

# **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 28, 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 May 2025 Board of Directors meeting will be held in person.

The livestream is available on YouTube at:

<http://bit.ly/lextranmeeting>

## **TABLE OF CONTENTS**

AGENDA .....	2
MINUTES .....	3
MONTHLY PERFORMANCE REPORT .....	9
FINANCIALS .....	14
ACTION ITEMS .....	16

**LEXTRAN BOARD OF DIRECTORS MEETING****May 28, 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. April 2025	
IV.	Chair’s Report (Dowell)	10:10 – 10:15
V.	General Manager’s Report-Transit Center Renovation Update	10:15 – 10:20
VI.	Microtransit Feasibility Study Update	10:20 – 10:45
VII.	Lextran Monthly Performance Report & Financials	10:45 – 11:00
VIII.	Disadvantage Business Enterprises Program Update	11:00 – 11:15
IX.	Action Items	11:15 – 11:25
	A. Resolution 2025-12 FY2026 Meeting Schedule	
	B. Resolution 2025-13 Pension Plan Amendment #5	
	C. Resolution 2025-14 Purchase of Four Paratransit Cutaway Vehicles	
X.	Change Order Report	11:25 – 11:30
XI.	Old Business	11:30
XII.	New Business	11:30
XIII.	Proposed Agenda Items	11:30
XIV.	Closed Session	11:30 – 11:50
XV.	Adjournment	11:50

The next business meeting of the Board of Directors is scheduled for June 25, 2025, at 10:00 a.m.

# **TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LEXTRAN) BOARD OF DIRECTORS MEETING MINUTES**

April 23, 2025 – 10:00 am

Board Meeting Livestream: <https://www.youtube.com/live/hKAX9jswMJM?si=vafigaHgs542Wz10>

## **Board Members Present**

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

## **Board Members Absent**

## **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 and Human Resources  
Stephan Rohde, Interim Director of Safety & Security  
Chris Withrow, Director of Maintenance  
Ta'Ziyah Bakara, Capital Planner  
Isaiah Barron, Operations 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 Present**

Laura Kelly, ATU Local 639  
Robert Smith, RATP Dev  
Byron Robinson, RATP Dev

## **I. CALL TO ORDER**

Vice Chair Jaime Rodgers called the meeting to order at 10:00 a.m. and performed the roll call and quorum was achieved with the arrival of Chair, Harding Dowell.

## **II. PUBLIC COMMENT**

There was no public comment

## **III. APPROVAL OF MINUTES**

Approval of March 2025 and April 20, 2025 Work Session Meeting Minutes was completed once a quorum was achieved.

Mr. Schoeninger motioned to approve the minutes with no changes. The motion was seconded by Ms. Borges-Gonzalez, which passed unanimously.

## **IV. CHAIR'S REPORT**

There was no Chair's Report.

## **V. GENERAL MANAGER'S REPORT**

General Manager Fred Combs reported that demolition at the Transit Center was underway and operations at the temporary High Street location were running smoothly. The project remains on schedule and on budget. Mr. Combs noted that while challenges may arise later, the project was off to a strong start.

Chair Harding Dowell shared positive feedback from a longtime rider who had no issues adjusting to the new drop-off locations, crediting Lextran's effective rider communication. Ms. Jamie Rodgers asked if updates would continue throughout the project; Mr. Combs confirmed they would. Rodgers also noted hearing similar praise from the public about staff presence assisting riders with route navigation.

## **VI. LEXTRAN PERFORMANCE REPORT AND FINANCIALS – MARCH**

### **LEXTRAN PERFORMANCE REPORT**

Emily Elliott, Director of Planning and Community Development, presented the fixed-route performance report for March 2025. She began by highlighting several initiatives supporting safety, workforce development, and community engagement. On March 10, Lextran launched a maintenance facility upgrade project to improve safety and infrastructure. Work was progressing well, and the contractor has maintained strong communication while navigating active operations.

During the week of March 17, more than one hundred operations staff completed defensive driving training, reinforcing key safety principles. On March 18, Lextran celebrated Transit Employee Appreciation Day with boxed lunches for all staff. In partnership with RATP Dev, Lextran hosted four paratransit listening sessions to engage customers and collect feedback.

Lextran recorded approximately 292,000 fixed-route rides in March—an increase of 10,000 from February but still below FY2024 levels. A sustained decrease on Route 14, the UK Blue/White circulator was identified as a primary driver of the year-over-year decline. Ms. Elliott explained that shifting campus dynamics—including increased online enrollment and evolving travel behavior—may be contributing factors.

Ms. Rodgers asked for clarification on Route 14. Ms. Elliott described Route 14 as a bidirectional campus circulator running between Kroger Field, Gatton Student Center, Greek housing, Avenue of Champions, Nicholasville Road, and the hospital area. She clarified that the route served students, staff, and occasionally hospital patrons. Ms. Rodgers asked if Lextran collaborated with the university's transit team. Ms. Elliott affirmed coordination and noted that UK operated a separate hospital shuttle.

Ms. Rodgers observed that Lextran was likely to finish the fiscal year with 350,000 fewer rides than FY2024 but still expected nearly 3 million total rides. Mr. Combs stated that future ridership growth will require targeted investment, as post-pandemic recovery has likely plateaued.

Ms. Elliott provided an update on the RAMP program. In March, Lextran completed Phase Four, which added solar-powered lighting to 29 bus shelters, bringing the system total to thirty-three (33). These enhancements improve safety and visibility, particularly during early morning and evening hours. Ms. Elliott noted that selection criteria included proximity to senior housing, existing lighting conditions, and site suitability, all verified through vendor assessments.

Chair Harding Dowell asked how shelter locations were selected. Ms. Elliott explained that a combination of federal grant eligibility, lighting audits, vendor evaluations, and shelter condition assessments informed the final list. Some older shelters did not qualify due to structural limitations. Lextran had documented 113 improvements since launching the RAMP program in 2019 and planned to continue expanding upgrades throughout the year.

## **PARATRANSIT PERFORMANCE REPORT**

Mr. Randolph Williams, Assistant General Manager, presented the paratransit performance report for March 2025. Ridership totaled 14,665, an increase of approximately 1,800 trips from February. Weekday ridership remained strong, while Saturday and Sunday ridership declined slightly. Mr. Williams noted that some weekend demand appeared to shift into weekday trips, helping to keep totals within the trend line.

Mr. Dowell asked about the target trips per hour for paratransit. Mr. Williams responded that the target was two trips per hour.

Mr. Williams reported four preventable accidents for the month. Despite this increase, the FY2025 accident rate per 100,000 miles remains below that of FY2024.

Mr. Williams reported that March's paratransit listening sessions had the highest attendance to date, with 45 participants. Events were held at Briarwood Apartments, Christian Towers, Black & Williams Neighborhood Center, and McLeod's Coffeehouse. Mr. Williams thanked site partners for helping promote the sessions, especially McLeod's and Black & Williams.

Mr. Williams noted that top concerns included subscription trip eligibility, door-to-door assistance limitations, and service timeliness. He described the distribution of printed materials, including rider guides in multiple formats and languages, as well as newly developed quick-reference resources and mobility app instructions. He reported 180 registered mobility app users as of March.

## **FINANCIAL REPORT**

Ms. Nikki Falconbury, Director of Finance and Human Resources, presented the financial report for March 2025. She noted that Lextran is nine months into the fiscal year and overall financial performance remained strong.

On the balance sheet, Ms. Falconbury explained that a temporary negative appears in accounts receivable due to an upcoming June 30 year-end entry related to reallocating items between work in progress and receivables. She confirmed this was normal and would resolve at year-end.

Insurance costs and paratransit expenses remained under budget and in line with expectations. Ms. Falconbury concluded that if current trends hold, the agency may end the year over budget on wages, primarily due to overtime, though the situation has improved significantly in recent months with better staffing.

## **VII. ACTION ITEMS**

### **A. FY2025-2026 BUDGET AND FIVE (5) YEAR CAPITAL PLAN**

Mr. Fred Combs presented Resolution 2025-09 requesting approval of the FY2026 operating budget and capital plan. The proposed operating budget totaled \$37,968,279 and the capital plan totaled \$10,160,602. Mr. Combs stated that the budget and capital plan were reviewed by the Finance Committee on April 11 and by the full Board during a work session held on April 16.

Mr. Dowell motioned to approve. Ms. Rodgers seconded. The motion passed unanimously.

### **B. PARATRANSIT VEHICLE PURCHASE**

Mr. Combs presented Resolution 2025-10, a request to purchase ten (10) paratransit cutaway vehicles. The purchase will be made using the Kentucky Public Transit Association bid #11, which Lextran may utilize even though it was not named on the original contract. Approval was pending from the Kentucky Transportation Cabinet, but no issues were anticipated.

The total not-to-exceed cost was \$1,342,739, to be funded through a mix of federal 5339 funds (Bus and Bus Facilities), 5307 formula funds, and matching state and local dollars.

Judge Thurston motioned to approve. Ms. Gonzalez-Borges seconded. The motion passed unanimously.

### **C. HVAC MAINTENANCE SERVICES CONTRACT**

Mr. Combs presented Resolution 2025-11, a resolution to award a contract for HVAC maintenance services. An RFP was issued in January and three responsive proposals were received in March. After

evaluation, Alpha Mechanical Services was recommended for award. The contract is for one year with two optional one-year extensions.

The proposed rates were as follows:

- \$103.50 per hour for straight time
- \$155.25 for overtime
- \$207.00 for double time and holiday pay
- \$120 truck and fuel charge per trip

Funding for the contract will come from federal 5307 preventive maintenance funds with a state match.

Mr. Ward asked if Alpha Mechanical was the incumbent contractor and Mr Dowell inquired whether the incumbent provided a reason for not submitting a proposal. Mr. Combs replied that they did not submit a proposal or provide a specific reason.

Mr. Schoninger motioned to approve. Mr. Ward seconded. The motion passed unanimously.

## **VIII. CHANGE ORDER REPORT**

Mr. Fred Combs presented two change orders for informational purposes; no Board action was required.

### **A. DC ELEVATOR**

An annual increase of \$77.24 was reported for labor and supplies under the existing elevator maintenance contract with DC Elevator, bringing the total annual cost to \$490.12.

### **B. CNG CONSTRUCTION PROJECT – TEKTON CONSTRUCTION**

A \$759.02 change order was issued to Tekton Construction to modify the size of a door as part of the CNG maintenance facility project.

## **IX. OLD BUSINESS**

No old business was discussed.

## **X. NEW BUSINESS**

No new business was discussed.

## **XI. PROPOSED AGENDA ITEMS**

Mr. Fred Combs presented the proposed action items for the May 2025 Board meeting.

