

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, February 21, 2023 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 – February 21, 2023

I. Quorum Call/Call to Order	Carla Dearing	1:30
a. Approval of January Meeting Minutes		
II. Staff Reports and Presentations		1:35 – 1:50
a. Monthly Financial Statements for December FY 2023	Tonya Carter	
b. FY 2024 Budget Update	Matt Abner	
III. Action Items and Presentations for the Board Meeting		1:50 – 2:20
a. Resolution 2022-15 – Amendment -1 Substance Abuse added to Concentra Contract	Melissa Fuqua	
b. Resolution 2023-02 Fifth Third Authorized Signer	Tonya Carter	
c. Presentation on Agency Safety Plan (<i>at Board Meeting</i>) Health & Safety Committee	Christina Hazen	
IV. Proposed / Upcoming Agenda Items	Carrie Butler	2:20 – 2:25
V. Adjournment		2:30

TARC FINANCE SUBCOMMITTEE MEETING



January 2023 Finance Subcommittee Meeting Minutes

The Finance Subcommittee of Transit Authority of River City (TARC) met on Tuesday, January 17, 2023 at 9:00 A.M. in person at TARC's headquarters, 1000 West Broadway in the Board Room.

Members Present

Carla Dearing

Call to Order

Carla Dearing called the meeting to order at 9:01 a.m.

Meeting Minutes

Carla Dearing tabled the approval until next meeting with more members in attendance.

Financial Reports

Presented By: Tonya Carter

December Financial Summary. See Financials in packet.

FY 2024 Budget Timeline and Planning

Presented By: Matt Abner

See Presentation

Board Resolutions

Resolution 2023-01 TARC Tomorrow – Long Range Plan

Presented by: Carrie Butler

A resolution adopting TARC's Tomorrow Plan is to create a strategy to improve and make a more efficient and effective transportation system managed and maintained by TARC that can assist the Louisville region in sustaining and improving quality of life; TARC's Tomorrow Plan focuses on six areas, which are rider experience, mobility and innovation, service and expansion, financial stability and funding growth, collaboration and equity and environment.

Motion Made by Carla Dearing - Meeting Adjourned at 9:21 a.m.

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



Current Month Revenues Compared to Budget

Total Operating Revenues are under budget \$54,529 (pg. 2, line 9) due to most revenues being under budget. Total Non-Operating Revenues (Subsidies) are over budget \$351,971 (pg. 2, line 16) mainly due to applying more Federal Reimbursement Funds-FTA due to Operating Expenses being over budget and Operating Revenues being under budget. Total Capital Contributions are under budget \$1,274,747 (pg. 2, line 25) mainly due to timing of Facility Rehab & Info System projects. Total Revenues with Capital are under budget \$977,305 (pg. 2, line 27) as mentioned in the above.

Current Month Expenses Compared to Budget

Total Operating Expenses are over budget \$297,442 (pg. 2, line 41) mainly due to retro pay back to September 2020 being paid out for the Collective Bargaining Agreement and offset by Purchased Transportation being under budget \$389,550 (pg. 2, line 38). Total Capital Expenses are under budget \$18,426 (pg. 2, line 48) compared to budget. Total Expenses with Capital are over budget \$279,016 (pg. 2, line 50) due to Operating Expenses being over and offset by Depreciation Expenses being under Budget.

Current Month Actual Summary

Total Operating Revenues are \$648,981 (pg. 2, line 9) and Total Operating Expenses are \$9,102,543 (pg. 2, line 41) bringing the net to an unfavorable balance of \$8,453,561 before Subsidies are applied. After applying Subsidies \$8,453,561 (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 \$449,692 (pg. 2 line 9) mainly due to most Operating Revenues being over budget. Total Non-Operating Revenues (Subsidies) are under budget \$3,503,389 (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 \$3,540,586 (pg. 2, line 25) mainly due to timing of Facility Rehab and Info System projects. Total Revenues with Capital are under budget \$6,594,284 (pg. 2, line 27) mainly due to applying less Subsidies and Capital Contributions.

