

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: April 24, 2024, at 10:00 a.m. EST.

Meeting location:

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

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

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

MEETING INSTRUCTIONS

The February 2024 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

April 24, 2024

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 – March 2024 | 10:10 – 10:15 |
| IV. | Chair’s Report (Dowell) | 10:15 – 10:20 |
| V. | Lextran Monthly Performance Report & Financials – March | 10:20 – 10:35 |
| VI. | Action Items | 10:35 – 10:55 |
| | A. Resolution 2024-11 – Radio Purchasing and Maintenance | |
| | B. Resolution 2024-12 – Paratransit Services | |
| | C. Resolution 2024-13 – FY2025 Operating Budget and Capital Plan | |
| VII. | Change Order Report | 10:55 |
| VIII. | Old Business | 10:55 – 11:00 |
| IX. | New Business | 11:00 – 11:05 |
| X. | Proposed Agenda Items | 11:05 – 11:10 |
| | A. Resolution – Paratransit Fuel | |
| | B. Resolution – Transit Advertising | |
| XI. | Closed Session | 11:10 – 11:15 |
| XII. | Adjournment | 11:15 |

The next business meeting of the Board of Directors is scheduled for May 22, at 10:00 a.m.

BOARD OF DIRECTORS MEETING**BOARD MINUTES**

March 27, 2024

MEMBERS PRESENT

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

ABSENT

Judge Lindsay Hughes Thurston
Dr. Koffi Akakpo

STAFF PRESENT

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Chris Withrow, Director of Maintenance
Jason Dyal, Director of Operations
Emily Elliott, Director of Planning and Community Development
Nikki Falconbury, Director of Finance and Human Resources
Alan Jones, Information Technology Manager
Deanna Istre, Purchasing Manager
Ta'Ziyah Bakara, Capital Planner
Catherine Moran, Compliance Specialist
Tod Birch, Lextran Bus Operator and ATU Local 639 President

OTHERS PRESENT

Addison Lowry, Lextran Council
Byron Robinson, RATP Dev GM
Katherine Goetz
Joey David, MPO/ LFUCG
Gail Swanson, BUILD
Steve Stone, BUILD
Kabby Akers, BUILD
Jane Meadows, BUILD
Gail Swanson, BUILD
Adam Jones, BUILD
Edwin, BUILD

I. CALL TO ORDER

Board Chair Harding Dowell called the March 27, 2024, meeting of the Lextran Board of Directors to order at 10:03a.m. Mr. Dowell performed a roll call to determine which members were present. Quorum was achieved.

II. PUBLIC COMMENT

Gale Swanson represented the BUILD Organization, a coalition of 26 congregations dedicated to addressing pressing community issues. Access to efficient public transportation had emerged as a priority. Since last October, BUILD has held meetings with eight city council members to discuss the importance of Lextran Services. The comments shared during the February 6th Environmental Quality and Public Works committee. Each council member was interested in how microtransit could respond to unmet needs in our community. In general, positive feedback was received from council members on how to fund a pilot project and they would like to see Lextran take the lead on this specific project by initiating a comprehensive study. We have a history at BUILD of working in collaboration with Lextran. BUILD secured urban county funds in 2006 for people who needed transportation outside of Lextran operating hours.

Ms. Swanson invited the Lextran Board and Staff to the Nehemiah Action on April 30th at 7pm at the Central Bank Center to hear directly from the community on the issue. So far, five council members have committed to attend and are expecting next steps around this microtransit issue. Over 1,500 people are expected to be in attendance who are committed to a solution to this problem and want to work with Lextran to explore how a microtransit study could help our community.

Tod Birch, Coach Operator, and President of the Amalgamated Transit Union Local # 639. We proudly work in unity with Lextran Management to obtain the common goal of serving the people of Lexington and the students at the University of Kentucky.

Mr. Birch expressed appreciation to the new management team of Mr. Combs, Mr. Williams, also Chris Withrow, Jason Dyal, Dale Stone, and Isaiah Barron who all have expressed appreciation of the employees and a sincere desire and willingness to work with the union to keep the entire team at Lextran productive and moving forward in a positive and professional manner.

Mr. Birch commented that the manpower shortage adversely affected every thread of the operation. The commitment of all workers to overcome the challenges had kept this system rolling. The dedication and unity of the entire team had become second to none at Lextran. All the workers have stepped up and made personal sacrifices to assure the schedules were on time and the public needs were met.

Mr. Birch commented on the record inflation and the cost of living that had skyrocketed in Lexington with nearly 20 percent inflation since the expiration of the prior contract in 2019. The current contract wage increase was 9.5 percent, that increase was a complete wash plus an additional loss of nearly ten percent. The buying power of the pension benefit had also decreased

dramatically and continued to shrink. What seemed a reasonable wage increase when the current contract was ratified in 2021 is no longer a viable wage in today's economy.

All the dedicated and essential workers of Lextran continue their commitment despite working for an increasingly uncertain future with less buying power. Contract negotiations will be kicking off soon and a wage proposal will be in line with the facts of the increased cost of living, competitive wage comparisons, and an attempt to recoup some of the losses incurred by the employees over the past three years. The members' demands to recovery are high and unprecedented, but realistic. As the Lextran budget and new contract are being considered, it is asked for the Lextran Board of Directors to fully endorse the financial recovery of workers at Lextran, for exhausted efforts to ensure the employees' needs are met, for you to assure these employees are respected, recognized, and compensated with gainful employment once again. We ask you to ensure a bright future for all the employees of Lextran. Lextran service growth and expansion has become stagnant due to the inability to retain drivers. The need to re-establish a respectable and competitive wage is the paramount importance. Added compensation will help us retain employees and will attract new workers and respect long-term employees and to assure much needed growth and expansion of public transit service to Lexington. We need your full support. I sincerely hope the negotiations will pass smoothly and peacefully. Thank you for your consideration and commitment to the public and the employees of Lextran.

