

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, February 17, 2021 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: 132 000 2050

Meeting password: 86375187815587

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

TABLE OF CONTENTS

AGENDA.....	1-2
MINUTES.....	3-7
MONTHLY PERFORMANCE REPORT	8-14

BOARD OF DIRECTORS MEETING

February 17, 2021

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 January 2021 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report | 10:15 – 10:20 |
| V. | Presentation – Nicholasville Road Project Update | 10:20 – 10:45 |
| VI. | Lextran Monthly Performance Report & Financials – January | 10:45 – 10:50 |
| VII. | Action Items | |
| VIII. | Change Order Report | |
| IX. | Old Business | |
| X. | New Business | |
| XI. | Proposed Agenda Items | |
| | A. Green Check Program | |
| | B. Nepotism, Romantic and Familial Relationships Policy | |
| | C. Comprehensive Operations Analysis Update | |
| XII. | Closed Session | |
| XIII. | Adjournment | 11:00 |

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

January 20, 2021

MEMBERS PRESENT

Christian Motley, Board Chair

Adrienne Thakur, Vice Chair

George Ward

Rick Christman

Harding Dowell

Jamie Rodgers

MEMBERS ABSENT

Joe Smith

STAFF PRESENT

Jill Barnett, General Manager

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

Alan Jones, Systems Administrator

Catherine Waits, Payroll/Finance Coordinator

Glenda Shoopman, Purchasing & Finance Coordinator

Tricia Neal, Human Resource Coordinator

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

OTHERS PRESENT via phone and web

Joseph David, Transportation Planner, LFUCG MPO

I. CALL TO ORDER

Chairman Christian Motley called the January 20, 2021 meeting of the Lextran Board of Directors to order at 10:02 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 for a motion to approve the board meeting minutes from December 21, 2020. Mr. Dowell made a motion and Mr. Ward seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

Mr. Motley welcomed Ms. Barnett back and thanked the Lextran team for their hard work.

Mr. Motley wanted to remind the Board of Directors that the contract with the management company, Transdev, ends at the end of October 2021. There are options, which include a new management contract. If this route is taken, an RFP would need to be issued in March 2021. There will be a subcommittee that the chair appoints, and they will make a recommendation to the Board of Directors. The subcommittee will oversee the development of the scope of work and the overall RFP process.

Mr. Christman stated that he would need to leave the meeting at 10:50 a.m. Mr. Motley recommended moving the Action Items on the agenda ahead of the Lextran Monthly Performance Report.

Mr. Ward stated that there would be a walk-on motion presented as a recommendation from the Finance Committee and requested Old Business to be presented after the Action Items.

V. ACTION ITEMS

A. RESOLUTION – 2021-01 – APPROVAL OF LEXTRAN AGENCY SAFETY PLAN

Ms. Barnett presented resolution 2021-01, approval of the Lextran Agency Safety Plan. The safety plan was originally approved at the May 20, 2020 Board of Directors meeting to comply with the FTA requirement, changing from a safety management system to an overall agency safety plan. Part of the FTA regulations state the plan be approved by the Board of Directors on an annual basis. One of the changes presented in today's plan is to replace the name Carrie Butler with Jill Barnett as the accountable executive. This plan also incorporates the year 2020

data. Ms. Rodgers made a motion to approve resolution 2021-01, and Ms. Thakur seconded. The motion passed without opposition.

B. RESOLUTION – 2021-02 – RADIO COMMUNICATIONS

Ms. Barnett presented resolution 2021-02, requesting approval to enter into an agreement with Lexington- Fayette Urban County Government to provide radio communications. The service agreement with the current provider (Lexington Call Mobile) expires on June 30, 2021. The term of the new agreement with Lexington-Fayette Urban County Government is for five years, and this project was included in the fiscal year 2021 capital budget. The source of funding comes from the federal 5307 grant funds with the total spend over the 5-year life just over \$100,000.

Mr. Combs stated that Lexington Fayette Urban County Government offered a very similar functionality to what we have now, and the transition should be smooth.

Ms. Thakur made a motion to approve resolution 2021-02 and Mr. Ward seconded. The motion passed without opposition.

