

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:
May 22, 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 May 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

May 22, 2024

10:00 a.m.

MEETING AGENDA

I.	Call to Order & Roll Call	10:00
II.	Public Comment on Agenda Items	10:05 – 10:10
III.	Approval of Minutes – April 2024	10:10 – 10:15
IV.	Chair’s Report (Dowell)	10:15 – 10:20
V.	Lextran Monthly Performance Report & Financials – April	10:20 – 10:35
VI.	Action Items	10:35 – 10:55
	A. Resolution 2024-14 Adjustment to Lextran’s Agency Safety Plan	
	B. Resolution 2024-15 Transit Advertising	
	C. Resolution 2024-16 Fuel for Paratransit Service	
	D. Resolution 2024-17 Paratransit Vehicle Purchase	
	E. Resolution 2024-18 Meeting Schedule for FY2025	
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 – Microsoft Office 365	
	B. Resolution – Transit Center Interior Renovation	
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, 2024 at 10:00 a.m.

BOARD OF DIRECTORS MEETING

BOARD MINUTES

April 24, 2024

MEMBERS PRESENT

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

ABSENT

Dr. Koffi Akakpo

STAFF PRESENT

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Chris Withrow, Director of Maintenance
Emily Elliott, Director of Planning and Community Development
Nikki Falconbury, Director of Finance and Human Resources
Alan Jones, IT Manager
Deanna Istre, Purchasing Manager
Ta'Ziyah Bakara, Capital Planner
Catherine Moran, Compliance Specialist
Jessica Pence, Executive Administrative Assistant
Gregory Butler, Planning and Community Development Manager
John McNeel, Director of Safety & Security
Tyler Maynard, Transit Analyst
Dale Stone, Operations Manager
Isaiah Barron, Operations Manager

OTHERS PRESENT

Addison Lowry, Lextran Council
Byron Robinson, RATP Dev GM
Steve Stone
Jane Meadows
Joey David, MPO/LFUCG
Kabby Akers, BUILD
Gail Swanson, BUILD
Adam Jones, BUILD
Chuck Ellinger, Lexington Urban County Council
Jamie Kelder, BUILD
Linda Robinson, BUILD

Marie Allison, BUILD
Van Knowles, BUILD
Jane Meadows, BUILD
Katherine Donohue, BUILD
Margetta McFarland, BUILD
Cindy Millen
Judy Maxson, BUILD
Judy Cornett
Sharon Stewart, BUILD
Mark, BUILD
Meaghan Jeffcoat, BUILD
Yoshiya Togami, BUILD
MaryKate Norton, BUILD
Freida Downey, BUILD
Belinda Snead, BUILD
Michael Berk, LEX 18
Jason Candy, LEX 18
Deborah Gerth, BUILD
Mariah Congedo, WKYT
Barry Nese, BUILD
John Turbek, BUILD
Mike Birch, RATP Dev
Katherine Goetz

I. CALL TO ORDER

Mr. Harding Dowell called the meeting to order at 10:00 a.m. Mr. Dowell performed the roll call, and quorum was achieved. Mr. Dowell amended the agenda as written to move the Chair's Report and yielded his time to Vice Chair Rodgers. Mr. Dowell made a statement that he appreciated the large crowd for being in attendance. It showed how much the community cared about transit and how it serves the community.

II. CHAIR'S REPORT

Ms. Jamie Rodgers extended her deepest gratitude to BUILD in prioritizing public transportation as a policy issue. The support showcased our community's dedication to Lexington having one of the most robust transportation systems in the country. Ms. Rodgers confirmed that Lextran was committed to funding a microtransit study in full as a crucial step in understanding the services, long-term costs, and the full picture of public transportation in Lexington. Ms. Rodgers added that Lextran was facing a structural imbalance where expenses were projected to surpass revenues in the coming years, necessitating very tough decisions by the Board regarding services, reductions, or revenue enhancements. Lextran's focus remains on the essential services that we are mandated by law to provide, including fixed routes and paratransit. Ms. Rodgers also recognized the significance of these services in our community, especially to the most vulnerable populations relying on paratransit and added that exploring microtransit's efficiency and service delivery was vital to easing the strain on our expanding paratransit needs. Ms. Rodgers noted that the Board was eager

to continue conversations to ensure that Lextran had sustainable revenue and to address the systemic budget imbalance.

III. PUBLIC COMMENT

Councilmember Chuck Ellinger thanked the Board for allowing him to speak. He introduced himself as a tenth district resident and serving on the Urban County Council and is a lawyer here in Lexington. CM Ellinger asked the Board, in light of Ms. Rodgers' report, if they planned on doing a feasible study. Ms. Rogers confirmed that the microtransit study was funded in full. Mr. Ellinger said that was why he was in attendance there to lend his support and voice. He thanked the Board for approving the study and looked forward to seeing what the study provided. From a City Council standpoint, CM Ellinger stated that they would do whatever they could to help have the best mass transportation system in America.

