

NOTICE AND AGENDA OF PUBLIC MEETING OF THE TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LEXTRAN) BOARD OF DIRECTORS

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 is not feasible to offer a primary physical location for the meeting.

Pursuant to KRS 96.A, the Lextran Board of Directors is to meet monthly. The next meeting will be: **Wednesday, December 16, 2020 at 10:00 a.m. EST**

Pursuant to KRS 61.810, the Board may enter into Closed Session, but shall not take any action in a Closed Session.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Emily Elliott at 859-255-7756. Requests made as early as possible will allow time to arrange accommodation.

MEETING INSTRUCTIONS

Broadcast on YouTube at:

bit.ly/lextranmeeting

Held via Webex Video Conference:

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

Meeting number: 132 581 3688

Meeting password: 51387243

Audience or Lextran staff can join by phone:

312-535-8110 OR 408-418-9388

Enter Meeting Number and Password when prompted.

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

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BOARD OF DIRECTORS MEETING

December 16, 2020

10:00 a.m.

MEETING AGENDA

- | | | |
|-------|--|---------------|
| I. | Call to Order | 10:00 |
| II. | Public Comment on Agenda Items / Public Hearing | 10:05 – 10:10 |
| III. | Approval of November 2020 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – November | 10:20 – 10:50 |
| | A. Radio Communications Status Update | |
| VI. | Action Items | |
| VII. | Change Order Report | |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Proposed Agenda Items | |
| | A. Nepotism, Romantic and Familial Relationships Policy | |
| | B. Comprehensive Operations Analysis Update | |
| | C. Nicholasville Road Project | |
| | D. Agency Safety Plan Review | |
| | E. Radio Communications Resolution | |
| XI. | Closed Session | |
| XII. | Adjournment | 10:55 |

BOARD OF DIRECTORS MEETING

BOARD MINUTES

November 18, 2020

MEMBERS PRESENT

Christian Motley, Board Chair

Adrienne Thakur, Vice Chair

George Ward

Rick Christman

Harding Dowell

Jamie Rodgers

MEMBERS ABSENT

Joe Smith

STAFF PRESENT

Nikki Falconbury, Director of Finance and Human Resources

John Givens, Director of Risk Management

Fred Combs, Director of Planning, Technology, and Community Relations

Jason Dyal, Director of Operations

Chris Withrow, Interim Director of Maintenance

Maria Alonso, Human Resources Manager

Stephanie Hoke, Finance Manager

Catherine Waits, Payroll/Finance Coordinator

Glenda Shoopman, Purchasing & Finance Coordinator

Tricia Neal, Human Resource Coordinator

Alan Jones, Systems Administrator

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

OTHERS PRESENT via phone and web

Joseph David, Transportation Planner, LFUCG MPO

Rob Antoniak, TripShot

Nihit Jain, IBI Group

I. CALL TO ORDER

Chairman Christian Motley called the November 18, 2020 meeting of the Lextran Board of Directors to order at 10:03 am. Mr. Motley performed a roll call to determine which members were present. Quorum was achieved.

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-

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.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Mr. Motley called attention to an adjustment to the Chair's Report regarding information on a discussion with the NAACP for equity and route changes. Previously stated, "Mr. Motley replied that he would like to get a meeting scheduled for the board of directors to discuss that information." Should be adjusted to, "Mr. Motley would like to open the opportunity to board members that would like to participate in a discussion with NAACP should they reach out following the letter that Lextran sent to them." Mr. Motley called for a motion to approve the board meeting minutes from October 21, 2020. Mr. Ward made a motion and Ms. Rogers seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

There was no chair's report.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Mr. Combs presented the Monthly Performance Report for October 2020 which can be found on pages 9-13 of the November 2020 board packet.

HIGHLIGHTS FOR OCTOBER:

- Completed *Making Communication a Priority* training conducted by C. Robinson and Associates
- On-time performance has improved from 88.7% FYTD 2020 to 94.3% FYTD 2021
- Congratulations to Lextran's Halloween costume contest winner, Roxane Warren

Mr. Combs stated that the ridership continues to show a slow steady growth each month. System productivity for October shows down from this time of last year but it is still showing consistent and steady from what we have seen previously. Maintenance has completed all preventive maintenance inspections on time for the current fiscal year. Revenue vehicles have traveled 15% more miles between road calls in FYTD 2021 compared to FYTD 2020. Mr. Combs gave an update on the Healthy on Board Phase Four plan to continue to be prepared to start fares on January 4, 2021.

