



**TANK Board of Directors Meeting**

May 11, 2022  
Call to Order: 5:30 p.m.  
3375 Madison Pk., Ft. Wright, KY

**CALL TO ORDER AND PLEDGE:**

Mr. Guenther called the meeting to order and asked all to stand for the Pledge of Allegiance.

**ATTENDANCE, Board Members:**

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

**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
- Bill Hock, Director of Maintenance
- Lyndi Whiteker, Performance Analysis/Procurement Specialist

**AUDIENCE RECOGNITION:**

Aaron Wolfe-Bertling, resident and trainer at the Campbell County YMCA, spoke to the Board. He told the Board that he has noticed that transportation is a significant challenge to those seeking employment and access to services throughout the region. He wanted to know more about why we can’t provide more services. It was discussed that TANK is currently only operating 85% of its planned service due to driver/staffing shortages. Staff would follow up with Mr. Wolfe-Bertling for more detailed discussion in the following weeks.

**APPROVAL OF MINUTES:**

*Motion to approve the April 12, 2022 Board Minutes.*

Motion: Ed Kuehne  
Second: Tim Donoghue  
Discussion: None  
Action: **Motion Passed**, Unanimously. Brian Ellerman abstained as he did not attend that meeting.



**REPORTS:**

**Pension Committee**

Ms. Douthat provided the Board with an update from the Pension Committee. She referred to the minutes that are in the Board packet. She stated that the committee requested that the plan attorneys update the plan and consider two minor plan changes. She stated that the plan has been updated to reflect current rules/laws related to the pension. Also, two additional options for vested employees have been recommended by the committee. She described those options as contained in the packet and stated that the actuary has determined that neither of the changes would have a negative impact on the long-term health of the plan. She mentioned that changes would require a vote of the pension membership to take place at the end of May.

Board action would be required to adopt these changes only after the membership votes to approve the changes.

She also informed the Board that the third-party actuarial firm is now conducting retirement benefit calculations for the Committee and that is going well.

**March FY 2022 Financial Statements**

Mr. Fuchs reviewed the March TFY22 financial statement. Compared to last year-to-date, ridership has gained 7.6%. Compared to March of last year, fixed route ridership gained 9.3% and demand-response ridership continued its strong recovery, gaining 29.7%.

Passenger revenues were \$52,327 more than the budget. Operating expenses were over budget for the month by \$234,641 – this is mostly due to the six-month retention incentive that was paid in March. Year-to-date, TANK expenses are running under budget by \$376,536.

**Operator and Service Levels**

Mr. Aiello stated that TANK is operating about 85% of service levels. Hiring and retaining operators is the major challenge. Retention has improved, but the pipeline of applicants and hiring has slowed a bit. Competition from other transportation providers is significant. Internally, we have a new service pick for June that will help a bit. We reassess our service level every two weeks and will report back to the Board every month.

**IT Managed Services Contract (ACTION)**

Ms. Douthat provided a summary of the procurement process for an IT Managed Services contractor. She referenced the memo in the packet. The procurement process had two steps. Four written proposals were received and, based on the scoring of those proposals, two firms were selected to conduct a full audit of TANK’s IT system before providing a final quote for services.

The two short-listed firms were 4BIS and C-Forward. The two firms' final proposals were slightly different in approach. One firm (4BIS) proposed an all-inclusive price for services and the other (C-Forward) proposed a base price with a-la-carte pricing for additional services (such as new user setup, etc.). The 4BIS proposal was ranked the highest by the committee but was not the lowest cost proposal. Staff made an estimate of a-la-carte services that would be required under the C-Forward proposal and determined that the final pricing would be very close between the two vendors (4BIS was estimated to be about \$20,000 more expensive over the five-year term of the contract). With this said, the committee still ranked 4BIS as the preferred vendor due to their comprehensive approach to services, cyber security expertise, and that the fixed, all-inclusive price will not result in budget overages.

Mr. Donoghue asked about response time. Ms. Douthat stated that the contractor's issue resolution time during office hours is within an hour. Evening and weekend times are within two hours.

Ms. Douthat confirmed that the firm that was not selected also recommended approximately \$80,000 in additional up-front infrastructure work that would be in addition to their set fees.

*Recommend approval to authorize the General Manager to execute a 5-year contract with 4BIS.COM, Inc. at a total cost not to exceed \$777,600.00 for IT Managed Services.*

Motion: Bill Voelker  
Second: Dave Sogar  
Discussion: None  
Action: **Motion Passed**, Unanimously

### **CVG Pedestrian Crossing**

Andrew Aiello referred the Board to the maps and memo in their packet. He explained how the Route #2X operates to/from the CVG Airport campus and its routing to/through the DHL and Amazon facilities.

