

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, August 28, 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.....

TARC BOARD OF DIRECTORS MEETING



- c) In order to speak in person at a regularly scheduled TARC Board 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 – August 28, 2024

1.	Quorum Call/Call to Order/Meeting Minutes	Ted Smith, Chair	10:00
	A. Approval of July Meetings Minutes	Board of Directors	10:00-10:05
2.	Public Comments	Pat Mulvihill	10:05-10:10
3.	Board Chair's Report	Ted Smith	10:10-10:20
4.	Finance Committee Report	Steve Miller	10:30-10:35
5.	Operations Committee Report	Alice Houston	10:35-10:40
6.	Executive Director's Report	Ozzy Gibson	10:40-10:45
7.	Staff Reports and Presentation		
	A. Update on Audit	Tonya Day	10:40-10:55
	B. Review overall Procurement calendar for year	Tonya Day	
	C. Monthly Performance Report	Rob Stephens	
	D. TARC 2025 Network Redesign Update	Aida Copic & Alex Posorske	
8.	Action Items and Presentations for Board Meeting		10:55-11:15
	A. Resolution 2024-27 Police Services	Keith Shartzter	
	B. Resolution 2024-28 Depot Bus Charger Equipment	Chris Ward	
	C. Resolution 2024-29 LG&E Electrical Supply Extension	Chris Ward	
	D. Resolution 2024-30 Purchase of Support Vehicles	Chris Ward	
	E. Resolution 2022 -01 Amendments and Updates	Tonya Day	
	F. Employee Assistance Program Renewal Memo	Melissa Fuqua	
9.	Executive Session	Ted Smith	11:15-11:30
	A. Employee / Labor Relations		
10.	Adjournment	Ted Smith	11:30

TARC BOARD OF DIRECTORS MEETING



July 24, 2024 Board Meeting Minutes

The Board of Directors of Transit Authority of River City (TARC) met on July 24, 2024 at 10:00 a.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

Steve Miller
DuWayne Gant
Abbie Gilbert
Justin Brown
Michael Schnuerle

Virtual

Ted Smith

Declined

Meeting Called to Order

Ted Smith called meeting to order at 10:02 a.m.

Quorum Call

June Board Meeting Minutes and June Special Meeting Minutes approved.

Public Comment

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 Comment Participants:

- Jerome Hickman
- Adrian Ellis
- Donald Cunningham

Public Comments and responses are posted on our website.

TARC BOARD OF DIRECTORS MEETING



Special Reports

Ted Smith presented the Board Chair Report.

- We have a tremendous group of people on our Board right now.
- TARC has some challenging times ahead.
- Acknowledged Ozzy Gibson for all of his hard work.

Michael Schnuerle presented the Board Nominating Committee Report:

- Ted Smith, Board Chairperson; and
- Abbie Gilbert, Vice Chairperson.

The motion to elect each to a one-year term was duly moved for approval by Michael Schnuerle. The motion was seconded by Steve Miller. The Board of Directors unanimously elected them.

Steve Miller presented the Finance Committee Report.

- All of the Resolutions presented have been moved to today's Board Meeting for consideration.

Ozzy Gibson presented the Interim Executive Director's Report.

- Management changes and restructure with the promotion of Tonya Carter to CFO and Chief of Administration.
- Rob Stephens direct reports are now the operations departments.
- JCPS update, "first thanks everyone who has worked so hard to make this happen."
- 64 coach operators are still in JCPS training, there are 5 alternate coach operators.
- More of our coach operators were sent over but due to adult issues they have been pushed to the next JCPS training class.
- Lots of patience is needed in this partnership between TARC & JCPS administration. Change is never easy.
- JCPS seemed to be surprised by the number of participants in the first class.
- Nathan Love and the Training department have stepped up and continue to coordinate all of the training needs for this JCPS agreement.
- At the JCPS Board hearing the topic of bringing some of the routes back is still an option.
- Internally, we are looking at every department documenting all positions so that at the next Metro Council meeting regarding our budget, it will be as lean and mean as we can get it.
- We are looking at every system and process with the understanding that "the approach we've always done it this way" will not work anymore.
- Saturday Plus schedule is in place and running. During our management team meeting it was asked if there has been an increase in the number calls with complaints. The answer was no, which is an unexpected positive outcome. Next month we will have a data comparison same time last year of total ridership.

Alice Houston suggested further along in the process with the TARC-JCPS agreement that the Board should schedule a "lesson learned" discussion and follow up so that the next time it will be a smoother process.

TARC BOARD OF DIRECTORS MEETING



Staff Reports and Presentations

Tonya Day presented the May Financials to the Board.
Please refer to PowerPoint Presentation.

Discussion among Board members about when the cost savings of starting the Saturday Plus schedule early can be reported.

Michael Schnuerle asked for a breakdown of labor and benefits expenses by department, and the discussion lead to this being part of a future public report.

Tonya Day shared it would be later in September due to the audit taking place now.

Tonya Day presented the procurement calendar with the updates to the layout to indicate where the funds are coming from for each listing.

Discussion among Board members in regards to the fleet of electric buses not in use.

Pat Mulvihill shared, "TARC is currently in bankruptcy proceedings with respect to those nine buses. There are other issues with the technology on them being very outdated."

Discussion among Board members in regards to the Paratransit contract and the invoices.

Tonya Day shared it is an itemized invoice and we do a very detailed reconciliation on the invoice.

Rob Stephens presented the Monthly Department Operations Overall Report.

Alice Houston asked for a breakdown of maintenance items by chargeable or non-chargeable.

Rob Stephens agreed he would meet with maintenance for a breakdown to be shared at a later time.

Discussion among Board members in regards to the ambassador program.

Rob Stephens shared information regarding the Block by Block program.

Justin Brown asked for a detailed report of correlating passengers that don't show up for their trips, concluding to bring high level strategies to improve this to the Board.

Ted Smith asked about understanding the purpose of these trips, and that the original purpose was for occupational support, and that they can provide that analysis.

Rob Stephens shared the Paratransit team has been working on a strategy that can be shared at a later date.

Alex Posorske presented TARC 2025 Network Redesign.

Michael Schnuerle commended Alex and team for creating the 2025 website and, work to promoting it.

Alex Posorske will share the website traffic data with the Board at a later date.

TARC BOARD OF DIRECTORS MEETING



Action Items

Aida Copic presented Resolution 2024-25 TARC 2025 Plan Scope Change for JCPS Services.

- TARC is developing a TARC 2025 service restructuring plan, as approved by the Board of Directors with Resolution No. 2023-13 for Architectural, Engineering, Environmental and Transit Planning Services.
- The first-year scope of work includes TARC 2025 Plan, fully funded by federal grants for Route Restoration Program and Areas of Persistent Poverty, in the amount of \$1,230,000 with no local match required.
- TARC is proposing a change order to the original scope to include an additional scenario in the Final TARC 2025 Plan.
- The additional scenario will include a set of services and improvements targeting JCPS facilities to better serve students, particularly middle and high school students.
- The “School Access Scenario” will provide: detailed mapping, route and system level cost, peak fleet requirements, analysis of population and jobs covered, along with isochrone analyses changes in access to jobs and population provided by these improvements.
- The analysis will include the change in access for up to 60 JCPS facilities, primarily with respect to high schools and middle schools.
- The total cost for this change order is \$54,921.74, which is fully funded by TARC operating funds.
- The scope change and completion of this task will support TARC’s efforts to improve and coordinate transportation services for JCPS in the short and long term.
- This TARC effort will be beneficial for JCPS students, families, and the entire community to have better access to education and JCPS facilities across the Louisville Metro area.
- Wording has been added clearly stating this scope of work is to cover the development of two scenarios that incorporate JCPS.

Discussion among Board members in regards to the number of students that will be able to take advantage of the new routes.

Aida Copic shared the exact numbers and more data should be available further along in the process.

The motion was duly moved for approval by Michael Schnuerle. The motion was seconded by Alice Houston. The Board of Directors unanimously adopted the resolution.

Joe Triplett presented Resolution 2024-26 Verizon Wireless Service Renewal.

- This resolution is a request to renew our three wireless service agreements for Bus Routers, Tablets, and Cell Phones with Verizon Wireless used by TARC.
- As per internal control rules, this request is needed because the annual spending with Verizon Wireless for our current agreements is expected to exceed \$200,000.00.
- The expected cost for the renewal of these three service agreements is expected not to exceed \$241,000.00, which includes a 10% contingency due to any unforeseen system requirements.

TARC BOARD OF DIRECTORS MEETING



- The price was deemed fair and reasonable based on the Commonwealth of Kentucky Master Agreement MA 758 2100000436.

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

Maria Harris presented Amendment 1 to Resolution 2024-14 for Contract P2720.

- TARC seeks to exercise the final option of the contract P-2720.
- At this time, the staff is submitting an Amended Resolution 2024-14 requesting authority to enter into the final 24-month renewal contract with Goodyear Tire & Rubber Company for a not-to-exceed amount of \$1,430,780.

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

Executive Session

Ted Smith asked for a motion to go into Executive Session.

The motion was duly moved for approval by Alice Houston. The motion was seconded by Justin Brown. The Board of Directors unanimously adopted the motion for the Executive Session.

Ted Smith asked for a motion to return to Open Session.

The motion was duly moved for approval by Abbie Gilbert. The motion was seconded by Michael Schnuerle. The Board of Directors unanimously adopted the motion for the Board Meeting to return to Open Session.

Ted Smith shared there were no decisions or actions taken during the Executive Session.

At this time Ted Smith made a motion for Ozzy Gibson, Executive Director of TARC to be designated as the lead negotiator on behalf of TARC's management in the collective bargaining negotiations with our Union. The Board of Directors unanimously adopted the motion.

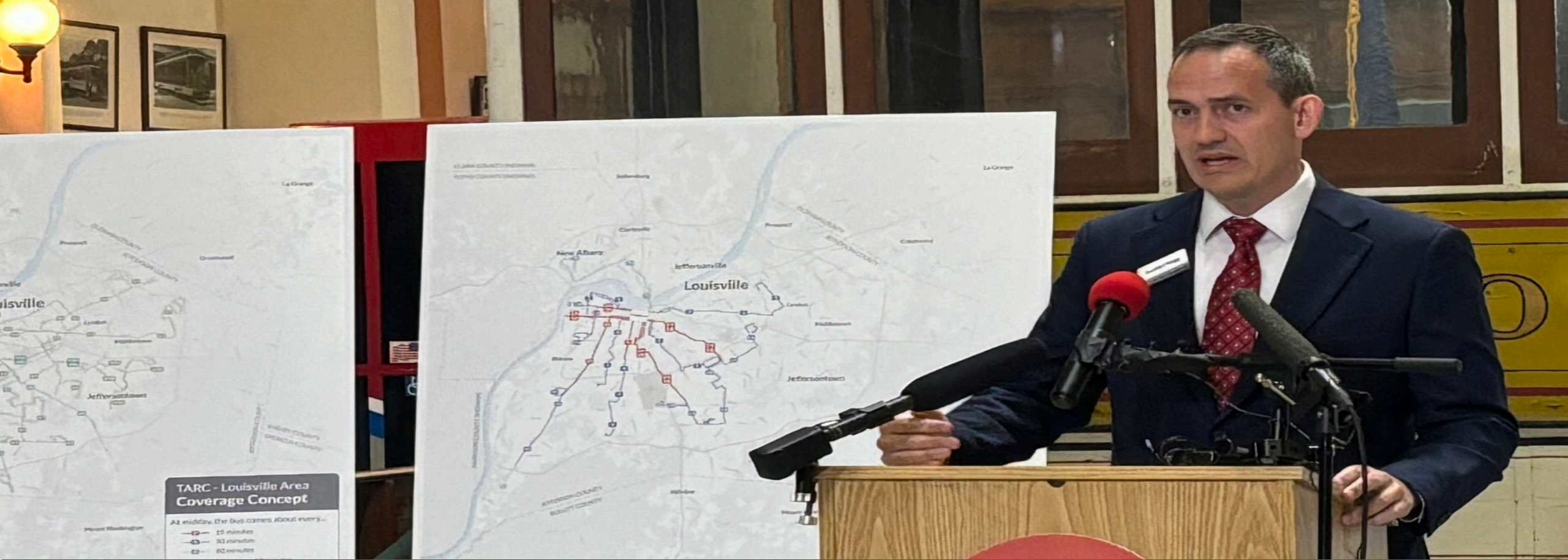
At this time no formal action was taken but the board has informally agreed that we will speak only through our Board Chair, Ted Smith, in regards to any necessary public communication about the negotiation. Individual members of the Board are not to be speaking in their individual capacities as speaking for the Board. They will speak by and through the Board Chair, Ted Smith.

Ted Smith made a motion to adjourn at 12:30 p.m. This motion was seconded by Justin Brown and approved by the Board.

Ted Smith, Chair of the TARC Board of Directors

Date

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



BOARD OF DIRECTORS
AUGUST 21, 2024

AUGUST OPERATIONAL UPDATE

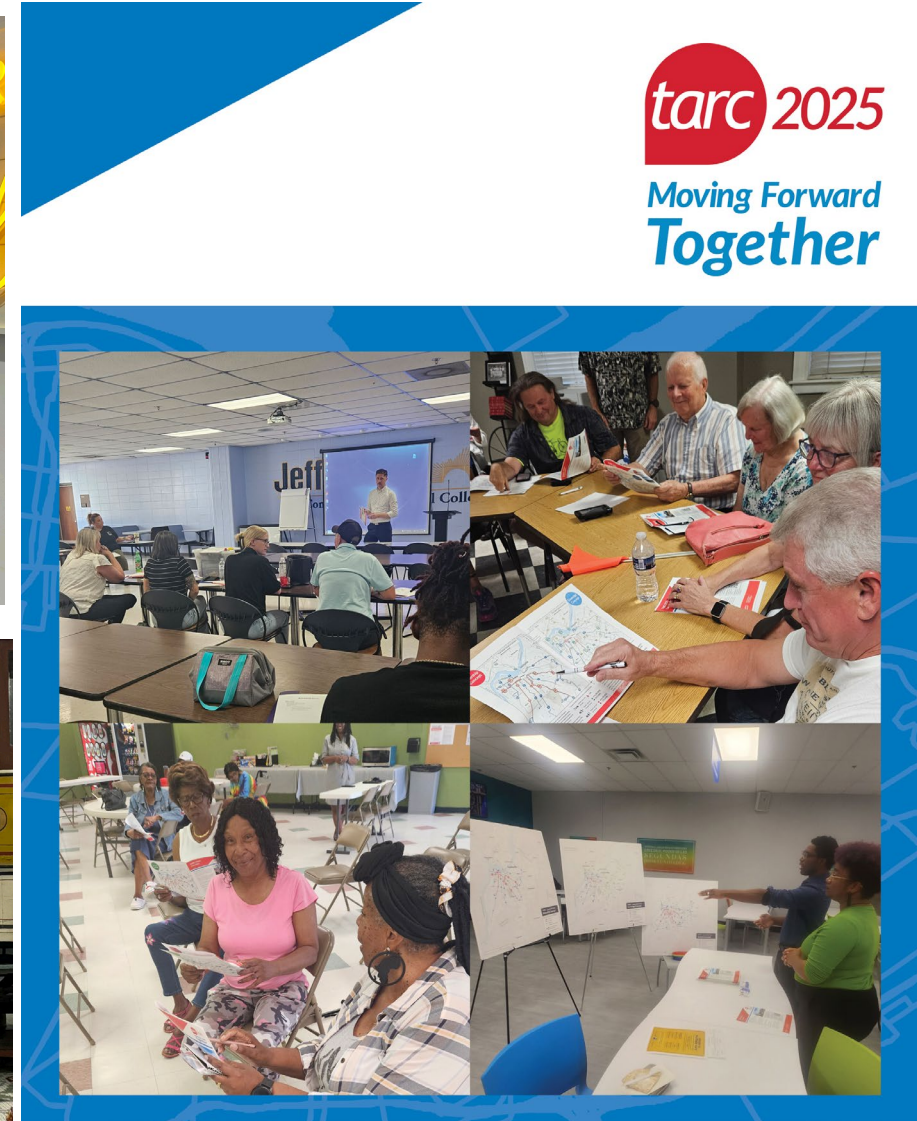




HIGHLIGHTS

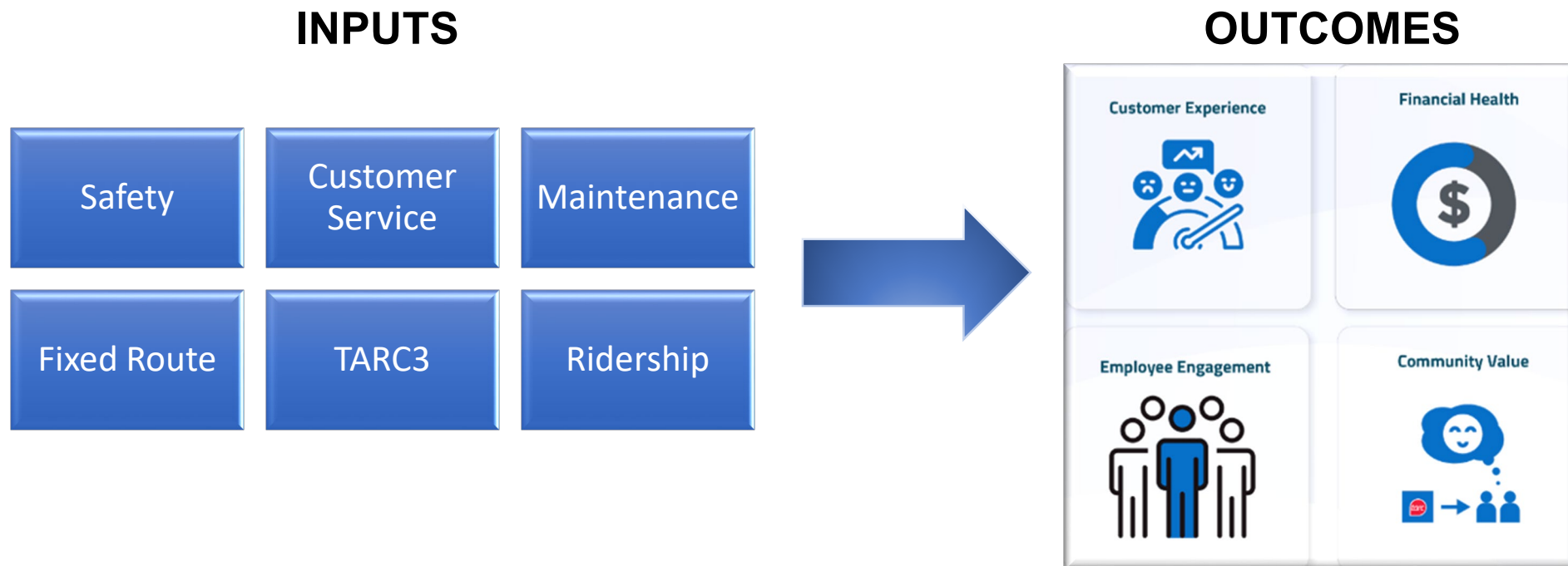
SINCE THE LAST BOARD MEETING, TARC ...

