

LYNX Oversight Committee Agenda

Meeting Date: 05/22/2025
Meeting Time: 11:00 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 4.24.25 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. Invitation for Bid (IFB)

-  Authorization to Release an Invitation for Bids for the Maintenance Shop Concrete Floor Polishing and Reconditioning Located at the LYNX Operations Center (LOC A) Pg 8
-  Authorization to Release an Invitation for Bids (IFB) for the Procurement of Bulk Motor Oil and Fluids Pg 9


B. Award Contracts

-  Authorization to Negotiate and Award a Contract to Forvis Mazars, LLP for Auditing Services for a Total Not to Exceed (NTE) Amount of \$322,500 Pg 10

C. Extension of Contracts

-  Authorization to Exercise the Second Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$550,000 Pg 12

D. Miscellaneous

-  Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,204,715 and Adoption of Resolution 25-004 Pg 13

-Attachments 

-  Authorization to Approve and Implement the Generative Artificial Intelligence Policy Pg 17

-Attachments 

7. Action Agenda

-  Approval of the FY2026 Preliminary Operating Budget Pg 27

-  Approval of the FY2026 Preliminary Capital Budget Pg 30

8. Discussion

- A.  CNG Discussion

Pg 32

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 2nd Floor, Board Room
 Orlando, FL 32801

DATE: **April 24, 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
John Tyler, Secretary - Florida
Department of Transportation – District 5
Kristian Swensen, 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

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 March 27, 2025, Oversight Committee meeting minutes was made by Secretary Tyler and seconded by Renzo Nastasi. 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

Kurt Petersen, Chair of the Finance & Audit Committee, was recognized. Mr. Petersen reported that the Finance & Audit Committee met on Thursday, April 17, 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 57,000-59,000 trips per month.

All Consent Agenda items, and Action items were approved to move forward to the Oversight Committee. The Oversight Committee agenda has four more Consent Agenda items than the Finance Committee agenda. Those items are 6.C.i through 6.C.iv. The LYNX Investment Policy was also approved and is on the agenda this month for the Oversight Committee.

The Committee received a presentation on the FY2024 Reserve Analysis, and the Committee had no adjustments to the Policy.

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.C.iv. Ms. Homler Hawkins requested to pull item 6.C.iv from the agenda.

A. Award Contracts

- i. Authorization to Negotiate and Award a Contract for the HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center to Gibson Air Conditioning & Refrigeration, LLC for a Not to Exceed Amount of \$11,330,000

B. Extension of Contracts

- i. Authorization to Exercise the First Option Year of Contract 22-C48 with Barracuda Building Corporation for the Installation of Bus Shelters and Amenities Throughout the LYNX Service Area for a Not to Exceed Amount of \$3,303,687
- ii. Authorization to Exercise the Third Option Year of Contract 21-C35 with American Facilities Services, Inc. for Janitorial Services at LYNX Facilities and Increase the Not to Exceed Amount to \$1,403,052

C. Miscellaneous

- i. Authorization to Increase the Not to Exceed Amount of Contract 23-C46 with PYE - Barker Fire & safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance Services to \$580,000
- ii. Authorization to Increase the Not to Exceed (NTE) Amount for Contract 22-C39 with DesignLab, LLC for the Supply of Uniforms for Bus Operators, and Transportation and Maintenance Supervisors, to \$1,025,000
- iii. Authorization to Purchase Thirty (30) 40-Foot Compressed Natural Gas (CNG) Replacement Buses from Gillig LLC for a Not to Exceed Amount of \$27,609,656
- iv. Authorization to Award a Contract to GrayRobinson, P.A. for Pension Legal Services for a Not to Exceed Amount of \$300,000

Secretary Tyler made a motion to approve Consent Agenda items 6.A.i. through 6.C.iii. Second by Renzo Nastasi. Motion passed unanimously.

7. Action Items

- A. Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the SFY2027 Public Transit Service Development Grant Program (SDG) in the Amount of \$2,200,000 and Adoption of Resolution 25-003

Chair Janer recognized Tiffany Homler Hawkins. Ms. Homler Hawkins stated that this is a Service Development Grant to the Florida Department of Transportation (FDOT) for Real-Time signage information and is on the Action Agenda to allow the representative from FDOT to abstain from voting.

Secretary Tyler stated that he will abstain from this item as the agreement will come before FDOT for approval.

