



**Park City and Summit County Joint Transit Advisory Board
November 17, 2020**

Table of Contents

Electronic Meetings Documentation 2

November JTAB Agenda 3-4

October Meeting Minutes 5-8

BUILD Grant Update..... 9-10

 Exhibit A – Kimball Junction Information Sheet 11

Park City Ridership Report October 2020 12

 Exhibit A - October Fixed-Route Ridership Report..... 13

 Exhibit B - October 12-Month Rolling Ridership Report 14

 Exhibit C - Current Ridership Trend (August 1 to November 8, 2020) 15

 Exhibit D - Average Weekday Ridership 16

 Exhibit E - UTA Average Weekday Ridership 17

Summit County Ridership Report October 2020 18-19



NOTICE OF ELECTRONIC MEETING & HOW TO COMMENT VIRTUALLY:

This meeting will be an electronic meeting without an anchor location as permitted by Utah Code Open and Public Meetings Act section 52-4-207(4) as amended June 18, 2020, and Park City Resolution 05-2020, adopted March 19, 2020. The written determination of a substantial health and safety risk, required by Utah Code section 52-4-207(4) is attached as Exhibit A. Council members will connect electronically. Public comments will be accepted virtually as described below.

To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before the meeting will be entered into the public record, but not read aloud. For more information on participating virtually and to listen live, please go to www.parkcity.org

Exhibit A: Determination of Substantial Health and Safety Risk

On November 9, 2020, the Mayor determined that conducting a meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. Utah Code section 52-4-207(4) requires this determination and the facts upon which it is based, which include: • Governor Herbert declared a COVID-19 State of Emergency on November 8, 2020. • Summit County has extended its Emergency Declaration and Public Health Emergency Declaration through January 8, 2021. • Statewide COVID cases and hospitalizations are increasing exponentially.

This determination is valid for 30 days, and is set to expire on December 9, 2020.



MEETING AGENDA

Park City and Summit County Joint Transit Advisory Board

MEETING DATE: November 17, 2020
TIME: 9:00 am – 10:30 am
LOCATION: **ATTENTION:** This meeting will be an electronic meeting as permitted by Park City Open and Public Meeting Resolution 18-2020, adopted March 19, 2020. This meeting will not have an anchor location will connect remotely. If you are interested in listening and/or giving public comment remotely, please go to <https://us02web.zoom.us/j/81894366244>

1. Roll Call
2. Adopt Electronic Meetings Determination
3. Public Comment /Customer Feedback

Feedback on items not listed on the agenda. To allow time for others, please limit your comments to no more than two minutes per person. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

4. Consent Items

None

5. Discussion Items

- a. Consideration to Approve the JTAB Meeting Minutes from October 20, 2020.
- b. BUILD Grant Update (Caroline Rodriguez)
- c. Operational Updates (Kim Fjeldsted)
- d. Proposed 2021 Meeting Schedule, 3rd Tuesday of Each Month 9:00am-10:30am
 - Jan 19th
 - Feb 16th
 - March 16th
 - April 20th
 - May 18th
 - June 15th
 - July 20th
 - Aug 17th
 - Sept 21st
 - Oct 19th
 - Nov 16th
 - Dec 21st

- e. Agenda Items for upcoming meetings



6. Next Meeting
Tuesday, December 15, 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, 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 or Caroline Rodriguez at (435) 336-3113 or crodriguez@summitcounty.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)
October 20, 2020 Meeting Minutes**

The JTAB of Park City and Summit County, Utah, met in open meeting on October 20, 2020, at 9:00 a.m.

ROLL CALL

Upon confirmation that quorum connected to the electronic meeting, the meeting was called to order by Mrs. Fjeldsted at 9:04 am. All in attendance were recorded and announced by Cindy Stockley.

Attendee Name	Title	Status
Kim Carson	Council Member-Summit County	Present
Chris Robinson	Council Member-Summit County	Present
Tim Henney	Council Member-Park City	Present
Steve Joyce	Council Member-Park City	Present
Tom Fisher	Summit County Staff	Present
Caroline Rodriguez	Summit County Staff	Present
Jamie Dansie	Summit County Staff	Present
Sarah Pearce	Park City Staff	Present
Kim Fjeldsted	Park City Staff	Present
Vinny Nguyen	Park City Staff	Present
Scott Burningham	Park City Staff	Present
Robbie Smoot	Park City Staff	Present
Jerry Benson	Park City Staff	Present
Andy Stevenson	Park City Staff	Present
Julia Collins	Park City Staff	Present
John Robertson	Park City Staff	Present
Cindy Stockley	Park City Staff	Present

I. ELECTRONIC MEETING DOCUMENTATION

The meeting was a remote, electronic meeting due to the declared public health emergency.
Read by Kim Fjeldsted

II. PUBLIC COMMENTS:

(Bev Harrison) Had two comments:

1. There are no bike racks at Old Town; she would like to see more bike racks around town.
2. Would like County/City to reconsider having PC-SLC Connect have a pick up at Ecker Hill Park & Ride.

