

LYNX Oversight Committee Agenda

Meeting Date: 4/22/2021
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 3.25.21

Pg 3

3. Public Comments


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

4. Chief 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 a System-wide Passenger Survey Pg 7



B. Extension of Contracts

- i.  Authorization to Exercise the Second Option Year of Contract #18-C106 with GILLIG, LLC Pg 9
- ii.  Authorization to Exercise the Second Option Year of Contract #18-C104 with Precision Transmission, Inc. Pg 11
- iii.  Authorization to Exercise the Second Option Year on Contract #17-C16 with Tolar Manufacturing, Inc. for the Manufacture of Commercial Style Bus Shelters Pg 13


C. Miscellaneous

- i.  Authorization to Submit an Application to the US Department of Homeland Security for FY2022 Competitive Funding Opportunity, Transit Security Grant Program (TSGP), in the amount of \$703,067 Pg 15
- ii.  Authorization to Submit an Application to the Commission for the Transportation Disadvantaged for Fiscal Year 2021/2022 Innovative Service Development Grant for an Amount Not to Exceed \$1,228,815 and Adoption of Resolution #21-002 Pg 17




-Attachments 

- iii.  Authorization for Approval of Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services Pg 21
- iv.  Authorization to Increase the Not to Exceed Amount for Contract #20-C33 with Akerman LLP for Legal Services - Pension Pg 23

7. Action Items

- A.  Approval to Amend the FY2021 Operating Budget Pg 24

8. Discussion Items

- A.  FY2021 LYNX Reserve Requirement and Initial Funding of the Budget Stabilization Fund Pg 27
- B.  FY2022 Preliminary Operating Budget Pg 28
- C.  Ridership Update Pg 29

9. Other Business

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
 Virtual and 2nd Floor, Board Room
 Orlando, FL 32801

DATE: **March 25, 2021**

TIME: **11:00 a.m.**

Members in Attendance:

Viviana Janer, Chair, Osceola County
Claudia Korobkoff, City of Orlando
Jo Santiago, FDOT
Brian Sanders, 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 11:00 a.m.

2. Approval of Minutes

A motion to approve the February 25, 2021 Oversight Committee meeting minutes was made by Claudia Korobkoff and seconded by Jo Santiago. 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 hold steady at about fifty percent for the fixed route and Paratransit operations are about the same as last month.

LYNX continues to work with the funding partners on trips for those over 60 who need transportation to get a vaccine.

The LYNX call center was moved off-site, and there has been a significant increase in performance. Staff turnover was reduced from sixty-five percent down to less than five percent. The average speed of answer was reduced by over ninety percent.

The FDOT Triennial started this week. This includes looking at LYNX operations of fixed-route and Paratransit, along with our policies and procedures, to ensure that LYNX is complying with FDOT regulations. The initial report will be available tomorrow.

LYNX has selected Hilda Mercedes as the new EEO/Civil Rights Compliance Administrator. She comes from Chatham Area Transit System in Savannah, Georgia. She will focus on LYNX programs not only related to Equal Employment Opportunity, but also Title VI, American with Disabilities Act, and Disadvantaged Business Enterprise Programs.

March is Procurement month, and this month is designated as an awareness campaign to recognize Procurement professionals for their efforts and contributions. Thank you to the LYNX Procurement team.

The agenda consists of eight consent agenda items and two action items. The second action item, the Comprehensive Annual Financial Report, will have a short presentation. Last year, under the leadership of the Auditor Selection Committee led by Commissioner Janer, LYNX selected the new audit team of Moore, Stephens and Lovelace (MSL). MSL states that LYNX complies in all material aspects of the requirements for the Fiscal year ending September 30, 2020. The LYNX Finance Department did an outstanding job.

5. Finance & Audit Committee Report

Amanda Clavijo, Finance and Audit Committee Chair, reported that the Finance and Audit Committee met on Thursday, March 11, 2021. She gave an overview of the Finance & Audit Committee agenda.

The Committee recommends approval all of the consent agenda items that are also on the Oversight Committee agenda.

There was discussion on the FY2022 Operating Budget. The budget assumptions were presented and included different scenarios and options. Because the American Rescue Plan is still pending, the discussion was left to see how LYNX would utilize the funds and then review the analysis again at the April meeting.