- Launched public engagement phase of TARC 2025, hosting 60 public meetings to date, a series of internal town-halls, and weekly Zoom office hour sessions
- Met community at the Norton Healthcare Unity Jam, Summer Beer Fest at Frazier, and the Buechel Health Fair
- Hosted a TARC Riders Club event at Erhlers Ice Cream, sharing more about TARC 2025
- Held second TARC 2025 Stakeholder Advisory Committee meeting on July 29, at Leadership Louisville.



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.

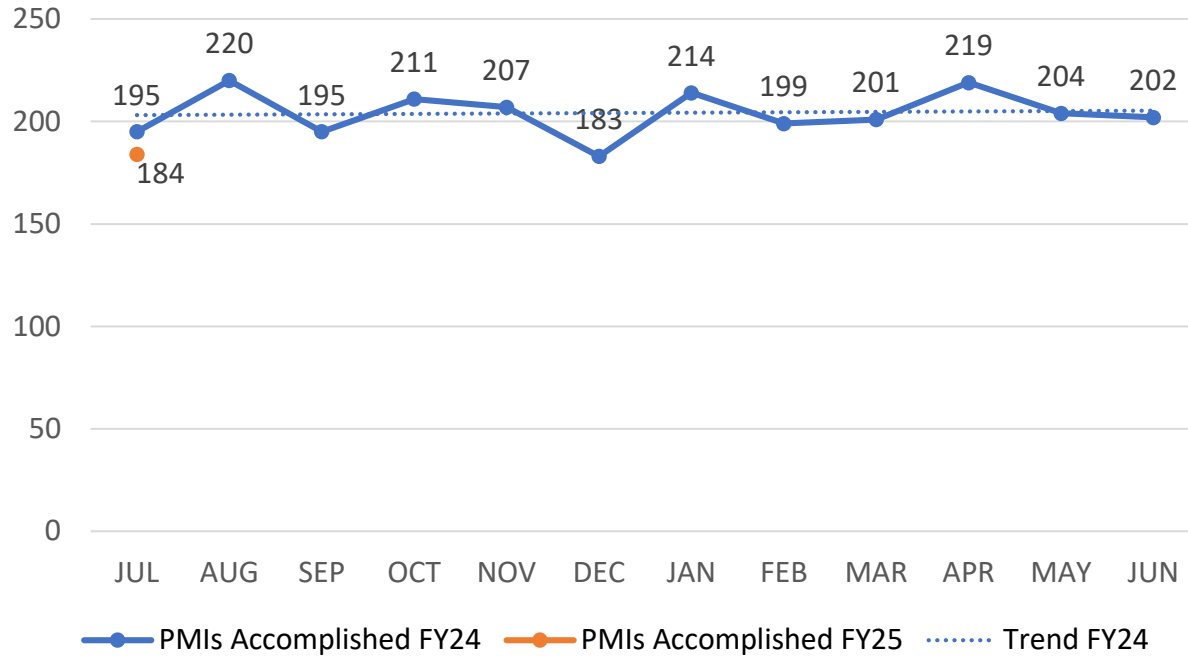




MAINTENANCE

Target PMI: 200
Total Vehicle PMIs: 184

Preventive Maintenance Inspections (PMI)
Accomplished FY24



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.



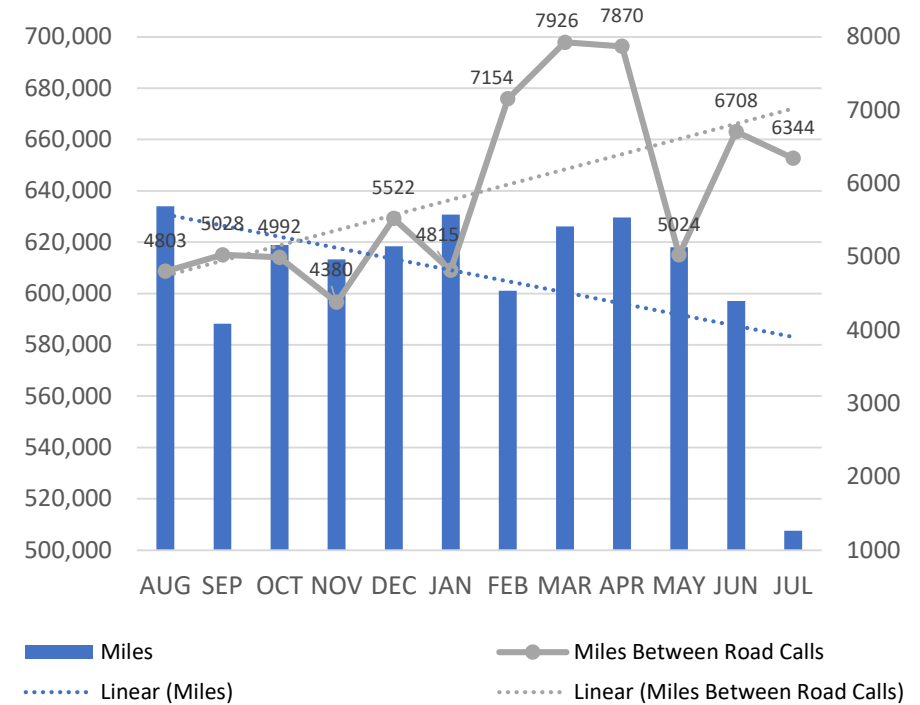
MAINTENANCE

MILES BETWEEN MECHANICAL FAILURES

YTD	Miles	Chargeable Road Calls	Miles Between Road Calls
Aug 23	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
Jan	630,740	131	4,815
Feb	601,018	84	7,154
Mar	626,175	79	7,926
Apr	629,625	80	7,870
May	618,039	126	5,024
Jun	597,066	89	6,708
July 24	507,516	80	6,344

June: Total Miles Between Road Calls = **6344**
 Target Miles Between Road Calls = **5500**

Miles Between Road Calls



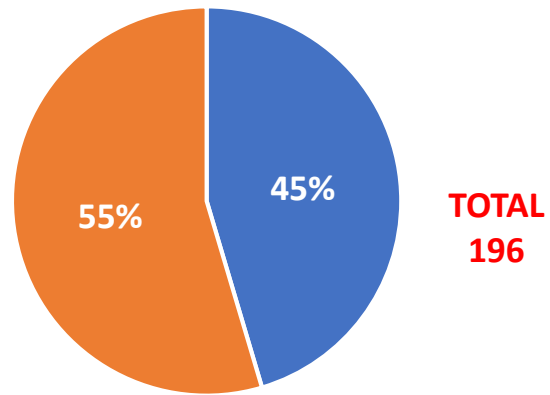
A Mechanical Road Call occurs when mechanical problems prevent the revenue vehicle from completing a scheduled revenue trip, or from starting the next scheduled revenue trip because actual movement is limited, or because of safety concerns.



MAINTENANCE

CHARGEABLE VS NON-CHARGEABLE ROAD CALLS

June 2024 Maintenance Road Calls

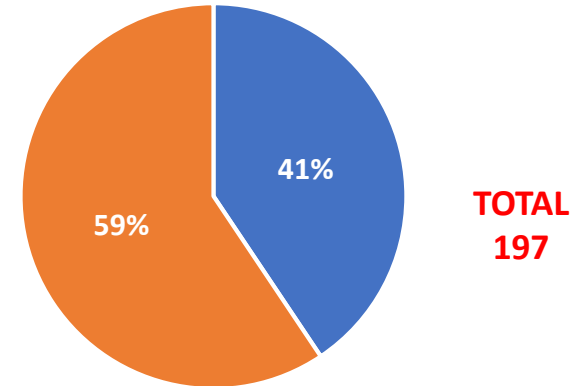


■ Chargeable Road Calls 89 ■ Non-Chargeable Roads Calls 107

Chargeable Categories

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

July 2024 Maintenance Road Calls

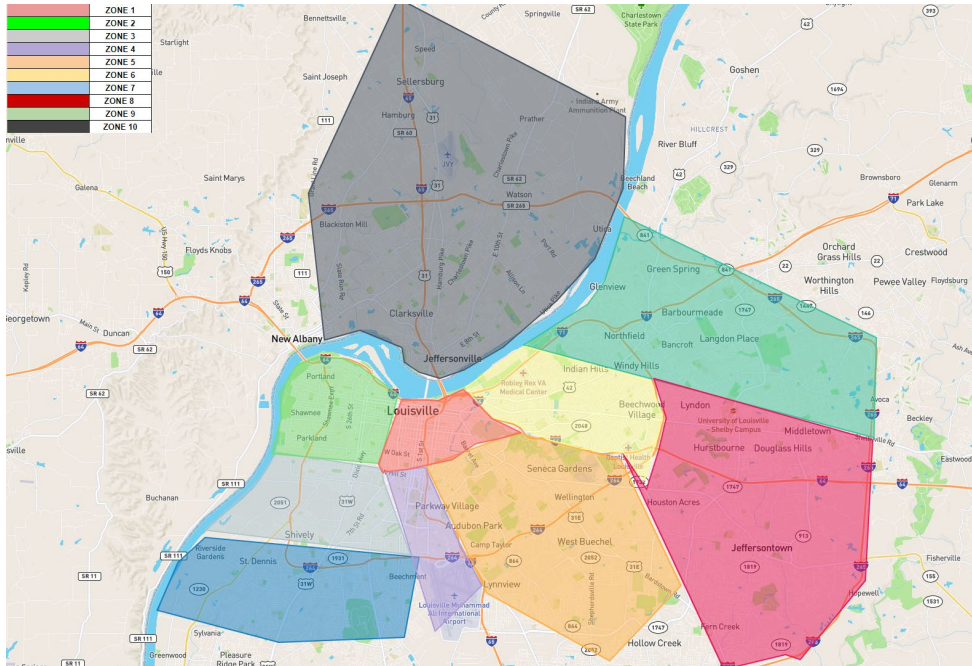


■ Chargeable Road Calls 80 ■ Non-Chargeable Roads Calls 117

Non-Chargeable Categories

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

JULY SHELTER CLEANINGS



Task/Zone	1	2	3	4	5	6	7	8	9	10	Total
Shelter Cleaned	621	332	199	175	460	195	281	199	110	177	2749
Trash Can Emptied	26	35	15	15	24	18	15	16	4	4	172
BioHazard Cleaned	8	3	1	0	3	0	0	1	1	0	17
Damage Reported	1	0	0	0	0	0	0	1	0	0	2
Graffiti Removed	8	3	1	8	6	2	1	0	1	0	30
Installation of Advertisements	4	6	2	7	9	5	9	4	3	2	51
Spot Pressure Washing	17	30	6	7	1	6	13	27	0	0	107
Surface Scrubbing	6	6	0	4	6	4	0	7	19	14	66

