



BOARD OF DIRECTORS MEETING

200 WEST LOUDON AVE, CONFERENCE ROOM 110
LEXINGTON, KY 40508

November 20, 2019

5:00 pm.

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November 20, 2019

5:00 p.m.

AGENDA

I.	Call to order	5:00		
II.	Presentation of Colors by Bryan Station Color Guard	5:00	–	5:05
III.	Public Comment on Agenda Items / Public Hearing	5:05	–	5:10
IV.	Approval of October 16, 2019 Board Meeting Minutes	5:10	–	5:15
V.	Chair’s Report	5:15	–	5:20
VI.	Lextran Monthly Performance Report	5:20	–	5:30
VII.	Action Items			
VIII.	Change Order	5:30	–	5:35
IX.	Old Business <ul style="list-style-type: none"> a. Expiration of Avail Maintenance and Warranty agreement b. Review of request for Veterans’ fare c. Review of local and minority business goal 	5:35	–	5:55
X.	New Business <ul style="list-style-type: none"> a. Proposed dates and topics for Strategic Work Session 	5:55	–	6:00
XI.	Proposed Agenda Items	6:00	–	6:05
XII.	Closed Session			
XIII.	Adjournment	6:05		

BOARD OF DIRECTORS MEETING

BOARD MINUTES

October 16, 2019

MEMBERS PRESENT

Christian Motley, Chair
George Ward, Vice Chair
Adrienne Thakur
Elias Haddad
Rick Christman
Joseph Smith

MEMBERS ABSENT

Peggy Henson
Marci Krueger-Sidebottom

STAFF PRESENT

Carrie Butler, General Manager
Jill Barnett, Assistant General Manager
Nikki Falconbury, Director of Finance
John Givens, Director of Risk Management
Fred Combs, Director of Planning
Keith Srutowski, Director of Procurement
Jim Barrett, Director of Maintenance
Jason Dyal, Director of Operations
Stephanie Hoke, Finance Coordinator
Catherine Waits, Payroll Coordinator
Steve Richardson, Union President, AMU 639

Jacob Walbourn, McBrayer Law Firm, Board Attorney

OTHERS PRESENT

David O'Neill, PVA
Scott Nickerson, Crowe
Kenzie Gleason, MPO
Joseph David, Transportation Planner, LFUCG MPO
Matthew Gidcomb, KFTC - Kentuckians for the Commonwealth

I. CALL TO ORDER

Mr. Motley called the October 16, 2019 meeting of Lextran's Board of Directors to order at 5:00 p.m.

II. PUBLIC COMMENT

Steven Richardson, Lextran Mechanic and President of Amalgamated Transit Union Local 639, addressed the board and spoke of a negative atmosphere at Lextran, mentioning two specific incidents.

III. APPROVAL OF MINUTES

Mr. Motley called for a motion to approve the minutes from September 18, 2019. Mr. Christman made a motion to approve the minutes, and it was seconded by Mr. Haddad. The motion carried unanimously.

IV. OLD BUSINESS

There was no old business.

V. NEW BUSINESS

At the request of the Finance Committee, the Property Valuation Administrator, David O' Neill, presented on projected property value trends and the housing issues currently facing Fayette County, as well as possible areas for expansion and building housing to address some of those issues. Mr. O'Neill answered questions from the Board and displayed various features of the new PVA website. (A copy of this presentation is available upon request.)

Kenzie Gleason of the Lexington Metropolitan Planning Organization presented on the US-27 Corridor study. Ms. Gleason mentioned exploring Bus Rapid Transit extending to Nicholasville, and the shift to move toward a transit-oriented mindset and culture in the Lexington area. She also answered questions from the Board and noted that consultants for the project would be coming in November. (A copy of this presentation is available upon request.)

Scott Nickerson with Crowe presented to the Board on the yearly audit findings. No issues or discrepancies were found in the course of the audit. Mr. Nickerson discussed his impressions on the transit industry based on his work this past year. He mentioned that some agencies have drafted and/or adopted a formal policy on such things as service levels and fund reserve.

