

# LYNX Finance & Audit Committee Agenda

Meeting Date: 03/25/2024  
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 15, 2024

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. Invitation for Bid (IFB)

- i.  Authorization to Issue an Invitation for Bid (IFB) for the Printing of Fare Media


Pg 9

### B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract for The Provision of Bulk Oils, Fluids and Lubricants to Palmdale Oil Company, LLC for a Not to Exceed Amount of \$539,000


Pg 10

### C. Extension of Contracts


- i.  Authorization to Exercise the Second Option Year of Contract #21-C35 with American Facility Services, Inc.

Pg 12


### D. Miscellaneous

- i.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2024 Low or No Emission and for Buses and Bus Facilities Competitive Program in the Approximate Amount of \$27,650,000


Pg 14

- ii.  Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090


Pg 16

- iii.  Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages

Pg 18



- iv.  Authorization to Implement April 21, 2024 Service Changes

Pg 20



- v.  Authorization to Auction Surplus Capital Items

Pg 24

## 6. Action Agenda

- A.  Recommendation to Authorize Approval of FY2023 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 29
- B.  Election of the 2024 Finance and Audit Committee Officers Pg 31

## 7. Discussion

- A.  Update to the Vanpool Program Pg 32
- B.  Discussion Regarding Preliminary FY2025 Operating Budget Pg 33

## 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 15, 2024

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

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**Members in Attendance:**

Leslie Felix, Osceola County  
Michelle McCrimmon, City of Orlando  
Tim Jecks, Seminole County  
Kurt Petersen, Orange County  
Jamie Ledgerwood, FDOT, 5<sup>th</sup> District  
James Goldsmith, LYNX Attorney

**Staff in Attendance:**

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

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**1. Call to Order**

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

**2. Approval of Minutes**

Jamie Ledgerwood moved to approve the January 18, 2024 Finance and Audit Committee meeting minutes. Seconded by Tim Jecks. 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**

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

- The February Oversight meeting has been cancelled; however, the Board will meet as planned.
- The March Finance & Audit Committee meeting has been moved to March 25 at 1:30pm due to multiple conflicts.
- The Van Pool follow-up presentation will be provided at our March 25 meeting.
- The annual audit field work has concluded. MSL will present the FY2023 audit report at our March meeting.

- Ridership continues to do well. Paratransit ridership is averaging 52-55,000 trips/month. Fixed Route ridership has increased slightly the past several weeks, averaging 58-62,000 per day.
- Two Consent items were added to the Board agenda after we published:
  - Authorization to Declare March 2024 as Procurement Month
  - Authorization to Ratify the Third Modification to Vanpool Fleet Management Services Contract with Enterprise Leasing Company of Orlando, LLC

## 5. Consent Agenda

Vice Chair McCrimmon asked if there were any changes to the Consent. Mr. Antmann recommended the entire Consent Agenda for approval.

- A. Request for Proposal (RFP)
  - i. Authorization to Release a Request for Proposal (RFP) for Lawn Maintenance & Trash Removal Services at LYNX Bus Stops/Shelters
  - ii. Authorization to Release a Request for Proposal for HVAC System Replacement
  - iii. Authorization to Release a Request for Proposal (RFP) for Labor & Employment Legal Services
  - iv. Authorization to Release a Request for Proposal (RFP) for Temporary Staffing and Permanent Placement Recruitment Services
- B. Award Contracts
  - i. Authorization to Award a Contract for Legal Services - General Counsel
- C. Extension of Contracts
  - i. Authorization to Exercise the Second Option Year for Contract #20-C45 with Advanced Document Solutions
  - ii. Authorization to Exercise the First Option Year of Contract #21-C37 with Remix Technologies, LLC for Transit Planning Software-as-a-Service
- D. Miscellaneous
  - i. Authorization to Execute a Contract for an Americans with Disabilities Act (ADA) Transition Plan for General Planning Services
  - ii. Authorization to Purchase Vanpool Vehicles
  - iii. Authorization to Issue a Solicitation for the Painting of the Exterior Building and Interior Terminal Area at LYNX Central Station
  - iv. Authorization to Issue a Solicitation for the Passenger Terminal Restroom Renovations at LYNX Central Station
  - v. Authorization to Grant an Easement to Duke Energy Florida, LLC Related to the Construction of Pg 28 the Pine Hills Transfer Center

Kurt Petersen made a motion to approve all Consent Agenda items, second by Tim Jecks. Motion passed unanimously.

## 6. Action Agenda

### A. Authorization to Enter into the FY2024 Service Funding Agreement with Orange County for the Accelerated Transportation Safety Program

James Boyle, Director of Planning and Development, provided an overview of the Service Funding Agreement with Orange County for the Accelerated Transportation Safety Program (ATSP). Orange County has dedicated \$100 million to fund the ATSP. A total of \$55 million will stay with Orange County for lighting, sidewalk and safety improvements. The remaining \$45 million will come to LYNX; \$15 million for bus stop improvements and \$30 million (\$6M a year for 5 years) specifically for enhanced operational frequency. The first improvements will be implemented with the April 2024 service changes to include new route Link 311 OIA Destination Pkwy Express and increased Sunday frequency on Link 21, Link 37, Link 42, and Link 436S between OIA and 436/University. With the August 2024 service changes increased weekday frequency on Link 37 and Link 40 will be implemented.

