

# LYNX Finance & Audit Committee Agenda

Meeting Date: 03/20/2025  
Meeting Time: 1:30 PM

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

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

## 1. Call to Order

## 2. Approval of Committee Minutes

-  Finance Committee Minutes - February 20, 2025

Pg 3



## 3. Public Comments

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


## 4. Chief Financial Officer's Report

## 5. Consent Agenda



### A. Request for Proposal (RFP)

-  Authorization to Release a Request for Proposal (RFP) for a Bus Tracker Mobile Application and Website Pg 8
-  Authorization to Release a Request for Proposal (RFP) for General Planning Consultant Services Pg 10



### B. Award Contracts

-  Authorization to Negotiate and Award a Contract to Cathcart Construction Company - Florida, LLC for the LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete for a Not to Exceed Amount of \$636,500 Pg 13

### C. Extension of Contracts

-  Authorization to Exercise the Second Option Year of Contract 21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service and Increase the Not to Exceed Amount to \$403,200 Pg 15
-  Authorization to Exercise the First Option Year of Contract 22-C54 with Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Style Transit Shelters and Increase the Not to Exceed Amount to \$3,500,000 Pg 17



### D. Miscellaneous

-  Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages Pg 19
-  Authorization to Issue a Task Order to AECOM Technical Services, Inc. for Architectural & Engineering Services to Update LYNX's Transit Asset Management (TAM) Plan in an Amount Not to Exceed of \$311,002 Pg 21

## 6. Action Agenda

-  Recommendation to Authorize Approval of FY2024 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 23

## 7. Discussion

- A.  Discussion Regarding LYNX Medical Claims Pg 25
- B.  Discussion Regarding Preliminary FY2026 Operating Budget Pg 26

## 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, 2<sup>nd</sup> Floor, Board Room  
Orlando, FL 32801

**DATE:** February 20, 2025

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

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**Members in Attendance:**

Leslie Felix, Osceola County  
Jose Fernandez, City of Orlando  
Tim Jecks, Seminole County  
Kurt Petersen, Orange County  
Jamie Ledgerwood, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

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

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**1. Call to Order**

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

**2. Approval of Minutes**

A motion to approve the January 16, 2025 Finance and Audit Committee meeting minutes was made by Tim Jecks and seconded by Leslie Felix. Motion passed unanimously.

**3. Public Comments**

No members of the public were present to speak.

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

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

- Welcomed Leslie Felix, the new Osceola County representative on the Finance & Audit Committee.
- Fixed Route ridership continues to grow; last month we averaged between 68-70,000 trips per day. Paratransit is averaging 55-58,000 trips per month.
- The annual audit is progressing on schedule with no issues to-date. The audit firm Partner will present the audit report at next month's meeting.
- Today we have an action item to review the Draft Investment Policy based on all recent communications, and five discussion agenda items.
- In March we will present several models for this committee's review to define our path forward for the FY2026 Operating budget.
- Three Consent items were added to the Oversight and Board agendas after Finance & Audit published:
  - Authorization to Release a Request for Proposal (RFP) for NeighborLink On-Demand Mode of Services
  - Authorization to Negotiate and Award Contract 25-C079 to Enterprise Leasing Company of Orlando, LLC for Vanpool Management Services and Increase Vehicle Fares

- Authorization to Exercise the First Option Year of Contract 22-C39 with DesignLab, LLC for Bus Operators, Transportation and Maintenance Supervisors Uniforms
- FY2025 Budget book provided to Finance & Audit committee members.

## 5. Consent Agenda

### A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Paratransit Functional Assessment and Travel Training Services

### B. Miscellaneous

- i. Authorization to Auction Surplus Capital Items
- ii. Authorization to Enter into a Cooperative Purchase Agreement with LoansAtWork, Inc. for Employee Voluntary Payroll Deduction Loan Services
- iii. Authorization to Ratify a Contract with Akerman, LLP for Pension Legal Services for a Not to Exceed Amount of \$50,000
- iv. Authorization to Award a Contract to GrayRobinson, P.A. for Labor/Employment Legal Services for a Not to Exceed Amount of \$600,000 for the Initial Three-Year Term

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

## 6. Action Agenda

- A. Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2026 Block Grant Funding and Adoption of Resolution 25-002

Tim Jecks made a motion for Authorization to Execute and Submit a Public Transit Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT) for FY2026 Block Grant Funding and Adoption of Resolution 25-002, second by Jose Fernandez. Motion passed with Jamie Ledgerwood abstaining.

