

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:
March 26, 2025, 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 March 2025 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**March 26, 2025****10:00 a.m.****MEETING AGENDA**

I.	Call to Order & Roll Call	10:00
II.	Public Comment on Agenda Items	10:00 – 10:05
III.	Approval of Minutes	10:05 – 10:10
	A. February 2025	
	B. March 2025 Special Meeting	
IV.	Chair's Report (Dowell)	10:10 – 10:15
V.	General Manager's Report	10:15 – 10:25
	A. Transit Center Renovation Update	
	B. DBE Update	
	C. Federal Funding Update	
VI.	Lextran Monthly Performance Report & Financials	10:25 – 10:45
VII.	Change Order Report	10:45
VIII.	Old Business	10:45
IX.	New Business	10:45
X.	Proposed Agenda Items	10:45 – 10:50
	A. FY2026 Budget and Capital Plan	
	B. HVAC Services	
XI.	Closed Session	10:50
XII.	Adjournment	10:50

The next business meeting of the Board of Directors is scheduled for April 23, 2025, at 10:00 a.m.

LEXINGTON TRANSIT AUTHORITY (LEXTRAN) BOARD OF DIRECTORS MEETING MINUTES

February 26, 2025

Board Meeting Livestream: <https://www.youtube.com/live/weFlCoeAlV4?si=jQB7gutEOBSGLU6N>

Board Members Present

Harding Dowell, Chair
Jamie Rodgers, Vice-Chair (Virtual)
Leidy Borges-Gonzalez
Judge Lindsay Hughes Thurston
George Ward

Board Members Absent

Dr. Koffi Akakpo
Paul Schoninger

Staff Present

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Addison Lowery, General Counsel
Jason Dyal, Director of Operations
Emily Elliott, Director of Planning & Community Development
Nikki Falconbury, Director of Finance
Chris Withrow, Director of Maintenance
Isaiah Barron, Operations Manager
Gregory Butler, Planning & Community Development Manager
Deanna Istre, Purchasing Manager
Alan Jones, Information Technology Manager
Allie Jones, Finance Manager
Catherine Moran, Compliance Manager
Dale Stone, Operations Manager
Becky Lane, Purchasing & Inventory Assistant

Guests in Attendance

Byron Roberts, RATP-Dev
Jacqueline Spence, RATP-Dev
Susan Starwalt, UZURV - The Adaptive TNC

I. CALL TO ORDER

Mr. Harding Dowell called the meeting to order at 10:00 a.m. and performed the roll call.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES - JANUARY 22, 2025

Mr. Ward motioned to approve the minutes with no changes. Judge Thurston seconded the motion, which passed unanimously.

IV. CLOSED SESSION

Judge Thurston motioned for the Lextran Board of Directors to enter into Closed Session, pursuant to KRS 61.801, Section G for discussion regarding the provision of an agency contract.

The meeting reconvened thirty-seven (37) minutes later, and Judge Thurston reported that the Lextran Board of Directors took no action during Closed Session.

V. ACTION ITEMS

A. BOARD RESOLUTION 2025-07 CONTRACTING SERVICES FOR THE TRANSIT CENTER INTERIOR RENOVATION

Resolution 2025-07 was tabled without discussion.

B. BOARD RESOLUTION 2025-08 STRATEGIC PLANNING TASK ORDER

Mr. Combs presented Resolution 2025-08, requesting approval to award a task order for strategic planning services for a cost not to exceed \$150,000. Mr. Combs explained that the task order comes from our Architecture, Engineering, and Planning on-call contract.

Lextran solicited proposals from both contractors, Kersey & Kersey Architects Inc., and SRF Consulting Group Inc., and selected SRF Consulting Group, Inc. as the firm most qualified to perform the scope outlined for this Task Order.

The cost of this Task Order shall not exceed \$150,000

The source of funding for this procurement is Local Mass Transit Funds.

Mr. Dowell asked how the board could increase the not-to-exceed amount if they wished to increase the scope of services. Mr. Combs replied that the scope can be amended. Mr. Dowell clarified, and Mr. Combs confirmed that changes would come before the Board as a Change Order Report.

Judge Thurston motioned to approve Resolution 2025-08. Ms. Borges-Gonzalez seconded the motion, which passed unanimously.