Mr. Ward questioned the increased percentage for the on-time performance with the traffic patterns in Lexington returning to a more normal status. Mr. Combs replied that with the Fayette County Public Schools continuing with virtual learning that has helped with the traffic patterns as well as around the University of Kentucky campus. Mr. Ward also had a question about the discourtesy

numbers and if it was related to not as much interaction between the drivers and customers as what was in the past. Mr. Combs explained that part of the reason is due to the different safety procedures and protocols in place that causes discourtesy comments. Another reason that number can appear high is because it is reported in terms of 100,000 trips and the number of trips has dropped. The magnitude at which the discourtesy comments have increased is a little misleading due to the number of trips reducing.

Ms. Rodgers questioned why the WHEELS ridership is not progressing as fast as the Lextran ridership. Mr. Combs stated that one reason could be that it did not decrease as much so it did not have as much to recover from with trips lost. Another reason could be the elasticity of the trip. A WHEELS rider is much more inelastic so regardless of external factors they are more likely to still take the trip.

DISADVANTAGE BUSINESS ENTERPRISE

Mr. Combs presented an update for the Lextran DBE program. The DBE program is in effect through federal fiscal year 2022 with an FTA-approved goal of 2 percent. DBE firms are certified through the Kentucky Transportation Cabinet. Mr. Motley explained that in order for a minority owned business to be eligible for a federal program they must be certified with the state transportation agency. Mr. Combs stated that from the timeline of April 2020 through September 2020 there has been an 8.1% DBE local spend. He stated that a big piece of this percentage is from the construction on the RAMP project that has started. Lextran has looked at scopes of work and made sure that the terms that we were requesting was narrow enough for smaller firms to participate. Ms. Rodgers asked if there was a scoring process used for procurement and asked if there was scoring used for past work or experience. Mr. Combs replied that frequently there is requests for references and scoring based on that. Ms. Rodgers stated that sub-contracting is a great way to encourage minority owned businesses, if you are a new business it can be hard to get a good score for past work and sub-contracting can help with that.

FINANCIAL REPORT

Ms. Falconbury presented the October 2020 Finance Report that can be found on pages 14-15 of the November 2020 board packet. Operating cash is currently higher than normal due to FTA CARES funds. We should receive the bulk of the property tax revenue funds in December. We have requested state funds, but at this time, we do not have a particular amount to be received. The expenses are showing under budget, except for materials and supplies, and that is due to purchasing extra equipment for PPE (Personal Protective Equipment), and a portion of that can be reimbursed through the FTA CARES funding. Ms. Rodgers asked about the budget amount for passenger revenue and how the amount was determined. Ms. Falconbury replied that the budget was made in early March before the COVID-19 regulations were released.

VI. ACTION ITEMS

A. RESOLUTION – 2020-26 – ENGINE REBUILDS

Ms. Falconbury gave a brief overview of resolution 2020-26. This resolution is to award a contract for equipment and services related to rebuilding engines for Lextran's revenue vehicle fleet. There was one proposer, Cummins inc., and it was deemed responsive. This contract timeline is for one year and the resolution does include the pricing list for the timeframe. The engine rebuilds are budgeted in our contract maintenance line item. Mr. Ward asked how close the prices listed were for this year compared to last year's prices. Ms. Falconbury replied that the prices are very close to last year's prices. Mr. Ward made a motion and Ms. Thakur seconded. The motion passed without opposition.

B. RESOLUTION – 2020-27 – BANKING SERVICES

Ms. Falconbury explained that resolution 2020-27 is to award a contract for banking services. Two proposals were received and both proposals were good so the main contributor for the decision was based on the fees. This would be a new five-year contract with Fifth Third Bank. Ms. Falconbury would like to recommend a change to the third paragraph from stating, "WHEREAS, the proposal received from Fifth Third Bank was deemed to be a responsive proposal;" should be changed to, "WHEREAS, the proposal received from Fifth Third Bank was the highest ranking proposal;" Mr. Ward made a motion, with the change that Ms. Falconbury noted, and Ms. Rogers seconded. The motion passed without opposition.

C. RESOLUTION – 2020-28 – IBI GROUP CHANGE ORDER

Mr. Combs explained that resolution 2020-28 is for additional technology services with IBI Group as part of the FTA Accelerating Innovation Mobility (AIM) Challenge Grant. This grant supports a partnership between Lextran, the University of Kentucky (UK), TripShot, and IBI Group to develop a unified Mobility as a Service (MaaS) solution platform that will provide real-time information on the next available vehicle from Lextran, UK, and other providers. IBI Group will support with project management, conceptual design, and testing work for the grant. Lextran entered into an agreement with IBI Group for technology services, as approved by Resolution 2019-18, and Resolution 2020-28 is for additional technology services strictly for work related to the AIM grant that is a not-to-exceed figure of \$118,125; for a total contract not-to-exceed figure of \$382,730. Ms. Rogers made a motion and Mr. Dowell seconded. The motion passed without opposition.

