



TANK Board of Directors Meeting

September 9, 2020

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

ATTENDANCE, Board Members:

- Brian Ellerman, Chair
- Ed Kuehne, Vice-Chair
- Tim Donoghue
- Jim Parsons
- Laura Thompson
- Gina Rittinger
- Scott Guenther
- Dave Sogar
- Bill Voelker

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, Manager of Finance
- Lyndi Whiteker, Performance Analyst / Procurement Specialist

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 August 12th, 2020 Board Minutes.

Motion: Tim Donoghue
 Second: Dave Sogar
 Discussion: None
 Action: **Motion Passed**, Unanimously

REPORTS:

RAMP Fare Proposal

Mr. Aiello reminded the committee that the TANK System Redesign included a recommendation to review the RAMP service area. After discussions with County stakeholders and the Board, the recommendation was to charge the current fare (\$2.50) in the strict ADA-required portion of the RAMP service area and to charge a higher fare (\$5.00) in the areas that are within the RAMP boundary, but outside of the strict ADA-required boundary.

Gina Douthat reviewed the public involvement process. This recommendation was sent to all RAMP customers and TANK asked for their feedback on the proposal. TANK asked for feedback via letter, phone, email, etc. TANK did not receive any formal comments through that process – just a handful of questions regarding the client’s location relative to the boundary.

The feedback process culminated with a public hearing which was held earlier today via Zoom and Facebook live. Two people attended the meeting. One was a customer. She expressed concerns about increasing the fare while she is on a fixed income. The other attendee was a staff person for New Perceptions (an adult workshop for people with disabilities). He expressed concern that some of his clients would not be able to afford the fare increase.

Staff discussed the Project RAMP fund – a non-profit fund to assist lower-income passengers with their RAMP fare.

Overall, the feedback was much less than what we have seen with previous fare and service proposals.

Mr. Parsons asked about the amount of additional revenue TANK would see if the proposal was adopted. Mr. Aiello said that the additional revenue would be minor – the larger purpose of the proposal is to help slow the growth of the most expensive trips in the RAMP system (those in the outlying areas).

Ms. Thompson discussed the Project RAMP program. She asked if the logistics of the Project RAMP program are burdensome to the customer. She also asked about the timing of the Program review and application. She wants to be sure that the timing of the application process lines up with the potential fare increase.

Motion to approve the RAMP fare proposal to charge the current fare (\$2.50) in the strict ADA-required portion of the RAMP service area and to charge a higher fare (\$5.00) in the areas that are within the current RAMP boundary, but outside of the strict ADA-required boundary..

Motion: Jim Parsons

Second: Scott Guenther

Discussion: No further discussion.

Action: **Motion Passed**, 7-2 with Kuehne and Thompson voting no, all others voting yes.

Finance Committee Report

July FY20 Financial Statement

Mr. Parsons reviewed the statement for July - the first month of the new fiscal year. Ridership is down due to the pandemic. Passenger revenue is down as well - TANK was not charging fares during the month of July. The good news is that expenses were down as well, and the finances are, therefore, in decent shape for the month.



Procurement Policy Update

Mr. Parsons reported that the Procurement Policy is being updated to reflect updates in Kentucky purchasing law and to better align Board approvals with state thresholds.

In addition to the \$30,000 threshold listed in the policy, it was discussed by the committee that they would like to see any non-budgeted or emergency purchases over \$10,000 to be brought to the Board for approval or for notification, respectively. That has been incorporated into the proposed policy. (See Attached)

Motion that the TANK Board of Directors approve the updated Policy #08, Purchasing Procedures as presented.

Motion: Jim Parsons
Second: Bill Voelker
Discussion: None.
Action: **Motion Passed**, Unanimously

Sweeper/Scrubber

Mr. Parsons reported that TANK’s current sweeper/scrubber is over eight years old and regularly incurs costly repairs. Staff released an RFP in June and received two responses; Karcher and Tennant. The evaluation committee scored the proposals and recommended the Tennant machine.

There is a cost difference between the two proposals. The Karcher proposal was significantly less, by about \$17,000. However, the committee scored the Tennant proposal higher in terms of ease of use and safety. The staff selection committee found that the Karcher machine controls were not user-friendly and caused some line-of-sight and safety challenges. The evaluation committee was able to demo both machines.

Recommend the TANK Board of Directors approve the proposal from Tennant for a sweeper/scrubber in the amount of \$70,202. (See Attached Memo)

Motion: Jim Parsons
Second: Scott Guenther
Discussion: None
Action: **Motion Passed**, Unanimously

PEM Units

Mr. Parsons reviewed with the Board the memo related to the replacement of two Print Encoding Machines (PEM) for bus passes. They are related to TANK’s fare collection system supplied by GFI, are proprietary in nature, and will require a sole source procurement.

The price is deemed to be fair and reasonable. The first units were purchased in 2009 for \$14,000 each. The current price is \$16,169 each – an increase around 1.5% per year.



Recommend the TANK Board of Directors approve the purchase of two PEM units from GFI/Genfare in the amount of \$32,338. (See Attached Memo)

Motion: Jim Parsons
Second: Ed Kuehne
Discussion: None
Action: **Motion Passed**, Unanimously

Maintenance Uniform Contract

Mr. Parsons reviewed with the Board the memo related to TANK’s maintenance uniform contract. This contract covers the lease of maintenance uniforms, towels, dust mops, mats for the facility, etc. Two responses were received, Cintas and Unifirst.

The evaluation committee scored the proposals and recommends Cintas for the contract. The scoring was very close. Cintas was slightly less expensive than Unifirst.

