

# LYNX Finance & Audit Committee Agenda

Meeting Date: 3/9/2023  
Meeting Time: 1:30 PM

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

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

## 1. Call to Order

## 2. Approval of Committee Minutes

 Finance Committee Minutes - February 16, 2023 Pg 3



## 3. Public Comments

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




## 4. Chief Financial Officer Report



## 5. Consent Agenda

### A. Request for Proposal (RFP)



- i.  Authorization to Release a Request for Proposal for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center Pg 8
- ii.  Authorization to Release a Request for Proposal (RFP) for the Supply and Installation of Security Equipment and Associated Maintenance for LYNX Facilities Pg 10

### B. Miscellaneous



- i.  Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2023 Apportionments and to Sub-allocate FY2023 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation Pg 12
- ii.  Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies Pg 16
- iii.  Authorization to Ratify a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2023 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Fifteen (15) Fixed Route CNG Buses Pg 18

- iv.  Authorization to Enter into a Sole Source Purchase for the Procurement of SPX d/b/ a Genfare Fast Fare Fareboxes for the NeighborLink Cutaway Bus Fleet Pg 20
- v.  Authorization to Implement April 23, 2023 Service Changes Pg 22

## 6. Action Items

- A.  Authorization to Submit 2023 Title VI Program Update to the Federal Transit Administration (FTA) Pg 24
- B.  Recommendation to Authorize Approval of FY2022 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program Pg 26

## 7. Discussion Items

- A.  Review of Consent Agenda Pg 27
- B.  Discussion Regarding Preliminary FY2024 Operating Budget Pg 28

## 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 16, 2023

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

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**Members in Attendance:**

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

**Staff in Attendance:**

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

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**1. Call to Order**

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

**2. Approval of Minutes**

Chair Clavijo requested a motion for approval of the January 19, 2023 Finance & Audit Committee meeting minutes. Motion to approve the January 19, 2023 minutes was made by Michelle McCrimmon, second by Kurt Petersen. The minutes were unanimously approved as presented.

**3. Public Comments**

No members of the public were present to speak.

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

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

- Board and Oversight committee have postponed their meeting until March. Three of today's Discussion Items scheduled to go forward to Oversight this month will be moved to March.

- MSL external auditors have completed the FY2022 audit. We have submitted a preliminary Annual Comprehensive Financial Report for their review and will be back in March to present the final report. No issues identified at this time.
- Yesterday's ridership was 56K, moving closer to pre-holiday levels of approximately 58K daily on Fixed Route. Paratransit ridership is running approximately 85% of pre-COVID levels.
- ERP and Pine Hills Transfer Center RFP submissions have been received and will go to SEC this month.
- The SEC made their recommendation on the Paratransit contract but will remain under the cone-of-silence due to a protest.

## 5. Consent Agenda

Mr. Antmann informed the Finance & Audit Committee that the February Oversight and Board meetings have been cancelled due to very light agendas. Finance & Audit Committee will post-pone action on today's Consent Agenda until March to allow for any updates prior to Oversight action.

### A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for the Supply and Installation of Security Equipment and Associated Maintenance for LYNX Facilities

### B. Miscellaneous

- i. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
- ii. Authorization to Enter into a Sole Source Purchase for the Procurement of SPX d/ b/a Genfare Fast Fare Fareboxes for the NeighborLink Cutaway Bus Fleet

No action on Consent Agenda.

## 6. Discussion Items

### A. FY2022 Preliminary Financial Results

Mr. Antmann presented the FY2022 preliminary financial results, pending final audit report. There are two changes from what was presented last month:

- On Revenue, interest and other income is now \$200K favorable to budget due to a \$210K reduction in the amount due to FTA.
- On Expenses, due to the new GASB87 requirement, we must represent leases differently. For the \$13K per month LYMMO charging infrastructure and \$23K per month LB McLeod facility leases these need to be accounted for similar to capital leases. In total, we had lease payments totaling approximately \$434K, of which \$365K was reclassified to the balance sheet as principle payments, leaving interest expense of \$67K.

In total overall, expenses were favorable \$18.6M and revenue was \$5.5M favorable, bringing the change in net position to \$24.1M favorable to budget for the year. The

year ended with a total change in net position is just short of \$33M favorable, of which \$7M was non-cash impacting leaving about \$26M available for reserves.

