

LYNX Finance & Audit Committee Agenda

Meeting Date: 3/11/2020

Meeting Time: 2:30 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 - February 20, 2020

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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. Discussion Items

A.  Discussion Regarding Preliminary FY2021 Operating Budget





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6. Consent Agenda

A. Request for Proposal (RFP)


- i.  Recommendation to Authorize the Release of a Request for Proposal (RFP) for Public Awareness and Education in Accordance with FDOT Service Development Grant Pg 10

B. Miscellaneous

- ii.  Recommendation to Authorize Approval of Renewal for Property, Environmental and Fiduciary Liability Insurance Policies Pg 12
- iii.  Recommendation to Authorize the Submittal of 2020 Title VI Program Update to the Federal Transit Administration (FTA) Pg 14
- iv.  Recommendation to Authorize the Write Off of Assets Pursuant to the June 30, 2019 Physical Inventory Count and Reconciliation Pg 16
- v.  Recommendation to Authorize the Auction of Surplus Capital Items and Obsolete Parts Pg 19

- v.  Recommendation to Authorize the Disposal of Items Accumulated Through the Lost and Found Process Pg 22
- vi.  Recommendation to Authorize to Extend Sub-Recipient Awards to Selected Human Services Agency Projects and to Enter into Sub-Recipient Agreements with the Selected Applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities Pg 25

7. Action Items

- A.  Recommendation to Authorize Approval of FY2019 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 27

8. Other Business

9. 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: **February 20, 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

Staff in Attendance:

Bert Francis, Chief Financial Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance
Michelle Daley, Manager of Financial Planning & Budgets

1.Call to Order

Chair Clavijo called the meeting to order at 2:00 p.m.

2.Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the January 23, 2020, Finance & Audit Committee meeting. Motion to approve the January 23, 2020, minutes was made by Michelle McCrimmon, seconded by Jo Santiago 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 Bert Francis, Chief Financial Officer. Mr. Francis recognized Maurice Jones, Manager of Procurement, to speak about the status of the Auditor Selection process. Mr. Jones stated that the Request for Proposal (RFP) was released on January 10, 2020. The proposals are due back to LYNX by February 28, 2020. The Auditor Selection Committee is scheduled for March 30. This is tentative. Michelle McCrimmon asked for a meeting request, so that the date and time is scheduled on everyone's calendars.

Mr. Francis stated that Action Agenda item 6.G. will be pulled for a later meeting.

5. Committee Discussion Items

A. Recap of the FY2019 Operating Results

Mr. Francis made the presentation. We had planned to use \$6.5 million of reserves, however there were some actuarial adjustments for workers compensation and casualty and liability cases, which required LYNX to utilize an additional \$2.6 million of reserves. Therefore, LYNX will utilize approximately \$8.8 million of reserves for FY2019.

The fixed route was on track with the budget. Advertising revenue was over budget by over a million dollars. Our fuel expense was under budget.

On the paratransit side, the budgeted federal revenue was higher than the amount that we received. We will have some internal conversations with the budget department to see how we are qualifying passengers and see how we can utilize more funding from FDOT for this program.

We made some mid-year budget revisions and the expense side was half a million under budget.

We will have a projected CAFR for FY2019 for presentation at the next meeting.

B. Recap of the FY2020 1st Quarter Operating Results

Mr. Francis continued with this presentation. We are tracking well with our budget for the first quarter. Advertising revenue is above budget, so we are proposing an adjustment of about a million dollars to the FY2020 Operating Budget. Interest and other income is down, due to interest rates dropping.

We are below budget on salaries, fuel and other items. The casualty and liability line shows \$200,000 below budget due to our Risk Department going after subrogation claims. The expenses are tracking about \$2 million under budget.

Paratransit revenues are at 96% of budget. Expenses are tracking right where we thought. Everything is looking positive for the first quarter.

C. Presentation on FY2021 Budget Development Assumptions

Mr. Francis continued with this presentation. These are the assumptions that were discussed at the January Finance and Audit Committee meeting. We will continue to stay on the funding model. We do not plan to have a fare increase for FY2021.

We currently utilize \$9.8 million of preventative maintenance funding. We will show three scenarios to see if there is a preference to change this amount: the original amount of \$6.8, our current amount of \$9.8 and another amount somewhere in the middle.

