



Board of Directors Meeting
Transit Authority of the Lexington-Fayette Urban
County Government
200 West Loudon Ave, Conference Room 110
Lexington, KY 40508

December 20, 2017
5:00 PM

TABLE OF CONTENTS

	<u>Pages #(s)</u>
Agenda	1
Minutes	2-7
Resolutions	8-12
General Manager Report	14-17
KPIs	18-22
Information	23-34

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Lexington, KY 40508
859-255-7756
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Agenda
Board of Directors
Transit Authority of the Lexington-Fayette Urban County Government
200 West Loudon Avenue - Lexington, KY 40508
December 20, 2017

- | | | |
|-------|--|-------------|
| I. | Call to order | 5:00 |
| II. | Approval of Board Meeting Minutes | 5:00 — 5:05 |
| | i. November 15, 2017 | |
| III. | Public Comment on Agenda Items / Public Hearing | 5:05 — 5:10 |
| IV. | Chair's Report | 5:10 — 5:15 |
| V. | Action Items | 5:15 — 5:30 |
| | i. Resolution No. 2017-15 - Transfer a Surplus Asset | |
| | ii. Resolution No. 2017-19 - Award a Contract for Payroll Services | |
| | iii. Resolution No. 2020 - Drug & Alcohol Program and Policy | |
| VI. | Change Order | 5:30 — 5:35 |
| VII. | New/Old Business | 5:35 — 5:40 |
| VIII. | General Manager's Report | 5:40 — 5:55 |
| | i. Financial Statement | |
| | ii. General Managers Report | |
| | iii. Key Performance Indicators | |
| IX. | Proposed Agenda Items | 5:55 — 6:00 |
| X. | Closed Session | |
| XI. | Adjournment | 6:00 — |



**Board of Directors Meeting
Transit Authority of the Lexington-Fayette Urban County Government
Lextran**

**200 West Loudon Ave, Conference Room 110
Lexington, KY 40508**

November 15, 2017

MEMBERS PRESENT

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

MEMBERS ABSENT

Christian Motley

STAFF PRESENT

Carrie Butler, General Manager
Jill Barnett, Assistant General Manager
Jim Barrett, Director of Maintenance
Ronda Brooks, Administrative Assistant
Fred Combs, Planning and Technology Manager
Geri Davidson, Director of Human Resources
Emily Elliott, Community Relations Coordinator
Nikki Falconbury, Director of Finance
John Givens, Director of Risk Management
Chris Meetin, Maintenance Manager
Keith Srutowski, Director of Purchasing

STAFF ABSENT

Mary Kate Gray, Community Relations Manager
Tracy Sewell, Director of Operations

OTHERS PRESENT

Joseph David, Transportation Planner, LFUCG, MPO
Steven D. Richardson, Lextran Mechanic and Local 639 – Amalgamated Transit Union President
David Sams, Lextran Service Worker
Matthew Gidcomb, Citizen
Jeff Clark, Dukes A&W Enterprises, LLC
Stephen Buckley, Northeast Regional Manager - Planning, Environment and Traffic, WSP
Arlen Sandlin, Area Manager, WSP
Jacob Walbourn, Lextran Attorney

I. CALL TO ORDER

Mr. Ratchford called the November 15, 2017 meeting of the Lextran Board of Directors to order at 5:00 p.m.

Mr. Ratchford introduced Lextran's newest board member Elias Haddad, CEO of United Real Estate.

II. APPROVAL OF MINUTES

Mr. Ratchford called for a motion to approve the minutes from previous Board meetings:

- July 19, 2017 – A motion to approve the minutes was made by Mr. Ward and seconded by Dr. Julian.
- August 16, 2017 – A motion to approve the minutes was made by Mr. Ward and seconded by Dr. Julian.
- October 4, 2017 board meeting. A motion to approve the minutes was made by Mr. Ward and seconded by Dr. Julian.

The minutes were approved unanimously.

III. PUBLIC COMMENT

Mr. Richardson, Lextran Mechanic and President, ATU Local Union 639, addressed the board, and referenced a handout that he distributed to the board chair.

Union Report to Lextran Board
Wednesday, November 15, 2017

- (13) Operations write-ups in October
- (1) Maintenance write-up in October
- 2 grievances going to Arbitration
 1. Forced overtime in Maintenance
 2. Coach operator struck by car and the police report indicates the coach operator is not at fault, yet he received 3 days suspension.
- Maintenance staff filed a complaint with the Kentucky Labor Cabinet regarding wage and labor violation.
- Grievances pending:
 1. Payroll check discrepancies
- Safety Concerns:
 1. Buses not getting started in cold weather, only when its 32 degrees or lower.
 2. Wash house stays broken down for months at a time, forcing service workers to pressure wash in the cold weather.
- Low Morale
 1. Bad turnover rate and absenteeism in Operations Department
 2. Mechanics and service workers quitting a good paying job due to the way they are

being treated by Lextran.

Mr. Richardson stated: "I've been addressing this board for months. I've invited you to my union meetings to listen to the employees concerns. Since I've not seen any type of action/answers from this board, I will start inviting Channel 18 News and radio stations, whoever I can get to come to my union meeting to listen to the employees and their complaints. I don't feel like this board has addressed the concerns; I've not seen any improvements."

Mr. Ratchford responded:

"Thank you, Steve. Ms. Butler and I have discussed some of these concerns and will address them as we can, we can do that now and I'll chime in."

Ms. Butler gave the following information:

- Bus wash – "We will report on the bus wash next month. It's fixed now. We will get some history on the break down issues from the manufacturer."
- Idling policy – "We will provide more information on this policy."
- Morale – "We have started an employee engagement strategy and kicking that off with an employee survey, which we've done before, so that will give all employees the opportunity to provide feedback. It is done anonymously. The surveys are sent to an outside company, so we do not know the names of the individuals responding. All employees can voice any and all complaints, issues, and feedback; we welcome it, the feedback helps us do a better job. We've had a couple of employee meetings, where I just talked with employees, and posted those questions and answers around the facility."

Mr. Ratchford stated:

"Mr. Ward and I have met with Transdev to discuss many things, including the issues you've brought to this board, including morale. Those conversations are happening, and we will continue to address these issues in future meetings. I encourage you to build a healthy relationship to promote growth, and continue to communicate issues, and have faith in this board. I've seen some progress in the efforts being set forth regarding morale."

Ms. Butler stated:

"I failed to mention our management and union Joint Labor Committee. It is open to collaborate and jointly work on issues outside the grievance process. We still have the grievance process as part of our Collective Bargaining Agreement. It's a new committee, and Friday will be our second meeting."

IV. Informational Presentation

Ms. Butler introduced Stephen Buckley with WSP. WSP is under contract with Lextran for on-call architecture and engineering services.

Mr. Buckley provided a presentation on autonomous vehicles, which are capable of sensing

the environment and navigating without human input. A copy of this presentation is available by request (contact Ms. Brooks at 859-244-2000 or rbrooks@lextran.com).

