

TARC BOARD OF DIRECTORS MEETING



September 2020 Board Meeting Minutes

The Board of Directors of Transit Authority of River City (TARC) met on Tuesday, September 22, 2020 at 1:30 P.M. via Zoom conference due to the governmental social distancing constraints, pursuant to electronic notice to all Board Members.

Board Members Present

Mary Morrow
Charles Rogers
Carla Dearing
John Launius
J.C Stites

Board Members Absent

Ted Smith
Alice Houston

Quorum Call

Chair Morrow called the meeting to order at 1:48 P.M.

Special

Mayor Fischer joined zoom meeting to welcome Carrie Butler on her new role. Also thanked the entire board on the search process. Lastly Mayor Fischer thanked Margaret Handmaker, Laura Douglas and Matthew Golden for leading TARC and the community thru many challenges.

Introductions

Matthew Golden Interim General Counsel welcomed Pat Mulvihill to TARC and congratulated him on his new role as General Counsel.

Adoption of Minutes

The motion was duly moved for the August 2020 Board Meeting minutes by Chuck Rogers and seconded by Carla Dearing. Board of Directors unanimously accepted the August 2020 Board Meeting minutes.

Board Resolutions

Resolution 2020-40 Janitorial Extension

Presented by: William Harris

A resolution authorizing the Interim Co-Executive Directors to award a one (1) year optional extension to Precision Building Services for janitorial services at an amount not to exceed \$55,353.48

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The motion was duly moved by J.C. Stites and seconded by John Launius and approved.

Resolution 2020-41 Designation of Authority

Presented by: Geoffrey Hobin

A resolution authorizing TARC Executive Director Carrie Butler to execute grant and cooperative agreements with the Federal Transit Administration on behalf of TARC.

The motion was duly moved by Charles Rogers and seconded by J.C. Stites and approved.

Resolution 2020-42 Benefits Broker Consulting

Presented by: Kim Blanton

A resolution authorizing the Interim Co-Executive Directors to enter into a contract with Mercer Health & Benefits LLC. For Benefits Broker consulting services at a first year cost not to exceed \$150,000.00.

The motion was duly moved by Carla Dearing and seconded by John Launius and approved.

Resolution 2020-43 Fifth Third Authorized Signer

Presented by: Tonya Carter

A resolution to authorize TARC'S Executive Director Carrie Butler as a signatory for TARC'S Fifth Third Bank banking accounts.

The motion was duly moved by J.C. Stites and seconded by Charles Rogers and approved.

Resolution 2020-44 Executive Director's Compensation

Presented by: Margaret Handmaker

A resolution authorizing the Human Resource Department to pay the Executive Director, an annual salary of \$185,000 commencing on September 22,2020.

The motion was duly moved by Charles Rogers and seconded by Carla Dearing and approved.

Resolution 2020-45 ZED Mobile Digital

Presented by: Matthew Golden

A resolution authorizing the ratification of TARC'S contract with ZED MOBILE DIGITAL.

The motion was duly moved by John Launius and seconded by Carla Dearing and approved.

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Special Resolution- 2020

Presented by: Randy Frantz

A resolution authorizing the Transit Authority of River City to extend its heartfelt appreciation to Laura Douglas, Margaret Handmaker and Matthew Golden.

Financial Update

Presented by: Tonya Carter

JULY 2020

- Passenger Fares are under budget \$48,252 mainly due to budget projection on COVID-19 impact.
- Paratransit Fares are under budget \$91,176 mainly due to budget projection on COVID-19 impact.
- Special Transit Fares are under budget \$36,507 mainly due to renewing contracts and COVID-19 impact along with schedule changes.
- Federal Reimbursement Funds-FTA is under budget \$1,028,397 mainly due to not applying any CARES funding to July. Federal Reimbursement Funds – FTA Cap is under budget \$250,296 due to timing of spending funds for capital projects.
- Direct labor is under budget \$264,141 and total labor is under budget \$200,111.
- Services are over budget \$93,961 mainly due to legal fees.
- Materials are over budget \$33,241 mainly due to more materials used for repairing buses.
- Casualty & Liability is under budget \$391,082 mainly due to 11 claims closed without payments.
- Purchased Transportation is under budget \$382,266 mainly due to budget projection on COVID-19 impact
- Overall we had a \$232,714 unfavorable balance for the current month on the Statement of Revenues – Expenses. This is mainly due to being under budget on operating revenues and not applying any CARES Funding in July
- As of July the MTTF budget projection for revenue deposits is over budget \$2,101,682 year-to-date due to receiving some of April tax receipts in July. We currently have a favorable balance before capital of \$1,868,968 (Exhibit 2) due to the taxes collected in July and expense being under budget.
- MTTF net profit fees are up \$2,005,766 and employee withholdings are up \$85,512 year to date compared to last year.

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- Total Capital Contributions is under budget \$324,607 for the current month mainly due to timing of spending grant funds.
- Total Capital Expenses are under budget \$71,498 for the current month. Bringing the year-to-date balance after capital items are applied to an unfavorable balance of \$1,173,710, mainly due to operating revenues being under budget and capital contributions being less than depreciation expenses.

Diversity and Inclusion Training and Development Roadmap

Presented by: Tim Findley

2020-2021

TARC'S Vision

- Compliance
- Diversity
- Inclusion
- Equity
- Best-in-class Organization

Diversity and Inclusion Strategy

- Align D&I best practices with TARC goals.
- Understand current business environment, strategies, and priorities.
- Review TARC historical/ current perspectives on D&I
- Analyze organizational climate across businesses

TARC Learning Objectives

- Define the many aspects of diversity and understanding their impact at TARC
- Learn the leadership behaviors that promote inclusion and realize the strategic benefit of connecting with the broader scope of people.
- Learning how to prevent and address sexual harassment
- Understanding unconscious associations and how unconscious bias affects our behavior
- Learn how to communicate across different cultures, social groups and its effects.

Public Comment

Presented by: Matthew Golden

1. I have been working with Tim Findley regarding service animals on bus has anything been added to the agenda regarding this matter?
2. When are buses going to get back to normal it is rough walking from 10th and Broadway to Chestnut every day to work?
3. Why aren't more diverse people on the board?
4. When is the new Director going to engage with people in back?

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5. I have seen a lot of people having issues making the mobile ticketing system work.
6. When are two way street connectors going to happen in neighborhoods for routes between suburbs?

Adjournment

Meeting adjourned at 2:44 P.M.

A handwritten signature in cursive script that reads "Mary Morrow".

Mary Morrow
Chair

Oct 30, 2020

Date