

LYNX Oversight Committee Agenda

Meeting Date: 10/24/2024

Meeting Time: 11:00 AM

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

-  Oversight Committee Minutes 8.22.24

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 Executive Officer's Report


5. Finance & Audit Committee Report

6. Consent Agenda



A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for Fire Alarm System Monitoring, Inspection and Repair Services Pg 11


B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Integrated Fire and Security Solutions for the Supply and Installation of Security Equipment and Repair of Existing Equipment for a Not to Exceed Amount of \$609,825 Pg 13


C. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract 23-C51 with Towlando Towing & Recovery, Inc. and Increase the Not to Exceed (NTE) to \$525,000 Pg 15
- ii.  Authorization to Exercise the First Option Year of Contract 22-C28 with Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services Pg 17


D. Miscellaneous

- i.  Authorization to Reappoint Michelle Daley to Pension Trustee and Administrative Committee Boards and Adoption of Resolution 24-010 Pg 19





-Attachments 

- ii.  Authorization to Enter into an Interlocal Agreement with Orange County for the International Drive Transit Project Pg 22

7. Action Agenda

- A.  Authorization to Implement the December 8, 2024, Service Changes Pg 24

8. Discussion

- | | | |
|----|--|-------|
| A. |  Presentation of FY2024 Audit Plan by MSL, PA CPAs & Advisors | Pg 30 |
| B. |  Update on Mobile Fare Payments | Pg 31 |
| C. |  Update on the Swan Shuttle Autonomous Vehicle Demonstration | Pg 32 |
| D. |  Discussion on OSF CNG Options | Pg 33 |

9. Other Business

10. 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
Oversight Committee Meeting Minutes

PLACE: **LYNX Central Station**
 455 N. Garland Avenue
 Virtual and 2nd Floor, Board Room
 Orlando, FL 32801

DATE: **August 22, 2024**

TIME: **11:00 a.m.**

Members in Attendance:

Viviana Janer, Chair, Commissioner,
Osceola County BoCC
Brian Sanders, Orange County
Tanya Wilder, City of Orlando
Jamie Ledgerwood, FDOT
Amy Lockhart, Commissioner, Seminole
County BoCC

Staff Members in Attendance:

Tiffany Homler-Hawkins, Chief Executive Officer
Leonard Antmann, Chief Financial Officer
David Burrowes, Chief Operations Officer
Carrie Sarver, Interim Chief Administrative Officer
James Boyle, Interim Chief Planning & Development Officer

1. Call to Order

Chair Janer called the meeting to order at 11:01 a.m.

2. Approval of Minutes

A motion to approve the July 25, 2024, Oversight Committee meeting minutes was made by Brian Sanders and seconded by Tanya Wilder. Motion passed unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, reported that ridership has increased to over 60,000 trips per day.

House Bill 1301 will have an impact on public transportation, but there are still many unanswered questions. There will be new exhibits to the transit agreements with FDOT. The department may withhold funds from agencies that are found to be in violation of the prohibition of discrimination based on healthcare choices and statutes. Public transit

agencies may not expend department funds for marketing or advertising. Shelter ads and interior ads are not impacted. All of the public transit agencies in Florida have the same concerns, and the Florida Public Transit Agency (FPTA) distributed a memo that stated all current contracts can continue through completion. LYNX is questioning the impact on a contract with Vector, which is in the third year of a five-year contract. Vector contracted the rights to sell advertising on LYNX vehicles. Additional guidance is needed about HB 1301 which went into effect on July 1, 2024. There are other provisions with HB 1301 that FDOT must provide guidance such as administration costs and performance measures. Currently, about seventy-seven percent of LYNX advertising revenue is from bus wrap advertising.

Commissioner Janer stated that after reading over the House Bill on the FPTA memo, it appears that third party revenue could still be received for advertising. Is the memo an opinion or something that needs further discussion. Ms. Homler Hawkins stated that this needs further discussion. As the bill was moving through the legislative session, those were questions that were asked and answered by the sponsors of the bills, and that is how the lobbyists for FPTA and the transit agencies lobbyists interpreted the bill. However, that is not the guidance that has been received.

Commissioner Janer asked for the effective date. The effective date is July 1, 2024. Based on the received guidance, has LYNX had conversations with the department to ensure compliance? If the contract with Vector needs to be canceled, will there be an associated expense? Ms. Homler Hawkins stated that there is a termination clause in every contract that can be terminated for convenience. Vector has informed all of their clients. There is no expense to remove the ads from the buses. Have any parties paid for advertisement into the future, that the money would need to be returned to them?

