



BOARD OF DIRECTORS MEETING

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

December 18, 2019

5:00 pm.

TABLE OF CONTENTS

AGENDA.....	1
MINUTES	2-5
MONTHLY PERFORMANCE REPORT	6-15

BOARD OF DIRECTORS MEETING

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

December 18, 2019

5:00 p.m.

AGENDA

I.	Call to order	5:00		
II.	Public Comment on Agenda Items / Public Hearing	5:00	–	5:05
III.	Approval of November 2019 Board Meeting Minutes	5:05	–	5:10
IV.	Chair’s Report	5:10	–	5:15
V.	Lextran Monthly Performance Report	5:15	–	5:25
VI.	Action Items			
VII.	Change Order			
VIII.	Old Business a. Discussion on request for Veterans’ fare	5:25	–	5:35
IX.	New Business			
X.	Proposed Agenda Items	5:35	–	5:40
XI.	Closed Session	5:40	–	5:55
XII.	Adjournment	6:00		

BOARD OF DIRECTORS MEETING**BOARD MINUTES****November 20, 2019****MEMBERS PRESENT**

Christian Motley, Chair
Adrienne Thakur
Rick Christman
Joseph Smith
Peggy Henson
Marci Krueger-Sidebottom

MEMBERS ABSENT

George Ward, Vice Chair
Elias Haddad

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
Jason Dyal, Director of Operations
Stephanie Hunt, Administrative Projects Coordinator
Ashley Lewis, Compliance Coordinator
Steve Richardson, Maintenance Technician, ATU 639 President
Kimberly Abdullah, Operator, ATU 639 Member
Chantell Lewis, Operator, ATU 639 Member
Brian Brewster, Operator, ATU 639 Member

Jacob Walbourn, McBrayer Law Firm, Board Attorney

OTHERS PRESENT

Joseph David, Transportation Planner, LFUCG MPO
Matthew Gidcomb, KFTC - Kentuckians for the Commonwealth
Justin Augustine, Transdev

I. CALL TO ORDER

Mr. Motley called the November 20, 2019 meeting of the Lextran Board of Directors to order at 5:00 p.m.

II. PUBLIC COMMENT

Steven Richardson, Lextran Maintenance Technician and President of Amalgamated Transit Union Local 639, addressed the board regarding issues with heat and air on Proterra electric buses. Running the heat drains the battery and he reported that operators are being told to turn off the heat while on routes. This causes safety and health issues. Operators are cold, passengers are cold and complain to the operator, and the front windshields fog up, causing low visibility for operators. Mr. Richardson also mentioned that management is aware of the issues and has been working with the bus manufacturer about the issue, but there has been no solution. Mr. Motley clarified that there are two issues: technical and design issues, as well as safety concerns. Mr. Richardson responded that was correct.

III. APPROVAL OF MINUTES

Mr. Motley called for a motion to approve the minutes from October 16, 2019. Mr. Christman made a motion to approve the minutes, and it was seconded by Mr. Smith. The motion carried unanimously.

IV. CHAIR'S REPORT

There was no chair's report.

V. MONTHLY PERFORMANCE REPORT

Ms. Barnett reviewed the October Monthly Performance Report and Key Performance Indicators located on pages 6-11 of the November 20, 2019 board packet. Highlights included:

- Bus stop improvements as part of the RAMP project
- Ridership highlights for Route 5 and Route 14, and routes operating during the Keeneland meet and home football games
- Safety highlights from paratransit service
- Preventive maintenance inspections and Maintenance employee Nick Swett successfully completing the A-mechanic test
- Current job openings
- Upcoming procurements

Ms. Barnett answered a question from Mr. Motley regarding the process and training period for newly hired Operators. Ms. Barnett and Ms. Butler also discussed procurement proposals for restriping the parking lot and electric buses. The restriping is on hold for now due to inconsistency in pricing from the proposal responses received.

Mr. Christman asked about the necessity of the electric bus Request for Proposals (RFP) considering the issues with heat and air. Ms. Butler and Ms. Barnett responded and indicated that

some of the competitive federal grants received were designated for electric buses. The RFP will include specifications regarding the onboard HVAC systems as well as charging for the vehicles.

Ms. Falconbury presented the financial statements, found on pages 12-13 of the November 20, 2019 board packet. The money in the Project Loan Account was used to purchase buses, so that account balance is now zero and the account has been closed. Mr. Christman asked about projected cash. Ms. Falconbury explained that cash has stayed relatively the same, and that the projection would be updated and discussed in the December Finance Committee meeting. Ms. Henson asked about property taxes. Ms. Falconbury said that the largest chunk of property taxes is received in November, while taxes for vehicles and other property come in throughout the year. The most recent price for Diesel was \$2.00 per gallon and the current Diesel Gallon Equivalent (DGE) for CNG was \$1.18.

