

LYNX Finance & Audit Committee Agenda

Meeting Date: 11/19/2020

Meeting Time: 2:00 PM

Central Florida Regional Transportation Authority

455 N. Garland Ave.

2nd Floor Open Space

Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Approval of Committee Minutes



Finance Committee Minutes - October 15, 2020

Pg 3



3. Public Comments

- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.



4. Chief Financial Officer Report

5. Consent Agenda






A. Request for Proposal (RFP)



- | | | | |
|-----|---|--|------|
| i. |  | Authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Contact Center as a Service (CCaaS) | Pg 6 |
| ii. |  | Authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Universal Communications as a Service (UCaaS) Solution | Pg 8 |


B. Extension of Contracts

- | | | | |
|-----|---|--|-------|
| i. |  | Authorization to Exercise Option Term 3 on Contract #15-C13 with DoubleMap, Inc. | Pg 10 |
| ii. |  | Authorization to Extend Contract with Baker Hostetler, LLP for Legal Services - Labor/Employment | Pg 12 |

C. Miscellaneous

- | | | | |
|------|---|---|-------|
| i. |  | Authorization to Amend Interlocal Project Agreement No. 1 with the Orlando Utilities Commission | Pg 14 |
| ii. |  | Authorization to Auction Surplus Capital Items | Pg 16 |
| iii. |  | Authorization to Implement Service Reductions on Link 58 - Shingle Creek Circulator and Elimination of Link 320 - Avalon Park Schools Connector | Pg 19 |
| iv. |  | Authorization to Purchase Five (5) Paratransit Replacement Vehicles | Pg 21 |
| v. |  | Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses | Pg 23 |

- vi.  Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of approximately \$8,200,000 for Revenue Vehicles and the Pine Hills Transfer Center Pg 25
- vii.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,330,000 Pg 27

-Attachments 

6. Action Items

- A.  Approval of the LYNX Finance and Audit Committee Meeting Dates for 2021 Pg 31

7. Other Business

8. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Finance and Audit Committee Meeting Minutes

PLACE: **LYNX Central Station**
 455 N. Garland Avenue
 2nd Floor, Open Space
 Orlando, FL 32801

DATE: **October 15, 2020**

TIME: **2:00 p.m.**

Members in Attendance:

Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Kurt Petersen, Orange County
Jo Santiago, FDOT, 5th District
Tim Jecks, Seminole County

Staff in Attendance:

Tiffany Homler-Hawkins, Chief Administrative Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance
James Goldsmith, LYNX Attorney

Guest:

Joel Knopp, MSL CPAs & Advisors

1. Call to Order

Chair Clavijo called the meeting to order at 2:00 p.m. and she read a statement that allows for this meeting to take place electronically.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the September 17, 2020 Finance & Audit Committee meeting. Motion to approve the September 17, 2020 minutes was made by Michelle McCrimmon, seconded by Kurt Petersen and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Lenny Antmann, Director of Finance.

Mr. Antmann stated that the Board approved the FY21 Operating and Capital Budgets at the September meeting. Funding Agreements were also approved and have been sent to the municipalities and counties. The Osceola funding agreement has already been returned fully executed.

Follow up to insurance board item last month. The \$570,000 insurance item was approved by the Board. The premium was approximately \$105,000 over our projected FY21 Operating budget. Subsequent to the board approval, staff was able to negotiate the rates down to \$519,000, a \$51,000 savings. Even with the renegotiated amount we are still slightly over budget.

Post publishing of the finance packet, Local 1596 voted on the labor agreement and it will go to the Board next week for ratification. The terms are within the scope of our budget. Chair Clavijo requested a little bit of detail on the agreement. Mr. Antmann stated that he did not have all the details. There were commitments made on an additional one-time uniform allowance and a 2% across-the-board and 1-step increase. The Local 1749 Supervisors Union is about to vote on their agreement, if voted in time it too will go to the Board meeting next week. Chair Clavijo asked Mr. Antmann to review the details and if it is any different than provided, to please send her an email so she can brief her commissioner.

