accessible routes, and connections that will be suitable to the public. He echoed the importance of compliance, liability, and responsibility that the transit driver should be held accountable for and is in agreeance with a walkthrough from a (Via) representative on all transit services, information, and service metrics so that every member is fully informed.
- Board Member Christopher Robinson asked for further discussion on ex officio members. Caroline Rodriguez will follow up on these next steps.

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



**Staff Comments:**

- Caroline Rodriguez informed the Board that the Transportation Dept. will be bringing up marketing collateral and vehicle mock-ups for the Board to review during the next meeting.

**Meeting Adjourned at 2:35PM.**

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Kim Carson, *Chair*

## Minutes

High Valley Transit District  
BOARD OF TRUSTEES  
THURSDAY, APRIL 1, 2021

Location: Virtual- Zoom Meeting # <https://summitcountyut.zoom.us/j/91041274529>

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### PRESENT:

**Kim Carson**, *Board Chair*  
**Doug Clyde**, *Board Member*

**Joe Spink**, *Vice Chair/Secretary*  
**Chris Robinson**, *Board Member*

**Tom Fisher**, *County Manager*  
**Jamie Dansie**, *Sr. Transportation Planner*  
**Christopher Putt**, *Transportation Planner*

**Dave Thomas**, *Deputy County Attorney*  
**Isabel Hanewicz**, *HVT Business Analyst*  
**Abigail Villegas**, *Transportation Admin Tech*

### Not PRESENT:

**Roger Armstrong**, *Board Member*  
**Caroline Rodriquez**, *Acting GM*

### Meeting called at 1:00 PM

### Pledge of Allegiance

### Public Comment

Silver Creek resident, Steven Fox asked how citizens of his neighborhood can be a part of the transit plan and suggested the idea of the new transit service becoming an extension closer to his community. The resident shared his vision of using Silver Creek Rd. as the new pickup location. The idea of using Silver Creek Rd. as a collector point for Silver Creek residents was supported by Board Member, Kim Carson.

Board Member, Joe Spink suggested to discuss what changes look like, the flexibility that the Board will have to move the boundaries and suggested to discuss this matter later in the meeting. This item was moved for a later time.

### **Work Session**

#### **Draft First Amendment to the Master Services Agreement between Via Mobility LLC and Summit County and Summit County revising Identity and Warranties and adding sections regarding Insurance and Disputes.**

Dave Thomas, Attorney suggested a plan to assign the Master Agreement and the Service Order for the On-Demand Transit Service to High Valley Transit District who holds all finances. Both Master Agreement and Service order currently being assigned to Summit County. Migration (from Summit County to High Valley Transit District) made will be required an approved signature from County Manager, Tom Fisher and HVT.

Board Member, Doug Clyde questioned the principal issue of concept of vehicle insurance, vehicles being temporary, and a better explanation of who is insured. Dave Thomas, Attorney informed the Board Members that we have insurance through the Local Government Trust and are making sure that Via has insurance and the certificate with specific limitations in terms of coverage is obtained. Board Member, Christopher Robinson opened discussion about how the dollar denominator limits of insurance seems low. Dave Thomas, Attorney informs that the reason why we have those limits are per the Governmental Immunity Act and assures that we have the same limits, (where we could increase the limits if Via is willing to cooperate). Via's team will confirm with their legal team and provide the standard limits that Via can provide at no additional cost.

#### **Reviewing the Outstanding Items and Completion to the ILA and Approval of the Draft Service Plan.**

Dave Thomas, Board Attorney explained that the First Amendment and Service Order that are on Agenda can be approved along with The Local agreement, with a goal of assigning everything to HVT and resulting as completion to the ILA.

Board Member, Kim Carson suggested the idea of scheduling a meeting between the Director of Transportation Caroline Rodriguez, Board Member Joe Spink, County Manager Tom Fisher, and Dave Thomas, Attorney. The meeting will be scheduled to go over the outstanding items on Monday, April 5, 2021 morning. A timeline created by the members will be presented in next Board meeting.

