

## **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-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.

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

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

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

### **MEETING INSTRUCTIONS**

**Broadcast on YouTube at:**  
[bit.ly/lextranmeeting](http://bit.ly/lextranmeeting)

**Held via Webex Video Conference:**  
Go to [www.webex.com](http://www.webex.com) or download the app, and then when prompted:  
**Meeting number:** 132 424 8413  
**Meeting password:** 6K3uBGp3tc2

**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

### **TABLE OF CONTENTS**

AGENDA.....	2
MINUTES.....	3-9
MONTHLY PERFORMANCE REPORT .....	10-16
ACTION ITEMS .....	17-27

## BOARD OF DIRECTORS MEETING

September 16, 2020

10:00 a.m.

### MEETING AGENDA

I.	Call to Order	10:00
II.	Public Comment on Agenda Items / Public Hearing	10:05 – 10:10
III.	Approval of August 2020 Board Meeting Minutes	10:10 – 10:15
IV.	Chair's Report	10:15 – 10:20
V.	Informational Presentation on Town Branch Trail	10:20 – 10:35
VI.	Lextran Monthly Performance Report & Financials – July	10:35 – 10:45
VII.	Action Items A. Resolution 2020-16 - Confirm Interim Resident General Manager B. Resolution 2020-17 - Confirm FTA Authority for Interim Resident General Manager C. Resolution 2020-18 - Confirm Signatory for Interim Resident General Manager D. Resolution 2020-19 - Network Infrastructure / Schiller E. Resolution 2020-20 - Establish Finance Committee membership F. Resolution 2020-21 - Approval of Finance Committee Members	10:45 – 11:00
VIII.	Change Order	
IX.	Old Business	11:00 – 11:05
X.	New Business	
XI.	Proposed Agenda Items A. Pension Fund Management Update for October B. Review Nepotism Policy, Romantic and Familial Relationships (new)	11:05 – 11:10
XII.	Closed Session	
XIII.	Adjournment	11:15

**BOARD OF DIRECTORS MEETING****BOARD MINUTES**

August 19, 2020

**MEMBERS PRESENT**

Christian Motley, Board Chair

George Ward

Harding Dowell

Jaime Rodgers

Rick Christman

**MEMBERS ABSENT**

Joe Smith

Adrienne Thakur, Vice Chair

Peggy Henson

**STAFF PRESENT**

Carrie Butler, General Manager

Jill Barnett, Assistant General Manager

Nikki Falconbury, Director of Finance and Human Resources

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

John Givens, Director of Risk Management

Jim Barrett, Director of Maintenance

Jason Dyal, Director of Operations

Austin Hughes, Marketing Coordinator

Chris Withrow, Parts Manager

Maria Alonso, Human Resources Manager

Tricia Neal, Human Resources Coordinator

Emily Elliott, Community Relations Manager

Alan Jones, Systems Administrator

Anne-Tyler Morgan, Board Attorney via phone

**OTHERS PRESENT** via phone and web

## **I. CALL TO ORDER**

Chairman Christian Motley called the August 19, 2020 meeting of the Lextran Board of Directors to order at 10:06 am.

Mr. Motley performed a roll call to determine which members were present. Quorum was achieved.

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

## **II. PUBLIC COMMENT**

There was no public comment.

## **III. APPROVAL OF MINUTES**

Mr. Motley called for a motion to approve the board meeting minutes from July 22, 2020. Mr. Christman made a motion and Mr. Ward seconded. The motion passed unanimously.

## **IV. CHAIR'S REPORT**

Mr. Motley presented the Chair's report. He reported presenting at the Fayette Alliance Citizen's Planning Academy that educates residents on land use, planning, and development and how they relate to broader issues in the community. That day's topic was responsible infrastructure. There was a lot of interest in the Nicholasville Road Corridor project, vanpool, and improved walkability for transit and quality of life.

There were some notes from the last Board meeting regarding the CARES Act and Headquarters project. Staff have been asked to present a report on these at the September Finance committee meeting at which time the annual audit will be reviewed. After that meeting, there will be a presentation and conversation for the board. The CARES Act funding is currently being used as reimbursement for operating expenses and honoring existing financial commitments because of the lack of fare collection and other revenue decline due to COVID. This sequence of events will allow the board to make informed decisions about FY 20-21 and any mid-year adjustments to the budget.

Mr. Christman asked how close we are to bringing in fares again. Ms. Butler replied that Lextran is in the process of installing driver barriers to allow for safe fare collection. A driver barrier is a piece that goes between driver and passengers that provides an additional method of protection for the driver. They are being built in house, which allows for customization per bus type and to meet Lextran's needs. Once they are installed and we determine that is safe, we can begin fare collection again. We do not have that exact timeline right now.

Mr. Christman asked how long we have not been collecting fare. Ms. Butler replied since March of this year. He asked why the barriers were not installed sooner. Ms. Butler noted that the uncertainty and ever changing timeline that has come with the pandemic have led to the current installation of barriers, and when this first started the timeline seemed much shorter. Mr. Christman asked when the driver barriers would be completed. Ms. Butler replied that the complete installation date was to be determined and offered to provide an update at the next board meeting.