B. FY2022 Preliminary Reserve Analysis

Mr. Antmann presented the FY2022 Preliminary Reserve Analysis, the final reserve analysis will be presented in April. Our unrestricted net position at the end of FY2022 was \$134.9M. Adjusting for long-term liability, our unrestricted net position is \$151.9M.

The operating reserves include several requirements before moving the remainder to the budget stabilization fund. Our policy allows for 30-60 days of operating expenses, we have traditionally targeted 45 days, which is \$22.1M. Additionally, the operating reserves calls for up to a 5% contingency totaling slightly over \$8.8M. Short-term General Liability/Worker's Compensation reserve of \$2.6M; Medical claims IBNR of \$786K; Catastrophic Medical Claims reserve \$1.4M; 60-day medical insurance claims reserve is \$2.2M and the fuel stabilization reserve of \$1M. This brings the total required operating reserve to \$39.1M, leaving \$112.8M for budget stabilization fund. Last year the budget stabilization balance was \$86M.

Up to this point the budget stabilization fund has been growing due to availability of the Federal stimulus opportunities. In FY2023 we budgeted to utilize \$31M budget stabilization funds to balance the budget. The plan last year was to use all the funds over five years. As those funds are drawn down, we ask the committee for guidance on what is the right level of reserves that we should keep – 45, 50, 55 days. Should we maintain the full 5% contingency or change to 2 or 3%? In prior years it was tough meeting all the reserves and we averaged 2-3%. One thing we discussed was bringing all back to normal and keeping a rainy-day fund of \$5M separate from the traditional reserve. No decisions needed today, but to think about in the next year as we discuss the drawdown of the budget stabilization funds.

On the restricted area, we have regional partner local capital contributions of \$1.2M, \$2M set aside for Pine Hills Transfer Center, various small reserves for shelter projects, \$1.2M contributed by OUC and City of Orlando toward the next six electric buses, Road Rangers vehicle replacement of \$122K, and \$2M state required medical self-insurance surplus reserve. Total restricted reserve equals \$6.8M.

C. FY2023 1st Quarter Results

Mr. Antmann presented the FY2023 first quarter operating results.

This will be the first time in a few years that there are no stimulus dollars. Normally the budget is balanced between revenue and expenses, but you will see a \$8.6M difference which is the amount of budget stabilization funds allocated for draw-down to balance the first quarter budget. In total there are \$31M budget stabilization funds earmarked to balance this year's budget.

Overall revenue was \$300K unfavorable, operating expense was \$2.3M favorable giving us an overall \$2M favorable on budget. The Change in Net Position programmed at \$8.6M actually came in at \$6.6M.

Revenue:

Fixed Route fare revenue is within budget. Advertising revenue is favorable to budget \$200K. Interest and Other Income is favorable by \$1.2M associated with increase of interest income. State revenue is unfavorable almost \$1.9M due to the timing of state block grant execution.

Expenses:

Salaries, wages and fringe are \$1.3M unfavorable to budget as a result of negotiated wage increase. Other services are \$2.1M favorable to budget primarily driven by the timing of maintenance contracts and fuel expense is \$300K unfavorable due to increase of fuel costs. Materials and supplies are \$495K favorable due to decreased demand for PPE and sanitizing supplies. Casualty & Liability is \$250K favorable. Purchased transportation is \$480K favorable due to reduced trip volumes. Leases and Miscellaneous is \$455K favorable from timing of travel/training and subscriptions.

D. FY2024 Budget Assumptions

Mr. Antmann led the budget assumption discussion in preparation of the FY2024 Budget. This year we will focus less on conservative budgeting and more budgeting based on trends associated with COVID.

The key assumptions:

- Maintain FY2023 level of service.
- Federal Preventative Maintenance will continue at \$6.8M as previously recommended by the board.
- Lines of business to be presented separately.
- Budget for COVID protocols based on current trends.
- Funding Partner contributions based on the approved Regional Funding Model.
- Several models will be prepared on the partner funding for consideration.

Revenue Budget Assumptions:

- Customer Fares – No fare increase, fixed route ridership project at 75% of pre-COVID levels and Paratransit ridership at 95% of pre-COVID levels.
- State operating assistance will be based on latest FDOT projections.
- Advertising revenue at the contract guarantee level.