VI. ACTION ITEMS

There were no action items.

VII. CHANGE ORDER

Ms. Butler reviewed the change order for the RAMP Project. Additional concrete was required to add a sidewalk and extend a boarding pad. It added \$5,976 to the total cost. The change order can be found on page 20 of the November 20, 2019 board packet.

Ms. Henson asked about the list of bus stop improvements and if Oxford Circle was on the list. Ms. Butler said that it was not on the original list, but that a meeting had been scheduled to discuss it. However, the meeting had to be rescheduled to this Friday.

VIII. OLD BUSINESS

Ms. Butler discussed the AVAIL warranty and the upcoming renewal. Considerable work has gone into ensuring it is the best possible deal for Lextran.

The Military Affairs Commission has previously requested free fare for veterans, in lieu of the discounted fare we currently offer. Ms. Butler discussed a map showing the density of veterans living in Fayette County, and answered questions from the Board. Additional data will be collected and reviewed by the Board at a future date.

Mr. Combs presented on Lextran's Disadvantaged Business Enterprise (DBE) goal. The DBE program has now been approved by Federal Transit Administration (FTA). Mr. Combs spoke about Lextran's public outreach, training and support, and defined scopes of work. He broke down the dollar amounts available to minority owned businesses last year, as well as the estimated amount to be made available per year for local DBE businesses from 2020 till 2022. Mr. Combs and Ms. Butler answered questions from the Board regarding a ranking or points system for awarding contracts to minority owned businesses, as well as different methods for promoting and encouraging more business with those entities.

IX. NEW BUSINESS

Ms. Butler spoke about the need for a formal work and strategic planning session for Lextran. Mr. Motley agreed that it was necessary, and introduced Mr. Justin Augustine of Transdev. He mentioned utilizing Mr. Augustine's experience and expertise with the process, citing his recent work with the New Orleans transit authority, and asked Mr. Augustine to explain the process. Mr. Augustine spoke of the necessity of a strategic plan and offered his services to Lextran. Ms. Butler answered questions from Board members about our most recent strategic plan for Lextran. It is from 2012 and will be sent to the Board members for review.

X. PROPOSED AGENDA ITEMS

- Present all available data on Veterans' use of Lextran
- Resolution for the updated AVAIL warranty agreement
- Discuss contract negotiations
- Discuss the schedule for the upcoming year

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

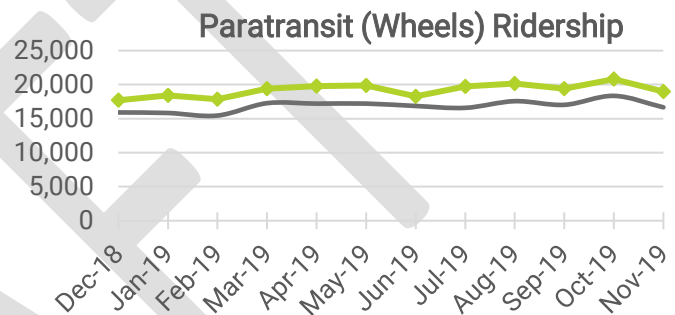
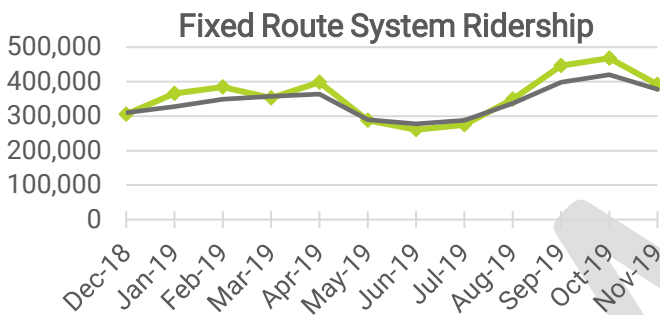
Mr. Motley called for a motion to adjourn the November 20, 2019 meeting of Lextran's Board of Directors. Ms. Krueger-Sidebottom made a motion and Ms. Henson seconded. The meeting adjourned by consensus at 6:15 p.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – NOVEMBER 2019

We serve people and our community with mobility solutions.

