

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**

Wednesday, July 16, 2025 at 10:00 a.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. Please contact Stephanie Isaacs at 502.561.5103. Requests made as early as possible will allow time to arrange accommodation.

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



Agenda – July 16, 2025

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| 1. Quorum Call/Call to Order, Meeting Minutes | Steve Miller, Chair | 10:00 |
| a. Approval of June Meeting Minutes | | 10:00-10:05 |
| 2. Action Items | | 10:05-10:25 |
| a. Resolution 2025-28 Clark & Riggs Printing | Alex Posorske | |
| b. Resolution 2025-29 Project Management Implementation | Alex Posorske | |
| c. Resolution 2025-30 Benefits Broker Consulting | Melissa Fuqua | |
| d. Resolution 2025-31 Electrical Components | Shirley Dean | |
| 3. Staff Reports and Presentation | | 10:25-10:30 |
| a. Triannual Review Update | Tonya Day | |
| 4. Proposed Agenda / Procurements | | 10:30-10:35 |
| a. Procurement Calendar | Tonya Day | |
| 5. Adjournment | | 10:35 |

FINANCE COMMITTEE MEETING TARC BOARD OF DIRECTORS



June 18, 2025 Finance Committee Meeting Minutes

The Finance Committee of Transit Authority of River City (TARC) met on Wednesday, June 18, 2025 at 10:00 a.m. in person at TARC's headquarters, 1000 West Broadway in the Board Room and virtually via teleconference as permitted by KRS 61.826.

Members in Person

Ted Smith
Steve Miller
Alice Houston
Abbie Gilbert

Members Virtual

Justin Brown
DuWayne Gant
Michael Schnuerle
Christy Ames

Declined

Call to Order

Steve Miller called the meeting to order at 10:02 a.m.

Approved the May Finance Committee Meeting Minutes.

Action Items

Chris Ward presented Resolution 2025 - 21 MATA Request for Transfer of Buses.

- TARC has been in communication with the Memphis Area Transit Authority (MATA) regarding the potential transfer of twelve (12) Gillig buses that TARC plans to retire from service.
- The Federal Transit Administration (FTA) permits a recipient to transfer rolling stock that has not yet served its minimum useful life to another FTA recipient, and the federal interest transfers with the asset.
- MATA has requested that TARC transfer twelve (12) buses that have either exceeded or are approaching their minimum expected useful life.
- MATA has a need for these buses and will place them into revenue service.
- The recent TARC reductions in service have resulted in a fixed-route fleet size that exceeds the federal spare ratio expectation of 20%.
- Upon approval of the transfer by the Federal Transit Administration, MATA will provide payment of \$25,281 to TARC for the remaining local interest and costs associated with equipment;

The Resolution will move on to the Board.

Shirley Dean presented Resolution 2025-22 Bus Body Panes and Related Components 20251901.

- On May 27, 2025, TARC received three (3) proposals from the following qualified vendors Gillig, LLC, Muncie Transit Supply, and IBP Industries for Bus Body Panels that included sixty-two (62) inventory parts.
- The solicitation intent is to award the contract to the lowest bidder(s).
- All the bids complied with FTA regulations and TARC Procurement Policy and were deemed responsive and responsible.

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- The Procurement Department proposes a multi-vendor award contract to Gillig LLC, Muncie Transit Supply and IBP Industries.
- All companies lowest bid price was determined to be the most favorable to TARC.
- The award is for a term of two (2) years with a total not-to-exceed amount of \$250,000.

The Resolution will move on to the Board.

Joe Triplett presented Resolution 2025 – 23 Microsoft Volume Licensing Piggyback Procurement 20251946 Commonwealth of KY #MA-758-2100000970.

- TARC's IT Department utilizes Microsoft (MS) Windows-based servers and desktops to support our business needs. The licensing that is needed will be a blend of on-premise and cloud-based as we move to Office 365 along with Exchange, Share Point, and One Drive.
- Microsoft products are covered through their Volume Licensing Subscription Advantage program and purchased through an authorized Channel Reseller. Because of the unique nature of Microsoft licensing, TARC is allowed to utilize capital grant funding for these fees.
- TARC has historically piggybacked and procured all of its Microsoft Software licensing via an Enterprise Agreement executed by the Commonwealth of Kentucky. Insight Public Sector currently holds Kentucky Master Agreement #MA-758-2100000970.
- These licenses cover all of our Microsoft server and client products.
- The Procurement Department conducted a pricing analysis based on the previous year's spend and deemed \$414,000 for a three (3) licensing agreement price is fair and reasonable.

The Resolution will move on to the Board.

