



BOARD OF DIRECTORS MEETING PACKET

June 17, 2020

3:00 p.m.

Due to the COVID-19 pandemic, state of emergency and Governor Beshear’s Executive Orders regarding social distancing, this meeting of the Lextran Board of Directors will be held via video-teleconference pursuant to Senate 150 (as signed by the Governor on March 30, 2020) and Attorney General Opinion 20-05, and in accordance with KRS 61.826, because it was not feasible to offer a primary physical location for the meeting.

MEETING INSTRUCTIONS

Held via Webex Video Conference or broadcast on YouTube at [bit.ly/lextranmeeting](https://www.youtube.com/channel/UC6NinAOxGJe9IGUISWlhNhq) or <https://www.youtube.com/channel/UC6NinAOxGJe9IGUISWlhNhq>

Go to www.webex.com or download the app, and then when prompted:

Meeting number (access code): 132 653 6630

Meeting password: Uq3C5Vhjq5

Audience or Lextran staff can join by phone

312-535-8110 OR 408-418-9388

Contact Alan Jones at ajones@lextran.com for assistance or for access from outside the US

Join from a video system, Microsoft Lync or Skype:

Dial [1326536630@lextran.my.webex.com](tel:1326536630@lextran.my.webex.com)

Dial 173.243.2.68 and enter your meeting number.

Dial [1326536630.lextran.my@lync.webex.com](tel:1326536630.lextran.my@lync.webex.com)

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BOARD OF DIRECTORS MEETING

June 17, 2020

3:00 p.m.

AGENDA

I.	Call to order and Roll Call	3:00	
II.	Public Comment on Agenda Items / Public Hearing	3:00	– 3:05
III.	Approval of May 2020 Board Meeting Minutes	3:05	– 3:10
IV.	Chair’s Report	3:10	– 3:15
V.	Lextran Monthly Performance Report	3:15	– 3:25
	a. May		
VI.	Presentation: Imagine Nicholasville Road	3:25	– 3:45
VII.	Action Items	3:45	– 3:50
	a. Adoption of FY 2021 Meeting Schedule		
VIII.	Change Order		
IX.	Old Business	3:50	– 3:55
	a. Partnership with Greyhound		
		3:55	– 4:00
X.	Proposed Agenda Items		
	a. Resolution for on-board surveillance hard drives		
	b. Officer Elections		
	c. Bylaw review		
	d. Update on Strategic Plan		
XI.	New Business / Closed Session	4:00	– 4:15
XII.	Adjournment	4:15	

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

May 20, 2020

MEMBERS PRESENT

Christian Motley, Chair

Rick Christman

Elias Haddad

Marci Krueger-Sidebottom

Adrienne Thakur

MEMBERS ABSENT

Joseph Smith

Peggy Henson

George Ward, Vice Chair

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

Alan Jones, Systems Administrator

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

OTHERS PRESENT

Via phone and web

I. CALL TO ORDER

Mr. Motley called the May 20, 2020 meeting of Lextran's Board of Directors to order at 3:08 p.m.

Due to the COVID-19 pandemic, state of emergency and Governor Beshear's Executive Orders regarding social distancing, this meeting of the Lextran Board of Directors was held via video-conference pursuant to Senate 150 (as signed by the Governor on March 30, 2020) and Attorney General Opinion 20-05, and in accordance with KRS 61.826, because it was not feasible to offer a primary physical location for the meeting.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Quorum was achieved with the 3:10 arrival of Mr. Christman, and at 3:11, Mr. Motley called for a motion to approve the minutes from April 15, 2020. Mr. Christman made a motion to approve the minutes, and it was seconded by Ms. Sidebottom. The motion carried unanimously.

IV. CHAIR'S REPORT

Mr. Motley commended the Lextran staff and board members for their work during a challenging time to commit to healthy at work policies. He cited workers and passengers wearing masks and acting responsibly to keep everyone safe. Mr. Motley mentioned discussing and exploring options to make sure the team feels appreciated.

Ms. Butler asked Mr. Motley to perform a roll call to determine which members were present.

