

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

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

Pursuant to KRS 96.A, the Lextran Board of Directors is to meet monthly. The next meeting will be: **Wednesday, November 18, 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:** 132 005 8030

**Meeting password:** 6435156783

**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

November 18, 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 October 2020 Board Meeting Minutes            | 10:10 – 10:15 |
| IV.   | Chair’s Report  | 10:15 – 10:20 |
| V.    | Lextran Monthly Performance Report & Financials – October | 10:20 – 10:45 |
|       | A. Disadvantaged Business Enterprise Program Overview     |               |
| VI.   | Action Items  | 10:45 – 11:20 |
|       | A. Resolution 2020-26 – Banking Services                  |               |
|       | B. Resolution 2020-27 – Engine Rebuilds                   |               |
|       | C. Resolution 2020-28 – IBI Group Change Order            |               |
|       | D. Resolution 2020-29 -- TripShot                         |               |
| VII.  | Change Order Report                                       |               |
| VIII. | Old Business  |               |
| IX.   | New Business  |               |
| X.    | Proposed Agenda Items                                     |               |
|       | A. Nepotism, Romantic and Familial Relationships Policy   |               |
|       | B. Radio Communications                                   |               |
|       | C. Comprehensive Operations Analysis Update               |               |
| XI.   | Closed Session  |               |
| XII.  | Adjournment   | 11:30         |

## **BOARD OF DIRECTORS MEETING**

### **BOARD MINUTES**

October 21, 2020

#### **MEMBERS PRESENT**

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

#### **MEMBERS ABSENT**

Joe Smith

#### **STAFF PRESENT**

Jill Barnett, 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  
Jason Dyal, Director of Operations  
Chris Withrow, Interim Director of Maintenance  
Maria Alonso, Human Resources Manager  
Tricia Neal, Human Resources Coordinator  
Stephanie Hoke, Finance Manager  
Catherine Waits, Payroll/Finance Coordinator  
Alan Jones, Systems Administrator

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

#### **OTHERS PRESENT** via phone and web

Justin Augustine, Transdev  
Scott Nickerson, Crowe LLP  
Shelby Howell, Crowe LLP  
Joseph David, Transportation Planner, LFUCG MPO

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

Chairman Christian Motley called the October 21, 2020 meeting of the Lextran Board of Directors to order at 10:03 am.

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

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

## **II. PUBLIC COMMENT**

There was no public comment.

## **III. APPROVAL OF MINUTES**

Mr. Motley called for a motion to approve the board meeting minutes from September 16, 2020. Mr. Christman made a motion and Ms. Thakur seconded. The motion passed unanimously.

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

Mr. Motley presented the Chair's Report. He gave a follow up for communication with Lexington's representatives for the National Association for the Advancement of Colored People (NAACP). He stated that he would like for communication and requests to be discussed as an agenda item at the upcoming labor management committee or the collective bargaining process. He would like to highlight the existing channels for employees to be able to talk with leadership. The NAACP also brought up some equity concerns around the transit routes and that is something that he would like Lextran to address as well. Mr. Dowell expressed interest in being involved in conversation about the equity concerns around the transit routes. Mr. Motley replied that he would like to get a meeting scheduled for the board of directors to discuss that information. Mr. Motley explained that the routes are determined by a data driven process based on ridership in the area.

Mr. Motley announced that Peggy Hensen served as a member of the Board of Directors for Lextran and has expressed that she would need to resign from serving as a member of the Lextran Board of Directors. Mr. Motley thanked her for her service with the Lextran board of directors.

Mr. Motley stated that there would be a resolution presented during this meeting to designate Jill Barnett as General Manager. Travsdev has posted the Assistant General Manager role and is currently in the process of recruiting candidates. A recommended candidate will be presented to the Board of Directors once selected.

## **V. FINANCE COMMITTEE REPORT**

Mr. Ward presented the Finance Committee Report from the meeting held on September 30, 2020. Mr. Ward mentioned that the FTA CARES funds have steadied the long-term cash flow estimates for Lextran. The Finance Committee recommended to the staff of Lextran to not award a contract to

refinancing the long-term debt. There was a brief conversation on fare collection, and the communication for when fares will be collected again.

