

# 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: **June 26, 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 June 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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**LEXTRAN BOARD OF DIRECTORS MEETING****June 26, 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 – May 2024	10:10 – 10:15
IV.	Chair’s Report (Dowell)	10:15 – 10:20
V.	Lextran Monthly Performance Report & Financials – May	10:20 – 10:35
VI.	Action Items	10:35 – 10:40
	A. Resolution 2024-19 Microsoft Office 365	
VII.	Change Order Report	10:40
VIII.	Old Business	10:40 – 10:45
IX.	New Business	10:45 – 10:50
X.	Proposed Agenda Items	10:50 – 10:55
	A. Nominating Committee Report – Election of Chair and Vice Chair	
	B. Presentation – Lexington Area Metropolitan Planning Organization	
	C. Resolution – Electric Motors	
XI.	Closed Session	10:55
XII.	Adjournment	10:55

The next business meeting of the Board of Directors is scheduled for July 24, 2024 at 10:00 a.m.

## **BOARD OF DIRECTORS MEETING**

### **BOARD MINUTES**

May 22, 2024

#### **MEMBERS PRESENT**

Harding Dowell, Board Chair  
Jamie Rodgers, Vice Chair  
Paul Schoninger  
George Ward  
Leidy Borges-Gonzalez (virtual)  
Jessica Berry (virtual)

#### **ABSENT**

Dr. Koffi Akakpo  
Judge Lindsay Hughes Thurston

#### **STAFF PRESENT**

Fred Combs, General Manager  
Randolph Williams, Assistant General Manager  
Chris Withrow, Director of Maintenance  
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 & Community Development Manager  
Tyler Maynard, Transit Analyst  
Dale Stone, Operations Manager  
Isaiah Barron, Operations Manager

#### **OTHERS PRESENT**

Addison Lowry, Lextran Counsel  
Kuantaze Cooper, RATP Dev  
Audrey Delbis, RATP Dev  
Jason Klare, ADSPOSURE

### **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.

## II. PUBLIC COMMENT

There was no public comment.

## III. APPROVAL OF MINUTES

Mr. Harding Dowell called for a motion to approve the minutes for the April 2024 Board of Directors Meeting. Mr. Schoninger made a motion to approve and Ms. Rodgers second. The motion passed.

## IV. CHAIR'S REPORT

Mr. Harding Dowell welcomed Jessica Berry as the newest board member.

## V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Mr. Randolph Williams presented the Monthly Performance Report April 2024, which can be found on pages 11-16 of the May 2024 board packet.

### HIGHLIGHTS FOR APRIL 2024:

- Lextran held a Finance Committee meeting and 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 7<sup>th</sup> - April 9<sup>th</sup>.
- Lextran hosted a virtual Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310 Program) public meeting on April 22<sup>nd</sup>.
- Lextran provided service to Keeneland Spring Meet from April 5<sup>th</sup> - April 26<sup>th</sup>.
- Lextran applied to the Bus and Bus Facilities and Low or No Emissions grant program in April to procure six new CNG buses.

Mr. Williams reviewed the Noteworthy Numbers for April 2024 including zero preventable accidents on paratransit, 13 fixed-route commendations, and seven recruiting and hiring events attended. The 'Top Performers' employee program was launched where three employees will be awarded monthly for their work and the fiscal year ridership crossed 3 million trips during the month. April ridership was reviewed. There was an April-to-April increase of about seven percent and a ten percent increase YTD. Paratransit showed increases as well. There were two preventable accidents for the month showing a decrease. Lextran operated 11,786 miles between road calls and completed 59 of 59 preventative maintenance inspections in April.

Ms. Rodgers asked about the trips per mile and the trips per hour and why it is progressing. Mr. Combs shared that those were metrics for efficiency. It indicates how many people were moved per revenue hour and per revenue mile. Those indicate that there were more people being moved more effectively. He indicated that more than 20 trips per hour on fixed route and two trips per hour on paratransit were good signs.

