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**dba TRPTA TARGHEE REGIONAL PUBLIC TRANSPROTATION AUTHORITY**

**PHONE: 208-612-8323**

**BOARD MEMBERS:**

**Present: Michelle Ziel-Dingman, Lisa Farris, and Michael Walker
Absent: Rick Cloutier & Arnold Cantu**

**Guests: Darrell West, BMPO Director and Laura, City of IF Grants Coordinator

September 20, 2022 | 10:00 am – 11:00 am
Idaho Falls City Annex Building – Council Chambers**

**Agenda**

* **All events**
	+ Sept. 22 Chamber Event with Interim Chamber CEO Steve Hunter
		- Businesses are changing their hiring practices and educating employees on the opportunity to use GIFT for work.
	+ Working with the Emotion Bowl to do some fun promo videos. We just filmed a video to celebrate an IF Symphony event.
* **Public hearing on fee**
	+ Opened public hearing at 10:12 a.m. and the Chair moved to put all comments and documents into the public record. No comments. Public hearing closed at 10:13 a.m.
* **Financial Update**
	+ See notes below
	+ $600 in funds from EICAP / Area Agency on Aging
	+ 5310 funds – there’s annually about $153,000 in these funds we haven’t been using. We could use the $600 from EICAP as part of matching funds for the 5310 funds. Could potentially use the in-kind donations we’ve received. ITD has advised Kade to use in-kind donations as match for the same year they are received.
	+ Tried to partner with EICAP on a BEA grant to provide rides but the CEO declined to collaboration.
* **Kade Marquez - Updates:**

ITD/CARES Act funding opportunity

* 5307 funds available from program year
* CARES Act funding reimbursement process has changed. ITD is understaffed. Kade now works directly with Ron Duran as Summer Hirschfield no longer works at ITD. New grants admin software is going to be employed.

CPA/Project Scope discussion

* General bookkeeping
* Let’s put an action item on October 2022 to contract for a CPA to take a look at our finances/tax liabilities and then plan a financial review/audit process.

State Fuel Tax Refund - fuel purchase/process discussion

* Cooper Norman gave us a couple of hours of consultation as an in-kind donation. Encouraged Kade to talk to the state tax commission and unfortunately because we’re not using diesel, we don’t qualify.

Hours of operations and proposed changes

* Saturdays are our weakest ridership days. Many people are using it for medical appointments and work, so Saturday is weaker.
* Thursdays are the busiest day of the week.
* Changing the hours to 6 am – 9 pm has been a huge success and has shown that it’s evened out ridership throughout the day.
* There’s some bars and restaurants that are showing up as destinations, but the riders are often using Uber/Lyft to go home.
* Not proposing any other changes to hours at this time.
* Had our first accident in a van last week, so we’re down a van so it will increase wait times for the next few weeks.

Donor Button update

* It’s live on the website. No donations yet.

Ridership numbers

* 6,454 individual riders in August, which is a 1.5% increase from July.
* Short term goal is 4% riders per hour. We’re at 3.1%. Long-term goal is 7%.
* We can use ridership data and GIS to track where riders are going and can use it to expand service in the future.
* Signs on the exterior of the Utah Ave. Walmart for riders to be picked up. Kade is working on Winco.

Customer Service issues

* We are having some issues with riders who are experiencing a mental health emergency. Driver tried to help the person by taking them to various mental health locations. Downtowner with Kade will be developing a policy to handle this safely for the driver and the rider.

Portal requests/Pricing/MOUs from GIFT Board

* In the process of a portal request from EIRMC.
* Implementing portals for Mountain View Hospital, IF School District 91, and Idaho Falls Community Hospital

**Action Items**

* Approve July 19, 2022 Minutes
	+ Motion to approve by Lisa, seconded by Michael. Unanimously approved.
* Approve Financials
	+ $309,467.92 is our current balance
		- Deposits August – September: $159,787 ($140,000 in city contribution and $19,787 in rides)
			* $140,000 from City of IF
			* $3,800 in fares
			* $999.99 in state of Idaho vouchers
			* $50 in Lincoln Court rides
			* $525 in SRL Development rides
			* $13,813 in fares
			* $300 in Black Horse – Rising Sun Sober Living pre-paid rides
			* $300 in St. Vincent De Paul’s vouchers
	+ Motion to approve by Michael, seconded by Michelle. Unanimously approved.

**Other**

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 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.