

LYNX Finance & Audit Committee Agenda

Meeting Date: 6/13/2019
Meeting Time: 2:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Approval of Committee Minutes



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3. Public Comments

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

4. Chief Financial Officer Report

5. Committee Action Items

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| A. | Final Recommendation on Reserves | Pg 6 |
| B. | Recommendation to Amend the FY2019 Operating Budget | Pg 7 |
| C. | Remaining Meeting Dates for Calendar Year 2019 | Pg 8 |

6. Other Business

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Finance and Audit Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
2nd Floor, Open Space
Orlando, FL 32801

DATE: May 16, 2019

TIME: 2:00 p.m.

Members in Attendance:
Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Kurt Petersen, Orange County
Timothy Jecks, Seminole County
Jo Santiago, FDOT, 5th District

Staff in Attendance:
Jim Harrison, Chief Executive Officer
Bert Francis, Chief Financial Officer
Tiffany Hawkins, Chief Administrative Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance

Members Absent:

1. Call to Order

Chair Clavijo called the meeting to order at 2:02 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the April 18, 2019, Finance & Audit Committee meeting. Motion to approve the April 18, 2019, minutes was made by Michelle McCrimmon, second by Jo Santiago and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial **Officer's Report**

Chair Clavijo recognized Bert Francis, LYNX Chief Financial Officer. Mr. Francis introduced new Manager of Financial Planning & Budgets Michelle Daley. He spoke about the list of positions at LYNX, and stated that this would be the headcount that will be used for the FY2020 budget. He also gave a quick update on the FDOT and TD block grants. Discussions have started with Shingle Creek, and we are hoping to have this worked out for the FY2020 budget. We have also started a new contract with the City of Kissimmee for the Kissimmee Connector. This will bring in additional revenue for FY2020.

5. Committee Discussion Items

A. Recap of the FY2019 2nd Quarter Operating Results

Mr. Francis continued with this presentation. The fares are holding at the current rate. Matt Friedman, Director of Marketing, explained the increase in advertising revenue. We are optimistic that the advertising will stay at this level. Purchased transportation keeps climbing, and this is offset by lower amounts in salaries and wages and from higher advertising income. Paratransit continues to increase, and this is offset by the fixed-route operations.

B. Update on Reserves

Mr. Francis stated that unrestricted net position was higher than originally projected based on the final audit, and if this amount was used, we would be in excess of the reserve requirement. We are not required to do anything with this excess. We could use the extra reserves to build up the contingency, or we could use it to offset the amount of the contribution from the funding partners. We are looking for a recommendation on which option to choose. Kurt Petersen stated that he would like to use the extra as a cushion.

C. FY2020 Preliminary Capital Budget

Mr. Francis continued by stating that we are updating our cameras, updating our technology to improve efficiency, and completing our LOC project which should be done in the next fiscal year. We have carryover funds from FY2019 to put into FY2020. We will also be looking at the types of revenue vehicles that we need to purchase, passenger shelters and amenities, and other equipment needs. Most of the capital items are funded by federal funds, grants and two dollar capital funds. We will be reviewing this with Mr. Harrison to finalize our preliminary amounts.

D. Update on Paratransit Services

Chair Clavijo recognized Mr. John Slot, Chief Innovation & Sustainability Officer, to make the presentation. Mr. Slot stated this is a preliminary review to drive decisions about paratransit services based on evidence. We would like guidance on how to make changes to the guiding principles. About thirty-one percent of the purchased transportation cost is from the passengers, the TD program and the ADA program, the rest is from the local funding partners. There are a couple of trips in Lake and Polk County that are not part of their current contract. Mr. Jecks would like to add the number of trips per agency to the report. Billing is historically based on the trip, and the cost is fixed and not based on distance. The TDLCB is a state program that gives oversight to the TD program. Most people are using this service for medical appointments. On the ADA side there is federal oversight, and a passenger can select any area within the three quarter mile of the fixed-route alignment. A possibility of changing the service is to leave our service as it is today, and adhere to the ADA guidelines to the new individuals that apply. An individual can only be eligible for one program at a time, either the TD program or the ADA program.

Our service is growing by word of mouth and we are currently looking at our denial rate, which is at almost zero. We are looking at the NTI, National Transit Institute, that has a benchmark for other agencies of five percent denial rate. At this time, we cannot see if the passengers have the possibility of other services through HMO or Medicaid. If we could see if passengers are eligible through Medicaid, we could try to move some of these trips by counseling the passengers on their available options. Discussion ensued regarding the possibility of a cap to the services, travel training of the current passengers to use the fixed route system, and using purchased transportation during regular business hours.

We are looking for guidance to bring this to the Oversight Committee. Should we make a big change to the program, or should we make changes incrementally? We will adopt new policies that will apply to all of our counties, and apply new policies to new customers, and current passengers will be grandfathered in. We will still abide by our current No-Strand policy. Ms. McCrimmon would like to see a detailed plan on the education side that could be implemented immediately. Chair Clavijo explained that Osceola has never discussed reducing the level of paratransit services. They would like to focus on education and eligibility.

6. Committee Action Items

- A. Authorization to Execute a Public Transit Grant Agreement with the Florida Department of Transportation for FY2020 Block Grant Funding in the Amount of \$11,620,340

Chair Clavijo recognized Mr. Bert Francis, Chief Financial Officer, to request approval of the Block grant funding from FDOT. The grant amount has increased, but with the removal of the taxi voucher program, the fiscal impact will not be as high. Motion to execute a Public Transit Grant Agreement with the Florida Department of Transportation for FY2020 Block grant funding in the amount of \$11,620,340, was made by Kurt Petersen, second by Tim Jecks. Motion passed unanimously.

7. Other Business

No other business was discussed.

The meeting adjourned at 4:47 p.m.

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Finance Committee Action Item #5.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Final Recommendation on Reserves

Date: 6/13/2019

ACTION REQUESTED:

LYNX Staff is requesting a final recommendation on reserves.

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Finance Committee Action Item #5.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Recommendation to Amend the FY2019 Operating Budget

Date: 6/13/2019

ACTION REQUESTED:

LYNX Staff is requesting the Finance Committee's recommendation for the Chief Executive Officer (CEO) to amend the FY2019 Adopted Operating Budget.

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Finance Committee Action Item #5.C.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Remaining Meeting Dates for Calendar Year 2019

Date: 6/13/2019

ACTION REQUESTED:

LYNX staff is requesting the remaining meeting dates for calendar year 2019 to be as follows:

- July 18, 2019
- August 15, 2019
- September 19, 2019
- October 17, 2019
- November 21, 2019