



BOARD OF DIRECTORS MEETING

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

December 19, 2018

5:00 p.m.

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BOARD OF DIRECTORS MEETING

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December 19, 2018

5:00 p.m.

AGENDA

I.	Call to order	5:00
II.	Approval of Board Meeting Minutes	5:00 – 5:05
	i. November 14, 2018	
III.	Public Comment on Agenda Items / Public Hearing	5:05 – 5:10
IV.	Chair's Report	5:10 – 5:15
V.	Action Items	
VI.	Change Order	
VII.	Old Business	
VIII.	New Business	
IX.	General Manager's Report	5:15 – 5:40
	i. Report on Risk Management and Training	
	ii. Financial Statement	
	iii. General Manager's Report	
	iv. Key Performance Indicators	
X.	Proposed Agenda Items	5:40 – 5:45
XI.	Closed Session	
XII.	Adjournment	5:45

BOARD OF DIRECTORS MEETING**MINUTES****November 14, 2018****MEMBERS PRESENT**

George Ward, Vice Chair
Malcolm Ratchford, Chair
Adrienne Thakur
Elias Haddad
Rick Christman
Dr. Augusta Julian
Christian Motley
Marci Krueger-Sidebottom

MEMBERS ABSENT**STAFF PRESENT**

Carrie Butler, General Manager
Jill Barnett, Assistant General Manager
Carla McHale, Director of Human Resources
Dale Stone, Interim Director of Operations
Fred Combs, Director of Planning
Jim Barrett, Director of Maintenance
John Givens, Director of Risk Management
Keith Srutowski, Director of Procurement
Nikki Falconbury, Director of Finance
Ronda Brooks, Administrative Assistant
Austin Hughes, Marketing Coordinator
Emily Elliott, Community Relations Coordinator
Stephanie Hoke, Finance Coordinator

STAFF ABSENT

Jacob Walbourn, McBrayer Law Firm, Board Attorney

OTHERS PRESENT

Joseph David, Transportation Planner, LFUCG MPO
Matthew Gidcomb, KFTC - Kentuckians for the Commonwealth
Shelby Howell, CPA - Senior Staff Auditor – Crowe, LLC
Meredith Wadlington, KFTC - Kentuckians for the Commonwealth
James Bacon-Brown

I. CALL TO ORDER

Mr. Ratchford called the November 14, 2018 meeting of Lextran's Board of Directors to order at 5:00 p.m.

II. APPROVAL OF MINUTES

Mr. Ratchford called for a motion to approve the minutes from the September 19, 2018 and October 17, 2018 board meetings. Mr. Ward made a motion to approve the minutes, and it was seconded by Mr. Haddad. The motion carried unanimously

III. PUBLIC COMMENT

Matthew Gidcomb, of Kentuckians for the Commonwealth, thanked Lextran for providing free rides to the polls on Election Day, for both the Primary and General Elections this year. He stated he understood foregoing a days' worth of fares is a scary proposition for a transit agency, and he appreciated Lextran's willingness to do that. He hopes Lextran can continue to provide that service in the future.

He expressed KFTC's appreciation for Lextran's continued development and expansion of the electric bus fleet. Their energy and equity team has been following the rollout with great interest as they believe the replacement of diesel buses with electric is essential for protecting the health of our community. KFTC is excited to see additional electric buses added to the fleet, and they would like to offer any assistance they can in promoting them to the community.

IV. CHAIR'S REPORT

No chair's report

V. Review Fiscal Year 2018 Audit by Crowe, LLC

Ms. Howell, CPA, Senior Staff Auditor from Crowe, LLC, reviewed the audit found on pages 8 – 63 of the November 14, 2019 board packet.

VI. ACTION ITEMS

- Resolution 2018-22– Website Hosting and Design - Ms. Butler reviewed the resolution that authorizes and directs the General Manager execute a contract with Zed Digital to provide website design and hosting services. Mr. Ratchford called for a motion. Mr. Motley made a motion, and Mr. Haddad seconded. The motion carried unanimously.

- Resolution 2018-23– Paratransit Eligibility Assessments - Ms. Butler reviewed the resolution and stated there was one qualified proposal from ADARide. They were determined to be responsive and offer a fair and reasonable price. This resolution directs the General Manager is to execute a contract with ADARide to provide Paratransit eligibility assessment services. Mr. Ratchford called for a motion. Dr. Julian made a motion and Mr. Ward seconded. The motion carried unanimously
- Resolution 2018-24 –Radio Tower Service Agreement - Ms. Butler reviewed the resolution that authorizes and directs the General Manager to execute an agreement with Lexington Call Mobile to provide radio repeater usage and maintenance of the Authority’s subscriber units. Mr. Ratchford called for a motion. Mr. Ward made a motion and Mr. Haddad seconded. The motion carried unanimously

VII. CHANGE ORDER

No change orders.

VIII. OLD BUSINESS

Update on Branding project: Ms. Barnett introduced Mr. Hughes, Lextran’s Marketing Coordinator. Mr. Hughes presented and reviewed the presentation found on pages 70 – 76 of the November 14, 2018 board meeting packet.

IX. NEW BUSINESS

No new business to report.

X. GENERAL MANAGER’S REPORT

Ms. Falconbury presented the financial statements, found on pages 79-81 of the November 14, 2018 board packet. Lextran will receive \$465,000 in state funds that will show up on the financial statements in the next couple of months. Diesel fuel is running a bit over at \$2.55; per gallon the average for this fiscal year was \$2.35, budgeted at \$2.25.

Ms. Butler reviewed the General Manager’s report and Key Performance Indicators, found on pages 82-86 of the November 14, 2018 board packet.

XI. PROPOSED AGENDA ITEMS

XII. CLOSED SESSION

Mr. Ward made a motion to enter into closed session pursuant to KRS 61.810 (1)(f) for discussions or hearings that might lead to the appointment, dismissal, or discipline of an individual employee, member, or student. Dr. Julian second the motion. The motion was approved unanimously, and members of the public and Lextran’s staff were excused. The Board

of Directors and Mr. Walbourn entered into closed session at 5:50 p.m.

The Board of Directors took no action while in closed session.

Mr. Ward made a motion to return to open session and Mr. Haddad seconded. The motion was approved unanimously, and the Board of Directors returned to open session at 6:20 p.m.

XIII. ADJOURNMENT

The meeting adjourned by consensus at 6:20 p.m.

