

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, September 27, 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 September 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

September 27, 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 – August 2023 Meeting | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – August | 10:20 – 10:35 |
| VI. | Action Items | 10:35 – 10:40 |
| | A. Resolution 2023-17 – Hybrid Battery Replacement | |
| VII. | Change Order Report | 10:40 |
| VIII. | Old Business | 10:40 – 10:45 |
| IX. | New Business | 10:45 – 11:00 |
| | A. Route 12 – Leestown Road Service Adjustment for the VA Medical Center | |
| | B. Wheels Rider Guide | |
| X. | Proposed Agenda Items | 11:00 – 11:05 |
| | A. Resolution – Kentucky Deferred Comp, Updated Joinder Agreement | |
| | B. Resolution – Drug & Alcohol Policy Update | |
| | C. Resolution – Electrician Services | |
| | D. Resolution – Paratransit Eligibility Assessments (November) | |
| | E. Review of Fiscal Year 2023 Audited Financial Statements | |
| XI. | Closed Session | 11:05 |
| XII. | Adjournment | |

The next business meeting of the Board of Directors is scheduled for October 25, 2023 at 10 a.m.

BOARD OF DIRECTORS MEETING

BOARD MINUTES

August 23, 2023

MEMBERS PRESENT

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

ABSENT

Judge Lindsay Hughes Thurston

STAFF PRESENT

Norma Zamora, Interim General Manager
Nikki Falconbury, Director of Finance and Human Resources
Fred Combs, Director of Planning, Technology and Community Relations
John Givens, Director of Risk Management
Jason Dyal, Director of Operations
Chris Withrow, Director of Maintenance
Jessica Pence, Capital Planner
Alan Jones, Systems Administrator
Rebecca Floyd, Customer Service Supervisor
Deanna Istre, Purchasing Coordinator
Stephanie Hoke, Finance and Purchasing Manager

OTHERS PRESENT

Addison Lowry, McBrayer, Lextran Counsel

I. CALL TO ORDER

Board Chair Harding Dowell called the August 23, 2023, meeting of the Lextran Board of Directors to order at 10:01 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 July 26, 2023, meeting of the Lextran Board of Directors. Jamie Rodgers made a motion to approve the minutes and Ms. Borges-Gonzalez seconded. The motion passed unanimously.

IV. CHAIR'S REPORT

Mr. Dowell said there is a continued search for a General Manager and Assistant General Manager for Lextran. Mr. Dowell had been in frequent contact with Transdev and they decided to extend the search for one more week. Approved finalists' resumes should go to the Board in the following weeks. Mr. Dowell proposed a smaller subcommittee of the Board to conduct interviews of selected finalists. Mr. Dowell added there has been a great response and qualified candidates. Transdev had provided finalists for the Assistant General Manager position. There was a smaller pool of candidates for the Assistant General Manager so the review and interview process may be expedited. There was a discussion of an official committee for the search, and it was deemed not necessary. Mr. Motley recalled that the sequence was very similar to previous hiring processes.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Fred Combs presented the Monthly Performance Report for July 2023, which can be found on pages 8-12 of the August 2023 Board packet.

HIGHLIGHTS FOR JULY:

- 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:
 - Kentucky Chamber of Commerce Women's Summit
 - Lexington Monopoly launch party
 - Minority Business Expo
 - Teachers' Environmental Academy

Mr. Combs shared two customer commendations for Sheryl Dawson (Customer Service Representative) and Matt Taylor (Bus Operator). There were roughly 226,000 fixed-route trips in July. Fixed-route ridership increased by two-tenths of a percent in July compared to the previous month, and July 2023 ridership increased by 19 percent compared to July 2022. The year over year increase could start to slow down, especially as we get into the spring semester.

Paratransit ridership had an increase of approximately two percent in July 2023 compared to the previous month and about seven percent decrease when compared to July 2022, with total July paratransit ridership around 13,500 trips. System productivity for FY24 YTD was about 36,000 trips ahead of FY23 YTD on fixed-route and was about 1,000 trips under FY23 YTD on paratransit. Productivity trips per mile and trips per hour were ahead from last FY for both systems. Mr. Combs presented a chart showing an inverse relationship between on-time performance and productivity on paratransit. Mr. Combs stated that both metrics need to increase over time.

