

# LYNX Oversight Committee Agenda

Meeting Date: 4/25/2019  
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 Meeting Minutes 04.04.19

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. Committee Consent Agenda Items

A.  Authorization to Exercise First Option Year of Contract 16-C10 with American Janitorial, Inc. for Lawn Maintenance and Trash Removal Service for LYNX Bus Stops and Shelters with an Annual Not to Exceed \$612,000 Pg 10


B.  Authorization to Enter into a Piggy Back Contract with Protera, Inc., for Procurement of One (1) Electric Power 35 Foot Bus Including Charging Infrastructure for an Amount Not to Exceed \$850,000. Pg 12

C.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) FY19 Competitive Funding Opportunity, Section 5339 Low or No Emission Grant Program, for LYMMO Electric Buses and Charging Pg 14



D.  Authorization to Submit a Grant Application under the Florida Commission for the Transportation Disadvantaged Rural Area Capital Assistance Grant Program for Paratransit Validators Pg 16

-Attachments







E.  Authorization to Approve Claim Settlements up to the Statutory Cap Pursuant to Section 726.28, Florida Statutes and Administrative Rule 6. Pg 19



## 7. Committee Discussion Items

- A.  Discussion on Pension Pg 21
- B.  Update on Audit Comment Regarding Davis Bacon Reporting Pg 22


## 8. Committee Action Items

- A.  Update on Reserves Pg 24  
-Attachments 
- B.  Recommendation of FY2020 Preliminary Operating Budget Pg 27  
-Attachments 

## 9. Committee Information Items

- A.  State Road 436 Transit Corridor Study - Project Update Pg 37  
-Attachments 

## 10. Other Business

- A.  Review of LYNX Board of Directors Agenda for April 25, 2019 Pg 44

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  
2<sup>nd</sup> Floor, Open Space Conference Room  
Orlando, FL 32801

DATE: April 4, 2019

TIME: 10:00 a.m.

---

Members in Attendance:

Viviana Janer, Chair, Osceola County  
Renzo Natasi, Orange County  
Billy Hattaway, City of Orlando  
Jo Santiago, FDOT

Staff Members in Attendance:

Jim Harrison, Interim 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

Members Absent:

Lee Constantine, Seminole County

---

1. Call to Order

The meeting was called to order at 10:36 a.m.

2. Approval of Minutes

A correction of the February 28, 2019 Oversight Meeting minutes was noted. The correct date of the meeting minutes should have been January 24, 2019.

A motion to approve the February 28, 2019 Oversight Committee meeting minutes was made by Billy Hattaway and second by Renzo Natasi. Motion carried unanimously.

3. Public Comments

No members of the public requested to speak.

#### 4. Interim **Chief Executive Officer's Report**

Jim Harrison, Interim Chief Executive Officer reported that he has had the opportunity to speak with many key staff members and LYNX has a lot of dedicated hard working folks and is very impressed. He visited all of the LYNX facilities.

Mr. Harrison reported:

- Advertising revenue has set a new record this year
- The Marketing Team received another award from APTA for their AdWheel campaign.
- Chairman Constantine and he will be unveiling the 2019-20 Public Service Bus in Altamonte Springs
- CAD/AVL is going very well

Mr. Harrison reviewed the **agenda for the Board of Director's meeting later that afternoon. He also noted a correction that needed to be made under the member's present, it has the incorrect name of the Chairperson.** In addition, he requested they pull item B.v. from the Miscellaneous Consent Agenda Item regarding the Authorization to Auction the Surplus Capital Items as there was a clerical mistake.

Mr. Harrison indicated that Commissioner Constantine was going to provide an update on the Interim CEO search at the Board Meeting.

#### 5. Finance & Audit Committee Report

Amanda Clavijo, Finance and Audit Committee Chairperson addressed the committee with the items that were heard and approved at the Finance and Audit Committee meeting of March 28, 2019.

Ms. Clavijo provided a brief update stating the Finance & Audit Committee has agreed that the Reserve Policy is moving forward, and is very close to finalizing. There was discussion on removing the compensated absences as the committee does not see a need to have that as an item on the reserve. In addition, also removing the Contingency line item as LYNX is not in a financial position to require these funds.

Ms. Clavijo also spoke on the Paratransit presentation and stated the committee requested more information on the application and the approval of the process. With regard to the Preliminary Budget for FY20, the assumptions made sense and they requested more details on some of the line items. The committee also requested more information on the Bus Service Agreements, specifically on the outside funding partners. The committee agreed to move forward with the CAFR report.

Commissioner Janer expressed her gratitude to Amanda Clavijo and the team for their ongoing efforts. She stated that the only part of the report she was uncomfortable with was having to remove the Contingency line item, but she understands if it cannot be funded, it should not be listed on the reserve report.

## 6. Committee Consent Agenda Items:

- A. Authorization for the Interim Chief Executive Officer (ICEO) or Designee to Implement the Workplace Violence and Weapons Policy
- B. Authorization to Update the Productive Harassment-Free Environment Policy to Anti-Harassment and Anti Bullying Policy
- C. Authorization to Purchase One Hundred and Thirty-Four (134) Vanpool Vehicles for Replacement and Expansion Purposes for the Vanpool Program
- D. Authorization to Ratify a Grant Application to the U.S Department of Transportation (U.S. DOT) FY19 Competitive Funding Opportunity for an Automated Driving System (ADS) Research and Demonstration Program
- E. Authorization to Explore a Partnership with the Orlando Utilities Commission for the Electrification of LYNX Vehicles

A motion to approve Consent Agenda Items 6. A through 6. E was made by Billy Hattaway and second by Renzo Natasi. Motion carried unanimously.

## 7. Committee Discussion Item

- A. Federal Transit Administration Paratransit Drug and Alcohol Policy Update Regarding Mears and Lyft

William Slot, Chief Innovation and Sustainability Officer provided a power point presentation to the committee members. He stated that the FTA completed their Drug & Alcohol audit, and as a result, FTA mandated that Lyft and Mears develop a Drug & Alcohol policy in compliance with their standards for all their drivers. Lyft decided not to comply, and effective March 15<sup>th</sup>, they are no longer taking trips for the LYNX Paratransit operation. Mears has complied and has brought on over 200 drivers bringing their population at close to 800 to continue to serve LYNX customers today.