Ms. Gail Swanson stated that she wrote her public comment before she had any confirmation on what the Board's plan was for microtransit. Ms. Swanson has lived in Lexington since 1978. She loves Lexington and considers herself very fortunate that three of her six children and three of her ten grandchildren call Lexington home. She had been committed to social justice these past 20 years because of the six people she mentioned. Ms. Swanson wanted them to live in a community that was equitable and just, where community leaders wanted everyone to thrive and make the best life they can for their families. As an organization, BUILD had likely spoken with more people in this community about community issues and injustices than any other organization in the area.

Each year 400-500 people meet in groups to talk about what keeps them up at night, with an additional 100 or so people individually. Knowledge from those conversations indicates that reliable transportation was a huge issue in Lexington. Ms. Swanson said that we had heard the cries of the people, and they said, "we need reliable transportation." BUILD had worked on some pretty serious issues over the past 20 years from street violence to mental health to school inequities and mostly recently to elderly care. In researching, every one of those issues the top two contributing factors that rose to the service were affordable housing and reliable transportation.

Ms. Swanson stated that means every decision the Board makes about transportation in this city has a profound effect on thousands of people. She suspected what she said to the Board was not news. Microtransit, or some on-demand transportation service, had been mentioned in several recent studies. The MPO's Long Range Plan, a recommendation from the mayor's 2020 Racial Justice and Equality report, and Lextran's COA report was completed in 2019; all mentioned the need for microtransit or some type of on-demand transportation service. Doing this visibility study and then following the recommended next steps gives Lextran the opportunity to lead the way in initiating and operating a transportation system that innately addresses what the people of Lexington have needed for far too long. One third of our brothers and sisters lack reliable transportation. That alone is around 100,000 people who need what Lextran can give them. This is an opportunity to lead from the front, rather than two steps behind because you wait two or five years to do the study. This problem will not go away just because we ignore it.

Mr. Adam Jones represented the BUILD organizations. First, on behalf of Open Door Church and behalf of BUILD he wanted to commend the Board for fully funding the microtransit study. They fully support that commitment and look forward to the results of the study. Particularly, Fred Combs for bringing the study to the budget and to the Board. Mr. Jones has been a pastor at Open Door Church since 2006 and been a Lexington resident since that time as well. Their congregation specifically works with the refugee population, as well as the mental health community in Lexington, meaning about a third of the congregation does not own a vehicle. Over the past 20 years they have seen again and again the struggles that some folks face not owning a car in our city.

Mr. Jones told the story of the facility manager, James, at Open Door Church. He was on dialysis three times a week and depended solely on Wheels. Mr. Jones has had to pick him up a few times from dialysis because Wheels did not make it. He has also had to pick up James from the hospital a few times. He has also attempted to use the bus service to get to work and he was not able to do that because he says it was not as reliable as he hoped, and the bus stop is about a half mile from the church. A couple of years ago Mr. Jones stated they helped another lady named Delia, who had just moved to Lexington. She was trying to get started and get on her feet, and the church helped her out a bit financially. Delia found a place to live on Richmond Road and got a job at Aramark on Versailles Road. Her shift started at 5 a.m., but there was no bus. Delia walked every morning starting out at 3 a.m. to get to her job. Mr. Jones believed that microtransit had the potential to create reliable transportation for folks like James and Delia.

Mr. Jones shared his excitement to see the results of the study going forward. They are excited as BUILD and Open Door Church to work with Lextran on improving the transportation in our city and he knows that is the vision for the Board as well.

Ms. Belinda Snead introduced herself as a member of the BUILD board and Consolidated Baptist Church on Russell Cave Road. She noted that the Board did the right thing today by fully funding the microtransit study. She shared that members of her congregation feel the impact of poor public transportation every day. Those of us without a car struggle to keep jobs and make appointments and participate in church and community life. Ms. Snead added that everyone in Lexington should be able to access public transportation in Lexington that works for them, and that this microtransit study was not just another budget item, it was recognition of the long-standing hardships felt by so many in the community due to unreliable or inaccessible transportation. The Board acknowledged you have heard the voices of the people and that you are committed to improving their circumstances by looking closer at the need and the potential for microtransit. Ms. Snead stated, "You have looked beyond the numbers, and you have seen the faces of the people you serve." She said we know the study will reveal what we already know. Ms. Snead added they are glad to know that the \$75,000 has already been included for the microtransit study.

