



Agenda
High Valley Transit District
Monday, January 30, 2023 at 12PM

NOTICE is hereby given that the Board of Trustees will meet on Monday, January 30, 2023 electronically, via Zoom and at the anchor location at the Sheldon Richins Building, 1885 W. Ute Blvd., Park City, UT 84098, in downstairs room 133

Public comment may also be submitted until 11 AM on Monday, January 30, 2023 via email at hi@highvalleytransit.org.

To participate electronically:

<https://summitcountyut.zoom.us/j/94615991371?pwd=QTRzRDlwbEM1aVJPUy9mMGwyNndPQTog&from=addon>

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

Meeting ID: 946 1599 1371

Passcode: 865358

This meeting may be recorded

Public Meeting

- 1) Pledge of Allegiance
- 2) Public Comment – all comments will be limited to three minutes per person
- 3) Recognition of Roger Armstrong’s service to HVT’s Board of Trustees
- 4) Introduction of new Board member, Canice Hart

Work Session

- 5) Presentation by Save People Save Wildlife
- 6) Ridership and performance
- 7) Route 107 capacity update
- 8) Transit facility

- 9) Staff spotlight: Christopher Putt

Consideration of Approval

- 10) Discussion and possible adoption of 2023 meeting calendar
- 11) Discussion and possible adoption of HVT's 2023-2025 Strategic Plan
- 12) Board member committee assignments
- 13) Discussion and possible amendment to HVT's Chart of Positions
- 14) Board comments
- 15) Staff comments

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

Non-Discrimination Notice The 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.

Wildlife and Roads in Park City: Proposed Solutions for Wildlife-Vehicle Conflict on SR 224 at McPolin Farm

A Presentation to
High Valley Transit
by
Save People Save Wildlife



January 30, 2023

Photo Credit: L. Combs SR 224 January 14, 2020 8:24am

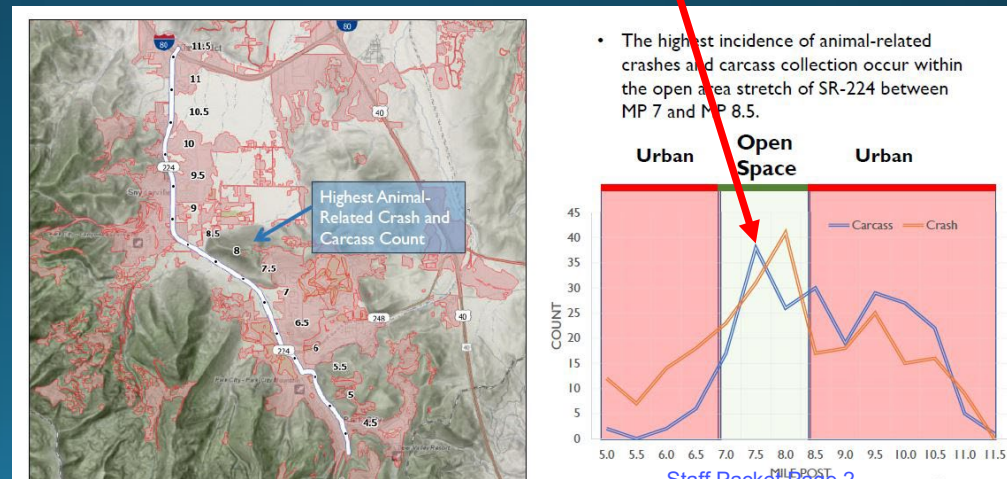
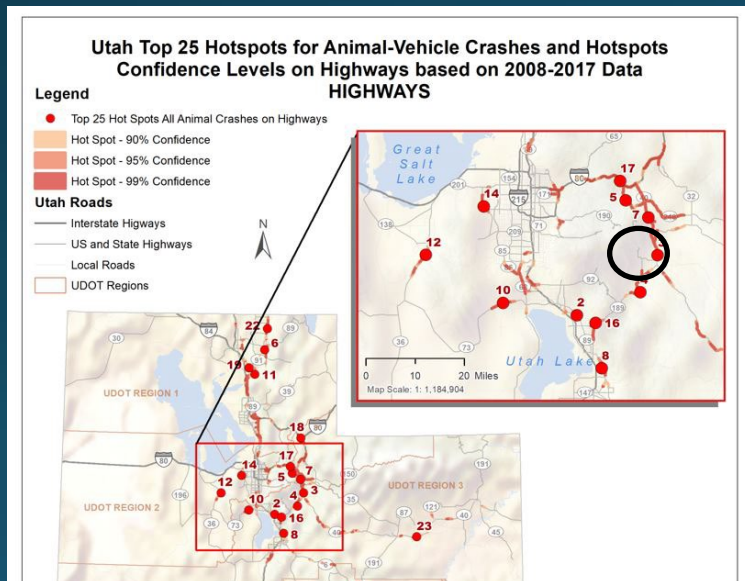
Wildlife And Roads Challenges in Park City

SR 224 is the Number 5 Hotspot for Wildlife-Vehicle Crashes in Utah based on crashes / mile / year
(Cramer et al. 2019)

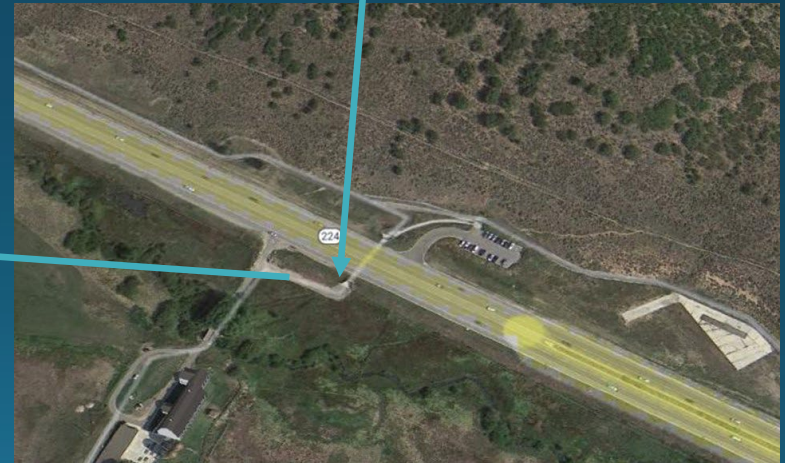
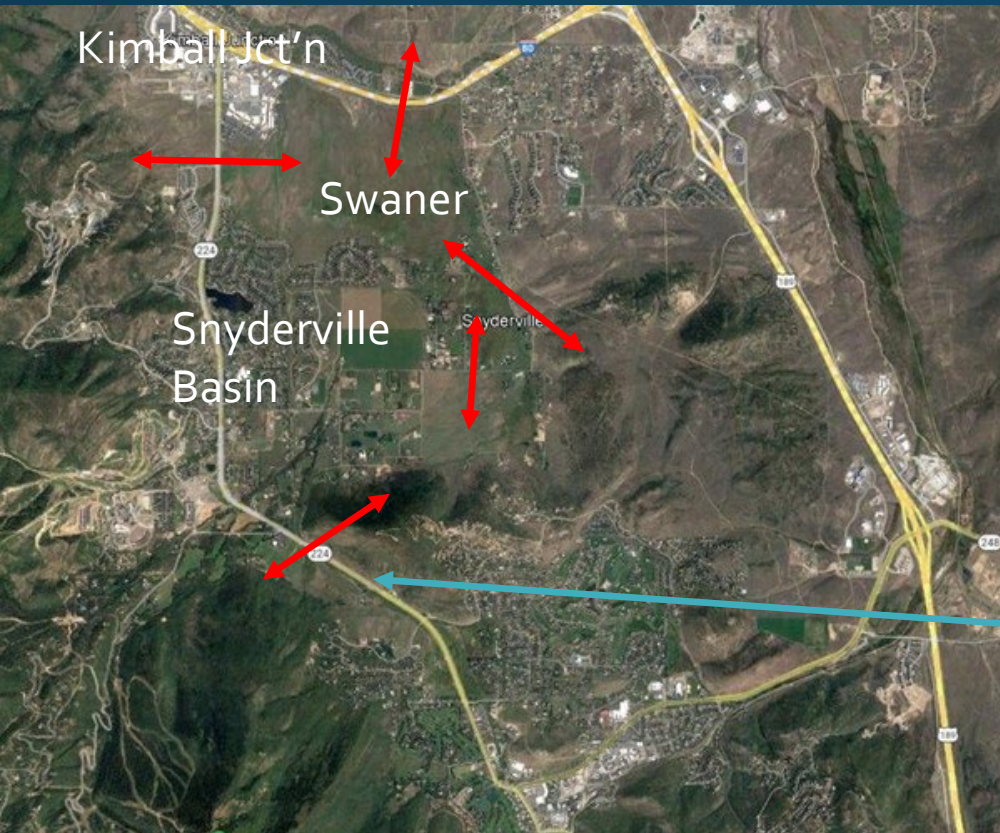
17.8 crashes with wildlife on
SR 224 per year

SR 224 MP 7-8 (McPolin Farm)
has the highest number of
crashes & carcasses

Data, BioWest-UDOT Report 2010-2020



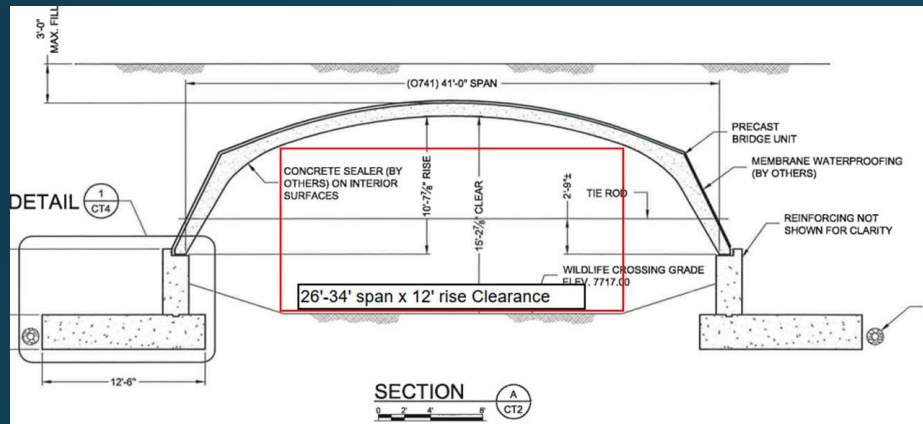
Why SR 224 at MP 7.6 is Important for Wildlife



Annual Average Daily Traffic is ~ 31,000 – Close to impermeable for wildlife. It will increase in the future.

Specific Solution for SR 224

Potential structure: A Pair of Contech's Conspan Arches



Approximately 2 miles of wildlife fence in each direction from MP 7.6 where structure could be placed

Requested Actions from High Valley Transit

- Study and evaluate the proposed SPSW underpass at Mc Polin Farm
- Include a wildlife crossing structure on SR 224 at McPolin Farm in the planning of the BRT Project
- Work with regional partners for potential funding
- Do the Right Thing for the Right Reason



High Valley Transit

Monthly Data Reporting, Micro & Valley Ride: December 2022

Rides Since Inception ¹: **257,181**

Riders YTD: **154,415**

Total App Accounts: **52,349**

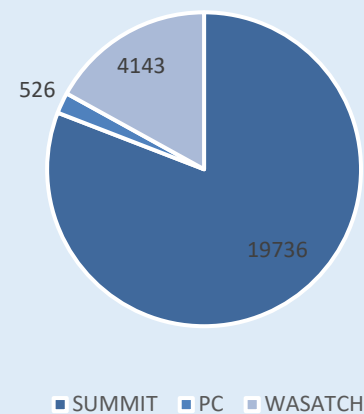
Rider Experience

	Dec 2022	Nov 2022	MOM Change
Ride Rating	4.9	4.8	+0.1
Ride Distance ²	4.4	4.9	-0.5
Pickup Distance ²	0.04	0.04	-
Dropoff Distance ²	0.03	0.03	0.00
ETP Minutes ^{2,3}	21	12.8	+7.2

Monthly Service Statistics

	Dec 2022	Nov 2022	MOM Change	Dec 2021	YOY % Change
Passengers	25,635	12,451	+105.9	15,358	+ 66.9%
New Riders	1,344	541	+148.4%	967	+ 39.0%
Utilization ²	1.9	1	+0.9	4.4	- 2.5
Aggregation ⁴	48.1%	35.7%	+12.4%	46.9%	+ 3.2%
Met Demand ⁵	92.1%	94.6%	-2.5%	77.5	+1.6%

Monthly Rides by Zone



Week-by-Week KPIs

Week	Driver Hours	Riders	Seats Unavailable	Aggregation ⁴	Average ETP mins ^{2,3}	ETP > 15 min	ETP > 20 min
12/1 - 12/3	698.6	1,450	10.1%	41.6%	19.4	49.6%	36.0%
12/4 - 12/10	1791	4,461	5.5%	43.7%	17.8	41.6%	29.8%
12/11 - 12/17	1914.3	5,513	9.0%	47%	22.1	54.9%	44.4%
12/18 - 12/24	1905.6	6,203	8.2%	51.1%	22.4	28.5%	22.8%
12/25 - 12/31	1970.2	7,008	9.6%	50.8%	21.1	52.3%	40.3%

Notes: (1) Service Inception Date was May 17, 2021, (2) Average amounts, (3) ETP=Estimated time to pickup, (4) Aggregation = % of shared rides, (5) Met Demand = % of valid ride requests offered a pickup based on Micro availability at time of request, (6) Applicable percentage equals riders picked up and dropped off at the applicable location divided by total monthly riders,

High Valley Transit

Monthly PCT Micro Transit Data Reporting, 12/5/2022-12/11/2022**

Rides Since Inception ¹: **72**

Rides YTD: **72**

Total Requests: **663**

Rider Experience

	Current week	Past week	WOW Change
Ride Rating	4.7	5	-0.3
Ride Distance ²	4.5	3.4	+1.1
Pickup Distance ²	0.03	0.03	-
Dropoff Distance ²	0.03	0.03	-
ETP Minutes ^{2,3}	18.3	5.0	+13.3

Monthly Service Statistics**

	Nov 2022	Oct 2022	MOM Change	Nov 2021	YOY % Change
Passengers	n/a	n/a	n/a	n/a	n/a
New Riders	n/a	n/a	n/a	n/a	n/a
Utilization ²	n/a	n/a	n/a	n/a	n/a
Aggregation ⁴	n/a	n/a	n/a	n/a	n/a
Met Demand ⁵	n/a	n/a	n/a	n/a	n/a

Transit Connections

	Nov 2022	Oct 2022	MOM Change
Kimball Junction Pickup & Dropoffs ⁶	n/a	n/a	n/a
Canyons Village Pickup & Dropoffs ⁶	n/a	n/a	n/a

Day-by-Day KPIs

Week	Ride Request	Rides Completed	Seats Unavailable	Invalid Proposal/ Error	Unaccepted Proposal	Canceled Proposal	Average ETP mins ^{2,3}
12/5	24	4	0	8	12	0	21
12/6	41	11	4	20	6	0	16.3
12/7	22	2	3	12	5	0	16.7
12/8	28	6	2	11	8	1	18.5
12/9	38	8	5	16	9	0	20.7
12/10	26	8	5	9	4	0	15.8
12/11	44	5	6	23	8	2	12.4

**Monthly Service Statistics will be reported in December when a full month of service has been complete. Data from week of 12/5-11 has been provided as an update on the PCT micro zones performance.

*Some fixed route proposals were erroneously categorized as "seats unavailable," which is skewing the seat unavailable number artificially high. Via is working on correcting the data

High Valley Transit

Weekly PCT Micro Transit Data Reporting, 12/26/2022-1/1/2022

Rides Since Inception ¹: **538**

Riders YTD: **29**

Day-by-Day KPIs

Week	Rides Completed	Seat Unavailable %	Seats Unavailable	Met Demand	Invalid Proposal	Unaccepted / Canceled Proposal	Driver Hours	Average ETP mins ^{2,3}
12/26/2022	33	0.0%	0	83	14	26	65	9.5
12/27/2022	26	2.6%	2	75	11	30	44.6	7.9
12/28/2022	49	0.8%	1	130	35	31	50	7.3
12/29/2022	42	0.9%	1	106	34	24	59.7	9.2
12/30/2022	16	0.0%	0	76	16	29	38.3	16.4
12/31/2022	21	1.7%	1	58	14	19	45.4	10.0
1/1/2022	29	6.2%	8	122	44	36	53.5	8.3

*Some fixed route proposals were erroneously categorized as "seats unavailable," which is skewing the seat unavailable number artificially high. Via is working on correcting the data.

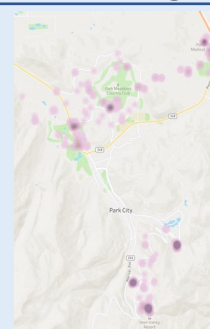
Rider Experience

	Current week	Past week	WOW Change
Ride Rating	4.9	4.9	+0.2
Ride Distance ²	1.6	5.4	-3.8
Pickup Distance ²	0.03	0.03	-
Dropoff Distance ²	0.03	0.03	-
ETP Minutes ^{2,3}	13	7.6	+4.4

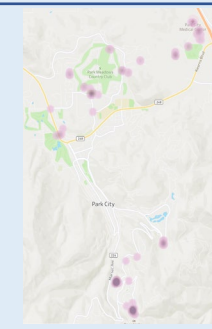
Weekly Service Statistics

	Current week	Past week	WOW Change
Passengers	216	179	+152.1%
Requests	650	514	+37.1%
Utilization ²	0.6	0.5	+0.1
Aggregation ⁴	-	-	-
Met Demand ⁵	98.0%	96.7%	+01.3%

Origins and Destinations



Requests



Completed rides

Map Note: Each pink blob represents an area where a ride has been called. The darker the blob, the greater the demand.

Notes: (1) Service Inception Date was Nov. 13, 2022, (2) Average amounts, (3) ETP=Estimated time to pickup, (4) Aggregation = % of shared rides, (5) Met Demand = % of valid ride requests offered a proposal based on Micro availability at time of request, (6) Applicable percentage equals riders picked up and dropped off at the applicable location divided by total monthly riders, (6) Utilization of less than 0.5 = 0

High Valley Transit

Weekly PCT Micro Transit Data Reporting, 1/2/2023 - 1/8/2023

Rides Since Inception ¹: **639**

Riders YTD: **130**

Day-by-Day KPIs

Week	Rides Completed	Seat Unavailable %	Seats Unavailable	Met Demand	Invalid Proposal	Unaccepted / Canceled Proposal	Driver Hours	Average ETP mins ^{2,3}
1/2/2023	33	11	12.6%	76	19	26	40.1	7.2
1/3/2023	26	5	8.6%	53	10	22	53.2	7.8
1/4/2023	49	0	0.0%	73	11	22	57.2	8.8
1/5/2023	42	3	7.3%	38	19	7	53.9	9.0
1/6/2023	16	4	7.7%	48	10	18	41.2	7.5
1/7/2023	21	2	4.7%	41	12	11	66.5	6.7
1/8/2023	29	2	4.4%	43	10	16	54.3	12.0

*Some fixed route proposals were erroneously categorized as "seats unavailable," which is skewing the seat unavailable number artificially high. Via is working on correcting the data.

