

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, March 16, 2022 at 10:00 a.m. EST

Meeting location:

**Lextran – Room 110
200 West Loudon Avenue
Lexington, KY 40508**

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 March 2022 Board of Directors meeting will be held in person 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

March 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 February 2022 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – February | 10:20 – 10:35 |
| VI. | Action Items | 10:35 – 10:45 |
| | A. Resolution 2022-04 – Designation of ADA Coordinator | |
| | B. Resolution 2022-05 – Electric Bus Purchase | |
| VII. | Change Order Report | 10:45 – 10:50 |
| VIII. | Old Business | 10:50 – 11:00 |
| IX. | New Business | |
| X. | Proposed Agenda Items | |
| | A. Resolution – HVAC Services | |
| | B. Lextran FY2023 Operating Budget | |
| XI. | Closed Session | |
| XII. | Adjournment | |

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

February 16, 2022

MEMBERS PRESENT

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

MEMBERS ABSENT**STAFF PRESENT**

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

OTHERS PRESENT

Cheryl Kersey, Kersey and Kersey Architects
Brendon Jarvis, Dunbar High School
Dan Nelson, Nelson\Nygaard
George Maier, Nelson\Nygaard
Jack Gedritis, Dunbar High School
Laura Kelly, Lextran
Scott Schuette, McBrayer, Lextran Counsel

I. CALL TO ORDER

Board Chair Harding Dowell called the February 16, 2022, meeting of the Lextran Board of Directors to order at 10:02 am. The February 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

Jack Gedritis, a senior at Paul Lawrence Dunbar High School, is a transit advocate and transit rider. He would like to bring to the board's attention the lack of service to Dunbar High School. Currently, there is no stop or service, and the nearest stop is an 18-minute walk away and is an unsafe trip. The stop is only serviced in the outbound direction and students must ride around to Palomar Center and the end of the line to get back downtown. It is an hour commute for a high school of 2,000 students. The transit gap puts many students at a disadvantage. About 1,000 students rely on district buses for transportation and these students are unable to stay after school for activities as there is no service outside those hours. Students who participate in after school activities have better outcomes than students who do not have access to them. Students are working with the principal to solve the problem, including investigating an "activities bus," but the school does not have the budget. Students need the help of Lextran to get a bus stop at Dunbar especially as we move into spring. Every day that this is not done, Mr. Gedritis stated there is a student who is missing out on a valuable opportunity.

Brendon Jarvis is a junior from Paul Lawrence Dunbar as well as leader and activist in the community. The idea of giving Dunbar the needed bus stop coincides with the idea of equity and opportunity. Many students are missing out on vital after school resources and education because they cannot stay after school. A bus could fix this. As a student journalist, many students and teachers have reported that they also advocate for a bus stop at the school. There may only be two students at the meeting, but the school and staff support the idea. Many of the other schools have nearby bus stops and students benefit greatly. It is needed for the school and students of Dunbar.

Judge Thurston thanked the students for providing public comments.

III. APPROVAL OF MINUTES

Mr. Dowell called for a motion to approve the meeting minutes from the January 19, 2022, meeting of the Lextran Board of Directors. Mr. Ward made a motion to approve the minutes and Judge Thurston seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

There was no Chair's Report.

V. FINANCE COMMITTEE REPORT

Mr. Ward presented the Finance Committee Report. The Finance Committee met since the last board meeting and the main topic was a cash reserve policy that will be seen later in the meeting. The committee is looking for a way to ensure there is no interruption in cash flow. The bulk of the revenue arrives in November and December and the reserve policy is there as a contingency. The other purpose of the policy is for unforeseen circumstances caused externally or unforeseen uses and that can be addressed through a board action. The committee talked about a capital reserve account as well, which would be for planned capital expenditure replacements. There was also discussion on an investment policy to manage funds in reserve accounts with more information coming. The next meeting will be about the operating budget for FY23. We have invited David O'Neill from the Fayette PVA to discuss property taxes and give his input to the committee. It is important to look at income side of the budget moving forward. Dr. Akakpo has joined the committee, and the other board members serving are Jamie Rodgers and George Ward.

VI. LEXTRAN PERFORMANCE REPORT AND FINANCIALS

Mr. Combs presented the Monthly Performance Report for January 2022 which can be found on pages 10-14 of the February 2022 board packet.

HIGHLIGHTS FOR JANUARY

- Hazardous winter weather required an operations shift to Snow Plan on the following days:
 - January 6-8
 - January 17
 - January 20
 - January 28-29
- Lextran staff went above and beyond in the hours before and during the winter weather events in January. Kudos to all staff who helped maintain safe and reliable service for the community.
- Lextran staff participated in a kickoff meeting for the New Circle Road Corridor Study lead by the Lexington Area MPO and LFUCG Division of Planning.
- Human Resources conducted 22 interviews for Bus Operators in January, the most interviews for Bus Operators in a single month for FY2022.

