

## **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 was 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, July 22 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 Jill Barnett at 859-255-7756. Requests made as early as possible should allow time to arrange the accommodation.

### **MEETING INSTRUCTIONS**

#### **Broadcast on YouTube at:**

[bit.ly/lextranmeeting](https://www.youtube.com/channel/UC6NinAOxGJe9IGUISWlhNhq) or <https://www.youtube.com/channel/UC6NinAOxGJe9IGUISWlhNhq>

#### **Held via Webex Video Conference:**

Go to [www.webex.com](http://www.webex.com) or download the app, and then when prompted:

**Meeting number:** 132 295 4550

**Meeting password:** J4dkitXm6i8

#### **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](mailto:ajones@lextran.com) for assistance or for access from outside the US

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**BOARD OF DIRECTORS MEETING**

July 22, 2020

10:00 a.m.

**AGENDA**

- |       |  |               |
|-------|--|---------------|
| I.    | Call to Order and Roll Call  | 10:00         |
| II.   | Public Comment on Agenda Items / Public Hearing                    | 10:00 – 10:05 |
| III.  | Approval of June 2020 Board Meeting Minutes                        | 10:05 – 10:10 |
| IV.   | Chair’s Report   | 10:10 – 10:15 |
| V.    | Lextran Monthly Performance Report - June                          | 10:15 – 10:25 |
| VI.   | Action Items   | 10:25 – 10:45 |
|       | a) Resolution 2020-11 – Maintenance Uniforms Rental Agreement      |               |
|       | b) Resolution 2020-12 – Purchase On-Board Surveillance Hard Drives |               |
|       | c) Resolution 2020-12 – Bylaws of Lextran Board of Directors       |               |
| VII.  | Change Order   |               |
| VIII. | Old Business   | 10:45 – 11:15 |
|       | a) Update on Strategic Plan with presentation                      |               |
|       | b) Officer Elections   |               |
| IX.   | New Business   |               |
| X.    | Closed Session   |               |
| XI.   | Adjournment  | 11:15         |

## **BOARD OF DIRECTORS MEETING**

### **MEETING MINUTES**

June 17, 2020

#### **MEMBERS PRESENT**

Peggy Henson  
Marci Krueger-Sidebottom  
Elias Haddad  
Rick Christman  
Adrienne Thakur

#### **MEMBERS ABSENT**

Christian Motley, Chair  
George Ward, Vice Chair  
Joe Smith

#### **STAFF PRESENT**

Carrie Butler, General Manager  
Jill Barnett, Assistant General Manager  
Fred Combs, Director of Planning, Technology, and Community Relations  
Alan Jones, Systems Administrator  
Emily Elliott, Community Relations Manager  
Nikki Falconbury, Director of Finance and Human Resources  
Jason Dyal, Director of Operations  
John Givens, Director of Risk Management  
Jim Barrett, Director of Maintenance

#### **OTHERS PRESENT**

Tim Reynolds, Imagine Nicholasville Road  
Cindy Effinger, McBrayer Law Firm, Board Attorney Alternate  
Via phone and web

### **I. CALL TO ORDER**

Ms. Falconbury, in her role as Secretary-Treasurer of the Board of Directors, called the June 17, 2020 meeting of the Lextran Board of Directors to order at 3:03 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

Ms. Falconbury performed a roll call to determine which members were present.

Ms. Falconbury called for a motion to approve the board meeting minutes from May 20, 2020. Ms. Krueger-Sidebottom made a motion to approve the minutes, and it was seconded by Mr. Haddad. The motion passed unanimously.

## IV. CHAIR'S REPORT

There was no chair's report.

## V. MONTHLY PERFORMANCE REPORT

Ms. Butler began by thanking Ms. Kreuger-Sidebottom and Mr. Haddad, whose terms are ending, for their service on the Lextran Board of Directors. Lextran is grateful for the service and leadership that has been provided to riders and to the community. Ms. Butler reiterated that we are thankful for the service, hope they have enjoyed their time on the Board and learned something about transit. Other members of the board echoed the thanks. Ms. Kreuger-Sidebottom expressed her pleasure in serving for five years on the board and gave her appreciation for everything done to keep staff and riders safe. Mr. Haddad thanked everyone for the learning experience and expressed his appreciation. Ms. Butler stated there will be two new board members starting next month.

Ms. Barnett reviewed the Monthly Performance Report and Key Performance indicators found on pages 10-14 of the June 17, 2020 board packet. A review of the ridership for May showed a slight uptick. There were about 5,000 more riders or a four percent increase in fixed route ridership and 16 percent increase in paratransit ridership from the previous month. Compared to the previous year, ridership is still down about 54 percent on fixed route and 51 percent on paratransit. As the community begins to reopen it is anticipated that these numbers will continue on a slight increase. Ridership was also presented in relation to closings and openings since March 2020, with an exclusion of routes that service the University of Kentucky. Paratransit has increased by about 1,300 passenger trips. In review of the safety numbers, Paratransit had zero preventable accidents and there was a decrease in the number of preventable accidents on fixed route service. In May, maintenance completed 40 preventive maintenance inspections or 100% of scheduled inspections.

Ms. Barnett shared news of community support from the Salvation Army Family Store for a bus stop improvement. The stop is on New Circle Rd near Bryan Station and served by Route 7 – N. Limestone, a high ridership route. This was shared on social media and it is always very appreciated when community partners make improvements to serve the community. This month there were no handwritten letters, however we received general commendations from people on social media. Election Day service will be provided this month for the single polling location in

Fayette County. The shuttle will depart from the Transit Center to Kroger Field for in person voting. Additional details are available on the website.

Additionally, the Interactive Voice Response (IVR) program will be taken offline on Monday June 29 due to a lack of reasonable support for the hardware or software. The system receives a number of inquiries, but other methods to find information online, through applications such as MyStop Mobile, Transit App, Google Maps, Lextran website are in use and will be promoted. Also, the number will be answered by customer service staff.

Lastly, Ms. Barnett mentioned challenges with on time performance due to increasing traffic patterns and shadow service currently offered, but it is currently trending up on both fixed route and paratransit service.

Ms. Falconbury presented the Financial Statement located on pages 15-16 of the June 17, 2020 board packet. She reported that the cash is holding steady and there are no significant changes in the balance sheet. Regarding the revenue and expenses, property taxes are over budget by about \$460,000 and passenger revenue is down due to suspension of fare collection. Federal funds have come in at the budgeted amount and state funds were more than budgeted. Wages are running close to budget. Professional services are under budget, but it is expected that some costs with engine rebuilds will be completed later and that his budget item will catch up to plan. Fuel is under budget, running just over one dollar lately. Paratransit trips are down and there is a savings for that service as well as a savings on vanpool costs with riders working from home. A reminder that the financials for next month will be a draft, unaudited version with the final version available after the audit has been reviewed later in the fall.

Mr. Christman asked if any of the \$13 million grant had been received and how much is estimated that will be drawn. Ms. Falconbury stated that it will be drawn down this month before June 30. It is estimated that between \$800,000 – \$900,000 for first draw for expenses from January 20 through June and PPE. Mr. Christman asked how long the grant will be available to draw. Ms. Falconbury replied that it is based on expense reimbursement with no end date. It has been estimated that it will take three years for organizations to spend out the grant, but there is no end date. Mr. Christman asked if it will end up in the form of cash on the balance sheet and Ms. Falconbury confirmed yes.

## **VI. PRESENTATION**

Ms. Butler introduced Tim Reynolds from WSP who may be remembered for having worked on Lextran's Comprehensive Operations Analysis in 2015. Based on this work, he is familiar with Lextran and our services. WSP was hired by Lexington Area Metropolitan Planning Organization (LAMPO) to work on the Imagine Nicholasville Road project. Some representatives from LAMPO presented to the board on that project in October 2019. The Imagine Nicholasville Road project is a coordinated land use and transportation plan for Nicholasville Rd or US 27, which has many challenges for vehicles, cyclists, pedestrians, businesses and anyone using this main thoroughfare. The general purpose of the study is to see what improvements to land use and transportation can be made, and how they work hand in hand. Fred Combs is the Lextran project manager on this project.