5. Discussion Items

A. Presentation of FY2020 Audit Plan by MSL, PA CPAs & Advisors

Mr. Antmann introduced Joel Knopp, CPA Engagement Shareholder with MSL CPAs & Advisors. Mr. Knopp provided an overview of the Audit Team Members, IT security assessment, IT general controls, and implementing technology tools: Suralink - a client secure portal for transferring documentation, IDEA – a data mining software for importing GL data and Mindbridge – an AI tool. Significant audit areas: Federal, State and local grant receivables/revenues, accounting for property and equipment, long-term liabilities for employee benefits, Federal and State transportation grant compliance. MSL will work with management to ensure that proper plans are in place for the implementation of new accounting standards becoming effective FY21-23. He reviewed the audit schedule. Interim fieldwork to start late October, reports to be issued early to mid-March.

6. Consent Agenda

A. Miscellaneous

- i. Authorization to Solicit FY2021-2022 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities

- ii. Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$400,000 for Mobility Management's Technology Enhancements for Paratransit

Motion to approve Consent Agenda items 6.A.i and 6.A.ii was made by Michelle McCrimmon, seconded by Tim Jecks. Motion passed unanimously.

7. Other Business

No other business was discussed.

8. Adjourned

The meeting adjourned at 2:15 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Craig Bayard
Director Of Information Tech
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Contact Center as a Service (CCaaS)

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Release a Request for Proposal (RFP) for an Internet cloud-based Contact Center as a Service.

BACKGROUND:

LYNX's current phone system was installed in 2003 with three upgrades since then. The last was in 2013. The current phone system hardware and software have reached their end of life and are entering into the manufacturer's extended support maintenance. Updating or upgrading the current phone system will not gain the benefits that are required for today's business model without substantial capital and operating expenditure.

At the July 2020 LYNX Board of Directors meeting the board approved the use of a NASPO Contract for integrated contact center. During contract and procurement review, it was found that the participating agreement and associated statement of work would not satisfy the requirements for FTA funding. Based on this finding, it was determined a Request of Proposal (RFP) for this service would be necessary.

The implementation of the Internet cloud-based Contact Center service will augment customer communication with LYNX Mobility Service Representatives by using different methods of communication including voice calls, SMS messaging, and web-based chat.

Providing this level of technology in support of the customer experience is critical to reliability, safety and support of cost-effective public transit and paratransit services in our region. As such, we have embarked on a digital transformation to update the way we interact with passengers by

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moving to the new generation of contact center technology. This change in platform supports the needs of our passengers by providing a fully integrated customer experience.

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$225,000 for the upgrade for the Agency phone system, this project is 100% federally funded. Additionally, \$71,661 was included in the Approved FY2021 Operating Budget for monthly operating charges.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. ii

To: LYNX Finance & Audit Committee

From: Craig Bayard
Director Of Information Tech
Jose Felix
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Universal Communications as a Service (UCaaS) Solution

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Release a Request for Proposal (RFP) an Internet cloud-based Universal Communications as a Service (UCaaS) solution.

BACKGROUND:

LYNX's current phone system was installed in 2003 with three upgrades since then. The last was in 2013. The current phone system hardware and software have reached their end of life and are entering into the manufacturer's extended support maintenance. Updating or upgrading the current phone system will not gain the benefits that are required for today's business model without substantial capital and operating expenditure.

At the July 2020 LYNX Board of Directors meeting the board approved the use of a NASPO Contract for Unified Cloud Based Communications Phone System. During contract and procurement review, it was found that the participating agreement and associated statement of work would not satisfy the requirements for FTA funding. Based on this finding, it was determined a Request of Proposal (RFP) for this service would be necessary.

The RFP will include required telephony services (traditional PBX functions) including DID, fax, voicemail, unified inbox, auto-attendant, speed dial, call forwarding, caller ID, call pickup, hunt groups, diverse endpoints (SIP phones, mobile devices, softphones) and audio/video conferencing shall be part of the proposed system.

We believe the customer experience is critical to provide reliable, safe and cost-effective public transit and paratransit services in our region. As such, we have embarked on a digital

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transformation to update the way we interact with passengers by moving to the new generation of unified communication and contact center technology. This change in platform supports the needs of LYNX staff to communicate more efficiently with customers and members of the public by providing a fully integrated unified communication system.

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$225,000 for the upgrade for the Agency phone system, this project is 100% federally funded. Additionally, \$356,996 was included in the Approved FY2021 Operating Budget for monthly operating charges.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Norman Hickling
Director Of Mobility Services
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Exercise Option Term 3 on Contract #15-C13 with DoubleMap, Inc.

