

# LYNX Oversight Committee Agenda


Meeting Date: 03/27/2025  
Meeting Time: 10:30 AM

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

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

## 1. Call to Order

## 2. Approval of Committee Minutes

-  Oversight Committee Minutes 2.27.25

Pg 3

## 3. Public Comments



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

## 4. Chief Executive Officer's Report



## 5. Finance & Audit Committee Report

## 6. Consent Agenda



### A. Request for Proposal (RFP)

-  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 12
-  Authorization to Negotiate and Award a Contract to Don Wood Inc. for the Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island located at the LYNX Operations Center (LOC A/C) for a Not to Exceed Amount of \$221,042 Pg 14


### 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 \$375,000 Pg 16
-  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 18



### D. Miscellaneous

-  Authorization for LYNX Insurance Broker to Negotiate and Bind Property, Fiduciary Liability, and Pollution Coverages Pg 20
-  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 22

## 7. Action Agenda

- A.  Authorization to Approve FY2024 Annual Comprehensive Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 24

## 8. Discussion

- A.  LYNX Fleet Transition Plan Pg 26
- B.  Southern Operations and Maintenance Facility Status Pg 27

## 9. Other Business

## 10. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Oversight Committee Meeting Minutes**

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

**DATE:**        **February 27, 2025**

**TIME:**        **11:00 a.m.**

**Members in Attendance:**

Viviana Janer, Chair, Commissioner,  
Osceola County BoCC  
Renzo Nastasi, Orange County  
Tanya Wilder, City of Orlando  
Libertad Acosta-Anderson, Florida  
Department of Transportation – District 5  
Amy Lockhart, Commissioner, Seminole  
County

**Staff Members in Attendance:**

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

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**1.    Call to Order**

Chair Janer called the meeting to order at 11:00 a.m.

**2.    Approval of Minutes**

A motion to approve the January 23, 2025, Oversight Committee meeting minutes was made by Renzo Nastasi and seconded by Libertad Acosta-Anderson. Motion passed unanimously.

**3.    Public Comments**

No one requested to address the Committee.

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

Tiffany Homler Hawkins, Chief Executive Officer, stated that in the interest of time, her comments will be deferred to the Board meeting.

## **5. Finance & Audit Committee Report**

Leslie Felix, Osceola representative of the Finance & Audit Committee, was recognized. Ms. Felix reported that the Finance & Audit Committee met on Thursday, February 20, 2025.

The Committee received a report from the CFO on the increase in fixed-route ridership, with a daily average of 68,000-70,000 trips. Paratransit is averaging 55,000-58,000 trips per month.

The Annual report is processing, with no issues to date. The audit firm will present the audit and LYNX staff will provide several models of the FY2026 Operating Budget at the next Finance Committee

All Consent Agenda items, and Action items were approved to move forward to the Oversight Committee. The LYNX Investment Policy was deferred to next month, because FDOT provided feedback and the Committee would like to review the feedback on the policy.

The FY2025 election of members was held with new Chair Kurt Petersen, Orange County, and Vice-Chair Timothy Jecks, Seminole County.

The Committee received presentations on Paratransit, FY2024 Preliminary Operating results, FY2024 Preliminary Reserve Analysis, FY2025 1<sup>st</sup> Quarter Results and the FY2026 Budget Assumptions.

## **6. Committee Consent Agenda Items**

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

### **A. Request for Proposal (RFP)**

- i. Authorization to Release a Request for Proposal (RFP) for Paratransit Functional Assessment and Travel Training Services
- ii. Authorization to Release a Request for Proposal (RFP) for NeighborLink On-Demand Mode of Services

### **B. Award Contracts**

- i. Authorization to Negotiate and Award Contract 25-C079 to Enterprise Leasing Company of Orlando, LLC for Vanpool Management Services and Increase Vehicle Fares

### **C. Extension of Contracts**

- i. Authorization to Exercise the First Option Year of Contract 22-C39 with DesignLab, LLC for Bus Operators, Transportation and Maintenance Supervisors Uniforms

**D. Miscellaneous**

- i. Authorization to Auction Surplus Capital Items
- ii. Authorization to Enter into a Cooperative Purchase Agreement with LoansAtWork, Inc., Formerly Known as BMG Money, 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 Execute a Contract for Labor/Employment Legal Services to GrayRobinson, P.A. for a Not to Exceed Amount of \$600,000 for the Initial Three-Year Term
- v. Approval of the LYNX Funding Model Policy

Renzo Nastasi made a motion to approve Consent Agenda items 6.A.i. through 6.D.v. Second by Libertad Acosta-Anderson. Motion passed unanimously.

**7. Action Items**

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

Chair Janer recognized Tiffany Homler Hawkins. Ms. Homler Hawkins stated that this is an annual Block Grant agreement for FY2026 with submittal to Florida Department of Transportation (FDOT) and is on the Action Agenda to allow the representative from FDOT to abstain from voting.

