

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, May 18, 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 May 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

May 18, 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 April 2022 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – April | 10:20 – 10:30 |
| VI. | Action Items | 10:30 – 10:45 |
| | A. Resolution 2022-10 – Procurement Policy Update | |
| | B. Resolution 2022-12 – Pension Plan Amendment | |
| | C. Resolution 2022-13 – Purchase of Service Vehicles | |
| | D. Resolution 2022-14 – Award of 5310 Funds | |
| VII. | Change Order Report | |
| VIII. | Old Business | 10:45 – 11:00 |
| | A. Update to the RFP Schedule for Paratransit Services | |
| | B. Comprehensive Operations Analysis – Update | |
| IX. | New Business | 11:00 – 11:05 |
| | A. Appointment of Nominating Committee | |
| X. | Proposed Agenda Items | 11:05 – 11:10 |
| | A. Resolution 2022-11 – Vacation Policy Update (June) | |
| | B. FY23 Meeting Schedule (June) | |
| | C. Board Officer Nominations (June) | |
| | D. Election of Chair & Vice Chair (July) | |
| | E. Committee Appointments (July) | |
| | F. Canopy Project – Update (July) | |
| XI. | Closed Session | |
| XII. | Adjournment | 11:10 |

BOARD OF DIRECTORS MEETING

BOARD MINUTES

April 20, 2022

MEMBERS PRESENT

Harding Dowell, Board Chair
Jaime Rodgers, Vice Chair
Christian Motley
George Ward
Judge Lindsay Hughes Thurston (via Zoom)
Paul Schoninger

MEMBERS ABSENT

George Ward
Dr. Koffi Akakpo

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Alan Jones, Systems Administrator
Chris Withrow, Interim Director of Maintenance and Parts Manager
Deanna Istre, Purchasing Coordinator
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
Stacy Brown, Transportation Supervisor
Stephanie Hoke, Finance and Purchasing Manager

OTHERS PRESENT

Addison Lowry, McBrayer, Lextran Counsel

I. CALL TO ORDER

Board Chair Harding Dowell called the April 20, 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 March 16, 2022, meeting of the Lextran Board of Directors. Ms. Rodgers made a motion to approve the minutes and Mr. Motley seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

There was no Chair's Report.

V. LEXTRAN PERFORMANCE REPORT AND FINANCIALS

Ms. Barnett shared an update regarding Lextran and the status of mask mandate for public transit. On Monday April 18, a Federal judge in Florida overturned the mask mandate that has been in place since 2021 for various modes of domestic transportation including buses, airlines and trains. Once official notice was received from the Federal Transit Administration (FTA), Lextran – like many other transit agencies – updated policy to “mask optional” for passengers and employees onboard Lextran vehicles. Lextran reserves the right to amend the policy if needed.

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

HIGHLIGHTS FOR MARCH

- 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 projects awarded nationally and the only award in Kentucky.
- Susan Sweat, Chief Operating Officer, and Justin Augustine, Regional Vice President, both from Transdev, visited Lextran in early March to meet the team and to tour the property.
- 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.
- 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.

Mr. Combs shared customer commendations for the following employees:

- Bus Operator Brian Durham
- Bus Operator William Marks

- Bus Operator Michelle Carson
- Bus Operator Shanietra Bell
- Bus Operator Amberia Herndon
- Customer Service Representative Angie Jones
- Customer Service Representative Sheryl Dawson
- Utility Worker Lewis George
- Transportation Supervisor Erik Maikkula

Based on one of the commendations, Mr. Dowell asked about documentation and analysis of “near-miss” incidents. Mr. Givens stated that there is a tracking system for incidents whether they are near misses or actual events (accidents). The events are tracked, reviewed regularly, and discussed with other departments. Ms. Barnett added that Mr. Givens also educates the team on the pattern of unsafe behaviors theory known as “300:29:1,” which indicates for every 300 close calls or near misses, there will be 29 minor accidents, leading to one major accident. A future capital purchase may be considered for an onboard system that detects near misses or close calls, to allow Lextran to be more proactive in coaching operator behaviors. Currently, we depend on feedback from the operator or customer comments.

Mr. Combs reviewed March ridership. There are underlying indicators in the data showing ridership is increasing. This is reflected in both February and March. Mr. Combs also noted that this is the first month where there are now two full years of “pandemic data” included in the average which will impact the monthly average moving forward. March 2022 was the strongest month for paratransit ridership since the pandemic started. Overall, paratransit and fixed route ridership percent change relative to monthly average was the best it has been since the pandemic started.