IV. APPROVAL OF MINUTES

Mr. Harding Dowell called for a motion to approve the minutes for the March 2024 board meeting and April 2024 budget work session. In Section 3 of April 2024 work session minutes, Mr. Dowell clarified in last paragraph, he would like to insert "\$75,000" to clarify that the microtransit study value was what was added back. Judge Thurston made a motion to approve and Ms. Borges-Gonzalez second the motion. The motion passed.

V. CLOSED SESSION

Ms. Rodgers made a motion to enter the closed session, pursuant to KRS.61-810 Section G, for the discussion regarding the provisions of an agency contract and paratransit. Mr. Ward seconded, and the board entered closed session.

The board took no action during the closed session.

VI. ACTION ITEMS

A. Resolution 2024-12– Resolution to Award a Contract for Paratransit Services

Mr. Combs presented Resolution 2024-12, requesting the Board's approval 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. Responsive proposals were received from three (3) qualified proposers. 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.

Mr. Dowell discussed the paratransit transition from American Red Cross to RATP Dev and reviewed issues that have been noted with the service. While on-time performance is not where expected, there have been strides from fifty to 80 percent OTP and a significant reduction in excessively late and missed trips. Penalties will remain for the duration of the current contract and moving forward into the new contract as well.

Mr. Combs explained the nature of paratransit service and some of the requirements. Ms. Rodgers noted that paratransit costs account for about a quarter of the budget and after several years of increases that trend is expected to continue.

Mr. Ward made a motion and Ms. Borges-Gonzalez seconded that motion. The motion was approved.

B. Resolution 2024-13 – Resolution to Approve the Lextran Fiscal Year 2025 Operating Budget

Mr. Combs presented Resolution 2024-13 requesting 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 total Operating Budget includes expenses of \$35,495,147 and the Capital Plan for FY2025 totals \$14,245,658.

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.

Mr. Dowell noted that the presented budget is balanced, but tough decisions were already made. At this time there are no cuts to service or to staff, but expenses continue to exceed revenue and decisions will continue to be made to keep Lextran sustainable.

Judge Thurston made a motion and Mr. Ward seconded that motion. The motion was approved.

C. Resolution 2024-11 – Resolution to Award Contract for Radio Purchasing and Maintenance

Ms. Falconbury presented Resolution 2024-11, requesting the Board’s approval to award a contract for the provision of mobile radios and maintenance of radios.

RFP 2024-11 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. 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 two (2) years with one (1) additional option year, for a total of three (3) possible contract years. The purchase of radio units will be infrequent as this contract is primarily for maintenance and support for existing units. AMK Services LLC has offered discounts on radios and accessories purchased as part of this contract. The published catalogue prices are subject to change.

Ms. Rogers made a motion and Mr. Ward seconded that motion. The motion was approved.

VII. CHANGE ORDER REPORT

No change of order report.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

There was no new business.

X. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Emily Elliott presented the Monthly Performance Report for March 2024, which can be found on pages 12-17 of the April 2024 board packet.

HIGHLIGHTS FOR MARCH 2024:

- 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 stop signs:
 - July 2023 - 2,019 uses
 - March 2024 - 9,815 uses
- Six commendations were received in March for Michael Gay, Darrell Sebastian, Lenko Vanev, Latasha Hart, LJ Hasty, and a general thank you.

Ms. Elliott shared ridership information for the month of March. Ridership was about 323,000 that constituted about a three percent increase and about a ten percent increase for the fiscal year to date. Paratransit ridership was back over 14,000 in March, that constitutes about a ten percent increase from March to March and a nine percent increase for the fiscal year to date. There was an increase for ridership on Weekdays, Saturday, and Sunday in the month of March. Ms. Elliott presented a chart showing the three-month rolling average for paratransit on-time performance to demonstrate the changes over the last two years. Safety numbers were reviewed with six preventable in March on fixed route and two accidents on paratransit. There were no worker’s compensation claims and the injury frequency rate was zero. Maintenance operated at 13,347 miles between road calls in March and continued at 100 percent for their preventative maintenance inspections.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the Financial Report for March 2024 on pages 18-19 of the April 2024 board packet. We were nine months through the fiscal year with a steady cash flow balance at this time. We anticipate receiving very little property taxes between now and November. Property tax revenue and passenger fares are ahead of the previous fiscal year. Wages & fringe were still under budget due to vacancies, and new classes begin almost every week. The year-to-date average of diesel is \$2.86, and CNG diesel gallon equivalent is at \$1.29. Property and liability insurance was over budget due to adding buses this quarter. All Covid funding has been spent and the 24 million

dollars, over a three year period, helped keep the budget balanced. There were still a large number of vacancies which can make service difficult to operate and make it hard on staff. Paratransit expenses continue to be monitored, but a budget amendment is not expected. This line item includes the fees paid to RATP Dev but also eligibility assessments, fuel, and paratransit vehicle repairs.

