

# 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, March 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 March 2023 Board of Directors meeting will be held in person.

The livestream is available on Youtube at:

<http://bit.ly/lextranmeeting>

## TABLE OF CONTENTS

AGENDA .....	2
MINUTES .....	3
MONTHLY PERFORMANCE REPORT .....	8
FINANCIALS .....	13
ACTION ITEMS .....	15
CHANGE ORDER REPORT .....	19

**BOARD OF DIRECTORS MEETING**

March 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 – February 2023 Meeting                | 10:10 – 10:15 |
| IV.   | Chair’s Report (Dowell)                                    | 10:15 – 10:20 |
| V.    | Lextran Monthly Performance Report & Financials – February | 10:20 – 10:35 |
| VI.   | Action Items   | 10:35 – 10:45 |
|       | A. Resolution 2023-03 – Purchase of Mobile Lifts           |               |
|       | B. Resolution 2023-04 – Vanpool Services                   |               |
| VII.  | Change Order Report  | 10:45         |
| VIII. | Old Business   | 10:45         |
| IX.   | New Business   |               |
| X.    | Proposed Agenda Items for April                            | 10:55         |
|       | A. Resolution – IT Services                                |               |
|       | B. Resolution – Electrician Services                       |               |
|       | C. Resolution – Lextran FY2024 Operating Budget            |               |
| XI.   | Closed Session   |               |
| XII.  | Adjournment  | 11:00         |

The Work Session for the Lextran Board of Directors is scheduled for April 19, 2023 at 10 a.m.

The next business meeting of the Board of Directors is scheduled for April 26, 2023 at 10 a.m.

## **BOARD OF DIRECTORS MEETING**

### **BOARD MINUTES**

February 22, 2023

#### **MEMBERS PRESENT**

Harding Dowell, Board Chair  
Jamie Rodgers, Vice Board Chair  
George Ward  
Leidy Borges-Gonzalez  
Paul Schoninger  
Christian Motley  
Judge Lindsay Hughes Thurston

#### **ABSENT**

Dr. Koffi Akakpo

#### **STAFF PRESENT**

Jill Barnett, General Manager  
Byron Robinson, Assistant General Manager  
Chris Withrow, Director of Maintenance  
Fred Combs, Director of Planning, Technology, and Community Relations  
Jason Dyal, Director of Operations  
Stephanie Hoke, Finance and Purchasing Manager  
Stephan Rohde, Training Manager  
Dale Stone, Manager of Schedules and Services  
Deanna Istre, Purchasing Coordinator  
Emily Elliott, Community Relations Manager  
Jessica Pence, Capital Planner  
Alan Jones, Systems Administrator  
Whitney Wigglesworth, Marketing and Communication Coordinator  
Rebecca Floyd, Customer Service Supervisor  
Jaylen Link, IT Intern

#### **OTHERS PRESENT**

Addison Lowry, McBrayer, Lextran Counsel  
Joseph David, Lexington Area MPO  
Marlon Bates, RATP Dev General Manager  
Paige Kosturi, RATP Dev Operator

**I. CALL TO ORDER**

Board Chair Harding Dowell called the February 22, 2023 meeting of the Lextran Board of Directors to order at 10:00 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 minutes from the January 25, 2023 meeting of the Lextran Board of Directors. Mr. Motley made a motion to approve the minutes and Judge Thurston seconded. The motion passed unanimously.

**IV. CHAIR'S REPORT**

There was no chair's report.

**V. LEXTRAN PERFORMANCE REPORT & FINANCIALS**

Fred Combs presented the Monthly Performance Report for January 2023, which can be found on pages 7-11 of the February 2023 board packet.

**HIGHLIGHTS FOR DECEMBER:**

- In January, fixed-route numbers exceeded the average January ridership for the first time in a particular month since February 2020.
- On-time performance for fixed-route increased by 0.8% and on-time performance for paratransit also improved from last month.
- A team of Lextran employees attended the Mayor's annual "State of the City" address held at Central Bank Center.
- Four commendations were received from customers for operators Lenko Vanev, Patty Byrd, Brudus Burton, and Mark Porter.

