

LYNX Finance & Audit Committee Agenda

Meeting Date: 7/18/2019

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



Finance Committee Minutes - June 13, 2019





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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. |  Authorization to Exercise Second Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services | Pg 6 |
| B. |  Authorization to Release a Request for Proposal (RFP) for ADA Functional Assessment and Travel Training Conducted at LYNX Central Station | Pg 7 |
| C. |  Authorization to Purchase Twenty (20) Paratransit and Ten (10) Neighborlink Replacement Vehicles with Conversion Kits Allowing for Use of Compressed Natural Gas (CNG) | Pg 9 |
| D. |  Authorization to Purchase Twenty-five (25) 40' Compressed Natural Gas (CNG) Replacement Buses | Pg 11 |

6. Committee Discussion Items

- | | | |
|----|--|-------|
| A. |  Presentation of the Mobility Services Mitigation Items for FY2020 Budget | Pg 13 |
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7. 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: June 13, 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:
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 2:00 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the May 16, 2019, Finance & Audit Committee meeting. Motion to approve the March 16, 2019, minutes was made by Michelle McCrimmon, seconded by Tim Jecks 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 stated that there is a draft agreement for the Shingle Creek contract. Pat Christiansen gave an update stating that he spoke with the CFO of Rosen, and they know that a redraft of the proposal is coming with the full-rate proposed. The provision states that a rate adjustment will be made each fiscal year. Mr. Francis asked if Tiffany Homler-Hawkins, LYNX Chief Administrative Officer, would give an update on the Lake and Polk Counties contracts. Lake County preliminary discussions indicated that Lake County would like to run the service themselves. The new agreement addresses the ADA component, ridership and two dollar capital. Since we report the ridership, we get the formula funds based on ridership and mileage. We will bring the discussion back, once we hear back from Lake County. Polk County was worried that we were going to cancel the service. This is a minimal service and conversations are ongoing. We expect to have decisions before October 1, 2019. Mr. Francis stated that we have submitted a grant for TD, and he asked Mrs. Homler-Hawkins to give an update. This was a discretionary grant, and we were not selected. There is a second round of applications that are due soon, and we will revise our performance metrics. This would be additional funds, and we will still get our allocation. There will a decision and awards made by August.

5. Committee Action Items

A. Final Recommendation on Reserves

Mr. Francis continued with this item. There is excess money in the reserve requirement, due to the revision in the net position. We can leave the funds where they are, and see what happens next year, or we can reflect it in the contingency line. Chair Clavijo would like to see the funds shown as a contingency, not excess reserves. Kurt Petersen agreed that he would like to build the contingency reserves. Chair Clavijo made the motion to have the excess funds shown as contingency funds, second by Kurt Petersen. Motion passed unanimously.

B. Recommendation to Amend the FY2019 Operating Budget

Mr. Francis stated that Paratransit is exceeding the budget. We would like to amend the budget to cover the increased costs. We have had increases in advertising income, interest and fixed asset sales. There are expenses that we had budgeted for FY2019 that will be moved to FY2020. Most of the items moved to the FY2020 budget will be offset by grants and other items. We are not asking for more money from the funding partners, and we are not utilizing reserves. The in-house legal counsel is included in the budget and

will stay within the current headcount. Motion to recommend the amended FY2019 Operating budget made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

C. Remaining Meeting Dates for Calendar Year 2019

Mr. Francis would like to change the dates of the committee meetings to align more with the Oversight and Board meetings. Discussion ensued regarding availability on the recommended dates. The August 15 meeting was moved to August 16. All members agreed to the proposed meeting dates.

6. Other Business

No other business was discussed.

The meeting adjourned at 2:52 p.m.

LYNX Finance & Audit Committee Agenda

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: Authorization to Exercise Second Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services

Date: 7/18/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise second option year of contract 15-C12 for auditing services with the firm of Cherry Bekaert LLP. The annual cost is a Not-To-Exceed of \$105,000.

BACKGROUND:

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$750,000 in Federal Financial Assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida Single Audit Act, related to the audits of State Financial Assistance. Pursuant to these Acts, LYNX released a Request for Proposal to secure the services of an audit firm to perform audits of LYNX records.

At the July 23, 2015, LYNX Board of Director's meeting staff received authorization to award Contract 15-C14 to Cherry Bekaert LLP for Auditing Services for three (3) years with two (2) one-year options to renew, subject to annual funding availability.

The initial contract term expired on July 22, 2018. The first option year was approved at the May 24, 2018 Board of Directors meeting. This request is for the second option year.

FISCAL IMPACT:

LYNX Staff included \$105,000 in the FY2019 Adopted Operating Budget for professional services related to the independent audit service. Upon Board approval, the FY2020 budget will include an appropriate amount for professional services related to the independent audit service.

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #5.B.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Release a Request for Proposal (RFP) for ADA Functional Assessment and Travel Training Conducted at LYNX Central Station

Date: 7/18/2019

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 Paratransit Functional Assessment and Travel Training. The RFP will explicitly specify staff's goal to conduct Paratransit Functional Assessments and Travel Training at the LYNX Central Station (LCS) facility.

BACKGROUND:

LYNX utilizes Functional Assessment Travel and Training services to assist current and future paratransit customers in determining their capability of accessing our fixed route services or their need for paratransit services. Functional Assessment Travel and Training services works one-on-one with our customers to evaluate their needs and abilities. This service allows Mobility Services to ensure that clients have reasonable accommodations and that the appropriate transportation services are provided. The Functional Assessment and Travel Training services also allow LYNX Mobility Services to provide training on how to use fixed route services in an effort to enhance the customer experience, provide an understanding of using public transportation, and ensure that the most appropriate and cost effective mode of transportation service is provided to the customer.