Mr. Combs shared two customer commendations:

- Bus Operator Tod Birch
- Bus Operator Lamont Martin

Fixed route ridership followed the trend seen in recent months, with a slight winter weather impact; however ridership was pretty good considering the weather. Paratransit ridership experienced a bit of a decrease, which is consistent with the weather. This will be monitored in future months.

There was a small uptick in preventable accidents and injuries during this atypical month. Year-to-date it remains in a reasonable range, and the same on paratransit. Days of lost time and workers compensation claims are tracking well for the fiscal year. There were 49 preventative maintenance inspections completed on time and a little more than two years of meeting that goal monthly. Road calls are down, but year-to-date it is better than last year.

Mr. Dowell asked about changes about service during snow plan. Mr. Combs stated that routes might get a little smaller because some areas of the city are not safe to drive on at that time. We can do different schedules if needed. We have an additional set of route traces that we can share with the public if routes are placed on snow plan.

Ms. Rodgers mentioned the New Circle Corridor Road study and asked how it compared to the Nicholasville Road study. Mr. Combs stated that it is similar especially the land use and transportation components, with a little broader penetration into surrounding neighborhoods. The regulatory framework and land use patterns will be similar, but the transit component will be different. We need to think about service via fixed route or if there are other service models that would support transit in the corridor. Ms. Rodgers asked if there was a third study planned in the future. Mr. Combs stated that the plan is to do several of these and move around the city and go arterial by arterial. Updates on the Nicholasville Rd study include discussion of implementation, which will need significant input from the State. Some of the proposed treatments and configurations will need to be in place before changing service on the route. If Bus Rapid Transit (BRT) is an option further in the future, such as ten plus years, we will need to study the ridership, operational costs, and consider the implementation from the transit side. Right now, it is more focused on the highway flow and traffic flow and as it moves forward thinking about the long-term implications of transit on the corridor.

Ms. Rodgers asked about the "On the Table" meetings and if we were planning on hosting. Ms. Barnett stated that she has been involved and we are planning on hosting at least one. Mr. Combs added that we have hosted in the past as well. Ms. Rodgers added that transportation was a main topic that came out of those the last time so it would be in our best interest to continue the conversation.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the January 2022 Finance Report, found on pages 15-16 of the January 2022 board packet. The balance sheet was reviewed, with financials through the seventh month of the fiscal year. The operating cash is a bit different from last year. Federal grant funds will be drawn down in the coming months so that balance will go up. Expenses and revenue were reviewed. January 2022 has seen more revenue than compared to 2021 and 2020. Passenger revenue is about \$100,000 over budget, and federal funds are on track. Some State funds will be drawn down in the next couple of months as well. Wages are over budget due to overtime and the compensation and ratification bonus passed in October. Ms. Rodgers stated that we currently have 32 open positions and wages are over budget and we are not seeing the gap because of

that. Ms. Falconbury stated we are paying more in overtime to compensate for open positions and the ratification bonus was not budgeted. Next month we may still be over budget due to the operations department with leave, illness, vacation, etc. It has gone down and is being monitored.

VII. ACTION ITEMS

A. Resolution – 2022-02 – Reserve Policy

Ms. Barnett reviewed Resolution 2022-02, requesting approval for the Lextran Reserve Policy. The policy presented for Board approval has been updated from earlier in the week. Pursuant to Article 4, Section 4 of the Board bylaws, Mr. Ward made a motion to waive the 48-hour rule. The motion was seconded by Judge Thurston and passed unanimously.

Resolution 2022-02 establishes the reserve policy. Lextran has not had a cash reserve or contingency reserve policy in the past. This policy establishes the minimum amount and the conditions for use in emergency situations, and outlines the Board should be notified at the next regularly scheduled meeting.

Mr. Ward made the motion to approve Resolution 2022-02, and Dr. Akakpo seconded. The motion was approved without opposition.

B. Resolution – 2022-03 – Kersey & Kersey Task Order

Ms. Barnett reviewed Resolution 2022-03 requesting approval of a task order for Kersey & Kersey to proceed with architectural and engineering services at 19 bus stop locations. In 2019, the board approved a resolution for Kersey & Kersey for A&E services, so there is an active contract for this work. Earlier this year, the board approved a contract with Shellcon construction for stop improvements at 19 locations. Today's resolution is in alignment with the previous resolutions. Kersey will do scope and design work, land surveys, permits and necessary documentation, and overall construction management. The cost of engagement is approximately \$82,000 and the source of that is federal 5310 dollars with a 20 percent local match from the mass transit fund.

Mr. Ward stated that this issue has come up several times in board and finance committee meetings. It is important to show the community that we are making investments in the places that impact the riders in our system. The finance committee is very supportive of this. Judge Thurston asked how the 19 locations are identified. Ms. Barnett said that the locations are based on ridership and other needs, as well as ridership generators at the location like an assisted living facility, apartment, or school. Safety is a factor in site selection as well. Mr. Combs added that several years ago there was an inventory completed with evaluations of accessibility for each stop with sidewalk connections, space for wheelchairs and space for boarding the bus. That information was used to prioritize those stops in addition to the other ridership information.

