

# LYNX Finance & Audit Committee Agenda

Meeting Date: 01/15/2026  
Meeting Time: 1:30 PM

Central Florida Regional Transportation Authority  
455 N. Garland Ave.  
2nd Floor Board Room  
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 - October 16, 2025 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's Report

## 5. Consent Agenda







### A. Request for Proposal (RFP)









-  Authorization to Release a Request for Proposal (RFP) for Janitorial Services Pg 7
-  Authorization to Release a Request for Proposal (RFP) for Dental Insurance Pg 8
-  Authorization to Release a Request for Proposal (RFP) for FSA, COBRA and Retiree Billing Services Administration Pg 10

### B. Award Contracts







-  Authorization to Award a Contract to WSP USA, Inc. for Professional Engineering Services for the I-Drive Transit Project National Environmental Policy Act (NEPA), Preliminary Engineering and Federal Transit Administration (FTA) Small Starts Project Development for a Not to Exceed (NTE) Amount of \$2,255,715 Pg 12
-  Authorization to Award a Contract to Vestis Services, LLC for Maintenance Employee Uniform Rental and Laundering Services for a Not to Exceed (NTE) Amount of \$235,997 Pg 14

### C. Miscellaneous


-  Authorization to Reappoint Albert Francis to Pension Trustee and Administrative Committee Boards Pg 16  
  
-Attachments 
-  Authorization to Update the Equal Employment Opportunity Policy Pg 19  
  
-Attachments 
-  Authorization to Update the Employment Policy Pg 29  
  
-Attachments 

iv.	 Authorization to Issue a Task Order to Kimley-Horn & Associates, Inc. to Complete a Bus Transfer Facility Feasibility Study at the MCO Train Station for a Not to Exceed (NTE) Amount of \$185,660	Pg 38
v.	 Authorization to Execute Change Order 1 and Increase the Project Contingency for the LOC B Bus Entrance Concrete Improvements in a Not to Exceed (NTE) Amount of \$831,515	Pg 40
vi.	 Authorization to Approve a Settlement Agreement with WSP, Inc. for Errors and Omissions Associated with the Pine Hills Transfer Center in the Amount of \$169,408	Pg 42
vii.	 Authorization to Dispose of Lost and Found Items	Pg 44
viii.	 Authorization to Auction Surplus Capital Items and Obsolete Parts	Pg 46
ix.	 Authorization to Transfer Fifteen (15) Computers to The Christian Tech Center Ministries, Inc.	Pg 50
x.	 Authorization to Purchase Forty-Seven (47) Replacement and Expansion Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$7,500,000	Pg 52
xi.	 Authorization to Purchase Forty (40) Compressed Natural Gas (CNG) Replacement Buses for a Not to Exceed (NTE) Amount of \$35,428,960	Pg 54

## 6. Action Agenda

A.	 Authorization to Ratify Grant Application Submitted to the Florida Department of Transportation (FDOT) and Adoption of Resolution 26-001	Pg 56
	-Attachments 	
B.	 Authorization to Ratify Grant Applications Submitted to the Florida Department of Transportation (FDOT) in the Total Amount of \$6,850,618 and Adoption of Resolution 26-002	Pg 60
	-Attachments 	
C.	 Authorization to Approve an Updated Funding Model Formula Policy	Pg 64
	-Attachments 	

## 7. Discussion

A.	 FY2025 Preliminary Operating Results	Pg 71
B.	 FY2027 Budget Assumptions	Pg 72

## 8. Other Business

## 9. Adjourned

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 Minutes**

**PLACE:** LYNX Central Station  
455 N. Garland Avenue, 2<sup>nd</sup> Floor, Board Room  
Orlando, FL 32801

**DATE:** October 16, 2025

**TIME:** 1:30 p.m.

---

**Members in Attendance:**

Kurt Petersen, Orange County, Chair  
Jose Fernandez, City of Orlando  
Leslie Felix, Osceola County  
Jo Santiago-Mercer, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

Leonard Antmann, Chief Financial Officer  
Michelle Daley, Director of Finance  
David Vance, Manager of Financial Planning & Analysis

---

**1. Call to Order**

Chair Petersen called the meeting to order at 1:30 p.m.

**2. Approval of Minutes**

A motion to approve the September 18, 2025 Finance and Audit Committee meeting minutes was made by Jose Fernandez and seconded by Leslie Felix. Motion passed unanimously.

**3. Public Comments**

No members of the public were present to speak.

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

Lenny Antmann, Chief Financial Officer, provided the following updates:

- Fixed Route ridership continues to average of 67,000 to 69,000 trips per day. Paratransit was just short of 60K trips for the month of September.
- Joel Knopp with Forvis Mazar will present the annual audit program today. The FTA Financial Management Oversight (FMO) audit began earlier this week and is expected to be completed before Christmas.
- An action item for NeighborLink service is on today's agenda as well as two items added to Oversight Agenda after we published: Invitation for Bid (IFB) for fire suppression inspection and a Pine Hills Change Order.
- Request that 6.A – Transit Development Plan be pulled from today's agenda. It is scheduled to be a Discussion item at next week's Oversight meeting.
- The CFCRC Board informed us of plans to move their meeting to December 4, 2025 which is the same day as the finance committee next scheduled meeting. Mr. Antmann stated that any time sensitive items were included in this month's agenda. The committee discussed and consensus was to cancel the December 4<sup>th</sup> Finance meeting.

## 5. Consent Agenda

### A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services

### B. Award Contracts

- i. Authorization to Negotiate and Award a Contract to ADAride.com, LLC for Functional Assessment Travel Training Services for a Not to Exceed Amount of \$869,772
- ii. Authorization to Negotiate and Award a Contract to Quebec, Inc. d/b/a Transit App for Deploying and Hosting a LYNX Bus Tracker Mobile Application for a Not to Exceed Amount of \$511,177

### C. Extension of Contracts

- i. Authorization to Exercise the Second Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. for Insurance Agent and Brokerage Services
- ii. Authorization to Exercise the First Option Year of Contract 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and Increase the Not to Exceed Amount to \$2,500,000
- iii. Authorization to Exercise the First Option Year of Contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and Increase the Not to Exceed (NTE) to \$9,182,000

### D. Miscellaneous

- i. Authorization to Increase the Not to Exceed Amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187 and Approval of Change Order 2
- ii. Authorization to Purchase Microsoft M365 Subscription-Based Licenses Through Cooperative Purchasing Contract: Sourcewell 121923-SHI for a Not to Exceed Amount of \$731,595
- iii. Authorization to Auction Surplus Capital Items

Leslie Felix made a motion to approve Consent Agenda items 5.A.i. – 5.D.iii. Second by Jose Fernandez. Motion passed unanimously.

## 6. Action Agenda

- A. Authorization to Submit the Fiscal Year 2026 Transit Development Plan Annual Update to the Florida Department of Transportation (FDOT)

This item was removed from agenda at the request of Lenny Antmann, CFO.

- B. Authorization to Negotiate and Award a Contract for NeighborLink On-Demand Transit Service to Beefree, LLC dba Freebee for \$8,495,410 for the Initial Three (3) Year Term

James Boyle, Chief Development Officer, provided an overview of NeighborLink; LYNX's microtransit, on-demand service operating 13 vehicles and 34 operators in 11 zones. Service days vary by zone; some operate Monday–Saturday, others only during AM/PM peak hours aligned with SunRail. FY25 ridership (Oct–July): ~103,000 trips. Originally launched in 2008, service was contracted to MV in 2010 and 2017. Reimagining initiative began in 2022 to reassess zone effectiveness and key destinations, and operations transitioned back in-house in 2023.

The goals of transitioning NeighborLink operations back to a third-party contractor include:

- enhanced customer experience - reducing pickup window from 2 hours to 30 minutes

- leveraging advanced technology – implementing real-time tracking, user-friendly mobile apps, and data dashboards for the agency
- lower operating costs - improving efficiency through vendor algorithms and optimized routing systems

Existing NeighborLink vehicles will be reassigned to the paratransit fleet. Current operators will have the opportunity to remain with LYNX or apply for employment with the new vendor.

The RFP was released April 2025, five proposals were received May 2025. The selection committee shortlisted two proposals and brought them in for presentations and Q&A. After scoring and ranking the source evaluation committee recommended that the contract be awarded to Beefree, LLC, otherwise known as Freebie.

The next step is to seek the Finance Committee's recommendation to advance this item to the Oversight Committee and subsequently to the Board for authorization to award the contract to Beefree, LLC.

Jo Santiago-Mercer inquired whether discussions had taken place with nearby agencies to share lessons learned. Mr. Boyle noted that Bobby King from VOTRAN served on the Source Evaluation Committee (SEC) and provided valuable insights for LYNX's consideration. Additionally, staff is in communication with Seminole County as they transition their fixed route service to microtransit service.

Leslie Felix made a motion for Authorization to Negotiate and Award a Contract for NeighborLink On-Demand Transit Service to Beefree, LLC dba Freebee for \$8,495,410 for the Initial Three (3) Year Term. Second by Jose Fernandez. Motion passed unanimously.

#### C. Approval of the LYNX Finance and Audit Committee Meeting Dates for 2026

Lenny Antmann presented the proposed 2026 Finance and Audit Committee meeting dates. He noted that the March meeting is scheduled Tuesday, March 24, to accommodate scheduling constraints related to local school spring break calendars.

Leslie Felix made a motion to approve the LYNX Finance and Audit Committee Meeting Dates for 2026. Second by Jose Fernandez. Motion passed unanimously.

## 7. Discussion

### A. Presentation of FY2025 Audit Plan by Forvis Mazars

Joel Knopp, Partner with Forvis Mazars, presented the audit planning communications for the fiscal year ending September 30, 2025. Key points included:

- Most team members remain consistent from the prior year. Amy Shrek, CPA Partner and leader of the public sector group, joins as the engagement quality reviewer. Forvis Mazars IT specialists will assist due to the first audit of the new ERP system.
- Forvis Mazars outlined standard audit communications, scope of services, and reports to be issued with the financial statement audit.
- Audit Report will be issued in March 2026

### B. Fare Study Presentation

Myles O'Keefe, Manager of Strategic Planning introduced the fare study project initiated by Board direction last year to evaluate fare options, policies, tools, and industry practices. Findings are presented for committee feedback to inform next steps. Oversight review is scheduled next week, with Board direction expected in January.

The project is structured in two phases:

- **Phase 1:** Initial analysis and recommendations.
- **Phase 2:** Detailed analysis of selected options, if directed by the Board.

Consultant Alanna McKeeman presented the Fare Study, which evaluates fare options to support LYNX's strategic goals. Key preliminary findings and a draft "toolbox" of potential fare policy changes were shared for committee feedback.

**Upcoming Milestones:**

- Oct 2025: Committee/Board engagement and feedback
- Nov–Dec 2025: Refine fare scenarios per Board feedback
- Jan 2026: Board presentation and seek authorization to proceed

The committee recommended further analysis of daily and monthly pass fare structures, including the potential benefits of fare capping for riders who currently purchase single rides daily. Key considerations include the financial impact on revenue and the associated costs of implementing fare media changes necessary for account-based tracking to support fare capping.

**8. Other Business**

None

**9. Adjourned**

Meeting adjourned at 2:20 pm.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. i

**To:** LYNX Finance & Audit Committee

**From:** Aubrey Moses  
DIRECTOR OF MAINTENANCE  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6105

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Janitorial Services

**Date:** 01/15/2026

---

### **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 janitorial services. The contract term will be for an initial two (2) year period with three (3) one (1) year options.

### **BACKGROUND:**

On March 25, 2021, the LYNX Board of Directors approved the award of Contract 21-C35 to American Facilities Services, Inc. for janitorial services at LYNX facilities for two (2) years with three (3) one (1) year options. Contract 21-C35 expires on May 1, 2026.

The Janitorial Services are used at the following LYNX facilities:

- 2500 LYNX Lane
- 455 North Garland Avenue

The janitorial services at all other LYNX locations are performed by the LYNX Facilities Maintenance group.

### **FISCAL IMPACT:**

The Adopted FY2026 Operating Budget includes \$360,000 for janitorial services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. ii

**To:** LYNX Finance & Audit Committee

**From:** Terri Setterington  
DIRECTOR OF HUMAN RESOURCES  
Brian Anderson  
Technical Contact

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Dental Insurance

**Date:** 01/15/2026

---

### **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 Dental Insurance and delegate authority to the LYNX Health Benefits Consultant, RSC Insurance Brokerage, Inc., to conduct the solicitation process.

