

# **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, July 21, 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 July 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](https://bit.ly/lextranmeeting)

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**BOARD OF DIRECTORS MEETING**

July 21, 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 June 2021 Board Meeting Minutes            | 10:10 – 10:15 |
| IV.   | Chair’s Report (Motley)                                | 10:15 – 10:20 |
| V.    | Nominating Committee Report (Rodgers)                  | 10:20 – 10:25 |
| VI.   | Lextran Monthly Performance Report & Financials – June | 10:25 – 10:40 |
| VII.  | Action Items   | 10:40 – 10:50 |
|       | A. Officer Elections                                   |               |
|       | B. Resolution 2021-13 Bus Stop Enhancements            |               |
|       | C. Resolution 2021-14 Security and Access Control      |               |
|       | D. Resolution 2021-15 Purchase of Bus Shelters         |               |
|       | E. Resolution 2021-16 Management Services              |               |
| VIII. | Change Order Report                                    |               |
| IX.   | Old Business   | 10:50 – 11:00 |
|       | A. Final Report – FTA Triennial Review                 |               |
| X.    | New Business   |               |
| XI.   | Proposed Agenda Items                                  |               |
|       | A. Resolution – Procurement Policy Update              |               |
|       | B. Resolution – Contract for Electric Motors           |               |
|       | C. Resolution – Contract for Office Supplies           |               |
|       | B. Resolution – Electric Bus Purchase                  |               |
| XII.  | Closed Session   |               |
| XIII. | Adjournment  | 11:05         |

**BOARD OF DIRECTORS MEETING****BOARD MINUTES**

June 16, 2021

**MEMBERS PRESENT**

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

Anne-Tyler Morgan, McBrayer Law Firm, Board Attorney

**MEMBERS ABSENT**

Christian Motley, Board Chair

**STAFF PRESENT**

Jill Barnett, General Manager  
Byron Robinson, Assistant General Manager  
Nikki Falconbury, Director of Finance and Human Resources  
John Givens, Director of Risk Management  
Fred Combs, Director of Planning, Technology, and Community Relations  
Jason Dyal, Director of Operations  
Dale Stone, Schedules and Service Manager  
Jim Barrett, Director of Maintenance  
Alan Jones, Systems Administrator  
Emily Elliott, Community Relations Manager

**OTHERS PRESENT** via phone and web

Dan Nelson, CTG  
Cheryl Kersey, Kersey and Kersey Architects

## **I. CALL TO ORDER**

Vice Chair Adrienne Thakur called the June 16, 2021, meeting of the Lextran Board of Directors to order at 10:02 am. Ms. Thakur performed a roll call to determine which members were present. Quorum was achieved.

Due to the COVID-19 pandemic, state of emergency and Governor Beshear's Executive Orders regarding social distancing, this meeting of the Lextran Board of Directors was held via video-conference pursuant to Senate 150 (as signed by the Governor on March 30, 2020) and Attorney General Opinion 20-05, and in accordance with KRS 61.826, because it was not feasible to offer a primary physical location for the meeting.

## **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 May 19, 2021 meeting of the Lextran Board of Directors. Mr. Ward made a motion to approve the minutes and Judge Thurston Hughes seconded. There was no discussion and the motion passed unanimously.

## **IV. CHAIR'S REPORT**

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

- Board member interest for a return to in-person meetings starting in July, following a survey of all members.
- Spiegel Heights IRB project and counteroffer from Lextran to address the loss of future tax revenues.
- Lextran's budget was presented to Council on May 18<sup>th</sup>, received a second reading on June 10<sup>th</sup>, and will now be sent to the State.
- Ms. Thakur welcomed Dr. Akakpo to the board for his first meeting.

## **V. NOMINATING COMMITTEE REPORT**

Ms. Rodgers presented the nominating committee report. Ms. Adrienne Thakur was nominated for Chair and Mr. Harding Dowell was nominated for Vice Chair. Anyone wishing to make a nomination can do so in open forum or at a later time. The nominated members have also discussed roles, responsibilities, and time commitments with the General Manager. A formal motion will be presented at next month's meeting.

## **VI. LEXTRAN PERFORMANCE REPORT & FINANCIALS**

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

### **HIGHLIGHTS FOR MAY:**

- Jill Barnett presented Lextran's FY2022 budget to the Lexington-Fayette Urban County Council. The budget was passed by council unanimously.
- Lextran implemented the May 2021 service improvements.

- Lextran hosted a virtual meeting titled “Doing Business with Lextran” to expand and encourage disadvantaged business enterprises to participate in procurement opportunities.
- The Imagine Nicholasville Road plan was unanimously approved by the Planning Commission.

Mr. Combs shared three customer commendations:

- For Transportation Supervisors
- For Bus Operator Carrie Sullivan
- A general kudos for the handling of masking onboard Lextran service

Ms. Barnett commented regarding one of the commendations, noting that we were contacted by a council member about the situation and before we could respond to them, our supervisors who were out on the street had already responded. We were proud they saw a need and responded without being directed to do so, even though it was not entirely related to Lextran service.

Fixed route ridership was typical for a summer with UK classes not in session. Paratransit ridership declined slightly. Ridership continues to trend in the right direction with some ups and downs. This fall will likely provide a better idea for ridership recovery. The revenue miles and hours have surpassed last year with the reduction in service in response to the pandemic. It was a great month for preventable accidents and overall a good year. No preventable accidents were reported in paratransit for the month, and preventive maintenance is still at 100% for the month and year.

On May 25<sup>th</sup>, “Doing Business with Lextran” was held to inform DBEs of our process and how to procure business from Lextran. All DBEs registered in Kentucky were invited. A total of 12 businesses attended, resulting in seven follow up conversations and demonstrations. Six new DBEs were registered, and one purchase has already been made.

Mr. Ward commented about the on-time performance of 91% for the previous month and asked how Lextran can keep that from slipping. Mr. Combs stated that we have to be mindful of changing traffic conditions and have been working through some of the unknowns while paying attention to the reliable traffic information to help build the schedules. Mr. Ward stated that the month and YTD passed boardings are substantially higher than before and emphasized this as a large cause of frustration for passengers. Operations has been working closely on complaints to understand any patterns that can be seen and there has been a more detailed system put into place to validate each concern. Mr. Ward asked for specific trends on the passed boardings. Mr. Combs noted that there are some related to customers not at stops, but that does not account for everything and at this time there is not one specific pattern shown. Mr. Dowell asked if there was still a reduced capacity on buses that may be contributing to the passed boardings. Mr. Combs stated that we are still under reduced capacity, but we have not noted the issue with UK out of session. If that would happen, another vehicle would be sent out to service the customers.

## FINANCIAL REPORT

Ms. Falconbury presented the May 2021 Finance Report, found on pages 14-15 of the June 2021 board packet. Review of the balance sheet shows the operating cash is higher than last year due to the CARES funding. For revenue and expenses, the pre-COVID information was added to the sheet for reference at Mr. Ward's request. Passenger revenue is increasing slowly. There is no state funding for this year, but it has been requested for next year. Expenses are still under budget and in line with 2020. An interesting note on diesel fuel is a significant reduction since 2019. The cost of electricity has increased for facilities and periodically increases. Paratransit expenses are slowly rising with the increase in ridership. At this time, we are still under budget.

