

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:
Friday, November 19, 2021 at 10:00 a.m. EST
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 November 2021 Board of Directors meeting will be held in person as well as live-streamed. You may access the livestream on Youtube at:

bit.ly/lextranmeeting

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BOARD OF DIRECTORS MEETING

November 19, 2021

10:00 a.m.

MEETING AGENDA

- | | | |
|-------|--|---------------|
| I. | Call to Order & Roll Call | 10:00 |
| II. | Public Comment on Agenda Items / Public Hearing | 10:05 – 10:10 |
| III. | Approval of October Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report | 10:15 – 10:20 |
| V. | Nominating Committee Report | 10:20 – 10:25 |
| VI. | Action Items | 10:25 – 10:35 |
| | A. Resolution 2021-25 – CNG Facility Maintenance & Monitoring Services | |
| | B. Resolution 2021-26 – Nepotism Policy (Update) | |
| VII. | Lextran Monthly Performance Report & Financials – October | 10:35 – 10:50 |
| VIII. | Change Order Report | |
| IX. | Old Business | |
| X. | New Business | |
| XI. | Proposed Agenda Items | 10:50 |
| | A. Resolution – Establish Reserve Policy | |
| | B. Resolution – Audit Services | |
| XII. | Closed Session | 10:55 |
| XIII. | Adjournment | |

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

October 20, 2021

MEMBERS PRESENT

Harding Dowell, Board Vice Chair
Jamie Rodgers
Dr. Koffi Akakpo
Judge Lindsay Hughes Thurston
Rick Christman

Anne-Tyler Morgan, McBrayer, Board Attorney

MEMBERS ABSENT

George Ward
Christian Motley

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Alan Jones, Systems Administrator
Emily Elliott, Community Relations Manager
Fred Combs, Director of Planning, Technology, and Community Relations
Jason Dyal, Director of Operations
John Givens, Director of Risk Management
Josh Tracy, Human Resources Specialist
Maria Alonso, Human Resources Manager
Nikki Falconbury, Director of Finance and Human Resources
Rebecca Floyd, Customer Service Supervisor
Stephanie Hoke, Finance Manager

OTHERS PRESENT

Scott Nickerson, Crowe

I. CALL TO ORDER

Vice Chair Harding Dowell called the October 20, 2021, 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 September 15, 2021, regular meeting and the October 13, 2021, special meeting of the Lextran Board of Directors. Judge Thurston made a motion to approve the minutes and Ms. Rodgers seconded. There was no discussion and the motion passed unanimously.

IV. CHAIR'S REPORT

Mr. Dowell shared the Chair's Report noting the following:

The Nominating Committee met to discuss election of a new board chair. The discussion will be deferred to the November board meeting.

V. FINANCE COMMITTEE REPORT

Ms. Rodgers delivered a report from the Finance Committee, noting that the audit was thoroughly reviewed by the committee at the last meeting. Next month there will be work on a fund balance and cash balance policy that will eventually be presented to the full board. Ms. Rodgers introduced Scott Nickerson with Crowe to present the audit.

Mr. Nickerson shared that the detailed summary of the audit was presented to the Lextran Finance Committee. A clean and unmodified opinion was issued on the financial statements, compliance with federal auditing standards and grants. The only matter brought to the committee was related to payroll accruals and it was presented and discussed with controls to mitigate a similar adjustment in the future. There are no compliance matters to report. Overall, it was a clean audit. Mr. Dowell and Ms. Barnett thanked the Finance team and staff, as well as the Crowe team.

VI. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Ms. Barnett shared that the annual federal appropriations bill for transit has been released and will now begin the mark up process. The bill includes \$13.5 billion for public transit and is up from FY 2021. The bill as it is written which blocks the Rostenkowski test that can trigger across the board cuts for transit agencies each year.

Mr. Combs presented the Monthly Performance Report for September 2021 which can be found on pages 10-14 of the October 2021 board packet.

HIGHLIGHTS FOR SEPTEMBER:

- The 12th annual Bus Roadeo was held on Sept 25th. Congratulations to Mike Burnett for his 6th consecutive win.
- Two public meetings and a meeting with area transportation providers were hosted to identify public transportation gaps for seniors and people with disabilities.
- On September 2nd, a job fair was hosted at Loudon Ave. that included a coffee truck and 107.9 The Beat radio live broadcast.
- Lextran completed the FY2021 audit with no findings.

