

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

1. Call to Order

2. 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 Discussion Items



A. Discussion and Presentation Regarding LYNX Fuel Hedging Program

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B. FY2018 3rd Quarter Financial Report - October 2017 to June 2018

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6. Committee Action Items



A. FY2019 Proposed Capital Budget

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-Attachments



B. Authorization to Apply for and Administer the Florida Commission "Local Program Administrative Support" Grant on behalf of MetroPlan Orlando

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C. Authorization to Enter into a Planning Grant Agreement with MetroPlan Orlando to Fulfill the Requirements of the Grant Agreement

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D. Authorization to Exercise the Second Option Year of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support

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E. Authorization to Release a Request for Proposal (RFP) to Procure Consultants and Services for Autonomous Vehicles specific to the BRT/LYMMO Routes

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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: May 21, 2018

TIME: 2:00 p.m.

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

Staff in Attendance:
Edward Johnson, Chief Executive Officer
Bert Francis, Chief Financial Officer
Tiffany Homler, Chief Administrative Officer
Thomas Stringer, Chief Operations Officer
Leonard Antmann, Director of Finance
Kim Forbragd, Manager of Financial Planning &
Budgets
Chris Plummer, Manager of Financial Reporting

Members Absent: None

1. Call to Order

Committee Member Jo Santiago called the meeting to order at 2:01 p.m.

2. Election of Officers

Bert Francis called for election of officers. Michelle McCrimmon nominated Amanda Clavijo for Chair of the LYNX Finance and Audit Committee, second by Kurt Petersen. Motion passed unanimously. Kurt Petersen nominated Michelle McCrimmon for Vice-Chair of the LYNX Finance and Audit Committee, second by Jo Santiago. Motion passed unanimously. Congratulations to our new Committee chair members.

3. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the March 6, 2018, Finance & Audit Committee meeting. Motion to approve the March 6, 2018 minutes was made by Michelle McCrimmon, seconded by Kurt Petersen and unanimously adopted. The minutes were approved as presented.

4. Public Comments

No members of the public were present to speak.

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

Chair Clavijo recognized Bert Francis, LYNX Chief Financial Officer. Mr. Francis stated that this a lengthy agenda. There will be no Board meeting this month.

6. Committee Agenda Items

A. **Authorization to Amend LYNX' Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO) Program Policies and update the Title VI complaint documentation procedure**

Chair Clavijo recognized Desna Hunte, Manager of Compliance. This item is presented as a result of the triennial review by FDOT. Ms. Hunte explained that these policies have been updated due to the triennial review recommendations. These updates ensure that we are in compliance with FDOT as well as the FTA. Motion to **Amend LYNX' Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO) Program Policies and update the Title VI complaint documentation procedure** was made by Kurt Petersen, second by Jo Santiago. Motion passed unanimously.

B. Authorization to Update the Family Medical Leave Act (FMLA) Policy to Comply with Provisions Under the Family Medical Leave Act of the Department of Labor, Wage and Hour Division

Chair Clavijo recognized Brian Anderson, HR Generalist/Benefits, who stated that our FMLA policy was updated to include military personnel, and an update to the language for FMLA fraud and pattern absences. Jo Santiago questioned the twelve week leave policy. She would like Mr. Anderson to make sure that our policy complies with the law. This item was presented along with item 6.C.

C. Authorization to Approve a Lactation Accommodation Policy to Comply with Provisions Under the Pregnancy Discrimination Act

Brian Anderson explained that this policy is brand new and is related to the pregnancy discrimination act. Discussion ensued regarding the time constraints. The Committee would like more flexible language options added to this item. Staff replied that changes would be included in the Oversight Committee and Board recommendation. Motion to Update the Family Medical Leave Act (FMLA) Policy to Comply with Provisions Under the Family Medical Leave Act of the Department of Labor, Wage and Hour Division and to Approve a Lactation Accommodation Policy to Comply with Provisions Under the Pregnancy Discrimination Act was made by Michelle McCrimmon. Second by Jo Santiago, motion passed unanimously.