YTD Expenses Compared to Budget

Total Operating Expenses are under budget \$3,053,697 (pg. 2, line 41) mainly due to all expenses being under budget except Direct Labor, Fringe & Benefits and Utilities. Total Capital Expenses are over budget \$6,156 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$3,047,541 (pg. 2, line 50) due to Operating Expenses being under budget.

YTD Actual Summary

Total Operating Revenues are \$4,336,979 (pg. 2, line 9) and Total Operating Expenses are \$48,506,048 (pg. 2, line 41) bringing the net to an unfavorable balance to \$44,169,069 before Subsidies are applied. After applying Subsidies of \$44,169,068 (pg. 2, line 16) the net unfavorable balance is \$1 (pg. 2, line 53) 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 \$1 (pg.2, line 53) before applying the MTTF Revenue receipts. December budgeted MTTF receipts for revenue deposits is under budget \$1,230,566 (pg. 7) year-to-date. We currently have an unfavorable balance before capital year-to-date of \$1,230,567 (pg. 8) due to the MTTF revenue deposits being under budget. MTTF Net Profit Fees are under \$1,359,784 (pg. 7) and Employee Withholdings are up \$1,510,074 (pg. 7) year-to-date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions

December 2022, Fiscal Year 2023



Description	FY23 Total Budget	Current Month			Fiscal Year-to-date			
		Actual	Budget	Over budget (Under budget)	Actual	Budget	Over budget (Under budget)	Percentage Remaining
Revenues								
1 Passenger Fares	4,464,920	350,223	370,428	(20,205)	2,526,365	2,200,059	326,306	43.42%
2 Paratransit Fares	840,866	71,826	86,308	(14,482)	482,805	461,263	21,542	42.58%
3 Special Fare Revenues (UofL, UPS and etc)	1,535,891	135,777	139,243	(3,466)	761,677	767,945	(6,268)	50.41%
4 Comp Specials	0	0	0	0	0	0	0	0.00%
5 Advertising Revenue	650,000	54,167	54,166	1	325,000	325,000	0	50.00%
6 Other Agency Revenues	213,300	29,349	49,200	(19,851)	194,515	108,020	86,495	8.81%
7 Total Recoveries-Insurance	50,000	7,640	4,166	3,474	46,617	25,000	21,617	6.77%
8								
9 Operating Revenues	7,754,977	648,981	703,511	(54,529)	4,336,979	3,887,287	449,692	44.07%
10								
11 MTF Contributions- Federated	59,696,312	4,783,803	4,783,803	0	30,630,626	30,630,626	0	48.69%
12 Local Government Funds - MTF	1,186,680	0	140,990	(140,990)	657,364	593,340	64,024	44.60%
13 Federal Reimbursement Funds - FTA	33,031,313	3,361,379	2,868,418	492,961	12,264,319	15,815,608	(3,551,289)	62.87%
14 State Government Funds	1,276,642	308,379	308,379	0	616,759	632,883	(16,124)	51.69%
15								
16 Total Non-Operating Revenues	95,190,947	8,453,561	8,101,590	351,971	44,169,068	47,672,457	(3,503,389)	53.60%
17								
18 Total Revenues Before Cap Contributions	102,945,924	9,102,543	8,805,101	297,442	48,506,046	51,559,744	(3,053,698)	52.88%
19							(3,053,698)	
20 Local Government Funds - MTF, Cap	6,813,860	5,718	314,534	(308,816)	382,676	1,189,308	(806,632)	94.38%
21 Federal Reimbursement Funds - FTA, Cap	28,492,408	247,955	1,213,886	(965,931)	1,745,720	4,491,709	(2,745,989)	93.87%
22 State Government Funds, Cap	0	0	0	0	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	253,673	1,528,420	(1,274,747)	2,140,431	5,681,017	(3,540,586)	93.94%
26								
27 Total Revenues	138,252,192	9,356,216	10,333,521	(977,305)	50,646,477	57,240,761	(6,594,284)	63.37%
28								
29								
Expenses								
30								
31								
32 Labor	31,366,902	3,325,971	2,505,365	820,606	16,138,884	15,439,036	699,848	48.55%
33 Fringes & Benefits	31,510,122	3,024,433	2,853,975	170,458	16,146,632	15,981,982	164,650	48.76%
34 Services	6,713,100	522,257	560,230	(37,973)	2,748,841	3,354,055	(605,214)	59.05%
35 Materials	7,440,936	437,784	614,465	(176,681)	3,303,974	3,716,864	(412,890)	55.60%
36 Utilities	1,035,600	120,430	95,300	25,130	553,836	506,800	47,036	46.52%
37 Casualty & Liability	3,413,070	248,082	333,173	(85,091)	1,577,185	1,669,038	(91,853)	53.79%
38 Purchased Transportation	20,541,764	1,372,036	1,761,586	(389,550)	7,815,793	10,415,782	(2,599,989)	61.95%
39 Interest Expense	2,660	202	243	(41)	1,813	2,053	(240)	31.84%
40 Other Expenses	921,770	51,348	80,764	(29,416)	219,088	474,134	(255,046)	76.23%
41 Operating Expenses	102,945,924	9,102,543	8,805,101	297,442	48,506,048	51,559,744	(3,053,697)	52.88%
42								
43								
44								
45 Development Cost & Loss on Disposal	861,993	37,933	27,013	10,920	151,991	98,789	53,202	82.37%
46 Depreciation Expenses	12,823,959	972,677	1,002,023	(29,346)	5,827,444	5,875,639	(48,195)	54.56%
47 Loss on Disposal of Assets	0	0	0	0	1,149	0	1,149	0.00%
48 Total Capital Expenses	13,685,952	1,010,610	1,029,036	(18,426)	5,980,584	5,974,428	6,156	56.30%
49								
50 Total Expenses	116,631,876	10,113,153	9,834,137	279,016	54,486,631	57,534,172	(3,047,541)	53.28%
51								
52								
53 Revenue / Expense Difference Before Capital	0	0	0	0	(1)	0	(1)	0.00%
54								
55 Revenue / Expense Difference After Capital	21,620,316	(756,937)	499,384	(1,256,321)	(3,840,154)	(293,411)	(3,546,743)	117.76%

