

LYNX Oversight Committee Agenda

Meeting Date: 3/25/2021
Meeting Time: 11:00 AM

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

Pg 3

-Attachments



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 Executive Officer's Report



5. Finance & Audit Committee Report

6. Consent Agenda


A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for the Construction Engineering and Inspection (CEI) for the Pine Hills Bus Transfer Center Pg 7

B. Award Contracts


- i.  Authorization to Negotiate and Award a Contract for Transit Planning Software-as-a-Service to Remix Technologies, LLC Pg 9
- ii.  Authorization to Negotiate and Award a Contract for Janitorial Services to American Facility Services, Inc. Pg 11




C. Miscellaneous

- i.  Authorization to Execute Amendment 2 to Interlocal Project Agreement No. 1 between the Orlando Utilities Commission and LYNX Pg 14



-Attachments



- ii.  Authorization to Increase the Not to Exceed Cost for Contract #20-C69 with R L Burns, Inc. for Construction of Safety, Security, and Aesthetic Improvements at the Rosemont Transfer Center in the Amount of \$16,552.95 Pg 21

- iii.  Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for First Party Property Insurance and Fiduciary Liability Policies Pg 23
- iv.  Authorization to Write Off Assets Pursuant to the September 30, 2020 Physical Inventory Count and Reconciliation Pg 25
- v.  Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL) Pg 29

7. Action Items

- A.  Authorization to Implement April 25, 2021 Service Changes Pg 31
- B.  Authorization to Approve FY2020 Comprehensive Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 33

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
Oversight Committee Meeting Minutes

PLACE: **LYNX Central Station**
 455 N. Garland Avenue
 Virtual and 2nd Floor, Board Room
 Orlando, FL 32801

DATE: **February 25, 2021**

TIME: **1:30 p.m.**

Members in Attendance:

Viviana Janer, Chair, Osceola County
Tanya Wilder, City of Orlando
Jared Perdue, FDOT
Renzo Nastasi, Orange County
Mary Moskowitz, Seminole County

Staff Members in Attendance:

James E. Harrison, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
William Slot, Chief Innovation and Sustainability Officer
Dana Baker, Interim Chief Operating Officer
Leonard Antmann, Director of Finance

1. Call to Order

Chair Janer called the meeting to order at 1:30 p.m.

2. Approval of Minutes

A motion to approve the January 28, 2021 Oversight Committee meeting minutes was made by Tanya Wilder and seconded by Renzo Nastasi. Motion carried unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, stated that ridership continues to hover around fifty percent for the fixed route and around sixty to sixty-five percent for our Paratransit operations.

LYNX has been transporting passengers, 65 and older, to vaccination sites. This program has been communicated through many media outlets. As of yesterday, LYNX has transported forty-seven seniors. LYNX anticipates this number to go higher as more sites open up. The Valencia West Campus site will be opening soon, and LYNX staff has been

working with Valencia, Orange County and the State Department of Emergency Management on transporting passengers to the site.

On January 30, 2021, the CDC issued an order that imposed mandatory mask wearing on public transportation. LYNX started this policy after we went into full service back in May. A large majority of passengers have been and continue to be compliant. Close to 60,000 masks have been handed out and there are also face shields for those that may not be able to wear a mask.

5. Finance & Audit Committee Report

Amanda Clavijo, Finance and Audit Committee Chair, reported that the Finance and Audit Committee met on Thursday, February 18, 2021. She gave an overview of the Finance & Audit Committee agenda.

The external audit is on schedule. The FTA audit has been deferred one year, due to COVID-19, however, the FDOT audit will still be held this year, beginning in March.

A recap of the unaudited FY2020 operating results showed a gain, due to the CARES Act. There has been a savings in fuel and advertising revenues have increased.

All reserve levels meet the reserve policy with \$33.9 million in the Budget Stabilization Fund.

There was a discussion on budget assumptions for next year.

The Committee moved to approve all of the consent agenda items that are also on the Oversight Committee agenda.

The Committee held the Election of Officers. The Officers will remain the same for this year. Amanda Clavijo will remain Chair with Michelle McCrimmon as Vice-Chair.

