

LYNX Finance & Audit Committee Agenda

Meeting Date: 12/1/2022

Meeting Time: 2:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
Orlando, FL 32801

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

1. Call to Order

2. Approval of Committee Minutes

 Finance Committee Minutes - October 20, 2022 Pg 3

3. Public Comments

- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.

4. Chief Financial Officer Report




5. Discussion Items

A.  Update on NeighborLink Services Pg 7


B.  Paratransit Service Discussion Pg 8



6. Consent Agenda

A. Award Contracts



- i.  Authorization to Negotiate and Award a Contract to PYE-Barker Fire & Safety, LLC for Transit Bus Engine Compartment Fire Suppression Systems Inspection and Maintenance Services Pg 9
- ii.  Authorization to Negotiate and Award a Contract to Reladyne Florida, LLC for the Provision of Bulk Oils, Fluids and Lubricants Pg 11
- iii.  Authorization to Negotiate and Award a Contract to Towlando Towing & Recovery, Inc. for Transit Bus and Support Vehicle Towing Services Pg 13

B. Extension of Contracts



- i.  Authorization to Exercise Option Year One of Contract #20-C37 for Vanpool Support with Enterprise Leasing Company of Orlando, LLC D/B/A Commute with Enterprise Pg 15

- ii.  Authorization to Exercise the Second Option Year of Contract #19-C48 with GC&E Systems Group, LLC for Digital Camera Purchase, Installation, and Related Services Pg 17
- iii.  Authorization to Exercise the First Option Year for Contract #20-C45 with Advanced Document Solutions (Copier, Printer, Scanner, Fax) Pg 19

C. Miscellaneous

- i.  Authorization to Purchase Microsoft Office 365 Subscription-Based Licenses Through Cooperative Purchase Contract: Sourcewell 081419 Pg 20
- ii.  Authorization to Purchase Twenty-Five (25) 40' Compressed Natural Gas (CNG) Replacement Buses Pg 22
- iii.  Authorization to Enter into FY2023 Contribution Agreement with Orange County, Florida Pg 24
-Attachments 
- iv.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,325,270 Pg 36
-Attachments 

7. Action Items

- A.  Authorization to Notify MetroPlan Orlando of LYNX's Desire to Continue as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties Pg 40
- B.  Approval of the LYNX Finance and Audit Committee Meeting Dates for 2023 Pg 42

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 Meeting Minutes

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

DATE: October 20, 2022

TIME: 2:00 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Jo Santiago, FDOT, 5th District
Tim Jecks, Seminole County
Kurt Petersen, Orange County
Michelle McCrimmon, City of Orlando
James Goldsmith, LYNX Attorney

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance
Tony DeGuzman, Manager of Financial Planning
& Budget

1. Call to Order

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

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the September 16, 2022 Finance & Audit Committee meeting minutes. Motion to approve the September 16, 2022 minutes was made by Kurt Petersen, second by Jo Santiago. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Lenny Antmann, Chief Financial Officer.
Mr. Antmann provided the following updates:

- Hurricane Ian – LYNX supported the County Emergency Operating Centers (EOC) providing transportation to shelters. LYNX also provided a bus bridge for SunRail

because of the damaged tracks from the storm. LYNX sustained some minor damage to the LOC fuel island and LOC B air conditioning unit. The FEMA RPA has been opened to reimburse us for the cost of the emergency/shelter transit and any damages.

- The ERP RFP has been released. Responses are due back November 18.
- LYNX finance staff are working to close the FY22 year. We plan to have a preliminary financial presentation for the January meeting. We will come back in February with the final report.
- Five (5) proposals have been received for the Paratransit Services RFP. The SEC will be held in the next couple months. Our Director of Paratransit will provide an update to this committee at our December meeting.
- Amir Johnson has been hired as our new Director of Organizational Development to focus on training and organizational development. He has over 25 years' experience.

Mr. Antmann concluded his report.

- Kurt Petersen asked if LYNX had an estimate for FEMA reimbursement submission. Mr. Antmann estimated that the FEMA request will be in the \$200-300K range which includes evacuation/shelter transportation and damages.
- Chair Clavijo asked if the Paratransit RFP decision will be made by the December meeting. Mr. Antmann did not know the timing of the decision. Mr. Antmann added that the current Paratransit contract includes both Paratransit and NeighborLink service. The new contract will be only Paratransit. We will be transitioning NeighborLink inhouse to be managed by LYNX since we look at NeighborLink as an extension of Fixed Route service. The current company is obligated to provide service up to the end of the contract in April or May 2023. However, we would like to transition NeighborLink three or four months before the end of the contract since we will be dealing with a huge transition if we have a new Paratransit provider.
- Chair Clavijo asked if there is an analysis on the financial impact of bringing NeighborLink in-house that could be shared with the committee. Mr. Antmann said there was and he will provide at the December meeting.