In November, Lextran expressed thanks and appreciation to the community by offering free rides on Election Day and Thanksgiving Day. The Maintenance team continued their safety streak and ridership increases were realized throughout the system.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
Total Ridership	391,863	1,930,589	1,889,414	18,975	99,102	95,784
Weekday Ridership	334,590	1,663,338	1,641,779	15,496	82,930	80,700
Saturday Ridership	33,309	154,234	140,495	1,807	8,149	7,451
Sunday Ridership	20,618	100,874	93,480	1,446	7,098	6,706
Holiday Ridership	3,346	12,143	13,660	226	925	927
Total Revenue Miles	163,929	826,176	775,907	138,176	699,417	699,309
Total Revenue Hours	17,210	87,010	82,141	11,149	55,370	54,741
Trips per Mile	2.39	2.34	2.44	0.14	0.14	0.14
Trips per Hour	22.77	22.19	23.00	1.70	1.79	1.75

- November 2019 ridership was up slightly from last year and on par with normal ridership fluctuations throughout the year.
- Provided free rides on Election Day and 19,012 passenger trips on fixed route, in addition to free service on Thanksgiving.
- Paratransit service completed 759 trips on Election Day and 226 trips on Thanksgiving.

Community Involvement

- On-Board Travel Training – Central Kentucky Recovery Center – November 5
- Free Rides for Gubernatorial Election – November 5
- Career Day – Bates Creek Elementary School – November 15
- Individual Travel Training – November 15
- Veteran’s Day Parade – November 16
- Women Leading Kentucky – November 21
- Free Rides for Thanksgiving Day – November 28

Meetings and Updates

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

- Senior Services Commission – November 1
- LexCHIP Meeting – November 6
- Greater Louisville Region Mobility Solutions Workout – November 6
- MPO/KYTC Project Coordination Meeting – November 6
- Commission for People with Disabilities – November 11
- Via Creative Board Meeting – November 12
- Census 2020 – November 13
- Meeting with Councilmember Jennifer Reynolds – November 13
- Meeting with Downtown Lexington Partnership – November 13
- Nicholasville Road Corridor Study Tour – November 20
- Bluegrass Reentry Council Meeting – November 21
- Women Leading Kentucky – November 21

Lextran in the Media

- November 1, 2019 – Lexington police issue traffic advisory ahead of presidential visit
<https://www.lex18.com/news/covering-kentucky/lexington-police-issue-traffic-advisory-ahead-of-presidential-visit>
- November 2, 2019 – How to vote in the General Election 2019
<https://www.aceweekly.com/2019/11/how-to-vote-for-the-general-election-in-2019/>
- November 2, 2019 – Lexington prepares for MAGA rally on Monday
<https://foxlexington.com/news/local/lexington-prepares-for-maga-rally-on-monday>
- November 3, 2019 – Trump’s visit to Lexington will affect more than traffic. Here’s what you need to know.
<https://www.kentucky.com/news/local/counties/fayette-county/article236913318.html>
- November 4, 2019 – Lexington Travelers Should Prepare for Traffic, Consider Alternate Routes During Trump Rally
<https://www.weku.fm/post/lexington-travelers-should-prepare-traffic-consider-alternative-routes-during-trump-rally>
- November 4, 2019 – Detours, Alternate Routes in Place for Trump Rally
<https://www.wtvq.com/2019/11/04/detours-alternate-routes-place-trump-rally/>
- November 4, 2019 – Supporters arrive early for Trump rally on Monday

- <https://www.lex18.com/news/supporters-arrive-early-for-trump-rally-on-monday>
- November 6, 2019 – What’s Open, What’s Closed on Veteran’s Day 2019
<https://www.aceweekly.com/2019/11/whats-open-whats-closed-on-veterans-day-2019/>
- November 7, 2019 – Emergency Winter Weather Plan to start on Thursday Night in Lexington
<https://www.wkyt.com/content/news/Emergency-Winter-Weather-Plan-to-start-Thursday-night-in-Lexington-564621041.html>
- November 8, 2019 – Compassionate Caravan rolls out to help those in need
<https://www.lex18.com/news/covering-kentucky/compassionate-caravan-rolls-out-to-help-those-in-need>
- November 11, 2019 – Lexington’s Hope Center prepares for cold, winter weather
<https://www.wkyt.com/content/news/Lexington-Hope-Center-prepares-for-cold-winter-weather-564763262.html>
- November 19, 2019 – What’s Open, What’s Closed on Thanksgiving 2019 in Lexington
<https://www.aceweekly.com/2019/11/whats-open-whats-closed-on-thanksgiving-2019-in-lexington/>
- November 26, 2019 – Lextran to Give Free Bus Rides Thanksgiving
<https://www.wtvq.com/2019/11/26/lextran-give-free-bus-rides-thanksgiving/>
- November 26, 2019 – Lextran to Offer Free Rides on Thanksgiving
<https://www.lex18.com/news/covering-kentucky/lextran-to-offer-free-rides-on-thanksgiving>