III. APPROVAL OF MINUTES

Mr. Dowell called for a motion to approve the minutes for the January and February 2024 Lextran Board of Directors Meeting. Paul Schoninger made a motion to approve the minutes and Ms. Borges-Gonzalez seconded. The motion passed.

IV. CHAIR'S REPORT

There was no Chair's report.

VII. ACTION ITEMS

A. Resolution 2024-05 – Resolution to Award Contract for Towing Services

Ms. Falconbury presented Resolution 2024-05, requesting the Board's approval to award a contract for towing services. RFP 2023-09 was issued December 4, 2023, with proposals received on January 24, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers. Roberts Heavy Duty Towing Services was selected.

Mr. Dowell asked if the fuel surcharge was new to the contract, Ms. Falconbury confirmed that it was new. Ms. Rodgers asked for more detail on how the towing services were used. Ms. Falconbury answered that towing services were used if one of the buses breaks down on route and a mechanic cannot bring the bus back to the maintenance facility, or to take the bus to a vendor. The service is only for Lextran vehicles and does not include vehicle removal in other instances. Ms. Rodgers asked if Roberts Heavy Duty Towing was a DBE firm, Ms. Falconbury

responded that they were not. Mr. Ward asked what the fuel surcharge was charged against, Ms. Falconbury responded that there was a fuel charge per mile and that she would provide more information later if needed. Ms. Rodgers motioned for approval and Mr. Ward seconded; the motion was approved.

B. Resolution 2024-06 – Resolution to Award Contract for Purchasing Bus Shelters, Benches & Trash Receptacles

Ms. Elliott presented Resolution 2024-06, requesting approval to award a contract for purchasing for bus shelters, benches & trash receptacles. RFP 2023-10 was issued December 4, 2024, with proposals received on January 31, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers. The committee determined that Tolar Manufacturing Company was the fair and reasonable price, and they received the highest average score across evaluation criteria.

Ms. Rodgers asked for clarification on pricing and Ms. Elliott responded that the contract price was fixed for the first year, by unit order, and adjusted each year based on the Producer Price Index. Freight cost was not included in the pricing. Freight and Shipping are estimated at the time of order based on the actual order quantities without markup. Ms. Rodgers made a motion that was seconded by Ms. Borges-Gonzalez. The motion was approved.

C. Resolution 2024-07 – Resolution to Award Contract for Employee Development and Customer Service Training

Mr. Williams presented Resolution 2023-07 requesting the Board’s approval to award a contract for Employee Development and Customer Service Training. An RFP 2023-07 was issued October 12, 2023, with proposals received on December 6, 2023. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from seven (7) qualified proposers.

Four proposers were interviewed and the top two scorers were requested to provide a best and final offer. The proposal from United Training Commercial, LLC was determined to offer a fair and reasonable price and was recommended for award.

The term of the contract awarded will be for two (2) years with two (2) options for extensions of one (1) year each, for total of four (4) possible contract years. The source of funds for this procurement is the Mass Transit account. Mr. Schoninger made the first motion to approve, and Ms. Borges-Gonzalez second that motion. The motion was approved.

D. Resolution 2024-08 – Resolution to Update Lextran’s Transit Advertising Policy

Mr. Combs presented Resolution 2024-08. The Transit Advertising Policy was last modified in April 2011. The proposed Transit Advertising Policy would modify the prohibited advertising materials as follows: Replaces “tobacco products” with “nicotine products”, includes “marijuana and THC derivative products, or other federally illegal products “removes massage parlors.”

Mr. Ward asked about veto power on advertising, Mr. Combs answered that Lextran does have the ability to veto an advertisement. Mr. Combs stated this will set the stage for another advertising contract that will come in the next couple of months. Ms. Rodgers asked for clarification around marijuana advertising under this policy. Ms. Lowery answered that marijuana remained federally illegal, therefore related advertising would be banned under this policy. Ms. Rodgers clarified that should marijuana become federally legal, Lextran would need to adjust the advertising policy. Mr. Schoninger made a motion to approve, and it was seconded by Ms. Rodgers. The motion was approved.

E. Resolution 2024-09 – Resolution Authorizing the Filing of an Application with the Department of Transportation under the Infrastructure Investment and Jobs Act and Committing the Local Share of Funds Necessary to Secure a Section 5311/5339/5310/5304/ Grant Application

Mr. Combs presented Resolution 2024-09. This Resolution had two parts: allow Lextran to apply for and receive funds through the Kentucky Transportation Cabinet. The resolution establishes Mr. Combs as the agency representative with the authority to sign all grants, budgets, applications, and contract agreements on behalf of Lextran with the Kentucky Transportation Cabinet. This resolution also assures that Lextran can and will commit the appropriate amount of local matching funds should a grant opportunity become available.

Upon approval, Lextran would be eligible to receive \$240,379 in Section 5310 funds from the Kentucky Transportation Cabinet to purchase paratransit vehicles. The local match to receive those funds will be \$60,095 for a total project budget of \$300,474. The local match would be drawn from the Mass Transit account. Mr. Ward asked about accepting a grant if awarded and if the Board would consider a grant before an application. Mr. Combs stated that an application would include a match and that the Board would be informed of grant applications. Ms. Rogers made a motion to approve, and Ms. Borges-Gonzalez seconded. The motion was approved.