### **BACKGROUND:**

It is beneficial for the Authority to provide a comprehensive benefit package for its employees. Dental insurance is an integral part of this package and is a valued benefit for the employees. The current contract for Dental Insurance expires on December 31, 2026. The Authority wishes to continue to offer this benefit option to our employees. There is no direct cost to the Authority as this is an employee paid benefit.

On January 1, 2024, the Authority entered into a contract with RSC Insurance Brokerage, Inc. for Health Benefits Consulting services. As part of the consulting services scope of work, RSC Insurance Brokerage, Inc. is responsible for assisting in drafting, reviewing, issuing and evaluating Request for Proposals and Invitation to Bids to assist LYNX in maintaining a comprehensive Employee Benefits Program for its employees. The consultant will negotiate with the various providers and recommend the best provider(s) that meets the agency's plan and cost limitations. Once the consultant makes its recommendation, staff will bring back the recommendation to the Board of Directors to authorize the approval of a contract.



# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

There is no fiscal impact since this is an employee benefit that is paid 100% through an employee pre-tax payroll deduction.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. iii

**To:** LYNX Finance & Audit Committee

**From:** Terri Settingington  
DIRECTOR OF HUMAN RESOURCES  
Brian Anderson  
Technical Contact

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Release a Request for Proposal (RFP) for FSA, COBRA and Retiree Billing Services Administration

**Date:** 01/15/2026

---

### **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 FSA, COBRA and Retiree Billing Services Administration and delegate the authority to the LYNX Health Benefits Consultant, RSC Insurance Brokerage, Inc., to conduct the solicitation process.

### **BACKGROUND:**

As complexity and regulatory requirements associated with employee benefits administration continue to increase, it is important for the Authority to contract with a vendor that specializes in FSA, COBRA and Retiree billing to maintain compliance with federal and state regulations. Their expertise helps ensure timely notifications, accurate billing, and adherence to IRS and DOL requirements, reducing legal and financial risk. The current contract for FSA, COBRA and Retiree Billing Services Administration expires on December 31, 2026. The Authority wishes to continue outsourcing these functions to ensure continued streamlined enrollment, billing and collections.

On January 1, 2024, the Authority entered into a contract with RSC Insurance Brokerage, Inc. for Health Benefits Consulting services. As part of the consulting services scope of work, RSC Insurance Brokerage, Inc. is responsible for assisting in drafting, reviewing, issuing and evaluating Request for Proposals and Invitation to Bids to assist LYNX in maintaining a comprehensive Employee Benefits Program for its employees. The consultant will negotiate with the various providers and recommend the best provider(s) that meets the agency's plan and cost

# LYNX Finance & Audit Cmmittee Agenda

limitations. Once the consultant makes its recommendation, staff will bring back the recommendation to the Board of Directors to authorize the approval of a contract.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$11,000 for the administration of the FSA, COBRA and Retiree billing services.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. i

**To:** LYNX Finance & Audit Committee

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Patricia Whitton  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Authorization to Award a Contract to WSP USA, Inc. for Professional Engineering Services for the I-Drive Transit Project National Environmental Policy Act (NEPA), Preliminary Engineering and Federal Transit Administration (FTA) Small Starts Project Development for a Not to Exceed (NTE) Amount of \$2,255,715

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a contract with WSP USA, Inc. for professional engineering services for the I-Drive Transit Project National Environmental Policy Act (NEPA), preliminary engineering (at least 30 percent), and requesting entry into the Federal Transit Administration (FTA) Capital Investment Grants (CIG) Small Starts program in a not to exceed amount of \$2,255,715.

### **BACKGROUND:**

On April 25, 2024, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for professional services for the I-Drive Transit Project to advance the recommendations from the International Drive Transit Feasibility and Alternative Technology Assessment (TFATA) that was completed by Orange County in 2021.

The TFATA study recommended the implementation of a premium transit service as an urban circulator operating within the International Drive (I-Drive) District along International Drive from Sand Lake Road to Destination Parkway and Sea Harbor Drive.

The RFP was released on July 24, 2024. All proposals were due on September 10, 2024. A Source Evaluation Committee (SEC) was held on November 18, 2024 to rank the firms. The

# LYNX Finance & Audit Committee Agenda

SEC selected WSP USA, Inc., as the highest ranked firm to negotiate a contract pursuant to the Consultant's Competitive Negotiation Act.

At the January 23, 2025 Board of Director's meeting, the Chief Executive Officer (CEO) or designee was approved to move forward with the SEC rankings and initiate negotiations with WSP USA, Inc.

An Interlocal Agreement between LYNX and Orange County that identifies the terms and conditions of in-kind and reimbursable services that will be provided by LYNX was amended to reflect an updated reimbursable amount of \$2,255,715 for the procured consulting services to reflect the negotiated contract fee agreement with WSP USA, Inc. The Interlocal Agreement was authorized by the LYNX Board of Directors at the September 25, 2025 meeting and the Orange County Board of County Commissioners at the November 18, 2025 meeting. In accordance with Fla. Stat. 287.055, the award of contract is the final step in this process.

## **FISCAL IMPACT:**

Per the Interlocal Agreement, LYNX will be reimbursed by Orange County for any expenses incurred. Therefore, there is no fiscal impact to LYNX.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. ii

**To:** LYNX Finance & Audit Committee

**From:** Aubrey Moses  
DIRECTOR OF MAINTENANCE  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6105

**Item Name:** Authorization to Award a Contract to Vestis Services, LLC for Maintenance Employee Uniform Rental and Laundering Services for a Not to Exceed (NTE) Amount of \$235,997

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award a contract to Vestis Services, LLC for maintenance employee uniform rental, and laundering services. The not to exceed (NTE) amount is \$235,997 for an initial three (3) year term.

### **BACKGROUND:**

LYNX operates a public transportation system that serves approximately 2,500 square miles located within the boundaries of Orange, Osceola, and Seminole Counties. Maintenance employees are the primary providers of preventive maintenance services for the revenue Buses, which are the primary point of customer access to the LYNX fixed-route bus service.

Laundered uniforms must be supplied to Maintenance Bargaining Unit Employees as per the Labor Agreement between LYNX and the Amalgamated Transit Union Local 1596.

On June 26, 2025, the LYNX Board of Directors authorized the release of a Request for Proposal (RFP) for this service. The Request for Proposal (RFP) was released, posted on DemandStar, and sent directly to interested Vendors on September 29, 2025.

The deadline for submission of proposals was October 29, 2025. Vestis Services, LLC was the only responsive Vendor. Thereby, Ordinal Rankings were not conducted by the Source

# LYNX Finance & Audit Cmmittee Agenda

Evaluation Committee (SEC). The Source Evaluation Committee (SEC) approved Vestis Services, LLC for the maintenance employee uniform rental and laundering services contract.

## **FISCAL IMPACT:**

The FY2026 Operating Budget includes \$90,000 for uniform rental and laundering.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. i

**To:** LYNX Finance & Audit Committee

**From:** Terri Setterington  
DIRECTOR OF HUMAN RESOURCES  
Terri Setterington  
Technical Contact

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Reappoint Albert Francis to Pension Trustee and Administrative Committee Boards

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization to adopt Resolution No. 26-003 authorizing the reappointment of Albert Francis, to the Administrative Committee and Trustee Board for the 457 Deferred Compensation Plan, Money Purchase Plan, and the Defined Contribution Plan for Bargaining Unit Employees and Board of Trustees for the Amalgamated Transit Union (ATU) Local 1596 Pension Plan (Defined Benefit Plan).

### **BACKGROUND:**

LYNX, as the employer, is the Plan Administrator for LYNX's Money Purchase Plan, Deferred Compensation Plan, and the Defined Contribution Plan for Bargaining Unit Employees. As such, the employer/Plan Administrator has a number of responsibilities, duties, and obligations in maintaining and operating each of the Plans. Unless an appointment is made to delegate these responsibilities and duties, the employer acts through its Board of Directors. For purposes of this, any reference to actions to be taken by LYNX in its capacity as employer or Plan Administrator means LYNX's Board of Directors unless otherwise specified. LYNX has general powers and responsibilities, including the power to appoint counsel, specialists, advisers, investment managers, agents (including any nonfiduciary agent) and other persons as the employer deems necessary or desirable in connection with the exercise of its fiduciary duties under this Plan, including the Trustee and Administrator. Consistent with this power of appointment, LYNX has the obligation to periodically review the performance of any fiduciary or other person to whom duties have been delegated or allocated by it. Since LYNX is the Administrator, and has the power to appoint, it may appoint any person(s) to perform its duties as the Administrator.



# LYNX Finance & Audit Committee Agenda

**FUNCTIONS OF THE ADMINISTRATOR** - The primary responsibility of the Administrator is to administer the Plan for the exclusive benefit of the participants and their beneficiaries in accordance with its terms. It has the power and discretion to construe the terms of the Plan and to determine all questions arising in connection with the administration, interpretation, and application of the Plan. Benefits under this Plan will be paid only if the Administrator decides, in its discretion, that the applicant is entitled to them. The Administrator may establish procedures to carry out the purpose of the Plan, provided they are nondiscriminatory and shall comply with the terms of the Internal Revenue Code and Plan's document. An enumerated listing of the Administrator's duties includes, but is not limited to, the following:

- (a) The discretion to determine all questions relating to the eligibility of employees to participate in the Plan;
- (b) The authority to review and settle all claims against the Plan;
- (c) To compute, certify, and direct the Trustee with respect to the amount of benefit to which any participant is entitled;
- (d) To authorize and direct the Trustee with respect to disbursements from the trust;
- (e) To maintain all necessary records for the administration of the Plan;
- (f) To interpret the provisions of the Plan and to make and publish rules;
- (g) To compute and certify the amount of contribution to the Plan and advise the Trustee accordingly;
- (h) To prepare and implement procedures to notify eligible employees of Plan provisions and changes;
- (i) To qualify any domestic relations orders received;
- (j) To assist any participant regarding the participant's rights, benefits, or elections available under the Plan; and
- (k) Retain a record of actions taken, accountings, records, etc. necessary for proper administration of the Plan and shall be responsible for supplying all information and reports to any governmental agencies, participants and beneficiaries, as required by law.

For the employees who are members of ATU Local 1596 participate in a defined benefit retirement Plan. The Plan has an oversight Trustee Board consisting of three Union and three Management employees. LYNX's Chief Executive Officer selects three Management employees to serve as Trustees with confirmation from the LYNX Board of Directors' and the Union's Executive Board appoints its representatives.

## **FISCAL IMPACT:**

There is no fiscal impact.

**CERTA RESOLUTION NO. 26-003**

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) APPROVING THE  
APPOINTMENT OF A MANAGEMENT APPOINTEE TO THE  
ADMINISTRATIVE COMMITTEE AND BOARD OF TRUSTEE  
APPOINTMENTS FOR RETIREMENT PLANS**

**WHEREAS**, LYNX is the sponsoring employer of the LYNX Money Purchase Plan, LYNX Defined Contribution Plan for BU Employees, LYNX Deferred Compensation Plan, and Amalgamated Transit Union 1596 Pension Plan (collectively, the “Plans”); and

**WHEREAS**, Article II of the Plan authorizes the Employer to appoint three members to the Plan’s Board of Trustees; and

**WHEREAS**, the Employer wishes to re-appoint Albert Francis to the Board of Trustees of the Plan, effective, January 1, 2026.

**NOW, THEREFORE, BE IT RESOLVED THAT:** Albert Francis is hereby re-appointed, effective January 1, 2026, to the following positions:

- Member of the Administrative Committee for the LYNX Money Purchase Plan
- Member of the Board of Trustees for the LYNX Money Purchase Plan
- Member of the Administrative Committee for the LYNX Defined Contribution Plan for BU Employees
- Member of the Board of Trustees for the LYNX Defined Contribution Plan for BU Employees
- Member of the Administrative Committee for the LYNX Deferred Compensation Plan
- Member of the Board of Trustees for the LYNX Deferred Compensation Plan
- Member of the Board of Trustees for the Amalgamated Transit Union 1596 Pension Plan

**APPROVED AND ADOPTED** the \_\_\_\_ day of \_\_\_\_\_, 2026 by the Governing Board of the Central Florida Regional Transportation Authority.