VI. LEXTRAN PERFORMANCE REPORT AND FINANCIALS - JANUARY

LEXTRAN PERFORMANCE REPORT

Mr. Combs announced that Lextran received seven (7) new paratransit vehicles that will be in service within the next month, and added that staff are working closely with RATP-Dev to increase staffing to operate the new vehicles that will improve on-time performance.

Ms. Emily Elliott presented the Monthly Performance Report for January 2025, which can be found on pages 8-13 of the January 2025 Board packet.

Highlights for January 2025:

- Scheduled multiple food truck visits to celebrate staff endurance through winter weather.
- Completed five (5) peer agency interviews to inform the microtransit feasibility study.
- Attended the 2025 Mayor's State of the City and County Address.
- The initial Strategic Planning subcommittee meeting was held on January 23.

Ms. Elliott reported that ridership dipped from last year but remained above December levels. Staff are investigating the decrease, especially on Route 14 (the blue-white campus route). Ms. Elliott clarified a typo in the safety metrics: the January preventable accident rate is 4.10, not 4.44, and the fiscal year-to-date rate is 3.48, not 3.53. Weather continues to challenge safety efforts, but the safety team was focused on root-cause analysis.

Mr. Dowell requested some examples of safety incidents. Mr. Combs and Ms. Elliott cited "mirror taps" as a common preventable accident, where drivers can take actions to avoid contact with objects or other vehicles.

Maintenance achieved 67 of 67 preventive inspections, maintaining a 100% rate. Miles between road calls normalized to 12,969. On-time performance for Routes 3, 4, and 12 improved after December schedule adjustments but remained below the 90% target. Lastly, Ms. Elliott shared that construction on Route 12 continued to cause volatility.

PARATRANSIT PERFORMANCE REPORT

Mr. Williams presented the January paratransit performance report, noting total ridership of 12,635—a 9.5% decrease from December and about 300 fewer trips than the same period in fiscal year 2024. He attributed these declines to holidays (New Year's and MLK Day) and weather-related events, particularly unique door-to-door challenges on side streets. He also explained that reduced site hours and closures during federal holidays further lowered ridership.

Mr. Williams stated that trips per mile and trips per hour remained mostly consistent with fiscal year 2024. He confirmed zero preventable accidents in January, commending RATP-DEV's safety performance.

On-time performance (OTP) data showed a monthly figure of 71.76% versus a more accurate audited figure of 75.76%. Mr. Williams then detailed a timeline of ongoing efforts to reconcile data from Ecolane's software, noting that adjustments to on-time calculations now factor both scheduled pickup times and appointment times.

Mr. Williams outlined additional challenges, including weather's impact on OTP and staffing shortages. RATP-DEV was budgeted for 45 full-time operators (plus three part-time) but was four operators short as of January. He reported recent progress, with 43 operators in place and an expectation to reach 45 soon—then expand to 49 by the end of March. Seven new vehicles arrived in January, and the team plans to assign them to service before the next Board meeting.

He also announced four listening sessions at Christian Towers, Briarwood, Black & Williams, and McLeod. During these sessions, Lextran and RATP-Dev will meet with riders, introduce key personnel, and explain service features such as the mobile app, voicemail system, IVR options, cancellation policies, and best ways to contact customer support.

FINANCIAL REPORT

Ms. Falconbury presented the January financial report, noting that operating cash remained strong seven months into the fiscal year. She highlighted a \$1.3 million increase in property tax revenue over last year, healthy passenger revenue, and receipt of \$5 million in federal funds that will improve next month's balance.

On the expense side, overtime costs rose due to weather-related absences, illnesses, and training for new hires. Fuel prices continue trending favorably, with diesel averaging \$2.39 per gallon this year compared to \$2.89 last year. Other expenses, such as property and liability insurance, were on track.

Mr. Dowell asked if materials and supplies expenses increased because we are buying more parts or if the parts are more expensive? Ms. Falconbury explained that the cost of everything is increasing overall.

VII. CHANGE ORDER REPORT

Mr. Combs reported one change order for a five percent (5%) rate adjustment for Lextran's Microsoft Office 365 subscription. The change order did not require Board action.

VIII. OLD BUSINESS

Mr. Combs shared that transit center renovation conversations would continue as would strategic planning updates.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

There were no proposed agenda items presented.

XI. ADJOURNMENT

Mr. Harding Dowell adjourned the meeting at 11:13 a.m.

