

TRANSIT AUTHORITY OF NORTHERN KENTUCKY
Board of Directors
October 10, 2018

The TANK Board of Director's Meeting was called to order at 5:30 p.m. on Wednesday, October 10, 2018 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 September 12, 2018 Board Minutes. *Mr. Voelker made a motion to accept the minutes with the change on "Audience Recognition" from Mr. Donoghue to Mr. Ellerman. The motion was seconded by Mr. Ed Kuehne with the change as noted by Mr. Voelker. MOTION PASSED*

AUDIENCE RECOGNITION – Mr. Donoghue

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

TANK Targets Strategic Plan Update – Mr. Aiello

- Mr. Aiello provided an update on the Strategic Planning process. He reminded the Board of the process to date: Existing Conditions, SWOT Analysis, Board and Employee Feedback, and Draft Project Recommendations. He referred to the draft project list in the packet and walked through some of the highlighted projects. He stated that this will be the roadmap that we follow over the next two years as we strive to reach our stated goals. He asked if the Board had any feedback on the draft project list.
- Mr. Parsons said he had a question. He said in a number of these areas how, and maybe it is embedded somewhere, is there ever an opportunity for customer feedback? Where does the customer's experience and engagement come into play?

Mr. Aiello described two elements of the plan; the "Recurring Customer Feedback/Survey Process" and the "Customer Loyalty/Engagement Plan" and how these initiatives will help provide better customer input into decisions at TANK.

Mr. Parsons asked if there is any way to reach out to the community at-large to encourage ridership – what are the barriers as you see it? Mr. Aiello indicated this work is part of our marketing plan that we do and we do update it every couple of years. Mr. Parsons asked if there are any best-practices of how transits systems engage the public at-large? Mr. Aiello indicated we can expand this bullet to make sure we look at best-practices.

Mrs. Douthat added the Greater Cincinnati survey tool that Metro used very effectively. They are broadening their scope now including Northern Kentucky and it might potentially be a tool for us to use. In the past, we have done focus groups for non-riders. We have gone and actually solicited people who fit into the demographic of a person who should be riding the bus – a person working downtown. A person who has a job that would allow them to ride the bus but for some reason don't. Through this process we have gotten a lot of good feedback.

Ms. Rennekamp said in addition to that she is working on collecting peer transit system information. She has been reaching out to marketing people at like transit systems so we can collect best-practices instead of re-inventing the wheel.

Security Camera RFP – Mr. Lockman

- Mr. Lockman reported our cameras are ten years old and older. He indicated some cameras are working, some do not work and some have very limited coverage. Mr. Lockman reported we are looking to update our cameras. In going through the bidding process we created an RFP. He indicated that Mr. Helms did a lot to gather technical information for the RFP. He reported the RFP was advertised in the newspaper, on our website and it was sent to several vendors that were interested. Mr. Lockman reported there was a site visit the vendors were required to attend and this information was included in the RFP. Sixteen different vendors attended the site visit. A week later, we received eight proposals from the vendors that showed up at the meeting. One of the proposals we had to disqualify as they did not meet the basic requirements listed in the RFP. He reported he along with Mr. Aiello and Mr. Helms evaluated the proposals and went through the scoring process which included:

- Approach
- Vendor Performance
- Price
- Final Score

Vendors included:

1. American Sound
2. Data Link
3. DSI, Inc.
4. Glenwood Electric
5. Midwest Systems
6. Nor-Com
7. Schiller

Mr. Lockman reviewed with the Board the highlights of the proposal review process and the factors that pushed Schiller's score to the top (competitive price, solid experience, outstanding references, quality/resume of the project manager, etc.).

Mr. Lockman indicated we are looking for authority from the Board of Directors for approval of the contract from **Schiller** for TANK's Security Cameras at a cost of \$105,432.00. Mr. Lockman indicated the contract would be awarded this Friday. He said after awarding the contract it would be about 30 days to begin the project and 60 to 90 days for the completion of the project.

Mr. Sogar made the motion for approval of the proposal to Schiller for TANK's Security Cameras at a cost of \$105,432.00. The motion was seconded by Mr. Kuehne.

Mr. Donoghue asked if there were any questions or discussion on this motion. Mr. Guenther asked if the expenditure was accounted for in this year's budget. Mr. Aiello said this is a capital expenditure so it is included and accounted for in our capital budget - it does not affect our local operating funds. The Federal Transit Administration (FTA) provides federal capital money for us to do capital projects. When they provide formula funds there is a requirement that we spend no less than one percent on what they send us on safety and security projects. We make sure we meet that one percent – this will be funded with federal capital safety security funds that will not impact our operating budget or any local county contribution.