Selita Stubbs, Deputy Director of Mobility Management Services and her team have reached out to the customers to inform them of the discontinuation of Lyft and are closely watching the financial impact.

Mr. Slot provided the committee with a couple of updates and information items per the **committee's previous request.**

He referenced the staffing levels prior to consolidation of the MV call center operations into LYNX. He provided an analysis of the passenger experience with TNC providers. LYNX **will focus on the TNC's and will** bring an update with some of the new concerns after the March 15<sup>th</sup> change.

Mr. Slot also provided an overview of the Mobility Management Services at LYNX with a focus on paratransit. Mr. Slot demonstrated how the trips break out and how the annual spend is funded.

## B. Discussion of Reserve Policy

Bert Francis, Chief Financial Officer reviewed the components that make up the reserve policy and what is necessary to be in compliance. One key item was the contingency amount, that's an additional 5% contingency that we would keep in reserve for emergencies. The committee felt comfortable with a 45 day reserve. The second is the medical self-insured surplus, which we have taken out of the current requirement, it is adequately covered in other areas. The third item was compensated absences, and the committee felt comfortable eliminating this item because it's paid as you go

Mr. Francis stated if we adjust what the current reserve requirement needs to be, we are at about \$22.5 million. We also included the current year budget that we are in now if we are to use all that now, we would have a requirement of about \$29 million. We are about \$4.7 million dollars shy. The good news is that we did this at the time that we are finalizing our numbers for the end of the year, so this number got a bit better. LYNX will then be approximately \$2 million shy in the fund balance to what the reserve requirement will be. The cash requirement was \$27 million, also a little shy at the end of September. On both scenarios, LYNX isn't quite making what the requirements will be, it is tight and will continue to be tight moving forward.

The reserves has been reviewed several ways. They hope to have a consensus on where that level should be by the next meeting. Mr. Francis said he thinks that we can move forward with the budget, but it's going to be very tight.

## C. FY2020 Operating Budget (Preliminary)

Bert Francis, Chief Financial Officer stated that LYNX is back on the funding model for the preliminary budget for FY20. LYNX is proposing no utilization of reserves, nor an increase on customer fares on the revenue side. The contract services include the new Kissimmee circulator and some of the items we have from Lake County and Polk County have been shifted and there is a bit of increase from FY19. Advertising is doing very well and he feels comfortable bumping that number up a little for FY20. Mr. Francis feels we can hold it at 2.66% on Interests and other. There has been discussion on the use of Facility Maintenance, we use about \$9.9 million of Federal Preventative Maintenance to balance the budget. The consensus is that we would keep this at a higher level for FY20 because the increase of the funding partners is significant.

The state revenue is still in play, LYNX has had several discussions with FDOT, but have not had input back from them and we have not increased the block grant in the 2020 budget. LYNX received about \$1 million increase in FY19, and is hopeful for an increase this year. This would impact what the funding partners have to come up with.

The local revenue is about the same. The local funding partner revenue, would go to \$71 million versus \$59 million, not using reserves. Last year LYNX used \$6.5 million of reserve. It is about a \$6 million increase by not using the reserves to balance the budget right now. It's up to a \$148 million versus \$142 million. On the expense side, there is an increase in salaries and wages, it is less than a 5% increase and we also have a cost-of-living adjustment. In addition, we have to impact the step increases by the union contracts, and we have about 1.2% increase in the benefits. We are keeping the manpower very close to what it is right now, although there has been some discussion in the past that we may need some more mechanics for the service team.

The other services are mostly grant funded and about what it was last year. We've done a good job this year on the fuel hedge, but fuel prices are unsteady. We can anticipate half a million dollar increase in fuel over what we're doing this year. The materials and supplies remain about the same as it was last year, as well as utility, and cash & liability. Taxes and License are all very similar. The only item that we had a significant increase in is purchased transportation, where there is \$2 million dollar increase. We are hopeful that we can stay within that, and not use reserves.

Mr. Francis referenced a power point slide and said that salaries and purchased transportation almost make up the entire \$6 million difference. Those two line items are the primary drivers that would cause an increase. If FDOT were to change, it would decrease the amount we would need from the funding partners. We are still working on some final numbers, and will have another meeting next week, there may be a slight change.

Commissioner Janer stated that it's a big increase but this should not be a surprise to anybody as this has been discussed several times. She hoped that everybody has been preparing their respective boards in terms of their local funding partners. She has discussed this with her board and has informed them that they are going to see a significant increase.

## 8. Committee Action Items:

### A. Authorization to Approve the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Year Ended September 30, 2018

Ron Conrad and Brian Lippick of Cherry Bekaert presented a power point presentation on the Comprehensive Annual Financial Report (CAFR).

In addition to the CAFR report Cherry Bekaert had two separate agreed upon procedure reports that are required by the Federal Transit Administration (FTA) and this year an IES FD report that occurs every ten years.

There was an unmodified clean opinion of the financial statements. There was an unmodified clean opinion on major federal programs and state assistance projects. On the schedule of findings and questioned costs, there were no findings. On the issuance of reports on internal control over financial reporting and compliance

matters including federal and state Single Audit, there were no findings. On the issuance of the management letter, including information required by the State of Florida Auditor General, there was one comment for non-compliance with one of the contractors that dealt with construction that had the Davis **Bacon requirements**. **Subsequently, the information was obtained and everything was in good order, but at the time of the audit, the information had not yet been obtained.** There was no material issues or findings on both agreed upon procedures reports regarding National Transit Database information submitted to FTA, and there was a clean opinion on the issuance of an examination report on compliance with investment policies.

Commissioner Janer asked Mr. Harrison to follow back with her and the committee with ensuring that the contractors are submitting their information correctly and on time.

Renzo Natasi moved to approve, and Billy Hattaway second.  
Motion passed unanimously.

