

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, May 19, 2021 at 10:00 a.m. EST**

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

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

MEETING INSTRUCTIONS

Broadcast on YouTube at:
bit.ly/lextranmeeting

Held via Webex Video Conference:
Go to www.webex.com or download the app, and then when prompted:
Meeting number: 132 324 9171
Meeting password: 56485612

Audience or Lextran staff can join by phone:
312-535-8110 OR 408-418-9388
Enter Meeting Number and Password when prompted.

Contact Alan Jones at ajones@lextran.com for assistance or for access from outside the US

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BOARD OF DIRECTORS MEETING

May 19, 2021

10:00 a.m.

MEETING AGENDA

- | | | |
|-------|---|---------------|
| I. | Call to Order & Roll Call | 10:00 |
| II. | Public Comment on Agenda Items / Public Hearing | 10:05 – 10:10 |
| III. | Approval of April 2021 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – April | 10:20 – 10:35 |
| VI. | Action Items | |
| VII. | Change Order Report | |
| VIII. | Old Business | |
| IX. | New Business | 10:35 – 10:40 |
| | A. Speigle Heights Redevelopment – Industrial Revenue Bonds | |
| X. | Proposed Agenda Items | 10:40 – 10:45 |
| | A. Update – Comprehensive Operations Analysis Update (June) | |
| | B. Resolution – Procurement Policy Update (June) | |
| | C. Resolution – FY2022 Meeting Schedule (June) | |
| | D. Resolution – Pension Funds Management (June) | |
| | E. Resolution – Hybrid Battery Replacement (June) | |
| | D. Board Officer Nominations (June) and Elections (July) | |
| XI. | Closed Session | 10:45 |
| XII. | Adjournment | 11:00 |

BOARD OF DIRECTORS MEETING

BOARD MINUTES

April 21, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Nikki Falconbury, Director of Finance and Human Resources
John Givens, Director of Risk Management
Fred Combs, Director of Planning, Technology, and Community Relations
Jason Dyal, Director of Operations
Chris Withrow, Interim Director of Maintenance
Alan Jones, Systems Administrator
Stephanie Hoke, Finance Manager
Maria Alonso, Human Resource Manager

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

OTHERS PRESENT via phone and web

I. CALL TO ORDER

Chairman Christian Motley called the April 21, 2021 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-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

Mr. Motley called for a motion to approve the board meeting minutes from March 17, 2021. Mr. Ward requested a correction in section seven to the spelling of Mr. Byron Robinson's name. Mr. Dowell made a motion and Mr. Ward seconded. The motion passed unanimously.

IV. CHAIRS REPORT

Mr. Motley welcomed Mr. Byron Robinson as the Assistant General Manager. Mr. Robinson offered a brief introduction.

V. EMPLOYEE RECOGNITION

Ms. Barnett recognized five Lextran employees for responding quickly and efficiently to an incident involving a child left alone at a bus stop on two occasions. Ms. Barnett presented a General Manager's Certificate of Commendation to Bus Operators Dee King and Vivian Davis, and to Transportation Supervisors Benjamin Grimes, Erik Maikkula, and Rachel Ferguson.

VI. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Mr. Combs presented the Monthly Performance Report for March 2021 which can be found on pages 8-12 of the April 2021 board packet.

HIGHLIGHTS FOR MARCH:

- An electric bus demonstration event was held onsite where we welcomed vendors Gillig and Proterra, and transit staff from from TARC, TANK & CARTA.
- Lextran celebrated Transit Driver Appreciation Day on March 18th with boxed lunches, thank you notes, and games for staff.
- Lextran staff completed a training course titled "Getting Through this Challenging Time Together."
- The May Proposed Service Improvements virtual meeting has 419 engagements and 85 clicks on Facebook, and 129 impressions and 29 views on YouTube.
- While below average, March was one of the strongest months from the past year for ridership.
- Zero preventable accidents on the fixed route system.

