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**Draft MINUTES from GIFT BOARD MEETING Feb 20, 2024, 10:00 am - 11:00 am**

**Idaho Falls City Annex Building - Small Conference Room**

**MEMBERS PRESENT:** By phone:Michelle Ziel-Dingman**.** In person:Lisa Farris, Hailey Mack, Kade Marquez, and Councilor Jim Freeman.

Also attending was Mike Peterson, Regional Operations Manager with Downtowner.

**Agenda**

Meeting started approximately 12:15 am and Michelle Ziel-Dingman **i**ntroduced the new Mayor appointed Councilor, Jim Freeman, City of Idaho Falls and Jim accepted. Michelle Zeil-Dingman removed herself as Chair/Secretary and ended her term on the GIFT Board.

GIFT Board members are very pleased that Jim will be serving on the GIFT Board, and we value his input, support, and participation that he consistently brings to the community. We appreciate his role in transportation planning and look forward to working with him to grow and expand the current micro transit service.

Lisa Farris, Co-Chair/Treasurer continued the meeting with the posted agenda.

**Financial Update -** Provided by Lisa Farris:

* $552,620.73 is the balance as of 2/7/24 for Bank of Commerce (Business account). Amount will be higher in the middle of the month once all sponsorships are deposited. Approximately (10) sponsorships: Mt. View Hospital, EIRMC, IF Community Hospital, CEI, E. Idaho RMC, Brio Home Health/Hospice, Black Horse, EICAP, DWI, and Foothills Dental.
* City of Idaho Falls has a donation pending for 2023-24 of $160,000.00.
* Output transactions approximately (3) per year for: PO Box renewal, web/domain maintenance. No checks or credit card maintained. Free cashiers’ checks used as a local government/non-profit entity.

**Action Items**

**Election of GIFT Board leadership** - Following motions were made:

Jim Freeman made a motion to appoint Lisa Farris as Chair/Treasurer, 2nd by Hailey Mack, all in favor.

Lisa Farris made the motion to appoint Jim Freeman as Co-Chair, 2nd by Hailey Mack, all in favor.

Jim Freeman made the motion to appoint Hailey Mack as Secretary, 2nd by Lisa Farris, all in favor.

**Approve November 14, 2023, Teams Meeting Minutes (Dec meeting canceled)** - Lisa tabled to give Board members a chance to review. Lisa will email minutes and request an approval.

**November 1 through Jan 31, 2024, Financials** - Hailey Mack made the motion to approve, 2nd by Jim Freeman, all in favor.

**Approve to remove the discounted status for remainder of pilot period.** Kade Marquez clarified that the fee modification was for scheduled rides with a proposed rate from $4.00 to $6.00. Will also allow ride scheduling up to 6 weeks in advance. Haley Mack made the motion to approve, 2nd by Lisa Farris, all in favor.

**Approve to modify the fees for GIFT rides.** Kade Marquez explained how this is recommended by FTA to observe data and real demand for remainder of the pilot period. Lisa Farris made the motion to approve, 2nd by Hailey Mack, all in favor.

**Kade Marquez, Transit Coordinator - Updates:**

* Review funding and budgets - GIFT continues to get its fuel from Bonneville County at bulk price.
* Road tax may be used as in-kind donation to access ITD/FTA grant funds.
* Status of 5310 and AAA transportation award
* Monthly sponsorship - Foothills Dental to discontinue. IF Library to start sponsorship in May.
* GIFT app updates and policy changes - will be announced through PSAs, push notifications through social media, Facebook, and Post Register. Target start date for changes is 4/1/24.
* Afterhours summary - demand increase for afterhours service.
* Update of Library’s library ride program - IF Library to start May at $1,620.00 per month to advertise by wrapping a van for the after-school library program. Will operate each weekday and pick students up from participating schools, transport to them to the library, and transport students back to their school for parents to pick them up.

**Other**

Data for monthly ridership reports are available through the FTA national database. Summary of January report showed the following:

* Strong numbers with 35% efficiency increase in service.
* 11,500 total users.
* Workdays showed increase in users.
* Kade to add a monthly summary to GIFT website and an active counter of monthly ridership.
* New GIFT wrap “Get a lift with GIFT” to be placed on city sanitary trucks and to airport shuttle. Kade to reach out to local hotels for sponsorship/support for a designated airport shuttle.
* Maintenance of the GIFT webpage will be continued by Michelle Ziel-Dingman.

**Tasks**

* Lisa to email Nov 14, 2024, Teams Meeting Minutes and request an approval by email.
* Hailey to reach out to Ball Ventures/Snake River Landing regarding a GIFT Board position.
* Lisa to reach out to Catherine Smith, City Economic Development Administrator, regarding a GIFT Board position and expansion conversation with city of Ammon.
* Hailey offered to join in on Ammon expansion conversations.
* Jim to reach out to Ian Turner, City Airport Director regarding a GIFT Board position.
* Kade to reach out to local hotels for sponsorship/support for a designated airport shuttle.

For a program, service, or activity of the City of Idaho Falls that is not accessible to persons with disabilities should be directed to the City’s ADA Coordinator: ADA/Section 504 Coordinator, Lisa Farris, Email: [Lfarris@idahofallsidaho.gov](mailto:Lfarris@idahofallsidaho.gov) 680 Park Avenue Idaho Falls, ID 83402 (208) 612-8323 or Fax: (208) 612-8520 TTY: (800) 377-3529 or Idaho Relay 711. Contact should be made as soon as possible, but no later than 48 hours before the start of the meeting.