

# TARC BOARD OF DIRECTORS MEETING



## Meeting Notice:

Due to the COVID-19 pandemic, state of emergency and Governor Beshear's Executive Orders regarding social distancing, this meeting of the TARC Board of Directors will be held via video-teleconference pursuant to Senate 150 (as signed by the Governor on March 30, 2020) and Attorney General Opinion 20-05, and in accordance with KRS 61.826, because it was not feasible to offer a primary physical location for the meeting.

Pursuant to KRS 96.A, the TARC Board of Directors is to meet monthly. The next meeting will be:  
**Tuesday, June 22 at 1:30 p.m.**

Pursuant to KRS 61.810, the Board may enter into Closed Session, but shall not take any action in a Closed Session.

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.

## Meeting Instructions:

Broadcast via Facebook Live at: [facebook.com/ridetarc](https://www.facebook.com/ridetarc)

Audience and/or TARC staff can join via Facebook Live, public comments will be accepted via Facebook Messenger, by calling 502-585-1234 or at [www.ridetarc.org](http://www.ridetarc.org)

## Join Zoom Meeting:

<https://zoom.us/j/95887591325?pwd=VXV4UEl5dGNreFlwT3d1ZmlNMVBNZz09>

Meeting ID: 958 8759 1325

Passcode: 236792

**One tap mobile:** +13017158592,,95887591325#

# TARC BOARD OF DIRECTORS MEETING



## Agenda – June 22, 2021

I. Quorum Call / Call to Order	Mary Morrow	1:30
II. Approval of May Meeting Minutes	Board of Directors	1:50 - 1:55
III. Staff Reports and Presentations		
1. May Performance Report	Randy Frantz	1:55 - 2:35
2. May Financial Statements	Tonya Carter	
3. MV Board Update	Lisa Kelliher (MV)	
IV. Action Items	Pat Mulvihill	2:35 – 3:05
1. Resolution 2021 – 19 Travel Policy	Pat Mulvihill	
2. Resolution 2021 – 20 Car Policy		
3. Resolution 2021 – 21 Studio Kremer	Geoffrey Hobin	
V. Old Business		
VI. New Business		
VII. Chair's Report	Mary Morrow	3:05 – 3:10
VIII. Public Comment	Pat Mulvihill	3:10 – 3:20
IX. Proposed Agenda Items	Carrie Butler	3:20 – 3:25
X. Adjournment		3:30

# TARC BOARD OF DIRECTORS MEETING



## May 2021 Board Meeting Minutes

The Board of Directors of Transit Authority of River City (TARC) met on Tuesday, May 25, 2021 at 1:30 P.M. via Zoom conference due to the governmental social distancing constraints, pursuant to electronic notice to all Board Members.

### **Board Members Present**

Mary Morrow  
Carla Dearing  
John Launius  
J.C. Stites  
Ted Smith  
Alice Houston

### **Quorum Call**

Chair Morrow called the meeting to order at 1:33 P.M.

### **Closed Session**

Chair Morrow asks for a motion to move into closed session pursuant to KRS 61.810 to discuss pending litigation at 1:33 p.m.

The motion to move into closed session was moved by John Launius and seconded by Carla Dearing and accepted.

Reconvene from closed session at 2:10 p.m. – Chair Morrow noted that no action was taken during the closed session.

### **Adoption of Minutes**

The motion was duly moved for the April 2021 Board Meeting minutes by Carla Dearing and seconded by Alice Houston. Board of Directors unanimously accepted the April 2021 Board Meeting minutes.

### **Staff Reports-**

#### **TARC Monthly Performance Report**

Presented By: Randy Frantz

See powerpoint presentation

#### **Financial Summary**

Presented By: Tonya Carter  
April 2021

- Passenger Fares are under budget \$441,431 mainly due to budget projection on COVID-19 impact.
- Paratransit Fares are under budget \$21,096 mainly due to budget projection on

# TARC BOARD OF DIRECTORS MEETING



COVID-19 impact.

- Federal Reimbursement Funds - FTA is under budget \$4,053,024 due drawing down funds in prior months
- Direct labor is under budget \$81,143 due to sick leave pay and total labor is under budget \$14,593 due to holiday pay projection.
- Fringe & Benefits are over budget \$506,836 mainly due to Pension, Medical and Workers Compensation.
- Purchased Transportation is under budget \$511,921 mainly due to revenue hours.
- YTD Purchased Transportation is under budget \$3,763,311 mainly due to budget projection on COVID-19 impact.
- Depreciation Expense is under budget \$1,086,326 mainly due to capital expenditures not in line with budget projections.
- Overall we had a \$1,506,863 favorable balance for the current month on the Statement of Revenues – Expenses. This brings the unfavorable year-to-date balance to \$8,872.
- April MTTF budget projection for revenue deposits is over budget \$5,634,943 year-to-date mainly due to receiving an additional \$2,000,000 in July receipts and more than projected for current month. We currently have a favorable balance before capital year-to-date of \$5,626,071 due to the MTTF revenue deposits.
- MTTF net profit fees are up \$5,358,281 and employee withholdings are down \$950,298 year to date compared to last year.
- Total Capital Contributions are under budget \$6,849,481 for the current month and under budget \$11,766,4298 year-to-date mainly due to the timing of spending grant funds.
- Total Capital Expenses are under budget \$202,563 for the current month and under budget \$865,208 year-to-date. Bringing the year-to-date balance after capital items are applied to an unfavorable balance of \$7,777,9157 mainly due to capital contributions being less than depreciation expenses.

## **TARC's Comprehensive Operations Analysis (HDR)**

Presented By: Rob Frazier, HDR

See Powerpoint presentation

## **Implementation Steps**

Presented By: Aida Copic

See Powerpoint presentation

# TARC BOARD OF DIRECTORS MEETING



## **Board Resolutions**

### **Resolution 2021-14 Board Member Service – Alice Houston**

Presented by: Carrie Butler

A resolution recognizing Alice Houston for her dedication and service in providing pivotal guidance and thoughtful direction through many successful years of operations for the Transit Authority of River City.

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

### **Resolution 2021-15 Consulting Services to Catalog Options to Provide Transit Access to Exurban Locations**

Presented by: Aida Copic

A resolution authorizing the Executive Director to enter into a one (1) year initial term with 1 year optional extension with Via Mobility, LLC based upon the attached bid pricing for Consulting Services for Transit Access to Exurban Locations at a not-to-exceed amount of \$156,250.00.

The motion was duly moved by and Carla Dearing and seconded by Ted Smith and approved.

### **Resolution 2021-16 Bumper and Frame Parts and Supplies**

Presented by: Maria Harris

A Resolution authorizing the Executive Director to enter into a three (3) year initial term with 2 year optional extension with Gillig, LLC and Muncie Transit Supply based upon the attached bid pricing for Bus Bumper and Frame Parts and Supplies at a not-to-exceed amount of \$210,590.50.

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

### **Resolution 2021-17 Bus Hoses Parts and Supplies**

Presented by: Maria Harris

A Resolution authorizing the Executive Director to enter into a three (3) year initial term with 2 year optional extension with Gillig, LLC and Muncie Transit Supply based upon the attached bid pricing for Bus Hoses Parts and Supplies at a not-to-exceed amount of \$124,856.52.

The motion was duly moved by Carla Dearing and seconded by JC Stites and approved.

### **Resolution 2021-18 Consulting Services for Fleet Transition Strategic Plan for Zero Emission Buses**

Presented by: Geoffrey Hobin

A resolution authorizing the Executive Director to enter into a contract for one (1) year with a one-year optional extension with WSP USA, Inc. (WSP) for Consulting Services to develop a Fleet Electrification Strategic Plan at a cost not-to-exceed amount of \$125,000.

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

# TARC BOARD OF DIRECTORS MEETING



## **Chair's Report**

We appreciate the feedback we received last month and want to acknowledge that as we recover and move away from COVID-19, there are areas of our service that we know we absolutely must improve. Our Customer Service committee reviewed our customer feedback process and looked back at the types and numbers of individual feedback over the past year. As was mentioned earlier, one critical issue is with staffing levels. Both our fixed route and paratransit are actively hiring and next month we will have an update on that as well as a report from MV, our paratransit contractor, on their progress and challenges from their first full year of service. Thank you.

## **Public Comment**

Presented By: Pat Mulvihill

- We received a petition from Valhalla Post Acute Facility residents, staff, loved ones, friends and other care providers of residents and neighboring businesses near Valhalla Post Acute Facility, located at 300 Shelby Station Dr. Louisville, KY, 40245, to extend TARC3 Service to this Facility. The petition contained 181 signatures.
- A comment thanking Alice Houston for her dedication and years of service on the TARC Board.

## **Adjournment**

Chair Morrow made a motion to adjourn at 3:37 p.m. which was moved by Carla Dearing and seconded by Ted Smith and approved.

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Mary Morrow  
Chair

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Date

Robert Massengale  
Valhalla Post Acute Facility  
300 Shelby Station Dr.  
Louisville, Kentucky 40245

Date: 08-22-2019

Tarc 3  
1000 W Broadway  
Louisville, Kentucky 40203

Petition:

Request Tarc3 to Extend Travel Access to Valhalla Post Acute

To Whom it May Concern,

My name is Robert Massengale and I live at Valhalla facility. I am a 29-year-old with Cerebral Palsy and I have dreams and desires to go out into the community. My goal is to have the most independent life possible. Going out into the community would allow that goal to become a reality.

I moved to Kentucky from Georgia where I had Transit access to where ever I wanted to go. I went to movies, ball games and concerts and would like to have the same access in Kentucky. I cannot afford private transportation.

I am writing to ask for consideration in expanding Tarc3 services. I enjoy going to see family and friends and doing fun things in the community. The issue is that we are not covered in your service zone. The service you provide for my area stops at PNC Bank on 13803 English Village Drive (off Shelbyville Road), which is .03 miles from our facility.

There are many other Residents at this facility that would love the opportunity to take day trips to various places around our location. We have had very many internal requests for Tarc3 to extend your services.

Please see the signatures included with this document.

Sincerely,

Robbie Massengale

massrob123@gmail.com 502-341-2999



## TARC 3 Petition

Signature

Name

Address / Zip code

Chauhary, mssu

Tide. Wapong

300 Shelby Station Dr. 40245

Rachel Hughes

~~Rachel Maluhay~~  
~~Robert Messersgute~~

300 Shelby Station Rd  
300 Shelby Station Rd 4024

James Stewart  
James Stewart

Shaina Zamora  
Leann Harris

300 Shelly Station Dr. ~~444~~ 40245

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Prof's T. M. M. M.

300 Stubby Station Dr, Long Ky 40245

Cheryane Beck  
12/10/2010

Debra Cantu  
Cheyenne Beck

300 Shelby Station Dr 40716  
40245

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LINEAR RESINACE

300 Shell St. 40245

These are all  
Katie Thompson

~~Alisha Durrall~~

90245! work zip

St. Louis, Mo.

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30 Snell's A.D. 40245

John A. ...

But DTB

2003-2004

March 1st

Rebecca Johnson

300 Methyl Station Dr. 40745

Erwin Schmidt

10000 Dr. Williams

40245 300 Shelby Station Dr  
600 Shelby St

James M. Smith

Cellulose

510 516 1/2 Sta 67/31 Dr 11/22/15

John Alden

Amy Blair

Shelby Station PI 90295

300 Shelby Stora Rd

## TARC 3 Petition

Signature

Mnica mleni

Henry Booth  
Winifred Booth

My dear Mr. Green

Michelle D  
Maureen Mueller

Great Not  
Mugshot haven  
Mugshot haven

Muhammad Iqbal  
Muziris Salte

Anna Karenina

Small intestine

Section

John 3:16-17

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five small

Name \_\_\_\_\_

Monica willard

Cherry Doots  
Michelle Black

Nancy's mass. 15 lbs

Elizabeth Pease

Sabrina Neuburn  
Michelle

Medicine in saddle

Marshall McLuhan  
The Medium is the Message

Sharon Farber

GRIST, Luella - Ellis  
Anne Warren

Donna Tej-Suare  
Dorelle fonsa

MARZA L. HUSON  
Phredina Roberts

Spina Gramahly  
Gnes 5th 10th

Alice & Smith  
Supermarket

Address

300 Shelby Station Rd.

300 Shelburne Rd 40245  
300 Shelburne Rd 40245

300 56-2729 56-2729 115245

320 Shady Station Dr - 40347  
300 Sella Station Dr 41245

388 Spaldon Stephen Dr. 40245  
300 S. 11th St. 40241

City of Austin, TX 78745  
300 Shelby St Austin, TX 78745

Shelly Station 40245

500 Shelby Station Dr 40245

300 The Dr 4024  
300 Station  
300 Station Drive 4024

ad Shetty Stephen Dr 90345

00 SHELD STATION DR 410243

Shelly Sparrow on 4/24

3300 Sheboygan Dr 4024

40245



TARC 3 Petition

Signature	Name	Address
<i>[Signature]</i>	Missa Walker, Evan	300 Shelby Station Dr.
William Davis	Liliana Soriano	300 Shelby Station Dr.
<i>[Signature]</i>	James Settle	300 Shelby Station Dr.
Robert A. Sae	Debbie Sae	300 Shelby Station Dr.
May Stunk	Mary Fink	300 Shelby Station Dr.
Shirley B. B.	Amelia Blessing	300 Shelby Station Dr.
Donna M. B.	Anna Beam	300 Shelby Station Dr.
Cecilia R. K.	Carol L. Rosendahl	300 Shelby Station Dr.
<i>[Signature]</i>	David Holden	300 Shelby Station Dr.
<i>[Signature]</i>	Kristina Fitzgerald	300 Shelby Station Dr.
<i>[Signature]</i>	Kevin Schenck	300 Shelby Station Dr.
April S. Vaught	Marie B. Steinberger	300 Shelby Station Dr.
Marie B. Steinberger	Jeff Baxter	300 Shelby Station Dr.
<i>[Signature]</i>	Mary Ann Chiboudi	300 Shelby Station Dr.
<i>[Signature]</i>	Michael Humphrey	300 Shelby Station Dr.
<i>[Signature]</i>	Christy Smith	300 Shelby Station Dr.
Christy Smith	Mike Smith	300 Shelby Station Dr.
Ann B. B.	Ann B. B.	300 Shelby Station Dr.
<i>[Signature]</i>	Ann B. B.	300 Shelby Station Dr.
<i>[Signature]</i>	Ann B. B.	300 Shelby Station Dr.

300 Shelby Station Dr.

## TARC 3 Petition

[illegible]







TARC 3 Petition

Signature

*Madonna Warner*  
*Madonna Warner*  
*Madonna Warner*  
*Diane Brewer*  
*Amy Tennill*

Name

*Arling Swain*  
*Mike Warner*  
*Madonna Warner*  
*Steve R. Brewer*  
*Diane Brewer*  
*Amy Tennill*

Address

*300 Shelby St OR 40245*  
*300 Shelby St. DC 40245*  
*300 Shelby St. DC 40245*  
*300 Shelby St. DC 40245*  
*200 Ashley St 40243*  
*300 Shelby St 40245*

300 Shelby  
 St DC





04/12/2021

To Whom It May Concern,

I am the Administrator at Valhalla Post Acute. I have been in this capacity for about eight months, but I can still remember meeting Robert Massengale for the first time, and I was touched by his drive to do all he can to live the most "normal" life possible as a young adult confined to a nursing home. He may be limited in his own personal mobility, but he refuses to let this hold him back. Robert has asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended. I agree that this would be a worthwhile effort for our community and would help the residents and staff at Valhalla Post Acute a great deal.

This service would not only be of tremendous benefit to our residents, but we also employ about 200 individuals from the community. We are proud of the service we provide to the most vulnerable population and extending this TARC bus line would help us in our efforts. Many of our employees struggle to find reliable transportation on a consistent basis, which can often lead to days of work missed. This in turn can affect our residents negatively.

This bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents like Robbie, who says, "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions."

Thank you for your time and consideration.

A handwritten signature in dark ink, appearing to read "Quinn Robinson". The signature is fluid and cursive, with a large, prominent loop at the beginning.

Quinn Robinson  
Administrator  
Valhalla Post Acute



April 21, 2021

Carrie Butler and Wanda Henderson

I am writing this letter in support of Robert Massengale and other residents/staff at Valhalla Post Acute located just past the Gene Snyder. We are asking for consideration of an extension of Tarc services to serve this location. These services would improve the quality of life not only for Robert but others as well. They would be allowed freedom outside if the facility walls. Just one mile would change the lives of many. We appreciate your consideration on this matter.

Sincerely

Carrie Givens, Registered Nurse

Katey B. Ward

225 S. Hurstbourne Pkwy #105

Louisville, KY 40222

(502) 291-4120

[kbodenlaw@hotmail.com](mailto:kbodenlaw@hotmail.com)

February 22, 2021

Dear Mrs. Butler and Mrs. Henderson,

My name is Katey Ward and my grandmother lives at Valhalla Post Acute. Since she moved in, I have had the pleasure to get to know Robbie Massengale. I have spoken with Robbie on numerous occasions about his issues in dealing with transportation. Specifically, he has asked for my support to get the Shelbyville Road TARC bus line 31 extended.

