



MINUTES

TANK Board Meeting

July 10, 2024

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:

| | | |
|----------------|----------------|-------------------|
| | Ed Kuehne | Eric Hall |
| Lisa Cooper | Scott Guenther | Laura Thompson |
| Gina Rittinger | Missy Miles | Kimberly Rossetti |

IN ATTENDANCE, Staff/Other:

- Michael Duncan, Board Attorney
- Gina Douthat, General Manager
- William Hock, Director of Maintenance
- Gary McCulley, Asst. Director of Operations
- John Young, Director of Operations
- Jacob Morris, Manager of Accounting
- Nic Wilkinson, Project Manager
- Olivia Tussey, Senior Planner
- Kail Clifton, Manager Special Services

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

ACTION ITEM:

Motion to approve the June 26, 2024 Board Meeting Minutes.

Motion: Lisa Cooper

Second: Missy Miles

Discussion: None

Action: **Motion Passed**, unanimously.

FINANCE COMMITTEE

May Financial Statements

Ms. Douthat provided a brief overview of the May FY24 financial statements.

Ridership: Fixed route ridership was higher by about 3.3% from the previous year. Revenues for May were down \$19,529 less than budgeted; year-to-date, we are operating under budget by \$1.1 million, or about 4% under budget.

Hoist Installation IFB/Award

Mr. Hock reported that we issued an IFB for the removal and installation of three hoists in the maintenance garage. The IFB was sent to 24 bidders, and was a 2nd procurement attempt. We received one bid for \$631,490.00, which was determined to be reasonable as it is within 2% of the independent cost estimate. The contract will be a firm fixed unit price contract and is a federally funded project.

ACTION ITEM:

Motion to approve a contract with Norman Story and Associates at a total cost of \$631,490.00 for removal of old and installation of new bus hoists.

Motion: Eric Hall

Second: Gina Rittinger

Discussion: Questions asked and answered--

Why are existing hoists being replaced? They are beyond their useful life and have created some safety concerns.

Is the amount we are requesting in the budget? Yes, the capital budget included funding for this project.

Action: **Motion Passed**, unanimously.

KY League of Cities Participation Resolution 2025.01

Ms. Douthat reported that TANK has shopped our general Liability, Property, and Auto insurance programs. The highest-value proposal came from the KY League of Cities. To join the KLC Insurance program, the TANK board will need to pass the resolution to authorize TANK's participation in the Interlocal agreement for KLC Insurance Services and to approve the joint and cooperative insurance program.

ACTION ITEM:

Approval of Resolution NO. 2025.01, which approves TANK's participation in the Kentucky League of Cities joint and cooperative program for self-insurance and insurance; authorizes the execution of the "Interlocal Cooperation Agreement to establish the Kentucky League of Cities Insurance Services"; and approves the articles of association and bylaws of the KLC Insurance Services.

Motion: Eric Hall

Second: Ed Kuehne

Discussion: None

Abstained: Scott Guenther

Action: **Motion Passed**, unanimously, with one abstention.

GM Report:

The preventable accident report is on the last page of the packet. August Board meeting will be held at the Kenton County Fiscal Court chambers.

NEW BUSINESS:

Board Elections

Mr. Duncan walked the Board through the election of officers. Pursuant to TANK's by-laws, it is time for officer elections. Nominations for Chair from Campbell County and Vice-Chair from Kenton County were taken. Each position will be elected for a one-year term.

Motion to Nominate Gina Rittinger, Campbell County, to the position of Chair of the Board.

Motion: Kimberly Rossetti

Action: Motion Passed, unanimously

Motion to Nominate Ed Kuehne, Kenton County, to the position of Vice-Chair of the Board.

Motion: Scott Guenther

Action: Motion Passed, unanimously

GENERAL COUNSEL:

No further report

ADJOURN:

Motion to adjourn the meeting at 6:00 p.m.

Motion: Scott Guenther

Second: Eric Hall

Discussion: None

Action: **Motion Passed**, Unanimously