

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



Meeting Notice:

The TARC Board of Directors holds a monthly meeting of the Finance subcommittee. The next meeting will be held at:

**TARC's Headquarters, Board Room
1000 W. Broadway, Louisville, KY 40203**

Tuesday, August 16, 2022 at 1:30 p.m.

This meeting may also be held via teleconference as permitted by KRS 61.826.

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

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



Agenda – August 16, 2022

- | | | | |
|------|---|-------------------|-------------|
| I. | Quorum Call/Call to Order | Carla Dearing | 1:30 |
| | a. Approval of June Meeting Minutes | | |
| II. | Staff Reports and Presentations | | 1:40 – 1:50 |
| | a. Update on audit and end-of-year financials | Tonya Carter | |
| III. | Action Items and Presentations for the Board Meeting | | 1:50 – 2:15 |
| | a. Presentation: Micromobility Study | Aida Copic | |
| | b. Presentation: Transit Asset Management Plan | Chris Ward | |
| | c. Correction on Resolution 2022-21 | Maria Harris | |
| | d. Resolution 2022 - 20
Annual Strategic Plan and Scorecard | Carrie Butler | |
| | e. Resolution 2022 – 22
Workers Compensation Excess Coverage | Carrie Butler | |
| | f. Resolution 2020 – 37 Amendment
Transtrack Annual Licensing | Geoffrey Hobin | |
| | g. Resolution 2022 – 23
Annual Microsoft License Agreement | Dwight Maddox Jr. | |
| IV. | Proposed / Upcoming Agenda Items | Carrie Butler | 2:15 – 2:25 |
| | a. Employee Handbook Update to HR Committee | | |
| | b. Board Bylaws to HR Committee | | |
| | c. Advertising Policy to Customer Service Committee | | |
| | d. TARC Pension Committee members | | |
| | e. Active Procurements: | | |
| | i. Facility Wide General Maintenance and Contracting Services | | |
| | ii. Compensation and Classification Study | | |
| | i. Upcoming Procurements: | | |
| | iii. On Board Technology Request for Information | | |
| | iv. Architecture, Engineering and Planning Request for Qualifications | | |
| | v. Marketing, Advertising and Public Relations Professional Services | | |
| | vi. Assorted capital projects | | |
| V. | Adjournment | | 2:30 |

TARC FINANCE SUBCOMMITTEE MEETING



July 2022 Finance Subcommittee Meeting Minutes

The Finance Subcommittee of Transit Authority of River City (TARC) met on Tuesday, July 19, 2022 at 1:30 P.M. in person at TARC's headquarters, 1000 West Broadway in the Board Room.

Members Present

Carla Dearing
John Launius - virtual
Gary Dryden -virtual

Call to Order

Carla Dearing called the meeting to order at 1:33 p.m.

No comments/changes in regards to the June Finance Committee Meeting Minutes.

Financial Reports

Presented By: Tonya Carter

May Financial Summary. See Financials in packet.

Board Resolutions

Resolution 2020-52 Amendment Number 1 Armored Car Services Garda Contract 20201011

Presented by: Tonya Carter

A Resolution authorizing the Executive Director to enter into a revised agreement with GardaWorld for armored services, for the Initial Term of three (3) years with an Option of two (2) additional one-year terms for a not to exceed total amount of \$1,048,385.39:

Proposed Agenda Items/Next Meeting Dates

- Employee Handbook Update to HR Committee
- Board Bylaws to HR Committee
- Advertising Policy to Customer Service Committee
- Disadvantaged Business Enterprise Plan and Goal
- Transit Asset Management Plan Update
- TARC Pension Committee members

Carla Dearing made a motion to adjourn at 2:47 p.m.



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: August 23, 2022

Re: Resolution 2022-20 Adoption of TARC Strategic Plan

TARC endeavors to develop a one-year strategic plan that develops tactics and outcomes based on a new mission and vision statement, which includes a performance scorecard to gauge success. TARC's senior leadership team and Board of Directors have worked with the consulting company, Transpro, over the past few months to develop the framework of this plan.

A draft of the plan is hereby attached for the Board of Director's consideration and approval.

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



RESOLUTION 2022-20 ADOPTION OF TARC STRATEGIC PLAN

A Resolution approving TARC's Strategic Plan:

WHEREAS, TARC's leadership team and Board of Directors have been engaged with Transpro to develop a new strategic plan; and,

WHEREAS, as a result of these engagements, a draft of the plan has been prepared for TARC's Board of Directors consideration and approval; and,

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

The attached Strategic Plan is hereby approved and adopted.