F. Resolution 2024-10 – Resolution for Approval of Lextran’s 2024 Equal Opportunity Program Plan

Mr. Combs presented Resolution 2024-10. The resolution requested the approval of Lextran’s 2024 Equal Employment Opportunity (EEO) Program Plan. Lextran’s original EEO program plan was developed in 1979 and most recently updated in 2020. The components of the EEO Program Plan include a statement of policy, a dissemination plan, the delegation of personnel responsibility, assessment of employee practices, and monitoring and reporting.

One of the requirements in the plan calls for the designation of an EEO officer. Nikki Falconbury, Director of Finance and Human Resources, was approved by the Board of Directors as Lextran's EEO officer in January of 2021. Ms. Falconbury will continue in her role as the EEO officer under the 2024 program plan. Mr. Schoninger made a motion for approval, and Mr. Ward second that motion. The motion was approved.

V. CLOSED SESSION

Ms. Rodgers made a motion to enter closed session pursuant to KRS -61- 810 Section G for discussion of provisions of agency contract and paratransit. Mr. Ward second the motion and the board entered closed session at 10:33 a.m.

The board returned from closed session at 11:06 a.m. No action was taken.

VI. CHANGE ORDER REPORT

Mr. Combs reported a change order for legal services related to two separate developments where Lextran has been asked to do a payment-in-lieu-of-taxes (PILOT) agreement. Lextran's legal services firm, McBrayer PLLC, had a conflict of interest for both developments and could not provide representation. The reason for the change was the authorization of subcontracted legal counsel pertaining to the PILOT agreements. Due to the price difference between the contractor and subcontractor rates (\$450/hour), there will be a 5-hour cap per project with the subcontractor. There was no action required on this change order.

VII. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Emily Elliott presented the Monthly Performance Report for February 2024, which can be found on pages 14-19 of the March 2024 board packet.

HIGHLIGHTS FOR FEBRUARY:

- Director of Planning and Community Development, Emily Elliott answered questions regarding microtransit at the Environmental Quality and Public Works Committee meeting on February 6th.
- General Manager, Fred Combs and Assistant General Manager, Randolph Williams hosted two listening sessions for Maintenance employees on February 7th.
- Lextran hosted the FY2025 Council Budget Priorities Joint Retreat on February 7th.
- Emily Elliott attended the KY Clean Fuels Coalition Meeting in Louisville on February 20th.
- Lextran received the equipment for the CNG Facility upgrade in late February, with construction expected to begin in April.
- The final two of thirteen stop improvements included in RAMP Phase III were completed in February.

Ms. Elliott shared commendations from February 2024 in addition to noteworthy numbers. There were 59 paratransit assessments completed and the on-time performance for fixed-route was 89.12 percent. The conversation continued around microtransit focused on the scope of need and securing sustainable funding. A new service from Bluegrass Community Action Partnership began operations on February 19th, called Bluegrass Ride, and it operates between Danville, Nicholasville, and Lexington. This service connected DanTran, NichTran, Lextran, Greyhound, and other areas of interest in Lexington. Other regional connections are anticipated, and the service presents an exciting opportunity for the region.

Ms. Elliott reviewed ridership, safety, and maintenance numbers for the month.

Mr. Combs introduced Ta'Ziyah Bakara as the new Capital Planner. Mr. Bakara has been working with Lextran for several years in the safety department. He will serve at the Disadvantaged Business Enterprise Liaison Officer and be presenting on that program later in the year.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the February 2024 Finance Report, found on pages 20-21 of the March 2024 board packet.

Ms. Falconbury reviewed the balance sheet for January, showing seven months into the fiscal year. Operating cash was strong. Federal money was received and will be shown in the February report. She reviewed the Statement of Revenues and Expenses report which showed that property taxes were ahead one million dollars compared to last year and are expected to come in over budget. The passenger revenue was up, and expenses were under budget, except for paratransit and dues and subscriptions. The monthly average diesel cost was \$2.61, which was going up.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

- A. Resolution – Lextran's FY2025 Budget
- B. Resolution – Transit Center Renovation
- C. Resolution – Paratransit Services
- D. Resolution – Radio Services

XI. ADJOURNMENT

Mr. Dowell declared the meeting adjourned at 11:20 a.m.

BOARD OF DIRECTORS WORK SESSION

WORK SESSION MINUTES

April 17, 2024

MEMBERS PRESENT

Harding Dowell, Chair
George Ward, Vice Chair
Paul Schoninger
Leidy Borges-Gonzalez (via Zoom)

MEMBERS ABSENT

Dr. Koffi Akakpo
Jamie Rodgers
Judge Lindsay Thurston

STAFF PRESENT

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Nikki Falconbury, Director of Finance & Human Resources
John McNeel, Director of Safety & Security
Chris Withrow, Director of Maintenance
Jason Dyal, Director of Operations
Alan Jones, Information Technology Manager

OTHERS PRESENT

Addison Lowry, McBrayer, Lextran Counsel

I. CALL TO ORDER

Mr. Dowell started the Lextran Board of Directors April 17, 2024, work session at 10:00 a.m. This was a work session discussing the Fiscal Year 2025 budget and no action was taken.

II. PUBLIC COMMENT

None

III. FISCAL YEAR 2025 BUDGET

Mr. Combs began with accomplishments for Fiscal Year 2024 and goals for Fiscal Year 2025. Two budgets were presented for the Board's consideration. The first budget, labeled Budget A, was presented to Lextran's Finance Committee on April 15 with the exception of an adjustment to the Paratransit Expenses line item based on new information received through the Paratransit Services RFP process. Budget A has an overall deficit of \$1,028,381.

