

LYNX Finance & Audit Committee Agenda


Meeting Date: 07/18/2024
Meeting Time: 1:00 PM

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

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

1. Call to Order

2. Approval of Committee Minutes

-  Finance Committee Minutes - May 16, 2024

Pg 4



3. Public Comments

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


4. Chief Financial Officer's Report

5. Consent Agenda





A. Invitation for Bid (IFB)

-  Authorization to Issue an Invitation for Bid (IFB) for the LYNX Facilities Climate Control/HVAC Systems Repair and Maintenance Pg 9
-  Authorization to Issue an Invitation for Bid (IFB) for Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island Located at the LYNX Operations Center (LOC A/C) Pg 11



B. Award Contracts


-  Authorization to Negotiate and Award a Contract for the LYNX Central Station (LCS) Passenger Terminal Restroom Renovations to Orange Avenue Enterprises, LLC for a Not to Exceed Amount of \$769,615 Pg 13

C. Extension of Contracts



-  Authorization to Exercise the Second Option Year of Contract 20-C80 for Audit Services with MSL, PA Pg 15
-  Authorization to Ratify Exercising the First Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$460,000 Pg 17
-  Authorization to Exercise the First Option Year of Contract 22-C86 with Gillig, LLC for the Provision of Voith Transmissions and Increase the Not to Exceed (NTE) to \$475,000 Pg 19
-  Authorization to Exercise the First Option Year of Contract 22-C85 with Stewart & Stevenson FDDA, LLC and Increase the Not to Exceed (NTE) to \$280,000 Pg 20

D. Miscellaneous

-  Authorization to Increase the Not to Exceed (NTE) for Contract 23-C51 with Towlando Towing & Recovery, Inc. for Heavy Duty Bus Towing Services to \$345,000 Pg 21
-  Authorization to Transfer Forty-One (41) Retired Computers to The Christian Tech Center Ministries, Inc. Pg 22

iii.	 Authorization to Transfer One (1) Retired 35' Low Floor Diesel Bus to the Central Florida Disaster Medical Coalition	Pg 25
iv.	 Authorization to Execute MetroPlan Orlando's FY2024-2025 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement in the Amount of \$533,250	Pg 27
v.	 Authorization to Dispose of Items Accumulated Through the Lost and Found Process	Pg 29
vi.	 Authorization to Adopt Resolution 24-005 Approving a Change to the LYNX Money Purchase Plan -Attachments 	Pg 31
vii.	 Authorization to Adopt Resolution 24-006 Approving a Change to the LYNX Defined Contribution Plan for BU Employees -Attachments 	Pg 36
viii.	 Authorization to Adopt Resolution 24-007 Approving a Change to the LYNX Deferred Compensation Plan -Attachments 	Pg 41
ix.	 2024 Minor Update to the Transportation Disadvantaged Service Plan (TDSP)	Pg 47
x.	 Authorization to Execute Change Order No. 3 in the Amount of \$229,202 to McCree Design Builders, Inc. and Notification of Utilization of Project Contingency	Pg 50
xi.	 Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark for the LYNX Central Station Departure Board for a Total Cost Not to Exceed of \$343,000	Pg 53
xii.	 Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark for the Pine Hills Bus Transfer Center for a Total Cost Not to Exceed of \$235,000	Pg 55
xiii.	 Reassignment of Contingency for Pine Hills Bus Transfer Center	Pg 57
xiv.	 Authorization to Implement August 25, 2024 Service Changes	Pg 59
xv.	 Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation	Pg 62

6. Discussion

A.	 LYNX Fare Analysis Background Presentation	Pg 64
B.	 Update on the Status of the Real-time Bus Information Program	Pg 65

7. Other Business

8. Adjourned

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

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

LYNX
Central Florida Regional Transportation Authority
Finance and Audit Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue, 2nd Floor, Board Room
Orlando, FL 32801

DATE: May 16, 2024

TIME: 1:30 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Jose Fernandez, City of Orlando
Tim Jecks, Seminole County
Kurt Petersen, Orange County
Jamie Ledgerwood, FDOT, 5th District
James Goldsmith, LYNX Attorney

Staff in Attendance:

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

1. Call to Order

Chair Clavijo called the meeting to order at 1:31 p.m.

2. Approval of Minutes

Tim Jecks moved to approve the April 18, 2024 Finance and Audit Committee meeting minutes. Seconded by Jamie Ledgerwood. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

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

- Action Item typo corrected, the budget amendment for purchase transportation is \$2Million not \$3Million.
- General Council contract Action Item will be presented only at the Board level this month.
- Two agenda items were removed after we published. Consent 5.A ii Labor & Employment Legal Services and Consent 5.A.iii – Pension Legal Services
- Fixed Route ridership is averaging 60,000-62,000 passengers per day and Paratransit trips have increased to an average of 54,000-56,000 per month.
- A real-time technology and signage presentation will be given to Oversight committee next week and to this committee at our next meeting.
- The FY2025 budget will be presented to Seminole County Board of County Commissioners in June, to the Orange County Board of County Commissioners in July and if requested to Osceola County.

5. Consent Agenda

Chair Clajivo stated that items A. ii. and iii. are removed and Jamie Ledgerwood will abstain from B. v. and vi.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Fire Alarm System Monitoring, Inspection and Repair and Methane Detection System Inspection and Repair Services
- ii. Authorization to Release a Request for Proposal (RFP) for Labor & Employment Legal Services
- iii. Authorization to Release a Request for Proposal (RFP) for Pension Legal Services
- iv. Authorization to Release a Request for Proposal (RFP) for Vanpool Support

B. Miscellaneous

- i. Authorization to Purchase One (1) Battery Electric Bus to Pilot in Fixed Route Service for a Not Pg 14 to Exceed Amount of \$1,160,000
- ii. Authorization to Purchase up to Fifteen (15) Replacement Vehicles and Twenty (20) Expansion Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed Amount of \$4,600,000
- iii. Authorization to Enter into a Grant Agreement with the American Heart Association in an Amount Pg 17 Not to Exceed of \$42,000
- iv. Authorization to Solicit FY2025-2026 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities
- v. Authorization to Submit Grant Applications to the Federal Transit Administration for the Fiscal Year 2024 Apportionments \$63,456,333; to Sub-allocate FY2024 Orlando Urbanized Area Funding to Lake County Transit Services \$767,844 and Florida Department of Transportation \$18,771,571
- vi. Authorization to Submit a Grant Application to the Florida Department of Transportation (FDOT) for the FY2025 Intermodal Development Funding Program Grant in the Amount of \$2,900,000 and Execute Resolution 24-003
- vii. Authorization to Implement June 23rd, 2024 Service Changes

Kurt Petersen made a motion to approve Consent Agenda items A.i, A.iv, B.i - B.iv and B.vii. Second by Jose Fernandez. Motion passed unanimously.

Kurt Petersen made a motion to approve Consent Agenda items B.v and B.vi. Second by Tim Jecks. Motion passed 4-0, Jamie Ledgerwood abstained.

6. Action Agenda

A. Approval to Amend the FY2024 Operating and Capital Budgets

Mr. Antmann presented the Amended Operating Budget providing explanations as follows:

The current approved FY2024 Operating budget is \$192.4M, the proposed Amended FY2024 Operating budget is \$197.9M, a \$4.5M increase.

On the revenue side: Customer Fares increased by \$1.8M due to increased ridership; \$1M on Fixed Route and \$800K on Paratransit.

Contract Services a \$500K decrease associated with a reduction in TD service contracts from the State.

Interest and Other Income increased \$656K.

Federal Revenue increased \$465K due to recognition of FEMA Hurricane Ian reimbursement.

State Revenue increased \$112K associated with a grant from FDOT for the VanPool operation.

Local Revenue increased \$1.973M associated with increased Disney service revenue and Orange County Accelerated Transportation Safety Program (ATSP).

On the expense side: Wages and Benefits increase \$2.5M associated with the union retirement contribution increase and additional labor associated with the new Orange County ATSP service.

Purchase Transportation increases by \$2M all associated with trip volume growth.

Mr. Antmann presented the Amended Capital Budget providing explanations as follows:

The proposed FY2024 Amended Capital budget is \$139.2M, an increase of \$5.1M.

Reclass of \$400K from Support Equipment and to Facilities for the LCS Station restroom facilities upgrade.

The \$5.1M increase is associated with the \$1.1M purchase of the first 40ft electric bus as a fixed route pilot and \$4M for the purchase of twenty-five paratransit vehicles.

The capital program is fully funded. The \$1.1M electric bus is 100% federal funded. The \$4M paratransit vehicles are funded from the federal government through the state and requires a 10% state and 10% local contribution. The local contribution is funded through the funding model \$3/service hour capital contribution.

Jamie Ledgerwood made a motion for Approval to Amend the FY2024 Operating and Capital Budgets. Second by Kurt Petersen. Motion passed unanimously.

B. Approval of the FY2025 Preliminary Capital Budget

Mr. Antmann presented the FY2025 Preliminary Capital Budget for permission to move it forward to Oversight.