5. Consent Agenda

Chair Clavijo asked if there were any changes to the Consent Agenda

Michelle McCrimmon asked if Consent Agenda Items 5C 2, 3, & 4 had a \$1.3M legal expense for each item. Mr. Antman clarified the \$1.3M is the legal expense budgeted for the three categories in total.

Michelle McCrimmon asked if the finance committee approved Service Changes. Mr. Antmann explained that historically Service Changes were not brought to the finance committee. When we began bringing the entire Oversight agenda forward to Finance

Committee a couple years ago, Service Change items were moved to the Consent agenda because they are always budget neutral.

Mr. Antmann stated that he recommends the entire Consent Agenda for approval.

- A. Invitation for Bid (IFB)
 - i. Authorization to Release an Invitation for Bid (IFB) for LYNX Central Station and Transfer Center Pressure Washing Services
- B. Award Contracts
 - i. Authorization to Award Contracts for Tort and Liability Legal Services
- C. Extension of Contracts
 - i. Authorization to Exercise the Second Option Year of Contract #20-C32 with Broussard, Cullen & Eldridge, P.A. for Workers' Compensation Legal Services
 - ii. Authorization to Exercise the Second Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services
 - iii. Authorization to Extend Contract with Baker Hostetler, LLP for Legal Services – Labor/ Employment
 - iv. Authorization to Exercise the Second Option Year of Contract #20-C33 with Akerman, LLP for Legal Services - Pension
- D. Miscellaneous
 - i. Authorization to Reappoint Albert J. Francis II to Pension Trustee and Administrative Committee Boards
 - ii. Authorization to Increase the Not to Exceed Amount of Contract #21-C49 with Jani-King of Orlando, LLC for Facility Disinfecting Services
 - iii. Authorization to Enter into a Master Agreement with Trapeze Group for LYNX's Fixed Route and Paratransit Software
 - iv. Authorization to Enter into the FY2023 Bus Service Agreement with Osceola County
 - v. Authorization to Implement December 11, 2022 Service Changes

Jo Santiago made a motion to approve Consent Agenda 5.A – D., seconded by Tim Jecks. Motion passed unanimously.

6. Discussion Items

- A. Presentation of FY2022 Audit Plan by MSL, PA CPAs & Advisors

Mr. Joel Knopp, Shareholder MSL, provided a presentation of the audit planning communications for the fiscal year ended September 30, 2022.

- The MSL audit team will remain consistent from prior year. Minority firm HCT will help with engagement staffing.

- From IT perspective, MSL will continue IT Security Assessment and review General Controls over financial applications and user controls. We will utilize Suralink, our secure document transfer portal, and IDEA, our database software used for sampling.
- Our responsibilities are to audit under Generally Accepted Audit Standards, that include government audit standards as well as uniform guidance for federal grants and Florida statutes related to state grants and special districts.
- Audit procedures we will cover Internal Controls, Compliance, Single Audit (Federal and State).
- Management and Governance responsibility to set the tone for internal controls for the organization and to make sure controls are designed/operating appropriately and take responsibility for the financial statements.
- The Significant Audit Areas:
 - Federal, State and local grant receivables/revenues
 - Accounting for capital assets
 - Implementation of new lease standard
 - Long-term liabilities for employee benefits
 - Federal and State transportation grant compliance
- MSL Audit Schedule:
 - Interim Field work – August 2022
 - IT Assessment – November 2022
 - Year-end Fieldwork – December 2022 – January 2023
 - Review of Financial Statements – February 2023
 - Presentation to Audit Committee – March 2023
 - Submission of ACFR to GFOA – by March 31, 2023

7. Other Business

Mr. Antmann provided a brief ridership update. Paratransit has been running approximately 83-84% pre-COVID levels. Fixed Route is running approximately 70% of pre-COVID levels. Our FY2023 Fixed Route goal is 75% of pre-COVID levels.

Our next meeting date is December 1. At this meeting we will provide the projected FY2023 meeting dates. Historically the third Thursday of the month. March typically deviates due to Spring Break and November/December we usually have only one meeting.

8. Adjourned

The meeting adjourned at 2:23 p.m.

LYNX Finance & Audit Committee Agenda

Discussion Item #5.A.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Update on NeighborLink Services

Date: 12/1/2022

LYNX Staff will provide an update on the NeighborLink Reimagining process and transition from contracted services to in-house operations.

