

**TRANSIT AUTHORITY OF NORTHERN KENTUCKY**  
**Board of Directors**  
**August 14, 2019**

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The TANK Board of Directors meeting was called to order at 5:30 p.m. on Wednesday, August 14, 2019 at the TANK Offices at 3375 Madison Pike, Ft. Wright, KY 41017 by Mr. Brian Ellerman, Board Chair. Mr. Ellerman requested all to stand for the Pledge of Allegiance.

In attendance were: Mr. Brian Ellerman, Board Chair; Mr. Ed Kuehne, Vice-Chair; Mr. Tim Donoghue; Mr. Scott Guenther; Mrs. Gina Rittinger; Mr. Dave Sogar; Ms. Laura Thompson; Mr. Bill Voelker; Mr. Andrew Aiello, General Manager; Mr. Mike Duncan, Legal Counsel and Mrs. Nancy McClanahan, Executive Assistant/Board Secretary.

Absent from the meeting was Mr. Jim Parsons.

Mr. Ellerman asked for a motion to approve the July 10, 2019 Board Minutes. *Mr. Tim Donoghue made a motion to accept the minutes of July 10, 2019. The motion was seconded by Mr. Ed Kuehne. MOTION PASSED.*

**AUDIENCE RECOGNITION – Mr. Ellerman**

- Mr. Ellerman asked if there was any audience recognition and there was none.

**FINANCE COMMITTEE – Mr. Aiello**

- Mr. Aiello indicated he would provide highlights of what we discussed at our August 6<sup>th</sup> committee meeting. The committee discussed the year-end financial statements. He reported that ridership was down for the year which also leads to passenger revenue being below budget. However, the lack of revenue was more than offset by operating savings we experienced on the expense side of the budget – approximately \$900,000 under budget with respect to expenses. He indicated that most of that came from the saving we experienced with our health insurance program, which is new this year. The net-net, our year-end financial position improved with a half million dollars that was contributed to reserves. This is great timing because the FY 2020 budget plans for the use of approximately a half million dollars of reserve funds to balance the budget.
- Mr. Guenther reported on the updated process regarding the issuing of checks. He said the updated process has been discussed with our Auditors and is deemed sufficient in terms of internal controls.
- Mr. Aiello reported we will be talking about the System Redesign throughout the month. He reported the first Stakeholder meeting is in two weeks and we are looking forward to beginning the process. We are working with the Consultant who has done a lot of preliminary data work – they will be presenting information to the Stakeholder group and a Discussion Group of technical folks. We will be back to the Planning & Marketing Committee meeting in September and provide a report.

- Mr. Aiello said he was happy to report that our HVAC project is nearly complete. The new system is up and running and is being fine-tuned. We appreciate Bill Hock and Pete Pappucci for all of their work on this large project.

**PLANNING & MARKETING COMMITTEE – Mr. Kuehne**

- Mr. Kuehne reported that the committee was scheduled to meet on August 6<sup>th</sup>. He reported an *Action Item* was to be presented and asked Mrs. Douthat for the presentation.

Mrs. Douthat reported mobile ticketing is scheduled to launch in the middle of October. The team has loaded all the back-end information into the App so we are now working with the vendors to insure that the App looks and works the way we want it to work. We are also working on our marketing launch with agencies within our region and will be introducing the product to the region together.

Mrs. Douthat informed the Board that in order for us to move forward there is one more piece of *Action* that needs to be taken. Mrs. Douthat referred to the *Resolution*, within their Board packet, that we need to pass for TANK to become a member of NEORide which is a Council of Governments. It is *Resolution 2020.02* - an *Action Item* that will allow us to join NEORide and authorize Mr. Aiello as the voting member of NEORide. This will allow us to participate in this mobile ticketing procurement and other procurements that might take place down the road. (*See Enclosed*)

Mrs. Douthat said if there were no questions by the Board she would like for the TANK Board of Directors to take *Action* to approve ***Resolution 2020.02*** which allows TANK to join NEORide.

***Mr. Sogar made the motion to approve Resolution 2020.02 as presented. Mr. Kuehne seconded the motion. MOTION PASSED.***

Mr. Kuehne said this concludes the Planning & Marketing report.

**OPERATIONS & SAFETY COMMITTEE – Mr. Donoghue**

- Mr. Donoghue reported the Operations & Safety Committee met on Wednesday, August 7<sup>th</sup>. He reported that Mr. Lockman informed the Committee we had 11 preventable accidents that came to 10.47 accidents per 400,000 miles driven. Last year, this month, we had 9 preventable accidents that came to 8.57 per 400,000 miles driven.

Mr. Donoghue reported that 3 of the 11 preventable accidents occurred on site. Mr. Donoghue said his concern in looking at the report is that 7 of the 11 operators had less than two years of service. He reported, Mr. Lockman informed the Committee that typically it is right around the fifty percent mark of newer drivers and fifty percent more experienced drivers.