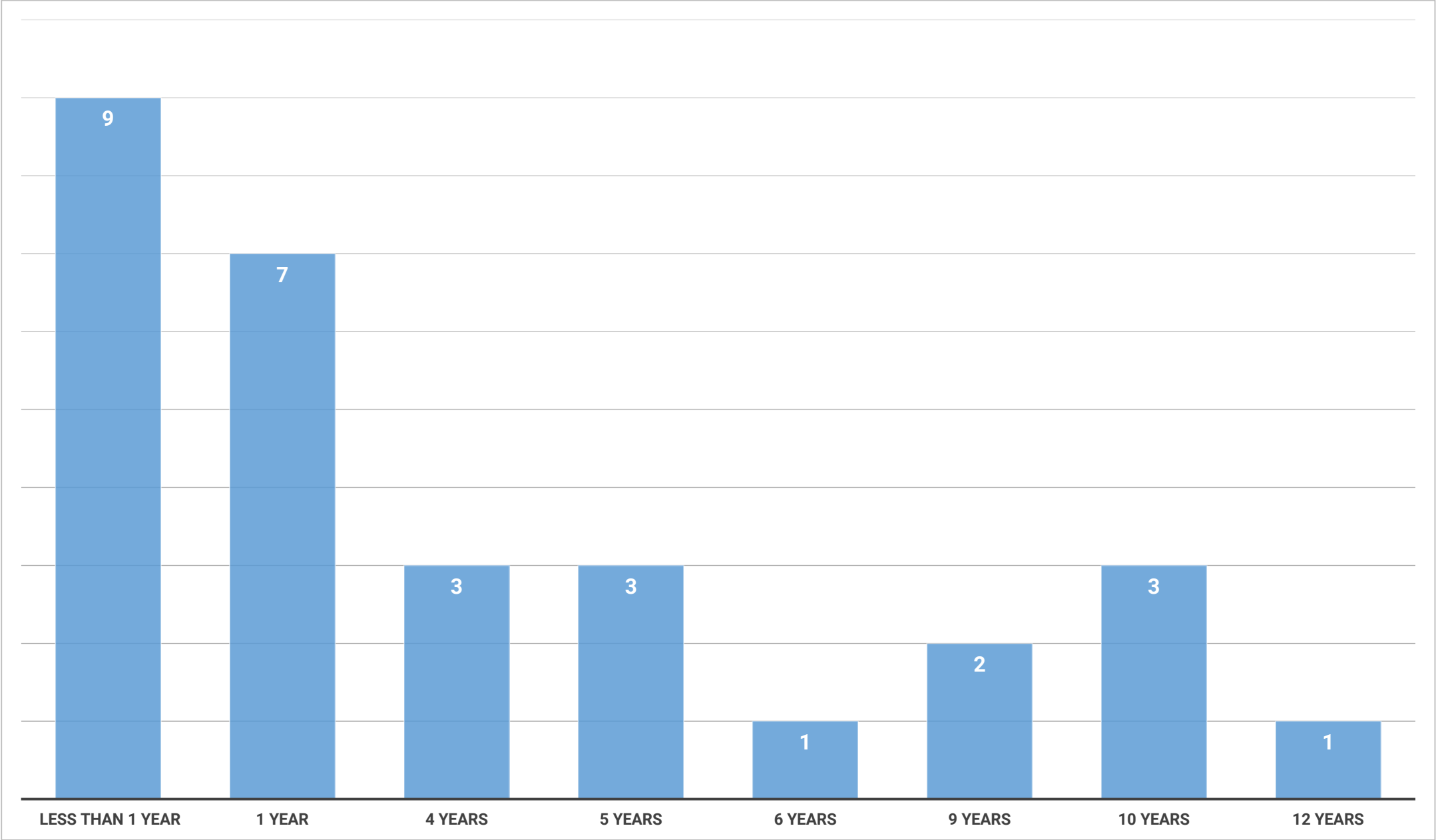
Lextran Board of Directors Meeting Safety Presentation



December 19, 2018

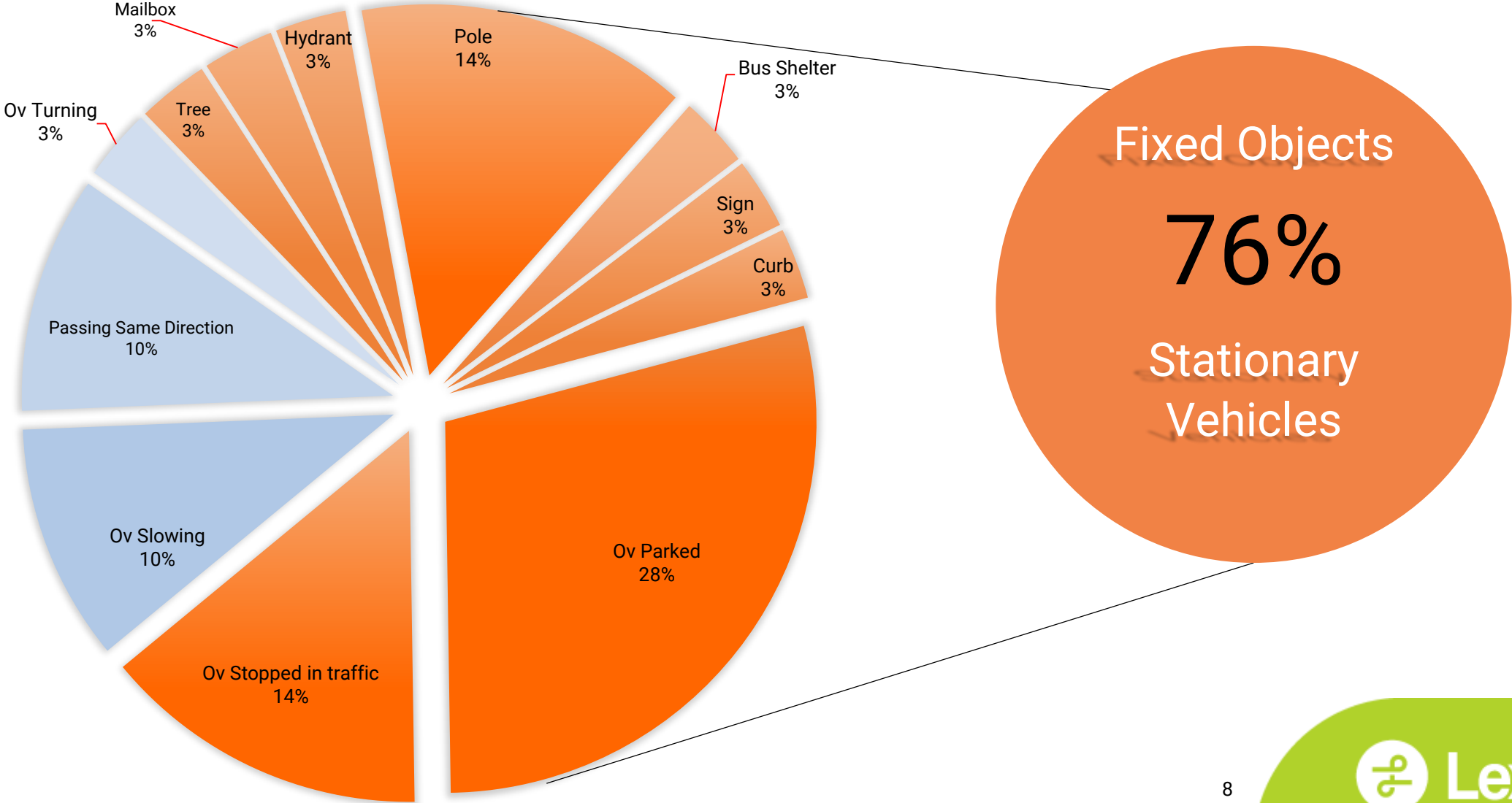
Preventable Accidents by Seniority Category from January – November 2018