Key FY2025 Budget Assumptions:

- Revenue vehicle acquisition to right size fleet, and provide safe and reliable service
- Passenger Amenities Program improvements: completion of Phone Hills Transfer Center, Orange County ATSP shelter program, traditional partner shelter program
- Technological Improvements to improve efficiency, and customer experience
- Enhance Security infrastructure at facilities
- Facility improvements: HVAC Replacement at LOC & LCS and Window Replacement at LCS
- Southern Operations land acquisition

The FY2025 Capital Program is budgeted \$145.2M. The increase over FY2024 is associated with the Orange County ATSP shelter program.

Almost half of the capital budget at \$67M is allocated to vehicles which includes:

- | | |
|---|-------------------------------|
| • fifty CNG 40' fixed route vehicles | • ten sub-recipient vehicles |
| • one hundred thirty Paratransit vehicles | • seven NeighborLink vehicles |
| • one electric 60' vehicle | • two Road Ranger vehicles |
| • sixty-six vanpool vehicles | • six support vehicles |

Twenty-five fixed route vehicles and seventy paratransit vehicles are carryover from FY2024.

Facilities budget is \$40M which includes acquisition of Southern Operations Base, LCS window, LOC/LCS HVAC improvements and LCS bus bay renovation.

Passenger Amenities is budgeted \$32M for intermodal design at Terminal C, Pine Hills Transfer Center and Shelter Program. This includes \$6M from the Orange County ATSP program for additional shelters.

Support is budgeted \$1.4M, Security is budgeted \$818K, LYMMO is budgeted \$2.9M for State of Good Repair and Technology is budgeted \$646K for lifecycle replacements.

The FY2025 capital budget is fully funded with \$131.4M from FTA, \$4.6M from the State for Road Ranger vehicles, contributions to the Pine Hills Transfer Center and funds toward purchase of vehicles for rural areas. Additionally, there is \$9.1M in local funding from the funding model \$3/service hour capital contribution and from Orange County for the ATSP shelter program and the Pine Hills Transfer Center.

Mr. Antmann reviewed the FY2025 Capital Budget Calendar and concluded by stating that both the Operating Results as of March 31, 2024 and FY2025 Preliminary Capital budget will be presented to the Oversight Committee this month if approved by this committee.

Kurt Petersen made a motion for Approval of the FY2025 Preliminary Capital Budget. Second by Jose Fernandez. Motion passed unanimously.

7. Discussion

A. Review of the FY2024 2nd Quarter Operating Results

Chair Clavijo recognized Lenny Antmann, Chief Financial Officer, to make the presentation.

Revenue is \$4.8M favorable and operating expense is \$1.5M favorable through six months. The Change in Net Position is \$6.3M favorable.

Customer fares are favorable \$1.3M associated with increased ridership; \$900K favorable on fixed route and \$400K favorable on paratransit. Contract Services are \$250K unfavorable on paratransit associated with TD contracts that were reduced by \$500K on the year. Interest and Other Income is favorable \$2.7M.

Federal Revenue is \$475K favorable associated with FEMA Hurricane Ian reimbursement. There are offsetting federal revenue associated with an unanticipated \$365K rural grant and \$366K unfavorable in planning studies.

State revenue is \$220K favorable; \$95K favorable on Road Ranger associated with requested additional service hours and \$112K favorable due to FDOT Vanpool grant.

Local revenue we are \$175K favorable directly associated with increased service requested by Central Florida Oversight Tourism District (formerly Reedy Creek).

Wages and Benefits are \$900K unfavorable associated with increased pension expenses as a result of the recent contract and overtime due to driver shortages at the begging of the year.

Other Services are \$2.2M favorable associated with professional services, contract maintenance, legal services and security services.

Fuel is favorable \$200K.

Casualty & Liability is favorable \$380K. Legal Services are favorable by \$150K and net settlements are favorable by \$230K.

Purchased transportation is \$1M unfavorable due to increase paratransit trip volume.

Leases & Miscellaneous is \$451K favorable directly associated with the timing of training, travel, dues and subscriptions.

8. Other Business

None

9. Adjourned

The meeting adjourned at 2:05 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Elvis Dovales
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Issue an Invitation for Bid (IFB) for the LYNX Facilities
Climate Control/HVAC Systems Repair and Maintenance

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Climate Control/HVAC Systems Repair and Maintenance.

BACKGROUND:

LYNX operates three owned and two leased facilities and is seeking a contractor to provide climate control/HVAC system repair and maintenance services for its owned facilities and leased facilities. LYNX has a capital project to replace the A/C systems in its major Facilities, that project may not be completed until 2026. Until the project is completed LYNX must continue to repair the A/C units that have an average age of 17 years. The contractor shall possess the ability to service, repair, and maintain the building Climate Control/HVAC twenty-four hours a day, seven days a week on an on-call basis.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this solicitation. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses for the completion of this contract (Race Neutral).

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$100,000 for Climate Control/HVAC Systems Repair and Maintenance. Any additional funds needed will come from budget savings within contract maintenance services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. ii

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Ricky Gonzalez
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Hose Reel and Lubricant Line Replacement in the Maintenance Shop and Fuel Service Island Located at the LYNX Operations Center (LOC A/C)

Date: 07/18/2024

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 Hose reel and Lubricant line replacement in the Maintenance Shop and Service Island located at the LYNX Operations Center (LOC A/C).

BACKGROUND:

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this solicitation. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses for the completion of this contract (Race Neutral).

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2024 Approved Amended Capital Budget includes \$220,800 for the Hose Reel and Lubricant line replacement in the Maintenance Shop and Service Island (LOC A/C).

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Lismar Matos Hernandez
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract for the LYNX Central Station (LCS) Passenger Terminal Restroom Renovations to Orange Avenue Enterprises, LLC for a Not to Exceed Amount of \$769,615

Date: 07/18/2024

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 Orange Avenue Enterprises, LLC for the Passenger Terminal Restroom Renovations at LYNX Central Station (LCS) for a Not to Exceed Amount of \$769,615.

BACKGROUND:

The LYNX Central Station (LCS) building was completed and opened to the public back in 2004, and LYNX is now looking forward to celebrating its 20th anniversary by providing Passenger Terminal restrooms renovation.

On February 21, 2024, the LYNX Board of Directors authorized the release of a Solicitation for this project. The Invitation for Bid (IFB) was released, posted on DemandStar, and sent directly to interested Vendors on May 23, 2024. The deadline for submission of bids was July 2, 2024, and the following is a list of Vendors considered responsive and responsible for this Solicitation:

Vendor	Bid Amount
Orange Avenue	\$699,650

The lowest responsive and responsible bidder was Orange Avenue Enterprises, LLC. The total construction project amount including the 10% contingency is \$769,615.

LYNX Finance & Audit mmittee Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses for the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2024 Approved Amended Capital Budget includes \$800,000 available for Passenger Terminal Restroom Renovations at LYNX Central Station (LCS).

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Christopher Plummer
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Exercise the Second Option Year of Contract 20-C80 for Audit Services with MSL, PA

Date: 07/18/2024

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# 20-C80 for audit services with MSL, PA.

BACKGROUND:

At the September 30, 2019, LYNX Board of Directors meeting, staff received authorization to issue a Request for Proposal (RFP) for Audit Services. The RFP was released January 10, 2020, and vendor responses were due February 28, 2020.

The SEC conducted extensive due diligence and scored all participating firms' submissions. MSL, PA was selected as the SEC's first choice and the Board of Directors awarded a three (3) year contract with two (2) one (1) year options on September 24, 2020. After performing LYNX's external audits during the first four years, MSL's final remaining option year fee schedule is as follows:

Fiscal Year Ending	Total Maximum Fee
9/30/2024	\$99,000

Interim testing for the FY2025 audit services RFP solicitation is scheduled to begin in August of 2025. Staff requests this final option period to end on June 30, 2025.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$118,000 for audit services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. ii

To: LYNX Finance & Audit Committee

From: Maurice Jones
Director Of Procurement
Maurice Jones
Technical Contact

Phone: 407.841.2279 ext: 6057

Item Name: Authorization to Ratify Exercising the First Option Year of Contract 21-C38 with Akerman, LLP for Federal Lobbying Services and Increase the Not to Exceed (NTE) to \$460,000

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to ratify exercising the first option year of contract #21-C38 with Akerman, LLP for Federal Lobbying Services and increase the not to exceed (NTE) to \$460,000.

BACKGROUND:

On May 27, 2021, the LYNX Board of Directors approved authorizing staff to negotiate and award a 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.

The initial term of Contract #21-C38 expired last month in June. Since the June 27, 2024, LYNX Board of Directors meeting was cancelled, staff is requesting to ratify exercising the first option year back to the original expiration date of June 9, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$110,000 for federal lobbying services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iii

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Kenneth Nath
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 22-C86 with Gillig, LLC for the Provision of Voith Transmissions and Increase the Not to Exceed (NTE) to \$475,000

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C86 with Gillig, LLC for the provision of Voith X-Change transmissions and increase the not to exceed (NTE) to \$475,000.

BACKGROUND:

On July 28, 2022, the LYNX Board of Directors approved the award of Contract 22-C86 to Gillig, LLC for the provision of Voith X-Change transmissions used on transit buses for two (2) years with three (3) one (1) year options with a not to exceed of \$220,000. The initial term of Contract 22-C86 expires on September 22, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$189,000 for transmissions for transit buses. This project is funded with 100% Federal grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iv

To: LYNX Finance & Audit Committee

From: Elvis Dovalles
Director Of Maintenance
Kenneth Nath
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 22-C85 with Stewart & Stevenson FDDA, LLC and Increase the Not to Exceed (NTE) to \$280,000

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of contract 22-C85 with Stewart & Stevenson FDDA, LLC for the provision of Allison transmissions and increase the not to exceed (NTE) to \$280,000.