Lextran Board of Directors Meeting – May 2024

## FINANCIAL REPORT

Ms. Nikki Falconbury presented the April Financial Report which can be found on pages 17-18 of the May 2024 board packet. She noted that the information reflects ten months through the fiscal year. The operating cash was adequate for the time of year. It was of note that property taxes were not typically received in large amounts between now and November when the bulk of the money was received. The operating cash would be expected to decrease during that time. The working process was grant funding waiting to be reimbursed with about \$7 million for buses. Grant funds have been moving slower this year than they have been in the past and it was impacting the timing of reimbursements. Mr. Ward asked if we would pay for the buses up front and be reimbursed later. Ms. Falconbury responded that grant expenses were reimbursable. Mr. Dowell asked for the timeline on the payment and reimbursement. Ms. Falconbury stated that timing had been extended from a typical three months to six to eight months. Ms. Falconbury stated there was a correction on the statement of revenue and expense and updated a new sheet because depreciation was displayed on the wrong column for 2024.

Property taxes were good at this point and about \$1 million increased from where we were last year. The passenger revenue was still showing strong. The \$1 million mark of passenger revenue was reached and had not been seen for several years. The federal and state funds were due to timing and advertising revenue was the same. Any funds owed at the end of June will be settled and will show up on the June statement after the audit.

Wages were still under budget despite an increase in overtime due to vacancies but decreases the amount of fringe benefits. The diesel fuel budget was way below last year's. One reason was because we have been using more CNG than we were and that had caused the price to decrease. After reviewing the numbers for fuel cost last year, this year the average diesel cost for the month of April was \$275 and the year to date was \$285. This time last year the price was \$348. The CNG equivalent for April was \$1.12 and this time last year it was \$1.65.

Ms. Falconbury stated paratransit expenses were being monitored and noted that as ridership grows, expenses grow. We will be under budget for the trainings for May and June. Ms. Rogers asked if we planned the same budget for fuel cost for next year's budget with \$700,000, and Ms. Falconbury indicated that we slightly increased it for CNG and lowered the gallons of diesel as well as price. There was a discussion on predicting the budget with staff shortages and how overtime and fringe would be impacted. Ms. Berry asked about the insurance line. Ms. Falconbury stated that it was for additional vehicles that were not anticipated to be delivered as quickly.

Ms. Rodgers asked about the current deficit. Ms. Falconbury stated that this is related to a delay in federal funding, and it would roll over to the next budget year if federal funds did not arrive before the end of the fiscal year.

## VI. ACTION ITEMS

### A. Resolution 2024-14– Resolution to Amend Lextran's 2024 Agency Safety Plan

Lextran Board of Directors Meeting – May 2024

Mr. Fred Combs presented Resolution 2024-14, requesting the Board's approval of amendment to Lextran's 2024 Safety Plan. During the Federal Transit Administration's recent Triennial Review, it was discovered that Lextran's Agency's 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. Mr. Schoninger made the first motion for approval. Mr. Ward second that approval. The motion passed.

#### **B. Resolution 2024-15 – Resolution to Award a Contract for Transit Advertising**

Mr. Randolph Williams presented Resolution 2024-15, requesting the Board's approval to award a contract for Transit Advertising. RFP 2024-05 was issued on 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; and Mesmerize Media, LLC.

The proposal from Lamar Transit, LLC received the highest evaluation score and was 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. Ms. Rodgers asked if Lamar was the incumbent and if it was the same as the billboard vendor. Lamar was confirmed as the same company. The incumbent was Adsposure. Mr. Ward asked if there were escalations in the current contract and it was confirmed that there were not. Mr. Ward made a motion for and Mr. Schoninger second. The motion passed.

