

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, November 16, 2022 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 November 2022 Board of Directors meeting will be held in person as well as live-streamed.

You may access the livestream on Youtube at:

<http://bit.ly/lextranmeeting>

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BOARD OF DIRECTORS MEETING**November 16, 2022****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 | 10:10 – 10:15 |
| | A. September 2022 Board Meeting | |
| | B. October 2022 Board Meeting | |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – October | 10:20 – 10:35 |
| VI. | Action Items | 10:35 – 10:55 |
| | A. Resolution 2022-25 – Agent of Record, Employee Health Insurance | |
| | B. Resolution 2022-26 – Agent of Record, Property and Liability | |
| | C. Resolution 2022-27 – Legal Services | |
| | D. Resolution 2022-28 – Employee Physicals and Drug Screens | |
| VII. | Change Order Report | 10:55 |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Proposed Agenda Items for December | 11:00 |
| | A. Resolution – CNG Bus Purchase | |
| XI. | Closed Session | |
| XII. | Adjournment | 11:05 |

The next meeting of the Lextran Board of Directors is scheduled for December 21, 2022 at 10 a.m.

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

September 28, 2022

MEMBERS PRESENT

Harding Dowell, Board Chair (via Zoom)

Jamie Rodgers, Vice Board Chair

Paul Schoninger

Dr. Koffi Akakpo

George Ward

Judge Lindsay Hughes Thurston

Leidy Borges-Gonzalez

Christian Motley (via Zoom)

ABSENT

None

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

Nikki Falconbury, Director of Finance and Human Resource

Stephanie Hoke, Finance and Purchasing Manager

Emily Elliott, Community Relations Manager

Alan Jones, Systems Administrator

Catherine Moran, Compliance Specialist

Deanna Istre, Purchasing Coordinator

Tyler Maynard, Transit Analyst

OTHERS PRESENT

Scott Schuette, McBrayer, Lextran Counsel

Gloria (no last name provided), Community Member

I. CALL TO ORDER

Board Vice Chair Jamie Rodgers Harding Dowell called the September 28, 2022 meeting of the Lextran Board of Directors to order at 10:02 a.m. Ms. Rodgers performed a roll call to determine which members were present. Quorum was achieved.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Ms. Rodgers called for a motion to approve the meeting minutes from the August 24, 2022 meeting of the Lextran Board of Directors. Mr. Schoninger made a motion to approve the minutes and Mr. Ward seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

There was no chair's report.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Mr. Combs presented the Monthly Performance Report for August 2022, which can be found on pages 7-11 of the September 2022 board packet.

HIGHLIGHTS FOR AUGUST:

- Ridership increased 58,000 trips on fixed route and 300 trips on paratransit marking the best month of ridership since before the pandemic.
- Lextran was named as a winner of ~\$6.4 million in federal funds through the FTA's Low or No Emissions grant program.
- Lextran's Training Department coordinated customer service training for fixed-route operations staff, presented by C. Robinson + Associates.
- Lextran hosted a job fair in conjunction with RATP Dev USA that included a Kona Ice truck for attendees and staff.
- Mr. Combs shared eight customer commendations.

Both fixed-route and paratransit ridership was up for the month of August. Ms. Rodgers asked about paratransit on-time performance. Mr. Combs stated that August was the first time that it was less than 60% but that the transition to the new provider in October will begin to improve those numbers. Ms. Barnett explained that while the transition to RAPT Dev has been ongoing, they have not yet taken over the scheduling or providing the trips on the street. The expectation is that the performance will increase, however she cautioned that it may take some time to see improvements.

Mr. Ward asked if the increase in UK's enrollment contributed to the increase in fixed-route ridership. Mr. Combs said that is in a contributing factor, however growth is happening systemwide and is not limited to UK routes.

There were 1.79 preventable accidents per 100,000 miles in August, an injury frequency rate (IFR) of 13.26, and 28 days with no preventable accidents. Ms. Barnett also offered additional detail for IFR related to a question from the August meeting. Ms. Barnett explained the number reported is based off an OSHA formula, and relative to 200,000 hours worked, so the number appears to be higher. In July there were five OSHA reportable incidents and in August there were two OSHA reportable incidents.

Maintenance completed 52 out of 52 scheduled preventive maintenance inspections, and there were 6,987 miles between road calls in September.

FINANCIAL REPORT

Ms. Falconbury presented the August 2022 Finance Report, found on pages 12-13 of the September 2022 board packet. Operating cash held steady and there was an increase in the net capital related assets due to the new markets tax credits transaction with Lextran real properties. The long-term note with the Lextran Foundation was written off and ownership of properties, building and equipment for \$12.5 million was transferred to Lextran. Property taxes held steady and passenger revenue increased. Wages and fringe benefits are under budget for the month. Professional services are also under budget but expected to increase due to several vehicles that are currently out for work at vendors. Ms. Falconbury also reminded the board that there will be a budget amendment for paratransit in the coming months.

Ms. Rodgers asked a question about open positions. There are currently 23 open positions and there is a job fair coming up on October 4. Overtime wages are slightly up but nothing of major concern. Ms. Rodgers asked if a budget amendment will be needed due to the increasing costs of fuel. A budget amendment for fuel costs is not expected at this time.

VI. ACTION ITEMS

A. Resolution 2022-20 – Fasteners and Other Shop Supplies (Contract)

Resolution 2022-20 requests Board authority to award a contract for fasteners and other shop supplies to Fastenal Company. Lextran issued an RFP in June, and three qualified proposals were received. Fastenal Company is being recommended by the evaluation committee. The term is for two years with three options to extend for one year at a time. The source of funding is Federal 5307 Formula Funds and the Local Mass Transit Fund. Judge Thurston made a motion to approve Resolution 2022-20, seconded by Doctor Akakpo. The motion passed unanimously.