BACKGROUND:

On July 28, 2022, the LYNX Board of Directors approved the award of Contract 22-C85 to Stewart & Stevenson FDDA LLC for the provision of remanufactured Allison transmissions used on transit buses for two (2) years with three (3) one (1) year options with a not to exceed of \$175,000. The initial term of Contract 22-C85 expires on August 31, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$189,000 for transmissions for transit buses. This project is funded with 100% Federal grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Increase the Not to Exceed (NTE) for Contract 23-C51 with Towlando Towing & Recovery, Inc. for Heavy Duty Bus Towing Services to \$345,000

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to Increase the Not to Exceed (NTE) for Contract 23-C51 with Towlando Towing & Recovery, Inc. for Heavy Duty Bus Towing Services to \$345,000.

BACKGROUND:

LYNX entered into a contract with Towlando Towing & Recovery, Inc. for heavy duty bus and support vehicle towing services on December 15, 2022, for an initial term of two (2) years with three (3) one (1) year renewal options with a not to exceed amount of \$200,000 for the initial term. Due to an unexpected increase in fixed route bus, NeighborLink bus and support vehicle accidents and in-service failures, the not to exceed contract value has been surpassed and must be increased for the remainder of the contract initial term.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2024 Approved Amended Operating Budget includes \$97,000 for heavy duty bus and support vehicle towing services. Any additional funds needed will come from budget savings within contract maintenance services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. ii

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Transfer Forty-One (41) Retired Computers to The Christian Tech Center Ministries, Inc.

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer forty-one (41) retired computers to The Christian Tech Center Ministries, Inc.

BACKGROUND:

LYNX staff has identified forty-one (41) computers for retirement. The Christian Tech Center Ministries, Inc. has expressed an interest in receiving LYNX's retired computers to provide free technology services to out of work individuals, under privileged families, and socially disadvantaged communities. The Christian Tech Center Ministries, Inc. has provided the IRS their designation as an exempt organization under IRC Section 501(c)(3). Prior to being transferred, auctioned or disposed, all computer equipment is returned to their factory settings and all data erased.

LYNX staff is preparing a submission to the Federal Transit Administration (FTA) for approval to waive or transfer any obligation associated with the computers valued at \$0. Upon Board of Directors approval, LYNX staff will continue to work with The Christian Tech Center Ministry. If the transfer of the computers is not successful, LYNX staff will then include them in the upcoming public auction.

LYNX Finance & Audit Committee Agenda

Asset Profile

Acquisition Date	Acquired Value	Class	Co Asset No	Description	Mfg Serial No	Sys No	Net Book Value
02/08/2009	\$1,482	CE	9078	Dell OptiPlex 960	63N34J1	12928	\$0
10/31/2014	\$711	FE	12647	OptiPlex Mini Tower		18216	\$0
10/31/2014	\$711	FE	12648	OptiPlex Mini Tower		18217	\$0
12/01/2014	\$1,101	FE	12736	Dell 9020Micro Computer	24KPQ22	18305	\$0
10/14/2015	\$907	FE	13594	Dell 9020M	GVT182	18881	\$0
10/14/2015	\$907	FE	13596	Dell 9020M	GVT182	18883	\$0
10/14/2015	\$907	FE	13597	Dell 9020M	GVT182	18884	\$0
01/14/2016	\$1,546	FE	13077	Dell Optiplex 7040	CVDG282	19197	\$0
01/14/2016	\$1,514	FE	13550	Dell Optiplex 9020	9PVG282	19212	\$0
04/27/2016	\$1,589	FE	13960	Dell 7040 Computer	35VG5B2	19329	\$0
04/27/2016	\$1,589	FE	13962	Dell 7040 Computer	35T7G82	19331	\$0
12/20/2016	\$1,474	FE	13966	Dell 7040 Computer	JHSRND2	19777	\$0
12/20/2016	\$1,474	FE	13971	Dell 7040 Computer	JHRFND2	19782	\$0
12/20/2016	\$1,474	FE	13973	Dell 7040 Computer	JHSQND2	19784	\$0
12/20/2016	\$1,474	FE	13976	Dell 7040 Computer	JHSGND2	19787	\$0
12/20/2016	\$1,474	FE	13978	Dell 7040 Computer	JHSNND2	19789	\$0
12/20/2016	\$1,474	FE	13983	Dell 7040 Computer	JHSPND2	19794	\$0
12/20/2016	\$1,474	FE	13985	Dell 7040 Computer	JHRJND2	19796	\$0
01/20/2017	\$1,054	FE	13993	Dell 7040 Computer	FZNDXG2	20001	\$0
01/20/2017	\$1,054	FE	13994	Dell 7040 Computer	FZMQXG2	20002	\$0
01/20/2017	\$1,054	FE	13995	Dell 7040 Computer	FZNRXG2	20003	\$0
01/20/2017	\$1,054	FE	13996	Dell 7040 Computer	FZNQXG2	20004	\$0
01/20/2017	\$1,054	FE	13997	Dell 7040 Computer	FZPDXG2	20005	\$0
01/20/2017	\$1,054	FE	13999	Dell 7040 Computer	FZPCXG2	20007	\$0
01/20/2017	\$1,054	FE	14000	Dell 7040 Computer	FZMRXG2	20008	\$0
01/20/2017	\$1,054	FE	14001	Dell 7040 Computer	FZNFXXG2	20009	\$0
02/08/2017	\$1,576	FE	14807	Dell 7040 Computer	D3S5DH2	20021	\$0
02/08/2017	\$1,576	FE	14805	Dell 7040 Computer	D3S9DH2	20025	\$0
02/08/2017	\$1,576	FE	14794	Dell 7040 Computer	D3R8DH2	20035	\$0
02/08/2017	\$1,576	FE	14793	Dell 7040 Computer	D3V9DH2	20036	\$0
02/08/2017	\$1,576	FE	14786	Dell 7040 Computer	D3T5DH2	20043	\$0
02/08/2017	\$1,576	FE	14785	Dell 7040 Computer	D3T6DH2	20044	\$0
02/03/2017	\$2,685	FE	14009	Surface pro 4 with Dual monitor	BG7GWG2	20046	\$0
03/04/2017	\$1,576	FE	14843	DELL 7040 Computer	4T9CDH2	20072	\$0
03/04/2017	\$1,576	FE	14847	DELL 7040 Computer	4T81DH2	20076	\$0
03/04/2017	\$1,576	FE	14850	DELL 7040 Computer	4TB0DH2	20079	\$0
04/27/2017	\$1,030	FE	13744	Dell 7040M Computer	FRHSHH2	20108	\$0
01/17/2018	\$1,221	FE	14638	Dell Optiplex 7050	1DXM9XM2	20660	\$0
02/13/2018	\$2,382	FE	14156	Dell 7050 Computer with Monitor	JMWTXM2	20665	\$0

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02/13/2018	\$2,382	FE	14159	Dell 7050 Computer with Monitor	JMWXXM2	20668	\$0
07/30/2019	\$1,652	FE	15949	Dell Optiplex 7060	GGNW3Y2	21441	\$0
Total	\$57,249						

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net book value for the forty-one (41) computers is \$0.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. iii

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Kenneth Nath
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Transfer One (1) Retired 35' Low Floor Diesel Bus to the Central Florida Disaster Medical Coalition

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer one (1) retired 35' Low Floor Diesel Bus to the Central Florida Disaster Medical Coalition.

BACKGROUND:

LYNX Asset Management staff identified one (1) retired 35' Low Floor Diesel Bus to transfer to the Central Florida Disaster Medical Coalition. This organization has expressed an interest in receiving a retired vehicle to convert into an Ambu-bus. This bus would be used as a mass casualty emergency transport vehicle. LYNX staff received IRS documentation detailing Central Florida Disaster Medical Coalition as a qualified 501(c)(3).

LYNX staff is preparing a submission to the Federal Transit Administration (FTA) for approval to waive or transfer any outstanding obligation associated with the vehicle and the related components. Upon Board of Directors approval, LYNX staff will continue to work with Central Florida Disaster Medical Coalition to facilitate the transfer of the vehicle. If the transfer of the vehicle is not successful, LYNX staff will then include it in the upcoming public auction.

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Vehicle Listing

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
13159	22-309	08/14/2009	RV	35' LF BRT-G27B102N4 Gillig Bus	9	\$323,646	\$0
13160	22-309A	08/14/2009	RV	Engine	5	\$20,024	\$0
13161	22-309B	08/14/2009	RV	Transmission	5	\$18,073	\$0
Totals						\$361,743	\$0

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net book value of the one (1) diesel revenue vehicle and components is \$0. The potential FTA obligation is \$0.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. iv

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Execute MetroPlan Orlando's FY2024-2025 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement in the Amount of \$533,250

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to execute MetroPlan Orlando's FY2024-2025 Unified Planning Work Program (UPWP) Pass-Thru Funding Agreement for Transit Planning Projects and the Florida Commission for Transportation Disadvantaged Funding in the Amount of \$533,250.