LYNX Finance & Audit Committee Agenda

Discussion Item #5.B.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Paratransit Service Discussion

Date: 12/1/2022

LYNX Staff will discuss Paratransit Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Elvis Dovalles
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to PYE-Barker Fire & Safety, LLC for Transit Bus Engine Compartment Fire Suppression Systems Inspection and Maintenance Services

Date: 12/1/2022

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 PYE-Barker Fire & Safety, LLC for transit bus engine compartment fire suppression systems inspection and maintenance services in the not to exceed amount of \$210,000 with an initial term of two (2) years and (3) one (1) year renewal options.

BACKGROUND:

The LYNX Vehicle Maintenance Division maintains a fleet of 285 CNG and diesel-powered transit buses, and all are equipped with engine compartment and CNG fuel cylinder fire suppression systems. The Amerex, Kidde and the Fogmaker fire suppression systems are the current on-board fire suppression systems used in the LYNX fleet. They are used in the event of a catastrophic fire in the engine compartment or CNG fuel storage locations. The services requested will consist of semi-annual and annual inspections, six (6) year maintenance/service and twelve (12) year hydrostatic tests of the fire suppression agent storage cylinders as required by regulations. Each bus must be serviced by a certified technician trained in each type of fire suppression system.

On August 23, 2022, an Invitation for Bid (IFB) was released for the provision of transit bus engine compartment fire suppression systems inspection and maintenance services. The IFB was posted on DemandStar, and sent directly to interested suppliers.

LYNX Finance & Audit Committee Agenda

The following two submissions were returned by the return deadline of September 27, 2022:

Firm
PYE-Barker Fire & Safety, LLC
United Safety & Survivability Corp.

Staff is recommending the contract be awarded to PYE-Barker Fire & Safety, LLC., the responsive and responsible bidder with lowest cost submission.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$85,000 for the provision of transit bus engine compartment fire suppression systems inspection and maintenance services. The difference will be made up from savings within the same category.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Finance & Audit Committee

From: Elvis Davales
Director Of Maintenance
Elvis Davales
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Reladyne Florida, LLC
for the Provision of Bulk Oils, Fluids and Lubricants

Date: 12/1/2022

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 Reladyne Florida, LLC., for bulk oils, fluids and lubricants for a term of one (1) year and a not to exceed amount of \$900,000.

BACKGROUND:

LYNX has a fleet of 293 transit vehicles and 104 support vehicles. The oils and lubricants, are used for the purposes of performing scheduled and unscheduled maintenance on LYNX transit vehicles and support vehicles.

On September 1, 2022, an Invitation for Bid (IFB) was released for the provision of bulk fluids and lubricants. The IFB was posted on DemandStar, and sent directly to interested suppliers.

The following two submissions were returned by the return deadline of September 30, 2022:

Firm
Reladyne Florida, LLC
Palmdale Oil, Co.

Staff is recommending the contract be awarded to Reladyne Florida, LLC., the responsive and responsible bidder with lowest cost submission.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$465,720 for bulk oils, fluids and lubricants. The difference will be made up from savings within the same category.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. iii

To: LYNX Finance & Audit Committee

From: Elvis Davales
Director Of Maintenance
Elvis Davales
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Towlando Towing & Recovery, Inc. for Transit Bus and Support Vehicle Towing Services

Date: 12/1/2022

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 Towlando Towing & Recovery, Inc. for transit bus and support vehicle towing services in the not to exceed amount of \$200,000 with an initial term of two (2) years with three (3) one (1) year renewal options.

BACKGROUND:

The LYNX Vehicle Maintenance Division maintains a fleet of 293 transit buses and over 100 support vehicles. LYNX requires on demand towing services for occasions when a bus or support vehicle cannot return to its operating base at LYNX Operations Center (LOC) or Osceola Satellite Facility (OSF). This generally is a result of a system failure (engine, transmission, etc.) or severe structural damage due to an accident. Also, LYNX will occasionally have its fleet towed to various repair centers to have repairs performed.

On August 17, 2022, an Invitation for Bid (IFB) was released for the provision of transit bus and support vehicle towing services. The IFB was posted on DemandStar, and sent directly to interested suppliers.

LYNX Finance & Audit Committee Agenda

The following two submissions were returned by the return deadline of September 16, 2022:

Firm
Guardian Fleet Services (Ace Wrecker)
Towlando Towing & Recovery, Inc.

Staff is recommending the contract be awarded to Towlando Towing & Recovery, Inc., the responsive and responsible bidder with lowest cost submission.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$58,000 for provision of transit bus and support vehicle towing services. The difference will be made up from savings within the same category.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Finance & Audit Committee

From: Matthew Friedman
Director Of Marketing Communications
Matthew Friedman
(Technical Contact)

Phone: 407.841.2279 ext: 6206

Item Name: Authorization to Exercise Option Year One of Contract #20-C37 for Vanpool Support with Enterprise Leasing Company of Orlando, LLC
D/B/A Commute with Enterprise

Date: 12/1/2022

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 #20-C37 with Enterprise Leasing Company of Orlando, LLC d/b/a Commute with Enterprise for vanpool support services.

