



Table of Contents

**Park City and Summit County Joint Transit Advisory Board
May 19, 2020**

Table of Contents Page 1

May JTAB Agenda Page 2

April Meeting Minutes Page 3-7

Ridership Report Page 8

 Attachment A - Fixed-Route Ridership Report Page 9

 Attachment B – April 12-Month Rolling Ridership Report Page 10

 Attachment C – Quarterly Feedback Report (January – March) Page 11



MEETING AGENDA

Park City and Summit County Joint Transit Advisory Board

MEETING DATE: May 19, 2020
TIME: 9:00 am – 10:30 am
LOCATION: Zoom Meeting
Public URL: <https://us02web.zoom.us/j/84477168623>

1. Welcome and Roll Call
2. Public Comment

The Joint Transit Advisory Board will accept public comments in the following formats:

- a. Written comments may be submitted to the JTAB Board Liaison, Kim Fjeldsted, via email (kim.fjeldsted@parkcity.org) *no later* than two hours prior to the meetings start time on the day of the meeting.
- b. Due to COVID-19 protocols JTAB is not currently accepting in person comments.

3. Approval of Minutes from April 21, 2020 Meeting
4. Discussion Items
 - a. Presentation of FY2021 Draft Transit Budget
 - b. Review Ridership Report
5. Next meeting – Tuesday, June 16, 2020

2020 Meeting Schedule

All meetings start at 9:00am and will be held via conference call until further notice (Dates, times, locations subject to change. Additional meetings may be added).

- Tuesday, June 16, 2020
- Tuesday, July 21, 2020
- Tuesday, August 18, 2020
- Tuesday, September 15, 2020
- Tuesday, October 20, 2020
- Tuesday, November 17, 2020
- Tuesday, December 15, 2020

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Kim Fjeldsted at (435) 615-5351 or kim.fjeldsted@parkcity.org

Utah Open Meeting Law Compliance

Notice of this meeting has been given no less than 24 hours public notice of this meeting.



**Joint Transit Advisory Board (JTAB)
April 2020 Meeting Minutes**

Advisory Board Members in attendance:

Park City

Matt Dias
Margaret Plane
Jed Briggs
Sarah Pearce
Kim Fjeldsted
Jerry Benson
Vinny Nguyen
Brian Beckstrand
Scott Burningham
Robbie Smoot
Alexis Verson
Franklin Williams
Dustin Strang
Andy Stevenson
Cindy Stockley

Summit County

Tom Fisher
Kim Carson
Chris Robinson
Caroline Rodriguez
Jamie Dansie
Matt Leavitt

Park City Council Members

Tim Henney
Steve Joyce

Public

Linda G
John Simmons

ROLL CALL

Upon confirmation that quorum was connected to Zoom meeting, the meeting was called to order by Mrs. Fjeldsted at 9:03 AM. All in attendance was recorded and announced by Cindy Stockley who individually stated their name and role within their respective organization.

PUBLIC COMMENTS:

Caroline Rodriguez-read a letter sent from Deer Valley Resort President and CCO regarding requesting letters of support on improvement of SR-224. They expressed they want to request improvements to the transit system. They would like a more direct route to Deer Valley and have dedicated bus express lanes on SR-224 and SR-248 to the resorts for staff and clients for a more reliable and timely commute.

A. REVIEW OF COSTS AND PERFORMANCE OF 10 WHITE

Kim Fjeldsted-Currently what we are running is not what we normally run at this time due to the COVID issue. We have run 5 buses for the winter June 2019 to June 2020 at a cost of \$80,000 for the 5th bus. Averaged 10 minute frequency inbound and outbound.

Kim Carson-Thought we had previously discussed not adding the 5th bus because of the cost. 66% on time rate overall rating.

Robbie Smoot-It was an average of the time period May 2019-Mid February 2020

Kim Fjeldsted-Agreement was before Kim was with PC transit and she cannot find agreement on how the 5th bus added. We just want to know what we want to do going forward from here.

Tom Fisher-Agrees with Kim he stated that 10-15 minutes does not make a difference and save money.

Chris Robinson-Arriving early not the problem leaving early is the problem.

