

**GREAT FALLS TRANSIT DISTRICT  
BOARD MEETING MINUTES  
January 25, 2023**

**1. CALL TO ORDER**

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., January 25, 2023, 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, Chairperson  
Donna Zook, Vice Chairperson  
Ann Marie Meade  
Shyla Patera  
Ken Johnson

**Others Present:**

Nadine Hanning, General Manager  
Brenda Long, Administrative Assistant

**3. Pledge of Allegiance**

**Douglas Wilson Audit Report**

Melissa Saldano from Douglas Wilson went through the 2022 GFTD Audit report. She explained their findings and reported that GFTD received a clean audit.

**4. ADDITIONS TO AGENDA**

a.

**5. a. Minutes for Board meeting November 16, 2022**

A motion was made to approve the minutes by Vice Chair Zook, seconded by Board member Meade, motion passed.

**6. MANAGER'S REPORTS**

**a. Summary of System Status**

General Manager Hanning reported that we have hired 2 mechanics and that we need to hire 2 more Fixed -Route drivers. She said it has been very difficult to find drivers. The Tri-Annual review documents are due next month but the review has not been scheduled yet.  
The Christmas party in December was a great success and the Board thanked everyone involved.

**b. Performance Indicators**

**c. Ridership Reports**

**d. Financial Reports**

**7. CHECK REGISTERS**

- a. The December 17, 2022 through January 19, 2023 check register was presented for approval. Board member Johnson called for a motion to approve, Board member Patera seconded, motion passed.
- b. The November 5, 2022 through December 16, 2022 check register was presented for approval. Board member Meade called for a motion to approve, Vice Chair Zook seconded, motion passed.

**8. COMMITTEE REPORTS**

- a. **Technical Advisory Committee of the MPO (TAC)**  
- The committee did not meet.
- b. **Policy Coordinating Committee (PCC) of the Great Falls Metropolitan Planning Organization.** – did not meet
- c. **Great Falls TAC**  
- met on Jan. 12<sup>th</sup> minutes are in board packet. Next meeting Feb 2<sup>nd</sup>.
- d. **ADA Advisory Committee**  
- The committee did not meet

**9. UNFINISHED BUSINESS**

**a. Approve Safety Plan Updates**

An updated Safety Plan that was approved by the GFTD Safety Committee on December 27, 2023 was presented to the Board for approval.  
A motion to approve the updated Safety Plan was made by Vice Chair Zook, seconded by Board member Johnson, motion passed.

**10. NEW BUSINESS**

**a. Paratransit Application Updates**

A draft of the updated Paratransit Application was given to the Board. This is the first update to the application since 2014. This application has a more comprehensive section for health care providers to fill out and reduces the term between renewals to 2 years instead of 3.

**b. Paratransit Same Day Service**

A motion was made to eliminate same day Paratransit service effective February 1<sup>st</sup>, 2023 to enable staff to better serve scheduled rides and medical return trips by Vice Chair Zook, seconded by Board member Johnson, motion passed 4 for and 1 against.

**11. PUBLIC COMMENTS**


**12. DATE OF NEXT BOARD MEETING**

Work Session – Tuesday, February 21, 2023 – 7:00 p.m.  
Board Meeting – Wednesday, February 22, 2023 – 7:00 p.m.

**13. ADJOURNMENT**

Adjourned at 7:44

**ATTEST:**

  
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Carl J. Donovan, Chairperson  
Date: 4/26/23