

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, April 20, 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 April 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

April 20, 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 March 2022 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – March | 10:20 – 10:30 |
| VI. | Action Items | 10:30 – 10:45 |
| | A. Resolution 2022-06 – FY2023 Operating Budget | |
| | B. Resolution 2022-07 – Juneteenth Holiday | |
| | C. Resolution 2022-08 – HVAC Services | |
| VII. | Change Order Report | 10:45 – 10:50 |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Proposed Agenda Items | |
| | A. Procurement Policy – Update | |
| | B. Comprehensive Operations Analysis – Update | |
| | C. Canopy Project – Update | |
| XI. | Closed Session | |
| XII. | Adjournment | 11:00 |

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

March 16, 2022

MEMBERS PRESENT

Harding Dowell, Board Chair
Christian Motley
George Ward
Paul Schoninger
Dr. Koffi Akakpo

MEMBERS ABSENT

Jamie Rodgers, Vice Chair
Judge Lindsay Hughes Thurston

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Alan Jones, Systems Administrator
Catherine Moran, Compliance Specialist
Chris Withrow, Interim Director of Maintenance and Parts Manager
Dale Stone, Manager of Schedules and Services
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
Maria Alonso, Human Resources Manager
Nikki Falconbury, Director of Finance and Human Resources
Rebecca Floyd, Customer Service Supervisor
Stephanie Hoke, Finance and Procurement Manager

OTHERS PRESENT

Scott Schuette, McBrayer, Lextran Counsel

I. CALL TO ORDER

Chairman Harding Dowell called the March 16, 2022, meeting of the Lextran Board of Directors to order at 10:01 am. 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 February 16, 2022, meeting of the Lextran Board of Directors. Mr. Schoninger made a motion to approve the minutes and Mr. Motley seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

Mr. Dowell commended the management team on the recent announcement that Lextran was selected as one of seventy federal grant recipients of more than 300 nationwide, and the only recipient in the state of Kentucky for fleet modernization.

V. LEXTRAN PERFORMANCE REPORT AND FINANCIALS

Ms. Barnett shared that the TSA announced an extension of the onboard mask mandate and that includes employees and passengers through April 18th. They noted that it could expire earlier depending on various factors. Lextran is proud to be announced as a selected project for the Bus and Bus Facilities competitive program, which is a \$4.1 million federal grant for fleet modernization. That application was completed in November and there is another funding cycle open with applications due at the end of May. There is a Finance Committee meeting scheduled before the April board meeting, and a revised date will be determined and published on the website. Currently, there is a Board work session scheduled for April. Ms. Barnett recommends proceeding with the work session, as some of the newer board members have not yet been through a Lextran budget process, and the regularly scheduled Board meeting will be held April 20th as scheduled. The public engagement period for the Comprehensive Operations Analysis is open through April 1st, and to date the number of responses has been encouraging.

Mr. Combs presented the Monthly Performance Report for February 2022 which can be found on pages 14-18 of the March 2022 board packet.

HIGHLIGHTS FOR FEBRUARY

- Lextran hosted the Lexington-Fayette Urban County Government City Council for their annual budget retreat.
- The engagement period for the Comprehensive Operations Analysis began after the February meeting of the Lextran Board of Directors with pop-up events internally and at the Transit Center.
- Fixed-route ridership has increased by more than 200,000 trips in FY22 to date compared to FY21 to date, including a 16 percent increase in average weekday ridership.

- Five travel training sessions were conducted in February for community partners.

Mr. Combs shared four customer commendations for February:

- Bus Operator Joy Gambrell
- Bus Operator Lenko Vanev
- Customer Service Representative Angie Jones (two)

Mr. Motley asked if we saw a return on ridership with travel training services. The return is not tracked, but in the instance that was noted a classroom education occurred with Lextran staff and then swag items and passes were provided to the group to travel a different day. Mr. Motley noted that there Kentucky Refugee Ministries is frequently listed as a group that does travel trainings and it was noted that they are using a service that is offered to any group.

Mr. Dowell asked if the trainings were offered in other languages. For in-person sessions, Lextran can provide trainings in Spanish using internal staff, with use of a phone interpreter for other languages with approximately 175 offered.

In February, ridership was ahead of 2021 and continued to follow the trend observed in previous months. Paratransit ridership in January was lower than expected and that trend continued in February. However, winter weather impacted ridership in February 2021. The percent change relative to monthly average showed a dip in January on the paratransit side. Ridership was slightly better on the fixed-route side, but overall consistent with recent trends. Trips per hour and trips per mile were better in February than for YTD 2021. These productivity metrics along with other underlying metrics add together to indicate a potential increase in future ridership. Preventable accidents per 100,000 miles continues to be within a reasonable range, the injury frequency rate remained below 20201 levels. For maintenance, preventive maintenance inspections continued to be at a perfect rate and miles between road calls were down.