Mr. Christman asked about wages being over budget. There are additional vacancies and some staff on long term leave, resulting in overtime. There is a new class starting next week with six new bus operators. Training is also now completed in the months that UK of out of session. Typical class size is around 10 new trainees. We have noted a lack of applicants similar to what is being seen across the country. The beginning wage for a bus operator is \$14.94, with an increase every six months in service. After 30 months, they reach a top wage of \$22.99 for bus operators and mechanics around \$25.00. A discussion regarding the starting wage competitiveness took place between Mr. Christman, Mr. Ward and Ms. Barnett. Currently, the starting wage is a contractually negotiated item. Mr. Christman and Mr. Ward offered some suggestions regarding the wages. Ms. Barnett noted these comments and stated that they would be addressed at negotiations that are currently underway.

## VII. ACTION ITEMS

### a. Resolution – 2021-10 – Pension Funds Management

Ms. Barnett reviewed resolution 2121-10, requesting approval for the Pension Fund Management contract. The expiration of the current engagement has occurred. An RFP was issued in April and three proposals were received. Mariner Wealth Advisors received the highest-ranking evaluation. Mr. Dowell asked how the fee compares to the past. Ms. Barnett stated there is slight increase in the fee because it is based on the account balance. Mariner has recently opened a Lexington office as well. Ms. Thakur requested a motion to accept the resolution. Mr. Dowell made a motion, and Judge Thurston seconded. The motion carried without opposition. Mr. Christman stated as a member of the pension committee he is pleased with the selection of Mariner.

### b. Resolution – 2021-11 – Hybrid Battery Replacement

Ms. Barnett presented Resolution 2021-11, requesting the approval of a contract for hybrid battery replacement. There are a number of vehicles in the fleet that are hybrid-electric models and they have reached the time in their useful life that they need a battery replacement. Clark Power Services, Inc. was the only qualified proposal received. Lextran works with this company on other items, but this is the first time a hybrid battery replacement has been needed. Judge Thurston asked if it was atypical to receive only one qualified proposer. Ms. Barnett mentioned that it is a specific certification needed to complete the labor and there is only one local provider at this time. Ms. Thakur asked how often the batteries needed to be replaced in the course of the

useful life of the vehicle. Mr. Jim Barrett, Director of Maintenance, stated that hybrid batteries last between six and nine years and we are pushing eleven years. It also depends on the vehicle and the usage. He added that there are options to maintain the fleet with battery replacement or moving batteries to other vehicles to get more life out of vehicles as needed. Ms. Thakur requested a motion for Resolution 2021-11. Mr. Ward made the motion, and it was seconded by Mr. Christman. The motion carried without opposition.

**c. Resolution – 2021-12 – FY2022 Meeting Schedule**

Ms. Barnett presented to Resolution 2021-22, requesting the approval of the Fiscal Year 2022 meeting schedule. The proposed schedule maintains the meeting time of 10:00 a.m. on the third Wednesday of each month. Included are two optional work sessions and pension committee meetings. A motion was made by Mr. Dowell and seconded by Judge Thurston. The motion carried without opposition.

**VIII. PRESENTATION**

Ms. Barnett introduced Mr. Dan Nelson with Connetics Transportation Group, a DBE certified transit and transportation planning firm from Atlanta, GA. Lextran has engaged with Connetics to complete a comprehensive operations analysis. These analyses are typically performed every five years as an evaluation of the system. The information thus far is primarily related to existing conditions and information from the customer survey.

Mr. Nelson provided an overview of the project. The study goals and objectives were modeled from the key pillars of Lextran. The project schedule was divided into five key tasks that were somewhat modified by the pandemic. To date, analysis has been done on the existing conditions of the system as well as service alignment and analysis. Over the next few months, the recommendations will be prepared and presented looking to provide a final report by October 2021. There were service and market assessment dashboards developed and provided to staff that allow drilling down and aggregating of data to compare and look for potential improvements.

In the summary of key findings, Mr. Nelson touched on the following topics: a peer comparison, how Lextran fared during the pandemic, equitable service distribution in the community, On-Board survey findings and underserved gaps in the market. Compared to peers, Lextran performs better in productivity and cost effectiveness but has opportunity for improvement with operating speed and service utilization per capita. For paratransit service there is favorable cost effectiveness and efficiency, and improvements can be made in productivity, operating speed and service utilization per capita. A review of some of the data sets and some additional potential analysis options were discussed.

During the pandemic, Lextran had fewer ridership impacts than peers and has recovered more quickly, despite still being below pre-pandemic levels. Related to equitable service distribution, Lextran's fixed route network is designed to maximize service to meet the needs of the community. The On-Board survey was a tablet-based intercept survey with a 13% sampling goal consistent with FTA guidelines covering things like who is riding, travel behaviors and customer

satisfaction. Mr. Nelson reviewed statistics on housing, employment, vehicle ownership, and smart phone use as well as the demographic breakdown of riders and their travel characteristics. Board members asked questions about some of the data presented and discussed information that they would like to see on a deeper dive. Customer satisfaction showed that generally people are pleased with service, but areas for improvement are on the weekends. Gaps in the market were reviewed noting a priority in frequency improvements, improving access to jobs and services, realigning service to demand, and preparing for future development. The next steps include analyzing the on-board survey findings, developing short-, mid-, and long-term service recommendations, conducting public and stakeholder outreach, and developing an implementation and phasing plan.

#### **IX.CHANGE ORDER**

Ms. Barnett presented three change orders:

- DeBra-Kuempel (HVAC and plumbing services) – per hour rate increase, estimated to total \$5,800 through the remainder of the contract.
- Gillig (bus manufacturer) – electric bus charger installation kits not included in original resolution cost, \$7,438.00.
- S&D Construction (bus stop improvements, RAMP program) – two stops needing additional concrete work, \$3,450.

#### **X.OLD BUSINESS**

There was no old business.

#### **XI.NEW BUSINESS**

There was no new business.

#### **XII.PROPOSED AGENDA ITEMS**

- A. Board Officer Elections (July)
- B. Resolution – Contractor for Bus Stop Enhancements (July)
- C. Resolution – Management Services (July)
- D. Resolution – Security and Access Control (July)
- E. Resolution – Procurement Policy Update (July)

#### **XII.CLOSED SESSION**

There was no closed session.