V. MONTHLY PERFORMANCE REPORT

Ms. Barnett presented the Monthly Performance Report and Key Performance Indicators for the month of April 2020, found on pages 12-16 of the May 20, 2020 board packet. Ms. Barnett commented on the daily challenges of the changing landscape and reiterated the Lextran mission statement.

Ms. Barnett shared the April Fixed Route Ridership and referenced the average ridership over the past five years. Before the pandemic Lextran ridership was trending up, compared to that average. However, in March ridership decreased by 30% and in April the decline was nearly 70% due to COVID-19. Ms. Barnett commented on the reduction of service by approximately 33%. No service was eliminated on routes with the highest ridership or those serving hospitals, in an effort to continue providing service that allowed for social distancing. Ms. Barnett also commented on the loss of student ridership due to the closure of the University of Kentucky. Ms. Barnett shared the total ridership numbers which were down in April to 127,096 from around 450,000 passengers the previous month. Ms. Barnett acknowledged that we may see a slow uptick next month due to Kentucky easing restrictions on which businesses are closed. The ridership declines experienced on fixed route service have also been seen on paratransit service.

Ms. Barnett shared the community support that Lextran has experienced. On April 29th, Immanuel Baptist Church provided lunch for Lextran team members. A thank you card from a long-time passenger expressed deep gratitude for continued service. In addition, the #HeroesMoveUs video that was created in April, thanking Lextran operators and maintenance staff, was shared with the entire Board.

Ms. Falconbury presented the April Financial Report, found on pages 17-18 of the May 20, 2020 board packet. She stated there were minimal changes from this time last year, however Mr. Christman asked when the \$13,000,000 from the Coronavirus Aid, Relief, and Economic Security (CARES) Act would be awarded. Ms. Falconbury mentioned that it is a reimbursement grant, based on the eligible expenses associated with COVID. It will include wages and benefits and some maintenance costs, and will be spread out over 18 months for operating expenses. This will be counted as grant income. Ms. Falconbury shared the passenger revenue is down due to lack of fare collection for April. Property taxes came in slightly higher than budgeted, while diesel fuel has been running under budget. Some savings is shown in professional services, paratransit expenses are \$136,000 under budget, and travel and training costs are also down creating a savings. Lextran is currently under budget by \$922,000 and anything unused will roll into next year.

VI. TECHNOLOGY PRESENTATION

Ms. Butler indicated that IBI Group would be sharing a presentation regarding the Technology Strategic Plan and Recommendations. The IBI Presentation can be found on pages 19-41 of the May 20, 2020 Board Packet.

Mr. Combs introduced the IBI group members Nihit Jain, Mackenzie de Carl, and Max Devilliers and turned the presentation over to them. The project was intended to take place in three phases. Thus far, IBI has learned a lot about the way that we are looking at things and the way we can do things better in the future.

Mr. Jain began the presentation by thanking the Lextran team for participating in the discovery process and this first phase of technology recommendations. The focus has been on where Lextran is in terms of technology and where they would like to be in 5-10 years. He invited questions that may come up during the presentation.

Mr. Jain shared that IBI is an architecture and engineering consulting firm with a focus on transportation, technology and data systems. The presentation focused on the phase 1, which was a strategic planning process. For technology, IBI typically follows Federal Transit Administration recommended systems engineering based process, gathering information about systems currently in place and what the stakeholders would like to better inform for the future. They conducted an on-site workshop and needs assessment, examining things that may not work for the customer or workforce. IBI identified about 50 high to mid-level needs which were categorized into four groups: Data and Performance Management, Vendor Management, Business Process/Organizational, and Technical. Often, data can be difficult obtain, due to manual processes causing challenges like transferring data and accounting for errors. Lextran sits on a unique spectrum of vendors, where some are small with one-person systems and others have been in place for a long time and have grown and are now serving larger clients. Business Processes and Technical Systems have largely

been there for 10 years with little change and technology is a bit outdated. The Technical side currently involves lots of manual work arounds and does not support the needs of users.

Mr. Motley asked about contractual incentives under the vendor management component and what that means. Historically there have not a lot of vendors focused on transit, but as more vendors enter the marketplace, it better allows for performance incentives and service-level agreements. Some uncertainties can be mitigated through built-in incentives and allow for tighter control with vendors through the duration of a five-year contract.