C. RESOLUTION – 2021-03 – APPROVAL OF EEO OFFICER & ADA COORDINATOR

Ms. Barnett presented resolution 2021-03, designation of the Lextran EEO officer and ADA coordinator. The previous resolution named Jill Barnett as the EEO Officer and ADA Coordinator. Since that time, Ms. Barnett's position at Lextran has changed and she can no longer serve in that capacity. This resolution names Nikki Falconbury, Director of Finance and HR, as Lextran's EEO Officer and ADA Coordinator. Mr. Ward made a motion to approve resolution 2021-03 and Mr. Christman seconded. The motion passed without opposition.

VI. OLD BUSINESS

Mr. Ward stated that the Finance Committee met at 9:00 a.m. on January 20, 2021 and discussed the long-term cashflow outlook and reviewed the next 5 years. The Finance Committee agreed that Lextran is in a cash position to pay off the long-term debt with Fifth Third Bank. Mr. Ward made a motion for the Board of Directors to direct the Lextran staff to payoff the remainder of the Fifth Third Bank loan before February 28, 2021. Mr. Christman seconded the motion.

Ms. Thakur asked for Mr. Ward to review the rationale for the payoff of the loan. Mr. Ward stated that Lextran is currently in the cash position to do it and it could save about \$280,000 in interest. Mr. Dowell asked if there was an early payment penalty and Mr. Ward stated that there is not. This motion carried, without opposition.

VII. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Mr. Combs presented the Monthly Performance Report for December 2020 which can be found on pages 9-13 of the January 2021 board packet.

HIGHLIGHTS FOR DECEMBER:

- Implemented service improvements on December 20, 2020.
- Holiday gift to employees included a branded blanket and a Kroger gift card. Employees working on Christmas Day were treated to a boxed lunch.
- Triennial review documents were submitted to the Federal Transit Administration.
- There were an additional 139 Trust in Transit pledges in December bringing the total to 238.

Mr. Combs stated the ridership report is similar to the previous months. Ridership has evened out for both fixed route and paratransit and going forward for January and much of next year we can expect to see the same response. The days of lost time for the safety performance indicators have been updated to include cumulative information throughout the fiscal year. Maintenance has completed 265 preventive maintenance inspections for the current fiscal year. The road calls for December decreased to 17 from 34 reported in November. The Healthy on Board Phase Four continues to stay on track with front door boarding scheduled for January 24, 2021 and reinstatement of fare collection on January 31, 2021. Pass sales will resume on January 21.

Mr. Ward had a question about the worker compensation claims and the large increase from the numbers presented last year. Mr. Givens explained that some of the claims filed were smaller incidents that occurred, and a few were trends that were addressed in remedial sessions with preventability reviewed.

FINANCIAL REPORT

Ms. Falconbury presented the December 2020 Finance Report, found on pages 14-15 of the January 2021 board packet. Operating cash has increased due to FTA CARES funds as well as the majority of the property taxes received in December. The current loan balance is at \$4.3 million dollars and with the recent motion, will be paid off in February. The Finance Committee reviewed revenue in detail at their meeting. Lextran received a \$2 million dollar check last week for property taxes, which leaves the funds closer to the standard position for the year. The University of Kentucky receipts for the period of July 2020- December 2020 have been recorded. Materials and supplies are over budget, due to purchasing PPE (Personal Protective Equipment), and a portion of that can be reimbursed through the FTA CARES funding.

VIII. CHANGE ORDER

There were no change orders reported.

IX. NEW BUSINESS

Mr. Combs presented an update on the canopy project. It is a Low-No Emissions grant award from FY2018 for \$2,290,000 with toll credits used to satisfy the local match requirement. The canopy will provide cover for the fleet with infrastructure for electric charging stations. The canopy is to include green elements, such as solar panels or rainwater collection. The schematic design is underway. Mr.

Dowell asked who the authority's consultant was for this project, and Mr. Combs replied that it was Kersey and Kersey architects. Ms. Rodgers stated that it was reviewed at the Finance Committee, with the goal for the canopy to cover both the electric fleet and the additional fleet. Ms. Barnett replied that it would be based on the budget but it will be a goal to cover as much of the fleet as possible.