Mr. Harrison gave an overview of the Consent Agenda.

6. Committee Consent Agenda Items

Chair Janer asked if anyone had any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.C.vi. Mr. Harrison recommends the approval of the entire Consent Agenda. Secretary Perdue stated that he would like to abstain from item 6.C.i.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Lawn Maintenance & Trash Removal Services at LYNX Bus Stops/Shelters
- ii. Authorization to Release a Request for Proposal (RFP) for Pressure Washing & Maintenance Services at LYNX Bus Stops/Shelters
- iii. Authorization to Release a Request for Proposal (RFP) for Rotary MOD-30 Lift Cylinder Upgrade of Bus Lifts

- iv. Authorization to Release a Request for Proposal (RFP) for Southern Operations and Maintenance Facility Site Selection and Suitability
- B. Extension of Contracts
 - i. Authorization to Exercise the Second Option Year of Contract #18-C74 With Genuine Parts Company
 - ii. Authorization to Exercise the Second Option Year of Contract #18-C85 with Vehicle Maintenance Program, Inc. (VMP)
 - iii. Authorization to Exercise the Second Option Year of Contract #18-C86 with GILLIG, LLC
- C. Miscellaneous
 - i. Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2021 Apportionments and to Sub-allocate FY2021 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation
 - ii. Authorization to Auction Surplus Capital Items
 - iii. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
 - iv. Authorization to Amend Contract #19-C48 with GC&E Systems Group, LLC by Increasing the Not to Exceed Amount from \$550,000 to \$850,000
 - v. Authorization to Amend Task Order #19-01 in the Amount of \$110,568 to Kimley-Horn and Associates, Inc. for the LOC Expansion Project
 - vi. Authorization to Execute Change Order #3 in the Amount of \$17,096 to McCree General Contractors & Architects, Inc.

Renzo Nastasi made a motion to approve Consent Agenda items 6.A.i through 6.C.vi. excluding item 6.C.i. Seconded by Secretary Perdue. Motion passed unanimously.

Tanya Wilder made a motion to approve Consent Agenda item 6.C.i. Seconded by Renzo Nastasi. Motion passed with Secretary Perdue abstaining.

7. Action Items

A. Election of the 2021 Oversight Committee Officers

Mr. Pat Christiansen, LYNX General Counsel, provided an overview of the election process of Committee Officers. He asked for a nomination of a single person, or a continuation of the whole slate of officers.

Renzo Nastasi nominated Commissioner Janer as Chair, second by Tanya Wilder. Motion passed unanimously.

Tanya Wilder nominated Renzo Nastasi as Vice-Chair, second by Mary Moskowitz. Motion passed unanimously.

8. Other Business

No other business was discussed.

9. Adjourned

Meeting adjourned at 1:50 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the February 25, 2021 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight mmittee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Release a Request for Proposal (RFP) for the Construction Engineering and Inspection (CEI) for the Pine Hills Bus Transfer Center

Date: 3/25/2021

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 Construction Engineering Services (CEI) for the Pine Hills Bus Transfer Center.

BACKGROUND:

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP USA, Inc., for Architectural and Engineering Consultant Services. The contracts were for a period of three (3) years with two (2) one-year extensions. The last extension was executed in April of 2020 and will expire in April of 2021.

The three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of continuing services work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055. As part of the continuing services contract, WSP USA, Inc., completed the design of the Pine Hills Bus Transfer Center and is currently finishing the permitting. At the time that this work was assigned, the construction budget was not known so this work was in compliance with CCNA. With a project budget of \$8,175,000, the CEI services for the Pine Hills Bus Transfer Center must be competitively procured to remain compliant with the CCNA.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this

LYNX Oversight Committee Agenda

project will be assessed upon the finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Bus Transfer Center Project, which includes funding for CEI services. Of this amount, \$8,033,259 is unencumbered. The total funding sources for the project will be as follows:

Federal 5307	\$5,705,000
Ladders of Opportunity Grant	1,200,000
Orange Cty Parks & Recreation	340,000
MetroPlan	930,000
TOTAL	\$8,175,000

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Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

From: **Bruce Detweiler**
Interim Director Of Plan And Development
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Negotiate and Award a Contract for Transit Planning Software-as-a-Service to Remix Technologies, LLC**

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Remix Technologies, LLC for Transit Planning Software-as-a-Service in the amount not to exceed \$313,000. The initial term of the Contract is for three (3) years at \$61,000 annually, with two (2) one (1) year options at \$65,000 annually, starting April 1, 2021.

