

LYNX Oversight Committee Agenda


Meeting Date: 5/26/2022
Meeting Time: 11:00 AM

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

 Oversight Committee Minutes 4.28.22

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. Award Contracts


- i.  Authorization to Negotiate and Award Contracts to WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. for General Planning Consultant Services Pg 7


B. Miscellaneous

- i.  Authorization to Approve Fourth Amendment to Contract for Mobility Management and Broker Services Pg 9
- ii.  Authorization to Auction Surplus Capital Items Pg 11
- iii.  Authorization to Submit a Trip and Equipment Grant Application to the Florida Commission for the Transportation Disadvantaged and Adoption of Resolution #22-001 Pg 14

-Attachments 

- iv.  Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2022 Apportionments and to Sub-allocate FY2022 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation Pg 18




- v.  Authorization to Submit FY2023 Intermodal Development Funding Program Grant Application to the Florida Department of Transportation (FDOT) for Categorical Exclusion and Geotechnical Surveying of a Southern Operations Base and Adoption of Resolution #22-002 Pg 22

-Attachments 

7. Action Items

- A.  Authorization to Release a Request for Proposal (RFP) for Electricity as Fuel for Fleet Vehicles Pg 26

8. Discussion Items

- A.  Review of the FY2022 2nd Quarter Operating Results Pg 28
- B.  FY2023 Preliminary Capital Budget Pg 29
- C.  Transit Development Plan Overview Pg 30

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 28, 2022**

TIME: **11:00 a.m.**

Members in Attendance:

Renzo Nastasi, Vice-Chair, Orange County
Tawny Olore, Osceola County
Tanya Wilder, City of Orlando
Jack Adkins, FDOT
Mary Moskowitz, Seminole County

Staff Members in Attendance:

James E. Harrison, Chief Executive Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
William Slot, Chief Innovation Officer
Leonard Antmann, Chief Financial Officer
Dana Baker, Chief Operating Officer

1. Call to Order

Vice-Chair Nastasi called the meeting to order at 11:00 a.m.

2. Approval of Minutes

A motion to approve the March 24, 2022 Oversight Committee meeting minutes was made by Mary Moskowitz and seconded by Tawny Olore. Motion passed unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Jim Harrison, Chief Executive Officer, expressed his gratitude to the LYNX staff for their efforts over the last few months preparing for the Orange County funding initiative hearing.

Ridership continues the upward trend, and is hovering over 50,000 passengers per day. Recovery is slightly faster than the rest of the nation. New service changes have gone into effect this past Sunday. Staff assisted passengers at SuperStops and rode key routes to ensure the systems were working appropriately.

There have been many grant opportunities, and the Pine Hills Transfer Center request has been moved forward to the Appropriations Committee. LYNX was awarded \$4.5 million for five CNG buses, due to the VW settlement. LYNX will apply for a grant for ten buses, so that there are fifteen new CNG buses. There could potentially be more funding from this settlement.

There was a strong showing, about sixty employees, for the IOA Corporate 5K.

5. Finance & Audit Committee Report

Amanda Clavijo, Chair of the Finance and Audit Committee, reported that the Finance and Audit Committee met on Thursday, April 21, 2022.

The FDOT audit is still ongoing and MV Transportation has moved into their new facility. In May, the Finance Committee will see the FY2023 proposed CIP.

All Consent Agenda items and the two Action items were approved to move forward to the Oversight Committee.

6. Committee Consent Agenda Items

Vice-Chair Nastasi 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.v. Mr. Harrison stated that item 6.C.v. needs to be pulled from the agenda, and item 6.C.ii. needs to be voted on separately.