Mr. Motley asked about the factors for determining to build the barriers internally. Ms. Butler discussed the various types of barriers and the plexiglass type that has been selected for Lextran. Ms. Rodgers asked if fare collection was solely contingent on barriers or if there were other factors that were considered. Ms. Butler replied that additional consideration would be the economic status of riders and community members and potentially extending discounted or reduced fares. Mr. Christman asked if there are other agencies that are collecting fares. Ms. Butler replied that most agencies are not collecting fares at this time, although there are some that have continued collection throughout the pandemic. Mr. Christman asked if the decision to resume fare collection was a board decision, whether the barriers were installed or not. Ms. Butler confirmed that it was and offered to add it to next month's agenda, if the board wished.

Ms. Rodgers stated that it would be helpful to know all the factors before discussing at the next meeting like barriers, economic status, other benchmarking that should be considered. Mr. Motley mentioned that the CARES funding is back filling the revenue and that there are other factors that will be discussed during the September Finance Committee Meeting that could impact the decision. Ms. Butler clarified there is language in the CARES Act stating that it is funding to compensate for operating expenses but does not replace fare revenue. Mr. Dowell asked that the Finance Committee look at the impact of lack of fare collection either in a month by month or overall basis and to find demographically driven information on ridership and what broader levels of unemployment are affecting our community. Mr. Christman stated that not having driver barriers in place is affecting our income and asked if the CARES money could be used to complete these. Ms. Butler confirmed that it could be used for that purpose.

## V. INFORMATIONAL PRESENTATION

Ms. Butler introduced Austin Hughes, Marketing Coordinator, to present the new website that was launched in February. Ms. Hughes shared that the effort was part of the overall rebranding project and updated a website that was very out of date and difficult for users to interact with. The timing of the website launch with COVID-19 made it much easier to update information and keep people aware of the changes with the pandemic. He shared that we were able to track the unique views to a schedule page created for changes related to COVID-19, to know that the information was being accessed. The things that were most important during the redesign were that the site was mobile friendly, ADA compliant, and ease of navigation. There was an opportunity to audit the information and make sure that it was correct and consistent, both visually and from the tone of the site. Some of the main features are the schedule and fare information which were streamlined and the MyStop Trip Planner which corresponds with the mobile app.

Mr. Motley asked where the bus capacity could be viewed on MyStop. Mr. Hughes demonstrated how to find this information on the individual vehicles that are displayed. Mr. Motley asked how

that information is sourced. Ms. Butler replied that it is through the automatic passenger counters that are on each vehicle that count individuals getting on or off board. Mr. Hughes discussed how information was specifically concise to allow ease of access and understanding of the service. Other important features include the 'Work With Us' tab, that houses open job postings and procurement opportunities; the 'About Lextran' tab with information on board meetings, latest projects, key pillars, the three S's; and the Civil Rights page with Title VI information in different languages.

There has been positive feedback from Customer Service and social media and from the management end as well. Mr. Ward interacted with the website during the meeting and saw that the 'buy a pass' feature was enabled. He asked why we don't say that there are no fares right now and regarding the PayPal fees there is \$1 fee on \$1 fare pass and on a day pass there is a fee of \$2. Ms. Butler stated that she is glad to give an update when discussing fares in the future. She stated that even though the request to purchase fare appears to be automated, there is a Lextran staff person who receives the request; a customer would be notified that they can purchase a pass at this time, but it is not recommended due to the currently waived fare collection.

Mr. Motley added that the website looks good, it is easy to use, and is appreciative of the updates. Ms. Rodgers added that it looks good and speaks to the strategic plan of being citizen and user centered, and that it can be used on the phone. It is also good that the procurement page is very transparent allowing more bids and small, minority businesses have more opportunities. The 'Careers' page is transparent and easy to access that speaks to a larger discussion about equity for jobs and easy access to that information.

## **VI. MONTHLY PERFORMANCE REPORT**

Ms. Barnett then presented the Monthly Performance Report for July 2020 which can be found on pages 10-14 of the August 2020 board packet. Before delivering the performance report, Ms. Barnett mentioned the thoughtfulness of Mr. Hughes in the management of the website project and how well the finished product turned out both visually and functionally for customer use.

Highlights for July include: the release of Lextran's "Healthy on Board" plan, which was developed in conjunction with Governor Beshear's mandate for facial coverings, Lextran's requirement for facial coverings, reinstated service on five fixed routes to address capacity issues and allow users to have better trip planning options. Mr. Ward asked how the compliance with mask requirements has been and how it is handled if someone refuses. Ms. Barnett responded there have not been a lot of refusals and those who do so, or state a medical exception are placed in contact with a transportation supervisor, who may be able to provide them a mask or a ride.

Near the end of July some limited service resumed on Route 14 – UK Blue/White, which serves a large portion of UK's campus. There was still a large focus on COVID and monitoring both internally and externally for changes and responses. Fixed route ridership is still down from last year but trending up little by little. With students returning to Lexington, we expect ridership to grow a little more quickly than it has in the last couple of months.

