

**TRANSIT AUTHORITY OF NORTHERN KENTUCKY**  
**Board of Directors**  
**May 10, 2017**

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The Board of Directors meeting was called to order at 5:30 p.m., Wednesday, May 10, 2017 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. Dave Anneken called the roll. In attendance were: Mr. Ed Kuehne, Board Chair; Mr. Timothy Donoghue, Board Vice-Chair; 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; Mr. Dave Anneken, Secretary/Treasurer and Mrs. Nancye McClanahan, Executive Assistant.

Absent from the meeting was: Mr. Steve McCoy and Mr. Brian Ellerman.

Mr. Kuehne requested a motion to approve the minutes of April 12, 2017 Board Meeting. *Mr. Donoghue made a motion to approve the April 12, 2017 Board minutes. Mrs. Miller seconded the motion. MOTION PASSED.*

**PLANNING & MARKETING COMMITTEE – Mrs. Miller**

- Mrs. Miller said she would defer the report to the General Manager as everything will be included in his report.

**FINANCE COMMITTEE – Mr. Kuehne**

- Mr. Kuehne reported the committee met on Tuesday, May 2<sup>nd</sup> and reviewed the draft budget for the new fiscal year. He indicated the committee reviewed the proposed changes to the bus routes that were changed from the original draft. He asked Mr. Aiello to discuss the proposed changes to the agreement.

Mr. Aiello thanked the Board for attending last month's meeting where we heard a lot of feedback from customers. He indicated that some Board members attended the Campbell County meeting the following week. Mr. Aiello reviewed the process with the Board. He said we received dozens and dozens of comments through the different avenues available – emails, phone calls, letters, and people attending the public meetings. A summary was provided to each Board member that included every individual comment submitted related to the proposed service changes.

As staff, we responded to those comments by making adjustments to the proposed service change. Those adjustments were reviewed with all three Board committees and those adjustments were made to be responsive in as much as possible to what we heard from our customers and community members. Mr. Aiello said that staff recommended the Board consider an amended service proposal and we walked through some minor

adjustments to the proposal. He said if the Board approves that service adjustment, as amended based on public comment, we can then wait to hear for final funding approval from the three counties. At this point, it is up to the Board to give approval for staff to move forward with the amended proposal.

***Mr. Parsons made a motion to approve the amended service proposal as it relates to the #11 and #20 routes in Ft. Thomas and Newport.*** However, he said he wanted to commend staff and others in the community for coming up with some solutions that will work. He feels this shows we do listen when we get comments. Sometimes when people come into government they think their comments don't matter. The comments/suggestions that were made encouraged staff to go back and to see if there was a better way. ***The motion was seconded by Mrs. Miller.***

Mr. Kuehne showed the packet of public comments we received and reviewed.  
***MOTION PASSED.***

- Mr. Kuehne asked Mr. Aiello to discuss the next *Action Item*. Mr. Aiello reported we discussed in the Finance Committee the release of an RFP for Audit services. We are at the end of our five-year contract with our current auditing firm. We received proposals from four qualified auditing firms. A selection memo was sent to the Finance Committee members earlier this week for their review. Mr. Aiello pointed out, per the ranking; we had two firms that ranked toward the top with the preferred firm being *Clark Schaefer Hackett* with a score of 95.03 out of 100. We checked references and conducted an interview with the recommended firm. If approved by the Board, this would be a change from our current audit firm of Barnes Dennig which came in a close second. All proposals received were very professional. However, *Clark Schaefer Hackett's* proposal stood out as the most advantageous for TANK. They have extensive experience with other transit systems – COTA in Columbus, OH, SORTA in Cincinnati and others. We feel some of that expertise can be brought to bear to make TANK even better. Mr. Aiello said this is the recommendation from staff to be considered by the Finance Committee and the Board. (See attached)

