

LYNX Oversight Committee Agenda

Meeting Date: 3/26/2020
Meeting Time: 10:30 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

Oversight Committee Minutes 2.27.20



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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 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 Public Awareness and Education in Accordance with FDOT Service Development Grant Pg 8

B. Miscellaneous


- i.  Authorization to Approve Renewal for Property, Environmental and Fiduciary Liability Insurance Policies Pg 10
- ii.  Authorization to Submit LYNX's 2020 Title VI Program Update to the Federal Transit Administration (FTA) Pg 12
- iii.  Authorization to Auction Surplus Capital Items and Obsolete Parts Pg 14
- iv.  Authorization to Dispose of Items Accumulated Through the Lost and Found Process Pg 17
- v.  Authorization to Write Off of Assets Pursuant to the June 30, 2019 Physical Inventory Count and Reconciliation Pg 20
- vi.  Authorization to Submit an Application to the Federal Transit Administration (FTA) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program for Six (6) Electric Buses Pg 23

- vii.  Authorization 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. Discussion Items

- A.  Proposed Changes to LYNX Administrative Rules Pg 27

8. Action Items

- A.  Authorization to Approve FY2019 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 29

9. Monthly Reports

10. 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
 2nd Floor, Open Space Conference Room
 Orlando, FL 32801

DATE: **February 27, 2020**

TIME: **10:30 a.m.**

Members in Attendance:

Viviana Janer, Chair, Osceola County
Lee Constantine, Seminole County
Tanya Wilder, City of Orlando
Renzo Nastasi, Orange County
Brain Stanger, FDOT

Staff Members in Attendance:

James E. Harrison, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
Bert Francis, Chief Financial Officer
William Slot, Chief Innovation and Sustainability Officer
Leonard Antmann, Director of Finance

1. Call to Order

The meeting was called to order at 10:30 a.m.

2. Approval of Minutes

A motion to approve the January 23, 2020 Oversight Committee meeting minutes was made by Renzo Nastasi and seconded by Tanya Wilder. Motion carried unanimously.

3. Public Comments

No one requested to address the committee.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer announced that this weekend, LYNX will hold the annual ROADEO. The winners will compete against other agencies at the Triple Crown event on April 4, 2020. LYNX will be hosting this event.

LYNX has a Public Service bus that allows small non-profit businesses to display their logo on one of our buses for a year. This is the Nineteenth year that LYNX has offered this program. The unveiling will be on April 23, 2020.

We are continuing our Business Control Assessment. We are looking at all of our processes, regulations and standard operating procedures. Starting next month, we will have recommendations for revisions to our processes for your review.

Last Tuesday, Mayor Demings held his first public work session for the Orange County Board of County Commissioners on his initiative for dedicated funding for transportation. Next month we will have detailed briefings as the process moves forward.

FPTA has coordinated a meeting for healthcare to discuss how our paratransit programs will be impacted by the Medicaid transportation providers. We are working with other agencies around the state to determine best practices.

5. Finance & Audit Committee Report

Amanda Clavijo, Finance and Audit Committee Chair reported that the Finance and Audit Committee met on Thursday, February 20, 2020. She gave an overview of the Finance & Audit Committee agenda.

She stated that there was an update on the external auditor solicitation. LYNX is tentatively establishing the first Committee meeting for March 30, 2020.

She stated that there were discussions on preventative maintenance and on the reserves.

6. Committee Consent Agenda Items

Chair Janer asked Mr. Harrison if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.C.vii.

Mr. Harrison stated that he recommends pulling agenda item 6.C.iii.

A. Request for Proposal (RFP)

- i. Authorization to Release Request for Proposal (RFP) for Dental Insurance

B. Invitation for Bid (IFB)

- i. Authorization to Release an Invitation for Bid (IFB) for the Purchase and Installation of Blast Resistant Trash Receptacles

C. Miscellaneous

- i. Authorization to Purchase Fifteen (15) Paratransit Replacement Vehicles
- ii. Authorization to Purchase Nine (9) 40' Compressed Natural Gas (CNG) Replacement Buses
- iii. 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
- iv. Authorization to Negotiate and Execute Contract #20-C37 for Purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract

- v. Authorization to Submit an Application to the Florida Department of Transportation (FDOT) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program for Rural Areas for five (5) CNG Replacement Buses for a Total Amount of \$2,280,000
- vi. Authorization to Submit Grant Applications to the Federal Transit Administration for FY2020 Apportionments and to Sub-allocate FY2020 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation
- vii. Authorization to Adopt Resolution No. 20-004 Observing April, 1, 2020 as National Census Day

Chair Janer asked for a motion on the Consent Agenda. Tanya Wilder moved to approve Committee Consent Agenda items 6.A.i. through 6.C.vii, excluding item 6.C.iii. Renzo Nastasi seconded. Motion passed unanimously.