#### **C. Resolution 2024-16– Resolution to Award Contract for Fuel for Paratransit Vehicles**

Ms. Nikki Falconbury presented Resolution 2024-16, requesting the Board's approval to award a contract for Fuel and Paratransit Services. 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., and 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 was 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 was purchased. Mr. Ward asked about the fueling station locations and Ms. Falconbury noted that there were several in Lexington and that they were convenient for the RATP Dev operations.

The term of the contract awarded will be for five (5) years. The source of funding for the procurement was Section 5307 formula. Ms. Rogers made the first motion for approval. Mr. Ward second the motion and it passed.

#### **D. Resolution 2024-17– Resolution to Purchase Three (3) Paratransit Vehicles**

Mr. Fred Combs presented Resolution 2024-17, requesting the Board’s approval to purchase three (3) Paratransit Vehicles from Tesco for a total cost not 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 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 option amount was based on the more expensive vehicles that were already built into the bid that the agencies have already negotiated. It was assumed that three vehicles available for purchase, and that they will be the same size, but a mix would be sufficient. If the vehicles were to become unavailable the resolution would not be executed, and any changes would be presented to the board again.

The source of the funding for these paratransit vehicles was as follows: FFY24 Section 5310 Grant \$240,379.00. Second was KYTC was \$43,569.00. Lastly, Local Mass Transit Funds for \$53,645.00. Ms. Rogers made a motion for approval. Ms. Borges-Gonzalez seconded that motion, and it was passed.

#### **E. Resolution 2024-18– Resolution to Adopt Fiscal Year 2025 Meeting Schedule of the Board of Directors**

Mr. Fred Combs presented Resolution 2024-18, requesting the Board’s approval to adopt the Fiscal Year 2025 Meeting Schedule of the Board of Directors. The current calendar will be retained as the fourth Wednesday of the month with November and December as exclusions. There would be two work sessions scheduled and any other committee meetings scheduled as needed. The

schedule of meeting 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. Mr. Schoninger made a motion for approval. Mr. Ward seconded the motion. The motion was passed.

#### **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. CLOSED SESSION**

There was no closed session.

#### **XI. PROPOSED AGENDA ITEMS**

- A. Resolution – Microsoft Office 365
- B. Resolution – Transit Center Interior Renovation
- C. Nominating Committee for Board Officers

#### **XII. ADJOURNMENT**

Mr. Harding Dowell declared the meeting adjourned at 10:40 a.m.