#### **XIII. ADJOURNMENT**

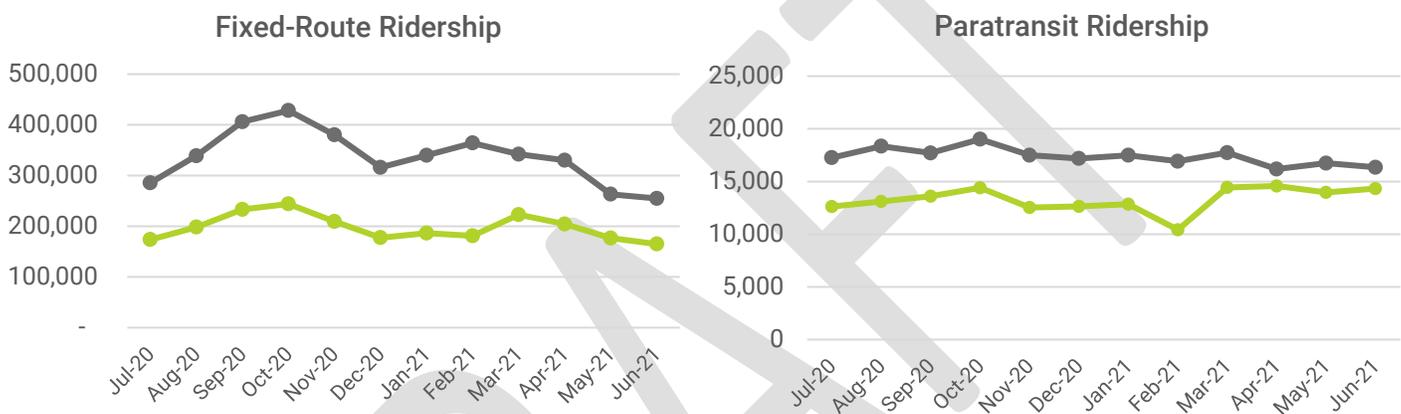
Ms. Thakur called for a motion to adjourn the June 16, 2021, meeting of the Lextran Board of Directors. A motion was made by Mr. Ward and seconded by Mr. Dowell. The meeting was adjourned by consensus at 11:32 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – JUNE 2021

We serve people and our community with mobility solutions.

In June, Lextran migrated its radio communications to LFUCG’s P25 radio system. Lextran either hosted or participated in 14 community-centered events throughout June, including “How to Ride” travel trainings, job fairs, and neighborhood events. Also in June, Lextran welcomed a new class of five operator trainees who are now on track to graduate from the training program in August.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
<b>System Production</b>						
Total Ridership	164,824	2,371,597	3,738,423	14,326	159,474	200,595
Weekday Ridership	140,050	1,998,294	3,215,181	12,241	134,111	167,885
Saturday Ridership	14,956	202,304	289,560	1,197	14,388	16,444
Sunday Ridership	9,818	154,451	212,553	888	9,869	14,147
Total Revenue Miles	145,851	1,828,770	1,775,323	107,489	1,183,546	1,458,083
Total Revenue Hours	15,023	191,749	181,170	8,604	95,831	117,023
Trips per Mile	1.13	1.30	2.11	0.13	0.13	0.14
Trips per Hour	10.97	12.37	20.63	1.67	1.66	1.71

- Ridership for the fixed-route system concluded FY21 at 38 percent below FY20 ridership, as Lextran continues to recover from the COVID-19 pandemic.
- Paratransit experienced less severe ridership decline, finishing FY21 with 20 percent fewer trips compared to FY20.

## LEXTRAN IN THE MEDIA

- June 3 - Kentucky Career Center to hold Lexington job fair on June 5th  
<https://www.lanereport.com/142403/2021/06/kentucky-career-center-to-hold-lexington-job-fair-on-june-5th/>
- June 21 – Two hospitalized after crash involving Lextran trolley  
<https://foxlexington.com/news/local/two-hospitalized-after-crash-involving-lextran-trolley/>
- June 25 – The Nicholasville Road debate highlights Lexington’s need for better public transit  
<https://www.kentucky.com/opinion/op-ed/article252337023.html>
- June 28 - What’s Open, What’s Closed, What’s Happening July 4, 2021, in Lexington KY  
<https://www.aceweekly.com/2021/06/whats-open-whats-closed-whats-happening-july-4-2021-in-lexington-ky/>

## COMMUNITY INVOLVEMENT/MEETINGS

- June 3, 4, 21, 30 – Travel Training: Kentucky Refugee Ministries
- June 3 – Railbird / Keeneland Meeting
- June 4 – Kentuckians for Better Transportation Public Transit Committee
- June 4 – Veterans Stand Down – Bluegrass ADD and Kentucky Career Center
- June 5 – West End Job Fair
- June 8 – PVA Conference Event
- June 9 – Winburn Public Safety Day
- June 9 – Transportation Technical Coordinating Meeting
- June 9 – Lexington Congestion Management Committee
- June 9 – Mayor’s Sustainable Growth Taskforce
- June 10 – ‘How to Ride’ – Faith Lutheran Learning Center
- June 15 – Meeting with CM Hannah LeGris, 3<sup>rd</sup> District
- June 16 – Gainesway Adopt-a-Park Drive Thru Event – Partners for Youth
- June 18 – Government Day – Valley Park Adopt-a-Park – Partners for Youth
- June 21 – Webinar – INVEST Act Briefing, House T&I Committee Staff
- June 22 – ‘How to Ride’ – St. Martins Village Summer Camp
- June 23 – Community Relations Board Meeting – Dismas Charities
- June 23 – ‘How to Ride’ – High St. Neighborhood Center

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
<b>Service Quality</b>						
On-Time Performance	92.00%	94.00%	90.00%	93.65%	94.24%	90.14%
Farebox Recovery	4.90%	1.83%	4.61%	N/A	N/A	N/A
Operating Expenses	\$1,554,651	\$20,014,713	\$19,703,671	\$357,795	\$4,412,973	\$4,810,829
Per Mile	\$3.34	\$3.40	\$3.31	N/A	N/A	N/A
Per Hour	\$71.06	\$72.48	\$78.85	N/A	N/A	N/A
<b>Customer Service</b>	<b>This Month</b>	<b>FY21 YTD</b>	<b>FY20 YTD</b>	<b>This Month</b>	<b>FY21 YTD</b>	<b>FY20 YTD</b>
Customer Feedback Totals per 100k Trips	31.55	21.97	10.00	125.65	165.54	126.62
Commendations	2.43	1.10	1.07	6.98	14.42	16.95
Discourtesy	11.53	6.41	2.84	76.78	63.96	38.39
Late or Early	1.21	1.39	1.12	0.00	5.64	22.93
Safety	3.03	3.63	1.82	41.88	80.89	41.88
Passed Boarding	9.10	5.40	1.34	0.00	0.00	0.00
Information and Service Requests	1.82	1.86	0.80	0.00	0.00	0.00
Other	2.43	2.19	1.02	0.00	0.63	6.48
Call Length	1:09	1:10	1:20	1:16	1:14	1:09
Time to Abandon	1:00	1:09	0:48	0:59	0:35	0:41

- Fixed-route complaints regarding late or early buses decreased by 21 percent in FY21 as on-time performance finished the fiscal year 4 percent higher than FY20.
- Total customer feedback in FY21 was 53 percent higher compared to FY20.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY21 YTD	FY20 YTD	This Month	FY21 YTD	FY20 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	3.28	1.46	1.93	1.61	1.24	1.91
Injury Frequency Rate	22.74	22.03	16.56	N/A	N/A	N/A
Days with No Preventable Accidents	25	334	324	28	357	351
Days of Lost Time	145	1,380	903	N/A	N/A	N/A
Workers Compensation Claims	3	41	31	N/A	N/A	N/A

- The fixed-route system finished FY21 with a three percent increase in days without a preventable accident and a lower preventable accident rate compared to the previous fiscal year.
- Paratransit service also finished FY21 exceeding the previous year's safety metrics with a 54 percent decrease in preventable accidents.

