

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, February 22, 2023 at 10:00 a.m. EST

Meeting location:

**Lextran – Room 110
200 West Loudon Avenue
Lexington, KY 40508**

Pursuant to KRS 61.810, the Board may enter into Closed Session, but shall not take any action in a Closed Session.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Emily Elliott at 859-255-7756. Requests made as early as possible will allow time to arrange accommodation.

MEETING INSTRUCTIONS

The February 2023 Board of Directors meeting will be held in person.

The livestream is available on Youtube at:

<http://bit.ly/lextranmeeting>

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BOARD OF DIRECTORS MEETING

February 22, 2023

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 Minutes – January 2023 Meeting | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – January | 10:20 – 10:35 |
| VI. | Action Items | 10:35 – 10:45 |
| | A. Resolution 2023-02 – Contract for Environmental Services | |
| VII. | Change Order Report | 10:45 |
| VIII. | Old Business | 10:45 – 10:55 |
| | A. Introduction of RATP Dev GM and RATP Dev Employee Recognition | |
| IX. | New Business | |
| X. | Proposed Agenda Items for March | 10:55 |
| | A. Resolution – VoIP Services | |
| | B. Resolution – IT Services | |
| | C. Resolution – Electrician Services | |
| | D. Resolution – Vanpool Services | |
| XI. | Closed Session | |
| XII. | Adjournment | 11:00 |

The next meeting of the Lextran Board of Directors is scheduled for March 22, 2023 at 10 a.m.

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

January 25, 2023

MEMBERS PRESENT

Harding Dowell, Board Chair
Jamie Rodgers, Vice Board Chair
Paul Schoninger
Dr. Koffi Akakpo
Christian Motley (via Zoom)
George Ward (via Zoom)
Leidy Borges-Gonzalez (via Zoom)

ABSENT

Judge Lindsay Hughes Thurston

STAFF PRESENT

Jill Barnett, General Manager
Byron Robinson, Assistant General Manager
Chris Withrow, Director of Maintenance
Jason Dyal, Director of Operations
Nikki Falconbury, Director of Finance and Human Resource
John Givens, Director of Risk Management
Deanna Istre, Purchasing Coordinator
Dale Stone, Manager of Schedules and Services
Emily Elliott, Community Relations Manager
Jessica Pence, Capital Planner
Alan Jones, Systems Administrator
Jaylen Link, IT Intern

OTHERS PRESENT

Scott Schuette, McBrayer, Lextran Counsel

I. CALL TO ORDER

Board Chair Harding Dowell called the January 25, 2023 meeting of the Lextran Board of Directors to order at 10:02 a.m. Mr. Dowell performed a roll call to determine which members were present. Quorum was achieved.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Mr. Dowell called for a motion to approve the meeting minutes from the December 21, 2022 meeting of the Lextran Board of Directors. Mr. Schoninger made a motion to approve the minutes and Ms. Borges-Gonzalez seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

There was no chair's report.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Ms. Jill Barnett, General Manager, presented the Monthly Performance Report for December 2022, which can be found on pages 9-13 of the January 2023 board packet.

HIGHLIGHTS FOR DECEMBER:

- On 12/1, Lextran transitioned from iReport to TrackIt Transit for electronic reporting of vehicle accidents, incidents, and injuries.
- Lextran enacted the Winter run pick in mid-December.
- Lextran celebrated the holidays with Kroger gift cards for all employees and random daily prize drawings from 12/19-12/23.
- Free trips through the Southern Lights display at Kentucky Horse Park were provided on 12/21 as a thank you to customers.
- Two commendations were received from customers for operators John Bonziglia and Jason Brewer.

Ms. Barnett reported December ridership increased 24% from last year. Fixed route ridership decreased compared to last month, which is typical for the month of December. Paratransit ridership is down from last year and from last month, which is not typical. Lextran is monitoring paratransit trips closely. There were fewer operational days of "full service" due to the UK semester break, holidays, and three days that routes operated on snow plan.

Ms. Barnett highlighted an improvement in on-time performance for both fixed-route and paratransit. There were no preventable accidents on fixed route in the entire month of December, completing 31 days with no preventable accidents. Paratransit reported one preventable accident last month and went 30 days with no preventable accidents. Lextran's maintenance department operated 7,804 miles between road calls and completed 59 of 59 preventive maintenance

inspections scheduled in December.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the December 2022 Finance Report, found on pages 14-15 of the January 2023 board packet.

