



BOARD OF DIRECTORS MEETING

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

February 20, 2019
5:00 p.m.

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BOARD OF DIRECTORS MEETING

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

February 20, 2019

5:00 p.m.

AGENDA

- | | | |
|-------|--|-------------|
| I. | Call to order | 5:00 |
| II. | Recognition of Lauren Campbell | 5:00 — 5:05 |
| III. | Approval of Board Meeting Minutes | 5:05 — 5:10 |
| | i. December 19, 2018 | |
| IV. | Public Comment on Agenda Items / Public Hearing | 5:10 — 5:15 |
| V. | Chair's Report | 5:15 — 5:20 |
| VI. | Action Items | 5:20 — 5:40 |
| | i. Resolution 2019-01 – Website Hosting and Design | |
| | ii. Resolution 2019-02 – Towing Services | |
| | iii. Resolution 2019-03 – Designation of EEO and ADA Officer | |
| | iv. Resolution 2019-04 – Award of 5310 Funds | |
| VII. | Change Order | 5:40 — 5:45 |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | General Manager's Report | 5:45 — 6:00 |
| XI. | Proposed Agenda Items | 6:00 — 6:05 |
| XII. | Closed Session | 6:05 — 6:25 |
| XIII. | Counsel Report | 6:25 — 6:35 |
| | i. Officer Election | |
| XIV. | Adjournment | |

BOARD OF DIRECTORS MEETING**MINUTES****December 19, 2018****MEMBERS PRESENT**

George Ward, Vice Chair
Adrienne Thakur
Elias Haddad
Christian Motley
Marci Krueger-Sidebottom

MEMBERS ABSENT

Rick Christman

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
Stephanie Hoke, Finance Coordinator
Jason Dyal, Training Manager
Ta'Ziyah Bakara, Risk Management 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

I. CALL TO ORDER

Mr. Ward called the December 19, 2018 meeting of Lextran's Board of Directors to order at 5:01 p.m.

II. APPROVAL OF MINUTES

Mr. Ward called for a motion to approve the minutes from November 14, 2018 with a correction stating Ms. Krueger-Sidebottom was absent. Mr. Motley made a motion to approve the minutes, and it was seconded by Mr. Haddad. The motion carried unanimously.

III. PUBLIC COMMENT

There was no public comment.

IV. CHAIR'S REPORT

Mr. Malcolm Ratchford and Dr. Augusta Julian's terms have expired. Their participation and commitment to Lextran is appreciated. The board will welcome two new members at next month's meeting and will elect new officers.

V. ACTION ITEMS

There were no action items to report.

VI. CHANGE ORDER

There were no change orders to report.

VII. OLD BUSINESS

There was no old business to report.

VIII. NEW BUSINESS

Resolution 2018-25– Purchase Three (3) CNG Buses - Ms. Butler reviewed the resolution and expressed that, per the previously approved contract with Gillig, bus prices will increase in the new year due to steel and aluminum tariffs. By placing the order at this time, Lextran can save up to one percent on the purchase price.

Mr. Ward called for a motion to suspend Article IV, Section 4, of the Bylaws of the Transit Authority of the Lexington-Fayette Urban County Government, for the purposes of holding a vote on Resolution 2018-25, as authorized by Article XI of said bylaws. Mr. Ward stated the suspension was necessary to avoid a potential price increase, and the suspension of the Bylaws was limited only to consideration of Resolution 2018-25. Mr. Haddad made a motion and Ms. Thacker seconded. The motion carried unanimously.

Mr. Ward called for a motion to approve Resolution 2018-25 to purchase 3 CNG buses, as discussed. Mr. Haddad made a motion and Ms. Krueger-Sidebottom seconded. The motion carried unanimously.

IX. GENERAL MANAGER'S REPORT

Mr. Givens presented a report on risk management and training, found on pages 6-18 of the December 19, 2018 board packet. Ms. Krueger-Sidebottom requested a safety report comparing previous years to the current year.

Ms. Falconbury presented the financial statement, found on pages 19-20 of the December 19, 2018 board packet. The balance sheet is comparable to last year's balance sheet for November. Fuel prices continue to fluctuate, as the diesel fuel was \$1.93 per gallon on the day of the Board meeting, compared to \$2.55 per gallon in November. Fuel prices are tracked daily.

Ms. Butler reviewed the General Manager's report and Key Performance Indicators, found on pages 21-27 of the December 19, 2018 board packet.

X. PROPOSED AGENDA ITEMS

- Officer Election
- Manchester Street Route
- Safety Report Comparison

XI. CLOSED SESSION

Mr. Ward made a motion to enter into closed session pursuant to KRS 61.810 (1)(f), discussions or hearings that might lead to the appointment, dismissal, or discipline of an individual employee, member, or student. Ms. Thacker second the motion. The motion was approved unanimously, and members of the public and Lextran staff were excused. The Board of Directors and Mr. Walbourn entered into closed session at 5:59 p.m.

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

Ms. Krueger-Sidebottom made a motion to return to open session; Ms. Thakur seconded. The motion was approved unanimously, and the Board of Directors returned to open session at 6:12 p.m.

XII. ADJOURNMENT

The meeting adjourned by consensus at 6:21 p.m.

February 17, 2019

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Award a Contract for Website Hosting and Design

Attached is a resolution requesting authority to award a contract for website hosting and design.