Mr. Combs shared six customer commendations:

- Bus operator Antoinette Anderson
- Bus Operator Brudus Burton
- Bus Operator Jeron Peloni
- Customer Service Representative Andrea Jones
- Customer Service Representative Lisa Lear
- Customer Service Representatives at Transit Center

Ms. Barnett added that when employees receive a commendation, they are provided with a handwritten note signed by several members of the staff in recognition of a job well done. Mr. Combs noted stronger fixed route ridership this year than last. September was also the first month that exceeded March 2020 ridership, when the declines in ridership started.

Paratransit had a good month with the trend compared to the monthly average staying consistent, between 10-20 percent of the monthly average. Ridership for the month was 271,000 on fixed route and more than 14,000 on Wheels. Maintenance completed all inspections on time in September with 7,800 miles between road calls and is better than this point last year.

Ms. Rodgers gave kudos on all of the community involvement for the month. Mr. Combs noted that it has picked up over the last few months. Lextran was recognized for the Green Check Program. Community Relations Manager Emily Elliott worked with Noel Osborne at Bluegrass Green Source to review criteria and achieved Silver status. The last certification was three years ago, and it was a bronze recognition. The fleet commitment helps with the program as well.

FINANCIAL REPORT

Ms. Falconbury presented the September 2021 Finance Report, found on pages 15-16 of the September 2021 board packet. The balance sheet and the revenue and expense report were reviewed. The reports reflect the first quarter for FY2022. The financials for the month of September are very similar to last year. Operating cash is comparable to last year. Accounts receivable and work in process are due to grant funds and timing. Property taxes are slightly higher based on timing and will increase in November. Passenger revenue is a little over budget. Expenses are mostly under budget with fuel slightly over for CNG. We continue to monitor fuel regularly.

Judge Thurston asked to clarify the difference between “fuel-diesel” and “fuel-other.” Ms. Falconbury stated that fuel-diesel is all of the diesel buses, which is the majority. Fuel for CNG buses and gasoline for service vehicles are tracked separately. The utilities for electric buses is in its own category. Ms. Rodgers asked if there were concerns about hiring and wages for the budget. It is on track right, but there has been an increase in overtime. In the last 30 days, the Human Resources team has facilitated 24 interviews with a class of ten beginning next Monday. Ms. Rodgers asked if we feel confident in what was budgeted versus the actual in last couple of months and Ms. Falconbury confirmed yes. Ms. Rodgers asked why the property taxes and federal funds were lower than budgeted and if it was related to timing. Ms. Falconbury stated that Federal funds is always timing and that property taxes are an educated guess based on the previous year. It is difficult to determine the taxes for July through October because of the large amount that is received in November. Other revenue is down because that is where the UK contract is which has not been finalized. It is a timing matter as well.

VII. ACTION ITEMS

A. Resolution – 2021-20 – Landscaping and Snow Removal

Ms. Barnett reviewed resolution 2121-20, requesting approval of the contract for landscaping and snow removal services. An RFP was released in September, with the option to bid on one or both services. Two proposals were received, with one proposal deemed responsive and qualified. Diamond Landscapes received high marks and is being recommended for an award. The contract is for an initial two years with three additional option years for renewal. The prices are outlined in your resolution with a not to exceed amount for landscaping and a plan for snow removal with thresholds.

Ms. Rodgers asked if the company is local and meets the DBE requirements. The company is local to Lexington however it is not a DBE nor was the previous provider. Ms. Rodgers also asked if a close eye would be kept on the DBE requirements since we are no longer using a DBE contractor for the pads. DBE stands for Disadvantaged Business Enterprises which has stricter requirements than just a minority owned business and includes woman and veteran owned as well and the certification is done through the State Department of Transportation.

Mr. Harding asked if the intent is that all the work will be billed on time and materials or in a lump sum since there is a not to exceed amount. Ms. Barnett stated that a schedule for billing for landscaping had been provided and the snow removal was somewhat contingent on the need and weather conditions and will be billed December through March. He asked if the incumbent provider submitted a proposal. A proposal was submitted by the incumbent however it was deemed unresponsive as many of the required components were missing.

