

# FINANCE SUBCOMMITTEE BOARD OF DIRECTORS MEETING



## **Meeting Notice:**

The next meeting of this subcommittee of the TARC Board of Directors will be held at:

**TARC's Headquarters 1000 W. Broadway, Louisville, KY 40203**  
**Board Room on:**  
**Tuesday, October 19 at 1:30 p.m.**

Alternately, Board members, members of the public and/or TARC staff may join via Zoom using the following:

<https://zoom.us/j/97120728950?pwd=ay9nZ0lKVk5USDRic3BhSkRlaEZRdz09>

**Meeting ID:** 97120728950

**Passcode:** 955370

**One tap mobile:** +13017158592,,97120728950#

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Ashlie Woods at 502.561.5108. Requests made as early as possible will allow time to arrange accommodation.

# FINANCE SUBCOMMITTEE BOARD OF DIRECTORS MEETING



## Agenda

I.	Quorum Call / Call to Order	John Launius	1:30
II.	Staff Reports and Presentations		1:35 – 1:45
	a. August Financial Statements	Tonya Carter	
III.	Review of draft Resolutions		1:45 - 2:15
	a. Resolution 2021-39 Fifth Third Signatory for Asst. Finance Director	Tonya Carter	
	b. Resolution 2021- 40 Line of Credit FY22	Tonya Carter	
	c. Resolution 2021-41 Bus Purchase	Geoffrey Hobin	
	d. Resolution 2021-42 Annex Solar Array Installation	Geoffrey Hobin	
	e. Resolution 2021-43 Management Consulting Services	Carrie Butler	
	f. Resolution 2021-44 Mobile Ticketing	Maria Harris	
	g. Resolution 2021-45 Pest Control Services	Maria Harris	
	h. Resolution 2021-46 5310 Subrecipients	Geoffrey Hobin	
IV.	Proposed Agenda Items / Next Meeting Date	Carrie Butler	2:15 – 2:25
	• FY 2022 Board and Committee Meeting Calendar		
V.	Adjournment		2:30

# TARC FINANCE SUBCOMMITTEE MEETING



## September 2021 Finance Subcommittee Meeting Minutes

The Finance Subcommittee of Transit Authority of River City (TARC) met on Tuesday, September 21, 2021 at 1:30 P.M. in person at TARC's headquarters, 1000 West Broadway in the Board Room.

### **Members Present**

John Launius (Virtual)  
Carla Dearing (Virtual)  
Gary Dryden (Virtual)

### **Call to Order**

Carla Dearing called the meeting to order at 1:37 p.m.

### **Board Resolutions**

#### **Resolution 2021-31 Transit Software and Operations Support Software**

Presented by: Carrie Butler

A Resolution authorizing the Executive Director to continue contractual relationships with Trapeze and Vontas.

**\*Will be holding off on this one until we can get price sheet.**

#### **Resolution 2021-32 Workers' Compensation and Employers Liability Insurance Policy**

Presented by: Carrie Butler

A resolution authorizing the Executive Directors to enter into an excess insurance policy for Workers' Compensation with Arch Insurance Company for the 2021 / 2022 policy year with a not to exceed amount of \$362,912.

#### **Resolution 2021-33 Transit Asset Management Policy Restatement**

Presented by: Carrie Butler

A Resolution restating TARC's commitment to Asset Management as stated in the attached Transit Asset Management (TAM) policy.

#### **Resolution 2021-34 Acquisition of ADA Accessible Paratransit Vans**

Presented by: Geoffrey Hobin

A Resolution authorizing the Executive Director to purchase seven (7) ADA-accessible full-size vans from Superior Van and Mobility through contract P-2780, and one (1) ADA-accessible full-size van from a future contract, for a not-to-exceed total amount of \$532,000.00.

# TARC FINANCE SUBCOMMITTEE MEETING



## **Resolution 2021-35 Acquisition of ADA Accessible Paratransit Vehicles**

Presented by: Geoffrey Hobin

A Resolution authorizing the Executive Director to purchase seven (7) cutaway type ADA accessible buses through contract P-2617 with Rohrer Bus Sales, for a not to exceed total of amount of \$560,000.

## **FY21 Audited Financial Statements**

Presented by: Scott Nickerson & Kevin McGill from Crowe

See Audit documents in packet

## **June and July Monthly Financial Summary**

Presented By: Tonya Carter

See Financials in packet.

Meeting Adjourned at 2:48 p.m.

**TARC Board of Directors  
Financial Summary  
August, Fiscal Year 2022**



**Current Month Revenues Compared to Budget**

Total Operating Revenues are under budget \$31,316 (pg. 2, line 9) mainly due to Purchased Transportation Fares, Other Agency Revenues and Insurance Recoveries being under budget. Total Non-Operating Revenues (Subsidies) are under budget \$1,040,491 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to operating expenses being under budget. Total Capital Contributions are under budget \$6,618,718 (pg. 2, line 25) due to timing of new bus purchases. Total Revenues with Capital are under budget \$7,690,525 (pg. 2, line 27) mainly due to total Capital Contributions being under budget.

**Current Month Expenses Compared to Budget**

Total Operating Expenses are under budget \$849,316 (pg. 2, line 41) mainly due to Direct Labor, Fringe & Benefits, and Purchased Transportation being under budget. Total Capital Expenses are over budget \$38,928 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$810,388 (pg. 2, line 50) due to Operating Expenses being under Budget.

**Current Month Actual Summary**

Total Operating Revenues are \$695,453 (pg. 2, line 9) and Total Operating Expenses are \$7,119,427 (pg. 2, line 41) bringing the net to an unfavorable balance to \$6,423,973 before Subsidies are applied. After applying Subsidies \$6,201,483 (pg. 2, line 16) the net unfavorable balance is \$222,490 for the current month before Capital Contributions and Capital Expenses are applied.

**YTD Revenues Compared to Budget**

Total Operating Revenues are under budget \$99,700 (pg. 2 line 9) mainly due to Passenger Fares, Purchased Transportation fares and Special fares being under budget but off set by Other Agency Revenues being over budget. Total Non-Operating Revenues (Subsidies) are under budget \$1,748,752 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to operating expenses being under budget. Total Capital Contributions are under budget \$6,835,110 (pg. 2, line 25) mainly due to timing of new bus purchases in the current month. Total Revenues with Capital are under budget \$8,683,562 (pg. 2, line 27) mainly due to Subsidies and Capital Contributions.

**YTD Expenses Compared to Budget**

Total Operating Expenses are under budget \$1,521,344 (pg. 2, line 41) mainly due to Direct Labor, Fringe & Benefits, Materials, and Purchased Transportation being under budget. Total Capital Expenses are over budget \$142,376 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$1,376,968 (pg. 2, line 50) due to Operating Expenses being under budget.

## **YTD Actual Summary**

Total Operating Revenues are \$1,368,985 (pg. 2, line 9) and Total Operating Expenses are \$14,303,424 (pg. 2, line 41) bringing the net to an unfavorable balance to \$12,934,439 before Subsidies are applied. After applying Subsidies \$12,607,331 (pg. 2, line 16) the net unfavorable balance is \$327,108 for the current month before Capital Contributions and Capital Expenses are applied. This can also be seen on page 8 in your Financial Statement packet.

## **Operating Summary**

Overall after applying the Subsidies the unfavorable balance for the year-to-date on the Statement of Revenues – Expenses is \$327,108 before applying the MTTF Revenue receipts. August budgeted MTTF receipts for revenue deposits is over budget \$620,026 (pg. 7) year-to-date. We currently have a favorable balance before capital year-to-date of \$292,918 (pg. 8) due to the MTTF revenue deposits being over budget. MTTF Net Profit Fees are down \$1,924,965 (pg. 7) and Employee Withholdings are up \$494,033 (pg. 7) year to date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions

August 2021, Fiscal Year 2022



Description	FY22 Total Budget	Current Month			Fiscal Year-to-date			
		Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
<b>Revenues</b>								
1 Passenger Fares	4,757,097	418,853	422,277	(3,424)	767,796	862,671	(94,875)	83.86%
2 Paratransit Fares	805,500	74,084	87,500	(13,416)	150,083	174,500	(24,417)	81.37%
3 Special Fare Revenues (UofL, UPS and etc)	1,796,605	142,016	144,300	(2,284)	263,402	286,130	(22,728)	85.34%
4 Comp Specials	150,000	0	0	0	0	0	0	100.00%
5 Advertising Revenue	624,000	53,333	52,000	1,333	106,666	104,000	2,666	82.91%
6 Other Agency Revenues	183,300	7,167	15,275	(8,108)	68,562	30,550	38,012	62.60%
7 Total Recoveries-Insurance	65,000	0	5,417	(5,417)	12,476	10,834	1,642	80.81%
8								
9 Operating Revenues	<b>8,381,502</b>	<b>695,453</b>	<b>726,769</b>	<b>(31,316)</b>	<b>1,368,985</b>	<b>1,468,685</b>	<b>(99,700)</b>	<b>83.67%</b>
10								
11 MTF Contributions- Federated	50,865,563	4,146,436	4,146,436	0	9,148,882	9,148,882	0	82.01%
12 Local Government Funds - MTFF	1,146,453	0	95,538	(95,538)	0	191,076	(191,076)	100.00%
13 Federal Reimbursement Funds - FTA	38,008,770	2,055,047	3,000,000	(944,953)	3,458,449	5,000,000	(1,541,551)	90.90%
14 State Government Funds	1,553,856	0	0	0	0	16,125	(16,125)	100.00%
15								
16 Total Non-Operating Revenues	<b>91,574,642</b>	<b>6,201,483</b>	<b>7,241,974</b>	<b>(1,040,491)</b>	<b>12,607,331</b>	<b>14,356,083</b>	<b>(1,748,752)</b>	<b>86.23%</b>
17								
18 Total Revenues Before Cap Contributions	<b>99,956,144</b>	<b>6,896,936</b>	<b>7,968,743</b>	<b>(1,071,807)</b>	<b>13,976,316</b>	<b>15,824,768</b>	<b>(1,848,452)</b>	<b>86.02%</b>
19								
20 Local Government Funds - MTFF, Cap	2,188,232	11,878	115,994	(104,116)	16,738	222,596	(205,858)	99.24%
21 Federal Reimbursement Funds - FTA, Cap	22,218,487	507,844	7,118,088	(6,610,244)	544,735	7,269,630	(6,724,895)	97.55%
22 State Government Funds, Cap	0	95,642	0	95,642	95,643	0	95,643	0.00%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	<b>24,406,719</b>	<b>615,364</b>	<b>7,234,082</b>	<b>(6,618,718)</b>	<b>657,116</b>	<b>7,492,226</b>	<b>(6,835,110)</b>	<b>97.31%</b>
26								
27 Total Revenues	<b>124,362,863</b>	<b>7,512,300</b>	<b>15,202,825</b>	<b>(7,690,525)</b>	<b>14,633,432</b>	<b>23,316,994</b>	<b>(8,683,562)</b>	<b>88.23%</b>
28								
29								
<b>Expenses</b>								
30								
31								
32 Labor	32,000,848	2,491,146	2,682,238	(191,092)	4,902,882	5,234,365	(331,483)	84.68%
33 Fringes & Benefits	31,734,057	2,195,059	2,515,003	(319,944)	4,643,721	5,047,003	(403,282)	85.37%
34 Services	5,639,222	418,330	466,971	(48,641)	793,365	943,008	(149,643)	85.93%
35 Materials	7,458,185	545,877	613,974	(68,097)	1,052,949	1,219,739	(166,790)	85.88%
36 Utilities	1,016,796	82,945	84,733	(1,788)	158,973	169,466	(10,493)	84.37%
37 Casualty & Liability	2,736,426	359,665	228,035	131,630	589,680	456,070	133,610	78.45%
38 Purchased Transportation	18,740,930	998,256	1,314,055	(315,799)	2,112,948	2,628,110	(515,162)	88.73%
39 Interest Expense	7,860	828	828	0	1,694	1,695	(1)	78.45%
40 Other Expenses	621,820	27,321	62,906	(35,585)	47,212	125,312	(78,100)	92.41%
41 Operating Expenses	<b>99,956,144</b>	<b>7,119,427</b>	<b>7,968,743</b>	<b>(849,316)</b>	<b>14,303,424</b>	<b>15,824,768</b>	<b>(1,521,344)</b>	<b>85.69%</b>
42								
43								
44								
45 Development Cost & Loss on Disposal	426,467	13,859	4,907	8,952	17,339	7,360	9,979	95.93%
46 Depreciation Expenses	12,194,557	957,955	929,552	28,403	1,912,460	1,781,636	130,824	84.32%
47 Loss on Disposal of Assets	0	1,574	0	1,574	1,574	0	1,574	0.00%
48 Total Capital Expenses	<b>12,621,024</b>	<b>973,388</b>	<b>934,459</b>	<b>38,929</b>	<b>1,931,373</b>	<b>1,788,996</b>	<b>142,377</b>	<b>84.70%</b>
49								
50 Total Expenses	<b>112,577,168</b>	<b>8,092,815</b>	<b>8,903,202</b>	<b>(810,387)</b>	<b>16,234,797</b>	<b>17,613,764</b>	<b>(1,378,967)</b>	<b>85.58%</b>
51								
52								
53 Revenue / Expense Difference Before Capital	<b>0</b>	<b>(222,490)</b>	<b>0</b>	<b>(222,491)</b>	<b>(327,108)</b>	<b>0</b>	<b>(327,108)</b>	<b>0.00%</b>
54								
55 Revenue / Expense Difference After Capital	<b>11,785,695</b>	<b>(580,514)</b>	<b>6,299,623</b>	<b>(6,880,138)</b>	<b>(1,601,365)</b>	<b>5,703,230</b>	<b>(7,304,595)</b>	<b>113.59%</b>



Total Labor

August 2021, Fiscal Year 2022

Description	FY21 Total Budget	Current Month			Fiscal Year-to-date			Percentage Remaining
		Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	
1 Direct Labor	32,000,848	2,491,146	2,682,238	(191,092)	4,902,882	5,234,365	(331,483)	84.68%
2 Sick Leave	1,651,183	166,381	117,100	49,281	232,542	226,475	6,067	85.92%
3 Holiday	1,252,323	754	0	754	111,426	135,909	(24,483)	91.10%
4 Vacation	2,088,175	194,152	170,033	24,119	402,775	337,729	65,046	80.71%
5 Other Paid Absences	240,381	12,985	15,505	(2,520)	27,051	31,011	(3,960)	88.75%
6								
7 Total	<b>37,232,910</b>	<b>2,865,418</b>	<b>2,984,876</b>	<b>(119,458)</b>	<b>5,676,676</b>	<b>5,965,489</b>	<b>(288,813)</b>	<b>84.75%</b>
8								
9 Difference compared to Budget			(119,458)			(288,813)		
Description	FY21 Total Budget	Current Month			Year to Date			Percentage Remaining
		Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	
10 FICA	2,848,318	214,736	228,343	(13,607)	424,844	456,360	(31,516)	85.08%
11 Pension	10,262,221	697,526	900,802	(203,276)	1,483,124	1,704,079	(220,955)	85.55%
12 Hospital Medical & Surgical	10,509,847	784,311	847,662	(63,351)	1,586,552	1,695,324	(108,772)	84.90%
13 Vision Care Insurance	101,537	9,283	8,468	815	14,147	16,936	(2,789)	86.07%
14 Dental Plans	353,988	23,511	29,499	(5,988)	49,025	58,998	(9,973)	86.15%
15 Life Insurance	101,040	7,273	8,420	(1,147)	14,744	16,840	(2,096)	85.41%
16 Disability Insurance	155,544	10,595	12,962	(2,367)	21,304	25,924	(4,620)	86.30%
17 Kentucky Unemployment	40,000	0	10,000	(10,000)	6,189	10,000	(3,811)	84.53%
18 Worker's Compensation	1,850,000	69,388	154,167	(84,779)	265,919	308,334	(42,415)	85.63%
19 Uniform & Work Clothing Allowance	277,000	3,924	11,833	(7,909)	3,629	22,666	(19,037)	98.69%
20 Other Fringes	2,500	240	209	31	450	418	32	82.00%
21 Total Fringe & Benefits	<b>26,501,995</b>	<b>1,820,787</b>	<b>2,212,365</b>	<b>(391,578)</b>	<b>3,869,926</b>	<b>4,315,879</b>	<b>(445,953)</b>	<b>85.40%</b>
22								
23								
24 Sick Leave	1,651,183	166,381	117,100	49,281	232,542	226,475	6,067	85.92%
25 Holiday	1,252,323	754	0	754	111,426	135,909	(24,483)	91.10%
26 Vacation	2,088,175	194,152	170,033	24,119	402,775	337,729	65,046	80.71%
27 Other Paid Absences	240,381	12,985	15,505	(2,520)	27,051	31,011	(3,960)	88.75%
28 Total Compensation Benefits	<b>5,232,062</b>	<b>374,272</b>	<b>302,638</b>	<b>71,634</b>	<b>773,794</b>	<b>731,124</b>	<b>42,670</b>	<b>85.21%</b>
29								
30 Total	<b>31,734,057</b>	<b>2,195,059</b>	<b>2,515,003</b>	<b>(319,944)</b>	<b>4,643,720</b>	<b>5,047,003</b>	<b>(403,283)</b>	<b>85.37%</b>
31								
32 Difference compared to Budget			(319,944)			(403,283)		