VI. CHAIRS REPORT

Mr. Motley gave the chair's report. He referenced the discussion from the September board meeting regarding special fares for veterans and said that the conversation was still ongoing. The hope is to meet with the Military Affairs Commission for a more in-depth conversation so that any decision made is based on correct and current data.

Mr. Ward gave a report from the Lextran Board of Directors Finance Committee meeting. After

an in-depth look at the yearly audit with Mr. Nickerson of Crowe, the committee along with staff are developing options for managing long-term cash flow and expenses for Lextran, and ways to include depreciation in the budgeting process. There was some discussion about creating a policy or plan to set some funds aside in a reserve account, and it was suggested by Ms. Butler that these discussions will be considered as we prepare for the Fiscal Year 2021 budget discussions that would be starting in January of 2020.

VII. MONTHLY PERFORMANCE REPORT

Ms. Barnett reviewed the Monthly Performance Report and Key Performance Indicators located on pages 61-65 of the October 16, 2019 board packet. Lextran assisted with an emergency evacuation of Amazon, and coordinates and responds to emergency and disaster related transportation issues whenever able. There has been partial completion of three bus stop improvements in Beaumont Circle. Ridership is up with approximately 35,000 more trips than this time last year. Commendations are trending up and complaints are trending down overall. Maintenance is at 466 days with no lost time due to preventable accidents. There are two proposals in development – one for electric buses and one for a customer survey. There was a question from the board about where we are with refinancing. Ms. Butler stated that the Lextran Real Properties Board did not have enough members present for quorum at the last meeting and another meeting had been scheduled for October 25, 2019.

Ms. Falconbury presented the financial statement, found on pages 66-67 of the October 16, 2019 board packet. The Balance Sheet is similar to last year. A payment for buses that were delivered in September was sent on October 2nd, and some numbers will go down next month. The Project Loan Account has been closed, so it will not be on next month's statement. Utilities have gone up due to a rate increase, however the buses are using the same amount as this time last year. Ms. Falconbury and Ms. Barnett answered questions about advertising revenue and capabilities. Diesel is showing at \$1.98-2.00 per gallon, and has been steady for October. The CNG diesel gallon equivalent is showing at \$1.20.

VIII. ACTION ITEMS

There were no action items.

IX. CHANGE ORDER

Mr. Srutowski reviewed the change order with S&D Construction, Lextran's construction and bus stop improvement provider. The change order can be found on page 68 of the October 16, 2019 board packet.

X. PROPOSED AGENDA ITEMS

- None for November, but will be bringing back the DBE discussion at a future meeting

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

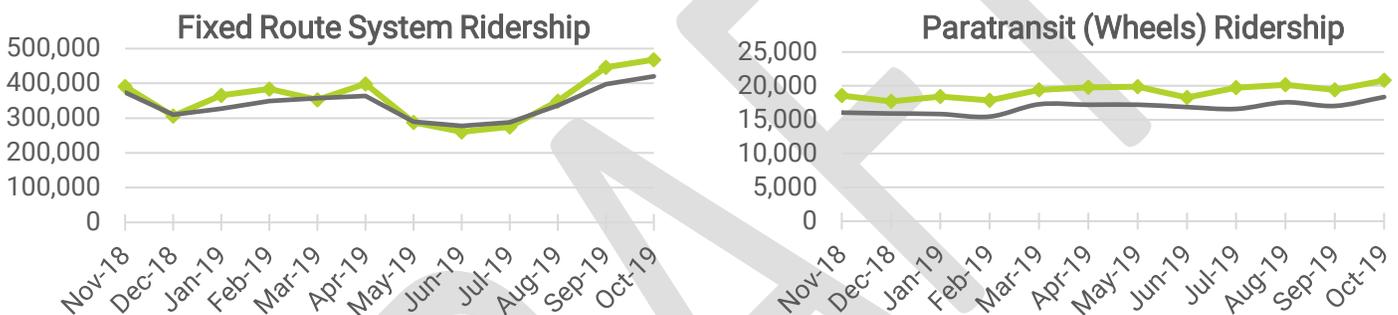
Mr. Motley called for a motion to adjourn the October 16, 2019 meeting of Lextran's Board of Directors. Ms. Thakur made a motion and Mr. Haddad seconded. The meeting adjourned by consensus at 6:57 p.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – OCTOBER 2019