Ms. Rodgers made a motion to approve Resolution 2021-20 and it was seconded by Judge Thurston. The motion passed with no opposition.

B. Resolution 2021-21 – Procurement Policies and Procedures

Ms. Barnett reviewed resolution 2021-21, requesting approval for the adoption of the Procurement Policies and Procedures. Lextran's current procurement policies and procedures in place were approved by the Board in 1993 and again in 2014. During the recent Triennial review, the team identified language that needed updating to ensure full compliance with federal requirements. There was language regarding the procurement "department" versus "director" that was updated as well as the open records request information for compliance for federal and state requirements. Ms. Rodgers asked about the definition of a micro-purchase and if it was under a specific amount. A micro-purchase for Lextran is anything under \$1,000, and still requires quotes that are recorded and done with a purchase requisition.

Ms. Rodgers made a motion to approve Resolution 2021-21 and it was seconded by Judge Thurston. Resolution 2021-21 passed unanimously.

C. Resolution 2021-22 – Purchase of Four (4) CNG Buses

Ms. Barnett reviewed resolution 2021-22, requesting approval for of the purchase of four (4) 40-foot low-floor Compressed Natural Gas buses from Gillig. This will be the fourth purchase with Gillig under the current contract. The source of funding is Section 5339 formula dollars, local mass transit funds, and Volkswagen Mitigation Settlement funds.

The current Lextran fleet makeup was reviewed, as requested last month by Mr. Motley. Dr. Akapo asked if we were shifting away from diesel fuel buses. Ms. Barnett stated that over the years there has been an attempt to diversify the fleet, and competitive grant funds tend to support that shift to an extent. Ms. Rodgers asked what the total Volkswagen settlement funds were received. The total was approximately 1.5 million dollars. Each state received money through the Volkswagen mitigation process and for the State of KY it was very lengthy because of the discussion around the use for the money. Using Volkswagen funds require that the bus is scrapped and rendered inoperable through this process. The intent is to assist with emissions reduction. Ms. Rodgers mentioned goals on sustainability that were discussed previously. Ms. Barnett stated that it was a discussion at the board level, but there was never a threshold defined. The Finance Committee discussed the number of buses purchased each year with a goal of eight per year. For this year, with the current resolutions, there are plans to purchase six new buses, but they will likely be received at different intervals based on the timing of the battery warranty process through Gillig. The CNG buses will likely be received before the battery electrics. Currently about fifty percent of the fleet is at or beyond it's useful life, and when there is the opportunity to purchase buses with any combination of money, it best serves Lextran to get vehicles in the production pipeline and consistently receive those to replace the fleet.

Mr. Dowell asked about the not to exceed amount at 2.4 million for four buses, and whether additional purchases within the contract would be change orders. Ms. Barnett stated that the initial resolution enters into contract, with the ability to purchase buses at a certain pricing level. Any time there is a purchase, it comes before the board as a resolution to spend the money. The

Board may see a change order if there is an adjustment with this purchase that exceeds the spending authority of the General Manager.

Judge Thurston made a motion to approve Resolution 2021-22. It was seconded by Dr. Akakpo and passed without opposition.

D. Resolution 2021-23 – Purchase of Two (2) Electric Buses

Ms. Barnett reviewed resolution 2021-23, requesting approval for the purchase of two (2) 40-foot low-floor, extended-range electric buses and chargers from Gillig. This will be the first purchase under a new contract with Gillig approved in April by the board. The total for the resolution is slightly more than 2.1 million dollars. The source of funds is Federal Congestion Mitigation and Air Quality (CMAQ) dollars, Volkswagen Mitigation Settlement funds and Local Mass Transit funds. These will be electric buses number three and four from Gillig in the fleet. In order to get the extended battery warranty that Gillig is providing, delivery is expected in 2023.

