

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**

Wednesday, January 24, 2024 at 10:00 a.m.

This meeting is also being held via teleconference as permitted by KRS 61.826. Pursuant to KRS 61.810, the Board of Directors may enter into Closed Session, but shall not take any action in a Closed Session.

Members of the public and/or TARC staff may watch a livestream of the meeting by going to www.facebook.com/ridetarc; the livestream will be at the top of the page; No Facebook account is needed.

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 Stephanie Isaacs at 502.561.5103. Requests made as early as possible will allow time to arrange accommodation.

Any person may provide a public comment in the chat feature at www.facebook.com/ridetarc at any time during a Board meeting which will be read into the record of the Board minutes. Please include your name in the chat. In addition, Ms. Isaacs will accept public comments that are provided to her by 12:00 PM the day before the next regularly scheduled meeting of the Board via email at sisaacs@ridetarc.org.

If you would like speak at the Meeting, please contact Stephanie Isaacs at (502) 561-5103 to sign up or send an email to sisaacs@ridetarc.org.

Guidelines to speak before the TARC Board of Directors:

- a) Only ten (10) residents of TARC's service area per Board meeting will be allowed to speak; if less than ten (10), then the TARC Board Chair may allow a non-resident of Metro Louisville to fill a vacant slot;
- b) Speakers shall be restricted to a maximum of three (3) minutes each and may not share these minutes with any other speaker; however, persons with medically recognized disabilities who are entitled to a reasonable accommodation under the Americans with Disabilities Act (ADA) shall be given an additional minute to speak;

.....continued.....

- c) In order to speak in person at a regularly scheduled TARC Board meeting:

TARC BOARD OF DIRECTORS MEETING



- i. a speaker must register with Stephanie Isaacs as indicated above.
 - ii. the period to register begins at the conclusion of the prior regularly scheduled Board meeting and ends at 12:00 PM the day before the next regularly scheduled meeting in which the person intends to speak.
 - iii. persons registering may leave their name/alias and address, and shall notify Ms. Isaacs of the topic in which they will speak.
 - iv. no more than three (3) persons may speak with the same position on any one topic before the Board at any meeting (i.e., six (6) persons can speak on one topic before the Board at a particular meeting, three (3) in support and three (3) against);
- d) Any materials presented to the Board may be forwarded prior to or following all Board gatherings to Ms. Isaacs for dissemination purposes;
- e) Speakers before the entire Board are not allowed to use props, displays, or any other objects during their presentations. However, informational handouts may be given to Ms. Isaacs and distributed in accordance with (d) above;
- f) Persons within the audience are allowed to have signs in the Board room that are no larger than 8 ½ x 11 inches. However, such signs may not be attached to any sort of stick and must be displayed in a manner that does not inhibit others from viewing the Board meeting; and
- g) Speakers may not engage in electioneering nor the endorsement or promotion of any commercial product or service.

TARC BOARD OF DIRECTORS MEETING



Agenda – January 24, 2024

I.	Quorum Call/Call to Order	Jan Day	10:00
	a. Approval of December Meetings Minutes	Board of Directors	10:05
II.	Public Comment	Pat Mulvihill	10:05
III.	Staff Reports and Presentation		
	a. Financial Statements for November 2023	Tonya Carter	10:10 – 10:30
	b. Budget Timeline		
	c. Monthly Performance Report	Rob Stephens	
IV.	Action Items and Presentations for Board Meeting		10:30– 10:50
	a. Resolution 2023 – 11 Amendment for Options On Board Intelligent Transportation Systems	Chris Ward	
	b. Resolution 2024 – 1 Radio System Replacement (RFP20231831)	Chris Ward	
	c. Resolution 2024-02 Trapeze Trapeze Standard Data Exchange	Chris Ward	
	d. Resolution 2024-03 Facility Wide Contractor	Maria Harris	
	e. Resolution 2023-04 Amendment for Renewal of Vontas ITS Support and Maintenance	Joe Triplett Steve Miller	
	f. Resolution 2024-04 Executive Committee		
V.	Old Business	Jan Day	
VI.	New Business	Jan Day	
VII.	Proposed Agenda / Procurements		10:50 -11:00
	a. Digital Route Display Repair UPDATE	Rob Stephens	
	b. Trapeze Renewals	Joe Triplett	
	c. Fuel Update	Maria Harris	
VIII.	Adjournment		

TARC BOARD OF DIRECTORS MEETING



December 12, 2023 Board Meeting Minutes

The Board of Directors of Transit Authority of River City (TARC) met on December 12, 2023 at 1:30 p.m. in person at TARC, 1000 W. Broadway in the Board Room and virtually via teleconference as permitted by KRS 61.826.

Board Members Present

In Person

Ted Smith
Abbie Gilbert
Steve Miller
Tawanda Owsley

Virtual

Bonita Black
Michael Schnuerle

Declined

Jan Day

Dave Christopher – resigned from the TARC Board December 2023.

Meeting Called to Order

Ted Smith called meeting to order at 1:31 p.m.

Quorum Call

- November Board Meeting Minutes approved.
- November Special Board Minutes approved.

Action Items

Pat Mulvihill presented Resolution 2023-34 Legal Services

- TARC seeks professional legal firms to represent and assist TARC with its legal needs for General and Corporate Affairs, Labor and Employment, and Claims, Litigation and Settlement legal services.
- Legal Services Request for Proposals (RFP) 20231816 was sent to various legal firms, advertised in local newspapers, on TARC's website, and on TARC's Bonfire procurement portal in August 2023.
- TARC received seven (7) responsive and responsible proposals and the proposals were reviewed and independently scored by a committee of knowledgeable TARC team members, and the committee determined that oral presentations and interviews were needed, and four proposals were selected.
- The committee has determined a multi-vendor award as follows: (1) Turner, Keal and Button ("TKB") to primarily represent TARC in the area of Claims, Litigation and Settlements regarding property damage and personal injury; (2) Boehl, Stopher & Graves, LLP (BS&G) to represent TARC in the areas of 1. General and Corporate Affairs, 2. Labor and Employment matters, and 3. Claims, Litigation, and Settlements regarding property damage and personal injury, as determined by TARC on a supplemental and/or secondary basis; and (3) Wyatt Tarrant & Combs, LLP ("Wyatt") to assist in labor and employment matters as determined by TARC.

TARC BOARD OF DIRECTORS MEETING



- The proposals included a cost proposal for fair and reasonable pricing for the three-year base period of the contract and for the one-year optional extension for legal services.
- This resolution is seeking approval for the Executive Director to enter into a separate contract, respectively, with TKB, BS&G and Wyatt for a three-year period with a one-year optional extensions for the legal services.

The motion was duly moved for approval by Steve Miller. The motion seconded by Abbie Gilbert. The Board of Directors unanimously adopted the resolution.

Tonya Carter presented Resolution 2023-35 FTA Authorizing Signatures.

- The Federal Transit Administration (FTA) requires an agency's governing body to authorize or designate an official to act on behalf of the agency with regard to entering into agreements with the FTA.
- In order to ensure a smooth transition with regard to our communications with the FTA, as well as to assure our ability to file and execute grant agreements without interruption, this resolution requests that the Board authorize TARC's Chief Financial Officer, Tonya Carter, to act on behalf of TARC in these matters.

The motion was duly moved for approval by Ted Smith. The motion seconded by Abbie Gilbert. The Board of Directors unanimously adopted the resolution.

Staff Reports and Financials

Staff Reports

Rob Stephens presented the monthly operations report.

Since last board meeting

- TARC held the first of two focus groups with TARC3 riders and advocates for individuals with disabilities to gather community input for the upcoming TARC3 RFP.
- Executive Carrie Butler was honored by Business First as one of the region's most admired CEOs.
- Staff participated in the Light Up Louisville festivities and the District 1 community meeting.
- TARC announced a partnership with the Kentucky Science Center for the 2024 Design-a-Bus contest celebrating TARC's 50th Anniversary with the theme "The Periodic Elements of Louisville."
- Transportation Department completed the #23 Broadway on time performance pilot successfully and determined to make the program ongoing

Monthly Reports were as follows:

- Maintenance;
- Safety;
- Ridership;
- On Time Performance;
- Customer Service; and
- Paratransit.

Ted Smith asked a question in regards to hiring in all areas. Rob Stephens responded that overall TARC has a good hiring number. However, are short on Maintenance Technicians. We have added 3 new employees under the Maintenance Technician helper category.

TARC BOARD OF DIRECTORS MEETING



Abbie Gilbert asked a question in regards to the next focus group meeting. Rob Stephens responded that it was scheduled for Thursday, December 14. Abbie Gilbert suggested that maybe some of the Board Members would like to attend. Abbie stated she would like to be prepared if she is called in by the Metro Council to share what she has heard. Rob Stephens shared that there will more meetings in the future and will share the dates with the Board Members.

Tawanda Owsley asked a question in regards to the on-time performance report she noticed that TARC has been holding steady at 70 % to 75 % and she asked what is the strategy in place to move to 80%.

Rob Stephens shared that John Lockhart has a plan for more attention on the core routes, he has used a smaller version of the plan and is ready to expand to include more routes.

Tawanda Owsley followed up with pointing out some downward trends.

Rob Stephens stated that the dwell time on the bus between the coach operator and the passengers is where the increase in time has caused the down time in on time performance. He added that with the new Block by Block initiative we are planning for them to be on buses and stops. This group should be helping to answer passengers' questions before they board the buses and possibly cutting the dwell time on our buses.

Ted Smith asked if there is a group that is focused on this issue or if we handle the issue as it arises.

Rob Stephens responded that these interactions are very common. The coach operators are dealing with the homeless population, mental illness and many different scenarios. We are trying to add some resources not just law enforcement to help with these situations. Rob Stephens added how impressed he is with the Block by Block group in the downtown area.

More discussion continued among Board Members.

Financial Report

Tonya Carter presented the October Financials to the Board. Please refer to PowerPoint Presentation.

New Business

Ted Smith presented Resolution 2023-36 Executive Committee Creation.

- For those that have watched a couple of years of board meetings as I have, sometimes it's been a struggle to get a quorum and thus we've had several special board meetings this year precisely for those reasons. Bylaws enable the formation of an executive committee.
- The Board held a special meeting on September 25, 2023 to look at ways to improve the effectiveness and efficiency of Board and Committee structure and meetings.
- KRS 96A.070(7) and Article VIII of TARC's Bylaws contemplate the creation of an Executive Committee to help the Board transact business of TARC between regularly scheduled meetings of the Board.
- The TARC Board seeks to create a 3-member Executive Committee comprised of the following Board members: (1) Chair of the Board; (2) Vice-Chair of the Board; and (3) Chair of the Finance Committee, which also necessitates a change to TARC's Bylaws reducing the Executive Committee from 5 members to 3 members.
- The Board would create an Executive Committee as contemplated directly above, and amend its Bylaws accordingly to reflect such change.

TARC BOARD OF DIRECTORS MEETING



Tawanda Owsley present the following question: “so, the Executive Committee would discuss items and then bring to the Board the recommendation from Executive Committee? Is that how you see that committee moving forward?”

Ted Smith explained that the Executive Committee will have authority up to the limits of the statute, because otherwise we're left with the need to still have a full board looking at everything. I understand that there could be some concerns about that and maybe we should better clarify what the limits of the Executive Committee could be.

Tawanda Owsley stated, “I think we should just clarify what the limits are of the Executive Committee.”

More discussion is needed before the next Board Meeting.

Public Comments

Pat Mulvihill read the **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.

Public Comments and responses are posted on our website.

Proposed Agenda / Procurements

Rob Stephens presented the Proposed Agenda and Procurements list.

- a. Exercise of Options for Avail System;
- b. Purchase of Voice Radio Equipment;
- c. Support Services for Trapeze and Novus software and equipment;
- d. Fiscal Year 2025 Budget preview and timeline;
- e. Paratransit Vehicles;
- f. Paratransit Service;
- g. Facility Wide Building Maintenance and Construction; and
- h. Digital Route Display Repair.

Adjournment

Ted Smith made a motion to adjourn at 2:11 p.m. This motion was duly moved by Ted Smith and seconded by Tawanda Owsley and approved by the Board.

TARC BOARD OF DIRECTORS MEETING

Ted Smith Chair of the TARC Board of Director

Date



**TARC Board of Directors
Financial Summary
November 2023, Fiscal Year 2024**



Current Month Revenues Compared to Budget

Total Operating Revenues are over budget \$29,500 (pg. 2, line 9) due to all revenues being over budget except Special Fares Revenues and Recoveries. Total Non-Operating Revenues (Subsidies) are under budget \$848,208 (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 \$4,547,293 (pg. 2, line 25) due to timing of capital purchases. Total Revenues with Capital are under budget \$5,366,002 (pg. 2, line 27) mainly due to applying less federal reimbursement funds as mention above because operating expenses are under budget and timing of capital purchases.

Current Month Expenses Compared to Budget

Total Operating Expenses are under budget \$818,708 (pg. 2, line 41) due to all expenses being under budget except Casualty & Liability. Total Capital Expenses are under budget \$52,603 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$871,311 (pg. 2, line 50) due to Operating Expenses being under Budget.

Current Month Actual Summary

Total Operating Revenues are \$744,559 (pg. 2, line 9) and Total Operating Expenses are \$8,220,724 (pg. 2, line 41) bringing the net to an unfavorable balance to \$7,476,165 before Subsidies are applied. After applying Subsidies \$7,476,165 (pg. 2, line 16) the net balance 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 \$408,805 (pg. 2 line 9) due to all Operating Revenues being over budget except Special Fares. Total Non-Operating Revenues (Subsidies) are under budget \$4,557,242 (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 \$3,569,799 (pg. 2, line 25) mainly due to timing of capital purchases. Total Revenues with Capital are under budget \$7,718,235 (pg. 2, line 27) mainly due to applying less Subsidies and Capital Contributions.

YTD Expenses Compared to Budget

Total Operating Expenses are under budget \$4,148,436 (pg. 2, line 41) due to all expenses being under budget except Direct Labor. Total Capital Expenses are over budget \$182,589 (pg. 2, line 48) compared to budget. Total Expenses with Capital are under budget \$3,965,847 (pg. 2, line 50) due to Operating Expenses being under budget.

YTD Actual Summary

Total Operating Revenues are \$3,945,346 (pg. 2, line 9) and Total Operating Expenses are \$41,140,700 (pg. 2, line 41) bringing the net to an unfavorable balance of \$37,195,354 before Subsidies are applied. After applying Subsidies \$37,195,354 (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 net is balanced for the year-to-date on the Statement of Revenues – Expenses before applying the MTTF Revenue receipts. MTTF receipts for revenue deposits is over budget \$3,168,934 (pg. 7) year-to-date. We currently have a favorable balance before capital year-to-date of \$3,168,933 (pg. 8) due to the MTTF revenue deposits being over budget. MTTF Net Profit Fees are over \$425,038 (pg. 7) and Employee Withholdings are up \$1,309,591 (pg. 7) year-to-date compared to last year.