June Shelter Cleanings **2749**

Other Requests **445**

Goal Shelter Cleanings **45 per day**

THIS MONTH 189%



SAFETY

SAFETY PREVENTABLE ACCIDENTS

Monthly

10

TYPE OF ACCIDENT

Fixed Object	5	50.0%
Moving Vehicle	1	10.0%
Rear-ended OV	4	40.0%

YTD

10

PREVENTABLE ACCIDENTS / 100K MILES

Monthly

2.2

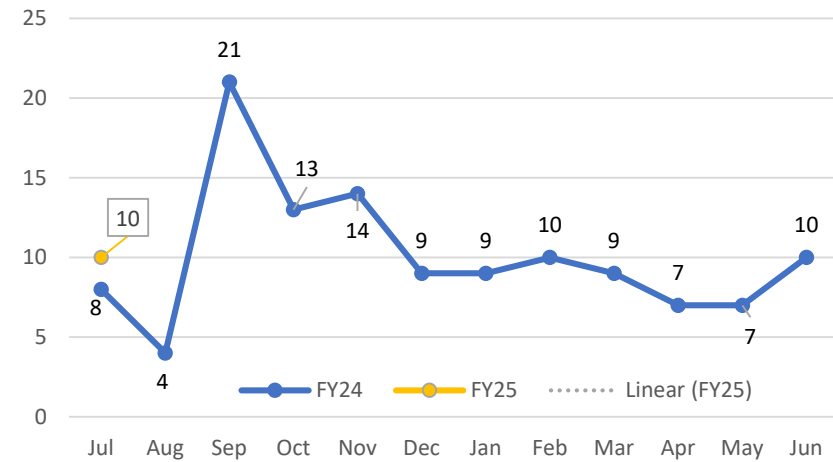
YTD AFR Goal

2.3

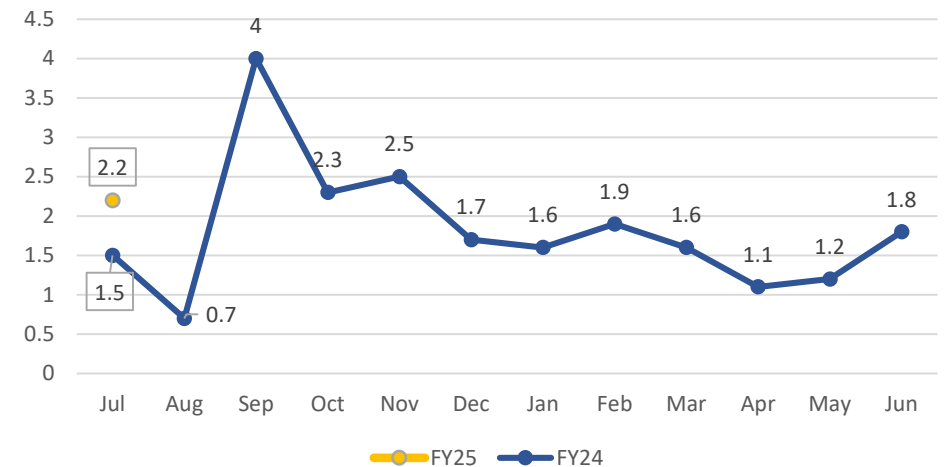
YTD

2.2

FY25 PREVENTABLE ACCIDENTS



PREVENTABLE ACCIDENT AFR FY24 vs FY25



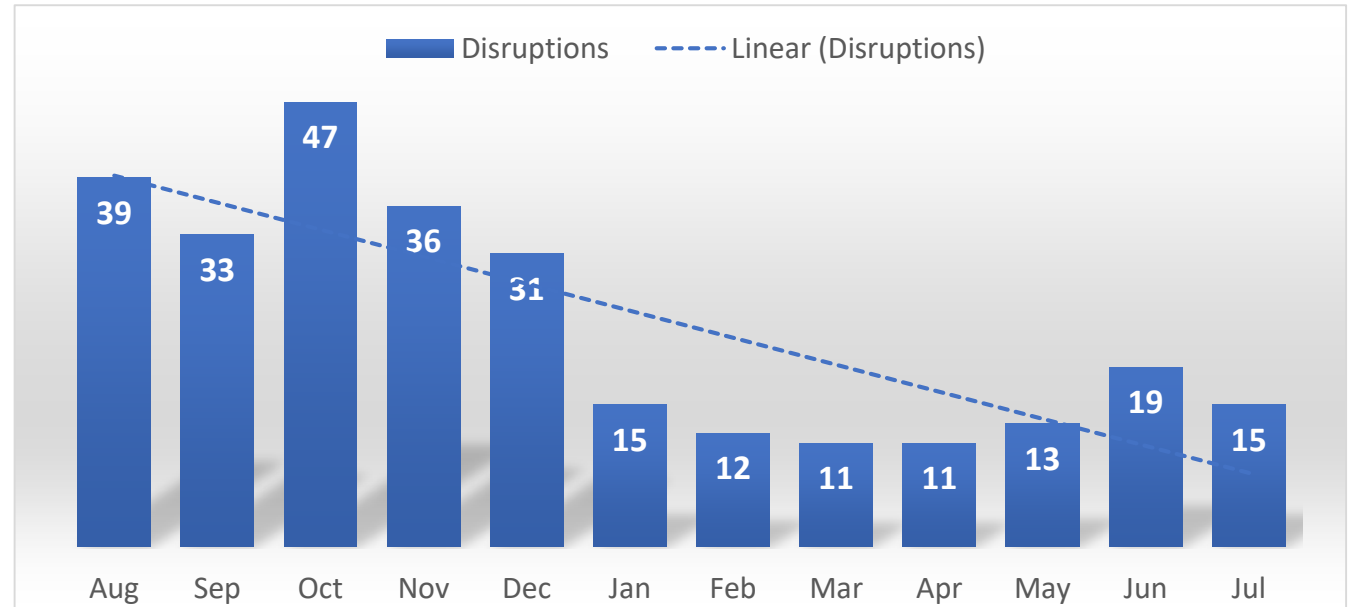


SAFETY

PASSENGER DISRUPTIONS BY LINE AUG 23 – JUL 24

Route ID	Disruptions	Rider Ship	% Disruption to Ridership
Broadway - #23	56	1,276,298	0.0044%
Fourth St - #4	27	692,062	0.0039%
Dixie Rapid - #10	22	584,910	0.0038%
Preston - #28	22	723,054	0.003%
Market St - #15	26	340,798	0.0076%
Bardstown - #17	13	143,722	0.009%
Muhammad Ali - #19	12	454,987	0.0026%
Oak-Westport - #25	11	250,165	0.0044%
Shelbyville Rd - #31	9	134,822	
Crums Lane - #63	8	167,573	
J'ville-Lou-New Albany - #71	8	146,521	
Dixie Hwy - #18	7	226,592	
Sixth St - #6	6	222,761	
Chestnut St - #21	6	196,121	
Portland Poplar Level - #43	6	268,543	
Eastern Pkwy - #29	5	220,797	
Clarksville - #72	5	120,828	
Taylorsville Rd - #40	4	138,295	
Cardinal - #94	4	389,527	
Second St - #2	3	74,470	
Twelfth St - #12	3	56,126	
Hill St - #27	2	153,230	
Outer Loop - #46	0	5,121	
Med Ctr - #52	0	14,715	

TOTAL PASSENGER DISRUPTIONS – AUG 23 THRU JUL 24



PASSENGER DISRUPTIONS*

This Month Total

15

Monthly Avg

23.5

***Disruption:** an incident on the coach that delays service more than 5 minutes
Incident: confrontation with a passenger for failure to follow TARC's Code of Conduct
(ie: fare evader, profanity, fighting, etc.)



Survey Methodology

To measure the effectiveness of the Block by Block Ambassador Program pilot on the 23, TARC worked with TransPro Consulting to create a before and after survey. The survey includes questions surrounding personal security, cleanliness, erratic behavior, and overall impression.

The Before survey was conducted prior to the launch of the program and the After survey will launch while the program is underway.

A sample size of 204 customers yields a margin of error of +/-7%



SAFETY AMBASSADOR PROGRAM

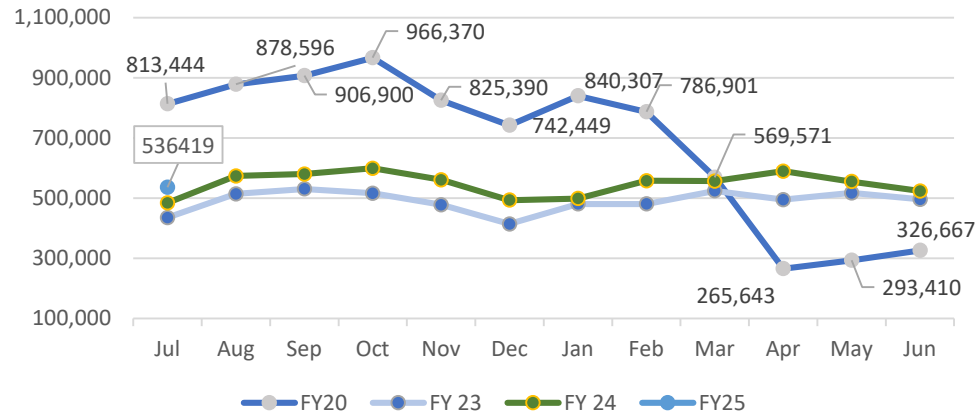
Safety Statistics	Apr	May	Jun	July
911 Called	0	0	2	4
Bus Route Assignment	359	353	350	350
De-Escalation	1	0	2	5
Disruptive Behavior - Loud Music	5	13	11	14
Disruptive Behavior - Physical	2	0	7	8
Disruptive Behavior - Toll Issue	12	0	0	16
Disruptive Behavior - Verbal	18	19	19	20
Greeting	6670	7012	6186	8093
Hospitality Assistance	91	296	258	626
Operator Escalation	0	0	0	0
Request for TARC Security	0	0	4	9
Route Info Provided	15	70	104	313

6 Month Pilot Duration: February - July

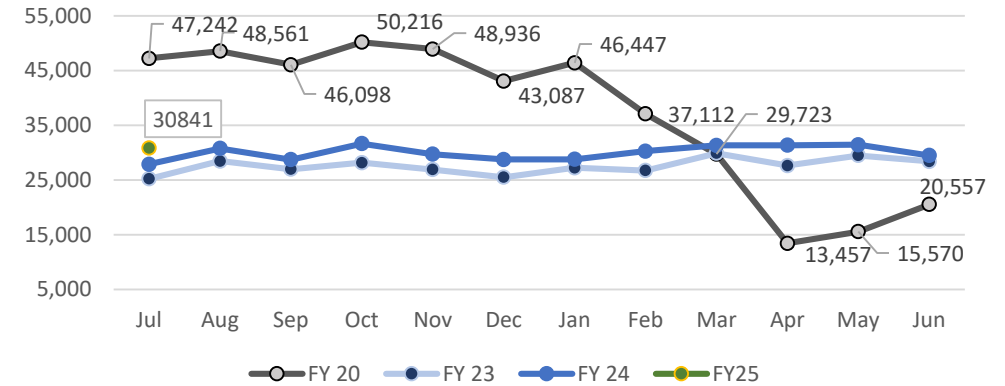


JULY RIDERSHIP

Fixed-Route Ridership



TARC3 Paratransit Ridership



FIXED ROUTE
 Monthly **536K** 2.4% VLM
 10.8% VLY YTD **536K**

PARATRANSIT
 Monthly **31K** 4.6% VLM
 10.5% VLY YTD **31K**

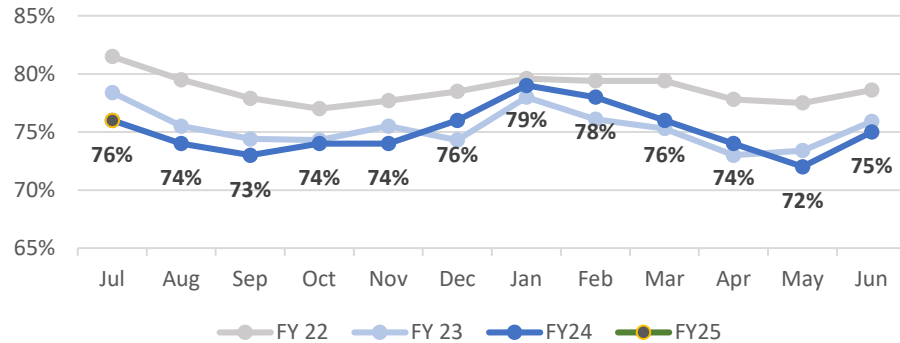
COMBINED
 This Month, Last Year **512K** 10.5% VLY This Month, This Year **567K**

Performance Indicator	Fixed-Route System			Paratransit (TARC3)		
	FY25 YTD	FY20 (COVID)	FY24 YTD	FY25 YTD	FY20 (COVID)	FY24 YTD
Total Ridership	536,419	8,187,973	6,573,772	30,841	442,345	360,456
Weekday Ridership	494,022	7,135,476	5,562,244	25,767	381,276	297,419
Saturday Ridership	20,370	642,871	565,636	2,345	34,062	27,431
Sunday/Holiday Ridership	22,027	506,055	433,148	2,729	27,007	35,606
Total Revenue Miles	454,188	6,386,306.82	6,517,670	370,272	4,930,487.00	4,364,217
Total Revenue Hours	35,392	594,178.76	537,581	23,086	298,416.00	284,896
Trips per Revenue Mile	1.16	1.28	1.01	0.08	0.09	.08
Trips per Revenue Hour	14.9	13.78	12.20	1.34	1.48	1.29

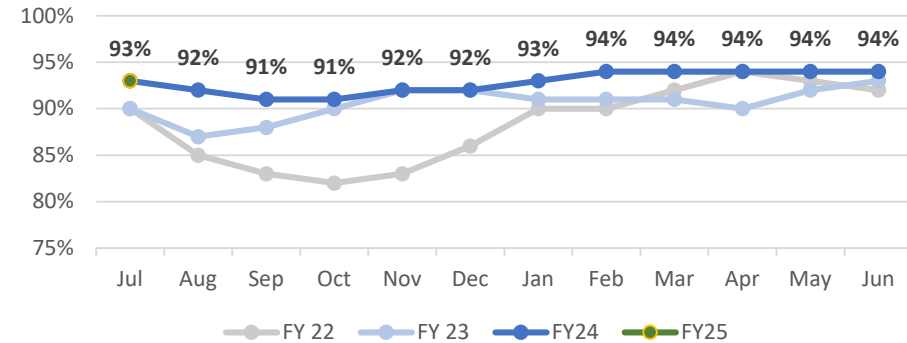


JULY ON-TIME PERFORMANCE

Fixed-Route On-Time Performance



TARC3 Paratransit On-Time Performance



Fixed-Route
FY24 Goal
80%

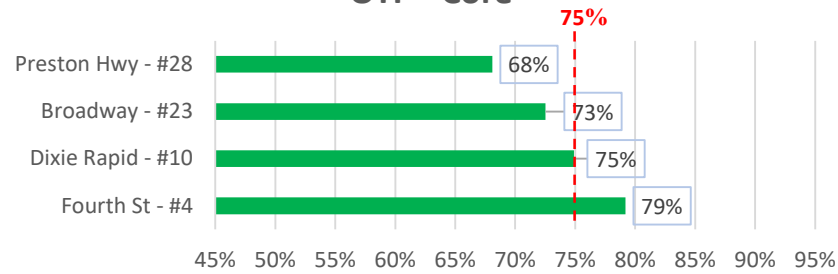
On-Time Performance									
Fixed-Route					Paratransit (TARC3)				
	FY25	FY24	FY23	FY22		FY25	FY24	FY23	FY22
Jul	72%	76%	78%	80%	Jul	93%	93%	90%	90%
Aug		74%	76%	80%	Aug		92%	87%	85%
Sept		73%	74%	78%	Sep		91%	88%	83%
Oct		74%	74%	77%	Oct		91%	90%	82%
Nov		74%	76%	78%	Nov		92%	92%	83%
Dec		76%	74%	79%	Dec		92%	92%	86%
Jan		79%	78%	80%	Jan		93%	91%	90%
Feb		78%	76%	79%	Feb		94%	91%	90%
Mar		76%	75%	79%	Mar		94%	91%	92%
Apr		74%	73%	78%	Apr		94%	90%	94%
May		72%	73%	78%	May		94%	92%	93%
June		75%	76%	79%	Jun		94%	93%	92%
FYTD		75%	75%	79%	FYTD		93%	91%	88%