Mr. Christman asked if the overall objective of the technology consulting is to make Lextran more efficient. Mr. Jain stated efficiency was a goal, to improve the user experience as well as provide users with the information that is needed. Mr. Christman asked if more efficiency involves the elimination of positions. Mr. Jain stated that, as transit agencies are generally understaffed, the intent is to make the best use of staff and to have the biggest impact. For example, in maintenance someone may have to enter data into three different systems, which takes time away from actual maintenance and prevents better maintenance-related reporting. Mr. Christman expressed his disagreement and said that efficiencies will lead to eliminating positions. Mr. Jain explained that the same number of people might be able to accomplish more and focus on priorities in a more efficient way and could give recommendations, but do not want to decide on elimination of positions. Mr. Christman stated that he does not understand what is meant and asks if we do not have the data that we need to operate. Mr. Jain explained that currently accessing data takes a lot of time and effort, essentially the same number of people can get a lot more done. It can be about freeing up resources to things that are more of priority. It is up to Lextran to make the call where the freed-up resources are best utilized or create an opportunity for reductions. Mr. Motley mentioned that these questions may be related to the Business Process/Organizational bucket in terms of human capital but recognized the technical challenges as well.

Ms. Butler mentions that IBI's scope of work is focused to needs assessment and making technology recommendations for some high-level problems, considering the feasibility for decision making for projects. The biggest concern currently is with the voice radio communications system which is the hub of both external and internal communications and reporting. We want to make sure there is time to get through recommendations and Phase II.

Mr. Jain moved on to the Lextran Technology Vision Statement: Use proven and integrated tech and cutting-edge data practices to provide, safe, efficient, reliable, and accessible mobility solutions and services to customers. The work done by IBI should complement the Lextran mission.

Mr. Jain presented the Lextran Technology Vision Architecture and mentions that the goal is replace technology that is no longer working or efficient in a strategic way. The idea is to start with short term and build to longer term.

Mr. Jain presented the Phase I recommendations:

- High Priority: Radio and Voice Communication System, Data Management and Scheduling Tools, Maintenance Management Software. These are projects that should be addressed in the next 1-3 years.

- Medium Priority: Computer-Aided Dispatch and Automatic Vehicles Location Systems (CAD-AVL), Real Time Information, Enterprise Resource Planning Tool. These are projects to begin planning now for possible replacement in the next 2-3 years.
- Low Priority: Fare Collection and Interactive Voice Response – These are projects that could potentially need replacement or be addressed from a policy perspective.

Mr. Motley asked what exactly real time information consisted of and for some real-life examples. Ms. Butler responded that real-time information has many facets and is the key way that customers interface with our system. It is generally arrival and departure times of buses at the transit center or at a stop. Historically, this information was available via printed schedule, but it is now more fluid for the customer to use their phone to get a real time bus arrival time. It appears simple to the customer but getting the data from the system and the back end is more difficult for providing and pushing this information. She reported that the IBI was asked to consider this data management because there are a number of ways that customers can access the information using third party vendors and other applications or apps. There are several data layers and systems interfaces that go along with providing and maintaining real-time information and data. Mr. Motley says that this list represents that a lot of things to help Lextran staff do their jobs as well as pieces on the customer facing side of things.

Mr. Jain talks about the high priority Radio and Voice Communication System, which is solely Lextran's system. Support for the system, and the lease will expire in June 2021. Further, the system is now obsolete. The recommendation is to partner with an existing radio system (like LFUCG). This system is countywide, and a partner option can reduce upfront investment and is an effort to solve the existing problem. These recommendations are based on various options that were examined.

Mr. Jain presented the next high priority issue, the Data Management and Scheduling Tools. The current system is very small single owner company with very intensive manual data entry, which creates risk for Lextran. The scheduling software is not easy to use, does not allow for examining various scheduling options or scenarios, and offers no reporting or analytics. The next step would be to replace with a better tool of which there are other commercially available options.