Paratransit ridership is seeing a similar increase in ridership with a slow uptick but is still down from last year. Mr. Christman asked if fees were being collected for Paratransit services. Ms. Barnett replied that if there is no fare collection on fixed route service then there cannot be fare collected on paratransit service. Service was provided on the 4th of July at a Sunday level service. July was good for preventable accidents and maintenance completed 100% of 42 scheduled inspections, with the number of inspections fluctuating from month to month and increasing due to vehicle maintenance preparations for UK service and other routes being reinstated. Complaints regarding late or early buses are trending down and on time performance ticked up.

The Text-for-Next feature was used nearly 2,000 times this month. It allows users to text the system for their departure time at their stop. Anecdotal comments from customers from social media were shared regarding the text-for-next feature, being able to see rider counts on board the buses, and mask requirements. Mr. Motley commented that not everyone is doing all these things for passengers and staff to fight pandemic. Ms. Barnett added that the foundation of many decisions is how to continue to provide service to the community while keeping the workforce safe. Lextran has been fortunate for the response from workforce and the response to stay safe and added "our operators have done an excellent job."

Mr. Ward asked about the number of open positions and if this was affecting operations. Ms. Barnett stated that it has not impacted the ability to provide service. We are currently recruiting for a new training class of drivers due to normal turnover and retirements. Some staff have taken time off for health concerns or health of family, and these hires are to maintain normal level of service. Mr. Ward asked if there was an impact on overtime. Ms. Butler replied that there has not been an impact on overtime and that this was a normal cycle for hiring drivers. We are also looking to hire Customer Service Representatives to cover employee health screening mandates.

Ms. Falconbury presented the July 2020 Finance Report that can be found on pages 15-16 of the August 2020 board packet. This month is the first the fiscal year. Operating cash is at a good point and there is a higher cash balance at this point than last year due to grant funds. The timing on these funds is always different. The accounts receivable shows at the end of the fiscal year the grant funds that came in and the first draw down of the CARES funding for operating expenses due to the pandemic. It was used to pay for fuel, salaries and fringe benefits for the operations department. The property taxes will be lower until November as it is each year until the new cycle of property tax revenues are collected.

Mr. Motley asked where the CARES Act funding will show when it is drawn. Ms. Falconbury stated that it is in accounts receivable for this time for July and in August financials it will show up as cash. Mr. Ward asked how much the draw was. Ms. Falconbury replied that the draw was four million dollars and accounted for operations expense for the month of February through June. Property tax and fare revenue are \$0 currently. State funding may show later in the year. It shows as zero because it is typically received in January or February, but the timing can vary. The advertising revenue and fuel tax reimbursement are shown as well. We are over budget on materials and supplies for some air filters for the facility that were all changed at the same time and it should even out in the coming months. All other items are under budget. As ridership has increased some of the paratransit expenses have picked up. We are in a good spot and currently

under budget, which can be revisited at the September Finance Committee meeting. Mr. Ward asked about the fuel. Ms. Falconbury stated that the fuel is still low, but it was budgeted normally due to uncertainty for the second half of the fiscal year. In July of a normal year, it is always lower since less service is provided and then the amount of fuel purchased increases as service levels ramp up with the start of the school year.

## VII. ACTION ITEMS

### a. Resolution – 2020-14– Resolution to Award a Contract for Electric Motors

Resolution 2020-14 is for electric motors referring to the components of a motor such as the alternator, starter, and other electrical components. It should be considered a one-year term for price quotes. A similar contract was issued about this time last year and it is a way to lock in pricing for the year. Three proposals were received and Kirk's Automotive, Inc. was awarded the contract. Ms. Rodgers asked where the business was located and if it was a DBE (Disadvantaged Business Enterprise). Ms. Butler confirmed it was in Detroit and is not a registered DBE. Mr. Ward made a motion and Mr. Dowell seconded. The motion passed without opposition.

### b. Resolution – 2020-15 – Amendment to the Lextran Employees Contributory Pension Plan

Resolution 2020-15 seeks to clarify language regarding the early retirement age as defined and codified in the Lextran Employee's Contributory Pension Plan and Trust. The resolution is an amendment to clarify the early retirement age in Section 5.05(b) where it defines earliest retirement age. In the first part of the document, the definitions section, it was not as clear in the specific definition. This was approved by Pension Committee during the August 2020 meeting and the process begins with approval through that committee then through the Board resolution. Mr. Ward states that on the resolution the copy says amendment 1 versus amendment 2. Ms. Butler states it will be corrected. On Amendment 2, the date says January 2014 and wants to clarify on the effective date. Ms. Butler states that because this language clarification does not make a substantive change, it does not impact the effective date. The language clarification was written by Osborn, Carrerio and Associates, the pension plan's third party administrator and in 2014 the board restated the pension plan, hence the 2014 effective date. Mr. Christman stated that it is not a change and if someone wants early retirement you must meet the qualifications and this section had some ambiguity and it was a clarification to correct this. A motion was made by Mr. Christman and seconded by Mr. Dowell. The motion passed with no opposition.

