

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, August 23, 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 August 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

August 23, 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 – July 2023 Meeting | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – July | 10:20 – 10:35 |
| VI. | Action Items | 10:35 – 10:50 |
| | A. Resolution 2023-10 – Finance and Pension Committee Appointments | |
| | B. Resolution 2023-11 – Public Records Custodian | |
| | C. Resolution 2023-12 – Bus Stop Enhancements | |
| | D. Resolution 2023-13 – CNG Maintenance Facility Improvements | |
| | E. Resolution 2023-14 – CNG Fueling Infrastructure | |
| VII. | Change Order Report | 10:50 |
| VIII. | Old Business | 10:50 – 10:55 |
| IX. | New Business | 10:55 – 11:00 |
| X. | Proposed Agenda Items | 11:00 – 11:05 |
| | A. Resolution – Kentucky Deferred Comp, Updated Joinder Agreement | |
| | B. Resolution – Drug & Alcohol Policy Update | |
| | C. Resolution – Hybrid Battery Replacement | |
| | D. Resolution – Electrician Services | |
| XI. | Closed Session | 11:05 – 11:25 |
| XII. | Adjournment | |

The next business meeting of the Board of Directors is scheduled for September 27, 2023 at 10 a.m.

BOARD OF DIRECTORS MEETING

BOARD MINUTES

July 26, 2023

MEMBERS PRESENT

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

ABSENT

George Ward
Christian Motley
Dr. Koffi Akakpo

STAFF PRESENT

Jill Barnett, General Manager
Fred Combs, Director of Planning, Technology and Community Relations
Nikki Falconbury, Director of Finance and Human Resources
Chris Withrow, Director of Maintenance
Jason Dyal, Director of Operations
Catherine Moran, Compliance Specialist
Maria Alonso, Human Resources Manager
Dale Stone, Schedule & Service Manager
Emily Elliott, Community Relations Manager
Jessica Pence, Capital Planner
Alan Jones, Systems Administrator
Stephanie Hoke, Finance & Purchasing Manager

OTHERS PRESENT

Jonas Bastien, McBrayer, Lextran Counsel
Joseph David, Lexington Area MPO

I. CALL TO ORDER

Board Chair Harding Dowell called the July 26th, 2023 meeting of the Lextran Board of Directors to order at 10:06 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 June 28, 2023 meeting of the Lextran Board of Directors. Judge Thurston made a motion to approve the minutes and Ms. Borges-Gonzalez seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

Mr. Dowell announced that it was General Manager Jill Barnett's last day at Lextran. Mr. Dowell reported that he had met with Transdev regarding finding Ms. Barnett's replacement, and they are making progress to hire a new General Manager by the end of the next month. Mr. Dowell stated that an interim General Manager was in the process of being established. He recognized the importance of Ms. Barnett's time at Lextran including her leadership during COVID and the paratransit transition. Mr. Dowell noted Ms. Barnett's exemplary grant record, work towards modernizing the fleet, how she has kept Lextran financially healthy, and kept Lextran at the forefront of Lexington's future planning.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Fred Combs presented the Monthly Performance Report for June 2023, which can be found on pages 9-13 of the July 2023 board packet.

HIGHLIGHTS FOR JUNE:

- Lextran closed out FY2023 with a total fixed-route ridership of more than 3.4 million trips, an increase of about 28 percent compared to FY2022.
- On June 9th, Lextran's Operations and Risk Management Departments hosted an employee cookout.
- Lextran staff participated in the Lexington Area MPO's certification review process with representatives from the FTA, including a tour of major transportation projects in the region.
- Lextran deployed an updated version of Avail's CAD/AVL software on June 24th.

Mr. Combs shared two commendations from customers, of the four commendations received for the month. There were roughly 225,000 fixed-route trips in June. Because of an Avail upgrade, there was some data loss that happened in June, the data loss was not expected to affect June ridership that much. There will be an audit to make sure the data from the passenger counters were accurate. Fixed-route ridership increased by 18 percent in June 2023 compared to June 2022, and FY23 ridership increased by 28 percent compared to FY22. Paratransit ridership was about 15 percent lower in June 2023 compared to June 2022 and about one percent lower when compared to the previous month. Paratransit ridership for June was around 13,000 trips. System productivity on fixed-route for the fiscal year was about 737,000 ahead of FY22 YTD and about 22,000 trips under on paratransit. Total for the system combined was 3.6 million for FY23 compared to 2.9 million for FY22. Productivity trips per mile and trips per hour were ahead from last FY for both systems. On-time performance was 92 percent in June for fixed-route and 89 percent for the fiscal year. On paratransit, on-time performance was 80.6 percent in June, the highest level since the transition to RATP Dev.