**A. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

Lextran will present a new DBE goal following the conclusion of its public input process. A public meeting was scheduled for the day after this board meeting to initiate feedback on the updated DBE program plan, which will guide the agency for the next three federal fiscal years.

**B. MICROTRANSIT FEASIBILITY STUDY UPDATE**

An update on the microtransit feasibility study will be presented at the May 2025 meeting by Nelson Nygaard.

**C. LEXTRAN BOARD OF DIRECTORS MEETING CALENDAR**

Mr. Combs will propose the FY2026 Board meeting calendar, maintaining the current schedule of the fourth Wednesday at 10:00 a.m. He also plans to incorporate Finance Committee meetings into the annual schedule. Board members were invited to suggest adjustments before the next meeting.

**XII. CLOSED SESSION**

There was no closed session.

**XIII. ADJOURNMENT**

Mr. Dowell adjourned the meeting at 10:56 am.



## LEXTRAN MONTHLY PERFORMANCE REPORT – APRIL 2025

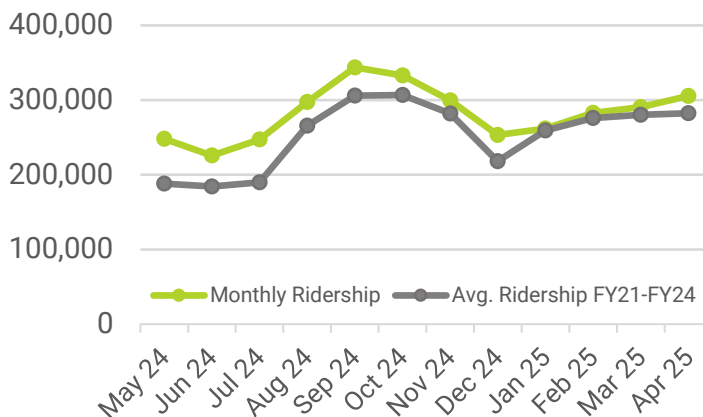
We serve people and our community with mobility solutions.

In early April, several Lextran team members attended the APTA Mobility Conference in Austin, Texas, where Michael Burnett achieved an impressive 4<sup>th</sup> Place finish in the International Bus Rodeo Competition. On April 2nd, Lextran hosted a Microtransit Information Session and launched a community input survey to gather feedback on future mobility solutions. Construction on the interior of the Transit Center began on April 10th, with all operations successfully relocated to High Street. To support community mobility education, Lextran partnered with the Senior Services Commission to offer a “Learn to Ride” session for Senior Center participants on April 28th.

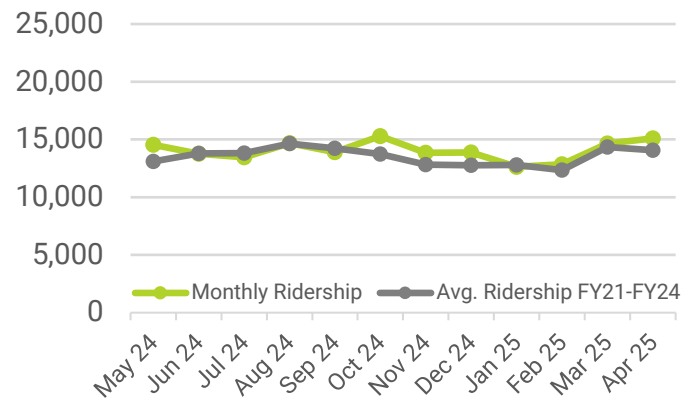
### DEMONSTRATE VALUE TO THE COMMUNITY



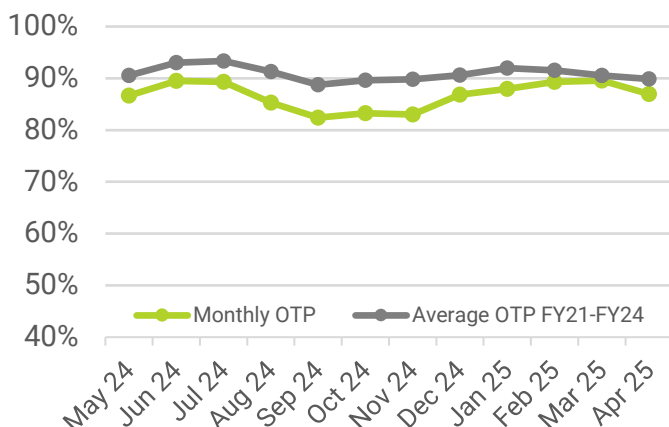
#### Fixed-Route Ridership



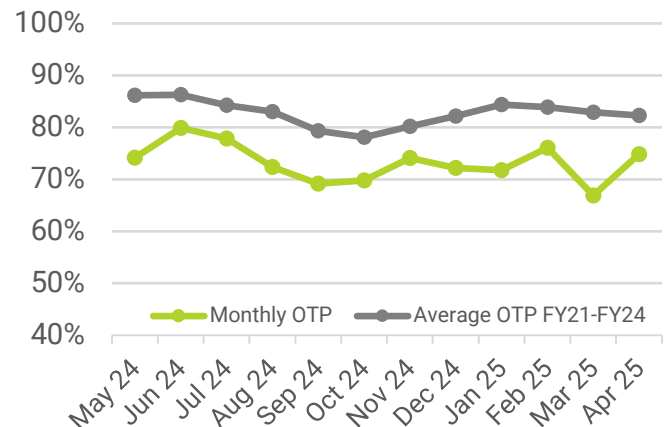
#### Paratransit Ridership



#### 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	305,690	2,914,836	3,288,775	15,107	140,279	139,882
Weekday Ridership	273,104	2,533,085	2,861,904	12,991	117,117	114,195
Saturday Ridership	17,886	214,373	239,602	1,152	12,214	12,501
Sunday Ridership	14,700	151,812	173,496	964	9,065	10,315
Total Revenue Miles	179,721	1,624,009	1,577,838	90,100	864,010	844,542
Total Revenue Hours	17,221	164,337	165,438	7,089	69,502	63,612
Trips per Mile	1.70	1.80	2.08	0.17	0.16	0.17
Trips per Hour	17.75	17.72	19.80	2.13	2.03	2.20

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

## LEXTRAN IN THE MEDIA

- April 10 – [Transit Center closes for renovations, relocates downtown bus loading](#) (Herald Leader)
- April 14 – [Lexington plastic bag challenge a success](#) (LFUCG)

## COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- April 2 – Microtransit Information Session
- April 2 – Travel Training – Sandersville Elementary School
- April 3 – Lexington Industrial Revenue Bond Program Meeting
- April 3 – Travel Training – Audrey Grevious Center
- April 4 – Travel Training – Kentucky Refugee Ministries
- April 4 – Lexington Area MPO Bicycle and Pedestrian Meeting
- April 4 – Senior Services Commission Meeting
- April 4 – Living Streets Lexington
- April 7 – Microtransit Tabling Session
- April 7 – Travel Training – Kentucky Refugee Ministries Youth Employment Academy
- April 8 – US 27 Project Management Meeting
- April 8 – UK Environmental Services
- April 14 – Microtransit meeting with BUILD
- April 16 – Access Lexington Commission Meeting
- April 17 – Corridors Commission Meeting

**COMMUNITY INVOLVEMENT AND OTHER MEETINGS (CONTINUED)**

- April 18 – Fayette Alliance
- April 22 – Presentation for the Environmental Quality and Public Works Council Committee
- April 23 – Transportation Policy Committee
- April 23-24 – Job Fair – Kentucky Career Center
- April 24 – Doing Business with Lextran Meeting
- April 24 – Job Fair – Veteran’s Administration
- April 24 – LFUCG STREEET Task Force
- April 25 – Travel Training – Bryan Station High School
- April 25 – LexArts
- April 28 – Learn to Ride with Senior Services Commission
- April 29 – Dunbar High School Presentation
- April 29-30 – KY Annual Human Resources Update with the KY Chamber of Commerce
- April 30 – Meeting with Gatton Park
- April 30 – Job Fair – United Way of the Bluegrass

**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	87.0%		86.4%		88.2%		74.9%		72.5%		72.2%	
Farebox Recovery	4.4%		5.5%		6.1%		N/A		N/A		N/A	
Operating Expenses	\$2,005,519		\$19,237,440		\$17,008,169		\$616,139		\$5,855,577		\$6,537,711	
Per Mile	\$3.37		\$3.39		\$3.55		N/A		N/A		N/A	
Per Hour	\$81.29		\$83.83		\$69.14		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	46	15.0	53.0	15.4	43.8	1.3	8	53.0	253	180.4	205	146.6
Commendations	6	1.96	5	1.70	4	1.44	5	33.1	9	6.3	2	1.1
Discourtesy	8	2.62	10	3.21	12	3.86	0	0.0	2	1.4	6	4.4
Late or Early	4	1.31	4	1.21	2	0.62	0	0.0	8	5.5	4	2.7
Safety	8	2.62	7	2.16	8	2.52	1	6.6	2	1.3	4	2.7
Passed Boarding /Missed Trips (Wheels)	8	2.62	6	1.96	10	3.21	0	0.0	0	0.0	1	0.4
Information and Service Requests	0	0.00	0	0.00	0	0.13	0	0.0	0	0.0	2	1.1
Other	5	1.71	55	2.11	46	1.56	6	40.91	48	38.35	21	16.68
Call Length	01:06		00:22		00:59		00:19		01:04		00:21	
Time to Abandon	00:22		00:07		00:16		00:05		00:17		00:06	

**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	7	2.80	2	1	14	14
Preventable Accidents per 100,000 miles	3.61	3.62	10.39	0.90	1.34	1.36
Days with No Preventable Accidents	30.00	258	104	29	290	291
Workers Compensation Claims	0	6	2	N/A	N/A	N/A
Injury Frequency Rate	0.00	3.98	10.81	N/A	N/A	N/A
Days of Lost Time	89	473	254	N/A	N/A	N/A

- Fixed route had seven preventable accidents in April, with zero workers compensation claims.
- Paratransit had four preventable accidents in April.

Performance Indicator	Fixed Route System		
Maintenance	This Month	FY25YTD	FY24YTD
Miles between Road Calls	9,459	11,965	13,185
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	100%

- In April the maintenance department reported 9,459 miles between road calls.
- Maintenance completed 100 percent (70 of 70) of preventive maintenance inspections on schedule in April.