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	87.30%	88.40%	87.90%	90.03%	88.32%	88.60%
Farebox Recovery	6.33%	6.36%	1.26%	N/A	N/A	N/A
Operating Expenses	\$1,745,625	\$8,769,972	\$8,764,732	\$437,528	\$2,247,370	\$2,184,994
Per Mile	\$3.16	\$3.09	\$3.69	N/A	N/A	N/A
Per Hour	\$71.33	\$71.66	\$71.98	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	8.42	9.89	7.94	142.29	118.06	124.24
Commendations	1.79	1.14	0.21	15.81	16.14	14.62
Discourtesy	2.30	2.59	2.59	31.62	33.30	36.54
Late or Early	1.53	1.40	0.85	21.08	29.26	32.36
Safety	1.53	2.02	1.64	42.16	33.30	39.67
Passed Boarding	1.02	1.24	1.06	0.00	0.00	0.00
Information and Service Requests	0.26	0.52	0.48	0.00	0.00	1.04
Other	0.00	0.98	1.11	31.62	6.05	0.00
Call Length	1:25	1:19	1:28	1:11	1:11	1:13
Calls into the IVR	40,797	206,776	227,036	N/A	N/A	N/A
Time to Abandon	1:24	0:42	0:14	0:48	0:47	1:10

- Our on-time performance increased slightly as compared to last month and was on par with November 2018, for both fixed route and paratransit services.
- Seven passenger commendations for fixed route were received in November 2019, as compared to zero in November 2018.
- There were fewer complaints related to passed boardings as compared to last month.

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	4.46	2.32	1.47	0	1.86	2.35
Injury Frequency Rate	6.15	15.70	34.82	N/A	N/A	N/A
Days with No Preventable Accidents	23	133	132	30	146	140
Days of Lost Time	124	447	497	N/A	N/A	N/A
Workers Compensation Claims	1	13	27	N/A	N/A	N/A

- There were no preventable accidents for paratransit during the month of November.
- The Injury Frequency Rate (a measurement of all reported injuries) is down compared to last month, and down significantly from the same time last year.
- Maintenance continues to perform well and has maintained their safety streak of no OSHA-reportable lost time injuries.
- The “Days of Lost Time” is being reported to more accurately reflect the category as described.

Performance Indicator	Fixed Route System		
	This Month	FY20 YTD	FY19 YTD
Maintenance			
Miles between Road Calls	10,929	38,196	29,806
Percent of Preventive Maintenance Inspections on Schedule	100%	96%	89%

- The Maintenance department nearly doubled miles between road calls as compared to last month, and improved significantly as compared to the same time last year.
- Maintenance completed 52 preventive maintenance inspections on revenue vehicles.

Performance Indicator	Fixed Route System		
	This Month	Interviews	New Hires
Hiring and Recruiting			
Open Positions	5	5	8
Operations	2	5	8
Maintenance	1	0	0
Administration	2	0	0
Turnover Rate	0%		

Performance Indicator	Fixed Route System	
	This Month	FY20 YTD
Training Activities		
Post-Accident Remedial Training	7	19
Coaching Sessions	1	9
Operator Trainees	9	12
Proterra Maintenance Training	2	2
Proterra Operator Training	8	8
Dispatch and Maintenance Orientation	8	8

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Calendar Year 2020 Procurement Schedule

Expected Start by CY Quarter	Product / Service	Need By / Contract Expires on:	Renewal Option?
Underway	Warranty for Avail Technology	2019-10-31	No
Underway	Transit Buses (Electric)	2020-01-15	No
Underway	Postage Meter	2020-03-23	No
Underway	Property and Casualty Insurance	2020-06-30	No
Underway	Workers Compensation Insurance	2020-06-30	No
Underway	Employee Benefits (Medical, Life, etc)	2020-06-30	No
Q1	Family Medical Leave Act Oversight Services	2020-02-28	Yes
Q1	Fuel Price Monitoring Services	2020-03-31	Yes
Q1	Pension Fund Management Services	2020-05-31	No
Q1	Transit Vehicle Advertising	2020-06-26	Yes
Q1	Legal Services - Corporate/Board	2020-07-24	Yes
Q1	Management Services / Legal Services: Labor	2020-10-31	Yes
Q2	HVAC Maintenance Services	2020-05-17	Yes
Q2	Janitorial Supplies	2020-05-17	Yes
Q2	Plumbing Maintenance Services	2020-05-17	Yes
Q2	Printer-Copier Machine Service and Maintenance	2020-05-27	Auto- renews
Q2	Medical Waste Removal	2020-05-29	Auto- renews
Q2	Transit Bus Engine Rebuilds: Parts and Labor	2020-07-21	No
Q2	Uniforms for Maintenance Department	2020-08-18	No
Q2	Electric Motors	2020-08-20	No

