

**GREAT FALLS TRANSIT DISTRICT
BOARD MEETING MINUTES
September 27, 2023**

1. CALL TO ORDER

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., September 27, 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

Others Present:

Nadine Hanning, General Manager
Brenda Long, Administrative Assistant

Absent

Ken Johnson

3. ADDITIONS TO AGENDA

a. Title VI 2023-2026 Approval

4. a. Minutes for Mill Levy Hearing August 23, 2023

A motion was made to approve the Mill Levy Hearing minutes by Vice Chair Zook, seconded by Board member Patera, motion passed.

b. Minutes for FY24 Budget Hearing August 23, 2023

A motion was made to approve the Fy24 Budget Hearing minutes by Board member Patera, seconded by Board member Meade, motion passed.

c. Minutes for Board Meeting August 23, 2023

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

5. MANAGER'S REPORTS

a. Summary of System Status

General Manager Hanning reported that we are looking to hire a Fixed Route driver and a mechanic.

Our new student employee started on Sept. 27th.

The FTA Triannual Review had a few findings, we have until February to rectify them.

There's been a major break in the sewer line at the Transfer center, Capcon is working on it.

The final draft of the Union contract is almost complete.

There will be a vaccination clinic on Oct. 5th.

The auditors have finished site visit, their report is in progress.

b. Performance Indicators

- c. Ridership Reports
- d. Financial Reports

6. CHECK REGISTER

- a. The August 18, 2023 through September 22, 2023 check register was presented for approval. Board member Meade called for a motion to approve, Vice Chair Zook seconded, motion passed.

.7. COMMITTEE REPORTS

- a. **Technical Advisory Committee of the MPO (TAC)**
 - meeting was canceled
- b. **Policy Coordinating Committee (PCC) of the Great Falls Metropolitan Planning Organization.** – met on Aug. 28th approved UPWS
- c. **Great Falls TAC**
 - There is a meeting on Oct. 5th
- d. **ADA Advisory Committee**
 - The committee did not meet

8. UNFINISHED BUSINESS

- a.

9. NEW BUSINESS

a. Van Purchase

Due to several vans exceeding 100,000 miles and 2 vans being out of service for an extended period of time the Paratransit is having difficulty meeting the needs of passengers. Procuring vans through the MDT contract is currently 3.5 to 4 years. General manager Hanning contacted Chairperson Donovan regarding an emergency purchase of 2 vans. The vans were purchased Sept. 18th.

b. TDP Update

We have had the first of the biweekly meetings with the consultant, and he will be here Oct. 3 through the 6th. They will also be here the week of Oct 30th through Nov. 3rd to conduct surveys.

c. Title VI Approval

A motion was made to approve the Title VI 2023-2026 Program by Vice Chair Zook and seconded by Board member Meade, motion passed. The Title VI Program will be submitted to the FTA and there is a copy in the Board book.

10. PUBLIC COMMENTS


11. DATE OF NEXT BOARD MEETING

Work Session – Monday, October 23, 2023 – 7:00 p.m.
Board Meeting – Wednesday, October 25, 2023 – 7:00 p.m.

12. ADJOURNMENT

Adjourned at 7:20

ATTEST:



Carl J. Donovan, Chairperson
Date: 11/15/23