Scott Nickerson from Crowe LLP reviewed Lextran's fiscal year 2020 audit and there were no findings. Crowe does a very detailed review of the audit at the committee level and discusses industry trends among other transit agencies. Mr. Nickerson stated that Crowe has issued an unmodified opinion on the financials, the federal expenditures, and the fiduciary actions related to the pension. The balance sheet gives you an idea of the assets, liabilities, and equity in the organization on June 30, 2020. The liabilities focus on the notes payable and are linked to the new market tax credit program. Crowe looks at managing the cashflow, how the debt is handled based on payoff, as well as reviewing the pension plan. It is important to consider if there are thresholds that want to be maintained in the budget process for a capital reserve as an offset for matching purchases. Ms. Rogers stated that she found it interesting that it is unique that our transit agency relies on property tax as compared to a more volatile tax currently such as sales tax or income tax.

## VI. ACTION ITEMS

### a. **Resolution – 2020-23– Approve Resident General Manager**

Mr. Motley gave a brief overview of resolution 2020-23. This resolution is to approve Jill Barnett as Lextran's Resident General Manager. This resolution is to transition Ms. Barnett's role from Interim General Manager to Resident General Manager. Ms. Barnett called attention to a few edits made to the resolution: the second paragraph has been clarified from "Lextran" to "the Transit Authority of Lexington Fayette Urban County Government"; the final paragraph previously stated "be and hereby is approved" now states "is hereby approved"; previously stated "the preamble to the resolution be and the same is incorporated" now states "the preamble to this resolution is incorporated". Mr. Ward made a motion and Ms. Rogers seconded. The motion passed without opposition.

### b. **Resolution – 2020-24 – Award a Contract for Tire Lease**

Ms. Barnett explained that resolution 2020-24 is to award a contract for a tire lease. Ms. Barnett did want to call attention to one change that was made to the resolution for the language "Interim General Manager" to state, "General Manager". This was issued back in July and is common to have a contract for tire lease in transit agencies. Lextran's evaluation committee ranked the proposals and is recommending awarding the contact to The Goodyear Tire & Rubber Company. Ms. Rogers made a motion and Mr. Christman seconded. The motion passed without opposition.

### c. **Resolution – 2020-25 – Approve Change Order for Gillig Corporation**

Ms. Barnett explained that resolution 2020-25 is to approve a change order for Gillig Corporation. The Board approved Resolution 2020-02 on February 19, 2020 for the purchase of two (2) 40-foot low-floor, extended-range electric buses from Gillig Corporation. This

resolution approved the buses and charging equipment only and did not include extended warranty options, upgraded DVR/hard-drive equipment, or a new wheelchair securement device system. The total cost of the changes is \$175,142, these funds are included in the original 5339 LoNo grant. Mr. Dowell made a motion to approve and Ms. Thakur seconded. The motion passed without opposition.

## VII. LEXTRAN MONTHLY PERFORMANCE REPORT & FINANCIALS

Ms. Combs presented the Monthly Performance Report for September 2020 which can be found on pages 72-76 of the October 2020 board packet.

Highlights for September include:

- Completed fiscal year 2020 with no findings
- No preventable accidents for fixed-route or paratransit
- We received 6 commendations in September
- Labor Day was the highest-traveled holiday in the past three years on fixed-route

Mr. Combs stated that the ridership is showing a slow steady growth each month. The system productivity showed September as the first month that Lextran had more than 200,000 trips since March 2020. All the preventative maintenance inspections were completed on time for the month of September.

Mr. Combs did a brief overview of projected service improvements for December. One of the improvements includes the bay assignments at the transit center to attempt to stay ahead of the changes for the Town Branch Project. Lextran is anticipating the construction around the transit center to begin in either January or February of next year. There has been an increase in demand in the afternoon along route 8, therefore adjustments will be made to accommodate as well as addressing a safety concern with a bus stop on Richmond Road.

Mr. Combs gave an update on the driver barrier installation on the buses. There is a total of 58 out of 67 vehicles completed with driver barrier installation. There is an anti-glare material currently being installed after receiving operator feedback. The remaining vehicles will require additional fabrication due to space in front of the passenger walkway.