BACKGROUND:

MetroPlan Orlando is the metropolitan planning organization (MPO) for Orange, Osceola and Seminole Counties and is responsible for preparing and maintaining the Long-Range Transportation Plan and all other related transportation plans required for the region to receive federal and state funding. LYNX is an active member of MetroPlan's transportation planning processes and committees, and receives funds passed through to MetroPlan Orlando for transit planning projects and studies.

Annually, the Federal Transit Administration (FTA) and the Commission for the Transportation Disadvantaged (CTD) appropriate planning funds to MetroPlan Orlando. A portion of the Federal Metropolitan Planning Program (Section 5305 (d)) grant funds and Federal Highway Administration (FHWA) funds are passed through to LYNX to conduct transit planning tasks as set forth in the FY2024/2025 Unified Planning Work Program (UPWP) task 200. This agreement includes FY 2024/2025 planning funds in the amount of \$453,250. Additionally, The Florida

LYNX Finance & Audit Committee Agenda

Commission for the Transportation Disadvantaged appropriated planning funds in the amount of \$80,000.

LYNX will utilize passed through funds to specifically address planning activities identified according to the three (3) major sections of the MetroPlan Orlando Unified Planning Work Program (UPWP), which include: (1) MPO Plans and Administration, (2) Regional Planning/Public Participation, and (3) Transportation Planning. State planning funds for transportation disadvantaged services managed by MetroPlan Orlando are passed through to LYNX.

LYNX staff has coordinated with MetroPlan Orlando to define certain transit planning tasks and their funding levels which have been incorporated into the 2024/2025 fiscal year UPWP. The UPWP has been adopted by the MetroPlan Orlando Board and is the regional document defining various transportation planning activities programmed annually by federal, state and local governments.

Attached to this Consent Agenda Item is a copy of the FY2024/2025 draft agreement with MetroPlan Orlando for transit planning activities. The proposed agreement is a recurring agreement with terms based on the annual funding allocations included in the regionally adopted Unified Planning Work Program.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

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

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. v

To: LYNX Finance & Audit Committee

From: Michelle Daley
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Dispose of Items Accumulated Through the Lost and Found Process

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, discard, donate, recycle or sell at public auction, surplus Lost and Found items such as: handbags, books, phones, keys, backpacks, etc.

BACKGROUND:

LYNX makes a reasonable attempt to find the rightful owner of any lost or abandoned property patrons leaves on its buses and or facilities. If the articles are unclaimed after a 90-day holding period, the articles become property of LYNX per Chapter 705, Florida Statutes (1996).

It is LYNX' policy to hold a quarterly auction to dispose of Board approved surplus assets. Prior to being auctioned, all electronic devices and cell phones are deleted or erased of personal data by the Auctioneer per contract. Electronic devices and cell phones which cannot be deleted or erased are recycled and shredded by the auctioneer in accordance to all local, state and federal regulations at no cost to LYNX.

See below for a summary of the Lost and Found Articles. A detailed listing of the items being auctioned is available upon request.

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Lost and Found Articles Items to Donate or Auction

Article	Qty
Bag / Backpack	250
Bike	125
Book	24
Cane/Wheelchair	16
Cart	3
Case	51
Cellphone	210
chair	1
Clothing	88
Cushion	1
Electronic	88
Footwear	9
Glasses	72
Glove	4
Jewelry	9
Key	75
Luggage	5
Package	2
Pillow	2
Table	1
Thermos/mug/cooler	18
Tool	8
Toy	10
Umbrella	47
Wallet/Purse	115
Watch	9
Grand Total	1243

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net proceeds from this sale will be included in non-operating revenue.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. vi

To: LYNX Finance & Audit Committee

From: Terri Setterington
Director Of Human Resources
Brian Anderson
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Adopt Resolution 24-005 Approving a Change to the LYNX Money Purchase Plan

Date: 07/18/2024

ACTION REQUESTED:

Staff is seeking the Board of Directors' adoption of Resolution No. 24-005 to approve a change to the LYNX Money Purchase Plan.

BACKGROUND:

Description of the Plan: The LYNX Money Purchase Plan ("Plan") provides tax-qualified retirement benefits to LYNX's administrative employees and employees represented by the Amalgamated Transit Union Local 1749 (commonly referred to as the "supervisors' union").

Proposed Plan Change: From time to time it may be necessary or desirable to amend the Plan in light of changes to applicable law governing retirement plans.

As permitted by applicable federal tax law, the Plan currently provides for a mandatory distribution of a participant's Plan account upon termination of employment ("Mandatory Distribution") if the participant's vested Plan account balance is \$5,000 or less, including rollover contributions, and the participant fails to make an affirmative election as to how the account balance should be distributed.

The federal SECURE 2.0 Act of 2022 ("SECURE 2.0"), enacted on December 29, 2022, amended existing law to allow certain optional changes to retirement plans, which optional changes may be adopted by a plan sponsor and then subsequently documented in written

LYNX Finance & Audit Committee Agenda

amendments to the governing plan documents within the time period allowed under SECURE 2.0.

One of the optional changes permitted by SECURE 2.0 is an increase in the dollar limit for a Mandatory Distribution from \$5,000 to \$7,000. This limit is not indexed for inflation and previously had not been increased since the Taxpayer Relief Act of 1997.

Voya Retirement Insurance and Annuity Company, the Plan's current recordkeeper and governing plan document provider ("Voya"), has notified LYNX that, on or about July 1, 2024, it expects to implement the increase in the Mandatory Distribution limit from \$5,000 to \$7,000 for all plans on Voya's platform, including the Plan, which have the Mandatory Distribution provision.

Increasing the limit for Mandatory Distributions is advisable because it reduces the ongoing fiduciary responsibilities for Plan participants who have terminated employment, including by eliminating the need to track terminated participants, to provide terminated participants with legally-required notices, and to provide terminated participants with periodic benefit statements.

Fiduciary Review: At its public, quarterly meeting on May 7, 2024, the Administrative Committee for the Plan was made aware of Voya's anticipated implementation of the change and the benefits of such change and had no objections to it.

Collective Bargaining: Under the current collective bargaining agreement with the supervisors' union, employees represented by that union participate in the Plan on the same terms and conditions that apply to the administrative employees generally. Further, under the current collective bargaining agreement with the supervisors' union, LYNX has the right to amend the Plan, and any Plan amendment that applies to all administrative employees will automatically also apply to all employees who are represented by that union. Since the proposed Plan change would apply to all administrative employees, it would automatically also apply to all employees represented by the supervisors' union, without the need for collective bargaining.

Governing Plan Document Amendment: The proposed change will be set forth in a formal written amendment to the Plan's governing document, which Voya will draft and provide in the future.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

CFRTA RESOLUTION NO. 24-005

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
MONEY PURCHASE PLAN**

WHEREAS, LYNX, as the sponsoring employer, previously established the LYNX Money Purchase Plan ("Plan") effective October 1, 1993, amended and restated the Plan's governing documents in their entirety effective January 1, 2022, and further amended the Plan effective January 26, 2023 and October 8, 2023; and

WHEREAS, LYNX has the right to further amend the Plan at any time; and

WHEREAS, from time to time it is necessary or desirable to amend the Plan in light of changes to applicable law governing retirement plans; and

WHEREAS, as permitted by applicable law, the Plan currently provides for a mandatory distribution of a participant's Plan account upon termination of employment ("Mandatory Distribution") if the participant's vested Plan account balance is \$5,000 or less, including rollover contributions, and the participant fails to make an affirmative election as to how the account balance should be distributed; and

WHEREAS, with respect to a Mandatory Distribution, if the participant's vested account balance is less than \$1,000, the Plan distributes the amount to the participant as a lump sum payment; and

WHEREAS, with respect to a Mandatory Distribution, if the participant's vested account balance is at least \$1,000 but not more than \$5,000 and the participant does not elect to have the distribution paid in a lump sum amount or paid directly to an eligible retirement plan, the amount is automatically rolled over to an individual retirement account; and

WHEREAS, the federal SECURE 2.0 Act of 2022 ("SECURE 2.0") was enacted on December 29, 2022; and

WHEREAS, SECURE 2.0 amended existing law to allow certain optional changes to retirement plans, which optional changes may be adopted by a plan sponsor and then subsequently documented in written amendments to the governing plan documents within the time period allowed under SECURE 2.0; and

WHEREAS, one of the optional changes permitted by SECURE 2.0 is an increase in the dollar limit for a Mandatory Distribution from \$5,000 to \$7,000; and

WHEREAS, the dollar limit applicable to Mandatory Distributions is not indexed for inflation and previously had not been increased since the Taxpayer Relief Act of 1997; and

WHEREAS, Voya Retirement Insurance and Annuity Company, the Plan's current recordkeeper and governing plan document provider ("Voya"), has notified LYNX that, on or about July 1, 2024, it expects to implement the increase in the Mandatory Distribution limit from \$5,000 to \$7,000 for all plans on Voya's platform, including the Plan, which have the Mandatory Distribution provision; and

WHEREAS, Voya has also notified LYNX that Voya will prepare a formal amendment to the Plan's governing document in the future, for LYNX's execution, within the time period allowed under SECURE 2.0; and

WHEREAS, increasing the limit for Mandatory Distributions is advisable because it reduces the ongoing fiduciary responsibilities for Plan participants who have terminated employment, including by eliminating the need to track terminated participants, to provide terminated participants with legally-required notices, and to provide terminated participants with periodic benefit statements; and

WHEREAS, LYNX wishes to implement an increase in the Plan's Mandatory Distribution limit from \$5,000 to \$7,000.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The amendment to the LYNX Money Purchase Plan to implement an increase in the Plan's Mandatory Distribution limit from \$5,000 to \$7,000, effective on or about July 1, 2024, is hereby approved.
2. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, the formal written amendment to the governing document for the LYNX Money Purchase Plan, reflecting the increase in the Plan's Mandatory Distribution limit, once Voya has produced such amendment in good form.
3. The LYNX CEO, with such assistance as she may require from the Plan's Administrative Committee, the Plan's Board of Trustees, and/or LYNX Human Resources, Finance, or Accounting personnel, is authorized and directed to take all other action as she determines necessary or desirable to effectuate these resolutions.