The preventable accident rate was 1.68 (fixed-route) in FY23, which was lower than FY22. The paratransit preventable accident rate was 2.57 for FY23 which was higher than the FY22 rate of 1.38. Paratransit had 4.25 preventable accidents per 100,000 miles for the month of June. Fixed-route injury frequency rate was a little higher than last year, there were also more workers compensation claims than last year.

Lextran operated 9,602 miles between road calls in June. The number of miles between road calls was approximately 700 miles higher than last year. Maintenance completed 57 of the 57 preventative maintenance inspections on time.

Mr. Dowell acknowledged that the number of complaints has gone down by double digits on both systems. Ms. Rodgers asked about the tracking system for passenger boarding and alighting. Mr. Combs explained the system and how they would calculate the changes based on the audit. There are certification processes that require these numbers to be accurate. The upgrade to the system that occurred in June could cause a difference in the numbers of a couple of thousand.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the June 2023 Finance Report, found on pages 14-15 of the July 2023 board packet.

Ms. Falconbury noted that the balance sheet was marked as unaudited, so some entries will be made after the audit is completed, such as grant funding moving to accounts receivable. When we receive the entry from the auditors we will adjust the long-term pension asset. The final numbers will be shared after the audit, which will begin the second week of August. She reported operating cash at the end of June was \$38 million. Not much cash will come in between July and November. The bulk of the property tax will come in November and December.

Property taxes came in at \$22.7 million, we had budgeted about \$21 million, which was about 8 percent over the previous year. Passenger revenue came in at about \$178,000 over budget. State funds are at \$1.2 million to match our 5307 and 5339 grants. Advertising revenue was budgeted for \$260,000 but came out to about \$355,000. Wages and fringe benefits were within budget. Materials and supplies were slightly over budget due to the cost of maintenance parts. The paratransit expense was budgeted based on the cost before Lextran had the new contract. Diesel fuel was on average \$2.51 for the month of June, which was lower than the YTD average cost of \$3.33. CNG diesel gallon equivalent was \$1.69. The new FY budgeted amount for diesel was set at \$4.25.

Judge Thurston asked about the structure for the advertising revenue. Ms. Barnett explained that the \$260,000 is an annual guaranteed amount and anything above that is split 50/50. It is a turnkey contract where the contractor makes the ads, sells the ads, and manages materials.

Ms. Rodgers asked about the change in net position. She noted that it had been mentioned before in 2026 it was estimated that our expenses will surpass our revenues. Ms. Falconbury stated that the additional unspent funding will go into the mass transit fund. Ms. Falconbury also stated that Lextran will continue to look for grant funding and analyze the expenses. Ms. Rodgers asked about the materials and supplies that were over budget. Ms. Falconbury stated that the bus parts are now much higher in price than they were in the past. Ms. Rodgers asked about the under-budget items, including dues and media advertising. Ms. Falconbury added that marketing staff have been focused on supporting human resources in recruiting and hiring, leaving less time for other projects.

VI. ACTION ITEMS

A. Election of Board Chair and Vice-Chair – Report from Nominating Committee

Chairman Harding Dowell appointed a Nominating Committee consisting of Ms. Borges-Gonzalez and Judge Thurston. Judge Thurston presented the nominations for officers. Mr. Dowell was nominated for Chair and Ms. Rodgers was nominated as Vice-Chair.

Paul Schoninger made a motion to approve the nominations and Leidy Borges-Gonzalez seconded the motion. The motion passed unanimously.

VII. CHANGE ORDER REPORT

Ms. Barnett shared one change order for information, with no board action required. The change order was for Paycom (Payroll/HRIS).