Mr. Combs discussed the plans and timeline for Lextran's Healthy on Board Phase Four. Lextran plans to complete the barriers in a few weeks which will allow for front door boarding from passengers. Lextran would like to restore staffing in maintenance and customer service as a

targeted date of mid-November. There needs to be quality assurance and testing on all the fareboxes to make sure there are no issues with collecting passes. Passenger outreach will plan to begin mid-November to allow the community time to prepare their personal budgets for fares to be collected. Internal training for operations and customer service for fare collection will take place the months of November and December to prepare to start selling fares on December 14, 2020. The recommended date to resume fare collection is January 4, 2021.

Ms. Falconbury presented the September 2020 Finance Report that can be found on pages 77-78 of the October 2020 board packet. Operating cash is steady due to the FTA CARES funds that we received and our financials at the end of the fiscal year. The property taxes are showing comparison to this time last year, we will receive the bulk of the funds in November or December as it is each year until the new cycle of property tax revenues are collected. The expenses are showing under budget except for materials and supplies and that is due to purchasing extra equipment for the driver barriers.

#### **VIII.CHANGE ORDER**

There was a change order report from Resolution 2020-01 with the approval to purchase four CNG buses from Gillig Corporation. The total cost of the change order is \$3,476 and this is to include a slight change to the DVR and hard-drive system.

#### **IX.OLD BUSINESS**

There was no old business reported.

#### **X.NEW BUSINESS**

There was no new business reported.

#### **XI.PROPOSED AGENDA ITEMS**

- Resolution for Banking Services (November)
- Resolution for Engine Rebuilds (November)
- Disadvantaged Business Enterprise Program Overview
- Nepotism, Romantic and Familial Relationships Policy
- Discussion on Route Planning

#### **XII.CLOSED SESSION**

There was no closed session.

#### **XIII.ADJOURNMENT**

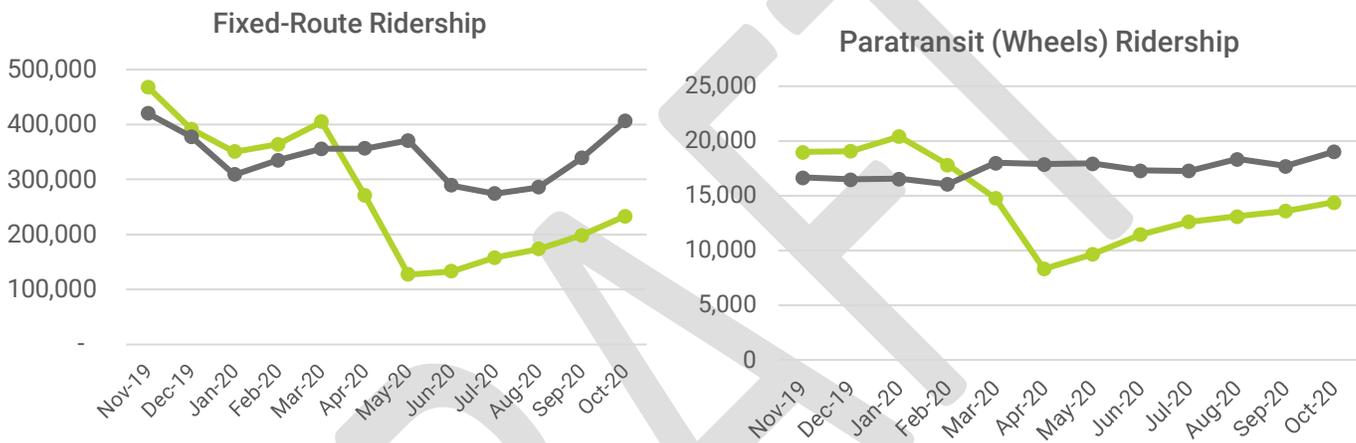
Mr. Motley called for a motion to adjourn the October 21, 2020 meeting of the Lextran Board of Directors. Ms. Thakur made a motion that was seconded by Mr. Ward. The meeting adjourned by consensus at 11:13 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – OCTOBER 2020

We serve people and our community with mobility solutions.

In October, Lextran earned the Health and Safety Commitment Seal from American Public Transportation Association (APTA). As a member, Lextran has committed to continuing to monitor and listen to the guidance provided by public health experts, frequent cleaning/disinfection of vehicles, and requiring face masks among both ridership and employees. Lextran has also committed to keeping our ridership and staff informed and empowered to choose the safest times and routes to ride.