7. Committee Discussion Items

A. Recap of the FY2019 Preliminary Operating Results

Chair Janer recognized Bert Francis, Chief Financial Officer, to make the presentation. Mr. Francis stated that we were on track with our budget until the actuarial adjustments of about \$2.6 million at the end of the year.

The fixed-route side continues to track on budget. Our advertising revenue program was about one million over budget and continues to do very well. The fuel hedge continues to do well.

The paratransit side was pretty close to budget. We estimated our federal revenue higher than what we received. Purchased Transportation services was right on budget. We will finalize the numbers and bring the CAFR to the next meeting.

B. Recap of the FY2020 1st Quarter Operating Results

Mr. Francis continued with this item. We are ahead of the budget at this time. For our fixed-route service, our advertising budget continues to be a strong program, revenues continue to be strong and expenses are under budget.

Fares are down slightly on the paratransit side, however the expenses are under budget so we are close to the budgeted numbers.

C. Presentation on FY2021 Budget Development Assumptions

Mr. Francis continued with this item. We will bring the budget development assumption amounts to the Finance and Audit Committee in March. We are preparing the FY2021 budget based on the Funding Model.

We do not anticipate any changes to the levels of service, we do not expect a fare increase, and we expect ridership to stay the same.

Our union labor agreement will expire in September, so we are working this summer to get a new agreement, and our health insurance program continues to do well with rebates.

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

Chair Janer recognized Norman Hickling, Director of Mobility Services, to make the presentation. Mr. Hickling stated that at our last meeting some of our providers had deficiencies, and OWL Transportation asked to reduce the number of rides provided by them. The financial impact of this reduction will be around two hundred thousand dollars, because these trips will now be provided by MV Transportation. OWL has since become compliant.

We have been working with the other TNC providers to make sure that they remove the deficiencies and become compliant.

The ACCESS Plus+ program continues to grow. This program allows ACCESSLYNX patrons to use the LYNX fixed-route service for free. This has brought down the number of paratransit trips, which decreases the cost for these services.

The Commission for Transportation Disadvantaged (CTD) is looking to institute a plan that states that all TD trips within three quarter miles of the service area would be called a "sponsored trip", and would not be funded. The FTA disagrees with this, and is trying to reverse this. This could be a reduction of seventy percent of funding in support of the TD program. The CTD is holding workshops to discuss this plan, and LYNX will have a presence at each of these workshops.

8. Committee Action Items

A. Authorization to Amend the FY2020 Operating Budget

Mr. Francis stated that we are adding money to the budget with additional money from Transportation Disadvantaged, 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 for 8.A. Authorization to Amend the FY2020 Operating Budget was made by Tanya Wilder, second by Renzo Nastasi. Motion passed unanimously.

B. Election of the 2020 Oversight Committee Officers

Chair Janer recognized Pat Christiansen, LYNX legal counsel, to provide guidance on the election of officers. Mr. Christiansen stated that we annually elect a Chairperson and a Vice-Chairperson.

Commissioner Constantine motioned to appoint Commissioner Janer as Chairperson, second by Tanya Wilder. Motion passed unanimously.

Tanya Wilder motioned to appoint Commissioner Constantine to serve as Vice-Chairperson, second by Commissioner Janer. Motion passed unanimously.

9. Other Business

No other business was discussed.

10. Adjourned

The meeting adjourned at 11:29 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the February 27, 2020 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6019

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

Date: 3/26/2020

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 public transit education, 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 audio, visual and other materials to educate the public of LYNX transit services and programs. The RFP will authorize these services for a period of one (1) year.

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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.

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Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6167

Item Name: Authorization to Approve Renewal for Property, Environmental and Fiduciary Liability Insurance Policies

Date: 3/26/2020

ACTION REQUESTED:

Staff is requesting the 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 Oversight Committee

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

Phone: 407.841.2279 ext: 6117

Item Name: Authorization to Submit LYNX's 2020 Title VI Program Update to the Federal Transit Administration (FTA)

Date: 3/26/2020

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 Oversight Committee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Oversight 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 and Obsolete Parts

Date: 3/26/2020

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 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

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. iv

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Dispose of Items Accumulated Through the Lost and Found Process

Date: 3/26/2020

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

LYNX Oversight Cmmittee Agenda

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.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. v

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 of Assets Pursuant to the June 30, 2019 Physical Inventory Count and Reconciliation

Date: 3/26/2020

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	\$31,442	\$1,990
Furniture and Fixtures	\$32,341	0
Total	\$63,783	\$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		\$31,442		\$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

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System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value	Due to FTA
8967	4753	03/10/05	FE	GPS - Antenna / Monitoring Equip.	5	\$330	\$0	\$0
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		\$63,783		\$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.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. vi

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6146

Item Name: Authorization to Submit an Application to the Federal Transit Administration (FTA) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program for Six (6) Electric Buses

Date: 3/26/2020

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 (FTA) for the FY2020 Competitive Funding Opportunity, Section 5339 Bus and Bus Facilities Program in the amount of \$2,840,000 for six (6) electric buses.