(Tim Henney)-Would like more information be sent out to public regarding the plan for the County/City transit separation and why we have reduced service now. Need clarification sent out with actual information of the improvement of the regional transit system.

DISCUSSION ITEMS

A. Review/Acceptance and approval of the September 15, 2020 meeting minutes

RESULTS: APPROVED

AYES: Council members Kim Carson, Tim Henney, Chris Robinson, Steve Joyce

B. Quinn's Junction Park and Ride Overview (John Robertson)

The ultimate goal is to provide seamless and efficient transit options to residents and visitors and reduce vehicle miles traveled, and Single Occupancy Vehicles (SOVs) in the area.

- Park and Ride facilities at SR-224 and SR-248 were identified by Summit County and Park City as one of several regional transportation strategies for the Transportation Sales Tax (TST) initiative during its development.
- Summit County pursued a facility at the SR-224 gateway (Ecker Hill Park and Ride) and Park City was tasked with a facility at the SR-248 gateway (Quinn's Junction area).
- Park City Staff was directed to locate parcels that required limited land acquisition, and low construction costs that could accommodate a quick-build scenario (limited planning and design, development costs, and timeframe).
- Staff pursued two Utah Department of Transportation (UDOT) parcels adjacent to the I-40 – SR248 interchange (only requiring a lease agreement and no purchase price), and reevaluated the existing Richardson Flat Park and Ride facility in the area.
- \$3.9 Million Federal Grant awarded for the project.
- Current phase of the project is at 60% design. Looking to start project September 2021 but it may need to be pushed out further. It will not impact the funding if the challenges present delays.
- There are currently some challenges to move forward.
 1. There are three fiber optics lines that run through the site that will need to be moved.
 2. UDOT required a traffic study to be done. The study is for the impact of the existing left turn pocket lane and if it can accommodate the new park & ride traffic. It may require moving the frontage lane further east to accommodate the left turning lane.

(Chris Robinson) Would like to see UDOT's traffic study once completed.

C. Bus Shelter improvements recommendations (John Robertson)

PCMC, in partnership with Summit County Transportation Planning, is phasing bus stop and bus shelter improvements throughout Park City and Summit County. Many existing bus

shelters are outdated, may not meet ADA standards, and do not reflect the community's sense of place.

The phased approach will address ADA flatwork improvements needed system wide, and can also include bus shelters and other amenities on a site by site basis or as a phased approach. The deliverable of this project is the creation of final design standards and bid documents for new shelters and amenities that emulate the historic character and small mountain town nature of the area.

- Design plans are at 90% completion currently.
- Emphasize and connect with the area's mining history.
- Use naturalistic materials to represent the mountain community and surrounding landscapes.
- Create shelters that can be sized up or down (modular design) that promote and attract ridership.

D. Winter service changes and recommendations update. (Kim Fjeldsted)

Park City Transit made one change to the recommended winter service changes presented to the JTAB and council members, after receiving public comments from the Montage resort.

- Cut 30 minutes off of the AM purple route, which will now end at 9:10am instead of 9:40am. A complete list of all the changes is on the Park City website.

E. Operational Presentation (Kim Fjeldsted)

Park City Transit will be participating in the "Health & Safety Commitment Program" developed by American Public Transit Association (APTA).

- Program participants get marketing & communication assets
 - Safety Seal
 - Safety Posters
 - Audio Scripts
 - Social Media Graphics
- Park City Transit will utilize these assets in a "Health & Safety" awareness campaign.
- Safety seal sticker and posters placed on every bus at an estimated cost of \$2,000.00.
- An audio message will be played on each bus notifying riders that we are doing everything to keep them safe. We will have mayor or a council member record the message.
- Create a new section on city's website showing how we are keeping them safe while riding the buses.
- Information will be included in our riders guide showing health & safety techniques.
- Advise Chamber of Commerce, major resorts and restaurants that we are participating.

County Ridership Report (Jamie Dansie)

Ridership on the Trailside route is down 38% with no reduction in service.

We had 52 deviations on the Trailside route in September.

Currently have 95 registered users on the app.

County working with Scott Burningham at Park City to update our schedule to line up better with the Park City White route for the winter service.

(Steve Joyce)-Requested transit staff to research UTA ridership and report back. Add trend line to PC Transit ridership chart.

Next Agenda items:

(Sarah Pearce)-Will work with Kim to create a schedule for next years' JTAB meetings and present to JTAB members.

(Steve Joyce) Would like to request ridership report from the County's new services be reported on JTAB monthly meetings.

(Caroline Rodriguez) Will have report on County's new service to JTAB monthly.

