

# LYNX Finance & Audit Committee Agenda

Meeting Date: 10/15/2020  
Meeting Time: 2:00 PM

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

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

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 #20-69 and subsequently extended.

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](mailto: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



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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.  Presentation of FY2020 Audit Plan by MSL, PA CPAs & Advisors

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## 6. Consent Agenda

### A. Miscellaneous

- i.  Authorization to Solicit FY2021-2022 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities Pg 7
- ii.  Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$400,000 for Mobility Management's Technology Enhancements for Paratransit Pg 9

## 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  
2<sup>nd</sup> Floor, Open Space  
Orlando, FL 32801

**DATE:** September 17, 2020

**TIME:** 2:00 p.m.

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**Members in Attendance:**

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

**Staff in Attendance:**

Tiffany Homler-Hawkins, Chief Administrative Officer  
John Slot, Chief Innovation & Sustainability Officer  
Leonard Antmann, Director of Finance  
Michelle Daley, Manager of Financial Planning & Budgets  
Chris Plummer, Manager of Financial Reporting  
Pat Christiansen, LYNX Attorney

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**1. Call to Order**

Chair Clavijo called the meeting to order at 2:00 p.m. and she read a statement that allows for this meeting to take place electronically.

**2. Approval of Minutes**

Chair Clavijo requested a motion for approval of the Finance & Audit Committee minutes from the August 20, 2020 Finance & Audit Committee meeting. Motion to approve the August 20, 2020 minutes was made by Kurt Petersen, seconded by Michelle McCrimmon 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 Lenny Antmann, Director of Finance.

Mr. Antmann stated that Consent Agenda item 5.A. RFP for Paratransit and NeighborLink Services will be pulled for a later meeting.

The following two items will be on the Board agenda next week. The information became available after the advertisement time for this meeting. The first item is the RFP for Audit Services. The SEC, which most of this committee are members, recommended to Award and Negotiate Contract #20-C80 for Auditing Services. We will bring the SEC recommendation for award of contract to the Board. The second item is insurance renewal for next year. We received updated information this week. We will go over the renewal during the Discussion item in today's agenda.

Chair Clavijo asked if the moving of the RFP for Paratransit and NeighborLink Services to October will impact the contract dates with MV. Mr. Antmann stated that there is no impact. The MV contract does not expire until March 31, 2022.

#### **5. Consent Agenda**

##### **A. Request for Proposal (RFP)**

- i. Recommendation to Release a Request for Proposal (RFP) for Paratransit and NeighborLink Services**

This item was pulled from the agenda.

##### **B. Extension of Contracts**

- i. Recommendation to Exercise the Second Option Year of Contract #18-C130 & #18-C128 with City Cab Company of Orlando, LLC d/b/a Mears & UZURV Holdings, Inc. for the Purchase of Transportation Services Provided by Taxi and Transportation Network Company (TNC) Suppliers**

##### **C. Miscellaneous**

- i. Recommendation to Authorize the Auction of Surplus Capital Items and Obsolete Parts**

Motion to approve Consent Agenda item 5.B.i. and 5.C.i. was made by Michelle McCrimmon, second by Kurt Petersen. Motion passed unanimously.

#### **6. Action Items**

- A. Recommendation to Enter into the FY2021 Service Funding Agreements with the Regional Funding Partners**

Mr. Antmann stated that funding agreements are consistent with the budgets presented at prior Finance meetings. All partner funding remains at the same level as last year, no increase.

Kurt Petersen requested one change to Orange County agreement; on p.26 update County Administrator to Byron Brooks. Mr. Antmann confirmed that the update had been made to the agreement.

Motion to approve Recommendation to Enter into the FY2021 Service Funding Agreements with the Regional Funding Partners was made by Tim Jecks, second by Kurt Petersen. Motion passed unanimously.

**B. Recommendation to Enter into the FY2021 Service Funding Agreements with the Municipal Funding Partners**

Kurt Petersen asked if any Municipal funding amounts have changed. Mr. Antmann stated that there has been no change to Municipal (Altamonte, Sanford, Orlando) funding amounts. They have remained the same for several years.

Motion to approve Recommendation to Enter into the FY2021 Service Funding Agreements with the Municipal Funding Partners was made by Kurt Petersen, second by Michelle McCrimmon. Motion passed unanimously.

**C. Recommendation to Execute FY2021 Bus Service Agreements**

Motion to approve Recommendation to Execute FY2021 Bus Service Agreements was made by Michelle McCrimmon, second by Tim Jecks. Motion passed unanimously.

