

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, September 15, 2021 at 10:00 a.m. EST
Lextran – Room 110
200 West Loudon Avenue
Lexington, KY 40408

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 September 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

September 15, 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 August 2021 Board Meeting Minutes | 10:10 – 10:15 |
| IV. | Chair’s Report | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – August | 10:25 – 10:40 |
| VI. | Action Items | |
| VII. | Change Order Report | |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Proposed Agenda Items | 10:45 |
| | A. Report from Auditors | |
| | B. Chairperson Election | |
| | C. Resolution – Procurement Policy Update | |
| | D. Resolution – Bus Purchases (CNG & Electric) | |
| | E. Resolution – Nepotism Policy Update | |
| XI. | Closed Session | |
| XII. | Adjournment | |

BOARD OF DIRECTORS MEETING**BOARD MINUTES****August 18, 2021****MEMBERS PRESENT**

Adrienne Thakur, Board Chair
George Ward
Jamie Rodgers
Dr. Koffi Akakpo
Judge Lindsay Hughes Thurston
Rick Christman

Anne-Tyler Morgan, McBrayer, Board Attorney

MEMBERS ABSENT

Harding Dowell, Vice Chair

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Alan Jones, Systems Administrator
Chris Withrow, Parts Manager/Acting Director of Maintenance
Emily Elliott, Community Relations Manager
Fred Combs, Director of Planning, Technology, and Community Relations
Glenda Shoopman, Purchasing and Finance Coordinator
Jason Dyal, Director of Operations
Maria Alonso, Human Resources Manager
Matt Winkler, Planning Coordinator
Nikki Falconbury, Director of Finance and Human Resources
Noena Zerna, Marketing and Communications Coordinator
Rebecca Floyd, Customer Service Supervisor

OTHERS PRESENT via phone and web

I. CALL TO ORDER

Chairperson Adrienne Thakur called the August 18, 2021, meeting of the Lextran Board of Directors to order at 10:00 am. Ms. Thakur 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

Ms. Thakur called for a motion to approve the meeting minutes from the July 21, 2021, 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

Ms. Thakur shared the Chair's Report noting the following:

This is 2nd in-person meeting for the board, but everyone is masked due to changes in status of the pandemic in our community. Most people are present with no virtual attendees today. We will continue in person meetings as long as possible, and everyone is encouraged to follow guidelines to keep safe. Lextran has done a great job with staff and community service and keeping everyone safe; and we hope to continue doing so.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Ms. Barnett noted that City Council is allowing Council members and staff to remove masks while speaking and we will allow the same to improve the audio for streaming.

Mr. Combs presented the Monthly Performance Report for July 2021 which can be found on pages 9-13 of the August 2021 board packet.

HIGHLIGHTS FOR JULY:

- Lextran hosted a hiring event at the Loudon Administrative Office that resulted in seven applicants.
- C. Robinson & Associates presented a training course on diversity, equity, and inclusion that was attended by 145 employees.
- Members of Lextran staff and Councilmember James Brown did a ride-along to discuss bus stops in Council District 1.
- Attendance awards were given to 49 Lextran employees, including 15 employees with perfect attendance, for FY2021.
- Construction was completed for the traffic signal and pedestrian crosswalk near Beck Alley. The traffic signal and pedestrian crosswalk will become operational later this year.

Mr. Combs shared four customer commendations:

- Bus operator Takisa Joyce
- Bus Operator Brudus Burton
- Bus Operator Jessie Merrill

- Bus Operator Amberia Herndon

Fixed route ridership remains about 35 percent below average, and paratransit ridership is holding steady at approximately 20 percent below normal. Some of the differences in July 2020 vs. 2021 can be attributed to the different number of weekdays and the difference in when holiday celebrations were held downtown. It is expected that paratransit ridership will continue to normalize faster than fixed route. For safety, there were no preventable accidents on paratransit and indicators remain good for fixed route. There has been a change in the reporting of workers compensation claims. OSHA-reportable events are the only events that factor into days of lost time reported, therefore those are the claims that will be reported in the performance report moving forward. All 51 preventative maintenance inspections (due) were completed in July and around 800 consecutive inspections have been completed total, maintaining a 100% streak.