X. PROPOSED AGENDA ITEMS

- A. Green check program update
- B. Nepotism, Romantic and Familial Relationships Policy
- C. Comprehensive Operations Analysis Update
- D. Nicholasville Road Project

XI. CLOSED SESSION

Mr. Ward made a motion to enter closed session pursuant to KRS 61.810(f) for discussions which might lead to the appointment, discipline, or dismissal of an individual employee. Mr. Christman seconded the motion. The motion was approved unanimously, and members of the public, Ms. Barnett, and other Lextran staff were excused. The Board of Directors, Ms. Morgan, Ms. Falconbury, and Mr. Combs entered closed session at 10:44 a.m.

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

Mr. Ward made a motion to return to open session and Mr. Dowell seconded. The motion was approved unanimously, and the Board of Directors returned to open session at 11:01 a.m.

XII. ADJOURNMENT

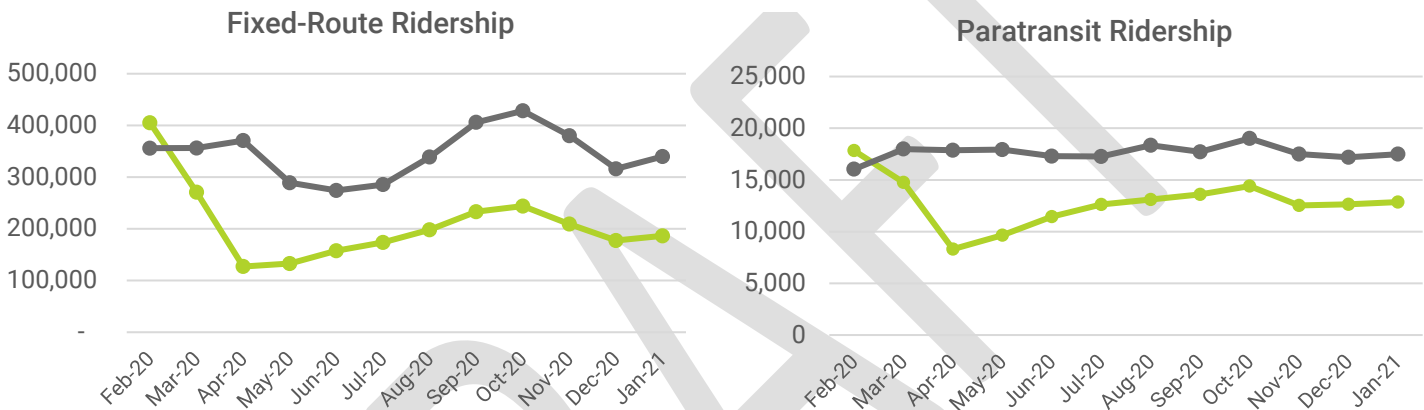
Mr. Motley called for a motion to adjourn the January 20, 2021 meeting of the Lextran Board of Directors. Mr. Ward made a motion that was seconded by Ms. Rodgers. The meeting adjourned by consensus at 11:02 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – JANUARY 2021

We serve people and our community with mobility solutions.

In January, Lextran resumed pass sales on the 21st, front-door boarding on the 24th, and fare collection on the 31st. The University of Kentucky’s spring semester began, and campus routes were utilized for more than 20,000 trips. Also, in January, 66 more community members signed the Trust in Transit pledge. More than 300 people have now signed the Trust in Transit pledge to ensure they help protect the safety of everyone on-board by wearing a mask, frequent hand washing, and to avoid riding if they feel ill.

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	186,415	1,422,139	2,645,046	12,852	91,754	138,588
Weekday Ridership	147,621	1,185,654	2,287,261	10,353	77,015	115,387
Saturday Ridership	18,953	124,125	198,945	1,398	8,273	11,111
Sunday Ridership	17,051	98,628	141,685	884	5,628	10,240
Holiday Ridership	2,790	14,332	17,155	217	838	1,850
Total Revenue Miles	147,629	1,047,126	1,113,418	97,131	681,441	985,116
Total Revenue Hours	15,373	109,242	117,155	7,927	55,126	78,202
Trips per Mile	1.26	1.36	2.38	0.13	0.13	0.14
Trips per Hour	12.13	13.02	22.58	1.62	1.66	1.77

- Ridership for the fixed-route system increased by five percent from the previous month yet remains 45 percent below average.
- Paratransit ridership continues to follow a similar trend to the fixed-route system at 27 percent below average January ridership.