Judge Thurston clarified the location of the depot chargers. The depot chargers will be onsite at the Loudon property and the buses will charge overnight. Ms. Rodgers noted that the electric buses are significantly more expensive than the CNG buses and asked if the intent was to diversify the fleet and increase sustainability. She also confirmed that the purchases of vehicles will exhaust the Volkswagen settlement funding. Judge Thurston requested the breakdown of the fleet with the passage of both resolutions. Ms. Barnett stated the fleet percentages will be forty-one (41) percent diesel, thirty-five (35) percent CNG, and thirteen (13) percent battery electric. It will remove six (6) diesel buses from the fleet. Ms. Rodgers asked if both CNG and battery have the same useful life. They have the same useful life defined by FTA, but Lextran has not had a CNG or battery electric bus long enough to determine if they will last beyond that useful life. Efforts will be made to keep the buses in service beyond their useful life, similar to diesel buses in the fleet. Ms. Rodgers asked if we got any pushback on cost difference between battery electric and CNG buses. Ms. Barnett stated that it has been a consideration and a topic of conversation over the years. There are considerations over the life of the bus and the volatility of fuel prices, and is something to keep in mind.

Ms. Rodgers made a motion to approve Resolution 2021-23. It was seconded by Dr. Akakpo and passed without opposition.

E. Resolution 2021-24 – Collective Bargaining Agreement

Ms. Barnett reviewed resolution 2021-24, requesting adoption of the Collective Bargaining Agreement between Lextran and ATU Local #639. The term for the new agreement runs through June 30, 2024. Ms. Rodgers asked if the wages fit into the budget with what was projected. Ms. Falconbury stated that it is very close to what was budgeted.

Judge Thurston made a motion to approve Resolution 2021-24. Dr. Akakpo second the motion and it passed with no opposition.

VIII. CHANGE ORDER

There were no change order reports. A change order was approved during the special meeting on October 13, 2021 and is documented in those notes.

IX. OLD BUSINESS

There was no old business.

X. NEW BUSINESS

There was no new business.

XI. PROPOSED AGENDA ITEMS

- A. Chairperson Election
- B. Resolution – CNG Station Maintenance & Monitoring
- C. Resolution – Establish Reserve Policy
- D. Resolution – Nepotism Policy

XII. CLOSED SESSION

There was no closed session.

XIII. ADJOURNMENT

Mr. Dowell called for a motion to adjourn the October 20, 2021, meeting of the Lextran Board of Directors. A motion was made by Judge Thurston and seconded by Ms. Rodgers. The meeting was adjourned at 10:51 a.m.

MEMORANDUM

November 19, 2021

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Award a Contract for CNG Facility Maintenance and Monitoring Services

Attached is a resolution requesting authority to award a contract for CNG facility maintenance and monitoring services. The current contract expires December 10, 2021.

RFP 2021-03 was issued September 30, 2021, with proposals received on October 28, 2021. A staff evaluation committee reviewed the proposals for compliance and responsiveness. Proposals were received from two (2) qualified proposers:

- ZeitEnergy LLC
- Clean Energy

An evaluation committee reviewed and scored the responsive proposal received. ZeitEnergy LLC received the highest score and is recommended for the contract award for the CNG facility maintenance and monitoring services per the terms of their proposal and RFP 2021-03.

The monthly cost per Gasoline Gallon Equivalent (GGE) rate is \$0.29, which includes the following services:

- Perform preventive Daily, Weekly, Monthly and Yearly maintenance on CNG equipment, parts & labor included
- Perform scheduled maintenance on CNG equipment, parts & labor included
- Perform repairs & emergency repairs, parts & labor included
- Provide 24/7/365 response to emergency call outs
- One (1) hour on site response time
- Provide 24/7/365 phone support
- Provide 24/7/365 remote monitoring of system operation
- Keep accurate log of maintenance records and maintenance intervals

The term of the contract shall be for three (3) years, with two (2) options for renewal for an additional year.

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

RESOLUTION 2021-25
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
NOVEMBER 19, 2021

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2021-03 for CNG facility maintenance and monitoring services, and;

WHEREAS, RFP 2021-03 resulted in a responsive proposal from two (2) qualified proposers, and;

WHEREAS, the proposal from ZeitEnergy LLC received the highest evaluation score, and;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Lextran hereby authorize and direct the General Manager to execute a contract with ZeitEnergy, LLC for CNG facility maintenance and monitoring services in accordance with the terms of RFP 2021-03 and the proposal submitted by ZeitEnergy LLC.