## Balance Sheet

August 2021, Fiscal Year 2022

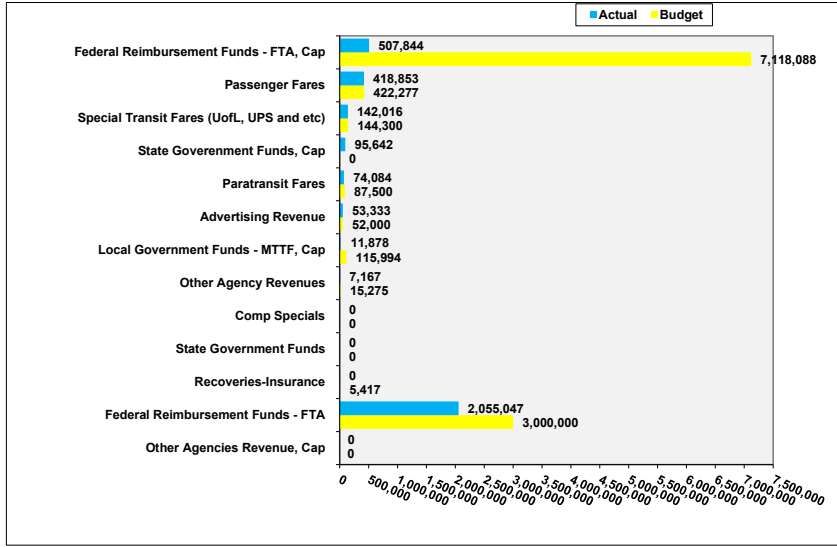
Assets	FY 22	FY 21	Liabilities, Reserves & Capital	FY 22	FY 21
<b>Current Assets</b>			<b>Current Liabilities</b>		
Cash & Cash Items	2,706,198	3,258,477	Long Term Debt	121,697	262,538
Short Term Investments	4,782,732	4,387,762	Short Term Debt	0	0
Accounts Receivable	36,807,803	74,558,076	Trade Payables	5,697,506	6,719,794
Interest Receivable	3	125	Accrued Payroll Liabilities	4,500,148	4,365,967
Due From Grant	80,000	80,000	Estimated Workmans Compensation	3,282,652	2,569,751
Materials & Supplies	2,374,692	1,515,927	Accrued Tax Liabilities	0	0
<b>Total Current Assets</b>	<b>46,751,427</b>	<b>83,800,366</b>	Unredeemed Tickets & Tokens	1,564,505	1,956,288
<b>Other Assets</b>			Reserves - Injury & Damages	1,744,600	1,207,200
Prepaid Insurance & Dues & WIP	1,644,928	2,039,085	Due To Operations	80,000	80,000
<b>Total Other Assets</b>	<b>1,644,928</b>	<b>2,039,085</b>	Unearned Capital Contributions	31,496,674	69,490,839
<b>Fixed Assets</b>			Other Current Liabilities (Health Ins.)	1,053,499	163,662
Land	3,187,624	3,177,782	<b>Total Current Liabilities</b>	<b>49,541,281</b>	<b>86,816,037</b>
Buildings	49,152,447	49,094,438	<b>Equity</b>		
Coaches	118,680,558	113,958,281	Retained Earnings	(1,601,364)	(1,575,569)
Office Equipment	10,431,880	10,153,567	Prior Year Retained Earning	75,248,859	76,430,607
Other Equipment	21,817,344	21,681,574	<b>Total Equity</b>	<b>73,647,495</b>	<b>74,855,037</b>
Development Costs	166,313	489,593	<b>Total Liabilities &amp; Equity</b>	<b>123,188,776</b>	<b>161,671,074</b>
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	154,908	151,307			
<b>Total Fixed Assets</b>	<b>205,011,478</b>	<b>200,126,945</b>			
<b>Less Accumulated Depreciation</b>					
Accumulated Depr Land	722,318	688,708			
Accumulated Depr Buildings	27,375,289	25,860,544			
Accumulated Depr Coaches	75,556,221	72,084,467			
Accumulated Depr Office Equipment	8,105,799	7,557,632			
Accumulated Depr Other Equipment	17,386,684	16,951,194			
Accumulated Depr Development Cost	17,339	167,459			
Accumulated Depr Vehicle Exp - Opr	933,978	877,852			
Accumulated Depr Other Equipment Op	121,428	107,468			
<b>Total Depreciation</b>	<b>130,219,056</b>	<b>124,295,322</b>			
<b>Net Fixed Assets</b>	<b>74,792,421</b>	<b>75,831,623</b>			
<b>Total Assets</b>	<b>123,188,776</b>	<b>161,671,074</b>			

**Actual Revenue vs. Budget**

August 2021, Fiscal Year 2022



**Current Month Revenues**



MTTF \$4,146,436 Actual = \$4,146,436 Budget

- Passenger fares \$3,424 ↓
- Paratransit fares \$13,416 ↓
- Federal Reimbursement Funds - FTA \$944,953 ↓
- Federal Reimbursement Funds - FTA, Cap \$6,610,244 ↓

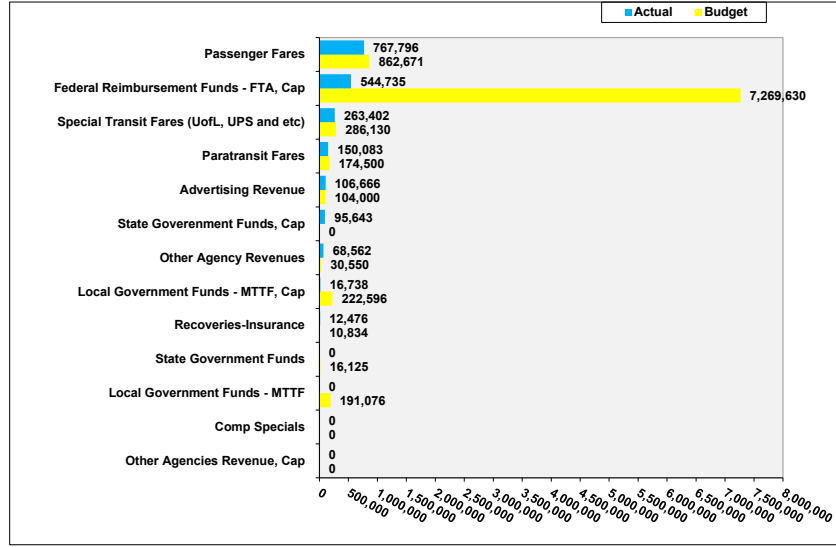
**CM**

- \* Federal Reimbursement Funds - FTA is under budget \$944,953 mainly due operating expenses being under budget
- \* Federal Reimbursement Funds - FTA, Cap is under budget \$6,610,244 mainly due to timing of expenditures for bus purchases

**YTD**

- \* Federal Reimbursement Funds - FTA is under budget \$1,541,551 mainly due to operating expenses being under budget
- \* Federal Reimbursement Funds - FTA, Cap is under budget \$6,724,895 mainly due to timing of expenditures for bus purchases in the current month

**Year to Date Revenues**



MTTF \$9,148,882 Actual = \$9,148,882 Budget

Federal Reimbursement Funds - FTA \$3,458,449 Actual < \$5,000,000 Budget

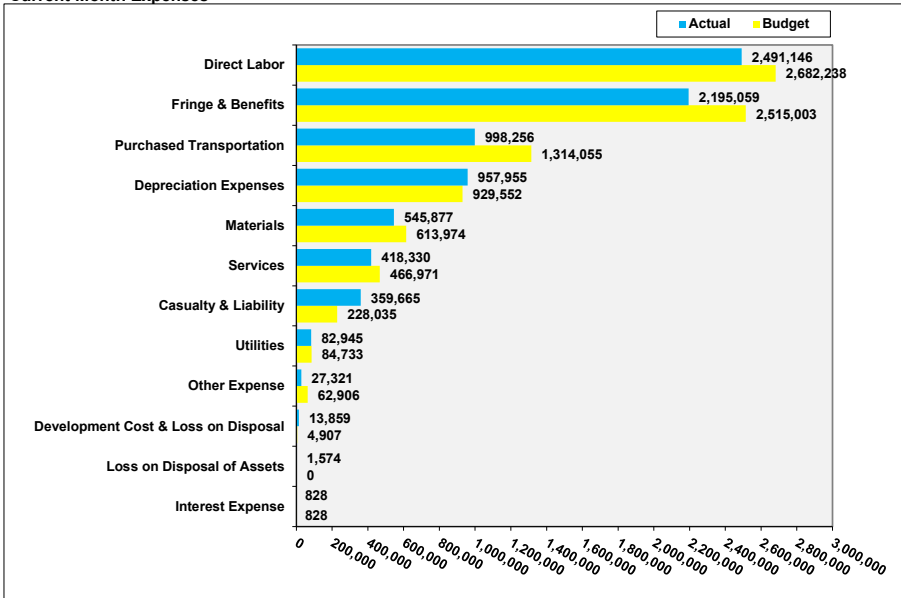
- Passenger fares \$94,875 ↓
- Paratransit fares \$24,417 ↓
- Federal Reimbursement Funds - FTA \$1,541,551 ↓
- Federal Reimbursement Funds - FTA, Cap \$6,724,895 ↓