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise Option Term 3 of Contract #15-C13 with DoubleMap, Inc. to increase the contract by \$140,410 for the life of the total contract, which will increase the not-to-exceed contract amount from \$1,752,390 to \$1,892,800 effective December 22, 2020.

BACKGROUND:

LYNX issued Contract #15-C13 to DoubleMap, Inc. dated August 11, 2015, for implementation of an Intelligent Transportation Systems Solution. This solution provides real-time trip reservations and vehicle location for on-demand transit services and is in the process of implementation on NeighborLink services.

On November 10, 2016, the Board approved contract Addendum 1 which added the development and implementation of the fixed route and ACCESS LYNX mobile applications. Addendum 1 was issued to add these additional services with an effective date of December 22, 2016. This resulted in one project with an annual renewal in August and one with an annual renewal in December. LYNX legal counsel worked with DoubleMap legal counsel to align both projects to an annual renewal date of December 22, starting in 2018. The contract modification uses the terminology "Option Term" for the new renewal periods to avoid confusion regarding the differing "Option Year" for each of the original work order periods.

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The following annual maintenance and license charges will be incurred during Option Term 3 of Contract #15-C13:

\$ 25,540 – NeighborLink annual maintenance service

\$ 84,472 – Fixed route real-time information annual maintenance service

\$ 30,398 – ACCESS LYNX real-time information annual maintenance service

\$140,410 – Total Maintenance and license charges

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$128,838 for DoubleMap annual maintenance and license charges.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. ii

To: LYNX Finance & Audit Committee

From: Terri Setterington
Director Of Human Resources
Terri Setterington
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Extend Contract with Baker Hostetler, LLP for Legal Services – Labor/Employment

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract extension, for time only, with the law firm of Baker Hostetler, LLP for Labor/Employment legal services for a period of one (1) year.

BACKGROUND:

At the December 5, 2019 Board of Director's meeting, staff advised the Board of Directors of the need to extend the current contract with Baker Hostetler, LLP for Labor/Employment legal services as an appropriate transition of the current legal matters and services being provided by the law firm. This is due to the complexity of the legal cases and current timelines involved with those matters. The extension of this contract will also prevent the loss of accumulated case knowledge gained from services performed during the term of the previous contract. Finally, the extension of the contract will allow for the new firm, Gray Robinson, P.A., which was awarded the Labor/Employment legal services at the Board of Director's meeting on December 5, 2019, to be brought up to speed on all current labor legal matters.

Costs for these services are available under the previously approved Not-To-Exceed amount on the contract and additional financial authorization is not necessary in order to extend this contract.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

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FISCAL IMPACT:

The FY2021 Approved Operating Budget included \$1,572,020 for legal services. LYNX anticipates this will be sufficient to cover all legal expenses.

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Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: William Slot
Chief Innovation Sustain Off
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Authorization to Amend Interlocal Project Agreement No. 1 with the Orlando Utilities Commission

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into Amendment No. 1 to Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to allow for an electrification pilot program for up to eight (8) electric buses. The station fee for the infrastructure will increase from \$8,237.67 per month to a new charging station fee of \$17,000 per month.

BACKGROUND:

The LYNX Board of Directors authorized staff at its April 23, 2020 meeting to enter into a Master Interlocal Agreement and Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to allow for an electrification pilot program for up to eight (8) electric buses.

LYNX released Request for Proposals 20-R20 for the Electric Depot Charging Station and Software to assist OUC with ensuring compliance with Federal Transit Administration procurement guidelines. A Source Evaluation Committee comprised of OUC staff and representatives reviewed and evaluated proposals and made a recommendation at its August 26, 2020 meeting to the Commission for award of a contract to Proterra, Inc.

The cost of the proposal was higher than the original estimate by OUC resulting in the need to amend Interlocal Project Agreement No. 1. Additional cost was due to Buy America requirements, higher labor rates, and site changes due to easement issues.

OUC's total contributions under this Project Agreement will increase from a not-to-exceed amount of \$1,200,000 to a new not-to-exceed amount of \$2,100,000.

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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

These charges will be a pass through to the City of Orlando for the LYMMO program, and there is no fiscal impact to LYNX.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. ii

To: LYNX Finance & Audit Committee

From: **Leonard Antmann**
Director Of Finance
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Auction Surplus Capital Items

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

BACKGROUND:

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for January 2021. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Computer Equipment:

Surplus and obsolete computer equipment, including desktop computers and monitors with a total net book value of \$0.