## VIII. CHANGE ORDER

Ms. Butler reviewed the change order for S&D Construction, the firm under contract to make improvements at bus stops. Nine of the bus stops slated for improvement in Phase I will shift to Phase II. It is a no cost change order. The change order can be found on page 100 of the August 2020 board packet. Mr. Motley asked if the RAMP update had been built into the Monthly Performance Report. Ms. Butler replied that the construction season had slowed with winter and then COVID, so the improvements have continued, but slower than anticipated and updates are shared when available.

## IX. OLD BUSINESS

Lextran Board of Directors Meeting – August 2020

There was no old business.

## **X.NEW BUSINESS**

Ms. Butler shared a commitment that Lextran is making with the American Public Transit Association (APTA) for restoration and recovery during the COVID-19 pandemic along with other transit agencies. The commitment entails that we are doing everything we know to do to provide safe service and communicating with customers on protocols. The industry is working on a seal or decal to be displayed that will represent that we are committed to safety and we are asking that riders are committed to social distancing and wearing masks as a kind of partnership. No action is required, but are making the Board aware and additional communication will be coming on this topic. APTA has done market research and found that 87% riders feel better having a seal or emblem that shows the agency is committed to doing right by state and local orders. Mr. Motley added that he saw the information and we are already doing a lot of the initiatives and adding the seal will give folks an identifier to let them know we are part of the larger effort.

## **XI.PROPOSED AGENDA ITEMS**

- Pension fund management services update.
- Update on Town Branch Trial project with a presentation from Brandy Peacher with LFUCG.
- Resolution for video management system. This is the surveillance system for our property versus the vehicle surveillance that had a resolution previously.
- Update on fare collection and driver barriers. Information may be affected by the timing of the Finance Committee meeting, but some additional updates will be available.

## **XII.CLOSED SESSION**

No closed session

## **XIII.ADJOURNMENT**

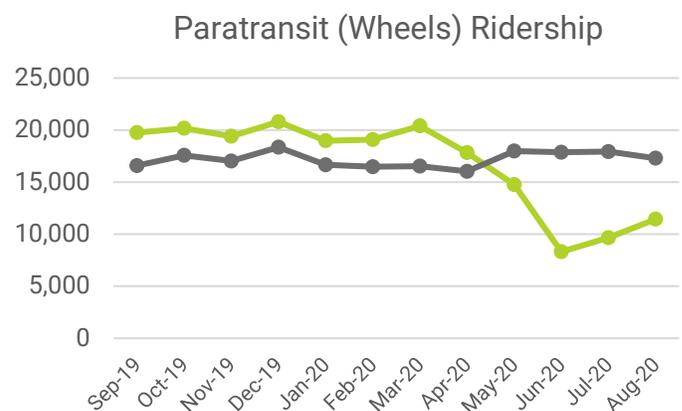
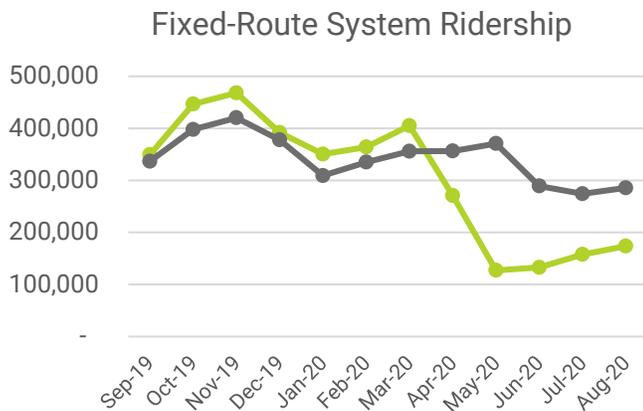
Mr. Motley called for a motion to adjourn the August 19, 2020 meeting of the Lextran Board of Directors. Mr. Dowell made a motion that was seconded by Ms. Rodgers. The meeting adjourned by consensus at 11:13 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – AUGUST 2020

We serve people and our community with mobility solutions.

On August 10, normal service was reinstated on every route, apart from routes 21 and 24, as part of the third phase of Lextran’s “Healthy on Board” plan. Route 14 also resumed full service on August 17, coinciding with the start of UK’s fall semester. Real-time onboard counts are now available to Lextran customers through the myStop mobile app, further addressing capacity issues related to COVID-19 and allowing passengers to make informed travel decisions.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
<b>System Production</b>						
Total Ridership	198,202	371,902	623,972	13,101	25,726	39,925
Weekday Ridership	161,561	308,556	529,395	10,781	21,740	33,563
Saturday Ridership	20,916	33,185	56,788	1,347	2,150	3,336
Sunday Ridership	15,725	26,887	33,577	973	1,632	2,727
Total Revenue Miles	153,698	277,442	302,730	96,150	187,954	281,515
Total Revenue Hours	17,815	29,442	31,522	7,705	15,221	22,389
Trips per Mile	1.29	1.34	2.06	0.14	0.14	0.14
Trips per Hour	11.13	12.63	19.80	1.70	1.69	1.78

- In August, all routes (except for routes 21 and 24) resumed normal weekday service.
- Ridership grew 11% in August from the previous month yet remains at 43% below average August ridership.