BACKGROUND:

On January 30, 2020, the Federal Transit Administration (FTA) released a Notice of Funding Opportunity (NOFO) and availability of \$454.6 million in FY2020 FTA Section 5339 Bus and Bus Facilities Program competitive grant funding for transit bus projects. The Federal Transit Administration NOFO applications are due March 30, 2020.

The purpose of the Grants for Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. The Grants for Buses and Bus Facilities Program provides funds to designated recipients that allocate funds to fixed route bus operators, states, or local governmental authorities that operate fixed route bus service, and Indian tribes.

The Grants for Buses and Bus Facilities Program provides funds under 49 U.S.C. 5339(b)(1), to eligible applicants including designated recipients that allocate funds to fixed route bus operators, states or local governmental entities that operate fixed route bus service, and Indian tribes. FTA will "consider the age and condition of buses, bus fleets, related equipment, and bus-related facilities" in selecting projects for funding. FTA may prioritize projects that demonstrate

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how their proposed projects are consistent with the Rural Opportunities to Use Transportation for Economic Success (R.O.U.T.E.S.) and the Accelerating Innovative Mobility (AIM) initiatives.

A minimum of 10 percent of the amount awarded under the Grants for Buses and Bus Facilities Program will be awarded to projects located in rural areas. As required by 49 U.S.C. 5339(b)(8), no single grantee will be awarded more than 10 percent of the amounts made available. Eligible projects are capital projects to replace, rehabilitate purchase, or lease buses, vans, and related equipment, and capital projects to rehabilitate, purchase, construct, or lease bus-related facilities. The maximum federal share for projects selected under the Grants for Buses and Bus Facilities Program is 80 percent of the net project cost.

LYNX will submit an application for the following:

6 Electric Buses	@	\$800,000	4,800,000
Chargers, approximately			500,000
Total			5,300,000
FTA 5339 Share		54%	2,840,000
Other Federal		19%	1,000,000
Local Share: City of Orlando		18%	960,000
Local Share: OUC, approximately		9%	500,000
Total		100%	5,300,000

The City of Orlando has committed \$960,000 towards the local share for the buses. LYNX is currently working with the Orlando Utilities Commission for the cost of the chargers, as local contribution. This commitment is pending approval of the OUC board.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity. However, for bus purchases 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 the requirements of the regulations by having an established annual overall percentage goal approved by FTA. DBE requirement is monitored by the Federal Transit Administration (FTA). Those transit vehicle manufacturers listed on FTA's eligible TVMs list, or that have submitted a goal methodology to FTA that has been approved or has not been disapproved, at the time of solicitation are eligible to bid.

FISCAL IMPACT:

LYNX staff will include the award for this program in the appropriate LYNX fiscal year Capital Budget upon confirmation of award and securing the local match.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. vii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization 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: 3/26/2020

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.

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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 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 Oversight Committee Agenda

Discussion Item #7.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: Proposed Changes to LYNX Administrative Rules

Date: 3/26/2020

ACTION REQUESTED:

Staff will present proposed changes to the LYNX Administrative Rule 2 Board Governance (Bylaws) and Administrative Rule 4 Procurement and Contract Administration.

BACKGROUND:

LYNX receives funding from the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT). As part of their oversight and in the past two years, LYNX has participated in the following reviews:

- FDOT Triennial Review – Review May 2018 and Final Report July 2018
- FTA Triennial Review – Review July 2019 and Final Report October 2019

In addition, the FTA performed a Drug and Alcohol Policy audit in 2018.

As a result of these reviews and audits, LYNX conducted a high level assessment of the LYNX business functions relative to the economy, efficiency, and effectiveness of its operations including the business risks and key controls in place. Changes to the Administrative Rules that govern the LYNX operations and day-to-day business need to be updated to reflect best practices of the LYNX funding partners and other transit agencies.

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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 Oversight Committee Agenda

Action Agenda Item #8.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6058

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

Date: 3/26/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee 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.