Meeting adjourned at 10:14 am

Next meeting:

Tuesday, November 17, 2020 at 9:00 am

Respectfully Submitted:

Cindy Stockley-Park City, Transit Department, JTAB Recorder



MEMORANDUM

Date: November 17, 2020
To: Park City Transit Joint Advisory Board (JTAB)
From: Summit County Staff
Subject: BUILD Grant Update

Background:

SR-224 Bus Rapid Transit (BRT) project and funding update

Discussion:

Project status

On September 8, 2020, Summit County released a Request for Qualifications (RFQ) for Transportation Consultant Services for an Environmental Assessment for Dedicated Bus Rapid Transit; an analysis to fulfill our obligation under the National Environmental Policy Act (NEPA). The County received three qualified consultant responses and a team made up of staff from Summit County, Park City, and Utah Department of Transportation (UDOT), under the supervision of a third-party federal procurement expert, interviewed two firms. With input from the entire project team, the County is currently in cost and scope negotiations with the top scoring consulting firm.

UDOT/Summit County's Kimball Junction Area Plan began in early 2020 is running concurrently with the NEPA process. The intent of the Area Plan is to evaluate short- and long-term solutions to address vehicle, transit, and personal (bike/walk) mobility in the Kimball Junction area, including the I-80 interchange and adjacent intersections. As outlined in a project understanding memo, any solutions moved forward within the multi-level screening process must **support the operation and reliability of the SR-224 both-side running Bus Rapid Transit (BRT)**. Please see the attached November 2020 Study Information sheet for more information.

Funding

Summit County and Park City continue to pursue federal, discretionary, capital grants to construct dedicated bus lanes along the SR-224 corridor. For the last three years, our team efforts have primarily been focused on the USDOT's BUILD grant, under the title of the E3: Electric (E)Xpress Enhancement/SR-224 Bus Rapid Transit (BRT) project. Our application has performed well, achieving a *Highly Rated* designation and making it to the Secretary of Transportation's desk every year, 2018-2020. The USDOT representative that conducted our 2020 debrief was extremely supportive of our application and encouraged us to continue to re-apply. On average, it takes four or more attempts at applying before agencies are successful under the BUILD program.

Also in 2020, the Utah Transportation Commission, through its Transit Transportation Investment Fund (TTIF), granted Summit County \$2.5 million (FY2022) toward the construction of our regional BRT, contingent upon receipt of BUILD funding. It is our hope that the even though we were not successful during the 2020 BUILD round, the Utah Transportation Commission will waive their contingency and keep the grant in place, based upon our demonstrated progress toward corridor improvement.

Next steps

Over the next six months and under the guidance of JTAB, City and County staff should continue to collaborate on moving the SR-224 BRT project forward. In addition to the technical work being conducted via the NEPA process, staff must develop a grants strategy program that identifies:

- Existing Federal and State capital grant opportunities, discretionary or formula, with tentative grant cycle calendar
- Level of staff effort required to continue to pursue grant funding. *Note that most federal discretionary grant applications require a substantial time commitment from staff, even when a consultant is hired to assist, and in some cases (like BUILD), specialized expertise.*
- Staff availability to track upcoming and new funding opportunities and respond on time and with quality
- Coordination with UDOT
- Lobbying and Delegation communication, state and federal
- Peer agency research and communication

At a minimum, our staff team should investigate the following *discretionary* opportunities that contain criteria that align well with our BRT project, in addition to our continued pursuit of state TTIF and the USDOT's BUILD program:

- Capital Investments Grant (CIG) Program: New Starts, Small Starts, or Core Capacity – potentially under Expedited Project Delivery (applicable once NEPA process is complete)
- Rural Opportunities to Use Transportation for Economic Success (ROUTES)
- Transportation Infrastructure Finance and Innovation Act (TIFIA), Rural Project Initiative (RPI), or other similar low interest federal loan programs

Additional Information:

If you have any questions or comments regarding this item, please contact Summit County, Caroline Rodriguez at crodriguez@summitcounty.org

Attachments:

Exhibit A – Kimball Junction Information Sheet

KIMBALL JUNCTION

AREA PLAN

State Route 224

**STUDY INFORMATION
NOVEMBER 2020**

The study team is currently working on evaluating multiple solutions based on the Level 1 screening criteria. The team plans to review this analysis and present the solutions proposed for further study to the public in the coming months.

POTENTIAL SOLUTIONS UNDER STUDY

A wide range of short- and long-term solutions are being evaluated at a broad level against select measures that reflect the project goals and problems and opportunities. Over 30 solutions have been developed. Some of the solutions being considered include:

- New interchange configurations
- I-80 EB off ramp HOV/transit lane
- A new interchange at Ecker Hill Park and Ride with a Kimball Junction bypass road for general purpose and/or HOV/transit to offer a “back door” to the transit center
- Trenching or tunneling S.R. 224 and I-80 in the interchange area
- Adding a pedestrian tunnel at Ute Blvd
- Dual left turns at Ute Blvd and Olympic Parkway



LEVEL 1 SCREENING

The initial tier of Level 1 screening determines if the solutions have any of the following fatal flaws:

- Does the alternative cause irreconcilable environmental impacts?
- Does the alternative cause irreconcilable community impacts?
- Is the alternative impractical and infeasible?