Total of 29 Preventable Accidents

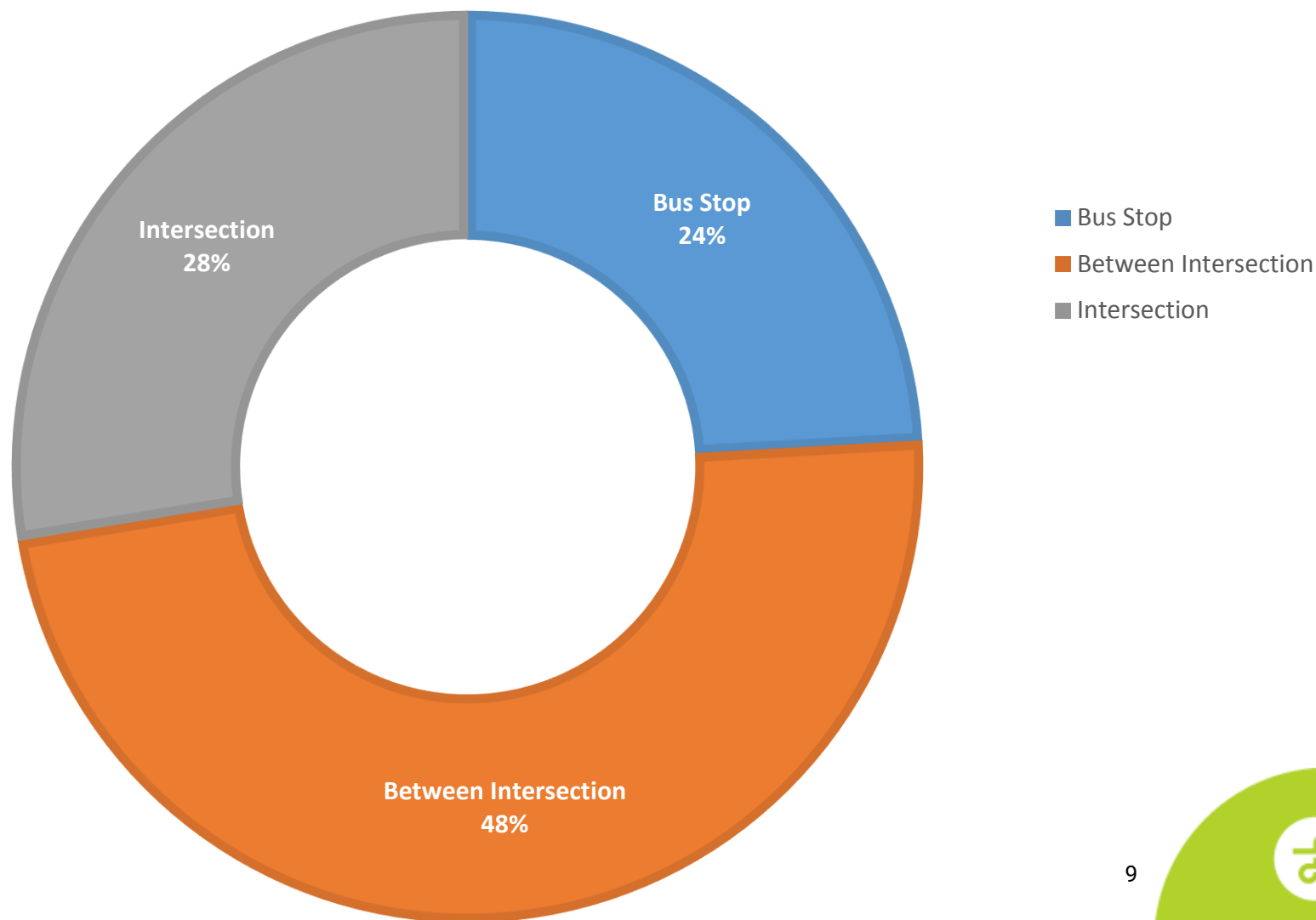


Preventable Accidents by Type: fixed object or other vehicle from January – November 2018

