

LYNX Finance & Audit Committee Agenda

Meeting Date: 5/21/2020
Meeting Time: 9:30 AM

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

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

The Central Florida Regional Transportation Authority d/b/a LYNX meeting will be held virtually by means of communications media technology pursuant to the Office of the Governor Executive Order #20-112 that extended Executive Order #20-69.

The opportunity to provide public comment is available until the Chair closes the item. To appear in person to speak or to submit written comments to LYNX Finance & Audit Committee, complete the customer service form and select Public Comment on <http://www.golynx.com/contactus> or email to publiccomments@golynx.com. For additional information regarding other methods of submitting comments, contact the Board Agenda Coordinator at 407-254-6003.

When you are recognized, state your name and address. Please limit your comments to the 3 minute limit set by LYNX Board of Directors policy. Large groups are asked to name a spokesperson.

1. Call to Order

2. Approval of Committee Minutes

Finance Committee Minutes - March 11, 2020



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3. Public Comments

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

4. Chief Financial Officer Report

5. Discussion Items

A.  Discussion Regarding CARES Act Pg 7


B.  Recap of the FY2020 2nd Quarter Operating Results Pg 8


-Attachments



6. Consent Agenda

A. Miscellaneous

i.  Authorization to Transfer One (1) Retired Revenue Vehicle to the Orange County Sheriff's Office Pg 25

ii.  Authorization to Submit a FY2021/2022 Service Development Grant (SDG) Application to the Florida Department of Transportation (FDOT) for Compressed Natural Gas Generators (CNGG) to be Located at the LYNX Operations Center in the Approximate Amount of \$1,350,000 Pg 27

-Attachments



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, Open Space
 Orlando, FL 32801

DATE: **March 11, 2020**

TIME: **2:30 p.m.**

Members in Attendance:

Amanda Clavijo, Osceola County
Michelle McCrimmon, City of Orlando
Kurt Petersen, Orange County
Jo Santiago, FDOT, 5th District
Tim Jecks, Seminole County

Staff in Attendance:

Bert Francis, Chief Financial Officer
Tiffany Homler-Hawkins, Chief Administrative Officer
John Slot, Chief Innovation & Sustainability Officer
Leonard Antmann, Director of Finance
Michelle Daley, Manager of Financial Planning & Budgets

1.Call to Order

Chair Clavijo called the meeting to order at 2:30 p.m.

2.Approval of Minutes

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the February 20, 2020, Finance & Audit Committee meeting. Motion to approve the February 20, 2020, minutes was made by Michelle McCrimmon, seconded by Jo Santiago and unanimously adopted. The minutes were approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Bert Francis, Chief Financial Officer. Mr. Francis stated that he had no comments at this time.

5. Committee Discussion Items

A. Discussion Regarding Preliminary FY2021 Operating Budget

Mr. Francis led the presentation of the preliminary FY2021 Operating Budget. The preliminary budget was developed utilizing the funding model for the FY2021. The budget was developed assuming no changes in the existing service levels. The budget overall is increasing by a modest 2.8%. Overall, customer fares, contract services, Federal revenue and interest and other income are down slightly. Wages and benefits include increases based on what our funding partners are anticipating. Purchased Transportation is projected to increase close to one million over FY2020 estimates based on increase costs and trip volumes. Other expenses align with prior year with some minor adjustments.

In FY2020, the paratransit services were supported by favorability of the fixed route services. For FY2021, each line of business is proposed to be self-supporting.

For the funding model, there were three different scenarios presented regarding the usage of preventative maintenance federal funds. Funding partners agreed to use the existing level of funding for FY2021. It was decided to proceed with future drafts using the model including the additional three million from preventative maintenance.

Mr. Francis explained that if the Commission for Transportation Disadvantaged (TD) Institutes changes to the funding for the TD program, we could have a four million dollar deficit beginning in the fourth quarter of FY2020 and continuing into FY2021. This is not factored into the preliminary FY2021 budget. LYNX staff is waiting on the outcome, and if this program changes we will make the appropriate budget adjustments.