Chris Ward presented Resolution 2025 – 24 Capital Assistance Grants for Federal Fiscal Year 2025.

- Every year TARC plans for the use of capital funds available through Federal formula grant apportionments. This planning is done in coordination with the Kentuckiana Regional Planning and Development Agency (KIPDA) and in keeping with federal statute.
- The result of this work is TARC's Program of Projects (POP), which is reflected in part in TARC's Fiscal Year (FY) 2026 budget.
- TARC's FFY 2025 POP identifies projects to be funded in a grant application for FFY 2025 Sections 5307 and 5339 capital assistance apportioned to TARC through the Infrastructure Investment and Jobs Act (IIJA).
- These were funds appropriated for 2025 and distributed to transit agencies nationwide according to a formula. The grant application will be filed for a total of \$25,186,599 (\$20,149,279 federal share, \$5,037,320 local match or non-federal share).
- Major projects and expenses included in this POP are:
 - Renovation, technology, and safety projects and equipment purchases prioritized through TARC's asset management planning process.
 - Reimbursement of Capital Maintenance costs.
 - As much as 40% of the cost of contracting for paratransit service.

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- The Program of Projects was the subject of a public meeting held on Zoom and Facebook Live, Tuesday, June 3, 2025 at 4:00 p.m. TARC notified the public of the meeting through a posting on our News and Events page and through social media posts.
- The projects listed are in keeping with the FY 2026 capital budget as adopted by the Board through Resolution 2025-13.
- This resolution seeks the authority to file the grant for formula funds.

The Resolution will move on to the Board.

Matt Abner presented Resolution 2025 - 25 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 the Finance Department.
- The current approved signatories in the Executive Office are Ozzy Gibson, Tonya Day, and Rob Stephens. In the Finance Department, the current signatory is Matthew Abner.
- We would like the Board of Directors to add Chris Pflederer, Senior Accounting Manager, as a signatory for Fifth Third Bank accounts so that we have two individuals in each department.
- Also, we will be removing Rob Stephens as a signatory for Fifth Third Bank accounts as he has announced his departure from TARC.

The Resolution will move on to the Board.

Staff Reports and Presentations.

Matt Abner presented the May Financial Report.

Board Members discussed the possible impacts of tariffs and deportations on our community and our riders.

Rob Stephens presented the Memorandum regarding Service Reduction & Cost Avoidance on Contract 20231823 Bus Shelters Cleaning by Block By Block.

- As TARC takes significant steps to improve long-term service sustainability, TARC is reviewing all vendor contracts. As part of TARC's cost savings initiative, there is an opportunity in the bus shelter cleaning contract to reduce contract cost.
- Since the approval of the Block By Block shelter cleaning and maintenance contract that began in February 2024, TARC has reduced bus service system-wide in an effort to create more efficient and reliable service.
- In the interest of providing quality and timely bus shelter cleaning and maintenance services, while mirroring the reduction in bus service, Block By Block and TARC have come to an agreement on an approximately 20% reduction in costs while still providing exceptional service for TARC and our riders.

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Tonya Day presented the Procurement Calendar.

Board Members discussed the Metro Council Meeting that had taken place on Monday, June 16.

- During the Metro Council meeting several council members congratulated Ozzy Gibson on the progress being made at TARC.
- Several Board Members stated the terrific job Ozzy is doing in changing the attitude and the culture at TARC; the emphasis is now focused on reliable service with on time performance being top of mind.
- Ozzy Gibson thanked the TARC Team that helped him to be very well prepared for the budget presentation at Metro Council.
- The TARC Budget was approved to be moved to the full Metro Council for approval.

Steve Miller adjourned the meeting at 10:41 a.m.

ADOPTED THIS 23rd DAY OF JULY, 2025.

Steve Miller, Chair of the Finance Committee

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: July 23, 2025

Re: Resolution 2025-28 -Facility wide printing services (Contract 20221763)

TARC has a myriad of printing needs that stretch across all departments, and represent everything from maintenance forms, to pocket schedules, promotional posters, bus shelter signage, and more. To fulfill those needs, TARC entered into a contract (20221763) with Clark and Riggs, a commercial printer based in Louisville, in February 2023 to provide a full range of printing services. The contract included an initial contract term of three (3) years, with an option of two (2) additional one-year terms. The original contract had a not-to-exceed (NTE) amount of \$250,000.

The final year of the initial three (3) year term is scheduled to expire in February 2026. TARC also anticipates that the not-to-exceed limit of the initial contract will be reached in Fall 2025. For these two reasons, TARC staff would like to exercise the two additional optional years on the contract with Clark and Riggs and add \$403,000 amount to the contract which will make the new NTE amount total \$653,000.