The preventable accident rate on both systems was at a good place to start the new fiscal year. The fixed route injury frequency rate was 4.75 which correlated to one workers compensation claim. Lextran operated 12,211 miles between road calls in July. Maintenance completed 55 of the 55 preventative maintenance inspections on time.

Mr. Ward asked how the preventive maintenance is verified. Chris Withrow, Director of Maintenance, explained the process for the work orders and review by supervisors to ensure they are completed. Ms. Rodgers asked about the reason for the decrease in on-time performance on fixed-route from 92% to 88%. Mr. Combs said they are monitoring on-time performance and there could have been contributing factors such as campus move-in day or the Avail upgrade. Ms. Rodgers asked about the goal for on-time performance, and it was stated by Mr. Combs that the goal should be 90% and above on both systems, with the paratransit incentive starting above 95%. Ms. Rodgers noted that paratransit discourtesies have gone down. Mr. Ward suggested adding raw numbers for discourtesies as well as the rate.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the July 2023 Finance Report, found on pages 13-14 of the August 2023 Board packet.

Ms. Falconbury stated operating cash was strong. Accounts Receivable reflected was State funding and Work in Process was grant funding. Next month, Work in Process will increase due to receiving seven new CNG buses. These seven buses replaced seven diesel buses which will be placed on the government surplus site and were past their useful life. Mr. Ward asked about the status of the Proterra buses. Ms. Falconbury stated that Proterra has filed for Chapter 11 bankruptcy and the FTA is setting up a meeting for transit agencies to discuss.

Ms. Falconbury stated that no property taxes were received in July, which is normal. Passenger revenue was a little over budget. Federal funds will come in over time. Lextran received the allotted \$260,000 for the advertising contract. Any additional payments from the advertising contract over that amount will not be received until June as in the previous year. All expenses are under budget except paratransit. Diesel fuel was on average \$2.55 for the month of July and the FY budgeted amount was \$4.25. CNG diesel gallon equivalent was \$1.77.

Mr. Ward stated that he had asked Ms. Falconbury for information about paratransit and other transit agencies about the same size. The Finance Committee will review the information due to the anticipated increase in that area.

VI. ACTION ITEMS

A. Resolution to Appoint Board Members to Committees (Resolution 2023-10)

Mr. Harding Dowell presented Resolution 2023-10, requesting 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.

Mr. Motley made a motion to approve Resolution 2023-10, seconded by Ms. Borges-Gonzalez. The motion passed unanimously.

B. Resolution to Approve the Public Records Custodian (Resolution 2023-11)

Ms. Nikki Falconbury presented Resolution 2023-11, requesting the Board’s approval of the appointment of 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.

Mr. Dowell asked whether the intention was for the new General Manager, once chosen, to take on the role or for Mr. Bakara to remain. Ms. Falconbury stated that the intent is to keep Mr. Bakara as the custodian of the records. Mr. Motley asked a clarifying question about the role of records custodian, and Ms. Falconbury responded that the public records

custodian coordinates open records requests. Mr. Dowell asked about the backup of information. Mr. Alan Jones stated that information is backed up both on and off site.

Mr. Schoninger made a motion to approve Resolution 2023-11, seconded by Mr. Motley. The motion passed unanimously.

C. Resolution to Issue a Task Order for Bus Stop Enhancements (Resolution 2023-12)

Mr. Fred Combs presented Resolution 2023-12, requesting 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 was the result of the third phase of Lextran’s Rider Amenities at Many Place (RAMP) Program. There was 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.

Mr. Fred Combs presented a PowerPoint detailing the RAMP proposal.

Ms. Rodgers asked who funds the book benches. Mr. Combs responded that the book benches came from a contest that was held a few years ago. Some of them were donated. Ms. Rodgers noted that some of them are not aging well. Mr. Motley asked about feedback from riders that Lextran receives. Mr. Combs stated that there was a survey done as part of the Comprehensive Operations Analysis and staff are plugged in to public events in the community getting feedback face to face. Mr. Motley thanked the staff for working on the RAMP program and noted how important it is to develop these bus stops and living up to the mission of serving people.

