

# TARC BOARD OF DIRECTORS MEETING



## Meeting Notice:

Pursuant to KRS 96.A, the TARC Board of Directors is to meet monthly. The next meeting will be held at:

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

**Thursday, December 13, 2022 at 1:30 p.m.**

This meeting is also being held via teleconference as permitted by KRS 61.826.

Members of the public and/or TARC staff may watch a livestream of the meeting by going to [www.facebook.com/ridetarc](https://www.facebook.com/ridetarc); the livestream will be at the top of the page; No Facebook account is needed. Public comments may be submitted in the chat feature, please include your name in the chat.

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.

# TARC BOARD OF DIRECTORS MEETING

Agenda – December 13, 2022



I.	Quorum Call/Call to Order	Carla Dearing	1:30
II.	Approval of October and November Meeting Minutes	Board of Directors	1:35
III.	Action Items		1:35 – 1:55
	a. Resolution 2022 – 32 Workers Compensation Administration Services	Shawn McWhorter	
	b. Resolution 2022- 33 Facility Wide Printing Services	Jennifer Recktenwald	
	c. Resolution 2020–46 Amendment No.3 Audit Services – Option Year	Matt Abner	
	d. Resolution 2022-34 Fleet Replacement for 2023/4	Geoffrey Hobin	
IV.	Staff Reports and Presentations		1:55 – 2:10
	a. October 2022 (FY 2023) Financials	Tonya Carter	
	b. TARC Monthly Performance Report	Carrie Butler/Staff	
V.	Old Business		
	a. CLOSED SESSION (if needed)		
VI.	New Business		
VII.	Chair's Report and Subcommittee Reports	Carla Dearing	2:10 – 2:20
	a. Finance	Carla Dearing	
	b. Strategic Planning and Technology	Ted Smith	
	c. Customer Service	Jan Day	
	d. Human Resources	Tawanda Owsley	
	i. Nominating Committee		
VIII.	Public Comment	Pat Mulvihill	2:20 - 2:30
IX.	Proposed Agenda / Procurements	Carrie Butler	2:30 - 2:35
	a. Proposed Agenda/Action Items:		
	i. Review of upcoming FY 2024 Budget		
	ii. Review of TARC Tomorrow Plan		
	iii. Update on Strategic Plan		
	b. Active Procurements		
	i. On Board Technology		
	ii. Mobile Ticketing Fare Payment Solution		
	iii. Architecture, Engineering and Planning Request for Qualifications		
	iv. Marketing, Advertising and Public Relations Professional Services		
X.	Adjournment		2:45

# TARC BOARD OF DIRECTORS MEETING



## November 2022 Board Meeting Minutes

The Board of Directors of Transit Authority of River City (TARC) met on November 15, 2022 at 1:30 P.M. in person at TARC Board Room, 1000 West Broadway.

### **Board Members Present**

#### **In person:**

Carla Dearing  
Tawanda Owsley  
Ted Smith

#### **Virtual:**

Bonita Black  
Dave Christopher  
Gary Dryden  
Jan Day

### **Quorum Call**

Vice Chair Carla Dearing called the meeting to order at 1:32 P.M.

### **Adoption of Minutes**

The motion was duly moved for the September 2022 Board Meeting minutes by Carla Dearing. Approved by Tawanda Owsley and seconded by Ted Smith. The Board of Directors unanimously accepted the September 2022 Board Meeting minutes.

### **Staff Reports-**

#### **Update on Financials**

Presented By: Tonya Carter

See PDF of Financials

#### **Operational Update**

Presented By: Carrie Butler

- Honored the dedication of five team members, all retiring on the same day.
- Donated several bicycles in continued partnership with Goodwill Industries of Kentucky's Last Mile to Work Program.
- Celebrated the hard work of our CSR team during Customer Service Appreciation Week
- Collaborated with TAAC, presented Patti Cox with the annual White Cane Day Award
- Coach Operator Dale Reynolds became a Louisville Tourism 2022 ROSE Award winner!
- Presented our Long-Range Plan (TARC Tomorrow) to Shively's Mayor and City Council
- Joined Americana Community Center for annual dinner supporting Louisville's refugee, immigrant, and underserved populations
- Provided fare-free service system-wide on general election day
- Welcomed the newest, and largest class of new Coach Operator graduates in TARC history.
- Attended KY Chamber of Commerce's DE&I Summit, shaping a better future for KY's workforce
- Celebrated Halloween with TARC's annual staff costume contest

# TARC BOARD OF DIRECTORS MEETING



## **TARC3 Update**

See PDF of MV Performance

## **Action Items**

### **Resolution 2022-21-08 Amendment No. 1 to Contract 2020658 Banking and Financial Services – Change Order: Expert AP**

Presented by: Matt Abner

A Resolution authorizing the Executive Director to execute a change order to Contract 20200658 to add the Expert AP services into the contract:

The motion was duly moved by Carla Dearing and seconded by Jan Day and approved by the board.

### **Resolution 2022-26 Fiscal Year 2023 Line of Credit Renewal**

Presented by: Tonya Carter

Resolution authorizing the Executive Director/CEO, Carrie Butler, or Chief Financial Officer/CFO, Tonya Carter, to execute any documents, advances and pay downs on the \$4,000,000 revolving line of credit with Fifth Third Bank.

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

### **Resolution 2022-27 Ellipse Hosting and Support Services Agreement**

Presented by: Dwight Maddox

A resolution authorizing the Executive Director to renew the Annual Support Agreement with COSOL for Ellipse Hosting and Support Services, as well as interfacing required for the implementation of TARC's HRIS

The motion was duly moved by Tawanda Owsley and seconded by Jan Day and approved by the board.

### **Resolution 2021 - 43.2 Second Amendment Management Consulting Services – Indefinite Delivery-Indefinite Quantity (IDIQ)**

A Resolution authorizing the Executive Director to amend the Trans Pro contract for Management Consulting Professional Services for a not-to-exceed amount of \$ 436,325.

The motion was duly moved by Jan Day and seconded by Ted Smith and approved by the board.

# TARC BOARD OF DIRECTORS MEETING



## **Resolution 2022-28 TARC Title VI Plan Update**

Presented by: Carrie Butler

A Resolution requesting the approval of the 2022 Title VI Plan update per the FTA Title VI regulations and requirements

The motion was duly moved by Carla Dearing and seconded by Tawanda Owsley and approved by the board

## **Resolution 2022-29 Job Classification and Compensation Study (RFP 20221768)**

A Resolution authorizing the Executive Director to enter into an Agreement for an Initial Term of 12 months with an Option to extend up to 12 months on a month-to-month basis

The motion was duly moved by Tawanda Owsley and seconded by Dave Christopher and approved by the board.

## **Public Comment**

### **Antonio Wilson (In Person)**

Mr. Wilson would like to know how the public feels about TARC buses, bus stops and safety on the bus.

### **Facebook**

Real time views have not been working.

## **Public Comment Response:**

**Public Comment Preamble:** The TARC Board values hearing from its customers, TARC employees and public at large. This Board will not respond in this meeting to any comments made at this time. However, TARC will post a response on TARC's website regarding the comments made by the following meeting. In addition, the TARC Board may assign the feedback or comments to be further examined by its subcommittees and, if warranted, further addressed by TARC.

### **Antonio Wilson**

The TARC Board did hear from Mr. Antonio Wilson. He would like to know how TARC feels about the new Mayor and how the public feels about TARC's bus stops and safety on aboard the bus. We want to work with our newly elected Mayor Craig Greenberg to continue to develop and maintain a dependable and reliable transit system to improve our metropolitan area. Additionally, TARC will be conducting customer surveys to look into and examine how our customers feel about TARC's service, the infrastructures necessary to serve our customers, and any and all other concerns that they may have regarding TARC's service.

# TARC BOARD OF DIRECTORS MEETING



## **Public Comment via Facebook**

TARC heard that the real times views haven't been working. We are sorry to hear that you are having issues with real times views. Sometimes there can be technical glitches, or sometimes coach operators are not properly logged into the system. We will continue to work to ensure that the information that is being shared is up-to date. We also will continue to monitor real time information and correct any deficiencies as they arise. If you are having trouble, please call TARC customer service and we will do our best to help you and correct any issues.

## **Proposed Agenda Items**

- Facility Wide Printing Services
- Calendar year 2023 Meeting Dates
- Officer Elections

## **Adjournment**

Vice Chair Carla Dearing made a motion to adjourn at 2:37 p.m. This motion was duly moved by Tawanda Owsley seconded by Jan Day and approved by the Board.

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Carla Dearing, Vice Chair

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Date

**TARC Board of Directors  
Financial Summary  
October 2022, Fiscal Year 2023**



**Current Month Revenues Compared to Budget**

Total Operating Revenues are over budget \$162,760 (pg. 2, line 9) due to all revenues being over budget. Total Non-Operating Revenues (Subsidies) are under budget \$407,511 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to operating expenses being under budget. Total Capital Contributions are under budget \$1,219,258 (pg. 2, line 25) due to timing of capital purchases. Total Revenues with Capital are under budget \$1,464,009 (pg. 2, line 27) mainly due to applying less federal reimbursement funds as mention above because operating expenses are under budget.