## Lextran in the Media

- AUGUST 4, 2020 – CAMPUS BUS SERVICE MODIFICATIONS FOR FALL SEMESTER  
<https://uknow.uky.edu/campus-news/campus-bus-service-modifications-fall-semester>
- AUGUST 23, 2020 – UPDATE: LEXINGTON POLICE SAY 3 INJURED IN SHOOTING AT FAYETTE MALL  
<https://www.wowktv.com/news/kentucky/lexington-police-shooting-at-fayette-mall/>
- AUGUST 23, 2020 – LEXINGTON POLICE SAY 1 DEAD, AT LEAST 2 INJURED IN SHOOTING AT FAYETTE MALL  
[https://www.wdrb.com/news/lexington-police-say-1-dead-at-least-2-injured-in-shooting-at-fayette-mall/article\\_3dd6b07c-e588-11ea-b03e-b37c6fa9a349.html](https://www.wdrb.com/news/lexington-police-say-1-dead-at-least-2-injured-in-shooting-at-fayette-mall/article_3dd6b07c-e588-11ea-b03e-b37c6fa9a349.html)
- AUGUST 23, 2020 – 17-YEAR-OLD DEAD AFTER SHOOTING AT MALL IN LEXINGTON, KENTUCKY  
<https://www.koaa.com/news/national/police-respond-to-shooting-at-kentucky-mall-not-an-active-shooter-incident>
- AUGUST 24, 2020 – THREE PEOPLE SHOT INSIDE FAYETTE MALL. ONE VICTIM HAS DIED POLICE SAY.  
<https://www.wtvq.com/2020/08/27/grant-to-help-lextrans-improve-service-at-uk/>
- AUGUST 31, 2020 – BUS DRIVERS CITE LACK OF SANITIZATION, OVERCROWDING IN COVID-19 CONCERNS  
[http://www.kykernel.com/news/bus-drivers-cite-lack-of-sanitization-overcrowding-in-covid-19-concerns/article\\_18d02404-eba3-11ea-944b-230dea766e3c.html](http://www.kykernel.com/news/bus-drivers-cite-lack-of-sanitization-overcrowding-in-covid-19-concerns/article_18d02404-eba3-11ea-944b-230dea766e3c.html)

## Meetings

- August 4 – Imagine Nicholasville Road Steering Committee Meeting
- August 4 – Mayor’s COVID-19 Stakeholder Call
- August 10 – APTA Bus Operations COVID-19 Call
- August 12 – Transportation Technical Coordination Committee Meeting
- August 12 – Congestion Management Meeting
- August 14 – Spurr Road Development Meeting
- August 18 – Mayor’s COVID-19 Stakeholder Call
- August 18 – Nicholasville Road Transportation Solutions Review
- August 19 – Mayor’s Sustainable Growth Task Force
- August 20 – LFUCG Corridors Commission
- August 26 – Transportation Policy Committee Meeting

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
<b>Service Quality</b>						
On-Time Performance	95.00%	95.00%	91.00%	95.00%	94.24%	88.61%
Farebox Recovery	0.00%	0.00%	7.38%	N/A	N/A	N/A
Operating Expenses	\$1,538,927	\$3,198,370	\$3,276,733	\$385,746	\$778,667	\$897,193
Per Mile	\$3.05	\$3.58	\$3.24	N/A	N/A	N/A
Per Hour	\$60.07	\$79.58	\$73.07	N/A	N/A	N/A
<b>Customer Service</b>	<b>This Month</b>	<b>FY21 YTD</b>	<b>FY20 YTD</b>	<b>This Month</b>	<b>FY21 YTD</b>	<b>FY20 YTD</b>
Customer Feedback Totals per 100k Trips	18.16	24.20	14.10	190.83	209.90	107.70
Commendations	0.00	0.00	1.12	22.90	27.21	12.52
Discourtesies	5.55	10.76	4.33	83.96	81.63	35.07
Late or Early	1.01	1.34	1.76	0.00	3.89	25.05
Safety	5.55	5.38	3.21	83.96	97.18	35.07
Passed Boarding	4.54	4.84	1.76	0.00	0.00	0.00
Information and Service Requests	0.50	0.81	0.64	0.00	0.00	0.00
Other	1.01	1.08	1.28	0.00	0.00	0.00
Call Length	1:00	0:58	1:11	1:13	1:09	1:11
Time to Abandon	0:57	1:08	0:30	0:21	0:21	0:50

- On-time performance continues to trend up compared to FY20.
- Discourtesies fell by 62% compared to last month.
- Call volumes continued to exceed the monthly average (up 118% compared to August 2019) as normal service was reinstated on most routes.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	1.25	1.38	2.04	0.90	1.38	2.15
Injury Frequency Rate	18.98	17.83	64.67	N/A	N/A	N/A
Days with No Preventable Accidents	29	58	58	30	60	57
Days of Lost Time	48	48	96	N/A	N/A	N/A
Workers Compensation Claims	4	6	9	N/A	N/A	N/A

- Preventable accidents are trending down for both fixed-route and paratransit compared to FY20.
- Our fixed-route system has seen half as many days of lost time due to workplace injury in FY21 compared to FY20.