Mr. Schoninger asked about the farebox recovery rate in FY21. Fares were reinstated in February 2021 so fares are only reflected for a portion of that month.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the February 2022 Finance Report, found on pages 19-20 of the March 2022 board packet. The balance sheet was reviewed for the eighth month of the fiscal year. Operating cash is still strong and slightly over last year. The loan was paid off in February of last year and it will no longer show on the report next month. Mr. Ward asked how much we have received for Federal COVID funds. All funds allocated as part of CARES have been drawn with the exception of the capital set aside, and approximately \$2 million on the second grant (CRSSAA). The last grant will be drawn next during the next fiscal year for \$14 million. Ms. Falconbury reviewed the expenses and revenue, indicating property were tracking well and projected to come in slightly over budget. Passenger revenue is over budget by about \$107,000. Wages and fringe are over budget due to overtime and the ratification bonuses. Fuel is a big expense that is

currently being monitored, with the average price of diesel being \$2.48 per gallon this fiscal year. Fuel remains under budget year to date and is being monitored closely.

Mr. Dowell asked if we ever have the opportunity to prepay for fuel. Ms. Falconbury stated that with the current contract we have not, but it is something that we can explore. Ms. Barnett stated that we pay just under the average market rate. Mr. Ward asked if we know what the public schools are doing. Ms. Falconbury states that we checked in with them a few years ago and can check on it again.

VI. ACTION ITEMS

A. Resolution – 2022-04 – Designation of ADA Coordinator

Ms. Barnett reviewed Resolution 2022-04, requesting the Board's approval to name Catherine Moran, Compliance Specialist, as the designated ADA Coordinator for Lextran.

Federal Transit Administration (FTA) regulations require transit agencies to designate at least one person responsible for the coordinated efforts to comply with transportation-related provisions of the Americans with Disabilities Act. Ms. Moran joined Lextran as the Compliance Specialist in July 2021. The role supports 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. Nikki Falconbury will remain EEO officer.

Mr. Motley made the motion to approve, and Mr. Schoninger seconded. The motion was approved without opposition.

B. Resolution – 2022-05 – Electric Bus Purchase

Ms. Barnett reviewed Resolution 2022-05 requesting approval to purchase one (1) 40-foot low-floor, extended-range electric transit bus from Gillig LLC.

The Lextran board previously approved a resolution to enter into a contract with Gillig for the purchase of buses. This will be the second bus purchase under that contract. The source of funding for this purchase includes a FFY2017 Section 5339 Bus and Bus Facilities Low/No Emissions grant and Local Mass Transit Funds.

Mr. Motley asked to clarify what qualifies as low and no emission. Ms. Barnett stated that compressed natural gas was not included, and Low/No emissions has focused on battery electric and hydrogen fuel cell. The current breakdown in our fleet is eight battery electric buses, six Proterra and two Gillig, with two additional Gilligs on order.

Mr. Ward asked if the Proterras are currently operational. Mr. Barnett stated that the one Proterra extended range bus is operational and much more reliable. The main issue with the original five

buses is the on-route charger. Last week a representative from Proterra was on-site and is expected to return for additional charger repairs. Currently the charger is only operating at fifty percent power and is not reliable enough for dependable service. Proterra is also expected to conduct a full inspection of the buses because they have not been fully operational for an extended period. Ms. Barnett spoke with the Chief Commercial Officer at Proterra as recently as Friday. Lextran has yet to see reliable performance out of those vehicles. Proterra acknowledged that there are approximately 58 “legacy” vehicles which are the original fast charge, and the issues experienced at Lextran are not unique. Proterra continues to work towards a solution, either in terms of repairs or agreement with the FTA.

Mr. Ward asked whether the two Gillig extended range buses are performing well. Ms. Barnett replied that overall, Lextran had been pleased with Gilligs performance across all fuel types.

Mr. Ward asked for an update on the canopy project. Ms. Barnett shared that schematic designs have been developed and currently the team is examining modifications to the lot and property to increase available parking for vehicles. The next step will be actual drawings. With the announcement of the grant this week, it is important to make progress on the canopy in order to accommodate the charging of the buses when they arrive. Mr. Ward shared with other members of the Board that the canopy was recommended at this site for the electric buses were first purchased and this campus was constructed. It was emphasized that it was especially important during winter weather. There was a change order recommended when the building was in-progress, but it was more money than the Board felt comfortable with at the time. The grant for the canopy was announced in 2019, so it is doubly important to move quickly in the project. Mr. Dowell confirmed that Kersey and Kersey are the architects working on the project.

Mr. Schoninger made the motion to approve resolution 2022-05, and Mr. Ward seconded. The motion was approved without opposition.

VII. CHANGE ORDER

Ms. Barnett reported two change orders for the Board’s information: Clint Chemical & Janitorial Services, Inc. and Hillyard, both for cleaning supplies, with a six-month extension on each. There is no change to the original pricing change on either contract. The extension will allow Lextran to better manage the timing of procurements underway at the same time. There is no action required from the board and no prior change orders on either contract.