Commissioner Lockhart asked if the legislation requires rulemaking on the part of the department? Who is tasked with interpreting and rulemaking? Mr. Goldsmith, General Counsel, stated that would be FDOT. Commissioner Lockhart asked the FDOT representative if there is a time frame that FDOT plans to comment on the rulemaking? Ms. Ledgerwood stated that all of the questions are coming in from the agencies and are being vetted and answered as quickly as possible. The questions and answers are being held. Commissioner Lockhart asked for the timeline for release of the questions, as she wants to make sure that all the questions are submitted before the deadline. Ms. Ledgerwood stated that she will get the answer to the Commissioner after the meeting.

Mr. Goldsmith explained that regulations state that if a transit agency has entered into a contract for advertising, the contract will continue, as there is a grace period.

Tanya Wilder stated her concern for the revenue for the operation of the system and asked how much revenue is brought in from advertising. Ms. Homler Hawkins stated that there is a minimum guarantee amount of \$2.6 million, but revenues have been around the \$3 million range.

Commissioner Lockhart inquired about the tinting on the vehicle windows, who is responsible. Ms. Homler Hawkins stated that more clarification is needed. The bus manufacturer, on a state contract, complies with the state laws regarding window tinting.

5. Finance & Audit Committee Report

Amanda Clavijo, Chair of the Finance & Audit Committee, was recognized. Ms. Clavijo reported that the Finance & Audit Committee met on Thursday, August 15, 2024.

The Committee received the same report from the CEO on HB 1301. The Committee is waiting to hear more and learn more.

All Consent Agenda items, and Action items were approved to move forward to the Oversight Committee.

The Committee received presentations on the Operating and Capital budgets, and both were approved to move forward to the Oversight Committee. There was also a discussion on the 3rd Quarter Operating results and there was nothing concerning in the presentation. The Committee requested a review of the LYNX Investment Policy. LYNX staff has already shared the policy, and the Committee is waiting on additional information regarding the Investment Portfolio. The Finance Committee will review and present findings and recommendations to the Oversight Committee in October.

6. Committee Consent Agenda Items

Chair Janer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.i. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Audit Services

B. Award Contracts

- i. Authorization to Negotiate a Contract to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station and Bus Passenger Terminal
- ii. Authorization to Negotiate and Award a Contract to American Janitorial, Inc. for Trash Removal & Lawn Maintenance Services for LYNX Bus Stops/Shelters for a Not to Exceed Amount of \$2,088,139

C. Extension of Contracts

- i. Authorization to Exercise the First Option Year of Contract 22-C92 with Precision Transmission, Inc.
- ii. Authorization to Exercise the First Option Year of Contract 22-C35 with Spencer Fabrications, Inc. for the Manufacturing of LYNX Transit Shelters
- iii. Authorization to Exercise the First Option Year of Contract 21-C46 with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers, and LYMMO
- iv. Authorization to Exercise the First Option Year of Contract 21-C45 with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities

D. Miscellaneous

- i. Authorization to Increase the Not to Exceed (NTE) Amount for Contract 21-C48 with WSP USA, Inc. for Engineering and CEI Services for the Pine Hills Bus Transfer Center to \$850,000

Tanya Wilder made a motion to approve Consent Agenda items 6.A.i. through 6.D.i. Second by Commissioner Lockhart. Motion passed unanimously.

7. Action Items

- A. Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2025 Block Grant Funding and Adoption of Resolution 24-008

Chair Janer recognized Tiffany Homler Hawkins, Chief Executive Officer. She stated that this is the annual transit block grant agreement.

Brian Sanders made a motion for Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2025 Block Grant Funding and Adoption of Resolution 24-008. Second by Commissioner Lockhart. Motion passed with Jamie Ledgerwood abstaining.

- B. Authorization to Release a Request for Proposal (RFP) for a Fare Study and Equity Analysis

Chair Janer recognized Myles O'Keefe, Manager of Strategic Planning. Mr. O'Keefe stated that the Fare Study and Equity Analysis was presented last month as a Discussion item at the Finance & Audit Committee. Chair Janer asked for the estimated cost of this study. Mr. O'Keefe stated that there was \$125,000 - \$150,000 in the budget for this year. However, the cost could potentially be more from the inputs that were received, exactly what will be looked into, and potentially working with other transportation providers in the region.

Commissioner Lockhart stated that she is happy that this item has been brought back for the Oversight Committee to review. She stated that a lot has changed since 2009 when the fares were last increased. She wants to know if this is something that can be done in connection with the CFCRC and share the cost of the study. Mr. O'Keefe stated that he would defer to the decision of the CFCRC. Ms. Homler Hawkins stated that this would be a valid discussion for the CFCRC, and that the mode of Rail could be included in the study, but the CFCRC would need to initiate.

Tanya Wilder asked for the timeline on the study. Mr. O'Keefe stated that this could take about a year, as staff needs input from the LYNX Finance and Oversight Committees, possibly the CFCRC Committees, and public engagement.