Performance Indicator	Fixed Route System		
	This Month	FY21 YTD	FY20 YTD
<b>Maintenance</b>			
Miles between Road Calls	5,029	6,508	7,562
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	97%

- Maintenance completed 100 percent (548 of 548) of scheduled preventative maintenance in FY21, compared to 97 percent in FY20.

Performance Indicator	Fixed Route System	
	This Month	FY21 YTD
<b>Training Activities</b>		
Post-Accident Remedial Training	8	43
Smith System Training/Refresher	101	202
New Employee Training	1	49
Human Trafficking Awareness Training	100	100

<b>Hiring and Recruiting</b>	<b>This Month</b>	<b>Interviews</b>	<b>New Hires</b>
Open Positions	18	15	6
Operations	15	10	5
Maintenance	2	1	1
Administration	1	3	0

<b>Procurement</b>	
RAMP Phase II & General Contracting	July Resolution
Security Access and Control	July Resolution
Management Services	July Resolution
Electric Motors	Due July 29
Office Supplies	Due July 29

DRAFT

**FINANCIALS**
**BALANCE SHEET**

as of June 30, 2021

**UNAUDITED FINANCIALS**

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$15,857,299	\$15,405,106
Accounts receivable	\$4,059,645	\$5,513,100
Inventory	\$712,530	\$685,762
Work in process	\$3,520,561	\$423,204
Prepaid	\$27,460	\$27,460
Total Current Assets	<u>\$24,177,495</u>	<u>\$22,054,632</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Long term asset - Pension	\$2,285,415	\$2,285,415
Total Long Term Assets	<u>\$10,640,415</u>	<u>\$10,640,415</u>
Net capital and related assets	\$22,595,548	\$25,842,331
<b>TOTAL ASSETS</b>	<u><u>\$57,413,457</u></u>	<u><u>\$58,537,377</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$469,795	\$645,506
Payroll liabilities	\$1,089,160	\$690,557
Short term note - Fifth Third Bank	\$0	\$963,244
Total Current Liabilities	<u>\$1,558,955</u>	<u>\$2,299,307</u>
Long term note - Fifth Third Bank	\$0	\$3,941,433
Long term liability - Pension	\$2,589,356	\$2,589,356
Total Long Term Liabilities	<u>\$2,589,356</u>	<u>\$6,530,789</u>
<b>NET POSITION</b>	\$53,265,146	\$49,707,281
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$57,413,457</u></u>	<u><u>\$58,537,377</u></u>

**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**

JUNE 2021

**UNAUDITED FINANCIALS**

	FY2021 ACTUAL	FY2021 BUDGET	FY2021 VARIANCE	FY 2020 ACTUAL	FY 2019 ACTUAL
<b>REVENUES</b>					
Property taxes	\$19,726,126	\$19,360,000	\$366,126	\$19,444,518	\$18,797,657
Passenger revenue	\$380,423	\$1,259,000	(\$878,577)	\$947,726	\$1,300,692
Federal funds	\$10,016,357	\$4,300,000	\$5,716,357	\$10,180,045	\$4,471,054
State funds	\$0	\$250,000	(\$250,000)	\$497,500	\$465,500
Advertising revenue	\$260,000	\$349,000	(\$89,000)	\$309,309	\$299,878
Other revenue	\$2,392,579	\$3,151,831	(\$759,252)	\$2,561,091	\$3,157,727
<b>TOTAL REVENUES</b>	<b>\$32,775,485</b>	<b>\$28,669,831</b>	<b>\$4,105,654</b>	<b>\$33,940,189</b>	<b>\$28,492,509</b>
<b>EXPENSES</b>					
Wages	\$9,895,800	\$9,729,167	\$166,633	\$9,449,622	\$9,265,906
Fringe benefits	\$5,300,432	\$5,685,723	(\$385,291)	\$4,992,311	\$5,042,134
Professional services	\$1,056,905	\$1,440,404	(\$383,499)	\$1,347,402	\$1,672,037
Materials and supplies	\$1,350,104	\$1,107,500	\$242,604	\$816,345	\$1,307,916
Fuel-Diesel	\$627,118	\$1,085,500	(\$458,382)	\$716,882	\$975,827
Fuel-Other	\$276,105	\$324,000	(\$47,895)	\$259,752	\$272,901
Utilities - Facilities	\$353,407	\$347,963	\$5,444	\$340,726	\$267,312
Utilities - Electric Bus	\$54,897	\$120,000	(\$65,103)	\$84,054	\$78,796
Insurance	\$834,474	\$818,000	\$16,474	\$849,499	\$762,231
Fuel taxes	\$179,414	\$225,000	(\$45,586)	\$196,525	\$222,851
Paratransit Expenses	\$4,859,100	\$6,300,000	(\$1,440,900)	\$5,414,853	\$5,776,571
Vanpool Expenses	\$15,339	\$25,200	(\$9,861)	\$20,091	\$27,060
Dues and subscriptions	\$42,447	\$38,000	\$4,447	\$31,203	\$41,001
Travel, training and meetings	\$87,571	\$177,900	(\$90,329)	\$106,338	\$85,044
Media advertising	\$115,767	\$185,000	(\$69,233)	\$166,172	\$163,331
Miscellaneous	\$34,972	\$59,600	(\$24,628)	\$40,575	\$47,345
Interest Expense	\$60,930	\$174,816	(\$113,886)	\$164,695	\$190,420
Leases and rentals	\$826,056	\$826,058	(\$2)	\$803,816	\$801,824
Depreciation	\$3,246,782	\$3,246,782	\$0	\$3,153,740	\$3,576,752
<b>TOTAL EXPENSES</b>	<b>\$29,217,619</b>	<b>\$31,916,613</b>	<b>(\$2,698,994)</b>	<b>\$28,954,600</b>	<b>\$30,577,260</b>
<b>CHANGE IN NET POSITION</b>	<b>\$3,557,865</b>	<b>(\$3,246,782)</b>	<b>\$6,804,648</b>	<b>\$4,985,589</b>	<b>(\$2,084,751)</b>

**MEMORANDUM**

July 21, 2021

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

Attached is a resolution requesting the authority to enter into a contract for the provision of bus stop enhancements. This contract is the result of the second phase of Lextran's Rider Amenities at Many Places (RAMP) program. The purpose of this contract is to provide services to Lextran for improvements to bus stops along with on-call work for additional bus stops.

RFP 2021-09 was issued on May 25, 2021, with proposals received on June 25, 2021. A staff evaluation committee reviewed and approved the proposals for compliance. A proposal was received from two (2) proposers:

- Shelcon Construction Co. LLC
- S and D Construction Management Inc.

An evaluation committee ranked the proposals received. Shelcon Construction Co. LLC. received a high-ranking evaluation and is recommended for the contract award for bus stop enhancements. The term of the contract awarded will be for three (3) years with the option to extend the contract for two (2) additional one (1) year extensions.