Expense Budget Assumptions:

- Project wage increases consistent with Funding Partners and Board approved Union Labor Agreements.
- Increased costs for medical expenses based on current trends.
- Continued use of prescription drug rebate program to control costs.
- Continue the fuel hedging program to stabilize the costs of diesel, unleaded fuel, and compressed natural gas (CNG).
- Continued investment in low/no emission vehicles to include electric and CNG. In FY2023 it is projected 75% of the fleet will be low/no emission vehicles.
- 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 focusing on eligibility and travel training for fixed route.
- Continued technology migration to cloud environment.
- New ERP system for all financial functionality.

Other Initiatives:

- Pine Hills Transfer Station – expected construction award March/April 2023, expected completion FY2024.
- Southern Operations site selection evaluation underway.
- LCS window replacement and modification of the LCS bus bays to handle Artic buses.
- Alternative fuels we will continue to focus on electric services and infrastructure and begin evaluation of Hydrogen options.
- Rollout an improved employee development program.
- Update the organization’s vision, mission and values.

In March we will present the FY2024 Key Budget Assumptions to Oversight and FY2024 Preliminary Operating Budget model scenarios to the Finance & Audit Committee. Based on the Finance & Audit Committee’s March recommendations, we will present the FY2024 Preliminary Operating Budget to Finance & Audit and Oversight in April and make presentations the counties in June/July.

The committee inquired about FY2024 staffing levels. Mr. Antmann stated that the only new positions are associated with transitioning NeighborLink to be serviced by LYNX employees rather than as a contracted service. This is anticipated to be cost neutral.

**7. Action Items**

A. Election of the 2023 Finance and Audit Committee Officers

Chair Clavijo recognized James Goldsmith, LYNX General Counsel to moderate the election of officers.

- Kurt Petersen nominated Amanda Clavijo as Chair.  
Mr. Goldsmith called for a vote. Seconded by Jamie Ledgerwood, vote was unanimous.
- Kurt Petersen nominated Michelle McCrimmon as Vice Chair.  
Mr. Goldsmith called for a vote. Seconded by Tim Jecks, vote was unanimous.

**8. Other Business**

None

**9. Adjourned**

The meeting adjourned at 2:23 p.m.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. i

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)  
Lismar Matos Hernandez  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Release a Request for Proposal for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at LYNX Central Station and LYNX Operations Center

**Date:** 3/9/2023

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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 Request for Proposal (RFP) for Architecture and Engineering Services for HVAC Systems Replacement & Enhancement at the LYNX Central Station and the LYNX Operations Center.

### **BACKGROUND:**

LYNX operates out of two owned main facilities: the LYNX Central Station, and the LYNX Operations Center. The facilities have HVAC systems of different manufacturers and types that have met their useful life. The units are between 16 to 19 years old and have become failure prone and increasingly costly and difficult to maintain. The typical life expectancy on these types of systems averages 15 to 20 years. In the past three years, LYNX has spent approximately \$240,000 repairing or replacing items related to ensure that the equipment has been able to function.

LYNX is seeking to replace the HVAC systems at both locations with systems of the same name brand manufacturer, with the latest high efficiency and sustainable systems available for the building climate-controlled areas.

In September 2021, LYNX authorized the Chief Executive Officer or designee to execute Contract #21-C45 to AECOM Technical Services, Inc. for Architecture and Engineering Services. The Consultants Competitive Negotiation Act (CCNA) as provided in Fla. Stat.



# LYNX Finance & Audit Committee Agenda

287.055 states that any construction project that exceeds the established threshold of \$4 million must be procured separately from a continuing services contract. This is the reason that this request cannot be accomplished using the existing contract that is currently in place.

It is our goal to bid this project at both locations together from a design and engineering standpoint to ensure the same brand manufacturer for future service and maintenance benefits. The plan for design is to start with LYNX Central Station first and once this has been completed to start the design for LYNX Operations Center

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2023 Approved Capital Budget includes \$3,124,964 for HVAC Systems Replacement & Enhancement at the LYNX Central Station and the LYNX Operations Center. These funds are 100% Federal.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6127

**Item Name:** **Authorization to Release a Request for Proposal (RFP) for the Supply and Installation of Security Equipment and Associated Maintenance for LYNX Facilities**

**Date:** 3/9/2023

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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 for the supply and installation of security equipment and associated maintenance for LYNX facilities.