XI. PROPOSED AGENDA ITEMS

- A. Resolution – Paratransit Fuel
- B. Resolution – Transit Advertising

XII. ADJOURNMENT

Mr. Dowell declared the meeting adjourned at 11:06 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – APRIL 2024

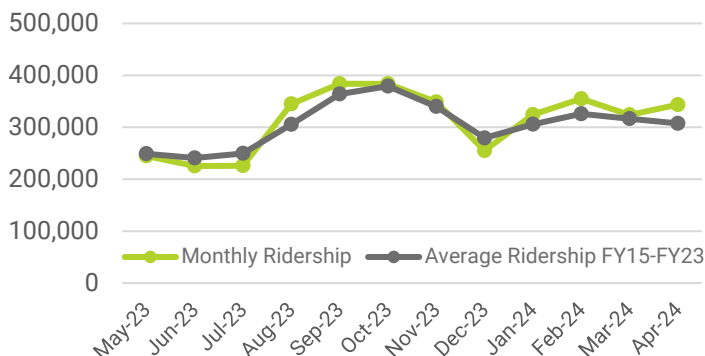
We serve people and our community with mobility solutions.

Lextran held a Finance Committee meeting and a Board of Directors Work Session to discuss the budget for the upcoming fiscal year. Assistant General Manager, Randolph Williams and Director of Planning and Community Development, Emily Elliott attended the APTA Legislative Conference in Washington, D.C. from April 7th – April 9th. Lextran held a virtual Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310 Program) public meeting on April 22nd. Lextran provided service to the Keeneland Spring Meet from April 5th – April 26th. Lextran applied to the Bus and Bus Facilities and Low or No Emission grant program in April to procure six new CNG buses.

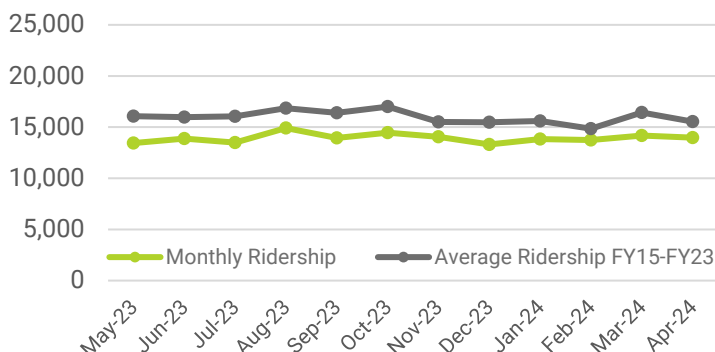
DEMONSTRATE VALUE TO THE COMMUNITY



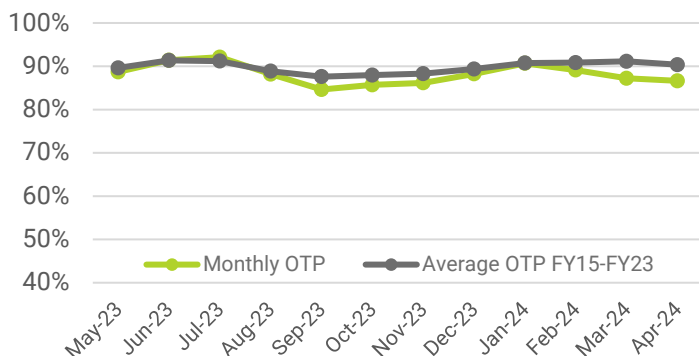
Fixed-Route Ridership



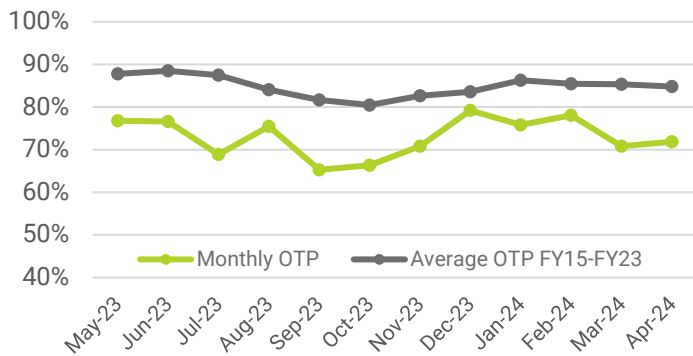
Paratransit Ridership



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	343,477	3,288,775	2,991,865	13,976	139,882	127,687
Weekday Ridership	304,084	2,861,904	2,598,056	12,015	115,043	102,738
Saturday Ridership	22,352	239,602	224,138	1,088	12,559	11,378
Sunday Ridership	17,041	173,496	157,547	873	10,384	9,483
Total Revenue Miles	163,043	1,585,597	1,573,445	81,035	844,542	755,018
Total Revenue Hours	17,185	165,350	165,940	6,576	63,612	59,744
Trips per Mile	2.11	2.07	1.90	0.17	0.17	0.17
Trips per Hour	19.99	19.89	18.03	2.13	2.20	2.14