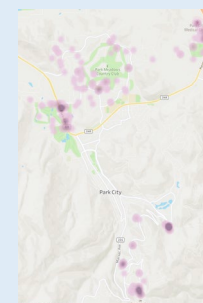
Rider Experience

	Current week	Past week	WOW Change
Ride Rating	5	4.9	+0.1
Ride Distance ²	1.9	1.6	+0.3
Pickup Distance ²	0.03	0.03	-
Dropoff Distance ²	0.03	0.03	-
ETP Minutes ^{2,3}	8.3	13	-4.7

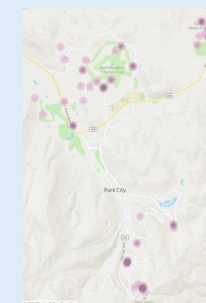
Weekly Service Statistics

	Current week	Past week	WOW Change
Passengers	101	216	-52.3%
Requests	399	650	-38.6%
Utilization ²	0.3	0.6	-0.3
Aggregation ⁴	-	-	-
Met Demand ⁵	93.2%	98.0%	-4.8%

Origins and Destinations



Requests



Completed rides

Map Note: Each pink blob represents an area where a ride has been called. The darker the blob, the greater the demand.

Notes: (1) Service Inception Date was Nov. 13, 2022, (2) Average amounts, (3) ETP=Estimated time to pickup, (4) Aggregation = % of shared rides, (5) Met Demand = % of valid ride requests offered a proposal based on Micro availability at time of request, (6) Applicable percentage equals riders picked up and dropped off at the applicable location divided by total monthly riders, (6) Utilization of less than 0.5 = 0



High Valley
TRANSIT

High Valley Transit

Weekly PCT Micro Transit Data Reporting, November 1/16/2023-1/23/2023

Rides Since Inception ¹: **938**

Riders YTD: **329**

Day-by-Day KPIs

Week	Rides Completed	Seat Unavailable %	Seats Unavailable	Met Demand	Invalid Proposal	Unaccepted / Canceled Proposal	Driver Hours	Average ETP mins ^{2,3}
1/16/2023	22	0	0.0%	58	6.3	62.6	65.5	6.5
1/17/2023	22	0	0.0%	61	10.6	65.9	59.9	12.2
1/18/2023	20	1	1.7%	57	8.0	54.2	52.5	8.4
1/19/2023	12	1	2.4%	41	7.9	54.3	64.8	9.8
1/20/2023	25	1	0.9%	107	9.8	46.5	64.4	9.2
1/21/2023	33	5	4.8%	99	10.0	59	47	10.6
1/22/2023	21	0	0.0%	90	10.4	64.5	55.9	9.4

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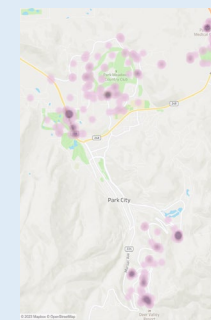
Rider Experience

	Current week	Past week	WOW Change
Ride Rating	5	4.9	+0.1
Ride Distance ²	1.7	1.7	-0.2
Pickup Distance ²	0.03	0.03	-
Dropoff Distance ²	0.03	0.03	-
ETP Minutes ^{2,3}	10.6	10	+0.6

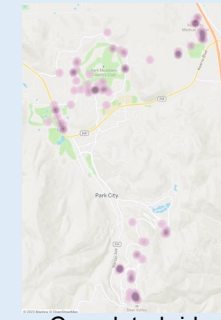
Weekly Service Statistics

	Current week	Past week	WOW Change
Passengers	155	144	+7.6%
Requests	520	457	+13.8%
Utilization ²	0.5	0.4	+0.1
Aggregation ⁴	-	-	-
Met Demand ⁵	98.7%	95.6%	+3.1%

Origins and Destinations



Requests



Completed rides

Map Note: Each pink blob represents an area where a ride has been called. The darker the blob, the greater the demand.

Notes: (1) Service Inception Date was Nov. 13, 2022, (2) Average amounts, (3) ETP=Estimated time to pickup, (4) Aggregation = % of shared rides, (5) Met Demand = % of valid ride requests offered a proposal based on Micro availability at time of request, (6) Applicable percentage equals riders picked up and dropped off at the applicable location divided by total monthly riders, (6) Utilization of less than 0.5 = 0

High Valley Transit

Monthly Wasatch Micro Transit Data Reporting, November 12/5/2022-12/11/2022**

Rides Since Inception ¹: **1,008**

Rides YTD: **1,008**

Total Requests: **2,218**

Rider Experience

	Current week	Past week	WOW Change
Ride Rating	5	5	-0.3
Ride Distance ²	2.3	2.5	-0.2
Pickup Distance ²	0.02	0.02	-
Dropoff Distance ²	0.02	0.02	-
ETP Minutes ^{2,3}	8.1	8.7	-0.3

Monthly Service Statistics**

	Nov 2022	Oct 2022	MOM Change	Nov 2021	YOY % Change
Passengers	n/a	n/a	n/a	n/a	n/a
New Riders	n/a	n/a	n/a	n/a	n/a
Utilization ²	n/a	n/a	n/a	n/a	n/a
Aggregation ⁴	n/a	n/a	n/a	n/a	n/a
Met Demand ⁵	n/a	n/a	n/a	n/a	n/a

Transit Connections

	Nov 2022	Oct 2022	MOM Change
Kimball Junction Pickup & Dropoffs ⁶	n/a	n/a	n/a
Canyons Village Pickup & Dropoffs ⁶	n/a	n/a	n/a

Day-by-Day KPIs

Week	Met Demand	Rides Completed	Seats Unavailable	% Seat Unavailable	Driver Hours	Utilization	Average ETP mins ^{2,3}
12/5	91	43	4	4.2%	28.9	1.5	12.1
12/6	131	78	1	0.8%	56.6	1.4	8.0
12/7	110	62	1	0.9%	51.7	1.2	7.4
12/8	128	99	0	0.0%	59.1	1.7	8.0
12/9	128	76	1	0.8%	66.6	1.1	6.8
12/10	105	55	1	0.9%	67	0.8	7.4
12/11	73	48	1	1.4%	60	0.8	6.9

**Monthly Service Statistics will be reported in December when a full month of service has been complete. Data from week of 12/5-11 has been provided as an update on the Wasatch micro zones performance.

*Some fixed route proposals were erroneously categorized as "seats unavailable," which is skewing the seat unavailable number artificially high. Via is working on correcting the data

High Valley Transit

Weekly Wasatch Micro Transit Data Reporting, 12/26/2022-1/1/2023

Rides Since Inception ¹: **4,296**

Riders YTD: **153**

Day-by-Day KPIs

Week	Met Demand	Seats Unavailable	% Seat Unavailable	Ride Completed	Average ETP mins ^{2,3}	Driver Hours	Utilization
12/26/2022	289	4	1.4%	188	9.639683	58	3.2
12/27/2022	379	1	0.3%	250	9.625455	76.1	3.3
12/28/2022	379	11	2.8%	250	9.023256	75.2	3.3
12/29/2022	360	14	3.7%	248	9.001604	75.7	3.3
12/30/2022	386	13	3.3%	239	10.33537	67	3.6
12/31/2022	360	19	5.0%	206	11.22406	57.1	3.6
1/1/2023	313	30	8.7%	153	9.040952	62.6	2.4

Rider Experience

	Current week	Past week	WOW Change
Ride Rating	5	5	-0.3
Ride Distance ²	2.3	2.5	-0.2
Pickup Distance ²	0.02	0.02	-
Dropoff Distance ²	0.02	0.02	-
ETP Minutes ^{2,3}	8.1	8.7	-0.3

Weekly Service Statistics

	Current week	Past week	WOW Change
Passengers	539	14	+11.8%
Requests	932	212	+21.7%
Utilization ²	1.4	0.8	+0.6
Aggregation ⁴	24.4	10.3	+14.1
Met Demand ⁵	92.6%	87.6%	-8.4%

Origins and Destinations

Map Note: Each pink blob represents an area where a ride has been called. The darker the blob, the greater the demand.

Notes: (1) Service Inception Date was Nov. 13, 2022, (2) Average amounts, (3) ETP=Estimated time to pickup, (4) Aggregation = % of shared rides, (5) Met Demand = % of valid ride requests offered a pickup based on Micro availability at time of request, (6) Applicable percentage equals riders picked up and dropped off at the applicable location divided by total monthly riders.(6)

High Valley Transit

Weekly Wasatch Micro Transit Data Reporting, 1/2/2022-1/8/2022

Rides Since Inception ¹: **4,296**

Riders YTD: **153**

Day-by-Day KPIs

Week	Met Demand	Seats Unavailable	% Seat Unavailable	Ride Completed	Average ETP mins ^{2,3}	Driver Hours	Utilization
1/2/2023	407	23	5.3%	276	9.7	66.7	4.1
1/3/2023	469	9	1.9%	293	8.7	70.1	4.2
1/4/2023	433	22	4.8%	260	14.7	60.3	4.3
1/5/2023	470	24	4.9%	305	11.4	68.8	4.4
1/6/2023	430	5	1.1%	271	9.7	75.4	3.6
1/7/2023	345	33	8.7%	253	9.1	75.9	3.3
1/8/2023	273	41	13.1%	203	8.0	73.9	2.7

Rider Experience

	Current week	Past week	WOW Change
Ride Rating	5	5	-0.3
Ride Distance ²	2.3	2.3	-0.2
Pickup Distance ²	0.02	0.02	-
Dropoff Distance ²	0.02	0.02	-
ETP Minutes ^{2,3}	8.1	8.1	-0.3

Weekly Service Statistics

	Current week	Past week	WOW Change
Passengers	539	539	+11.8%
Requests	932	932	+21.7%
Utilization ²	1.4	1.4	+0.6
Aggregation ⁴	24.4	24.4	+14.1
Met Demand ⁵	92.6%	92.6%	-8.4%

Origins and Destinations

Map Note: Each pink blob represents an area where a ride has been called. The darker the blob, the greater the demand.

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High Valley Transit

Weekly Wasatch Micro Transit Data Reporting, 1/9/2022-1/15/2022

Rides Since Inception ¹: **8,864**

Riders YTD: **3,921**

Day-by-Day KPIs

Week	Met Demand	Seats Unavailable	% Seat Unavailable	Ride Completed	Average ETP mins ^{2,3}	Driver Hours	Utilization
1/9/2023	460	24	5.0%	291	11.1	65.9	4.4
1/10/2023	509	18	3.4%	330	11.8	67.7	4.9
1/11/2023	525	16	3.0%	213	15.6	59.7	3.6
1/12/2023	421	1	0.2%	278	14.2	76.6	3.6
1/13/2023	479	4	0.8%	311	12.2	66.2	4.7
1/14/2023	420	18	4.1%	252	14.8	70.7	3.6
1/15/2023	376	10	2.6%	232	8.7	66.5	3.5

Rider Experience

	Current week	Past week	WOW Change
Ride Rating	5	5	-0.3
Ride Distance ²	2.7	2.3	+0.4
Pickup Distance ²	0.02	0.02	-
Dropoff Distance ²	0.02	0.02	-
ETP Minutes ^{2,3}	11.5	8.1	+3.4

Weekly Service Statistics

	Current week	Past week	WOW Change
Passengers	1907	1861	+2.5%
Requests	3280	2984	+9.9%
Utilization ²	4	1.4	+2.6
Aggregation ⁴	24.4	24.4	+14.1
Met Demand ⁵	97.3%	92.6%	+4.7%

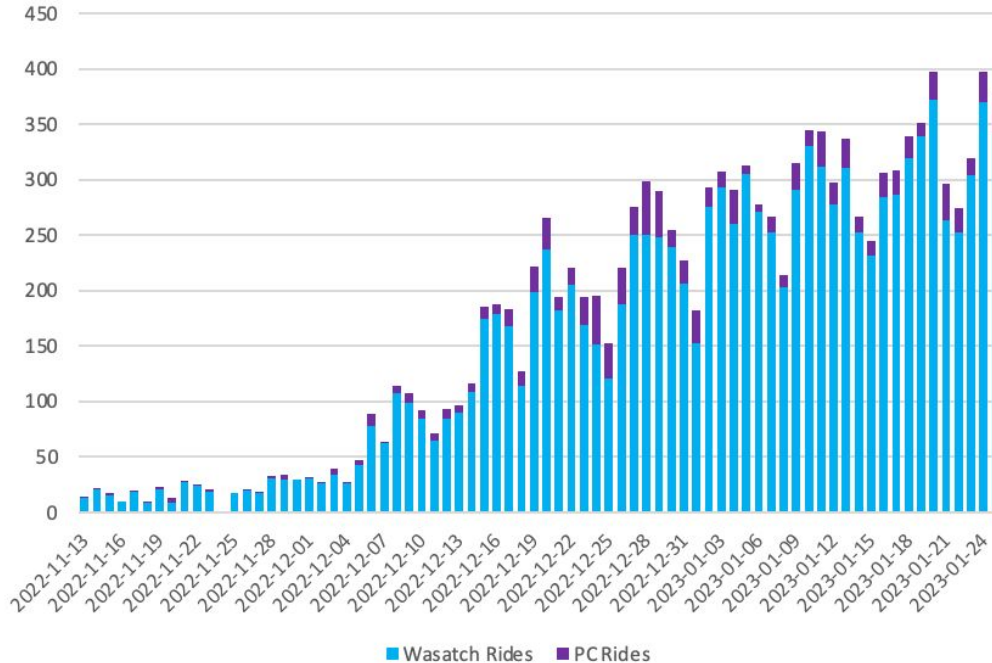
Origins and Destinations

Map Note: Each pink blob represents an area where a ride has been called. The darker the blob, the greater the demand.

Notes: (1) Service Inception Date was Nov. 13, 2022, (2) Average amounts, (3) ETP=Estimated time to pickup, (4) Aggregation = % of shared rides, (5) Met Demand = % of valid ride requests offered a pickup based on Micro availability at time of request, (6) Applicable percentage equals riders picked up and dropped off at the applicable location divided by total monthly riders.(6)

Micro Metrics - Summary Since Launch (11/13 - 1/25)

Wasatch & PC Rides*



*Does not include rides starting in the PC/Summit overlap

Total rides by trip origin

11,707 in Wasatch

1,022 in PC rides

425 in PC/Summit overlap

Total PC ridership grew by 19.5% over the last week, and total Wasatch ridership grew by 23.7%!

That said, please keep us posted on how we can partner to continue driving demand

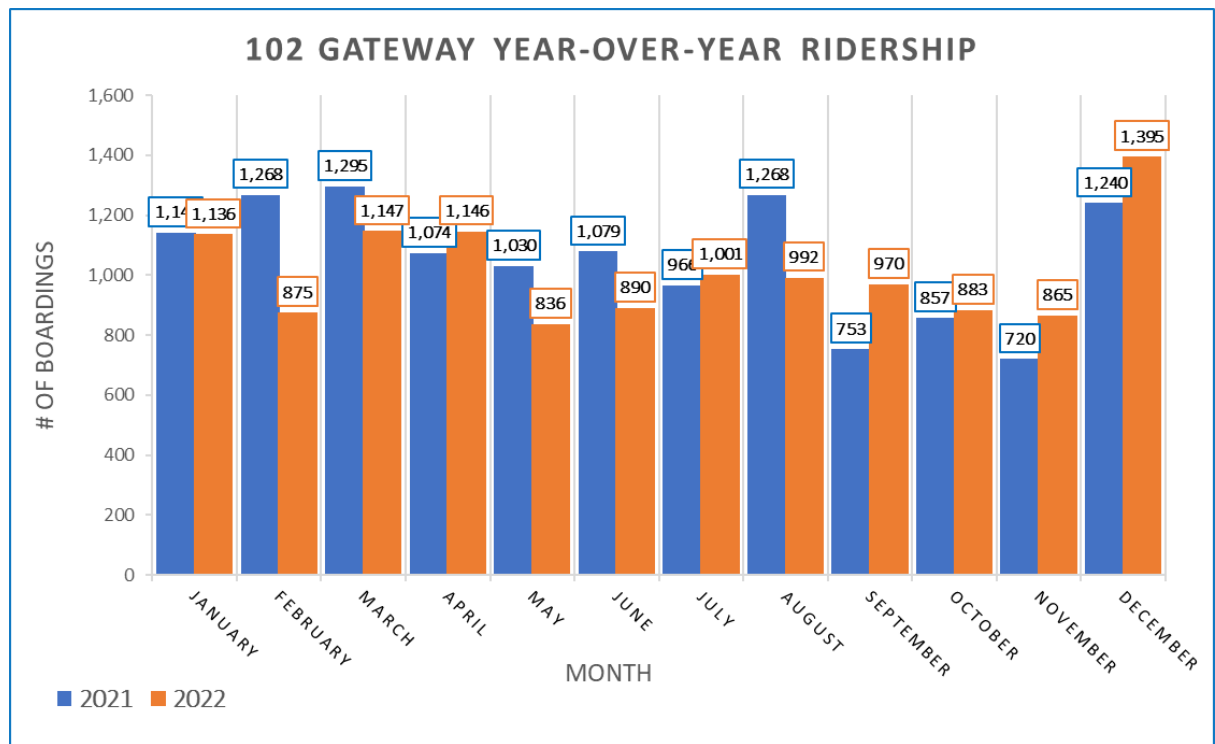
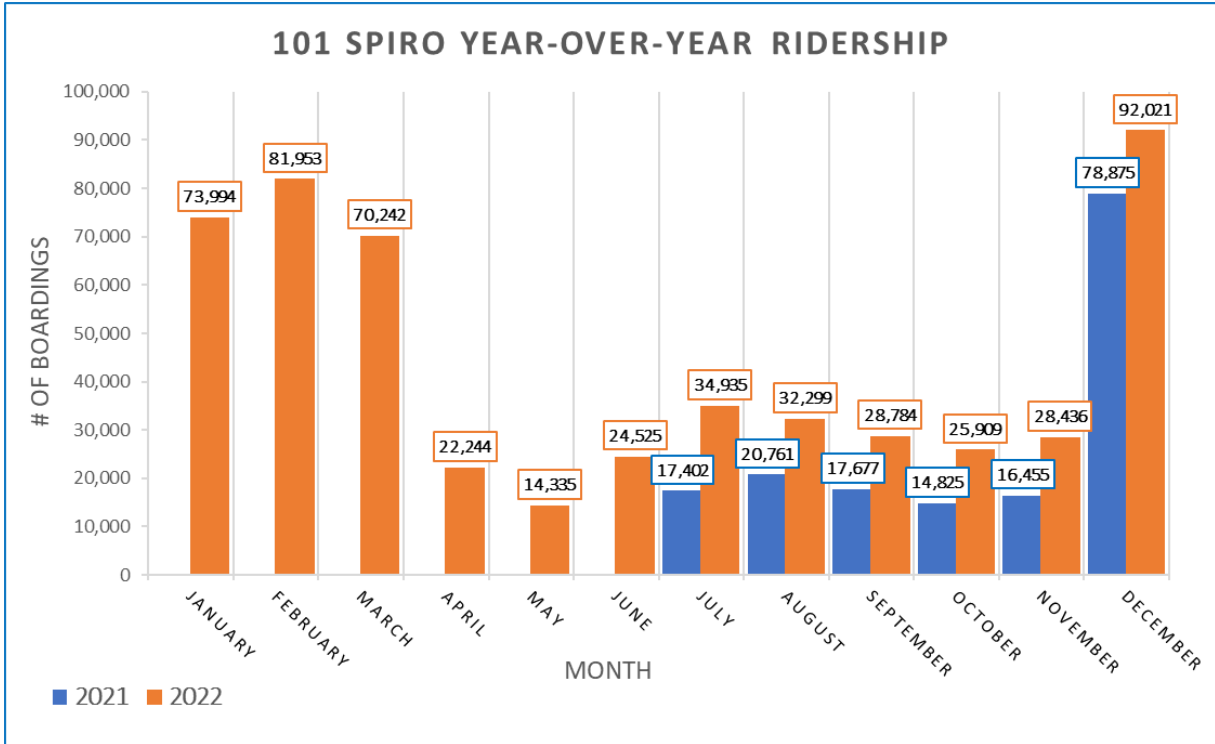
Micro Metrics - Week 1/19/23 - 1/25/23