6. Consent Agenda

A. Request for Proposal

- i. Recommendation to Authorize the Release of a Request for Proposal (RFP) for Public Awareness and Education in Accordance with FDOT Service Development Grant

B. Miscellaneous

- i. Recommendation to Authorize Approval of Renewal for Property, Environmental and Fiduciary Liability Insurance Policies
- ii. Recommendation to Authorize the Submittal of 2020 Title VI Program Update to the Federal Transit Administration (FTA)

- iii. Recommendation to Authorize the Write Off of Assets Pursuant to the June 30, 2019 Physical Inventory Count and Reconciliation
- iv. Recommendation to Authorize the Auction of Surplus Capital Items and Obsolete Parts
- v. Recommendation to Authorize the Disposal of Items Accumulated Through the Lost and Found Process
- vi. Recommendation to Authorize to Extend Sub-Recipient Awards to Selected Human Services Agency Projects and to Enter into Sub-Recipient Agreements with the Selected Applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities

Motion to approve the Consent Agenda, excluding item 6.A.i. was made by Kurt Peterson, Second by Michelle McCrimmon. Motion passed unanimously.

Discussion ensued regarding item 6.A.i. This would be a one-year contract, but it will span over two of our fiscal years. This was not budgeted into the FY2020 budget, which will result in additional funds added to the budget. Motion to approve Consent Agenda 6.A.i. was made by Kurt Peterson, second by Michelle McCrimmon. Motion passed with Jo Santiago abstaining.

7. Action Items

A. Recommendation to Authorize Approval of FY2019 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Bert Francis introduced Ron Conrad from Cherry Bekaert to make the presentation. Mr. Conrad introduced the staff involved in the audit. He also discussed the components that make up the CAFR.

The summary of the audit results reflect an unmodified clean opinion on the FY2019 financial statements including an unmodified clean opinion on the major federal programs and the state financial assistance projects. There were no findings on significant material matters. The management letter was issued with no findings. No material issues or findings on the National Transit Database Report. There is a clean opinion with respect to the investment policies.

Mr. Conrad also stated that the Governmental Accounting Standards Board (GASB) is looking into the new reporting requirements, and stated that changes may be made before the next reporting period for LYNX.

Motion to Recommend Authorization of Approval of FY2019 Comprehensive Annual Financial Report (CAFR) and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program was made by Michelle McCrimmon, second by Tim Jecks. Motion passed unanimously.

8. Other Business

No other business was discussed.

9. Adjourned

The meeting adjourned at 3:56 p.m.

LYNX Finance & Audit Committee Agenda

Discussion Item #5.A.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Discussion Regarding CARES Act

Date: 5/21/2020

ACTION REQUESTED:

LYNX Staff will discuss the CARES Act.

LYNX Finance & Audit Committee Agenda

Discussion Item #5.B.

To: LYNX Finance & Audit Committee

From: Albert Francis
Chief Financial Officer
Leonard Antmann
(Technical Contact)

Phone: 407.841.2279 ext: 6058

Item Name: Recap of the FY2020 2nd Quarter Operating Results

Date: 5/21/2020

ACTION REQUESTED:

LYNX Staff will provide a recap of the FY2020 2nd Quarter Operating Results.

FY2020 2nd Quarter Recap Operating Results

Presented to the
LYNX Finance & Audit Committee
by Bert Francis
Chief Financial Officer
May 21, 2020

Contents

- Executive Summary – All Lines of Business
- Operating Results by Line of Business (LOB)
 - ✓ Fixed Route
(Includes LYMMO, Road Ranger and NeighborLink)
 - ✓ ParaTransit