This change reflects an increase in the annual price of an additional \$5,200. The addition of a new “Betl” platform allows new payroll features on Employee Self-Serve application. It gives employees access to their payroll information in real time.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

- A. Resolution – Kentucky Deferred Comp, Updated Joinder Agreement
- B. Resolution – Committee appointments
- C. Resolution – Drug & Alcohol Policy Update
- D. Resolution – Public Records Custodian
- E. RAMP Program Update

XI. FINAL REMARKS – GENERAL MANAGER

General Manager Jill Barnett stated that this was her last Board Meeting as General Manager. She thanked staff and board members for their support. She had been at Lextran for nearly 14

years. Some notable milestones were giving out million-mile safe driving awards, Lextran moving from their previous location to the new headquarters, CNG and Electric buses being implemented, and Lextran sending a competitor to the APTA international bus roдео multiple times. Lextran did not miss a single day of service during the COVID pandemic. The fleet replacement program has made a lot of progress in the last few years and significant improvements have been made to passenger facilities in the community. Ms. Barnett stated that Lextran has won more than 18 million dollars in competitive grants in the last 2.5 years. She gave thanks to her team of staff and board members. Ms. Barnett stated that it had been a privilege to serve as the General Manager of Lextran.

XII. CLOSED SESSION

There was no closed session.

XIII. ADJOURNMENT

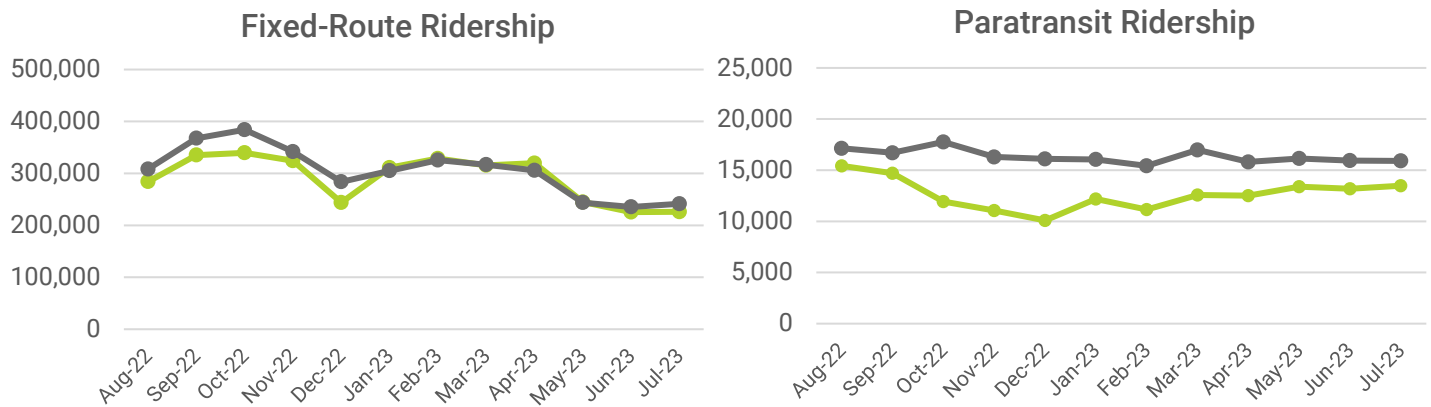
Mr. Dowell declared the meeting adjourned at 10:38 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – JULY 2023

We serve people and our community with mobility solutions.

Lextran held a job fair at the Loudon Administration Office on July 10th that resulted in 22 interviews and 8 new hires. Fred Combs presented as an invited speaker at Fayette Alliance’s Grow Smart Academy. Lextran staff participated in various community events, including the Kentucky Chamber of Commerce Women’s Summit, the Lexington Monopoly launch party, the Teacher’s Environmental Academy, and the Minority Business Expo.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24YTD	FY23YTD	This Month	FY24YTD	FY23YTD
System Production						
Total Ridership	225,975	225,975	189,790	13,488	13,488	14,543
Weekday Ridership	182,724	182,724	151,801	10,730	10,730	11,420
Saturday Ridership	22,984	22,984	20,218	1,351	1,351	1,503
Sunday Ridership	16,451	16,451	14,648	1,174	1,174	1,344
Holiday Ridership	3,816	3,816	3,123	233	233	276
Total Revenue Miles	146,531	146,531	140,863	81,274	81,274	96,846
Total Revenue Hours	14,969	14,969	14,389	6,082	6,082	7,093
Trips per Mile	1.54	1.54	1.35	0.17	0.17	0.15
Trips per Hour	15.10	15.10	13.19	2.22	2.22	2.05

- Fixed-route ridership increased by two-tenths of a percent compared to the previous month and by 19 percent compared to July 2023.
- Paratransit ridership was about two percent higher in June 2023 compared to the previous month, but about seven percent lower when compared to July 2022.
- Trips per Mile and Hour for FY24YTD currently exceed that of FY23YTD on both systems.

