

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, November 9, 2021 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/91654764968?pwd=UzRWdUFKdTY3ZW8rZGloampFVkiXUT09>

Meeting ID: 91654764968

Passcode: 738461

One tap mobile: +13017158592,,91654764968#

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		
	a. Financial Statements	Tonya Carter	1:35-1:45
III.	Review of draft Resolutions		1:45 – 2:20
	a. Resolution 2021-37 Recognition of Board Member Mary Morrow	Randy Frantz	
	b. Resolution 2021-38 Recognition of Board Member J.C. Stites	Randy Frantz	
	c. Resolution 2021-43 Management Consulting Services		
	d. Resolution 2021-48 Jeffersonville Bus Stop Improvement	Geoffrey Hobin	
	e. Resolution 2021-49 Transfer of Surplus Fareboxes	Geoffrey Hobin	
	f. Resolution 2021-50 FY 2022 Board and Committee Meeting Calendar	Randy Frantz	
IV.	Proposed Agenda Items/Next Meeting Date	Randy Frantz	2:20-2:25
V.	Adjournment	John Launius	2:30

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



Current Month Revenues Compared to Budget

Total Operating Revenues are under budget \$140,785 (pg. 2, line 9) mainly due to Passenger Fares, Purchased Transportation Fares and Special Fares being under budget. Total Non-Operating Revenues (Subsidies) are under budget \$878,980 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to operating expenses being under budget. Total Capital Contributions are over budget \$1,754,512 (pg. 2, line 25) due to timing of new bus purchases. Total Revenues with Capital are over budget \$734,747 (pg. 2, line 27) mainly due to total Capital Contributions being over budget.

Current Month Expenses Compared to Budget

Total Operating Expenses are under budget \$1,019,765 (pg. 2, line 41) mainly due to Direct Labor, Fringe & Benefits, Materials and Purchased Transportation being under budget. Total Capital Expenses are over budget \$50,314 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$969,451 (pg. 2, line 50) due to Operating Expenses being under budget.

Current Month Actual Summary

Total Operating Revenues are \$617,136 (pg. 2, line 9) and Total Operating Expenses are \$7,157,079 (pg. 2, line 41) bringing the net to an unfavorable balance of \$6,539,943 before Subsidies are applied. After applying Subsidies \$6,539,943 (pg. 2, line 16) we are balanced (pg. 2, line 53) for the current month before Capital Contributions and Capital Expenses are applied.

YTD Revenues Compared to Budget

Total Operating Revenues are under budget \$240,484 (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 \$2,627,732 (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 \$5,080,598 (pg. 2, line 25) mainly due to timing of new bus purchases in the current month. Total Revenues with Capital are under budget \$7,948,814 (pg. 2, line 27) mainly due to Subsidies and Capital Contributions.

YTD Expenses Compared to Budget

Total Operating Expenses are under budget \$2,541,109 (pg. 2, line 41) mainly due to Direct Labor, Fringe & Benefits, Materials, and Purchased Transportation being under budget. Total Capital Expenses are over budget \$192,691 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$2,348,418 (pg. 2, line 50) due to Operating Expenses being under budget.

YTD Actual Summary

Total Operating Revenues are \$1,986,122 (pg. 2, line 9) and Total Operating Expenses are \$21,460,503 (pg. 2, line 41) bringing the net to an unfavorable balance of \$19,474,381 before Subsidies are applied. After applying Subsidies \$19,147,274 (pg. 2, line 16) the net unfavorable balance is \$327,107 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 \$327,107 before applying the MTTF Revenue receipts. September budgeted MTTF receipts for revenue deposits is over budget \$1,583,983 (pg. 7) year-to-date. We currently have a favorable balance before capital year-to-date of \$1,256,876 (pg. 8) due to the MTTF revenue deposits being over budget. MTTF Net Profit Fees are down \$1,377,800 (pg. 7) and Employee Withholdings are up \$890,664 (pg. 7) year to date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions

September 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
Revenues								
1 Passenger Fares	4,757,097	377,442	436,049	(58,607)	1,145,238	1,298,720	(153,482)	75.93%
2 Paratransit Fares	805,500	70,878	88,000	(17,122)	220,961	262,500	(41,539)	72.57%
3 Special Fare Revenues (UofL, UPS and etc)	1,796,605	105,728	161,180	(55,452)	369,130	447,310	(78,180)	79.45%
4 Comp Specials	150,000	0	0	0	0	0	0	100.00%
5 Advertising Revenue	624,000	53,333	52,000	1,333	160,000	156,000	4,000	74.36%
6 Other Agency Revenues	183,300	9,755	15,275	(5,520)	78,317	45,825	32,492	57.27%
7 Total Recoveries-Insurance	65,000	0	5,417	(5,417)	12,476	16,251	(3,775)	80.81%
8								
9 Operating Revenues	8,381,502	617,136	757,921	(140,785)	1,986,122	2,226,606	(240,484)	76.30%
10								
11 MTF Contributions- Federated	50,865,563	1,962,077	1,962,077	0	11,110,959	11,110,959	0	78.16%
12 Local Government Funds - MTF	1,146,453	25,285	95,538	(70,253)	25,285	286,614	(261,329)	97.79%
13 Federal Reimbursement Funds - FTA	38,008,770	4,375,792	5,096,125	(720,333)	7,834,241	10,096,125	(2,261,884)	79.39%
14 State Government Funds	1,553,856	176,789	265,183	(88,394)	176,789	281,308	(104,519)	88.62%
15								
16 Total Non-Operating Revenues	91,574,642	6,539,943	7,418,923	(878,980)	19,147,274	21,775,006	(2,627,732)	79.09%
17								
18 Total Revenues Before Cap Contributions	99,956,144	7,157,079	8,176,844	(1,019,765)	21,133,395	24,001,612	(2,868,216)	78.86%
19								
20 Local Government Funds - MTF, Cap	2,188,232	33,829	48,898	(15,069)	50,567	271,494	(220,927)	97.69%
21 Federal Reimbursement Funds - FTA, Cap	22,218,487	1,631,295	148,646	1,482,649	2,176,030	7,418,276	(5,242,246)	90.21%
22 State Government Funds, Cap	0	286,932	0	286,932	382,575	0	382,575	0.00%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	24,406,719	1,952,056	197,544	1,754,512	2,609,172	7,689,770	(5,080,598)	89.31%
26								
27 Total Revenues	124,362,863	9,109,135	8,374,388	734,747	23,742,567	31,691,382	(7,948,814)	80.91%
28								
29								
Expenses								
30								
31								
32 Labor	32,000,848	2,411,287	2,591,834	(180,547)	7,314,169	7,826,199	(512,030)	77.14%
33 Fringes & Benefits	31,734,057	2,550,089	2,800,979	(250,890)	7,193,810	7,847,982	(654,172)	77.33%
34 Services	5,639,222	425,836	474,471	(48,635)	1,219,201	1,417,479	(198,278)	78.38%
35 Materials	7,458,185	490,906	629,041	(138,135)	1,543,855	1,848,780	(304,925)	79.30%
36 Utilities	1,016,796	52,145	84,733	(32,588)	211,118	254,199	(43,081)	79.24%
37 Casualty & Liability	2,736,426	222,047	228,035	(5,988)	811,727	684,105	127,622	70.34%
38 Purchased Transportation	18,740,930	949,799	1,316,555	(366,756)	3,062,747	3,944,665	(881,918)	83.66%
39 Interest Expense	7,860	790	791	(1)	2,485	2,486	(1)	68.38%
40 Other Expenses	621,820	54,179	50,405	3,774	101,391	175,717	(74,326)	83.69%
41 Operating Expenses	99,956,144	7,157,079	8,176,844	(1,019,765)	21,460,503	24,001,612	(2,541,109)	78.53%
42								
43								
44								
45 Development Cost & Loss on Disposal	426,467	19,879	7,360	12,519	37,218	14,720	22,498	91.27%
46 Depreciation Expenses	12,194,557	969,726	931,931	37,795	2,882,186	2,713,567	168,619	76.36%
47 Loss on Disposal of Assets	0	0	0	0	1,574	0	1,574	0.00%
48 Total Capital Expenses	12,621,024	989,606	939,291	50,314	2,920,977	2,728,287	192,691	76.86%
49								
50 Total Expenses	112,577,168	8,146,684	9,116,135	(969,451)	24,381,480	26,729,899	(2,348,418)	78.34%
51								
52								
53 Revenue / Expense Difference Before Capital	0	0	0	0	(327,107)	0	(327,107)	0.00%
54								
55 Revenue / Expense Difference After Capital	11,785,695	962,451	(741,747)	1,704,198	(638,913)	4,961,483	(5,600,396)	105.42%

Total Labor

September 2021, Fiscal Year 2022



	Description	Current Month			Fiscal Year-to-date				
		FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
1	Direct Labor	32,000,848	2,411,287	2,591,834	(180,547)	7,314,169	7,826,199	(512,030)	77.14%
2	Sick Leave	1,651,183	114,465	192,425	(77,960)	347,007	418,900	(71,893)	78.98%
3	Holiday	1,252,323	107,919	138,488	(30,569)	219,345	274,397	(55,052)	82.48%
4	Vacation	2,088,175	122,973	180,768	(57,795)	525,748	518,497	7,251	74.82%
5	Other Paid Absences	240,381	39,476	15,812	23,664	66,526	46,823	19,703	72.32%
6									
7	Total	37,232,910	2,796,120	3,119,327	(323,207)	8,472,795	9,084,816	(612,021)	77.24%
8									
9	Difference compared to Budget			(323,207)			(612,021)		
	Description	FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
10	FICA	2,848,318	209,156	238,630	(29,474)	634,000	694,990	(60,990)	77.74%
11	Pension	10,262,221	787,079	816,136	(29,057)	2,270,203	2,520,215	(250,012)	77.88%
12	Hospital Medical & Surgical	10,509,847	764,297	847,662	(83,365)	2,350,849	2,542,986	(192,137)	77.63%
13	Vision Care Insurance	101,537	3,925	8,468	(4,543)	18,072	25,404	(7,332)	82.20%
14	Dental Plans	353,988	17,060	29,499	(12,439)	66,085	88,497	(22,412)	81.33%
15	Life Insurance	101,040	7,194	8,420	(1,226)	21,938	25,260	(3,322)	78.29%
16	Disability Insurance	155,544	10,028	12,962	(2,934)	31,332	38,886	(7,554)	79.86%
17	Kentucky Unemployment	40,000	0	0	0	6,189	10,000	(3,811)	84.53%
18	Worker's Compensation	1,850,000	164,867	154,167	10,700	430,786	462,501	(31,715)	76.71%
19	Uniform & Work Clothing Allowance	277,000	201,289	157,333	43,956	204,918	179,999	24,919	26.02%
20	Other Fringes	2,500	361	209	152	811	627	184	67.56%
21	Total Fringe & Benefits	26,501,995	2,165,256	2,273,486	(108,230)	6,035,183	6,589,365	(554,183)	77.23%
22									
23									
24	Sick Leave	1,651,183	114,465	192,425	(77,960)	347,007	418,900	(71,893)	78.98%
25	Holiday	1,252,323	107,919	138,488	(30,569)	219,345	274,397	(55,052)	82.48%
26	Vacation	2,088,175	122,973	180,768	(57,795)	525,748	518,497	7,251	74.82%
27	Other Paid Absences	240,381	39,476	15,812	23,664	66,526	46,823	19,703	72.32%
28	Total Compensation Benefits	5,232,062	384,833	527,493	(142,660)	1,158,626	1,258,617	(99,991)	77.86%
29									
30	Total	31,734,057	2,550,089	2,800,979	(250,890)	7,193,809	7,847,982	(654,174)	77.33%
31									
32	Difference compared to Budget			(250,890)			(654,173)		