RFP 1804 was issued June 25, 2018 with proposals received on August 9, 2018. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from four (4) qualified proposers:

- KeySys/Bullhorn
- McNee Solutions
- Planeteria Media
- Zed Digital

The evaluation committee ranked the proposals received. Interviews were held with the two highest-ranking proposers, Zed Digital and Planeteria Media. Proposals were re-scored following interviews. Zed Digital received the highest ranking and was awarded a contract by Board Resolution 2018-22. However, due to a disagreement over what specific services were included in their offer, Lextran has terminated the contract with Zed Digital. The evaluation committee now recommends awarding the contract to the second ranked proposer, Planeteria Media.

The cost for the initial design and development of the website is not to exceed \$38,500. Hosting will be charged at a rate not to exceed \$50 per month. On-going site maintenance is to be charged at a rate not to exceed \$150 per month (for up to three site modifications requiring less than 30 minutes of time each). Additional hours of service are to be charged at a rate not to exceed \$110 per hour. The term of the contract awarded will be for five (5) years.

If you have any questions or if you wish to review RFP 1804 or the proposal from Planeteria Media, please call me at 255-7756.

RESOLUTION**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****MOTION:** _____ **SECOND:** _____**DATE:** February 17, 2019 **RESOLUTION NO.:** 2019-01

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 1804 for website hosting and design services; and

WHEREAS, RFP 1804 resulted in proposals from four qualified proposers; and

WHEREAS, the proposal from Zed Digital was the highest ranked proposal; and

WHEREAS, Board Resolution 2018-22 authorized awarding a contract to Zed Digital; and

WHEREAS, the Authority has subsequently terminated the contract with Zed Digital; and

WHEREAS, the proposal from Planeteria Media was the second highest ranked proposal and is now recommended for contract award;

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 Planeteria Media to provide website design and hosting services per the terms as set forth in RFP 1804 and the proposal submitted by Planeteria Media which are incorporated herein by reference. The cost for the initial design and development of the website is not to exceed \$38,500. Hosting will be charged at a rate not to exceed \$50 per month. On-going site maintenance is to be charged at a rate not to exceed \$150 per month for up to three (3) site modifications requiring less than 30 minutes of time each. Additional hours will be charged at a rate not to exceed \$110 per hour. The term of the contract awarded will be for five (5) years.

Chairperson_____
Date

February 20, 2019

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Award a Contract for Towing Services

Attached is a resolution requesting authority to award a contract for towing services.

RFP 1811 was issued December 10, 2018 with proposals received on January 31, 2019. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

- Roberts Heavy Duty Towing

The pricing offered by Roberts Heavy Duty Towing was determined to be fair and reasonable and is recommended for contract award.

The term of the contract awarded will be for five (5) years. Pricing will not exceed the following rates:

- Heavy Duty Hook Up – \$175.00 per hook up
- Heavy Duty Convenience Tow – \$150.00 per tow
- Heavy Duty Loaded Mile – \$5.00 per mile
- Heavy Duty Drive Shaft/Axle Removal – \$35.00 per item
- Heavy Duty Overtime Charge – \$25.00 per event
- Light Duty Hook Up – \$85 per hook up
- Light Duty Loaded Mile – \$3.50 per mile
- Winch-Outs & Recovery – \$200.00 per hour
- Rotator – \$495.00 per hour
- Air Bags – \$2,500.00 per deployment
- Waiting Time – \$125.00 per hour to the nearest 15 minutes
- Fuel Surcharge – 10% surcharge when price of diesel rises above \$4.50 a gallon

If you have any questions or if you wish to review RFP 1811 or the proposal from Roberts Heavy Duty Towing, please call me at 255-7756.

RESOLUTION**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****MOTION:** _____ **SECOND:** _____**DATE:** February 16, 2019 **RESOLUTION NO.:** 2019-02

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 1811 for towing services; and

WHEREAS, RFP 1804 resulted in proposals from one qualified proposer; and

WHEREAS, the proposal from Roberts Heavy Duty Towing was determined to offer a fair and reasonable price;

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 Roberts Heavy Duty Towing to provide towing services per the terms as set forth in RFP 1811 and the proposal submitted by Roberts Heavy Duty Towing which are incorporated herein by reference. The term of the contract awarded will be for five (5) years. Pricing will not exceed the following rates:

- Heavy Duty Hook Up – \$175.00 per hook up
- Heavy Duty Convenience Tow – \$150.00 per tow
- Heavy Duty Loaded Mile – \$5.00 per mile
- Heavy Duty Drive Shaft/Axle Removal – \$35.00 per item
- Heavy Duty Overtime Charge – \$25.00 per event
- Light Duty Hook Up – \$85 per hook up
- Light Duty Loaded Mile – \$3.50 per mile
- Winch-Outs & Recovery – \$200.00 per hour
- Rotator – \$495.00 per hour
- Air Bags – \$2,500.00 per deployment
- Waiting Time – \$125.00 per hour to the nearest 15 minutes
- Fuel Surcharge – 10% surcharge when price of diesel rises above \$4.50 a gallon

Chairperson_____
Date

February 20, 2019

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Designation of EEO and ADA Officer

Attached is a resolution requesting authority to designate Ashley Lewis, Lextran's Compliance Coordinator, as Lextran's Equal Employment Opportunity and ADA Officer.