Mr. Reynolds began by mentioning that good progress is being made on the project and it is currently at a midway point and on schedule despite challenges with COVID-19. The entire project is a land use and transportation/transit project that is an outgrowth of the regional comprehensive land use plan called Imagine Lexington. There is acknowledgement that it is the major corridor in Lexington with all of the activity and businesses and Lextran's top route with frequent service. It has been identified that there are problems, but a lot of people must use it to get from point A to point B. There is continued growth and pressures from within the urban growth boundary on the area. The challenge is to identify strategies to respond to inevitable changes along corridor. The project also looks at how to address housing needs and create a more pedestrian and transit-oriented street.

The project has an 11-task scope of work and was started around Thanksgiving of last year. There was a kickoff session courtesy of Lextran at that time. Thank you to Fred for the bus and driver to move people around allowing them to see the area and provide a discussion on the issues for the corridor. The first task is an existing conditions review. Data has been compiled based on what has been happening along with projections for the future. Data from traffic congestion show that things will continue to grow and get more congested. When looking at safety, there are hot spots and times of day that are difficult. From a transit point of view, Route 5- Nicholasville Rd serves the area. It has a relatively simple alignment other than the end to serve Target, the mall and Wal-Mart. There are other routes that intersect as well with important transfer points for the corridor. From a pedestrian point of view, the southern end is not friendly, there are no sidewalks creating limited access to transit as well.

The second task is a case study review to look at comparable plans and projects across the U.S. The cases include examples of Bus Rapid Transit or BRT which has been a discussion for Lexington for some time. These also include Complete Streets concepts like how to design or plan an area not just for cars, but pedestrians, cyclists, transit, and development comprehensively. One example is in Indianapolis with the new Red Line BRT. It provides a representative example on a method to make development work with multiple variables like the neighborhoods, safety, stakeholders, how does it fit in the streets, etc. IndyGo, provided a visual tour of the line with a question and answer session for stakeholders that provided many valuable lessons learned.

The third task is public and stakeholder engagement. There are two subcontractors as part of the team, MKSK for urban design and development and market analysis and Razor communications for public and stakeholder engagement. The project team is using several tools including the website and kickoff meeting on March 4, 2020 with over 150 people engaged. In terms of survey work, 5,000 responses were received from people that use or interact with the area in some way. There is potential for transit to absorb increases in congestion based on responses. People describe the area as 'congested', 'a mess', and 'busy' and people desire safety, easier to maneuver and free flowing. As far as transit service, survey respondents reported being interested in BRT, direct service, safety and cleanliness.

The fourth task addresses redevelopment and land use scenarios to look at need and desire to redevelop the corridor and to have the ability to influence change for good. The fifth task is to identify three catalyst commercial sites for redevelopment. The three sites identified exhibit potential to be redeveloped to be more transit and pedestrian friendly or a higher density

development. The three identified are South Park and Crossroads Shopping Centers combined, Fayette Mall and the adjacent plaza, and Emmett Farm. These possible sites have the potential to develop into better developments in the future.

At this point, we have reached our current state of work on the project and all the next tasks are upcoming. The sixth and next task is neighborhood transitions and connectivity to the area. This will focus on practical ways to improve the image of the corridor with emphasis on safety, bus stop design and connectivity, and recommendations on development in the area. Next is Task 7 – Identify Transportation Impacts and Potential Solutions leading to Task 8 – Develop a Prioritized List of Transportation Improvements. We plan to work closely with Lextran, LFUCG and other stakeholders on these. The ninth task is to develop street cross sections of this diverse corridor to know what the streets might look like with different types of transit or changes to the areas. Task 10 – Develop a Regulatory Framework for Plan Implementation and we will work with MKSK for recommendations on modifications for the consideration of our client. The final task is to identify innovative strategies for plan implementation and much of this goes back to the catalyst sites with redevelopment potentials. It is about presenting the vision for the corridor developed by feedback versus giving a list of “musts”. We are currently halfway through the schedule of the project. This summer we will be developing concepts and ideas for the catalyst sites. We anticipate a public meeting in September with completion in the Fall. This project looks to present a positive vision for the corridor because we know it will change over the coming years and want that change to be positive.

Mr. Combs added that the study is important because it is comprehensive with input from a diverse group of people, not just planners and transportation planning, but also land use and developers. The project team is reaching out across the board and getting feedback and it helps Lextran both within the project, but also outside. It is important because of the area of focus that is Nicholasville Rd. Mr. Combs reported that he is pleased with the support from people across the City and that so many people are onboard and engaged. And added that it is a great project to be a part of.

Mr. Christman asked if there would be additional development along Nicholasville Rd and if that is what is being encouraged. Mr. Reynolds replied that all indications are regardless of the study that there are new developments planned, such as a Dave and Busters. The tenant mix at some of the shopping centers is going to change. There have been concerns about tearing down homes and adding high density housing in the residential area in the center. The idea is to make Nicholasville Rd more livable, even more than that section is now. There are developments planned and it will continue to change, but the goal of the study is to help mold and to influence a positive result for the community. Mr. Combs added that through the Comprehensive Plan outreach told the planners in the City that we want development on the arterials. To say that if the City is a wheel and spokes, to add commercial development not so much in between the spokes, but on the spokes and that is how this came about to manage the major spoke. Mr. Christman asked if congestion would get worse. Mr. Combs responded that part of this is congestion management and it is critical to figure out how to get more throughput in the corridor. Mr. Reynolds added that there is currently an antiquated signal timing system in the corridor and there have been vast increases in technology over the last few years. Also, growth outside of Fayette County exacerbates demands on the corridor. There is an opportunity for transit to capture some of the growth in travel, but there are challenges and lots to examine. Ms. Butler

thanked Mr. Reynolds and the team for the work that they have done and the work that the team at LAMPO has done. She mentioned how impressive it is that they have been able to continue and do as much work as they have been with current circumstances and further expressed interest to see the results of the next phase and the case studies.

## **VII. ACTION ITEMS**

### **a. Resolution – 2020-10 – Approval of Lextran’s Fiscal Year 2021 Meeting Schedule**

The meeting schedule for fiscal year 2021 will run from July 1, 2020 to June 30, 2021. All meetings will be held at Lextran Headquarters at 200 W Loudon Ave unless otherwise indicated and regular updates will be provided. If in person meetings at the primary physical location are not feasible, meetings may be held via video-teleconference pursuant to the aforementioned KRS statute. Meetings will continue to be broadcast online via Lextran’s YouTube channel or a similar option regardless of meeting location. The resolution contains all meeting dates and will remain the third Wednesday of each month apart from the July 2020 meeting.

Ms. Falconbury called for a motion to approve Resolution 2020-10. Ms. Thakur 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**

Ms. Butler presented an update on the partnership with the regional bus service provider, Greyhound. Work is currently underway on a first draft of an agreement and plans to have a ticket office and transfer location in Lexington at the Transit Center. Over the last year, work has taken place to collect and share information between Lextran and Greyhound with a slight slowdown due to COVID-19. It is anticipated that by late summer or early fall, the Transit Center will begin serving Greyhound trips and connections. There is excitement to proceed with the partnership and there will be more information on the routing and scheduling with the areas that Greyhound serves.

## **X. NEW BUSINESS**

There was no new business.

## **XI. PROPOSED AGENDA ITEMS**

- Potential resolutions of current procurements for hard drives for on-board surveillance and the pension fund management are expected.

- Officer elections, review of bylaws and committee appointments
- Update on Strategic Planning

## **XII. CLOSED SESSION**

Ms. Krueger-Sidebottom called for a motion for closed session pursuant to KRS 61.810(1)(b) so that we may deliberate the future acquisition or sale of real estate property by a public agency when publicity would likely affect the value of the property. Mr. Christman made a motion and Mr. Haddad seconded. Closed session was entered at 3:52 p.m. and all video-teleconference participants were placed in the “lobby” of the teleconference and YouTube streaming was placed on hold.

