



MINUTES

TANK Board Meeting

April 9, 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:

Lisa Cooper	Scott Guenther	
Brian Ellerman		
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
- Jacob Morris, Accounting Manager
- Gary McCulley, Asst. Director of Operations
- Kail Clifton, Manager of Special Services
- Lyndi Whiteker, Performance and Procurement Analyst
- Nic Wilkinson, Mgr. of Special Projects

AUDIENCE RECOGNITION:

None.

APPROVAL OF MINUTES:

ACTION ITEM:

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

Motion: Lisa Cooper

Second: Missy Miles

Discussion: None

Action: **Motion Passed** unanimously.

Reporting: Committes did not meet, so staff provided reports.

1. February Financial Statements

Gina Douthat reviewed the February fiscal year 2025 financial statements, noting a 4% year-to-date ridership decrease from FY24 and a 13% decrease for the month of February due to bad weather. The expense side is slightly below budget, with wages and fringe benefits above budget, but employee medical expenses are still being credited from stop-loss insurance. Overall the budget is right on target.

2. HRIS Vendor Selection and Procurement review

Lyndi Whiteker reviewed the procurement procedure for HRIS software. TANK does not have a comprehensive HR and payroll solution. We put out a request for proposals and received 7 responses. After preliminary evaluation, we narrowed down further evaluation to three firms. Those vendors were asked to provide

demonstrations of their product and undergo additional Q&A, with the opportunity to provide a best and final offer. After presentations and demos and final evaluations by the committee, Day Force was the vendor with the highest score and the vendor staff recommends moving forward with.

In accordance with the April 4 memo from Lyndi Whiteker, TANK staff would like to enter into contract with Day Force for a term of 5 years (with 5 option years) for a complete HRIS solution at a cost not to exceed \$993,611.52.

ACTION ITEM:

Motion to approve the General Manager to enter into a contract for HRIS with DayForce, in accordance with Lyndi Whiteker memo dated 4/4/2025. The contract term will be for five years, with an option for an additional five years at a cost not to exceed \$993,611.52.

Motion: Scott Guenther

Second: Missy Miles

Discussion: The Board had discussion and questions related to the selection of the firm that was not the lowest cost provider. Staff described the two-step evaluation process and scoring.

Action: **Motion Passed** unanimously.

3. Vehicle Disposition

ACTION ITEM:

Motion to approve the disposition of four 40 foot transit buses which have exceeded their useful life. The buses are declared surplus property and can be sold.

Motion: Scott Guenther

Second: Lisa Cooper

Discussion: none

Action: **Motion Passed** unanimously.

4. IT Equipment Disposition

Motion to approve the disposition of miscellaneous computer equipment which has exceeded useful life. The equipment is declared surplus property and can be recycled for proper disposal.

Motion: Scott Guenther

Second: Missy Miles

Discussion: none

Action: **Motion Passed** unanimously.

GM REPORT: Provided by Gin Douthat

- TANK participated in the Reds Opening Day parade with an entry made by the talented TANK Maintenance and body shop team.

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: **Brian Ellerman**

Second: Lisa Cooper

Discussion: None

Action: **Motion Passed**, Unanimously