Balance Sheet

September 2021, Fiscal Year 2022

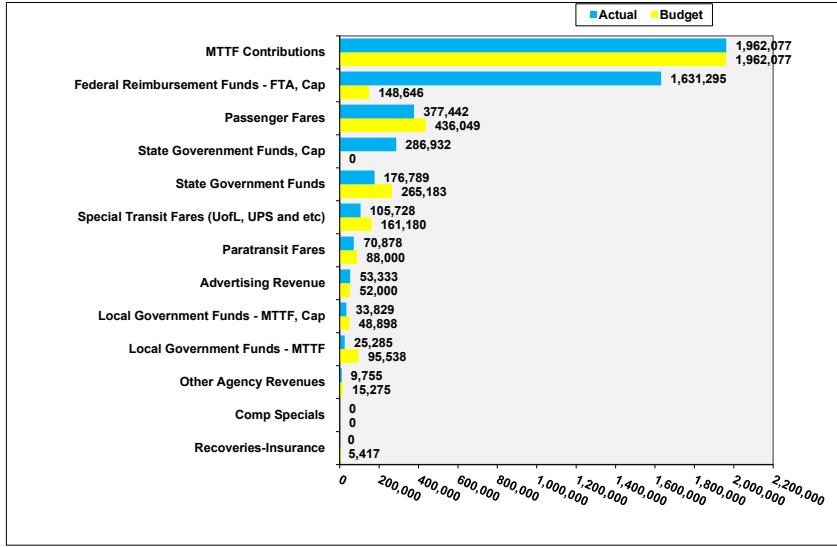
Assets	FY 22	FY 21	Liabilities, Reserves & Capital	FY 22	FY 21
Current Assets			Current Liabilities		
Cash & Cash Items	1,325,590	2,650,460	Long Term Debt	121,697	262,538
Short Term Investments	2,844,935	4,221,419	Short Term Debt	0	0
Accounts Receivable	37,731,750	70,867,497	Trade Payables	5,767,415	5,830,661
Interest Receivable	4	184	Accrued Payroll Liabilities	4,081,409	4,537,217
Due From Grant	80,000	80,000	Estimated Workmans Compensation	3,323,221	2,592,777
Materials & Supplies	2,414,011	1,532,350	Accrued Tax Liabilities	0	0
Total Current Assets	44,396,290	79,351,911	Unredeemed Tickets & Tokens	1,561,270	1,942,337
Other Assets			Reserves - Injury & Damages	1,779,600	1,160,500
Prepaid Insurance & Dues & WIP	1,813,333	2,091,709	Due To Operations	80,000	80,000
Total Other Assets	1,813,333	2,091,709	Unearned Capital Contributions	29,546,321	66,823,458
			Other Current Liabilities (Health Ins.)	1,191,578	155,790
			Total Current Liabilities	47,452,511	83,385,279
Fixed Assets			Equity		
Land	3,187,624	3,177,782	Retained Earnings	(638,913)	(3,495,585)
Buildings	49,161,798	49,094,438	Prior Year Retained Earning	75,248,859	76,430,607
Coaches	120,593,430	113,958,281	Total Equity	74,609,946	72,935,022
Office Equipment	10,444,140	10,345,708	Total Liabilities & Equity	122,062,457	156,320,301
Other Equipment	21,860,639	21,735,951			
Development Costs	238,553	33,627			
Vehicle Exp - Operating	1,420,404	1,420,405			
Other Equipment -Operating	154,908	151,307			
Total Fixed Assets	207,061,496	199,917,498			
Less Accumulated Depreciation					
Accumulated Depr Land	725,146	691,495			
Accumulated Depr Buildings	27,501,626	25,986,573			
Accumulated Depr Coaches	76,188,753	72,664,181			
Accumulated Depr Office Equipment	8,184,163	7,633,378			
Accumulated Depr Other Equipment	17,510,504	17,070,817			
Accumulated Depr Development Cost	37,218	3,167			
Accumulated Depr Vehicle Exp - Opr	938,655	882,529			
Accumulated Depr Other Equipment Op	122,596	108,677			
Total Depreciation	131,208,662	125,040,817			
Net Fixed Assets	75,852,834	74,876,681			
Total Assets	122,062,457	156,320,301			