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

A motion was made to return to open session by Ms. Kreuger-Sidebottom and it was seconded by Ms. Thakur. Open session resumed at 3:56 p.m.

## **XIII. ADJOURNMENT**

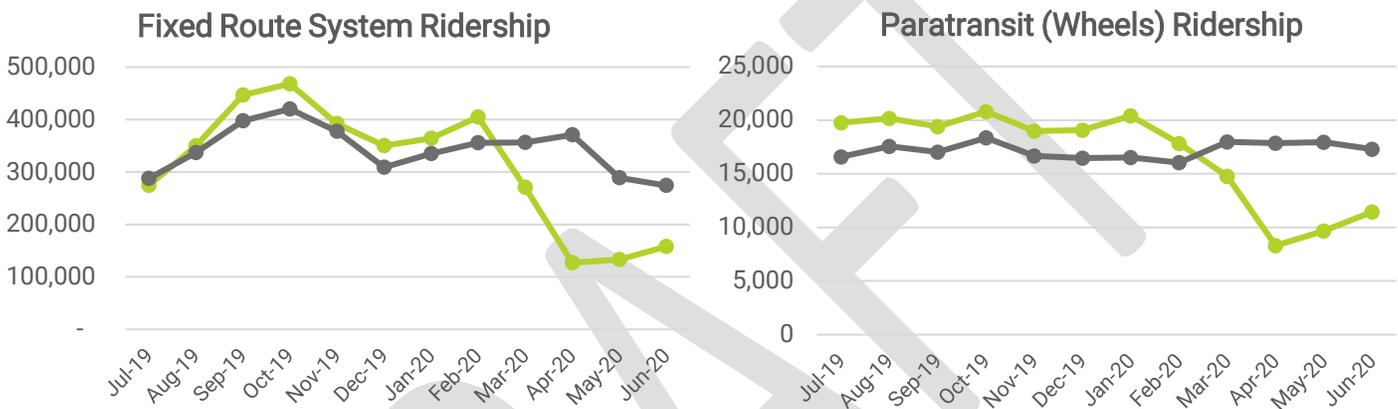
Ms. Falconbury called for a motion to adjourn the June 17, 2020 meeting of the Lextran Board of Directors. Mr. Haddad made a motion and Ms. Krueger-Sidebottom seconded. The meeting adjourned by consensus at 3:57 p.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – JUNE 2020

We serve people and our community with mobility solutions.

Lextran’s limited service continued operation during the month of June, with a renewed focus on a phased reinstatement plan. As various industries were allowed to reopen or increase capacity in June through the Kentucky Healthy at Work guidelines, ridership on both fixed-route and paratransit services continued to increase. On June 23, Lextran offered an Election Day shuttle to the polling location at Kroger Field, serving approximately 200 voters.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
<b>System Production</b>						
Total Ridership	157,644	3,738,423	4,244,179	11,446	200,595	227,095
Weekday Ridership	130,431	3,215,181	3,692,764	9,849	167,885	176,269
Saturday Ridership	15,542	289,560	311,705	966	16,444	16,280
Sunday Ridership	10,502	212,553	217,445	631	14,147	14,618
Total Revenue Miles	121,052	1,775,323	1,866,724	84,706	1,458,083	1,633,937
Total Revenue Hours	10,812	181,170	197,409	6,939	117,023	130,573
Trips per Mile	1.30	2.11	2.27	1.65	0.14	0.14
Trips per Hour	14.58	20.63	21.50	1.65	1.71	1.74

- Ridership continues gradually recovering with fixed route ridership increasing by 19% and paratransit rising 18% over last month.
- Compared to the same time last year, fixed route ridership has declined 40% and paratransit ridership has fallen 37%.

## Lextran in the Media

- June 16 – 27% of KY voters requested a ballot. Participation higher in Louisville and Lexington. <https://www.kentucky.com/news/politics-government/article243568212.html>
- June 22 – One in-person polling place will be open in Lexington on Election Day <https://www.lex18.com/news/election-2020/one-in-person-polling-place-will-be-open-in-lexington-on-election-day>
- June 23 – Polls open for Primary Election day. What you need to know. <https://www.wtvq.com/2020/06/23/polls-open-primary-election-day-need-know/>

## Meetings

- June 9 – Bluegrass SHRM Virtual Meeting: Complying with Healthy at Work
- June 9 – Mayor’s COVID-19 Stakeholders Call
- June 10 – Transportation Technical Coordinating Committee (TTCC) Meeting
- June 10 – Congestion Management Meeting
- June 16 – Imagine Nicholasville Road Project Workshop
- June 17 – Mayor’s Sustainable Growth Task Force
- June 19 – ADA Ramp Prioritization
- June 22 – APTA Small Operators Committee
- June 23 – Mayor’s COVID-19 Stakeholders Call
- June 23 – UK-Lextran: Fall 2020 Planning
- June 25 – Bluegrass Reentry Council Meeting
- June 29 – APTA Committee Call – Operators Serving Large Universities

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
<b>Service Quality</b>						
On-Time Performance	94.00%	90.00%	90.00%	95.35%	90.14%	90.41%
Farebox Recovery	0.00%	4.61%	5.96%	N/A	N/A	N/A
Operating Expenses	\$1,658,273	\$19,703,671	\$21,204,022	\$348,343	\$4,810,829	\$5,157,128
Per Mile	\$4.59	\$3.32	\$3.59	N/A	N/A	N/A
Per Hour	\$101.98	\$78.85	\$73.59	N/A	N/A	N/A
<b>Customer Service</b>	<b>This Month</b>	<b>FY20 YTD</b>	<b>FY19 YTD</b>	<b>This Month</b>	<b>FY20 YTD</b>	<b>FY19 YTD</b>
Customer Feedback Totals per 100k Trips	13.96	10.00	8.72	218.42	126.62	112.73
Commendations	1.27	1.07	0.66	26.21	16.95	14.09
Discourtesy	1.27	2.84	2.45	61.16	38.39	33.47
Late or Early	0.63	1.12	1.11	34.95	22.93	26.86
Safety	5.07	1.82	1.98	78.63	41.88	37.43
Passed Boarding	2.54	1.34	1.20	0.00	0.00	0.00
Information and Service Requests	1.90	0.80	0.42	0.00	0.00	0.88
Other	1.27	1.02	0.90	17.47	6.48	0.00
Call Length	1:17	1:20	1:19	1:07	1:09	1:12
Calls into the IVR	34,801	446,936	508,463	N/A	N/A	N/A
Time to Abandon	1:31	0:48	0:19	0:26	0:41	1:03

- On-time performance for both the fixed route system and paratransit is trending up compared to fiscal year 2019.
- Commendations and information requests for fixed route service continue to trend up from FY19.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY20 YTD	FY19 YTD	This Month	FY20 YTD	FY19 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	1.59	1.93	1.38	2.0132	1.91	2.06
Injury Frequency Rate	7.96	16.56	30.08	N/A	N/A	N/A
Days with No Preventable Accidents	28	324	333	28	351	342
Days of Lost Time	124	709	868	N/A	N/A	N/A
Workers Compensation Claims	1	31	57	N/A	N/A	N/A

- Preventable injuries continue trending down in FY20 compared to FY19 for our fixed route system.
- Preventable accidents among paratransit (Wheels) service is trending down compared to FY19.