MOTION: _____ **SECOND:** _____

CHAIRPERSON

DATE

MEMORANDUM

November 19, 2021

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Adoption of Updated Nepotism Policy

Attached is a resolution requesting adoption of an updated Nepotism Policy.

The current Nepotism Policy was approved by the Lextran Board of Directors on November 17, 2010.

The attached policy update includes the following changes:

- Expands the application beyond direct Lextran employees to include contracted employees
- Expands the policy beyond relatives to include partners, members of the same household, and members of a dating relationship
- Incorporates additional language recommended by our legal counsel.

The prior version of Lextran's Nepotism Policy is also attached for your review.

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

RESOLUTION 2021-26
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
NOVEMBER 19, 2021

BE IT RESOLVED, that the Board of Directors of Lextran hereby adopts and approves the updated Nepotism Policy, which is attached hereto and incorporated herein by reference.

MOTION: _____ **SECOND:** _____

CHAIRPERSON

DATE

NEPOTISM POLICY

Lextran's Nepotism Policy is designed to avoid the appearance of favoritism, conflicts of interest, and maintain morale and productivity. This policy applies to all Lextran employees, direct and contracted.

Relatives (defined below), partners, those in a dating relationship, and/or members of the same household are not permitted in positions that have a reporting responsibility to one another.

Employees may not advocate, recommend, or cause the employment, appointment, promotion, transfer, or advancement of a relative, partner, fellow member of a dating relationship, and/or member of the same household. Similarly, employees may not supervise, participate in the hiring, disciplinary, or discharge process for a relative, partner, fellow member of a dating relationship, and/or member of the same household.

The term relative includes your:

- Spouse
- Child
- Parents
- Siblings
- Grandparents
- Grandchildren
- Uncles
- Aunts
- Nephews
- Nieces
- First cousins
- Step-parents
- Step-siblings
- Step-children
- Half siblings
- Siblings' spouses
- Mothers-in-law
- Fathers-in-law

This policy shall not apply to any reporting relationship or situation which would violate this policy but which existed prior to the effective date of this policy.

This policy shall apply to any relationship or situation created after the effective date of this policy.

Employees must report to human resources the existence of all familial and romantic relationships as defined in this policy to facilitate enforcement of this policy, and to prevent the inadvertent transfer or



promotion of an employee to a supervisor with whom the employee shares such a relationship. Failure to do so may result in disciplinary action, including termination of employment.

Upon disclosure of a relationship defined by this policy, Lextran will work with the employee(s) to eliminate the conflict by identifying potential new non-conflicting employment within Lextran for which the employee is qualified, or determining if other changes are appropriate before considering work with a new employer. All transfers and reassignments are subject to the approval of the Director of Human Resources, and made at the sole discretion of Lextran.

Under no circumstances are employees allowed to participate in public displays of affection in the workplace.

Lextran reserves the right to determine whether a relationship between two employees creates the appearance of a conflict of interest or favoritism, or in any other way violates the spirit or intent of this policy, even if such relationship is not specifically described herein.

TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

(LexTran)

Nepotism Policy

In order to avoid favoritism, conflicts of interest, and the perception of favoritism or conflicts of interest, and in order to maintain morale and productivity, you cannot directly supervise a relative, be directly supervised by a relative, or be hired for or transferred to a position in which you would supervise a relative or be directly supervised by a relative. In addition, you may not advocate for, recommend, or otherwise cause the employment, appointment, promotion, transfer, or advancement of a relative or participate in any action relating to the employment, discipline, or discharge of a relative. The term "relative" includes your:

- Spouse
- Child
- Parents
- Siblings
- Grandparents
- Grandchildren
- Uncles
- Aunts
- Nephews
- Nieces
- First cousins
- Step-parents
- Stepsiblings
- Half siblings
- Siblings' spouses
- Mothers-in-law
- Fathers-in-law

This policy shall not apply to any relationship or situation which would violate this policy but which existed prior to the effective date of this policy.

This policy shall apply to any relationship created by marriage after the effective date of this policy. Affected employees shall notify LexTran of the creation of such a relationship and shall eliminate the conflict by having at least one of them seek a new position with LexTran or leave the employment of LexTran. Absent voluntary action by the affected employees, LexTran will take appropriate action to prevent or eliminate the conflict, but LexTran will not undertake to prevent or eliminate the conflict by creating special reporting relationships or otherwise altering existing lines of authority within departments.