The third high priority recommendation is a Maintenance Management System. The current system is very old with limited capabilities, dated practices, and various workarounds that may not be accurate. The system has also been bought out by another company. The resolution is to replace Fleetnet with new software, at a minimum that maintenance portion. It is a very inefficient system.

Mr. Jain did not fully address the medium and low priorities, in the interest of time. He presented the costs and benefits for the high priority project costs. The analysis was based on a five-year range of existing costs. The lower range of costs are baselines, while the higher level offers the best of the best features with long-term flexibility but may be geared toward larger agencies. Mr. Christman asked if the current 5-year support cost is \$250,000 and to compare these to the presented costs. Mr. Jain stated with existing conditions and replacing the radio system costs will increase. Mr. Christman, Mr. Jain, and Mr. deCarle discussed specific current costs versus the projected costs and benefits.

Mr. Christman asked about the periodic route analysis and whether this would eliminate that. Ms. Butler responded that it would allow us to be more nimble and agile in between the periodic comprehensive analyses, and perhaps not need a full-scale analysis every 5 years. She reminded the Board that the lease on the radio system expires in a year and a decision will need to be made. The next line item of data management is critical to operations and the current provider may not be the best long-term solution. These are first level estimates for costs presented for the three high priority projects presented.

Mr. Motley asked if there was anything else in the presentation that needed context before moving on to the resolution. Ms. Butler emphasized the critical nature on the voice radio communication and importance of moving forward relatively quickly on that project.

VII. ACTION ITEMS

a. Resolution – 2020-08 – Contract Extension for Technology Consulting Services

Ms. Butler stated that this resolution is to move into the Phase II: Procurement and Project Design and Phase III with IBI Group. Mr. Motley asked the Board members for questions. Ms. Krueger-Sidebottom inquired about the billing schedule and Ms. Butler responded that it is determined by work cycle phases and completion of deliverables. Mr. Christman expressed concern on the costs of these projects. He stated that he understood the needs for updated radio systems, but the presentation showed no efficiencies, no payroll savings and increased maintenance support. He stated he was in favor of the radio communications but will vote against the entire package, indicating there were still questions and it is difficult to see the benefits. Ms. Butler explained that it is necessary to decide on the IBI resolution, in order to continue with the Radio Systems project. She added that discussions about data management and maintenance can come at a later date given the current circumstances and uncertainties. Mr. Christman asked whether approval would be moving forward with all three projects or just focused on the radio project. Ms. Butler replied that it would be moving forward with the radio project and discussing return on investment for the others. Mr. Motley stated that the result would be that IBI Group would walk alongside Lextran in the process for all projects. Ms. Thakur indicated she has no opposition in continuing with IBI, but in the future would like to see a more specific breakdown from IBI when going through the procurement phase including less predictable costs, changes and differences in regard to training, wages, and unstable costs. She would also like to see the following addressed: what sort of third party connections points will be needed to interface with current transit monitoring applications, and what responsibility will fall on Lextran for human resources and technology services. Ms. Butler replied that IBI would be asked to include implementation costs, training, and third party integration costs moving forward. Mr. Christman mentioned that the added support costs in the presentation carry shocking numbers. Ms. Butler reiterated the difference between the current procurement for continuing services with IBI, and the projection presentations from the group. She stated that the current resolution is simply to continue IBI's current work. Mr. Motley called for a motion to approve Resolution 2020-08. Ms. Thakur made a motion to approve the resolution, and it was seconded by Ms. Sidebottom. The motion carried 4-1, with Mr. Christman opposed.