LEXINGTON TRANSIT AUTHORITY (LEXTRAN) BOARD OF DIRECTORS SPECIAL MEETING MINUTES

March 3, 2025

Board Meeting Livestream: <https://www.youtube.com/live/weFlCoeAlV4?si=jQB7gutEOBSGLU6N>

Board Members Present

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

Board Members Absent

Dr. Koffi Akakpo

Staff Present

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Addison Lowery, General Counsel
Jason Dyal, Director of Operations
Emily Elliott, Director of Planning & Community Development
Stephen Rohde, Interim Director of Safety & Security
Chris Withrow, Director of Maintenance
Gregory Butler, Planning & Community Development Manager
Alan Jones, Information Technology Manager

Guests in Attendance

Cheryl Kersey, Kersey & Kersey
Steve Kersey, Kersey & Kersey

I. CALL TO ORDER

Mr. Harding Dowell called the meeting to order at 3:00 p.m. and performed the roll call.

II. PUBLIC COMMENT

There was no public comment.

III. CLOSED SESSION

Ms. Jamie Rodgers motioned for the Lextran Board of Directors to enter into Closed Session, pursuant to KRS 61.801, Section G for discussion regarding a provision of an agency contract.

The meeting reconvened seventy (70) minutes later, and Ms. Rodgers reported that the Lextran Board of Directors took no action during Closed Session.

IV. ACTION ITEMS

A. BOARD RESOLUTION 2025-08 CONTRACTING SERVICES FOR THE TRANSIT CENTER INTERIOR RENOVATION

Mr. Combs presented Resolution 2025-08 to award a contract for construction services for the Transit Center interior renovation.

RFP 2024-15 was issued November 15, 2024, with proposals received on January 29, 2025. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Responsive proposals were received from two (2) qualified proposers:

- Building & Repair Systems, LLC
- Tekton Construction, LLC

The proposal from Building & Repair Systems, LLC received the highest evaluation score and is recommended to provide general contractor services for Transit Center Renovation – Customer Service Center for Lextran. The term of the contract awarded will be Two hundred ten (210) days, or upon completion.

The cost for these construction services shall not exceed \$2,450,132.00

The source of funding for this procurement is Local Mass Transit Funds.

Ms. Rodgers explained on behalf of Mr. Ward his intention is for the total of both this interior project and any exterior RFPs we award will not exceed the original budget.

Mr. Schoninger motioned to approve Resolution 2025-08. Ms. Rodgers seconded the motion, which passed unanimously.

V. ADJOURNMENT

Mr. Dowell adjourned the meeting at 4:35 p.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – FEBRUARY 2025

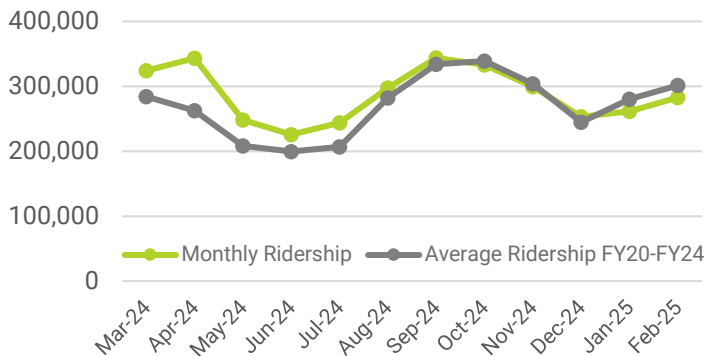
We serve people and our community with mobility solutions.

The 2025 Budget Retreat for Lexington-Fayette Urban County Council was held at Lextran Administrative Offices on February 6th. Transdev's regional Human Resources Director, Laura Bass, conducted an HR audit on February 6th-8th, which Lextran successfully passed. Snow plan was implemented to start service on February 11th. A partnership with LFUCG collecting plastic bags to recycle for a NexTrex bench began in mid-February. Bert's Speakcheesey grilled cheese truck served staff on February 26th as a thank you for hard work during winter weather. Lex TV aired Senior Minute #11 on February 4th highlighting senior transportation.