Mr. Dowell asked if there were spikes in particular parts of the system or steady uptick across the system. Mr. Combs states that uptick has been steady and the hotspots are the industrial Mercer Road corridor, Nicholasville Road and around campus.

System productivity was reviewed with about 35,000 more trips than last March. System-wide, ridership is up about 13.5 percent year-to-date. Trips per mile and trips per hour are ahead year-to-date and those are some of the underlying factors indicating positive trends in ridership. Paratransit is very strong compared to the previous year.

On safety indicators, March was higher than desired. Risk management is evaluating root causes and trends related to accidents, injury frequency rate, and worker’s compensation claims. There were no preventable accidents on paratransit in March.

Maintenance completed all 43 preventative maintenance inspections that were due and the miles between road calls was 6,586.

Ms. Rodgers noted great press on the federal grant award and congratulated the team on lots of meetings for the month. She asked about the COA feedback and the largest public meeting attendance. Mr. Combs noted that this occurred at Village Branch Library along with a virtual option at the Loudon Avenue meeting. Much of the feedback came from the Transit Center engaging with passengers face-to-face there.

Ms. Barnett answered a question about two employee graduations in one month. She explained that since the pandemic began there has been less opportunity to hold employee graduation ceremonies, which typically occurs when employees transition out of training and into regular service. In March, two joint sessions were held for anyone who had completed the training process in the last couple of years. Graduates were permitted to invite a guest.

Ms. Rodgers asked about the 20 open positions. Other new positions were added as part of the budget process as well. Ms. Barnett explained the positions are spread across all departments and are needed to allow Lextran to add the service that was suspended last year. There is concern they remain open. Recruiting efforts will continue.

Ms. Rodgers asked if we think the increasing trends in ridership will level off in the summer. Mr. Combs stated that it will, but looking toward August and September will be better indicators than the summer months. He followed up on a previous question, adding that the 209 pieces of feedback were actual versus the number of interactions and personal engagements which were much higher.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the March 2022 Finance Report, found on pages 15-16 of the April 2022 board packet. The balance sheet was reviewed. There were no significant changes for this month other than cash, due to grant funds received. The statement of revenue and expenses was reviewed, highlighting the following:

- Revenue is about 1.2 million dollars over this time last year and is more than budgeted.
- Passenger revenue over budget.
- Wages are over budget, in part due to the premium pay disbursement and ratification bonus from the fall.

All other items are under budget. Maintenance has engine rebuilds budgeted and the goal is completion before end of June. Materials and supplies are currently under budget but are anticipated to increase given rising costs and supply chain issues with parts. Fuel is up as well, however it is being monitored and has been hovering between \$4.00 and \$4.15 a gallon over the last few weeks. Diesel and CNG estimates were increased as part of the budget for next year.

Addressing Ms. Rodgers earlier question regarding the open positions, Ms. Falconbury stated that overtime should decrease as positions are filled, however some are administrative and will not impact overtime. Overtime is always budgeted to cover leaves and sick time.

Ms. Rodgers asked about “professional services” and the under-budget amount of \$500,000. Ms. Falconbury stated that most of it is related to contract maintenance for the vehicles.

Ms. Rodgers asked if the Transit Center construction was under professional services. Ms. Falconbury clarified professional services includes the audit, the management contract, payroll services, outside IT assistance, and contract maintenance for the buildings and vehicles. The Transit Center project is part of the capital budget. Mr. Dowell asked why the rebuilds have taken longer, for supply chain or other reasons. Ms. Barnett stated that some of it is parts, and vendors are also experiencing reduced capacity due to labor issues.

Ms. Falconbury thanked the board for the budget approval and the process and Ms. Rodgers echoed the sentiment.

VI. ACTION ITEMS

A. Resolution 2022-06 – FY2023 Operating Budget

Ms. Barnett reviewed Resolution 2022-06, requesting the Board’s approval of Lextran’s Fiscal Year 2023 Operating Budget. Mr. Dowell thanked everyone for their attendance at the budget work session. There were no additional questions or comments from the Board.

Mr. Schoninger made the motion to approve resolution 2022-06, and Mr. Motley seconded. The motion was approved without opposition.

B. Resolution 2022-07 – Juneteenth Holiday

Ms. Barnett reviewed Resolution 2022-07 requesting approval to formally add Juneteenth as a paid holiday for employees. There were no questions from the Board.

Mr. Motley made the motion to approve resolution 2022-07, and Ms. Rodgers seconded. The motion was approved without opposition.