Mr. Combs reported that the monthly ridership for January exceeded the average ridership for the first time since before the pandemic. Paratransit ridership had decreased in December but bounced back in January. Mr. Combs described increases in ridership by route and particular locations, with notable increases on Route 12 Leestown Road, Route 4 Newtown Pike, Route 22 Mercer Road, shopping centers and grocery stores, the industrial area at Citation and Georgetown, and 4<sup>th</sup> Street at Newtown Pike around BCTC.

Ms. Barnett commended the maintenance and operations teams for their hard work despite the challenges in recent years. She also commended the training department for the continuous training efforts over the last three years.

The number of preventable accidents per 100,000 miles was at a reasonable level. The injury frequency rate was high, but Mr. Combs hoped that number will level out as the year goes on. Lextran operated 10,949 miles between road calls in January. Maintenance completed 59 of the 59 preventative maintenance inspections scheduled for the month of January.

Judge Thurston inquired as to why the Injury Frequency rate was as high as it was. Mr. Combs responded that there were only four accidents for the month, but the rate is presented per 200,000 hours worked which is the industry standard for reporting. Lextran typically works 30-40,000 hours per month, which makes the rate appear higher than the actual number of injuries.

Mr. Dowell inquired about the location of the stops in relation to the distance from the grocery stores. Mr. Combs described the importance of pedestrian connections and reasons why some stops are further away than desired (safety and congestion). Ms. Barnett also acknowledged the importance of the walking distance and pedestrian connections, especially to senior passengers and those with mobility limitations.

Mr. Ward asked for an update on paratransit. Ms. Barnett shared that RATP Dev (contractor) has continued with their weekly training classes and attempts to onboard new employees each week. RATP Dev has continued to make improvements in on-time performance. In addition, Lextran staff have continued to learn the Ecolane software in order to provide better oversight of the contracted service and to properly audit the data submitted by the contractor. Ms. Barnett acknowledged the on-time performance remained significantly far from the 90% goal, however, she remarked on the improvements and expressed that Lextran staff remain in contact with RATP Dev on an ongoing basis.

Ms. Rodgers asked about other services in town similar to paratransit. Ms. Barnett commented on similar services in the area, including Federated Transportation Services of the Bluegrass (FTSB) which is the Medicaid broker in Fayette County, ITN Bluegrass serving people with visual impairments, and services from outside the county which bring people into Lexington. Ms. Rodgers asked if we were losing customers to those other services. Ms. Barnett responded that it would be difficult to determine, however, she acknowledged that the other services have specific eligibility requirements for customers.

Ms. Rodgers acknowledged the work behind the increasing ridership numbers and congratulated the staff. She also acknowledged the improvement on the number of discourtesies reported.

## **FINANCIAL REPORT**

Ms. Stephanie Hoke presented the January 2023 Finance Report, found on pages 12-13 of the January 2023 board packet.

Ms. Hoke reported operating cash for January was strong. There was a difference in accounts receivable due to the timing of the capital formula funds that we receive. Property taxes have remained fairly steady with the estimated budget. Passenger revenue was up due to the increase in ridership. Ms. Hoke noted there had been an increase in the utilization of the vanpool program, which has grown to 14 vanpools. Vanpool services are available for groups with either origins or destinations in Fayette County. Ms. Barnett acknowledged that the vanpool program allows Lextran to provide an option for regional transportation. Lextran provides a subsidy and as a includes vanpool ridership numbers in our reporting to the National Transit Database.

Ms. Rodgers commented that there are 30 open positions at Lextran and asked about budget. Ms. Hoke stated that open positions are considered in the budget. She noted that often when there are additional operators, there is a decrease in the amount of overtime worked to help balance that out. Ms. Barnett also added that the open positions listed in the report may include a number that we “need to hire,” based on coverage for an operator who may be on leave for an extended time.