Total Labor

December 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	3,325,971	2,505,365	820,606	16,138,884	15,439,036	699,848	48.55%
2 Sick Leave	1,651,183	93,116	105,875	(12,759)	638,406	920,651	(282,245)	61.34%
3 Holiday	1,252,323	167,207	262,383	(95,176)	572,674	653,565	(80,891)	54.27%
4 Vacation	2,088,175	267,242	177,291	89,951	1,171,855	1,054,449	117,406	43.88%
5 Other Paid Absences	240,381	13,530	65,163	(51,633)	86,116	139,157	(53,041)	64.18%
6								
7 Total	36,598,964	3,867,066	3,116,077	750,989	18,607,935	18,206,858	401,077	49.16%
8								
9 Difference compared to Budget			750,989			401,077		
		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	289,789	238,381	51,408	1,394,306	1,392,827	1,479	51.05%
11 Pension	10,262,221	999,165	911,215	87,950	4,879,046	5,103,331	(224,285)	52.46%
12 Hospital Medical & Surgical	10,509,847	729,399	828,020	(98,621)	4,485,018	4,968,120	(483,102)	57.33%
13 Vision Care Insurance	101,537	5,267	8,112	(2,845)	25,944	48,672	(22,728)	74.45%
14 Dental Plans	353,988	17,070	29,900	(12,830)	102,359	179,400	(77,041)	71.08%
15 Life Insurance	101,040	14,428	7,983	6,445	51,414	47,898	3,516	49.12%
16 Disability Insurance	155,544	20,623	12,276	8,347	73,599	73,656	(57)	52.68%
17 Kentucky Unemployment	40,000	4,493	0	4,493	10,443	10,000	443	73.89%
18 Worker's Compensation	1,850,000	402,535	195,834	206,701	2,385,784	1,175,004	1,210,780	-28.96%
19 Uniform & Work Clothing Allowance	277,000	(421)	11,333	(11,754)	268,059	213,998	54,061	3.23%
20 Other Fringes	2,500	990	209	781	1,610	1,254	356	35.60%
21 Total Fringe & Benefits	26,501,995	2,483,338	2,243,263	240,075	13,677,581	13,214,160	463,423	48.39%
22								
23								
24 Sick Leave	1,651,183	93,116	105,875	(12,759)	638,406	920,651	(282,245)	61.34%
25 Holiday	1,252,323	167,207	262,383	(95,176)	572,674	653,565	(80,891)	54.27%
26 Vacation	2,088,175	267,242	177,291	89,951	1,171,855	1,054,449	117,406	43.88%
27 Other Paid Absences	240,381	13,530	65,163	(51,633)	86,116	139,157	(53,041)	64.18%
28 Total Compensation Benefits	5,232,062	541,095	610,712	(69,617)	2,469,051	2,767,822	(298,771)	52.81%
29								
30 Total	31,734,057	3,024,433	2,853,975	170,458	16,146,632	15,981,982	164,652	49.12%
31								
32 Difference compared to Budget			170,458			164,650		



