



## BOARD OF DIRECTORS MEETING

501 W 6th St, Suite 250  
Lexington, KY 40508

January 14, 2020

9:00 a.m.

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## BOARD OF DIRECTORS MEETING

501 W 6th St, Suite 250  
 LEXINGTON, KY 40508

January 14, 2020  
 9:00 a.m.

### AGENDA

I. Call to order	9:00		
II. Public Comment on Agenda Items / Public Hearing	9:00	–	9:05
III. Approval of December 2019 Board Meeting Minutes	9:05	–	9:10
IV. Chair’s Report			
V. Lextran Monthly Performance Report	9:10	–	9:15
VI. Action Items			
VII. Change Order			
VIII. Old Business			
IX. New Business			
X. Proposed Agenda Items			
XI. Closed Session			
XII. Adjournment	9:15		

**BOARD OF DIRECTORS MEETING****BOARD MINUTES**

December 18, 2019

**MEMBERS PRESENT**

Christian Motley, Chair  
George Ward, Vice Chair  
Peggy Henson  
Elias Haddad  
Rick Christman  
Joseph Smith

**MEMBERS ABSENT**

Adrienne Thakur  
Marci Krueger-Sidebottom

**STAFF PRESENT**

Carrie Butler, General Manager  
Jill Barnett, Assistant General Manager  
Nikki Falconbury, Director of Finance  
John Givens, Director of Risk Management  
Fred Combs, Director of Planning  
Jim Barrett, Director of Maintenance  
Jason Dyal, Director of Operations  
Stephanie Hunt, Administrative Projects Coordinator  
Steve Richardson, Mechanic, President, ATU Local 639  
Joe Hagans, Operator, Vice President, ATU Local 639  
Brian Brewster, Operator, Secretary/Treasurer, ATU Local 639  
Kim Abdullah, Operator, Union Steward, ATU Local 639  
Anthony Angelicchio, Operator

Jacob Walbourn, McBrayer Law Firm, Board Attorney

**OTHERS PRESENT**

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

## I. CALL TO ORDER

Mr. Motley called the December 18, 2019 meeting of Lextran’s Board of Directors to order at 5:00 p.m.

## II. PUBLIC COMMENT

Anthony Angelicchio, Lextran Operator, addressed the board and spoke about the electric buses and how they affect our customers and our relationship with them. The buses are not arriving on time, and customers are complaining about being late for appointments, work, etc. The charging time for the buses is long and it causes delays in leaving the Transit Center. Mr. Angelicchio expressed his concern that Lextran’s reputation as being dependable and on-time is suffering due to the poor performance of the electric buses.

## III. APPROVAL OF MINUTES

Mr. Motley requested a motion to approve the minutes from November 20, 2019. Ms. Henson made a motion to approve the minutes, and it was seconded by Mr. Christman. The motion carried unanimously.

## IV. CHAIR’S REPORT

Mr. Motley gave the chair’s report. He addressed Mr. Angelicchio and referenced previous discussions he has had with Ms. Butler. She and Jim Barrett, Director of Maintenance, are working with Proterra on the issues with the electric buses. Mr. Motley stressed the need to work together on the issues and work on a contingency plan and mentioned the upcoming canopy project that will hopefully help with keeping the buses protected from the elements. Mr. Motley thanked Mr. Angelicchio for addressing these issues from the customer’s perspective and said that a statement from Proterra would be included in the minutes for this Board meeting. The statement from Proterra is below:

“As a result of the 5x improvement in efficiency of our vehicles versus fossil-fuel burning vehicles, there is virtually no “waste” heat that can be used for warming purposes.

In order to provide heat to warm the passenger cabin, electrical energy from the batteries must be used. This increased electrical consumption can reduce the range or, in the case of our fast charge buses, increase the charging time it takes to replenish the energy from usage. For the buses in Lextran this can mean about 1-2 min increase in charge time on average (summer vs. winter).

Proterra is fully committed to the successful deployment of our all-electric transit buses in a wide range of applications and climates and we continue to learn and improve as we grow. Working with Lextran we have made several improvements to the buses and the chargers to improve our products.

As an early adaptor of this technology, we appreciate the commitments and efforts Lextran is making in driving toward environmentally friendly transit solutions. We are committed to supporting Lextran as a partner into the future.”