As it currently operates the bus line stops at the Gene Snyder. This effectively cuts off transportation to people who live just on the other side of the freeway – like Robbie does. The residents and staff at Valhalla would benefit greatly if this service was offered to them as it is to the rest of the Metro area. In fact, bus line extension could be life changing for many people. Staff members would have another option for transportation to get to work (which would benefit them, their employer and the residents). Families and friends of residents would have another transportation option in order to visit with their loved ones. But most importantly, it would benefit residents like Robbie. It is not an option for Robbie to just hop into someone's car to be able to go shopping, to see a movie or visit family. Robbie requires transportation that can accommodate his wheelchair. Without this service he is effectively cut off from the outside world. In Robbie's words "This would mean so much to me. I would once again have the freedom to do to all the activities I haven't had access to."

In my personal (and professional) opinion, this is a fairness issue. The residents at Valhalla live in the Metro Area. They rely on Metro services. But TARC still maintains a route map that has not changed even though that area of service has changed so much over the last ten to twenty years. There did not used to be much beyond the Gene Snyder. Now there are stores, restaurants, schools, offices, residential areas, etc. Members of the community, and specifically members with needs that require access to accommodating transportation deserve service in their area.

Thank you for your time and consideration.

Katey B. Ward

April 26, 2021

To Whom It May Concern,

I am Lisa Harris, Case Manager Seven Counties Services . I was contacted by Robert Massengale, who asked for our support with his effort to get the Shelbyville Road TARC bus line 31 extended. I agree that this would be a worthwhile effort for the residents of Valhalla Post Acute and the surrounding community. All citizens of Louisville should have access to public transportation.

Unfortunately, Robert's circumstances are not that unusual. Many people live outside of the TARC service area. In Robert's case, a short extension of the line will afford him and the residents of his skilled nursing facility (many of whom had access to Tarc 3 prior to coming to Valhalla, but are unable to use the services due to the service area restrictions) a life-changing opportunity to get out into their communities once more. It will also help others in the area, from employer's recruiting staff to employee's who could use another transportation option. The many medical offices in the area and their patients would benefit, as well.

Please consider Robert's request. Make public transportation available for more Louisvillians.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa C. Harris". The signature is fluid and cursive, with the first name "Lisa" and last name "Harris" clearly distinguishable.

Lisa C. Harris

February 24, 2021

Dear Mrs. Butler and Mrs. Henderson,

It has come to my attention that TARC 3 does not come to Vahalla Post Acute on Shelby Station Drive. One of the residents there is my friend, Robbie Massingale . Robbie has cerebral palsy. Due to that he is in a wheelchair and is dependent on others for his transportation and other needs. He has been extremely active in things like Special Olympics, Best Buddies and other programs. He is being denied these activities due to the lack of transportation. It appears to me that this is a violation of his rights to life, liberty and the pursuit of happiness.

Having worked for decades with people with special needs, I know how valuable these activities are to people and the community as a whole. I am sure that many citizens of Louisville have no idea that transportation is being denied to people because they live outside the TARC service area. I was, in fact, not aware that this city service did not serve the entire community.

Rules and guidelines are just that. If a person/people cannot access services this appears to be a discrimination issue. If not legally then at least morally. Robbie is a great example of when an exception should be made. As far as I know there are not facilities for people Robbie's age, so he is surrounded by mostly elderly residents except for the people working at his residence. He should have the availability to be with his peers, friends, and family.

Robbie is not a person who is unaware of what is happening to him. He deserves to enjoy the limited activities that are available. Having an accessible van is extremely expensive, and families nor facilities can reasonably be expected to have them for their family/residents.

Please address this situation immediately. Covid has already impacted what has been available so quick action is needed. If we are truly a compassionate city, this should be a no-brainer. Perhaps Mayor Fischer needs to be aware of this situation or the press.

Kimberly M. Boden  
Mother, educator, SLP, friend, citizen, taxpayer

Lisa Borgen  
1819 Woodfill Way  
Louisville, KY 40205

April 22, 2021

Dear Ms. Butler and Ms. Henderson,

My name is Lisa Borgen. I am a Social Worker employed by Seven Counties Services and have worked with Robert Massengale for the past 16 months. In that time, I have come to understand just how passionate he is about securing accessible public transportation for himself and others living at Valhalla Post-Acute nursing facility. Robert is asking only that you extend the Shelbyville Road route by a short distance to the IGA, just past the Gene Snyder Expressway. This short extension of the regular route will afford him and many other residents of his facility a life-changing opportunity to get out into their communities once more.

This extension will also help others in the area, from employer's recruiting staff to employee's who could use another transportation option. The many medical offices in the area and their patients would benefit, as well. This would clearly be a worthwhile effort for our entire community. All citizens of Louisville should have access to affordable public transportation.

Please give Robert's request the consideration it warrants.

Sincerely,

Lisa Borgen, MSW

January 20, 2021

Dear Ms. Butler and Ms. Henderson

My good friend Robbie is a young man who has had to deal with severe hardships in life. Due to his physical limitations he lives in a nursing home. Although the facility is wonderful, Robbie is being denied life experiences due to lack of reasonably priced transportation. He deserves to be able to enjoy life to the fullest. Allowing TARC3 to extend its services to Valhalla would allow Robbie independence to visit family/friends, enjoy life's pleasures and give back to the community via volunteer opportunities. Robbie's quality of life would increase tremendously by this simple request. Our community should service all its residences.

Sincerely,  
Lisa Niehoff

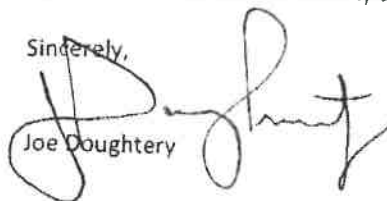


Carrie Butler  
Executive Director  
TARC

Dear Ms. Butler,

I am writing on behalf of Louisville Paving and Construction. Our headquarters is located at 15415 Shelbyville Road, Louisville, KY 40245. I am writing to request that you extend the TARC route further down Shelbyville Road to our location. As you are aware, the labor market is very difficult with the pandemic. The extension of this route would open many employment opportunities for the community at our company. Thank you for your consideration.

Sincerely,

  
Joe Dougherty

15415 Shelbyville Road - Louisville, KY 40245  
Phone 502-583-1726 Fax 502-583-6375  
[www.loupaving.com](http://www.loupaving.com)  
*An Equal Opportunity Employer*

Feb 4, 2021

Carrie Butler, Executive Director

Wanda Henderson, Director of Paratransit and Customer Service

1000 W. Broadway

Louisville, KY 40203

Dear Ms. Butler and Ms. Henderson,

My blood brother is in a long-term care facility and cannot safely get to his TARC3 stop, just .4 miles away. This .4 miles keeps him from leaving his facility independently. It keeps him from visiting family and friends, shopping, dining out, and going to the movies. It keeps him from participating on his Special Olympics bowling team. We are trying to meet him at the zoo, etc.

My blood brother, Robert Massengale, has lived at Valhalla Post Acute on Shelby Station Drive just off Shelbyville Road for more than two years. Robbie has tried to navigate the .4 miles so that he can catch a ride and engage in his community. I have walked the same stretch with him, and it is NOT safe at all.

So, I'm begging TARC to extend its Shelbyville Road route to the IGA on Shelbyville Road east of the Gene Snyder Freeway. That would allow TARC and TARC3 to serve Robbie and other Valhalla residents as well as the many businesses, health care and other services, employees, and neighbors in this bustling area.

TARC provides such a valuable, vital service to people with disabilities. Please extend your Shelbyville Road route to help Robbie and others more fully participate in and contribute to our community.

Sincerely,

Mick Warner

Goshen KY

Long Term Care Specialist and Blood Brother To Robbie



Nov 13, 2020

Dear Ms. Butler and Ms. Henderson

My name is Scott Weber and I am the general manager at Gander, An American Grill, located at Landis Lakes Town Center on Shelbyville Road. I am writing in support of Robert Massengale's request to extend the bus line on Shelbyville Road. I feel that expanding the transit route for Tarc would be a great thing. It would benefit those in need of assistance at Valhalla, as well as others who might use the bus to come to dine or work with us. Thank you for your consideration concerning this issue.

Scott Weber

General Manager

Gander, An American Grill

502.915.8484

11/18/20

Dear Ms. Butler and Ms. Henderson

My name is Tom Landenwich and I am the branch manager at Fifth Third Bank located at 13904 Shelbyville Road in Louisville, KY 40245.

I support the extension of Tarc and/or Tarc 3 to expand their services and coverage beyond the Gene Snyder on Shelbyville Road. (Eastbound) Towards and past my branch.

I have a number of clients who live down Shelbyville road who could use this service and would appreciate the added convenience.

Thank you for your consideration. My contact information is below if you have any questions.

Thanks!

**Tom Landenwich**

Fifth Third Bank

Financial Center Manager

Lake Forest Financial Center

13904 Shelbyville Road

Louisville KY 40245

Office: 502-245-8452

Fax: 502-245-8535

Email: [thomas.landenwich@53.com](mailto:thomas.landenwich@53.com)

Dear Ms. Butler and Ms. Henderson

I am writing to support a recent request sent to you, by Robert Massengale, to extend the TARC 3 pickup location by just .3 miles in order to serve him at this home.

Demographics in our community have changed substantially over time, with thousands more living in the Shelbyville Road corridor, past the Gene Synder Expressway. And while many of those who reside in this area have transportation, those who do not are often faced with isolation. Consider Mr. Massengale, a man with physical disabilities who, like all of us, has endured social isolation from the Covid-19 Pandemic only to watch the city re-open with no prospects of being able to access the places he desires to go, due to a lack of accessible and affordable transportation. Allowing TARC-3 to serve his facility, would open the world to him, as well as to the over 100 people who he asked to sign the attached petition last August, when he first approached this issue with the former Executive Director of TARC.

With TARC re-opening its routes, I respectfully request that his request be given serious consideration.

Sincerely,

Bonnie Thorson-Young

11/11/20

Carrie Butler, Executive Director  
Wanda Henderson, Director of Paratransit and Customer Service  
1000 W. Broadway  
Louisville, KY 40203

Dear Ms. Butler and Ms. Henderson,

My name is Becky Goin. I am a licensed clinical social work providing psychotherapy for patients in different long term care communities in Louisville. One of my clients has been a user of TARC 3 services in the past. He is now in a long term facility within Louisville Metro but unfortunately he can no longer use your service due to your policies regarding parameters. This client is wheelchair dependent and has no alternative transportation to be able to be a productive citizen or engage in the programs available to him because TARC won't extend the service area. If he can manage to facilitate a transport it could cost him between \$100-200. Extending service for TARC3 should not be linked to where the regular buses run. Our disabled citizens depend on TARC3 for engaging in life, seeing family, getting to important medical appointments and participating in valuable and life changing activities. Please reconsider the parameters for TARC3 so that the citizens of Louisville can remain engaged in a valuable and meaningful life!

Thank you for your time.

Respectfully,  
Becky Goin, LCSW

Jan. 18, 2021

Carrie Butler, Executive Director  
Wanda Henderson, Director of Paratransit and Customer Service  
1000 W. Broadway  
Louisville, KY 40203

Dear Ms. Butler and Ms. Henderson,

I have a 30-year-old friend in a long-term care facility who cannot safely get to his TARC3 stop, just .4 miles away. This .4 miles keeps him from leaving his facility independently. It keeps him from visiting family and friends, shopping, dining out, and going to the movies. It keeps him from participating on his Special Olympics bowling team.

Just .4 miles. It seems like such a short distance. It might as well be the Ohio River.

My friend, Robert Massengale, has lived at Valhalla Post Acute on Shelby Station Drive just off Shelbyville Road for more than two years. Robbie has tried to traverse the .4 miles so that he can catch a ride and engage in his community. He's driven his electric wheelchair along the sidewalk next to the busy highway at night. He's made the trek in oppressive heat. He's been caught in the rain, a situation that can disable his wheelchair. There's no shelter to wait for his ride, which has been up to two hours late. Then came the time his wheelchair got stuck in a ditch along the way. Even with a caregiver, he had to rely on strangers to pull him out. Because of such safety concerns, Robbie has needed a friend or family member to help him access TARC3. Someone must arrange to meet him, help him to the TARC3 stop, and wait with him. This prevents the greater independence he'd have if TARC3 directly served his facility. As an alternative, Robbie has considered private transportation. Because of the equipment needed to safely transport him in his wheelchair, a private ride can cost up to \$150 per round trip. For him, that's financially impossible.

So, the reason for my letter: I'm asking TARC to extend its Shelbyville Road route to the IGA on Shelbyville Road east of the Gene Snyder Freeway. That would allow TARC and TARC3 to serve Robbie and other Valhalla residents as well as the many businesses, health care and other services, employees, and neighbors in this bustling area.

TARC provides such a valuable, vital service to people with disabilities. Thank you for that! My adult daughter has disabilities, and while she currently does not use TARC 3, I see up-close the huge difference that transportation to work, classes, doctor and therapy appointments, social gatherings, Special Olympics, shopping and dining has in her life. Please extend your Shelbyville Road route to help Robbie and others more fully participate in and contribute to our community.

Sincerely,

Angie Mimms  
Prospect, KY  
Special needs advocate and blogger at [www.specialneedsnky.com](http://www.specialneedsnky.com)

2/7/21

Dear Mrs. Butler and Mrs. Henderson

I am writing on behalf of my dear friend, Robert Massengale who resides at Valhalla in Middletown Ky. Robert uses a motorized wheelchair and needs access to reliable transportation . There are others at the facility who would benefit from this also. Robert needs transportation to dental and doctor appointments as well as any therapy he might need. He also enjoys eating out, and has been active in bowling and other activities. We implore you to consider Tarc 3 stopping at the Valhalla entrance.

Thank you for your time

Anne Eckler

February 15<sup>th</sup>, 2021

Dear Ms. Butler and Ms. Henderson

My name is Barbara Streible. I was contacted by Robert Massengale. He asked for my help to hopefully get the #31 Middletown Bus line to extend to the IGA Grocery Store on Shelbyville Road. The grocery store is a little ways past the Gene Snyder Freeway.

This would greatly help Staff and Residents who work or live at Valhalla Post Acute. This would be a great service. If the route is extended to the IGA, I could visit my Mother more often. I don't drive so I have to depend on others. This would give the Residents who are able, to be more independent. They could visit relatives or go to the grocery or shopping for clothes. Please consider this request.

Thank you,

Barbara Strieble

08 APR 2021

Transit Authority of River City (TARC)

IN RE: Mr. Robert Massengale, Request for Route Extension

Dear Ms. Carrie Butler and Ms. Wanda Henderson,

My name is Misty Chabot, I'm the unit manager for Valhalla Post-Acute in Louisville, KY. I am writing this letter of recommendation and in support of Mr. Robert Massengale, a resident here in our facility for his petition to extend your public transportation to our facility located at 300 Shelby Station Drive, Louisville, KY 40245.

As an employee, I feel that many of our residents and staff would benefit from the utilization of your services as many employees and residents rely on public transportation to travel to and from work, attend medical appointments to obtain outside necessary care paramount to their wellbeing.

Furthermore, the challenges we face during these uncertain times, resulting from the COVID 19 Pandemic have further inhibited public transportation for employees in the medical field from arriving at work to render the proper standard of care for patients and residents alike and further resulting in degradation of the standard of proper care.

Moreover, extending your public transportation route to our facility would also benefit the authority by generating additional revenue to the already tax subsidized organization thus making a conducive venture for all parties involved, not to mention you would be adding to the vital services necessary for medical personnel and patients alike.

With this being said, I respectfully am in full support of Mr. Massengale's petition to extend the transportation route for to the above noted address for the aforementioned reasons. Should you or your colleagues have any inquiries, please feel free to contact me at your leisure.

Sincerely,



Misty A. Chabot, BSN-RN

Unit Manager

Valhalla Post Acute Rehabilitation Center

300 Shelby Station Drive

Louisville, KY 40245.

P: 502-254-0009

E: [Misty.Chabot@valhallapa.com](mailto:Misty.Chabot@valhallapa.com)



Dear Mrs. Butler and Mrs. Henderson,

I am writing this letter on behalf of the residents I serve at Valhalla Post Acute. A few of our residents have expressed frustration and sadness that TARC services do not extend to our building, leaving them without transportation and ultimately, taking away their freedom to participate in community activities as they wish. I am requesting that TARC extend the regular Shelbyville Road route to the IGA on Shelbyville Road, just past the Gene Snyder Expressway. Once the regular route is extended, the paratransit bus can then serve our residents here at Valhalla. Please consider the wishes of those who may be unable to get transportation from family members as needed.

Thank you,

Lindsey Martindale, M.S., CCC-SLP

Speech-Language Pathologist

Valhalla Post Acute

March 15, 2021

Dear Ms. Butler and Ms. Henderson

My is Marsha Francis. I work at Valhalla Post-Acute on Shelbyville Rd. in Louisville. We have residents and staff that would like a TARC bus to come to the IGA store. Staff need to get to work and the residents need transportation to get where they need to go. Thank you,

Marsha Francis

Dear Mrs. Butler and Mrs. Henderson,

My name is Bernice Kieffer. I was cotacted by Robert Massengale, who asked for my support with his effort to get the Shelbyville TARC bus line 31 extended. So they could also possibly have the TARC & TARC3 serve Valhalla Post Acute as well. Robert has been a resident of Valhalla Post Acute (300 Shelby Station Drive) for the past two years and I have a loved one who has been a resident for the past year and half.