TARC has been satisfied thus far with the services of Clark and Riggs. In the initial bidding process for the contract in 2022, Clark and Riggs Printing received the highest score of four total proposals. Since taking over the contract Clark and Riggs have been responsive and prompt on all orders and inquiries. The firm has also been flexible – for example, closely working with TARC to quickly put together a pricing structure and production process for shelter ad production when TARC took over shelter advertising sales in 2024. They have also completed an ordering dashboard – a single online portal, preloaded with approved print materials (provided in cooperation with the TARC's Department of Marketing and Communications) where a sole designee from each department can select the print and quantity required as needed based on the contract terms and pricing. This has created a streamlined, more efficient process internally.

The original NTE amount was intended to cover three (3) years – the period of the initial contract. The amount was based on a rough average of annual spending on printed materials in the five years before the new contract solicitation process. Staff projects to exceed the spending limit a few months before the end of the initial three-year contract due to the addition of shelter advertising printing needs in 2024 – something that was not foreseen during the initial solicitation. Staff is asking for an additional \$403,000 to be added to the NTE amount in order to cover the expected costs of routine printing in Years 4 and 5 of the contract as well as projected TARC 2025 implementation costs for items like new bus stop shelter signs, wayfinding products, and a complete overhaul of the paper bus schedule inventory.

The following resolution requests that the Board of Directors authorize the Executive Director to enter into an agreement with Clark and Riggs printing for facility-wide printing services for the two optional years of the contract 20221763 with an additional \$403,000 added to the NTE amount, for a total of \$653,000 for the five-year life of the contract from February 6, 2023 to February 5, 2028.

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

RESOLUTION 2025-28

FACILITY WIDE PRINTING SERVICES

A Resolution authorizing the Executive Director to exercise the two additional optional years for the Clark and Riggs facility wide printing services contract 20221763, with a total NTE amount of \$653,000 for the lifetime of the five-year contract.

WHEREAS, TARC has determined the need for an on-call facility wide printing services contract with an outside vendor; and

WHEREAS, TARC entered into a contract with Clark and Riggs in February 2023 for facility wide printing services after an evaluation committee comprised of knowledgeable TARC staff from relevant departments reviewed and scored each of the proposals; and

WHEREAS, the contract began in February 2023 with a three-year (3) initial term with two (2) optional years; and

WHEREAS, TARC staff have determined that the services provided by Clark and Riggs meet the standards needed to extend the contract; and

WHEREAS, TARC staff have evaluated the expected outside printing needs of the agency and corresponding costs to the agency through January 2028; and

WHEREAS, the initial contract had an initial NTE amount of \$250,000; and

WHEREAS, exercising the option years will require the contract to be increased in the amount of \$403,000;

WHEREAS, the new total contract NTE amount is \$653,000; and

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

The Executive Director is hereby authorized to enter into an agreement with Clark and Riggs printing for facility-wide printing services to exercise the two optional years of the contract with an additional \$403,000 added to such contract for a new total NTE amount of \$653,000 for the five-year life of the contract.

ADOPTED THIS 23rd DAY OF July 2025

Ted Smith, Chair of the TARC Board of Directors

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: July 23, 2025

Re: Resolution 2025 – 29 Task for New TARC Network Implementation Project Manager and Associated Implementation Activities under Contract 20221780

With the June 20, 2025 board approval of the framework for the new TARC network, TARC staff now turns to implementation of the New TARC Network. Implementation of a network redesign is a complicated, multi-month, multi-department process with many moving parts. Best practices learned from other transit agencies that have successfully implemented network redesigns are clear that designating and empowering a project manager who can devote most of their time to the effort is critical. While TARC has many talented staff members who could technically fulfill this role, no existing staff roles have the flexibility to be able to devote the time necessary, nor does TARC as an agency have prior experience implementing a network redesign.

To ensure that this important project is implemented successfully, staff recommends that TARC utilize contract 20221780 A&E consulting services as a task order to contract for a Project Manager who can devote the necessary time to project management and has successful prior experience of implementation of a redesigned network.

Staff recommends contracting with the team that has led the consulting effort for the TARC 2025 process under contract 20221780 A&E consulting services. Jarrett Walker + Associates (JWA), the lead planning consultant for the TARC 2025 process, is able to provide a dedicated Project Manager who would start Monday, August 4, 2025. JWA has extensive experience with network redesign implementation and the individual they would provide has experience as the in-house project lead for a network redesign implementation process. Beyond already being very familiar with the New TARC Network and the TARC 2025 process, JWA is also part of the on-call team for Architectural, Engineering, Environmental, and Transit Planning Services led by Schmidt and Associates that TARC awarded an indefinite delivery/indefinite quantity (IDIQ) contract to in 2023 (Resolution 2023-13, Contract # #20221780). The purpose of the IDIQ contract is to be able to move quickly in situations like this with an experienced and qualified outside team of consultants that is familiar with TARC and can get to work immediately.