Balance Sheet

December 2022, Fiscal Year 2023

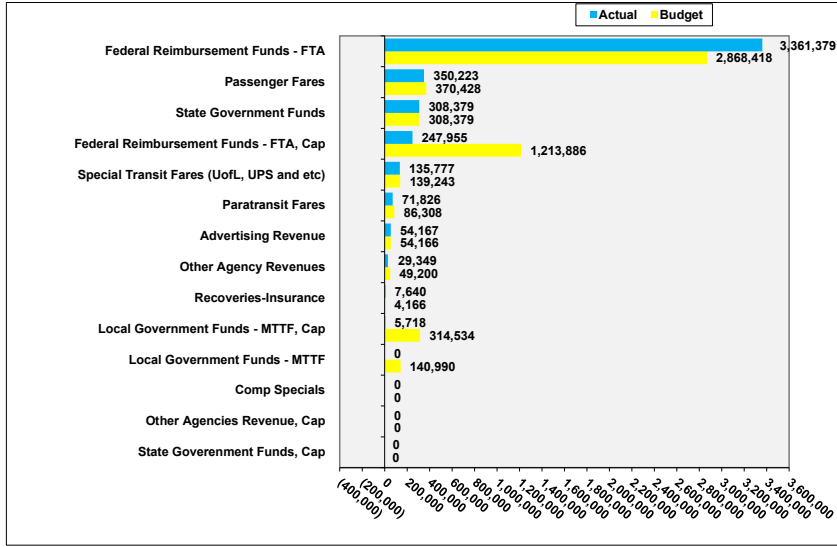
Assets	FY 23	FY 22	Liabilities, Reserves & Capital	FY 23	FY 22
Current Assets			Current Liabilities		
Cash & Cash Items	1,585,834	6,537,259	Long Term Debt	0	121,697
Short Term Investments	8,836,051	3,009,415	Short Term Debt	0	0
Accounts Receivable	92,797,385	59,585,859	Trade Payables	6,586,555	9,074,745
Interest Receivable	43	9	Accrued Payroll Liabilities	4,140,348	4,213,813
Due From Grant	80,000	80,000	Estimated Workmans Compensation	4,872,809	3,962,551
Materials & Supplies	2,089,708	1,779,727	Accrued Tax Liabilities	41,152	0
	-----	-----	Unredeemed Tickets & Tokens	1,657,810	1,666,433
Total Current Assets	105,389,021	70,992,269	Reserves - Injury & Damages	1,516,300	1,910,800
			Due To Operations	80,000	80,000
Other Assets			Unearned Capital Contributions	85,452,501	50,358,860
Prepaid Insurance & Dues & WIP	1,365,740	1,329,941	Other Current Liabilities (Health Ins.)	3,585,310	1,905,174
	-----	-----		-----	-----
Total Other Assets	1,365,740	1,329,941	Total Current Liabilities	107,932,785	73,294,073
				-----	-----
Fixed Assets			Equity		
Land	3,187,624	3,187,624	Retained Earnings	(3,840,154)	9,346,592
Buildings	49,683,200	49,384,066	Prior Year Retained Earning	78,980,037	75,248,859
Coaches	129,428,769	129,482,222		-----	-----
Office Equipment	10,565,331	10,456,335	Total Equity	75,139,883	84,595,451
Other Equipment	24,010,625	21,946,711		-----	-----
Development Costs	455,200	304,171	Total Liabilities & Equity	183,072,668	157,889,524
Vehicle Exp - Operating	1,420,405	1,420,405		=====	=====
Other Equipment -Operating	189,242	154,908			
	-----	-----			
Total Fixed Assets	218,940,396	216,336,441			
Less Accumulated Depreciation					
Accumulated Depr Land	767,569	733,631			
Accumulated Depr Buildings	29,409,613	27,882,240			
Accumulated Depr Coaches	82,574,510	74,680,216			
Accumulated Depr Office Equipment	9,219,361	8,415,908			
Accumulated Depr Other Equipment	19,346,389	17,875,546			
Accumulated Depr Development Cost	151,991	102,798			
Accumulated Depr Vehicle Exp - Opr	1,008,813	952,687			
Accumulated Depr Other Equipment Op	144,242	126,101			
	-----	-----			
Total Depreciation	142,622,489	130,769,127			
	-----	-----			
Net Fixed Assets	76,317,907	85,567,314			
	-----	-----			
Total Assets	183,072,668	157,889,524			
	=====	=====			