Performance Indicator	Fixed Route System		
	This Month	FY20 YTD	FY19 YTD
<b>Maintenance</b>			
Miles between Road Calls	7,121	90,746	78,616
Percent of Preventive Maintenance Inspections on Schedule	100%	97%	93%

- Maintenance completed 100 percent (33 of 33) 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
<b>Hiring and Recruiting</b>			
Open Positions	4	0	0
Operations	0	0	0
Maintenance	2	0	0
Administration	2	5	0

Performance Indicator	Fixed Route System	
	This Month	FY20 YTD
<b>Training Activities</b>		
Post-Accident Remedial Training	3	25
Return to Work Training	10	22
Bus Sanitizing Bloodborne Pathogen Exposure Training	7	57
Light Truck Trailing Training	2	2
Managing Your Team Through Crisis with Compassion Training	30	30

### Procurement

Financing Services	Due April 15, 2020	Under Review
Investment Consulting Services	Due April 20, 2020	For August Board Meeting
Maintenance Uniforms	Due June 19, 2020	See Resolution
Tire Lease	Due September 17, 2020	
Electric Bus	In Development	
Electric Motors	Due August 6, 2020	

**Financials**
**BALANCE SHEET**

as of June 30, 2020

**UNAUDITED**

	Current Year-To-Date	Last Year-to-Date
<b>Assets</b>		
Current assets		
Operating Cash	\$15,405,106	\$12,074,785
Project Loan Account	\$0	\$1,145,044
Accounts receivable	(\$384,724)	\$4,663,726
Inventory	\$685,762	\$646,135
Work in process	\$2,036,577	\$0
Prepaid	\$27,460	\$27,460
<b>Total Current Assets</b>	<u>\$17,770,181</u>	<u>\$18,557,150</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,322,984	\$2,322,984
<b>Total Long Term Assets</b>	<u>\$10,677,984</u>	<u>\$10,677,984</u>
Net capital and related assets	\$23,454,131	\$25,735,833
<b>Total Assets</b>	<u><u>\$51,902,296</u></u>	<u><u>\$54,970,967</u></u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$1,009,382	\$856,974
Payroll liabilities	\$650,517	\$637,177
Short term note - Fifth Third Bank	\$968,098	\$939,334
<b>Total Current Liabilities</b>	<u>\$2,627,997</u>	<u>\$2,433,485</u>
Long term note - Fifth Third Bank	\$3,936,579	\$4,904,678
Long term liability - Pension	\$2,911,112	\$2,911,111
<b>Total Long Term Liabilities</b>	<u>\$6,847,691</u>	<u>\$7,815,789</u>
<b>Net Position</b>	\$42,426,608	\$44,721,693
<b>Total Liabilities and Net Position</b>	<u><u>\$51,902,296</u></u>	<u><u>\$54,970,967</u></u>

**Financials**
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**
**JUNE 2020**
**FY 2020**
**UNAUDITED**

				FY 2019
<b>Revenues</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>
Property taxes	\$19,252,121	\$18,772,115	\$480,006	\$18,797,657
Passenger revenue	\$949,976	\$1,358,248	(\$408,272)	\$1,300,692
Federal funds	\$3,912,869	\$3,912,869	\$0	\$4,471,054
State funds	\$497,500	\$250,000	\$247,500	\$465,500
Advertising revenue	\$260,000	\$310,000	(\$50,000)	\$299,878
Other revenue	\$2,061,091	\$2,997,000	(\$935,909)	\$3,157,727
<b>Total Revenues</b>	<b>\$26,933,557</b>	<b>\$27,600,232</b>	<b>(\$666,675)</b>	<b>\$28,492,509</b>
<b>Expenses</b>				
Wages	\$9,437,420	\$9,271,862	\$165,558	\$9,265,906
Fringe benefits	\$5,247,897	\$5,638,755	(\$390,858)	\$5,042,134
Professional services	\$1,047,744	\$1,613,215	(\$565,471)	\$1,672,037
Materials and supplies	\$1,146,662	\$1,116,000	\$30,662	\$1,307,916
Fuel-Diesel	\$716,882	\$1,071,285	(\$354,403)	\$975,827
Fuel-Other	\$259,752	\$289,000	(\$29,248)	\$272,901
Utilities - Facilities	\$340,726	\$274,688	\$66,038	\$267,312
Utilities - Electric Bus	\$84,054	\$81,508	\$2,546	\$78,796
Insurance	\$849,499	\$738,000	\$111,499	\$762,231
Fuel taxes	\$196,525	\$214,000	(\$17,475)	\$222,851
Paratransit Expenses	\$5,414,853	\$5,802,040	(\$387,187)	\$5,776,571
Vanpool Expenses	\$20,091	\$32,400	(\$12,309)	\$27,060
Dues and subscriptions	\$31,203	\$38,000	(\$6,797)	\$41,001
Travel, training and meetings	\$106,338	\$136,250	(\$29,912)	\$85,044
Media advertising	\$166,172	\$215,000	(\$48,828)	\$163,331
Miscellaneous	\$40,572	\$65,000	(\$24,428)	\$47,345
Interest Expense	\$164,695	\$190,420	(\$25,725)	\$190,420
Leases and rentals	\$803,816	\$812,809	(\$8,993)	\$801,824
Depreciation	\$3,153,740	\$3,153,740	\$0	\$3,576,752
<b>Total Expenses</b>	<b>\$29,228,641</b>	<b>\$30,753,972</b>	<b>(\$1,525,331)</b>	<b>\$30,577,260</b>
<b>Change in Net Position</b>	<b>(\$2,295,084)</b>	<b>(\$3,153,740)</b>	<b>\$858,656</b>	<b>(\$2,084,751)</b>

## MEMORANDUM

July 22, 2020

**TO:** Lextran Board of Directors

**FROM:** Carrie Butler, General Manager

**SUBJECT:** Resolution to Award a Contract for Maintenance Uniforms

Attached is a resolution requesting authority to enter into a contract for the rental of maintenance uniforms.

RFP 05-2020 was issued May 11, 2020 with proposals received on June 19, 2020. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A total of three proposals were received from qualified proposers. Two were considered responsive and one was deemed non-responsive. The proposers were as follows:

- Aramark
- Cintas
- Unifirst

Cintas received the highest ranking and is recommended for contract award for the rental of Maintenance department uniforms. Pricing shall not exceed the costs on the pricing sheets submitted by Cintas, which are attached hereto and incorporated herein by reference. The contract awarded will be for a term of five (5) years.

If you have any questions or would like to review RFP 05-2020 or the proposal from Cintas, please call me at 859.255.7756.

**Budget / Source of Funds:** This monthly cost will be included in the Preventive Maintenance line item.

**RESOLUTION 2020-11****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****July 22, 2020**

**NOW, THEREFORE BE IT RESOLVED, BE IT RESOLVED,** that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to enter into a contract with Cintas to provide rental services for Maintenance department uniforms as set forth in RFP 05-2020 and the proposal submitted by Cintas, which are attached hereto and incorporated herein by reference. Pricing shall not exceed the costs on the pricing sheets included in Cintas proposal. The contract will be for a term of five (5) years.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

\_\_\_\_\_  
**CHAIRPERSON**\_\_\_\_\_  
**DATE**

**PRICING FORM**

Proposers shall indicate their prices for each line item. Please use separate forms if necessary to propose multiple styles or options of clothing.

**MECHANICS – SERVICE WORKERS – UTILITY WORKERS**

Shirts Hi-Vis (quantity 11) - \$ 2.57 (100% cotton - \$3.64) per employee  
 Price to purchase \$ 35.80 (100% cotton - \$45.80) per shirt

Pants (quantity 11) - \$ 1.88 (Cargo Pant - \$2.58; 100% Cotton Pant - \$2.03; Carhartt Dungaree Pant - \$3.36) per employee  
 Price to purchase \$ 18.31 (Cargo Pant - \$25.44; 100% Cotton Pant - \$22.39; Carhartt Dungaree Pant - \$44.99) per pair of pants

Jackets Hi- Vis (quantity 2) - \$ 0.92 per employee  
 Price to purchase \$ 65.80 per jacket

Please list any sizes that may incur an additional charge and what that charge shall be:

No sizes will incur an additional charge  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge per employee to change uniform, such as uniform size \$ 0.00

**MAINTENANCE SUPERVISORS**

Shirts (quantity 11) - \$ 2.83 Oxford Shirt; \$1.75 Hi Performance Polo; \$2.32 High Performance Polo w Pocket per employee  
 Price to purchase oxford \$ 18.31 per shirt  
 Price to purchase Polo \$ 30.22 per shirt