### 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	243,989	849,044	1,538,726	14,399	53,724	80,127
Weekday Ridership	208,871	714,099	1,328,748	12,146	45,271	67,434
Saturday Ridership	22,441	73,024	120,925	1,454	4,729	6,342
Sunday Ridership	13,277	53,904	80,256	799	3,206	5,652
Total Revenue Miles	165,395	601,095	633,897	105,826	394,066	561,241
Total Revenue Hours	17,463	62,850	66,709	8,336	31,432	44,221
Trips per Mile	1.48	1.41	2.43	0.14	0.14	0.14
Trips per Hour	13.97	13.51	23.07	1.73	1.71	1.81

- Ridership for the fixed route system rose by 4.6% in September over the previous month and by 92% over total ridership at the beginning of the COVID-19 pandemic.

- The recovery of Wheels ridership is on a similar trajectory, rising by 5.9% over the previous month and by 73% compared to April

## Lextran in the Media

- October 13 – Volkswagen pay out means bus, other transportation improvements  
<https://www.wtvq.com/2020/10/13/volkswagen-pay-out-means-bus-other-transportation-improvements/>
- October 13 – TARC gets millions from state lawsuit to replace 45 buses with more fuel-efficient ones  
<https://www.wlky.com/article/tarc-gets-millions-from-state-lawsuit-to-replace-45-buses-with-ones-better-for-the-air/34362563#>
- October 14 – Kentucky awards funds to four transit agencies to purchase cleaner emission buses  
<https://www.masstransitmag.com/bus/vehicles/article/21158349/kentucky-awards-funds-to-four-transit-agencies-to-purchase-cleaner-emission-buses>
- October 15 – Seizing the Opportunity: Logistics firms busier than ever during pandemic; airport uses downtime to finish projects  
<https://www.lanereport.com/132071/2020/10/market-review-seizing-the-opportunity/>
- October 21 – GreyLine Station centered on helping small businesses grow  
<https://smileypete.com/business/GreyLine-Station/>

## Meetings

- October 7 – Mornings with Planning – Lexington Transportation: How are New Trends Shaping the Future?
- October 8 – West End Community Partners Meeting
- October 8 – 2020 Kentucky Hispanic, Immigrant, and Refugee Networking Summit
- October 9 – US 27 Transportation Workshop
- October 14 – Transportation Technical Coordination Meeting
- October 14 – Lexington MPO Congestion Management Committee
- October 20 – Imagine Nicholasville Road Project Meeting
- October 21 – Mayor’s Sustainable Growth Task Force
- October 22 – Bluegrass Reentry Council Meeting
- October 22 – Balancing the Scales: Equity Analysis in Transportation Planning – Transportation Research Board
- October 28 – Transportation Policy Committee
- October 29 – LEX-CHIP Meeting
- October 29 – Innovations in Restoring Passenger Confidence and Managing COVID-19 Operational Considerations Session – Federal Transit Administration Webinar

**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%	94.00%	89.00%	93.12%	94.24%	87.92%
Farebox Recovery	0.00%	0.00%	6.93%	N/A	N/A	N/A
Operating Expenses	\$1,659,198	\$6,559,899	\$6,714,400	\$414,702	\$1,586,974	\$1,809,842
Per Mile	\$2.83	\$3.40	\$3.07	N/A	N/A	N/A
Per Hour	\$68.21	\$73.83	\$71.74	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	20.90	23.79	10.27	194.46	195.44	112.32
Commendations	1.23	1.06	0.97	20.83	22.34	16.22
Discourtesy	6.97	9.54	2.66	34.72	65.15	33.70
Late or Early	0.82	1.18	1.36	13.89	11.17	31.20
Safety	4.51	4.59	2.14	125.01	96.79	31.20
Passed Boarding	4.51	4.48	1.30	0.00	0.00	0.00
Information and Service Requests	1.23	1.06	0.58	0.00	0.00	0.00
Other	1.64	1.88	1.23	0.00	0.00	0.00
Call Length	1:09	1:04	1:18	1:15	1:11	1:11
Time to Abandon	0:49	1:00	0:32	0:30	0:24	0:46

- Discourtesies for the fixed-route system were down 29% compared to September.
- On-time performance for FY21 is six percent higher than the same period in FY20.
- Discourtesies are trending up from last year due, in part, to complaints regarding COVID-19 safety precautions such as the mandatory mask policy, capacity, and rear door boarding.