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

By: Governing Board

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. ii

**To:** LYNX Finance & Audit Committee

**From:** Terri Settingington  
DIRECTOR OF HUMAN RESOURCES  
Terri Settingington  
Technical Contact

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Update the Equal Employment Opportunity Policy

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to update the Equal Employment Opportunity Policy.

### **BACKGROUND:**

This Policy is established in accordance with the Authority's Administrative Rule 3 which governs Human Resources. With respect to Authority employees who hold positions represented by the Amalgamated Transit Union (Local Chapter 1596 or Local Chapter 1749), the Authority's Administrative Rules and Policies shall control the terms and conditions of employment. To the extent the Collective Bargaining Agreement (CBA) conflicts with the Administrative Rules and Policies, the CBA shall control.

It is necessary to review and update policies and/or procedures from time to time. This policy has been created to update and consolidate several current policies and/or procedures as well as reflect regulatory changes.

# LYNX Finance & Audit mmittee Agenda

<b><u>Legal Obligation</u></b>	<b><u>New Policy Section</u></b>
Equal Employment Opportunity	1 Currently the Authority has an Equal Employment Opportunity Statement which is required by the Federal Transit Authority. This section clarifies the current legal obligations of the Authority.
Americans with Disabilities	2 The Authority has procedure for Americans with Disabilities requests. This section memorializes the responsibility of the Authority.
Religious Accommodations	3 The Authority has procedure for Religious Accommodations, however this section memorializes the responsibility of the Authority.
Genetic Information non-discrimination Act (GINA)	4 This memorializes the responsibility of the Authority.
Veteran's Preference	5 This memorializes the responsibility of the Authority.
Prohibited Discrimination, Unlawful Harassment and Retaliation	6 This replaces the current Anti-Harassment Policy.
Anti-Bullying Policy	7 This replaces the current Anti-Bullying Policy
Whistleblower Policy	8 This memorializes the responsibility of the Authority.

## **FISCAL IMPACT:**

There is no fiscal impact.



**SCOPE:**

**POLICY:**

## 1. Equal Employment Opportunity (EEO)

The Authority is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.



The Authority's CEO has the overall responsibility and accountability for the Authority's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the CEO has appointed an EEO Officer, who reports directly to the CEO and acts with the CEO's authority with all levels of management, labor unions, and employees.

All Authority executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring the Authority's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. The Authority will evaluate its managers' and supervisors' performance on their successful implementation of the Authority's policies and procedures, in the same way the Authority assesses their performance regarding other Authority goals

The Authority is committed to its EEO Program, which sets forth the policies, practices and procedures, with goals and timetables, to which the Authority is committed and makes the EEO Program available for inspection by any employee or applicant for employment upon request.

The CEO and Authority are committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

**1.1 EEO Policy Reporting and Investigations** Any Authority employee who in good faith believes they, or someone else, has been discriminated against in violation of this EEO policy must report the matter to the EEO Officer or CEO. Following the receipt of a report of discrimination in violation of this EEO policy, the matter will be investigated, and action will be taken to the extent determined necessary. Although confidentiality cannot be guaranteed based on the nature of such an investigation, the matter will be handled as confidentially as possible on a need-to-know basis. Should you have any questions, concerns or suggestions relating to this EEO policy, or wish to make a report regarding a suspected violation, please contact the Authority's EEO Officer or CEO.

## **2. Americans with Disabilities (ADA)**

It is the Authority's policy to comply with federal, state and any applicable local laws regarding the employment of qualified persons with a disability. The Authority prohibits discrimination against a qualified individual with a known disability. This includes, but is not limited to, discrimination with respect to application, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

The ADA does not require that the Authority give preferential treatment to individuals with disabilities or lessen our qualification standards. The law does require that the Authority provide reasonable accommodations that will allow individuals with disabilities to perform the essential functions of their jobs, if such an accommodation can be provided without undue hardship to the Authority. The Authority also complies with any requirement to make the workplace readily accessible to and usable to enable disabled employees to enjoy equal benefits and privileges of employment.

**2.1 Policy Reporting and Inquiries:** The Authority is committed to complying with ADA requirements. We encourage all employees to help us achieve this objective. If you believe that you or someone else has been discriminated against on the basis of disability, or if you would like to seek a reasonable accommodation, or you have any questions, concerns or suggestions relating to the ADA, contact the EEO Officer.

**2.2 ADA Accommodation:** The Authority will reasonably accommodate qualified individuals with a known disability if necessary to enable an individual to perform the essential functions of the individual's job and/or to ensure the workplace is readily accessible to and usable by an employee. Such reasonable accommodation will be made unless it creates an undue hardship for the Authority. The individual must make known to the Authority the need for a reasonable accommodation, and is free to suggest an accommodation, but there is no guarantee that the suggested accommodation will be provided.

An employee seeking a reasonable accommodation must contact the EEO Officer, and in their absence, Human Resources, and provide sufficient information for the request to be evaluated. When a reasonable accommodation is requested, the Authority will engage in an interactive process with the employee in order to assess the request and the Authority's business needs. Submission of sufficient medical and accommodation information by the employee is required to allow assessment by the Authority and support the request and need for an accommodation. Requests by qualified individuals with disabilities for reasonable accommodations will be considered by the Authority's EEO Officer and Human Resources and discussed with others on a need to know basis to determine the nature and scope of the accommodation to be made (if appropriate), after consideration of the particular circumstances, including any hardship to the Authority. Please refer to the Authority's policy addressing leave of absences, including Family and Medical Leave, and return to work/fitness for duty certifications, if the request for an accommodation includes a request for time off or an extended leave of absence. The Authority will work with the employee on a reasonable accommodation but it may not be the accommodation that is being specifically requested by the employee. Employees with questions on this policy must direct those questions to the EEO Officer or Human Resources.

All information obtained concerning the medical condition or history of an applicant or employee will be maintained in separate medical files and will be treated as confidential information.

### **3. Religious Accommodations**

The Authority respects the religious beliefs, observances, and practices of all employees and embraces religious diversity. The Authority will make good faith efforts to reasonably accommodate an employee's sincerely held religious belief, unless such an accommodation would create an undue hardship for the Authority.

An employee whose sincerely held religious beliefs (or non-beliefs), observances, or practices conflicts with their job, work schedule, with Authority's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to the EEO Officer, and in the absence of the EEO Officer, to Human Resources. The written request must include the type of religious conflict that exists and the employee's suggested accommodation. Generally speaking, social, political, economic philosophies, and personal preferences, are not "religious" beliefs or practices which must be accommodated except as otherwise provided by law. Religious accommodation requests are considered on a case-by-case basis.

The EEO Officer, Human Resources, the employee's supervisor, if applicable, and the employee will meet to discuss the request. The EEO Officer (who may consult with other appropriate managers) will determine the nature and scope of the accommodation to be made after consideration of the particular circumstances, including the type of conflict and suggested accommodation, any hardship to Authority, and any work-related matters that are permitted to be assessed. The employee will be informed of the decision on the accommodation to be provided and if no accommodation is able to be made that will be explained to the employee. If the employee accepts the proposed religious accommodation, the decision



will be implemented. If the employee rejects the proposed accommodation, the employee will be provided with an opportunity to further discuss this situation with the EEO Officer and Human Resources to ensure the Authority had all available information when making the decision. The employee will be informed of the final decision, which the EEO Officer will make.

Any supervisor or manager who becomes aware of any situation that may require the Authority to consider a religious accommodation must immediately notify the EEO Officer. Any supervisor or other employee who has questions concerning the application of this policy, including the denial of a requested accommodation, must raise them with the EEO Officer.

An employee who is not requesting a religious accommodation but who has a concern about a matter involving religion in the workplace must bring those matters to the Authority's attention in accordance with the policy on workplace conduct.

There will be no retaliation against an employee who has requested a religious accommodation or who has made a good faith report of religious discrimination.

#### **4. Genetic Information Non-discrimination Act (GINA)**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring an employee's genetic information or of their family members. In order to comply with this law, the Authority will not request, and asks that an employee not provide, any genetic information when responding to any request by the Authority for medical information. "Genetic Information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

#### **5. Veteran's Preference**

The Authority complies with the requirements that public employers provide employment, retention, and promotion preferences to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals. To the extent that you seek application of a veteran preference, please contact the EEO Officer or Human Resources.

#### **6. Prohibited Discrimination, Unlawful Harassment and Retaliation**

The Authority does not and will not condone discrimination or unlawful harassment against employees on the basis of race, color, religion, age, sex (including pregnancy, childbirth, or related medical conditions, sexual orientation, or sexual stereotyping), gender (identity, expression, transition), national origin, genetics, physical or mental disability, marital status, veteran's status, pay, or other legally protected classification under federal, state and/or local law.

It is the intent of the Authority to exclude unlawful discrimination, unlawful harassment in all forms, and retaliation, in all of its workplaces and working relationships. Our workplace is not limited to the Authority's facilities, but may also include client and vendor facilities, as well as anywhere a business-related function is taking place. All employees have the right to work in an environment free of discrimination, any form of unlawful harassment, or retaliation.



To help ensure that no employee feels subject to discrimination or unlawful harassment, the Authority prohibits any offensive physical, written, or spoken conduct regarding any of these items, including conduct of a sexual nature, off-color jokes, racial, ethnic, or religious slurs or innuendos, whether in person, in writing, or by way of electronic media (the "Conduct").

Sexual harassment is a form of unlawful sex discrimination and is prohibited by the Authority. Offensive Conduct of a sexual nature may constitute unlawful harassment when engaged in by someone employed by the Authority in a position to influence employment decisions when (1) submission to such conduct is made, either expressly or implicitly, a condition of the recipient's continued employment; or (2) submission to or rejection of such conduct by the recipient is used as the basis for employment decisions affecting the recipient. This includes gender and sex based harassment against a person of the same sex as the alleged wrongdoer. Any sexual advances or personal relationships between a supervisor and a subordinate are prohibited.

The Authority also prohibits repeated and unwelcome physical, written or spoken conduct that substantially interferes with an individual's work performance or creates what a reasonable person could consider to be an intimidating, hostile, abusive or offensive working environment.

Any such Conduct to or by not only fellow employees, but also customers, vendors or visitors of the Authority, customers off-premises of the Authority served by the Authority, in any gathering sponsored by the Authority or in which the Authority is officially participating, will be cause for immediate investigation upon report of such offensive Conduct or situations to the EEO Officer, Director of Human Resources, or the CEO.

In addition, the same prohibition of discrimination, harassment, and retaliation applies to all employees of the Authority who act on behalf of the Authority on the premises of the Authority's customers and community business partners or anywhere the Authority provides its services.

**6.1 Harassment Definitions:** Unlawful harassment or discrimination is not always capable of precise definition. For example, what may be unwelcome sexual harassment to one person could be nothing more than socializing, teasing, locker room banter, or flirtation to another person. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Therefore, the Authority must treat all complaints seriously and admonishes all employees to guard against any conduct that tends to cause discomfort or harassment to another employee, even though one might not believe it to be offensive.

The following are examples of what may be considered sexual (regardless of the sex or gender of the persons involved) or other unlawful harassment, depending on the facts and circumstances:

1. **Verbal Harassment:** derogatory or vulgar comments regarding sex or demands for sexual favors, sexual jokes, epithets, slurs, and innuendo, racial or religious slurs, or the like.
2. **Visual Harassment:** distribution or viewing of written or graphic materials containing sexually explicit or sexually or racially demeaning pictures or language (including email messages with attached files).
3. **Physical Harassment:** Unwelcome or unsolicited sexual advances or other physical conduct of a sexual nature, such as touching, pinching, or causing one to fear that they will be touched inappropriately.

These examples apply whether during working hours, outside working hours, in person, or by other means of communications such as phone or electronic communications (e-mail, text messages, tweets, blogs, social networking sites or other means).