Performance Indicator	Fixed Route System	
Training Activities	This Month	FY25YTD
Accident Remedial	9	54
Electric Bus Training	9	86
New Employee Training	9	137
Return to Work	5	16
Drug & Alcohol Awareness and Reasonable Suspicion Training	1	25
CDL Permit Training	0	68
Customer Service Leadership Training	0	85
Incident Remedial	0	5
Lockout/Tagout Training	0	5
Operator Farebox Training	0	78
Smith System Training	0	159

<b>Hiring and Recruiting</b>	<b>This Month</b>	<b>Interviews</b>	<b>New Hires</b>
Open Positions	18	22	8
Operations	10	10	6
Maintenance	6	7	1
Administration	2	5	1

<b>Procurements</b>	
Fasteners & Other Shop Supplies	Open
Hybrid Battery Replacement	Upcoming
Janitorial Supplies	Upcoming
Maintenance Uniforms	Upcoming (Re-soliciting)

## FINANCIALS

### BALANCE SHEET

as of April 30, 2025

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$34,322,476	\$34,206,080
Accounts receivable*	(\$144,779)	\$321,181
Inventory	\$815,930	\$943,697
Work in process	\$6,481,432	\$10,816,946
Prepaid	\$336,414	\$310,711
Total Current Assets	<u>\$41,811,473</u>	<u>\$46,598,615</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	\$40,043,599	\$34,225,943
<b>TOTAL ASSETS</b>	<u><u>\$85,133,863</u></u>	<u><u>\$83,297,215</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$1,513,023	\$1,641,394
Payroll liabilities	<u>\$1,007,163</u>	<u>\$751,512</u>
Total Current Liabilities	<u>\$2,520,186</u>	<u>\$2,392,905</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>
<b>NET POSITION</b>	\$82,023,405	\$80,157,062
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$85,133,863</u></u>	<u><u>\$83,297,215</u></u>

\*Accounts receivable will show a credit until the year end adjustment for work in process is made.

## STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

April 2025

	FY2025 ACTUAL	FY2025 BUDGET	FY2025 VARIANCE	FY 2024 ACTUAL
<b>REVENUES</b>				
Property taxes	\$23,492,641	\$23,223,978	\$268,663	\$22,959,874
Passenger revenue	\$1,044,776	\$1,065,460	(\$20,684)	\$1,040,484
Federal funds	\$4,880,000	\$4,681,221	\$198,779	\$786,356
Advertising revenue	\$320,000	\$300,000	\$20,000	\$260,000
Other revenue	\$2,440,350	\$2,243,337	\$197,013	\$2,245,682
<b>TOTAL REVENUES</b>	<b>\$32,177,767</b>	<b>\$31,513,996</b>	<b>\$663,772</b>	<b>\$27,292,395</b>

<b>EXPENSES</b>				
Wages	\$10,814,901	\$10,464,504	\$350,396	\$9,461,003
Fringe benefits	\$5,633,417	\$6,010,683	(\$377,266)	\$4,699,380
Professional services	\$1,324,943	\$1,589,668	(\$264,724)	\$1,174,655
Materials and supplies	\$1,387,212	\$1,259,583	\$127,629	\$1,265,317
Fuel-Diesel	\$473,344	\$842,813	(\$369,469)	\$623,340
Fuel-Other	\$433,531	\$744,653	(\$311,123)	\$451,198
Utilities	\$285,653	\$412,747	(\$127,094)	\$319,317
Insurance	\$934,633	\$816,986	\$117,648	\$821,826
Fuel taxes	\$172,693	\$191,667	(\$18,974)	\$185,070
Paratransit Expenses	\$6,317,559	\$6,723,265	(\$405,706)	\$6,823,993
Vanpool Expenses	\$0	\$0	\$0	\$16,423
Dues and subscriptions	\$51,084	\$49,500	\$1,584	\$56,295
Travel, training and meetings	\$136,863	\$208,485	(\$71,622)	\$77,753
Media advertising	\$85,962	\$195,417	(\$109,455)	\$178,707
Miscellaneous	\$50,343	\$71,167	(\$20,823)	\$49,419
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$3,556,869	\$3,556,869	\$0	\$3,238,843
<b>TOTAL EXPENSES</b>	<b>\$31,661,191</b>	<b>\$33,140,189</b>	<b>(\$1,478,998)</b>	<b>\$29,444,722</b>

<b>CHANGE IN NET POSITION</b>	<b>\$516,576</b>	<b>(\$1,626,194)</b>	<b>\$2,142,770</b>	<b>(\$2,152,327)</b>
-------------------------------	------------------	----------------------	--------------------	----------------------

Monthly Average Diesel Cost:	\$2.18
YTD Average Diesel Cost:	\$2.37
CNG Diesel Gallon Equivalent:	\$1.24



**MEMORANDUM**

May 28, 2025

**TO:** Lextran Board of Directors

**FROM:** Fred Combs, General Manager

**SUBJECT:** Resolution to Adopt Fiscal Year 2026 Meeting Schedule of the Board of Directors

Resolution 2025-12, attached, requests adoption of the Fiscal Year 2026 Meeting Schedule of the Lextran Board of Directors.

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

**RESOLUTION 2025-12  
TRANSIT AUTHORITY OF LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT**

**May 28, 2025**

**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 2026, which runs from July 1, 2025 until June 30, 2026. Meetings will be held at 200 W. Loudon Avenue, beginning at 10 a.m., on the following dates:

July 23, 2025	Regular Public Meeting
August 27, 2025	Regular Public Meeting
September 24, 2025	Regular Public Meeting
September 26, 2025	Lextran Finance Committee
October 15, 2025	Work Session (as needed)
October 22, 2025	Regular Public Meeting
November 19, 2025	Regular Public Meeting
December 17, 2025	Regular Public Meeting
January 28, 2026	Regular Public Meeting
February 25, 2026	Regular Public Meeting
March 25, 2026	Regular Public Meeting
April 8, 2026	Lextran Finance Committee
April 15, 2026	Work Session (as needed)
April 22, 2026	Regular Public Meeting
May 27, 2026	Regular Public Meeting
June 24, 2026	Regular Public Meeting

---

**MOTION**

---

**SECOND**

---

**CHAIRPERSON**

---

**DATE**

**MEMORANDUM****May 28, 2025****TO: Lextran Board of Directors****FROM: Fred Combs, General Manager****SUBJECT: Amendment to the Lextran Employees Contributory Pension Plan**

Attached is a resolution requesting approval of Amendment #5 to the Lextran Contributory Pension Plan. Amendment #5 would clarify and standardize the date when employees begin their contribution to the pension plan. Currently, the start date for employee contributions differs between bargaining unit employees and administrative employees, even though they both receive the same benefit. Amendment #5 states that all employees begin their contribution to the pension plan on the 90<sup>th</sup> calendar day after their date of hire.

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

**RESOLUTION 2025-13****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****May 28, 2025**

**WHEREAS**, under the terms of the Lextran Employees Contributory Pension Plan, the committee has the ability to make recommendations to amend the Plan;

**WHEREAS**, a motion was made at the Pension Committee meeting on May 13, 2025, to instruct the Lextran General Manager to bring an amendment before the Lextran Board of Directors to clarify and standardize the date when employees begin their contribution to the pension fund;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby adopts Amendment #5, which is attached hereto and incorporated herein, to the Lextran Employees Contributory Pension Plan. All other provisions of the Plan shall remain in full force and effect.

---

**MOTION**

---

**SECOND**

---

**CHAIRPERSON**

---

**DATE**

AMENDMENT NO. 5 TO THE  
LEXTRAN EMPLOYEES CONTRIBUTORY PENSION PLAN AND TRUST

**THIS AMENDMENT NO. 5** is made and adopted this 28th day of May, 2025 by the Transit Authority of the Lexington-Fayette Urban County Government (hereinafter referred to as the "Company").

**WITNESSETH:**

By Plan document dated July 11, 1997, the Company adopted the Lextran Employees Contributory Pension Plan (the "Plan") for the exclusive benefit of eligible employees and their designated beneficiaries. The Plan was amended and restated as of January 1, 2002. Effective January 1, 2009, the Plan was again amended and restated. Effective January 1, 2014, the Plan was again amended and restated. The Plan was most recently amended and restated effective January 1, 2014. Amendment No. 1 was effective as of January 1, 2016. Amendment No. 2 was effective as of January 1, 2014. Amendment No. 3 was effective January 1, 2022. Amendment No.4 was effective November 20, 2024.

The Company has at all times intended that the Plan constitute a qualified plan under Section 401(a) of the Internal Revenue Code of 1986.

**Now, THEREFORE**, pursuant to Article VII of the Plan, the Company hereby adopts the following amendments to the Plan to be effective as of May 28, 2025:

**Section 3.1 is hereby amended to read as follows:**

**"3.1 CONDITIONS OF ELIGIBILITY**

For all Plan purposes, any Eligible Employee:

- (i) who is employed as administrative staff, or
- (ii) who is a member of the bargaining unit,

and is an Eligible Employee on the 90<sup>th</sup> calendar day after their date of hire shall be eligible to participate hereunder as of the date such Employee has satisfied such requirements. However, any Employee who was a Participant in the Plan prior to May 28, 2025, shall continue to participate in the Plan."

**Paragraph (a) of Section 3.2 is hereby amended to read as follows:**

**"(a) Effective date of participation.** An Eligible Employee shall become a Participant effective as of the day on which such Employee met the eligibility requirements of Section 3.1, provided said Employee was still employed as of such date (or if not employed on such date, as of the date of rehire if a 1-Year Break in Service has not occurred or, if later, the date that the Employee would have otherwise entered the Plan had the Employee not terminated employment)."

**CONTINUATION OF PLAN.** Except at herein provided, the Plan shall, as amended, continue in full force and effect.

**IN WITNESS WHEREOF**, the Company's duly authorized representative has executed this document as of the day, month and year first above written.

---

CHAIR, BOARD OF DIRECTORS  
TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

**MEMORANDUM****May 28, 2025****TO: Lextran Board of Directors****FROM: Fred Combs, General Manager****SUBJECT: Resolution to Purchase Four (4) Paratransit Cutaway Vehicles**

Attached is a resolution requesting authority to purchase up to four (4) 2 x 12 cutaway vehicles from Tesco Specialty Vehicles LLC.

The Kentucky Public Transit Association (KPTA) published Bid #11 for the purchase of cutaway vehicles for multiple agencies that was awarded to Tesco Specialty Vehicles LLC on March 7, 2024. Lextran was not named in the original bid for purchases, however we have requested options from other named agencies for four (4) 2 WC X 12 seat cutaway vehicles. KPTA has confirmed that options remain in the contract for the specified cutaways and are available for Lextran to purchase.

This purchase is contingent upon the receipt of an approval letter from the Kentucky Transportation Cabinet. Lextran is currently in the process of securing this letter of approval.