**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	2.32	1.28	1.83	0.00	1.33	2.01
Injury Frequency Rate	38.73	23.49	18.04	N/A	N/A	N/A
Days with No Preventable Accidents	27	115	110	31	121	116
Days of Lost Time	7	65	323	N/A	N/A	N/A
Workers Compensation Claims	6	15	12	N/A	N/A	N/A

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

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
<b>Maintenance</b>			
Miles between Road Calls	8,617	29,701	26,094
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	95%

- Maintenance has completed 100 percent (170 of 170) of scheduled preventative maintenance in FY21 compared to 95% (158 of 167) for the same period in FY20.
- Miles between road calls improved by 17% compared to September.

Performance Indicator	Fixed Route System		
	This Month	Interviews	New Hires
<b>Hiring and Recruiting</b>			
Open Positions	13	13	1
Operations	10	9	0
Maintenance	2	1	1
Administration	1	3	0

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
<b>Training Activities</b>		
Post-Accident Remedial Training	8	12
Return to Work Training	2	9
New Employee Training	6	23
Electric Bus Training	8	8
Dignity and Respect Workshop	7	7
Customer Service Leadership Training	41	41

### Procurement

Banking Services	Due November 3, 2020	November Board Resolution
Engine Rebuilds	Due November 4, 2020	November Board Resolution
Electric Bus	Due January 14, 2021	

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**Financials**
**BALANCE SHEET**

as of October 31, 2020

	<b>Current Year-To-Date</b>	<b>Last Year-to-Date</b>
<b>Assets</b>		
Current assets		
Operating Cash	\$14,032,790	\$6,373,976
Project Loan Account	\$0	\$0
Accounts receivable	\$1,694,923	\$2,471,110
Inventory	\$687,785	\$664,399
Work in process	\$738,333	\$558,517
Prepaid	\$802,069	\$817,502
Total Current Assets	<u>\$17,955,899</u>	<u>\$10,885,504</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,285,415	\$2,322,984
Total Long Term Assets	<u>\$10,640,415</u>	<u>\$10,677,984</u>
Net capital and related assets	\$24,610,431	\$26,616,584
<b>Total Assets</b>	<u><u>\$53,206,745</u></u>	<u><u>\$48,180,072</u></u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$288,813	\$774,691
Payroll liabilities	\$642,732	\$604,780
Short term note - Fifth Third Bank	\$975,426	\$946,444
Total Current Liabilities	<u>\$1,906,971</u>	<u>\$2,325,916</u>
Long term note - Fifth Third Bank	\$3,609,791	\$4,587,599
Long term liability - Pension	\$2,589,356	\$2,911,112
Total Long Term Liabilities	<u>\$6,199,147</u>	<u>\$7,498,710</u>
<b>Net Position</b>	\$45,100,628	\$38,355,447
<b>Total Liabilities and Net Position</b>	<u><u>\$53,206,745</u></u>	<u><u>\$48,180,072</u></u>