Executive Summary



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Executive Summary



All Lines of Business

Year-to-Date as of March 31, 2020

2nd Quarter Ending March 31, 2020

	Year-to-Date as of March 31, 2020			2nd Quarter Ending March 31, 2020		
	Budget	Actual		Budget	Actual	
REVENUES						
Customer fares	\$ 11,994,056.	\$ 11,139,739.	93%	\$ 5,892,653.	\$ 5,409,669.	92%
Contract services	3,484,222.	3,436,304.	99%	2,106,995.	2,041,480.	97%
Advertising	2,285,002.	2,245,852.	98%	1,142,500.	825,780.	72%
Interest & Other income	581,006.	528,228.	91%	290,500.	239,827.	83%
Federal Revenue	9,486,202.	7,776,875.	82%	4,743,099.	4,027,473.	85%
State Revenue	6,670,662.	6,695,838.	100%	3,335,331.	3,334,813.	100%
Local Revenue	4,356,684.	4,209,239.	97%	2,178,343.	2,102,101.	96%
Local Revenue Funding Partner	35,711,043.	35,711,060.	100%	17,855,523.	17,855,531.	100%
TOTAL REVENUE	74,568,877.	71,743,134.	96%	37,544,944.	35,836,674.	95%
EXPENSE						
Salaries, Wages & Fringe Benefits	40,304,471.	40,462,494.	100%	20,459,006.	19,959,326.	98%
Other services	5,422,246.	3,380,516.	62%	2,775,223.	1,730,714.	62%
Fuel	5,979,458.	5,149,182.	86%	2,990,731.	2,524,156.	84%
Materials and supplies	3,882,634.	3,814,224.	98%	1,941,319.	2,064,792.	106%
Utilities	787,099.	592,286.	75%	393,552.	310,729.	79%
Casualty & Liability	1,367,286.	1,324,084.	97%	683,643.	929,680.	136%
Taxes and licenses	297,984.	279,067.	94%	148,992.	110,963.	74%
Purchased transportation services	15,241,284.	14,641,431.	96%	7,666,234.	7,270,945.	95%
Leases & Miscellaneous	794,247.	562,927.	71%	405,715.	306,796.	76%
Interest Expense	17,376.	19,001.	109%	8,688.	8,812.	101%
TOTAL EXPENSE	74,094,085.	70,225,211.	95%	37,473,103.	35,216,912.	94%
OPERATING GAIN/(LOSS)	\$ 474,792.	\$ 1,517,922.	320%	\$ 71,841.	\$ 619,762.	863%



Executive Summary

All Lines of Business (cont.)



	Year-to-Date as of March 31, 2020			Prior Year-to-Date as of March 31, 2019		
	Budget	Actual		Budget	Actual	
REVENUES						
Customer fares	\$ 11,994,056	\$ 11,139,739	93%	\$ 12,384,449	\$ 12,461,340	101%
Contract services	3,484,222	3,436,304	99%	3,539,792	3,475,146	98%
Advertising	2,285,002	2,245,852	98%	965,200	1,992,730	206%
Interest & Other income	581,006	528,228	91%	577,241	859,669	149%
Federal Revenue	9,486,202	7,776,875	82%	9,660,865	7,805,897	81%
State Revenue	6,670,662	6,695,838	100%	7,170,015	7,034,864	98%
Local Revenue	4,356,684	4,209,239	97%	4,014,775	3,870,093	96%
Local Revenue Funding Partner	35,711,043	35,711,060	100%	29,608,422	29,192,328	99%
TOTAL REVENUE	74,568,877	71,743,134	96%	67,920,759	66,692,067	98%
EXPENSE						
Salaries, Wages & Fringe Benefits	40,304,471	40,462,494	100%	39,299,872	37,931,135	97%
Other services	5,422,246	3,380,516	62%	5,863,774	3,749,689	64%
Fuel	5,979,458	5,149,182	86%	5,886,855	5,733,161	97%
Materials and supplies	3,882,634	3,814,224	98%	3,914,273	3,492,081	89%
Utilities	787,099	592,286	75%	803,738	719,562	90%
Casualty & Liability	1,367,286	1,324,084	97%	1,112,370	1,136,563	102%
Taxes and licenses	297,984	279,067	94%	234,453	270,868	116%
Purchased transportation services	15,241,284	14,641,431	96%	13,042,146	13,836,764	106%
Leases & Miscellaneous	794,247	562,927	71%	823,722	528,395	64%
Interest Expense	17,376	19,001	109%	29,889	29,889	100%
TOTAL EXPENSE	74,094,085	70,225,211	95%	71,011,092	67,428,107	95%
OPERATING GAIN/(LOSS)	\$ 699,792	\$ 1,517,922	217%	\$ (3,090,333)	\$ (736,040)	24%



Executive Summary

All Lines of Business (cont.)