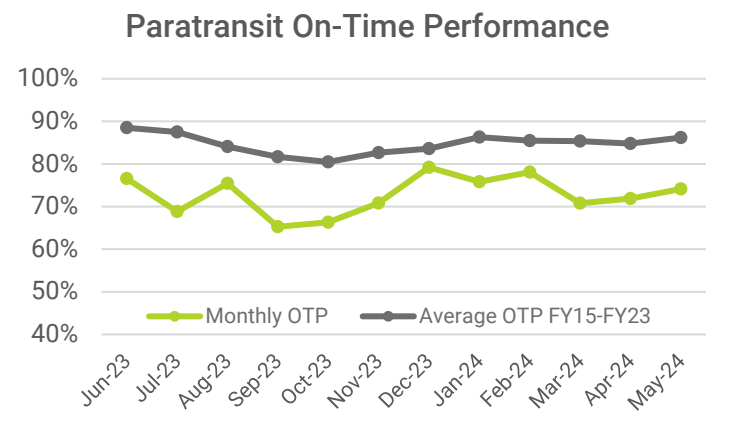
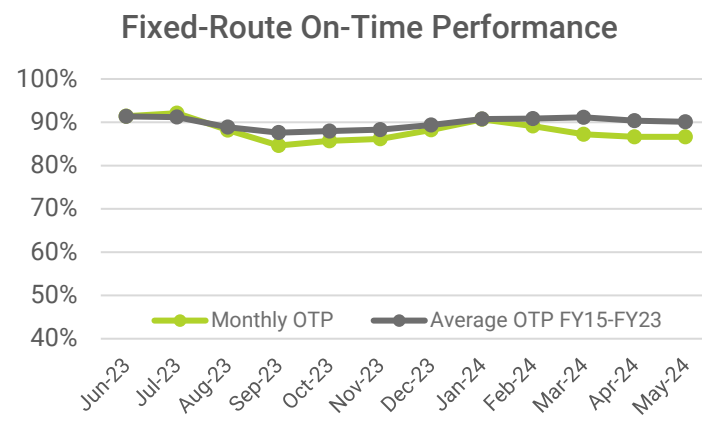
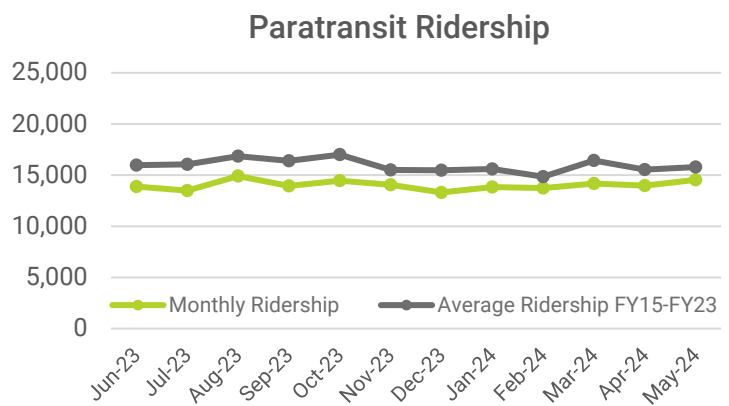
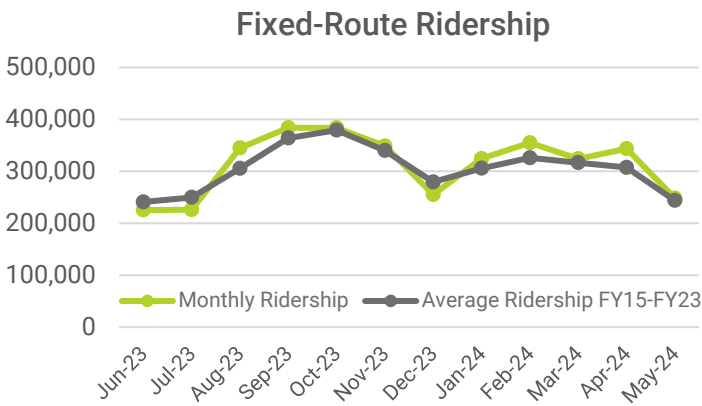


# LEXTRAN MONTHLY PERFORMANCE REPORT – MAY 2024

We serve people and our community with mobility solutions.

Lextran completed its Triennial Review with the Federal Transit Administration between May 1<sup>st</sup> – 3<sup>rd</sup>. General Manager Fred Combs presented the proposed FY25 budget to the City Council on May 14<sup>th</sup>. Lextran held its annual Safety Awards banquet on May 19<sup>th</sup> recognizing staff for safe practices over the last year. Construction on the upgraded CNG fueling station infrastructure began in May and will continue throughout the summer. Supervisors and managers engaged in training sessions conducted by New Horizons, Lextran’s new training provider.

## DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24YTD	FY23YTD	This Month	FY24YTD	FY23YTD
<b>System Production</b>						
Total Ridership	248,208	3,536,983	3,236,661	14,540	154,422	141,124
Weekday Ridership	212,421	3,074,325	2,809,260	11,368	125,563	113,855
Saturday Ridership	18,826	258,428	242,030	1,053	13,554	12,430
Sunday Ridership	13,242	186,738	170,021	816	11,131	10,482
Holiday Ridership	3,719	17,492	15,350	195	1,082	1,488
Total Revenue Miles	149,006	1,736,560	1,732,297	87,754	932,295	825,764
Total Revenue Hours	17,311	182,820	182,242	6,490	70,102	66,236
Trips per Mile	1.67	2.04	1.87	0.17	0.17	0.17
Trips per Hour	14.34	19.35	17.76	2.24	2.20	2.13

