



TANK Board of Directors Meeting

February 10, 2021

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

ATTENDANCE, Board Members:

- Ed Kuehne, Vice-Chair (acting Chair)
- Tim Donoghue
- Jim Parsons
- Dave Sogar
- Scott Guenther
- Bill Voelker
- Gina Rittinger

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

AUDIENCE RECOGNITION:

Mr. Kuehne 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 January 13, 2021 Board Minutes.

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

SPECIAL RECOGNITION:

Recognition of Operator Brian Meyers with Resolution 2021.05

Mr. Aiello read the full resolution to recognize the heroic acts of Mr. Meyers that occurred on January 14, while operating his bus.

Motion: Tim Donoghue
 Second: Dave Sogar
 Discussion: Multiple congratulations and thanks were offered.
 Action: **Motion Passed**, Unanimously

FY 2020 Financial Audit Report – Clark Schaefer Hackett, CPA’s

- Mr. Larry Weeks and Mr. Brad Billet with Clark Schaefer Hackett, CPA’s presented *TANK’s FY 2020 Financial Audit Report*. Mr. Weeks kicked off the presentation and advised the Board they have been provided:
 - The FY 2020 Financial Audit Report (including financial statements and audit opinion)
 - The Management Report – See Enclosed
 - Letter to the TANK Board – See Enclosed

The presentation to the Board summarized the following:

- The Audit Team has now been the same team for the last (4) four years
- Auditor Responsibilities under Professional Standards to review
 - Financial Statement Opinion
 - Internal Controls
 - Single Audit
- Summary of Reports Issued
 - Clean, Unmodified Opinion on Financial Statement
 - Government Auditing Standards:
 - No significant deficiencies identified in internal control noted – Clean Report
 - No material weakness in internal control noted.
 - No material instances of noncompliance noted
 - Single Audit
 - No material weaknesses identified in internal control over compliance of federal programs noted.
 - No significant deficiencies in internal control of federal programs noted
 - No material instances of noncompliance for federal programs noted
 - Unmodified opinion on major program
 - Other Required Communications – Included in the Letter to the Board
 - Management is responsible for the selection and use of appropriate accounting policies.
 - Significant accounting estimates included:
 - Useful lives of capital assets
 - Net pension liability
 - We encountered no significant difficulties in dealing with management in performing and completing our audit.
- Mr. Weeks indicated this this their 4th year doing TANK’s audit and it by far has been the smoothest year. He said it was flawless and thanked Mr. Fuchs and the TANK team for their cooperation.

- Mr. Billet echoed that the excellent communication between the audit team and TANK accounting staff throughout the year (not just at audit time) made this a very smooth and excellent audit.
- Mr. Billet reviewed year to year changes in liabilities and deferred inflows, operating revenues, significant operating expenses.
- Two notes were included in the management letter for improvement:
 - Document policies and procedures over federal awards (to be approved by Board of Directors)
 - Review Bank Reconciliations
 - Grant and Reimbursement Receivables recorded

Mr. Billet asked for questions and there were none. Mr. Parsons requested the full audit be sent to the Board. Mr. Parsons thanked Mr. Fuchs for the thorough preparation in order for the audit to be so successful. Mr. Parsons thanked the audit team for their work on the audit, particularly under the conditions this year with COVID-19.

Receive and accept FY 2020 audit report as presented by Clark Schaefer Hackett.

Motion: Jim Parsons

Second: Bill Voelker

Discussion: None

Action: **Motion Passed**, Unanimously

REPORTS:

Finance Committee Report

There was no committee meeting.

December FY21 Financial Statement were included in the board packet. No questions.

Resolution 2021.04 – Capitalization of Assets (ACTION)

Mr. Fuchs referred to Resolution 2021.04. This resolution raises the monetary threshold for classifying capital items from \$3,000 to \$5,000 as allowed by governing agencies. *(See Attachment)*

Recommend that the TANK Board of Directors approve Resolution 2021.04.

Motion: Jim Parsons

Second: Tim Donoghue

Discussion: None

Action: **Motion Passed**, Unanimously



Planning & Marketing Committee Report

Committee did not meet.

TANK System Redesign Update

Mr. Aiello informed the Board that the TANK System Redesign service changes went into effect on January 30, 2021.

This massive internal and external change happened on time and with great effort and coordination by staff. Special recognition was offered to the Project Manager Frank Busofsky and Assistant Director of Operations Gary McCulley, who led the internal scheduling efforts. Every person at TANK has had to do their part to make this change happen in a very challenging environment and everyone did an incredible job.

Our number 1 challenge remains operator workforce challenges. We are continuing to hire, continuing to incentivize people to work off-days. Biggest thanks offered to our fixed route operators who are out on the road making the service happen, providing safe service and working incredibly hard.

Operations & Safety Committee Report

Monthly Safety Stats

Mr. Donoghue informed the committee that in January 2021 we had 12 preventable accidents, which is very high for us. Eight of the accidents were very minor and most were newer operators. Mr. Donoghue stressed that our focus on safety, even in this tough environment, must remain.

General Manager’s Report

Mr. Sogar asked about potential for Southbank Shuttle operations this summer. Mr. Aiello referred to our workforce challenges, previously discussed. The service will not be able to come back until we have a full complement of operators that can provide the service.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

GENERAL COUNSEL’S REPORT:

None.



MINUTES

AUDIENCE RECOGNITION:

One comment came in related to Employee Retention and offered the suggestion to make sure that our employees are able to balance home and work life challenges and get the rest they need.

ADJOURN:

Motion to adjourn the meeting.

Motion: Tim Donoghue

Second: Bill Voelker

Discussion: None

Action: **Motion Passed**, Unanimously, 6:10 p.m.