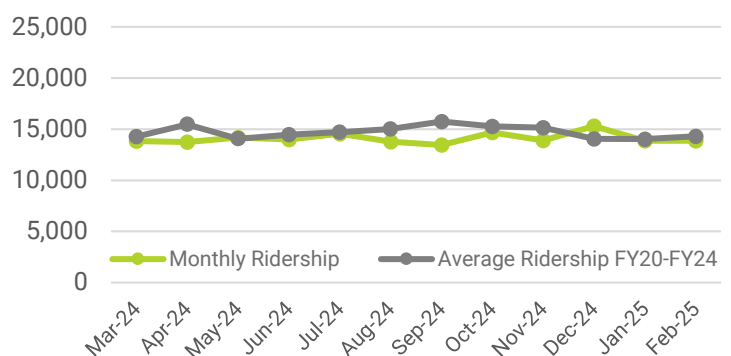
DEMONSTRATE VALUE TO THE COMMUNITY



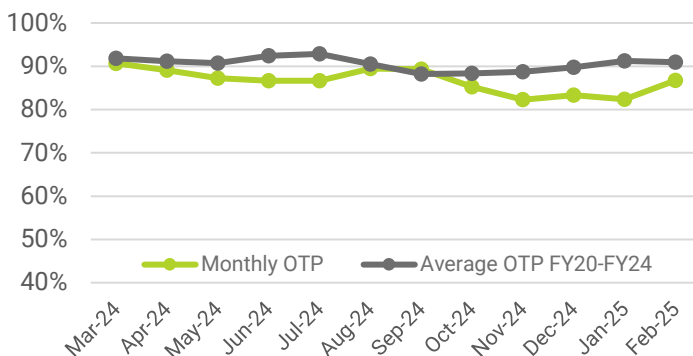
Fixed-Route Ridership



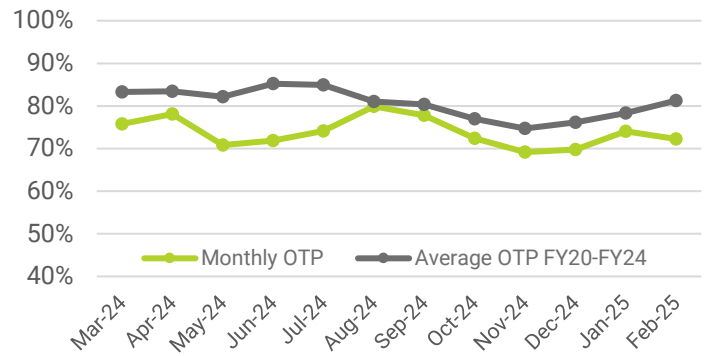
Paratransit Ridership



Fixed-Route On-Time Performance



Paratransit On-Time Performance



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
System Production	This Month	FY25YTD	FY24YTD	This Month	FY25YTD	FY24YTD
Total Ridership	282,688	2,314,880	2,621,408	12,839	110,507	111,729
Weekday Ridership	250,894	2,006,923	2,276,338	10,743	91,978	92,172
Saturday Ridership	17,807	174,843	193,564	1,167	9,648	10,150
Sunday Ridership	13,987	121,228	137,733	929	6,998	8,520
Total Revenue Miles	159,271	1,262,760	1,262,395	72,991	689,417	673,640
Total Revenue Hours	15,329	128,843	131,492	6,017	55,390	50,670
Trips per Mile	1.77	1.83	2.08	0.18	0.16	0.17
Trips per Hour	18.44	17.97	19.94	2.13	2.00	2.21

- Fixed route ridership in February was higher than last month's January 2025 ridership, while overall ridership remains down in FY25.
- Paratransit ridership increased slightly in February 2025 compared to January 2025 and remains just below FY24's overall ridership.
- Trips per Mile and Trips per hour have decreased on fixed route reflective of the decrease in ridership.

LEXTRAN IN THE MEDIA

- February 13 – [New Lexington project seeks to give your plastic bags a second life](#) (WKYT)
- February 14 – [New program to recycle plastic grocery, retail bags launches in Lexington. How to use it](#) (Lexington Herald Leader)
- February 14 – [Where can I get rid of my plastic bags? This Lexington organization will recycle them into a public bench](#) (Fox56)
- February 16 – [New Program in Lexington, Ky. Gives Residents Access to Plastic Bag Recycling](#) (Waste 360)
- February 17 – [Lexington, Kentucky, partners with Trex to recycle plastic film](#) (Recycling Today)
- February 17 – [LexToday 2-17-2025](#) (Lex Today – 6am City)
- February 19 – [How much do taxing districts collect in taxes? This KY bill will make it easier to track](#) (Lexington Herald Leader)
- February 25 – [Lexington collecting plastic bags to make a LexTran bench](#) (LEX18)