Mr. Combs displayed a map showing the current locations of shelters and benches across the Lextran service area. System-wide, Lextran maintains 102 shelters, all with attached seating. Lextran prioritizes shelters for stops with at least 25 boardings per weekday. The Lextran system includes an additional 69 benches at stop locations without shelters. The proposed Rider Amenities in Many Places (RAMP) expansion includes funding for an additional seven shelters. Lextran is looking to double that number of shelters in the next fiscal year and update fourteen bus stops to include shelters. Mr. Christman stated that he would like to see the cost of adding 100 shelters to current bus stops. Ms. Thakur also stated that she would like to take trash receptacles into account with shelter additions.

FINANCIAL REPORT

Ms. Falconbury presented the March 2021 Finance Report, found on pages 15-16 of the April 2021 Board packet. Lextran purchased four CNG Gillig buses, delivered in the month of April therefore operating cash will be lower for the month of April. The federal funds include the CARES funding and other grant funding received. The wages are over budget due to three payrolls in the month of March.

VII. FY2022 OPERATING BUDGET AND CAPITAL PLAN

Ms. Barnett gave a brief overview of the proposed FY2022 budget, starting with highlights from FY2021 budget:

- Lextran was awarded \$5.2 million in Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA) for the reimbursement of operating expenses, with an emphasis on payroll in January 2021
- Radio communications partnership with LFUCG was approved in January 2021
- The Fifth Third loan for the HQ project was paid in full on February 10, 2021
- FTA site visit for Triennial Review, scheduled for April 2021
- Lextran provided service to the Keeneland Spring Meet in April 2021
- Service improvements scheduled to begin on May 16, 2021
- The American Rescue Plan of 2021 was signed by President Biden in March 2021, with an allocation for Lextran (\$14M)

Ms. Barnett also reviewed items taken into consideration for the FY2022 budget:

- Labor contract negotiations/new collective bargaining agreement
- Current management contract expires in October 2021
- Transit Center rehabilitation/Town Branch
- Comprehensive operations analysis recommendations
- Rider Amenities in Many Places (RAMP) Phase II
- FTA Accelerating Innovative Mobility (AIM) project
- Canopy design and construction
- New Markets Tax Credits transaction dissolves
- No increase budgeted for fuel costs
- Increase the number of bus shelters at stops

Ms. Falconbury displayed the draft FY 2022 operating budget and explained the property tax is at a steady 2% increase. She stated the Federal Funding does not include the latest \$14M in funds announced in the American Rescue Plan. The lease payment to Lextran foundation will dissolve this year and is budgeted accordingly. The expenses show a small increase for professional services for engine rebuilds.

Ms. Falconbury reviewed the five-year capital plan showing FY2021-FY2025. FY2022 shows \$150,000 in federal funds for bus stop shelters. The radio system upgrade is shown in the plan and that project is currently underway. Most of the capital grants are 80% federal funds and a required 20% local match. The local share from the mass transit fund reflects the amount needed as local match on projects on the capital plan.

VIII. ACTION ITEMS**A. Resolution 2021-05 – Approval of FY2022 Operating Budget**

Ms. Barnett reviewed Resolution 2021-05, requesting approval of the fiscal year 2022 operating budget. The total operating budget is \$33 million with a capital budget at \$10.5 million. This includes expected revenues from federal sources, 5307 for capital maintenance and paratransit expenses, and 20% of the capital budget to the operating budget. Ms. Barnett is requesting that the Board adopt the FY2022 operating budget representing a strong commitment to our community for service and improvements in transportation and mobility solutions. Mr. Ward made a motion to approve, and Mr. Dowell seconded. The motion passed without opposition.