There was a discussion on ridership projections. The Committee asked LYNX Staff to provide an update on the ridership projections. As well as projections for the long-term.

A presentation was made on the Comprehensive Annual Financial Report.

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.v. Mr. Harrison recommends the approval of the entire Consent Agenda.

- A. Request for Proposal (RFP)
 - i. Authorization to Release a Request for Proposal (RFP) for the Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Center
- B. Award Contracts
 - i. Authorization to Negotiate and Award a Contract for Transit Planning Software-as-a-Service to Remix Technologies, LLC
 - ii. Authorization to Negotiate and Award a Contract for Janitorial Services to American Facility Services, Inc.
- C. Miscellaneous
 - i. Authorization to Execute Amendment 2 to Interlocal Project Agreement No. 1 between the Orlando Utilities Commission and LYNX
 - ii. Authorization to Increase the Not to Exceed Cost for Contract #20-C69 with RL Burns, Inc. for Construction of Safety, Security, and Aesthetic Improvements at the Rosemont Transfer Center in the Amount of \$16,552.95
 - iii. Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for First Party Property Insurance and Fiduciary Liability Policies
 - iv. Authorization to Write Off Assets Pursuant to the September 30, 2020 Physical Inventory Count and Reconciliation
 - v. Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick leave (EPSL)

Brian Sanders made a motion to approve Consent Agenda items 6.A.i through 6.C.v. Seconded by Mary Moskowitz. Motion passed unanimously.

7. Action Items

- A. Authorization to Implement April 25, 2021 Service Changes

Chair Janer recognized Bruce Detweiler, Interim Director of Planning and Development to make the presentation

Mr. Detweiler stated that the changes were minor and include service adjustments to improve on-time performance, several bus stop changes, and a permanent route change at the St. Cloud Wal-Mart on Route 10.

Two public hearing were held, and there were no comments received.

Mary Moskowitz thanked staff for providing information in a timely manner for the funding partners.

A motion to approve the Implementation of the April 25, 2021 Service Changes was made by Claudia Korobkoff and seconded by Brian Sanders. Motion passed unanimously.

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

Chair Janer recognized Leonard Antmann, Director of Finance. Mr. Antmann stated that the annual external audit was completed. The engagement shareholder from MSL will provide an overview of the audit.

Joel Knopp, CPA, from MSL gave a presentation regarding the external audit of the FY2020 financials. Mr. Knopp stated that there were no significant findings, no audit adjustments, and there was a clean, unmodified opinion issued.

Assets increased due to CARES Act funding, and the revenues were reduced due to the suspension of fare collection.

A motion to approve the FY2020 Comprehensive Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program was made by Claudia Korobkoff and seconded by Jo Santiago. Motion passed unanimously.

8. Other Business

Chair Janer requested that the Committee receive the ridership numbers from the last six months and a projection of what ridership is expected to be. She would like to see ridership numbers throughout the nation, with a comparison with one or two other transit agencies to see how LYNX compares.

Mr. Harrison stated that staff would prepare a presentation for the next Oversight Committee meeting with comparisons and expectations. There has been a modest increase in ridership, and LYNX expects that trend to continue.

9. Adjourned

Meeting adjourned at 11:23 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the March 25, 2021 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: **Bruce Detweiler**
Interim Director Of Plan And Development
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Release a Request for Proposal (RFP) for a System-wide Passenger Survey**

Date: 4/22/2021

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 a system-wide passenger survey.

BACKGROUND:

LYNX is required by the Federal Transit Administration (FTA) to collect passenger demographic information at least every five years, per FTA Circular 4702.1B – “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” In addition, collecting system-wide on-board origin and destination passenger data is a transit industry best practice.

Staff intends to have a vendor under contract at the start of FY 2022 in order to properly recruit and train survey personnel so they begin surveying at the start of calendar year 2022. The preferred survey period is after the winter holidays and before students are out of class for spring break. Given the large area that LYNX's services cover, staff recognize that surveying will take multiple months to complete. All surveying, quality assurance, and reporting is to be complete before the end of FY 2022.

The collected demographic information informs updates to LYNX's Title VI Program. The most recent system-wide passenger survey was completed in 2017 as part of an origin and destination customer survey that also supported the “After” study requirements for SunRail Phase 1. The 2017 system-wide passenger survey data was used in the 2017 and 2020 Title VI Program updates.