C. Resolution 2022-08 – HVAC Services

Ms. Barnett reviewed Resolution 2022-08 requesting authority to enter into contract for HVAC Services. An RFP was released for HVAC services and there were two responsive proposals. Alpha Mechanical is recommended for contract and award. The terms of the contract are for one year with two options available for an additional year of service.

Mr. Dowell asked if they are a local company. They are in Louisville and Lexington. The contract covers the entire physical plant of the agency. Alpha Mechanical is not a registered DBE.

Ms. Rodgers made the motion to approve resolution 2022-08, and Mr. Motley seconded. The motion was approved without opposition.

D. Resolution 2022-09 – Approval of a Change Order for Gillig Corporation

Resolution 2022-09 was not included in the original board packet and requests approval of a change order in an amount that requires Board approval.

Ms. Rodgers moved to temporarily suspend the bylaws, pursuant to Article IV, Section 4, to consider Resolution 2022-09 during the meeting.

Ms. Barnett presented a resolution to approve a change order for the current order with Gillig, for four CNG buses. The cost per bus is \$12,548 per bus, for a total of \$50,192 total, which includes the following items:

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 barriers are not present on existing buses however they are a common safety feature in other cities. This first addition will serve as a demo of the barriers and allow Lextran to get operator feedback. The change order also includes a two-way radio and pricing changes for Avail and the video system onboard. The source of funds will be the Local Mass Transit Funds.

Mr. Dowell asked if the barriers would be able to be retrofitted on to existing buses. Ms. Barnett stated that it could be, and we are taking advantage of the opportunity to have it installed at the factory. If successful, it could be installed fleet wide.

Mr. Motley asked if the barrier is connected to the COVID related barriers. Ms. Barnett stated that this functions more as a door for the driver and more related to safety and prevention of assaults. Incidents are rare, however we want to avoid them if possible. Mr. Motley expressed appreciation for getting feedback from employees.

Ms. Rodgers asked about concerns with the plastic creating a glare and the potential of an additional social barrier. She noted that discourtesy should be monitored during the pilot as well as disconnect between the rider and operator. Ms. Barnett stated that the option selected has an automatic window for passenger interactions. The barrier is also more contained in the driver compartment and not back near the passenger area like the previous iteration.

Mr. Motley asked about the pilot. Ms. Barnett stated it will be these four in the program and in the future a different style could be considered as feedback directs.

Mr. Motley made a motion to approve resolution 2022-09, and it was seconded by Mr. Schoninger. The motion passed without opposition.

Following approval of the resolutions, Judge Thurston exited the meeting via Zoom.

VII. CHANGE ORDER

Three change orders were reported for April 2022. Two of these were for contract extensions for Advertising Vehicles for one year and McBrayer Law Firm for six-months to December 31, 2022. Pricing will remain consistent with the current contracts in place. The third change order is for Shelcon Construction Co, LLC. Lextran is increasing the number of shelter installations. The change is \$31,150.00 which adds nine shelters. Ms. Rodgers added that she appreciates the effort to add shelters per the Board's request.

VIII. OLD BUSINESS

There was no new business.

IX. NEW BUSINESS

Mr. Dowell mentioned that the Pensacola Park Neighborhood Association was advocating for a light rail line along Nicholasville Rd. He stated that it would behoove us to engage with that group and see if we can build an advocacy relationship there.

Ms. Rodgers wanted to acknowledge the masks and the initiative of the staff and operators and show appreciation for all of the enforcement and social engagement involved. Ms. Barnett reminded the group that CDC recommendations say riders should continue with masks on public transit, and Lextran requests riders be respectful of those who may choose to use a mask. Ms. Rodgers expressed gratitude to the frontline staff and their assistance with recent changes and guidelines. Mr. Dowell recommended updating the signage in buses to provide a permission structure for the option to aid the transition.

X. PROPOSED AGENDA ITEMS

- A. Procurement Policy - Update
- B. Comprehensive Operations Analysis – Update
- C. Canopy Project - Update