- Fixed-route ridership increased by one percent compared to May 2023.
- Fixed-route ridership for FY24YTD was nine percent higher than ridership for FY23YTD.
- Paratransit ridership increased by eight percent compared to May 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

- May 13th – CivicLex Chat: City leaders to recommend budget changes, Lextran preps its spending plan and major zoning amendment clears committee  
<https://www.wuky.org/local-regional-news/2024-05-13/civiclex-chat-city-leaders-to-recommend-budget-changes-lextran-preps-its-spending-plan-and-major-zoning-amendment-clears-committee>
- May 17th – Lexington mass transit official spells out plans for the upcoming fiscal year  
<https://www.weku.org/lexington-richmond/2024-05-17/lexington-mass-transit-official-spells-out-plans-for-the-upcoming-fiscal-year>
- May 18th – Lexington Public Library partners with Lextran to provide free lunch, transportation for children this summer  
<https://fox56news.com/news/local/lexington/lexington-public-library-partners-with-lextran-to-provide-free-lunch-transportation-for-children-this-summer/>
- May 28th – Lexington Public Library announces summer activities for families  
<https://spectrumnews1.com/ky/louisville/news/2024/05/28/lexington-library-summer-activities-families>
- May 31st – Lexington Public Library offering programs for kids to help combat the ‘summer slide’  
<https://www.kentucky.com/news/state/kentucky/article288878416.html>

**COMMUNITY INVOLVEMENT AND OTHER MEETINGS**

- May 1 – ‘How to Ride” – Central Kentucky Recovery Center
- May 2 – Travel Training – Kentucky Refugee Ministries
- May 3 – Senior Services Commission Meeting
- May 6 – Travel Training – Kindred Roots Caregiver Advocate
- May 6 – HUD Affordable Housing Tour
- May 6 – Reverse Trade Show – Kentucky Public Procurement Association
- May 7 – Lexington Aging Consortium
- May 8 – LAMPO Project Coordination Meeting
- May 10 – Travel Training – Wheels
- May 13 – Winburn Community Partners Meeting
- May 13 – Meeting with CM Sevigny
- May 13 – Job and Resource Fair – United Way and LFUCG
- May 14 – Council Budget Presentation
- May 15 – Access Lexington Commission Meeting
- May 16 – LFUCG Housing Authority Career and Resource Fair
- May 16 – Corridors Commission Meeting
- May 16 – Veteran’s Resource United of Central/Southeastern KY Meeting
- May 17 – Travel Training – HealthFirst Bluegrass
- May 17 – BCTC First Year Orientation Fair
- May 18 – UK commUNITY Showcase & Resource Fair
- May 21 – Travel Training – Community Response Coalition of Kentucky
- May 22 – “How to Ride” – GreenHouse17
- May 22 – 5310 Pre-Conference Meeting
- May 24 – Travel Training – Community Response Coalition of Kentucky
- May 28 – Lexington WORK Job & Resource Fair – United Way & LFUCG
- May 29 – Campus to Commons Trail Open House
- May 29 – “How to Ride” – Community Action Council
- May 30 – Travel Training – Self Referral