Paratransit
FY24 Goal
93%

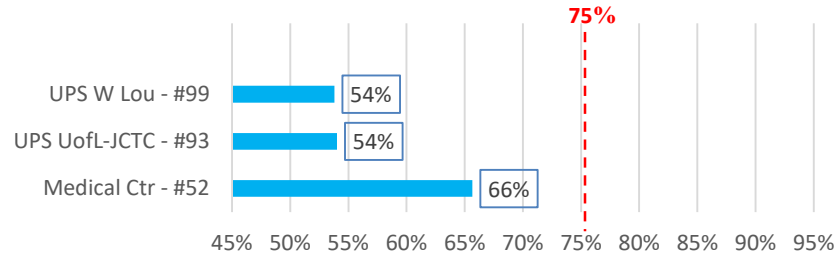


JULY ON-TIME PERFORMANCE

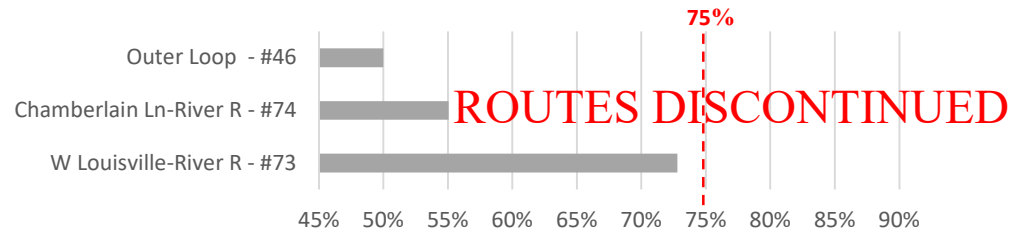
OTP - Core



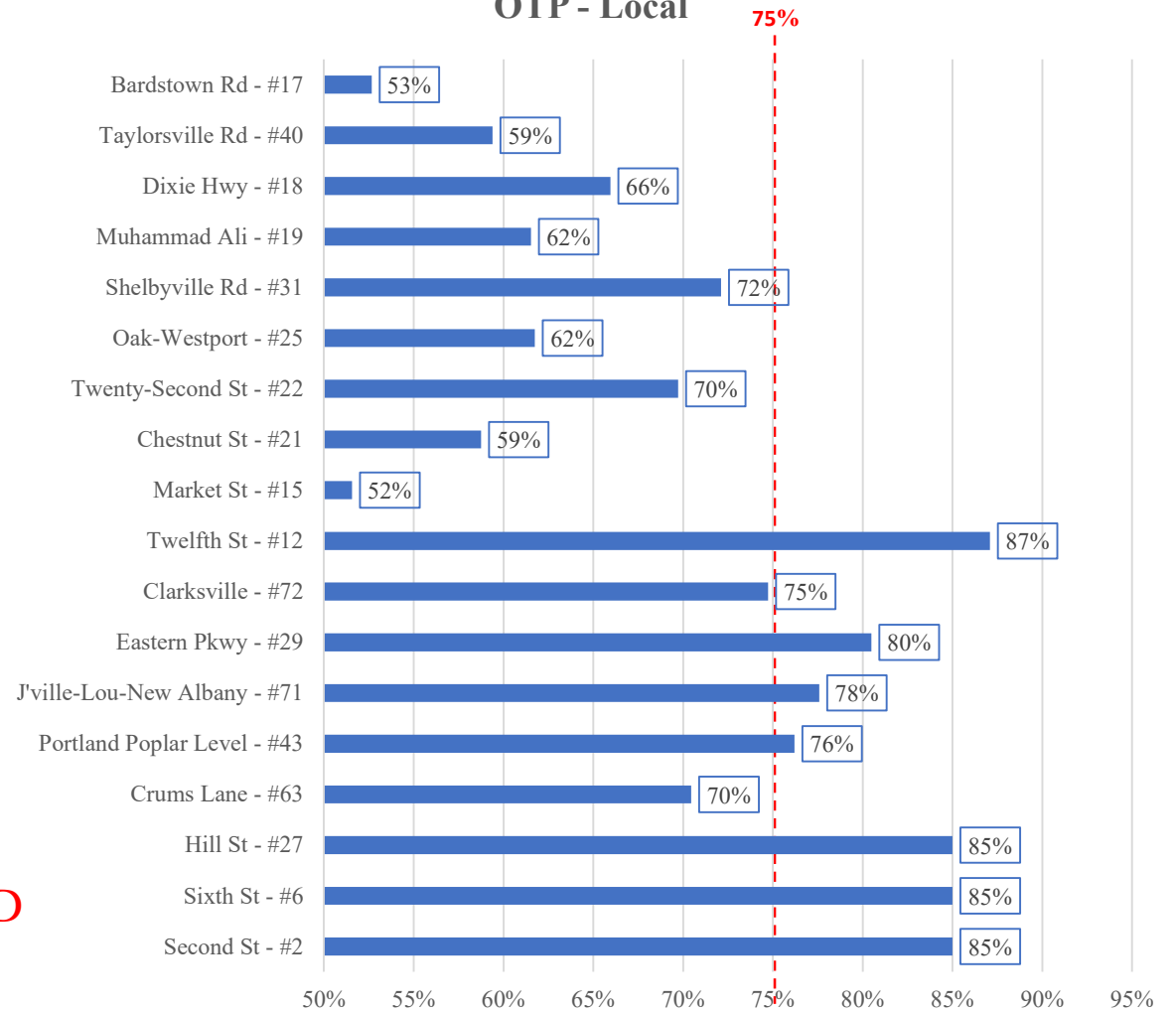
OTP - Circulator



OTP - CMAQ



OTP - Local





FIXED ROUTE MISSED RUNS AND HOURS

2021					2022				
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours		Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
January	8065	171	2.12%	538.67	January	8082	468	5.79%	2128.73
February	7628	281	3.68%	968.80	February	7336	353	4.81%	1657.45
March	8600	441	5.13%	1,618.48	March	8089	235	2.91%	795.42
April	8276	488	5.90%	1,996.77	April	7785	439	5.64%	2211.53
May	8053	546	6.78%	2,411.39	May	7773	269	3.46%	974.62
June	7994	472	5.90%	1,801.90	June	7725	262	3.39%	892.18
July	7913	409	5.17%	1,229.65	July	7360	195	2.65%	621.50
August	8438	631	7.48%	2,461.55	August	8675	576	6.64%	2046.67
September	8216	800	9.74%	3,872.40	September	8341	487	5.84%	1999.98
October	8365	685	8.19%	2,936.30	October	8477	680	8.02%	3133.12
November	8216	428	5.21%	1,617.85	November	8341	440	5.28%	1619.67
December	8546	401	4.69%	1,423.73	December	8477	384	4.53%	1304.62
TOTAL	98,310.00	5,753.00	5.85%	22,877.49	TOTAL	96,461.00	4,788.00	4.96%	19,385.48
2023					2024				
	Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours		Total Runs	Total Missed Runs	% Missed Runs	Sum of Missed Hours
January	8419	221	2.63%	725.05	January	8158	272	3.33%	900.18
February	8036	248	3.09%	809.07	February	7478	340	4.55%	1,244.60
March	9083	339	3.73%	1,079.17	March	7741	320	4.13%	1,212.88
April	8300	273	3.29%	1,031.53	April	7478	330	4.41%	1,301.53
May	8860	470	5.30%	1,824.82	May	7908	280	3.54%	2,117.90
June	7998	489	6.11%	2,428.38	June	7914	370	4.68%	1,411.20
July	7412	502	6.77%	1,879.65	July	5419	254	4.69%	1,182.70
August	8177	362	4.43%	1,261.10	August				
September	7655	579	7.56%	2,443.57	September				
October	8172	489	5.98%	1,924.43	October				
November	7854	306	3.90%	1,077.48	November				
December	7799	267	3.42%	908.60	December				
TOTAL	97,765.00	4,545.00	4.64%	17,392.85	TOTAL	52096	2166	4.16%	9,371.00



OPERATIONS SUPERVISOR – FIELD & ON-BOARD BUS SUPPORT

Combined Overall

July	Area Sums	
Opr Engagements	389	
Pax De-escalations	13	
On Bus Cust Support	232	

July	Dwntwn/ Ind	1
Opr Engagements	67	
Pax De-escalations	1	
On Bus Cust Support	41	

July	West	2
Opr Engagements	93	
Pax De-escalations	2	
On Bus Cust Support	43	

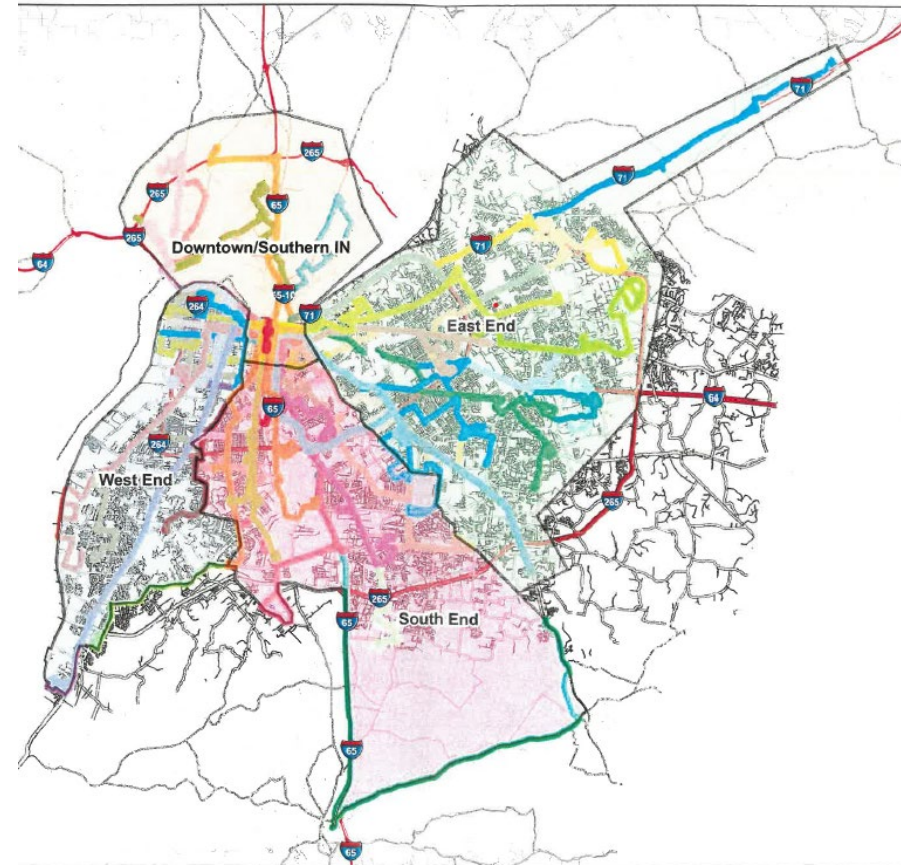
July	South	3
Opr Engagements	52	
Pax De-escalations	4	
On Bus Cust Support	42	

July	East	4
Opr Engagements	82	
Pax De-escalations	2	
On Bus Cust Support	40	

July	Full Cover	5
Opr Engagements	96	
Pax De-escalations	4	
On Bus Cust Support	68	