Ms. Rodgers inquired about the budget amendment for paratransit. Ms. Barnett says the finance committee meeting will be rescheduled as soon as possible to accommodate this. Ms. Hoke also noted it will be discussed during the conversations for next year’s budget process.

## VI. ACTION ITEMS

### A. Resolution 2023-02 – Resolution to Award a Contract for Environmental Services

Ms. Barnett presented Resolution 2023-02, requesting 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 source of funds for this contract is local mass transit funds.

Ms. Barnett noted that WSP is not the name of the firm Lextran currently works with for environmental services but it is the same group. Lextran currently works with Wood Environmental which has been acquired by WSP.

Mr. Motley made a motion to approve Resolution 2023-02, seconded by Ms. Rodgers. The motion passed unanimously.

## **VII. CHANGE ORDER REPORT**

There was no change order report.

## **VIII. OLD BUSINESS.**

Ms. Barnett introduced Marlon Bates, the General Manager of RATP Dev, Lextran's paratransit contractor, and invited him to the podium. Mr. Bates introduced himself and has a transit background spanning 35 years. As a company, RATP Dev is working to bring best practices from other places they operate to this area. RATP has transit operations throughout the country and overseas. He stated that his focus is on the Lexington area and they recognize that every location is unique.

Mr. Bates and Ms. Barnett recognized Paige Kosturi, an operator for RATP Dev, and presented her with a Certificate of Commendation. Ms. Kosturi recently spotted a young child wandering unsupervised in the middle of the street. Ms. Kosturi brought the child onboard the bus and contacted authorities to ensure the child was properly cared for. Ms. Barnett and Mr. Bates thanked her for her service and compassion.

## **IX. NEW BUSINESS**

There was no new business.

## **X. PROPOSED AGENDA ITEMS**

- A. Resolution – VoIP Services
- B. Resolution – IT Services
- C. Resolution – Electrician Services
- D. Resolution – Vanpool Services

## **XI. CLOSED SESSION**

There was no closed session.

## **XII. ADJOURNMENT**

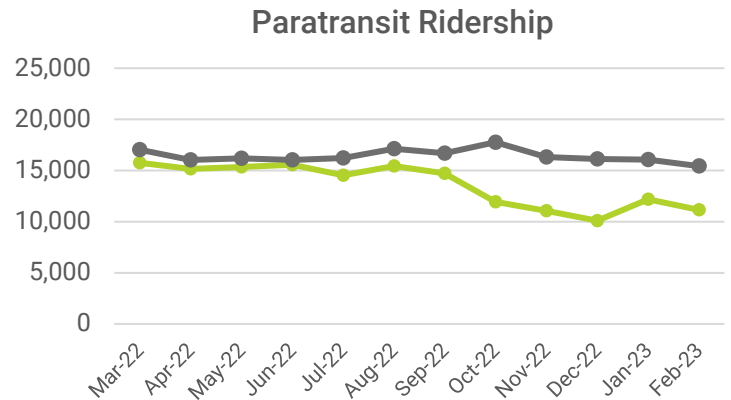
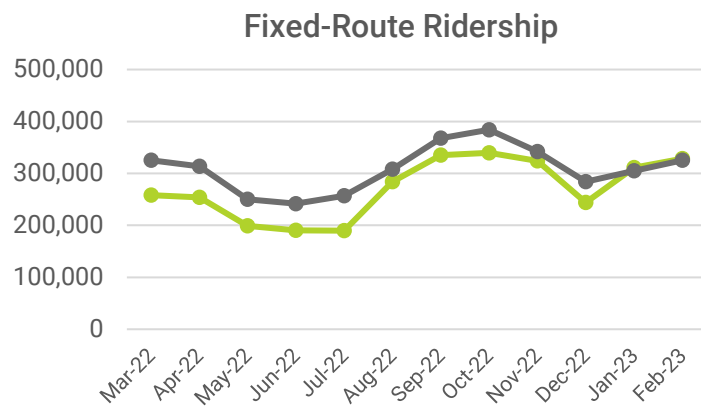
Mr. Dowell declared the meeting adjourned. The meeting adjourned at 10:42 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – FEBRUARY 2023

We serve people and our community with mobility solutions.