CERTA RESOLUTION NO. 24-005

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
MONEY PURCHASE PLAN**

4. Any and all actions heretofore or hereinafter taken by the Plan's Administrative Committee, the Plan's Board of Trustees, the LYNX CEO, and/or LYNX Human Resources, Finance, or Accounting personnel in connection with any and all of the matters addressed in these resolutions are hereby confirmed and ratified as properly authorized acts of LYNX.

APPROVED AND ADOPTED this ____ day of _____, 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chair

ATTEST:

Secretary

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. vii

To: LYNX Finance & Audit Committee

From: Terri Setterington
Director Of Human Resources
Brian Anderson
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Adopt Resolution 24-006 Approving a Change to the LYNX Defined Contribution Plan for BU Employees

Date: 07/18/2024

ACTION REQUESTED:

Staff is seeking the Board of Directors' adoption of Resolution No. 24-006 to approve a change to the LYNX Defined Contribution Plan for BU Employees, and the Board of Directors' ratification of the Chief Executive Officer or her designee's waiver of collective bargaining in connection with the change.

BACKGROUND:

Description of the Plan: The LYNX Defined Contribution Plan for BU Employees ("Plan") was implemented effective March 1, 2014 to provide tax-qualified, defined contribution retirement benefits for employees represented by the Amalgamated Transit Union AFL-CIO Local 1596 ("Union") who do not participate in the closed defined benefit pension plan.

CBA Provisions Concerning the Plan: A long-standing, collectively-bargained term between LYNX and the Union states, in pertinent part, "Any changes to the Plan after its implementation shall be negotiated by the parties."

Proposed Plan Change: From time to time it may be necessary or desirable to amend the Plan in light of changes to applicable law governing retirement plans.

As permitted by applicable federal tax law, the Plan currently provides for a mandatory distribution of a participant's Plan account upon termination of employment ("Mandatory Distribution") if the participant's vested Plan account balance is \$5,000 or less, including rollover

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contributions, and the participant fails to make an affirmative election as to how the account balance should be distributed.

The federal SECURE 2.0 Act of 2022 ("SECURE 2.0"), enacted on December 29, 2022, amended existing law to allow certain optional changes to retirement plans, which optional changes may be adopted by a plan sponsor and then subsequently documented in written amendments to the governing plan documents within the time period allowed under SECURE 2.0.

One of the optional changes permitted by SECURE 2.0 is an increase in the dollar limit for a Mandatory Distribution from \$5,000 to \$7,000. This limit is not indexed for inflation and previously had not been increased since the Taxpayer Relief Act of 1997.

Voya Retirement Insurance and Annuity Company, the Plan's current recordkeeper and governing plan document provider ("Voya"), has notified LYNX that, on or about July 1, 2024, it expects to implement the increase in the Mandatory Distribution limit from \$5,000 to \$7,000 for all plans on Voya's platform, including the Plan, which have the Mandatory Distribution provision.

Increasing the limit for Mandatory Distributions is advisable because it reduces the ongoing fiduciary responsibilities for Plan participants who have terminated employment, including by eliminating the need to track terminated participants, to provide terminated participants with legally-required notices, and to provide terminated participants with periodic benefit statements.

Fiduciary Review: At their public. quarterly meetings on May 7, 2024, the Board of Trustees and the Administrative Committee for the Plan were made aware of Voya's anticipated implementation of the change and the benefits of such change and had no objections to it.

Collective Bargaining Waiver: The bargaining representatives for LYNX and the Union have waived bargaining over the proposed Plan change. A copy of documentation of the waivers is attached to this memorandum as Exhibit "1".

Governing Plan Document Amendment: The proposed change will be set forth in a formal written amendment to the Plan's governing document, which Voya will draft and provide in the future.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

CERTA RESOLUTION NO. 24-006

RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX DEFINED CONTRIBUTION PLAN FOR BU EMPLOYEES

WHEREAS, LYNX, as the sponsoring employer, previously established the LYNX Defined Contribution Plan for BU Employees ("Plan") effective March 1, 2014, last amended and restated the Plan's governing documents in their entirety effective January 1, 2022, and further amended the Plan effective October 8, 2023; and

WHEREAS, LYNX has the right to further amend the Plan, provided that any amendment that is specifically governed by the terms of an applicable collective bargaining agreement must be in compliance therewith; and

WHEREAS, from time to time it is necessary or desirable to amend the Plan in light of changes to applicable law governing retirement plans; and

WHEREAS, as permitted by applicable law, the Plan currently provides for a mandatory distribution of a participant's Plan account upon termination of employment ("Mandatory Distribution") if the participant's vested Plan account balance is \$5,000 or less, including rollover contributions, and the participant fails to make an affirmative election as to how the account balance should be distributed; and

WHEREAS, with respect to a Mandatory Distribution, if the participant's vested account balance is less than \$1,000, the Plan distributes the amount to the participant as a lump sum payment; and

WHEREAS, with respect to a Mandatory Distribution, if the participant's vested account balance is at least \$1,000 but not more than \$5,000 and the participant does not elect to have the distribution paid in a lump sum amount or paid directly to an eligible retirement plan, the amount is automatically rolled over to an individual retirement account; and

WHEREAS, the federal SECURE 2.0 Act of 2022 ("SECURE 2.0") was enacted on December 29, 2022; and

WHEREAS, SECURE 2.0 amended existing law to allow certain optional changes to retirement plans, which optional changes may be adopted by a plan sponsor and then subsequently documented in written amendments to the governing plan documents within the time period allowed under SECURE 2.0; and

WHEREAS, one of the optional changes permitted by SECURE 2.0 is an increase in the dollar limit for a Mandatory Distribution from \$5,000 to \$7,000; and

WHEREAS, the dollar limit applicable to Mandatory Distributions is not indexed for inflation and previously had not been increased since the Taxpayer Relief Act of 1997; and

WHEREAS, Voya Retirement Insurance and Annuity Company, the Plan's current recordkeeper and governing plan document provider ("Voya"), has notified LYNX that, on or about July 1, 2024, it expects to implement the increase in the Mandatory Distribution limit from \$5,000 to \$7,000 for all plans on Voya's platform, including the Plan, which have the Mandatory Distribution provision; and

WHEREAS, Voya has also notified LYNX that Voya will prepare a formal amendment to the Plan's governing document in the future, for LYNX's execution, within the time period allowed under SECURE 2.0; and

WHEREAS, increasing the limit for Mandatory Distributions is advisable because it reduces the ongoing fiduciary responsibilities for Plan participants who have terminated employment, including by eliminating the need to track terminated participants, to provide terminated participants with legally-required notices, and to provide terminated participants with periodic benefit statements; and

WHEREAS, LYNX wishes to implement an increase in the Plan's Mandatory Distribution limit from \$5,000 to \$7,000.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The amendment to the LYNX Defined Contribution Plan for BU Employees to implement an increase in the Plan's Mandatory Distribution limit from \$5,000 to \$7,000, effective on or about July 1, 2024, is hereby approved.
2. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, the formal written amendment to the governing document for the LYNX Defined Contribution Plan for BU Employees, reflecting the increase in the Plan's Mandatory Distribution limit, once Voya has produced such amendment in good form.
3. The LYNX CEO, with such assistance as she may require from the Plan's Administrative Committee, the Plan's Board of Trustees, and/or LYNX Human Resources, Finance, or Accounting personnel, is authorized and directed to take all other action as she determines necessary or desirable to effectuate these resolutions.

CERTA RESOLUTION NO. 24-006

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFINED CONTRIBUTION PLAN FOR BU EMPLOYEES**

4. Any and all actions heretofore or hereinafter taken by the Plan's Administrative Committee, the Plan's Board of Trustees, the LYNX CEO, and/or LYNX Human Resources, Finance, or Accounting personnel in connection with any and all of the matters addressed in these resolutions are hereby confirmed and ratified as properly authorized acts of LYNX.

APPROVED AND ADOPTED this ____ day of _____, 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chair

ATTEST:

Secretary

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. viii

To: LYNX Finance & Audit Committee

From: Terri Setterington
Director Of Human Resources
Brian Anderson
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Adopt Resolution 24-007 Approving a Change to the LYNX Deferred Compensation Plan

Date: 07/18/2024

ACTION REQUESTED:

Staff is seeking the Board of Directors' adoption of Resolution No. 24-007 to approve a change to the LYNX Deferred Compensation Plan.

