

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, March 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

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BOARD OF DIRECTORS MEETING

March 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 February 2021 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report | 10:15 – 10:20 |
| V. | Presentation – Transit Center Project Update | 10:20 – 10:50 |
| VI. | Lextran Monthly Performance Report & Financials – February | 10:50 – 11:00 |
| VII. | Action Items | 11:00 – 11:05 |
| | A. Resolution 2021-04 Approval of Resident Assistant General Manager | |
| VIII. | Change Order Report | 11:05 – 11:10 |
| IX. | Old Business | |
| X. | New Business | |
| XI. | Proposed Agenda Items | |
| | A. Comprehensive Operations Analysis Update | |
| | B. Green Check Program | |
| | C. Nepotism, Romantic and Familial Relationships Policy | |
| XII. | Closed Session | |
| XIII. | Adjournment | 11:10 |

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

February 17, 2021

MEMBERS PRESENT

Christian Motley, Board Chair
George Ward
Rick Christman
Harding Dowell
Jamie Rodgers

MEMBERS ABSENT

Adrienne Thakur, Vice Chair

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
Alan Jones, Systems Administrator
Stephanie Hoke, Finance Manager
Maria Alonso, Human Resource Manager
Glenda Shoopman, Purchasing/Finance Coordinator

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

OTHERS PRESENT via phone and web

Tim Reynolds, WSP
Anne Warnick, WSP
Kenzie Gleason, WSP
Luis Huber-Calvo, MKSK

I. CALL TO ORDER

Chairman Christian Motley called the February 17, 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-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. CHAIR'S REPORT

There is currently a Lextran Board of Directors subcommittee reviewing the management contract for the RFP process. The subcommittee consists of Board Chairman Christian Motley, Vice-Chair Adrienne Thakur, and members Jamie Rodgers and George Ward.

IV. NICHOLASVILLE ROAD PROJECT UPDATE

Tim Reynolds from WSP presented information on the Imagine Nicholasville Road project, a joint land use-transportation study that developed out of the 2018 Imagine Lexington comprehensive plan. Managed by the Metropolitan Planning Organization (MPO), this study identified catalyst sites for high-density development along Nicholasville Road, a high-capacity roadway. In addition, the study examined how to create a more pedestrian and transit-oriented street, with the goal of improving and increasing public transit use, moving people more efficiently along the corridor and reducing vehicle miles traveled. One of the enhancements considered is Bus Rapid Transit (BRT). WSP recommended an 8-mile long BRT line with 12 bus stations, which would cut travel time by 25% and provide a bus every 15 minutes. A proposed park and ride facility at Brannon Crossing would create quicker travel times to downtown Lexington, via travel along Nicholasville Road.

V. APPROVAL OF MINUTES

Mr. Motley called for a motion to approve the board meeting minutes from January 20, 2021. Mr. Dowell made a motion and Mr. Ward seconded. The motion passed unanimously.

VI. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Mr. Combs presented the Monthly Performance Report for January 2021 which can be found on pages 8-12 of the February 2021 board packet. Highlights for January included:

- Fare collection resumed on January 31.
- Lextran was appropriated \$5,242,220 as part of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).
- General manager Jill Barnett was an invited speaker at the annual (virtual) conference of Kentuckians for Better Transportation.
- Sexual harassment and implicit bias training was conducted for 150 employees and farebox refresher training was completed for 111 operators.
- There were an additional 66 Trust in Transit pledges in January bringing the total to 304.

The ridership shows the same pattern that has been demonstrated in the past few months for both fixed route and paratransit, below average but slowly improving. The ridership has stayed consistent between 40-45% on fixed route and 25-30% on paratransit. There were no preventable accidents on the fixed route system in the month of January. An ice event in January caused the injury frequency rate and workers compensation claims to increase slightly. The Maintenance team conducted farebox testing and repairs across the fleet ahead of fare collection.

FINANCIAL REPORT

Ms. Falconbury presented the January 2021 Finance Report that can be found on pages 14-15 of the February 2021 board packet. The balance sheet will show that the operating cash for January is higher than usual, due to drawing down \$10 million dollars of the CARES funding. The statement shows expenses under budget except for materials and supplies, due to PPE purchases which will be reimbursed with the CARES funding. The loan with Fifth Third of approximately \$4.2 million dollars was paid off on February 10th. It will be reflected on February's financial reports, provided for next month's meeting.

VI.ACTION ITEMS

There were no action items.

VII.CHANGE ORDER

There were no change orders reported.

VIII.OLD BUSINESS

There was no old business reported.

IX.NEW BUSINESS

There was no new business reported.

