

# **GREAT FALLS TRANSIT DISTRICT BOARD MEETING MINUTES MAY 25, 2011**

## **1. CALL TO ORDER**

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., May 25, 2011, in the Conference Room at the Transit Facility at 3905 North Star Boulevard, Great Falls, Montana.

## **2. ROLL CALL AND ATTENDANCE**

### **Members Present:**

Carl Donovan, Chairman  
Sally Macmillan  
Marion Smith  
Ken Johnson

### **Others Present:**

Sylvester Barros, Operations Manager  
Nadine Hanning, Finance Manager  
Cathy Bresson, Administrative Asst.

### **Absent:**

Ann Marie Meade, Vice Chair  
Jim Helgeson, General Manager

## **3. ADDITIONS TO AGENDA**

## **4. MINUTES OF BOARD MEETING – April 27, 2011**

Mr. Carl Donovan, Board Chair, asked for any corrections to the April 27, 2011 Board Meeting minutes. Errors were noted for the GFTAC minutes. The April 27, 2011 minutes stand as approved with noted errors on the GFTAC minutes.

## **5. MANAGER'S REPORTS**

### **a. Summary of System Status**

Mr. Sylvester Barros, Operations Manager, gave the following report:

- Mr. Helgeson & Mr. Barros attended the MTA Conference in Helena.
- Mr. Barros & Craig Johnson held a PASS training course in Helena.
- Mr. Helgeson & Mr. Barros attended a briefing sponsored by the Disabled American Veterans. We briefed them on the Paratransit services available to members of the military, retirees, especially those with disabilities.
- Our last FTA audit inspection showed we were short on participation with the City and County in disaster preparedness. We were fortunate to be asked to take part in the City/County Health Department disaster preparedness training. It was intended for First Responders and support elements like GFT.
- The three new hires are doing well. We had a PASS training class of ten, this included seven from out of town.
- The local Rodeo went well. Mr. Barros thanked all those who participated.

- We are sending six competitors to Butte on June 18<sup>th</sup> for the State competition.
- Scott Messelt, Paratransit driver, will be going to Indianapolis next week to represent the State of Montana at the Paratransit International Driver's Competition. We wish him well.
  - We had a Safety Program assessment visit from Montana State Fund to check the Safety Program we have in place. Everything went well and we did great.
  - Mr. Helgeson and I conducted our first initial pre-production meeting with Gillig for the procurement of buses scheduled for December of this year.
  - There will be no bus service on Memorial Day, Monday, May 30<sup>th</sup>.

b. Performance Indicators

c. Ridership Reports

d. Financial Reports

- Nadine Hanning presented the reports.

## **6. CHECK REGISTER**

The April 22, 2011 through May 20, 2011 check register was presented for approval. Chair Carl Donovan called for a motion to approve. Ms. Sally Macmillan moved/ Ms. Marion Smith seconded. Motion passed.

## **7. COMMITTEE REPORTS**

### **a. Technical Advisory Committee of the MPO (TAC)**

- Did not meet.

### **b. Policy Coordinating Committee (PCC) of the Great Falls Metropolitan Planning Organization.**

- Did not meet.

### **c. Great Falls TAC**

- Minutes are attached

### **d. ADA Advisory Committee**

- The next meeting will be June 2, 2011 at the GFT Transfer Center at 1:15 pm.

## **8. UNFINISHED BUSINESS**

a.

## **9. NEW BUSINESS**

a.

## **10. PUBLIC COMMENTS**

None

## **11. DATE OF NEXT BOARD MEETING**

Work Session – Monday, June 20, 2011 at 7:00 p.m.

Board Meeting – Wednesday, June 22, 2011 at 7:00 p.m.

## **12. ADJOURNMENT**

Adjourned at 7:12 p.m.

**ATTEST:**

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Carl J. Donovan, Chairman