



TANK Board of Directors Meeting

November 9, 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
- Brian Ellerman
- Missy Miles
- Ed Kuehne
- Bill Voelker
- Jim Parsons
- Gina Rittinger
- Laura Thompson

ATTENDANCE, Staff/Other:

- Mike Duncan, Legal Counsel
- Gina Douthat, General Manager
- Sean O’Leary, Director of Operations
- Alex Fuchs, Director of Finance
- Bill Hock, Director of Maintenance
- Staff

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

Motion to approve the October 12, 2022 Board Minutes.

Motion: Ed Kuehne
Second: Bill Voelker
Discussion: None
Action: **Motion Passed**, unanimously.

Motion to approve the October 19, 2022 Board Minutes.

Motion: Bill Voelker
Second: Laura Thompson
Discussion: None
Action: **Motion Passed**, unanimously.

REPORTS:

FINANCE COMMITTEE
September FY 2022 Financial Statements

Mr. Parsons reported that ridership continues to steadily increase on all service types. Southbank Shuttle operated the full month of September. Monthly revenues are up over budget. Expenses are over budget this month due to timing issues and the payment of our retention incentive. Overall financial condition remains good.

Service Truck Purchase

TANK put out an RFP for a mechanic's service truck to support mobile maintenance operations and replace an existing truck that is beyond its useful life. TANK received two responses to the RFP. Proposals were evaluated based on project approach, firm qualifications/experience, price and it was determined that Fuller Ford scored highest.

Motion to issue a purchase order for a new mechanic service truck. Total cost of the truck is \$155,430.00 and will be purchased from Fuller Ford.

Motion: Jim Parsons

Second: Bill Voelker

Discussion: None

Action: **Motion Passed**, unanimously.

Staffing Challenges

TANK staff briefed the committee on ongoing challenges related to staffing fixed route bus operators. Retention and recruitment continue to be a challenge as we prepare to enter year three of service reductions.

Staff will provide additional detail at the December committee meeting as we work to address this critical issue.

PLANNING AND MARKETING COMMITTEE

Planning and Marketing meeting did not meet in November.

OPERATIONS COMMITTEE

Public Transportation Agency Safety Plan

Mr. McCulley provided background on changes that are now required to TANK's Public Transportation Agency Safety Plan, due to changes mandated by the Bipartisan Infrastructure Bill.

Transit agencies are required to maintain documents that describe their Safety Plan, including those related to implementation and results from processes and activities. TANK already has a board approved safety plan, however the changes will require Board Approval. The changes are outlined below and are highlighted in the plan document in yellow and red.

- Adding "Driver Assaults" to the safety statistics collected and reported
- Addition of language that references our responsibility to minimize exposure to infectious disease and our intention to follow guidelines of the Centers for Disease Control related to infectious disease.
- Outlining specifically the makeup of the TANK Safety Committee
- Addition of information re: the training program – TANK operators (and CDL Maintenance employees) complete a 6 to 8-week **training program** which includes TAPTCO's Transit Operator Development Course designed to improve safe operation of TANK vehicles as well as a de-escalation training course.



- Cleaning up dates and contact information for new plan

The Operations committee recommends adoption of the new PTASP as presented to the full board.

Motion: Bill Voelker
 Second: Ed Kuehne
 Discussion: None
 Action: **Motion Passed**, unanimously.

Preventable Accident Report

TANK had 6 accidents in October 2022, compared to 2 accidents in October 2021. Most were minor, with the majority held by employees with less than two years of experience. It was a good month and overall trends are favorable. Year to date, TANK has had 69.8 preventable collisions in 2022 compared to 83.7 during the same period in 2021.

BLINK

Mr. Busofsky updated the committee on ridership for BLINK. Although ridership was down from the 2019 BLINK event, we carried 5,456 passengers from the NKU Park and Ride and saw higher ridership on local routes for those four days. We continue to get positive feedback about the service we provided and the support from supervisors and office staff. These events generate a lot of community good will and are introduce a lot of non-riders to TANK.

GENERAL MANAGER REPORT

Ms. Douthat informed the Board that TANK held the first annual Wellness Fair this month. In conjunction with open enrollment, we invited all our benefits providers and vendors to be on-site to talk to employees about taking advantage of the many benefits offered. Jen Gair, HR Manager, did an enormous amount of work to ensure that all benefits offered to TANK employees were represented in the conference room at the vendor fair.

OLD BUSINESS: None

NEW BUSINESS: None

GENERAL COUNSEL’S REPORT:

ADJOURN:

Motion to adjourn the meeting.
 Motion: Brian Ellerman
 Second: Ed Kuehne
 Discussion: None
 Action: **Motion Passed**, unanimously, 5:50 p.m.

- All action items/motions in red.