Renzo Nastasi made a motion for Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the SFY2027 Public Transit Service Development Grant Program (SDG) in the Amount of \$2,200,000 and Adoption of Resolution 25-003. Second by Tanya Wilder. Motion passed unanimously with Secretary Tyler abstaining.

- B. Approval of the Updated Investment Policy

Chair Janer recognized Pat Christiansen, LYNX General Counsel, to make the presentation. Mr. Christiansen stated that this policy has no derivatives, more frequent reports to the Finance and Oversight Committees, and limits the particular investments that can be made. This was approved by the Finance Committee.

Motion for Approval of the Updated Investment Policy made by Secretary Tyler, second by Kristian Swensen. Motion passed unanimously.

Chair Janer thanked the Finance Committee for their hard work on this policy.

- C. Approval of the FY2025 Amended Operating Budget

Chair Janer recognized Lenny Antmann, LYNX Chief Financial Officer, to make the presentation. Mr. Antmann stated that the increase in the budget is mostly due to the increase in Purchased Transportation for Paratransit.

Ridership has increased which increased customer fare revenue. The increase in customer fare revenue, increase in interest income, and a decrease in contract services has helped offset the increase to Purchased Transportation. There were two contracts that increased revenues, the ATSP and a new contract to provide services to Universal Epic Universe. There was an adjustment to Other Services which included programs that will not be initiated this year and the adjustments for GASB 96 to include software as a service on the balance sheet. There is no impact to the Funding Partners with this amendment.

Motion to Approve the FY2025 Amended Operating Budget made by Secretary Tyler, second by Renzo Nastasi. Motion passed unanimously.

8. Discussion Items

A. Discussion on the FY2024 Reserve Analysis

Mr. Antmann continued with this item. He stated that the Reserves contain forty-five days of Operating Expenses. With the new Reserve Policy, the contingency would stay at five percent as long as there are stabilization funds.

Renzo Nastasi inquired about the funds for the Pine Hills Bus Transfer Station. Mr. Antmann stated that by the time the Transfer Center is completed, next month, that the funds will be completely expended. The funds are intended to be expended not held in Reserves.

B. Update to the Human Services Transportation Plan (HSTP) and Transportation Disadvantaged Service Plan (TDSP)

Chair Janer recognized Cody Johnson, Planner, to make the presentation. Mr. Johnson stated that the HTSP is to ensure that transportation services are effective, efficient and responsive for transportation disadvantaged individuals. The Plan is mandated by the Florida Transportation Administration (FTA), it is updated every three years and is necessary for Federal Grant funding. After public outreach, strategies were drafted to implement needs to be addressed. The HSTP will be submitted for FTA review during the 2026 Triennial Review.

The TDSP serves as a framework for performance evaluation in maintaining and improving transportation services for the transportation disadvantaged. This is updated annually, major updates every five years, and state required by the Florida Commission for the Transportation Disadvantaged. The TDSP will be submitted to the Florida Commission for the Transportation Disadvantaged by July 1, 2025.

Renzo Nastasi questioned the prioritization results. Mr. Johnson stated that the results were gathered from input from the stakeholders.

Chair Janer inquired about NeighborLink in the HSTP. Mr. Johnson stated that ACCESS LYNX was the service that requires twenty-four-hour advanced notice for the Transportation Disadvantaged trips.

Secretary Tyler asked if the prioritization results were from customers. Mr. Johnson stated that it was from the stakeholders and public comments. Secretary Tyler stated that increased communications and an increase in funding would be required to perform other activities and should not be listed so low on the chart. Mr. Johnson will look into why these items are low on the list.

9. Other Business

Kristian Swenson stated that the Seminole County Board of County Commissioners voted to reduce the number of LYNX routes and the County is working with the LYNX Planning team. Ms. Homler Hawkins stated that LYNX staff will be working with the Funding Partners in how to adjust for the least amount of impacts to the Regional Funding Partners

and to the riders in Seminole County. Some of the assets will need to be removed and there will be cost components as well as a communications plan to be jointly coordinated with Seminole County. LYNX has a Federal process that must be followed. The process will not be quick and needs to be very thoughtful. There will be a financial impact as the fixed costs are divided by service hours. After carefully reviewing the financial impacts, the budget will be presented in May to reflect Seminole County's request for a reduction in service.

Tanya Wilder stated this was the first time that she was hearing this request. She appreciates the response from Ms. Homler Hawkins and believes that this request is disheartening to the riders, and she is concerned about the union and the drivers.