#### **Reviewing the Draft Service Plan.**

Cathal O'Gorman, (Via) explains the slight time changes to make sure that his team is leveraging the existing bus stop network that is already there with the goal of not requiring major infrastructure investments. A possibility to expand Transit Service in Silver Creek area was opened for discussion by Kim Carson, Chair. Cathal O'Gorman, (Via) explained that there is no limitation to the transit service and added the price difference in extending the transit service further north in Silver Creek. Cathal O'Gorman, (Via) summarized the detail stimulation based on the vehicle hours. In addition, the detail stimulation will roughly add one or a couple thousand vehicle hours based on quality of service and approval cost.

Board Member, Joe Spink opens the balance of time from two pickup/drop off locations to discussion while Cathal O’Gorman, (Via) explains that almost in all situations Micro- transit will pick up the rider and take them straight to their destination without transferring to a connecting ride resulting as a faster commute. Flexibility and Quality of Service will be based on ridership demand per Cathal O’Gorman (Via). Silver Creek was confirmed to share the same transit benefits, the same pickup point and access to microtransit and paratransit.

### **Board Action**

#### **Discussion and Possible Approval of Policies and Procedures.**

Joe Spink, Board Member assured his understanding that the Administrative Policies and Procedures is an ongoing working document and can be corrected or modified in the future. **Joe Spink, Board Member moves to approve, Doug Clyde, Board Member seconds the motion to approve the Administrative Policies and Procedures and all voted in favor, 4-0.**

#### **Discussion and Possible approval of the Draft Service Plan.**

A suggestion to develop a plan based on ridership usage, approval of the Draft Service Plan and budget with openness for improvement in the future, was presented by Joe Spink. The Service plan is viewed as undergoing minor changes while HVT keeps the Board of Trustees notified with all changes. Board Member, Kim Carson includes that the Draft Service Plan does not include the entire budget while Via supports those facts by informing Board Members that there will be a second budget that is separate from the Service Plan.

**Kim Carson, Chair entertains a motion to approve the Draft Service plan, moved by Board Member, Joe Spink and seconded by Board Member, Doug Clyde and all voted in favor, 4-0.**

#### **Discussion and Possible Approval of TaaS Service Order.**

Dave Thomas, Attorney summarized the TaaS Service Order and how it falls under the Master Agreement, this document being the service order for that actual transit service. Dave Thomas informs that the Master Agreement contains information that is carried over to the current open Item. The Master Agreement reflects the specific service orders. A request to integrate the foot notes in the TaaS Service Order was added by Board Member, Christopher Robinson.

Joe Spink, Board Member opens discussion on cost and numbers in the agreement Via Micro Transit Policy and questioned the mathematical vehicle hours matching the Via cost chart. Alex Lavoie, (Via) explains that the numbers will be adjusted accordingly based on demand. A Net take home for Via Drivers will be around \$17.5- \$20.00 an hour, (part-time) living wage with no benefits.

In addition, Alex Lavoie, (Via) shares the understanding of how the vehicles will be shared by all Via drivers based on the drivers scheduled routes and informs that vehicle maintenance will be done by Via partners. The reflection of cost in the agreement will mostly go to the auto insurances with an estimation of mileage



basis based on Via's estimation, per Alex Lavoie (Via). Lastly, Via will hire a local team that manages the services and bus services.

Board Member, Kim Carson entertains the motion to approve the changes that Christopher Robinson proposed and the approval of the TaaS Service Order. Motion to subject to the approval the TaaS Service Order and Master Agreement changes/corrections made as Board Member Doug Clyde moves motion, Joe Spink, Board Member seconds the motion and all voted in favor, 4-0.