V. Chair's Report

Mr. Ratchford delivered the Chair's report, stating that Community Action Council and the Urban League of Lexington will present the Opportunity Conference on Thursday, November 16, 2017 from 11:00AM - 7:00PM at The Lyric Theatre & Cultural Art Center. Lextran will be at this event for recruiting and hiring opportunities.

VI. ACTION ITEMS

- Resolution No. 2017-16 - Award a Contract for Fasteners and Other Shop Supplies - Ms. Butler reviewed the resolution to enter into contract with Dukes A&W Enterprises, LLC to provide fasteners and other shop supplies. Mr. Ratchford called for a motion. Mr. Christman made a motion to accept the contract, and Ms. Krueger-Sidebottom seconded. The motion carried unanimously.
- Resolution No. 2017-17 - Award Contracts for Agent of Record - Ms. Butler reviewed the resolution to enter into contracts with USI Insurance Services, LLC to provide Agent of Record services for Employee Health and Benefits Insurance, and Aon Risk Services Northeast, Inc. to provide Agent of Record services for Property and Casualty Insurance. Mr. Ratchford called for a motion. Mr. Ward made a motion to accept the contract, and Dr. Julian seconded. The motion carried unanimously.
- Resolution No. 2017-18 - Award a Contract for Employee Physicals and Drug Screens - Ms. Butler reviewed the resolution to enter into a contract with Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers to provide employee physicals and drug screens. Mr. Ratchford called for a motion. Mr. Ward made a motion to accept the contract, and Dr. Julian seconded. The motion carried unanimously.

VII. CHANGE ORDER REPORT

Mr. Srutowski presented the change order report:

- Gillig, 4 - 40 foot CNG buses. The original price was \$1,894,740, and this is a change of (\$12,508). Lextran paint and graphics will not be done on this order, resulting in a reduction of price. Prior Change Orders total \$17,308.
- Gillig, 1 - 40 foot CNG bus. The original price \$473,685, and this is a change of (\$3,127). Lextran paint and graphics will not be done on this order, resulting in a reduction of price. Prior Change Orders total \$4,327.

VIII. NEW BUSINESS

Update to Drug & Alcohol Program and Policy – Ms. Butler presented the Drug & Alcohol Program and Policy, which can be found on pages 37-62 of the November 15, 2017 board packet.

FTA (Federal Transportation Administration) audited Lextran's Drug and Alcohol Program and Policy in July, and the updates here come from that audit and have been approved by FTA. The next step will be a board resolution, and to name our new Drug & Alcohol Program Manager. The plain text is language required by FTA, and anything in bold is Lextran's emphasis to the policy.

IX. GENERAL MANAGER'S REPORT

Ms. Falconbury presented the Financial Statement Audit, for the year ending June 30, 2017, found on pages 63-119 of November 15, 2017 board packet, as well as the October financial statements, found on pages 120-121 of the November 15, 2017 board packet. The cost of diesel fuel has increased \$.50 since the beginning of the fiscal year. Lextran's budget for diesel fuel is \$2.15 per gallon. It is currently around \$2.14 and is being monitored daily. The latest price of CNG diesel gallon equivalent is \$1.42.

Ms. Butler reviewed the General Manager's report and Key Performance Indicators, found on pages 112-123 of the November 15, 2017 board packet. Highlights of the report include:

- Annual Health & Wellness Fair, organized by the Wellness Team. Ms. Butler extended thanks to the Wellness Team, particularly team leader Ronda Brooks, the front desk coordinator, and recognized the commitment of the Wellness team to employee activities. The Wellness Fair included cholesterol and blood pressure checks, flu shots, weigh-ins, healthy snacks, and various information for employees. The event was attended by more than 90 employees.
- Procurement Update and upcoming resolutions or in-progress RFPs for IT support services, cellular service, payroll services, and environmental services.
- Transit Center murals as part of the PRHBTN festival, in partnership with LexPark and Downtown Development Authority. The murals and columns were completed the week of November 6th.
- Pop-Up Coffee Cart at the Transit Center, in conjunction with A Cup of Common Wealth and Downtown Development Authority.

KPI Report

- Miles between road calls is an area of opportunity for improvement.

A sales agreement has been signed with a buyer on 109-110 West Loudon Ave. No closing date has been set.

X. PROPOSED AGENDA ITEMS

- Drug and Alcohol Program and Policy Resolution
- Information on transfer of surplus assets



XI. CLOSED SESSION

None

XII. ADJOURNMENT

The meeting adjourned by consensus at 6:10 p.m.



December 20, 2017

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Transfer a Surplus Asset

Attached is a resolution requesting authority to transfer a surplus asset from Lextran to another transit agency.

Lextran purchased a ticket vending machine (TVM) in 2013, however, the item is no longer needed. As required by FTA C 5010.1E, Lextran is officially requesting approval to transfer this surplus asset to BCD Council of Governments, 1362 McMillan Ave., Suite 100, N. Charleston, South Carolina, 29405. They will be using it for their transit agency. BCD Council of Governments will be responsible for any shipping charges as well as the remaining Federal interest in the asset.

The purchase price of the GFI Genfare TVM was \$120,941. The federal share was \$102,229 and the local share was \$18,712 (the local share includes a KYDOT Toll Credit match of \$6,845). It was purchased with a combination of two grants: KY-90-X213-00 and a Congestion Mitigation and Air Quality (CMAQ) through the Kentucky Department of Transportation. The estimated useful life of the TVM is 10 years. Per FTA, the current value is estimated at \$77,402.24.

If you have any questions, please call me at 255-7756.



RESOLUTION

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MOTION: _____ **SECOND:** _____

DATE: December 20, 2017 **RESOLUTION NO.:** 2017-15

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government ("Lextran") possess a surplus asset, a ticket vending machine;

WHEREAS, the surplus asset can be utilized by another transit agency;

WHEREAS, the asset was purchased with federal funds and there remains a federal interest in this asset; and

WHEREAS, the Federal Transportation Administration (FTA) requires a resolution of the Board of Directors of Lextran be passed in order to transfer the surplus asset;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the Authority to transfer a surplus asset, a ticket vending machine, to the BCD Council of Governments in Charleston, South Carolina. BCD Council of Governments will be responsible for any shipping charges as well as the remaining Federal interest in the asset. Prior to any such transfer, the Authority shall obtain all necessary federal approvals.

Chairperson, Malcolm Ratchford

Date



December 20, 2017

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Award a Contract for Payroll Services

Attached is a resolution requesting authority to enter into a contract for payroll services, including time-keeping and other automated Human Resources functions.

RFP 1716 was issued August 21, 2017 with proposals received on October 19, 2017. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Responsive proposals were received from five (5) qualified proposers:

- ADP
- Kronos
- Paycom
- Paycor
- Payroll Solutions, Inc.

The evaluation committee ranked the proposals received. Interviews were held with the three highest-ranking proposers. Proposals were re-scored following interviews. Paycom received the highest ranking and is recommended to be awarded the contract according to the terms of their proposal in response to RFP 1716.