X.PROPOSED AGENDA ITEMS

- A. Green Check Program
- B. Nepotism, Romantic and Familial Relationships Policy
- C. Comprehensive Operations Analysis Update

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

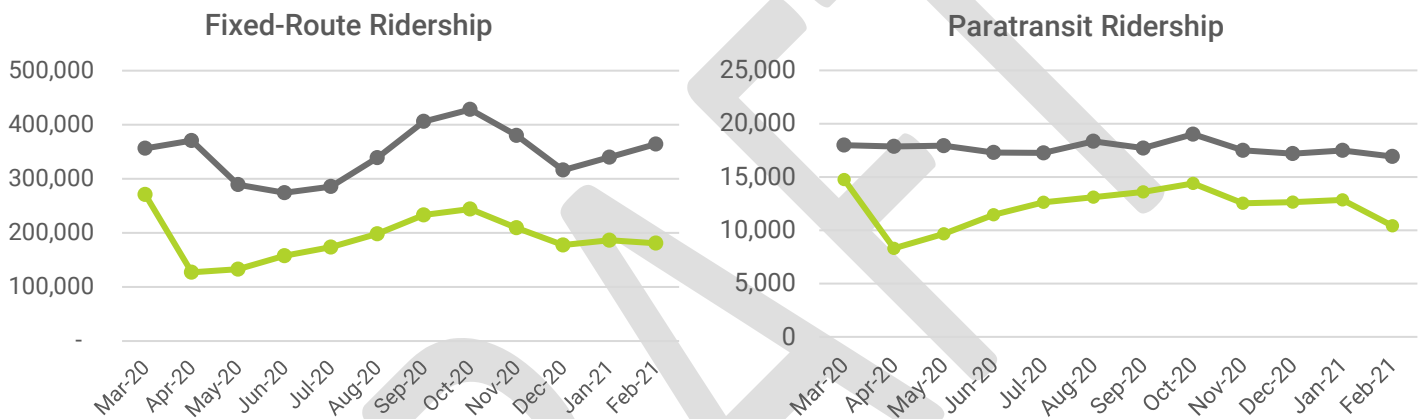
Mr. Motley called for a motion to adjourn the February 17, 2021 meeting of the Lextran Board of Directors. Mr. Ward made a motion that was seconded by Ms. Rodgers. The meeting adjourned by consensus at 11:23 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – FEBRUARY 2020

We serve people and our community with mobility solutions.

In February, Lextran honored Rosa Parks and the four women involved in the Browder v. Gayle case, which ultimately ruled racial segregation on public transit unconstitutional, by reserving a seat on each bus. Also, in February, Lextran remained operational through multiple winter weather events. Lextran’s Snow Plan was utilized for six days throughout the month, including starting service on a two-hour delay on February 11.

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	180,949	1,603,088	3,050,128	10,419	102,173	156,422
Weekday Ridership	155,191	1,340,845	2,643,464	8,574	85,589	130,688
Saturday Ridership	14,834	138,959	227,957	1,152	9,425	12,463
Sunday Ridership	10,924	109,552	161,552	693	6,321	11,448
Total Revenue Miles	150,683	1,197,809	1,266,216	78,980	760,421	1,111,085
Total Revenue Hours	15,879	125,121	133,707	6,870	61,996	88,286
Trips per Mile	1.20	1.34	2.41	0.13	0.13	0.14
Trips per Hour	11.40	12.81	22.81	1.52	1.65	1.77

- Fixed-route ridership was 50 percent below the monthly average in February, with winter weather contributing to a reduction in passenger trips.
- Paratransit ridership was 39 percent below the monthly average in February.

LEXTRAN IN THE MEDIA

- February 3, 2021 – Lextran commemorates civil rights icons with reserved seat signs
<https://www.wkyt.com/sponsored/lextran/lextran-commemorates-civil-rights-icons-with-reserved-seat-signs/>
- February 4, 2021 - Lextran commemorates civil rights icons with reserved seat signs
<https://www.wtvq.com/2021/02/05/lextran-commemorates-civil-rights-icons-with-reserved-seat-signs/>
- February 10, 2021 – Lexington prepares for arctic blast
<https://www.wkyt.com/2021/02/10/lexington-prepares-for-arctic-blast/>
- February 22, 2021 - Lextran employees speak out against company policies
<https://www.wtvq.com/2021/02/22/lextran-employees-speak-out-against-company-policies/>
- February 23, 2021 – COVID made bus-driver shortage worse, delaying in-person return. What will fix it?
<https://www.kentucky.com/news/local/education/article249449985.html>

COMMUNITY INVOLVEMENT/MEETINGS

- February 3 – District 11 Bus Stop Discussion (CM J. Reynolds)
- February 8 – Commission for People with Disabilities Meeting
- February 10 – Transportation Technical Coordinating Committee
- February 10 – Lexington Congestion Management Committee
- February 11 – West End Community Partners Meeting
- February 11 – US27 Project Team Meeting
- February 17 – Partners for Youth Grassroots Grant Review
- February 17 – Mayor’s Sustainable Growth Taskforce
- February 18 – Planning Commission
- February 22 – APTA Bus Operations Committee
- February 23 – APTA Small Operations Committee
- February 23 – Coldstream High-Tech (Virtual) Groundbreaking
- February 24 – Transportation Policy Committee
- February 25 – Hamburg/Cowgill Development meeting
- February 25 – Humana Healthy Horizons Quality Member Access Committee