Mr. Swenson stated that he did not want anyone to think that they would be left without transportation service. This was the micro transit that was previously presented and any discontinued LYNX routes will be filled with micro transit provided by Seminole County.

Chair Janer stated that there is a lot of work and discussion to be held.

Renzo Nastasi inquired if this was for specific routes, or if it included ACCESS LYNX as well. Mr. Swenson stated this was just for specific routes.

Chair Janer asked if Transportation Disadvantaged would be affected. Mr. Swenson stated that Transportation Disadvantaged would not be affected.

10. Adjourned

Meeting adjourned at 11:33 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the April 24, 2025, Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: David Burrowes
Chief Operations Officer
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6161

Item Name: Authorization to Release an Invitation for Bids for the Maintenance Shop Concrete Floor Polishing and Reconditioning Located at the LYNX Operations Center (LOC A)

Date: 05/22/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Release an Invitation for Bids for the Maintenance Shop Concrete Floor Polishing and Reconditioning, located at the LYNX Operations Center (LOC A).

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. Due to the heavy maintenance in this facility, the floor epoxy has peeled off and is in poor condition. These services will assist with the application of an epoxy on the light traffic areas and polish the concrete in the heavy maintenance areas.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable to this activity.

FISCAL IMPACT:

The FY2025 Approved Amended Operating Budget includes \$300,000 for Maintenance Shop Concrete Floor Reconditioning.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Oversight Committee

From: David Burrowes
Chief Operations Officer
Aubrey Moses
Technical Contact

Phone: 407.841.2279 ext: 6161

Item Name: Authorization to Release an Invitation for Bids (IFB) for the Procurement of Bulk Motor Oil and Fluids

Date: 05/22/2025

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 Procurement of Bulk Motor Oil and Fluids.

BACKGROUND:

LYNX operates a fleet of 325 fixed route buses and a fleet of 115 support vehicles. Motor oil and other fluids such as automatic transmission fluid (ATF), coolant (antifreeze) and diesel exhaust fluid (DEF) are used in the scheduled and unscheduled maintenance of the LYNX fleets. The procurement of the fluids in bulk through a fixed price contract with defined product specifications guarantees the best pricing and product quality.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Amended Operating Budget includes \$792,000 for bulk oils, fluids, and lubricants.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract to Forvis Mazars, LLP for Auditing Services for a Total Not to Exceed (NTE) Amount of \$322,500

Date: 05/22/2025

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 Forvis Mazars, LLP for Auditing Services for an initial term of three (3) years with two (2) one (1) year options with a not to exceed amount of \$322,500.

BACKGROUND:

On January 23, 2020, the LYNX Board of Directors' approved an amendment to LYNX Administrative Rule 2 designating the Finance & Audit Committee as an "Auditor Selection Committee" to comply with the recent amendments that were made by the Florida Legislature to Fla. Stat. 218.391, which sets forth requirements applicable to public entities' selection of outside auditors.

On August 22, 2024, the LYNX Board of Directors authorized the release of a Request for Proposal (RFP) for Auditing Services. The RFP was released, posted on DemandStar and sent directly to interested vendors on December 5, 2024. The deadline for the submission of proposals was January 10, 2025.

Two (2) proposals were received from the following firms:

- Cherry Bekaert, LLP
- Forvis Mazars, LLP

LYNX Oversight Committee Agenda

The Source Evaluation Committee (SEC) met on April 17th, 2025 to discuss the two proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The SEC consisted of the following local funding partner representatives:

- Commissioner Viviana Janer (Osceola County – SEC Chairwoman)
- Kurt Petersen (Orange County)
- Tim Jecks (Seminole County)
- Jose Fernandez (City of Orlando)
- Jamie Ledgerwood (Florida Department of Transportation, District 5)

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Qualifications of the Accounting Firm (30%)-Evaluation of proposer's qualifications as determined by professional qualifications, experience, and expertise.
- Staff Knowledge (25%)-Evaluation of the proposer's governmental auditing staff including experience, licenses and strength of assigned firm representatives.
- Methodology /Approach (25%)-Evaluation of the tasks to be undertaken and the methodology for performing such tasks.
- Proposer Fee Schedule (20%)-Evaluation of the Pricing Schedule for reasonableness.

After discussion of the proposals received from the two firms, the SEC voted unanimously to recommend to the LYNX Board of Directors to award a contract to Forvis Mazars, LLP.