**Current Month Expenses Compared to Budget**

Total Operating Expenses are under budget \$244,750 (pg. 2, line 41) due to the majority of operating expenses being under budget. Total Capital Expenses are under budget \$10,843 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$255,593 (pg. 2, line 50) due to Operating Expenses and Depreciation Expenses being under Budget and Operating Revenues being over budget.

**Current Month Actual Summary**

Total Operating Revenues are \$769,408 (pg. 2, line 9) and Total Operating Expenses are \$8,254,350 (pg. 2, line 41) bringing the net to an unfavorable balance of \$7,484,941 before Subsidies are applied. After applying Subsidies \$7,484,941 (pg. 2, line 16) the net is balanced for the current month before Capital Contributions and Capital Expenses are applied.

**YTD Revenues Compared to Budget**

Total Operating Revenues are over budget \$411,247 (pg. 2 line 9) mainly due to all Operating Revenues being over budget except for Special Fares. Total Non-Operating Revenues (Subsidies) are under budget \$2,882,857 (pg. 2, line 16) mainly due to applying less Federal Reimbursement Funds-FTA due to operating expenses being under budget. Total Capital Contributions are under budget \$1,487,918 (pg. 2, line 25) mainly due to timing of capital purchases. Total Revenues with Capital are under budget \$3,959,528 (pg. 2, line 27) mainly due to applying less Subsidies and Capital Contributions.

**YTD Expenses Compared to Budget**

Total Operating Expenses are under budget \$2,471,608 (pg. 2, line 41) mainly due to all expenses being under budget except Labor, Utilities and Casualty & Liability. Total Capital Expenses are over budget \$30,747 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$2,440,861 (pg. 2, line 50) due to Operating Expenses being under budget.

## **YTD Actual Summary**

Total Operating Revenues are \$3,011,822 (pg. 2, line 9) and Total Operating Expenses are \$31,734,554 (pg. 2, line 41) bringing the net to an unfavorable balance to \$28,722,731 before Subsidies are applied. After applying Subsidies \$28,722,731 (pg. 2, line 16) the net is balanced for year-to-date before Capital Contributions and Capital Expenses are applied. This can also be seen on page 8 in your Financial Statement packet.

## **Operating Summary**

Overall after applying the Subsidies the unfavorable balance for the year-to-date on the Statement of Revenues – Expenses is balanced before applying the MTTF Revenue receipts. October budgeted MTTF receipts for revenue deposits is over budget \$110,078 (pg. 7) year-to-date. We currently have a favorable balance before capital year-to-date of \$110,078 (pg. 8) due to the MTTF revenue deposits being over budget. MTTF Net Profit Fees are under \$777,749 (pg. 7) and Employee Withholdings are up \$1,956,602 (pg. 7) year-to-date compared to last year.



## Statement of Revenue - Expenses - with Capital Contributions

October 2022, Fiscal Year 2023



page 2

		Current Month			Fiscal Year-to-date			
	FY23			Over budget			Over budget	Percentage
Description	Total Budget	Actual	Budget	(Under budget)	Actual	Budget	(Under budget)	Remaining
Revenues								
1 Passenger Fares	4,464,920	441,802	340,378	101,424	1,769,865	1,512,231	257,634	60.36%
2 Paratransit Fares	840,866	83,727	75,259	8,468	339,685	301,355	38,330	59.60%
3 Special Fare Revenues (UofL, UPS and etc)	1,535,891	151,973	122,364	29,609	502,254	506,337	(4,083)	67.30%
4 Comp Specials	0	0	0	0	0	0	0	0.00%
5 Advertising Revenue	650,000	54,167	54,167	0	216,667	216,667	0	66.67%
6 Other Agency Revenues	213,300	25,660	10,313	15,347	134,816	47,318	87,498	36.80%
7 Total Recoveries-Insurance	50,000	12,079	4,167	7,912	48,535	16,667	31,868	2.93%
8								
9 Operating Revenues	7,754,977	769,408	606,648	162,760	3,011,822	2,600,575	411,247	61.16%
10								
11 MTTF Contributions- Federated	59,696,312	5,294,919	5,294,919	0	20,479,077	20,479,077	0	65.69%
12 Local Government Funds - MTTF	1,186,680	119,506	77,840	41,666	478,024	374,510	103,514	59.72%
13 Federal Reimbursement Funds - FTA	33,031,313	2,070,516	2,519,693	(449,177)	7,457,251	10,427,497	(2,970,246)	77.42%
14 State Government Funds	1,276,642	0	0	0	308,379	324,504	(16,125)	75.84%
15								
16 Total Non-Operating Revenues	95,190,947	7,484,941	7,892,452	(407,511)	28,722,731	31,605,588	(2,882,857)	69.83%
17								
18 Total Revenues Before Cap Contributions	102,945,924	8,254,349	8,499,100	(244,751)	31,734,553	34,206,163	(2,471,610)	69.17%
19								
20 Local Government Funds - MTTF, Cap	6,813,860	(12,990)	256,045	(269,035)	279,740	587,701	(307,961)	95.89%
21 Federal Reimbursement Funds - FTA, Cap	28,492,408	54,908	979,927	(925,019)	981,794	2,173,786	(1,191,992)	96.55%
22 State Government Funds, Cap	0	(25,204)	0	(25,204)	12,035	0	12,035	0.00%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	35,306,268	16,714	1,235,972	(1,219,258)	1,273,569	2,761,487	(1,487,918)	96.39%
26								
27 Total Revenues	138,252,192	8,271,063	9,735,072	(1,464,009)	33,008,123	36,967,650	(3,959,528)	76.12%
28								
29								
30 Expenses								
31								
32 Labor	31,366,902	2,649,991	2,505,426	144,565	10,381,039	10,330,019	51,020	66.90%
33 Fringes & Benefits	31,510,122	2,651,654	2,701,270	(49,616)	10,380,553	10,564,132	(183,579)	67.06%
34 Services	6,713,100	442,279	557,505	(115,226)	1,719,110	2,236,695	(517,585)	74.39%
35 Materials	7,440,936	499,920	622,747	(122,827)	2,280,760	2,489,721	(208,961)	69.35%
36 Utilities	1,035,600	79,304	80,300	(996)	348,150	325,200	22,950	66.38%
37 Casualty & Liability	3,413,070	561,629	213,173	348,456	1,389,048	1,032,692	356,356	59.30%
38 Purchased Transportation	20,541,764	1,327,935	1,748,643	(420,708)	5,079,236	6,915,121	(1,835,885)	75.27%
39 Interest Expense	2,660	283	322	(39)	1,368	1,527	(159)	48.57%
40 Other Expenses	921,770	41,355	69,714	(28,359)	155,290	311,056	(155,766)	83.15%
41 Operating Expenses	102,945,924	8,254,350	8,499,100	(244,750)	31,734,554	34,206,163	(2,471,610)	69.17%
42								
43								
44								
45 Development Cost & Loss on Disposal	861,993	21,730	18,014	3,716	78,245	46,951	31,294	90.92%
46 Depreciation Expenses	12,823,959	962,213	977,921	(15,708)	3,882,970	3,884,666	(1,696)	69.72%
47 Loss on Disposal of Assets	0	1,149	0	1,149	1,149	0	1,149	0.00%
48 Total Capital Expenses	13,685,952	985,092	995,935	(10,843)	3,962,363	3,931,617	30,747	71.05%
49								
50 Total Expenses	116,631,876	9,239,442	9,495,035	(255,593)	35,696,917	38,137,780	(2,440,863)	69.39%
51								
52								
53 Revenue / Expense Difference Before Capital	0	0	0	(2)	0	0	0	0.00%
54								
55 Revenue / Expense Difference After Capital	21,620,316	(968,379)	240,037	(1,208,416)	(2,688,795)	(1,170,130)	(1,518,665)	112.44%

## Total Labor

October 2022, Fiscal Year 2023



		Current Month			Fiscal Year-to-date			
Description	FY23 Total Budget	Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
1 Direct Labor	31,366,902	2,649,991	2,505,426	144,565	10,381,039	10,330,019	51,020	66.90%
2 Sick Leave	1,651,183	150,928	300,375	(149,447)	450,659	708,901	(258,242)	72.71%
3 Holiday	1,252,323	880	0	880	223,770	259,988	(36,218)	82.13%
4 Vacation	2,088,175	206,725	181,791	24,934	725,009	705,367	19,642	65.28%
5 Other Paid Absences	240,381	11,412	14,913	(3,501)	58,234	59,081	(847)	75.77%
6								
7 Total	36,598,964	3,019,936	3,002,505	17,431	11,838,711	12,063,356	(224,645)	67.65%
8								
9 Difference compared to Budget			17,431			(224,645)		
		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	2,848,318	226,427	229,690	(3,263)	887,574	922,847	(35,273)	68.84%
11 Pension	10,262,221	877,856	880,834	(2,978)	3,139,090	3,382,280	(243,190)	69.41%
12 Hospital Medical & Surgical	10,509,847	738,728	828,020	(89,292)	3,011,769	3,312,080	(300,311)	71.34%
13 Vision Care Insurance	101,537	4,711	8,112	(3,401)	15,978	32,448	(16,470)	84.26%
14 Dental Plans	353,988	16,613	29,900	(13,287)	66,132	119,600	(53,468)	81.32%
15 Life Insurance	101,040	14,863	7,983	6,880	36,986	31,932	5,054	63.39%
16 Disability Insurance	155,544	21,361	12,276	9,085	52,976	49,104	3,872	65.94%
17 Kentucky Unemployment	40,000	0	0	0	5,950	5,000	950	85.13%
18 Worker's Compensation	1,850,000	380,332	195,834	184,498	1,491,340	783,336	708,004	19.39%
19 Uniform & Work Clothing Allowance	277,000	840	11,333	(10,493)	214,668	191,332	23,336	22.50%
20 Other Fringes	2,500	(22)	209	(231)	418	836	(418)	83.28%
21 Total Fringe & Benefits	26,501,995	2,281,709	2,204,191	77,518	8,922,881	8,830,795	92,087	66.33%
22								
23								
24 Sick Leave	1,651,183	150,928	300,375	(149,447)	450,659	708,901	(258,242)	72.71%
25 Holiday	1,252,323	880	0	880	223,770	259,988	(36,218)	82.13%
26 Vacation	2,088,175	206,725	181,791	24,934	725,009	705,367	19,642	65.28%
27 Other Paid Absences	240,381	11,412	14,913	(3,501)	58,234	59,081	(847)	75.77%
28 Total Compensation Benefits	5,232,062	369,945	497,079	(127,134)	1,457,672	1,733,337	(275,665)	72.14%
29								
30 Total	31,734,057	2,651,654	2,701,270	(49,616)	10,380,553	10,564,132	(183,578)	67.29%
31								
32 Difference compared to Budget			(49,616)			(183,579)		