A. Invitation for Bid (IFB)

- i. Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor
- ii. Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center
- iii. Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion
- iv. Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B
- v. Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey

C. Miscellaneous

- i. Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training
- ii. Board Ratification of a Grant Application Submitted to the Florida Department of

Transportation (FDOT) FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Rural Areas for Ten (10) Fixed Route CNG Buses

- iii. Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
- iv. Authorization to Enter into a Sole Source Agreement by Amending the Master Purchase Agreement and Annual Maintenance Support Agreement with Trapeze Software Group, Inc.
- v. Authorization to Conditionally Waive Section 6.4 of the CNG Vehicle Fuel Purchase Agreement Related to Continuing Performance Bond Requirement

Tanya Wilder made a motion to approve Consent Agenda items 6.A.i through 6.C.v. excluding items 6.C.ii. and 6.C.v. Seconded by Mary Moskowitz. Motion passed unanimously. Tanya Wilder made a motion to approve Consent Agenda item 6.C.ii. Second by Tawny Olore. Motion passed with Jack Adkins abstaining.

7. Discussion Items

A. Reserve Analysis

Vice-Chair Renzo Nastasi recognized Lenny Antmann to make the presentation. Mr. Antmann stated that the Unrestricted reserve requirement has Operating expenses at forty-five days and a contingency of five percent.

Tawny Olore asked if the reserves are typical. Mr. Antmann stated that the reserves are very healthy.

B. Proposed FY2023 Operating Budget

Mr. Antmann continued with this item. He stated that the level of service will be maintained at the FY2022 levels. Funding partner contributions will be based on the approved Regional Funding Model.

The Local Capital Contribution will rise from \$2 to \$3 per service hour. Several scenarios of partner funding models were presented to the Finance Committee, and this scenario is the model that was voted to move forward.

There will be no fare increases, and fixed-route ridership is budgeted at seventy-five percent of pre-Covid levels. Advertising revenue is budgeted in line with current trends. Wages and benefits will increase consistent with the funding partners. The fuel hedging program will continue to stabilize the costs of diesel and unleaded fuel.

Funding partner contributions will increase to twelve percent with funds from the Budget Stabilization Fund to balance the budget.

8. Action Items

A. Approval to Amend the FY2022 Operating Budget

Mr. Antmann continued with this item. He stated that there was an increase in stimulus dollars from FDOT for Rural routes, and this raised Federal revenue. Customer fares and advertising revenues have decreased. Local revenues have increased due to the I-Drive service contract. Net revenue increased over two hundred thousand dollars.

A one-time market rate adjustment to salaries and an increase in medical expenses was offset by the transfer from the reserves.

Tonya Wilder made a motion for Approval to Amend the FY2022 Operating Budget. Seconded by Mary Moskowitz. Motion passed unanimously.

9. Other Business

Renzo Nastasi thanked the entire team, including Orange County and the LYNX team for their help with the Orange County Transportation Funding Initiative.

Mr. Harrison asked Vice-Chair Nastasi if he should give the Oversight report to the Board of Directors. Mr. Nastasi agreed to have Mr. Harrison give the Oversight report to the Board of Directors.

10. Adjourned

Meeting adjourned at 11:28 a.m.

Certification of Minutes:

I certify that the foregoing minutes of the April 28, 2022 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: **James Boyle**
Director Of Planning And Development
Bruce Detweiler
(Technical Contact)
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Negotiate and Award Contracts to WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. for General Planning Consultant Services**

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award contracts with WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. for General Planning Consultant (GPC) services for an initial term of three (3) years, with two (2) one (1) year renewal options, for an amount not to exceed \$4,000,000.

BACKGROUND:

At the September 23, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for General Planning Consultant services. The RFP for this project, 22-R03, was released on February 25, 2022, with proposals due March 31, 2022.

The purpose of the General Planning Consulting services contract is to provide LYNX with on-call expertise and technical capacity in a full array of planning professional services. The General Planning Consultants will serve as an extension of LYNX staff with the additional technical, financial and operational expertise to support the agency's plans and programs.

