

TRANSIT AUTHORITY OF NORTHERN KENTUCKY
Board of Directors
January 11, 2017

The Board of Directors meeting was called to order at 5:30 p.m. in the Conference Room of the TANK office, 3375 Madison Pike, Ft. Wright, Kentucky by Mr. Tim Donoghue, Board Vice-Chair. Mr. Donoghue requested all to stand for the Pledge of Allegiance.

Mr. Donoghue requested Mr. Dave Anneken, Secretary/Treasurer, to call the roll. In attendance were: Mr. Timothy Donoghue, Board Vice-Chair; Mr. Brian Ellerman; Mrs. Jean Miller; Mr. Jim Parsons; Ms. Jody Robinson; Mr. Dave Sogar; Mr. Bill Voelker; Mr. Andrew Aiello, General Manager; Mr. Mike Duncan, Legal Counsel and Mrs. Nancy McClanahan, Executive Assistant.

Absent from the Board meeting were: Mr. Ed Kuehne, Board Chair and Mr. Steve McCoy.

Mr. Donoghue reported the first order of business was to approve the minutes of the November 9, 2016 Board meeting. *Mrs. Miller made a motion to approve the November 9, 2016 Board minutes. Mr. Sogar seconded the motion. MOTION PASSED.*

PLANNING & MARKETING COMMITTEE – Mrs. Miller

- Mrs. Miller reported she has an *Action Item* to present to the Board regarding *Real Time – GTFS Feed*. Mrs. Miller reported one of the projects listed in our recently completed Strategic Plan was the ability to provide real-time information to our customers on-line and through their mobile devices. We have been working over the past six months to attempt, with a third-party individual, to retrieve the information. We got to a point where he advised us that he had done all he could do to get the data out – at this point, Xerox (the creator of our TRACS software) has to unlock the data. Do to this we would need to contract with Xerox to provide the app to free-flow the information to the Google Transit Feed Specification, Real Time (GTFS-RT).

Mrs. Miller reported in order to take our Xerox data and make it available in the GTFS format, we need to work with Xerox – their product SmartTraveler Plus (STP) is a pre-requisite for the implementation of GTFS functionality. This is a *one-time* fee for the service from Xerox. She indicated Mr. Busofsky said this will also allow our information to be picked up by Google and that would show our scheduled time, real-time and if we would be running behind and by how much. Once it is on Google anybody can pick it up.

Mrs. Miller said TANK has received a quote from Xerox to provide the SmartTraveler Plus and to work with TANK to get the GTFS real-time feed accurately displaying real-time information to be used by Google and other third party apps.

Mrs. Miller reported the cost for Xerox to do this work is \$146,728 based on a payment schedule. This is a sole source purchase of this service and is justified due to the fact that the only way to get the information out of the Xerox software is too use the Xerox SmartTraveler

product to provide GTFS real-time feed. There is not another company that can make the connection work.

Mrs. Miller made the motion to give Staff the authority to contract with Xerox to complete the upgrades described at a cost not to exceed \$146,728. The motion was seconded by Mr. Sogar. MOTION PASSED.

FINANCE COMMITTEE – Mr. Parsons

- Mr. Parsons reported the Finance Committee met on January 3rd at 11:30 a.m. and reviewed the financial reports. Mr. Parsons noted ridership is still down. He reported TANK's express routes decreased by 13.9%, ridership on local routes decreased by 4.1% and the Southbank Shuttle ridership decreased 10.9% when compared to last year.

Mr. Parson reported operating revenue was \$60,521 less than the monthly budgeted amount and actually year-to-date the operating budget for November is more than the operating budget for the year but a lot of that may be timing and as we move forward should be coming into balance.

- Mr. Parsons asked Mr. Aiello to present the *Action Items* discussed at the Finance Committee regarding surplus vehicles and equipment. He indicated the Finance Committee did recommend approval of the *Action Items*.

Mr. Aiello reported there are three items relative to surplus vehicles and equipment that we discussed at the Finance Committee and the memos are included within your packet. Mr. Aiello indicated this is standard procedure for us when we have equipment that has met its useful life and can no longer be used in daily transit service - we ask the Board to surplus them in accordance with KRS either through public sealed bid or disposed of through solid waste or recycling.

Mr. Aiello indicated the first item has to do with vehicles. He reported we have a number of vehicles that met their useful life and one we would like to transfer to Campbell County Fiscal Court. They have a fire protection and fire investigation unit that needs a vehicle that would be used occasionally but not fit for daily transit use. So with their request, we would like approval to transfer vehicle #255 from TANK to Campbell County Fiscal Court. The second part of that memo is to declare surplus the other vehicles listed - #2131, #2133, #2137, #257 and #201. We will dispose of these vehicles through public sealed bid process.