## Balance Sheet

October 2022, Fiscal Year 2023



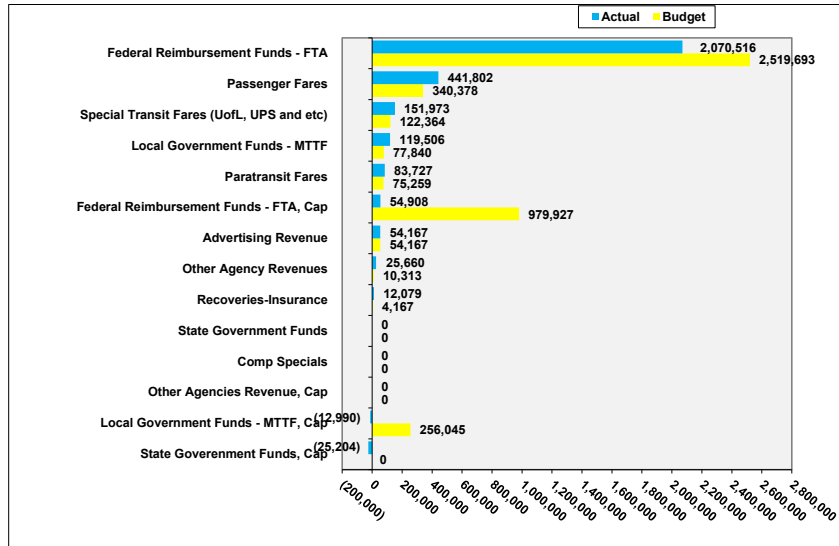
Assets	FY 23	FY 22	Liabilities, Reserves & Capital	FY 23	FY 22
<b>Current Assets</b>			<b>Current Liabilities</b>		
Cash & Cash Items	4,763,499	3,167,208	Long Term Debt	0	121,697
Short Term Investments	6,640,085	3,725,095	Short Term Debt	0	0
Accounts Receivable	93,002,852	29,798,183	Trade Payables	5,447,908	13,838,379
Interest Receivable	211	6	Accrued Payroll Liabilities	4,206,661	4,359,129
Due From Grant	80,000	80,000	Estimated Workmans Compensation	4,400,823	3,743,240
Materials & Supplies	1,971,385	2,450,064	Accrued Tax Liabilities	0	0
<b>Total Current Assets</b>	<b>106,458,032</b>	<b>39,220,557</b>	Unredeemed Tickets & Tokens	1,649,844	1,599,947
<b>Other Assets</b>			Reserves - Injury & Damages	1,743,100	1,708,300
Prepaid Insurance & Dues & WIP	1,811,959	1,698,205	Due To Operations	80,000	80,000
<b>Total Other Assets</b>	<b>1,811,959</b>	<b>1,698,205</b>	Unearned Capital Contributions	88,744,185	14,829,394
			Other Current Liabilities (Health Ins.)	3,242,824	1,564,683
<b>Fixed Assets</b>			<b>Total Current Liabilities</b>	<b>109,515,344</b>	<b>41,844,769</b>
Land	3,187,624	3,187,624	<b>Equity</b>		
Buildings	49,611,920	49,283,698	Retained Earnings	(2,688,795)	11,291,483
Coaches	129,428,769	129,483,525	Prior Year Retained Earning	78,980,037	75,248,859
Office Equipment	10,549,836	10,460,957	<b>Total Equity</b>	<b>76,291,242</b>	<b>86,540,342</b>
Other Equipment	23,374,497	21,935,419	<b>Total Liabilities &amp; Equity</b>	<b>185,806,587</b>	<b>128,385,111</b>
Development Costs	378,571	240,988			
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	189,242	154,908			
<b>Total Fixed Assets</b>	<b>218,140,864</b>	<b>216,167,524</b>			
<b>Less Accumulated Depreciation</b>					
Accumulated Depr Land	761,913	727,975			
Accumulated Depr Buildings	29,156,645	27,628,361			
Accumulated Depr Coaches	81,289,926	73,322,819			
Accumulated Depr Office Equipment	9,095,976	8,262,510			
Accumulated Depr Other Equipment	19,080,890	17,635,111			
Accumulated Depr Development Cost	78,245	57,300			
Accumulated Depr Vehicle Exp - Opr	999,459	943,332			
Accumulated Depr Other Equipment Op	141,215	123,765			
<b>Total Depreciation</b>	<b>140,604,268</b>	<b>128,701,173</b>			
<b>Net Fixed Assets</b>	<b>77,536,596</b>	<b>87,466,350</b>			
<b>Total Assets</b>	<b>185,806,587</b>	<b>128,385,111</b>			

## Actual Revenue vs. Budget

October 2022, Fiscal Year 2023



## Current Month Revenues



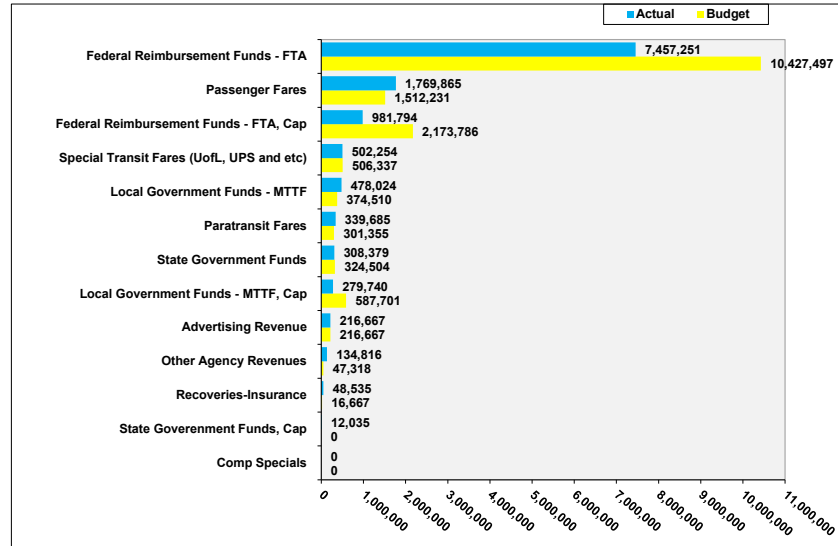
MTTF \$5,294,919 Actual = \$5,249,919 Budget

Passenger fares \$101,424

Paratransit fares \$8,468

Federal Reimbursement Funds - FTA \$449,177

## Year to Date Revenues



MTTF \$20,479,077 Actual = \$20,479,077 Budget

Federal Reimbursement Funds - FTA \$7,457,251 Actual &lt; \$10,427,497 Budget

Passenger fares \$257,634

Paratransit fares \$38,330

Federal Reimbursement Funds - FTA \$2,970,246

Federal Reimbursement Funds - FTA, Cap \$1,191,992

## CM

\* Federal Reimbursement Funds - FTA is under budget \$449,177 mainly due to operating expenses being under budget

## YTD

\* Federal Reimbursement Funds - FTA is under budget \$2,970,246 mainly due to operating expenses being under budget and operating revenues being over budget