BACKGROUND:

Description of the Plan: The LYNX Deferred Compensation ("Plan") provides LYNX employees with a voluntary method of deferring taxation on compensation until death, retirement, or certain other events. Administrative employees, employees represented by Amalgamated Transit Union Local 1596 ("drivers/maintenance union"), and employees represented by the Amalgamated Transit Union Local 1749 ("supervisors' union") participate in the Plan.

Proposed Plan Change: From time to time it may be necessary or desirable to amend the Plan in light of changes to applicable law governing retirement plans.

As permitted by applicable federal tax law, the Plan currently provides for a mandatory distribution of a participant's Plan account upon termination of employment ("Mandatory Distribution") if the participant's Plan account balance is \$5,000 or less, including rollover contributions, and the participant fails to make an affirmative election as to how the account balance should be distributed.

The federal SECURE 2.0 Act of 2022 ("SECURE 2.0"), enacted on December 29, 2022, amended existing law to allow certain optional changes to retirement plans, which optional

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changes may be adopted by a plan sponsor and then subsequently documented in written amendments to the governing plan documents within the time period allowed under SECURE 2.0.

One of the optional changes permitted by SECURE 2.0 is an increase in the dollar limit for a Mandatory Distribution from \$5,000 to \$7,000. This limit is not indexed for inflation and previously had not been increased since the Taxpayer Relief Act of 1997.

Voya Retirement Insurance and Annuity Company, the Plan's current recordkeeper and governing plan document provider ("Voya"), has notified LYNX that, on or about July 1, 2024, it expects to implement the increase in the Mandatory Distribution limit from \$5,000 to \$7,000 for all plans on Voya's platform, including the Plan, which have the Mandatory Distribution provision.

Increasing the limit for Mandatory Distributions is advisable because it reduces the ongoing fiduciary responsibilities for Plan participants who have terminated employment, including by eliminating the need to track terminated participants, to provide terminated participants with legally-required notices, and to provide terminated participants with periodic benefit statements.

Fiduciary Review: At its public, quarterly meeting on May 7, 2024, the Administrative Committee for the Plan was made aware of Voya's anticipated implementation of the change and the benefits of such change and had no objections to it.

Collective Bargaining: With respect to this Plan, the current collective bargaining agreement with the drivers/maintenance union merely provides that (i) LYNX is required to make a matching contribution to the LYNX Defined Contribution Plan for BU Employees based on elective deferrals that certain employees choose to make to this Plan, and (ii) the menus of investment options for selection by participants in this Plan and the LYNX Defined Contribution Plan for BU Employees are required to be substantially similar. Since the proposed Plan change does not affect the elective deferral opportunity under the Plan (nor the corresponding employer matching contribution to the LYNX Defined Contribution Plan for BU Employees), and does not affect the investment menu of the Plan, it does not require collective bargaining.

Under the current collective bargaining agreement with the supervisors' union, employees represented by that union participate in the Plan on the same terms and conditions that apply to the administrative employees generally. Further, under the current collective bargaining agreement with the supervisors' union, LYNX has the right to amend the Plan, and any Plan amendment that applies to all administrative employees will automatically also apply to all employees who are represented by that union. Since the proposed Plan change would apply to all administrative employees, it would automatically also apply to all employees represented by the supervisors' union, without the need for collective bargaining.

Governing Plan Document Amendment: The proposed change will be set forth in a formal written amendment to the Plan's governing document, which Voya will draft and provide in the future.

LYNX Finance & Audit Cmmittee Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

CFRTA RESOLUTION NO. 24-007

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFERRED COMPENSATION PLAN**

WHEREAS, LYNX, as the sponsoring employer, previously established the LYNX Deferred Compensation Plan ("Plan") effective March 17, 1994, and last amended and restated the Plan's governing documents in their entirety effective January 1, 2022; and

WHEREAS, LYNX has the right to further amend the Plan at any time; and

WHEREAS, from time to time it is necessary or desirable to amend the Plan in light of changes to applicable law governing retirement plans; and

WHEREAS, as permitted by applicable law, the Plan currently provides for a mandatory distribution of a participant's Plan account upon termination of employment ("Mandatory Distribution") if the participant's Plan account balance is \$5,000 or less, including rollover contributions, and the participant fails to make an affirmative election as to how the account balance should be distributed; and

WHEREAS, with respect to a Mandatory Distribution, if the participant's account balance is less than \$1,000, the Plan distributes the amount to the participant as a lump sum payment; and

WHEREAS, with respect to a Mandatory Distribution, if the participant's account balance is at least \$1,000 but not more than \$5,000 and the participant does not elect to have the distribution paid in a lump sum amount or paid directly to an eligible retirement plan, the amount is automatically rolled over to an individual retirement account; and

WHEREAS, the federal SECURE 2.0 Act of 2022 ("SECURE 2.0") was enacted on December 29, 2022; and

WHEREAS, SECURE 2.0 amended existing law to allow certain optional changes to retirement plans, which optional changes may be adopted by a plan sponsor and then subsequently documented in written amendments to the governing plan documents within the time period allowed under SECURE 2.0; and

WHEREAS, one of the optional changes permitted by SECURE 2.0 is an increase in the dollar limit for a Mandatory Distribution from \$5,000 to \$7,000; and

WHEREAS, the dollar limit applicable to Mandatory Distributions is not indexed for inflation and previously had not been increased since the Taxpayer Relief Act of 1997; and

WHEREAS, Voya Retirement Insurance and Annuity Company, the Plan's current recordkeeper and governing plan document provider ("Voya"), has notified LYNX that, on or about July 1, 2024, it expects to implement the increase in the Mandatory Distribution limit from \$5,000 to \$7,000 for all plans on Voya's platform, including the Plan, which have the Mandatory Distribution provision; and

WHEREAS, Voya has also notified LYNX that Voya will prepare a formal amendment to the Plan's governing document in the future, for LYNX's execution, within the time period allowed under SECURE 2.0; and

WHEREAS, increasing the limit for Mandatory Distributions is advisable because it reduces the ongoing fiduciary responsibilities for Plan participants who have terminated employment, including by eliminating the need to track terminated participants, to provide terminated participants with legally-required notices, and to provide terminated participants with periodic benefit statements; and

WHEREAS, LYNX wishes to implement an increase in the Plan's Mandatory Distribution limit from \$5,000 to \$7,000.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The amendment to the LYNX Deferred Compensation Plan to implement an increase in the Plan's Mandatory Distribution limit from \$5,000 to \$7,000, effective on or about July 1, 2024, is hereby approved.
2. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, the formal written amendment to the governing document for the LYNX Deferred Compensation Plan, reflecting the increase in the Plan's Mandatory Distribution limit, once Voya has produced such amendment in good form.
3. The LYNX CEO, with such assistance as she may require from the Plan's Administrative Committee, the Plan's Board of Trustees, and/or LYNX Human Resources, Finance, or Accounting personnel, is authorized and directed to take all other action as she determines necessary or desirable to effectuate these resolutions.

CFRTA RESOLUTION NO. 24-007

**RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFERRED COMPENSATION PLAN**

4. Any and all actions heretofore or hereinafter taken by the Plan's Administrative Committee, the Plan's Board of Trustees, the LYNX CEO, and/or LYNX Human Resources, Finance, or Accounting personnel in connection with any and all of the matters addressed in these resolutions are hereby confirmed and ratified as properly authorized acts of LYNX.

APPROVED AND ADOPTED this ____ day of _____, 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chair

ATTEST:

Secretary

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. ix

To: LYNX Finance & Audit Committee

From: James Boyle
Interim Chief Planning And Development Officer
Cody Johnson
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: 2024 Minor Update to the Transportation Disadvantaged Service Plan (TDSP)

Date: 07/18/2024

ACTION REQUESTED:

Staff is submitting information to the Board of Directors on the 2024 Transportation Disadvantaged Service Plan (TDSP) minor update which is required to be submitted to the Florida Commission for the Transportation Disadvantaged.

BACKGROUND:

The TDSP is a five-year plan developed by LYNX under the guidance and approval of the Transportation Disadvantaged Local Coordinating Board (TDLCB) of Orange, Osceola and Seminole Counties. Developed in partnership with the Orlando Metropolitan Planning Organization, MetroPlan Orlando, the TDSP is an annually updated tactical plan with development and service plans; quality assurance; cost/revenue allocation justifications; and rate structure justification components. Through the TDLCB's involvement and administration by MetroPlan Orlando, in the review and approval of the TDSP, the TDLCB can guide and support LYNX in implementing coordination efforts and locally developed service standards that are consistent with the needs and resources of our community.

