



**TANK Board of Directors Meeting**

October 13, 2021

Call to Order: 5:30 p.m. via Zoom conference

**ATTENDANCE, Board Members:**

- Tim Donoghue, Vice Chair
- Brian Ellerman
- Ed Kuehne
- Laura Thompson
- Dave Sogar
- Gina Rittinger

**ATTENDANCE, Staff/Other:**

- Andrew Aiello, General Manager
- Mike Duncan, Legal Counsel
- Sean O’Leary, Director of Operations
- Alex Fuchs, Director of Finance

**AUDIENCE RECOGNITION:**

Mr. Donoghue asked for Audience Recognition. Mr. Aiello explained that comments were solicited through TANK’s Facebook page with a deadline of 5:00 p.m. this afternoon. No comments were received.

**APPROVAL OF MINUTES:**

*Motion to approve the September 8, 2021 Board Minutes.*

Motion: Dave Sogar  
 Second: Laura Thompson  
 Discussion: None  
 Action: **Motion Passed**, Unanimously

**REPORTS:**

**August FY 2022 Financial Statements**

Mr. Fuchs reviewed the August FY21 financial statement. Compared to last year-to-date, ridership is essentially flat. Compared to August of last year, we are starting to see some gains. Fixed route ridership gained 4.8% and demand-response ridership continued its strong recovery, gaining 39.7%.



Passenger revenues were \$17,453 more than the budget and operating expenses are down for the month by \$122,168. Year-to-date, TANK expenses are running under budget by \$261,972.

**Resolution 2022-01, Federal Grants (ACTION)**

Mr. Fuchs stated that this is a recurring resolution stating that the Board of Directors certifies that the General Manager is authorized to execute federal grants. See attachment.

*Recommend approval of Resolution 2022-01.*

- Motion: Ed Kuehne
- Second: Dave Sogar
- Discussion: None
- Action: **Motion Passed**, Unanimously

**Annual Gillig Bus Purchase (ACTION)**

Mr. Aiello referred to the purchase memo for TANK’s 2023 fixed-route bus order from the existing five-year contract with Gillig. He stated that staff consults TANK’s Bus Replacement Program and Transit Asset Management Plan to determine how many buses will need to be replaced in calendar year 2023. Given the lead time on bus production (12 to 18 months), the order is placed in 2021.

He stated that the five-year contract with Gillig contains annual cost adjustments based on the public Producer Price Index. This year, the index shows an increase of 6.43%, resulting in a per-bus increase of \$28,306. See attachment.

This purchase would be funded with a combination of state and federal grant funds. It would not impact the local operating budget and would not require local county funds.

*Recommend approval to issue a purchase order to Gillig LLC, in accordance with our approved five-year procurement contract, for the purchase of five (5) forty foot low-floor diesel transit buses at a cost of \$471,421 per unit plus a three percent (3%) contingency for vehicle technology equipment and final design for a total of \$2,427,818.*

- Motion: Ed Kuehne
- Second: Gina Rittinger
- Discussion: None
- Action: **Motion Passed**, Unanimously

**Service and Operator Workforce Update**

Andrew Aiello stated that TANK’s overall service level remains at approximately 85%. As discussed last month, TANK implemented a behind-the-scenes service change that was



implemented on October 9<sup>th</sup>. The change maintained overall service levels but fixed some of the operating challenges associated with scheduled running time, bridge construction, and operator work/life balance. This service change requires a few more operators to sustain, but we are happy to report that the total number of operators is up slightly from where we were a few months ago.

We are now in our third weekday of operating this service change. Mr. O’Leary stated that the change has gone smoothly, and the operation is working as it should.

Turnover is still occurring, but overall operator retention has improved. One concern on the horizon is that total applicant numbers are declining.

**General Manager’s Report**

Mr. Aiello stated he and Deputy General Manager, Gina Douthat, have been conducting a series of employee focus groups to discuss employees’ experience at TANK. This is part of our larger Employee Satisfaction Survey which occurs every two years. We will be sharing the results and analysis in committee.

Our staff continues to meet with other service providers in the region to discuss regional coordination of paratransit (RAMP) services. It can sometimes be difficult for passengers to schedule a paratransit trip that crosses state lines. The conversations have been productive and more will be shared in the coming months.

TANK received delivery of 7 RAMP vehicles this month. Supply chain issues have been limiting the availability of vehicles and production schedules have been compromised throughout the country. We are fortunate to have received this annual order of RAMP buses and they will be in service soon.

Mr. Aiello stated that supply chain issues are also impacting our maintenance department. We have many buses that are sidelined, waiting for a particular part that is stuck in the supply chain. This has not yet impacted our ability to get the service out every day, but it is something that is being actively managed by our maintenance department.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

It was discussed that Project RAMP applications are being awarded now. Staff will let the Board know if more fundraising is necessary for the Project RAMP fund this holiday season.



## GENERAL COUNSEL'S REPORT:

Mr. Duncan reported on a major claim that was recently settled. This claim has been litigated vigorously over the last few years and was set for trial earlier this month. The issue was settled at mediation at a fraction of the demand. Mr. Duncan thanked Mr. O'Leary from TANK, Mr. Martin from Zeigler & Schneider, and Deborah Morano from Travelers Insurance Company for their outstanding work.

## ADJOURN:

*Motion to adjourn the meeting.*

Motion: Ed Kuehne

Second: Laura Thompson

Discussion: None

Action: **Motion Passed**, Unanimously, 5:55 p.m.