A strategic planning work session will take place January 14, 2020 from 9am till 1pm. Location is to be determined at this time.

## **V. MONTHLY PERFORMANCE REPORT**

Ms. Barnett reviewed the November Monthly Performance Report and Key Performance Indicators located on pages 6-13 of the December 18, 2019 board packet. Highlights included:

- Bus stop improvements as part of the RAMP project
- Ridership increases from last year
- Free rides provided on Election Day and Thanksgiving
- Passenger commendations from riders
- Safety highlights from paratransit service
- Preventive maintenance inspections
- Employee Health and Wellness Fair on November 1st
- Procurement schedule for 2020

Ms. Falconbury presented the financial statements, found on pages 14-15 of the December 18, 2019 board packet. The balance sheet for November shows that operating cash is up from the previous month. The large property tax check was received, and we will continue to receive smaller amounts through the rest of the fiscal year. The FY2020 Budget included \$250,000 from Kentucky Transportation Cabinet, however \$497,000 was received this month. The most recent price for diesel was \$2.05 per gallon and the current Diesel Gallon Equivalent (DGE) for CNG was \$1.19. Overall, expenses are still under budget by \$180,000 at this time.

Mr. Ward asked about the increase in property taxes received. Ms. Falconbury explained that it's partly due to the 5% the PVA mentioned at the October Board Meeting, but the amount received also fluctuates based on when people pay their property taxes.

## **VI. ACTION ITEMS**

There were no action items.

## **VII. CHANGE ORDER**

There were no change orders.

## **VIII. OLD BUSINESS**

Ms. Butler updated the Board regarding the previous discussion on the request from the Commission on Veterans' Affairs to change the 50% fare discount for Veterans to a zero or free

fare. It was not possible to provide the data requested previously because the existing 50% discount pass program was not set up to track the purchases made by Veterans. Ms. Butler answered questions from the Board explaining that Federal Transit Administration (FTA) regulations regarding fare are such that if fixed route service is zero or free fare, then paratransit fares must also be free. Since the per trip cost for paratransit services is significantly more than the per trip cost for fixed route, this change in fare should be carefully considered for the possible financial impact. Ms. Butler reiterated that the FTA guidelines are that a transit agency can not charge more than double the fare that is charged for fixed route for paratransit. If the fare is zero for fixed route, double of that would be zero for paratransit. Ms. Barnett clarified that numbers are available for the number of passes sold for discounted fares, but the same pass is given to elderly, disabled, and veterans. The only way to track veterans would be to have a special pass just for veterans.

Mr. Motley suggested going back to the Commission and working with them to make the discounted fare more well-publicized and having more of a hands-on approach with Veterans in the area so more of them will know about the discount. Ms. Henson suggested having free rides for Veterans with an ID on military related holidays. The rest of the Board asked more questions and offered some ideas and options for veterans. Mr. Motley spoke about the connection with the Commission on Veterans' Affairs and presenting these options and ideas being discussed to that commission at a future meeting.

Ms. Butler reminded the Board that C. Robinson Associates is on-site this week, conducting training workshops for employees, called 'Customer Service Powered through Dignity and Respect'.

Mr. Combs updated the Board on Lextran's Disadvantaged Business Enterprise (DBE) program. It has been approved by the FTA. The DBE goal for 2020-2022 is approximately \$200,000 per year. Additionally, staff have been exploring ways by which Lextran could increase spending with other minority owned businesses that may or may not be in the DBE program under the Department of Transportation/FTA guidelines, which includes federal funds. Mr. Combs and Ms. Butler answered questions from the Board about the program and discussed ideas for promoting this program more in the upcoming year.

## **IX. NEW BUSINESS**

There was no new business.

## **X. PROPOSED AGENDA ITEMS**

No proposed agenda items.

**XI. CLOSED SESSION**

Ms. Henson made a motion to enter closed session pursuant to KRS 61.810(1)(e) so that “we may have discussions regarding collective bargaining negotiations between Lextran and Amalgamated Transit Union 639. I invite legal counsel, the general manager, the assistant general manager, and the department directors to remain”. Mr. Christman seconded the motion. The motion was approved unanimously, and members of the public and Lextran’s staff were excused. The Board of Directors, Mr. Walbourn, Ms. Butler, Ms. Barnett, the department directors, and Mr. Tom Harris (Transdev), entered into closed session at 5:36 p.m.