BACKGROUND:

At the September 24, 2020 LYNX Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for transit planning software-as-a-service (SaaS), which was released on December 7, 2020. Proposals were due to LYNX by 4:00 PM EDT on January 8, 2021.

Currently, transit planning software services are provided by Remix Technologies, LLC through a sole source agreement. The last agreement expired December 31, 2020. LYNX extended the agreement three months, through March 31, 2021. As SaaS platforms have evolved and new products have been developed, LYNX sought proposals from all available providers to support the agency's ability to provide quick responses to service inquiries, situational needs, and its service change process.

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PROCUREMENT PROCESS

Request for Proposal #21-R07 for Transit Planning Software-as-a-Service was released on December 7, 2020, with proposals due on January 8, 2021. A total of one (1) response to the RFP was received from the following firm:

- Remix Technologies, LLC

The proposals were evaluated by the SEC members on the following criteria:

- Required Features – 35 points
- Desired Features – 20 points
- Customer Support / Customer Success – 20 points
- Fee / Annual Price – 25 points

On March 4, 2021 at 11:30 AM a meeting was held in the LYNX Board Room and via Zoom for the SEC members to discuss and rank the proposal received. The meeting was publicly noticed.

The initial scoring and ordinal ranking occurred as follows:

Proposer	Score	Ordinal Ranking
Remix Technologies, LLC	284	3

After review of the proposals, the SEC made a recommendation to award the contract to Remix Technologies, LLC.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2021 Approved budget includes \$70,000 for transit planning software.

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Consent Agenda Item #6.B. ii

To: LYNX Oversight Committee

From: **Elvis Dovalés**
Director Of Maintenance
Ricky Gonzalez
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: **Authorization to Negotiate and Award a Contract for Janitorial Services to American Facility Services, Inc.**

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to American Facility Services, Inc. for Janitorial Services in the amount not to exceed \$1,200,000 for the initial term plus option years. The initial term of the Contract is for two (2) years, with three (3) one (1) year options, starting April 1, 2021.

BACKGROUND:

With LYNX Board approval, RFP 21-R01 for Janitorial Services was issued on October 2, 2020. The Janitorial Services are used at the following LYNX facilities:

- 2500 LYNX Lane
- 455 North Garland Avenue

Currently, janitorial services are provided by Building Maintenance Services, Inc. under Piggyback Contract #19-C49 with Orange County Government. At the April 25, 2019 Board of Directors meeting staff received authorization to release a Request for Proposal (RFP) for janitorial services, which was released on October 2, 2020. Proposals were due to LYNX by 2:00 PM EST on October 30, 2020.

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Thirteen (13) responses were received from the following firms:

- American Facility Services, Inc.
- American Maintenance
- Building Maintenance Services, Inc.
- CL Reynolds
- Clean Space
- Contractors Enterprise
- D&A Building Services
- High Sources Inc.
- KBS
- Milclean USA
- Padegenis Cleaning
- Pluto Cleaning
- United Maintenance Company Inc.

The initial scoring and ordinal ranking occurred as follows:

Firm	Score	Ordinal Ranking
American Facility Services, Inc.	243	10
American Maintenance	238	11
Building Maintenance Services, Inc.	261	4
CL Reynolds	143	36
Clean Space	186	24
Contractors Enterprise	158	31
D & A Building Services	241	11
High Sources, Inc.	235	14
KBS	171	27
Milclean USA	178	25
Padegenis Cleaning	163	30
Pluto Cleaning	137	37
United Maintenance Company, Inc.	240	13

After review of the proposals, the Source Evaluation Committee (SEC), made a recommendation to short list the four (4) firms with the lowest ordinal ranking for further evaluation. The evaluation was based on a presentation by each vendor in response to questions posed by the Source Evaluation Committee (SEC).