Commissioner Lockhart asked if the Committee would receive the bulleted items that would be addressed before the RFP was released. Ms. Homler Hawkins stated that the intent of asking for the RFP now is to save time. If the RFP is brought back, then a month or two of time would be lost. The RFP will be shared once the scope is finalized based on the input from the LYNX Board and maybe CFCRC. The scope will be shared ahead of time to allow for additional input.

Brian Sanders agrees that there should be updates as the study progresses. If any recommendations change the scope, those recommendations should be shared with the Committee.

Chair Janer would like to see a copy of the RFP that is issued. and an estimate of the cost. If any Committee members would like to specifically see something in the RFP, then now is the time to have a conversation with the CEO.

Tanya Wilder made a motion for Authorization to Release a Request for Proposal (RFP) for a Fare Study and Equity Analysis. Second by Brian Sanders. Motion passed unanimously.

C. Approval of the FY2025 Proposed Operating Budget

Chair Janer recognized Lenny Antmann, Chief Financial Officer. Mr. Antmann stated that the Key Budget Assumptions include maintaining FY2024 level of service and Funding Partner contributions based on the approved Regional Funding Model. Several models were presented to the Finance & Audit Committee for consideration, and this is the selected model.

Budget Assumptions include no fare increases, ridership projected at current trends, preventative maintenance at Board approved level, and advertising revenue consistent with contract guarantee, staffing increases related to changes in service, increased costs for medical expenses, and utilization of the Fuel Hedging Program to stabilize fuel costs. In FY2025, 80% of the fleet will be no/low emission vehicles with revenue vehicle fleet replacement.

Pine Hills Transfer Station is expected to open in early FY2025, Southern Operations site selection evaluation is underway, enhancements to LCS windows and bus bays, and the Orange County ATSP increased service levels and provides for capital investment in the shelter program.

NeighborLink funding is based on service hours. Traditionally, NeighborLink was a fully outsourced service. The contractor billed on revenue hours. Now that the service has been brought in-house, it is budgeted as part of the fixed-route system.

Commissioner Lockhart asked about the funding model with the partners that are currently operating under revenue hours for NeighborLink. Mr. Antmann stated that the revenue hours were listed previously as it was an outsourced service. Commissioner Lockhart stated that somewhere down the line, a pivot was made, at an executive or administrative level to change the NeighborLink billing to service hours. That change resulted in an increase to the budgeted amount. She is concerned that the change did not come back as a modification to the Board agreement. She is uncomfortable that at some type of staff level, however that happened, it happened without the funding partners acknowledgement. Mr. Antmann stated that the overall dollars for NeighborLink did not change, and it was not done intentionally. When the service became in-house, it became part of the fixed-route, so it is billed consistently with the fixed-route. Commissioner Lockhart asked General Counsel how should the Board handle operating outside the agreement. There was a decision made at a staff level, and

what does that do with the agreement that we are now operating under. Mr. Goldsmith stated that it's more of a policy decision than a legal decision. There is not a binding contract that requires you to operate under the Funding Model. The Funding Model has been extremely helpful for purposes of allocating expenses, and helping LYNX get the funding agreements together in a quick and efficient manner. If there is deviation from the Funding Model, it would be good to discuss and determine as a group how you want to deviate. Ultimately it is a policy decision that the Board needs to make. Commissioner Lockhart asked if the Funding Model is specifically addressed in each individual contract. Mr. Goldsmith believes that the Funding model is addressed in each contract but is unsure. Commissioner Lockhart believes that there should be a process for engaging the funding partners.

Commissioner Janer stated that if there are changes, there should be a discussion. There were many discussions when NeighborLink was brought in-house. She asked the CEO if there were discussions related to changing the funding model. Ms. Homler Hawkins stated that in January 2023, when the transition of bringing NeighborLink in-house was discussed, the discussion was that it would become an extension of the fixed-route. She would have to go back and read the meeting minutes. Commissioner Janer stated that future changes be brought to the General Counsel, before the items come before the Board. Commissioner Lockhart would like General Counsel to be a part of the process. Ms. Homler Hawkins stated that staff will bring this forward. Staff will be taking a deep dive into all of the Admin Rules. The Regional Funding Model is not codified in any of the Admin Rules or Policies. It is an adopted model. A schedule will be made with outside legal counsel so that they can review and make recommendations. Commissioner Janer will report the conversation to the Board during her Oversight Report.