Libertad Acosta-Anderson stated that she will abstain from this item as the agreement will come before FDOT for approval.

Commissioner Lockhart 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 Renzo Nastasi. Motion passed unanimously with Libertad Acosta-Anderson abstaining.

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

Chair Janer recognized Bruce Detweiler, Manager of Service Planning, to make the presentation. Mr. Detweiler stated that this service change is to make schedule adjustments to improve on-time performance and efficiency, trip adjustments to align service with demand, and route extension to serve new destinations.

Service changes are noticed on social media, the GOLYNX website, public hearings, and in-person outreach.

A timepoint on NeighborLink 831 will be removed, and riders at Valencia College will have to reserve a pick-up time. Chair Janer asked if these riders have been made aware

that they will have to reserve a ride in advance. Mr. Detweiler explained that outreach will be conducted at Valencia as well as fliers on the buses and social media posts.

Motion for Authorization to Implement April 20, 2025 Service Changes made by Renzo Nastasi, second by Tanya Wilder. Motion passed unanimously.

- C. Authorization to Approve the Shingle Creek Transit and Utility Community Development District Bus Service Agreement for FY2025 in an Amount of \$247,949

Mr. Detweiler continued with this item. He stated that Link 311 is being extended to Universal Epic Universe, which was originally funded by the Orange County Accelerated Transportation Program. The route extension is now funded by an agreement with the Shingle Creek Transit and Utility Community Development District.

Tanya Wilder made a motion for Authorization to Approve the Shingle Creek Transit and Utility Community Development District Bus Service Agreement for FY2025 in an Amount of \$247,949. Second by Renzo Nastasi. Motion passed unanimously.

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

Ms. Homler Hawkins stated that this follows the additional service hours and the service change.

Renzo Nastasi made a motion for Authorization to Amend the Orange County Accelerated Transportation Safety Program (ATSP) Bus Service Agreement for FY2025, second by Tanya Wilder. Motion passed unanimously.

- E. Election of the 2025 Oversight Committee Officers

Chair Janer recognized Pat Christiansen, LYNX General Counsel. Mr. Christiansen stated that according to Administrative Rules, officers must be elected each year. The Chairman of the Oversight Committee must be a member of the Board.

Commissioner Lockhart made a motion to nominate Commissioner Janer as Chair of the Oversight Committee, second by Renzo Nastasi. Motion passed unanimously.

Tanya Wilder made a motion to nominate Renzo Nastasi as Vice-Chair, second by Commissioner Lockhart. Motion passed unanimously.

## **8. Discussion Items**

- A. FY2024 Preliminary Operating Results

Chair Janer recognized Lenny Antmann to make the presentation. Mr. Antmann stated that revenues were almost eight million favorable and twelve million dollars of actuarial adjustments accounted for the increase in expenses this year, with nine million related to pension.

## B. FY2025 1<sup>st</sup> Quarter Results

Mr. Antmann continued with this item. He stated that both revenues and expenses are tracking very closely with the budget. Purchased transportation is unfavorable due to a contract amendment in June of last year.

Commissioner Lockhart asked about submitting overtime expenses to FEMA when buses are running during a disaster, and where the reimbursement funds are presented in the budget. Mr. Antmann stated that the reimbursement takes about a year and will be shown as “Additional Revenue” as a budget amendment. The Commissioner also asked about wages and salaries, and how much was paid out for medical. Mr. Antmann stated that the medical expenses are tracking on budget. The Commissioner asked if there is a separate budgeted line item that shows how the reserves are standing up to pay the claims. Mr. Antmann stated that medical expenses are not reserves, and that medical claims are a budgeted amount. There is a reserve for catastrophic claims. Commissioner Lockhart would like the Oversight Committee to look into the medical claims as a potential operational improvement. Chair Janer asked if the Finance & Audit Committee should look into these expenses. Commissioner Lockhart said sure. Mr. Antmann stated that statutory reserves in April will come with a reserve analysis. Those are reserved in separate line items in the reserve analysis. Chair Janer asked if the Finance & Audit Committee can look into this and make recommendations.

## C. FY2026 Budget Assumptions

Mr. Antmann continued with this item. The FY2026 level of service will be based on a starting point of December service as well as significant service adjustments with Seminole County with Finding Partner contributions based on the approved Regional Funding Model Policy.

## 9. Other Business

No other business was discussed.

## 10. Adjourned

Meeting adjourned at 11:42 a.m.

## Certification of Minutes:

I certify that the foregoing minutes of the February 27, 2025, Oversight Committee meeting are true and correct, approved by the Oversight Committee.

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Assistant

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Oversight 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:** 03/27/2025

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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 Oversight Committee 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 Oversight Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Oversight 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:** 03/27/2025

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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 seek to have the new GPC contracts in place by October 1, 2025 for the start of the FY2026 fiscal year.