The pricing is listed as a unit cost per bus stop includes:

Stop #3	\$14,580.00
Stop #283	\$26,085.00
Stop #362	\$7,760.00
Stop #897	\$11,900.00
Stop #933	\$6,890.00
Stop #952	\$6,890.00
Stop #1074	\$11,920.00
Stop #1161	\$11,265.00
Stop #1171	\$11,020.00
Stop #1250	\$6,890.00
Stop #1339	\$6,890.00
Stop #1341	\$6,890.00
Stop #1401	\$6,890.00
Stop #1467	\$19,230.00
Stop #1673	\$6,890.00
Stop #5052	\$6,890.00

Stop #10	\$6,890.00
Stop #1286	\$7,540.00
Stop #1383	<u>\$6,890.00</u>
<b>Total Costs</b>	<b>\$190,200.00</b>

RFP 2021-09 also requested pricing for on-call work to complete additional services. While not guaranteed, may include boarding pads, shelter installation, curb installation or repair, sidewalk installation, or other needs as they arise. The on-call services will require the contractor to be compensated for equipment rented and used with a 12% markup of cost. The contractor also requires the reimbursement of extra materials used with a 12% markup of cost. The following labor hours are included for on-call services:

Description	Straight Time	Overtime	Premium Time
Superintendent	\$69.96	\$88.17	\$106.40
Carpenter Foreman	\$67.40	\$85.12	\$102.05
Carpenter	\$66.11	\$82.55	\$98.68
Labor Foreman	\$56.39	\$69.65	\$82.87
Laborer	\$53.66	\$66.11	\$78.57
Operator	\$69.19	\$86.54	\$103.88
Finisher	\$60.27	\$75.11	\$89.96

The source of funds is (federal) Section 5307 Formula and local Mass Transit Funds.

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

**RESOLUTION 2021-13****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY  
GOVERNMENT****JULY 21, 2021**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2021-09 for bus stop enhancements, and;

**WHEREAS**, RFP 2021-09 resulted in a proposal from two (2) proposers, and;

**WHEREAS**, the proposal from Shelcon Construction Co. LLC was the highest ranked proposal;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Shelcon Construction Co. LLC for bus stop enhancements as set forth in RFP 2021-09 and the proposal submitted by Shelcon Construction Co. LLC. The term of the contract awarded will be for three (3) years with the option to extend the contract for two (2) additional one (1) year extensions.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

\_\_\_\_\_  
**VICE CHAIRPERSON**\_\_\_\_\_  
**DATE**

**MEMORANDUM**

July 21, 2021

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

Attached is a resolution requesting the authority to enter into a contract for security and access control services. The purpose of this contract is to provide services to Lextran for maintaining and servicing security cameras located both indoors and outdoors, electronic gates activated by key cards and vehicle proximity cards, as well as multiple door access points at Lextran facilities.

RFP 2021-07 was issued on May 10, 2021, with proposals received on June 29, 2021. A staff evaluation committee reviewed and approved the proposal for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

- Schiller Architectural Hardware and Door System

Schiller received a high-ranking evaluation and is recommended for the contract award for security and access control services. The term of the contract awarded will be for two (2) years with the option to extend the contract for three (3) additional one (1) year extensions.

The pricing sheet provided in the Schiller Architectural Hardware and Door System proposal is attached to this resolution for reference.

The source of funds is (federal) Section 5307 Formula – Safety and Security.

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

**RESOLUTION 2021-14****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY  
GOVERNMENT****JULY 21, 2021**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2021-07 for security and access control services, and;

WHEREAS, RFP 2021-07 resulted in a responsive proposal from one (1) qualified proposer, and;

WHEREAS, the proposal from Schiller Architectural Hardware and Door Systems was a high ranked proposal;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to execute a contract with Schiller Architectural Hardware and Door Systems for security and access control services according to the terms as set forth in RFP 2021-07 and the proposal submitted by Schiller Architectural Hardware and Door Systems which are incorporated herein by reference. The term of the contract awarded will be for two (2) years with the option to extend the contract for three (3) additional one (1) year extensions.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

\_\_\_\_\_  
**VICE CHAIRPERSON**

\_\_\_\_\_  
**DATE**



PRICING SHEET

1. Hourly labor rate for repair and/or replacement of locks, locking mechanisms, door securing and releasing mechanisms and other lock and security related systems and devices as requested.

\$110.00 Per hour Days / hours that apply for this rate Monday - Friday 7:30 AM - 4:30 PM

2. "Normal hours "service call" fees, if applicable.

\$35.00 Per occurrence Days / hours that apply for this rate Monday - Friday 7:30 AM - 4:30 PM

3. Are you available 24 hours per day / 7 days per week?

X Yes No check one (if no; list days/hours available)

4. Hourly labor rate for after-hours or emergency repair and/or replacement of locks, locking mechanisms, door securing and releasing mechanisms and other lock and security related systems and devices as requested.

\$154.00 per hour Days / hours that apply for this rate Monday - Friday 4:31 PM - 7:29 AM Saturday - Sunday 24 Hours

5. Emergency or after-hours service call fees, if applicable.

\$49.00 per occurrence Days / hours that apply for this rate Monday - Friday 4:31 PM - 7:29 AM Saturday - Sunday 24 Hours

6. List your guaranteed response time to both normal hours and after-hours calls

Two (2) Hours normal hours calls Four (4) Hours after hour calls

7. I acknowledge parts shall be provided at Contractor's cost.

8. Provide pricing for the following:

- a. Security Key - one sided \$4.49 per key
b. Security Key - two sided \$4.49 per key

SIGNATURE: David Binsman DATE: 06/29/2021

**MEMORANDUM**

July 21, 2021

**TO: Lextran Board of Directors**  
**FROM: Jill Barnett, General Manager**  
**SUBJECT: Resolution to Purchase Bus Shelters**

Attached is a resolution authorizing the purchase of thirty (30) bus shelters from Brasco International, Inc.

The Board approved resolution 2019-09 on April 17, 2019 to enter into a contract with Brasco International, Inc. for the purchase of bus shelters. The bus shelter pricing approved in resolution 2019-09 stated the cost would be adjusted after the first year of the contract to include Producer Price Index (PPI).

The pricing from Brasco International, Inc. includes the following:

Quantity	Description	Unit Price	Total
30	5' x 10' Slimline Series Aluminum Structure Three Full Sides with Open Front 1/4" Clear Acrylic Wall Glazing Clear Anodized Aluminum Finish Sloped Flat Shed Style Roof with Clear Structured Polycarbonate	\$5,577.00	\$167,310.00
30	5' Wall Mount Black HDPE Bench with Backrest	\$294.00	\$294.00
1	Delivery By Flatbed Truck	\$587.00	\$587.00
		<b>Subtotal</b>	\$176,717.00
		<b>Freight</b>	Included
		<b>Total</b>	\$176,717.00

Lextran is requesting authority to purchase thirty (30) bus shelters at a cost not-to exceed \$176,717.

The specifications for the Brasco International, Inc. 5' x 10' Slimline Series Aluminum Structure are attached to resolution 2021-15.

The source of funds is (federal) Section 5307 Formula and local Mass Transit Funds.