9. Committee Information Items (for review purposes only )

- A. Information Item Update on USDOT's Notice of Funding Opportunity for No-Low Grant Submission
- B. Introduction to the City of Orlando's Mandatory Commercial Recycling Ordinance and Application to LYNX
- C. Notification of Paratransit Alternative Fuel Vehicle Research
- D. Information Item Status Update on the Computer Aided Dispatch Conversion from Clever Devices to TripSpark

10. No other business was reported

The meeting adjourned at 11:41 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the April 4, 2019 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

---

Assistant

# LYNX Oversight Committee Agenda

## Oversight Committee Consent Agenda Item #6.A.

**To:** LYNX Oversight Committee

**From:** Eric Hale  
Deputy Dir Of Facilities Maint  
Eric Hale  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6085

**Item Name:** Request for Proposal (RFP)  
Authorization to Exercise First Option Year of Contract 16-C10 with American Janitorial, Inc. for Lawn Maintenance and Trash Removal Service for LYNX Bus Stops and Shelters with an Annual Not to Exceed \$612,000

**Date:** 4/25/2019

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year for Contract 16-C10 with American Janitorial, Inc. with an annual not-to-exceed amount of \$612,000. The first option year would extend from May 1, 2019 through April 30, 2020 and cover lawn maintenance and trash removal service for LYNX bus stop and shelters.

### **BACKGROUND:**

Bus stops are the primary point of customer access to LYNX fixed route bus service. Shelters provide an enhanced experience for customers by providing shelter from the elements. These stops and shelters are highly visible to the community and provide a clean, safe area for customers to wait, to board, and to alight LYNX buses.

At the April 14, 2016 Board meeting, the Board of Directors authorized the award of Contract 16-C10 to American Janitorial, Inc. for three (3) years with two (2) one-year extensions for lawn maintenance and trash removal services at LYNX bus stops and shelters. The first three (3) years of this contract expires on April 30, 2019. This requested authorization would exercise the first of the two (2) option years.

LYNX has three separate contracts for bus stops and shelters including lawn maintenance, trash removal, shelter cleaning, and shelter maintenance. This contract is for trash removal at 1,524 bus stops of our 4,200 bus stops and lawn maintenance at 3,193 bus stops.

# LYNX Oversight mmittee Agenda

This vendor empties 17,072 trash cans a month (each can 2-5 days a week) and cleans within 15 feet of the shelter per the following fee schedule:

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Lawn maintenance of bus stops and shelters	1.04	1.09	1.15	1.20	1.25
Trash removal from bus stops, shelters and super stops	2.49	2.59	2.70	2.80	2.90

## **FISCAL IMPACT:**

LYNX staff included \$574,000 in the FY2019 Adopted Operating Budget for Line Trimming and Trash Removal Services. Within the proposed FY2020 Operating Budget, \$612,000 is allocated for these services.

# LYNX Oversight Committee Agenda

## Oversight Committee Consent Agenda Item #6.B.

**To:** LYNX Oversight Committee

**From:** William Slot  
Chief Innovation Sustain Off  
Kenneth Jamison  
(Technical Contact)  
Julia James  
(Technical Contact)  
Edward Flynn  
(Technical Contact)

**Phone:** Department Head Phone Number

**Item Name:** Request for Proposal (RFP)  
Authorization to Enter into a Piggy Back Contract with Protera, Inc., for Procurement of One (1) Electric Power 35 Foot Bus Including Charging Infrastructure for an Amount Not to Exceed \$850,000.

**Date:** 4/25/2019

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Piggy Back contract with Proterra, Inc. for procurement of one (1) electric power 35 foot bus including charging infrastructure for an amount not-to-exceed \$850,000.

### **BACKGROUND:**

Staff is requesting authorization to purchase one (1) 35 foot electric bus including charging infrastructure from Proterra, Inc. Staff has verified with the Georgia Department of Administrative Services that LYNX can purchase off of their competitively bid contract number 99999-001-SPD0000138-0007. After the passage of the FAST Act in 2015, transit agencies are able to use state purchasing schedules located outside of the state in which they are located.

LYNX is working on multiple projects that may result in the future acquisition of vehicles with electrical propulsion. This initial bus purchase would allow LYNX to implement the initial charging infrastructure and to gain experience operating an electric propulsion vehicle. The bus purchased under this authorization will be used on the LYMMO Grapefruit line as funding for this bus purchase is from LYMMO grant FL-03-0340 for the implementation of that service.

# LYNX Oversight Committee Agenda

This bus purchase supports the City of Orlando 2018 Community Action Plan, a 5 year roadmap that was approved by the Orlando City Council. This plan includes a commitment to transition the LYMMO service to an all-electric, zero-emissions fleet.

LYNX is also working on the Concept of Operations for the future introduction of automated vehicles into transit services, with the understanding that these vehicles would be electric powered. Staff also obtained authorization at the April 4, 2019, Board of Directors meeting to submit a grant application to the Federal Transit Administration for competitive funding for electric buses and charging equipment and for ratification of a grant application to the U.S. Department of Transportation for competitive funding for Automated Driving System research and demonstration of an electric automated vehicle.

The LYNX Board of Directors authorized at its April 4, 2019, the Interim Chief Executive Officer (ICEO) or designee to explore a partnership with the Orlando Utilities Commission for the electrification of LYNX vehicles. LYNX will explore the potential for LYNX to procure the electric vehicle with OUC procuring the batteries for the vehicles and required charging infrastructure. LYNX would then pay OUC for the use of the batteries and the charging infrastructure during their useful life as part of the agency utility bill. OUC would replace the batteries once their use for transit vehicle usage begins to diminish. This partnership would allow LYNX to focus on the vehicles and provision of transit services while working with the expertise of OUC on electrification and charging infrastructure. LYNX will work with OUC to determine how this partnership can be implemented and remove the cost of the battery and charging station from this purchase.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

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

## **FISCAL IMPACT:**

LYNX staff included \$47,551,500 in the FY2019 Adopted Capital Budget for CNG Replacement Buses. Of this amount, \$30,966,361 is unencumbered and is available to fund this project.