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
<b>Maintenance</b>			
Miles between Road Calls	6,148	12,042	14,430
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- Maintenance completed 100 percent (39 of 39) of scheduled preventative maintenance this month.
- Miles between road calls improved by 13% compared to the same time last year.

Performance Indicator	Fixed Route System		
	This Month	Interviews	New Hires
<b>Hiring and Recruiting</b>			
Open Positions	17	16	6
Operations	10	8	0
Maintenance	3	4	3
Administration	4	4	3

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
<b>Training Activities</b>		
Post-Accident Remedial Training	3	4
Return to Work Training	3	5
Smith System Training/Refresher	21	83
New Employee Training	8	8

## Procurement

Financing Services	Due April 15, 2020	Finance Committee Topic
Investment Consulting Services	Due April 20, 2020	Expected October Resolution*
Tire Lease	Due September 17, 2020	
Electric Bus	Planned September Release	
Banking Services	Planned Fall Release	

\*Investment Consulting Services, also referred to as Pension Fund Management services, was deferred for an additional month at the request of the Union. There are sitting Union members on the Pension committee.

**Financials**
**BALANCE SHEET**

as of August 31, 2020

	Current Year-To-Date	Last Year-to-Date
<b>Assets</b>		
Current assets		
Operating Cash	\$15,629,858	\$8,066,546
Project Loan Account	\$0	\$1,145,044
Accounts receivable	\$955,639	\$5,310,110
Inventory	\$680,282	\$654,893
Work in process	\$541,210	\$324,434
Prepaid	\$976,797	\$919,880
Total Current Assets	<u>\$18,783,785</u>	<u>\$16,420,906</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	\$25,129,433	\$25,174,522
<b>Total Assets</b>	<u><u>\$54,553,633</u></u>	<u><u>\$52,273,412</u></u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$295,902	\$1,088,121
Payroll liabilities	\$863,695	\$841,269
Short term note - Fifth Third Bank	\$972,977	\$944,068
Total Current Liabilities	<u>\$2,132,574</u>	<u>\$2,873,459</u>
Long term note - Fifth Third Bank	\$3,772,371	\$4,745,348
Long term liability - Pension	\$2,589,356	\$2,911,112
Total Long Term Liabilities	<u>\$6,361,727</u>	<u>\$7,656,460</u>
<b>Net Position</b>	\$46,059,333	\$41,743,493
<b>Total Liabilities and Net Position</b>	<u><u>\$54,553,633</u></u>	<u><u>\$52,273,412</u></u>

**Financials**
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION  
August 2020**

Revenues	FY2021		FY 2020	
	Actual	Budget	Variance	Actual
Property taxes	\$116,866	\$193,600	(\$76,734)	\$199,490
Passenger revenue	\$150	\$0	\$150	\$245,172
Federal funds	\$853,073	\$716,667	\$136,406	\$907,658
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$21,928	\$199,293	(\$177,365)	\$411,035
<b>Total Revenues</b>	<b>\$1,252,016</b>	<b>\$1,369,559</b>	<b>(\$117,544)</b>	<b>\$2,023,356</b>
<b>Expenses</b>				
Wages	\$1,517,536	\$1,621,528	(\$103,992)	\$1,545,272
Fringe benefits	\$864,954	\$947,621	(\$82,667)	\$836,356
Professional services	\$166,969	\$238,305	(\$71,336)	\$168,763
Materials and supplies	\$203,650	\$184,583	\$19,067	\$186,744
Fuel-Diesel	\$93,593	\$180,917	(\$87,324)	\$150,755
Fuel-Other	\$53,846	\$54,000	(\$154)	\$45,862
Utilities - Facilities	\$60,434	\$57,994	\$2,440	\$54,133
Utilities - Electric Bus	\$12,645	\$20,000	(\$7,355)	\$16,053
Insurance	\$122,793	\$136,333	(\$13,540)	\$116,586
Fuel taxes	\$29,699	\$37,500	(\$7,801)	\$44,176
Paratransit Expenses	\$842,334	\$1,050,000	(\$207,666)	\$1,019,911
Vanpool Expenses	\$2,400	\$4,200	(\$1,800)	\$4,200
Dues and subscriptions	\$28,346	\$6,333	\$22,013	\$27,275
Travel, training and meetings	\$16,857	\$29,650	(\$12,793)	\$11,083
Media advertising	\$7,816	\$30,833	(\$23,018)	\$49,410
Miscellaneous	\$1,207	\$9,933	(\$8,727)	\$4,883
Interest Expense	\$24,312	\$29,136	(\$4,824)	\$29,046
Leases and rentals	\$137,676	\$137,676	(\$0)	\$135,636
Depreciation	\$712,897	\$712,897	\$0	\$555,411
<b>Total Expenses</b>	<b>\$4,899,964</b>	<b>\$5,489,440</b>	<b>(\$589,476)</b>	<b>\$5,001,555</b>
<b>Change in Net Position</b>	<b>(\$3,647,949)</b>	<b>(\$4,119,881)</b>	<b>\$471,932</b>	<b>(\$2,978,200)</b>