Robert has asked for support of TARC extending the regular Shelbyville Road route to at least the IGA on Shelbyville Road, just past the Gene Snyder Expressway. So that TARC & TARC3 could serve Valhalla Post Acute as well. The route presently does not go past this Expressway. Valhalla Post Acute has residents who don't have a vehicle or even drive themselves but could certainly access TARC so they could visit businesses and friends. Having a bus system available for them to use would certainly add a quality to their lives that has not been available to them unless they can get a family member to help them get out and around. Independence adds to any persons value to life.

Please give this request consideration and evaluation as to its benefit to TARC as well as to Valhalla Post Acute residents and other people and businesses that could be impacted if the route was extended.

Thank you

Bernice Kieffer

5102 Cedar Ridge Dr

LaGrange, KY 40031

bvkieffer@bellsouth.net

3/23/2021

Dear Ms. Butler and Ms. Henderson,

My name is Megan Wilder. I was contacted by Robert Massengale, who asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended. I agree that this would be a worthwhile effort for our community and would help the residents and staff at Valhalla Post Acute a great deal.

I am a physical therapist and have been employed at Valhalla for the past 3 years. Over this time, I have formed personal connections with many of the residents and would love for them to be able to access and become more involved in the community this year and in the future. I have experienced firsthand the detrimental effects that isolation has on the residents of Valhalla. Now that we have been able to open our doors again after 1 year of isolation, these residents need socialization for their mental and emotional well-being and improved quality of life.

The bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents, like Robbie, who says "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions."

Thank you for your time and consideration.

Sincerely,

Megan Wilder

April 6, 2021

To whom it may concern,

TARC currently does not provide transportation service to accommodate Valhalla Post-Acute Rehabilitation Center, located at 300 Shelby Station Drive, Louisville, Kentucky, 40245. This poses a great disservice to many people, including those who rely on this to be able to get to work and to residents who rely on this service to be able to get out of the facility and have an improved quality of life.

As a great example of its' impact, there is a very young resident with a disability at Valhalla Post-Acute whom would have a tremendous, improved quality of life if TARC would be able to go past the Gene Snyder .75 miles to pick him up and take him places that, without the service, he is unable to travel. He would love to be able to travel to the bowling alley as he loves to bowl. With your help, his dream could come true. The Rehab team at Valhalla would be so grateful for a serious consideration and real effort to allow TARC to change this resident's quality of life, as well as others.

Yours Truly,

  
Jeff Baxter

Rehab Director / Rehab and Nursing Team  
Valhalla Post-Acute

Kevin Schuffler PT, CPT  
Ashley Davis, CTR  
Dana [unclear] COTR  
[unclear] COTR  
Mayra Chabardis, OT  
Josephine Bunk, PT  
Ramon [unclear] PFS  
Kisano Fitzgerald

Annalee Blessing RN  
Christy Amott, RN MDS Director



Dear Ms. Butler and Ms. Henderson

My name is Julie Wysong and I am a social worker at Valhalla Post Acute. I was contacted by Robert Massengale who asked for my support in his efforts to get the Shelbyville Road TARC bus line 31 extended. This bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents like Robbie, who says, "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions." While TARC covers most of Jefferson County and even surrounding counties and parts of Indiana, I fail to understand why this portion of Jefferson County is not serviced especially with its moderate population density. I feel residents in this area deserve the same services offered to the rest of the community. TARC's stated mission is to implement transportation opportunities enhancing social, economic, and environmental well-being of the Great Louisville Region, but it neglects to cover a significant region of Louisville. I feel this is a desservice to residents and businesses in this area.

Sincerely,

A handwritten signature in black ink that reads "Julie Wysong, MSSW".

Julie Wysong, MSSW

Social Worker

Valhalla Post Acute

300 Shelby Station Dr.

Louisville, KY 40245

502-509-6586 (Office)

859-583-5566 (Cell)

[julie.wysong@valhallapa.com](mailto:julie.wysong@valhallapa.com)



04/14/2021

Dear Ms. Butler and Ms. Henderson,

My name is Deborah Lay. I am the Business Office Manager with Valhalla Post Acute. I was contacted by Robert Massengale, who asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended to the IGA on Shelbyville Road, east of the Gene Snyder Expressway. I agree that this would be a worthwhile effort for our community and would help the residents and staff at Valhalla Post Acute a great deal.

This bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents like Robbie, who says, "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions."

Thank you for your time and consideration.

Sincerely,

Deborah Lay

Business Office Manager

Valhalla Post Acute

deborah.lay@valhallapa.com





April 14/2021

Dear Ms. Butler and Ms. Henderson,

My name is Laine Price and I have worked at Valhalla for the past 5 years.

The Transit Authority of River City (TARC) is the major public transportation provider for Louisville, KY, including parts of Southern Indiana. You may not have heard that TARC does not serve our area, or go beyond the Gene Snyder Expressway on Shelbyville Road. That means that our residents and employees are not able to utilize TARC services.

I am requesting that TARC extend the regular Shelbyville Road route to the IGA on Shelbyville Road, just past the Gene Snyder Expressway. Once the regular route is extended the paratransit bus can then serve Valhalla and us!

This would be an amazing service for our residents and our employees that need Tarc services for transportation to Valhalla for employment and residents that are dependent and can utilize the services that Tarc offers.

Laine Price

QA Nurse

Valhalla Post Acute

300 Shelby Station Dr.

Louisville, KY 40245

502-753-6200

laine.price@valhallapa.com

Dear Mrs. Butler and Mrs. Henderson,

My name is Bernice Kieffer. I was contacted by Robert Massengale, who asked for my support with his effort to get the Shelbyville TARC bus line 31 extended. So they could also possibly have the TARC & TARC3 serve Valhalla Post Acute as well. Robert has been a resident of Valhalla Post Acute (300 Shelby Station Drive) for the past two years and I have a loved one who has been a resident for the past year and half.

Robert has asked for support of TARC extending the regular Shelbyville Road route to at least the IGA on Shelbyville Road, just past the Gene Snyder Expressway. So that TARC & TARC3 could serve Valhalla Post Acute as well. The route presently does not go past this Expressway. Valhalla Post Acute has residents who don't have a vehicle or even drive themselves but could certainly access TARC so they could visit businesses and friends. Having a bus system available for them to use would certainly add a quality to their lives that has not been available to them unless they can get a family member to help them get out and around. Independence adds to any persons value to life.

Please give this request consideration and evaluation as to its benefit to TARC as well as to Valhalla Post Acute residents and other people and businesses that could be impacted if the route was extended.

Thank you

Bernice Kieffer

5102 Cedar Ridge Dr

LaGrange, KY 40031

bvkieffer@bellsouth.net



April 14, 2021

Dear Ms. Butler and Ms. Henderson,

My name is Rachel Malubay and I have been an employee of Valhalla Post-Acute at 300 Shelbyville Road for 8 years. I was contacted by Robert Massengale, who is needing my support with his efforts to have the Shelbyville Road TARC bus line 31 extended. I agree with Robbie that this would be a very worthwhile effort for our community and it would be beneficial for the staff and residents of Valhalla Post-Acute.

This extension of bus line 31 would be life changing for many people. It would offer another form of transportation to and from work for employees from all parts of Louisville, especially with so many seeking employments from the struggles of Covid from this past year. It would also benefit families and friends of residents to visit loved ones here at our facility. Most of all, it would help residents like Robbie, who would once again be able to have the freedom to go to all his favorite activities, visit family and friends and to go to his Best Buddies functions that he has not had access to since being here. Without this extension, many of these benefits would be lost to so many here at Valhalla Post-Acute.

Thank you for your time and consideration.

Sincerely,

Rachel Malubay

April 20, 2021

Dear Ms. Butler and Ms. Henderson,

My name is Madeleine Martin. Robert Massengale has asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended. I believe that extending the TARC line would be a worthwhile effort for our community and would help the residents and staff at Valhalla Post Acute immensely.

As Robbie's music therapist, I can attest to the effect that solitude has had on Robbie. Freedom is much needed in his life especially after such a long time being isolated through quarantine. The extension of the TARC line could allow for him and the other residents of Valhalla to have a vast amount of freedom that they do not have now. This freedom could then help to increase their emotional and mental health through their ability to experience more independence and socialization.

This bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents like Robbie, who says, "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions."

Thank you for your time and consideration.

Sincerely,

Madeleine Martin

Dear Ms. Butler and Ms. Henderson

My name is Ernest Blaze. I was contacted by Robert Massengale who asked for my support with this effort to get the Shelby Road TARC bus line 31 extended. I agree that this would be a worth wild effort for our community and would help the residents and staff at Valhalla post-acute a great deal. And many more that uses the TARC bus line. This bus line extension could be life-changing for many people. It would allow staff members another option to get to work and family and friends a residence and other Transportation options to visit with their loved ones. Most of all it would benefit the residents like Robby who says. This would mean so much to me I would once again had the freedom to go to all activities that I haven't had access to. Think like visiting family and friends go to movies shopping and best buddy functions. Thank you for your time and consideration.

Ernie Blaze

Dear Mrs. Butler and Mrs. Henderson

You running a route as far as IGA is important to me on the behalf of Valhalla resident, especially Robbe Massengale, who is very important to me.

He is a resident here, and is only 30 years old. Being able to go out to his bowling league etc. is important to his mental and physical health.

It is a hard ship to him to be unable to leave this facility when he is this young.. I urge you to reconsider on the behalf of Valhalla residents

Sincerely,

Cathy Blair

Dietician

Valhalla Post Acute

300 Shelby Station Dr.

Louisville, KY 40245



April 14, 2021

Dear Ms. Butler and Ms. Henderson,

My name is April Richards and I am an employee of Valhalla Post-Acute. I was contacted by Robert Massengale, who is needing my support with his efforts to have the Shelbyville Road TARC bus line 31 extended. I agree with Robbie that this would be a very worthwhile effort for our community and it would be beneficial for the staff and residents of Valhalla Post-Acute.

This extension of bus line 31 would be life changing for many people. It would offer another form of transportation to and from work for employees from all parts of Louisville. It would also benefit families and friends of residents to visit loved ones here at our facility. Most of all, it would help residents like Robbie, who would once again be able to have the freedom to go to all his favorite activities, visit family and friends and to go to his Best Buddies functions that he has not had access to since being here. Without this extension, many of these benefits would not be available to so many here at Valhalla Post-Acute.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "April Richards", with a large, stylized loop at the end.

April Richards

April 6, 2021

Dear Ms. Butler and Ms. Henderson,

My name is Rebecca Johnson and I am a Physical Therapist Assistant at Valhalla Post Acute. I was contacted by Robert Massengale, who asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended. I agree that this would be a worthwhile effort for our community and would help the residents and staff at Valhalla Post Acute a great deal.

This past year has been extremely difficult on the families and residents of long-term care facilities and nursing homes around the country. Many residents feel as though they have been trapped within their facilities. Now that COVID restrictions are lifting, extending the TARC bus line will assist these residents by renewing their sense of freedom. It will allow them to leave the facility to visit family, go to appointments, and attend social gatherings.

This bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents like Robbie, who says, "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions."

Thank you for your time and consideration.

Sincerely,

Rebecca Johnson, PTA  
rebeccadeitrich@gmail.com



April 13<sup>th</sup>, 2021

Ms. Butler and Ms. Henderson,

I am writing this letter to petition Shelbyville Road TARC Bus Line 31 to extend public services to include Valhalla Post Acute, located on Shelbyville Road. Valhalla Post Acute and surrounding facilities have many people that would benefit from TARC services and for some time TARC has not included Valhalla Post Acute in the service route. Many people who are unable to find transportation to various venues, stores, restaurants would greatly benefit from TARC and TARC 3 Services.

We humbly ask for your support for our community in providing TARC Services to those who would greatly benefit and forever be grateful.

Sincerely,

***Lauren Resinger***

[Lauren.resinger@valhallapa.com](mailto:Lauren.resinger@valhallapa.com)

***Valhalla Post Acute***

***Director of Social Services***

***(502) 509-6485***

April 26, 2021

Dear Ms. Butler and Ms. Henderson,

I am Jamie Ferree, a PASRR Case Manager at Seven Counties Services. I am one of the case managers working with Robert Massengale, who is advocating for the Shelbyville Road TARC bus line 31 to be extended. I acknowledge that this would be a worthwhile effort for our community, but feel strongly that all citizens of Louisville should have access to public transportation.

Unfortunately, Robert's circumstances are not that unusual. Many people live outside of the TARC service area. In Robert's case, a short extension of the line will afford him and many other residents of his skilled nursing facility a life-changing opportunity to get out into their communities once more. It will also help others in the area, from employer's recruiting staff to employee's who could use another transportation option. The many medical offices in the area and their patients would benefit, as well. This extension would not only be beneficial for these citizens and businesses, but would benefit the Louisville community in many different ways.

Please consider Robert's request and make public transportation available for more Louisvillians.

Sincerely,

Jamie Ferree  
PASRR Senior Case Manager  
Seven Counties Services

Dear Ms. Bulter and Ms. Henderson,

My name is Cornesha Rivers and I have been employed at Valhalla Post-Acute, in the Middletown area 40245 for 4 years. I am writing regarding Robbie Massengale, who is needing my support with his efforts to have the Shelbyville Road TARC bus line 31 extended. This will benefit not only Valhalla but the entire Middletown community. The extension would impact multiple lives and as a result create an easier and more efficient way to travel for some in the community.

The extension of bus line 31 would bring joy to many Middletown neighborhoods and increase social services needed to supply this community. This will offer another form of transportation for staff and employees to many businesses including Valhalla Post-acute. With so much hardship we have faced due to the Covid outbreak, employers need great staff, and they depend on reliable transportation to and from this community. To help push forward and start to rebuild our communities, the extension of bus line 31 would be a great start. Family and friends of this community that share these bus lines can agree that this will create a safer way to travel Shelbyville Road and residents like Robbie will be more independent in everyday life. Robbie is a young man. He loves the outdoors, enjoys family, and loves to do many things himself; this extension will allow him to continue some of his favorite activities and break some limitations caused due to transportation. Being able to go out to his bowling league etc. is important to his mental and physical health.

I hope this letter helps support the importance of the extension for bus line 31.

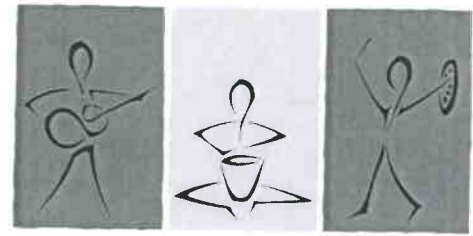
Sincerely,

Cornesha Rivers

E- [cornesharivers@valhallapa.com](mailto:cornesharivers@valhallapa.com)

P- (502) 438-3313

Julia Purcell  
Louisville Expressive Therapies  
2518 Frankfort Ave  
Louisville, KY 40206  
juliaw.purcell@gmail.com



LOUISVILLE EXPRESSIVE THERAPIES

Transit Authority of River City  
1000 W. Broadway | Louisville, KY 40203

4/22/21

To Whom It May Concern,

My name is Julia Purcell, a music therapist in the Louisville community. I was contacted by Robert Massengale, who asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended. This move would greatly benefit not only him, but many of the residents and staff at Valhalla Post Acute.

This bus line extension would be significant in improving the quality of life not only for the residents, but for the staff and visiting family and friends as well. The freedom and accessibility it would offer is essential to the basic needs and rights of the residents that live at Valhalla.

Thank you so much for your time and thoughtful consideration.

Sincerely,

*Julia W. Purcell*  
Julia Purcell

April 20, 2021

To Whom It May Concern,

My name is Madeleine Martin. Robert Massengale has asked for my support with his effort to get the Shelbyville Road TARC bus line 31 extended. I believe that extending the TARC line would be a worthwhile effort for our community and would help the residents and staff at Valhalla Post Acute immensely.

As Robbie's music therapist, I can attest to the effect that solitude has had on Robbie. Freedom is much needed in his life especially after such a long time being isolated through quarantine. The extension of the TARC line could allow for him and the other residents of Valhalla to have a vast amount of freedom that they do not have now. This freedom could then help to increase their emotional and mental health through their ability to experience more independence and socialization.

This bus line extension could be life changing for many people. It would allow staff members another option to get to work, and families and friends of residents another transportation option to visit with their loved ones. Most of all, it would benefit the residents like Robbie, who says, "This would mean so much to me. I would once again have the freedom to go to all the activities that I haven't had access to. Things like visiting my family and friends, going to movies, shopping, and Best Buddies functions." Thank you for your time and consideration.