B. Resolution 2022-21 – Rebuilt Engines (Contract)

Resolution 2022-21 requests Board authority to award a contract for rebuilt engines. Lextran issued an RFP in June, and one qualified proposal was received from Cummins, Inc. The term of the contract will be for two years, with pricing guaranteed for one year. Increases are to be approved by Lextran. The source of funding is Federal 5307 Formula Funds and the local

Mass Transit Fund. Mrs. Rodgers asked about the cost difference between rebuilding new engines versus old engines. Mr. Withrow responded that older engines are cheaper to rebuild due to the availability of components. There are five engine rebuilds budgeted. Mrs. Rodgers asked if Cummins, Inc. was a Disadvantaged Business Enterprise (DBE). Ms. Barnett responded that Cummins, Inc. is not a DBE. Mr. Paul Schoninger made a motion to approve Resolution 2022-21, seconded by Ms. Borges-Gonzales. The motion passed unanimously.

C. Resolution 2022-22 – Plumbing Services (Contract)

Resolution 2022-22 requests Board authority to award a contract for plumbing services to DeBra-Kuempel, Inc. Lextran issued an RFP in June and two qualified proposals were received. The term is for two years with three options for one additional year. The source of funding is Federal 5307 Formula Funds with a match of Local Mass Transit dollars. Judge Thurston made a motion to approve Resolution 2022-22, seconded by Mr. Ward. The motion passed unanimously.

D. Resolution 2022-24 - Purchase 4 Service Vehicles and 9 Paratransit Vehicles

Ms. Barnett asked the Board to consider Resolution 2022-24 before discussion on the Title VI Plan (Resolution 2022-23). Resolution 2022-24 is a walk-on resolution, presented for the purchase of service and paratransit vehicles. This purchase option has a very short window of time and the required deadline is before the next Board meeting. A motion was made by Judge Thurston to waive the bylaws in order to consider the resolution. Mr. Ward seconded. The motion passed unopposed.

Ms. Barnett presented Resolution 2022-24, a resolution for the purchase of two 2023 Ford F-250 Trucks and two 2023 Ford Transit Connect Vans for Lextran service use and nine 2023 Ford Transit Connect Vans for paratransit use, available for purchase under the Commonwealth of Kentucky Office of Procurement Master Agreement with Paul Miller Ford. The two service trucks will be used by the Lextran maintenance department and two of the vans will be used by the Lextran fixed route operations department to ensure that supervisors have an accessible vehicle for transport. The nine vans for paratransit will replace vehicles that are beyond their useful life. There would be a lease agreement with RATP-Dev to operate the vehicles for paratransit service. Mr. Ward asked for the expected delivery date which is between 26-28 weeks after ordering. He also asked for the passenger capacity of the vehicles. It is six (6) and that includes a wheelchair which is sufficient for most paratransit trips. Discussion took place surrounding the window for purchasing, vehicle purchases off the state contract that took place earlier in the year, budgeting, and state vehicle purchases.

The source of funds for the Lextran service vehicles is FFY21 Section 5307 Formula Funds and State Match, and the source of funds for the vehicles to be used for paratransit service is Federal Section 5310 Funds from FFY20, FFY21, and FFY22, along with State Match. Mr. Schoninger made a motion to approve Resolution 2022-24, seconded Ms. Borges-Gonzalez. The motion passed unanimously.

E. Resolution 2022-23 – Approve Title VI Plan

Resolution 2022-23 requests Board approval of Lextran’s Title VI Program submittal to the Federal Transit Administration (FTA). Title VI of the Civil Rights Act of 1964 ensures that no person using the service will be denied access based on the grounds of race, color, or national origin. Part of the FTA circular specifies that the Board is given the opportunity for feedback and approves the plan. There was also a period that provided the public the opportunity for feedback as well.

Mr. Combs presented information on the Title VI of the Civil Rights Act of 1964 which requires that all recipients of funding from the FTA to provide mobility in a non-discriminatory manner. His presentation included the following plan components: Public Notification and Complaint Procedures, Limited English Proficiency (LEP) Plan, Public Participation Plan, Service and Fare Change Policies, and Service Standards and Policies.

The Title VI Program Plan guides Lextran in the production of nondiscriminatory transit service.

- Lextran encourages public participation and welcomes public feedback.
- All services changes are evaluated for disparate impact and disproportionate burden before being proposed to the public.
- Lextran is committed to ensuring the LEP individuals are able to fully participate in the fixed-route service.
- Service standards and policies are consistently evaluated to ensure efficient service to the community.

The Title VI outreach process was started in August and for the first time a request was received for sign language interpretation. After approval from the board, the plan will be submitted on September 30th. Ms. Rogers asked for the number of attendees at the meetings. There were 27 views on YouTube and 4 in person attendees. Ms. Borges-Gonzalez asked how many languages interpreters were available for the meeting. Mr. Combs stated that sign language was the only request, but any can be accommodated when requested for meetings. She also asked what demographic representation was at the meeting and Mr. Combs stated that this is not tracked and only their names are recorded. Mr. Ward asked how someone would know to request a Spanish interpreter ahead of time, in advance of the meeting. Ms. Barnett stated that the meeting notifications were available in English, Spanish, and Chinese based on the requirements from the FTA for translation of documents, which included that information. Rights and complaint procedures are available in several locations for the public and are translated as well. Ms. Rodgers clarified that this is the public participation plan for any public engagement and not just for this plan. A review of some of the COA items that pertain to Title VI feedback were reviewed, and a small fare discussion took place.

Ms. Rodgers asked if there were revisions from the previous plan. There were few revisions from the previous plan including live streaming participation opportunities. Ms. Rodgers asked if there should be additional consideration for the Spanish speaking population. Mr. Combs stated that we are always looking additional ways to engage communities that don't speak English including Spanish speakers.

A motion to approve Resolution 2022-23 was made by Judge Thurston and seconded by Dr. Akakpo. The motion carried unanimously.

VII. CHANGE ORDER REPORT

There were no change orders to report.