# LYNX Oversight Committee Agenda

## Oversight Committee Consent Agenda Item #6.C.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Request for Proposal (RFP)  
Authorization to Submit a Grant Application to the Federal Transit  
Administration (FTA) FY19 Competitive Funding Opportunity, Section  
5339 Low or No Emission Grant Program, for LYMMO Electric Buses and  
Charging

**Date:** 4/25/2019

---

### **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 FY19 Competitive Funding Opportunity, Section 5339 Low or No Emissions Grant Program, for LYMMO Electric Buses and Charging Equipment.

### **BACKGROUND:**

Funding is requested in the amount of approximately \$4 million for seven (7) battery electric 35' buses, including plug-ins, charging stations, specialty training for maintenance and bus inspection costs. These buses are planned to be utilized for the LYMMO Grapefruit, Lime and North Quarter lines.

On March 18, 2019, FTA released a Notice of Funding Opportunity (NOFO) and availability of \$85 million in competitive grants under the FY19 Low or No (Low-No) Emission Grant Program. Grant applications are due on May 14, 2019.

The main purpose of the Low-No Program is to support the transition of the nation's transit fleet to the lowest polluting and most energy efficient transit vehicles. The Low-No Program provides funding to State and local governmental authorities for the purchase or lease of zero-

# LYNX Oversight Committee Agenda

emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities.

All eligible expenses under the Low-No Program are attributable to compliance with the Clean Air Act. The maximum Federal participation in the costs of leasing or acquiring a transit bus financed under the Low-No Program is 85 percent of the total transit bus cost. The maximum Federal participation in the cost of leasing or acquiring low or no emission bus related equipment and facilities under the Low-No Program, such as recharging or refueling facilities, is 90 percent of the net project cost of the equipment or facilities that are attributable to compliance with the Clean Air Act.

The City of Orlando 2018 Community Action Plan is a five (5) year roadmap that was approved by the City Council which includes a commitment to transition the LYMMO service to an all-electric, zero emission fleet. Buses procured under this funding opportunity would support that commitment by operating on the LYMMO Grapefruit, Lime and North Quarter Links. The service miles and hours of these Links are within the current single charge range of the electric buses.

LYNX will submit an application for seven (7) battery electric buses as summarized below. The Low-No application is for the cost of charging stations and the incremental cost of electric buses.

FTA 5539 Low-No Funding Request approximately:	\$4,000,000
Local Match Approximately	\$ 850,000
Other Federal/State Funding Approximately	<u>\$4,000,000</u>
Total Project Cost Approximately	\$8,850,000

The application will be scalable down to three (3) vehicles and associated charging and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations. The scaled down three (3) vehicle request would fully cover the LYMMO Grapefruit line.

LYNX will work with the Center for Transportation and the Environment, the City of Orlando, the Orlando Utilities Commission, and bus manufacturer Proterra, Inc. to develop and submit the grant application. Local cash match as well as in-kind technical and infrastructure support will be provided by City of Orlando & Orlando Utilities Commission.

## **FISCAL IMPACT:**

LYNX staff will include the award for this program in the LYNX FY2020 Capital Budget upon confirmation of award and securing the local match.

# LYNX Oversight Committee Agenda

## Oversight Committee Consent Agenda Item #6.D.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6146

**Item Name:** Authorization to Submit a Grant Application under the Florida Commission for the Transportation Disadvantaged Rural Area Capital Assistance Grant Program for Paratransit Validators

**Date:** 4/25/2019

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application and to execute a future Agreement with the Commission for the Transportation Disadvantaged for the Shirley Conroy Rural Area Capital Assistance Support grant in the amount of approximately \$172,998 for the purchase of 70 paratransit electronic fare validators for the acceptance of electronic fares including magnetic stripe media, smart cards, and mobile ticketing.

### **BACKGROUND:**

On April 1, 2019, the Florida Commission for the Transportation Disadvantaged (TD) released a Notice of Funding Availability under the Shirley Conroy Rural Area Capital Assistance Support Grant Program for \$1.4 million total funding available to all Florida TD service providers. TD Program requirements and considerations are as follows:

- Funding for rural service areas
- Funding for capital equipment
- Priority areas include vehicle replacement & service expansion
- Priority for projects that enhance the current local system
- No opportunity to extend funding: project must be complete & fully expended by August 15, 2020
- TD rural grant will be funded at 90% state funding and 10% local match.

Applications are due April 30, 2019, with grant award anticipated by May/June 2019. Awarded CTD projects need to be completed by June 2020 and expended by August 2020.

# LYNX Oversight Committee Agenda

LYNX will be submitting an application for paratransit electronic fare validators (Smart Card Reader, Barcode Reader, Magnetic Swipe Card Reader, Operator Control Unit, Wireless Data Transmission) requesting 70 units at \$ 2,746 each for approximately \$ 192,220, as shown below:

CTD Shirley Conroy funding request (90%)	\$172,998
<u>Local Share (10%)</u>	<u>\$ 19,222</u>
70 paratransit validators @ \$2,746	\$192,220

The 10% local match in the amount of approximately \$19,222 will come from the \$2 capital contributed by the funding partners.

The LYNX Board of Directors authorized at its meeting on January 24, 2019 the release of a request for proposals for the purchase of electronic fareboxes and paratransit validators for acceptance of fares from cash, smart cards, and mobile ticketing. Staff has estimated the cost of the procurement for paratransit validators to be \$500,350 based on unit costs from a similar procurement by Broward County, Florida. This Shirley Conroy grant application will provide a portion of the funding for paratransit validators to be installed in Access LYNX vehicles, the balance will come from a Federal Transit Administration grant.

The authorizing Resolution No. 19-004 is attached.

## **FISCAL IMPACT:**

LYNX staff will amend the award for this program in the LYNX FY2019 Capital Budget upon confirmation of any grant award from the Shirley Conroy Grant to support the purchase of the seventy paratransit validators.



**SHIRLEY CONROY RURAL AREA CAPITAL  
ASSISTANCE GRANT APPLICATION  
AUTHORIZING RESOLUTION #19-004**

A RESOLUTION of the Central Florida Regional Transportation Authority d/b/a, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant Application and Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes James E. Harrison, Esq. P.E. to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Central Florida Regional Transportation Authority.
3. The BOARD'S Registered Agent in Florida is Central Florida Regional Transportation Authority.  
The Registered Agents address is: 455 N. Garland Ave. Orlando FL 32801.