Statement of Revenue - Expenses - with Capital Contributions

November 2023, Fiscal Year 2024



Description	FY24 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	4,859,906	431,548	396,450	35,098	2,254,944	2,027,606	227,338	53.60%
2 Paratransit Fares	960,000	82,831	80,000	2,831	407,713	400,000	7,713	57.53%
3 Special Fare Revenues (UofL, UPS and etc)	1,535,890	120,154	150,000	(29,846)	639,095	665,890	(26,795)	58.39%
4 Comp Specials	0	0	0	0	0	0	0	0.00%
5 Advertising Revenue	650,000	54,167	54,167	0	270,833	270,835	(2)	58.33%
6 Other Agency Revenues	363,300	55,530	30,275	25,255	235,103	151,375	83,728	35.29%
7 Total Recoveries-Insurance	50,000	330	4,167	(3,837)	137,659	20,835	116,824	-175.32%
8				0				
9 Operating Revenues	8,419,096	744,559	715,059	29,500	3,945,346	3,536,541	408,805	53.14%
10								
11 MTF Contributions- Federated	62,616,384	5,695,466	5,695,466	0	25,589,209	25,589,209	0	59.13%
12 Local Government Funds - MTF	1,261,975	(167,299)	84,115	(251,414)	164,800	483,725	(318,925)	86.94%
13 Federal Reimbursement Funds - FTA	36,651,990	1,738,429	2,544,792	(806,363)	11,096,936	15,355,158	(4,258,222)	69.72%
14 State Government Funds	1,276,642	209,569	0	209,569	344,409	324,504	19,905	73.02%
15								
16 Total Non-Operating Revenues	101,806,991	7,476,165	8,324,373	(848,208)	37,195,354	41,752,596	(4,557,242)	63.46%
17								
18 Total Revenues Before Cap Contributions	110,226,087	8,220,724	9,039,432	(818,708)	41,140,700	45,289,137	(4,148,437)	62.68%
19								
20 Local Government Funds - MTF, Cap	6,384,870	(1,374,924)	1,036,754	(2,411,678)	174,283	2,575,210	(2,400,927)	97.27%
21 Federal Reimbursement Funds - FTA, Cap	25,816,643	525,015	4,147,014	(3,621,999)	7,407,471	10,300,834	(2,893,363)	71.31%
22 State Government Funds, Cap	0	1,486,384	0	1,486,384	1,724,491	0	1,724,491	0.00%
23 Other Agencies Revenue, Cap	0	0	0	0	0	0	0	0.00%
24								
25 Total Capital Contributions	32,201,513	636,475	5,183,768	(4,547,293)	9,306,245	12,876,044	(3,569,799)	71.10%
26								
27 Total Revenues	142,427,600	8,857,200	14,223,200	(5,366,002)	50,446,946	58,165,181	(7,718,235)	64.58%
28								
29								
Expenses								
30								
31								
32 Labor	33,240,842	2,706,535	2,788,395	(81,860)	13,988,660	13,823,293	165,367	57.92%
33 Fringes & Benefits	30,712,129	2,328,653	2,493,062	(164,409)	11,929,046	12,811,027	(881,981)	61.16%
34 Services	7,737,546	349,338	641,747	(292,409)	2,222,280	3,253,673	(1,031,393)	71.28%
35 Materials	9,035,040	579,308	758,395	(179,087)	3,287,840	3,711,322	(423,482)	63.61%
36 Utilities	1,205,000	77,185	100,417	(23,232)	396,522	502,085	(105,563)	67.09%
37 Casualty & Liability	3,827,100	740,521	318,926	421,595	1,922,355	1,594,630	327,725	49.77%
38 Purchased Transportation	23,507,410	1,415,802	1,855,032	(439,230)	7,260,885	9,208,317	(1,947,432)	69.11%
39 Interest Expense	0	0	0	0	0	0	0	0.00%
40 Other Expenses	961,020	23,382	83,458	(60,076)	133,114	384,790	(251,676)	86.15%
41 Operating Expenses	110,226,087	8,220,724	9,039,432	(818,708)	41,140,701	45,289,137	(4,148,436)	62.68%
42								
43								
44								
45 Development Cost & Loss on Disposal	2,083,268	19,332	64,346	(45,014)	49,634	190,673	(141,039)	97.62%
46 Depreciation Expenses	12,579,047	1,012,296	1,019,884	(7,588)	5,111,749	4,788,121	323,628	59.36%
47 Loss on Disposal of Assets	0	0	0	0	0	0	0	0.00%
48 Total Capital Expenses	14,662,315	1,031,627	1,084,230	(52,603)	5,161,383	4,978,794	182,589	64.80%
49								
50 Total Expenses	124,888,402	9,252,351	10,123,662	(871,311)	46,302,084	50,267,931	(3,965,847)	62.93%
51								
52								
53 Revenue / Expense Difference Before Capital	0	0	0	0	(1)	0	(1)	0.00%
54								
55 Revenue / Expense Difference After Capital	17,539,198	(395,151)	4,099,538	(4,494,691)	4,144,862	7,897,250	(3,752,386)	76.37%



Balance Sheet

November 2023, Fiscal Year 2024

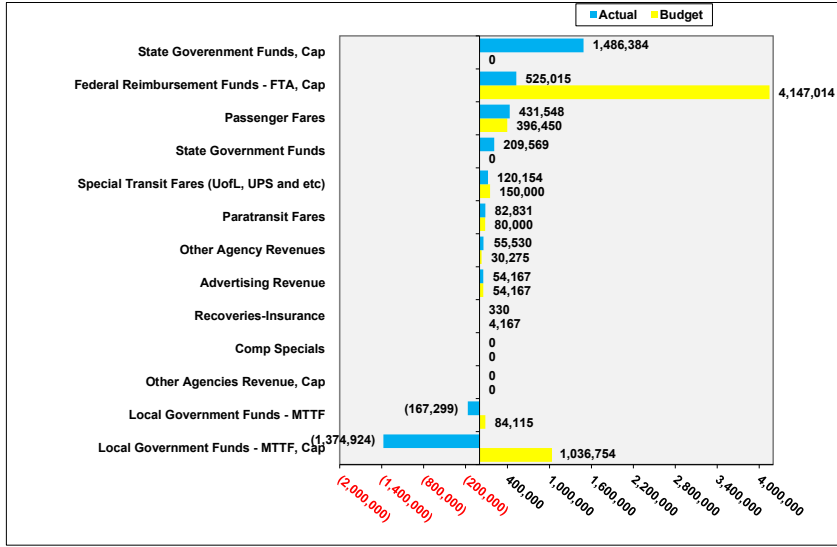
Assets	FY 24	FY 23	Liabilities, Reserves & Capital	FY 24	FY 23
Current Assets			Current Liabilities		
Cash & Cash Items	3,937,673	2,894,222	Long Term Debt	0	0
Short Term Investments	6,785,025	10,030,173	Short Term Debt	0	0
Accounts Receivable	94,343,383	90,272,566	Trade Payables	11,973,853	5,938,895
Interest Receivable	0	253	Accrued Payroll Liabilities	4,147,113	4,409,519
Due From Grant	80,000	80,000	Estimated Workmans Compensation	4,958,961	4,079,706
Materials & Supplies	2,488,350	1,918,503	Accrued Tax Liabilities	0	0
Total Current Assets	107,634,430	105,195,717	Unredeemed Tickets & Tokens	2,087,638	1,656,493
Other Assets			Reserves - Injury & Damages	1,720,100	1,497,500
Prepaid Insurance & Dues & WIP	1,421,588	1,654,081	Due To Operations	80,000	80,000
Total Other Assets	1,421,588	1,654,081	Unearned Capital Contributions	80,527,475	86,219,775
Fixed Assets			Other Current Liabilities (Health Ins.)	4,384,582	3,513,121
Land	3,773,249	3,187,624	Total Current Liabilities	109,879,721	107,395,008
Buildings	51,818,114	49,683,200	Equity		
Coaches	140,117,391	129,428,769	Retained Earnings	4,144,862	(3,083,217)
Office Equipment	10,926,863	10,565,331	Prior Year Retained Earning	78,763,717	78,980,037
Other Equipment	21,097,184	23,779,581	Total Equity	82,908,579	75,896,820
Development Costs	257,422	429,755	Total Liabilities & Equity	192,788,300	183,291,828
Vehicle Exp - Operating	1,420,405	1,420,405			
Other Equipment -Operating	185,103	189,242			
Total Fixed Assets	229,595,730	218,683,908			
Less Accumulated Depreciation					
Accumulated Depr Land	808,440	764,741			
Accumulated Depr Buildings	30,801,264	29,284,169			
Accumulated Depr Coaches	86,610,326	81,932,289			
Accumulated Depr Office Equipment	9,524,916	9,157,689			
Accumulated Depr Other Equipment	16,853,665	19,212,068			
Accumulated Depr Development Cost	49,634	114,058			
Accumulated Depr Vehicle Exp - Opr	1,060,262	1,004,136			
Accumulated Depr Other Equipment Op	154,939	142,729			
Total Depreciation	145,863,448	141,611,878			
Net Fixed Assets	83,732,283	77,072,030			
Total Assets	192,788,300	183,921,828			

Actual Revenue vs. Budget

November 2023, Fiscal Year 2024



Current Month Revenues



MTTF \$5,695,466 Actual = \$5,695,466 Budget

- Passenger fares \$35,098 ▲
- Paratransit fares \$2,831 ▲
- Special fares \$29,846 ▼
- Other Agency Revenues \$25,255 ▲
- Federal Reimbursement Funds - FTA CAP \$3,621,999 ▼

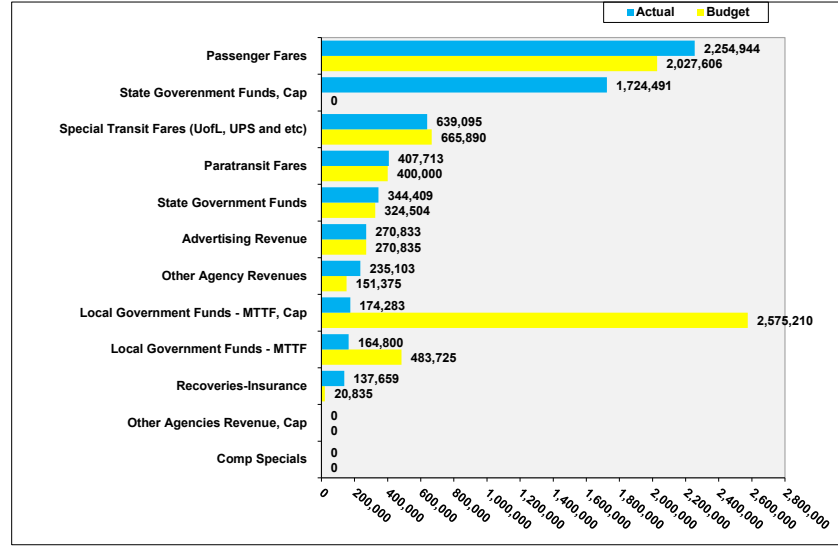
CM

- * Special fare are under budget \$29,846 mainly due to timing of billing and not increasing contracts
- * Other Agency Revenues are over budget \$25,255 mainly due to interest income
- * Federal Reimbursement Funds - FTA, Cap is under budget \$3,621,999 mainly due to timing of capital projects like bus purchases, purchased transportation vehicles and security enhancements

YTD

- * Total Recoveries are over budget \$116,824 mainly due to billing for reimbursement on accidents in the prior month
- * Federal Reimbursement Funds - FTA is under budget \$4,258,222 due to operating expenses being under budget and operating revenues being over budget
- * Federal Reimbursement Funds - FTA, Cap is under budget \$2,893,363 mainly due to timing of capital expenditures as stated in current month

Year to Date Revenues



MTTF \$25,589,209 Actual = \$25,589,209 Budget

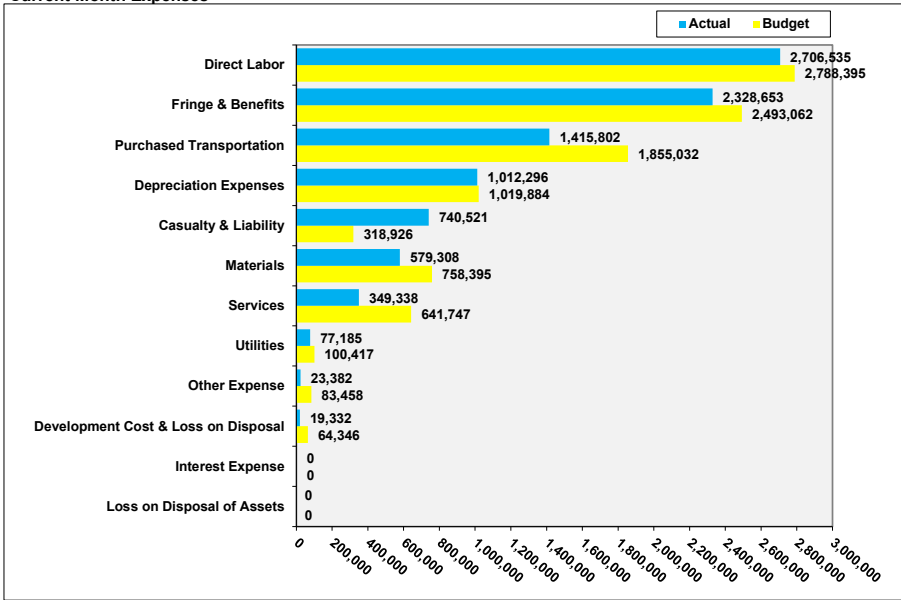
- Federal Reimbursement Funds - FTA \$11,096,936 Actual < \$15,355,158 Budget
- Federal Reimbursement Funds - FTA, Cap - \$7,407,471 Actual < \$10,300,834 Budget
- Passenger fares \$227,338 ▲
- Paratransit fares \$7,713 ▲
- Total Recoveries - Insurance \$116,824 ▲
- Federal Reimbursement Funds - FTA \$4,258,222 ▼
- Federal Reimbursement Funds - FTA, Cap \$2,893,363 ▼

Actual Expenses vs. Budget

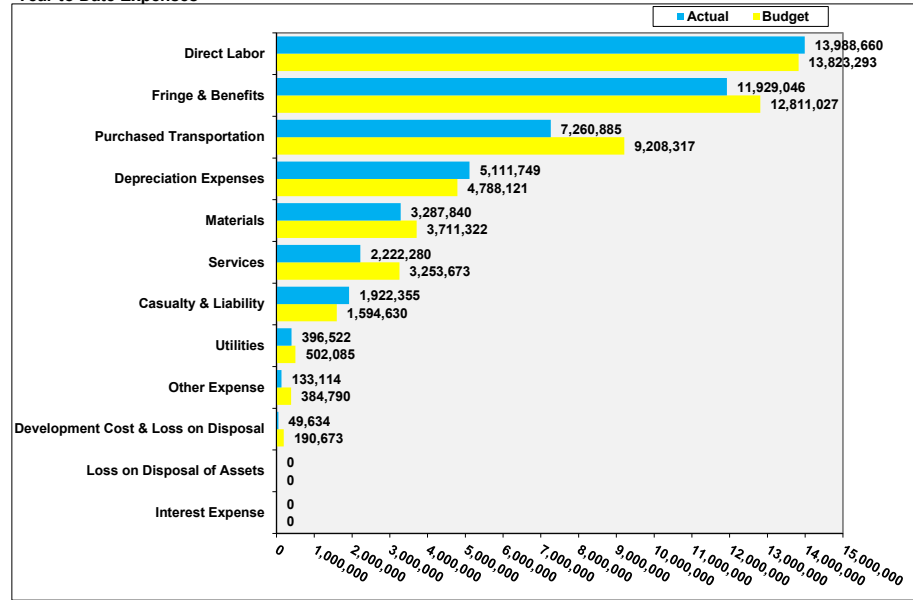
November 2023, Fiscal Year 2024



Current Month Expenses



Year to Date Expenses



Direct Labor \$81,860 ▲ Total Labor \$25,793 ▼
 Fringe & Benefits \$164,409 ▼
 Casualty & Liability \$421,595 ▲
 Purchased Transportation \$439,230 ▼

Direct Labor \$165,367 ▲ Total Labor \$140,513 ▼
 Fringe & Benefits \$881,981 ▼
 Casualty & Liability \$327,725 ▲
 Purchased Transportation \$1,947,432 ▼

CM

- * Fringe & Benefits are under budget \$164,409 mainly due to Pension, Medical and Worker's Compensation being under budget
- * Casualty & Liability is over budget \$421,595 mainly due to 4 increased claims
- * Purchased Transportation is under budget \$439,230 mainly due to Taxi trips being under budget and mobility as a service

YTD

- * Fringe & Benefits are under budget \$881,981 mainly due to Pension and Medical being under budget an offset by Workers Compensation being over budget
- * Casualty & Liability is over budget \$327,725 mainly due to current month increases
- * Purchased Transportation is under budget \$1,947,432 mainly due to revenue hours, fuel and mobility as a service

MassTransit Trust Fund (MTTF) Revenue Deposits



Deposit to Budget Difference FY 2024

Month	FY 24 Actual Deposits	FY 24 Budget Deposits	Difference	YTD Total	Current Month	YTD
July	\$5,772,993	\$4,832,901	\$940,092	\$940,092	19.45%	
August	\$4,556,894	\$5,053,662	(\$496,768)	\$443,324	-9.83%	4.48%
September	\$6,379,852	\$5,225,029	\$1,154,823	\$1,598,147	22.10%	10.58%
October	\$5,188,606	\$3,508,717	\$1,679,889	\$3,278,036	47.88%	17.60%
November	\$4,364,470	\$4,473,572	(\$109,102)	\$3,168,934	-2.44%	13.72%
December		\$6,400,979	(\$6,400,979)	(\$3,232,045)	-100.00%	-10.96%
January		\$6,329,856	(\$6,329,856)	(\$9,561,901)	-100.00%	-26.69%
February		\$4,578,304	(\$4,578,304)	(\$14,140,205)	-100.00%	-35.00%
March		\$5,839,108	(\$5,839,108)	(\$19,979,313)	-100.00%	-43.21%
April		\$11,523,802	(\$11,523,802)	(\$31,503,115)	-100.00%	-54.54%
May		\$5,215,370	(\$5,215,370)	(\$36,718,485)	-100.00%	-58.30%
June		\$6,660,085	(\$6,660,085)	(\$43,378,570)	-100.00%	-62.29%
TOTAL	\$26,262,815	\$69,641,385				