Mr. Motley asked if there were fifty total stops that were to be completed under the RAMP program and if we could get an update with a map of the locations with those stops. Mr. Combs stated that 50 was the rough number and the plan was to work until the money ran out, but since

the program started we have gotten additional partners that have helped. The idea started with accessibility and has grown with additional partners. As the work moves forward in the Spring and Summer, progress will be shared in addition to the work that has been completed up to now.

Mr. Dowell asked if we use best practice to connect a boarding pad or shelter to an existing sidewalk. Mr. Combs added that Lextran works on sidewalk gaps that connect to pads and shelters. If an entire block or corridor is without a sidewalk, Lextran works with the city or state to get those areas prioritized.

Judge Thurston made the motion to approve Resolution 2022-03, and Dr. Akakpo seconded. The motion was approved without opposition.

VIII. CHANGE ORDER

Ms. Barnett shared several change orders for information, with no board action required. The change orders were as follows:

- Paycom (HR & Payroll Processing)
- Galls (Bus Operator and Supervisor Uniforms)
- Next Century Technologies (Microsoft Office products)

IX. OLD BUSINESS

Presentation on Comprehensive Operations Analysis

Mr. Combs shared that a comprehensive operations analysis investigates every aspect of fixed route service. Cities change over time at the neighborhood level and with different developments and Lextran needs to ensure service is provided where it is needed most. The typical horizon line for a COA is five years. Today, there is a set of near-term recommendations for the next year or so and mid-term recommendations for the three-to-four-year time period. Long-term changes in the document that are not presented here, like BRT, are something to keep in mind. The focus in the short-term are realistic changes that result in service improvement. A COA requires a substantial amount of public input, which was obtained from onboard surveys, input from other studies such as the Nicholasville Road Corridor Study, the last comprehensive plan update and On the Table events. After today's presentation, the next phase of public engagement will begin with direct feedback on these ideas and concepts.

The consulting team from Nelson/Nygaard will provide details on the COA. Mr. Combs welcomed Dan Nelson, a principal with Nelson/Nygaard, joined by Cheryl Kersey, Project Director and George Maier, Senior Planner.

The planning process and timeline were reviewed. The COA began in Spring of 2020 and will wrap up in Spring 2022. There has been an existing conditions evaluation and onboard survey and are now in the public input phase.

The near-term recommendations have a horizon through end of 2022, with a budget target within 5% of the existing baseline. Objectives are to adjust alignments to improve proactivity, create better connectivity, and provide more direct access with different options to travel without going downtown. This includes adjustments to schedules for reliability and on-time performance as well. The mid-term recommendations will have a target of years 2023-2025 with a budget target of five to ten percent over the baseline. Objectives include adjusting routes for new development like the dairy farm on Georgetown Road and Baptist Health on Polo Club, prioritizing evening and weekend service, and exploring new service delivery models like on demand.

The customer onboard survey shows that overall Lextran is receiving high marks from customers, however shows weekend service as an area for improvement. A big part of the recommendations include more consistent service on weekends. Based on input seen from other studies, we know customers have asked for more frequency, more direct service, and evening service, so those have been additional priorities. Mr. Ward asked how many customers were surveyed. There were 1,276 survey responses.

Highlights of the near-term recommendations:

- Improve network connectivity
- Provide faster and more direct service
- Provide more consistent weekend service
- Prepare for future development
-

Key changes include access to Paul Lawrence Dunbar High School. Service to all other high schools is retained with improved direct access to Bryan Station from downtown. In terms of improvements to network connectivity, three key changes include revised service to Route 17, extending the Route 18 connector to serve Nicholasville Road with slightly better headways, and connecting Route 8 to Nicholasville Road with the elimination of Route 16, while maintaining the airport connection.

Improvements to provide faster and more direct service include a proposed realignment of Route 6 to provide direct service to North Park Wal-Mart, which is a high driver for ridership, and create bidirectional service. Route 10 is realigned to create more consistent bidirectional service and prepares for the future development of Baptist Health on Polo Club that is included in the mid-term recommendations.

Weekend service consistency improvements include increasing Route 18 from six days a week to seven days a week and adding the coverage to Southland Drive on Saturday and Sunday with Route 8. The current Route 16 (which serves Southland) operates Monday through Friday.

There are two key areas of future development that were focused with the Dairy Farm development on Georgetown Road and the Baptist Health development in Hamburg. For the Dairy Farm, Route 2 has been modified with the realignment of Route 22 and the addition of Route 23.