He explained the ongoing difficulties that TANK has had serving the Amazon bus stop. The current location of the stop requires TANK to follow a long detour using a temporary service road, resulting in a 5-to-10-minute delay every time the stop is served. If we were to serve the Amazon stop on every trip (and therefore use the detour on every trip) it would result in about \$125,000 of additional annual operating cost due to the associated delays.

The addition of a crosswalk would allow (in the short-term) for all passengers to use the current stop at DHL and use the crosswalk to safely access Amazon. In the long-term, the crosswalk would allow the bus to stay on Wendell Ford Boulevard and connect directly to the Florence area.

CVG has agreed to install a crosswalk on Wendell Ford Boulevard and TANK is willing to help offset the cost of the crosswalk. This a unique situation in that almost 100% of the pedestrians

using the crosswalk would be bus passengers; there is no roadway network to allow the TANK bus to turn around or stop elsewhere; and the addition of the crosswalk would remove hours and miles of delay each day from the TANK operation.

CVG proposes to build a signalized, pedestrian-only crossing on Wendell Ford Boulevard. The crossing will be a “High Intensity Activated Crosswalk” (HAWK). The total project cost (engineering, design, construction, and construction management) is estimated to be around \$350,000 to \$375,000.

TANK and CVG have reached a tentative agreement (pending approval from the TANK Board of Directors) that TANK would pay for the engineering, design, and construction management (not to exceed \$110,776.31) and CVG would pay for the construction and any remaining project costs.

The engineering, design, and construction management services will be provided by CVG’s on-call engineering firm, Palmer Engineering. They have provided a quote and scope of services (attached). This firm was selected through a public competitive procurement process led by CVG. TANK has copies of that procurement file.

TANK and CVG will develop a formal MOU to document the project partnership and understanding. The major points to be made in the MOU are outlined in the Board packet.

Mr. Sogar asked why CVG doesn’t pay for it. Mr. Kuehne asked if Amazon has been included in the discussions about this and asked why they don’t pay for it. Mr. Aiello said that both CVG and Amazon have been in discussions with TANK over the last two years. This is not everyone’s preferred solution, but this is the solution that is the lowest cost to TANK and provides the most opportunity for future bus service to Florence.

It was asked if this would be funded with capital funds. Mr. Aiello stated that the current plan would be to use current year operating funds. We are currently running well under our operating budget for this year, we could use some of this savings to pay for this one-time capital improvement that will save future operating costs down the road.

Ms. Thompson stated that this is a long-term cost savings to TANK, it is also a significant safety improvement.

The point was made that the work has a public benefit, will be within the public right-of-way, and will be available for the whole public to use.

Mr. Guenther stated that he supports the project. He stated that he feels that TANK should want to provide relatively equal service to both DHL and Amazon and the crosswalk would allow us to do so. Also, from a fiscal sense, this is the most cost-effective way to do so.

Mr. Kuehne asked if we have reached out to the Counties to ask if they would fund the crosswalk and are we setting a precedent? Mr. Aiello stated that the unique nature of this situation is detailed in the memo and he does not believe that this would imply that TANK is responsible for all pedestrian amenities in the region.



*Recommend approval to authorize the General Manager to enter into an MOU with CVG in accordance with the May 6, 2022 memo, and to contribute \$110,776.31 to CVG for the implementation of this crosswalk project.*

Motion: Brian Ellerman

Second: Laura Thompson

Discussion: None

Action: **Motion Passed**, six yes votes (Donoghue, Ellerman, Guenther, Rittinger, Thompson and Voelker), one no vote (Sogar), one abstention (Kuehne).

**TANK Targets Strategic Plan Update**

Mr. Aiello referenced the one-page plan overview that is in the Board packet. He stated that there are no surprises in the updated plan. Rather, it has just been updated to reflect the major priorities and projects that the Board has discussed and approved over the last year.

**General Manager’s Report**

Mr. Aiello reminded the Board that a federal court lifted the TSA mask mandate on buses and TANK, therefore, stopped enforcing the mandate at the end of April. TANK’s internal Covid-19 task force continues to meet and things seem to be going smoothly on the bus.

He mentioned that TANK will be submitting three funding applications for funding under the Bipartisan Infrastructure Bill and OKI discretionary funding programs: diesel-to-hybrid conversion funding, replacement of the CAD/AVL system, and replacement paratransit vehicles.

**OLD BUSINESS:**

Mr. Kuehne challenged staff to go to OKI to see if they will contribute to the CVG sidewalk.

**NEW BUSINESS:**

None.

**GENERAL COUNSEL’S REPORT:**

No report this month.

**ADJOURN:**

*Motion to adjourn the meeting.*



# MINUTES

Motion: Tim Donoghue

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, Unanimously, 6:25 p.m.