VIII. OLD BUSINESS

Ms. Barnett mentioned in a previous meeting that she has received a request from union leadership for a premium payment for employees in response to the work they have done over the last two years during the pandemic. When the union brought the request forward, they cited similar examples at LFUCG and TARC. There are other examples of transit agencies offering payments such as MARTA, Toledo, and Savannah, GA. The request has been evaluated along with other “COVID payments” in the job market.

Ms. Barnett recommended all current employees receive \$85 per month worked between March 2020 and February 2022, with a net benefit up to a maximum of \$2,040. The request has been discussed with board leadership and the finance committee and we estimate the cost at about \$425,000 total. Months where an employee was not yet employed or on leave for the duration of the month will not be included in the calculation of payments. A formal motion is needed in order to proceed.

Mr. Dowell asked about the threshold for number of days per month on a leave. Ms. Barnett responded that staff had looked at different ways of providing the payment and nature of the request from the union. The recommendation put forth is done so in an attempt to be fair to employees who have worked and also takes into account newer employees who had the opportunity to receive a hiring bonus as well. Mr. Dowell noted that he feels good about this approach. We value the universality of the benefit for all employees. Mr. Ward indicated he is supportive and reminded everyone of the \$500 commitment that was already made to employees in March 2021. The justification for the payment is that the buses ran through the whole pandemic before treatments and vaccines were available. Dr. Akakpo added that it shows good will to employees, and a good use of funds.

Mr. Dowell made a motion to proceed with the payments for all employees, and Mr. Motley seconded. The motion passed unanimously.

Ms. Barnett offered an update related to the industrial revenue bond (IRB) project that was discussed back in May. The project considered by LFUCG is taking place in the Distillery District for hotel, commercial, event space, new parking, extended right of ways, and a shared use trail. It is an approximately \$37.4 million project that is partially financed through industrial revenue bonds. Lextran, FCPS, and the library will receive future tax payments based on current fair market value for the property. The initial proposal offered \$118,000 in payments to Lextran over 40-year life of the project. An agreement landed on results in approximately \$805,000 in payments over the life of the project. Today's update is to share the developer has divided the project into three parts amongst itself and two other agencies: Astana, New Circle Investments, and New Octagon. All three entities are captured for purposed of the agreed upon arrangements. We are sharing this for information and transparency and there is no action required from the board. Scott and Ann-Tyler from McBrayer have provided great assistance. Mr. Dowell asked if we have a revised development plan with suite numbers and entities assigned to them. Mr. Schuette stated that we do not yet. Mr. Ward clarified that the pilot dollars are same just coming from three pots. Mr. Dowell added that he shared a concern that if one of the entities was unable to make payments, that the responsibility would flow to remaining partners. He also confirmed that once the payments are made, that is the extent of responsibility to Lextran. The duration of the payments is spread over 40 years with a different threshold along the way. There the levels with two escalations beyond the first few years total and will never exceed the fair lump sum.

Mr. Ward requested an update on RFP for paratransit. Ms. Barnett stated that work on the scope was underway, targeting an April 1st release date. The goal is a resolution for the June board meeting. The procurement will stay open about a month and a half. Mr. Ward asked if a discussion has occurred with Red Cross about vehicles and Ms. Barnett confirmed. He asked whether the provider would need a location to stage operations, or if that could be done on-site. Ms. Barnett said that this facility is not a good long-term solution but could suffice for a short time. Any new provider on that contract will ultimately need a place to do business.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

- A. Resolution – HVAC Services
- B. Lextran FY2023 Operating Budget

XI. CLOSED SESSION

There was no closed session

XII. ADJOURNMENT

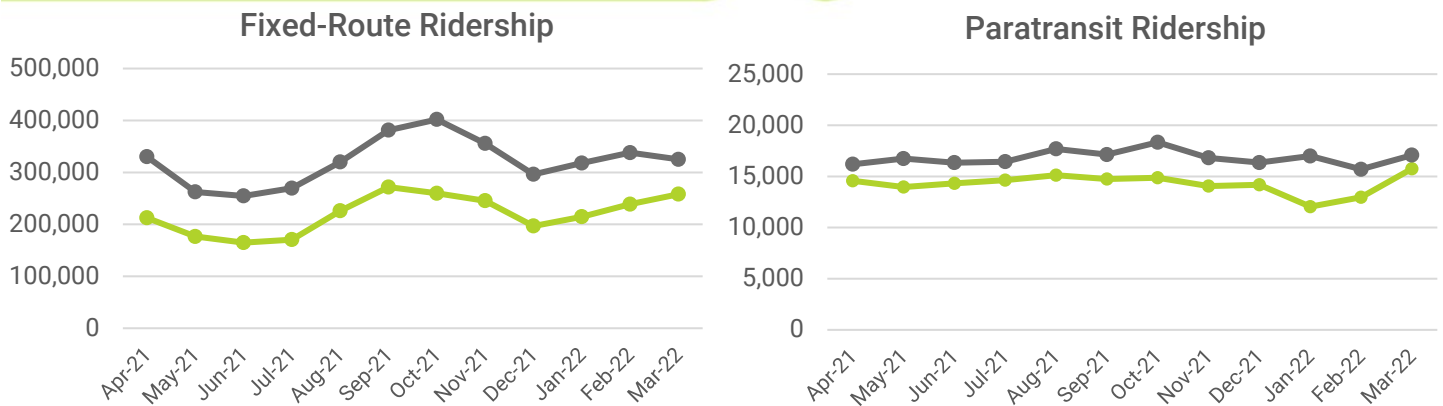
Mr. Dowell called for a motion to adjourn the March 16, 2022, meeting of the Lextran Board of Directors. A motion was made by Mr. Ward and seconded by Mr. Motley. The meeting was adjourned by consensus at 10:45 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – MARCH 2022