Actual Revenue vs. Budget

December 2022, Fiscal Year 2023



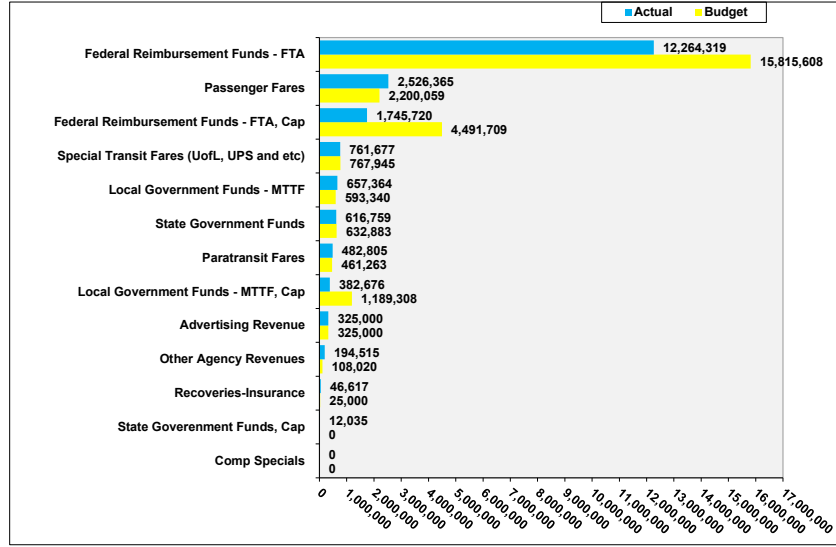
Current Month Revenues



MTTF \$4,783,803 Actual = \$4,783,803 Budget

- Passenger fares \$20,205 ↓
- Paratransit fares \$14,482 ↓
- Federal Reimbursement Funds - FTA \$492,961 ↑
- Federal Reimbursement Funds - FTA,Cap \$965,931 ↓

Year to Date Revenues



MTTF \$30,630,626 Actual = \$30,630,626 Budget

Federal Reimbursement Funds - FTA \$12,264,319 Actual < \$15,815,608 Budget

- Passenger fares \$326,306 ↑
- Paratransit fares \$21,542 ↑
- Federal Reimbursement Funds - FTA \$3,551,289 ↓
- Federal Reimbursement Funds - FTA,Cap \$2,745,989 ↓

CM

- * Federal Reimbursement Funds - FTA is over budget \$492,961 mainly due to operating expenses being over budget for the current month
- * Federal Reimbursement Funds - FTA,Cap is under budget \$965,931 mainly due to Facility Fehab & Info System projects being under compared to budget