### **BACKGROUND:**

The RFP scope of work will require the procurement and installation of 200 access control badge readers to our current access control system. In addition, to include but not limited to repairs to our inoperable existing badge readers, cameras and necessary infrastructure, integration, and preventative maintenance. The system and software must be similar or compatible with current access control system and software currently installed and used by LYNX for its access control system.

The major goal of additional access card badge readers to our current access control system is to enhance the protection of soft targets, crowded places, enhance security measures against terroristic activity and to expand access control. LYNX wants to increase the security posture of the agency to protect its property and employees. The additional access control badge readers and repair to the inoperable readers will reduce security concerns related to lost keys, access to documents considered security sensitive and allow for the agency to lock doors remotely in the event of an active shooter. Lastly, the new system will give LYNX the ability to set parameters on all doors and generate reports to track behavior.

LYNX recently completed a TSA Baseline Assessment Enhancement (BASE) Review in 2021 and a Threat Vulnerability Assessment (TVA) in 2020. The TSA BASE and the TVA evaluates

# LYNX Finance & Audit Committee Agenda

the likelihood of specific threats that may endanger system operations and provides recommended actions and countermeasures to eliminate or mitigate such threats based on the TSA/FTA Security and Emergency Management Action Items for Transit Agencies. This project is in accordance with several of the recommendations outlined in the BASE and TVA report.

## **DISADVANTAGE 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 FY2023 Approved Capital Budget includes \$1,019,000 for Security Equipment. This capital expense is 100% Federally funded. The FY2023 Approved Operating Budget includes \$7,000 for Repair and Maintenance.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2023 Apportionments and to Sub-allocate FY2023 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation

**Date:** 3/9/2023

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Federal Transit Administration (FTA) for the FY2023 FTA apportionments of \$48,542,478 and to execute Grant Agreements with the FTA.

In addition, staff is requesting the Board of Directors' authorization for the sub-allocation of the Orlando urban area funding to the Lake County Transit Services and the Florida Department of Transportation (FDOT) SunRail from the FTA's FY2023, 5307 formula apportionment in the amounts of \$584,613 and \$13,647,834, respectively. Also, the FTA's FY2023, 5337 formula apportionment in the amounts of \$4,640,828 to the Florida Department of Transportation (FDOT) for SunRail.

### **BACKGROUND:**

On January 27, 2023 the Federal Transit Administration (FTA) released the full FY2023 annual apportionments on various FTA funding programs.

Board authorization is requested to apply for these funding programs.

Urbanized Area Formula Program	\$ 35,335,874
State of Good Repair Fixed-Guideway	590,708
Bus/Bus Facilities Program	3,054,252
Enhanced Mobility for Seniors and Individuals with Disabilities	2,561,644
Surface Transportation Program	<u>7,000,000</u>
Total	\$ 48,542,478

# LYNX Finance & Audit Committee Agenda

The sub-allocation to Lake County is in the amount of \$584,613. The sub-allocation for FDOT's SunRail is in the amount of \$ \$13,647,834 & \$4,640,828. These amounts are determined based on the final FY2023 full year FTA apportionments.

This request for Board authorization includes the execution of any Supplemental Agreements as part of respective grant applications by Lake County and FDOT to FTA. This will allow Lake County Transit Services and FDOT to be direct 5307 & 5337 grant recipients, eligible to receive and dispense FTA's 5307 & 5337 sub-allocated funds.

Congress establishes the legal authority to commence and continue FTA programs through authorizing legislation covering several years. The federal public transportation law, Infrastructure Investment and Jobs Act (IIJA) ([Pub. L. 117-58](#)) signed by President Biden on November 15, 2021, and effective on October 1, 2021. In addition, formula and discretionary programs for FY2023 based on the Consolidated Appropriations Act, 2023 ([Pub. L. 117-328](#), December 29, 2022). It also contains information on how FTA plans to administer its transit programs in FY2023 and how funds appropriated and allocated prior to FY2023 will be treated.

The following summarizes the funding programs and the FY2023 apportionments:

## **Urbanized Area Formula Program - Section 5307:**

This program provides grants to Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances. These funds constitute a core investment in the enhancement and revitalization of public transportation systems in urbanized areas throughout the nation that depend on public transportation to improve mobility and reduce congestion.