Proposer	Ordinal Ranking
Forvis Mazars, LLP	7
Cherry Bekaert, LLP	8

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Amended Operating Budget includes \$118,000 for auditing services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

From: Maurice Jones
Director Of Procurement
Maurice Jones
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Authorization to Exercise the Second Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$550,000

Date: 05/22/2025

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-C38 with Akerman, LLP for Federal Lobbying Services and increase the not to exceed (NTE) to \$550,000.

BACKGROUND:

On May 27, 2021, the LYNX Board of Directors approved authorizing staff to negotiate and award contract 21-C38 to Akerman, LLP for Federal Lobbying Services for three (3) years with two (2) one (1) year options with a not to exceed of \$330,000.

On June 27, 2024, the LYNX Board of Directors approved staff to ratify exercising the first option year back to the original expiration date of June 9, 2024, and increase the not to exceed (NTE) to \$460,000.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2025 Approved Amended Operating Budget includes \$110,000 for Federal lobbying services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged in the Overall Amount of \$3,204,715 and Adoption of Resolution 25-004

Date: 05/22/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a Transportation Disadvantaged Trip and Equipment grant application to the Florida Commission for the Transportation Disadvantaged (FLCTD) for the Fiscal Year 2025/2026 and adoption of Resolution 25-004.

LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,204,715, which includes a 10% local match of \$320,469 for the purchase of Transportation Disadvantaged (TD) trips.

BACKGROUND:

The Florida State Fiscal Year is July 1 through June 30 and grantees are required to submit applications prior to the upcoming funding cycle. The Trip and Equipment Grant allocations are formula based derived from TD population, centerline miles within county, and number of previously invoiced trips. This funding is provided to the CTCs to support both operational and/or capital equipment expenditures, which LYNX utilizes to assist in the procurement of transportation services in support of the TD program throughout the tri-county service area.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

LYNX Oversight Cmmittee Agenda

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.

CFRTA RESOLUTION NO. #25-004

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2025-2026 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,204,715 DOLLARS.

WHEREAS, the LYNX Board of Directors (BOARD) has the authority and believes it is in the best interest of LYNX to authorize the CEO, or designee, to file and execute this grant application and all supporting documents, agreements and assurances which may be required in connection with the application as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX BOARD has the authority to authorize the submission of grant applications to the Florida Commission for the Transportation Disadvantage.
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by CTD in FY2025-2026.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2025-2026 in the amount of \$3,204,715 dollars on behalf of LYNX and the ability for the CEO to execute the application, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant application.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with the Florida Commission for the Transportation Disadvantage.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Commission for the Transportation Disadvantage authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.
6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE (CTD) FOR THE FY2025-2026 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,204,715 DOLLARS.

APPROVED AND ADOPTED this 22nd day of May 2025 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. ii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Approve and Implement the Generative Artificial Intelligence Policy

Date: 05/22/2025

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Approve and Implement the Generative Artificial Intelligence Policy.

BACKGROUND:

The Central Florida Regional Transportation Authority (LYNX) acknowledges the significant role that Artificial Intelligence (AI) technology plays in boosting workplace productivity and efficiency. This policy aims to outline the guidelines and best practices for the responsible implementation and utilization of AI technology within LYNX resources.

LYNX is dedicated to using Generative Artificial Intelligence (AI) effectively and responsibly in our operations. The proposed policy sets guidelines for acquiring, using, and managing Generative AI technologies in a way that adheres to legal, ethical, and operational standards.

This policy is required to facilitate appropriate governance on the use of AI technologies in LYNX, as per industry best practices, security protocols, and regulatory requirements. Execution of this policy will maintain the security of LYNX's data, provide transparency, and minimize risks associated with AI usage.

LYNX Oversight mmittee Agenda

The policy defines:

- Approved AI tools and acceptable uses
- Delegation of authority to the Information Technology Department to approve additional AI tools on a case-by-case basis
- Human review requirement of AI-generated content
- Transparency and accountability of AI-generated content
- Controls to maintain data privacy and ensure Lynx systems, property and data are secure
- Compliance with applicable laws and regulations governing the use of AI tools

It is anticipated that this policy will be reviewed and adjusted as the needs and the regulations evolve.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

No fiscal impact.