- Fixed-route ridership increased by seven percent compared to April 2023.
- Fixed-route ridership for FY24YTD was 10 percent higher than ridership for FY23YTD.
- Paratransit ridership increased by 12 percent compared to April 2023.
- Paratransit ridership for FY24YTD was 10 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

- April 22 – Lextran budget decision sparks community outcry – gathering scheduled for Wednesday, April 24
<https://lexingtonky.news/2024/04/22/lextran-budget-decision-sparks-community-outcry-gathering-scheduled-for-wednesday-april-24/>
- April 23 – Lextran to vote on new budget, including proposed funding for microtransit study
<https://www.msn.com/en-us/news/us/lextran-to-vote-on-new-budget-including-proposed-funding-for-microtransit-study/ar-AA1nxON7?ocid=BingNewsSearch>
- April 24 – Lextran looking into new form of public transit
<https://www.msn.com/en-us/travel/news/lextran-looking-into-new-form-of-public-transit/ar-AA1nB0l2?ocid=BingNewsSearch>
- April 24 – Lexington residents pushing for more public transportation options
<https://www.lex18.com/news/covering-kentucky/lexington-residents-pushing-for-more-public-transportation-options>
- April 29 – Central Kentucky's Lextran includes microtransit study as part of its latest budget
<https://www.weku.org/lexington-richmond/2024-04-29/central-kentuckys-lextran-includes-microtransit-study-as-part-of-its-latest-budget>
- April 30 – "Rise up and build": Major Lexington faith coalition pushes for eldercare, transportation reforms
<https://www.wuky.org/local-regional-news/2024-04-30/rise-up-and-build-major-lexington-faith-coalition-pushes-for-eldercare-transportation-reforms>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- April 1 – ‘How to Ride’ – Kentucky Refugee Ministries Youth Spring Break Event
- April 4 – Cynthiana Housing Authority Job Fair with Kentucky Career Center
- April 4 – Meeting with BUILD
- April 4 – Affordable Housing Public Meeting
- April 5 – LAMPO Bicycle and Pedestrian Advisory Committee meeting
- April 8 – Come Together & Shine Solar Eclipse Resource Fair – Community Action Council
- April 9 – Spring Career Event – Lexington Public Library
- April 10 – LAMPO CMAQ Meeting
- April 10 – Bluegrass Greensource Sustainability Summit
- April 10 – Cardinal Valley Community Partners Meeting
- April 10 – Transportation Technical Coordination Committee Meeting
- April 10 – CivicLex Member Social Hour
- April 11 – Danville Spring 2024 Regional Job Fair and Expo with Kentucky Career Center
- April 12 – Estill County Job Fair
- April 13 – Peace Walk – Fayette Co Sheriff’s Office
- April 16 – US 27 Project Coordination Meeting
- April 16 – Meeting with Leroy Wolpert, Jr – Veteran’s Business Consultant with Education and Labor
- April 17 – Travel Training – Wheels
- April 17 – Access Lexington Commission Meeting
- April 17 – ‘How to Ride’ – Leestown Middle School Kappa Klub
- April 18 – Corridors Commission Meeting
- April 18 – Veteran’s Resource United of Central/Southeastern KY Meeting
- April 19 – BCTC First Year Orientation Resource Fair
- April 22 – ‘How to Ride’ – Senior Services Commission
- April 22 – 5310 Needs Assessment Public Meeting
- April 23 – ‘How to Ride’ – FCPS
- April 24 – ‘How to Ride’ – Summer Youth Job Training Program
- April 24 – Transportation Policy Committee Meeting
- April 24 – Kentucky Refugee Ministries Meeting
- April 24 – Keep Lexington Beautiful Meeting
- April 25 – Kentucky Employed Job Fair – Scott County
- April 29 – CivicLex Urban Growth Festival
- April 30 – 2024 LFUCG Clean Slate Expungement Clinic and Job & Resource Fair
- April 30 – BUILD Nehemiah Action Meeting
- April 30 – Goodwill Speaker Series - Hiring