Actual Expenses vs. Budget

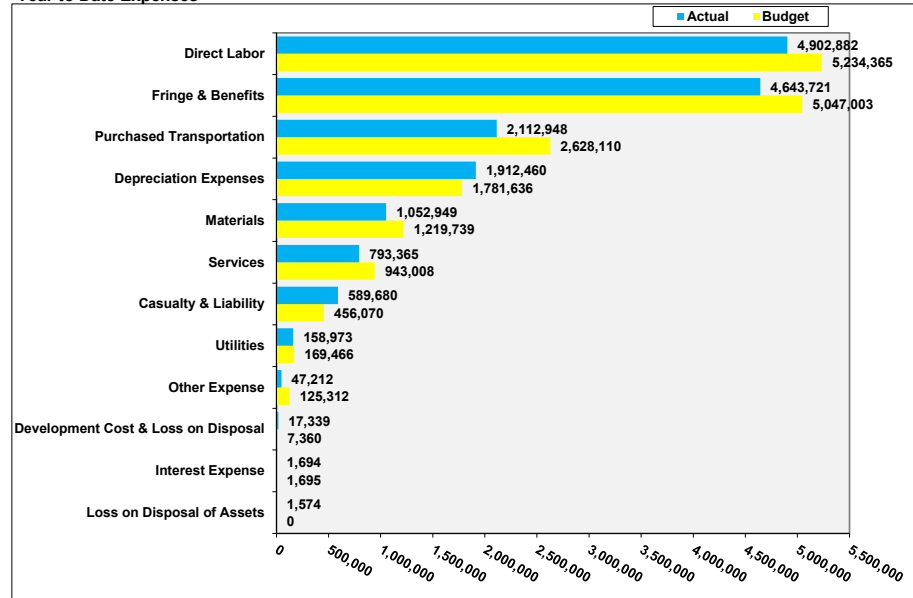
August 2021, Fiscal Year 2022



Current Month Expenses



Year to Date Expenses



Direct Labor \$191,092 ↓ Total Labor \$119,458 ↓  
 Fringe & Benefits \$319,944 ↓  
 Purchased Transportation \$315,799 ↓

Direct Labor \$331,483 ↓ Total Labor \$288,812 ↓  
 Fringe & Benefits \$403,282 ↓  
 Purchased Transportation \$515,162 ↓  
 Depreciation Expenses \$130,823 ↑

CM

- \* Fringe & Benefits are under budget \$319,944 mainly due to Pension, Medical and Worker's Compensation
- \* Purchased Transportation is under budget \$315,799 mainly due to revenue hours and penalties

YTD

- \* Fringe & Benefits are under budget \$403,282 mainly due to Pension, Medical and Workers Compensation
- \* Purchased Transportation is under budget \$515,162 mainly due to revenue hours and penalties

## MassTransit Trust Fund (MTTF) Revenue Deposits



## Deposit to Budget Difference FY 2022

Month	FY 22 Actual Deposits	FY 22 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$4,416,524	\$4,263,320	\$153,204	\$153,204	3.59%	
August	\$4,516,464	\$4,049,642	\$466,822	\$620,026	11.53%	7.46%
September		\$4,744,809				
October		\$3,821,270				
November		\$4,823,684				
December		\$4,963,520				
January		\$4,589,049				
February		\$4,233,049				
March		\$4,173,450				
April		\$5,781,232				
May		\$3,901,651				
June		\$4,747,430				
		\$0				
TOTAL	\$8,932,988	\$54,092,106				

## MTTF Revenue Deposits - Actuals

<b>LOUISVILLE METRO REVENUE COMMISSION</b> <b>TARC LICENSE FEE TRANSACTIONS</b>
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	August 2021	August 2020	YTD FYE 2022	YTD FYE 2021	Difference Amount	Percent Change
<b>Receipts</b>						
Employee Withholding	\$ 4,332,089	\$ 3,922,039	\$ 8,500,131	\$ 8,006,098	\$ 494,033	6.17%
Individual Fees	-	1	(81)	854	(935)	-109.48%
Net Profit Fees	193,970	145,815	443,607	2,368,572	(1,924,965)	-81.27%
Interest & Penalty	51,589	36,661	109,974	77,928	32,046	41.12%
<b>Total Collections</b>	<b>\$ 4,577,648</b>	<b>\$ 4,104,516</b>	<b>\$ 9,053,631</b>	<b>\$ 10,453,452</b>	<b>\$ (1,399,821)</b>	<b>-13.39%</b>
Investment Income	\$ 614	\$ 537	\$ 1,581	\$ 632	\$ 949	150.16%
<b>Total Receipts</b>	<b>\$ 4,578,262</b>	<b>\$ 4,105,053</b>	<b>\$ 9,055,212</b>	<b>\$ 10,454,084</b>	<b>\$ (1,398,872)</b>	<b>-13.38%</b>
<b>Disbursements</b>						
Collection Fee	\$ 61,798	\$ 55,411	\$ 122,224	\$ 141,122	\$ (18,898)	-13.39%
<b>Total Disbursements</b>	<b>\$ 61,798</b>	<b>\$ 55,411</b>	<b>\$ 122,224</b>	<b>\$ 141,122</b>	<b>\$ (18,898)</b>	<b>-13.39%</b>
<b>Due Mass Transit</b>	<b>\$ 4,516,464</b>	<b>\$ 4,049,642</b>	<b>\$ 8,932,988</b>	<b>\$ 10,312,962</b>	<b>\$ (1,379,974)</b>	<b>-13.38%</b>
Less Previous Payments			4,416,524	6,263,320	(1,846,796)	-29.49%
<b>Payable To Trust Fund</b>			<b>\$ 4,516,464</b>	<b>\$ 4,049,642</b>	<b>\$ 466,822</b>	<b>11.53%</b>



**Year to Date Summary**

**August 2021, Fiscal Year 2022**

**Actual Compared to Budget YTD**

	Good	In the Red	
Total Revenues before Capital are Over/ <b>Under</b> by (pg. 2, line 18)		\$1,848,452	
Total Expenses are Over/ <b>Under</b> by (pg. 2, line 41)	\$1,521,344		
MTTF Revenue Deposits are <b>Over</b> /Under by (pg. 7)	\$620,026		
August has a favorable balance before Capital of	\$2,141,370	\$1,848,452	\$292,918

**Actual Revenues over Expenses**

Operating Revenues	\$1,368,985
Operating Expenses	\$14,303,424
<b>Net Gain/(Loss) before MTTF</b>	<b>(\$12,934,439)</b>
MTTF Approved Contributions	\$9,148,882
<b>Net Gain/(Loss) before Subsidies</b>	<b>(\$3,785,557)</b>
<b>Subsidies</b>	
CARES	\$3,458,449
CRSSAA	\$0
5307 Federal Formula dollars to be used as (CEER)	\$0
State Contributions	\$0
<b>Total Subsidies</b>	<b>\$3,458,449</b>
<b>Net Gain/(Loss) before Capital</b>	<b>(\$327,108)</b>



**Reimbursement Funds Only and a One Time Funding Source for TARC**

	<b>TARC Share</b>	<b>Actual FY 2020</b>	<b>Actual FY 2021</b>	<b>Actual YTD FY 2022</b>	<b>Remaining Balance</b>
<b>CARES*</b>	41,576,008	4,341,151	26,847,680	3,458,449	6,928,728
<b>CRRSAA**</b>	21,504,688				21,504,688
<b>ARP***</b>	48,587,329				48,587,329

\* KY-2020-012 was approved/Executed 5/27/2020

\*\* KY-2021-20 was approved/Executed 7/1/2021

\*\*\* Still moving through the process not approved/Executed



# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors  
**From:** Carrie Butler, Executive Director  
**Date:** October 26, 2021  
**Re:** Resolution 2021 – 39 Fifth Third Bank Authorized Signer

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TARC's current policy with regard to accounts payable is that all checks are printed in-house, and all checks are to be signed by one person from the Executive Office or a designee and one person from Finance Department. The current approved signatories in the Executive Office are Carrie Butler and Randy Frantz. Geoffrey Hobin is a designee for both the Executive Office and Finance Department, but he cannot sign grant checks because he handles invoices and approvals for grants. In the Finance Department, the current signatory is Tonya Carter. We would like your approval to add Matthew Abner, TARC's Assistant Finance Director, as a signatory for Fifth Third bank accounts so that we have two people in each department and Geoffrey Hobin as the backup for each department.