We serve people and our community with mobility solutions.

Customer Service Appreciation Week was celebrated from October 7 – 11. The customer service team was highlighted on social media and celebrated with breakfast and lunch throughout the week. Also in October, staff members representing all departments were certified in First Aid and Adult CPR. A total of 28 certifications were obtained, with twelve new employees receiving certifications and sixteen employees receiving recertifications. Their commitment to safety and willingness to help others is appreciated.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
System Production	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
Total Ridership	468,156	1,538,726	1,497,886	20,797	80,127	77,248
Weekday Ridership	416,644	1,328,748	1,301,881	17,996	67,434	65,160
Saturday Ridership	30,701	120,925	111,722	1,520	6,342	6,029
Sunday Ridership	20,811	80,256	74,620	1,281	5,652	5,343
Holiday Ridership	4,585	8,797	9,663	0	699	716
Total Revenue Miles	180,519	662,247	620,152	146,488	561,241	567,793
Total Revenue Hours	19,035	69,800	65,597	11,504	44,221	44,230
Trips per Mile	2.59	2.32	2.42	0.14	0.14	0.14
Trips per Hour	24.59	22.04	22.83	1.81	1.81	1.75

- Route 5 (Nicholasville Rd.) and Route 14 (UK Blue/White) saw their highest months of ridership recorded in the past five years.
- Ridership on Route 5 has exceeded 40,000 trips the last three months.
- Exceeded 17,000 BluPass trips on Route 5 in October (highest number of BluPass trips ever on that route).

Community Involvement

- 'How to Ride" – Eastern Ave Sober Living – October 3
- Senior Health and Resource Fair – Northside YMCA – October 3
- Keeneland Fall Meet Extended Service - October 4 – 21
- Health Fair – Transylvania University – October 10
- 'How to Ride' – Kentucky Refugee Ministries Cultural Orientation – October 11
- UK Football Home Game Shuttle Service – October 12 & October 26
- Hiring Recruiting – Community Action Council – October 16
- LexEnVerde Radio – October 17
- LexGoGreen Radio – October 18
- 'How to Ride' – The Learning Center – October 23
- Expungement Fair – Spero Health & Bluegrass Reentry Council – October 24
- Safety City Trick or Treat – October 25
- Individual Travel Training – October 25
- Common Table Picnic: Transportation – CivicLex – October 28
- 'How to Ride' – Central Kentucky Recovery Center – October 29

Meetings and Updates

In October, Lextran representatives participated in the following (external) meetings:

- LFUCG Infill and Redevelopment Committee – October 2
- KY Transportation Cabinet Office of Transportation Delivery – October 3
- Transportation Technical Coordination Committee – October 9
- Congestion Management Committee – October 9
- LexWork Meeting – October 9
- Guest Lecture for UK CE 331 – October 10
- West End Community Partners Meeting – October 10
- UK Transportation Services Quarterly Meeting – October 11
- American Public Transportation Association Annual Meeting – October 13-16
- Commission for People with Disabilities – October 14
- Fayette Co Community Emergency Winter Weather Plan Review and Update – October 21
- Transportation Policy Committee – October 23
- Bluegrass Reentry Council Meeting – October 24
- Downtown Lexington Partnership – October 28