Under the IIJ Act a special rule allows recipients in urbanized areas with populations of 200,000 or above and those that operate 100 or fewer buses in fixed route service or demand response, excluding ADA complementary paratransit, during peak hours, to receive a grant for operating assistance subject to a maximum amount per system, in accordance with "Section 5307 Operating Assistance Special Rule Operator Caps". FTA identified the transit systems and their maximum operating assistance amounts for FY2023 based on the percent of the apportionment attributable to an operator, calculated from vehicle revenue hours reported in their FY2019 National Transit Database (NTD) report.

In the FY2023 FTA apportionments released on January 27, 2023, the Orlando 5307 funds of \$43,466,137 included the apportionment attributable to Lake County in the amount of \$584,613 and commuter rail (FDOT) in the amount of \$13,647,834. The net LYNX 5307 funding is in the amount of \$29,233,690 for Orlando and \$6,102,184 for Kissimmee, combined \$35,335,874.

Due to the cycle and timing on the release of Federal apportionments and the grant application process, the annual LYNX's 5307 apportionment is typically budgeted by LYNX over multiple years.

# LYNX Finance & Audit Committee Agenda

## **State of Good Repair (SGR) - Section 5337:**

SGR replaced the fixed-guideway modernization formula program funds of \$5,231,536, included the apportionment attributable to commuter rail (FDOT) in the amount of \$4,640,828. The net LYNX 5337 funding is in the amount of \$590,708 for Orlando. Projects are limited to replacement and rehabilitation or capital projects required to maintain public transportation systems in a state of good repair. LYNX will be working with the City of Orlando staff to upgrade the Orange LYMMO in a state of good repair and to provide amenities and technology enhancements compatible with the Lime and Grapefruit LYMMO expansions.

## **Bus/Bus Facilities Program – Section 5339:**

Provides capital funding of \$3,054,252 to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.

This program replaced the Section 5309 Bus and Bus Facilities Program, which allocated funds through a competitive project selection process or earmarking. LYNX will program section 5339 funds for revenue vehicles.

## **Enhanced Mobility for Seniors/Individuals with Disabilities- Section 5310:**

This program is intended to enhance mobility for seniors and persons with disabilities by providing funds of \$2,561,644 for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. 55% Funds will be used as Traditional capital which will required 20% local match and 45% funds for nontraditional operating which will required in-kind match.

Eligible activities include:

- 1) Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.
- 2) Public transportation projects that exceed the requirements of the ADA.
- 3) Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit.
- 4) Alternatives to public transportation that assist seniors and individuals with disabilities.

## **Surface Transportation Program (STP):**

The STP provides funding of \$7,000,000 that may be used by States and localities for a wide range of projects to preserve and improve the conditions and performance of surface transportation, including highway, transit, intercity bus, bicycle and pedestrian projects.

The USDOT funding for the Federal Highway Administration includes Surface Transportation Program (STP) funds that are eligible to be transferred to FTA for transit purposes. The regional STP funds are allocated by MetroPlan Orlando for transit enhancements, bicycle and pedestrian improvements and highway projects. STP funds are programmed annually by MetroPlan Orlando in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP).

# LYNX Finance & Audit Committee Agenda

LYNX will program the FY2023 STP funding for revenue vehicles and passenger amenities.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

LYNX staff will include the award of this grant 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.B. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies

**Date:** 3/9/2023

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend sub-recipient awards to selected Human Services Agency projects and to enter into sub-recipient agreements with the selected applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

### **BACKGROUND:**

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on September 22, 2022 to solicit Human Services Agency projects for the Urbanized Orlando and Kissimmee Section 5310 Program funds.

LYNX conducted a Section 5310 Virtual Grant Workshop on October 21, 2022 and each interested applicant was required to coordinate projects with ACCESS LYNX as the Community Transportation Coordinator (CTC). Project proposals were due November 23, 2022 and a multi-disciplinary team comprised by the Florida Department of Transportation, Metroplan Orlando and ACCESS LYNX met to evaluate them.

### **APPLICATION EVALUATION:**

A total of eight (8) proposals were received. One (1) of the proposals was disqualified due to incomplete or missing documentation, and/or lack of authorized signatures. The other seven (7) applications moved forward for evaluation.