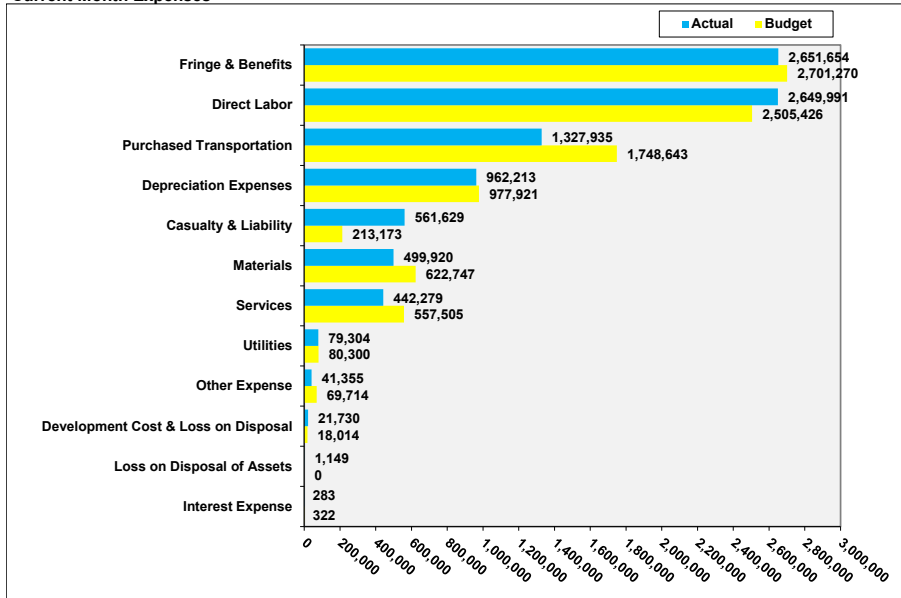
\* Federal Reimbursement Funds - FTA, Cap is under budget \$1,191,992 mainly due to timing of expenditures

## Actual Expenses vs. Budget

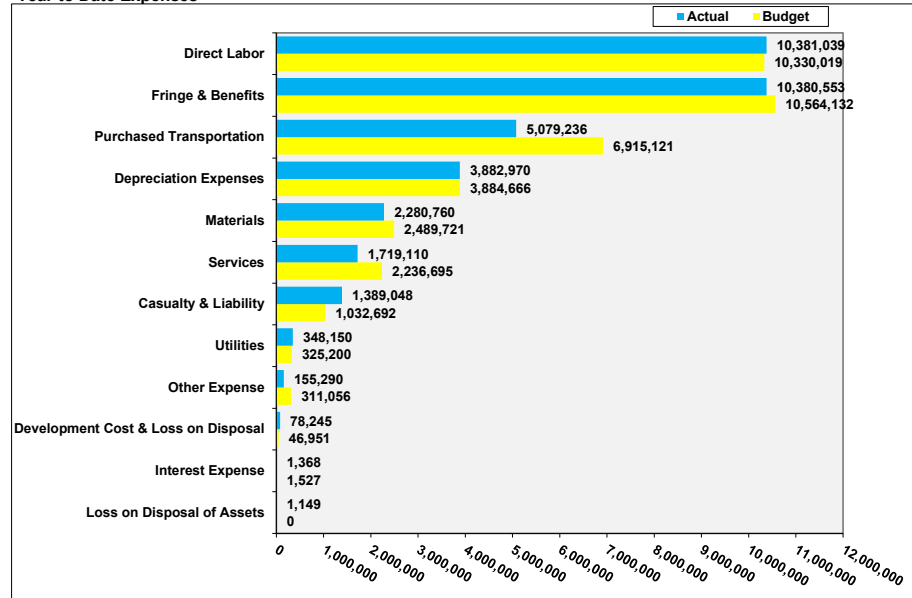
October 2022, Fiscal Year 2023



Current Month Expenses



Year to Date Expenses



Direct Labor \$144,565 Total Labor \$17,431

Fringe &amp; Benefits \$49,616

Casualty &amp; Liability \$348,456

Purchased Transportation \$420,708

## CM

- \* Fringe & Benefits are under budget \$49,616 mainly due to Medical and Sick Leave being under and offset by Worker's Compensation being over budget
- \* Casualty & Liability is over budget \$348,456 mainly due to 4 claims being increased
- \* Purchased Transportation is under budget \$420,708 mainly due to revenue hours, penalties and mobility as a service

## YTD

- \* Fringe & Benefits are under budget \$183,579 mainly due to Pension and Medical being under budget and offset by Workers Compensation being over budget
- \* Services are under budget \$517,585 mainly due to Marketing, Safety, Mangement of Information System, Finance and Human Resources
- \* Casualty & Liability is over budget \$356,356 mainly due to increased claims
- \* Purchased Transportation is under budget \$1,835,885 mainly due to revenue hours, penalties and mobility as a service

Direct Labor \$51,020 Total Labor \$224,647

Fringe &amp; Benefits \$183,579

Services \$517,585

Casualty &amp; Liability \$356,356

Purchased Transportation \$1,835,885

# MassTransit Trust Fund (MTTF) Revenue Deposits

## Deposit to Budget Difference FY 2023



Month	FY 23 Actual Deposits	FY 23 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$4,500,817	\$4,649,020	(\$148,203)	(\$148,203)	-3.19%	
August	\$5,003,555	\$4,699,540	\$304,015	\$155,812	6.47%	1.67%
September	\$6,140,805	\$5,962,117	\$178,688	\$334,500	3.00%	2.18%
October	\$3,989,046	\$4,213,468	(\$224,422)	\$110,078		
November		\$5,247,391				
December		\$6,845,244				
January		\$6,549,775				
February		\$4,123,717				
March		\$5,536,407				
April		\$8,240,000				
May		\$5,514,800				
June		\$6,031,516				
TOTAL	\$19,634,223	\$67,612,995				

## MTTF Revenue Deposits - Actuals

### LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	October 2022	October 2021	YTD FYE 2023	YTD FYE 2022	Difference Amount	Percent Change
<b>Receipts</b>						
Employee Withholding	\$ 5,320,746	\$ 4,106,501	\$ 18,417,523	\$ 18,460,921	\$ 1,956,602	11.89%
Individual Fees	7	39	200	(18)	218	-1211.11%
Net Profit Fees	(1,404,105)	(96,298)	1,425,775	2,203,524	(777,749)	-35.30%
Interest & Penalty	114,772	79,629	337,556	265,430	72,126	27.17%
<b>Total Collections</b>	<b>\$ 4,031,420</b>	<b>\$ 4,089,871</b>	<b>\$ 20,181,054</b>	<b>\$ 18,929,857</b>	<b>\$ 1,251,197</b>	<b>6.61%</b>
Investment Income	\$ 12,050	\$ 645	\$ 18,553	\$ 2,753	\$ 15,800	573.92%
<b>Total Receipts</b>	<b>\$ 4,043,470</b>	<b>\$ 4,090,516</b>	<b>\$ 20,199,607</b>	<b>\$ 18,932,610</b>	<b>\$ 1,266,997</b>	<b>6.69%</b>
<b>Disbursements</b>						
Collection Fee	\$ 54,424	\$ 55,213	\$ 272,443	\$ 255,553	\$ 16,890	6.61%
Reversal of FY22 Investment Income	\$ -	\$ -	\$ 4,534	\$ -	\$ 4,534	
<b>Total Disbursements</b>	<b>\$ 54,424</b>	<b>\$ 55,213</b>	<b>\$ 276,977</b>	<b>\$ 255,553</b>	<b>\$ 16,890</b>	<b>6.61%</b>
<b>Due Mass Transit</b>	<b>\$ 3,989,046</b>	<b>\$ 4,035,303</b>	<b>\$ 19,922,630</b>	<b>\$ 18,677,057</b>	<b>\$ 1,245,573</b>	<b>6.67%</b>
Less Previous Payments			15,933,584	14,641,754	1,291,830	8.82%
<b>Payable To Trust Fund</b>			<b>\$ 3,989,046</b>	<b>\$ 4,035,303</b>	<b>\$ (46,257)</b>	<b>-1.15%</b>



## Year to Date Summary

October 2022, Fiscal Year 2023

### Actual Compared to Budget YTD

	Good	In the Red	
Total Revenues before Capital are Over/ <b>Under</b> by (pg. 2, line 18)		\$2,471,610	
Total Expenses are Over/ <b>Under</b> by (pg. 2, line 41)	\$2,471,610		
MTTF Revenue Deposits are <b>Over</b> /Under by (pg. 7)	\$110,078		
October has a favorable balance before Capital of	\$2,581,688	\$2,471,610	\$110,078

### Actual Revenues over Expenses

Operating Revenues	\$3,011,822
Operating Expenses	\$31,734,554
<b>Net Gain/(Loss) before MTTF</b>	<b>(\$28,722,732)</b>
MTTF Approved Contributions	\$20,479,077
<b>Net Gain/(Loss) before Subsidies</b>	<b>(\$8,243,655)</b>
<b>Subsidies</b>	
CRSSAA	\$5,487,392
5307 Federal Formula dollars to be used as (CEER)	\$1,969,860
MTTF Local Share	\$478,024
State Contributions	\$308,379
<b>Total Subsidies</b>	<b>\$8,243,655</b>
<b>Net Gain/(Loss) before Capital</b>	<b>\$0</b>


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

	<b>TARC Share</b>	<b>Actual FY 2020</b>	<b>Actual FY 2021</b>	<b>Actual YTD FY 2022</b>	<b>Actual YTD FY 2023</b>	<b>Remaining Balance</b>	<b>Budget YTD FY 2023</b>	<b>Delta Actual FY 2023 vs Budget FY 2023</b>
<b>CARES*</b>	\$42,276,008	\$4,341,151	\$26,847,680	\$11,087,177		\$0	\$0	
<b>CRRSAA**</b>	\$21,374,688			\$9,315,786	\$5,487,392	\$6,571,510	\$4,896,014	\$591,378
<b>ARP***</b>	\$48,293,376					\$48,293,376	\$20,504,079	(\$20,504,079)
<b>Total</b>	<u>\$111,944,072</u>	<u>\$4,341,151</u>	<u>\$26,847,680</u>	<u>\$20,402,963</u>	<u>\$5,487,392</u>	<u>\$54,864,886</u>	<u>\$25,400,093</u>	<u>(\$19,912,701)</u>

