



**TANK Board of Directors Meeting**

April 14, 2021

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

**ATTENDANCE, Board Members:**

- Brian Ellerman, Chair
- Ed Kuehne, Vice-Chair
- Tim Donoghue
- Laura Thompson
- 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
- Lyndi Whiteker, Data 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 March 10, 2021 Board Minutes.*

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

**REPORTS:**

**Finance Committee Report**

**Surplus IT Equipment (ACTION)**

Mr. Aiello referred to the memo in the packet dated 4/2/21 that includes a list of surplus IT equipment. All of these electronics are no longer in use, no longer supported by the vendor, and are past their useful life. *(See Attachment)*



*Recommend that the TANK Board of Directors approve of the disposition of the surplus IT equipment listed in the Memo dated 4/2/21.*

Motion: Bill Voelker  
Second: Tim Donoghue  
Discussion: None  
Action: **Motion Passed**, Unanimously

**Updated Procurement Policy (ACTION)**

Mr. Aiello informed the Committee that, as part of the FTA Triennial Review process, FTA has requested that TANK update its procurement policy to better match current federal guidelines. He referred to a “track-changes” document that illustrated the proposed changes to the policy. *(See Attachment)*

It was stated that these changes mostly document additional details of TANK’s existing practices. Mr. Ellerman asked if any spending thresholds would change as a result of the update. Mr. Aiello stated that no thresholds would change. The threshold for Board approval would remain unchanged at \$30,000.

*Recommend that the TANK Board of Directors approve the updated procurement policy.*

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

**Draft FY22 Budget #2, Update and Approval (ACTION)**

Mr. Aiello reviewed with the Committee an updated Draft FY22 Budget. Given the recent development of the passage of HB 193, TANK would no longer need local capital matching funds from the County governments. Therefore, this updated version of the draft budget removes the local capital matching funds (\$643,363) from the budget and, therefore, reduces the total contribution from the County governments by the same amount. The full updated budget and four-year plan was included in the meeting packet for review. This was discussed in detail at all three Committee meetings. *(See Attachment)*

*Recommend that the TANK Board of Directors approve the updated Draft FY 2022 Operating and Capital Budget as presented.*

Motion: Scott Guenther  
Second: Bill Voelker



Discussion: Mr. Guenther stated that this approach, proactively removing this expense for the County governments, was the right approach.

Action: **Motion Passed**, Unanimously

**Planning & Marketing Committee Report**

**Regional Get Out the Vax Campaign**

Ms. Douthat provided an update on TANK’s participation in the regional “Get Out the Vax” campaign. TANK is providing free transit fares the 2<sup>nd</sup> and 4<sup>th</sup> weekends of April and May. Bus operators are distributing literature regarding vaccine access during these free-ride weekends.

**Recognition of Outstanding Service**

Mr. Aiello stated that the Planning & Marketing Committee recognized Gary McCulley, Assistant Director of Operations, and Frank Busofsky, Manager of Planning, for their outstanding work on the TANK System Redesign initiative. This project would not have been implemented if not for the hard work, dedication, and teamwork of these two individuals. The Planning & Marketing Committee presented them each with a plaque during their meeting last week, thanking them for their contribution.

**Operations & Safety Committee Report**

**Monthly Safety Statistics**

Mr. Donoghue informed the committee that in March of 2020 we had 6 preventable collisions. In March of 2021 we had 7 preventable accidents. Six of the seven were fixed object strikes. One was a vehicle strike.

With the recent temporary reduction of service, we are able to pull more trainers in to focus on accident training and refresher training.

**DRT Scheduling Software Procurement (ACTION)**

TANK released an RFP to replace our aging Paratransit Scheduling Software. This is the software used to schedule, track, and manage trips on the RAMP system. The RFP was sent to 35 vendors and we received 6 responses. After two rounds of evaluation, including vendor demonstrations, the evaluation committee is recommending award of this contract to **HBSS Connect**. This vendor’s product provides the functionality we were looking for and it was the lowest price proposal that we received. The company has been in business for 22 years and we had the opportunity to visit another transit system that uses this software. (See Attachment)



*Recommend that the TANK Board of Directors allow staff to execute a 5-year contract for Paratransit Scheduling Software with HBSS Connect for a total not to exceed \$282,469.30.*

Motion: Tim Donoghue  
Second: Gina Rittinger  
Discussion: None  
Action: **Motion Passed**, Unanimously

**Emergency Evacuation / Shelter In Place Policy Update (ACTION)**

Mr. Donoghue stated that Mr. Clifton shared with the Committee the updated policy. The only changes to the policy are to change any references to the “Risk Manager” to “Director of Operations”. This reflects TANK’s current org chart and division of responsibilities. *(See Attachment)*

*Recommend that the TANK Board of Directors approve the updated Policy #28, “Emergency Evacuation / Shelter in Place Policy” as provided.*

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

**Landscaping & Snow Removal Procurement (ACTION)**

Mr. Hock reported to the Board that we issued an IFB for a 3-year contract for Landscaping & Snow Removal services. The IFB was issued on February 16, 2021, and bids were due March 23, 2021. The IFB document was publicly advertised and was also sent directly to 11 vendors. One bid was received from Raymond Wagner Lawn Services.

We surveyed the vendors that did not submit a bid and they responded that their current workload was too heavy to take on new clients or they did not have sufficient resources to prepare a bid by the due date.

We determined the price from Raymond Wagner Lawn Services to be fair and reasonable as it was below the Independent Cost Estimate. Staff also conducted a price analysis which showed that the bid pricing was lower than we have seen in recent invoices for similar services at the same locations. *(See Attachment)*



*Recommend that the TANK Board of Directors allow staff to execute a 3-year contract for Landscaping & Snow Removal Services with Raymond Wagner Lawn Services for a total not to exceed \$135,468.00.*

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

**General Manager’s Report**

**Bike to Work Day**

Mr. Aiello informed the Board that TANK will again participate in Bike to Work Day, May 21, 2021. TANK will allow all passengers placing their bike on the bus to ride for free that day. It is a good partnership with our friends in the biking community.

**Brent Spence Bridge Closures**

Mr. Kuehne asked about the impact of the construction work on the Brent Spence Bridge. Mr. Aiello stated that the congestion associated with the bridge is causing some delays. Certain times of day can be a significant challenge for the operation. Mr. O’Leary noted that we are deploying buses when possible to support trips that are running behind schedule. Also, TANK’s Road Supervisors have done a great job in preparing detours.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Board discussed when it would be appropriate to return to in-person meetings. After much discussion, it was determined that (given the small size of the TANK Board room) the Board would stay remote for now and reevaluate each month as the regulations evolve.

**GENERAL COUNSEL’S REPORT:**

None.

**AUDIENCE RECOGNITION:**

Ms. Douthat reported that there a no comments from the public.



# MINUTES

**ADJOURN:**

*Motion to adjourn the meeting.*

Motion: Bill Voelker

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, Unanimously, 6:50 p.m.