Mr. Christman asked if the reduced routes were still in operation for the driver shortage and what impact that would have on reporting. The reductions were effective August 15th and will be reflected in the numbers next month. Ridership was considered for the routes that were adjusted. Ms. Thakur asked if the reductions on routes were easily replaced or if customers could supplement with a different route. Coverage was not removed from any area, however some coverage was changed from 35-minute service to 70-minute service. Mr. Christman asked how many operators are needed to return to normal service. Currently, about 20 operators are needed, with a new class of seven starting next Monday. There have been fewer applications in recent months compared to years past. Mr. Christman asked if service would be added back all at once when the 20 positions were filled. Ms. Barnett stated that service could be added back as the positions were filled and would not all need to be held until the 20 were complete.

Judge Thurston asked how long the training class lasts. The total training time is between 6-8 weeks depending on the level of need and if someone already has a Commercial Drivers License (CDL). Training requires new operators to ride on route with operator trainers to learn, but they also work with other operators on routes for that experience. Mr. Christman asked if the reductions were related to a tipping point in staffing. Ms. Barnett stated that we reached a point with separations, anticipated retirements, and with service levels resuming in some areas, it makes things unsustainable, such as the number of overtime hours. So long as attendance stays consistent and recruitment and onboarding continues, no additional reductions in service are anticipated.

Ms. Thakur asked where the public could easily access the information. Information is available via the myStop mobile app, Lextran.com, social media, schedules, and via customer service. Operators who typically drive the routes have also been helpful in alerting customers to the changes. Mr. Motley asked if Lextran was in regular conversations with Fayette County Public Schools transportation since they are having similar staffing issues and cancellation of routes. Ms. Barnett stated that there is not a regular standing conversation, but there has been communication with both transportation and human resources. Many transit agencies and other

industries throughout Lexington and all over the state are experiencing similar staffing challenges.

Mr. Ward asked to verify that there is no delay when people transfer at the Transit Center. There is potential delays that could occur depending on how the trip is planned. Mr. Ward also asked how many trainees either decline or do not show up on the first day of training. Ms. Falconbury stated it is not typical, however sometimes people do not make it through the entire training process. Mr. Christman asked if we were offering a hiring bonus. There is currently a \$1,000 hiring bonus for new operators, recently increased from the \$500 bonus offered in previous months. Return to work incentives have been mentioned by some staff who have worked throughout the pandemic. Wages are being addressed in contract negotiations. Ms. Rodgers mentioned that in the public sector there have been a large number of employees eligible to retire. Ms. Barnett stated that we do know of two retirements in the coming months, but a large number like 25 is not anticipated. Often there are other factors for departures like a more stable schedule, typically from a newer employee who does not have the seniority to choose a desired route.

Ms. Thakur expressed appreciate for the efforts in staffing and getting routes back in operation as soon as possible. Ms. Barnett reiterated that there is no intent to keep the reductions permanent and will reinstate as soon as possible.

FINANCIAL REPORT

Ms. Falconbury presented the July 2021 Finance Report, found on pages 14-15 of the August 2021 board packet. The balance sheet was reviewed. Operating cash is similar to last year at 12.9 million. Some grant money has been received and will be reflected on August financials. Revenue and expenses were reviewed. There were no property taxes received in July, which is normal. Passenger revenue was higher than the budgeted amount this month and a comparison is available for pre-pandemic. July is always the lowest month for fares with school being out. Federal funds have been received, and we are going to receive 2 million from the state. Lextran is currently \$287,000 under budget in expenses.