Lextran in the Media

- October 11 – Winslow Street to Temporarily Close Starting Monday
<http://uknow.uky.edu/campus-news/winslow-street-temporarily-close-starting-monday>
- October 16 – Lextran Offering Shuttle to Keeneland and Kroger Field Saturday
<https://www.wtvq.com/2018/10/16/lextran-offering-shuttle-keeneland-kroger-field-saturday/>
- October 24 – CKY Market Review: Location, location, location
<https://www.lanereport.com/118401/2019/10/cky-market-review-location-location-location/>
- October 28 – Lextran routes will be free on Election Day
<https://www.lex18.com/news/lextran-routes-will-be-free-on-election-day>

- October 29 – Groundbreaking for affordable housing for seniors in Lexington
<https://www.wkyt.com/content/news/Groundbreaking-for-affordable-housing-for-seniors-in-Lexington-564065141.html>
- October 31 – Lextran announces detours ahead of Trump rally on Monday
<https://www.wkyt.com/content/news/Lextran-announces-detours-ahead-of-Trump-rally-Monday-564173831.html>

DRAFT

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
Service Quality						
On-Time Performance	85.80%	88.70%	88.20%	88.96%	87.92%	88.40%
Farebox Recovery	6.33%	6.63%	1.56%	N/A	N/A	N/A
Operating Expenses	\$1,782,449	\$7,024,347	\$7,090,643	\$466,631	\$1,809,842	\$1,771,907
Per Mile	\$3.38	\$3.07	\$3.76	N/A	N/A	N/A
Per Hour	\$77.69	\$71.74	\$72.72	N/A	N/A	N/A
Customer Service	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
Customer Feedback Totals per 100k Trips	7.48	10.27	8.95	115.40	112.32	122.98
Commendations	0.64	0.97	0.27	19.23	16.22	12.95
Discourtesy	1.92	2.66	2.60	24.04	33.70	37.54
Late or Early	0.85	1.36	1.07	33.66	31.20	29.77
Safety	1.07	2.14	1.94	38.47	31.20	42.72
Passed Boarding	1.50	1.30	1.20	0.00	0.00	0.00
Information and Service Requests	0.64	0.58	0.47	0.00	0.00	0.00
Other	0.85	1.23	1.40	0.00	0.00	0.00
Call Length	1:22	1:18	1:28	1:11	1:11	1:15
Calls into the IVR	43,249	165,979	182,163	N/A	N/A	N/A
Time to Abandon	0:38	0:32	0:13	0:35	0:46	1:05

- On-time performance was down slightly for fixed route trips, largely attributed to construction on Winslow and High Streets.
- Operating expenses increased slightly compared to the previous month, due to additional service runs for Keeneland and football games.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
Safety						
Preventable Accidents per 100,000 miles	2.87	1.82	1.52	0	2.01	2.13
Injury Frequency Rate	12.77	18.04	31.58	N/A	N/A	N/A
Days with No Preventable Accidents	26	110	110	29	116	113
Days of Lost Time	3	287	350	N/A	N/A	N/A
Workers Compensation Claims	2	12	20	N/A	N/A	N/A

- There were no preventable accidents for paratransit during the month of October.
- There was a slight increase in preventable accidents for the fixed route system, as compared to last month.
- The Maintenance department has now gone 501 days without an OSHA-reportable lost time workplace injury.

Performance Indicator	Fixed Route System		
	This Month	FY20 YTD	FY19 YTD
Maintenance			
Miles between Road Calls	5,823	27,268	22,389
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- Maintenance completed 46 preventive maintenance inspections on revenue vehicles.
- Maintenance Technician Nick Swett passed his A-Mechanic assessment test.