Area	
1	Dwntwn/Ind
2	West
3	South
4	East
5	Full Cover

Road Supervisor Coverage Zone: System Coverage



- 9 - Operations Supervisors
- 4 Zones / Heat Map Distribution / Hot Spots



FEEDBACK PER RIDERSHIP

FIXED ROUTE / 100K BOARDINGS

Month

80

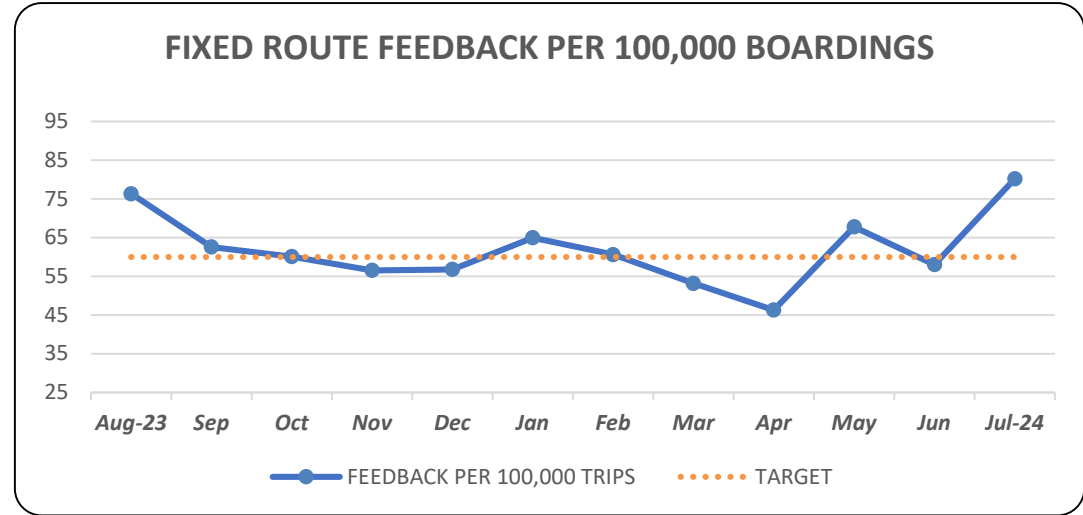
14% VLM

TOTAL RIDERSHIP
536,419

TOTAL FEEDBACK
430

Goal

60



PARATRANSIT / 1,000 TRIPS

Month

3.5

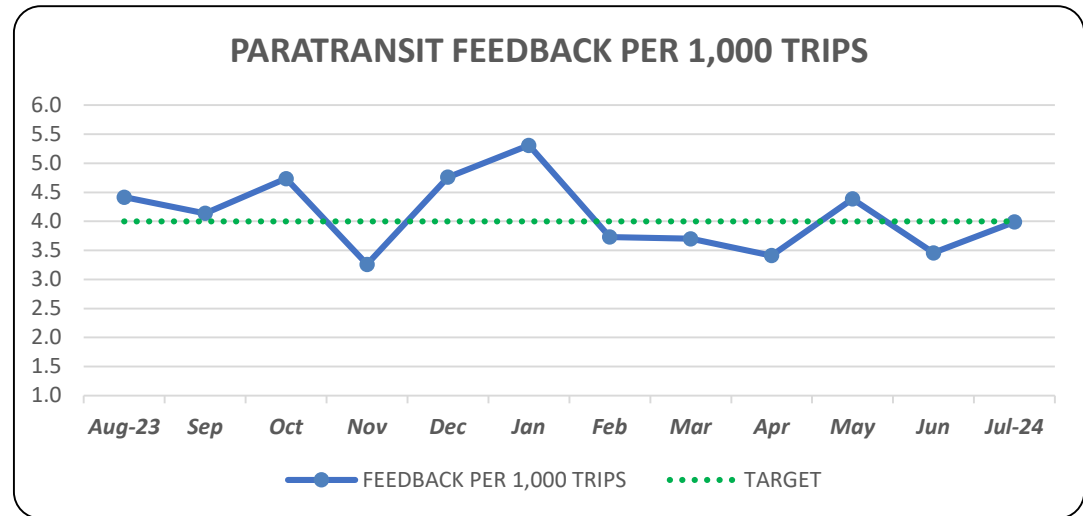
38% VLM

TOTAL RIDERSHIP
30,841

TOTAL FEEDBACK
123

Goal

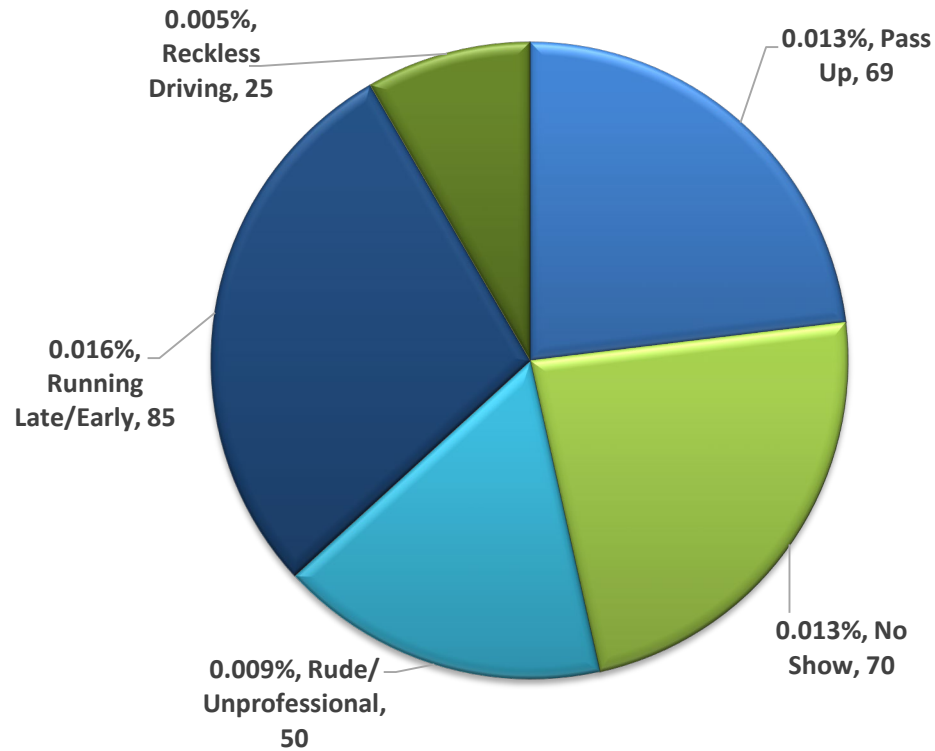
4



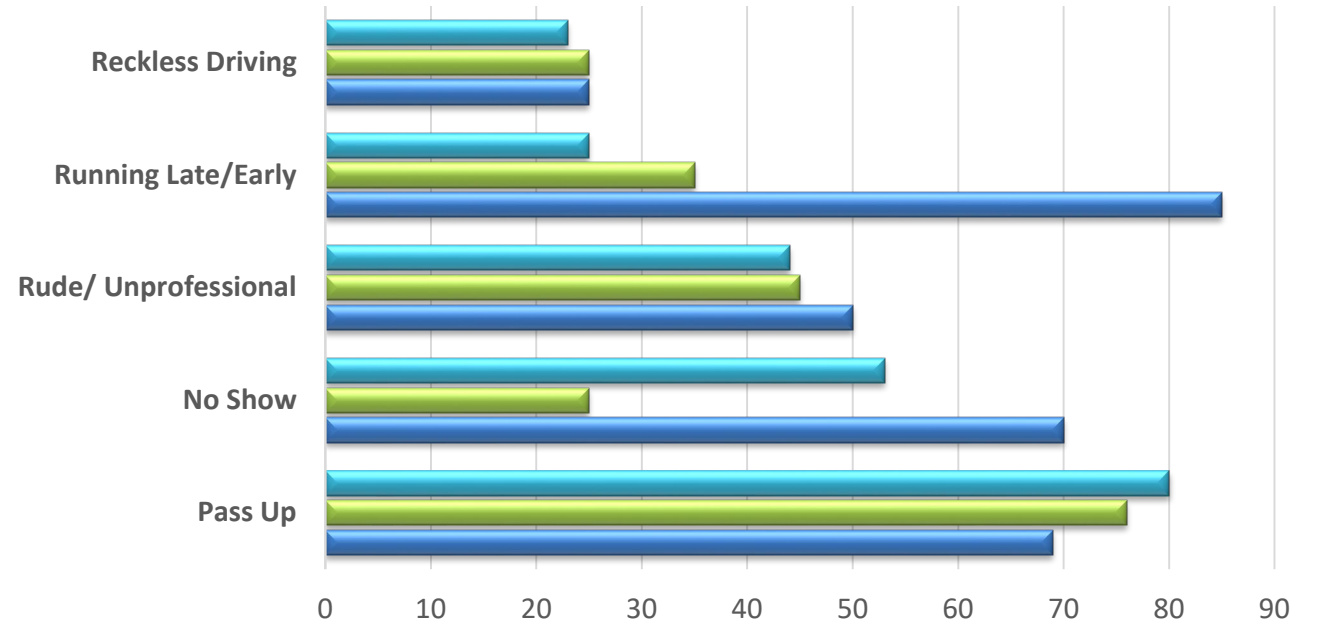


FIXED ROUTE TOP 5 FEEDBACK CATEGORIES – JULY 2024

Feedback Categories



3 Month Comparison



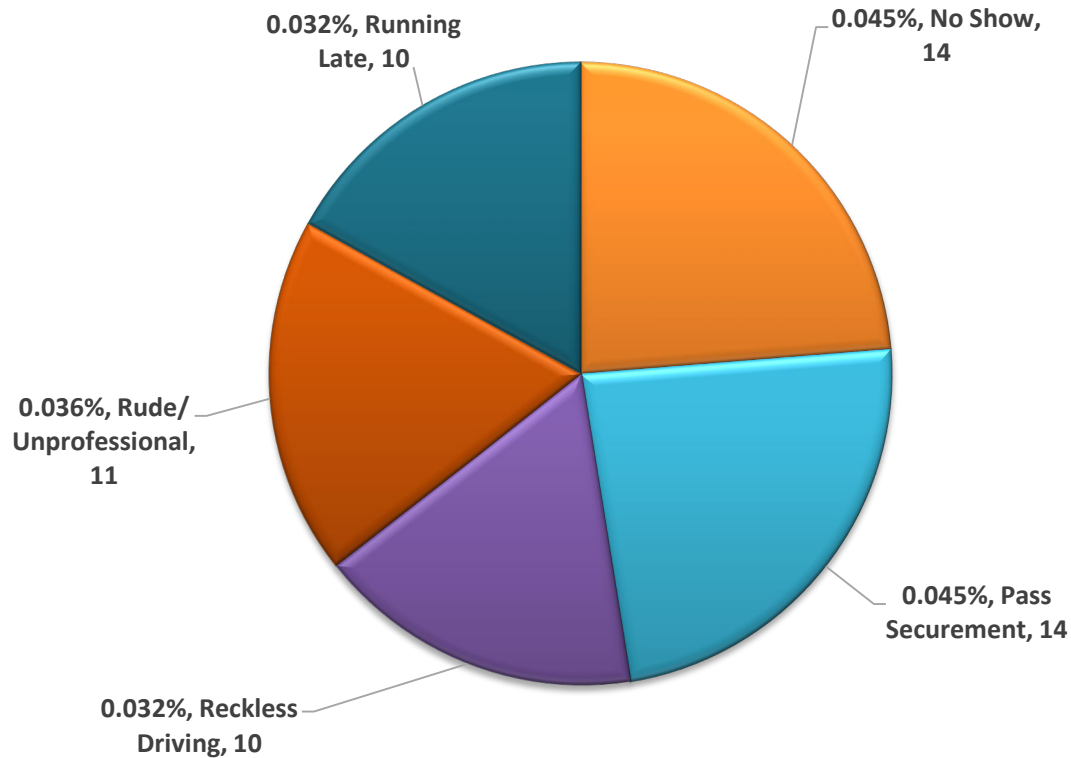
	Pass Up	No Show	Rude/Unprofessional	Running Late/Early	Reckless Driving
May-24	80	53	44	25	23
Jun-24	76	25	45	35	25
Jul-24	69	70	50	85	25

*Note: Feedback Category percentage represents total feedbacks in that category vs total boarding's for the month.

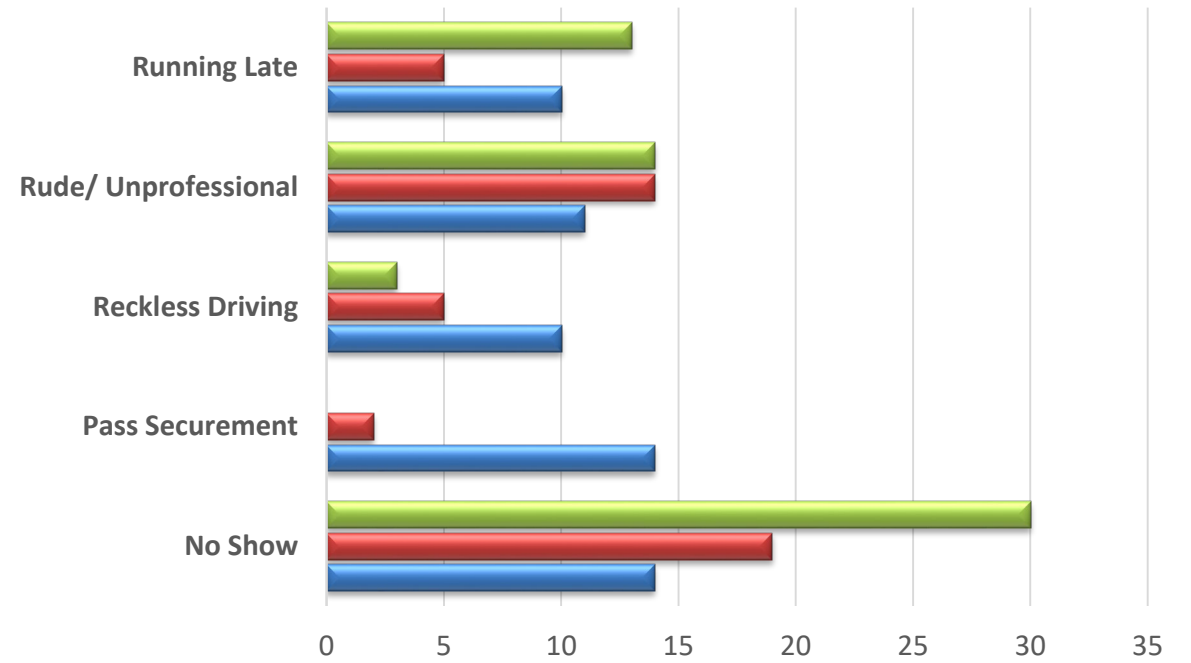


TARC3 TOP 5 FEEDBACK CATEGORIES – JULY 2024

Feedback Categories



3 Month Comparison



	No Show	Pass Securement	Reckless Driving	Rude/Unprofessional	Running Late
■ May-24	30	0	3	14	13
■ Jun-24	19	2	5	14	5
■ Jul-24	14	14	10	11	10

*Note: Feedback Category percentage represents total feedbacks in that category vs total trips for the month.

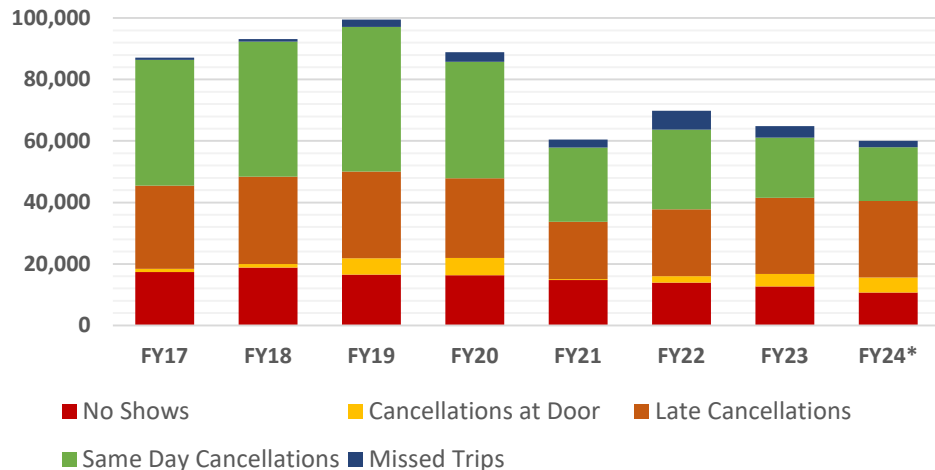


TARC3 SCHEDULED VS PERFORMED

Cancelled Trips									
YEAR	Scheduled Trips	Performed Trips	Late Cancellations	Cancellations at Door	No Shows	Same Day Cancellations	Missed Trips	Total Cancelled Trips	% of Scheduled Trips
FY17	601716	514610	27089	987	17383	40975	672	87106	14%
FY18	640145	547002	28360	1144	18857	43955	827	93143	15%
FY19	660128	560635	28182	5389	16497	47025	2400	99493	15%
FY20	531278	442389	25884	5624	16358	37899	3124	88889	17%
FY21	352203	291740	18642	236	14797	24138	2650	60463	17%
FY22	369232	299413	21796	2037	13969	25893	6124	69819	19%
FY23	395643	330779	24830	4028	12698	19575	3733	64864	16%
FY24*	391017	330960	24895	4965	10659	17403	2135	60057	15%

* YTD (May)

TARC3 Non-Performed Scheduled Trips



FY24*			
	% of Scheduled	% of Cancelled	Definition
MISSED	0.55%	4%	Any trip whereas the driver arrives before or after the 30 minute negotiated pickup window and departs without the passenger before waiting at least 5 minutes within the window. The negotiated time is a time you want to arrive or a time you want to depart. The window is 15 minutes before and 15 minutes after negotiated pickup time.
SAME DAY	4.45%	29%	Trip is cancelled on day of service at least 2 hours prior to scheduled pickup time. Trip can be rerouted.
LATE	6.37%	41%	Trip is cancelled less than 2 hours of the scheduled pick up time. Trip may be able to be rerouted depending on time of cancellation.
AT DOOR	1.27%	8%	Trip is cancelled after driver arrives for pick up and has made contact with the passenger.
NO SHOWS	2.73%	18%	Driver arrives and passenger is unable to be located for transport.



TARC3 SCHEDULED VS PERFORMED

STRATEGIES TO REDUCE LATE CANCELLATIONS AND NO SHOWS

Steps TARC and MV staff are engaging to decrease cancellations (late cancellations, cancellations at the door and no shows).

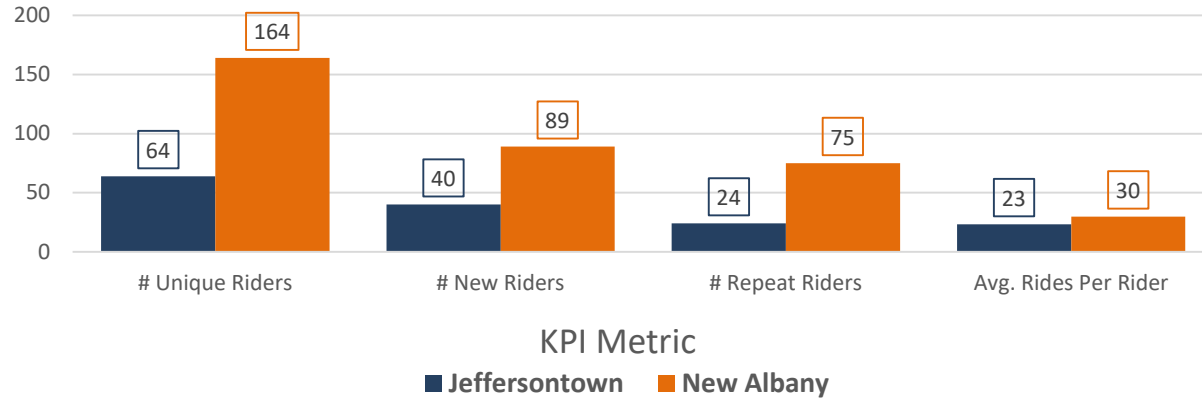
- Customers have begun receiving day before and imminent arrival calls so long as they have not opted out of the program
- We activated the calls for everyone except subscription riders on May 22nd. Subscription riders activated with IT and Trapeze assistance. Everyone was ultimately activated on June 12th.
- No show letters continue to be sent to customers who receive 3 or more no shows during the month
- We will identify and connect with customers who have an excessive amount of no shows and late cancellations during a given period.
- We'll discuss with the individual methods on how to reduce such cancellations and hear any feedback they have for us regarding service.

IMMINENT ARRIVAL CALL ANALYSIS	
BEFORE: 5/15/24-6/11/24 & AFTER: 6/12/24-7/8/24	
IMMINENT ARRIVAL CALLS UP TO 6/11/24	12,858
COMPLETED (APPLICATION ENDED)	8,236
COMPLETED (USER HUNG UP)	3,847
NO ANSWER	610
BAD NUMBER	165
IMMINENT ARRIVAL CALLS AFTER 6/11/24	17,945
COMPLETED (APPLICATION ENDED)	11,838
COMPLETED (USER HUNG UP)	4,860
NO ANSWER	976
BAD NUMBER	271
CANCELS BEFORE ACTIVATING IMMINENT ARRIVALS	4,915
LATE	1,955
SAME DAY	1,592
MISSED TRIP	128
CANCEL AT THE DOOR	353
NO SHOW	887
CANCELS AFTER ACTIVATING IMMINENT ARRIVALS	4,688
LATE	1,945
SAME DAY	1,412
MISSED TRIP	101
CANCEL AT THE DOOR	420
NO SHOW	810



TARC ON-DEMAND PILOT

TARC ON-DEMAND April - July



TARC3 ON-DEMAND April - July			
KPI METRICS	Jeffersontown	New Albany	Total
# Unique Riders	92	244	336
# New Riders	48	124	172
# Repeat Riders	44	120	164
Avg. Rides Per Rider	34	39	72
# Passengers Completed	982	3107	4089
# Rides Completed	887	1649	2367
Passengers Per Vehicle Hour (PVH)	1.5	2.1	3.6
Connect to Fixed Route % of trips	42%	41.8%	42%
Point to Point % of trips	58%	58.2%	58%

Duration: April – September 2024

Purpose: Connect Fixed Route / Zone Point to Point

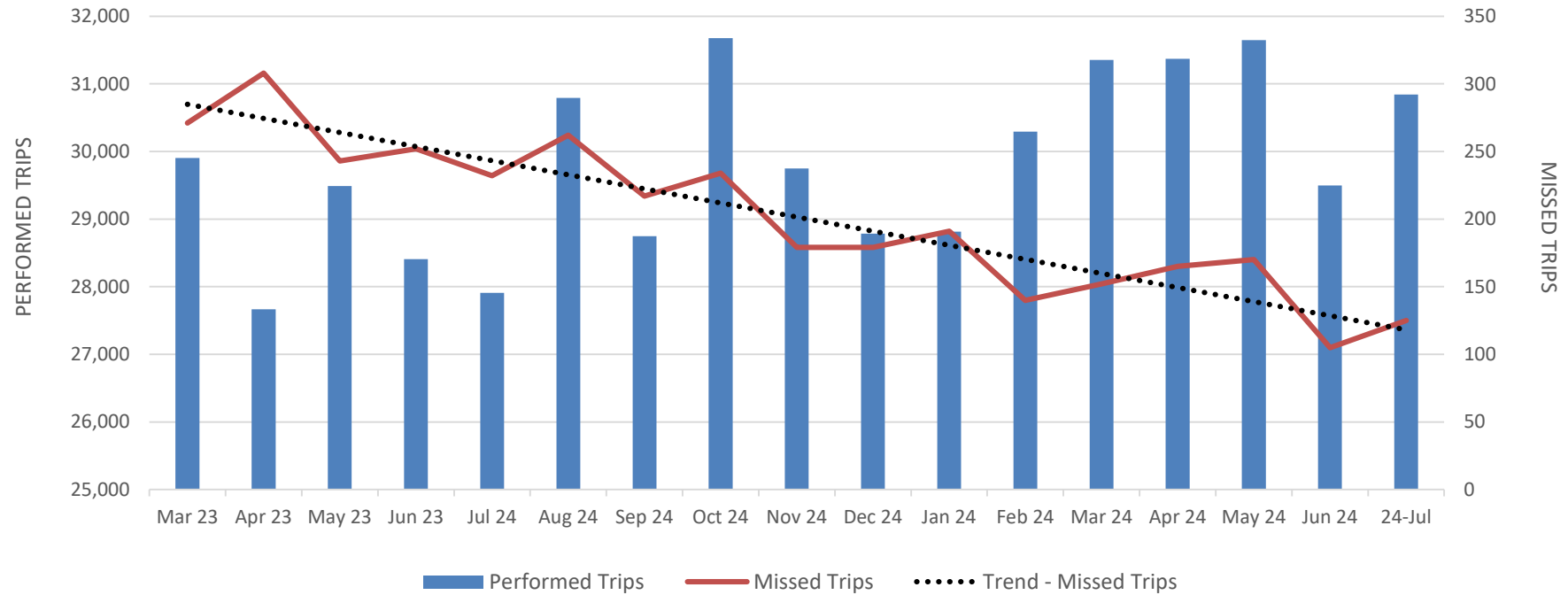
Zones: New Albany and Jeffersontown

Glossary	
Metric	Description
# Unique Riders	The number of unique users who booked and completed a ride during this period (April-July)
# New Riders	The number of unique users who booked and completed a ride for the first time (unduplicated April- July)
# Repeat Riders	The number of unique users who booked and completed a ride and also completed a ride in a previous month
Avg. Rides Per Rider	# Rides Completed
# Passengers Completed	The number of passengers whose rides were completed
# Rides Completed	The number of completed rides, including completed (forgotten)
Passengers Per Vehicle Hour (PVH)	Total number of completed passenger boarding's divided by total number of revenue hours, excluding layover time