XI. CLOSED SESSION

There was no closed session

XII. ADJOURNMENT

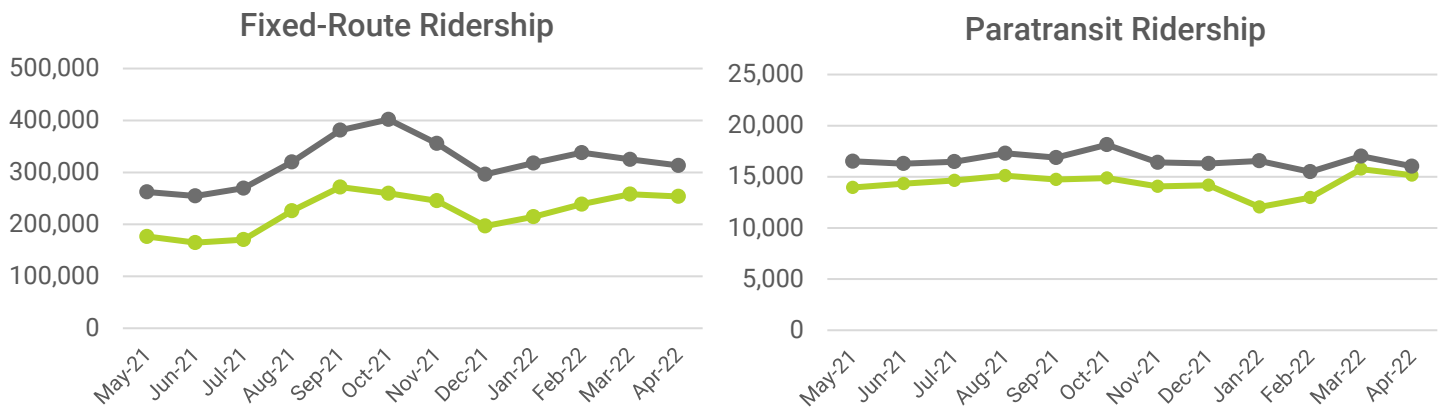
The April 20, 2022, meeting of the Lextran Board of Directors was adjourned at 10:47 a.m. by consensus due to lack of quorum.

LEXTRAN MONTHLY PERFORMANCE REPORT – APRIL 2022

We serve people and our community with mobility solutions.

In April, Lextran prepared the Fiscal Year 2023 budget which was approved by the Board of Directors. On April 13, Lextran was an invited speaker at the University of Kentucky’s Public Transit and Emerging Travel Modes International Symposium. On April 14, Lextran hosted an On the Table session, which is a city-wide conversation about the future of Lexington that will be used to guide the next Imagine Lexington Comprehensive Plan update. Throughout April, Lextran received a monthly record of 11 commendations for Bus Operators and Customer Service Representatives. Also in April, Lextran opened new bus shelters at the Beaumont YMCA and the Lexington Clinic.

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	253,732	2,335,897	2,047,491	15,153	143,517	131,187
Weekday Ridership	220,271	2,028,163	1,731,863	12,485	120,776	110,769
Saturday Ridership	20,471	174,630	169,037	1,602	12,399	11,700
Sunday Ridership	12,990	123,030	132,259	1,066	9,497	7,880
Total Revenue Miles	152,379	1,503,588	1,530,332	100,910	999,621	972,791
Total Revenue Hours	16,119	165,336	161,243	7,604	77,667	78,958
Trips per Mile	1.67	1.55	1.34	0.15	0.14	0.13
Trips per Hour	15.74	14.13	12.70	1.99	1.85	1.66

- Fixed-route ridership increased by 14 percent in FY22YTD compared to FY21YTD and increased by 19 percent in April 2022 compared to April 2021.
- Paratransit ridership in FY22YTD has increased by 10 percent compared to FY21YTD and increased by 4 percent in April 2022 compared to April 2021.
- Trips per mile and trips per hour were greater in April than FY22YTD and FY21YTD on fixed-route and paratransit.

LEXTRAN IN THE MEDIA

- April 8 – More than \$75 million coming to KY to fund public transportation systems
<https://www.wtvq.com/more-than-75-million-coming-to-ky-to-fund-public-transportation-systems>
- April 19 – Lexington Uber driver talks about mask policy being eliminated
<https://www.lex18.com/news/lexington-uber-driver-talks-about-mask-policy-being-eliminated>
- April 19 – With transit mask mandate voided, here's what Lexington bus, airport travelers can expect
<https://www.kentucky.com/news/local/counties/fayette-county/article260550597.html>
- April 20 – Overturned mask mandate impacts Lexington public transportation
<https://www.lex18.com/news/overturned-mask-mandate-impacts-lexington-public-transportation>
- April 21 – 'A great price?' More to the story on Fayette schools' purchase from wealthy developer
<https://www.kentucky.com/opinion/linda-blackford/article260582292.html>
- April 29 – Weekly Update: April 29, 2022 UKNOW
<https://uknow.uky.edu/campus-news/weekly-update-april-29-2022>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- April 1 – Gainesway Drive-Thru Resource Fair – Partners for Youth
- April 6 – Lextran Finance Committee
- April 6 – Prevent Child Abuse Kentucky Press Conference and Ad Reveal
- April 7 – Mercer Road Business Community – Traffic Flow and Pedestrian Safety
- April 8 – The Webb Companies
- April 12 – BG SHRM Chapter Meeting: Compensation and Benefit Strategies
- April 13 – Transportation Technical Coordination Committee
- April 13 – Invited Presentation at the University of Kentucky's Public Transit and Emerging Travel Modes: An International Symposium of Current Research and Future Directions
- April 14 – On the Table Host
- April 14 – IMI + AIM Multimodal Data Integration Monthly Meeting
- April 18 – Kentucky Refugee Ministries Meeting
- April 19 – Travel Training – Kentucky Refugee Ministries Clients
- April 25 – Avail Technologies onsite at Lextran
- April 25 – Downtown Lexington Partnership Awards of Excellence Luncheon
- April 26 – One Stop Help Center Advocate Roundtable – Passport Health Plan
- April 27 – Transportation Policy Committee
- April 27 – Coalition for a Livable Lexington Meeting
- April 27 – Commission for People with Disabilities Meeting
- April 29 – Meeting with CM Reynolds and Via Creative
- April 30 – Peace Walk – Sheriff's Office