b. Resolution – 2020-09 – Approval of Lextran’s 2020 Agency Safety Plan

Ms. Butler presented the Agency Safety Plan for 2020 and explained that the passage of the motion will also designate John Givens, Director of Risk Management, as the Lextran Safety Officer. It is now a requirement for any transit agency who is receiving federal Section 5307 funds to have this plan, and for it to be renewed by the Board each January. While this document is new, it is comprised of many existing safety processes, plans, and practices and the Safety Management System in place for a number of years. Mr. Motley asked how targets were set and how COVID-19 has impacted this document. Ms Butler discussed that the pandemic response plan from 2009 was reviewed early in this current pandemic, and it will be revisited and updated to include information related to COVID-19. The Agency Safety Plan is a high-level document and does not necessarily address specific risks or issues. The targets were developed in conjunction with the Lexington Area Metropolitan Planning Organization, and goals for service related to Vision Zero (zero fatalities) for Lextran. Mr. Givens added further that targets were derived from our data entered into the National Transit Database. They look to improve on numbers that have previously been reported over the last 3 years, with the goal to improve on those results. He reported that Lextran’s numbers have historically been good based on the size of the agency. Mr. Motley called for a motion to approve Resolution 2020-00. Mr. Christman made a motion to approve the resolution, and it was seconded by Mr. Haddad. The motion carried unanimously.

VIII.CHANGE ORDER

There were no change orders.

IX.OLD BUSINESS

There was no old business.

X.NEW BUSINESS

There was no new business.

XI.PROPOSED AGENDA ITEMS

- Officer elections, review of bylaws, committee appointments and setting meeting dates for fiscal year 2021.
- Potential resolutions of current procurements may not meet timing deadline for meeting.

XII.CLOSED SESSION

There was no closed session.

XIII.ADJOURNMENT

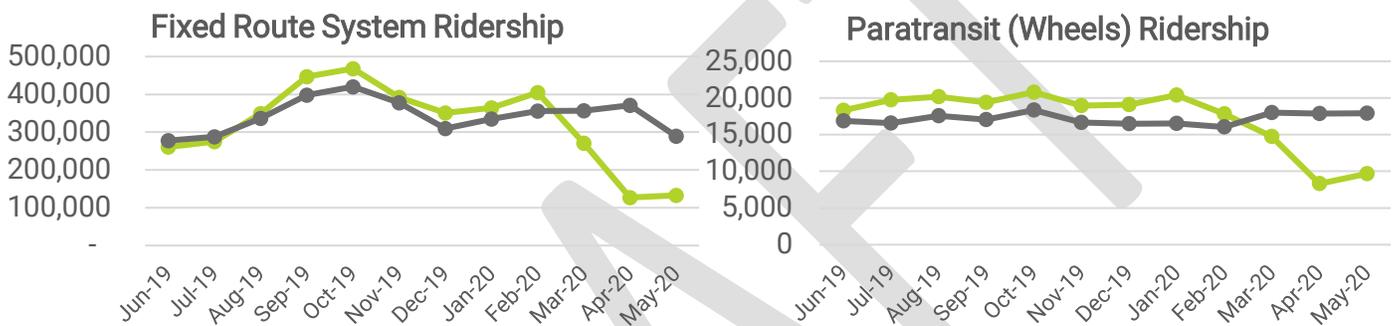
Mr. Motley called for a motion to adjourn the May 20, 2020 Lextran Board of Directors meeting. Mr. Haddad made a motion and Ms. Sidebottom seconded. The meeting adjourned by consensus at 4:26 p.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – MAY 2020

We serve people and our community with mobility solutions.

Throughout the month of May, various sectors of the economy began reopening as part of the Kentucky “Healthy at Work” initiative. As a result, a slightly increased number of riders returned to transit. A continued focus was ensuring employees had the proper and adequate supplies, such as face masks, hand sanitizer, and access to handwashing facilities. Employees were provided with a “sack lunch” from McAllister’s Deli multiple times throughout the month of May. In addition, open enrollment for employee benefits started on May 27th.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
System Production	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
Total Ridership	132,804	3,580,779	3,983,578	9,660	189,149	188,941
Weekday Ridership	100,004	3,084,750	3,480,874	7,685	158,036	159,428
Saturday Ridership	16,818	274,018	283,251	1,059	15,478	14,914
Sunday Ridership	13,177	202,051	197,188	620	13,516	13,380
Holiday Ridership	2,805	19,960	22,265	296	2,146	1,219
Total Revenue Miles	121,218	1,654,272	1,716,322	72,147	1,373,377	1,360,065
Total Revenue Hours	10,696	170,358	181,677	6,029	110,084	108,358
Trips per Mile	1.05	2.16	2.32	1.60	0.14	0.14
Trips per Hour	11.73	21.02	21.93	1.60	1.72	1.74

- Ridership is slowly showing signs of recovery from the impact of the pandemic, with a 4% increase on fixed route and a 16% increase on paratransit, compared to last month.
- Compared to the same time last year, fixed route ridership has declined 54% and paratransit ridership has fallen 51%.
- Lextran and Wheels combined to provide nearly 30,000 miles of “shadow service” in April and May to support social distancing efforts.