DULY PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF April, 2019.

LYNX BOARD of Directors

\_\_\_\_\_  
Lee Constantine  
Chairman

ATTEST:

Signature\_\_\_\_\_

# LYNX Oversight Committee Agenda

## Oversight Committee Consent Agenda Item #6.E.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6167

**Item Name:** Authorization to Approve Claim Settlements up to the Statutory Cap Pursuant to Section 726.28, Florida Statutes and Administrative Rule 6.

**Date:** 4/25/2019

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve auto liability claim settlements up to the Statutory Cap pursuant to Section 726.28, Florida Statutes and Administrative Rule 6.

### **BACKGROUND:**

On June 17, 2017, LYNX Operator Jaime Espinosa, was driving north on Orange Blossom Trail and had just crossed railroad tracks when a vehicle one (1) passed in front of the bus. Vehicle one (1) passed with plenty of room to stop at the approaching intersection. After vehicle one (1) stopped, the LYNX bus does not appear to slow down and rear-ended vehicle one (1), pushing them forward into vehicle two (2), which in turn pushed vehicle two (2) into vehicle three (3), causing a four-car (4) pile up including the bus. In addition to property damage claims made by two (2) of the other vehicles, twelve (12) individuals filed bodily injury claims, eleven (11) who were bus passengers and one (1) was the driver of vehicle two (2).

A global settlement conference was held on April 2 at which time settlement agreements were entered into with (eleven) claimants who filed bodily injury claims. Prior to the global settlement conference, the two (2) property damage claims and one (1) claimant who filed a bodily injury claim were settled, for a total of \$30,054.42. Of the Statutory Cap of \$300,000, this left a balance of \$269,945.57 to settle the remaining eleven (11) bodily injury claims.

On March 4, 2019, the Board of Directors Risk Management Committee provided review and input in a Shade Meeting in accordance with Section 768.28(16), Florida Statutes.

# LYNX Oversight Committee Agenda

The settlement breakdown is as follows:

Claimant Name	Bodily Injury Settlement Amount	Property Damage Settlement Amount	
*Indicates Previously Settled			
Jourdan, Michael (Veh #1 Driver)	\$1,500.00*	\$19,312.48*	
Meadows, Nathaniel (passenger)	12,500.00	N/A	
Guy, Mandolin (passenger)	25,000.00	N/A	
De Los Santos, Dary (passenger)	30,000.00	N/A	
Mentor, Samantha (passenger)	25,000.00	N/A	
Manalang, Roseanne (Veh #2 Driver)	5,000.00	\$9,241.95*	
Higgins, Meril (passenger)	25,000.00	N/A	
Diaz, Jonatan (passenger)	25,000.00	N/A	
Pantoja, Joann (passenger)	40,000.00	N/A	
Lopez, Rodney (passenger)	32,445.57	N/A	
Broadnax, Avon (passenger)	25,000.00	N/A	
Rosado, Christine (passenger)	25,000.00	N/A	
<b>Totals</b>	<b>271,445.57</b>	<b>\$28,554.43</b>	<b>\$300,000.00</b>

## **FISCAL IMPACT:**

LYNX staff included \$1,200,000 in the FY2019 Adopted Operating Budget for Payout Settlements. As of March 2, 2019 Payout Settlements total \$461,543.

# LYNX Oversight mmittee Agenda

## Oversight Committee Discussion Item #7.A.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Discussion on Pension

**Date:** 4/25/2019

---

LYNX Staff will discuss the recent developments of the 1596 Defined Benefits Plan.

# LYNX Oversight Committee Agenda

## Oversight Committee Discussion Item #7.B.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Update on Audit Comment Regarding Davis Bacon Reporting

**Date:** 4/25/2019

---

### **ACTION REQUESTED:**

An update was requested at the Oversight Committee Meeting of April 4<sup>th</sup>, 2019 regarding the Davis Bacon finding. Below is an overview that prompted the audit comment and the corrective action.

### **2018-2019 Single Audit Finding Overview**

#### **I. Finding [This is not in the official report as a finding but in the management letter]**

Management Letter Finding: **Special Tests and Provisions (Wage Rate Requirements) - Immaterial Noncompliance (Davis Bacon Act Compliance)**

**Criteria:** 2 CFR Part 200, Appendix XI, Compliance Supplement, provides for construction contracts greater than \$2,000 that: (1) The contract shall include a provision that the contractor or subcontractor is subject to Davis Bacon wage rate requirements. (2) The contractor is to submit weekly, for each week in which any contract work is performed, a copy of the payroll and a statement of compliance (certified payroll report).

**Condition:** The Authority included the necessary provision in the contracts subject to Davis-Bacon wage rate requirements; however one of the two contractors subject to Davis-Bacon wage rate requirements during the year did not submit certified payroll reports. The missing payroll information was supplied by the contractor subsequent to identification of the finding with no exceptions noted.

Subject: Response to Finding 2018-01: Special Tests and Provisions (Wage Rate Requirements)

# LYNX Oversight Committee Agenda

## II. LYNX Response:

The current interim Manager of Procurement, who assumed the role as of November 2018, has re-emphasized with the Procurement staff the need to follow existing procedures and has implemented the appropriate internal controls to ensure compliance. The Procurement department is in the process of hiring a replacement for the Procurement Assistant, which has been vacant for some time, whose role will be to monitor all compliance requirements of the department in support of the staff.

## III. Status of Corrective Action

- a. Required all checklists to be executed for all projects including establishing follow-up procedures for compliance with various regulations, e.g., Davis-Bacon, DBE, and other contract requirements.
- b. The interim manager has established weekly project meetings to review the status of all contracts including compliance requirements.
- c. Hired a Procurement Assistant to start on April 22, 2019 whose responsibility will be to manage all compliance requirements for LYNX contracts (this position has been vacant since June 2018) as well as to monitor controls in the department, e.g., checklist compliance, documentation requirements, contract data base, electronic files, etc.
- d. The interim manager, who has extensive audit and process control experience, will be conducting a thorough process and control review of the Procurement department's processes and controls to identify improvement opportunities.