LEXTRAN IN THE MEDIA

January 14 – What’s Open, What’s Closed on Martin Luther King Day 2021 in Lexington, KY?
<https://www.aceweekly.com/2021/01/whats-open-whats-closed-on-martin-luther-king-day-2021-in-lexington-ky/>

MEETINGS & COMMUNITY ENGAGEMENT

- January 5 – University of Louisville Coronavirus (COVID-19) Virtual Information Sessions
- January 6 – Mornings with Planning: Infill & Redevelopment
- January 11 – Commission for People with Disabilities Meeting
- January 12 – Imagine Nicholasville Road Project Team Meeting
- January 11 – Winburn Community Partners Meeting
- January 13 – OHPI Board Meeting
- January 14 – Public Transportation Finance Roundtable
- January 20 – Mayor’s Sustainable Growth Taskforce
- January 20 – Kentuckians for Better Transportation Conference (Virtual)
- January 26 – State of the City/County Address (Virtual)
- January 26 – Mayor’s Sustainable Growth Taskforce Advisory Committee: Vacant and Underutilized Properties
- January 26 – Kentucky Public Transit Association Board Meeting
- January 28 – Lextran Real Properties/Lextran Foundation Meetings
- January 28 – Bluegrass Reentry Council Meeting

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%	89.00%	94.71%	94.24%	88.36%
Farebox Recovery	0.19%	0.03%	6.42%	N/A	N/A	N/A
Operating Expenses	\$1,599,214	\$11,247,455	\$11,823,333	\$373,650	\$2,686,175	\$3,142,149
Per Mile	\$3.33	\$3.34	\$3.11	N/A	N/A	N/A
Per Hour	\$72.05	\$72.03	\$71.51	N/A	N/A	N/A
Customer Service	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
Customer Feedback Totals per 100k Trips	20.38	21.87	9.68	147.84	182.01	116.89
Commendations	0.54	0.84	1.13	0.00	16.35	16.60
Discourtesy	3.22	6.89	2.84	77.81	64.30	31.75
Late or Early	1.61	1.41	1.21	0.00	7.63	26.70
Safety	3.22	4.01	1.81	70.03	92.64	35.36
Passed Boarding	7.51	4.99	1.21	0.00	0.00	0.00
Information and Service Requests	2.15	1.48	0.64	0.00	0.00	0.00
Other	2.15	2.25	0.83	0.00	1.09	6.49
Call Length	1:08	1:06	1:19	1:13	1:12	1:11
Time to Abandon	1:08	1:06	0:41	0:28	0:26	0:47

- Schedule adherence continues to exceed last year's performance, at five percent higher in FY21 compared to FY20.
- Discourtesies continue to trend down in FY21 at 57 percent below average for the year.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
Safety						
Preventable Accidents per 100,000 miles	0.00	0.91	2.19	0.89	0.89	1.84
Injury Frequency Rate	20.21	23.87	16.21	N/A	N/A	N/A
Days with No Preventable Accidents	31	203	189	30	212	206
Days of Lost Time	144	681	652	N/A	N/A	N/A
Workers Compensation Claims	4	27	18	N/A	N/A	N/A

- No preventable accidents were recorded for the fixed-route system in January. About 60 percent fewer preventable accidents have been recorded in FY21 compared the same time last year for the fixed-route system.
- Wheels service has also recorded fewer accidents in FY21, down 67 percent compared to FY20.

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
Maintenance			
Miles between Road Calls	7,030	6,203	7,968
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	96%

- Maintenance has completed 100 percent (309 of 309) of scheduled preventative maintenance in FY21 compared to 97 percent (251 of 260) for the same period in FY20.