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- February 3 – New Vista, Travel Training and Resources
- February 5 – Bluegrass Career Services, Travel Training and Resources
- February 5 – Meeting with Councilmember James Brown
- February 6 – Lexington Forum
- February 6 – LFUCG Urban County Council Budget Retreat
- February 6 – LFUCG Environmental Quality & Public Works Committee
- February 6 – HealthFirst Bluegrass, Travel Training and Resources

- February 7 – Bicycle and Pedestrian Advisory Committee
- February 7 – Senior Services Commission Meeting
- February 11 – LFUCG Environmental Quality & Public Works Committee
- February 11 – Transportation Technical Focus Group Meeting
- February 13 – Individual Travel Training and Resources
- February 19 – Downtown Lexington Partnership, Downtown Deep Dive Event
- February 19 – LFUCG Access Lexington Commission
- February 20 – LFUCG Corridors Commission
- February 20 – VRUCK, Community Resources
- February 20 – Downtown Lexington Partnership Deep Dive Series
- February 25 – Keep Lexington Beautiful
- February 25 – Livable Streets Lexington
- February 25 – Meeting with BUILD
- February 26 – Lexington Forum Spring Social
- February 26 – Kentucky Clean Fuels Stakeholder Meeting
- February 26 – Transportation Policy Committee
- February 27 – Fayette Cooperating Preschool, Travel Training and Resources

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route						Paratransit (Wheels)					
Service Quality	This Month		FY25 YTD		FY24 YTD		This Month		FY25 YTD		FY24 YTD	
On-Time Performance	89.00%		85.74%		88.10%		76.05%		67.99%		72.43%	
Farebox Recovery	5.60%		5.73%		6.24%		N/A		N/A		N/A	
Operating Expenses	\$1,761,938		\$15,074,908		\$13,452,156		\$542,296		\$4,674,395		\$5,211,745	
Per Mile	\$3.26		\$3.39		\$3.59		N/A		N/A		N/A	
Per Hour	\$81.07		\$84.26		\$68.10		N/A		N/A		N/A	
Customer Service	This Month		FY25 YTD		FY24 YTD		This Month		FY25 YTD		FY24 YTD	
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate
Customer Feedback Totals per 100k Trips	31	10.97	300	25.92	314	30.00	24	186.93	219	198.18	158	141.41
Commendations	1	0.35	45	1.94	25	1.10	3	23.37	82	74.20	5	4.48
Discourtesy	9	3.18	73	3.15	98	4.32	2	15.58	19	17.19	45	40.28
Late or Early	6	2.12	30	1.30	15	0.66	11	85.68	61	55.20	29	25.96
Safety	5	1.77	48	2.07	59	2.60	1	7.79	15	13.57	37	33.12
Passed Boarding /Missed Trips (Wheels)	6	2.12	39	1.68	59	3.75	0	0.00	0	0.00	6	5.37
Information and Service Requests	0	0.00	15	0.00	22	0.97	0	0.00	0	0.00	16	14.32
Other	4	1.41	50	2.16	36	1.59	7	54.52	42	38.01	20	17.90
Call Length	0:59		0:58		1:03		1:34		1:38		1:34	
Time to Abandon	0:14		0:15		0:18		2:34		2:54		3:19	

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
Safety	This Month	FY25 YTD	FY24 YTD	This Month	FY25 YTD	FY24 YTD
Preventable Accidents	2	43	20	3	9	12
Preventable Accidents per 100,000 miles	1.13	3.18	1.51	3.11	1.06	1.48
Days with No Preventable Accidents	26	200	216	25	233	230
Workers Compensation Claims	2	6	16	N/A	N/A	N/A
Injury Frequency Rate	12.55	4.45	12.04	N/A	N/A	N/A
Days of Lost Time	101	318	223	N/A	N/A	N/A

- Fixed route had two preventable accidents in February, with two workers compensation claims.
- Paratransit had three preventable accidents in February and remains lower overall for FY25 from FY24.

Performance Indicator	Fixed Route System		
Maintenance	This Month	FY25YTD	FY24YTD
Miles between Road Calls	15,927	11,175	12,256
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In February, the maintenance department reported 15,927 miles between road calls.
- Maintenance completed 100 percent (58 of 58) of preventive maintenance inspections on schedule in February.

