



**TANK Board of Directors Meeting**

July 13, 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
- Gina Rittinger
- Ed Kuehne
- Laura Thompson
- Jim Parsons
- Bill Voelker
- Tim Donoghue

**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
- Frank Busofsky, Manager of Planning
- Gary McCulley, Assistant Director of Operations
- Erick Petersen, Manager of Scheduling
- Jen Gair, Manager of Human Resources
- Lyndi Whiteker, Data Analyst/Procurement Specialist

**AUDIENCE RECOGNITION:**

Mr. Guenther asked for Audience Recognition and there was none.

**APPROVAL OF MINUTES:**

*Motion to approve the June 8, 2022, Board Minutes.*

Motion: Tim Donoghue  
 Second: Bill Voelker  
 Discussion: None  
 Action: **Motion Passed**, Unanimously

**REPORTS:**



**Finance Committee Report**

**May FY 2022 Financial Statements**

Mr. Parsons stated that the committee did not have a quorum to act, but they covered a few informational items that he will share.

The financial statement for the month of May was reviewed. The trends that we had been seeing over the previous months continued. Ridership and passenger revenue are up while expenses remain below budget. Year-to-date expenses are under budget by \$776,702 and TANK has drawn \$1,309,124 less in operating expenses than budgeted.

**Equipment Disposition**

Mr. Parsons referenced the computer equipment disposition memo dated June 30<sup>th</sup>, 2022. This equipment has exceeded its useful life (between 6 and 8 years old) and will be properly disposed through an electronics recycling operation.

*Motion to declare as surplus property the equipment listed in the memo dated June 30, 2022.*

- Motion: Jim Parsons
- Second: Tim Donoghue
- Discussion: None
- Action: **Motion Passed**, Unanimously

**Lextran Bus Lease**

Mr. Aiello stated that Lextran in Lexington, KY, is currently undergoing a significant change. Their long-term provider of paratransit/ADA services (Red Cross) will stop operating this service in the near future. Therefore, Lextran is exploring their options to sustain paratransit services. In doing so, they have reached out to other transit systems to ask if there are any paratransit vehicles available for lease while a long-term plan is established.

TANK has two paratransit vehicles that we could lease to Lextran. The vehicles are operable and could be leased under the same terms that we have previously leased vehicles to Lextran.

It remains to be seen if they will ultimately need the vehicles, but staff would like to be proactive and obtain board approval so there is no delay if indeed the need arises.

Mr. Parsons stated that staff confirmed that there are no significant costs in preparing these vehicles for Lextran’s use.

*Motion to allow staff to enter into a lease agreement with Lextran for their use of two paratransit vehicles, if needed by Lextran.*



Motion: Jim Parsons  
Second: Ed Kuehne

Discussion: Mr. Guenther asked if there if there were provisions in the lease agreement that would allow TANK to bring the buses back if we needed them in operation. Mr. Aiello stated that the lease agreement was month-to-month, so TANK could bring the buses back if needed.

Ms. Thompson asked if the lease agreement shielded TANK from risk when the buses are in use by Lextran. Mr. Aiello stated that the agreement does indeed shield TANK from risk created by Lextran’s use of the vehicles.

Action: **Motion Passed**, Unanimously

**FY 2023 Administrative Compensation Update**

Mr. Parsons gave an update on the TANK FY 2023 Administrative Compensation Update. He mentioned that this is an annual process and the adjustments for this fiscal year are a bit higher given the current labor market as well as inflationary pressures. He also noted that some of the entry-level, hourly positions are being increased to get closer to what the market is paying for similar jobs.

*Motion to approve the Fiscal Year 2023 Administrative Compensation Update.*

Motion: Jim Parsons  
Second: Dave Sogar

Discussion: Mr. Aiello restated that the proposed structure for FY 2023 shows increases in grades 2, 3, and 4. These three grades had minimum pay rates ranging from \$12.00 to \$14.36 per hour. Current market conditions make it difficult to recruit for hourly positions at these rates. Also, the other tables have been increased as well, about 5.5% for FY 2023, which is consistent with what we are seeing from the County Fiscal Courts.

Mr. Guenther stated that given the current market conditions and the strategic need to recruit and retain employees, he understands the need for the adjustment and finds it reasonable.

Action: **Motion Passed**, Unanimously

**Relaunch of the Southbank Shuttle**

Mr. Parsons noted that operator levels are now at the point to allow TANK to relaunch the Southbank Shuttle in August. TANK staff will be notifying the public in August and this will include a significant marketing push, press releases, etc. The exact date has not yet been identified, but it will be before the end of August.

