

TRANSIT AUTHORITY OF NORTHERN KENTUCKY
Board of Directors
July 11, 2018

The TANK Board of Director's Meeting was called to order at 5:30 p.m. on Wednesday, July 11, 2018 at the TANK Offices at 3375 Madison Pike, Ft. Wright, KY 41017 by Mr. Tim Donoghue, Board Chair.

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

Absent from the meeting were Mr. Jim Parsons, Board Member and Mrs. Gina Rittinger, Board Member.

Mr. Donoghue asked for a motion to approve the June 13, 2018 Board Minutes. *Mr. Ed Kuehne made a motion to approve the Board Minutes. The motion was seconded by Mr. Bill Voelker. MOTION PASSED*

AUDIENCE RECOGNITION – Mr. Donoghue

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

Mr. Donoghue requested Mr. Aiello to present the Finance Report.

FINANCE REPORT – Mr. Aiello

Mr. Aiello reported we did not conduct committee meetings in July but we do have a few items to consider for the full Board.

- Mr. Aiello pointed out TANK's Purchase Memo regarding the *Purchase of Double Walled Spill Bucket Improvement for Underground Fuel Storage Tanks* within their Board Packet. Mr. Aiello reported that by October 13, 2018 the EPA has mandated we either have *double walled buckets* or *periodic testing* according to the new spill prevention equipment testing requirements.

TANK has received quotes and as required we are bringing them to the Board – they are included within your Board packet. Staff is recommending Grau Oil Equipment Maintenance Company at a cost of \$11,640.00 with a contingency of 10% for unknowns that may arise – such as contaminated soil remediation. Mr. Aiello asked for any questions.

Mr. Guenther said the Memo indicated the spill bucket also needed to be replaced due to its age and condition. Mr. Hock, Director of Maintenance, said that was correct. He said in preparation and during our annual compliance testing they were found to be compromised internally – causing water contamination inside of the tanks. However, it does not appear

there is an external failure at this time. They should be replaced before the problem gets worse. Mr. Voelker asked if the soil had been contaminated and Mr. Hock said it does not appear that way but until we can inspect them we cannot be 100% positive until we get in there.

- ***Mr. Guenther made the motion for the Board to approve this purchase order to Grau Oil Equipment Maintenance for the Double Walled Spill Bucket Improvement for Underground Fuel Storage Tanks. Mr. Sogar seconded the motion. MOTION PASSED.***
- Mr. Aiello pointed out the Administrative Pay Plan Proposal for FY 2019. This is the matrix document that staff uses when doing annual Performance Evaluations. It is used for Administrative staff (Non-Union staff). The performance evaluation includes ten different areas of performance and this shows the potential wage increase as a result of the evaluation. The matrix is similar as last year with the exception of the elimination any wages increases for a rating of “Does Not Meet Expectations”.

Mr. Aiello reported that staff is considering doing an analysis in FY 2019 with a broader compensation strategy and perhaps doing some department-based merit pools. This would not be a change within the budget but just a change with how we might modernize our methods. Before implementation, it would be brought back to the Board.

- **Mr. Voelker made the motion to approve the Administrative Play Plan Proposal for FY 2019. The motion was seconded by Mr. Kuehne. MOTION PASSED.**

GENERAL MANAGERS REPORT – Mr. Aiello

- Mr. Aiello reported on the following:
 - Mr. Aiello referred the Board members to the TANK Targets. He indicated he would review some of the key points as we did not have committee meetings this month.
 - Ridership – Essentially flat for the month of May. This is good as we have been seeing ridership 6% to 8% down each month over the past year. Two things we believe are contributing to this is on the Express side fuel prices are going up and also in May we did the *free rides* on the Southbank Shuttle as part of the Board-approved promotion. So far in June we are still staying pretty flat. We are encouraged with the numbers. When Mr. Aiello was asked about ridership currently on the Shuttle he said the numbers, despite now having a fare, are still doing well.
 - Mr. Aiello pointed out on the TANK Targets we are slightly ahead of budget for the month of May. Overall, for the year, we are significantly under budget in terms of expenses. When it comes to passenger revenue we were short due to the Southbank Shuttle promotion and this was expected.

- Employee Turnover - one of our challenges but we are focused on this issue like many other business.

Mr. Voelker asked if we are considering any type of transportation for FC Soccer. Mr. Aiello said currently we have not had any conversations about transportation to and from the West End. Mr. Voelker asked about ridership to the games that are currently at UC. Mr. Aiello said we have not had evidence that people are staying at Riverfront Hotels and getting on the Shuttle and then changing to something else to get to the games. Currently it is not part of our plan. We'll discuss it for future consideration.

