

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

Pursuant to KRS 96.A, the Lextran Board of Directors is to meet monthly. The next meeting will be: **Wednesday, February 16, 2022 at 10:00 a.m. EST**

The February 2022 meeting of the Lextran Board of Directors will be held via video tele-conference.

Members of the public may watch the meeting in Room 110 at the Lextran offices, located at:

200 West Loudon Avenue  
Lexington, KY 40508

There will be an opportunity to make public comment at that location. Comments may also be submitted in advance via email at [info@lextran.com](mailto:info@lextran.com)

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

The February 2022 Board of Directors meeting will be held virtually as well as live-streamed. You may access the livestream on Youtube at:

<http://bit.ly/lextranmeeting>

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**BOARD OF DIRECTORS MEETING**

February 16, 2022

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 January 2022 Board Meeting Minutes            | 10:10 – 10:15 |
| IV.   | Chair’s Report (Dowell)                                   | 10:15 – 10:20 |
| V.    | Finance Committee Report (Ward)                           | 10:20 – 10:25 |
| VI.   | Lextran Monthly Performance Report & Financials – January | 10:25 – 10:40 |
| VII.  | Action Items  | 10:40 – 10:50 |
|       | A. Resolution 2022-02 – Reserve Policy                    |               |
|       | B. Resolution 2022-03 – Kersey & Kersey Task Order        |               |
| VIII. | Change Order Report                                       | 10:50 – 10:55 |
| IX.   | Old Business  | 10:55 – 11:25 |
|       | A. Presentation on Comprehensive Operations Analysis      |               |
| X.    | New Business  | 11:25 – 11:30 |
| XI.   | Proposed Agenda Items                                     | 11:30         |
|       | A. Resolution – Electric Bus Purchase (FFY17 Grant Funds) |               |
|       | B. Resolution – Confirm ADA Officer                       |               |
| XII.  | Closed Session  |               |
| XIII. | Adjournment   | 11:30         |

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

January 19, 2022

**MEMBERS PRESENT**

Harding Dowell, Board Chair  
Jaime Rodgers, Vice Chair  
Judge Lindsay Hughes Thurston  
George Ward  
Paul Schoninger  
Dr. Koffi Akakpo

**MEMBERS ABSENT**

Christian Motley

**STAFF PRESENT**

Jill Barnett, General Manager  
Byron Robinson, Assistant General Manager  
Alan Jones, Systems Administrator  
Emily Elliott, Community Relations Manager  
Fred Combs, Director of Planning, Technology, and Community Relations  
Jason Dyal, Director of Operations  
Jim Barrett, Director of Maintenance  
John Givens, Director of Risk Management  
Nikki Falconbury, Director of Finance and Human Resources  
Noena Zerna, Marketing and Communications Coordinator  
Stephanie Hoke, Finance Manager

**OTHERS PRESENT**

Scott Schuette, McBrayer, Lextran Counsel

**I. CALL TO ORDER**

Board Chair Harding Dowell called the January 19, 2022, meeting of the Lextran Board of Directors to order at 10:01 a.m. The January meeting was held via Webex and a location at 200 West Loudon Avenue was available for public comment and viewing the meeting. Mr. Dowell performed a roll call to determine which members were present. Quorum was achieved.

**II. PUBLIC COMMENT**

There was no public comment.

**III. APPROVAL OF MINUTES**

Mr. Dowell called for a motion to approve the meeting minutes from the December 15, 2021, meeting of the Lextran Board of Directors. Judge Thurston made a motion to approve the minutes and Mr. Ward seconded. The motion passed unanimously.

**IV. CHAIR'S REPORT**

Mr. Dowell shared that there is an opening for a Board member on the Finance Committee. The committee meets three to four times per year and is tasked primarily with reviewing the audit and the annual budget. The current board members on the committee are Mr. Ward and Vice Chair Rodgers. The next meeting is January 27 at 9 a.m. The Board Chair has ability to appoint a member, which is then approved by the Board. Dr. Akakpo stated that he is interested, but not available next week. Mr. Dowell made a motion to appoint Dr. Akakpo to the Finance Committee and the motion was approved.