We serve people and our community with mobility solutions.

On March 14th, the Federal Transit Administration announced that Lextran was awarded \$4.1 million dollars under the competitive Bus & Bus Facilities grant program, one of 70 awarded applications nationally and the only award in Kentucky. Susan Sweat, Chief Operating Officer, and Justin Augustine, Regional Vice President, both from Transdev, Lextran in early March to meet the team and to tour the property. Lextran held four public meetings throughout the month of March, with additional pop-up events at the Transit Center, to solicit public input on the comprehensive operations analysis. Lextran celebrated Employee Appreciation Day on March 4th with snacks and prizes, and Transit Driver Appreciation Day on March 18th with boxed lunches for employees.

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	258,143	2,082,165	1,834,960	15,751	128,364	116,608
Weekday Ridership	233,551	1,807,892	1,545,397	13,614	108,291	98,194
Saturday Ridership	13,536	154,159	154,289	1,186	10,797	10,534
Sunday Ridership	11,056	110,040	120,942	951	8,431	7,042
Total Revenue Miles	158,074	1,351,209	1,365,364	107,692	898,711	867,019
Total Revenue Hours	16,696	149,217	143,490	8,212	70,063	70,551
Trips per Mile	1.63	1.54	1.34	0.15	0.14	0.13
Trips per Hour	15.46	13.95	12.79	1.92	1.83	1.65

- Fixed-route ridership increased by 13 percent in FY22YTD compared to FY21YTD and increased by 16 percent in March 2022 compared to March 2021.
- Paratransit ridership in FY22YTD has increased by 10 percent compared to FY21YTD and increased by 9 percent in March 2022 compared to March 2021.
- Trips per mile and trips per hour were greater in February than FY22YTD and FY21YTD on fixed-route and paratransit.

LEXTRAN IN THE MEDIA

- March 7, 2022 – Lextran to hold public meetings, feedback requested to improve transit service
<https://www.wtvq.com/lextran-to-hold-public-meetings-feedback-requested-to-improve-transit-service/>
- March 14, 2022 – Barr Delivers Major Federal Grant to Upgrade Lextran Buses
<https://barr.house.gov/2022/3/barr-delivers-major-federal-grant-to-upgrade-lextran-buses>
- March 14, 2022 – Biden admin. Announces \$4 million for new buses in Fayette County
<https://spectrumnews1.com/ky/louisville/news/2022/03/14/lexington-bus-improvements-funding-dot-fta>
- March 14, 2022 – Lextran receiving \$4 million grant for new buses
<https://foxlexington.com/news/local/lextran-receiving-4-million-grant-for-new-buses/>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- March 3 – Transit Center – COA Engagement (Pop-up event)
- March 3 – Site Visit with Susan Sweat and Justine Augustine from Transdev
- March 4 – Senior Services Commission Meeting
- March 4 – Bike and Pedestrian Advisory Committee Meeting
- March 4 – Employee Appreciation Day
- March 7 – Migrant Network Coalition Meeting
- March 8 – Transit Center – COA Engagement (Pop-up event)
- March 8 – Urban League Community Food Access Meeting
- March 9 – COA Public Meeting – Douglass Park
- March 9 – COA Public Meeting – Lextran Offices
- March 10 – COA Public Meeting – Gainesway Center
- March 10 – COA Public Meeting – Village Branch Library
- March 10 – IMI + AIM Multimodal Data Integration Monthly Grantee Meeting
- March 11 – American Red Cross Onsite Blood Drive
- March 11 – Perfect Imperfections – How to Ride Session x2
- March 14 – Winburn Community Partners Meeting
- March 15 – Kentucky Refugee Ministries – Travel Training
- March 17 – Kentucky Refugee Ministries – Travel Training x2
- March 17 – Kentucky Public Transit Association Board Meeting
- March 27 – LFUCG Corridors Commission
- March 18 – Kentucky Refugee Ministries – Travel Training
- March 18 – Transit Driver Appreciation Day
- March 22 – Kentucky Refugee Ministries Quarterly Meeting
- March 22 – Bluegrass Community Action Partnership Meeting
- March 23 – Commission for People with Disabilities Meeting
- March 23 – Employee Graduation
- March 24 – Employee Graduation
- March 25 – Section 5310 Pre-proposal Conference (Grant Opportunity)
- March 25 – Fayette Co Schools Students with Disabilities – Travel Training