VIII. OLD BUSINESS

A. Disadvantaged Business Enterprise (DBE) Plan Update

Ms. Barnett reported that Lextran's Disadvantaged Business Enterprise Liaison Officer (DBELO) is Fred Combs. Mr. Combs was appointed as a person outside of the procurement department, which is preferred by FTA. Mr. Combs presented the DBE Plan Update for federal fiscal years 2023-25.

Lextran procurement policies protect funds through full and open competition while ensuring compliance with all federal, state, and local regulations. As part of procurement, the DBELO's role is to ensure outreach and engagement stimulate DBE participation in the procurement process, review scopes, and monitor the program. Lextran DBE objectives include nondiscrimination in the award and administration of DOT contracts, a level playing field for DBE competition, a narrowly tailored program in accordance with acceptable law, participation by DBE firms that fully meet the eligibility standards, removal of barriers of participation by DBEs, and development of firms that can compete successfully in the marketplace outside of the DBE Program.

Mr. Combs shared the policies and procedures required by FTA which include establishing, maintaining, and updating a DBE program. In addition, Mr. Combs shared the methodology for establishing the DBE goal, which includes that the maximum feasible portion of a DBE goal must be race-neutral rather than race-conscience means, and DBE goals are calculated in terms of expenditures and must be partially or fully funded with Federal dollars. The purchase of vehicles is excluded from these expenditures, as the DBE requirements are on the bus manufacturers, not the purchasers.

Lextran's 2023-2025 DBE goal is 2.3 percent of all project dollars funded by federal means. Lextran will work to meet that goal through public outreach, training and support for DBEs, and narrowly defined scopes of work. This goal is developed from the prescribed methodology from the FTA.

During the public meeting a member of the Kentucky Transportation Cabinet attended to share how to register as a DBE and advertised to additional places about the meeting and information being shared.

Lextran exceeded the goal that was established in the previous DBE plan. When the goal is met, Lextran continues to do the best that can be done and will not stop trying to continue working with DBEs. Mr. Ward asked if we were working with other agencies to try and get more DBEs. Mr. Combs stated that we are working with UK, LFUCG, and others for information sharing and check ins as well as having someone with the State involved in the meeting.

No action was required from the Board, however the DBE program plan update was shared for the purposes of information, outreach and transparency.

IX. NEW BUISNESS

There was no new business.

X. PROPOSED AGENDA ITEMS

- A. Resolution – Janitorial Supplies (Contract)
- B. Resolution – Agent of Record, Employee Health Insurance (Contract)
- C. Resolution – Agent of Record, Property and Liability (Contract)
- D. Resolution – CNG Bus Purchase (October or November)
- E. Auditor Report

XI. CLOSED SESSION

There was no closed session.

XII. ADJOURNMENT

Ms. Rodgers request a motion for adjournment of the September 28, 2022, meeting of the Lextran Board of Directors. Mr. Schoninger made the motion, and it was seconded by Judge Thurston. The meeting adjourned at 11:29 a.m.

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

October 26, 2022

MEMBERS PRESENT

Harding Dowell, Board Chair
Paul Schoninger
George Ward
Leidy Borges-Gonzalez

ABSENT

Jamie Rodgers, Vice Board Chair
Judge Lindsay Hughes Thurston
Dr. Koffi Akakpo
Christian Motley

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
Nikki Falconbury, Director of Finance and Human Resource
John Givens, Director of Risk Management
Stephanie Hoke, Finance and Purchasing Manager
Emily Elliott, Community Relations Manager
Deanna Istre, Purchasing Coordinator
Whitney Wiglesworth, Marketing and Communication Coordinator

OTHERS PRESENT

Anne-Tyler Morgan, McBrayer, Lextran Counsel
Joseph David, Lexington Area MPO
Brad Schelle, Crowe LLP
Jeffrey Black, Community member
Gloria, Community Member

I. CALL TO ORDER

Board Chair Harding Dowell called the October 26, 2022 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. A quorum was not present.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Mr. Dowell noted that a motion to approve the minutes will be deferred to the next meeting due to lack of quorum.

IV. CHAIR'S REPORT

There was no chair's report.

V. FINANCE COMMITTEE REPORT

Mr. Ward reported the Finance Committee met with Lextran Finance staff and Brad Schelle from Crowe, Lextran's audit firm, on September 29th to go through the audit report which can be found on pages 10-65 of the October 2022 board packet. Mr. Schelle has experience working with other transit authorities around the country. There was one misstatement found regarding GASB's guidance on FTA pre-award authority which was corrected. In previous years, expenses and revenue were recognized in the same year. That guidance has changed so that revenue cannot be recognized until a contract is signed. This finding was regarding a grant for preventative maintenance costs for which the expenses were incurred in FY2022 and is going to be recognized in FY2023.

Brad Schelle, partner at Crowe, reviewed the significant findings in the audit report. They did provide an unmodified opinion, which is essentially a clean opinion, saying the financial statements are free of material misstatements. The committee went through the balances and yearly changes in much more detail. There is one finding of significant deficiency in internal controls related to revenue recognition. There was a clarification by GASB that came in out in the Implementation Guide 2019-1 which said you cannot recognize revenue until you have the contract executed. Follow up conversations with GASB ensured Lextran is now properly following the guidance. The concern was only regarding changing the timing due to a change in the accounting standards, not a systemic issue. There is a \$4,000,000 impact from this change on the current year which is being recognized the following year. There were no other audit adjustments. From a uniform guidance compliance standpoint, the audit did not identify any significant deficiencies, material weakness, or instances of noncompliance. Nearly all federal grant funds were subject to testing and no issues were found. Internal controls and processes at Lextran are good compared to other agencies.

VI. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Ms. Barnett noted that the paratransit information reported is from September, the final month of operation by American Red Cross. Mr. Combs presented the Monthly Performance Report for September 2022, which can be found on pages 66-70 of the October 2022 board packet.