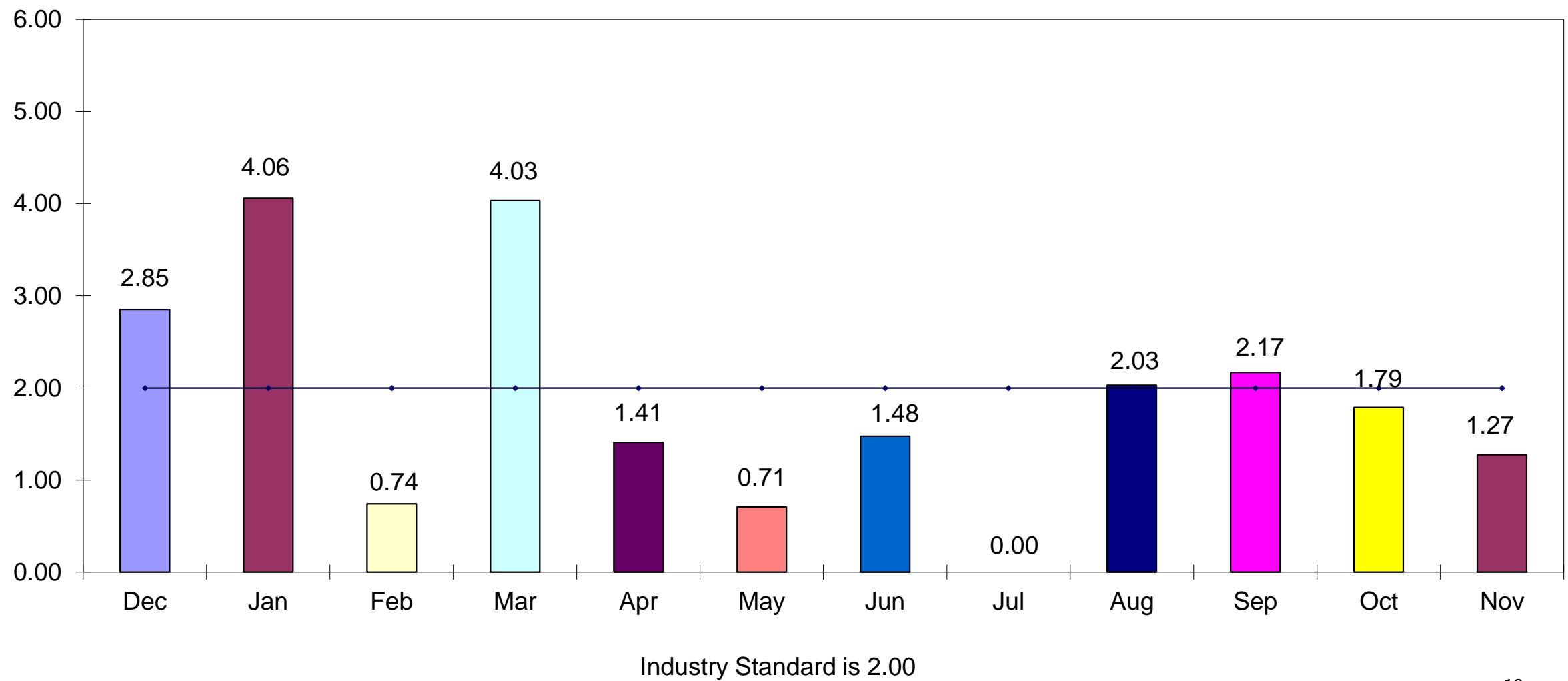
Total of 29 Preventable Accidents



Preventable Accidents by Location Type for 2018



Preventable Accidents per 100,000 Miles Seniority Category from December – November 2018



Safety Campaign 2018

THE 3 S's



SAFETY



SERVICE



SCHEDULE

The 3 S's to live by



includes the condition of the driver, the vehicle and the environment in which the vehicle will be operated in.

The 3 S's to live by

SERVICE



once a vehicle is safe along with it's driver then service
needs to be met in part, or preferably, as a whole.

The 3 S's to live by

SCHEDULE



once a vehicle, driver and service are safe then attention is shifted to the scheduling. Providing service on a reasonable timetable shows a perfect balance in safety and service. All operators strive to meet a schedule for the passengers, but at no time should safety or the ability to provide service take a back seat to just making the schedule.

Operator Refresher Topics 2018

December 18, 2018 – January 20, 2019

- Accident Statistics – Category Analysis
- Lextran Accident Video Footage
- Distracted Driving
- 3 S's to live by
- Trail Checks
- ADA
- Smith System Driver Improvement Video

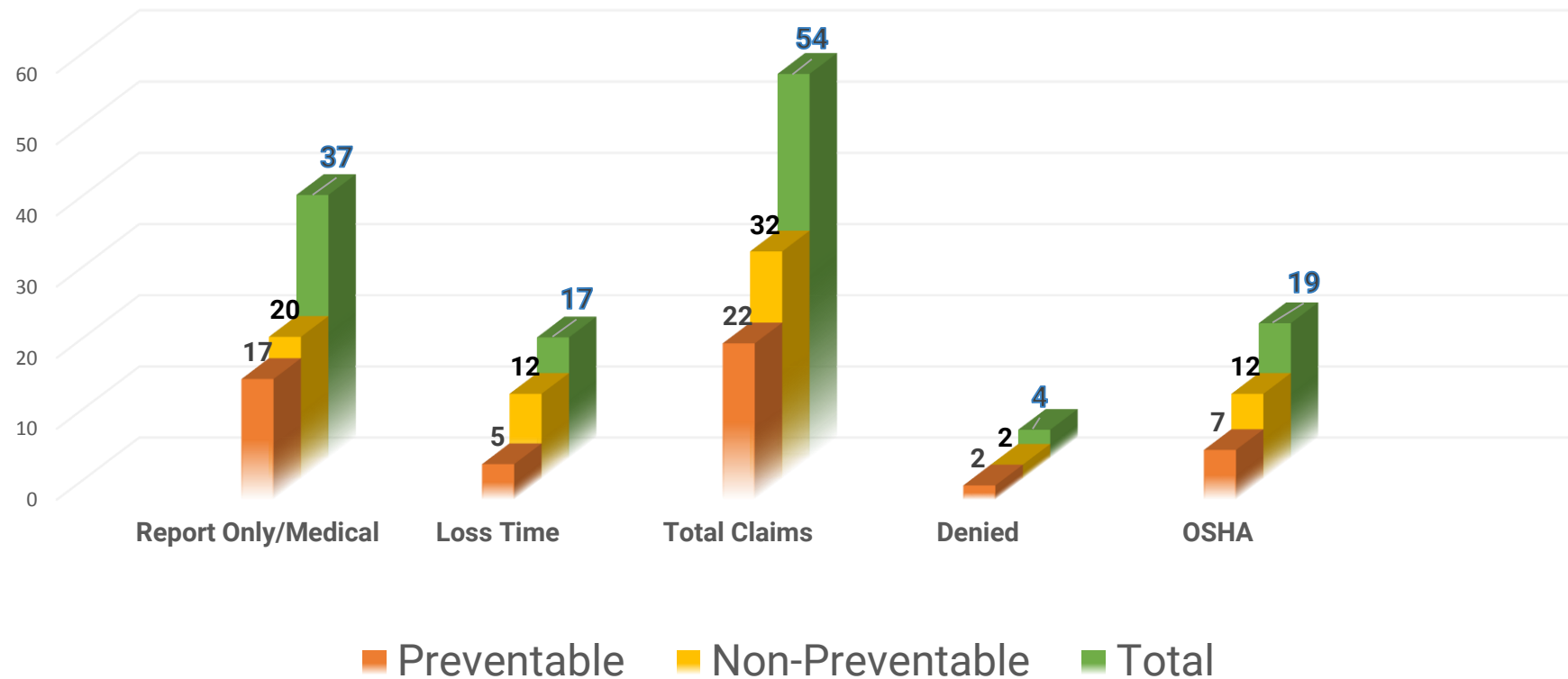
2018 Annual Trail Checks

June 1 – July 30

- 117 operators underwent a performance evaluation
- Included a visual on-road trail check, and a video review
- Purpose
 - ✓ Highlight actions and behaviors that lead to high performance
 - ✓ Address concerns where coaching or remedial training may be warranted

Workers Compensation & OSHA 2018

Preventable & Non-Preventable Incidents



Thank you!