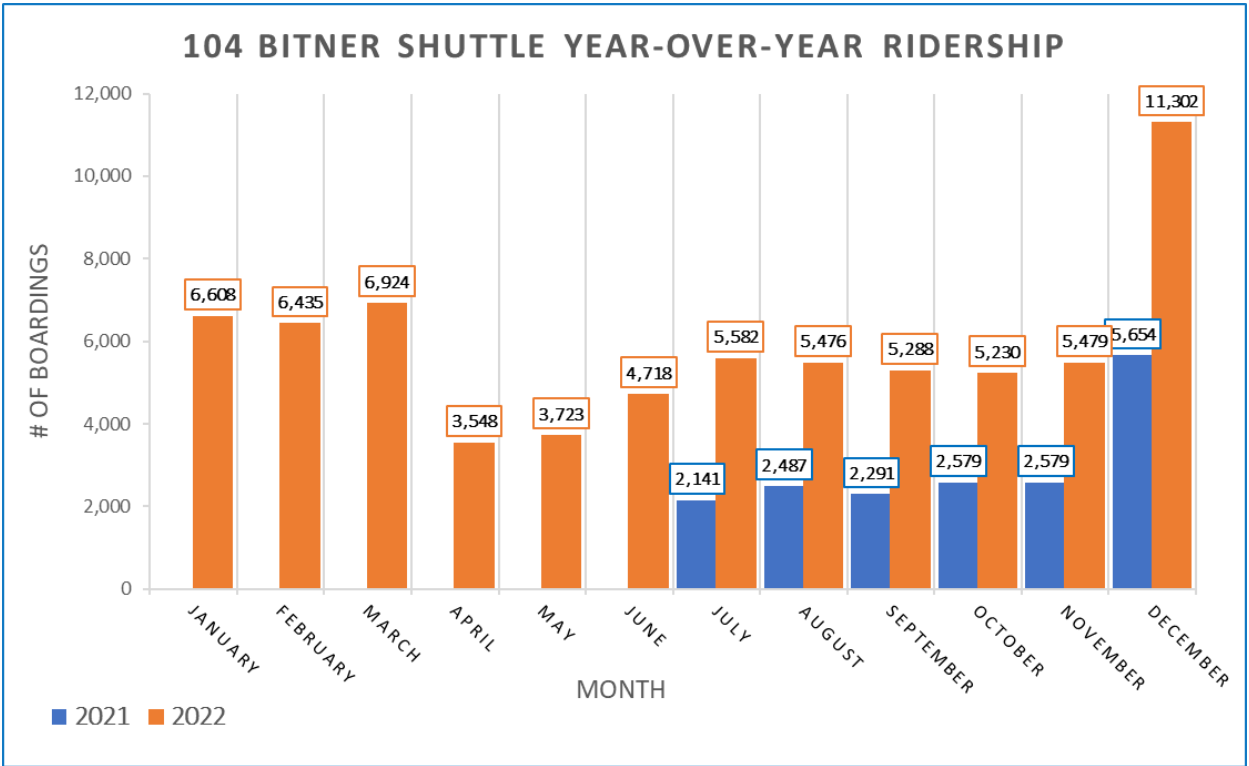
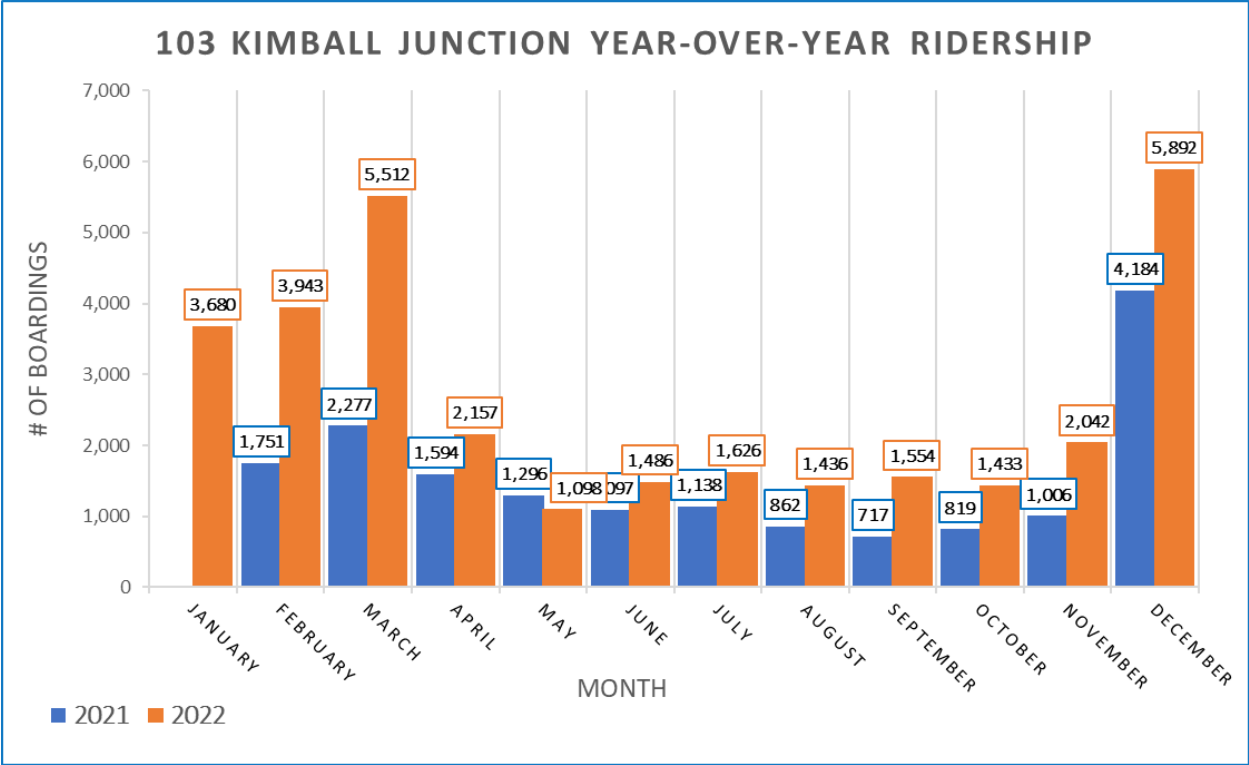
Almost 300 rides more than last week!

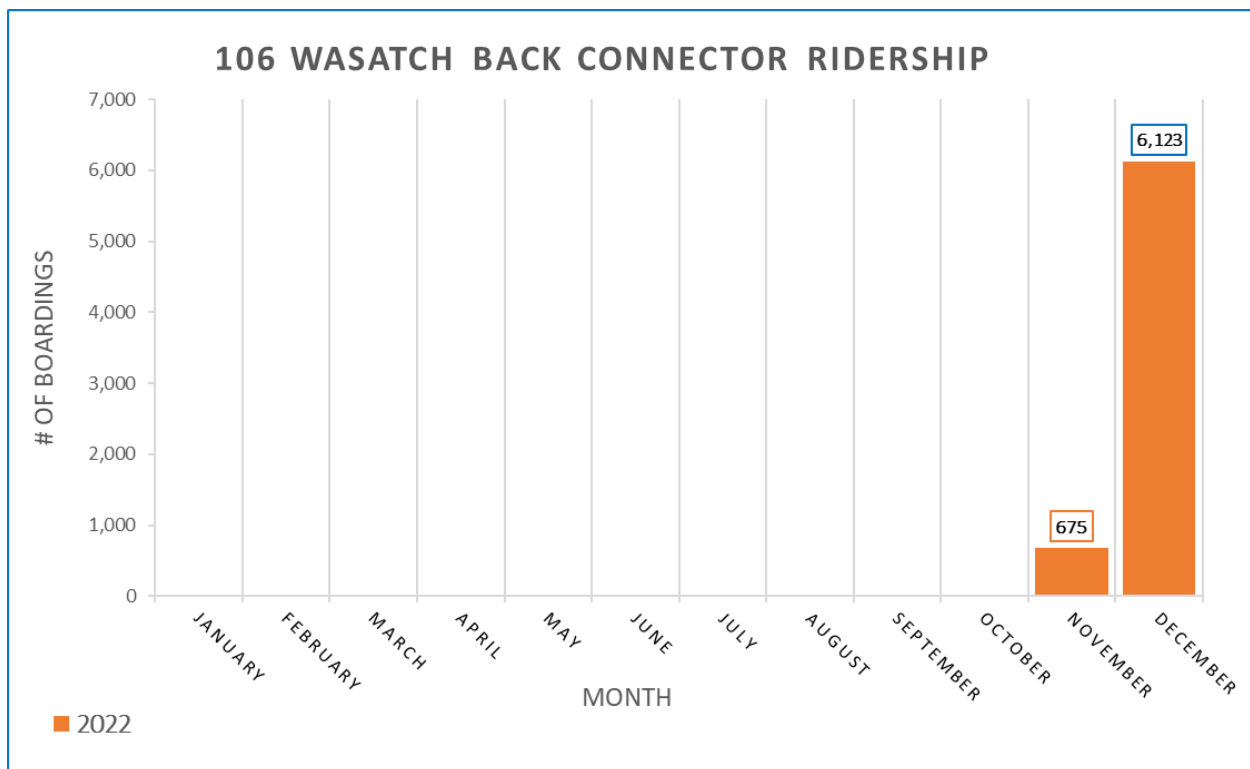
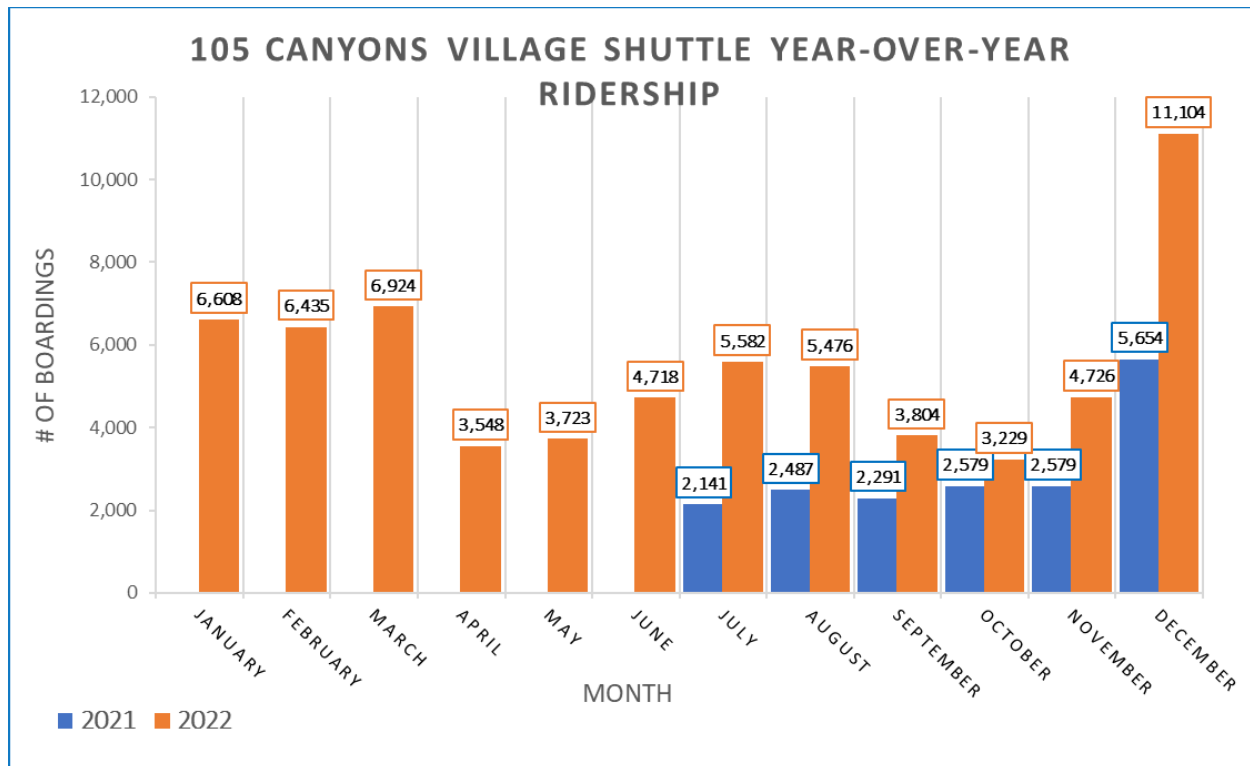
700 rides more than last week!

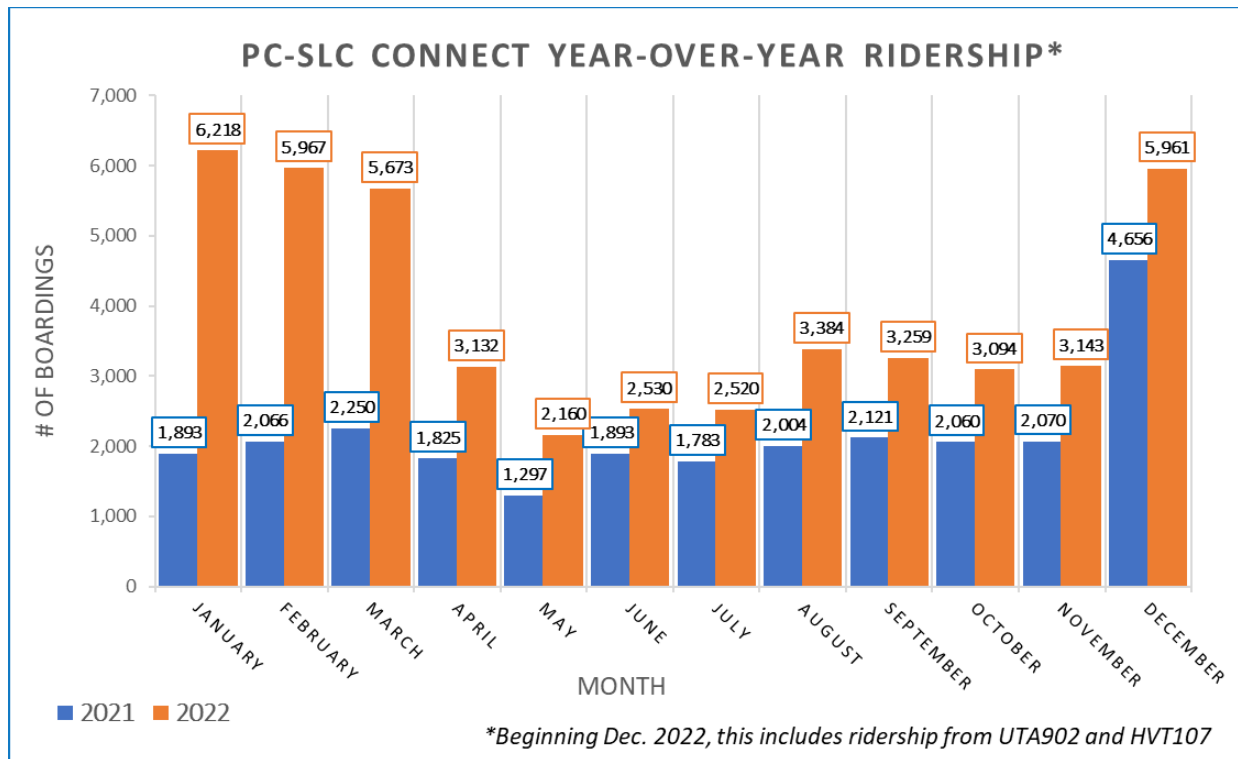
	<u>Data by Request Origin</u>					<u>Last Year</u>
	Summit	PC	PC/Sum Overlap	Heber	Outside of Zone	Wed 1/20/22 - Th 1/26/22
Total Micro Rides	6,541	167	53	2,244	93	4,195
Seat Unavailable	7.1%	2.3%	0%	4.0%	8.9%	12.5%
Driver Hours	1,287	417	N/A	509	N/A	885
Utilization	5.1	0.4	N/A	4.4	N/A	4.7
Average ETA	23.0	9.3	22.4	13.4	N/A	27.1

Of these 2023 rides, 99 were from Valley Ride riders; the seat unavailable rate for Valley Ride was 0%











Wasatch County Service Update

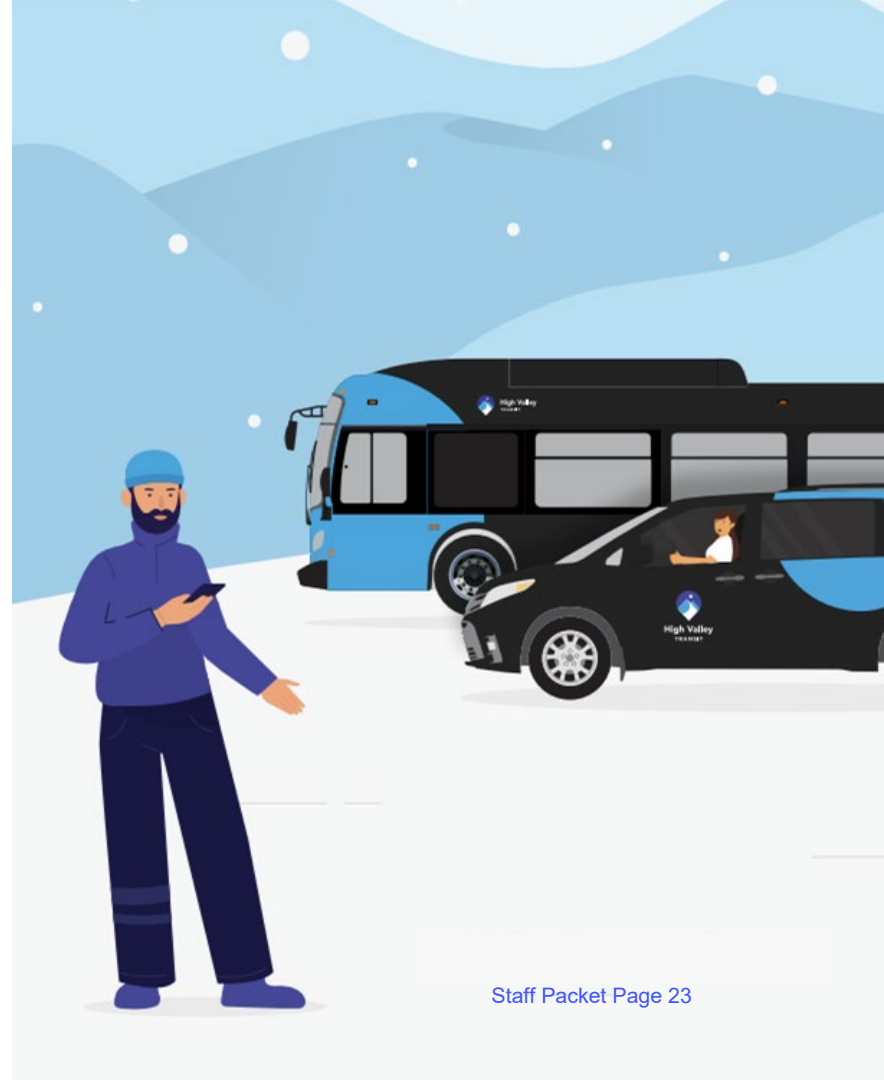
February 1, 2023

Wasatch County Service Update

- HVT is thrilled with the success of Wasatch County's first 2.5 months. Within less than 9 months, Wasatch County has:
 - Passed measures to fund public transit for the first time in the County's history
 - Designed brand new microtransit and fixed route services
 - Successfully attracted riders to the service through marketing and outreach
- Due to these extraordinary efforts, we're seeing phenomenal growth of the service:
 - Over **11,100 rides on the 106 fixed route bus line**
 - Over **9,100 micro rides** in Heber City and Midway
- This service is transforming local lives, connecting Wasatch County riders to destinations within the county and the greater Wasatch Back - we can't wait to see this continue!