This vehicle purchase has a not-to-exceed budget of \$541,096.00

The source of the funding is as follows:

- Federal 5310 funds               \$432,877.00
- Local Match                       \$108,219.00

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

**RESOLUTION 2025-14****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****May 28, 2025**

**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 up to four (4) 2 X 12 seat cutaway vehicles from Tesco Specialty Vehicles LLC for a total cost not to exceed \$541,096.00 contingent upon the receipt of a letter of approval from the Kentucky Transportation Cabinet.

---

**MOTION**

---

**SECOND**

---

**CHAIRPERSON**

---

**DATE**

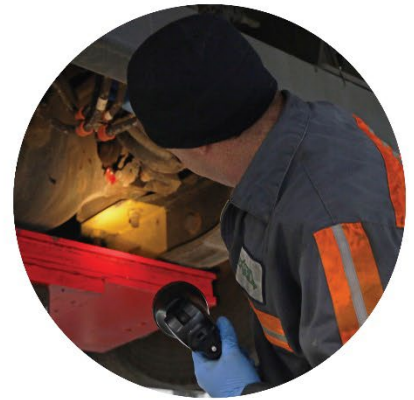
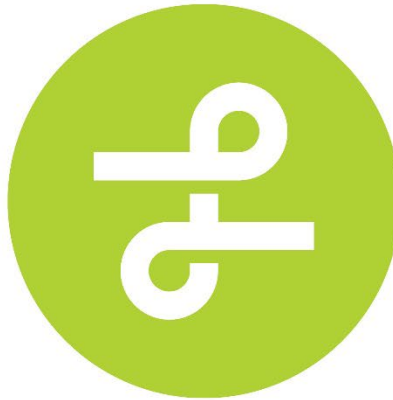


## CHANGE ORDER REPORT - MAY 2025

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Building & Repair Systems LLC	Construction - Renovation	\$2,450,132.00	Add \$36,880 making contract total \$2,487,012.00	Create a uniform and structurally sound substrate for new construction, finishes, and millwork installation.	Zero (0)
Building & Repair Systems LLC	Construction - Renovation	\$2,487,012.00 following CO #1	Add \$12,440.00 making contract total \$2,499,452.00	Discovery of missing roof drains. Contractor will furnish and install necessary materials for a code-compliant roof drainage solution.	One (1)
Tekton Construction	Construction - Maintenance building improvements	\$378,759.02 following CO #1	Add \$6,191.72 making contract total \$384,950.74	Addition of wall support at the recommendation of the A&E firm to ensure adequate structural support.	One (1)

Contractor	Type of Service	Original Term	Change	Reason for Change	Prior Change Orders
Cintas Corporation	Maintenance Uniform Rentals	Five (5) years	Add 180 Days	To allow appropriate amount of time for a new RFP process to be solicited and awarded.	Zero (0)

# LEXTRAN DISADVANTAGED BUSINESS ENTERPRISE PROGRAM 2026 - 2028



## POLICY STATEMENT

The Transit Authority of the Lexington Fayette Urban County Government (Lextran) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR part 26. Lextran has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Lextran has signed an assurance that it will comply with 49 CFR part 26.

It is the policy of Lextran to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. Lextran shall support the following objectives set forth by 49 CFR part 26.1, to ensure:

1. Nondiscrimination in the award and administration of DOT-assisted contracts;
2. A level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. The DBE Program is narrowly tailored in accordance with applicable law;
4. Only firms that fully meet eligibility standards are permitted to participate as DBEs;
5. Barriers to the participation of DBEs in DOT-assisted contracts are removed;
6. The development of firms that can compete successfully in the market place outside the DBE Program.

Lextran has disseminated this policy statement to all of the components of our organization. This statement will be distributed to DBE and non-DBE business communities that perform work on DOT assisted contracts through procurement requests, through online communication, and through facsimile. Lextran will publish procurement opportunities through newspapers and trade journals. When requested, Lextran will support a level playing field by offering DBEs and SBEs assistance in navigating the technical requirements of responding to procurement opportunities.

The Capital Planner has been designated as the DBE Liaison Officer. In that capacity, the Capital Planner is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Lextran in its financial assistance agreements with the United States Department of Transportation.

---

Fred Combs – General Manager

---

Date

# CONTENTS

POLICY STATEMENT.....	i
SUBPART A – GENERAL REQUIREMENTS.....	1
Section 26.1 Objectives .....	1
Section 26.3 Applicability.....	1
Section 26.5 Definitions .....	1
Section 26.7 Non-discrimination Requirements .....	1
Section 26.11 Record Keeping Requirements.....	1
Assurance 26.13(a): .....	2
Contract Assurance 26.13(b):.....	2
SUBPART B - ADMINISTRATIVE REQUIREMENTS.....	3
Section 26.21 DBE Program Updates .....	3
Section 26.23 Policy Statement .....	3
Section 26.25 DBE Liaison Officer (DBELO).....	3
Section 26.27 DBE Financial Institutions.....	4
Section 26.29 Prompt Payment Mechanisms .....	4
Section 26.31 Directory .....	4
Section 26.33 Overconcentration.....	4
Section 26.35 Business Development Programs .....	4
Section 26.37 Monitoring and Enforcement Mechanisms .....	5
Section 26.39 Fostering Small Business Participation .....	6
SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING .....	7
Section 26.43 Set-asides or Quotas.....	7
Section 26.45 Setting Overall Goals-Methodology .....	7

Step 1: Relative Availability of DBEs in Kentucky .....	7
Step 2: Base Figure Adjustment .....	10
Outreach and Public Participation Timeline .....	13
Section 26.47 Failing to Meet Goals .....	14
Section 26.49 Transit Vehicle Manufacturers Goals .....	14
Section 26.51 Race-Neutral & Race-Conscious Participation and Contract Goals .....	14
Section 26.53 Good Faith Efforts Procedures under Contract Goals .....	15
§26.53(b): Required Information .....	15
§26.53(d) Administrative Reconsideration .....	15
§26.53(f): Replacing DBEs on a Contract .....	16
Sample Bid Specification .....	16
Section 26.55 Counting DBE Participation .....	17
SUBPARTS D and E - CERTIFICATION STANDARDS AND PROCEDURES .....	18
Section 26.61 - 26.91 Certification Process .....	18
Section 26.81 Unified Certification Programs .....	18
SUBPART F - COMPLIANCE AND ENFORCEMENT .....	18
Section 26.109 Information, Confidentiality, Cooperation .....	18
Monitoring Payments to DBEs .....	18

## **SUBPART A – GENERAL REQUIREMENTS**

### **Section 26.1 Objectives**

The objectives are found in the policy statement on the first page of this program.

### **Section 26.3 Applicability**

Lextran is the recipient of federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102-240 or by federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105-178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; and Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405.

### **Section 26.5 Definitions**

Lextran will adopt the definitions contained in Section 26.5 for this program.

### **Section 26.7 Non-discrimination Requirements**

Lextran will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Lextran will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

### **Section 26.11 Record Keeping Requirements**

In fulfilling §26.11, Lextran will continue to provide data about the DBE program to the Federal Transit Administration. Lextran will report DBE participation on a semi-annual basis, using the Transit Award Management System (TrAMS). These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Lextran will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidder list approach to calculating overall goals. The bidder list will include the name, address, DBE or non-DBE status, age, and annual gross receipts of firms.

Lextran works with Bonfire, a company that offers a platform for potential bidders to view and respond to procurement opportunities. Bonfire provides a means to solicit business through NAICS code-based invitations. Procurement opportunities include a contract clause that requires prime bidders to report the names, addresses, and other relevant firm information of all potential sub-contracting firms.

### **Section 26.13 Federal Financial Assistance Agreement**

Lextran has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

#### **Assurance 26.13(a):**

As a recipient of DOT funds, Lextran has agreed with and signed the following assurance:

*The Transit Authority of the Lexington-Fayette Urban County Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Transit Authority of the Lexington Fayette Urban County Government of its failure to carry out its approved program, the Department may impose sanction as provided for under 49 CFR part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).*

#### **Contract Assurance 26.13(b):**

Lextran ensures that the following clause will continue to be placed in every DOT-assisted contract and subcontract:

*The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*

## **SUBPART B - ADMINISTRATIVE REQUIREMENTS**

### **Section 26.21 DBE Program Updates**

Lextran has received FTA grant funding beyond \$250,000 in a federal fiscal year and therefore is required to maintain a DBE program. Lextran will continue to carry out this program until all funds from DOT financial assistance have been expended. The DOT will be updated when any significant changes to the DBE program are made.

### **Section 26.23 Policy Statement**

The Policy Statement can be found on the first page of this program.

### **Section 26.25 DBE Liaison Officer (DBELO)**

We have designated the following individual as our DBE Liaison Officer:

Ta'Ziyah Bakara  
Capital Planner  
200 West Loudon Avenue  
Lexington, KY 40508  
(859) 255-7756  
[tbakara@lextran.com](mailto:tbakara@lextran.com)

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring Lextran complies with all provision of 49 CFR part 26. The DBELO has direct, independent access to the General Manager concerning DBE program matters.

The DBELO—in conjunction with the Director of Finance and Human Resources—is responsible for developing, implementing, and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT;
2. Reviews third party contracts and purchase requisitions for compliance with this program;
3. Works with all departments to set overall annual goals;
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner;
5. Analyzes Lextran's progress toward attainment and identifies ways to improve progress;
6. Participates in pre-bid meetings;



7. Advises the General Manager and Lextran's Board of Directors on DBE matters and achievement;
8. Provides DBEs with information and assistance in preparing bids;
9. Plans and participates in DBE training seminars; and,
10. Provides outreach to DBEs and community organizations to advise them of opportunities.

### **Section 26.27 DBE Financial Institutions**

Lextran investigates the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. Such institutions will be identified through the Kentucky Transportation Cabinet's directory of certified DBE.

### **Section 26.29 Prompt Payment Mechanisms**

Lextran will include the following clause in each DOT-assisted prime contract:

*The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contract receives from Lextran. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Lextran. This clause applies to both DBE and non-DBE subcontracts.*

### **Section 26.31 Directory**

Lextran maintains a directory identifying all firms eligible to participate as DBEs as compiled by the Kentucky Transportation Cabinet. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE.

### **Section 26.33 Overconcentration**

Lextran has not identified that overconcentration exists in the types of work that DBEs perform.

### **Section 26.35 Business Development Programs**

Lextran has not established a business development program.

## Section 26.37 Monitoring and Enforcement Mechanisms

Lextran will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR part 26.