BACKGROUND:

The LYNX vanpool program was developed 28 years ago to provide additional commuter options for the Central Florida community to get to work. The vanpool program offers individuals who live and work in the same area a reliable and affordable rideshare transportation. LYNX is the program administrator while the services are managed day to day by Commute with Enterprise.

The vanpool program consists of rideshare matching process, assisting employers with the implementation of commuter programs and formation of vanpool groups as well as maintaining ridership and vanpool participation.

A Request for Proposal (RFP) was released in December 2019 and Commute with Enterprise was the only responder to the RFP. Contract 20-C37 was an initial three (3) year contract with two (2) one (1) year renewal options. This includes fleet maintenance and insurance coverage.

Currently the vanpool program has one hundred and thirty (130) vans. The program is popular and has good growth potential. Recently the Federal Transit Administration announced a partial waiver from the requirements of Buy America. This will allow LYNX to purchase expansion and replacement vehicles.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$360,000 for anticipated vanpool management service expenses.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.B. ii

To: LYNX Finance & Audit Committee

From: Jafari Bowden
Director Of Safety And Security
Robert Carey
(Technical Contact)

Phone: 407.841.2279 ext: 6127

Item Name: Authorization to Exercise the Second Option Year of Contract #19-C48 with GC&E Systems Group, LLC for Digital Camera Purchase, Installation, and Related Services

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #19-C48 with GC&E Systems Group, LLC for Digital Camera Purchase, Installation, and Related Services. This action doesn't require an increase to the \$1,100,000 not to exceed associated with the contract.

BACKGROUND:

In accordance with LYNX's Board approval, RFP #18-R23 was issued on October 5, 2018. Digital Camera Purchase, Installation, and Related Services are currently provided by GC&E Systems Group, LLC under LYNX contract #19-C48. The RFP allowed for the purchase of additional services and equipment during the Contract term. LYNX is requesting additional services to be performed during FY2023 by GC&E Systems Group, LLC to enhance security measures for the purchase and install for security cameras at selected transfer centers, Super stops and facilities.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 4% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2023 Approved Capital Budget includes \$30,000 for Digital Camera Purchase, Installation and Related Services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Finance & Audit Committee

From: Craig Bayard
Director Of Information Technology
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Exercise the First Option Year for Contract #20-C45 with Advanced Document Solutions (Copier, Printer, Scanner, Fax)

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year for contract #20-C45 with Advanced Document Solutions for the purchase of color laser multifunction devices, "MFD" (Copier, Printer, Scanner, Fax), software, services contract, and to increase the not to exceed by \$45,000.

BACKGROUND:

LYNX entered into a contract with Advanced Document Solution on April 1, 2020, for the purchase of Color Laser Multifunction Devices, "MFD" (Copier, Printer, Scanner, Fax), Software, and Services Contract. The current copiers maintenance service contract covers all preventive maintenance to be performed by authorized factory trained technicians, parts, labor, toner, consumables, (excluding staples and paper).

The new total not to exceed will be \$272,427.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 1% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

FISCAL IMPACT:

The FY2023 Operating Budget includes \$45,000 for the maintenance contract on the equipment.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.C. i

To: LYNX Finance & Audit Committee

From: Craig Bayard
Director Of Information Technology
Craig Bayard
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Purchase Microsoft Office 365 Subscription-Based Licenses Through Cooperative Purchase Contract: Sourcewell 081419

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to authorize the purchase of Microsoft Office 365 subscription-based licenses for a period of three years at a cost not to exceed \$546,000 utilizing cooperative purchase contract: Sourcewell 081419.

BACKGROUND:

LYNX currently uses Microsoft Office products that are installed on premises and are most accessible from within the LYNX administrative buildings. In support of LYNX's hybrid working environment, Microsoft Office 365 provides access to Office applications from anywhere, anytime, using any type of device. Microsoft Office 365 enables real-time document collaboration and includes facilities for electronic discovery of email and files.

Microsoft Office 365 is Microsoft's online suite of applications and services first launched in 2009. Office 365 provides greater reliability, security and productivity than on-premises server infrastructure or applications. Office 365 includes Word, Excel, PowerPoint, Outlook, Exchange Online, Teams, OneDrive and SharePoint. Exchange Online provides Business class email, calendar and contacts with a 75GB (gigabyte) inbox per user. Microsoft provides Office 365 Government which includes enhanced security and privacy with a guaranteed uptime of 99.9 percent.