- March 25 – Sullivan University – New Student Orientation
- March 30 – Coalition for a Livable Lexington Meeting
- March 31 – Kentucky Refugee Ministries – Travel Training
- March 31 – UK Nursing Student – Travel Training

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	90.30%	89.90%	94.20%	78.52%	79.72%	94.32%
Farebox Recovery	3.84%	4.62%	0.91%	N/A	N/A	N/A
Operating Expenses	\$2,362,785	\$15,626,976	\$15,358,795	\$325,355	\$2,801,310	\$3,323,053
Per Mile	\$4.96	\$3.56	\$3.48	N/A	N/A	N/A
Per Hour	\$94.56	\$72.45	\$74.41	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	24.41	24.30	21.14	177.77	175.28	175.80
Commendations	3.49	2.11	0.98	19.05	7.79	14.58
Discourtesy	5.42	5.81	6.16	57.14	67.78	64.32
Late or Early	1.94	2.21	1.31	44.44	31.94	6.00
Safety	3.10	2.88	3.65	50.79	63.88	90.05
Passed Boarding	5.42	6.24	5.01	0.00	0.00	0.00
Information and Service Requests	1.94	1.92	1.91	0.00	0.00	0.00
Other	3.10	3.12	2.13	6.35	3.90	0.86
Call Length	1:08	1:12	1:10	1:24	1:19	1:12
Time to Abandon	0:49	1:01	1:10	0:42	0:54	0:31

- Lextran fixed-route on-time performance was above the 90 percent target in March and remained one-tenth of a percent below the 90 percent target for the fiscal year.
- Paratransit on-time performance remained below 80 percent for March and for FY22YTD.
- Commendations for fixed-route and paratransit were greater than FY21YTD and FY22YTD levels.
- On paratransit, comments related to discourtesy and safety were below FY22YTD levels, however late or early comments were greater than FY22YTD levels.

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	3.03	1.98	1.26	0.00	1.36	0.30
Injury Frequency Rate	13.09	7.63	11.15	N/A	N/A	N/A
Days with No Preventable Accidents	26	244	254	31	260	271
Days of Lost Time	86	398	549	N/A	N/A	N/A
Workers Compensation Claims	2	11	16	N/A	N/A	N/A

- Preventable accidents and injuries increased in March on fixed-route, however there were no preventable accidents on paratransit.
- There have been fewer workers compensation claims for FY22YTD on fixed-route, which has also lead to a reduction in days of lost time for FY22.

Performance Indicator	Fixed Route System		
	This Month	FY22 YTD	FY21 YTD
Maintenance			
Miles between Road Calls	6,586	7,995	6,801
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In March, the maintenance department reported 6,586 miles between road calls. Miles between road calls for FY22 are on pace to improve from FY21.
- Maintenance completed 100 percent (43 of 43) of scheduled preventive maintenance inspections in March. 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	5	42
Accident/Incident Remedial Training	9	49
Return to Work Training	5	24
New Employee Orientation	3	26
Electric Bus & Wheel Chair Securement	3	43
Storm Water Pollution Plan Training	1	1

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	20	16	1
Operations	12	10	1
Maintenance	5	4	0
Administration	3	2	0

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

FINANCIALS
BALANCE SHEET

as of March 31, 2022

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$27,365,520	\$21,702,705
Accounts receivable	\$3,562,443	\$3,275,564
Inventory	\$784,348	\$715,834
Work in process	\$3,257,495	\$1,023,722
Prepaid	\$359,770	\$327,646
Total Current Assets	\$35,329,576	\$27,045,472
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	\$10,112,883	\$10,640,414
Net capital and related assets	\$22,817,501	\$23,354,287
TOTAL ASSETS	\$68,259,959	\$61,040,173
LIABILITIES		
Current liabilities		
Accounts payable	\$545,293	\$217,312
Payroll liabilities	\$588,758	\$942,153
Total Current Liabilities	\$1,134,051	\$1,159,465
Long term liability - Pension	\$1,301,871	\$2,589,356
Total Long Term Liabilities	\$1,301,871	\$2,589,356
NET POSITION	\$65,824,038	\$57,291,353
TOTAL LIABILITIES AND NET POSITION	\$68,259,959	\$61,040,173