MV MONTHLY PERFORMANCE – JULY 2024

MONTHLY PERFORMED AND MISSED TRIPS



Missed Trips (after reconciliation)

FY24 July Missed Trips: 0.40%

30,841 Performed Trips



MV LIQUIDATED DAMAGES – JULY 2024

PARATRANSIT

Monthly

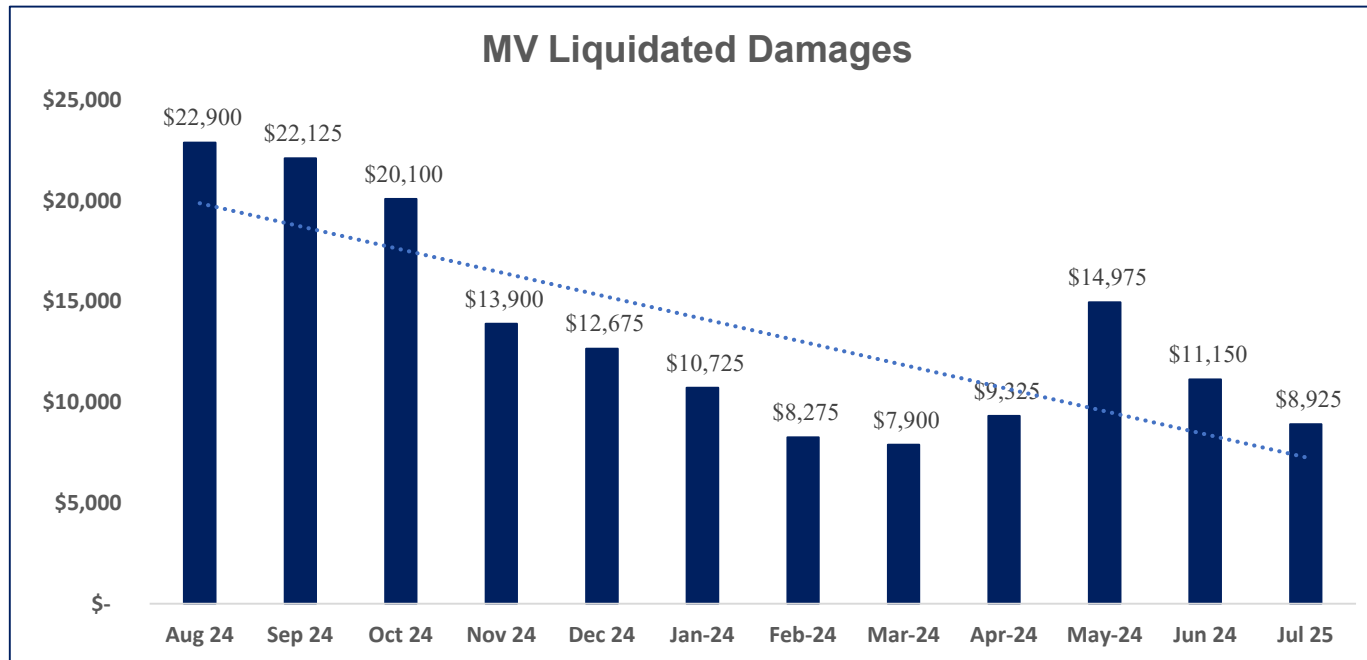
\$8.9K

-19.95% VLM
-51.02% VLY

YTD

\$163K

-66.86% VLY



Monthly Details

\$5K (45%), Late Trip, > 30 mins late

\$3.1K (28%), Accidents

\$3K (27%), Missed Trips

Types of Penalties:

Missed Trip

Late Trip

On-Time Performance

Excessive Trip Length

Customer Complaints

Compromised Safety

Maintenance



TARC ACTION PLAN

ACTION PLAN

Department	Item	Status	Timeline	Completion
Maintenance	Reduce - Chargeable Road Calls	Target Emissions and Fluid Level Systems Alerts	Aug – Dec	10%
Maintenance	Bus Utilization/Shelter and Sign Placements	Implement Bus Utilization Plan and Shelter and Sign Placements	July – Dec	10%
Safety	Lighting and Camera	Main Campus and 29 th St lighting and Union Station cameras	March - Dec	25%
Safety	Safety Ambassador Program	Line #23 2 ambassadors: 16 hrs/day, 7 days/week. 60 days of training Ops Rd Sups	Feb - Sept	100%
Transportation	Reduce Missed Service	Improve performance - Monitor line productivity and execute on performance improvement strategies	Aug - Dec	15%
Transportation	Road Supervisor – Operator Support Dispatch Supervisor – Response Monitoring	Road Supervisors – Operate in Zones Providing Operator and Customer Support Dispatch Supervisor – Monitor Response Times for Operator call in for Assistance	June – Dec	25%
Customer Experience	Feedback Closure Rate	Establish monthly target goal for feedback closures and identify improvements	Feb - Sep	90%
Paratransit	Performed vs. Scheduled Trip Improvements	Improve performance - reduce percentage of trips scheduled but not performed strategies	July - Dec	10%



AUGUST BOARD OF DIRECTORS UPDATE

August 21, 2024



TARC 2025 NETWORK REDESIGN

TARC Board Update 8/21/2024



TARC 2025

TARC 2025 NETWORK REDESIGN

What is the TARC 2025 Network Redesign?

The TARC 2025 Network Redesign project will work directly with the community and TARC to develop and deliver two proposals for an updated TARC transit network that can better meet the community's goals and priorities – within the reality of the funding that TARC can expect over the next 5-10 years.



TARC 2025

TARC 2025 NETWORK REDESIGN

Updated Timeline

- August/September: Community conversation on concepts
 - Survey deadline September 20
- October: TARC board review of community feedback
 - 10/28: Feedback needed for Core Design Retreat #2
- November/December: Draft proposals created
- January/February: Community conversation on draft proposals
 - Survey deadline 2/12
- February/March: TARC board review of community feedback
 - 3/7: Feedback needed for preparation of final proposals
- Spring 2025: Final proposals

CONCEPT PHASE KEY QUESTIONS

What should TARC do if it must cut back by 50%?

Should the region invest to expand transit, instead of contracting it?

Should we invest in more resources for TARC?

Coverage Concept

Get some transit service close to as many people as possible, even if it is not very useful.

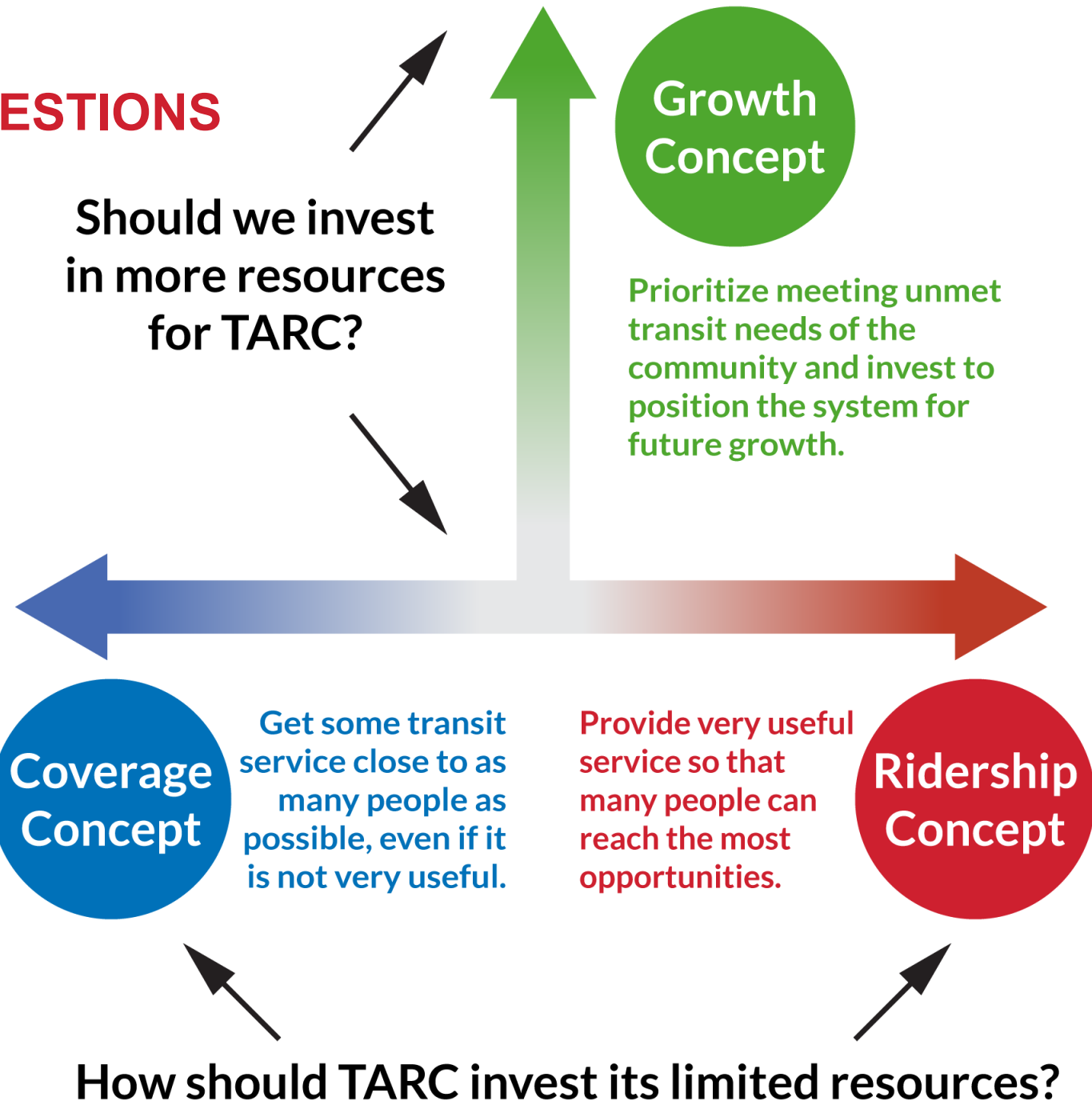
Provide very useful service so that many people can reach the most opportunities.

Ridership Concept

Growth Concept

Prioritize meeting unmet transit needs of the community and invest to position the system for future growth.

How should TARC invest its limited resources?



TARC 2025

TARC 2025 PHASE ONE OUTREACH UPDATE

- Survey responses through 8/16/2024
 - 794
- Public and private events and briefings 7/30-9/20 (scheduled through 8/19/2024)
 - 115
- Events breakdown (scheduled or completed through 8/19/2024)
 - 35 Community group briefings
 - 20 Bus stop pop ups
 - 16 Social service organization briefings
 - 12 Business briefings
 - 10 Virtual office hours briefings
 - 7 Organizations for individuals with disabilities
 - 7 TARC-sponsored open houses
 - 7 Local government events
 - 1 Educational institution (with more to come)



TARC 2025

TARC 2025 NETWORK REDESIGN

Updated Timeline

- August/September: Community conversation on concepts
 - Survey deadline September 20
- October: TARC board review of community feedback
 - 10/28: Feedback needed for Core Design Retreat #2
- November/December: Draft proposals created
- January/February: Community conversation on draft proposals
 - Survey deadline 2/12
- February/March: TARC board review of community feedback
 - 3/7: Feedback needed for preparation of final proposals
- Spring 2025: Final proposals

TARC 2025

GUIDANCE THE PLANNING TEAM WILL NEED TO START THE DRAFT PLANS

- For the Constrained Plan, staff and the consultant should design a network with **X%** Ridership focus and **Y%** Coverage focus.
- For the Growth Plan, staff and the consultant should design a network with **X%** Ridership focus and **Y%** Coverage focus and an expected **Z%** increase in service hours.
 - JWA will provide some parameters to guide what goes into these percentages as well.
- Stop Spacing: TARC shall adopt a stop spacing policy specifying that within walkable, urban parts of Louisville, transit routes will have an average of **X** stops per mile per direction.



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: August 28, 2024

Re: Resolution 2024-27 Police Services (#20241869)

The Transit Authority of River City (TARC) issued Request for Proposal (RFP) 20241869 Police Services on Friday, May 17, 2024. Police support services are required to maximize safety for TARC and its personnel and customers while on TARC property and on TARC buses. Police support services are an essential part of TARC's daily operations. The police support services personnel are responsible for monitoring all security activity on TARC's coaches and property. This includes providing support to all coach operators and passengers along with assisting property security personnel as needed. Properties serviced by this contract include all TARC coaches, TARC's Union Station at 1000 West Broadway (including the Transportation and Operations Building and the Alyce French-Johnson Training and Education Center), the TARC maintenance facility at 2905 West Broadway, and the TARC Customer Service building at 2901 West Broadway. This service is imperative to maintain the safety and security of TARC, its employees and passengers. The solicitation was sent to seven (7) known, interested proposers. The solicitation was also posted on TARC's website, on the TARC Bonfire portal, and advertised in TransitTalent.

On Wednesday, June 26, 2024, TARC received four (4) proposals of which only two (2) were deemed responsible: Morgan Security Services and Police Security Services. The review committee consisted of four (4) knowledgeable TARC employees who independently reviewed and scored the proposals using the solicitation evaluation criteria. The individual scoring was automatically averaged and weighted against the evaluation criteria in TARC's Bonfire portal with the final calculation resulting in a comparison ranking of each evaluation criteria and a final total score ranking. An unanimous decision was made to progress both proposers to the Step-2 process, which includes a presentation and interview. After the presentation and interviews, the evaluation committee went back to re-score both proposers based on the original prescribed criteria factors. The Step-2 final score resulted in an award to the highest ranked scorer, which was Police Security Services.

TARC has estimated an annual hour usage of 11,648 hours for such police support and an additional 120 contingency hours for any unforeseeable incident that may occur during the year. Police Security Services has accepted the negotiated rate of \$70.00 per hour for the initial term of two years. The optional three (3) one (1) year terms will include an annual escalator of 5% which the Procurement Department will conduct a market pricing analysis and the resulting rate will be taken back to the Board for authorization.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract with Police Security Services at an annual estimate not to exceed \$823,760 for each of the first two (2) years. Please call me if you have any questions.



RESOLUTION 2024-27 POLICE SERVICES

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Police Security Services for police support services at an estimated annual hour usage of 11,768 hours including contingency hours at an hourly rate of \$70.00 of an annual not to exceed amount of \$823,760 for an initial term of two (2) years with an additional option for a three (3) one (1) year terms which will be taken to the Board of Directors for authorization.

WHEREAS, TARC seeks police support services to provide and assist our operators on the coach, at coach stops and at our facilities on as needed; and

WHEREAS, Police Security Services received the highest score and was deemed the most responsive and responsible; and

WHEREAS, Police Security Services offered the best value and most competitive rate based on market research and through the Procurement Department's pricing analysis; and

WHEREAS, TARC would like to execute an initial term of two (2) years for an annual estimated hour usage of 11,768 hours for such police support services including contingency hours, with an option to exercise an additional three (3) one (1) year terms which will be taken to the Board of Directors for authorization; 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 contract with Police Security Services for police support services at an annual estimated hour usage of 11,768 hours at the rate of \$70.00 per hour for an annual not to exceed amount of \$823,760 with an option to exercise an additional three (3) one (1) year terms which will be taken to the Board of Directors for authorization.

ADOPTED THIS 28th DAY OF AUGUST 2024

Ted Smith, Chair of the TARC Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: August 28, 2024

Re: Resolution 2024 - 28 Purchase of Depot Charging Equipment (#20241886)

In the last five years, TARC has received five federal grants for funds to acquire up to 18 extended-range Gillig electric buses. Two grants for Section 5339 discretionary awards, KY-2024-006 and KY-26-0005, include funds for installation of charging equipment to support those buses. The combined amount available from the two grants for this purpose is \$3,881,524.

TARC's first two extended-range buses are anticipated to be delivered in late 2024, with six more to be delivered in late 2025. Additional buses associated with an FFY 2022 5339 Bus and Bus Facilities award will be ordered later this year with funds from a newly executed grant.

In support of the planned bus arrivals and orders, TARC has worked with Schmidt Associates to design charging infrastructure for the 10th Street Bus Storage Building to accommodate up to 20 extended-range electric buses. Additionally, TARC and Schmidt Associates have worked with ChargePoint through Gillig to specify equipment to meet TARC's requirements.

The charging equipment will include one (1) 62.5kW mobile charger, one (1) stationary 160kW depot charger, and ten (10) 200kW chargers to supply ten (10) overhead pantograph charging connections. The purchase will include associated hardware, software, warranty, and supporting services for an estimated total cost of \$3,129,100. This estimate is based on a pricing proposal from Gillig that TARC has deemed fair and reasonable.