The second budget, labeled Budget B, incorporates feedback gained from the Finance Committee at the April 15 meeting and is a balanced budget. The adjustments and their values are as follows:

- Property Tax Revenue: Assumption decreased from 3 percent growth to 2.75 percent growth from FY24 to FY25
- Federal Funding Revenue increased by \$260,000 with cuts to capital expenses:
 - \$75,000 for a microtransit feasibility study
 - \$85,000 in technology projects
 - \$100,000 for bus stops and shelters
- Marketing expenses were cut by \$61,500 (roughly 23 percent)
- Maintenance expenses were cut by \$150,000 for engine & transmission rebuilds and contract maintenance (roughly 10 percent)
- Assumptions for Fuel & Oil expenses were adjusted by \$190,786 (diesel from \$4.25 per gallon to \$3.75 per gallon, CNG from \$2.25 per diesel gallon equivalent to \$2.00 per gallon equivalent)
- Wages and Fringe decreased by \$399,406 due to adjusting assumed turnover and cutting one position in administration.

In both budgets, most of the growth in operating expenses is driven by Wages & Fringe, and Paratransit Expense. Uncertainty exists around key elements of those expenses because of contract negotiations, health insurance costs, and paratransit costs, all three are open items that have a significant impact on the financial outlook. Mr. Ward recommended going back to a 3 percent growth rate for property taxes, adding back \$85,000 that was cut from technology projects and the microtransit study. He also recommended cutting \$50,000 from Professional Development. Corrected to reflect that the Microtransit Feasibility study was funded at \$75,000.

The amended draft budget will be presented at the April 24, 2024, Board Meeting.

IV. ADJOURNMENT

The meeting adjourned by consensus at 11:00 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – MARCH 2024

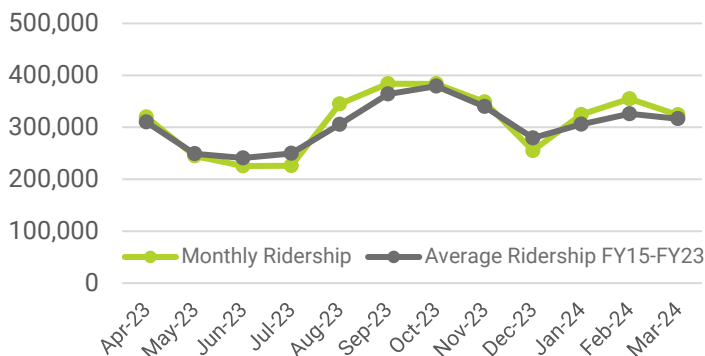
We serve people and our community with mobility solutions.

During the week of March 18th, Lextran celebrated Transit Worker Appreciation with coffee, donut, and cookie trucks, and small gifts for staff. Lextran employees attended the Metropolitan Transportation Plan public meeting at the Lexington Senior Center on March 25th. The Federal Transit Administration AIM Grant Evaluation Committee completed a site visit on March 13 -15th. Lextran hosted five 'How to Ride' sessions throughout the month and attended two regional job fairs. The Text-for-Next function has experienced a significant increase in usage since the installation of the new bus signs, increasing from 2,919 uses in July 2023 to 9,815 uses in March.