Commissioner Janer asked about the Southern Operations base that is leased. What type of conversation has been held with the City of Kissimmee regarding hydrogen options. This is a leased space and would require a large capital investment and would have to go to their local government as well. This has not been previously discussed and is the first-time hearing about a hydrogen option. Ms. Homler Hawkins stated that hydrogen is big in California and is not something that LYNX is seriously considering. The fleet is being replaced with CNG buses, and buses will need to be placed at the OSF facility. Conversations have been held with the City of Kissimmee about extending a gas line onto their property for CNG fueling in partnership with Teco and NoPetro. City of Kissimmee gave the go ahead a few weeks ago. We are looking at changing the lease agreement, and this will come back to the Board along with all of the options and the costs associated. Commissioner Janer was unaware and should have been notified before conversations were held with another government. She requests that this does not happen again. The Oversight Committee needs to be informed of any decisions such as this.

Commissioner Lockhart asked if LYNX is self-insured, with who, and who is the consultant. Mr. Antmann stated that LYNX is self-insured with Cigna and he does not remember the name of the consulting firm. He stated that claims have gone up. The consultant and Cigna projected claims to rise in the future. Commissioner Lockhart stated that the budget is balanced due to the increase in contributions from the Funding Partners. Seminole County is looking for ways to decrease the costs by cutting routes

and alternative ways to deliver transportation. The projected increases are not sustainable for Seminole County. Just because LYNX states that this is the budget and this is what the anticipated Funding Partner contribution will be, doesn't mean that that's where we expect to wind up.

Commissioner Janer stated that Osceola decided to cut one route.

Commissioner Lockhart made a motion for Approval of moving the FY2025 Proposed Operating Budget to the Board of Directors. Second by Brian Sanders. Motion passed unanimously.

D. Approval of the FY2025 Proposed Capital Budget

Mr. Antmann continued with this item. The key budget assumptions include revenue vehicle acquisition, passenger amenity improvements, facility improvements, technological improvements and land acquisition.

The increase in the Capital Budget is due to the Orange County ATSP program. Three million dollars in the current year which will roll over and three million dollars for shelters next year. Over half of the budget is for vehicles, with facility improvements and passenger amenities for the other half. Funds come mostly from the FTA and Orange County.

Tanya Wilder asked if the grant received is for the vehicles. Mr. Antmann stated that the Budget was made before the grant was awarded. The Board will decide if new vehicles will be purchased, or if it will be used for something else.

Commissioner Lockhart asked if there is time for feedback between the Oversight Committee and the Work Session for the Board. Mr. Antmann stated that by statute, there will be two readings to the Board with the first as a Work Session, and next month will be approval of the budget. Commissioner Lockhart states that there is an opportunity to have a little more time on items that come to the Oversight Committee, so that there is time for staff members to brief their elected members of the Board. If the intent is for the Oversight Committee is to have time to review, do research, and have feedback with staff, this does not exist in the current form. Mr. Antmann stated that these exact presentations were presented for Operating in April and Capital in May. The same presentation was made to Seminole County in June. Tanya Wilder stated that we received this last month as well, and this is the second time the Oversight Committee is seeing this. This was also vetted through the Finance Committee. Commissioner Lockhart explained that the budget may not be the best example, from a process perspective. Commissioner Janer speaks with Ms. Clavijo after the Finance Committee, and she suggests speaking to the Finance representative.

Brian Sanders made a motion for Approval of moving the FY2025 Proposed Capital Budget to the Board. Second by Tanya Wilder. Motion passed unanimously.

8. Discussion Items

A. Review of the FY2024 3rd Quarter Operating Results

Mr. Antmann continued with this item. Mr. Antmann stated that after nine months, the budget is favorable by \$5.7 million on the revenue line. Expenses are favorable by \$3.6 million. This is a difference of \$9.3 million favorable. In Revenues, Customer fares have increased, Interest & Other Income increased, and additional rural grants were received. In Expenses, Other Services are favorable due to Professional Services, Contract Maintenance, Legal fees, Advertising, and Security Services.

9. Other Business

No other business was discussed.

10. Adjourned

Meeting adjourned at 12:18 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the August 22, 2024 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: **John Burkholder**
Director Of Risk Management And Safety
Christie Diemer
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Authorization to Release a Request for Proposal (RFP) for Fire Alarm System Monitoring, Inspection and Repair Services

Date: 10/24/2024

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 Fire Alarm System Monitoring, Inspection and Repair Services. The contract term will be for an initial three (3) year term with two (2) one (1) year options.

BACKGROUND:

All owned and leased LYNX facilities are equipped with fire alarm systems that must be inspected, maintained, and repaired in accordance with the National Fire Protection Association (NFPA). In accordance with LYNX Procurement Policy, on May 18, 2021, contract 21-B05 was awarded to Fire & Life Safety America (FLSA). The contract included inspections for all components of the fire systems for LYNX Operations Center (LOC) -A/B/C and LYNX Central Station (LCS). On September 12, 2022, Summit Fire & Security took over FLSA; however, LYNX maintained the same services with no changes.