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The ranking results from the short list evaluation were as follows:

Firm	Ranking
American Facility Services, Inc.	4
American Maintenance	9
Building Maintenance Services, Inc.	7
D & A Building Services	10

After evaluation of the short list presentations and ranking, the Source Evaluation Committee (SEC), made a recommendation to award the contract to American Facility Services, Inc.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$220,000 for Janitorial Services.

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Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6146

Item Name: Authorization to Execute Amendment 2 to Interlocal Project Agreement No. 1 between the Orlando Utilities Commission and LYNX

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into Amendment No. 2 to Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to reduce the Service Fee amount paid by the City of Orlando and reduce OUC's total contribution to the project.

BACKGROUND:

On April 23, 2020, the LYNX Board of Directors authorized the CEO 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.

On December 10, 2020, the LYNX Board of Directors authorized the CEO to execute Amendment 1 to Interlocal Project Agreement No. 1 with OUC. This Amendment increased the charging station fee from \$8,237.67 per month to a new charging station fee of \$17,000 per month. In addition, OUC's total contributions under the Project Agreement increased from a not to exceed amount of \$1,200,000 to a new not to exceed amount of \$2,100,000, due to the increases to equipment and construction costs. These changes were due to the cost of the proposals being higher than the original estimate by OUC due to Buy America requirements, higher labor rates, and site changes due to easement issues.

Subsequently, LYNX has worked with the electric bus and charging station vendor, Proterra, Inc., to reduce costs with the vendor agreeing to cover \$58,000 of the cost for each of seven (7) buses for the extended state of health battery warranty. This equates to a project cost reduction of \$406,000 by Proterra, Inc. to assist in ensuring the success of the overall program relationship with the City of Orlando and LYNX.

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Amendment No. 2 reflects this project cost reduction. The charging station fee will be reduced from \$17,000 per month to an amount of up to \$13,000 per month. Additionally, OUC's total budgeted amount under the Project Agreement will be reduced from a cap of \$2,100,000 to a new cap amount of \$1,721,000.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this agreement.

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.

AMENDMENT 2 TO INTERLOCAL PROJECT AGREEMENT NO. 1
BETWEEN
THE ORLANDO UTILITIES COMMISSION
AND
BETWEEN THE CENTRAL FLORIDA REGIONAL TRANSPORTATION
AUTHORITY D/B/A “LYNX”

This Amendment 2 to Interlocal Project Agreement No. 1 (“Amendment 1”) is made as of the ____ day of _____ 2021, by and between the **Central Florida Regional Transportation Authority d/b/a “LYNX”**, a body politic and corporate formed pursuant to Part II of Ch. 343, Florida Statutes (hereinafter, “LYNX”) and the **Orlando Utilities Commission**, a statutory commission existing under the laws of the State of Florida (hereinafter, “OUC”). LYNX and OUC are hereinafter each referred to individually as a “Party” and collectively as the “Parties.”

RECITALS:

WHEREAS, LYNX was created and established by Part II, Chapter 343, Florida Statutes, for the purpose of governing and operating a public transportation system and public transportation facilities in Seminole, Orange and Osceola Counties, and may exercise all powers necessary, appurtenant, convenient, or incidental to carrying out of said purpose; and

WHEREAS, OUC provides public utilities, energy and conservation services, electric vehicle charging, water and electricity to the residents located in the Counties of Orange and Osceola; and

WHEREAS, the OUC and LYNX entered into that Interlocal Cooperation Agreement dated April 23, 2020 (“Interlocal Agreement”), pursuant to which OUC and LYNX intend to cooperatively pursue various energy efficiency and conservation programs that mutually benefit both their customers by means of one or more Interlocal Project Agreements issued thereunder and subject to the general terms thereof; and

WHEREAS, OUC and LYNX entered into Interlocal Project Agreement No. 1 pursuant to the Interlocal Agreement dated April 23, 2020 to initiate an eBus Pilot Program pursuant to

which OUC and LYNX agreed to partner by jointly procuring up to eight (8) eBuses with the associated charging infrastructure; and