Balance Sheet
as of November 30, 2018

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$18,355,206	\$17,879,122
Project Loan Account	\$1,145,044	\$1,145,044
Accounts receivable	\$3,442,069	\$2,301,772
Inventory	\$608,140	\$426,459
Net pension asset	\$1,063,260	\$1,331,841
Work in process	\$229,016	\$167,402
Prepaid	\$708,471	\$744,244
Total Current Assets	<u>\$25,551,206</u>	<u>\$23,995,883</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Net capital and related assets	\$27,859,457	\$29,405,198
Total Assets	<u><u>\$61,765,663</u></u>	<u><u>\$61,756,081</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$2,740,415	\$2,673,458
Payroll liabilities	\$642,031	\$649,610
Short term note - Fifth Third Bank	\$922,952	\$895,529
Total Current Liabilities	<u>\$4,305,398</u>	<u>\$4,218,596</u>
Long term note - Fifth Third Bank	\$5,456,062	\$6,396,506
Net Position	\$52,004,202	\$51,140,979
Total Liabilities and Net Position	<u><u>\$61,765,663</u></u>	<u><u>\$61,756,081</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
November 2018
FY 2019

				FY 2018
Revenues	Actual	Budget	Variance	Actual
Property taxes	\$13,506,967	\$13,094,375	\$412,592	\$13,209,424
Passenger revenue	\$595,041	\$576,458	\$18,583	\$578,762
Federal funds	\$2,301,684	\$1,952,465	\$349,219	\$2,102,234
State funds	\$0	\$0	\$0	\$1,920
Advertising revenue	\$260,000	\$260,000	\$0	\$260,155
Other revenue	\$1,038,584	\$1,018,434	\$20,150	\$971,985
Total Revenues	\$17,702,275	\$16,901,732	\$800,543	\$17,124,481
Expenses				
Wages	\$3,736,132	\$3,849,831	(\$113,699)	\$3,655,271
Fringe benefits	\$2,115,282	\$2,191,202	(\$75,921)	\$2,004,253
Professional services	\$725,183	\$647,168	\$78,015	\$361,312
Materials and supplies	\$477,417	\$402,583	\$74,834	\$564,152
Fuel-Diesel	\$446,516	\$440,792	\$5,724	\$381,784
Fuel-Other	\$120,381	\$122,917	(\$2,536)	\$88,609
Utilities - Facilities	\$103,893	\$153,125	(\$49,232)	\$132,976
Utilities - Electric Bus	\$35,355	\$35,875	(\$520)	\$38,439
Insurance	\$295,976	\$293,750	\$2,226	\$274,562
Fuel taxes	\$89,924	\$86,004	\$3,920	\$87,567
Paratransit Expenses	\$2,457,882	\$2,253,417	\$204,466	\$2,239,470
Vanpool Expenses	\$12,000	\$14,167	(\$2,167)	\$13,800
Dues and subscriptions	\$34,562	\$31,850	\$2,712	\$30,941
Travel, training and meetings	\$25,785	\$53,276	(\$27,491)	\$36,450
Media advertising	\$30,944	\$110,417	(\$79,473)	\$60,257
Miscellaneous	\$30,630	\$20,938	\$9,692	\$8,773
Interest Expense	\$82,680	\$79,342	\$3,338	\$113,514
Leases and rentals	\$335,260	\$334,092	\$1,168	\$329,953
Depreciation	\$1,552,135	\$1,552,135	\$0	\$1,630,298
Total Expenses	\$12,707,936	\$12,672,878	\$35,058	\$12,052,379
Change in Net Position	\$4,994,339	\$4,228,854	\$765,485	\$5,072,102

Notes:

Average price of diesel fuel for FY2019 - \$2.34; Latest price of diesel fuel (December 12, 2018) - \$2.00

Latest price of CNG diesel gallon equivalent - \$1.20

MEMORANDUM

To: Board of Directors
From: Carrie Butler, General Manager
Date: December 19, 2018
Re: General Manager's Report for the Period of November 2018

Budget Statistics

Total revenue for November 2018, was \$13,805,815 and the expenditures totaled \$2,170,930. This resulted in a difference of \$11,634,885 for the month. For a year to date comparison, with expenditures subtracted from revenues, the under budget variance is \$765,485.

Community Involvement

- Tates Creek Elementary Career Day – November 2
- Academies of Lexington Career Exploration Event – November 5
- 'How to Ride' Nathaniel Mission Lunch and Learn – November 6
- Ride to Safety Facebook Live with Green House 17 – November 12
- 'How to Ride' Employment Solutions – November 15
- LexWork Tour of O.W.L. and Community Connections – November 19
- 'How To Ride' Deep Springs Elementary – November 27
- Downtown Lexington Brand Reveal – November 28
- Lexington Public Library Video Shoot – November 28

Meetings / Updates

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

- Lexington Forum meeting – November 1
- Senior Services Commission – November 2
- Infill & Redevelopment Committee – November 7
- Employee Meet and Greet at Transit Center – November 8
- Pedestrian Safety Meeting – November 7
- Transportation Policy Committee (Special Meeting) – November 13
- LexWork Meeting – November 13
- Community Action Provider Cabinet Meeting – November 14
- Alternative Transit Strategy Meeting with MPO & LexPark – November 16
- UK – Lextran Meeting – November 26
- Retirement Ceremony – Dr. Augusta Julian – November 27
- APTA Industry Leader Summit – November 27-30
- Transit CEO Coordinating Council – November 28
- APTA Capitol Hill Reception – November 29