Actual Revenue vs. Budget

September 2021, Fiscal Year 2022



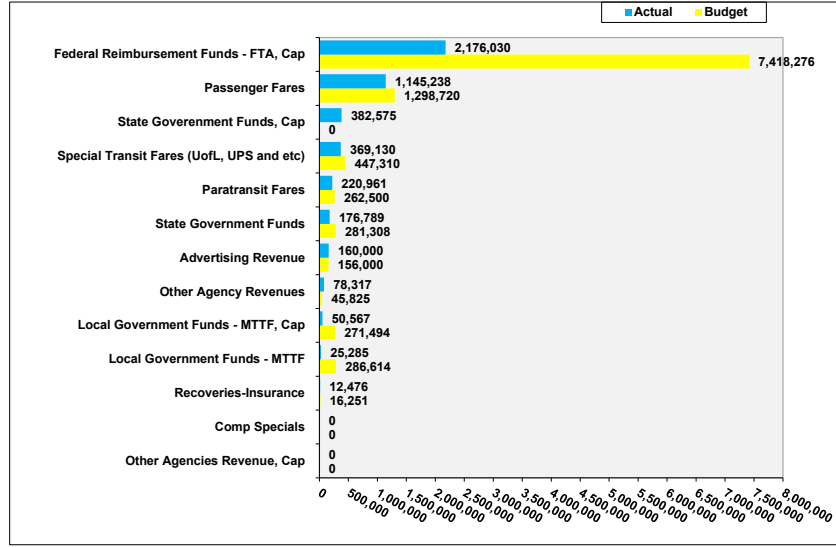
Current Month Revenues



MTTF \$1,962,077 Actual = \$1,962,077 Budget

- Passenger fares \$58,607 ↓
- Paratransit fares \$17,122 ↓
- Special Fares \$55,452 ↓
- Federal Reimbursement Funds - FTA \$720,333 ↓
- Federal Reimbursement Funds - FTA, Cap \$1,482,649 ↑

Year to Date Revenues



MTTF \$11,110,959 Actual = \$11,110,959 Budget

Federal Reimbursement Funds - FTA \$7,834,241 Actual < \$10,096,125 Budget

- Passenger fares \$153,482 ↓
- Paratransit fares \$41,539 ↓
- Federal Reimbursement Funds - FTA \$2,261,884 ↓
- Federal Reimbursement Funds - FTA, Cap \$5,242,246 ↓

CM

- * Special Fares - is under budget \$55,452 mainly due to one contract decrease
- * Federal Reimbursement Funds - FTA is under budget \$720,333 mainly due operating expenses being under budget
- * Federal Reimbursement Funds - FTA, Cap is over budget \$1,482,649 mainly due to timing of expenditures for bus purchases

YTD

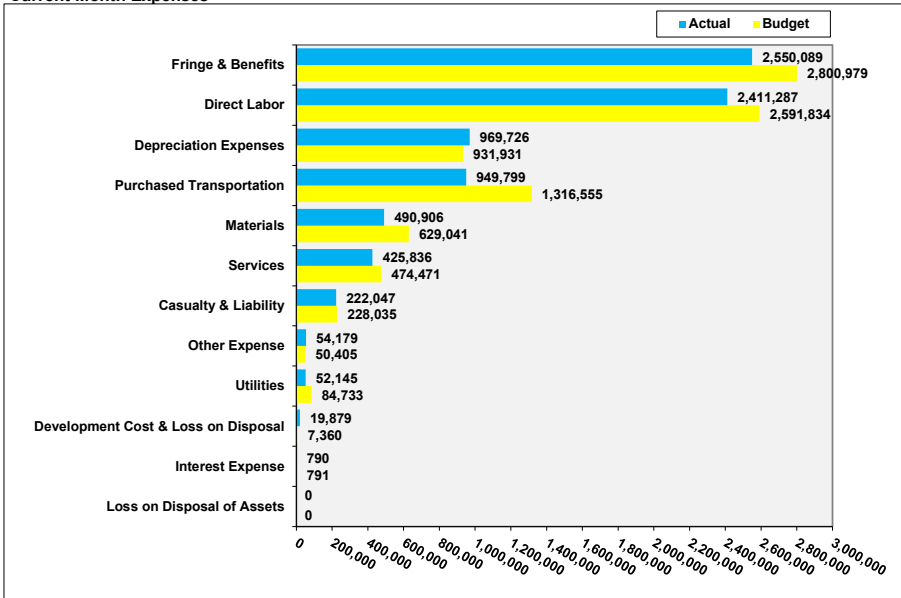
- * Federal Reimbursement Funds - FTA is under budget \$2,261,884 mainly due to operating expenses being under budget
- * Federal Reimbursement Funds - FTA, Cap is under budget \$5,242,246 mainly due to timing of expenditures for bus purchases in the current month