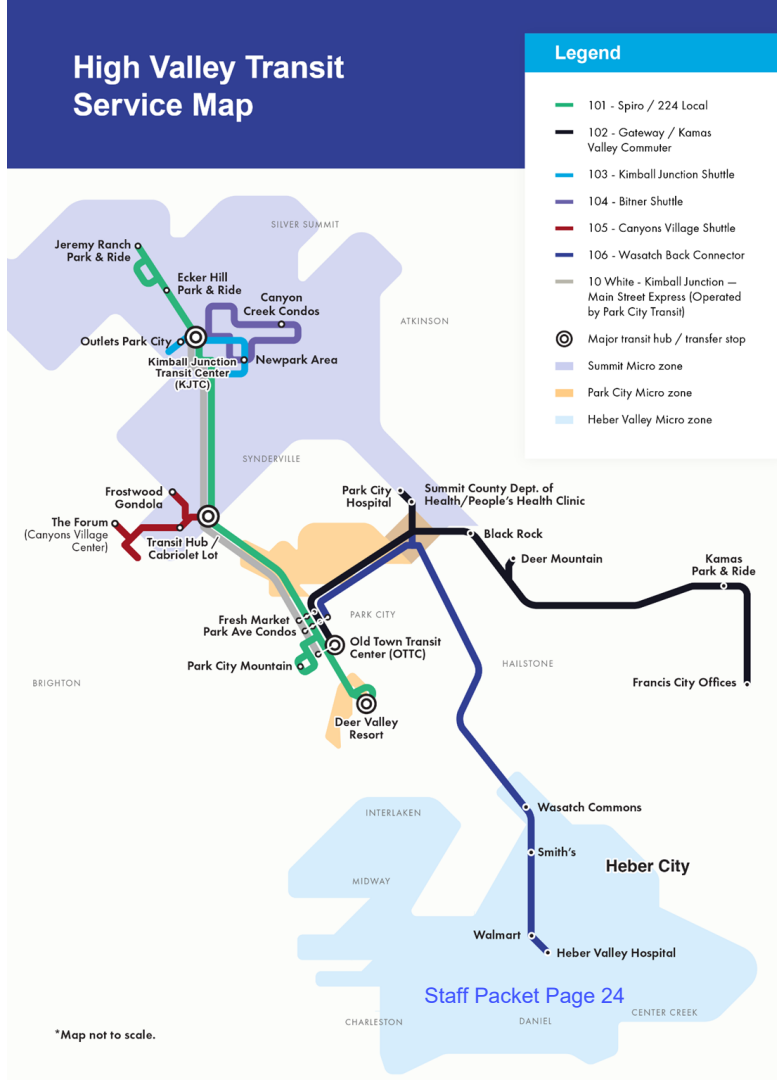
Agenda

- Service Recap
- Service KPI Review
- Looking Forward



What is High Valley Transit?

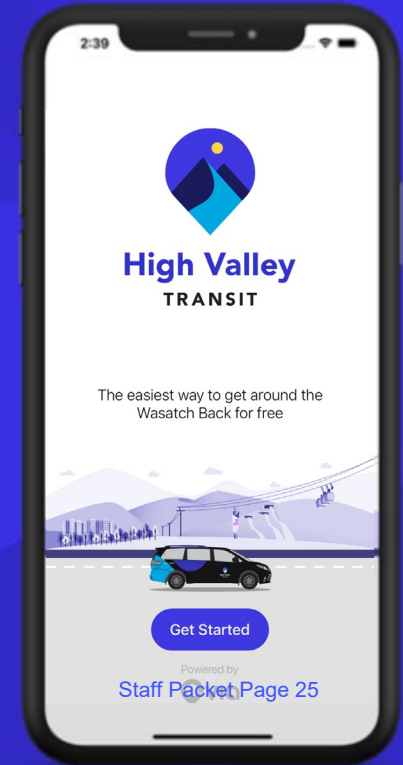
- **Fare Free:** riders do not need to pay to use this public service
- **Easy to Use:** riders use the HVT app to call microtransit rides and/or see fixed route schedules
- **New but Growing:** the service launched in July 2021; in 2022, HVT saw:
 - 787,000+ fixed route rides
 - 173,000+ microtransit rides



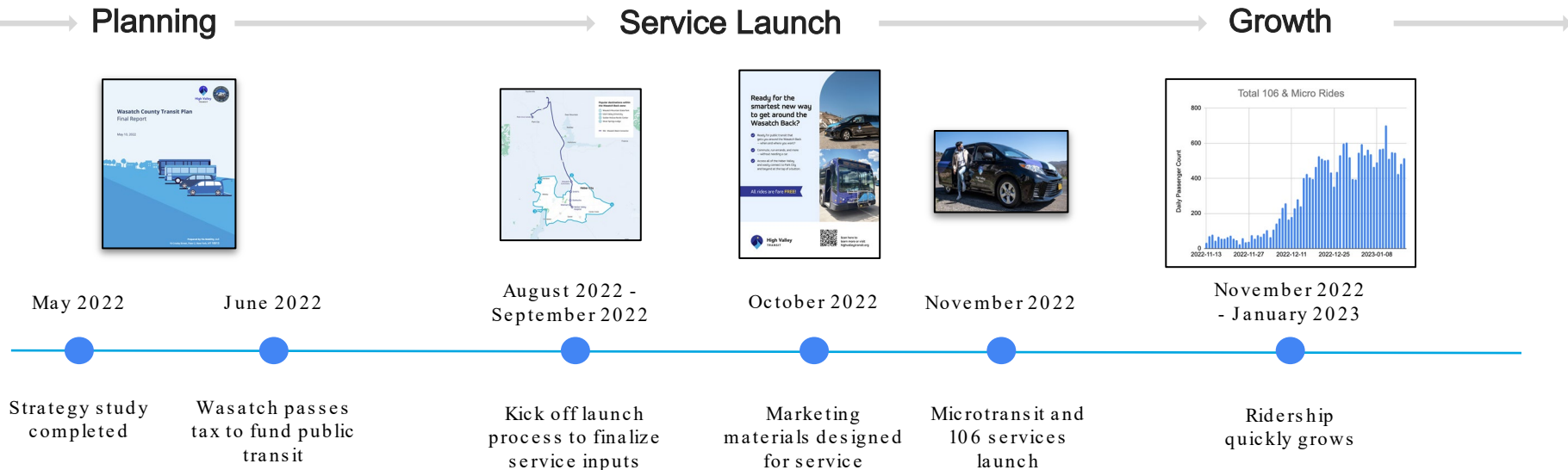
How to use the HVT App

- **Create an account:** Download the High Valley Transit app from the App Store or Google Play Store and follow the simple signup steps. You can also call (435) 246-1538 to get assistance or book a ride.
- **Book a ride:** Look up Bus schedules and book a Micro trip all in one place. Enter your pickup and dropoff addresses and choose the trip option that works for you by tapping Book This Ride.
- **Meet your vehicle:** Check the app to find out exactly where to catch the bus or meet your driver, which may be a short walk from the address you gave us.

Plan trips straight
from your phone.

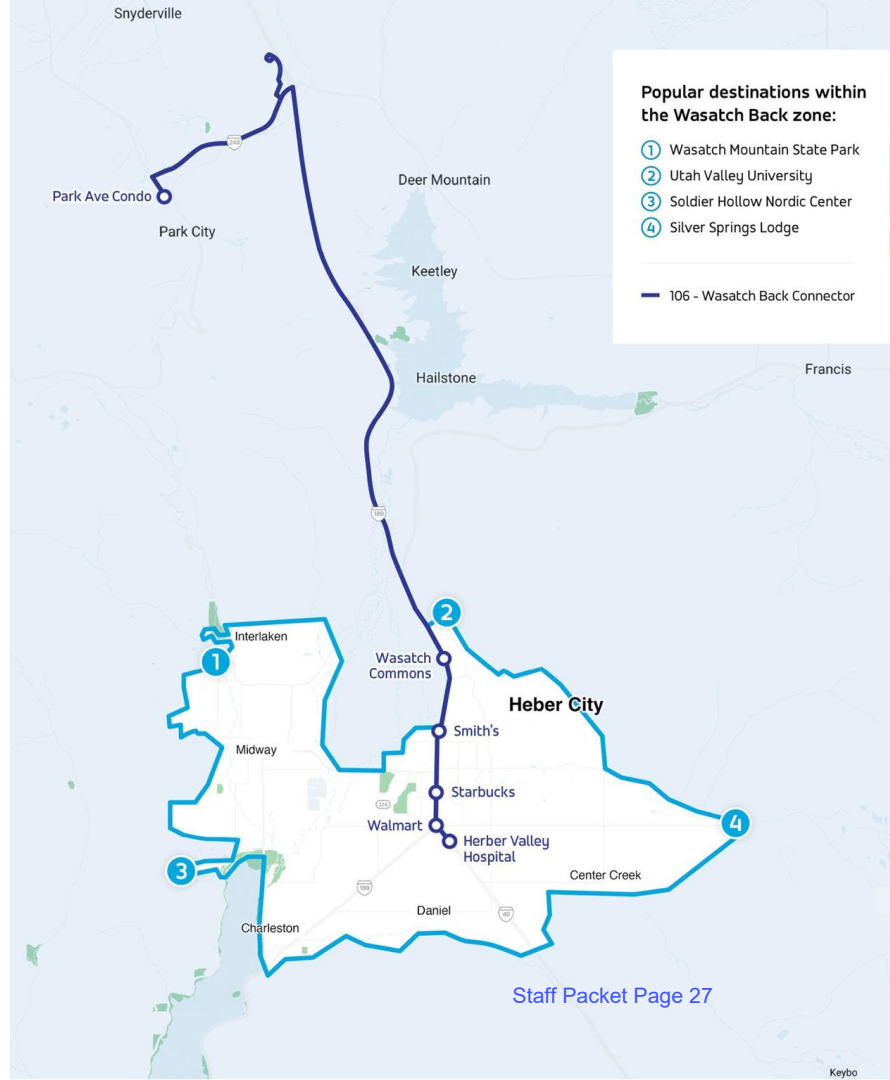


Wasatch County has started a thriving public transit system in less than a year



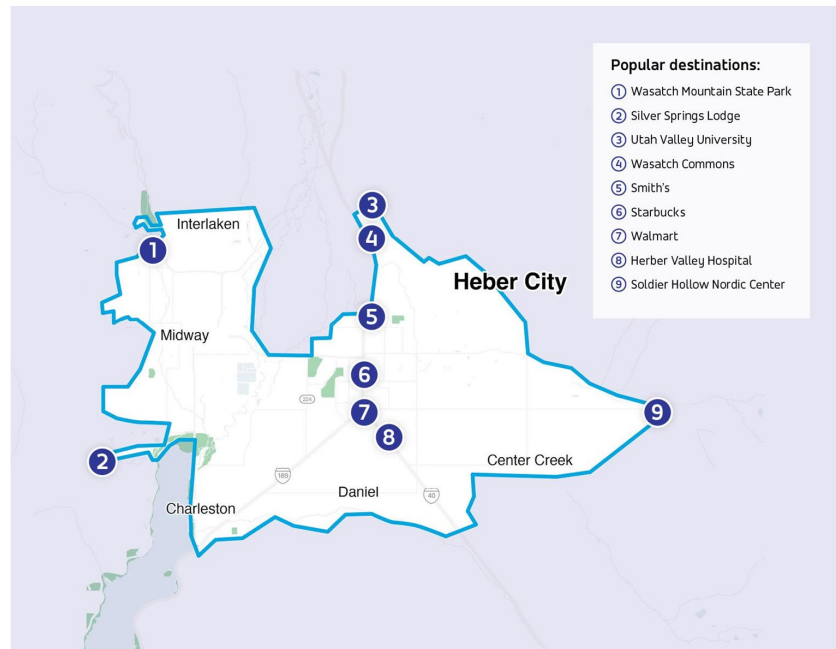
Wasatch Service Overview: 106

- **Fixed Route Name:** 106 - Wasatch Back Connector
- **Route Location:** Between Heber City Hospital and Park City, with 8 stops in between*
- **Hours:**
 - 6am-10am: 1 hour frequency
 - 3pm-6pm: 1 hour frequency
 - 6pm-9pm: reduced “late night” frequency



Wasatch Service Overview: Microtransit

- **Service Location:** Microtransit service runs in the areas of Heber City and Midway; micro riders can connect to the 106 to travel to Park City
- **Microtransit Overview:** Microtransit provides a shared van service, where the HVT app groups riders heading in the same direction to provide a more efficient service
- **Hours:** 5am-10pm, every day



Wasatch County Service Update

Service KPI Review

February 1, 2023

Performance at a glance

Bus and micro trips combined

17.4

Average fixed route efficiency
(passengers per hour) in January 2023

3.9

Average micro utilization (passengers
per hour) in January 2023

4.9

Average ride rating (out of 5)

Rider testimonials from recent reviews

Was my first time taking a high valley transit vehicle and my first impression was very good. Thank you.

Young man was very helpful, very good, and I felt comfortable with him

Great chat, good driving. Thank you

Today I rode with Jackson, and he was extremely polite and pleasant. Very informative and drove very safely. Great driver.!

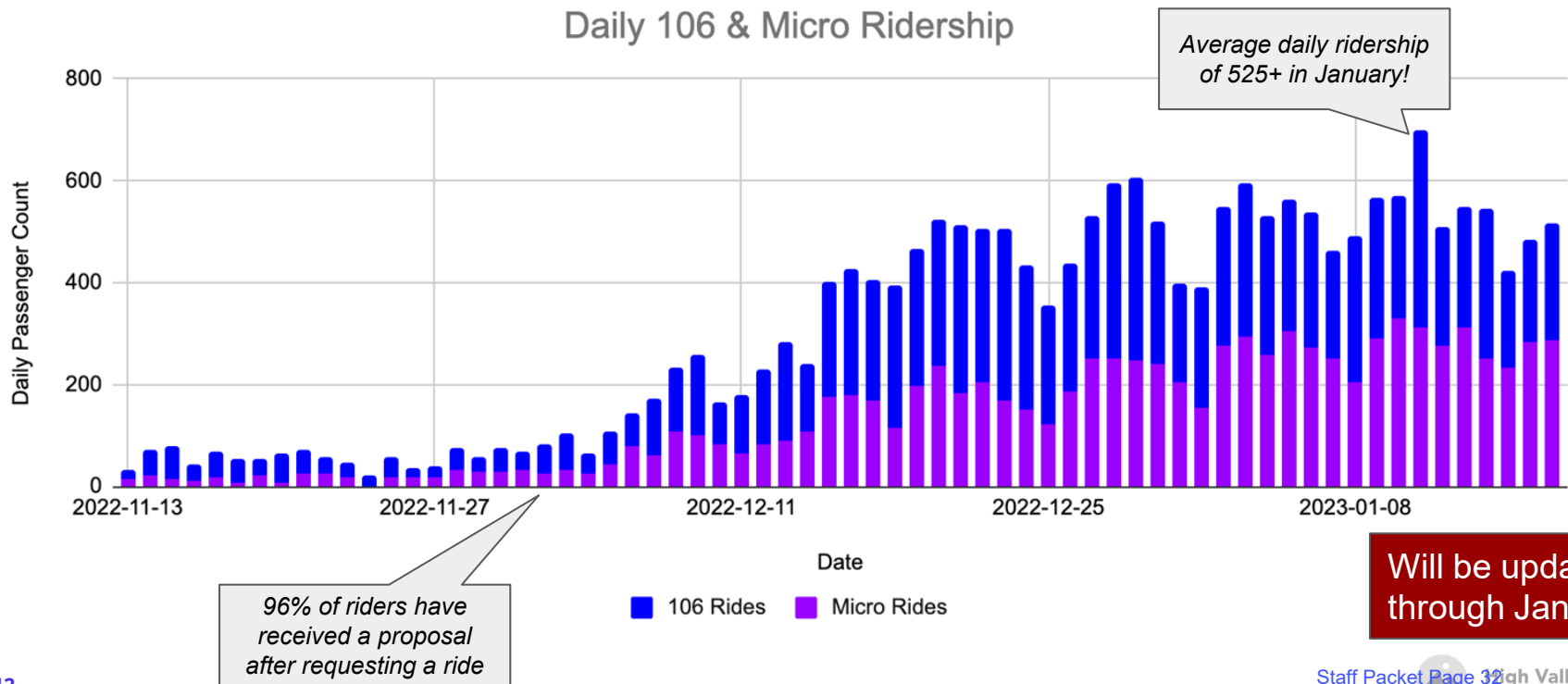
Romy the driver was very nice

Muy amable conductor, rápido y directo mil gracias!

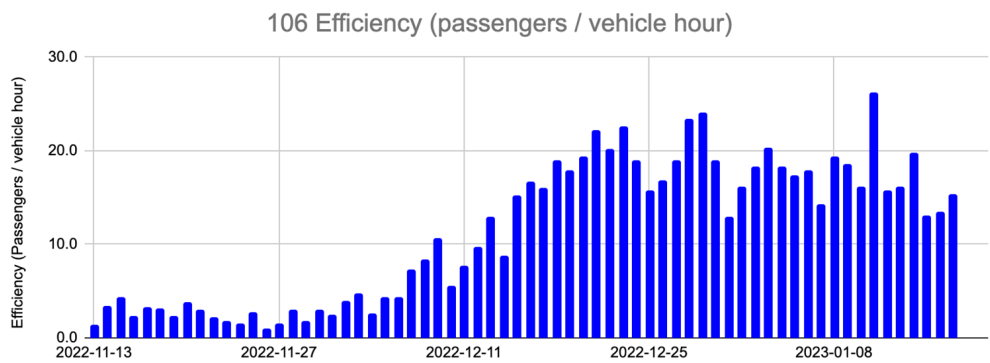
She was awesome.

Made it real comfortable in the car. Easy to talk to, very nice.

