



MINUTES

TANK Board Meeting

August 14, 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:

Brian Ellerman	Ed Kuehne	Eric Hall
Lisa Cooper	Scott Guenther	
Gina Rittinger	Missy Miles	

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
- Sutton Rowley, Manager of Financial Planning & Analysis
- Kail Clifton, Manager Special Services

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

ACTION ITEM:

Motion to approve the July 10, 2024 Board Meeting Minutes.

Motion: Ed Kuehne

Second: Eric Hall

Discussion: None

Action: **Motion Passed**, unanimously.

FINANCE COMMITTEE

June Financial Statements

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

Revenues for June were \$54,509 less than budgeted; year-to-date, we ended the fiscal year under budget by \$1.27 million. KPI stats and ridership information reporting are still being finalized due to some issues related to our new finance employee's access to software systems. The final fiscal year ridership will be sent out as soon as it's available.

Award of Option Year for Goodyear Tire Service contract

Mr. Hock reported that staff is seeking approval to exercise the fifth-year option of our existing contract with Goodyear Tire and Rubber Company, as allowed in IFB 2020-01.

ACTION ITEM:

Motion to approve the fifth-year option with Goodyear Tire and Rubber Company, Inc. for service and tire leasing at a total cost of \$267,761.00.

Motion: Eric Hall
Second: Missy Miles
Discussion: Questions asked and answered--
Action: **Motion Passed**, unanimously.

Administrative Compensation FY 2025

Ms. Douthat provided information related to the admin compensation for FY25. The work done in FY24 to do a full compensation review, market price positions, etc. was fully implemented in FY24. For FY25, we have made two adjustments: increased the grades by 3% and revised the performance matrix for the 3.5% budget. Staff recommended the approval of the new merit matrix and grades.

ACTION ITEM:

Approval of the FY2025 administrative pay structure and performance merit matrix for FY2025.

Motion: Scott Guenther
Second: Ed Kuehne
Discussion: None
Action: **Motion Passed**, unanimously.

Ms. Douthat provided an update on the pension committee discussion from early August. The pension committee will be working with our actuary over the next year to flesh out some options for the future health of the pension plan. The plan requires a match from TANK, but is wholly owned and managed by employees. There has been discussion over the years of investigating other options that may provide a more robust benefit for employees, while not affecting the current pensioners that depend on their TANK pension today. The pension committee will keep the TANK Board Finance committee apprised of the progress in these discussions and will provide a formal update biannually.

Microtransit/TANK Plus

Microtransit service in Campbell County, in a zone that includes part of Fort Thomas, the southern part of Newport, Southgate, Melbourne, Highland Heights, Cold Spring, and Silver Grove, began on August 13th. That morning, we held a ribbon-cutting ceremony at the Campbell County Senior Center to celebrate the addition of service in the county. We had great participation, with the entire fiscal court, remarks by Judge Executive Steve Pendery. Each city had a representative at the event to show support. We will be carefully monitoring the service.

PLANNING AND MARKETING COMMITTEE

Ms. Douthat provided an update on the Substandard Route Review process, which is held annually so that we can compare routes to a standard and can evaluate the performance of the routes operated. This Substandard Route Review provides data related to cost, ridership and efficiency. The data will allow us to continue to evaluate our overall service makeup and make decisions regarding the future of service and recommendations for service changes. Another tool that will help us when making decisions about service is the new Transit Equity index, which uses census data to help predict areas of transit need.

Strategic Communications

Ms. Douthat provided information related to FRP 2024.09 for Strategic Communications services. The RFP was released and sent to 30 firms. TANK received four complete proposals. Following the evaluation process, the team recommended awarding the contract to Vehr Communications, who received the highest score in the evaluation process. The contract will be for a two year period at a total cost not to exceed \$163,000.

ACTION ITEM:

Approval of a two-year contract for Strategic Communications services for an amount not to exceed \$163,000.

Motion: Ed Kuehne

Second: Scott Guenther

Discussion: Mr. Guenther requested information related to the cost difference, as the selected firms proposal included a higher cost/hourly rate than the 2nd place firm. Ms. Douthat indicated that, while the Vehr pricing was offered at a higher hourly rate, their specific and direct experience in transit, and complicated strategic communication work related to transit gave them a higher score overall.

Action: **Motion Passed**, unanimously.

OPERATIONS COMMITTEE

Ms. Miles provided an update on the Microtransit event and preparations for BLINK this October. Mr. Young provided an operations presentation on some of the operational data coming out of the new CAD/AVL system, as well as updated reporting on service, good news at TANK, data collection changes, driver scorecard and fixed route KPI's.

GM REPORT:

OLD BUSINESS:

None.

NEW BUSINESS:

None.

GENERAL COUNSEL:

No further report

ADJOURN:

Motion to adjourn the meeting at 6:08 p.m.

Motion: Eric Hall

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed**, Unanimously