LYNX Oversight Committee Agenda

The Source Evaluation Committee (SEC) public meeting was held on April 26, 2022. The SEC members evaluated and ranked each proposal individually, assigning scores and ordinal rankings with the following results:

Proposer	Total Score	Ordinal Ranking
WSP USA, Inc.	432	8
Kittelson & Associates, Inc.	407	14
Vanasse Hangen Brustlin, Inc.	382	16
Kimley-Horn and Associates, Inc.	411	17
HDR, Inc.	429	18

The SEC recommends that LYNX proceed with contracting with WSP USA, Inc., Kittelson & Associates, Inc. and Vanasse Hangen Brustlin, Inc. to support LYNX's planning needs.

All task work orders issued under these GPC contracts with values between \$150,000 and \$500,000 will be brought before the LYNX Board of Directors for approval. All planning activities for individual task work orders in excess of \$500,000 and/or on construction projects exceeding \$4,000,000 will be processed as standalone procurements. Contract amount not to exceed \$4,000,000 is based on the three highest years of expenditures over the past five years excluding COVID years including an approximate 20% contingency.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2023 Preliminary Operating Budget includes \$867,500 for General Planning Consultant (GPC) services. It is not expected that funds will be spent against this contract for the remainder of FY2022.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. 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 Approve Fourth Amendment to Contract for Mobility Management and Broker Services**

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute a Fourth Amendment to Contract No: 18-C03 to provide for a ninety (90) day term extension from November 30, 2022 to February 28, 2023. The current fee and rate structure will apply to this extension.

BACKGROUND:

In January 2017, LYNX began the process of transitioning the delivery of its ACCESS LYNX services to a Mobility Management Operational Model. At the time, the objective was to provide more responsive services to all customers while mitigating the operational inefficiencies. Through the LYNX Mobility Management Model, LYNX staff books customers' trips on the appropriate service type; including the brokering of trips to Transportation Networks Companies (TNCs), Taxi Companies, or other Transportation Providers.

At the July 27, 2017 Board of Directors meeting, MV Transportation, Inc. was selected to be the primary ACCESS LYNX Paratransit service provider. Contract No: 18-C03 ("Agreement"), dated December 1, 2017, was implemented and formed the core of the Mobility Management Model. This model is still in effect to date.

On September 1, 2018, a First Amendment to Agreement was entered into by both parties. The agreement provided that MV Transportation, Inc. would provide a maximum of 37,000 paratransit trips per month and provided for annual schedule of fees for the remainder of the contract. In addition, the Agreement required LYNX and MV Transportation, Inc. to negotiate equitable adjustments to the amounts set forth in the amended Schedule of Fees.

LYNX Oversight Committee Agenda

On April 22, 2021 an authorization for a Second Amendment was approved to provide for responsibilities for maintenance of the Trapeze IT infrastructure technology and application system.

On October 28, 2021 an authorization for a Third Amendment was approved by the Board of Directors to provide for wage increases, which helped MV Transportation, Inc. mitigate substantial operator shortages by facilitating positive new recruitment and retention efforts.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The DBE participation goal for this contract is 12%.

FISCAL IMPACT:

The FY2022 Amended Operating Budget includes \$31,168,965 for Purchased Transportation Services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. ii

To: LYNX Oversight Committee

From: **Michelle Daley**
Director Of Finance
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Auction Surplus Capital Items

Date: 5/26/2022

ACTION REQUESTED:

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

BACKGROUND:

It is LYNX policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's auction is scheduled for June 2022. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A:

Computer Equipment:

Surplus Computer Equipment with a total net book value of \$0.

- Included under this category are obsolete battery backups, computers, and printers.

LYNX Oversight Committee Agenda

Other Vehicles

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

- There are 9 Other Vehicles (1 Dodge Caravan, 6 Ford E350, 1 Ford F-378, and 1 Ford Taurus) that has reached the end of their useful life and exceeding the FTA mileage requirement.

Categorical Totals

Category	Acquisition Value	Net Book Value
Computer Equipment	\$32,234	\$0
Other Vehicles	\$250,993	\$0
GRAND TOTAL	\$283,227	\$0

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The total net book value of the surplus items is \$0. The higher of the net book value or the net proceeds from the sale of any item may be due to the Federal Transit Administration (FTA) in FY2022.

