



# MINUTES

## TANK Board Meeting

June 11, 2025

Call to Order: 5:30 p.m.

### CALL TO ORDER:

Mr. Kuehne called the meeting to order.

### 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
- Sutton Rowley, Manager of Financial P&A
- Renae Agramonte-Turner, Director of Admin and HR
- Gary McCulley, Asst. Director of Operations
- Kail Clifton, Mgr. of Special Services
- Olivia Tussey, Senior Planner
- Lyndi Whiteker, Procurement Analyst
- Jacob Morris, Mgr. Accounting

### AUDIENCE RECOGNITION:

None

### APPROVAL OF MINUTES:

#### **ACTION ITEM:**

***Motion to approve the Board Meeting Minutes for May 14, 2025.***

Motion: Kimberly Rossetti

Second: Missy Miles

Discussion: None

Action: **Motion Passed** unanimously.

### AUDIT PRESENTATION:

Brad Billett from Clark Schaefer Hacket provided the FY24 Audit presentation. He reviewed the audit of the financial statements, reported on internal controls, and reviewed the management letter, which contains management recommendations.

The audit for fiscal year 2024 had an unmodified opinion, and CSH noted no significant deficiencies or material weaknesses. They did note two instances of non-compliance (also identified in the FTA Triennial Review) related to procurement and cash management. These issues were corrected, action plans were developed, and documentation was provided for both issues. These issues have been successfully resolved to FTA's satisfaction, and internal documentation and procedures have been updated to ensure future compliance.

Additionally, staff have taken the management letter recommendations and are actively working toward completion of the procedures that have been repeatedly recommended over the last several years.

**ACTION ITEM:**

***Motion to accept and file the FY24 Audit, as documented by Clark Schaefer Hackett.***

Motion: Laura Thompson

Second: Ed Kuehne

Discussion: None

Action: **Motion Passed** unanimously.

**Committee Reports:**

**1. April Financial Statements**

The April finance statement is included in the packet and was reviewed at the committee meeting. There were no questions related to the April financials. The financial position is positive.

**2. Drug and Alcohol Plan**

Rena Turner reported that TANK recently went through an FTA Drug and Alcohol audit. Through that audit, we discovered that our drug & alcohol policy was outdated in several areas. The auditors provided recommendations for a revised policy, which is now ready for approval by the TANK Board.

**ACTION ITEM:**

***Motion to approve the revised Drug and Alcohol policy, subject to review by attorney Michael Duncan.***

Motion: Scott Guenther

Second: Eric Hall

Discussion: none

Action: **Motion Passed** unanimously.

**3. TANK FY26 Operating Budget**

Ms. Douthat reported that all three fiscal courts have approved the TANK draft budget, with no changes. The budget is now ready for final approval by the TANK board. The budget has remained unchanged since the draft was approved in March.

**ACTION ITEM:**

***Motion to approve the final FY26 Operating Budget.***

Motion: Scott Guenther

Second: Laura Thompson

Discussion: none

Action: **Motion Passed** unanimously.

**4. Planning Study**

Ms. Whiteker presented the procurement process for the budgeted long-term transit development plan. The transit development plan will be the process we use to evaluate our existing transit network, discuss community expectations, and guide our future service delivery approach. The overarching goal of the plan is to provide a service model that is consistent with the TANK service area and future budget, while focusing on the needs of the transit-dependent population that we serve. We received two responses to the solicitation, both highly

qualified firms. An evaluation committee evaluated these proposals, and we invited the two firms for a presentation and interview. Following the interview, the proposal of Nelson Nygaard Consulting Associates was ranked the highest and is recommended for the award. They were able to describe similar projects showcasing their unique perspective and innovative approach to transit. Staff is requesting approval to award this contract to Nelson Nygaard at a total cost not to exceed \$309,503.15. A DBE goal is included in the contract.

**ACTION ITEM:**

***Motion to approve the General Manager to execute a one-year contract between TANK and Nelson Nygaard for a transit development plan, at a total cost not to exceed \$309,503.15.***

Motion: Brian Ellerman

Second: Eric Hall

Discussion: none

Action: **Motion Passed** unanimously.

**GM REPORT: Provided by Gina Douthat**

- Ms. Douthat provided the Board with talking points and a fact sheet to be used as a resource when advocating on behalf of the organization.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**ATTORNEY REPORT:**

Mike Duncan reminded the Board that Board officer elections will take place during New Business at the July Board meeting.

**ADJOURN:**

***ACTION ITEM: Motion to adjourn the meeting at 6:25 p.m.***

Motion: Ed Kuehne

Second: Laura Thompson

Discussion: none

Action: **Motion Passed** unanimously.