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

Ms. Henson made a motion to return to open session and Mr. Haddad seconded. The motion was approved unanimously, and the Board of Directors returned to open session at 6:28 p.m.

**XII. ADJOURNMENT**

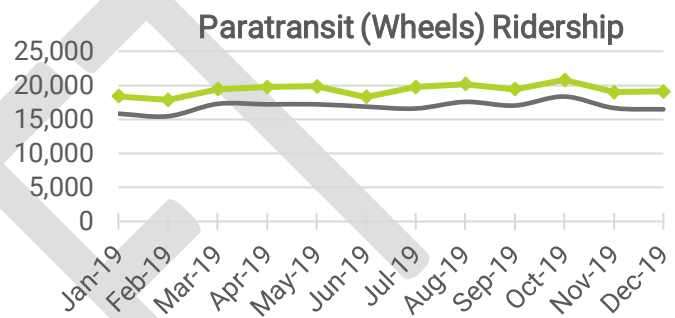
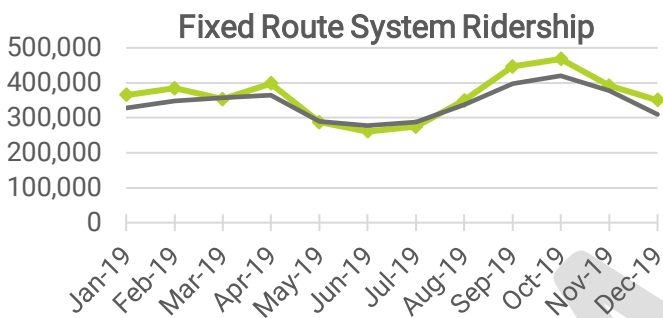
Mr. Motley requested a motion to adjourn the December 18, 2019 meeting of Lextran’s Board of Directors. Ms. Henson made a motion and Mr. Haddad seconded. The meeting adjourned by consensus at 6:29 p.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – DECEMBER 2019

We serve people and our community with mobility solutions.

In December we celebrated ridership increases for both fixed route and paratransit. We offered limited service hours on Christmas Day, and provided 1,273 trips on fixed route and 110 trips on paratransit.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
<b>Total Ridership</b>	350,426	2,281,015	2,195,202	19,086	118,188	113,483
Weekday Ridership	302,254	1,965,592	1,895,840	15,688	98,618	94,999
Saturday Ridership	23,558	177,792	169,332	1,520	9,669	9,123
Sunday Ridership	23,341	124,215	115,281	1,768	8,866	8,323
Holiday Ridership	1,273	13,416	14,749	110	1,035	1,038
Total Revenue Miles	158,723	949,733	930,153	137,867	837,284	826,037
Total Revenue Hours	16,630	99,954	98,489	11,066	66,436	65,051
Trips per Mile	2.21	2.40	2.36	0.14	0.14	0.14
Trips per Hour	21.07	22.82	22.29	1.72	1.78	1.74

- December 2019 ridership increased from the same time last year, with more trips on both fixed route and paratransit
  - Approximately 45,000 more trips on fixed route
  - Approximately 1,300 more trips on paratransit
- Paratransit ridership on Wheels continues to climb – December 2019 increased 8% compared to the same time last year, with a 22% increase as compared to December 2016



## Community Involvement

- How to Ride and On-Board Travel Training – New Beginnings, Bluegrass Inc. – December 5
- Stuff the Bus – December 6
- Lexington Christmas Parade – December 7
- Gubernatorial Parade – December 10
- Southern Middle School Career Day – December 16
- Southern Lights Customer Appreciation – December 17
- Free Rides with Santa – December 20

## Meetings and Updates

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

- Kentucky Clean Fuels Coalition – December 4
- Pedestrian Safety Working Group – December 5
- DLP & LexPark (Transit Center) – December 6
- Commission for People with Disabilities – December 9
- Mayor's Sustainable Growth Task Force – December 11
- West End Community Partners – December 12
- Kentucky Legislative Preview Annual Policy Conference – December 16
- Bluegrass Re-Entry Council – December 19