Mr. Christman asked how much grant money we are still expecting to receive. Lextran received three COVID-relief grants. The first is the CARES grant for \$13.8 million, which has all been drawn down. The other two grants – CRRSAA (5.2 million) and ARPA (14.1 million) – are available to draw down. Transit is expected to be included in the Federal Infrastructure Bill. CRSA is available for FY2022 and we will begin drawing on it when the first quarter is over. These are all for operating expenses such as diesel fuel, operator wages and fringe. When they are drawn down they will show on the 'Federal Funds' line item. Mr. Ward asked about a typical match is a given year from the State? Ms. Falconbury stated that her in tenure the highest that she has seen was \$516,000. Since we no longer have tolls credits, it is about two years of match, and it can be used in future years. Ms. Rodgers asked if there are any projections or estimates on the infrastructure funds. Ms. Barnett stated that it is difficult to estimate because the information has been in flux.

VI. ACTION ITEMS**A. Resolution – 2021-17 – Office Supplies**

Ms. Barnett reviewed resolution 2021-17, requesting approval to enter into contract for Office Supplies. Three responsive proposals were received. The recommendation is to award a contract to Action Business Suppliers for a term of three years. Pricing is guaranteed for 90 days, and they will make us aware of adjustments before purchases are made. The source of funds is local Mass Transit dollars. Mr. Ward asked if we were spending \$50,000 in office supplies. Ms. Barnett stated the resolution was necessary because the amount met the threshold for the life of the engagement, three years. Judge Thurston asked if they were a local entity which was confirmed. A motion was made by Mr. Motley and seconded by Mr. Christman. The motion passed unanimously.

B. Resolution – 2021-18 – Electric Motors

Ms. Barnett presented Resolution 2021-18, requesting the approval for the purchase of electric motors. There were six proposals received and three were deemed responsive and qualified. The recommendation is to enter into contract with Kirk's Automotive. The term of the contract is for two years with an option to extend for an additional year. The source of funds is Federal 5307 (Formula) Preventive Maintenance Funds. Mr. Ward asked how long an electric motor lasts before it needs to be replaced. Mr. Withrow stated that the electric motors are for the elevators and starters for various motors and not replacement for an entire motor. A motion was made by Mr. Ward and seconded by Judge Thurston.

VII. CHANGE ORDER

This change order is for informational purposes and requires no action from the board. The contract with Koorsen Fire and Security (fire extinguisher inspection and maintenance of sprinkler systems) will be extended for six months at a cost of \$6,500. This extension through the end of the year will allow adequate time to solicit proposals.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

Regarding the grants that have been awarded, Ms. Rodgers asked if there were a time that the board would need to be consulted to strategically use the federal dollars. Ms. Barnett and Mr. Ward noted that this would likely be appropriate to discuss with the Finance Committee. The next meeting is September 23rd. The audit will be reported at that time and brought to the full board in October.

X. PROPOSED AGENDA ITEMS

A. Resolution – Procurement Policy Update

B. Resolution – Electric Bus Purchase

XI. CLOSED SESSION

Mr. Motley moved that the board enter closed session pursuant to KRS61.810.1C for discussion involving potential litigation against a public agency. The motion was seconded by Mr. Ward. The Assistant General Manager and the Director of Operations were asked to remain for the session. The board entered closed session at 10:36 a.m.

No action was taken while in closed session. Ms. Rodgers made a motion to exit closed session and it was seconded by Mr. Ward. Closed session was ended at 10:58 a.m. and the Board returned to Open Session.

Mr. Ward made a motion to enter a second closed session pursuant to KRS61.810.1E to discuss collective bargaining negotiations. Mr. Motley seconded the motion. The Assistant General Manager, Director of Operations, and Director of Finance were invited to remain for the session. The board entered closed session at 10:59 a.m.

No action was taken while in closed session. Mr. Ward made a motion to end closed session and it was seconded by Mr. Motley. Closed session ended at 11:23 a.m.