HIGHLIGHTS FOR SEPTEMBER:

- September yielded the highest ridership since February 2020, as ridership continues to increase on fixed-route service.
- Lextran hosted three (3) public meetings; one on September 8th entitled “Doing Business with Lextran” providing DBE Plan updates and two public meetings for Title VI program updates on September 13th.
- Lextran participated in a Lunch and Learn with the Council of the Blind on September 27th.
- General Manager Jill Barnett was elected to serve as a member of the Board of Directors for Kentuckians for Better Transportation (KBT).
- Mr. Combs shared four customer commendations.

Fixed-route ridership increased by 21 percent in FY23YTD compared to FY22YTD and increased by 23 percent in September 2022 compared to September 2021. This equates to about 140,000 trips greater than last year’s numbers YTD. Paratransit ridership has flattened out over the previous three months.

The Preventable Accidents and Injury Frequency Rate is a bit higher than this time last year. Preventable accidents and injury frequency rate for September remained above FY22YTD Levels.

In September, the maintenance department reported 9,788 miles between road calls. Miles between road calls for FY23YTD are on pace to improve from FY22YTD. All 55 preventative maintenance inspections were completed 100 percent on schedule.

Mr. Ward noted the on-time performance for fixed route is starting to go down. He asked if there is a way to measure what is controllable or uncontrollable, such as unexpected traffic due to accidents or the schedule not allowing enough time between stops during rush hour. He suggested that an on-time performance number below 90% should cause alarm.

Mr. Ward asked about buses being early. Mr. Combs indicated buses are to wait at time points and leaving early counts against on time performance. Ms. Barnett stated that most comments regarding on-time performance are about the bus being late, but stressed that an early bus impacts customers similarly.

Mr. Dowell asked if data can show where routes get off time and where the problem points are. Mr. Combs confirmed Lextran can see that data and use it to make adjustments to the schedule.

Mr. Ward indicated his desire to see a dramatic increase in paratransit on-time performance as well, especially since the trips are scheduled in advance. Mr. Combs notes that Lextran has access to their scheduling software and data to see their on-time performance. Ms. Barnett shared that while trips are scheduled in advance, paratransit trips cannot be refused. FTA allows for a trip time to be negotiated in a reasonable manner, but the agency must accommodate a trip scheduling request, which impacts on-time performance. In addition, Ms. Barnett shared that with paratransit service, trips cannot be prioritized by type. Ms. Barnett indicated she is optimistic about future improvements for paratransit service but noted there will not be an immediate turnaround in on-time performance. Mr. Combs noted there is a cascading effect when trips run late in the morning, making it harder to catch up during the day.

FINANCIAL REPORT

Ms. Falconbury presented the September 2022 Finance Report, found on pages 71-72 of the October 2022 board packet.

Operating cash is strong with the completion of the first quarter of the 2023 fiscal year. There was nothing unusual to report on the balance sheet. Property taxes are on track for this time of year, as the bulk of the money is received in November. Passenger revenue is slightly over-budget and ahead of last year. Federal and State funds will be recognized in the next couple of months. The money leftover from Lextran Real Properties is represented in Other Revenue and Gain/Loss on Investments. Materials and supplies are up at this time, and we are currently experiencing delays in getting bus parts and seeing cost increases.

Diesel fuel is currently under budget. The YTD average cost per gallon is \$3.79 for diesel, and in September average cost was \$3.67 per gallon. The diesel gallon equivalent of CNG was \$1.98. While CNG costs less, the CNG fuel costs were over budget because more CNG was used than anticipated. In addition to diesel, Lextran is under budget in other expense areas. There will be a budget amendment in December or January to account for the new paratransit contract that started this year.

VII. ACTION ITEMS

There were no action items. Previously anticipated resolutions have been deferred to November.

VIII. CHANGE ORDER REPORT

There were no change orders to report.

IX. OLD BUSINESS

Ms. Barnett provided an update on the transition in providers (subcontractors) for paratransit service delivery. The American Red Cross completed their contract on Friday, September 30, and RATP Dev began providing service on Saturday October 1. There was no interruption in service

delivery, however there have been challenges and Lextran has received a high volume of complaints since October 1. A highlight of those challenges and complaints is as follows:

- Telephone difficulties, related to the transition in telephone providers
- Longer than average call times (both hold times and handle times)
- Trip time negotiations
- Employee and customer re-education
- Policies that were unevenly applied and/or enforced
- Staffing shortages and labor market difficulties
- Workplace culture shift

RATP Dev was able to preserve the telephone number customers used for calling WHEELS, however it required a transition from one telephone provider to another. This created some hurdles in the first days of service, with long wait times as calls were routed improperly. Call times have also been longer than normal due to the process of trip negotiation, which is an ADA-approved practice that allows trips to be scheduled up to one hour before or after the requested time, when practical. Customers have expressed unfamiliarity and dissatisfaction related to the process of trip negotiation. Trip negotiation is intended to better manage capacity and efficiency.

There were 14 incumbent employees who did not transition to RATP Dev, which has created additional challenges in on-time performance which was already lacking. RATP Dev has training classes that begin every Monday, however several candidates have accepted offers and confirmed start dates and failed to show up for the first day of training. There are currently six employees in training, with three scheduled to begin revenue service on October 31 and the other three set for November 7. RATP Dev is currently exploring options with other providers to outsource trips temporarily to improve on time performance until they are more adequately staffed.

Ms. Barnett stated it has been a more difficult process than anticipated but holds confidence the service will improve for customers in the long run. She commended Lextran staff in the Community Relations, Customer Service, and Compliance departments, as those staff members have fielded an overwhelming number of phone calls from paratransit customers as compared to before.

Mr. Dowell thanked Ms. Barnett for the candor and transparency regarding the challenges surrounding the transition. He asked about the gap between confirmed employees and those who begin on the first day. Ms. Barnett shared that Lextran has experienced this issue with hiring as well. Lextran attempts to follow up with candidates who do not appear, though there is not always a good explanation.