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Surplus Equipment

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
17793	12546	7/31/2014	CE	APC SMART-UPS 2200XL WITH BATTERY	5	\$2,048	\$0
17794	12547	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17795	12548	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17796	12549	7/31/2014	CE	APC SMART-UPS RT 2200VA WITH BATTERY	5	\$2,048	\$0
17743	12536	6/30/2014	CE	APC UPS 3000VA	5	\$1,869	\$0
17301	11984	3/31/2014	CE	DELL OPTIPLEX 9020	5	\$1,598	\$0
17102	11869	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	\$0
17109	11883	2/28/2014	CE	DELL 9020 DESKTOP COMPUTER	5	\$1,354	\$0
17790	12570	7/31/2014	CE	APC SMART UPS 2200XL	5	\$1,130	\$0
17791	12571	7/31/2014	CE	APC SMART UPS 2200XL	5	\$1,130	\$0
18304	12735	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18305	12736	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18306	12737	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18307	12738	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18308	12739	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18309	12740	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18310	12741	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18311	12742	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
18313	12744	12/1/2014	CE	Dell 9020Micro Computer	5	\$1,101	\$0
17953	12658	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
17954	12659	9/29/2014	CE	APC2200 UPS	5	\$905	\$0
17955	12660	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
17956	12661	9/29/2014	CE	APC 2200 UPS	5	\$905	\$0
18297	12745	12/31/2014	CE	Dell 9020Micro Computer	5	\$700	\$0
18298	12746	12/31/2014	CE	Dell 9020Micro Computer	5	\$700	\$0
18549	13051	4/13/2015	CE	HP Laser Jet Ent 600 M601n Printer NA	5	\$678	\$0
				Subtotal Computer Equipment		\$32,234	\$0
12668	30126	9/30/2008	OV	Ford E-350XLT	4	\$30,940	\$0
12794	30127	9/30/2008	OV	Ford E-350XLT	4	\$30,940	\$0
14684	35747	9/30/2012	OV	Ford E350XLT	5	\$29,979	\$0
19848	245-116	1/1/2017	OV	Ford Taurus	4	\$28,804	\$0
12658	30122	9/30/2008	OV	Ford E-350XLT	4	\$28,563	\$0
11551	27763	8/31/2007	OV	Ford E350XLT	4	\$27,000	\$0
12560	28243	1/31/2008	OV	Ford E350XLT	4	\$27,000	\$0
3792	58	7/10/1997	OV	FORD TRUCK F-378	5	\$24,509	\$0
14603	35743	8/1/2012	OV	Dodge Caravan	5	\$23,258	\$0
				Subtotal Other Vehicles		\$250,993	\$0
				Grand Total		\$283,227	\$0

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. iii

To: LYNX Oversight Committee

From: Norman Hickling
Director Of Mobility Services
Norman Hickling
(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 and Adoption of Resolution #22-001

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant application to the Florida Commission for the Transportation Disadvantaged (FLCTD) for the Fiscal Year 2022/2023 and adoption of Resolution #22-001 for the Transportation Disadvantaged Trip and Equipment Grant Application. LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties. The overall funding allocation is \$3,904,235, which includes a 10% local match \$390,423, for the purchase of Transportation Disadvantaged (TD) trips.

BACKGROUND:

The Florida State Fiscal Year is July 1 thru 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 either 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.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

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FISCAL IMPACT:

The Approved Amended FY2022 Operating Budget includes \$878,453 for the last three months of the fiscal year (July-Sept) of the anticipated award. The FY2023 Proposed Operating Budget includes \$3,513,812 for the entire year which is the 90% value of the Trips and Equipment Grant.

CFRTA RESOLUTION NO. #22-001

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 FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,904,235 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 FY2022-2023.
3. The BOARD authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Commission for the Transportation Disadvantage for fiscal year 2022-2023 in the amount of \$3,904,235 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 James E. Harrison, Esq., P.E., 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 James E. Harrison, Esq., P.E., 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 FY2022-2023 TRIP AND EQUIPMENT GRANT PROGRAM, IN THE AMOUNT OF \$3,904,235 DOLLARS.

