

**GREAT FALLS TRANSIT DISTRICT
BOARD MEETING MINUTES
December 18, 2024**

1. CALL TO ORDER

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., Dec. 18, 2024, in the Conference Room at the Transit Facility at 3905 North Star Blvd, Great Falls, MT.

2. ROLL CALL AND ATTENDANCE

Members Present:

Carl Donovan, Chairperson
Donna Zook, Vice Chairperson
Ann Marie Meade
Ken Johnson

Others Present:

Nadine Hanning, General Manager
Josh Boone, Finance Manager

Absent:

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS TO AGENDA

Board Chairman, Carl Donovan, added item 9. B to the Agenda regarding the County Appointment to the Board of Directors

5. APPROVAL OF MINUTES

a. Minutes for Board Meeting Nov. 20, 2024

A motion was made to approve the Board Meeting minutes of November 20, 2024 by Board member Zook, seconded by Board member Johnson, motion passed.

6. MANAGERS REPORTS

a. Summary of System Status

General Manager Hanning reported: Buses will be ordered pending access to the State of Washington bus ordering portal. Great Falls Transit is using an option on the Washington contract for our purchase.

Thanks to the Board for the Christmas Party. Employees enjoyed the party.

City of Great Falls public works contacted the GM regarding street maintenance on 1st Avenue South in front of the Transfer Center. We will meet with them regarding ensuring access to the Transfer Center during the construction. We will also meet with the engineer to possibly address the issue of busses bottoming out on the sidewalk when pulling out of the garage on to 1st Avenue South.

b. Ridership

c. Performance Indicators

d. Financial Reports

e. Check Register

The Nov. 19, 2024 through Dec. 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 meet Dec. 4, 2024. Oct. 3, 2024 and Dec. 4, 2024 minutes are included in the Board packet.
- d. **ADA Advisory Committee** - The committee did not meet

8. UNFINISHED BUSINESS

- a. **Transit Development Plan Update**
TDP update – We receives a rough draft. Management is working on proof reading and will get it back to the consultant soon.
- b. **Update By-laws**
The By-laws update is pending review from the attorney.

9. NEW BUSINESS

- a. Approve 5310 Coordination Plan.
Board member Zook called for a motion to approve the updated 5310 Coordination Plan, Board member Meade seconded, motion passed.
- b. Board Chair, Carl Donovan, spoke with Cascade Commissioner Joe Briggs regarding the County appointment to the Transit Board of Directors. The County Commission has advertised the opening on their website. The Commission will vote on an appointee for the Board at the January 15, 2025 Commission meeting.

10. PUBLIC COMMENTS

11. DATE OF NEXT BOARD MEETING

Work Session – Tuesday, Jan. 21, 2025 – 7:00 p.m.
Board Meeting – Wednesday, Jan. 23, 2025 – 7:00 p.m.

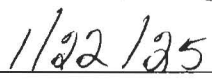
12. ADJOURNMENT

Adjourned at 7:14

13. ATTEST:



Carl J. Donovan, Chairperson



Date

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the constitution of the United States and the constitution of the State of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

DATED this 22th day of January 2025.

Abigail St. Lawrence
Abigail St. Lawrence

WITNESS:

Carl Donovan
Carl Donovan