WHEREAS, OUC and LYNX entered into Amendment 1 to Project Agreement No. 1 on or about [DATE], pursuant to which OUC's total contributions under Project Agreement No. 1 were recalculated to increase the cap from One Million Two Hundred Thousand Dollars (\$1,200,000) to Two Million One Hundred Thousand Dollars (\$2,100,000) and to adjust the monthly Service Fee to be paid by LYNX to Seventeen Thousand Dollars (\$17,000) to accommodate the new contribution amounts from OUC; and

WHEREAS, LYNX has now re-evaluated the capital contribution from OUC that is needed and that amount has been lowered, thereby necessitating an adjustment in the OUC contribution cap as well as the monthly Service Fee to be paid by LYNX to OUC and the parties wish to memorialize such agreement in this Amendment 2.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Section 1. Recitals.

The recitals set forth above are true and correct as of the date hereof and are incorporated herein by this reference.

Section 2. Amendment to Subsection 5 E (1), LYNX Payment Structure eBus Pilot Program. Subsection 5 E (1) shall be amended to read as follows:

Charging Station Fee. LYNX will pay to OUC during the Term of this Project Agreement (commencing on the Commission Date), a Charging Station fee, of up to Thirteen Thousand Dollars (\$13,000.00) per month (“Service Fee”). This Service Fee is for OUC to provide the services for Charging Stations for the Term of this Project Agreement. The initial monthly Service Fee payment will be due 30 days following the Commission Date.

Section 3. Amendment to Subsection 5 E (4), LYNX Payment Structure eBus Pilot Program. Subsection 5 E (4) shall be amended to read as follows:

(4) Project Savings. *In the event the actual cost of the goods and services furnished by OUC hereunder is less than the budgeted amount of One Million Seven Hundred Twenty-One Thousand Dollars (\$1,721,000), the Parties will meet to discuss whether OUC should provide LYNX with a credit to offset amounts owed hereunder or if OUC should make additional contributions to the project, in either case, in an amount equal to the difference.*

Section 4. Ratification of Remaining Terms. All other terms of the Project Agreement No. 1 remain unchanged and are hereby ratified.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the Parties have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered in the presence
of:

ORLANDO UTILITIES COMMISSION

By: _____

Name: Clint Bullock
Title: General Manager & CEO

Notary Public

FOR THE USE AND RELIANCE
OF OUC ONLY - APPROVED
AS TO FORM AND LEGALITY.

Attorney for OUC
Date: _____

SIGNATURE PAGE FOR LYNX

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY**

By: _____

Name: James E. Harrison, Esq., P.E.

Title: Chief Executive Officer

Date: _____

This Agreement has been reviewed as to form by LYNX Senior Staff Attorney. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: _____

Name: Carrie L. Sarver, Esq., B.C.S.

Title: Senior Staff Attorney

Date: _____

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Consent Agenda Item #6.C. ii

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Increase the Not to Exceed Cost for Contract #20-C69 with R L Burns, Inc. for Construction of Safety, Security, and Aesthetic Improvements at the Rosemont Transfer Center in the Amount of \$16,552.95

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the Contract #20-C69 with R L Burns, Inc., for construction of safety, security, and aesthetic improvements at the Rosemont Transfer Center in the amount of \$16,552.95.

BACKGROUND:

The LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #20-C69 with R L Burns, Inc., for the construction of safety, security, and aesthetic improvements at the Rosemont Transfer Center in the amount of \$612,564.55. Since the initial award, contract negotiations have been undertaken resulting in a total revised project cost of \$629,117.50. This reflects an increase of \$16,552.95.

Once the increase to the contract has been executed, a Notice to Proceed can be issued and the project can immediately start construction. The associated amenities including the bus shelters, benches, trash cans, bike racks and lighting all have been ordered and are waiting on construction. CCTV cameras are a parallel project that was approved at the February 2021 Board Meeting.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 5% was assessed for this procurement.