Procurement Update

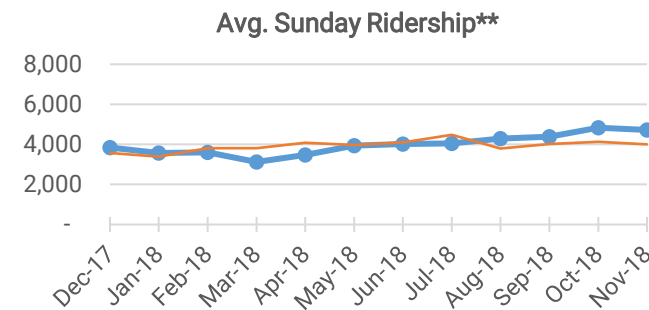
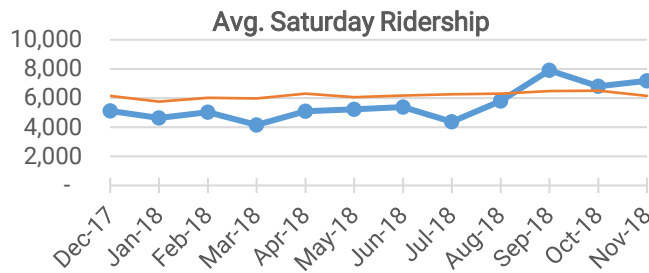
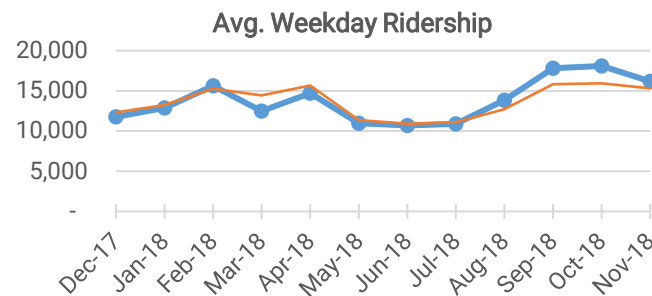
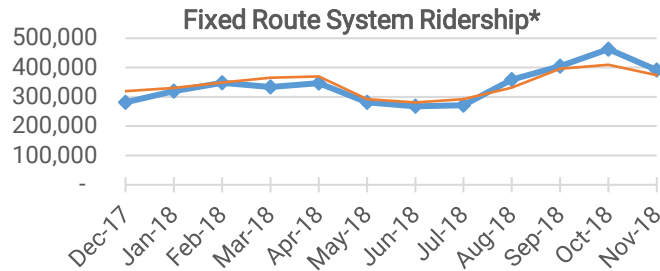
- An RFP for bus shelters, benches, and trash receptacles was released on November 26, 2018. A pre-proposal conference was held on December 12, 2018. Proposals are due January 17, 2019. This is expected to be a February resolution.
- An RFP for towing services was released on December 10, 2018. The pre-proposal conference will be January 10, 2019. Proposals are due January 31, 2019. This is expected to be a February resolution.
- An RFP for customer service training and professional development will be issued in January.
- An RFP for construction work at bus stops will be issued later in December or early January.
- Work continues on an RFP for a technology consultant which will focus on upgrading or replacing Lextran's current radio system and other on-board technology.
- Work continues on an RFP for a customer service/community survey.
- An RFP is in development for body shop services.
- An RFP is in development for engine rebuilds.
- An RFP is in development for on-call architectural and engineering services.

Recruitment Activities

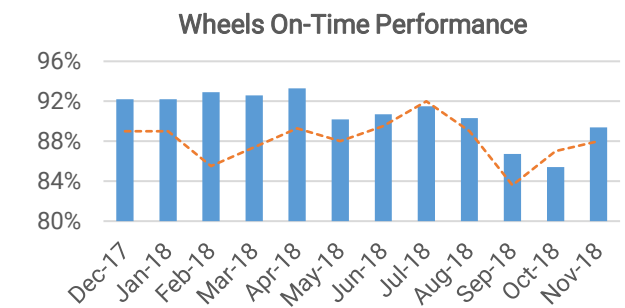
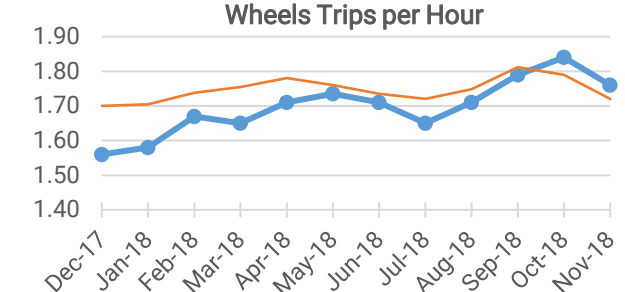
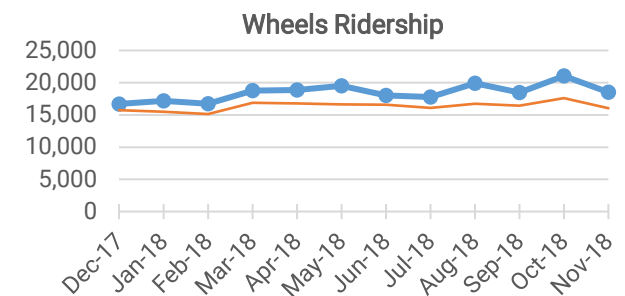
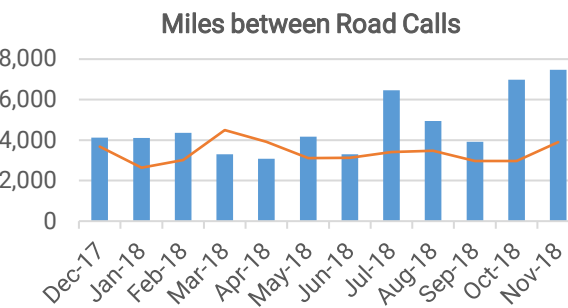
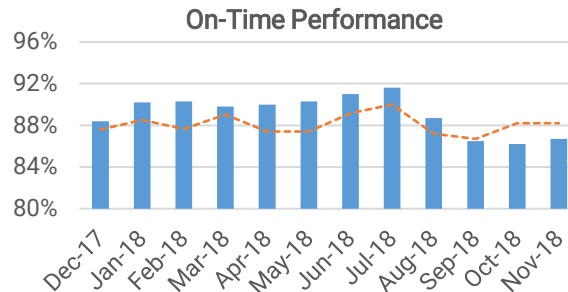
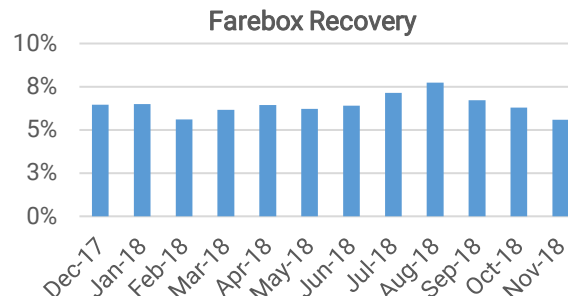
- Applications received: 61
 - Bus Operator: 25
 - Maintenance Mechanic: 4
 - Parts Clerk: 10
 - Service Worker: 9
 - Transportation Supervisor: 7
 - Maintenance Shift Supervisor: 5
 - Community Relations Manager: 1
- Interviews: 14
 - Bus Operator: 14
- New Hires: 0

Training Activities

- Accident Remedial Training: 3
- Coaching Remedial Training: 2
- Return to Work Training: 1
- New Mechanic Training including CDL: 1
- Smith System Defensive Driving Training: 1
- New Maintenance Safety Handbook Training: 41
- Refresher Training for Maintenance on Proper Disposal of Waste Products: 15



Performance Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 Total	This Month	FY19 YTD	FY18 Total
Total Ridership	391,528	1,889,434	3,933,347	18,536	95,784	213,830
Total Revenue Miles	156,900	773,854	1,712,430	131,516	699,309	1,635,660
Total Revenue Hours	16,703	82,779	194,649	10,511	54,741	127,399
Pass. per Mile	2.50	2.44	2.30	0.14	0.14	0.13
Pass. per Hour	23.44	22.83	20.21	1.76	1.75	1.68



— Monthly average for the previous four years.