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	89.40%	89.90%	94.00%	68.87%	78.58%	94.20%
Farebox Recovery	4.53%	4.62%	1.28%	N/A	N/A	N/A
Operating Expenses	\$1,628,359	\$17,255,335	\$16,918,227	\$376,362	\$3,177,671	\$3,696,242
Per Mile	\$3.75	\$3.58	\$3.42	N/A	N/A	N/A
Per Hour	\$65.57	\$71.76	\$73.02	N/A	N/A	N/A
Customer Service						
Customer Feedback Totals per 100k Trips	19.31	23.76	20.85	237.58	181.16	173.80
Commendations	4.34	2.35	0.98	33.00	10.45	16.01
Discourtesy	5.12	5.74	5.91	59.39	66.89	64.03
Late or Early	1.18	2.10	1.32	46.20	33.45	6.86
Safety	2.76	2.87	3.52	92.39	66.89	86.14
Passed Boarding	3.55	5.95	5.03	0.00	0.00	0.00
Information and Service Requests	0.79	1.80	1.95	0.00	0.00	0.00
Other	1.58	2.95	2.15	6.60	3.48	0.76
Call Length	1:09	1:11	1:10	1:20	1:19	1:13
Time to Abandon	1:03	1:01	1:10	0:41	0:52	0:32

- Lextran fixed-route on-time performance dipped slightly below the 90 percent target in April and remained one-tenth of a percent below the 90 percent target for the fiscal year.
- Paratransit on-time performance was below 70 percent for March and remained below 80 percent for FY22YTD.
- Commendations for fixed-route and paratransit in April were greater than FY21YTD and FY22YTD levels.
- On paratransit, comments related to discourtesy were below FY22YTD levels, however late or early comments and safety complaints 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	1.89	1.97	1.25	0.87	1.31	0.36
Injury Frequency Rate	6.65	7.54	10.73	N/A	N/A	N/A
Days with No Preventable Accidents	24	268	281	29	289	300
Days of Lost Time	86	484	612	N/A	N/A	N/A
Workers Compensation Claims	1	12	17	N/A	N/A	N/A

- Preventable accidents and injuries decreased in April from the previous month and were slightly below FY22YTD.
- 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	7,619	7,955	6,946
Percent of Preventive Maintenance Inspections on Schedule	93%	99%	100%

- In March, the maintenance department reported 7,619 miles between road calls. Miles between road calls for FY22 continue to be on pace to improve from FY21.
- Maintenance completed 93 percent (54 of 58) of scheduled preventive maintenance inspections in April, marking the first month since January 2020 that a preventive maintenance inspection was delayed. The delay was caused by a software issue that failed to produce a proper inspections report. The maintenance department completed at least 1,158 consecutive preventive maintenance inspections on schedule between January 2020 and April 2022.

Performance Indicator	Fixed Route System	
	This Month	FY22 YTD
Training Activities		
Smith System Training	3	45
Accident/Incident Remedial Training	5	54
Return to Work Training	3	27

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	28	12	4
Operations	14	0	3
Maintenance	4	5	0
Administration	10	7	1

Procurements	
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 April 30, 2022

