



**TANK Board of Directors Meeting**

July 14, 2021

Call to Order: 6:00 p.m.

3375 Madison Pk., Fort Wright, Kentucky

**ATTENDANCE, Board Members:**

- Brian Ellerman, Chair
- Ed Kuehne, Vice-Chair
- Tim Donoghue
- Laura Thompson
- Dave Sogar
- 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
- Alex Fuchs, Director of Finance
- Gary McCulley, Assistant Director of Operations
- Matthew Rosenbloom-Jones, Manager of Scheduling
- Tricia Duvall, Manager of Human Resources
- Lyndi Whiteker, Performance Analysis

**AUDIENCE RECOGNITION:**

Mr. Ellerman asked for Audience Recognition and there was none.

**APPROVAL OF MINUTES:**

*Motion to approve the June 9, 2021 Board Minutes.*

Motion: Ed Kuehne

Second: Dave Sogar

Discussion: None

Action: **Motion Passed**, Unanimously

**REPORTS:**

**Finance Committee Report**

**May FY 2021 Financial Statements**

Mr. Aiello reviewed the May FY21 financial statement. For Fiscal Year-to-Date, total TANK ridership is down 44.8% from last year. When compared to May of last year, Fixed Route Transit services gained 36.1% in ridership, while Demand Response Transit gained 177.1%.

This May is being compared to May 2020 when we were in the depths of the pandemic-related shut down.

Passenger revenue was \$96,193 more than the monthly budgeted amount. Expenses were over budget for the first time in a long time. That was due to timing of health insurance expenses and timing of services. Both categories remain under budget for the year-to-date.

For Fiscal Year-to-Date, TANK continues to run under budget by \$1.83M and has drawn \$2.7M less in operating assistance than budgeted.

### **Facility Garage Doors**

Mr. Aiello referred to the memo dated July 1, 2021. He stated that this is the third time staff has solicited bids for the facility garage doors. The first time, the scope was not tight enough and TANK received bids that were significantly different from each other with significantly different approaches. Staff did not accept any of those bids. Staff then tightened up the scope and released a second IFB in 2020. TANK only received one bid from the second IFB. Staff was not satisfied with a single-bid response, so we again worked with our architecture/engineering firm and made some further adjustments to the scope. In 2021, we went out to bid for a third time. The IFB was sent to 21 firms and publicly advertised.

TANK received two bids. One was determined to be non-responsive (the firm failed to meet the technical spec in two areas and failed to submit a bid bond). The responsive firm, McCormick Equipment, submitted a compliant bid that fully meets the spec.

The pricing of the responsive bid (McCormick) was determined to be fair and reasonable as it was very close to the bid submitted by the second, non-responsive firm. *(See Attachment)*

*Recommend that the TANK Board of Directors allow staff to enter into a contract with McCormick Equipment for facility garage doors at a cost not to exceed \$667,988.00.*

Motion: Scott Guenther  
Second: Laura Thompson

Discussion: Mr. Guenther noted that the recommended bid came in lower than TANK's Independent Cost Estimate that was prepared prior to releasing the IFB.

Action: **Motion Passed**, Unanimously

### **FY22 Administrative Pay Plan**

Mr. Aiello reminded the Board that they approve an administrative pay plan every June/July. This covers the non-union employees at TANK. There are two components to the plan – the grade structure and the merit grid. *(See Attachment)*

This year, TANK staff reached out to our compensation consultant, ERA, to look at a few important items. First, we asked them to examine the lowest paid hourly grades relative to



the current market. These jobs pay less than \$15/hour and TANK is no longer competitive in this area. Also, they looked at the Grade 8 hourly rates as well. These are jobs that oversee and supervise frontline bargaining-unit employees. ERA looked at the Grade 8 pay rates relative to the market and the pay rates of those jobs being supervised by Grade 8 employees.

Also, the merit grid was adjusted to allow for merit-based increases during FY22. The grid averages 3.5%.

*Recommend that the TANK Board of Directors approve the Administrative Comp Plan for FY 2022 as presented.*

- Motion: Scott Guenther
- Second: Dave Sogar
- Discussion: None
- Action: **Motion Passed**, Unanimously

**Planning & Marketing Committee Report**

**Website Hosting and Development RFP**

Ms. Douthat referred to the memo dated June 24, 2021, regarding RFP 2021-06, Website Design, Hosting, Service and Maintenance. We go through this process every 6 or 7 years.