**6.2 Employee Complaint Process:** If an employee believes that they are being discriminated against, or are being subjected to any of the above forms of Conduct or harassment, or believes other employees are receiving favored treatment in exchange, for example, for sexual favors, they must promptly report the believed discrimination or harassment to the EEO Officer or Director of Human Resources so the matter may be investigated. Employees who believe others are being subjected to such behavior are likewise asked to inform the EEO Officer or Director of Human Resources about the situation. The very nature of harassment makes it difficult to detect unless the individual being harassed registers their discontent with the EEO Officer or Director of Human Resources, or someone does so on that person's behalf. No one is authorized to discourage anyone from reporting what a person, in good faith, believes is or may be a problem under this policy or from participating in the Authority's investigation of a situation under this policy.

**6.3 Investigation by the Authority:** In order for the Authority to address violations of this policy, employees must report the offensive Conduct or situations to the EEO Officer or Director of Human Resources. If those persons are not available, or if it would be inappropriate to contact both the EEO Officer and Director of Human Resources (e.g. the complaint is about person(s) or the employee is uncomfortable discussing it with such persons), the employee must immediately contact the Authority's CEO. The person reporting the matter will be asked to provide a written statement of the date(s), times, location, and nature of the Conduct as well as the names of any witnesses. After a complaint has been received, the Authority will promptly investigate the allegations. Employees must also report any future occurrences of the complained of actions, or similar actions, and advise the EEO Officer or Director of Human Resources if they feel there is any reprisal or if they feel that they are being retaliated against for reporting any action under this policy or participating in an investigation (as a witness, investigator, or otherwise). It is understood that any person electing to utilize this complaint resolution procedure will be treated courteously, and the investigation and resolution of the situation will be handled as quickly as possible.

**6.4 Management Responsibilities:** Any supervisor or manager who becomes aware of possible violation of this policy whether it be inappropriate Conduct, discrimination or sexual or other unlawful harassment (whether personally observed, suspected or reported to the supervisor or manager) must promptly advise the EEO Officer or Director of Human Resources, who will handle the matter in a timely, discreet and appropriate manner. Supervisors and managers are defined by this policy to be those persons having authority to make a significant change in a person's employment status, such as hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits. While not all supervisors or individuals in a lead position will meet this definition, they must still report instances that may be in violation of this policy. All such situations and potential situations must be reported so the Authority can look into the situation. When a complaint has been brought to a manager, it must be reported, even when the employee complaining asks the supervisor or manager to keep the allegation confidential and take no action. Managers and supervisors who have not been designated as persons to respond to a complaint should not undertake an investigation on their own. They must instead follow the required reporting process under this policy.

Managers or supervisors who fail to report, who engage in or allow discrimination, harassment, or retaliation will be in violation of this policy will be subject to corrective action which may include disciplinary action, up to and including discharge.

**6.5 No Retaliation:** Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Retaliatory conduct is prohibited. Some examples of retaliatory conduct include: (i) threatening action or criticizing an employee for filing a complaint or providing information; or (ii) firing, demoting, disciplining an employee or taking any other adverse action against an employee because the employee filed a valid complaint or participated in an investigation. Employees who believe they are being retaliated against must report the retaliation to the EEO Officer, Director of Human Resources or the CEO. Reports of retaliation will be investigated and appropriate action will be taken consistent with the findings of the investigation.

**6.6 Actions:** Appropriate action will be taken consistent with the findings of the investigation. At the completion of the investigation the complainant will be informed of the outcome to the extent appropriate. An employee engaging in discrimination, sexual or other form of unlawful harassment, or retaliation will be subject to corrective action which may include disciplinary action, up to and including discharge. False and malicious complaints may result in appropriate disciplinary action. No discipline will result, however, if a complaint is made in good faith, even if the Authority's investigation is inconclusive or determines no discrimination, harassment, or retaliation occurred.

**6.7 Confidentiality:** The reporting complaining employee must understand that confidentiality of the complaint involving the substance of the allegations cannot reasonably be expected due to the very nature and process of the investigation of the complaint. Nonetheless, due to the serious nature of such complaints, the Authority will make an effort to restrict the dissemination of the complaint to those having a need to know. The Authority urges all employees who are involved in an investigation to respect the privacy of both the complaining employee and the alleged wrongdoer so as not to impair the careers or reputations of either or the integrity of the investigation. All parties must be aware of the seriousness of such complaints and the damage that can be done to everyone concerned.

The Authority urges all employees to report any improper Conduct as set out in this policy. Unless the Authority knows of a problem, it cannot take steps to resolve it.

## 7. Anti-Bullying Policy

To ensure a safe and efficient workplace, bullying will not be tolerated. Workplace bullying refers to repeated, unreasonable actions of individuals or a group of individuals directed towards an employee or group of employees (the target) which are intended to threaten, intimidate, degrade, humiliate, or undermine the target; which create a risk to the health or safety of the target(s); and which a reasonable person would find abusive. While generally "bullying" is not currently unlawful workplace conduct as is discrimination, it is nevertheless prohibited by the Authority as there is a zero policy for bullying. Examples of bullying may include, but are not limited to repeated conduct such as:

- Work interference or sabotage that prevents work from being performed;
- Blame without factual justification;
- Verbal abuse - derogatory remarks, insults, epithets;

- Exclusion or social isolation;
- Violent or threatening behavior;
- Abuse or misuse of power/authority;
- Conduct that threatens the health or safety of others; or
- Exploitation of a person's known vulnerability.

Prohibited conduct includes verbal, written, graphic or physical communications and conduct by any means including cyber-bullying and the use of electronically transmitted communications, as well as postings and communications on interactive social or professional media and other web-based/Internet sources. Different from aggression, which typically involves only a single act, bullying typically involves repeated attacks against the target, creating an on-going pattern of behavior. Communications from "tough" or "demanding" bosses is not bullying when the communications do not violate this policy, are respectful, fair, and motivated by the supervisor's desire to obtain the best performance by setting high, yet reasonable, expectations.

All employees are expected to engage in a professional and civil manner towards each other, customers and members of the public.

Any employee who feels they have been victimized by bullying (whether by an employee, customer, or other member of the public) is encouraged to report the matter to Human Resources. Any report of workplace bullying will be treated seriously and investigated promptly, as confidentially as possible, and impartially.

## **8. Whistleblower Policy**

The Florida Whistleblower Act, Section 112.3187, F.S. (the "Act"), prohibits retaliatory action by an organization against an employee who reports to an appropriate agency violation of law on the part of a public employer or independent contractor that creates a substantial and specific danger to the public's health, safety, or welfare. Additionally, this Act protects employees reporting improper use of a government office, gross waste of funds and/or public resources, or any other abuse or neglect of duty on the part of an agency, public officer, or employee.

It is the Authority's intent to encourage the proper disclosure and reporting of violations of law, improper use of governmental funds and/or other resources, and any other abuse or gross neglect on the part of the Authority, its public officers or its Employees under the Act.

**8.1 No Retaliation:** No Employee who is protected by the Florida Whistleblower Act shall be dismissed, disciplined, or have any other adverse personnel action taken against him/her for reporting information pursuant to that Act except as otherwise allowed by law.

**8.2 Reporting:** Should an employee believe in good faith that they are being retaliated against for making a report under the Act, the employee should immediately report the suspected retaliation to the EEO Officer or Human Resources Director. The Authority will promptly investigate any such claim of retaliation.

# LYNX Finance & Audit Cmmittee Agenda

## Consent Agenda Item #5.C. iii

**To:** LYNX Finance & Audit Committee

**From:** Terri Setterington  
DIRECTOR OF HUMAN RESOURCES  
Terri Setterington  
Technical Contact

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Update the Employment Policy

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to update the Employment Policy.

### **BACKGROUND:**

This Policy is established in accordance with the Authority's Administrative Rule 3 which governs Human Resources. With respect to Authority employees who hold positions represented by the Amalgamated Transit Union (Local Chapter 1596 or Local Chapter 1749), the Authority's Administrative Rules and Policies shall control the terms and conditions of employment. To the extent the Collective Bargaining Agreement ("CBA") conflicts with the Administrative Rules and Policies, the CBA shall control.

It is necessary to review and update policies and/or procedures from time to time. This policy has been created to update and consolidate several current policies and/or procedures as well as reflect regulatory changes.

# LYNX Finance & Audit Committee Agenda

<u>Policy Replaced</u>	<u>New Policy Section</u>
Hiring (HR-004)	1.1 Background Check/Investigation
Hiring (HR-004)	1.2 Drug Testing
Hiring (HR-004)	1.3 Pre-Employment Medical Screening
Hiring (HR-004)	1.4 Immigration Law Compliance & I-9 Verification
Hiring (HR-004)	1.5 Close Personal Relationships Employment Restrictions
Relocation (HR-028)	1.6 Relocation
Employment Categories	2.1 Bargaining Unit Employees
Employment Categories	2.2 At-Will Employees
Admin Rule 3	2.3 Introductory Period Employee
Employment Categories	2.4 Regular Employees
Employment Categories	2.5 Senior Officer Positions
Employment Categories	2.6 Temporary/Casual Positions
Promotions (HR-007)	3. Promotions
Termination of Employment (HR-008)	4. Separation

## **FISCAL IMPACT:**

There is no fiscal impact.



**SCOPE:**

This Policy is implemented in accordance with the Authority's Administrative Rule 3 which governs Human Resources. With respect to Authority employees who hold positions represented by the Amalgamated Transit Union (Local 1749 and Local 1596), to the extent there is a discrepancy between a policy or practice in this Policy, or a separate governing Administrative Rule, and a provision within the operative collective bargaining agreement ("CBA"), the CBA shall prevail only with respect to specific provisions relating to an employee represented through such an agreement.

**POLICY:**

To fulfill its mission, the Authority must ensure the recruitment, selection and promotion of a workforce which is capable of continually providing the highest quality service.

The Authority's recruitment, selection and promotion processes include effective use of proactive, legally compliant strategies to attract qualified candidates, and to select, develop, retain and promote the most talented and best qualified individuals. Additionally, it is the Authority's policy to employ recruitment methods that result in a sufficient pool of qualified candidates resulting in the selection of the best qualified persons.

It is the Authority's policy that all employment will be based on individual merit, qualifications, and competence of the applicant. The Authority will ensure that all vacancies are filled based upon objective criteria, taking into consideration the job responsibilities, specific duties, education, and prior experience required to perform satisfactorily. The Authority will also consider potential conflicts of interest that may exist or result from the hiring, transfer or promotion, including those related to "close personal relationships" as that term is defined in the Authority's policy on Prohibited Close Personal Relationships (Nepotism/Fraternization). Open positions will be filled by the applicant who the Authority deems as the best qualified individual available.



## **1. Pre-Employment:**

### **1.1 Background Check/Investigation**

It is the Authority's policy to conduct appropriate background investigations (which may include criminal, credit, drivers' license, prior employment, etc.), consistent with applicable law, on all prospective employees, temporary employees and contractors and on current employees who are reclassified, transferred, promoted or demoted to certain positions. Applicants and employees will be provided with applicable notices, disclosures and consents to allow the Authority, or its agent, to conduct such background checks.

Pursuant to state and federal privacy laws, the Authority prohibits employees and others from seeking, using, or disclosing personal information obtained pursuant to a background investigation conducted by the Authority or any third-party vendor on its behalf, except within the scope of their required duties and as required by law. Any employee who improperly obtains or discloses such information will be subject to discipline up to and including termination from employment.

### **1.2 Drug Testing**

As an organization that operates, maintains and manages a public transportation system in the areas of Seminole, Orange, Osceola Counties, the Authority adopts such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities and ensure the safety and welfare of its employees, customers and other members of the public. Accordingly, the Authority has adopted Substance Abuse Program Policies that apply to prospective and current employees in both safety-sensitive positions as well as those not designated as safety-sensitive. The Authority's policies incorporate applicable federal drug free workplace requirements and testing procedures as required by law and the Federal Transit Administration (FTA) of the U. S. Department of Transportation (DOT). For additional information regarding the Authority's Alcohol and Substance Abuse Policies, please refer to the individual policies.

### **1.3 Pre-Employment Medical Screening**

If a position requires a Department of Transportation (DOT) physical, all position applicants and transferees will be required to successfully complete a physical examination as prescribed by the DOT. Medical examination results are confidential and will not be included in an employee's personnel file.

### **1.4 Immigration Law Compliance & I-9 Verification**

The Authority complies with the Immigration Reform and Control Act of 1986 (IRCA). IRCA prohibits employers from hiring and employing an individual for employment in the U.S. knowing that the individual is not authorized with respect to such employment. The Authority requires timely submission of employment eligibility verification documentation in accordance with applicable law. In compliance with Florida law, the Authority uses E-Verify to verify the work authorization of its employees.