Furniture, Fixtures and Equipment:

Surplus and obsolete furniture, fixtures, equipment, and shop equipment with a total net book value of \$0.

Support Vehicles

Two (2) support vehicles with a total net book value of \$0

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Revenue Vehicles

Twenty (20) Revenue vehicles with a total net book value of \$0

Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$33,313	0
Furniture and Fixtures	\$8,610	0
Other Vehicles	\$66,194	0
Revenue Vehicles	\$1,562,934	0
GRAND TOTAL	\$1,671,051	\$ 0

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	DUE TO FTA
18454	12828	2/19/2015	CE	DELL OPTIPLEX	5	\$1,768	0	0
18458	12832	2/19/2015	CE	DELL OPTIPLEX	5	\$1,768	0	0
18461	12835	2/19/2015	CE	DELL OPTIPLEX	5	\$1,768	0	0
18468	12842	2/19/2015	CE	DELL OPTIPLEX	5	\$1,768	0	0
16949	11731	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16952	11720	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16953	11730	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16954	11729	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16957	11726	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16958	11721	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16959	11722	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
16962	11725	11/30/2013	CE	DELL 9020 COMPUTER	5	\$1,610	0	0
18559	12928	4/21/2015	CE	Dell Optiplex	5	\$1,595	0	0
18211	12688	10/31/2014	CE	OptiPlex Mini Tower	5	\$1,568	0	0
17108	11882	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
13845	9878	8/31/2011	CE	Dell 990 OptiPlex Computer	5	\$1,298	0	0
13858	9890	8/31/2011	CE	Dell 990 OptiPlex Computer	5	\$1,298	0	0
13872	9932	8/31/2011	CE	Dell 990 OptiPlex Computer	5	\$1,235	0	0
18302	12733	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	0	0
18303	12734	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	0	0
18214	12645	10/31/2014	CE	OptiPlex Mini Tower	5	\$711	0	0
18215	12646	10/31/2014	CE	OptiPlex Mini Tower	5	\$711	0	0
18218	12649	10/31/2014	CE	OptiPlex Mini Tower	5	\$711	0	0
18555	13057	4/13/2015	CE	HP Laser Jet Ent 600 M601n Printer NA	5	\$678	0	0
				Subtotal CE		\$33,313		

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	DUE TO FTA
13062	9216	7/28/2009	FE	Amcco Brake Lathe for Auto Shop	5	\$7,803	0	0
8386	4088	10/27/2004	FE	Jack-Stinger Air/Hyd Transmission Jack	5	\$807	0	0
				Subtotal FE		\$8,610		
7383	9-May	11/19/2002	OV	Road Ranger F350 SuperDuty '03	7	\$35,254	0	0
12670	30132	9/30/2008	OV	Ford E-350XLT Van	4	\$30,940	0	0
				Subtotal OV		\$66,194		
19291	150589	3/1/2016	RV	2015 Arboc Bus-Neighbor Link	4	\$133,507	0	0
14548	129-211	6/11/2012	RV	Arboc Turtle Top Bus - Flex Route	4	\$130,763	0	0
14672	120593	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	4	\$73,033	0	0
14677	120602	9/30/2012	RV	Turtle Top Odyssey Paratransit Bus	4	\$73,033	0	0
17799	140022	7/31/2014	RV	TURTLE TOP ODYSSEY BUS	5	\$72,328	0	0
17801	140024	7/31/2014	RV	TURTLE TOP ODYSSEY BUS	5	\$72,328	0	0
17802	140025	7/31/2014	RV	TURTLE TOP ODYSSEY BUS	5	\$72,328	0	0
17804	140027	7/31/2014	RV	TURTLE TOP ODYSSEY BUS	5	\$72,328	0	0
16808	130783	9/30/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	6	\$72,023	0	0
17194	131393	1/31/2014	RV	TURTLE TOP PARATRANSIT BUS	4	\$72,023	0	0
16804	130778	9/30/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
16805	130779	9/30/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
16935	131401	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
16936	131393	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
16937	131395	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
16939	131397	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
17196	131391	1/31/2014	RV	TURTLE TOP PARATRANSIT BUS	4	\$72,023	0	0
17197	131403	1/31/2014	RV	TURTLE TOP PARATRANSIT BUS	4	\$72,023	0	0
16931	130785	12/31/2013	RV	TURTLE TOP ODYSSEY PARATRANSIT BUS	5	\$72,023	0	0
15422	121037	2/1/2013	RV	Turtle Top Odyssey Paratransit Bus	4	\$71,033	0	0
				Subtotal RV		\$1,562,934		
				Grand Total		\$1,671,051		

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2021.