Adopted by Transit Authority of Lexington-Fayette Urban County Board of Directors on the 17th day of November, 2010

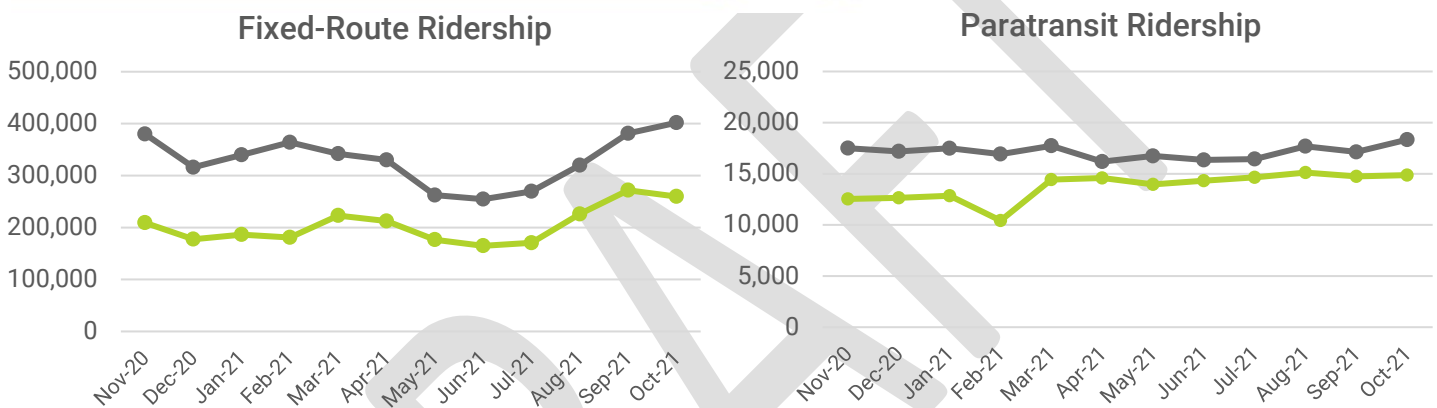

Chairman of the Board

LEXTRAN MONTHLY PERFORMANCE REPORT – OCTOBER 2021

We serve people and our community with mobility solutions.

Lextran submitted annual reports to the National Transit Database on October 30 with no findings returned from an audit. Customer Service Appreciation Week (October 4-8) was celebrated with snacks, lunch, and edible arrangements for staff. Another job fair and hiring event took place on October 12th with a food truck and live broadcast from Hank FM. First-aid and CPR training were conducted for 25 employees across two sessions, and an on-site event for employee flu vaccines was held on October 21st in cooperation with Walgreens. Employees also participated in a costume contest for Halloween and voted Mildred Hunt (Bus Operator) as the winner.

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	259,760	928,283	857,837	14,873	59,368	53,724
Weekday Ridership	218,213	788,393	722,292	12,181	49,475	45,271
Saturday Ridership	26,553	82,458	73,024	1,519	5,552	4,729
Sunday Ridership	14,994	51,612	53,904	1,173	3,822	3,206
Total Revenue Miles	148,202	598,128	597,346	103,751	424,853	394,066
Total Revenue Hours	17,785	66,469	62,676	7,972	32,664	31,432
Trips per Mile	1.75	1.55	1.44	0.14	0.14	0.14
Trips per Hour	14.61	13.97	13.69	1.87	1.82	1.71

- Ridership increased by six percent from October 2020, however it was not as strong as September when comparing monthly averages.
- Paratransit ridership increased by three percent from October 2020 and has continued to be relatively flat, between 14,641 and 15,116 trips per month for the current fiscal year.