1. Lextran will bring to the attention of the DOT any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. Lextran will consider similar action under our own legal authorities, including responsibility determinations in future contracts. Attachment C of 49 CFR part 26 lists the regulation, provisions, and contract remedies available to Lextran in the event of non-compliance with the DBE regulation by a participant in procurement activities.
3. Lextran will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is performed by the DBEs, which will be accomplished by reviewing invoices and work performance documents. Project managers will observe the work performed by laborers and request interviews with laborers on site to verify the work. These means will be accomplished by the DBELO and project managers of the contract.
4. Lextran will require the prime contractor to provide valid contacts (name, phone number, and email) for each subcontractor, regardless of tier, that will perform the work on site. A valid contact for the subcontractors payroll department must be provided. The contact information will be used for reporting and notification purposes, which specifically alerts the subcontractors to the start of the 30-day clock for payment. The subcontractor must provide proof of payment received to the prime contractor or Lextran within 30 days of receipt. The prime contractor will also ensure that all subcontractors, regardless of tier, comply with prompt payment mechanisms and labor standards including prevailing wage payments.
5. Lextran will keep a running tally of actual payments to DBE firms for work committed to them at the time of the contract award.
6. Lextran will require prime contractors to maintain records and documents of payments to subcontractors, including DBEs, for a minimum of three (3) years unless otherwise provided by applicable record retention requirements for the Lextran financial assistance agreement, whichever is longer. These records will be made available for inspection upon request by any authorized representative of Lextran or DOT. This reporting requirement extends to all subcontractors, both DBE and non-DBE.

## **Section 26.39 Fostering Small Business Participation**

Lextran takes reasonable steps to eliminate obstacles to the participation of Small Business Enterprises (SBE), including unnecessary and unjustified bundling of contract requirements that might preclude small business participation in procurements as prime contractors or subcontractors.

## **SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

### **Section 26.43 Set-asides or Quotas**

Lextran does not and will not use quotas in the administration of this DBE program. Lextran will not set-aside contracts for DBEs except in limited and extreme circumstances when no other method could be reasonably expected to redress egregious instances of discrimination, as set forth in 49 CFR Part 26 § 26.43.

### **Section 26.45 Setting Overall Goals-Methodology**

The anticipated projects over the next three federal fiscal years included defining each project as narrow as possible to encourage future DBE participation. There will be an opportunity for further refinement during the development of scopes of work and individual projects nested under upcoming procurements.

Lextran's preventive maintenance projects account for \$1,867,600 of the anticipated federally assisted projects over the next three federal fiscal years. The following projects are included in the preventive maintenance project:

- Plumbing Maintenance Services
- Environmental Services
- Landscaping and Snow Removal
- Sprinklers, Fire extinguishers, and Emergency Lighting
- Pest Control
- Tire Lease
- Overhead Door Services
- Electric Motors
- Fasteners and Other Shop Supplies
- Towing Services
- CNG Maintenance and Monitoring
- Water Treatment Services
- Rebuilt Engines
- Elevator Maintenance and Repair
- Fire Alarm Monitoring
- Electrician Services
- Hybrid Battery Replacement

Lextran's DBE goal for FY26, FY27, and FY28 is 3.8 percent of the federal financial assistance Lextran will award, excluding FTA funds used for the purchase of transit vehicles. During the next three federal fiscal years, Lextran anticipates awarding a total

of \$11,347,630 in federal funds. The methodology used to calculate the DBE goal was as follows:

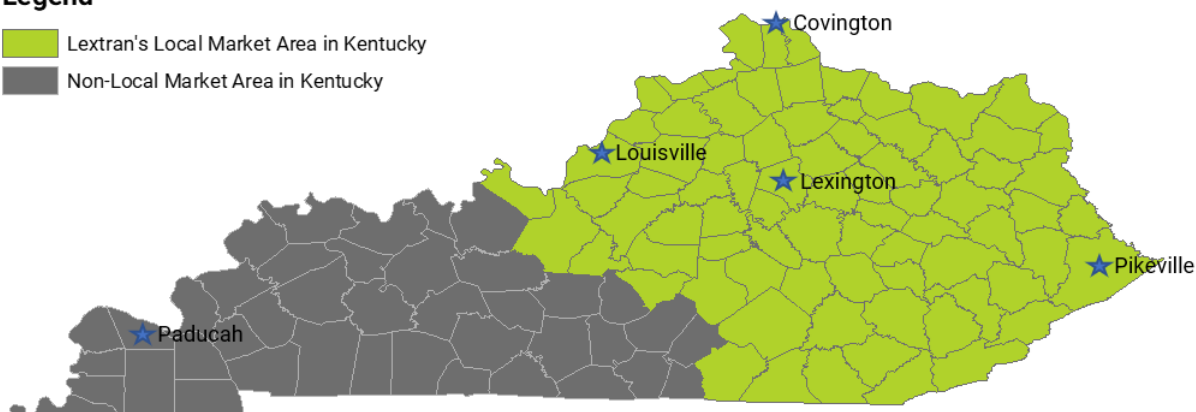
#### Step 1: Relative Availability of DBEs in Kentucky

Lextran's DBE goal was built upon the number of ready, willing, and able DBEs relative to the number of all businesses that are ready, willing, and able to participate in procurements. The number of available DBEs used to calculate the overall goal was found by listing each anticipated project over the next three years that will be assisted through federal funding and assigning the closest NAICS code. The number of available DBEs was calculated for each NAICS code using the Kentucky Transportation Cabinet's directory of certified DBEs and the US Census Bureau's County Business Patterns database. Lextran's local market area includes 79 of Kentucky's 120 counties and encompasses each county in the Eastern Standard Time zone in the state. A complete list of counties can be found in Appendix A.

## Lextran's Local Market Area

### Legend

-  Lextran's Local Market Area in Kentucky
-  Non-Local Market Area in Kentucky



The sum of available DBEs in the KYTC directory was divided by the total number of firms in Lextran's local market area for NAICS codes assigned to anticipated projects. An additional examination of DBEs in Kentucky registered under NAICS code 485991 was necessary because the paratransit services project represents nearly 75 percent of all federally assisted projects anticipated over the next three federal fiscal years. There

was one firm certified as a DBE in Kentucky with the potential to competitively and responsively bid for the Paratransit Services contract. The overall availability of DBE firms was 2.5 percent.

$$\frac{\text{Number of Certified DBEs in KYTC Directory per Project}}{\text{Number of firms in Kentucky per Project}} = \frac{369}{15,045} = 2.5\%$$

NAICS Code	Anticipated Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
236220	Bus Stop Enhancements	42	534	0.079
541690	Radio Purchasing and Maintenance	32	221	0.145
541620	Environmental Services	29	87	0.333
561730	Landscaping and Snow Removal	30	1681	0.018
423840	Janitorial Supplies	11	117	0.094
423130	Tire Lease	1	29	0.034
423120	Fasteners and Other Shop Supplies	2	171	0.012
811111	Rebuilt Engines	3	1226	0.002
811198	Hybrid Battery Replacement	0	22	0.000
513210	Procurement System	0	0	0.000
238210	Electrician Services	10	1191	0.008
541512	Server and Office 365 Backup	22	618	0.036
561621	Security Services	7	48	0.146
486210	CNG Maintenance and Monitoring	0	0	0.000
423830	Generator Maintenance	4	364	0.011
513210	Safety & Compliance Software	0	0	0.000
518210	Website Hosting	3	361	0.008
333618	Electric Motors Transit Buses	0	0	0.000
621999	Paratransit Eligibility Assessments	3	119	0.025
488410	Towing Services	1	68	0.015
485991	Paratransit Services	1	25	0.040
238220	Plumbing Maintenance Services	4	1916	0.002
5413	Architectural and Engineering Services	96	1411	0.068
334310	Bus Cameras	0	0	0.000
2382	Sprinklers and Fire Extinguishers Service	21	3473	0.006
561710	Pest Control	0	136	0.000
238290	Overhead Door Services	8	123	0.065
541511	Safety Data Sheets Software	16	555	0.029
562211	Medical Waste Disposal	0	10	0.000
424690	Water Treatment Services	10	91	0.110
811310	Elevator Maintenance and Repair	2	318	0.006
423610	Fire Alarm Monitoring	11	130	0.085
562212	Landfill and Disposal Services	0	0	0.000
<b>Combined Totals</b>		<b>369</b>	<b>15,045</b>	<b>0.025</b>

## Step 2: Base Figure Adjustment

Using 2.5 percent as the base figure, the final DBE goal was adjusted using the estimated federal funding level assigned to each anticipated project.

<b>NAICS Code</b>	<b>Anticipated Project</b>	<b>Amount of DOT funds on project</b>	<b>% of total DOT funds (weight)</b>
236220	Bus Stop Enhancements	\$445,930	0.039
541690	Radio Purchasing and Maintenance	\$40,200	0.004
541620	Environmental Services	\$30,500	0.003
561730	Landscaping and Snow Removal	\$284,000	0.025
423840	Janitorial Supplies	\$216,000	0.019
423130	Tire Lease	\$292,000	0.026
423120	Fasteners and Other Shop Supplies	\$75,000	0.007
811111	Rebuilt Engines	\$300,000	0.026
811198	Hybrid Battery Replacement	\$340,000	0.030
513210	Procurement System	\$35,000	0.003
238210	Electrician Services	\$60,000	0.005
541512	Server and Office 365 Backup	\$51,000	0.004
561621	Security and Access Control Services	\$60,500	0.005
486210	CNG Maintenance and Monitoring	\$292,000	0.026
423830	Generator Maintenance	\$4,300	0.000
513210	Safety & Compliance Software	\$56,000	0.005
518210	Website Hosting	9,500	0.001
333618	Electric Motors Transit Buses	\$116,000	0.010
621999	Paratransit Eligibility Assessments	\$230,300	0.020
488410	Towing Services	\$36,600	0.003
485991	Paratransit Services	\$8,050,000	0.709
238220	Plumbing Maintenance Services	\$10,000	0.001
5413	Architectural and Engineering Services	\$114,000	0.010
334310	Bus Cameras	\$85,000	0.007
2382	Sprinklers and Fire Extinguishers Service	\$12,000	0.001
561710	Pest Control	\$64,600	0.006
238290	Overhead Door Service and Maintenance	\$4,000	0.000
541511	Safety Data Sheets Software	\$7,900	0.001
562211	Medical Waste Disposal	\$2,400	0.000
424690	Water Treatment Services	\$2,200	0.000
811310	Elevator Maintenance and Repair	\$700	0.000
423610	Fire Alarm Monitoring	\$2,000	0.000
562212	Landfill and Disposal Services	\$18,000	0.002
<b>Total FTA-Assisted Contract Funds</b>		<b>\$11,347,630</b>	



Lastly, the relative availability of DBEs for each project was multiplied by the proportion of funds of specific projects relative to the entire funding pool to determine the final DBE goal of 3.8 percent.