**Financials**
**STATEMENT OF REVENUE, EXPENSES, AND CHANGE IN NET POSITION**  
 OCTOBER 2020

		FY2021		FY 2020
Revenues	Actual	Budget	Variance	Actual
Property taxes	\$388,179	\$580,800	(\$192,621)	\$397,869
Passenger revenue	\$5,794	\$192,000	(\$186,206)	\$486,347
Federal funds	\$4,616,828	\$1,433,333	\$3,183,494	\$1,814,621
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$46,569	\$571,445	(\$524,876)	\$846,651
<b>Total Revenues</b>	<b>\$5,317,369</b>	<b>\$3,037,578</b>	<b>\$2,279,791</b>	<b>\$3,805,487</b>
<b>Expenses</b>				
Wages	\$3,251,155	\$3,243,056	\$8,099	\$3,256,356
Fringe benefits	\$1,796,762	\$1,895,241	(\$98,480)	\$1,735,110
Professional services	\$317,848	\$476,610	(\$158,763)	\$297,414
Materials and supplies	\$455,602	\$369,167	\$86,436	\$368,933
Fuel-Diesel	\$189,999	\$361,833	(\$171,834)	\$316,512
Fuel-Other	\$75,718	\$108,000	(\$32,282)	\$85,756
Utilities - Facilities	\$119,029	\$115,988	\$3,041	\$110,244
Utilities - Electric Bus	\$24,764	\$40,000	(\$15,236)	\$33,579
Insurance	\$249,932	\$272,667	(\$22,734)	\$237,905
Fuel taxes	\$61,915	\$75,000	(\$13,085)	\$79,772
Paratransit Expenses	\$1,713,161	\$2,100,000	(\$386,840)	\$2,043,009
Vanpool Expenses	\$4,800	\$8,400	(\$3,600)	\$7,239
Dues and subscriptions	\$29,786	\$12,667	\$17,119	\$28,275
Travel, training and meetings	\$41,697	\$59,300	(\$17,603)	\$27,515
Media advertising	\$28,431	\$61,667	(\$33,236)	\$92,422
Miscellaneous	\$8,353	\$19,867	(\$11,514)	\$21,476
Interest Expense	\$47,821	\$58,272	(\$10,451)	\$57,313
Leases and rentals	\$275,352	\$275,353	(\$1)	\$269,272
Depreciation	\$1,231,899	\$1,231,899	\$0	\$1,103,632
<b>Total Expenses</b>	<b>\$9,924,022</b>	<b>\$10,784,985</b>	<b>(\$860,963)</b>	<b>\$10,171,733</b>
<b>Change in Net Position</b>	<b>(\$4,606,653)</b>	<b>(\$7,747,407)</b>	<b>\$3,140,754</b>	<b>(\$6,366,246)</b>

**MEMORANDUM**

November 18, 2020

**TO:** Lextran Board of Directors

**FROM:** Nikki Falconbury, Director of Finance & HR

**SUBJECT:** Resolution to Award a Contract for Rebuilt Engines

Attached is a resolution requesting authority to award a contract for equipment and services related to rebuilding engines for Lextran's revenue vehicle fleet. The purpose of this contract is to ensure that Lextran can receive timely repairs at a reasonable cost when the need arises to have an engine rebuilt due to length of revenue service, major accident, or some other engine failure or fault code. The funds that would be used to pay for this contract are budgeted as part the Contract Maintenance line item.

RFP 08-2020 was issued September 22, 2020 with a proposal received on November 4, 2020. A staff evaluation committee reviewed and approved the proposal for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

- Cummins Inc.

An evaluation committee reviewed the proposal received. Cummins Inc. received a high ranking and is recommended to be awarded the contract per the terms of their proposal and RFP 08-2020.

Pricing will be as follows:

- 2004 engine ESN 46412595 – \$19,496.76
- 2005 engine ESN 46533240 – \$19,077.47
- 2007 engine ESN 46805498 – \$25,884.38; optional Diesel Particulate Filter (DPF) \$2,260.53, cleaning \$1,034
- 2009 engine ESN 73011656 – \$13,818.15; optional Diesel Particulate Filter (DPF) \$1,083.62, cleaning \$1,034
- 2009 engine ESN 73013055 – \$13,818.15; optional Diesel Particulate Filter (DPF) \$1,083.62, cleaning \$1,034
- 2011 engine ESN 73223920 – \$15,284.54; optional Diesel Particulate Filter (DPF) \$993.50, cleaning \$1,034
- 2011 engine ESN 73219053 – \$26,230.68; optional Diesel Particulate Filter (DPF) \$993.00, cleaning \$1,034
- 2012 engine ESN 73436375 – \$26,364.16. optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2012 engine ESN 73428884 – \$15,284.54; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2014 engine ESN 73658246 – \$24,497.66; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2016 engine ESN 73949987 – \$27,365.33; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2017 engine ESN 74204885 – \$27,432.08; optional Diesel Particulate Filter (DPF) cleaning \$1,034

- 2019 engine ESN 74526157 -- \$27,365.33; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- Labor rate is \$145 per hour when vendor's labor is utilized.

The term of the contract awarded will be for one year with no options for an additional year.

If you have any questions or wish to review RFP 08-2020 or the proposal from Cummins Inc., please contact me at 255-7756.