Mr. Dowell provided a response to the public comments from the December meeting. Lextran is currently in the midst of a Comprehensive Operations Analysis and looking forward to an update in the coming months. It involves a comprehensive look at the routing and scheduling of all of the routes and we are looking forward to the route optimization. There was a note provided over email from Mr. France with concerns about bus stop amenities. Mr. Dowell reminded everyone that the most recent Lextran budget includes a substantial increase for a plan to increase the bus shelters. The last note from Mr. France was about the board's own usage of the system. Mr. Dowell noted that he personally uses the system and shares some concerns expressed by Mr. France related to trip times. All public comment is welcome and look forward to addressing some of the issues as we move forward with the Comprehensive Operations Analysis process.

**V. LEXTRAN PERFORMANCE REPORT AND FINANCIALS**

Ms. Barnett shared that we have had two weather events since the last meeting, and highlighted the work of the team, particularly the Operations, Maintenance, Risk Management and Customer Service departments. During the first event Lextran temporarily suspended service, due to rapid snowfall and hazardous road conditions. Service resumed the same day. The second snow event was less impactful, however Ms. Barnett expressed her thanks to all members of the team tasked with providing service during those events.

Mr. Fred Combs presented the Monthly Performance Report for December 2021 which can be found on pages 9-13 of the January 2022 board packet.

### HIGHLIGHTS FOR DECEMBER

- Lextran held customer appreciation events at the Transit Center that included:
  - Dec 18<sup>th</sup> – Hot Beverages
  - Dec 23<sup>rd</sup> – Holiday Ornament Decoration
  - Dec 28<sup>th</sup> – Prepackaged Snacks
- Director of Finance and Human Resources, Nikki Falconbury was a panelist on Crowe's Financial Round Table, which included finance professionals from transit agencies around the country.
- Lextran celebrated the holiday season with Kroger gift cards and winter-themed socks for all employees, and meals for employees who worked on Christmas Day.
- Billy Snow, Transdev National Safety Director for the Northeast Region, visited Lextran on December 9<sup>th</sup>.

Mr. Combs shared five customer commendations:

- Bus Operator John Saldaris
- Bus Operator Chantell Lewis
- Bus Operator Amberia Herndon
- Customer Service Representative Sheryl Dawson
- Customer Service Representative Andrea Jones

Ridership in December is ahead of the same time last year, following the pattern seen over the last several months. A new benchmark seems to be emerging for both fixed route and paratransit. The percentage change relative to monthly average is staying around five to ten points, and may indicate the baseline for what performance looks like moving forward. This month is just shy of 200,000 trips and as expected. Fixed route and Paratransit are ahead of ridership from last year at this time. Productivity and efficiency continue to be steady.

There was a slight increase in preventable accidents on fixed route and paratransit. Injury frequency rate and days of lost time are as expected. Preventive Maintenance is still on track with a perfect record for the fiscal year with 45 for the month. There were 13,895 miles between road calls, making this the most since 2013. This was the 4<sup>th</sup> month in last ten years above 10,000 miles. Kudos to the maintenance team.

Mr. Dowell asked if there was a process to reimburse the operator who purchased a pass for a rider. Ms. Barnett shared that there is not currently a process as this is not something that happens that frequently.

Mr. Ward shared that he voiced displeasure last month with Wheels (paratransit contractor) on time performance in the 70-percent range. It was up to 79 percent this month and year-to-date it is 80 percent with a target of 90 percent, but he wanted to get some answers on what is causing

it. He noted that customer service is trending the wrong way as well for paratransit. Mr. Ward stated he would like to hear from Wheels and what they are doing to address this.

Ms. Barnett introduced Wheels representatives, Rhonda Snow, Director of Community Services and Wheels and Rick Sheehy, Regional Chief Operating Officer. Mr. Sheehy stated that they are fully aware of the issues. In June 2021, they began to see drivers leaving for other positions and more money. It was slow initially and significant in September. Understaffing has created a lot of the issues. Wheels came to Lextran as well as approached their national organization in order to increase salaries. This helped prevent additional staff from leaving for pay reasons, however it has not attracted new candidates as they had hoped. Recruiting and HR processes take place through the national organization, while local staff have the final say on hiring. They are not getting a strong number of applicants, and since October there have been 25 interviews that resulted in one additional staff member. There are issues with the ability pass the DOT physical, drug screen, or simply not showing up for the interviews. From June to now, Wheels is down about 10 drivers. Wheels has asked the national office to assign a specific recruiter for the purpose of hiring drivers over the next two months. In addition they are looking at possible incentives for hiring. Complaints always increase when the on-time performance drops. There is a direct correlation. The Wheels team has been working with Byron Robinson (Lextran Assistant General Manager) to improve the use of the scheduling software, Route Match. The system has some shortcomings. Mr. Sheehy stated that Byron has been a wonderful asset and brings a fresh approach to paratransit.