INFORMATION TECHNOLOGY POLICY/PROCEDURE	
OFFICE OF PRIMARY RESPONSIBILITY: Information Technology	EFFECTIVE DATE: REVISION DATE: REPLACES:
SUBJECT: Generative Artificial Intelligence Policy	
SIGNATURE OF APPROVAL: _____ Tiffany Homler Hawkins Chief Executive Officer, LYNX	

Objective

The Central Florida Regional Transportation Authority (“LYNX”) recognizes the importance of Artificial Intelligence (AI) technology in enhancing productivity and efficiency in the workplace. The purpose of this policy is to establish guidelines and best practices for the responsible use of AI technology within LYNX. By adhering to these guidelines, LYNX aims to maintain the integrity and security of its network, information, and communication and scheduling systems while leveraging AI to improve its productivity.

Scope

This policy applies to all employees, contractors, and third-party service providers who (1) use LYNX's systems and any AI technology integrated with these systems, (2) otherwise wish to use AI for work purposes (whether on LYNX-owned or personal devices), and/or (3) wish to use AI for any purpose on LYNX-owned devices. This policy must be followed in conjunction with other LYNX policies governing appropriate workplace conduct and behavior. LYNX complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Definitions

- A. **Artificial Intelligence (AI)** means a machine-based system designed to operate with varying levels of autonomy and that may exhibit adaptiveness after deployment, and that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments.
- B. **Generative AI** means a type of artificial intelligence which creates new content, such as images, text, music, video, and/or code, as an output (called **Output Data**).
- C. **Human In The Loop (HITL)** refers to humans actively evaluating the output from Generative AI.
- D. **Input Data (or “Input”)** means content that you type into an AI tool or otherwise allow an AI tool to access.

- E. **LYNX Information** means information about LYNX's business, customers, or employees.
- F. **Output Data** is the new content, such as images, text, music, video, and/or code, that is created as an output by a Generative AI tool.
- G. **Personal Data** means data which is linked, reasonably linkable, or relates to an identified or identifiable person or household.

Policy

LYNX has approved and will approve in the future specific AI tools to be used for limited purposes. The tools and purposes are listed below and described in more detail in this policy. Use of any other AI tools while performing work for LYNX is not permitted without formal advance approval.

Approved Generative AI Chatbots

Limited use of Generative AI chatbots (GenAI) will be allowed while performing work for LYNX with the approval of the Information Technology Department. The GenAI tools LYNX has approved, their approved users, and the approved use purposes, are as follows:

- **Microsoft Copilot:**
 - **Approved Users:** All
 - **Approved Purposes:** Generally approved for use.
 - **Exceptions:** This tool **may not be used** for any of the following purposes:
 - Human Resources decisions.
 - To provide legal decisions or advice.
 - Any use that would violate LYNX's existing policies or procedures.
 - Any use that would violate a law or legal obligation.
 - **Any images or other content generated for commercial purposes must be submitted to the Marketing Department for prior review.**
 - **Configuration Requirements:** Employees must use their LYNX credentials and account for Microsoft Copilot.
 - **Use of Personal Credentials:** Use of your own personal account or credentials is **strictly prohibited**.

Even with approved uses of AI, employees must always use their own independent judgment.

Please note that the above GenAI tools are only permitted to be used internally within LYNX, and not to interact or otherwise interface with customers.

Other Approved AI Tools

LYNX has approved the following additional AI tools to be used under the circumstances and by the users indicated below:

- If an already approved technology integrates AI capabilities, no additional approval is required for its use **so long as the approved technology's AI capabilities have already been subject to LYNX's procurement process outlined in Administrative Rule 4.** However, all other provisions of this policy remain applicable.
- No additional tools are approved at this time.

Development of AI Tools

LYNX does not currently permit development of new or customized AI tools.

Using LYNX Credentials

For approved uses, LYNX email addresses, credentials or phone numbers must be used to create an account with these technologies (or if an existing account has already been created for LYNX credentials, that account must be used), unless this policy tells the employee there is an exception.

Where LYNX Credentials are not used to create or use an account for an AI tool, **no LYNX data of any kind may be submitted (copied, typed, etc.) as Input Data into these AI tools or any external platform, such as Instagram, TikTok, Google, etc. If LYNX data of any kind is/was submitted into an AI tool or any external platform (Instagram, TikTok, Google, etc.), the employee must inform their manager or supervisor immediately. Failure to do so will result in corrective action, up to and including termination of employment.**

Examples

When approved, **acceptable uses** of a GenAI tool may include:

- For general-knowledge questions meant to enhance the employee's understanding on a work-related topic.
- To brainstorm ideas related to projects that employees are working on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft an email or letter (the employee's independent review is still required).
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.
- To develop or debug code, to be verified before deployment.