ADOPTED THIS 23rd DAY OF AUGUST 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: August 23, 2022

Re: Resolution 2022-22 Excess Workers' Compensation and Employers Liability Insurance Policy

TARC's Workers' Compensation program currently self-insures the first \$500,000 of any claim, including both medical payments and indemnity benefits. The current policy will expire on August 31, 2022. Due to TARC being a self-insured organization, the Kentucky Labor Cabinet requires that TARC maintain an excess insurance policy.

TARC receives annual excess insurance premium quotes from Underwriters Safety and Claims, Inc., the third-party administrator and insurance broker (from Resolution 2017-22). The current policy for \$362,912 will expire on August 31, 2022. Last year, the rate of increase was 15% and TARC received one bid.

This Policy Year 2022/2023, TARC and our third party administrator (Underwriters Safety and Claims) received three quotes:

- (1) Arch Insurance with a self-insured retention of \$500,000 and a premium of \$298,373, an 18% decrease from last year's premium; or
- (2) Star Insurance with a self-insured retention of \$500,000 and a premium of \$291,867, a 20% decrease from last year's premium; or
- (3) Safety National with a self-insured retention of \$750,000 and a premium of \$328,610.

A review and discussion regarding the quotes were conducted with the Chief Financial Officer, Workers' Compensation Coordinator, and Executive Director. Underwriters Safety and Claims recommends staying with Arch Insurance, who has been the excess insurer for worker's compensation since September 1, 2017, due to its AM Best Rating and the positive and productive relationship it's had with TARC over this time period. From that discussion, it is hereby recommended that the TARC Board of Directors authorize the Executive Director to enter into a policy with Arch Insurance Company that has a specific retention by TARC of the first \$500,000 on any claim with an annual premium of \$298,373 beginning September 1, 2022.

Please feel free to contact me at 502-561-5100 if you have any questions. Thank you.



RESOLUTION 2022-22

Excess Workers' Compensation and Employers Liability Insurance Policy

A resolution authorizing the Executive Director to enter into an excess insurance policy for Workers' Compensation with Arch Insurance Company for the 2022/2023 policy year.

WHEREAS, Kentucky Administrative Regulation (KAR) 803 25:021 requires self-insured employers to have excess coverage for workers' compensation claims, and;

WHEREAS, TARC received three (3) quotes for the 2022/2023 Policy Year from Arch Insurance, Star Insurance and Safety National, and;

WHEREAS, based on the recommendation of Underwriters Safety and Claims after discussion with the Chief Financial Officer and Executive Director, the best option and value for TARC is the quote submitted by Arch Insurance for the Excess Workers' Compensation and Employers Liability insurance policy with a premium of \$298,373, which will commence on September 1, 2022 and end on September 1, 2023; and;

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

The Executive Director is authorized to enter into an insurance policy with Arch Insurance Company for an amount not to exceed \$298,373 for the 2022/2023 Policy Year.

ADOPTED THIS 23rd DAY OF AUGUST 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors

From: Carrie Butler, Executive Director

Date: August 23, 2022

Re: Resolution 2020-37 Amendment No. 1 Contract 2822 TransTrack Annual Support

During the spring of 2020, TARC conducted a procurement for a Business Analytics and National Transit Database (NTD) reporting solution. The procurement resulted in the award of a contract to TransTrack Systems, Inc. in August 2020 (Resolution 2020-37). The award included license fees, installation, configuration, and training, as well as maintenance and support for the first year. The contract (2822) that resulted from that work is still in effect, with one base contract year and two optional one-year options remain. This memo and attached resolution seeks approval for the next three years of annual support and licensing for Transtrack, including the support costs for reporting and analytics on passenger counts, currently done by a Trapeze product.