**Board comments:**

- Joe Spink, Board Member informed the members that his questions regarding MSA and the Amendment to the MSA were answered by David Thomas.
- Kim Carson, Chair pointed out minor spelling corrections to the first page of the First Draft Amendment, and on section C on the Agenda while Dave Thomas, Attorney corrected the document.
- Kim Carson, Chair attends to public concerns and informs the public that the new Transit Service will be enhanced rather than taken away.

**Staff comments:**

- Jamie Dansie, Sr. HVT Planner makes a clear point to the public that Micro- Transit will not always pick-up/drop-off at the riders' door, however it will advise you to walk to the nearest pickup destination through the mobile app.

Meeting adjourned at 2:48 PM.

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Kim Carson, *Chair*

## Minutes

High Valley Transit District

### BOARD OF TRUSTEES

Tuesday, April 13, 2021

Location: Virtual- Zoom Meeting #<https://summitcountyut.zoom.us/j/91041274529>

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

### PRESENT:

**Kim Carson**, *Board Chair*  
**Roger Armstrong**, *Board Member*

**Joe Spink**, *Vice Chair/Secretary*  
**Chris Robinson**, *Board Member*

**Tom Fisher**, *County Manager*  
**Caroline Rodriguez**, *Acting GM*  
**Abigail Villegas**, *Transportation Admin Tech*

**Dave Thomas**, *Deputy County Attorney*  
**Christopher Putt**, *Transportation Planner*

### Not PRESENT:

**Doug Clyde**, *Board Member*  
**Jamie Dansie**, *Sr. Transportation Planner*

### Meeting called at 1:00PM

### Pledge of Allegiance

### Public comment

No public comment.

## **Board Action**

### **Discussion and Possible Approval of the Draft First Amendment to the Master Services Agreement between Via Mobility LLC and Summit County revising Indemnity and Warranties and adding sections regarding Insurance and Disputes.**

Attorney Dave Thomas speaks on changes and updates on the Master Services Agreement. Chair Kim Carson briefly explains the beginning of work session and includes the Draft First Amendment to the Master Services Agreement changes being completed, the updated item being the liability cap in relationship to other customers in which the cap liability was obstructed from the document. Attorney Dave Thomas adds that this document was approved during the last Board meeting and explains that Via accepted all the changes except for the last sentence.

Attorney Dave Thomas explains that the service order for Micro Transit was included in the changes along with comments by Chair, Kim Carson, and all Board edits. Via reviewed edited documents and replied with approved terms, non-approved terms, and changes.

Via Transportation Inc. (Delaware Corp.) Via mobility LLC (SAAS, entity not qualified for UT) and River North LLC (registered in state) entities and payment were questioned by Christopher Robinson with reason to determine who the County is contracted with. The entities overview was provided by Via Attorney, Megan Manfred, who also explained that payment will be corrected to reflect operating entity, River North LLC.

The Master Services Agreement is suggested as follows: Via Mobility as the software license, River North LLC being designated as the primary license for transit service and Via Transportation Inc. as parent entity per Board Member, Roger Armstrong. Via in agreement with the changes.

The First Amendment will be merged over to the Master Services Agreement along with the two service orders (as currently red lined).

Christopher Robinson requested the corporate guarantee and last couple years financial statements from both entities (Via Mobility and River North LLC).

Board member Roger Armstrong requested the contract be assigned to River North LLC as first entity and Via Mobility as secondary liable. Via Attorney, Megan Manfred, agreed with the assignments.



**Discussion and Possible Approval of TaaS Fixed Route Service Order.**

**Duration and launch date:** Service and operations will begin no earlier than June 30, 2021 and no later than July 31, 2021 subject to any delays caused by the High Valley Transit District was proposed by Board Member, Roger Armstrong.

**Fees:** Fees were updated to reflect a clearer statement of fees applied by the Board Members.

**Service Description:** Service Order changes were opened to mutual negotiation between the customer and Via regarding the revenue hourly rate and to make reasonable accommodations to the Service Order. Audit rights were added to the customer per Board Member Roger Armstrong. River North LLC to be audited (not yet determined when) and/or if the customer disagrees with the revenue hours set forth in the invoice from River North LLC. Both parties to cooperate in good faith.