Actual Expenses vs. Budget

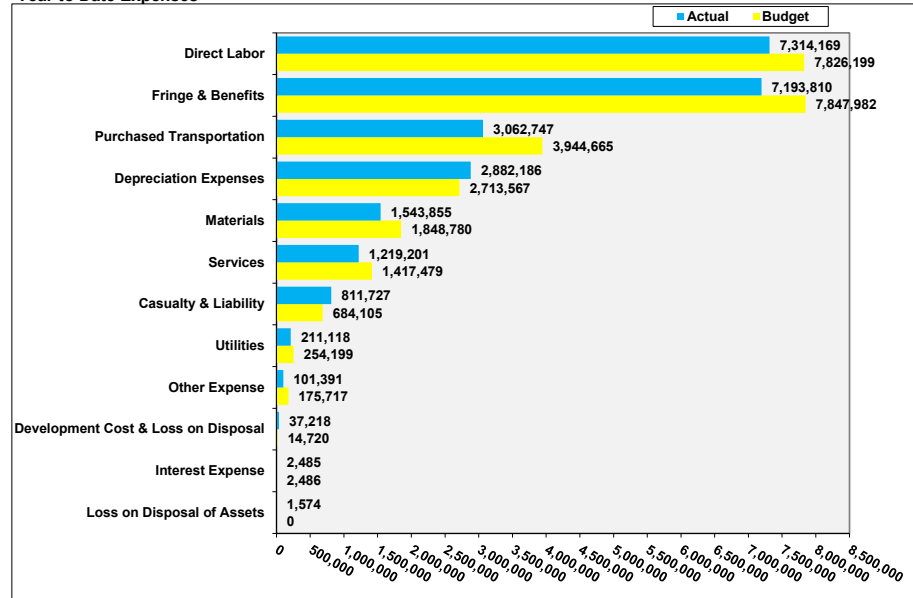
September 2021, Fiscal Year 2022



Current Month Expenses



Year to Date Expenses



Direct Labor \$180,547 ↓ Total Labor \$323,207 ↓
 Fringe & Benefits \$250,890 ↓
 Purchased Transportation \$366,756 ↓

Direct Labor \$512,030 ↓ Total Labor \$612,021 ↓
 Fringe & Benefits \$654,172 ↓
 Purchased Transportation \$881,918 ↓
 Depreciation Expenses \$168,619 ↑

CM

- * Fringe & Benefits are under budget \$250,890 mainly due to Sick, Vacation and Medical
- * Purchased Transportation is under budget \$366,756 mainly due to revenue hours and penalties

YTD

- * Fringe & Benefits are under budget \$654,172 mainly due to FICA, Pension, Medical, Sick and Vacation
- * Purchased Transportation is under budget \$881,918 mainly due to revenue hours and penalties



Year to Date Summary

September 2021, Fiscal Year 2022

Actual Compared to Budget YTD

	Good	In the Red	
Total Revenues before Capital are Over/ Under by (pg. 2, line 18)		\$2,868,216	
Total Expenses are Over/ Under by (pg. 2, line 41)	\$2,541,109		
MTTF Revenue Deposits are Over /Under by (pg. 7)	\$1,583,983		
September has a favorable balance before Capital of	\$4,125,092	\$2,868,216	\$1,256,876

Actual Revenues over Expenses

Operating Revenues	\$1,986,122
Operating Expenses	\$21,460,503
Net Gain/(Loss) before MTTF	(\$19,474,381)
MTTF Approved Contributions	\$11,110,959
Net Gain/(Loss) before Subsidies	(\$8,363,422)
 Subsidies	
CARES	\$7,733,099
CRSSAA	\$0
5307 Federal Formula dollars to be used as (CEER)	\$101,142
MTTF Local Share	\$25,285
State Contributions	\$176,789
Total Subsidies	\$8,036,315
Net Gain/(Loss) before Capital	(\$327,107)

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	\$5,708,766	\$4,744,809	\$963,957	\$1,583,983	20.32%	12.13%
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	\$14,641,754	\$54,092,106				

MTTF Revenue Deposits - Actuals

LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	September 2021	September 2020	YTD FYE 2022	YTD FYE 2021	Difference Amount	Percent Change
Receipts						
Employee Withholding	\$ 3,854,289	\$ 3,457,658	\$ 12,354,420	\$ 11,463,756	\$ 890,664	7.77%
Individual Fees	24	17	(57)	871	(928)	-106.54%
Net Profit Fees	1,856,215	1,309,050	2,299,822	3,677,622	(1,377,800)	-37.46%
Interest & Penalty	75,827	42,320	185,801	120,248	65,553	54.51%
Total Collections	\$ 5,786,355	\$ 4,809,045	\$ 14,839,986	\$ 15,262,497	\$ (422,511)	-2.77%
Investment Income	\$ 527	\$ 686	\$ 2,108	\$ 1,318	\$ 790	59.94%
Total Receipts	\$ 5,786,882	\$ 4,809,731	\$ 14,842,094	\$ 15,263,815	\$ (421,721)	-2.76%
Disbursements						
Collection Fee	\$ 78,116	\$ 64,922	\$ 200,340	\$ 206,044	\$ (5,704)	-2.77%
Total Disbursements	\$ 78,116	\$ 64,922	\$ 200,340	\$ 206,044	\$ (5,704)	-2.77%
Due Mass Transit	\$ 5,708,766	\$ 4,744,809	\$ 14,641,754	\$ 15,057,771	\$ (416,017)	-2.76%
Less Previous Payments			8,932,988	10,312,962	(1,379,974)	-13.38%
Payable To Trust Fund			\$ 5,708,766	\$ 4,744,809	\$ 963,957	20.32%