Kim Fjeldsted- We will review and come up with a time between 10 to 15 for better efficiency and reliability. What would the experience be if we switched to 15 minute connections?

Chris Robinson-What is the issue cost, reliability, or removing the 5 bus?

Tom Fisher-County would like to discuss the entire process. Reliability, missed pickups, cost, options, etc.

Chris Robinson-Wanted to move on to next topic until we have more information to present.

Matt Dias-County had requested we discuss and that Park City to visit the White line for timing, cost, ridership, calling it Express, etc.

Tom Fisher-Staff now has direction on what information they are looking for to drive the data to make the decision to keep the 5 bus and change the frequency to 15 minutes to bring to next JTAB meeting. We need to move forward with what we want to do from here for future.

Caroline Rodriguez-Question is looking at the data is a sample. Is that a full trip, does it include charging time?

Robbie Smoot-Data shows how many minutes until the next bus pulls into the Canyons in and out, there is no charging time at the Canyons.

Caroline Rodriguez-Ask for more information on the data to present to group next month.

B. 14 ELECTRIC BUS PURCHASE IN COORDINATED RFP WITH UTA

Kim Fjeldsted-Park City would like purchase of 14 new electric buses in joint coordination with a grant that UTA was awarded. UTA will be purchasing 30 buses for themselves and Park City would piggyback with UTA. We would purchase (4) Buses that would replace (4) diesels coaches that need to be replaced that are used for the PC-SLC Connect. Park City would purchase and own those vehicles. We would get a lot a value for the cost, very complicated strategic funding it would be part grant and part local match that both UTA and Park City would contribute. UTA would operate and maintain those buses. It would be great to have electric buses running up and down Parley's Summit opposed to running diesel buses. Remaining (10) buses would be to get through our VW settlement and existing grant funds. 6 buses in the VW agreement (2 of 6 are for UTA) additionally we would like to add 6 electric coaches to cover our needs. Diesel to electric is not one to one. We have funds in the 5339, 5311, VW Grant and the Rocky Mountain Power funds to complete this purchase.

Matt Dias- Asked for financial aspects.

Kim Fjeldsted- Financial aspects are purchase of buses without going with UTA and grant funds would be 14 million dollars. With this arrangement our match is 1.6 million this is a good opportunity to piggyback on a larger RFP to get volume discount. It would be take it now or lose this. We have more options now than when we purchased Proterra.

Tom Fisher-Capital fund balances cover the local portion of this. Are you asking for additional funds?

Kim Fjeldsted-We are hoping to have Park City purchase these buses and not have the County contribute. She is working through the details on our side to fund the local portion.

Tim Henney-Looking at the short fall with tourism. How does it fit in with the current Park City budget?

Jerry Benson-Electric bus companies will advise that the life cycle of battery life is significantly lower than a diesel bus. However, the technology has come a long way since the purchase of the Proterra's and I believe they have close to the same life as diesels. You just have to run more electric buses in fleet. Suggested taking it to City Council to present all funding details and bring it back to JTAB members for discussion.

Matt Dias-Agrees he would like to take the discussion to Council and present all funding strategies to them then come back to JTAB. The 1.6 million sounds a lot better than 14 million to purchase without the grants with UTA.

Brian Beckstrand-Bus procurement is 10-15 months away so that gives us a little time. Although, UTA is moving forward and will be soliciting their purchase in the next few months.

I have information on the 3 Million CARES ACT Federal grant coming to UDOT. We do not know how much we will be receiving at this time, but UDOT will be distributing to local transit companies and we anticipate a large sum of that money coming from UDOT.

Tom Fisher-Are Kim C and Tim ok with taking this back to PC council first?

Kim Carson-Ok with them working out details and then coming back.

Tim Henney-Also, ok with working out details and then coming back.

C. REVIEW OF DRAFT AMENDMENT TO SUMMIT COUNTY/PARK CITY INTERLOCAL AGREEMENT (ILA)

Jerry Benson-It has been awhile since we worked on it. We are at a point that we need direction on being able to take it to the respected legal councils. He would like to go through the 8 points on report. The group has been working hard going through the expenses for the past year and removing items that should not be applied.