# LYNX Oversight Committee Agenda

## Oversight Committee Action 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:** Update on Reserves

**Date:** 4/25/2019

---

### **ACTION REQUESTED:**

LYNX Staff will present final recommendations on the reserve level for FY2020.

**LYNX Reserve Analysis**  
**As of September 30, 2018**



		<b>% of</b>
<b>LYNX Reserves</b>		<b>Operating Budget</b>
45 Days - Operations	\$ 17,552,640	
Contingency -up to 5%		
Debt Service	0	
General Liability/worker's comp. - Short Term	1,907,474	
Medical Claims - IBNR	565,100	
State required - Medical self insured surplus		
60 days medical insurance claims	1,570,432	
Compensated Absences		
Fuel Stabilization	1,000,000	
<b>Total Operating Reserve Requirement</b>	<b>\$ 22,595,646</b>	<b>15.9%</b>
<b>FY2019 Budgeted use of Reserves</b>	<b>\$ 6,598,821</b>	<b>4.6%</b>
<b>Total Reserve Requirement</b>	<b>\$ 29,194,467</b>	
<b>Total Unrestricted Net Position</b>	<b>\$ 27,051,994</b>	<b>19.0%</b>
<b>9/30/2018 Excess (Shortfall) Net Position</b>	<b>\$ (2,142,473)</b>	<b>-1.5%</b>
FY2018 \$2 Capital Funding	\$ 2,001,877	
Pine Hills Transfer Center	2,724,662	
Bus Shelters	65,772	
Orlando Urban Trail Project	21,273	
<b>Capital Reserve Requirement</b>	<b>\$ 4,813,584</b>	
<b>Unbudgeted Capital Net Position</b>	<b>\$ 4,813,584</b>	

Cash Balance - Operating	\$ 27,025,094	<b>19.0%</b>
--------------------------	---------------	--------------

<b>9/30/2018 Excess (Shortfall) Cash Balance</b>	<b>\$ (2,169,373)</b>	<b>-1.5%</b>
--	-----------------------	--------------

**LYNX Reserve Analysis**  
**As of December 31, 2018**



		<b>% of</b>
<b>LYNX Reserves</b>		<b>Operating Budget</b>
45 Days - Operations	\$ 17,552,640	
Contingency -up to 5%		
Debt Service	0	
General Liability/worker's comp. - Short Term	1,907,474	
Medical Claims - IBNR	565,100	
State required - Medical self insured surplus		
60 days medical insurance claims	1,570,432	
Compensated Absences		
Fuel Stabilization	1,000,000	
<b>Total Operating Reserve Requirement</b>	<b>\$ 22,595,646</b>	<b>15.9%</b>
<b>FY2019 Budgeted use of Reserves</b>	<b>\$ 6,598,821</b>	<b>4.6%</b>
<b>Total Reserve Requirement</b>	<b>\$ 29,194,467</b>	
<b>Total Fund Balance</b>	<b>\$ 27,051,994</b>	<b>19.0%</b>
<b>9/30/2018 Excess (Shortfall) Fund Balance</b>	<b>\$ (2,142,473)</b>	<b>-1.5%</b>
FY2018 \$2 Capital Funding	\$ 2,001,877	
Pine Hills Transfer Center	2,724,662	
Bus Shelters	65,772	
Orlando Urban Trail Project	21,273	
<b>Capital Reserve Fund Requirement</b>	<b>\$ 4,813,584</b>	
<b>Unbudgeted Capital Fund Balance</b>	<b>\$ 4,813,584</b>	

Cash Balance - Operating	\$ 37,000,884	<b>26.0%</b>
--------------------------	---------------	--------------

<b>9/30/2018 Excess (Shortfall) Cash Balance</b>	<b>\$ 7,806,417</b>	<b>5.5%</b>
--	---------------------	-------------

# LYNX Oversight Committee Agenda

## Oversight Committee Action Item #8.B.

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Recommendation of FY2020 Preliminary Operating Budget

**Date:** 4/25/2019

---

LYNX Staff is requesting approval of the proposed Preliminary FY2020 Operating Budget.

# FY2020 Operating Budget (Preliminary)

---

Presented to the  
LYNX Oversight Committee  
by Bert Francis  
Chief Financial Officer  
April 25, 2019

# Key Budget Assumptions - Overall



- **FY2020 Funding based on the adopted LYNX Funding Model.**
- **Maximize current service levels through continuation of ongoing efficiencies.**
- **Maintain current Reserve level.**

# Key Budget Assumptions - Revenue



## **Customer Fares:**

- Maintain customer fares at current levels.

## **Federal Funding:**

- Maintain current Preventative Maintenance Funding Level.

## **State Funding:**

- Continue to maximize State Operating Assistance.

## **Advertising Revenue:**

- Continue to maximize Advertising Revenue.

## **Other Revenues:**

- Maximize anticipated Compressed Natural Gas Rebates and Royalties.
- Identify additional investment opportunities to maximize Interest Income.

# Key Budget Assumptions - Expense



## **Personnel Expenses:**

- Salary increases consistent with Funding Partners and Board approved Union Labor Agreements.
- Continue to monitor the self-funded Health Insurance Program to identify efficiencies.
- Pursue rebates on prescription drugs to offset Program expense.

## **Fixed Route, Paratransit, and NeighborLink Services:**

- Continue right sizing transit through Mobility Management Model.
- Continue focus on improving customer service.
- Continue increase in trip volume for Paratransit activity

## **Fuel Programs:**

- Continuation of Fuel Programs, as appropriate:
  - Fuel Hedging
  - Bio-diesel
  - Compressed Natural Gas



# FY2020 Operating Budget – Overview



	FY2020 Budget (Preliminary)	FY2019 Budget
Operating Revenue	\$148,428,548	\$142,371,411
Operating Expenses	\$148,428,548	\$142,371,411
Operating Income (Deficit)	\$0	\$0