LEXTRAN IN THE MEDIA

- July 7 – Lextran executive director who led office through COVID pandemic resigns
<https://www.kentucky.com/news/local/counties/fayette-county/article277108783.html>
- July 7 – Lextran general manager resigns –
<https://www.lex18.com/news/general-manager-resigns-from-lextran>
- July 10 – Lextran looking to hire; several positions open
<https://www.wkyt.com/2023/07/10/lextran-looking-hire-several-positions-open/>
- July 10 – Jill Barnett resigns as Lextran’s executive director and general manager
<https://www.masstransitmag.com/management/press-release/53065530/lextran-jill-barnett-resigns-as-lextrans-executive-director-and-general-manager>
- July 28 – Good Question: How many Lextran buses are electric?
<https://www.wbrc.com/video/2023/07/28/watch-good-question-how-many-lextran-buses-are-electric/>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- July 6 – Green Acres Summer Camp – Community Inspired Lexington
- July 7 – Lextran and Goodwill Industries
- July 7 – Senior Services Commission Meeting
- July 10 – Lextran Job Fair
- July 11 – Grow Smart Academy
- July 11 – Complete Streets Stakeholder Meeting
- July 12 – Teacher’s Environmental Academy
- July 13 – Transit Center Outreach
- July 13 – Pedestrian Safety Committee
- July 14 – Community Travel Training
- July 17 – ‘How to Ride’ – PATH Visually Impaired Program
- July 17 – Community Travel Training
- July 18 – KY Chamber of Commerce Women’s Summit
- July 19 – Power Scholars – Consolidated Baptist Church
- July 19 – Ignite Outreach Event – Goodwill
- July 20 – ‘How to Ride’ – Kentucky State 4-H Extension Transportation Workshop
- July 21 – Cardinal Valley Adopt-a-Park Government Day
- July 25 – Community Travel Training
- July 25 – US 27 Project Team Meeting
- July 26 – Lexington Monopoly Launch Party
- July 28 – Minority Business Expo
- July 28 – Community Travel Training
- July 28 – Women’s Veterans Empowerment Meeting
- July 28 – McKinney Vento Student Table Talk- FCPS
- July 28 – Lextran and VA Healthcare System Meeting

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24YTD	FY23YTD	This Month	FY24YTD	FY23YTD
Service Quality						
On-Time Performance	88.03%	88.03%	92.70%	68.85%	68.85%	63.19%
Farebox Recovery	7.13%	7.13%	5.45%	N/A	N/A	N/A
Operating Expenses	\$1,642,374	\$1,642,374	\$1,654,081	\$640,551	\$640,551	\$382,981
Per Mile	\$3.62	\$3.62	\$4.93	N/A	N/A	N/A
Per Hour	\$74.28	\$74.28	\$66.69	N/A	N/A	N/A
Customer Service						
Customer Feedback Totals per 100k Trips	15.05	15.05	24.76	59.31	59.31	165.03
Commendations	0.89	0.89	2.11	0.00	0.00	20.63
Discourtesy	3.54	3.54	5.27	14.83	14.83	75.64
Late or Early	1.33	1.33	2.11	7.41	7.41	13.75
Safety	4.43	4.43	2.63	37.07	37.07	55.01
Passed Boarding	2.66	2.66	3.69	0.00	0.00	0.00
Information and Service Requests	0.89	0.89	2.11	0.00	0.00	0.00
Other	1.33	1.33	6.85	14.83	14.83	0.00
Call Length*	0:56	0:56	1:14	1:34	1:34	1:19
Time to Abandon*	1:03	1:03	1:24	5:30	5:30	0:50

*Call data from the beginning of July was lost during a migration of the phone system. All call data represented above is from July 13th onward.

- Fixed-route on-time performance decreased by about three percent from the previous month, and by nearly five percent from July 2022.
- Paratransit on-time performance decreased by about 12 percent from the previous month, and increased by about five percent from July 2022.
- Fixed-route received fewer complaints related to discourtesy, late or early buses, and passed boardings from July 2022, however safety complaints increased.
- Total paratransit feedback decreased from 24 in July 2022 to 8 in July 2023, which included reductions in discourtesy, late or early, and safety complaints.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24 YTD	FY23 YTD	This Month	FY24 YTD	FY23 YTD
Safety						
Preventable Accidents per 100,000 miles	1.96	1.96	1.36	2.00	2.00	4.58
Injury Frequency Rate	4.75	4.75	23.95	N/A	N/A	N/A
Days with No Preventable Accidents	28	28	29	29	29	26
Days of Lost Time	0	0	24	N/A	N/A	N/A
Workers Compensation Claims	1	1	5	N/A	N/A	N/A

- From June to July, the total number of preventable accidents remained the same for fixed-route and decreased by two for paratransit.
- The injury frequency rate decreased significantly compared to the previous month, reflecting one OSHA-reportable workplace injury.

