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**dba TRPTA TARGHEE REGIONAL PUBLIC TRANSPROTATION AUTHORITY PHONE: 208-612-8323**

**Minutes - May 21, 2024 GIFT Board Meeting 10:00 am - 11:00 am**

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

**Introductions -** The meeting started at 10:00 am. Board members present: Lisa Farris Chair,

Jim Freeman Co Chair, and Arnold Cantu Board Director. Staff present: Kade Marquez, Transit Coordinator and Margaret Wimborne, Chief of Staff. Guests present: Idaho Falls Rescue Mission (IFRM), Tyler Perkins, ED, and Chris Aspinall, Development Director.

**Financial Update -** Lisa Farris - Bank of Commerce (BOC) business account 4/19/24-5/21/24 balance $147,873.49. STRIPE $6,483.96 auto deposit for Mustang Shuttle Service for American Nuclear Society (ANS) event in Oct. Original reimbursable amount from ANS was $4300.00. Additional $2,183.96 considered by ANS to cover GIFT vehicles, labor, fuel, and wheelchairs.

**By-laws Update** - Lisa Farris - draft with legal, will send out before June Board meeting for review.

**Tyler Perkins, ED of IFRM** explained how they depend on GIFT services. Over 527 guests last year with no vehicles. Walking not an option, sidewalk stops at the Haven, and no sidewalk for Ruth House guests along a busy/high speed corridor. Improvements to Sunnyside are scheduled out several years. IFRM currently buying $2,000 in passes/year with a need 5xs that amount.

Increased needs at the Haven and Ruth House off Yellowstone Highway and IFRM/downtown.

Ride passes distributed by case managers to clients for specific needs. Tyler suggested a portal specific to IFRM to keep control of rides for their clients. Tyler discussed their transit budget of ~$10,000 that doesn’t keep up with the need. Kade added that a match lower than $10,000 is not realistic for GIFT as it creates a value ratio of $10,000 in ride vouchers to $50,000 in GIFT costs to provide a designated service. GIFT would need a set match to provide service to IFRM. Preference was to negotiate a service based on need, and then test/monitor effectiveness. IFRM/Transit Coordinator to schedule follow up. Tyler announced Sept. opening of the Haven.

**Lisa Farris provided an update of April 16, 2024, Action Items approved by email vote on 4-17-24.** Reason for email vote was due to not having a quorum at the April 16, 2024, GIFT Board meeting and approvals needed to withdraw funds for a deposit to Mustang Transportation. Following action items were approved by the Board:

1. Approved March 19, 2024, GIFT Board Meeting Minutes.
2. Approved Financials from 3/19/24 thru 4/19/24.
3. Approved a deposit of $4,300.00 to Mustang Transportation for shuttle services between hotels/Mountain America Center 10-7 thru 10-11,2024 during the Nuclear Conference.

**Update of GIFT expansion into Ammon** - Jim Freeman and Kade Marquez

Micah Austin, Ammon City Manager Administrator, are interested in expanding services into Ammon with further discussion needed with Ammon Mayor, Sean Coletti and Council regarding service costs, FY budget, route area, sponsorship options, and match requirements.

Jim suggested the option of solicitation of business donations coordinated with GIFT/Ammon may be a benefit for match access and Ammon service costs.

**Discussion provided by Lisa Farris and Kade Marquez**

* Invitation provided to Makayla Matlock, ED of DWI to June GIFT Board meeting to discuss DWI transportation budget and donation to GIFT as match for 5310 funds.

In the past, proceeds from DWI’s Festival of Trees event were donated to TRPTA/match.

* Opportunity to provide transit training to GIFT Board July/Aug for 3 hours or more as needed. Kade sent an invite inquiry to public transit expert, Kelly Badesheim, CTAI Chair, Kelli was the previous CEO of Valley Regional Transit (VRT), Treasure Valley’s regional public transportation authority.

Needs/topics to be developed and agenda created. Topics to include jurisdiction/ roles regarding access/approval of ITD 5310 funds applicable to BMPO and GIFT.

* Further discussion to come regarding general GIFT Policy and specific Policy for service expansion and match requirements.
* Authorization provided by the Board to use BOC business account funds as match to access (4) vehicles donated to BMPO under a low emission program (vehicles available by 10/1/24). Requires 7.43% match or approximately $15,000. Verification of amount pending from BMPO.

**On Demand Ridership Report provided by Kade Marquez:**

* (April 1-30, 2024) 79% on demand rides was up with May indicating higher demand.
* Average wait for on-demand rides was 17 mins (best time yet).
* Driver created rides was 11. Unique feature to Downtowner for no phone customer where the driver creates the call and can be for a later time.
* Report to be posted on the GIFT Website.

**Other items discussed by Kade Marquez and Jim Freeman:**

* Fuel is a high cost. Co-fuel with Ammon/City would be a definite savings.
* Requested additional $250,000 from City budget to be able to operate into year (4) with contracts renewed in November of 2024.
* Jim explained forgone funds as unused funds of levied taxes. Suggested the use of forgone funds for future use.

**Approved Action Items -** Jim Freeman made the motion to approve all (5) agenda items, with a modification to #4 to open (2) separate accounts: one for fees and the other for match.

All 5 motions were second by Arnold Cantu, and all were in favor.

1. Financials from 4/19/24 thru 5/21/24.
2. 5310 funds - approval to use donated funds from EICAP as match for services.
3. 5310 funds - approval to use donated funds from DWI Festival of Trees $10,000 as match for services to DWI clients.
4. Approve the opening of a separate account at BOC to deposit funds from booking fees/cancellations that will be used as future match.
5. Approve the withdrawal of up to $15,000 from BOC account to be used as match for the purchase of (4) vehicles. To be withdrawn upon written request from GIFT Transit Coordinator.

**Other**

The meeting adjourned at 11:00 am.

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.