The Federal Transit Administration (FTA) "requires agencies to name the EEO Officer and publicize the individual's contact information in all internal and external communication regarding the agency's EEO Program."

The Federal Transit Administration (FTA) regulations "require transit agencies to designate at least one individual to coordinate ADA compliance. Many agencies designate this individual as the ADA Coordinator."

On October 8, 2018 Ashley Lewis was hired as the Compliance Coordinator. The primary responsibility of the Compliance Coordinator is to provide support to senior staff and assure the Authority's compliance with federal, state and local Civil Rights regulations, including EEO, ADA, and Title VI, through auditing, monitoring, tracking and reporting. Additional responsibilities include support on contracts, purchasing, and grants.

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

RESOLUTION**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****MOTION:** _____ **SECOND:** _____**DATE:** February 16, 2019 **RESOLUTION NO.:** 2019-03

WHEREAS, FTA Circular 4704.1A requires the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) to designate an Equal Employment Opportunity Officer, and;

WHEREAS, FTA Circular 4710.1 further requires the Authority to designate an individual to coordinate ADA compliance, and;

WHEREAS, Ashley Lewis, Compliance Coordinator, agreed to accept the responsibilities of this appointment effective retroactive to October 8, 2018;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government hereby authorizes the appointment of Ashley Lewis as the Equal Employment Opportunity Officer and ADA Coordinator.

Chairperson_____
Date

February 20, 2019

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Award 5310 Funds

Attached is a resolution requesting authority to award funds available through a 5310 grant. The 49 U.S.C. 5310 program provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and persons with disabilities when there is additional need beyond what is being provided by the available transportation services. The following funding is available through this grant:

- Federal Fiscal Year 2017 - \$102,853.00
- Federal Fiscal Year 2018 - \$104,760.00

Lextran, in its role as designated recipient of 5310 funds, held a call for applications. Project applications were due at Lextran by January 18, 2019. The following responsive project applications were received:

- Lextran
- ITN Bluegrass

Applications were reviewed by an impartial selection review committee that consisted of members from the Lexington Senior Services Commission and the Mayor's Commission for People with Disabilities. The committee recommended awarding the total available funding of \$207,613.00 to Lextran for improving access to the fixed route system through improving the built environment conditions at a number of bus stops to be identified as part of the project.

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

RESOLUTION**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****MOTION:** _____ **SECOND:** _____**DATE:** February 16, 2019 **RESOLUTION NO.:** 2019-03

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) is a designated recipient of Section 5310 grant funds from the Federal Transit Administration (FTA), and;

WHEREAS, the FTA has made available \$102,853 in 5310 grant funds available for Federal Fiscal Year 2017 and \$104,760.00 in grant funds available for Federal Fiscal Year 2018, and;

WHEREAS, Lextran held a Call for Projects to apply for the 5310 funds and received responsive grant proposals from two applicants, and;

WHEREAS, an impartial evaluation committee reviewed the proposals and recommends awarding the entire grant amount of \$207,613.00 to Lextran;

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 use \$207,613.00 of 5310 grant funds for improving access to the fixed route system through improving the built environment conditions at a number of bus stops to be identified as part of the project.

Chairperson_____
Date

CHANGE ORDER REPORT – JANUARY 2019

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Paycom	Payroll Services	Per payroll base fee of \$182.40 plus \$6.09 per employee	\$1.38 per employee plus one time charge of \$2,600 to set up four carrier feeds	This change order is to add functionality to the payroll system. It will allow changes to an employee's record to flow through to all insurance providers including health, dental, vision, and long and short-term disability. This means changes only have to be made once, not multiple times. It reduces the possibility of error caused by multiple entries, ensures new employees receive coverage they signed up for, and reduces overpayments to insurance companies by removing terminated employees from their invoices. If we assume 200 employees, this will add \$7,176 a year to Lextran's costs.	\$0.00

Balance Sheet
as of January 31, 2019

DRAFT

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$18,264,990	\$16,264,863
Project Loan Account	\$1,145,044	\$1,145,044
Accounts receivable	\$3,731,010	\$3,142,749
Inventory	\$633,234	\$458,881
Net pension asset	\$1,063,260	\$1,331,841
Work in process	\$323,927	\$2,609,209
Prepaid	\$530,429	\$543,764
Total Current Assets	<u>\$25,691,896</u>	<u>\$25,496,351</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Net capital and related assets	\$26,923,241	\$27,275,878
Total Assets	<u><u>\$60,970,137</u></u>	<u><u>\$61,127,229</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$2,549,423	\$2,650,739
Payroll liabilities	\$829,858	\$608,682
Short term note - Fifth Third Bank	\$927,603	\$900,043
Total Current Liabilities	<u>\$4,306,884</u>	<u>\$4,159,464</u>
Long term note - Fifth Third Bank	\$5,299,513	\$6,227,116
Net Position	\$51,363,741	\$50,740,650
Total Liabilities and Net Position	<u><u>\$60,970,137</u></u>	<u><u>\$61,127,229</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
January 2019
FY 2019
DRAFT