- B. Authorization to Implement April 20, 2025 Service Changes

Bruce Detweiler, Manager of Service Planning, presented the April 20, 2025 Service Changes with objectives to improve on-time performance and efficiency, align trip service with demand and route extension to serve new destinations.

Jose Fernandez made a motion for Authorization to Implement April 20, 2025 Service Changes, second by Tim Jecks. Motion passed unanimously.

- C. Authorization to Approve the Shingle Creek Transit and Utility Community Development District Bus Service Agreement for FY2025

Bruce Detweiler, Manager of Service Planning, provided as part of the April service change, an overview of Link 311 route extension to service Universal Epic Universe resort and hotels which will be funded by this new bus service agreement.

Tim Jecks made a motion for Authorization to Approve the Shingle Creek Transit and Utility Community Development District Bus Service Agreement for FY2025, second by Leslie Felix. Motion passed unanimously.

D. Authorization to Amend the Orange County Accelerated Transportation Safety Program (ATSP) Bus Service Agreement for FY2025

Lenny Antmann explained that the December service change included additional service funded by the ATSP program for Link 9, 44, 48 and 125. This amendment adds these additional increases to the current agreement.

Tim Jecks made a motion for Authorization to Amend the Orange County Accelerated Transportation Safety Program (ATSP) Bus Service Agreement for FY2025, second by Leslie Felix. Motion passed unanimously.

E. Authorization to Approve the Updated LYNX Investment Policy

Pat Christiansen, LYNX General Counsel, presented an overview of the proposed updates to the Investment Policy. Mr. Christiansen acknowledged having just received the FDOT consultant assessment on Feb 19, 2025 and had not had an opportunity to review. Jamie Ledgerwood requested on behalf of FDOT to allow additional time for the committee and legal counsel to review the submitted assessment and allow time for the committee to provide comments to legal counsel. Mr. Peterson asked if the committee was okay waiting another month. Ms. Felix commented that she had read the FDOT report and that the policy as presented had reflected the recommendations from the FDOT report, but was okay to push until next month. Jose Fernandez recommended defining several terms (investment officials, investment adviser, investment officer, designated employee, derivative, benchmarks) in the policy and identify benchmark.

Kurt Petersen suggested that Ms. Ledgerwood contact LYNX General Counsel to review the FDOT report and discuss any changes to the policy. Once completed, the policy would come back to the committee for approval.

Kurt Petersen made a motion to defer approval of the policy to the next meeting, second by Jose Fernandez. Motion passed unanimously.

F. Election of the 2025 Finance and Audit Committee Officers

Vice Chair Petersen recognized Pat Christiansen, LYNX General Counsel, to moderate the election of officers.

Tim Jecks made a motion to elect Kurt Petersen as Chair, second by Jamie Ledgerwood. Motion passed unanimously.

Kurt Petersen made a motion to elect Tim Jecks as Vice Chair, second by Leslie Felix. Motion passed unanimously.

## 7. Discussion

A. Paratransit Overview

Norm Hickling, Director of Mobility Service, provided an ACCESS LYNX overview of the current programs – Americans with Disabilities Act (ADA) and Transportation for Disadvantage (TD) State Program.

The Finance Committee found the presentation informative and recommended sharing it with the Oversight Committee.

B. FY2024 Preliminary Operating Results

Lenny Antmann presented the final preliminary operating results for fiscal year ending September 30, 2024. Mr. Antmann highlighted for the committee the changes between the Preliminary Operating Results presented in January as compared to the final preliminary operating results presented today. Revenue changes of \$84K comprised of an additional \$100K in advertising and a \$12K credit back to LYMMO based on the yearend true-up. Net Expense changes of \$7M was

primarily associated with \$9.2M actuary adjustments, noncash impacting, on Wages & Benefits and \$2.2M GASB96 adjustment capitalizing the software as a service costs associated with the ERP implementation and the purchase of Office 365. These costs will be depreciated over time consistent with the GASB96 requirement.

#### C. FY2024 Preliminary Reserve Analysis

Mr. Antmann presented the FY2024 Preliminary Reserve Analysis. Our unrestricted net position net of long-term liability was \$109.4M. The reserves include: the targeted 45 days of operating expense at \$24.6M; 5% contingency of \$9.8M; Short-term General Liability Worker's Compensation reserve of \$3.7M; IBNR Medical claims of \$1.3M; Catastrophic Medical Claims reserve of \$3M and 60-day medical insurance claims reserve is \$2.7M. This brings the total required operating reserve to \$45.1M. Unrestricted net position net of long-term liabilities is \$109.5M leaving a stabilization balance of \$64.2M.