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

**RESOLUTION 2021-15****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY  
GOVERNMENT****JULY 21, 2021**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) approved Resolution 2019-09 awarding a contract to Brasco International, Inc. for the purchase of bus shelters, and;

**WHEREAS**, the Authority entered into a contract with Brasco International, Inc. for a term of five (5) years, and;

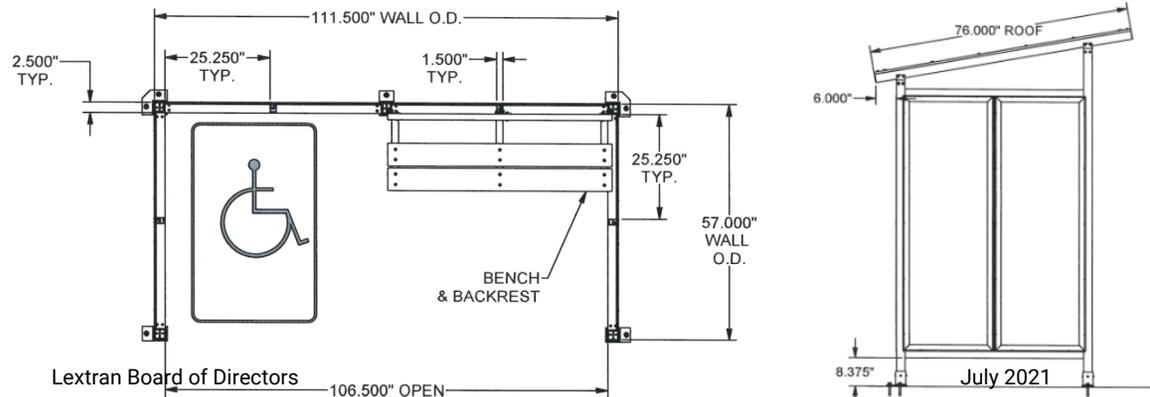
**WHEREAS**, the Authority has a need for additional shelters to support bus stop enhancements;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to purchase thirty (30) bus shelters from Brasco International, Inc. at a cost not-to-exceed amount of \$176,717.

**MOTION:** \_\_\_\_\_**SECOND:** \_\_\_\_\_\_\_\_\_\_  
**VICE CHAIRPERSON**\_\_\_\_\_  
**DATE**



Costco @ Polo Club



## Specifications

- Slimline model requires a minimum boarding pad size of 10' x 6' (60 square feet)
- 5 ft. wall mounted bench with backrest
- Clear anodized aluminum shelter with clear structured polycarbonate shed-style roof
- 5 ft. of open space within the structure to accommodate wheelchairs/mobility devices
- Similar shelter styles currently installed at Costco @ Polo Club and at the Amazon fulfillment center on Mercer Road

## Current Pricing

5' x 10' Slimline Series Aluminum Structure	\$5,577
5' Wall Mount Bench	\$294
<i>Future rates subject to change based on Producer Price Index (PPI)</i>	

**MEMORANDUM**

July 21, 2021

**TO: Lextran Board of Directors****FROM: Christian Motley, Chairperson****SUBJECT: Resolution to Award a Contract for Management Services**

Attached is a resolution requesting the authority to enter into a contract for management services.

RFP 04-2021 was issued on March 5, 2021, with proposals received on June 4, 2021. An evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from three (3) qualified proposers:

- Transdev Services, Inc.
- First Transit, Inc.
- RATP Dev USA

The evaluation committee, consisting of four board members, ranked the proposals received. Transdev Services, Inc. received the highest ranking and is recommended to be awarded the contract according to the terms of their proposal in response to RFP 04-2021.

The term of the contract awarded will be for five (5) years with the option to extend the contract for two (2) additional one (1) year extensions.

The cost is \$360,939.43 for year one (1), \$370,327.95 for year two (2), \$397,474.32 for year three (3), \$389,941.45 for year four (4), and \$400,166.37 for year five (5). If the extension years are exercised the cost is \$410,644.21 for year six (6) and \$421,441.32 for year seven (7). These prices will include 130 hours of legal services per year including labor relations. Additional legal services will be charged at a rate of \$235.00 per hour as a pass through to Lextran after the initial budgeted spend.

The source of funds is local Mass Transit funds.

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

**RESOLUTION 2021-16****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY  
GOVERNMENT****JULY 21, 2021**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 04-2021 for management services, and;

WHEREAS, RFP 04-2021 resulted in a responsive proposal from three (3) qualified proposers, and;

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

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the Chairperson to execute a contract with Transdev Services, Inc for management services according to the terms as set forth in RFP 04-2021 and the proposal submitted by Transdev Services, Inc. The term of the contract awarded will be for five (5) years with the option to extend the contract for two (2) additional one (1) year extensions. The cost is \$360,939.43 for year one (1), \$370,327.95 for year two (2), \$397,474.32 for year three (3), \$389,941.45 for year four (4), and \$400,166.37 for year five (5). If the extension years are exercised the cost is \$410,644.21 for year six (6) and \$421,441.32 for year seven (7). These prices will include 130 hours of legal services per year including labor relations. Additional legal services will be charged at a rate of \$235.00 per hour as a pass through to Lextran after the initial budgeted spend.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

\_\_\_\_\_  
**VICE CHAIRPERSON**

\_\_\_\_\_  
**DATE**

## MEMORANDUM

**DATE:** July 16, 2021

**TO:** Lextran Board of Directors

**FROM:** Jill Barnett, General Manager

**SUBJECT:** FY2021 FTA Triennial Review – Final Report

The Final Report of the FY2021 FTA Triennial Review is attached for the Board's review and records.

Typically conducted every three years as required by 49 U.S.C. Chapter 53 and other Federal requirements, the FTA Triennial Review focuses on 21 areas of compliance. In addition, this year's review included a supplement related to the use of CARES Act and Emergency Relief funding.

The Lextran review was originally scheduled for September 2020. Due to the COVID-19 pandemic, all reviews were postponed and shifted to virtual visits. Lextran's review took place in April 2021.

Lextran received the final report on June 22, 2021, with the FTA sending the review directly to Board Chairman Mr. Christian Motley.

I am pleased to share there were no deficiencies found with the FTA's requirements in all 21 areas. There is no further action required and the review is considered closed.

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



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IV  
Alabama, Florida, Georgia,  
Kentucky, Mississippi, North  
Carolina, Puerto Rico, South  
Carolina, Tennessee, Virgin  
Islands

230 Peachtree St., N.W.,  
Suite 1400  
Atlanta, GA 30303  
404-865-5600  
404-865-5605 (fax)

June 22, 2021

Mr. Christian Motley  
Chair of Board of Directors  
Transit Authority of Lexington (Lextran)  
200 West Loudon Avenue  
Lexington, KY 40508

**Re: Federal Transit Administration (FTA) Fiscal Year 2021 Triennial Review – Final Report**

Dear Mr. Motley:

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed draft report documents the FTA's Triennial Review of the Transit Authority of Lexington-Fayette County Urban Government (Lextran) in Lexington, Kentucky. Although not an audit, the Triennial Review is the FTA's assessment of Lextran's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on Lextran's compliance in 21 areas. No deficiencies were found with the FTA requirements in all 21 areas. This review is closed.