LEXTRAN IN THE MEDIA

October 26 – Who’s Who for November 2021

<https://smileypete.com/business/whos-who-november-2021/>

October 28 – Lexington Community Partners unite to launch “Put Health First” Campaign

<https://www.wtvq.com/lexington-community-partners-unite-to-launch-put-health-first-campaign/>

October 29 – Logistical advantage delivering growth in Lexington logistics sector

<https://www.lanereport.com/148534/2021/10/logistical-advantage-delivering-growth-in-lexington-logistics-sector/>

COMMUNITY INVOLVEMENT/MEETINGS

- October 7 – Goodwill Expungement and Community Resource Fair
- October 11 – Winburn Community Partners Meeting
- October 12 – Job Fair at Loudon Admin Office
- October 13 – Cardinal Valley Community Partners Meeting
- October 16 – CommUNITY Fest with United Way
- October 21 – Bus Stop Sign Meeting with Bluegrass Council of the Blind
- October 21 – Corridors Commission Meeting
- October 21 – Domestic Violence Candlelight Vigil with Fayette Co Sheriff’s Office
- October 27 – Commission for People with Disabilities
- October 27 – Transportation Policy Committee
- October 27 – AIM + IMI Quarterly Grantee Peer Exchange
- October 28 – Bluegrass ReEntry Council 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	88.20%	87.70%	89.90%	74.89%	82.66%	93.80%
Farebox Recovery	4.46%	4.89%	0.00%	N/A	N/A	N/A
Operating Expenses	\$1,839,356	\$6,704,778	\$6,539,313	\$356,754	\$1,420,103	\$1,586,974
Per Mile	\$3.64	\$3.29	\$3.40	N/A	N/A	N/A
Per Hour	\$73.09	\$71.28	\$73.83	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	24.64	25.21	23.55	161.37	158.33	195.44
Commendations	0.77	2.26	1.05	0.00	3.37	22.34
Discourtesy	6.54	6.03	9.44	53.79	60.64	65.15
Late or Early	2.69	1.29	1.17	40.34	35.37	11.17
Safety	1.15	2.80	4.55	67.24	58.95	96.79
Passed Boarding	4.62	7.00	4.43	0.00	0.00	0.00
Information and Service Requests	4.23	1.94	1.05	0.00	0.00	0.00
Other	4.62	3.88	1.87	0.00	0.00	0.00
Call Length	1:09	1:12	1:03	1:12	1:14	1:10
Time to Abandon	0:54	1:00	1:04	1:27	1:05	0:22

- Paratransit on-time performance continued to decrease in October due to driver shortages and scheduling issues. Lextran Assistant General Manager Byron Robinson has implemented bi-weekly visits to WHEELS in an effort to troubleshoot and assist with some of the performance metrics and service issues.
- WHEELS is now reporting Key Performance Indicators to the Lextran team on a weekly basis, and has hired five new drivers.
- Lextran fixed-route on-time performance improved from September but remains below our goal of 90 percent. Run time issues have been identified on three routes and are being targeted for minor schedule adjustments.
- Customer feedback related to discourtesy remained relatively flat in October, while late or early complaints slightly increased and passed boarding complaints decreased. Lextran staff are working to refine the follow-up process and expedite the investigation process.

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	0.64	1.44	1.28	2.52	1.44	0.60
Injury Frequency Rate	6.65	6.27	9.40	N/A	N/A	N/A
Days with No Preventable Accidents	30	112	115	28	116	90
Days of Lost Time	40	58	157	N/A	N/A	N/A
Workers Compensation Claims	1	4	6	N/A	N/A	N/A

- Preventable accidents on fixed route decreased in the month of October, however preventable accidents on paratransit increased and are slightly above FY21 levels for the current year.
- The overall injury frequency rate (IFR) for fixed route remained steady for the year, trending down from FY21 IFR levels.

Performance Indicator	Fixed Route System		
	This Month	FY22 YTD	FY21 YTD
Maintenance			
Miles between Road Calls	9,880	8,545	6,654
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- Maintenance completed 100% (40 of 40) of scheduled preventive maintenance inspections in October. 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		
Electric Bus Training	68	78
First-Aid CPR Training	25	25
Smith System Training	8	14
Customer Service Orientation	7	11
Dispatch Orientation	7	11
Maintenance Orientation	7	11
Accident/Incident Remedial Training	3	17
Return to Work Training	1	13

Hiring and Recruiting
This Month
Interviews
New

			Hires
Open Positions	26	23	11
Operations	20	18	8
Maintenance	3	1	2
Administration	3	4	1