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

\*\* KY-2021-020 was approved/Executed 7/1/2021

\*\*\* KY-2022-003 was approved/Executed 5/24/2022





**BOARD OF DIRECTORS**  
**DECEMBER 13, 2022**

DECEMBER OPERATIONAL UPDATE





## SINCE THE LAST BOARD MEETING ...

- Coach Operator Jay Hall joined other prominent members from the city, as a featured reader in Louisville Water's *Tapper's Big Adventure*, a story emphasizing the importance of water in our community
- Participated in the city's annual Light Up Louisville festivities, and the Lots of Lights Parade
- Sent invitations to current team members and retirees on attending this year's Holiday Luncheon





# HIGHLIGHTS

## SINCE THE LAST BOARD MEETING ...

- Announced 23<sup>rd</sup> annual Design-a-Bus student art contest, with this year's partner organization, the Louisville Free Public Library, and the contest theme: "Every Journey, a Story"
- Communications Manager Jeremy Priddy joined a select group of public transportation professionals from across the country as a 2023 class member of APTA's Emerging Leaders Program

Now accepting submissions!



### The 23rd Annual Design-A-Bus Contest

This year's theme:  
"Every Journey, a Story."

In partnership with the Louisville Free Public Library, this year's Design-A-Bus contest theme is "Every Journey, a Story." Student artists are encouraged to think about a personal journey that resulted in learning something new or expanding their knowledge about the world, then create an illustration reflecting that as a story.

Twelve winners and their guests will be invited to ride on the TARC bus featuring the winning artwork in the 2023 Pegasus Parade on Sunday, April 30.

The contest is open to all elementary, middle, and high school students in Jefferson, Oldham, and Bullitt counties in Kentucky, and Floyd and Clark counties in Southern Indiana.



**Entry deadline: February 10, 2023**

Entries may use marker, crayon, or paint on 11" by 17" white paper, or created digitally with the same dimensions, and submitted as a JPEG or PDF file. Entries will be judged on visual appeal, creativity, originality, and message. All artwork is to be produced by the student only.

Enter online at [ridetarc.org/student-entry-form](https://ridetarc.org/student-entry-form)





# NOVEMBER RIDERSHIP

## FIXED ROUTE

Monthly

478K

- 7.4% VLM  
+ 13.5% VLY

YTD

2.47M

## PARATRANSIT

Monthly

26.9K

-4.5% VLM  
+10.6% VLY

YTD

135.8K

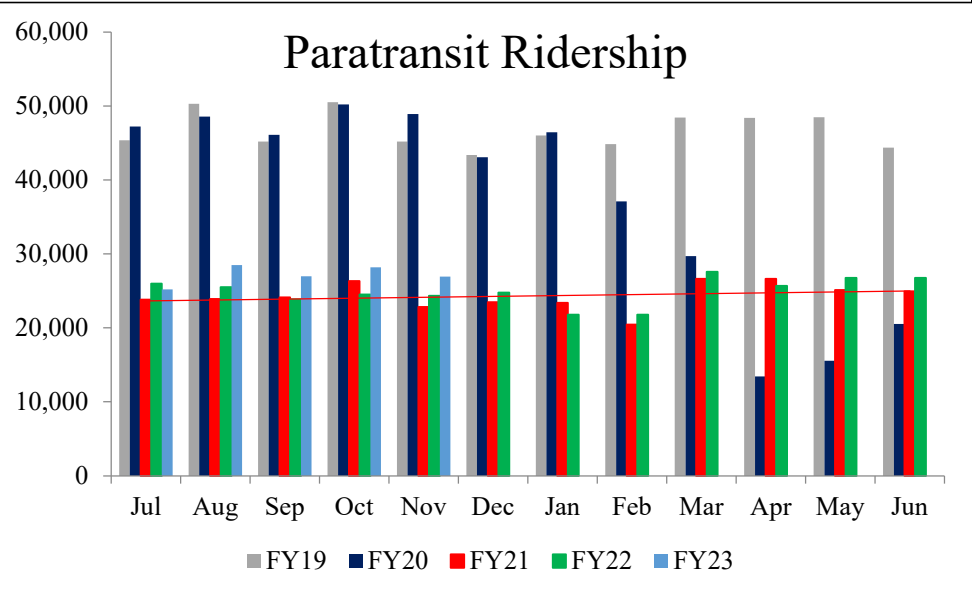
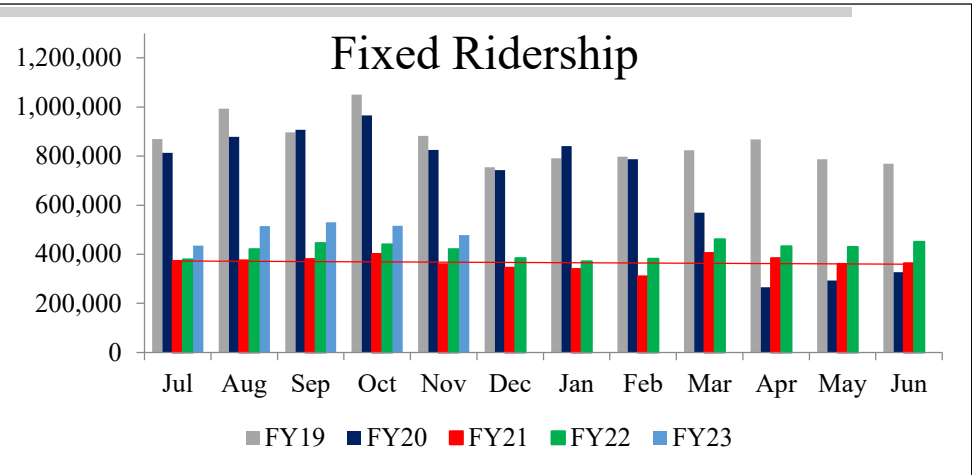
## COMBINED

This Month Last Year

445,437

This Month, This Year

504,966



-51% VLY



# SAFETY

## SAFETY PREVENTABLE ACCIDENTS

Monthly

16

+33%VLM  
-20% VLY

YTD

70

-51% VLY

## SAFETY ACCIDENTS TOTAL

Monthly

26

0% VLM  
-30% VLY

YTD

148

-57% VLY

## PREVENTABLE ACCIDENTS / 100K MILES

Monthly

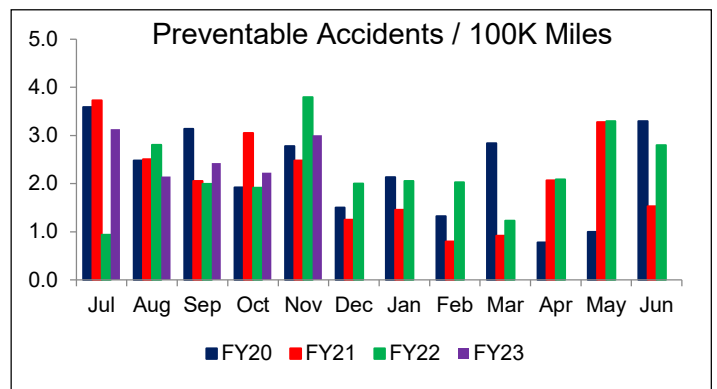
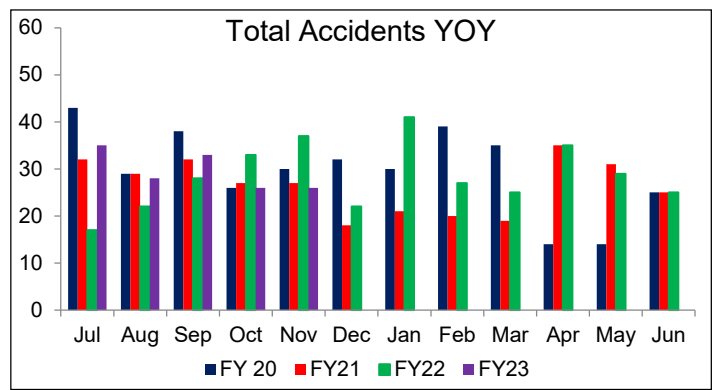
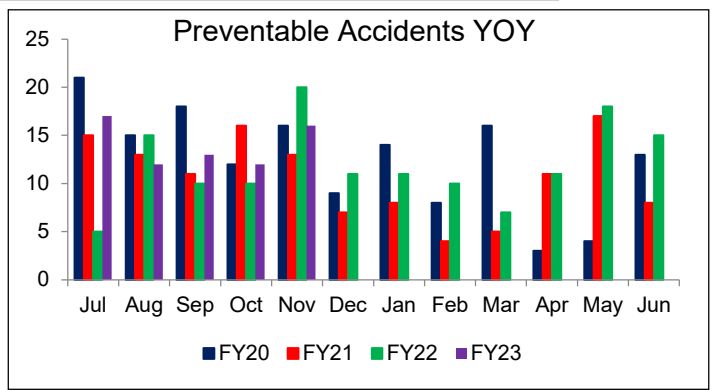
3.0

