



TANK Board of Directors Meeting

October 11, 2023

Call to Order: 5:30 p.m.

CALL TO ORDER AND PLEDGE:

Ms. Thompson called the meeting to order and asked all to stand for the Pledge of Allegiance.

IN ATTENDANCE, Board Members:

Gina Rittinger	Scott Guenther	Eric Hall
	Ed Kuehne	Laura Thompson
	Missy Miles	

IN ATTENDANCE, Staff/Other:

- Gina Douthat, General Manager
- Mike Duncan, Legal Counsel
- Sean O’Leary, Deputy General Manager
- Bill Hock, Director of Maintenance
- Alex Fuchs, Director of Finance
- Renae Turner, Director of Admin/HR
- Kail Clifton, Manager of Special Services
- Gary McCulley, Assistant Director of Operations
- Nic Wilkinson, Manager of Special Projects
- Lyndi Whiteker, Performance Analyst
- Tim McCulley, Manager of Transit Operations
- Cassandra Burke, Manager of Scheduling
- Theresa Lustik, Manager of Safety and Training
- Jenny Kammes, Marketing Manager

AUDIENCE RECOGNITION: none

APPROVAL OF MINUTES:

Motion to approve the September 13, 2023 Board Minutes.

Motion: Ed Kuehne

Second: Eric Hall

Discussion: None

Action: **Motion Passed**, unanimously.

REPORTS:

FINANCE COMMITTEE:

The Finance committee met on October 3. Mr. Guenther reported.

August FY 2024 Financial Statements

Financial reports/statements have been submitted for August 2023, the first month of the FY24 reporting year. For the month of August TANK ran \$45,877 less than budgeted in terms of revenues and \$347,153 below budgeted expenses. For the year, TANK is operating \$794,855 less than budgeted. Ridership continued to show increases – up over 23% from September FY23. The financial picture as we begin the fiscal year is positive.

Gillig Bus Order – 2025 Delivery

Mr. Guenther reviewed the purchase memo for the FY2024 bus replacement order. The replacement plan calls for the purchase of eight hybrid buses. The cost, base price is \$814,899 per bus, plus an additional \$84,761 for options making that total \$903,511 per bus. This expenditure was included in our capital budget and will be federally funded. The cost to upgrade from base bus to hybrid vehicles is funded through our recent low-no-emission vehicle program grant.

Mr. Hock responded to questions from the Board about the vehicle replacement plan. TANK plans out vehicle replacement on a cycle, considering the 12-year federally determined useful life of a transit bus. TANK's plan calls for replacing anywhere from 7-10 buses annually, maintaining an average fleet age of approximately six years. Delivery of these buses is expected in March 2025.

Motion to Approve the issue of a purchase order to Gillig LLC, in accordance with our approved five-year procurement contract, for the purchase of eight (8) forty-foot low-floor Hybrid Electric transit buses for \$903,511 per unit plus a three percent (3%) contingency for vehicle technology equipment and final design for a total not to exceed \$7,444,931.

Motion: Scott Guenther

Second: Ed Kuehne

Discussion: None

Action: Motion Passed, unanimously

Auditor Selection- RFP 2024.01 Award

Mr. Guenther reviewed the memo summarizing the RFP process and recommendation for audit services of the TANK Financial statements, NTD reporting and pension. Two firms responded to the RFP Clark Schaffer Hackett cost was slightly higher than the other responding firm for the first two years of the contract, but what is appealing about the Clark Schaffer Hackett proposal is that it has only 3 to 4% annual increases for the years three through five. The evaluation committee that looked at both proposals scored the Clark paper Hackett proposal higher in all five evaluated areas.

Motion to approval to authorize the General Manager or designee to execute a 2-year contract with 3 - 1 year option terms between TANK and Clark Schaefer Hackett at a total cost not to exceed \$396,250.00 for Audit Services.

Motion: Scott Guenther

Second: Gina Rittinger

Discussion: None

Action: Motion Passed, unanimously

ETMS Support Contract

Mr. Guenther reviewed the procurement memo for a service/support contract for the newly upgraded ETMS (formerly FleetNet) software. This software is TANK's transit management system for finance, parts inventory, employee database, etc. This is a sole-source procurement due to the proprietary nature of the software services.

