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. Ed Kuehne, Board Chair. Mr. Kuehne requested all to stand for the Pledge of Allegiance.

Mr. Kuehne requested Mrs. Nancye McClanahan to call the roll. In attendance were: Mr. Ed Kuehne, Board Chair; Mr. Brian Ellerman; Mr. Steve McCoy; Mrs. Jean Miller; Mr. Jim Parsons; Mr. Dave Sogar; Mr. Bill Voelker; Mr. Andrew Aiello, General Manager; Mr. Mike Duncan, Legal Counsel and Mrs. Nancye McClanahan, Executive Assistant.

Absent from the meeting were Mr. Timothy Donoghue, Board Vice-Chair, Ms. Jody Robinson and Mr. Dave Anneken, Secretary/Treasurer.

Mr. Kuehne reported the first order of business was to approve the minutes of the August 10, 2016 Board meeting. Mr. McCoy made a motion to approve the August 10, 2016 Board minutes. Mrs. Miller seconded the motion. MOTION PASSED.

PLANNING & MARKETING COMMITTEE – Mr. McCoy

- Mr. McCoy reported the Planning and Marketing Committee met at 9:00 a.m. on Tuesday, September 6th. He reported Mrs. Holgate informed the committee the Covington Transit Center project is moving along nicely. The contractor is a bit behind schedule, but we are pleased with the work and we are currently under budget. The outside signs have already gone up, the concrete has been poured and the ceiling structure is in place. Mr. McCoy reported we are waiting on some of the lighting that had been specified and some ceiling panels had to be shipped back as they were not properly coated.

Mr. McCoy reported we are looking at the first week of October for the opening of the Covington Transit Center (CTC). He indicated Mr. Busofsky informed the committee the new signage on the outside of the CTC matched the signage on the Dixie Highway corridor and it is really looking good.

Mr. McCoy reported we will host a Passenger Appreciation event with balloons, goodies and cookies on the day the CTC re-opens. He indicated Mrs. Douthat reported we will also be hosting a small event, later that week, for the Board, public officials and media. Invitations will be sent to everyone about the date and time for the opening.

- Mr. McCoy reported on July 1st TANK officially started service for the Northern Kentucky Senior Transportation Program. Based on the criteria set, the demand at this time is not very high and what we have now is much more capacity on the street than what we need. Mr. McCoy reported we will be reducing the capacity of the program in the short term to match the
capacity with the current demand. This will decrease the monthly cost of the operation. If demand increases, we can add the capacity back to the system.

- Mr. McCoy reported Mr. Aiello will present a presentation to the Board regarding TANK’s Strategic Plan and Peer Analysis. Mr. Aiello indicated the Board had been sent this information regarding the Strategic Plan/Peer Analysis prior to the meeting.

Mr. Aiello presented an abbreviated Power Point program regarding TANK Targets and the Strategic Plan update. Mr. Aiello said most of you are familiar with the TANK’s Target process and this is our internal goal setting process and prioritization tool to help us set goals. By focusing on four main goals, TANK Targets will help all TANK employees work together to provide world-class service to our Northern Kentucky community - to be the best organization we can be given our resources. The four main goals areas are safety, customer service, efficiency and workforce.

The Target’s program is in two pieces:
  o Metrics Report – TANK Targets
    o Ridership
    o Financial
    o Safety
    o Customer Service
    o Workforce Turnover
  o Projects and Initiatives
    o Safety- First Culture
    o Exceptional Customer Service
    o Commitment to Efficiency
    o Highly Effective Workforce

Staff, on a continual basis and as a prerequisite to the budgeting process every year, updates this list of projects. He indicated that every few years we need to step back and take a broader look at the environment and the context to see that we are heading in the right direction.

Mr. Aiello reviewed:
  o Existing Conditions
    ▪ Rider Trends
    ▪ Ridership Challenges
    ▪ Cost Containment
    ▪ Safety
    ▪ Fleet Reliability
    ▪ Workforce
  o Peer Agency Analysis 2007 – 2014
    ▪ How TANK has performed vs peers
    ▪ What TANK is doing well
Areas where TANK may be able to improve
- Peer best practices

Mr. Aiello indicated our Peers were identified by our third party consultant several years ago.

Mr. Aiello reviewed with the Board the following statistics comparing TANK to our Peers:
- Passenger Trips - Totals
- Passenger Trips - Percent Change
- Revenue Hours/Total Pay Hours - Totals
- Revenue Hours/Total Pay Hours – Percent Change
- Total Operating Expenses/Revenue Hours – Totals
- Total Operating Expenses/Revenue Hours – Percent Change
- Total Operating Expenses/Revenue Miles – Totals
- Total Operating Expenses/Revenue Miles – Percent Change
- Vehicle Maintenance Expense/Revenue Hours – Totals
- Vehicle Maintenance Expense/Revenue Hours – Percent Change
- General Administration Expense/Revenue Hours – Totals
- General Administration Expense/Revenue Hours – Percent Change
- Average Age of Active Fleet – Totals
- Average Age of Active Fleet – Percent Change
- Trips per Capita – Totals
- Trips per Capita – Percent Change
- Passenger Trips per Revenue Hours – Totals
- Passenger Trips per Revenue Hours – Percent Change

At the conclusion of Mr. Aiello’s presentation, Mr. Kuehne asked if the information could be placed on TANK website for further review by the public. Mr. Aiello indicated it was a good idea and would post on the site with no problem. Mr. McCoy also informed the Board the information was being shared with the fiscal courts to allow them to see how well we are doing.