The second tier of Level 1 screening includes addressing the problems and opportunities by asking the following questions:

- Does the alternative improve interchange area capacity and vehicle mobility to/from I-80 and to/from S.R. 224 through the Kimball Junction area?
- Does the alternative maintain or improve multimodal travel options, health, and safety for pedestrians, cyclists, and transit users in the area?
- Does the alternative support operation and reliability of the Valley to Mountain (S.R. 224) Locally Preferred Alternative (LPA) both-side running Bus Rapid Transit (BRT)?

Potential solutions with a fatal flaw will be dismissed from further study.

LEVEL 2 SCREENING

Solutions moving forward from Level 1 screening will require additional and more-detailed analysis including but not limited to traffic analysis and the ability for the option to incorporate the desired transit and active transportation movements within the area. The analysis will serve to determine how well the solutions perform and to identify the potential impacts for the identified solutions.

The study team will use both qualitative and quantitative measures that align with the area goals that were developed based on coordination with the study partners and input from the public.

Solutions that are advanced passed the Level 2 screening and will require further environmental clearance in future study phases.

SCHEDULE

MAR 2020

Create guiding themes and goals/ community input

MAY 2020

Develop evaluation criteria

JUL 2020

Determine potential multimodal solutions

SEP 2020

Level 1 screening

NOV 2020

Level 2 screening/ advance best solutions/ community input

DEC 2020

Prioritize remaining solutions/ develop projects

JAN 2020

Community input on prioritized projects/ Implementation plan



MEMORANDUM

Date: November 17, 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.

Discussion:

Review of monthly ridership reports and service effectiveness from the last month.

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.

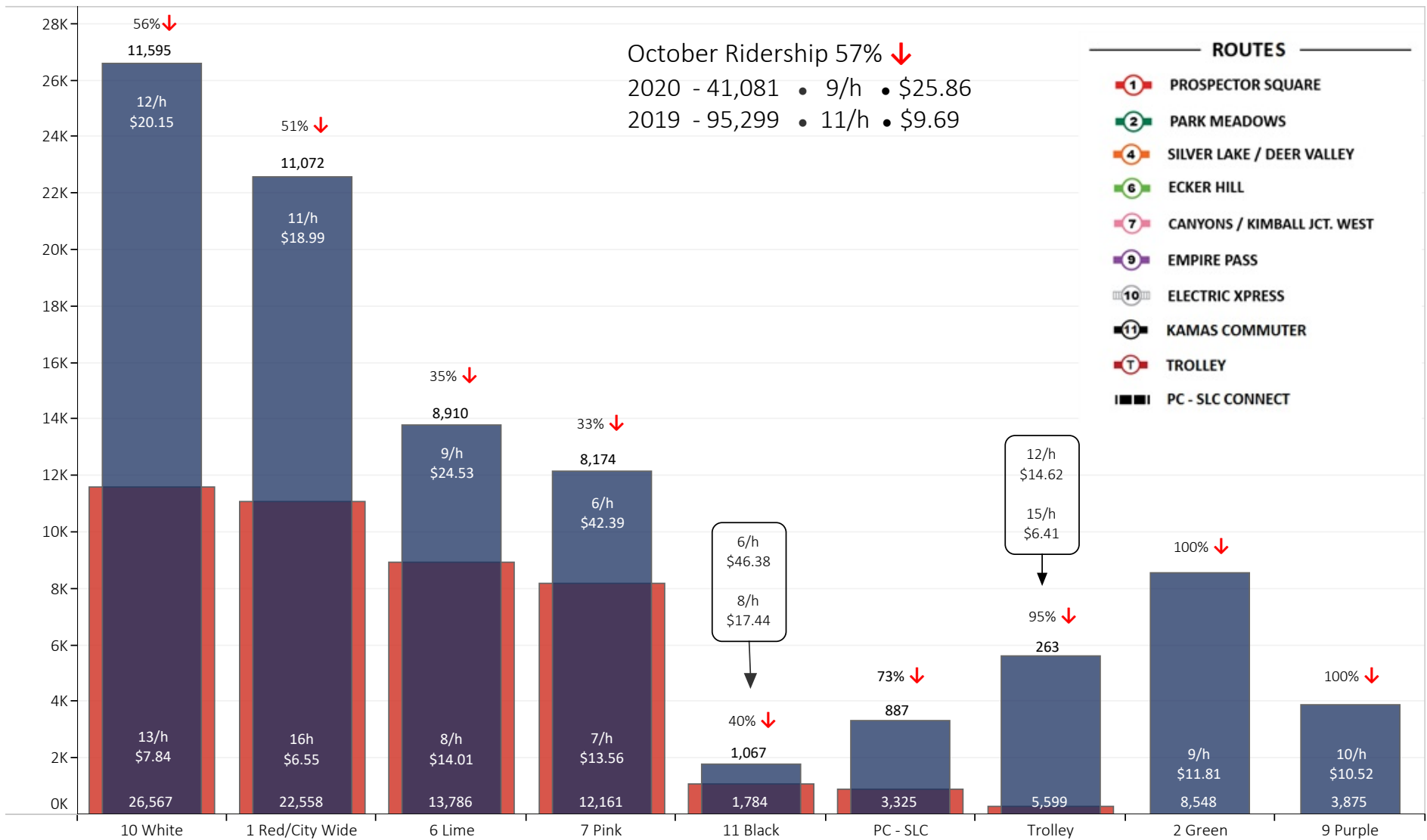
Attachments:

- Exhibit A** - October Fixed-Route Ridership Report
- Exhibit B** - October 12-Month Rolling Ridership Report
- Exhibit C** - Current Ridership Trend (August 1 – November 8, 2020)
- Exhibit D** - Average Weekday Ridership
- Exhibit E** - UTA Average Weekday Ridership

Exhibit A

Park City Transit - October 2020 Fixed Route Ridership

2019 2020



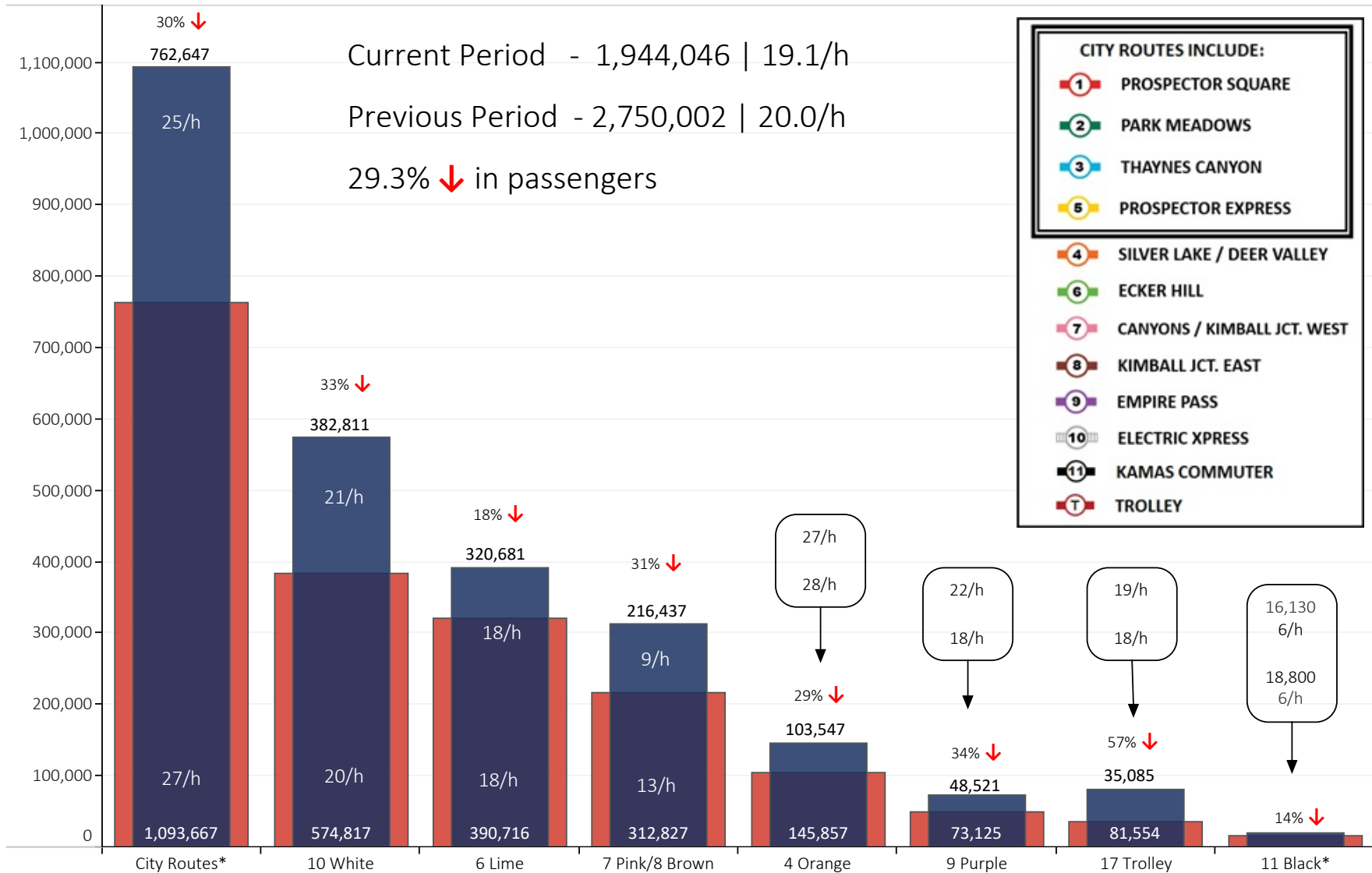
##/h = passengers per service hour, \$##.## = cost per passenger
 All percentages represent % change.
 Monthly totals do not include the Kimball Junction Circulator or the PC - SLC Connect.
 The reduced service City Wide route is included in the 1 Red data.
 Passengers per service hour is rounded to the nearest whole number.
 Figures at the top of the bar represent 2020. Figures at the bottom of the bar represent 2019.
 2019 data no longer includes the 8 Brown route.