Wasatch County riders have quickly adopted the services, with over 20k rides provided in the first 2.5 months

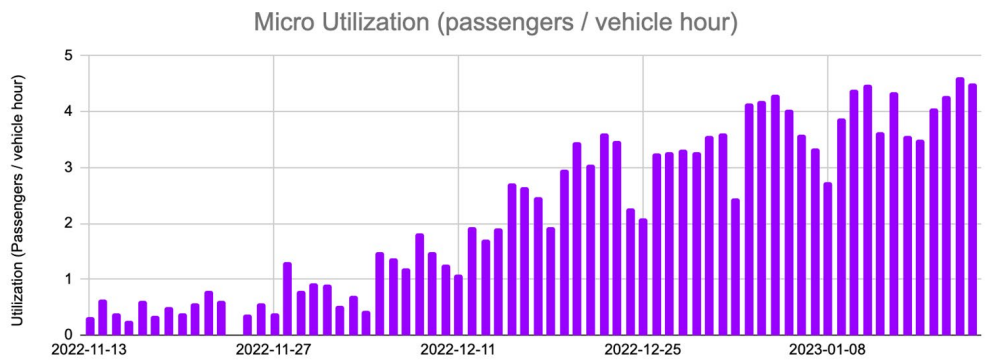


As ridership has grown, both fixed route and microtransit services have achieved high efficiency



106 Performance

- **17.4** avg. efficiency in January
- **\$9.24** avg. cost per ride in January* compared to \$12.95 & \$10.36 at UTA & Park City respectively and a \$53.10 average at rural agencies**
- In general, fixed route is good at efficiently transporting riders going in the same direction



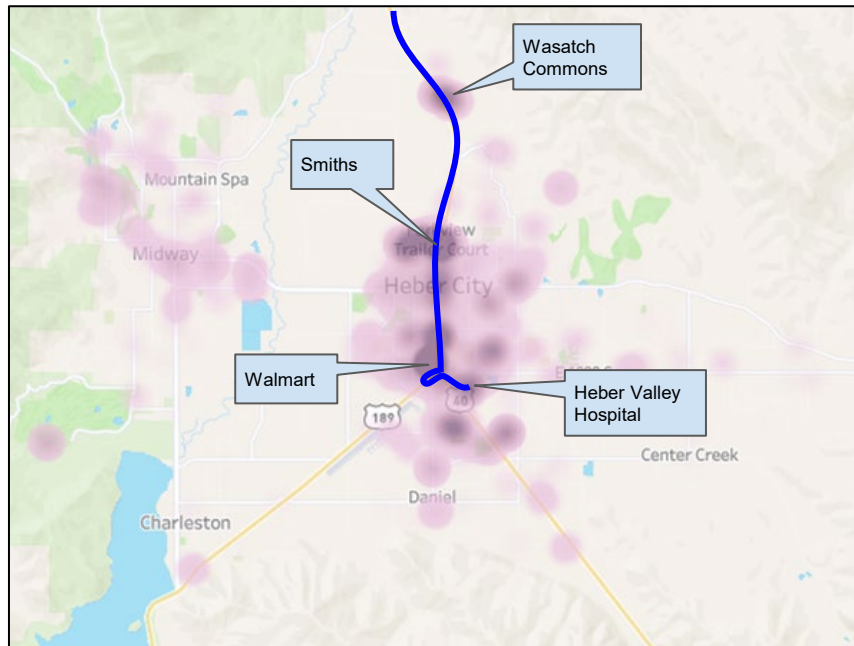
Micro Performance

- **3.9** avg. utilization in January
- **\$17.84** avg. cost per ride in January* compared to a ~\$75 average rural areas**
- In general, micro is good at transporting riders across a wider area with lower costs

*106 cost per ride figures exclude upfront fixed vehicle costs, microtransit costs includes vehicle costs
**Cost per ride comparison points come from 202 NTD data

Wasatch riders are using HVT to travel within Heber City, but also to connect to Park City and Summit County

Most common request origins w/in Wasatch



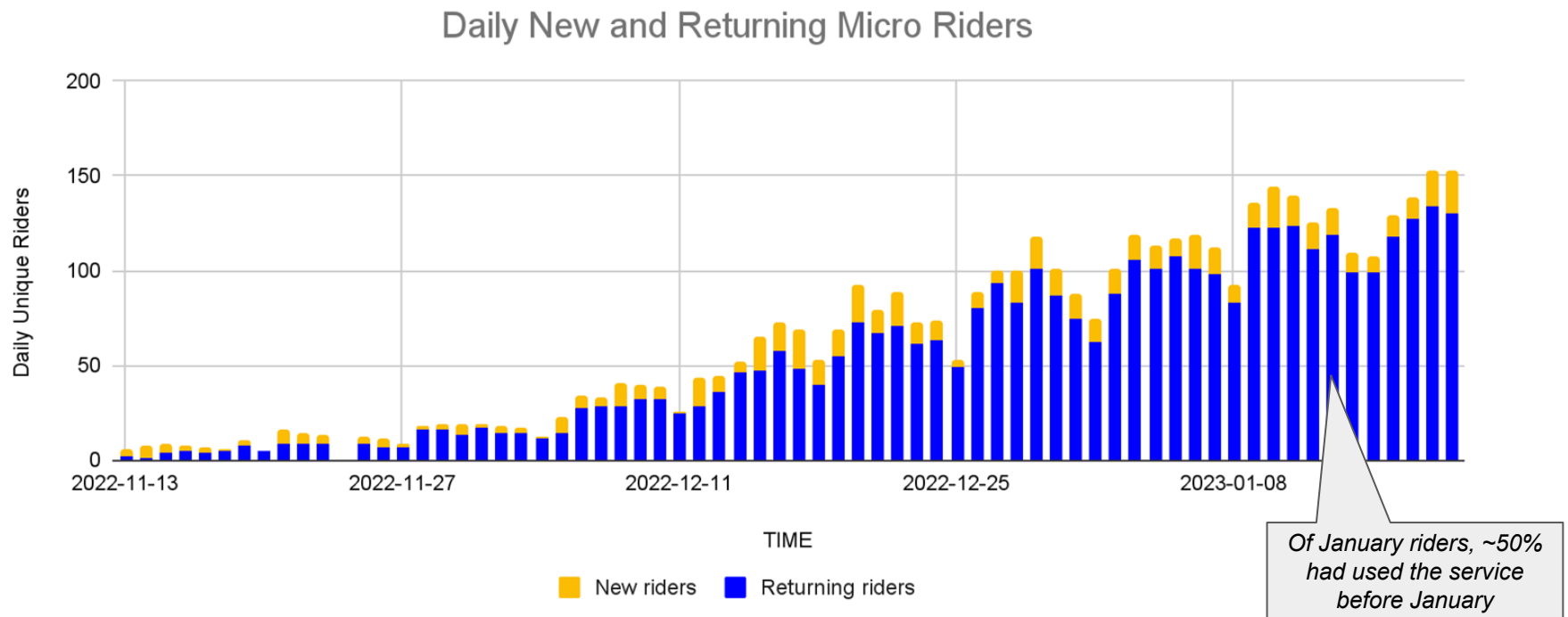
Most common destinations from Wasatch



Reading this chart

- Each pink dot represents a ride request
- The darker the shade, the more common the area as a trip origin / destination
- Blue lines represent the path of the 106

The vast majority of daily micro rides come from returning riders, signaling that Wasatch residents are incorporating the service into their daily routine



Wasatch County Service Update

Looking Forward

February 1, 2023

We look forward to seeing the service grow in the coming months & years

- HVT expects to see ridership continue to grow throughout the winter
- Given the popularity of the 106, we may want to consider updates to the schedule and increasing frequency in advance of next winter
- HVT has also heard interest from riders in extending the Valley Ride paratransit program to Wasatch
- As the Mayflower area develops, we can consider microtransit in the area (part of the initial Via Strategies study)



STAFF REPORT

TO: Board of Trustees
FROM: Jamie Dansie, Sr. Transportation Planner
DATE: January 26, 2023
SUBJECT: Route 107 PC-SLC Connect Supplemental Service

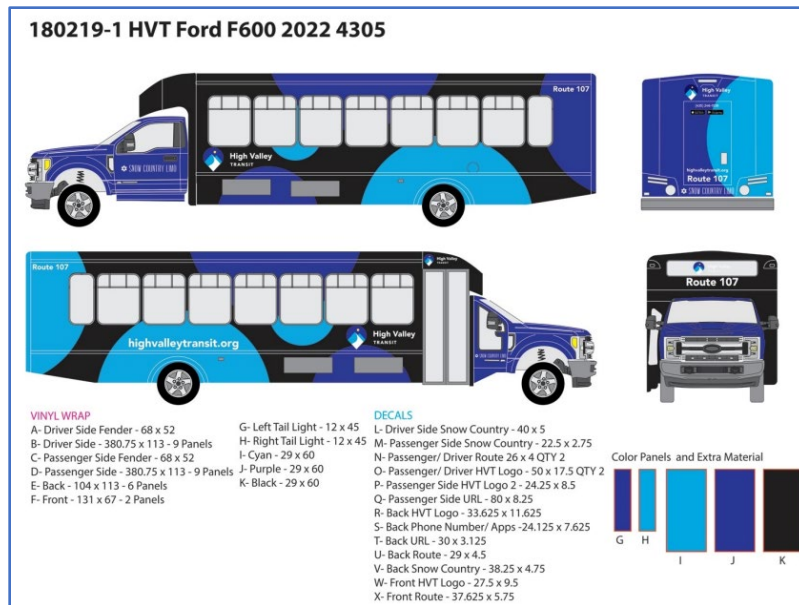
Requested Board Action

Staff is requesting the board endorse one of three options to address overcrowding on the Route 107 and approve supplemental funding if any is determined to be necessary.

Background

The 107 is a High Valley Transit funded and operated commuter route with terminuses in downtown Salt Lake City and the Kimball Junction Transit Center. Route 107 was created for the winter '22 change day in response to the Utah Transit Authority's announcement that it was indefinitely suspending its Route 902 which had provided this connection between the Wasatch Front and Wasatch Back, essentially unchanged, for over a decade. HVT gave emergency approval in November 2022 to implement a replacement for the lost service. A third-party provider, experienced in winter and canyon operations and with the ability to immediately provide a vehicle and drivers, was contracted to operate the new service but with fewer trips due to equipment and budget.

Service began on Sunday, December 11 with two morning roundtrips and three afternoon roundtrips chosen based on past 902 ridership and the limited flexibility of having only one vehicle. All trips operate seven days a week, 365 days a year. With UTA's permission, HVT has access to fourteen stops within the Salt Lake City area and all passengers are allowed to board free of charge, with one exception that requires riders to present a badge prior to boarding. A 36-passenger mini bus is dedicated to HVT's Route 107. Scheduling conflicts have prevented the bus from being wrapped until mid-February.



Route information is available on the HVT website and trips can be planned with trip planning products such as google transit but not yet with the HVT app. HVT Customer service calls are handled as with all other HVT routes.

Ridership between December 22, 2022 – January 17, 2023

Boardings and alightings are manually counted by the driver. Counting didn't begin until December 22 and full daily counting didn't begin until January 2 (only AM trips were logged until January 2). December's tally of morning riders totaled 579, a daily average of almost 58 and a weekday average of 70. January to date has averaged 177 weekday riders. By comparison, the same period for January 2021 on UTA's 902 route averaged 242 weekdays rides having six additional trips.

The table below represents January's ridership for dates January 2-19*.

	6:10 u	7:20 d	8:30 u	9:40 d	AM TOTAL	1:32 u	2:50 d	4:10 u	5:20 d	6:30 u	7:40 d	PM TOTAL
2-Jan	33	4	10	20	67	11	8	21	0	19	17	76
3-Jan	37	21	10	26	94	8	8	33	16	16	16	97
4-Jan	33	15	10	38	96	18	3	11	11	16	12	71
5-Jan	40	10	8	24	82	13	11	23	25	27	26	125
6-Jan	33	10	11	36	90	18	15	22	14	50	15	134
7-Jan	21	0	4	25	50	14	6	6	8	17	4	55
8-Jan	8	1	8	12	29	4	4	7	10	3	2	30

9-Jan	24	20	8	39	91	13	9	38	11	13	1	85
10-Jan	34	17	13	18	82	13	7	28	14	14	7	83
11-Jan	37	9	5	20	71	8	9	29	15	30	13	104
12-Jan	33	33	17	18	101	20	7	23	24	46	21	141
13-Jan	29	16	6	29	80	0	0	0	0	0	0	0
14-Jan	22	6	19	12	59	6	14	12	12	17	9	70
15-Jan	10	8	11	12	41	9	4	4	8	4	3	32
16-Jan	19	1	14	10	44	12	19	10	8	14	15	78
17-Jan	25	25	11	29	90	27	12	23	13	8	11	94
18-Jan												
19-Jan	32	28	15	36	111	17	12	29	11	21	25	115
	470	224	180	404	1278	211	148	319	200	315	197	1390

Cells highlighted in red note those trips where demand exceeded capacity. Sometimes the driver and passenger agreed to have the passenger stand while holding a seat rail or to sit in the aisle. Other times HVT staff has scheduled individual LYFT rides to get the “stranded” passenger to the end of line.

Supplemental Service Options

Staff is presenting several options for the Board to consider and, if necessary, agree to fund in anticipation of future dates where limited capacity will leave some passengers unable to board the bus.

Option 1 – continue to use LYFT Concierge Service

This is essentially a status quo option. Since January 11, HVT staff has booked four rides for eleven individuals. The system requires the driver to hand passengers cards with a daily code word to prevent abuse. Staff then books a ride and shares pickup information with the passenger. The total cost to date for this has been \$401.31.

Advantage

Cost effective
Immediate
Schedules do not need to be republished

Disadvantage

Delays and inconvenience to riders
Staff availability

Option 2 – replace the mini bus with a full sized coach

Snow Country Limousine has a 55-passenger bus it could assign to this service. The cost would increase from \$2200 a day to \$2600 a day. HVT could return to the current agreement at the end of peak season.

Advantage

Easy to implement
Anticipates all trips' possible demands
Schedules do not need to be republished
Convenient for passengers

Disadvantage

Expensive
Rarely necessary

Option 3 – add supplemental trips to the schedule

An 14-passenger van is available to supplement existing trips. The cost of introducing new service would add \$350/day for a one-way trip and \$625/day for a roundtrip. An example of a new schedule is below.

Advantage

Easy to implement
Convenient for passengers

Disadvantage

Expensive
This is a best guess to what needs there will be
Messaging, possibly republishing schedules

Wkd, Sat, Sun to Kimball Junction							Wkd, Sat, Sun to Salt Lake City					
SLC	200 S Main	100 S N Campus	UofU Medical	2100 E pnr	KJTC		KJTC	Jeremy Ranch	UofU Medical	100 S N Campus	200 S Main	SLC
6:10	6:17	no stop	6:29	no stop	7:17	\$675/day	7:20	7:27	7:58	8:01	8:19	8:27
6:10	6:17	6:26	no stop	6:43	7:17		9:40	no stop	10:11	10:14	10:32	10:43
8:30	8:38	8:47	8:51	9:01	9:37		9:40	9:47	10:15	10:18	10:36	10:47
1:32	1:41	1:50	1:53	2:06	2:39	\$350/day	2:50	-	3:27	3:30	3:49	3:57
4:10	4:19	4:29	4:32	4:45	5:17		5:20	-	5:57	6:00	6:19	6:27
6:30	6:39	6:48	6:52	7:02	7:37		7:40		8:18	8:21	8:39	8:47
7:00	7:09	7:18	7:22	7:32	8:07							

902 Weekday Ridership, 2022

January 2022	5,026
February 2022	4,893
March 2022	4,555
April 2022	2,716

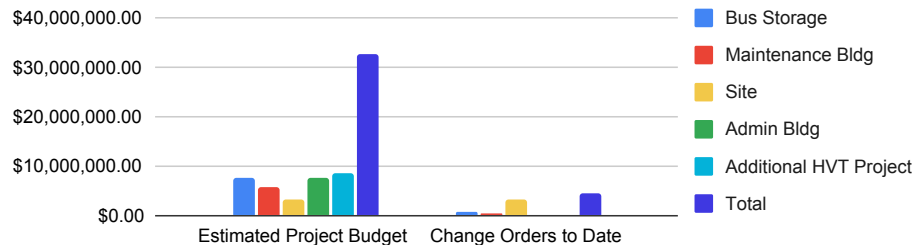
HIGH VALLEY TRANSIT | WEEKLY UPDATE

26 January 2023



HVT	Bus Storage	Maintenance Bldg	Site	Admin Bldg	Additional HVT Project Costs	Total
Estimated Project Budget	\$7,665,641.00	\$5,740,395.00	\$3,181,038.00	\$7,638,629.00	\$8,602,123.00	\$32,827,826.00
Change Orders to Date	\$837,911.00	\$366,831.00	\$3,150,625.00			\$4,355,367.00
Estimated Project Budget						\$37,183,193.00
Billed to Date						\$4,903,273.88
Remaining Budget						\$32,279,919.12

**Project Total based on known Estimated Costs



PENDING CHANGE ORDERS

CO# & Description #05	Snow Removal
Total	\$37,682.28
Action Items	1/24/23—Sent to GSBS for Signature

POTENTIAL CHANGE ORDERS

CO# PENDING	Additional Excavation/Blasting/Placement	CO# PENDING	Stand Down
Total	?	Total	?
Action Items	Excess material haul/waste to additional lots	Action Items	Pending on Big-D

ACTION ITEMS

Owner	Issue
C.Rodriguez - HVT	Sign—HVT Bus Storage and Maintenance GMP submitted by Big-D
WCG - HVT	Underground Inspection Control Permit
WCG - HVT	Project Campus Data—Due to Caroline by 1/26/2023
GSBS/Horrocks	RFI 1, and RFI 2—LOD, Survey Control
Horrocks (Trevor P.)	Trevor P. designing a Mass/Haul balance looking at a holistic approach for Parcels 3,4,5,6, & 1
Summit County (Peter/Patrick)	Exception for cut heights of over 10' and lot balancing of over 10% slopes (2/1/2023)
Big-D	Baseline Schedule - 1/25/2023
Big-D/Wardell Bros	Additional Excavation including Blasting Plan and Cost Estimate
Big-D/Wardell Bros	Potential Change Order for Stockpiling of waste material (initial estimate is \$18.10/CY vs. \$24.50/CY—Savings of \$257,420.80)
HVT / Updated	Big-D Invoice December 002 Revised 1/18/2023
HVT	Set-up meeting for Design Model Waiver Issue/Ownership of Plans and Model Open Packet Page 43

HIGH VALLEY TRANSIT | WEEKLY UPDATE

26 January 2023



CALENDAR

January 18, 2023

GSBS Sent Construction Plans/Specs for ADMIN Building

February 01, 2023

Summit County Council decision on Mass Haul Excavation

February 06, 2023

Selection meeting for Materials Testing and Special Inspection Firm

March 27, 2023 or April 06, 2023

Spackman—Wanting to start installation of HVT Fuel System

January 2024

Substantial Completion Date—Bus Storage

July 2024

Substantial Completion Date—Project

STAFF REPORT

To: Summit County Council
From: Patrick Putt
Date of Meeting: February 1, 2023
Type of Item: Special Exception – Public Hearing, Possible Action
Process: Legislative Review

RECOMMENDATION: Staff recommends the Summit County Council review the proposed Special Exceptions, conduct a public hearing, and approve the request subject to the Findings of Fact and Conclusions of Law provided in this report.

I. Project Description: The applicants seek a Special Exception from the Summit County Code, Sections 10.4.2: Environmental Criteria; 10-2-4.D.1/10-4-22: Building Height; 10-4-10: Transportation Infrastructure and Access; and 7-2: Excavation, Grading and Filling on Private Property to allow a site-specific over-lot grading plan for Lots 1, 3, 4, 5, and 6 of the FJ Gillmor Subdivision and adjusted maximum building height elevations for Lots 1 and 6 of the FJ Gillmor Subdivision.