Mr. Motley made a motion to approve Resolution 2023-12, seconded by Mr. Ward. The motion passed unanimously.

D. Resolution to Issue a Task Order with Kersey & Kersey Architects – CNG Maintenance Facility Improvements (Resolution 2023-13)

Mr. Fred Combs presented Resolution 2023-13, requesting 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.

Mr. Combs noted that the cost was below the \$50,000 threshold where a General Manager could issue a task order, however because there was a related resolution and due to the General Manager transition, it was decided that the task order would be presented to the Board for consideration.

Mr. Ward made a motion to approve Resolution 2023-13, seconded by Mr. Motley. The motion passed unanimously.

E. Resolution to Award a Contract for Compressed Natural Gas Fueling Infrastructure (Resolution 2023-14)

Mr. Fred Combs presented Resolution 2023-14, requesting 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.

Mr. Ward asked about Lextran's match of the funding. Ms. Falconbury said the buses received state grant money, but the match for the facility upgrade is 20 percent from local funding. Ms. Rodgers asked about the coordination with the canopy project. Mr. Combs said they will be coordinated to the best of our ability. Whether the timelines will match up remained to be seen. We will prioritize minimal impact on the operations of the parking lot.

Ms. Rodgers made a motion to approve Resolution 2023-14, seconded by Mr. Ward. The motion passed unanimously.

VII. CLOSED SESSION

Mr. Motley made a motion to enter closed session at 10:43 am pursuant to KRS 61.810 Section G for discussion regarding the provision of vanpool services due to a specific proposal for vanpool services. Ms. Rodgers seconded the motion. The motion passed unanimously.

Closed session adjourned at 11:06 am. No action was taken.

VIII. ACTION ITEMS (CONTINUED)

Mr. Motley made a motion to waive the 48-hour rule contained in the Bylaws of the Board of Directors Article IV Section 4 and pursuant to KRS 96A.060 Section 1, requiring agenda items and

resolutions to be acted upon by the Board be provided to all members at least 48 hours in advance of the meeting for the purpose of discussions of emergency action required for certain contracts. Leidy Borges-Gonzalez seconded the motion. The motion passed unanimously.

Mr. Dowell described that this motion allows the Board to walk on a resolution which is needed in a timely fashion in the interests of the riders and Lextran's service ability.

F. Resolution to Rescind Award of Contract for Vanpool Services (Resolution 2023-15)

Mr. Dowell presented Resolution 2023-15, requesting the Board's approval to rescind Resolution 2023-04 for the award of contract of vanpool services with EAN Holdings, LLC DBA "Commute with Enterprise".

The Board of Directors approved Resolution 2023-04 awarded EAN Holdings, LLC DBA "Commute with Enterprise" a contract for vanpool services.

Mr. Schoninger made a motion to approve Resolution 2023-15, seconded by Mr. Motely. The motion passed unanimously.

G. Resolution to Cancel Vanpool Program (Resolution 2023-16)

Mr. Dowell presented Resolution 2023-16 in its entirety, requesting the Board's approval to cancel Lextran's provision of the vanpool program.

Resolution 2023-04 was approved by the Board of Directors on March 22, 2023. The proposal submitted by EAN Holdings, LLC DBA "Commute with Enterprise" was accepted on February 22, 2023. The parties were unable to negotiate a final contract and there were no other firms that proposed on vanpool services. Lextran will provide a 60-day notice to EAN Holdings, LLC DBA "Commute with Enterprise" on August 23, 2023, with rescission of Resolution 2023-04. Lextran agrees to provide the vanpool subsidy for current subscribers only through October 31, 2023, pursuant to the 60-day notice.

Mr. Dowell made a motion to approve Resolution 2023-16, seconded by Dr. Akakpo. The motion passed unanimously.

IX. CHANGE ORDER REPORT

There was no change order report.

X. OLD BUSINESS

There was no old business.

XI. NEW BUSINESS

There was no new business.