The RFP was advertised publicly and also sent directly to 36 firms. TANK received seven proposals. The memo describes the selection criteria and the price submitted with each proposal. The evaluation committee identified a few top proposers that had experience working with a transit agency website, working with google transit, and incorporating trip planning into websites.

Based on the evaluation, staff is recommending award of the contract to Planeteria.

*Recommend that the TANK Board of Directors authorize the General Manager to execute a 5-year contract between TANK and Planeteria Media at a total cost not to exceed \$88,193.00 (includes a 5% contingency) for Website Design and Hosting Services.*

- Motion: Ed Kuehne
- Second: Dave Sogar
- Discussion: None
- Action: **Motion Passed**, Unanimously

**Marketing Updates**

Ms. Douthat provided two updates.

Employee Appreciation. TANK will be holding recurring, targeted employee appreciation events throughout the summer and fall. They will be targeted to each department.

Florence Y'Alls Promotion. TANK will have a concourse booth on July 13<sup>th</sup> and TANK is the promotional sponsor for the game on August 8<sup>th</sup>. We will be giving away tickets to passengers through the Transit App as a means to encourage migration to the app and help with ridership development.

### **Operations & Safety Committee Report**

Mr. Donoghue noted that the Operations & Safety committee discussed how TANK continues to adjust its hiring process. Back in April, we began starting new employees before they obtain their written CDL permit. This has helped bring in more people, but it has created some complications regarding the timing of progressing through the training program. Overall, it has been difficult to retain trainees. Overall, given the amount of hiring combined with the turnover, our operator numbers are holding steady. However, they are not yet increasing at a rate that would allow us to add service back into the system.

### **Monthly Safety Statistics**

Mr. Donoghue informed the Board that in June of 2020 we had 4 preventable collisions. In June of 2021 we had 6 preventable accidents. The accidents in June were minor in nature.

All of the employees involved in a preventable collision are required to go through refresher training where the accident scene is recreated, and the operator has a clear understanding of how to avoid the collision in the future.

### **July 21 Safety Day & Cookout**

Mr. Donoghue reported that TANK will be holding its annual Safety Day and Cookout. This event happens annually (but did not happen last year due to the pandemic). He invited all of the TANK Board members to attend if they would like to celebrate safety with the staff, our operators, and maintenance crew.

### **General Manager's Report**

Mr. Aiello thanked the TANK team of employees for all of their outstanding work over the last month. We have an amazing team of professionals working at TANK. The past 15 months have been challenging, but this team has risen to the occasion.

### **OLD BUSINESS:**

None.



**NEW BUSINESS:**

Mr. Duncan stated that, per TANK’s Bylaws, it is time to elect the officers of the Board. The rotation makes members from Kenton County first eligible to be nominated for the position of Chair.

*Mr. Sogar made a motion to nominate Mr. Guenther to serve as Chair.  
Mr. Voelker seconded the motion.*

Mr. Guenther accepted the nomination.

*Motion to elect Mr. Guenther as Chair.*

Discussion: None  
Action: **Motion Passed**, Unanimously.

Mr. Duncan stated that the rotation makes members from Boone County first eligible to be nominated for the position of Vice Chair.

*Ms. Thompson made a motion to nominate Mr. Donoghue to serve as Vice Chair.  
Mr. Voelker seconded the motion.*

Mr. Donoghue accepted the nomination.

*Motion to elect Mr. Donoghue as Vice Chair.*

Discussion: None  
Action: **Motion Passed**, Unanimously.

The Board and staff thanked Mr. Ellerman for his two years of service as Chair and two years of service as Vice Chair. Mr. Ellerman showed great leadership through both the TANK Redesign process and helping to the lead the Board through the pandemic. There was a round of applause for Mr. Ellerman.

**GENERAL COUNSEL’S REPORT:**

Mr. Duncan had no report.

**ADJOURN:**

*Motion to adjourn the meeting.*

Motion: Bill Voelker  
Second: Dave Sogar  
Discussion: None  
Action: **Motion Passed**, Unanimously, 6:41 p.m.