Mr. Aiello indicated we will report back in October when we will hold a Combined Committee meeting to discuss the next step in developing our plan and strategy.

FINANCE COMMITTEE – Mr. Kuehne

- Mr. Kuehne reported the committee did not meet. He said that each person was emailed a copy of the Purchase of Gillig Buses for 2018 for review. Mr. Kuehne asked Mr. Aiello to review this with the Board. Mr. Aiello reported we normally order our buses in the October/November time frame. He indicated our existing contract with Gillig ends at the end of September this year, so we are moving ahead to have the discussion now. The contract has a limit as to the number of buses we can order off of the contract and the Federal Transit Administration also limits the quantity of buses we are allowed to purchase:
  1. You must place all orders within the five-year period of the contract;
2. You can only order as many buses as your “material requirement” need warrants during that five year period. TANK has calculated our material requirement based on the number of buses retired, the number of buses needed for expansion of our service, and the number of buses that are old enough to be retired but have not yet been replaced.

Mr. Aiello reported that we have calculated this “material requirement” number. The FTA limit will allow us to purchase five more buses off of this contract. We have the opportunity to purchase these buses off of this contract before it expires at the price that is favorable because it was locked in in 2011. Mr. Aiello reported that we asked the manufacturer for pricing. There is a formula within the contract based on the PPI index. Gillig made the PPI adjustment and then include the pre-wire costs from Xerox, like we did the last order, and this creates the total price as listed in the purchase memo.

Mr. Aiello indicated if the Board takes action tonight, these buses will go in the manufacturing lineup to arrive February 2018.

Mr. Aiello recommends to the TANK Board of Directors approval to issue a purchase order in accordance with our approved five-year procurement contract with Gillig LLC for the purchase of five forty foot low-floor diesel transit buses at a cost of $418,261 per unit plus a three percent (3%) contingency for vehicle technology equipment and final design for a total of $2,154,044 with the delivery date to be February/March of 2018. (See Enclosed) Mr. Parsons made the motion to approve the purchased of five forty foot low-floor diesel transit buses at a cost of $418,261 per unit plus a 3% contingency for vehicle technology equipment and final design for a total of $2,154,044. Mr. McCoy seconded the motion. MOTION PASSED.

OPERATIONS & SAFETY COMMITTEE – Mr. Kuehne

- Mr. Kuehne reported the Operations & Safety Committee did not meet.

GENERAL MANAGERS REPORT – Mr. Aiello

- Mr. Aiello reported on the following:
  - Mr. Aiello reported we again provided Riverfest service before and after the fireworks. He thanked the TANK staff, operations, communications and maintenance, for an outstanding job. The weather was beautiful. We carried 3422 people, a few more than last year. Our goal is to break even – charging a $6.00 fare. After all of the expenses incurred we ended up making $469. The staff did an excellent job and he thanked them for all of their hard work.

Mr. Kuehne said each month he likes to report on ridership and miles. He reported last month we carried slightly fewer than 300,000 people and the miles traveled were just over 400,000.
GENERAL COUNSEL REPORT – Mr. Duncan

- Mr. Duncan provided a brief follow-up on a couple of claims issues that had been discussed. He indicated Mr. Lockman was able to resolve these claims, within or below the discussed amount. If you have any questions please contact Mr. Lockman, Mr. Aiello or himself.

AUDIENCE RECOGNITION – Mr. Kuehne

- Mr. Kuehne asked for Audience Recognition.
  - Mr. Bill Howard, an Erlanger City Council member, stated that from time to time a former City employee will come back and tell the Council how much they appreciated working for the City. Mr. Howard informed the Board he is recent retiree from TANK. He worked for TANK for 37 years and retired on August 25th. Mr. Howard thanked the Board and his managers for allowing him the 37 years of employment. It was a wonderful time – good time overall and made a lot of friends. Mr. Howard said that TANK is doing a fantastic job and wanted to thank TANK. Mr. Kuehne thanked him for his years of service and the Board acknowledged Mr. Howard with a round of applause.

OLD BUSINESS – Mr. Kuehne

- Mr. Kuehne asked for Old Business and there was none.

NEW BUSINESS – Mr. Kuehne

- Mr. Kuehne asked for New Business and there was none.

Mr. Kuehne requested a motion to adjourn the meeting. Mr. McCoy made the motion to adjourn the Board Meeting. The motion was seconded by Mrs. Miller. MOTION PASSED.

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