**Services Changes:** Customer requests a change in fixed transit route, revenue hours and material terms of this order. Both parties to make reasonable accommodations and the parties should enter an Amendment before the changes to this order are made.

**Operations and Maintenance Facility Buildout Discussion:** River North will assist HVT in designing and construction, River North LLC to invoice customer with project cost directly related to the Operations and Maintenance Facility. Approval of budget by the customer should fulfill the buildout requirements and will need further discussion by both parties per Chair Kim Carson.

**Bitner Loop and Kimball Junction Circulator Budget:** Customer will be invoiced monthly, summarized costs not exceeding \$733,300.

**Fleet:** A fleet four buses, two of which will be spares.

**Via App:** Content development for public distribution will be moved for further discussion between both parties being the Customer and River North LLC to review changes made by party.

**Confidentiality:** Confidentiality information reviewed by Board Member, Roger Armstrong, while Via Attorney, Megan Manfred, explains in detail.

**Execution of First Amendment and approval to the Fixed Route Transit Service Order (TaaS) both as amended, to be approved by the Board was requested by Attorney, Dave Thomas. Subject to these changes, Board Member, Chris Robinson moves to motion, Board Member, Joe Spink, seconds the motion. All voted in favor, noted the absence of Board Member, Doug Clyde, 4-0.**



**Discussion and Possible Approval of purchase for two New Flyer vehicles.**

Acting General Manager Caroline Rodriguez informs the Board of vehicle expenses reflecting an all-in price of \$429,900 for each bus (without heaters) and adding that she will update the Board with exact budget cost for heater installations.

In addition, five totals of buses will be available for the High Valley Transit fleet, two purchased by the County and three purchased by Via sub contractor. A trip will be planned to see the buses prior to delivery.

Acting GM Caroline Rodriguez requests the Board instruct County Manager, Tom Fisher, to purchase two vehicles on behalf of the County. All Board members, noted absence of Board member Dough Clyde, have given a thumbs up to proceed with the transit vehicle purchases.

**Board Comments:**

No board comments.

**Staff Comments:**

County Manager Tom Fisher shares a letter transmitted by Park City Transit outlining their understanding that the ILA does not apply to the second quarter, also known as the additional mass transit tax. **Attorney Dave Thomas** shares confusion and explains the ILA between High Valley Transit and Summit County.

**Closed Session**

**Property Acquisition**

Chair, Kim Carson made a motion to convene in closed session to discuss Property Acquisition. Council Member, Joe Spink seconded, and all voted in favor, 4-0.

Meeting Adjourned at 2:24PM.

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Kim Carson, *Chair*



## Statement of Work for High Valley Transit District

April 23, 2021

### OVERVIEW

Julianna Christie from Crafted Leadership met with Abigail Villegas and Caroline Rodriguez from the High Valley Transit District on April 21st, 2021. The team is considering hiring outside facilitation support toward crafting a vision statement and mission statement for the new transit agency, located in Park City, Utah.

### GOALS FOR THIS ENGAGEMENT

The primary goal is to facilitate dialogue among the High Valley Transit District Staff and Board Members with an end goal of a clear vision statement and mission statement for the agency to use moving forward.

### PROJECT APPROACH AND TIMELINE

Facilitation would involve a multi-phase approach:

#### Phase One: Education and Information Gathering (early May)

- HVTB team to share any pertinent background information about the agency
- Staff and Board Members to submit any previously-written vision/mission statements
- Julianna to present to Staff and Board Member to reach alignment around the definition, purpose, ideal structure of vision statement and mission statements
  - (One-hour virtual meeting)