Ms. Falconbury reported operating cash for December was strong with nothing unusual to report on the balance sheet. The statement of revenue and expenses show the property taxes being slightly low. However, those funds that were expected in December were received the first week of January. Passenger revenue is strong and is over budget for the fiscal year. State funding has been delayed but should be received in the next month. Materials and supplies are slightly over due to parts costing more. CNG is over budget due to a slight underbudgeting. Paratransit expenses are shown and were expected to be overbudget.

Ms. Rodgers asked about the typical yearly revenue from passenger revenue. Ms. Falconbury stated that passenger revenue used to be around \$1 million to \$1.3 million dollars pre-COVID and is now budgeted at around \$900,000.

Ms. Rodgers asked a question to clarify what the state money was. Ms. Falconbury stated that the state funds are matching funds for the 5307 dollars used for things such as preventative maintenance and paratransit costs. It is usually 20% of what Lextran spends, the federal portion is usually 80%. State funds are not guaranteed; however, it is expected this year to be around \$900,000 to one million dollars. The state previously provided toll credits that could be used for a local match and now the toll credits are exhausted. The state is now trying to provide local match funds in cash in order to continue to support transit systems in the absence of toll credits.

VI. ACTION ITEMS

A. Resolution 2023-01 – Resolution to Approve Lextran’s 2023 Agency Safety Plan

Resolution 2023-01, attached, requests the Board’s approval of Lextran’s 2023 Agency Safety Plan. The Board’s approval is required annually for submittal to the Federal Transit Administration (FTA).

Federal regulations require that recipients of Section 5307 Urbanized Area Formula Grants for public transportation prepare and maintain an agency safety plan. The plan requires designation of Accountable Executive and Chief Safety Officer, and must be approved by the Board annually with updated budget numbers and updated safety performance targets.

Resolution 2021-01 previously designated Jill Barnett, General Manager, as the Accountable Executive, and John Givens, Director of Risk Management, as the Chief Safety Officer, designations that were reaffirmed by resolution 2022-01. These designations remain unchanged in Resolution 2023-01.

Further, Resolution 2023-01 incorporates an updated budget number and updated Safety Performance Targets (SPTs) within the agency safety plan.

Mr. Dowell asked if there were any changes to the Safety Performance Targets from the last plan. John Givens, Director of Risk Management, responded that there were minor changes with revised numbers based on the previous 5 years of data. Intended future targets are based on past performance.

Ms. Rodgers asked what the system reliability number represents. Ms. Barnett stated that “system reliability” is another term for the miles between road calls (maintenance indicator). Ms. Rodgers also noted the change to RATP Dev from American Red Cross, listed as the designated paratransit provider.

Ms. Rodgers made a motion to approve Resolution 2023-01, seconded by Dr. Akakpo. The motion passed unanimously.

VII. CHANGE ORDER REPORT

Ms. Barnett reported change order for Access Language Solutions, Inc., Lextran’s vendor for Translation Services. Lextran has a contract with this agency for services such as document translation, in person translation services, video translation and phone assistance. The vendor is increasing the hourly rates for onsite services and third-party platform pre-scheduled services. The change was an increase in the hourly rate by \$5. The new rate will be \$45.00 per hour. Lextran primarily uses telephone translation services and document translation, neither of which are increasing in price at this time.

VIII. OLD BUSINESS.

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

- A. Resolution – Environmental Services
- B. Resolution – VoIP Services
- C. Introduction of RATP Dev GM and Employee Recognition

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

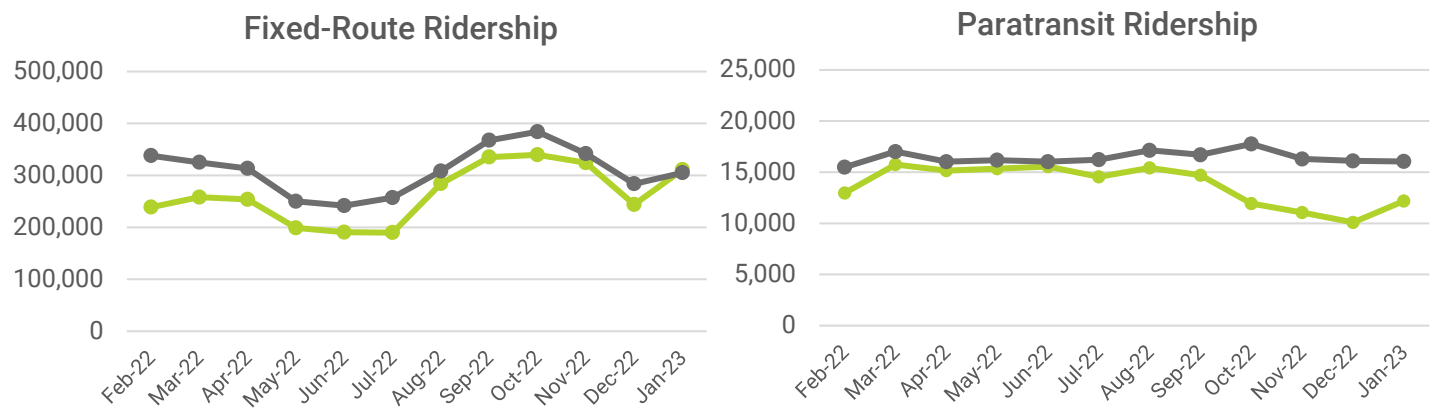
Mr. Dowell declared the meeting adjourned. The meeting adjourned at 10:24 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – JANUARY 2023