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FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$869,000 for the Rosemont Superstop construction. This project is 100% funded with Federal funding.

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Consent Agenda Item #6.C. iii

To: LYNX Oversight Committee

From: Leonard Antmann
Director Of Finance
Tamara Enders
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for First Party Property Insurance and Fiduciary Liability Policies

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and bind coverage and premium for its Property Insurance Program and Fiduciary Liability Insurance Program, with the assistance of Arthur J. Gallagher Risk Management Services, Inc., Broker. The annual property premium is \$148,750 and the Fiduciary premium is \$9,026.

BACKGROUND:

At the Board of Director's meetings on March 26, 2020, the Board of Director's authorized the Chief Executive Officer (CEO) to negotiate and bind coverage and premiums for its Property Insurance Program. This was executed for one year, beginning April 1, 2020 through April 1, 2021.

As a result of extensive work with LYNX's outside counsel and Pension Committee, a comprehensive Fiduciary Liability program was created in 2018. Chubb has provided a renewal premium of \$9,026 or flat year-over-year renewal. Chubb does not offer multi-year deals on this line of coverage. This policy will expire on April 1, 2021

Property Insurance is first party insurance that protects LYNX for its loss or the loss of its income producing ability, when the loss or damage is caused by a covered peril such as fire or windstorm.

Fiduciary Liability Insurance protects LYNX's benefit plans and the staff who administers them. The Environmental Liability (Pollution) insurance policy was authorized by the Board of Directors at the March 26, 2020 Board of Director's meeting for a three-year period beginning

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April 1, 2020 through April 1, 2023. Environmental insurance protects LYNX when the loss or damage is caused by environmental pollution. The 17% total rate increase over expiring reflects the market trend.

Line of Coverage	FY18 Premium	FY19 Premium	FY20 Premium	FY21 Estimated Premium	FY 20-21 Variance	Term Expiration
Property	\$96,940	\$96,940	\$125,498	\$148,750	\$23,252	4/1/2021
Fiduciary Liability	\$8,703	\$8,853	\$9,026	\$9,026	\$0	4/1/2021
Environmental	\$42,206	\$0	\$42,862	\$0	\$0	4/1/2023

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes a total of \$626,701 for all insurance coverages related to property and liability. Based on the rates for the renewals in October and April, staff will be recommending a budget adjustment during the mid-year amendment of approximately \$80,000.

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Consent Agenda Item #6.C. iv

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Write Off Assets Pursuant to the September 30, 2020
Physical Inventory Count and Reconciliation

Date: 3/25/2021

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 September 30, 2020 physical inventory count and reconciliation with a net book value in the amount of \$0.

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	\$5,058	\$0
Furniture and Fixtures	\$176,877	\$0
Total	\$181,935	\$0

The results of the September 30, 2020 physical inventory count are summarized in the table above. An itemized list is included below.