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Consent Agenda Item #5.C. iii

To: LYNX Finance & Audit Committee

From: Tomika Monterville
Director Of Plan And Development
Bruce Detweiler
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: Authorization to Implement Service Reductions on Link 58 - Shingle Creek Circulator and Elimination of Link 320 - Avalon Park Schools Connector

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to implement service reductions on Link 58 - Shingle Creek Circulator and to eliminate Link 320 - Avalon Park Schools Connector the estimated effective dates are December 13, 2020 and December 21, 2020 respectively.

BACKGROUND:

Link 58

In December 2006, LYNX began bus service on Link 58 which operates between Destination Parkway Superstop and Shingle Creek Resort serving Destination Parkway, International Drive, Pointe Plaza Avenue and Universal Boulevard. Link 58 operates daily from 6:29 a.m.-9:43 a.m.; 1:44 p.m.-6:14 p.m.; 10:14 p.m.-11:43 p.m., at a 30-minute frequency utilizing one bus. This route is funded by the Universal Boulevard Property Owners Association, Inc. (UPOA).

Due to low ridership as a result of the on-going COVID-19 pandemic, officials from UPOA requested a reduction in the number of trips operated on Link 58. The proposed service reduction will result in 11 trips versus the current 36 trips, operating daily from 6:29 a.m. – 7:43 a.m. and 3:00 p.m. – 4:43 p.m.

Link 320

In August 2016, LYNX began bus service on Link 320. The route operates between Chuluota Road and Rouse Road in east Orange County, primarily along S.R. 50. Link 320 operates Monday –Friday between the hours of 6:00 a.m. – 6:35 p.m. during days that Orange County Public Schools are in session. Six trips are scheduled at different times during the day and the route provides service to Waterford Lakes Towne Center, Econ River, East River, Timber Creek

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and University High Schools. This route is funded by the Econ River High School – Greater Orlando Campus, Inc.

Similarly to Link 58, due to low ridership as a result of COVID-19, officials from Econ River High School have requested an elimination of Link 320 service. Alternative service for Link 320 is available via NeighborLink 621 (scheduled for service expansion and increased frequency beginning on December 13, 2020), which operates along a majority of the current Link 320 route.

PROPOSED SERVICE CHANGES:

- Link 58 – Shingle Creek Circulator (Orange County) – Reduce number of daily trips. Service will operate from 6:29 a.m. – 7:43 a.m. and 3:00 p.m. – 4:43 p.m. at a 30 minute frequency.
- Link 320 – Avalon Park Schools Connector (Orange County) – Eliminate service.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Operating Budget included contract service revenue of \$205,398 for Econ River and \$206,875 for Shingle Creek. The reduction of service as proposed will reduce the budgeted revenue by 192,325 and \$93,748 respectively. There will be incremental operating expense savings from the reductions at an estimated amount of \$219,258. We estimate the total net revenue loss to be \$66,815.

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Consent Agenda Item #5.C. iv

To: LYNX Finance & Audit Committee

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
(Technical Contact)

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Purchase Five (5) Paratransit Replacement Vehicles

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase a total of five (5) Ford E350 6.8L Gas – Van Terra Paratransit vehicles. These vehicles will be outfitted with appropriate lifts and seating securement systems to be ADA compliant with safety surveillance cameras. The replacement vehicles will be procured for a not-to-exceed amount of \$440,450.

BACKGROUND:

LYNX has an active fleet of one hundred sixty five (165) paratransit vehicles. Five (5) Paratransit vehicles scheduled for replacement have exceeded their useful life, with an average of 279,670 miles per vehicle and over five years of service.

This vehicle replacement is part of LYNX Transit Development Plan (TDP) and sustainability goals. The proposed vehicles will provide an immediate 18% to 20% improvement in fuel efficiency and lower overall maintenance costs once they are adopted into the fleet. In addition, the vehicles will have the capability to undergo a future conversion to operate on Compressed Natural Gas (CNG), based upon operational needs and business practices.