MTTF Revenue Deposits - Actuals

LOUISVILLE METRO REVENUE COMMISSION TARC LICENSE FEE TRANSACTIONS
--

	November 2023	November 2022	YTD FYE 2024	YTD FYE 2023	Difference Amount	Percent Change
Receipts						
Employee Withholding	\$ 4,631,708	\$ 4,050,999	\$ 23,778,113	\$ 22,468,522	\$ 1,309,591	5.83%
Individual Fees	-	138	-	338	(338)	-100.00%
Net Profit Fees	(340,581)	319,468	2,170,281	1,745,243	425,038	24.35%
Interest & Penalty	100,091	113,407	486,003	450,963	35,040	7.77%
Total Collections	\$ 4,391,218	\$ 4,484,012	\$ 26,434,397	\$ 24,665,066	\$ 1,769,331	7.17%
Investment Income	\$ 32,533	\$ 16,883	\$ 135,282	\$ 35,436	\$ 99,846	281.76%
Total Receipts	\$ 4,423,751	\$ 4,500,895	\$ 26,569,679	\$ 24,700,502	\$ 1,869,177	7.57%
Disbursements						
Collection Fee	\$ 59,281	\$ 60,534	\$ 356,864	\$ 332,977	\$ 23,887	7.17%
Reversal of FY22 Investment Income	\$ -	\$ -	\$ -	\$ 4,534	\$ (4,534)	
Total Disbursements	\$ 59,281	\$ 60,534	\$ 356,864	\$ 337,511	\$ 23,887	7.08%
Due Mass Transit	\$ 4,364,470	\$ 4,440,361	\$ 26,212,815	\$ 24,362,991	\$ 1,849,824	7.59%
Less Previous Payments			21,848,345	19,922,630	1,925,715	9.67%
Payable To Trust Fund			\$ 4,364,470	\$ 4,440,361	\$ (75,891)	-1.71%



Year to Date Summary

November 2023, Fiscal Year 2024

Actual Compared to Budget YTD

	Good	In the Red	
Total Revenues before Capital are Over/ Under by (pg. 2, line 18)		\$4,148,437	
Total Expenses are Over/ Under by (pg. 2, line 41)	\$4,148,436		
MTTF Revenue Deposits are Over /Under by (pg. 7)	\$3,168,934		
November has a favorable balance before Capital of	\$7,317,370	\$4,148,437	\$3,168,933

Actual Revenues over Expenses

Operating Revenues	\$3,945,346
Operating Expenses	\$41,140,701
Net Gain/(Loss) before MTTF	(\$37,195,354)
MTTF Approved Contributions	\$25,589,209
Net Gain/(Loss) before Subsidies	(\$11,606,145)
 Subsidies	
ARP	\$9,604,144
5307 Federal Formula dollars to be used as (CEER)	\$1,492,792
MTTF Local Share	\$164,800
State Contributions	\$344,409
Total Subsidies	\$11,606,145
 Net Gain/(Loss) before Capital	 \$0

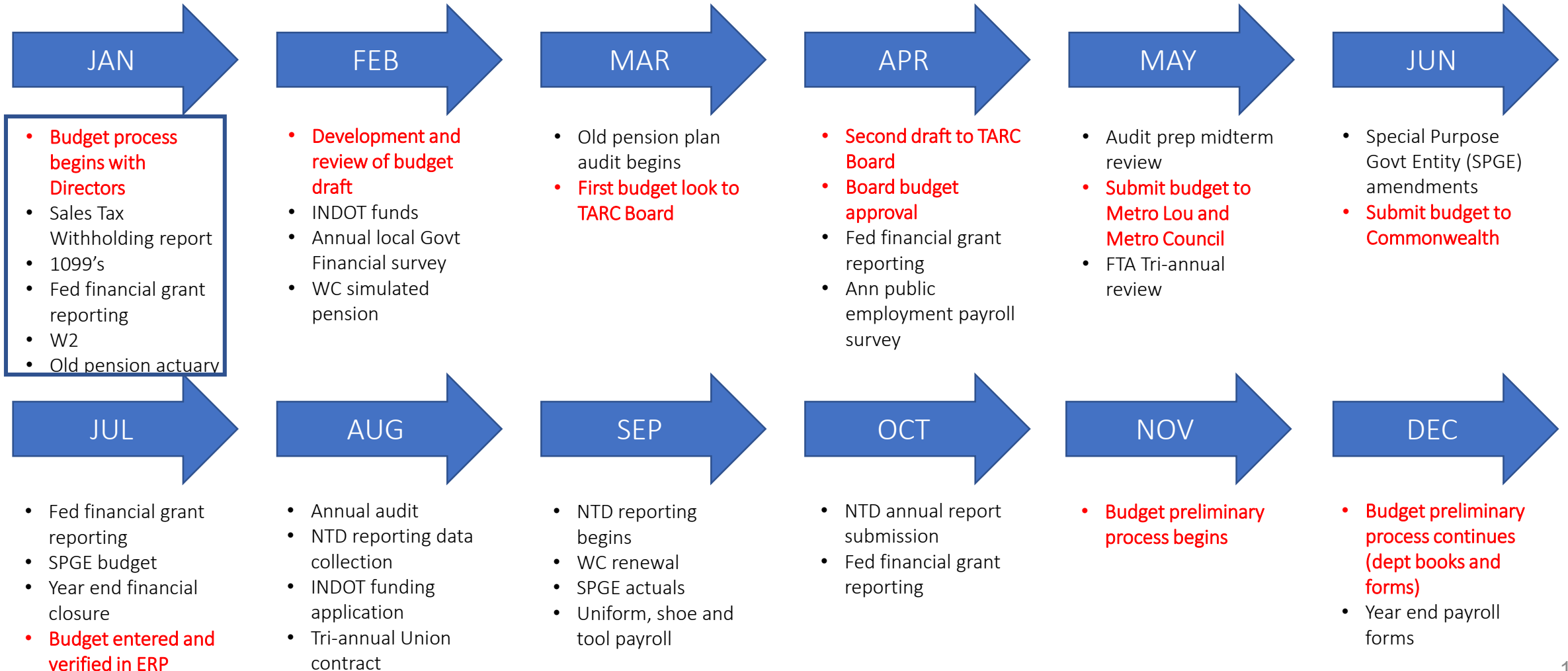


Reimbursement Funds Only and a One Time Funding Source

	TARC Share	Actual YTD FY 2023	Actual YTD FY 2024	Remaining Balance	Budget YTD FY 2024	Actual FY 2024 vs Budget FY 2024
ARP***	\$48,293,376	\$9,596,003	\$9,604,144	\$29,093,229	\$28,695,496	(\$19,091,352)

*** KY-2022-003 was approved/Executed 5/24/2022 end of FY 2022

ANNUAL FINANCIAL CALENDAR





BOARD OF DIRECTORS
JANUARY 24, 2024

JANUARY OPERATIONAL UPDATE

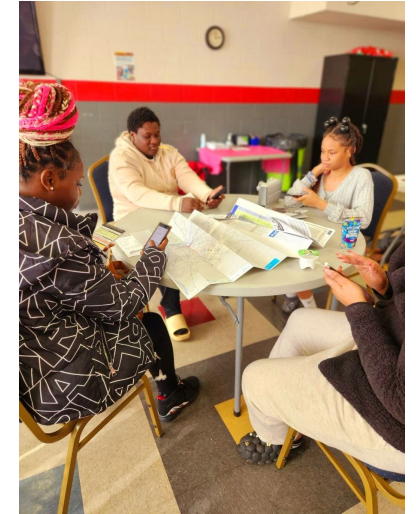




HIGHLIGHTS

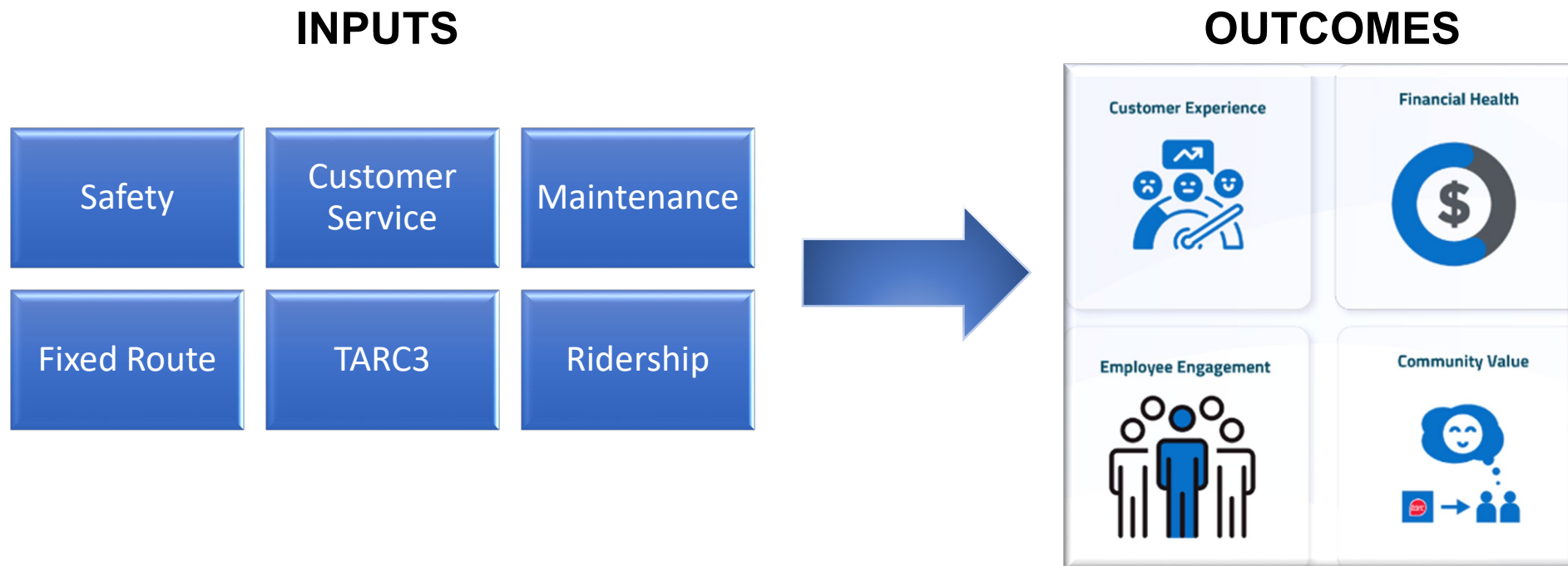
SINCE THE LAST BOARD MEETING ...

- TARC completed the initial set of focus groups with TARC3 riders and advocates for individuals with disabilities to gather community input for the upcoming TARC3 RFP
- TARC gave travel training to 90 5th grade students at Bloom Elementary
- TARC took over advertising sales responsibilities for TARC bus shelters, opening up a new potential revenue stream for TARC
- TARC hosted St. George’s Scholar Institute – an afterschool program based at the California Community Center – at TARC HQ, complete with a bus riding tutorial and visit to the bus barn
- TARC celebrated the graduation of 8 new coach operators with a ceremony in the Union Station lobby



MONTHLY REPORT

- **Performance Dashboard** - to communicate operating performance in service delivery and utilization. Utilize standard measures used throughout the transit industry, setting goals and putting systems in place to achieve them.
- **Continuous Improvement** - identify areas for improvement and create action plans to demonstrate progress toward our goals.
- **Success Outcomes** - align with Strategic Plan Scorecard and TARC'S Primary Strategic Priorities.

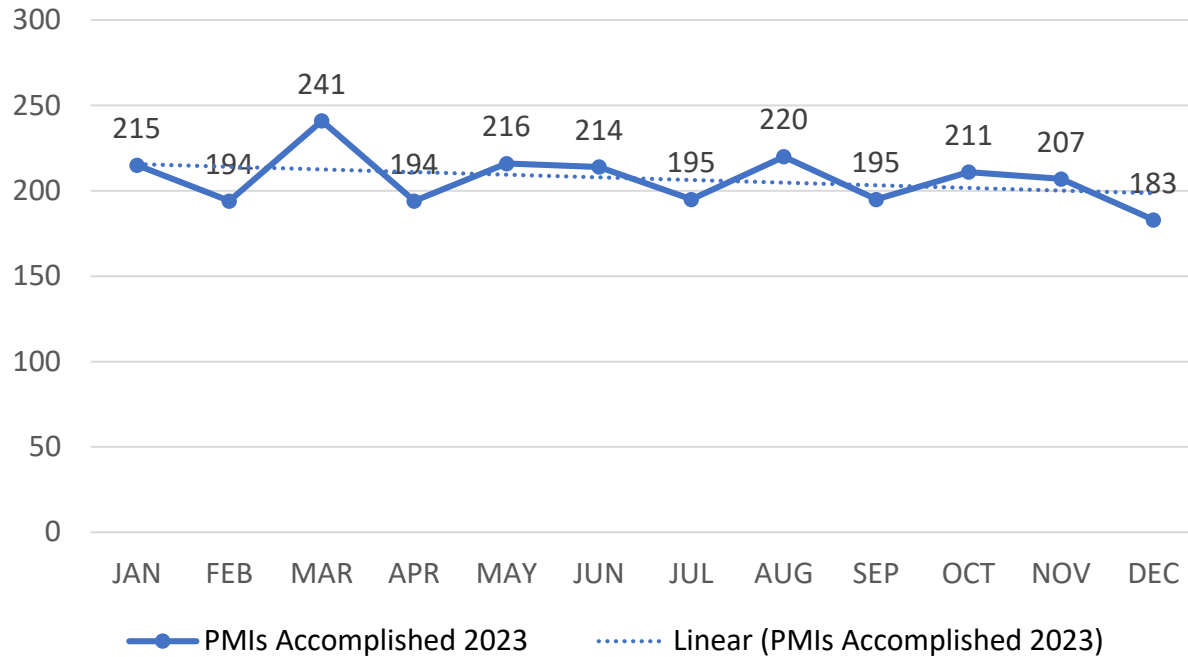




MAINTENANCE

Target PMI: 220
Total Vehicle PMIs: 183

Preventive Maintenance Inspections (PMI)
Accomplished 2023



Coach Maintenance Plan Includes:

3,000 mile inspection:

- Road Test
- Check engine compartment
- Check under coach to include brake systems
- Check Interior-Exterior
- Lube under carriage

6,000 mile inspection:

- Change engine oil, engine fuel filter, and oil filters
- Perform 3,000 mile inspection

12,000 mile inspection

- Perform brake Tapley
- Perform 6,000 mile inspection

24,000 mile inspection

- Change engine air filter and change hydraulic oil filter
- Perform 12,000 mile inspection

48,000 mile inspection

- Fluid change
- Inspect transmission
- Sample transmission fluid

96,000 mile inspection

- Transmission fluid and filter change
- Inspect transmission
- Sample transmission fluid

* FTA allows a 10 percent deviation from the scheduled interval as being considered on time and 80 percent of the total inspections for any mode or operation is considered on time.