We serve people and our community with mobility solutions.

In January, fixed-route ridership exceeded the average January ridership, the first time this has occurred for a particular month since February 2020. On-time performance for fixed-route increased by 0.8% for the third consecutive month, and on-time performance for paratransit service continued to improve monthly. A team of Lextran employees attended the Mayor’s annual “State of the City” address held at Central Bank Center.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
System Production						
Total Ridership	310,982	2,027,996	1,585,246	12,184	89,951	99,646
Weekday Ridership	274,405	1,748,736	1,363,234	10,196	73,524	83,801
Saturday Ridership	18,721	160,317	125,595	975	7,979	8,439
Sunday Ridership	15,243	106,819	86,343	1,013	6,693	6,561
Holiday Ridership	2,613	12,124	10,074	553	1,266	845
Total Revenue Miles	164,235	1,098,278	1,050,021	68,335	555,530	702,699
Total Revenue Hours	17,251	115,085	117,347	5,854	42,871	54,208
Trips per Mile	1.89	1.85	1.51	0.18	0.16	0.14
Trips per Hour	18.03	17.62	13.51	2.08	2.10	1.84

- Fixed-route ridership increased by 45 percent in January 2023 compared to January 2022, and FY23YTD ridership is up by 28 percent compared to FY22YTD.
- Paratransit ridership is about one percent higher in January 2023 compared to January 2022 and increased about 21 percent compared to the previous month.
- Trips per mile and hour were greater in FY23YTD than FY22YTD on fixed-route and paratransit.
- Fixed-route service exhibited the first positive change over the average ridership of a particular month (two percent) since February 2020.

LEXTRAN IN THE MEDIA

- January 23 – Tips for cycling, scooting in cold weather
<http://uknow.uky.edu/campus-news/tips-cycling-scooting-cold-weather>
- January 31 – Travel tips during incoming winter weather in Lexington
<https://www.wtvq.com/travel-tips-during-incoming-winter-weather-in-lexington/>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- January 4 – Meeting with new Vice-Mayor Dan Wu
- January 5 – Travel Training – Community Member
- January 5 – Women’s Business Enterprise Council
- January 6 – Senior Services Commission Meeting
- January 6 – Travel Training - Community Member
- January 9 – Winburn Community Partners Meeting
- January 11 – How to Ride – The Learning Center
- January 11 – Kentucky Public Transit Association (KPTA) Board Meeting
- January 11 – Kentuckians for Better Transportation (KBT) Board Meeting
- January 11-13 – Kentuckians for Better Transportation Annual Conference
- January 12 – IMI + AIM Monthly Multimodal Data
- January 17 – Travel Training – Community Member
- January 23 – Quarterly Purchasing/Supplier Meeting
- January 24 – State of the City Mayoral Address
- January 25 – Commission for People with Disabilities Meeting
- January 27 – How to Ride – There is Always Hope
- January 30 – Student Success Meeting – Lexington Public Library

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
Service Quality						
On-Time Performance	89.50%	88.96%	89.70%	64.69%	57.95%	80.23%
Farebox Recovery	5.23%	6.15%	4.87%	N/A	N/A	N/A
Operating Expenses	\$1,696,567	\$11,196,288	\$11,631,959	\$632,009	\$3,651,387	\$2,475,955
Per Mile	\$3.72	\$3.77	\$3.25	N/A	N/A	N/A
Per Hour	\$62.93	\$61.59	\$70.11	N/A	N/A	N/A
Customer Service						
Customer Feedback Totals per 100k Trips	13.51	15.93	24.29	218.02	370.34	170.60
Commendations	1.29	1.53	1.96	0.00	5.14	4.01
Discourtesy	2.89	3.65	5.99	9.91	38.58	67.24
Late or Early	2.57	1.87	2.14	99.10	144.02	31.11
Safety	1.93	2.47	2.71	49.55	47.58	64.23
Passed Boarding	2.25	2.76	6.37	19.82	43.72	0.00
Information and Service Requests	0.64	1.48	1.77	0.00	0.00	0.00
Other	1.93	2.17	3.34	39.64	91.30	4.01
Call Length	1:08	1:15	1:13	1:34	1:36	1:17
Time to Abandon	1:57	2:04	1:05	2:06	2:04	0:57

