



BOARD OF DIRECTORS MEETING

200 WEST LOUDON AVE, CONFERENCE ROOM 110
LEXINGTON, KY 40508

September 19, 2018
5:00 p.m.

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BOARD OF DIRECTORS MEETING

200 WEST LOUDON AVE, CONFERENCE ROOM 110
LEXINGTON, KY 40508

September 19, 2018

5:00 p.m.

AGENDA

I.	Call to order	5:00
II.	Approval of Board Meeting Minutes	5:00 — 5:05
	i. August 15, 2018 Board Meeting	
III.	Public Comment on Agenda Items / Public Hearing	5:05 — 5:10
IV.	Chair's Report	5:10 — 5:15
V.	Action Items	5:15 — 5:20
	i. Resolution No. 2018-21 - Bus Purchase: Three (3) Compressed Natural Gas	
VI.	Change Order	
VII.	Old Business	5:20 — 5:25
VIII.	New Business	5:25 — 5:30
IX.	General Manager's Report	5:35 — 5:45
	i. Financial Statement	
	ii. General Manager's Report	
	iii. Key Performance Indicators	
X.	Proposed Agenda Items	5:45 — 5:50
XI.	Closed Session	
XII.	Adjournment	5:55

BOARD OF DIRECTORS MEETING**MINUTES****August 15, 2018****MEMBERS PRESENT**

Malcolm Ratchford, Chair
George Ward, Vice Chair
Adrienne Thakur
Rick Christman
Elias Haddad – FaceTime at 6 p.m.

MEMBERS ABSENT

Marci Krueger-Sidebottom
Christian Motley
Dr. Augusta Julian

STAFF PRESENT

Carrie Butler, General Manager
Jill Barnett, Assistant General Manager
Carla McHale, Director of Human Resource
Fred Combs, Planning and Technology Manager
John Givens, Director of Risk Management
Keith Srutowski, Director of Procurement
Jim Barrett, Director of Maintenance
Nikki Falconbury, Director of Finance
Ronda Brooks, Administrative Assistant
Alan Jones, Technology Coordinator
Chris Meetin, Maintenance Manager

Jacob Walbourn, McBrayer Law Firm, Board Attorney

STAFF ABSENT

Tracy Sewell, Director of Operations

OTHERS PRESENT

Brooks Weathers, Citizen
Joseph David, Transportation Planner, LFUCG MPO
Matthew Gidcomb, Kentuckians for the Commonwealth
Donald Wakefield, Gess Mattingly & Atchison, P.S.C. Attorney

I. CALL TO ORDER

Mr. Ratchford called the August 15, 2018 meeting of Lextran's Board of Directors to order at 5:00 p.m.

II. APPROVAL OF MINUTES

Mr. Ratchford called for a motion to approve the minutes from the July 18, 2018 board meeting, with modifications on page three. Mr. Christman made a motion to approve the minutes and it was seconded by Ms. Thakur. The motion carried unanimously.

III. PUBLIC COMMENT

Mr. Weathers addressed the board regarding the Hamburg route that he uses frequently. This route runs with three electric buses and continuously runs late. He suggested that Lextran loses ridership because people are looking for dependability.

Mr. Weathers suggested that some type of real time bus route information be placed at the transit center, so passengers will have real time information regarding routes and bus stops. When the transit center is closed there is no route information available. Mr. Weathers suggested route brochures be available at the Transit Center, other than just on the buses.

IV. CHAIR'S REPORT

Mr. Ratchford thanked Lextran for allowing the Community Action Council board retreat to be held at Lextran's Headquarters. Also, Mr. Ratchford praised Mr. Givens and his team for the Bus Rodeo.

V. ACTION ITEMS

Resolution 2018-17 Electric Motors – Ms. Butler reviewed the resolution requesting authority to execute a contract with Kirk's Automotive, Inc. to provide electric motors. Mr. Ratchford called for a motion. Mr. Ward made a motion and Mr. Christman seconded. The motion carried unanimously.

Resolution 2018-018 Deferred Compensation: Actuarial Services – Ms. Butler reviewed the resolution requesting authority to execute a contract with Osborn, Carreiro & Associates, Inc. to provide actuarial services. Mr. Ratchford called for a motion. Mr. Christman made a motion and Ms. Thakur seconded. The motion carried unanimously.

Resolution 2018-19 Deferred Compensation: Administrator Services – Ms. Butler reviewed the resolution requesting authority to execute a contract with Benefits Administrators to provide administrative services. Mr. Ratchford called for a motion. Mr. Ward made a motion and Ms. Thakur seconded. The motion carried unanimously.