Mr. Dowell asked about the vehicle transition. Ms. Barnett stated that the transition took longer than anticipated, as both the State and FTA had to sign off on the vehicles that were purchased

with Federal money. Lextran provided all documentation requested by FTA, and it was approved. The vehicles purchased outright by Lextran from American Red Cross took place smoothly.

The new software used by RATP Dev is EcoLane, which is a transition from the prior Route match software. Lextran now has direct access to data and EcoLane allows RATP Dev to have real time information. Customers will eventually have a self-service tool to allow them to track the paratransit vehicle. They are trying to get this through the test phase with 16 customers. Once they are confident in the operation of the self service tool, it will be made available for other customers more broadly.

X. NEW BUSINESS

There was no new business.

XI. PROPOSED AGENDA ITEMS

- A. Resolution – Agent of Record, Employee Health Insurance
- B. Resolution – Agent of Record, Property and Liability
- C. Resolution – CNG Bus Purchase
- D. Resolution – Legal Services
- E. Resolution – Employee Physicals and Drug Screens

XII. CLOSED SESSION

There was no closed session.

XIII. ADJOURNMENT

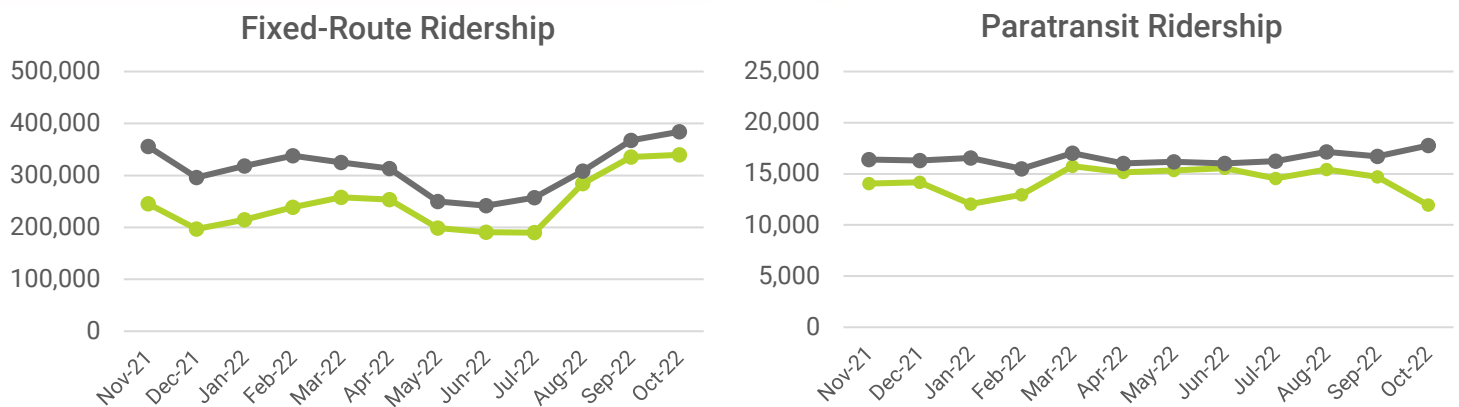
Without a quorum, Mr. Dowell declared the meeting adjourned at 10:40 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – OCTOBER 2022

We serve people and our community with mobility solutions.

October marked the beginning of Lextran’s partnership with RATP Dev for Wheels paratransit. Lextran completed the audit of its National Transit Database submission. Lextran submitted an application to the CMAQ grant program for the purchase of two CNG buses and three hybrid-electric cutaways, which received the highest priority (locally) of all competing applications. A job fair was held on October 4th, with a turnout of about 20 people.

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	339,637	1,148,702	928,283	11,943	56,613	59,368
Weekday Ridership	288,203	980,475	788,393	9,097*	45,907	49,475
Saturday Ridership	31,071	96,618	82,458	1,171*	5,088	5,552
Sunday Ridership	20,363	65,014	51,612	927*	4,308	3,822
Total Revenue Miles	161,916	620,090	449,926	67,398	359,666	424,853
Total Revenue Hours	17,009	64,826	48,684	5,122	26,620	32,664
Trips per Mile	2.10	1.85	1.49	0.18	0.16	0.14
Trips per Hour	19.97	17.72	13.73	2.33	2.13	1.82

*October Wheels Average Weekday, Saturday, and Sunday ridership numbers were rounded in RATP Dev report. Thus, total ridership for each period of service were calculated with rounding errors.

- October 2022 yielded the highest ridership since before the pandemic (February 2020).
- Fixed-route ridership increased by 24 percent in FY23YTD compared to FY22YTD and increased by 32 percent in October 2022 compared to October 2021.
- Paratransit ridership was down by 25 percent in October 2022 compared to October 2021.
- Trips per mile and trips per hour were greater in FY23YTD than FY22YTD.