Mr. Donoghue asked for any other questions. Mr. Kuehne asked other than this building where else would these cameras be located. Mr. Lockman indicated we will have approximately twenty cameras – ten inside the facility and ten outside of the facility. Mr. Lockman indicated this is the only facility at this time for the cameras. Mr. Kuehne asked about cameras at the transit hubs and Mr. Lockman said we do have cameras at the hubs – some working and others not working so well. He and Mr. Papucci are now looking to get them up and running. Mr. Donoghue called for a vote. **MOTION PASSED.**

General Managers Report – Mr. Aiello

- Mr. Aiello asked the Board to turn to page 21 within their packet for some of the highlights in September and reported on the following:
 - Mr. Aiello reported we continue to talk with our elected officials in regard to the value of transit.
 - Mr. Aiello reported staff received our final report of the OSHA voluntary “safety” audit – last month we received the OSHA “environmental” audit. These audits are similar but cover different sides of the OSHA regulations.

On the “safety” side of the audit we have another week and a half to respond on the safety items. There a list of items required by OSHA that we are currently going through. Mr. Papucci, Building & Grounds Manager and his staff are doing an excellent job of knocking out all of the items. We will be responding to OSHA in the next couple of weeks. Mr. Aiello said overall it was a great process and he feels we are better off for it.

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- Mr. Aiello reported, although not official yet, but we are waiting for confirmation from LRC that we are tentatively on the agenda for Interim Joint Committee for Transportation at the State Legislature to talk about public transit on October 25th.
- Mr. Aiello said on the Operations & Safety side he reported September 2018 was another good month with only *two* preventable collisions compared to *three* in September 2017. To date, we have had *forty-seven* preventable collisions compared to *fifth-three* last year at this time.
- Mr. Aiello reported TANK hosted the Northern Kentucky Emergency Management Committee meeting on September 18th. Mr. Unkraut, Manager of Dispatch is heavily involved in the First Responder Network in Northern Kentucky. As you know, they use TANK when assistance is needed.
- Mr. Aiello said on the Maintenance front we are fully staffed on the technical side of our maintenance crew and we are almost fully staffed on our service side too. He thanked staff for getting these positions filled.
- Mr. Aiello said in looking around the facility you can notice a lot of repairs being done. Mr. Papucci and his staff have been doing a lot of work – it included a lot of driveways and parking lots that were in need of repair. He thanked them for their hard work.
- Mr. Aiello reported we held our annual *Day of Giving* last month. Contributions will go to United Way or the Project RAMP fund. The event went very well.
- Mr. Aiello reported we continue to work with Metro to develop the scope of work and functional requirements for the Regional Mobile Ticketing app that will be procured over the next *six* months. More detailed reports will be given to you in our committee meetings.
- Mr. Aiello reported the TANK Safety Rodeo will take place in mid-October.
- Mr. Aiello reported on the microtransit project with TransLoc. We received a lot of data back after they ran a simulation and we are now talking with OKI to determine the next steps.
- Mr. Aiello reported Staff has been doing an outstanding job. He wanted to thank them for all of their hard work over the past month.
- Mr. Aiello indicated, as noted in his email, Mr. Barry Harsaran, Manager of Finance, will be retiring after ten years of service at TANK. It will happen in the first quarter of 2019 so we have time to plan for succession. Also, Renae Agramonte, Human Resource Manager is going back the private sector. She has been a nice addition to our team. Thank you for a job well done.

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 asked the Board go into Closed Session. Mr. Donoghue said the Board would go into Executive Session under KRS 61.810(1)(B). It states that deliberation on the future acquisition or sale of real property by a public agency but only when publicity would be likely to affect the value of specific piece of property to be acquired for public use or sold by a public agency.

Mr. Kuehne made the motion to go into Executive Session. The motion was seconded by Mr. Sogar. MOTION PASSED.

Mr. Kuehne made the motion to come out of Executive Session. Mr. Guenther seconded the motion. MOTION PASSED.

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

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 6:20 p.m.

**Respectfully Submitted
Nancye McClanahan
Executive Assistant**

David L. Anneken, Secretary-Treasurer

Tim Donoghue, Board Chair