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
MARCH 2022

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL
REVENUES				
Property taxes	\$19,984,435	\$19,633,871	\$350,564	\$18,776,439
Passenger revenue	\$722,546	\$589,000	\$133,546	\$153,286
Federal funds	\$9,236,354	\$5,846,110	\$3,390,244	\$8,752,512
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$1,961,595	\$1,718,676	\$242,919	\$1,825,302
TOTAL REVENUES	\$32,164,929	\$28,047,657	\$4,117,273	\$29,767,539
EXPENSES				
Wages	\$8,181,578	\$7,476,059	\$705,519	\$7,571,426
Fringe benefits	\$4,260,928	\$4,641,246	(\$380,318)	\$4,090,889
Professional services	\$794,435	\$1,296,751	(\$502,316)	\$830,682
Materials and supplies	\$919,097	\$961,125	(\$42,028)	\$962,071
Fuel-Diesel	\$708,007	\$815,250	(\$107,243)	\$477,411
Fuel-Other	\$324,186	\$239,250	\$84,936	\$196,112
Utilities - Facilities	\$284,030	\$272,888	\$11,142	\$266,090
Utilities - Electric Bus	\$24,565	\$75,000	(\$50,435)	\$44,758
Insurance	\$627,463	\$661,905	(\$34,442)	\$581,202
Fuel taxes	\$140,121	\$150,000	(\$9,879)	\$134,781
Paratransit Expenses	\$3,617,911	\$3,900,000	(\$282,089)	\$3,621,410
Vanpool Expenses	\$16,563	\$18,900	(\$2,337)	\$11,400
Dues and subscriptions	\$36,532	\$34,960	\$1,572	\$33,916
Travel, training and meetings	\$50,469	\$121,012	(\$70,543)	\$84,284
Media advertising	\$73,503	\$117,750	(\$44,247)	\$83,036
Miscellaneous	\$42,946	\$45,075	(\$2,129)	\$25,487
Interest Expense	\$0	\$0	\$0	\$60,930
Leases and rentals	\$157,074	\$156,890	\$184	\$619,542
Depreciation	\$2,271,671	\$2,271,671	\$0	\$2,488,042
TOTAL EXPENSES	\$22,531,079	\$23,255,732	(\$724,653)	\$22,183,468
CHANGE IN NET POSITION	\$9,633,850	\$4,791,925	\$4,841,925	\$7,584,071

MEMORANDUM

April 20, 2022

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Approve the Lextran Fiscal Year 2023 Operating Budget

Resolution 2022-06, attached, requests the Board's approval of Lextran's Fiscal Year 2023 Operating Budget.

Lextran is proud of our mission to "serve people and the community with mobility solutions." The attached package contains the proposed operating budget for FY2023. The total Operating Budget includes expenses of \$30,016,441, and the capital plan for FY2023 totals \$14,727,523.

The Budget was presented to the Lextran Finance Committee on April 6, 2022, and presented to the full Lextran Board of Directors at the work session on April 13, 2022. The budget includes expected revenues from federal sources, including American Rescue Plan Act (ARPA) funds as well as Section 5307 formula funds for capital maintenance and paratransit expenses. The 5307 formula funds represent a transfer of 35% of the total capital budget to the operating budget. Further, 5307 formula funds represent an increased when compared to previous years thanks to the passage of the federal Infrastructure Investment & Jobs Act (IIJA). The IIJA improves Lextran's federal formula funds for each of the next five years, subject to annual appropriations.

Resolution 2022-06, requests the Board's approval of the FY2023 Operating Budget. I look forward to working with the Board and staff in FY2023 to continue Lextran's mission to serve people and the community with mobility solutions.

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

RESOLUTION 2022-06**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****April 20, 2022**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (“Lextran”) has established the attached FY2023 Operating Budget as presented; and

WHEREAS, the total operating FY2023 operating budget includes expenses of \$30,016,441; and

WHEREAS, the Finance Committee of the Lextran Board of Directors reviewed the proposed budget during a public finance committee meeting held on April 6, 2022, and the full Board reviewed the budget during a public work session on April 13, 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government hereby adopts the FY2023 Operating Budget, which is attached hereto and incorporated herein by reference, in the amount of \$30,016,441 and directs the staff to advance any grant and/or agreement to maximize non-local funding. The General Manager is authorized to enter into contracts for health insurance, workers compensation insurance, and property and liability insurance for the amounts included in the budget.