LEXTRAN IN THE MEDIA

- October 5 - Lexington man says he meant to buy CBD oil, but it was Delta 8. He hit a bus, now he's suing
<https://www.kentucky.com/article265207296.html>
- October 14 - One Bold Big Blue Madness Prediction, Presented by Lextran
<https://www.on3.com/teams/kentucky-wildcats/news/bold-big-blue-madness-prediction-john-wall-kentucky-basketball/>
- October 16 - Lextran Wheels speaks about new paratransit operator, customer voices frustrations
<https://www.lex18.com/news/lextran-wheels-speaks-about-new-paratransit-operator-customer-voices-frustrations>
- October 19 - Transportation: Facing a Long Haul
<https://www.lanereport.com/160092/2022/10/transportation-facing-a-long-haul/>
- October 20 - Gorton, Kloiber share perspectives on crime, affordable housing at mayoral forum
<https://www.lex18.com/news/covering-kentucky/gorton-kloiber-share-perspectives-on-crime-blight-at-mayoral-forum>
- October 26 - Lexington group stands united against domestic violence at vigil
<https://www.lex18.com/news/lexington-group-stands-united-against-gun-violence-at-vigil>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- October 4 – Onsite Job Fair
- October 6 – Senior Services Meeting
- October 6 – Meeting with the BUILD organization
- October 7 – Travel Training – Kentucky Refugee Ministries
- October 7 – Travel Training – Kentucky Refugee Ministries
- October 7 – Zero Emissions Bus Fleet Interview with Sarasota County Area Transit
- October 8 – Fall UP Festival – Lexington Rescue Mission
- October 9 – Fire Prevention Festival – Lexington Fire Department
- October 10 – Travel Training – Kentucky Refugee Ministries
- October 10 – How to Ride – Optimal Living Services
- October 13 – Town Branch Ribbon Cutting
- October 13 – Senior Wellness Fair – Northside YMCA
- October 14 – Travel Training – Community Response Coalition of Kentucky
- October 14 – Travel Training – Community Member - BCTC
- October 18 – Travel Training – Kentucky Refugee Ministries
- October 20 – Campus Outreach – UK Transportation
- October 21 – How to Ride – Shepherd's House
- October 25 – Domestic Violence Vigil – Fayette Co Sheriff's Office
- October 26 – Commission for People with Disabilities Meeting
- October 28 – Coalition for a Livable Lex
- October 28 – Listen In – Independence Place

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	87.1%	89.1%	89.9%	47.0%	57.7%	82.7%
Farebox Recovery	8.14%	9.00%	4.89%	N/A	N/A	N/A
Operating Expenses	\$1,543,283	\$6,178,262	\$6,704,778	\$387,009	\$1,167,170	\$1,420,103
Per Mile	\$3.61	\$3.83	\$3.29	N/A	N/A	N/A
Per Hour	\$61.65	\$60.63	\$71.28	N/A	N/A	N/A
Customer Service						
Customer Feedback Totals per 100k Trips	12.37	18.02	35.00	923.60	308.12	158.33
Commendations	0.59	1.57	3.14	0.00	7.17	3.37
Discourtesy	5.01	4.18	8.38	0.00	46.58	60.64
Late or Early	0.59	1.83	1.80	358.68	96.74	35.37
Safety	1.77	2.70	3.89	35.87	51.95	58.95
Passed Boarding/Missed Trips	2.36	3.31	9.72	152.44	30.45	0.00
Information and Service Requests	1.18	2.00	2.69	0.00	0.00	0.00
Other	0.88	2.44	5.39	376.61	75.24	0.00
Call Length	1:20	1:20	1:15	2:25	1:35	1:13
Time to Abandon	1:33	1:38	1:02	3:15	1:34	1:02

- Fixed-route on-time performance remained the same as September 2022 at 87.1 percent in October. On time performance for FY23YTD is 0.80 percent below FY22YTD.
- Paratransit on-time performance dropped to 47 percent in October, primarily due to a decrease in staffing compared to the previous month.
- Discourtesy and Passed Boarding complaints on fixed-route increased from the previous month, while all other complaint types decreased.
- Paratransit experienced a high volume of general complaints in October, particularly long wait times in the phone call queue, missed trips, and late and early complaints. Lextran will continue to refine the complaint categorization for paratransit in the coming months to better reflect actual conditions.

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	2.36	2.31	1.44	1.29	1.72	1.44
Injury Frequency Rate	0.00	13.38	6.27	N/A	N/A	N/A
Days with No Preventable Accidents	27	108	112	30	116	116
Days of Lost Time	31	93	58	N/A	N/A	N/A
Workers Compensation Claims	0	9	4	N/A	N/A	N/A

- The number of preventable accidents decreased in October compared to September, and the number of non-preventable accidents was the lowest in FY23YTD.
- Days with no preventable accidents for FY23YTD are below FY22YTD levels.

Performance Indicator	Fixed Route System		
	This Month	FY23 YTD	FY22 YTD
Maintenance			
Miles between Road Calls	8,096	8,858	8,657
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In October, the maintenance department reported 8,096 miles between road calls. Miles between road calls for FY23YTD are on pace to improve from FY22YTD.
- Maintenance completed 100 percent (59 of 59) of scheduled preventive maintenance inspections in October.

Performance Indicator	Fixed Route System	
	This Month	FY23 YTD
Training Activities		
Operator Safety Training	100	204
Smith System Training	6	6
Accident Remedial	4	14
Drug & Alcohol Reasonable Suspicion Training	3	5
Incident Remedial	2	6
Worker's Comp Injury Remedial	1	1

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	19	12	9
Operations	12	8	7
Maintenance	5	2	1
Administration	2	2	1

Procurements	
Printing Services	Contract
Environmental Services	Contract
Generator	Purchase
VOIP Phones	Upcoming
Vanpool	Upcoming

FINANCIALS
BALANCE SHEET

as of October 31, 2022

	CURRENT YEAR-TO- DATE	LAST YEAR-TO- DATE
ASSETS		
Current assets		
Operating Cash	\$21,935,750	\$11,403,140
Accounts receivable	\$1,301,865	\$1,381,658
Inventory	\$858,775	\$704,692
Work in process	\$872,335	\$2,886,059
Prepaid	\$862,878	\$868,103
Total Current Assets	\$25,831,603	\$17,243,652
Long term note - Lextran Foundation Inc.	\$0	\$8,355,000
Long term asset - Pension	\$1,962,500	\$1,757,884
Total Long Term Assets	\$1,962,500	\$10,112,884
Net capital and related assets	\$37,028,081	\$24,096,787
TOTAL ASSETS	\$64,822,184	\$51,453,323
LIABILITIES		
Current liabilities		
Accounts payable	\$1,573,132	\$408,492
Payroll liabilities	\$634,719	\$610,200
Total Current Liabilities	\$2,207,851	\$1,018,692
Long term liability - Pension	\$464,607	\$1,301,871
Total Long Term Liabilities	\$464,607	\$1,301,871
NET POSITION	\$62,149,726	\$49,132,761
TOTAL LIABILITIES AND NET POSITION	\$64,822,184	\$51,453,323