Sincerely,

Madeleine Martin





# BOARD OF DIRECTORS UPDATE

## JUNE 22, 2021





# HIGHLIGHTS

## SINCE THE LAST BOARD MEETING.....

- Focused efforts on hiring promotions and training schedules
- Shared employee engagement survey results (5/26 & 5/27)
- Bus Buzz with Carrie (6/9 & 6/10)
- Teambuilding workshop with Directors
- Attended Downtown Revitalization Committee meetings



# MISSION STATEMENT

Deliver  
transportation  
services that  
enhance the  
Greater Louisville  
community



# MISSION STATEMENT & SUCCESS FACTORS

## DELIVER TRANSPORTATION SERVICES THAT ENHANCE THE GREATER LOUISVILLE COMMUNITY



### Deliver Quality Services

- Safe
- Accessible
- Sustainable



### Support the Community's Well Being

- Program Involvement
- Workforce & Economic Development
- Outreach



### Focus on Rider Needs

- Voice of the Customer
- Dependability
- Frequent, Fast, & Direct



### Engage an Effective Team

- Promote Transparency
- Training & Development
- Opportunities for Growth



### Maintain Adequate Financial Resources

- MTTF, Revenue, Expenses
- Fund Capital Needs
- Prudent Contractual Management



### Explore Visionary Opportunities

- Long Range Planning
- Transformative Technology
- Multimodal Trends

“If you know 100  
qualified drivers  
we will hire them  
today!”

- Carrie Butler

**WE'RE  
HIRING!**

## HIRING EFFORTS

### MULTIPRONGED APPROACH – AWARENESS, ONBOARDING, & TRAINING!

4 week campaign with Outfront Media,

13 billboards, including Lynn Family Stadium, and 10 shelters

Radio promo with Alpha Media 96.5 and 101.3  
192 spots, onsite live remote Friday, 6/11

Revamped CDL Permit training

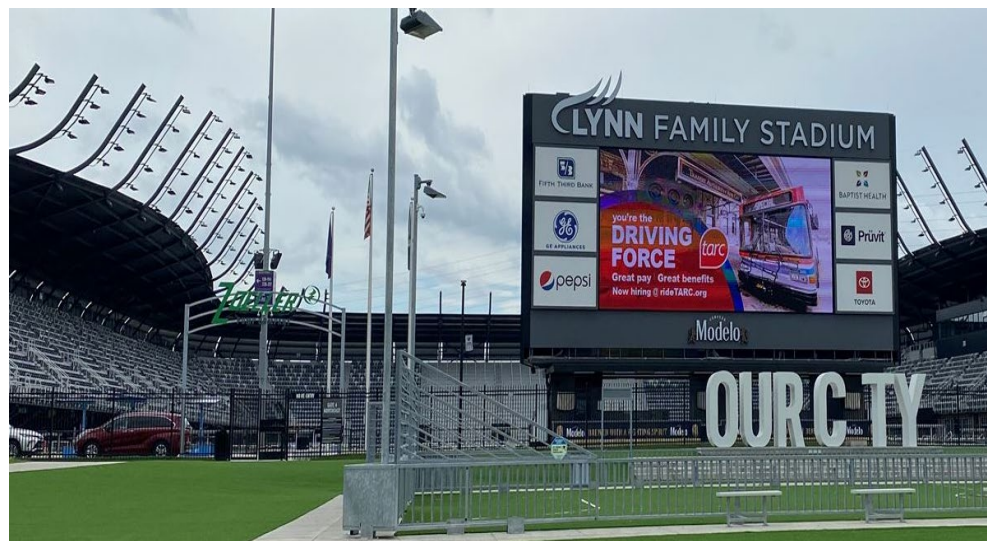
Community support







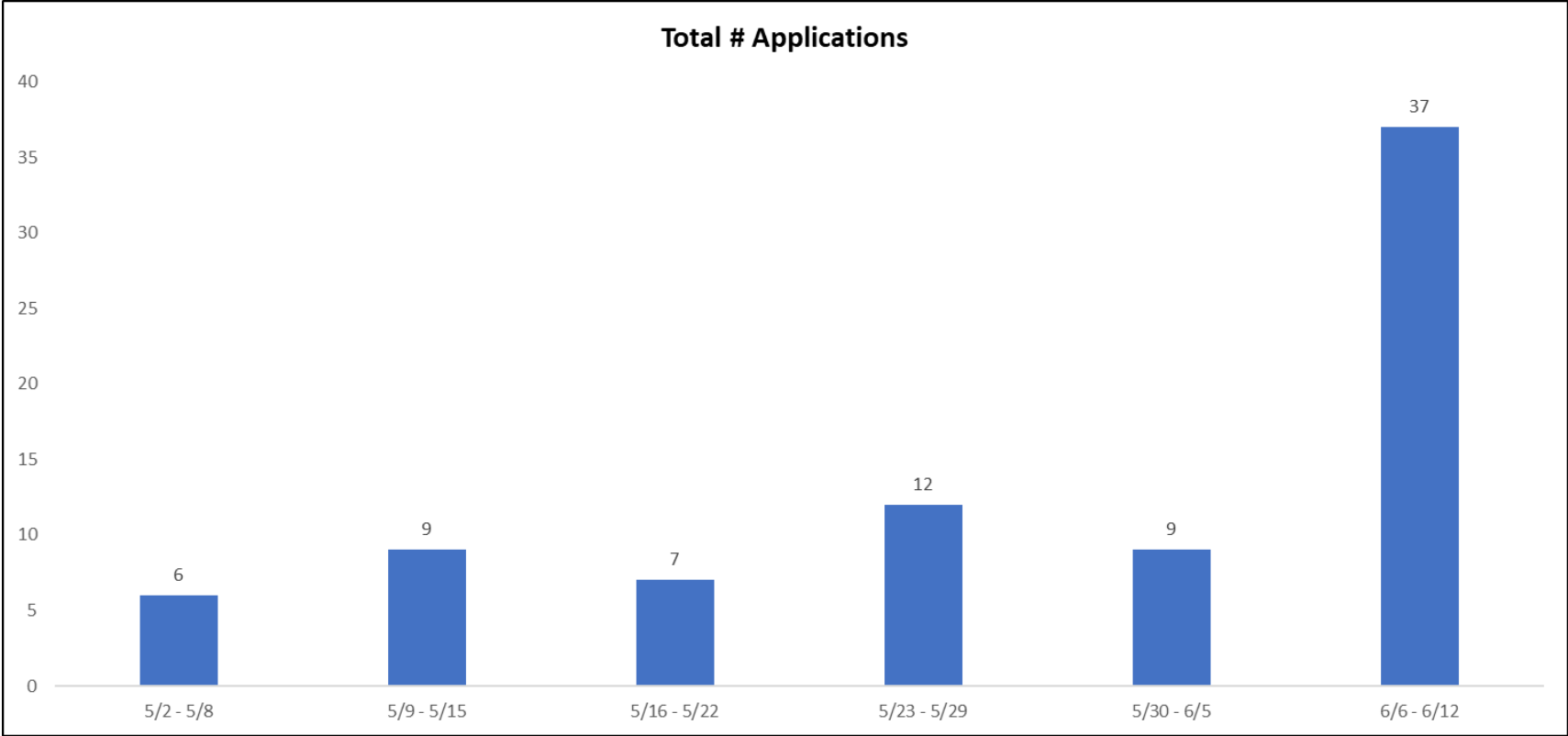
# BILLBOARDS, SHELTERS, & RADIO





# RECENT RESULTS

## 37 APPLICATIONS RECEIVED LAST WEEK



Now the hard work begins!





# TRAINING CALENDAR

Revamped training calendar now includes CDL Permit training, increasing potential applicant pool!

Week1: Permit prep- **NEW!**

Week2: Classroom, skills course

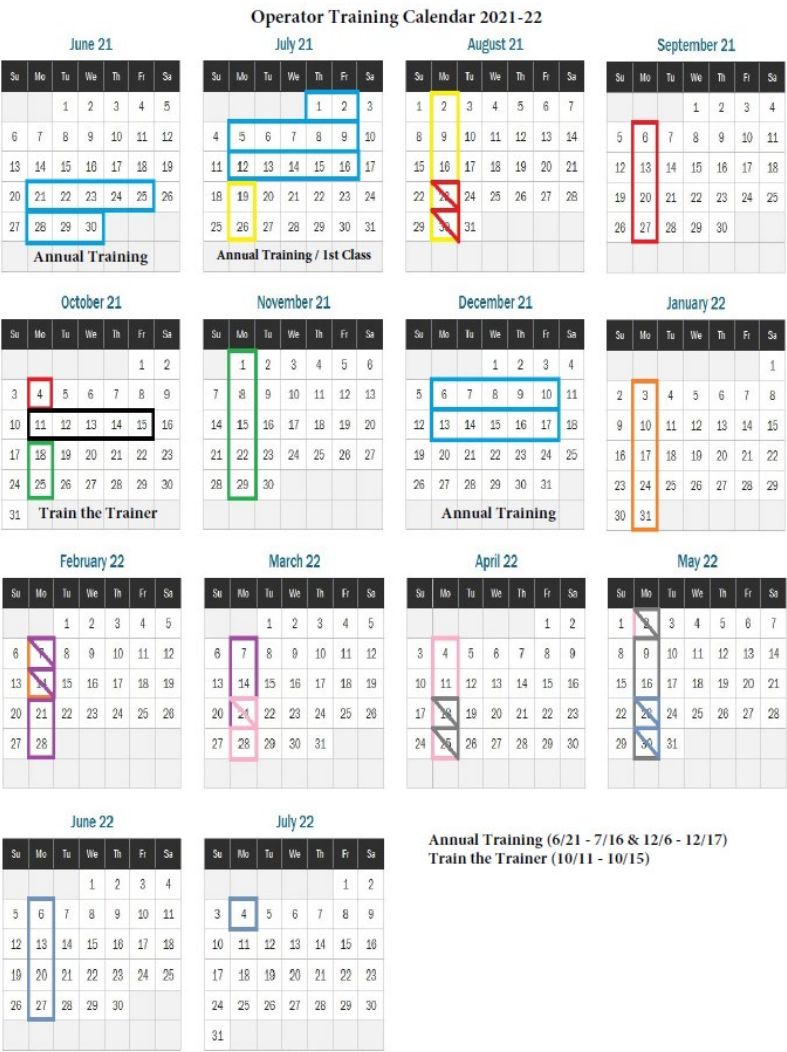
Week3: Intro to driving fundamentals

Week4: Driving with trainers, CDL exam

Week5: Passenger care, driving, CS

Week6: Paperwork, driving

Week7: Driving, final ride evaluations



# WHAT WE ARE TRYING TO AVOID!

With bus drivers in short supply, some Research Triangle transit agencies must cut service!


Greater Dayton RTA to eliminate routes, change routes to deal with driver shortage!



MTA bus driver shortage leads to canceled trips and longer waits in NYC!

LTD scraps additional summer service amid driver shortage!

MCTS Summerfest shuttles canceled for 2021 due to driver shortage!

Rider Alert



Temporary

Service

Reductions



# RIDERSHIP

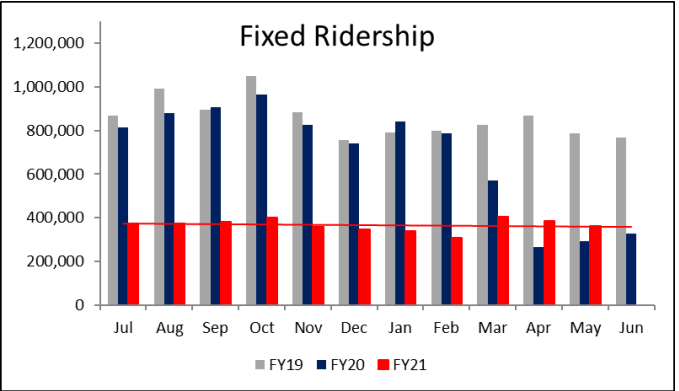
## FIXED ROUTE

Monthly

**360K**      -6% VLM  
                 +23% VLY

YTD

**4.0M**      -79% VLY



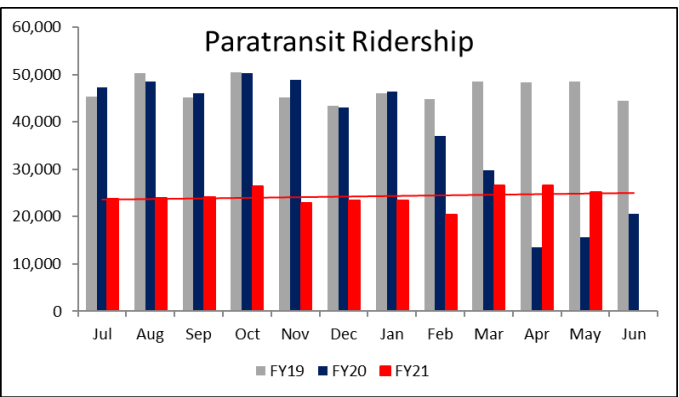
## PARATRANSIT

Monthly

**25.1K**      -6% VLM  
                 +62% VLY

YTD

**267K**      -37% VLY





# ON-TIME PERFORMANCE

## FIXED ROUTE

Monthly

80%

Flat VLM  
-1 Pt VLY

YTD

80%

-1 Pts VLY

### Short-term Detours

- 21, Vermont
- 28, Crittenden

## PARATRANSIT

Monthly

76%

-5 Pts VLM  
-7 Pts VLY

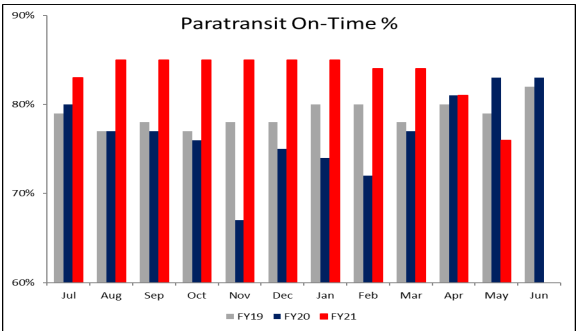
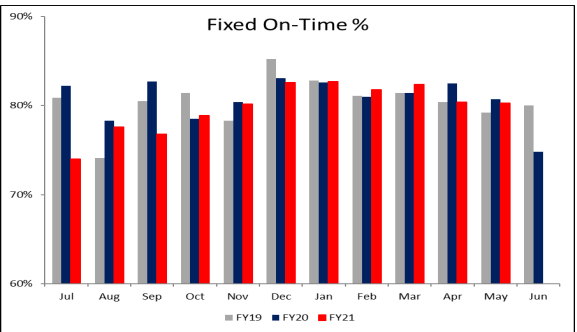
YTD

83%

+7 Pts VLY

### Long-term Detours

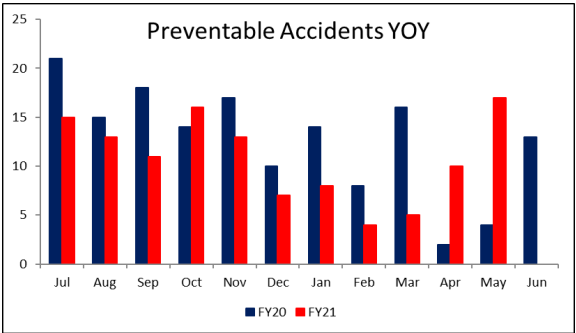
- 15, VA Construction
- 71, Middle Road
- 27, Glendora Safety
- 31,31X, 61X, Construction