D. RESOLUTION – 2020-29 – TRIPSHOT

Ms. Falconbury explained that resolution 2020-29 is to award a contract for equipment and services with TripShot. As part of the FTA Accelerating Innovation Mobility (AIM) Challenge Grant work, TripShot will be responsible for the development of system architecture, hardware specifications, software design, installation design and system requirements. The amount of the TripShot contract shall not exceed \$245,000. Ms. Thakur made a motion and Ms. Rogers seconded. The motion passed without opposition.

VI.CHANGE ORDER

There were no change orders reported.

VII. OLD BUSINESS

There was no old business reported.

VIII. NEW BUSINESS

There was no new business reported.

IX. PROPOSED AGENDA ITEMS

- Nicholasville Road Project
- Nepotism, Romantic and Familial Relationships Policy
- Discussion on Route Planning

X. CLOSED SESSION

There was no closed session.

XI. ADJOURNMENT

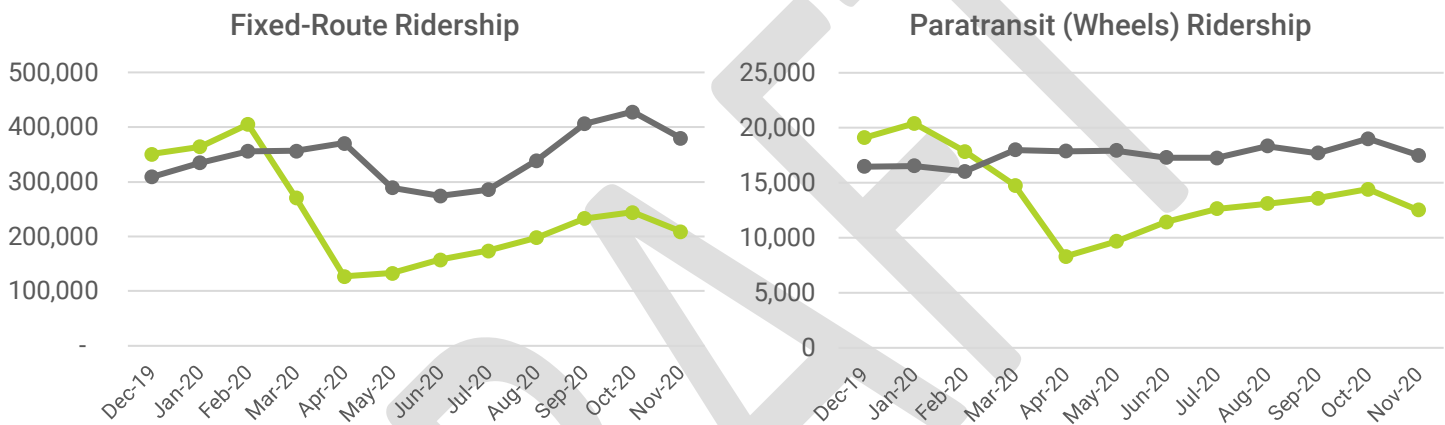
Mr. Motley called for a motion to adjourn the November 18, 2020 meeting of the Lextran Board of Directors. Mr. Dowell made a motion that was seconded by Ms. Thakur. The meeting adjourned by consensus at 11:05 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – NOVEMBER 2020

We serve people and our community with mobility solutions.

Through the Trust in Transit campaign, 97 community members pledged to wear a facial covering while onboard, wash their hands frequently, and to avoid transit if they feel ill. Lextran held a virtual public meeting for December 2020 Service Improvements through Facebook Live and YouTube that reached more than 200 unique viewers.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
System Production						
Total Ridership	209,213	1,058,257	1,930,589	12,533	66,257	99,102
Weekday Ridership	174,081	888,180	1,663,338	10,566	55,837	82,930
Saturday Ridership	16,701	89,725	154,234	1,050	5,779	8,149
Sunday Ridership	16,316	70,220	100,874	848	4,054	7,098
Holiday Ridership	2,115	10,732	12,143	69	587	925
Total Revenue Miles	153,179	747,869	791,010	95,466	489,532	699,417
Total Revenue Hours	16,063	78,167	83,325	7,880	39,312	55,370
Trips per Mile	1.48	1.42	2.44	0.13	0.14	0.14
Trips per Hour	14.03	13.54	23.17	1.59	1.69	1.79

- There was a typical October to November decrease in ridership for both fixed-route (14%) and paratransit (13%).
- Compared with November 2019, fixed route ridership was down by 47% and paratransit by 34%.