Exhibit B

Park City Transit - Monthly Annual Fixed Route Report (12 months - November - October)

Current 12 Months Previous 12 Months



Notes:

##/h = passengers per hour

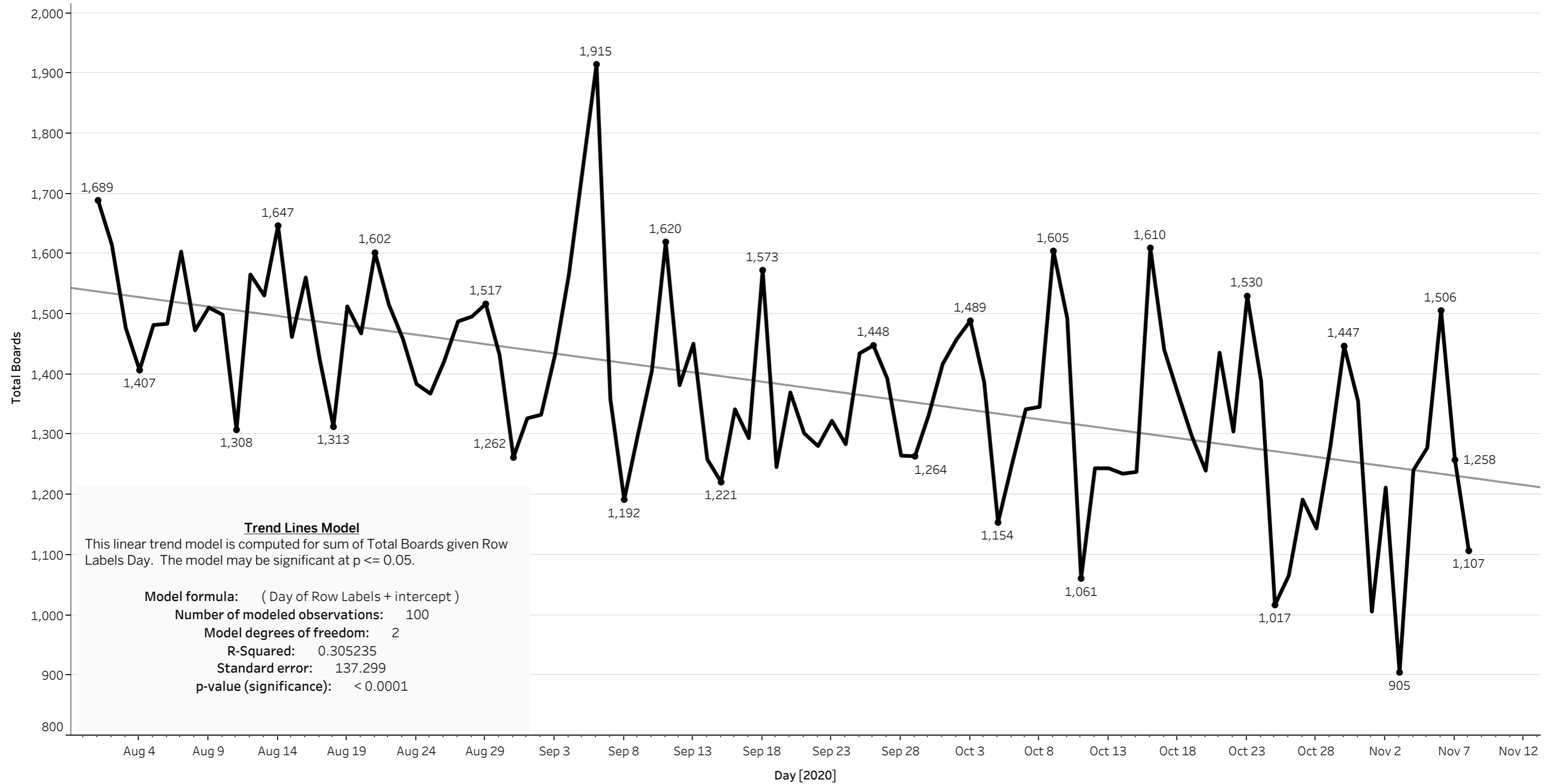
Past reporting grouped "City Routes" together. In order to maintain data quality, this method was applied to the most recent reporting months even when routes have been reported individually. Total passengers for the previous period include routes that have been discontinued.