Tim Jecks made a motion to approve all Action item 6.A, second by Kurt Petersen. Motion passed unanimously.

### B. Election of the 2024 Finance and Audit Committee Officers

Kurt Petersen made a motion to postpone Action item 6.B to the March 25, 2024 meeting, second by Tim Jecks. Motion passed unanimously.

## 7. Discussion Items

### A. FY2023 Preliminary Reserve Analysis

Mr. Antmann presented the FY2023 Preliminary Reserve Analysis; the final reserve analysis and final FY2023 financials will be presented in April. Our unrestricted net position at the end of FY2023 was \$110.2M. Adjusting for long-term liability, our unrestricted net position net of long-term liability was \$131.4M.

The traditionally targeted 45 days of operating expense is \$24M. The 5% contingency is \$9.6M. Short-term General Liability Worker's Compensation reserve is \$3.7M; Medical claims IBNR is \$861K; Catastrophic Medical Claims reserve is \$2.3M; 60-day medical insurance claims reserve is \$2.5M and the fuel stabilization reserve is \$1M. This brings the total required operating reserve to \$44M; unrestricted net position net of long-term liabilities is \$131.4M leaving \$87.4M for budget stabilization fund. Last year the budget stabilization balance was \$112.8M.

On restricted reserves, we have local capital contributions of \$4.6M, \$2M set aside for Pine Hills Transfer Center funds from sale of South Street, additional contributions from Orange County towards the trails, and an additional \$600K contribution toward the building. Additionally, we have grown the local capital dollars because we have multiple projects that will require sizable contributions of local funds.

We have several additional smaller items associated with bus shelters. The total restricted reserve equals \$7.1M.

### B. FY2024 1<sup>st</sup> Quarter Results

Lenny Antmann presented the FY2024 first quarter operating results.

Overall, we are \$5.2M favorable to the budget through the first quarter. Revenue is \$2.2M favorable at \$40.2M and expenses are \$3M favorable at \$45.9M. We anticipated using \$10.9M of budget stabilization but only used \$5.7M due to the favorability.

Customer fares were \$421K favorable; \$179K on paratransit and \$242K on fixed route. Contract services is \$100K unfavorable on paratransit associated with TD contracts from the state that came in lower than budgeted. Interest & Other income is \$1.4M favorable. Federal revenue is \$400K favorable associated with FEMA assistance for Hurricane Ian in September 2022.

Salaries, Wages & Fringe are \$200K favorable largely due to open positions. Favorability associated with the significant number of open driver and mechanic positions was offset by the overtime incurred to meet the business needs. Other Services is \$1.9M favorable primarily associated with timing of: planning studies, ERP system implementation, and contract maintenance for IT software.

Materials and Supplies is \$360K favorable associated with repairs of our vehicles. We received 25 new CNG 40-foot fixed route buses in the first quarter and were able to retire older buses that needed major repairs.

Purchase transportation is \$34K favorable. This expense was \$1.2M unfavorable last quarter associated with a six-month contract extension with our prior vendor. Ongoing fluctuation will correlate with trip volumes.

Leases & Miscellaneous are \$165K favorable associated with timing of travel and training.

### C. FY2025 Budget Assumptions

Mr. Antmann led the budget assumption discussion in preparation of the FY2025 Budget based on the feedback from last month's discussion.

#### **Key Assumptions:**

- Maintain FY2024 base level of service.
- Lines of business to be budgeted separately.
- Funding Partner contributions based on the approved Regional Funding Model.
- Several models will be presented on the partner funding for consideration.

#### **Revenue Assumptions:**

- No fare increases.
- Fixed Route ridership will be projected consistent with current trends.
- Paratransit trip levels will be projected consistent with current trends.
- Preventative Maintenance funding level at Board Approved \$6.8 million.
- State Operating Assistance will be based latest FDOT projections.
- Advertising revenue consistent with the contract minimum guarantee.
- Interest Income projections at historical levels.

## **Expense Assumptions**

### Wages and Benefits:

- Wage increases will be consistent with Funding Partners and Board approved Union Labor Agreements.
- Increased costs for Medical Expenses based on current trends.

### Fuel Costs:

- The Fuel Hedging program will be utilized to stabilize the costs of diesel, unleaded fuel, and compressed natural gas (CNG) as appropriate.
- Revenue vehicle fleet replacements will be low/no emission vehicles.
- In FY2025 it is projected to be greater than 80% of the fleet will be low/no emission vehicles.

### Fixed Route, Paratransit, and NeighborLink Services:

- Provide route optimization in coordination with Operations.
- Continue right sizing operational staff through service planning.
- Continue focus on improving customer service through new technology.
- Control Paratransit trip growth with focus on eligibility & travel training.
- Continue to focus on opportunities to provide more efficient service delivery.
- Fleet expansion for paratransit to keep up with the increasing trip demands.

### Technology:

- Continued migration to cloud environment.
- New ERP system for all financial functionality is scheduled to be live in FY2025.

## **Other Initiatives**

Pine Hills Transfer Station – Expected grand opening early FY2025.

Accelerated Safety Transportation Plan (ASTP) – Orange County funded increased service levels as well as additional capital investment in the shelter program.

### Alternatives to Traditional Fuels

- Introduction of CNG fueling in southern operations facilities.
- Evaluation of Hydrogen options.

### Professional Development

- Rollout of an improved employee development program.
- Succession planning.