# LYNX Oversight Committee 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).

## **FISCAL IMPACT:**

The Approved FY2025 Operating Budget includes a total of \$503,960 for Planning projects, of which the majority are expected to be grant funded.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Oversight 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:** 03/27/2025

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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 Oversight Committee 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 project is 100% funded through Federal Grants.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Oversight Committee

**From:** David Burrowes  
Chief Operations Officer  
Ricky Gonzalez  
Technical Contact

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Negotiate and Award a Contract to Don Wood Inc. for the Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island located at the LYNX Operations Center (LOC A/C) for a Not to Exceed Amount of \$221,042

**Date:** 03/27/2025

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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 Don Wood, Inc. for the Hose Reel and Lubricant line replacement in the Maintenance Shop and Service Island located at the LYNX Operations Center (LOC A/C) for a not to exceed amount of \$221,042.

### **BACKGROUND:**

When LYNX's Operations Center (LOC) became operational in 2007, the maintenance shop was designed to accommodate a minimum fleet of 175 buses. Since then, the LOC bus fleet has grown to 320 buses. The fluid hose reels and dispensers are original to the facility. It is used for the scheduled and unscheduled maintenance of the bus fleet and is past its useful life. The frequent failure and repair of this equipment result in large operating expenses. The failure also has an impact on vehicle maintenance operations.

On July 25, 2024, the LYNX Board of Directors authorized the release of a solicitation for the Hose reel and Lubricant line replacement in the Maintenance Shop and Service Island located at the LYNX Operations Center. (LOC A/C) The Invitation for Bid 25-B02, (IFB) was released, and posted on DemandStar, and sent to interested Vendors on November 21, 2024.

# LYNX Oversight mmittee Agenda

The deadline for submission of proposals was January 28, 2025, and the following is a list of Vendors, considered responsive and responsible.

Don Wood, Inc.  
Seaboard Distribution (Reladyne of Florida, LLC)  
Sunshine State Sales, Inc.

The responsive and responsible proposer with the lowest bid was Don Wood, Inc.

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

A DBE participation goal does not apply to this activity.

## **FISCAL IMPACT:**

This project will be funded within the FY2025 Capital Budget program.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Oversight 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 \$375,000

**Date:** 03/27/2025

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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 \$375,000.

### **BACKGROUND:**

Remix Technologies, LLC is a transit planning software that allows staff to quickly edit existing routes and draw new routes for planning purposes. This serves both internal staff discussions as well as communications with external partners and the general public. The tool provides high-level information on travel time estimates and the demographics of populations impacted by the fixed-route services drawn in the software.

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-



# LYNX Oversight Committee Agenda

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.

Option year two (2) will cover the period of April 1, 2025 through March 31, 2026. Staff is requesting the second option year of Contract 21-C37 for the Transit Planning SaaS, for \$65,000. The On-Demand Planning Platform is not requested by staff as part of the second option year request.

## **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 Oversight Committee Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Oversight 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:** 03/27/2025

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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 Oversight Cmmittee Agenda

## **FISCAL IMPACT:**

The Approved FY2025 Capital Budget includes \$11,670,030 for new shelter installations. The ATSP funding will cover \$6,000,000 with the remaining funded 100% through Federal Grants.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. i

**To:** LYNX Oversight 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:** 03/27/2025

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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**

American Home Assurance Company, part of the AIG group of insurers, covers the entire property insurance program. The premium includes the Florida Insurance Guaranty Association (FIGA) assessment.

# LYNX Oversight Committee Agenda

## **Fiduciary Liability**

The LYNX Deferred Compensation, DC Plan for BU Employees, and Money Purchase Plans for various groups of participating employees' coverage is a renewal of Chubb's Labor Management Trust Fiduciary policy.

## **Pollution**

LYNX purchased a three-year paid-in-full policy beginning on April 1, 2023, from Illinois Union Insurance Company (Chubb) 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 insurance expenses. Several policies will be renewed in October, and the remaining budget is expected to cover the anticipated premiums.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. ii

**To:** LYNX Oversight Committee

**From:** **James Boyle**  
Interim Chief Planning And Development Officer  
**Myles O'Keefe**  
Technical Contact  
**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:** 03/27/2025

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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 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.

# LYNX Oversight mmittee Agenda

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 Oversight Committee Agenda

## Action Item #7.A

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6125

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

**Date:** 03/27/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Authorize Approval of the FY2024 Annual Comprehensive Financial Report 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.

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

No DBE participation goal is applicable for this activity.



# LYNX Oversight Cmmittee Agenda

## **FISCAL IMPACT:**

There is no fiscal impact associated with this activity.

# LYNX Oversight Committee Agenda

## Discussion Item #8.A

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** LYNX Fleet Transition Plan

**Date:** 03/27/2025

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LYNX staff will provide an overview and update of the LYNX fleet plan and seek input for future vehicles.

# LYNX Oversight Committee Agenda

## Discussion Item #8.B

**To:** LYNX Oversight Committee

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

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Southern Operations and Maintenance Facility Status

**Date:** 03/27/2025

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LYNX consultant will provide an update on the efforts related to the Southern Operations and Maintenance Facility.