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In addition to having a current understanding of the demographics of LYNX passengers, the collected origin and destination data will be compared to trip behaviors and travel patterns to other locally available data sources, such as MetroPlan Orlando's Streetlight data. Such analysis can provide insights on broader travel patterns how transit passengers' travel differs from other modes of travel across Osceola, Seminole and Orange counties. This study helps LYNX staff to identify and prioritize new services or enhancements to existing services to meet demand and improve travel for current passengers.

As was done with the 2017 survey data, LYNX will leverage the information in support of the agency's corridor studies, the major update of LYNX's Transit Development Plan (TDP), and share the data with its partners as they conduct their own transportation studies.

Staff have included \$920,000.00 in the preliminary operating budget for FY 2022 to support this project.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 6% is accessed for this procurement. 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) Firms.

FISCAL IMPACT:

The Approved FY2021 Operating Budget does not include funds for the for a System-wide Passenger Survey project. Staff has included \$920,000 for this project in the Preliminary FY2022 Operating budget. This is 100% Federally funded.

LYNX Oversight mmittee Agenda

Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the Second Option Year of Contract #18-C106 with GILLIG, LLC

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #18-C106 with GILLIG, LLC, for the provision of X-Change Voith transmissions used in the maintenance of transit buses.

BACKGROUND:

At the May 24, 2018, Board of Directors' meeting, staff received authorization under Consent Agenda Item Consent Agenda Item #7.A. iii to award the contract for the procurement of X-Change Voith transmissions to GILLIG, LLC. The not to exceed value of the entire contract term with GILLIG, Inc. is \$876,900. The initial term of Contract #18-C106 was for two (2) years with three (3) renewal terms of one (1) year. The first two (2) years of the contract expired June 7, 2020.

LYNX has a fleet of 301 transit vehicles and approximately 113 are equipped with Voith transmissions. Our in-house technicians diagnose and replace the transmissions as needed. LYNX replaced approximately 11 Voith transmissions in FY2020.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBE's and other small businesses in the completion of this contract.

LYNX Oversight mmittee Agenda

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$4,609,000 for repairs and maintenance for revenue vehicle bus parts. Upon Board approval the FY2022 Operating Budget will include the appropriate amount for revenue vehicle repairs and maintenance.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. ii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the Second Option Year of Contract #18-C104 with Precision Transmission, Inc.

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #18-C104 with Precision Transmission, Inc. for the provision of remanufactured ZF transmissions used in the maintenance of transit buses.

BACKGROUND:

At the May 24, 2018, Board of Directors' meeting, staff received authorization under Consent Agenda Item #7.C.v. to award the contract for the procurement of remanufactured ZF transmissions to Precision Transmission, Inc. The not to exceed value of the entire contract term with Precision Transmission, Inc. is \$653,103. The initial term of Contract #18-C104 was for two (2) years with three (3) renewal terms of one (1) year. The first two (2) years of the contract expired June 7, 2020.

LYNX has a fleet of 301 transit vehicles and approximately 53 are equipped with ZF transmissions. Our in-house technicians diagnose and replace the transmissions as needed. LYNX replaced approximately 15 ZF transmissions in FY2020. Precision Transmission, Inc. is the only Southeast Region Authorized dealer of the ZF Transmissions.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBE's and other small businesses in the completion of this contract.

LYNX Oversight Committee Agenda

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$4,609,000 for repairs and maintenance for revenue vehicle bus parts. Upon Board approval, the FY2022 Operating Budget will include the appropriate amount for revenue vehicle repairs and maintenance.

LYNX Oversight mmittee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Exercise the Second Option Year on Contract #17-C16 with Tolar Manufacturing, Inc. for the Manufacture of Commercial Style Bus Shelters

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year on Contract #17-C16 with Tolar Manufacturing, Inc. for the manufacture of commercial style bus shelters.

BACKGROUND:

In May 2017, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #17-C16 with Tolar Manufacturing, Inc. for the manufacturing of commercial style bus shelters. The initial Contract term was for three (3) years, with two (2), one (1) year options, subject to annual funding availability. This contract will expire on May 31, 2021.

LYNX project management staff will issue individual purchase orders for batches of shelters as needed throughout the fiscal year to meet the needs of the larger bus shelter program.