Staff has worked with JWA to establish a streamlined scope of work for implementation activities that includes a dedicated Project Manager who would oversee the project from

August 2025 until several weeks after completion in September 2026. The scope of work also includes supportive hours from additional JWA staff to focus on key implementation tasks, including leading design work for updated TARC bus stop signs, schedules, and system maps and the development of a trip planning tool that will help members of the public better understand the New TARC Network before it goes live. The Procurement Department conducted an Independent Cost Estimate and concluded that the offered price of \$326,000 is fair and reasonable.

The IDIQ contract only initially authorized staff to spend \$1,230,000 on transit planning-related services. This task order will be funded by TARC operating funds. Therefore, additional board approval is needed to move forward. This resolution asks the Board to grant the Executive Director the authority to authorize the start of **Task ##** of the Schmidt and Associates IDIQ contract authorized in June 2023 (Resolution 2023-13, Contract # #20221780) for the not to exceed amount of \$326,000.

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

RESOLUTION 2025-29
NEW TARC NETWORK IMPLEMENTATION PROJECT MANAGER AND
ASSOCIATED IMPLEMENTATION ACTIVITIES

A Resolution authorizing the Executive Director to establish **Task ##** of the Schmidt and Associates IDIQ contract authorized in June 2023 in order to secure the services of a network redesign implementation Project Manager and complete associated implementation activities at a cost not to exceed \$326,000.

WHEREAS, the TARC Board has directed TARC staff to move forward with implementation of a redesigned New TARC Network based on the framework laid out in the Enhanced Draft Plan developed during the TARC 2025 planning process; and

WHEREAS, the intention is to implement the New TARC Network in August 2026; and

WHEREAS, a network redesign implementation process is a complex, multifaceted endeavor involving detailed planning and project management tasks that involve a wide range of agency policies, processes, and staff with some level of responsibility residing in every TARC department; and

WHEREAS, successfully managing a large task at that level requires an experienced and empowered Project Manager to oversee and facilitate an agency-wide effort; and

WHEREAS, a consulting team led by Schmidt and Associates was awarded a three-year indefinite delivery/indefinite quantity (IDIQ) Architectural, Engineering, Environmental, and Transit Planning services contract in 2023 (Contract # #20221780); and

WHEREAS, Jarrett Walker and Associates, a member of the Schmidt and Associates team has, in the careful evaluation of staff, the knowledge and qualified staff to be able to supply and manage a Project Manager and complete associated implementation activities

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 establish **Task ##** of the Schmidt and Associates IDIQ contract authorized in June 2023 to secure the services of a network redesign implementation Project Manager via Jarrett Walker and Associates and complete associated implementation activities at a cost not to exceed \$326,000.

ADOPTED THIS 23rd DAY OF JULY 2025

Ted Smith, Chair of the TARC Board of Directors

*Transit Authority
of River City*





MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: July 23, 2025

Re: Resolution 2025-30 Brokerage Consulting of Employee Benefits Program Services (20251900)

Since 2020, TARC's benefits program had been managed and coordinated through our third-party brokerage firm, Mercer. The contract has been in place since October 2020 and will expire in September 2025. Prior to the release of the solicitation, the Procurement Department conducted an independent cost estimate to get an idea of the compensation value. Our current contract annual not-to-exceed spend amount is \$150,000 in the form of base commissions funded through insurance carriers and reimbursed by TARC.

On April 2025, the Procurement Department released a Request for Proposals (RFP) 20251900 for Brokerage Consulting of Employee Benefits Program Services seeking for an initial term of four (4) years with three (3) two-year options. The solicitation was published in TARC's Bonfire portal and advertised in TransitTalent. TARC received proposals from four (4) responsive and responsible vendors. A committee of seven (7) TARC stakeholders evaluated and independently scored the four (4) proposals with specific criteria factors prescribed in the solicitation. Factors considered during the evaluation process included technical and quality, qualifications and experience, project references, and revenue/compensation proposals. The two (2) highest scoring vendors progressed to the Step-2 process and were asked to present in-person interviews/presentations with TARC's committee providing a demonstration of their capabilities and expertise. The vendors shortlisted were Mercer and Houchens Insurance Group.

Following the presentations and interviews, the evaluation committee once again evaluated the two (2) proposals as a Step-2 evaluation process using the same prescribed criteria factors. Additionally, a best and final offer (BAFO) was requested from both proposers. After scoring and careful consideration, the evaluation committee recommends an award of the contract to Mercer.