Reimbursement Funds Only and a One Time Funding Source for TARC

	TARC Share	Actual FY 2020	Actual FY 2021	Actual YTD FY 2022	Remaining Balance
CARES*	41,576,008	4,341,151	26,847,680	7,733,099	2,654,078
CRRSAA**	21,504,688				21,504,688
ARP***	48,587,329				48,587,329

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

** KY-2021-020 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 2021-37 Recognition of Service to Mary Morrow

Please see the following Resolution to show our support and gratitude to Mary Morrow. We are grateful for her years of service to the Transit Authority of River City and our community, and we are especially grateful for her willingness to serve multiple terms, and to serve as The Chair of the Board of Directors on two different occasions.

Her willingness to serve in this manner demonstrates a commitment to our community and to all the TARC team members, riders and customers. We thank you for your time and dedication to our mission.

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





RESOLUTION 2021-37

Recognition of Service to Mary Morrow

A resolution recognizing Mary Morrow for her contributions and service as a member of the TARC Board of Directors and service as Board Chair.

Whereas, Mary Morrow has been a member of the TARC Board of Directors since 1996, including her recent service on the Finance, Human Resources and Customer Relations Committees and;

Whereas, Mary has demonstrated outstanding qualities as a leader, serving as the Chair of the Board of Directors twice;

Whereas, Mary served the TARC Board during the Transportation Tomorrow project and when Amtrak served Union Station in the early 2000s;

Whereas, Mary provided financial oversight and assisted TARC in the launch of the MyTARC card as well as the Dixie BRT and;

Whereas, Mary's experience in business negotiating and planning, financial consulting, accounting and tax services and much more have made Mary an asset at both TARC and in Greater Louisville and;

Whereas, Mary's years of service on multiple boards in Louisville have helped businesses in the community stay in compliance and move in a forward direction and;

Whereas, Mary will be truly missed by all TARC team members;

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

1. Mary Morrow is recognized for her contributions and service as a member of the TARC Board of Directors for many years.
2. We wish Mary Morrow success in all her future endeavors.

Adopted this 26th day of October 2021

John Launius, Chair of the Board of Directors

Carrie Butler, Executive Director



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: October 26, 2021

Re: Resolution 2021-38 Board Member Service – J.C. Stites

Please see the following Resolution to show our support and gratitude to J.C. Stites. We are grateful for his years of service to the Transit Authority of River City and our community.

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



RESOLUTION 2021-38 Recognition of Service

A resolution recognizing J.C. Stites for his dedication and service in providing pivotal guidance and thoughtful direction through many successful years of operations for the Transit Authority of River City.

WHEREAS, J.C. Stites served as a Board Member for 5 years along with a member of TARC's Strategic Planning and Technology Subcommittee, and;

WHEREAS, He provided instrumental support to secure TARC's daily operations and long-term vision through personal expertise and knowledge of technology advancements, and;

WHEREAS, He saw the agency through many historic milestones such as the unveiling of the new TARC logo at the 40th anniversary celebration, the introduction of one of the largest all-electric fleets in the nation, the implementation of electronic fare cards in 2019, the introduction of the Dixie Rapid (DRB) in 2020, and;

WHEREAS, He saw the agency through many defining moments of community pride over the years such as TARC's response to the COVID-19 pandemic, and

WHEREAS, He ensured the organization was always well protected, and the transportation needs of the greater Louisville region were considered at every turn, and;

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

1. J.C. Stites is recognized with immense gratitude for his sincere commitment which always carried a reliable source of compassion and consideration, providing a steady hand through the years that kept the organization moving in the right direction.
2. We wish him the best of luck in all his future endeavors.

ADOPTED THIS 26th DAY OF OCTOBER 2021

John Launius, Chair of the Board of Directors

Carrie Butler, Executive Director



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: November 16, 2021

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

In July 2021, the Procurement Department issued a Request for Proposal (RFP) for Management Consulting Professional with Indefinite Delivery Indefinite Quantity Services (IDIQ). This type of procurement focuses the work effort on tasks, often called a 'task based contract'. The purpose of this effort will be consulting support to develop a strategic, customer focused, outcomes-based roadmap to first guide and then elevate the performance of TARC. 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 internal organizational strategies and performance based outcomes 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 and 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 total not-to-exceed amount of \$236,248 broken into consecutive tasks that build on the work from the prior task: Strategic Planning, Transit Management, and Technical Capacity. Included in the proposal, but not in the total not to exceed is an optional service to provide supplemental staffing. 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 \$238,248.

ADOPTED THIS 16th DAY OF NOVEMBER 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: November 16, 2021

Re: Resolution 2021 – 48 Sidewalk and Bus Stop Improvements in Jeffersonville, Indiana (ITB 20211730)

Earlier this year the TARC Board of Directors authorized Resolution 2021-01, which was to issue a purchase order to Louisville Metro Public Works (Metro) to construct improvements to pedestrian amenities along Spring Street and Eastern Boulevard in Jeffersonville, Indiana. Shortly thereafter Metro's existing contractor requested a very significant increase in pricing. Metro terminated that contract and decided to issue a new procurement. In light of those developments, TARC staff determined that the best course of action would be to issue our own procurement thus giving much greater confidence that the project can be completed within existing resources.