Lextran in the Media

- May 5 – LEXTRAN RECEIVES \$13.8 MILLION GRANT FOR COVID-19 RESPONSE
<https://www.wtvq.com/2020/05/05/lextran-receives-13-8-million-grant-covid-19-response/>
- MAY 7 – STATE GETS \$22.9 MILLION TO AID TRANSIT SYSTEMS
<https://www.wtvq.com/2020/05/07/572090/>
- May 13 – LEXTRAN TAKES PRECAUTIONS TO PROTECT DRIVERS, PASSENGERS
<https://www.wkyt.com/content/news/Lextran-takes-precautions-to-protect-drivers-passengers-570437011.html>
- May 20 – WHAT'S OPEN, WHAT'S CLOSED, WHAT'S HAPPENING FOR MEMORIAL DAY 2020 IN LEXINGTON, KY?
<https://www.aceweekly.com/2020/05/whats-open-whats-closed-whats-happening-for-memorial-day-2020-in-lexington-ky/>

Meetings/Webinars

- May 5 – US27 Project Team Call
- May 5 – Mayor's COVID-19 Stakeholders Call
- May 6 – KYTC/MPO/LFUCG Project Coordination Meeting
- May 7 – Lexington Area ITS Architecture Update Stakeholder Meeting
- May 7 – Homelessness Prevention and Intervention Board
- May 8 – Airport, Transportation, & Cargo Subcommittee (LFUCG)
- May 12 – Mayor's COVID-19 Stakeholders Call
- May 13 – CEO Leadership Roundtable
- May 13 – Strategic Implications of Changing Public Transportation Travel Trends
- May 14 – Imagine Nicholasville Road: UK Meeting
- May 14 – Airport, Transportation, & Cargo Subcommittee (LFUCG)
- May 19 – Mayor's COVID-19 Stakeholders Call
- May 22 – Lextran/Greyhound Partnership Meeting
- May 22 – Lextran/Center for Transportation and the Environment Project Meeting
- May 27 – Kentuckians for Better Transportation Webinar

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	94.00%	90.00%	90.00%	96.16%	89.83%	90.06%
Farebox Recovery	0.00%	5.04%	6.04%	N/A	N/A	N/A
Operating Expenses	\$1,427,410	\$18,045,398	\$19,300,437	\$313,478	\$4,462,486	\$4,292,570
Per Mile	\$3.09	\$3.20	\$3.57	N/A	N/A	N/A
Per Hour	\$98.43	\$76.75	\$72.56	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	20.33	9.91	8.21	124.22	121.07	112.73
Commendations	0.75	1.06	0.63	10.35	16.39	14.29
Discourtesy	5.27	2.90	2.21	72.46	37.01	33.87
Late or Early	2.26	1.15	1.05	0.00	22.20	28.58
Safety	1.51	1.68	1.83	31.06	39.65	34.93
Passed Boarding	3.76	1.28	1.18	0.00	0.00	0.00
Information / Service Requests	2.26	0.81	0.40	0.00	0.00	1.06
Other	4.52	1.03	0.90	10.35	5.82	0.00
Call Length	1:38	1:20	13:19	1:04	1:09	1:13
Calls into the IVR	23,344	412,135	422,009	N/A	N/A	N/A
Time to Abandon	0:55	0:44	2:50	0:22	0:43	1:09

- On-time performance for both the fixed route system and paratransit is trending up compared to fiscal year 2019.
- Commendations for Wheels paratransit service are trending up compared to FY19.
- The current iteration of the IVR system will be taken offline on Monday June 29, due to the hardware system going end of life. We are currently promoting other options (smartphone apps, texting, and speaking to a customer service employee)

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	0.79	1.95	1.43	0	1.90	2.18
Injury Frequency Rate	7.62	17.18	27.37	N/A	N/A	N/A
Days with No Preventable Accidents	29	296	304	31	323	312
Days of Lost Time	124	709	868	N/A	N/A	N/A
Workers Compensation Claims	1	30	48	N/A	N/A	N/A

- Paratransit (Wheels) reported no accidents in May 2020.
- Preventable injuries are trending down in FY20 compared to FY19 for our fixed route system.