The Second (2nd) Quarter performed better than budget.

Operating Results by LOB



Operating Results by LOB



Fixed Route

	Year-to-Date as of March 31, 2020			2nd Quarter Ending March 31, 2020		
	Budget	Actual		Budget	Actual	
REVENUES						
Customer fares	\$ 10,761,868.	\$ 9,809,671.	91%	\$ 5,276,559.	\$ 4,670,137.	89%
Contract services	604,686.	557,212.	92%	343,240.	277,944.	81%
Advertising	2,160,000.	2,160,284.	100%	1,080,000.	806,340.	75%
Interest & Other income	581,006.	528,228.	91%	290,500.	239,827.	83%
Federal Revenue	7,805,208.	6,263,093.	80%	3,902,604.	3,192,384.	82%
State Revenue	6,670,662.	6,695,838.	100%	3,335,331.	3,334,813.	100%
Local Revenue	4,356,684.	4,209,239.	97%	2,178,343.	2,102,101.	96%
Local Revenue Funding Partner	25,668,585.	25,668,589.	100%	12,834,294.	12,834,295.	100%
TOTAL REVENUE	58,608,699.	55,892,153.	95%	29,240,871.	27,457,840.	94%
EXPENSE						
Salaries, Wages & Fringe Benefits	39,471,722.	39,709,256.	101%	20,052,589.	19,591,248.	98%
Other services	5,136,208.	3,154,252.	61%	2,632,204.	1,630,217.	62%
Fuel	4,800,274.	4,292,053.	89%	2,400,139.	2,094,578.	87%
Materials and supplies	3,876,340.	3,813,179.	98%	1,938,172.	2,063,747.	106%
Utilities	772,537.	576,692.	75%	386,271.	304,056.	79%
Casualty & Liability	1,367,286.	1,324,084.	97%	683,643.	929,680.	136%
Taxes and licenses	251,082.	241,483.	96%	125,541.	90,745.	72%
Purchased transportation services	952,922.	1,026,060.	108%	476,462.	526,991.	111%
Leases & Miscellaneous	649,677.	427,243.	66%	333,430.	237,496.	71%
Interest Expense	17,376.	19,001.	109%	8,688.	8,812.	101%
TOTAL EXPENSE	57,295,424.	54,583,303.	95%	29,037,138.	27,477,570.	95%
OPERATING GAIN/(LOSS)	\$ 1,313,275.	\$ 1,308,850.	100%	\$ 203,733.	\$ (19,730.)	-10%



Operating Results by LOB

Fixed Route (cont.)



	Year-to-Date as of March 31, 2020			Prior Year-to-Date as of March 31, 2019		
	Budget	Actual		Budget	Actual	
REVENUES						
Customer fares	\$ 10,761,868	\$ 9,809,671	91%	\$ 11,066,197	\$ 11,216,365	101%
Contract services	604,686	557,212	92%	994,186	987,648	99%
Advertising	2,160,000	2,160,284	100%	965,200	1,992,730	206%
Interest & Other income	581,006	528,228	91%	577,241	859,669	149%
Federal Revenue	7,805,208	6,263,093	80%	7,847,226	6,359,183	81%
State Revenue	6,670,662	6,695,838	100%	7,170,015	6,887,366	96%
Local Revenue	4,356,684	4,209,239	97%	4,014,775	3,485,786	87%
Local Revenue Funding Partner	25,668,585	25,668,589	100%	23,960,958	23,960,958	100%
TOTAL REVENUE	58,608,699	55,892,153	95%	56,595,798	55,749,705	99%
EXPENSE						
Salaries, Wages & Fringe Benefits	39,471,722	39,709,256	101%	38,494,992	37,388,281	97%
Other services	5,136,208	3,154,252	61%	5,660,436	3,523,013	62%
Fuel	4,800,274	4,292,053	89%	4,756,781	4,762,166	100%
Materials and supplies	3,876,340	3,813,179	98%	3,907,942	3,491,827	89%
Utilities	772,537	576,692	75%	792,268	702,350	89%
Casualty & Liability	1,367,286	1,324,084	97%	1,112,370	1,136,563	102%
Taxes and licenses	251,082	241,483	96%	189,909	237,301	125%
Purchased transportation services	952,922	1,026,060	108%	784,784	980,518	125%
Leases & Miscellaneous	649,677	427,243	66%	691,764	401,546	58%
Interest Expense	17,376	19,001	109%	29,889	29,889	100%
TOTAL EXPENSE	57,295,424	54,583,303	95%	56,421,135	52,653,454	93%
OPERATING GAIN/(LOSS)	\$ 1,313,275	\$ 1,308,850	100%	\$ 174,663	\$ 3,096,251	1773%