The total contract has an assigned value per the original award of \$1,350,000 per year. The associated dollars will be assigned on a task order basis to the vendor based on operating and capital budget approved items.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 6% is assessed for this procurement. 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) Firms.

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FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$2,732,316 for shelter installations and rehabilitations throughout the system area.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

From: **Tellis Chandler**
Director Of Safety And Security
Robert Carey
(Technical Contact)

Phone: 407.841.2279 ext: 6154

Item Name: **Authorization to Submit an Application to the US Department of Homeland Security for FY2022 Competitive Funding Opportunity, Transit Security Grant Program (TSGP), in the Amount of \$703,067**

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' ratification of a grant application for the Chief Executive Officer (CEO) or designee to submit a grant application to the US Department of Homeland Security for FY 2021 Competitive Funding Opportunity, Transit Security Grant Program (TSGP), in the amount of \$703,067.

BACKGROUND:

On February 25, 2021, the Federal Emergency Management Agency (FEMA), a component of the Department of Homeland Security (DHS), released a Notice of Funding Opportunity (NOFO) and availability of \$88 million in FY2021 TSGP competitive grant funding for eligible public transportation systems to support transportation infrastructure security activities. The applications are due May 14, 2021.

The TSGP provides funds to protect critical transportation infrastructure and the travelling public from terrorism, and to increase transportation infrastructure resilience. The DHS/FEMA is continuously evaluating the national risk profile and setting priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2021, three areas attract the most concern:

1. Enhancing cybersecurity;
2. Enhancing the protection of soft targets/crowded places;
3. Addressing emerging threats (e.g., transnational criminal organizations, weapons of mass destruction [WMD], unmanned aerial systems [UASs], etc.).

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LYNX will submit for video camera improvements and an interoperability communications network that align with recommendations provided in the 2020 LYNX Threat & Vulnerability Analysis (TVA) and in the 2021 Transportation Security Administration's (TSA) baseline assessment. The TVA evaluates the likelihood of specific threats that may endanger system operations and provides recommended actions and countermeasures to eliminate or mitigate such threats. TSA's Baseline Assessment for Security Enhancement (BASE) is a no-cost, voluntary, risk-based program that evaluates an agency's security posture.

LYNX is considered Emergency Support Function for Orange County. An interoperable communication system will provide radio communications, real time video sharing with non-vehicle related cameras, ability to share geospatial, and data sharing communications during an emergency incident to regional public safety departments and stakeholders who currently utilize the communications technology.

The planned projects are detailed below.

- LYNX Transfer Center/Super-Stops
- Mutualink Interoperable Communications

Staff intends to apply for the maximum amount allowed for the following TSGP eligible projects:

- LYNX Transfer Center/Super-Stops Camera System - \$672,500
- Mutualink Interoperable Communications - \$30,567

The current equipment is dated and has met and/or exceeded FTA's useful life. The new equipment will provide LYNX with surveillance video analytics and cybersecurity enhancements. The project time line for completion is two years from the start date for the camera system and two months from the start date for the interoperable communications system.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award. This funding program is 100% DHS funded.

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Consent Agenda Item #6.C. ii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: **Authorization to Submit an Application to the Commission for the Transportation Disadvantaged for Fiscal Year 2021/2022 Innovative Service Development Grant for an Amount Not to Exceed \$1,228,815 and Adoption of Resolution #21-002**

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to submit a grant application to the Florida Commission for the Transportation Disadvantaged (CTD) for Fiscal Year 2021/2022 for the Innovative Service Development (ISD) Grant for an amount not to exceed \$1,228,815 and adoption of Resolution #21-002 (attached hereto), authorizing the Chief Executive Officer (CEO) or designee to undertake and if awarded, execute a Memorandum of Agreement to be provided by the CTD.

BACKGROUND:

The Transportation Disadvantaged Trust Fund is administered by the CTD, pursuant to Section 427.0159, Florida Statutes. The purpose of the Transportation Disadvantaged Trust Fund is to provide dedicated funding source for the operational and planning expenses of the CTD in carrying out its legislative responsibilities.