### **1.5 Close Personal Relationships Employment Restriction**

In order to avoid misunderstandings, complaints of favoritism, other supervision, security, and morale issues, and possible claims of sexual harassment and/or gender-based discrimination, all employees are instructed to avoid situations which give rise to a conflict, or an appearance of a conflict caused



by close personal relationships. For purposes of this policy a “close personal relationship” is defined as a familial relationship (including a spouse, father, step-father, father-in-law, mother, step-mother, mother-in-law, children, step-children, sister, step-sister, sister-in-law, brother, step-brother, brother-in-law, grandmother and grandfather), romantic relationship/dating, domestic partnerships, or employees living together.

***No Actual or Appearance of Conflict Permitted.*** All Employees must avoid the appearance of a conflict between their professional responsibilities and any involvement they may have in a close personal relationship with another Authority employee.

***Prohibited Relationships:*** Close personal relationships within a chain of supervision, within a department, or otherwise are prohibited. For instance, a department director may not employ someone they have a close personal relationship within their department. In addition, to the extent that a close personal relationship causes operational or security concerns for the Authority, even if the relationship is not between a supervisor and subordinate, it is prohibited.

***Immediate Disclosure Mandatory:*** Any prohibited close personal relationship must be disclosed by both employees, in accordance with this policy, to each employee’s immediate supervisor and the head of Human Resources, so that the Authority may take immediate steps to resolve any conflict created by the close personal relationship.

***Prohibited Employment Decisions:*** No employee shall select, influence, recommend or otherwise advocate for the promotion, hiring, or advancement of another employee with whom they have a close personal relationship.

***Use of Authority Resources Prohibited:*** Any and all use of Authority time, property, or position to engage in close personal relationships, whether within the same department or chain of supervision or not, is prohibited.

***Consequences.*** At the Authority’s discretion, employees engaging in a prohibited close personal relationship may be transferred to an alternate position (assuming a position for which the employee is qualified is available) or terminated from employment. To the extent that transfer or termination is determined necessary by the Authority, the employees engaged in the close personal relationship will be given the opportunity to determine which of the employees will be transferred or terminated. In the event that the employees are unable to agree on the individual to be transferred or terminated, the Authority shall make the determination based on its business needs.

Any employee engaged in a prohibited close personal relationship, whether within the same department or chain of supervision or not, and who fails to disclose the relationship in accordance with this policy, or otherwise violates this policy, may also be transferred to an alternate position (if available) or otherwise disciplined up to and including termination of employment.

## **1.6 Relocation**

It is the policy of the Authority to reimburse eligible employees for the reasonable costs of their relocation to Orlando from locations more than 100 miles away from Orlando. The Human Resources Department will assist relocating eligible employees with their move. This assistance will include an explanation of the Authority's relocation policy and the outside services that will be available to the employee, if any.

Employees eligible for a relocation reimbursement include new hires above and including the title of Manager.

New hires who are relocating to join the Authority may be considered for assistance and reimbursement. The amount of relocation assistance will be determined based on the circumstances of the situation and must be approved by the CEO.

Employees who leave employment prior to one year of service are required to repay the relocation reimbursement. In some special circumstances, a relocating employee may be eligible for other reimbursement help or other cost differentials arising from the relocation. In these instances, a determination will be made by the CEO with input from the Human Resources Department. Exceptions to this policy must be approved by the CEO.

## **2. Employment Categories:**

### **2.1 Bargaining Unit Employees**

Authority employees hired into positions represented by a collective bargaining agent are considered part of the bargaining unit. Bargaining unit employees are covered by the terms as set forth in their respective Collective Bargaining Agreement (CBA). To the extent there is a discrepancy between a policy, practice, or a separate governing Administrative Rule, and a provision within the operative CBA, the CBA shall prevail only with respect to specific provisions relating to an employee represented through such an agreement.

### **2.2 At-Will Employees**

Authority employees are employees-at-will unless otherwise stipulated by the provisions of a written employment agreement or collective bargaining agreement. At-will employees can quit at any time, for any reason, or for no reason; and may also be terminated by the Authority at any time.

No Authority representative may enter into any agreement for employment for a specified period of time or make any agreement contrary to this at-will employment policy. Any such agreement will not be enforceable.

The Authority reserves the right to modify or eliminate at-will employee positions, in its sole discretion, with or without cause or notice, as the Authority may determine to be necessary for the safe, efficient, and economic operation of the Authority's business.

### **2.3 Introductory Period Employee**

A new employee's first 120 calendar days of employment, or an existing employee's initial 120 calendar days in a lateral transfer or promotion, is considered an Introductory Period. Individuals rehired into a regular position following a break in service must serve a new initial 120-day introductory period. In the case of a demotion, the Introductory Period is 180 calendar days.

A Department Director, with approval of the Human Resources Department, may extend an Employee's Introductory Period as deemed necessary to appropriately evaluate and determine how the employee's personal and technical skills sets and capabilities, interests, and personality fit with the Authority's needs and whether the employee is the appropriate individual for the position for which they were hired or to which they were promoted or transferred.

Employees who successfully complete the Introductory Period shall be placed on regular employment status. Completion of the Introductory Period does not alter an employee's at-will status.

## **2.4 Regular Employees**

Regular Employees may be either full-time or part-time and will be classified as either Exempt or Non-Exempt under state and federal wage and hour laws. Regular employees who work full-time are generally eligible for benefits such as holiday pay, medical coverage, leaves of absence, paid leave, and other benefits subject to specific plan requirements.

- **Full-time:** Regular employees who are routinely scheduled to work a minimum of 40 hours per work week.
- **Part-time:** Regular employees who are regularly scheduled to work fewer than 40 hours per work week. Part-time employees who work at least 20 hours per work week are eligible for Authority benefits on a pro-rata basis so long as they are eligible pursuant to the applicable plan documents. Part-time employees who work fewer than 20 hours per work week are not eligible for Authority benefits.
- **Exempt/Non-exempt:** All Authority positions are designated as either exempt or non-exempt for payroll purposes. Non-exempt employees are eligible for overtime pay under applicable federal and state law. Exempt employees are excluded from overtime and minimum wage requirements under federal and state law. At the time of your employment, you will be advised whether your position is classified as exempt or non-exempt.

## **2.5 Senior Officer Positions**

Senior Officers, as defined in Administrative Rule 1.2.67, are nominated by the CEO and approved by the Board. Employees in these positions serve at the pleasure of the CEO and are expected to communicate the organization's philosophy to employees in other classifications. These positions are not subject to employment agreements.

In the event of a change in Authority administration (i.e. the appointment of a new CEO), Senior Officers who are terminated without cause, may be given severance pay equal to the amount that would have been earned in a ninety (90) calendar day period upon signing the Authority's Separation Agreement and General Release. The ninety (90) calendar days would begin upon written notification to the employee. Senior Officers are subject to termination at any time, with or without cause, at the discretion of the CEO.

Senior Officers are expected to give the Authority no less than thirty (30) days written notice before resignation. Senior Officers are covered by all standards of employment as set forth by the Authority's rules and policies, but are exempt from the Introductory Period and the Grievance Process (other than EEO/discrimination claims).

## **2.6 Temporary/Casual Positions**

These are employees who are scheduled to work on a temporary/casual basis, usually for no more than three (3) months. The hours will vary depending on the position. Temporary positions may be classified as full-time exempt or non-exempt for overtime purposes. Temporary/casual positions must be approved by the CEO. Temporary/casual employees are not eligible for benefits.

- **Contract Labor:** A worker classified as an independent contractor works under a specified Independent Contractor Agreement subject to approval by the CEO. An independent contractor is generally an individual or company that performs work where the Authority controls the result of that work, but not the means by which the result is accomplished. An Independent Contractor is not under the control of the Authority. All fees for contract labor are paid directly to the contractor and are not subject to FICA, federal and state withholding, workers' compensation or unemployment insurance. Independent Contractors are not eligible for any Authority offered paid benefits.

Contract Labor arrangements must be pre-approved by Human Resources and the Authority's Legal Counsel.

- **Interim / Acting Appointment Employees:** It is the Authority's policy that under certain circumstances an interim/acting appointment may be appropriate to afford the flexibility required to achieve Authority goals while also ensuring consistency in organizational and compensation policies and practices. The assignment of additional duties to meet organizational needs does not mean an employee has received an interim/acting appointment. An interim/acting appointment must be formally designated by the Authority's CEO in writing, and if such appointment is made, the writing will also address any increase in pay associated with the interim/acting role. In the event the interim/acting appointment position is in a higher pay grade than the position normally held by the appointed employee, and the employee is in the appointed position for at least fifteen (15) days, such employee shall be paid at no less than the minimum/entry level wage for the interim/active position. Employees who are assigned additional duties without an interim/acting appointment are not guaranteed additional pay.

Reasons an interim/acting appointment may be made include but are not limited to:

- To cover all the required duties of another position when the position is vacant;
  - To cover all the required duties of another position when the incumbent is temporarily on an extended leave; or
  - To meet critical business needs of a temporary nature (e.g. a long-term project) by having an incumbent in an existing, authorized position perform work beyond his/her current position description.
- **Student Internship:** A student internship is a form of temporary employment established by a department/division for an undergraduate or graduate student enrolled in a regular course of study in an accredited college or university whose employment with the Authority may earn credit toward graduation. Student internships are for the benefit of the student.

### 3. **Promotions:**

Employees are encouraged to seek advancement opportunities, and to seek guidance on advancement from their supervisors and Human Resources. The Authority encourages qualified current employees to apply for vacant positions. Employees may apply for positions if they meet the minimum requirements for the position, have successfully completed the introductory period in their current position and are not on a Performance Improvement Plan or subject to disciplinary proceedings and have no disciplinary actions within the past twelve (12) months. The Authority promotes from within the organization whenever possible, taking into consideration attendance, demonstrated performance, overall qualifications, and the requirements of the Authority. Ultimately, the Authority reserves the

right to select the candidate it determines to be the most qualified for the position. Unless mandated by applicable law, the Authority is not obligated to give hiring or promotional preference to internal applicants. Promoted employees will be subject to the provisions of the Introductory Period in their new positions.

#### **4. Separation**

It is the Authority's policy to ensure that all instances of employment separation are handled in a professional manner with minimal disruption to the workplace. In the absence of a specific written agreement for a specific term, all Authority employees other than those subject to a CBA, are at-will employees and are free to resign at any time and for any reason, and the Authority reserves the right to terminate employment at any time and for any legally valid reason.

Examples of employment termination scenarios include an employee's resignation or retirement, the expiration of an employment contract, a temporary or permanent reduction in the workforce, a termination resulting from performance or disciplinary issues, or for any other reason not prohibited by law.

Employees who resign their employment are requested to give written notice of their intent to resign and the effective date of the resignation. Employees must give at least two weeks' notice of the effective date of resignation in order to resign in good standing. Employees who resign should submit their Notice of Resignation to their supervisor and the Human Resources Department.

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily abandoned their position.

Requests for employment reference should be made in writing to the Human Resources Department and should include an authorization by the employee for the release of the requested information. It is the Authority's policy that reference information is limited to verification of the employee's position, job location, and dates of employment with the Authority. All requests for a reference are to be forwarded to Human Resources.

Once an employee submits a notice of resignation, Human Resources may reach out to them to ask for an exit interview. Exit interviews are discussions with employees who resign from their employment with the Authority. The discussions are intended to solicit information that can assist the Authority in its efforts to improve the workplace. Employees may choose their interview format or decline to participate.

This policy does not create a legal contract between the Authority and its employees. The Authority reserves the right to implement its policies and procedures as it sees fit. Any exceptions to this policy must be pre-approved by the Chief Executive Officer.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. iv

**To:** LYNX Finance & Audit Committee

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Myles O’Keefe  
Technical Contact  
Patricia Whitton  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Authorization to Issue a Task Order to Kimley-Horn & Associates, Inc. to Complete a Bus Transfer Facility Feasibility Study at the MCO Train Station for a Not to Exceed (NTE) Amount of \$185,660

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors’ authorization for the Chief Executive Officer (CEO) or designee to issue a Task Order to Kimley-Horn & Associates, Inc. (Kimley-Horn) under the Architectural & Engineering Services Contract 21-C46 to complete a Feasibility Study to support a LYNX Bus Transfer Facility at the Orlando International Airport (MCO) South Terminal Train Station in an amount not to exceed (NTE) of \$185,660.