The term of the contract awarded will be for five (5) years. The pricing shall be as follows:

- One-time set-up fees not to exceed \$6,064.06
- Per payroll fee not to exceed a base price of \$182.40 plus \$6.09 per employee
- Annual fee not to exceed \$75 for W-3 transmittal, \$75 for ACA Form 1094, \$6.95 per employee for W-2s, and \$6.95 per employee for ACA Form 1095
- Time clock purchase not to exceed \$1,995 plus applicable taxes OR time clock lease not to exceed \$399 security deposit plus lease payment of \$80 per month plus applicable taxes
- Optional national background check service not to exceed \$150 one-time set-up fee and \$18.95 per person plus \$7.00 per person for MVR Check plus extra fees for each additional state checked

If you have any questions or wish to review the RFP or the proposal from Paycom, please call me at 255-7756.



RESOLUTION

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MOTION: _____ **SECOND:** _____

DATE: December 20, 2017 **RESOLUTION NO.:** 2017-19

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 1716 for payroll services;

WHEREAS, RFP 1716 resulted in proposals from five qualified proposers;

WHEREAS, the proposals were evaluated and ranked;

WHEREAS, the proposal of Paycom was the highest ranked proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Paycom to provide payroll, timekeeping, and other automated Human Resources services according to the terms as set forth in RFP 1716 and the proposal submitted by Paycom, which are incorporated herein by reference. The term of the contract awarded will be for five (5) years. The pricing shall be as follows:

- One-time set-up fees not to exceed \$6,064.06
- Per payroll fee not to exceed a base price of \$182.40 plus \$6.09 per employee
- Annual fee not to exceed \$75 for W-3 transmittal, \$75 for ACA Form 1094, \$6.95 per employee for W-2s, and \$6.95 per employee for ACA Form 1095
- Time clock purchase not to exceed \$1,995 plus applicable taxes OR time clock lease not to exceed \$399 security deposit plus lease payment of \$80 per month plus applicable taxes
- Optional national background check service not to exceed \$150 one-time set-up fee and \$18.95 per person plus \$7.00 per person for MVR Check plus extra fees for each additional state checked

Chairperson, Malcolm Ratchford

Date



December 20, 2017

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution for Adoption of Drug and Alcohol Policy

Attached is a resolution requesting the adoption of an updated drug and alcohol policy.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the United States Department of Transportation (USDOT) in 49 CFR Part 40 and Part 655, as Amended. In addition, drugs are prohibited in the workplace by the ***Drug-Free Workplace Act Of 1988*** located in 20 CFR Part 29. Lextran was audited on this policy by FTA as part of a regularly scheduled audit schedule, and as a result was required to make revisions to its existing policy to ensure it is fully compliant with the aforementioned regulations.

This policy was originally adopted in June 1998, with subsequent revisions in:

August 2002

April 2008

April 2011

July 2014

This revised policy is attached.

If you have any questions, please call me at 255-7756.



RESOLUTION

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MOTION: _____ **SECOND:** _____

DATE: December 20, 2017 **RESOLUTION NO.:** 2017-20

WHEREAS, drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the United States Department of Transportation (USDOT) in 49 CFR Part 40 and Part 655, as Amended, and;

WHEREAS, drugs are prohibited in the workplace by the ***Drug-Free Workplace Act Of 1988*** located in 20 CFR Part 29, and;

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government has revised its drug and alcohol policy to be fully compliant with the aforementioned regulations, and;

WHEREAS, the by-laws of the Transit Authority of the Lexington-Fayette Urban County Government provides that the Board of Directors shall have the power to set policies;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government hereby adopts and approves the revised drug and alcohol policy which is attached hereto and incorporated herein by reference.

Chairperson, Malcolm Ratchford

Date

Financial Statement Recap

BALANCE SHEET as of November 30, 2017

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$17,879,122	\$14,914,568
Project Loan Account	\$1,145,044	\$1,145,044
Accounts receivable	\$2,301,772	\$1,259,949
Inventory	\$426,459	\$479,464
Net pension asset	\$1,331,841	\$1,547,482
Work in process	\$167,402	\$5,055,658
Prepaid	\$744,244	\$760,026
Total Current Assets	<u>\$23,995,884</u>	<u>\$25,162,191</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Net capital and related assets	\$29,405,198	\$25,810,262
Total Assets	<u><u>\$61,756,082</u></u>	<u><u>\$59,327,453</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$2,673,458	\$3,325,199
Payroll liabilities	\$649,610	\$577,183
Short term note - Fifth Third Bank	\$895,529	\$868,922
Total Current Liabilities	<u>\$4,218,597</u>	<u>\$4,771,304</u>
Long term note - Fifth Third Bank	\$6,396,506	\$7,252,524
Net Position	\$51,140,980	\$47,303,625
Total Liabilities and Net Position	<u><u>\$61,756,082</u></u>	<u><u>\$59,327,453</u></u>



Financial Statement Recap

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

	November 2017			
	Actual	FY 2018 Budget	Variance	FY 2017 Actual
Revenues				
Property taxes	\$13,209,424	\$11,485,990	\$1,723,434	\$11,999,954
Passenger revenue	\$578,762	\$651,649	(\$72,887)	\$637,091
Federal funds	\$2,102,234	\$2,000,000	\$102,234	\$2,029,684
State funds	\$1,920	\$0	\$1,920	\$500,000
Advertising revenue	\$260,156	\$200,000	\$60,156	\$55,642
Other revenue	\$971,985	\$883,623	\$88,363	\$2,309,010
Total Revenues	<u>\$17,124,481</u>	<u>\$15,221,262</u>	<u>\$1,903,220</u>	<u>\$17,531,381</u>
Expenses				
Wages	\$3,655,271	\$3,519,292	\$135,979	\$3,363,557
Fringe benefits	\$2,004,253	\$2,151,597	(\$147,344)	\$1,900,373
Professional services	\$361,312	\$731,535	(\$370,224)	\$638,728
Materials and supplies	\$564,151	\$360,000	\$204,151	\$364,325
Fuel-Diesel	\$381,784	\$442,083	(\$60,299)	\$326,635
Fuel-Other	\$88,609	\$111,292	(\$22,683)	\$221,473
Utilities - Facilities	\$132,976	\$158,042	(\$25,066)	\$138,664
Utilities - Electric Bus	\$38,439	\$26,500	\$11,939	\$0
Insurance	\$274,562	\$257,500	\$17,062	\$279,313
Fuel taxes	\$87,567	\$86,004	\$1,563	\$87,942
Purchased Transportation-Paratransit	\$2,239,470	\$2,228,333	\$11,137	\$2,061,715
Purchased Transportation-Other	\$13,800	\$15,000	(\$1,200)	\$12,000
Dues and subscriptions	\$30,941	\$32,000	(\$1,059)	\$33,020
Travel, training and meetings	\$36,450	\$54,875	(\$18,425)	\$27,260
Media advertising	\$60,257	\$122,083	(\$61,827)	\$31,107
Miscellaneous	\$8,773	\$12,167	(\$3,393)	\$9,221
Interest Expense	\$113,515	\$90,625	\$22,890	\$113,515
Leases and rentals	\$329,953	\$327,953	\$2,000	\$228,648
Depreciation	\$1,630,298	\$1,630,298	\$0	\$1,470,906
Total Expenses	<u>\$12,052,380</u>	<u>\$12,357,178</u>	<u>(\$304,799)</u>	<u>\$11,308,402</u>
Change in Net Position	<u>\$5,072,102</u>	<u>\$2,864,083</u>	<u>\$2,208,018</u>	<u>\$6,222,979</u>

Notes:

Average price of diesel fuel for FY2018 - \$1.88; Latest price of diesel fuel (December 13, 2017) - \$1.97

Latest price of CNG diesel gallon equivalent - \$1.47



Memorandum

To: Board of Directors
From: Carrie Butler, General Manager
Date: December 20, 2017
Re: General Manager's Report for the Period of November 2017

Budget Statistics

Total revenue for the month \$13,503,850 and the expenditures totaled \$2,125,237. This resulted in a difference of \$11,378,613 for the month. For a year to date comparison, with expenditures subtracted from revenues, the under budget variance is \$2,208,018.