The NFPA requires regular inspections, testing, and maintenance of fire alarms and fire suppression equipment to ensure functionality and compliance with safety standards. According to NFPA 72, fire alarm systems must undergo visual inspections, functional testing, and sensitivity checks at specified intervals, typically annually or semi-annually depending on the system and environment. For fire suppression systems, NFPA 25 mandates routine inspections and testing of sprinklers, standpipes, and other components to verify operability. These

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inspections must be conducted by qualified personnel, and records of all inspections must be maintained for review by fire safety officials.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal is established for this solicitation. Proposers are encouraged to make every attempt to obtain participation of certified DBEs and other small businesses.

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$21,000 for Fire Alarm System Monitoring, Inspection and Repair Services.

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Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

From: **John Burkholder**
Director Of Risk Management And Safety
Rafael Acevedo
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: Authorization to Negotiate and Award a Contract to Integrated Fire and Security Solutions for the Supply and Installation of Security Equipment and Repair of Existing Equipment for a Not to Exceed Amount of \$609,825

Date: 10/24/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to Integrated Fire & Security Solutions, Inc., for the Supply and Installation of Security Equipment and Repair of Existing Equipment. The amount not to exceed is \$609,825 for an initial three (3) year term.

BACKGROUND:

On March 23, 2023, 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 May 4, 2023. The deadline for submission of proposals was June 21, 2023, and the Source Evaluation Committee (SEC) met on August 16, 2023. During the meeting, the motion was made by SEC members to reject all proposals received and restart the procurement process.

The second Request for Proposal (RFP) was released, posted on DemandStar, and sent directly to interested vendors on April 30, 2024.

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The deadline for submission of proposals was July 15, 2024, and the following is a list of vendors considered responsive and responsible and their Total Ordinal Rankings as determined by the Source Evaluation Committee (SEC):

| Proposer | Total Ordinal Ranking |
|--|-----------------------|
| Integrated Fire & Security Solutions, Inc. | 1 |
| GC & E Systems Group, LLC | 2 |

The responsive and responsible proposer with the lowest ordinal ranking was Integrated Fire & Security Solutions, Inc. The SEC voted unanimously to recommend to the LYNX Governing Board to negotiate and award a contract to Integrated Fire & Security Solutions, Inc.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Capital Budget has \$520,000 for access control doors and the FY2025 Approved Operating Budget has \$10,000 for CCTV/Badge Access Repairs.

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Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 23-C51 with Towlando Towing & Recovery, Inc. and Increase the Not to Exceed (NTE) to \$525,000

Date: 10/24/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 23-C51 for heavy duty bus towing and recovery services with Towlando Towing & Recovery, Inc. and increase the not to exceed (NTE) to \$525,000.

BACKGROUND:

LYNX entered into a contract with Towlando Towing & Recovery, Inc. for heavy duty bus and support vehicle towing services on December 15, 2022, for an initial term of two (2) years with three (3) one (1) year renewal options with a not to exceed amount of \$200,000 for the initial term. Due to an unexpected increase in fixed route bus, NeighborLink bus and support vehicle accidents and in-service failures, the not to exceed contract value was surpassed. On July 25, 2024, the LYNX Board of Directors provided approval for an increase in the not to exceed (NTE) to \$345,000 for the initial term of the contract.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal is established for this contract. As part of the original RFP process, Towlando Towing & Recovery, Inc. was encouraged to attempt to obtain participation of certified DBEs and other small businesses.

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FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$132,000 for heavy duty bus and support vehicle towing services.

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Consent Agenda Item #6.C. ii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Exercise the First Option Year of Contract 22-C28 with
Voya Retirement Insurance and Annuity Company for Retirement Plan
Administration and Recordkeeping Services

Date: 10/24/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C28 with Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services.

BACKGROUND:

On June 24, 2021, the LYNX Board of Directors approved the award of Contract 22-C28 to Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services for three (3) years and one (1) month with three (3) one (1) year options. Contract 22-C28 expires on December 31, 2024.

The Authority wishes to continue to offer retirement services to our employees with this provider.

The Contract was negotiated with the below key acceptable terms and conditions, but are not limited to:

- Three-year contract term with options for a minimum of three annual renewals
- Annual basic service fee of no more than 0.28%
- During the initial contract term, minimum guaranteed interest rate of 1.65% for the stable value (cash) investment option offered on the Plan's investment menu

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- Near-absolute prohibition on product sales to participants (limited exception for terminated participants who affirmatively request product information), with services to be provided to participants by non-commission based, salaried employees
- On-site participant meetings, including one-on-one meeting opportunities, every other month at the two LYNX Orlando locations; on-site participant meetings, including one-on-one meeting opportunities, at the LYNX Spring and Fall benefit fairs; and up to three meetings annually with participants on an as-needed basis at the LYNX Osceola location
- Recordkeeping of historical beneficiary designations currently on file
- Performance guarantees with 15% of service fees at risk
- Memorandum of Understanding to clarify concepts in the group annuity contract
- Provision of an IRS-preapproved 401(a) plan document and a specimen 457(b) plan document
- All agreed-upon points in the preliminary negotiations with the LYNX negotiation team

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact, since all fees are paid by the individual retirement accounts.