**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%		87.75%		89.02%		74.14%		71.41%		60.48%	
On-Time Performance	86.63%		87.75%		89.02%		74.14%		71.41%		60.48%	
Farebox Recovery	5.94%		6.09%		5.98%		N/A		N/A		N/A	
Operating Expenses	\$1,895,155		\$18,942,441		\$17,815,120		\$671,399		\$7,209,110		\$6,185,166	
Per Mile	\$4.09		\$3.60		\$3.76		N/A		N/A		N/A	
Per Hour	\$74.27		\$69.60		\$62.27		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	54	21.76	492	13.91	496	15.32	18	123.80	223	144.41	340	240.92
Commendations	7	2.82	51	1.44	50	1.54	5	34.39	21	13.60	4	2.83
Discourtesy	15	6.04	133	3.76	120	3.71	1	6.88	63	40.80	32	22.68
Late or Early	2	0.81	21	0.59	45	1.39	8	55.02	46	29.79	135	95.66
Safety	11	4.43	88	2.49	89	2.75	2	13.76	40	25.90	49	34.72
Passed Boarding /Missed Trips (Wheels)	8	3.22	106	3.00	94	2.90	0	0.00	6	3.89	38	26.93
Information and Service Requests	1	0.40	27	0.76	35	1.08	0	0.00	16	10.36	0	0.00
Other	10	4.03	66	1.87	63	1.95	2	13.76	31	20.07	82	58.10
Call Length	1:02		1:04		1:12		1:37		1:35		1:36	
Time to Abandon	0:13		0:16		1:48		2:06		2:57		2:24	

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24 YTD	FY23 YTD	This Month	FY24 YTD	FY23 YTD
<b>Safety</b>						
Preventable Accidents	4	32	30	1	15	23
Preventable Accidents per 100,000 miles	2.57	1.76	1.65	1.03	1.33	2.41
Days with No Preventable Accidents	27	296	305	30	319	311
Workers Compensation Claims	1	17	19	N/A	N/A	N/A
Injury Frequency Rate	6.67	9.54*	10.95	N/A	N/A	N/A
Days of Lost Time	12	271	620	N/A	N/A	N/A

\*The sole OSHA-reportable injury from April was removed due to the event not being work-related. The injury frequency rate (IFR) has been adjusted accordingly.

- From April to May, the total number of preventable accidents increased by two on fixed-route and increased by one on paratransit services.
- The injury frequency rate increased to 6.67 due to one OSHA-reportable workplace injury for the month.

Performance Indicator	Fixed Route System		
	This Month	FY24YTD	FY23YTD
<b>Maintenance</b>			
Miles between Road Calls	12,417	12,316	9,788
Percent of Preventive Maintenance Inspections on Schedule	100%	99.8%	100%

- In May, the maintenance department reported 12,417 miles between road calls.
- Maintenance completed 100 percent (56 of 56) of preventive maintenance inspections scheduled in May.

Performance Indicator	Fixed Route System	
	This Month	FY24YTD
<b>Training Activities</b>		
New Horizons Customer Service Manager/Supervisor Training	23	23
Smith System Training	8	25
Maintenance Orientation	6	19
Customer Service Orientation	5	17
Dispatch Orientation	5	22
Accident Remedial	3	19
Electric Bus Training	2	16
Return to Work Training	1	9

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	31	28	6
Operations	20	12	4
Maintenance	7	13	1
Administration	4	3	1

Procurements	
Electric Motors	Open
Fuel	Open
Office 365	Open
A&E Services	Upcoming
Bus Cameras	Upcoming
Office Supplies	Upcoming

**FINANCIALS**
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**

May 2024

REVENUES	FY2024 ACTUAL	FY2024 BUDGET	FY2024 VARIANCE	FY 2023 ACTUAL
Property taxes	\$23,340,570	\$22,194,058	\$1,146,513	\$22,357,543
Passenger revenue	\$1,153,109	\$1,108,288	\$44,821	\$1,064,492
Federal funds	\$786,356	\$8,253,080	(\$7,466,724)	\$18,438,861
State funds	\$0	\$1,216,025	(\$1,216,025)	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$2,468,746	\$2,454,595	\$14,151	\$7,815,460
<b>TOTAL REVENUES</b>	<b>\$28,008,781</b>	<b>\$35,486,045</b>	<b>(\$7,477,264)</b>	<b>\$49,936,356</b>