Performance Indicator	Fixed Route System		
	This Month	Interviews	New Hires
Hiring and Recruiting			
Open Positions	14	19	1
Operations	12	15	0
Maintenance	1	2	1
Administration	1	2	0
Turnover Rate	0%		

Performance Indicator	Fixed Route System	
	This Month	FY20 YTD
Training Activities		
Post-Accident Remedial Training	5	12
Return to Work Training	2	10
Coaching Sessions	1	8
Operator Trainees	3	0
Utility Worker Trainees	1	0
First Aid/CPR Recertification	16	0
First Aid/CRP Certification (New)	12	0
Drug & Alcohol/Reasonable Suspicion Training	1	0
Workplace Injury Policies and Procedures Training	13	0

Procurement	Expected Publish Date	Pre-Proposal Conference Date	Proposal Due Date	Expected Resolution
Parking Lot Restriping	September 23, 2019	October 10, 2019	November 7, 2019	under review
Customer Survey	On Hold	TBD	TBD	TBD
Electric Bus	In Development	TBD	TBD	TBD

BALANCE SHEET
as of October 31, 2019

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$6,373,976	\$7,340,423
Project Loan Account	\$0	\$1,145,044
Accounts receivable	\$2,471,110	\$2,788,103
Inventory	\$664,399	\$588,197
Work in process	\$558,517	\$195,295
Prepaid	\$817,502	\$805,758
Total Current Assets	<u>\$10,885,504</u>	<u>\$12,862,820</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,322,984	\$1,063,260
Total Long Term Assets	<u>\$10,677,984</u>	<u>\$9,418,260</u>
Net capital and related assets	\$26,616,584	\$27,859,457
Total Assets	<u><u>\$48,180,072</u></u>	<u><u>\$50,140,537</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$774,691	\$1,059,561
Payroll liabilities	\$604,780	\$585,579
Short term note - Fifth Third Bank	\$948,826	\$920,635
Total Current Liabilities	<u>\$2,328,297</u>	<u>\$2,565,774</u>
Long term note - Fifth Third Bank	\$4,585,217	\$5,534,043
Long term liability - Pension	\$2,911,112	\$1,631,403
Total Long Term Liabilities	<u>\$7,496,328</u>	<u>\$7,165,446</u>
Net Position	\$38,355,447	\$40,409,317
Total Liabilities and Net Position	<u><u>\$48,180,072</u></u>	<u><u>\$50,140,537</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
October 2019
FY 2020