LYNX will purchase the Microsoft Office 365 licenses through a three-year Microsoft Enterprise Agreement (EA). Each year of the Enterprise Agreement will be \$182,000 to cover licensing for 350 administrative staff.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Approved Operating Budget includes \$180,900 for Microsoft Office 365 licensing for all administrative staff.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.C. ii

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

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

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase twenty-five (25) 40' Low Floor CNG replacement buses for a not to exceed amount of \$18,000,000.

BACKGROUND:

LYNX has an active fleet of two hundred ninety-three (293) buses, ninety-nine (99) of which have met their useful life with an average of 662,220 miles per vehicle. This bus replacement is part of LYNX Transit Development Plan (TDP). Upon arrival of the replacement buses, LYNX will retire a like amount of buses in accordance with Federal Transit Administration (FTA) guidelines. 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-18-005.

Fixed Route Revenue Vehicles	Quantity	Cost	Total
From the State of Florida Heavy Duty Buses Contract			
40' CNG Package	25	\$720,000*	\$18,000,000
Major Options Include; ZF Transmission, Amerex Fire Suppression System, Trapeze Mentor (Ranger) ITS System, Driver Protection Shields and bus disinfecting systems			
Fixed Route Revenue Vehicle Cost			\$18,000,000

*Bus cost includes a built-in contingency over the quoted cost due to projected PPI adjustments and unexpected component cost increases not controllable by Gillig, LLC.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE requirement for the purchase of rolling stock is monitored by the Federal Transit Administration.

FISCAL IMPACT:

The FY2023 Approved Capital Budget includes \$18,000,000 to purchase twenty-five (25) 40' Low Floor CNG replacement buses. This is 100% funded with Federal Grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.C. iii

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 Enter into FY2023 Contribution Agreement with Orange County, Florida

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into Contribution agreements with Orange County, Florida for the construction of the Pine Hills Transfer Facility.

BACKGROUND:

LYNX intends to construct, operate and maintain an eight-bay transfer facility and an administrative building that will house driver restrooms and lounge, customer service and security, to be located at the intersection of Belco and Silver Star Road.

The total budget for the Project is \$8,835,264, which is to be funded by multiple funding sources including Federal 5307, a Ladders of Opportunity grant, an FDOT Intermodal Development grant, Orange County Parks and Recreation, in-kind services and a local match.

Orange County has agreed to make a one-time contribution to LYNX in the amount of Six Hundred Thousand and No/100 Dollars (\$600,000.00) for construction of the Project.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2023 Approved Capital Budget has a total of \$8,835,264 available for the construction of the Pine Hills Transfer Facility. This project is 100% funded using multiple funding sources as noted above.

**Pine Hills Transfer Station Contribution Agreement
23-C16**

by and between

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY d/b/a LYNX
(LYNX)**

and

ORANGE COUNTY, FLORIDA

relating to the providing a construction contribution for the Pine Hills Transfer Station to be located at
the intersection of Belco and Silver Star Road in Orange County, Florida

October 18, 2022

CONTRACT NO. 23-C16
CONTRIBUTION AGREEMENT

THIS CONTRIBUTION AGREEMENT (“Agreement”) is made and entered into as of the Effective Date (as hereinafter defined) by and between **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY D/B/A LYNX**, a body politic and corporate, created by Part II, Chapter 343, Florida Statutes, whose principal address is 455 North Garland Avenue, Suite 500, Orlando, Florida 32801 (“LYNX”), and **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida, whose principal address is 201 South Rosalind Avenue, Orlando, Florida 32801 (“County”).

WITNESSETH:

WHEREAS, LYNX intends to construct, operate and maintain an eight-bay transfer facility and an administrative building that will house driver restrooms and lounge, customer service and security, to be located at the intersection of Belco and Silver Star Road (the “Project”), which is reflected on the sketch attached hereto as **Exhibit “A”** (the “Sketch”); and

WHEREAS, the total budget for the Project is \$8,835,264, which is to be funded by multiple funding sources including Federal 5307, a Ladders of Opportunity grant, an FDOT Intermodal Development grant, Orange County Parks and Recreation, in-kind services and a local match;

WHEREAS, County has agreed to make a one-time contribution to LYNX for construction of the Project; and

WHEREAS, LYNX and County desire to set forth their mutual understanding of the terms and conditions of their agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual promises made herein and for other good and valuable consideration, the receipt of which is hereby acknowledged by the parties, the parties hereby agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference.
2. **County Contribution.** County hereby agrees to provide a one-time payment to LYNX in the amount of Six Hundred Thousand and no/100 Dollars (\$600,000)(“Contribution”) for the construction of the Project (as determined by LYNX). The County’s Contribution shall be paid to LYNX on or before December 31, 2024 once construction has started. For the purpose of invoicing, invoices and related matters will be sent to ORANGE COUNTY at the following address:

ORANGE COUNTY
c/o Kurt Petersen, Director, Office of Management & Budget
201 South Rosalind Ave. 3rd Floor
Orlando, FL 32802

LYNX shall use the Contribution only for the costs associated with the construction of the Project.

