



**MINUTES**  
**TANK Board Meeting**

**March 3, 2026**

**Call to Order: 5:30PM**

**CALL TO ORDER**

The regular meeting of the Transit Authority of Northern Kentucky (TANK) Board of Directors was called to order at 5:30 PM by Ms. Rittinger Board Chair. The Pledge of Allegiance was recited.

**ROLL CALL**

**IN ATTENDANCE, Board Members:**

<b>Boone County</b>	<b>Kenton County</b>	<b>Campbell County</b>
Kimberly Rossetti	Scott Guenther	Gina Rittinger
Laura Thompson		Brian Ellerman
		Lisa Cooper

**IN ATTENDANCE, Staff/Other:**

Mike Duncan – Board Attorney
Gina Douthat – General Manager
John Young – Director of Operations
Gary McCulley – Assistant Director of Operations
Olivia Tussey – Transit Planner
Renae Agramonte-Turner – Director of HR
Jenny Kammes – Manager of Marketing
Scott Williams – Manager of IT
Sutton Rowley – Manager of Finance
Bill Hock – Director of Maintenance

Matthew Crowe – Board and External Affairs Coordinator
Kail Clifton- Special Services Manager
Jeff Bischoff- Transit Operations Manager
Jacob Morris- Manager of Accounting

A quorum was present.

### **PUBLIC COMMENTS**

The Chair asked if any members of the audience wished to address the Board. There were none.

### **APPROVAL OF MINUTES**

Motion by Ms. Cooper, seconded by Mr. Guenther, to approve the minutes of the March 11, 2026, Board meeting. Motion carried unanimously.

### **COMMITTEE REPORTS**

There were no committee meetings held in March 2026.

### **STAFF REPORTS**

#### **Review of February 2026 Financial Statements**

Sutton Rowley presented the February 2026 financial statements. Ridership for the month reflected a 9.4% gap compared to the same period in the prior year. Overall, TANK is running approximately \$558,000 under budget for the period. Of note, \$13,000 in new monthly revenue from Amazon has been added under special contractor services.

There were no questions from the Board.

#### **Review of Operations Statistics**

Director of Operations John Young presented the operational statistics report. He highlighted positive commendations received for TANK operators, which included descriptions such as professional, accommodating, and courteous. On-time performance has reached a record high of 77% over the past two years, up from a prior level of 71%. Mr. Young also noted significant improvement in preventable accidents: 132 in 2024, 108 in 2025, and a 30% year-over-year reduction through March 2026, which he attributed to the agency's ongoing safety culture initiative.

There were no questions from the Board.

#### **Accident and Safety Infractions Policy Update**

Mr. Young provided an informational update on the revised accident and safety infractions policy, which took effect April 1, 2026. No board action was required. The policy establishes a lifetime limit of 11 preventable accidents for any TANK employee. Mr. Young explained that the absence of a prior lifetime cap had created circumstances where an employee could accumulate a significant accident history over a long tenure by allowing older incidents to fall off the record. Research was conducted to establish an appropriate threshold, and the number was selected independently of any current employee's record. The General Manager confirmed that the policy implementation did not result in any employee separations. The policy will be incorporated into an updated employee handbook, which will be presented to the Board for approval at a future meeting.

### **General Counsel Report**

Board Attorney Mike Duncan provided an update on pending litigation, noting that TANK is currently at an all-time low in the number of active lawsuits. He attributed this improvement in significant part to the agency's focus on safety.