### **BACKGROUND:**

In 2023, the Florida Department of Transportation (FDOT) awarded LYNX with a discretionary grant under the Intermodal Program for \$510,000 to complete a feasibility study, National Environmental Policy Act (NEPA) assessment, and preliminary design to prepare for the relocation of LYNX’s bus transfer facility from MCO’s Terminal A to the new South Terminal Train Station.

On September 25, 2025, the LYNX Board of Directors authorized LYNX to enter into a Memorandum of Understanding with the Greater Orlando Aviation Authority (GOAA) to set up the terms and conditions by which LYNX and GOAA plan to coordinate efforts and develop feasibility studies to support a bus transfer facility at the MCO Train Station and negotiate a ground lease agreement for the development of a consolidated transit terminal. The MOU serves as a framework for both parties to gather necessary information and complete due diligence to support the project.



# LYNX Finance & Audit Committee Agenda

The consolidated transit terminal will be developed to provide direct connectivity to Brightline, Terminal C and future transit services through the Intermodal Facility. The new facility will replace LYNX's current stops located on the commercial curb at Terminal A to improve operating efficiency and passenger experience.

LYNX will leverage the FDOT Intermodal Grant to conduct the feasibility study to determine viability of the site, including vehicle access, safety and risk assessments, and infrastructure and design requirements for the site. Simultaneously, GOAA will conduct a Mobility Corridor Feasibility Study to support LYNX's access through MCO property and to the new consolidated transit terminal. Following the feasibility studies, LYNX and GOAA will coordinate the completion of the necessary NEPA review documentation and approvals, an update to the Airport Layout Plan, and consent from the Federal Aviation Administration

Kimley-Horn was asked to respond to a Task Order Request for planning services to complete the Feasibility Study. Kimley-Horn submitted a formal Task Order Response and a total project budget of \$185,660.

## **FISCAL IMPACT:**

The Florida Department of Transportation (FDOT) is providing a grant to cover all expenses for this project, therefore there is no financial impact to LYNX.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. v

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Execute Change Order 1 and Increase the Project Contingency for the LOC B Bus Entrance Concrete Improvements in a Not to Exceed (NTE) Amount of \$831,515

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute Change Order 1 and increase the project contingency for changes identified during the construction of the LYNX Operations Center Building B (LOC B) Bus Entrance Concrete Improvement Project necessary to complete the project with a not to exceed (NTE) amount of \$831,515.

### **BACKGROUND:**

At the March 27, 2025 Board of Director's meeting, staff received authorization to negotiate and award Contract 25-C087 to Cathcart Construction Company – Florida, LLC in the amount of \$578,637, plus a 10% contingency, for a total project budget of \$636,500.

The project commenced on November 5, 2025 and, shortly after mobilization, both the inspector and contractor observed significant deterioration in the cracked concrete areas, exceeding the original scope of work. Further investigation revealed that the worsening conditions were primarily due to continued heavy bus traffic in the area since the original assessment in early 2024. This increased wear and tear expanded the affected areas beyond what was initially anticipated, requiring additional concrete improvements.



# LYNX Finance & Audit Cmmittee Agenda

To address these conditions, the plans were revised to incorporate the expanded scope. The updated work requires a change order in the amount of \$252,878 and an extension of 26 calendar days to the original contract duration.

## **FISCAL IMPACT:**

The Approved FY2026 Capital Budget includes \$863,779 for concrete for the LOC B entrance. This project is 100% funded through Federal Grants.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. vi

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Approve a Settlement Agreement with WSP, Inc. for Errors and Omissions Associated with the Pine Hills Transfer Center in the Amount of \$169,408

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to authorize approval of a settlement agreement with WSP, Inc. due to Errors and Omissions (E&O) associated with the design of the Pine Hills Transfer Center (PHTC) in the amount of \$169,408.

### **BACKGROUND:**

Pursuant to Administrative Rule 6.5, the settlement of any and all controversies or claims arising out of or relating to any Contract to which the Authority is a party, or to any breaches thereof, must be approved by the Governing Board.

LYNX contracted with WSP, Inc. to provide Architectural, Engineering & Inspection Services on the Pine Hills Transfer Center Construction Project. Issues were identified by the Contractor during post-design and the construction phase of the Project. LYNX determined that they were a result of design plan E&O's. These E&O's impacted the project costs and the construction time associated with the Project. LYNX sought recovery from WSP, Inc. of the additional premium costs associated with the required changes and this Settlement Agreement provides for resolution of these claims.

# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

This settlement fully addresses LYNX's issues and costs related to the errors and omissions, resulting in no fiscal impact to LYNX.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. vii

**To:** LYNX Finance & Audit Committee

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Holly Zeszutko  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Dispose of Lost and Found Items

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer, discard, donate, recycle or sell at public auctions, surplus Lost and Found items such as handbags, books, phones, keys, backpacks, etc.

### **BACKGROUND:**

LYNX makes a reasonable attempt to find the rightful owner of any lost or abandoned property patrons leaves on its buses and our facilities. If the articles are unclaimed after a 90-day holding period, the articles become property of LYNX per Chapter 705, Florida Statutes (1996).

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus assets. Prior to being auctioned, all electronic devices and cell phones are deleted or erased of personal data by the Auctioneer per contract. Electronic devices and cell phones which cannot be deleted or erased are recycled and shredded by the auctioneer in accordance with all local, state and federal regulations at no cost to LYNX.

See below for a summary of the Lost and Found Articles. A detailed list of the items being auctioned is available upon request.

# LYNX Finance & Audit Committee Agenda

## Lost and Found Articles

Article	Qty
Bag / Backpack	151
Bike	89
Book	22
Cane/Wheelchair	10
Cart	1
Cellphone	159
Clothing	58
Cushion	2
Electronic	119
Footwear	12
Glasses	88
Jewelry	10
Key	39
Luggage	4
Thermos/Mug/Cooler	18
Tool	4
Toy	3
Umbrella	47
Wallet/Purse	103
Watch	4
Grand Total	943

### **FISCAL IMPACT:**

The net proceeds from this sale will be included in LYNX's FY2026 non-operating revenue.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. viii

**To:** LYNX Finance & Audit Committee

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Holly Zeszutko  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Auction Surplus Capital Items and Obsolete Parts

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

### **BACKGROUND:**

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's first auction is scheduled for January 2026. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A. Assets with a fair market value of \$10,000 or less will not have any due to FTA values.

#### **Surplus Capital Items:**

##### **Revenue Vehicles:**

Revenue Vehicles with a total net book value of \$0.

- There are 21 Revenue Vehicles that have reached the end of their useful life and exceed the FTA mileage requirements.

##### **Other Vehicles:**

Other Vehicles with a total net book value of \$0.

- There are 4 Vehicles that have reached the end of their useful life and exceed the mileage FTA requirements.

# LYNX Finance & Audit mmittee Agenda

## Furniture, Fixtures, Equipment:

Surplus and obsolete furniture, fixtures, equipment, and shop equipment with a total net book value of \$0

### Category Totals

Category	Acquisition Value	Net Book Value
Revenue Vehicles	\$1,548,043	\$0
Other Vehicles	\$118,716	\$0
Surplus Equipment	\$170,125	\$0
<b>TOTAL</b>	<b>\$1,836,884</b>	<b>\$0</b>

## Obsolete Parts:

Includes obsolete parts from the revenue vehicle fleet, total acquisition value of \$ 395,377.

### Surplus Capital Items Detail:

System Number	Asset ID	Acquisition Date	Class	Description	Useful life	Acquired Value*	NBV*
1206221	150448	12/31/2015	RV	Turtle Top Paratransit	04 Yrs 00 mos	\$73,515	\$0
1206359	150461	03/17/2016	RV	2015 Turtle top Odyssey	04 Yrs 00 mos	\$73,515	\$0
1206360	150465	03/17/2016	RV	2015 Turtle top Odyssey	04 Yrs 00 mos	\$73,515	\$0
1206766	160409	12/01/2016	RV	2016 Turtle Top Paratransit Bus	04 Yrs 00 mos	\$75,290	\$0
1206767	160411	12/01/2016	RV	2016 Turtle Top Paratransit Bus	04 Yrs 00 mos	\$75,290	\$0
1207843	171120	06/30/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207840	171116	06/30/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207844	171118	06/30/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207841	171119	06/30/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207846	171134	06/30/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207854	171128	07/01/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207860	171135	07/05/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1207857	171127	07/01/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1206729	48582	11/03/2016	RV	2017 Ford Transit T150	04 Yrs 00 mos	\$24,708	\$0
1208121	181092	01/31/2019	RV	2019 Turtle Top Odyssey	04 Yrs 00 mos	\$77,196	\$0
1206358	150456	03/17/2016	RV	2015 Turtle top Odyssey	04 Yrs 00 mos	\$73,515	\$0
1206765	160414	12/01/2016	RV	2016 Turtle Top Paratransit Bus	04 Yrs 00 mos	\$75,290	\$0
1207845	171122	06/30/2018	RV	2018 Ford Turtle Top Paratransit Bus	04 Yrs 00 mos	\$78,407	\$0
1205857	150446	09/15/2015	RV	2015 Turtle Top Odysee Bus	04 Yrs 00 mos	\$73,515	\$0
1205856	150443	09/15/2015	RV	2015 Turtle Top Odysee Bus	04 Yrs 00 mos	\$73,515	\$0
1206222	150450	12/31/2015	RV	Turtle Top Paratransit	04 Yrs 00 mos	\$73,515	\$0
Total						\$1,548,042	\$0

# LYNX Finance & Audit Committee Agenda

System Number	Asset ID	Acquisition Date	Class	Description	Useful life	Acquired Value*	NBV*
1203917	36257	06/07/2013	OV	2013 Ford E-350 XLT	04 Yrs 00 mos	\$32,140	\$0
1203129	35752	09/30/2012	OV	2012 Ford E-350 XLT	05 Yrs 00 mos	\$32,212	\$0
1204520	38151	12/31/2013	OV	2014 Ford E-350	04 Yrs 00 mos	\$29,968	\$0
1203923	37408	06/07/2013	OV	2013 Chevy Traverse	04 Yrs 00 mos	\$24,396	\$0
Total						\$118,716	\$0

System Number	Asset ID	Acquisition Date	Class	Description	Useful life	Acquired Value*	NBV*
1207021	14892	02/07/2017	FE	Avaya Circuit Boards - Mobility Center LOC B	05 Yrs 00 mos	\$6,160	\$0
1207078	14937	04/01/2017	FE	Avaya CMS Supervisor Software	05 Yrs 00 mos	\$2,502	\$0
1201201	5881A	11/08/2004	FE	Avaya MMF 1000Base-SX 550 MSFP LC Conn-Voice Infrastructure	05 Yrs 00 mos	\$495	\$0
1206818	14897	12/23/2016	FE	Avaya Phone System 911 Emergency Calling - ASBCE	05 Yrs 00 mos	\$47,194	\$0
1201251	6825	11/08/2004	FE	Avaya S8300 CD Rom External Drive	05 Yrs 00 mos	\$350	\$0
1201245	6822A	11/08/2004	FE	Avaya X330W-2DS1 Voice Infrastructure	05 Yrs 00 mos	\$2,395	\$0
1201230	6053B	11/08/2004	FE	Avaya Media Server S8300B S8500Sys	05 Yrs 00 mos	\$2,000	\$0
1201231	6053C	11/08/2004	FE	Avaya MM711 ANLG MMOD Gray S8500 Sys	05 Yrs 00 mos	\$1,600	\$0
1201232	6053D	11/08/2004	FE	Avaya MM711 AnLG MMOD Gray S8500 Sys	05 Yrs 00 mos	\$1,600	\$0
1201247	6822C	11/08/2004	FE	Avaya MM711 ANLG MMOD Gray S8500 Sys	05 Yrs 00 mos	\$1,600	\$0
1201248	6822D	11/08/2004	FE	Avaya MM711 ANLG MMOD Gray S8500 Sys	05 Yrs 00 mos	\$1,600	\$0
Multiple	Multiple	02/17/2010	FE	Avaya Speaker Phone 1692 - Qty 4	05 Yrs 00 mos	\$3,701	\$0
Multiple	Multiple	05/31/2014	FE	Avaya 9608 IP Telephone - Qty 15	05 Yrs 00 mos	\$3,320	\$0
Multiple	Multiple	05/31/2014	FE	Avaya 9611 IP Telephone - Qty 202	05 Yrs 00 mos	\$66,738	\$0
Multiple	Multiple	05/31/2014	FE	Avaya 9621 Telephone - Qty 49	05 Yrs 00 mos	\$22,222	\$0
Multiple	Multiple	05/31/2014	FE	Avaya 9641G Telephone - Qty 9	05 Yrs 00 mos	\$4,289	\$0
1207644	15189	02/09/2018	FE	Avaya Conf phone B179	05 Yrs 00 mos	\$595	\$0
1207645	15190	02/09/2018	FE	Avaya Conf phone B179	05 Yrs 00 mos	\$595	\$0
1203134	10572	09/30/2012	FE	Avaya Conference Teleconference unit -EOC room	05 Yrs 00 mos	\$1,169	\$0
Total						\$170,125	\$0



# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

The total net book value of the fixed asset surplus items is \$0. Given that the assets are inoperable and/or unrepairable, and that their fair market value is less than \$5,000, there is no FTA obligation. The disposal of the obsolete parts will be a maximum fiscal impact of \$395,377 reduced by any amounts received from sale or auction.