We have earmarked \$32M of stabilization funds to balance the FY2025 budget plus a Board reserve of \$6.5M leaving approximately \$25M available for FY2026 and FY27 to balance the budget as we get back to full funding by the funding partners.

On restricted reserves, we have local capital contributions of \$6.5M, ATSP Capital funds from Orange County towards shelters of \$2.9M, Pine Hills Transfer Center \$1.1M, \$265K for two new Road Ranger vehicles, several additional smaller items associated with bus shelters and a state required medical self-insurance surplus of \$2.4M. The total restricted reserve equals \$13.6M.

The committee suggested reducing the unrestricted net position by removing non-cash assets such as inventories and prepaids. Mr. Antmann agreed to prepare two versions of the final reserve analysis for the next meeting at which time the committee will determine which version to move forward.

#### D. FY2025 1st Quarter Results

Lenny Antmann presented the FY2025 first quarter (December 31, 2024) operating results.

Overall, we are \$29K favorable to the budget through the first quarter. Revenue is \$5.6K unfavorable and expenses are \$35K favorable. We anticipated using \$6.78M of budget stabilization but only used \$6.751M due to the favorability.

Revenue: Customer fares were \$148K favorable. Interest & Other income is \$1.2M favorable. Federal revenue is \$800K unfavorable associated to timing related to the completion of planning studies. Local revenue is \$400K unfavorable due to timing of SunRail feeder route revenue which will transition from FDOT to local funding partners beginning January first.

Expense: Wages & benefits are \$485K unfavorable; \$100K due to overtime incurred during Hurricane Milton and \$385K in overtime due to open positions and workers comp leaves. Other Services are \$950K favorable: \$460K favorable on planning studies, and \$500K favorable on contract maintenance due to timing. Casualty & liability is \$300K unfavorable associated with payouts and claims. Purchase transportation is \$1.1M unfavorable on Paratransit associated with the contract amendment last June. We will come back in the March/April timeframe with a budget amendment requesting to address the paratransit contract amendment. Leases & Miscellaneous are \$470K favorable associated with dues and subscriptions.

#### E. FY2026 Budget Assumptions

Mr. Antmann led the budget assumption discussion in preparation of the FY2026 Budget based on the feedback from last month's discussion.

##### **The Key Assumptions were presented as follows:**

- FY2026 Level of Service will be based on
  - December Service as a starting point

- Seminole County significant service adjustments
- Funding Partners contributions based on the approved Regional Funding Model Policy.
  - Lines of business to be budgeted separately
- Several models will be presented on the partner funding for consideration.

### **Revenue Budget Assumptions**

#### Customer Fares

- No changes in Fixed Route Fare Structure – pending outcome of fare analysis.
  - Fixed Route ridership and Paratransit Trips will be projected consistent with current trends.
- Vanpool contract in process, there are proposed changes to the fare structure.

#### Federal Funding

- Preventative Maintenance at \$6.8 million.
- ADA funding level at \$2.5 million.

#### State Funding

- State Operating Assistance will be based on latest FDOT projections.

#### Other Revenue

- Advertising revenue consistent with the contract minimum guarantee.
- Interest Income at conservative income projections.

### **Expense Budget Assumptions**

#### Wages and Benefits

- Wage increases consistent with Funding Partners and Board approved Union Labor Agreements.
- Medical Expense increases based on current trends.

#### Fuel Costs

- Majority of the vehicles will be compressed natural gas (CNG) and less reliance on Diesel.
- The revenue vehicle fleet replacements will be low/no emission vehicles pending Board discussion on LYNX fleet mix.

#### Fixed Route and NeighborLink Services

- Provide route optimization in coordination with Operations.
- Transition of NeighborLink service to outsourced service.
- Continue right sizing operational staff through service planning.
- Continue focus on improving customer service through new technology.

#### Paratransit

- Purchase transportation costs will be based on the current Paratransit trip trends.
- Fleet size and mix based on projected trip demands.
- Focus on opportunities to provide more efficient service delivery.

In March multiple model scenarios will be presented. In April a complete package incorporating the assumptions and the selected model will be presented for this committee's approval.

## **8. Other Business**

Vice Chair Petersen confirmed that there will be enough attendance for the March 20 meeting to ensure a quorum.

Public Comment: Joanne Counelis – Lake Mary, FL

Ms. Counelis would like to see twenty-four hour, seven day bus and train service. She also requested additional stops at Lake Mary Prep School, Oviedo Blvd and south County Club Road from SunRail train to Seminole State College.