Motion to approve a contract between TANK and Avail at a total cost not to exceed \$257,688.83 for ETMS Support over 2023-2028.

Motion: Scott Guenther

Second: Eric Hall

Discussion: None

Action: Motion Passed, unanimously

Surplus Vehicles

Mr. Guenther reviewed the memo related to disposal of surplus vehicles. Six fixed-route and six paratransit vehicles are no longer operable for daily transit service. The vehicles will be publicized for disposal via a public online auction. TANK uses publics surplus.com for auctions.

Motion to declare listed equipment as surplus property and to allow for the sale/auction of said equipment.

Motion: Scott Guenther

Second: Missy Miles

Discussion: None

Action: Motion Passed, unanimously

Annual FTA Signatory Resolution

Mr. Guenther reviewed the FTA signatory resolution outlining the annual requirement to authorize the General Manager to follow the FTA guidelines and regulations, to execute and file an application for federal assistance and annual certifications, insurances and other documents required by the Federal Transit Administration. It also authorizes the general manager to execute grant and cooperative agreements with the Federal Transit Administration on behalf of TANK and to execute and file federal grants for TANK.

Motion to reaffirm the authority of the General Manager to make purchases using TANK federal funds via resolution 2024.01

Motion: Scott Guenther

Second: Gina Rittinger

Discussion: None

Action: Motion Passed, unanimously

PLANNING AND MARKETING COMMITTEE:

Mr. Kuehne reported that the committee met on October 3 via Zoom. Staff gave a ridership update, comparing 2019 v 2023 ridership. Ridership is back to about 80% of 2019 numbers, with Southbank Shuttle being the exception.

Staff also provided a microtransit update. We will be providing additional information as we move into planning our first microtransit zone selection in early 2024. The public involvement phase of planning our first zone will occur over the winter.

Title VI Resolution

Ms. Douthat reported that TANK is going through the triennial process of updating our Title VI Program. 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, which 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.*

The TANK Title VI program includes the following components:

- Notice of Rights
- How to File a Title VI Complaint
- List of Title VI Investigations, Complaints (we have had zero complaints)
- Public Participation Program
- Language Assistance Program
- Service Area Demographic Analysis and review of our Title VI survey work
- Service Standards and Monitoring Program
- Equity Analysis Program --When TANK removes service from an area, an analysis is conducted to ensure that the service changes do not disproportionately impact low-income and/or minority communities. (we have made no changes in service since the redesign, so we did not conduct an equity analysis during the last three years).

This TANK submission did not require many changes because we have not had any fare or service changes since early 2020. The main change to our plan involves the updated demographic information, which was collected via demographic survey in 2022.

Motion to approve resolution 2024.02 which states TANK's commitment to a Title VI program and plan. With approval, the Title VI plan will be submitted to the FTA for review.

Motion: Ed Kuehne

Second: Eric Hall

Discussion: None

Action: Motion Passed, unanimously

OPERATIONS COMMITTEE:

The committee did not meet this month. Ms. Miles reviewed the August safety and preventable collision report. In August, there were 11 preventable accidents, making a total of 72 for the year so far. As usual, the majority were minor with little damage and attributable to new operators with less than one year of driving experience.

GENERAL MANAGER REPORT:

Ms. Douthat discussed that the Devou Good Foundation has confirmed the commitment to provide free rides on TANK for early polling days in November. Their goal is to provide unencumbered access to early voting for all people. They will subsidize the revenue lost by providing free rides. All TANK rides would be free on November 2-4, 2023.

OLD BUSINESS: None.

NEW BUSINESS:

Mr. Kuehne reminded the Board that TANK operates 365 days a year, providing important service for people who need it, even on holidays like Thanksgiving and Christmas Day.

GENERAL COUNSEL:

No report.

ADJOURN:

Motion to adjourn the meeting at 6 p.m.

Motion: Ed Kuehne

Second: Gina Rittinger

Discussion: None

Action: **Motion Passed**, Unanimously