Given the delay in completing the FY 2020 reviews until FY 2021 and the significant amount of additional Federal financial support provided through CARES Act, FTA developed a supplement to the FY2020 Contractors' Manual to assist in the evaluation of how recipients have used CARES Act and Emergency Relief funding. This supplement details the specific flexibilities and administrative relief provided by FTA for the use of these funds.

**Regulations and Guidance**

As Lextran moves forward with its transit program, FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

*Public Transportation Agency Safety Plan (PTASP) Regulation*

The PTASP regulation requires all operators of public transportation systems that are recipients and subrecipients of FTA's Urbanized Area Formula Grants (Section 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). FTA has deferred applicability of this requirement for operators that only receive funds

through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311).

As part of the Annual Certifications and Assurances, transit operators must certify they have a safety plan in place for meeting the requirements of the rule by July 20, 2020. However, in response to the COVID-19 public health emergency, on December 11, 2020, FTA issued a Notice of Enforcement Discretion, effectively extending the PTASP compliance deadline to July 21, 2021. All plans will be reviewed starting October 1, 2021 through FTA's oversight process. For guidance and updates to assist in the preparation and implementation of the PTASP Final Rule, please visit FTA's website at [www.transit.dot.gov/PTASP](http://www.transit.dot.gov/PTASP).

#### *Random Drug Testing Rate Increase*

On October 17, 2018, FTA published a dear colleague letter "2019 Random Drug Testing Increase". In its letter, FTA notified recipients that effective January 1, 2019 and as mandated by its drug and alcohol regulation at 49 C.F.R. 655.45, the random drug testing rate will change. FTA increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees, for employers subject to FTA's drug and alcohol regulation. This increased random drug testing rate results from an uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate applies to entities receiving Federal assistance under 49 U.S.C. 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and remains at 10 percent.

#### *Mask Order*

On January 29, 2021, the Centers for Disease Control and Prevention (CDC) issued an [order](#) requiring all persons traveling into and within the United States on conveyances, as well as persons at transportation hubs, to wear masks covering their nose and mouth. The CDC Order requires that, effective February 1, 2021, transit operators may transport only persons wearing masks and must use best efforts to ensure that masks are worn when embarking, disembarking, and throughout the duration of travel. Recipients who are operators of transportation hubs must use best efforts to ensure that any person entering in or on the premises wears a mask. Recipients must ensure that direct employees and contractor employees wear a mask at all times when in vehicles or in or around transportation facilities controlled by the recipient. On February 9, 2021, FTA amended its Master Agreement to incorporate a special provision requiring recipients and third party participants to comply with the CDC Order.

Mr. Christian Motley  
Page 3 of 3

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. David Powell, General Engineer, at (404) 865-5628 or by email at David.Powell@dot.gov or Mr. Andrew Lynd, your reviewer, at (856) 404-2040 or by email at alynd@pierlottassociates.com.

Sincerely,



Yvette G. Taylor, Ph.D.  
Regional Administrator

Enclosure

cc: Mr. Robert Buckley, AICP, Director, Office of Financial Management and Program Oversight  
Mr. David Powell, General Engineer  
Mr. Christopher White, General Engineer  
Mr. Dwight Hill, Sr. Contracts Consultant

**FINAL REPORT**

**FISCAL YEAR 2021  
TRIENNIAL REVIEW**

of

**Transit Authority of Lexington-Fayette Urban Co. Govt.  
(Lextran)  
Lexington, Kentucky  
ID: 1104**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IV**

*Prepared By:*

**Interactive Elements Inc.**

**Scoping Meeting Date: February 26, 2020  
Virtual Site Visit Date: April 20, 2021  
Final Report Date: June 22, 2021**

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## **I. Executive Summary**

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Transit Authority of Lexington-Fayette Urban County Government (Lextran) of Lexington, KY. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Interactive Elements Inc. During the virtual site visit, administrative and statutory requirements were discussed, and documents were reviewed.

The Triennial Review focused on Lextran’s compliance in 21 areas. No deficiencies were found in any of the Triennial Review areas.

## **II. Review Background and Process**

### **1. Background**

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of Lextran. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s regional office or the recipient’s office.

### **2. Process**

The Triennial Review process includes a pre-review assessment and scoping meeting with the FTA regional office, and a virtual site visit with Lextran. The review scoping meeting was conducted with the Region IV Office on February 24-28, 2020. Necessary files retained by the regional office were sent to the reviewer electronically. A recipient information request was sent to Lextran on October 31, 2019, indicating a review would be conducted during Fiscal Year 2020. In March 2020, all work on Reviews was halted due to the Public Health Emergency. A subsequent recipient information request was sent to Lextran on November 3, 2020, advising it that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The virtual site visit with Lextran occurred on April 20, 2021.

The virtual site visit portion of the review began with an entrance conference, at which the

purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. In addition, the reviewer evaluated how Lextran has used CARES Act and ER funding and the impacts of COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the supplement to the FFY 2020 Contractors' Manual. Additional documentation was requested for the Financial Management and Capacity and Procurement areas only. The reviewer examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the reviewer provided a summary of preliminary findings to Lextran at an exit conference. Section VI of this report lists the individuals participating in the review.

### 3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

### III. Recipient Description

#### 1. Organization

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) is a component unit of the unified government of the City of Lexington and Fayette County, created in 1972 under Chapter 96A of the Kentucky Revised statutes. An eight-member Board of Directors governs Lextran, with a general manager who reports to the Board. Lextran provides transit services in the City of Lexington and Fayette County, Kentucky. The Lextran service area population is 295,803, making it a large UZA provider.

The general manager and assistant general manager are employees of Transdev. Lextran directly operates a network of 21 fixed routes. The service is based on a transit center concept with a downtown transfer center and suburban transfer points. Routes meet at the downtown transfer center for timed transfers. Fixed route services operate from 5:20 a.m. to 12:20 a.m. Monday through Saturday, and from 5:37 a.m. to 9:20 p.m. on Sundays.

Lextran contracts with the American Red Cross to administer and operate ADA complementary paratransit service. The American Red Cross administers and operates the paratransit service, utilizing its own vehicles. The service, known as Wheels, operates throughout the whole county during the same days and hours as the regular fixed-route service. Lextran also contracts with Enterprise Rideshare to operate its vanpool service.

The basic adult fare for fixed-route bus service is \$1.00. A reduced fare of \$0.50 is offered to senior citizens (age 62 or older), persons with disabilities, and persons with a Medicare card during all hours of service. Lextran also offers a fare of \$0.80 for youth and students. Children under age six ride free. The fare for ADA complementary paratransit service is \$1.60 if both the origin and destination are within  $\frac{3}{4}$  of a mile of an operating Lextran fixed route. The ADA complementary fare is \$2.00 if the origin or destination are more than  $\frac{3}{4}$  of a mile of an operating Lextran fixed route.

Lextran has a fleet of 67 active buses. The fleet consists of 35- and 40-foot buses, and the current peak requirement is 52 buses. Lextran operates from a maintenance and administration facility at 220 West Loudon Avenue, and its fixed-route services are centered around the Lextran Transit Center at 150 East Vine Street. Both facilities have federal interest.

Lextran currently has one CARES Act grant for operating and capital assistance. It is the first time Lextran has received operating assistance funds since the 1990s.