B. Resolution 2021-06 –Public Records Custodian

Ms. Barnett presented Resolution 2021-06, requesting the approval of the public records custodian and a small change to the policy that currently exists as outlined in the Board bylaws. The Bylaws for the Lextran Board of Directors, Article IX, establishes that “rules and regulations relating to access to public records, pursuant to KRS 61.876 (1)” have been adopted by resolution. Resolution 2014-27, adopted by the Board on August 20, 2014, outlines those rules and regulations. Resolution 2021-06 will update the language in the public records policy to reflect a change in title for Jill Barnett, list the proper address as 200 W. Loudon Avenue, and will add a fee for the option of receiving files via flash drive. Ms. Thakur made a motion to approve, and Mr. Dowell seconded. The motion passed without opposition.

C. Resolution 2021-07 – Electric Buses and Chargers

Ms. Barnett reviewed Resolution 2021-07, requesting authority to enter into a contract for the purchase of electric buses and chargers for additional revenue vehicle fleet. Lextran partnered with other agencies to obtain more competitive pricing and reduce administrative overhead. The other agencies included Transit Authority of River City (TARC), Transit Authority of Northern Kentucky (TANK), Chattanooga Area Regional Transportation Authority (CARTA), and the Southern Ohio Regional Transit Authority (also known as Cincinnati Metro). Lextran served as the lead agency on the request for proposal. Three proposals were received and Gillig was ranked the highest from the evaluation committee. Lextran requests the authority to enter into a contract with Gillig for the purchase of electric buses and chargers. Mr. Ward made a motion to approve, and Ms. Thakur seconded. The motion passed without opposition.

D. Resolution 2021-08 – Radio Purchase and Maintenance

Ms. Barnett presented Resolution 2021-08, requesting authority to award a contract for the purchase and the maintenance of radios. There were two qualified proposals received. The evaluation committee ranked the proposals and recommends an award

to AMK Services based on the ranking and prices included. The total purchase value at this time is \$194,667.70, and the term of this contract is for two years with an optional one-year extension. Ms. Rodgers made a motion to approve, and Mr. Dowell seconded. The motion passed without opposition.

E. Resolution 2021-09 – Drug and Alcohol Free Workplace Policy

Ms. Barnett presented Resolution 2021-09, and explained it is the result of a recommendation from the Federal Transit Administration triennial review to update language in Lextran’s Drug and Alcohol Free Workplace Policy. This language includes information that all employees must abide by the policy and what to do if they are convicted of a drug or alcohol violation. The Kentucky Drug Free Workplace Certification was previously adopted by the Board on August 19, 2009, via Resolution 2009-15. Resolution 2021-09 is requesting the Board adopt the Drug and Alcohol Free Workplace Policy with the updates presented. Mr. Dowell made a motion to approve, and Ms. Thakur seconded. The motion passed without opposition.

IX. CHANGE ORDER REPORT

Ms. Barnett reviewed the change order report located on page 194 of the April 21, 2021 Board packet. The current tire lease contract with Goodyear will require an additional \$20,000 to add the tires for the new electric buses. These buses require tires that are a different size than what was included in the original contract.

The second change order reported by Ms. Barnett includes the current contract with Zeit Energy for CNG fueling station monitoring and maintenance and will require an increased amount of \$33,000. The original contract included design-build service for the CNG fueling station, along with maintenance and monitoring. The contract was for five (5) years, dated June 10, 2016, however the monitoring and maintenance portion did not begin until construction of the station was complete. This change order will add six (6) months to the contract (July 1, 2021 - December 31, 2021).

X. OLD BUSINESS

There was no old business reported.

XI. NEW BUSINESS

There was no new business reported.

XII. PROPOSED AGENDA ITEMS

- A. Comprehensive Operations Analysis Update
- B. Green Check Program
- C. Update to Procurement Policies

XIII. CLOSED SESSION

There was no closed session.