XII. PROPOSED AGENDA ITEMS

- A. Resolution – Kentucky Deferred Comp, Updated Joinder Agreement
- B. Resolution – Drug & Alcohol Policy Update
- C. Resolution -- Hybrid Battery Replacement
- D. Resolution – Electrician Services

XIII. ADJOURNMENT

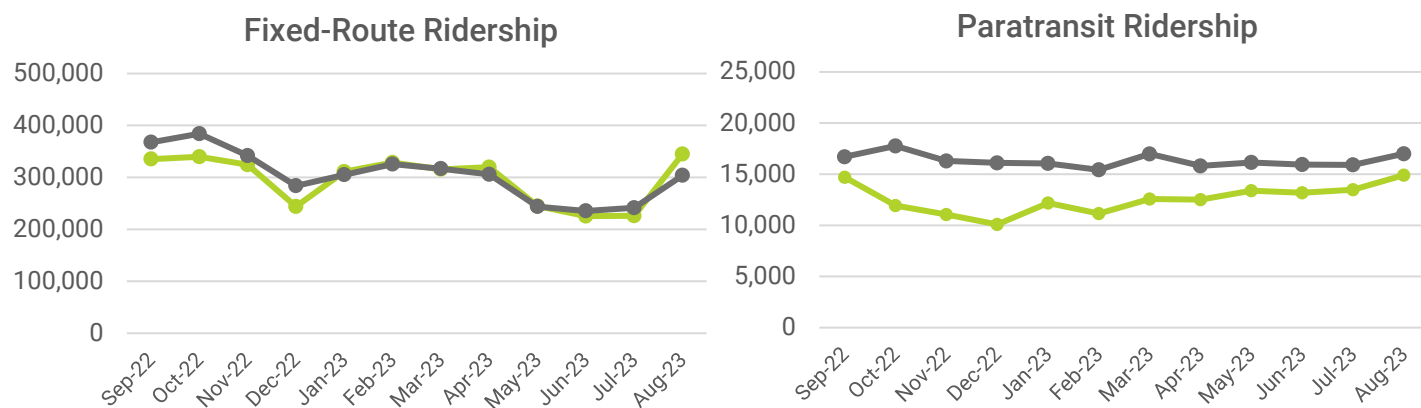
Mr. Dowell declared the meeting adjourned at 11:11 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – AUGUST 2023

We serve people and our community with mobility solutions.

Lextran launched the bus stop sign replacement project and installed new signs on five routes. Mercedes Harn, a local artist and Fayette County Public Schools teacher, was selected as the winner of the 2023 Bus Shelter Design Contest, held in conjunction with Councilmember Reynolds' office. Lextran staff attended several local events, including the EDA Recompete Grant Discussion, the State of the Schools Leadership Breakfast, the KPTA Conference, and the KYSHRM Conference.

DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24YTD	FY23YTD	This Month	FY24YTD	FY23YTD
System Production						
Total Ridership	344,884	570,859	473,819	14,910	28,398	29,970
Weekday Ridership	306,753	489,477	401,994	12,733	23,463	24,659
Saturday Ridership	21,351	44,335	39,583	1,142	2,493	2,697
Sunday Ridership	16,780	33,231	29,119	1,035	2,209	2,338
Total Revenue Miles	164,784	311,314	301,567	87,701	168,975	197,877
Total Revenue Hours	17,166	32,135	31,141	6,883	12,965	14,544
Trips per Mile	2.09	1.83	1.57	0.17	0.17	0.15
Trips per Hour	20.09	17.76	15.22	2.17	2.19	2.06

- Fixed-route ridership increased by 53 percent compared to the previous month and by 21 percent compared to August 2022.
- August 2023 ridership exceeded the average August ridership by 14 percent.
- Trips per Mile and Hour for FY24YTD currently exceed that of FY23YTD on both systems.