These will allow time in the schedule to service the new development. Mr. Ward asked if people working at the development will be exiting onto Georgetown or if service will go into the development. Mr. Combs noted that based on current plans, a stop is planned inside the development near the periphery. It will not service the full area but scheduled to service the front. Mr. Nelson continued that St. Martins Village is an important equity community and it is important to continue providing service. Routes 22 and 23 combined will maintain 35-minute headway through that area with the additional option of Route 2 on Georgetown. Route 10 will be realigned to serve the future development on Polo Club as well as the hospital. Mr. Ward asked if the route will be going up as far as Winchester Rd. Mr. Combs stated that the outcome of the proposed underpass will impact these plans and that is an important connection for us. If that does not happen, the option to stay on Winchester Road is available as well as connecting on the other side with Route 18. Mr. Ward mentioned that there is a lot of discussion about the tunnel or underpass and there seems to be lots of support.

Resource impacts were measured in miles and hours. There is no impact to hours and minor impact to miles on the weekdays. On the weekends, there is substantial impact, but is maintained within a five percent annual cost increase that stays within the target. Impacts to riders include no impacts to overall ridership, a slight decrease in the total population covered, and equity population impacts at or below the general public impacts. There was a prioritization of maintain service in equity communities.

Highlights of the mid-term recommendations:

- Prepare for future development
- Provide more consistent weekend service
- Explore new service delivery models

In the mid-term, a second vehicle is proposed for Route 2 to provide a 35-minute headway to the Dairy Farm. The exact alignment will be confirmed once that development is complete. A new route is proposed to serve Liberty Road and Polo Club with a slightly different approach to serving the hospital, but the key is to access the area from both Winchester and Liberty Roads. A third vehicle is proposed for addition to Route 18 to allow it to extend from Nicholasville Road all the way over to the Baptist Health hospital.

Route 17 and Route 22 will be added to weekend service to allow all cores routes to operate seven days a week.

The recommendation is to explore on-demand service in several areas in the northeast and northwest parts of the city. Mr. Dowell asked about the criteria used to identify these areas for alternative service. Mr. Nelson stated that they are low productivity for fixed route service and high cost per passenger, lower density with poor roadway connections, and high need for transit. There are a number of different service models to provide service for passengers, and retain or expand service quality at a lower cost per passenger.

The mid-term impacts are maintained within the budget target. There are increases in the weekday miles and hours with slightly higher increases on the weekends. The system is well designed and there was not a lot of room for reallocation. There were three scenarios evaluated to increase frequency, increase the service span, or both. There are two new service types proposed, the core frequent and the crosstown services. Increasing the frequency of all core routes to 35-minutes would likely result in a 20 percent cost increase, extending the span of service to 1:00 am would likely result in a 13 percent cost increase, and increasing frequency and extending the span of service together would result in a 33% increase.

The next steps include public outreach with internal (employee) engagement, public engagement including four public meetings, pop-up events at the Transit Center, and digital engagement. Mr. Combs reviewed the public engagement schedule and how to comment on the changes.

Ms. Barnett offered that in the past, some COAs have started with an idea to cut costs. That goal is frequently in conflict with attracting new riders or increasing ridership. This COA takes a different approach than just maintaining the status quo and looks at aspirational service standards while being mindful of the budget. The consulting team is helping to identify those costs.

Dr. Akakpo asked about the cost and indicated his hope for a cost neutral plan. This predicts a five percent increase and there are lots of unknowns from the State and Federal funding. These funds are limited. He expressed concern about these cost increases in addition to payroll and other expenses.

Ms. Barnett added that she will have an update on the federal funding bill in the next month or so. Lextran recently received notice of a partial year apportionment and are waiting on the full bill to pass. We do receive federal dollars each year in addition to the COVID funding.

Mr. Ward asked if the five percent increase mentioned is for total expenses for the year. Mr. Combs stated that the operating budget was used. He also asked if trade-offs had been considered, like if weekday impacts are more important than weekend impacts. Mr. Combs said that these have been explored and the weekend impacts are difficult to model because current service is so limited. The changes are in response to the survey and feedback we have gotten from the public in other studies. If the public tells us that this is not what we need to be focused on, then we will evaluate. The cost can be more accurately determined than potential ridership. Miles and hours are framed because that is how we price things out. Mr. Ward asked who will be negatively impacted, from a timing standpoint or otherwise. Mr. Combs stated that from a coverage standpoint we are close to capturing everything, there may be some issues in the Woodhill and Palumbo areas, Route 17 will change some patterns, and we are trying to cover people who may have a longer trip with better access and scheduling. Mr. Ward added at the time of the last COA, he and Mr. Motley were the only board member present, there was debt from the new building and the COA was focused on decreasing cost. There was a focus on specific routes

staying in place from a board and public perspective. Dr. Akakpo's finance comments are important to absorb. There was a discussion about previous iterations of COA and board interests. It is important we have a sustainable financial future to provide the best service with the money we have.

