

**GREAT FALLS TRANSIT DISTRICT  
BOARD MEETING MINUTES  
February 25, 2026**

**1. CALL TO ORDER**

The Great Falls Transit District Board meeting was called to order at 7:00 p.m., February 25, 2026, 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  
Abigail St. Lawrence

**Others Present:**

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

**Absent:**

**3. PLEDGE OF ALLEGIANCE**

**4. ADDITIONS TO AGENDA**

**5. PUBLIC COMMENTS ON AGENDA ITEMS**

**6. APPROVAL OF MINUTES**

**Minutes for the Board Meeting of January 28, 2026**

A motion was made to approve the minutes from the January 28, 2026 Board meeting by Board member Johnson, seconded by Board member Meade, motion passed.

**7. MANAGERS REPORTS**

**a. Summary of System Status**

We need to hire 1 Fixed Route driver and 1 mechanic.

For safety and efficiency reasons we are considering creating dedicated TC attendant positions(s).

The Paratransit software is being updated to improve scheduling reliability.

The ADA doors at the TC are not working, we are looking for someone to fix them.

Contract for Technology is under review of attorneys.

There is a Route sign near Longfellow school that a member of the School District would like us to remove, they believe it encourages unhoused people to sleep in the school doorways.

Chairperson Donovan said we should contact the Superintendent of schools before we do anything.

**b. Ridership and Performance Indicators**

**c. Financial Reports**

**d. Check Register**

The January 24, 2026 through February 23, 2026 check register was presented for approval, Board member Meade called for a motion to approve, Board member St. Lawrence seconded, motion passed.

**8. 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 did not meet.
- d. **ADA Advisory Committee** - The committee did not meet.

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

**a. Approve Procurement Manual**

A motion was made to approve the Procurement Manual as presented by management by Board member St. Lawrence, seconded by Vice Chair Zook, motion passed.

**11. PUBLIC COMMENTS**

Roxy Arnett asked if it's possible to leave a message on the Paratransit voice mail on Sundays, and if a Paratransit ticket book was \$40.

It was confirmed that you can leave messages on Sundays and that \$40 was the correct price.

**12. DATE OF NEXT BOARD MEETING**

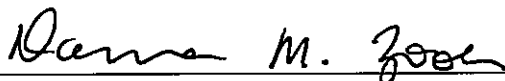
Work Session – Monday, March 23, 2026– 7:00 p.m.

Board Meeting – Wednesday, March 25, 2026 – 7:00 p.m.

**13. ADJOURNMENT**

Adjourned at 7:19 p.m.

**14. ATTEST:**



Donna Zook, Vice Chairperson

03/25/2026

Date