*Kamas ridership and City Routes ridership have been updated from this report last year to reflect additional hand counts and ridership from other city routes that operate seasonally.



Exhibit D

Total Ridership by Day (August 1 - November 8)



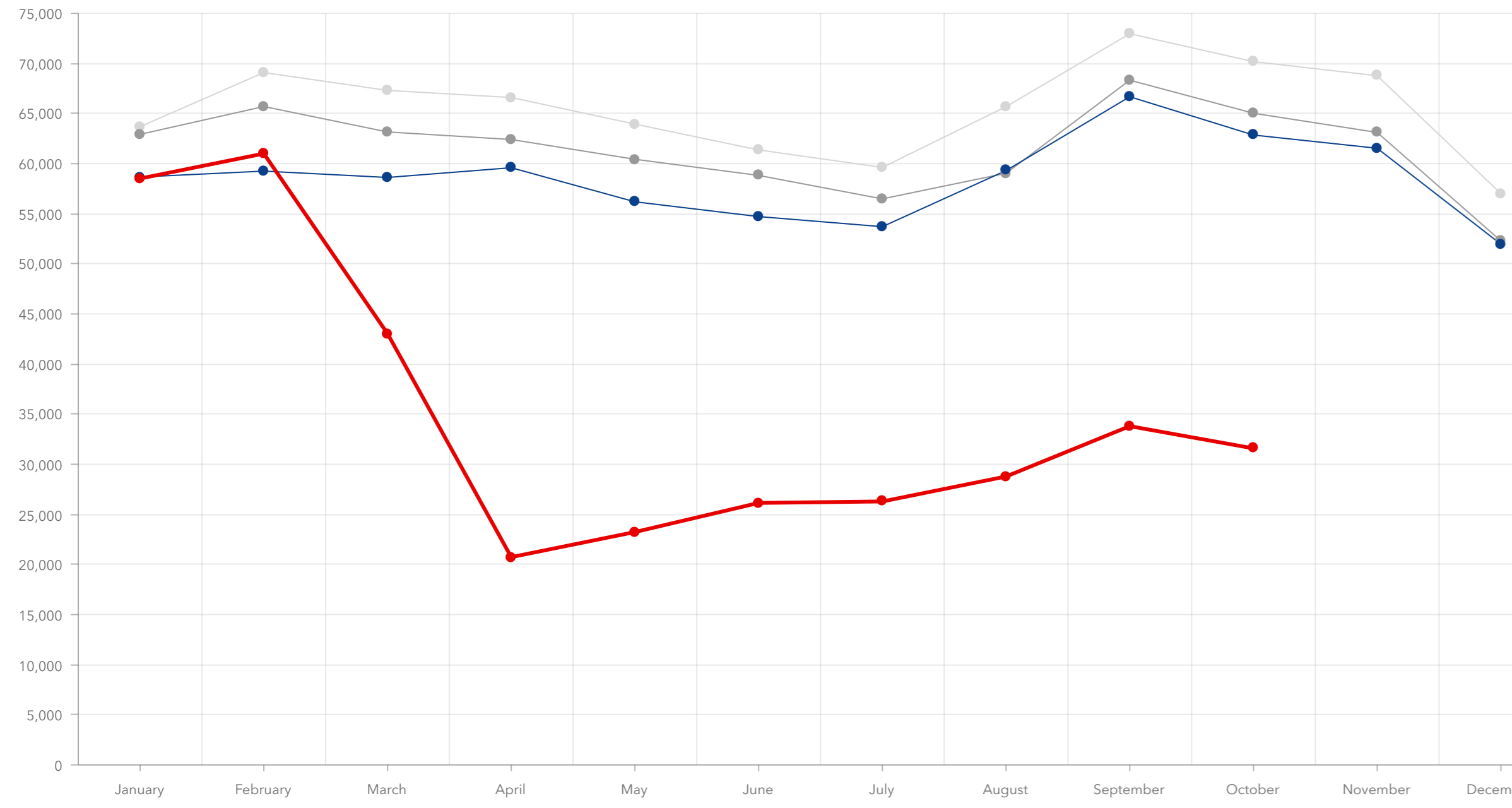
Park City Transit - Average Weekday Ridership