D. Authorization to Approve the Updated LYNX Information Security Policy

Tiffany Homler-Hawkins gave an update on the Information Security policy. This update was in response to the audit comment by Cherry Bekaert for FY17. The IT policy had not been updated since 2009. Motion to Approve the Updated LYNX Information Security Policy made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

E. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) FY18 Competitive Funding Opportunity Section 5339 Low or No Emission Grant Program for Downtown Electric Buses and Charging Equipment

James Fetzer, Director of Maintenance, made the presentation. This grant would be for eight electric buses, an on-street charging system, eight overnight garage charging stations, and for tools and equipment to support the electric fleet. Motion to Submit a Grant Application to the Federal Transit Administration (FTA) FY18 Competitive Funding Opportunity Section 5339 Low or No Emission Grant Program for Downtown Electric Buses and Charging Equipment made by Jo Santiago, second by Kurt Petersen. Motion passed unanimously.

F. Authorization to Submit a Grant Application to the U.S. Department of Transportation (USDOT) FY18 Competitive Funding Opportunity, Better Utilizing Investments to Leverage Development (BUILD) Program, for Southern Operations Facility Project

Tomika Monterville, Director of Planning & Development, made the presentation. This grant would be to build a southern operations base to connect the rural communities to transit opportunities. We would like to apply for \$25 million,

which is the maximum amount of the grant. BUILD is looking for agencies to generate revenue. This will accommodate up to two hundred vehicles. We are looking for a land donation in the southern Poinciana vicinity. Submission deadline is July 19. Motion to Submit a Grant Application to the U.S. Department of Transportation (USDOT) FY18 Competitive Funding Opportunity, Better Utilizing Investments to Leverage Development (BUILD) Program, for Southern Operations Facility Project made by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

G. Authorization to Submit FY2018/2019 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute a Joint Participation Agreement (JPA) Upon Notification of Funding For Route Expansion/Enhancements and/or Technology Enhancements

Tomika Monterville, Director of Planning & Development, made the presentation. This grant would be to improve operations and improve the quality of transportation service. This grant requires a fifty-fifty match. Submission deadline is June 8. This will be for FY2020. Jo Santiago abstained from voting, due to the fact that she will be receiving the applications for this grant at FDOT. She filled out form 8B – voting conflict, to affirm this decision. Motion to Submit FY2018/2019 Service Development Grant Proposals to the Florida Department of Transportation (FDOT) and the Authority to Execute a Joint Participation Agreement (JPA) Upon Notification of Funding For Route Expansion/Enhancements and/or Technology Enhancements made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

H. Authorization to Adopt a System Safety Program Plan (SSPP) That Complies with or Exceeds the Established Safety Standards Set Forth by Chapter 14-90 by the Florida Administrative Code

Tellis Chandler, Deputy Director of Safety, made the presentation. This is required by FDOT. We had a recommendation from our FDOT audit this year to implement background checks on all employees after initial hire, which we will implement twice a year. Motion to Adopt a System Safety Program Plan (SSPP) That Complies with or Exceeds the Established Safety Standards Set Forth by Chapter 14-90 by the Florida Administrative Code made by Michelle McCrimmon, second by Jo Santiago. Motion passed unanimously.

7. Committee Discussion Items

A. FY2018 2nd Quarter Financial Report - October 2017 to March 2018

Mr. Francis presented the 2nd Quarter financial results. Discussion ensued. He stated that this report reflects the budget adjustments being proposed to the LYNX Board. This was just an update, no action required.

B. FY2019 Operating Budget (Preliminary)

Mr. Francis stated that the LYNX Oversight Committee and Board have not yet seen this presentation. There is no fare increase being proposed at this time. We are projecting a 3.5% increase from our funding partners. There was a discussion on fuel hedging which will be discussed at the next meeting.

C. Update on LYNX Forward

Doug Robinson, Manager of Strategic Planning, provided an update on LYNX Forward, and he also explained how it is linked to the Route Optimization study.

8. Committee Action Items

A. Recommendation to Amend the FY2018 Operating and Capital Budgets

Mr. Francis made the presentation. This budget was amended at the last Finance & Audit Committee meeting, however, there were two new changes to this amended budget: changes to the MV contract and reflecting prescription refund income net against the fringe benefits. The fund balance remains the same. Motion to approve the revised FY2018 Operating and Capital Budgets made by Kurt Petersen, second by Jo Santiago. Motion passed unanimously.

B. Authorization to Exercise First Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services

Mr. Francis recommended that we execute the first option year for the auditing firm of Cherry Bekaert. Motion made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

The meeting adjourned at 4:32 p.m.