The two grants funding this purchase require a combined approach to procurement. The older grant, KY-26-0005, will make use of an interstate contract based on State of Virginia IFB #6447 with Gillig to allow for purchase of the seven charging units, as well as warranty and freight. The local match for the line item associated with this grant is 10% rather than the 20% that is standard for formula grants.

The more recent grant, KY-2024-006, is a Bus and Bus Facilities program grant for which TARC named Gillig as a partner. A unique feature of this grant program is that "if an application that involves such a partnership is selected for funding, the project will be deemed to satisfy the requirement for a competitive procurement under 49 U.S.C. 5325(a) for the named entities." In other words, the grant award itself meets the FTA's requirement for competitive procurement. TARC will use funds from this grant to purchase additional ChargePoint equipment from Gillig, including overhead dispensers, pantographs, warranty, installation, and support services. The local match associated with this grant is 15%. The amount expended will not exceed \$3.25M, which includes less than 4% contingency for any additional costs. The total local match from the Mass Transit Trust Fund will not exceed \$450K.

In association with this equipment order (#20241886), TARC plans to issue a construction procurement solicitation later this year to prepare the structure and electrical systems in the 10th Street Bus Storage Building to house the new equipment.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract with Gillig at a cost not to exceed \$3.25M.



RESOLUTION 2024-28 PURCHASE OF DEPOT CHARGING EQUIPMENT

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Gillig for purchase of depot charging equipment (#20241886) at a cost not to exceed \$3.25M.

WHEREAS, TARC has funds available from Low and No Emission Vehicle program grant KY-26-0005 and Bus and Bus Facilities program grant KY-2024-006 for the installation of bus charging infrastructure; and

WHEREAS, TARC has received funding awards to purchase up to eighteen (18) extended-range electric buses, and eight (8) of those buses are currently on order; and

WHEREAS, TARC has worked with Schmidt Associates to design charging infrastructure for the 10th Street Bus Storage Building to accommodate up to 20 extended-range electric buses; and

WHEREAS, TARC has satisfied federal procurement requirements through use of an interstate contract based on State of Virginia RFP #6447 and by the terms of the FFY 2022 Bus and Bus Facilities award to purchase ChargePoint charging equipment from Gillig; and

WHEREAS, the proposed infrastructure will include a mobile charger, a stationary depot charger, and equipment to support ten (10) overhead pantograph charging connections;

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 Gillig for purchase of depot charging equipment (#20241886) at a cost not to exceed \$3.25M.

ADOPTED THIS 28th DAY OF AUGUST 2024

Ted Smith, Chair of the TARC Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: August 28, 2024

Re: Resolution 2024 -29 LG&E Electrical Supply Extension (#20231791)

In the past five years, TARC has received five federal grants for funds to acquire up to 18 extended-range electric vehicles. In support of the planned bus arrivals and orders associated with those awards, TARC has worked with Schmidt Associates to design charging infrastructure for the 10th Street Bus Storage Building to accommodate up to 20 extended-range electric buses.

This new charging infrastructure will require additional power supply from Louisville Gas & Electric (LG&E). To meet that need, LG&E has proposed project #7166360 Electric Vehicle Charging Station for the provision of the required electric supply including installation of a new 1500kW pad mount transformer. LG&E is in the process of acquiring the necessary easements and will coordinate with TARC to ensure a federal compliance through this sole source agreement.

The base cost for the proposed LG&E work is \$76,553 with additional charge of \$176 per cubic yard of rock removed when rock cannot be removed with traditional trenching equipment. TARC has \$83,037 remaining funds from an FFY 2014 Low and No Emission Vehicle program (KY-26-0005) award that will fully fund the base cost. Should the charges stemming from rock removal drive the overall cost above that amount, TARC has funds from a much larger Bus and Bus Facilities program grant (KY-2024-006) available. To mitigate the need for an additional request for authority to accommodate underground conditions, this resolution requests \$20K in contingency to accommodate any potential rock removal. The Procurement Department has deemed \$76,553 is fair, reasonable and best value to TARC.

TARC's first two extended-range electric buses are anticipated to be delivered by Gillig in late 2024, with six more to be delivered in late 2025. The additional power supply will not be needed until the arrival of that second group of six buses. TARC plans to issue a construction procurement solicitation later this year to prepare the structure and electrical systems in the 10th Street Bus Storage Building to house the ChargePoint charging equipment that Gillig will supply.

The LG&E utility work requires advance payment, so TARC will initially fund the project with operational funds. When the work is complete, TARC will be reimbursed with grant funds. The local match requirement for the two grants associated with this project are 10% and 15% versus the 20% match that is standard for federal formula grants, so the total local match from the Mass Transit Trust Fund will not exceed \$11K.

The Resolution seeks approval for the Board of Directors to authorize the Executive Director to enter into purchase agreement with LG&E for additional power supply infrastructure as specified in the project #7166360 Electric Vehicle Charging Station. The amount expended will not exceed \$96,553, which includes a \$20K contingency to accommodate any additional rock removal costs.



RESOLUTION 2024-29 LG&E ELECTRICAL SUPPLY EXTENSION

A Resolution authorizing the Executive Director to enter into a purchase agreement with Louisville Gas & Electric (LG&E) for additional power supply infrastructure as specified in the project #7166360 Electric Vehicle Charging Station for an amount not exceed \$96,553.

WHEREAS, TARC has funds available from Low and No Emission Vehicle program grant KY-26-0005 for new infrastructure needed to receive additional power supply from LG&E; and

WHEREAS, TARC has received funding awards to purchase up to eighteen (18) extended-range electric buses, and eight (8) of those buses are currently on order; and

WHEREAS, TARC has worked with Schmidt Associates to design charging infrastructure for the 10th Street Bus Storage Building to accommodate up to 20 extended-range electric buses; and

WHEREAS, LG&E project #7166360 will provide the addition power supply equipment, including a new 1500kW pad mount transformer, necessary to support the designed charging infrastructure; and

WHEREAS, as LG&E is the regional power utility, this will be a sole source procurement, and TARC has found the proposed cost to be fair, reasonable and best value to TARC.

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

The Executive Director is hereby authorized to enter into a purchase agreement with Louisville Gas & Electric for additional power supply infrastructure as specified in the project #7166360 Electric Vehicle Charging Station in the amount not to exceed \$96,553, which contains a \$20,000 contingency for rock removal, if necessary.

ADOPTED THIS 28th DAY OF AUGUST 2024

Ted Smith, Chair of the TARC Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: August 28, 2024

Re: Resolution 2024 – 30 Purchase of Support Vehicles (#20241888)

TARC currently has twenty-seven support vehicles in use for transportation monitoring and administrative use. This number does not include vehicles used for fleet and facilities maintenance. Of those twenty-seven support vehicles, eleven (11) have been identified for replacement. Each of the vehicles has exceeded TARC's useful life benchmark. For automobiles and trucks, that benchmark is eight years of service. Additionally, the Maintenance Department has identified a 2003 pick-up truck for replacement.

TARC currently has \$425K budgeted to replace these vehicles through FY2022 and FY2023 multi-source formula grants (KY-2023-010 and KY-2024-009). Of that amount, the total local match from the Mass Transit Trust Fund will not exceed \$85K.

Based upon input from the Transportation and Maintenance departments, the most appropriate and flexible mix of vehicles that can be purchased with available funds is one (1) four-wheel drive Ford F250 with a 1,500lb lift gate, four (4) mid-size SUVs, and six (6) full-size SUVs.

TARC is utilizing a Commonwealth of Kentucky Master Agreement (MA 758) that can procure these vehicles with the available funds. The Commonwealth has established Master Agreements with numerous vendors and requires quotes to be solicited for specific models at the time of purchase. The Procurement Department conducted an independent cost estimate and discovered pricing of base vehicles ranges from \$32K to \$52K depending on model and available of options.

The Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and to purchase eleven (11) vehicles for a not-to-exceed amount of \$425K from the vendor or combination of vendors that provide the lowest price by model under the Commonwealth of Kentucky (MA 758) vehicle contract.



RESOLUTION 2024-30 PURCHASE OF SUPPORT VEHICLES

A Resolution authorizing the Executive Director to purchase eleven (11) new vehicles under one or more Commonwealth of Kentucky Master Agreement (MA 758) contracts to replace support vehicles that have exceeded its useful life at a total cost not-to-exceed \$425K.

WHEREAS, TARC has a need for replacement support vehicles for the Transportation Department and the Administrative vehicle pool as well as a replacement utility support maintenance pick-up truck; and

WHEREAS, of the twenty-seven non-revenue vehicles in TARC's Transportation and Administrative fleet, eleven (11) have been identified for replacement, and each vehicle has exceeded its useful life benchmark; and

WHEREAS, TARC has the use of existing Commonwealth of Kentucky Master Agreements (MA 758) with local dealerships for the procurement of vehicles; and

WHEREAS, TARC has set aside funds from its Section 5307 and Section 5339 formula grants to purchase new support vehicles; and

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

The Executive Director is hereby authorized to purchase up to eleven (11) support vehicles for a not-to-exceed amount of \$425K from the vendor or combination of vendors that provide the lowest pricing by model and specification under Commonwealth of Kentucky Master Agreement (MA 758) vehicle contracts.

ADOPTED THIS 28th DAY OF AUGUST 2024

Ted Smith, Chair of the TARC Board of Directors



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: August 28, 2024

Re: Resolution 2022 – 01 Amendments and Updates to TARC FMO Policy

In 2018, the Federal Transit Administration undertook a Financial Management Oversight (FMO) Review at TARC. The FMO Review is within FTA’s purview and did not arise from a prior finding or documented issue. The FMO Review can be undertaken after a particular project, or to follow up on a finding, to explore an issue from an FTA Comprehensive Review or “triennial” review, or agencies may be selected at random. In November 2020, FTA requested a follow up from the 2018 process; this FMO Review concluded in September 2021.

On an annual basis, TARC reviews this policy to ensure accurate reflection of procedures as well as clarification to job titles and responsibilities. Accordingly, TARC has amended this policy to make clarifications of job titles, and responsibilities. These changes are listed below:

- Section 2.1: Updated job titles to Director of Finance and Chief Finance and Administration Officer (CFAO)
- Section 2.3: Updated job titles to Director of Finance and CFAO
- Section 3.2: Updated job titles to Director of Finance and CFAO
- Section 3.3: Updated job titles to Director of Finance and CFAO and updated budget schedule
- Section 4.3: Updated job titles to CFAO
- Section 4.4.1: Updated job titles to Director of Finance and CFAO
- Section 4.5.1: Updated job titles to Director of Finance and CFAO
- Section 4.6.1: Updated procedures for deposit processing and updated titles to Revenue Coordinator and Accounts Payable Specialist.



- Section 4.7.1: Updated job titles to CFAO
- Section 4.7.3: Updated job titles to CFAO
- Section 4.7.4: Updated job titles to Director of Finance
- Section 4.8.1: Updated job titles to Director of Finance
- Section 4.9.1: Updated payroll process to reflect current department structure
- Section 4.9.4: Updated compensation review to include CFAO
- Section 4.11.1: Updated job title to CFAO
- Section 4.12.1: Updated purchase authority to include CFAO approval
- Section 4.14.1: Updated job titles to CFAO
- Section 4.15.1: Updated job titles to CFAO
- Section 4.16.1: Updated job titles to Director of Finance
- Section 4.17.1: Updated job titles to Director of Finance
- Section 4.18.1: Updated job titles to Director of Finance and updated process for bank reconciliations to reflect current process
- Section 4.21.1: Updated job titles to Director of Finance

This Resolution seeks approval from the Board of Directors to amend the FMO Policy to clarify job titles and responsibilities, and update the processes set forth therein to reflect current practices.

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



Resolution 2022-01 Amendments and Updates to TARC FMO Policy

A resolution to approve amendments and updates to TARC's FMO Policy to clarify job titles and responsibilities and to accurately depict our current budget, financial, and procurement processes;

WHEREAS, a follow-up FMO was conducted beginning January 2021; and

WHEREAS, the FMO was completed in September 2021; and

WHEREAS, last review of this policy occurred in July 2023; and

WHEREAS, TARC wishes to update its Financial Management Policy to clarify job titles and responsibilities, and update the processes set forth therein to reflect current practices; and

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

The updated Financial Management Policy is hereby adopted to make clarifications as recommended by the FMO and to reflect current budget, financial, and procurement processes.

Adopted this 28th day of August 2024

Ted Smith, Chair of the TARC Board of Directors

**TRANSIT AUTHORITY OF RIVER CITY
FINANCIAL MANAGEMENT POLICY**



Name of Entity That Drafted This Policy	Tonya Carter, Chief Finance and Administration Officer	
Signature of the Executive Director	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Relevant Documentation (Title and Location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Relevant Documentation (Title and Location)	

Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1		Agency Wide policy	2018
2		Revision of Job Titles	2021
3	4.7	Updated Check Printing Procedures	2023
4	4.6.1 & 4.9.1	Updated job titles and procedures to reflect correct positions performing the work.	2023

1.0 Purpose:

- 1.1 The purpose of these policies is to establish guidelines for making financial decisions, reporting the financial status of the Agency and managing the Agency's funds.

2.0 Scope

- 2.1 The Director of Finance, with oversight from the Chief Finance and Administrative Officer (CFAO) and Executive Director, has responsibility of day-to-day operations for managing agency funds, ensuring accuracy of accounting records, internal controls, financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.
- 2.2 Various accounting staff in the finance department are responsible for preparation of the chart of accounts, reporting formats, accounts payable/receivable processing, incoming cash processing, sales to corporate accounts, payroll input and payroll processing, cash receipts input, journal entries for general ledger, form 1099 reporting, sales tax reporting, National Transit Database reporting, Federal, State and Metro reporting, APTA reporting, analyzing balance sheet accounts and bank reconciliations.
- 2.3 The Board reviews finances at monthly Board meetings with the exception of year end audited financials which are presented to the Board by the current audit firm. This responsibility is shared through delegation with the Executive Director, the CFAO, and the Director of Finance.

3.0 Responsibility

- 3.1 The Executive Director acts as the primary fiscal agent with the CFAO as designated alternate, implementing all financial policies and procedures. The Executive Director with the oversight of the Board of Directors is responsible for the coordination of the following: Annual budget presentation, management of funds, selection of the outside auditors, approving revenue and expenditures objectives in accordance with the Board approved long-term plans.
- 3.2 The Director of Finance is responsible for making sure the monthly financial statements are in a format approved by the Executive Director and Board. The Director of Finance will present the financial statements monthly to the Executive Director and CFAO for review and approval. Once approved, the

Director of Finance will present the monthly financial statements to the Finance Committee and Board of Directors during the monthly meeting.

- 3.3 Each Department Director works with the Finance Department on developing budgets for their department. Each department head will meet with the Executive Director, COO, CFAO, and Director of Finance to go over their budget. After the departmental meetings the draft budget is presented to the Finance Committee at its March meeting. The proposed budget is then reviewed by the Finance Committee before presentation to the full Board for its consideration and approval. Following Board approval, the budget is submitted to Metro Government for its consideration and approval no later than May 1st.
- 3.4 The Board of Directors is responsible for the establishment of financial policies and for reviewing operations and activities on a periodic basis.
- 3.5 Conflict of Interest: Members of the Board of Directors and the Management Team are prohibited from activities that may present conflicts of interest. Each year the Board of Directors and the Management Team must complete conflict of interest statements which are managed by the Procurement Department. Additionally, for solicitations requiring an evaluation committee, the Procurement Department requires all pertinent staff to sign a conflict of interest statement that is solicitation specific.

4.0 Process

4.1 Budget Process:

- 4.1.1 The process starts in December with a Management Team meeting. The team is given the budget schedule that is approved by the Executive Director. The budget schedule shall be prepared in order to confidently meet Metro Government's May 1st submittal deadline.
- 4.1.2 The first draft will typically recognize a gap between expected revenues and expenditures. Board members shall have sufficient time to ask questions and discuss options to address the gap. After any adjustments are made the Executive Director presents the final draft for approval to send to Metro Government. The executive branch of Metro Government presents the annual budget to the legislative branch of Metro Government, Metro Council, in May and the budget is adopted in June.

The Agency's budget is presented along with Metro's budget to the Metro Council for its consideration and approval.

4.2 Financial Statements:

- 4.2.1 The Agency's financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP)
- 4.2.2 Financial statements will be presented at monthly Finance Committee meetings and Board meetings.

4.3 Mass Transit Trust Fund:

- 4.3.1 The MTTF year-end balance must allow for two months of operating expenses. Board approval is required to take the balance below the minimum. If the fund balance falls below this minimum, the Executive Director, COO, CFAO and Board shall develop a plan and budget for rebuilding the fund.