Annual updates are required to address components within the Development Plan, Service Plan, Cost/Revenue Allocation, and Quality Assurance sections. Below is a summary of the 2024 revisions:

LYNX Finance & Audit Committee Agenda

Development Plan

- Updated TDSP Certification Chairperson Signature page (page 1)
- Updated TDLCB Roster as of April 2024 (pages 2 – 5)
- Updated LYNX Org Charts as of April 2024 (pages 13-14)
- Updated Consistency review of other plans – added LYNX’s latest Transit Development Plan (TDP) Minor Update and MetroPlan Orlando’s latest Transportation Improvement Plan (TIP) (pages 15 – 16)
- Updated TDLCB Certification (page 17)
- Updated Figure 4 – Service Area map (page 20)
- Updated LYNX Service area demographics and associated text and tables updated (pages 21-25)
- Added housing characteristics and cost burden section (pages 26 – 28)
- Updated the Bureau of Economic and Business Research (BEBR) population projection table from 2023 – 2050 (pages 29 – 30)
- Updated the Labor Force and Unemployment section and associated table updated (page 30)
- Updated Table 13 - Major trip generators of TD passengers (page 31)
- Added Table 14 – ACCESS LYNX Top 20 Dialysis Locations (page 32)
- Updated Goals, Objectives, Strategies – Status column added to Table 22 (pages 41-45)
- Updated Table 23 - Implementation Plan (pages 47- 48)

Service Plan

- Updated ACCESS LYNX Operating Policies to reflect a maximum advance reservation window for TD passengers from one day to seven days – Table 24 (page 51).
- Updated Coordinated System Service Providers from calendar year 2024 – Table 25 (page 60)
- Updated Paratransit and NeighborLink vehicle inventory tables – Tables 26 – 27 (pages 62 – 69)
- Updated ACCESS LYNX Service Standards to reflect 7-day maximum advance reservations standard – Table 28 (pages 71 – 76)
- Updated TD trip and equipment calculated rates for FY 2024/2025 – Table 29 (page 77)

Attachments

- Attachment 2 – Access LYNX TD Program Eligibility Application
- Attachment 3 – Access LYNX ADA Program Eligibility Application
- Attachment 6 - Coordinating Board (TDLCB) Grievance Procedures
- Attachment 8 – LYNX System Safety Program Plan
- Attachment 9 – Rate Justification Worksheets
- Attachment 10 – Access LYNX “How to Ride” Guide

The 2024 TDSP Annual Minor Update was approved by the TDLCB at their quarterly meeting held on May 16, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

LYNX Finance & Audit Cmmittee Agenda

FISCAL IMPACT:

There is no fiscal impact associated with this activity.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. x

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Execute Change Order No. 3 in the Amount of \$229,202 to McCree Design Builders, Inc. and Notification of Utilization of Project Contingency

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization for the Chief Executive Officer (CEO) or designee to execute Change Order No. 3 with McCree Design Builders, Inc. in the amount of \$229,202 for changes identified during the construction of the Pine Hills Bus Transfer Center. Notification is also being provided that Project Contingency was utilized in the amount of \$126,927.88 in association with Change Order No. 2.

BACKGROUND:

The purpose of Pine Hills Bus Transfer Center is to create a central hub for bus transfers in the Pine Hills community. This project involves the construction of on-site improvements (an administrative building, CCTV, real time information, parking, rain garden, custom bus canopy, 8 bus bays and associated infrastructure).

At the April 27, 2023 Board of Director's meeting, staff received authorization to negotiate and award Contract #23-C-75 to McCree Design Builders, Inc. in the amount of \$14,786,585.00.

At the February 21, 2024 Board of Director's meeting, staff was authorized to assign a ten percent (10%) contingency in the amount of \$1,478,658 as provided for in Administrative Rule 4.5.4, Project Contingency. Pursuant to the Administrative Rule, the Chief Executive Officer shall have the authority to authorize Change Orders for use of Project Contingency subject to certain requirements. It states that Change Orders shall not exceed \$150,000 and any Change

LYNX Finance & Audit Committee Agenda

Order shall be noticed to the Governing Board as an information item at the next scheduled meeting.

Change Order No. 2 was approved to address several items including differing site conditions, safety improvements, changes in permitting requirements and cost-saving credits. They are described below in more detail.

Differing site conditions

-Added survey-As part of the project, there has been the need to have added survey to ensure that constructability of the built environment where there may have been conflicts between the plans and the actual site conditions-\$3,953.30

-RCP adjustments-Adjustments were needed in two locations for the reinforced concrete pipe due to differences between the site plans and existing conditions noted once ground clearing and construction started-\$27,030.77

-Added dumpster pulls-From the time that the project was bid to its ultimate award and start of construction, a significant amount of debris (i.e. concrete, etc) was found on-site that needed to be addressed-\$1,906.35

-Clearing and grubbing-During construction, it was noted that there was added clearing and grubbing in the power line easement that needed to occur as a result of new rules established by Duke Energy. Originally, a shallow depression along this easement was planned to be left vegetated. However, new use rules since the project was bid and permitted now require this to be cleared- \$28,282.17

Added scope items:

-CCTV Conduit-At the start of design, LYNX safety and security department had only requested the infrastructure to support 6 cameras. After the construction was awarded, the decision was made to add an additional 11 cameras for the safety of our passengers. This change order is to accommodate the conduit needed for this.-\$44,730.62.

-Added 10 feet to rain garden-During the construction of the rain garden, it was noted that there was a difference between the permitted plans and the actual end desired product of 10 linear feet. To address this conflict, this change order was processed -\$7,986.66

-Our contractor noticed that we could remove the need for a condensate pump as part of the HVAC. This was a result of coordination of the contractor and LYNX staff to make the constructability and overall long-term maintenance of the system less costly. This cost involved associated credits for this change as well. \$13,082.41

LYNX Finance & Audit Committee Agenda

Description	Original Budget	CO #1	CO #2	CO #3		Revised Total
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Belco Drive	\$2,706,074.66	\$15,272.74				\$2,721,347.40
Silver Star	\$614,299.96					\$614,299.96
CCTV	\$339,276.60		\$44,730.62			\$384,007.22
Transfer Center/On-Site	\$3,894,690.83	\$16,683.87	\$69,159.25	\$229,202.00		\$4,209,735.95
Canopy	\$3,173,243.38	\$76,750.94				\$3,249,994.32
Real Time	\$84,819.00					\$84,819.00
Building	\$3,630,180.57	\$8,194.97	\$13,082.41			\$3,651,457.95
Trail	\$344,000.00					\$344,000.00
Total Construction Contract	\$14,786,585.00	\$116,902.52	\$126,972.28	\$229,202.00		\$15,259,661.80

Contingency Use	\$1,476,585.00	(\$116,902.52)	(\$126,972.78)	(\$229,202.00)		\$1,003,507.70
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For Change Order No. 3, LYNX was required by the County to have manholes associated with the reconstruction of Belco Drive inspected to see if they needed to be replaced. The County indicated that until a contractor was assigned and permits were issued that these manholes could not be inspected. As such, it was not known if this replacement would need to occur at the time the Contract was approved. The inspection by Orange County indicated that all 4 manholes need to be replaced. The estimated cost of this is \$229,202.00. LYNX and its Engineering Consultant have reviewed this proposed Change Order No. 3 and have agreed that this should represent a maximum cost for this work effort.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE Contract Goal of 9% was assessed for this procurement. The prime contractor has identified and agreed on a 28% DBE participation. It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts.

FISCAL IMPACT:

The Change Orders are funded from the contingency, therefore there is no budget change to the original project.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. xi

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark for the LYNX Central Station Departure Board for a Total Cost Not to Exceed of \$343,000

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a sole source procurement for real time and digital signage with Trapeze Software Group, Inc./TripSpark for the LYNX Central Station Departure Board for a total cost not to exceed of \$343,000.00, including a 10 percent contingency.

BACKGROUND:

LYNX is currently rolling out an all-inclusive real-time passenger information program throughout the larger bus system. The program will include both the physical hardware as well as the back-end software.

LYNX currently has funding in the FY2024 budget for the departure board in the customer lobby. Further funding is being pursued for the LYNX Central Station bus bays and system-wide transfer centers (SuperStops). LYNX is proposing to enter into sole source agreements for the real-time passenger information on a project-by-project basis.

The sole source for the passenger information for the customer lobby includes the hardware, installation, warranty and the first year of software maintenance and subscription.

LYNX Finance & Audit Committee Agenda

As part of the agency's desire to have a long-lasting, robust solution, staff has identified that Trapeze Software Group, Inc./TripSpark through its exclusive relationship with Message Point Media, can meet the requisite standards for the agency. The company can provide the immediate needs for real-time signs in the customer lobby. Additionally, the company provides a solution with easy to replace and readily accessible parts for long-term maintenance.

FTA Circular 4220.1 F dictates when a sole source can be awarded. As per the circular, an award may be made under several circumstances. In the case of Trapeze Software Group, Inc./TripSpark several of these apply:

1. Unique Capability or Availability: The proposed solution required LYNX staff to look both at the Message Point Media solution being provided by Trapeze as well as the information source of the data (Trapeze/TripSpark). The API connection to the signage is enhanced beyond the generalized GTFS/GTFS-RT and is proprietary to both companies. This relationship is such that there are data restrictions using the dedicated API beyond the environment that has been established between the two. There is also stop and amenity data and diagnostic data that is within this API that is not in any GTFS/GTFS-RT.
2. Substantial Duplication Costs: Given the native environment that houses the proprietary API, duplication of this outside the environment would result in any other company having to incur substantial costs to ensure the same level of performance. Outside of the environment described above, Trapeze would charge another company substantial costs to be able to provide the same API.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract.

FISCAL IMPACT:

The FY2024 Approved Amended Capital Budget includes \$343,000 for real time and digital signage. This project is funded with 100% Federal grants.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. xii

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Enter into a Sole Source for the Procurement of Real Time and Digital Signage to Trapeze Software Group, Inc./TripSpark for the Pine Hills Bus Transfer Center for a Total Cost Not to Exceed of \$235,000

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a sole source procurement for real time and digital signage with Trapeze Software Group, Inc./TripSpark for the Pine Hills Bus Transfer Center for a total cost not to exceed of \$235,000 including a 10 percent contingency.