Finance Committee Discussion Item #5.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)
Christopher Plummer
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Discussion and Presentation Regarding LYNX Fuel Hedging Program

Date: 7/19/2018

ACTION REQUESTED:

Frank Wan from Burgess Chambers & Associates will provide an overview of the fuel hedging program.

Finance Committee Discussion Item #5.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: FY2018 3rd Quarter Financial Report - October 2017 to June 2018

Date: 7/19/2018

ACTION REQUESTED:

Bert Francis will discuss the results of 3rd Quarter operations. Due to a short turnaround between the month-end date and Finance Committee meeting date, the financial reports will be distributed at the meeting.

Finance Committee Action Item #6.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
CHIEF FINANCIAL OFFICER
LEONARD ANTMANN
(Technical Contact)
Kimberly Forbragd
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: FY2019 Proposed Capital Budget

Date: 7/19/2018

ACTION REQUESTED:

LYNX Staff will provide an overview of the FY2019 Proposed Capital Budget.

FY2019 Capital Budget (Preliminary)

Presented to the
LYNX Finance Committee
by Bert Francis
Chief Financial Officer
July 19, 2018

Key Capital Budget Assumptions

- Enhance LYNX facilities
- Fare Collection Enhancements
- Fleet to support all service modes
- Passenger Amenities Program improvements
- Enhancement of security and surveillance systems
- Continued Technological Improvements

FY2019 Preliminary Capital Budget Overview



<u>Capital Contributions</u>	<u>FY2019 Preliminary Budget</u>	<u>FY2018 Adopted Budget</u>	<u>% Change</u>
Capital Contributions	\$ 101,641,032	\$ 63,580,474	59.9%
Capital Expenditures	<u>101,641,032</u>	<u>63,580,474</u>	<u>59.9%</u>
Total	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>

FY2019 Preliminary Capital Budget

by Category



Description	FY2019 Preliminary Budget	FY2018 Adopted Budget	Dollar Amount Change
BRT	\$ 501,537	\$ 808,304	(306,767)
Facilities	10,214,163	5,999,648	4,214,515
Passenger Amenities	17,951,420	14,438,436	3,512,984
Security	2,256,301	752,837	1,503,464
Support Equipment	5,228,441	5,966,504	(738,063)
Technology	4,191,022	4,196,306	(5,284)
Support Vehicles	270,996	327,940	(56,944)
Revenue Vehicles	61,027,152	31,090,499	29,936,653
Total	\$ 101,641,032	\$ 63,580,474	\$ 38,060,558

FY2019 Preliminary Capital Budget Contributions



Capital Contributions	FY2019 Preliminary Budget	FY2018 Adopted Budget	Dollar Amount Change
Federal	\$ 98,675,594	\$ 59,730,965	\$ 38,944,629
State	728,162	1,080,235	(352,073)
Local	2,237,276	2,769,274	(531,998)
Total	\$ 101,641,032	\$ 63,580,474	\$ 38,060,558

FY2019 Capital Budget - Calendar



Final Board Action

September 28

FY2019 Commences

October 1

Finance Committee Action Item #6.B.

To: LYNX Finance & Audit Committee

From: Thomas Stringer Jr
CHIEF OPERATIONS OFFICER
Selita Stubbs
(Technical Contact)
Nanette Stephens
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Apply for and Administer the Florida Commission "Local Program Administrative Support" Grant on behalf of MetroPlan Orlando

Date: 7/19/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Apply for and Administer the Florida Commission "Local Program Administrative Support" Grant on behalf of MetroPlan Orlando for the planning activities associated with the Transportation Disadvantaged.

BACKGROUND:

Through proviso language in the Florida Commission for the Transportation Disadvantaged's (Commission) Fiscal Year 2018-19 Budget, the Legislature placed all funds for the Designated Office Planning Agencies and Rural Capital Assistance Grants, as well as county voluntary dollars, into the Commission's Trip and Equipment Grants.

To fund the twenty-nine Designated Office Planning Agencies (DOPAs) throughout the state that work within the coordinated transportation system, legislative staff directed the Commission to have each community transportation coordinator pay the planning agency within its service area from the additional funds it received in the Trip and Equipment Grant.