#### Phase Two: Establish Criteria and Brainstorm Ideas (mid/late May)

- Julianna to assign homework to Staff and Board Members
- Julianna to facilitate a meeting among Staff and Board Members in order to:
  - Establish criteria (by which we will select final vision/mission statements)
  - Brainstorm ideas for both vision statement and mission statement
    - (2 and ½-hour meeting to be conducted virtually or in-person)
- Julianna to capture gathered ideas and share with team for review and reflection

### Phase Three: Select/Converge Ideas and Refine (late May/early June)

- Julianna to assign homework to Staff and Board Members to review ideas captured in Phase Two, and weigh against established criteria
- Julianna to facilitate a meeting among Staff and Board Members in order to:
  - Conduct convergence process by gathering votes/selections among ideas created in Phase Two (while weighing against the criteria)
  - Capture themes for both vision/mission statements, and facilitate the process of re-writing/refining statements as a group
    - (2 and ½-hour meeting to be conducted virtually or in-person)
- Julianna to capture notes from the meeting
- Group to land on a clear vision statement and mission statement by June 30, 2021

### **ASSUMPTIONS**

- For virtual meetings:
  - Crafted Leadership to take responsibility for hosting on Zoom
- For possible in-person meetings:
  - Meetings will follow current safety guidelines (masks, distance), with gathered information about vaccine status, as appropriate
  - HVTd to provide meeting space

### **FEES**

Phase 1 (Education & Info Gathering) (3 hours @ \$350/hour)	\$ 1,050
Phase 2 (Criteria & Brainstorming) (5 hours @ \$350/hour)	\$ 1,750
Phase 3 (Converge & Refine) (5 hours @ \$350/hour)	\$ 1,750
Optional office supplies (if in-person meetings)	\$ 100

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**\$4,650**

## **PAYMENT SCHEDULE**

- 50% deposit of \$2,325 due upon approval of contract.
- Balance of \$2,325 will be due within 5 days of the last facilitated meeting or June 30, 2021 (whichever comes first).

## **CANCELLATION**

- Should High Valley Transit District decide to cancel the facilitation outside 21 days of service, Crafted Leadership will retain the deposit.
- Cancellation payments may be applied toward a rescheduled facilitation.

## **TERMS OF PAYMENT**

- Accounts unpaid 35 days from the date of the final invoice are subject to a 5% monthly charge. Balances unpaid after 60 days may be collected by a third party at client expense.
- The Client accepts that invoices and reminders sent by email to the email address provided by the Client shall be deemed delivered when sent by Crafted Leadership, LLC.

## **OTHER**

- Pricing outlined in this Scope of Work Agreement is valid for 30 days from the date of this Scope of Work.

## **SIGNATURES**

I have read and agree to the terms above.

Company: Crafted Leadership, LLC

Signature:

Print Name:

Title:

Date:

Client: High Valley Transit District

Signature:

Print Name:

Title:

Date:

	A	B	C	D	E	F
1	Agency	Location	Urban/suburban/rural	Modes	Vision	Mission
2	Steamboat Springs Transit	Steamboat Springs, CO	Rural	Bus	To preserve our past while assuring an economically, culturally, and environmentally sustainable future.	We plan, partner, and provide superior services and a safe environment in our thriving, authentic community.
3	RFTA	Aspen, CO	Rural	Bus	RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.	Connecting our region with transit and trails.
4	Trimet	Portland, OR	Urban	Lightrail/bus/paratransit	TriMet will be the leader in delivering safe, convenient, sustainable, and integrated mobility options necessary for our region to be recognized as one of the world's most livable places.	Connect people with valued mobility options that are safe, convenient, reliable, accessible and welcoming for all.
5	Translink	Vancouver, B.C., Canada	Urban	Lightrail/bus/paratransit	A better place to live built on transportation excellence.	Together, we connect the region and enhance its livability by providing a sustainable transportation network, embraced by the communities we serve.
6	RTD-Denver	Denver/Boulder CO	Urban/suburban	Lightrail/bus/paratransit	Meet our constituents' present and future public transit needs by providing safe, clean, reliable, courteous, accessible, and cost-effective service throughout the District..	
7	Mountain Line	Flagstaff, AZ	Rural	Bus	To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.	Getting You Where You Want To Go
8	Lane Transit District	Eugene, OR	Suburban	Bus	In all that we do, we seek to create a more connected, sustainable, and equitable community.	Connecting our community.
9	UTA	Wasatch Front, Utah	Urban/suburban	Lightrail/bus/streetcar	Provide an integrated system of innovative, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people of the Wasatch region.	Utah Transit Authority provides integrated mobility solutions to service life's connections, improve public health and enhance quality of life.
10	Cascades East Transit	Bend, OR	Rural	Bus	Cascades East Transit connects people to places through high-quality transit service.	Our mission is to always exceed expectations of riders with courteous and friendly customer service representatives, transit operators, and staff. CET bus services include fixed-routes within Bend, city connectors throughout Central Oregon, recreational shuttles and rural Dial-a-Ride service for the public and Dial-a-Ride service for qualifying persons with disabilities and seniors who qualify as low-income.
11	SFMTA	San Francisco, CA	Urban	Lightrail/bus/streetcar	Excellent transportation choices for San Francisco.	We connect San Francisco through a safe, equitable, and sustainable transportation system.
12	Gunnison Valley RTA	Crested Butte, CO	Rural	Bus	Provide reliable and low cost public and specialized transportation services in the core area of Gunnison County as an alternative to private vehicle transportation.	

	A	B	C	D	E	F
1	Agency	Location	Urban/suburban/rural	Modes	Vision	Mission
13	SMART	Telluride, CO	Rural	Bus	n/a	The San Miguel Authority for Regional Transportation strives to deliver safe and reliable transit services and to consistently advocate and promote the use of multi-modal transit systems.
14	Green Mountain Transit	Burlington, VT	Suburban	Bus	n/a	The mission of GMT is to promote and operate safe, convenient, accessible, innovative and sustainable public transportation services in the northwest and central Vermont region that reduce congestion and pollution, encourage transit oriented development and enhance the quality of life for all.
15	Bustang	Front range + Rocky Mountains, CO	Urban/suburban/rural	Bus	n/a	To connect population and employment centers; interconnect the State's largest transit agencies along the Front Range Urban Corridor and the I-70 Mountain Corridor; and provide a viable alternative to the private automobile.
16	The Berkshire Regional Transit Authority (BRTA)	Berkshire County, MA	Rural	Bus	n/a	Provide an efficient and effective public transportation service to enhance the economic vitality of the member communities through improved access to jobs, education, and the marketplace.
17	King County Metro	Seattle, WA	Urban	Bus/bikeshare/bike/rail/ water taxi	To provide safe, efficient and reliable public transportation that people find easy to use. The agency offers a cost effective mix of products and services, tailored to specific market needs. No matter what community they live in or whether they have special needs because of age, disability or income, people can use public transportation throughout King County. Metro has quality employees who enjoy their jobs as evidenced by their first-rate work ethic and responsiveness to customers.	Provide the best possible public transit services and improve regional mobility and quality of life in King County.
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**Addendum No. 1**  
**To**  
**Transit as a Service (TAAS) Service Order**  
**Fixed Route Transit Service**

This Addendum to Transit As a Service (TAAS) Service Order, Fixed Route Transit Service, dated April 14, 2021 (the “**Order**”) is made and entered into on May [ ], 2021 (the “**Effective Date**”), by and between HIGH VALLEY TRANSIT DISTRICT, a local district of the State of Utah (the “**District**”) and RIVER NORTH TRANSIT LLC, a Delaware limited liability company qualified to do business within the State of Utah (“**River North**”). The District and River North are each a “**Party**,” and together are the “**Parties**.”