Resolution 2018-20 Deferred Compensation: Banking Services – Ms. Butler reviewed the resolution requesting authority to execute a contract with US Bank to provide banking services. Mr. Ratchford called for a motion. Ms. Thakur made a motion and Mr. Ward seconded. The motion carried unanimously.

VI. CHANGE ORDER

There was no change order report.

VII. OLD BUSINESS

- i. Sustainability Plan and Policy – Ms. Butler reviewed the presentation that can be found on page 20 of the August 15, 2018 board packet.

VIII. NEW BUSINESS

No new business to report.

IX. GENERAL MANAGER'S REPORT

Ms. Falconbury presented the financial statements, found on pages 34-35 of the August 15, 2018 board packet.

Ms. Butler reviewed the General Manager's report and Key Performance Indicators, found on pages 36-38 of the August 15, 2018 board packet.

Mr. Combs reviewed a presentation on Ridership and Revenue. A copy of that presentation can be requested by contacting Ronda Brooks, Lextran's Administrative Assistant.

X. PROPOSED AGENDA ITEMS

- Website design resolution

XI. CLOSED SESSION

Mr. Christman made a motion to enter into closed session pursuant to KRS 61.810(1)(c) for the purpose of discussions concerning proposed or pending litigation against the public agency. Mr. Ward seconded the motion. The motion was approved unanimously and Board of Directors, Ms. Butler, Ms. Barnett, Mr. Walbourn and Mr. Wakefield entered into closed session at 6:01 p.m.

The Board of Directors took no action while in closed session.

Mr. Ward made a motion to return to open session and Ms. Thakur seconded. The motion was approved unanimously, and the Board of Directors returned to open session at 7:20 p.m.

XII. ADJOURNMENT

The meeting adjourned by consensus at 7:23 p.m.

DRAFT

September 19, 2018

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Purchase Three (3) Compressed Natural Gas (CNG) Buses

Attached is a resolution requesting authority to purchase three (3) 40-foot low-floor CNG transit buses.

The Board approved resolution 2018-06 on March 21, 2018 to enter into a contract with Gillig for the purchase of transit buses. The contract allows for the purchase of a minimum of one (1) and a maximum of thirty (30) transit buses during the term of the contract, which is five (5) years. This purchase will be the first under this contract.

Lextran is requesting authority to purchase three (3) 40-foot low-floor CNG transit buses at a cost not-to-exceed \$514,353.00 per bus for a total not-to-exceed amount of \$1,543,059.00. Lextran will fund this bus purchase utilizing the proceeds of the sale of the property at 109 West Loudon Avenue, local and state funds.

If you have any questions or wish to review RFP 1802 or the proposals from any of the recommended proposers, please call me at 255-7756.

RESOLUTION**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT****MOTION:** _____ **SECOND:** _____**DATE:** September 19, 2018 **RESOLUTION NO.:** 2018-21

WHEREAS, the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) approved Resolution 2018-06 awarding a contract to Gillig for the purchase of transit buses; and

WHEREAS, the Authority entered into a contract with Gillig for a term of five (5) years to purchase a minimum of one (1) and a maximum of thirty (30) transit buses during the term of the contract; and

WHEREAS, the Authority has a need for additional transit buses to support existing service levels and has not previously made any purchases off the current contract;

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 purchase three (3) 40-foot CNG low-floor transit buses from Gillig at a cost not-to-exceed \$514,353.00 per bus for a total not-to-exceed amount of \$1,543,059.00.

Chairperson, Malcolm Ratchford_____
Date

Balance Sheet
as of August 31, 2018

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$11,926,956	\$10,420,620
Project Loan Account	\$1,145,044	\$1,145,044
Accounts receivable	\$1,454,957	\$1,206,060
Inventory	\$497,297	\$380,189
Net pension asset	\$1,063,260	\$1,331,841
Work in process	\$110,576	\$51,513
Prepaid	\$951,101	\$1,045,418
Total Current Assets	<u>\$17,149,190</u>	<u>\$15,580,684</u>
Long term note - Lextran Foundation Inc.	\$8,355,000	\$8,355,000
Net capital and related assets	\$28,433,343	\$30,364,916
Total Assets	<u><u>\$53,937,534</u></u>	<u><u>\$54,300,600</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$2,739,231	\$2,765,827
Payroll liabilities	\$825,184	\$872,411
Short term note - Fifth Third Bank	\$916,018	\$888,802
Total Current Liabilities	<u>\$4,480,433</u>	<u>\$4,527,040</u>
Long term note - Fifth Third Bank	\$5,689,417	\$6,610,585
Net Position	\$43,767,684	\$43,162,975
Total Liabilities and Net Position	<u><u>\$53,937,534</u></u>	<u><u>\$54,300,600</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION
August 2018
FY 2019