XIV. ADJOURNMENT

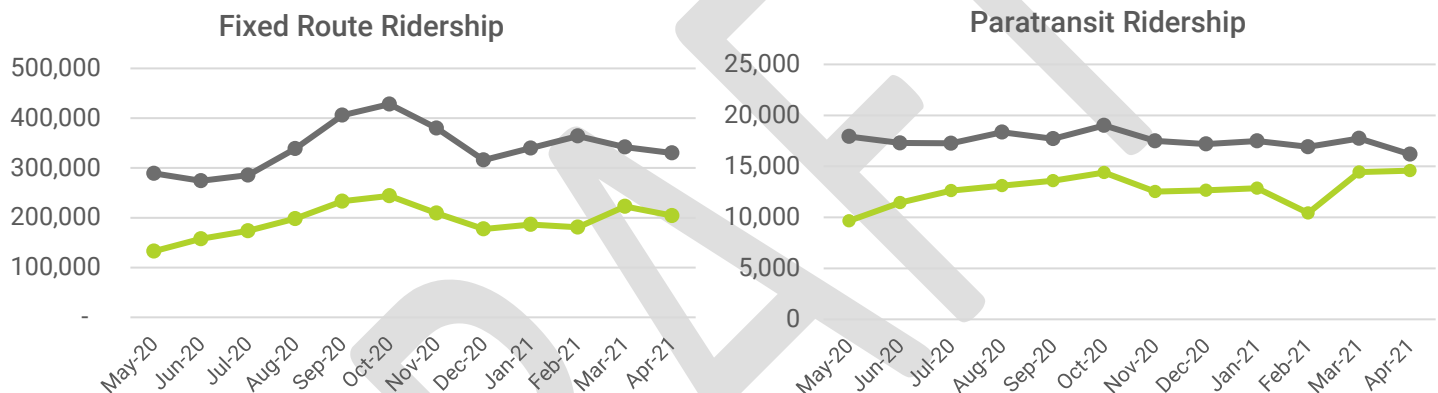
Mr. Motley called for a motion to adjourn the April 21, 2021 meeting of the Lextran Board of Directors. Mr. Ward made a motion that was seconded by Mr. Dowell. The meeting adjourned by consensus at 11:15 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – APRIL 2021

We serve people and our community with mobility solutions.

In April, Lextran began an on-board passenger survey, as part of the ongoing comprehensive operations analysis. With all active Lextran routes included, the survey consisted of detailed questions about ridership needs and current fixed-route system utilization. Data gathered from the survey will be used to inform future planning and service decisions. On April 5, Lextran General Manager Jill Barnett participated in a press conference with Commonwealth’s Attorney General Daniel Cameron, for Prevent Child Abuse Kentucky. On April 19, Lextran welcomed Assistant General Manager Byron Robinson. Also in April, Lextran completed the final virtual site visit for the FTA’s Triennial Review process.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
System Production						
Total Ridership	204,301	2,030,171	3,447,975	14,579	131,187	179,489
Weekday Ridership	178,236	1,715,143	2,984,746	12,575	110,769	150,351
Saturday Ridership	14,748	169,037	257,200	1,166	11,700	14,419
Sunday Ridership	11,317	132,259	188,874	838	7,880	12,896
Total Revenue Miles	164,637	1,528,081	1,533,053	105,772	972,791	1,301,230
Total Revenue Hours	17,612	160,279	159,661	8,407	78,958	104,055
Trips per Mile	1.24	1.33	2.25	0.14	0.13	0.14
Trips per Hour	11.60	12.67	21.60	1.73	1.66	1.72

- The fixed ridership decline resulting from the pandemic continued in April, with fixed route ridership 38% below the historical monthly average.

- Paratransit ridership remained consistent in April, at ten percent below the historical monthly average.