NAICS Code	Anticipated Project	Weight	Relative Availability	Weighted Base Figure (Weight*Availability)
236220	Bus Stop Enhancements	0.039	0.079	0.0031
541690	Radio Purchasing and Maintenance	0.004	0.145	0.0006
541620	Environmental Services	0.003	0.333	0.0010
561730	Landscaping and Snow Removal	0.025	0.018	0.0005
423840	Janitorial Supplies	0.019	0.094	0.0018
423130	Tire Lease	0.026	0.034	0.0009
423120	Fasteners and Other Shop Supplies	0.007	0.012	<0.0001
811111	Rebuilt Engines	0.026	0.002	<0.0001
811198	Hybrid Battery Replacement	0.030	0.000	-
513210	Procurement System	0.003	0.000	-
238210	Electrician Services	0.005	0.008	-
541512	Server and Office 365 Backup	0.004	0.036	<0.0001
561621	Security Services	0.005	0.146	0.0007
486210	CNG Maintenance and Monitoring	0.026	0.000	-
423830	Generator Maintenance	0.000	0.011	-
513210	Safety & Compliance Software	0.005	0.000	-
518210	Website Hosting	0.001	0.008	-
333618	Electric Motors Transit Buses	0.010	0.000	-
621999	Paratransit Eligibility Assessments	0.020	0.025	0.0005
488410	Towing Services	0.003	0.015	-
485991	Paratransit Services	0.709	0.040	0.0284
238220	Plumbing Maintenance Services	0.001	0.002	-
5413	Architectural and Engineering Services	0.010	0.068	0.0007
334310	Bus Cameras	0.007	0.000	-
2382	Sprinklers and Fire Extinguishers Service	0.001	0.006	-
561710	Pest Control	0.006	0.000	-
238290	Overhead Door Service and Maintenance	0.000	0.065	-
541511	Safety Data Sheets Software	0.001	0.029	-
562211	Medical Waste Disposal	0.000	0.000	-
424690	Water Treatment Services	0.000	0.110	-
811310	Elevator Maintenance and Repair	0.000	0.006	-
423610	Fire Alarm Monitoring	0.000	0.085	-
562212	Landfill and Disposal Services	0.002	0.000	-
			<b>Total</b>	<b>0.038</b>
			<b>Expressed as a percent</b>	<b>3.8%</b>

Each anticipated project was assigned an NAICS code as narrowly as possible with two exceptions, the on-call architectural and engineering services; and sprinklers, fire extinguishers, and emergency lighting. The on-call architectural and engineering services contract has the potential to draw upon several services that fall under NAICS

code 5413 Architectural, Engineering, and Related Services, including architectural services (541310), engineering services (541330), or survey and mapping services (541370). The anticipated federal spend shown for on-call architectural and engineering services includes planned projects but it is not currently known how much funding will be attributed to each professional service. The sprinklers, fire extinguishers, and emergency lighting project is part of Lextran's overall preventive maintenance program. These functions were assigned to NAICS code 2382 Building Equipment Contractors.

### **Public Input on Goal Setting**

Lextran solicited public input on the DBE goal methodology through a public event, and through public comment online. The upcoming procurement opportunities using federal funds were also presented at the public event that was held on April 24, 2025. Each DBE on KYTC's certified directory was invited through email. The presentation used in the public meeting is included in Appendix B. Information about Lextran's DBE program and goal can be found at:

[www.lextran.com/disadvantaged-business-enterprise-program-update-2025/](http://www.lextran.com/disadvantaged-business-enterprise-program-update-2025/)  
[www.lextran.com/business/DBE](http://www.lextran.com/business/DBE)

Evidence of the DBE goal on Lextran's website is included in Appendix C. Lextran's DBE program was discussed at the May Board of Directors' meeting that allowed the public an additional opportunity to comment on the proposed goal after the two-week period from April 24, 2025, until May 8, 2025.

### **Outreach and Public Participation Timeline**

Lextran commits to creating and executing an outreach and public participation campaign that casts a wide net to encourage DBE participation to meet and exceed our 3.8 percent goal. Lextran proposes the following outreach and public participation policies to support the DBE program:

- Lextran will invite known DBE firms and other related parties as needed to meetings to discuss upcoming procurement opportunities.
- Lextran will participate in local and regional DBE events, such as the Lexington Bluegrass Area Minority Business Expo.
- Lextran will refer or provide training and technical assistance to any firm, DBE included, in navigating the procurement bid and selection process.

Lextran's timeline for outreach and public participation for the duration of this program includes the following:

- Lextran's public meeting for DBE Program and procurement opportunities using federal funds in the fall of 2025.

- Lexington Minority Business Expo—July 31 to August 1, 2025 (dates for future years are to be determined).
- Joining the Conference of Minority Transportation Officials (C.O.M.T.O.) and attending events as scheduled.
- Other related events will be attended in conjunction with local and state governments as they become available.
- Publishing all formal solicitation information on the Procurement website located at <https://lextran.com/work-with-us/procurement/> for vendors registered on Lextran’s website who will automatically be notified of any formal procurement opportunities that may be applicable to their business.

#### **Section 26.47 Failing to Meet Goals**

Lextran is expected to surpass the 2.3 percent goal established by the previous DBE Program that covered FFYs 2023, 2024, and 2025 although the final count of awarded contracts for FFY2025 is not yet available. For the period between October 1, 2022, and September 30, 2024, (accounting for FFY2023 and FFY2024), Lextran’s federal spending to DBE firms was at least 5.54% or higher. Lextran is committed to the DBE program with a good-faith effort at reaching the new 3.8 percent goal for the upcoming three FFYs, and by implementing outreach and public involvement processes to encourage DBE participation.

#### **Section 26.49 Transit Vehicle Manufacturers Goals**

Lextran requires each transit vehicle manufacturer to certify that it has complied with the requirements of §26.49, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements. Alternatively, Lextran may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the transit vehicle manufacturer complying with this element of the program.

#### **Section 26.51 Race-Neutral & Race-Conscious Participation and Contract Goals**

All the previously awarded dollars to DBE firms were conducted through race-neutral procurements.

Other procurement opportunities exist but are unlikely to be funded through federal dollars. Lextran always encourages DBE participation regardless of funding source, however, only federally funded projects count toward the DBE goal, as described in § 26.45.

Lextran will meet the maximum feasible portion of the overall goal through facilitating race-neutral DBE participation. Race-neutral strategies will be utilized for the entirety of

the 3.8 percent goal since there are no planned large-scale construction projects which are defined as projects with federal funding of \$25 million dollars or more on the horizon for Lextran. Lextran does not anticipate using DBE specific contract goals over the next three federal fiscal years.

### **Section 26.53 Good Faith Efforts Procedures under Contract Goals**

While Lextran does not anticipate using contract goals, the following procedures are in place if contract goals become necessary. For procurements that include contract goals, the obligation of the bidder/offeror is to make a good faith effort under the elements listed in §26.53. The bidder/offeror shall provide evidence that the DBE contract goal will be met, or documentation following Appendix A to part 26 to show that a good faith effort for DBE participation was made yet the goal was not reached.

Lextran's solicitations for DOT-assisted contracts for which a contract goal has been established will follow the requirements of §26.53(b-j).

#### **§26.53(b): Required Information**

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

#### **§26.53(d) Administrative Reconsideration**

A bidder/offeror may request administrative reconsideration within 30 days of being informed by Lextran that it has failed to meet requirements set forth by this section. Bidder/offerors should make this request in writing to the following reconsideration official:

Deanna Istre  
Purchasing Manager  
200 Loudon Avenue  
Lexington, KY 40508  
(859) 255-7756  
[distre@lextran.com](mailto:distre@lextran.com)

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. Lextran will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

#### §26.53(f): Replacing DBEs on a Contract

Lextran will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

Our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor fails or refuses to comply in the time specified, the contracting officer may issue a termination for default proceedings if the contractor still fails to comply.

#### Sample Bid Specification

*The requirements of 49 CFR part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Lextran to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of \_\_\_\_ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.*

*The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work*

*that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.*

#### **Section 26.55 Counting DBE Participation**

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

## **SUBPARTS D and E - CERTIFICATION STANDARDS AND PROCEDURES**

### **Section 26.61 - 26.91 Certification Process**

Lextran has not and will not determine the eligibility of firms to participate as DBEs. To be certified as a DBE, a firm must meet all certification eligibility standards through a process conducted by the Kentucky Transportation Cabinet. Firms who wish to participate as DBEs shall indicate their DBE status on the bid forms. Lextran will validate the DBE status of firms who identify themselves as DBEs with the Kentucky Transportation Cabinet. For information about the certification process or to apply for certification, firms should contact the Kentucky Transportation Cabinet Office for Civil Rights and Small Business Development.

### **Section 26.81 Unified Certification Programs**

Lextran supports the Unified Certification Program led by the Kentucky Transportation Cabinet.

## **SUBPART F - COMPLIANCE AND ENFORCEMENT**

### **Section 26.109 Information, Confidentiality, Cooperation**

Lextran will safeguard information that might reasonably be regarded as confidential business information from disclosure to third parties, consistent with federal, state, and local law. Notwithstanding any contrary provisions of federal, state or local law, Lextran will not release personal financial information submitted in response to a third party (other than DOT) without the written consent of the submitter.

### **Monitoring Payments to DBEs**

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Transit Authority of the Lexington Fayette Urban County Government or DOT.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

## APPENDIX A: LEXTRAN'S LOCAL MARKET AREA

COUNTY FIPS CODE	COUNTY NAME	COUNTY FIPS CODE	COUNTY NAME	COUNTY FIPS CODE	COUNTY NAME
5	Anderson County	119	Knott County	211	Shelby County
11	Bath County	121	Knox County	215	Spencer County
13	Bell County	123	Larue County	217	Taylor County
15	Boone County	125	Laurel County	223	Trimble County
17	Bourbon County	127	Lawrence County	229	Washington County
19	Boyd County	129	Lee County	231	Wayne County
21	Boyle County	131	Leslie County	235	Whitley County
23	Bracken County	133	Letcher County	237	Wolfe County
25	Breathitt County	135	Lewis County	239	Woodford County
29	Bullitt County	137	Lincoln County		
37	Campbell County	147	McCreary County		
41	Carroll County	151	Madison County		
43	Carter County	153	Magoffin County		
45	Casey County	155	Marion County		
49	Clark County	159	Martin County		
51	Clay County	161	Mason County		
63	Elliott County	163	Meade County		
65	Estill County	165	Menifee County		
67	Fayette County	167	Mercer County		
69	Fleming County	173	Montgomery County		
71	Floyd County	175	Morgan County		
73	Franklin County	179	Nelson County		
77	Gallatin County	181	Nicholas County		
79	Garrard County	185	Oldham County		
81	Grant County	187	Owen County		
89	Greenup County	189	Owsley County		
93	Hardin County	191	Pendleton County		
95	Harlan County	193	Perry County		
97	Harrison County	195	Pike County		
103	Henry County	197	Powell County		
109	Jackson County	199	Pulaski County		
111	Jefferson County	201	Robertson County		
113	Jessamine County	203	Rockcastle County		
115	Johnson County	205	Rowan County		
117	Kenton County	209	Scott County		



## APPENDIX B: DBE PROGRAM UPDATE PRESENTATION

# DOING BUSINESS WITH LEXTRAN

Procurement and  
Disadvantaged Business  
Enterprise Program



April 24, 2025

WE SERVE  
PEOPLE  
AND OUR  
COMMUNITY  
WITH MOBILITY  
SOLUTIONS.