Project Name: FJ Gillmor Subdivision Grading Plan Special Exception
Applicant/Property Owners(s): Summit County, High Valley Transit, Mountain Regional Water
Location: 1608 Sego Lilly Way (off US-40 Frontage Road)
Zone District: Rural Residential (RR)
Property Description: FJ Gillmor Subdivision, Lots 1, 3, 4, 5, and 6.
Type of Process: Legislative
Final Land Use Authority: Summit County Council

II. Vicinity Map/Subdivision Location



Lot 2 was conveyed to Snyderville Basin Special Recreation District. Lot 3 was conveyed to High Valley Transit District. Lot 5 was conveyed to Mountain Regional Water District. Lot 7 was conveyed to Property Reserve Inc. Lot 1, Lot 4, Lot 6 remain in Summit County ownership.

On February 22, 2022, the Snyderville Basin Planning Commission approved a Conditional Use Permit and a Master Planned Development for a Public Facility use for High Valley Transit District (HVT) on Lot 3. Phase 1 of the HVT facility includes a 11,321 square foot Bus and Fleet Maintenance Shop; 31,200 square foot Covered Bus Parking Shelter; 18,077 square foot Administrative and Operations Building; and fueling area. As part of the CUP, grading plans were reviewed and approved for Phase 1 of the project. A subsequent Construction Mitigation Plan called for approximately 30,000 cubic yards (CY) of export soils/dirt materials to be processed on Lot 4 (Summit County) before export or reuse on site. Two (2) building permits have been issued, one for the covered bus parking shelter on August 22, 2022 and one for the bus and fleet maintenance shop on December 13, 2022.

Following the issuance of the building permit, High Valley Transit District and project managers made a decision to move forward developing the overall High Valley Transit project. The overall High Valley Transit site will eventually require a net export of 76,600 CY. With subsequent analysis of the larger Gillmor site it has become clear that similar large-scale net excavation will be required on Lot 4 (Summit County) and Lot 5 (Mountain Regional Water District). In total, the development of Lot 3 (High Valley Transit District), Lot 4 (Summit County), and Lot 5 (Mountain Regional Water District) would require a net export of 158,100 CY. 158,100 CY equates to over 8,500 truck trips.

IV. Proposal: The proposal is to implement a balanced cut-fill grading program whereby soil material from Lot 3 (High Valley Transit District); Lot 4 (Summit County); and Lot 5 (Mountain Regional Water District) will be redistributed and re-contoured onto Lot 1 (Summit County); Lot 6 (Summit County); and the subdivision roadway platforms. This proposal will:

- Utilize existing soil materials within the FJ Gillmor Subdivision.
- Comply with sustainable construction practices to use on-site materials for development purposes.
- Minimize haul-truck trips (over 8,500 trips) out of the subdivision.
- Reduce haul-truck associated greenhouse gas emissions.
- Reduce impacts on roads along haul routes.
- Reduce traffic congestion and vehicle conflicts along haul route and at key intersections/interchanges.
- Improve safety for pedestrians and cyclists along the US-40 Frontage Road.

Moving forward with the proposed balanced cut-fill grading program will require reconciling three (3) specific provisions of County Code:

Section 10-4-2: Environmental Criteria which specifies that *“over lot grading, or the significant removal of soil material on the uphill side of a site and filling on the downhill side, when natural slope conditions exceed ten percent (10%) of the site to create a large, flat development pad is not permitted. All development shall generally conform to the existing contours of the land.”* The proposed grading plan will include topography exceeding 10% slope and will result in large, relatively-flat building pads.

Section 10-4-22: Building Height which states, “height of the perimeter of a structure shall be measured from existing grade or finished grade, whichever measurement is greater.” The proposed plan will raise grades in certain areas ranging from 6 feet to 21 feet. The applicant is requesting an exception to measure the building height for Lots 1, 4 and 6 (Summit County) from the adjusted/raised grade to allow building to be constructed to the Rural Residential 32-foot standard height.

Section 10-4-10: Transportation Infrastructure and Access which specifies that “retaining walls shall be used with cuts in excess of ten feet (10’). Cut slopes shall be as specified by a qualified engineer to achieve a stable embankment. Fill areas shall be contoured to two feet (2’) horizontal to one foot (1’) vertical slopes or flatter as directed by a qualified engineer.” The proposed plan may require area-specific adjustments to the retaining wall heights and slopes beyond these standards. The purpose of this Code requirement is to minimize the amount of fill on the downhill side of the newly constructed road while still providing suitable lateral support. With the proposed fill amounts under consideration the consequent raising of the existing grade levels adjacent to the road, if approved, makes the retaining wall unnecessary. A special exception from this provision is required by the County Engineer.

Discussion Point: Additionally, **Section 7-2/7-3 (Appendix A): Excavation, Grading and Filling on Private Property** addresses setbacks from property lines. “The toe of the Fill slope shall not be made nearer to the property boundary line than one half (½) the height of the slope with a minimum setback of 2 feet and a maximum of 20 feet. The proposed fill is approximately 20’ and would require a 10’ setback.” A special exception is not required, however there are some requirements that need to be addressed prior to issuing a permit. There is a provision that allows the County Engineer to approve an alternate setback. This will need to be requested along with a soils report. The soils report will need to address Appendix A, Section 6.2 and 6.3 Preparation of Ground. It will need to include benching, removal of any organic material, tailings or other contaminated material, and maximum aggregate size. Staff finds this matter important to note as Council considers the three (3) specific Special Exceptions listed above in this section.

The applicants seek County Council’s relief from the above-described regulations pursuant to process and standards set forth in the Snyderville Basin Development Code, **Section 10-3-7: Special Exceptions**.

V. Special Exception Standards of Review Criteria--Analysis and Findings: According to Section 10-3-7 of the Snyderville Basin Development Code, the Council may approve, approve with conditions, or deny a Special Exception based upon written findings of fact according to each of the following standards.

Standard 1: The Special Exceptions are not detrimental to the public health, safety, and welfare.

Analysis: Complies. Public health, safety, and welfare will not be adversely affected by the granting of the proposed Special Exception. None of the relocated material includes contaminated elements thus preventing any negative consequences to air, soil, or water quality. The elimination of over 8,500 haul truck trips will promote vehicular, cyclist, and

pedestrian safety along the heavily-used US-40 Frontage Road. Getting rid of the truck haul trips will help to prevent possible vehicular conflicts and congestion at the Silver Summit roundabout, Silver Summit Interchange, and the Quinn's Junction Interchange. The proposed balanced cut-fill grading proposal advances Council's Strategic Objective #3: Environmental Stewardship through the use of sustainable construction practices such as utilizing on-site resources and limiting unnecessary import/export of materials. Such measures advance the community welfare.

Standard 2: The intent of this chapter and the General Plan will be met.

Analysis: Complies. Among the major focuses of the Snyderville Basin General Plan and Snyderville Basin Development Codes include the following goals and objectives:

- Environmental and Development Sustainability *[SBGP, Page 1, Chapter 1: Goals]*
- Traffic (Mitigation) *[SBGP, Page 2, Chapter 1: Vision]*
- Chapter 7: Service and Facilities--Goal: Maintain adequate service levels in regard to services and facilities that are best operated at the local government or quasi-governmental level. These services could include: essential health and safety services such as fire, ambulance, law enforcement, public health, **utilities and infrastructure**; and other services such as libraries, parks and recreation, **public transportation**, weed or pest management, and waste management and recycling. *[SBGP, Page 26, Chapter 7,]*
- Policy 7.2: Essential facilities should be designed to provide an acceptable level of service to the peak service demand. Other facilities should be designed to accommodate average demand. Temporarily reduced service levels may occur at times of peak service demand; however, reductions should not produce a meaningful threat to the public safety. *[SBGP, Page 26, Chapter 7]*
- Chapter 8: Transportation, Circulation, and Connectivity--Goal: Promote a variety of transportation alternatives that provide convenient, reliable, and efficient services that meet the travel requirements of users. *[SBGP, Page 27, Chapter 8]*
- Policy 8.11: Transit: Centrally located transit facilities will be placed within all new major developments. *[SBGP, Page 29, Chapter 8]*
- Chapter 8: Transportation, Circulation, and Connectivity, Objective D: The County will pursue local and regional mass transit opportunities to provide greater transportation efficiency. *[SBGP, Page 29, Chapter 8]*
- Policy 8.13: Recognize the regional nature of traffic and commit to continue working with UDOT, Park City Municipal, Wasatch County, Salt Lake County, and other stakeholders to achieve regional mass transit cooperation. *[SBGP, Page 29, Chapter 8]*
- Policy 8.14: Maximize existing infrastructure to accommodate for mass transit rather than building or expanding roads. *[SBGP, Page 29, Chapter 8]*
- Recreational uses along the US-40 Frontage Road corridor. *[SBGP, Page 35, East Basin Neighborhood]*

The three requested Special Exceptions allow for the development of vital community institutional/public facilities and services in a manner that implements environmental design principles, mitigates neighborhood transportation and circulation problems, and

reduces public safety risks. These measures are consistent with the targets of the Snyderville Basin General Plan highlighted above in this section.

Standard 3: The applicant does not reasonably qualify for any other equitable processes provided through the provisions of this chapter.

Analysis: Complies. The relief from the County Code provisions set forth in this application are not subject to a variance review by the Board of Adjustment. There are no waivers available under the Rural Residential development standards, Conditional Use Permit criteria, or Master Planned Development process. The Special Exception is the applicant's only recourse to hauling over 158,000 CY of material to an offsite location.

Standard 4: There are equitable claims or unique circumstances warranting the special exception.

Analysis: Complies. There are no equitable claims to support approving the requested Special Exceptions; however special circumstances exist. Public Facilities/Institutional uses are vital to providing necessary infrastructure and services to the community. There are very limited County-owned lands available for providing these uses—especially in locations that are central to the service areas. The FJ Gillmor Subdivision is the County's best option to establish and centrally collocate essential services facilities. As with most lands in Summit County, the FJ Gillmor subdivision is not entirely flat. Its topography undulates. Public Facilities, utility providers, transit/transportation agencies and other institutional uses require buildings with large footprint areas, greater than normal parking, and storage areas. These uses require significant land area, large vehicle circulation, and turn areas with shallow grades. This combination of limited land resources necessary to centrally site these uses; the varied topography of the FJ Gillmor Subdivision; and the special characteristics inherent to operations associated with these activities form the unique circumstances justifying the Special Exception requests.

Staff finds granting the requested Special Exceptions will not set precedent for future non-Public Facility/Institutional development applications. Public uses, including but not limited to, agencies that provide infrastructure, utilities, transit/transportation, and traffic mitigation are paramount to Summit County residents and visitors. Albeit necessary as well, commercial, residential, and recreational uses are secondary to the essential services needed to keep the community functioning. The community cannot operate in a healthy and safe manner without these Public Facility/Institutional uses and their appropriately designed base facilities.

VI. Public Notice and Comments: This item was publicly noticed as a public hearing with possible action by the Summit County Council. Notice of the public hearing was published in the *Park Record*. Courtesy postcards were mailed to all property owners within 1,000 feet of the subject parcel. As of the date of this report, no public comment has been received.

VII. Recommendation: Staff recommends the Summit County Council review the proposed Special Exceptions, conduct a public hearing, and approve the request subject to the Findings of Fact and Conclusions of Law provided below.

VIII. Findings of Fact:

1. The findings included in the Analysis section of this staff report are incorporated herein.
2. The FJ Gillmor Subdivision is located in the Rural Residential (RR) Zone along the US-40 Frontage Road south of Home Depot and north of the Triangle Parcel.
3. The FJ Gillmor Subdivision was approved as a 7-lot subdivision by the Summit County Council in June 2022.
4. FJ Gillmor Subdivision Lot 1 is owned by Summit County.
5. FJ Gillmor Subdivision Lot 2 is owned by Snyderville Basin Special Recreation District.
6. FJ Gillmor Subdivision Lot 3 is owned by High Valley Transit District.
7. FJ Gillmor Subdivision Lot 4 is owned by Summit County.
8. FJ Gillmor Subdivision Lot 5 is owned by Mountain Regional Water District.
9. FJ Gillmor Subdivision Lot 6 is owned by Summit County
10. FJ Gillmor Subdivision Lot 7 is owned by Property Reserve Inc. .
11. FJ Gillmor Subdivision Lots 1 and 7 are specified for uses allowed in the underlying zone (Rural Residential).
12. FJ Gillmor Subdivision Lots 2-6 are designated for “Public Facilities”.
13. On February 22, 2022, the Snyderville Basin Planning Commission approved a Conditional Use Permit and a Master Planned Development for Public Facility use for High Valley Transit District (HVT) on Lot 3.
14. The High Valley Transit District facility includes a 11,321 square foot Bus and Fleet Maintenance Shop; 31,200 square foot Covered Bus Parking Shelter; 18,077 square foot Administrative and Operations Building; and fueling area.
15. Two (2) building permits have been issued to High Valley Transit District, one for the covered bus parking shelter on August 22, 2022 and one for the bus and fleet maintenance shop on December 13, 2022.
16. As part of the High Valley Transit District CUP, grading planas were reviewed and approved for Phase 1 of the project.
17. A subsequent High Valley Transit District Construction Mitigation Plan called for approximately 30,000 cubic yards (CY) of export soils/dirt materials to be processed on Lot 4 (Summit County) before export or reuse on site.
18. Following the issuance of building permits, High Valley Transit District and project managers made a decision to move forward developing the overall High Valley Transit project.
19. The overall High Valley Transit site will eventually require a net export of 76,600 CY.
20. With subsequent analysis of the larger Gillmor site it has become clear project planners and engineers that similar large-scale net excavation will be required on Lot 4 (Summit County) and Lot 5 (Mountain Regional Water District).
21. In total, the development of Lot 3 (High Valley Transit District), Lot 4 (Summit County), and Lot 5 (Mountain Regional Water District) would require a net export of 158,100 CY. 158,100 CY equates to over 8,500 truck trips.
22. The above-estimated truck trips hold the potentially of having adverse environmental, transportation, traffic congestion, and public safety consequences.

23. In lieu of the over 8,500 truckloads of material export, a proposal to implement a balanced cut-fill grading program whereby soil material from Lot 3 (HVT); Lot 4 (Summit County); and Lot 5 (Mountain Regional Water) will be redistributed and re-contoured onto Lot 1 (Summit County); Lot 6 (Summit County); and the subdivision roadway platforms.
24. Implementing the proposed balanced cut-fill grading program requires Special Exceptions from the Summit County Code, Sections 10.4.2: Environmental Criteria; 10-2-4.D.1/10-4-22: Building Height; 10-4-10: Transportation Infrastructure and Access to allow a site-specific over-lot grading adjusted maximum building height measurement for Lots 1 and 6 of the FJ Gillmor Subdivision.
25. The Snyderville Basin Development Code, Section 10-4-2: Environmental Criteria specifies that *“over lot grading, or the significant removal of soil material on the uphill side of a site and filling on the downhill side, when natural slope conditions exceed ten percent (10%) of the site to create a large, flat development pad is not permitted. All development shall generally conform to the existing contours of the land.”*
26. The Snyderville Basin Development Code, Section 10-4-22: Building Height states *“height of the perimeter of a structure shall be measured from existing grade or finished grade, whichever measurement is greater.”*
27. If approved, the Special Exceptions will allow Building Heights for Lot 1 (Summit County); Lot 6 (Summit County) to be measured from the adjusted (raised) grade.
28. The Snyderville Basin Development Code, Section 10-4-10: Transportation Infrastructure and Access specifies that *“retaining walls shall be used with cuts in excess of ten feet (10’). Cut slopes shall be as specified by a qualified engineer to achieve a stable embankment. Fill areas shall be contoured to two feet (2’) horizontal to one foot (1’) vertical slopes or flatter as directed by a qualified engineer.”*
29. Although a Special Exception is not required from Summit County Code, Section 7-2/7-3 (Appendix A): Excavation, Grading and Filling on Private Property which addresses grading setbacks from property lines, there are some requirements that may need to be addressed prior to issuing a permit. The Summit County Code allows the County Engineer to approve an alternate setback.
30. Summit County, Mountain Regional Water District, and High Valley Transit District have filed a Special Exception application for relief from the above-referenced County Code standards.
31. The applicants assert that their proposal to implement a balanced cut-fill grading program whereby soil material from Lot 3 (High Valley Transit District); Lot 4 (Summit County); and Lot 5 (Mountain Regional Water) will be redistributed and re-contoured onto Lot 1 (Summit County); Lot 6 (Summit County); and the subdivision roadway platforms will:
 - a. Utilize existing soil materials within the FJ Gillmor Subdivision.
 - b. Comply with sustainable construction practices to use on-site materials for development purposes.
 - c. Minimize haul-truck trips (approximately 8,500 trips) out of the subdivision.
 - d. Reduce haul-truck associated greenhouse gas emissions.
 - e. Reduce impacts on roads along haul routes.
 - f. Reduce traffic congestion and vehicle conflicts along haul route and at key intersections/interchanges.
 - g. Improve safety for pedestrians and cyclists along the US-40 Frontage Road.

IX. Conclusions of Law:

1. The Special Exceptions are not detrimental to the public health, safety, and welfare.
2. The intent of the Snyderville Basin Development Code and the General Plan are met.
3. The applicant does not reasonably qualify for any other equitable processes provided through the provisions of the Snyderville Basin Development Code.
4. There are equitable claims or unique circumstances warranting the Special Exceptions.

