



MINUTES

TANK Board Meeting

March 12, 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:

	Ed Kuehne	Eric Hall
Lisa Cooper		
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
- Gary McCulley, Asst. Director of Operations
- Kail Clifton, Manager of Special Services
- Freddie Dukes, Training and Safety Manager
- Nic Wilkinson, Mgr. of Special Projects

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

ACTION ITEM:

Motion to approve the Board Meeting Minutes for February 12, 2025.

Motion: Lisa Cooper

Second: Eric Hall

Discussion: None

Action: **Motion Passed** unanimously.

ACTION ITEM:

Motion to approve the Board Meeting Minutes for March 4, 2025.

Motion: Ed Kuehne

Second: Missy Miles

Discussion: None

Action: **Motion Passed** unanimously.

Reporting:

FINANCE COMMITTEE

1. January Financial Statements

Mr. Rowley provided a summary of the January financial statements and operating stats. Sutton noted a decrease in ridership compared to January last year. Employee medical expenses were about \$195,000 below the YTD average. We are still operating in an over-budget status. However, fringe corrections continue to reduce the overage each month.

2. FY 26 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%

Budget Summary

	FY 2025		FY 2026	
	<i>Labor 12%</i>		<i>Labor 4%</i>	
	<i>fuel @ \$3.30</i>		<i>fuel @ \$2.71</i>	
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%

ACTION ITEM:

Motion to approve the FY26 Operating Budget.

Motion: Ed Kuehne

Second: Laura Thompson

Discussion: None

Action: **Motion Passed** unanimously.

GM REPORT:

Ms. Douthat provided the following updates:

- Service changes and fare increases become effective March 22, with ongoing communication efforts.
- A partnership with Kroger's Zero Hunger Zero Waste initiative offers a \$5 Kroger gift card to new TANK Plus users.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

GENERAL COUNSEL:

Mr. Duncan did not have anything new to report.

ADJOURN:

Motion to adjourn the meeting at 5:50 PM

Motion: Eric Hall

Second: Laura Thompson

Discussion: None

Action: **Motion Passed**, Unanimously