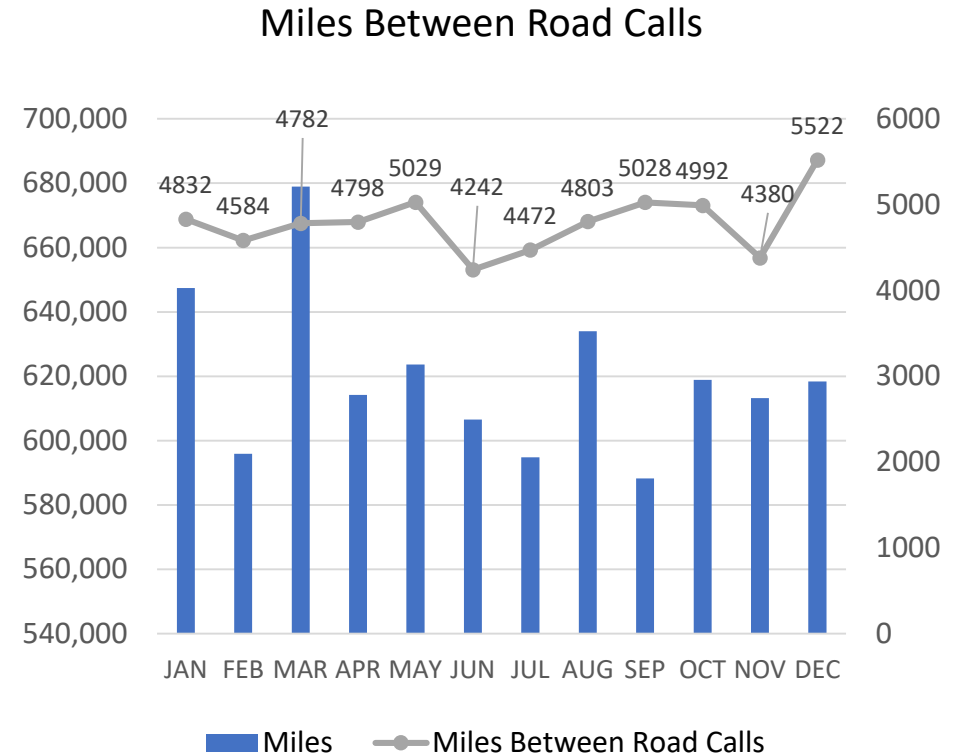


MAINTENANCE

MILES BETWEEN MECHANICAL FAILURES

	Miles	Chargeable Road Calls	Miles Between Road Calls
Jan	647,430	134	4,832
Feb	595,858	130	4,584
Mar	678,987	142	4,782
Apr	614,176	129	4,798
May	623,666	124	5,029
Jun	606,540	143	4,242
July	594,791	133	4,472
Aug	634,015	132	4,803
Sep	588,249	117	5,028
Oct	618,903	124	4,992
Nov	613,224	140	4,380
Dec	618,417	112	5,522

December: Total Miles Between Road Calls = **5522**
Target Miles Between Road Calls = **5000**



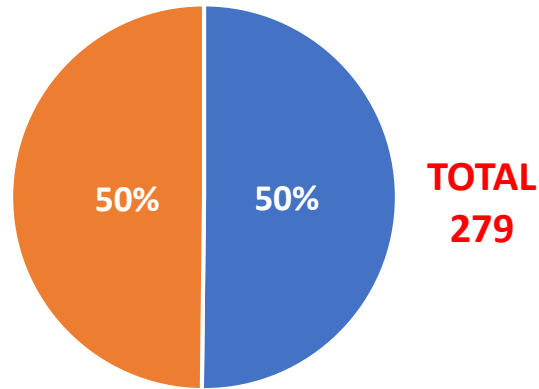
A Mechanical Road Call occurs when mechanical problems prevent the revenue vehicle from completing a scheduled revenue trip, or from starting the next scheduled revenue trip because actual movement is limited, or because of safety concerns.



MAINTENANCE

CHARGEABLE VS NON-CHARGEABLE ROAD CALLS

November 2023 Maintenance Road Calls

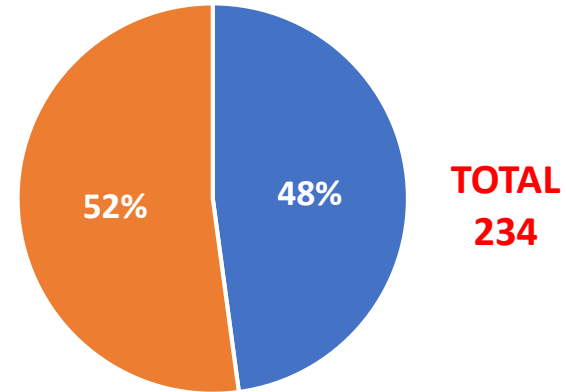


■ Chargeable Road Calls 140 ■ Non-Chargeable Roads Calls 139

Chargeable Categories

- Brakes
- Chassis & Doors
- Electrical System
- Engine
- Fuel Systems
- HVAC
- Transmission
- Wheelchair Lift

December 2023 Maintenance Road Calls



■ Chargeable Road Calls 112 ■ Non-Chargeable Roads Calls 122

Non-Chargeable Categories

- Farebox
- Radio
- Camera
- Tires
- Unit
- Main Cabin



MAINTENANCE

ACTION PLAN

Items	Status
Create additional recruitment efforts	<ol style="list-style-type: none">1) Job postings2) New hiring business card with QR code and contact information
Bus Deep Cleaning	102% of 167 operating coaches – 176/171
Bus Pest Control Cleaning	<ol style="list-style-type: none">1) Pests are under control; maintaining treatment plan2) Fleet is treated at least three times a month3) Bus garage is cleaned on weekdays, trash cans and dumpsters emptied4) Communicating preventive measures
Covert alarm testing campaign	<ol style="list-style-type: none">1) Assessment - Completed2) System operational3) 10% require scheduled maintenance (loose components, missing hardware, etc.)
Predictive Maintenance	<ol style="list-style-type: none">1) Scheduling other campaigns, in progress2) 11 new buses were released into revenue service3) Fleet and facilities HVAC system inspections



SAFETY

SAFETY PREVENTABLE ACCIDENTS

Monthly

9

TYPE OF ACCIDENT

Fixed Object	5	55.6%
Moving Vehicle	2	22.2%
Backing	2	22.2%

YTD

69

PREVENTABLE ACCIDENTS / 100K MILES

Monthly

1.7

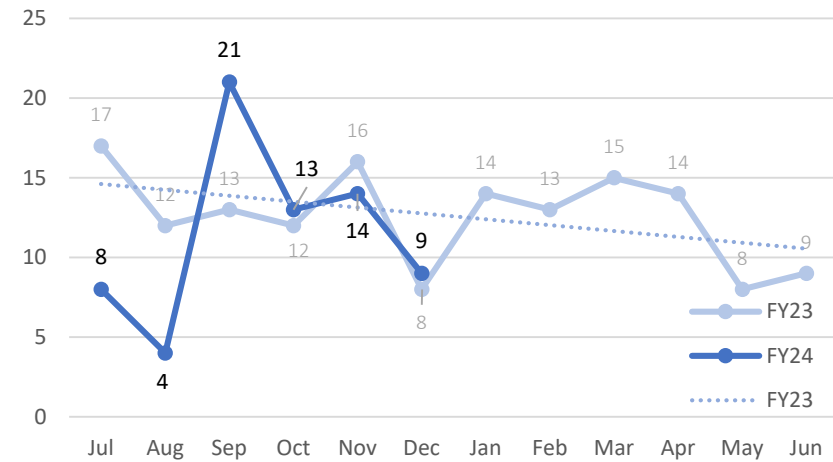
YTD AFR Goal

2.3

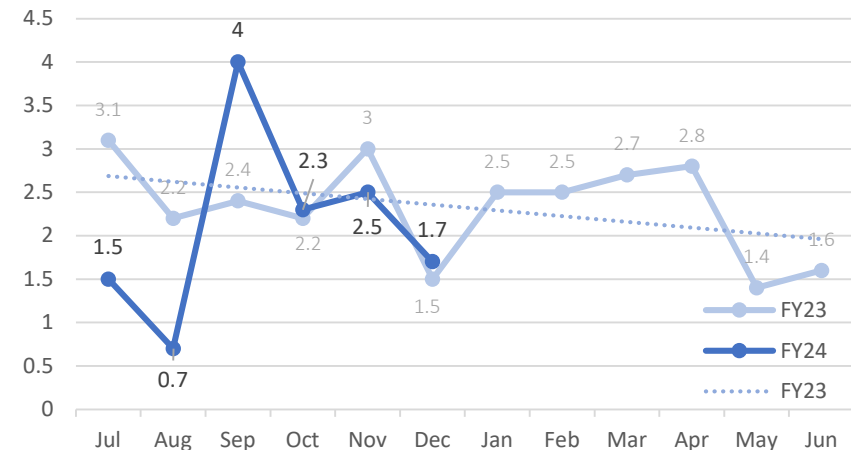
YTD

2.1

FY24 PREVENTABLE ACCIDENTS



PREVENTABLE ACCIDENT AFR FY23 vs FY24



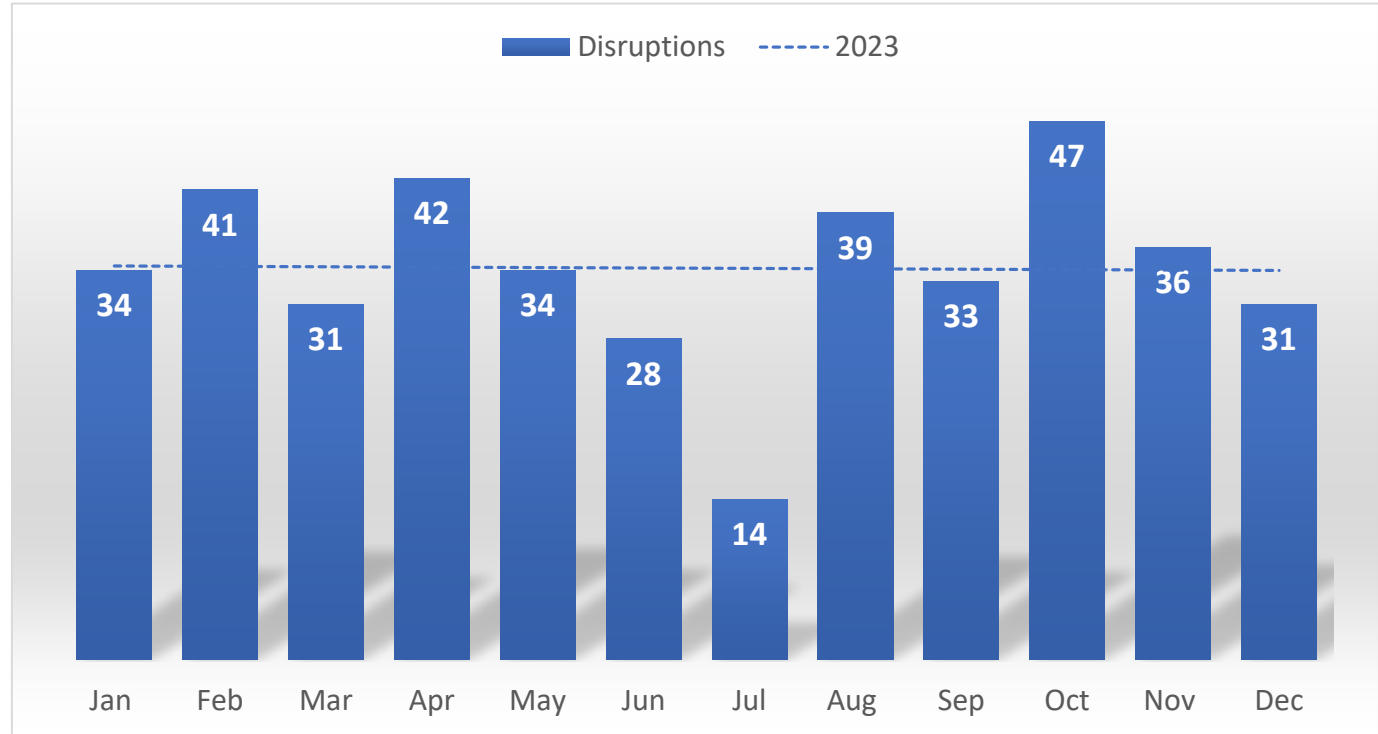


SAFETY

PASSENGER DISRUPTIONS BY LINE JAN THROUGH DEC

Route ID	Disruptions
Broadway - #23	82
Dixie Rapid - #10	39
Preston - #28	38
Fourth St - #4	38
Oak-Westport - #25	26
Dixie Hwy - #18	19
Muhammad Ali - #19	17
Market St - #15	16
Bardstown - #17	15
Chestnut St - #21	14
Shelbyville Rd - #31	14
Sixth St - #6	13
J'ville-Lou-New Albany - #71	13
Taylorsville Rd - #40	12
Clarksville - #72	10
Portland Poplar Level - #43	8
Crums Lane - #63	8
Eastern Pkwy - #29	7
Second St - #2	7
Hill St - #27	7
Twelfth St - #12	3
Cardinal - #94	2
Outer Loop - #46	1
Med Ctr - #52	1

TOTAL PASSENGER DISRUPTIONS - JAN THROUGH DEC



PASSENGER DISRUPTIONS

This Month Total

31

Monthly Avg

34.2



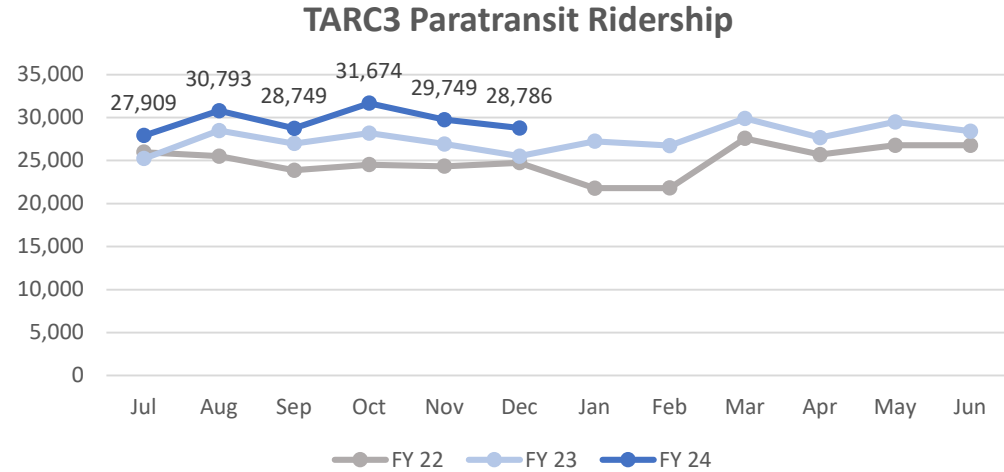
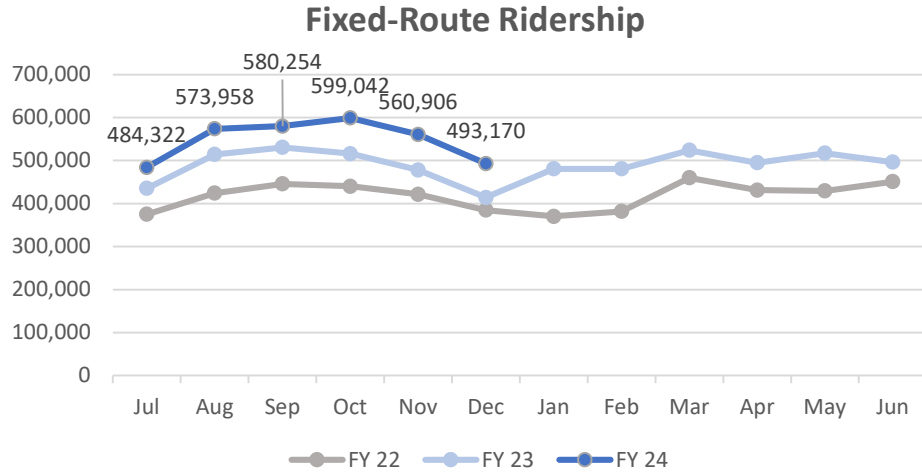
SAFETY

ACTION PLAN

Items	Status
January Safety Highlight - Safe Winter Weather Habits	Short video discussing 3-point contact going up/down steps/stairs Walk like a penguin for more stability, hands out of pockets to break fall Thorough pre-trip inspection on defroster, wipers, washer, and lights Increase following distance and decrease speed
APTA Safety Audit	Working on coordination of schedules to review TARC's safety procedures/processes and interviews for department directors regarding safety Review assessment of their findings at the conclusion of the audit



DECEMBER RIDERSHIP



FIXED ROUTE

Monthly **493K** -12.1% VLM
 19% VLY YTD **3,292K**

PARATRANSIT

Monthly **29K** -3.2% VLM
 12.8% VLY YTD **178K**

COMBINED

This Month, Last Year **440K** This Month, This Year **522K**

Performance Indicator	Fixed-Route System			Paratransit (TARC3)		
	FY24 YTD	FY23 YTD	FY22 YTD	FY24 YTD	FY23 YTD	FY22 YTD
Total Ridership	3,291,652	5,882,660	5,016,283	177,660	330,793	299,412
Weekday Ridership	2,769,598	5,203,973	4,429,315	146,176	280,874	254,834
Saturday Ridership	287,341	382,620	325,458	14,236	25,040	22,640
Sunday/Holiday Ridership	220,511	296,067	261,510	17,248	22,186	17,940
Total Revenue Miles	3,20,698	6,520,833	6,372,079	2,146,687	3,648,867	3,855,246
Total Revenue Hours	265,990	547,944	542,472	141,392	266,904	237,715
Trips per Revenue Mile	1.00	0.9	0.79	.08	0.09	0.08
Trips per Revenue Hour	12.32	10.74	9.25	1.28	1.24	1.26