Mr. Parsons noted that he would not be making the recommendation because Cintas is a client of his employer (KMK Law). Mr. Parsons was not involved with selection process and will be abstaining from the vote as well.

Recommend the TANK Board of Directors approve a three-year contract for uniform services to Cintas with a maximum amount of \$76,323. (See Attached Memo)

Motion: Laura Thompson
Second: Tim Donoghue
Discussion: None
Action: **Motion Passed**, Unanimously

Board Secretary-Treasurer

Mr. Parsons discussed the role of the Secretary of the Board of Directors. TANK’s by-laws call for a “Secretary-Treasurer” and that person should not be a member of the Board. Last year, the Director of Finance was named the Treasurer and the Executive Assistant was named the Secretary. Now that the Executive Assistant has retired and the position is not planned to be filled, the committee (and the staff) recommend the Director of Finance to serve as the Board’s Secretary-Treasurer.

Recommend the Director of Finance serve as the Board’s Secretary-Treasurer.

Motion: Jim Parsons
Second: Dave Sogar
Discussion: None
Action: **Motion Passed**, Unanimously



Planning & Marketing Committee Report

TANK System Redesign Update: Fare Simplification Draft Proposal

Gina Douthat discussed with the Board that the TANK System Redesign included several non-service recommendations. One was to simplify TANK’s complicated fare structure. TANK staff is working on a few scenarios and discussed those with the Board.

After a lengthy discussion, it was decided by the Board that we needed more time to consider this item and asked that it be tabled. Staff will schedule more time to meet to discuss this item with the Board.

Operations & Safety Committee Report

Safety Stats

In August of 2019 we had 8 preventable accidents. In August of 2020, we had 4 preventable accidents. Year-to-date, we have had 38 preventable accidents; last year at this time we had 54.

TANK Service and Workforce Levels

Mr. Donoghue provided an update on TANK’s service levels and workforce levels. At the outset of the pandemic, TANK reduced service levels to 50% (Sunday service). On June 20th, those service levels increased to 90% (weekday service without the Southbank Shuttle and #35X). TANK remains at this 90% service level.

The pandemic has had a negative impact on TANK’s ability to recruit and hire fixed-route bus operators. There are multiple contributing factors. Nearly all of the external processes TANK relies upon to hire (background checks, physicals, drug screens, etc.) are experiencing significant delays. Also, the applicant base is extremely limited despite our increased marketing efforts. Work is being done to help improve these factors. However, in the meantime, there is a need to incentivize operators to fill work so that TANK can maintain consistent and reliable service to our community. The TANK management team and ATU have agreed upon a few temporary incentives for operators to fill work on their off days. This is planned to go into effect next week. Staff will keep the Board posted.

Wi-Fi Bus Video Download

Sean O’Leary referred to the memo related to the wireless infrastructure and software needed to allow TANK staff to wirelessly download video files from TANK’s revenue vehicles. They are related to TANK’s mobile camera system supplied by Seon, are proprietary in nature, and will require a sole source procurement.



The price is deemed to be fair and reasonable based on comparable quotes from other agencies. This project would be funded with federal safety and security grant funding and would not impact that TANK operating budget.

Recommend the TANK Board of Directors approve the purchase of the wireless infrastructure and video download software from Seon in the amount of \$90,856.50. (See Attached Memo)

Motion: Tim Donoghue
Second: Gina Rittinger
Discussion: None
Action: **Motion Passed**, Unanimously

Architecture & Engineering Contract, RFQ 2020.08

Lyndi Whiteker referred to the memo related to RFQ 2020.08. In June, TANK issued an RFQ for Architecture & Engineering & Construction Management services to support TANK’s capital development activities. We received 14 submissions in response to the RFQ. The highest qualified firms were identified in each area of expertise. The evaluation committee is recommending award of three, five-year task-order contracts to the highest qualified firm in each area as follows:

- MSA Design for Architecture
- DLZ for Engineering
- Star Consultants for Construction Management

TANK would enter into a five-year task order contract with each firm not to exceed \$150,000 each. Any individual task order over \$30,000 would require Board approval.

Recommend the TANK Board of Directors approve the General Manager to enter into a five-year task order contract with the firms listed above. (See Attached Memo)

Motion: Tim Donoghue
Second: Laura Thompson
Discussion: None
Action: **Motion Passed**, Unanimously

General Manager’s Report

None.

OLD BUSINESS:

None.



NEW BUSINESS:

Tim Donoghue asked if we could draft a letter to go to the business community to boost Project RAMP funding.

GENERAL COUNSEL’S REPORT:

None.

AUDIENCE RECOGNITION:

A few comments came from the public. Some were related to the TANK System Redesign. Staff is directing those commenters to check out the final recommendations on the TANK website.

One commenter stated that they did not like the idea of increasing fares on RAMP.

EXECUTIVE SESSION:

Motion was made to go into Executive Session under KRS 61.810(1)(c) to discuss pending litigation. It was noted that no action would be taken in Executive Session.

Motion: Tim Donoghue
Second: Ed Kuehne
Discussion: None
Action: **Motion Passed**, Unanimously

Motion to adjourn the Executive Session. It was noted that no action was taken during the Executive Session.

Motion: Tim Donoghue
Second: Scott Guenther
Discussion: None
Action: **Motion Passed**, Unanimously

ADJOURN:

Motion to adjourn the meeting.

Motion: Tim Donoghue
Second: Scott Guenther
Discussion: None
Action: **Motion Passed**, Unanimously, 6:58 p.m.