3. **LYNX Obligations.** LYNX shall cause construction of the Project to commence as soon as reasonably practical after the issuance of all required permits. Once construction has commenced on the Project, LYNX shall cause its contractor to diligently and in good faith proceed with the construction of the

Project. LYNX will request that its contractor prepare a timeline to completion and will provide such timeline to County once it has been made available.

4. **Procurement.** LYNX shall follow federal procurement procedures in compliance with 2 CFR 200.318-200.327.

5. **Lobbying.** LYNX shall not expend any funds paid under this Agreement for any lobbyist, as such term is defined in section 2-351 of the Orange County Code, to engage in any lobbying activities designed to influence decisions or other foreseeable actions of the Board of County Commissioners or the governing body of any other municipality located within Orange County.

6. **Permitting.** LYNX shall be responsible for obtaining or causing to be obtained all land use, zoning, special exception, building, development and environmental permits or approvals necessary for the proper execution and completion of the work which are legally required hereunder.

7. **Indemnification.** To the extent permitted by law, each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including attorney's fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this Agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assume any liability for the acts, omissions and/or negligence of the other party. This provision shall survive termination of this Agreement.

8. **Audit.** County and the Orange County Comptroller ("Comptroller"), or designee, shall have the right to audit from time to time for compliance with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement, the use of the County's Contribution for the Project. Such right shall extend for a period of five (5) years after completion of the Project. LYNX agrees to provide reasonable assistance in providing documents, materials, data, information and records to County and the Comptroller or designee in the performance of these audits as requested by the Comptroller or County. In those situations where records have been generated from computerized data (whether mainframe, mini-computer, or PC based computer systems), the Comptroller's representatives shall be provided with extracts of data files in computer readable format on data disks or suitable alternative computer exchange formats. Such activity shall be conducted during normal business hours.

9. **Notice.** Any notices which may be permitted or required hereunder shall be in writing and shall be deemed to have been duly received as of (i) the date and time the same are personally delivered, transmitted electronically (i.e., facsimile or e-mail); (ii) within three (3) days after depositing with the United States Postal Service, postage prepaid by registered or certified mail, return receipt requested; or (iii) within one (1) day after depositing with Federal Express or other overnight delivery service from which a receipt may be obtained, and addressed as follows:

LYNX:	Central Florida Regional Transportation Authority d/b/a LYNX
	Attn: Leonard Antmann
	Chief Financial Officer
	455 North Garland Avenue, Suite 500
	Orlando, Florida 32801
	Telephone: (407) 254-6125
	Email: LAntmann@golynx.com

With a copy to: Central Florida Regional Transportation Authority d/b/a/ LYNX
Attn: Carrie L. Sarver, Esq., B.C.S
455 North Garland Avenue
Orlando, Florida 32801
Telephone: (407) 254-6037
Email: CSarver@golynx.com

COUNTY: Orange County, Florida
Attn: Kurt Petersen, Director, Office of Management & Budget
201 South Rosalind Avenue, 3rd Floor
Orlando, Florida 32801

With a copy to:

County Attorney
Orange County, Florida
201 South Rosalind Avenue, Third Floor
Orlando, Florida 32801

Either party may change the address to which any notices are to be given by so notifying the other parties to this Agreement as provided in this paragraph.

10. **Effective Date.** The Effective Date of this Agreement shall be the date upon which the last of the parties hereto signs this Agreement (“Effective Date”). This Agreement shall remain in effect until December 31, 2024.

11. **Amendments.** This Agreement may be amended only upon the mutual written consent of the parties hereto.

12. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party to the extent incorporated into this Agreement.

13. **No Partnership.** LYNX and County do not, in any way or for any purpose, become a partner of the other in the conduct of its business, or otherwise, or a joint venture or a member of a joint enterprise.

14. **Waiver.** Neither the failure of either party to exercise any power given hereunder or to insist upon strict compliance with any obligation specified herein, nor any custom or practice at variance with the terms hereof, shall constitute a waiver of either party’s right to demand exact compliance with the terms hereof.

15. **Time.** Time is of the essence of this Agreement.

16. **Governing Law and Venue.** Venue for any action, suit, or proceeding brought to recover any sum due under, or to enforce compliance with, this Agreement shall lie in the court of competent jurisdiction in and for Orange County, Florida; each party hereby specifically consents to the exclusive personal jurisdiction and exclusive venue of such court.