Community Involvement

- Bus Stop Hop with UK Transportation – November 8th
- How to Ride Session at Salvation Army Life Skills class (quarterly) – November 15th
- Opportunity Conference hosted by Community Action Council – November 16th
- Free Bus Rides for Community on Thanksgiving – November 23rd
- Southern Lights Tours for seniors (various community partners) – November 21st and 28th
- Announcement of Book Benches Lex project – November 26th
- Pop-up Coffee Shop with Cup of Commonwealth (at Transit Center) - November

Employee Engagement Activities

- KY Blood Center On-Site Blood Mobile – November 1st
- Operator Uniform Committee meeting – November 2nd
- Employee Meetings (3) – November 16th
- Joint Labor-Management Committee – November 17th
- Thanksgiving Potluck for all employees – November 21st

Employee Recruitment

- 31 applications received for Bus Operator (19), Service Worker (7), Accounting/Finance Coordinator (3), and Maintenance Mechanic (2)
- 8 Interviews : Director of Human Resources (7) and Bus Operator (1)
- 3 New Hires: Accounting/Finance Coordinator (1) and Service Workers (2)
- Attended 1 job fair (Opportunity Conference on 11.16)

Meetings / Updates

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

- Lexington Forum – November 2nd
- Senior Services Commission – November 3rd

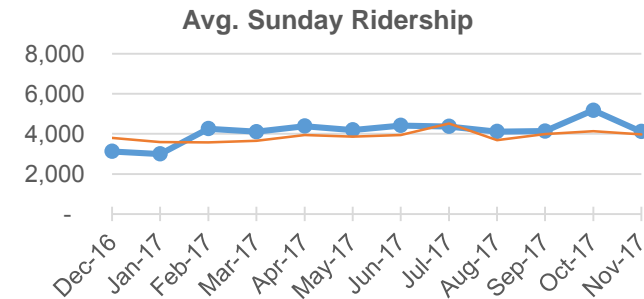
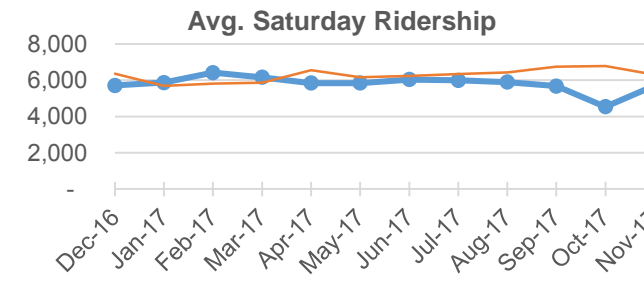
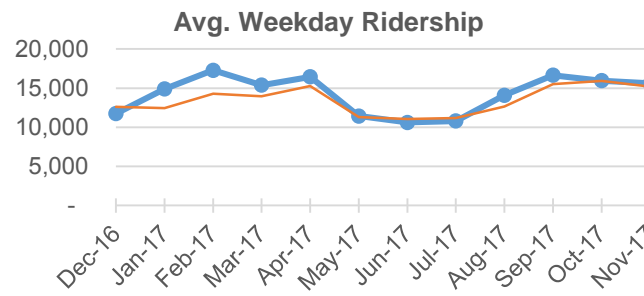
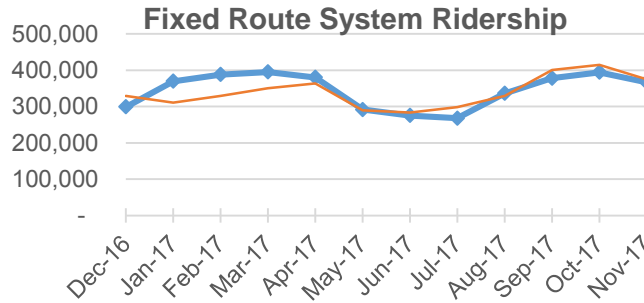
- Pedestrian Safety Working Group Meeting – November 2nd
- Meeting with CM Plomin & Office of Homelessness & Intervention – November 6th
- Toyota Transit Study – November 7th
- Transportation Technical Coordinating Committee Meeting (TTCC) – November 8th
- Integrity Staffing meeting – November 9th
- Guest Lectured at UK for Transportation Engineering class – November 9th
- Meeting with FCPS regarding service to Mary Todd Elementary – November 14th
- House Working Group Meeting on Kentucky's Transportation Infrastructure – November 14th
- Partnership Update Meeting with BCTC – November 17th
- Kentucky Public Transit Association (KPTA) Board Meeting – November 21st

