

**GREAT FALLS TRANSIT DISTRICT  
BOARD MEETING MINUTES  
May 22, 2024**

**1. CALL TO ORDER**

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., May 22, 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  
Ann Marie Meade  
Ken Johnson

**Others Present:**

Nadine Hanning, General Manager  
Josh Boone, Finance Manager  
Brenda Long, Administrative Assistant

**Absent**

Donna Zook, Vice Chairperson  
Shyla Patera

**3. Pledge of Allegiance**

**4. Additions to Agenda**

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

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

**6. MANAGER'S REPORTS**

**a. Summary of System Status**

General Manager Hanning reported

- **Staff** - fully staffed
- **Federal Transit Admin FTA News** – Grant applications reviewed by FTA operating and capital grant application are in progress
- **PS rules** – As discussed at our last Board meeting, due to increased demand for Paratransit service we are no longer able to provide service above and beyond the requirements of our existing Paratransit Service plan. Paratransit drivers and dispatchers have been familiarized with the Paratransit Service Plan and instructed to adhere to the rules in the service plan. As expected, this has resulted in confusion for some passengers and some passengers are angry they are no longer receiving service above and beyond what we are required to provide. Because this is new to passengers who are used to receiving services beyond what we are required to provide, we have been, and will continue to make exceptions for passengers until such time as we are sure the passengers

are informed of the rules and familiar with the service requirements. PS Dispatchers are documenting these incidents to the clients record so we can make sure we are providing the passengers with this important information.

- **Bus Roadeo** – The bus Roadeo will be Sunday June 23, 2024 at MT expo park.
- **EE recognition** – Thanks to the board for the employee recognition lunch on 5/9/24. The employees are grateful to be acknowledged for a job well done and for the continued support of the board members.

b. Performance Indicators

c. Ridership Reports

d. Financial Reports

e. Check Register

The April 19, 2024 through May 16, 2024 check register was presented for approval, Board member Johnson called for a motion to approve, Board member Meade 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 committee met, there are no minutes yet

### d. ADA Advisory Committee

- The committee did not meet

## 8. UNFINISHED BUSINESS

### a. Transit Development Plan Update

TDP update - A phase 2 survey will be available to the public soon. The survey will be available on the website. Public participation events with the consultants are scheduled for June 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> to promote the survey and gather public input.

### b. Update By-laws

The Elections office would like to have a meeting in June.

## 9. NEW BUSINESS

### a. Paratransit rider Guide

Updates are in progress. The updated guide will be reviewed for FTA/ADA compliance, upon completion of review, it will be submitted to the Board for approval. All PS clients will be notified when the riders guide becomes available. The updated guide will be published on our website.

## 10. PUBLIC COMMENTS

**Ranne Connors** said she appreciates the Paratransit service but wants to know why she can't make more than one trip to the van with her grocery bags. She said she would have to make several trips to the store a week to get enough groceries.

**General Manager Hanning** said that the rule is a person can only bring as many packages they can carry in one trip because we are too busy to wait for someone to make several trips. She said there are pull carts available at Walmart that can hold many bags.

**Connors** said she would change the way she shops and not get so many groceries.

**Board member Meade** said she uses a cart when she shops and that heavy-duty carts are available at Ace Hardware.

**11. DATE OF NEXT BOARD MEETING**


Work Session – Monday, June 24, 2024 – 7:00 p.m.

Board Meeting – Wednesday, June 26, 2024 – 7:00 p.m.

**12. ADJOURNMENT**

Adjourned at 7:24

**ATTEST:**

  
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Carl J. Donovan, Chairperson  
Date: 7/3/24