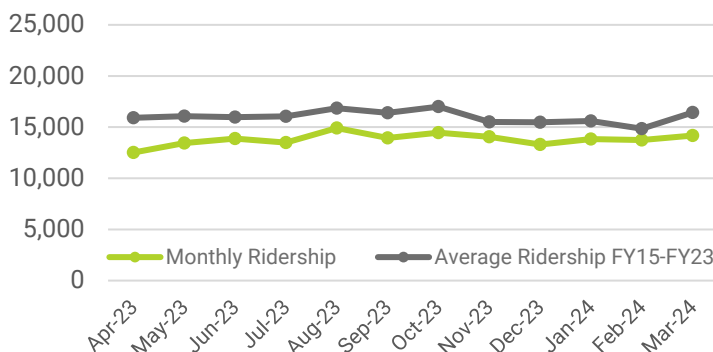
DEMONSTRATE VALUE TO THE COMMUNITY



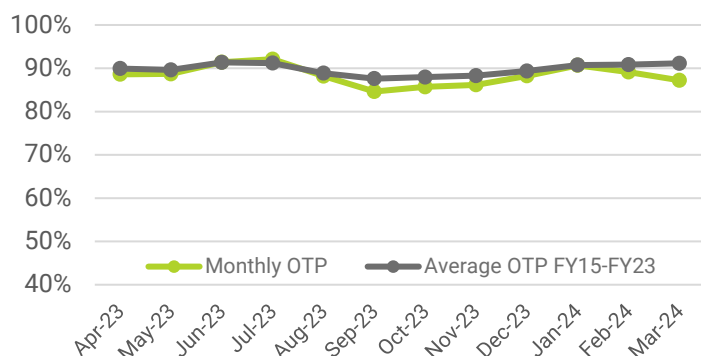
Fixed-Route Ridership



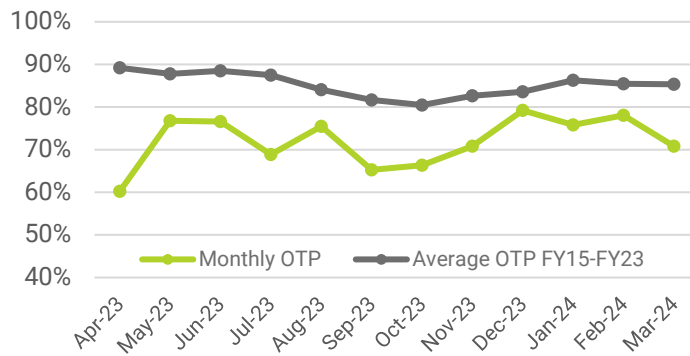
Paratransit Ridership



Fixed-Route On-Time Performance



Paratransit On-Time Performance



| Performance Indicator | Fixed Route System | | | Paratransit (Wheels) | | |
|--------------------------|--------------------|-----------|-----------|----------------------|---------|---------|
| | This Month | FY24YTD | FY23YTD | This Month | FY24YTD | FY23YTD |
| System Production | | | | | | |
| Total Ridership | 323,890 | 2,945,298 | 2,672,113 | 14,177 | 125,906 | 115,168 |
| Weekday Ridership | 281,482 | 2,557,820 | 2,323,260 | 10,856 | 103,028 | 92,713 |
| Saturday Ridership | 23,686 | 217,250 | 198,961 | 1,321 | 11,471 | 10,068 |
| Sunday Ridership | 18,722 | 156,455 | 137,768 | 991 | 9,511 | 8,302 |
| Total Revenue Miles | 160,158 | 1,422,553 | 1,416,664 | 89,867 | 763,507 | 688,574 |
| Total Revenue Hours | 16,672 | 148,165 | 149,078 | 6,366 | 57,036 | 54,167 |
| Trips per Mile | 2.02 | 2.07 | 1.89 | 0.16 | 0.16 | 0.17 |
| Trips per Hour | 19.43 | 19.88 | 17.92 | 2.23 | 2.21 | 2.13 |

- Fixed-route ridership increased by three percent compared to March 2023.
- Fixed-route ridership for FY24YTD was 10 percent higher than ridership for FY23YTD.
- Paratransit ridership increased by nine percent compared to March 2023.
- Paratransit ridership for FY24YTD was nine percent higher than ridership for FY23YTD.
- Trips per Mile and Hour for FY24YTD continue to exceed those of FY23YTD on both systems.

LEXTRAN IN THE MEDIA

- March 12 – Lexington transit service for disabled, elderly hit with fines over shoddy service
<https://www.aol.com/news/lexington-transit-disabled-elderly-hit-110000146.html>
- March 18 – Bluegrass RIDE running trips from Danville to Lexington
<https://www.amnews.com/2024/03/18/bluegrass-ride-running-trips-from-danville-to-lexington/>
- March 19 – Lexington’s parks need \$8 million a year, organizers say. Tax to pay for it clears first hurdle
<https://www.kentucky.com/news/local/counties/fayette-county/article286817375.html#storylink=cpy>
- March 26 – Lexington Public Library to host Spring Job Fair
<https://www.wtvq.com/lexington-public-library-to-host-spring-job-fair/>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- March 1 – Senior Services Commission Meeting
- March 5 – ‘How to Ride’ – Optimal Living Solutions – Session 1
- March 5 – Aging Consortium Meeting
- March 5 – Meeting with Councilmember Reynolds
- March 6 – ‘How to Ride’ – Optimal Living Solutions – Session 2
- March 7 – ‘How to Ride’ – Optimal Living Solutions – Session 3
- March 8 – VA Vocational Rehab and Compensated Work Therapy Meeting
- March 11 – Winburn Community Partner’s Meeting
- March 13 – FTA Aim Grant Evaluation Committee Site Visit
- March 14 – Student Success Meeting with LPL
- March 15 – BUILD Meeting
- March 15 – ‘How to Ride’ – Kentucky Refugee Ministries Cultural Orientation
- March 16 – Clay City Job Fair – Kentucky Career Center
- March 18 – Transit Worker Appreciation Day
- March 18 – Downtown Lexington Partnership Annual Meeting
- March 20 – Community Travel Training – Community Response Coalition of Kentucky
- March 20 – Access Lexington Commission Meeting
- March 20 – Meeting with Councilmember LeGris
- March 21 – Railbird Discussion Meeting
- March 21 – Kentucky Refugee Ministries Quarterly Update Meeting
- March 21 – Corridors Commission Meeting
- March 22 – Anthem Health and Resource Fair
- March 22 – Public Art Commission – MLK Overpass Meeting
- March 25 – LAMPO Metropolitan Transportation Plan Public Meeting
- March 25 – FCPS Tates Creek Meeting
- March 26 – Kentucky Public Transportation Board Meeting
- March 27 – Community Support Fair – Henry Clay High School
- March 28 – Community Travel Training – Wheels
- March 29 – Kentucky Employed Job Fair – Montgomery County
- March 29 – Green Check Certification Meeting

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 | This Month | | FY24 YTD | | FY23 YTD | | This Month | | FY24 YTD | | FY23 YTD | |
| On-Time Performance | 87.22% | | 88.00% | | 89.10% | | 70.80% | | 72.25% | | 58.60% | |
| Farebox Recovery | 5.49% | | 6.15% | | 6.05% | | N/A | | N/A | | N/A | |
| Operating Expenses | \$1,770,933 | | \$15,223,089 | | \$14,501,713 | | \$664,911 | | \$5,876,656 | | \$4,914,638 | |
| Per Mile | \$3.43 | | \$3.57 | | \$3.78 | | N/A | | N/A | | N/A | |
| Per Hour | \$73.27 | | \$68.67 | | \$61.69 | | 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 | 45 | 13.89 | 385 | 13.07 | 402 | 15.04 | 23 | 162.23 | 181 | 143.76 | 326 | 283.06 |
| Commendations | 6 | 1.85 | 31 | 1.05 | 40 | 1.50 | 7 | 49.38 | 12 | 9.53 | 4 | 3.47 |
| Discourtesy | 12 | 3.70 | 110 | 3.73 | 95 | 3.56 | 7 | 49.38 | 52 | 41.30 | 32 | 27.79 |
| Late or Early | 4 | 1.23 | 19 | 0.65 | 42 | 1.57 | 7 | 49.38 | 36 | 28.59 | 131 | 113.75 |
| Safety | 9 | 2.78 | 68 | 2.31 | 63 | 2.36 | 1 | 7.05 | 38 | 30.18 | 45 | 39.07 |
| Passed Boarding /Missed Trips (Wheels) | 4 | 1.23 | 89 | 3.02 | 76 | 2.84 | 0 | 0.00 | 6 | 4.77 | 35 | 30.39 |
| Information and Service Requests | 0 | 0.00 | 22 | 0.75 | 32 | 1.20 | 0 | 0.00 | 16 | 12.71 | 0 | 0.00 |
| Other | 10 | 3.09 | 46 | 1.56 | 54 | 2.02 | 1 | 7.05 | 21 | 16.68 | 79 | 68.60 |
| Call Length | 1:09 | | 1:04 | | 1:13 | | 1:38 | | 1:34 | | 1:35 | |
| Time to Abandon | 0:12 | | 0:17 | | 1:55 | | 1:48 | | 3:09 | | 2:19 | |