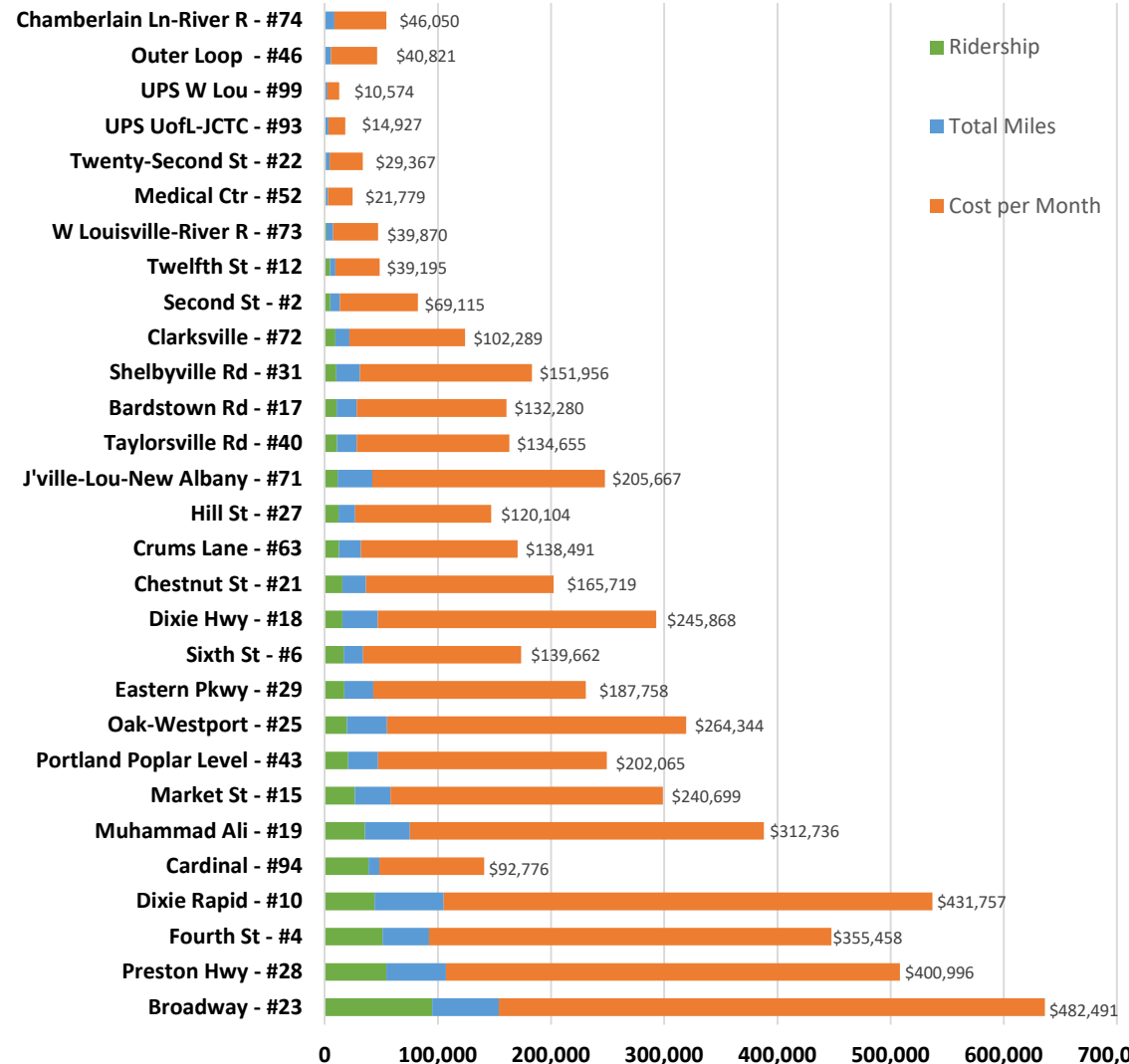


ROUTE COMPARISON - OCT THRU DEC AVERAGE

Route	Ridership	Total Miles	Bus Hours	Cost per Month	Peak Vehicles	Cost per Boarding
Broadway - #23	94,966	58,863	4,988	\$ 482,491	14	\$ 5.07
Preston Hwy - #28	54,419	52,723	3,977	\$ 400,996	10	\$ 7.37
Fourth St - #4	51,223	41,045	3,777	\$ 355,458	9	\$ 6.96
Dixie Rapid - #10	44,153	60,876	4,101	\$ 431,757	8	\$ 9.80
Cardinal - #94	38,659	9,552	1,037	\$ 92,776	13	\$ 2.78
Muhammad Ali - #19	35,646	39,683	3,165	\$ 312,736	9	\$ 8.78
Market St - #15	26,564	31,595	2,390	\$ 240,699	8	\$ 9.06
Portland Poplar Level - #43	20,786	26,409	2,011	\$ 202,065	7	\$ 9.75
Oak-Westport - #25	19,472	35,601	2,585	\$ 264,344	6	\$ 13.66
Eastern Pkwy - #29	17,292	25,618	1,821	\$ 187,758	4	\$ 10.90
Sixth St - #6	16,776	17,103	1,441	\$ 139,662	4	\$ 8.35
Dixie Hwy - #18	15,742	31,230	2,487	\$ 245,868	6	\$ 15.63
Chestnut St - #21	15,635	20,816	1,687	\$ 165,719	5	\$ 10.62
Crums Lane - #63	12,498	19,520	1,316	\$ 138,491	4	\$ 11.13
Hill St - #27	12,328	14,550	1,246	\$ 120,104	3	\$ 9.77
J'ville-Lou-New Albany - #71	11,279	30,713	1,878	\$ 205,667	6	\$ 18.24
Taylorville Rd - #40	10,874	17,481	1,346	\$ 134,655	4	\$ 12.41
Bardstown Rd - #17	10,496	17,811	1,294	\$ 132,280	4	\$ 12.64
Shelbyville Rd - #31	10,220	20,909	1,466	\$ 151,956	5	\$ 14.93
Clarksville - #72	9,382	12,382	1,062	\$ 102,289	3	\$ 10.91
Second St - #2	4,864	8,484	712	\$ 69,115	2	\$ 14.37
Twelfth St - #12	4,533	4,949	398	\$ 39,195	1	\$ 8.67
W Louisville-River R - #73	1,554	5,838	369	\$ 39,870	3	\$ 25.74
Medical Ctr - #52	1,052	1,841	261	\$ 21,779	2	\$ 20.76
Twenty-Second St - #22	880	3,422	311	\$ 29,367	1	\$ 33.65
UPS UofL-JCTC - #93	745	2,396	129	\$ 14,927	1	\$ 20.22
UPS W Lou - #99	610	1,671	92	\$ 10,574	1	\$ 17.49
Outer Loop - #46	467	4,904	425	\$ 40,821	3	\$ 94.75
Chamberlain Ln-River R - #74	423	8,058	368	\$ 46,050	3	\$ 110.81

3-Month Average Route Evaluation

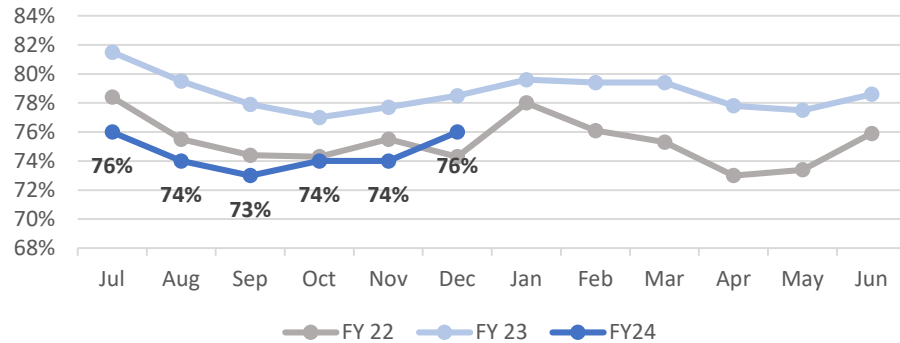
(*Unaudited Cost Estimate from Planning)



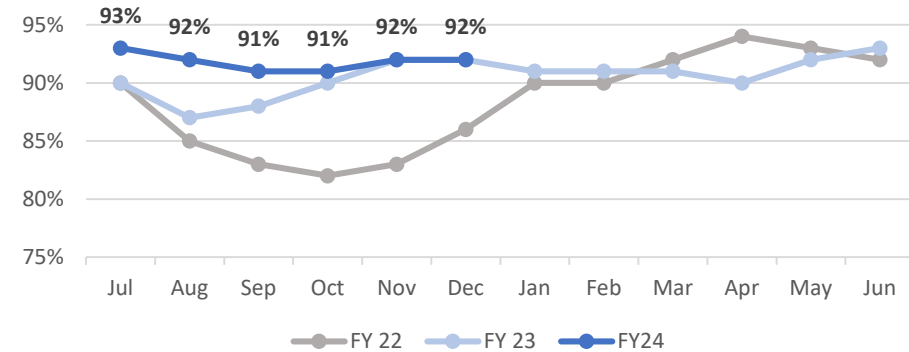


DECEMBER ON-TIME PERFORMANCE

Fixed-Route On-Time Performance



TARC3 Paratransit On-Time Performance



Fixed-Route
FY24 Goal
80%

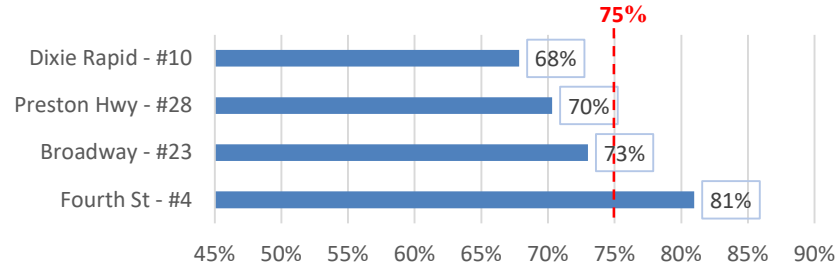
On-Time Performance							
	Fixed-Route			Paratransit (TARC3)			
	FY24	FY23	FY22		FY24	FY23	FY22
Jul	76%	78%	80%	Jul	93%	90%	90%
Aug	74%	76%	80%	Aug	92%	87%	85%
Sept	73%	74%	78%	Sep	91%	88%	83%
Oct	74%	74%	77%	Oct	91%	90%	82%
Nov	74%	76%	78%	Nov	92%	92%	83%
Dec	76%	74%	79%	Dec	92%	92%	86%
Jan		78%	80%	Jan		91%	90%
Feb		76%	79%	Feb		91%	90%
Mar		75%	79%	Mar		91%	92%
Apr		73%	78%	Apr		90%	94%
May		73%	78%	May		92%	93%
June		76%	79%	Jun		93%	92%
FYTD	75%	75%	79%	FYTD	92%	91%	88%

Paratransit
FY24 Goal
93%

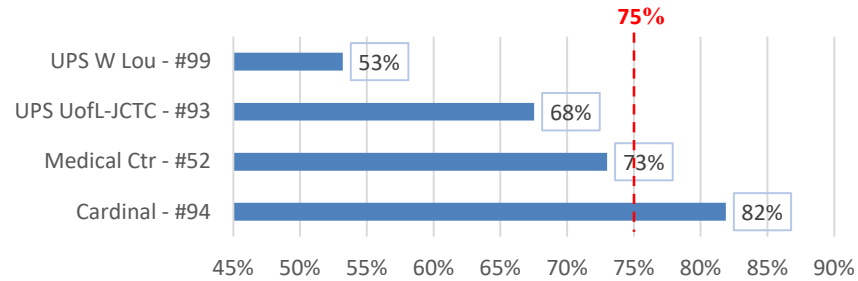


DECEMBER ON-TIME PERFORMANCE

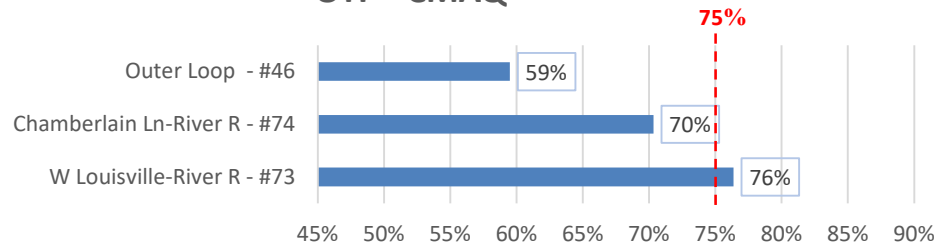
OTP - Core



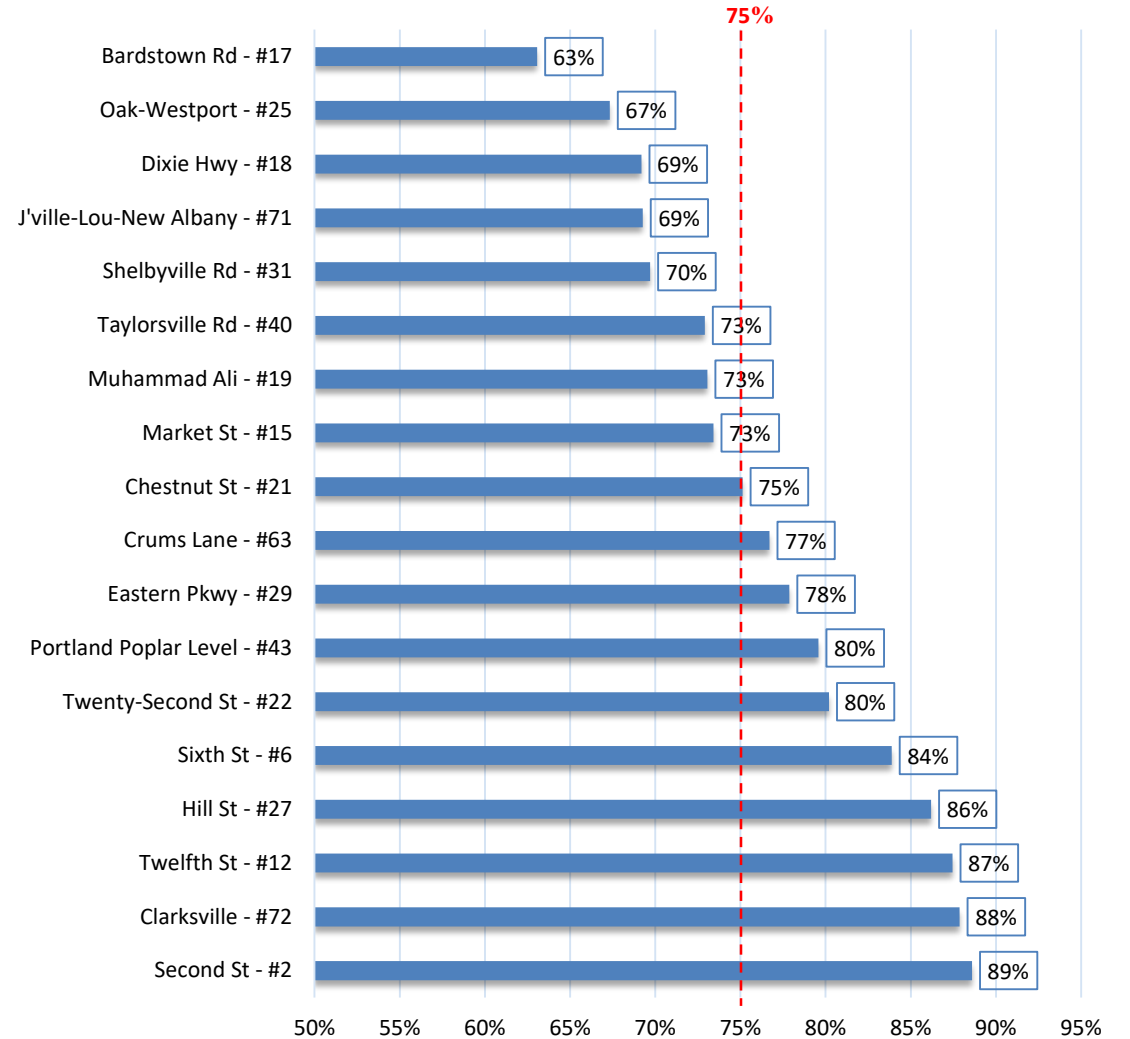
OTP - Circulator



OTP - CMAQ



OTP - LOCAL





ON-TIME PERFORMANCE

ACTION PLAN

Items	Status
Late Garage Departures	<ol style="list-style-type: none">1) Designated Operations Supervisor to monitor daily morning mark out beginning in January2) Tracking issues that cause garage departure delays (Controllable & Uncontrollable)
Dwell Times	<ol style="list-style-type: none">1) Investigating ways to minimize extended dwell time for passengers2) Minimize operator/passenger confrontations
Schedule Adherence	<ol style="list-style-type: none">1) Continuing run time/schedule time analysis2) Control Center Pilot completed, expanding to Core Routes in January3) Boarding and Alighting Study – Section of Broadway using ride checkers
Fare Box Issues	<ol style="list-style-type: none">1) Looking into better ways to manage fare loading2) Focusing on how to minimize service delays due to fare box malfunctions