				FY 2018
Revenues	Actual	Budget	Variance	Actual
Property taxes	\$16,318,347	\$15,731,188	\$587,159	\$15,884,453
Passenger revenue	\$793,193	\$802,642	(\$9,449)	\$784,103
Federal funds	\$3,174,211	\$2,733,451	\$440,760	\$2,919,175
State funds	\$465,500	\$100,000	\$365,500	\$350,000
Advertising revenue	\$260,000	\$260,000	\$0	\$260,155
Other revenue	\$1,403,855	\$1,425,308	(\$21,454)	\$1,237,456
Total Revenues	\$22,415,105	\$21,052,588	\$1,362,517	\$21,435,343
Expenses				
Wages	\$5,293,602	\$5,389,763	(\$96,161)	\$4,990,711
Fringe benefits	\$3,036,347	\$3,125,918	(\$89,571)	\$2,854,926
Professional services	\$943,469	\$890,765	\$52,705	\$564,742
Materials and supplies	\$673,962	\$563,617	\$110,345	\$734,215
Fuel-Diesel	\$611,177	\$617,108	(\$5,931)	\$542,951
Fuel-Other	\$164,510	\$172,083	(\$7,573)	\$136,839
Utilities - Facilities	\$152,428	\$214,375	(\$61,947)	\$194,089
Utilities - Electric Bus	\$46,434	\$50,225	(\$3,791)	\$52,834
Insurance	\$421,707	\$411,250	\$10,457	\$407,800
Fuel taxes	\$126,572	\$120,406	\$6,166	\$121,571
Paratransit Expenses	\$3,354,848	\$3,154,783	\$200,064	\$3,108,454
Vanpool Expenses	\$16,370	\$19,833	(\$3,463)	\$19,200
Dues and subscriptions	\$35,890	\$32,750	\$3,140	\$31,941
Travel, training and meetings	\$32,365	\$74,586	(\$42,221)	\$43,275
Media advertising	\$46,487	\$154,583	(\$108,096)	\$72,540
Miscellaneous	\$33,721	\$29,313	\$4,409	\$13,437
Interest Expense	\$114,422	\$111,078	\$3,344	\$132,279
Leases and rentals	\$468,564	\$467,728	\$836	\$461,133
Depreciation	\$2,164,932	\$2,164,932	\$0	\$2,280,632
Total Expenses	\$17,737,807	\$17,765,097	(\$27,290)	\$16,763,570
Change in Net Position	\$4,677,298	\$3,287,491	\$1,389,807	\$4,671,773

Notes:

Average price of diesel fuel for FY2019 - \$2.24; Latest price of diesel fuel (February 15, 2019) - \$2.19

Latest price of CNG diesel gallon equivalent - \$1.20

MEMORANDUM

To: Board of Directors
From: Carrie Butler, General Manager
Date: February 20, 2019
Re: General Manager's Report for the Period of January 2019

Budget Statistics

Total revenue for January 2019, was \$2,026,369 and the expenditures totaled \$2,558,915. This resulted in a difference of (\$532,546) for the month. For a year to date comparison, with expenditures subtracted from revenues, the under budget variance is \$1,389,807.

Community Involvement

- 'How to Ride' Providence Montessori Middle School – January 7 & January 10
- 'How to Ride' Salvation Army – January 10
- RB2 Indoor Pike Room Grand Opening at UK – January 11
- Onboard 'How to Ride' (Client and family) – January 17
- Radio Recordings about alternative transportation (English & Spanish) with Live Green Lexington – January 28
- Industrial Development Authority Board – January 30

Meetings / Updates

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

- Imagine Lexington – Placebuilder Draft Public Input Meeting – January 8
- Commission for People with Disabilities Meeting – January 14
- ONE Lexington – January 14
- Kentuckians for Better Transportation – January 17 & 18
- State of the City and County Mayoral Address – January 22
- Meeting with Councilmember Josh McCurn – January 24
- Paratransit Quarterly Meeting – January 24
- Transportation Policy Committee – January 30

Million Miler Recognition

On January 28, 2019, a luncheon was held for the current employees holding "Million Miler" status. Each Million Miler holds a safe driving record of 12 or more years without a preventable accident (equivalent to one million-plus miles). Employees recognized were Darrell Haynes, Anthony Hamilton, Mary George, Roxane Warren, Anthony Angelicchio, Randy McDonald, Terry Russell, and Jeff Jones.

Transdev Training

On Wednesday January 9, Carrie Butler and Jill Barnett attended Transdev General Manager's training in Atlanta.

Procurement Update

- An RFP for the purchase of shelters, benches, and trash receptacles was released on November 26, 2018. A pre-proposal conference was held on December 12, 2018. Proposals were due January 17, 2019. This is expected to be a March resolution.
- An IFB for a compressor for the fueling of compressed natural gas (CNG) buses was released on January 22, 2019. A pre-bid conference was held on February 7, 2019. Bids are due March 6, 2019. This is expected to be a March resolution.
- An RFP for bus stop enhancements was issued on December 31, 2018. A pre-proposal conference was held on January 16, 2019. Proposals were due 2-7-2019. This is expected to be a March resolution.
- An RFP for bus engine rebuilds was issued on February 11, 2019. A pre-proposal conference is scheduled for February 28, 2019. Proposals are due March 21, 2019. This is expected to be an April resolution.
- An RFP for body shop services was issued on February 18, 2019. A pre-proposal conference is scheduled for March 7, 2019. Proposals are due March 28, 2019. This is expected to be an April resolution.
- An RFP for fuel for our Paratransit vehicles was released on January 14, 2019. The pre-proposal conference was held on February 14, 2019. Proposals are due March 14, 2019. This is expected to be an April resolution.
- An RFP for customer service training and employee development is scheduled for release on February 25, 2019. The pre-proposal conference is scheduled for March 14, 2019. Proposals will be due April 4, 2019. This is expected to be a May resolution.
- 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 on-call architectural and engineering services.

