



**TANK Board of Directors Meeting**

May 13, 2020

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

**ATTENDANCE, Board Members:**

- Brian Ellerman, Chair
- Ed Kuehne, Vice-Chair
- Tim Donoghue
- Jim Parsons
- Gina Rittinger
- Laura Thompson
- Scott Guenther
- Dave Sogar
- Bill Voelker

**ATTENDANCE, Staff/Other:**

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

**AUDIENCE RECOGNITION:**

Mr. Aiello 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.**

**APPROVAL OF MINUTES:**

To approve the April 8, 2020 Board Minutes.

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

**REPORTS:**

**Pension Committee Report**

Mr. Donoghue provided the report. The committee met at 10am on April 23<sup>rd</sup>. Ken Donaldson from US Bank reviewed the performance of the market over the 1<sup>st</sup> quarter of the year. With the COVID19 pandemic, the market has been unpredictable, with the fastest “bull to bear” drop in market history occurring between February 13 and March 23. The account is currently 55.6% equities, 36.89% fixed income, 2.03% real assets, 5.49% cash. The total portfolio balance reported 3/31/2020 is \$10,493,642, down from a beginning portfolio value of \$12,543,810. Current yield on the fund is 2.61%. US Banks stated that conditions have already started to improve over the last two weeks.

The actuarial (GASB) is complete and the audit work is beginning May 2020.



**Finance Committee Report**

March FY20 Financial Statements

Mr. Parsons reported that the finance committee met on May 1<sup>st</sup> and discussed the financials for the month of March, 2020. This is the first month that we were impacted by COVID-19.

Fixed Route Transit services lost 24.5% in ridership, while Demand Response Transit lost 36.7%. The last week of March saw the largest declines, close to 75% in some areas.

As we are not charging fares, passenger revenue was down \$103,546 less than the budgeted amount and Operating Expenses were under budget by \$163,271. TANK continues to run under budget year-to-date by \$266,796.

TANK is drawing \$78,943 less in operating assistance than budgeted for TFY20 year to date. Overall, from a budget standpoint, things are o.k. although we have been impacted by the COVID-19 situation.

Support Vehicle Purchase

Mr. Parsons reported that the finance committee reviewed the purchase of a support vehicle. He referenced the memo in the packet. The vehicle can be purchased under the state contract with federal capital funds.

*The Finance Committee recommends the approval to purchase a non-revenue support vehicle from state contract at a price of \$31,636.83.*

Motion: Jim Parsons

Second: Bill Voelker

Discussion: Mr. Guenther asked for a recap of the need for the vehicle as discussed by the committee last week. Mr. Aiello stated that TANK had 8 support vehicles, used by supervisors on the street and to provide “street relief” transporting operators to the bus line to take over service. Our need for support vehicles increased to 9, so when we were replacing some of the previous vehicles, we held on to one old vehicle to get to 9. We are now asking to replace that old support vehicle which is past its useful life and in need of replacement.

Action: **Motion Passed**, Unanimously

Surplus Equipment

Mr. Parsons stated that the committee considered a list of surplus IT items that have exceeded their useful life and have operating systems that are over 6 years old and no longer supported by vendors. He referenced the memo in the packet for details.

*Finance Committee recommends declaring this equipment surplus property to allow staff to dispose of it through a proper electronics recycling program. (See Attached Memo)*

Motion: Jim Parsons



Second: Scott Guenther  
Discussion: None  
Action: **Motion Passed**, Unanimously

**Planning & Marketing Committee Report**

Mr. Kuehne reported that the committee discussed the ridership numbers and how the pandemic is negatively impacting ridership. Ms. Weatherford discussed with the committee marketing efforts to keep our operators safe and promote safety on the vehicle for our passengers.

No action from the committee.