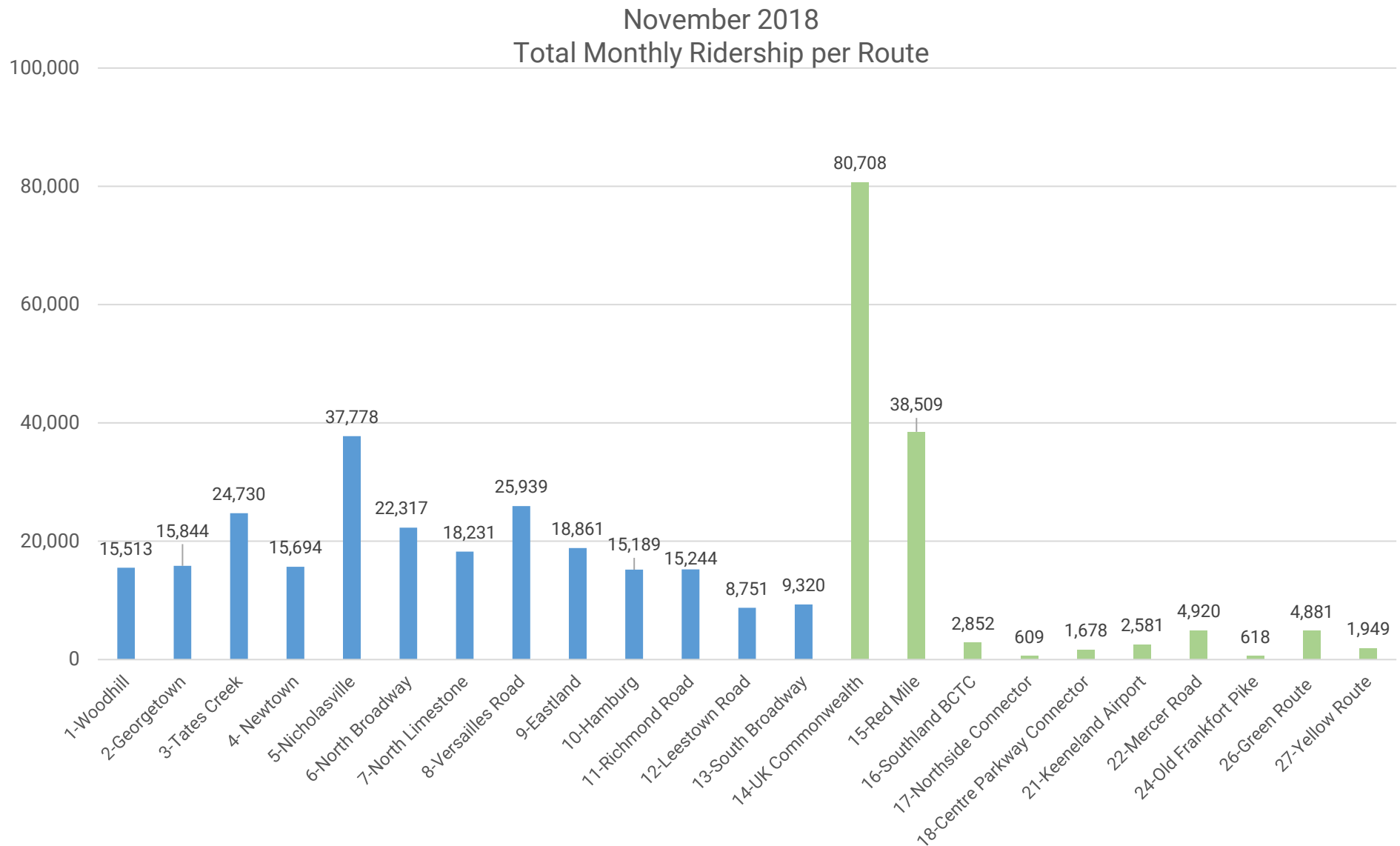
..... Monthly median for the previous four years.

*Ridership for April and October used a mixture of farebox and automatic passenger count data.

Route Performance Indicators

Route Name	Total Cost	Net Cost	Net Total Cost per Hour	Passengers per Mile	Passengers per Hour	Net Cost per Passenger	Farebox Recovery Rate	On-Time Performance
6-North Broadway	\$64,140	\$54,499	\$93.50	3.19	38.29	\$2.44	15.0%	92.9%
8-Versailles Road	\$79,042	\$68,102	\$89.20	3.36	33.98	\$2.63	13.8%	95.6%
9-Eastland	\$71,138	\$64,053	\$85.07	3.36	25.05	\$3.40	10.0%	95.0%
5-Nicholasville	\$153,397	\$142,407	\$90.63	2.87	24.04	\$3.77	7.2%	82.5%
7-North Limestone	\$76,908	\$69,383	\$89.96	2.63	23.64	\$3.81	9.8%	94.5%
11-Richmond Road	\$76,051	\$71,280	\$98.56	1.99	21.08	\$4.68	6.3%	97.0%
2-Georgetown	\$78,346	\$73,971	\$97.16	2.10	20.81	\$4.67	5.6%	92.7%
1-Woodhill	\$81,288	\$76,671	\$97.69	1.95	19.77	\$4.94	5.7%	90.6%
4-Newtown	\$82,953	\$77,729	\$96.64	1.95	19.51	\$4.95	6.3%	84.3%
3-Tates Creek	\$152,445	\$143,292	\$100.73	1.56	17.38	\$5.79	6.0%	82.2%
13-South Broadway	\$62,036	\$58,760	\$99.63	1.49	15.80	\$6.30	5.3%	92.6%
12-Leestown Road	\$73,422	\$70,489	\$106.47	1.08	13.22	\$8.06	4.0%	94.9%
10-Hamburg	\$119,211	\$113,423	\$97.91	1.32	13.11	\$7.47	4.9%	84.0%
14-UK Commonwealth	\$180,109	\$180,109	\$92.32	6.06	41.37	\$2.23	0.0%	NA
15-Red Mile	\$108,603	\$108,229	\$95.00	4.39	33.80	\$2.81	0.3%	82.9%
27-Yellow Route	\$9,824	\$9,824	\$101.91	2.10	20.22	\$5.04	0.0%	NA
26-Green Route	\$34,546	\$34,546	\$94.54	1.79	13.36	\$7.08	0.0%	NA
18-Centre Parkway Connector	\$39,602	\$38,110	\$111.47	0.36	4.91	\$22.71	3.8%	62.7%
17-Northside Connector	\$18,699	\$18,087	\$109.02	0.29	3.67	\$29.70	3.3%	96.0%
22-Mercer Road	\$31,353	\$29,575	\$99.18	1.56	16.50	\$6.01	5.7%	87.6%
16-Southland BCTC	\$26,275	\$25,636	\$98.45	1.17	10.95	\$8.99	2.4%	82.9%
21-Keeneland Airport	\$36,086	\$34,108	\$105.47	0.64	7.98	\$13.21	5.5%	89.8%
24-Old Frankfort Pike	\$17,124	\$16,965	\$97.92	0.41	3.57	\$27.45	0.9%	90.4%
Total	\$1,672,598	\$1,579,247	\$95.93	2.44	23.25	\$4.13	5.6%	87%

Note: Route 14 UK Commonwealth, Route 26 Green Route, and Route 27 Yellow Route do not collect fares.



