



TANK Board of Directors Meeting

January 13, 2021

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

ATTENDANCE, Board Members:

- Brian Ellerman, Chair
- Ed Kuehne, Vice-Chair
- Tim Donoghue
- Jim Parsons
- 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

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 November 11th Board Minutes.

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

REPORTS:

Finance Committee Report

November FY21 Financial Statement

Mr. Parsons reviewed the November FY21 financial statement. For Fiscal Year-to-Date, total TANK ridership is down 53.2% from last year. Southbank Shuttle service was not operated during November.

Passenger revenue was \$116,241 more than the monthly budgeted amount and TANK operated \$171,980 under the operating budget for November. For Fiscal Year-to-Date, TANK



continues to run under budget by \$1.15M. TANK is drawing \$1.45M less in operating assistance than budgeted for this point in the year, year-to-date. Overall, expenses are running under budget across the board.

Resolution 2021.03 – NEORide Bylaws Amendment (ACTION)

Mr. Parsons referred to Resolution 2021.03. NEORide’s current Bylaws require a majority of the *governing bodies* of all member organizations to ratify changes to the Bylaws. They would like to change their Bylaws to allow for a majority vote of the members of the board to make changes to the Bylaws. *(See Attachment)*

Recommend that the TANK Board of Directors approve Resolution 2021.03.

Motion: Jim Parsons
Second: Tim Donoghue
Action: **Motion Passed**, Unanimously

Mr. Aiello stated that TANK is a member of NEORide. NEORide is a Council of Governments consisting of transit authorities in Ohio, Kentucky and Michigan. NEORide was the group through which TANK procured our mobile ticking app and mobile ticking validators. They also helped secure funding for the validator project through a federal grant.

Aiello stated that TANK has a seat on the board of NEORide. Mr. Aiello is TANK’s representative to the NEORide board. Each member transit agency also has a seat on the NEORide board.

Annual RAMP Bus Order (ACTION)

Mr. Parsons explained that it is time for TANK’s annual RAMP bus purchase from our 5-year vehicle contract. Our capital development plan and bus replacement program call for seven RAMP buses to be replaced in 2021. The attached memo provides the details. This purchase was included in the capital budget for this fiscal year and federal funds have been identified and secured for this purchase. *(See Attachment)*

Recommend that the TANK Board of Directors approve the purchase of seven paratransit buses through our existing contract with Shepard Bros. with a total not to exceed \$562,595.58.

Motion: Jim Parsons
Second: Bill Voelker

Discussion: Mr. Aiello noted that this purchase comes from TANK’s our 5-year vehicle contract for RAMP buses. This was a competitive public procurement process. Our contract calls for an annual review of the Producer Price Index which sets the final price. This year, the price is increasing 1.349%.

Action: **Motion Passed**, Unanimously



Planning & Marketing Committee Report

TANK’s Manager of Scheduling

Mr. Kuehne welcomed Matthew Rosenbloom-Jones to TANK. Matthew joined TANK two weeks ago as our new Manager of Scheduling. Matthew has been working in transit planning and scheduling for a few years, most recently with a transit system in Long Island, NY and previously with a system outside of Minneapolis, MN.

TANK System Redesign Update

Mr. Aiello informed the committee that the TANK System Redesign service changes will go into effect on January 30, 2021. This was discussed in each committee. The staff has been working hard in making the preparations for the launch. More information is in the packet.

Mr. Kuehne showed a copy of the “What’s Happening” publication that is sent to each household in each county. Within that publication, there is all the information that the public needs regarding the TANK System Redesign. He also noted that TANK is hiring operators.

TANK Targets Projects / Incentives

Mr. Aiello reviewed TANK’s internal strategic plan (the TANK Targets Projects list) with each committee this month. It shows what special initiatives that staff will be implementing in each focus area over the next 12 to 18 months. Many of the initiatives are related to implementing the Redesign. This spring/summer, we will need to invest in a marketing push to begin to attract people back to the system. This will need to be timed to coincide with the return to a more “normal” way a life when community activities increase, workers return to office settings, and more people are ready to use and share public spaces.

Operations & Safety Committee Report

Monthly Safety Stats

Mr. Donoghue informed the committee that in December of 2019 we had 4 preventable accidents. In December of 2020, we had 14 preventable accidents. The Brent Spence Bridge was closed for most of the month, forcing buses onto to detoured routes and tight spaces. Most of the accidents were very minor. We are reviewing any trends and responding accordingly through our Safety training program. Year-to-date we had fewer preventable accidents in 2020 compared to 2019.

General Manager’s Report

Mr. Aiello referenced the printed General Manager’s report in the packet. He thanked staff for their hard work implementing the redesign while navigating the pandemic.



The Finance staff is very busy working on the annual National Transit Database submittal and the annual financial audit.

TANK is still working with the Federal Transit Administration on the 2021 Triennial Review. Per the FTA, the final review meeting will occur sometime in calendar year 2021.

TANK’s first two Apprentices began the Maintenance Apprentice Program this month.

Through the work of the TANK Board of Directors and TANK employee contributions, the Project RAMP fund has raised approximately \$4,000 for 2021. Mr. Ellerman thanked the TANK employees that donated to the fund. He also thanked Mr. Donoghue for his outstanding work in this area. Mr. Donoghue has gone above and beyond.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

GENERAL COUNSEL’S REPORT:

None.

AUDIENCE RECOGNITION:

Two comments came in related to TANK’s System Redesign:

One comment was asking about Campbell County service, wondering why the new routing will not go to the Covington Transit Center. Staff will respond.

The second comment suggested that TANK put an audio announcement on the buses to remind passengers of the upcoming changes. Staff agrees that this is a good idea and will proceed with this.

ADJOURN:

Motion to adjourn the meeting.

- Motion: Tim Donoghue
- Second: Ed Kuehne
- Discussion: None
- Action: **Motion Passed**, Unanimously, 5:55 p.m.