



**TANK Board of Directors Meeting**

November 10, 2021  
Call to Order: 5:30 p.m.  
Via Video Conference

**CALL TO ORDER AND PLEDGE:**

Mr. Guenther called the meeting to order and asked all to stand for the Pledge of Allegiance.

**ATTENDANCE, Board Members:**

- Scott Guenther, Chair
- Brian Ellerman
- Ed Kuehne
- Jim Parsons
- Bill Voelker
- Tim Donoghue

**ATTENDANCE, Staff/Other:**

- Andrew Aiello, General Manager
- Mike Duncan, Legal Counsel
- Gina Douthat, Deputy General Manager
- Sean O’Leary, Director of Operations
- Bill Hock, Director of Maintenance
- Alex Fuchs, Director of Finance

**AUDIENCE RECOGNITION:**

Mr. Guenther asked for Audience Recognition. Ms. Douthat explained that comments were solicited through TANK’s Facebook page with a deadline of 5:00 p.m. this afternoon. No comments were received.

**APPROVAL OF MINUTES:**

*Motion to approve the October 13, 2021 Board Minutes.*

Motion: Tim Donoghue  
Second: Ed Kuehne  
Discussion: None  
Action: **Motion Passed**, Unanimously (Mr. Guenther abstained; he was not at the meeting)

**REPORTS:**

**Finance Committee Report**

**September FY 2022 Financial Statements**

Mr. Parsons stated that expenses are under budget and ridership is trending up over last year. Year-to-date, TANK has drawn \$341,693 less in operating assistance than budgeted. Financially, we are in good shape.

#### **Replacement Boilers, IFB 2022-04 (ACTION)**

Mr. Parsons referred to the memo for IFB 2022-04, dated October 29, 2021. A bid package was prepared and sent to 19 firms. The low bid (TP Mechanical) was responsive and met all bid specifications. The low bid price was within 3% of the Independent Cost Estimate. *(See Attachment)*

*Approval to authorize the General Manager to execute a contract between TANK and TP Mechanical Contractors, Inc. at a total cost of \$297,568.00 for a new Boiler System. This action also includes the disposition of the existing boilers.*

Motion: Jim Parsons  
Second: Bill Voelker

Discussion: Mr. Guenther stated that the bid from TP Mechanical was \$297,568.00, significantly less than the one from Drie-Kast Piping at \$421,605.51. Mr. Voelker stated that he independently researched the winning bidder online and found them to have positive customer reviews.

Action: **Motion Passed**, Unanimously

#### **Vehicle & Equipment Disposition (ACTION)**

Mr. Parsons referred to the memo dated October 29, 2021 seeking approval to declare certain vehicles and equipment surplus property and dispose of them through the auction process. These are four RAMP vehicles, a 22-year-old service truck, and some obsolete parts and equipment. *(See Attachment)*

*Approval to declare as surplus the vehicles and equipment listed in the memo dated October 29, 2021.*

Motion: Jim Parsons  
Second: Tim Donoghue  
Discussion: None  
Action: **Motion Passed**, Unanimously

#### **Planning & Marketing Committee Report**

Mr. Kuehne stated that the committee (3 members and 6 staff) met on November 2<sup>nd</sup>. They discussed various planning updates, marketing updates, customer service updates and others. The minutes are in the packet for review.

## **Regional Transit Collaborative (ACTION)**

Ms. Douthat gave an update on a report that was recently issued by the Cincinnati Chamber of Commerce titled, *The Connected Region – Planning for the Future, Building Toward Integrated Regional Transit. (See Attached)*

She explained that this report is the culmination of work that has occurred over the last six months. The question has been asked by the business community if the various transit systems in the region are maximizing their impact through effective collaboration and governance. Especially considering the regional travel patterns needed to reach major employment centers (CVG, Uptown, etc.). The Chamber, OKI, and the region's transit systems reviewed how regional transit is coordinated in various peer regions (Atlanta, Raleigh, Seattle, Buffalo and Kansas City). We learned that no two regions coordinate the same way. We also learned that there is value in structured coordination.

The Chamber developed a few recommendations for the region:

- The transit agencies should create a formal committee to structure communication and coordination.
- The transit agencies should conduct a regional transit service analysis.
- The transit agency boards should meet regularly to talk to each other about regional transportation issues.

Mr. Aiello stated that the first step in the process for TANK is to decide if we want to be part of a committee that regularly meets to discuss regional transit issues. He reviewed Resolution 2022-02. *(See Attached)*

*Approval of Resolution 2022-02 stating that the Board of Directors of the Transit Authority of Northern Kentucky (TANK) supports TANK's participation in the Regional Transit Collaborative, directs staff to actively participate in the work of the Regional Transit Collaborative and to regularly report back to the TANK Board of Directors on this work.*

Motion: Ed Kuehne

Second: Bill Voelker

Discussion: None

Action: **Motion Passed**, Unanimously

## **Operations & Safety Committee Report**

### **New Training Curriculum**

Mr. Donoghue stated that Mr. McCulley provided an overview of TANK's new fixed-route operator training program. The federal government is implementing new regulations regarding the CDL licensing process. Beginning in 2022, all trainees that test for a CDL license must prove that they completed a training program through a certified provider. Therefore, TANK is working on bringing our current training program into compliance to become a certified training provider.



We are using the TAPCO program to update our driver training curriculum. The TAPCO program is online and allows TANK to track the progress of every trainee and instructor. This is part of gaining compliance with the new regulations and will also be an improvement to the overall quality of our program.

**Monthly Safety Statistics**

Mr. O’Leary informed the committee that in October of 2021 we had 2 preventable collisions compared to 5 in October of 2020. We are now using the video from actual incidents (with the operator blurred out) during safety talks to help train operators on how to avoid these simple, recurring, preventable accidents. This has been well-received by the operators. *(See Attachment)*

**General Manager’s Report**

Mr. Aiello stated that two important items were covered in each committee meeting; the Employee Satisfaction Survey and Draft Covid Relief Funding Plan. Both issues were discussed at length in committee. More to follow on both fronts in the months ahead.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**GENERAL COUNSEL’S REPORT:**

Mr. Duncan had no legal report.

**ADJOURN:**

*Motion to adjourn the meeting.*

- Motion: Bill Voelker
- Second: Ed Kuenhe
- Discussion: None
- Action: **Motion Passed**, Unanimously, 5:58 p.m.