Ms. Rodgers asked who leads the public engagement. Mr. Combs told her that Lextran will lead the engagement with the support of the consultants. Lextran will manage the internal engagement and pop-up events at the Transit Center. Ms. Rodgers emphasized the importance of making sure that the information is digestible and at a level that can be understood by the public. She also noted to include Council Members in the process and keep them aware so that they can refer or handle constituents who may come to them.

Mr. Ward asked about the expectations being set with the first round of public meetings and how clear will this be that these are for discussion only. Mr. Combs stated that we are trying to get face to face contact and we think that we can explain better in person than through some of the other communication channels. We will try to mitigate any confusion that we can.

Ms. Rodgers asked if we are near the locations of the most significant changes. Mr. Combs stated that we tried to get around town enough to get near to those areas and we are offering a virtual option. We worked through in sectors and selected in that manner. Ms. Rodgers asked how the attendance is at these meetings. Mr. Combs stated that it could be anywhere from 100-0 and there is no prediction. Ms. Barnett echoed this comment and added it depends on the topic and the potential change. Typically, the most well attended are in areas with service being eliminated and we will make every effort to get the word out.

Mr. Dowell asking if using the commute time from a stop to a job may be more effective than the quarter mile radius being used on the map. We get comments that the service takes too long. This coverage from a spatial perspective is good, but from a time perspective is not good. He asked if there were any tools being used to help understand the most common origins and destinations are and creating time efficient connections. Mr. Nelson added that much of this was done in the existing conditions report. The benefit of this proposed network is planned to be run and it will be done, but it was not done for multiple iterations of the network. Mr. Dowell added that time is a key factor for current users as well as prospective ones. Mr. Maier added that they will model the proposed network and will be able to quantify some of these advantages. We are trying to emphasize creating as much connection as possible and let riders chose how they are using the network.

X. NEW BUSINESS

Ms. Barnett informed the Board of a request received from union leadership. The Union has made a request for premium payment for recognition for the work that they have done throughout the pandemic. The Union highlighted that this was done at LFUCG and at TARC in Louisville. The board will receive a recommendation in the future.

XI. PROPOSED AGENDA ITEMS

- A. Resolution – Electric Bus Purchase (FY2017 Grant Funds)
- B. Resolution – Confirm ADA Officer

XII. CLOSED SESSION

There was no closed session

XIII. ADJOURNMENT

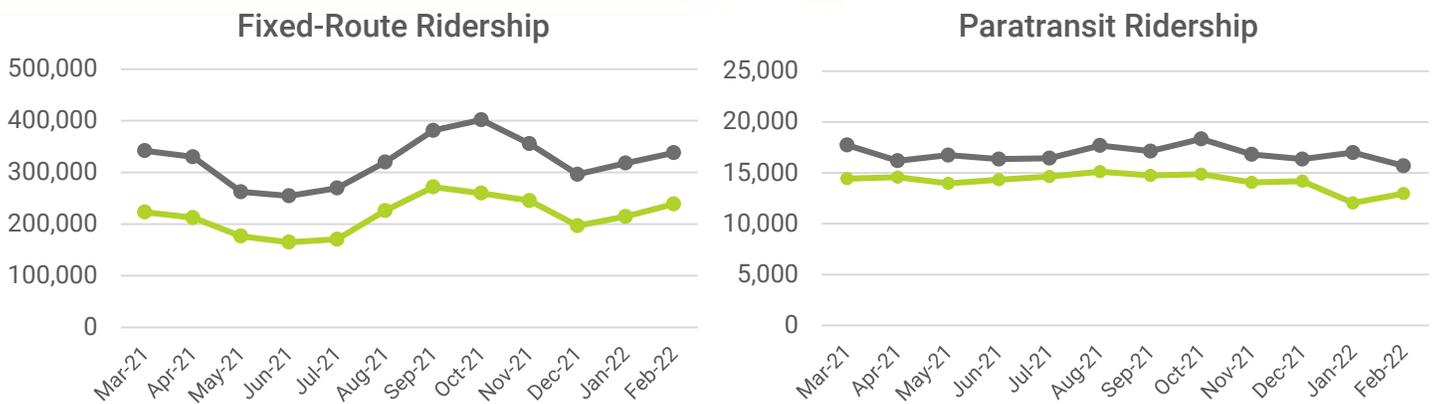
Mr. Dowell called for a motion to adjourn the February 16, 2022, meeting of the Lextran Board of Directors. A motion was made by Mr. Schoninger and seconded by Dr. Akakpo. The meeting was adjourned by consensus at 11:35 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – FEBRUARY 2022

We serve people and our community with mobility solutions.