Lextran won a \$3 million competitive federal grant award from the Congestion Mitigation and Air Quality (CMAQ) program through KYTC, which will be used to purchase four CNG buses and six hybrid-electric paratransit vehicles. The Transportation Policy Committee authorized \$754,865 under the federal Carbon Reduction Program for the purchase of a new battery electric bus. The Federal Transit Administration approved Lextran’s automatic passenger counters and data collection program.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
<b>System Production</b>						
Total Ridership	328,640	2,356,636	1,824,022	11,152	101,103	112,613
Weekday Ridership	292,301	2,041,037	1,574,341	9,260	82,784	94,677
Saturday Ridership	19,623	179,940	140,623	1,088	9,067	9,611
Sunday Ridership	16,716	123,535	98,984	804	7,497	7,480
Total Revenue Miles	152,126	1,250,404	1,193,135	64,034	619,564	791,019
Total Revenue Hours	16,153	131,238	132,521	5,425	48,295	61,007
Trips per Mile	2.16	1.88	1.53	0.17	0.16	0.14
Trips per Hour	20.35	17.96	13.76	2.06	2.09	1.85

- Fixed-route ridership increased by 38 percent in February 2023 compared to February 2022, and FY23YTD ridership is up by 29 percent compared to FY22YTD.
- Paratransit ridership was about 14 percent lower in February 2023 compared to February 2022 and about eight percent lower compared to the previous month.
- Trips per mile and hour were greater in FY23YTD than FY22YTD on fixed-route and paratransit.
- Fixed-route service maintained a positive change over the average ridership of a particular month with a one percent change over the average February.



## LEXTRAN IN THE MEDIA

- February 1 – Lextran double supplier reach with proactive organized contract management  
<https://opengov.com/customers/lextran-ky-doubles-supplier-reach-with-proactive-and-organized-contract-management/>
- February 6 – Lextran Wheels customers have growing concerns about the service  
<https://www.lex18.com/news/lextran-wheels-customers-have-growing-concerns-about-the-service>
- February 7 – Lextran using grant money to buy new CNG buses, hybrid vehicles  
<https://www.wkyt.com/2023/02/07/lextran-using-grant-money-buy-new-cng-buses-hybrid-vehicles/>
- February 13 – Lextran awarded federal grant to purchase climate-friendly vehicles  
<https://kykernel.com/91990/news/lextran-awarded-federal-grant-to-purchase-climate-friendly-vehicles/>
- February 20 – Federal dollars expected to help improve air quality and move traffic better  
<https://www.weku.org/lexington-richmond/2023-02-20/federal-dollars-expected-to-help-improve-air-quality-and-move-traffic-better>

## COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- February 1 – Infill and Redevelopment Committee
- February 3 – Senior Services Commission Meeting
- February 4 – Summer Youth Job Training Program Skills Session – Partners for Youth
- February 8 – Transportation Technical Coordination Committee
- February 8 – Cardinal Valley Community Partners Meeting
- February 9 – Corridors Commission Meeting
- February 9 – West End Community Partners Meeting
- February 10 – ‘Travel Training’ – Kentucky Refugee Ministries
- February 16 – FTA Webinar-Notice of Funding Opportunity for Bus & Bus Facilities and Low or No Emissions Grants
- February 16 – Urban County Council Affordable Housing Bus Tour
- February 21 – US27 Study Kickoff Meeting
- February 22 – Transportation Policy Committee
- February 22 – Commission for People with Disabilities Meeting
- February 23 – Humana Healthy Horizons Meeting
- February 24 – Beaumont Middle School Career Fair – Maintenance Focus
- February 27 – Empower Lexington Transportation Working Group
- February 27 – American Public Transportation Association (APTA) Small Ops Committee
- February 28 – APTA Webinar – Equity Series
- February 28 – ‘How to Ride’ – Kappa Klub – Leestown Middle School

