



GREATER IDAHO FALLS TRANSIT

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

BOARD MEMBERS PRESENT:

Michelle Ziel-Dingman, Lisa Farris, and Arnold Cantu

Dec 7, 2022 | 11:00 am – 12:00 pm | Idaho Falls City Annex Building – Small Conference Room

Guests: Darrell West, BMPO and Christian Ashcraft. No members of the general public were present.

Agenda

- **ACTION ITEM: Approve GIFT board meeting September 20, 2022 minutes**
 - Motion by Farris, Second by Cantu, unanimous approval.
- **Public Hearing on Fee**
 - Proposal: Increase GIFT ride fair from \$1 to \$2 (for federally authorized participants who qualify for a reduced fare) and from \$3 to \$4 for all other riders.
 - No City of Idaho Falls fee change is necessary as the Fee Ordinance has a published fee of \$5 and no public hearing or ordinance change is needed if the fees proposed are \$5 or less.
- **ACTION ITEM: Approve Proposed Fee Increase**
 - Ziel-Dingman made a motion to remove this action item and replace it with a new action item to approve an ad in The Post Register to notice/advertise a second Public Hearing on a proposed Fee increase as proposed earlier in the agenda, that is still within the City of Idaho Falls' Fee Ordinance and delay a vote until January 2023.

The good faith reason for the modification is because a section of the state legislature code regarding highways has guidance for regional public transportation authorities (RPTAs) that was unknown until yesterday and advises RPTAs to publish public hearing notices in the newspaper. Although the Board Officers believe that we're covered by the actions of the City of Idaho Falls, our Board Chair Ziel-Dingman is recommending that we advertise a public hearing just to make sure.

- Motion by Farris, Second by Cantu, unanimous approval.

- **ACTION ITEM: Approve a Newspaper Ad for Public Hearing on Fees**
 - Discussion of a small ad, around \$100, to run in the Post Register.
 - Motion by Cantu, Second by Farris, unanimous approval.
- **General program update from Kade Marquez:**
 - Events
 - Ride to Santa for Festival of Trees
 - Hockey promotion with Spud Kings developing
 - Promotion with Museum of Idaho developing
 - National Cupcake Day promotion developing
 - Ridership & geographics
 - Average is 300 per day with 350 is our peak
 - Approximately 900 unique ridership account being used each month. But many single accounts (Like Mountain View Hospital and DWI, Inc.) represent multiple riders.
 - Kade is auditing ridership accounts for missed rides (those who have a significant amount of missed rides. ITD has advised that we shut down accounts for up to 30 days for those who frequently miss rides. We could modify the contract to charge a “no show” fare / fee). He’s also auditing ridership accounts for those who are indicating a disability or senior status but haven’t been verified.
 - Changes in ITD guidance on local match
 - ITD Public Transportation Director Ron Duran has advised Kade that we cannot use transit fares collected as local match.
 - The transit fares have been collected by GIFT and Downtowner has only collected them and passed them on to us and it’s not part of our contract with them to keep the fees. This was created this way because we were told that we could collect the fees and use it for local match by a former ITD employee.
 - Using the current in-kind donations as local match ASAP. We need about \$450,000 in match. City of IF contributes \$140,000 per year, leaving a \$310,000 local match difference.
 - Thanks to us being underbudget in fuel and employee wages, it will either be a budget gain OR we can re-budget these funds to a new vehicle / driver (we’re potentially getting a free vehicle from the defunct Twin Falls RPTA).
 - Opportunity for 5307 funds
 - Need to program 5307 funds and CARES act dollars into the TIP at BMPO
 - Darrell West of BMPO will work with Kade, Chris Fredrickson, and other BMPO members to complete program applications.
 - Phone number change
 - Changed to 208-999-GIFT due to the change in the call center contract because the last call center organization “owns” the now former number. Better experience with an easy-to-remember number.
 - Kade has changed the signage and posters.

- Customer service issues
 - Scheduled rides during shift changes represent a lot of customer issues called in. Changes have been made to the scheduling process to allow less people to schedule rides during this time.
 - 97.5% of rides arrive on time.
 - Discussion about charging a booking fee of \$1 for those who call the phone line to book their ride as the call center is costly to the contractor and we're being charged for that.
 - Far less complaints since Downtowner changed their call center provider to an Idaho Falls business.
- Financial Report from Treasurer
 - We have \$310,687.92. Two deposits since last meeting was \$900 in vouchers from Legal Aid and \$300 for CEI vouchers.
 - Question regarding website domain renewal – MZD will look into when it renews.
- ACTION ITEM: Approve Financial Report
 - Motion by Cantu, Second by Ziel-Dingman, unanimous approval.
- ACTION ITEM: Approve the release of \$20,000 to the City of Idaho Falls for local match requirements.
 - Kade Marquez has petitioned ITD to reverse their decision regarding local match sources and therefore the Board is tabling this item.
- ACTION ITEM: Approve Treasurer to seek contracted accounting services and a firm to perform an audit of 2022 financials.
 - Motion by Cantu, Second by Ziel-Dingman, unanimous approval.
 - Will look into auditing 2020, 2021 as well

MEETING ENDS AT 11:59 A.M.

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.