Utah Transit Authority Ridership Dashboard

Data is available after the 10th of the following month

Regular Bus Average Weekday Boardings

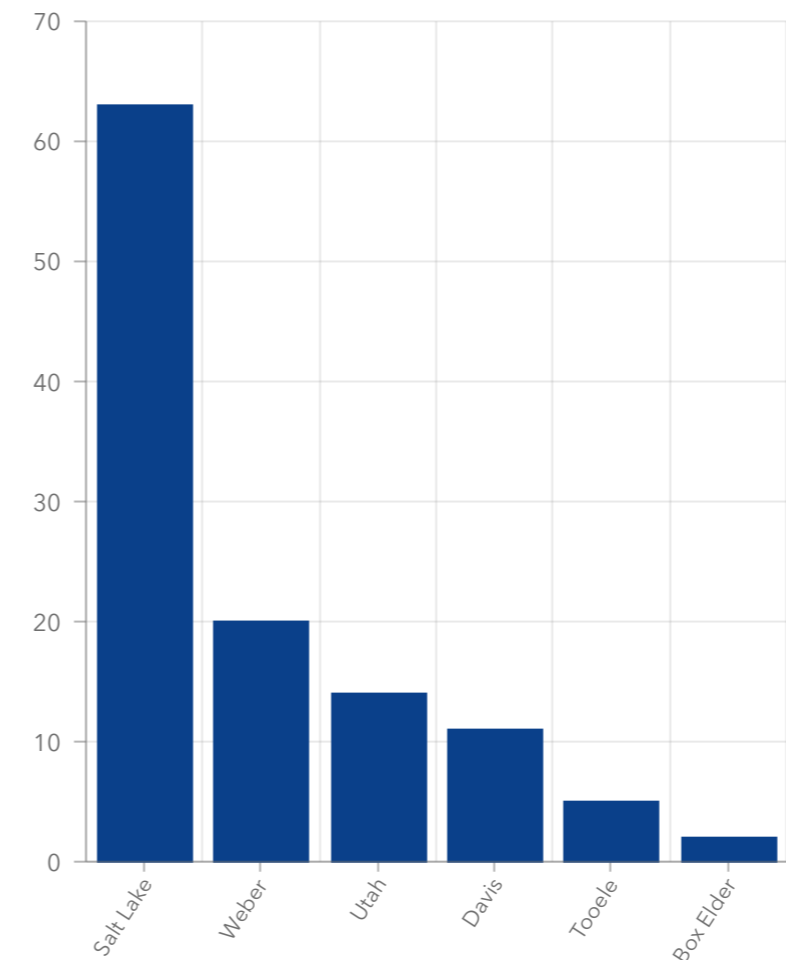


Systemwide Average Weekday Ridership

October 2019	October 2020
164,327	67,425
Variance: -58.9%	

Number of Routes by County

as of August 2020



- Systemwide
- Commuter Rail
- Light Rail
- Streetcar
- Regular Bus**
- Express Bus
- Ski Bus
- BRT Bus (UVX)
- Vanpool
- Paratransit
- Route Deviation

[Average Weekday Ridership Data Table](#) | [Ridership Dashboard Definitions](#)



MEMORANDUM

Date: November 17, 2020
To: Park City Transit Joint Advisory Board (JTAB)
From: Summit County Staff
Subject: Monthly Ridership Reports

Background:

Summit County reports monthly fixed route ridership and service effectiveness metrics for the Trailside Loop, Kimball Junction Circulator and the CV Connect.

Discussion:

Review of monthly ridership reports and service effectiveness from October 2020.

Trailside Loop

Ridership remains steady. In September, ridership was down 38 percent compared to 2019, but we saw a bit of an improvement with ridership down only 37 percent in October, when compared to last year. There were also 58 deviation requests during the month of October, an increase of six over the previous month (September 2020).

Winter service for the Trailside Loop begins December 1. The schedule will be essentially the same, beginning shortly before 6 AM, but an additional vehicle will allow for 15-minute service during the AM peak, until 8:30AM. This operational change is based on 2019 peak ridership numbers on the Route 8, indicating a high demand for inbound, AM peak period trips. After 8:30 AM, service will run on 30-minute headways and be extended from 10PM until 11:30PM, to provide timed transfers to Park City Transit service at the Kimball Junction Transit Center.

As requested by Park City Transit staff, all bus stops unique to the Trailside Loop have updated signage with a QR code and customer service number that contacts directly to the Downtowner customer service. Any stop shared with another route such as at the Kimball Junction Transit Center and those in the Newpark area, remain unchanged and will continue to display Park City Transit information until at least June 2021.

On-time performance was 93% in October. We received no customer service complaints through the end October 2020.

Kimball Junction Circulator

Ridership is similarly steady - 573 in September and 583 passengers in October; down about 83 percent from 2019. Most riders continue to board in the afternoon between 1 – 3PM or around 6PM. As has been the pattern, the majority of aggregate boardings and alightings occur at the Kimball Junction Transit Center (approx. 40 percent), the Outlets (approx. 15 percent), and in the Newpark area (approx. 10 percent).

This route remains on half-hour frequency until December 1 when we'll add back a second vehicle and 15-min service is restored.

CV Connect

The CV Connect On-Demand service will be back in operation on November 20, 2020 and continue through April 4, 2021. As during the previous ski season, this service is a fully on-demand ride request service operating within the entire Canyons Village area, along with the Red Pine and The Timber's neighborhoods. Transit service is available between 7AM-10PM, daily. This is a fare-free service jointly funded by Summit County and the CVMA.

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 Summit County, Caroline Rodriguez crodriguez@summitcounty.org or Jamie Dansie jdansie@summitcounty.org