Upon arrival of the replacement vehicles, LYNX will retire a like amount of vehicles in accordance with Federal Transit Administration (FTA) guidelines.

In addition, Staff is seeking authorization to procure with the vehicle procurement, five (5) Safety Surveillance Cameras and associated Digital Video Recorders (DVR) systems, using the TRIPS-17-CA-ABG Transit Research Inspection Procurement Services Program (TRIPS) Contract.

LYNX Finance & Audit mmittee Agenda

Paratransit Vehicles with Safety Surveillance Cameras and (DVR) systems	Quantity	Cost/Unit	Total
Turtle Top Van Terra XL	5	\$75,000	375,000
Standard Seats(1), Foldaway Seats(6), Q'Straint QRTMAX(3), 1000 lb. Lift(1), Freedman Tie-Downs System(3), Mobile Data Terminal(1), Gaseous Engine Prep(1)	5	\$11,000	55,000
SEON 4 Camera System	5	\$2,090	*\$10,450
Paratransit Vehicle/Surveillance Cameras Total Cost			\$440,450

*Separate Grant Funded

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

LYNX's DBE program requires that each transit vehicle manufacturer as a condition to bid for, or propose, on FTA-assisted vehicle procurements must provide certification of compliance with Federal DBE regulations requiring an established annual overall percentage DBE participation goal approved by FTA. DBE requirements are monitored by the Federal Transit Administration (FTA).

FISCAL IMPACT:

The Approved FY21 Capital Budget includes \$430,000 for the purchase of Paratransit vehicles and \$689,000 for the purchase of surveillance Camera systems in the ACCESS LYNX paratransit fleet. Both projects are 100% funded through FTA 5307 grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. v

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty-five (25) 40' Low Floor CNG replacement buses for a not-to-exceed amount of \$14,375,000.

BACKGROUND:

LYNX has an active fleet of three hundred one (301) buses, one hundred twelve (117), of which have met their useful life with an average of 730,711 miles per vehicle. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines. The twenty five (25) buses retired will be retained and placed in a contingency fleet to be used only for emergency purposes or unforeseen justified activities as sanctioned by FTA Circular 5010e and the LYNX Fleet Management Plan. This purchase is Grant funded and is part of the fixed route bus replacement plan.

Fixed Route Revenue Vehicles	Quantity	Cost	Total
From the State of Florida Heavy Duty Buses Contract			
40' CNG Package	25	575,000	14,375,000
Includes Voith Transmission, Fire Suppression System, Trapeze Mentor (Ranger) ITS System and Driver Protection Shields			
Fixed Route Revenue Vehicle Cost			14,375,000

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$14,500,000 for the purchase of Twenty Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses. The funding for this project is 100% Federal funds.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. vi

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Belinda Balleras
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of approximately \$8,200,000 for Revenue Vehicles and the Pine Hills Transfer Center**

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration's Surface Transportation Program (STP) in the amount of approximately \$8,280,000 for revenue vehicles and the Pine Hills Transfer Center.

BACKGROUND:

The United States Department of Transportation (USDOT) funding for the Federal Highway Administration includes Surface Transportation Program (STP) funds that are eligible to be transferred to the Federal Transit Administration (FTA) for transit purposes. The STP provides funding that may be used by States and localities for a wide range of projects to preserve and improve the conditions and performance of surface transportation, including highway, transit, intercity bus, bicycle and pedestrian projects.

The regional STP funds are allocated by MetroPlan Orlando for transit enhancements, bicycle and pedestrian improvements and highway projects. STP funds are programmed annually by MetroPlan Orlando in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP). The FY 2021 STP includes funding to cover the Belco Road improvements and the Silver Star turn lane signalization upgrade. These funds are currently being programmed by the Florida Department of

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Transportation, including some potential funding for trail improvements. The STP funds need to be processed for funds transfer to the FTA.

LYNX intends to apply for the FY2021 STP in the amount of approximately \$8.28 million funding for revenue vehicles and improvements for the Pine Hills Transfer Center.

FISCAL IMPACT:

LYNX staff will include the award for this program in the appropriate LYNX fiscal year budget upon confirmation of award.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. vii

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Belinda Balleras
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,330,000**

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution #20-013, attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from these programs, as well as any future amendments to the PTGA.