- Fixed-route on-time performance increased by 0.8% from the previous month, for the third consecutive month.
- Paratransit on-time performance was at 65 percent in January. On-time performance has improved each month since the transition to RATP Dev.
- The total number of Discourtesy and Passed Boarding complaints decreased significantly in FY23YTD compared with FY22YTD.
- The total number of paratransit complaints continue to decrease, and there were fewer complaints in January of any month since the transition to RATP Dev.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
Safety						
Preventable Accidents per 100,000 miles	0.58	1.65	1.91	3.75	1.89	1.62
Injury Frequency Rate	13.63	11.64	7.03	N/A	N/A	N/A
Days with No Preventable Accidents	30	196	192	28	202	202
Days of Lost Time	69	244	235	N/A	N/A	N/A
Workers Compensation Claims	2	13	8	N/A	N/A	N/A

- From December to January, the number of preventable accidents increased from 0 to 1 on fixed-route and from 1 to 3 on paratransit.
- The injury frequency rate for January decreased slightly to 13.6 from 14.5 in December.

Performance Indicator	Fixed Route System		
	This Month	FY23 YTD	FY22 YTD
Maintenance			
Miles between Road Calls	10,949	9,307	8,891
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In January, the maintenance department reported 10,949 miles between road calls, a 40 percent improvement from the previous month and a 77 percent improvement from January 2022.
- Maintenance completed 100 percent (59 of 59) of scheduled preventive maintenance inspections in January.

Performance Indicator	Fixed Route System	
	This Month	FY23 YTD
Training Activities		
Smith System Training	3	18
Operator Refresher Training	30	87
Accident Remedial	1	20
Dispatch, Maintenance, Union Orientation	3	8
Electric Bus Training	3	5
C. Robinson Customer Service Training	49	49

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	30	16	8
Operations	20	8	5
Maintenance	7	6	2
Administration	3	2	1

Procurements	
VOIP Phones	Open
Vanpool Services	Open
General IT Services	Open
Electrician Services	Open
RFI for Allison Hybrid Certified Companies	Open
Uniforms – Operators	Open

FINANCIALS
BALANCE SHEET

as of January 31, 2023

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$31,493,613	\$27,892,139
Accounts receivable	\$4,369,497	\$1,141,472
Inventory	\$859,513	\$867,748
Work in process	\$3,458,476	\$3,223,822
Prepaid	\$564,204	\$568,941
Total Current Assets	<u>\$40,745,304</u>	<u>\$33,694,121</u>
Long term note - Lextran Foundation Inc.	\$0	\$8,355,000
Long term asset - Pension	\$1,962,500	\$1,757,884
Total Long Term Assets	<u>\$1,962,500</u>	<u>\$10,112,884</u>
Net capital and related assets	\$36,183,217	\$23,328,593
TOTAL ASSETS	<u><u>\$78,891,020</u></u>	<u><u>\$67,135,597</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$928,928	\$716,804
Payroll liabilities	\$469,982	\$901,273
Total Current Liabilities	<u>\$1,398,910</u>	<u>\$1,618,077</u>
Long term liability - Pension	\$464,607	\$1,301,871
Total Long Term Liabilities	<u>\$464,607</u>	<u>\$1,301,871</u>
NET POSITION	\$77,027,503	\$64,215,649
TOTAL LIABILITIES AND NET POSITION	<u><u>\$78,891,020</u></u>	<u><u>\$67,135,597</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