### Facilities

- Southern Operations site selection evaluation underway.
- Facility-wide HVAC upgrades.
- Upgrade LCS Bays to handle Artic Buses.
- LCS Window Replacement.

In March we will present the FY2025 Budget Assumptions to Oversight and FY2025 Preliminary Operating Budget model scenarios to the Finance & Audit Committee. Based on the Finance & Audit Committee's March recommendations, we will present the FY2025 Preliminary Operating Budget to Finance & Audit and Oversight in April and make presentations to the counties in June/July.

**8. Other Business**

None

**9. Adjourned**

The meeting adjourned at 2:21 p.m.



# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. i

**To:** LYNX Finance & Audit Committee

**From:** Michelle Daley  
Director Of Finance  
Tony Deguzman  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Issue an Invitation for Bid (IFB) for the Printing of Fare Media

**Date:** 03/25/2024

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for the printing of fare media.

### **BACKGROUND:**

Through Contract #21-C24, LYNX has purchased its fare media from EDM Technologies, Incorporated (formerly Electronic Data Magnetics, Incorporated) out of Winston-Salem, North Carolina. The initial term of the agreement has concluded, and staff would like to release an IFB to ensure that LYNX is paying the most competitive price in the current market.

Fare media includes: All fixed route magnetic tickets for monthly, weekly, daily, and single rider transportation as well as blank trim passes used in the fareboxes, and trim units located at the sales window in the main terminal.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The Approved FY2024 Operating Budget includes \$144,000 for the printing of customer fare media.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. i

**To:** LYNX Finance & Audit Committee

**From:** **Elvis Dovalés**  
Director Of Maintenance  
**Kenneth Nath**  
Technical Contact

**Phone:** 407.841.2279 ext: 6239

**Item Name:** **Authorization to Negotiate and Award a Contract for The Provision of Bulk Oils, Fluids and Lubricants to Palmdale Oil Company, LLC for a Not to Exceed Amount of \$539,000**

**Date:** 03/25/2024

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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 Palmdale Oil Company, LLC., for bulk oils, fluids and lubricants for a term of one (1) year and a not to exceed amount of \$539,000.

### **BACKGROUND:**

LYNX has a fleet of 292 transit vehicles and over 100 support vehicles. The oils, fluids and lubricants are used for the purposes of performing scheduled and unscheduled maintenance on LYNX transit vehicles and support vehicles.

On October 26, 2022, the LYNX Board of Directors authorized the release of an Invitation for Bid (IFB) for the provision of bulk fluids and lubricants. The IFB was released and posted on DemandStar and sent directly to interested suppliers on November 6, 2023. The following lot submissions were submitted by the return deadline of January 10, 2024:

Palmdale Oil Company, LLC	Lot 1000	\$336,610
Palmdale Oil Company, LLC	Lot 1100	\$135,314
Palmdale Oil Company, LLC	Lot1300	\$66,150
	Total	\$538,074.32

# LYNX Finance & Audit Committee Agenda

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2024 Approved Operating Budget includes \$820,760 for bulk oils, fluids, and lubricants.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. i

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalles  
Director Of Maintenance  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Exercise the Second Option Year of Contract #21-C35 with American Facility Services, Inc.

**Date:** 03/25/2024

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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 option year of contract #21-C35 with American Facility Services, Inc. for janitorial services at LYNX facilities.

### **BACKGROUND:**

On March 25, 2021 the LYNX Board of Directors approved the award of Contract #21-C35 to American Facility Services, Inc. for janitorial services at LYNX facilities for two (2) years with three (3) one (1) year options in a not to exceed of \$1,200,000. Contract #21-C35 expired on May 1, 2023, and the first option was approved by the Board of Directors on April 27, 2023.

The Janitorial Services are used at the following LYNX facilities:

- 2500 LYNX Lane
- 455 North Garland Avenue

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

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit mmittee Agenda

## **FISCAL IMPACT:**

The FY2024 Approved Operating Budget includes \$425,000 for janitorial services at LYNX facilities.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. i

**To:** LYNX Finance & Audit Committee

**From:** James Boyle  
Interim Chief Planning And Development Officer  
Prahallad Vijayvargiya  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2024 Low or No Emission and for Buses and Bus Facilities Competitive Program in the Approximate Amount of \$27,650,000

**Date:** 03/25/2024

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration (FTA) for FY2024 Low or No Emission Grant Program and the FY2024 Grants for Buses and Bus Facilities Competitive Program in the approximate amount of \$27,650,000 for the procurement of thirty (30) Compressed Natural Gas (CNG) Buses for replacement.

### **BACKGROUND:**

On February 8, 2024, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.10 billion in competitive grants under the FY2024 Low or No Emission Grant Program and approximately \$390 million under the FY2024 Grants for Buses and Bus Facilities Competitive Program. An applicant may choose to submit a project to one or both programs. If a project submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. LYNX named Gillig, LLC as the bus vendor partner on the application. Grant applications are due on April 25, 2024.

# LYNX Finance & Audit mmittee Agenda

The Low-No Program provides funding for the purchase or lease of zero-emission and low emission transit buses as well as for the acquisition, construction, or leasing of supporting facilities and equipment. The Buses & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing, or leasing bus-related facilities. The maximum Federal share is 85%.

LYNX began the transition to low emission buses in 2015 with 204 CNG buses, 90 diesel and hybrid buses, and 14 battery electric buses currently in the fleet. Buses purchased under this grant opportunity will replace the diesel and hybrid buses continuing the transition.