LYNX intends to submit grant applications for: Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities Program) funding to FDOT for approximately \$500,000 in capital and \$775,000 in rural operating funds; Section 5311 (Formula Grants for Rural Areas) approximately \$852,000 in operating funds; and Section 5339 (Bus and Bus Facilities Capital Program) for approximately \$1,200,000 in the FY2021-2022 FDOT funding cycle.

BACKGROUND:

On October 14, 2020, the Florida Department of Transportation conducted an open house to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas Program, and Section 5339-Bus and Bus Facilities Program. These solicitations are due for submission January 8, 2021.

LYNX Finance & Audit Committee Agenda

The funding programs are described as follows:

- ***Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310):*** Provides formula funding to improve mobility for seniors and individuals with disabilities. The Fixing America's Surface Transportation (FAST) Act, expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities.

LYNX intends to apply for both capital and operating projects; approximately \$500,000 for paratransit vehicles and approximately \$775,000 for rural NeighborLink and other contracted services for specialized transportation under the Mobility Management brokerage model. The matching requirements for this program remain the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50% match. These operating projects are part of our continuing mobility initiatives to address paratransit mobility needs with NeighborLink routes.

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311):*** The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating and planning.

LYNX intends to apply for operating projects, approximately \$852,000 of 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

- ***Bus and Bus Facilities (49 U.S.C. 5339):*** The Bus and Bus Facilities Program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services in the rural areas.

LYNX intends to apply for capital projects, approximately \$1,200,000 under the 49 U.S.C. 5339 program for buses with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route services that operate either entirely or predominately in rural areas. Bus and Bus Facilities capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

FISCAL IMPACT:

LYNX staff will include the Section 5310, 5311, and 5339 project awards in future operating and capital budgets as appropriate.

CERTA RESOLUTION NO. 20-013

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2021-2022 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION (FTA) FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2021-2022 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2021-2022 SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$3,330,000 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2020-2029 which has been submitted to FDOT in September 2019, a LYNX TDP update was submitted in August 2020 and the adopted TDP is consistent with METROPLAN Orlando's Year 2040 Long Range Transportation Plan and Five Year Transportation Improvement Plan (TIP); and

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2021-2022.
4. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for fiscal year 2021-2022 in the amount of approximately \$3,330,000 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
5. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation for operating assistance for rural transportation services (5311), capital assistance for rural bus and bus facilities (5339), and transportation services for elderly persons and persons with disabilities program funds (5310).

6. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

7. That the above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2021-2022 SECTION 5311 FEDERAL TRANSIT ADMINISTRATION FORMULA GRANTS FOR RURAL AREAS PROGRAM, FY2021-2022 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2021-2022 SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$3,330,000 DOLLARS.

APPROVED AND ADOPTED this 10th day of December 2020 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Finance & Audit Committee Agenda

Action Agenda Item #6.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Approval of the LYNX Finance and Audit Committee Meeting Dates for 2021

Date: 11/19/2020

ACTION REQUESTED:

Staff is requesting the Finance and Audit Committee's approval for the LYNX Finance and Audit Committee meeting dates for 2021.

BACKGROUND:

The proposed dates for 2021 are as follows:

- Thursday, January 21, 2021 – 2:00 p.m.
- Thursday, February 18, 2021 – 2:00 p.m.
- Thursday, March 11, 2021 – 2:00 p.m.
(2nd Thursday due to school Spring Break the following week)
- Thursday, April 15, 2021 – 2:00 p.m.
- Thursday, May 20, 2021 – 2:00 p.m.
- Thursday, June 17, 2021 – 2:00 p.m.
- Thursday, July 15, 2021 – 2:00 p.m.
- Thursday, August 19, 2021 – 2:00 p.m.
- Thursday, September 16, 2021 – 2:00 p.m.
- Thursday, October 21, 2021 – 2:00 p.m.
- Thursday, November 18, 2021 – 2:00 p.m.

LYNX Finance & Audit mmittee Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule. Listed below are the current committees established by the LYNX Board of Directors and the meeting schedule:

- LYNX Oversight Committee & Board of Directors: Fourth Thursday of the month
- Finance and Audit Committee: Third Thursday of the month
- Risk Management Committee: Quarterly

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.