17. **Severability.** This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this

Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby but rather shall be enforced to the greatest extent permitted by law.

18. **Counterparts and Facsimile Signatures.** This Agreement may be executed in two or more counterpart copies, including facsimile and electronic mail signatures, each of which shall be deemed to constitute one original document. The parties may execute different counterparts of this Agreement, and, if they do so, the signatures pages from the different counterparts may be combined to provide one integrated document and taken together shall constitute one and the same instrument.

19. **Relationship of Parties.** This Agreement is solely for the benefit of the parties executing the Agreement, and no rights are intended, nor shall any rights accrue, to any third party unless expressly provided in this Agreement.

20. **Successors and Assigns.** LYNX shall not assign its right hereunder, without the prior written consent of the County. Failure to comply with this section may result in immediate termination of this Agreement.

21. **Force Majeure.** The time for the performance of LYNX's obligations under this Agreement, including without limitation LYNX's performance of the design, permitting and construction requirements set forth herein, will be extended for a period of time equal to any period of delay experienced by LYNX, or the number of days lost, due to any of the following ("Force Majeure"): strikes, civil riots or commotion, war, invasion, acts of terrorism, explosion, fire or other casualty, sabotage, theft, vandalism, Acts of God, labor disputes, unavailability of labor or materials, hurricane, tropical storm, tornado, or other adverse weather conditions, act or failure to act of governmental authorities other than LYNX (including failure or delay in issuing necessary approvals, permits, and licenses so long as LYNX is diligently pursuing its obligations hereunder), act or failure to act of third-party utility service providers, or other causes beyond the reasonable control of LYNX.

22. **Participation.** All of the parties to this Agreement have participated fully in the negotiation and preparation hereof; this Agreement shall not be construed more strongly for or against any party regardless of which party is deemed to have drafted the Agreement.

23. **Jury Trial.** THE PARTIES HERETO WAIVE A TRIAL BY JURY OF ANY AND ALL ISSUES ARISING IN ANY ACTION OR PROCEEDING BETWEEN THEM OR THEIR SUCCESSORS UNDER OR CONNECTED WITH THIS AGREEMENT OR ANY OF ITS PROVISIONS AND ANY NEGOTIATIONS IN CONNECTION THEREWITH.

24. **No Third-Party Beneficiaries.** It is specifically agreed that this Agreement is not intended by any of the provisions of any part of this Agreement to establish in favor of any other party, the public or any member thereof, the rights of a third-party beneficiary, or to create or authorize any private right of action by any person or entity not a signatory to this Agreement to enforce this Agreement or any rights or liabilities arising out of the terms of this Agreement.

* * * * *

*[SIGNATURE PAGE OF THE CONTRIBUTION AGREEMENT BETWEEN CENTRAL FLORIDA
REGIONAL TRANSPORTATION AUTHORITY AND ORANGE COUNTY, FLORIDA]*

IN WITNESS WHEREOF, County and LYNX have caused this Agreement to be executed as of the dates set forth below.

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: _____

Jerry L. Demings
Orange County Mayor

Date: _____

ATTEST:

Phil Diamond, CPA, County Comptroller,

As Clerk of the Board of County Commissioners

By: _____

Deputy Clerk

Date: _____

*[SIGNATURE PAGE OF THE CONTRIBUTION AGREEMENT BETWEEN CENTRAL FLORIDA
REGIONAL TRANSPORTATION AUTHORITY AND ORANGE COUNTY, FLORIDA]*

“LYNX”

**CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY D/B/A
LYNX**

By: _____

Name: Tiffany Homler Hawkins.

Title: Interim Chief Executive Officer

Dated: _____

ATTEST:

By: _____

Name: _____

Title: _____

Date: _____

Reviewed as to Form:

This Agreement has been reviewed as to form by LYNX Senior In-House Counsel. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: _____

Name: Carrie L. Sarver, Esq., B.C.S.

Title: Senior In-House Counsel

Date: _____

EXHIBIT A – SKETCHES #1 & #2
ATTACHED Page 9 & 10

EXHIBIT A – SKETCH #1



EXHIBIT A – SKETCH #2



LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.C. iv

To: LYNX Finance & Audit Committee

From: Tiffany Homler Hawkins
Interim Chief Executive Officer
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) for the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program and the Bus and Bus Facilities Section 5339 Program in the Total Amount of Approximately \$3,325,270

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and authorize the Chairman to execute Resolution # 22-009, attached hereto. This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from these programs, as well as any future amendments to the PTGA.

BACKGROUND:

On October 12, 2022, 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 and Section 5339-Bus and Bus Facilities Program. These solicitations are due for submission January 13, 2023. Submission is contingent on rural area eligibility based on the release of 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 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

LYNX Finance & Audit Committee Agenda

expenses, for transportation services addressing the needs of seniors and individuals with disabilities.