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$26,885,223	\$18,152,512
Accounts receivable	\$1,750,060	\$3,627,847
Inventory	\$811,738	\$731,258
Work in process	\$3,325,643	\$3,297,889
Prepaid	\$249,000	\$257,803
Total Current Assets	<u>\$33,021,664</u>	<u>\$26,067,307</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$1,757,884	\$2,285,415
Total Long Term Assets	<u>\$10,112,884</u>	<u>\$10,640,415</u>
Net capital and related assets	\$22,564,343	\$23,093,727
TOTAL ASSETS	<u><u>\$65,698,890</u></u>	<u><u>\$59,801,449</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$471,633	\$362,301
Payroll liabilities	\$625,918	\$1,001,508
Total Current Liabilities	<u>\$1,097,551</u>	<u>\$1,363,809</u>
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	\$63,299,469	\$55,848,285
TOTAL LIABILITIES AND NET POSITION	<u><u>\$65,698,890</u></u>	<u><u>\$59,801,449</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

April 2022

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL
REVENUES				
Property taxes	\$20,271,063	\$19,836,282	\$434,781	\$19,072,995
Passenger revenue	\$796,377	\$654,000	\$142,377	\$231,252
Federal funds	\$8,627,156	\$7,514,998	\$1,112,158	\$9,090,640
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$2,140,453	\$1,909,893	\$230,561	\$2,014,598
TOTAL REVENUES	\$32,095,050	\$30,175,173	\$1,919,877	\$30,669,485
EXPENSES				
Wages	\$9,022,146	\$8,306,732	\$715,414	\$8,378,642
Fringe benefits	\$4,686,576	\$5,152,242	(\$465,667)	\$4,467,199
Professional services	\$887,942	\$1,436,208	(\$548,266)	\$895,746
Materials and supplies	\$1,032,445	\$1,067,917	(\$35,472)	\$1,062,461
Fuel-Diesel	\$818,310	\$905,833	(\$87,524)	\$542,940
Fuel-Other	\$358,488	\$265,833	\$92,655	\$217,059
Utilities - Facilities	\$321,803	\$303,208	\$18,595	\$297,369
Utilities - Electric Bus	\$24,565	\$83,333	(\$58,768)	\$44,758
Insurance	\$703,705	\$735,450	(\$31,745)	\$651,577
Fuel taxes	\$156,751	\$166,667	(\$9,915)	\$149,760
Paratransit Expenses	\$4,040,329	\$4,333,333	(\$293,005)	\$4,053,644
Vanpool Expenses	\$18,663	\$21,000	(\$2,337)	\$12,900
Dues and subscriptions	\$39,422	\$36,100	\$3,322	\$40,107
Travel, training and meetings	\$54,004	\$134,458	(\$80,454)	\$88,237
Media advertising	\$78,273	\$130,833	(\$52,561)	\$96,220
Miscellaneous	\$43,237	\$50,083	(\$6,846)	\$31,950
Interest Expense	\$0	\$0	\$0	\$60,930
Leases and rentals	\$174,284	\$174,100	\$184	\$688,380
Depreciation	\$2,524,829	\$2,524,829	\$0	\$2,748,603
TOTAL EXPENSES	\$24,985,769	\$25,828,161	(\$842,392)	\$24,528,481
CHANGE IN NET POSITION	\$7,109,281	\$4,347,012	\$2,762,269	\$6,141,003

MEMORANDUM

May 18, 2022

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Adopt the Procurement Policies and Procedures

Resolution 2022-10, attached, requests the Board's approval of updated Procurement Policies and Procedures.

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) is bound to comply with the requirements of any local, state or federal agency which provides funding for a Lextran procurement. As the Federal Transit Administration (FTA) is a major source of funding, Lextran is required to comply with FTA Circular 4220.1F. As the FTA updates this circular, Lextran shall likewise update its policy to ensure continued compliance with FTA requirements.

Lextran's procurement policies and procedures were originally adopted in November 1993. An update was approved by the Board of Directors on August 20, 2014 via resolution 2014-28, and were most recently updated on October 20, 2021 via resolution 2021-21, to reflect full compliance following the FTA Triennial Review held April 20, 2021.

The updates included for Resolution 2022-10 includes the following:

- Updates the threshold for small purchases and formal procurements from \$20,000 to \$30,000, in accordance with KRS 45A.385. This statute was revised mid-2019 and was missed in the previous procurement policy update (Section I General Provisions, Section III Formal Procurement, Section IV Quotes).
- Revision to the "Verbal or Written Quotes" process description, to require documented quotes for purchases up to \$10,000, and the use of a standardized quote form for purchases up to \$30,000 (Section I, 5.02).
 - Section IV, 1 – Updates language for the small purchase quote procedure, to reflect the changes described above regarding documented quotes and standardized quote forms.
 - Section IV, 3 – Deletes references to verbal quotes and updates the documented quote requirement.
- Adds purchasing authority for the system administrator and manager-level employees, up to \$500, at the discretion of their department Director (Section V, 6).
- References to "State of Kentucky" were revised to "Commonwealth of Kentucky."
- Other typographical errors were corrected.

