



**TANK Board of Directors Meeting**

August 9, 2023

Call to Order: 5:30 p.m.

**CALL TO ORDER AND PLEDGE:**

Ms. Thompson called the meeting to order and asked all to stand for the Pledge of Allegiance.

**IN ATTENDANCE, Board Members:**

Brian Ellerman	Scott Guenther	Eric Hall
Gina Rittinger	Ed Kuehne	Kimberly Rossetti
	Missy Miles	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 C&D
- Nic Wilkinson, Manager of Special Projects
- Lyndi Whiteker, Performance Analyst
- Tim McCulley, Manager of Transit Operations
- Cassandra Burke, Manager of Scheduling
- Natalia Gardner, Human Resources Generalist

Mr. Eric Hall, new TANK Board member from Boone County introduced himself. Mr. Hall works for the City of Florence Public Works department.

**AUDIENCE RECOGNITION:** none

**APPROVAL OF MINUTES:**

*Motion to approve the July 12, 2023 Board Minutes.*

Motion: Ed Kuehne

Second: Gina Rittinger

Discussion: None

Action: **Motion Passed**, unanimously.

**REPORTS:**

**PENSION COMMITTEE:**

Pension committee met on July 19. Ms. Thompson described an overview of the market and portfolio reviews provided by Ken Donaldson of US Bank.

#### **FINANCE COMMITTEE:**

The Finance committee met on August 1.

#### **June FY 2023 Financial Statements**

Financial reports/statements have been submitted for the June 2023 period, which is the end of the FY23 reporting year. The operating expenses and revenues were both higher than planned for the year. The net result is that TANK drew down less in reserves than budgeted. The financial picture at year end was good.

#### **Administrative Employee Compensation FY24**

Ms. Agramonte-Turner reviewed the FY24 administrative compensation presentation and memo included in the packet. Each year, the board approves the compensation merit matrix for administrative employees as well as the job grades/pay ranges.

Staff used a compensation consultant to conduct a full review of the administrative positions, rewriting job descriptions, reviewing position pay bands within market. Based on the review, we updated the pay structure and grades. Staff addressed questions related to year over year compensation variance within the pay structure.

***Motion to approve the FY24 administrative grade structure and the FY24 administrative merit matrix as presented.***

Motion: Scott Guenther

Second: Missy Miles

Discussion: None

Action: Motion Passed, unanimously

#### **RAMP Bus Purchase**

Mr. Guenther reviewed the memo from Mr. Hock related to purchase of RAMP buses. We are entering the final year of the existing contract with Coach & Equipment Bus Sales.

Staff requests the Board to approve the purchase of six RAMP vehicles to replace vehicles at the end of their useful life. Pricing includes current and project PPI. Federal funding has been budgeted for this expense.

***Motion to approve a purchase order to Coach & Equipment Bus Sales, Inc. in accordance with our approved five-year procurement contract, for the purchase of six (6) paratransit buses at a cost of \$114,811 per unit plus a three percent (3%) contingency for vehicle technology equipment and final design for a total not to exceed \$709,532***

Motion: Kimberly Rossetti

Second: Eric Hall

Discussion: None

Action: Motion Passed, unanimously

#### **Maintenance Uniform Contract**

Mr. Guenther reviewed the staff memo to purchase Maintenance uniforms from Cintas for a term of three years plus up to two 1-year options. The RFP was sent to four potential uniform bidders, but we only received one proposal. This is a budgeted expense.

***Motion for Approval to authorize the General Manager or designee to execute a 3-year contract with two 1-Year Option terms between TANK and Cintas Corporation for***

***Maintenance uniform rental and laundry service for uniforms and shop towels, not to exceed \$131,500.00 over the five-year term.***

Motion: Eric Hall

Second: Missy Miles

Discussion: None

Action: Motion Passed, unanimously

### **Tire Contract- Option Year**

Mr. Guenther reviewed the staff memo to exercise an option year on the existing contract for tire services with Goodyear. The total contract was a three year contract with up to two additional option years. This is the first option year.

This is a budgeted expense in the operating budget.