APPROVED AND ADOPTED this 26th day of May 2022 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.B. iv

To: LYNX Oversight Committee

From: **Tiffany Homler Hawkins**
Chief Administrative 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 2022 Apportionments and to Sub-allocate FY2022 Orlando Urbanized Area 5307 Funding to Lake County Transit Services and the Florida Department of Transportation**

Date: 5/26/2022

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 FY2022 FTA apportionments 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) from the FTA's FY2022, 5307 formula apportionment in the amounts of \$573,362 and \$13,378,521, respectively.

BACKGROUND:

On April 6, 2022 the Federal Transit Administration (FTA) released the full FY2022 annual apportionments on various FTA funding programs.

Board authorization is requested to apply for these funding programs.

Urbanized Area Formula Program	\$ 34,634,899
State of Good Repair Fixed-Guideway	5,129,017
Bus/Bus Facilities Program	2,960,252
Enhanced Mobility for Seniors and Individuals with Disabilities	2,481,688
Surface Transportation Program	<u>7,930,000</u>
Total	\$ 53,135,856

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The sub-allocation to Lake County is in the amount of \$573,362. The sub-allocation for FDOT's SunRail is in the amount of \$ \$13,378,521. These amounts are determined based on the final FY2022 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 grant recipients, eligible to receive and dispense FTA's 5307 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 FY 2022 based on the Consolidated Appropriations Act, 2022 ([Pub. L. 117-103](#), March 15, 2022). It also contains information on how FTA plans to administer its transit programs in FY 2022 and how funds appropriated and allocated prior to FY 2022 will be treated.

The following summarizes the funding programs and the FY2022 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 FY 2022 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 FY2022 FTA apportionments released on April 6, 2022, the Orlando 5307 funds of \$42,603,180 included the apportionment attributable to Lake County in the amount of \$573,362 and commuter rail (FDOT) in the amount of \$13,378,521. The net LYNX 5307 funding is in the amount of \$28,651,297 for Orlando and \$5,983,602 for Kissimmee, combined \$34,634,899.

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.

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State of Good Repair (SGR) - Section 5337:

SGR replaced the fixed-guideway modernization formula program funds of \$5,129,017. 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 \$2,960,252 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 \$2,481,688 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 require 20% local match and 45% funds for nontraditional operating which will require 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 \$7,930,000 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

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in the Transportation Improvement Program (TIP) and are incorporated in the state adopted State Transportation Improvement Program (STIP).

LYNX will program the FY2022 STP funding for revenue vehicles and passenger amenities.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to 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.

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Consent Agenda Item #6.B. v

To: LYNX Oversight Committee

From: **James Boyle**
Director Of Planning And Development
Bruce Detweiler
(Technical Contact)
Myles O'Keefe
(Technical Contact)
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: **Authorization to Submit FY2023 Intermodal Development Funding Program Grant Application to the Florida Department of Transportation (FDOT) for Categorical Exclusion and Geotechnical Surveying of a Southern Operations Base and Adoption of Resolution #22-002**

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a FY2023 Intermodal Development Funding Program Grant Application to the Florida Department of Transportation (FDOT) and the adoption of Resolution #22-002.

BACKGROUND:

The Florida Department of Transportation (FDOT) is soliciting applications for FY2023 Intermodal Development Funding Program. This is a discretionary program designed to provide funding to projects that best promote intermodal or multimodal movement of people.

The Program was developed in alignment with Florida Statute Section 341.053, that establishes the initiative to provide improved access to intermodal or multimodal transportation facilities and the construction of multimodal terminals.

The Intermodal Funding applications are due on June 3, 2022. The proposed project, if awarded, will be programmed in the FDOT Work Program in FY2023. The maximum period for project funding is 3 Fiscal Years. Capital projects are eligible for a minimum of 50% funding participation under the Intermodal Development Funding Program.