LYNX Oversight Committee Agenda

LYNX ASSETS FY2020 Physical Inventory Recommended Disposals

System Number	Asset ID	Acquisition Date	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
17074	11975	11/30/2013	ADOBE CREATIVE SUITE 6-2 LICENSES	5	\$2,600	0	0
15280	10607	10/8/2012	Adobe Creative Suite and Design 6	5	\$1,878	0	0
14612	10452	8/14/2012	Final Cut Pro X Software	5	\$300	0	0
14615	10453	8/14/2012	MS Office for Mac Version	5	\$280	0	0
			Total Computer Equipment		\$5,058	0	0
16323	11188	12/31/2012	ONSSI CCTV CAMERA LICENSE	5	\$79,321	0	0
11788	070104IA	10/1/2006	Pelco Integration Equipment, Security	5	\$11,750	0	0
18349	12986	1/8/2015	Retain OW to Exchange/365, Personal Archiving to PST	5	\$10,200	0	0
18476	13005	2/28/2015	AUTO CAD 2015	5	\$5,018	0	0
11213	070104M	9/30/2005	Lock, Security	5	\$3,582	0	0
13744	9645	3/4/2011	2 Bar Lights for Ford Escapes	5	\$3,309	0	0
13925	9980	9/30/2011	Security Camera # 2 LCS DVR 1	5	\$3,111	0	0
13921	9976	9/30/2011	Security Camera #7 LCS DVR 1	5	\$2,875	0	0
13923	9978	9/30/2011	Security Camera #16 LCS DVR 4	5	\$2,822	0	0
13924	9979	9/30/2011	Security Camera #2 LCS DVR #1	5	\$2,822	0	0
13922	9977	9/30/2011	Security Camera #12 LCS DVR 4	5	\$2,263	0	0
13920	9975	9/30/2011	Security Camera #9 LCS DVR 1	5	\$2,062	0	0
18348	12985	1/2/2015	Primavera P6 Professional Project Management	5	\$2,025	0	0
13601	9521	11/4/2010	Emergency Lights for Dodge Charger Set # 2	5	\$1,865	0	0
8433	4142	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8444	4153	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8434	4143	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8435	4144	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8436	4145	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8437	4146	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8438	4147	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8439	4148	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8440	4149	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8441	4150	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8442	4151	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
8443	4152	12/15/2004	Bench Seat LCS Main Terminal	5	\$1,683	0	0
5037	1738	7/7/1999	MOBILE WORK PLATFORM	5	\$1,339	0	0
5070	1764	8/17/1999	MOBIL WORK PLATFORM	5	\$1,339	0	0
13919	9974	9/30/2011	Security Camera #5 LCS DVR 2	5	\$1,114	0	0
18347	12984	1/2/2015	Planswift Professional 9.5	5	\$950	0	0

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System Number	Asset ID	Acquisition Date	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
14581	10404	6/1/2012	Integration Cabling ARBOC 101-211	5	\$565	0	0
14583	10406	6/1/2012	Integration Cabling ARBOC 103-211	5	\$565	0	0
14584	10407	6/1/2012	Integration Cabling ARBOC 104-211	5	\$565	0	0
14585	10408	6/1/2012	Integration Cabling ARBOC 105-211	5	\$565	0	0
7454	3855	8/1/2003	Fan - Circulator Mobile 36"	5	\$551	0	0
8515	4224	12/22/2004	Work Platform Cotterman Steel	5	\$493	0	0
8516	4225	12/22/2004	Work Platform Cotterman Steel	5	\$493	0	0
9530	4940	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9531	4941	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9532	4942	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9533	4943	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9534	4944	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9535	4945	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9536	4946	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9537	4947	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9538	4948	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9539	4949	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9540	4950	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9541	4951	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9542	4952	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9543	4953	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9544	4954	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9545	4955	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9546	4956	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9547	4957	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9548	4958	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9549	4959	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9550	4960	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9551	4961	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9552	4962	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9553	4963	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9554	4964	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9557	4967	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
9558	4968	11/30/2004	Nexwatch Door Control Board NuTech Sec Sys	5	\$450	0	0
17078	11978	11/30/2013	MS OFFICVE FOR MAC 2011-licenses	5	\$440	0	0
18887	13858	10/1/2015	Graphics Card Risk Viewing DVI Cable	5	\$435	0	0
8513	4222	12/21/2004	Work Platform 6' Mobile	5	\$365	0	0
8514	4223	12/21/2004	Work Platform 6' Mobile	5	\$365	0	0
5448	2294	4/27/2000	CHAIR-LAZY BOY HIGH BACK EXECUTIVE	5	\$343	0	0

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System Number	Asset ID	Acquisition Date	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
18590	13090	6/1/2015	Hyena Software	5	\$329	0	0
4542	2371	9/30/1998	CHAIR	5	\$317	0	0
6135	2899A	9/30/2001	LOCKERS-VANGUARD INSTALLATION FEE	5	\$250	0	0
11215	070104O	9/30/2005	Lock, Security	5	\$123	0	0
			Total Furniture and Fixtures		\$176,877	0	0
			Grand Total		\$181,935	0	0

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT

The fiscal impact is \$0. The net book value of the assets written-off and the amount due to FTA is also \$0.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. v

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL)

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend the employment benefits provided for under the Families First Coronavirus Response Act ("FFCRA") related to the Emergency Paid Sick Leave ("EPSL"), to June 30, 2021.