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

October 2022

	FY2023 ACTUAL	FY2023 BUDGET	FY2023 VARIANCE	FY 2022 ACTUAL
REVENUES				
Property taxes	\$531,298	\$628,486	(\$97,188)	\$535,906
Passenger revenue	\$417,207	\$338,972	\$78,234	\$328,006
Federal funds	\$4,928,834	\$4,987,994	(\$59,160)	\$1,284,386
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$1,774,974	\$830,248	\$944,726	\$114,704
Gain/Loss on Investments	\$4,520,394	\$0	\$4,520,394	\$0
TOTAL REVENUES	\$12,432,706	\$7,045,700	\$5,387,006	\$2,523,002
EXPENSES				
Wages	\$3,666,583	\$3,804,569	(\$137,986)	\$3,481,994
Fringe benefits	\$1,846,468	\$2,121,822	(\$275,354)	\$1,827,034
Professional services	\$389,303	\$639,888	(\$250,585)	\$253,982
Materials and supplies	\$428,813	\$449,833	(\$21,021)	\$379,558
Fuel-Diesel	\$491,035	\$485,428	\$5,607	\$283,903
Fuel-Other	\$213,445	\$141,733	\$71,712	\$129,962
Utilities - Facilities	\$125,733	\$128,644	(\$2,911)	\$122,970
Utilities - Electric Bus	\$5,869	\$28,667	(\$22,797)	\$16,960
Insurance	\$270,418	\$283,722	(\$13,304)	\$263,446
Fuel taxes	\$70,644	\$66,667	\$3,977	\$63,247
Paratransit Expenses	\$2,468,179	\$1,733,333	\$734,845	\$1,590,835
Vanpool Expenses	\$10,178	\$6,667	\$3,512	\$3,590
Dues and subscriptions	\$3,667	\$4,800	(\$1,133)	\$29,614
Travel, training and meetings	\$41,952	\$61,208	(\$19,256)	\$31,752
Media advertising	\$34,766	\$77,667	(\$42,900)	\$25,734
Miscellaneous	\$27,137	\$22,633	\$4,504	\$12,439
Leases and rentals	\$2,184	\$0	\$2,184	\$71,024
Depreciation	\$1,005,598	\$1,005,598	\$0	\$992,384
TOTAL EXPENSES	\$11,101,973	\$11,062,878	\$39,095	\$9,580,429
CHANGE IN NET POSITION	\$1,330,733	(\$4,017,178)	\$5,347,911	(\$7,057,427)
Monthly Average Diesel Cost:	\$4.47			
YTD Average Diesel Cost:	\$3.96			
CNG Diesel Gallon Equivalent:	\$1.99			

MEMORANDUM

November 16, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Award a Contract for Agent of Record - Employee Health Insurance**

Resolution 2022-25, attached, requests authority to enter into a contract for Agent of Record - Employee Health Insurance.

RFP 2022-08 was issued on August 1, 2022, with proposals received on September 28, 2022. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Proposals were submitted by six (6) companies and four (4) of the proposals were deemed qualified and responsive from:

- USI Insurance Services
- Horan
- Public Entity Insurance
- National Benefit Service Center

USI Insurance Services received the highest-ranking evaluation score and is recommended for the contract award for Agent of Record - Employee Health Insurance. Pricing for this contract is based on a quarterly fee of \$10,000. The term of the contract awarded will be for two (2) years with three (3) options for one (1) additional year.

The source of funds is local Mass Transit funds.

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

**RESOLUTION 2022-25
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

November 16, 2022

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-08 for Agent of Record - Employee Health Insurance; and

WHEREAS, RFP 2022-08 resulted in responsive proposals from four qualified proposers; and

WHEREAS, the proposal from USI Insurance Services received the highest-ranking evaluation score;

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 USI Insurance Services as Lextran's Agent of Record - Employee Health Insurance according to the terms set forth in RFP 2022-08 and the proposal submitted by USI Insurance Services. The term of the contract awarded will be for two (2) years with three (3) options for one (1) additional year.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

November 16, 2022

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Award a Contract for Agent of Record - Property and Liability Insurance

Resolution 2022-26, attached, requests authority to enter into a contract for Agent of Record - Property and Liability Insurance.

RFP 2022-09 was issued on August 1, 2022, with proposals received on September 28, 2022. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Proposals were submitted by six (6) companies and five (5) of the proposals were deemed qualified and responsive, from:

- Marsh & McLennan Agency LLC
- Public Entity Insurance
- USI Insurance Services
- Alliant Insurance Services, Inc.
- Insurica, Inc.

Marsh & McLennan Agency LLC received the highest-ranking evaluation score and is recommended for the contract award for Agent of Record - Property and Liability Insurance. Pricing for this contract is based on a quarterly fee of \$18,750. The term of the contract awarded will be for two (2) years with three (3) options for one (1) additional year.

The source of funds is local Mass Transit funds.

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

**RESOLUTION 2022-26
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

November 16, 2022

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-09 for Agent of Record - Property and Liability Insurance; and

WHEREAS, RFP 2022-08 resulted in responsive proposals from five (5) qualified proposers; and

WHEREAS, the proposal from Marsh & McLennan Agency LLC received the highest-ranking evaluation score;

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 Marsh & McLennan Agency LLC as Lextran's Agent of Record – Property and Liability Insurance according to the terms as set forth in RFP 2022-09 and the proposal submitted by Marsh & McLennan Agency LLC. The term of the contract awarded will be for two (2) years with three (3) options for one (1) additional year.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

November 16, 2022

TO: Lextran Board of Directors

FROM: Jill Barnett, General Manager

SUBJECT: Resolution to Award a Contract for Legal Services

Resolution 2022-27, attached, requests authority to enter into a contract for Legal Services.