The signature card would include the following checking accounts and zero balance accounts:

7140512307	Operations – checking
7140511416	Grant – checking
7142725600	Health Insurance – checking
7140511473	Payroll – zero balance account (ZBA)
7140511598	Workers Comp. – ZBA
7140511358	Safety – ZBA
7140511531	Healthcare Saving Account – ZBA
7146720722	Credit Card – ZBA

Please contact me at 561-5100 if you have any questions. Thank you.



**RESOLUTION 2021 – 39  
FIFTH THIRD BANK AUTHORIZED SIGNER**

A resolution to authorize TARC’s Assistant Finance Director Matthew Abner as a signatory for TARC’s Fifth Third Bank banking accounts.

**WHEREAS**, TARC currently maintains banking accounts with Fifth Third Bank; and

**WHEREAS**, TARC wishes to add its Assistant Finance Director, Matthew Abner, as an authorized signatory; and,

**WHEREAS**, Matthew Abner would be added to the signature card on the following Fifth Third Bank accounts, which are:

7140512307	Operations – checking
7140511416	Grant – checking
7142725600	Health Insurance - checking
7140511473	Payroll - ZBA
7140511598	Workers Comp. - ZBA
7140511358	Safety - ZBA
7140511531	Healthcare Savings Account - ZBA

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

Matthew Abner is approved as an additional authorized signatory for TARC’s Fifth Third banking accounts.

**ADOPTED THIS 26<sup>th</sup> DAY OF OCTOBER 2021**

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**John Launius, Chair of the Board of Directors**





# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26, 2021

**Re:** Resolution 2021-40 Line of Credit Renewal for Fiscal Year (FY) 2022

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Attached is a Resolution requesting approval for TARC Management to renew a line of credit with Fifth Third Bank that expires in December 2021. TARC started this line of credit in 2009 due to strains on cash flow. TARC used \$3,000,000 in FY 2020 just prior to receiving Coronavirus Relief and Coronavirus Aid, Relief, and Economic Security Act (CARES) funds. All funds were paid back within FY2020 adhering to the spend and then reimburse procedures for Federal Transit awarded CARES funds.

TARC relies on formula funding from the federal government to reimburse eligible operating expenses each year. Federal formula dollars for the last several years have been unpredictable, and without a renewed federal transportation authorization bill, there could be additional challenges on cash flow with regard to operating expenses. While the Finance Department works diligently to manage cash in an effort to minimize TARC's need for a line of credit, there is a chance for unforeseen disruption in business processes. As such, this resolution asks for approval to renew the line of credit with Fifth Third bank that TARC started in 2009 with the following terms:

Fifth Third has advised that they can accommodate up to a \$6,000,000 line of credit at the 30 – day SOFR (Secured Overnight Financing Rate as of October 4th was .05%) rate plus 1.50%. Fifth Third will not charge a non-use fee. Fifth Third bank would set the line of credit up on a one year term that could be renewed yearly. If TARC drew down \$1 million at a 1.55% rate it would cost about \$43.06 a day, last year's estimate was \$45.55 (e.g.  $\$1,000,000 \cdot .0155 / 360 \text{ days} = \$43.06$ ).

This resolution requests the Board of Directors authorize the Executive Director or Chief Financial Officer to have authority to execute any documents, advances and/or pay downs on the \$6,000,000 revolving line of credit with Fifth Third Bank. Use of the line of credit would be as a last resort and/or as a stop gap until other funds were made available.

Please call me at 561-5100 if you have any questions. Thank you.



## **Resolution 2021-40 Fifth Third Line of Credit**

A Resolution authorizing the Executive Director/CEO Carrie Butler or Chief Financial Officer/ CFO Tonya Carter to have authority to execute any documents, advances and pay downs on the \$6,000,000 revolving line of credit with Fifth Third Bank our current financial institution,

**WHEREAS**, TARC entered into this agreement in 2009 and has only used funds in FY2020 to assist with cash flow during the pandemic;

**WHEREAS**, TARC may require a line of credit to finance operating activities to assist with cash flow;

**WHEREAS**, TARC will renew contract with Fifth Third bank to provide a line of credit up to \$6,000,000 for a one year term;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of The Transit Authority of River City that:

The Executive Director/CEO, Carrie Butler or Chief Financial Officer/ CFO Tonya Carter has authority to authorize and execute documents, advances and/or pay downs on the \$6,000,000 revolving line of credit with Fifth Third Bank

**ADOPTED THIS 26<sup>th</sup> DAY OF OCTOBER 2021**

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**John Launius, Chair of the Board of Directors**



# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26, 2021

**Re:** Resolution 2021-41 – Multiple Purchases of Fixed Route Buses

---

The heavy-duty, Americans with Disabilities Act (ADA) compliant buses used in fixed route service are the most mission critical component of TARC's service and the key component of our capital program. TARC maintains a fleet of approximately 225 fixed-route buses. The Federal Transit Administration (FTA) defines the minimum useful life of these buses as 12 years and 500,000 miles. TARC has established our own benchmark for the useful life of a fixed route bus as 15 years in service, which is typical for bus transit agencies.

For years, TARC shifted funds that could have been used for capital for replacement buses to maintain service on the street, however thanks to a significant award from the Federal Transit Administration FTA's competitive Bus and Bus Facilities program, and an equally important award of VW Settlement funds from the Commonwealth of Kentucky, our fixed route bus fleet age is improving. Looking towards calendar year 2023, the average age of our fixed route fleet will be just above seven and one-half years. Maintaining an average age of six to seven years is part of TARC's Asset Management program and this resolution seeks authorization to move forward on replacement bus purchases in order to keep these critical assets at a reasonable age.

TARC has funds available through formula funds and two more competitive awards for bus purchases:

- 1) An award of Federal Highway Administration (FHWA) funds from Kentucky's Congestion Mitigation and Air Quality (CMAQ) program that will allow us to buy two extended range electric buses from the Gillig Corporation.
- 2) A competitive award from the FTA's Low or No Emission Vehicle (Low-No) program. The latter award is for six extended range buses. Our partners on the Low-No award are Nova Bus and Calstart.
- 3) Federal Fiscal Year (FFY) 2021 Urbanized Area Formula (Section 5307) funds allow for fourteen additional clean diesel-powered buses.

TARC has contracts in place that will enable us to utilize all three of these awards. This year TARC participated in a joint procurement with Lextran and other agencies for the manufacture of extended range electric buses. Gillig was awarded the contract on June 9, 2021. TARC has an existing contract with Gillig, TARC P-2706, for the manufacture of diesel-powered buses (year three of five). Finally, the FTA considers grant agreements resulting from the Low-No program to



have satisfied Federal requirements for competitive procurement. Since Nova Bus was our partner in the application to this competitive program, our grant agreement serves as a contract for purchases associated with the award.

Preliminary quotes for each of these purchases are as follows:

For the two Gillig electric buses, the preliminary quote is \$839,603 per bus.

For the six Nova electric buses, it is \$854,956 per bus.

For the fourteen Gillig diesel buses, the preliminary price is \$517,000 per bus.

Prices will change as components are finalized.

In addition to these costs, TARC will need to make changes to our bus storage facility. We will acquire charging equipment and installation services necessary to accommodate the eight new extended range electric buses. We estimate those costs will not exceed \$710,000. Our two competitive grant awards will cover those costs.

Attached to this memo is a resolution requesting authority for the Executive Director to purchase two (2) electric buses from the Gillig Corporation, six (6) electric buses from Nova Bus, and fourteen (14) diesel buses from Gillig. The total amount expended will not exceed \$15,494,789, which includes a 5% contingency for any additional costs. The total local match, which will come from the Mass Transit Trust Fund will not exceed \$3,030,000.

Please contact me at 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2021-41**

### **Acquisition of Fixed Route Buses**

A Resolution authorizing the Executive Director to purchase two (2) electric buses and fourteen (14) diesel buses from the Gillig Corporation, as well as six (6) electric buses from Nova Bus at a total amount expended not to exceed \$15,250,000.

**WHEREAS**, in TARC has a continuing need to replace aging fixed route buses; and

**WHEREAS**, TARC has received competitive grant awards to purchase eight (8) extended range, battery-electric buses; and

**WHEREAS**, TARC has set aside funds from its Federal fiscal year 2021 urbanized area formula award to acquire up to fourteen (14) additional diesel-powered buses; and

**WHEREAS**, TARC has existing contracts with the Gillig Corporation; and

**WHEREAS**, through its Low or No Emissions Vehicle program grant agreement with the FTA may acquire buses from Nova Bus; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to purchase two (2) electric buses and fourteen (14) diesel buses from the Gillig Corporation, as well as six (6) electric buses from Nova Bus at a total amount expended not to exceed \$15,494,789, which includes a 5% contingency for any additional costs.