Pants (quantity 11) - \$ 1.88 (Executive Microfiber Pant - \$4.46; Cargo Pant - \$2.58; 100% Cotton Pant - \$2.03; Carhartt Dungaree Pant - \$3.36) per employee  
 Price to purchase \$ 18.31 (Executive Microfiber Pant - \$36.50; Cargo Pant - \$25.44; 100% Cotton Pant - \$22.39; Carhartt Dungaree Pant - \$44.99) per pair of pants

Jackets Hi-Vis (quantity 2) - \$ 0.92 per employee  
 Price to purchase \$ 65.80 per jacket

Please list any sizes that may incur an additional charge and what that charge shall be:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No sizes will incur an additional charge

Charge per employee to change uniform, such as uniform size \$ 0.00

**ADDITIONAL CHARGES**

Do you have insurance to cover repairs to damaged or destroyed garments? Yes X No \_\_\_\_\_  
If so, what is that charge? \$0.05 per garment

ADDITIONAL ITEMS

Shop towels – 11" x 14" – (Quantity kept on site – 500) \$ \$0.07 per towel

Bar towels – (Quantity kept on site – 600) \$ 0.11 per towel (Microfiber - \$0.13 per towel)

3' x 4' mat – (Quantity kept on site – 9) \$ 2.48 per mat

3' x 10' mat – (Quantity kept on site – 3) \$ 3.98 per mat

3' x 5' cushion coil mat – (Quantity kept on site – 2) \$ 1.75 per mat

Do you have a regular fee to cover the cost of lost or destroyed items? Yes  X  No

If so, what is that charge? \$ Shop towels – 5% at \$0.24/towel; Bar Towels – 5% at \$0.30/towel; Microfiber towels – 5% at \$0.35/towel

OR

If not, do you charge per item lost or destroyed? Yes  No

If so, what is that charge? \$ \_\_\_\_\_

**MEMORANDUM**

July 22, 2020

**TO: Lextran Board of Directors****FROM: Carrie Butler, General Manager****SUBJECT: Resolution to Purchase Solid State Hard Drives for On-Board Surveillance system**

Attached is a resolution requesting authority to purchase 65 solid state hard drives to replace aging hard drives that are used as part of Lextran's on-board surveillance systems. The current vendor for mobile, on-board surveillance is TSI. This is a sole-source purchase based on the prior award of Resolution 2010-05, awarding Fixed Route Intelligent Transportation Systems (ITS) services to Avail, which included TSI (then called Verint) as Lextran's fixed route technology system integrator.

The price is \$817.00 for TSI Nexus 4TB Solid State Drive (SSD) with dual internal 2TB SSDs in failover configuration. The total price is \$53,180. Labor and installation to be completed by Lextran staff.

Budget / Source of Funds: FY 2021 Capital Budget, ITS Technology Services line item

If you have any questions, please call me at 859.255.7756.

**RESOLUTION 2020-12****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****July 22, 2020**

**WHEREAS**, Lextran entered into an overall program for Fixed Route Intelligent Transportation Systems (ITS) services in 2010, which included TSI, formerly Verint, and;

**WHEREAS**, the hard drives in use are now in need of repair, and;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to purchase 65 solid state hard drives to replace aging hard drives that are used as part of Lextran's on-board surveillance systems for the price of \$817.00 each for TSI Nexus 4TB Solid State Drive (SSD) with dual internal 2TB SSDs in failover configuration. The total price is \$53,180. This is a sole-source purchase based on the prior award of Resolution 2010-05.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**

**MEMORANDUM**

July 22, 2020

**TO: Lextran Board of Directors**

**FROM: Carrie Butler, General Manager**

**SUBJECT: Resolution for update of Bylaws of Lextran Board of Directors**

Attached is a resolution requesting approval of the Bylaws of the Lextran Board of Directors. The changes made are:

- Throughout the document – Updated the address of Lextran’s Headquarters
- Article V, Section 4 -- Referenced the Chief Executive Officer as CEOA
- At end of Article VII -- Deleted the words ‘Charter Appendix A’

Included also is a copy of the Annual Disclosure Statement, which Board members and staff sign annually.

If you have any questions, please call me at 859.255.7756.

**RESOLUTION 2020-13****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****July 22, 2020**

**WHEREAS**, KRS 96A.040 (1) provides that the business, activities, and affairs of the Transit Authority shall be managed, controlled, and conducted by the Board of Directors, and;

**WHEREAS**, KRS 96A.020 (1) and 271B.3-020 provide that the Transit Authority shall have the power to make and amend bylaws, and;

**WHEREAS**, it is the desire of the Board of Directors to update its bylaws, and;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby approves the Bylaws of the Transit Authority of Lexington-Fayette Urban County Government. A copy of which is attached hereto and incorporated herein by reference, the same as if set out fully herein.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**



# BYLAWS OF THE BOARD OF DIRECTORS OF THE TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT



**DOCUMENT INFORMATION AND REVISIONS**

<b>Title:</b>	Bylaws of the Board of Directors of Lextran
<b>Description:</b>	Lists and describes rules of governance for meetings and procedures of the Lextran Board of Directors; subject to Kentucky Revised Statutes 96.A and Fayette County Ordinance 64-72
<b>Prepared by:</b>	Board of Directors and staff
<b>Issuing Department:</b>	Board of Directors
<b>Issue Date:</b>	September 25, 1984
<b>Revision Number:</b>	Six
<b>Approvals:</b>	Pending Resolution 2020-13
<b>Name and Title of Accountable Executive:</b>	Carrie Butler General Manager
<b>Signature:</b>	_____

Revision Number	Date	Responsible Person	Description of Change
0	09/25/84	Board of Directors	New Document
1	10/24/84	Board of Directors	
2	05/17/93	Board of Directors	
3	10/20/93	Board of Directors	
4	07/01/06	Board of Directors	
5	08/20/14	Board of Directors	Lextran Board of Directors Resolution 2024-25 on August 20, 2014
6	7/22/2020	Board of Directors	Updated address and made grammar edits

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## **Article I. NAME**

The name of this organization shall be the Transit Authority of the Lexington-Fayette Urban County Government, also referred to hereinafter as Transit Authority.

## **Article II. ARTICLE II AUTHORIZATION**

The Transit Authority is organized pursuant to Chapter 96A of the Kentucky Revised Statutes through joint proceedings of the City Commission of Lexington, Kentucky, and Fiscal Court of Fayette County, Kentucky (now merged into a single government known as the Lexington-Fayette Urban County Government). *Charter §7.20*

## **Article III. TRANSIT AUTHORITY BOARD**

### **Article III. Section 1: POWERS**

The business activities and affairs of the Transit Authority shall be managed, controlled and conducted by the Board of Directors, also referred to hereinafter as the Board. Pursuant to KRS 96A.100, the Authority, through the Board, may operate any mass transit system which it establishes or acquires; or, instead of operating the same in its own name the Authority may enter into one or more management contracts for operating the same or any part thereof, 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 adjust from time to time, rates and charges to be extracted from the public and for use of the services and facilities referred to therein, and the power to issue revenue bonds, mortgage bonds, or other obligations of the Authority payable from the income and revenues thereof. *KRS 96A.100*

Further, the Transit Authority and the Board shall possess all powers granted by Chapter 96A of the Kentucky Revised Statutes. Nothing in these by-laws shall be construed to diminish in any way the powers granted by the Kentucky General Assembly. *KRS 96A.100*

### **Article III. Section 2: NUMBER AND TENURE.**

The Board shall consist of eight members, appointed by the Mayor. The Mayor shall appoint at least two members for terms of one year, at least two members for terms of two years, at least two members for three years and the remaining number for terms of four years; such terms to expire, in each instance, on June 30 and thereafter until a successor is appointed and accepts appointment. Upon the expiration of these initial staggered terms, successors shall be appointed and accept their appointments. Members shall be eligible for reappointment. *KRS 96A.040(1)(a) and (3)*

### **Article III. Section 3: VACANCY OR REMOVAL**

Any vacancy or removal occurring among the members shall be filled in the manner provided in Section 2. Any member of the Board may be removed by the Mayor for inefficiency, neglect of duty, malfeasance, conflict of interest or want of mental or physical capacity to serve. The Board shall report to the Mayor conduct constituting neglect of duty, which shall include, but not be limited to, failure to attend three (3) board meetings in a fiscal year. Upon exercising the power to remove, the Mayor shall submit to the Board a written statement setting forth the reasons for removal. Notice shall be given to the member named in such statement. The member may request a hearing before the Board.