On May 9, 2021, the CTD released a competitive funding opportunity for an additional \$10 million allocated by the Florida Legislature under the Transportation Disadvantaged Trust Fund. This funding shall be used to award competitive grants to Community Transportation Coordinators (CTCs) and Transportation Network Companies (TNC) for pilot projects that will test innovative ideas in service design to enhance an eligible rider's mobility. CTD's goal for the ISD grants is to identify and test promising mobility access solutions that can be applied in other communities. Main program objectives are:

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1. Increase a transportation disadvantaged person's access to and departure from job training, employment, health care, and other life-sustaining services;
2. Enhance regional connectivity and cross-county mobility; or,
3. Reduce the difficulty in connecting transportation disadvantaged persons to a transportation hub and from the hub to their final destination.

This grant program provides ninety-percent (90%) funding and requires a ten-percent (10%) cash match generated from local sources. No state or federal government revenues are acceptable as local match. LYNX will be utilizing farebox revenues as the cash match.

CTD Funding (90%)	Not to Exceed \$ 1,228,815
Local Share (10%)	Not to Exceed \$ <u>136,535</u>
Total Project Amount:	Not to Exceed \$ 1,365,350

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

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

CFRTA RESOLUTION NO. 21-002

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2021-2022 INNOVATION AND SERVICE DEVELOPMENT GRANT PROGRAM, IN AN AMOUNT NOT TO EXCEED \$1,228,815.00 DOLLARS.

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX BOARD has the authority to authorize the submission of grant applications to the Florida Commission for the Transportation Disadvantage.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by CTD in FY2021-2022.
3. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2021-2022 in an amount not-to-exceed \$1,228,815.00 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant application.
4. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Commission for the Transportation Disadvantage.
5. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Commission for the Transportation Disadvantage authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. That the above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2021-2022 INNOVATION

AND SERVICE DEVELOPMENT GRANT PROGRAM, IN AN AMOUNT NOT-TO-EXCEED \$1,228,815.00 DOLLARS.

APPROVED AND ADOPTED this 22nd day of April 2021 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

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Consent Agenda Item #6.C. iii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: **Authorization for Approval of Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services**

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services to provide for responsibilities for maintenance of the Trapeze IT infrastructure technology and application system.

BACKGROUND:

At the March 23, 2017 Board of Director's meeting, the Board authorized LYNX staff to enter into an Agreement with MV Transportation, Inc. to provide Mobility Management and Broker Services for the provision of LYNX's Paratransit and NeighborLink services.

This Second Amendment to Contract #18-C03 with MV Transportation, Inc. for Mobility Management and Broker Services will formalize the existing Letter of Understanding (LOU) which specifies the roles and responsibilities for the ongoing operation and maintenance of Trapeze IT infrastructure technology and application utilized by LYNX Paratransit operations.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 10% is accessed for this procurement. 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) firms.

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FISCAL IMPACT:

There is no fiscal impact associated with this activity.

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Consent Agenda Item #6.C. iv

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 Increase the Not to Exceed Amount for Contract #20-C33 with Akerman LLP for Legal Services – Pension

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the Not to Exceed amount for Contract #20-C33 with Akerman LLP for Legal Services – Pension to the amount of \$430,000.

BACKGROUND:

On December 5, 2019, staff received authorization to execute Contract #20-C33 with Akerman LLP for Legal Services – Pension in the amount of \$250,000. The term of the agreement is for two years. Since the initial award of the contract, additional work has been required of Akerman to address legal matters resulting from the 2020 Collective Bargaining Negotiations, as well as providing legal counsel through the solicitation and contract negotiation phase for the Retirement Plan Administration and Recordkeeping Services Plan for the LYNX employees resulting in additional costs. Additionally, ongoing cost are also being incurred on a monthly basis due to work being completed in anticipation of the upcoming 2021 Collective Bargaining Reopener on the topic of Retirement.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The Approved FY2021 Operating Budget includes \$777,020 for general and human resources legal services. The increase in NTE is not expected to cause the budget to be over spent.

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Action Agenda Item #7.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Amend the FY2021 Operating Budget

Date: 4/22/2021

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2021 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners or any increase in utilization of reserves.