On Thursday February 10, Lextran hosted the Lexington-Fayette Urban County Government City Council for their annual budget retreat. The public engagement period for the ongoing comprehensive operations analysis began after the February meeting of the Lextran Board of Directors with pop-up events at the downtown Transit Center. Fixed-route ridership has increased by more than 200,000 trips in FY22YTD compared to FY21YTD, including a 16 percent increase in average weekday ridership. Also in February, the Community Relations team conducted five travel training sessions for community partners.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
System Production						
Total Ridership	238,776	1,824,022	1,611,881	12,967	112,613	102,173
Weekday Ridership	211,107	1,574,341	1,349,038	10,876	94,677	85,589
Saturday Ridership	15,028	140,623	138,959	1,172	9,611	9,425
Sunday Ridership	12,641	98,984	109,552	919	7,480	6,321
Total Revenue Miles	143,114	1,193,135	1,197,731	88,320	791,019	760,421
Total Revenue Hours	15,174	132,521	125,593	6,799	61,851	61,996
Trips per Mile	1.67	1.53	1.35	0.15	0.14	0.13
Trips per Hour	15.74	13.76	12.83	1.91	1.82	1.65

- Fixed-route ridership increased by 13 percent in FY22YTD compared to FY21YTD and increased by 32 percent in February 2022 compared to February 2021 (note that winter weather had a significant impact on ridership in February 2021).
- Paratransit ridership in FY22YTD has increased by 10 percent compared to FY21YTD.
- Trips per mile and trips per hour were greater in February than FY22YTD and FY21YTD on fixed-route and paratransit.

LEXTRAN IN THE MEDIA

- February 1 – Lextran continues tradition of commemorating civil rights icons with reserved seats
<https://www.wtvq.com/lextran-continues-tradition-of-commemorating-civil-rights-icons-with-reserved-seats/>
- February 3 – Stay off the icy roads: Lexington mayor discusses city’s weather plans
<https://www.lex18.com/news/stay-off-the-icy-roads-lexington-mayor-discusses-citys-weather-plans>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- February 1 – Kentucky Refugees Ministry Travel Training
- February 1 – Kappa Klub – Leestown Middle School How to Ride
- February 4 – Senior Services Commission Meeting
- February 7 – Migrant Network Coalition Meeting
- February 8 – Urban Impact Opportunity Zones Meeting
- February 8 – Lextran Pension Committee
- February 10 – Kentucky Refugees Ministry Travel Training
- February 10 – LFUCG Mayor & Council Budget Retreat at Lextran
- February 10 – IMI + AIM Multimodal Data Integration Peer Meeting
- February 11 – Bicycle and Pedestrian Advisory Committee Meeting
- February 14 – APTA Bus Operations Monthly Meeting
- February 15 – Kentucky Refugees Ministry Travel Training
- February 17 – LFUCG Corridors Commission Meeting
- February 17 – COA Internal Engagement
- February 18 – COA Internal Engagement
- February 22 – COA Internal Engagement (Two Sessions)
- February 22 – Commerce Lexington Public Policy Luncheon (ft. Senator Mitch McConnell)
- February 23 – COA Public Engagement at the Transit Center (Two Sessions)
- February 23 – Commission for People with Disabilities
- February 23 – Nathaniel Mission Staff Travel Training
- February 23 – Transportation Policy Committee Meeting
- February 23 – On the Table Advisory Group Meeting
- February 24 – CHIP Meeting – LFCHD
- February 24 – Humana Health Horizons Quality Member Access Committee Meeting
- February 24 – Kentucky Refugees Ministry Travel Training
- February 26 – COA Public Engagement ant the Transit Center
- February 28 – APTA Small Operations Committee 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
Service Quality						
On-Time Performance	90.60%	89.90%	94.20%	77.29%	79.89%	94.41%
Farebox Recovery	4.01%	4.76%	0.48%	N/A	N/A	N/A
Operating Expenses	\$1,632,232	\$13,264,191	\$12,944,011	\$325,355	\$2,801,310	\$2,962,455
Per Mile	\$4.33	\$3.39	\$3.43	N/A	N/A	N/A
Per Hour	\$66.73	\$69.69	\$71.34	N/A	N/A	N/A
Customer Service	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
Customer Feedback Totals per 100k Trips	24.29	24.29	21.16	215.93	175.82	178.13
Commendations	1.68	1.92	0.87	23.14	6.22	14.68
Discourtesy	5.03	5.87	6.58	84.83	69.26	64.60
Late or Early	2.93	2.25	1.24	23.14	30.19	6.85
Safety	3.77	2.85	3.72	77.12	65.71	91.02
Passed Boarding	6.28	6.36	4.90	0.00	0.00	0.00
Information and Service Requests	2.93	1.92	1.74	0.00	0.00	0.00
Other	1.68	3.12	2.11	7.71	4.44	0.98
Call Length	1:09	1:12	1:09	1:24	1:18	1:12
Time to Abandon	0:46	1:02	1:08	0:43	0:55	0:29

- Lextran fixed-route on-time performance was above the 90 percent target in February and is now one-tenth of a percent below the 90 percent target for the fiscal year.
- Paratransit on-time performance declined to below 80 percent for February and for FY22YTD.
- Customer feedback on fixed-route for each category was in line with FY22YTD totals.
- Comments related to commendations and discourtesy on paratransit were substantially greater in February than FY22YTD totals.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
Safety						
Preventable Accidents per 100,000 miles	1.34	1.84	1.03	1.01	1.55	0.34
Injury Frequency Rate	6.67	6.99	10.14	N/A	N/A	N/A
Days with No Preventable Accidents	26	218	228	27	229	240
Days of Lost Time	77	312	462	N/A	N/A	N/A
Workers Compensation Claims	1	9	13	N/A	N/A	N/A

- Preventable accidents in February were below the FY22YTD total on fixed-route and paratransit.
- The injury frequency rate for fixed-route in February and for FY22YTD overall remained below FY21YTD levels.