If requested, the hearing shall be conducted within thirty days before the members of the Board who are not the subject of such removal proceeding. A record of the hearing shall be made by the Executive Administrative Assistant of the Board, and the member named in such removal notice may appeal any adverse decision, within ten days after the rendering thereof, to the Fayette Circuit Court, such appeal to be perfected by filing with the Clerk of the Court a copy of the removal proceedings certified by the Executive Administrative Assistant of the Board, by the Chair, or the Chair's designee pursuant to Article V Section 3. The Court, upon application of the member removed, may in its discretion, order that the original record of the proceedings be filed with the clerk as the basis for such appeal. There shall be a right of appeal to the Court of Appeals. *KRS 96A.040(4)*

#### Article III. Section 4: COMPENSATION

The members of the Board shall receive no compensation but shall be allowed reasonable expenses necessarily incurred by them in the conduct of the affairs of the Authority. *KRS 96A.040(5)*

### Article IV. MEETINGS

#### Article IV. Section 1: REGULAR MEETINGS

Regular meetings of the Board shall be held at least once in each calendar month, at such time and place as may be fixed by the Board as a matter of record. *KRS 61.820 and 96A.060(1)(2)*

#### Article IV. Section 2: SPECIAL MEETINGS

Special meetings of the Board shall be called by the Chair or a majority of the members of the Board upon written notice delivered personally, transmitted by facsimile machine, or mailed to every member at least forty-eight (48) hours in advance. Each notice of a special meeting shall state the date, time, place and agenda thereof. *KRS 61.832(2-4) and 96A.060(1)*

#### Article IV. Section 3: WORK SESSIONS

Monthly work sessions of the Board shall be held to discuss in depth items of importance at such time and place as may be fixed by the Board as a matter of record. The agenda for the work sessions shall be established at a regular meeting or by the Executive Director. The following rules shall apply to work session discussions:

1. No matters other than the item on the agenda shall be discussed;
2. No final votes shall be taken at the work session, provided, however, that preliminary votes necessary to prepare an item for final discussion and vote may be taken; and
3. Public comment, limited to three minutes per person, concerning only the item on the agenda for discussion shall be permitted.

#### Article IV. Section 4: PERTINENT INFORMATION

Copies of agendas, resolutions, by-law amendments, reports, etc., to be acted upon by the Board shall be provided to all members at least forty-eight (48) hours in advance of the meeting at which such item shall be considered.

#### Article IV. Section 5: NOTICE TO THE PUBLIC

Annually, notice of regular meetings shall be provided to each media organization which has filed a written request and appropriate offices of the Lexington Fayette Urban County Government. Changes in the time and place of holding regular meetings may be made by the Board, but only with notice in compliance with the provisions of law for holding special meetings as specified in section (2) of this article. *KRS 61.820 and 96A.060(2)*

When a special meeting is called, written notice shall be delivered personally, transmitted by facsimile machine, or mailed to each media organization which has filed a written request to receive notice of special meetings in compliance with KRS 61.823. The notice shall consist of the date, time and place of the special meeting and the agenda. The notice shall be calculated so that it shall be received at least forty-eight (48) hours before the special meeting. *KRS 61.823(4) and 96A.060(2)*

As soon as possible, written notice shall also be posted in a conspicuous place in the building where the special meeting will take place and in a conspicuous place in the Transit Authority Headquarters at ~~109~~ 200 W. Loudon Avenue. The notice shall be calculated so that it shall be posted at least twenty-four (24) hours before the special meeting. *KRS 61.823(4)(c)*

The notice provided for in this article shall not be required in the event that a special meeting is called to address an emergency within the meaning of KRS 61.823(5), in which case the provisions of that section shall control. *KRS 61.823(5)*

With the exception of special meetings called pursuant to subsection (4) of this section, no special meeting shall be held except in full compliance with provisions of this article. Discussions and action at a special meeting shall be limited to items listed on the agenda in the notice. *KRS 61.823(3)(4)*

#### Article IV. Section 6: BUSINESS

At each regular meeting of the Board, the following items shall be called: Approval of minutes; Old Business; New Business; Public Comment (no matters other than the item on the agenda shall be discussed, and comments are limited to three minutes per person); Closed Session pursuant to KRS

61.810 (if necessary); and Adjournment. Other items for discussion may be placed on the agenda by the Executive Director or by any member of the Board.

#### Article IV. Section 7: QUORUM

A majority of members of the Board (five members) shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. *KRS 96A.060(2)*

#### Article IV. Section 8: OFFICIAL ACTION

The affirmative vote of a majority of a quorum shall be necessary for the adoption of any motion, measure, or resolution. *KRS 96A.060(2)*

#### Article IV. Section 9: VOTING

(1) Passage of any motion, measure or resolution may be by voice vote, provided: (a) At the request of any member the yea and nay votes shall be recorded upon the calling of the roll; and b) Such record shall be made in all proceedings involving any adjustment of rates and charges for use of the services and facilities of the mass transportation system of the Authority, authorization of proceedings to acquire property through exercise of the power of eminent domain, the issuance of revenue bonds or mortgage bonds of the Authority, a request that general obligation bonds be issued by any public body of the benefit of the Authority, or approval and authorization of any lease agreement wherein the Authority is the lessor and a public body or public bodies (or any combination thereof) may be the lessee or lessees. *KRS 61.835 and 96A.060(2)*

(2) The minutes shall record the vote of each Board member on any motion, measure, or resolution.

#### Article IV. Section 10: ROBERT'S RULES

Proceedings shall follow the latest edition of Robert's Rules of Order except as herein provided.

#### Article IV. Section 11: DEPOSIT OF DOCUMENTS AT PUBLIC LIBRARY

Copies of minutes, budgets, planning documents and annual reports approved by the Authority shall be deposited by the Executive Administrative Assistant at the main branch of the Public Library for public inspection.

## **Article V. BOARD OFFICERS AND APPOINTEES**

#### Article V. Section 1: CHAIRPERSON

The Chairperson (Chair) shall be a member of the Board and shall be elected for a term of one year by the affirmative vote of a majority of a quorum at its annual July meeting. The Chair shall have powers and duties as follow:

1) Preside over all regular and special meetings of the Board, 2) Be the official representative of, coordinator for and spokesperson for the Board, 3) See that all resolutions or orders of the Authority are properly executed, 4) Delegate and supervise committee tasks, 5) Make reports as to the discharge of his duties and the conduct of the business as may from time to time be prescribed by the Authority, 6) Sign all agreements, contracts, transfers and conveyances as required by law or as may be authorized by the Authority, 7) Such other powers as may be conferred by these by-laws or by the Board. In the event of resignation, death or disqualification of the Chairperson, the Vice-Chairperson will assume the powers and duties of the Chairperson. The Board will hold an election within 90 days. *KRS 96A.070(1)*

#### Article V. Section 2: VICE-CHAIRPERSON

The Vice-Chairperson (Vice-Chair) shall be a member of the Board and be elected for a term of one year by the affirmative vote of a majority of a quorum at its annual July meeting. The Vice-Chair shall conduct meetings in the absence of the Chair and have only such other powers as may be conferred by the Board, the by-laws or by the Chair. In the event of a vacancy occurring in the position of Vice-Chairperson, a Vice-Chairperson will be chosen by the affirmative vote of a majority of a quorum.