**ADOPTED THIS 26<sup>th</sup> DAY OF OCTOBER 2021**

---

**John Launius, Chair of the Board of Directors**



# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26th, 2021

**Re:** Resolution 2021-42 Annex Solar Array Installation

---

In July 2021, the Procurement Department issued an Invitation for Bid (IFB) 20201008 for the Annex Solar Array Installation Project. The array is intended to maximize TARC's return on investment by offsetting our consumption of electricity from the grid, and utilizing net metering to the greatest extent possible. The solicitation was advertised in TransitTalent and Bonfire.

Disadvantaged Business Enterprises (DBE) had the opportunity to participate in the performance of this Solicitation. A DBE Project Goal of 5% was established for this solicitation.

TARC staff, our contracted design engineer and supervising architect reviewed and evaluated the proposed bids from two competitive and responsive contractors:

- Calhoun Construction Services, Inc.
- Solar Energy Solutions, LLC

The evaluation team determined that Solar Energy Solutions met all of the requirements specified in the solicitation. Solar Energy Solutions bid was the lowest, received the highest score, and provided the best value to TARC.

The total project lump sum price in the amount of \$122,575 is deemed fair and reasonable. We propose to add a 15% contingency (\$18,386) to this project. Funds will be provided by an existing grant, KY-26-0005.

Attached to this memo is a resolution requesting authority for the Executive Director to enter into a contract with Solar Energy Solutions, LLC, for the installation of a solar array on TARC's Alyce French Johnson Education and Training Building up to a total amount not to exceed \$140,961. Please call me at (502) 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2021-42**

### **Annex Solar Array Installation**

A Resolution authorizing the Executive Director to enter into a contract with Solar Energy Solutions, LLC, for the installation of a solar array on TARC's Alyce French Johnson Education and Training Building up to a total amount not to exceed \$140,961.

**WHEREAS**, TARC seeks a qualified firm to install a Solar Array on the Alyce French Johnson Education and Training Building; and,

**WHEREAS**, an Invitation for Bids was advertised in June 2021 and bids received from two firms on August 13, 2021; and

**WHEREAS**, the proposal TARC received from Solar Energy Solutions, LLC provided the lowest cost and was the most responsive and responsible bid; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to enter into a contract with Solar Energy Solutions for a not-to-exceed amount of \$140,961, which includes a 15% contingency.

**ADOPTED THIS 26<sup>th</sup> DAY OF OCTOBER 2021**

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**John Launius, Chair of the Board of Directors**



# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26, 2021

**Re:** Resolution 2021-43 Management Consulting Services – Indefinite Delivery-Indefinite Quantity (IDIQ) Request for Proposals 20211728

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In July 2021, the Procurement Department issued a Request for Proposal (RFP) for Management Consulting Professional with Indefinite Delivery Indefinite Quantity Services (IDIQ). The purpose of this solicitation will be for TARC to receive consulting support to develop a strategic, customer focused, outcomes-based roadmap. Given the disruption caused by COVID 19, transition in leadership, changing commuting patterns along with a challenging labor market, these services will provide facilitation and consultation for TARC leadership to develop strategies to move the agency forward and thus better serve our riders.

The solicitation was advertised in TransitTalent.com and TARC's online portal as well as emailed directly to a number of consulting firms nationwide. Proposals were received from three (3) qualified and experienced professional firms and two (2) were deemed responsible and within range, thus progressing to the step 2 presentation/interview of the evaluation process with the following entities:

- TransPro Consulting
- Hatch LTK

An evaluation committee completed this two-step evaluation process including zoom meeting presentations and interviews. Factors considered during the evaluation process included technical approach, professional references of similar project and size, project team's experiences and cost. After scoring and careful consideration, the evaluation committee determined the award of a contract to TransPro Consulting would result in the most cost effective and value proposal to TARC. The Procurement Department performed an independent cost estimate based on the classification of the scope and work. The Review Committee recommends the award of an agreement for TransPro Consulting.

Attached is a resolution requesting the Board of Directors to authorize the Executive Director to enter into an agreement with an initial term of one (1) year and an option of two (2) one-year terms with TransPro Consulting for Management Consulting Professional Services – IDIQ for a not-to-exceed amount of \$236,248. A portion of these funds were budgeted in the Executive Office and Human Resources departmental budgets; additional non-budgeted funds will be used from lower than budgeted expenses in Paratransit and Marketing.

Please call me at 561-5100 if you have any questions. Thank you.





## **RESOLUTION 2021-43**

### **Management Consulting Professional Services - IDIQ**

A Resolution authorizing the Executive Director to enter into a contract for an Initial Term of one (1) year and an option of two (2) one-year terms with Trans Pro Consulting for Management Consulting Professional Services with Indefinite Delivery Indefinite Quantity Services (IDIQ) for a not-to-exceed amount of \$236,248

**WHEREAS**, TARC seeks a management consulting professional services to provide and assist TARC with its transit organizational management, strategic planning and technical capacity; and,

**WHEREAS**, a competitive solicitation, request for proposal was issued in July 2021 with responses received from interested firms on September 8, 2021; and,

**WHEREAS**, TARC received a proposal from TransPro Consulting, which was deemed the most responsive, after review of the proposals and candidate interviews by TARC's evaluation committee; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to enter into a contract with an Initial Term of one (1) year and an option of two (2) one-year terms with TransPro Consulting based upon a proposed cost for a not-to-exceed amount of \$236,248.

**ADOPTED THIS 26th DAY OF OCTOBER 2021**

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**John Launius, Chair of the Board of Directors**



# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26, 2021

**Re:** Resolution 2021-44 Mobile Ticketing

---

On May 10, 2021, TARC's Procurement Department issued Request for Proposals (RFP) 20211686, for a Next Generation Mobile Ticketing Application.

We were pleased to receive ten (10) responsive proposals from experienced providers of mobile ticketing systems. An evaluation committee made up of knowledgeable TARC team members from relevant departments reviewed and scored each of the proposals. After their initial evaluation, four (4) proposers were determined to fall within a competitive range:

- Token Transit
- Moovel
- Dallas Area Rapid Transit (DART)
- Masabi

The committee interviewed teams representing each of the four proposers via teleconference. After all of the interviews were completed the evaluation committee discussed what they had heard and scored the four final proposals again. Factors considered during the evaluation process included cost, technical approach, features/functionality, professional references, and relevant experience successfully completing similar projects. In addition, TARC requested Best and Final Offers from each of the four finalists.

After scoring and careful consideration, the evaluation committee determined that an award to Dallas Area Rapid Transit (DART) would result in the most comprehensive and best value solution for TARC.

Attached to this memo is a resolution requesting authority for the Executive Director to negotiate and enter into a contract with DART for a comprehensive mobile ticketing and mobility platform at a total capital cost not to exceed \$351,000 with contingency of up to \$50,000. This cost includes options that TARC may select, such as creation of a white label, or TARC branded app and web portal. It does not include any costs from Genfare SPX associated with integration to the barcode scanner on our fare boxes and Genfare's data system. That cost will be negotiated separately with Genfare SPX.

Funds for this procurement will come from two existing grants that are obligated in part or entirely to the acquisition of fare systems.

Please contact me at 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2021-44**

### **Next Generation Mobile Ticketing System Solution**

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Dallas Area Rapid Transit (DART) for the supply and implementation of a comprehensive mobile ticketing and mobility platform at a total cost not to exceed \$351,000.

**WHEREAS**, TARC seeks a next generation mobile ticketing system provider to furnish TARC with a comprehensive mobile ticketing solution; and,

**WHEREAS**, ten (10) responsive proposals were received from providers of mobile ticketing solutions; and

**WHEREAS**, an evaluation committee comprised of knowledgeable TARC staff from relevant departments reviewed and scored each of the proposals; and

**WHEREAS**, four (4) proposals were determined to fall within a competitive range and invited to interviews with the evaluation committee; and

**WHEREAS**, following completion of the interviews, the evaluation committee scored the four proposals again; and

**WHEREAS**, Best and Final Offers were requested from each of the four finalists; and

**WHEREAS**, the evaluation committee determined that an award to Dallas Area Rapid Transit (DART) would result in the most comprehensive and best value solution for TARC; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to negotiate and enter into a contract with Dallas Area Rapid Transit (DART) for the supply and implementation of a comprehensive mobile ticketing and mobility platform at a cost not to exceed \$351,000 with contingency of up to \$50,000.

**ADOPTED THIS 26<sup>th</sup> DAY OF October 2021**

---

**John Launius, Chair of the Board of Directors**

# MEMORANDUM



**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26, 2021

**Re:** Resolution 2021-45 Pest Control Services

---

In June 2021, the Procurement Department issued a Request for Proposals (RFP) for Pest Control Services. The solicitation was advertised in TransitTalent and TARC's online portal, as well as emailed to thirteen (13) local pest control service providers.

TARC received only one responsive proposal and is recommending award to that proposer. TARC's Procurement staff completed a review of the procurement to determine that the award meets competitive procurement standards and Disadvantaged Business Enterprises (DBE) requirements.