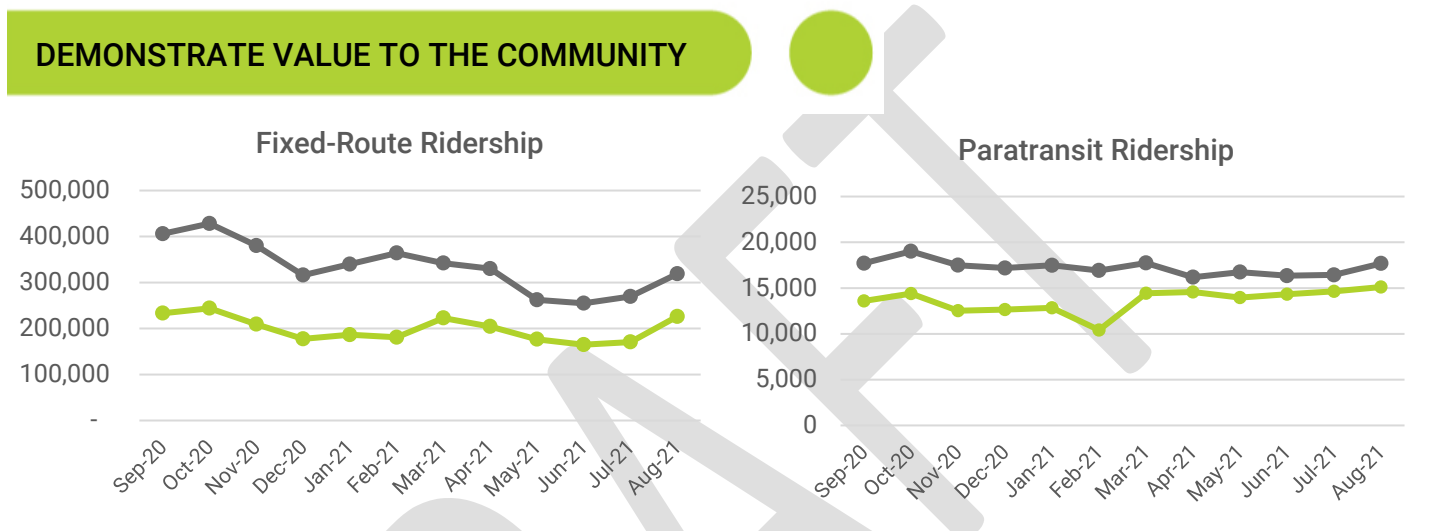
XII. ADJOURNMENT

Ms. Thakur called for a motion to adjourn the August 18, 2021, 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 11:24 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – AUGUST 2021

We serve people and our community with mobility solutions.

Weekday service was temporarily adjusted on six routes in August to better ensure service reliability, as Lextran navigates a challenging labor market. The Grounded Coffee Truck was on site August 26th from 4:30 to 6:30 a.m. for morning route departures and third shift maintenance employees as part of an employee engagement initiative. Contract negotiations sessions with ATU Local 639 were held August 19, 20, and 24. Negotiations remain ongoing.



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY22 YTD	FY21 YTD	This Month	FY22 YTD	FY21 YTD
System Production						
Total Ridership	226,106	396,745	371,902	15,116	29,757	25,726
Weekday Ridership	195,901	339,940	308,556	12,767	25,002	21,740
Saturday Ridership	16,530	33,749	33,185	1,241	2,756	2,150
Sunday Ridership	13,675	20,850	26,887	1,108	1,776	1,632
Total Revenue Miles	150,422	298,874	271,421	108,310	215,760	187,954
Total Revenue Hours	15,820	31,067	27,967	8,387	16,779	15,221
Trips per Mile	1.50	1.33	1.37	0.14	0.14	0.14
Trips per Hour	14.29	12.77	13.30	1.80	1.77	1.69

- Fixed-route ridership increased by 14 percent compared to August 2020 and by 33 percent compared to the previous month.
- Fixed-route ridership remains stable at 29 percent below the historical average.
- Paratransit ridership has increased every month since May 2021, currently at 15 percent below the historical average with over 15,000 passenger trips in August.