Procurement Update

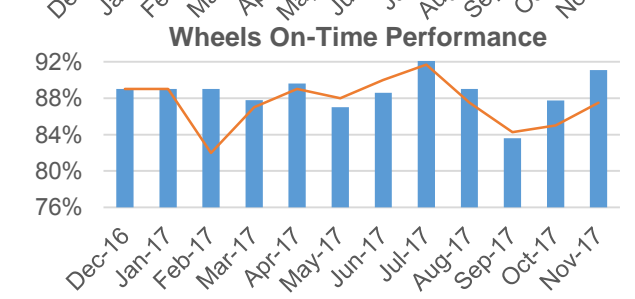
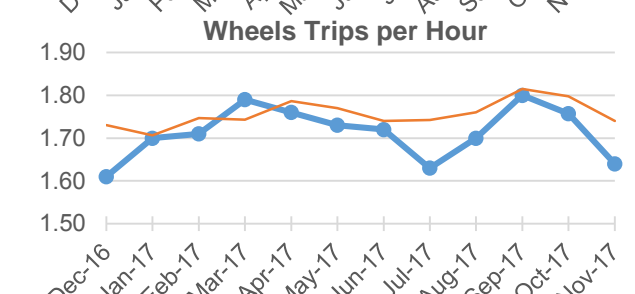
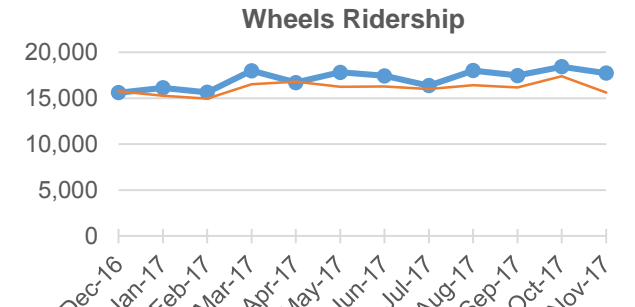
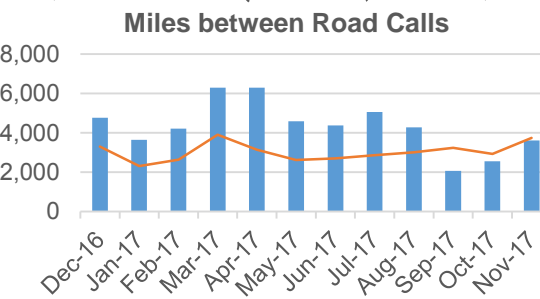
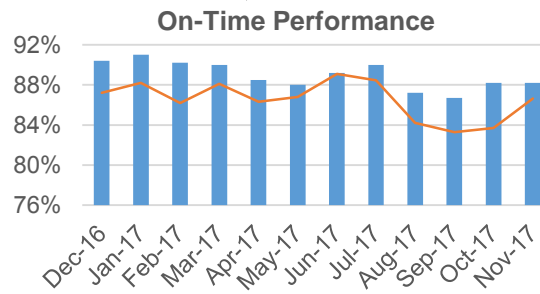
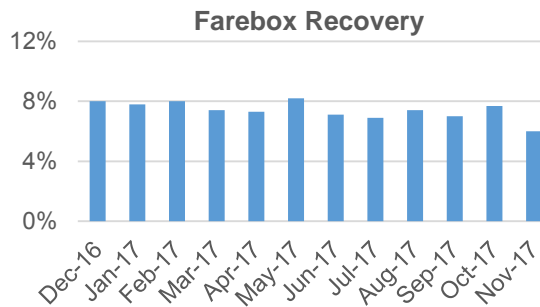
- An RFP was issued on October 23rd for IT support services. The pre-proposal conference was held November 8th. Proposals were due November 30, 2017. This is expected to be a January resolution.
- An RFP for cellular service in Lextran's vehicles was issued in October and proposals were due November 9th. This RFP was re-issued December 11th and the scope of work was expanded to include employee cell phones. This is now expected to be a January or February resolution.
- An RFP for environmental services was issued on September 18, 2017. A pre-proposal conference was held on October 5, 2017. Proposals were due November 1, 2017. This is now expected to be a January resolution.
- An IFB was issued December 4th to remove the bus lifts and remaining underground fuel storage tank at 109 West Loudon. This is expected to be a January resolution.
- An RFP for vanpool service was issued October 30th. Proposals were due December 14th. This is expected to be a January resolution.
- An RFP for purchasing additional buses is being finalized. This RFP is a joint effort between Lextran, TARC, TANK, and other smaller Kentucky agencies. The intent is to potentially increase our buying power with the manufacturers by pooling our resources. This will also aid smaller agencies that may not have the internal resources to write a complicated bus procurement.

Training Activities

- New Operator Training – classroom and behind the wheel (3 employees)
- New Maintenance Training – Service Worker (1) and Mechanics (3)
- Accident remedial – Operators (1)
- Proterra Docking Refresher – Mechanics (11)
- Safety Leadership – Maintenance Supervisor (1)



Performance Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY18 YTD	FY17 Total	This Month	FY18 YTD	FY17 Total
Total Ridership	370,796	1,747,140	4,346,047	17,773	88,079	200,255
Total Revenue Miles	144,306	721,310	1,905,282	136,960	677,221	1,537,732
Total Revenue Hours	16,715	81,405	189,861	10,799	51,672	115,693
Pass. per Mile	2.57	2.42	2.28	0.13	0.13	0.13
Pass. per Hour	22.18	21.46	22.89	1.65	1.70	1.73