To keep the funds, tasks, and match requirements associated with community transportation coordinators separate from the funds, tasks, and match requirements related to the DOPAs, the Commission has created an additional grant called the Local Program Administrative Support Grant. The requirements in the Trip and Equipment Grant remains unchanged.

The Commission has provided a sample agreement between the community transportation coordinator (LYNX) and the planning agency (MetroPlan Orlando). The funds in the Local

Program Administrative Support Grant can only be used by the community transportation coordinator to pay the planning agency.

For the planning agency to receive funding it shall invoice the community transportation coordinator. The community transportation coordinator shall invoice the Commission. The Department of Financial Services will pay the community transportation coordinator, and then, the community transportation coordinator shall pay the planning agency. A planning agency invoices on a quarterly basis.

The information and guidance provided above is for Fiscal Year 2018-19 only. The Commission does not anticipate the Legislature using the same proviso language for the Commission's budget in Fiscal Year 2019-20. (Note, the Grant Year is July 1, 2018, to June 30, 2019.)

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

There is no DBE requirement for this item.

FISCAL IMPACT:

Staff will update the LYNX Board for any project selected and the local match proposed for the project, prior to any funding commitment for grant award.

Finance Committee Action Item #6.C.

To: LYNX Finance & Audit Committee

From: Thomas Stringer Jr /Chief
CHIEF OPERATIONS OFFICER
Selita Stubbs
(Technical Contact)
Nanette Stephens
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Enter into a Planning Grant Agreement with MetroPlan Orlando to Fulfill the Requirements of the Grant Agreement

Date: 7/19/2018

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Planning Grant Agreement with MetroPlan Orlando to Fulfill the Requirements of the Local Program Administrative Support Grant Agreement.

BACKGROUND:

Through proviso language in the Florida Commission for the Transportation Disadvantaged's (Commission) Fiscal Year 2018-19 Budget, the Legislature placed all funds for the Designated Office Planning Agencies and Rural Capital Assistance Grants, as well as county voluntary dollars, into the Commission's Trip and Equipment Grants.

To fund the twenty-nine Designated Office Planning Agencies (DOPAs) throughout the state that work within the coordinated transportation system, legislative staff directed the Commission to have each community transportation coordinator pay the planning agency within its service area from the additional funds it received in the Trip and Equipment Grant.

To keep the funds, tasks, and match requirements associated with community transportation coordinators separate from the funds, tasks, and match requirements related to the DOPAs, the Commission has created an additional grant called the Local Program Administrative Support Grant. The requirements in the Trip and Equipment Grant remains unchanged.

The Commission has provided a sample agreement between the community transportation coordinator (LYNX) and the planning agency (MetroPlan Orlando). The funds in the Local

LYNX Board Agenda

Program Administrative Support Grant can only be used by the community transportation coordinator to pay the planning agency.

For the planning agency to receive funding it shall invoice the community transportation coordinator. The community transportation coordinator shall invoice the Commission. The Department of Financial Services will pay the community transportation coordinator, and then, the community transportation coordinator shall pay the planning agency. A planning agency invoices on a quarterly basis.

The information and guidance provided above is for Fiscal Year 2018-19 only. The Commission does not anticipate the Legislature using the same proviso language for the Commission's budget in Fiscal Year 2019-20. (Note, the Grant Year is July 1, 2018, to June 30, 2019.)

FISCAL IMPACT:

Staff will update the LYNX Board for any project selected and the local match proposed for the project, prior to any funding commitment for grant award.

Finance Committee Action Item #6.D.

To: LYNX Finance & Audit Committee

From: Tiffany Homler
CHIEF ADMINISTRATIVE OFFICER
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Exercise the Second Option Year of Contract #14-C28 to Enterprise Leasing Company of Orlando, LLC for Vanpool Support

Date: 7/19/2018

ACTION REQUESTED:

Staff is requesting LYNX' Finance Committee's authorization to exercise the second option year of Contract #14-C28 with Enterprise Leasing Company of Orlando, LLC for vanpool operations. This contract does not have a set annual payment to LYNX. The payments to LYNX fluctuate annually based on the number of vehicles in the program.

BACKGROUND:

LYNX Vanpool Program was developed 25 years ago to provide additional commuter options for the Central Florida community to get to work. The vanpool program offers individuals who live and work in the same area a reliable, affordable method to get to work each day. LYNX staff is responsible for overseeing the vanpool contract.