Our advertising revenue will be evaluated, but we will keep it where it is tracking for now. This summer we will have a new agreement with the union, so we are expecting an increase in salaries.

We will continue to look at the impacts of our mobility management program. We are creating a mobility app, and we are optimistic that this will be released within the next month. We are hoping that this will reduce the calls to the call center.

We will come back with the Preliminary Operating budget in March.

D. Discussion of Reserve Analysis Presentation

Mr. Francis continued with this presentation. We had to utilize reserves to balance the FY2019 budget. There is still money in the contingency line, not the five percent, but we do not anticipate using reserves for the proposed FY2021 budget. We will bring an updated reserve presentation to the March or April Finance and Audit Committee meeting.

E. Presentation Regarding Current Performance Status of Mobility Services' Contract Providers and Potential Financial Impact

Norman Hickling, Director of Mobility Services, gave the presentation. Norm stated that the hold up for our mobile app for paratransit is due to an issue with one button on the app.

FY2019 was close to budget. We are getting a better focus on the pattern of trips. Our provider mix has changed, due to results from provider compliance inspections. Our trip trendline is a little less than forecasted, however we have some heavy travel months coming up.

We have allocated many trips from OWL Transportation to our other providers. OWL provided over seven thousand trips per month, and now they are down to just over three thousand which is five percent of the trips.

We have been providing travel training to train passengers utilizing the PawPass. We had only forty passengers signed up for PawPass, and now we have over two hundred and fifty.

We have instituted a program that allows free fixed-route bus passes for our paratransit customers that utilize ACCESSLYNX. We have been able to move over nine hundred trips in November and over twelve hundred trips in January to fixed route. This equates to a savings of over \$150,000.

The Transportation Disadvantaged Commission staff have been looking at a new formula for how they allocate funds. Any trip that has an origin and destination within the three-quarter mile would be a sponsored agency trip. This sponsored trip would not be covered by the TD Commission. In FY2019 and FY2020, we spent over five million dollars within the three-quarter mile area for TD trips, and we received over five million dollars. We would only receive over one million dollars with this impact. If approved, this could impact the last quarter of FY2020 and all of FY2021. This could be over four million dollars in additional cost to us, if we keep the same level of service. The TD Commission is expected to make this decision in May.

6. Action Items

A. Recommendation to Authorize to Amend the FY2020 Operating Budget

Mr. Francis made the presentation. We are adding money to the budget with additional money from TD, an additional CTD grant, and an increase in advertising revenues. This will offset certain additional expense items such as General Liability settlements and a slight decrease in fare revenues.

Motion to Recommend Authorization to Amend the FY2020 Operating Budget was made by Kurt Petersen, second by Michelle McCrimmon.

B. Recommendation to Authorize the Purchase of Fifteen (15) Paratransit Replacement Vehicles

Norman Hickling explained that these vehicles will help us return to a state of good repair, and we will need a minimal amount of new vehicles next year. Motion to Recommend Authorization to Purchase Fifteen (15) Paratransit Replacement Vehicles was made by Jo Santiago, second by Michelle McCrimmon. Motion passed unanimously.

C. Recommendation to Authorize the Purchase of Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses

Elvis Dovalles, Director of Maintenance, stated that these buses will replace buses that have exceeded their useful life. The buses will be in service in September or December. Motion to Recommend Authorization to Purchase Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses was made by Kurt Petersen, second by Jo Santiago. Motion passed unanimously.

D. Recommendation to Authorize the Purchase of Seven (7) Proterra 35' Battery Electric Buses, Charging Equipment, and Related Items from Proterra, Inc. at a Not-to-exceed Amount of \$6,955,364

Mr. Dovalles continued with this item. He stated that these buses will be replacement vehicles for the LYMMO line. Motion to Recommend Authorization to Purchase Seven (7) Proterra 35' Battery Electric Buses, Charging Equipment, and Related Items from Proterra, Inc. at a Not-to-Exceed Amount of \$6,955,364 was made by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

E. Recommendation to Authorize Negotiating and Executing Contract #20-C37 for Purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract

Craig Bayard, Director of Information Technology, stated that we are replacing our copy machines, and this would be a cost-savings. This is for all LYNX facilities. The current machines will be put up for auction. Motion to Recommend Authorization for Negotiating and Executing Contract #20-C37 for Purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

F. Recommendation to Authorize a Release for Request for Proposal (RFP) for Dental Insurance

Terri Settingington, Director of Human Resources, stated that our current contract expires December 31, 2020. There is no fiscal impact, as it is funded by employee contributions. Motion to Recommend Authorization to Release a Request for Proposal (RFP) for Dental Insurance was made by Michelle McCrimmon, second by Kurt Petersen. Motion passed unanimously.

