



MINUTES

TANK Special Board Meeting – Combined Committee

March 4, 2025

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
Lisa Cooper	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
- Sutton Rowley, Manager of Financial Planning and Analysis
- Jacob Morris, Accounting Manager
- Renae Agramonte-Turner, Director of Admin and HR
- Gary McCulley, Asst. Director of Operations
- Jenny Kammes, Marketing Manager
- Nic Wilkinson, Mgr. of Special Projects

AUDIENCE RECOGNITION:

None.

Agenda Items:

1. Operating Budget

Gina Douthat went through the operating budget presentation for FY26. The budget presentation included:

- Background information leading up to the budget
- Expenses include reduction of service hours, reduction in fuel budget, includes continued operation of TANK+ in Campbell County and addition of one zone (area TBD)
- Revenue changes center around the ongoing plan to reduce the use of federal COVID-era funds for operating. For FY26, we plan to use \$3M in federal operating from this funding source. The COVID-era funds will be depleted in FY27.
- Update to the county funding formula. The board held discussions related to the funding formula, how it is determined. The formula consistently uses the November scheduled hours and miles to determine the formula (calculated in January). This is the schedule most in line with the budget timeline and is consistently how we have applied the formula. When Gina is meeting with the county officials, she will underline that issue so everyone is aware that the new formula does not factor in schedule changes going into effect at the end of March 2025.
- Budget includes a planning study to reimagine the service for the budget we have into the future.

- FY 26 Budget snapshot (compared to FY25) shows a decrease in overall budget of (1.6%) and increase in county subsidy of 5.8%
- TANK Board will be prepared with any questions related to the budget presentation at the March 12 meeting.
- Action to approve the approval of the draft FY26 budget will be requested at that time.

Budget Summary

	FY 2025		FY 2026	
	Labor	12%	Labor	4%
	fuel @ \$3.30		fuel @ \$2.71	
Operating Expense	\$32,077,471	2.2%	\$31,572,890	-1.6%
Local Capital Match	\$0		\$0	
Ridership (people)	2,341,313	10.0%	2,458,379	5.0%
Passenger Revenue	\$2,525,262	-16.0%	\$2,797,763	10.8%
Non Fare Revenue	\$5,091,199	-8.5%	\$5,294,847	4.0%
CARES/CRRSAA/ARPA	\$5,000,000	11.1%	\$3,000,000	-40.0%
County Contribution	\$19,461,010	6.3%	\$20,595,696	5.8%

2. Procurement – Hoist Installation

Mr. Hock presented the procurement process to remove and install seven hoists in the Maintenance department. TANK put out an IFB for this work, sending out 25 packages. We received just one bid, from the same contractor who has done this work for TANK previously.

The price offered by this sole bid is determined to be fair and reasonable based on it being within 5% of the cost to do work previously and our independent cost estimate.

The contract will be a fixed price contract and will be funded through our federal grant program.

ACTION ITEM:

Motion to approve the contract with Norman Story & Associates to removal (old) and install seven new hoists over the next two years at a price of \$220,751 per installation, not to exceed \$1,547,147 over the life of the contract.

Motion: Laura Thompson

Second: Brian Ellerman

Discussion: None

Action: **Motion Passed** unanimously.

3. PTASP Updates for 2025

Freddie Dukes presented the annual changes to the PTASP goals. The Public Transit Agency Safety Plan outlines our goals and safety planning and approach for the agency.

ACTION ITEM:

Motion to approve the updates to the PTASP as presented.

Motion: Scott Guenther

Second: Lisa Cooper

Discussion: None

Action: **Motion Passed** unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

GENERAL COUNSEL:

Mr. Duncan did not have anything new to report.

ADJOURN:

Motion to adjourn the meeting at 10:06 AM

Motion: Eric Hall

Second: Laura Thompson

Discussion: None

Action: **Motion Passed**, Unanimously