Mr. Ward posed a question about scheduling, and scheduling trips around the number of drivers they have. Mr. Sheehy stated that Wheels is required to provide the ride, however historically, there has not been a need to change scheduling procedures until June. Byron has been very helpful in that regard. [Federal regulations prohibit the denial of trips, however trip times can be negotiated.]

Ms. Rodgers asked about the recruiting process and if any job training partners are used. Mr. Sheehy stated that Red Cross (nationally) does the hiring, and they are recruiting for Wheels drivers, phlebotomists, and disaster workers across the country. Mr. Sheehy is asking what can be done differently and is trying to make that happen. Our current recruiter is working in 30 different areas for recruiting. There has not been an issue finding drivers in the past. Ms. Rodgers expressed the desire to understand the recruiting and related issues while acknowledging that Wheels is one of the most critical services that Lextran provides. She added that she appreciates staff looking at the system and seeing how to do it differently if shortages are going to continue. She asked if anything around the application process may be creating barriers. Mr. Sheehy shared that they discovered yesterday there was a requirement of one year of professional driving experience, so they changed that in an attempt to get more applicants coming in.

Mr. Ward asked if drivers are required to have a CDL. Mr. Sheehy answered that is not a requirement at this time.

Ms. Rodgers asked if 40 hours are required or are there job-sharing options. There are options offered up and down the line based on preferences. Mr. Sheehy added that the hope is by the end of the week there will be some answers from Red Cross regarding a recruiting plan and everyone at Wheels is aware of how critical the issue is.

Ms. Rodgers asked about the location of the customer appreciation events, all of which were held at the downtown Transit Center. She asked if any metrics were tracked on the events. Mr. Combs stated that currently there are no metrics and usually judged by crowd size and positive interaction. Lextran has not tracked numbers on items distributed during the events. Ms. Rodgers added that as we move forward it will be important to maintain customers and these events will be crucial and to make sure they are productive.

Regarding the community involvement, Ms. Rodgers noted that we attended the New Student Orientation at Sullivan University and asked about the use of service there. Ms. Barnett stated Sullivan is not a school with which Lextran has a partnership for tracking, however the bus stop location nearest the school has historical use and has a bench at the location.

Ms. Rodgers noted that Lextran fixed-route on-time performance was at 89 percent with a goal of 90 percent. Ms. Barnett stated that we do not attribute the issues with operator shortage, but primary some run time issues within the schedule. There are occasions if there is a portion of a trip missed due to drivers being out. Mr. Combs and our operations department are working through the run time issues.

Ms. Rodgers congratulated maintenance on their great milestone achievements and also commented there are 29 open positions, and echoed concerns around staffing.

Mr. Ward noted a discrepancy in the open positions reflecting zero new hires total with three under the operations section. He asked if we know if we got any impact on maintenance side previously with Dr. Julian at BCTC with the maintenance program. Ms. Barnett stated that we have not any impact yet from that program. We were pleased to have that type of training opportunity in the area.

## **FINANCIAL REPORT**

Ms. Nikki Falconbury, Director of Finance and Human Resources, presented the December 2021 Finance Report, found on pages 14-15 of the January 2022 board packet. The balance sheet was reviewed. The operating cash difference seen is the timing of the property tax receipts and federal Coronavirus relief funding. Expenses and revenue were reviewed, noting property taxes are up about two million dollars more as taxes were delayed last year and are on track to meet budget. Passenger revenue is over budget, though behind compared to previous years. Federal funding is up related to timing with COVID relief funds. Wages are over budget due partly to overtime and partly to the ratification bonus from October for the union, though this is expected to even out. Fringe benefits and professional services under budget. Professional services are due to engine rebuild timing and some work that was budgeted to do with outside vendors has

been completed in house. Diesel was budgeted at \$2.20 and is recently running at \$2.45 with regular monitoring. We are using more CNG now than in the previous years so we should be okay until the end of the fiscal year with the budgeted amount. Expenses like paratransit and advertising are still under budget.