LEXTRAN IN THE MEDIA

August 10 - Lextran temporarily cutting back on routes

<https://www.wtvq.com/2021/08/10/lextran-temporarily-cutting-back-on-routes/>

August 10 - Lextran cutting back services due to driver shortage

<https://www.wkyt.com/2021/08/10/lextran-cutting-back-services-due-driver-shortage/>

August 11 - Lextran to scale back Lexington bus service on several routes due to worker shortage

<https://www.kentucky.com/article253414630.html>

August 25 – With temps in the 90s, Lexington activates ‘extreme heat plan’

<https://www.wtvq.com/2021/08/25/with-temps-in-the-90s-lexington-activates-extreme-heat-plan/>

COMMUNITY INVOLVEMENT/MEETINGS

- August 2 - Bluegrass Area Development District and Kentucky Career Center – How to Ride & Onboard Travel Training
- August 6 – KRM Virtual How to Ride
- August 6 – Minority Business Expo Virtual Booth
- August 10 – KRM Client Travel Training
- August 10 – LFUCG Minority Business Enterprises Meeting
- August 11 – Transportation Technical Coordinating Committee
- August 12 – West End Community Partners Meeting
- August 13 – Onboard Travel Training
- August 19 – KRM Client Travel Training
- August 24 – BCTC Welcome Week Event
- August 26 – Bluegrass Reentry Council Meeting
- August 31 – Meeting with Greensboro Transit & AECOM – ADA Service
- August 31 – CM McCurn & CM Plomin 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	93.00%	93.00%	94.00%	86.14%	87.38%	94.46%
Farebox Recovery	5.18%	5.15%	0.00%	N/A	N/A	N/A
Operating Expenses	\$1,611,051	\$3,178,753	\$3,129,648	\$341,754	\$706,314	\$778,667
Per Mile	\$3.12	\$3.15	\$3.58	N/A	N/A	N/A
Per Hour	\$72.17	\$72.02	\$79.58	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	26.59	27.79	24.20	165.39	154.59	209.90
Commendations	4.67	3.64	0.00	6.62	6.72	27.21
Discourtesy	5.60	5.71	10.76	66.16	70.57	81.63
Late or Early	0.93	1.04	1.34	6.62	23.52	3.89
Safety	2.33	4.16	5.38	86.00	53.77	97.18
Passed Boarding	9.33	8.31	4.84	0.00	0.00	0.00
Information and Service Requests	0.47	0.78	0.81	0.00	0.00	0.00
Other	3.27	4.16	1.08	0.00	0.00	0.00
Call Length	1:15	1:13	0:58	1:19	1:16	1:09
Time to Abandon	0:56	1:03	1:08	0:51	0:54	0:21

- Fixed-route operators and customer service received ten commendations in August, which is more than triple than the historical monthly average.
- Discourtesies are also trending down in FY22 with 82 percent fewer complaints when compared to FY21 year-to-date.
- Passed Boarding reports have increased compared to the previous fiscal year, with approximately 48% of August reports being validated.

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	2.55	1.92	1.38	0.81	0.41	0.92
Injury Frequency Rate	7.10	11.54	17.83	N/A	N/A	N/A
Days with No Preventable Accidents	27	56	58	30	61	60
Days of Lost Time	107	266	110	N/A	N/A	N/A
Workers Compensation Claims	1	4	6	N/A	N/A	N/A

- The injury frequency rate for fixed-route service continued trending down compared to FY21.
- Preventable accidents for Wheels service are also trending down compared to FY21.

Performance Indicator	Fixed Route System		
	This Month	FY22 YTD	FY21 YTD
Maintenance			
Miles between Road Calls	7,521	8,302	5,900
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- Maintenance completed 100% (43 of 43) of scheduled preventative maintenance inspections in August. The maintenance department has maintained a perfect record on preventative inspections since January 2020 (888 in total).