BACKGROUND:

LYNX is currently rolling out an all-inclusive real-time passenger information program throughout the larger bus system. The program will include both the physical hardware as well as the back-end software.

LYNX currently has funding in the FY2024 budget for the departure board in the customer lobby and the Pine Hills Bus Transfer Center. Further funding is being pursued for the LYNX Central Station bus bays and system-wide transfer centers (SuperStops). LYNX is proposing to enter into sole source agreements for the real-time passenger information on a project-by-project basis.

The sole source for the passenger information for Pine Hills includes the hardware, installation, maintenance and software subscriptions for the first three years, and associated licenses.

As part of the agency's desire to have a long-lasting, robust solution, staff has identified that Trapeze Software Group, Inc./TripSpark through its exclusive relationship with Message Point

LYNX Finance & Audit Committee Agenda

Media can meet the requisite standards for the agency. The company can provide the immediate needs for real-time signs at Pine Hills. Additionally, the company provides a solution with easy to replace and readily accessible parts for long-term maintenance.

FTA Circular 4220.1 F dictates when a sole source can be awarded. As per the circular, an award may be made under several circumstances. In the case of Trapeze Software Group, Inc./TripSpark several of these apply:

1. Unique Capability or Availability: The proposed solution required LYNX staff to look both at the Message Point Media solution being provided by Trapeze as well as the information source of the data (Trapeze/TripSpark). The API connection to the signage is enhanced beyond the generalized GTFS/GTFS-RT and is proprietary to both companies. This relationship is such that there are data restrictions using the dedicated API beyond the environment that has been established between the two. There is also stop and amenity data and diagnostic data that is within this API that is not in any GTFS/GTFS-RT.
2. Substantial Duplication Costs: Given the native environment that houses the proprietary API, duplication of this outside the environment would result in any other company having to incur substantial costs to ensure the same level of performance. Outside of the environment described above, Trapeze would charge another company substantial costs to be able to provide the same API.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract.

FISCAL IMPACT:

The FY2024 Approved Amended Capital Budget includes \$235,000 for the Pine Hills Transfer Center construction project of which real time and digital signage is included. This project is funded with Federal, State and Local funding.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. xiii

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
Technical Contact

Phone: 407.841.2279 ext: 6125

Item Name: Reassignment of Contingency for Pine Hills Bus Transfer Center

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to reassign the contingency allocated for the construction of the Pine Hills Bus Transfer Center to the Project.

BACKGROUND:

At the April 27, 2023 Board of Director's meeting, staff received authorization to negotiate and award Contract #23-C75 for the construction of the Pine Hill Transfer Center to McCree Design Builders, Inc. in the amount of \$14,786,585.00.

At the February 21, 2024 Board of Director's meeting, staff was authorized to assign a ten percent (10%) contingency in the amount of \$1,478,658 to McCree Design Builders, Inc.

As construction has progressed, it has become evident that the contingency for this Project should have been assigned to the Project as whole and not to the Contractor. This will provide LYNX with the flexibility to make direct pay or other project-related purchases that will save the agency money and prevent potential schedule delays.

LYNX Finance & Audit Committee Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE Contract Goal of 9% was assessed for this procurement. The prime contractor has identified and agreed on a 28% DBE participation. It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts.

FISCAL IMPACT:

The FY2024 Approved Capital budget includes a total project budget of \$16,265,325 for the Construction of the Pine Hills Bus Transfer Center. Of this amount \$14,786,585 has been encumbered for the construction leaving \$1,478,740 for contingency. This project is funded with Federal funds in the amount of \$12,091,325, State funds in the amount of \$1,490,000 and Local funds in the amount of \$2,684,000.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. xiv

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Implement August 25, 2024 Service Changes

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective August 25, 2024.

BACKGROUND:

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

Information Sessions:

Date/Time: Monday, July 1, 1-2 PM

Location: Kissimmee City Hall, Kissimmee, FL

Date/Time: Monday, July 1, 1-2 PM

Location: Sanford City Hall, Sanford, FL

Date/Time: Tuesday, July 2, 1-2 PM

Location: LYNX Central Station – Main Lobby, Orlando, FL

Date/Time: Tuesday, July 2, 6-7 PM

Location: Virtual

LYNX Finance & Audit Committee Agenda

Public Hearing/Workshop:

Date/Time: Tuesday, July 9, 4-6 PM

Location: LYNX Central Station – 2nd Floor, Open Space, Orlando, FL

August Service Proposal*

NEW LINK

- **Link 701** – Orange Tech College Shuttle (Orange County) – Route will operate between the West Oaks Mall SuperStop and Orange Technical College’s new west campus in Ocoee. Will operate only when college is in session with one morning, midday and evening roundtrip.

SCHEDULE ADJUSTMENTS

- **Link 15** – Curry Ford Road/Valencia College East (Orange County) – Moving timepoint from Goldenrod Road/Nolton Road to Lake Underhill Road by AdventHealth East. Discontinuing Saturday 7:50 p.m. trip from Valencia College East to downtown Orlando. Adding Saturday 10:15 p.m. trip from LYNX Central Station to Valencia College East campus.

SCHEDULE IMPROVEMENTS

- **Link 37** – Pine Hills/Kirkman Road/Florida Mall (Orange County) – Increasing weekday peak hour service frequency to 20 minutes in both directions.
- **Link 40** – Americana Boulevard/Universal Orlando (Orange County) – Increasing weekday service frequency to 30 minutes during peak and midday.

SCHEDULE REDUCTIONS

- **Link 13** – University Boulevard/Winter Park (Orange County) – Discontinuing the weekday and Saturday 11 p.m. trip from UCF SuperStop to LYNX Central Station.
- **Link 36** – Lake Richmond (Orange County) – Discontinuing the weekday 10:44 p.m. trip from Prince Hall Boulevard/Bruton Boulevard to LYNX Central Station and 11:15 p.m. trip from LYNX Central Station to Prince Hall Boulevard/Bruton Boulevard.

LYNX Finance & Audit Committee Agenda

- **Link 300** – Disney/Orlando Express (Orange County) – Discontinuing the daily 10:45 p.m. trip from LYNX Central Station to Disney University and the 11:40 p.m. trip from Disney University to LYNX Central Station.

ROUTE CHANGES

- **NeighborLink 811** – Ocoee (Orange County) – Zone extending to Orange Technical College’s new west campus in Ocoee.
- **NeighborLink 812** – Winter Garden (Orange County) – Zone extending to Orange Technical College’s new west campus in Ocoee.
- **NeighborLink 851** – Sanford (Seminole County) – Zone extending to Mellonville Avenue.

Details of these events and the service change proposals are published on our website at www.golynx.com.

The public comment period for the proposed service changes ran from June 28, 2024, through July 21, 2024. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on www.golynx.com, and on LYNX social media sites including Facebook and X.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The base service changes are budget neutral. LYNX and Orange County executed a new bus service agreement effective March 1, 2024, to implement services under the Orange County Accelerated Transportation Safety Plan.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. xv

To: LYNX Finance & Audit Committee

From: James Boyle
Interim Chief Planning And Development Officer
Patricia Whitton
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation

Date: 07/18/2024

ACTION REQUESTED:

Staff is requesting the Board of Director's authorization to submit the 2025 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

BACKGROUND:

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plans set within the Major Update that is completed every five years. The TDP Annual Update assesses LYNX's past year accomplishments, identifies steps to mitigate any discrepancies between the plan and its implementation for the past year and facilitates any necessary changes to the goals, objectives, and strategies, and the implementation plan for the coming year.

The Annual Update also includes a new 10th year (2034) and associated new recommendations as well as an updated financial plan identifying operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years.

Some of the accomplishments highlighted in the LYNX FY 2025 TDP Annual Update, include:

- Implementation of minor service changes to improve system-wide efficiency and improve connections to SunRail service in December 2023 and April 2024.

LYNX Finance & Audit Committee Agenda

- Implementation of a new express route and frequency improvements as part of the Accelerated Transportation Safety Program.
- Conducted the Swan Shuttle autonomous vehicle pilot program.
- Continuation of the planning and construction of facility projects to include:
 1. Construction on the Pine Hills Transfer Center began in October 2023.
 2. Completed the Florida Mall SuperStop in December 2023.
 3. Continued Southern Operations and Maintenance Facility planning.
- Completion of the Transportation Disadvantaged Service Plan Minor Update.
- Continued the Federal Transit Administration (FTA) Pilot Program for Transit Oriented Development Planning along SR 436 from the Orlando International Airport to SR 50.
- Continuation of the NeighborLink Reimaging project.

The TDP is a needs-based assessment and is not financially constrained.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$13,333,066 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.A

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: LYNX Fare Analysis Background Presentation

Date: 07/18/2024

LYNX staff will present the background of previous LYNX fare studies, the current fare structure, and provide considerations for future fare analysis efforts.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.B

To: LYNX Finance & Audit Committee

From: **James Boyle**
Interim Chief Planning And Development Officer
Kenneth Jamison
Technical Contact

Phone: 407.841.2279 ext: 6036

Item Name: Update on the Status of the Real-time Bus Information Program

Date: 07/18/2024

LYNX staff will present the status of the Real-time Bus Information Program.