				FY 2018
Revenues	Actual	Budget	Variance	Actual
Property taxes	\$185,776	\$179,375	\$6,401	\$181,268
Passenger revenue	\$248,730	\$226,183	\$22,547	\$234,832
Federal funds	\$888,992	\$780,986	\$108,006	\$887,585
State funds	\$0	\$0	\$0	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,078
Other revenue	\$406,077	\$407,499	(\$1,422)	\$388,242
Total Revenues	\$1,989,575	\$1,854,043	\$135,532	\$1,952,004
Expenses				
Wages	\$1,420,588	\$1,539,932	(\$119,345)	\$1,420,397
Fringe benefits	\$841,123	\$873,816	(\$32,692)	\$802,009
Professional services	\$260,071	\$271,185	(\$11,114)	\$159,094
Materials and supplies	\$200,583	\$161,033	\$39,549	\$301,632
Fuel-Diesel	\$168,732	\$176,317	(\$7,585)	\$129,209
Fuel-Other	\$49,294	\$49,167	\$127	\$36,498
Utilities - Facilities	\$43,191	\$61,250	(\$18,059)	\$54,881
Utilities - Electric Bus	\$15,278	\$14,350	\$928	\$15,534
Insurance	\$117,299	\$117,500	(\$201)	\$113,238
Fuel taxes	\$35,431	\$34,402	\$1,030	\$34,364
Paratransit Expenses	\$984,675	\$901,367	\$83,309	\$877,192
Vanpool Expenses	\$4,800	\$5,667	(\$867)	\$5,700
Dues and subscriptions	\$28,945	\$30,500	(\$1,555)	\$28,084
Travel, training and meetings	\$13,065	\$21,310	(\$8,245)	\$14,199
Media advertising	\$12,532	\$44,167	(\$31,634)	\$15,476
Miscellaneous	\$8,953	\$8,375	\$578	\$2,585
Interest Expense	\$33,639	\$31,737	\$1,903	\$45,406
Leases and rentals	\$135,304	\$133,636	\$1,668	\$133,181
Depreciation	\$654,829	\$654,829	\$0	\$669,228
Total Expenses	\$5,028,334	\$5,130,538	(\$102,204)	\$4,857,907
Change in Net Position	(\$3,038,759)	(\$3,276,495)	\$237,736	(\$2,905,902)

Notes:

Average price of diesel fuel for FY2019 - \$2.28; Latest price of diesel fuel (September 11, 2018) - \$2.33

Latest price of CNG diesel gallon equivalent - \$1.40

MEMORANDUM

To: Board of Directors
From: Carrie Butler, General Manager
Date: September 19, 2018
Re: General Manager's Report for the Period of August 2018

Budget Statistics

Total revenue for August 2018, was \$986,561 and the expenditures totaled \$2,221,356. This resulted in a difference of (\$1,234,795) for the month. For a year to date comparison, with expenditures subtracted from revenues, the under budget variance is \$237,736.

Community Involvement

- 10th Annual Lextran Roadeo – August 4
- Resource Expo – Winburn Middle School – August 7
- Meeting with United Way – August 15
- Kentucky Bike Walk Summit – August 16-17
- Service Improvements in effect – August 19
- 'Intro to Route 27' - UK Stadium Shelter – August 19
- ONE Lexington Meeting – August 20
- Meeting with UK Off Campus Student Association – August 21
- 'Lex-Mart' K- Week Event – UK – August 21
- "Welcome Back Wildcats" – UK Stadium Shelter – August 22
- Commission for People with Disabilities Meeting – August 22
- 'Welcome Week" – BCTC Cooper Campus – August 22
- Public Policy Luncheon featuring U.S. Department of Transportation Secretary, Elaine Chao – August 24
- Meeting with Bluegrass Greensource – August 29
- Interim Joint Committee Meeting – Appropriations and Revenue – August 30
- Meeting with JAG Program – August 31

Meetings / Updates

In August, Lextran representatives participated in the following (external) meetings:

- Senior Services Commission- August 3
- Meeting with Greyhound – August 9
- Meeting with representatives from TANK – August 9
- Meeting with Health Department and Live Green Lexington – August 10
- Town Branch Partners Meeting - August 23
- CommerceLex Public Policy Luncheon – August 24
- Meeting with Secretary Snavely of the Kentucky Department of Energy and Environment Cabinet – August 28

Announcement of \$2.3 million grant to expand electric fleet

During the Public Policy luncheon on August 24th with CommerceLex, U.S. Department of Transportation Secretary Elaine Chao announced that Lextran has been awarded a \$2.3 million grant under the Low- or No-Emission Grant Program. The funding will be used to replace diesel buses beyond their useful life with Gillig, long range electric buses that will charge overnight at the Loudon Avenue facility.