# FY2020 Operating Budget – Revenue



Operating Revenue	FY2020 Budget (Preliminary)	FY2019 Budget
Customer Fares	\$24,827,028	\$24,826,294
Contract Services	\$7,284,799	\$6,468,233
Advertising	\$2,629,992	\$2,230,000
Interest & Other Income	\$1,476,000	\$1,382,660
Federal Revenue	\$19,472,406	\$19,323,455
State Revenue	\$12,863,359	\$13,020,037
Local Revenue	\$8,452,850	\$9,305,052
Local Revenue Funding Partner	\$71,422,114	\$59,216,859
Utilization of Reserves	\$0	\$6,598,821
Total Revenue	<u>\$148,428,548</u>	<u>\$142,371,411</u>

# FY2020 Operating Budget – Expense



Operating Expense	FY2020 Budget (Preliminary)	FY2019 Budget
Salaries, Wages & Fringe	\$82,647,757	\$78,814,862
Other Services	\$11,260,833	\$11,749,111
Fuel	\$12,309,582	\$11,805,560
Materials & Supplies	\$7,915,273	\$7,849,819
Utilities	\$1,574,198	\$1,611,880
Casualty & Liability	\$2,359,684	\$2,224,751
Taxes & Tags	\$595,948	\$470,166
Purchased Transportation	\$28,210,992	\$26,155,955
Leases & Miscellaneous	\$1,519,521	\$1,629,544
Interest Expense	\$34,760	\$59,763
Total Expense	\$148,428,548	\$142,371,411

# FY2020 Local Funding (Preliminary)



Local Funding	FY2020 Budget (Preliminary)	FY2019 Budget
Operating:		
Orange County	\$53,758,012	\$44,741,822
Osceola County	\$9,196,097	\$7,380,518
Seminole County	\$8,468,010	\$7,396,179
City of Orlando	\$4,003,006	\$4,213,969
City of Orlando - Lymmo	\$2,393,404	\$2,459,071
	<u>\$77,818,529</u>	<u>\$66,191,559</u>
 FDOT aka SunRail Feeder Service	 \$1,507,449	 \$1,507,449
Altamonte Springs	\$120,900	\$120,900
City of Sanford	\$93,000	\$93,000
Lake County	\$248,856	\$273,912
Reedy Creek	\$335,090	\$335,090
	<u>\$2,305,295</u>	<u>\$2,330,351</u>
 Total Operating Fund	 <u><u>\$80,123,824</u></u>	 <u><u>\$68,521,910</u></u>
 Capital Contributions:		
Orange County	\$1,806,724	\$1,779,414
Osceola County	\$253,172	\$246,024
Seminole County	\$218,352	\$218,764
	<u>\$2,278,248</u>	<u>\$2,244,202</u>
 Total Local Funding	 <u><u>\$82,402,072</u></u>	 <u><u>\$70,766,112</u></u>

# Budget Calendar



FY2020 Key Budget Assumptions Presentation to Finance & Audit Committee	February 15
FY2020 Key Budget Assumptions Presentation to Oversight Committee	February 28
FY2020 Preliminary Operating Budget Presentation to Finance & Audit Committee	March 28
FY2020 Preliminary Operating Budget Presentation to Oversight Committee	April 4
Budget Presentation Osceola & Orange Counties	June/July
Budget Presentation Seminole County	August
FY2020 Proposed Operating Budget Presentation to Finance & Audit Committee	September 12
Final Oversight Committee and Board Action	September 26
FY2020 Commences	October 1



# LYNX Oversight mmittee Agenda

## Oversight Committee Information Item #9.A.

**To:** LYNX Oversight Committee

**From:** **Tiffany Homler Hawkins**  
Chief Administrative Officer  
**Myles Okeefe**  
(Technical Contact)  
**Tomika Monterville**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** State Road 436 Transit Corridor Study - Project Update

**Date:** 4/25/2019

---

### **BACKGROUND:**

At the September 22, 2016, Board meeting, the LYNX Board of Directors authorized the contract award to Kittelson and Associates, Inc. (Kittelson) for the State Road 436 Transit Corridor Study.

The SR 436 Corridor Study (Study) evaluated various transportation alternatives to enhance transit services along SR 436. The primary focus of the Study was a 23-mile segment of SR 436 from the Orlando International Airport (OIA) in Orange County, FL, to SR 434 in Seminole County, FL. The Study considered the current and future demand of transit services and improvements targeted to support a more efficient connection to the airport, while supporting economic redevelopment planned along the corridor.

LYNX Staff most recently presented an update to the LYNX Oversight Committee at the December 5, 2018 meeting.

### **OVERVIEW:**

LYNX Staff are completing the final review of project documentation and are working to close out the project in May 2019.

While the planning study is complete, LYNX Staff will continue to be available, upon request, to present on the SR 436 study. Staff have been asked by the East Central Florida Regional Planning Council (ECFRPC) to co-present on the study, with staff from Seminole County and the City of Casselberry. The presentation will provide an overview of the SR 436 Transit Corridor Study, with an emphasis on how local governments can prepare enhanced transit services through station area planning; in particular the intersection of State Road 436 and US 17-92.



IMAGINE TRANSIT THAT

**GETS YOU THERE ON TIME**

**CONNECTS OUR COMMUNITIES**

**PUTS OUR REGION ON TOP**

LYNX Oversight Committee Meeting  
April 25, 2019



Category



Timeline

By 2025

Champion



## Build a BRT *system*

- Advance LYNX Forward
- Value proposition and strong branding that conveys:
  - Simple
  - Fast
  - Reliable
- Backed up by a premium level of service



# How much do we need to build BRT?

## \$60M-\$80M

BAT Lanes or curbside exclusive  
(no widening)



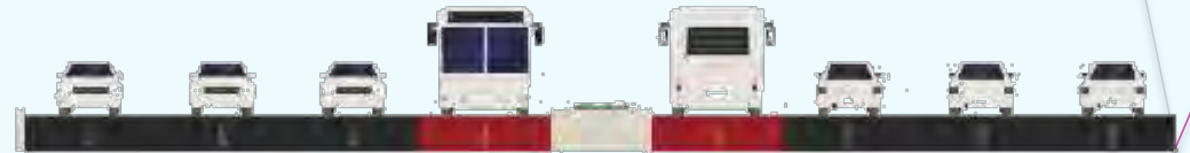
*Using existing auxiliary lanes*



*Repurposing a travel lane*

## \$250M+

Median exclusive  
(widening)