- Fixed-route on-time performance decreased by about two percent from the previous month.
- The high volume of customer feedback for paratransit in FY23YTD reflects the service transition to RATP-Dev, who began operating the service 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 | 6 | 26 | 25 | 2 | 14 | 17 |
| Preventable Accidents per 100,000 miles | 3.59 | 1.75 | 1.68 | 1.81 | 1.52 | 2.15 |
| Days with No Preventable Accidents | 25 | 241 | 249 | 29 | 259 | 256 |
| Workers Compensation Claims | 0 | 16 | 15 | N/A | N/A | N/A |
| Injury Frequency Rate | 0.00 | 10.81 | 10.55 | N/A | N/A | N/A |
| Days of Lost Time | 31 | 254 | 453 | N/A | N/A | N/A |

- From February to March, the total number of preventable accidents increased by five on fixed-route and increased by one on paratransit services.
- The injury frequency rate decreased to 0.00 due to zero OSHA-reportable workplace injuries for the month.

| Performance Indicator | Fixed Route System | | |
|---|--------------------|---------|---------|
| | This Month | FY24YTD | FY23YTD |
| Maintenance | | | |
| Miles between Road Calls | 13,347 | 12,370 | 9,892 |
| Percent of Preventive Maintenance Inspections on Schedule | 100% | 99.8% | 100% |

- In March, the maintenance department reported 13,347 miles between road calls.
- Maintenance completed 100 percent (62 of 62) of preventive maintenance inspections on schedule in March.

| Performance Indicator | Fixed Route System | |
|------------------------------|--------------------|---------|
| | This Month | FY24YTD |
| Training Activities | | |
| Drug and Alcohol Training | 7 | 7 |
| Harassment/EEO Training | 7 | 7 |
| Union Orientation | 7 | 18 |
| Customer Service Orientation | 3 | 12 |
| Dispatch Orientation | 3 | 17 |
| Electric Bus Training | 3 | 10 |
| Maintenance Orientation | 3 | 13 |
| Smith System Training | 3 | 17 |
| Incident Remedial Training | 2 | 11 |
| TSI Video Training Class | 2 | 2 |
| Accident Remedial | 1 | 15 |

| Hiring and Recruiting | This Month | Interviews | New Hires |
|-----------------------|------------|------------|-----------|
| Open Positions | 35 | 34 | 5 |
| Operations | 20 | 9 | 1 |
| Maintenance | 9 | 14 | 2 |
| Administration | 6 | 11 | 2 |

| Procurements | |
|------------------------------------|------------------|
| Fuel for Paratransit Vehicles | Open |
| Office 365 | Open |
| Transit Advertising | Open |
| Radio Purchasing and Maintenance | April Resolution |
| Paratransit Services | April Resolution |
| A&E Services | Upcoming |
| Bus Cameras | Upcoming |
| Electric Motors | Upcoming |
| Fuel | Upcoming |
| Office Supplies | Upcoming |
| Transit Center Interior Renovation | Upcoming |

FINANCIALS
BALANCE SHEET

as of March 31, 2024

| | CURRENT YEAR-TO-DATE | LAST YEAR-TO-DATE |
|---|----------------------------|----------------------------|
| ASSETS | | |
| Current assets | | |
| Operating Cash | \$40,202,184 | \$31,580,106 |
| Accounts receivable | \$305,789 | \$4,293,529 |
| Inventory | \$938,394 | \$872,703 |
| Work in process | \$10,794,371 | \$3,528,113 |
| Prepaid | \$451,115 | \$388,330 |
| Total Current Assets | <u>\$52,691,852</u> | <u>\$40,662,781</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 | \$34,589,820 | \$35,600,468 |
| TOTAL ASSETS | <u><u>\$89,754,329</u></u> | <u><u>\$78,225,749</u></u> |
| LIABILITIES | | |
| Current liabilities | | |
| Accounts payable | \$5,111,651 | \$840,621 |
| Payroll liabilities | \$666,522 | \$557,752 |
| Total Current Liabilities | <u>\$5,778,173</u> | <u>\$1,398,373</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 | \$83,228,909 | \$76,362,770 |
| TOTAL LIABILITIES AND NET POSITION | <u><u>\$89,754,329</u></u> | <u><u>\$78,225,749</u></u> |