CUSTOMER FEEDBACK

FIXED ROUTE

Monthly

283

-12% VLM
11% VLY

YTD

2,089

PARATRANSIT

Monthly

135

28% VLM
22% VLY

YTD

756

COMPLAINTS / 1,000 RIDERS

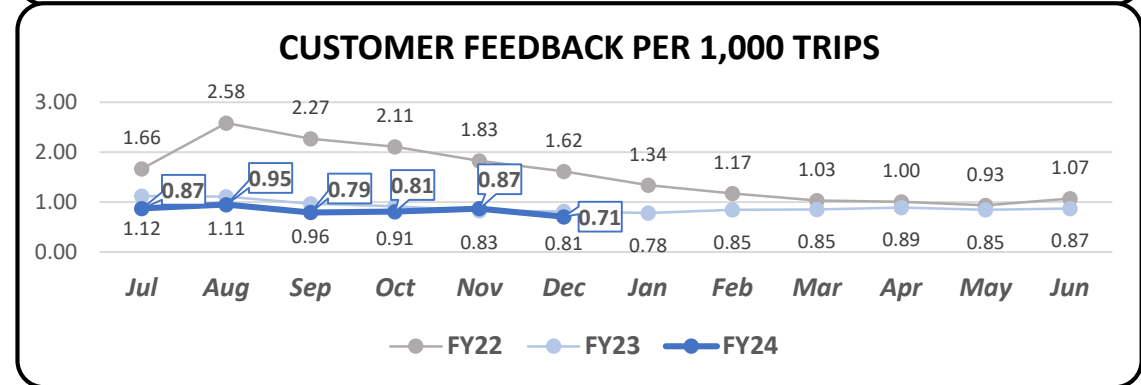
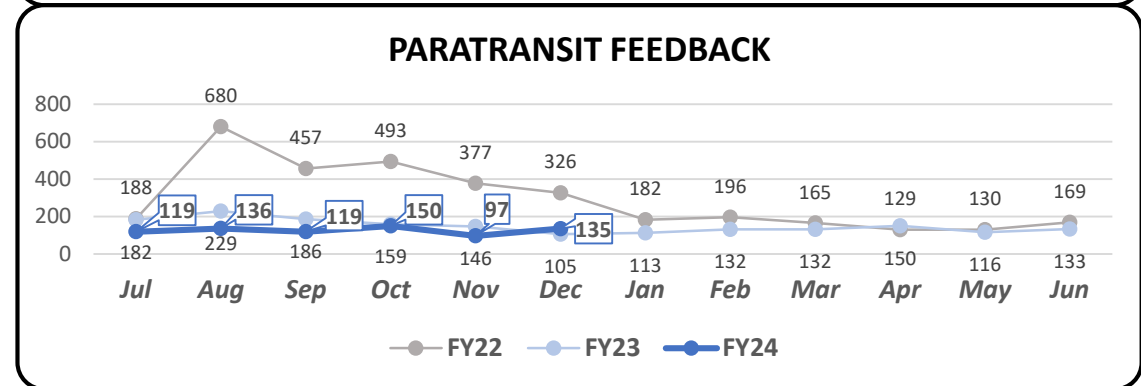
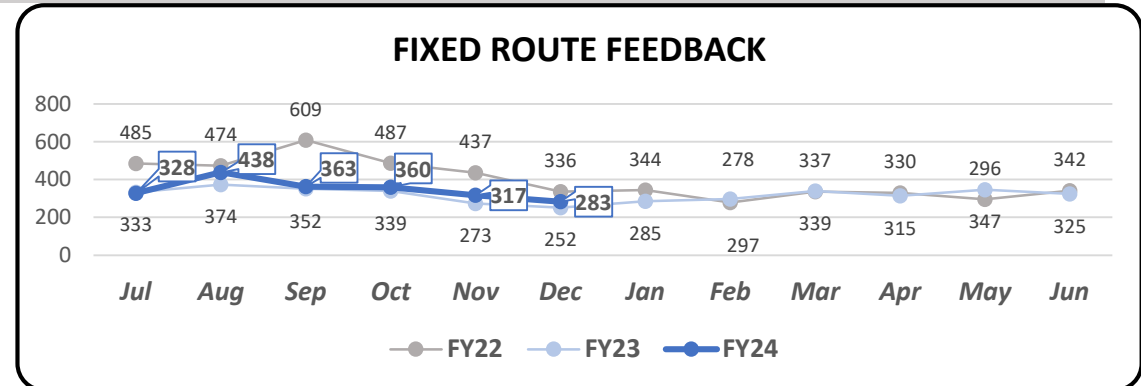
Monthly

.71

-15% VLM
-23% VLY

YTD

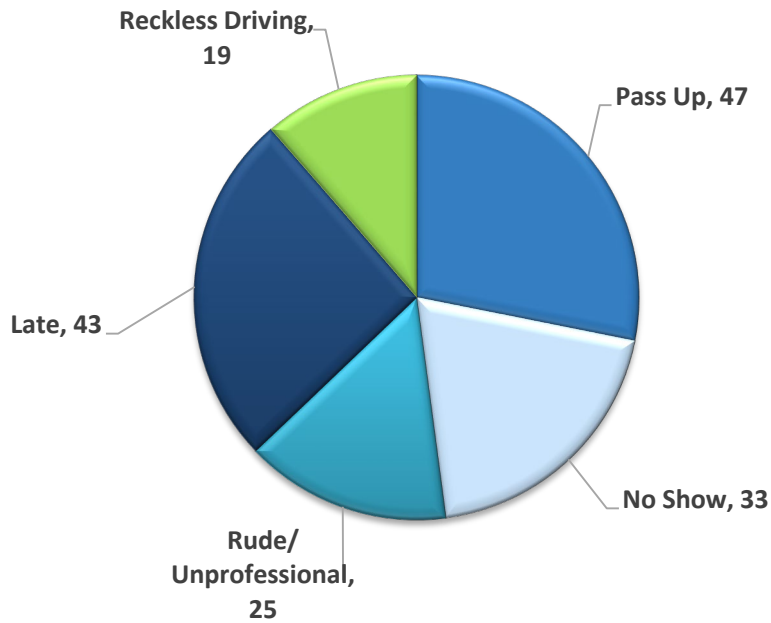
.83



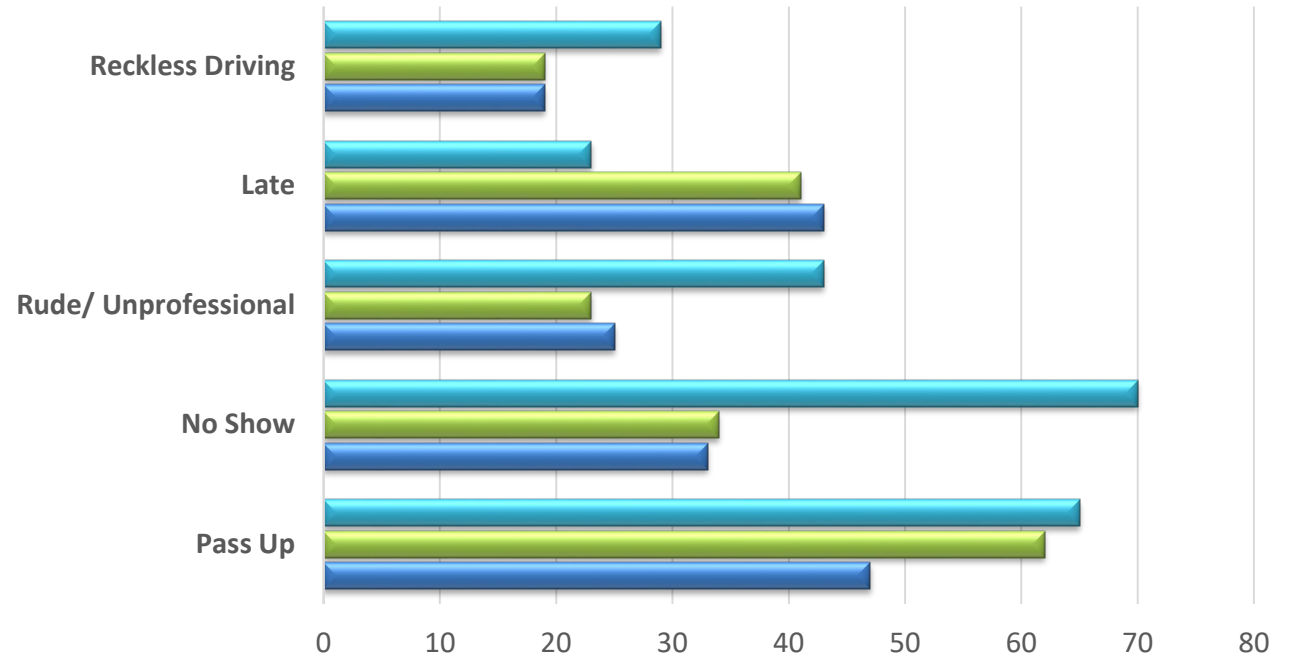


FIXED ROUTE TOP 5 FEEDBACK CATEGORIES – DECEMBER 2023

Feedback Categories



3 Month Comparison

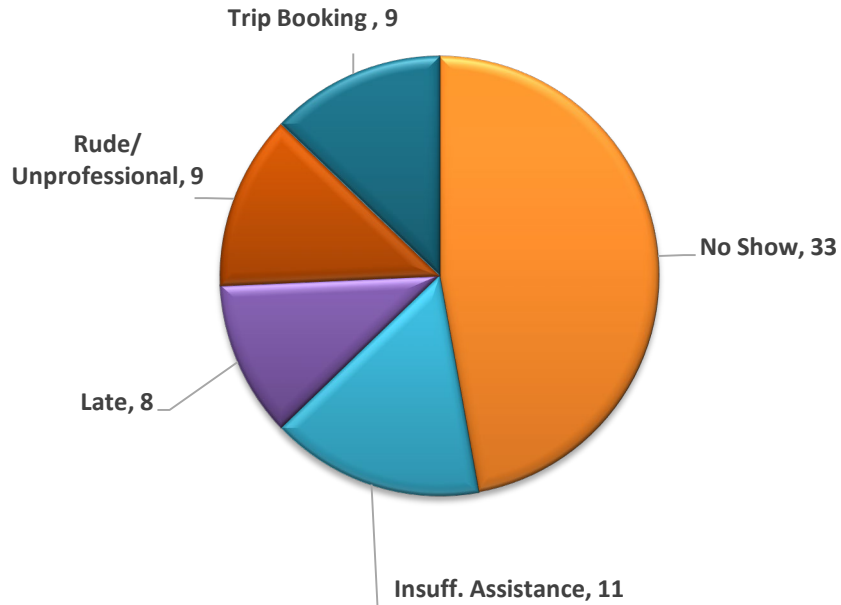


	Pass Up	No Show	Rude/ Unprofessional	Late	Reckless Driving
Oct-23	65	70	43	23	29
Nov-23	62	34	23	41	19
Dec-23	47	33	25	43	19

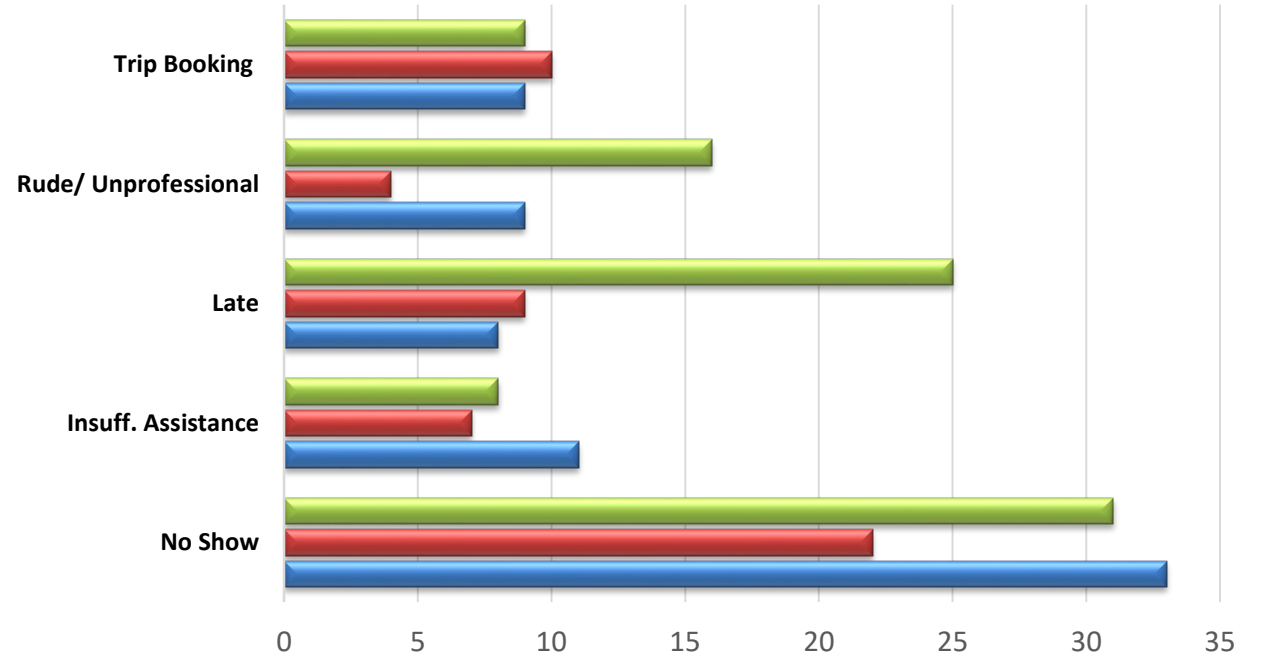


TARC3 TOP 5 FEEDBACK CATEGORIES – DECEMBER 2023

Feedback Categories



3 Month Comparison



	No Show	Insuff. Assistance	Late	Rude/ Unprofessional	Trip Booking
■ Oct-23	31	8	25	16	9
■ Nov-23	22	7	9	4	10
■ Dec-23	33	11	8	9	9



CUSTOMER FEEDBACK

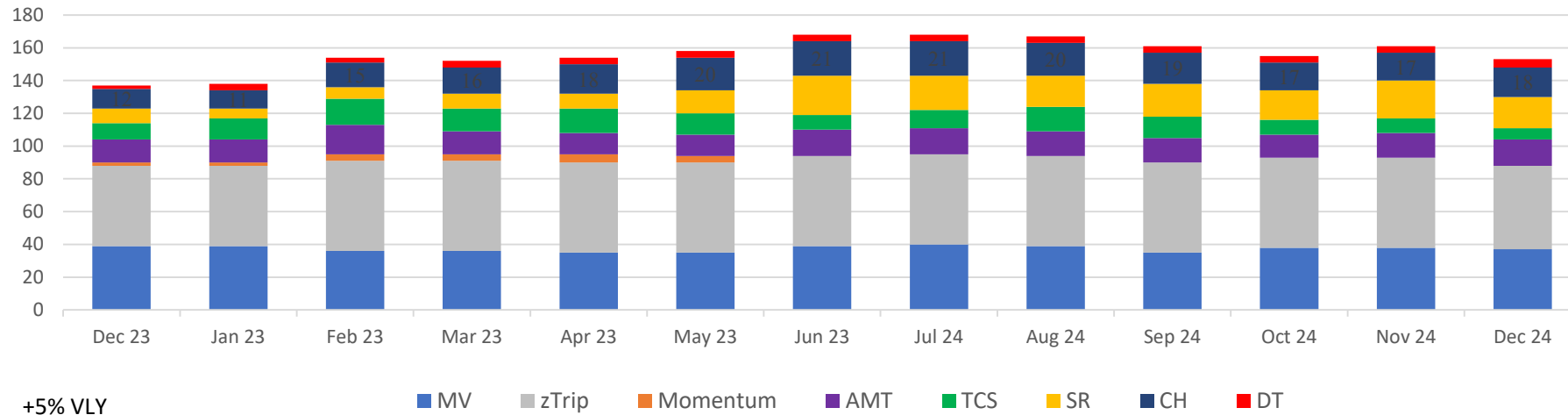
ACTION PLAN

Items	Status
Customer Feedback Work Instructions	Modifying existing feedback intake procedures to improve customer experience
Develop Customer Feedback Benchmark Goal	Compiling Customer Feedback goals of similar sized agencies to set TARC benchmark
Implementing Customer Service Refresher Training	<ol style="list-style-type: none">1. System software training for Customer Feedback2. Customer communication with a focus on empathy