1. Park City will compile a report of all transit expenses eligible for billing to the county each quarter. Exhibit A of the agreement lists eligible expenses. The expense detail will be reviewed by both City and County staff prior to preparation and submittal of a quarterly invoice. After each quarter's detailed expenses are approved by staff, a quarterly invoice will be prepared and sent within 30 days of the end of the quarter.
2. In consultation with Summit County, Park City staff will prepare a draft transit budget for review by the Joint Transportation Advisory Board (JTAB) in April with a JTAB-recommended budget submitted for City Council approval in May. The budget will specify amounts for each item of eligible expense listed in Exhibit A. Payment for expenses exceeding a budgeted line item must be reviewed with the JTAB prior to billing.
3. Summit County will continue to pay into a vehicle replacement fund based on the number of vehicles need for county service and Additional Mass Transit Tax service. The County will retain an ownership interest in the transit fleet proportional to its payments for fleet replacement.
4. Summit County will continue to pay for a portion of the Iron Horse Bus Storage Facility, based on the number of buses required for county service. Facility payments include a use fee equal to the 20-year amortization of the county share of the local match for the construction of the facility, plus an asset management fee equal to the county share of the 50-year depreciation of the building.
5. The parties agree to maintain operating reserve fund balances equal at least three months of transit operating expenses.

6. Changes in route alignment, frequency or hours of service will be reviewed and approved by JTAB prior to implementation.
7. The term of the ILA ends on December 31, 2021. The parties agree to develop a replacement agreement before that time.
8. All other terms of prior agreements are left intact.

Caroline Rodriguez-Would like to go over governances and include the outstanding items before we approve.

Chris Robinson-Would like to be a part of the review of the final ILA Agreement.

*Per group agreement we will review the agreement and set the basic agreement is for the billing agreement with city staff and will bring new one to JTAB next month. We will try and put the billing agreement in place for accountability and transparency. Then come back with an additional agreement to address the governances on list of outstanding items.

Jerry Benson-I will send out the attachments to the group for review following the meeting.

Chris Robinson-Would like to be a part of the review of the final ILA Agreement.

D. TRANSIT GOVERNANCE WORKGROUP ASSIGNMENTS, DESIGNATE A BI-WEEKLY TIME AND UPDATE ON COUNTY'S CONVERSATION WITH WASATCH COUNTY.

Caroline Rodriguez-Would like to set up a work group to move forward to County's conversation.

Chris Robinson-Would like the County to regroup on their side before we come back to JTAB with items of concerns.

Tim Henney-Stated that you need to review on County side and come back to us if you want things changed.

Park City-Was under the assumption that the County taking the lead to forming a governances of the future whether we split or not.

Jerry Benson-Does not hold any titles to vehicles or buildings and holds 1.2million in contributions.

E. UPDATE ON WASATCH COUNTY ON STUDY LAST FALL

Kim Carson-We need to have conversations on further discussions on exploring the regional governance's models and would like to have the governance's work group.

Matt Dias-City asked County to take the lead on the conversation and research.

Caroline Rodriguez-Would like to establish a work group between Park City and County of what it looks like through December 2021.

Tim Henney-was under the understanding that Summit County was going to take the lead and do most of the ground work with Wasatch County before bringing it Park City as a joint group.

Tom Fisher-He agrees that Summit County will be working on the regional governances before you bring it to Park City.

Matt Dias-Summit County will take the lead.

F. PARK CITY TRANSIT RESPONSE TO COVID-19

Kim Fjeldsted-We have installed sneeze guards to protect our operators.

Changes-Switched to spring three weeks early on March 18th

Reduce service again on March 24th

Reduced service again on April 19th

We kept operators whom we agreed to employ until April 12th. Operators were utilized to help clean the transit center, buses, etc.

Stabilizing the system for when we go back to normal operating status. We cannot turn off and on, it will take 4-6 weeks of training. Concerned if we release the additional 16 operators it will cost more for training and recruitment. Would like discussion on group's feelings on keeping the operators and ready for when we go back to regular shoulder season. Recommends keeping current staff because of the time line to ramp back up to a regular type of service.

Tom Fisher-What do we need to keep on staff for workforce when we come back on line?

Jerry Benson-Next level of service, it will not be back to business as usual anytime soon. We will be going back to a shoulder service. Budget as far as expenses, we have not got the final word on how much we will be getting from the federal grant money from UDOT of the CARES ACT. We will report back to County as far as the money paying for the staff costs.