G. Recommendation to Authorize Updates to Various Human Resource Policies

This item was pulled from the agenda.

H. Election of the 2020 Finance and Audit Committee Officers

James Goldsmith, LYNX General Counsel, stated that under section 2.12.2 of Administrative Rule 2, the Finance and Audit Committee will elect a Chairperson and a Vice-Chairperson. Kurt Petersen made a motion to nominate Amanda Clavijo as Chairperson, second by Jo Santiago. Motion passed unanimously. Clair Clavijo suggested Michelle McCrimmon as Vice-Chair. Jo Santiago motioned to elect Michelle McCrimmon as Vice-Chair, second by Kurt Petersen. Motion passed unanimously.

7.Other Business

Chair Clavijo asked if the March meeting could be moved to a different date. A date of March 11, 2020 at 2:30 p.m. was agreed upon by all members.

Mr. Francis asked which items the Finance & Audit Committee would like to hear. Chair Clavijo stated that any item that has a financial impact should be discussed. Kurt Petersen recommended adding a Consent Agenda for items that may not need as much explanation.

The meeting adjourned at 3:43 p.m.

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Discussion Item #5.A.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Discussion Regarding Preliminary FY2021 Operating Budget

Date: 3/11/2020

ACTION REQUESTED:

LYNX staff will provide a presentation regarding the Preliminary FY2021 Operating Budget.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Finance & Audit Committee

From: **Tomika Monterville**
Director Of Plan & Develop
Alena Dvornikova
(Technical Contact)
Jane Tkach
(Technical Contact)
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6019

Item Name: **Recommendation to Authorize the Release of a Request for Proposal (RFP) for Public Awareness and Education in Accordance with FDOT Service Development Grant**

Date: 3/11/2020

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 public awareness and education services. The contract term will be for one (1) year in an amount not-to-exceed \$368,110.

BACKGROUND:

In October 2015, LYNX was awarded the agency's first Florida Department of Transportation (FDOT) Service Development Grant (SDG) for Marketing, in the amount of \$368,110; of which \$184,055 is a local match requirement. The purpose of the grant is to create an outreach program to educate the public on recent transportation technology initiatives implemented and underway in support of the LYNX system-wide transit services.

These professional services will be used to share with the public current LYNX projects and services, as well as future plans for regional transit service in Central Florida. The education campaign will be a year-long effort that includes tactile, audio and visual materials to educate the public of LYNX transit services and programs. The RFP will authorize these services for a period of one (1) year.

LYNX Finance & Audit Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

A DBE participation goal of 2% is assessed for this solicitation. Proposers must, in order to be responsible and/or responsive, make a good faith effort to meet the goal. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) and Small Business.

FISCAL IMPACT:

The approved FY2020 budget included \$184,055 in professional services which represents half of the total project cost. FDOT provided 50% of the funding for this project, \$92,027. This additional income was not included in the FY2020 Operating Budget.

The preliminary FY2021 budget will include \$184,055, the balance of the project in professional services expense. The remaining FDOT funding of \$92,027 will be included in state revenue in the FY2021 operating budget.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Finance & Audit Committee

From: **Melanie Stanisic**
Deputy Director Of Risk Mgmt
Yohelis Rodriguez Castillo
(Technical Contact)

Phone: 407.841.2279 ext: 6167

Item Name: Recommendation to Authorize Approval of Renewal for Property, Environmental and Fiduciary Liability Insurance Policies

Date: 3/11/2020

ACTION REQUESTED:

Staff is requesting Board of Director's authorization for the Chief Executive Officer (CEO) or designee, with the assistance of Arthur J. Gallagher, Broker, to negotiate premium and bind insurance coverage on behalf of LYNX for the upcoming one year renewals: April 1, 2020 to April 1, 2021 for the Property and Fiduciary Liability insurance programs, and a three-year renewal April 1, 2020 – April 1, 2023 for the Environmental Liability insurance program.