Mercer is a nationally owned firm with a local office in Louisville, KY. For the past 20 consecutive years, it has ranked as a top insurance agency for group benefits. Mercer has been serving TARC as the Benefits Broker & Consulting provider since October 1, 2020.

This Resolution requests the Board of Directors' approval to authorize the Executive Director to negotiate and execute a contract with Mercer Health and Benefits, LLC for an initial term of four (4) years with a not to exceed amount of \$424,000. Optional years may be exercised and shall be taken to the Board for authorization at a later time.



RESOLUTION 2025-30 BROKERAGE CONSULTING SERVICES

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Mercer for TARC's Brokerage Consulting Services for Employee Benefits Program Services in the form of commission and funded through the insurance carriers and reimbursed by TARC at an initial term of four (4) years with a not to exceed amount of \$424,000. Optional years may be exercised and shall be taken to the Board for authorization at a later time.

WHEREAS, TARC seeks a Brokerage Consulting Services provider to furnish and assist TARC with its Employee Benefits Program Services; and

WHEREAS, two (2) brokerage firms, Mercer and Houchens, of 4 proposals received garnered the highest scores and were deemed the most responsive and responsible; and

WHEREAS, Best and Final Offers were requested from each of the two final proposers; and

WHEREAS, pricing analysis was conducted and the best value proposal price from Mercer was deemed fair and reasonable; and

WHEREAS, the evaluation committee recommends an award to Mercer as the best value solution for TARC; 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 negotiate and enter into a contract with Mercer for TARC's Brokerage Consulting Services for Employee Benefits Program Services in the form of commission and funded through insurance carriers and reimbursed by TARC at an initial term of four (4) years with a not to exceed amount of \$424,000. Optional years may be exercised and shall be taken to the Board for authorization at a later time.

ADOPTED THIS 23rd DAY OF JULY 2025

Ted Smith, Chair of the TARC Board of Directors

MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: July 23, 2025

Re: Resolution 2025-31 BUS ELECTRICAL COMPONENTS AND RELATED SUPPLIES (ITB 20251912)

In June 2025, the Procurement Department issued an Invitation to Bid (ITB) 20251912 for Bus Electrical Components and Related Supplies that included fifty-one (51) inventory parts. On June 25, 2025, TARC received four (4) proposals from the following qualified vendors: Kirk's Automotive, MCI Service Parts, Muncie Transit Supply, and Neopart Transit LLC. The Procurement Department conducted an independent cost estimate and found that the lowest pricing for these vendors was less than the estimated annual independent cost estimate.

The solicitation intent is to award the contract to the lowest bidder(s). All bids complied with FTA regulations and TARC Procurement Policy and were deemed responsive and responsible.

The Procurement Department proposes a multi-vendor award contract to Kirks's Automotive, MCI Service Parts, Muncie Transit Supply, and Neopart Transit LLC. All companies lowest bid price was determined to be the most favorable to TARC. The award is for a term of two (2) years with a not-to-exceed amount of \$183,214.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract with Kirks's Automotive, MCI Service Parts, Muncie Transit Supply, and Neopart Transit, LLC for Electrical Components and Related Supplies for a term of two (2) years with a not-to-exceed amount of \$183,214.

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

RESOLUTION 2025-31

BUS ELECTRICAL COMPONENTS AND RELATED SUPPLIES

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Kirks's Automotive, MCI Service Parts, Muncie Transit Supply, and Neopart Transit LLC for a two (2) year contract at a cost not-to-exceed \$183,214.

WHEREAS, four (4) responsive proposals, Kirks's Automotive, MCI Service Parts, Muncie Transit Supply, and Neopart Transit LLC, were received for Bus Electrical Components; and

WHEREAS, TARC seeks a multi-vendor award to support the Maintenance Department of their need for Bus Electrical Components; and

WHEREAS, the Procurement Department conducted an independent cost estimate and price analysis and determined the lowest bid price to be fair and reasonable; and

WHEREAS, staff recommends an award to all four (4) vendors based on lowest bid price and best value solution for TARC; and

WHEREAS, the total contract shall not exceed \$183,214 for the term life; 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 negotiate and enter into a two (2) year contract with Kirks's Automotive, MCI Service Parts, Muncie Transit Supply, and Neopart Transit LLC with a not-to-exceed amount of \$183,214.

ADOPTED THIS 23rd DAY OF JULY 2025

Ted Smith, Chair of the TARC Board of Directors

The Procurement Calendar will be available during the Finance Committee Meeting.