## **9. Adjourned**

The meeting adjourned at 3:12 p.m.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Release a Request for Proposal (RFP) for a Bus Tracker Mobile Application and Website

**Date:** 03/20/2025

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### **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 a LYNX-branded bus tracker mobile application.

### **BACKGROUND:**

LYNX is seeking to deploy an Authority branded mobile application for providing real-time fixed route bus information to users. The mobile application will provide information on the location of all buses in revenue service. Users will be able to see buses operating on the network with identification of what route they are serving. The map will also show bus stops and provide the real-time estimated arrival of the next bus for each bus serving the bus stop.

LYNX worked with DoubleMap, Inc. to deploy an Authority branded mobile application for providing real-time information in 2017. Real-time data on the location of all fixed route buses and the estimated arrival times at bus stops have been posted on the LYNX website since 2021 enabling third-party providers to provide this information to their customers. LYNX does not have access to usage statistics from the third-party providers; however, one provider has reported that 19,520 LYNX riders used their mobile application a combined total of 1.25 million times in January 2025.

DoubleMap, Inc. and TransLoc, Inc. unified as one company in 2019 under the name TransLoc, Inc. with the contract and services moving to TransLoc, Inc. LYNX was able to extend the



# LYNX Finance & Audit mmittee Agenda

contract that included the mobile application through December 2022, after which TransLoc, Inc. discontinued the mobile application originally developed by DoubleMap, Inc. LYNX has seen customers using third-party mobile applications since the branded mobile application became unavailable but continue to receive customer requests for a LYNX-branded mobile application to return.

## **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:**

This has been requested to be included in the FY2026 Operating Budget in the amount of \$94,800 for a LYNX-branded bus tracker mobile application.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Release a Request for Proposal (RFP) for General Planning Consultant Services

**Date:** 03/20/2025

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### **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 General Planning Consulting (GPC) services for a period of three (3) years, with two (2) one (1) year renewal options.

### **BACKGROUND:**

The purpose of the general planning consulting services contract is to provide LYNX with the expertise and technical capacity in a full array of professional services. The General Planning Consultants (GPCs) will serve as an extension of LYNX staff with the additional technical, financial and operational expertise to support the agency's plans and programs. Staff seeks the services of up to two consultant teams to provide support for the agency's general planning activities for a period of three (3) years, with two (2) one (1) year renewal options.

There are three active GPC contracts that were executed in August and September of 2022. The initial terms of these three contracts end August 18, 2025, August 24, 2025, and September 14, 2025. Staff seeks to have the new GPC contracts in place by October 1, 2025 for the start of the FY2026 fiscal year.

# LYNX Finance & Audit mmittee Agenda

The professional services being procured include the following categories:

1. Planning and Program Administration:
  - a. Tasks under this category may include comprehensive transit system analysis, feasibility studies and conceptual designs, Transit Asset Management (TAM) program administration and initiatives for customer experience improvements as well as development of short- and long-term transit planning initiatives and associated documentation.
2. Grants Program Support:
  - a. Tasks under this category may include identification of and application to state and federal grant opportunities, updating internal grant management procedures and handbooks, and training for staff on grant-related subject matter.
3. Public Engagement and Outreach:
  - a. Tasks under this category may include development of outreach strategies, developing graphic reports not only for LYNX existing and proposed services, but also complex analysis, provide graphic and digital project communication support, and staffing for outreach events such as public hearings, customer surveys and focus groups.
4. Geographical Information Systems (GIS):
  - a. Tasks under this category may support maintenance and advancement of LYNX's GIS program, through strategic planning, system updates and upgrades, data management and geospatial analysis and production services.
5. Intelligent Transportation Systems (ITS):
  - a. Tasks under this category may include planning, identifying, scoping, procuring, implementing, maintaining, and lifecycle replacement of ITS systems in compliance with 23 CFR 940.11.
6. Data Collection & Technical Analysis:
  - a. Tasks under this category may include completion of technical analyses transit performance, ridership modeling and forecasting, facility and bus stop analysis, and economic impact analysis.

## **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).

# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

The Approved FY2025 Operating Budget and the requested FY2026 Operating Budget includes a total of \$1,273,960 for Planning projects, of which the majority of these projects are expected to be grant funded.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. i

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract to Cathcart Construction Company - Florida, LLC for the LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete for a Not to Exceed Amount of \$636,500

**Date:** 03/20/2025

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### **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 Cathcart Construction Company - Florida, LLC for the LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements for a not to exceed amount of \$636,500.