DBE Requirements: Through the Department of Transportation and TARC's policy as defined in 49 CFR Part 23, and as amended in Section 106(c) of the Surface Transportation and Uniform Relocation Assistance Act of 1987, DBE's were afforded the maximum opportunity to participate in the performance of this Solicitation. TARC's Purchasing Department made a good faith effort to determine if there were any available DBEs that were certified to participate. TARC even accessed the Certified DBE Directory made available through the Kentucky Transportation Cabinet online portal; however, TARC was unable to identify any certified and qualified vendors.

Adequate Competition: TARC has reviewed the specifications of the RFP and determined that we were not unduly restrictive and further that the non-response from sixteen of the seventeen vendors was not due to any factors under TARC's control. The findings indicate that competition was adequate for this RFP which resulted in a single responsive, responsible quote.

Responsible Vendor Determination: Terminix has been the incumbent for TARC in regards to our most current Pest Control Services contract. Terminix has over 85 years of recorded business experience, and is currently the largest termite and pest control company in the world providing services in 45 U.S. states and 14 countries internationally. Terminix has the resources, capabilities and personnel to perform the services requested.

Responsiveness Determination: Terminix submitted a response to the RFP based on the requested services TARC issued. The response by Terminix fulfills the requested documentation requirements and the minimum services requested.

Proposal Reasonableness: The cost for the Pest Control Services submitted by Terminix is within an acceptable range of TARC's Independent Cost Estimate (ICE). The ICE performed by the Purchasing Department provided an annual total of \$23,590.48 based on the Consumer Price Index rate for 2021 with relation to a similar purchase within the past year for these same services.

As a result, this resolution requests the Board of Directors authorize the Executive Director to enter into a contract with Terminix for an initial 3-year term in the amount of \$69,660 and for an additional 2 one-year options of \$48,768 for a not to exceed amount of \$118,428. Please call me at (502) 561-5100 if you have any questions.



## **RESOLUTION 2021-45 Pest Control Services**

A Resolution authorizing the Executive Director to enter into a Contract for an Initial Term of three (3) years in the amount of \$69,660.00 with an Optional Term of two (2) one-year extensions exercise in the amount of \$48,768.00 for a for a not to exceed amount of \$118,428.

**WHEREAS**, TARC seeks a pest control service provider, and,

**WHEREAS**, a cost request for pricing proposal was requested on June 24, 2021, and the price was deemed fair and reasonable, and,

**WHEREAS**, TARC received only one proposal from Terminix and deems it responsive, and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to enter into a Contract for an Initial Term of three (3) years with an Option of two (2) one-year extensions with Terminix for a not-to-exceed amount of \$118,428.

**ADOPTED THIS 26th DAY OF OCTOBER 2021**

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**John Launius, Chair of the Board of Directors**



# MEMORANDUM

**To:** John Launius, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** October 26, 2021

**Re:** Resolution 2021-46 Award of Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program Funds

---

Section 5310 federal formula funds for Enhanced Mobility of Seniors and Individuals with Disabilities are available for award in the amount of: \$894,041 from the Federal Fiscal Year 2021 apportionment plus \$100,067 remaining from the Federal Fiscal Year 2020 apportionment.

In addition, there are extra Section 5310 formula funds available for award this year in the amount of \$154,060 from the Federal Fiscal Year 2021 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) apportionment.

The total of all of these Section 5310 funds available for award this year is \$1,148,168. (See details in the Appendix.)

As the designated recipient of these funds for the Louisville Urbanized Area, it is TARC's responsibility to oversee their distribution to subrecipients. TARC has distributed Section 5310 funds seven times previously. TARC uses a competitive selection process to solicit project applications. The selection process is fair and ensures full and open competition. The deadline for applications for this funding was August 19, 2021. Seven applicants applied for funds.

The applications were evaluated on September 7, 2021 by an independent, impartial Selection Review Committee comprised of four community members with no material interest in any of the proposed projects. They used evaluation criteria previously developed by TARC and the Regional Mobility Council.

A total of seven applicants were awarded funding. The Selection Review Committee recommended fully funding one of the projects and partially funding four of the projects that qualified in the Section 5310 "Traditional" category, for a total of \$616,008 in "Traditional" funds. The Committee also recommended fully funding one of the projects and partially funding three of the projects that qualified for funding in the Section 5310 "Other" category, for a total of \$532,160 in "Other" funds.

The seven successful applicants will become subrecipients of the federal funds. Normally, the subrecipients provide local matching funds. (Capital purchases normally require a 20% local match and Operating expenses normally require a 50% local match.)

However, Federal legislation for COVID relief (CRRSAA) stipulates that no local match is required for Section 5310 funding this year. Therefore, all the funds described above will be awarded at 100% federal share with zero local match.



A total of \$1,148,168 of federal Section 5310 funds is recommended for award at this time, which shall exhaust all of the federal Section 5310 funds available with no monies to be carried over to next year.

Attached to this memo is a Resolution requesting authority for the Executive Director to enter into grant subrecipient agreements with the 7 entities set forth in the Resolution totaling \$1,148,168 and an Appendix attached thereto, which lists in detail the 5310 subrecipients and their respective projects and funding awarded. Please call me at (502) 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2021-46**

### **Award of Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 funds**

A resolution approving the award of Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 program funds as set out below, and authorizing the Executive Director to enter into grant subrecipient agreements with the recommended subrecipients of these funds.

**WHEREAS**, TARC has been named the Designated Recipient of Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 funds for the Louisville Urbanized Area by the Governors of the States of Kentucky and Indiana, and;

**WHEREAS**, in its role as Designated Recipient, TARC has conducted a competitive selection process, and;

**WHEREAS**, each project recommended for funding was derived from priorities set forth in the Coordinated Human Services Transportation Plan for the KIPDA Region, and;

**WHEREAS**, each project was selected for funding through a process that ensured open competition, and;

**WHEREAS**, an impartial Selection Review Committee scored all eligible applications using evaluation criteria established by TARC in conjunction with the Regional Mobility Council, and;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that the federal funds from the Federal Fiscal Year 2020 and Federal Fiscal year 2021 apportionments for Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310, and from the Federal Fiscal Year 2021 CRRSAA apportionment for 5310, which were allocated to the Louisville Urbanized Area in the total amount of \$1,148,168, be distributed as follows: (See the Appendix for details about of each of these awards.)

\$66,000 to Dreams with Wings for the Dreams with Wings Transportation project, and

\$197,783 to Harbor House of Louisville, Inc. for the Improve Mobility for Seniors and Individuals with Disabilities project, and

\$4,269 to Jewish Community of Louisville, Inc. (JCL) for the Senior Adult Transportation Assistance project, and

\$191,095 to LifeSpan Resources, Inc. for the LifeSpan Resources Transportation project, and

\$50,000 to New Hope Services, Inc. for the New Hope Services Transportation project, and

\$454,060 to Transit Authority of River City for the Suburban Work Trips for Paratransit Customers Outside of the ADA Service Area project, and

Continued....





\$184,961 to Zoom Group Inc. for the Zoom Group Transportation project.

The Executive Director/CEO is hereby authorized to enter into agreements with Dreams with Wings; Harbor House of Louisville, Inc.; Jewish Community of Louisville, Inc.; LifeSpan Resources, Inc.; New Hope Services, Inc.; and Zoom Group Inc. for the work outlined in their project applications.

The Executive Director/CEO is authorized to file and execute a grant application on behalf of the Transit Authority of River City with the U.S. Department of Transportation to fund the projects listed above.

**ADOPTED THIS 26TH DAY OF OCTOBER 2021**

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**Chair of the Board of Directors**



## **APPENDIX**

### **Section 5310 “Traditional” funds**

Eligible subrecipients for Section 5310 “Traditional” funds include private nonprofit organizations; or state or local governmental authorities that are approved by a state to coordinate services for seniors and individuals with disabilities, when it is certified that there are no nonprofit organizations readily available in the area to provide the service. TARC is not eligible for an award of Section 5310 “Traditional” funds, since many nonprofit organizations that provide service are available in our urbanized area. However, TARC is eligible for funds in the Section 5310 “Other” category.

Federal law requires that at least 55% of the normal Section 5310 funds awarded must go to Section 5310 “Traditional” projects. “Traditional” projects are capital transportation projects (including but not limited to vehicle replacement, fleet expansion, and capital maintenance) that are designed and planned to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

Exception:

In 2021, the Federal Fiscal Year 2021 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) created a special apportionment of Section 5310 funds that are exempt from the requirement that at least 55% of the funds awarded must go to Section 5310 “Traditional” projects. The FTA prefers that these CRRSAA Section 5310 funds be used for Operating Assistance in the “Other” category.

### **Section 5310 “Other” funds**

Eligible subrecipients for Section 5310 “Other” funds include: state or local governmental authorities; private nonprofit organizations; and for-profit operators of public transportation.