# LYNX Finance & Audit Committee Agenda

Proposals were prioritized and notices of intent to award were issued. A pre-award monitoring phase will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESS LYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Agency Name	Operating Funds	Vanpool Funds	Total
Seniors First, Inc.	\$ -	\$ 8,280.00	\$ 8,280.00
Aspire Health Partners	\$ 101,078.00	\$ 8,280.00	\$ 109,358.00
Quest, Inc.	\$ 40,000.00	\$ -	\$ 40,000.00
Meals on Wheels, etc., Inc.	\$ 45,000.00	\$ 16,560.00	\$ 61,560.00
Special Hearts Farm	\$ 17,375.00	\$ 4,140.00	\$ 21,515.00
EduMatics, Inc.	\$ -	\$ 8,280.00	\$ 8,280.00
	<b>\$ 203,453.00</b>	<b>\$ 45,540.00</b>	<b>\$ 248,993.00</b>

Funds will be provided to sub-recipients at 50% federal share under the Section 5310 grant program for operating and vanpool projects.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2023 Approved Operating Budget includes \$600,000 for Sub-Recipient Agreements with Human Service Agencies.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. iii

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Kenneth Jamison  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Ratify a Grant Application Submitted to the Florida Department of Transportation (FDOT) FY2023 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Fifteen (15) Fixed Route CNG Buses

**Date:** 3/9/2023

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' ratification on a grant application submitted to the Florida Department of Transportation (FDOT) on March 17, 2023 for the Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas.

### **BACKGROUND:**

On January 27, 2023, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.7 billion in competitive grants under both the FY2023 Low or No (Low-No) Emission Grant Program and the Grants for Buses and Bus Facilities (Bus & Bus Facilities) Competitive Program. An applicant may submit a low or no emission project to both programs or may choose to submit to only one of the two programs. If a project is 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. FDOT grant applications were due on March 17, 2023.

Rural FY2023 Low or No Emission Grant Program and the Bus and Bus Facilities funding is managed by FDOT and all rural applications are packaged as part of a statewide application submitted by FDOT to the Federal Transit Administration (FTA).

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

# LYNX Finance & Audit mmittee Agenda

facilities and equipment. The Bus & 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% for leasing or acquiring buses, 90% for acquiring, installing, or constructing vehicle-related equipment or facilities, and 80% for other projects. 0.5 percent of the requested Federal award for projects must be used for workforce development unless the applicant explains why less funding is needed.

LYNX will submit one application to both programs for fifteen (15) CNG buses and training as summarized below. The application is for the cost of CNG buses.

FTA Low-No and Bus & Bus Facilities Funding Request:	\$ 9,667,612
Local Match (Toll Revenue Credits)	<u>\$ 1,706,555</u>
Total Project Cost	\$11,374,167

The application will be scalable down to ten (10) CNG buses and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

Local match will consist of Toll Revenue Credits.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

LYNX staff will include the award of this program in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. iv

**To:** LYNX Finance & Audit Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Norman Hickling  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Enter into a Sole Source Purchase for the Procurement of SPX d/b/a Genfare Fast Fare Fareboxes for the NeighborLink Cutaway Bus Fleet

**Date:** 3/9/2023

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a sole source procurement of eighteen (18) Genfare Fast Fare "Super Short" fareboxes from SPX d/b/a Genfare for use in the NeighborLink cutaway bus fleet, for a not to exceed amount of \$330,000.

### **BACKGROUND:**

On January 26, 2023, the LYNX Board of Directors authorized LYNX under Action Agenda item #7.B, to transition the NeighborLink "On-Demand" mode of service from a private transportation contracted service to an 100% internal LYNX operation. The intent is to complete transition by the April 23, 2023 service change.

In order to collect fares, process the collected revenue through the vaulting system and track ridership for the Neighbor link service, the buses must be equipped with the Fast Fare model farebox currently used on the fixed route fleet. The NeighborLink buses are currently equipped with Odyssey fareboxes which are not compatible with the current LYNX farebox vaulting and back office systems.

### **DISADVANTAGE 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.

# LYNX Finance & Audit mmittee Agenda

## FISCAL IMPACT:

This project will be funded with federal dollars through the FY2023 Approved Capital Budget.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. v

**To:** LYNX Finance & Audit Committee

**From:** **James Boyle**  
Director Of Planning And Development  
**Bruce Detweiler**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Implement April 23, 2023 Service Changes

**Date:** 3/9/2023

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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 23, 2023.