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LYNX proposes to submit the following project for Intermodal Development Funding Program:

- LYNX is currently evaluating potential sites for a new Operations and Maintenance (O&M) base in the southern portion of the agency's service area. This evaluation process may recommend multiple sites to support the agency's growth in operational and maintenance needs. Prior to purchasing a property, LYNX is required to complete an environmental assessment of the land. LYNX is requesting up to \$800,000 to complete a Categorical Exclusion assessment and geotechnical analysis of land for one or more new O&M bases, depending on the number of sites that need to be evaluated. The Intermodal Development Funding Program request will be for 100% funding from FDOT.

Board Resolution #22-002 is attached.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

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

CFRTA RESOLUTION NO. 22-002

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 DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2023-2024 INTERMODAL DEVELOPMENT FUNDING PROGRAM.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in August 2021. LYNX TDP update is consistent with METROPLAN Orlando's Year 2040 Long Range Transportation Plan and Five-Year Transportation Improvement Plan (TIP); and

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 these grant applications and all supporting documents, agreements and assurances which may be required in connection with the applications 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 BOARD of Directors has the authority to authorize the submission of grant applications to the Florida Department of Transportation.
2. The BOARD of Directors has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2023-2024.
3. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for fiscal year 2023-2024 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 applications.
4. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., 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 Department of Transportation.
5. The BOARD of Directors authorizes James E. Harrison, Esq., P.E., Chief Executive Officer, or designee, to make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation 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 DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2023-2024 INTERMODAL DEVELOPMENT FUNDING PRORGAM.

APPROVED AND ADOPTED this 26th day of May 2022 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

Action Agenda Item #7.A.

To: LYNX Oversight Committee

From: William Slot
Chief Innovation Officer
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: Authorization to Release a Request for Proposal (RFP) for Electricity as Fuel for Fleet Vehicles

Date: 5/26/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) to provide electricity as a fuel for fleet vehicles.

BACKGROUND:

The transition of a portion of the fleet to battery electric vehicles will require the ability to fuel (battery recharge) the vehicles. LYNX is interested in the concept of third-party entities who would provide this fuel as a service, similar to a "gas station" model. In a "gas station" model, users know the unit cost of fuel before they refill with the unit cost of the fuel covering the fuel and the combined capital and operating cost of the facility. LYNX would be a predictable and reliably consistent customer of the station and expects the station to provide priority for evening charging to LYNX's fleet as well as potential public access to the station when not in use by the fleet.

Proposers will be requested to provide a charging solution for the fleet of buses adjacent to or within approximately one block of the existing LYNX Operations Center located at 2500 LYNX Lane in Orlando, Florida. The Proposer will be fully responsible for the acquisition of the required property, installation of all charging station infrastructure, and operation with guaranteed availability to LYNX for daily fleet fueling. LYNX would be charged a usage fee as an equivalent per diesel gallon.

This fee will be fully inclusive of all costs with the computation of the price per diesel equivalent gallon determined within the contract and predictable for LYNX budgeting for fuel purchases.

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This fee could be associated to a variable such as an industry standard index or a direct relation to commodity costs (as examples). The fee will not vary by time of day or other factors that would result in varying per unit fuel costs during the day to maintain consistency across the fleet.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The fiscal impact to LYNX would be usage fees that are equivalent to a gallon of diesel. There will be no investment costs to LYNX.

LYNX Oversight mmittee 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: Review of the FY2022 2nd Quarter Operating Results

Date: 5/26/2022

LYNX Staff will provide a review of the FY2022 2nd Quarter Operating Results.

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Discussion Item #8.B.

To: LYNX Oversight Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: FY2023 Preliminary Capital Budget

Date: 5/26/2022

LYNX Staff will discuss the FY2023 Preliminary Capital Budget.

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Discussion Item #8.C.

To: LYNX Oversight Committee

From: **James Boyle**
Director Of Planning And Development
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

Item Name: Transit Development Plan Overview

Date: 5/26/2022

LYNX Staff will present an overview of the Transit Development Plan.