Mr. Kuehne pointed out in May we transported 272,470 passengers. A lot of people use the bus for a lot of reasons. He said it is up a half percent over this time last year. He feels it is important to let people know the number of people TANK transports.

- Mr. Aiello reported on the attraction and retention of employees. As part of the Contract negotiations we wanted to do a Hiring Blitz this summer. The challenge of being a new operator to the system is having some of the more difficult schedules. When we have turnover and absenteeism the schedules become difficult. Our goal this summer is to over-fill the system so the schedules will not be so difficult for the new folks coming on board. We are currently having information sessions, on the spot interviews and signing people up for testing within a few hours. This has been a team effort. So far the numbers are good.
- Mr. Aiello reported the new Collective Bargaining Agreement went into effect the first of July. There were a decent number of changes with the new CBA and we are learning things every day as we move along with the new Contract and are seeing areas where things might need to be refined. We are going through this process now and he thanked Staff for all of their efforts.
- Under Operations, we again had another positive month with respect to preventable accidents. We had 5 preventable accidents in June compared to 8 preventable accidents last year at this time. To date we have had 31 total preventable accidents compared to 40 last year at this time.
- Mr. Aiello reported we continue to do quality assurance inspections. Members of the Management team go out at 4:35 a.m. doing spot checks on the TANK fleet to make sure the product we put on the street is quality.
- In all departments we are hiring where we have open positions –we continue to hire in the service center, technical and administrative roles.
- In Maintenance we are starting preliminary discussions about a capital project here at TANK. He reported the TANK facility was built in 1982. We have a lot of little pieces that need attention in regard to upkeep, repair and renovation of our facility. By including all of the projects into one we can use Federal Capital Funds for facility improvement. A survey has been sent to employees and some of our customers for their feedback. We will start meeting and discussing ideas with our architectural

firm tomorrow about the parameters. Before any action is taken, it will be brought back to committee for discussion.

- In Maintenance all 13 RAMP vehicles that the Board approved are now on the street.

Mr. Donoghue said as a follow-up on the 31 accidents year-to-date, we have driven over two and one half million miles so far this year and this is an excellent number. He said all of the drivers and staff are to be congratulated. Mr. Aiello reported that tomorrow is our semi-annual Safety Day celebration – hot dogs and hamburgers are available throughout the day. We will be spending the day celebrating safety.

- Mr. Aiello reported we are moving forward with our Microtransit pilot project which is a potential pilot with TransLoc to use our fleet in a more dynamic way through on-demand trips booked through a mobile app. Our thought is to create a geographical boundary around CVG and Hebron to see if this technology can be a benefit to employers and employees. The first step is we provide information to do a simulation on the computer before we would launch any service. More to come.
- He reported we are close to hiring a new Marketing Manager. The position will soon be filled.
- Mr. Aiello reported the Bus Advertising Sales RFP has been released. Proposals are due back in August.

Mr. Kuehne asked about the RealTime app. Mr. Aiello reported there are two ways that we have been encouraging folks to use the app. Through Google Maps you go to the transit tab and it will tell you in real-time if the bus is delayed or on time. The second app is the Transit app in the Playstore - it counts down time until the bus arrives.

GENERAL COUNSEL REPORT – Mr. Duncan

- Mr. Duncan indicated his report would center around instruction and information regarding the last item of business – the election of officers.

OLD BUSINESS – Mr. Kuehne

- Mr. Donoghue asked for any Old Business and there was none.

NEW BUSINESS – Mr. Donoghue

- Mr. Duncan reported the last item of business under New Business is the election of officers. He indicated the statute we operate under is KRS chapter 96(A), section 070 that governs transit authorities. Furthermore our by-laws, as stated in Article 3, require the last order of business to be the election of a Chair and a Vice Chair each July. Mr. Duncan indicated TANK's By-Laws state the Chairman and Vice Chair shall be eligible for re-election should

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they choose to accept the nomination. If they decide not to accept the nomination he would provide further instructions.

Mr. Duncan stated the floor would now be open for nominations. In order to meet the requirements of the Open Meetings Act it needs to be done in public – Public motion and Public vote.

- *Mr. Voelker made a motion to retain Mr. Tim Donoghue as Board Chair and Mr. Brian Ellerman as Board Vice-Chair. Mr. Sogar seconded the motion. MOTION PASSED.*

Mr. Duncan congratulated Mr. Donoghue and Mr. Ellerman.

He also congratulated the three Board members that have again been appointed to service on the TANK Board by the counties.

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. Guenther. MOTION PASSED.*

The TANK Board of Directors meeting adjourned at 5:55 p.m.

Respectfully Submitted:
Nancye McClanahan
Executive Assistant

David L. Anneken, Secretary-Treasurer

Tim Donoghue, Board Chair