Unacceptable uses of AI tools include:

- Copying and pasting, typing, or in any way submitting LYNX content or data of any kind into any non-enterprise AI tool (meaning a tool that an employee uses with non-LYNX credentials). This includes customer information, LYNX Information, and Personal Data.
- Using an AI tool to commit a crime or break a law, like plagiarism or violating copyright laws.
- Using an AI tool to discriminate against someone or harm them.

Principles for Acceptable Use of AI

1. Follow the Law and LYNX's Policies

The only use of AI that is permitted at LYNX is the use of an AI tool that LYNX has explicitly approved in writing. Employees wishing to use a tool that has not been explicitly approved must inform their manager and the Information Technology Department, in writing, how the tool will be used and by whom. The Information Technology Department will evaluate the request and may reach out to request additional information. A new request must be submitted via help desk and must include:

- a. Name of AI tool.
- b. Intended Use.
- c. Intended Users.
- d. Cost.
- e. Describe the difference between the requested tool and existing tools, and why the intended use cannot be met with existing resources.
- f. Types of Input Data (e.g., email contents, draft emails, policies and procedures, Personal Data, company data – there can be more than one thing listed here).

Unless approved by LYNX, employees may not use AI tools that are freely available on the Internet, and may not use AI to violate the law. This means that employees cannot use AI to do anything that would be a violation of the law if LYNX or its employees did it. This principle drives many other principles that follow and requires that employees understand how AI is accomplishing its tasks and implement appropriate safeguards to ensure that it is not using processes that violate the law or producing results that violate the law.

LYNX's other policies, including its standard for technology acquisition, apply to all technology, including AI tools. LYNX's Information Technology Department reserves the right to revoke authorization or impose restrictions on use of AI tools if they introduce risks that cannot be effectively mitigated to ensure compliance with this policy or other LYNX policies.

2. Determine Whether AI Is the Proper Tool.

Before employees consider using an AI tool for a project, employees need to **define the goal or objective** for the project. Once an employee has determined the objective for the project, the employee must **determine whether AI is an appropriate tool** to accomplish the objective. While the novelty of AI is appealing, the use of AI comes with risks. Often, other tools can be used to effectively accomplish the objective without undertaking the same risks. Before using AI, an employee must evaluate the non-AI tools available to them and confirm that AI is the optimal tool for the project. Factors that must be considered include: (a) is AI the only tool or a far better tool for meeting the goal; (b) what kinds of Input Data will be used and what are the risks using the Input Data; (c) will the results be correct and what can an employee do to make sure everything is correct; (d) if AI produces incorrect results or results that an employee cannot check to make sure are correct what problems could you have.

3. Training Data and Data Inputs

Employees are only allowed to input certain types of data when using an AI tool. If an employee doesn't know whether they are allowed to use a specific type of data with an AI tool, the employee must ask the Information Technology Department.

All content entered into, or generated by, a non-approved AI tool is available to that AI tool, its parent company, and their employees. To ensure that data is not disclosed without authorization, LYNX must strictly follow these rules on which data may or may not be used with AI tools.

General Rules: What Types of Data Should I Not Use as an Input for AI Tools?

1. Personal Data should not be used as an input with **any** AI tool (even approved AI tools).
2. LYNX Information should not be used as an input with any AI tool (even approved AI tools).

What Is Personal Data?

Personal Data is any information about a person. It can include very sensitive data, like someone's Social Security number, driver's license number, or credit card number. But Personal Data can also be data that we see every day, like someone's name, email address, phone number, or birthday.

What Is LYNX Information?

LYNX Information is information about LYNX's business, customers, or employees, that is important to LYNX and that people outside of LYNX are not permitted to access freely. LYNX Information could include things like sales information, company financial information, and specific rules or processes it must follow.

Rules for Personal Data: As a default, Personal Data may NOT be input into an AI tool.

Rules for LYNX Information: You may not use any LYNX Information or information about LYNX customers in any AI tool without prior written approval from LYNX's Information Technology Department.