LYNX will submit one application to both programs for the procurement of thirty (30) Compressed Natural Gas (CNG) Buses for replacement as described below. The local match will consist of Transportation Development Credits from the Florida Department of Transportation (FDOT).

FTA Low-No & Buses and Bus Facilities Funding Request Approximately:	\$23,500,000
Local Match (Transportation Development Credits) Approximately:	<u>\$ 4,150,000</u>
Total Project Cost Approximately:	\$27,650,000

The application will be scalable down to twenty-five (25) buses. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX is pursuing several funding opportunities, including this request, that if successful could result in the retiring of the last diesel-powered bus from the fixed route fleet in 2025.

## **DISADVANTAGED 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.

# 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  
**Prahallad Vijayvargiya**  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** **Authorization to Ratify a Grant Application to the Florida Department of Transportation (FDOT) for the FY2024 Low or No Emission and Buses and Bus Facilities Competitive Program for Rural Areas in the Total Amount of \$9,206,090**

**Date:** 03/25/2024

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' ratification of a grant application that was submitted to the Florida Department of Transportation (FDOT) on March 22, 2024, for the FY2024 Low or No Emission Grant Program and the FY2024 Grants for Buses and Bus Facilities Competitive Program for Rural Areas for ten (10) Fixed-Route Compressed Natural Gas (CNG) Buses in the total amount of \$9,206,090.

### **BACKGROUND:**

On February 8, 2024, the Federal Transit Administration (FTA) released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.10 billion in competitive grants under the FY2024 Low or No Emission Grant Program and approximately \$390 million under the FY2024 Grants for Buses and Bus Facilities Competitive Program. An applicant may choose to submit a low or no emission project to one or both programs. If a project submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. LYNX named Gillig, LLC as the bus vendor partner on the application.



# LYNX Finance & Audit mmittee Agenda

Rural Low or No Emissions and the Buses and Bus Facilities funding is managed by FDOT, as all rural applications are packaged as part of a statewide application submitted by FDOT to the FTA. The rural grant applications were due to FDOT on March 22, 2024, to meet Department deadlines.

The Low-No Program provides funding for the purchase or lease of zero-emission and low emission transit buses as well as for the acquisition, construction, or leasing of supporting facilities and equipment. The Buses & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing, or leasing bus-related facilities. The maximum Federal share is 85%.

LYNX began the transition to low emission buses in 2015 with 204 CNG buses, 90 diesel and hybrid buses, and 14 battery electric buses currently in the fleet. Buses purchased under this grant opportunity will replace the diesel and hybrid buses continuing the transition.

For FY2024, LYNX submitted one application to both programs for ten (10) Compressed Natural Gas (CNG) buses as summarized below. The local match will consist of Transportation Development Credits.

FDOT Low-No and Buses & Bus Facilities Funding Request	\$7,825,180
Local Match (Transportation Development Credits)	<u>\$1,380,910</u>
Total Project Cost	\$9,206,090

The application will be scalable down to seven (7) CNG buses. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX is pursuing several funding opportunities, including this request, that if successful could result in the retiring of the last diesel-powered bus from the fixed route fleet in 2025.

## **DISADVANTAGED 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.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. iii

**To:** LYNX Finance & Audit Committee

**From:** **John Burkholder**  
Director Of Risk Management  
**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:** 03/25/2024

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or her 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. The annual premiums are described below.

### **BACKGROUND:**

At the Board of Directors meeting on March 23, 2023, 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, 2023, and ending on April 1, 2024.

Premiums	2023	2024	% Change
Property Program	\$ 242,513	\$ 297,000	22.47%
Fiduciary Liability	\$ 9,268	\$ 9,268	0.00%
Pollution Coverage	\$ 45,780	See Below	0.00%
	<u>\$ 299,584</u>	<u>\$ 308,292</u>	

### **Property Insurance**

The premium below does not include the Florida Insurance Guaranty Association (FIGA) assessment of \$27,000 (1%), which makes the total cost \$297,000.

# LYNX Finance & Audit mmittee Agenda

Total Insured Value (TIV)	% Change TIV	Property Rate	% Change Rate	Premium (Increase)	% Change Premium
\$84,749,737	4.07%	\$0.3186	15.58%	\$270,000 (\$36,398)	11.05%

## **Fiduciary Liability**

(Covers LYNX Deferred Compensation; DC Plan for BU Employees; & Money Purchase Plans)

## **Pollution**

Last year, LYNX purchased a three-year paid-in-full policy. 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 FY2024 Operating Budget includes \$319,274 for insurance expenses. Several policies will be renewed in October, and the remaining budget is expected to cover the anticipated premiums.

# LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. iv

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Implement April 21, 2024 Service Changes

**Date:** 03/25/2024

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## **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective April 21, 2024.

## **BACKGROUND:**

On September 28, 2023, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect August. Three information sessions and one in person and virtual hearing/workshop were held. LYNX customers and the public provided input on the service changes at the following information sessions and workshop/public hearing:

Date/Time: Monday, February 12, 1-2 PM  
Location: Kissimmee City Hall, Kissimmee, FL

Date/Time: Tuesday, February 13, 1-2 PM  
Location: LYNX Central Station – Main Lobby, Orlando, FL

Date/Time: Wednesday, February 14, 1-2 PM  
Location: Sanford City Hall, Sanford, FL

Date/Time: Wednesday, February 28, 4-6 PM  
Location: LYNX Central Station – Open Space, Orlando, FL

# LYNX Finance & Audit Committee Agenda

Details of these events and the service change proposals are published on our website at [www.golynx.com](http://www.golynx.com)

The public comment period for the proposed service changes ran from February 8, 2024, through March 1, 2024. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on [www.golynx.com](http://www.golynx.com), and on LYNX social media sites including Facebook and Twitter.