LYNX intends to apply for both capital and operating projects; approximately \$1,134,000 for paratransit vehicles and approximately \$775,000 for rural Neighbor Link and other contracted services for specialized transportation under the Mobility Management brokerage model. The matching requirements for this program remain 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.

- **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 intends to apply for capital project; approximately \$1,416,270 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).

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

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. 22-009

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2023-2024 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2023-2024 SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$3,325,270 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in August 2021. 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 FY2023-2024.
4. The BOARD authorizes Tiffany Homler Hawkins, Interim Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for fiscal year 2023-2024 in the amount of approximately \$3,325,270 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
5. The BOARD authorizes Tiffany Homler Hawkins, Interim 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 for capital assistance for rural bus and bus facilities (5339), and transportation services for elderly persons and persons with disabilities program funds (5310).
6. The BOARD authorizes Tiffany Homler Hawkins, Interim 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.

7. That 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 EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE, FY2023-2024 SECTION 5339 FTA FUNDS FOR RURAL AREA BUS AND BUS FACILITIES PROGRAM, AND FY2023-2024 SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$3,325,270 DOLLARS.

APPROVED AND ADOPTED this 8th day of December 2022 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 Agenda Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Notify MetroPlan Orlando of LYNX's Desire to Continue as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to notify MetroPlan Orlando of LYNX's desire to continue as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole counties.

BACKGROUND:

The Florida Commission for the Transportation Disadvantaged (CTD) designates one Community Transportation Coordinator (CTC) for each county in Florida. LYNX has been the designated CTC for Orange, Osceola, and Seminole Counties since 1992. The CTC designation is formalized through a Memorandum of Agreement (MOA) between LYNX and the CTD.

Having this designation allows LYNX to be eligible to apply for the CTD's annual Trip and Equipment Grant, Shirley Conroy Rural Area Capital Assistance Program Grant, Innovative Service Development Grant, and other grants and funding that the CTD is able to offer.

LYNX, as a governmental body with sufficient means to serve as the CTC, may elect to be the CTC by notifying MetroPlan Orlando. This prevents MetroPlan Orlando, as the CTD's designated official planning agency, from having to release a formal procurement for an entity to serve as the CTC.

This authorization, and subsequent letter, will provide MetroPlan Orlando with formal notice that LYNX desires to continue as the CTC for Orange, Osceola, and Seminole Counties. Upon notification, MetroPlan Orlando will present the notice of intent to their Transportation for Disadvantage Local Coordinating Board's Quality Assurance Task Force (QATF), and the full

LYNX Finance & Audit Committee Agenda

TDLCB. MetroPlan Orlando will then, through formal resolution, recommend that the Florida Commission for Transportation Disadvantage designate LYNX as the CTC. MetroPlan staff will make the recommendation in person at the CTD's quarterly business meeting in early 2023.

LYNX's current CTC designation expires on June 30, 2023. If re-designated, LYNX's new MOA would be for a five-year period (July 1, 2023, to June 30, 2028). LYNX traditionally receives approximately \$3.5M annually from CTD grants. This funding would not be possible in future years without the re-designation of LYNX as the CTC for Orange, Osceola, and Seminole Counties.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2023 Operating Budget includes \$3,513,811 for the Trips & Equipment grant for the Transportation Disadvantaged Program.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.B.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Leonard Antmann
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the LYNX Finance and Audit Committee Meeting Dates for 2023

Date: 12/1/2022

ACTION REQUESTED:

Staff is requesting the Finance and Audit Committee's approval for the LYNX Finance and Audit Committee meeting dates for 2023.

BACKGROUND:

The proposed dates for 2023 are as follows:

- Thursday, January 19, 2023 – 2:00 p.m.
- Thursday, February 16, 2023 – 2:00 p.m.
- Thursday, March 9, 2023 – 2:00 p.m.
- Thursday, April 20, 2023 – 2:00 p.m.
- Thursday, May 18, 2023 – 2:00 p.m.
- Thursday, June 15, 2023 – 2:00 p.m.
- Thursday, July 20, 2023 – 2:00 p.m.
- Thursday, August 17, 2023 – 2:00 p.m.
- Thursday, September 21, 2023 – 2:00 p.m.
- Thursday, October 19, 2023 – 2:00 p.m.
- Thursday, November 30, 2023 – 2:00 p.m.

LYNX Finance & Audit mmittee Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule. Listed below are the current committees established by the LYNX Board of Directors and the meeting schedule:

- LYNX Oversight Committee & Board of Directors: Fourth Thursday of the month
- Finance and Audit Committee: Third Thursday of the month
- Risk Management Committee: Quarterly

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.