Mr. Ward asked when we expect to get a payment from UK. Ms. Barnett stated that she is expecting to hear something in the near future and had checked in over the holiday break. Mr. Ward asked about the frequency of billing. Ms. Falconbury stated that normally is it billed monthly, and once the contract was finalized they would be billing for the first six months of the year.

Ms. Rodgers asked if we would be getting additional property tax payments this year. Ms. Falconbury stated that some small payments are expected, with late payments and with motor vehicles and boats, however the bulk arrives in November or December. Ms. Rodgers asked if paratransit was paid per trip, which was confirmed. She asked if the budget was amended when the paratransit price was increased. Ms. Falconbury stated that we were still under budget at the time of the rate increase, so there was no budget amendment. Projections have been done through the end of the fiscal year and unless there is a dramatic fuel increase or rebound in ridership, the costs should remain within budget.

## **VI. ACTION ITEMS**

### **A. Resolution – 2022-01 – Agency Safety Plan**

Ms. Barnett reviewed Resolution 2022-01 and requested approval of the Agency Safety Plan. The plan approval takes place each year and reaffirms the accountable executive and the safety officer. The budget numbers and the performance targets are also updated annually. Each transit agency transitioned to this Agency Safety Plan in recent years, based on Federal regulations. It designates Jill Barnett as accountable executive and John Givens as chief safety officer and incorporates the budget number from previous year. Additionally, safety targets are developed with the local Metropolitan Planning Organization and go before the Transportation Policy Committee for approval.

There were no questions from the Board related to the Agency Safety Plan. Vice Chair Rodgers made the motion to approve, and Mr. Ward seconded. The motion was approved without opposition.

## **VII. CHANGE ORDER**

There were no change order reports.

## **VIII. OLD BUSINESS**

There was no old business.

## **IX. NEW BUSINESS**

There was no new business.



**X. PROPOSED AGENDA ITEMS**

- A. Resolution – Establish Reserve Policy
- B. Resolution – Exercise Option Year for Paratransit Services

**XI. CLOSED SESSION**

Judge Thurston made a motion that the board enter closed session pursuant to KRS 61.810 (1) for discussion involving potential litigation against a public agency. The motion was seconded by Dr. Akakpo. The Director of Finance and Human Resources, Assistant General Manager, General Manager, and legal counsel were asked to remain for the session. The board entered closed session at 10:51 a.m.

No action was taken while in closed session. Closed session was ended at 11:37 a.m. and the Board returned to Open Session.

**XII. ADJOURNMENT**

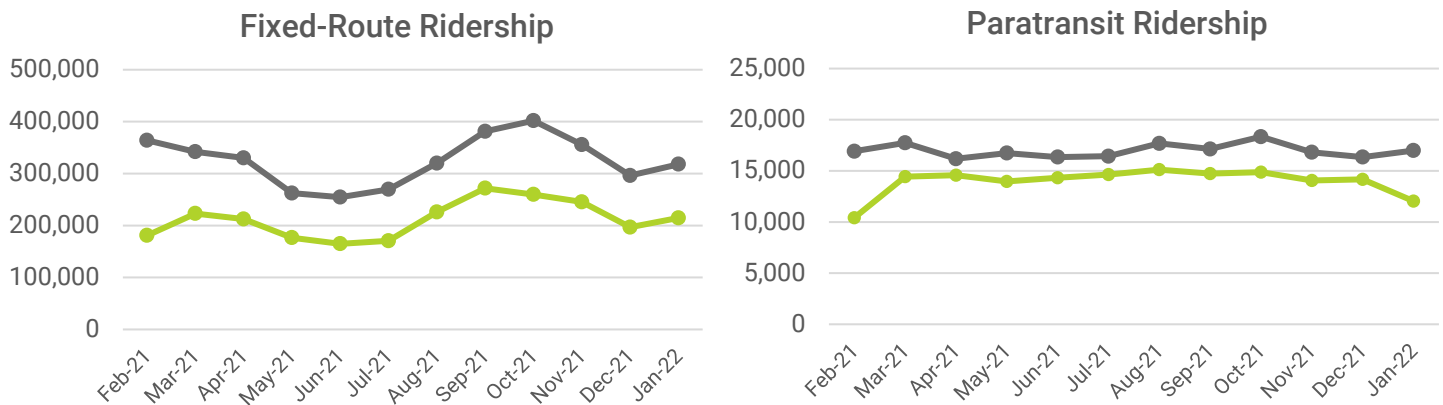
Mr. Dowell called for a motion to adjourn the January 19, 2022, meeting of the Lextran Board of Directors. A motion was made by Mr. Ward and seconded by Ms. Rodgers. The meeting was adjourned by consensus at 11:39 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – JANUARY 2022

We serve people and our community with mobility solutions.