***Motion to exercise the first option year of our current contract with the Goodyear Tire and Rubber Company, Inc. for \$255,693 plus a reserve contingency of 5% for possible mileage variations that may occur during the term of the contract. Contract option amount not to exceed \$268,478.***

Motion: Ed Kuehne

Second: Eric Hall

Discussion: None

Action: Motion Passed, unanimously

### **Inventory Report and Obsolete Parts Disposal**

Mr. Guenther reviewed the staff memo related to the inventory count and disposal of obsolete parts. AT the end of FY23 the Maintenance team conducted a full physical inventory. The memo outlines the inventory deficiency and value of obsolete parts now slated for disposal. It was noted that staff has undertaken measures to ensure this kind of discrepancy does not happen in the future, including more frequent inventory counts.

***Motion to accept Inventory report as presented in memo (dated July 3, 2023) and to declare obsolete parts (1949 items with 950 individual part numbers) with a total value of \$87,855.08 as surplus property. As surplus, the items will be cataloged and removed as scrap or sold through an on-line auction and/or advertised sealed bid based upon the value of the parts.***

Motion: Scott Guenther

Second: Gina Rittinger

Discussion: None

Action: Motion Passed, unanimously

### **PLANNING AND MARKETING COMMITTEE:**

Mr. Kuehne reviewed the discussion that occurred at the August 1 Planning and Marketing committee meeting.

Ridership FY23 summary- August 2022 was the first time that we saw a big jump compared to the previous year, the same month. Each month of FY23 continued that year-over-year increase in the 20+% range. Although ridership is still well below our 2019 numbers, there's some cause for optimism, seeing the level of growth that occurred in FY23.

We continue to market our services. This fall we have quite a bit of advertising, marketing and community promotion/outreach happening. This will be to promote our services overall as well as the changes to the Airport route, now serving Florence.

**OPERATIONS COMMITTEE:**

Ms. Miles discussed the upcoming August work pick. With the August service change, we will be adding service to the 2X. That route will be extended to serve the Florence Hub. CVG is nearing completion on a pedestrian crossing connecting the Amazon AirHub and DHL facilities to allow for safe pedestrian crossings. Once that crosswalk is complete, the route will be able to serve both DHL and Amazon AirHub with equitable bus service. The safe crossing to stops on both sides of the street will also prevent the need for a turn-around (which has been challenging to find in that area). The August expansion of the route to the Florence Hub will be a huge benefit for our Boone County/Dixie Highway area residents that work at and around the airport. Currently those customers must take their local bus to Cincinnati and transfer there to a CVG bus. The travel time savings with the new connection will be significant.

Ms. Miles reviewed the July safety and preventable collision report. In July, there were four preventable accidents, making a total of 54 for the year so far. As usual, the majority were minor with little damage and attributable to new operators with less than one year of driving experience.

Ms. Miles announced that Mr. Clifton will give a presentation to the Board at the September meeting on the RAMP service.

**GENERAL MANAGER REPORT:**

TANK held our all-employee meetings in July. This is our one-time each quarter to get all of our employees together for important communication.

**OLD BUSINESS:**

**NEW BUSINESS:**

Mr. Ellerman initiated a discussion related to overall ridership trends and how the pandemic impacted already declining ridership. He requested that staff come up with a plan to address the changing trends of ridership, learn how our current riders are using the system, the needs of the community that we may not be meeting and look at what changes may be necessary to stabilize the system and ridership for the future. This plan should take into consideration the federal funding “cliff” that we will experience as federal operating funds run out.

**GENERAL COUNSEL:**

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

Motion: Scott Guenther

Second: Ed Kuehne

Discussion: None

Action: Motion Passed, unanimously

***Motion to come out of Closed Executive Session pursuant to KRS 61.810(1)(c) – re: pending litigation***

Motion: Ed Kuehne

Second: Kimberly Rossetti

Discussion: None

Action: Motion Passed, unanimously

**ADJOURN:**

***Motion to adjourn the meeting at 6:30 p.m.***

Motion: Brian Ellerman

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, Unanimously