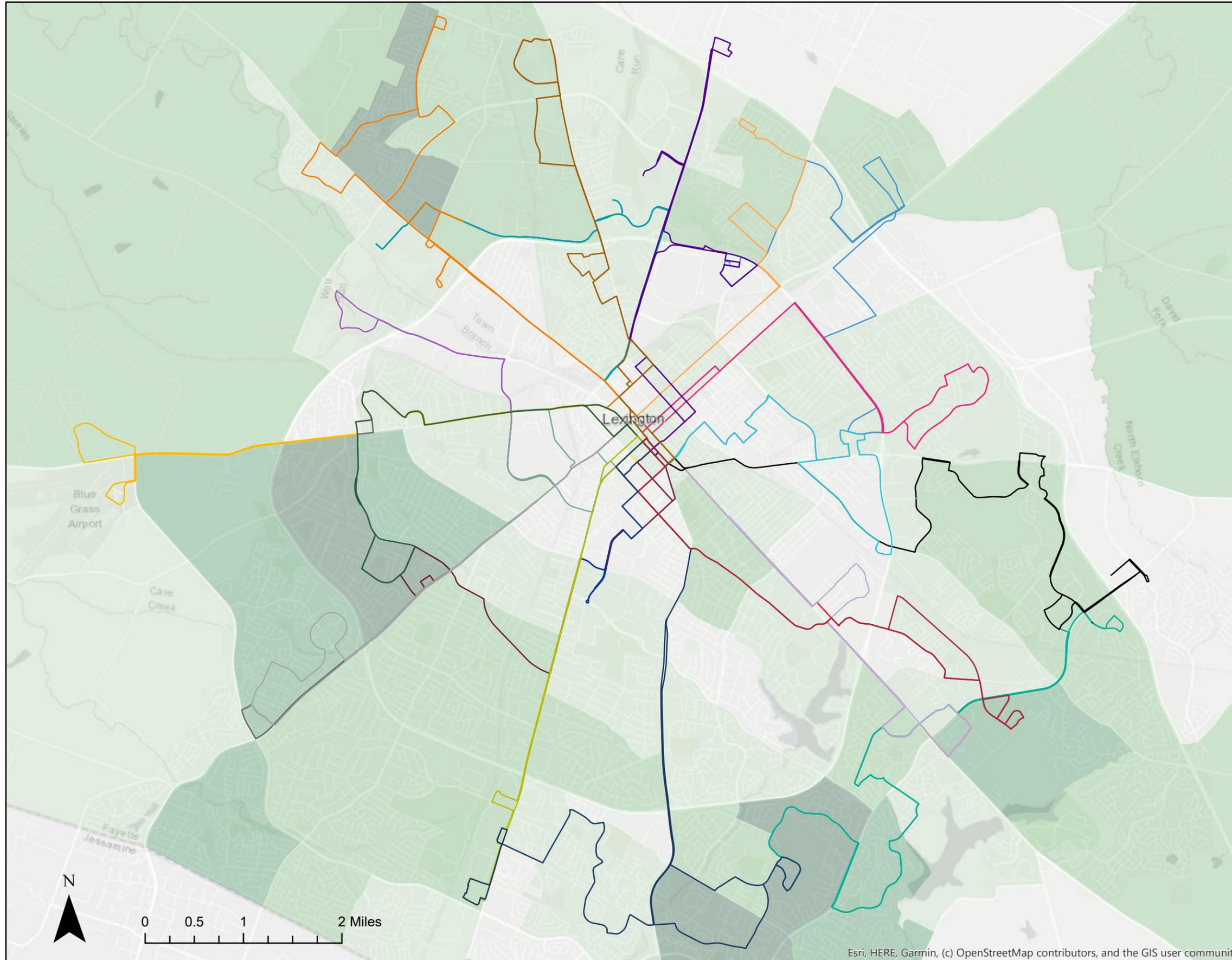
				FY 2019
Revenues	Actual	Budget	Variance	Actual
Property taxes	\$397,869	\$471,180	(\$73,312)	\$469,245
Passenger revenue	\$486,347	\$456,083	\$30,264	\$493,789
Federal funds	\$1,814,621	\$1,565,148	\$249,474	\$1,860,244
Advertising revenue	\$260,000	\$263,500	(\$3,500)	\$260,000
Other revenue	\$846,651	\$804,220	\$42,431	\$813,183
Total Revenues	\$3,805,487	\$3,560,130	\$245,357	\$3,896,460
Expenses				
Wages	\$3,256,356	\$3,090,621	\$165,735	\$2,966,502
Fringe benefits	\$1,735,110	\$1,873,004	(\$137,895)	\$1,737,896
Professional services	\$297,414	\$537,738	(\$240,325)	\$580,943
Materials and supplies	\$368,933	\$372,000	(\$3,067)	\$392,027
Fuel-Diesel	\$316,512	\$357,095	(\$40,583)	\$356,176
Fuel-Other	\$85,756	\$96,333	(\$10,577)	\$96,765
Utilities - Facilities	\$110,244	\$91,563	\$18,682	\$82,992
Utilities - Electric Bus	\$33,579	\$27,169	\$6,409	\$29,269
Insurance	\$237,905	\$246,000	(\$8,095)	\$236,417
Fuel taxes	\$79,772	\$71,333	\$8,439	\$72,305
Paratransit Expenses	\$2,043,009	\$1,934,013	\$108,996	\$1,991,223
Vanpool Expenses	\$7,239	\$10,800	(\$3,562)	\$9,600
Dues and subscriptions	\$28,275	\$12,667	\$15,608	\$30,538
Travel, training and meetings	\$27,515	\$45,417	(\$17,902)	\$24,442
Media advertising	\$92,422	\$71,667	\$20,755	\$27,914
Miscellaneous	\$21,476	\$21,667	(\$191)	\$14,733
Interest Expense	\$57,313	\$63,473	(\$6,160)	\$66,523
Leases and rentals	\$269,272	\$270,936	(\$1,664)	\$268,608
Depreciation	\$1,103,632	\$1,103,632	\$0	\$1,228,716
Total Expenses	\$10,171,733	\$10,297,128	(\$125,396)	\$10,213,587
Change in Net Position	(\$6,366,245)	(\$6,736,998)	\$370,753	(\$6,317,127)