TARC3 (PARATRANSIT) OPERATOR STAFFING

MONTHLY OPERATORS



Total Network Headcount to Date: 153 (+12% from FY December 2023)
 Current Operator Count Goal = 165

Operator Counts

- MV Transportation: 37
- zTrip: 51
- Alpha Medical: 16
- Choice Medical: 18
- Diversity Medical: 5
- Transport Care: 7
- SilverRide: 19

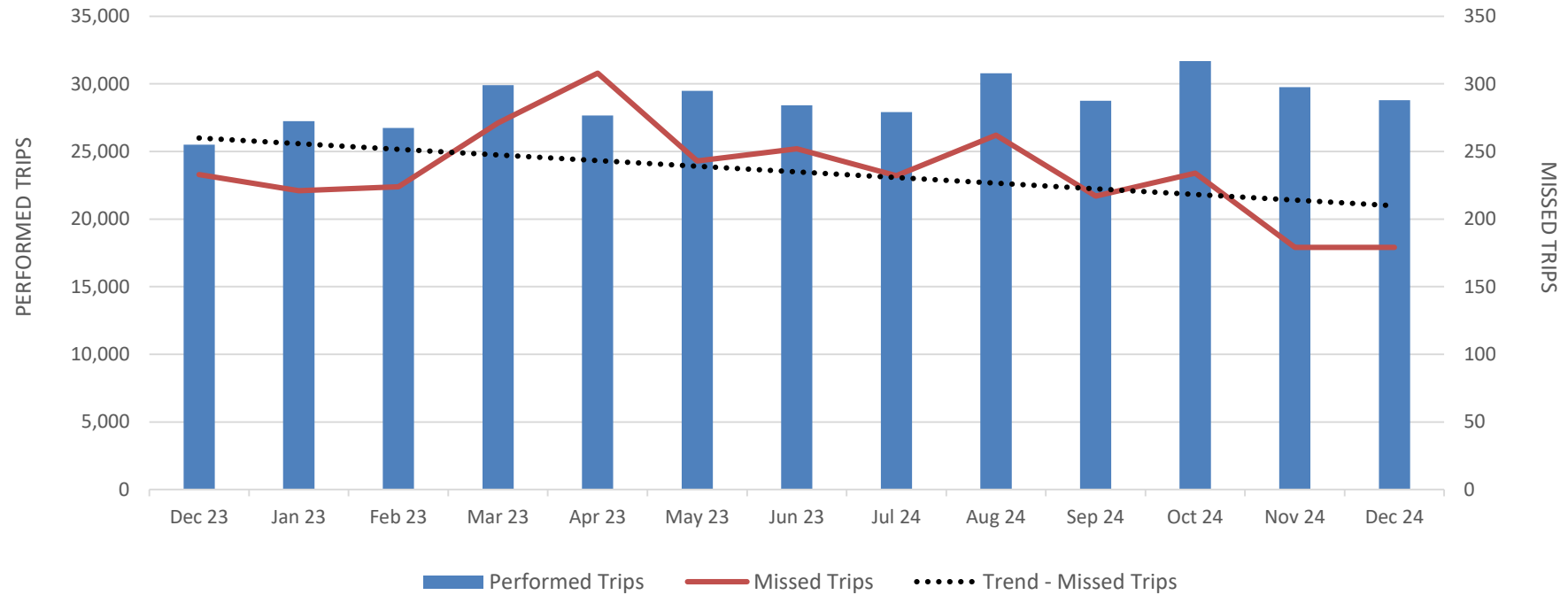
Recruiting Report

- Candidate Outreach: 12
- Office appointments/Interviews scheduled: 12
- Interviews conducted: 5



MV MONTHLY PERFORMANCE

MONTHLY PERFORMED AND MISSED TRIPS



Missed Trips (after reconciliation)

FY December 24 Missed Trips: 0.62%

28,786 Performed Trips



MV LIQUIDATED DAMAGES

PARATRANSIT

Monthly

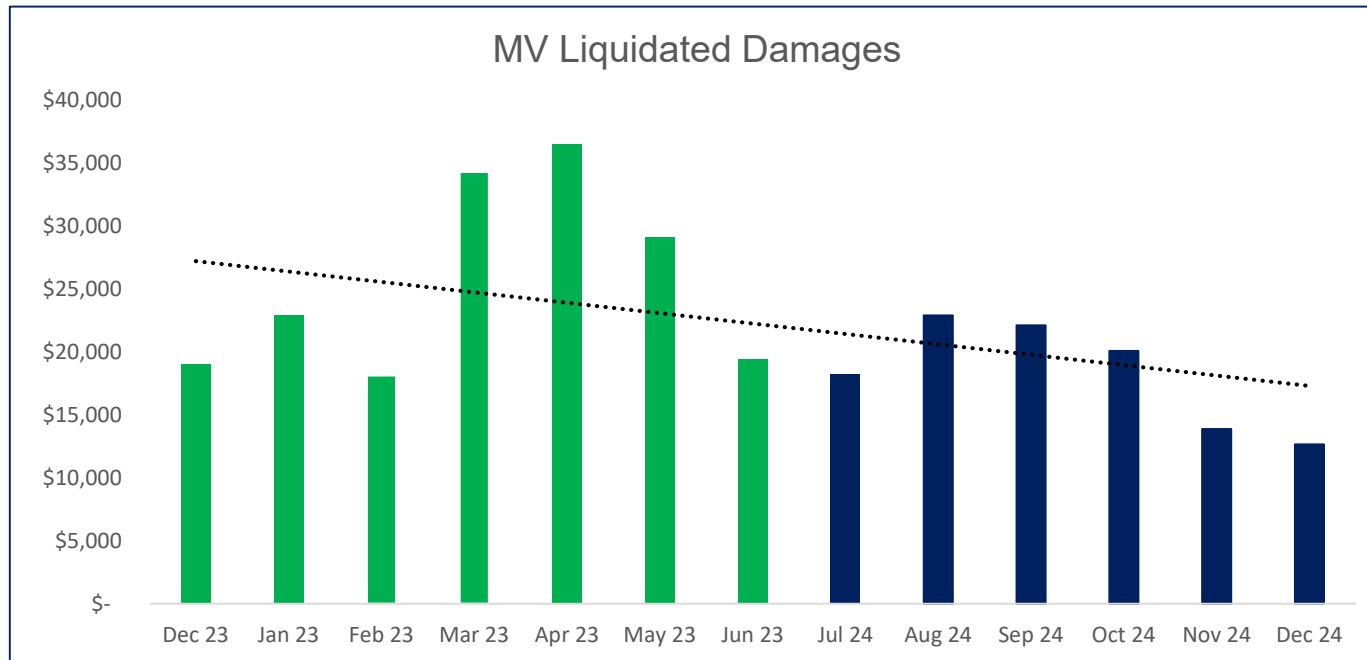
\$12.7K

-9% VLM
-33% VLY

YTD

\$110K

-73% VLY



Monthly Details

\$5.4K (43%), Late Trip, >30 mins late

\$3K (24%), On Time Performance

\$4.2K (33%), Missed Trips

Types of Penalties:

Missed Trip

Late Trip

On-Time Performance

Excessive Trip Length

Customer Complaints

Compromised Safety

Maintenance



PARATRANSIT

ACTION PLAN

Items	Status
Customer Experience	<ol style="list-style-type: none">1) Mystery Rider Services solicitation2) Continuing development of Paratransit RFP
Quality Assurance	<ol style="list-style-type: none">1) Began conducting audits of all providers in conjunction with MV management
Operator Recruitment & Training	<ol style="list-style-type: none">1) MV Holding Job Fair2) Partnering with Center for Accessible Living to conduct training; All operators have been invited to attend



JANUARY BOARD OF DIRECTORS UPDATE

January 24, 2024



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Interim Executive Director

Date: January 24, 2024

Re: Resolution 2023-11 On-Board Intelligent Transportation System (ITS) (RFP 20221777) - Amendment

On June 27, 2023, the Board approved Resolution 2023-11 authorizing the Executive Director to enter into an agreement with Avail Technologies to replace TARC's end-of-life on-board intelligent transportation system (ITS) through Request for Proposal (RFP) 20221777. The approved Avail system will improve TARC operations and the customer experience through supported and reliable new equipment, real-time information, configurable reporting for data analysis, modern routing and vehicle monitoring functionality.

The June resolution allowed TARC to award a contract and begin working to implement the ITS solution, including computer-aided dispatch (CAD), automatic vehicle location (AVL), and communications systems on all fixed route buses. That process has now progressed through the discovery and requirements review stages, bringing us to the more detailed design review stage. The original resolution noted that the approved amount of \$4,472,826 was for the cost of the base system and that additional options were also part of the proposal. Those options were to be considered and negotiated following the initial award, and subsequently presented to the Board for additional authority.

TARC staff have now determined that, of the additional options available through RFP 20221777, options including 5G routers, on-board video displays, supplemental automated passenger counters, support vehicle location equipment, and a maintenance training station will add significant value to the system.

Specifically, the 5G routers will provide the speed and capacity needed to support a higher rate of location updates, improving from a one-minute update interval to a ten second interval. The new routers will also address communication issues experienced due to the existing system's inability to communicate with modern wi-fi protocols. The routers will enable new functionality and improved on-board customer experience by connecting to new on-board video displays, as well as improving passenger wi-fi service.

The real-time sharing between on-board systems will enable automated voice and video information for a leap forward in on-board access to information. Rather than the current stop announcements from bus operators, passengers will have automated announcements and a 37" monitor that offers them a look ahead to next stops, detour information, and tailored messaging content. Additionally, the system will allow bus operators to initiate recorded situational announcements to help manage the bus environment without direct interaction.

The selected options also include supplementary automated passenger counters (APC), support vehicle tracking equipment, and a maintenance training station for training and troubleshooting.



The supplementary APC installation will mark the first time that the full TARC fleet will be equipped with APCs. This milestone will allow TARC to seek National Transit Database (NTD) reporting certification to use a robust APC data summary for reporting purposes rather than the current limited amount of passenger data collected by ride checkers.

In addition to these options, TARC will seek to contract separately with Motorola to update its similarly obsolete on-board radio system. The radio system installation will be coordinated through Avail Technologies and integrated as part of the ITS implementation.

Based on the selected options and the radio installation, Avail has provided updated pricing that accounts for the reduction of TARC's fleet size since the procurement process began. The base cost is now reduced to \$3,808,897, and the combined cost of the selected options is \$3,740,326. Funds for the ITS system have been programmed for this use in several years of 5307 & 5339 formula funds grants.

At this time, the Board of Directors is hereby requested to authorize the Interim Executive Director to amend the existing five (5) year agreement with an option of five (5) one-year terms with Avail Technologies, Inc. to include selected options at an additional cost of \$3,740,326 plus a 4% contingency for an overall revised not to exceed amount of \$7,850,000.

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



RESOLUTION Amendment to 2023-11 On-Board Intelligent Transportation System

A Resolution authorizing the Interim Executive Director to amend the existing five (5) year agreement with Avail Technologies, Inc. to include selected options at an additional cost of \$3,740,326 plus a 4% contingency for an overall revised not to exceed amount of \$7,850,000:

WHEREAS, TARC has contracted with Avail Technologies to implement a new on-board intelligent transportation system to provide and assist TARC with its computer-aided dispatch, automatic vehicle locator and communications; and

WHEREAS, a competitive solicitation, request for proposal 20221777 was issued on December 2, 2022; and

WHEREAS, following the full procurement process described in Resolution 2023-11, the TARC Board of Directors authorized the Executive Director to enter into an agreement with Avail Technologies with an initial term of five (5) years with an option of five (5) one-year terms; and

WHEREAS, as anticipated in the language of the original resolution, TARC staff have since evaluated and recommended select options from the Avail Technologies proposal, including 5G routers and on-board video displays, and installation of separately procured two-way radios, and supplementary equipment; and

WHEREAS, the base cost has since been lowered to \$3,808,897 in recognition of a reduction in TARC's active fixed route fleet size since the original solicitation; and

WHEREAS, the combined cost of the additional options is \$3,740,326, and the total combined cost with a 4% contingency is \$7,850,000; and

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

The Interim Executive Director is hereby authorized to amend the existing five (5) year agreement with Avail Technologies, Inc. to include selected options at an additional cost of \$3,740,326 plus a 4% contingency for an overall revised not to exceed amount of \$7,850,000.

ADOPTED THIS 24th DAY OF JANUARY 2024

Ted Smith, Chair of the Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Interim Executive Director

Date: January 24, 2024

Re: Resolution 2024-01 Radio System Replacement (RFP 20231831)

In coordination with the active On-Board Intelligent Transportation System (ITS) project (RFP 20221777), the Transit Authority of River City (TARC) has an opportunity to replace its aging and obsolete two-way radio system and integrate new Motorola radio equipment with the Avail ITS as part of a combined installation process.

The current two-way radio system was originally installed in 2010 and has not been updated or upgraded. The radio manufacturer, Motorola, no longer supports the equipment currently installed on the fixed route buses, support vehicles, and in the control center. Additionally, since the models TARC currently owns are no longer manufactured, new bus preparation is consistently delayed due to the need to remove radios from retired buses for use on new buses.

The total order includes spares to mitigate the impact of any needed repairs and ensure that radio unavailability is no longer a limiting factor in the commissioning of new buses. The purchase includes 212 radios for fixed route buses, 45 radios for support vehicles, 61 portable radios, and 5 desk sets for the control center.

The on-board radio equipment will be installed on all fixed route buses by Avail Technologies concurrent with the ITS system, allowing both systems to be installed with minimal disruption to operations. The cost associated with the installation is included among the options in the updated not-to-exceed for the ITS system.

TARC benefits from being a participant in the MetroSafe communications system that serves the Louisville urban area, so the new radio equipment must be compatible with that system. TARC staff have determined that the best procurement approach is through use of a piggyback contract option through the Commonwealth of Kentucky for public safety communications products that meet the requirements of the MetroSafe system.

The Commonwealth of Kentucky public safety communications products contract is with Motorola Solutions, with ERS Wireless acting as an approved installer for control center equipment. The base cost for the radio solution includes equipment, software, programming, control center installation, spares, maintenance and licenses for years one through seven for a total of \$1,360,750.45. TARC has funds for this replacement programmed in a Surface Transportation Program grant for on-board systems.

At this time, the Board of Directors is hereby requested to authorize the Interim Executive Director to enter into an agreement with Motorola Solutions with a term of seven (7) years for a new radio system at a not-to-exceed amount of \$1,360,750.45.

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



RESOLUTION 2024-01 Radio System Replacement

A Resolution authorizing the Interim Executive Director to enter into an agreement with Motorola Solutions with a term of seven (7) years for a new radio system at a not-to-exceed amount of \$1,360,750.45:

WHEREAS, TARC seeks to replace its obsolete, end-of-life two-way radio infrastructure; and

WHEREAS, TARC will coordinate this replacement with the installation of the Avail ITS system, minimizing disruption to operations and facilitating full integration; and

WHEREAS, TARC is a participant in the MetroSafe communications system that serves the Louisville urban area and uses Motorola radio equipment; and

WHEREAS, TARC staff have determined that the best procurement approach is through use of a piggyback contract option through the Commonwealth of Kentucky for Public Safety Communications Products; and

WHEREAS, Motorola Solutions has provided a fixed price proposal of \$1,360,750.45 based on the terms of the contract with the Commonwealth of Kentucky; and

WHEREAS, TARC has funds programmed for this use in a Surface Transportation Program grant; and

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

The Interim Executive Director is hereby authorized to enter into an agreement with Motorola Solutions with a term of seven (7) years for a new radio system at a not-to-exceed amount of \$1,360,750.45.