# SAFETY

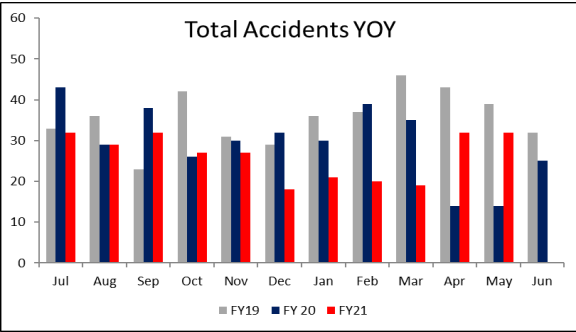
## SAFETY PREVENTABLE ACCIDENTS

Monthly		YTD	
17	+70%VLM +325% VLY	119	-14% VLY



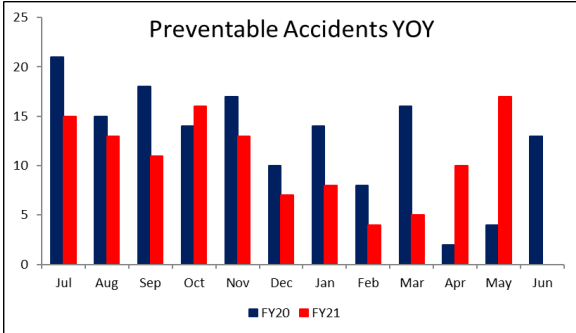
## SAFETY ACCIDENTS TOTAL

Monthly		YTD	
32	FLAT VLM +128% VLY	289	-12% VLY



## PREVENTABLE ACCIDENTS / 100K MILES

Monthly		YTD	
3.3	+73%VLM +230% VLY	2.1	FLAT VLY



# ACCIDENT DATA DEEP DIVE

## DATA FROM MAR 1 – MAY 28

94% of accidents are from Transportation, 6% from Maintenance

54% of accidents are from seasoned employees, > 5 YOS

23% of accidents happen on Friday

40% of accidents happen between 12:00pm – 6:00pm

### Reasons

- Increased traffic
- Construction
- Seasonal

### Actions

- Annual training
- Toolbox talks
- 1:1 counseling



# CUSTOMER SERVICE COMPLAINTS

## FIXED ROUTE

Monthly

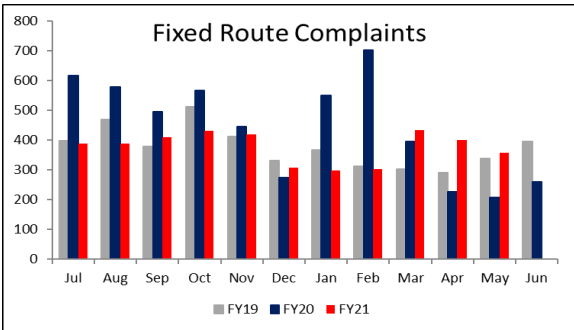
356

-11% VLM  
+71% VLY

YTD

4.1K

-18% VLY



## PARATRANSIT

Monthly

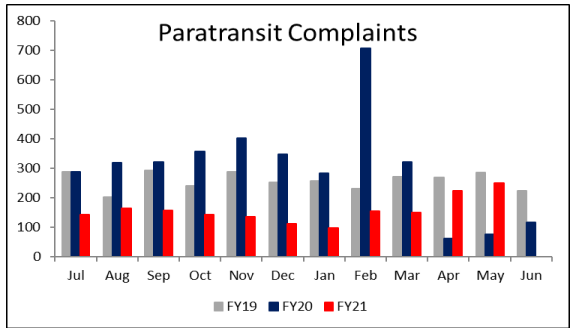
251

+12%VLM  
+225% VLY

YTD

1.7K

-51% VLY



## COMPLAINTS / 1,000 RIDERS

Monthly

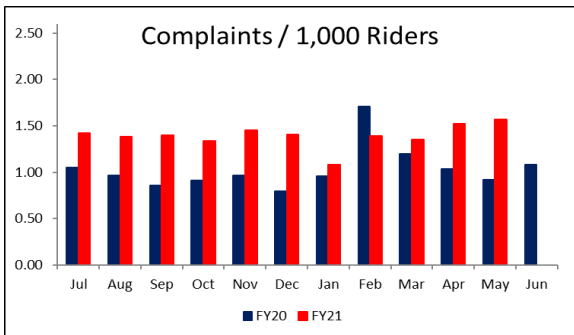
1.5

FLAT VLM  
+71% VLY

YTD

1.4

+32% VLY







**THANK YOU**

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## JUNE BOARD OF DIRECTORS UPDATE

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June 22, 2021

**TARC Board of Directors  
Financial Summary  
May 2021, Fiscal Year 2021**



**Current Month Revenue**

Passenger Fares are over budget \$28,917 (pg. 2, line 1) and Paratransit Fares are under budget \$20,567 (pg. 2, line 2) mainly due to budget projection on COVID-19 impact. MTTF Contributions – Federated is over budget \$6,025,223 (pg. 2, line 11) mainly due to timing of drawing down funds for cashflow needs. Federal Reimbursement Funds – FTA is under budget \$5,327,887 (pg. 2, line 13) due to drawing down funds in prior months. Federal Reimbursement Funds – FTA, Cap is under budget \$5,727,507 (pg. 2, line 21) mainly due to timing of expenditures for bus purchases.

**Year to Date Revenue**

Passengers Fares are under budget \$2,333,081 (pg. 2, line 1) and Paratransit Fares are under budget \$562,133 (pg. 2, line 2) as stated above due to budget projection on COVID-19 impact. MTTF Contributions – Federated is under budget \$2,116,446 (pg. 2, line 11) due to applying CARES funds for Operating Expenses. Federal Reimbursement Funds – FTA is over budget \$4,467,132 (pg. 2, line 13) mainly due to CARES reimbursement funds. Federal Reimbursement Funds – FTA, Cap is under budget \$16,165,926 (pg. 2, line 21) mainly due to timing of expenditures for bus purchases in current month.

**Current Month Expenses**

Direct Labor is over budget \$116,278 (pg. 3, line 1) and Total Labor is over budget \$111,431 (pg.3, line 9) due to holiday pay projection and overtime. Fringe & Benefits are over budget \$125,519 (pg. 3, line 30) mainly due to Medical and Workers Compensation. Purchased Transportation is under budget \$536,930 (pg. 2, line 38) mainly due to revenue hours.

**Year to Date Expenses**

Direct Labor is over budget \$637,855 (pg.3, line 1) and Total Labor is over budget \$813,316 (pg.3, line 9) due to overtime and shadow buses. Fringe & Benefits are over budget \$1,741,537 (pg. 3, line 30) mainly due to Pension, Kentucky Unemployment and Workers Compensation offset by Holiday pay. Purchased Transportation is under budget \$4,300,242 (pg. 2, line 38) mainly due to budget projection on COVID-19. Depreciation Expense is under budget \$1,260,701 (pg. 2, line 46) mainly due to capital expenditures not in line with budget projections.

## **Operating Summary**

Overall, we had a \$155,662 (pg.2, line 53) unfavorable balance for the current month on the Statement of Revenues – Expenses. This brings the unfavorable year-to-date balance to \$164,533 (pg. 2, line 53). May MTTF budget projection for revenue deposits is over budget \$8,435,625 (pg. 7) year-to-date mainly due to receiving an additional \$2,000,000 plus in July, April and May. Tax deadlines have been in different month's due to COVID. We currently have a favorable balance before capital year-to-date of \$8,271,092 (pg. 8) due to the MTTF revenue deposits. MTTF Net Profit Fees are up \$6,868,871 (pg. 7) and Employee Withholdings are up \$176,165 (pg. 7) year to date compared to last year.

## **Capital Summary**

Total Capital Contributions is under budget \$5,834,247 (pg.2, line 25) for the current month and under budget \$17,600,676 (pg. 2, line 25) year-to-date mainly due to the timing of spending grant funds. Total Capital Expenses are under budget \$198,745 (pg. 2, line 48) for the current month and under budget \$1,063,953 (pg. 2, line 48) year-to-date. Bringing the year-to-date balance after capital items are applied to an unfavorable balance of \$8,472,849 (pg.2, line 55) mainly due to Capital Contributions being less than Depreciation Expenses.

## Statement of Revenue - Expenses - with Capital Contributions

May 2021, Fiscal Year 2021



page 2

		Current Month			Fiscal Year-to-date				
Description		FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
Revenues									
1	Passenger Fares	6,885,444	532,963	504,046	28,917	4,120,636	6,453,717	(2,333,081)	40.15%
2	Paratransit Fares	1,471,267	87,351	107,918	(20,567)	801,216	1,363,349	(562,133)	45.54%
3	Special Fare Revenues (UofL, UPS and etc)	2,087,100	121,931	168,500	(46,569)	1,578,682	1,901,700	(323,018)	24.36%
4	Comp Specials	290,700	88,500	72,675	15,825	118,000	290,700	(172,700)	59.41%
5	Advertising Revenue	634,165	52,500	53,333	(833)	577,500	580,832	(3,332)	8.94%
6	Other Agency Revenues	183,300	20,102	28,217	(8,115)	130,105	171,887	(41,782)	29.02%
7	Total Recoveries-Insurance	70,000	0	5,000	(5,000)	87,053	65,000	22,053	-24.36%
8									
9	Operating Revenues	11,621,976	903,347	939,689	(36,342)	7,413,192	10,827,185	(3,413,993)	36.21%
10									
11	MTTF Contributions- Federated	49,069,249	6,025,223	0	6,025,223	46,952,803	49,069,249	(2,116,446)	4.31%
12	Local Government Funds - MTTF	3,500,463	0	1,024,471	(1,024,471)	463,115	2,328,351	(1,865,236)	86.77%
13	Federal Reimbursement Funds - FTA	25,788,577	0	5,372,887	(5,372,887)	24,978,182	20,511,050	4,467,132	3.14%
14	State Government Funds	1,702,666	0	225,000	(225,000)	827,736	1,400,280	(572,544)	51.39%
15									
16	Total Non-Operating Revenues	80,060,955	6,025,223	6,622,358	(597,135)	73,221,836	73,308,930	(87,094)	8.54%
17									
18	Total Revenues Before Cap Contributions	91,682,931	6,928,570	7,562,047	(633,477)	80,635,028	84,136,115	(3,501,087)	12.05%
19									
20	Local Government Funds - MTTF, Cap	1,865,202	41,558	148,298	(106,740)	239,021	1,673,771	(1,434,750)	87.19%
21	Federal Reimbursement Funds - FTA, Cap	19,159,554	367,176	6,094,683	(5,727,507)	2,002,140	18,168,066	(16,165,926)	89.55%
22	State Government Funds, Cap	0	0	0	0	0	0	0	0.00%
23	Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24									
25	Total Capital Contributions	21,024,756	408,734	6,242,981	(5,834,247)	2,241,161	19,841,837	(17,600,676)	89.34%
26									
27	Total Revenues	112,707,687	7,337,304	13,805,028	(6,467,724)	82,876,189	103,977,952	(21,101,763)	26.47%
28									
29									
30	Expenses								
31									
32	Labor	28,539,806	2,525,797	2,409,519	116,278	26,628,850	25,990,995	637,855	6.70%
33	Fringes & Benefits	27,029,658	2,245,905	2,120,386	125,519	26,779,946	25,038,409	1,741,537	0.92%
34	Services	5,336,874	371,956	438,523	(66,567)	4,395,081	4,888,031	(492,950)	17.65%
35	Materials	6,843,550	488,882	574,638	(85,756)	5,562,524	6,270,422	(707,898)	18.72%
36	Utilities	958,796	74,471	79,566	(5,095)	877,076	879,226	(2,150)	8.52%
37	Casualty & Liability	2,646,356	244,020	220,529	23,491	2,492,982	2,425,819	67,163	5.80%
38	Purchased Transportation	19,597,253	1,123,677	1,660,607	(536,930)	13,743,580	18,043,822	(4,300,242)	29.87%
39	Interest Expense	15,568	942	942	0	31,108	14,664	16,444	-99.82%
40	Other Expenses	715,070	8,582	57,337	(48,755)	288,414	584,727	(296,313)	59.67%
41	Operating Expenses	91,682,931	7,084,232	7,562,047	(477,815)	80,799,561	84,136,115	(3,336,554)	11.87%
42									
43									
44									
45	Development Cost & Loss on Disposal	853,590	40,839	65,208	(24,369)	587,296	391,248	196,048	31.20%
46	Depreciation Expenses	12,303,726	907,168	1,081,544	(174,376)	9,961,481	11,222,182	(1,260,701)	19.04%
47	Loss on Disposal of Assets	0	0	0	0	700	0	700	0.00%
48	Total Capital Expenses	13,157,316	948,007	1,146,752	(198,745)	10,549,477	11,613,430	(1,063,953)	19.82%
49									
50	Total Expenses	104,840,247	8,032,239	8,708,799	(676,560)	91,349,038	95,749,545	(4,400,507)	12.87%
51									
52									
53	Revenue / Expense Difference Before Capital	0	(155,662)	0	(155,662)	(164,533)	0	(164,533)	0.00%
54									
55	Revenue / Expense Difference After Capital	7,867,440	(694,935)	5,096,229	(5,791,164)	(8,472,849)	8,228,407	(16,701,256)	207.70%

## Total Labor

May 2021, Fiscal Year 2021



		Current Month			Fiscal Year-to-date			
Description	FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
1 Direct Labor	28,539,806	2,525,797	2,409,519	116,278	26,628,850	25,990,995	637,855	6.70%
2 Sick Leave	1,491,682	114,376	99,779	14,597	1,643,195	1,391,903	251,292	-10.16%
3 Holiday	1,111,586	106,684	123,919	(17,235)	980,019	1,111,586	(131,567)	11.84%
4 Vacation	1,991,906	159,760	164,846	(5,086)	1,926,035	1,827,060	98,975	3.31%
5 Other Paid Absences	217,030	16,998	14,121	2,877	159,666	202,905	(43,239)	26.43%
6								
7 Total	33,352,010	2,923,615	2,812,184	111,431	31,337,765	30,524,449	813,316	6.04%
8								
9 Difference compared to Budget			111,431			813,316		
		Current Month			Year to Date			
Description	FY21 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
10 FICA	2,551,422	214,741	215,130	(389)	2,333,979	2,335,113	(1,134)	8.52%
11 Pension	7,288,803	558,722	595,761	(37,039)	7,398,953	6,689,344	709,609	-1.51%
12 Hospital Medical & Surgical	9,363,267	774,729	669,207	105,522	8,612,330	8,694,061	(81,731)	8.02%
13 Vision Care Insurance	122,078	4,484	10,181	(5,697)	58,466	111,991	(53,525)	52.11%
14 Dental Plans	409,308	30,043	34,109	(4,066)	282,827	375,199	(92,372)	30.90%
15 Life Insurance	96,744	7,379	8,062	(683)	82,698	88,682	(5,984)	14.52%
16 Disability Insurance	216,332	21,209	10,563	10,646	203,349	205,769	(2,420)	6.00%
17 Kentucky Unemployment	40,000	0	10,000	(10,000)	258,140	40,000	218,140	-545.35%
18 Worker's Compensation	1,850,000	226,455	154,167	72,288	2,547,369	1,695,837	851,532	-37.70%
19 Uniform & Work Clothing Allowance	277,000	10,246	10,333	(87)	291,102	266,663	24,439	-5.09%
20 Other Fringes	2,500	78	208	(130)	1,819	2,296	(477)	27.24%
21 Total Fringe & Benefits	22,217,454	1,848,087	1,717,721	130,366	22,071,031	20,504,955	1,566,076	0.66%
22								
23								
24 Sick Leave	1,491,682	114,376	99,779	14,597	1,643,195	1,391,903	251,292	-10.16%
25 Holiday	1,111,586	106,684	123,919	(17,235)	980,019	1,111,586	(131,567)	11.84%
26 Vacation	1,991,906	159,760	164,846	(5,086)	1,926,035	1,827,060	98,975	3.31%
27 Other Paid Absences	217,030	16,998	14,121	2,877	159,666	202,905	(43,239)	26.43%
28 Total Compensation Benefits	4,812,204	397,818	402,665	(4,847)	4,708,915	4,533,454	175,461	2.15%
29								
30 Total	27,029,658	2,245,905	2,120,386	125,519	26,779,946	25,038,409	1,741,537	0.92%
31								
32 Difference compared to Budget			125,519			1,741,537		

## Balance Sheet

May 2021, Fiscal Year 2021



Assets	FY 21	FY 20	Liabilities, Reserves & Capital	FY 21	FY 20
<b>Current Assets</b>			<b>Current Liabilities</b>		
Cash & Cash Items	2,451,485	9,827,725	Long Term Debt	262,537	397,920
Short Term Investments	6,062,197	2,624,996	Short Term Debt	0	0
Accounts Receivable	51,351,292	62,517,616	Trade Payables	5,583,401	9,890,260
Interest Receivable	301	303	Accrued Payroll Liabilities	4,449,467	4,321,255
Due From Grant	80,000	80,000	Estimated Workmans Compensation	3,346,706	2,501,671
Materials & Supplies	2,379,453	1,553,252	Accrued Tax Liabilities	0	0
<b>Total Current Assets</b>	<b>62,324,728</b>	<b>76,603,892</b>	Unredeemed Tickets & Tokens	1,604,065	2,013,173
<b>Other Assets</b>			Reserves - Injury & Damages	1,500,200	1,190,200
Prepaid Insurance & Dues & WIP	374,352	1,502,376	Due To Operations	80,000	80,000
<b>Total Other Assets</b>	<b>374,352</b>	<b>1,502,376</b>	Unearned Capital Contributions	45,993,711	57,328,852
			Other Current Liabilities (Health Ins.)	953,878	101,209
<b>Fixed Assets</b>			<b>Total Current Liabilities</b>	<b>63,773,966</b>	<b>77,824,539</b>
Land	3,187,624	3,177,782	<b>Equity</b>		
Buildings	49,133,260	49,039,055	Retained Earnings	(8,472,849)	(5,865,340)
Coaches	113,494,716	113,922,734	Prior Year Retained Earning	76,430,607	83,922,863
Office Equipment	10,551,131	10,070,175	<b>Total Equity</b>	<b>67,957,757</b>	<b>78,057,522</b>
Other Equipment	22,178,029	20,708,501	<b>Total Liabilities &amp; Equity</b>	<b>131,731,723</b>	<b>155,882,061</b>
Development Costs	490,063	677,036			
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	154,908	636,524			
<b>Total Fixed Assets</b>	<b>200,610,135</b>	<b>199,652,211</b>			
<b>Less Accumulated Depreciation</b>					
Accumulated Depr Land	713,834	680,346			
Accumulated Depr Buildings	26,996,303	25,482,210			
Accumulated Depr Coaches	76,743,631	70,344,866			
Accumulated Depr Office Equipment	8,234,172	7,339,080			
Accumulated Depr Other Equipment	17,663,379	16,606,641			
Accumulated Depr Development Cost	188,303	409,823			
Accumulated Depr Vehicle Exp - Opr	919,946	863,820			
Accumulated Depr Other Equipment Op	117,924	149,631			
<b>Total Depreciation</b>	<b>131,577,492</b>	<b>121,876,418</b>			
<b>Net Fixed Assets</b>	<b>69,032,643</b>	<b>77,775,793</b>			
<b>Total Assets</b>	<b>131,731,723</b>	<b>155,882,061</b>			