LEXTRAN IN THE MEDIA

- August 11 - Lextran updates bus stop signs
<https://www.wtvq.com/lextran-updates-bus-stop-signs/>
- August 21 - Excessive heat wave puts Lexington under heat advisory. City activates heat plan.
<https://www.kentucky.com/news/weather-news/article278441159.html#storylink=cpy>
- August 21 - Take advantage of free transportation-related services
<https://uknow.uky.edu/campus-news/take-advantage-free-transportation-related-services>
- August 21 - Athens-Chilesburg teacher and artist wins Lextran competition
<https://hamburgjournal.com/athens-chilesburg-teacher-and-artist-wins-lextran-competition/>
- August 22 - Lextran, local businesses highlighted on Monopoly: Lexington Edition
<https://spectrumnews1.com/ky/louisville/news/2023/08/21/lexington-recognizes-community-services-on-new-monopoly-board->

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- August 1 – State of the Schools Leadership Breakfast
- August 1 – EDA Re-compete Grant Discussion
- August 1 – Complete Streets Stakeholder Group
- August 4 – Senior Services Commission Meeting
- August 4 – Community Travel Training
- August 5 – Back to School Rally – Winburn
- August 5 – Back to School Rally – West End
- August 7 – How to Ride – Eastern State
- August 7 – How to Ride – Optimal Living Solutions – Session 1
- August 8 – How to Ride – Optimal Living Solutions – Session 2
- August 8 – Crawford Middle School Back to School Bash
- August 9 – Transportation Technical Coordinating Committee
- August 9 – How to Ride – Optimal Living Solutions – Session 3
- August 14 – Winburn Community Partners Meeting
- August 14 – Winburn Middle School Back to School Bash
- August 15 – Trip Planning and Tech Session – Lexington Senior Center
- August 16 – Veterans’ Affairs Healthcare System Meeting
- August 17 – Veterans’ Service and Resource Providers, Advocates Meeting (VRUCK)
- August 19 – Woodhill Block Party
- August 21 – Complete Streets Stakeholder Group

COMMUNITY INVOLVEMENT AND OTHER MEETINGS (CONTINUED)

- August 23 – Access Lexington Meeting
- August 23 – Community Travel Training
- August 23-24 – KPTA Conference
- August 24 – BCTC Welcome Back PRIDE Event
- August 25 – How to Ride – Kentucky Refugee Ministries
- August 26 – LexEngage Back2School – UK Off Campus Services
- August 28 – Nicholasville Road Feasibility Study Meeting
- August 29 – Target4 Resource Fair – Lexington Public Library
- August 29-31 – KYSHRM Conference
- August 31 – Meeting with CM James Brown and CM Shayla Lynch

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route						Paratransit (Wheels)					
	This Month		FY24 YTD		FY23 YTD		This Month		FY24 YTD		FY23 YTD	
Service Quality	88.18%		90.14%*		91.20%		75.45%		72.31%		60.80%	
On-Time Performance	88.18%		90.14%*		91.20%		75.45%		72.31%		60.80%	
Farebox Recovery	7.28%		7.20%		5.98%		N/A		N/A		N/A	
Operating Expenses	\$1,654,122		\$3,296,497		\$3,091,697		\$640,552		\$1,281,103		\$780,161	
Per Mile	\$3.24		\$3.43		\$3.97		N/A		N/A		N/A	
Per Hour	\$65.26		\$69.77		\$61.87		N/A		N/A		N/A	
Customer Service	This Month		FY24 YTD		FY23 YTD		This Month		FY24 YTD		FY23 YTD	
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate
Customer Feedback Totals per 100k Trips	52	15.08	86	15.07	117	24.69	20	134.14	28	98.60	47	156.82
Commendations	4	1.16	6	1.05	12	2.53	0	0.00	0	0.00	3	10.01
Discourtesy	18	5.22	26	4.55	20	4.22	3	20.12	5	17.61	20	66.73
Late or Early	2	0.58	5	0.88	12	2.53	5	33.53	6	21.13	6	20.02
Safety	6	1.74	16	2.80	15	3.17	5	33.53	10	35.21	18	60.06
Passed Boarding /Missed Trips (Wheels)	12	3.48	18	3.15	23	4.85	5	33.53	5	17.61	0	0.00
Information and Service Requests	2	0.58	4	0.70	13	2.74	0	0.00	0	0.00	0	0.00
Other	8	2.32	11	1.93	22	4.64	2	13.41	2	7.04	0	0.00
Call Length	0:58		0:57		1:14		1:32		1:33		1:18	
Time to Abandon	0:16		0:39		1:17		5:00		5:15		0:48	

*OTP for July 2023 was recalculated due to the Avail upgrade. July 2023 OTP was 92.1% rather than 88.03% that was reported in the August 2023 Board Packet.

