

LYNX Finance & Audit Committee Agenda

Meeting Date: 8/16/2019
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 - July 18, 2019

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 Financial Officer Report

5. Committee Discussion Items



Recap of the FY2019 3rd Quarter Operating Results

Pg 6

6. Committee Action Items



Authorization to Approve the Top Rate Increase Based on Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1596

Pg 7



Authorization to Purchase Fifty Seven (57) Paratransit and Five (5) NeighborLink Replacement Vehicles with Conversion Kits Allowing for Use of Compressed Natural Gas (CNG)

Pg 9



Approval of the FY2020 Proposed Operating Budget

Pg 11



Approval of the FY2020 Proposed Capital Budget

Pg 12

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: July 18, 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 Homler-Hawkins, Chief Administrative Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance
Norman Hickling, Director of Mobility Services

Members Absent:

1. Call to Order

Chair Clavijo called the meeting to order at 2:03 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the June 13, 2019, Finance & Audit Committee meeting. Motion to approve the June 13, 2019, minutes was made by Michelle McCrimmon, seconded 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 stated that the agenda is light this month, but we will have the third quarter results and the proposed FY2020 Capital budget next month. We are also hoping to have an update to the TD commission results on additional funding, which could result in a revised FY2020 proposed operating budget. There are no changes to the funding partners and no use of reserves. We will also have an update to the Shingle Creek contract. Tiffany Homler-Hawkins provided an update to the Lake and Polk county conversations that have been ongoing.

5. Committee Action Items

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

Mr. Francis continued with this item. This is the second and final option year. They perform the year-end audit, review the CAFR and help with NTD reporting. Motion to authorize to Exercise Second Option Year of Contract 15-C12 with Cherry Bekaert LLP for Auditing Services made by Kurt Petersen, second by Tim Jecks. Motion passed unanimously.

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

Mr. Norman Hickling, Director of Mobility Services, made the presentation. We are in the second year option with ADA Ride, so we need to put out an RFP. There will be a change in scope as compared to the last RFP. Motion to authorize the Release of a Request for Proposal (RFP) for ADA Functional Assessment and Travel Training Conducted at LYNX Central Station made by Tim Jecks, second by Michelle McCrimmon. Motion passed unanimously.

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

Mr. Norman Hickling continued with this item. Many of our vehicles are aged, and we are paying mileage penalties to MV transportation. The penalties are calculated by mileage of the vehicle. These vehicles will be retired, and we are working to catch-up to our vehicle retirement plan. Motion to Authorize the Purchase of Twenty (20) Paratransit and Ten (10) NeighborLink Replacement Vehicles with Conversion Kits Allowing for Use of Compressed

Natural Gas (CNG) made by Michelle McCrimmon, second by Kurt Petersen. Motion passed unanimously.

D. Authorization to Purchase Twenty-five (25) 40' Compressed Natural Gas (CNG) Replacement Buses

Mr. Elvis Dovalles, Director of Maintenance, made the presentation. This is part of the Capital Improvement Plan. The buses that are being replaced will be placed into a contingency fleet, and they will only be used as back-up or for emergency purposes. This is the first time that we will have a contingency fleet. Motion to Authorize the Purchase of Twenty-five (25) 40' Compressed Natural Gas (CNG) Replacement Buses made by Tim Jecks, second by Kurt Petersen. Motion passed unanimously.

6. Committee Discussion Items

A. Presentation of the Mobility Services Mitigation Items for FY2020 Budget

Mr. Norman Hickling made the presentation. Our goal is to shift one trip per passenger per month from paratransit to fixed-route. This could potentially save over two million dollars per year. We will issue a free ACCESSLYNX bus pass to our eligible TD and ADA clients. The bus drivers would be able to track each time this was used on the fixed-route. This would also save the clients' money, as they would not have to pay a copay. This will give our TD and ADA clients another option for traveling on the system. We would also like to enhance our eligibility and travel training process. We will have the assessment and training in this building, which will allow passengers to see how the system works. The assessment would have better oversight, since it would be done by us. We are reviewing a system that will link together our vendors with our system. Right now, everything is done manually. This will allow better continuity of service. Other agencies have established a basic paratransit service that limits the passengers to the three quarter mile service area. They included new passengers, not established passengers. Other options to reduce costs were discussed.

7. Other Business

No other business was discussed.

The meeting adjourned at 3:39 p.m.

LYNX Finance & Audit Committee Agenda

Finance Committee Discussion 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: Recap of the FY2019 3rd Quarter Operating Results

Date: 8/16/2019

ACTION REQUESTED:

Lynx Staff will provide a recap of the FY2019 3rd Quarter Operating Results.

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.A.