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FY2021 Operating Budget Amendment

	APPROVED FY21 Budget	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY21 Budget
REVENUES			
Customer Fares	\$ 15,283,345	\$ (1,858,453)	\$ 13,424,892
Contract Services	7,710,314	(1,718,438)	5,991,876
Advertising	2,200,000	700,000	2,900,000
Interest & Other Income	1,032,100	(332,100)	700,000
Federal Revenue	14,054,144	(4,550,000)	9,504,144
State Revenue	13,776,728	(1,551,127)	12,225,601
Local Revenue	8,785,244	(292,000)	8,493,244
Local Revenue Funding Partner	71,422,119	-	71,422,119
CARES/CRRSAA/ARPA Funding	16,000,000	38,769,903	54,769,903
Use of Stabilization Funds	7,272,171	(7,272,171)	0
TOTAL REVENUE	\$ 157,536,165	\$ 21,895,614	\$ 179,431,779
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 84,790,997	\$ 364,000	\$ 85,154,997
Other services	12,560,032	(364,000)	12,196,032
Fuel	12,158,746	(1,700,000)	10,458,746
Materials and Supplies	9,822,116	-	9,822,116
Utilities	1,581,528	-	1,581,528
Casualty & Liability	2,734,701	854,952	3,589,653
Taxes and Licenses	598,048	-	598,048
Purchased Transportation Services	31,637,695	(2,763,932)	28,873,763
Leases & Miscellaneous	1,646,267	-	1,646,267
Interest Expense	6,035	(6,035)	0
Transfer to Reserves	0	25,510,629	25,510,629
TOTAL EXPENSE	\$ 157,536,165	\$ 21,895,614	\$ 179,431,779
OPERATING GAIN/(LOSS)	\$ 0	\$ 0	\$ 0

Explanation of Changes:

Revenues:

Customer Fares - As a result of COVID-19, fixed route ridership has not rebounded as projected. The first half of FY2021 averaged around 50% of pre-COVID ridership levels. LYNX is starting to see a slight increase in ridership. The FY2021 projected budget included ridership at approximately 60% of FY2019 levels. Based on recent trends we are adjusting this down to 55%. For paratransit LYNX included 673K trips for the year, the revised projection is 526K trips.

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Contract Services – The bus service contract for Shingle Creek was significantly reduced, the Econ River high school contract was terminated in December, and the Kissimmee Circulator contract was reduced as the state grant was extended through December 2021. The total fixed route impact is a \$490K reduction. On the paratransit side due to the lower trip levels \$1,228K from the CTD innovation grant will not be earned before it expires in June of 2021.

Advertising Revenue – LYNX is starting to see a rebound in advertising revenue. Staff is projecting that this trend will continue for the year and therefore increased the budget by \$700K.

Interest and Other Income - Interest rates on deposits have significantly decreased causing a decrease in interest earnings.

State Revenue - State revenue has been decreased overall by \$1.5M. The block grant award was reduced as a result of the pandemic by \$1.7M. The grant associated with the Kissimmee Circulator was extended through December 2021 resulting in an increase of \$204K.

Federal Revenue – The Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) provided LYNX with \$7.7M in funding. In March the American Rescue Plan Act (ARP) funding was announced and LYNX is expecting to receive approximately \$75M in funding of which LYNX projects to draw \$31M in FY2021. These grants along with reduced preventative maintenance funding will net LYNX approximately \$34M.

Expenses:

Salaries, Wages and Fringe/ Other Services – The FY2021 adopted operating budget included funding for temporary cleaning staff in the other services category. Pending the execution of a contract LYNX employed temporary staff to carry out the duties. The Budget is being transferred between these two categories.

Fuel - Favorable pricing from the hedging program has been decreased the projected FY2021 expense by \$1.7M.

Casualty & Liability – As a result of some large settlements in FY2021 and the increase in insurance costs the budget is being increased by \$854K.

Purchased Transportation - The reduced level of trip demand has resulted in a decrease of \$2.7M.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The Amended FY2021 Operating Budget will result in a projected operating gain of \$25,510,629.

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Discussion Item #8.A.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: FY2021 LYNX Reserve Requirement and Initial Funding of the Budget Stabilization Fund

Date: 4/22/2021

LYNX Staff will provide an update on the LYNX FY2021 reserve requirement and initial funding of the Budget Stabilization Fund.

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Discussion Item #8.B.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: FY2022 Preliminary Operating Budget

Date: 4/22/2021

LYNX Staff will present the FY2022 Preliminary Operating Budget.

LYNX Oversight Committee Agenda

Discussion Item #8.C.

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6064

Item Name: Ridership Update

Date: 4/22/2021

LYNX Staff will provide an update on Ridership trends.