Addition of Route 27 – UK Yellow Route

Sunday, August 19th, a new route was added to provide additional bus service on the University of Kentucky campus. Route 27 – UK Yellow Route is a Sunday only route running from noon to midnight to offer students increased access to the library, student center and other areas of interest. This route began service by taking effect on the same day as the August service improvements.

Procurement Update

- An RFP for website design and hosting services was published on June 25, 2018. The pre-proposal conference was held on July 11, 2018. Proposals were due August 9, 2018. Interviews will take place in September. This is now expected to be an October resolution.
- Work continues on an RFP for bus shelters, benches, and trash receptacles. A release date has not been set.
- Work continues on an RFP for a technology consultant which will focus on upgrading or replacing Lextran's current radio system and other on-board technology.
- Work continues on an RFP for customer service training.
- Work is underway on an RFP for bus stop enhancements
- Up-coming potential procurements include:
 - Customer service/community survey
 - Parking lot striping and clean-up
 - Garage best practices/CNG upgrade

Recruitment Activities

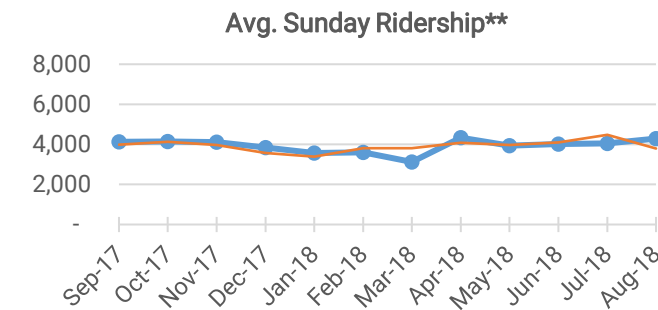
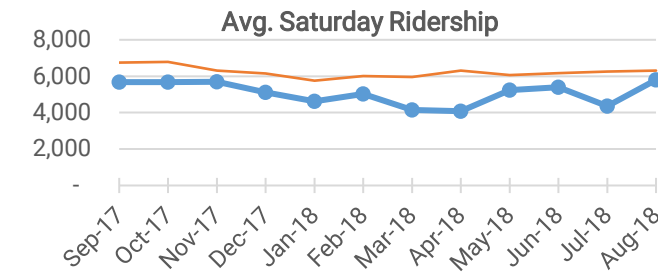
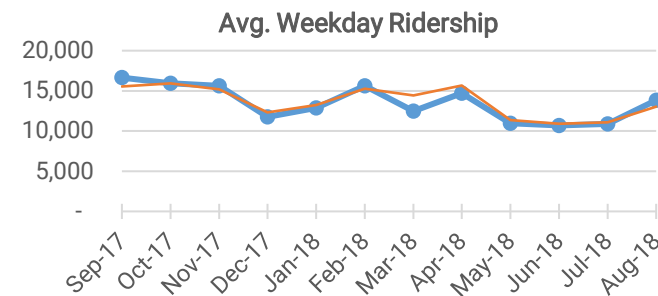
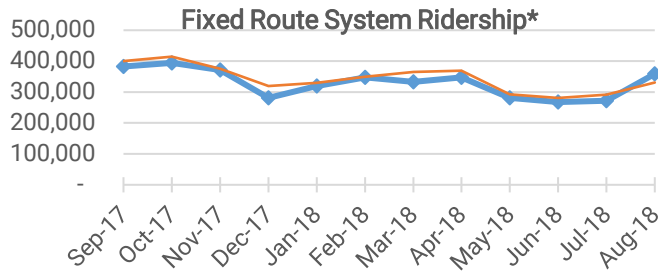
- Applications received: 133
 - Bus Operator: 40
 - Maintenance Mechanic: 26
 - Compliance Coordinator: 29
 - Parts Clerk: 15
 - Electronics Technician: 8
 - Service Worker: 8
 - Transportation Supervisor: 7
- Interviews: 17
 - Maintenance Mechanic: 12
 - Parts Clerk: 1
 - Electronics Technician: 2