Procurement	
CNG Station Monitoring and Maintenance	November Board Resolution
Independent Audit Services	December Board Resolution
Transit Center Exterior Project-General Contractor	Upcoming

DRAFT

FINANCIALS
BALANCE SHEET

as of October 31, 2021

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$11,403,140	\$14,032,790
Accounts receivable	\$1,381,658	\$1,694,923
Inventory	\$704,692	\$687,785
Work in process	\$2,886,059	\$738,333
Prepaid	\$868,103	\$802,069
Total Current Assets	<u>\$17,243,652</u>	<u>\$17,955,899</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	\$24,096,787	\$24,610,431
TOTAL ASSETS	<u><u>\$51,453,323</u></u>	<u><u>\$53,206,745</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$408,492	\$288,813
Payroll liabilities	\$610,200	\$642,732
Short term note - Fifth Third Bank	\$0	\$975,426
Total Current Liabilities	<u>\$1,018,692</u>	<u>\$1,906,971</u>
Long term note - Fifth Third Bank	\$0	\$3,609,791
Long term liability - Pension	\$1,301,871	\$2,589,356
Total Long Term Liabilities	<u>\$1,301,871</u>	<u>\$6,199,147</u>
NET POSITION	\$49,132,761	\$45,100,628
TOTAL LIABILITIES AND NET POSITION	<u><u>\$51,453,323</u></u>	<u><u>\$53,206,745</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

OCTOBER 2021

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL	FY 2020 ACTUAL
REVENUES					
Property taxes	\$535,906	\$607,233	(\$71,327)	\$388,179	\$397,869
Passenger revenue	\$328,006	\$264,000	\$64,006	\$5,794	\$486,347
Federal funds	\$1,284,386	\$2,743,888	(\$1,459,502)	\$4,616,828	\$1,814,621
State funds	\$0	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000	\$260,000
Other revenue	\$114,704	\$763,892	(\$649,188)	\$46,569	\$846,651
TOTAL REVENUES	\$2,523,002	\$4,639,013	(\$2,116,011)	\$5,317,369	\$3,805,487
EXPENSES					
Wages	\$3,481,994	\$3,322,693	\$159,301	\$3,251,155	\$3,256,356
Fringe benefits	\$1,827,034	\$2,052,930	(\$225,897)	\$1,796,762	\$1,735,110
Professional services	\$253,982	\$599,468	(\$345,486)	\$317,848	\$297,414
Materials and supplies	\$280,558	\$427,167	(\$146,609)	\$455,602	\$368,933
Fuel-Diesel	\$382,903	\$362,333	\$20,570	\$189,999	\$316,512
Fuel-Other	\$129,962	\$106,333	\$23,629	\$75,718	\$85,756
Utilities - Facilities	\$122,970	\$121,283	\$1,686	\$119,029	\$110,244
Utilities - Electric Bus	\$16,960	\$33,333	(\$16,373)	\$24,764	\$33,579
Insurance	\$263,446	\$294,180	(\$30,734)	\$249,932	\$237,905
Fuel taxes	\$63,247	\$66,667	(\$3,420)	\$61,915	\$79,772
Paratransit Expenses	\$1,590,835	\$1,733,333	(\$142,498)	\$1,713,161	\$2,043,009
Vanpool Expenses	\$3,590	\$8,400	(\$4,810)	\$4,800	\$7,239
Dues and subscriptions	\$29,614	\$29,260	\$354	\$29,786	\$28,275
Travel, training and meetings	\$31,752	\$53,783	(\$22,031)	\$41,697	\$27,515
Media advertising	\$25,734	\$52,333	(\$26,599)	\$28,431	\$92,422
Miscellaneous	\$12,439	\$20,033	(\$7,594)	\$8,353	\$21,476
Interest Expense	\$0	\$0	\$0	\$47,821	\$57,313
Leases and rentals	\$71,024	\$70,840	\$184	\$275,352	\$269,272
Depreciation	\$992,384	\$992,384	\$0	\$1,231,899	\$1,103,632
TOTAL EXPENSES	\$9,580,429	\$10,346,755	(\$766,326)	\$9,924,022	\$10,171,733
CHANGE IN NET POSITION	(\$7,057,427)	(\$5,707,742)	(\$1,349,685)	(\$4,606,653)	(\$6,366,246)