## Lextran in the Media

- **December 6, 2019 – Lextran's 'Stuff the Bus' Benefits Salvation Army's Angel Tree**  
<https://www.wtvq.com/2019/12/06/lextrans-stuff-bus-benefits-salvation-armys-angel-tree/>
- **December 9, 2019 – This week on the business side: No Li's Common Market Gets New Name**  
<https://www.wuky.org/post/week-business-side-no-lis-common-market-gets-new-name#stream/0>
- **May 16, 2019 – What's open, what's closed, New Year's Eve 2019 and New Year's Day 2020 in Lexington?**  
<https://www.aceweekly.com/2019/12/whats-open-whats-closed-new-years-eve-2019-and-new-years-day-2020-in-lexington/>

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
<b>Service Quality</b>						
On-Time Performance	88.70%	88.70%	87.90%	84.42%	87.69%	89.03%
Farebox Recovery	6.71%	6.47%	6.21%	N/A	N/A	N/A
Operating Expenses	\$ 1,682,780	\$ 10,065,602	\$ 10,623,696	\$423,893	\$2,671,263	\$2,591,956
Per Mile	\$3.38	\$3.08	\$3.70	N/A	N/A	N/A
Per Hour	\$77.69	\$71.61	\$73.07	N/A	N/A	N/A
<b>Customer Service</b>	<b>This Month</b>	<b>FY20 YTD</b>	<b>FY19 YTD</b>	<b>This Month</b>	<b>FY20 YTD</b>	<b>FY19 YTD</b>
Customer Feedback Totals per 100k Trips	10.27	9.95	7.93	151.94	123.53	124.25
Commendations	0.86	1.10	0.23	20.96	16.92	15.86
Discourtesy	3.14	2.67	2.51	31.44	33.00	34.37
Late or Early	1.14	1.36	1.18	31.44	29.61	32.60
Safety	2.00	2.02	1.69	57.63	37.23	40.53
Passed Boarding	0.86	1.18	0.96	0.00	0.00	0.00
Information and Service Requests	1.43	0.66	0.41	0.00	0.00	0.88
Other	0.86	0.96	0.96	10.48	6.77	0.00
Call Length	1:25	1:20	1:28	1:10	1:11	1:13
Calls into the IVR	42,262	249,038	272,136	N/A	N/A	N/A
Time to Abandon	0:35	0:41	0:14	0:51	0:47	1:09

- Realized a slight increase in on-time performance in December as compared to the previous month, and almost identical to the same time last year, for fixed route.
  - Paratransit's on-time performance for December was down compared to last month and compared to the same time last year.
- Received a greater number of customer remarks compared to last year, for both fixed route and paratransit, as well as compared to last month.
- Operating expenses were down compared to last month as well as compared to the same time last year.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	1.26	2.17	1.46	0	1.86	2.30
Injury Frequency Rate	6.66	14.32	33.49	N/A	N/A	N/A
Days with No Preventable Accidents	29	162	163	31	177	170
Days of Lost Time	124	572	666	N/A	N/A	N/A
Workers Compensation Claims	1	14	31	N/A	N/A	N/A

- There were 2 preventable accidents for fixed route in December which is the same as 2018, but a significant improvement compared to last month.
- There were no preventable accidents for paratransit, which is an improvement from 2018.
- Our employees operated a greater number of days with no preventable accidents compared to last month.

Performance Indicator	Fixed Route System		
	This Month	FY20 YTD	FY19 YTD
<b>Maintenance</b>			
Miles between Road Calls	6,613	43,182	41,671
Percent of Preventive Maintenance Inspections on Schedule	100%	97%	91%

- The Maintenance department completed a great number of roadcalls in the month of December, which contributed to fewer miles between roadcalls.
- Maintenance completed 41 Preventive Maintenance Inspections on revenue vehicles.