### **ACTION ITEMS**

#### **1. Financial Planning Software — Open Gov Contract Authorization**

(Board Packet, Page 21)

Sutton Rowley presented a recommendation to procure budgeting and financial planning software to replace TANK's current Excel-based budget model. A formal RFP was issued and four proposals were received. An evaluation committee consisting of Sutton Rowley, Jacob Morris and Nick Wilkinson assessed proposals across criteria including implementation approach, relevant experience, compatibility with TANK's existing systems, and price. Two of the four proposals were eliminated in the first round for failure to meet TANK's requirements. Of the two remaining finalists, the committee unanimously ranked Open Gov as the top choice. While not the lowest-cost option, Open Gov was selected for its intuitive user interface, strong implementation plan, and commitment to customer support—a priority given TANK's prior experience with the TMS implementation. The lowest-cost proposal was ranked last due to a low-tech interface, limited intuitiveness, and weaker alignment with evaluation criteria. The 10-year cost of the Open Gov contract is \$487,000, compared to \$376,000 for the lowest-cost proposal.

Motion by Ms. Rossetti, seconded by Mr. Ellerman, to authorize the General Manager or designee to execute a five-year contract with one five-year option term for financial planning software between TANK and Open Gov at a total 10-year cost not to exceed \$517,087.43. Motion carried unanimously.

#### **2. Declaration of Surplus Equipment**

(Board Packet, Page 24)

Bill Hock presented a memorandum dated March 25, 2026, requesting that the Board declare certain obsolete equipment as surplus property for disposal via online auction, advertised sealed bid, or recycling as scrap metal. The listed items included aging shop equipment and three vehicles from TANK's historic fleet. Staff noted that the vehicles are not considered to be of significant historical value and recommended their disposal.

Motion by Mr. Guenther, seconded by Ms. Cooper, to approve disposal of surplus vehicles and equipment per the memorandum of Bill Hock dated March 25, 2026. Motion carried unanimously.

### **3. Purchase Order — Six Low-Floor Hybrid Gillig Buses**

(Board Packet, Page 25)

Bill Hock presented a request to authorize the issuance of a purchase order for six low-floor hybrid Gillig buses for delivery in early 2028. The buses will replace vehicles that have reached or exceeded their 14-year useful life. Pricing was updated pursuant to the PPI index adjustment stipulated in TANK's existing contract with Gillig, reflecting an 11.77% increase of approximately \$99,000 per bus. The base updated unit price is \$841,870, with additions for CAD/AVL pre-wiring, a tie-strength belt system for wheelchair passengers, and a new EPA-mandated engine configuration, bringing the total per-unit price to \$1,020,369. The purchase order is for 35-foot buses (versus the 40-foot specification used for pricing); the final cost per unit is expected to decrease modestly in pre-production.

Staff also noted that the arrival of these six buses in 2028 will coincide with a fleet right-sizing initiative, resulting in a net reduction of 10 buses—from 95 to 85. A comprehensive fleet renewal and utilization strategy will be presented to the Board at the May 2026 combined committee meeting. The purchase is budgeted and federally funded, with Low-No grant funding offsetting a portion of the hybrid upgrade cost.

Motion by Mr. Ellerman, seconded by Mr. Guenther, to authorize staff to issue a purchase order to Gillig for six low-floor hybrid buses at a total cost not to exceed \$6,355,320, inclusive of a 3% contingency for vehicle technology, equipment, and final design, for delivery in early 2028. Motion carried unanimously.

### **GENERAL MANAGER'S REPORT**

General Manager Gina Douthat provided the following updates:

**Board Member Resignation:** Kenton County Board member Missy Miles has resigned her position, effective prior to her scheduled term expiration in June 2026, due to family commitments. Kenton County has been notified and is working to identify her replacement.

**County Budget Modifications:** Budget modification requests submitted to the county administrators have been sent and are currently under review. Updates will be provided as information becomes available.

**May Combined Committee Meeting:** A combined committee meeting has been scheduled for May 5, 2026 as a lunchtime meeting. Agenda topics will include the five-year fleet renewal strategy and the upcoming budget.

**OLD BUSINESS / NEW BUSINESS**

There was no old or new business.

**ADJOURNMENT**

Motion by Ms. Rossetti, seconded by Mr. Guenther, to adjourn. Motion carried unanimously.