## Apr. 21 Service Proposal\*

### NEW ROUTE

- **Link 311** – Disney / Orlando Int'l Airport Express (Orange County) – Route will operate between Disney Springs Transfer Center and Orlando International Airport with stops at Destination Parkway Superstop, Destination Parkway and International Drive (Orange County Convention Center), Destination Parkway and Universal Boulevard, Florida Mall Superstop, and Sand Lake SunRail Station. Operates every 30 minutes daily from 5:00 a.m. – 11:05 p.m.

### DISCONTINUED ROUTE

- **Link 111** – Orlando International Airport/Destination Parkway/SeaWorld (Orange County) – Route is discontinued and replaced by Links 42, 108, 311, 350, and NeighborLink 841.

### SCHEDULE ADJUSTMENTS

- **Link 15** – Curry Ford Road (Orange County) – Adding weekday 5 a.m. trip and discontinuing 11:25 p.m. trip from Valencia College West to downtown Orlando.
- **Link 18** – South Orange Ave./Kissimmee (Orange County/Osceola County) – minor Saturday schedule adjustments.
- **Link 19** – Richmond Heights (Orange County) – minor weekday schedule adjustments.
- **Link 21** – Raleigh St./Kirkman Rd./Universal Orlando (Orange County) – increase Sunday frequency to every 30 minutes from 5:15 a.m. – 8:15 p.m. Add Sunday 4:45 a.m. trip from Universal Orlando to LYNX Central Station. Minor Sunday schedule adjustments.

# LYNX Finance & Audit Committee Agenda

- **Link 40** – Americana Boulevard/Universal Orlando (Orange County) – minor weekday schedule adjustments.
- **Link 42** – International Drive/Oak Ridge Road/OIA (Orange County) – increase Sunday frequency to every 30 minutes. Add Sunday 5 a.m. trip from Orlando Premium Outlets to Orlando International Airport and 5:05 a.m. trip from Florida Mall Superstop to Destination Parkway Superstop. Minor schedule adjustments.
- **Link 103** – North U.S. 17-92/Seminole Centre (Orange County/Seminole County) – minor Sunday schedule adjustments.
- **Link 105** – West Colonial Drive (Orange County) – minor Saturday schedule adjustments.
- **Link 301** –Disney Direct/Pine Hills (Orange County) – minor daily schedule adjustments.
- **Link 302** –Disney Direct/Rosemont (Orange County) – minor daily schedule adjustments.
- **Link 303** –Disney Direct/Washington Shores (Orange County) – minor daily schedule adjustments.
- **Link 304** – Disney Direct/Rio Grande/Vistana (Orange County) – minor daily schedule adjustments.
- **Link 306** – Disney Direct/Poinciana (Orange County/Osceola County) – minor daily schedule adjustments.
- **Link 405** – Apopka Circulator (Orange County) – minor Sunday schedule adjustments.
- **Link 436N** – SR 436/Fernwood/Apopka (Orange County/Seminole County) – minor Sunday schedule adjustments.
- **Link 436S** – SR 436/Fernwood/Orlando Int’l Airport (Orange County/Seminole County) – increase Sunday frequency to every 30 minutes between Orlando Int’l Airport and SR 436 & University Blvd. Add Sunday 4:50 a.m. trip from S.R. 436 & Colonial Dr. and 6 a.m. trip from S.R. 436 & University Blvd. to Orlando International Airport. Minor Sunday schedule adjustments.

# LYNX Finance & Audit Committee Agenda

## **ROUTE and/or SCHEDULE ADJUSTMENTS**

- **Link 7** – S. Orange Avenue/Florida Mall (Orange County) – Discontinuing segment on Florida Mall Ave. between Golden Sky Lane and Voltaire Dr. Route will operate on Sand Lake Rd. and Summer Day Lane.
- **Link 11** – S. Orange Avenue/Orlando International Airport (Orange County) – Extending all trips on weekends into Sand Lake SunRail Station. Minor schedule adjustments.
- **Link 37** – Pine Hills/Kirkman Road/Florida Mall (Orange County) – Extend route via Sand Lake Road and Greenbriar Pkwy. to Universal Epic team member entrance. Increase Sunday frequency to every 30 minutes. Daily schedule adjustments.
- **Link 46E** – East First St./ Downtown Sanford (Seminole County) – eastbound route will operate Celery Ave., Lake Mary Blvd. to True Health. Minor weekday and Saturday schedule adjustments.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The base service changes are budget neutral. There is an additional bus service agreement that was approved to be executed with Orange County for services related to The Orange County Accelerated Transportation Safety Program (ATSP). LYNX Staff will include the revenue and associated expenses in their respective fiscal years.

# LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. v

**To:** LYNX Finance & Audit Committee

**From:** **Michelle Daley**  
Director Of Finance  
**Kenneth Roberts**  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Auction Surplus Capital Items

**Date:** 03/25/2024

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## **ACTION REQUESTED:**

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

## **BACKGROUND:**

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for March 2024. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

### **Revenue Vehicles:**

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

- There are 9 Revenue Vehicles that have reached the end of their useful life and exceeding the FTA mileage requirement.

