



TANK Board of Directors Meeting

May 10, 2023

Call to Order: 5:30 p.m.

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
- Ed Kuehne
- Missy Miles
- Kimberly Rossetti
- Gina Rittinger
- Brian Ellerman
- Bill Voelker
- Jim Parsons

ATTENDANCE, Staff/Other:

- Gina Douthat, General Manager
- Mike Duncan, Legal Counsel
- Sean O’Leary, Deputy General Manager
- Bill Hock, Director of Maintenance
- Alex Fuchs, Director of Finance
- Renae Agramonte-Turner Director of HR/Admin
- Gary McCulley, Assistant Director of Operations
- Frank Busofsky, Assistant Director of Communications and Development
- Nic Wilkinson, Manager of Special Projects
- Jen Gair, Manager of HR
- Lyndi Whiteker, Performance Analyst
- Theresa Lustik, Manager of Safety and Training
- Tim McCulley, Manager of Transit Operations

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

Motion to approve the April 12, 2023 Board Minutes.

Motion: Brian Ellerman

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, unanimously.

REPORTS:

FINANCE COMMITTEE:



March FY 2023 Financial Statements

Mr. Parsons reported that ridership continues to steadily increase compared to last year on all services. Monthly passenger revenues are over budget for the month. Expenses are over budget this month and we are still over budget year to date, primarily due to some timing issues. Overall financial condition remains good.

Ridership/FY24 Budget Update

Mr. Parsons reported that the FY24 budget has been presented to all three counties and is under consideration by the fiscal courts. Mr. Parsons reminded the Board that we are currently dependent on federal operating assistance, provided by pandemic funding. Once federal operating funding is depleted, we will have a gap in operating funding that TANK staff will have to be well ahead of and planning for. To that end, staff will be doing a deep dive into ridership trends this fall, including some survey work, detailed analysis of ridership data and a review of routes so we can make service recommendations for near-term future budget years.

Phone System Replacement

Mr. Parsons reported that the staff has released an RFP for a new VOIP phone system to replace our legacy and outdated phone system. The new system will allow for greater functionality, flexibility and scalability and will allow us to add/reduce phone lines and call center functionality as needs change. TANK received ten proposals from seven vendors. The proposals were evaluated based on the identified evaluation criteria. Staff recommends the CBTS proposal.

Motion to authorize the General Manager to execute a 5-year contract between TANK and CBTS Technology Solutions for a VOIP phone system at a cost not to exceed \$106,000

Motion: Jim Parsons

Second: Bill Voelker

Discussion: None

Action: **Motion Passed**, unanimously.

PLANNING AND MARKETING COMMITTEE:

No action.

Mr. Kuehne reported that the committee met on May 2 and had a staff presentation on the upcoming August pick when two major things will happen:

- Local route service levels will return to “full service frequency”; and
- 2X route will connect to serve the Florence Hub, providing a direct link between the CVG airport and Florence.

OPERATIONS COMMITTEE:

Mr. Voelker reported that the committee met on May 3.

Staff presented the safety stats for April. TANK had 6 preventable accidents in April 2023 and a total of 22 preventable accidents for the calendar year so far.



As usual, most were minor – things like mirror clips and strikes that cause zero damage, and the majority of operators have been at TANK for less than a year.

Mr. Voelker reported the overview of the Operations department staffing changes over the last month:

- *Fixed Route Operators:* TANK is fully staffed but will continue to hire to have the amount budgeted for the August Pick’s return to full frequencies.
- *Supervision:* TANK is currently hiring one Supervisor.
- *Scheduling:* TANK is currently hiring a Manager of Scheduling. Erick Peterson provided notice that he was moving on to another position.
- *Special Service Operators:* TANK is looking for 3 Special Service, non-CDL operators and one Special Service coordinator.

Finally, Mr. Voelker introduced TANK’s new Manager of Safety and Training, Ms. Theresa Lustik who shared that we currently have 20 operators in training, nearing full staff levels. Full staff levels allow us to focus our efforts on refresher training and customer service training for all operators.

PENSION COMMITTEE:

Ms. Douthat reported that the Pension committee met on April 19 and received a first quarter investment performance update. She reported that the TANK auditor is nearing completion of the Pension audit and that the US Bank Pensioner portal is now available to all pensioners free of charge. They will receive information on that portal in a letter this month.

RESOLUTION 2023.02

In order for TANK to continue to participate in the Kentucky Deferred Comp plan (voluntary 457 and 401 (k) plans), TANK needs to execute a joinder agreement which authorizes Kentucky Deferred Comp to administer plans on behalf of TANK.

Motion to accept approve resolution 2023.02 and to authorize the General Manager to execute the joinder agreement between TANK and Kentucky Deferred Compensation Authority for TANK employee participation in KDC programs.

Motion: Jim Parsons

Second: Brian Ellerman

Discussion: None

Action: **Motion Passed**, unanimously.

GENERAL MANAGER REPORT:

Ms. Douthat reported that staff is preparing to evaluate the proposals for Health Benefit Brokerage services/consulting. This is typically a five-year contract to manage our health benefit enrollments and coverage. Additionally, in preparation for the administrative compensation presentation for the board in July, we have been working with Employee Resource Association and Director of HR to update the TANK job descriptions. We also began

work on a review of our admin compensation structure, reviewing pay ranges for jobs and conducting a market review, performance management strategy review in preparation for the board action in July to approve the updated performance matrix and job grades with pay ranges.

OLD BUSINESS: None

NEW BUSINESS: None

GENERAL COUNSEL:

Motion to Enter into Closed Executive Session pursuant to KRS 61.810(1)(c) – re: pending litigation.

Motion: Gina Rittinger

Second: Ed Kuehne

Discussion: No action will be taken after the closed session.

Action: **Motion Passed**, Unanimously.

Motion to exit Executive Session and return to normal meeting.

Motion: Ed Kuehne

Second: Bill Voelker

Discussion: None

Action: **Motion Passed**, Unanimously

ADJOURN:

Motion to adjourn the meeting.

Motion: Kimberly Rossetti

Second: Missy Miles

Discussion: None

Action: **Motion Passed**, Unanimously, 6:35 p.m.