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
<b>Service Quality</b>						
On-Time Performance	90.00%	89.09%	89.81%	66.89%	58.94%	79.89%
Farebox Recovery	4.99%	6.00%	4.76%	N/A	N/A	N/A
Operating Expenses	\$1,685,663	\$12,881,951	\$13,264,191	\$624,095	\$4,275,482	\$2,801,310
Per Mile	\$4.13	\$3.82	\$3.39	N/A	N/A	N/A
Per Hour	\$65.46	\$62.08	\$69.69	N/A	N/A	N/A
<b>Customer Service</b>	<b>This Month</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>	<b>This Month</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>
Customer Feedback Totals per 100k Trips	12.78	15.49	24.29	161.41	300.68	175.82
Commendations	2.13	1.61	1.92	0.00	3.96	6.22
Discourtesy	3.65	3.65	5.87	8.97	30.66	69.26
Late or Early	0.91	1.74	2.25	71.74	118.69	30.19
Safety	1.52	2.33	2.85	26.90	39.56	65.71
Passed Boarding	3.04	2.80	6.36	17.93	33.63	0.00
Information and Service Requests	0.30	1.32	1.92	0.00	0.00	0.00
Other	1.22	2.04	3.12	35.87	74.18	4.44
Call Length	1:05	1:14	1:12	1:34	1:36	1:18
Time to Abandon	1:35	2:00	1:02	3:23	2:14	0:55

- Fixed-route on-time performance increased to 90 percent, an increase of 0.5 percent from the previous month.
- Paratransit on-time performance was at 67 percent in February, an increase of about 2 percent compared to the previous month.
- The total number of Late/Early and Safety complaints decreased from the previous month, however the total number of Discourtesy and Passed Boarding complaints increased slightly.
- The total number of paratransit complaints reached its lowest value since the transition to RATP Dev and this fiscal year.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	3.15	1.83	1.84	0.00	1.69	1.55
Injury Frequency Rate	6.62	11.83*	6.99	N/A	N/A	N/A
Days with No Preventable Accidents	23	219	218	28	230	229
Days of Lost Time	112	356	312	N/A	N/A	N/A
Workers Compensation Claims	1	15*	9	N/A	N/A	N/A

\*Added one Workers Compensation Claim to January (operator sought medical treatment in February for an incident in January). As a result, workers compensation claims for January increased from two to three and January IFR was adjusted.

- From January to February, the number of preventable accidents increased by four on fixed-route and decreased from three to zero on paratransit.
- The injury frequency rate decreased from 20.4 in January to 6.6 in February.
- Days of lost time on fixed-route reached a FY23YTD high for the second consecutive month.

Performance Indicator	Fixed Route System		
	This Month	FY23 YTD	FY22 YTD
<b>Maintenance</b>			
Miles between Road Calls	11,702	9,545	8,674
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In February, the maintenance department reported 11,702 miles between road calls, a seven percent improvement from the previous month and a 63 percent improvement from January 2022.
- Maintenance completed 100 percent (42 of 42) of scheduled preventive maintenance inspections in February.