- Fixed-route on-time performance decreased by about four percent from the previous month, and by about 1.5 percent from August 2022.
- Paratransit on-time performance increased by about six percent from the previous month and increased by about 17 percent from August 2022.
- The difference in YTD operating expenses for Paratransit is due to the transition to RATP Dev, that occurred in October 2022.

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	3	6	5	2	4	6
Preventable Accidents per 100,000 miles	1.74	1.85	1.59	1.90	1.95	2.69
Days with No Preventable Accidents	28	56	57	27	56	56
Workers Compensation Claims	2	3	7	N/A	N/A	N/A
Injury Frequency Rate	13.12	8.26	19.46	N/A	N/A	N/A
Days of Lost Time	23	23	26	N/A	N/A	N/A

- From July to August, the total number of preventable accidents remained the same for both fixed-route (3) and paratransit (2).
- The injury frequency rate increased from 4.7 to 13.1 between July and August as a result of an additional OSHA-reportable workplace injury in August and fewer hours worked.

Performance Indicator	Fixed Route System		
	This Month	FY24YTD	FY23YTD
Maintenance			
Miles between Road Calls	11,770	11,974	9,896
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In August, the maintenance department reported 11,770 miles between road calls.
- Maintenance completed 100 percent (52 of 52) of scheduled preventive maintenance inspections in August.

Performance Indicator	Fixed Route System	
	This Month	FY24YTD
Training Activities		
Electric Bus Training	6	11
Accident Remedial	3	5
Return to Work Training	3	4
Incident Training	1	1

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	24	18	1
Operations	12	0	0
Maintenance	8	15	1
Administration	4	3	0

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

FINANCIALS
BALANCE SHEET

as of August 31, 2023

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$37,840,583	\$20,403,646
Accounts receivable	\$1,159,741	\$1,345,386
Inventory	\$854,955	\$820,772
Work in process	\$158,252	\$717,201
Prepaid	<u>\$1,177,518</u>	<u>\$1,071,733</u>
Total Current Assets	<u>\$41,191,049</u>	<u>\$24,358,738</u>
Long term asset - Pension	<u>\$2,472,657</u>	<u>\$1,962,500</u>
Total Long Term Assets	<u>\$2,472,657</u>	<u>\$1,962,500</u>
Net capital and related assets	\$36,892,908	\$37,060,628
TOTAL ASSETS	<u><u>\$80,556,614</u></u>	<u><u>\$63,381,865</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$826,118	\$708,674
Payroll liabilities	<u>\$579,436</u>	<u>\$530,063</u>
Total Current Liabilities	<u>\$1,405,554</u>	<u>\$1,238,737</u>
Long term liability - Pension	<u>\$747,248</u>	<u>\$464,607</u>
Total Long Term Liabilities	<u>\$747,248</u>	<u>\$464,607</u>
NET POSITION	\$78,413,813	\$61,678,521
TOTAL LIABILITIES AND NET POSITION	<u><u>\$80,556,614</u></u>	<u><u>\$63,381,865</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