MOTION

SECOND

CHAIRPERSON

DATE

DRAFT

	FY2023 Budget	FY2022 Projected	FY2022 Budget	FY2021 Actual
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REVENUE

Property Tax Revenue	\$20,949,543	\$20,241,104	\$20,241,104	\$19,957,760
Federal Funding	\$17,018,641	\$9,542,220	\$9,542,220	\$12,357,792
UK Partnership	\$2,339,246	\$2,339,246	\$2,129,201	\$2,129,201
State Funding	\$1,216,025	\$1,216,024	\$0	\$0
Passenger Fares	\$986,917	\$958,675	\$784,000	\$378,546
Advertising Revenue	\$260,000	\$260,000	\$260,000	\$260,000
Miscellaneous Revenue (fuel tax, vending)	\$151,500	\$144,462	\$162,800	\$137,937
Revenue from Lextran Foundation	\$0	\$78,852	\$78,852	\$0
Local Operating Assistance	\$0	\$68,882	\$0	\$125,441
TOTAL REVENUE	\$42,921,872	\$34,849,465	\$33,198,177	\$35,346,677

OPERATING EXPENSES

Wages & Fringe	\$17,691,171	\$16,152,411	\$16,142,363	\$14,010,185
Paratransit Expense*	\$5,200,000	\$4,900,000	\$5,200,000	\$4,878,189
Fuel & Oil	\$1,881,484	\$1,427,924	\$1,406,000	\$987,355
Professional Services	\$1,826,663	\$1,245,893	\$1,729,540	\$1,636,496
Materials & Supplies	\$1,349,500	\$1,228,919	\$1,281,500	\$1,497,848
Property & Liability Insurance Expense	\$851,166	\$826,375	\$882,540	\$834,474
Utilities & Phone	\$471,932	\$389,722	\$463,850	\$408,305
Miscellaneous Expenses (Bank fees, fuel tax)	\$267,900	\$240,212	\$210,100	\$214,406
Media Advertising	\$233,000	\$108,688	\$157,000	\$117,387
Dues, Training, Meetings & Awards	\$223,625	\$131,454	\$249,350	\$130,018
Vanpool Expense	\$20,000	\$20,000	\$25,200	\$15,339
Leases-Facility-Admin	\$0	\$208,515	\$208,515	\$826,056
Interest Expense-Admin.	\$0	\$0	\$0	\$60,930
TOTAL EXPENSES	\$30,016,441	\$26,880,113	\$27,955,958	\$25,616,988

*Paratransit Expense - subject to budget amendment; final amount TBD by competitive RFP process currently underway.

5 Year Capital Plan

CAPITAL PROJECTS	FY2022	FY2023	FY2024	FY2025	FY2026
Bus Purchase (CNG)	3,696,596	1,403,308	1,445,407	702,000	723,060
Electric Buses & Chargers	-	5,134,553	-	-	-
Bus Canopy (carry over)	2,200,000	-	-	-	-
CAD AVL System	-	-	3,500,000	-	-
ITS Technology Services	656,968	1,018,087	1,050,000	1,100,000	1,125,000
Service Vehicles	75,000	255,000	-	-	75,000
Capital Cost of Contracting (Paratransit)	2,625,000	2,600,000	3,500,000	3,500,000	3,500,000
Capital Maintenance	2,750,000	2,600,000	2,600,000	2,600,000	2,600,000
Transit Center Project (TAP) (carry over)	1,650,000	1,000,000	-	-	-
Transit Enhancements (Shelters, Benches, Trash Cans)	150,000	150,000	150,000	150,000	150,000
Hardware & Software (IT Projects)	194,000	94,200	180,000	190,000	190,000
Shop Tools/Equipment/Facilities	25,000	94,375	1,071,849	1,078,663	1,048,762
Security Equipment	60,683	378,000	75,000	80,000	82,000
SUBTOTAL CAPITAL PROJECTS	14,083,247	14,727,523	13,572,256	9,400,663	9,493,822
Section 5307 Formula Funding	4,854,673	6,238,037	6,300,417	6,363,422	6,427,056
Section 5339 Bus & Bus Facilities Funding	561,323	4,668,965	566,937	572,606	578,332
Section 5339 LoNo Grant (canopy)	2,200,000	-	-	-	-
Surface Transportation Block Grant (SLX)	400,000	400,000	400,000	-	-
State Funding	1,216,024	1,216,025	1,216,025	1,216,025	1,216,025
Volkswagen Settlement Funding	1,145,144	-	-	-	-
Coronavirus Aid, Relief & Economic Security Act (CARES)	-	-	3,500,000	-	-
Transit Center Project (TAP) (carry over)	428,000	-	-	-	-
Local Share from Mass Transit Fund	3,278,083	2,204,496	976,589	1,248,610	1,272,409
TOTAL	14,083,247	14,727,523	12,959,968	9,400,663	9,493,822

**Local match may be required for new grant funds.
Grant funds carry over if not completed during the fiscal year.

MEMORANDUM

April 20, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to formally add Juneteenth as a paid holiday for employees**

Resolution 2022-07, attached, requests the Board's approval to formally add Juneteenth as a paid holiday for employees.

Currently, paid holidays are outlined for employees in the Lextran Employee Handbook for Administrative Employees and the Collective Bargaining Agreement with Amalgamated Transit Union Local 639.

In 2021, Juneteenth was declared a federal holiday. In addition, other local entities added the holiday last year, including the University of Kentucky, Bluegrass Community and Technical College, Lexington-Fayette Urban County Government, and Community Action Council.