 Lextran

1

## INTRODUCTIONS

**Ta'Ziyah Bakara – Capital Planner and DBE Liaison**

[tbakara@lextran.com](mailto:tbakara@lextran.com)

**Deanna Istre – Purchasing Manager**

[distre@lextran.com](mailto:distre@lextran.com)

**Becky Lane – Purchasing & Inventory Assistant**

[blane@lextran.com](mailto:blane@lextran.com)



3

## PRESENTATION OUTLINE

- About Lextran Procurement
- Procurement Policies and Procedures
- How to Do Business with Lextran
- Upcoming Procurements
- Lextran's Disadvantaged Business Enterprise (DBE) Program



4



## ABOUT LEXTRAN PROCUREMENT

- Lextran spends public funds responsibly while ensuring compliance with all federal, state, and local regulations.
- The use of local and Federal money requires specific guidelines for procurements.
  - Documentation showing that Lextran has received a fair and reasonable price by obtaining pricing from multiple sources.
  - Documentation that every procurement allows for full and open competition.
- Role of the Disadvantaged Business Enterprise Liaison Officer

The DBELO is responsible for implementing all aspects of the DBE program and ensuring Lextran complies with all provisions of 49 CFR part 26.



5



## PROCUREMENT POLICIES AND PROCEDURES

### PROCUREMENT REQUIREMENTS

- **\$0 to \$10k - Documented Quotes** – Lextran will document all quotes received.
- **\$10k to \$40k - Standardized Quote Form** – A written description of what is required using a standardized quote form.
- **Greater than \$40k - Formal Procurement** – RFPs and IFBs

Formal Procurements over \$50,000 requires approval from the Lextran Board of Directors.



6

## PROCUREMENT POLICIES AND PROCEDURES

### QUOTES

- Lextran will contact three (3) or more vendors and request the needed information.
- Lextran will give each vendor identical information and requirements (scope of work).
- Quotes shall not be revealed nor discussed with other vendors until after the deadline date and time.



7

## PROCUREMENT POLICIES AND PROCEDURES

### TYPES OF FORMAL PROCUREMENTS

- Requests for Proposals (RFP)  
Lextran publishes RFPs to obtain proposals for when price and other factors are evaluated by a committee to determine which offers the best value to Lextran.
- Invitations for Bids (IFB)  
An IFB is used to obtain bids when price is the only deciding factor. The contract is awarded to the entity submitting the lowest bid if that entity is deemed responsible and responsive.



8

## PROCUREMENT POLICIES AND PROCEDURES



### REQUEST FOR PROPOSALS AND INVITATION FOR BIDS

#### Request for Proposals (RFP)

- There are multiple factors evaluated
- Open to different options
- Can interview vendors and negotiate terms
- Proposals are opened privately and shared only with an evaluation committee
- Can request a Best and Final Offer (BAFO)

#### Invitation for Bids (IFB)

- Price is the only factor and lowest cost bid gets awarded the contract
- Do not wish to deviate from specifications
- Bid price is not open to negotiation
- Bids are opened publicly, and dollar amounts read aloud
- Best and Final Offer (BAFO) is not an option

## PROCUREMENT POLICIES AND PROCEDURES

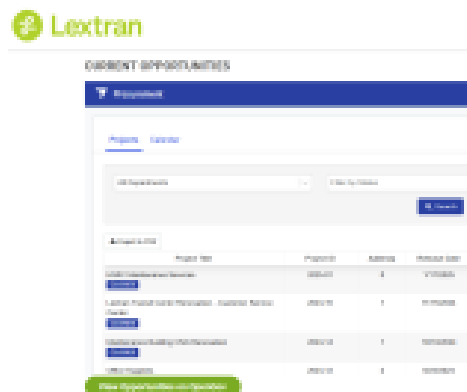


### SINGLE PROPOSAL REQUIREMENTS

- A cost analysis is provided by the vendor and shows a breakdown of all the elements that make up their price. This includes any overhead or personnel costs, as well as profit.
- This required document determines if the price charged is fair and reasonable.

# HOW TO FIND OPPORTUNITIES WITH LEXTRAN

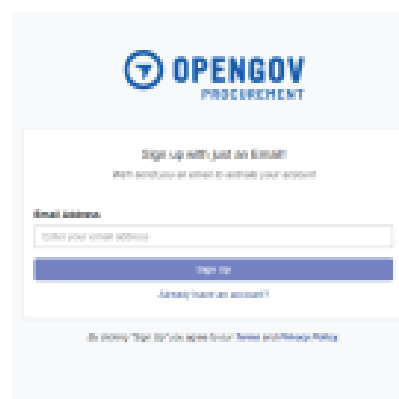
## Lextran website – Business Opportunities



11

# HOW TO FIND OPPORTUNITIES WITH LEXTRAN

## Register with OpenGov



12

# HOW TO DO BUSINESS WITH LEXTRAN



## RESPONSIBLE AND RESPONSIVE VENDORS

### Responsive Vendor:

The quote, bid, or proposal meets all the criteria required in the procurement documents. Formal procurements have stricter criteria for responsiveness, including filling out multiple forms.

### Responsible Vendor:

The proposer demonstrates the financial and personnel resources to fulfill the requirements of our procurement transaction. To be able to do business with Lextran, your company cannot be debarred from doing business with government agencies.

If an entity does not meet the responsive and responsible criteria, Lextran cannot award business to that company.



13

## PROCUREMENT UPDATE



The Purchasing Department maintains a potential bidders list, vendor files, and details of procurement activities.

### CURRENT PROCUREMENTS

- Maintenance Uniforms & Linen Rental Services

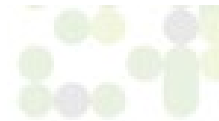
### UPCOMING PROCUREMENTS

- Janitorial Supplies
- Fasteners & Other Shop Supplies
- Hybrid Battery Replacement (Buses)



14

# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



## OBJECTIVES OF LEXTRAN'S DBE PROGRAM

Lextran supports the following objectives set forth by 49 Code of Federal Regulations part 26.1, to ensure:

- Nondiscrimination in the award and administration of Department of Transportation (DOT) assisted contracts;
- A level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- The DBE Program is narrowly tailored in accordance with applicable law;
- Only firms that fully meet eligibility standards are permitted to participate as DBEs;
- Barriers to the participation of DBEs in DOT-assisted contracts are removed; and,
- The development of firms that can compete successfully in the marketplace outside the DBE Program.

# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

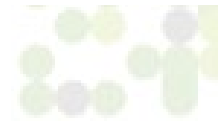


## DBE POLICIES AND PROCEDURES

- Establishing and maintaining a DBE program is required for any agency receiving Federal Transit Administration funds.
- The DBE goal and plan are updated every three years.
- The maximum feasible portion of a DBE goal must be met through race-neutral rather than race-conscious means.
- DBE goals are calculated in terms of expenditures, however only procurements that are partially or fully funded with Federal dollars are included.



# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



## DBE POLICIES AND PROCEDURES- ELIGIBILITY

- **Business Size Determination** - Must be a small business as defined by SBA standards. Effective March 1, 2025; must not have annual gross receipts over \$31.84 million in the previous three fiscal years. Under MAP-21, this threshold will be adjusted annually for inflation by the Secretary.
- **Person Net Worth** - Net worth less than \$2.047 million which excludes retirement accounts. The next adjustment is May 9, 2027.
- **Independence** - Must not be tied to another firm in such a way as to compromise its independence and control. Persons must own 51% or more of a small business.
- **Control** - Must possess the power to direct or cause the direction of the management and policies of the firm.
- **Burden of Proof Allocation** - Applicants carry the initial burden of proof regarding their eligibility and must demonstrate that they meet all requirements.
- For Additional program requirements and more detailed information:

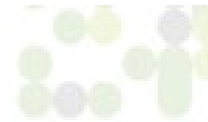
Eligibility | U.S. Department of Transportation

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/eligibility>



17

# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



## LEXTRAN'S DBE PROGRAM GOAL

**Goal:** For federal fiscal years 2023 to 2025, Lextran has made a good-faith effort to award 2.3% of all project dollars that are funded through federal means, excluding purchasing new transit vehicles, to certified DBE firms.

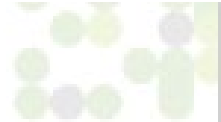
In support of our goal, Lextran offers:

- Public outreach to inform DBEs of procurement opportunities
- Training and support for firms interested in responding to procurement opportunities
- Narrowly defined scopes of work, when possible, to allow smaller firms the opportunity to participate



18

# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



## LEXTRAN'S DBE PROGRAM GOAL

- Replacing DBEs on a Contract:

Lextran will require a prime contractor to make good faith efforts to replace a DBE subcontractor that is terminated or has otherwise failed to complete its work on a contract with another certified DBE subcontractor.

- Section 26.61-26.73 of CFR 49 Certification Process:

- Lextran has not and will not determine the eligibility of firms to participate as DBEs. Firms who wish to participate as DBEs shall indicate their DBE status on the bid forms.

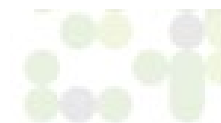
- [Small Business Development | KYTC](#)

<https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Small-Business-Development.aspx>



19

# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



## LEXTRAN'S DBE PROGRAM GOAL

- DBE certification is applied for and maintained through the Kentucky Transportation Cabinet.

[Small Business Development | KYTC](#)

<https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Small-Business-Development.aspx>

- Indiana has a reciprocity agreement with Kentucky.

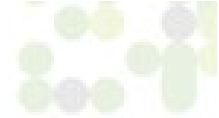
- Only DBEs registered in the state of Kentucky count towards Lextran's goal.