Since the time of implementing TransTrack, a software application change was made by Trapeze, which impacts how TARC analyzes and reports on the NTD, specifically for ridership and passenger counts. In the past, TARC acquired ridership data through service checks, i.e. people riding on-board buses collecting on-off counts at bus stops. As more and more of the fleet have automatic passenger counters (APC) installed and in use (see Resolution 2020-48) data collection and reporting tools are necessary to process this data and TARC is using a product from Trapeze called APC Gateway and Plan, at a cost of \$21,209 per year. TARC was notified that support for APC Gateway and Plan was moving from Trapeze to TransTrack. The realignment came about because the two companies are now each subsidiaries of the same holding corporation, and last month we received a formal letter that Trapeze Plan and APC Gateway would be transitioned to their TransTrack equivalent tools, and that all upgrades of the Trapeze products would be done by transitioning to those TransTrack tools. The proposed cost to perform this change to integrate the TransTrack with the current APC module is \$36,400. This portion of the project is covered by the over \$135,000 remaining in the original contract authority for TransTrack and the original grant KY-2016-017 to cover the cost of integration. The annual license fee for the remaining years of the contract will be part of the FY 2023 budget in the IT services line item.

The resolution seeks authority to amend contract 2822 for the cost of annual support as follows: year two is \$96,187; for year three \$99,073; and year four \$102,045, which includes annual maintenance charges for the APC data collection and reporting system.

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



RESOLUTION 2020-37 Amendment No. 1 (2822) TransTrack Annual Support & Plan Replacement

A Resolution authorizing the Executive Director to amend TARC's contract 2822 with TransTrack Systems Inc. for an amount not to exceed \$297,000:

WHEREAS, in August of 2020 the TARC Board of Directors awarded contract 2822 to TransTrack Systems Inc. for a Business Analytics and NTD reporting solution; and

WHEREAS, contract 2822 does not cover the cost of annual maintenance and support beyond the first year of operation; and

WHEREAS, support rates were fixed by the contract and it is in TARC's interest to retain support of the system for the next three years; and

WHEREAS, TARC will upgrade its Automated Passenger Counting tools during fiscal year 2023, which will increase our annual support costs with TransTrack incrementally, while decreasing our support costs with Trapeze by a similar amount,

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 amend TARC's contract 2822 with TransTrack Systems Inc. for an amount not to exceed \$297,000.

ADOPTED THIS 23rd DAY OF AUGUST 2022

John Launius, Chair of the Board of Directors



MEMORANDUM

To: John Launius, Chair of TARC Board of Directors
From: Carrie Butler, Executive Director
Date: August 23, 2022
Re: Resolution 2022 – 23 Microsoft Licensing with Insight Public Sector

TARC's IT Department utilizes Microsoft (MS) Windows Based servers and workstations to support our business needs. The licensing that is needed servers, workstations, client access licenses (CAL), as well as email servers and database functions. These products are covered through Microsoft Subscription Advantage and purchased through an authorized Channel Reseller. Because of the unique nature of Microsoft licensing, TARC is allowed to utilize capital grant funding for these fees.

TARC has historically procured all of its Microsoft Software Licensing via an Enterprise Agreement executed by the Commonwealth of Kentucky. Insight Public Sector (<http://www.ips.insight.com/>) currently holds Kentucky Master Agreement #MA-758-2100000970. These licenses cover all of our Microsoft server and client products.

These contracts are for a duration of three years, but are payable annually. Some licenses are billed at a monthly subscription price per user per month, but are also payable annually. Each year we have an opportunity to "true up" licenses that we may have need to add throughout the year for products or named users. Our current licensing consists of the following:

MS Windows Core Platform CALs	200
MS Exchange CALs	200
MS Office Pro Plus	145
MS Exchange Server	2
MS SQL Server	5
MS Remote Desktop CALs	250
MS Windows DC Server (per core)	40
MS Windows Standard Server (per core)	80

A detailed quote is also attached. The cost estimate for three years is \$180,527.34 and there may be changes to the number of licenses in the next three years, the attached resolution seeks approval for up to \$200,000. These license fees can be capitalized and will come out of the Grant KY-2021-026, as shown in line item 11.42.08.

Please contact me with any questions. Thank you.



RESOLUTION 2020-23 Microsoft Licensing

A resolution authorizing the Executive Director to renew the Microsoft Enterprise Licensing agreement with Insight Public Sector.

WHEREAS, A Commonwealth Master Agreement #MA-758-2100000970 currently exists for such purchases; and

WHEREAS, Insight Public Sector is the holder of this agreement; and

WHEREAS, the overall contract period is three years; and

WHEREAS, the amount due is payable annually after any adjustments are made.

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

The Executive Director is hereby authorized to enter into a three-year agreement with Insight Public Sector for a not to exceed amount of \$200,000 for July 2022 to July 2025.

Adopted this 23th day of August 2022

John Launius, Chair of the Board of Directors