YTD

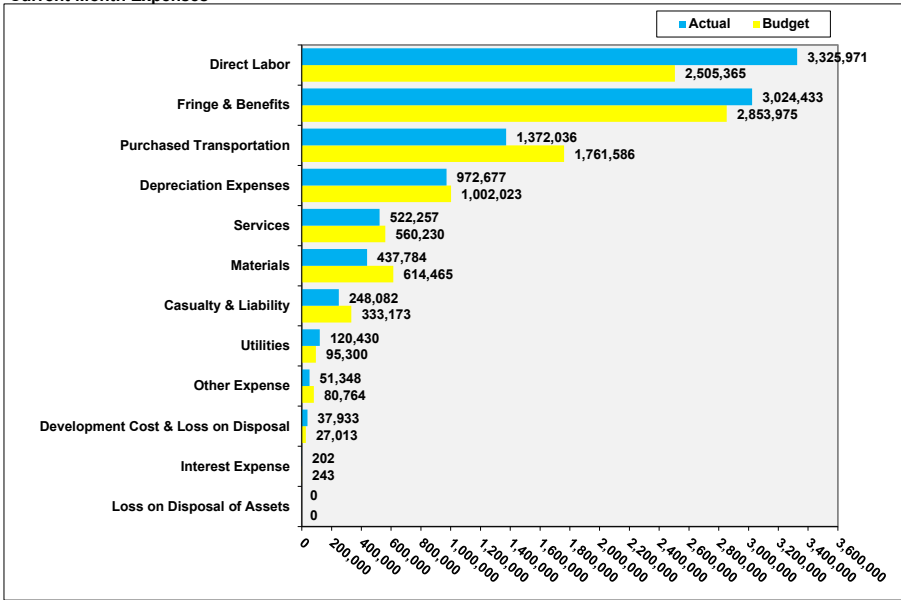
- * Federal Reimbursement Funds - FTA is under budget \$3,551,289 mainly due to operating expenses being under budget and operating revenues being over budget
- * Federal Reimbursement Funds - FTA, Cap is under budget \$2,745,989 mainly due to timing of Facility Rehab & Info System projects being under compared to budget

Actual Expenses vs. Budget

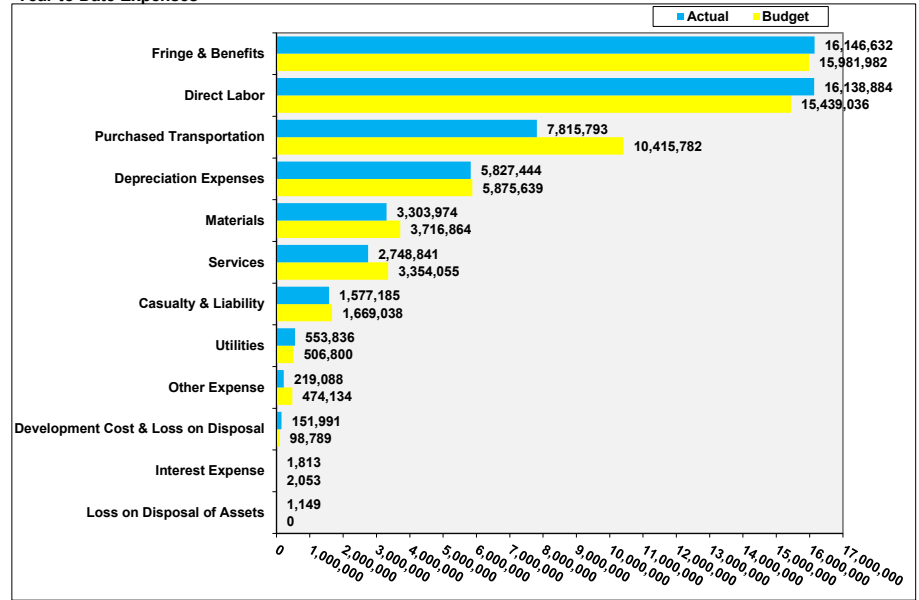
December 2022, Fiscal Year 2023



Current Month Expenses



Year to Date Expenses



Direct Labor \$820,606 ↑ Total Labor \$750,989 ↑
 Fringe & Benefits \$170,458 ↑
 Purchased Transportation \$389,550 ↓