**EXPENSES**

Wages	\$10,426,935	\$10,624,560	(\$197,625)	\$10,074,613
Fringe benefits	\$5,168,710	\$5,889,546	(\$720,836)	\$5,196,317
Professional services	\$1,298,956	\$1,814,757	(\$515,801)	\$1,151,562
Materials and supplies	\$1,373,281	\$1,309,458	\$63,823	\$1,368,719
Fuel-Diesel	\$744,115	\$1,364,458	(\$620,344)	\$1,152,102
Fuel-Other	\$491,923	\$719,721	(\$227,798)	\$578,067
Utilities - Facilities	\$335,534	\$381,792	(\$46,258)	\$367,295
Utilities - Electric Bus	\$81	\$78,833	(\$78,752)	\$7,501
Insurance	\$922,820	\$797,972	\$124,848	\$796,464
Fuel taxes	\$201,063	\$183,333	\$17,729	\$182,084
Paratransit Expenses	\$7,507,419	\$7,406,667	\$100,753	\$7,142,869
Vanpool Expenses	\$16,423	\$66,000	(\$49,577)	\$38,532
Dues and subscriptions	\$58,647	\$39,500	\$19,147	\$13,861
Travel, training and meetings	\$97,145	\$183,149	(\$86,004)	\$116,441
Media advertising	\$187,390	\$210,833	(\$23,443)	\$80,087
Miscellaneous	\$58,680	\$69,117	(\$10,437)	\$55,616
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$3,601,812	\$3,601,812	\$0	\$3,016,748
<b>TOTAL EXPENSES</b>	<b>\$32,493,119</b>	<b>\$34,743,693</b>	<b>(\$2,250,574)</b>	<b>\$31,341,062</b>

<b>CHANGE IN NET POSITION</b>	<b>(\$4,484,338)</b>	<b>\$742,352</b>	<b>(\$5,226,690)</b>	<b>\$18,595,294</b>
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Monthly Average Diesel Cost:	\$2.51
YTD Average Diesel Cost:	\$2.82
CNG Diesel Gallon Equivalent:	\$1.08

**BALANCE SHEET**

as of May 31, 2024

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$32,354,657	\$40,165,007
Accounts receivable	\$297,005	(\$700,589)
Inventory	\$950,129	\$927,640
Work in process	\$10,987,966	\$3,740,169
Prepaid	\$176,175	\$148,293
Total Current Assets	<u>\$44,765,932</u>	<u>\$44,280,519</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	\$33,862,973	\$35,016,932
<b>TOTAL ASSETS</b>	<u><u>\$81,101,562</u></u>	<u><u>\$81,259,950</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$904,550	\$718,842
Payroll liabilities	\$877,466	\$662,216
Total Current Liabilities	<u>\$1,782,016</u>	<u>\$1,381,058</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>
<b>NET POSITION</b>	\$78,572,299	\$79,414,286
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$81,101,562</u></u>	<u><u>\$81,259,950</u></u>



**MEMORANDUM**

June 26, 2024

**TO:** Lextran Board of Directors

**FROM:** Fred Combs, General Manager

**SUBJECT:** Resolution to Award a Contract for Microsoft Office 365

Attached is a resolution requesting authority to award a contract for the provision of Microsoft Office 365 subscriptions.

RFP 2024-06 was issued April 12, 2024, with proposals received on May 17, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from six (6) qualified proposers:

- Advizex Technologies LLC
- Communication Square LLC
- Golden Five LLC
- HexaCorp LLC
- Next Century Technologies LLC
- Zones LLC

The proposal from Next Century Technologies LLC received the highest evaluation score and is recommended to provide Microsoft Office subscriptions for Lextran. The term of the contract awarded will be for Five (5) years with two (2) options to extend for 1 year each, for a total of seven (7) possible contract years. The first-year cost is not-to-exceed \$17,070 that will cover the existing level of licensing for Exchange Online Plan 1, MS365 Business Standard, MS Teams Audio, and MS Planner Plan 1. The pricing sheet is attached.