Notes:

Average price of diesel fuel for FY2020 - \$2.00; Latest price of diesel fuel (November 13, 2019) - \$2.07

Latest price of CNG diesel gallon equivalent - \$1.18

Lexington-Fayette Veteran Population



Lextran Routes

- Route 1 - Woodhill
- Route 2 - Georgetown Road
- Route 3 - Tates Creek Road
- Route 4 - Newtown Pike
- Route 5 - Nicholasville Road
- Route 6 - North Broadway
- Route 7 - North Limestone
- Route 8 - Versailles Road
- Route 9 - Eastland
- Route 10 - Hamburg Pavillion
- Route 11 - Richmond Road
- Route 12 - Leestown Road
- Route 13 - South Broadway
- Route 14 - UK Blue/White
- Route 15 - Red Mile
- Route 16 - Southland Drive
- Route 17 - Northside Connector
- Route 18 - Centre Parkway Connector
- Route 21 - Airport/Keenland
- Route 22 - Mercer Road
- Route 24 - Old Frankfort Pike
- Route 27 - UK Yellow
- Route 51 - Woodhill (Night Only)
- Route 52 - Georgetown Road (Night Only)
- Route 58 - Versailles Road (Night Only)
- Route 59 - Eastland (Night Only)

Veteran Population

- ≤124
- 124 - 237
- 237 - 351
- 351 - 464
- 464 - 578

N

0 0.5 1 2 Miles

Local Dollar Spending with Minority-Owned Businesses



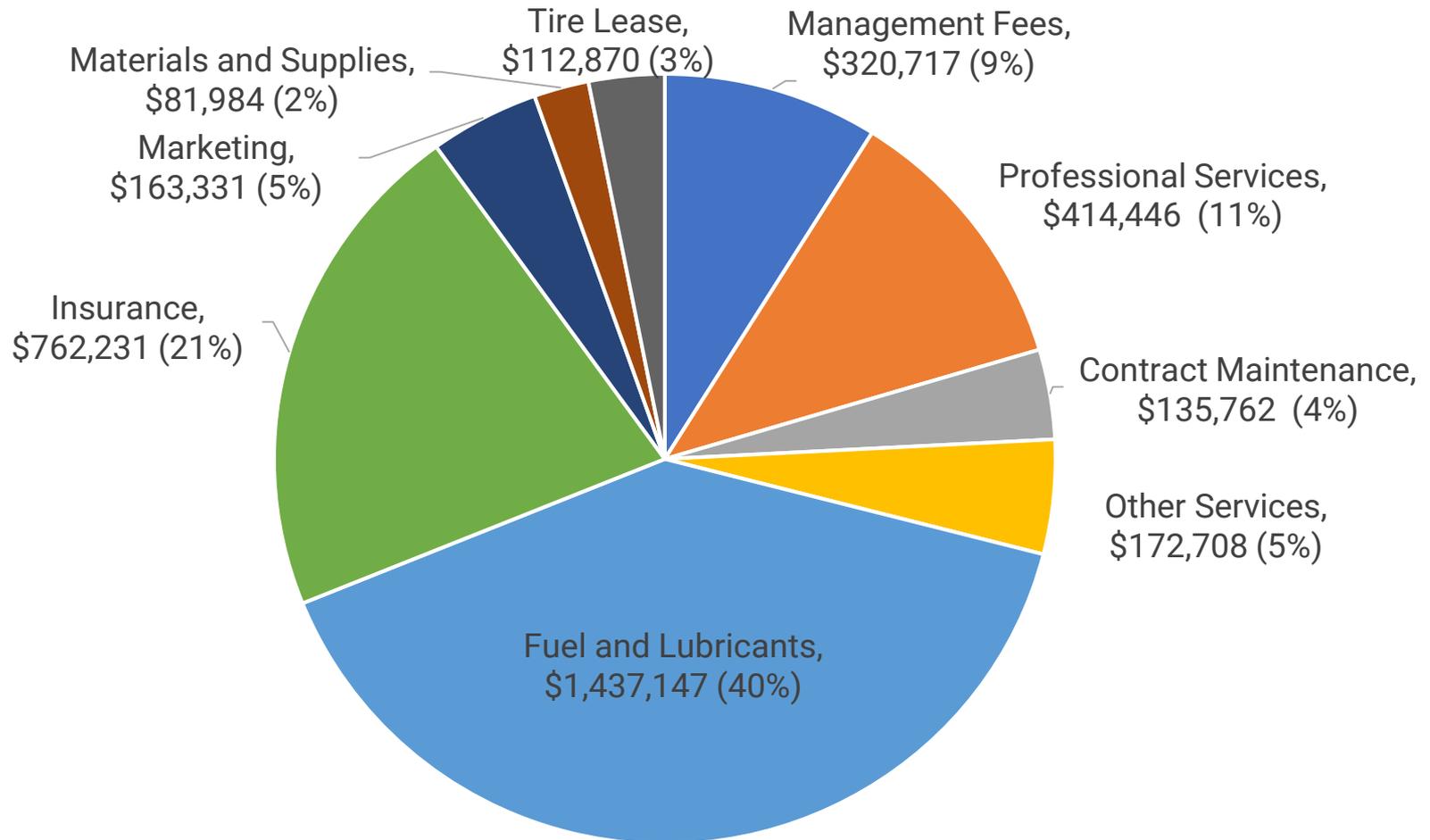
WE SERVE
PEOPLE
AND OUR
COMMUNITY
WITH MOBILITY
SOLUTIONS.



Disadvantaged Business Enterprise Program 2020-2022

- FTA approved!
- Goal is to spend two percent of federal dollars with DBE-certified firms
- Toward that goal, Lextran offers:
 - Public outreach to inform DBEs of procurement opportunities
 - Training and support for firms interested in responding to procurement opportunities