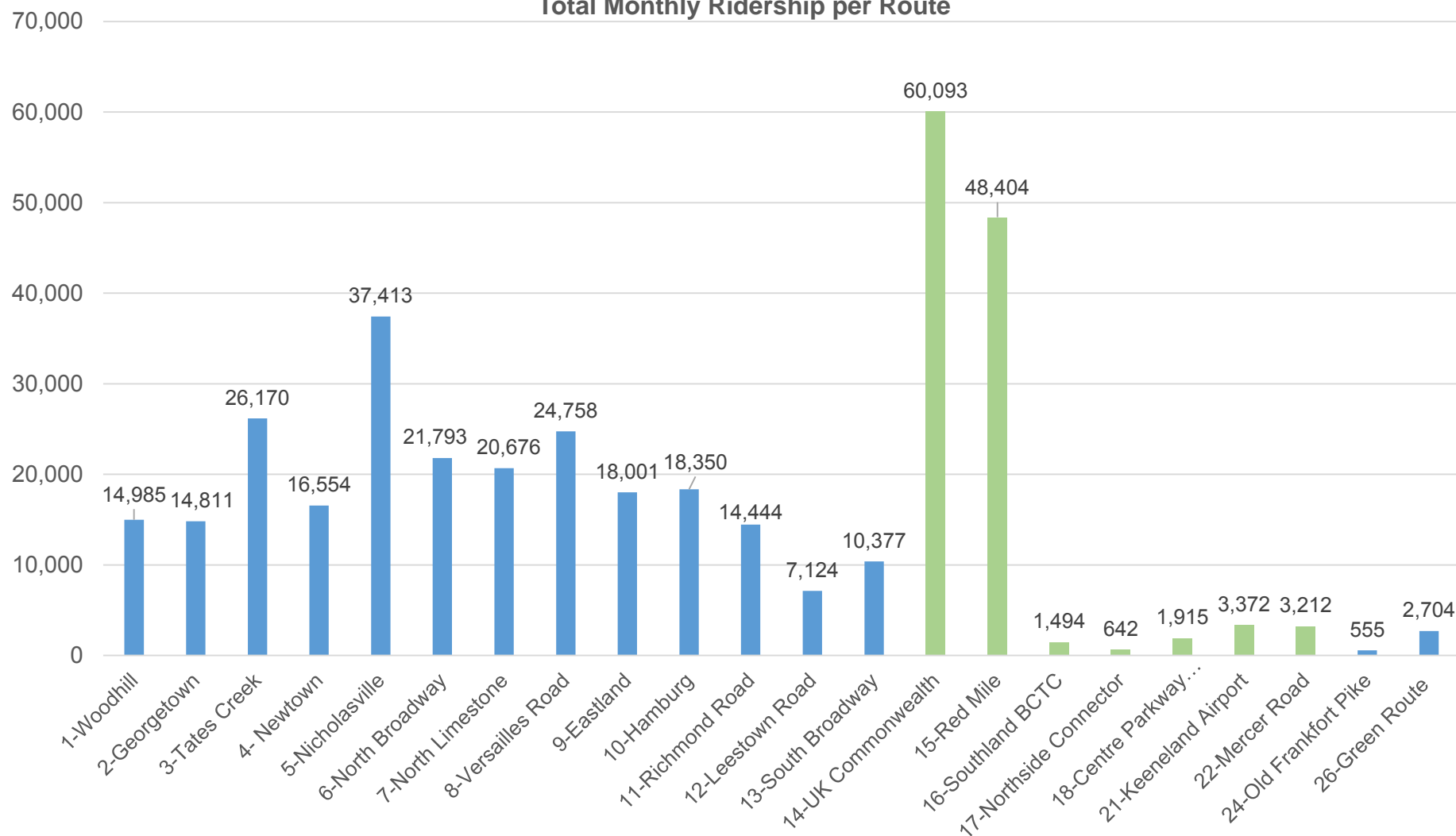


Route Performance Indicators

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
8-Versailles Road	\$81,412	\$69,843	\$85.29	3.50	30.23	\$2.82	14.2%	94.9%
6-North Broadway	\$76,096	\$65,827	\$86.00	3.30	28.47	\$3.02	13.5%	93.9%
9-Eastland	\$62,612	\$56,036	\$88.98	3.31	28.58	\$3.11	10.5%	91.8%
7-North Limestone	\$73,539	\$65,659	\$88.77	3.24	27.95	\$3.18	10.7%	95.1%
5-Nicholasville	\$142,579	\$131,464	\$91.67	3.02	26.09	\$3.51	7.8%	81.8%
4- Newtown	\$81,167	\$75,364	\$92.31	2.35	20.28	\$4.55	7.1%	91.6%
13-South Broadway	\$72,215	\$68,918	\$94.88	1.65	14.29	\$6.64	4.6%	87.5%
2-Georgetown	\$78,940	\$74,537	\$93.87	2.16	18.65	\$5.03	5.6%	93.2%
11-Richmond Road	\$87,176	\$81,212	\$92.62	1.91	16.47	\$5.62	6.8%	95.0%
10-Hamburg	\$113,072	\$106,435	\$93.58	1.87	16.13	\$5.80	5.9%	85.0%
1-Woodhill	\$86,169	\$81,543	\$94.08	2.00	17.29	\$5.44	5.4%	87.4%
3-Tates Creek	\$169,091	\$158,572	\$93.23	1.78	15.39	\$6.06	6.2%	88.6%
12-Leestown Road	\$84,671	\$81,899	\$96.17	0.97	8.36	\$11.50	3.3%	92.7%
15-Red Mile	\$111,143	\$110,523	\$98.86	5.02	43.30	\$2.28	0.6%	81.5%
14-UK Commonwealth	\$153,537	\$153,537	\$99.42	4.51	38.91	\$2.55	0.0%	NA
26-Green Route	\$17,896	\$17,896	\$99.42	1.74	15.02	\$6.62	0.0%	NA
18-Centre Parkway Connector	\$51,027	\$49,229	\$95.92	0.43	3.73	\$25.71	3.5%	93.2%
17-Northside Connector	\$19,518	\$18,876	\$96.15	0.38	3.27	\$29.40	3.3%	96.4%
22-Mercer Road	\$32,877	\$30,989	\$93.71	1.13	9.71	\$9.65	5.7%	88.3%
16-Southland BCTC	\$25,024	\$24,410	\$96.98	0.69	5.94	\$16.34	2.5%	86.0%
21-Keeneland Airport	\$24,581	\$22,544	\$91.18	1.58	13.64	\$6.69	8.3%	86.1%
24-Old Frankfort Pike	\$17,457	\$17,292	\$98.48	0.37	3.16	\$31.16	0.9%	74.3%
Total	\$1,661,800	\$1,562,605	\$93.49	2.55	22.01	\$4.25	6.0%	88%

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

November 2017 Total Monthly Ridership per Route





November Safety, Maintenance, and Operations Indicators

Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY18 YTD	FY17 Total	This Month	FY18 YTD	FY17 Total
Preventable Accidents	1	16	44	3	7	22
Non-Preventable Accidents	5	28	32	1	7	9
Accident Frequency Rate	0.69	2.22	2.36	1.87	0.89	1.22
Accident Frequency Rate Goal*	1.75	1.75	1.75	2	2	2
Injury Frequency Rate	34.22	23.63	17.60	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	29	135	217	N/A	N/A	N/A
Days of Lost time	9	146	321	N/A	N/A	N/A
Workers Comp Claims	5	16	35	N/A	N/A	N/A
Miles Between Road Calls	3,607	3,149	4,449	N/A	N/A	N/A
Preventive Maintenance Inspections	43	181	390	N/A	N/A	N/A

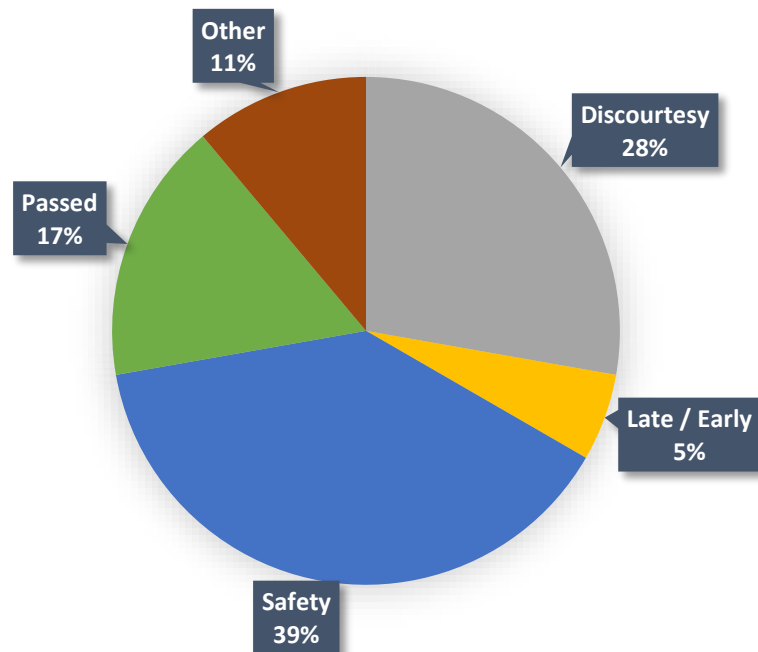
*The accident frequency goals are calculated per 100,000 miles.

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

November Call Logs

Comments by Type	Lextran Fixed Route System			Wheels		
	This Month	FY18 YTD	FY17 YTD	This Month	FY18 YTD	FY17 YTD
Total Commendations	0	1	7	0	6	43
Discourtesy	5	28	105	3	19	78
Late / Early	1	12	47	10	22	59
Safety	7	27	50	6	39	111
Passed	3	19	61	0	0	0
Other	2	15	61	0	0	2
Request: Information	0	1	22	0	1	0
Request: Service	0	12	8	0	0	0
Request: Amenities	0	0	5	0	0	0
Website	0	3	5	0	0	0
Total Calls into System	10,703	64,239	74,218*	23,019	104,102	276,716
Total Calls into IVR	48,621	250,715	622,584	N/A	N/A	N/A
Average Length of Call	1:25	1:29	1:25*	0:59	1:02	0:53
Average Time to Abandon	0:08	0:13	0:21*	0:52	1:02	1:06

Lextran Comments for November 2017



There were only 6 people on the bus. I don't understand why it was 18 minutes late. 'There is no excuse!' This continues to happen over and over and needs to stop. This makes me late for work and very upset.