### **BACKGROUND:**

The LOC B building and concrete bus parking area were completed in 2007. Since then, the concrete in this area has experienced substantial deterioration, primarily due to high bus loads compounded by water infiltration through surface cracks which developed insufficient subbase conditions. Notable failures and visible cracking, particularly in the concrete entrance driveway, may adversely affect ongoing bus maintenance and, if left unaddressed, could lead to further degradation and increased future repair costs to maintain it in a state of good repair. This project is intended to correct these deficiencies and provide a median for a future gate.

In December 12, 2024, the LYNX Board of Directors authorized the release of a Solicitation for this project. The Invitation for Bid (IFB) was released, posted on DemandStar, and sent directly to interested Vendors on January 16, 2025. The deadline for submission of bids was February 28, 2025.

# LYNX Finance & Audit mmittee Agenda

The following is a list of Vendors considered responsive and responsible for this Solicitation:

Vendor	Bid Amount
Cathcart Construction Company - Florida, LLC	\$578,636.59
Atlantic Civil Constructors Corp.	\$693,265.44

The lowest responsive and responsible bidder was Cathcart Construction Company - Florida, LLC. The total construction project amount including the 10% contingency is \$636,500.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE Goal is not applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2025 Capital Budget includes \$684,501 for concrete for the LOC B entrance. This includes 10% Contingency and estimated CEI. This project is 100% funded through Federal Grants.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Exercise the Second Option Year of Contract 21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service and Increase the Not to Exceed Amount to \$403,200

**Date:** 03/20/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second-year option of Contract 21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service (SaaS) and to increase the overall contract not to exceed (NTE) amount from \$310,000 to \$403,200.

### **BACKGROUND:**

On March 25, 2021 the LYNX Board of Directors approved the award of Contract 21-C37 to Remix Technologies, LLC for Transit Planning SaaS for three (3) years with two (2) one (1) year options. Contract 21-C37 expires on March 31, 2024.

On September 9, 2022 Contract Modification 1 was signed adding Remix On-Demand Planning Platform to the existing SaaS contract covering the period of October 1, 2022 through March 31, 2024. Contract Modification 1 had a value of \$36,000 for the 18-month period for the On-Demand Planning Platform and increased the NTE for the initial 3-year term from \$183,000 to \$219,000.

On February 22, 2024 the LYNX Board of Directors approved the first option year of Contract 21-C37 for the period of April 1, 2024 through March 31, 2025 for both the Transit Planning SaaS, for \$65,000, and the On-Demand Planning Platform, for \$26,000, for a total amount of \$91,000. This approval increased the contract NTE from \$219,000 to \$310,000.

# LYNX Finance & Audit mmittee Agenda

Option year two (2) will cover the period of April 1, 2025 through March 31, 2026 for both the Transit Planning SaaS, for \$65,000, and the On-Demand Planning Platform, for \$28,200, for a total amount of \$93,200.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$93,200 for transit planning software services.



# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. ii

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jennifer Hall  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Exercise the First Option Year of Contract 22-C54 with Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Style Transit Shelters and Increase the Not to Exceed Amount to \$3,500,000

**Date:** 03/20/2025

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### **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-C54 for the Manufacturing of Commercial Style Transit Shelters with Tolar Manufacturing Company, Inc. and to increase the overall contract not to exceed (NTE) amount from \$1,357,015 to \$3,500,000.

### **BACKGROUND:**

On April 14, 2022, the LYNX Board of Directors approved the award of Contract 22-C54 to Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Style Transit Shelters for three (3) years with two (2) one (1) year options with a not to exceed of \$1,357,015. The initial term of Contract 21-C45 expires on April 13, 2025.

This increase to our NTE is largely due to the 264 shelters expected to be installed as part of Orange County's Accelerated Transportation Safety Program (ATSP).

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal of 6% is accessed for this contract.

# LYNX Finance & Audit Cmmittee Agenda

## **FISCAL IMPACT:**

The Approved FY2025 Capital Budget includes \$3,667,130 for shelter installations and rehabilitations throughout the system area.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6167

**Item Name:** Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages

**Date:** 03/20/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and bind coverage and premium for the renewal of its Property, Fiduciary Liability, and Pollution coverages with the assistance of Arthur J. Gallagher, Broker.