To: LYNX Finance & Audit Committee

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Approve the Top Rate Increase Based on Wage Re-Opener with Amalgamated Transit Union (ATU) Local 1596

Date: 8/16/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve a 3.5% increase to the top rate based on the wage re-opener with Amalgamated Transit Union (ATU) 1596 for fiscal year 2020.

BACKGROUND:

Employees of the Amalgamated Transit Union (ATU) Local 1596 are classified as Bus Operators, Technicians, Building and Grounds, Road Rangers, Service Island Attendants, and Building and Grounds Keepers. The contract dated October 1, 2017 through September 30, 2020 is a three-year collective bargaining agreement that includes the right to request a re-opener (as to wages only and not as to the step move in pay progressions) in year three, which was already agreed to.

On June 3, 2019, LYNX staff was informed of Amalgamated Transit Union (ATU) Local 1596 desire to exert their right to request a re-opener. Labor Negotiations took place on June 28, 2019. The negotiating teams consisted of the following:

Management

James Seegers, LYNX' Legal Counsel
Megan Martin, LYNX' Legal Counsel
Bert Francis, CFO
Terri Settington, Director of Human Resources

Union

Ismael Rivera, President
Beverly Glenn, Vice President of Transportation
Javier Roman, Vice President of Maintenance

LYNX Finance & Audit Committee Agenda

Wilfred Delgado, Executive Board Member
Maria Carrera, Financial Secretary/Treasurer
Christine St. Louis, Recording Secretary

The tentative agreement resulting from this meeting is as follows:

1. A 3.5% change to the top rate effective the first full pay period in October 2019.

FISCAL IMPACT:

LYNX staff included funds in the Proposed FY2020 Operating Budget to support the implementation of this contract. Future years will be budgeted based on the approved Union contract.

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.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 Purchase Fifty Seven (57) Paratransit and Five (5) NeighborLink Replacement Vehicles with Conversion Kits Allowing for Use of Compressed Natural Gas (CNG)

Date: 8/16/2019

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase fifty seven (57) Ford Transit T350 paratransit vehicles and five (5) 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 \$4,600,000. 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 Staff performed a review of Paratransit and NeighborLink vehicle requirements for FY19. It was determined that out of the fleet of one hundred seventy-five (175) paratransit vehicles and twenty-four (24) NeighborLink vehicles, 77 Paratransit and 15 NeighborLink vehicles had, or were forecasted to reached the threshold of their useful life and were in need of replacement. The following chart indicates the analysis:

<u>FY19 Vehicle Replacement Summary Table</u>	<u>Access LYNX</u>	<u>NeighborLink</u>
Odometer reading over 300,000 Miles.....	21	6
Odometer reading over 250,000 Miles.....	22	6
Forecast to hit 250,000 odometer miles (by September 30, 2019).....	18	1
Forecast to hit 250,000 mileage threshold before FY2019 order arrives.....	16	2
Subtotal of vehicles necessary to maintain fleet to avoid additional contractual maintenance costs.....	77	15

LYNX Finance & Audit mmittee Agenda

On July 25, 2019 The LYNX Board of Directors approved the initial procurement of 20 paratransit and 10 NeighborLink vehicles. This requested action for authorization to procure 57 paratransit and 5 NeighborLink new vehicles will bring the respective fleets up to date and allow LYNX to minimize or avoid any additional maintenance surcharges for high mileage. 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.

Paratransit Vehicles	Quantity	Cost	Total
From the FL Sheriffs Association (FSA Contract)			
Ford Transit Paratransit	57	\$70,000	\$3,990,000
Includes ADA Upfit Kit, CNG Conversion and CNG Prep Package			
Paratransit Vehicle Cost			\$3,990,000

NeighborLink Vehicles	Quantity	Cost	Total
From the "TRIPS" Contract			
TurtleTop Odyssey	5	\$120,000	\$600,000
Includes Standard & Foldaway Seats, Q'Straint QRTMAX, 1000 lb. Lift, Freedman Tie-Downs, Electronic Destination Sign, and CNG Conversion			
NeighborLink Vehicle Cost			\$600,000

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 \$5,390,000 in the Proposed FY2020 Capital Budget for the purchase of Paratransit vehicles and \$1,800,000 for the purchase of NeighborLink replacement vehicles.

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.C.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Approval of the FY2020 Proposed Operating Budget

Date: 8/16/2019

ACTION REQUESTED:

LYNX Staff will provide an overview of the FY2020 Proposed Operating Budget.

LYNX Finance & Audit Committee Agenda

Finance Committee Action Item #6.D.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
Technical Contact

Phone: 407.841.2279 ext: 6058

Item Name: Approval of the FY2020 Proposed Capital Budget

Date: 8/16/2019

ACTION REQUESTED:

LYNX Staff will provide an overview of the FY2020 Proposed Capital Budget.