Bus driver was rude about giving change for a discounted rate for customer's nephew. She and her nephew went and took a seat. Driver came back to then with the change card, which she refused. Then it was tossed to/toward her nephew.

The Route 3 – Bates Creek bus missed a stop at the Mansion Apartments on Nicholasville Rd. It is difficult for them to cross traffic to turn left into Fayette Mall when coming from the Summit stop. This stop is missed occasionally for boardings. Customer feels that this stop should be pulled from service on Route 3 and only be served by Route 5.

From Twitter: Okay @Lextran I have watched 3 White Route 14 buses go by now across the street and not a single Blue Route 14 come by. What's up?

Campus News (/campus-news)

Thanksgiving Break Transportation and Parking Changes

By Chrissie Balding Tune (/authors/chrissie-balding-tune) Nov. 20, 2017



LEXINGTON, Ky. (Nov. 20, 2017) — Beginning Tuesday, Nov. 21, Transportation Services (<https://www.uky.edu/transportation/>) will implement several changes due to the decreased demand over the Thanksgiving holiday, including special relocation instructions as a result of the home football game during Thanksgiving weekend.

On Wednesday, Nov. 22, the Blue (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_blue-route) and White (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_white-route) Routes (Lextran 14) and the Green Route Connector (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_green-route) (Lextran 26) will only operate from 6:45 a.m. to 6 p.m. The Orange Route

20) will only operate from 8:45 a.m. to 9 p.m. The Orange Route

(https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_orange-route) (UK HealthCare) and Pink Route (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_pink-route) (Kentucky Clinic Shuttle) will operate on a normal schedule.

No campus buses will run Thursday, Nov. 23, through Saturday, Nov. 25; this includes the Kentucky Wildcab service. UK HealthCare employees working on these days are authorized to park in the patient visitor parking facilities in accordance with UKHC Policy #A10-055 (<http://www.uky.edu/transportation/sites/www.uky.edu.transportation/files/pdfs/UKHealthCarePolicy055.pdf>).

On Sunday, Nov. 26, the On-Demand Night Bus (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_on-demand-service) will operate during its normal service hours of 7 p.m. to midnight. Call 859-221-7433 to schedule a ride.

All other campus bus service will resume a normal schedule on Monday, Nov. 27. For route and schedule details, visit www.uky.edu/transportation/buses-and-shuttles (<http://www.uky.edu/transportation/buses-and-shuttles>).

As a reminder, all campus routes — as well as off-campus **Lextran** routes — are viewable in real time on TransLoc Rider, UK's GPS-based bus locating system. TransLoc Rider can be accessed at <http://uky.transloc.com> (<http://uky.transloc.com/>) and via the free TransLoc Rider (<http://translocrider.com/>) Android and iPhone apps.

Football Relocation Reminder

Due to the home football game on Saturday, Nov. 25, students and employees who normally park in the areas surrounding Kroger Field and in the Sports Center Garage must move their vehicles before leaving for the Thanksgiving break. Impacted permit holders may relocate to nongated intermediate Employee (E) areas found in the map on the Football Game Day Parking page (https://www.uky.edu/transportation/parking-info_football-game-day-parking) starting at noon Tuesday, Nov. 21. Parking is prohibited on University Drive at any time on game days. Students leaving campus prior to noon Tuesday who park in the K areas may email uktransportation@lsv.uky.edu (<mailto:uktransportation@lsv.uky.edu>) to make special parking arrangements.

All nongated intermediate Employee (E) lots and Residential (R) lots, with the exception of R17 (Wildcat Coal Lodge), will not be controlled for parking permits from 3:30 p.m. Wednesday, Nov. 22, through Sunday, Nov. 26. However, normal football game day parking restrictions will remain in place on Saturday, Nov. 25.

UK is the University for Kentucky. At UK, we are educating more students, treating more patients with complex illnesses and conducting more research and service than at any time in our 150-year history. To read more about the UK story and how you can support continued investment in your university and the Commonwealth, go to: [uky.edu/uk4ky](http://www.uky.edu/uk4ky) (<http://www.uky.edu/uk4ky>). #uk4ky #seeblue

Bluegrass Hospitality Group preparing for annual Thanksgiving dinner



WATCH Bluegrass Hospitality Group preparing for annual Thanksgiving dinner

WATCH Bluegrass Hospitality Group preparing free Thanksgiving meals

By WKYT News Staff | Posted: Wed 4:06 PM, Nov 22, 2017 | Updated: Thu 11:49 AM, Nov 23, 2017

LEXINGTON, Ky. (WKYT) - The Bluegrass Hospitality Group is gearing up for its 14th Annual Thanksgiving Dinner. Training director Allyson Wellman says they are preparing to feed more than a thousand people on Thursday at the Lansdowne Malone's.

"The dinner has continued to sort of grow over the years, so we usually see about 300 people in growth each year. So we'll be looking at breaching 1,500 people this year."

LexTran is offering free rides to Malones and most routes throughout the city on turkey day.

"I kind of push a go button and everybody sort of knows what they're supposed to be doing. Whether it be the prep cooks, the folks in charge of decorations, or the folks down at Lextran."

Wellman says that giving back to the community is the least they can do because she says their customers have been so generous to them throughout the year.

"It's this feeling of satisfaction and just knowing that you're making an impact on so many people's lives. Whether it be the guests or the volunteers, they get so much out of this."

Wellman says the meal is absolutely free.

"We want to make sure they have that warm meal and that community. That's what the holidays are all about; being around people that you love and being around people that love you."



This Week's Circulars

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Lextran Offers Free Rides On Thanksgiving

Posted: Nov 22, 2017 6:05 AM EST
Updated: Nov 22, 2017 6:05 AM EST

LEXINGTON, KY.— Lextran will offer free rides on all routes this Thursday in recognition of the Thanksgiving holiday. Bus routes will operate on a Sunday schedule.



“Offering free rides each Thanksgiving is about more than free fare,” said Carrie Butler, Lextran General Manager. “It’s about giving back to the community that we serve.”

Due to Thanksgiving, some routes will also be impacted on Wednesday. Routes 14 Blue/White (Stadium) and 26 (Green Route Connector) will operate from 6:45 a.m. to 6 p.m. Route 15 (Red Mile) will operate from 6:46 a.m. to 6 p.m.

The following routes, which normally operate on Thursdays, will not operate on Thanksgiving Day: 14 Blue/White (Stadium), 16 (Southland/BCTC), 17 (Northside Connector), 18 (Centre Parkway Connector), 21 (Airport/Keeneland), 22 (Mercer Road), 24 (Old Frankfort Pike), and 26 (Green Route Connector). Regular service will resume on Friday.

Lextran Customer Service (859-253-INFO) will be open for phone support and walk-up window service from 8 a.m. to 2 p.m.