LEXTRAN IN THE MEDIA

- November 6 – What’s open, What’s closed on Veterans Day 2020
<https://www.aceweekly.com/2020/11/whats-open-whats-closed-on-veterans-day-2020-in-lexington-ky/>
- November 20 – Lextran to reduce the number of people onboard buses to 33% capacity beginning Sunday
<https://www.lex18.com/news/coronavirus/lextran-to-reduce-the-number-of-people-onboard-buses-to-33-capacity-beginning-sunday>
- November 20 – Market Day: Greyline Station Prepares for Opening Day
<https://smileypete.com/community/market-day-greyline-station-prepares-to-open/>
- November 20 – Lextran Reducing Capacity
<https://www.wtvq.com/2020/11/20/lextran-reducing-capacity/>

MEETINGS

- November 2 – Meeting with Council Member Reynolds to discuss projects in District 11
- November 4 – MPO/LFUCG/KYTC Project Coordination Team Meeting
- November 5 – CFO Public Transportation Roundtable
- November 9 – Commission for People with Disabilities Meeting
- November 10 – Public Meeting for December 2020 Proposed Service Improvements
- November 11 – Office of Homelessness Prevention and Intervention Meeting
- November 18 – Mayor’s Sustainable Growth Task Force Meeting
- November 19 – Bluegrass Reentry Council Meeting
- November 19 – LEX-CHIP Steering Committee Meeting
- November 24 – Kentucky Public Transportation Association

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
Service Quality						
On-Time Performance	94.00%	94.00%	88.00%	95.21%	94.24%	88.32%
Farebox Recovery	0.00%	0.00%	6.64%	N/A	N/A	N/A
Operating Expenses	\$1,556,875	\$8,052,289	\$8,396,046	\$365,495	\$1,952,469	\$2,247,370
Per Mile	\$3.16	\$3.35	\$3.07	N/A	N/A	N/A
Per Hour	\$66.79	\$72.42	\$71.74	N/A	N/A	N/A
Customer Service						
Customer Feedback Totals per 100k Trips	19.12	22.87	9.89	143.62	185.64	118.06
Commendations	0.48	0.94	1.14	23.94	22.64	16.14
Discourtesy	3.35	8.32	2.59	39.89	60.37	33.30
Late or Early	1.43	1.23	1.40	7.98	10.56	29.26
Safety	2.87	4.25	2.02	63.83	90.56	33.30
Passed Boarding	6.69	4.91	1.24	0.00	0.00	0.00
Information and Service Requests	1.91	1.23	0.52	0.00	0.00	0.00
Other	2.39	1.98	0.98	7.98	1.51	6.05
Call Length	1:13	1:06	1:19	1:14	1:12	1:11
Time to Abandon	1:28	1:06	0:42	0:33	0:26	0:47

- The increased rate of customer feedback is due to an increase in discourtesy and passed boarding complaints in FY21.
- Schedule adherence continues to exceed last year's performance, currently at six percent higher in FY21 compared to FY20.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	Safety	This Month	FY21 YTD	Safety
Preventable Accidents per 100,000 miles	0.62	1.14	2.34	0.00	1.07	1.86
Injury Frequency Rate	33.07	25.33	15.70	N/A	N/A	N/A
Days with No Preventable Accidents	29	144	133	30	151	146
Days of Lost Time	7	76	447	N/A	N/A	N/A
Workers Compensation Claims	5	20	13	N/A	N/A	N/A

- Preventable accidents for fixed-route service continue trending down in FY21 compared to FY20.
- Wheels has now completed three consecutive months without any preventable accidents.

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
Miles between Road Calls	5,245	6,989	7,314
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	96%

- Maintenance has completed 100 percent (222 of 222) of scheduled preventative maintenance in FY21 compared to 96% (210 of 219) for the same period in FY20.