Hazardous winter weather required Lextran to shift operations to Snow Plan on January 6, January 17, January 20, and January 29. Lextran staff participated in a kickoff meeting for the New Circle Road corridor study, an effort lead by the Lexington Area Metropolitan Planning Organization and Lexington-Fayette Urban County Government Department of Planning. The Human Resources Department conducted 22 interviews for the Bus Operator position in January marking the most Bus Operator interviews conducted in a month this fiscal year.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
<b>System Production</b>						
Total Ridership	214,627	1,585,246	1,430,932	12,046	99,646	91,754
Weekday Ridership	187,354	1,363,234	1,193,847	10,133	83,801	66,662
Saturday Ridership	13,065	125,595	124,125	875	8,439	6,875
Sunday Ridership	12,240	86,343	98,628	900	6,561	4,744
Holiday Ridership	1,968	10,074	14,332	138	845	621
Total Revenue Miles	148,391	1,050,021	1,047,848	86,097	702,699	681,441
Total Revenue Hours	15,731	117,347	109,714	6,845	55,052	55,126
Trips per Mile	1.45	1.51	1.37	0.14	0.14	0.13
Trips per Hour	13.64	13.51	13.04	1.76	1.81	1.66

- Fixed-route ridership in January increased by 15 percent compared to January 2021 and by 10 percent for FY22YTD compared to FY21YTD.
- Paratransit ridership in January decreased by 6 percent compared to January 2021 and by 9 percent for FY22YTD compared to FY21YTD.

## LEXTRAN IN THE MEDIA

- January 6 – Lextran resumes limited “Snow Plan” routes after temporarily suspending service <https://www.wtvq.com/lextran-resumes-limited-snow-plan-routes-after-temporarily-suspending-service/>
- January 6 – Lexington police resumes reporting non-injury collisions in Fayette County <https://www.lex18.com/news/lexington-police-temporarily-suspending-reporting-non-injury-collisions-in-fayette-county>
- January 7 – ‘Stay off the roads.’ Beshear declares state of emergency. Bitter cold follows snow. <https://www.kentucky.com/news/local/counties/fayette-county/article257091922.html>
- January 12 – What’s Open, What’s Closed on Martin Luther King Day 2022 in Lexington? [aceweekly.com/2022/01/whats-open-whats-closed-on-martin-luther-king-day-2022-in-lexington/](http://aceweekly.com/2022/01/whats-open-whats-closed-on-martin-luther-king-day-2022-in-lexington/)
- January 16 – City of Lexington prepared for round two of snow <https://www.lex18.com/news/city-of-lexington-preparing-for-round-two-of-snow>
- January 24 – UPDATE: Lexington extends homeless response plans into next week <https://www.wtvq.com/lexingtons-response-to-homeless-population-as-temperatures-plummet/>
- January 26 – Traffic Alert: Delays expected after water main break in downtown Lexington <https://www.wtvq.com/traffic-alert-delays-expected-after-water-main-break-in-downtown-lexington/>

## COMMUNITY INVOLVEMENT/OTHER MEETINGS

- January 4 – Nicholasville Road Traffic and Transit Analysis Meeting
- January 7 – Pedestrian Safety Working Group
- January 10 – Winburn Community Partners Meeting
- January 11 – Section 5310 Grant Committee Meeting
- January 18 – Civic Lex – On the Table Meeting
- January 18 – State of the City-County Address
- January 20 – Lexington Legends Meeting
- January 20 – Corridors Commission Meeting
- January 24 – How to Ride - Kentucky Refugee Ministries
- January 26 – Transportation Policy Committee
- January 27 – StarMetro Resource Sharing Meeting
- January 28 – New Circle Road Corridor Study Project Meeting
- January 31 – AIM Grant Conceptual Operations and Development Meeting