BACKGROUND:

The FFCRA expired December 31, 2020 and previously contained several employment benefits, including the payment of up to 80 hours of paid sick time at the employee's regular rate of pay when the employee was ill or quarantined due to a personal exposure to COVID-19.

The subsequent relief packages passed by Congress and signed into law provided a tax credits for businesses that voluntarily extended this emergency leave to employees. Although these tax credits do not apply to public employers, LYNX has extended the EPSL provision on a voluntary basis and at its expense. The LYNX Board of Directors approved the extension of these benefits through March 31, 2021 at its January 28, 2021 meeting.

Staff is only requesting authorization to extend one benefit of the FFCRA, through June 30, 2021, consisting of emergency paid sick time (up to 80 hours) at an employee's regular rate of pay when a LYNX employee is quarantined or ill due to their personal exposure to COVID-19. The maximum of 80 hours would include any time already utilized under the FFCRA in 2020. This benefit would be available to all employees, including seasonal/temporary staff.

LYNX Oversight Committee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

During COVID-19 Pandemic, staff have not been taking as much vacation leave. As such there is sufficient staff to cover all routes. LYNX staff does not anticipate an additional fiscal impact from extending this provision as described above.

LYNX Oversight Committee Agenda

Action Agenda Item #7.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6136

Item Name: Authorization to Implement April 25, 2021 Service Changes

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective April 25, 2021.

BACKGROUND:

On September 24, 2020, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect April 25, 2021. One in-person public hearing/workshop was held on March 2, 2021 and a virtual service change hearing/workshop was held on March 3, 2021. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Tuesday, March 2, 2021, 4-6 PM
Location: LYNX Central Station, Orlando, FL

Date/Time: Wednesday, March 3, 2021, 5-7 PM
Location: Virtual

More details on these events can be found on our website at www.golynx.com

The public comment period for the proposed service changes ran from February 17, 2021, through March 19, 2021. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays, at SuperStops throughout the service area, on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

LYNX Oversight Committee Agenda

PROPOSED SERVICE CHANGES:

- Schedule adjustments on Links 34, 51, and 104.
- Route and/or schedule adjustments on Link 10.
- Bus stop changes for Links 61 (LYMMO Lime) and 62 (LYMMO Grapefruit).

April 25 Service Proposal

SCHEDULE ADJUSTMENTS

- **Link 34** – N. U.S. 17-92/Sanford (Seminole County) – Minor schedule adjustments.
- **Link 51** – Conway Road/Orlando International Airport (Orange County) – Minor schedule adjustments.
- **Link 104** – East Colonial Drive (Orange County) – Minor schedule adjustments.

ROUTE and SCHEDULE ADJUSTMENTS

- **Link 10** – East U.S. 192/St. Cloud (Osceola County) – Minor schedule change to reflect new routing. Buses no longer enter the Walmart parking lot and will operate along U.S. 192, Commerce Center Drive, Old Canoe Creek, U.S. 192 to regular route.

BUS STOP CHANGES

- **Link 61** – LYMMO Lime Line (Orange County) – Move bus stop at North Garland Ave./West Robinson St. to North Garland Ave./West Jefferson St. permanently.
- **Link 62** – LYMMO Grapefruit Line (Orange County) – Consolidate bus stops at West Central Blvd./Orange Ave. and East Central Blvd./Magnolia Ave. into one new bus stop located at East Central Blvd./South Court Ave.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this Activity.

FISCAL IMPACT:

LYNX Staff anticipates the changes proposed to be budget neutral.

LYNX Oversight Committee Agenda

Action Agenda Item #7.B.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Approve FY2020 Comprehensive Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Date: 3/25/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Authorize Approval of the FY2020 Comprehensive Annual Financial Report 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, MSL, PA CPAs & Advisors, have conducted the audit for the fiscal year ended September 30, 2020.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

LYNX Oversight Cmmittee Agenda

FISCAL IMPACT:

There is no fiscal impact associated with this activity.