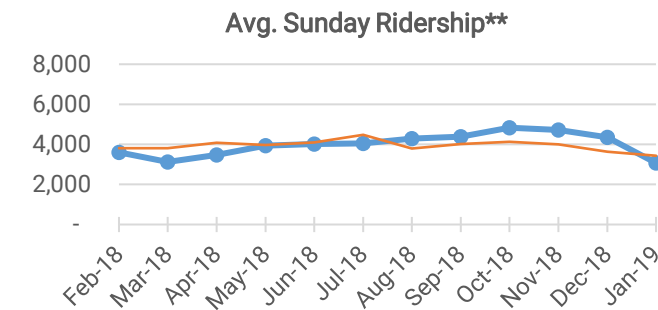
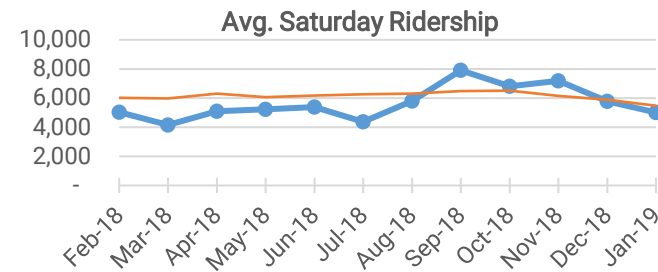
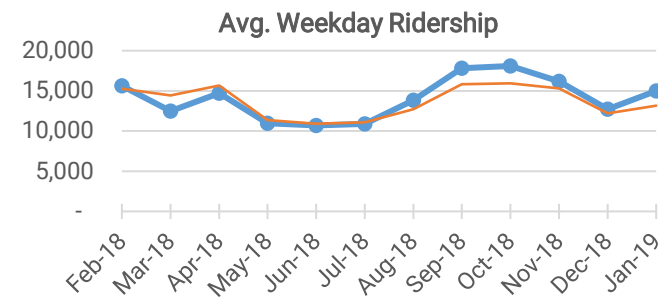
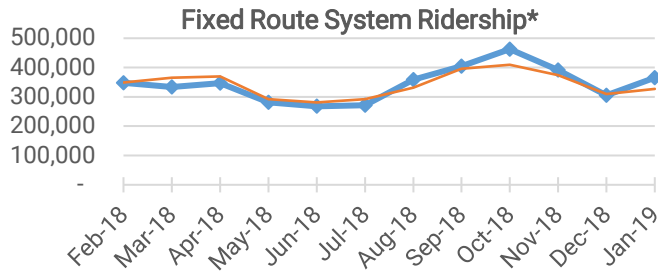
Recruitment Activities

- Applications received: 98
 - Bus Operator: 39
 - Maintenance Mechanic: 4
 - Parts Clerk: 31
 - Service Worker: 7
 - Planning Coordinator: 10
 - Transportation Supervisor: 5
 - Maintenance Shift Supervisor: 2
- Interviews: 9
 - Maintenance Mechanic: 2
 - Parts Clerk: 2
 - Service Worker: 3