**BALANCE SHEET**  
as of December 31, 2019

	<b>Current Year-To-Date</b>	<b>Last Year-to-Date</b>
<b>Assets</b>		
Current assets		
Operating Cash	\$18,732,815	\$18,968,338
Project Loan Account	\$0	\$1,145,044
Accounts receivable	\$3,743,435	\$3,306,951
Inventory	\$676,271	\$613,955
Work in process	\$1,798,002	\$276,640
Prepaid	\$630,555	\$631,023
Total Current Assets	\$25,581,079	\$24,941,952
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,322,983	\$1,063,260
Total Long Term Assets	\$10,677,983	\$9,418,260
Net capital and related assets	\$24,961,860	\$27,212,676
<b>Total Assets</b>	<b>\$61,220,922</b>	<b>\$61,572,888</b>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$989,175	\$1,026,717
Payroll liabilities	\$744,770	\$715,320
Short term note - Fifth Third Bank	\$953,608	\$925,275
Total Current Liabilities	\$2,687,554	\$2,667,312
Long term note - Fifth Third Bank	\$4,424,278	\$5,377,885
Long term liability - Pension	\$2,911,111	\$1,631,403
Total Long Term Liabilities	\$7,335,389	\$7,009,289
<b>Net Position</b>	\$51,197,980	\$51,896,287
<b>Total Liabilities and Net Position</b>	<b>\$61,220,922</b>	<b>\$61,572,888</b>



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

<b>Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>FY 2019 Actual</b>
Property taxes	\$16,242,105	\$15,565,837	\$676,268	\$15,504,511
Passenger revenue	\$679,955	\$683,124	(\$3,169)	\$691,524
Federal funds	\$2,713,845	\$2,347,721	\$366,123	\$2,738,051
State funds	\$497,500	\$250,000	\$247,500	\$0
Advertising revenue	\$260,000	\$263,500	(\$3,500)	\$260,000
Other revenue	\$1,284,573	\$1,205,454	\$79,119	\$1,194,649
<b>Total Revenues</b>	<b>\$21,677,978</b>	<b>\$20,315,637</b>	<b>\$1,362,341</b>	<b>\$20,388,736</b>
<b>Expenses</b>				
Wages	\$4,881,601	\$4,635,931	\$245,670	\$4,459,291
Fringe benefits	\$2,660,620	\$2,815,294	(\$154,674)	\$2,577,313
Professional services	\$434,761	\$806,608	(\$371,847)	\$831,827
Materials and supplies	\$574,505	\$558,000	\$16,505	\$590,796
Fuel-Diesel	\$452,731	\$535,643	(\$82,911)	\$526,602
Fuel-Other	\$127,722	\$144,500	(\$16,778)	\$143,629
Utilities - Facilities	\$161,566	\$137,344	\$24,222	\$125,236
Utilities - Electric Bus	\$51,008	\$40,754	\$10,254	\$40,983
Insurance	\$379,764	\$369,000	\$10,764	\$358,841
Fuel taxes	\$110,780	\$107,000	\$3,780	\$107,845
Paratransit Expenses	\$3,007,396	\$2,901,020	\$106,376	\$2,902,067
Vanpool Expenses	\$10,839	\$16,200	(\$5,362)	\$14,270
Dues and subscriptions	\$28,792	\$19,000	\$9,792	\$34,562
Travel, training and meetings	\$37,378	\$68,125	(\$30,747)	\$25,785
Media advertising	\$120,114	\$107,500	\$12,614	\$32,182
Miscellaneous	\$28,399	\$32,500	(\$4,101)	\$31,609
Interest Expense	\$84,797	\$95,209	(\$10,412)	\$98,646
Leases and rentals	\$402,908	\$406,404	(\$3,496)	\$401,912
Depreciation	\$1,646,011	\$1,646,011	\$0	\$1,875,496
<b>Total Expenses</b>	<b>\$15,201,691</b>	<b>\$15,442,043</b>	<b>(\$240,352)</b>	<b>\$15,178,892</b>
<b>Change in Net Position</b>	<b>\$6,476,286</b>	<b>\$4,873,594</b>	<b>\$1,602,693</b>	<b>\$5,209,844</b>

Notes:

Average price of diesel fuel for FY2020 - \$2.01; Latest price of diesel fuel (January 3, 2019) - \$2.08

Latest price of CNG diesel gallon equivalent - \$1.02

**BOARD OF DIRECTORS MEETING  
WORK SESSION**

501 W 6th St, Suite 250  
LEXINGTON, KY 40508

January 14, 2020  
9:15 a.m.

**AGENDA**

I. Call to order	9:15		
II. Discussion on Strategic Planning and Efforts	9:15	–	1:00
III. Adjournment	1:00		