



TANK Board of Directors Meeting

June 14, 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.

IN ATTENDANCE, Board Members:

- Scott Guenther, Chair
- Ed Kuehne
- Missy Miles
- Brian Ellerman
- Bill Voelker
- Jim Parsons
- Laura Thompson

IN 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
- Lyndi Whiteker, Performance Analyst
- Theresa Lustik, Manager of Safety and Training
- Tim McCulley, Manager of Transit Operations
- Kail Clifton, Manager of Special Services
- Cassandra Burke, Manager of Scheduling
- Natalia Gardner, Human Resources Generalist

AUDIENCE RECOGNITION:

Karen Herdina, Ft. Thomas KY addressed the TANK Board. Ms. Herdina commended TANK on the Transit app for our fixed route users. She inquired about the possibility of having something similar for RAMP service, so that RAMP customers would be able to track their bus and know when to be ready within their pick-up window. She is aware of a few families that would be willing to test the functionality of the new customer facing components of the Q-Ride system.

This conversation was taken off-line and Mr. Clifton will follow up to get more information about the customers that may be willing to help test.

APPROVAL OF MINUTES:

Motion to approve the May 10, 2023 Board Minutes.

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

REPORTS:

FINANCE COMMITTEE:

The Finance Committee met on June 6, 2023. All members were present.

April FY 2023 Financial Statements

The committee reviewed the financial statements and the check register. There is nothing out of the ordinary in the financial statements for the month of April. We are continuing to see fixed route transit ridership increase year over year. Operating revenue was up more than budgeted. Operating expenses are more than budgeted, as anticipated with some of the changes we made to encourage hiring of drivers. Overall financial condition remains good.

Health Insurance Broker

TANK hires a health insurance brokerage service to manage and administer health and ancillary benefits. There was an RFP issued by staff. We received 4 proposals to provide this service to TANK. After a full evaluation of the proposals, HORAN Associates received the highest score and the staff recommendation. Staff recommendation is to enter into a contract for up to five years with HORAN Associates for a total cost not to exceed \$222,000 over the five-year period.

Motion to approve the General Manager to execute a three year contract, with two one-year option terms between TANK and HORAN Associates, based on the terms and cost and as outlined in the June 2, 2023 memo from Lyndi Whiteker.

Motion: Jim Parsons
Second Missy Miles
Discussion:

Mr. Guenther asked for a review of the pricing rationale, as HORAN was not the lowest cost proposal.

Ms. Douthat described the evaluation process, indicating that when evaluating services proposals, we evaluate a multitude of criteria and, while price is always a consideration, the price is not a low-bid type of situation. We consider price as a function of value that the company or the vendor would bring. When we step back and look at the proposals the HORAN proposal did a really good job at displaying how they would use data to both improve our employees' accessibility to the insurance program, and to provide us with data so that we can make better decisions as we move along and make decisions about the health insurance that we're going to provide to our employees. As a function of value, their price was determined to be within reason and acceptable. I would note that the difference in cost between the most expensive provider and the least expensive provider was \$5,000 a year from most to least expensive. And this, again, is a five-year cost (including two option years).

Action: **Motion Passed**, unanimously.

FY24 Budget

Staff has heard back from all three counties as far as our draft budget approved for FY24. All three counties indicated they will move forward with approving the budget as presented and as a result of that the Finance committee recommends approval.

Motion to approve the final FY 24 budget as presented, with no changes from the draft initially approved by the board. Total FY24 operating plan is \$31,379,861.

Motion: Jim Parsons

Second: Laura Thompson

Discussion:

Mr. Parsons commented that the Board needs to continue to be aware that a significant amount of the budget includes money from the TANK reserves and federal dollars that have come in which we plan to rely less and less on over a series of years. We are going to have to seriously start looking at cost issues as we move forward and become as efficient as possible. Once the federal dollars are gone, that ultimately means the county's share of TANK would be much more than they're paying for now and we know that will be not be affordable or acceptable to our three counties in the future. Staff and the board will have some challenges in the future as we begin to wean off the federal dollars we are currently using to operate and determine how to cut expenses.

Action: **Motion Passed**, unanimously.

PLANNING AND MARKETING COMMITTEE:

- No Report

OPERATIONS COMMITTEE:

Mr. O'Leary reviewed the preventable collision report for the month of May. In May, we incurred 15 preventable collisions. 11 of the preventable collisions that happened in May were caused by employees that have less than a year of tenure. Out of the 15 incidents there were three that were significant, defined as \$3,000, or more damage. The operations and safety committee met this week and have outlined a series of topics for upcoming safety talks to address a lot of these issues. And of course, as always, we have a preventable collision policy in place where employees that were involved will go through refresher training as well.

GENERAL MANAGER REPORT:

Ms. Douthat reported that TANK will provide added service for the Taylor Swift concerts on June 30 and July 1. In other cities where she has performed the transit system is heavily used and the area around the stadium is overrun with pedestrians and people trying to get in or near to hear the concert. We are trying to alleviate some congestion issues by providing a park and ride at NKU and adding service to our 25 route. We will be offering the service for both the Friday and Saturday shows and will be putting lots of marketing out to promote that service.

We are also providing service in July, August and September, for the Kentucky Symphony Orchestra concerts at Devou Park from Covington Catholic HS. We've offered the KSO concert service for a lot of years and, due to the lack of parking in Devou Park, the service is popular.

OLD BUSINESS: None

NEW BUSINESS: July 4 would be committee meeting day for July, so committee meetings will be cancelled. Board meeting will be held on July 12.

GENERAL COUNSEL:

Mr. Duncan reminded the Board that according to our bylaws and statute that governs TANK, the Board elects officers as the last order of new business at the July meeting each year. Our bylaws provide that the chairman and vice chairman can serve two terms. Our current Chair and Vice Chair are completing their second term, so we will need to elect officers for the upcoming year. Our bylaws also require a rotation among the counties.

For the next year, the Board will elect a member from Boone County as chair and a member from Campbell County as Vice Chair.

ADJOURN:

Motion to adjourn the meeting.

Motion: Ed Kuehne

Second: Brian Ellerman

Discussion: None

Action: **Motion Passed**, Unanimously