Performance Indicator	Fixed Route System	
	This Month	FY23 YTD
<b>Training Activities</b>		
Incident Remedial	6	19
Accident Remedial	3	23

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	30	15	7
Operations	20	8	5
Maintenance	7	5	2
Administration	3	2	0

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

**FINANCIALS**
**BALANCE SHEET**

as of February 28, 2023

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$30,241,363	\$26,726,214
Accounts receivable	\$4,802,019	\$3,095,204
Inventory	\$884,384	\$789,811
Work in process	\$3,498,245	\$3,240,059
Prepaid	\$489,871	\$470,540
Total Current Assets	<u>\$39,915,881</u>	<u>\$34,321,828</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	\$35,891,852	\$23,071,288
<b>TOTAL ASSETS</b>	<u><u>\$77,770,233</u></u>	<u><u>\$67,506,000</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$829,222	\$632,873
Payroll liabilities	\$470,047	\$870,158
Total Current Liabilities	<u>\$1,299,269</u>	<u>\$1,503,032</u>
Long term liability - Pension	\$464,607	\$1,301,871
Total Long Term Liabilities	<u>\$464,607</u>	<u>\$1,301,871</u>
<b>NET POSITION</b>	\$76,006,357	\$64,701,097
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$77,770,233</u></u>	<u><u>\$67,506,000</u></u>

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

February 2023

	FY2022 ACTUAL	FY2022 BUDGET	FY2022 VARIANCE	FY 2021 ACTUAL
<b>REVENUES</b>				
Property taxes	\$21,161,758	\$19,902,066	\$1,259,692	\$19,519,753
Passenger revenue	\$773,071	\$662,945	\$110,126	\$631,804
Federal funds	\$8,421,297	\$9,975,987	(\$1,554,690)	\$5,551,674
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$2,642,232	\$1,660,497	\$981,734	\$1,752,126
Gain/loss on investments	\$4,520,394	\$0	\$4,520,394	\$0
<b>TOTAL REVENUES</b>	<b>\$37,778,752</b>	<b>\$32,461,495</b>	<b>\$5,317,257</b>	<b>\$27,715,356</b>
<b>EXPENSES</b>				
Wages	\$7,248,580	\$7,609,138	(\$360,558)	\$6,820,017
Fringe benefits	\$3,830,456	\$4,204,443	(\$373,987)	\$3,747,149
Professional services	\$779,493	\$1,233,275	(\$453,783)	\$630,789
Materials and supplies	\$969,920	\$899,667	\$70,254	\$759,797
Fuel-Diesel	\$914,318	\$970,856	(\$56,538)	\$593,980
Fuel-Other	\$429,943	\$283,467	\$146,476	\$253,490
Utilities - Facilities	\$264,992	\$257,287	\$7,705	\$238,930
Utilities - Electric Bus	\$7,231	\$57,333	(\$50,103)	\$20,885
Insurance	\$552,708	\$567,444	(\$14,736)	\$550,917
Fuel taxes	\$126,324	\$133,333	(\$7,010)	\$122,963
Paratransit Expenses	\$5,100,747	\$3,466,667	\$1,634,080	\$3,124,687
Vanpool Expenses	\$25,768	\$13,333	\$12,434	\$14,463
Dues and subscriptions	\$10,059	\$9,600	\$459	\$34,510
Travel, training and meetings	\$81,029	\$122,417	(\$41,388)	\$46,759
Media advertising	\$61,564	\$155,333	(\$93,769)	\$47,969
Miscellaneous	\$44,245	\$45,267	(\$1,022)	\$39,394
Leases and rentals	\$2,184	\$0	\$2,184	\$139,864
Depreciation	\$2,141,827	\$2,141,827	(\$0)	\$2,017,884
<b>TOTAL EXPENSES</b>	<b>\$22,591,387</b>	<b>\$22,170,687</b>	<b>\$420,700</b>	<b>\$19,204,447</b>
<b>CHANGE IN NET POSITION</b>	<b>\$15,187,365</b>	<b>\$10,290,808</b>	<b>\$4,896,557</b>	<b>\$8,510,909</b>
Monthly Average Diesel Cost:	\$2.98			
YTD Average Diesel Cost:	\$3.64			
CNG Diesel Gallon Equivalent:	\$2.00			

**MEMORANDUM**

March 22, 2023

**TO: Lextran Board of Directors****FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Purchase One Set (of Four) Mobile Lifts**

Resolution 2023-03, attached, requests authority to purchase one set (of four) Rotary Flex Max Wireless Mobile Column Lifts from Choice Equipment, LLC.