BACKGROUND:

LYNX protects its physical property, assets, environmental liability and fiduciary liability exposure through an insured program containing modest deductibles with the brokerage services of Arthur J. Gallagher.

The insurance policies listed below are to be bound April 1, 2020 and include TRIA (Terrorism Risk Insurance Act) coverage for the Property and Environmental policies:

Line of Coverage	FY20 Premium	FY21 Premium	FY20-FY21 Variance	% Change	Term Expiration
Property	\$96,940	\$125,498	\$28,558	23%	4/1/2021
Environmental Liability	\$42,206	\$42,862	\$656	0.02%	4/1/2023
Fiduciary	\$8,989	\$9,176	\$187	2%	4/1/2021
Total	\$148,135	\$177,536	\$29,401	16.50%	

On April 1, 2017, LYNX entered into a three-year rate agreement for property insurance. During this time, the property insurance market was continuing a softening trend. In the years that followed, the property insurance market experienced losses due to hurricanes, which lead to

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insurance carriers re-underwriting their books of business. Had LYNX not locked in the three-year rate agreement, we likely would have experienced premium increases year-over-year. This year's property renewal reflects a hardened market but brings us in line with what the industry has been experiencing over the last three years.

Similarly, this year marks the end of a three-year rate for our Environmental Liability policy. However, marketing efforts allowed us to increase our limits from \$1,000,000 / \$3,000,000 to \$3,000,000 / \$6,000,000 for a nominal increase in premium.

On September 30, 2019, the Board of Director's approved the Package Policy to include Crime, General Liability, Public Officials Liability & Employment Practices Liability, Automobile Physical Damage (Comprehensive & Collision), and Automobile Liability for Road Rangers insurance programs. This policy is on an October 1 renewal cycle.

Additionally, LYNX is self-insured for bodily injury liability and vehicle collision damage resulting from operation of its fleet of revenue vehicles and support vehicles pursuant to Florida State Statute (F.S.S.) 627.733(3)(b) incorporating 768.28(5). As a public entity, LYNX is not subject to the Financial Responsibility laws pursuant to Chapter 324 F.S.S., the Personal Injury Protection (PIP)/No-Fault Laws per Section 627.736 F.S.S., nor is LYNX required to provide medical payments or uninsured motorist coverage. LYNX's liability is limited by Section 768.28, F.S.S. to \$200,000 per person, \$300,000 per incident.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2020 Approved Operating Budget included \$561,614 for Insurance premiums. The Crime, General Liability, Public Officials Liability & Employment Practices Liability, Automobile Physical Damage (Comprehensive & Collision), renewed in October totaling \$383,032. The remaining uncommitted balance of \$178,582 will fund the Property, Fiduciary and Environmental Liability.

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Consent Agenda Item #6.B. ii

To: LYNX Finance & Audit Committee

From: James E. Harrison ESQ., P.E.
CEO
Desna Hunte
(Technical Contact)

Phone: 407.841.2279 ext: 6117

Item Name: Recommendation to Authorize the Submittal of 2020 Title VI Program Update to the Federal Transit Administration (FTA)

Date: 3/11/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit LYNX's Title VI Program Plan Update for 2020 – 2022 to the Federal Transit Administration (FTA) for concurrence.

BACKGROUND:

The Federal Transit Administration (FTA) approved the LYNX Title VI Program Plan for 2017-2019 with an expiration date of April 1, 2020. This update has been prepared Pursuant to Title VI of the civil Rights Act of 1964, and revised FTA Circular 4702.1B, "Title VI for Federal Transit Administration Recipients". Also, this update summarizes LYNX's transit service provisions since the last program update and in accordance with the revisions to the Circular. LYNX updates this program every three (3) years and submits to the FTA to be eligible for federal assistance.