Enterprise Leasing Company of Orlando, LLC, on behalf of LYNX, manages the entire rideshare matching process and assists employers with the implementation of commuter programs and formation of vanpool groups as well as maintaining ridership and vanpool participation. Enterprise Leasing Company of Orlando, LLC, also oversees the fleet management component of the operation. Fleet management includes scheduled maintenance and repairs, tires, towing, wash and detail. The contract also includes the insurance to cover both commuter and agency vanpools.

The LYNX Vanpool program currently consists of one hundred ninety-four (194) vans. The program has realized significant growth and profit during the past three years and continues to be a popular commute option.

The following are the program results for FY2016, FY2017 and Projected FY2018 for the LYNX vanpool program.

**LYNX Vanpool Program
Contract #14-C28**

	FY2018 Projected	FY2017 Actual	FY2016 Actual
Vehicle Service Fees:			
LYNX - Vanpool & Agency Fares	1,108,600	1,092,421	879,127
Enterprise - Vehicle Service Fees	(607,730)	(602,695)	(487,226)
Admin. Costs	(294,293)	(285,258)	(286,332)
Net Program Revenue	206,577	204,468	105,570
 5307 Funding Generated by Program	 1,000,000 *	 1,069,366	 928,720
Total Economic Benefit to LYNX	1,206,577	1,273,834	1,034,290

*Estimate based on prior years actual award

The net program revenue is direct income for LYNX. The 5307 funding generated by the program may be used to acquire additional program or other Authority vehicles. Thus the program represents an overall financial benefit to LYNX in excess of \$1.0m/year.

LYNX issued RFP 14-R05 for Van Pool Services on May 19, 2014. The LYNX Board approved a three (3) year contract with two (2) one (1) year options on July 24, 2014. This is the last option year which will begin Oct. 1, 2018.

FISCAL IMPACT:

LYNX staff did not include an amount for the net Vanpool program revenue in the FY2018 Adopted Operating Budget. Upon Board approval, the FY2019 Operating Budget will include an estimate for Vanpool program revenue.

Finance Committee Action Item #6.E.

To: LYNX Finance & Audit Committee

From: **Tiffany Homler**
CHIEF ADMINISTRATIVE OFFICER
Tomika Monterville
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Release a Request for Proposal (RFP) to Procure Consultants and Services for Autonomous Vehicles specific to the BRT/LYMMO Routes**

Date: 7/19/2018

ACTION REQUESTED:

Staff is requesting LYNX' Finance Committee's recommendation to release a Request for Proposal (RFP) to procure consultant and services for Autonomous Vehicles specific to the BRT/LYMMO routes.

BACKGROUND:

The LYNX Board of Directors has directed the Chief Executive Officer (CEO) to integrate more technology into the operation of LYNX to improve customer satisfaction and confidence in the agency and its service delivery. In accordance with that directive, LYNX has partnered with the Florida Department of Transportation (FDOT), MetroPlan Orlando, City of Orlando, and University of Central Florida to understand the opportunities and capabilities of Autonomous Vehicles Services for the downtown Orlando BRT (LYMMO).

The cross-functional team developed and released a Request For Information (RFI) targeting qualified Respondents knowledgeable in the design, development and implementation of Autonomous Vehicles (AV) for Transit Authorities to research and understand the current capabilities of the technology and assess the feasibility of operating in a mixed traffic environment (with a fixed structured route). We received six (6) responses and much interests from qualified providers.

Information obtained through the Request for Information (RFI) may be used to understand the Autonomous Vehicle technology, the capability of this technology in our current operations, and to develop a Request for Proposal (RFP) for a Pilot Program. This Pilot Program will provide

valuable information regarding this technology and the public reaction/acceptance to this technology in targeted service areas.

After review and careful consideration of the responses received, the team deemed it would be in LYNX best interest to secure a consultant who is an expert in this fast evolving field to assist in the planning and implementation for any proposed services. Once this has been completed, Staff will release a Request For Proposal (RFP) for the Autonomous Vehicle services.

FISCAL IMPACT:

LYNX staff included \$300,000 (\$100,000 from City of Orlando, \$100,000 from Metroplan and \$100,000 from 5307 Grant) in FY2018 Adopted Operating Budget specifically for planning professional services. Upon Board approval, future years' operating budgets will include the requisite amount of planning professional services for projects eligible to be awarded under this contract.