**RESOLUTION 2020-26****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****NOVEMBER 18, 2020**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 108-2020 for the provision of rebuilt engines, and;

**WHEREAS**, RFP 08-2020 resulted in responsive proposal from one (1) qualified proposer, and;

**WHEREAS**, the proposal from Cummins Inc. was a high ranked proposal;

**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 execute a contract with Cummins Inc. for the provision of rebuilt engines as per the terms of RFP 08-2020 and the proposal submitted by Cummins Inc., which are incorporated herein by reference.

Pricing will be as follows:

- 2004 engine ESN 46412595 – \$19,496.76
- 2005 engine ESN 46533240 – \$19,077.47
- 2007 engine ESN 46805498 – \$25,884.38; optional Diesel Particulate Filter (DPF) \$2,260.53, cleaning \$1,034
- 2009 engine ESN 73011656 – \$13,818.15; optional Diesel Particulate Filter (DPF) \$1,083.62, cleaning \$1,034
- 2009 engine ESN 73013055 – \$13,818.15; optional Diesel Particulate Filter (DPF) \$1,083.62, cleaning \$1,034
- 2011 engine ESN 73223920 – \$15,284.54; optional Diesel Particulate Filter (DPF) \$993.50, cleaning \$1,034
- 2011 engine ESN 73219053 – \$26,230.68; optional Diesel Particulate Filter (DPF) \$993.00, cleaning \$1,034
- 2012 engine ESN 73436375 – \$26,364.16. optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2012 engine ESN 73428884 – \$15,284.54; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2014 engine ESN 73658246 – \$24,497.66; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2016 engine ESN 73949987 – \$27,365.33; optional Diesel Particulate Filter (DPF) cleaning \$1,034

- 2017 engine ESN 74204885 – \$27,432.08; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- 2019 engine ESN 74526157 -- \$27,365.33; optional Diesel Particulate Filter (DPF) cleaning \$1,034
- Labor rate is \$145 per hour when vendor’s labor is utilized.

The term of the contract shall be for one (1) year with no options for an additional year.

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

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

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

## MEMORANDUM

November 18, 2020

**TO:** Lextran Board of Directors

**FROM:** Nikki Falconbury, Director of Finance & HR

**SUBJECT:** Resolution to Award a Contract for Banking Services

Attached is a resolution requesting authority to award a contract for banking services.

RFP 09-2020 was issued October 2, 2020 with proposals received on November 3, 2020. Proposals were received from two (2) qualified proposers and were reviewed for compliance and responsiveness.

- Fifth Third Bank
- Traditional Bank

After reviewing the proposals and comparing them to our current contract, it is recommended that Fifth Third Bank be awarded the contract for banking services as per the terms of RFP 09-2020 and the proposal submitted by Fifth Third Bank.

If you have any questions or wish to review RFP 09-2020 or the proposal from Fifth Third Bank, please contact me at 255-7756.

**RESOLUTION 2020-27****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****NOVEMBER 18, 2020**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 09-2020 for the provision of providing banking services

**WHEREAS**, RFP 09-2020 resulted in a responsive proposal from two (2) qualified proposers, and;

**WHEREAS**, the proposal received from Fifth Third Bank was deemed to be a responsive proposal;

**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 execute a contract with Fifth Third Bank for the provision of banking services as per the terms of RFP 09-2020 and the proposal submitted by Fifth Third bank which is incorporated herein by reference. Lextran shall pay fees in an amount not to exceed the pricing on the attached Cost Proposal Form. The contract will be for a term of five (5) years.