Performance Indicator	Fixed Route System		
	This Month	Hiring and Recruiting	This Month
Open Positions	13	5	5
Operations	10	2	5
Maintenance	1	1	0
Administration	2	2	0

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
Training Activities		
Post-Accident Remedial Training	4	16
Return to Work Training	3	12
New Employee Training	5	28
Electric Bus Training	1	9
Sexual Harassment and Discrimination/Implicit Bias Training	30	30
Post-Accident Remedial Training	4	16

Procurement

Radio Communications	Project Update in December	January Board Resolution
Electric Bus	Due January 14, 2021	

DRAFT

FINANCIALS
BALANCE SHEET

as of November 30, 2020

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$12,676,636	\$18,844,656
Accounts receivable	\$2,117,016	\$3,126,360
Inventory	\$682,301	\$665,949
Work in process	\$802,620	\$1,741,344
Prepaid	\$746,507	\$734,638
Total Current Assets	<u>\$17,025,080</u>	<u>\$25,112,947</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,285,415	\$2,322,984
Total Long Term Assets	<u>\$10,640,415</u>	<u>\$10,677,984</u>
Net capital and related assets	\$24,353,569	\$25,235,914
Total Assets	<u><u>\$52,019,064</u></u>	<u><u>\$61,026,844</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$545,253	\$1,025,268
Payroll liabilities	\$684,944	\$672,216
Short term note - Fifth Third Bank	\$977,881	\$948,826
Total Current Liabilities	<u>\$2,208,078</u>	<u>\$2,646,310</u>
Long term note - Fifth Third Bank	\$3,526,968	\$4,507,237
Long term liability - Pension	\$2,589,356	\$2,911,112
Total Long-Term Liabilities	<u>\$6,116,323</u>	<u>\$7,418,348</u>
Net Position	\$43,694,662	\$50,962,186
Total Liabilities and Net Position	<u><u>\$52,019,064</u></u>	<u><u>\$61,026,844</u></u>

FINANCIALS
**STATEMENT OF REVENUE, EXPENSES, AND CHANGE IN NET POSITION
 NOVEMBER 2020**

		FY2021		FY 2020
	Actual	Budget	Variance	Actual
Revenues				
Property taxes	\$845,578	\$774,400	\$71,178	\$14,272,598
Passenger revenue	\$5,834	\$321,500	(\$315,666)	\$586,407
Federal funds	\$5,028,403	\$1,791,667	\$3,236,736	\$2,263,630
State funds	\$0	\$0	\$0	\$497,500
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$57,430	\$757,295	(\$699,865)	\$1,054,002
Total Revenues	\$6,197,245	\$3,904,862	\$2,292,383	\$18,934,137
Expenses				
Wages	\$4,008,110	\$4,053,820	(\$45,710)	\$4,085,569
Fringe benefits	\$2,226,629	\$2,369,051	(\$142,422)	\$2,162,027
Professional services	\$373,978	\$596,644	(\$222,666)	\$373,032
Materials and supplies	\$568,265	\$461,458	\$106,806	\$476,974
Fuel-Diesel	\$231,562	\$452,292	(\$220,700)	\$385,105
Fuel-Other	\$105,541	\$135,000	(\$29,459)	\$115,982
Utilities - Facilities	\$145,294	\$144,985	\$310	\$138,796
Utilities - Electric Bus	\$32,145	\$50,000	(\$17,855)	\$42,385
Insurance	\$316,224	\$340,833	(\$24,610)	\$308,835
Fuel taxes	\$75,686	\$93,750	(\$18,064)	\$94,464
Paratransit Expenses	\$2,104,596	\$2,625,000	(\$520,404)	\$2,525,673
Vanpool Expenses	\$6,000	\$10,500	(\$4,500)	\$9,039
Dues and subscriptions	\$33,636	\$15,833	\$17,803	\$28,673
Travel, training and meetings	\$42,868	\$74,125	(\$31,257)	\$31,589
Media advertising	\$32,432	\$77,083	(\$44,651)	\$109,273
Miscellaneous	\$14,643	\$24,833	(\$10,191)	\$23,513
Interest Expense	\$59,274	\$72,840	(\$13,566)	\$71,153
Leases and rentals	\$344,190	\$344,191	(\$1)	\$336,090
Depreciation	\$1,488,761	\$1,488,761	\$0	\$1,375,498
Total Expenses	\$12,209,864	\$13,413,000	(\$1,221,136)	\$12,693,644
Change in Net Position	(\$6,012,619)	(\$9,526,138)	\$3,513,519	\$6,240,464

Change Order Report

November 2020

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
S&D Construction	Construction/Bus Stop Improvements	\$160,028	\$1,525	Boarding pad repair was determined to require additional sidewalk reconstruction. Approximately 15' of sidewalk will require excavation and reconstruction.	\$11,184
S&D Construction	Construction/Bus Stop Improvements	\$160,028	\$1,925	Alterations to original plans were suggested by LFUCG Traffic Engineering. Approximately 210 square feet of concrete work will be required for ADA compliance, this includes the extension of an existing sidewalk and new boarding pad extension.	\$12,709