LEXTRAN IN THE MEDIA

- April 5 – New child sexual abuse awareness campaign launches in Kentucky
<https://www.wkyt.com/2021/04/05/new-child-sexual-abuse-awareness-campaign-launches-in-kentucky/>

COMMUNITY INVOLVEMENT/MEETINGS

- April – Keeneland Spring Meet Service
- April 5 – Prevent Child Abuse KY Press Conference with AG Daniel Cameron
- April 6 – APTA Workshop: Congressional Earmarks
- April 7 – Coldstream Master Plan Development Meeting
- April 8 – Partner’s for Youth Meeting
- April 9 – Meeting with Council Member Josh McCurn, 2nd District
- April 12 – Commission for People with Disabilities Meeting
- April 14 – Meeting with Council Member Susan Lamb, 4th District
- April 14 – Transportation Technical Coordination Committee Meeting
- April 15 – Crowe Public Transportation Finance Roundtable
- April 15 – UK Civil Engineering (CE331) Guest Lecturer
- April 15 – LFUCG Corridors Commission Meeting
- April 19 – APTA Bus Ops Bi-Weekly Covid Call
- April 23 – Peace Walk
- April 26 – APTA Small Ops Committee Meeting
- April 28 – Coalition for Smart Growth Meeting

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
Service Quality						
On-Time Performance	94.00%	94.00%	89.00%	93.22%	94.24%	89.49%
Farebox Recovery	5.03%	1.29%	5.47%	N/A	N/A	N/A
Operating Expenses	\$1,549,919	\$16,838,533	\$16,617,987	\$373,189	\$3,696,242	\$4,149,007
Per Mile	\$2.94	\$3.42	\$3.10	N/A	N/A	N/A
Per Hour	\$60.52	\$73.02	\$71.67	N/A	N/A	N/A
Customer Service	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
Customer Feedback Totals per 100k Trips	19.09	21.03	9.51	157.76	173.80	120.90
Commendations	0.98	0.99	1.07	27.44	16.01	16.71
Discourtesy	3.92	5.96	2.81	61.73	64.03	35.10
Late or Early	1.47	1.33	1.10	13.72	6.86	23.40
Safety	2.45	3.55	1.68	54.87	86.14	40.11
Passed Boarding	5.38	5.07	1.19	0.00	0.00	0.00
Information and Service Requests	2.45	1.97	0.75	0.00	0.00	0.00
Other	2.45	2.17	0.90	0.00	0.76	5.57
Call Length	1:07	1:10	1:19	1:21	1:13	1:09
Time to Abandon	1:10	1:10	0:43	0:43	0:32	0:45

- Complaints regarding late and early buses have declined by 41% in FY21 compared to FY20.
- Total customer feedback continues to exceed the previous fiscal year for both fixed-route and paratransit.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
Safety						
Preventable Accidents per 100,000 miles	1.16	1.25	2.05	0.82	0.89	1.94
Injury Frequency Rate	26.81	23.35	17.96	N/A	N/A	N/A
Days with No Preventable Accidents	27	281	267	29	300	292
Days of Lost Time	123	1,111	743	N/A	N/A	N/A
Workers Compensation Claims	4	37	29	N/A	N/A	N/A

- The fixed-route system has recorded 38 percent fewer preventable accidents in FY21 compared to the same time-period in FY20.
- Paratransit service has also recorded fewer preventable accidents in FY21 with a current decline of 66 percent when compared to the previous fiscal year.

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
Maintenance			
Miles between Road Calls	8,232	6,732	7,605
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	97%

- Maintenance has completed 100 percent (450 of 450) of scheduled preventative maintenance in FY21 compared to 97% (424 of 437) for the same period in FY20.