ADOPTED THIS 24th DAY OF JANUARY 2024

Ted Smith, Chair of the Board of Directors

REPLACEMENT GOALS

COMBINED ITS AND COMMUNICATIONS

- 1 Replace out of date and end of life systems
- 2 Modernize and improve the flow of information
- 3 Expand data analysis and reporting capabilities
- 4 Improve ease of use for all users
- 5 Ensure safe and reliable operations through these new systems



Combined ITS and Communications Resolutions

Base ITS System Resolution 2023-11 (Authorized 6/27/23) **\$4,472,826**

Additional Options

5G Modems \$1,198,370

On-Board Video Displays \$2,059,590

Additional Antenna \$36,663

Support Vehicle Tracking \$100,011

Automated Passenger Counters \$134,870

Maintenance Training Station \$48,611

Radio Installation & Handsets \$162,211

Total of Options \$3,740,326

Fleet Reduction -\$663,929

4% Contingency: \$300,777

Revised P20221777 NTE \$7,850,000

Resolution 2023-11 Options Increase \$3,377,174

Resolution 2024-X1 Radio System Replacement \$1,360,750

Resolution 2024-X2 Trapeze Data Exchange \$150,651

Total Additional Options Authorization Request \$4,888,575

Grand Total for ITS and Communications System \$9,361,401



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Interim Executive Director

Date: January 24, 2024

Re: Resolution 2024-02 Trapeze Standard Data Exchange (20241865)

On June 27, 2023, the Board approved Resolution 2023-11 authorizing the Executive Director to enter into an agreement with Avail Technologies to replace the Transit Authority of River City's (TARC) end-of-life on-board intelligent transportation system through Request for Proposal (RFP) 20221777. TARC's ITS project will integrate the Avail Technologies system with on-board equipment, and fixed route scheduling data will flow through the Avail system to that equipment.

The scheduling data that is required for this connectivity is generated in route-planning software from the Trapeze Software Group, Inc. The fixed route scheduling data is required to support TARC's control center operations and run supervisors' monitoring equipment, and it will feed the vehicle location system, mobile data terminals, on-board video displays, farebox, headsigns, and automated passenger counters on the buses. The fixed route scheduling data will also, via Avail, form the basis for our General Transit Feed Specification (GTFS) data feed which powers multiple customer-facing resources.

To access the scheduling data, the Avail system will require an export from the Trapeze route-planning software through a connective software product, the Trapeze Standard Data Exchange (TSDE) solution.

The costs of the software licenses, implementation, and first year of maintenance for the TSDE total \$150,651. Because the TSDE is only available through the Trapeze Software Group, TARC will procure this product through a sole-source, firm fixed-price contract. Funds for this use are programmed in a fiscal year 2019 5339 formula grant.

At this time, the Board of Directors is hereby requested to authorize the Interim Executive Director to enter into an agreement with a term of one (1) year for deployment, licensing, and maintenance of the Trapeze Standard Data Exchange ("TSDE") solution by Trapeze Software Group, Inc. for a not-to-exceed amount of \$150,651.

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



RESOLUTION 2024-02

Trapeze Standard Data Exchange

A Resolution authorizing the Interim Executive Director to enter into an agreement with Trapeze Software Group, Inc. for a term of one (1) year for deployment, licensing, and maintenance of the Trapeze Standard Data Exchange (“TSDE”) solution for a not-to-exceed amount of \$150,651:

WHEREAS, TARC is currently replacing its end-of-life on-board intelligent transportation system and requires data to be exported from Trapeze planning software to the new Avail Technologies system; and

WHEREAS, the Trapeze Software Group, Inc. has provided TARC a fixed price proposal for the provision of the Trapeze Standard Data Exchange (TSDE) solution; and

WHEREAS, the TSDE scheduling export will support new ITS functionality that will provide significant improvements to TARC operations and to TARC customers’ on-board and trip planning experience; and

WHEREAS, the proprietary nature of the TSDE solution requires the use of a sole-source procurement (20241865); and

WHEREAS, TARC has funds programmed and available for this use through a fiscal year 2019 5339 formula grant; and

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

The Interim Executive Director is hereby authorized to enter into an agreement with Trapeze Software Group, Inc. for a term of one (1) year for deployment, licensing, and maintenance of the Trapeze Standard Data Exchange (“TSDE”) solution for a not-to-exceed amount of \$150,651.

ADOPTED THIS 24th DAY OF JANUARY 2024

Ted Smith, Chair of the Board of Directors

MEMORANDUM



To: TARC Board of Directors

From: Ozzy Gibson, Interim Executive Director

Date: January 24, 2024

Re: Resolution 2024-03 FACILITY-WIDE BUILDING MAINTENANCE, REPAIR AND OTHER GENERAL CONSTRUCTION ON-DEMAND SERVICES WITH IDIQ (20231798)

On August 28, 2023, TARC's Procurement Department released a solicitation seeking for contractor(s) to perform task-order based and on-demand facility-wide building maintenance and repair, structural maintenance and repair, plumbing maintenance and repair, mechanical maintenance and repair, electrical maintenance and repair, water waste services, and other general construction services throughout TARC's facilities. These services are meant to support TARC's initiatives to continue improving its State of Good Repair program throughout TARC's facility buildings, street structures (bus stops and bus shelters) and other TARC real estate assets. TARC's State of Good Repair projects reflect a commitment to ensuring that TARC operates safely, efficiently, reliably and sustainably so that employees, riders, and the public can have a balanced transportation choice that helps improving mobility and customer experience while reducing congestion and encouraging economic development. TARC is improving the amenities for our riders by replacing, repairing and renovating old buildings on campus. TARC has located several shelters that need care and attention in the immediate future. Many of these shelters have been in place for nearly 20 years, and TARC determined that they would need to be upgraded.

On October 18, 2023, we received two responses from two vendors. One bidder was deemed non-responsive, which then resulted this procurement into a single bid procurement, awarded to City Wide Facility Solutions.

At this time, the Board of Directors is respectfully requested to authorize the Interim Executive Director to enter into an agreement with City Wide Facility Solutions with an initial term of two (2) years with three (3) one-year optional terms for a total not-to-exceed amount of \$500,000.00.

Please call me at (502) 561-5100 if you have any questions. Thank you.



**RESOLUTION 2024-03
FACILITY-WIDE BUILDING MAINTENANCE, REPAIR AND OTHER
GENERAL CONSTRUCTION ON-DEMAND SERVICES WITH IDIQ**

A Resolution authorizing the Interim Executive Director to enter into an agreement with City Wide Facility Solutions to provide facility-wide building maintenance, repair and other general construction on-demand services with IDIQ for the initial term of two (2) years and three (3) one-year optional terms as may be offered by TARC:

WHEREAS, TARC conducted a formal competitive solicitation; and,

WHEREAS, TARC received two responses, but only one was responsive; and

WHEREAS, as a result, TARC received a single-bid proposal from City Wide Facility Solutions, which was deemed responsive based on pricing analysis conducted, and the job classification hourly rates were fair and reasonable; and

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

The Interim Executive Director is hereby authorized to enter into an agreement with City Wide Facility Solutions for the initial term of two (2) years and three (3) one-year optional terms for a total not-to-exceed amount of \$500,000.00.

ADOPTED THIS 24th DAY OF JANUARY 2024

Ted Smith, Chair of the Board of Directors



TYPES, METHODS, THRESHOLDS & APPROVALS

METHOD OF PROCUREMENT	APPROVAL	TARC THRESHOLDS	FTA FUNDED THRESHOLDS
MICRO PURCHASE (3 Quotes)	Approval by Department	Up to \$3,000	Up to \$10,000 Exceeds \$2,000 for Construction (Davis-Bacon)
SMALL PROCUREMENT (Simplified Acquisition – 3 Quotes) *SOLE SOURCE (Requires justification) SINGLE BID OR EMERGENCY PROCUREMENTS (Requires justification)	Approval by Director Approval by Asst. Executive Director Approval by Executive Director	Up to \$15,000 Up to \$15,001-\$50,000 Up to \$50,001-\$100,000	Exceeds \$3,500 – Up to \$250,000 with 2 Quotes. Except Buy America Goods – Up to \$150,000 or less
COMPETITIVE SOLICITATION • Invitation For Bid (IFB/ITB) • Request for Proposal • Request for Qualification	Approval by Board of Directors	Exceeding \$100,001	Exceeding \$150,001
Fuel Purchase	Approval by Director of Procurement	Up to \$100,000	Refer to Small Procurement
*Under the Small Procurement and Competitive Solicitation thresholds a Sole Source or Single Bid procurement or Piggybacking method may be conducted provided a written justification of the procurement, required forms are completed, and required supporting documents are acquired including, independent cost estimate, price/cost analysis, price fair reasonable, and determination of responsibility.			

SPECULATIVE TASKS

1. IMMEDIATE NEED FROM JANUARY 2024 TO JUNE 2024 – FY 2024: EST. TOTAL \$24,750

- a) Bus Shelter Removal, Relocation and Installation - $\$1,500.00 \times 15 = \$22,500$ Plus 10% Contingency (Recommended) $\$2,250 = \text{Total } \$24,750.00$

2. (SPECULATIVE) TASK FOR FY 2025 FUNDED BY OPERATIONS BUDGET: EST. TOTAL \$150,250.00

- a) Campus side walk repair \$ 12,800.00
- b) Parking lot sealing, striping and marking \$7,900.00
- c) Roofing and Gutter maintenance and repair \$48,500.00
- d) Minor Repavement - \$20,300.00
- e) Diesel Shop Floor Repair - \$36,000
- f) Bus Shelter Removal, Relocation and Installation - $\$1,500.00$, estimated up to 15 shelter for FY 2025 = $\$22,500$ plus 10% contingency (Recommended) = $\$24,750.00$



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Interim Executive Director

Date: January 24, 2024

Re: Resolution 2023 – 04 Amendment for Renewal of Vontas ITS Support and Maintenance

TARC's fixed-route fleet has operated a Vontas (Formerly Trapeze ITS) Intelligent Transportation System (ITS) since 2010, and TARC has maintained an agreement for software support and maintenance since that time. On March 27, 2023, the Board approved Resolution 2023 – 04, allowing TARC to continue paying for support and maintenance through September 30, 2023. At that time, it was hoped that the extension would allow adequate time to have a new ITS system in place, so that TARC would no longer need support and maintenance for the Vontas hardware and software when the extension expired. The contract for the new Avail Technologies (Avail) ITS base system was finalized in August 2023, and the design, production, and installation period for the new system is planned to extend to early 2025. This implementation schedule requires that TARC extend software support and maintenance for the Vontas system until the new ITS system is in place.

Since the agreement with Vontas was from April 1, 2023 – March 31, 2024, and TARC didn't request to end that agreement, Vontas has continued to invoice TARC for October 1, 2023 – March 21, 2024 in quarterly amounts. Following the expiration of the extension, TARC has not initiated a board resolution to further extend the Vontas agreement until now. With an amendment to Resolution 2023-04, TARC requests approval to pay for the remaining portion of the current agreement with Vontas for software support and maintenance from October 1, 2023 through March 31, 2024, as well as authority to extend the agreement through March 31, 2025.

Full implementation of the new Avail ITS system is planned to be complete in the first quarter of 2025. It will be necessary to keep the Vontas ITS products supported until that implementation is complete. The proposed Vontas agreement for the six (6) months from October 1, 2023 – March 31, 2024 is \$278,385.12. The proposed Vontas annual agreement for April 1, 2024 – March 31, 2025 is \$575,744.00, which is an increase of 3.4% over the current agreement.

This Resolution seeks approval from the Board of Directors to authorize the Interim Executive Director to enter into an agreement with Vontas with the total not-to-exceed amount of \$854,129.12 for the periods described, above.

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



RESOLUTION 2023-04 AMENDMENT FOR RENEWAL OF VONTAS ITS SUPPORT AND MAINTENANCE

A Resolution authorizing the Interim Executive Director to extend the existing software support and maintenance agreement with Vontas for an additional eighteen (18) months:

WHEREAS, TARC has operated a Vontas Intelligent Transportation System (ITS) on its fixed-route fleet since 2010; and

WHEREAS, in August 2023, TARC contracted to replace the Vontas ITS system with a new system from Avail Technologies; and

WHEREAS, the new Avail Technologies system is anticipated to be fully implemented in early 2025; and

WHEREAS, the software support and maintenance agreement with Vontas requires extension to address the period from October 1, 2023 through March 31, 2025 to ensure continuity of ITS support; and

WHEREAS, TARC seeks on-board system technologies support and maintenance agreements to provide and assist TARC with its on-going needs; and

WHEREAS, TARC received price quotes from Vontas for renewal purposes, which were deemed fair and reasonable; and

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

The Interim Executive Director is hereby authorized to extend the software support and maintenance agreement with Vontas for an additional eighteen (18) months based upon the proposed cost for a not-to-exceed amount of \$854,129.12.

ADOPTED THIS 24th DAY OF JANUARY 2024

Ted Smith, Chair of the TARC Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Ted R. Smith, Board Chair, and Steve Miller, Finance Committee Chair

Date: January 24, 2024

Re: Resolution 2024 – 04 Establishment of Executive Committee of the TARC Board of Directors (“Board”) and Corollary Amendment of TARC Bylaws

The Board held a special organizational meeting on September 25, 2023 to look at ways that the Board could improve its Board and Committee structure and meetings to be more effective and efficient. One of these considerations was to create an Executive Committee as permitted by KRS 96A.070(7). This provision specifically provides that “the Board may, by resolution duly adopted and spread at large upon its public records, establish an executive committee, composed of such members of the board as may be specified in such resolution, and may authorize such executive committee to exercise in intervals between board meetings any powers of the board except those powers which are expressly required by this chapter or by other controlling provisions of law to be exercised by the board.” TARC’s Board Bylaws following state law contemplate the creation of an Executive Committee in Article VIII, Section 1, as well.

The Board may from time to time have business which it may need to consider between Board meetings. The Executive Committee can perform this function on behalf of the Board and thus eliminate the need for a special meeting in some instances. The Executive Committee can report any actions taken to the full Board at its next regularly scheduled meeting. The powers and responsibilities contemplated by this Resolution that can be considered by the Executive Committee are as follows: (1) the expenditure of \$500,000 or less; (2) naming members to the Nominating Committee; (3) establishing an annual process to evaluate TARC’s Executive Director; and (4) all other powers granted by the Board except those expressly required by KRS 96A to be exercised by the entire Board.

The current Bylaws contemplate a 5-member Executive Committee. However, state law allows the Board to decide how many members it deems necessary to form the Executive Committee. This Resolution proposes the creation of a 3-member Executive Committee made up of the following Board members: (1) Chair of the Board; (2) Vice-Chair of the Board; and (3) the Chair of the Finance Committee.

Please let us know if you have any questions. Thanks.



RESOLUTION 2024 - 04

Establishment of the Executive Committee and Corollary Amendment to TARC Board Bylaws

A Resolution creating an Executive Committee to assist in TARC governance and Board operations:

WHEREAS, the Board held a special meeting on September 25, 2023 to look at ways to improve the effectiveness and efficiency of Board and Committee structure and meetings; and

WHEREAS, KRS 96A.070(7) and Article VIII of TARC's Bylaws contemplate the creation of an Executive Committee to help the Board transact business of TARC between regularly scheduled meetings of the Board; and

WHEREAS, the TARC Board seeks to create a 3-member Executive Committee comprised of the following Board members: (1) Chair of the Board; (2) Vice-Chair of the Board; and (3) Chair of the Finance Committee, which also necessitates a change to TARC's Bylaws reducing the Executive Committee from 5 members to 3 members; and

WHEREAS, the Executive Committee shall have the following powers and responsibilities: (1) the expenditure of \$500,000 or less; (2) naming members to the Nominating Committee; (3) establishing an annual process to evaluate TARC's Executive Director; and (4) all other powers granted by the Board except those expressly required by KRS 96A to be exercised by the entire Board; and

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

- (1) The Board creates a 3-member Executive Committee as contemplated directly above, and amends its Bylaws accordingly to reflect such change.
- (2) The Executive Committee shall have the following powers and responsibilities: (1) the expenditure of \$500,000 or less; (2) naming members to the Nominating Committee; (3) establishing an annual process to evaluate TARC's Executive Director; and (4) all other powers granted by the Board except those expressly required by KRS 96A to be exercised by the entire Board.
- (3) The Executive Committee shall cause a written report of its actions to be sent to the full Board as soon as practicable but no later than three (3) business days before any regular Board meeting.

ADOPTED THIS 24th DAY OF JANUARY 2024

Ted Smith, Chair of the Board of Directors