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
<b>Service Quality</b>						
On-Time Performance	90.90%	89.80%	94.20%	80.12%	80.23%	81.11%
Farebox Recovery	4.45%	4.87%	0.03%	N/A	N/A	N/A
Operating Expenses	\$1,620,764	\$11,631,959	\$11,278,497	\$300,487	\$2,475,955	\$2,312,525
Per Mile	\$3.30	\$3.25	\$3.34	N/A	N/A	N/A
Per Hour	\$71.90	\$70.11	\$72.03	N/A	N/A	N/A
<b>Customer Service</b>						
Customer Feedback Totals per 100k Trips	25.16	24.29	21.73	166.03	170.60	161.30
Commendations	0.93	1.96	0.84	16.60	4.01	16.35
Discourtesy	7.45	5.99	6.85	58.11	67.24	53.40
Late or Early	2.80	2.14	1.40	8.30	31.11	7.63
Safety	3.26	2.71	3.98	66.41	64.23	82.83
Passed Boarding	7.45	6.37	4.96	0.00	0.00	0.00
Information and Service Requests	0.93	1.77	1.47	0.00	0.00	0.00
Other	2.33	3.34	2.24	16.60	4.01	1.09
Call Length	1:09	1:13	1:07	1:28	1:17	1:12
Time to Abandon	1:15	1:05	1:06	0:46	0:57	0:26

- Paratransit on-time performance improved in December, however on-time performance remained well below the target of 90 percent.
- Lextran fixed-route on-time performance increased to 90.9 percent in January and is now just two-tenths of a percent below the 90 percent target for the fiscal year.
- Customer feedback related to discourtesy, late or early buses, safety, and passed boardings were all slightly above the fiscal year totals, largely due to weather-related issues.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	3.23	1.91	0.91	1.00	1.62	0.38
Injury Frequency Rate	9.94	7.03	10.61	N/A	N/A	N/A
Days with No Preventable Accidents	26	192	203	30	202	212
Days of Lost Time	84	235	381	N/A	N/A	N/A
Workers Compensation Claims	2	8	12	N/A	N/A	N/A

- Preventable accidents in January were above the FY22 total on fixed-route and below the FY22 total on paratransit.
- The injury frequency rate (IFR) for fixed-route increased in January, but the overall trend in FY22 remained below FY21 IFR levels.

Performance Indicator	Fixed Route System		
	This Month	FY22 YTD	FY21 YTD
<b>Maintenance</b>			
Miles between Road Calls	6,183	8,400	6,716
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- Maintenance completed 100% (49 of 49) of scheduled preventive maintenance inspections in January. The maintenance department has maintained a perfect record on preventive inspections since January 2020.
- In January, the maintenance department reported 6,138 miles between road calls.

Performance Indicator	Fixed Route System	
	This Month	FY22 YTD
<b>Training Activities</b>		
Smith System Training	4	30
Accident/Incident Remedial Training	5	32
Return to Work Training	1	17

<b>Hiring and Recruiting</b>	<b>This Month</b>	<b>Interviews</b>	<b>New Hires</b>
Open Positions	32	29	10
Operations	17	22	7
Maintenance	11	6	2
Administration	4	1	1

<b>Procurements</b>	
HVAC Maintenance Service	Upcoming RFP
Plumbing Maintenance Service	Upcoming RFP
Janitorial Supplies	Upcoming RFP
Transit Center Exterior Project-General Contractor	Upcoming IFB

**FINANCIALS**
**BALANCE SHEET**

as of January 31, 2022

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$27,892,139	\$24,978,567
Accounts receivable	\$1,141,472	\$3,604,003
Inventory	\$867,748	\$688,951
Work in process	\$3,223,822	\$964,501
Prepaid	\$568,941	\$526,571
Total Current Assets	<u>\$33,694,121</u>	<u>\$30,762,593</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$1,757,883	\$2,285,414
Total Long Term Assets	<u>\$10,112,883</u>	<u>\$10,640,414</u>
Net capital and related assets	\$23,328,593	\$23,853,136
<b>TOTAL ASSETS</b>	<u><u>\$67,135,597</u></u>	<u><u>\$65,256,143</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$716,804	\$257,743
Payroll liabilities	\$901,274	\$844,227
Short term note - Fifth Third Bank	\$0	\$982,808
Total Current Liabilities	<u>\$1,618,078</u>	<u>\$2,084,779</u>
Long term note - Fifth Third Bank	\$0	\$3,360,696
Long term liability - Pension	\$1,301,871	\$2,589,356
Total Long Term Liabilities	<u>\$1,301,871</u>	<u>\$5,950,052</u>
<b>NET POSITION</b>	\$64,215,649	\$57,221,313
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$67,135,597</u></u>	<u><u>\$65,256,143</u></u>