Resolution 2022-07, if approved, will formally add Juneteenth as a paid holiday for all Lextran employees. This paid holiday was included in the FY2023 Operating budget.

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

RESOLUTION 2022-07**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****April 20, 2022**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) extends paid holiday leave to employees; and

WHEREAS, paid holidays are currently outlined in the Lextran Employee Handbook for Administrative Employees and the Collective Bargaining Agreement with ATU Local 639; and

WHEREAS, Juneteenth was formally declared a federal holiday in 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby approves the addition of Juneteenth as a paid holiday for all employees. The General Manager is directed to update the appropriate employee policies/agreements to formalize the addition of this paid holiday.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

April 20, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Award a Contract for HVAC Services**

Resolution 2022-08, attached, requests authority to enter into a contract for HVAC Services.

RFP 2022-01 was issued on February 7, 2022, with proposals received on March 24, 2022. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers:

- Alpha Mechanical Services, Inc.
- DeBra-Kuempel, Inc.

Alpha Mechanical Services, Inc. received the highest-ranking evaluation score and is recommended for the contract award for HVAC Services. Pricing for this contract is based on straight time, overtime, and double/holiday time. The term of the contract awarded will be for one (1) year with two (2) options for one (1) additional year.

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

RESOLUTION 2022-08**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****April 20, 2022**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-01 for HVAC Services; and

WHEREAS, RFP 2022-01 resulted in a responsive proposal from two qualified proposers; and

WHEREAS, the proposal from Alpha Mechanical Services, Inc. was the highest ranked proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Alpha Mechanical Services, Inc. for HVAC Services according to the terms as set forth in RFP 2022-01 and the proposal submitted by Alpha Mechanical Services, Inc. Pricing for this contract is based on straight time, overtime, and double/holiday time. The term of the contract awarded will be for one (1) year with two (2) options for one (1) additional year.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

April 20, 2022

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Approve a Change Order for Gillig Corporation

Resolution 2022-09, attached, requests authorization of Change Order #1 with Gillig Corporation (PO # C0000278-000).

The Board approved Resolution 2021-22 on October 20, 2021, for the purchase of four (4) 40-foot low-floor compressed natural gas (CNG) buses from Gillig. The original resolution was for a total of \$2,412,948, or \$603,237 per bus. Resolution 2022-09 and change order #1 includes the following:

vShield Driver’s Protection Barrier with window & fan	\$6,303 per bus	\$25,212 total
Harris XG-75M 2-Way Radio	\$5,185 per bus	\$20,740 total
AVAIL Intelligent Transportation System (ITS)*	\$3,991 per bus	\$15,964 total
TSI Video System*	(\$2,931 per bus)	(\$11,724 total)
	\$12,548 per bus	\$50,192 total

* Reflects price adjustment from original quote.

The total change order amount is \$50,192. The source of funds for these changes will be the local mass transit fund, with an updated funding table below:

	ORIGINAL	NEW
FFY2020 5339 Bus & Bus Facilities (formula)	\$ 612,056	\$ 612,056
FFY2021 5339 Bus & Bus Facilities (formula)	\$ 561,323	\$ 561,323
Volkswagen Settlement Mitigation Trust Funds	\$ 1,145,144	\$ 1,145,144
Local Mass Transit Funds	\$ 94,425	\$ 144,617
	\$ 2,412,948	\$ 2,463,140

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

RESOLUTION 2022-09**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****April 20, 2022**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) has entered into agreement with Gillig for the purchase of four (4) 40-foot CNG buses, as approved by Resolution 2021-22; and

WHEREAS, Lextran has recognized the need to add a driver's barrier door for protection purposes, a two-way radio system, and changes with the AVAIL ITS system; and

WHEREAS, the additional changes amount to \$12,548 per bus, for a total change amount of \$50,192.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Lextran hereby authorizes and directs the General Manager to approve Change Order #1 with Gillig for a total of \$50,192 for modifications to the purchase of four (4) 40-foot CNG buses.

MOTION

SECOND

CHAIRPERSON

DATE

CHANGE ORDER REPORT - MARCH 2022

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Advertising Vehicles, Inc.	Contract for Transit Advertising	Revenue is consistent with current contract	1 Year Extension	This contract will have a one (1) year extension to end on June 26, 2023. This type of contract requires a formal procurement and a new contract will take place at that time. All revenue will remain the same for this extension.	None
McBrayer, PLLC	Contract for Legal Services	Pricing is consistent with current contract	Six-month extension to December 31, 2022	This contract will have an extension that will end on December 31, 2022. This type of contract requires a formal procurement and a new contract will take place at that time. All pricing will remain the same for this extension.	None
Shelcon Construction Co. LLC	Contract for Bus Stop Enhancements	\$190,200.00	\$31,150.00	Lextran is increasing the number of shelter installations that was originally quoted with the contract. The net contract cost is be \$221,350.	None