#### Article V. Section 3: SECRETARY-TREASURER

In lieu of a Secretary-Treasurer, the Executive Director shall employ an Executive Administrative Assistant and a Director of Finance. They shall perform such duties as may be designated from time to time by the Board or the Executive Director. *KRS 96A.070(1)(4)*

#### Article V. Section 4: EXECUTIVE DIRECTOR

The Board may appoint an Executive Director who shall be the Chief Executive Officer of the Authority (CEOA) as established in KRS 96A.070(1). ~~He~~The CEOA shall be appointed by the affirmative vote of a majority of a quorum and shall serve at the pleasure of the Board. The Board shall provide input for the formalized review of any Board authorized CEOA at least on an annual basis. The CEOA shall provide leadership for the Authority inclusive of serving as the primary representative on behalf of federal, state, and local entities as required and appropriate. ~~He~~The CEOA will maintain knowledge and expertise consistent with contemporary policies and best practices within the transit industry to routinely apprise the Board in its decision making and establishment of policy. ~~He~~ The CEOA shall be accountable for strategic and fiduciary planning and consistent reporting for the Authority and in cooperation with the standards set forth by the Board. ~~He~~ The CEOA shall lead the administration of the Authority in such manner to provide for system efficiency over transit routes and at such rates of fare in accordance with such service standards as may be authorized, approved and directed by the Board.

~~He~~ The CEOA shall be responsible for leading and administering all transit operations. ~~He~~ The CEOA shall be responsible for leading labor negotiations and assuring policies and practices are consistent and compliant with federal, state, and local laws related to the administration of Human Resources within the Authority. ~~He~~ The CEOA shall oversee all procurement practices and administration thereof

compliant with federal state, and local laws. **He** The CEOA shall, upon authorization of the Board, execute paper, checks, and contracts consistent with Board policy and execute or authorize documents for the Board which are purely administrative in nature.

**He** The CEOA shall devote full time to the office and shall not engage in any business, activities, or profession in conflict with leading the Authority and shall alone be directly subject to the supervision and direction of the Board. All actions of the Executive Director regarding the conduct and operations of the business and affairs of the Authority shall be in accordance with KRS 96A.070 (3) and with the orders, resolutions, agreements and directions of the Board. Additionally, he shall be responsible for the preparation of the annual report required by KRS 96A.070(4); 96A.350(1); and 96A.360.

If the Board elects to enter into a management contract pursuant to KRS 96A.100 and Article III, Section 1 of these by-laws, the duties of the Executive Director may be delegated to the employee of the management company designated the General Manager. *KRS 96A.070(3) and 96A.100*

## **Article VI. COMMITTEES**

### Article VI. Section 1: SPECIAL COMMITTEES

The Board may from time to time, by resolution, create one or more standing and special committees. Such resolution shall establish the committee's purpose, size and period of operation. *KRS 96A.070(8)*

### Article VI. Section 2: POWERS OF COMMITTEE

Committees shall be advisory in nature and shall have such duties as are prescribed by their by-laws and the Board. All committees shall meet as outlined in Article IV, Sections 2, 4, 5, 7, 8, 9, and 10. Committees shall not meet jointly. *KRS 96A.070(8)*

### Article VI. Section 3: APPOINTMENT

The Chair shall have authority to appoint the members of any committee, to name its chairperson and to fill vacancies subject to approval of the Board. The committee may include Board members, officers, employees or members of the public as determined appropriate.

## **Article VII. FINANCE**

### Article VII. Section 1: THE FISCAL YEAR

The fiscal year of the Authority shall begin on the first day of July and end on the next ensuing June 30. *KRS 96A.050*

### Article VII. Section 2: BUDGET

The Executive Director shall submit a proposed annual budget for the next fiscal year for approval by the Board. Adoption of the annual operating budget of the Authority shall be in the form of an annual appropriation resolution. Said resolution shall be adopted by the Authority no later than the first day of May. *KRS 65.065*

#### Article VII. Section 3: AUDIT

The Authority shall employ a state-licensed public accountant, or firm thereof, to make an audit of the Authority's financial accounts and affairs as of June 30 each year, and to make a report thereof, including comments of the auditor regarding whether or not the Authority is in compliance with statutory requirements and with lawful covenants and commitments made in its contract or bond proceedings. A copy of each audit shall be filed and kept open for public inspection at the **LexTran Office**, Transit Authority Headquarters at ~~109~~ 200 W Loudon Avenue, and a copy shall be provided to the Office of the Urban County Council Clerk. *KRS 96A.190*

#### Article VII. Section 4: NEGOTIABLE INSTRUMENTS

All checks, drafts, bills of exchange or other orders for payment of money, obligations, notes or other evidence of indebtedness, bills of lading, warehouse receipts and insurance certificates and any other vouchers drawn on the revenues of the Authority shall be signed by two authorized persons and shall be in such form as is or may be from time to time prescribed by resolution adopted by the Board.

#### Article VII. Section 5: AUTHORIZATION FOR PAYMENT

All bills, notes, bonds, mortgages and other charges placed upon the Authority in order to be valid shall be signed by the Chair of the Authority, Vice-Chair of the Authority or by the Director of Finance.

#### Article VII. Section 6: DEPOSITS

All funds of the Authority, not otherwise employed shall be deposited by the Director of Finance to the credit of the Authority in such banks, trust companies or other depositories as the Board may from time to time designate. For the purpose of such deposit and for the purpose of collection for the account of the Authority, all checks, drafts and other orders for payment of money which are payable to the order of the Authority, may be endorsed, assigned, and delivered by the Chair of the Authority, Vice Chair of the Authority, or Director of Finance.

#### Article VII. Section 7: ACCOUNTING

The Authority's financial statements are prepared on the accrual basis in accordance with generally accepted accounting principles in the United States of America promulgated by the Governmental Accounting Standards Board (GASB).

#### Article VII. Section 8: PROCUREMENT

Authority procurement of goods and services shall be in accordance with the Procurement Policies and Procedures as the Board may adopt by resolution.

## **Article VIII. CODE OF ETHICS**

The Transit Authority of the Lexington-Fayette Urban County Government shall abide by this Code of Ethics.

### **Article VIII. Section 1: DECLARATION OF POLICY**

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the best interests of the people, the community, and the government; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, the following code of ethics shall apply to all officers and employees of the Transit Authority, whether appointed by the Mayor or the Authority, paid or unpaid.

### **Article VIII. Section 2: CONFLICT OF INTEREST**

No officer or employee of the Transit Authority shall knowingly:

- 1) Engage in any business or transaction or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties;
- 2) Engage in or accept private employment or render services for private interest when such employment or service is incompatible with the proper discharges of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties;
- 3) Disclose confidential information concerning the property, government, or affairs of the Authority without proper legal authorization, or use such information to advance the financial or other private interest of himself or other;
- 4) Accept any valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm or corporation which to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Authority; provided, however, that any such officer or employee who is a candidate for public office may accept campaign contributions and services in connection with any such campaign;
- 5) Represent private interests in any action or proceedings before the Authority; or
- 6) Vote or otherwise participate in the negotiation or the making of any contract with any business or entity in which he has a financial interest.

### **Article VIII. Section 3: DISCLOSURE**

Any officer or employee of the Transit Authority who shall have any private financial interest, directly or indirectly, in any contract or matter pending before or within any department of the Transit Authority shall disclose such private interest to the Board. Any Board member who has a private interest in any matter pending before the Board shall disclose such private interest on the records of the Board and shall disqualify himself from participating in any decision or vote relating thereto.

#### Article VIII. Section 4: USE OF PUBLIC PROPERTY

No officer or employee of the Transit Authority shall use property owned by the Authority for personal benefit, convenience, or profit except with prior approval of the Executive Director or his designee.

#### Article VIII. Section 5: CONTRACTS VOIDABLE AND RESCINDABLE

Any contract between the Transit Authority and another party shall be voidable or rescindable at the option of the Board at any time within a period of one (1) year from the date of execution of such contract if any Board member of the Authority has any interest in said contract and does not disclose such interest in accordance with Section 3.

### Charter Appendix A.

## Article IX. OPEN RECORDS

Rules and regulations relating to access to public records pursuant to KRS 61.876 (1) have been adopted by the Board by resolution.