**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**  
 JANUARY 2022

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL	FY 2020 ACTUAL
<b>REVENUES</b>					
Property taxes	\$18,661,008	\$18,824,227	(\$163,219)	\$17,548,627	\$17,244,840
Passenger revenue	\$566,354	\$459,000	\$107,354	\$17,317	\$790,337
Federal funds	\$5,184,662	\$5,129,443	\$55,219	\$5,282,422	\$3,200,796
State funds	\$0	\$0	\$0	\$0	\$497,500
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000	\$260,000
Other revenue	\$157,258	\$1,336,892	(\$1,179,635)	\$1,322,106	\$1,509,609
<b>TOTAL REVENUES</b>	<b>\$24,829,281</b>	<b>\$26,009,562</b>	<b>(\$1,180,281)</b>	<b>\$24,430,472</b>	<b>\$23,503,083</b>
<b>EXPENSES</b>					
Wages	\$6,017,067	\$5,814,713	\$202,354	\$5,489,305	\$5,688,402
Fringe benefits	\$3,320,011	\$3,615,346	(\$295,335)	\$3,207,961	\$3,147,730
Professional services	\$521,705	\$1,017,838	(\$496,133)	\$535,382	\$506,128
Materials and supplies	\$560,586	\$747,542	(\$186,956)	\$792,045	\$670,912
Fuel-Diesel	\$514,191	\$634,083	(\$119,892)	\$336,468	\$520,814
Fuel-Other	\$242,784	\$186,083	\$56,700	\$128,278	\$171,578
Utilities - Facilities	\$220,118	\$212,246	\$7,872	\$198,863	\$193,925
Utilities - Electric Bus	\$20,885	\$58,333	(\$37,448)	\$44,758	\$59,014
Insurance	\$474,838	\$514,815	(\$39,977)	\$448,713	\$450,591
Fuel taxes	\$108,411	\$116,667	(\$8,256)	\$105,721	\$128,757
Paratransit Expenses	\$2,763,572	\$3,033,333	(\$269,761)	\$2,910,285	\$3,535,595
Vanpool Expenses	\$11,763	\$14,700	(\$2,937)	\$8,400	\$12,639
Dues and subscriptions	\$34,438	\$32,680	\$1,758	\$33,886	\$28,942
Travel, training and meetings	\$42,679	\$94,121	(\$51,442)	\$47,944	\$73,103
Media advertising	\$47,443	\$91,583	(\$44,140)	\$57,992	\$144,744
Miscellaneous	\$37,308	\$35,058	\$2,249	\$17,808	\$30,352
Interest Expense	\$0	\$0	\$0	\$81,571	\$98,244
Leases and rentals	\$105,444	\$122,470	(\$17,026)	\$481,866	\$469,726
Depreciation	\$1,760,579	\$1,760,579	\$0	\$1,989,194	\$1,899,782
<b>TOTAL EXPENSES</b>	<b>\$16,803,820</b>	<b>\$18,102,190</b>	<b>(\$1,298,370)</b>	<b>\$16,916,439</b>	<b>\$17,830,979</b>
<b>CHANGE IN NET POSITION</b>	<b>\$8,025,461</b>	<b>\$7,907,372</b>	<b>\$118,089</b>	<b>\$7,514,032</b>	<b>\$5,672,104</b>



**MEMORANDUM**

February 16, 2022

**TO: Lextran Board of Directors****FROM: Jill Barnett, General Manager****SUBJECT: Lextran Reserve Policy**

Resolution 2022-02, attached, requests approval of the enclosed Cash Reserve Policy.

This policy establishes a defined Cash Reserve and minimum funding amount and outlines conditions for use of the contingency reserve fund.

This policy has been reviewed by the Finance Committee and is recommended for the Board's approval.

