



# MINUTES

## TANK Board Meeting

October 9, 2024

Call to Order: 5:30 p.m.

### CALL TO ORDER AND PLEDGE:

Ms. Rittinger 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
	Scott Guenther	Kimberly Rossetti
Gina Rittinger	Missy Miles	Laura Thompson

### IN ATTENDANCE, Staff/Other:

- Michael Duncan, Board Attorney
- Gina Douthat, General Manager
- William Hock, Director of Maintenance
- John Young, Director of Operations
- Renae Turner, Director of HR/Admin
- Lyndi Whiteker, Procurement Analyst
- Jacob Morris, Accounting Manager
- Nic Wilkinson, Project Manager

### AUDIENCE RECOGNITION:

Kenton County resident Hunter Kerzee addressed the board, pointing out errors in the online meeting location information. Staff acknowledged this error and noted it for correction.

### APPROVAL OF MINUTES:

#### **ACTION ITEM:**

***Motion to approve the Board Meeting Minutes for September 11.***

Motion: Ed Kuehne

Second: Kimberly Rossetti

Discussion: None

Action: **Motion Passed** unanimously.

### Reporting:

#### **FINANCE COMMITTEE**

##### **August Financial Statements**

Mr. Ellerman reported that the Finance Committee meeting was held on October 1, at which Mr. Rowley presented the August FY25 financial statements.

##### **Procurement Policy – Update**

Mr. Ellerman reported the need to update the TANK Procurement Policy to reflect changes to comply with the revised KY policy and FTA requirements. The changes include increasing limits for public bids and small purchases and addressing some feedback received at the 2024 Triennial Review. Mr. Duncan reviewed the policy before presentation to the committee.

#### **ACTION ITEM:**

***Motion to approve the revised Procurement Policy.***

Motion: Brian Ellerman  
Second: Missy Miles  
Discussion: None  
Action: **Motion Passed** unanimously.

#### **OPERATIONS COMMITTEE**

Mr. Young provided an update on the BLINK service, which TANK will be operating free of charge after 6 p.m. all four nights of the event. This significant community event includes multiple service detours, large crowds, and the need for additional supervisors and admin staff to provide customer assistance.

#### **GM REPORT:**

Gina Douthat reported TANK will provide free service on Election Day for all riders and all services. Ms. Douthat is serving in a leadership role on the transportation/mobility task force for ONE NKY.

Ms. Douthat requested board approval to dispose of defective computer equipment.

#### ***ACTION ITEM:***

***Motion to dispose of defective computer equipment as detailed in the memo from Nic Wilkinson, dated 10/7/2024.***

Motion: Scott Guenther  
Second: Brian Ellerman  
Discussion: None  
Action: **Motion Passed** unanimously.

Ms. Douthat updated on the Public Involvement process for the recommended fare increase and service reduction. Staff conducted two public meetings and provided an opportunity for approximately 30 days for written feedback on the proposals. We are now compiling the data and comments received into a format to assist us in decision-making. We will also produce an Equity Analysis for both the service change recommendation and the Fare Increase recommendation to determine if there is any disproportionate impact on minority or low-income populations. In November, staff will present the public involvement information and a final recommendation to the Board.

#### **OLD BUSINESS:**

None.

#### **NEW BUSINESS:**

None.

#### **GENERAL COUNSEL:**

Mr. Duncan did not have anything new to report.

#### **ADJOURN:**

***Motion to adjourn the meeting at 5:44 p.m.***

Motion: Laura Thompson  
Second: Scott Guenther  
Discussion: None  
Action: **Motion Passed**, Unanimously