+36%VLM  
-21% VLY

YTD

2.6

+18% VLY





# NOVEMBER ON-TIME PERFORMANCE

## FIXED ROUTE

Monthly

76%

+2.7% VLM  
-2.6% VLY

YTD

76%

## PARATRANSIT

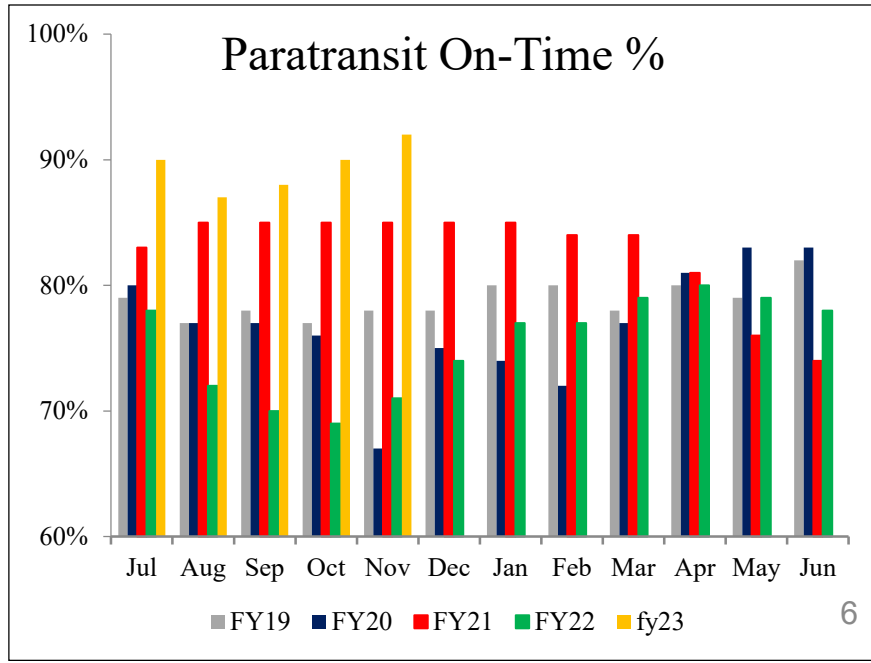
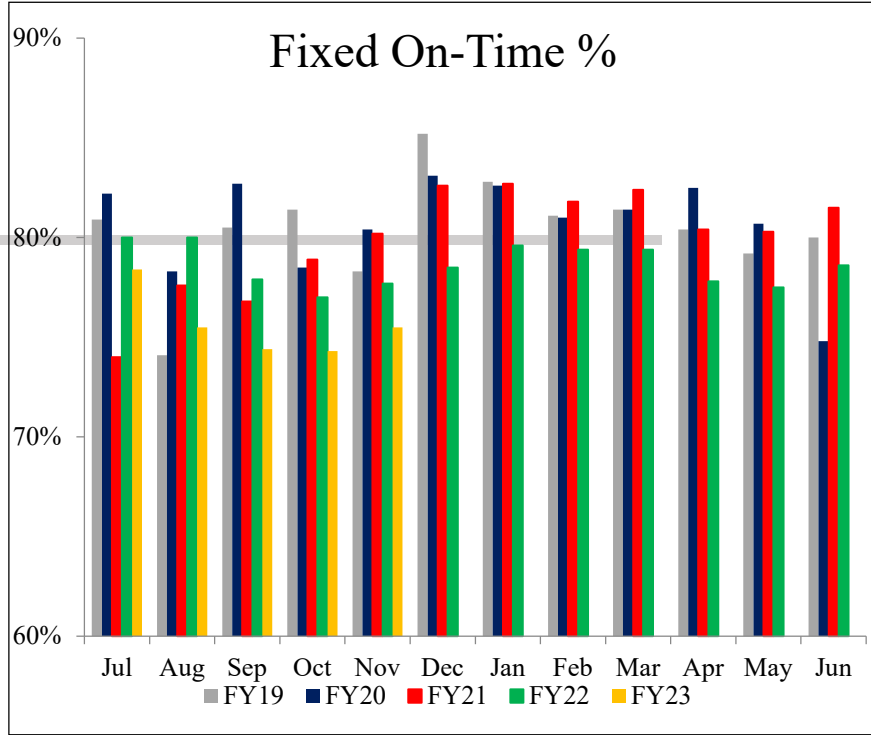
Monthly

92%

+2.2% VLM  
+10.8% VLY

YTD

89%





# NOVEMBER CUSTOMER SERVICE COMPLAINTS

## FIXED ROUTE

Monthly

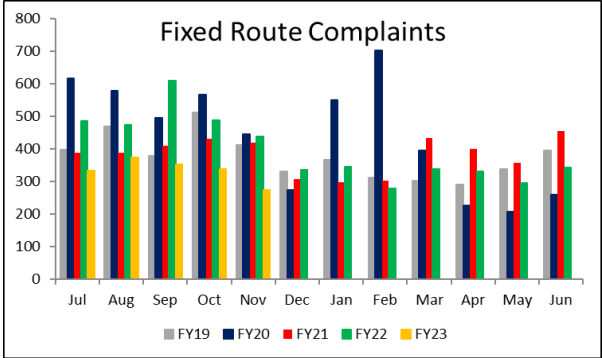
273

-19% VLM  
-38% VLY

YTD

1.6K

-33% VLY



## PARATRANSIT

Monthly

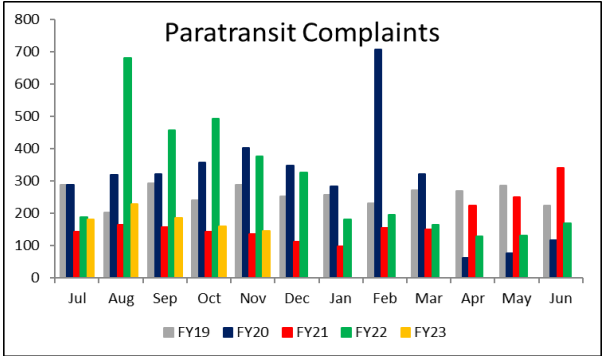
146

-8% VLM  
-61% VLY

YTD

902

-59% VLY



## COMPLAINTS / 1,000 RIDERS

Monthly

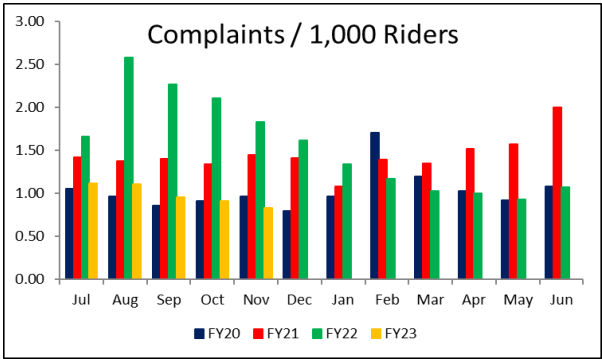
.83

-9% VLM  
-55% VLY

YTD

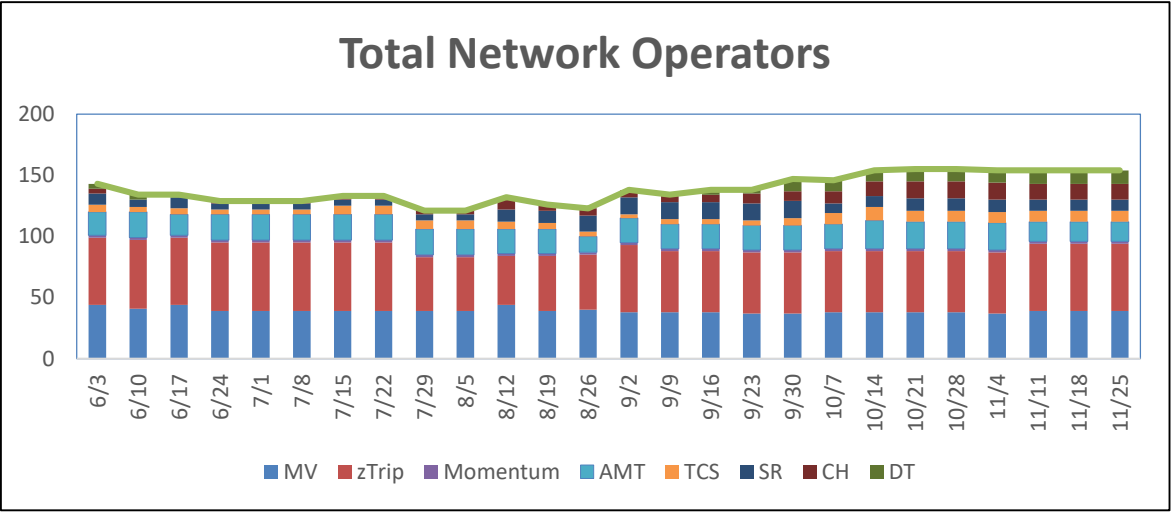
.99

-53% VLY





# TARC3 (PARATRANSIT) OPERATOR STAFFING



Total Network Headcount to Date: 154 (+48% from January)