X. Attachments:

Exhibit A: Grading Plans

FJ Gillmor Sub Roadway & Mass Grading Cost Allocation Draft 1 25 2023.xlsx

Mass Grading and Roadway Improvement Costs Allocation										
	HVT			SC	MRW	PCMC				
	Lot 3 - HVT Original	Lot 3 HVT - Additional	TOTAL HVT	Lot 4 (4.18 Acres)	Lot 5 (5.00 Acres)	Lot 6 (9.61 Acres)	Lot 1	Totals	Subdivision Roads	Total
Lot Size In Acres			7.92	4.18	5.00	9.61				
	CY	CY		CY	CY	CY	CY		CY	CY
Excavation	52,200.00	24,400.00	76,600.00	54,900.00	37,500.00			169,000.00		169,000.00
Fill				7,100.00	3,800.00	148,500.00	3,600.00	163,000.00	6,000.00	169,000.00
Unit cost to excavate, place, and compact	\$ 18.10	\$ 18.10	\$ 18.10	\$ 15.60	\$ 15.60					
SubTotal - Excavation/Fill	\$ 944,820.00	\$ 441,640.00	\$ 1,386,460.00	\$ 856,440.00	\$ 585,000.00			\$ 2,827,900.00		
Total Delay Cost =\$2308 x 7 Days			\$ 16,156.00					\$ 16,156.00		
WTI Materials Insption and Testing						\$ 74,300.00		\$ 74,300.00		
Clear/Grub & Hydro (\$0.53/SF)			\$ 36,115.47					\$ 36,115.47		
Blasting (asssume 60% of total area) \$6.20/CY			\$ 284,952.00	\$ 204,228.00	\$ 139,500.00			\$ 628,680.00		
Add'l Cost on Expansion of Storm Drainage Pond for On-Site Detention/Retention										
Clear and Grub (\$5900 Acre)				\$ 24,662.00	\$ 29,500.00	\$ 56,699.00	\$ 5,900.00	\$ 116,761.00		
Hydro Seed (\$0.80/SY)				\$ 16,185.02	\$ 19,360.08	\$ 37,210.07	\$ 3,872.00	\$ 76,627.17		
TopSoil (\$15.6/CY) same as excavation cost						\$ 161,242.85	\$ 25,168.00	\$ 186,410.85		
Total Grading Costs Before Adjustments			\$ 1,723,683.47	\$ 1,101,515.02	\$ 773,360.08	\$ 329,451.92	\$ 34,940.00	\$ 3,962,950.49		
Relative Percents Before Allocation of Fill Being Filled			43.49%	27.80%	19.51%	8.31%	0.88%	100.00%		
Allocation of Fill to Lots Receiving Fill at this \$ per Yard	\$ 5.00		\$ -	\$ 35,500.00	\$ 19,000.00	\$ 742,500.00	\$ 18,000.00	\$815,000.00		
Relative Percent Based upon Excavation			45.33%	32.49%	22.19%	0.00%	0.00%	100.00%		
Cost Reduction to Lots Being Excavated			\$ (369,402.37)	\$ (264,754.44)	\$ (180,843.20)	\$ -	\$ -	\$ (815,000.00)		
Total Adjusted Cost Per Lot			\$ 1,354,281.11	\$ 872,260.59	\$ 611,516.88	\$ 1,071,951.92	\$ 52,940.00	\$ 3,962,950.49		
Cost Per Square Foot for Grading			\$ 3.93	\$ 4.79	\$ 2.81	\$ 2.56				
Allocation of Shared Roadway Improvement Costs:										
Relative Percent of Shared Roadway Improvement Costs			8.86%		5.60%	10.75%				
Estimated Total Shared Roadway Improvement Costs	\$ 6,403,700.00		\$ 567,367.82	\$ -	\$ 358,607.20	\$ 688,397.75	\$ -			
Grand Total Costs (Grading and Roadway)			\$ 1,921,648.93	\$ 872,260.59	\$ 970,124.08	\$ 1,760,349.67	\$ 52,940.00			



Staff Report

Date: January 24, 2023
To: High Valley Transit Board of Trustees
From: Chris Putt, Planner I
Re: Employee Spotlight

Roles at HVT

I have been working with High Valley transit since February of 2021 as Transportation Planner I. Before accepting my current role with HVT, I interned in the Transportation Planning Department, under Caroline Rodriguez and Jamie Dansie. Like all of us at High Valley Transit, I wear many hats throughout the work week. My day-to-day roles at HVT include the following:

- Managing tasks such as fabricating and installing bus stop signage and new active transportation initiatives
- Grant writing and administration: Wrote and secured funding for the District's SOOFA smart signage and the SR-23 multiuse path (currently under construction)
- Collecting and visualizing ridership data, generally and in response to specific requests from stakeholders (example: Park City Municipal requesting Micro origin/destination data at trailheads)
- Designing community outreach information about new and existing routes; updating SOOFA smart signage and coordinating with outside agencies looking to post
- REMIX/ArcGIS to maintain route system
- Managing minor administrative tasks such as coding receipts, web site updates, and posting agendas

In 2023, I'm looking forward to working with the design team on the SR-224 project. Outside of HVT, I am pursuing a Master in Architecture, so I will be heavily involved in many of the design tasks, especially the BRT stations.

Background

Although I was not born in Summit County, Utah, I was raised there with my three brothers since my family moved to the County in 1994-95. Growing up in this community allowed me to spend much of my time outdoors enjoying the snow and trails, which I am still lucky to take advantage of on the weekends. Lastly, I am currently pursuing my Master of Architecture at the University of Utah with an expected completion date of Spring 2024.

DECEMBER 2022

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FEBRUARY 2023

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JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 New Year's Day Holiday	3	4	5	6	7
8	9 SuCo Legislative Reception	10 5:30p KJ EIS open house	11 WaCo update	12 BRT discussion at Park City Council	13 8a: Transit Talk	14
15	16 M L King Day	17 Legislative Session begins	18 3p Transit Day on the Hill	19 SUNDANCE	20 SuCo Council Retreat	21
22	23 10a Regional	24 9a F&B, 10a Capital	25	26 Kim's bday!	27	28
29	30 Board Meeting*	31	1	2	3	4

JANUARY 2023

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MARCH 2023

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FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 WaCo update	2	3	4
5	6	7	8	9	10	11
12	13 10a Regional	14 9a F&B, 10a Capital	15	16 Board Meeting	17 Leadership 101	18
19	20 Presidents' Day	21	22	23	24	25
		PCSD no school				
26	27	28	1	2	3	4

FEBRUARY 2023

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MARCH 2023

APRIL 2023

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23	24	25	26	27	28	29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1	2	3 Legislative Session ends	4
5	6	7	8 WaCo update	9	10	11
12	13	14	15	16 Board Meeting	17	18
APT Legislative	Conference	Washington DC				
19	20	21 9a F&B, 10a Capital	22	23	24	25
26	27	28	29	30	31	1

MARCH 2023

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MAY 2023

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21	22	23	24	25	26	27
28	29	30	31			

APRIL 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7 Good Friday	8
9 Easter Sunday	10 PCSD no school	11	12 WaCo update	13	14	15
16	17	18 9a F&B, 10a Capital 11a Regional	19	20 Board Meeting Q1 Financial Update	21	22
23	24	25	26	27	28	29
30 APTA Mobility	1 Conference	2 Minneapolis	3	4	5	6

APRIL 2023

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JUNE 2023

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MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10 WaCo update	11	12	13
14 Mother's Day	15	16 9a F&B, 10a Capital 11a Regional	17	18 Board Meeting	19 Board retreat	20
21	22	23	24	25	26	27
CTAA EXPO	Oklahoma City					
28	29 Memorial Day	30	31	1	2 National Donut Day	3

MAY 2023

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28	29	30	31			

JULY 2023

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23	24	25	26	27	28	29
30	31					

JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 Memorial Day	30	31	1	2 National Donut Day	3
4	5	6	7	8	9	10
11	12	13 9a F&B, 10a Capital 11a Regional	14 WaCo update	15 Board Meeting Strategic Plan workshop/goals update	16	17
18 Father's Day	19 Juneteenth	20	21	22	23	24
25	26	27	28	29	30	1

JUNE 2023

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AUGUST 2023

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27	28	29	30	31		

JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Independence Day	4	5	6	7	8
9	10	11	12 WaCo update	13	14	15
16	17	18 9a F&B, 10a Capital 11a Regional	19	20 Board Meeting Q2 Financial Update	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JULY 2023

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SEPTEMBER 2023

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
		WaCo update				
13	14	15	16	17	18	19
		9a F&B, 10a Capital		Board Meeting		
		11a Regional				
20	21	22	23	24	25	26
27	28	29	30	31	1	2

AUGUST 2023

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OCTOBER 2023

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22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3 Labor Day	4	5	6	7	8	9
10	11	12	13 WaCo update	14	15	16
17	18	19 9a F&B, 10a Capital 11a Regional	20	21 Board Meeting	22	23
24	25	26	27	28	29	30

SEPTEMBER 2023

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OCTOBER 2023

NOVEMBER 2023

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19	20	21	22	23	24	25
26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Indigenous Peoples Day	10	11 WaCo update	12	13	14
	APT Transform	Orlando, FL				
15	16	17 9a F&B, 10a Capital 11a Regional	18	19 Board Meeting Q3 Financial Update	20	21
22	23	24	25	26	27	28
29	30	31 Halloween	1	2	3	4

OCTOBER 2023

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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

DECEMBER 2023

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 Halloween	1	2	3	4
5	6	7	8 WaCo update	9	10	11 Veterans Day
12	13	14 9a F&B, 10a Capital 11a Regional	15	16 Board Meeting	17	18
19	20	21	22	23 Thanksgiving Day	24	25
26	27	28	29	30 Board Meeting	1	2

NOVEMBER 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7 Board Meeting	8	9
10	11	12 9a F&B, 10a Capital 11a Regional	13 WaCo update	14 Board Meeting	15	16
17	18	19	20	21	22	23
24	25 Christmas	26	27	28	29	30
31	1 New Year's Day	2	3	4 (January 2024) Q4 Financial Update	5	6

High Valley Transit 2023-2025 Strategic Plan

Introduction

High Valley Transit (HVT) is the only regional public transportation provider in the Wasatch Back. HVT is one of the nation's newest public transit agency. A combination of high-frequency fixed route bus lines, neighborhood shuttles, and microtransit (micro) services were introduced between May and July 2021 with High Valley Transit's official start of full services beginning on July 1, 2021. In winter 2022, HVT launched fixed route commuter and micro in Wasatch County, the first public transit to operate there; a Micro demonstration with the Park City Municipal boundary; and an intercity commuter route between Kimball Junction and downtown Salt Lake City to replace a service cut by the Utah Transit Authority (UTA).

The system is completely fare-free. Fixed routes include four local bus lines and three commuter services operating on consistent schedules 365 days a year. Micro (on-demand) and paratransit are also completely free and available every day of the year. Thanks to having an incredible team from day one, HVT successfully delivered over 800,000 passenger trips in the first twelve months.

Year One 2021-2022

An outstanding number of accomplishments defined High Valley Transit's first year of service:

- Operations, maintenance, administrative, and support roles were filled by highly qualified professionals
- Construction activities were started on a new state-of-the-art transit facility
- The High Valley Transit mobile app was launched and upgraded with bus tracking and trip planning features
- Fixed route and micro service extended into Wasatch County (November 13, 2022), giving residents and visitors their first public transportation
- Federal grants were awarded to begin a non-emergency medical transportation (NEMT) system for area residents; for the construction of a facility; and for the construction of the SR-224 Bus Rapid Transit (BRT) project
- New revenue sources such as vehicle advertisements and vendor carts at transit facilities were explored; some implemented
- On-site visits from state and local officials, as well as peer agencies
- Awarded the Utah Urban Rural Specialized Transit Association's (URSTA) Transit Agency of the Year
- And, of course, tens of thousands of riders - residents, visitors, and employees – used the new bus routes and micro services, far surpassing expectations. That is all in addition to administrative tasks carried out daily that kept the agency on track.

First Year Fast Numbers

- Fixed Route Total Ridership: 653,271*
- Micro and Paratransit Total Ridership: 161,677
- 12 Buses in Peak Service
- 14 Micro vans
- Budget: \$17Mil

Purpose of Strategic Plan

This strategic plan considers the accomplishments and work that came out of HVT's first year. It provides an opportunity to use learned experience to systematically work towards achievable next steps while continuing HVT's first year momentum. Year one efforts were focused on operations and service delivery as the new agency established itself. 2023 will concentrate on organizational success with the aim of increasing ridership and rider satisfaction. This document succinctly states primary goals established by the HVT Board of Trustees (BOT) and lists strategies to reach those goals. Funding, timelines, and staffing needs follow.

The public will have the opportunity to track and comment on the progress of goals identified in this strategic plan through updates at public Board of Trustees meetings as well as during a workshop that will be targeted for mid-2023.

Ultimately, the purpose of this plan is to communicate the value of HVT - to benefit employees, residents, businesses, and visitors in the Wasatch Back – and to guide the Board in making budget decisions concurrent with those values.

High Valley Transit Governing Structure

High Valley Transit is overseen by a five-member Board of Trustees (BOT). The BOT receives public comment and considers community and environmental needs to make budget and policy decisions. Board members support the Executive Director and staff in their day-to-day operations as well as promote HVT's mission and vision to the broader community. One ex-officio board member accepted a position with the HVT Board of Trustees in July 2022. Additional voting members will be added as new jurisdictions annex into the District.

Business functions that are not directly related to providing public transit are provided by Summit County under a service agreement. Examples of these functions include human resources, legal, and IT. Most, if not all, roles that relate to putting buses, micro, and paratransit vehicles on the street are directly overseen by the HVT Executive Director and filled by HVT employees or subcontractors.

Mission and Vision

In 2022, High Valley Transit's Board of Trustees prioritized the creation of Vision and Mission statements. The five-member board, together with executive staff and a professional consultant, adopted the following which should always be reflected in the agency's Goals and asserts HVT's commitment to the betterment of community.

Vision: Moving the Wasatch Back forward with sustainable, innovative, and desirable transit

Mission: Through innovation and creativity, High Valley Transit provides safe, friendly, efficient, and easily accessible public transit solutions for the Wasatch Back

Commented [CR1]: Malena suggests changing to "To move the Wasatch..."

Commented [KC2]: I want to discuss changing "desirable" to "preferred" with the Board. Some folks don't seem to get desirable.

Existing Services

High Valley Transit's fixed bus lines, paratransit, and micro services are provided 365 days a year, seven days a week including holidays. Additional trips on some fixed route services and extra vehicles on micro were introduced for the 2021 winter season to meet higher than expected demand. Staffing challenges

presented some hurdles to delivering 100% of published trips but HVT's intent is to maintain consistent service throughout the year.

Table 1. *Fixed Route Service*

Route#	Route Name	Frequency	Span of Service
101	Spiro Local Jeremy Ranch to Deer Valley via SR-224	15-min	6am - midnight
102	Gateway/Kamas Valley Commuter	60-min peak only	6am – 8am, 4pm-8pm
103	Kimball Junction Circulator	20-min	9am – 10pm
104	Bitner Shuttle	15-min	6am - midnight
105	Canyons Village Shuttle	15-min	6am – 10pm
	<i>Added Winter 2022</i>		
106	Wasatch Back Connector	60-min peak only	6am – 10am, 3pm-8pm
107	Park City to Salt Lake City	60-min peak only	6am – 11am, 1:30pm – 9pm

101 Spiro

The 101 Spiro is High Valley Transit's core route and travels just over ten miles each direction linking Summit County and Park City as the spine route in the Snyderville Basin. It shares much of the same alignment with Park City Transit's 10 White Electric Express but is different in acting as a local route designed to pick up passengers at each stop it passes.

102 Gateway

The 102 Gateway is a commuter route, connecting communities in the east and west sides of Summit County. Three morning and three afternoon trips, each approximately 18 miles, offer a connection between suburban neighborhoods of the Kamas Valley that are home to many employees going to jobs in the west.

103 Kimball Junction Shuttle

The Kimball Junction Shuttle is designed as a "wave down" service where passengers can board anywhere along its designated route inside a primary commercial, retail, and services district of the County. Shuttles also link high-density residential neighborhoods and to the Kimball Junction Transit Center, circulating every 20 minutes.

104 Bitner Shuttle

The Bitner Shuttle is a twenty-minute circulator route connecting high-density residential areas to Kimball Junction's commercial and retail center and the Kimball Junction Transit Center.

105 Canyons Village Shuttle

The Canyons Village Shuttle stops at key destinations along and near Canyons Village Drive which intersects the resort. This route runs every seven-and-a-half minutes during the winter season and every fifteen minutes the rest of the year. It is the only fixed bus route within Canyons Village.

106 Wasatch Back Connector

Operationalized in winter 2022, and the first public transit service ever offered in Wasatch County, the 106 commuter runs daily, morning and evening, between Heber City and downtown Park City, year-round. Within two months of service, the 106 was averaging more than 280 daily boardings, requiring an upgrade to a full size, 40-foot bus.

107 Park City to Salt Lake City

HVT's Park City to Salt Lake City commuter service has been implemented on a temporary basis in response to emergency service cuts announced by the Utah Transit Authority (UTA) in November 2022. Previously, Park City Municipal, Summit County, and UTA partnered to fund inner city bus service between Summit and Salt Lake counties, known as the **PC-SLC Connect (901/902)** serving many commuters and skiers between Park City and the downtown Salt Lake City area. In 2021, High Valley Transit assumed the city and county's interest in the service. In winter of 2022, UTA announced that they would be making significant, emergency service cuts, including major alignment and schedule changes to the 901/902.

In response, HVT contracted with a private provider to operate the intercity commuter route seven days a week, year-round.

Microtransit

Microtransit service, referred to as micro, was the first public transit offering from HVT. It was launched on May 17, 2021 as a fully fare-free mode available within defined geographical areas of Summit County. The service began with eleven branded vans, including three with wheelchair accessibility, allowing greater flexibility and responsiveness for paratransit users, described below under "Valley Ride." Micro rides are available to book using HVT's mobile app or by calling a live agent. The intent of Micro is to meet be a "first-and-last-mile" option in neighborhoods where fixed bus lines are not feasible. Booking software uses an algorithm to assign multiple passengers within the vehicle's range to a ride and either deliver them to a fixed-line bus stop or in proximity to their final destination.

HVT's micro is available in three distinct zones and one shared zone:

- Summit: The Snyderville Basin outside of Park City Municipal boundary, and including outlying areas of Summit Park and Silver Creek
- Quinn's Junction (shared): Hospital and recreation area within Park City Municipal boundary
- Park City (demo): Three neighborhoods within the Park City Municipal boundary; Royal Street in Deer Valley, Thaynes Canyon, upper Park Meadows
- Wasatch: The entire valley floor

Valley Ride (Paratransit)

Valley Ride is High Valley Transit's ADA complementary paratransit service available to persons unable to use the fixed route bus system because of a temporary or permanent disability. Valley Ride is provided to anyone needing transportation within ¾ mile of a fixed bus line during the same hours of services the

corresponding fixed route service. Like the rest of HVT's services, it is completely fare-free. Because Park City Municipal's boundaries do not fall within HVT's Valley Ride service area, Valley Ride and Park City Mobility (Park City Transit's paratransit service), collectively make travel as convenient as possible for anyone with a disability wishing to travel between each system by giving a one-seat ride in each direction. Drivers of this service receive specialized training.

Non-Emergency Medical Transportation (NEMT)

High Valley Transit was awarded \$345,250 through the Federal Transit Administration's Integrated Coordinated Access & Mobility program to establish a Non-Emergency Medical Transportation service, in coordination with local healthcare providers. Partners and providers are in the planning phase and expect service to start up in early to mid-2023.

Strategic Planning Process

In June of 2022, HVT and Summit County staff, the Board of Trustees, and agency stakeholders convened a half-day *Strategic Advance* workshop at the Blaire Education Center at Park City Hospital, facilitated by Sheri Fisher. The agenda included a review of year one statistics and accomplishments, an immersive transit rider activity, question & answer, and group brainstorming based on previously completed "goals homework," consisting of a series of surveys administered to the Board and its stakeholders. During the breakout groups, each team considered and further defined previously identified system goals.

Table 2 below outlines the original goals generated from the session's pre-work as well as each group's suggested refinements to those goals. Table 3 presents the distillation of the two groups' goals, the final versions of which are discussed in detail below.

GOAL 1 *ACHIEVE CONTINUOUS IMPROVEMENT IN OPERATIONS*

Meaning: HVT will look to achieve no less than one hundred percent for reliability, zero accidents, and customer satisfaction

Strategies:

- Improve vehicle maintenance
- Provide focused and frequent training for all staff
- Improve Key Performance Indicator (KPI) tracking
- Build out HVT Organizational Chart (with staff additions)

GOAL 2 *EFFECTIVELY ATTRACT AND RETAIN RIDERSHIP*

Meaning: Operate a transit system that HVT and the communities it serves are proud of 24 hours a day.