The full version of updated Procurement Policies and Procedures is included with your Board Packet as Attachment A. The previous versions are available for review upon request.

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

RESOLUTION 2022-10**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****May 18, 2022**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) is governed by federal, state, and local statutes, regulations, and guidelines pertaining to agency procurements; and

WHEREAS, Lextran last updated its Procurement Policies and Procedures October 20, 2021, to comply with applicable legal requirements; and

WHEREAS, updates are needed to reflect current requirements of the FTA and Commonwealth of Kentucky; and

WHEREAS, Lextran shall implement updated procedures and systems in accordance with updated legal requirements pertaining to agency procurements.

NOW, THEREFORE BE IT RESOLVED, that the Lextran Board of Directors hereby approves the Procurement Policies and Procedures attached hereto and incorporated herein as Attachment A as referenced.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

May 18, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Award Title 49 United States Code Section 5310 Funds**

Resolution 2022-12, attached, requests the Board's approval of an amendment to the Lextran Employees Contributory Pension Plan and Trust (the Plan). This amendment is necessary to comply with the Setting Every Community Up for Retirement Enhancement (SECURE) Act of 2019.

The substantive change with this amendment pertains to the "participant's required beginning date," which is the age at which the Plan must begin payments, provided the employee is no longer working. Currently the age is 70½ and to comply with the SECURE Act of 2019, the age is pushed back to 72.

This amendment was produced in conjunction with Lextran's actuary and reviewed by the Pension Committee on May 10, 2022.

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

**RESOLUTION 2022-12
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

May 18, 2022

BE IT RESOLVED, that the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government hereby authorizes the Chairperson of the Board to execute Amendment No. 3 to the Lextran Employees Contributory Pension Plan, which is attached hereto and incorporated herein by reference.

MOTION

SECOND

CHAIRPERSON

DATE

**AMENDMENT NO. 3 TO THE
LEXTRAN EMPLOYEES CONTRIBUTORY PENSION PLAN AND TRUST**

THIS AMENDMENT NO. 3 is made and adopted this 18th day of May 2022 by the Transit Authority of the Lexington-Fayette Urban County Government (hereinafter referred to as the "Company").

WITNESSETH:

By Plan document dated July 11, 1997, the Company adopted the Lextran Employees Contributory Pension Plan (the "Plan") for the exclusive benefit of eligible employees and their designated beneficiaries. The Plan was amended and restated as of January 1, 2002. Effective January 1, 2009, the Plan was again amended and restated. The Plan was most recently amended and restated effective January 1, 2014. Amendment No. 1 was effective as of January 1, 2014. Amendment No. 2 was effective as of January 1, 2014.

The Company has at all times intended that the Plan constitute a qualified plan under Section 401(a) of the Internal Revenue Code of 1986.

Now, THEREFORE, pursuant to Article VII of the Plan, the Company hereby adopts the following amendments to the Plan to be effective as of January 1, 2022, as required by the Setting Every Community Up for Retirement Enhancement Act of 2019 (SECURE Act):

Subsection (2) of Section 5.4(f) is hereby amended to read as follows:

"(2) if the designated Beneficiary is the Participant's surviving spouse, the date distributions are required to begin in accordance with (a) above shall not be earlier than the later of (1) December 31 of the calendar year immediately following the calendar year in which the Participant died and (2) the December 31 of the calendar year prior to the Participant's Required Beginning Date."

Subpart (i) of Subsection (2) of Section 5.8(b) is hereby amended to read as follows:

"(i) **Life expectancy rule, spouse is beneficiary.** If the Participant's surviving spouse is the Participant's sole "Designated Beneficiary", then distributions to the surviving spouse will begin by December 31st of the calendar year immediately following the calendar year in which the Participant died, or by December 31st of the calendar year prior to the Participant's Required Beginning Date."

Subsection (6) of Section 5.8(f) is hereby amended to read as follows:

"(6) Required beginning date. "Required Beginning Date" means the April 1st of the calendar year following the later of (1) the calendar year in which the Participant attains age 72 (age 70½ for Participants born before July 1, 1949), or (2) if the Participant is not a "five (5) percent owner" at any time during the Plan Year ending with or within the calendar year in which the Participant attains age 72 (70½ for Participants born before July 1, 1949), then the calendar year in which the participant retires. "5-percent owner" means a Participant who is a 5-percent owner as defined in Code Section 416(i)(1)(B)(i)."