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Consent Agenda Item #6.D. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Reappoint Michelle Daley to Pension Trustee and
Administrative Committee Boards and Adoption of Resolution 24-010

Date: 10/24/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to adopt Resolution No. 24-010 authorizing the reappointment of Michelle Daley, 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.

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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.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact to the LYNX FY2025 Approved Operating Budget.

CERTA RESOLUTION NO. 24-010

**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 Michelle Daley to the Board of Trustees of the Plan, effective, January 1, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT: Michelle Daley is hereby re-appointed, effective January 1, 2025, 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 _____, 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Secretary

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. ii

To: LYNX Oversight Committee

From: **James Boyle**
Interim Chief Planning And Development Officer
Myles O'Keefe
Technical Contact
Patricia Whitton
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Enter into an Interlocal Agreement with Orange County for the International Drive Transit Project

Date: 10/24/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and enter into, on behalf of LYNX, an Interlocal Agreement with Orange County that sets forth the specific terms and conditions of the transit planning in-kind and reimbursable services that will be provided for the International Drive Transit Project.

BACKGROUND:

In 2021, Orange County completed the International Drive Transit Feasibility and Alternative Technology Assessment (TFATA). The project evaluated the potential of implementing a premium transit circular operating within the International Drive District along International Drive from Sand Lake Road to Destination Parkway and Sea Harbor Drive.

To support the next steps of the International Drive Transit Project, LYNX and Orange County entered into a Memorandum of Agreement (MOA) on June 21, 2022, for LYNX to provide in-kind transit planning services to Orange County.

Following the development of the scope of work and discussions between LYNX and Orange County staff, an updated MOA was deemed necessary, as Orange County requested LYNX's support for the procurement and management of professional consultant services to advance the I-Drive Transit Project. The MOA identified in-kind services that would be provided by LYNX to procure and manage the next phase of the transit project. LYNX, as the designated recipient for Federal Transit Administration (FTA) funds for the Central Florida region, will serve as the

LYNX Oversight Committee Agenda

project lead and oversee the procurement of professional services to request entry into FTA Project Development, including National Environmental Policy Act (NEPA) and up to 30 percent preliminary design. This second MOA, signed on March 26, 2024, was intended to replace the agreement signed on June 21, 2022.

This third Interlocal Agreement between LYNX and Orange County builds upon the MOA signed on March 26, 2024, and identifies the specific terms and conditions of the in-kind and reimbursable services that will be provided by LYNX for the procurement and management of the I-Drive Transit Project NEPA and 30 percent preliminary design phases. These terms and conditions include:

- i. LYNX procuring a third-party professional consultant;
- ii. that the consultant be directed to prepare a Phase 1 Class of Action Request to the FTA;
- iii. that if the parties elect to proceed with an optional Phase 2 of the project, the consultant will be directed to prepare a NEPA assessment and preliminary design;
- iv. that the County will provide up to \$2.1 million of reimbursement for the procured consulting services.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact for LYNX for this Interlocal Agreement with Orange County. LYNX will be reimbursed by Orange County as per the Interlocal Agreement for any expenses incurred.

LYNX Oversight Committee Agenda

Action Item #7.A

To: LYNX Oversight Committee

From: **James Boyle**
Interim Chief Planning And Development Officer
Bruce Detweiler
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Implement the December 8, 2024, Service Changes

Date: 10/24/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective December 8, 2024.

BACKGROUND:

On September 28, 2024, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect in December. Seven (7) information sessions and one (1) in-person and virtual hearing/workshop was held. Additional public information sessions will be held in late December and January once the opening date of the Pine Hills Transfer Center is confirmed. LYNX customers and the public will be provided the opportunity to submit comments on the service changes at the following information sessions and workshop/public hearing:

Date/Time: Monday, October 14, 1-2 PM
Location: LYNX Central Station – Lobby, Orlando, FL

Date/Time: Monday, October 14, 6-7 PM
Location: Virtual

Date/Time: Tuesday, October 15, 1-2 PM
Location: Kissimmee City Hall, Kissimmee, FL

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Date/Time: Tuesday, October 15, 1-2 PM

Location: Valencia College Lake Nona Campus, Orlando, FL

Date/Time: Tuesday, October 15, 5-6 PM

Location: Pine Hills Community Center, Orlando, FL

Date/Time: Wednesday, October 16, 6:30-7:30 PM

Location: Buenaventura Lakes Public Library, Kissimmee, FL

Date/Time: Wednesday, October 16, 1-2 PM

Location: Beardall Senior Center, Orlando, FL

Date/Time: Thursday, October 17, 4-6PM

Location: LYNX Central Station – 2nd Floor Open Space, Orlando, FL and virtual

Details of these events and the service change proposals are published on our website at www.golynx.com.