Strategies:

- Create phased plan to improve conditions at bus stops such as ADA access, stop visibility, passenger comfort
- Increase access to the system through improved technology by adding features to the HVT app
- Advertise services through social media and personal outreach
- Be responsive to customer needs

Commented [CR3]: DG would like to change to: **our ridership will rate highly and promote to others throughout the community**

Table 2. Organizational Goals by Group

	Original Goal	Group 1	Group 2
1	Increase connection and community through providing enhanced transportation services (Continuous Improvement in Operations)	Increase access within the community through reliable and enhanced transit or attract, adopt, and retain ridership through reliable and enhanced transit service	Continuous improvement in operations - fixed weekly reliability at 95% - Zero missed trips - Zero accidents - 100% Accessible system
2	Continue Regionalization efforts via expansion to destinations throughout the Wasatch Back	<i>Move this goal to be an objective of Goal 3</i>	Cost effectively attract ridership with focus on collaboration with other jurisdictions - Higher utilization on Micro - Overall increase in fixed ridership - Increase public confidence - Messaging to employers
3	Deliver cost efficient transit to the region that meaningfully mitigates existing and future traffic congestion	<i>Prefer to have as Goal #1 but no change to text</i>	Regionally expand service - Partner with Wasatch County - Invest strategically in new service offerings - Optimize connections in SC & PC/ SC & SLC - Increase services to East Summit - Bring in/collaborate with large employers and resorts
4	Grow organizational effectiveness	No change	Grow Organizational Effectiveness - Complete short and long term strategic planning periodically - Review and further define organizational structure and staffing to meet current and future needs - Encourage collaboration within industry - Develop robust accounting and financial planning systems
5	Complete short and long term strategic planning (continuous improvement in project planning)	Implement short and long term strategic planning and move	
	Board Goals (reserved)		
	Become the preeminent rural transit agency in the nation		

Table 3. Final Organizational Goals

	Original Goal	Combined Groups
1	Increase connection and community through providing enhanced transportation services (Continuous Improvement in Operations)	Increase continuous improvement in Operations (including development of clear metrics)
2	Continue Regionalization efforts via expansion to destinations throughout the Wasatch Back	Cost effectively attract ridership (increase utilization of micro, increase utilization of fixed, increase public confidence)
3	Deliver cost efficient transit to the region that meaningfully mitigates existing and future traffic congestion	Regionally expand service
4	Grow organizational effectiveness	Be accountable and transparent to the public (robust accounting, clear reporting, clear metrics)
5	Complete short and long term strategic planning (continuous improvement in project planning)	Notes say to move under Goal 4
	Board Goals (reserved)	Plan for system Infrastructure
	Become the preeminent rural transit agency in the nation	
		Marketing, outreach, metrics, reporting

GOAL 3 **REGIONALLY EXPAND SERVICE**

Meaning: Identify unserved or underserved places where people need or want public transportation.

Strategies:

- Expand Transit District boundaries or contracted services
- Coordinate with developers to accommodate future pedestrian and transit facilities
- Growth through demonstrated performance and value

GOAL 4 **GROW ORGANIZATIONAL EFFECTIVENESS**

Meaning: Use innovative approaches to stay within budget, minimize employee turnover, and plan for ongoing and future needs.

Strategies:

- Review 2022 Chart of Positions and attract and retain key personnel
- Ensure every HVT employee is familiar and accessible across the organization
- Establish a cohesive, productive, and enjoyable HVT culture, internally and externally
- Establish the Riders' Advisory Committee
- Celebrate successes

Commented [CR4]: DG questions this

Strategic Plan Timeline

The implementation of HVT's inaugural Strategic Plan is phased simply as *Now*, *Soon*, and *Later*. The intent is not to be flippant, but rather to acknowledge that the organization is still in its infancy; learning, growing, and adapting to conditions. The projects listed below are those that the staff and Trustees acknowledge need to be completed, but the timeframes for such are still aspirational.

Near-Term Implementation (Now)

Projects for the Near-Term Scenario (Now) are focused on building capacity, internal management, and performance tracking practices. Before any large-scale service changes are made, High Valley Transit's existing services must function as effectively and efficiently as possible. Staffing, timelines, resources, company values are identified and formalized in this scenario. The intent is to lay the groundwork for future changes.

Primary Projects

Summit County

- Deploy NEMT service
- Become preferred Medicaid provider
- Construct transit campus

Wasatch County

- Continue to expand fixed route service hours and micro vehicles within Wasatch County and open Valley Ride
- Coordinate with resorts, schools, medical facilities, and other employers to identify unmet demand
- Evaluate need for more local service or special events routes

- Plan for potential HVT facilities

Park City to Salt Lake City service

- Determine permanent operator
- Integrate service into public facing HVT outputs
- Coordinate to provide adequate charging infrastructure and time
- Train mechanics and prepare for new parts and maintenance requirements
- Coordinate with UTA, UDOT and FTA

Other work items:

- Commuter service '22-'23 season changes review and recommendations
- Ongoing winter and detour planning
- Public safety coordination
- Monitoring and reporting
- Transparency
- Build relationships with strategic partners
- Public communications and web site

Mid-Term Implementation (Soon)

HVT has the benefit of knowing some service changes that will be coming in the years 2024-2025. Staffing, timelines, and resources in this scenario are focused on securing stable funding and making strategic investments in capital assets and personnel to prepare for expected service changes.

Primary Projects

Electric Express: High Valley Transit will assume operations of the 10 White Electric Express line that is currently part of Park City Transit's system.

- Integrate service into public facing HVT outputs
- Coordinate to provide adequate charging infrastructure and time
- Train mechanics and prepare for new parts and maintenance requirements
- Keep UDOT and FTA updated
- Construction of the SR-224 Bus Rapid Transit (BRT)

Other work items:

- Operator housing subsidy/policies
- Grant cycles and applications
- Facilities/Long term capital plan
- Improved amenities
- Board of Trustees expansion

Long-Term Implementation (Later)

Efforts toward longer-term visions of High Valley Transit will focus on reaching more passengers and more neighborhoods as well as the possibility that HVT could transition from a rural transit district to an urbanized transit district. Strategic investments in passenger safety and comfort are also emphasized. Work

items will include a district-wide needs assessment; further refinement of grant cycles and applications; and increased investment in capital facilities and passenger amenities.

Board Member Profiles

Commented [CR5]: Does anyone object to using headshots here?

Name, position, term

Board members, please answer the following questions:

Kim Carson, Board Chair

Family members' names, locations: Husband, Bob (Park City), Children Jenny and Adam Sheperdigian, Denver, and Scott Carson, Westminster, CO

Years in Summit/Wasatch County, and current neighborhood: Have lived in the Park City area for 35 years, currently residing in Silver Creek

Current or former profession, years: Sales and Training, consulting, PCEF Executive Director, Deer Valley Club – Social Skier(really!), Deer Valley Resort

Other public service: School Volunteer; Park City Board of Education; member 2003-'10 (Chair, '07-'10); Summit County Council; '13-'20, two terms as Chair; Uinta-Wasatch-Cache Forest Service Resource Advisory Committee ('16 – present); Utah Third District Court Judicial Nominating Commission ('19-Present)

Name, position, term: Malena Stevens, High Valley Transit Board of Trustees/Summit County Council, term to expire January 2025

Family members' names, locations: I live in Summit County with my husband and son

Years in Summit/Wasatch County, and current neighborhood: 12 years in Summit County, currently living in Pinebrook

Current or former profession, years: Park City Municipal for 9 years

Other public service: Snyderville Basin Planning Commission

David Geffen, Vice Chair and Secretary, term expires on 12/31/24

Family members' names, locations:

David Geffen, Park City (married for 30 years)

Charlene Geffen, Park City

Cayley Geffen, New York City, 26

Matthew Geffen, Los Angeles, 23

Sarah Geffen, Park City, 17

Years in Summit/Wasatch County, and current neighborhood:

5 years in Summit County, all in Pinebrook

Current or former profession, years:

Formerly: Corporate Banker and Finance Professional working in Investment Management Industry (25 years combined)

Presently:

Founder and President of Boutique Consulting Firm that provides finance and operations advice to investment managers and family offices (9 years)

Adjunct Instructor at the Eccles School of Business at the University of Utah teaching in the Masters of Finance program (classes include "Alternative Investments" and "Hedge Funds")

Other public service:

Pinebrook HOA Board Member for 4.5 years

Co-Head Pinebrook Fire Safety Committee for 4 years

Christopher F. Robinson

Trustee

Term ??

Family members' names, locations:

Rochelle A. Robinson, Park City, UT

Artemesia Murphy, Plain City, UT

Jessie J. Liddle, Saratoga Springs, UT

Sophie A. Bergman, Orem, UT

William C. Robinson, Logan, UT

Years in Summit/Wasatch County, and current neighborhood:

24 Years in Summit County in the Old Ranch Road neighborhood of the Snyderville Basin

Current or former profession, years:

CEO, The Ensign Group, L.C., a family real estate and agribusiness company, 36 years

Other public service:

Member (currently chair), Summit County Council, 2009 to present

Member (currently chair) Central Wasatch Commission, 2017 to present

Board Member (currently chair), Utah Local Governments Trust, 2015 to present

Trustee, Weber Basin Water Conservancy District, 2022 to present

Executive Committee, Golden Spike Commission/Spike 150, 2018 to present

Trustee, The Nature Conservancy of Utah, 2000 to present

Board Member, Western Resource Advocates, 2022 to present

Canice Hart

STAFF REPORT

Date: January 26, 2023
To: High Valley Transit Board of Trustees
From: Jamie Dansie, Sr. Transportation Planner
Subject: Board Committees

Requested Board Action

- Confirm or appoint members of the Board to each committee
- Determine Committee terms (suggested: two years)

Background

The High Valley Transit Board has established the following committees (previously referred to as sub-committees) to guide the work of the full Board and make the most efficient use of the Board's time during public meetings. The intent of these standing committees is to allow two Board members to meet and work closely with staff on a regular basis on distinct subject matter. The appointed members should represent the interests of the full Board and will be responsible for reporting back progress to the Board during public meetings.

Following is a description of the Committee descriptions, membership, and meeting schedules as currently organized:

Name: **Budget, Finance, and Audit Committee**
Purpose: Serves as the policy work group for the District's financial plan; bonding plan; grants planning and oversight; and general budget oversight. Reviews current year budget burn rate and assists in preparation of future budgets.
In addition, this committee serves as the designated audit committee as outlined within High Valley Transit's Policies and Procedures, Section 3.7.
Appointed: Kim Carson, David Geffen
Staff Lead: Caroline Rodriguez
Others: Matt Leavitt, Finance Director
Effort Level: High
Meetings: Propose (2nd or 3rd) Tuesday of the month at 9AM, depending on Board meeting

Name: **Legislative Committee**
Purpose: Reviews on-going local, state, and federal governmental discussions and initiatives to related to transit and transit funding. Identifies initiatives that will support current and future HVT needs and recommends course of action suitable for legislative review. Meetings could include HVT's lobbyist.
Appointed: Kim Carson, *open*
Staff Lead: Caroline Rodriquez
Effort Level: High
Meetings: As needed during session

Name: **Personnel Advisory Committee (PAC)**
Purpose: Reviews policies and procedures, job descriptions, grievances and other items of personnel nature as delegated by the Executive Director
Appointed: Kim Carson, *open*
Staff Lead: Caroline Rodriquez
Effort Level: Low
Meetings: As needed only

Name: **Regional Planning Committee**
Purpose: Reviews and advises on policies, plans, and costs related to regional transit relationships, expansion, and service planning.
Specific responsibility includes on-going planning efforts between HVT, Wasatch County, and MIDA.
Appointed: Kim Carson, David Geffen
Staff Lead: Caroline Rodriguez
Effort Level: High
Meetings: Propose (2nd or 3rd) Tuesday of the month at 11AM, depending on Board meeting

Name: **Capital and Facilities Committee**
Purpose: Responsible for reviewing and assessing capital needs and projects and (annually) developing and recommending the Capital Improvement Program and the corresponding capital budget.
Initial effort will be dedicated to the maintenance and operations facility.
Appointed: Chris Robinson, *open*
Staff Lead: Caroline Rodriguez
Effort Level: High
Meetings: Propose (2nd or 3rd) Tuesday of the month at 10AM, depending on Board meeting



Staff Report

Date: January 29, 2023

To: High Valley Transit, Board of Trustees
From: Caroline Rodriguez, Executive Director
Re: Request to Amend Chart of Positions

Requested Board Action

Amend the current Chart of Positions to incorporate new in-house job functions for an Information Technology (IT) Administrator and Human Resources and Benefits Director.

Background

High Valley Transit relied heavily on contracted partners to plan, recruit, secure equipment, market, and launch the fully fare-free micro and fixed route community transit service in the six-months leading up to opening day on July 1, 2021. High Valley Transit had only seven positions during this time, three full-time administrative, two part-time administrative, and two technical. In July 2022, the Board unanimously approved amending the Chart of Positions to include four new full-time High Valley Transit staff positions: a Finance Director and three Maintenance technicians.

As demonstrated by Table 1 below, the 2022 Chart of Positions also includes an additional transit tech and two additional administrative positions that have yet to be filled.

Figure 1 illustrates the short to medium term organizational chart for High Valley Transit. As shown, most of the critical functions within the organization remain contracted or unfilled. Primarily for quality control reasons, but also for purposes of staff recruitment and retention, it is our desire to begin to bring many of our currently-contracted functions in house.

Doing so requires the following actions:

- Amend the Chart of Positions as shown in Table 2
- Approval of job descriptions by the Personnel and Advisory Committee (PAC)
- Advertise for agency openings for at least seven days

Table 1. High Valley Transit Chart of Positions (current)

		2021	2022
High Valley Transit Dist.	Executive Director		1
	Transportation Planner	2	2
	Business Data Analyst	1	1
	Admin Assistant	1	1
	Transit Tech	2	3
	Grants & Procurement*		1
	Information Technology Tech*		1
	Finance Director		1
	Maintenance Manager		1
	Maintenance Tech		2
Subtotal		6	13
<u>Part Time/Contract Positions</u>			
	Communications		1
	Valley Ride Coordinator		1

Impacts

The responsibilities of the proposed positions are currently carried out by Summit County staff under the County's and HVT's agreement. To allow for a transition period with assistance from the County, no changes to that agreement are proposed.

IT Administrator

Staff is proposing to advertise for one full time Information Technology (IT) Administrator at a total annual cost of approximately \$97,000 in salary and benefits, with additional investments in travel and training. There are currently opportunities to enhance security and passenger information efforts that require expertise in this field in addition to day-to-day support of staff. This person will also be instructive as plans for HVT's Operations and Maintenance facility come together. This position will be classified as hybrid remote/on-site until fulltime office space is available at the HVT Sego Lily Campus.

HR and Benefits Director

Staff is also prioritizing the hiring of an experienced Human Resources (HR) and Benefits Director that will be critical in developing policies and tracking compliance with state and federal law. In part, this person will be responsible for creating new job descriptions, overseeing hiring as more positions are brought in house, coordinating with Payroll, and providing guidance on employee benefit opportunities for retention and recruiting. We expect the annual salary and benefits cost of this position to be approximately \$190,000.

Figure 1. High Valley Transit Org Chart

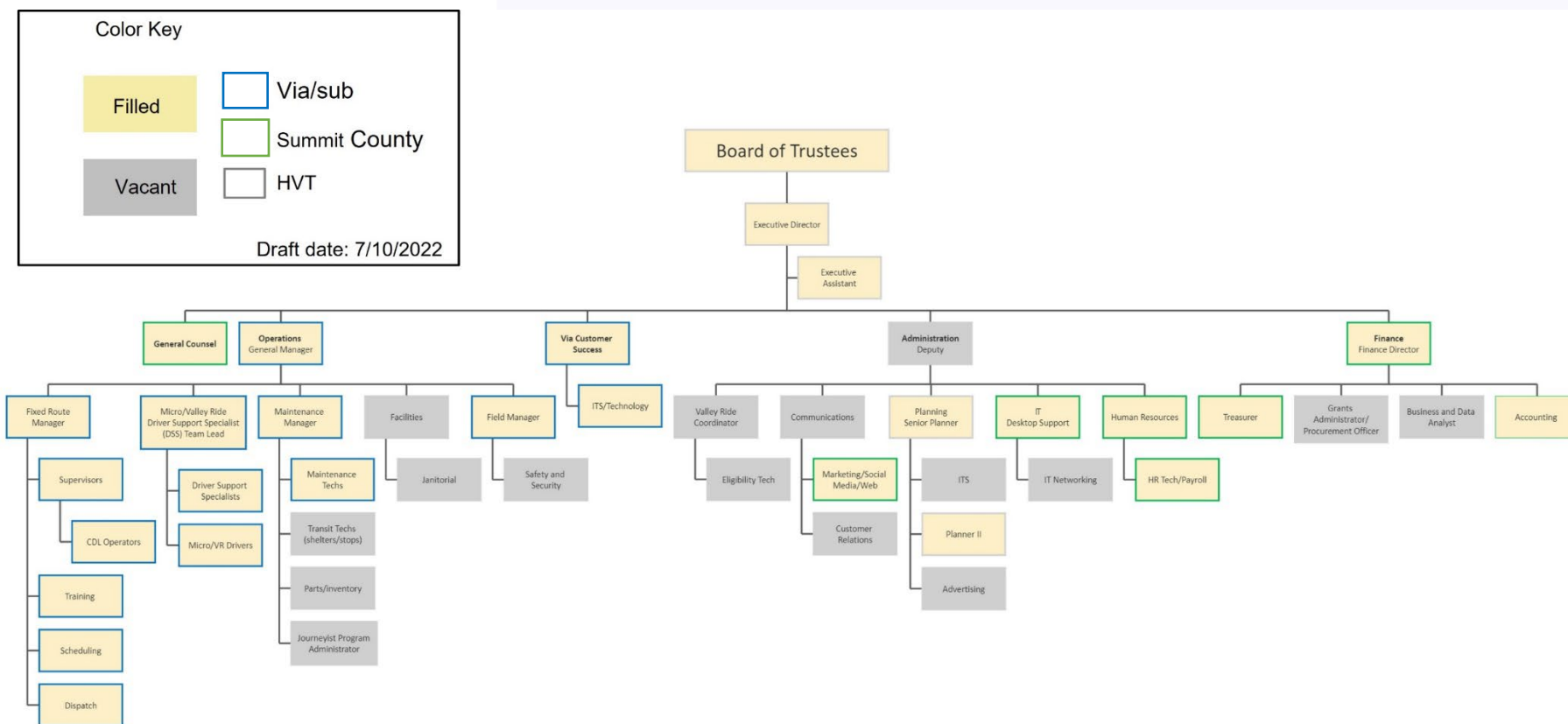


Table 2. High Valley Transit Chart of Positions Proposed Update (January 2023)

Branch	Title	Existing	New
Admin	Executive Director	1	
Admin	Transportation Planner	2	
Admin	Business Data Analyst	1	
Admin	Admin Assistant	1	
Operations	Transit Tech	3	
Admin	Grants & Procurement	1	
Operations	Information Technology Tech	1	
Operations	Maintenance Manager	1	
Operations	Maintenance Tech	2	
Operations	Parts and Inventory Administrator		
Operations	Facilities Director		
Operations	Janitorial		
Admin	Marketing/Social Media Coordinator		
Admin	Customer Relations Specialist		
Admin	ITS Administrator		1
Admin	ITS Tech		
Admin	Human Resources Director		1
Admin	Human Resources/Payroll Tech		
Finance	Finance Director	1	
Finance	Accounting Tech		
Part-time/Contract			
Admin	Communications	1	
Admin	Valley Ride Coordinator	1	
Admin	IT Networking		
Operations	Facilities/Seasonal contracts		