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	86.63%		87.87%		89.05%		71.86%		71.71%		58.76%	
On-Time Performance	86.63%		87.87%		89.05%		71.86%		71.71%		58.76%	
Farebox Recovery	5.67%		6.10%		6.00%		N/A		N/A		N/A	
Operating Expenses	\$1,824,197		\$17,047,286		\$16,127,675		\$661,055		\$6,537,711		\$5,541,311	
Per Mile	\$3.35		\$3.55		\$3.75		N/A		N/A		N/A	
Per Hour	\$73.31		\$69.14		\$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	53	15.43	438	13.28	448	14.97	24	171.72	205	146.55	337	263.93
Commendations	13	3.78	44	1.34	44	1.47	4	28.62	16	11.44	4	3.13
Discourtesy	8	2.33	118	3.59	110	3.68	10	71.55	62	44.32	32	25.06
Late or Early	0	0.00	19	0.58	44	1.47	2	14.31	38	27.17	135	105.73
Safety	9	2.62	77	2.34	76	2.54	0	0.00	38	27.17	48	37.59
Passed Boarding /Missed Trips (Wheels)	9	2.62	98	2.98	84	2.81	0	0.00	6	4.29	37	28.98
Information and Service Requests	4	1.16	26	0.79	32	1.07	0	0.00	16	11.44	0	0.00
Other	10	2.91	56	1.70	58	1.94	8	57.24	29	20.73	81	63.44
Call Length	1:07		1:04		1:13		1:38		1:34		1:35	
Time to Abandon	0:13		0:16		1:51		2:03		3:02		2:25	

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	2	28	26	0	14	22
Preventable Accidents per 100,000 miles	1.18	1.69	1.58	0.00	1.36	2.53
Days with No Preventable Accidents	28	269	278	30	289	281
Workers Compensation Claims	1	17	16	N/A	N/A	N/A
Injury Frequency Rate	6.58	10.42	10.11	N/A	N/A	N/A
Days of Lost Time	24	278	529	N/A	N/A	N/A

- From March to April, the total number of preventable accidents decreased by four on fixed-route and there were no preventable accidents on paratransit services.
- The injury frequency rate increased to 6.58 due to one OSHA-reportable workplace injury for the month.

Performance Indicator	Fixed Route System		
	This Month	FY24YTD	FY23YTD
Maintenance			
Miles between Road Calls	11,786	12,307	9,774
Percent of Preventive Maintenance Inspections on Schedule	100%	99.8%	100%

- In April, the maintenance department reported 11,786 miles between road calls.
- Maintenance completed 100 percent (59 of 59) of preventive maintenance inspections on schedule in April.

Performance Indicator	Fixed Route System	
	This Month	FY24YTD
Training Activities		
Drug and Alcohol Training	8	15
Harassment/EEO Training	8	15
Union Orientation	8	26
Electric Bus Training	4	14
Return to Work Training	3	8
Accident Remedial	1	16

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	34	26	11
Operations	20	14	6
Maintenance	9	6	2
Administration	5	6	3

Procurements	
Fuel for Paratransit Vehicles	May Resolution
Transit Advertising	May Resolution
Office 365	Open
Transit Center Interior Renovation	Open
A&E Services	Upcoming
Bus Cameras	Upcoming
Electric Motors	Upcoming
Fuel	Upcoming
Office Supplies	Upcoming

FINANCIALS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

April 2024

	FY2024 ACTUAL	FY2024 BUDGET	FY2024 VARIANCE	FY 2023 ACTUAL
REVENUES				
Property taxes	\$22,959,874	\$21,969,875	\$989,999	\$21,955,580
Passenger revenue	\$1,040,484	\$1,009,353	\$31,131	\$967,387
Federal funds	\$786,356	\$7,744,746	(\$6,958,390)	\$10,710,681
State funds	\$0	\$1,216,025	(\$1,216,025)	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$2,245,682	\$2,231,212	\$14,470	\$7,597,289
TOTAL REVENUES	\$27,292,395	\$34,431,211	(\$7,138,815)	\$41,490,937
EXPENSES				
Wages	\$9,461,003	\$9,658,691	(\$197,688)	\$9,153,628
Fringe benefits	\$4,699,380	\$5,361,093	(\$661,713)	\$4,727,898
Professional services	\$1,174,655	\$1,649,779	(\$475,124)	\$1,004,669
Materials and supplies	\$1,215,771	\$1,190,417	\$25,355	\$1,368,157
Fuel-Diesel	\$672,885	\$1,240,417	(\$567,531)	\$1,000,932
Fuel-Other	\$451,198	\$654,292	(\$203,094)	\$484,690
Utilities - Facilities	\$319,235	\$347,083	(\$27,848)	\$333,905
Utilities - Electric Bus	\$81	\$71,667	(\$71,585)	\$7,385
Insurance	\$821,826	\$725,429	\$96,397	\$715,001
Fuel taxes	\$185,070	\$166,667	\$18,403	\$157,043
Paratransit Expenses	\$6,823,993	\$6,733,333	\$90,660	\$6,462,525
Vanpool Expenses	\$16,423	\$60,000	(\$43,577)	\$34,332
Dues and subscriptions	\$56,295	\$39,050	\$17,245	\$13,361
Travel, training and meetings	\$77,753	\$166,499	(\$88,746)	\$97,381
Media advertising	\$178,707	\$191,667	(\$12,959)	\$67,464
Miscellaneous	\$49,419	\$62,833	(\$13,415)	\$52,988
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$3,238,843		\$3,238,843	\$2,725,146
TOTAL EXPENSES	\$29,444,722	\$28,321,100	\$1,123,622	\$28,408,689
CHANGE IN NET POSITION	(\$2,152,327)	\$6,110,110	(\$8,262,437)	\$13,082,248