The Commonwealth of Kentucky Office of Procurement established a Master Agreement for Rotary Lifts, Alignment Lifts, & Accessories with Choice Equipment, LLC on May 1, 2019.

This resolution requests authority to purchase one set of four Rotary Flex Max Wireless Mobile Column Lifts at a total cost not-to-exceed amount of \$61,632. This price includes installation and operator training by a rotary authorized installer.

The source of funds for this purchase is as follows:

FFY 2023 5307 Urbanized Area Formula Program	\$ 49,305.60
State Match	\$ 12,326.40
<b>Total</b>	<b><u>\$ 61,632.00</u></b>

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

**RESOLUTION 2023-03  
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT**

**March 22, 2023**

**BE IT RESOLVED**, that the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government hereby authorizes the General Manager to Purchase one set of four Rotary Flex Max Wireless Mobile Column Lifts from Choice Equipment, LLC at a total cost not-to-exceed \$61,632.

---

**MOTION**

---

**SECOND**

---

**CHAIRPERSON**

---

**DATE**



## MEMORANDUM

March 22, 2023

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Award a Contract for Vanpool Services

On October 17, 2012, the Lextran Board of Directors passed resolution 2012-18 to absorb the vanpool program from the Lexington-Fayette Urban County Government (LFUCG). Lextran has operated the vanpool program since May 2013 through the utilization of a third-party contractor.

RFP 2022-15 for Vanpool Services was issued on December 19, 2022, with proposals received on February 22, 2023. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from one qualified proposer, **EAN Holdings, LLC dba Commute with Enterprise**.

The proposal from Commute with Enterprise was determined to offer a fair and reasonable price and is recommended for contract award, according to the terms of their proposal in response to RFP 2022-15.

The term of the contract awarded will be for five years. Lextran will pay Commute with Enterprise \$300 per month for each vanpool in operation during that month, which will subsidize the program for those riders. The source of funds for this contract will be Local Mass Transit Funds.

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

**RESOLUTION 2023-04  
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT**

**March 22, 2023**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-15 for vanpool services; and

**WHEREAS**, RFP 2022-15 resulted in a proposal from one (1) qualified proposer; and

**WHEREAS**, the proposal was determined to be responsive and offer a fair and reasonable price;

**BE IT RESOLVED**, that the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government hereby authorizes the General Manager to execute a contract with EAN Holdings, LLC dba Commute with Enterprise to provide vanpool services according to the terms as set forth in RFP 2022-15 and the proposal submitted by EAN Holdings, LLC dba Commute with Enterprise. The term of the contract awarded will be for five (5) years. Lextran will pay EAN Holdings, LLC dba Commute with Enterprise \$300 per month for each vanpool in operation during that month, which will subsidize the program for those riders. The source of funds for this contract will be Local Mass Transit Funds.

---

**MOTION**

---

**SECOND**

---

**CHAIRPERSON**

---

**DATE**

**CHANGE ORDER REPORT - FEBRUARY 2023**

Contractor	Type of Service	Original Term/Cost	Change	Reason for Change	Prior Change Orders
IBI Group	Technology Consultant	Original Term was for three (3) years, with an option for one (1) additional year, which was accepted.	Extend the current contract for two (2) additional years.	IBI will provide ongoing support with AVAIL upgrades that will be taking place over the next two (2) years.	One (1)
DC Elevator Company	Elevator maintenance and repair	Original hourly cost of the quarterly preventative maintenance was \$122.53	Hourly cost of the quarterly preventative maintenance has increased by \$6.13. The updated hourly cost is \$128.66	Increased cost of labor and materials	None