Mr. Sogar made a motion to approve the recommendation of the Finance Committee to transfer RAMP bus #255 to Campbell County Fiscal Court and secondly sell #2131, #2133, #2137, #257 and #201 vehicles as surplus as sealed public bid. The motion was seconded by Mrs. Miller. MOTION PASSED.

Mr. Aiello indicated the next *Action Item* pertained to obsolete IT equipment. He referred to the list included within the Board packet. The items are 2011 or older and no longer useful and ready for disposal. He pointed out there is an updated list that has been distributed to you this evening. One item included on the list is a copier that was overlooked on the original list but all other items remain the same.

Mr. Parsons made a motion to approve the recommendation of the Finance Committee to declare all of the IT Equipment listed as surplus. The motion was seconded by Mr. Sogar. MOTION PASSED.

Mr. Aiello indicated the last surplus *Action Item* was office and vehicle equipment. This is old miscellaneous equipment from the office, old air condition units, bill counters, old furniture, etc. The Finance Committee reviewed about fifteen pages of these items. He said what we would do is the items that cannot be used would be sent to the trash/recycling and the others would be disposed of through public sealed bid.

Mr. Parsons made a motion to approve the recommendation of the Finance Committee to declare all of the surplus office and vehicle equipment obsolete and sold in accordance with TANK policy. Mr. Sogar seconded the motion. MOTION PASSED.

- Mr. Parsons reported we reviewed a request for a *Change Order* for Gillig. In September we authorized a purchased for five diesel vehicles with delivery scheduled for January 2018. However, in November we were notified we had received a grant through OKI for \$2,095,680 that would help us pay for hybrid buses. In the original bid/contract we had with Gillig we had the option of accepting a hybrid bus bid.

Mr. Parsons said as a result of receiving the grant, we are recommending that the *Change Order* be issued to allow the purchase of five hybrid buses instead of the diesel and utilize the grant money for the funding of the purchase.

Mr. Parsons made a motion, as recommended by the Finance Committee, to approve the change order in accordance with our approved five year procurement contract with Gillig LLC for the purchase of five forty foot low-floor Hybrid electric transit buses as a cost of \$652,844 per unit plus a three percent (3%) contingency for vehicle technology equipment and final design for a total of \$3,362,146 with a delivery date to be February/March of 2018. Mr. Voelker seconded the motion. MOTION PASSED.

- Mr. Parsons reported the committee also had discussions regarding the upcoming FTA Triennial Review. The onsite review will take place on April 27th and April 28th.
- Mr. Parsons reported Mr. Aiello informed the committee on some of the changes that will be coming to Medicaid Brokerage Program. With the changes we may chose to go in a different direction. You will be kept updated.

OPERATIONS & SAFETY COMMITTEE – Mr. Voelker

- Mr. Voelker reported the committee met on January 4th. He indicated Mr. Lockman gave a report on the end-of-year preventable collisions and incidents report. He felt it was important to go through the full report. He reported:
 - November 2016 - 8 Preventable Accidents
 - Year to date for 2016 – 92 for the year
 - Per 400,00 miles driven in 2016 – 7.56 and Year to Date 7.64
 - November 2015 – 9 Preventable Accidents
 - Year to date for 2015 – 76 for the year
 - Per 400,000 miles driven in 2015 – 8.67 and Year to Date 6.60
 - December 2016 – 8 Preventable Accidents
 - Year to Date for 2016 – 100 for the year
 - Per 400,000 miles driven in 2016 – 7.53 and Year to Date 7.63 – *Approx.*
 - December 2015 – 6 Preventable Accidents
 - Year to Date for 2015 – 82 for the year
 - Per 400,000 miles driven in 2015 – 5.58 and Year to Date 6.51

Mr. Voelker reported Mr. Sogar asked if the increase was due to newer drivers and Mr. Lockman said they have reviewed the statistics and it is really difficult to say. He pointed out the first half of the year was pretty good and but the second half was not so good. Mr. Berkley reported that one-third of our operators have been at TANK less than two years. Mr. Aiello said that our goal is zero preventable accidents. We continue to have our safety training and safety talks – our standards are very high. He said we do not want to lower our standard. The committee discussed the various tools and policies that TANK uses to keep preventable accidents in check and concurred that our standards should remain high and our goal should always be a reduction in accidents – even if the accidents are minor.

- Mr. Voelker reported Mr. Busofsky informed the committee that over the past few months we have been looking at our Express service routing downtown. In August of 2015 we made a change from the route we had used for many years. Mr. Busofsky provided a power point presentation showing the routing change that was made in August 2015. We were trying to keep the same level of coverage that we had previously downtown. Over the past year we have received a number of complaints, primarily in the afternoon regarding 5th Street when everyone is trying to leave downtown. We did an internet survey, on Survey Monkey, and sent it out to our Express passengers. We had 206 customers respond. Also, he reviewed the data showing where the respondents worked then took it to Google and mapped it to see where folks were going in order to reflect the travel pattern.