# LYNX Finance & Audit Cmmittee Agenda

## Consent Agenda Item #5.C. ix

**To:** LYNX Finance & Audit Committee

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Holly Zeszutko  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Transfer Fifteen (15) Computers to The Christian Tech Center Ministries, Inc.

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer fifteen (15) computers to The Christian Tech Center Ministries, Inc.

### **BACKGROUND:**

LYNX staff has identified fifteen (15) Computers for retirement. The Christian Tech Center Ministries, Inc. has expressed an interest in receiving LYNX retired Computers to provide free technology services to out of work individuals, under privileged families, and socially disadvantaged communities. The Christian Tech Center Ministries, Inc. has provided the IRS for showing their designation as an exempt organization under IRC Section 501(c)(3).

Prior to being transferred, auctioned or disposed, all computer equipment is erased of any data.

LYNX staff does not need to prepare a submission to the Federal Transit Administration (FTA) for approval in order to waive or transfer any outstanding obligation associated with the computers as they are currently valued at \$0. Upon Board of Directors approval, LYNX staff will continue to work with The Christian Tech Center Ministry. If the transfer of the computers is not successful, LYNX staff will then include them in the upcoming public auction.

# LYNX Finance & Audit Committee Agenda

## Asset Profile

System Number	Asset Id	Class	Description	Acquisition Date	Acquisition Value	Net Book Value
1205728	12937	FE	Dell Latitude E6540	03/20/2015	\$2,308	\$0
1204801	12061	CE	DELL LATITUDE E6540 LAPTOP	03/31/2014	\$1,981	\$0
1208983	16178	FE	Dell 7424 Rugged Laptop	02/18/2020	\$4,060	\$0
1208988	16183	FE	Dell 7424 Rugged Laptop	02/18/2020	\$4,060	\$0
1208986	16181	FE	Dell 7424 Rugged Laptop	02/18/2020	\$4,060	\$0
1208984	16179	FE	Dell 7424 Rugged Laptop	02/18/2020	\$4,060	\$0
1207049	14845	FE	DELL 7040 Computer	03/04/2017	\$1,576	\$0
1207007	14804	FE	Dell 7040 Computer	02/08/2017	\$1,576	\$0
1207046	14842	FE	DELL 7040 Computer	03/04/2017	\$1,576	\$0
1207055	14851	FE	DELL 7040 Computer	03/04/2017	\$1,576	\$0
1207014	14792	FE	Dell 7040 Computer	02/08/2017	\$1,576	\$0
1207010	14800	FE	Dell 7040 Computer	02/08/2017	\$1,576	\$0
1206808	13980	FE	Dell 7040 Computer	12/20/2016	\$1,474	\$0
1206803	13975	FE	Dell 7040 Computer	12/20/2016	\$1,474	\$0
1205725	12932	FE	Dell Computer 9020	03/17/2015	\$1,398	\$0
				Total	\$34,331	\$0

## **FISCAL IMPACT:**

The net book value of the fifteen (15) computers is \$0.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. x

**To:** LYNX Finance & Audit Committee

**From:** **Kimberly Frye**  
DIRECTOR OF MOBILITY SERVICES  
**Benjamin Gonzalez**  
Technical Contact

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Purchase Forty-Seven (47) Replacement and Expansion Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$7,500,000

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase a total of forty-seven (47) paratransit vehicles to replace similar vehicles that are ready for surplus and to support expansion for a not to exceed (NTE) amount of \$7,500,000.

### **BACKGROUND:**

This procurement initiative aims to replace vehicles in the ACCESS LYNX fleet that have exceeded their useful lifespan in terms of age or mileage. We will also increase the fleet size to 192 vehicles due to the rise in trips. These vehicles will be acquired through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program. Additionally, all vehicles will be outfitted with appropriate lifts, seating arrangements, and securement mechanisms for mobility devices to ensure compliance with the Americans with Disabilities Act (ADA).

Paratransit Vehicles	Quantity	Cost/Vehicle	Total
Paratransit-Replacement/Expansion	47	\$ 159,410	\$ 7,492,270

# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

The FY2026 Approved Capital Budget includes \$7,500,000 for the purchase of replacement vehicles for ACCESS LYNX Paratransit Services. This project is funded with Federal, State and local contributions.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. xi

**To:** LYNX Finance & Audit Committee

**From:** Aubrey Moses  
DIRECTOR OF MAINTENANCE  
Aubrey Moses  
Technical Contact

**Phone:** 407.841.2279 ext: 6105

**Item Name:** Authorization to Purchase Forty (40) Compressed Natural Gas (CNG)  
Replacement Buses for a Not to Exceed (NTE) Amount of \$35,428,960

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase up to forty (40) fixed route CNG replacement buses with a Not to Exceed (NTE) amount of \$35,428,960.

### **BACKGROUND:**

LYNX has an active fleet of two hundred sixty-eight (268) buses, sixty-eight (68) of which have met their useful life with an average of 643,086 miles per vehicle. This bus purchase is part of the LYNX Transit Development Plan (TDP). Upon arrival, some or all of the buses identified for replacement will be retired by LYNX. The disposition of the buses will be based on service-related fleet requirements and in accordance with Federal Transit Administration (FTA) guidelines. This purchase is Grant funded and is part of the fixed route bus replacement plan. These replacement buses will be purchased from Gillig, LLC through the State of Florida Heavy Duty Buses Contract, P-23-030.

# LYNX Finance & Audit Committee Agenda

Fixed Route Revenue Vehicles From the State of Florida Heavy Duty Buses Contract	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
Fixed Route Buses with CNG Package	40	\$885,724.00	\$35,428,960
Major Options Include: Voith Transmission, Amerex Fire Suppression System, Trapeze Mentor (Ranger) ITS System, Driver Protection Shields, Fast Fare Fareboxes and bus disinfecting systems.			
Fixed Route Revenue Vehicle Cost			\$35,428,960

\*Bus cost includes an eight percent (8%) built-in contingency over the quoted cost due to projected PPI adjustments and unexpected component cost increases not controllable by Gillig, LLC.

During the LYNX March 2025 Oversight meeting, staff reviewed the fleet's future and discussed the various fuel options available. Battery-electric vehicles were identified as having higher upfront purchase costs along with greater maintenance expenses and more frequent downtime. In contrast, compressed natural gas (CNG) vehicles have demonstrated reliability, lower fuel costs compared to diesel, and longer engine life. To facilitate CNG operations, LYNX has partnered with NoPetro to build and maintain fueling depots, whereas diesel fueling infrastructure would require LYNX to handle maintenance internally. The Oversight Committee agreed that LYNX should continue moving forward with CNG buses for its fixed-route service.

## **FISCAL IMPACT:**

The FY2026 Capital Budget includes \$20,551,650 for the purchase of replacement fixed route buses. Upon Board approval, LYNX staff will prepare an amended Capital budget to include the additional vehicles and associated Federal Grant Funding. This project is 100% funded by Federal 5307 and the Federal Lo No grants.

# LYNX Finance & Audit Committee Agenda

## Action Item #6.A

**To:** LYNX Finance & Audit Committee

**From:** James Boyle  
CHIEF DEVELOPMENT OFFICER  
Prahallad Vijayvargiya  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Ratify Grant Application Submitted to the Florida Department of Transportation (FDOT) and Adoption of Resolution 26-001

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to ratify a grant application submitted to the Florida Department of Transportation (FDOT) on November 14, 2025, and adoption of Resolution 26-001, for the FY2025 Off-Cycle Section 5311 Formula Grants for Rural Areas.

### **BACKGROUND:**

On October 15, 2025, the Florida Department of Transportation (FDOT), under District Five's Modal Development Office announced its funding solicitation and guidance for eligible operating and capital projects for the Federal Fiscal Year (FFY) 2025 Off-Cycle Section 5311 of the Rural Transportation Program.

This solicitation was due for submission on November 21, 2025. Submission was contingent on rural area eligibility based on 2010 Census data.

The funding program is described as follows:

- Formula Grants for Rural Areas Program (49 U.S.C. 5311): The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding may be used for capital, operating, planning, job access and reverse commute projects, and administration expenses.



# LYNX Finance & Audit Cmmittee Agenda

LYNX applied for a capital project in the amount of \$1,274,873 under 49 U.S.C. Section 5311 to install eleven (11) bus shelters in rural areas of Orange and Osceola counties. This project will significantly enhance the quality, safety, and accessibility of public transportation in these rural communities, addressing a critical infrastructure gap that disproportionately affects transit-dependent populations.

Under 49 U.S.C. Section 5311, capital projects require a 80% federal share and a 20% non-Department of Transportation match.

## **FISCAL IMPACT:**

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

## **CERTA RESOLUTION NO. 26-001**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO RATIFY A GRANT APPLICATION SUBMITTED TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FISCAL YEAR (FY) 2025 RURAL OFF-CYCLE SECTION 5311 FTA FUNDS FOR A CAPITAL PROJECT, IN THE AMOUNT OF \$1,274,873 DOLLARS.**

**WHEREAS**, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2025-2034 which has been submitted to FDOT in March 2025. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

**WHEREAS**, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2025-2027.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to ratify a grant application submitted to the Florida Department of Transportation for the Fiscal Year (FY) 2025 in the amount of \$1,274,873 dollars on behalf of LYNX and the ability for the CEO to execute the grant application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO RATIFY A GRANT APPLICATION SUBMITTED TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FISCAL YEAR (FY) 2025 RURAL OFF-CYCLE SECTION 5311 FTA FUNDS FOR A CAPITAL PROJECT UNDER THE RURAL TRANSPORTATION PROGRAM, IN THE AMOUNT OF \$1,274,873 DOLLARS.**

**APPROVED AND ADOPTED** this 22<sup>nd</sup> day of January 2026 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

By: Governing Board

---

Chairman

ATTEST:

---

Assistant Secretary

# LYNX Finance & Audit Committee Agenda

## Action Item #6.B

**To:** LYNX Finance & Audit Committee

**From:** James Boyle  
CHIEF DEVELOPMENT OFFICER  
Prahallad Vijayvargiya  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Ratify Grant Applications Submitted to the Florida Department of Transportation (FDOT) in the Total Amount of \$6,850,618 and Adoption of Resolution 26-002

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to ratify the grant applications submitted to the Florida Department of Transportation (FDOT) on January 8, 2026, and adoption of Resolution 26-002 for the FY2026 Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program, and the Bus and Bus Facilities Section 5339 Program in the Total Amount of \$6,850,618.

### **BACKGROUND:**

On October 22, 2025, the Florida Department of Transportation conducted an open house to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas Program, and Section 5339-Bus and Bus Facilities Program. These solicitations were due for submission on January 9, 2026. The submission was contingent on rural area eligibility based on the 2020 Census data.