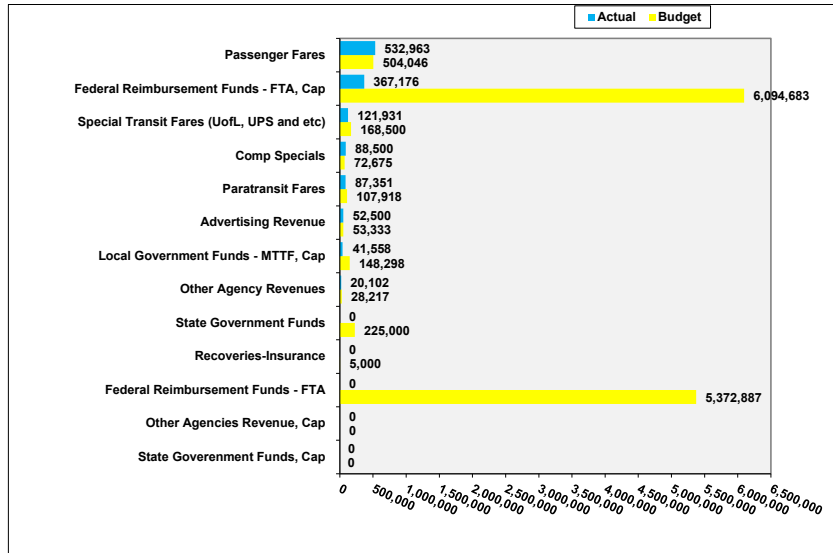


## Actual Revenue vs. Budget

May 2021, Fiscal Year 2021



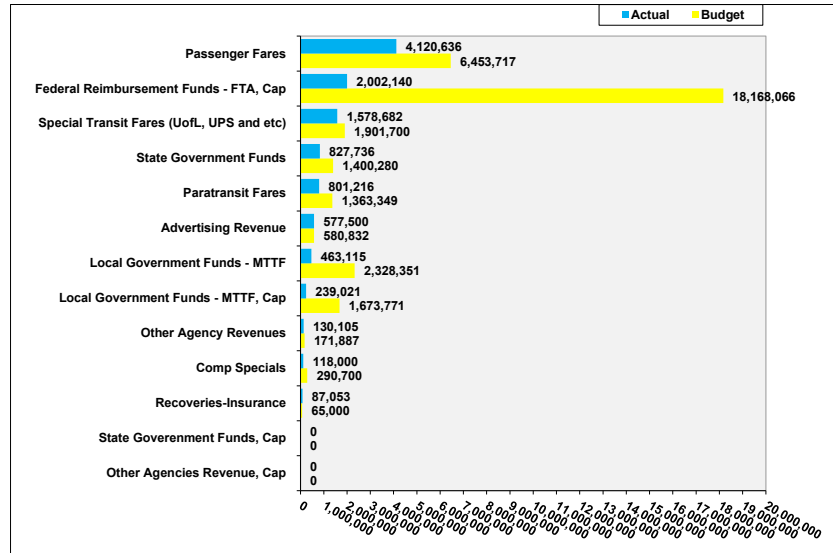
## Current Month Revenues



MTTF \$6,025,223 Actual &gt; \$0 Budget

Passenger fares \$28,917   
 Paratransit fares \$20,567   
 MTTF Contributions \$6,025,223   
 Federal Reimbursement Funds - FTA \$5,372,887   
 Federal Reimbursement Funds - FTA, Cap \$5,727,507

## Year to Date Revenues



MTTF \$46,952,803 Actual &lt; \$49,069,249 Budget

Federal Reimbursement Funds - FTA \$24,978,182 Actual &gt; \$20,511,050 Budget

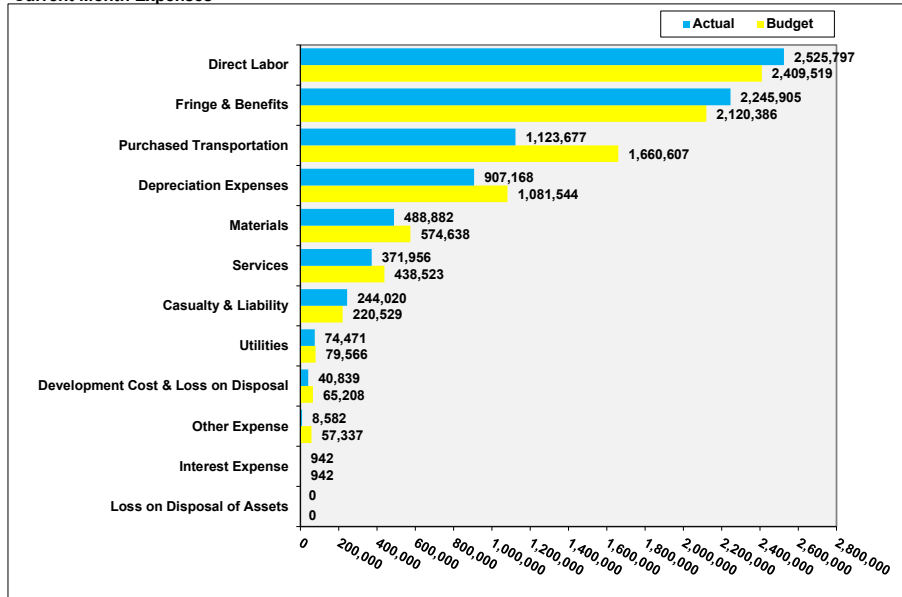
Passenger fares \$2,333,081   
 Paratransit fares \$562,133   
 MTTF Contributions \$2,116,446   
 Federal Reimbursement Funds - FTA \$4,467,132   
 Federal Reimbursement Funds - FTA, Cap \$16,165,926

## Actual Expenses vs. Budget

May 2021, Fiscal Year 2021

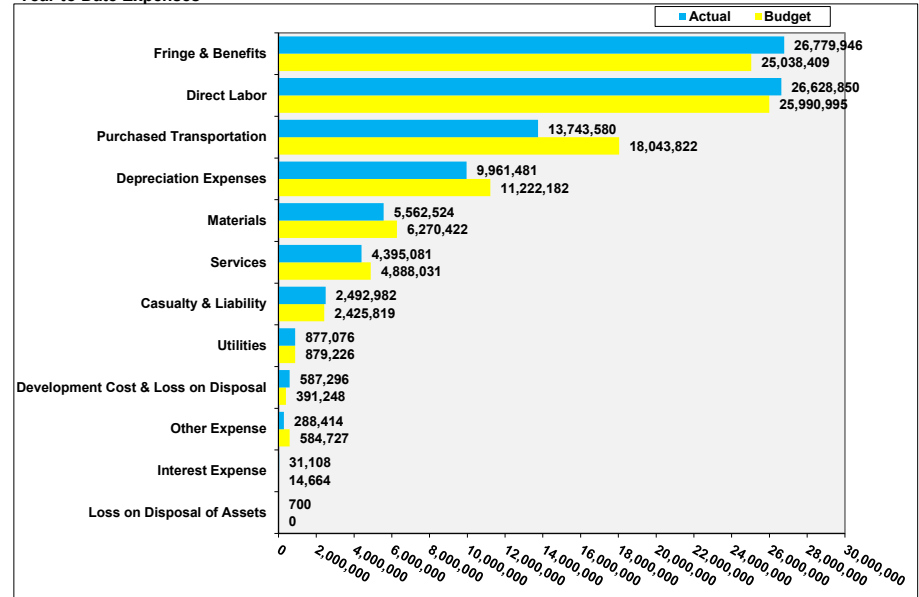


## Current Month Expenses



Direct Labor \$116,278 ↑      Total Labor \$111,431 ↑  
 Fringe & Benefits \$125,519 ↑  
 Purchased Transportation \$536,930 ↓

## Year to Date Expenses



Direct Labor \$637,855 ↑      Total Labor \$813,316 ↑  
 Fringe & Benefits \$1,741,537 ↑  
 Purchased Transportation \$4,300,242 ↓  
 Depreciation Expenses \$1,260,701 ↓

## MassTransit Trust Fund (MTTF) Revenue Deposits



## Deposit to Budget Difference FY 2021

Month	FY 21 Actual Deposits	FY 21 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$6,263,320	\$4,161,638	\$2,101,682	\$2,101,682	50.50%	
August	\$4,049,642	\$3,709,802	\$339,840	\$2,441,522	9.16%	31.02%
September	\$4,744,809	\$5,573,185	(\$828,376)	\$1,613,146	-14.86%	12.00%
October	\$3,821,270	\$3,462,858	\$358,412	\$1,971,558	10.35%	11.66%
November	\$4,823,684	\$3,747,553	\$1,076,131	\$3,047,689	28.72%	14.76%
December	\$5,504,381	\$5,506,077	(\$1,696)	\$3,045,993	-0.03%	11.64%
January	\$5,505,049	\$4,814,614	\$690,435	\$3,736,428	14.34%	12.06%
February	\$4,083,535	\$4,496,397	(\$412,862)	\$3,323,566	-9.18%	9.37%
March	\$4,827,963	\$4,533,247	\$294,716	\$3,618,282	6.50%	9.04%
April	\$8,203,675	\$6,187,014	\$2,016,661	\$5,634,943	32.60%	12.20%
May	\$6,507,250	\$3,706,568	\$2,800,682	<b>\$8,435,625</b>	75.56%	16.91%
June		\$3,202,202	(\$3,202,202)	\$5,233,423	-100.00%	
TOTAL	<u>\$58,334,578</u>	<u>\$53,101,155</u>				

## MTTF Revenue Deposits - Actuals

<b>LOUISVILLE METRO REVENUE COMMISSION</b> <b>TARC LICENSE FEE TRANSACTIONS</b>
------------------------------------------------------------------------------------

	May 2021	May 2020	YTD FYE 2021	YTD FYE 2020	Difference Amount	Percent Change
<b>Receipts</b>						
Employee Withholding	\$ 4,500,971	\$ 3,374,508	\$ 45,688,899	\$ 45,512,734	\$ 176,165	0.39%
Individual Fees	657	270	3,299	2,745	554	20.18%
Net Profit Fees	2,069,828	559,238	12,972,158	6,103,287	6,868,871	112.54%
Interest & Penalty	23,945	20,177	461,427	575,110	(113,683)	-19.77%
<b>Total Collections</b>	<b>\$ 6,595,401</b>	<b>\$ 3,954,193</b>	<b>\$ 59,125,783</b>	<b>\$ 52,193,876</b>	<b>\$ 6,931,907</b>	<b>13.28%</b>
Investment Income	\$ 887	\$ 840	\$ 6,992	\$ 69,410	\$ (62,418)	-89.93%
<b>Total Receipts</b>	<b>\$ 6,596,288</b>	<b>\$ 3,955,033</b>	<b>\$ 59,132,775</b>	<b>\$ 52,263,286</b>	<b>\$ 6,869,489</b>	<b>13.14%</b>
<b>Disbursements</b>						
Collection Fee	\$ 89,038	\$ 53,382	\$ 798,197	\$ 698,011	\$ 100,186	14.35%
<b>Total Disbursements</b>	<b>\$ 89,038</b>	<b>\$ 53,382</b>	<b>\$ 798,197</b>	<b>\$ 698,011</b>	<b>\$ 100,186</b>	<b>14.35%</b>
<b>Due Mass Transit</b>	<b>\$ 6,507,250</b>	<b>\$ 3,901,651</b>	<b>\$ 58,334,578</b>	<b>\$ 51,565,275</b>	<b>\$ 6,769,303</b>	<b>13.13%</b>
Less Previous Payments			51,827,328	47,663,624	4,163,704	8.74%
<b>Payable To Trust Fund</b>			<b>\$ 6,507,250</b>	<b>\$ 3,901,651</b>	<b>\$ 2,605,599</b>	<b>66.78%</b>



## Year to Date Summary

May 2021, Fiscal Year 2021

	Good	In the Red	
Total Revenues are Over/ <b>Under</b> by (pg. 2, line 18)		\$3,501,087	
Total Expenses are Over/ <b>Under</b> by (pg. 2, line 41)	\$3,336,554		
MTTF Revenue Deposits are <b>Over</b> /Under by (pg. 7)	\$8,435,625		
May has a favorable balance before Capital of	<u>\$11,772,179</u>	<u>\$3,501,087</u>	<b>\$8,271,092</b>

## Revenues over Expenses

Revenues	55,068,131	
FTA Funds	2,172,880	
State Funds	\$827,736	
KYTC		
<b>Total Revenues</b>	<u><b>\$58,068,747</b></u>	
 Total Operating Expenses	 \$80,799,561	
Local Capital Expenses	\$239,021	
<b>Total Expenses</b>	<u><b>\$81,038,582</b></u>	
 <b>Net Gain/(Loss) before CARES Funds</b>	 <b>(\$22,969,835)</b>	
 CARES Funds applied for FY 2021	 \$22,805,302	
 <b>Net Gain/(Loss) before Capital</b>	 <b>(\$164,533)</b>	



**We provide freedom.**

MV Presentation - TARC Board Meeting

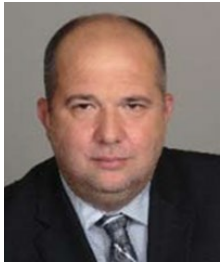
Tuesday June 22, 2021

# About MV

- Transportation services leader since 1975
- Diverse portfolio: **paratransit**, fixed-route, shuttle, and school transportation services
- Market **leader** in paratransit & on-demand transportation
- Serve **110 million passengers**, driving **300 million miles**
- Support over **200 transit agencies**, and corporations in 30 states and Canada with **20,000 team members**
- Maintain **11,000 vehicles** in 100+ maintenance shops
- Focused on long-term relationships, **averaging 9 years**
- Investing in technology and alternative mobility models with **Innovative** Industry Leading Partnerships
- Committed to delivering the **Best Customer Experience**

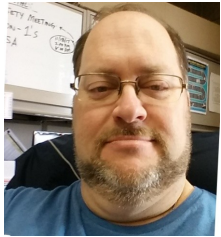


# MV Leadership Team



## Scott Brewer, General Manager

Scott manages the TARC3 Service. He holds a decade of customer service experience in transportation and other industries in addition to 5.5 years of transportation experience.



## Jim Riley, Operations Manager

Jim is 2<sup>nd</sup> in command managing the TARC Service. He brings years of experience in transportation services having run the Grand Forks service for 5 years before relocating to the MV TARC3 service.



## Heather Roth, Safety & Training Manager

Heather leads the TARC3 driver training program, safety program, and initiatives, and drug and alcohol testing policies and procedures.



## Kyle Tackett, Maintenance Manager

Kyle brings over 7 years of transportation experience and current maintenance manager overseeing the current TARC3 fleet..



## Tad White, Customer Service Manager

Tad has sixteen years of experience in transportation and 3 years years of experience in paratransit



## Anna Lenk, Call Center Manager

Anna has ten years of experience in transportation and brings 6 years of managing a call center to include 1.5 years of experience in dispatch and scheduling.

## MV Corporate Leadership



**Lisa Kelliher**  
SVP Operations



**Mark Collins**  
President, COO



**Tom Egan**  
CEO



# Service Levels & Operator Counts (Jan 2021-May 2021)

## Trip Performance

- MV and Their Contractors Have Performed 121,191 Trips
- Average On Time Performance of 91%

## Call Center Performance

- Total Calls 71,328
- Average Hold Time of 2 minutes and 8 seconds

## Where's My Ride Line

- Total Calls 44,128
- Average Hold Time of 55 Seconds

## Driver Count

Pre-MV Operated (pre-pandemic):

- First Transit February 2020 - 110 Total TARC3 Drivers
- zTrip February 2020 - 110 Total TARC3 Driver

MV Operated (includes all suppliers):

- March 2020 - May 2021 105 Total TARC3 Drivers
- May 2021 - 125 Total Needed to handle current trip volumes



# MV Etiquette Platinum Connection Customer Service Program

**The Golden Rule** - Treat others the way you want to be treated  
VS.

**The Platinum Rule** - Treat others the way they want to be treated. Don't just meet our customer's expectations, **EXCEED EXPECTATIONS**

- **Delivering World Class Customer Service**
- **ADA Sensitivity**
- **Phone Etiquette**
- **Role Play Exercises**
- **Mentor Shadowing**
- **Performance Evaluations**



# Hiring Status

**MV has experienced a significant driver labor shortage as a result of the pandemic. We have seen Nationwide a lower volume in candidates due to this labor crisis. MV has taken several steps to reduce the shortage which in turn will improve OTP and missed trips.**

The following MV actions are being implemented to improve service and provide visibility to TARC:

- Eliminated lower training wage so all drivers are paid the starting wage \$15.00
- Sign on Retention bonus to pay out at varying intervals (60, 90, 120 days) of employment
- New bid pick for existing drivers allowing MV to place drivers where needed
- Added additional recruiting ad platforms to increase the number of potential candidates to review/reach
- MV Subject Matter Expert working with scheduler to optimize current schedules
- Working with UZURV and Uber on potential sub-contracts to assist with trip volumes





# MEMORANDUM

**To:** Mary Morrow, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** June 22, 2021

**Re:** Resolution 2021-19—Amend and Readopt Travel Policy (Travel Policy)

---

Thankfully, travel is opening up around the country with the COVID-19 pandemic hopefully on its way out for good. Accordingly, TARC thought it should revisit its Travel Policy and update it, if necessary, as TARC expects that its employees will need to travel to attend in person meetings or conferences. TARC's most recent Travel Policy has been in effect since January 2015.

