



TANK Board of Directors Meeting

March 8, 2023
Call to Order: 5:30 p.m.
3375 Madison Pk., Ft. Wright, KY

CALL TO ORDER AND PLEDGE:

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

ATTENDANCE, Board Members:

- Brian Ellerman, Acting Chair
- Gina Rittinger
- Ed Kuehne
- Kimberly Rossetti
- Bill Voelker

ATTENDANCE, Staff/Other:

- Gina Douthat, General Manager
- Sean O’Leary, Deputy General Manager
- Alex Fuchs, Director of Finance
- Bill Hock, Director of Maintenance
- Staff

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

Motion to approve the February 8, 2023 Board Minutes.

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

REPORTS:

FY2022 AUDIT PRESENTATION - ACTION

Mr. Brad Billet from the auditing firm Clark Schaefer Hackett provided the Board with an overview of the results of the FY 2022 financial audit.

He stated that TANK’s finance team did an outstanding job preparing for the audit. This year was a smooth audit, made easy by the finance team at TANK.

He reviewed the process used in conducting the audit and noted that the firm also contracted to do the additional work associated with the Pension audit (for the first time) so the audit process has been a bit different this year, going through both audits simultaneously.

He reviewed a summary of the three parts of the audit issued:

- Financial Statement opinions- “unmodified” or “clean” opinion, free of material misstatements. This is the best opinion given.
- the internal controls/ **GASB** report (no deficiencies or weaknesses and no non-compliance)
- the Single Audit (required because TANK receives more than \$750,000 of federal funds) (no deficiencies, weaknesses, and an “unmodified” or “clean” opinion).

This is a significant accomplishment and congratulations are in order for the Finance team.

He reviewed the overall financial position of the Authority through a series of slides.

He also reviewed the recommendations from the “Management Letter.” Mr. Ellerman referenced the recommendation that TANK staff finalize the uniform policies and procedures document. Mr. Fuchs indicated that the document is underway and is 65% complete, and will be complete well in advance of the next audit cycle.

Mr. Ellerman thanked Alex Fuchs and his team for their outstanding work in managing TANK’s financial systems and for their excellent preparation for the annual audit.

Motion to accept the Audited Fiscal Year 2022 Financial Report.

Motion: Kimberly Rosetti

Second: Gina Rittinger

Action: **Motion Passed**, Unanimously

COMMITTEE MEETINGS WERE NOT HELD.

January FY 2023 Financial Statements

Ms. Douthat reported that ridership continues to steadily increase on fixed routes. Monthly passenger revenues are up over budget. Expenses are under budget this month, while still over budget year to date. Overall financial condition remains good.

CAD/AVL PROCUREMENT

Ms. Whiteker reviewed the procurement process for CAD/AVL. TANK currently utilizes OrbCAD (Conduent) for its CAD/AVL system. Our current CAD/AVL system is at the end of useful life and the operating system is no longer supported. The CAD/AVL system is an essential component of the day-to-day operations infrastructure of TANK.

In anticipation of replacement of this critical piece of infrastructure, TANK released an RFP to solicit proposals. We received seven proposals. Three proposers scoring the highest were invited to make presentations o thet evaluation committee and subsequently asked to submit a revised/final proposal. The committee scored these final proposals, resulting in an award recommendation of the Avail system. The Avail proposal was determined to represent the best combination of technical quality and price reasonableness.



MINUTES

The project will be funded at 100% federal funding, included in TANK’s ARPA grant. The implementation schedule is a full 12 month schedule, with full implementation expected in May 2024.

Motion to authorize the General Manager to execute a 5-year contract between TANK and Avail Technologies at a total cost not to exceed \$4,240,499.45.

Motion: Bill Voelker
Second: Ed Kuehne
Action: **Motion Passed**, Unanimously

GENERAL MANAGER REPORT

Staff will be rescheduling a combined committee meeting for April in order to present the draft budget to the Board, for action at the April Board meeting.

OLD BUSINESS: None

NEW BUSINESS: None

GENERAL COUNSEL’s REPORT: None

ADJOURN:

Motion to adjourn the meeting.

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

- All action items/motions in red.