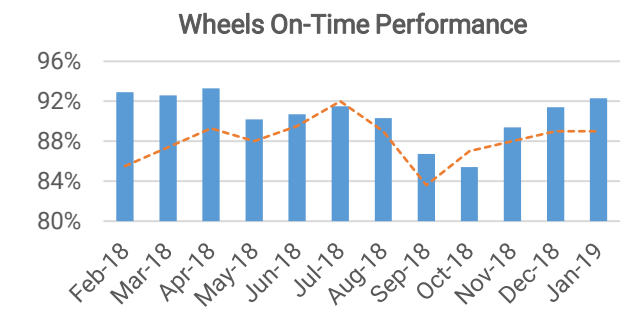
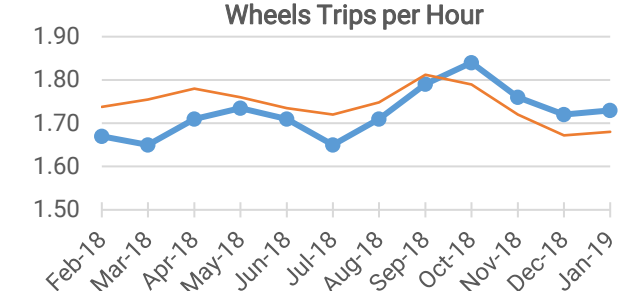
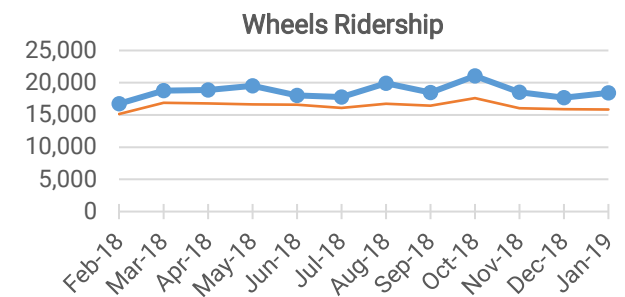
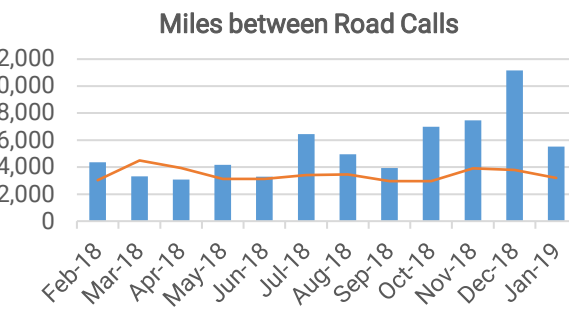
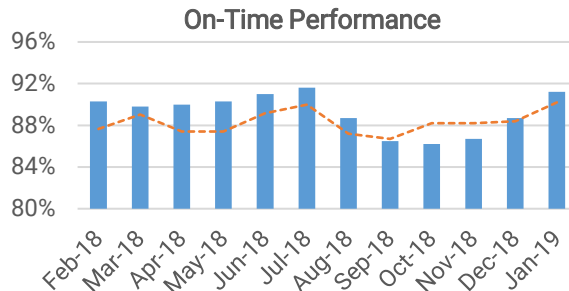
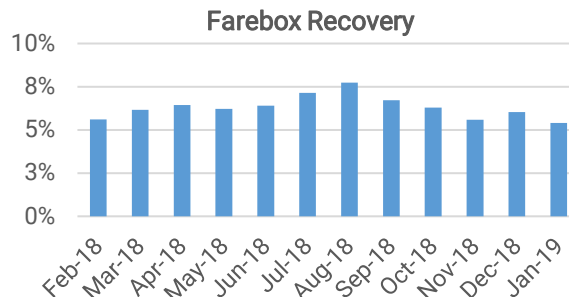
- Maintenance Shift Supervisor: 1
- New Hires: 3
 - Maintenance Mechanic: 1
 - Service Worker: 1
 - Maintenance Shift Supervisor: 1

Training Activities

- Annual Refresher Training: 99 (90 operators, 9 supervisors)
- Proper Procurement Training Procedures: 28
- Lift Ramp Procedures Training: 14
- Proterra Bus Driving Certification: 8
- Transition from Training into Operations: 6
- Post-Accident/Incident Remedial Training Sessions: 5
- Smith Defensive Driving System Training: 2
- Operator Training and Development: 2
- Coaching Sessions: 2



Performance Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 Total	This Month	FY19 YTD	FY18 Total
Total Ridership	365,386	2,560,608	3,933,347	18,405	131,888	213,830
Total Revenue Miles	160,135	1,078,999	1,712,430	130,974	957,011	1,635,660
Total Revenue Hours	17,037	114,961	194,649	10,619	75,670	127,399
Pass. per Mile	2.28	2.37	2.30	0.14	0.14	0.13
Pass. per Hour	21.45	22.27	20.21	1.73	1.74	1.68



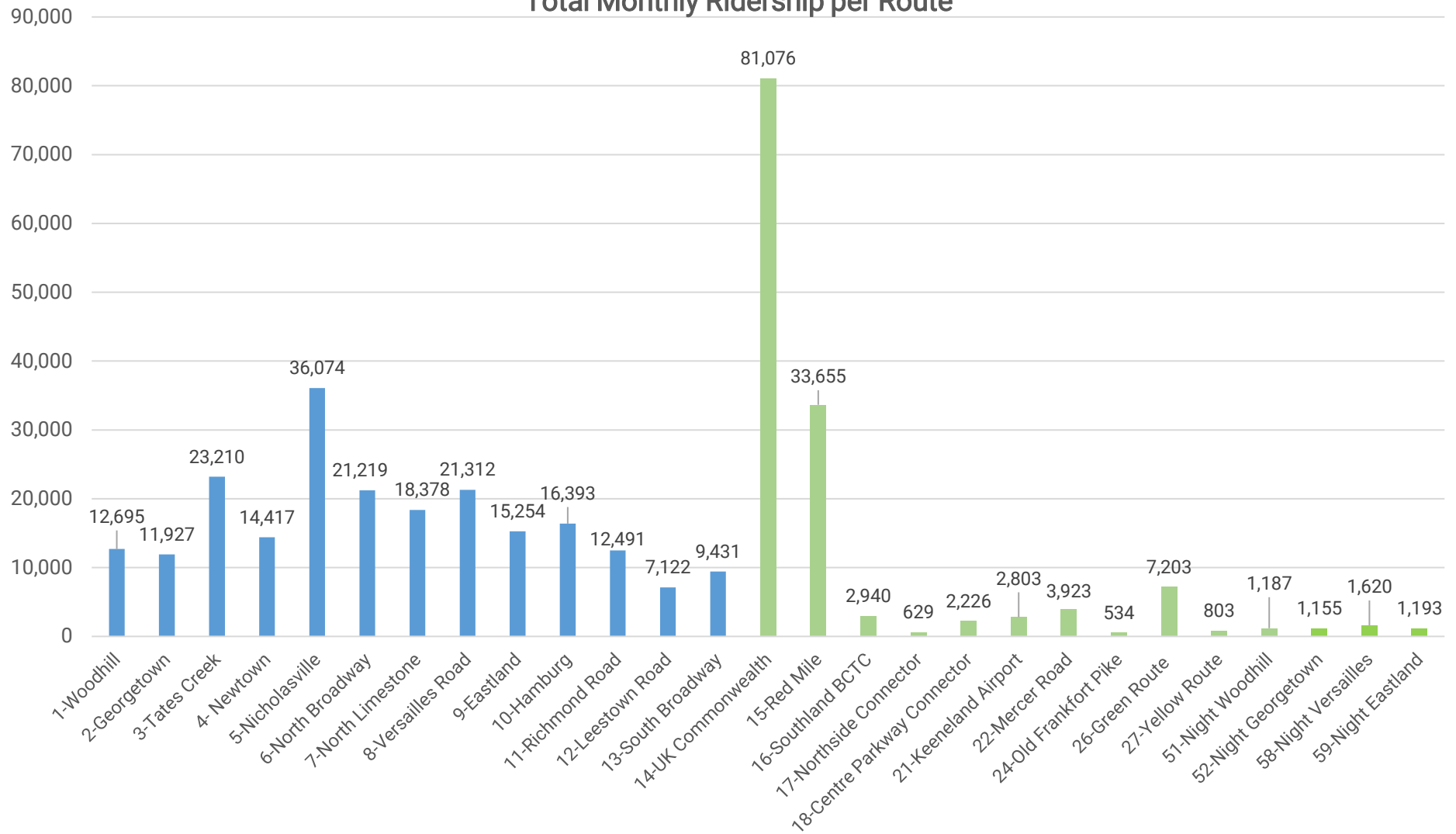
— Monthly average for the previous four years.

