

TRANSIT AUTHORITY OF NORTHERN KENTUCKY
Board of Directors
January 9, 2019

The TANK Board of Director's meeting was called to order at 5:30 p.m. on Wednesday, January 9, 2019 at the TANK Offices at 3375 Madison Pike, Ft. Wright, KY 41017 by Mr. Tim Donoghue, Board Chair. Mr. Donoghue requested all to stand for the Pledge of Allegiance.

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

Absent from the meeting was Mrs. Nancye McClanahan, Executive Assistant.

Mr. Donoghue asked for a motion to approve the November 14, 2018 Board Minutes. ***Mr. Ellerman made a motion to accept the minutes of November 14, 2018. The motion was seconded by Mr. Sogar. MOTION PASSED.***

AUDIENCE RECOGNITION – Mr. Donoghue

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

FINANCE COMMITTEE – Mr. Parsons

- Mr. Parsons reported the Finance Committee has several *Action Items* to present to the Board. He reported the committee did meet on January 3, 2019 at which time we reviewed the November 2018 financial report. He reported that ridership on TANK's express routes decreased by 1.2%, local service decreased by 4.2% and the Southbank Shuttle decreased by 15.5% when compared to December last year. Mr. Parsons indicated that overall ridership was down 1.1% and the Demand Response ridership was down 2.9%. He informed the Board, for the fiscal year-to-date, ridership is down approximately 1% when compared to last year. He noted the rate of decline is less than in previous reports.

Mr. Parsons reported that passenger revenue was \$6,950 less than the approved budget and operating expenses were very close to budget. Mr. Parsons reported fuel prices are coming in better than budget which will be good for the remainder of this fiscal year and a positive sign for the budget for next fiscal year. He indicated he would be glad to answer any questions regarding his report.

- Mr. Parsons reported there were several *Action Items* to discuss and recommend for approval at the Finance Committee meeting. First, he reported at our last meeting we met in Executive Session to discuss an offer from the State of Kentucky for an *eminent domain action* for the Mt. Zion Park & Ride site. The State made an initial offer of \$163,500. We thought the offer was reasonable, but had the appraisal reviewed by a third party. Mr. Duncan went back to the State and was able to get the offer increased an additional \$5,000,

making the final price \$168,500. Mr. Parsons indicated the Finance Committee does recommend approval of the sale and noted that agreeing to this price will also avoid litigation.

Mr. Parsons made the motion to accept the offer from the Kentucky Transportation Cabinet for the property in the amount of \$168,500.00. Mr. Voelker seconded the motion. Mr. Duncan asked prior to the vote for a friendly amendment to the motion that authorizes and directs the General Manager and Legal Counsel to effectuate the settlement. Mr. Parsons' motion was amended accordingly. MOTION PASSED.

- Mr. Aiello provided an overview of TANK's update of the Employee Handbook.

In the past, we have had three documents that served as guidance when it came to traditional handbook and HR-related items. They included:

1. Administrative Handbook that only applied to the Administrative employees.
2. Rules and Regulations document that applied to Administrative and Bargaining Unit employees.
3. Board-Approved Policies, some of which are related to HR

He said staff carefully combined these three sources to create a new *draft* Employee Handbook. Last week, the Finance Committee and TANK Board Member, Laura Thompson, reviewed the draft. The Finance Committee recommended that we also have a legal review of the draft document. Mr. Aiello informed the Board that the document was sent to our Labor Attorney for review.

We do not recommend *Action* today. Staff asks that we hold-off to incorporate comments from Ms. Thompson and the Labor Attorney and bring it back through the Finance Committee in February.

PLANNING &v MARKETING COMMITTEE – Mr. Voelker

- Mr. Voelker reported the Planning & Marketing Committee met on January 3rd. He requested Mr. Busofsky and Mrs. Douthat to provide updates from their meeting.
- Mr. Busofsky provided a presentation to the Board of Directors pertaining to the Microtransit and Uber projects. Mr. Busofsky showed the Board that staff and TransLoc (the company working on the Microtransit pilot) were able to develop a pilot that would meet many of our established goals for the project and would be relatively affordable as a one-year pilot. It would give us an opportunity to test this new technology in a part of our region that is growing quickly.

Mr. Busofsky also gave an update on the Uber pilot project. This project is running slightly behind the Microtransit pilot. TANK staff will be meeting with the Uber team in a couple of weeks to discuss the next phase of work.

Following the presentations, there was discussion among the Board members regarding the update. Mr. Busofsky answered their questions. It was determined we would not move forward with the Microtransit pilot until the Uber Transit Study was complete. This would give us the opportunity to compare the two approaches and decide what would be the best next step for TANK. The Board will be kept informed as staff moves forward.