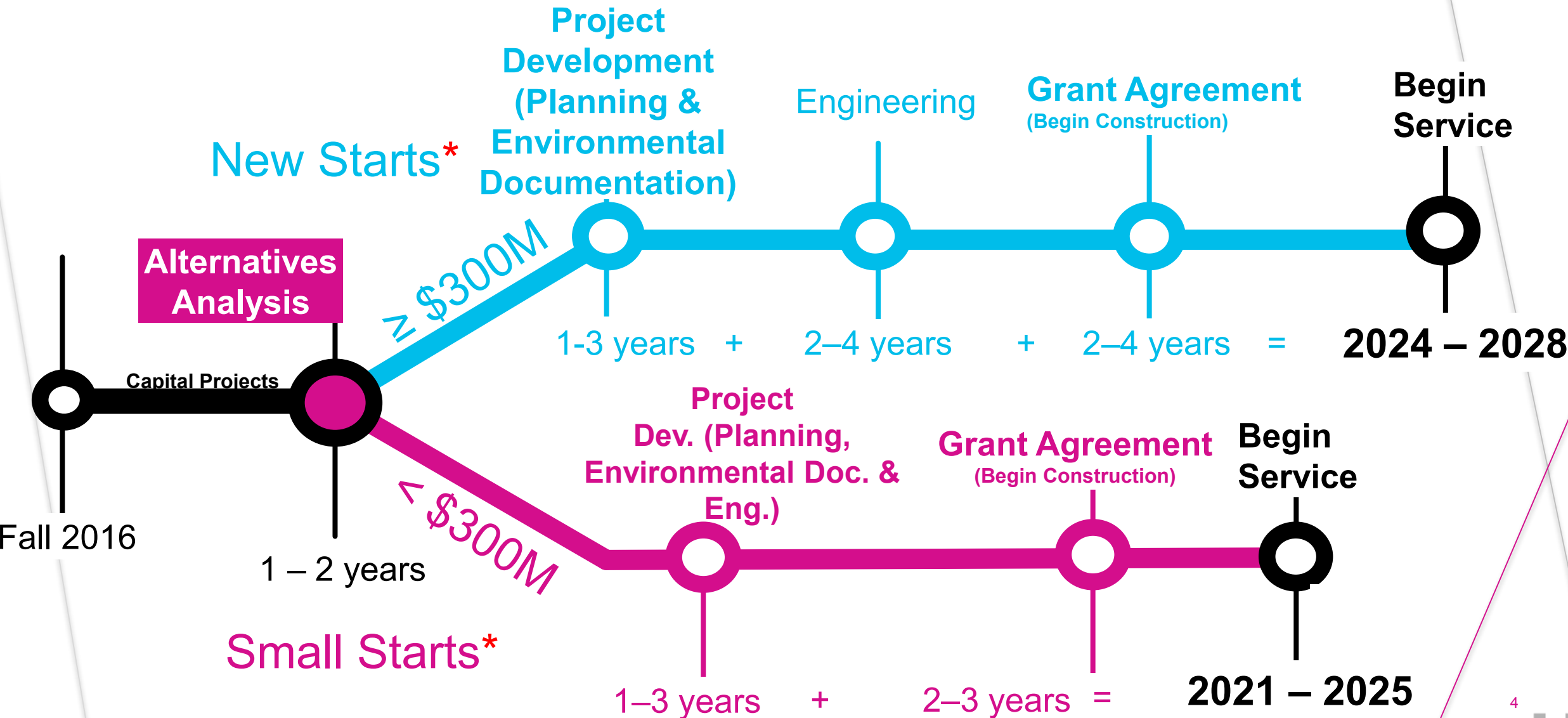


*Widening into the median*

*NOTE: This rough order of magnitude (ROM) cost reflects the (shorter) OIA to University Boulevard segment. Additional analysis is needed to update it for the OIA to SunRail segment.*

# Timeline

\*50% of non-federal funds must be committed within 3 years or project is removed from Project Development



# SR 436 BRT & Relationship to Regional Transit Investment Priorities

- **State Route 192 Alternatives Analysis (Completed in 2013)**
  - ✓ Federally funded Alternatives Analysis (AA) has not entered into Project Development/Construction
  - ✓ Failure to move forward reduces competitiveness for CIG
- **State Route 50 – Bus Rapid Transit (BRT) LPA (Completed in 2015)**
  - ✓ Federally funded Alternatives Analysis (AA) has not entered into Project Development/Construction
  - ✓ Failure to move forward reduces competitiveness for CIG
- **State Route 50 - BRT Station Design Concepts (*Completion scheduled for 2019*)**
  - ✓ Completion and adoption of station concepts could minimize Project Development schedule for SR 436 BRT planning
- **Third Operating Base (Southern LYNX Operations & Maintenance Facility) – MetroPlan Project Priorities List (2021/22)**
  - ✓ LYNX Operations Center (LOC) & Osceola Southern Facility are at capacity and any increase in schedule frequencies/vehicles in the region will require a new Maintenance & Operations Facility
- **LYNX Forward Route Optimization Study (ROS)** service enhancement phasing

# Next Steps

- Work Sessions with jurisdictional partner staff to recommend a Locally Preferred Alternative (LPA) for the SR 436 to enter into Project Development as an FTA New or Small Starts
- LYNX Board of Director's approval of the SR436 LPA and plan; incorporation into the LYNX Capital Improvement Program (2020/2021), adopted budgets, etc.
- Jurisdictional & Regional approvals by respective Commissions, FDOT and incorporation into respective CIP's, etc.
- Amend MetroPlan Transportation Improvement Program (TIP), Work Programs and Projects Priority List (PPL) to incorporate SR 436 Project Development & Construction Program
- Letter to FTA Seeking to enter into [Project Development Process](#) upon completion of required steps

# LYNX Oversight Committee Agenda

## Other Business Item #10.A

**To:** LYNX Oversight Committee

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

**Phone:** Department Head Phone Number

**Item Name:** Review of LYNX Board of Directors Agenda for April 25, 2019

**Date:** 4/25/2019

---

LYNX staff will review the agenda for the LYNX Board of Directors meeting for April 25, 2019.