***Mr. Sogar made a motion to approve the recommendation by staff to approve Clark Schaefer Hackett as TANK's new auditing firm. Mr. Donoghue seconded the motion.*** Mr. Parsons indicated he was very pleased with the recommendation as he feels in the public sector after five years it is a good practice to change auditors. He indicated some firms at the end of their contract are not permitted to submit a proposal. Mr. Aiello said we did not put any restrictions on this RFP. We scored all four proposals regardless of who was the incumbent or not and this is how the scoring came out based on the criteria set forth in the RFP. Mr. Parsons said he feels after five years it is a good practice to move to another firm and Mr. Voelker agreed. ***MOTION PASSED.***

- Mr. Kuehne asked Mr. Aiello to comment on the recent Triennial Review at TANK. Mr. Aiello indicated we discussed this topic in each of the committee meetings last week. Every three years the Federal Transit Administration (FTA) comes to TANK to conduct an evaluation. The results of the review were provided to all three committees and are included in your Board packet. There are seventeen review areas that literally cover hundreds of different federal regulations and thousands of pages of documentations to support our approach to that review. Mr. Aiello said there were two very minor findings – one pertained to the ADA and the other was related to our grant management system. The fixes are in process and almost complete. So we will have no problem responding to the FTA in closing those items out very quickly. Overall, it was a very positive review. The reviewers had very positive things to say about the TANK organization. He thanked staff for their hard work in preparing for this review.

#### **OPERATIONS & SAFETY COMMITTEE – Mr. Donoghue**

- Mr. Donoghue reported the Operations and Safety committee met on Wednesday, May 3<sup>rd</sup>. Mr. Donoghue reported Mr. Lockman told the committee we had 5 preventable accidents in April compared to 16 preventable accidents April 2016. We had a really good month. He said this comes out to 4.76 accidents per 400,000 miles driven. April 2016 was 14.51 accidents per 400,000 miles driven. Mr. Donoghue reported, year-to-date, we are at 23 preventable accidents compared to 33 last year. This puts us at 5.34 accidents per 400,000 miles driven compared to 7.62 accidents for 2016. Mr. Donoghue said Mr. Lockman pointed out we are trending in the right direction and hopefully this will continue the remainder of the year.
- Mr. Donoghue indicated he would like to remind the drivers to have a second driver available when they are backing up and if not please get out of the bus and do a walk-around or circle-of-safety. He said two of our accidents could have been easily prevented if these procedures had been followed – still it was a good month and congratulated the drivers.

#### **GENERAL MANAGERS REPORT – Mr. Aiello**

- Mr. Aiello indicated that most of what we have in the report has been covered in other reports – the budget, service adjustments and Triennial review. He said unless there are any questions he had nothing further to report.

#### **GENERAL COUNSEL REPORT – Mr. Duncan**

- Mr. Duncan indicated he had nothing to report at this time.

**AUDIENCE RECOGNITION – Mr. Kuehne**

- Mr. Kuehne asked for Audience Recognition and there was none.

**OLD BUSINESS – Mr. Kuehne**

- Mr. Kuehne reported that May is National Bike Month. He reported there is a bike rack on the front of every one of TANK's buses. The bike racks are easy to use and take just a few seconds to board. Mr. Kuehne stated that TANK is celebrating Bike to Work Day on Friday, May 19<sup>th</sup>. Any customer that brings a bike along on their ride that day will ride TANK for free.

**NEW BUSINESS – Mr. Kuehne**

- Mr. Kuehne reported the need for the Board to go into Executive Session. *Pursuant to KRS 61.810(1)(c) we need to go into Executive Session for "Discussions of proposed or pending litigation against or on behalf of the public agency."*
- *Mr. Sogar made the motion to go into Executive Session. The motion was seconded by Mr. Donoghue. MOTION PASSED.*
- *Mr. Donoghue made the motion to come out of Executive Session. Mr. Voelker seconded the motion. MOTION PASSED.*
- Mr. Kuehne reported that *no action* was taken during the Session.

***Mr. Kuehne requested a motion to adjourn the meeting. Mr. Parsons 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

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**David L. Anneken, Secretary-Treasurer**

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**Ed Kuehne, Board Chair**