## MEMORANDUM

September 16, 2020

**TO:** Lextran Board of Directors

**FROM:** Christian Motley, Chair

**SUBJECT:** Approval of Lextran's Resident General Manager

The following are a series of resolutions: requesting the approval of Jill Barnett as Lextran's Interim Resident General Manager, the ability to execute grants for the Federal Transit Administration, and confirming signatory approvals. Resolution 2020-18 removes Carrie Butler, and adds Fred Combs, Director of Planning, Technology, and Community Relations, as a signatory for checking accounts established for the operation of the Transit Authority business.

Jill Barnett began her Lextran tenure in 2009 and currently serves as the Resident Assistant General Manager under the Transdev Services, Inc management contract, overseeing the Operations, Planning, Community Relations and Technology Departments. In a dual role, she previously served as the interim Director of Maintenance. Prior to becoming a part of the Transdev/Lextran team, she served as Lextran's Director of Community Affairs, where she oversaw marketing and communications, legislative and community relations, and customer service for the organization for six years.

In 2013, she was recognized by Mass Transit magazine as one of the "Top 40 Under 40" transit professionals. Jill currently serves on the American Public Transportation Association's (APTA) Small Operations committee, APTA Standards Development committee, the LFUCG Corridors Commission, and previously served as Chair of the Mayor's Commission for People with Disabilities. She is also a graduate of the Leadership Lexington program. She holds a Master of Business Administration degree from Morehead State University and an undergraduate degree in Psychology.



**RESOLUTION 2020-16**

**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**

**SEPTEMBER 16, 2020**

**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 Lextran 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 Jill Barnett as Interim Resident General Manager and to charge her with 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 Jill Barnett be and hereby is approved as Interim Resident General manager until the formal Transdev hiring process is complete, effective September 16, 2020 and that the preamble to this resolution be and the same is incorporated herein by reference, the same as if fully set forth herein.

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

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

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

## RESOLUTION 2020-17

### TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

SEPTEMBER 16, 2020

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code and other Federal statutes administered by the Federal Transit Administration.

**WHEREAS**, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

**WHEREAS**, the grant or cooperative agreement for Federal Financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

**WHEREAS**, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

**NOW, THEREFORE, BE IT RESOLVED BY** the Transit Authority of Lexington-Fayette Urban County Government Board of Directors, that

1. The Interim Resident General Manager, Jill Barnett, or her designee is authorized to execute and file application for Federal assistance on behalf of the Transit Authority of Lexington-Fayette Urban County Government with the Federal Transit Administration for Federal Assistance authorized by 49.U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. The Applicant is requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. §5307, in addition to other Federal assistance administered by the Federal Transit Administration as the Designated Recipient as defined by 49 U.S.C. §5307.
2. The Interim Resident General Manager, Jill Barnett, or her designee is authorized to execute and file with its application the annual certification and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.

*continued...*

3. The Interim Resident General Manager, Jill Barnett, or her designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Transit Authority of Lexington-Fayette Urban County Government.
  
4. The Interim Resident General Manager, Jill Barnett, will be assigned a personal identification number (PIN) to access the Transportation Electric Award & Management System (TEAM).

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

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

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

**RESOLUTION 2020-18**

**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**

**SEPTEMBER 16, 2020**

**WHEREAS**, Jill Barnett has been named the Interim Resident General Manager of the Transit Authority of Lexington-Fayette Urban County Government; and

**WHEREAS**, Jill Barnett, Interim Resident General Manager, and Fred Combs, Director of Planning, Technology, and Community Relations, should be named signatories for checking accounts established for the operation of the Transit Authority business;

**WHEREAS**, Carrie Butler will be removed from the signatory block;

**NOW THEREFORE, BE IT RESOLVED** the Transit Authority of Lexington-Fayette Urban County Government Board of Directors, that Jill Barnett and Fred Combs hereby are designated authorized signatories for checking accounts established for the operation of Transit Authority business, effective immediately.

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

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

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

## MEMORANDUM

September 16, 2020

**TO:** Lextran Board of Directors

**FROM:** Carrie Butler, General Manager

**SUBJECT:** Resolution to Purchase Network Infrastructure for On-site Surveillance System

Based on previous Resolution 2016-23, Schiller was named as Lextran's security system provider. The overall suite of services provided covers a full range of security services from physical keys and locks, access control to our multiple locations, and on-site video surveillance system. This project includes a series of routine maintenance projects and network infrastructure clean-up that will help support the system's overall functionality and redundancy. This resolution lays out the components necessary for this work, which were developed as a complete project package, as opposed to multiple smaller projects, which would entail disabling or interacting with the systems on multiple occasions.

Schiller has provided a quote for hardware, equipment, training and installation for this project. It includes Web and mobile clients for system users. There are no recurring licensing fees for the Hanwha camera server or licensing; software patches and fixes are free and there are no reoccurring yearly system fees. The project excludes labor for any system upgrades patches or fixes provided by Hanwha. Specifics of the project include the following and the price quote is attached herein.