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%	94.69%	94.24%	88.76%
Farebox Recovery	3.58%	0.49%	6.38%	N/A	N/A	N/A
Operating Expenses	\$1,668,762	\$12,916,217	\$13,389,451	\$276,281	\$2,962,455	\$3,580,636
Per Mile	\$4.07	\$3.43	\$3.10	N/A	N/A	N/A
Per Hour	\$66.47	\$71.34	\$70.91	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	16.58	21.27	9.70	143.97	178.13	118.27
Commendations	1.11	0.87	1.08	0.00	14.68	16.62
Discourtesy	4.42	6.61	2.79	67.18	64.60	33.88
Late or Early	0.00	1.25	1.18	0.00	6.85	26.21
Safety	1.66	3.74	1.80	76.78	91.02	35.80
Passed Boarding	4.42	4.93	1.25	0.00	0.00	0.00
Information and Service Requests	3.87	1.75	0.82	0.00	0.00	0.00
Other	1.11	2.12	0.79	0.00	0.98	5.75
Call Length	1:28	1:09	1:18	1:09	1:12	1:11
Time to Abandon	1:24	1:08	0:40	0:50	0:29	0:50

- Complaints for late and early buses for the fixed-route system have decreased by 44 percent in FY21 compared to the previous fiscal year.
- Customers utilized the Text for Next system more than two thousand times in February for information about next departure times.

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	1.91	1.03	2.38	0.00	0.91	1.94
Injury Frequency Rate	13.22	22.61	17.91	N/A	N/A	N/A
Days with No Preventable Accidents	25	228	212	28	240	233
Days of Lost Time	182	863	712	N/A	N/A	N/A
Workers Compensation Claims	2	29	24	N/A	N/A	N/A

- Preventable accidents for both fixed-route and paratransit continue to trend down in FY21 compared to the previous year.
- There were no preventable accidents for paratransit service in February.

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
Maintenance			
Miles between Road Calls	8,659	6,203	7,767
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	97%

- Maintenance has completed 100 percent (356 of 356) of scheduled preventative maintenance in FY21 compared to 97% (384 of 397) for the same period in FY20.

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
Training Activities		
Post-Accident Remedial Training	2	25
New Employee Training	2	36
Return to Work Training	4	18
Operator Trainer Training	2	2

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	14	4	3
Operations	10	0	2
Maintenance	2	2	1
Administration	2	2	0

Procurement	
Radio Communications	Due April 7
Armored Car Services	Due April 8
Management Services	Due June 4
Hybrid Battery Replacement	Upcoming RFP
Pension Fund Management	Upcoming RFP
RAMP Phase II	Upcoming RFP

DRAFT

FINANCIALS
BALANCE SHEET

as of February 28, 2021

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$23,883,160	\$17,454,047
Accounts receivable	\$2,937,049	\$3,690,271
Inventory	\$703,534	\$699,564
Work in process	\$981,493	\$1,815,948
Prepaid	\$427,199	\$443,644
Total Current Assets	<u>\$28,932,435</u>	<u>\$24,103,475</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	\$23,603,351	\$24,457,356
TOTAL ASSETS	<u><u>\$63,176,200</u></u>	<u><u>\$59,238,815</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$564,317	\$682,410
Payroll liabilities	\$827,269	\$817,272
Short term note - Fifth Third Bank	\$0	\$953,607
Total Current Liabilities	<u>\$1,391,586</u>	<u>\$2,453,289</u>
Long term note - Fifth Third Bank	\$0	\$4,267,335
Long term liability - Pension	\$2,589,356	\$2,911,112
Total Long Term Liabilities	<u>\$2,589,356</u>	<u>\$7,178,447</u>
NET POSITION	\$59,195,258	\$49,607,079
TOTAL LIABILITIES AND NET POSITION	<u><u>\$63,176,200</u></u>	<u><u>\$59,238,815</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