## Article X. TITLES, SUBTITLES AND CAPTIONS

The titles, subtitles and captions appearing before the articles and sections of these by-laws are not a part thereof and are not intended to determine or restrict the meaning of these provisions. No substantive provision of these by-laws shall be construed to be unintended, ineffective or otherwise affected because the same has not been suggested, indicated or specified by a title or subtitle. Titles and subtitles have been placed in these by-laws merely for the convenience and information of those who examine or index its provisions.

## Article XI. AMENDMENTS AND ADOPTION

These by-laws may be adopted, altered, amended, or repealed and new by-laws may be adopted by the affirmative vote of a majority of a quorum of the Board at a regular meeting of the Board. *KRS 96A.060(1)*



## LEXTRAN DISCLOSURE STATEMENT

The U.S. Department of Transportation Federal Transit Administration Master Agreement, Section 3a(1) prohibits the Recipient's employees, officers, board members or agents from participating in the selection, award, or administration of a third party contract or subagreement supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the entity selected for award:

- an employee, officer, board member, or agent;
- any member of his or her immediate family;
- his or her partner;
- an organization that employs, or intends to employ, any of the above.

It is the responsibility of the officers, board members, and employees of Lextran, upon acquiring interest which conflict or might appear to conflict with the interest of the Federal Transit Administration and/or the Transit Authority of Lexington-Fayette Urban County Government, to bring them forth immediately for resolution.

I, the undersigned Lextran officer, board member, or employee acknowledge receipt, understanding and acceptance of the Lextran Code of Conduct and certify that 1) I have not solicited or received any kickbacks or gratuities, 2) I have no financial interest in any supplier known to me with whom the Authority does business, and 3) If I should become aware of any real or perceived conflict of interest in the discharge of my duties, I will report such conflict immediately to the Chairperson of the Board or the General Manager in writing.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**This statement will be executed upon appointment and renewed on an annual basis.**

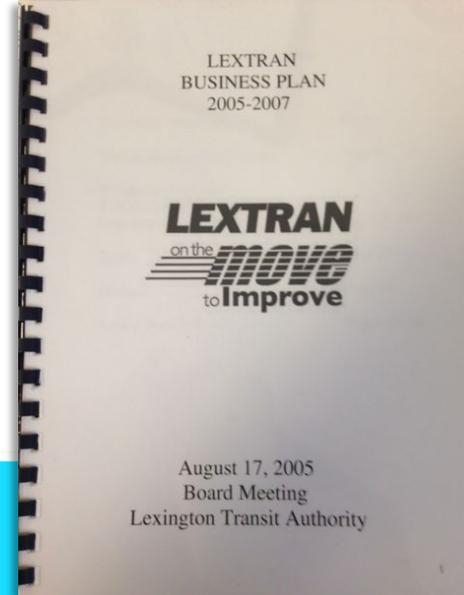
# LEXTRAN STRATEGIC PLANNING OUTLOOK

## FISCAL YEAR 2020-2021



# Strategic Planning is ongoing, continual

- Lextran Business Plan 2005-2007
  - ‘attract new riders through innovative services’
- Strategic Planning Workshop 2012
  - ‘new Lextran Headquarters and new technology’
- Lextran Strategic Plan and Priorities 2016
  - ‘be a transit authority, prioritize customer and identify new markets’
- Lextran Strategic Outlook 2018-20
  - Three key pillars
- Began an update this January
  - And then a global pandemic hit...



# Recap since January

- Work Session meeting with Board
- Facilitated meeting with Lextran staff
- Similar formats and process:
  - Advantages
  - Trends
  - Challenges
  - Opportunities/strengths
- Presentation back to staff
- Quick assessment amid COVID
- And now this presentation



# Great Work to Celebrate!

- Quick list of accomplishments:
  - COVID response
  - Progress on RAMP program
  - Branding and website redesign
  - Progress on fleet replacement
  - Recruiting and hiring
  - Successful audit, grant and other regulatory submittals
  - And, forward momentum on countless other projects



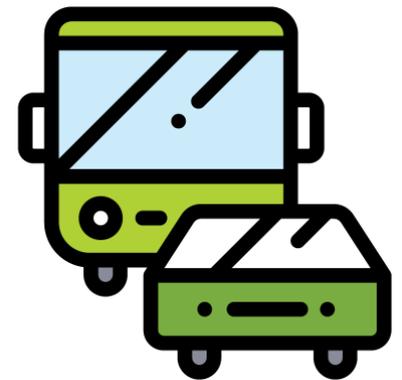
# General Trends

- Multi-generational workforce and culture, Gen Z about to enter
- Seamless technology demanded, expected by some,
- still others hold out or don't have as much access
- Locally, affordable housing, responding to changing residential needs and density
- And commercial development, especially downtown, convention center
- Corridor plans and Nicholasville Road study



# Industry Trends

- Response to COVID-19 pandemic
  - Pace of rebuilding ridership levels
- Automation
- Electric, emissions reduction
- Paratransit increasing demand
- Willingness to pay for convenience
- Interest in trends and disruption (MaaS, MOD, Bike, scooter share)
- Transit system redesign projects
- Fare-free, mobile ticketing



# What are Lextran's Advantages?

- Affordable
- Accessible
- Dependable, most of the time
- Operate on a set schedule Don't NEED a cell phone or credit card
- Professionally, well-trained, safe drivers
- Good reputation
- Good choice for special events, UK games and Keeneland
- Sustainability (environmental and fiscal)



# Areas for improvement

- Service, to be more direct, and more frequent
- Age of vehicles
- Bus stops and shelters
- Transit Center
- Comfort and familiarity with Lextran for new, potential riders



# Challenges

## Increase Frequency

**Attract New Riders** Funding Serve New Areas

Staffing Needs

Paratransit Increases

Route expansion / Changing Landscape

## Maximize Existing Service

**Finding Qualified Mechanics** Transportation Partners

**Corporate Partnerships** Older vehicles / Lack of Funding

# Challenges

**RESPOND TO COVID-19 PANDEMIC**

**Increase Frequency**  
Attract New Riders Funding Serve New Areas  
Stimulating Needs  
Paratransit increases Route expansion / Changing Landscape

**Maximize Existing Service**  
Hiring Qualified Mechanics Transportation Partners  
Corporate Partnerships Older vehicles / Lack of Funding

# WE SERVE PEOPLE AND OUR COMMUNITY WITH MOBILITY SOLUTIONS.





## DELIVER HIGH QUALITY PRODUCT & SERVICE

- Rider-focused improvements at bus stops
- Reliable, on-time performance
- Excellent customer service
- Improved daily business practices



## DEMONSTRATE VALUE TO THE COMMUNITY

- Deeper understanding of our value to the community
- Visible improvements for the community
- Amplify Lextran's image in the community



## MANAGE & SUSTAIN RESOURCES

- Execute policy and regulatory requirements
- Focus on effective technology and support 'tools'
- Seek additional resources & grants



DELIVER  
HIGH QUALITY  
PRODUCT &  
SERVICE

## Priorities

- Underway with a Comprehensive Operations Analysis
  - Key takeaways and ideas from staff
- Transit Center improvements
  - On Vine Street and the Platform
  - Interior and Back office
- Real time information, customer facing fluid info
- Continue training and professional development



DEMONSTRATE  
VALUE TO THE  
COMMUNITY

## Priorities

- Customer and Community Survey
- Build and Expand RAMP program, including bus stop branding
- Explore corporate marketing campaign program
- Market and explain value and benefits for riding Lextran, right now for riders



MANAGE &  
SUSTAIN  
RESOURCES

## Priorities

- Recurring reporting and policy or regulatory requirements
- Grant Applications and Projects
- Funding Requests and Legislative Agenda
- Departmental specific plans and projects
- Staffing levels and succession planning
- Technology Projects – radio, scheduling software, data management
- Fleet Replacement Program
- Canopy Project and Sustainability Plan

# Next Steps and Budget Considerations

- Review details and action steps for the Key Pillar priorities with staff/key team to analyze costs or other resource needs
- What can we reasonably achieve with specter of and impact from COVID19?
- Continue to engage with stakeholders on the demand for public mobility services