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

March 2024

| | FY2024 ACTUAL | FY2024 BUDGET | FY2024 VARIANCE | FY 2023 ACTUAL |
|-------------------------------|---------------------|---------------------|----------------------|---------------------|
| REVENUES | | | | |
| Property taxes | \$22,649,699 | \$21,745,693 | \$904,006 | \$21,663,613 |
| Passenger revenue | \$936,940 | \$910,417 | \$26,522 | \$877,211 |
| Federal funds | \$786,356 | \$7,236,413 | (\$6,450,057) | \$10,914,233 |
| State funds | \$0 | \$1,216,025 | (\$1,216,025) | \$0 |
| Advertising revenue | \$260,000 | \$260,000 | \$0 | \$260,000 |
| Other revenue | \$2,020,808 | \$2,008,203 | \$12,605 | \$7,379,945 |
| TOTAL REVENUES | \$26,653,802 | \$33,376,751 | (\$6,722,949) | \$41,095,001 |
| EXPENSES | | | | |
| Wages | \$8,472,018 | \$8,692,822 | (\$220,804) | \$8,232,442 |
| Fringe benefits | \$4,285,894 | \$4,832,640 | (\$546,745) | \$4,262,846 |
| Professional services | \$1,088,023 | \$1,484,801 | (\$396,778) | \$888,270 |
| Materials and supplies | \$1,104,527 | \$1,071,375 | \$33,152 | \$1,105,868 |
| Fuel-Diesel | \$595,436 | \$1,116,375 | (\$520,939) | \$1,000,932 |
| Fuel-Other | \$408,740 | \$588,863 | (\$180,122) | \$484,690 |
| Utilities - Facilities | \$290,313 | \$312,375 | (\$22,062) | \$302,883 |
| Utilities - Electric Bus | \$81 | \$64,500 | (\$64,419) | \$7,231 |
| Insurance | \$722,010 | \$652,886 | \$69,124 | \$633,832 |
| Fuel taxes | \$165,136 | \$150,000 | \$15,136 | \$147,571 |
| Paratransit Expenses | \$6,130,605 | \$6,060,000 | \$70,605 | \$5,799,225 |
| Vanpool Expenses | \$16,423 | \$54,000 | (\$37,577) | \$30,132 |
| Dues and subscriptions | \$54,795 | \$38,600 | \$16,195 | \$13,079 |
| Travel, training and meetings | \$72,538 | \$149,849 | (\$77,311) | \$93,216 |
| Media advertising | \$150,447 | \$172,500 | (\$22,053) | \$65,416 |
| Miscellaneous | \$47,393 | \$56,550 | (\$9,157) | \$48,196 |
| Leases and rentals | \$2,184 | \$2,184 | \$0 | \$2,184 |
| Depreciation | \$2,874,966 | \$2,874,966 | \$0 | \$2,433,211 |
| TOTAL EXPENSES | \$26,481,530 | \$28,375,286 | (\$1,893,756) | \$25,551,224 |
| CHANGE IN NET POSITION | \$172,272 | \$5,001,465 | (\$4,829,193) | \$15,543,777 |
| Monthly Average Diesel Cost: | \$2.77 | | | |
| YTD Average Diesel Cost: | \$2.86 | | | |
| CNG Diesel Gallon Equivalent | \$1.29 | | | |

MEMORANDUM

April 24, 2024

TO: Lextran Board of Directors

FROM: Nikki Falconbury, Director of Finance & HR

CC: Fred Combs, General Manager

SUBJECT: Resolution to Award a Contract for Radio Purchasing and Maintenance

Attached is a resolution requesting authority to award a contract for the provision of mobile radios and maintenance for radios.

RFP 2024-01 was issued January 17, 2024, with proposals received on March 12, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from one (1) qualified proposer:

AMK Services LLC (Local Office: 2464 Palumbo Dr, Lexington, KY 40509)

The proposal from AMK Services LLC was determined to offer a fair and reasonable price. AMK Services LLC is recommended to provide mobile radios and maintenance for radios for Lextran.

The term of the contract awarded will be for 2 years with 1 additional option year, for a total of 3 possible contract years. Pricing will be as follows for each contract support and maintenance item:

| DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED |
|--|----------|------------|-----------------|
| Support for Existing Mobiles - Annual | 100 | \$100.00 | \$10,000.00 |
| Support for Existing Portables - Annual | 45 | \$50.00 | \$2,250.00 |
| Support for New Base Station Radios - Annual | 4 | \$75.00 | \$300.00 |
| TOTAL ANNUAL MAINTENANCE COST | | | \$12,550 |

| AS NEEDED SERVICE RATES | | | |
|----------------------------------|---|----------|----------|
| Programming, per unit | 1 | \$35.00 | \$35.00 |
| Mobile Installation, hourly rate | 1 | \$105.00 | \$105.00 |
| Training, hourly rate | 1 | \$135.00 | \$135.00 |
| As-Needed Support, hourly rate | 1 | \$115.00 | \$115.00 |

The purchase of radio units will be infrequent as this contract is primarily for maintenance and support for existing units. Even so, AMK Services LLC has offered discounts on radios and accessories purchased as part of this contract. The published catalogue prices are subject to change, but the following discounts for radios and radio accessories will apply:

- Radio Hardware 28%
- Software Features 28%
- Accessories 26%

The source of funding for this procurement is Section 5307 formula for 80% and state match for 20%. If you have any questions, please contact me at 859.255.7756.