LYNX engaged with WSP to complete and conduct any required analysis and prepare the Title VI program update compliant with the revision to the Title VI Circular 4702.1B. FTA Circular 47602.1B specifically requires LYNX's Board of Directors review of and adoption of the service standards and monitoring contained in the Title VI Program. This update has been prepared Pursuant to Title VI of the Civil Rights Act of 1964, and revised FTA Circular 4702.1B, "Title VI for Federal Transit Administration Recipients". Also, this update summarizes the LYNX transit service provisions since the last program update and in accordance with the revisions to the Circular.

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The draft 2020-2022 Title VI Program and its contents will be presented to the public utilizing media sources and posting throughout the LYNX service area for review and comment. The full record of public comments from meetings held will be included in the Title VI Program Plan.

When final concurrence is received from the FTA, a final copy of the LYNX 2020-2022 Title VI Program Plan Update, as well as the letter of compliance will be supplied to the Board of Directors.

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.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Finance & Audit Committee

From: **Leonard Antmann**
Director Of Finance
Christopher Plummer
(Technical Contact)
Nancy Navarro
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Recommendation to Authorize the Write Off of Assets Pursuant to the June 30, 2019 Physical Inventory Count and Reconciliation

Date: 3/11/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to write-off tangible fixed assets pursuant to the June 30, 2019 physical inventory count and reconciliation with a net book value in the amount of \$1,990.

BACKGROUND

In accordance with Federal Transit Administration (FTA) Circular 5010.1D Chapter II, 3.e., LYNX performs a physical inventory of its equipment and reconciles the results to the financial records at least once every two years. As instructed by the LYNX Board, LYNX performs an annual physical inventory at the end of each fiscal year. According to current financial records, the following is the description, acquisition value, and net book value of the assets requested to be written off:

Fixed Assets	Acquisition Value	Net Book Value
Computer Equipment	\$31,443	\$1,990
Furniture and Fixtures	\$32,341	0
Total	\$63,784	\$1,990

The results of the June 30, 2019 physical inventory count are summarized in the table above. An itemized list is included below.

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LYNX ASSETS FY2019 Physical Inventory Recommended Disposals