The funding programs are described as follows:

- **Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310):** Provides formula funding to improve mobility for seniors and individuals with disabilities. The Fixing America's Surface Transportation (*FAST Act* - *continues under*

# LYNX Finance & Audit Committee Agenda

*the Infrastructure Investment and Jobs Act aka “IIJ” Act*), expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities.

LYNX applied for both capital and operating projects; for a total amount of \$1,517,970 for paratransit vehicles and \$503,304 for the above and beyond paratransit service operations within rural areas. The matching requirements for this program remained the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50% match. These operating projects are part of our continuing mobility initiatives to address paratransit mobility needs with Neighbor Link routes.

- ***Formula Grants for Rural Areas Program (49 U.S.C. 5311):*** The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding will be used for operating expenses.

LYNX applied for operating funds; for a total amount of \$2,611,452 of 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

- ***Bus and Bus Facilities (49 U.S.C. 5339):*** The Bus and Bus Facilities Program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services in the rural areas.

LYNX applied for a capital project; for a total amount of \$2,217,892 under the 49 U.S.C. 5339 program for buses with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route services that operate either entirely or predominately in rural areas. Bus and Bus Facilities capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

## **FISCAL IMPACT:**

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

## **CERTA RESOLUTION NO. 26-002**

**A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO RATIFY THE GRANT APPLICATIONS SUBMITTED TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FISCAL YEAR (FY) 2026-2027 SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5339 FUNDS FOR RURAL AREA BUSES AND BUS FACILITIES PROGRAM, IN THE AMOUNT OF \$6,850,618 DOLLARS.**

**WHEREAS**, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2025-2034 which has been submitted to FDOT in March 2025. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

**WHEREAS**, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2026-2027.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to ratify the grant applications submitted to the Florida Department of Transportation for the Fiscal Year (FY) 2026 in the amount of \$6,850,618 dollars on behalf of LYNX and the ability for the CEO to execute the grant application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Department of Transportation.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

**CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO RATIFY THE GRANT APPLICATIONS SUBMITTED TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FISCAL YEAR (FY) 2026-2027 SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5339 FUNDS FOR RURAL AREA BUSES AND BUS FACILITIES PROGRAM, IN THE AMOUNT OF \$6,850,618 DOLLARS.**

**APPROVED AND ADOPTED** this 22<sup>nd</sup> day of January 2026 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY

By: Governing Board

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Assistant Secretary

# LYNX Finance & Audit Committee Agenda

## Action Item #6.C

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Approve an Updated Funding Model Formula Policy

**Date:** 01/15/2026

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' Approval of an update to the Funding Model Formula Policy.

### **BACKGROUND:**

A funding model for allocation of costs to the funding partners was initially adopted by the Board at its January 31, 2013 meeting. In 2025, the Board expressed a desire to formalize the funding model into a definitive policy and to add specificity regarding how costs are allocated, including, without limitation, when costs are allocated based on Revenue Hours or Service Hours. The policy was approved February 2025.

The updated funding model explains how the administrative overhead costs will be allocated between fixed route and paratransit services.

Attached is a red-line version of the current policy that shows the proposed changes. LYNX staff along with LYNX general counsel have worked closely to document the policy.

### **FISCAL IMPACT:**

No fiscal impact.





**Policy: Funding Model Formula**

**Approved by: Governing Board**

**Effective Date: February, 2025**

**INTRODUCTION AND BACKGROUND**

The purpose of this policy (this “**Policy**”) is to establish a formula by which the overall net operating expenditures of LYNX will be allocated to its Funding Partners: Orange, Osceola, and Seminole Counties.

In its operations, LYNX generates revenue and incurs expenses. Historically, its expenses exceed its revenues and LYNX needs to fund the resulting net operating expenditures by receiving contributions from its Funding Partners. This Policy serves the purpose of allocating to the Funding Partners their respective shares of such net operating expenditures by lines of business. These allocations are included in the annual funding partner agreements between LYNX and its Funding Partners.

This Policy amends and restates the ~~original~~ funding model adopted by the Governing Board on ~~January 31, 2013~~ and February 27, 2025.

**AUTHORITY**

Administrative Rule 2, Section 2.5.

**DEFINITIONS**

In addition to the other terms defined in this Policy, the following terms when used in this Policy shall have the meanings as provided below:

1. “**Contracted Services**” shall mean where LYNX provides services by contract to third parties, including private parties and semi-government agencies.
2. “**Net Expenditures**” means the amount by which operating expenses exceed revenues for a particular Line of Business.
3. “**Funding Partners**” means the counties of Orange, Osceola, and Seminole.
4. “**Funding Partners Rate**” means the rate charged a Funding Partner, determined as follows:
  - Fixed Route and Neighborlink hourly rates are calculated individually. Each rate is based on the Net Expenditures divided by the respective Service Hours (except as provided below) for that Line of Business.

- In the event that any of these services are contracted out, the Net Expenditures for those services will be divided by the Revenue Hours for such services. For the avoidance of doubt, the method of delivering services (i.e., insourced or outsourced) may not be changed without the approval of the Governing Board).
5. **“General Overhead”** means all overhead of LYNX, but excluding Line of Business Overhead. General Overhead includes, without limitation, the expenses of the offices/departments of the Chief Executive, legal services, finance, grants, human resources, procurement, risk management, information technology, marketing and planning.
  6. **“Lines of Business”** means LYNX’s lines of business, which currently include fixed-route (excluding Lymmo), Lymmo, paratransit, Road Rangers, and Neighborlink. The terms “Lines of Business” and “Line of Business” shall be given correlative meanings.
  7. **“Line of Business Overhead”** means overhead that is directly attributable to a particular Line of Business.
  8. **“Revenue Hours”** means the hours that vehicles are performing revenue service, measured, with respect to each vehicle, from the time that such vehicle arrives at its *first* scheduled stop or pick-up location to the time that such vehicle leaves its *final* scheduled stop or drop-off location.
  9. **“Service Hours”** means the hours that vehicles are performing revenue service, measured, with respect to each vehicle, from the time that such vehicle pulls out from its garage to the time that it pulls back in to its garage.
  10. **“Total Overhead”** means all overhead of LYNX. It is comprised of both General Overhead and Line of Business Overhead.

## MODEL

### Overview

Annually, in preparing LYNX’s budget for the next fiscal year, LYNX will project for its total operating revenues and total operating expenses by Line of Business and use those amounts to calculate an overall budget. These projections are based on recent year trends, anticipated needs, direction from Funding Partners, and budget assumptions recommended by the LYNX Finance and Audit Committee. This budget will then be approved by the LYNX Governing Board for the ensuing fiscal year based upon this funding model contained in this Policy. Once the budget is so approved, no changes will be made to the Funding Partners’ obligations under the funding model as a consequence of subsequent budget amendments or as a result of actual results differing from projections used in the budget.

### General Overhead expendituresAllocation

General Overhead includes the expenses of the Office of the Chief Executive Office, legal services, finance, grants, human resources, procurement, risk management, information technology, marketing and planning. The total of these costsGeneral Overhead will be allocated to the

Authority LYNX's Fixed Route and Paratransit Service based on Service Hours.

### Calculation of Net Expenditures

Net Expenditures are determined by calculating the difference between operating revenue and operating expenses by Line of Business. ~~General Overhead will be included in the Net Expenditures of fixed route service.~~

### Calculation of LYMMO Service Net Expenditures

In the case of LYMMO service, its operating costs are paid entirely by the City of Orlando and there is no need for any funding model calculation in that area.

### Allocation of Net Expenditures for Fixed Route and Neighborlink

Net Expenditures for fixed-route service are allocated to the Funding Partners based on Service Hours (except as set forth below). The Net Expenditures for such service to be paid by each Funding Partner shall be equal to (i) the number of Service Hours for fixed route service in that Funding Partner's jurisdiction, multiplied by (ii) the Funding Partners' Rate for fixed route service.

Net Expenditures for Neighborlink are also allocated to the Funding Partners based on Service Hours (except as set forth below). The Net Expenditures to be paid by each Funding Partner shall be equal to (i) the number of Service Hours for Neighborlink in that Funding Partner's jurisdiction, multiplied by (ii) the Funding Partners' Rate for Neighborlink.

If the LYNX Governing Board approves that either or both of such services (i.e., fixed route or Neighborlink) be outsourced (in whole or in part), unless otherwise directed by the Governing Board, the Net Expenditures for any portion of these hours that are outsourced would be allocated to the Funding Partners based on Revenue Hours. For the avoidance of doubt, the method of delivering services (i.e., insourced or outsourced) may not be changed without the approval of the Governing Board).

### Allocation of Net Expenditures for Paratransit

The share of Net Expenditures to be paid by each Funding Partner for paratransit service (Americans with Disability Act or (ADA), Transportation Disadvantaged (TD)) will be equal to the percentage of total trips that occur in each Funding Partner's jurisdiction relative to the total paratransit trips in all jurisdictions. For determining the percentage to be used for calculating each Funding Partner's share, such percentage will be equal to the actual percentage of total trips that occur in each Funding Partner's jurisdiction for the most recent completed LYNX fiscal year. (For example in calculating the budget for FY2026, the percentage of trips used for allocating Net Expenditures among the Funding Partners will be the actual percentage of trips completed in FY2024 by type/county). As a result, the percentage used for a particular fiscal year may differ from the year-ending actual percentage for that fiscal year. There is no recalculation or "true-up" of percentages for paratransit purposes at the end of a fiscal year.

Net Expenditures for paratransit service are allocated to the Funding Partners based on trip levels and where that trip originates. If LYNX provides Medicaid or other paratransit defined trips,

whether at Governing Board direction or State mandate, that cost will be allocated on the same basis that paratransit service is allocated.

A trip will be allocated to a particular Funding Partner when that trip originates in the jurisdiction of such Funding Partner, regardless of its destination. A return trip would constitute an additional trip. If the return trip originates in a different Funding Partner's jurisdiction from the original trip, then that return trip would be attributed to that different jurisdiction.

## ***ALLOCATION OF NON-OPERATING CREDITS***

The following are certain amounts that are credited against the contributions of the Funding Partners, Orange, Osceola, and Seminole Counties:

- Interest income is credited against the contributions of the Funding Partners, Orange, Osceola and Seminole, for fixed route service, using the same method as was used for allocating Net Expenditures for fixed route service (e.g., Service Hours).
- At the beginning of each fiscal year if there are budget stabilization funds available, the Board will determine the use allocation of Budget Stabilization Funds between fixed route service and paratransit. Budget Stabilization Funds are then credited against the contributions of the Funding Partners, Orange, Osceola and Seminole, for fixed route service and paratransit, based on the same methods as were used for allocating Net Expenditures for fixed route service (e.g., Service Hours) and paratransit, as applicable.

## ***REVENUE AND EXPENSE***

### ***Operating Revenues***

Operating revenues include directly operated revenue, grants, and subsidies. Directly operated revenues consist of the following:

- Customer fares.
- Contract services: includes contracts with local jurisdictions outside of LYNX's service area, and bus service agreements with other entities.
- Advertising: includes advertising on buses, in kind, and at shelters and other income.

Grants and subsidies include funding from the following federal and state sources:

- Federal: includes funds for operating assistance, preventive maintenance, ADA, operating leases and other federal planning assistance.
- State: includes funds for operating assistance, new service development funding, other state funding.

### ***Capital Matters***

The foregoing only relates to LYNX operating matters; it does not apply for capital matters or projects.

In regard to capital costs, each Funding Partner pays to LYNX a capital contribution equal to (i) the total number of Service Hours for both fixed route service and Neighborlink in that jurisdiction, multiplied by (ii) \$3.00. This amount will be used by LYNX (along with any toll road revenue credits) either as a "match" for government grants or directly in whole or in part for a capital project.

The use of toll revenue credits will continue to be applied to the non-Federal share match requirement when applicable by applying an equal amount of toll credit and therefore allowing a project to be funded with up to 100% federal funds for federally participating costs.

In regard to each Funding Agreement that is signed, there will be attached to that Agreement a copy of the current Funding Model Policy.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #7.A

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** FY2025 Preliminary Operating Results

**Date:** 01/15/2026

---

LYNX staff will review the “Preliminary” Operating results for FY2025.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #7.B

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** FY2027 Budget Assumptions

**Date:** 01/15/2026

---

LYNX staff will lead a discussion of the FY2027 Budget Assumptions.