## Operator Updates

- 154 total operators
- New training classes began on 11/28 and 12/9

## Operator Counts

MV Transportation - 39  
zTrip – 55  
Alpha Medical – 16  
Choice Medical – 13  
Diversity Medical – 11  
Transport Care – 9  
SilverRide – 9  
Momentum - 2

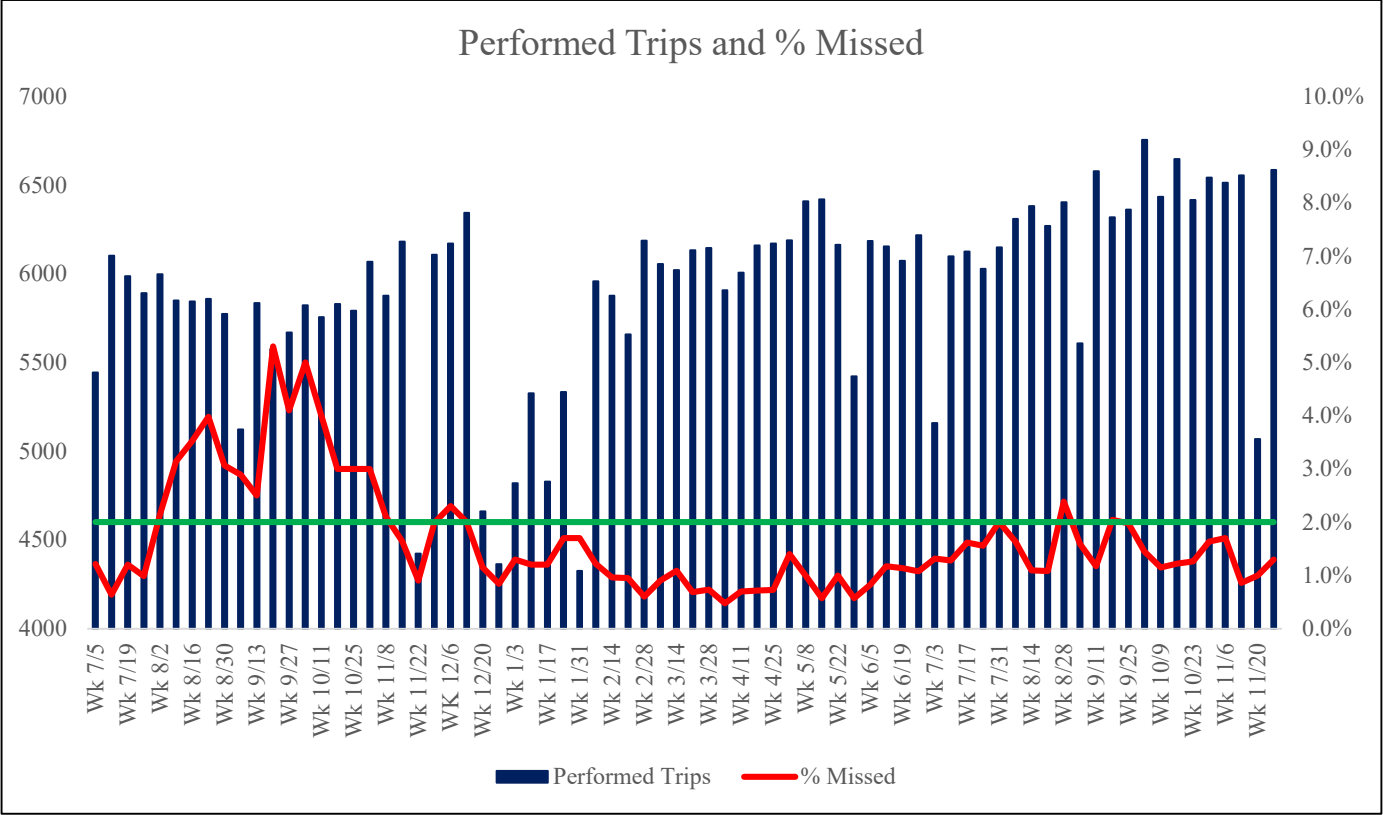
## Week of 11/20 Recruiting Efforts

- Candidate outreach: 2
- Telephone screens from outreach: 2
- Interviews scheduled: 0





# MV WEEKLY PERFORMANCE



% Missed Trips

Wk. 11/27: 1.00%

Previous 5 Wk Avg: 1.30%



# MV LIQUIDATED DAMAGES

## PARATRANSIT

Monthly

**\$26.5K**

-43.2% VLM  
-80.5% VLY

YTD

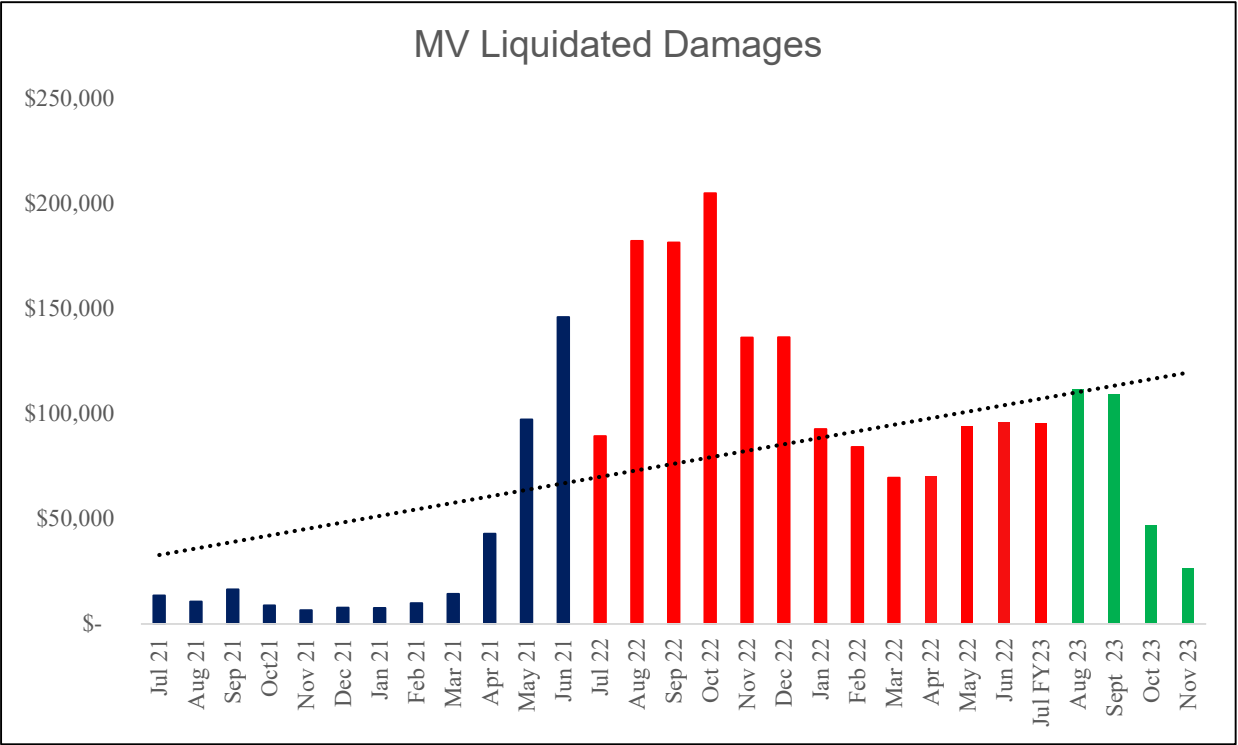
**\$389.7K** -51% VLY

### Monthly Details

\$16K (60%), Late Trip, > 30 mins late  
\$7K (26%), Missed Trips  
\$3K (11%), On Time, < 93%

### Types of Penalties:

- Missed Trip
- Late Trip
- On-Time Performance
- Excessive Trip Length
- Customer Complaints
- Compromised Safety
- Maintenance





## DECEMBER BOARD OF DIRECTORS UPDATE

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December 13, 2022



# MEMORANDUM

**To:** TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** December 13, 2022

**Re:** Resolution 2022-32 Professional Consulting Services for Third-Party Administration (TPA) for Workers' Compensation Program Services (RFP 20221783)

TARC has contracted for third party administration of workers' compensation program services in order to support the overall management of TARC's self-insured Workers' Compensation program, which has been in effect for many years. The program has had significant self-insured retentions and the required excess workers' compensation coverage has recently been procured (Resolution 2022-22). These professional services support TARC staff to manage and process claims along with administration of the overall program, including acting as a broker for excess coverage. The number of employees to be covered under TARC's program is approximately 579 employees (349 drivers, 120 mechanics and 110 administrative personnel).

The current contract and options will expire on December 31, 2022. In September 2022, the Procurement Department released Request for Proposal (RFP) 20221783 seeking qualified professional firm(s) to provide third-party administration for workers' compensation claims for TARC's self-insured workers' compensation program. An Independent Cost Estimate (ICE) of \$378,591 was conducted and developed by using internal historical data of three (3) year average. Three (3) responsive proposals were received: PMA Management Corporation; Charles Taylor TPA; and RCM&D. The Step-1 evaluation concluded that Charles Taylor TPA received the highest scores and was within the price range of the ICE (Charles Taylor TPA was formerly known as Underwriters Safety and Claims, which is the incumbent provider with two successful awards since 2009).