Performance Indicator	Fixed Route System		
	This Month	FY24YTD	FY23YTD
Maintenance			
Miles between Road Calls	12,211	12,211	12,806
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In July, the maintenance department reported 12,211 miles between road calls.
- Maintenance completed 100 percent (55 of 55) of scheduled preventive maintenance inspections in July.

Performance Indicator	Fixed Route System	
	This Month	FY24YTD
Training Activities		
Roadworthy Communication with Bill Parsons	17	17
Electric Bus Training	5	5
Smith System Training	5	5
Accident Remedial	2	2
Return to Work Training	1	1
Workman Comp Remedial	1	1

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	22	13	9
Operations	12	6	8
Maintenance	7	2	0
Administration	3	5	1

Procurements	
CAD/AVL Intelligent Transportation and ERP Systems	Open
Electrician Services	Open
Hybrid Battery Replacement	Open
Paratransit Eligibility Assessments	Open
Customer Service Training	Upcoming
Janitorial Supplies	Upcoming
Paratransit Services	Upcoming
Transit Advertising	Upcoming

FINANCIALS
BALANCE SHEET

as of July 31, 2023

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$39,463,072	\$22,377,137
Accounts receivable	\$2,104,551	\$1,684,031
Inventory	\$848,193	\$821,935
Work in process	\$74,674	\$536,257
Prepaid	<u>\$1,292,524</u>	<u>\$1,153,650</u>
Total Current Assets	<u>\$43,783,014</u>	<u>\$26,573,010</u>
Long term note - Lextran Foundation Inc	\$0	\$8,355,000
Long term asset - Pension	<u>\$1,962,500</u>	<u>\$1,962,499</u>
Total Long Term Assets	<u>\$1,962,500</u>	<u>\$10,317,499</u>
Net capital and related assets	\$37,299,100	\$24,436,146
TOTAL ASSETS	<u>\$83,044,614</u>	<u>\$61,326,656</u>
LIABILITIES		
Current liabilities		
Accounts payable	\$969,423	\$562,259
Payroll liabilities	<u>\$913,940</u>	<u>\$795,691</u>
Total Current Liabilities	<u>\$1,883,363</u>	<u>\$1,357,949</u>
Long term liability - Pension	<u>\$464,607</u>	<u>\$464,607</u>
Total Long Term Liabilities	<u>\$464,607</u>	<u>\$464,607</u>
NET POSITION	\$80,696,644	\$59,504,100
TOTAL LIABILITIES AND NET POSITION	<u>\$83,044,614</u>	<u>\$61,326,656</u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

July 2023

	FY2024 ACTUAL	FY2024 BUDGET	FY2024 VARIANCE	FY 2023 ACTUAL
REVENUES				
Property taxes	\$0	\$0	\$0	\$0
Passenger revenue	\$117,068	\$98,935	\$18,132	\$90,206
Federal funds	\$0	\$508,333	(\$508,333)	\$0
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$223,088	\$223,009	\$80	\$919,260
TOTAL REVENUES	\$600,156	\$1,090,277	(\$490,121)	\$1,269,466
EXPENSES				
Wages	\$870,212	\$965,869	(\$95,657)	\$843,206
Fringe benefits	\$501,826	\$553,973	(\$52,147)	\$474,493
Professional services	\$96,445	\$164,978	(\$68,533)	\$74,332
Materials and supplies	\$118,976	\$124,471	(\$5,495)	\$90,717
Fuel-Diesel	\$67,245	\$124,042	(\$56,797)	\$117,143
Fuel-Other	\$45,636	\$60,000	(\$14,364)	\$43,776
Utilities - Facilities	\$31,913	\$34,708	(\$2,795)	\$24,319
Utilities - Electric Bus	\$0	\$7,167	(\$7,167)	\$0
Insurance	\$74,215	\$72,543	\$1,672	\$66,146
Fuel taxes	\$16,252	\$16,667	(\$415)	\$20,990
Paratransit Expenses	\$682,649	\$673,333	\$9,316	\$437,982
Vanpool Expenses	\$3,958	\$6,000	(\$2,042)	\$2,100
Dues and subscriptions	\$36,175	\$450	\$35,725	\$287
Travel, training and meetings	\$10,642	\$16,650	(\$6,008)	\$3,624
Media advertising	\$6,658	\$19,167	(\$12,508)	\$6,687
Miscellaneous	\$1,961	\$6,283	(\$4,322)	\$5,234
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$285,913	\$285,913	\$0	\$250,912
TOTAL EXPENSES	\$2,852,859	\$3,134,397	(\$281,538)	\$2,464,131
CHANGE IN NET POSITION	(\$2,252,703)	(\$2,044,120)	(\$208,583)	(\$1,194,665)
Monthly Average Diesel Cost:	\$2.55			
YTD Average Diesel Cost:	\$2.55			
CNG Diesel Gallon Equivalent	\$1.77			