Direct Labor \$699,848 ↑ Total Labor \$401,077 ↑
 Fringe & Benefits \$164,650 ↑
 Purchased Transportation \$2,599,989 ↓

CM

- * Fringe & Benefits are over budget \$170,458 mainly due to worker's compensation being over budget
- * Purchased Transportation is under budget \$389,550 mainly due to revenue hours and mobility as a service

YTD

- * Fringe & Benefits are under budget \$164,650 mainly due to workers compensation being over budget and offset by pension, medical and sick leave
- * Purchased Transportation is under budget \$2,599,989 mainly due to revenue hours, penalties and mobility as a service

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	-5.33%	0.56%
November	\$4,440,361	\$5,247,391	(\$807,030)	(\$696,952)	-15.38%	-2.81%
December	\$6,311,630	\$6,845,244	(\$533,614)	(\$1,230,566)	-7.80%	-3.89%
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	\$30,386,214	\$67,612,995				

MTTF Revenue Deposits - Actuals

LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS

	December 2022	December 2021	YTD FYE 2023	YTD FYE 2022	Difference Amount	Percent Change
Receipts						
Employee Withholding	\$ 4,367,823	\$ 4,001,415	\$ 26,836,345	\$ 25,326,271	\$ 1,510,074	5.96%
Individual Fees	26	39	364	60	304	504.95%
Net Profit Fees	1,924,482	2,616,040	3,669,725	5,029,509	(1,359,784)	-27.04%
Interest & Penalty	85,105	53,903	536,068	384,083	151,985	39.57%
Total Collections	\$ 6,377,436	\$ 6,671,397	\$ 31,042,502	\$ 30,739,922	\$ 302,580	0.98%
Investment Income	\$ 20,289	\$ 632	\$ 55,725	\$ 4,031	\$ 51,694	1282.26%
Total Receipts	\$ 6,397,725	\$ 6,672,029	\$ 31,098,227	\$ 30,743,954	\$ 354,273	1.15%
Disbursements						
Collection Fee	\$ 86,095	\$ 90,064	\$ 419,072	\$ 414,989	\$ 4,083	0.98%
Reversal of FY22 Investment Income	\$ -	\$ -	\$ 4,534	\$ -	\$ 4,534	
Total Disbursements	\$ 86,095	\$ 90,064	\$ 423,606	\$ 414,989	\$ 4,083	0.98%
Due Mass Transit Less Previous Payments Payable To Trust Fund	\$ 6,311,630	\$ 6,581,965	\$ 30,674,621	\$ 30,328,965	\$ 345,656	1.14%
			24,362,991	23,747,000	615,991	2.59%
			\$ 6,311,630	\$ 6,581,965	\$ (270,335)	-4.11%



Reimbursement Funds Only and a One Time Funding Source

	TARC Share	Actual FY 2020	Actual FY 2021	Actual YTD FY 2022	Actual YTD FY 2023	Remaining Balance	Budget YTD FY 2023	Delta Actual FY 2023 vs Budget FY 2023
CARES*	\$42,276,008	\$4,341,151	\$26,847,680	\$11,087,177		\$0	\$0	
CRRSAA**	\$21,374,688			\$9,315,786	\$9,362,372	\$2,696,530	\$4,896,014	\$4,466,358
ARP***	\$48,293,376					\$48,293,376	\$20,504,079	(\$20,504,079)
Total	<u>\$111,944,072</u>	<u>\$4,341,151</u>	<u>\$26,847,680</u>	<u>\$20,402,963</u>	<u>\$9,362,372</u>	<u>\$50,989,906</u>	<u>\$25,400,093</u>	<u>(\$16,037,721)</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



MEMORANDUM

To: TARC Board of Directors

From: Carrie Butler, Executive Director

Date: February 28, 2023

Re: Resolution 2022-15 Amendment 1

Addendum to the Concentra Contract #20211741 to include Pre-Employment HPEs (Human Performance Evaluations)

On May 24, 2022, TARC entered a board approved three (3) base year and two (2) one-year optional contract term with Concentra, Inc. for Drug and Substance Abuse Testing and Screening and Physical Health Services with a not to exceed amount of \$383,500.