The goal of the project is to expand the number of ADA accessible bus stops, remove barriers for people with disabilities, increase pedestrian access and connectivity to the fixed-route bus system, and to improve mobility for transit users of all ages and abilities. The improvements include the purchase and installation of seven (7) benches, eight (8) boarding pads, eight (8) trash receptacles, one (1) bus shelter, and over 1,700 feet of new sidewalk within the public right of way on Spring Street and Eastern Boulevard.

In August 2021, the Procurement Department released an Invitation to Bid (ITB 20211730) seeking bids for work along Eastern Boulevard and Spring Street in the City of Jeffersonville. The solicitation required qualified bidders to provide all labor, materials and equipment necessary to construct sidewalk and bus stop improvements. Additionally, the improvements include drainage pipe, catch basins, driveway aprons and restoration of portions of private driveways.

In October 2021, we received three (3) responsive bids from:

- Lawrence and Associates,
- MAC Construction & Excavating, Inc, and
- Seven Seas Construction.

A committee of advisors, consisting of internal TARC staff, a representative of Louisville Metro, and a representative of the City of Jeffersonville, examined each proposal and its ability to meet the project timeline. The committee deemed MAC Construction & Excavating offered the lowest bid and best value overall. MAC Construction & Excavating also provided the highest DBE participation goal of 45.3% with three certified DBEs.



The project is funded by a grant from the Federal Highway Administration's (FHWA) Transportation Alternatives Program (TAP) to improve bus stop access along Spring Street and Eastern Boulevard in Jeffersonville, Indiana. Local match will be provided by The City of Jeffersonville. There is no anticipated fiscal impact to TARC.

The attached resolution requests approval to award a contract to MAC Construction & Excavating in the amount of:

- Lump Sum Base Bid \$265,166.00
- Lump Sum Alternative Bid \$72,309.00
- Contingency 10% \$33,747.50

For a total not to exceed amount of \$371,222.50, which should provide ample room to manage any unforeseen issues discovered in the field during construction.

The base bid cost will be covered by the FHWA TAP award. The alternative bid cost and contingency may not be expended without the additional approval in writing by the Executive Director.

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



RESOLUTION 2021-48

Sidewalk and Bus Stop Improvements in the City of Jeffersonville, Indiana (ITB 20211730)

A Resolution authorizing the Executive Director to enter into an agreement with MAC Construction & Excavating for sidewalk and bus stop improvements at Eastern Boulevard and Spring Street in City of Jeffersonville, Indiana at a not to exceed amount of \$371,222.50.

WHEREAS, TARC received an award of funds from the Federal Highway Administration's (FHWA) Transportation Alternatives Program (TAP) to improve sidewalks and bus stop access along Spring Street and Eastern Boulevard in Jeffersonville, Indiana; and

WHEREAS, the City of Jeffersonville has agreed to provide all of the local funds required to match the Federal funds for the project; and

WHEREAS, in August 2021, the TARC Procurement Department released an Invitation to Bid (ITB 20211730) seeking qualified bidders for this construction project; and

WHEREAS, in October 2021, TARC received three (3) responsive bids from the following companies: Lawrence and Associates; MAC Construction & Excavating, Inc.; and Seven Seas Construction; and

WHEREAS, a committee of advisors, consisting of internal TARC team, a representative of Louisville Metro, and a representative of the City of Jeffersonville, examined each bid and decided that the bid of \$337,475.00 from MAC Construction & Excavating was the lowest bid with best value overall; and

WHEREAS, TARC staff believe it would be prudent to add an additional contingency amount of 10%, bringing the total Not-to-Exceed amount of this bid to \$371,222.50; and

WHEREAS, Metro Louisville has agreed with everything described herein;

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 award a contract to MAC Construction & Excavating for sidewalk and bus stop improvements along Eastern Boulevard and Spring Street in City of Jeffersonville, Indiana for an amount not to exceed \$371,222.50.

ADOPTED THIS 16th DAY OF NOVEMBER 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: November 16, 2021

Re: Resolution 2021-49 – Request for Transfer of Surplus Fare Boxes

In 2015 TARC purchased spare fare boxes for project P-2392, Fare Collection System Replacement. Since TARC did not at the time have sufficient funds obligated to project P-2392 to purchase spare fare boxes from LECIP, our contractor for that project, spares were purchased from Gillig. In May 2016 TARC and LECIP agreed to terminate their contract. TARC then entered into and has successfully deployed Genfare fareboxes. LECIP declined to reimburse TARC for the fare boxes we had purchased from Gillig. Since that time, TARC was left with seventeen (17) LECIP fare boxes that were not able to be deployed with the Genfare fareboxes.

In 2018 we were able to transfer ten (10) of those fare boxes to our sister agency, C-Tran of Vancouver, Washington. At the time C-Tran was LECIP's only customer in the United States. The remaining seven (7) fare boxes remaining in the inventory had been purchased and valued at \$104,070 (\$14,867 each). TARC used a combination of proceeds from vehicle sales and Federal Transit Administration (FTA) funds to purchase those seven fare boxes: \$22,042 in vehicle sales proceeds and \$82,028 in FTA funding.