Performance Indicator	Fixed Route System	
	This Month	FY22 YTD
Training Activities		
Accident/Incident Remedial Training	7	11
Return to Work Training	9	11
New Operator Training	5	13
Smith System Training	3	3
Electric Bus Training	6	6

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	25	11	9
Operations	20	8	9
Maintenance	3	0	0
Administration	2	3	0

Procurement	
Landscaping and Snow Removal	Due October 1 st
CNG Station Monitoring and Maintenance	Upcoming RFP

DRAFT

FINANCIALS
BALANCE SHEET

as of August 31, 2021

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$16,286,752	\$15,629,858
Accounts receivable	\$1,925,121	\$955,639
Inventory	\$686,478	\$680,282
Work in process	\$1,783,769	\$541,209
Prepaid	\$1,049,826	\$976,797
Total Current Assets	<u>\$21,731,947</u>	<u>\$18,783,784</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	\$24,602,441	\$25,129,433
TOTAL ASSETS	<u><u>\$56,447,272</u></u>	<u><u>\$54,553,632</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$1,709,326	\$295,902
Payroll liabilities	\$493,632	\$863,694
Short term note - Fifth Third Bank	\$0	\$972,977
Total Current Liabilities	<u>\$2,202,958</u>	<u>\$2,132,573</u>
Long term note - Fifth Third Bank	\$0	\$3,772,372
Long term liability - Pension	\$1,301,871	\$2,589,356
Total Long Term Liabilities	<u>\$1,301,871</u>	<u>\$6,361,727</u>
NET POSITION	\$52,942,443	\$46,059,333
TOTAL LIABILITIES AND NET POSITION	<u><u>\$56,447,272</u></u>	<u><u>\$54,553,632</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
 AUGUST 2021

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL	FY 2020 ACTUAL
REVENUES					
Property taxes	\$217,003	\$202,411	\$14,592	\$116,866	\$199,490
Passenger revenue	\$163,770	\$130,000	\$33,770	\$150	\$245,172
Federal funds	\$621,114	\$716,667	(\$95,553)	\$853,073	\$907,658
State funds	\$0	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000	\$260,000
Other revenue	\$95,933	\$381,784	(\$285,850)	\$21,928	\$411,035
TOTAL REVENUES	\$1,357,820	\$1,690,861	(\$333,041)	\$1,252,016	\$2,023,356
EXPENSES					
Wages	\$1,547,777	\$1,661,346	(\$113,569)	\$1,517,536	\$1,545,272
Fringe benefits	\$927,140	\$1,028,841	(\$101,701)	\$864,954	\$836,356
Professional services	\$135,834	\$276,234	(\$140,400)	\$166,969	\$168,763
Materials and supplies	\$195,430	\$213,583	(\$18,154)	\$203,650	\$186,744
Fuel-Diesel	\$140,868	\$181,167	(\$40,299)	\$93,593	\$150,755
Fuel-Other	\$63,452	\$53,167	\$10,285	\$53,846	\$45,862
Utilities - Facilities	\$62,887	\$60,642	\$2,245	\$60,434	\$54,133
Utilities - Electric Bus	\$8,659	\$16,667	(\$8,008)	\$12,645	\$16,053
Insurance	\$126,582	\$147,090	(\$20,508)	\$122,793	\$116,586
Fuel taxes	\$32,366	\$33,333	(\$968)	\$29,699	\$44,176
Paratransit Expenses	\$776,945	\$866,667	(\$89,722)	\$842,334	\$1,019,911
Vanpool Expenses	\$2,390	\$4,200	(\$1,810)	\$2,400	\$4,200
Dues and subscriptions	\$26,449	\$26,980	(\$531)	\$28,346	\$27,275
Travel, training and meetings	\$27,476	\$26,892	\$584	\$16,857	\$11,083
Media advertising	\$4,775	\$26,167	(\$21,392)	\$7,816	\$49,410
Miscellaneous	\$3,200	\$10,017	(\$6,817)	\$1,207	\$4,883
Interest Expense	\$0	\$0	\$0	\$24,312	\$29,046
Leases and rentals	\$36,604	\$36,420	\$184	\$137,676	\$135,636
Depreciation	\$486,730	\$486,730	\$0	\$712,897	\$555,411
TOTAL EXPENSES	\$4,605,564	\$5,156,142	(\$550,578)	\$4,899,964	\$5,001,555
CHANGE IN NET POSITION	(\$3,247,744)	(\$3,465,281)	\$217,536	(\$3,647,949)	(\$2,978,200)