



**TANK Board of Directors Meeting**

September 13, 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
Bill Voelker	Ed Kuehne	Laura Thompson
	Missy Miles	

**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
- Kail Clifton, Manager of Special Services
- Gary McCulley, Assistant Director of Operations
- Nic Wilkinson, Manager of Special Projects
- Lyndi Whiteker, Performance Analyst
- Tim McCulley, Manager of Transit Operations
- Cassandra Burke, Manager of Scheduling
- Theresa Lustik, Manager of Safety and Training
- Natalia Gardner, Human Resources Generalist
- Makayla Turner, Human Resources Generalist

**AUDIENCE RECOGNITION:** none

**APPROVAL OF MINUTES:**

*Motion to approve the August 9, 2023 Board Minutes.*

Motion: Ed Kuehne

Second: Eric Hall

Discussion: None

Action: **Motion Passed**, unanimously.

**REPORTS:**

**FINANCE COMMITTEE:**

The Finance committee met on September 5.

**July FY 2023 Financial Statements**

Financial reports/statements have been submitted for July 2023, the first month of the FY24 reporting year. The operating expenses and revenues were less than planned for the month. Ridership continued to show increases – up over 31% from August FY23. The financial picture as we begin the fiscal year is positive.

**MSA Architectural/Design/Engineering in Admin area**

Mr. Hock reported. In 2020, we performed an RFQ to identify architecture, services, engineering, and contract administration firms. Those three firms were each approved for \$150,000 of work to be performed over the five-year contract. To date, we've spent \$78,700 with our architecture firm. This next list of projects for the administrative area centers around HVAC controls and repairs, some ADA repairs in the restrooms, which will require a full remodel of the restrooms, lighting and upgrades to the drivers' amenities and the boardroom and a couple other small office issues that need to be addressed. When we seek bids, we expect this total project will cost about \$1.1 million. The cost for the architecture and engineering for this project is about \$117,000, which would mean we would need the board to approve an additional spend of \$46,700 with MSA, bringing that new total from \$150,000 to \$196,700. This expenditure was included in our capital budget and will be federally funded.

***Motion to approve an increase in the current contract amount with MSA Design for architectural/design services by an additional \$46,700, bringing the new total cost of services performed by MSA under our agreement to \$196,700.***

Motion: Brian Ellerman

Second: Scott Guenther

Discussion: None

Action: Motion Passed, unanimously

**DLZ Engineering in Maintenance area**

Mr. Hock reported. We've identified approximately \$1.5 million of projects to be completed in the maintenance and parking areas of the building. These are all centered around HVAC, air quality and air quality, safety, repairs, and upgrades. \$150,000 was approved for the engineering vendor- DLZ in 2020. To date, we've spent \$43,000. This new project will come in at a cost not to exceed \$246,749 for engineering these projects. With the money previously spent, we would ask the board to allow us to amend the contract an additional \$139,995.60 (also federally funded and included in the budget).

***Motion to approve an increase in the current contract amount with DLZ Design for engineering/design services by an additional \$139,995.60, bringing the new total cost of services performed by DLZ under our agreement to \$289,995.60.***

Motion: Brian Ellerman

Second: Scott Guenther

Discussion: None

Action: Motion Passed, unanimously

### **Conduent Support Renewal**

Mr. O’Leary presented. The existing CAD/AVL system requires support through spring when the new CAD/AVL system will be operational. The service and maintenance contract will assist in keeping the older system working through the end of its’ life.

***Motion to approve a contract between TANK and Conduent at a total cost not to exceed \$71,231.00 for current CAD/AVL system support.***

Motion: Brian Ellerman

Second: Missy Miles

Discussion: None

Action: Motion Passed, unanimously

### **Phone System Equipment Disposal**

Staff is requesting approval to dispose of old phone system equipment that has been replaced and has no further purpose or value. The equipment must be declared obsolete and disposed of through appropriate electronic recycling.

***Motion to declare old phone system equipment obsolete and to give staff approval to dispose of the obsolete equipment.***

Motion: Ed Kuehne

Second: Bill Voelker

Discussion: None

Action: Motion Passed, unanimously

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

Committee did not meet. Mr. Kuehne announced that Gina Rittinger will take over as chair of the P&M committee next month.

### **OPERATIONS COMMITTEE:**

The committee met on 9/6/2023. Ms. Miles provided an update on TANK Riverfest service. We provided park & ride service from NKU for the event. Ridership was about 1,000 trips throughout the evening. We charged a premium service -\$6 roundtrip- for the event. We also partnered with Covington and Newport to provide support buses for their operation to block traffic/streets and provide a cool station for their police officers/workers. Ridership for this event was lower than past years. We will evaluate to determine if this is something we will continue to offer in future years.

Ms. Miles reviewed the July safety and preventable collision report. In July, there were 10.1 preventable accidents, making a total of 64 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. She gave information on the TANK retraining program for operators and reviewed discussion had by the committee related to training.

Mr. Clifton provided an in-depth update on the RAMP program.

**GENERAL MANAGER REPORT:**

We have completed the migration of our ETMS enterprise software to the cloud. Phone system replacement is complete.

TANK received the 5307 system of the year award from the Office of Transportation Delivery at KYTC. We will provide free rides on 9/22 for Car Free Day.

Frank Busofsky resigned, so we are in the process of recruiting a Senior Planner.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Ms. Douthat discussed that the Devou Good Foundation has approached TANK to provide free rides on TANK for early polling days in November. Their goal is to provide unencumbered access to early voting for all people. They hope to work with TANK to subsidize the revenue lost by providing free rides. All TANK rides would be free on November 2-4, 2023. She will continue to work with the Foundation to finalize the arrangement, based on board discussion and final financial support proposal.

**GENERAL COUNSEL:**

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

Motion: Bill Voelker

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: Bill Voelker

Discussion: None

Action: Motion Passed, unanimously

***Motion to authorize the General Manager to enter into a settlement agreement as outlined by General Counsel and to sign the check to fund the settlement consistent with Mr. Duncan's report.***

Motion: Scott Guenther

Second: Bill Voelker

Discussion: None

Action: Motion Passed, unanimously

**ADJOURN:**

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

Motion: Ed Kuehne

Second: Missy Miles

Discussion: None

Action: **Motion Passed**, Unanimously