

**GREAT FALLS TRANSIT DISTRICT  
BOARD MEETING MINUTES  
February 28, 2024**

**1. CALL TO ORDER**

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., February 28, 2024, 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  
Ken Johnson  
Shyla Patera

**Others Present:**

Nadine Hanning, General Manager  
Brenda Long, Administrative Assistant

**Absent**

**3. Pledge of Allegiance**

**4. Additions to Agenda**

**5. Minutes for Board Meeting January 24, 2024**

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

**6. MANAGER'S REPORTS**

**a. Summary of System Status**

General Manager Hanning said that the auditor Melissa Saldano will reschedule coming to a board meeting to discuss the audit.

We have hired a Fixed Route driver and a Paratransit driver. They are currently in training. Due to bad weather conditions and technical issues with the Paratransit App we felt the driver's deserved a reward for handling the problems and had pizza delivered for everyone. The Annual Chili cookoff was on the 22<sup>nd</sup>. Lyle Lapree was the winner.

The Tri-Annual Review corrections were due Feb. 13<sup>th</sup> and were accepted by the FTA. We asked for and were granted a 3 month extension for the MPO.

We would like to use Capital grant 5359 to fund repairs on the roof of the main facility.

The City Commission wants General Manager Hanning to give a presentation on April 16<sup>th</sup>.

We have put out an RFP for auditing services.

G.M. Hanning will be going to procurement training the first week of April.

The Transfer Center bathrooms have been rekeyed and are unlocked when the buses are there and relocked when they leave. If someone wants to use the bathroom in between those times they have to ask the attendant for the key.

The heating issue at the T/C has been fixed.

The Board By-laws need to be reviewed and updated.

The Alluvion Path program has asked if they could get discounted bus passes. This will be discussed at the next meeting after we look into the inquiry.

- b. Performance Indicators
- c. Ridership Reports
- d. Financial Reports
- e. Check Register

The January 19, 2024 through February 21, 2024 check register was presented for approval. Vice Chair Zook called for a motion to approve, Board member Johnson seconded, motion passed

**7. 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.** – The committee did not meet

**c. Great Falls TAC**

- The minutes for the Feb 1<sup>st</sup> meeting are in the board packet.

**d. ADA Advisory Committee**

- The committee did not meet

**8. UNFINISHED BUSINESS**

**a. Transit Development Plan Update**

TMD has sent us a Draft of their review of our existing services.

In this week's meeting they discussed some ideas to alleviate pressure on Route 1.

They said that our Paratransit service has a lot of passengers for a system our size.

They gave some ideas to mitigate these issues including involving local taxi and non-profit services. They have requested information from City Planners

G.M. Hanning said that the taxi service will not participate. She said that we need to look into certification alternatives so that people who don't really qualify aren't put on the service. We also need to upgrade our technology and training.

**9. NEW BUSINESS**

a.

**10. PUBLIC COMMENTS**

Shannon Wilson from the City Commission said she glad to be participating in the meetings.

**11. DATE OF NEXT BOARD MEETING**


Work Session – Monday, March 25, 2024 – 7:00 p.m.

Board Meeting – Wednesday, March 27, 2024 – 7:00 p.m.

**12. ADJOURNMENT**

Adjourned at 7:46

**ATTEST:**



Carl J. Donovan, Chairperson

Date: 3-27-24