Monthly Average Diesel Cost: \$2.75

YTD Average Diesel Cost: \$2.85

CNG Diesel Gallon Equivalent: \$1.12

BALANCE SHEET

as of April 30, 2024

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$34,206,080	\$29,616,465
Accounts receivable	\$321,181	\$4,082,563
Inventory	\$943,697	\$900,125
Work in process	\$10,816,946	\$3,570,819
Prepaid	\$310,711	\$268,539
Total Current Assets	<u>\$46,598,615</u>	<u>\$38,438,510</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	\$34,225,943	\$35,308,534
TOTAL ASSETS	<u><u>\$83,297,215</u></u>	<u><u>\$75,709,544</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$894,146	\$781,514
Payroll liabilities	\$751,512	\$562,182
Total Current Liabilities	<u>\$1,645,658</u>	<u>\$1,343,696</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	\$80,904,310	\$73,901,241
TOTAL LIABILITIES AND NET POSITION	<u><u>\$83,297,215</u></u>	<u><u>\$75,709,544</u></u>

MEMORANDUM

May 22, 2024

TO: Lextran Board of Directors

FROM: John McNeel, Director of Safety and Security

CC: Fred Combs, General Manager

SUBJECT: Amendment to Lextran's 2024 Agency Safety Plan

Attached is a resolution approving an adjustment to Lextran's 2024 Agency Safety Plan.

During the Federal Transit Administration's recent Triennial Review, it was discovered that Lextran's Agency Safety Plan did not include required language related to infectious diseases. This resolution approves the addition of the FTA's infectious diseases to the 2024 Agency Safety Plan.

The language reads as follows, as part of the Safety Management Policy:

The Safety Management Policy is established to provide, maintain and promote a safe and healthy workplace, minimize exposure to infectious disease, and to follow all known practices, which includes, but is not limited to, abiding by or exceeding applicable local, state and federal laws and regulations, including guidelines of the Centers for Disease Control, to assure the highest degree of safety to our transit patrons, the general public and our employees and to reduce hazards to the lowest practical level where they cannot be completely eliminated through the use of any and all available resources.

The 2024 Agency Safety Plan, including this language related to infectious diseases, was approved by Lextran's Safety Committee on 5/16/2024.

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

RESOLUTION 2024-14**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MAY 22, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) Board of Directors approved Lextran’s 2024 Agency Safety Plan with Resolution 2024-02; and

WHEREAS, The Federal Transit Administration requires language related to infectious diseases to be included in Agency Safety Plans;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby approves the addition of the following language to Lextran’s 2024 Agency Safety Plan:

“The Safety Management Policy is established to provide, maintain and promote a safe and healthy workplace, minimize exposure to infectious disease, and to follow all known practices, which includes, but is not limited to, abiding by or exceeding applicable local, state and federal laws and regulations, including guidelines of the Centers for Disease Control, to assure the highest degree of safety to our transit patrons, the general public and our employees and to reduce hazards to the lowest practical level where they cannot be completely eliminated through the use of any and all available resources.”

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

May 22, 2024

TO: Lextran Board of Directors

FROM: Randolph Williams, Assistant General Manager

CC: Fred Combs, General Manager

SUBJECT: Resolution to award a contract for Transit Advertising

Attached is a resolution requesting authority to award a contract for the provision of transit advertising on and in transit buses.

RFP 2024-05 was issued March 29, 2024, with proposals received on May 1, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from three (3) qualified proposers:

- Adsposure Lex, LLC
- Lamar Transit, LLC
- Mesmerize Media, LLC

The proposal from Lamar Transit, LLC received the highest evaluation score and is recommended to provide transit advertising for Lextran. The term of the contract awarded will be for two (2) years with three (3) additional options for one (1) year each, for a total of five (5) possible contract years.

