



MINUTES

TANK Board Meeting

June 26, 2024

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:

Brian Ellerman	Ed Kuehne	
Lisa Cooper	Scott Guenther	Laura Thompson
Gina Rittinger	Missy Miles	Kimberly Rossetti

IN ATTENDANCE, Staff/Other:

- Michael Duncan, Board Attorney
- Gina Douthat, General Manager
- Alex Fuchs, Director of Finance
- Renae Turner, Director of Admin/HR
- William Hock, Director of Maintenance
- Gary McCulley, Asst. Director of Operations
- John Young, Director of Operations
- Jacob Morris, Manager of Accounting
- Nic Wilkinson, Project Manager

AUDIENCE RECOGNITION:

None.

AUDIT PRESENTATION:

Brad Billet of Clark Schaeffer Hackett presented the FY23 Audit report to the TANK Board. The audit provides a financial statement opinion and reports on internal controls. Mr. Billet complimented the TANK Finance team and thanked them for their cooperation and preparation in completing the audit. No material misstatements were found, and an unmodified or clean opinion was provided. No deficiencies, material weaknesses, or non-compliance were reported.

ACTION ITEM:

Motion to accept the FY2023 Audited Financial Report.

Motion: Scott Guenther

Second: Lisa Cooper

Discussion: None

Action: **Motion Passed**, unanimously.

APPROVAL OF MINUTES:

ACTION ITEM:

Motion to approve the May 8, 2024 Board Minutes.

Motion: Kimberly Rossetti

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, unanimously.

APPROVAL OF MINUTES:

ACTION ITEM:

Motion to approve the June 4, 2024 Combined Committee Minutes.

Motion: Brian Ellerman

Second: Scott Guenther

Discussion: None

Action: **Motion Passed**, unanimously.

FINANCE COMMITTEE

April Financial Statements

Mr. Fuchs provided a brief overview of the April FY24 financial statements.

Ridership: Fixed route ridership was higher by about 4.5% from the previous year. Revenues for April were down \$21,427 less than budgeted; year-to-date, we are operating under budget by \$1.2 million, or about 4.5% under budget.

Final FY 2025 Budget

Ms. Douthat reported that the Board reviewed the draft budget at the combined committee meeting in April and then approved it to go to the fiscal courts later that month. Since that meeting, the budget has been presented to all three county administrators, and they have all taken their portion of the TANK budget to their respective counties for approval. There have been no changes to the final budget from the draft, and each county has approved their contributions as presented.

ACTION ITEM:

Motion to approve the Final FY25 Operating Budget.

Motion: Scott Guenther

Second: Brian Ellerman

Discussion: None

Action: **Motion Passed**, unanimously.

Vehicle Disposition

Mr. Hock reported that TANK has some end-of-life supervisor vehicles, furniture, and exercise equipment for disposal.

ACTION ITEM:

Motion to approve the auction, sale and/or disposal of end-of-life supervisor vehicles, furniture, and equipment.

Motion: Laura Thompson

Second: Lisa Cooper

Discussion: None

Action: **Motion Passed**, unanimously.

PLANNING & MARKETING COMMITTEE:

Account-Based Ticketing – Masabi

Ms. Douthat reported that TANK launched a mobile ticketing app in partnership with Metro in 2019 and then installed validators in 2021. Mobile ticketing has been a large joint project, competitively procured and managed through a contract with NEORide Council of Governments. Masabi is the vendor – a technology and ticketing back-end provider.

The next phase of mobile ticketing for TANK involves two things:

- an account-based ticketing system, which will allow us to introduce smart card technology and allow customers to have an account where they can utilize mobile app technology, even if they were unbanked. This technology allows us to follow Title VI as we move forward with mobile offerings.
- fare capping- a technology that allows customers to earn a pass as they pay individual fares - pay-as-you-go purchasing model.

The backend deployment and programming for the upgrade to Masabi Account-based ticketing has an associated cost and that is what we are bringing to the board today for approval. Staff seeks a motion to approve the expenditure with Masabi for this next phase of the mobile ticketing project at a fixed price not to exceed \$32,792.04.

ACTION ITEM:

Motion to approve the expenditure with Masabi for the next phase of the mobile ticketing project at a fixed price not to exceed \$32,792.04.

Motion: Gina Rittinger

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, unanimously.

OPERATIONS COMMITTEE:

TANK Plus Microtransit

Ms. Douthat presented the service characteristics for the new TANK Microtransit service, which will be introduced in Campbell County this fall. We are treating it as a pilot service.

Staff is requesting action to approve the fare for TANK Plus Microtransit. When considering the fare to charge, staff looked at other Microtransit projects throughout the country, existing services provided by TANK and our policy related to fare.

1. Other systems charge different rates—some charge the same fare as fixed routes, and others charge a higher premium fare. There is really no “best practice” other than starting with a fare that seems sustainable.
2. When looking at TANK’s already established fares:
 - Current fixed route fare is \$1.50 per ride, and the board has expressed a desire to see us head down a path to increasing that.
 - RAMP fare within the ADA-required zone is \$2.50 per ride.
 - We also offer RAMP paratransit service outside of the required zone and charge \$5.00 per ride.
 - We offer door-to-door for seniors over age 67 in the full TANK service area. These trips are limited to three purposes - medical appointments, essential services (pharmacy, grocery, etc) and transportation to facilities (Senior Centers, BAWAC, Redwood, etc.) Fare is \$8 per ride, with Monday-Friday service only.

The fare proposal is to charge-

- **\$5 per ride completed fully within the zone**

- **\$2.50 for any trip that has been scheduled to transfer to/from a fixed route at one of the designated transfer points.**

This fare policy would be replicated for any future zones.

ACTION ITEM:

Motion to approve the TANK Plus Microtransit fare at \$5.00 per ride completed within the zone and \$2.50 per ride scheduled to/from a fixed route designated transfer point.

Motion: Brian Ellerman

Second: Missy Miles

Discussion: *The Board had a significant amount of discussion related to the service characteristics for the service. There is still a significant amount of information that needs to be defined and determined as the pilot begins. The staff has committed to ongoing reporting re: the service as the pilot begins.*

Action: **Motion Passed**, unanimously.

Ms. Miles informed the Board that a summary of the preventable accident report for May 2024 is in the packet.

GM Report:

ACTION ITEM:

ATU Labor Agreement-

Ms. Douthat reported that the ATU and TANK management have come to an agreement related to the 2024-2027 labor agreement. The tentative agreement has been approved by the Union membership and now needs to be ratified by the TANK Board.

Motion to authorize staff to approve and ratify the three-year Collective Bargaining Agreement with ATU Local 628 in full.

Motion: Gina Rittinger

Second: Laura Thompson

Discussion: None

GENERAL COUNSEL:

Mr. Duncan reminded the Board that the July 10 meeting will be held at the Sanitation District Board room. He also provided a reminder to the Board that Chair and Vice Chair elections will be held as the last item of action under New Business at the July Board meeting.

ADJOURN:

Motion to adjourn the meeting at 6:22 p.m.

Motion: Ed Kuehne

Second: Gina Rittinger

Discussion: None

Action: **Motion Passed**, Unanimously