* **TRPTA**

**TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY**

**PHONE: 208-612-8323**

**BOARD MEMBERS:**

**Michelle Ziel-Dingman and Lisa Farris**

**BOARD MEETING**

**Tuesday November 17, 2020**

**10:00 am - 11:00 am - Idaho Falls City Annex Building - Small Conference Room**

**Agenda Items:**

**(ACTION ITEMS)**

Approval of meeting minutes from 10-19-20. Move to approve Lisa Farris, Michelle Ziel-Dingman seconded. Unanimously approved.

Approval of Christmas Basket program (approve occupancy). Move to approve by Lisa Farris, Michelle-Ziel Dingman seconded. Unanimously approved.

**(DISCUSSION ITEMS)**

1. Bus shelter and benches with regards to City Code - Discussion with Brad Cramer, CDS Director;
	1. Old bus bench program was its own agreement and ordinance and didn’t impact the City Code.
	2. Can sell advertising on GIFT transit vehicle – no code issue.
	3. Currently our sign code only identifies advertising on off-premise as billboards.
	4. Normal and important to have bus shelters and benches as part of revenue plan for GIFT
	5. ITD has written a grant for two bus shelters, both the Board suggested those be on Memorial Drive; one in front of Parks & Rec building where the turnout is built and the other in front of Smokin’ Fins on Memorial.
	6. Code allows for an exemption for what classifies as a sign; exempted are City wayfinding signs. Director Cramer suggests that we don’t classify the bus shelters and benches as “signs”.
	7. Director Cramer suggests the City of Idaho Falls modify what the definition of billboards are to include official stops of public transit authority that include shelters and bus benches. We don’t want random shelters; needs to be related to public transit authorities only.
	8. Director Cramer will prepare to have it ready for P&Z approval by Feb 2021, for approval to Council by March 2021.
2. Finance - update by Lisa Farris;
	1. Intermountain Gas, Idaho Falls Power, US Post Office (carries us to May 2021), Reimbursement to Michelle Ziel-Dingman, and rent from tenants Jenkins Glass and Reusable Resources.
	2. Pending invoice from Holden Electric (approximately $3,200) and AJ Lawn Care for winterizing the building and lawncare.
3. TRPTA facility - maintenance, heat, and Intermountain Gas;
	1. Winterization building is complete
	2. Repairing heat / furnace issues currently
4. ITD visit overview;
	1. Ride along to look at draft routes
	2. Have not seen notes yet from Summer Hirshfield from ITD; Michelle will follow-up.
5. GIFT logo presentation;
	1. New logo
	2. New website
	3. New Facebook page coming
6. Transit Director position job update;
	1. Michelle Ziel-Dingman did submit draft job description to ITD, no feedback yet
7. Community Outreach survey;
	1. CTAA project recommended a survey
	2. Housing & Transportation CUSP committee can support in distributing this
	3. Launch in December 2020
	4. Short range transit plan survey might have some great questions on it we can duplicate
	5. Being assisted by BYU-I student in survey creation
8. Board Member Appointments update
	1. Arnold Cantu representing the City of Idaho Falls; he’s accepted the position
9. Discussion on potential at-large Board Members.
	1. Lisa and Michelle like the idea of appointing at-large Board Members.
	2. Will wait for the full five members before making a decision / further discussion.

**Other items**

**Next Meeting:** December 15, 2020 10:00 am - 11:00 am - Idaho Falls City Annex Building Small Conference Room. Will likely have a Zoom or WebEx option, due to COVID-19 safety.

Meeting adjourned at 10:31 a.m.