**Planning & Marketing Committee Report**

**Alternative Fuels Study Update**

Mr. Busofsky reminded the Board that we have begun the Alternative Fuels Study in partnership with Cincinnati Metro and Butler County Regional Transit Authority. The project consultant, WSP, is currently collecting baseline information from each agency. This includes both some of the physical and operating characteristics of each agency. Also, the consultant will be providing a “state of the practice” report. It will help us understand how each new technology is performing in real world operation. If an alternative fuel vehicle recommendation is made, a “transition plan” is also part of the consultant work (and is also required by FTA).

**50<sup>th</sup> Anniversary Update**

Ms. Douthat referenced the presentation in the board packet outlining some of the activities planned for the celebration of TANK’s 50<sup>th</sup> Anniversary. There will be three major events this fall:

- Partner Event, Thursday, September 15<sup>th</sup>
- Employee Event, Friday, September 16<sup>th</sup>
- Public Open House, Saturday, September 17<sup>th</sup>

She discussed some of the details of each event as well as some other promotional activities like \$0.50 fares, social media giveaways, customer appreciation events, and a special evening at a Florence Y’alls game.

Mr. Parsons suggested that we reach out to Mr. Dave Schneider to participate and help the community understand the history of how the voters supported the creation of TANK. Staff has contacted Mr. Schneider and he plans to attend the partner event.

**Operations & Safety Committee Report**

Mr. Donoghue stated that the Committee met on July 6<sup>th</sup>.

He stated that Mr. O’Leary reviewed the preventable collision report with the committee (attached). TANK had seven preventable collisions in June, most of which were minor and most of which involved newer operators. The committee discussed TANK’s approach to training new operators and the retraining they receive after they have a preventable collision.

Year to date, TANK has had 44 preventable collisions in 2022 compared to 50 in 2021.



**General Manager’s Report**

Mr. Aiello introduced two new staff members. Erick Petersen is TANK’s new Manager of Scheduling and he joins us with many years of experience in transit, most recently working for the Utah Transit Authority in Salt Lake City.

He also introduced Jen Gair, TANK’s Manager of Human Resources. Jen joins us with over seven years of HR experience, and she has been very busy helping TANK hire operators.

Mr. Aiello stated that relaunching the Southbank Shuttle is a big strategic victory for TANK. This is our best chance in the short-term to increase ridership and provide a service that serves an entirely different market than our current services. He thanked the entire staff for their hard work in making this happen.

The Regional Transit Collaborative meetings continue and are very productive. The last meeting focused on the regional FTA sub-allocation funding formula. This process has always been difficult and the Collaborative meetings have made it much easier and more transparent. The Collaborative will also be the place where we track the progress of the two ongoing regional studies (the gap analysis and the alternative fuel vehicle study).

The Brent Spence Bridge Advisory Committee is back in action after being dormant for seven years. TANK is a member of the committee. ODOT and KYTC are gearing up for implementing the project without tolls (thanks to the Bipartisan Infrastructure Law). The current timeline has the earliest traffic impacts occurring in 2025. More to follow.

With the help of Sean O’Leary and our broker (USI), we were able to renew all of the risk-based insurance lines (auto, liability, etc.) with only a modest increase.

Mr. Aiello reminded the Board that there was an audience member that addressed the Board a couple of months ago, Aaron Wolfe-Bertling representing St. Vincent DePaul. Staff has since met with Mr. Wolfe-Bertling and is learning about the transportation needs of the clients he serves.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**Officer Elections**

Mr. Duncan reminded the Board that the Bylaws require the Board to elect a Chair and Vice chair as the last item of business at the July meeting.

Incumbents are eligible to run and be elected for a second year.



# MINUTES

*Motion to continue with Mr. Guenther as Chair and Mr. Donoghue as Vice Chair.*

Motion: Bill Voelker  
Second: Laura Thompson

Discussion: Mr. Guenther stated that he would accept the nomination. Mr. Donoghue stated that he would accept the nomination.

Nominations were then closed.

Action: **Motion Passed**, Unanimously

**GENERAL COUNSEL’S REPORT:**

Mr. Duncan had no report.

**ADJOURN:**

*Motion to adjourn the meeting.*

Motion: Ed Kuehne  
Second: Gina Rittinger  
Discussion: None  
Action: **Motion Passed**, Unanimously, 6:03 p.m.