**7. Discussion Items**

**A. Discussion on Insurance Renewal**

Mr. Antmann led the discussion. He stated that Insurance renews October 1. The major piece of the policy is coverage for buses and support vehicles. That coverage cost is increasing materially over the prior year. Last year the group of policies including general liability, crime, public officials, new vehicles - was \$450,000; this year that coverage will be \$570,000. The majority of the increase is due to the addition of twenty-five new articulated sixty foot buses which have a significantly higher value than the forty foot buses and replacement of twenty-five forty foot fully depreciated buses resulting in a 12% increase in insured value year-over-year. Additionally, last year we had a catastrophic loss of a new articulated bus which cost the insurance company \$900,000. There is an increase on the cost-per-thousand in addition to the fact that our fleet value has increased materially. We plan to bring to the Oversight and Board next week.

Chair Clavijo asked the amount of the increase. Mr. Antmann stated the increase is \$116,000 year-over-year. We did not anticipate that much of an increase during the budgeting process. Hopefully there will be some savings in other categories. If not, mid-year we will come back to the Committee for a budget adjustment.

## **8. Other Business**

Tim Jecks asked when Funding Agreements will be circulated for signature from the Boards. Mr. Antmann stated that the funding agreements will go to the funding partners the week after the Board meeting.

## **9. Adjourned**

**The meeting adjourned at 2:13 p.m.**

# **LYNX Finance & Audit Cmmittee Agenda**

## **Discussion Item #5.A.**

**To:** LYNX Finance & Audit Committee

**From:** Leonard Antmann  
Director Of Finance  
Leonard Antmann  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Presentation of FY2020 Audit Plan by MSL, PA CPAs & Advisors

**Date:** 10/15/2020

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Presentation of the FY2020 Audit Plan by Joel Knopp from MSL, PA CPAs & Advisors.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Finance & Audit Committee

**From:** **Tiffany Homler Hawkins**  
Chief Administrative Officer  
**Belinda Balleras**  
(Technical Contact)  
**Sheila Maldonado**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Solicit FY2021-2022 Project Applications for the Federal Transit Administration (FTA), Section 5310 Program: Enhanced Mobility of Seniors and Individuals with Disabilities

**Date:** 10/15/2020

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### **ACTION REQUESTED:**

Staff is requesting authorization from the Board of Directors for the Chief Executive Officer (CEO) or designee to conduct the competitive process to select projects and sub-recipients for the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310 Program.

### **BACKGROUND:**

The Governor of the State of Florida appointed LYNX as the designated recipient for Section 5310 funds, under MAP-21 (continues under the Fixing American's Surface Transportation Act aka "FAST" Act), for the Census defined urbanized portion of Orlando and Kissimmee. As the designated recipient of 5310 funds for the urbanized areas of Orlando and Kissimmee, Florida, LYNX has the responsibility to develop a program of projects, including soliciting projects from non-profit organizations and other eligible entities under Section 5310 that serve seniors and individuals with disabilities. The Section 5310 program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

# LYNX Finance & Audit mmittee Agenda

Eligible activities under FAST Act include:

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

LYNX Mobility Management completed the Transportation Disadvantaged Service Plan (TDSP) with minor updates for FY2021, a requirement by the State of Florida Commission for the Transportation Disadvantaged (CTD) and was approved by MetroPlan Orlando's Local Coordinating Board (LCB) on May 14, 2020. Included in the TDSP is the 5310 locally developed and coordinated public transit-human services transportation plan for FTA's Section 5310.

LYNX staff intends to competitively solicit project applications from non-profit organizations and other 5310 eligible entities to select sub-recipients. LYNX has successfully worked with non-profit agencies that have current coordination agreements to strive towards a common goal of providing cost-effective and efficient transportation services for seniors and individuals with disabilities. The 5310 trips provided directly by human service agencies to their respective clients are cost effective and reduces the need to provide paratransit trips to eligible riders.

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

A DBE participation goal is not applicable for this project.

## **FISCAL IMPACT:**

LYNX staff will include the Section 5310 project award in future operating and capital budgets as appropriate.



# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Finance & Audit Committee

**From:** **Norman Hickling**  
Director Of Mobility Services  
**Belinda Balleras**  
(Technical Contact)  
**Kenneth Jamison**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Submit a Grant Application to the Federal Transit Administration's Surface Transportation Program in the Amount of \$400,000 for Mobility Management's Technology Enhancements for Paratransit

**Date:** 10/15/2020

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration's Surface Transportation Program (STP) in the amount of \$400,000 for technology enhancements towards paratransit service delivery.

### **BACKGROUND:**

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

LYNX and MetroPlan Orlando have been working together to address paratransit operational enhancements to improve service delivery and enhance the customer experience. MetroPlan Orlando has programmed \$400,000 in STP funds which needs to be processed for funds transfer to the FTA. MPO and the Florida Department of Transportation worked together to program these funds into the regional transportation improvement program, which allows LYNX to submit an application for these funds from the Federal Transit Administration.

# LYNX Finance & Audit mmittee Agenda

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

No DBE participation goal is applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2021 Capital Budget includes \$400,000 for paratransit technology enhancements pending funding.