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
15531	10788	04/01/13	CE	View Premier License	5	\$8,122	\$0	\$0
17747	12540	06/30/14	CE	LAPTOP AND SOFTWARE FOR SIMULATOR	5	\$7,500	\$0	\$1,990
13292	9336	01/19/10	CE	Platinum All-In - One AGenT Upgrade	5	\$4,995	\$0	\$0
9515	5033	08/12/05	CE	Printer, Datacard	5	\$2,360	\$0	\$0
17346	12167	03/31/14	CE	EVGA HOST CARD VID EXTEN	5	\$1,859	\$0	\$0
14610	10450	08/02/12	CE	Adobe CS6 Design Standard	5	\$1,300	\$0	\$0
11570	7874	09/30/07	CE	SERVER, DELL WINDOWS 2003 OS	5	\$729	\$0	\$0
11569	7873	09/30/07	CE	SERVER, DELL WINDOWS 2003 OS	5	\$729	\$0	\$0
11568	7872	09/30/07	CE	SERVER, DELL WINDOWS 2003 OS	5	\$729	\$0	\$0
11567	7871	09/30/07	CE	SERVER, DELL WINDOWS 2003 OS	5	\$729	\$0	\$0
11566	7870	09/30/07	CE	SERVER, DELL WINDOWS 2003 OS	5	\$729	\$0	\$0
14611	10451	08/02/12	CE	Adobe Photoshop CS6	5	\$700	\$0	\$0
14589	10439	07/31/12	CE	Adobe Audition CS6 for Mac	5	\$353	\$0	\$0
9088	4790A	11/30/04	CE	Video Capture Board (Screen)	5	\$340	\$0	\$0
13810	9752	06/13/11	CE	network management card ups	5	\$269	\$0	\$0
				Total Computer Equipment		\$31,443		\$1,990
4469	1243	08/21/98	FE	WORKSTATION TYPE "B"	5	\$5,583	\$0	\$0
13367	9342	03/05/10	FE	Curtis 15HP Air Compressor OBT Facility	5	\$5,085	\$0	\$0
3568	97233SHE5060	02/27/97	FE	PAREMOUNT WEIGHT CHIN/DIP - OBT Wellness Center	5	\$2,747	\$0	\$0
7223	3671	11/21/02	FE	Farebox Probing Sys/ Isolation & Junction Boxes	5	\$2,581	\$0	\$0
2245	90099LPF5248	03/29/90	FE	DESK, WOOD	5	\$2,435	\$0	\$0
3540	97294LPF5015	01/23/97	FE	PEDESTALS FOR TABLE (3)	5	\$1,406	\$0	\$0
4178	1041	04/02/98	FE	WORKSTATION, CORNER W/HUTCH/KYBD	5	\$1,327	\$0	\$0
1349	90099STF5247	03/29/90	FE	DESK, WOOD	5	\$1,205	\$0	\$0
1278	90099LTF5189	03/01/90	FE	DESK, WOOD, RIGHT EXTENSION	5	\$1,170	\$0	\$0
2255	90099LPF5257	03/29/90	FE	CREDENZA, WOOD, STORAGE	5	\$1,120	\$0	\$0
3805	1892	07/03/97	FE	CLARKE 20" FLOOR POLISHER	3	\$1,017	\$0	\$0
2570	90099LTF5261	03/29/90	FE	BOOKCASE, 4-SHELF, WOOD, DBL	5	\$940	\$0	\$0
8253	4060	09/30/04	FE	Spectra GPS Antenna	5	\$728	\$0	\$0
9517	5034	07/27/05	FE	Camera, Datacard	5	\$650	\$0	\$0
14587	10410	06/08/12	FE	Express Offline Lock Software	5	\$514	\$0	\$0
5309	1890	08/14/97	FE	HODGE 4 STEP CART LADDER	3	\$508	\$0	\$0
5308	1889	08/14/97	FE	HODGE 4 STEP CART LADDER	3	\$508	\$0	\$0
8446	4155	12/20/04	FE	Chair-Wavering Task Chair	5	\$472	\$0	\$0
8951	3239A	02/15/05	FE	Interface Card for Cisco Router (Asset 3239)	5	\$400	\$0	\$0
4620	1125	09/30/98	FE	FILE-5 DRAWER LATERAL	5	\$379	\$0	\$0
8967	4753	03/10/05	FE	GPS - Antenna / Monitoring Equip.	5	\$330	\$0	\$0

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
8966	4752	03/10/05	FE	GPS - Antenna / Monitoring Equip.	5	\$330	\$0	\$0
8965	4751	03/10/05	FE	GPS - Antenna / Monitoring	5	\$330	\$0	\$0
5047	1749	07/01/99	FE	CABINET 48WX24DX78H (GREEN)	5	\$307	\$0	\$0
13811	9753	06/13/11	FE	Network Management UPS	5	\$269	\$0	\$0
				Total Furniture and Fixtures		\$32,341	\$0	\$0
				Totals		\$63,784		\$1,990

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT

The fiscal impact is 1,990. The net book value of the assets written-off and the amount due to FTA is also (\$1,990). This represents one laptop computer that was not identified in the past three physical inventories.

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Consent Agenda Item #6.B. iv

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: Recommendation to Authorize the Auction of Surplus Capital Items and Obsolete Parts

Date: 3/11/2020

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 March 2020. The following surplus items require authorization for retirement and disposal at the public auction:

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

Five (5) support vehicles with a total net book value of \$0

Revenue Vehicles

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

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Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$106,206	0
Furniture and Fixtures	\$2,768	0
Other Vehicles	\$133,075	0
Revenue Vehicles	\$716,450	0
GRAND TOTAL	\$958,499	\$ 0

Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
16414	11204	8/6/2013	CE	UNITREND BACKUP HARDWARE IT	5	\$57,303	0	0
15345	10627	10/1/2012	CE	Network Equipment	5	\$8,173	0	0
14597	10415	7/12/2012	CE	Dell E6520 Laptop	5	\$2,327	0	0
14598	10416	7/12/2012	CE	Dell E6520 Laptop	5	\$2,327	0	0
14599	10417	7/12/2012	CE	Dell E6520 Laptop	5	\$2,327	0	0
17091	11258	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17094	11261	2/28/2014	CE	DELL9020 DESKTOP COMPUTER	5	\$1,354	0	0
17097	11864	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17099	11866	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17103	11870	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17106	11873	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17107	11881	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17110	11884	2/28/2014	CE	DELL 9020 DWSKTOP COMPUTER	5	\$1,354	0	0
17111	11885	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17114	11888	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17115	11889	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
17117	11891	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	0	0
13862	9922	8/31/2011	CE	Dell 990 Optiplex Computer	5	\$1,235	0	0
15462	10705	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15463	10706	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15474	10716	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15477	10719	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15478	10720	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15482	10724	3/20/2013	CE	Dell Computer 9010 Desktop	5	\$1,214	0	0
15244	10482	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
15248	10484	10/4/2012	CE	Dell Computer 990	5	\$1,140	0	0
16279	9003	7/1/2013	CE	IPAD 64 WITH CELLULAR SERVICE	5	\$947	0	0
15298	10576	12/31/2012	CE	Ipad Retina 64 GB	5	\$928	0	0

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
14618	10515	8/27/2012	CE	Apple ipad 64gb	5	\$829	0	0
14398	10013	2/21/2012	CE	Apple Ipad 2	5	\$829	0	0
14401	10016	2/21/2012	CE	Apple I pad 2	5	\$829	0	0
14402	10017	2/21/2012	CE	Apple Ipad 2	5	\$829	0	0
14399	10014	2/12/2012	CE	Apple Ipad 2	5	\$829	0	0
14605	10436	8/16/2012	CE	Dell Computer 3010	5	\$682	0	0
				SUBTOTAL COMPUTER EQUIPMENT		\$106,206		
16964	12693	11/30/2013	FE	APPLE IPAD AIR	5	\$1,026	0	0
16778	11251	9/25/2013	FE	APPLE IPAD 64GB	5	\$928	0	0
13271	9309	11/29/2009	FE	Nikon D5000 Digital Camera	5	\$814	0	0
				SUBTOTAL FURNITURE FIXTURES AND EQUIPMENT		\$2,768		
12796	30128	9/30/2008	OV	Ford E-350XLT Van	4	\$30,940	0	0
12552	28472	1/31/2008	OV	Ford Econoline Van	4	\$29,300	0	0
16903	38871	12/31/2013	OV	2014 CHEVY TRAVERSE	4	\$27,369	0	0
16896	197-114	12/31/2013	OV	2014 CHEVY IMPALA POLICE PACKAGE	4	\$26,917	0	0
9153	24437	6/16/2005	OV	Van - 2005 Dodge Caravan	4	\$18,549	0	0
				SUBTOTAL OTHER VEHICLES		\$133,075		
13129	11-309	7/31/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646	0	0
12718	645	9/30/2008	RV	40'x102-SSTL-LF- G27D102N4 Gillig Bus	9	\$314,484	0	0
12719	645a	9/30/2008	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$22,976	0	0
13130	11-309A	7/31/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024	0	0
13131	11-309B	7/31/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073	0	0
12720	645b	9/30/2008	RV	ZF 594C AUTOMATIC TRANS	5	\$17,247	0	0
				SUBTOTAL REVENUE VEHICLES		\$716,450		
				TOTALS		\$958,499	0	0

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 FY2020.

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Consent Agenda Item #6.B. v

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Recommendation to Authorize the Disposal of Items Accumulated Through the Lost and Found Process

Date: 3/11/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, discard, donate, recycle or sell at public auction, surplus Lost and Found items such as: wallets, handbags, books, phones, keys, backpacks, etc.

BACKGROUND:

LYNX makes a reasonable attempt to find the rightful owner of any lost or abandoned property patrons leave on its buses and or facilities. If the articles are unclaimed after a 90 day holding period, the articles become property of LYNX per Chapter 705, Florida Statutes (1996).

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus assets. Prior to being auctioned, all electronic devices and cell phones are deleted or erased of personal data by the auctioneer per contract. Electronic devices and cell phones which cannot be deleted or erased are recycled and shredded by the auctioneer in accordance to all local, state and federal regulations at no cost to LYNX.

See below for a summary of the Lost and Found Articles. A detailed listing of the items being auctioned is available upon request.