Performance Indicator	Fixed Route System		
	This Month	FY22 YTD	FY21 YTD
Maintenance			
Miles between Road Calls	7,156	8,229	6,813
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In February, the maintenance department reported 7,156 miles between road calls. Miles between road calls for FY22 are on pace to improve from FY21.
- Maintenance completed 100 percent (45 of 45) of scheduled preventive maintenance inspections in February. The maintenance department has maintained a perfect record on preventive inspections since January 2020.

Performance Indicator	Fixed Route System	
	This Month	FY22 YTD
Training Activities		
Smith System Training	7	37
Accident/Incident Remedial Training	8	40
Return to Work Training	2	19
New Employee Orientation	4	23

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	17	19	5
Operations	9	15	3
Maintenance	7	4	2
Administration	1	0	0

Procurements	
HVAC Maintenance Service	Open RFP
Plumbing Maintenance Service	Upcoming RFP
Janitorial Supplies	Upcoming RFP
Transit Center Exterior Project-General Contractor	Upcoming IFB
Paratransit Services	Upcoming RFP
Transit Advertising	Upcoming RFP

FINANCIALS
BALANCE SHEET

as of February 28, 2022

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$26,726,214	\$23,883,160
Accounts receivable	\$3,095,204	\$2,937,049
Inventory	\$789,811	\$703,534
Work in process	\$3,240,059	\$981,493
Prepaid	\$470,540	\$427,199
Total Current Assets	<u>\$34,321,828</u>	<u>\$28,932,435</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	\$23,071,288	\$23,603,351
TOTAL ASSETS	<u><u>\$67,505,999</u></u>	<u><u>\$63,176,200</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$632,873	\$564,317
Payroll liabilities	\$870,158	\$827,269
Short term note - Fifth Third Bank	\$0	\$0
Total Current Liabilities	<u>\$1,503,032</u>	<u>\$1,391,585</u>
Long term note - Fifth Third Bank	\$0	\$0
Long term liability - Pension	\$1,301,871	\$2,589,356
Total Long Term Liabilities	<u>\$1,301,871</u>	<u>\$2,589,356</u>
NET POSITION	\$64,701,097	\$59,195,259
TOTAL LIABILITIES AND NET POSITION	<u><u>\$67,505,999</u></u>	<u><u>\$63,176,200</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

FEBRUARY 2022

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL	FY 2020 ACTUAL
REVENUES					
Property taxes	\$19,519,753	\$19,431,460	\$88,293	\$18,499,342	\$18,100,666
Passenger revenue	\$631,804	\$524,000	\$107,804	\$77,062	\$890,965
Federal funds	\$5,551,674	\$5,487,777	\$63,897	\$8,390,435	\$3,630,115
State funds	\$0	\$0	\$0	\$0	\$497,500
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000	\$260,000
Other revenue	\$1,752,126	\$1,527,784	\$224,342	\$1,510,313	\$1,720,279
TOTAL REVENUES	\$27,715,356	\$27,231,020	\$484,336	\$28,737,151	\$25,099,524
EXPENSES					
Wages	\$6,820,017	\$6,645,386	\$174,631	\$6,231,091	\$6,439,496
Fringe benefits	\$3,747,149	\$4,130,023	(\$382,873)	\$3,608,828	\$3,565,369
Professional services	\$630,789	\$1,157,295	(\$526,505)	\$778,004	\$604,094
Materials and supplies	\$759,797	\$854,333	(\$94,536)	\$881,132	\$747,173
Fuel-Diesel	\$593,980	\$724,667	(\$130,687)	\$397,867	\$582,212
Fuel-Other	\$253,490	\$212,667	\$40,824	\$172,197	\$197,656
Utilities - Facilities	\$238,930	\$242,567	(\$3,637)	\$232,237	\$219,332
Utilities - Electric Bus	\$20,885	\$66,667	(\$45,781)	\$44,758	\$59,014
Insurance	\$550,917	\$588,360	(\$37,443)	\$514,957	\$521,484
Fuel taxes	\$122,963	\$133,333	(\$10,370)	\$115,600	\$141,745
Paratransit Expenses	\$3,124,687	\$3,466,667	(\$341,979)	\$3,218,674	\$4,021,701
Vanpool Expenses	\$14,463	\$16,800	(\$2,337)	\$9,600	\$14,201
Dues and subscriptions	\$34,510	\$33,820	\$690	\$33,916	\$29,942
Travel, training and meetings	\$46,759	\$107,566	(\$60,807)	\$64,190	\$83,436
Media advertising	\$47,969	\$104,667	(\$56,698)	\$75,993	\$157,297
Miscellaneous	\$39,394	\$40,067	(\$672)	\$19,516	\$31,434
Interest Expense	\$0	\$0	\$0	\$60,930	\$111,494
Leases and rentals	\$139,864	\$139,680	\$184	\$550,704	\$536,544
Depreciation	\$2,017,884	\$2,017,884	\$0	\$2,238,980	\$2,150,515
TOTAL EXPENSES	\$19,204,447	\$20,682,447	(\$1,477,999)	\$19,249,173	\$20,214,138
CHANGE IN NET POSITION	\$8,510,909	\$6,548,574	\$1,962,335	\$9,487,978	\$4,885,386