4. Trust and Confirm

Whenever an employee uses something generated by AI, the employee needs to be able to (1) make sure it is correct; (2) make sure that the AI tool is giving good results and information; and (3) be able to check the source to make sure that any facts and information are true and correct. Outputs from GenAI must be reviewed by a **human** before being used in any official LYNX capacity ("Human in the Loop" or HITL). Documentation of HITL reviews shall be retained according to the appropriate records retention schedule. If the employee can't be sure that the information is correct and show that the information is correct, the employee can't use the outputs from an AI tool for work purposes.

5. Notice and Transparency

LYNX will be transparent with individuals about what Personal Data it is collecting about them, how it will be used, and how it will be shared with anyone outside LYNX. To be transparent when using AI, an employee must understand the AI tool, what data is being used, and how the AI tool is using the data, and the employee must be able to accurately describe each of these things so that appropriate disclosures can be made. Any collection and use of Personal Data must be accurately and adequately disclosed in LYNX's Privacy Notice. LYNX may also be required to provide specific notice to its business customers regarding its use of AI tools in providing products and services, especially where products and services are regulated by law.

6. Credits and Accountability

All images and videos created by Generative AI systems must be credited to the specific AI system used. If AI generated text is a significant part of a final product, the AI system must be credited. If a large portion of AI-generated source code is included in a final software product, or if any AI-generated code is used for a critical function, credit must be given through comments in the source code and product documentation. All credits should include the name of the AI system used, along with a “Human in the Loop” (HITL) statement that identifies the employee, department, or group responsible for reviewing and editing the content.

Departments must determine what qualifies as “substantive use” in alignment with the principles in this document and relevant intellectual property laws.

7. Fairness

Regardless of whether the use of an AI tool is technically legal, LYNX will only approve an AI tool if it is confident that its “decisions” will be fair to the people, businesses, industries, or others that will be affected by the AI tool’s decisions.

Ethical Use

Employees must follow LYNX conduct policies and antidiscrimination policies when using AI tools. AI tools must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or LYNX. If an employee uses an AI tool in a way that isn’t allowed by LYNX’s policies, it will result in corrective action, up to and including termination of employment.

Monitoring

LYNX’s Information Security Policy and relevant monitoring policies still apply when using Generative AI tools with equipment.

Security

AI tools may only be used if LYNX’s systems, property, and all data inputs and outputs are secure. “Secure” means that: (a) the systems, property, and data involved have safety measures in place to keep someone from accessing, using, sharing, deleting, or changing the systems, property, and data; and (b) for any mission-critical systems, that they are backed up and can be brought back online so that the systems and data are available and can be used when needed.

8. Data Minimization

When Personal Data or LYNX Information is approved for use with an AI tool, LYNX will only use the pieces of Personal Data or LYNX Information that are necessary for the AI tool to achieve the desired objective. LYNX will not collect or use additional pieces of Personal Data or LYNX Information that are not necessary. Employees must consider whether they can accomplish the objective with a less sensitive or less intrusive piece of Personal Data (e.g., zip code instead of full address) or LYNX Information, as applicable.

9. Compliance With This Policy

Compliance

All employees must comply with this policy and any applicable laws and regulations governing the use of AI tools. Failure to comply with this policy may result in corrective action, up to and including termination of employment.

Review and Revision

LYNX will periodically review and update this policy to ensure it remains effective and aligned with best practices and changes in AI technology and regulatory requirements.

Contact Information

For questions, concerns, or to report a violation of this policy, please contact the Information Technology Department.

--- Signature Page to Follow ---

By signing below, I certify that I have read, understand, and will comply with this AI Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____

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: Approval of the FY2026 Preliminary Operating Budget

Date: 05/22/2025

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's approval for the Chief Executive Officer (CEO) or designee to present the FY2026 Preliminary Operating Budget to the LYNX Regional funding partners.

BACKGROUND:

On March 20, 2025, staff presented to the Finance & Audit Committee several contribution scenarios based on the base case of the Preliminary FY2026 Operating budget.

The following are the overall assumptions in developing the operating budget:

- Maintain 2025 level of service.
- No Changes in Fixed Route Fare Structure
- Vanpool contract in process, includes a new fare structure.
- Preventative Maintenance funding of \$6.8 million; ADA funding of \$2.5M.
- Wage increases consistent with funding partners and board approved labor agreements.
- Purchase transportation costs based on the current trip trends.
- Funding Partners contributions based on the approved Regional Funding Model.