Performance Indicator	Fixed Route System	
Training Activities	This Month	FY25YTD
New Employee Training	12	119
CDL Permit Training	10	68
Electric Bus Training	4	69
Smith System Training	4	59
Operator Farebox Training	4	70
Accident Remedial	2	44
Return to Work	1	10
Customer Service Leadership Training	0	85
Incident Remedial	0	5
Lockout/Tagout Training	0	3

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	24	39	14
Operations	14	25	10
Maintenance	6	9	3
Administration	4	5	1

Procurements	
Uniforms – Maintenance	Open
HVAC Maintenance Services	Open
Janitorial Supplies	Upcoming
Fasteners & Other Shop Supplies	Upcoming
Hybrid Battery Replacement	Upcoming

FINANCIALS
BALANCE SHEET

as of February 28, 2025

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$39,392,292	\$42,167,970
Accounts receivable	\$107,673	\$377,425
Inventory	\$823,216	\$960,158
Work in process	\$4,674,373	\$6,425,785
Prepaid	\$620,369	\$572,700
Total Current Assets	<u>\$45,617,923</u>	<u>\$50,504,039</u>
Long term asset - Pension	<u>\$3,278,791</u>	<u>\$2,472,657</u>
Total Long Term Assets	<u>\$3,278,791</u>	<u>\$2,472,657</u>
Net capital and related assets	\$40,774,360	\$34,958,963
TOTAL ASSETS	<u><u>\$89,671,073</u></u>	<u><u>\$87,935,659</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$922,024	\$941,273
Payroll liabilities	\$870,866	\$605,003
Total Current Liabilities	<u>\$1,792,891</u>	<u>\$1,546,276</u>
Long term liability - Pension	<u>\$590,272</u>	<u>\$747,248</u>
Total Long Term Liabilities	<u>\$590,272</u>	<u>\$747,248</u>
NET POSITION	\$87,287,911	\$85,642,136
TOTAL LIABILITIES AND NET POSITION	<u><u>\$89,671,073</u></u>	<u><u>\$87,935,659</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

February 2025

	FY2025 ACTUAL	FY2025 BUDGET	FY2025 VARIANCE	FY 2024 ACTUAL
REVENUES				
Property taxes	\$22,673,261	\$22,713,978	(\$40,717)	\$22,449,351
Passenger revenue	\$863,146	\$856,768	\$6,377	\$839,629
Federal funds	\$4,880,000	\$3,744,977	\$1,135,023	\$786,356
Advertising revenue	\$320,000	\$300,000	\$20,000	\$260,000
Other revenue	\$1,881,936	\$1,794,669	\$87,266	\$1,837,905
TOTAL REVENUES	\$30,618,342	\$29,410,392	\$1,207,950	\$26,173,242

EXPENSES				
Wages	\$8,721,857	\$8,371,603	\$350,253	\$7,541,799
Fringe benefits	\$4,586,545	\$4,808,546	(\$222,001)	\$3,872,063
Professional services	\$1,062,403	\$1,271,734	(\$209,331)	\$976,102
Materials and supplies	\$1,052,019	\$967,667	\$84,352	\$907,150
Fuel-Diesel	\$422,666	\$714,250	(\$291,584)	\$591,082
Fuel-Other	\$318,866	\$595,723	(\$276,857)	\$367,332
Utilities	\$215,318	\$330,198	(\$114,879)	\$259,952
Insurance	\$741,688	\$653,588	\$88,100	\$622,465
Fuel taxes	\$136,867	\$153,333	(\$16,466)	\$148,841
Paratransit Expenses	\$5,069,899	\$5,378,612	(\$308,713)	\$5,475,777
Vanpool Expenses	\$0	\$0	\$0	\$16,423
Dues and subscriptions	\$46,916	\$44,000	\$2,916	\$51,577
Travel, training and meetings	\$109,963	\$166,788	(\$56,825)	\$57,204
Media advertising	\$68,488	\$156,333	(\$87,845)	\$149,621
Miscellaneous	\$45,743	\$56,933	(\$11,190)	\$42,349
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$2,826,109	\$2,826,109	(\$0)	\$2,505,823
TOTAL EXPENSES	\$25,427,532	\$26,497,602	(\$1,070,070)	\$23,587,743

CHANGE IN NET POSITION	\$5,190,810	\$2,912,790	\$2,278,020	\$2,585,499
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Monthly Average Diesel Cost:	\$2.49
YTD Average Diesel Cost:	\$2.40
CNG Diesel Gallon Equivalent:	\$1.38