August 2023

	FY2024 ACTUAL	FY2024 BUDGET	FY2024 VARIANCE	FY 2023 ACTUAL
REVENUES				
Property taxes	\$246,738	\$224,182	\$22,556	\$260,444
Passenger revenue	\$237,411	\$197,871	\$39,540	\$184,820
Federal funds	\$0	\$1,016,667	(\$1,016,667)	\$0
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$448,331	\$446,392	\$1,939	\$5,452,777
TOTAL REVENUES	\$1,192,480	\$2,145,112	(\$952,632)	\$6,158,041
EXPENSES				
Wages	\$1,853,972	\$1,931,738	(\$77,766)	\$1,793,104
Fringe benefits	\$1,004,922	\$1,107,947	(\$103,025)	\$986,213
Professional services	\$210,187	\$329,956	(\$119,769)	\$179,409
Materials and supplies	\$211,395	\$246,750	(\$35,355)	\$204,465
Fuel-Diesel	\$148,695	\$239,417	(\$90,722)	\$237,101
Fuel-Other	\$100,471	\$130,858	(\$30,387)	\$96,293
Utilities - Facilities	\$66,694	\$69,417	(\$2,723)	\$52,553
Utilities - Electric Bus	\$0	\$14,333	(\$14,333)	\$0
Insurance	\$148,430	\$145,086	\$3,344	\$134,237
Fuel taxes	\$34,993	\$33,333	\$1,659	\$37,623
Paratransit Expenses	\$1,398,636	\$1,346,667	\$51,970	\$892,306
Vanpool Expenses	\$8,158	\$12,000	(\$3,842)	\$4,548
Dues and subscriptions	\$36,175	\$35,450	\$725	\$387
Travel, training and meetings	\$15,670	\$33,300	(\$17,629)	\$31,751
Media advertising	\$18,967	\$38,333	(\$19,367)	\$17,250
Miscellaneous	\$3,879	\$12,567	(\$8,688)	\$7,035
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$571,877	\$571,877	\$0	\$501,824
TOTAL EXPENSES	\$5,835,303	\$6,301,212	(\$465,909)	\$5,178,285
CHANGE IN NET POSITION	(\$4,642,823)	(\$4,156,100)	(\$486,723)	\$979,756
Monthly Average Diesel Cost:	\$3.08			
YTD Average Diesel Cost:	\$2.82			
CNG Diesel Gallon Equivalent	\$1.69			

MEMORANDUM

September 27, 2023

TO: Lextran Board of Directors**FROM: Nikki Falconbury, Director of Finance & HR****CC: Norma Zamora, Interim General Manager****SUBJECT: Resolution to Award a Contract for Hybrid Battery Replacement**

Attached is a resolution requesting the authority to enter into a contract for equipment and services related to the replacement of hybrid batteries for Lextran's revenue vehicle fleet. The purpose of this contract is to ensure that Lextran can receive timely repairs at a reasonable cost when the need arises to have a hybrid battery replaced due to the length of service, major accident, or other battery failure or fault code. These funds are budgeted as part of the contract maintenance line item.

RFP 2023-04 was issued on May 8, 2023, with proposals received on August 24, 2023. A staff evaluation committee reviewed and approved the proposal for compliance and responsiveness. Responsive proposal was received from one (1) qualified proposer.

- Clarke Power Services, Inc.

Pricing will be as follows:

- 2009 Gillig Trolley 29ft. – OEM Parts Cost - \$57,913.42
- 2011 Gillig Bus 35ft. – OEM Parts Cost - \$57,913.42
- 2012 Gillig Bus 40ft. – OEM Parts Cost - \$57,913.42
- Labor Cost - \$215 per hour
- Towing Fee - \$1,702

The term of the contract awarded will be for one (1) year with the option to extend the contract for one (1) additional year.

The source of funds is (federal) Section 5307 Formula – Capital/Preventive Maintenance.

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

RESOLUTION 2023-17**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****SEPTEMBER 27, 2023**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2023-04 for the provision of hybrid battery replacement, and;

WHEREAS, RFP 2023-04 resulted in a responsive proposal from one (1) qualified proposer, and;

WHEREAS, the proposal from Clarke Power Services Inc. was a high ranked proposal;

NOW, THEREFORE BE IT RESOLVED, that the Lextran Board of Directors hereby authorizes and directs the Interim General Manager to execute a contract with Clarke Power Services Inc. to provide the replacement of hybrid batteries according to the terms as set forth in RFP 2023-04 and the proposal submitted by Clarke Power Services Inc.

Pricing will be as follows:

- 2009 Gillig Trolley 29ft. – OEM Parts Cost - \$57,913.42
- 2011 Gillig Bus 35ft. – OEM Parts Cost - \$57,913.42
- 2012 Gillig Bus 40ft. – OEM Parts Cost - \$57,913.42
- Labor Cost - \$215 per hour
- Towing Fee - \$1,702

The term of the contract awarded will be for one (1) year with the option to extend the contract for one (1) additional year. The final price of any bus and charger purchase will vary based upon the exact specifications chosen by Lextran.

MOTION

SECOND

CHAIRPERSON

DATE