The purpose of this Addendum is to provide the terms under which the District shall provide River North with a limited license to use and operate seven (7) transit buses as further described herein to form part of the fleet (the “**Fleet**”) described in the Order. The terms and conditions set forth herein are incorporated into and shall form a part of the Order upon its execution by the Parties. Capitalized terms herein have the same meaning as used in the Order or Master Services Agreement, dated September 3, 2020, and its First Amendment, dated April 14, 2021, unless otherwise noted. All other provisions of the Order shall remain unmodified and in full force and effect.

**1. Limited License to Operate the Transit Buses**

Subject to the provisions of this Addendum, the District hereby grants River North, and its approved subcontractors, a limited, exclusive, and non-transferable license for the **Term** of the Order to use and operate the following transit buses (individually, a “**Bus**” and collectively, the “**Buses**”) for the **Fixed Route Transit Service** (as defined in the Order):

Bus make/model/year	VIN	Odometer


2. **Buses**

- a) The District shall provide River North with all maintenance and service records for each Bus and River North shall have the right to inspect all Buses prior to their incorporation into the Fleet. Any defects identified as a result of such inspections must be corrected by the District prior to such Bus being used to provide the Fixed Route Transit Service.
- b) Buses shall not be over five (5) years old and/or have more than 100,000 miles on its engine and transmission, whichever occurs first. If District nonetheless requires that a Bus failing to meet these requirements be used, the Parties shall negotiate an appropriate increase in fees to cover the increase in maintenance costs and breakdown risk.
- c) River North shall not use or operate the Buses for purposes other than as specified in this Addendum and the Order.
- d) River North shall not sell, license, assign, let, trade or expose for sale the Buses to a third party without the District express written consent.
- e) River North shall ensure that security measures are in place to physically and electronically secure the Buses from unauthorized use or access.
- f) River North shall ensure that each Bus is fully licensed and insured. River North acknowledges and agrees that neither the District, nor its board of trustees, officers, employees, and agents, will be liable for any loss or damage arising out of or resulting from River North, or its subcontractors, use or operation of the Buses, and hereby releases the District to the fullest extent from any such liability, loss, damage or claim.
- g) The Buses are provided by the District on an “as is” basis. TO THE EXTENT PERMITTED BY LAW, NO EXPRESS OR IMPLIED WARRANTY, TERM, CONDITION OR UNDERTAKING IS GIVEN OR ASSUMED BY THE DISTRICT, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

### 3. Maintenance Obligations

- a) River North shall ensure that each Bus is maintained in good working order and condition, in compliance with such Bus manufacturer's recommendations and specifications. The District shall, for the Term of the Order, transfer to River North all the rights and remedies it has under any manufacturer's warranty covering the Buses and any parts thereof and provide any and all related documentation thereto.
- b) To the extent any repairs are covered by any warranty, District and River North shall collaborate to ensure that such warranty work is completed in a timely manner; provided that River North shall not be liable nor responsible in the event the scope of the warranty work causes any delays or negatively impacts the Fixed Route Transit Services. With respect to repairs that are not covered by warranty, River North shall coordinate the repair thereof. If such repair constitutes a major repair that is caused by improper maintenance or heavy use of the Buses effected prior to River North having access to such Bus, River North shall only be responsible for labor costs and the District shall cover the costs of any parts required to effect the major repair. For the avoidance of doubt, a "major repair" shall mean repairs necessitating an engine overhaul, transmission rebuild, differential/rear axle rebuild or any other major body repair.
- c) The District shall have the right to inspect all Buses, including any maintenance records pertaining thereto, prior to **Launch Date** (as defined in the Order), and at any time during the **Term** of the Order. Any defects identified as a result of such inspections shall be corrected by River North or its subcontractors within a reasonable time period.

### 4. Counterparts

This Addendum may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Addendum on the day first written above.

RIVER NORTH TRANSIT LLC

HIGH VALLEY TRANSIT DISTRICT

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Name: Kim Carson  
Title: Chair, Board of Trustees

Approved as to Form:

*David L. Thomas*

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David L. Thomas  
Chief Civil Deputy