MEMORANDUM

August 23, 2023

TO: Lextran Board of Directors**FROM: Harding Dowell, Chairman****SUBJECT: Resolution to Appoint Board Members to Committees**

Resolution 2023-10, attached, requests the Board's approval of the appointments to the Finance and Pension Committees.

Finance Committee

Resolution 2020-20 clarified the membership of the Finance committee in Section 1. Board members of the Finance committee established in Resolution 2020-20 are as follows:

Chair of the Lextran Board of Directors (or designee), voting member;
Board Member, voting member; and
Board Member, voting member.

Resolution 2020-20 outlines in Section 3, "named Board members will be appointed by the Chair of the Board of Directors and approved by the Board annually." Today's resolution requests the Board's approval of the following appointments to the Finance committee:

Mr. George Ward (designee)
Ms. Jamie Rodgers
Dr. Koffi Akakpo

Pension Committee

The Lextran Employees Contributory Pension Plan and Trust document outlines in Article 1, Section 4, that one "Company" (non-Union) representative on the committee shall be a member of the Board of Directors, appointed by the Board of Directors.

The Board's approval is requested for the appointment of Mr. Paul Schoninger, Board Member, to the Pension committee.

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

RESOLUTION 2023-10**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY****GOVERNMENT AUGUST 23, 2023**

WHEREAS, the Chairman of the Board of Directors of the Lexington-Fayette Urban County Government ("Lextran") has appointed Mr. George Ward to the Finance committee as his designee, along with Ms. Jamie Rodgers and Dr. Koffi Akakpo as members of the Finance committee; and

WHEREAS, the Chairman of the Lextran Board of Directors has appointed Mr. Paul Schoninger to serve as the Board member on the Pension committee;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Lextran hereby approves the appointments made to the Finance and Pension committees by the Chairman of the Board.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

August 23, 2023

TO: Lextran Board of Directors

FROM: Nikki Falconbury, Director of Finance & HR

CC: Norma Zamora, Interim General Manager

SUBJECT: Resolution to Approve the Public Records Custodian

The Bylaws for the Lextran Board of Directors, Article IX, establishes that “rules and regulations relating to access to public records, pursuant to KRS 61.876 (1)” have been adopted by resolution. Resolution 2014-27, adopted by the Board on August 20, 2014, outlines those rules and regulations.

Resolution 2021-06, adopted by the Board on April 21, 2021, identified Jill Barnett, General Manager, as the official custodian of public records.

Resolution 2023-11 will update the language to name Ta’Ziyah Bakara, Risk Management Specialist, as the official custodian of public records.

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

RESOLUTION 2023-11**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****AUGUST 23, 2023**

WHEREAS, KRS 61.876(1) requires each public agency to adopt rules and regulations in conformity with the provisions of KRS 61.870 to 61.884, in order to provide full access to public records, to protect public records from damage and disorganization, to prevent excessive disruption of the public agency's essential functions, to provide assistance and information upon request, and to insure efficient and timely action in response to application for inspection;

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government ("Lextran") is, pursuant to KRS 96A.020(1) and Urban County Charter Section 7.20, an agency and instrumentality for accomplishing essential governmental functions of the Lexington-Fayette Urban County Government, and a political subdivision and public body corporate of the Commonwealth of Kentucky; and

WHEREAS, KRS 61.870(1) defines "public agency," as used in KRS 61.872 to 61.884, to include an agency such as the Transit Authority of the Lexington-Fayette Urban County Government;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government be and hereby adopts and approves the Rules and Regulations Relating to Access to Public Records, which are attached hereto and incorporated herein by reference.