Operating Results by LOB

Fixed Route (cont.)



Revenues:

- Customer Fares were \$952K unfavorable, this is related to the COVID-19 crisis. We saw declining fare collections starting about mid-March.
- Interest & Other Income was \$52K unfavorable due to the decrease in interest rates.
- Federal Revenue was \$1,542 million unfavorable due to the timing of some projects funded by federal grants, there are a number of planning projects that have not yet been started.

Operating Results by LOB

Fixed Route (cont.)



Expenses:

- Salaries, Wages & Fringe was \$237K unfavorable due to the increased overtime.
- Other Services (including Professional Services) was \$1,981 million favorable. In particular, Professional Services in Planning represented over 42% of the favorable variance.
- Fuel Expense was \$508K favorable due to favorable pricing and hedging.

Operating Results by LOB ParaTransit



Operating Results by LOB

ParaTransit



	Year-to-Date as of March 31, 2020			2nd Quarter Ending March 31, 2020		
	Budget	Actual		Budget	Actual	
REVENUES						
Customer fares	\$ 1,232,188	\$ 1,330,067	108%	\$ 616,094	\$ 739,532	120%
Contract services	2,879,536	2,879,092	100%	1,763,755	1,763,536	100%
Advertising	125,002	85,568	68%	62,500	19,440	31%
Federal Revenue	1,680,994	1,513,782	90%	840,495	835,089	99%
Local Revenue Funding Partner	10,042,458	10,042,472	100%	5,021,229	5,021,236	100%
TOTAL REVENUE	15,960,178	15,850,981	99%	8,304,073	8,378,833	101%
EXPENSE						
Salaries, Wages & Fringe Benefits	832,750	753,238	90%	406,417	368,077	91%
Other services	286,038	226,264	79%	143,019	100,496	70%
Fuel	1,179,184	857,129	73%	590,592	429,579	73%
Materials and supplies	6,294	1,045	17%	3,147	1,045	33%
Utilities	14,562	15,594	107%	7,281	6,673	92%
Taxes and licenses	46,902	37,583	80%	23,451	20,218	86%
Purchased transportation services	14,288,362	13,615,370	95%	7,189,772	6,743,954	94%
Leases & Miscellaneous	144,570	135,684	94%	72,285	69,300	96%
TOTAL EXPENSE	16,798,662	15,641,909	93%	8,435,964	7,739,342	92%
OPERATING GAIN/(LOSS)	\$ (838,483)	\$ 209,072	(25%)	\$ (131,891)	\$ 639,491	(485%)



Operating Results by LOB

ParaTransit (cont.)