## 2. Award and Project Activity

Below is a list of Lextran’s open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
KY-2020-008	\$2,290,000	2020	5339 Discretionary LONO - Buses & Chargers; LEXTRAN, Lexington, KY
KY-2018-011	\$4,668,770	2018	5307 FFY 2017 Formula Funding LEXTRAN. Lexington, KY
KY-2020-005	\$4,652,639	2020	5307 Formula Funding LEXTRAN - Lexington, KY
KY-2019-014	\$207,613	2019	5310 Enhanced Mobility; LEXTRAN; Lexington, KY
KY-2020-006	\$572,572	2020	FFY2019 5339 Formula Funding - Bus & Bus Facilities - LEXTRAN
KY-26-0006	\$6,003,534	2015	Purchase 5 Electric Buses & Charging St.
KY-2021-007	\$422,625	2021	Lextran's Accelerated Innovative Mobility Research Project
KY-2020-010	\$13,810,482	2020	FY20 CARES Act Sec 5307 for Op and Capital Assistance, Lexington, KY
KY-2018-003	\$1,000,000	2018	FFY17 Low or No Emission Grant - Purchase one electric bus & charger
KY-2017-001	\$201,171	2017	FFY15 & 16 Section 5310 Grant
KY-2017-012	\$4,577,096	2017	FFY16 Section 5307 - Capital Assistance
KY-2019-010	\$4,591,766	2019	5307 Formula Funds; LEXTRAN; Lexington, KY

### Projects Completed

In the past few years, Lextran completed the following noteworthy projects:

- Implemented a branding and communications project, including a new mission statement, logo, graphics, and color scheme for the Lextran brand. A phased implementation of the brand resulted in a new look applied to interior and exterior bus graphics, bus stop signs, newly branded Lextran collateral and promotional items, internal facility signage, and employee uniforms.
- BUST! Boredom project – partnership with the Lexington-Fayette Urban County Government (LFUCG) and Lexington Downtown Development Authority (DDA). This involved testing out several pop-up projects at the Transit Center, including a Tiny Library, live music, art projects for children, and a mobile coffee cart operated by a local coffee shop. In addition, installations created by graduate students from the University of Kentucky School of Architecture added to the appearance of the transit center, through

visual art and interactive play spaces. The Tiny Library became a permanent addition to the Transit Center and evolved to include a digital element.

## **Ongoing Projects**

Lextran is currently implementing the following noteworthy projects:

- The R.A.M.P. (Rider Amenities at Many Places) project – includes improvements to bus stops along Lextran routes. These projects include adding sidewalk connections, benches, shelters, and other amenities that make catching the bus even better.
- Transit Center Improvements – improvements to the Transit Center platform expected to begin construction in early 2020. Improvements include additional seating for riders, real time information screens for bus arrival/departure times, accessibility improvements for people with disabilities, and new pedestrian crosswalks to enhance safety.
- Lextran.com redesign – the redesign, which is currently underway and nearing completion, will address current website deficiencies and modernize the Lextran.com experience.

## **Future Projects**

Lextran plans to pursue the following noteworthy projects in the next three to five years:

- Comprehensive Operations Analysis (COA) – a complete review of Lextran’s fixed route system, examining ways to improve service to passengers, increase efficiency, and reduce costs of unproductive service. Will examine changing traffic patterns, new centers of work, residences, and recreation, and planned residential and commercial developments in areas where Lextran does not currently provide service.
- E2 Canopy Project – construction of a canopy to provide weather protection for its fleet of buses, which includes six battery electric buses, six hybrid-electric buses, and 12 compressed natural gas (CNG) buses. In addition, the canopy will provide up to 20 depot charging stalls for electric buses, will support charging of the electric bus fleet and conditioning of the batteries and driver and passenger cabin areas during cold weather, will feature solar panels to help provide renewable energy to the facility and reduce electricity costs, and a rainwater collection system for use in bus cleaning and other maintenance purposes instead of using the municipal water supply.

## IV. Results of the Review

### 1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Legal.

### 2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

### 3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

### 4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

## 5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

## 6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Transit Asset Management.

## 7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

## 8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Maintenance.

## 9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Procurement.

During the virtual site visit with Lextran, five procurement files were reviewed: three request for proposals (RFP) for operations management, rolling stock procurement, and engine rebuilds, and two invitation for bid (IFB) procurements for shop equipment and a CNG compressor. The table below provides more details about these procurements.

<b>Procurement #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Goods/Services Procured</b>	Operations Management	Equipment	Buses	Engine Rebuild	Compressor
<b>Date</b>	6/30/17	11/30/17	4/1/18	5/21/18	3/21/19
<b>Dollar Value</b>	\$11,318,613	\$33,716	\$1,536,384	\$290,153	\$372,938
<b>Type</b>	Operations	Materials/Supplies	Rolling stock	Materials/Supplies	Materials/Supplies
<b>Method</b>	RFP	IFB	RFP	RFP	IFB
<b>New Start or Small Start</b>	No	No	No	No	No
<b>Awarded by Contractors or Subrecipients</b>	No	No	No	No	No
<b>Change Order</b>	No	No	No	No	No
<b>DBE Goal</b>	No	No	20%	No	No
<b>Protest</b>	No	No	No	No	No
<b>Deficiencies</b>	None	None	None	None	None

## 10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the US DOT requirements for DBE.

## 11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Title VI.

## 12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the US DOT requirements for ADA – General.

## 13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of Lextran, no deficiencies were found with US DOT requirements for ADA – Complementary Paratransit.

## 14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

## 15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for School Bus.

## 16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Charter Bus.

## 17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

## 18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

## 19. Section 5307 Program Requirements

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of Lextran, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

## **20. Section 5310 Program Requirements**

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of Lextran.

## **21. Section 5311 Program Requirements**

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of Lextran.

## V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	ND				
10. Disadvantaged Business Enterprise	ND				
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b><i>Lextran</i></b>			
Jill Barnett	General Manager	859-244-2010	jbarnett@lextran.com
Nikki Falconbury	Director of Finance & HR	859-244-2006	nfalconbury@lextran.com
Stephanie Hoke	Finance Manager	859-244-2007	shoke@lextran.com
Fred Combs	Dir. - Planning, IT & Community Relations	859-244-2024	fcombs@lextran.com
Chris Withrow	Interim Director of Maintenance	859-244-2017	cwithrow@lextran.com
Glenda Shoopman	Purchasing/Finance Coordinator	859-244-2004	gshoopman@lextran.com
John Givens	Director of Risk Management	859-244-2033	jgivens@lextran.com
Maria Alonso	HR Manager	859-244-2014	malonso@lextran.com
<b><i>FTA</i></b>			
Chris White	General Engineer	404-865-5619	Christopher.White@dot.gov
Michele Foster	Reg. Civil Rights Officer	404-865-5600	Doretha.Foster@dot.gov
Dwight Hill	Sr. Contracts Consultant	404-865-5641	Dwight.Hill.CTR@dot.gov
<b><i>Interactive Elements Inc.</i></b>			
Andrew Lynd	Reviewer	856-404-2040	alynd@pierlottassociates.com
Jay Van Esley	Reviewer		jmv@ieitransit.com

## VII. Appendices

No appendices included in this report.