- Service Worker: 2
- New Hires: 2
 - Maintenance Mechanic: 2

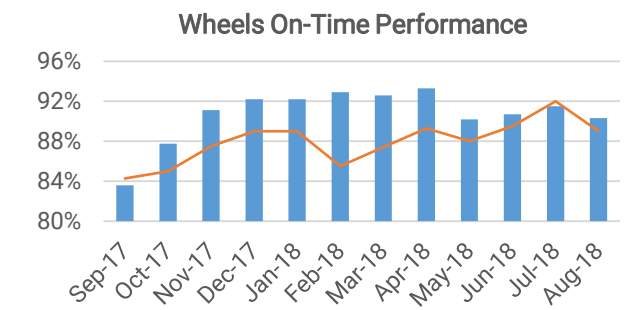
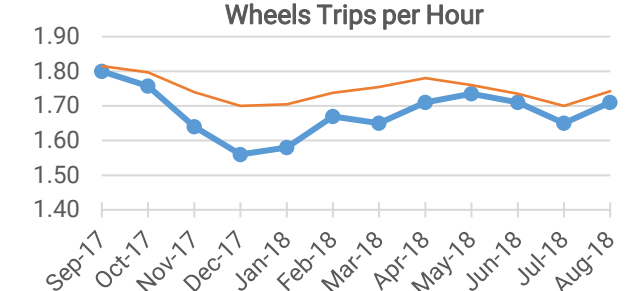
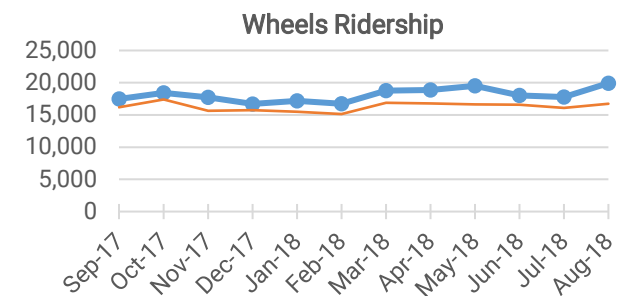
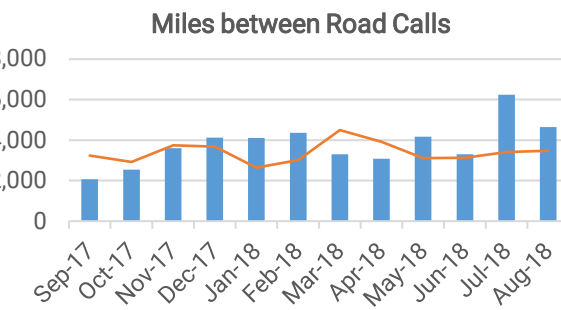
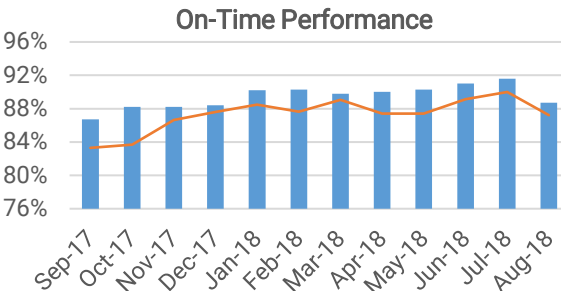
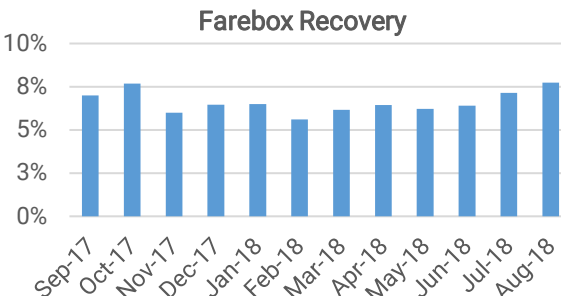
In August, six offers were extended to maintenance mechanics. Two new mechanics started at the end of August, 2 new mechanics started on September 4th and 2 candidates declined the offer.

Training Activities

- Four operator remedial sessions
- Three operator Return to duty sessions
- Two operator trainer certifications from TSI
- Two mechanics started the Mechanic training program