Based on the evaluations, the recommendation is to award this RFP to Charles Taylor TPA, for a contract with an initial term of three (3) years and an additional two (2) one-year terms for a total not to exceed amount of \$295,500.00. The annual cost, is as follows:

Year 1	Year 2	Year 3	Year 4	Year 5	Contract Not-to-Exceed
\$55,620.00	\$57,300.00	\$59,040.00	\$60,840.00	\$62,700.00	\$295,500.00

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



## **RESOLUTION 2022-32**

### **Professional Consulting Services for TPA for Worker's Compensation Program Services**

A Resolution authorizing the Executive Director to enter into an Initial Term of three (3) years with an Option to extend for two (2) one-year terms: for a not to exceed total amount of \$295,500.00:

**WHEREAS**, TARC seeks consulting professional services to provide third-party administration for its worker's compensation program; and

**WHEREAS**, a competitive request for proposals was issued on September 20, 2022; and

**WHEREAS**, TARC received and evaluated three responsive proposals; and

**WHEREAS**, the proposal submitted by Charles Taylor TPA received the highest score and was deemed responsive and within the price range of the independent cost estimate; and

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

The Executive Director is hereby authorized to enter into a contract with Charles Taylor TPA for an Initial Term of three (3) years with an option to extend for two (2) one-year terms for a not-to-exceed amount of \$295,500.00.

**ADOPTED THIS 13th DAY OF DECEMBER 2022**

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**Carla Dearing, Vice Chair of the Board of Directors**

# MEMORANDUM



**To:** TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** December 13, 2022

**Re:** Resolution 2022-33 Facility Wide Printing Services (RFP 20221763)

---

TARC has a myriad of printing needs that stretch across all departments, and represent everything from maintenance forms, to pocket schedules, and bus shelter signage. Prior to 2020, TARC had maintained a full-time position on its staff whose sole responsibility was to support the printing and production of the vast majority of these items, all done in-house. The longstanding employee retired and after an assessment of printing costs and changing demands for printed materials, it was determined that the best use of TARC's resources was to seek a service contract for all of the organizational printing needs.

On June 2022, the Procurement Department released a competitive solicitation seeking a qualified firm to provide facility-wide printing services with an initial contract term of three (3) years and an option of two (2) additional one-year terms. The overall mission is to provide a full range of printing services to include but not limited to pocket schedules, forms, business banners, posters, and any other single or multi-color printing. As an option, TARC was also seeking a fully automated, real-time functioning online "storefront". The ideal storefront, which will be provided, built, and maintained by the firm, will be a single online portal, preloaded with approved print materials (provided in cooperation with the TARC's Department of Marketing and Communications) where a sole designee from each department can select the print and quantity required as needed based on the contract terms and pricing.

On September 2022, the Procurement Department received four (4) responsive proposals from Clark & Riggs Printing; Derby City Litho; Welch Printing; and Vivid Impact. The Evaluation Committee members evaluated and scored based on the criteria and factors prescribed in the solicitation. Proposals were evaluated and through unanimous decision all were selected to progress to the step-2 process of interviews and presentations. After the step-2 interviews and rescoring, Clark & Riggs Printing received the highest score of 90 points, and this was the recommended awardee. An independent cost estimate analysis was conducted based on TARC's historical spend data with a five year look back of printing costs and needs from \$65,000 to \$129,000 in printing per year.

Pending further negotiation, the staff is recommending the facility-wide printing services contract be awarded to Clark & Riggs Printing for an initial term of three (3) years plus an option of two (1) year terms with a total not to exceed amount of \$250,000. The following resolution requests that the Board of Directors authorize the Executive Director to enter into an agreement with Clark & Riggs Printing for an initial term of three (3) years with an option of two (2) one-year terms for a not-to-exceed amount of \$250,000.

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



## **RESOLUTION 2022-33**

### **Facility Wide Printing Services**



A Resolution authorizing the Executive Director to enter into an Initial Term of three (3) years with an Option of two (2) one-year additional terms:

**WHEREAS**, TARC seeks a printing firm to provide facility-wide printing services and an online storefront; and

**WHEREAS**, a competitive solicitation, request for proposal was requested on June 29, 2022; and

**WHEREAS**, TARC received a proposal from Clark & Riggs Printing, which was deemed responsive and within the price range of the independent cost estimate; and

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

The Executive Director is hereby authorized to enter into a contract for an Initial Term of three (3) years with an Option of two (2) one-year terms with Clark & Riggs Printing based upon proposed costs for a not-to-exceed amount of \$250,000.

**ADOPTED THIS 13<sup>th</sup> DAY OF DECEMBER 2022**

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**Carla Dearing, Vice Chair of the Board of Directors**

# MEMORANDUM



**To:** TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** December 13, 2022

**Re:** Resolution 2020- 46 Amendment No. 3 Auditing Services – Contract Amendment (RFP P-2783B)

---

In October 2019 the Purchasing Department, in conjunction with the Finance Department, issued Request for Proposal (RFP) P-2783B, a solicitation for Audit Services. As a result of this RFP, a contract was awarded to Crowe Horwath LLP, which have been an audit service provider since the contract was executed in February 2020 (Resolution 2020-02) and an amendment made (Resolution 2020-46).

Year Four will take effect in February 2023, thus we are asking to exercise this term at the same price and cost in the amount of \$49,950 as originally agreed upon for the audit of Fiscal Year 2023. Contract P-2783-B will be further amended to exercise year five of this contract in a not to exceed amount of \$100,900 (\$49,950 for year four and \$50,950 for year five).

Attached is a resolution requesting authority to enter into a contract for the above referenced service for years 4 and 5.

At this time, this resolution requests the Board of Directors authorize the Executive Director to enter into an agreement with options for years 4 and 5 as set fourth above with Crowe Horwath LLP.

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



## **RESOLUTION 2020-46 Amendment No. 3**

### **Auditing Services**



A Resolution authorizing the Executive Director to enter into and exercise contract options for audit services with Crowe Horwath LLP for years 4 and 5 of the original Contract:

**WHEREAS**, TARC seeks auditing services; and

**WHEREAS**, a competitive solicitation, request for proposal was requested on October 2019; and

**WHEREAS**, TARC received a proposal from Crowe Horwath LLP which was deemed responsive and pricing was deemed reasonable; and

**WHEREAS**, TARC executed a contract with Crowe Horwath LLP; and

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

The Executive Director is hereby authorized to enter and exercise options from the original contract for years 4 and 5 with Crowe Horwath LLP based upon proposed cost for a not-to-exceed amount of \$100,900.00 for the remainder of the contract.

**ADOPTED THIS 13<sup>th</sup> DAY OF DECEMBER 2022**

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**Carla Dearing, Vice Chair of the Board of Directors**



# MEMORANDUM

**To:** TARC Board of Directors

**From:** Carrie Butler, Executive Director

**Date:** December 13, 2022

**Re:** Resolution 2022-34 – Fleet Replacement: Purchase of Fixed Route Buses

---

The vehicles used in fixed route service are the most mission critical component of TARC's capital program, of which TARC maintains a fleet of 215 intercity transit or fixed route buses. As part of TARC's Asset Management program, the useful life benchmark of fixed route buses is 15 years of service. This age is typical for bus transit agencies as well as within the Federal Transit Administration (FTA) definition of minimum useful life as 12 years or 500,000 miles. Another element of the Asset Management Plan is to retire all fixed route buses on or before they reach 15 years in service, and to maintain an average age of less than seven years.

Looking towards calendar year 2024, the average age of our fixed route fleet will be just under seven years. This resolution seeks authority to order 11 more clean diesel replacement buses in order to maintain these critical assets at a reasonable age. The buses that would be retired once these new buses arrive entered service in 2009.

TARC has funds available through its Federal Fiscal Year (FFY) 2022 Urbanized Area Formula (Section 5307) allocation.

TARC has an existing contract with Gillig, TARC P-2706, for the manufacture of diesel-powered buses (year four of five).

The preliminary quote for this purchase of eleven Gillig buses is \$623,649 per bus. This price is an increase of 16.5% due to the increase in the Producer Price Index (PPI), which has risen 33% since our contract with Gillig was signed in 2018. Most of that increase occurred within the last year and it is expected that component prices will vary as the specific order is finalized.

Attached to this memo is a resolution requesting authority for the Executive Director to purchase eleven (11) clean diesel buses from the Gillig Corporation. The total amount expended will not exceed \$7,203,146, which includes a 5% contingency for any additional costs. The total local match, which will come from the Mass Transit Trust Fund, will not exceed \$1,372,028.

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



## **RESOLUTION 2022-34**

### **Purchase of Fixed Route Buses**

A Resolution authorizing the Executive Director to purchase eleven (11) clean diesel buses from the Gillig Corporation at a total amount not to exceed \$7,203,146:

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

**WHEREAS**, TARC has set aside funds from its Federal fiscal year 2022 urbanized area formula award to acquire up to eleven (11) diesel-powered buses; and

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

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

The Executive Director is hereby authorized to purchase eleven (11) clean diesel buses from the Gillig Corporation at a total amount expended not to exceed \$7,203,146, which includes a 5% contingency for any additional costs.

**ADOPTED THIS 13<sup>th</sup> DAY OF DECEMBER 2022**

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**Carla Dearing, Vice Chair of the Board of Directors**