**Operations & Safety Committee Report**

Monthly Safety Stats

Mr. Donoghue reported that Sean O’Leary informed the committee that in April 2019 we had six preventable accidents. In April 2020, we had 3 preventable accidents. Year-to-date, we have had 23 preventable accidents; last year at this time we had 27.

Mr. Donoghue mentioned that we are running fewer miles, so we will need to make sure that we calculate the figure based on our metric which is Preventable Accidents per 400,000 miles driven.

The committee thanked Sean O’Leary and Tricia Duvall for taking over many of the functions of Risk Manager due to the retirement of Bob Lockman. Tricia Duvall, HR Manager, has taken over the Workers’ Comp and Drug & Alcohol program and Sean is handling the liability work.

Policy #15 Update – Fueling Procedures

Mr. Aiello referenced a red-lined version of Policy #15 that needs to be updated to comply with current guidance from the state and our current practice for fueling procedures.

*The committee recommends a motion to approve the update of Policy #15 as shown.*

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



Safety Management System

Mr. Aiello reported that the next two action items are related to the FTA requirement to develop a Safety Management System. The committee has discussed this requirement over the past two years. He referenced the information contained in the Board packet.

*The committee recommends adoption of the updated Safety Policy within the TANK Employee Handbook, Section 4.8 and Section 4.15.*

Motion: Dave Sogar  
Second: Tim Donoghue  
Discussion: None  
Action: **Motion Passed**, Unanimously

Mr. Aiello also reviewed the updated Safety Management System Plan.

*The committee recommends approval of the TANK Safety Management System Plan.*

Motion: Tim Donoghue  
Second: Ed Kuehne  
Discussion: Mr. Duncan mentioned that there are a few places in the document that reference the Risk Manager position which is currently vacant. Mr. Aiello stated that the Director of Operations will temporarily assume the responsibilities of the Risk Manager until that role is filled.  
Action: **Motion Passed**, Unanimously

**General Manager’s Report**

Mr. Aiello reported on the System Redesign and the FY 2021 Budget. The feedback from the three County Administrators is that things are moving along smoothly for the FY 2021 budget which is good news. Staff will be reviewing the draft FY 2021 budget and updating the budget to account for impacts related to the pandemic and offsetting those impacts with the federal CARES Act funding. The updated and final operating and capital budget will be brought to the TANK Finance Committee in June. Mr. Aiello thanked the Board for their engagement and support through the Redesign and the budget processes.

Mr. Aiello discussed that TANK is monitoring ridership on a daily/weekly basis and we are not currently seeing demand to warrant return to full service. However, we will track it as we work on the plan to return to full service.

Mr. Aiello discussed TANK’s approach to the pandemic and how TANK staffed the operation – keeping most employees here working on the essential service and placing our most vulnerable operators (those over the age of 60) on Paid Report from Home status. Staff was working through options to thank those on our staff who have worked continuously throughout, even in the face of the uncertainty surrounding the virus. The TANK committees



raised some questions about the proposed stipend; what is legally possible, rules for federal reimbursement, FMLA rules, etc. Staff researched those points and found some significant hurdles to providing a stipend. Therefore, staff is now currently recommending an opportunity to give the front-line staff who worked throughout the pandemic an opportunity to rotate out on some amount of Paid Report from Home status before we return to full service. That plan is still in development.

**AUDIENCE RECOGNITION SUMMARY:**

Customers are asking when TANK is going back to regular service. That issue was discussed above.

Customers are asking what happens if someone purchased a timed pass prior to TANK suspending fare collection. Ms. Douthat stated that staff is developing a program to appropriately issue some refunds.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Tim Donoghue recommended a letter from the Board to TANK employees thanking the employees for their work during the pandemic.

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

**GENERAL COUNSEL’S REPORT:**

No report.

**ADJOURN:**

Motion to adjourn the meeting.

- Motion: Tim Donoghue
- Second: Bill Voelker
- Discussion: None
- Action: **Motion Passed**, Unanimously, 6:40 p.m.