CONTINUATION OF PLAN. Except at herein provided, the Plan shall, as amended, continue in full force and effect.

IN WITNESS WHEREOF, the Company's duly authorized representative has executed this document as of the day, month and year first above written.

CHAIR, BOARD OF DIRECTORS
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

MEMORANDUM

May 18, 2022

TO: Lextran Board of Directors**FROM:** Jill Barnett, General Manager**SUBJECT:** Resolution to Purchase 5 Service Vehicles

Resolution 2022-13, attached, requests authority to purchase five (5) 2022 Ford Escape S All-Wheel Drive (AWD) service vehicles from Paul Miller Ford.

The Commonwealth of Kentucky Office of Procurement established a Master Agreement for Ford Fleet Service Vehicle Products with Paul Miller Ford on September 15, 2017.

Lextran is requesting authority to purchase five (5) 2022 Ford Escape S AWD service vehicles at a cost not-to-exceed of \$28,940 per vehicle, for a total not-to-exceed amount of \$144,700

The source of funds for this purchase is as follows:

FFY 2021 5307 Urbanized Area Formula Program	\$ 75,000
FFY 2022 5307 Urbanized Area Formula Program	\$ 40,760
State Match	\$ 28,940
Total	\$ 144,700

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

**RESOLUTION 2022-13
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

May 18, 2022

BE IT RESOLVED, that the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government hereby authorizes the General Manager to Purchase five (5) 2022 Ford Escape S AWD service vehicles from Paul Miller Ford at a total cost not-to-exceed \$144,700.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

May 18, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Award Title 49 United States Code Section 5310 Funds**

Resolution 2022-14, attached, requests the authority to award federal funds available through a Section 5310 Grant. These dollars provide capital and operating expenses to support the provision of transportation services to enhance the specific needs of seniors and individuals with disabilities.

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) is the designated recipient for 5310 funding in the Lexington-Fayette County Urban County area. As a direct recipient, Lextran has flexibility in the selection of subrecipient projects for funding, and the selection process may be formula-based, competitive or discretionary. Subrecipients can include states or local government authorities, private non-profit organizations, and/or operators of public transportation. Regardless of the process selected, it must be clearly noted in a state/program management plan.

Lextran, in its role as designated recipient of 5310 funds has historically engaged in a competitive process for the distribution of 5310 funds. That process was again followed for this funding cycle. The following funds are available through this grant opportunity:

Federal Fiscal Year 2020	\$115,353
Federal Fiscal Year 2021	\$119,569
Total	\$234,922

Lextran announced a Call for Project Applications, with applications due by April 21, 2022, at 5 PM. The following responsive project applications were received:

- Lextran
- ITN Bluegrass

Applications were reviewed by an impartial selection committee that consisted of members from the Lexington Senior Services Commission and the Lexington Commission for People with Disabilities. The committee recommended awarding the funds, totaling \$234,922, to Lextran for solar illumination at approximately 15 bus stops in Fayette County.

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

**RESOLUTION 2022-14
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

May 18, 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 FTA Circular C 9070.1G and 49 U.S.C. 5310 requires the Authority as a designated recipient of the 5310 Grant to award funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Lextran hereby authorizes and directs the General Manager to use \$234,922 of 5310 grant funds to install solar illumination at bus stops in Fayette County.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

May 18, 2022

TO: Lextran Board of Directors**FROM:** Jill Barnett, General Manager**SUBJECT:** Update to the RFP Schedule for Paratransit Services

As shared previously, RFP 2022-04 for Paratransit Services was issued on April 5, 2022. Following the pre-proposal conference and question and answer period, Lextran released an addendum on April 29, 2022 with a modified timeline for the RFP and responses to questions from potential bidders.

The modified timeline is below:

	Original Timeline	Modified Timeline
RFP Issued	April 5, 2022	April 5, 2022
Pre-Proposal Conference	April 14, 2022	April 14, 2022
Final Questions Due to Lextran	April 21, 2022	April 21, 2022
Lextran Response to Questions	April 29, 2022	April 29, 2022
Proposals Due	May 11, 2022	June 15, 2022
Notification of Interview Request	N/A	June 28, 2022
Interviews (if necessary)	May 31, 2022	July 6, 2022
Requests for Best and Final Offers	June 3, 2022	July 8, 2022
Best and Final Offers Due	June 7, 2022	July 12, 2022
Contract Award	June 15, 2022	July 20, 2022
Contract Start Date	July 1, 2022	August 1, 2022

The timeline has been modified in an effort to ensure competition and receipt of a proposal. Due to the modified timeline, Lextran will enter into a one-month extension with WHEELS.

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