By providing functional assessment and travel training services at the LYNX Central Station, staff will have greater control and oversight of the eligibility and training process and will enhance staff's ability to appropriately transition clients from costly paratransit service to considerably less costly fixed route and NeighborLink services. LYNX realizes a savings of approximately \$37 for each one-way passenger trip transitioned.

On May 26, 2010, the Board of Directors approved the award of Contract #10-R03 to ADARide to perform functional assessments and travel training.

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On March 26, 2015, the Board of Directors authorized staff to issue a Request for Proposal (RFP) for Functional Assessment and Travel Training services. Three organizations submitted proposals, and, once again, ADARide.com was recommended to be awarded another contract. Contract 15-C11 was authorized by the Board of Directors on July 23, 2015, to ADARide.com LLC, which was executed on August 16, 2015.

FISCAL IMPACT:

LYNX staff included \$168,000 in the FY2020 Preliminary Operating Budget for functional assessment and travel training.

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Finance Committee Action Item #5.C.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Purchase Twenty (20) Paratransit and Ten (10) Neighborlink Replacement Vehicles with Conversion Kits Allowing for Use of Compressed Natural Gas (CNG)

Date: 7/18/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty (20) Ford Transit T350 paratransit vehicles and ten (10) E450 6.8L Gas - Odyssey NeighborLink replacement vehicles. These vehicles will be outfitted with appropriate lifts and seating securement systems to be ADA compliant. The replacement vehicles will be procured for a not-to-exceed amount of \$2,600,000. The replacement Paratransit vehicles will be purchased from Duval Ford, LLC using the FSA18-VEL26.0 Florida Sheriff's Association (FSA) Contract. The replacement NeighborLink vehicles will be purchased from Alliance Bus Group using the TRIPS-17-CA-ABG Transit Research Inspection Procurement Services Program (TRIPS) Contract.

BACKGROUND:

LYNX has an active fleet of one hundred seventy-five (175) paratransit vehicles and twenty-four (24) NeighborLink vehicles. The 20 Paratransit vehicles scheduled for replacement have exceeded their useful life, with an average of 319,403 miles per vehicle and over five years of service. NeighborLink vehicles to be replaced have an average of 317,578 per vehicle and over eight years of service. This vehicle replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement vehicles, LYNX will retire a like amount of vehicles in accordance with Federal Transit Administration (FTA) guidelines.

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| Paratransit Vehicles | Quantity | Cost | Total |
|---|-----------------|-------------|------------------|
| From the FL Sheriffs Association (FSA Contract) | | | |
| Ford Transit Paratransit | 20 | 70,000 | 1,400,000 |
| includes ADA Upfit Kit, CNG Conversion and CNG Prep Package | | | |
| Paratransit Vehicle Cost | | | 1,400,000 |

| NeighborLink Vehicles | Quantity | Cost | Total |
|--|-----------------|-------------|------------------|
| From the "TRIPS" Contract | | | |
| TurtleTop Odyssey | 10 | 120,000 | 1,200,000 |
| includes Standard & Foldaway Seats, Q'Straint QRTMAX, 1000 lb. Lift, Freedman Tie-Downs, Electronic Destination Sign, and CNG Conversion | | | |
| NeighborLink Vehicle Cost | | | 1,200,000 |

FISCAL IMPACT:

LYNX staff included \$6,071,753 in the FY2019 Adopted Capital Budget for the purchase of Paratransit vehicles and \$4,850,000 for the purchase of NeighborLink replacement vehicles.

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Finance Committee Action Item #5.D.

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Edward Flynn
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Purchase Twenty-five (25) 40' Compressed Natural Gas (CNG) Replacement Buses

Date: 7/18/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty-five (25) 40' Low Floor BRT CNG replacement buses for a not-to-exceed amount of \$15,000,000. These replacement buses will be purchased from Gillig, LLC using the P-18-005 State of Florida (SOF) Heavy Duty Buses Contract.

BACKGROUND:

LYNX has an active fleet of three hundred ten (310) buses, one hundred forty two (142), of which have met their useful life with an average of 679,188 miles per vehicle. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines. The twenty-five (25) buses retired will be retained and placed in a contingency fleet to be used only for emergency purposes or unforeseen justified activities as sanctioned by FTA Circular 5010e and the LYNX Fleet Management Plan. This purchase is Grant funded and is part of the fixed route bus replacement plan.

| Fixed Route Revenue Vehicles | Quantity | Cost | Total |
|--|----------|---------|------------|
| From the State of Florida Heavy Duty Buses Contract | | | |
| 40' F BRT CNG Package | 25 | 600,000 | 15,000,000 |
| includes ZF Transmission, Fire Suppression System, and Trapeze Mentor (Ranger) ITS System | | | |
| Fixed Route Revenue Vehicle Cost | | | 15,000,000 |

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FISCAL IMPACT:

LYNX staff has \$26,466,361 remaining in the FY2019 Adopted Capital Budget for Replacement Buses.

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Finance Committee Discussion Item #6.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Presentation of the Mobility Services Mitigation Items for FY2020 Budget

Date: 7/18/2019

Presentation regarding current status of Mobility Services program and budget mitigation items for FY2020 budget period.