Performance Indicator	Fixed Route System		
	This Month	Interviews	New Hires
Hiring and Recruiting			
Open Positions	14	15	1
Operations	10	11	0
Maintenance	2	4	0
Administration	2	0	1

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
Training Activities		
Post-Accident Remedial Training	2	23
New Employee Training	6	34
Sexual Harassment and Implicit Bias Training	150	180
Operator Farebox Refresher Training	111	111

Procurement

Electric Bus	In Review
CNG Station Maintenance and Monitoring	Upcoming RFP
Hybrid Battery Replacement	Upcoming RFP
Management Services	Upcoming RFP
Pension Fund Management Services	Upcoming RFP
RAMP Phase II	Upcoming RFP

FINANCIALS
BALANCE SHEET

as of January 31, 2021

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$24,978,567	\$17,334,126
Accounts receivable	\$3,604,003	\$4,456,711
Inventory	\$688,951	\$678,162
Work in process	\$964,501	\$1,827,230
Prepaid	\$526,571	\$526,473
Total Current Assets	<u>\$30,762,593</u>	<u>\$24,822,701</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	<u>\$2,285,415</u>	<u>\$2,322,984</u>
Total Long Term Assets	\$10,640,415	\$10,677,984
Net capital and related assets	\$23,853,136	\$24,708,089
TOTAL ASSETS	<u><u>\$65,256,144</u></u>	<u><u>\$60,208,774</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$257,743	\$773,032
Payroll liabilities	\$844,227	\$831,321
Short term note - Fifth Third Bank	<u>\$982,809</u>	<u>\$953,607</u>
Total Current Liabilities	\$2,084,780	\$2,557,961
Long term note - Fifth Third Bank	\$3,360,696	\$4,345,906
Long term liability - Pension	<u>\$2,589,356</u>	<u>\$2,911,112</u>
Total Long Term Liabilities	\$5,950,051	\$7,257,017
NET POSITION	\$57,221,313	\$50,393,796
TOTAL LIABILITIES AND NET POSITION	<u><u>\$65,256,144</u></u>	<u><u>\$60,208,774</u></u>

FINANCIALS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

JANUARY 2021

	FY2021 ACTUAL	FY2021 BUDGET	FY2021 VARIANCE	FY 2020 ACTUAL
REVENUES				
Property taxes	\$17,548,627	\$16,649,600	\$899,027	\$17,244,840
Passenger revenue	\$17,317	\$571,500	(\$554,183)	\$790,337
Federal funds	\$5,282,422	\$2,508,333	\$2,774,089	\$3,200,796
State funds	\$0	\$0	\$0	\$497,500
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$1,322,106	\$1,128,997	\$193,109	\$1,509,609
TOTAL REVENUES	\$24,430,472	\$21,118,431	\$3,312,041	\$23,503,083
EXPENSES				
Wages	\$5,489,305	\$5,675,347	(\$186,042)	\$5,688,402
Fringe benefits	\$3,207,961	\$3,316,672	(\$108,711)	\$3,147,730
Professional services	\$535,382	\$836,711	(\$301,329)	\$506,128
Materials and supplies	\$792,045	\$646,042	\$146,004	\$670,912
Fuel-Diesel	\$336,468	\$633,208	(\$296,740)	\$520,814
Fuel-Other	\$128,278	\$189,000	(\$60,722)	\$171,578
Utilities - Facilities	\$198,863	\$202,978	(\$4,115)	\$193,925
Utilities - Electric Bus	\$44,758	\$70,000	(\$25,242)	\$59,014
Insurance	\$448,713	\$477,167	(\$28,454)	\$450,591
Fuel taxes	\$105,721	\$131,250	(\$25,529)	\$128,757
Paratransit Expenses	\$2,910,285	\$3,675,000	(\$764,715)	\$3,535,595
Vanpool Expenses	\$8,400	\$14,700	(\$6,300)	\$12,639
Dues and subscriptions	\$33,886	\$22,167	\$11,719	\$28,942
Travel, training and meetings	\$47,944	\$103,775	(\$55,831)	\$73,103
Media advertising	\$57,992	\$107,917	(\$49,925)	\$144,744
Miscellaneous	\$17,808	\$34,767	(\$16,959)	\$30,352
Interest Expense	\$81,571	\$101,976	(\$20,405)	\$98,244
Leases and rentals	\$481,866	\$481,867	(\$1)	\$469,726
Depreciation	\$1,989,194	\$1,989,194	\$0	\$1,899,782
TOTAL EXPENSES	\$16,916,439	\$18,709,738	(\$1,793,299)	\$17,830,979
CHANGE IN NET POSITION	\$7,514,032	\$2,408,693	\$5,105,339	\$5,672,104