Recently, we discovered a second LECIP customer in the United States, the Rogue Valley Transportation District in Medford, OR (RVTD). TARC staff spoke with our colleagues at RVTD and found that they would be willing to accept all seven of our unused boxes to use as spares. The benefit to TARC of this proposed transfer is the avoidance of the need to reimburse the Federal government for their investment in these assets. The FTA has 78.8% interest in the boxes to be transferred.

FTA permits the transfer of an asset from one Transit Property to another Transit Property, provided that the transfer is documented to show that the Transit Property receiving the asset accepts responsibility for continuing control of that asset over its useful life. The approval of this resolution will allow for the transfer of the remaining seven (7) fare boxes will be transferred to RVTD at no cost to them. By accepting the seven fare boxes, RVTD will accept responsibility for the FTA interest in those assets.

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



RESOLUTION 2021-49

Request for Transfer of Surplus Fare Boxes

A Resolution authorizing the Executive Director to transfer seven (7) fare boxes manufactured by LECIP, Inc. to the Rogue Valley Transportation District (RVTD).

WHEREAS, TARC purchased seventeen (17) fare boxes as spares for project P-2392; and

WHEREAS, TARC could not return those fare boxes to the vendor when project P-2392 was terminated by mutual agreement; and

WHEREAS, TARC has no need of these fare boxes and will not need them in the future; and

WHEREAS, TARC wishes to transfer seven (7) of these fare boxes to an agency that has need of them and will accept responsibility for the Federal interest in them; and

WHEREAS, RVTD operates transit service for the City of Medford and its community in southern Oregon; and

WHEREAS, RVTD does have a need for these fare boxes and is willing to accept responsibility for the Federal interest in them;

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 transfer seven (7) fare boxes manufactured by LECIP, Inc. to the Rogue Valley Transportation District (RVTD). TARC understands that RVTD will accept all responsibility for the remaining federal interest in the equipment as listed in the table below.

No.	Equipment Serial Number	Total Asset Value	Total Federal Interest
1	00368A	\$14,867	\$11,718
2	00376A	\$14,867	\$11,718
3	00381A	\$14,867	\$11,718
4	00389A	\$14,867	\$11,718
5	00395A	\$14,867	\$11,718
6	00409A	\$14,867	\$11,718
7	00413A	\$14,867	\$11,718
	Totals	\$104,070	\$82,028

ADOPTED THIS 16th DAY OF NOVEMBER 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 – 50 Board and Committee Meeting Dates for Calendar Year 2022

A resolution establishing the 2022 Board and Committee meetings calendar.

Calendar Year 2022 Meeting Schedule	Board of Directors	Human Resources	Strategic Planning	Customer Service	Finance
	Tuesdays	Wednesdays	Wednesdays	Wednesdays	Tuesdays
	1:30 p.m.	1:30 p.m.	1:30 p.m.	1:30 p.m.	1:30 p.m.
January	January 25, 2022		January 19, 2022		January 18, 2022
February	February 22, 2022			February 16, 2022	February 15, 2022
March	March 22, 2022	March 16, 2022			March 15, 2022
April	April 26, 2022		April 20, 2022		April 19, 2022
May	May 24, 2022			May 18, 2022	May 17, 2022
June	June 21, 2022	June 15, 2022			June 14, 2022
July	July 26, 2022		July 20, 2022		July 19, 2022
August	August 23, 2022			August 17, 2022	August 16, 2022
September	September 27, 2022	September 21, 2022			September 20, 2022
October	October 25, 2022		October 19, 2022		October 18, 2022
November	November 15, 2022			November 9, 2022	November 8, 2022
December	December 13, 2022	December 7, 2022			December 6, 2022

Attached is a resolution requesting authority to proceed with the above dates for all board and committee meetings. Please contact me with any questions. Thank you.



RESOLUTION 2021-50
Board and Committee Meeting Dates for Calendar Year 2022

A Resolution authorizing the Executive Director to proceed with using the above dates and times for all Board and Committee meetings.

WHEREAS, A request for approval of the 2022 Board and Committee meetings proposed dates and times.

Calendar Year 2022 Meeting Schedule	Board of Directors	Human Resources	Strategic Planning	Customer Service	Finance
	Tuesdays	Wednesdays	Wednesdays	Wednesdays	Tuesdays
	1:30 p.m.	1:30 p.m.	1:30 p.m.	1:30 p.m.	1:30 p.m.
January	January 25, 2022		January 19, 2022		January 18, 2022
February	February 22, 2022			February 16, 2022	February 15, 2022
March	March 22, 2022	March 16, 2022			March 15, 2022
April	April 26, 2022		April 20, 2022		April 19, 2022
May	May 24, 2022			May 18, 2022	May 17, 2022
June	June 21, 2022	June 15, 2022			June 14, 2022
July	July 26, 2022		July 20, 2022		July 19, 2022
August	August 23, 2022			August 17, 2022	August 16, 2022
September	September 27, 2022	September 21, 2022			September 20, 2022
October	October 25, 2022		October 19, 2022		October 18, 2022
November	November 15, 2022			November 9, 2022	November 8, 2022
December	December 13, 2022	December 7, 2022			December 6, 2022

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 use the above dates for all Board and Committee meetings in 2022.

Adopted this 26th day of October, 2021

John Launius, Board Chair