Performance Indicator	Fixed Route System		
	This Month	FY20 YTD	FY19 YTD
Maintenance			
Miles between Road Calls	7,576	83,626	71,096
Percent of Preventive Maintenance Inspections on Schedule	100%	97%	93%

- Maintenance completed 100 percent (40 of 40) of scheduled preventative maintenance this month.
- The Maintenance department has completed 97 percent of preventative maintenance inspections on-schedule in FY20, compared to 93 percent in FY19.

Performance Indicator	Fixed Route System		
	This Month	Interviews	New Hires
Hiring and Recruiting			
Open Positions	3	0	0
Operations	0	0	0
Maintenance	2	0	0
Administration	1	0	0

Performance Indicator	Fixed Route System	
	This Month	FY20 YTD
Training Activities		
Smith System Defensive Driving Annual Refresher	0	31
Post-Accident Remedial Training	2	22
Supervisor iReport Accident/Personal Injury Training	0	22
New Employee Route Training	0	9
Return to Work Training	2	12
Computer Skills Training	0	9
Bus Sanitizing Bloodborne Pathogen Exposure Training	1	50
Union Orientation	9	18
Maintenance Orientation	9	18
Dispatch Orientation	0	9
Operator Trainee Continued Behind the Wheel Training	4	4
Coaching Sessions	0	15

Procurement

Financing Services	Due April 15, 2020	In Evaluation
Investment Consulting Services	Due April 20, 2020	In Evaluation
Maintenance Uniforms	Due June 19, 2020	
Tire Lease	In Development	
Electric Bus	In Development	

Financials
BALANCE SHEET

as of May 31, 2020

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$12,602,218	\$13,401,918
Project Loan Account	\$0	\$1,145,044
Accounts receivable	\$3,781,622	\$3,996,760
Inventory	\$698,491	\$676,404
Work in process	\$1,993,316	\$491,044
Prepaid	\$147,265	\$132,702
Total Current Assets	<u>\$19,222,912</u>	<u>\$19,843,872</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	<u>\$23,704,348</u>	<u>\$25,794,676</u>
Total Assets	<u><u>\$53,605,243</u></u>	<u><u>\$55,056,808</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$557,318	\$1,311,913
Payroll liabilities	\$556,301	\$643,672
Short term note - Fifth Third Bank	\$965,668	\$936,976
Total Current Liabilities	<u>\$2,079,287</u>	<u>\$2,892,561</u>
Long term note - Fifth Third Bank	\$4,018,373	\$4,984,042
Long term liability - Pension	\$2,911,111	\$1,631,403
Total Long Term Liabilities	<u>\$6,929,484</u>	<u>\$6,615,446</u>
Net Position	<u>\$44,596,471</u>	<u>\$45,548,802</u>
Total Liabilities and Net Position	<u><u>\$53,605,243</u></u>	<u><u>\$55,056,808</u></u>

Financials
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
MAY 2020
FY 2020

