



**TANK Board of Directors Meeting**

April 8, 2020

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

**ATTENDANCE, Board Members:**

- Brian Ellerman, Chair
- Ed Kuehne, Vice-Chair
- Tim Donoghue
- Scott Guenther
- Dave Sogar
- Bill Voelker

**ATTENDANCE, Staff/Other:**

- Andrew Aiello, General Manager
- Mr. Mike Duncan, Legal Counsel

**APPROVAL OF MINUTES:**

To approve the March 11, 2020 Board Minutes.

Motion: Tim Donoghue  
 Second: Ed Kuehne  
 Discussion: None  
 Action: **Motion Passed**, Unanimously

**AUDIENCE RECOGNITION:**

Mr. Ellerman noted that staff will be monitoring the comments section of the Facebook Live event. Staff will relay questions to the Board throughout the meeting. **See summary below.**

**REPORTS:**

**Financial Report, February FY 2020**

Mr. Aiello reported this is the Financial Statement for February and he will be reviewing some the basic highlights.

- Year-to-date ridership is down about 2%
- February ridership was down about 3.5%. Most of that reduction was seen on the Southbank Shuttle.
- Passenger revenue is off slightly - \$29,000 less than monthly budgeted amount.
- Operating expenses are in good shape. We were about \$13,000 over budget for the month.
- We continue to run under budget by about \$100,000 for the fiscal year.
- Mr. Aiello reported when you balance Operating Expenses and Revenues, we are right on track with the difference of only about \$4,800 for the entire year.

Mr. Aiello indicated the budget as it relates to February is in very good shape but about halfway through March with Covid-19, a lot of changes occurred and that will be reflected in next month's report.

The expenses that were over budget in February were largely related to the timing of our Health Insurance claims that come in throughout the year. He asked for any questions and there were none.

### **TANK's COVID-19 Pandemic Response**

Mr. Aiello said that TANK has been providing the Board with information as we have reacted to and responded to the Covid-19 Pandemic.

He said this is just a brief overview of what we have done in response.

- Established an internal COVID-19 Task Force
- Maintained baseline service as an essential service provider in the community
- March 23<sup>rd</sup>, began "Sunday Plus" service to match service levels with lessened demand
- Eliminated fares and asked passengers to board the bus through the side door to protect our Operators.
- Asked all passengers to eliminate all non-essential travel
- Increased cleaning and disinfecting of vehicles and facilities
- Scaled back public-facing services such as the front desk and Bus Stop sales outlet

Mr. Guenther asked about the impact on our current budget year, specifically about not charging fares and its impact and how we are going to deal with that.

Mr. Aiello said we are losing revenue every day because we are not charging fares. The cost we are incurring to operate the system is less than normal because we are not operating the full system. We are maintaining our full employment. In the short term, we know we will be losing revenue and that loss of revenue will probably exceed the saving that we are getting from our service approach. Mr. Aiello said the Federal Government has issued, under the Cares Act, an immediate and direct financial assistance to transit systems. We will use those funds to fill gaps as it relates to the budget.

Mr. Aiello said there were a couple of adjustments that we had to make since we rolled it out on March 23<sup>rd</sup>:

- There are a few spots where there are heavy passenger loads and that is a concern. We want to space out our passengers for their health and for the health of community. When we know there is a large load, we send out an extra bus to help spread out the passengers between the two buses.
- Another challenge is unnecessary trips – there are folks that are occasionally using the system when they shouldn't be. So, at the end of the line we are requiring customers to get off of the bus and they cannot take that same bus for the return trip – they have to wait for the next bus. This eliminates folks joy riding on the system. If you are going



to work or the store you are fine if you are just sitting on the bus all day, riding around, we are asking folks to get off which make it less attractive.

- As of Monday, March 6th we implemented temperature screens for our employees.
- Mr. Aiello thanked the entire staff as they are doing an outstanding job.

**General Manager’s Report**

Fiscal Year 2021 Budget

Staff has been working very closely with the County Administrators to make sure they have all of the information they need to talk to their elected folks about the draft FY21 budget that this Board adopted last month. Conversations have been productive and he hopes to have a more thorough report on their feedback at the Committee Meetings three weeks from now.

State Fiscal Year 2021 Budget

We were hopeful there would be additional State funds for matching Federal Grants – pertaining to the Toll Credit crisis we have been dealing with. The last version of the Budget before Covid struck included quite a bit of additional funding to match Federal Funds and also included VW settlement money that can be used for bus match. The one-year Bill that was passed, last week, did not include additional funding to match Federal Funds. It did include the VW funds to assist with bus purchases. We are in good shape for the purchase of buses and it remains to be seen regarding the matching of other Federal funds.

**AUDIENCE RECOGNITION SUMMARY:**

Related to Covid-19, a question asking if other employees over the age of 60 are still working. Mr. Aiello answered that Bus Operators over 60 report from home as they have the most exposure. Other departments with employees over 60, if they have a job that can be done from home some are doing so. Most of the others are still reporting to their job. We have instituted distancing and any other protections for those still working.

A question about effects on RAMP Service since Covid-19. Mr. Aiello said TANK’s RAMP service is still operable for essential trips. The number of trips scheduled is way down because services like BAWAC, NPI and Redwood are currently closed. We are still doing a lot of dialysis transportation – people desperately need this for their health. We are still taking reservations.

We have received a number of “Thank You” comments for continuing to provide service and not eliminating it all together.

It was asked if St. Elizabeth would notify TANK if a passenger we delivered there had tested positive. Mr. Aiello reported that the Northern Kentucky Health Department is responsible for the tracing of positive cases. If there is someone that tests positive within the community, the Health Department will interview the person and then establishes the contacts they may have had. If that person came in close contact with a Bus/RAMP operator, the operator would be



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informed. It is the responsibility of the Health Department, not the hospital, to notify TANK. We have not been informed about anyone at this time.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**GENERAL COUNSEL’S REPORT:**

No report.

**ADJOURN:**

Motion to adjourn the meeting.

Motion: Tim Donoghue

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, Unanimously, 6:00 p.m.