FEBRUARY 2021

	FY2021 ACTUAL	FY2021 BUDGET	FY2021 VARIANCE	FY 2020 ACTUAL
REVENUES				
Property taxes	\$18,499,342	\$16,843,200	\$1,656,142	\$18,100,666
Passenger revenue	\$77,062	\$696,500	(\$619,438)	\$890,965
Federal funds	\$8,390,435	\$2,866,667	\$5,523,768	\$3,630,115
State funds	\$0	\$250,000	(\$250,000)	\$497,500
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$1,510,313	\$1,315,473	\$194,839	\$1,720,279
TOTAL REVENUES	\$28,737,151	\$22,231,840	\$6,505,311	\$25,099,524
EXPENSES				
Wages	\$6,231,091	\$6,486,111	(\$255,020)	\$6,439,496
Fringe benefits	\$3,608,828	\$3,790,482	(\$181,654)	\$3,565,369
Professional services	\$778,004	\$956,745	(\$178,741)	\$604,094
Materials and supplies	\$881,132	\$738,333	\$142,799	\$747,173
Fuel-Diesel	\$397,867	\$723,667	(\$325,800)	\$582,212
Fuel-Other	\$172,197	\$216,000	(\$43,803)	\$197,656
Utilities - Facilities	\$232,237	\$231,975	\$262	\$219,332
Utilities - Electric Bus	\$44,758	\$80,000	(\$35,242)	\$59,014
Insurance	\$514,957	\$545,333	(\$30,376)	\$521,484
Fuel taxes	\$115,600	\$150,000	(\$34,400)	\$141,745
Paratransit Expenses	\$3,218,674	\$4,200,000	(\$981,326)	\$4,021,701
Vanpool Expenses	\$9,600	\$16,800	(\$7,200)	\$14,201
Dues and subscriptions	\$33,916	\$25,333	\$8,583	\$29,942
Travel, training and meetings	\$64,190	\$118,600	(\$54,410)	\$83,436
Media advertising	\$75,993	\$123,333	(\$47,341)	\$157,297
Miscellaneous	\$19,516	\$39,733	(\$20,217)	\$31,434
Interest Expense	\$60,930	\$116,544	(\$55,614)	\$111,494
Leases and rentals	\$550,704	\$550,705	(\$1)	\$536,544
Depreciation	\$2,238,980	\$2,238,980	\$0	\$2,150,515
TOTAL EXPENSES	\$19,249,173	\$21,348,676	(\$2,099,503)	\$20,214,138
CHANGE IN NET POSITION	\$9,487,978	\$883,164	\$8,604,814	\$4,885,386

MEMORANDUM

March 17, 2021

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution 2021-04, Approval of Assistant General Manager

The following resolution requests the approval of Byron Robinson as Lextran's Resident Assistant General Manager, as submitted and recommended by Transdev, Lextran's contracted Management Services company.

Lextran's contract with Transdev provides for the Board's review and approval of the Resident Assistant General Manager. Mr. Robinson was screened by Transdev's Talent Acquisition department, interviewed with Transdev's Regional Vice-President and Regional Human Resources Director, and Lextran General Manager Jill Barnett. In addition, virtual meetings were held with Board Chairman Christian Motley, Board Vice-Chair Adrienne Thakur, and Board Finance Committee Chairman George Ward.

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

RESOLUTION 2021-04**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT****MARCH 17, 2021**

WHEREAS, Kentucky Revised Statutes 96A.1 00 provides that a mass transit authority may enter into a management contract for operating the mass transit system "under such terms and conditions as it may determine to be proper and desirable; provided, however, any such management contract shall retain in the authority the power to establish, and to adjust from time to time, rates and charge, and the power to issue revenue bonds, mortgage bonds, or other obligations of the authority payable from the income and revenues thereof";

WHEREAS, the Transit Authority of Lexington-Fayette Urban County Government entered into a contract with Transdev Services, Inc. dated November 1, 2016, subsequently renewed in 2018, 2019, and 2020, for the provision to Lextran of transit management services, including a Resident General Manager and Assistant General Manager;

WHEREAS, Section C. (d) of Exhibit A to said Contract provides that Lextran shall have the right of review and approval in the selection of the Resident General Manager and Assistant General Manager;

WHEREAS, it is the intention of the Board of Directors of Lextran to approve Byron Robinson as Resident Assistant General Manager. The Resident Assistant General Manager will be charged with supporting the Resident General Manager in the management of the Lextran system in accordance with all applicable laws, rules, regulations, resolutions, motions, bylaws, policies, operating procedures, and contracts, including the aforementioned contract with Transdev Services, Inc., for the provision of transit management services.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government that Byron Robinson is hereby approved as Resident Assistant General Manager, effective March 17, 2021 and that the preamble to this resolution is incorporated herein by reference, the same as if fully set forth herein.

MOTION: _____

SECOND: _____

CHAIRPERSON_____
DATE

CHANGE ORDER REPORT - MARCH 2021

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
American Red Cross - Bluegrass Chapter	Paratransit service	Annual Contract	No increase in total contract cost	Provision of "Shadow Service" defined as Wheels vehicles following along a Lextran fixed route to provide additional passenger capacity due to state-wide social distancing requirements, up on request, and a monthly retainer to be billed in order to maintain the ability to increase paratransit service back up to pre-COVID service levels.	March 2020