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

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

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

# Cost Proposal Form

Please include item costs not listed on fee schedule

1. General Account Services:	
a. Account Maintenance	\$ 25.0000
b. FDIC Assessment (Deposit Admin Fee per \$1,000 of Avg Ledger)	\$ .0900
c. Negative Collected Balance Fee	18%
2. Depository Services:	
a. Credits Posted	\$ .5340
b. Branch Deposit Immediate Verification	\$ .5340
c. Deposited Items	\$ .1140
d. Deposited Items Returned	\$ 4.3000
3. Disbursement Services:	
a. Debits Posted (Disb Checks Paid)	\$ .1530
b. Stop Payments (Online)	\$ 14.2500
c. Overdraft-NSF Item Paid	\$ 39.0000
4. Funds Transfer Services:	
a. ACH Credits Originated	\$ .2050
b. ACH Debits Originated	\$ .2050
c. ACH Credits Received	\$ .1600
d. ACH Debits Received	\$ .1600
e. ACH Reversals	\$ 21.2500
f. ACH Transmission	\$ .5250
g. Voice Incoming Transfer	Not Applicable
5. Reconciliation Services:	
a. Partial Account Recon Items	Not Applicable
6. Information Services/Balance Reporting:	
a. Previous Day Maintenance	\$ 34.6500
b. Previous Day Accounts	\$ 14.5000
c. Previous Day Items	\$ .0700
7. Other Charges Not Specified:	
a. Electronic Debits Transactions	\$ .1900
b. Deposit Items Rejected	\$ .2220
c. Deposit Adjustment	\$ 7.6500
d. Composite Group	\$ .0000



## MEMORANDUM

November 18, 2020

**TO:** Lextran Board of Directors

**FROM:** Nikki Falconbury, Director of Finance & HR

**SUBJECT:** Resolution to Approve a Change Order for IBI Group

Attached is a resolution requesting authorization of Change Order #1 with IBI Group.

In May of 2020, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) applied for the FTA Accelerating Innovation Mobility (AIM) Challenge Grant. Lextran proposed a partnership between itself, the University of Kentucky (UK), TripShot, and IBI Group to develop a unified Mobility as a Service (MaaS) solution platform that will provide real-time information on the next available vehicle from Lextran, UK, and other providers. This single platform will allow students to plan, reserve, and stay informed about a selected vehicle. The platform will also enable Lextran to verify UK riders and track ridership as they board and alight vehicles automatically in a contactless fashion. In August of 2020, it was announced that Lextran had been awarded the grant and would receive \$422,625 from the FTA.

As part of the AIM grant work, IBI Group will support with project management, conceptual design, and testing work for the grant. This work contributes to the existing technology work that IBI Group is completing for Lextran, as approved by Resolution 2019-18 on August 21, 2019. The local match will be shared by UK, TripShot, IBI and Lextran. Lextran's share will be in the form of in-kind (staff time).

The not-to-exceed cost of this change order for IBI Group is \$118,125.

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

**RESOLUTION 2020-28****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****November 18, 2020**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) has entered into an agreement with IBI Group for technology services, as approved by Resolution 2019-18, and;

**WHEREAS**, Lextran has recognized the need for additional technology services as part of the AIM grant, IBI Group will support with project management, conceptual design, and testing work for the grant;

**WHEREAS**, the additional technology services are not-to-exceed a figure of \$118,125; for a total contract not-to-exceed figure of \$382,730;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Lextran hereby authorizes and directs the General Manager to approve Change Order #1 with IBI Group for a total of \$118,125 for additional technology services.

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

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

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

## MEMORANDUM

November 18, 2020

**TO:** Lextran Board of Directors

**FROM:** Nikki Falconbury, Director of Finance & HR

**SUBJECT:** Resolution to Award a Contract for TripShot

Attached is a resolution requesting authority to award a contract for equipment and services with TripShot.

In May of 2020, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) applied for the FTA Accelerating Innovation Mobility (AIM) Challenge Grant. Lextran proposed a partnership between itself, the University of Kentucky (UK), TripShot, and IBI Group to develop a unified Mobility as a Service (MaaS) solution platform that will provide real-time information on the next available vehicle from Lextran, UK, and other providers. This single platform will allow students to plan, reserve, and stay informed about a selected vehicle. The platform will also enable Lextran to verify UK riders and track ridership as they board and alight vehicles automatically in a contactless fashion. In August of 2020, it was announced that Lextran had been awarded the grant and would receive \$422,625 from the FTA.

As part of the AIM grant work, TripShot will be responsible for the development of system architecture, hardware specifications, software design, installation design and system requirements. The local match will be shared by UK, TripShot, IBI and Lextran. Lextran's share will be in the form of in-kind (staff time).

The amount of the TripShot contract shall not exceed \$245,000.

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

**RESOLUTION 2020-29****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****November 18, 2020**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) applied for the FTA Accelerating Innovation Mobility (AIM) Challenge Grant and;

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) will be purchasing equipment and services related to developing a solution platform that will provide real-time information;

**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 execute a contract with TripShot at an amount not to exceed \$245,000.

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

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

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