Tom Fisher-We will be following the governor's ruling on social distancing. Summer events will more than likely be cancelling and only allowing 20 or less groups.

G. BUDGET FY20 AND FY 21 STRATEGIES

Jed Briggs-Overview of strategies with the guided rules to follow with tragedy management for short falls for this year and next year.

We need to have an attentive budget put in place

- Natural Disaster vs. Economic Recession
- A principled and balanced approach:
- Fiscal responsibility: Transparent decision-making and revenue projections, and avoid irresponsible cuts to generate short-term savings at the expense of long-term prosperity.
- Compassion & Commitment: Maintain PCMC's core commitments, community safety and wellbeing.
- Shared Sacrifice: No group should bear a disproportionate burden from this challenge alone.

We are taking an operational strategy. We are looking at a recession plan-expense reduction, capital project hold, and hiring freezes for the time being.



MEMORANDUM

Date: May 19, 2020
To: Park City Transit Joint Transit Advisory Board (JTAB)
From: Park City Staff
Subject: Monthly Ridership Reports

Background:

Park City Transit reports monthly fixed route ridership and service effectiveness metrics as well as transit feedback to JTAB.

Discussion:

Review of monthly ridership reports, service effectiveness and feedback from the last quarter.

Consistency with Adopted Plan:

Measuring performance is consistent with the Traffic and Transportation Master Plan and the Transportation Demand Management Plan.

Additional Information:

If you have any questions or comments regarding this item, please contact Park City Transit, transit_feedback@parkcity.org.

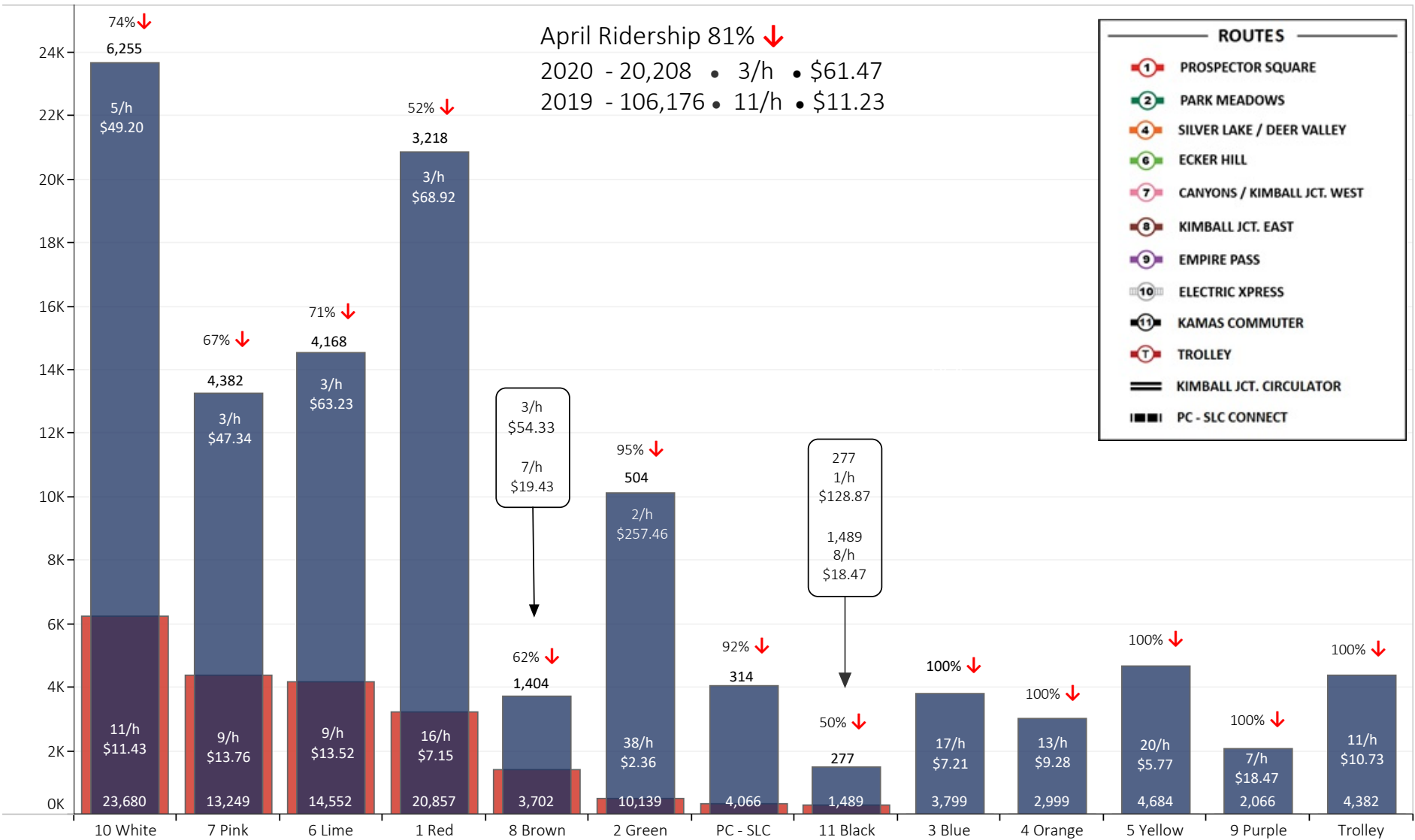
Attachments:

- Attachment A** – April Fixed-Route Ridership Report
- Attachment B** – April 12-Month Rolling Ridership Report
- Attachment C** – Quarterly Feedback Report (January - March)

Attachment A

Park City Transit - April 2020 Fixed Route Ridership

2019 2020



- ROUTES**
- 1 PROSPECTOR SQUARE
 - 2 PARK MEADOWS
 - 4 SILVER LAKE / DEER VALLEY
 - 6 ECKER HILL
 - 7 CANYONS / KIMBALL JCT. WEST
 - 8 KIMBALL JCT. EAST
 - 9 EMPIRE PASS
 - 10 ELECTRIC XPRESS
 - 11 KAMAS COMMUTER
 - T TROLLEY
 - == KIMBALL JCT. CIRCULATOR
 - PC - SLC CONNECT

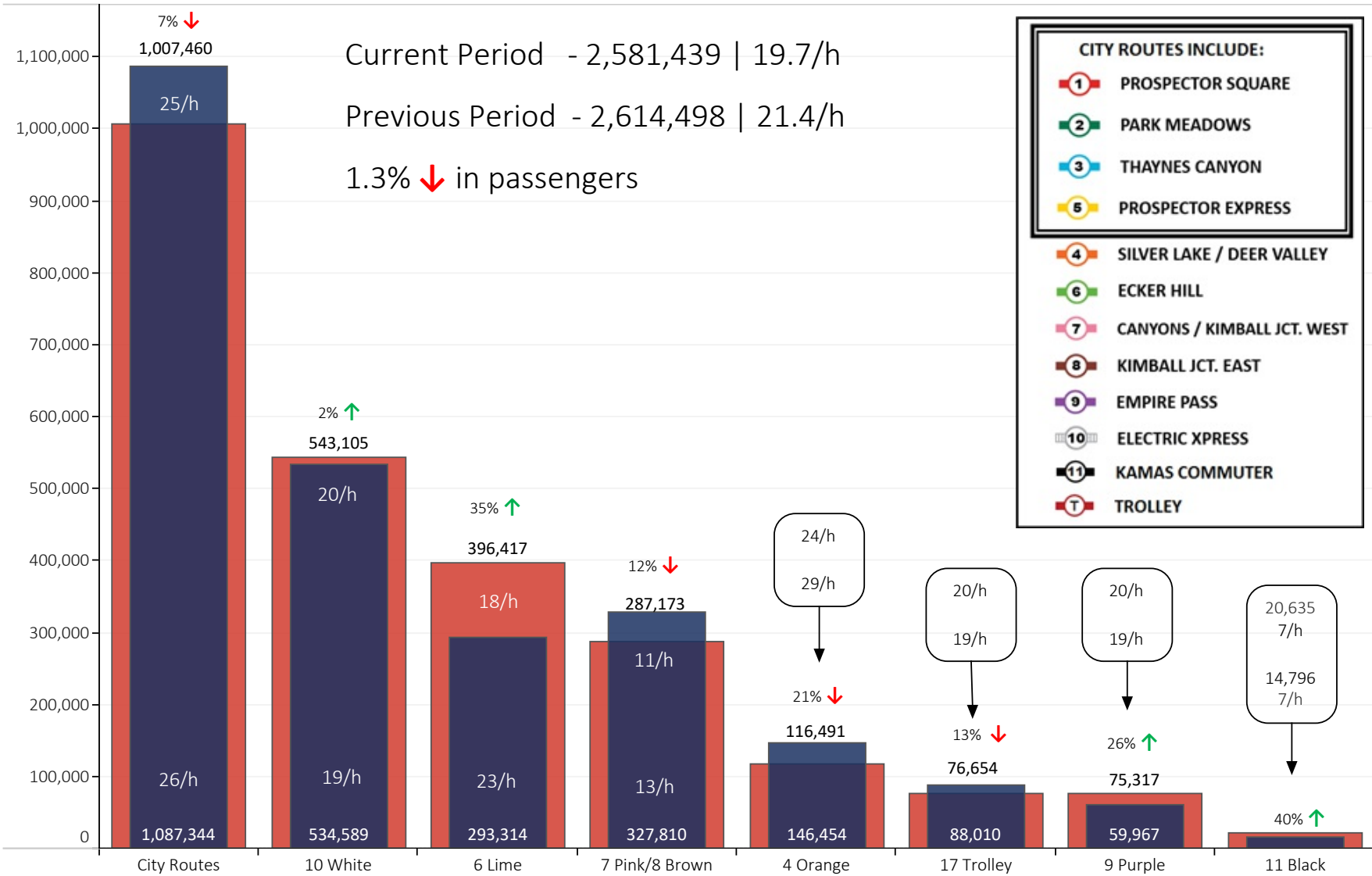
##/h = passengers per service hour, \$###.## = cost per passenger
 All percentages represent % change.
 Monthly totals do not include the Kimball Junction Circulator or the PC - SLC Connect.
 The reduced service City Wide route is included in the 1 Red data.