With that information in hand, we began running a detour about two weeks ago and we put out another survey to get additional feedback from our customers. He also conducted. time checks that showed that the new detour helped to reduce the average downtown delay from 11 minutes down to 4 minutes. Overall, we found the detour to be a success. Based on passenger

feedback, we will make one minor adjustment to the detour (AM drop-off only on 5th St.) and will begin making the detour routing permanent beginning January 16th. We think this will be an effective routing solution for both sides of town and hopefully bring back riders with this increased reliability.

Mrs. Miller asked how we are reaching out to our riders. Mr. Busofsky indicated we start our communications push one week before we implement this change. The information is on our website; signage will be posted at the appropriate stops; paper schedules will be updated; and we also send out email and text alerts. Mrs. Miller suggested having our message on Facebook for non-riders that might want to consider riding TANK. The committee agreed.

GENERAL MANAGERS REPORT – Mr. Aiello

- Mr. Aiello reported on the following:
 - Mr. Aiello indicated he wanted to add to Mr. Volker's report regarding the downtown detour. He indicated the traffic conditions in downtown Cincinnati have been difficult since we moved our location with the advent of the streetcar construction back in 2015. A lot of thought has gone into this and a lot of feedback from our passengers. The conditions continually change and we will listen to the concerns of our customers to see if there additional changes that we need to make. He feels we are in good shape. A lot of work has been done by Mr. Busofsky and Mr. McCulley, the leaders of the project. This project is a lot of work and he thanked them for their work.
 - Mr. Aiello reported we are preparing for our FTA Triennial Review – waiting for them to arrive in April.
 - Mr. Aiello reported TANK also participated in OKI's certification review. We talk about how we get federal funds through OKI and the Federal Transportation process. This process is also reviewed in a similar manner and TANK is required to participate in that process in December. He reported the process went smoothly.
 - Mr. Aiello reported in December we hosted some of the executive staff from Lextran in Lexington to share best practices and discuss mutual challenges/opportunities.
 - Mr. Aiello reported we have completed our annual open enrollment for health insurance. We made some adjustments and he applauded our HR staff for their hard work.
 - Mr. Aiello reported on TANK's reverse commute service to Northern Kentucky employers. We have had a program over the past five years where sometimes private companies come to us and say they have a transportation need in a certain area. We

will pilot that service through outside funding of that private company to test to see if there is demand for the service and if it is sustainable – sometimes it is successful and other times not. We had a route, 21X, that serviced Toebben Drive for a full year. It was funded by an outside company. After that year there was not enough ridership to support it – therefore the funding ceased and the route is going away. We want to continue to experiment. If we can get a partner to come to the table and put their funds into the operation to see if we can get transit demand in the area that is a good thing – if the ridership is good or bad we still learn from the effort. The pilot program will continue sometimes with success and sometimes not. Mr. Parsons asked the name of the partner and Mr. Aiello indicated it was FedEx. He also asked about the ridership and was told it was eight to ten passengers per day. Mr. Aiello said we will continue to find opportunities to experiment in new markets while protecting our local operating budget.

- Mr. Aiello reported our annual Safety Day is on Thursday, January 12th.
- Mr. Aiello reported we welcomed two new employees in December in the Service Center within our Maintenance Department.
- Mr. Aiello reported we have two big orders of vehicles arriving shortly. Our annual order of fixed route buses in February/March. Also our trolleys will also be arriving in February/March too.

GENERAL COUNSEL REPORT – Mr. Duncan

- Mr. Duncan informed the Board he had one positive update to a litigation matter previously discussed with the Board. The manufacturer/supplier of the equipment has agreed to pick up the defense and we are now getting their attorney up to speed now. If you need additional information please contact Mr. Aiello, Mr. Lockman or himself.

OLD BUSINESS – Mr. Donoghue

- Mr. Donoghue asked for any Old Business.
- Mr. Sogar indicated he had a question. In reviewing the anniversaries listed on TANK Talk he noticed where Mr. Gary Berkley had been at TANK for 43 years and asked if he was the oldest employee at TANK. Mr. Berkley said he was not the oldest but has been employed the longest period of time. Mr. Sogar thanked him for his years of service.

NEW BUSINESS – Mr. Donoghue

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

AUDIENCE RECOGNITION – Mr. Donoghue

- Mr. Donoghue asked for any Audience Recognition.
- Mr. Donoghue said he wanted to thank all of the drivers and maintenance employees along with everyone here during this cold weather for keeping the buses running and picking up people and staying on time. It shows what an operation we have here and you all should be proud it.

Mr. Donoghue requested a motion to adjourn the meeting. Mr. Voelker made the motion to adjourn the Board Meeting. The motion was seconded by Mr. Sogar.

The TANK Board of Directors meeting adjourned at 6:00 p.m.

Respectfully Submitted:
Nancye McClanahan
Executive Assistant

David L. Anneken, Secretary-Treasurer

Ed Kuehne, Board Chair