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

**RESOLUTION 2022-02**  
**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE**  
**URBAN COUNTY GOVERNMENT**  
**FEBRUARY 16, 2022**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) recognizes the need for an established Cash Reserve Policy; and

**WHEREAS**, Lextran’s Finance Committee has carefully reviewed the enclosed Cash Reserve Policy, which requires a minimum of 15% of the total annual operating expenses be maintained in a contingency reserve and outlines conditions for their use.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Lextran hereby approves the enclosed Cash Reserve Policy.

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**MOTION**

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**SECOND**

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**CHAIRPERSON**

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**DATE**



## CASH RESERVE POLICY

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) hereby establishes the following reserve policy:

Lextran will maintain a minimum contingency reserve balance in the amount of 15% of annual operating expenses to facilitate cash flow in the event grant reimbursements or other receivables are delayed or if unforeseen economic conditions arise.

Use of the contingency reserve to facilitate cash flow must be reported to the Board of Directors at the next scheduled meeting. In addition, if the funds are not replenished within 90 days, staff must report this matter to the Board of Directors at the next scheduled meeting.

Use of the contingency reserve for other circumstances requires the approval of the Board of Directors.

The contingency reserve account will be evaluated each year during the annual budget process.

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CHAIRPERSON

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DATE

## MEMORANDUM

February 16, 2022

**TO:** Lextran Board of Directors

**FROM:** Jill Barnett, General Manager

**SUBJECT:** Task Order with Kersey & Kersey – A & E Services at 19 Bus Stop Locations

Resolution 2022-03, attached, requests approval to proceed with a task order for Kersey & Kersey for Architectural & Engineering Services at 19 Bus Stop locations.

In 2019, the Board of Directors approved Resolution 2019-22, and a contract was awarded to Kersey & Kersey for A & E Services. The contract with Kersey & Kersey outlined this general task (“Improving Accessibility at Bus Stops”) and noted a refined scope would be developed and a task order would be issued.

In 2021, the Board of Directors approved Resolution 2021-13 and a contract was awarded to Shelcon Construction for the provision of bus stop enhancements at 19 locations.

Approval of Resolution 2022-03 allows Lextran to proceed with issuing a task order to Kersey & Kersey for A&E services at the 19 locations where Shelcon will install shelters, benches, and concrete pads. The scope of work for Kersey & Kersey includes, but is not limited to, field verification of each bus stop location, topographical/boundary surveys, scope/design work and engineering documents as required for permitting, submittal of permits and supporting documentation to LFUCG (16 locations) and KYTC (3 locations), design meetings with Lextran, pre-construction meetings and project coordination with Shelcon, a project report for each stop location, and overall construction administration.

The cost of this engagement is \$82,211.22, and the source of funding is federal 5310 dollars and local Mass Transit Funds.

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

**RESOLUTION 2022-03****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT****FEBRUARY 16, 2022**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) previously approved Resolution 2019-22 and entered into contract with Kersey & Kersey for Architectural & Engineering (A & E) Services; and

**WHEREAS**, Lextran described “Improving Accessibility at Bus Stops” in the contract with Kersey & Kersey, and noted a refined scope and task order would be issued; and

**WHEREAS**, the scope of work for improvements at 19 bus stop locations includes, but is not limited to, field verification of each bus stop location, topographical/boundary surveys, scope/design and engineering documents as required for permitting, submittal of permits and supporting documentation to LFUCG (16 locations) and KYTC (3 locations), design meetings with Lextran, pre-construction meetings and project coordination with Shelcon, a project report for each stop location, and overall construction administration, for a total cost of \$82,211.22.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Lextran hereby authorizes and directs the General Manager to issue a task order to Kersey & Kersey for A & E Services at 19 bus stop locations, for a total cost of \$82,211.22.

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**MOTION**

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**SECOND**

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**CHAIRPERSON**

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**DATE**

**CHANGE ORDER REPORT - FEBRUARY 2022**

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Paycom	Agreement	Annual Fee-\$36,093.72	4.3% Increase	Price increase due to a standard contract language.	12/28/2018-for additional services
Galls	Contract to Purchase Operator and Supervisor Uniforms	Fiscal Year 2021-\$69,055.59	4% Increase	Market conditions have required Galls to adjust their prices (provided vendor information indicating price increases on product offerings).	None
Next Century Technologies	Contract for Office 365 Migration	Annual Fee-\$16,092	\$3,218.40 Increase	Microsoft price increase (Next Century is contracted vendor for Microsoft 365 products).	None