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Lost and Found Articles Items to Donate or Auction

Article	Count of Article
Apron	7
Baby Stroller	6
Backpack	131
Bag	236
Bible	17
Bike	249
Books	37
Cane	24
Card	188
Case	21
CD, DVD, Tape	3
Cellphone	404
Clothing	58
Container	1
Cooler	2
Electronic Device	156
Envelope	11
Folder/Binder	48
Footwear	37
Glasses	266
Gloves	16
Hat	113
Jacket/Hoodie	79
Jewelry	29
Laptop/Tablet	1
Luggage	8
Lunch Bag	52
Mail	8
Miscellaneous	153
Planner	1
Purse	26
Sweater/Sweatshirt	16
Thermos/Mug	37
Tools	11
Toy	9
Umbrella	148
Watch	16
Total	2625

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DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The net proceeds from this sale will be included in LYNX's FY2020 non-operating revenue.

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Consent Agenda Item #6.B. vi

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: Recommendation to Authorize to Extend Sub-Recipient Awards to Selected Human Services Agency Projects and to Enter into Sub-Recipient Agreements with the Selected Applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities

Date: 3/11/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend sub-recipient awards to selected Human Services Agency projects and to enter into sub-recipient agreements with the selected applicants for Section 5310 funding, a Federal Transit Administration (FTA) program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

BACKGROUND:

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on September 30, 2019 to solicit human services agency projects for the Urbanized Orlando and Kissimmee Section 5310 Program funds. LYNX conducted a 5310 Grant Workshop on October 16, 2019 and each interested applicant was required to coordinate projects with ACCESSLYNX as the Community Transportation Coordinator (CTC). Project proposals were due December 2, 2019 and a multi-disciplinary team comprised by the Florida Department of Transportation, MetroPlan Orlando and ACCESSLYNX met to evaluate them. A second call for proposals was released on January 16, 2020. Project proposals were due February 14, 2020 and evaluated by the same multi-disciplinary team.

APPLICATION EVALUATION:

During the first grant application solicitation, a total of five proposals were received for operating and vehicle lease projects. Three of the five proposals were disqualified due to expired

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documents, and/or lack of authorized signatures. The other two applications moved forward for evaluation.

For the second grant application solicitation, LYNX received a total of three applications of which two moved forward for evaluation and one was disqualified due to lack of authorized signature.

The 5310 Evaluation Committee, consisting of Norman Hickling (ACCESSLYNX, CTC), Jo Santiago (Florida Department of Transportation), and Nick Lepp/Sarah Larsen (MetroPlan Orlando) reviewed submitted projects.

Proposals were prioritized and notices of intent to award were issued. A pre-award monitoring will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESSLYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Sub-Recipient	Amount
The Opportunity Center	\$49,965
Meals on Wheels	\$49,140
Primrose Center	\$101,025
Good Samaritan Society	<u>\$3,150</u>
Total	\$203,280

Sub-recipients will provide the 50% local match under the Section 5310 grant program for operating projects. Capital award for Section 5310 operation will be transfers of retired paratransit and/or vanpool vehicles, if available and subsequent approval by LYNX's Board of Directors with FTA concurrence.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2020 Amended Operating Budget includes \$300,000 Federal 5310 revenue funding for the sub-recipient transportation program.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6058

Item Name: Recommendation to Authorize Approval of FY2019 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Date: 3/11/2020

ACTION REQUESTED:

Recommendation to Authorize Approval of FY2019 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program.

BACKGROUND:

In accordance with Chapter 218.39, Florida Statutes, LYNX is required to have an annual financial audit performed by an independent certified public accountant.

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$750,000 in Federal financial assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida single Audit Act, related to audits of State financial assistance. Pursuant to these Acts, LYNX's independent certified public accountants, Cherry, Bekaert, L.L.P., have conducted the audit for the fiscal year ended September 30, 2019. Ron Conrad, partner with Cherry, Bekaert, L.L.P., will be presenting the results of the audit.

The auditors have issued an unmodified "clean" opinion on both financial and compliance audits. The auditor's Management Letter Comments and Management's responses are included in the CAFR.

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An unbound “draft” copy of the CAFR, which includes the audit report of Cherry, Bekaert, L.L.P. will be distributed under separate cover. The final report will be provided to each member of the Board at the March 26, 2020 Board Meeting.

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.