- Mr. Donoghue reported on Thursday, July 11<sup>th</sup> we had our Safety Day. He reported that Mr. Lockman informed the Committee about 120 safety incentive checks was awarded - \$35 for Part-Time Operators and \$75 for Full-Time Operators. He said Mr. Aiello reported some of our Operators have many years of service with zero preventable accidents. This program helps to recognize and incentivize outstanding performance.
- Mr. Donoghue reported that Mr. McCulley informed the Committee we have again secured a contract with Newport Schools to provide bus service. It was successful last year and we even added a second bus for mornings and afternoons due to high utilization. He said this has been a good partnership with the school.
- Mr. Donoghue asked Mrs. Whiteker to provide the report regarding the bid for *Printed Materials*. Ms. Whiteker reported on June 21<sup>st</sup> we issued an Invitation for Bid for a three-year contract for *Printed Materials* which will be replacing our current contract that will soon be expiring. This contract is for bus schedules and marketing materials. It is an Indefinite Delivery/Indefinite Quantity contract known as an IDIQ with firm fixed unit prices. This type of contract is when you cannot determine at the beginning of the contract the exact quantity that will be needed or what delivery dates will be needed.

Mrs. Whiteker reported this type of contract was selected because specific order quantities and delivery dates cannot be determined at this time – this gives us the flexibility to order varying quantities of schedules/materials on as-needed bases. With this type of contract, a minimum and maximum amount must be specified. Mrs. Whiteker reported for the 3-year term contract we set the minimum amount to be \$50,000 and the maximum to be \$150,000. Once the maximum amount is reached the contract is automatically terminated.

Ms. Whiteker reported we sent the IDIQ to 24 different vendors and 11 vendors responded. The recommendation is to contract with RPI Graphic Data Solutions, the lowest bid received, for a 3-year estimated base total of \$64,382 and not-to-exceed amount of \$150,000. Mrs. Whiteker indicated the team has visited their facility and determined they had the necessary resources and capabilities to meet the contract. She said the team feels they are fully capable to fulfill this contract and therefore they are recommending awarding RPI Graphic Data Solutions a 3-year contract not to exceed \$150,000.

***Mr. Donoghue made the motion to award RPI Graphic Data Solutions the 3-year contract, not to exceed \$150,000 as presented. Mrs. Ritinger seconded the motion. MOTION PASSED.***

- Mr. Donoghue reported the Macy's Music Festival was held July 25/26/27. He reported Mr. O'Leary informed the committee that prior to the Macy's Music Festival, the Operations Department met to develop an operational plan to supplement service downtown. Mr. O'Leary reported additional resources were in place on the Southbank Shuttle routing. We had ambassadors and supervisors staged at stops along the way to help passengers to get

where they needed to go. During the three-day event we transported approximately 1,000 more customers than a normal three-day period. It was well received by the public.

- Mr. Donoghue reported BLINK 2019 will be October 10<sup>th</sup> through 13<sup>th</sup>. He said Mr. O’Leary reported the BLINK event is quickly approaching and we have begun planning for that event. We are partnering with the *Center for Great Neighborhoods*. 12<sup>th</sup> and Holman will be a “stop” that we utilize. Right now everything is in the conceptual stage, but we are going to develop a route that travels from the 12<sup>th</sup> and Holman area where people can gather and travel to the CTC. He reported we will also have a shuttle from a Park & Ride location at NKU. This is still in the planning stage, but similar to what we do at Riverfest.

**GENERAL MANAGERS REPORT – Mr. Aiello**

- Mr. Aiello reported on the following:
  - Mr. Aiello reported the TANK Finance Department submitted our triennial Disadvantaged Business Enterprise (DBE) goals to the Federal Transit Administration. When we spend federal funds, we have a certain percentage that we are expected to spend with DBE firms. That percentage gets recalculated every three years based on the demographics of our area and available contractors within our area. We exceeded our goal for the last 3 year period (2017/2018/2019) and now had to create a new goal for the next period (2020/2021/2022). Mr. Fuchs worked through that process and set the new goal and sent it to the FTA. Now as we move forward, over the next 3 years, when we do procurements we make sure we exceed that goal for DBE participation. It is a big effort and we will continue to be vigilant in exceeding that goal. He expressed his appreciation to Alex.
  - Mr. Aiello reported within the Maintenance Department we keep training. Brake system training occurred in July.
  - Mr. Aiello reported we rolled out a new point-of-service system called ShopKeep. Prior to this we used the old-school credit card machine. This is a much more customer friendly interface to purchase bus tickets downtown and at Ft. Wright. We appreciate the Marketing Department for implementing this new process.
  - Mr. Aiello reported the Marketing Department in conjunction with the Operations Department have rolled out a new Customer Service Training Guide. We continue to improve our Customer Service approach. This guide will help us train our Information Specialists and make sure we are providing the best and correct information to our customers.

Mr. Ellerman asked for a motion to go into Executive Session. ***Mr. Guenther made the motion to go into Executive Session pursuant to KRS 61.810(1)(c) proposed or pending***

*litigation. Mr. Donoghue seconded the motion to go into Executive Session. MOTION PASSED UNANIMOUSLY.*

Mr. Ellerman indicated they would not conduct any business when they come out of Executive Session.

*Mr. Kuehne made the motion to come out of Executive Session. Mrs. Rittinger seconded the motion. MOTION PASSED.*

Mr. Ellerman reported that *no action* was taken during the Executive Session.

Mr. Ellerman requested a motion to adjourn the meeting. *Mr. Kuehne made the motion to adjourn the Board of Directors meeting. The motion was seconded by Mr. Donoghue.*

The TANK Board of Directors meeting adjourned at 6:00 p.m.

**Respectfully Submitted**  
**Nancye McClanahan**  
**Executive Assistant – Board Secretary**

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Nancye McClanahan, Board Secretary

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Brian Ellerman, Board Chair