MOTION

SECOND

CHAIRPERSON

DATE

**NOTICE
RULES AND REGULATIONS RELATING TO ACCESS
TO PUBLIC RECORDS OF
THE TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the Transit Authority of the Lexington-Fayette Urban County Government ("Lextran") are open for inspection by any person on written application to Ta'Ziyah Bakara, Risk Management Specialist, official custodian of the public records of Lextran. Requests can be made at 200 W. Loudon Avenue, Lexington, Kentucky 40508, from 8:00 am until 5:00 pm, Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of Lextran will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of Lextran shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process. Flash drives will be available at a fee of \$5 per flash drive, for files requested electronically.

This the 23rd day of August 2023.

Nikki Falconbury, Director of Finance & HR

MEMORANDUM

August 23, 2023

TO: Lextran Board of Directors

FROM: Fred Combs, Director of Planning, Technology and Community Relations

CC: Norma Zamora, Interim General Manager

SUBJECT: Resolution to Issue a Task Order for Bus Stop Enhancements

Attached is a resolution requesting the authority to issue a task order to Shelcon Construction Co. LLC for the provision of bus stop enhancements. Shelcon Construction Co. LLC was awarded a contract under Resolution 2021-13 in 2021 for bus stop enhancements for a three-year term, with two additional one-year options. Pricing for on-call work was included in the initial contract.

This task order is the result of the third phase of Lextran's Rider Amenities at Many Place (RAMP) Program. There are a total of 13 stops identified in this task order, including six shelter replacements, three new shelter installations, three new benches (one of those three benches is a book bench), and additional enhancements scheduled for each stop.

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

Stop #	Notes	Cost
Stop #51	Shelter replacement, sidewalk connection and trash can pad	\$12,026
Stop #169	Shelter replacement and sidewalk connection	\$14,454
Stop #175	New shelter and boarding pad installation, curb work	\$20,263
Stop #341	New bench installation	\$1,772
Stop #605	Boarding pad extension	\$6,902
Stop #814	New bench, boarding pad, and trash can installation	\$15,872
Stop #1253	New shelter and boarding pad installation	\$16,682
Stop #1346	Shelter replacement, boarding pad extension, and new trash can pad	\$12,122
Stop #1349	Shelter replacement, boarding pad installation, sidewalk extension, curbing work	\$21,050
Stop #1357	Book bench installation	\$1,772
Stop #1378	New shelter installation	\$3,754
Stop #1388	Shelter replacement, pad extension	\$12,066
Stop #1422	Shelter replacement, pad repair, curb work	\$27,446
Totals	—	\$166,181

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

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

RESOLUTION 2023-12**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****AUGUST 23, 2023**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) awarded a contract to Shelcon Construction Co. LLC for bus stop enhancements as a result of Resolution 2021-13 for bus stop enhancements; and

WHEREAS, the third phase of Lextran’s Rider Amenities at Many Places (RAMP) program has identified 13 stops for enhancement.

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 issue a task order to Shelcon Construction Co. LLC for bus stop enhancements on 13 stops for a not-to-exceed cost of \$166,181.

MOTION: _____**SECOND:** __________
CHAIRPERSON_____
DATE

MEMORANDUM

August 23, 2023

TO: Lextran Board of Directors

FROM: Fred Combs, Director of Planning, Technology and Community Relations

CC: Norma Zamora, Interim General Manager

SUBJECT: Task Order with Kersey & Kersey Architects – CNG Maintenance Facility Improvements

Resolution 2023-13, attached, requests approval to proceed with a task order for Kersey & Kersey to provide architectural and engineering (A&E) services at Lextran's maintenance facility related to safety improvements for the maintenance of compressed natural gas (CNG) vehicles.

In 2018, WSP (Lextran's prior A&E services vendor) completed a report titled *Facility Assessment for Alternative Fuel Vehicles* that included recommendations to improve Lextran's capacity for maintaining CNG vehicles, such as a methane gas detection system, continuous ventilation, and extending a block wall to the roof deck of the maintenance facility. In 2019, WSP completed schematic design, construction documents, and specifications for the CNG-related work at the maintenance facility.

In 2019, the Board of Directors approved Resolution 2019-22, and a contract was awarded to Kersey & Kersey for A&E Services.