				FY 2019
Revenues	Actual	Budget	Variance	Actual
Property taxes	\$19,113,100	\$18,644,465	\$468,635	\$18,572,427
Passenger revenue	\$949,346	\$1,245,727	(\$296,381)	\$1,203,055
Federal funds	\$3,912,869	\$3,912,869	\$0	\$3,904,931
State funds	\$497,500	\$250,000	\$247,500	\$465,500
Advertising revenue	\$260,000	\$263,500	(\$3,500)	\$262,377
Other revenue	\$1,975,996	\$2,210,292	(\$234,296)	\$2,233,645
Total Revenues	\$26,708,811	\$26,526,853	\$181,958	\$26,641,936
Expenses				
Wages	\$8,685,492	\$8,499,207	\$186,285	\$8,467,153
Fringe benefits	\$4,825,728	\$5,167,608	(\$341,880)	\$4,638,631
Professional services	\$850,091	\$1,478,781	(\$628,690)	\$1,361,388
Materials and supplies	\$1,031,281	\$1,023,000	\$8,281	\$1,090,857
Fuel-Diesel	\$685,291	\$982,011	(\$296,720)	\$946,305
Fuel-Other	\$229,311	\$264,917	(\$35,605)	\$254,865
Utilities - Facilities	\$325,924	\$251,797	\$74,127	\$248,354
Utilities - Electric Bus	\$77,378	\$74,716	\$2,662	\$70,900
Insurance	\$762,847	\$676,500	\$86,347	\$694,717
Fuel taxes	\$184,763	\$196,167	(\$11,404)	\$206,260
Paratransit Expenses	\$5,029,284	\$5,318,537	(\$289,252)	\$5,298,269
Vanpool Expenses	\$18,701	\$29,700	(\$10,999)	\$24,770
Dues and subscriptions	\$31,203	\$34,833	(\$3,630)	\$39,176
Travel, training, and meetings	\$102,102	\$124,896	(\$22,793)	\$74,983
Media advertising	\$166,172	\$197,083	(\$30,912)	\$112,256
Miscellaneous	\$37,886	\$59,583	(\$21,697)	\$46,417
Interest Expense	\$150,055	\$174,552	(\$24,497)	\$175,606
Leases and rentals	\$736,998	\$745,075	(\$8,077)	\$735,172
Depreciation	\$2,903,524	\$2,903,524	\$0	\$3,293,497
Total Expenses	\$26,834,032	\$28,202,486	(\$1,368,454)	\$27,779,577
Change in Net Position	(\$125,221)	(\$1,675,633)	\$1,550,412	(\$1,137,641)

MEMORANDUM

June 17, 2020

TO: Lextran Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Approval of Lextran's Fiscal Year 2021 Meeting Schedule

Attached is a schedule and resolution requesting authority to adopt the meeting schedule of the Board of Directors for fiscal year 2021, which runs from July 1, 2020 until June 30, 2021.

All meetings will be held at the Lextran facility headquarters located at 200 West Loudon Avenue unless otherwise advertised or promoted. Due to the COVID-19 pandemic, state of emergency and Governor Beshear's Executive Orders regarding social distancing, meetings of the Lextran Board of Directors may be held via video-teleconference pursuant to Senate 150 (as signed by the Governor on March 30, 2020) and Attorney General Opinion 20-05, and in accordance with KRS 61.826, because it may not be feasible to offer a primary physical location for the meeting.

Meetings will be broadcast on Lextran's YouTube channel or similar internet viewing option.

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

RESOLUTION 2020-1010**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****June 17, 2020**

BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government hereby adopts the following schedule of meetings for fiscal year 2021, which runs from July 1, 2020 until June 30, 2021. In person meetings will be held at 200 W. Loudon Avenue and meetings will be available to view on the internet.

Board Meetings at 10 a.m.

July 21, 2020	Regular Public Meeting
August 18, 2020	Regular Public Meeting
September 15, 2020	Regular Public Meeting
October 13, 2020	Work Session (as needed)
October 20, 2020	Regular Public Meeting
November 17, 2020	Regular Public Meeting
December 15, 2020	Regular Public Meeting
January 19, 2021	Regular Public Meeting
February 16, 2021	Regular Public Meeting
March 16, 2021	Regular Public Meeting
April 13, 2021	Work Session (as needed)
April 20, 2021	Regular Public Meeting
May 18, 20201	Regular Public Meeting
June 15, 2021	Regular Public Meeting

Finance Committee at 9 a.m. on:

September 29, 2020
January 19, 2021
March 16, 2021

Pension Committee at 10 a.m. on:

August 11, 2020
November 10, 2020
February 9, 2021
May 11, 2021

MOTION: _____**SECOND:** __________
CHAIRPERSON_____
DATE