November Safety, Maintenance, and Operations Indicators

Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 Total	This Month	FY19 YTD	FY18 Total
Preventable Accidents	2	11***	38	3	12	16
Non-Preventable Accidents	8	21	56	2	7	18
Accident Frequency Rate	1.27	1.42	2.22	1.98	1.48	0.84
Accident Frequency Rate Goal*	1.75	1.75	1.75	2	2	2
Injury Frequency Rate	49.27	29.08	23.65	N/A	N/A	N/A
Injury Frequency Rate Goal**	27.04	27.04	27.04	N/A	N/A	N/A
Days without Preventable Accident	28	114	296	N/A	N/A	N/A
Days of Lost time	36	288	701	N/A	N/A	N/A
Workers Comp Claims	7	27	47	N/A	N/A	N/A
Miles Between Road Calls	7,474	5,649	3,451	N/A	N/A	N/A
Preventive Maintenance Inspections	43	201	441	N/A	N/A	N/A

*The accident frequency goals are calculated per 100,000 miles.

**The incident frequency goal is calculated per 200,000 working hours.

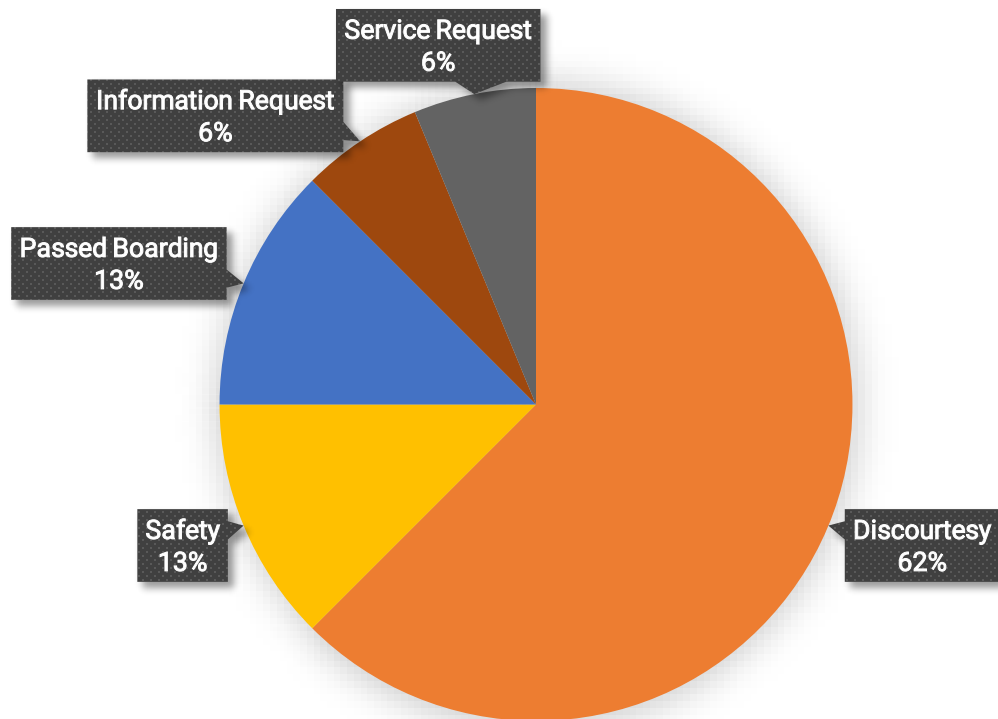
***Adjusted to reflect 3 preventable accidents in October 2018.

November Call Logs

Comments by Type	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 YTD	This Month	FY19 YTD	FY18 YTD
Total Commendations	0	4	1	4	14	7
Discourtesy	10	49	28	6	35	29
Late / Early	0	16	12	8	31	31
Safety	2	31	27	5	38	45
Passed	2	20	19	0	0	0
Other	0	14	15	0	0	0
Request: Information	1	6	1	1	2	1
Request: Service	1	3	12	0	0	0
Request: Amenities	0	7	0	0	0	0
Website	0	0	3	0	0	0
Total Calls into System	5,762*	49,085	64,239	21,939	107,232	104,102
Total Calls into IVR	44,873	227,036	250,715	N/A	N/A	N/A
Average Length of Call	1:29	1:28	1:25	1:11	1:13	1:02
Average Time to Abandon	0:14	0:14	0:21	1:17	1:10	1:02

*The call counting system has not been collecting data since 11/18/2018 due to a software malfunction. Lextran's communications vendor is currently working to retrieve the lost data.

Lextran Comments for November 2018



Operator told me that I could not get back on the bus at the Transit Center. I had forgotten an item at Wal-Mart and wanted to ride back out. I felt harassed and humiliated.

I was 10 feet away from the bus stop on Leestown Road and the bus passed me by. I waved driver down, but he was going too fast to stop.

The bus driver is very rude and nasty and is treating customers very disrespectfully every day. The driver makes personal calls while on duty and takes breaks constantly.

Student complains that bus driver of #777 is always rude and disrespectful to students.

Lextran in the Media – November 2018

November 2, 2018 Lextran to offer free bus service November 6 in an effort to increase access to polling locations

<https://www.kyforward.com/lextran-to-offer-free-bus-service-november-6-in-an-effort-to-increase-access-to-polling-locations/>

November 5, 2018 Free Lextran Rides for Election Day

<https://www.aceweekly.com/2018/11/free-lextran-rides-for-election-day/>

November 5, 2018 Here's how to vote if you live in Lexington

<https://www.transyrambler.com/heres-how-to-vote-if-you-live-in-lexington/>

November 6, 2018 LEXTRAN IS OFFERING FREE RIDES ON ELECTION DAY

<https://www.wtvq.com/2018/11/06/lextran-offering-free-rides-election-day/>

November 6, 2018 Lextran Offers Free Rides On Election Day

<https://lex18.com/news/covering-kentucky/2018/11/06/lextran-offers-free-rides-on-election-day-nov-6/>

November 19, 2018 Lextran Announces Free Rides Thanksgiving, Other Route Changes

<https://lex18.com/news/covering-kentucky/2018/11/19/lextran-announces-free-rides-thanksgiving-other-route-changes>

November 29, 2018 UK should build covers at every bus stop on, around campus

http://www.kykernel.com/opinion/uk-should-build-covers-at-every-bus-stop-on-around/article_8506772a-f3db-11e8-8ebb-a30790374942.html