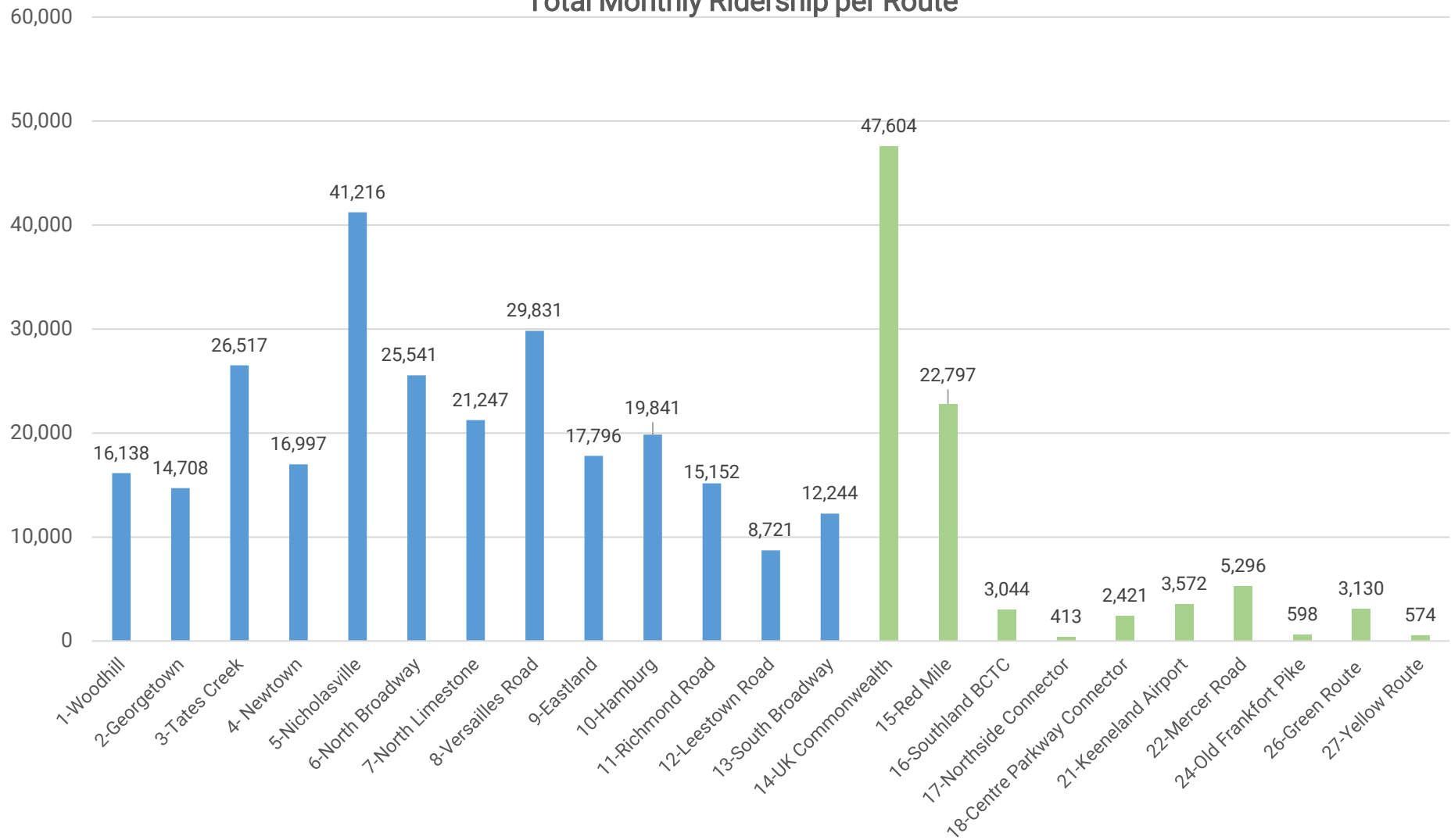


Performance Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 Total	This Month	FY19 YTD	FY18 Total
Total Ridership	358,548	630,267	3,933,347	19,922	37,719	213,830
Total Revenue Miles	148,827	286,085	1,712,430	148,803	284,672	1,635,660
Total Revenue Hours	16,695	31,759	194,649	11,649	22,443	127,399
Pass. per Mile	2.41	2.20	2.30	0.13	0.13	0.13
Pass. per Hour	21.48	19.05	20.21	1.71	1.68	1.68