The public comment period for the proposed service ran from September 30 through October 22, 2024. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on www.golynx.com, and on LYNX social media sites including Facebook and Twitter.

Dec. 8 Service Proposal

NEW LINK

- **Link 705** – West Colonial Drive/Winter Garden (Orange County) – Route will operate between the West Oaks Mall SuperStop and Colonial Drive and Park Avenue in Winter Garden, replacing Link 105 service. Will operate from West Oaks Mall via Clarke Road, Colonial Drive, Blackwood Avenue, Old Winter Garden Road, Bluford Avenue, Colonial Drive, Carter Road, Story Road, 9th Street, Colonia Drive to Park Avenue. From Park Avenue will operate along Colonial Drive to West Oaks Mall. Route will run every 60 minutes Monday-Saturday from 6 a.m.-9:40 p.m.

DISCONTINUED SERVICE

- **Link 155** – The Loop/Buena Ventura Lakes/Osceola Parkway (Osceola County) – Route will be discontinued.
- **Link 612** – Narcoossee Road (Osceola County/Orange County) – Route will be discontinued.

LYNX Oversight Committee Agenda

SCHEDULE ADJUSTMENTS

- **Link 7** – S. Orange Avenue/Florida Mall (Orange County) – Minor weekday schedule adjustments.
- **Link 10** – E. U.S. 192/St. Cloud (Osceola County) – Minor daily schedule adjustments.
- **Link 23** – Winter Park/Rosemont/Springs Plaza (Orange County/Seminole County) – Minor weekday and Saturday schedule adjustments.
- **Link 25** – Mercy Drive/Shader Road (Orange County) – Minor weekday and Saturday schedule adjustments.
- **Link 26** – Pleasant Hill Road/Poinciana (Osceola County) – Minor daily schedule adjustments.
- **Link 104** – E. Colonial Drive (Orange County) – Minor Sunday schedule adjustments.
- **Link 108** – S. U.S. 441 (Orange Blossom Trail)/Kissimmee (Osceola County/Orange County) – Minor daily schedule adjustments.
- **NeighborLink 812** – Winter Garden (Orange County) – schedule adjustments on weekdays.

SCHEDULE IMPROVEMENTS

- **Link 56** – W. U.S. 192/Magic Kingdom (Osceola County/Orange County) – Adding daily trips from Kissimmee Intermodal Station at 4, 4:30 and 5 a.m. and from Disney University at 5:20 and 5:50 a.m. on weekdays and 5:17, 5:47 and 6:17 a.m. on weekends.

SCHEDULE REDUCTIONS

- **Link 60** – LYMMO Orange Line (City of Orlando) – Changing weekday frequency 7 a.m.-7 p.m. to every 12 minutes and 7 p.m.-9 p.m. to every 16-20 minutes. Ending service daily at 9 p.m.
- **Link 61** – LYMMO Lime Line (City of Orlando) – Changing weekday frequency to 20 minutes. Beginning weekday service at 7 a.m. and ending service at 6 p.m. Discontinuing Saturday and Sunday service.
- **Link 62** – LYMMO Grapefruit Line (City of Orlando) – Changing weekday frequency 7 a.m.-6 p.m. to every 12 minutes and 6 p.m.-9 p.m. to every 16 minutes. Ending service daily at 9 p.m.

LYNX Oversight Committee Agenda

ROUTE AND SCHEDULE IMPROVEMENTS

- **Link 125** – Silver Star Road (Orange County) – Extending into the new Pine Hills Transfer Center via Belco Drive. Changing weekday service to operate every 20 minutes 5 a.m.- 6 p.m.
- **Link 49** – W. Colonial Drive/Pine Hills Road (Orange County) – Extending route into the new Pine Hills Transfer Center. Changing service on Indian Hill Road and North Lane to bi-directional. Extending route to Rosemont SuperStop via Pine Hills Road, Clarcona Ocoee Road and Orange Blossom Trail. Daily schedule adjustments. Adding Sunday 9:10 p.m. trip from Rosemont Superstop and 10:15 p.m. and 11:15 p.m. trips from LYNX Central Station.