RESOLUTION 2024-11

TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

APRIL 24, 2024

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-01 for Radio Purchasing and Maintenance; and

WHEREAS, RFP 2024-01 resulted in proposals from one qualified proposer; and

WHEREAS, the proposal from AMK Services LLC was determined to be responsive and offer a fair and reasonable price;

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 AMK Services LLC to provide Radio Purchasing and Maintenance per the terms as set forth in RFP 2024-01 and the proposal submitted by AMK Services LLC which are incorporated herein by reference. The term of the contract awarded will be for 2 years with 1 additional option year, for a total of 3 possible contract years. Pricing will be as follows:

| DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED |
|--|----------|------------|-----------------|
| Support for Existing Mobiles - Annual | 100 | \$100.00 | \$10,000.00 |
| Support for Existing Portables - Annual | 45 | \$50.00 | \$2,250.00 |
| Support for New Base Station Radios - Annual | 4 | \$75.00 | \$300.00 |
| TOTAL ANNUAL MAINTENANCE COST | | | \$12,550 |

| AS NEEDED SERVICE RATES | | | |
|----------------------------------|---|----------|----------|
| Programming, per unit | 1 | \$35.00 | \$35.00 |
| Mobile Installation, hourly rate | 1 | \$105.00 | \$105.00 |
| Training, hourly rate | 1 | \$135.00 | \$135.00 |
| As-Needed Support, hourly rate | 1 | \$115.00 | \$115.00 |

Radio purchase discounts:

- Radio Hardware 28%
- Software Features 28%
- Accessories 26%

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

April 24, 2024

TO: Lextran Board of Directors

FROM: Fred Combs, General Manager

SUBJECT: Resolution to Award a Contract for Paratransit Services.

Attached is a resolution requesting authority to award a contract for the administration of the WHEELS paratransit services.

RFP 2024-02 was issued February 5, 2024, with proposals received on March 12, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from three (3) qualified proposers:

- Transitions Commute Solutions LLC
- Resource Management Systems INC
- RATP Dev USA INC

Following technical evaluations, the committee decided to interview the two highest scoring proposers:

- Transitions Commute Solutions LLC
- RATP Dev USA INC

Following the interview stage, BAFOs were requested of the top two candidates and scored as the third evaluation stage.

The proposal from RATP Dev USA INC received the highest evaluation score and is recommended for the contract award for paratransit services. The term of this contract shall be for three (3) years, with two (2) options for one (1) additional year each, for a total of five (5) possible contract years. The contract will begin on July 1, 2024.

Pricing will be as follows:

| RATP-Dev Cost Proposal | Year 1 July 2024- June 2025 | Year 2 July 2025- June 2026 | Year 3 July 2026- June 2027 | Option Year 4 July 2027- June 2028 | Option Year 5 July 2028- June 2029 |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|--|
| Monthly invoiced Overhead | \$285,553.91 | \$295,083.55 | \$304,969.15 | \$315,224.88 | \$325,865.51 |
| Monthly Invoiced Cost per Trip | \$25.50 | \$26.38 | \$27.30 | \$28.25 | \$29.23 |

The sources of funding for this procurement are Federal 5307 Formula Funds and Local Mass Transit Fund.

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

RESOLUTION 2024-12

TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

APRIL 24, 2024

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-02 for paratransit services; and

WHEREAS, RFP 2024-02 resulted in proposals from three qualified proposers; and

WHEREAS, the proposal from RATP Dev USA INC was determined to be responsive and offer a fair and reasonable price;

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 negotiate a contract with RATP Dev USA INC to provide paratransit services per the terms as set forth in RFP 2024-02, and the proposal and BAFO submitted by RATP Dev USA INC. The term of the contract awarded will be for three (3) years, with two (2) options for one (1) additional year each, for a total of five (5) possible contract years. Pricing will be as follows:

| RATP-Dev Cost Proposal | Year 1 July 2024- June 2025 | Year 2 July 2025- June 2026 | Year 3 July 2026- June 2027 | Option Year 4 July 2027- June 2028 | Option Year 5 July 2028- June 2029 |
|--------------------------------|--|--|--|---|---|
| Monthly invoiced Overhead | \$285,553.91 | \$295,083.55 | \$304,969.15 | \$315,224.88 | \$325,865.51 |
| Monthly Invoiced Cost per Trip | \$25.50 | \$26.38 | \$27.30 | \$28.25 | \$29.23 |

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

April 24, 2024

TO: Lextran Board of Directors**FROM: Fred Combs, General Manager****SUBJECT: Resolution to Approve the Lextran Fiscal Year 2025 Operating Budget**

Resolution 2024-13, attached, requests the Board's approval of Lextran's Fiscal Year 2025 Operating Budget.

Lextran is proud of our mission to "serve people and the community with mobility solutions." The attached package contains the proposed operating budget for FY2025. The total Operating Budget includes expenses of \$35,495,147 and the Capital Plan for FY2025 totals \$14,254,658.

The Budget was presented to the Lextran Finance Committee on April 15, 2024, and presented to the Lextran Board of Directors at the work session on April 17, 2024. The budget includes expected revenues from federal sources, such as Section 5307 formula funds for capital maintenance and paratransit expenses. The 5307 formula funds represent a transfer of 39.4 percent of the total capital budget to the operating budget.

Resolution 2024-13 requests the Board's approval of the FY2025 Operating Budget. I look forward to working with the Board and staff in FY2025 to continue Lextran's mission to serve people and the community with mobility solutions.

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

RESOLUTION 2024-13**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT****April 24, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (“Lextran”) has established the attached FY2025 Operating Budget as presented; and

WHEREAS, the total operating FY2025 operating budget includes expenses of \$35,495,147; and

WHEREAS, the Finance Committee of the Lextran Board of Directors reviewed the proposed budget during a public finance committee meeting held on April 15, 2024, and the Board reviewed the budget during a public work session on April 17, 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government hereby adopts the FY2025 Operating Budget, which is attached hereto and incorporated herein by reference, in the amount of \$35,495,147 and directs the staff to advance any grant and/or agreement to maximize non-local funding. The General Manager is authorized to enter into contracts for health insurance, workers compensation insurance, and property and liability insurance for the amounts included in the budget.

MOTION

SECOND

CHAIRPERSON

DATE