..... 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
8-Versailles Road	\$78,627	\$67,678	\$91.92	2.98	28.95	\$3.18	13.9%	95.8%
6-North Broadway	\$83,881	\$73,340	\$90.84	2.97	26.28	\$3.46	12.6%	94.9%
7-North Limestone	\$77,726	\$70,212	\$93.98	2.77	24.60	\$3.82	9.7%	95.3%
5-Nicholasville	\$164,220	\$153,101	\$95.51	2.68	22.50	\$4.24	6.8%	87.6%
9-Eastland	\$72,362	\$65,287	\$89.27	2.84	20.86	\$4.28	9.8%	92.7%
4- Newtown	\$88,258	\$82,841	\$101.26	1.75	17.62	\$5.75	6.1%	89.6%
11-Richmond Road	\$78,462	\$73,533	\$102.19	1.67	17.36	\$5.89	6.3%	98.1%
1-Woodhill	\$80,242	\$75,389	\$101.31	1.70	17.06	\$5.94	6.0%	92.5%
2-Georgetown	\$77,289	\$72,884	\$100.24	1.71	16.40	\$6.11	5.7%	95.0%
13-South Broadway	\$63,268	\$59,926	\$102.82	1.58	16.18	\$6.35	5.3%	91.2%
3-Tates Creek	\$161,506	\$151,379	\$104.31	1.44	15.99	\$6.52	6.3%	90.8%
10-Hamburg	\$126,741	\$120,071	\$101.82	1.40	13.90	\$7.32	5.3%	94.5%
12-Leestown Road	\$73,979	\$71,126	\$110.22	0.91	11.04	\$9.99	3.9%	95.6%
14-UK Commonwealth	\$194,530	\$194,530	\$97.28	5.92	40.54	\$2.40	0.0%	NA
15-Red Mile	\$116,825	\$116,404	\$99.82	3.74	28.86	\$3.46	0.4%	80.0%
26-Green Route	\$37,261	\$37,261	\$99.43	2.56	19.22	\$5.17	0.0%	NA
27-Yellow Route	\$9,075	\$9,075	\$95.96	1.32	8.49	\$11.30	0.0%	NA
18-Centre Parkway Connector	\$44,554	\$43,015	\$115.30	0.44	5.97	\$19.32	3.5%	88.2%
17-Northside Connector	\$20,103	\$19,394	\$113.99	0.28	3.70	\$30.83	3.5%	95.5%
58-Night Versailles	\$9,019	\$8,839	\$124.03	1.45	22.73	\$5.46	2.0%	92.7%
59-Night Eastland	\$7,806	\$7,720	\$108.33	1.59	16.74	\$6.47	1.1%	94.6%
51-Night Woodhill	\$8,204	\$8,082	\$113.41	1.36	16.66	\$6.81	1.5%	81.4%
52-Night Georgetown	\$8,568	\$8,467	\$120.96	1.14	16.50	\$7.33	1.2%	91.0%
22-Mercer Road	\$33,804	\$32,200	\$105.29	1.18	12.83	\$8.21	4.7%	91.5%
16-Southland BCTC	\$28,209	\$27,539	\$103.12	1.18	11.01	\$9.37	2.4%	80.0%
21-Keeneland Airport	\$38,487	\$36,451	\$109.90	0.68	8.45	\$13.00	5.3%	94.8%
24-Old Frankfort Pike	\$18,411	\$18,263	\$102.79	0.34	3.01	\$34.20	0.8%	91.5%
Total	\$1,801,416	\$1,704,008	\$100.02	2.25	21.18	\$4.72	5.4%	91.2%
Note: Route 14 UK Commonwealth, Route 26 Green Route, and Route 27 Yellow Route do not collect fares.								
Note: Farebox revenues for night routes are allocated to their former route for December.								