- Mrs. Douthat said over the last few months we have been discussing Mobile Ticketing in the region. We are coordinating this effort with Cincinnati Metro, Butler County Regional Transit, and Clermont County Transit. Metro is leading the procurement process and the other regional systems are part of the procurement review team. Eight companies submitted proposals and we are now evaluating them. In the next couple of weeks we will be selecting a vendor. Mrs. Douthat said by August we are hopeful that we will have a Mobile Ticketing App in the region that is fully functional - a place to plan trips and purchase tickets. She said this is our next big project and we are excited to move forward.

OPERATIONS & SAFETY COMMITTEE – Mrs. Rittinger

- Mrs. Rittinger reported for the month of November we had 12 preventable collisions compared to 4 preventable collisions last November. She reported in December, we had 8 preventable collisions compared to 3 preventable collisions last December. This brings us year-to-date to 72 preventable collisions which comes to 5.690 per 400,000 miles compared to 64 this time last year which came to 4.94 per 400,000 miles. Mrs. Rittinger said that although our rate was up slightly this year, 2018 was still one of our best years on record and exceeded our goal for the year.
- Mrs. Rittinger reported on Thursday, January 10th we will be having our Safety Day at which time *Safety Checks* will be awarded to Operators that have had no preventable collisions within the past 6 months. She indicated that everyone is invited to attend.
- Mr. Aiello reported we invited OSHA in for two voluntary on-site reviews – a *Health Review* and a *Safety Review*. Mr. Aiello reported the first review was the *Health Review* and we have responded to all of the items in the audit and have now received back an acceptance of the report and a close out.

On the *Safety* side, we fixed all of the items that were noted and sent the report to OSHA. We are waiting to receive the official close-out on the *Safety* side. We do not anticipate any issues.

Mr. Aiello told the Board if OSHA had come on site non-voluntarily, TANK could have been fined over \$200,000. It was a great learning process for us. He thanked Mr. Lockman, Mr. Hock, Mr. Papucci and Mr. Conley for their help during the process – a lot of work in a short period of time.

- Mr. Hock reported staff is asking for an update to ***Policy #28, Emergency Evacuation/Shelter in Place***. He reported the update is related to the Fire Monitoring Panel which now includes 24/7 agency monitoring. The panel will now automatically call the authorities if we have an incident on-site.

Mrs. Rittinger informed the Board this is an *Action Item*. ***Mrs. Rittinger made the motion, as requested by the Committee, to update Policy #28 Emergency Evacuation/Shelter in Place. Mr. Guenther seconded the motion. MOTION PASSED.***

- Mr. Hock reported staff is asking for an update to ***Policy #34, Lock-Out Tag-Out***. He informed the Board this update came out of the OSHA study. This primarily reflects updates to equipment and staffing.

Mrs. Rittinger made the motion, as requested by the Committee, to update Policy #34 Lock-Out Tag-Out. Mr. Sogar seconded the motion. MOTION PASSED.

GENERAL MANAGERS RERPORT – Mr. Aiello

- Mr. Aiello reported on the following:
 - We continue to watch the 2019 General Assembly. We have transportation items we are trying to move forward in State government. We will continue to push this forward and keep you posted.
 - Mr. Aiello reported Staff has been working with CVG on their Steering Committee for their Master Planning process and the larger Amazon Prime Air project. We cannot understate the amount of changes that have already happened and will continue to happen over the next 5/10 years. We are trying to look through our process to see how we might need to react and provide a high level of service to the airport. He said that the Board would continue to be updated.
 - In Operations, we continue to look at training. Our instructors partner with Gateway Community College and participated in a demonstration of their CDL simulator.
 - In Maintenance our techs participated in a comprehensive wheel chair ramp maintenance training class.
 - Mr. Aiello reported that TANK is on LinkedIn. As a TANK Board member, you can connect directly to our organization.

OLD BUSINESS – Mr. Donoghue

- Mr. Donoghue asked if there was any old business and there was none.

NEW BUSINESS – Mr. Donoghue

- Mr. Donoghue asked if there was any new business and there was none.

GENERAL CONSEL REPORT – Mr. Duncan

- Mr. Duncan indicated that he had nothing to report at this time.

Mr. Donoghue requested a motion to adjourn the meeting. *Mr. Kuehne made the motion to adjourn the Board Meeting. The motion was seconded by Mr. Voelker. MOTION PASSED.*

The TANK Board of Directors meeting adjourned at 6:25 p.m.

Respectfully Submitted
Nancye McClanahan
Executive Assistant

David L. Anneken, Secretary-Treasurer

Tim Donoghue, Board Chair