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
Training Activities		
Post-Accident Remedial Training	3	32
New Employee Training	4	48
Return to Work Training	3	22

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	13	5	2
Operations	8	0	0
Maintenance	3	0	0
Administration	5	5	2

Procurements	
Armored Car Services	In Evaluation
Pension Fund Management	Due May 21
Hybrid Battery Replacement	Due June 3
Management Services	Due June 4
RAMP Phase II	Upcoming RFP

DRAFT

FINANCIALS
BALANCE SHEET

as of April 30, 2021

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$18,152,512	\$14,228,159
Accounts receivable	\$3,627,847	\$3,768,996
Inventory	\$731,258	\$714,106
Work in process	\$3,297,889	\$1,991,891
Prepaid	\$257,803	\$245,852
Total Current Assets	<u>\$26,067,307</u>	<u>\$20,949,003</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,285,415	\$2,322,984
Total Long Term Assets	<u>\$10,640,415</u>	<u>\$10,677,984</u>
Net capital and related assets	\$23,093,727	\$23,955,222
TOTAL ASSETS	<u><u>\$59,801,449</u></u>	<u><u>\$55,582,209</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$362,301	\$584,753
Payroll liabilities	\$1,001,508	\$562,755
Short term note - Fifth Third Bank	\$0	\$958,414
Total Current Liabilities	<u>\$1,363,809</u>	<u>\$2,105,921</u>
Long term note - Fifth Third Bank	\$0	\$4,104,793
Long term liability - Pension	\$2,589,356	\$2,911,112
Total Long Term Liabilities	<u>\$2,589,356</u>	<u>\$7,015,905</u>
NET POSITION	\$55,848,285	\$46,460,383
TOTAL LIABILITIES AND NET POSITION	<u><u>\$59,801,449</u></u>	<u><u>\$55,582,209</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

APRIL 2021

	FY2021 ACTUAL	FY2021 BUDGET	FY2021 VARIANCE	FY 2020 ACTUAL
REVENUES				
Property taxes	\$19,072,995	\$17,230,400	\$1,842,595	\$18,915,282
Passenger revenue	\$231,252	\$1,009,000	(\$777,748)	\$949,346
Federal funds	\$9,090,640	\$3,583,333	\$5,507,307	\$3,912,869
State funds	\$0	\$250,000	(\$250,000)	\$497,500
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$2,014,598	\$1,687,350	\$327,247	\$1,938,129
TOTAL REVENUES	\$30,669,485	\$24,020,083	\$6,649,402	\$26,473,126
EXPENSES				
Wages	\$8,378,642	\$8,107,639	\$271,003	\$7,989,849
Fringe benefits	\$4,467,199	\$4,738,103	(\$270,904)	\$4,451,158
Professional services	\$895,746	\$1,196,812	(\$301,066)	\$765,070
Materials and supplies	\$1,062,461	\$922,917	\$139,544	\$925,239
Fuel-Diesel	\$542,940	\$904,583	(\$361,643)	\$661,730
Fuel-Other	\$217,059	\$270,000	(\$52,941)	\$228,499
Utilities - Facilities	\$297,369	\$289,969	\$7,400	\$282,010
Utilities - Electric Bus	\$44,758	\$100,000	(\$55,242)	\$73,425
Insurance	\$651,577	\$681,667	(\$30,089)	\$676,195
Fuel taxes	\$149,760	\$187,500	(\$37,740)	\$173,827
Paratransit Expenses	\$4,053,644	\$5,250,000	(\$1,196,356)	\$4,698,814
Vanpool Expenses	\$12,900	\$21,000	(\$8,100)	\$17,201
Dues and subscriptions	\$40,107	\$31,667	\$8,440	\$31,103
Travel, training and meetings	\$88,237	\$148,250	(\$60,013)	\$102,169
Media advertising	\$96,220	\$154,167	(\$57,947)	\$160,672
Miscellaneous	\$31,950	\$49,667	(\$17,717)	\$37,248
Interest Expense	\$60,930	\$145,680	(\$84,750)	\$137,400
Leases and rentals	\$688,380	\$688,382	(\$2)	\$670,180
Depreciation	\$2,748,603	\$2,748,603	\$0	\$2,652,649
TOTAL EXPENSES	\$24,528,481	\$26,636,605	(\$2,108,124)	\$24,734,435
CHANGE IN NET POSITION	\$6,141,003	(\$2,616,522)	\$8,757,525	\$1,738,691