### **Other Vehicles:**

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

- There are 22 Van Pool and 13 Support Vehicles that have reached the end of their useful life and exceeding the FTA mileage requirement.

### **Surplus Equipment:**

Surplus equipment with a total net book value of \$0



# LYNX Finance & Audit Committee Agenda

## Categorical Totals

Category	Acquisition Value	Net Book Value
Revenue Vehicles	\$ 2,960,816	\$0
Other Vehicles	\$ 970,080	\$0
Surplus Equipment	\$ 425,137	\$0
<b>GRAND TOTAL</b>	<b>\$ 4,356,033</b>	<b>\$0</b>

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

## FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2024.

### Revenue Vehicles

Sys No	Co Asset No	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
012715	734	35' LF BRT-G27B102N2 Gillig Bus	RV	09/30/08	9	\$314,661.00	\$0.00
012716	734a	CUMMINS ISL 8.3L 280HP ENGINE	RV	09/30/08	5	\$22,976.00	\$0.00
012717	734b	ZF 594C AUTOMATIC TRANS	RV	09/30/08	5	\$17,247.00	\$0.00
013123	9-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/03/09	9	\$323,646.00	\$0.00
013124	9-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/03/09	5	\$20,024.00	\$0.00
013125	9-309B	ZF 594C AUTOMATIC TRANS	RV	08/03/09	5	\$18,073.00	\$0.00
013126	10-309	35' LF BRT- G27B102N4 Gillig Bus	RV	07/29/09	9	\$323,646.00	\$0.00
013127	10-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	07/29/09	5	\$20,024.00	\$0.00
013128	10-309B	ZF 594C AUTOMATIC TRANS	RV	07/29/09	5	\$18,073.00	\$0.00
013138	14-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/06/09	9	\$323,646.00	\$0.00
013139	14-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/06/09	5	\$20,024.00	\$0.00
013140	14-309B	ZF 594C AUTOMATIC TRANS	RV	08/06/09	10	\$18,174.03	\$0.00
013144	16-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/07/09	9	\$323,646.00	\$0.00
013145	16-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/07/09	9	\$20,024.00	\$0.00
013146	16-309B	ZF 594C AUTOMATIC TRANS	RV	08/07/09	5	\$18,073.00	\$0.00
013147	17-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/07/09	9	\$323,646.00	\$0.00
013148	17-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/07/09	5	\$20,024.00	\$0.00
013149	17-309B	ZF 594C AUTOMATIC TRANS	RV	08/07/09	5	\$18,073.00	\$0.00
013159	22-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/14/09	9	\$323,646.00	\$0.00

# LYNX Finance & Audit Committee Agenda

013160	22-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/14/09	5	\$20,024.00	\$0.00
013161	22-309B	ZF 594C AUTOMATIC TRANS	RV	08/14/09	5	\$18,073.00	\$0.00
013171	25-309	35' LF BRT- G27B102N4 Gillig Bus	RV	08/24/09	9	\$323,646.00	\$0.00
013172	25-309A	CUMMINS ISL 8.9L 280HP ENGINE	RV	08/24/09	5	\$20,024.00	\$0.00
013173	25-309B	ZF 594C AUTOMATIC TRANS	RV	08/24/09	5	\$18,073.00	\$0.00
019304	150517	Turtle Top Cutaway Van Pool	RV	03/01/16	4	\$73,630.00	\$0.00
						<b>\$2,960,816.03</b>	<b>\$0.00</b>

Sys No	Co Asset No	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
015877	37414	2013 CHEVY TRAVERSE 8PASSENGERS	OV	06/07/13	4	\$24,396.00	\$0.00
015878	37415	2013 CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396.00	\$0.00
015883	37165	2013 CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396.00	\$0.00
015888	37164	CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396.00	\$0.00
015889	37159	2013 CHEVY TRAVERSE 8 PASSENGERS	OV	06/07/13	4	\$24,396.00	\$0.00
016749	38242	2014 CHEVY TRAVERSE	OV	09/25/13	4	\$27,368.50	\$0.00
016751	38244	2014 CHEVY TRAVERSE	OV	09/25/13	4	\$27,368.50	\$0.00
016757	38250	2014 CHEVY TRAVERSE	OV	09/26/13	4	\$27,368.50	\$0.00
016763	38429	2014 CHEVY TRAVERSE	OV	09/26/13	4	\$27,368.50	\$0.00
016764	38425	2014 CHEVY TRAVERSE	OV	09/26/13	4	\$27,368.50	\$0.00
016901	38869	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016902	38870	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016905	38873	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016906	38874	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016908	38876	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016909	38877	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016915	38883	2014 CHEVY TRAVERSE	OV	10/31/13	4	\$27,368.50	\$0.00
016920	38888	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
016921	38889	2014 CHEVY TRAVERSE	OV	12/31/13	4	\$27,368.50	\$0.00
017088	38154	2014 FORD E350 EXTENDED	OV	01/31/14	4	\$32,306.00	\$0.00
017263	38763	2014 FORD E350 EXT	OV	03/31/14	4	\$30,496.00	\$0.00
017269	38769	2014 FORD E350 EXT	OV	03/31/14	4	\$30,496.00	\$0.00
017276	38777	2014 FORD E350 EXT	OV	03/31/14	4	\$33,467.60	\$0.00
017282	39656	2014 FORD E350	OV	03/31/14	4	\$25,455.80	\$0.00
017866	41581	CHEVY TRAVERSE 7 PASSENGER 2015	OV	08/31/14	4	\$27,479.80	\$0.00
017867	41583	CHEVY TRAVERSE 7 PASSENGER 2015	OV	08/31/14	4	\$27,479.80	\$0.00
018295	45210	2015 Chevy Traverse	OV	11/30/14	5	\$27,479.80	\$0.00
018296	45211	2015 Chevy Traverse	OV	11/30/14	5	\$27,479.80	\$0.00
019372	236-116	Dodge Promaster Van	OV	06/01/16	4	\$38,899.10	\$0.00
019682	47991	2017 Chevy Traverse	OV	10/13/16	4	\$27,317.00	\$0.00
019688	47989	2017 Chevy Traverse	OV	10/13/16	4	\$27,317.00	\$0.00
019689	47775	2017 Chevy Traverse	OV	10/04/16	4	\$27,317.00	\$0.00
019693	47990	2017 Chevy Traverse	OV	10/13/16	4	\$27,317.00	\$0.00
019722	47995	2017 Chevy Traverse	OV	11/29/16	4	\$27,317.00	\$0.00
019723	47994	2017 Chevy Traverse	OV	11/29/16	4	\$27,317.00	\$0.00
						<b>\$970,080.00</b>	<b>\$0.00</b>