RFP 2022-11 was issued on September 12, 2022, with proposals received on October 17, 2022. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Responsive proposals were received from three (3) qualified proposers:

- McBrayer PLLC
- Miller Edwards Rambicure PLLC
- Stites & Harbison PLLC

McBrayer PLLC received the highest-ranking evaluation score and is recommended for the contract award for Legal Services.

Pricing for this contract is based on a monthly retainer fee of \$1,250. The following items would be considered “in scope” for this contract and would be considered as covered by any monthly retainers:

- Review of any contracts, written agreements, or change orders involving Lextran
- Review of any Board resolutions
- Attendance at meetings of the Board of Directors, including work sessions if held
- Attendance at meetings of the Finance Committee of the Board of Directors
- Responding to any questions about the Open Meetings Act
- Responding to any questions about the Open Records Act
- Advice on issues pertaining to vendor non-performance or early termination of contracts

All “out of scope” services will be billed according to the following governmental fee structure. Attorneys will bill no more than \$150.00 per hour of work, and paralegals will bill at \$60.00 per hour of work.

The term of the contract awarded will be for three (3) years with two (2) options for one (1) additional year.

The source of funds is local Mass Transit funds.

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

**RESOLUTION 2022-27
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

November 16, 2022

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-11 for Legal Services; and

WHEREAS, RFP 2022-11 resulted in a responsive proposal from three (3) qualified proposers; and

WHEREAS, the proposal from McBrayer PLLC received the highest-ranking evaluation score;

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 McBrayer PLLC for Legal Services according to the terms as set forth in RFP 2022-11 and the proposal submitted by McBrayer PLLC. The term of the contract awarded will be for three (3) years with two (2) options for one (1) additional year.

MOTION

SECOND

CHAIRPERSON

DATE



8.1 COST PROPOSAL FORM

Physicals

DOT Pre-employment Physical
 Non-DOT Pre-employment Physical

Price Per Physical

65.00*

 50.00*

Tests Related to Physicals

Blood Pressure Re-Check
 Glucose Check
 Audiometry Screening

Price Per Test
 Included in Non-DOT

10.00*

 24.00*

DOT Drug Tests- Business Hours

Pre-Employment Drug Screen
 Random Drug Screen
 Post-Accident Drug Screen
 Reasonable Suspicion Drug Screen

Price Per Test

35.00*

 35.00*

 35.00*

 35.00*

DOT Drug Tests- After Hours

Random Drug Screen
 Post-Accident Drug Screen
 Reasonable Suspicion Drug Screen

Price Per Test

\$99* (\$35 UDS, \$64 After Hours Fee)

 \$141* (\$35 UDS, \$106 After Hours Fee)

 \$141* (\$35 UDS, \$106 After Hours Fee)

Non-DOT Drug Tests- Business Hours

Pre-Employment Drug Screen
 Random Drug Screen
 Post-Accident Drug Screen
 Reasonable Suspicion Drug Screen

Price Per Test

\$53*

 \$53*

 \$53*

 \$53*

Non-DOT Drug Tests- After Hours

Random Drug Screen
 Post-Accident Drug Screen
 Reasonable Suspicion Drug Screen

Price Per Test

\$117* (\$53 UDS, \$64 After Hours Fee)

 \$159* (\$53 UDS, \$106 After Hours Fee)

 \$159* (\$53 UDS, \$106 After Hours Fee)

Breath Alcohol Tests

DOT Breath Alcohol Tests- **Business Hours**
 Non-DOT Breath Alcohol Tests- **Business Hours**
 DOT Breath Alcohol Tests- **After Hours**
 Non-DOT Breath Alcohol Tests- **After Hours**

Price Per Test

35.00*

 35.00*

 \$35* (\$64 after hours fee shared with UDS)

 \$35* (\$64 after hours fee shared with UDS)

Vaccines

Hepatitis B Vaccine
 Influenza Virus Vaccine

Price Per Test

Hepilisav (2 shot series): \$150 each* OR Hep B Recombivax (3 shots) 90.00 each*

 45.00*

MEMORANDUM

November 16, 2022

TO: Lextran Board of Directors**FROM: Jill Barnett, General Manager****SUBJECT: Resolution to Award a Contract for Physicals and Drug Screens**

Resolution 2022-28, attached, requests authority to enter into a contract for Physicals and Drug Screens.

RFP 2022-12 was issued on September 12, 2022, with proposals received on October 17, 2022. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Responsive proposals were submitted by three (3) qualified proposers, from

- Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers
- Redpoint Medical, PSC
- DSI Medical Services

Concentra Medical Centers received the highest-ranking evaluation score and is recommended for the contract award for Legal Services. Pricing for this contract is based by each type of physical or test. The cost proposal form that was provided by Concentra Medical Centers is attached. It is noted that prices are subject to a 3% annual increase at renewal date.

The term of the contract awarded will be for three (3) years with two (2) options for one (1) additional year.

The source of funds is local Mass Transit funds.

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

**RESOLUTION 2022-28
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

November 16, 2022

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2022-12 for Physicals and Drug Screens; and

WHEREAS, RFP 2022-12 resulted in responsive proposals from three (3) qualified proposers; and

WHEREAS, the proposal from Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers received the highest-ranking evaluation score;

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 Concentra Medical Centers for Physicals and Drug Screens according to the terms as set forth in RFP 2022-12 and the proposal submitted by Concentra Medical Centers. The term of the contract awarded will be for three (3) years with two (2) options for one (1) additional year.

MOTION

SECOND

CHAIRPERSON

DATE

CHANGE ORDER REPORT - NOVEMBER 2022

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Paul Miller Ford	Purchase two (2) 2023 Ford F-250 Super Cab XL	\$50,000 Each	\$2,280 Increase Each	Resolution 2022-24 was approved on 9/28/2022 for the purchase of two (2) 2023 F-250 trucks with Paul Miller Ford at an estimated amount of \$50,000 per truck. The pricing information was received with an increase of \$2,280 per truck. Total change order amount is \$4,560.	None