In 2022, Lextran was awarded \$6,359,880 in federal dollars under the Federal Transit Administration's Low or No Emissions grant program to purchase CNG vehicles and to upgrade the CNG fueling infrastructure at the Loudon Avenue maintenance facility.

Approval of Resolution 2023-13 allows Lextran to proceed with issuing a task order to Kersey & Kersey Architects for A&E services related to CNG safety improvements at the maintenance facility. The scope of work in this task order includes:

- Design and construction documents review
- Construction bidding
- Construction administration

The cost of this engagement is \$49,955.10, and the source of funding is a Federal Transit Administration Low and No Emissions grant award and local Mass Transit Funds.

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

RESOLUTION 2023-13**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****AUGUST 23, 2023**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) previously approved Resolution 2019-22 and entered into contract with Kersey & Kersey for Architectural and Engineering (A&E) Services; and

WHEREAS, Lextran was awarded a Low and No Emissions grant by the Federal Transit Administration, which included “improvements to the Lextran maintenance facility” and identified Kersey & Kersey Architects as a project partner; and

WHEREAS, the scope of work includes design and construction documents, construction bidding, and construction administration for CNG improvements to Lextran’s existing maintenance facility.

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 issue a task order to Kersey & Kersey Architects for A&E Services at Lextran’s maintenance facility, for a not-to-exceed cost of \$49,955.10.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

August 23, 2023

TO: Lextran Board of Directors

FROM: Fred Combs, Director of Planning, Technology and Community Relations

CC: Norma Zamora, Interim General Manager

SUBJECT: Resolution to Award a Contract for Compressed Natural Gas Fueling Infrastructure

Resolution 2023-14, attached, requests approval to award a contract to Zeit Energy to provide design-build services to construct new compressed natural gas (CNG) fueling infrastructure at Lextran's maintenance facility.

In 2021, Zeit Energy was awarded a contract for CNG facility maintenance and monitoring service, for a three-year term with two options for an additional year.

In 2022, Lextran was awarded \$6,359,880 in federal dollars under the Federal Transit Administration's Low or No Emissions grant program to purchase compressed natural gas vehicles and to upgrade the CNG infrastructure at the Loudon Avenue maintenance facility. Zeit Energy was named as a project partner in the grant application to provide turn-key design-build services that essentially double the existing CNG fueling output. Zeit Energy's scope for this project is as follows:

- Engineering/construction management
 - Professional engineering design (civil, electrical, mechanical)
 - Sealed construction document
 - Construction management and on-site supervision
 - Equipment procurement
 - Shipping and receiving
 - Startup
- Civil scope
 - New equipment concrete pads
 - Construction barricades and steel plates
 - Trenching, including backfill, compaction and repair, for electrical conduits and CNG tubing
 - Equipment area protective bollards
 - Project signage
 - Permitting
- Electrical scope
 - Wires and conduits between existing electrical panels, located in the existing electrical room, and new motor starter panel
 - Emergency shutdown buttons (furnish and install)
 - All CNG equipment terminations

- CNG equipment grounding
- Startup
- Permitting
- Mechanical scope
 - Install new inlet piping from gas meter to new compressors
 - Provide and install all high-pressure SS tubing underground and above ground
 - Provide and install all high-pressure fittings needed to connect high pressure SS tubing to new CNG equipment
 - Pressure test high pressure SS tubing
 - Materials, labor, and equipment to set and anchor equipment (dispensers, storage, valve panel, signs)
 - Permitting

The cost of this engagement is \$1,678,876. Funding for this engagement was provided by a Federal Transit Administration Low and No Emissions grant award and through local Mass Transit Funds.

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

RESOLUTION 2023-14
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT
AUGUST 23, 2023

WHEREAS, Lextran was awarded a Low and No Emissions grant by the Federal Transit Administration, which included expanding the existing compressed natural gas (CNG) fueling infrastructure at the maintenance facility; and

WHEREAS, Zeit Energy was named as a project partner in the grant application, and

WHEREAS, the scope of work for Zeit Energy includes a design-build solution for CNG infrastructure expansion at Lextran’s existing maintenance facility, including the design and installation of two new CNG compressors, two motor starter panels, one valve panel, one dryer, and one dispenser.

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 the General Manager to execute a contract to Zeit Energy for design-build services to upgrade Lextran’s CNG fueling infrastructure, for a total cost of \$1,678,876.

MOTION

SECOND

CHAIRPERSON

DATE