	Year-to-Date as of March 31, 2020			Prior Year-to-Date as of March 31, 2019		
	Budget	Actual		Budget	Actual	
REVENUES						
Customer fares	\$ 1,232,188	\$ 1,330,067	108%	\$ 1,318,252	\$ 1,244,975	94%
Contract services	2,879,536	2,879,092	100%	2,545,606	2,634,996	104%
Advertising	125,002	85,568	68%	0	0	0%
Federal Revenue	1,680,994	1,513,782	90%	1,813,639	1,446,713	80%
Local Revenue Funding Partner	10,042,458	10,042,472	100%	5,647,464	5,615,677	99%
TOTAL REVENUE	15,960,178	15,850,981	99%	11,324,961	10,942,361	97%
EXPENSE						
Salaries, Wages & Fringe Benefits	832,750	753,238	90%	804,880	542,853	67%
Other services	286,038	226,264	79%	203,338	226,675	111%
Fuel	1,179,184	857,129	73%	1,130,074	970,995	86%
Materials and supplies	6,294	1,045	17%	6,331	254	4%
Utilities	14,562	15,594	107%	11,470	17,212	150%
Taxes and licenses	46,902	37,583	80%	44,544	33,567	75%
Purchased transportation services	14,288,362	13,615,370	95%	12,257,362	12,856,246	105%
Leases & Miscellaneous	144,570	135,684	94%	131,958	126,849	96%
TOTAL EXPENSE	16,798,662	15,641,909	93%	14,589,957	14,774,650	101%
OPERATING GAIN/(LOSS)	\$ (838,483)	\$ 209,072	(25%)	\$ (3,264,996)	\$ (3,832,289)	117%

Operating Results by LOB

ParaTransit (cont.)



- ✓ Customer Fares Revenue were favorable by \$98K. The budget adjustment reduced fares based on the revised ridership projections. Fare collections surpassed those revised projections.
- ✓ Federal Revenue is \$167K unfavorable due to the timing of billing for the coordinated agencies sub-recipient grant. This is a pass-through grant that pays for 50% of transportation costs for organizations like meals on wheels.

Operating Results by LOB

ParaTransit (cont.)



- ✓ Salaries, Wages & Fringe was 79K favorable due to the timing to fill vacant positions.
- ✓ Fuel expense was \$322K favorable due to the decrease in in trips and favorable hedging.
- ✓ Purchased Transportation was \$673K favorable due to the decrease in trips performed as a result of the COVID-19 crisis.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Director Of Finance
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Transfer One (1) Retired Revenue Vehicle to the Orange County Sheriff's Office

Date: 5/21/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer one (1) revenue vehicle to the Orange County Sheriff's Office.

BACKGROUND:

LYNX maintenance staff identified one (1) diesel revenue vehicle for retirement. The Orange County Sheriff's Office has expressed an interest in receiving the retired vehicle for training purposes at their Firing Range.

Staff is recommending the removal of the one bus that was scheduled for retirement from service as part of the fleet reduction to comply with the 20% spare ratio requirements. The decision to remove this unit from service is a business decision based on economics and service efficiencies.

The transfer of the diesel bus will require Federal Transit Administration (FTA) approval in order to waive or transfer any outstanding obligation associated with the vehicle and the related components which is currently valued at \$0. LYNX staff will continue to work with Orange County Sheriff and/or with other agencies to facilitate the transfer of the revenue vehicles.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE project participation goal is not applicable for this activity.

LYNX Finance & Audit Committee Agenda

FISCAL IMPACT:

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

Vehicle Listing

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquisition Value	Net Book Value
11441	603	6/30/2007	RV	40' LF BRT - G27D102N4 Gillig Bus	9	\$299,083	0
11464	603A	6/30/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$19,626	0
11465	603B	6/30/2007	RV	VOITH DIWA 864.5 SSP TRANS	5	\$17,247	0
Totals						\$335,956	0

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Finance & Audit Committee

From: **William Slot**
Chief Innovation Sustain Off
Elvis Dovalles
(Technical Contact)
Lismar Matos Hernandez
(Technical Contact)

Phone: 407.841.2279 ext: 6146

Item Name: **Authorization to Submit a FY2021/2022 Service Development Grant (SDG) Application to the Florida Department of Transportation (FDOT) for Compressed Natural Gas Generators (CNGG) to be Located at the LYNX Operations Center in the Approximate Amount of \$1,350,000**

Date: 5/21/2020

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute Resolution #20-010 to submit FY2021/2022 Service Development Grant Applications to the Florida Department of Transportation (FDOT) and to execute a Service Development Public Transportation Grant Agreement (PTGA provided by FDOT) upon project selection in FY2022 and potential award.