MEMORANDUM

March 16, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Designation of Lextran's ADA Coordinator**

Resolution 2022-04, attached, requests the Board's approval to name Catherine Moran, Compliance Specialist, as the designated ADA Coordinator for Lextran.

The Federal Transit Administration (FTA) regulations require transit agencies to designate at least one individual responsible for the coordination of efforts to comply with the transportation-related provisions of the Americans with Disabilities Act (ADA) (See FTA Circular 4710.1, and Title 49 Code of Federal Regulations 37.17).

Catherine Moran was hired as the Compliance Specialist at Lextran in July 2021. As Compliance Specialist, essential functions include (but are not limited to) supporting senior staff in ensuring Lextran's compliance with federal legislation including the Americans with Disabilities Act, providing support on Title VI, Limited English Proficiency, Equal Employment Opportunity (EEO), and other environmental justice issues, investigating all ADA and Title VI complaints, and monitoring, tracking, and auditing issues related to federal regulations.

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

**RESOLUTION 2022-04
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MARCH 16, 2022

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) is a designated recipient of federal funding and must comply with federal regulations; and

WHEREAS, FTA Circular 4710.1 requires the Authority to designate an individual to coordinate Americans with Disabilities Act (ADA) compliance, and;

WHEREAS, Catherine Moran serves as Lextran’s Compliance Specialist and is responsible for supporting senior staff in ensuring Lextran’s compliance with federal legislation including the Americans with Disabilities Act.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Lextran hereby approves the appointment of Catherine Moran as the ADA Coordinator.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

March 16, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Purchase One (1) Extended-Range Electric Bus**

Resolution 2022-05, attached, requests authority to purchase one (1) 40-foot low-floor, extended-range electric transit bus from Gillig LLC.

The Board approved resolution 2021-07 on April 21, 2021, to enter into a contract with Gillig LLC for the purchase of electric transit buses and chargers. The contract allows for the purchase of a minimum of two (2) and a maximum of eighteen (18) transit buses during the term of the contract, which is five (5) years. This purchase will be the second under this contract. Prior purchases are as follows:

- Two (2) 40-foot low floor, extended range buses (approved October 20, 2021, via Resolution 2021-23).

Lextran requests authority to purchase one (1) 40-foot low-floor, extended-range electric transit bus from Gillig LLC at a cost not-to-exceed \$1,100,000.

The source of funds for this resolution is as follows:

FFY17 Section 5339 Bus & Bus Facilities Competitive (Low/No Emissions)	\$	935,000
Local Mass Transit Funds	\$	165,000
	\$	1,100,000

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

RESOLUTION 2022-05
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT
MARCH 16, 2022

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) approved Resolution 2021-07 awarding a contract to Gillig LLC for the purchase of electric buses and chargers; and

WHEREAS, the Authority entered into a contract with Gillig LLC for a term of five (5) years to purchase a minimum of two (2) and a maximum of eighteen (18) transit buses during the term of the contract; and

WHEREAS, the Authority has a need for additional transit buses to support existing service levels and a state of good repair amongst the fleet.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Lextran hereby authorizes and directs the General Manager to execute the purchase of one (1) 40-foot low-floor, extended-range electric transit bus at a cost not-to-exceed \$1,100,000 per bus.

MOTION:

MOTION

SECOND

CHAIRPERSON

DATE

CHANGE ORDER REPORT - FEBRUARY 2022

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Clint Chemical & Janitorial Supplies, Inc.	Contract to Purchase Janitorial Supplies	Pricing is consistent with current contract	6 Month Extension	This contract will have a six (6) month extension to end on November 25, 2022. This type of contract requires a formal procurment and a new contract will take place at that time. All pricing will remain the same for this extension.	None
Hillyard Inc.	Contract to Purchase Janitorial Supplies	Pricing is consistent with current contract	6 Month Extension	This contract will have a six (6) month extension to end on November 25, 2022. This type of contract requires a formal procurment and a new contract will take place at that time. All pricing will remain the same for this extension.	None