### **BACKGROUND:**

On September 22, 2022, 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 April 23, 2023. One in-person and one virtual hearing/workshop were held. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Tuesday, February 28, 2023, 4-6 PM  
Location: LYNX Central Station, Orlando, FL

Date/Time: Wednesday, March 1, 2023, 5-7 PM  
Location: Virtual

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 22, 2023, through March 20, 2023. 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.

# LYNX Finance & Audit mmittee Agenda

## SCHEDULE ADJUSTMENTS

- **Link 34** – N. U.S. 17-92/Sanford (Seminole County)
- **Link 45** – Lake Mary (Seminole County)
- **Link 46E** – E. First Street/Downtown Sanford (Seminole County)
- **Link 46W** – W. S.R. 46/Seminole Towne Center (Seminole County)

## ROUTE and SCHEDULE ADJUSTMENTS

- **Link 9** – Winter Park/Pine Hills (Orange County) – Extending all weekday trips to Winter Park SunRail Station. Minor schedule adjustments
- **Link 23** – Winter Park/Rosemont/Springs Plaza (Orange County) – Extending all weekday trips to Winter Park SunRail Station. Minor schedule adjustments.
- **Link 51** – Conway Road/Orlando International Airport (Orange County) – Discontinuing service on Lake Underhill Road between Crystal Lake Drive and Conway Road. Route will use SR 408.
- **Link 61** – LYMMO Lime Line (City of Orlando) – Extending route to Amelia Street garage via Amelia Street, Chatham Avenue and Alexander Place. Layover will be on Alexander Place instead of Garland Avenue/Livingston Street.

## DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

## FISCAL IMPACT:

All proposed service changes are expected to be budget neutral and will be supported with funds included in the FY2023 Proposed Operating Budget.

# LYNX Finance & Audit Committee Agenda

## Action Agenda Item #6.A.

**To:** LYNX Finance & Audit Committee

**From:** **Tiffany Homler Hawkins**  
Chief Executive Officer  
**Amber Johnson**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** **Authorization to Submit 2023 Title VI Program Update to the Federal Transit Administration (FTA)**

**Date:** 3/9/2023

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit LYNX's Title VI Program Plan Update for 2023 – 2025 to the Federal Transit Administration (FTA) for concurrence.

### **BACKGROUND:**

The Federal Transit Administration (FTA) approved the LYNX Title VI Program Plan for 2020-2022 with an expiration date of April 1, 2023. This update has been prepared Pursuant to Title VI of the civil Rights Act of 1964, and revised FTA Circular 4702.1B, "Title VI for Federal Transit Administration Recipients." Also, this update summarizes LYNX's transit service provisions since the last program update in accordance with the revisions to the Circular. LYNX updates this program every three (3) years and submits to the FTA to be eligible for federal assistance.

LYNX engaged with WSP to complete and conduct any required analysis and prepare the Title VI program update compliant with the revision to the Title VI Circular 4702.1B. FTA Circular 47602.1B specifically requires LYNX's Board of Directors review of and adoption of the service standards and monitoring contained in the Title VI Program. This update has been prepared Pursuant to Title VI of the Civil Rights Act of 1964, and revised FTA Circular 4702.1B, "Title VI for Federal Transit Administration Recipients." Also, this update summarizes the LYNX transit service provisions since the last program update and in accordance with the revisions to the Circular.



# LYNX Finance & Audit mmittee Agenda

The draft 2023-2025 Title VI Program and its contents will be presented to the public utilizing media sources and postings throughout the LYNX service area for review and comment. The full record of public comments from meetings held will be included in the Title VI Program Plan.

When final concurrence is received from the FTA, a final copy of the LYNX 2023-2025 Title VI Program Plan Update, as well as the letter of compliance will be supplied to the Board of Directors.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this activity.

# LYNX Finance & Audit Committee Agenda

## Action Agenda 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:** Recommendation to Authorize Approval of FY2022 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

**Date:** 3/9/2023

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### **ACTION REQUESTED:**

Recommendation to Authorize Approval of FY2022 Comprehensive Annual Financial Report (CAFR) 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, 2022.

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

A DBE participation goal is not applicable for this activity.

### **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:** Review of Consent Agenda

**Date:** 3/9/2023

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LYNX staff will provide an overview of the LYNX Board of Director's Consent Agenda.

# 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 FY2024 Operating Budget

**Date:** 3/9/2023

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LYNX staff will provide a presentation regarding the Preliminary FY2024 Operating Budget.