In reviewing the Travel Policy, TARC made several changes. A summary of those changes is as follows:

- Approvals: The Chair of the Board of Directors approves The Executive Director's travel. The Vice-Chair approves the Chair of the Board's travel. The Executive Director approves everyone else's travel.
- Out-of-State vs. Local Travel: All out-of-state travel must be pre-approved. Local travel consists of travel within a 90-mile radius from TARC Headquarters and does not require pre-approval.
- Travel Advances: TARC no longer provides travel advances.
- Hierarchy of Travel: TARC encourages a priority of travel when in other cities, starting with mass transit, then taxi and/or UBER/Lyft, and finally rental cars, which must be pre-approved.
- Receipts and Incidentals: TARC requires receipts except for certain incidental tips (i.e., skycaps, bellhops and maids).
- Expense Reports: Expense reports go to the Chief Financial Officer and then to the Executive Director.
- Meals: Meals will be reimbursed up to a maximum of \$75.00 per day including tips and taxes, but an employee can exceed the maximum total if it is determined to be necessary and documented.
- Local Travel: Local travel reimbursements are done on a monthly basis.

If you should have any questions about the Travel Policy, please call me at 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2021-19**

### **Amend and Readopt Travel Policy**

A Resolution amending and readopting the Transit Authority of River City (TARC) Travel Policy and Regulations (Travel Policy).

**WHEREAS**, TARC's most recent Travel Policy has been in effect since January 2015; and

**WHEREAS**, since travel is opening up around the country with the COVID-19 pandemic hopefully behind us for good, TARC thought it should revisit its Travel Policy and update it, if necessary; and

**WHEREAS**, TARC has updated its travel policy to include, but not be limited to, ensuring that all out-of-state travel has prior approval by the proper authority, eliminating cash advances for travel expenses, setting out the maximum meal allowance for reimbursement per day and can only exceed this maximum if it's deemed necessary and documented, and defining local travel and setting out a process for reimbursement for such travel; and

**NOW THEREFORE, THE BOARD OF DIRECTORS OF THE TRANSIT AUTHORITY OF RIVER CITY HEREBY RESOLVE THAT:**

(A) TARC hereby amends and readopts the attached Travel Policy.

(B) The requirements contained herein are effective immediately and apply to all travel by employees and/or Board members.

**ADOPTED THIS 22nd DAY OF JUNE, 2021**

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**Mary Morrow, Board Chair**

# TRANSIT AUTHORITY OF RIVER CITY TRAVEL POLICY AND REGULATIONS



## **General Policy**

It is TARC's policy to reimburse Board members, employees, and other authorized agents for the actual cost of all necessary travel and other reasonable expenses incurred in conducting TARC business. Prudence and good judgment are expected to be used in incurring travel and other expenses. The TARC Expense Report form should be used to account for all travel and other expenses.

These regulations shall apply to all TARC Board members, employees, and other authorized agents including legal counsel and consultants.

## **Approval**

The Executive Director shall enforce all provisions set forth in these regulations where the travel pertains to employees and other authorized agents. The Chair of the Board of Directors shall enforce all provisions where the travel pertains to members of the Board and the Executive Director. The Vice-Chair shall approve all travel expenses of the Chair of the Board. Except in the case of an emergency, all out-of-state travel, as defined below, should be approved prior to such travel.

Exceptions to these regulations or any expenses claimed in excess of allowable limits may be approved for reimbursement by the Executive Director or Chair of the Board, if in his/her opinion, the deviation does not violate the intent of these regulations and the total expenditures claimed are not unreasonable considering the circumstances under which such expenses were incurred. All expense reports should be turned into the Chief Financial Officer ("CFO") for review and signature before submitting final expense report to the Chair of the Board, Vice-Chair of the Board, or the Executive Director, as the case may be.

## **Travel Authorization**

### **A. Board Members and Employees**

All travel by employees that is beyond a 90-mile radius from TARC headquarters at 1000 W. Broadway, Louisville, Kentucky 40203 ("out-of-state travel") shall be at the discretion of the Executive Director and requires his or her prior approval before any out-of-state travel is authorized. Any employee requesting out-of-state travel for a meeting or conference must complete a Travel Request form, which must be signed by the employee's department head, the CFO and submitted to the Executive Director for prior approval before any out-of-state travel is authorized.

1. The Chair of the Board must approve out-of-state travel expenses of the Executive Director and Board members prior to the travel except in the case of an emergency.
2. The Vice-Chair of the Board must approve out-of-state travel expenses of the Chair of the Board prior to the travel, except in the case of an emergency.
3. Within ten working days after returning from a trip, all out-of-state travelers must submit a travel expense report which includes all costs and expenses and receipts thereof associated with the travel.

## **B. Other Agents**

Legal counsel, consultants under contract to TARC, and any other agents who must travel on behalf of TARC shall follow the procedures outlined for out-of-state employee travel. They must receive prior written approval from the Executive Director by completing a Travel Request form. They must file a complete expense report, including receipts, within ten (10) working days of returning from a trip.

### **Travel Advance**

TARC will not issue travel advances you must use your own resources and submit an expense report upon returning for approved reimbursement of reasonable travel expenses.

### **Receipts**

Original receipts should be turned in for expenses, including but not limited to, airline tickets, hotel bills and transportation fares. Expenses without a receipt are not reimbursable; with the exception of public mass transit fares and tips of no more than \$10 per day or per occurrence for service personnel such as bellhops, maids and skycaps. Receipts for expenses paid by company credit card are required to appear on the expense report with the submission of a receipt copy as well.

### **Expense Reports**

All Expense Reports forms must be submitted to the CFO within ten (10) working days after returning from a trip. Once signed by CFO it will go to Executive Director. After approval, the expense report will be forwarded to the Finance department for processing. Expense Reports from Board members shall be forwarded to the Chair of the Board for approval. Expense Reports from the Chair of the Board shall be forwarded to the Vice-Chair of the Board for approval.

### **Registration Fees**

TARC will pay all necessary registration fees, tuition, etc. for approved meeting and conferences, including the cost of official banquets, luncheons and breakfasts.

### **Transportation**

Transportation used shall be the most economical and standard mode, via the most direct and usual route. Additional expenses incurred by using other means or routes shall be the responsibility of the Board member, employee or other authorized agent.

The Executive Assistant or Executive Administrator shall manage arrangements for out-of-town transportation and registration arrangements. Suggestions for flights and hotels from employee may not be guaranteed.

When traveling by common carrier (plane, train or bus), tourist or coach accommodations shall be used. Discount air rates should be used whenever they are available.

Any transportation expenses incurred by guests accompanying Board members, employees, and other authorized agents shall be the responsibility of the individual.

While the employee is on travel status, TARC will pay for required travel expenses. It is recommended that employees use the following priorities in selecting local conveyance: first, mass transit; second, taxi, uber/lyft; or third, rental car. Employees must be able to explain why



they failed to use a public mass transit entity upon request for reimbursement. Use of rental car requires prior written approval of the Executive Director, or Chair of the Board or Vice-Chair of the Board, as the case may be.

TARC will not reimburse travel expenses, which are not necessary to conduct official business while on travel status, such as sightseeing, or other travel made at the employee's option or for personal business.

If traveling by automobile, either locally or out-of-town, individuals shall first seek to use a vehicle from the TARC motor pool. In the event that no TARC pool vehicle is available, TARC shall reimburse employees who use their personal automobiles for official business at the current mileage allowance. Please contact the Finance Department for the correct mileage rate to be used because the rate does change. TARC will pay the employee for mileage based on the number of road miles between TARC and the destination. The total amount allowable for mileage expense shall not exceed the cost of airplane tourist class travel to the same destination. An Expense Report must be submitted to the Executive Director for reimbursement of mileage. Local travel includes but is not limited to cities such as: Bloomington, IN; Columbus, OH; Indianapolis, IN; Nashville, TN and/or St. Louis, MO. TARC vehicles shall be used for official business and travel.

### **Lodging**

TARC will pay the actual and necessary cost of lodging required for official business. Allowable lodging expenses shall be limited to those necessary for TARC Board members, employees, and other authorized agents. Any additional expenses incurred by guests accompanying Board members, employees, and other authorized agents shall be the responsibility of the individual.

Lodging expenses are limited to the number of nights required to conduct the assigned business on behalf of TARC. Arrival time should be no more than one (1) night in advance of TARC business and departure of no more than one (1) night after completion of TARC business. Paid receipts for lodging expenses must be attached to the Expense Report.

Lodging expenses shall not exceed the quoted rates for the hotel hosting the conference. Lodging for trips involving business not held in conjunction with a conference shall be at reasonable rate based on factors such as accessibility between hotel and conference site, duration of the trip, etc.

No TARC employees, who are not otherwise married, shall share lodging when they are on TARC business for out-of-state or local travel.

### **Meals**

Tips for meals should not exceed 20% of the meal cost, excluding taxes. Daily total meal expenses, including tips and taxes, shall be reimbursed up to \$75.00 per day. However, in the event an employee exceeds this maximum amount, the Chair of the Board, Vice-Chair of the Board or the Executive Director, as the case may be, may approve any additional sums above the maximum set herein, but only if the meeting purpose is documented with all names in attendance and is for official TARC business. TARC will not reimburse expenses associated with the purchase of alcoholic beverages.

### **Working Meals**

When the Board Chair, Executive Director or another employee or authorized agent deems it necessary and appropriate to have a guest for a meal for the purpose of conducting official TARC business, the meal charges shall be reimbursed under the following conditions:

1. Prudence and good judgment must be used regarding the cost of the meal.
2. Any working meals must be documented, including submission of a receipt noting the cost, who attended, the location and the meeting purpose.

### **Garage and Parking**

When a TARC car, personal car, or rented car is used on official business, TARC will pay for basic parking (including in a garage) or tolls associated with the conduct of official business. TARC will not reimburse parking, garaging, or tolls associated with travel not necessary to conduct official business. Parking fees and estimated gas cost will be included in the cost comparison when comparing flights in selecting best route of travel for the individual.

Parking fees incurred for cars left at the airport while an individual is out of town on official business will be reimbursed provided that airport parking fees do not exceed the normal taxi fare to and from the airport. Receipts for parking must be provided.

### **Entertainment**

No travel reimbursement shall be made for any entertainment or social activity expenses. Those expenses that will not be paid by TARC include, but are not limited to, such items as in-room movies health club expenses, parking at facilities not related to travel etc. TARC will not reimburse expenses associated with the purchase of alcoholic beverages.

### **Miscellaneous Expenses**

All miscellaneous expenses such as excess baggage fees, baggage charges, or postage should be identified and justified in writing at the time of the Expense Report is submitted.

Cost of WI-FI will be reimbursed for official TARC business.

### **Local Expenses**

Local expenses generally do not require pre-approval by the Chair of the Board, Vice-Chair of the Board, or Executive Director, as the case may be. The permissible reimbursement expense categories for out-of-state travel are eligible for local travel with the only exception being under the Transportation Category, which may require transportation by automobile to certain destinations which are considered local which fall outside the 90-mile radius from TARC Headquarters, 1000 W. Broadway, Louisville, Kentucky 40203.

Requests for reimbursement of local travel expenses should be submitted to the Chair of the Board, Vice-Chair of the Board, or the Executive Director, as the case may be, on an Expense Report form within ten (10) working days of the beginning of each calendar month for expenses that occurred in the prior calendar month.

**This approved Travel Policy and Regulations supersedes all previous Travel Policies and Regulations of the Transit Authority of River City.**

<b>Name of Entity That Drafted This Policy</b>	Pat Mulvihill, General Counsel	
<b>Signature by the Executive Director</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	<b>Relevant Documentation (Title and Location)</b>	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Pat Mulvihill, General Counsel	
	<b>Relevant Documentation (Title and Location)</b>	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	All	Create/Update	01/2015
2	All	Update	06/2021



# MEMORANDUM

**To:** Mary Morrow, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** June 22, 2021

**Re:** Resolution 2021-20—Amend and Readopt Company Car Policy (Car Policy)

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Thankfully, travel is opening up around the country with the COVID-19 pandemic hopefully on its way out for good. Accordingly, TARC thought it should also revisit its Company Car Policies, which have been in effect since 2003, as TARC anticipates employees traveling for potential in person meetings and/or conferences.

TARC had two distinct car policies. One policy dealt with employees who used a vehicle, other than a bus, during normal business hours as part of their job duties. The other policy was concerned with employees who had take home vehicles who were on call to immediately respond to emergencies.

For purposes of efficiency, TARC seeks to combine the two previous policies into a single Car Policy to keep in place the requirements for operation of a vehicle, documentation of fuel and maintenance expenses, safety standards that must be followed while using a company car and the responsibilities and obligations of TARC and its employees with respect to such vehicles.

As part of this combined policy, TARC seeks to keep in place the provision of company cars for commuting and personal use for the Executive Director, Assistant Executive Director, Director of Maintenance, Director of Safety and Security and Director of Transportation to allow them to quickly respond to any emergency situation that may arise. However, in order to have a company car for commuting and personal use, these employees must additionally sign the TARC Company Car for Commuting and Personal Use Liability Agreement, a copy of which is hereby attached.

If you should have any questions about the Car Policy, please call me at 561-5100 if you have any questions. Thank you.



## **RESOLUTION 2021-20**

### **Amend and Readopt Car Policy**

A Resolution amending and readopting the Transit Authority of River City (TARC) Company Car Policy (Car Policy).

**WHEREAS**, TARC's most recent Company Car Policies have been in effect since 2003; and

**WHEREAS**, since travel is opening up around the country with the COVID-19 pandemic hopefully behind us for good, TARC thought it should revisit its Car Policies to accommodate travel for in person potential meetings and conferences; and

**WHEREAS**, TARC had a policy for using vehicles, other than buses, during normal business hours as part of one's job duties, and had a policy for take home vehicles for those employees who were on call to immediately respond to an emergency; and

**WHEREAS**, TARC seeks to combine the two previous policies into a single Car Policy to keep in place the requirements for operation of a vehicle, documentation of fuel and maintenance expenses, safety standards that must be followed while using a company car and the responsibilities and obligations of TARC and its employees with respect to such vehicles; and

**WHEREAS**, TARC seeks to keep in place the provision of company cars for commuting and personal use to the Executive Director, Assistant Executive Director, Director of Maintenance, Director of Safety and Security and Director of Transportation to enable a quick response to any emergency situation; and

**NOW THEREFORE, THE BOARD OF DIRECTORS OF THE TRANSIT AUTHORITY OF RIVER CITY HEREBY RESOLVE THAT:**

(A) TARC hereby amends and readopts the attached Car Policy.

(B) This amendment and readoption of the Car Policy goes into effect immediately and applies to all employees, including the Executive Director.

**ADOPTED THIS 22nd DAY OF JUNE, 2021**

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**Mary Morrow, Board Chair**



## COMPANY CAR POLICY

The TRANSIT AUTHORITY of RIVER CITY (TARC) permits select individuals to drive vehicles owned, leased, or rented by TARC ("**Company Car**"), other than buses, to perform work for TARC or on TARC's behalf during their period of employment. TARC's Company Cars are the automobiles and trucks used to support TARC's mission and operations.

Only those who have received explicit permission from the Executive Director are authorized to use company cars. To protect TARC and its employees, any use of a company car must conform to this policy. All company car drivers must maintain a valid driver's license. In addition, each driver is responsible for using company cars in a safe, lawful, and reasonable manner. This policy applies to use of a company car on TARC's behalf during working and nonworking hours, on and off TARC's premises.

TARC provides coverage for personal injuries or property damage to third parties caused by TARC employees operating a TARC Company Car in the normal course of their duties and with TARC's permission. TARC employees, who sustain injuries while operating/occupying TARC Company Cars in the course of their employment, will be covered to the extent provided by TARC's workers' compensation program except as described below.

The use of TARC's Company Cars by employees is a necessary part of certain employees' job duties. At the same time, the operation of motor vehicles by employees involves potential risk for legal liability. In an effort to control the risks associated with employee vehicle use and to ensure that employees understand their responsibilities and obligations, TARC adopts the following policy.

### **Accountable Plan**

This policy is intended to qualify as an "**Accountable Plan**" under the Internal Revenue Code (Code) and relevant Treasury Regulations.

### **License/Accident Reporting**

All employees who may operate TARC Company Cars under this Policy in the course of their duties must maintain a valid driver's license in their State of residence. Each is expected to drive safely and obey all traffic laws. Any traffic accident involving a TARC Company Car must be reported to TARC Radio Dispatch and the appropriate police jurisdiction contemporaneous with the occurrence of the accident. An accident report should be completed promptly for filing with the Director of Safety.