The revenue split from advertising will be 60 percent to Lextran and 40 percent to Lamar with an escalating annual minimum guaranteed payment to Lextran as outlined below:

Contract Year	Minimum Guaranteed Amount
Year 1	\$320,000
Year 2	\$335,000
Year 3	\$345,000
Year 4	\$350,000
Year 5	\$360,000
Five Year Total	\$1,710,000

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

RESOLUTION 2024-15**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MAY 22, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-05 for Transit Advertising; and

WHEREAS, RFP 2024-05 resulted in proposals from three qualified proposers; and

WHEREAS, the proposal from Lamar Transit, LLC was determined to be responsive and responsible;

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 Lamar Transit, LLC to provide Transit Advertising per the terms as set forth in RFP 2024-05 and the proposal submitted by Lamar Transit, LLC which are incorporated herein by reference. The term of the contract awarded will be for two (2) years with three (3) additional options for one (1) year each, for a total of five (5) possible contract years. Advertising revenue shall be split 60 percent to Lextran and 40 percent to Lamar Transit, LLC with annual minimum guaranteed payments in place.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

May 22, 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 Fuel for Paratransit Vehicles**

Attached is a resolution requesting authority to award a contract for the provision of fuel for paratransit vehicles.

RFP 2024-03 was issued February 16, 2024, with proposals received on April 1, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from three (3) qualified proposers:

- Apex Petroleum Corporation
- Colonial Oil Industries, INC
- Riley Oil Company

The proposal from Riley Oil Company received the highest evaluation score and was determined to offer a fair and reasonable price. Riley Oil Company is recommended to provide fuel for paratransit vehicles for Lextran.

WHEELS vehicles will fuel at Riley Oil fueling stations at a cost not to exceed \$.065 per gallon above the OPIS Daily Contract Average rack rate for Lexington, Kentucky plus applicable taxes on the day the fuel is purchased.

The term of the contract awarded will be for five (5) years.

The source of funding for this procurement is Section 5307 formula.

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

RESOLUTION 2024-16**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MAY 22, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-03 for Fuel for Paratransit Vehicles; and

WHEREAS, RFP 2024-03 resulted in proposals from three qualified proposers; and

WHEREAS, the proposal from Riley Oil Company 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 Riley Oil Company to provide Fuel for Paratransit Vehicles per the terms as set forth in RFP 2024-03 and the proposal submitted by Riley Oil Company which are incorporated herein by reference. The term of the contract awarded will be for 5 years. Pricing will not exceed \$.065 per gallon above the OPIS Daily Contract Average rack rate for Lexington, Kentucky plus applicable taxes on the day the fuel is purchased.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

May 22, 2024

TO: Lextran Board of Directors**FROM: Fred Combs, General Manager****SUBJECT: Resolution to Purchase Three (3) Paratransit Vehicles**

Resolution 2024-17, attached, requests authority to purchase three (3) 2 X 8 seat cutaway vehicles or (3) 2 X 12 cutaway vehicles from Tesco for a total cost not to exceed \$343,593. The Kentucky Public Transit Association (KPTA) published Bid #11 for the purchase of Paratransit vehicles for multiple agencies that was awarded to Tesco on March 7, 2024. Lextran was not named in the original bid for purchases, however we have requested options from other named agencies for either three (3) 2 X 8 seat cutaway or three (3) 2 X 12 seat cutaway vehicles.

The source of the funding for these paratransit vehicles is as follows:

- FFY 24 Section 5310 Grant \$240,379.00
- KYTC \$ 43,569.00
- Local Mass Transit Funds \$ 59,645.00

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

**RESOLUTION 2024-17
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

May 22, 2024

BE IT RESOLVED, that the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government hereby authorizes the General Manager to purchase three (3) 2 X 8 seat cutaway vehicles or (3) 2 X 12 cutaway vehicles from Tesco for a total cost not to exceed \$343,593.

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM**May 22, 2024****TO: Lextran Board of Directors****FROM: Fred Combs, General Manager****SUBJECT: Resolution to Adopt Fiscal Year 2025 Meeting Schedule of the Board of Directors**

Resolution 2024-18, attached, requests adoption of the Fiscal Year 2025 Meeting Schedule of the Lextran Board of Directors.

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

**RESOLUTION 2024-18
 TRANSIT AUTHORITY OF LEXINGTON-FAYETTE
 URBAN COUNTY GOVERNMENT**

May 22, 2024

BE IT RESOLVED, that the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government hereby adopts the following schedule of meetings for fiscal year 2025, which runs from July 1, 2024 until June 30, 2025. Meetings will be held at 200 W. Loudon Avenue, beginning at 10 a.m., on the following dates:

July 24, 2024	Regular Public Meeting
August 28, 2024	Regular Public Meeting
September 25, 2024	Regular Public Meeting
October 16, 2024	Work Session (as needed)
October 23, 2024	Regular Public Meeting
November 20, 2024	Regular Public Meeting
December 18, 2024	Regular Public Meeting
January 22, 2025	Regular Public Meeting
February 26, 2025	Regular Public Meeting
March 26, 2025	Regular Public Meeting
April 16, 2025	Work Session (as needed)
April 23, 2025	Regular Public Meeting
May 28, 2025	Regular Public Meeting
June 25, 2025	Regular Public Meeting

MOTION

SECOND

CHAIRPERSON

DATE