 Passengers per service hour is rounded to the nearest whole number.



Attachment B

Park City Transit - Monthly Annual Fixed Route Report (12 months - May through April)

Current 12 Months Previous 12 Months



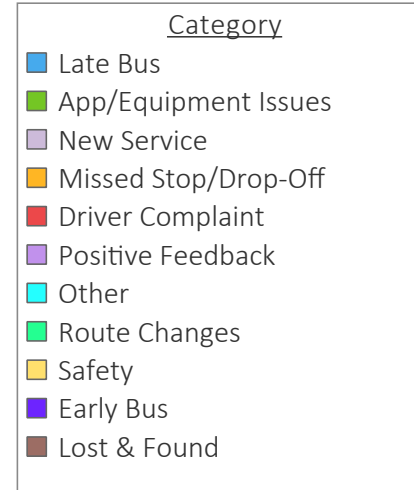
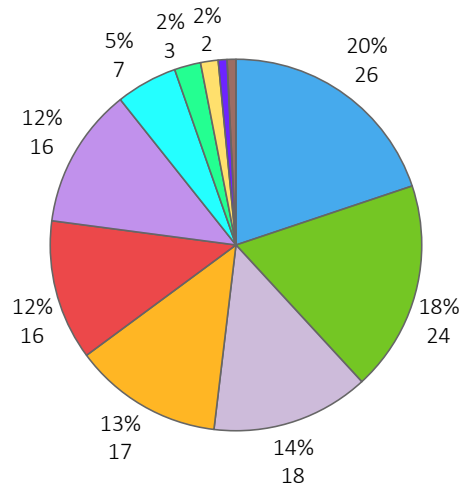
Notes:

##/h = passengers per hour
 Past reporting grouped "City Routes" together. In order to maintain data quality, this method was applied to the most recent reporting months even when routes have been reported individually. Total passengers for the previous period include routes that have been discontinued.
 Kamas data collection quality improved dramatically during the current period.



Attachment C

Feedback (January 2020 - March 2020)



Total Feedback = 131

All Feedback (July 2018 - March 2020)