Route Performance Indicators								
Route Name	Total Cost	Net Cost	Net Total Cost per Hour	Passengers per Mile	Passengers per Hour	Net Cost per Passenger	Farebox Recovery Rate	On-Time Performance
8-Versailles Road	\$85,754	\$70,335	\$82.53	4.04	35.00	\$2.36	18.0%	94.9%
6-North Broadway	\$80,996	\$67,099	\$78.94	4.19	30.05	\$2.63	17.2%	92.3%
7-North Limestone	\$74,670	\$64,755	\$82.62	3.78	27.11	\$3.05	13.3%	96.3%
5-Nicholasville	\$167,288	\$151,548	\$87.50	3.16	23.80	\$3.68	9.4%	87.4%
9-Eastland	\$79,490	\$70,520	\$83.17	3.11	20.99	\$3.96	11.3%	94.4%
11-Richmond Road	\$78,707	\$72,148	\$94.48	2.12	19.84	\$4.76	8.3%	94.7%
4- Newtown	\$84,987	\$77,746	\$90.54	2.41	19.80	\$4.57	8.5%	84.7%
13-South Broadway	\$64,659	\$60,082	\$96.01	2.08	19.57	\$4.91	7.1%	94.6%
1-Woodhill	\$90,567	\$83,679	\$95.41	1.96	18.40	\$5.19	7.6%	88.7%
2-Georgetown	\$84,946	\$79,128	\$93.72	2.01	17.42	\$5.38	6.8%	92.4%
3-Tates Creek	\$164,464	\$151,374	\$96.32	1.72	16.87	\$5.71	8.0%	86.7%
10-Hamburg	\$140,847	\$132,299	\$105.30	1.33	15.79	\$6.67	6.1%	80.8%
12-Leestown Road	\$73,797	\$69,907	\$101.41	1.21	12.65	\$8.02	5.3%	89.0%
14-UK Commonwealth	\$122,740	\$122,740	\$98.49	4.73	38.20	\$2.58	0.0%	NA
15-Red Mile	\$68,484	\$67,941	\$95.73	4.28	32.12	\$2.98	0.8%	83.8%
26-Green Route	\$12,404	\$12,404	\$103.61	2.75	26.15	\$3.96	0.0%	NA
18-Centre Parkway Connector	\$44,155	\$41,835	\$110.07	0.49	6.37	\$17.28	5.3%	81.0%
17-Northside Connector	\$21,312	\$20,500	\$106.43	0.19	2.14	\$49.64	3.8%	95.4%
27-Yellow Route	\$28,424	\$28,424	\$104.25	0.22	2.11	\$49.52	0.0%	NA
22-Mercer Road	\$35,594	\$33,093	\$99.99	1.51	16.00	\$6.25	7.0%	93.0%
16-Southland BCTC	\$28,668	\$27,620	\$94.72	1.30	10.44	\$9.07	3.7%	85.6%
21-Keeneland Airport	\$41,668	\$38,506	\$99.20	0.87	9.20	\$10.78	7.6%	93.4%
24-Old Frankfort Pike	\$20,473	\$20,280	\$96.25	0.37	2.84	\$33.91	0.9%	90.1%
Total	\$1,695,096	\$1,563,964	\$93.68	2.39	21.29	\$4.40	7.7%	92%
Note: Route 14 UK Commonwealth, Route 26 Green Route, and Route 27 Yellow Route do not collect fares.								

August 2018 Total Monthly Ridership per Route



August Safety, Maintenance, and Operations Indicators

Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 Total	This Month	FY19 YTD	FY18 Total
Preventable Accidents	3	3	38	1	4	16
Non-Preventable Accidents	4	8	56	0	1	18
Accident Frequency Rate	2.03	1.05	2.22	0.58	1.21	0.84
Accident Frequency Rate Goal*	1.75	1.75	1.75	2	2	2
Injury Frequency Rate	29.96	22.51	23.65	N/A	N/A	N/A
Injury Frequency Rate Goal**	27.04	27.04	27.04	N/A	N/A	N/A
Days without Preventable Accident	28	59	296	N/A	N/A	N/A
Days of Lost time	9	70	701	N/A	N/A	N/A
Workers Comp Claims	4	6	47	N/A	N/A	N/A
Miles Between Road Calls	4,651	5,298	3,451	N/A	N/A	N/A
Preventive Maintenance Inspections	55	86	441	N/A	N/A	N/A