BACKGROUND:

The Florida Department of Transportation (FDOT) is soliciting applications for FY2021/2022 Public Transit Service Development Program Funding. This program was enacted by the Florida Legislature to provide initial funding for special projects.

The program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit. Service Development Grant (SDG) projects specifically include the use of new technologies, services, routes or vehicles; the purchase of special transportation services and other techniques for increasing service to the riding public; and new technologies or methods for improving operations, maintenance and marketing. However, priority will be given to those projects that have the potential to benefit other transit systems and that have not been undertaken by other agencies.

LYNX Finance & Audit mmittee Agenda

The SDG applications are due on June 5, 2020. The proposed project, if awarded, will be programmed in the FDOT Work Program in FY2022. Projects requested for FY2021/2022 must be executed by May 1, 2022 or funds may be removed and made available for the next highest ranked, unfunded project that can be implemented immediately.

LYNX proposes to submit the following project for SDG funding:

- Compressed Natural Gas Generators (CNGG) as a service area improvement. Originally, through a Resiliency Grant, LYNX proposed converting three (3) LOC generators to natural gas in order to mitigate risks by increasing safety of employees, eliminating limitations from the use of diesel fuel and unpredictability of continuous fuel supply during natural disasters. LYNX consulted with Subject Matter Experts (SME) in regards to the feasibility of converting the current diesel generator to CNG and discovered the only way to convert is by a Bi-Fuel (diesel and CNG) system conversion. This solution only diminishes diesel consumption but will not eliminate the need diesel for the generator to fully operate.

Per this knowledge, it is now desired to install three (3) new comparably-sized natural gas generators to replace existing diesel generators along with the components necessary to have a system that serves this purpose effectively.

NOTE: This is considered an important project because current diesel generators are fully depreciated, CNG generators are proved to lower emissions and energy costs, and will serve the purpose of safety for LYNX Employees along with maintaining LOC as the Emergency Operations Center (EOC) working efficiently during an emergency event.

The SDG funding request will be for the 50% cost share, approximately \$675,000 total starting July 2021. The total cost of the CNGG project is approximately \$2,000,000. However, because there exists a Resiliency Grant originally requested for \$650,000 and this grant may or may not extend to the funding gap of \$1,350,000, we are estimating local funding will need to cover this funding gap. If the CNGG project is successful, it is expected to continue once the grant finalizes.

Board Resolution #20-010 is attached.

DISADVANTAGE 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 and securing the local match.

CFRTA RESOLUTION # 20-010

A **RESOLUTION** of the Central Florida Regional Transportation Authority (CFRTA) Governing Board authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation in support of Capital Funding for Compressed Natural Gas Generators (CNGG) at LOC.

WHEREAS, many residents of City of Orlando, Orange, Osceola and Seminole Counties use the CFRTA services; and

WHEREAS, Central Florida Regional Transportation Authority, dba LYNX is considering the possibility of a Capital Funding for a Project Management Software and Compressed Natural Gas Generators (CNGG) at LOC.

WHEREAS, the Central Florida Regional Transportation Authority, contingent upon revenue availability, supports provision of local funds to match the Florida Department of Transportation (FDOT) Service Development Grant funds awarded to provide service for the fiscal year 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY GOVERNING BOARD, FLORIDA:

This resolution shall take effect immediately upon its final adoption by the Central Florida Transportation Authority.

James E. Harrison, Esq. P.E., Chief Executive Officer is authorized to sign the application, accept and execute a grant award, expend grant funds pursuant to a grant award, and/or sign subsequent agreements unless specifically rescinded.

DULY PASSED AND RESOLVED THIS 28th day of May 2020.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

Buddy Dyer, Chairman LYNX Board of Directors
Typed Name and Title

ATTEST:

Seal