# LYNX Finance & Audit Committee Agenda

## Surplus Equipment

Sys No	Co Asset No	Description	Class	Acquisition Date	Est Life	Acquired Value	Net Book Value
009765	6018	Media Gateway, G650 S8500 Sys	CE	11/08/04	5	\$3,900.00	\$0.00
009766	6018A	CP AHF 110 Bus Terinator S8500 Sys	CE	11/08/04	5	\$181.00	\$0.00
009767	6018B	CSU Module 120A4 S8500 Sys	CE	11/08/04	5	\$1,648.00	\$0.00
009768	6018C	CSU Module 120A4 S8500 Sys	CE	11/08/04	5	\$1,648.00	\$0.00
009769	6018D	CP TN464GP DS 1 INTFC 24/32 S8500 Sys	CE	11/08/04	5	\$3,950.00	\$0.00
009770	6018E	CP TN464GP DS1 INTFC 24/32 S8500 SYS	CE	11/08/04	5	\$3,950.00	\$0.00
009771	6018F	CP TN 2302 IP Media Proc S8500 Sys	CE	11/08/04	5	\$9,000.00	\$0.00
009772	6018G	CP C-LAN INTF TN 7900 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009773	6018H	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009774	6018I	VAL CP TN 2501	CE	11/08/04	5	\$5,500.00	\$0.00
009775	6018J	CP TN774E Call Class DET S8500 Sys	CE	11/08/04	5	\$1,916.00	\$0.00
009776	6018K	IPS12 CP TN 2312 BP S8500 Sys	CE	11/08/04	5	\$7,250.00	\$0.00
009777	6019	Media Gateway G650	CE	11/08/04	5	\$3,900.00	\$0.00
009778	6019A	CP AHF 110 Bus Terminal S8500 Sys	CE	11/08/04	5	\$181.00	\$0.00
009779	6019B	CP AUX Truck INTF TN 763D S8500 Sys	CE	11/08/04	5	\$1,150.00	\$0.00
009780	6019C	CP TN 793B Anlg 24PT S8500 Sys	CE	11/08/04	5	\$3,285.00	\$0.00
009781	6019D	CP TN771DP Main/Test S8500 Sys	CE	11/08/04	5	\$1,700.00	\$0.00
009782	6019E	CP TN464 GP DS1 INTFC 24/32 S8500 Sys	CE	11/08/04	5	\$3,950.00	\$0.00
009783	6019F	CP TN2302 IP Media Proc S8500 Sys	CE	11/08/04	5	\$9,000.00	\$0.00
009784	6019G	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009785	6019H	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009786	6019I	CP C-LAN INTF TN799 S8500 Sys	CE	11/08/04	5	\$1,250.00	\$0.00
009789	5862	Avaya C363T PWR 24 Ports Voice Infrastructure	CE	11/08/04	5	\$3,395.00	\$0.00
009790	5862A	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$495.00	\$0.00
009798	5873	Avaya C363T PWR 24 Ports	CE	11/08/04	5	\$3,395.00	\$0.00
009799	5873A	Avaya C360 Stack	CE	11/08/04	5	\$395.00	\$0.00
009800	6020	Avaya Chassis P333T-PWR Voice Infrastructure	CE	11/08/04	5	\$4,295.00	\$0.00
009801	6020A	Avaya X330W-2DS1 Voice Infrastructure	CE	11/08/04	5	\$2,395.00	\$0.00
009803	6021A	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009804	6021B	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009805	6021C	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009806	6021D	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009807	6021E	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009808	6021F	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009809	6021G	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$410.00	\$0.00
009824	6816	CSU Module 120A4 S8500 Sys	CE	11/08/04	5	\$1,648.00	\$0.00
009825	6818	Avaya C363T PWR Voice Infrastructure	CE	11/08/04	5	\$3,395.00	\$0.00

