

GREAT FALLS TRANSIT DISTRICT BOARD MEETING MINUTES December 21, 2016

1. CALL TO ORDER

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., December 21, 2016, in the Conference Room at the Transit Facility at 3905 North Star Boulevard, Great Falls, Montana.

2. Oath of Office – Donna Zook

Donna Zook was sworn in as a board member by Chairperson Donovan.

3. ROLL CALL AND ATTENDANCE:

Members present:

Carl Donovan, Chairperson

Ann Marie Meade, Vice Chairperson

Ken Johnson

Donna Zook

Others Present:

Nadine Hanning, Finance Manager

Jim Helgeson, General Manager

Brenda Long, Administrative Assistant

Absent:

4. ADDITIONS TO AGENDA:

none

5. MINUTES FOR Board meeting November 16, 2016:

Ann Marie Meade moved to approve Ken Johnson seconded, minutes approved

6. MANAGER'S REPORTS

a. Summary of System Status:

b. Performance Indicators: Fixed route rides up 480 and Paratransit up 910 for the year.

c. Ridership Reports:

d. Financial Reports: Reviewed the reports for October , the November reports were not available due to early meeting.

7. CHECK REGISTER

The November 15, 2016 through December 15, 2016 check register was presented for approval. Ken Johnson asked about the Faure Holden attorney fees. Anne Marie Meade moved to approve, Carl Donovan seconded. 3 voted yes 1 opposed.

8. COMMITTEE REPORTS

a. Technical Advisory Committee of the MPO (TAC)

- Did not meet

b. Policy Coordinating Committee (PCC) of the Great Falls Metropolitan Planning Organization. – Did not meet

c. Great Falls TAC

- Did not meet

d. ADA Advisory Committee

- The committee did not meet.

9. UNFINISHED BUSINESS

none

10. NEW BUSINESS

a. Election of GFTD Board Officers: Anne Marie Meade nominated Carl Donovan for chairperson, Ken Johnson seconded, motion approved. Ken Johnson nominated Anne Marie Meade for vice-chair, Donna Zook seconded, approved.

b. Approval of Great Falls Area Coordination Plan: there were no changes. Ken moved to approve, Anne Marie Meade seconded. Approved.

c. Updated Procurement Manual: Anne Marie Meade moved to approve the changes, Ken Johnson seconded. Approved.

11. PUBLIC COMMENTS

Bill Reese asked if the checks were signed before or after the check register was approved and who signed the checks. Carl said they were signed before and that the Board signed checks over 10,000 dollars and that the General Manager, Finance Manager, Operations Manager and Board Members signed checks under 10,000. Carl Donovan welcomed Donna Zook to the board. Mike DiMauro asked if Donna Zook can now ride the buses for free.

12. DATE OF NEXT BOARD MEETING

Work session – Monday, January 23, 2017 at 7:00 p.m.

Board meeting – Wednesday January 25, 2017 -7:00 p.m.

13. ADJOURNMENT

Adjourned at 7:18 p.m.

ATTEST:

Carl J. Donovan, Chairperson

Date: _____