### **BACKGROUND:**

At the Board of Directors meeting on March 28, 2024, the Board authorized the Chief Executive Officer (CEO) to negotiate and bind coverage and premiums for these coverages. This was executed for one year, beginning on April 1, 2024, and ending on April 1, 2025.

Premiums	2024	2025	% Change	\$ Difference
Property Program	\$265,441	\$235,330	-11.33%	-\$30,020
Fiduciary Liability	\$9,176	\$9,776	6.14%	\$600
Pollution Coverage	\$43,600	\$43,600	0.00%	\$0

### **Property Insurance**

The premium includes the Florida Insurance Guaranty Association (FIGA) assessment.

# LYNX Finance & Audit Cmmittee Agenda

## **Fiduciary Liability**

This policy covers the LYNX Deferred Compensation, DC Plan for BU Employees, and Money Purchase Plans for various groups of participating employees.

## **Pollution**

LYNX purchased a three-year paid-in-full policy beginning on April 1, 2023, and it will not expire until April 1, 2026. No premiums are due until it is renewed, or another policy is purchased for coverage after April 1, 2026.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

No DBE goal is applicable to this activity.

## **FISCAL IMPACT:**

The FY2025 Operating Budget includes \$349,496 for the property, fiduciary and pollution insurance costs.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Issue a Task Order to AECOM Technical Services, Inc. for Architectural & Engineering Services to Update LYNX's Transit Asset Management (TAM) Plan in an Amount Not to Exceed of \$311,002

**Date:** 03/20/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue a Task Order to AECOM Technical Services, Inc. (AECOM) under the Architectural and Engineering Services Contract 21-C45 to update LYNX's Transit Asset Management (TAM) Plan in an amount not to exceed (NTE) of \$311,002.

### **BACKGROUND:**

Under the Federal Transit Administration (FTA) TAM Final Rule [49 CFR 625], all recipients and sub-recipients of federal funds under 49 USC Chapter 53 that own, operate, or manage capital assets used for providing public transportation must develop and implement TAM Plans. The plans must include an asset inventory and condition assessment, and a prioritized list of investments to support the state of good repair of the agency's capital assets.

# LYNX Finance & Audit Committee Agenda

LYNX currently tracks inventoried assets and monitors the state of good repair through various functions and divisions. In 2017, with consultant support, Staff completed an inventory and asset condition assessment for all LYNX facilities including super stops; revenue and non-revenue vehicles and other equipment, which culminated in the October 2017 State of Good Repair Report. In 2018, the required FTA TAM Plan was completed and the asset inventory, condition assessments, and associated cost estimates were updated to reflect the current information from existing plans at that time. The TAM Plan received a major update in 2021, once again with contracted professional services assistance.

Staff have requested support from AECOM to update its TAM Plan for FY2025 in accordance with FTA requirements. Additionally, the agency requires an update to its asset inventory and related asset condition assessments and useful life benchmarks to reflect recent updates to the Transit Development Plan (TDP), Fleet Maintenance Plan (FMP), and other applicable agency plans and priorities to ensure the accuracy of all LYNX facility, revenue and non-revenue vehicles and equipment status.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$311,002 for the TAM Major Update. This is funded by FY2025 5307 funds.

# LYNX Finance & Audit Committee Agenda

## Action Item #6.A

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Recommendation to Authorize Approval of FY2024 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

**Date:** 03/20/2025

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### **ACTION REQUESTED:**

Recommendation to Authorize Approval of FY2024 Annual Comprehensive Financial Report (ACFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program.

### **BACKGROUND:**

In accordance with Chapter 218.39, Florida Statutes, LYNX is required to have an annual financial audit performed by an independent certified public accountant.

The Single Audit Act Amendments of 1996 require state or local governments that receive at least \$750,000 in Federal financial assistance in a year to have an independent audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133. The State of Florida recently enacted similar legislation, the Florida single Audit Act, related to audits of State financial assistance. Pursuant to these Acts, LYNX's independent certified public accountants, Forvis Mazars, LLP, have conducted the audit for the fiscal year ended September 30, 2024.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Cmmittee Agenda

## FISCAL IMPACT:

There is no fiscal impact associated with this activity.



# LYNX Finance & Audit Committee Agenda

## Discussion Item #7.A

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Discussion Regarding LYNX Medical Claims

**Date:** 03/20/2025

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LYNX staff will lead a discussion on medical claims budgeted and reserves.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #7.B

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Discussion Regarding Preliminary FY2026 Operating Budget

**Date:** 03/20/2025

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LYNX staff will lead a discussion regarding the development of the FY2026 Operating Budget.