January 2019 Total Monthly Ridership per Route



January 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	4	17	38	1	14	16
Non-Preventable Accidents	1	22	56	0	9	18
Accident Frequency Rate	2.50	1.61	2.22	0.66	1.27	0.84
Accident Frequency Rate Goal*	1.75	1.75	1.75	2	2	2
Injury Frequency Rate	37.25	33.96	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	27	170	296	N/A	N/A	N/A
Days of Lost time	0	426	701	N/A	N/A	N/A
Workers Comp Claims	5	36	47	N/A	N/A	N/A
Miles Between Road Calls	5,522	6,029	3,451	N/A	N/A	N/A
Preventive Maintenance Inspections	38	279	441	N/A	N/A	N/A

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

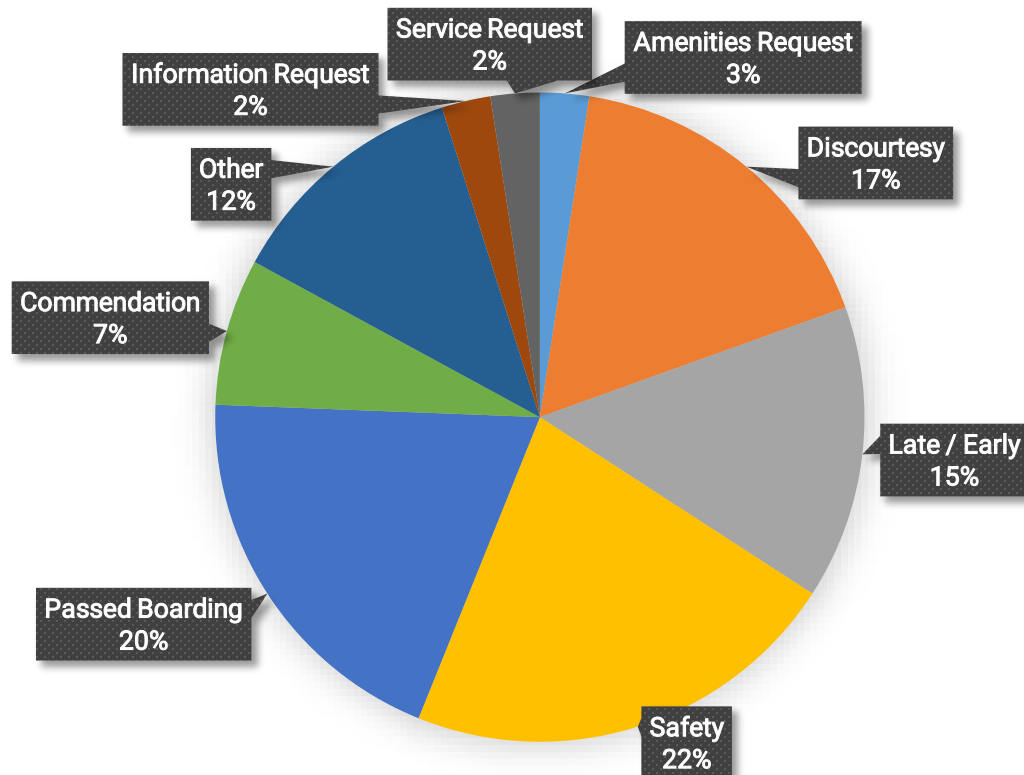
**The incident frequency goal is calculated per 200,000 working hours.

January Call Logs

Comments by Type	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 YTD	This Month	FY19 YTD	FY18 YTD
Total Commendations	3	8	2	4	22	8
Discourtesy	7	62	50	8	47	36
Late / Early	6	32	24	1	38	29
Safety	9	46	37	1	47	51
Passed	8	29	41	0	0	0
Other	5	19	24	0	0	0
Request: Information	1	7	1	0	2	1
Request: Service	1	4	12	0	0	0
Request: Amenities	1	8	0	0	0	0
Website	0	0	3	0	0	0
Total Calls into System	8,529	68,724*	90,622	20,758	148,055	151,751
Total Calls into IVR	44,289	316,425	353,918	N/A	N/A	N/A
Average Length of Call	1:11	1:25	1:28	1:12	1:13	1:02
Average Time to Abandon	0:15	0:11	0:13	1:08	1:09	1:08

*The call counting system malfunctioned causing data loss for the last two weeks of November.

Lextran Comments for January 2019



This customer called to say that the driver almost caused him to fall while taking off hard before he could get to his seat.

This customer called to say that the bus passed the boarding stop at New Circle and North Broadway outbound.

This customer stopped at the window to say how rude the driver was on the Bates Creek Rd bus. The customer said all he wanted to do was to ask her a question and she yelled at him while walking through the Transit Center.

The man driving Hamburg is so awesome! Takes time to greet each and every passenger, smiles often, and generally passes a happy vibe. He's never short when asked questions and doesn't treat us as "less than sunny" disposition, and what a smooth ride!