# LYNX Finance & Audit Committee Agenda

009826	6818A	Avaya MMF 1000Base-SX 550 MSFP Voice Infrastructure	CE	11/08/04	5	\$495.00	\$0.00
009837	6823	Avaya C364T PWR 48 Ports Voice Infrastructure	CE	11/08/04	5	\$5,495.00	\$0.00
017313	11995	DELL OPTIPLEX 23" AIO	CE	03/31/14	5	\$2,101.19	\$0.00
004126	2491	DECELEROMETER	FE	11/06/97	3	\$1,806.00	\$0.00
007474	3871	Torque Tester	FE	09/29/03	5	\$1,640.00	\$0.00
009802	6021	Cajun Chas P332G-ML Gbic	FE	11/08/04	5	\$5,895.00	\$0.00
012082	8698	Data Link Adapter Inline	FE	09/30/07	5	\$749.00	\$0.00
012083	8699	Data Link Adapter Inline	FE	09/30/07	5	\$749.00	\$0.00
012084	8700	Data Link Adapter Inline	FE	09/30/07	5	\$749.00	\$0.00
012208	8052	Testman Diagnostic System	FE	10/31/07	5	\$1,549.07	\$0.00
012209	8055	Serial Link Adapter KIT	FE	10/31/07	5	\$449.00	\$0.00
012210	8056	USB diagnostic Kit	FE	10/31/07	5	\$2,295.75	\$0.00
013790	9696	Wireless Vehicle Link WV12	FE	05/24/11	5	\$889.73	\$0.00
014579	10400	TrapBlaster DPF Pnumatic Cleaner	FE	06/01/12	5	\$48,791.76	\$0.00
014590	10132	Farebox 36 inch for ARBOC	FE	07/01/12	5	\$13,325.00	\$0.00
014593	10135	Farebox 36 inch for ARBOC	FE	07/01/12	5	\$13,325.00	\$0.00
014595	10137	Farebox 36 inch for ARBOC	FE	07/01/12	5	\$13,325.00	\$0.00
015527	10780	Square Drive 58" Long Torque Wrench	FE	04/24/13	5	\$580.37	\$0.00
017450	12170	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017451	12171	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017452	12172	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017453	12173	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017454	12174	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017455	12175	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017458	12178	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017459	12179	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
017460	1244	ODYSSEY FAREBOX-PARATRANSIT	FE	05/31/14	5	\$13,339.00	\$0.00
018704	13173	Engine Diagnostic Tool	FE	09/16/15	7	\$704.95	\$0.00
018713	13449	G450 MP 160 Media Gateway with Power Supply	FE	09/30/15	5	\$1,711.82	\$0.00
018714	13450	G430 MP120 Media Gateway	FE	09/30/15	5	\$7,455.98	\$0.00
018875	13385	Dell Optiplex 9020	FE	10/28/15	5	\$1,733.94	\$0.00
019212	13550	Dell Optiplex 9020	FE	01/14/16	5	\$1,513.86	\$0.00
019459	14113	Farebox-NeigborLink	FE	08/22/16	5	\$13,393.17	\$0.00
019460	14119	Farebox-NeigborLink	FE	08/22/16	5	\$13,393.17	\$0.00
019461	14115	Farebox-NeigborLink	FE	08/22/16	5	\$13,393.17	\$0.00
019462	14116	Farebox-NeigborLink	FE	08/22/16	5	\$13,393.17	\$0.00
019463	14117	Farebox-NeigborLink	FE	08/22/16	5	\$13,393.16	\$0.00
019464	14118	Farebox-NeigborLink	FE	08/22/16	5	\$13,393.16	\$0.00
020036	14793	Dell 7040 Computer	FE	02/08/17	5	\$1,575.94	\$0.00
020072	14843	DELL 7040 Computer	FE	03/04/17	5	\$1,575.94	\$0.00
020660	14638	Dell Optiplex 7050	FE	01/17/18	3	\$1,221.31	\$0.00
020668	14159	Dell 7050 Computer with Monitor	FE	02/13/18	3	\$2,381.99	\$0.00

**\$425,137.60      \$0.00**

# 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 FY2023 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

**Date:** 03/25/2024

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### **ACTION REQUESTED:**

Recommendation to Authorize Approval of FY2023 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, MSL, PA CPAs & Advisors, have conducted the audit for the fiscal year ended September 30, 2023.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Committee Agenda

## FISCAL IMPACT:

There is no fiscal impact associated with this activity.

# LYNX Finance & Audit Committee Agenda

## Action Item #6.B

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Election of the 2024 Finance and Audit Committee Officers

**Date:** 03/25/2024

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Per Administrative Rule 2.12.2, E, the Finance and Audit Committee shall annually elect from its members a Chairperson and Vice Chairperson.

General Counsel will guide the Finance and Audit Committee in the election of officers for the upcoming year.

# LYNX Finance & Audit Committee Agenda

## Discussion Item #7.A

**To:** LYNX Finance & Audit Committee

**From:** **Matthew Friedman**  
Director Of Marketing Communications  
**Matthew Friedman**  
Technical Contact

**Phone:** 407.841.2279 ext: 6206

**Item Name:** Update to the Vanpool Program

**Date:** 03/25/2024

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LYNX Staff will provide an update to the Vanpool Program.



# 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 FY2025 Operating Budget

**Date:** 03/25/2024

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LYNX staff will provide a presentation regarding the Preliminary FY2025 Operating Budget.