[NEWS \(\)](#) [VIDEOS \(\)](#) [LIVE CHAT \(\)](#)

Lextran offers free rides on Thanksgiving, will operate on modified schedule

Posted, 2017-11-22

Lexington Herald-Leader (<http://www.kentucky.com/news/local/counties/fayette-county/article185958568.html>)



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developed with  YouTube (<http://youtube.com>)

Lextran will operate on a modified schedule Wednesday and Thursday, but (https://wn.com/and_Thursday,_but) rides on Thursday will be free.

On Wednesday, routes 14, 15 and 26 will stop operating at 6 p.m. Those routes, the Kroger (<https://wn.com/Kroger>) Field (<https://wn.com/Field>) route, Red Mile (https://wn.com/Red_Mile) route and Green Route (https://wn.com/Green_Route) Connector (<https://wn.com/Connector>), serve the University of Kentucky (https://wn.com/University_of_Kentucky)

"Offering free rides each Thanksgiving is about more than free fare,"

[Read Full Article](http://www.kentucky.com/news/local/counties/fayette-county/article185958568.html)  (<http://www.kentucky.com/news/local/counties/fayette-county/article185958568.html>)

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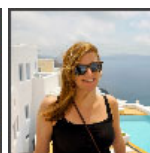
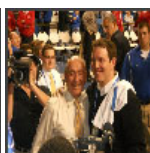
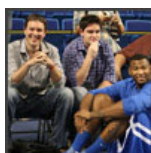
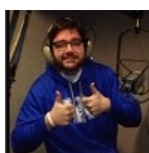
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KENTUCKY SPORTS RADIO

Kentucky Sports Radio

University of Kentucky Basketball, Football, and Recruiting news brought to you in the most ridiculous manner possible.

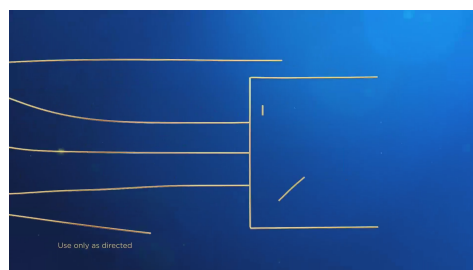
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Governor's Cup highlights brought to you by LexTran

By **Jack Pilgrim** on ©November 24th, 2017 @ 10:15pm Posted in [Football](#), [Main](#)



A message from our friends at Lextran:



Top Story

SEC Basketball Seinfeld Index: November 30

30 Nov 2017

One month from now, Kentucky starts conference play. With four teams in the Top 25 →

(9 Comments)

Final Analysis: Did Kentucky Meet 2017 Statistical Benchmarks?

30 Nov 2017

This original preseason post presented improvement ambitions for Kentucky to achieve a successful season. "Successful" →

(4 Comments)

On the Road: Catch Up with UK Football's Busy Recruiting Week

31

Heading to the game? Hop on the Lextran football shuttle to Kroger Field! **Lextran operates shuttle service during every UK home football game from downtown and campus.** The service begins three hours prior to kick-off and runs for 30 minutes after the start of the game. Shuttle will pick back up at the beginning of the 4th quarter. Pay \$1 each way onboard the bus. Please have exact change! Further details can be found at www.lextran.com!

We've been giving you Kentucky vs. Louisville previews all day long, but I think it's necessary to get one last Governor's Cup preview to get ready for tomorrow afternoon.

In case you guys forgot, the Wildcats went into Papa John's Cardinal Stadium last season and knocked off the Heisman winner 41-38. Stephen Johnson outplayed Lamar Jackson and embarrassed Card Nation to no end. It was beautiful.

You need these full game highlights to get your mind right:

Kentucky Football Highlights vs Louisville // 11.26.16 // G...

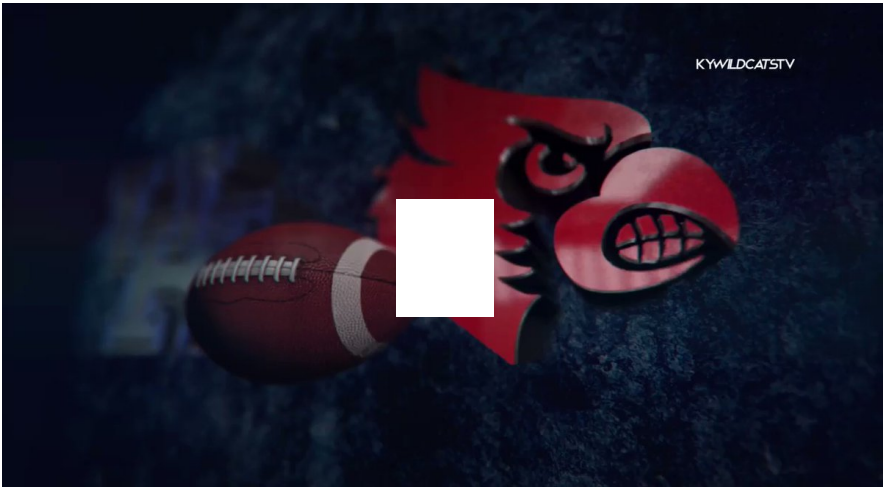


KY Wildcats TV highlights featuring Tom Leach's radio call:

FB: Kentucky 41, Louisville 38



Some of the biggest Governor's Cup highlights of recent memory:



30 Nov 2017
The Kentucky football season ended on Saturday, but this might be the busiest week of
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Wanted: Artists to design 'book benches' to encourage reading



WATCH Wanted: Artists to design 'book benches' to encourage reading

WATCH Artists to design book benches

By WKYT Newsroom | Posted: Thu 11:38 AM, Nov 30, 2017 | Updated: Thu 5:47 PM, Nov 30, 2017

LEXINGTON, Ky. (WKYT) - LexArts is hoping to "book" a few dozen artists for a new project.



12/1/2017

Wanted: Artists to design 'book benches' to encourage reading

They are teaming up with the non-profit Arts Connect and The Carnegie Center for Literacy and Learning to create a new, public art project.

They want artists to paint 35 book benches, to reflect the works of Kentucky authors.

"These benches are a wonderful community project meant to highlight Kentucky's very rich literary tradition, history, legacy," LexArts President & CEO Nan Plummer said. "It's very much like Horsemania and The Bourbon Barrel Project in that we invite artists to submit designs, sponsors can then choose a bench they would like to sponsor, and then at the end they'll be auctioned off to support the three organizations that are collaborating on this project."

"The visual artist will choose a book that they really love and they want to illustrate, and then they put in a proposal for that, and if we can get a sponsor for it, that book can be turned into a bench," Neil Chethik from the Carnegie Center for Literacy and Learning said. "We're looking to get sponsors to help us display the benches all over town. That's the main thing to get them done, get them painted, and get them around town."




The project is expected to generate interest in the arts, and to encourage reading.

"People would be amazed at how many wonderful best-selling books are written by Kentucky authors, and I'm very excited about this project," Kate Savage of Arts Connect said. "I saw a similar project done in London several years ago, and it was done for the Literary Heritage Council in London, and I was charmed and taken with the benches that they had done."

Artists will get paid for their work.

LexArts is also working with Lextran to put the benches at bus stops in the summer, before they are auctioned off for private use in the fall.

This Week's Circulars



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