



TANK Board of Directors Meeting

October 14, 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
- Laura Thompson
- Scott Guenther
- Dave Sogar

ATTENDANCE, Staff/Other:

- Andrew Aiello, General Manager
- Mike Duncan, Legal Counsel
- Gina Douthat, Deputy General Manager
- Sean O’Leary, Director of Operations
- Bill Hock, Director of Maintenance
- Alex Fuchs, Director of Finance
- Frank Busofsky, Manager of Planning
- Lyndi Whiteker, Performance Analyst / Procurement Specialist

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.**

APPROVAL OF MINUTES:

Motion to approve the September 9th and September 23rd Board Minutes.

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

REPORTS:

August FY21 Financial Statement

Mr. Fuchs reviewed the August FY21 Financial Statement. He noted to the Board that a revised statement for July was sent to the Board. For the August statement, he noted the significant ridership drop as a result of the pandemic, roughly 50%. The good news is that TANK started collecting passenger fares on August 10th and the passenger revenue coming in is higher than the budgeted amount. Also, operating expenses are under budget for the month



and for the fiscal year to date. Therefore, net operating assistance is currently running below budget.

VW Settlement Funds Update

Mr. Aiello informed the Board that TANK was awarded \$2.1 million in Volkswagen Settlement Funds from the Kentucky Cabinet of Environment and Energy. TANK has been working on this issue with the state legislature for the past few years and is glad that we were able to obtain these funds to help with TANK’s bus replacement program.

FTA Signatory Resolution

Mr. Fuchs reviewed the signatory resolution that is an annual regulatory requirement from the Federal Transit Administration to authorize the General Manager to execute federal grants.

Motion to Approve Resolution 2021.01, FTA Grant Signatory Authority

Motion: Jim Parsons
Second: Tim Donoghue
Discussion: None
Action: **Motion Passed**, Unanimously

Bus Data Routers IFB

Ms. Whiteker reviewed with the board the purchasing memo for IFB 2021.02 for Cellular Wireless Routers. This is equipment that will help to support new technology on TANK buses – serving as a mobile router within each bus. This will support Mobile Ticketing validators, passenger Wi-Fi, etc. The bid documents were publicly advertised and were sent to 12 vendors. Four bids were received. The bid from Discount Cell was the lowest compliant bid.

Motion to purchase Cellular Wireless Routers in accordance with IFB 2021.02 from Discount Cell, Inc. in an amount not to exceed \$271,970.30.

Motion: Jim Parsons
Second: Laura Thompson
Discussion: None.
Action: **Motion Passed**, Unanimously

Title VI Program

Mr. Busofsky reviewed TANK’s Title VI Program with the Board. It is a requirement of TANK and all other federally funded entities to maintain a Title VI program. Title VI is from the Civil Rights Act of 1964 in which it states: *no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

He then reviewed the elements of TANK's Title VI program:

- Notice of Rights
- How to File a Complaint
- List of Title VI Investigations, Complaints
- Public Participation Program
- Language Assistance Program
- Service Area Demographic Analysis
- Service Standards and Monitoring Program
- Equity Analysis Program

He also reviewed with the Board TANK's Equity Analysis associated with the TANK System Redesign. This report was sent to the Board prior to the meeting. He noted that when TANK removes service from an area, an analysis is conducted to ensure that the service changes do not disproportionately impact low income and minority communities. He reviewed the results of the Equity Analysis for the TANK System Redesign and noted that the populations impacted by the Redesign have a lower minority and low-income population than that of the TANK service area.

Motion to approve Resolution 2021.02, Adoption of TANK's 2020 Title VI Program.

Motion: Scott Guenther

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, Unanimously

Maintenance Apprentice Program

Mr. Hock provided an update on the new Maintenance Apprentice Program. TANK has 35 positions in the maintenance department. 13 are service center positions – cleaning and fueling buses. 17 are technical positions – mechanics conducting preventative work and breakdown repairs on the buses (engines, transmissions, body work, etc.). He explained TANK's existing "back-up" program and the challenges associated with it.

The new apprentice program has been developed in partnership with Gateway Community and Technical College and has received the concurrence of our local union, ATU Local 628.

This is a four-year program in which apprentices will work part time and attend school part time. By the end of the program they will receive an associate degree and a full technical maintenance position at TANK. The graduates will not be siloed in one maintenance discipline but will be able to work on all aspects of the diesel bus.

This is a huge step forward in creating career opportunities for our community and a sustainable maintenance workforce for TANK. TANK has posted two openings for the program and hope to have two new Apprentices start in January.



TANK Targets Initiatives Update

Mr. Aiello provided the Board an update of the TANK Targets Initiatives. This is TANK’s internal strategic plan to keep staff organized and accountable for following through on our strategic work. The most recent iteration of the project plan is in the board packet.

General Manager’s Report

Mr. Aiello discussed TANK’s efforts related to the pandemic.

He referenced the Team TANK Council’s open letter to all employees encouraging civility and support for each other during these unusual times.

Mr. Aiello informed the committee that, after an internal and external search, TANK selected Gary McCulley as TANK’s next Assistant Director of Operations. Gary has been with TANK for 9 years, most recently serving as TANK’s Manager of Scheduling. The Board congratulated Gary on his promotion.

OLD BUSINESS:

None.

NEW BUSINESS:

The Board discussed the solicitation letter to help boost Project RAMP funding. Mr. Ellerman stated that it would be great for the Board to have 100% participation in supporting the Project RAMP fund.

GENERAL COUNSEL’S REPORT:

None.

AUDIENCE RECOGNITION:

No comments.

ADJOURN:

Motion to adjourn the meeting.

- Motion: Tim Donoghue
- Second: Ed Kuehne
- Discussion: None
- Action: **Motion Passed**, Unanimously, 6:20 p.m.