4.4 Audit & Reviews:

- 4.4.1 An independent financial audit shall be done at the end of each fiscal year, which is June 30th. The audit must be completed and submitted to Metro Government by October 1st with any additional reporting requirements. The Executive Director, CFAO, and Director of Finance shall have direct responsibility to oversee the implementation of the Annual Financial Audit. Once completed, the Auditors shall present the draft audited financials to the Board during the monthly Board meeting. The Board shall approve the draft, which is then sent to Metro Government.
- 4.4.2 The Agency has the following audits & reviews:
 - Annual Operational Audit
 - Annual Pension Audit
 - Annual Workers Compensation Reserves Audit
 - Special Purpose Government Entity (SPGE) – State review
 - Internal Audits
 - Triannual Review (FTA) conducted every 3 years
 - Financial Management Oversight review (FMO)
 - Drug & Alcohol Program review (FTA)
 - Office of Inspector General review (OIG)

- 4.4.3 Region four of the Federal Transit Authority and the Office of Inspector General may require a review at any time.

4.5 Revenue and Income Procedures:

- 4.5.1 The Executive Director, COO, Director of Capital and Facilities, CFAO, and Director of Finance develop and propose revenue goals and objectives for the annual budget.
- 4.5.2 Revenue must be recorded in the appropriate revenue lines as presented in the annual budget and coded to the appropriate account as designated in the chart of accounts.

4.6 Recording Receipts:

- 4.6.1 All incoming cash is to be placed in the safe. The Revenue Coordinator or designee processes all deposits and forwards to a second member of the Finance team for verification. The in-house courier takes all cash deposits to the bank in a secure locked bank bag. Check deposits are processed in house using on site scanners to be electronically submitted to the bank. The Revenue Coordinator will scan the checks while a second member of the Finance team with authorized bank credentials will review the deposits and transmit to the bank upon approval. Once the deposits are returned they are verified by the Accounts Payable Specialist or designee for the deposit amounts to be entered onto the cash log spreadsheet. Then the Revenue Coordinator codes the cash logs under the correct general ledger number. At the end of the month the cash log spreadsheet is verified by the Fare Media Specialist or designee who enters the entry into the general ledger to record the transactions. Several entries are created from the cash log spreadsheet. All accounts receivables must be entered into the accounts receivable module as cash receipts including incoming grant cash.

4.7 Expenditures Procedures:

- 4.7.1 All expenditures shall be approved either by the Department Director, COO, CFAO, Executive Director or the Board depending on the amount of the purchase. Please refer to the Board and FTA approved procurement manual.

- 4.7.2 All expenditures shall be coded by the account number using the chart of accounts. The Accounts Payable Specialist maintains the accounting records including check register and pay packets.
- 4.7.3 After invoices are approved, the Accounts Payable Specialist or designee will process a check run at least once a week for operational expenses. Pay packets are matched with the checks that are then taken to the Executive Director or designee for the first signature. The second signature must be from the CFAO or designee. The check register must accompany the checks presented for signature. Once both signatures are on the checks and all checks have been accounted for, they are given back to the Accounts Payable Specialist to prepare for mailing. Once mailed, pay packets are filed by vendor name. Grant checks are cut typically twice a month and follow almost the same process except that pay packets are given back to the Accounting Manager for filing.
- 4.7.4 Accounts Payable may elect to pay invoices thru an electronic payment module called Expert AP. This option was approved by the Board of Directors in Resolution 2021-08 Amendment No. 1. After invoices are approved, Accounts Payable or designee will process a check run at least once a week for operational expenses. This run will generate a file rather than physical checks that will be uploaded to the Expert AP portal for payment. Pay packets and the check register is provided to the Director of Finance or designee to review and approve. Upon approval, the Director of Finance or designee will approve each payment in the Expert AP portal releasing it for payment. Payment details and images are generated for each pay packet and given to Accounts Payable for filing.

4.8 *Signature Policy:*

- 4.8.1 The Executive Director or designee signs all contracts and commitments based on the authority given by the Board. Checks printed by the Agency require one signature from the Executive Director or designee and one signature from the Director of Finance or designee. The Board approves all signatories on TARC bank accountants.

4.9 *Compensation and Payroll:*

- 4.9.1 Payroll is processed weekly and pay day is on Thursday, although holidays may alter normal processes. Department Directors are responsible for approving their payroll and monitoring their expenses to



budget. The Payroll Accountant verifies and makes corrections by communicating to the Department Director or their designee before sending to TARC's payroll process contractor.

- 4.9.2 Direct deposits and Wisely pay cards are processed and received by employees typically on Thursday unless a holiday falls on the pay day, then pay will fall on a Wednesday.
- 4.9.3 Monthly payroll expenses shall be verified against reports and reconciled with the checking account reports to ensure any employee withholdings withheld are paid to the proper party within the month.
- 4.9.4 The Executive Director's compensation shall be determined by the Board. The salaries of all other employees shall be determined by the Director of Human Resources or Union Contract and approved by the Executive Director, CFAO, or COO.

4.10 Local Travel and Expense Reimbursements:

- 4.10.1 All employees must abide by the Agency's Travel and Expense policy. Travel and expense reports will be submitted to Finance for review. Approved expense reports shall be forwarded to the Executive Office for Executive Director signature. The Chair of the Board will approve the Executive Director and Board member expense reports. Travel reimbursement shall not be above the IRS Guidelines.

4.11 Credit Card Expenditures:

- 4.11.1 Credit card purchases should follow the procurement guidelines. Only Procurement and Finance have credit cards. Finance monitors the use of the corporate card and reconciles the bill. The corporate card is in the CFAO's name and may only be used for travel, emergency purchases and purchases that can't be made using other payment methods available to TARC. A request form must be submitted and approved before the corporate card can be used. Procurement has the cards and/or account number to businesses that we have accounts with and must follow our guidelines and provide receipts and/or purchase orders for the purchases.

4.12 Purchases:

4.12.1 Department Directors have authority to approve or make purchases up to \$15,000; the CFAO and COO have authority for purchases up to \$50,000; and the Executive Director has authority for purchases up to \$100,000. The Director of Procurement has authority to purchase fuel up to \$100,000. These thresholds and procedures regarding purchases are included in the Procurement Policy, as may be amended subject to Board approval.

4.13 Leases and Other Contractual Agreements:

4.13.1 Leases and other Contractual Agreements are managed by TARC's Procurement Department and follow the procedures that are in place. The Executive Director signs contracts along with the Agency's General Counsel or designee. Most contractual agreements are approved by the Board during monthly Board meetings.

4.14 Notes, Loans, ETC:

4.14.1 All notes, loans and other indebtedness contracted in the name of the Agency (except open accounts and all other routine banking transactions), shall require the signature of the Executive Director or CFAO and Board approval.

4.15 Deeds, Conveyances, ETC:

4.15.1 The Executive Director or CFAO shall execute all Deeds, Conveyances, Mortgages, Leases, Contracts and other instruments in the name of the Agency. Board approval is required for any amount over \$100,000.

4.16 Bank Accounts and Investment Accounts:

4.16.1 The Director of Finance shall maintain and oversee Bank and Investment accounts and ensure the Agency's day-to-day financial operations. Several accounts maybe maintained by the Agency as follows:

- Demand Deposit Accounts (DDA)
- Zero Balance Accounts (ZBA)
- Money Market Accounts
- Certificate of Deposit
- Line of Credit
- Brokerage Account



- 4.16.2 Accounts may vary depending on financial conditions and requirement changes. The Agency follows instruments authorized in KRS 66.480 (a)-(d) for investments. Please refer to the investment policy.

4.17 Checking Accounts:

- 4.17.1 All checks, cash, money orders and credit card deposits are reviewed by the Finance Department and deposited in the appropriate Accounts. Monies are transferred between accounts to cover third parties that oversee worker's compensation, safety, health savings plan and the credit card processing. Funds are also transferred between the operating and grant account through the banking web portal. The Director of Finance also authorizes funds to be transferred between accounts listed above under bank accounts.

4.18 Bank Reconciliations:

- 4.18.1 Bank reconciliations shall be completed monthly and then approved by the Director of Finance. A list shall be maintained to document which members of Finance are responsible for each reconciliation. Reconciliations shall be tied to the general ledger and filed in the Finance department for auditor's annual review.

4.19 Cash and Cash Equivalents:

- 4.19.1 Cash and Cash Equivalents include all cash balances and highly liquid investments (including restricted investments). Funds will be protected and secure that are outside the FDIC insurance limits. Grant funds are drawn down and spent within 3 days and may not be invested.

4.20 Petty Cash:

- 4.20.1 Petty cash fund provides a method for paying and recording out-of-pockets cash payments that are small and can't wait for purchase orders. Employees must seek reimbursement from the Finance Department. Petty cash levels are set at the following:
- Finance Department \$500
 - TARC owned Vending machines (2) \$50

4.20.2 Each TARC location that issues smart cards to the public will have a cashiering fund. These funds are also included in the petty cash general ledger and are set at the following amounts:

- Union Station Kiosk \$100
- NIA Center Kiosk \$100
- Cashier's Office \$50

4.21 *Investments Reports and Investment Policy:*

4.21.1 The auditors review banking and investments annually to make sure the funds are protected. The Director of Finance is responsible for making sure Agency funds are protected. Please refer to the investment policy.

4.22 *Insurances:*

4.22.1 Reasonable and adequate coverage will be maintained to protect the Agency's interest and its employees including the Board. The Agency has the following insurance coverages:

- Property – self-insured with the Louisville Area Government Insurance Trust
- Liability including Cyber – self-insured with the Louisville Area General Government Insurance Trust
- Workers Compensation – self-insured and managed by third party administrator
- Excess Workers Compensation
- Felonious Assault
- Crime Coverage
- Health
- Life
- Disability

4.22.2 Insurance policies shall be carefully reviewed by the Department Director that oversees the coverage and approved by the Executive Director.

4.23 *Property and Equipment:*

4.23.1 Property, property improvements and equipment shall be entered into the system at the purchase price. Depreciation is computed over the estimated useful live of the asset using the straight-line depreciation method. The Agency follows the Federal Transit Authority (FTA)

recommended guide lines for useful life on the majority of assets. A fixed asset listing is maintained monthly along with monthly depreciation. If a fixed asset is transferred or retired; a form is sent to Finance for entries to be made. Inventories on fixed assets are done biennially.

4.24 Confidentiality and Records Security:

4.24.1 Financials and payroll records are restricted materials with limited access. Only the Finance Department, Executive Office (including TARC's internal general counsel) and Human Resources shall have access to financial records (vendor files, checks, journals, payroll and etc.). All open records request go through the Executive Office or Human Resources department with assistance and review provided by the Agency's legal counsel.

4.25 Document Retention:

4.25.1 The Agency's documents are retained for a period of time in accordance with requirements for the use of federal and state funds, or referencing the Internal Revenue Service's recommendations on all other documents not related to federal or state governments. Each department is responsible for retaining records as set out for their departments. Guidelines are maintained on the TARC network public drive.

4.26 Tax Reporting:

4.26.1 The Agency is exempt from federal and state taxes.

5.0 References / Related Documents

- 5.1 2 CFR Part 200.302 (f) Financial Management
- 5.2 FTA Circular 5010.1E: Financial Management. Internal Controls
- 5.3 TARC Procurement Regulations
- 5.4 AP Accruals
- 5.5 Capital Purchases
- 5.6 Inventory
- 5.7 Financial Reporting (Closing Procedures)
- 5.8 Monthly Closing Procedures
- 5.9 Payroll
- 5.10 Revenue Receivables/Cash Receipts/Process Narrative
- 5.11 Standard Annual Inventory Procedures
- 5.12 Useful terms and Websites



6.0 Additional Approval

6.1 Position: Executive Director

6.2 Position: Board Chair



TARC Useful Terms

ADA	Americans with Disabilities Act
AED	Assistant Executive Director
A/I and I	Accident/Incident and Investigations
ATS	Applicant Tracking System (automated HR system)
Contractor	An entity that performs tasks required on behalf of TARC
CAP	A Corrective Action Plan is a plan that describes the actions the agency will take to minimize, control, correct, or eliminate hazards, and the schedule for implementing those actions.
EAM	Enterprise Asset Management is an online asset management system used by all maintenance personnel for work orders, hazards, and procedures related to TARC assets
FASuites	Fixed Asset database
FTA	Federal Transit Administration, an agency within the U.S. Department of Transportation
KDOT/SSO	The entity designated by the State of Kentucky to implement FTA 49 CFR Part 659 also known as the State Oversight Rule. The Kentucky Department of Transportation (KDOT), Office of Intermodal Programs, designates the State Safety Oversight Agency to oversee TARC's System Safety Program Plan and Hazard Management Plan
Intelligent Transportation System (ITS)	Component that provides the Automatic Vehicle Locator (AVL) System
Mass Transit Trust Fund (MTTF)	An account set up by revenue commission for the collection of occupational license fees/taxes on behalf of the Louisville Metro Government, the Jefferson County Board of Education, and the Transportation Authority of River City (TARC)
New Starts Project	Any fixed guideway system funded under FTA's 49 U.S.C. 5309 discretionary construction program
NIMS	National Incident Management System
NTD	National Transit Database
Paratransit	Services offered to meet the service demands in compliance with the Americans with Disabilities Act (ADA) of 1990. At TARC, the Department of Paratransit operates and manages paratransit services aka (TARC3)
Program Standard	Written document developed and adopted by the oversight agency, that describes the policies, objectives, responsibilities, and procedures used to provide rail transit agency safety oversight
TAM Plan	Transit Assessment Asset Plan is a plan through which TARC will document its' asset base, asset conditions, and State of Good Repair, asset management policy, TAM goals and objectives, governance structure for asset management, strategy for capital asset funding and prioritization, and key priorities for asset management
Trapeze EAM	Fixed Asset Database

Useful Websites

Transit Authority of River City (TARC)

<https://www.ridetarc.org/about/about-tarc>

**Kentuckiana Regional Planning & Development Agency
(KIPDA)**

<http://www.kipda.org>

Federal Transit Administration (FTA)

<https://cms.fta.dot.gov/>

American Public Transportation Association (APTA)

<http://www.apta.com/Pages/default.aspx>

Americans with Disabilities Act (ADA)

<https://www.ada.gov/>

Electronic Code of Federal Regulations

<https://www.ecfr.gov/cgi-bin/ECFR?SID=56745eba73630e229d4b8c6b66e53499&mc=true&page=browse>

Safety & Security Office (SSO)

<https://www.transit.dot.gov/regulations-and-guidance/safety/2018-sso-program-managers-training-workshop-presentations>

Kentucky Transportation Cabinet

<https://transportation.ky.gov/Pages/Home.aspx>

Louisville KY.gov

<https://louisvilleky.gov/government/mayor-greg-fischer>



MEMORANDUM

To: TARC Board of Directors

From: Ozzy Gibson, Executive Director

Date: August 28, 2024

Re: Employee Assistance Program (#20241872) – Renewal Memorandum

Employee Assistance Programs (EAP) can help employees with personal problems that affect their job performance. EAPs can identify and address a wide range of health, financial, and social issues, including mental and/or substance use disorders. Since late 1991, TARC has been an avid promoter of EAP and have afforded the Human Resources Department to lead this program. TARC currently have a contract in place with an EAP provider and has done a great service for TARC employees. That contract will soon expire in September 2024.

In May 2024, the Procurement Department issued a Request for Proposals (RFP 20241872) for an Employee Assistance Program (EAP) Services. TARC received proposals from two (2) responsive and responsible vendors – Chartum Jones Therapeutic Consulting and Human Development Company.

The review committee consisted of four (4) knowledgeable TARC employees who independently reviewed and scored the proposals using the solicitation evaluation criteria. The individual scoring was automatically averaged and weighted against the evaluation criteria in TARC's Bonfire portal with the final calculation resulting in a comparison ranking of each evaluation criteria and a final tabulation score ranking. A unanimous decision to progress both proposers to Step – 2 process, which includes a presentation and interview. Subsequent to the interviews, the evaluation committee went back to re-score both proposers based on the original prescribed criteria factors. The Step-2 final score resulted to an award to the highest rank, Human Development Company.

Human Development Company's (HDC) is a minority-owned business headquarter in Louisville, KY that provides EAP and SAP services to several governmental agencies within Kentucky.

The estimated annual cost of \$16,689 is 30% less than the independent cost estimate conducted by Procurement Department.

This request for proposal has been on the list of upcoming contracts for board approval. However, the contract pricing came in well below the Independent Cost Estimate and the amount does not require board approval.

The Executive Director will enter into a contract with Human Development Company at an annual cost of \$16,689 with a not-to-exceed amount of \$83,445 for the three (3) year initial term, with an option for up to two (2) additional years.