 - Narrowly defined scopes of work, when possible, to allow smaller firms the opportunity to participate
- DBE status certification through the Kentucky Transportation Cabinet
- Broadening DBE program to include contract awards that use local dollars

Expenses using Local Dollars



- Most local dollars are used for wages and benefits (excluded)
- In FY19, \$3,601,195 in expenses would potentially be available for spending with minority-owned businesses

Local Minority-Owned Business Program 2020-2022

- Following the same format as our DBE program we project out of the potential spend for three years and apply the two percent goal:

	FFY2020-2022 Spend	Minority-Owned Spend
Anticipated Local Spend (DBE/WBE/MBE)	\$10,803,585	\$216,072
Anticipated Federal Spend (DBE only)	\$10,106,500	\$202,130

- Lextran would aim to spend \$216,072 in local dollars on minority-owned businesses.
- Firms would be certified through the Minority and Women Business Enterprise Certification Program
- Lextran would provide outreach and training to mirror the DBE program

CHANGE ORDER REPORT - NOVEMBER 2019

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
S&D Construction	Construction/Bus Stop Improvements	\$160,028.20	\$5,976.00	Addition of sidewalk and extending boarding pad to the street for stop 359 required 189 square feet of additional concrete at \$24 per square foot for a total of \$4,536. Addition of sidewalk at stop 257 required 60 square feet of concrete at \$24 per square foot for a total of \$1,440.	\$528.00