- Lextran always encourages DBE participation regardless of funding source.



20

# DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



## DBE GOAL METHODOLOGY

- Step 1: Relative Availability of DBEs in Kentucky
- Step 2: Base Figure Adjustment
- Step 3: Weighted Base Figure

- Lextran's local market area includes each Kentucky county in the Eastern Standard Time zone (79 of 120 counties).
- The DBE goal is related to federally assisted contracts, so only projects that are funded with federal dollars are included.
- Lextran has ongoing projects with DBE firms that are funded with local dollars and do not count towards the creation or tracking of the DBE goal.



21

## RELATIVE AVAILABILITY OF DBE FIRMS

- The total number of DBE firms available in KYTC's DBE Registry
- The total number of firms in Lextran's service area
- The relative availability is the total availability of DBE firms divided by the number of all firms

$$369/15,045 = 2.5\%$$

NAICS Code	Anticipated Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
236220	Bus Stop Enhancements	41	334	0.123
541440	Road Purchasing and Maintenance	32	321	0.145
841420	Equipmented Services	29	87	0.333
841730	Landscaping and Snow Removal	30	1481	0.021
433440	Sanitary Supplies	11	137	0.084
433130	Tire Leasing	1	29	0.034
433120	Paints and Other Shop Supplies	2	171	0.012
811171	Rebuild Engines	3	129	0.023
811199	Hybrid Battery Replacement	2	22	0.091
513210	Recommender Systems	0	0	0.000
238210	Electrician Services	10	1191	0.008
341351	Server and Office 365 Backup	20	638	0.031
341421	Security Services	7	68	0.103
486210	CNG Maintenance and Monitoring	0	0	0.000
433430	Generator Maintenance	4	394	0.011
513210	Safety & Compliance Software	0	0	0.000
513210	Website Hosting	0	347	0.000
209410	Electric Motor Transit Buses	0	0	0.000
441791	Contracted Liability Assessments	3	139	0.021
486410	Towing Services	1	68	0.015
486491	Paratransit Services	1	26	0.040
238220	Plumbing Maintenance Services	4	199	0.020
34111	Architectural and Engineering Services	99	1401	0.007
344310	Bus Cameras	0	0	0.000
2382	Sanitation and Fire Extinguisher Service	21	3473	0.006
341710	Pest Control	0	136	0.000
238230	Computer Data Services	0	123	0.000
341351	Safety Data Sheets Software	10	339	0.029
344311	Medical Waste Disposal	0	10	0.000
433440	Water Treatment Services	10	91	0.110
811120	Elevator Maintenance and Repair	2	308	0.006
433410	Fire Alarm Monitoring	11	130	0.085
344311	Leakage and Disposal Services	0	0	0.000
	<b>Combined Totals</b>	<b>349</b>	<b>15,045</b>	<b>0.023</b>



22

## BASE FIGURE ADJUSTMENT

- DOT funding estimates were completed for each anticipated project from 2026-2028
- Lextran's total anticipated project spend over the next three years is \$11,347,630
- The estimated project amount was divided by the total funding amount to calculate the percent total of DOT funds

NACE Code	Anticipated Project	Amount of DOT funds on award	% of total DOT funds
236220	Bus Stop Enhancements	\$553,630	0.004
331420	Radio Programming and Maintenance	\$40,000	0.000
331420	Instrumental Services	\$30,000	0.000
361130	Landscaping and Snow Removal	\$204,000	0.002
423400	Artificial Supplies	\$114,000	0.001
423100	Tire Lease	\$220,000	0.002
423120	Fasteners and Other Shop Supplies	\$15,000	0.000
811111	Rebuilt Engines	\$300,000	0.003
811199	Hybrid Battery Replacement	\$340,000	0.003
812110	Prosthetic Systems	\$35,000	0.000
238210	Electrician Services	\$40,000	0.000
341012	Server and Office 365 Backup	\$10,000	0.000
361421	Security Services	\$40,000	0.000
484210	CMS Maintenance and Monitoring	\$290,000	0.003
423400	Generative Maintenance	\$3,000	0.000
331210	Safety & Compliance Software	\$36,000	0.000
338210	Website Hosting	\$4,000	0.000
333410	Electric Motors, Travel Ropes	\$114,000	0.001
421999	Personalized Eligibility Assessments	\$100,000	0.000
484410	Training Services	\$36,000	0.000
484991	Personalized Services	\$6,250,000	0.129
238220	Plumbing Maintenance Services	\$10,000	0.000
841010	Architectural and Engineering Services	\$114,000	0.001
361421	Bus Cameras	\$35,000	0.000
238020	Scrubbers and Fire Extinguishers Service	\$10,000	0.000
361710	Pest Control	\$44,000	0.000
238290	Overhead Door Service and Maintenance	\$4,000	0.000
341011	Safety Data Sheets Software	\$7,000	0.000
362111	Medical Waste Disposal	\$1,000	0.000
424490	Water Treatment Services	\$1,200	0.000
811110	Elevator Maintenance and Repair	\$700	0.000
423410	Fire Alarm Monitoring	\$1,000	0.000
362112	Landfill and Deposal Services	\$10,000	0.000
Total FTA-Assisted Contract Funds		\$11,347,630	



23

## GOAL CALCULATION

- The weighted base figure was calculated by multiplying the weight and availability for each anticipated project
- The goal is the sum of the weighted base figure for each anticipated project
- Lextran's DBE goal for 2026-2028 is proposed to be 3.8% of the federal spend

NACE Code	Anticipated Project	Weight	Availability	Weighted Base Figure (Weight x Availability)
236220	Bus Stop Enhancements	0.004	0.004	0.0001
331420	Radio Programming and Maintenance	0.000	0.140	0.0000
331420	Instrumental Services	0.000	0.130	0.0000
361130	Landscaping and Snow Removal	0.002	0.010	0.0000
423400	Artificial Supplies	0.001	0.004	0.0000
423100	Tire Lease	0.002	0.004	0.0000
423120	Fasteners and Other Shop Supplies	0.000	0.002	-0.0001
811111	Rebuilt Engines	0.003	0.004	-0.0001
811199	Hybrid Battery Replacement	0.003	0.000	-
812110	Prosthetic Systems	0.000	0.000	-
238210	Electrician Services	0.000	0.000	-
341012	Server and Office 365 Backup	0.000	0.004	-0.0001
361421	Security Services	0.000	0.140	0.0001
484210	CMS Maintenance and Monitoring	0.003	0.000	-
423400	Generative Maintenance	0.000	0.001	-
331210	Safety & Compliance Software	0.000	0.000	-
338210	Website Hosting	0.000	0.000	-
333410	Electric Motors, Travel Ropes	0.001	0.000	-
421999	Personalized Eligibility Assessments	0.000	0.000	0.0000
484410	Training Services	0.000	0.000	-
484991	Personalized Services	0.129	0.000	0.0264
238220	Plumbing Maintenance Services	0.000	0.000	-
841010	Architectural and Engineering Services	0.001	0.004	0.0001
361421	Bus Cameras	0.000	0.000	-
238020	Scrubbers and Fire Extinguishers Service	0.000	0.000	-
361710	Pest Control	0.000	0.000	-
238290	Overhead Door Service and Maintenance	0.000	0.000	-
341011	Safety Data Sheets Software	0.000	0.000	-
362111	Medical Waste Disposal	0.000	0.000	-
424490	Water Treatment Services	0.000	0.110	-
811110	Elevator Maintenance and Repair	0.000	0.000	-
423410	Fire Alarm Monitoring	0.000	0.000	-
362112	Landfill and Deposal Services	0.000	0.000	-
Total				0.026
Expressed as a percent				3.8%



24

## DISADVANTAGED BUSINESS ENTERPRISE PROGRAM



### 2023-2025 PROGRESS PERCENT TO DBEs

- Oct 2022 - Mar 2023 18.87%
- Apr 2023 - Sep 2023 19.47%
- Oct 2023 - Mar 2024 15.66%
- Apr 2024 - Sep 2024 5.54%
- Oct 2024 - Mar 2025 In process
- Apr 2025 - Sep 2025 In process



## DBE PROGRAM PLAN UPDATE

### MORE INFO - LEXTRAN.COM

Disadvantaged Business Enterprise Program (DBE) – Lextran

<https://lextran.com/work-with-us/dbe/>

### ADDITIONAL RESOURCES AND DETAILED INFO

[USDOT Office of Small and Disadvantaged Business Utilization | US Department of Transportation](#)

<https://www.transportation.gov/osdbu>



## HOW TO REACH US



**Ta'Ziyah Bakara – Capital Planner and DBE Liaison**

[tbakara@lextran.com](mailto:tbakara@lextran.com)

**Deanna Istre – Purchasing Manager**

[distre@lextran.com](mailto:distre@lextran.com)



27

## APPENDIX C: FLYER AND WEBSITE SCREENSHOTS

# HOW TO DO BUSINESS WITH LEXTRAN

Join us to learn about Lextran's Disadvantaged Business Enterprise (DBE) program, upcoming procurements, and how to respond to procurement solicitations.

**THURSDAY, APRIL 24, 2025**  
**200 W Loudon Ave. | 11:30 am - 1:00 pm**

**MEETING HELD IN-PERSON AND VIA ZOOM**

Questions regarding Lextran's DBE program:  
**Ta'Ziyah Bakara - [tbakara@lextran.com](mailto:tbakara@lextran.com)**  
Questions regarding procurement:  
**Deanna Istre - [distre@lextran.com](mailto:distre@lextran.com)**

 **Lextran**



**Lunch Provided!**  
Vegan Options Available

**RSVP by  
April 18**

### DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE)



Lextran is committed to working with minority-owned businesses. As such, Lextran has established a goal to spend 2.3% of federal funds with Disadvantaged Business Enterprises (DBEs) from 2023 to 2025.

[Lextran's DBE Program Plan](#)

Lextran has proposed a goal to spend 3.8% of federal funds with Disadvantaged Business Enterprises (DBEs) from 2026 to 2028. The Public Comment period regarding the proposed goal is open between Thursday, April 24, 2025 and Thursday, May 8, 2025. To submit a Public Comment, [contact us](#).

To review the Kentucky Transportation Cabinet's certified DBE directory, [click here](#).

For more information, contact Lextran's designated Disadvantaged Business Enterprise Liaison Officer at (859) 255-7756 or complete the [contact us](#) form.

Lextran serves people and our community with mobility solutions.



[CAREERS](#) | [CONTACT US](#) | [CIVIL RIGHTS](#) | [PRESS](#) | [SITE USAGE](#) | [GTFS](#)

© 2025 LEXTRAN