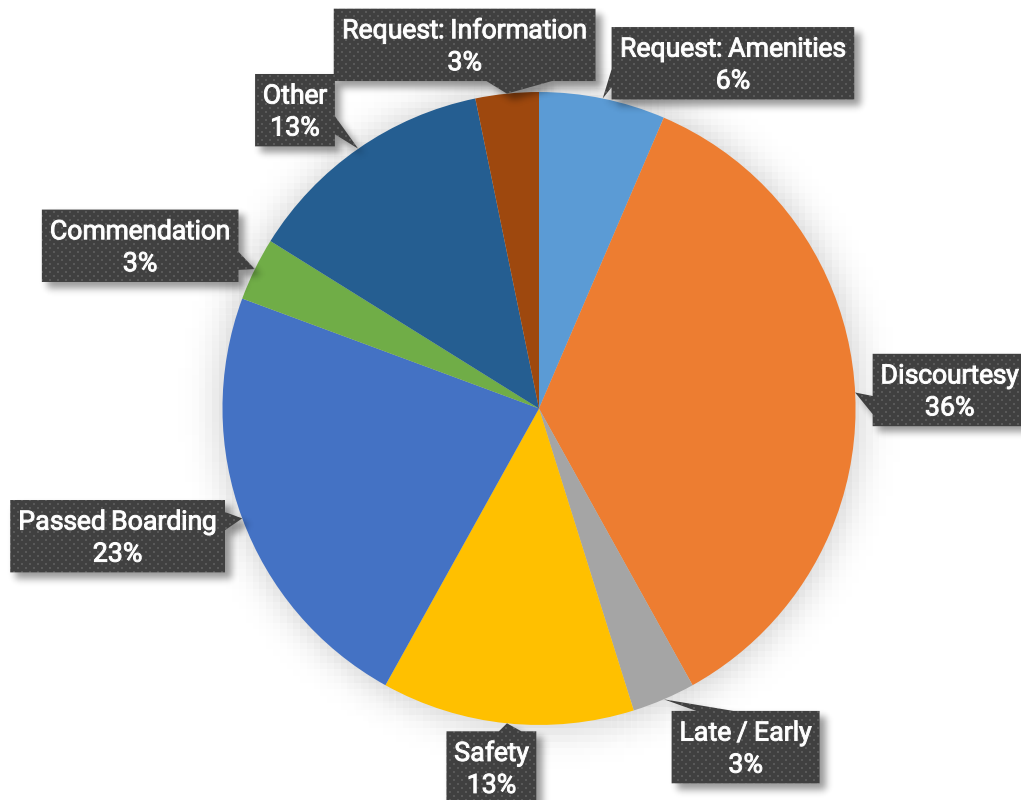
*The accident frequency goals are calculated per 100,000 miles.

**The incident frequency goal is calculated per 200,000 working hours.

August Call Logs

Comments by Type	Lextran Fixed Route System			Wheels		
	This Month	FY19 YTD	FY18 YTD	This Month	FY19 YTD	FY18 YTD
Total Commendations	1	2	1	1	2	3
Discourtesy	11	24	14	8	19	8
Late / Early	1	7	4	4	8	4
Safety	4	14	10	10	18	28
Passed	7	11	5	0	0	0
Other	4	10	5	0	0	0
Request: Information	1	4	1	0	0	1
Request: Service	0	0	8	0	0	0
Request: Amenities	2	5	0	0	0	0
Website	0	0	0	0	0	0
Total Calls into System	11,105	22,977	28,306	21,646	43,664	43,808
Total Calls into IVR	46,163	92,441	96,969	N/A	N/A	N/A
Average Length of Call	1:32	1:23	1:32	1:12	1:12	1:02
Average Time to Abandon	0:14	0:11	0:16	1:17	1:17	1:11

Lextran Comments for August 2018



My boyfriend and I were waiting on the bus at the stop close to Forman Ave. The bus passed us and didn't stop.

A customer was standing near the yellow line and talking with the driver during the trip all the way downtown to the Transit Center.

I was standing right outside the Route 11 bus, right as it was about to pull out. The bus was still at the curb and the driver waved me away and would not let me on the bus.

Anthony [coach operator] is very polite and very kind and he is always helpful when I need it.



August 2018

Lextran in the media

August 08, 2018 upLIFT program to offer free Lextran transportation to homeless

<http://www.wkyt.com/content/news/upLIFT-program-to-offer-free-Lextran-transportation-to-homeless-490357731.html>

August 8, 2018 Lexington kicks off new bus passes for the homeless program, Catholic Action Center not included

<https://www.wtvq.com/2018/08/08/lexington-kicks-off-new-bus-passes-homeless-program-catholic-action-center-not-included>

August 12, 2018 04:19 PM Can a bus pass help end homelessness? Lexington is about to find out.

<https://www.kentucky.com/latest-news/article216452400.html>

Monday, August 13, 2018 Kentucky city launches free bus pass program for homeless

<https://www.myplainview.com/news/article/Kentucky-city-launches-free-bus-pass-program-for-13151883.php>

Friday, August 17, 2018 New Bus Route for Sunday Travel Around Campus

<http://uknow.uky.edu/campus-news/new-bus-route-sunday-travel-around-campus>

August 24, 2018 \$2.3 MILLION GRANT ANNOUNCED FOR LEXTRAN ELECTRIC BUSES

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Posted: 2018-08-29 Lextran receives \$2.3 million grant to expand electric fleet in a new direction

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