Up to 45% of the Section 5310 funds that are awarded may be awarded in the “Other” category (including capital expenses and operating expenses) for public transportation projects designed and planned to meet the specific needs of seniors and individuals with disabilities. These projects must: (1) exceed the ADA minimum requirements; or (2) improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or (3) provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation when public transportation is insufficient, inappropriate, or unavailable.

Exception:

In 2021, the Federal Fiscal Year 2021 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) created a special apportionment of Section 5310 funds that are exempt from the requirement that at least 55% of the funds awarded must go to Section 5310 “Traditional” projects. The FTA prefers that these CRRSAA Section 5310 funds be used



for Operating Assistance in the “Other” category. One hundred percent of those funds may be awarded in the “Other” category.

### **Funds available**

The amount of NORMAL federal Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 funds available for award through TARC’s current competitive selection process is \$894,041 from the Federal Fiscal Year 2021 apportionment, plus \$100,067 remaining from the Federal Fiscal Year 2020 apportionment, for a total of \$994,108 of NORMAL federal Section 5310 funds.

The total \$994,108 is available for award for projects in the Section 5310 “Traditional” category.

The amount of NORMAL Section 5310 funds available for award for projects in the Section 5310 “Other” category cannot exceed 45% of the total amount NORMAL Section 5310 funds actually awarded for all projects.

In addition, there are extra Section 5310 formula funds available for award this year in the amount of \$154,060 from the Federal Fiscal Year 2021 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) apportionment. The FTA prefers that those CRRSAA Section 5310 funds be used for Operating Assistance in the “Other” category. One hundred percent of those funds may be awarded in the “Other” category.

The total of all (NORMAL plus CRRSAA) Section 5310 funds available for award this year is \$1,148,168.

Normally, all subrecipients of Section 5310 federal funds must provide local matching funds. (Capital purchases normally require a 20% local match and Operating expenses normally require a 50% local match.) However, Federal legislation for COVID relief (CRRSAA) stipulates that no local match is required for Section 5310 funding this year. Therefore, all the funds described above are to be awarded at 100% federal share with zero local match.

### **Funds awarded**

The total amount of NORMAL “Traditional” Section 5310 funds that were available for award this year was \$994,108. The total amount of “Traditional” funds requests received was \$884,541. The total amount of “Traditional” funds that the Selection Review Committee recommended for award is \$616,008

The total amount of all Section 5310 “Other” funds that were available for award was \$532,160. The total amount of “Other” funds requests received was \$1,448,630. The total amount of all Section 5310 “Other” funds that the Selection Review Committee recommended for award is \$532,160.

The amount of NORMAL Section 5310 “Other” funds that the Selection Review Committee recommended for award is \$378,100, which is 44.17 percent of the total NORMAL Section 5310



funds (“Traditional” plus “Other”) that were awarded this time. That is under the 45 percent maximum allowed for award by the FTA regulations governing NORMAL Section 5310 funds.

The total amount of CRRSAA Section 5310 funds available for award this year was \$154,060. The FTA preferred that 100 percent of those CRRSAA funds be awarded for Operating Assistance in the “Other” category. The amount of CRRSAA Section 5310 funds that the Selection Review Committee recommended for award for Operating Assistance in the “Other” category is \$154,060, which is 100 percent of the total CRRSAA Section 5310 funds that were available this time.

All funds (NORMAL and CRRSAA) were awarded at 100% federal share with zero local match required.

The total amount of Section 5310 funds (NORMAL plus CRRSAA) recommended for award this time is \$1,148,168 of the \$1,148,168 available. This uses up all of the federal Section 5310 funds available for award at this time. There will be no leftover Section 5310 funds to be carried over to next year.

#### **Funding recommendations for Section 5310 “Traditional” projects:**

\$66,000 to Dreams with Wings for the Dreams with Wings Transportation project to purchase two (2) non-ADA-accessible Standard Minivans (for fleet replacement). The project will provide fixed route and on-demand transportation service in Jefferson County for individuals with disabilities to get to day training programs, jobs, and medical appointments.

(Federal funds = \$66,000    Local match = \$0    Total project value = \$66,000)

\$167,047 to Harbor House of Louisville, Inc. for the Improve Mobility for Seniors and Individuals with Disabilities project to purchase: two (2) ADA-Accessible Full-Size vans (for fleet expansion); Fencing to provide security for Section 5310 vehicles; and In-Vehicle Cameras. The project will provide transportation for individuals with developmental and intellectual disabilities to and from Harbor House, to medical appointments, and other necessary trips.

(Federal funds = \$167,047    Local match = \$0    Total project value = \$167,047)

\$148,000 to LifeSpan Resources, Inc. for the LifeSpan Resources Transportation project to purchase: two (2) ADA-Accessible Full-Size vans with Enhanced HVAC and All-Wheel-Drive. (for fleet expansion). The project will provide transportation for individuals with disabilities to and from day services and work programs. The vehicles will also provide deviated fixed-route and on-demand transportation for seniors and individuals with disabilities for medical trips, including critical care trips such as dialysis, and chemotherapy, as well as trips to the grocery, senior center, library, and post office, with an emphasis on serving low income residents.

(Federal funds = \$148,000    Local match = \$0    Total project value = \$148,000)

\$50,000 to New Hope Services, Inc. for the New Hope Services Transportation project, to purchase: one (1) ADA-accessible Minivan (for fleet replacement). The project will transport seniors and individuals with disabilities to day programs, jobs, job training, medical appointments, grocery shopping, and everywhere in the community that they need to go, including activities that help build capacity and independence.



(Federal funds = \$50,000    Local match = \$0    Total project value = \$50,000)

\$184,961 to Zoom Group Inc. for the Zoom Group Transportation project to purchase: two (2) ADA-accessible Full-Size vans with Enhanced HVAC (for fleet expansion); Fencing to provide security for Section 5310 vehicles; Security Cameras; two (2) GPS Lockbox (Wayfinder) systems; and four (4) signage graphics. The project will provide transportation for seniors and individuals with disabilities to jobs, job training, job interviews, classes, and medical and mental health appointments. The project will serve approximately 250 physically and developmentally disabled adults, many of whom would be otherwise unable to acquire and maintain employment and access the community.

(Federal funds = \$184,961    Local match = \$0    Total project value = \$184,961)

**Funding recommendations for Section 5310 “Other” projects:**

\$30,736 to Harbor House of Louisville, Inc. for the Improve Mobility for Seniors and Individuals with Disabilities project for Operating Assistance for the Section 5310 vehicle fleet for the period from 01/01/2022 through 12/31/2022.

(Federal funds = \$30,736    Local match = \$0    Total project value = \$30,736)

\$4,269 to the Jewish Community of Louisville, Inc. (JCL) for the Senior Adult Transportation Assistance project for Operating Assistance for the Section 5310 vehicle fleet for the period from 01/01/2022 through 12/31/2022.

(Federal funds = \$4,269    Local match = \$0    Total project value = \$4,269)

\$43,095 to LifeSpan Resources, Inc. for the LifeSpan Resources Transportation project for Operating Assistance for the Section 5310 vehicle fleet for the period from 01/01/2022 through 12/31/2022.

(Federal funds = \$43,095    Local match = \$0    Total project value = \$43,095)

\$300,000 to Transit Authority of River City for the Suburban Work Trips for Paratransit Customers Outside of the ADA Service Area project for Operating Assistance to continue paratransit work trips for people with disabilities who either live outside the ADA service area or who work outside the ADA service area.

(Federal funds = \$300,000    Local match = \$0    Total project value = \$300,000)

(See summary in tables below.)



Summary of recommendations for funding:

<b>Section 5310 "Traditional" Funds (dollars) FFY 20-21</b>				
Agency	Project	Federal Share	Local Match	Total
Dreams with Wings	Dreams with Wings Transportation	66,000	0	66,000
Harbor House of Louisville, Inc.	Improve Mobility for Seniors and Individuals with Disabilities	167,047	0	167,047
LifeSpan Resources, Inc.	LifeSpan Resources Transportation	148,000	0	148,000
New Hope Services, Inc.	New Hope Services Transportation	50,000	0	50,000
Zoom Group, Inc.	Zoom Group Transportation	184,961	0	184,961

<b>Section 5310 "Other" Funds (dollars) FFY 20-21</b>				
Agency	Project	Federal Share	Local Match	Total
Harbor House of Louisville, Inc.	Improve mobility for Seniors and Individuals with Disabilities	30,736	0	30,736
Jewish Community of Louisville, Inc. (JCL)	Senior Adult Transportation Assistance	4,269	0	4,269
LifeSpan Resources, Inc.	LifeSpan Resources Transportation	43,095	0	43,095
Transit Authority of River City	Suburban Work Trips for Paratransit Customers Outside of the ADA Service Area	300,000	0	300,000