The source of funding for this procurement is Federal 5307 formula funds and the local Mass Transit account.

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

<b>License Type</b>	<b>Price per User</b>
Exchange Online Plan 1	\$4.00/Month for Annual License \$4.80/Month for Month-to-Month License
MS365 Business Standard	\$12.50/Month for Annual License \$15.00/Month for Month-to-Month License
MS Teams Audio	No cost
MS Planner Plan 1	\$10.00/Month for Annual License \$12.00/Month for Month-to-Month License
MS Intune Plan 1	\$8.00/Month for Annual License \$9.60/Month for Month-to-Month License
MS Defender for Office 365 Plan 1	\$2.00/Month for Annual License \$2.40/Month for Month-to-Month License
MS Defender for Office 365 Plan 2	\$5.00/Month for Annual License \$6.00/Month for Month-to-Month License
MS Business Premium (for workstations)	\$22.00/Month for Annual License \$26.40/Month for Month-to-Month License
MS Defender for Office 365 Plan 1 for Exchange Users	\$2.00/Month for Annual License \$2.40/Month for Month-to-Month License
<b>Other Products</b>	<b>Price</b>
SaaS Alerts	\$3.00/Month per user
Breach Secure Now	\$299/month (for up to 250 users)
Breach Secure Now Risk Assessment Add-on	\$100/month
CyberWatch	\$1,500/month for entire organization \$18,000/year for entire organization
Vulnerability Scan	\$3,500/scan
Regular Hourly Rate	\$139/hour
Overtime Hourly Rate	\$208/hour

**RESOLUTION 2024-19****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****JUNE 26, 2024**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2024-06 for Microsoft Office 365 Subscriptions; and

**WHEREAS**, RFP 2024-06 resulted in proposals from six qualified proposers; and

**WHEREAS**, the proposal from Next Century Technologies 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 Next Century Technologies LLC to provide Microsoft Office 365 Subscriptions per the terms as set forth in RFP 2024-06 and the proposal submitted by Next Century Technologies LLC, which are incorporated herein by reference. The term of the contract awarded will be for Five (5) years with two (2) options to extend for one year each, for a total of seven (7) possible contract years. The total annual expense for the subscriptions is expected to be \$17,070

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**MOTION**

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**SECOND**

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**CHAIRPERSON**

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**DATE**

## CHANGE ORDER REPORT - JUNE 2024

Contractor	Type of Service	Original Term/Cost	Change	Reason for Change	Prior Change Orders
Crowe	Independent auditors	Original Audit fee for 2024 was \$47,000, 2025 was \$47,500, 2026 was \$48,00	Additional \$1,000 for each audit. 2024 is now \$48,000, 2025 is now \$48,500, 2026 is now \$49,000	Crowe is required to adopt Statements on Auditing Standards (SAS) 143 (Auditing Accounting Estimates and Related Disclosures), SAS 144 (Amendments to AU-C Sections 501, 540, and 620 Related to the Use of Specialists and the Use of Pricing Information Obtained From External Information Sources) and SAS 145 (Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement) in the current year. Additional work will be required to adopt the new auditing standard updates.	None
Shelcon	Bus stop enhancements	Bus stops planned for RAMP, \$190,200 worth of installation and enhancements. Note that previous change order added 9 shelters and \$31,150 for an increased total contract cost of \$221,350	Four shelter replacements, one new shelter placement, nine trash can placements. Additional \$25,258. New contract cost \$246,608	The change order is the result of work in cooperation with the Corridors Commission and necessary shelter replacements for shelters beyond their useful life. There are 14 stops identified in this task order, including nine (9) trash can placements (Corridors Commission), four (4) shelter replacements, and one (1) shelter and trash can replacement for a facility that had amenities removed for construction.	One