In December 2022, during our contract review meeting, TARC's Human Resources team identified a gap in the current testing and screening that potentially may be problematic. There are different types of pre and post-employment tests, but every kind of test must meet all American Disability Act (ADA) and Employment Equal Opportunity Commission (EEOC) requirements. Test components vary depending on what each job requires a worker to do. Concentra performs a variety of pre-employment tests, including Department of Transportation (DOT) physicals and drug testing. Concentra also performs a pre-employment test known as a Human Performance Evaluation (HPE). HPE tests the physical capabilities related to a specific job task. It replicates the physical demands associated with a particular job. It also assists in identifying ergonomic risk factors to help improve working conditions that may lead to injuries or impact safety measures.

TARC wishes to add these HPE exams, which will ensure that any prospective new hires are required to perform a DOT physical will also undertake a position specific exam to ensure their ability to safely perform the duties of their position. HPE programs are used by other peer transit agencies and are highly recommended. Concentra proposed adding HPE evaluations to the existing contract and the Human Resources Department agreed to implement this service into our current pre-hire examination profile. The additional cost for adding the HPEs will be \$32,000 for the remaining duration of the contract, however it is anticipated that the cost will be recouped, and potentially more, by reducing two of TARC's toughest issues —workers compensation claims and absenteeism. A one-time cost of \$1,200 for initial exam creation of three (3) Union positions of Mechanic, Coach Operator, and Hostler (Coach Cleaner). Exams are estimated at \$115 per exam.

This resolution recommends approval to amend the Concentra, LLC contract to include the additional service of HPE exams in the amount of \$32,000 over the course of the current contract set to expire in June, 2026. This will bring the total not to exceed amount to \$415,500.

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



RESOLUTION 2022-15 Amendment No. 1 Addendum to Concentra Contract #20211741

A Resolution authorizing the Executive Director to add an addendum to the current Concentra, LLC Contract to include Human Performance Evaluations to pre-employment exams:

WHEREAS, TARC seeks to add HPE to its current Pre-Employment Exam Profile; and

WHEREAS, the cost will increase the cost of the Concentra, LLC contract to a total not to exceed amount of \$415,500; 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 amend the current Concentra contract to include an additional cost \$32,000, a total not to exceed amount of \$415,500 to the term life of the contract for performance of Human Performance Evaluation during pre-hire testing.

ADOPTED THIS 28th DAY OF FEBRUARY 2023

Carla Dearing, Vice Chair of the Board of Directors



MEMORANDUM

To: TARC Board of Directors
From: Carrie Butler, Executive Director
Date: February 28, 2023
Re: Resolution 2023 – 02 Fifth Third Bank Authorized Signers

TARC's current policy with regard to accounts payable is that when checks are printed in-house, all checks are to be signed by one person from the Executive Office or a designee and one person from Finance Department. The current approved signatory in the Executive Office is Carrie Butler. Geoffrey Hobin is a designee for both the Executive Office and Finance Department: however, he cannot sign grant checks because he handles invoices and approvals for grants. In the Finance Department the current signatories are Tonya Carter and Matthew Abner. We would like the Board of Directors to add Robert Stephens, TARC's Chief Operating Officer, as a signatory for Fifth Third Bank accounts so that we have two people in each department and Geoffrey Hobin as the backup for each department.

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

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

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



RESOLUTION 2023 - 02

Fifth Third Bank Authorized Signers

A resolution to authorize TARC's Chief Operating Officer, Robert Stephens as a signatory for TARC's Fifth Third Bank accounts.

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

WHEREAS, TARC wishes to add its Chief Operating Officer, Robert Stephens, as an authorized signatory; and,

WHEREAS, Robert Stephens would be added to the signature card on the following Fifth Third Bank accounts, which are:

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

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

1. Robert Stephens is approved as an additional authorized signatory for TARC's Fifth Third Bank accounts.

ADOPTED THIS 28th DAY OF FEBRUARY 2023

Carla Dearing, Vice Chair of the Board of Directors