- Providing (3) new network switches for the Wash Building, Fuel Island, and Downtown Transit Center. Switches have been replaced in the Admin Building and Maintenance Building.
- Providing UPS Battery Backup for the Wash Building, Fuel Island, Maintenance Building, Admin Building (2), and Downtown Transit Center.
- Providing (4) Dell servers with configuration to accommodate existing camera install with 30-days storage.
- Providing (115) camera licenses, with training as needed/requested.
- Also includes:
  - Installing and configuring (5) client licenses as directed by Lextran.
  - Cable cleanup in the Wash Building, Fuel Island, and Downtown Transit Center.
  - Move the existing Keri system database to one of the new servers and install control system.
  - Setting up (6) user camera view profiles.

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 2020-19****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****SEPTEMBER 16, 2020**

**WHEREAS**, Lextran entered into an overall program for security services with Schiller in 2016, and;

**WHEREAS**, this group of projects will serve to improve the network infrastructure, and allow for routine maintenance of back-end equipment, hardware, and software; 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 proceed with this group of projects under the direction of Schiller for the total sum, not to exceed of \$96, 833.77.

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

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

## MEMORANDUM

September 16, 2020

**TO:** Lextran Board of Directors

**FROM:** Carrie Butler, General Manager

**SUBJECT:** Clarification of Finance Committee Membership

A review of Resolutions 2016-01, 2014-34, and 2014-26 indicate that the Finance Committee includes the following:

- Three voting members from the Board of Directors

- Ex-officio, non-voting members as the General Manager, Assistant General Manager and Director of Finance.

Prior to Resolution 2016-01, the Chair of the Lextran Board of Directors also served as an ex-officio, voting member of the Finance Committee, but that resolution removed the Chair from the Finance Committee.

The prior resolutions served to clarify Finance Committee members' roles and name members, some of whom no longer serve on the Board. The resolution presented here recommends that members of the Finance Committee are named by position/title and restates the purpose of the Finance Committee based on Resolution 2014-26. The resolution will also re-name the Chair of the Lextran Board of Directors to the Finance Committee and clarify the process by which specific Board Members are named and approved each year, which will avoid the need to amend prior versions of resolutions.

Budget / Source of Funds: There is no direct spend.

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

**RESOLUTION 2020-20****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****SEPTEMBER 16, 2020**

**WHEREAS**, the Board of Directors ("BOD") passed Resolution No. 2014-26 and amended it by the adoption of Resolution No. 2014-34 and Resolution 2016-01; and;

**WHEREAS**, a vacancy has become open on the Finance Committee, 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 ratifies the establishment of the Finance Committee subject to the following terms and conditions:

Section 1. The members of the Finance Committee will be as follows:

- Chair of the Lextran Board of Directors (or designee), voting member;
- Board Member, voting member;
- Board Member, voting member;
- Director of Finance, non-voting member;
- Assistant General Manager, non-voting member;
- General Manager, non-voting member; and;

Section 2. The purpose of the Finance Committee shall be to provide advice to the BOD relating to: (a) fiscal operations of Lextran; (b) revenues and expenditures of Lextran; (c) organization changes which affect the fiscal operations of Lextran (d) review the final audit report and management letter of the accounting firm selected by the BOD to conduct the annual financial audit of Lextran and shall report its finding to the BOD for appropriate action.

Section 3. The named Board members will be appointed by the Chair of the Board of Directors and then approved by the BOD annually;

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

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

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

## MEMORANDUM

September 16, 2020

**TO:** Lextran Board of Directors

**FROM:** Christian Motley, Chair  
Carrie Butler, General Manager

**SUBJECT:** Approval of Finance Committee Members

The following resolution identifies and names the individual members of the Lextran Board of Directors who will serve on the Finance Committee, subject to Board approval.

Resolution 2020-20 clarified the membership of the Finance committee in Section 1. Members of the Finance committee established in Resolution 2020-20 are as follows:

- Chair of the Lextran Board of Directors (or designee), voting member;
- Board Member, voting member;
- Board Member, voting member.

Resolution 2020-20 outlines in Section 3, "named Board members will be appointed by the Chair of the Board of Directors and approved by the BOD annually." I appoint and recommend for your approval the following members of the Finance committee:

- Mr. George Ward (designee), voting member
- Mr. Rick Christman, voting member
- Ms. Jamie Rodgers, voting member

If you have any questions, please do not hesitate to call me.

**RESOLUTION 2020-21****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****SEPTEMBER 16, 2020**

**WHEREAS**, the Board of Directors ("BOD") passed Resolution No. 2020-20, clarifying the membership, purpose, and annual appointments of Finance Committee members, and;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government ("Lextran") hereby identifies and names the following members of the Finance Committee:

Mr. George Ward (designee), voting member  
Mr. Rick Christman, voting member  
Ms. Jamie Rodgers, voting member

Members will be appointed and approved by the BOD annually.

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

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

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