OVERVIEW:

The FY2026 Preliminary Operating Budget totals \$222,833,766 in revenues and \$222,833,766 in expenses. The Preliminary Operating Budget is funded by a combination of LYNX generated

LYNX Oversight Committee Agenda

revenue, federal, state and local dollars. These funds are used to fund personnel expenses, services, materials, supplies, taxes, utilities, casualty and liability expenses, purchased transportation expenses, leases and miscellaneous expenses. Specifically, this budget includes funds from the following sources:

	FY2026 Preliminary Budget
REVENUES	
Customer Fares	\$ 23,305,042
Contract Services	3,645,885
Advertising	2,805,000
Interest & Other Income	2,056,000
Federal Revenue	14,005,183
State Revenue	15,480,209
Local Revenue	19,554,775
Local Revenue Funding Partner	122,719,213
Use of Budget Stabilization Funds	19,262,459
TOTAL REVENUE	\$ <u>222,833,766</u>

The funds are programmed to fund the following types of expenses:

	FY2026 Preliminary Budget
EXPENSE	
Salaries, Wages & Fringe Benefits	\$ 131,839,824
Other Services	13,828,096
Fuel	13,968,113
Materials and Supplies	11,056,789
Utilities	2,082,438
Casualty & Liability	4,912,482
Taxes and Licenses	707,959
Purchased Transportation Services	41,211,975
Leases & Miscellaneous	1,814,670
GASB 87 Lease Expense	397,260
GASB 96	950,500
Interest	63,660
TOTAL EXPENSE	\$ <u>222,833,766</u>

LYNX will utilize the Regional Funding Model to allocate each jurisdiction's share of the costs of operations in FY2026.

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The following chart shows the local funding breakdown:

	Orange County	Osceola County	Seminole County	TOTAL
Operating	\$ 92,178,040	\$ 16,345,426	\$ 15,904,069	\$ 124,427,535
Capital	3,097,869	413,812	376,197	\$ 3,887,877
Total Partner Contribution	\$ 95,275,908	\$ 16,759,238	\$ 16,280,266	\$ 128,315,412

CONCLUSION:

LYNX staff will be seeking approval of the FY2026 Preliminary Operating Budget for presentation to the funding partners in June and July 2025.

LYNX Oversight Committee Agenda

Action Item #7.B

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the FY2026 Preliminary Capital Budget

Date: 05/22/2025

ACTION REQUESTED:

LYNX Staff is requesting the Oversight Committee's approval for the Chief Executive Officer (CEO) or their designee to present the FY2026 Preliminary Capital Budget to the LYNX Board and Regional funding partners.

BACKGROUND:

The Preliminary Capital Budget for FY2026 is \$188,043,312

The budget is funded from a combination of federal, state and local sources, and includes items such as the planned purchase of replacement buses and vans, bus shelters, and the use of technology to assist in service delivery and improvements.

LYNX Oversight Committee Agenda

The table below identifies capital expenditures by major category:

	Preliminary FY26 Capital
Vehicles	\$ 92,527,893
Facilities	66,970,624
Passenger Amenities	19,348,878
Technology	4,348,839
LYMMO	2,862,948
Support	1,009,055
Security	975,075
Grand Total	\$ 188,043,312

The following are the details of each category:

- 1) Vehicles: includes replacement vehicles for fixed-route, Vanpool, Paratransit services and support vehicles.
 - (80) 40 Ft CNG Buses (55 - Carryover from FY25)
 - (1) 35 Ft Electric Buses (Carryover from FY25)
 - (111) Paratransit Vehicles (46 - Carryover from FY25)
 - (125) Vanpool Vehicles (75 – Carryover from FY25)
 - Sub-recipient 5310 Vehicles
 - Road Ranger and Support vehicles
- 2) Support equipment: includes vehicle and facility maintenance equipment, road ranger equipment and other equipment.
- 3) Passenger amenities: includes shelter installations and rehabs.
 - Orange County ATSP Shelter program
 - Traditional partner New and Rehab Shelters within the system
- 4) Facilities: includes funds to complete the LOC/LCS improvements including upgrade of the HVAC systems, Window replacement at the LCS, LOC Concrete Improvements, Restroom Renovations, and land acquisition and preliminary design for the southern operations facility.
- 5) Technology: includes items to improve communication and information delivery, software enhancements and upgrades. As well as technology lifecycle replacements.
- 6) Security: includes access control and cameras to enhance security and surveillance at all LYNX facilities.

LYNX Oversight Committee Agenda

Discussion Item #8.A

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: CNG Discussion

Date: 05/22/2025

LYNX Staff will lead a discussion on CNG.