### **Motor Vehicle Record Checks**

The Human Resources Department conducts motor vehicle license record checks twice annually to verify license status and driving records. Any employee whose license has been suspended or who has an unsatisfactory driving record in the opinion of TARC management is prohibited from operation of TARC Company Car, and is required to notify TARC immediately of a suspension.

### **Permissible Uses**

Company cars are available to authorized individuals for business purposes. Uses beyond those specified in this policy must be specifically authorized by the Executive Director, or, in cases of the Executive Director's usage, by the Board. However, individuals using a company

car may make incidental stops without violating this policy. Unless otherwise permitted, when not in use company cars must be parked on TARC's premises.

### **Additional Authorized Uses for Company Car for Commuting and Personal Use**

The Executive Director may authorize the use of Company Cars for commuting and personal use by employees who are subject to 24-hour call, and have signed and agreed to the terms of this Company Car Policy, and TARC Company Car for Commuting And Personal Use Liability Agreement. All such vehicles should be equipped with two-way radio communications to allow the employee to monitor and contact TARC's radio dispatch center. Such assignment serves several purposes, assuring an employee's ability to respond immediately to any emergency or condition requiring that employee's presence, providing visibility for TARC in the community it serves, and extending the reach and presence of management and supervisory employees to those times when they are commuting to and from work.

### **Insurance Coverage for Company Car for Commuting and Personal Use**

TARC employees provided Company Cars for commuting and personal use, when engaged in such use, would not be covered by workers' compensation for personal injury, but would be covered through TARC's group medical insurance or other group medical insurance, if applicable to that employee. This same coverage would be applicable to passengers while riding in TARC Company Cars, and depending on its terms, their own personal automobile insurance.

Employees who are considered to be operating a TARC Company Car for commuting and personal use (with the permission of the Executive Director) will be provided liability protection by TARC for up to \$300,000 per accident for damages for bodily injury or property damage. TARC agrees to settle or defend, as it deems appropriate, any claims or suit asking for damages, up to the limit of \$300,000, including legal expenses. Employees shall assist TARC and cooperate fully with TARC's attorney in any action or suit arising from such claim. TARC will not defend an employee who is engaged in any criminal behavior as set forth in KRS Chapters 189, 189A and/or KRS Chapters 500 – 534 (i.e., Kentucky Penal Code) while in a TARC Company Car.

Employees, while operating a TARC Company Car for commuting or personal use, will be responsible for any claim which exceeds \$300,000. Such coverage is available from insurers at the employee's own expense. Employees must sign a TARC Company Car for Commuting and Personal Use Liability Agreement to be assigned a TARC Company Car for commuting and personal use, under this Policy.

### **Compensation Value for Company Car for Commuting and Personal Use**

The compensation value of a TARC Company Car authorized for commuting and personal use will be established in accordance with IRS guidelines. The Finance Department will annually request information from each employee assigned a TARC Company Car for such use and calculate the compensation value.

### **Authorized Drivers and Passengers**

Only authorized employees can drive company cars. Employees permitted to drive company cars must have a valid driver's license. In the event that an authorized driver's license is suspended or revoked, that individual must notify the Executive Director as soon as possible. In addition, consistent with relevant background check laws, TARC reserves the right to evaluate the driving record of all company car drivers and revoke driving privileges as necessary.



Transportation of passengers is authorized for business use of company cars, but the number of passengers cannot exceed the number of passenger seats available, and passengers may only occupy company cars for purposes authorized by this policy. To the extent that a child will be traveling in a company car, child safety seats must be installed and used as required by applicable law.

TARC will be responsible for the cost of repairing accident damage sustained by a TARC Company Car, including one being used for commuting and personal use, unless the employee was operating the vehicle outside of the scope of this policy. In such case, the employee shall be responsible for this expense.

### **Fuel and Maintenance Expense Protocols**

TARC will pay or reimburse expenses for fuel costs, parking fees, and tolls associated with company car use under this policy. In addition, TARC will pay or reimburse expenses for necessary company car maintenance.

For any out-of-pocket expenses, drivers may request reimbursement for covered company car costs by completing an expense reimbursement form and submitting the completed form to the Finance Department. All expense reimbursement forms must be signed and verified by both the driver and the employee's supervisor. Expense reimbursement forms are available from the Finance Department.

Expense reimbursement forms must include original receipts or other substantiating documentation for each expense showing the:

- Amount paid.
- Date the expense was incurred and paid.
- Vendor or provider name and location.
- Nature of the expense.
- Business purpose.

If a receipt or other substantiating documentation is not available, the driver must submit a written explanation of why the documentation cannot be provided. TARC, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable.

Drivers must submit expense reimbursement forms to the Finance Department within 60 days of incurring the expense. Failure to comply with this time frame may result in the reimbursement being taxable income for the employee and TARC will not reimburse employees for any expenses submitted after this deadline.

The Finance Department will verify that expenses are permissible and that documentation is adequate and accurate. TARC reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late, or otherwise fails to fully comply with TARC's policy, as determined by TARC in its sole discretion. Expense reimbursement forms may be subject to audit by TARC or by government agencies.

TARC will provide reimbursement promptly following verification of the expense and appropriate substantiation, but in any event, no later than December 31 of the calendar year following the calendar year in which the expense is incurred.

If a driver receives an excess reimbursement, he or she must report and return any excess amounts to the Finance Department within 120 days.

## **Safety Standards**

Employees operating a company car are expected to operate the vehicle in a safe and lawful manner. Safe driving standards include but are not limited to:

- Maintaining a reasonable rate of speed as appropriate for existing road conditions. Drivers should not exceed posted speed limits.
- Abiding by traffic signals and signs.
- Wearing seat belts.
- Avoiding aggressive and reckless driving.
- Never driving in unsafe conditions.
- Never driving when having consumed alcohol or illegal drugs.
- Never driving while fatigued.
- Never texting or emailing while driving.
- Never talking on a cell phone while driving [without the use of a hands-free device].
- Never listening to headphones while driving.
- Never storing or transporting guns or other weapons in the company car, to the extent such prohibition is authorized by state or local law.

Safety standards include the need to be vigilant about company car maintenance. If a company car seems to be unsafe or in need of maintenance, company car drivers must bring this issue to the attention of the Safety and Security or Maintenance Office as soon as possible. In addition, company car drivers must respect the vehicle as company property and take steps to avoid damage to it and its contents, including:

- Keeping property secure, such as by locking doors, closing windows, and properly maintaining valuables (including confidential information). Personal items may not be stored in a company car and personal losses generally will not be reimbursed.
- Never transporting dangerous or flammable materials unless specifically authorized by TARC.
- Never attaching or pulling trailers or other vehicles.
- Never making after-market changes to the car.
- Never picking up hitchhikers.
- Never transporting items for third parties other than those associated with the employer's business for legitimate business purposes.

In the event of an accident, the driver must stay with the company car and file a police report or otherwise cooperate with the police, as applicable. Employees should not attempt to provide medical care to those involved in an accident beyond their level of suitable training. Company car drivers must communicate the details of any accident, theft of company property (including the car itself), and moving violations to the Safety and Security Department as soon as possible.

### **Section 409A of the Internal Revenue Code**

Reimbursements and in-kind benefits under this policy are intended to comply with Code Section 409A and applicable guidance issued under it or an exemption from the application of Section 409A.

Accordingly, all provisions of this policy will be construed in a manner consistent with the requirements for avoiding taxes or penalties under Code Section 409A. The amount of reimbursements and in-kind benefits provided under this policy in any calendar year will not affect the amount of reimbursements and in-kind benefits provided during any other calendar year, and the right to reimbursements and in-kind benefits under this policy cannot be liquidated or exchanged for any other benefit.

Notwithstanding any provision of this policy, TARC will not be liable to any employee for any taxes or penalties imposed under Code Section 409A on any reimbursements and in-kind benefits under this policy.

### **Administration of This Policy**

The Safety and Security Department is responsible for the administration of this policy. If an employee has any questions about this policy or related procedures, the employee should contact the Safety and Security Department.

An individual who abuses or violates this policy, for example by submitting fraudulent company car reimbursement requests or failing to comply with safety standards, will be subject to disciplinary action up to and including termination of employment.

### **Employees Covered Under a Collective Bargaining Agreement**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with TARC. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with TARC, employees should refer to the specific terms of the collective bargaining agreement, which will control.

**Acknowledgment of Receipt and Review**

I, \_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_ (date), I received a copy of TARC's Company Car Policy and that I read it, understood it, and agree to comply with it. I understand that TARC has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time [with or without notice]. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Executive Director of TARC. I also understand that any delay or failure by TARC to enforce any work policy or rule will not constitute a waiver of TARC's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized TARC representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized TARC representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

Approved By:

\_\_\_\_\_  
Carrie Butler, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

<b>Name of Entity That Drafted This Policy</b>	Pat Mulvihill, General Counsel	
<b>Signature by the Executive Director</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	<b>Relevant Documentation (Title and Location)</b>	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Pat Mulvihill, General Counsel	
	<b>Relevant Documentation (Title and Location)</b>	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	All	Create/Update	07/2003
2	All	Update	06/2021

**TARC COMPANY CAR FOR COMMUTING  
AND PERSONAL USE LIABILITY AGREEMENT**



I understand that if I am assigned a TARC vehicle (either owned or leased) authorized for **Commuting and Personal Use**, on the terms set out below TARC will provide liability protection to me free of charge for up to \$300,000 per accident for any damages or claims for Bodily Injury or Property Damage caused by my negligent operation of the assigned TARC vehicle while on **Commuting and Personal Use**, unless and until my employment with TARC is terminated, or I am otherwise notified, or my Commuting and Personal Use is terminated.

In addition to this \$300,000 Liability Limit, I understand that TARC agrees to settle or defend, as it deems appropriate, any claims or suits asking for these damages and that its duty to settle or defend ends when it has tendered the \$300,000 as payment for any claims.

In consideration of and as a condition precedent to receiving this \$300,000 limit of protection while operating a TARC vehicle for **Commuting and Personal Use** I agree that I will:

1. Not allow any person other than another authorized TARC employee to operate the TARC vehicle assigned to me.
2. Promptly notify the Director of Safety and Security of how, when and where any accident happens, and will give the names and addresses of any injured persons and of any witnesses.
3. Cooperate with TARC in its investigation, settlement, or defense of any suits and will promptly send copies of any notices or legal papers received in connection with the accident to the Director of Safety.
4. Make every effort to contact the local Police Department from the scene of any accident in which I am involved and request that a Uniform Police Traffic Accident Report be completed.
5. Not engage in any criminal behavior as set forth in KRS Chapter 189, 189A and/or KRS Chapters 500 – 534 (i.e., Kentucky Penal Code).

I understand that I will be responsible for any claims which exceeds \$300,000 and that I may purchase supplemental insurance coverage from my own Personal Insurance Agent to protect myself from liability while operating any TARC vehicle authorized for **Commuting and Personal Use**, in excess of \$300,000, and that purchase of such coverage shall be at my own expense.

I have read the foregoing and I understand and agree that violation of any of the above mentioned conditions may cause TARC to deny the protection afforded by this Agreement, and that this Agreement becomes effective the date that I sign this Agreement.

Approved By:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Carrie Butler, Executive Director

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# MEMORANDUM

**To:** Mary Morrow, Chair of TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** June 22, 2021

**Re:** Resolution 2021-21 – Change Order for Studio Kremer Architects Contract P2811

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In April of 2020 this Board authorized the award of a three-year contract with Studio Kremer Architects (Studio K) for Architectural and Engineering Consulting Services (Resolution 2020-23). At its meeting last June, the Board then authorized us to expend up to \$300,000 with Studio K on projects that would make up its first-year scope of work (Resolution 2020-29).

Considerable progress has been made since then. We completed the design and have begun the renovation of our dispatching and transportation offices. We designed a new 60 KW solar array for the roof of the Alyce French-Johnson Education and Training Center, and are about to release the Invitation for Bids. Studio K and their engineering subcontractor, CMTA, are also preparing bid documents for another photovoltaic array for the roof of our facility at 925 W. Broadway. Studio Kremer is also preparing construction and bid documents for the 30<sup>th</sup> Street training lot, and for the replacement of the HVAC system on our bus storage building here at Union Station. Finally, we have paused work on the proposed addition to our maintenance repair bays while we step back to consider all of our operations and maintenance facilities here at Union Station. To date we have obligated \$268,215 dollars towards completion of all these projects.

These projects represent a good start on our backlog of facility maintenance needs, but it is only a start. Staff are currently working on prioritizing more than forty additional projects, several of which we will almost certainly pursue. They include: replacing the fire alarm system at our 30<sup>th</sup> Street facility; revamping the security at all of our facilities, including access control, surveillance, and perimeter fencing and gates; stabilizing the end walls of this historic building; and investigating and mitigating a structural issue in our bus storage building at 30<sup>th</sup> Street. Please see the attached “Asset Risk Register.”

For these reasons I am now seeking your approval to increase the not to exceed limit of our contract with Studio Kremer to a new total of \$600,000. We believe that this amount will be sufficient to cover any projects that may be prioritized for completion through our fiscal year 2022.

Funds to support this work will be provided from existing Federal and local sources.

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





Proposed Scope of Work  
Year 2  
Studio Kremer Architecture & Engineering Services

### Possible Projects with Transit Asset Management Priority

Risk ID	Project #	Date Identified	Project Name	Highest Impact Category	Description of Impact	Impact (1-5)	Likelihood (1-5)	Risk Score (1-25)
FC-0008	0036	9/10/2020	Replace 29th fire alarm and supply line (Barn and Unit Shop)	Financial and Asset Loss	Severe financial loss or asset replacement cost impact. (>\$500,000)	5	4	20
FC-0005	0030	6/19/2020	A&E Scope for Bus Wash System Repl./Exp.	Financial and Reputational	Light impact on reputation	3	5	15
FC-0010	0039	9/23/2020	USTA End Wall Stabilization	Financial and Health & Safety	Severe financial loss or asset replacement cost impact. (>\$500,000)	5	3	15
FC-0015	0047	10/28/2020	Roof replacement, 2905 Maintenance Shop	Financial and Health & Safety	Relatively low financial loss or asset cost impact. (<\$35,000)	3	5	15
FC-0004	0010	7/3/2019	Spec roof replacement, Union Station	Financial and Asset Loss	Relatively low financial loss or asset cost impact. (<\$35,000)	3	4	12
FC-0016	0058	1/21/2021	Secure cash counting room	Financial and Asset Loss	Significant increase in armored car costs	3	4	12
GR-0004	0065	3/25/2021	USTA sidewalks surrounding USTA, under canopy, & front/rear steps	Health and Safety	Trip hazards	3	4	12
FC-0003	0009	7/3/2019	Remove and replace 6 in-ground lifts	Service Impact/Health & Safety	Relatively low financial loss or asset cost impact. (<\$35,000)	3	3	9
IS-0001	0011	7/9/2019	Purchase automated fluids mgmt system	Regulatory/Legal Impact	Breach of company policy or single minor litigation	3	3	9
FC-0021	0070	6/11/2021	T&O Charrette/Master Plan			3	3	9
FC-0006-01	0031	6/29/2020	Repairs to Baggage Bldg roof and gutters	Financial and Asset Loss	Moderate financial loss or asset cost impact. (>\$75,000-\$200,000)	3	2	6
GR-0001	0048	11/30/2020	USTA pavement reseal and striping	Financial and Health & Safety	Moderate financial loss or asset cost impact. (>\$75,000-\$200,000)	3	2	6
FC-0022	71	5/28/2021	Comprehensive security upgrades	Health & Safety and Asset Loss	Severe financial loss or asset replacement cost impact. (>\$500,000)	Not yet scored		



## **RESOLUTION 2021-21**

### **Change Order One to Contract P-2811 Architecture & Engineering Consulting**

A Resolution authorizing the Executive Director to add \$300,000 to the value of our contract with Studio Kremer Architects for Architectural & Engineering Consulting services to a new not to exceed total of \$600,000:

**WHEREAS**, TARC's Board of Directors authorized the award of a contract with Studio Kremer Architects at its meeting on April 28, 2020; and

**WHEREAS**, the Board of Directors further approved the expenditure of up to \$300,000 towards a first-year scope of work with Studio Kremer Architects at its meeting on June 23, 2020; and

**WHEREAS**, Studio Kremer has multiple projects at various stages of completion, including installation of photovoltaic arrays two facilities, renovation of our dispatching offices, improvements to our bus operator training lot on 30<sup>th</sup> Street, and replacement of the HVAC system in the Union Station bus storage building; and

**WHEREAS**, in order to further address TARC's backlog of facility maintenance needs, including upgrading security at all TARC facilities, stabilizing the end walls of Union Station, and addressing a structural issue at our 30<sup>th</sup> Street bus storage facility; and

**WHEREAS**, it is necessary to obligate sufficient funds to assure the completion of those projects;

**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 add \$300,000 to the value of our contract with Studio Kremer Architects for Architectural & Engineering Consulting services to a new not to exceed total of \$600,000.

**ADOPTED THIS 22<sup>nd</sup> DAY OF JUNE 2021**

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**Mary Morrow, Chair of the Board of Directors**