January 2023

	FY2023 ACTUAL	FY2023 BUDGET	FY2023 VARIANCE	FY 2022 ACTUAL
REVENUES				
Property taxes	\$20,075,032	\$19,483,075	\$591,957	\$18,661,008
Passenger revenue	\$689,024	\$581,952	\$107,073	\$566,354
Federal funds	\$7,963,486	\$9,467,654	(\$1,504,168)	\$5,184,662
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$2,426,455	\$1,452,935	\$973,520	\$157,258
Gain/Loss on Investments	\$4,520,394	\$0	\$4,520,394	\$0
TOTAL REVENUES	\$35,934,391	\$31,245,615	\$4,688,776	\$24,829,281
EXPENSES				
Wages	\$6,408,126	\$6,657,995	(\$249,869)	\$6,017,067
Fringe benefits	\$3,403,867	\$3,687,188	(\$283,321)	\$3,320,011
Professional services	\$640,062	\$1,084,928	(\$444,866)	\$521,705
Materials and supplies	\$824,927	\$787,208	\$37,718	\$560,586
Fuel-Diesel	\$825,301	\$849,499	(\$24,197)	\$514,191
Fuel-Other	\$327,834	\$248,033	\$79,800	\$242,784
Utilities - Facilities	\$219,312	\$225,127	(\$5,814)	\$220,118
Utilities - Electric Bus	\$7,231	\$50,167	(\$42,936)	\$20,885
Insurance	\$475,967	\$496,514	(\$20,547)	\$474,838
Fuel taxes	\$117,352	\$116,667	\$685	\$108,411
Paratransit Expenses	\$4,427,951	\$3,033,333	\$1,394,618	\$2,763,572
Vanpool Expenses	\$17,078	\$11,667	\$5,412	\$11,763
Dues and subscriptions	\$7,476	\$8,400	(\$924)	\$34,438
Travel, training and meetings	\$73,390	\$107,114	(\$33,725)	\$42,679
Media advertising	\$57,627	\$135,917	(\$78,290)	\$47,443
Miscellaneous	\$39,734	\$39,608	\$126	\$37,308
Leases and rentals	\$2,184	\$0	\$2,184	\$105,444
Depreciation	\$1,850,462	\$1,850,462	\$0	\$1,760,579
TOTAL EXPENSES	\$19,725,881	\$19,389,827	\$336,053	\$16,803,820
CHANGE IN NET POSITION	\$16,208,510	\$11,855,788	\$4,352,723	\$8,025,461
Monthly Average Diesel Cost:	\$3.29			
YTD Average Diesel Cost:	\$3.74			
CNG Diesel Gallon Equivalent:	\$1.99			

MEMORANDUM

February 22, 2023

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Award a Contract for Environmental Services

Resolution 2023-02, attached, requests authority to enter into a contract for Environmental Services with WSP.

RFP 2022-13 was issued on November 16, 2022, with proposals received on January 19, 2023. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from four (4) qualified proposers:

- WSP USA Environment & Infrastructure, Inc. (WSP)
- AARC Consultants, LLC
- Shield Environmental Associates, Inc.
- Trihydro Corporation

WSP received the highest-ranking evaluation score and is recommended for the contract award for Environmental Services. The term of the contract awarded will be for three (3) years with two (2) options for one (1) additional year, for a total of five (5) possible contract years.

The pricing information provided in the WSP proposal includes:

- Stormwater Sampling: \$1,700 per year
- Sanitary Sewer Sampling: \$1,600 per year (reporting included)
- Consultation Fees(audits): \$4,800 (4 audits)
- EPCRA Tier II Reporting: \$750 per year
- DMR Storm Water Reporting/Data Submittal: \$800 per year
- Storm Water Permit Renewal NOI: \$700 (1 submittal)

Lab fees are included with pricing provided. Hourly rates for work not offered at a flat fee include: Coordinator / Administrator \$70.00; Specialist / Technician \$85.00; Assistant Consultant \$90.00; Associate Consultant \$95.00; Consultant \$110.00; Senior Consultant \$120.00; Lead Consultant \$145.00; Assistant Vice President \$175.00; Vice President \$195.00; Senior Vice President I \$205.00; and Senior Vice President II \$220.00.

The source of funds for this contract includes:

- Local Mass Transit Funds

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

**RESOLUTION 2023-02
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

February 22, 2023

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-13 for Environmental Services; and

WHEREAS, RFP 2022-13 resulted in a responsive proposal from four (4) qualified proposers; and

WHEREAS, the proposal from WSP USA Environment & Infrastructure, Inc. (WSP) received the highest-ranking evaluation score;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Lextran hereby authorizes and directs the General Manager to execute a contract with WSP USA Environment & Infrastructure, Inc. for Environmental Services according to the terms as set forth in RFP 2022-13 and the proposal submitted by WSP USA Environment & Infrastructure, Inc. The term of the contract awarded will be for three (3) years with two (2) options for one (1) additional year, for a total of five (5) possible contract years.

MOTION

SECOND

CHAIRPERSON

DATE