ROUTE CHANGES

- **Link 9** – Winter Park/Rosemont/Pine Hills (Orange County) – Extending route from North Lane via Pine Hills Road, Belco Drive to the new Pine Hills Transfer Center. Discontinuing service on Pine Hills Road north of North Lane, Clarcona Ocoee Road, and Long Road. Discontinuing weekday 11 p.m. trip from Rosemont SuperStop to Winter Park. Change Sunday service to operate every 60 minutes. Daily schedule adjustments.
- **Link 37** – Pine Hills/Kirkman Road/Florida Mall (Orange County) – Extending route from Silver Star Road/Hiawasse Road via Silver Star Road and Belco Drive to the new Pine Hills Transfer Center. Daily schedule adjustments.
- **Link 44** – Hiawasse Road/Zellwood/Apopka (Orange County) – Extending route from Silver Star Road/Hiawasse Road via Silver Star Road and Belco Drive to the new Pine Hills Transfer Center. Discontinuing service on Hermit Smith Road, Harry Street, Janet Street, Willow Street, Holly Creek Road, George Martin Road and Mohawk Drive. Weekday and Saturday schedule adjustments.
- **Link 48** – W. Colonial Drive/Powers Dr. (Orange County) – Discontinuing service on Silver Star Road west of Powers Drive. Extending route to the new Pine Hills Transfer Center via Silver Star Road and Belco Drive. Daily schedule adjustments.
- **Link 105** – W. Colonial Drive (Orange County) – Changing route to operate between LYNX Central Station and Blackwood Avenue/ Old Winter Garden Road. Daily schedule adjustments.

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- **Link 301** – Disney Direct/Pine Hills (Orange County) – Extending to the new Pine Hills Transfer Center. Will operate via Silver Star Road, Hiawassee Road and West Colonial Drive then operate along current route south of West Colonial Drive. Daily schedule adjustments.
- **Link 302** – Disney Direct/Rosemont (Orange County) – Discontinuing service between Rosemont SuperStop and North Lane/Pine Hills Road. Will operate on North Lane, Powers Drive, Indian Hill Road, Pine Hills Road and Belco Drive to the new Pine Hills Transfer Center. Then route will travel along Pine Hills Road, Colonial Drive and Mercy Drive to the current routing. Daily schedule adjustments. Discontinuing 2:15 p.m. daily trip from Rosemont SuperStop to Disney Springs.
- **Link 303** – Disney Direct/Washington Shores (Orange County) – Extending route to the new Pine Hills Transfer Center via John Young, West Colonial Drive, Mercy Drive, Silver Star Road and Belco Drive. Daily schedule adjustments.
- **Link 311** – Disney/Orlando Int'l Airport/Destination Parkway Express (Orange County) – Adding a stop on John Young Parkway at South Park Circle.
- **Link 443** – Winter Park/Lee Road/Pine Hills (Orange County) – Extending service from Silver Star Road/Hiawassee Road via Silver Star Road and Belco Drive to the new Pine Hills Transfer Center. Daily schedule adjustments. Renumbering route to Link 43.
- **NeighborLink 813** – Pine Hills (Orange County) – Extending service to the new Pine Hills Transfer Center.

ROUTE NUMBER CHANGES

- **NeighborLink 601** – Poinciana (Osceola County) – Renumbering to 801.
- **NeighborLink 604** – Intercession City/Campbell City (Osceola County) – Renumbering to 804.
- **Link 443** – Winter Park/Lee Road/Pine Hills (Orange County) – Renumbering as Link 43.

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DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The proposed base service changes are budget neutral. All proposed service changes are coordinated with the LYNX funding partners. There are adjustments and cancellations of services within Osceola County that have already been included in those agreements for FY2025. The bus service agreement for the Orange County ATSP may require an amendment once the service changes related to Pine Hills Transfer Center are finalized.

LYNX Oversight Committee Agenda

Discussion Item #8.A

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Presentation of FY2024 Audit Plan by MSL, PA CPAs & Advisors

Date: 10/24/2024

Presentation of the FY2024 Audit Plan by a representative from MSL, PA CPAs & Advisors.

LYNX Oversight Committee Agenda

Discussion Item #8.B

To: LYNX Oversight Committee

From: **James Boyle**
Interim Chief Planning And Development Officer
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Update on Mobile Fare Payments

Date: 10/24/2024

LYNX staff will provide an update on Mobile Fare Payments.

LYNX Oversight Committee Agenda

Discussion Item #8.C

To: LYNX Oversight Committee

From: **James Boyle**
Interim Chief Planning And Development Officer
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Update on the Swan Shuttle Autonomous Vehicle Demonstration

Date: 10/24/2024

The Swan Shuttle demonstration on the LYMMO Orange line completed a six-month deployment on June 21, 2024. LYNX staff will provide an update on lessons learned during the demonstration.

LYNX Oversight Committee Agenda

Discussion Item #8.D

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Discussion on OSF CNG Options

Date: 10/24/2024

LYNX Staff will lead a discussion on the Osceola Satellite Facility (OSF) Compressed Natural Gas (CNG) options.