Q2	Security and Access Control Services	2020-08-28	No
Q2	Office Supplies	2020-09-08	No
Q2	Procurement Software	2020-11-20	Yes
Q2	Tire Lease	2020-12-31	No
Q3	Banking Services	2020-12-31	No

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BALANCE SHEET
as of November 30, 2019

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$18,844,656	\$18,355,206
Project Loan Account	\$0	\$1,145,044
Accounts receivable	\$3,126,360	\$3,442,069
Inventory	\$665,949	\$608,140
Work in process	\$1,741,344	\$229,016
Prepaid	\$734,638	\$708,471
Total Current Assets	<u>\$25,112,947</u>	<u>\$24,487,946</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	\$25,235,913	\$27,859,457
Total Assets	<u>\$61,026,843</u>	<u>\$61,765,663</u>
Liabilities		
Current liabilities		
Accounts payable	\$1,025,268	\$1,109,012
Payroll liabilities	\$672,216	\$642,032
Short term note - Fifth Third Bank	\$951,214	\$922,952
Total Current Liabilities	<u>\$2,648,698</u>	<u>\$2,673,996</u>
Long term note - Fifth Third Bank	\$4,504,848	\$5,456,063
Long term liability - Pension	\$2,911,111	\$1,631,403
Total Long Term Liabilities	<u>\$7,415,959</u>	<u>\$7,087,466</u>
Net Position	\$50,962,186	\$52,004,201
Total Liabilities and Net Position	<u>\$61,026,843</u>	<u>\$61,765,663</u>

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

Revenues	Actual	Budget	Variance	FY 2019 Actual
Property taxes	\$14,272,598	\$13,560,975	\$711,623	\$13,506,966
Passenger revenue	\$586,407	\$570,603	\$15,803	\$595,041
Federal funds	\$2,263,630	\$1,956,435	\$307,196	\$2,301,684
State funds	\$497,500	\$250,000	\$247,500	\$0
Advertising revenue	\$260,000	\$263,500	(\$3,500)	\$260,000
Other revenue	\$1,054,002	\$1,004,837	\$49,165	\$1,038,585
Total Revenues	\$18,934,137	\$17,606,350	\$1,327,787	\$17,702,275
Expenses				
Wages	\$4,085,569	\$3,863,276	\$222,293	\$3,736,132
Fringe benefits	\$2,162,027	\$2,348,643	(\$186,616)	\$2,115,282
Professional services	\$373,032	\$672,173	(\$299,141)	\$725,183
Materials and supplies	\$476,974	\$465,000	\$11,974	\$477,417
Fuel-Diesel	\$385,105	\$446,369	(\$61,263)	\$446,516
Fuel-Other	\$115,982	\$120,417	(\$4,434)	\$120,381
Utilities - Facilities	\$138,769	\$114,453	\$24,316	\$103,893
Utilities - Electric Bus	\$42,385	\$33,962	\$8,423	\$35,355
Insurance	\$308,835	\$307,500	\$1,335	\$295,976
Fuel taxes	\$94,464	\$89,167	\$5,298	\$89,924
Paratransit Expenses	\$2,525,673	\$2,417,517	\$108,156	\$2,457,882
Vanpool Expenses	\$9,039	\$13,500	(\$4,462)	\$12,000
Dues and subscriptions	\$28,673	\$15,833	\$12,840	\$34,562
Travel, training and meetings	\$31,589	\$56,771	(\$25,181)	\$25,785
Media advertising	\$109,273	\$89,583	\$19,690	\$30,944
Miscellaneous	\$23,513	\$27,083	(\$3,570)	\$30,630
Interest Expense	\$71,153	\$79,342	(\$8,189)	\$82,680
Leases and rentals	\$336,090	\$338,670	(\$2,580)	\$335,260
Depreciation	\$1,375,497	\$1,375,497	\$0	\$1,228,716
Total Expenses	\$12,693,643	\$12,874,755	(\$181,112)	\$12,384,517
Change in Net Position	\$6,240,494	\$4,731,595	\$1,508,900	\$5,317,758

Notes:

Average price of diesel fuel for FY2020 - \$2.00; Latest price of diesel fuel (December 3, 2019) - \$2.06

Latest price of CNG diesel gallon equivalent - \$1.19