

LYNX Oversight Committee Agenda


Meeting Date: 12/12/2024
Meeting Time: 11:00 AM

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

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

1. Call to Order

2. Approval of Committee Minutes

-  Oversight Committee Minutes 10.24.24

Pg 3

3. Public Comments



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

4. Chief Executive Officer's Report


5. Finance & Audit Committee Report

6. Consent Agenda


A. Request for Proposal (RFP)

-  Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms Pg 8
-  Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services Pg 10




B. Invitation for Bid (IFB)


-  Authorization to Issue an Invitation for Bid (IFB) for LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements Pg 12

C. Award Contracts










-  Authorization to Award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to Support Existing Contracts for a Total Not to Exceed Amount of \$2,000,000 Pg 14
-  Authorization to Award Contract 25-C043 for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal to Helman Hurley Chavart Peacock Architects, Inc. for a Not to Exceed of \$920,788 Pg 16

D. Extension of Contracts





-  Authorization to Exercise the First Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) and Increase the Not to Exceed to \$206,500 Pg 18
-  Authorization to Exercise the First Option Year of Contract 22-C34 with Cannon Cochran Management Services, Inc. (CCMSI) and Increase the Not To Exceed (NTE) to \$1,733,039 Pg 20
-  Authorization to Exercise the First Option Year of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance and Increase the Not to Exceed (NTE) to \$280,000 Pg 22

- iv.  Authorization to Extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services Pg 24

E. Miscellaneous

- i.  Authorization to Purchase Thirty (30) Replacement Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$5,300,000 Pg 26
- ii.  Authorization to Enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Services Pg 28
- iii.  Authorization to Amend the LYNX Deferred Compensation Plan and Adoption of Resolution 24-012 Pg 30
-Attachments  
- iv.  Authorization to Transfer Five (5) Retired Buses to St. Lucie County Pg 44
- v.  Authorization to Dispose of Lost and Found Items Pg 46
- vi.  Authorization to Approve an Assignment of Contract 20-C80 for Audit Services with MSL, P.A. to Forvis Mazars, LLP Pg 48
- vii.  Authorization to Approve the LYNX Oversight Committee Meeting Dates for 2025 Pg 50

7. Action Agenda

- A.  Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) and Adoption of Resolution 24-011 Pg 52
-Attachments 
- B.  Authorization to Submit the Fiscal Year 2025 Transit Development Plan Annual Update to the Florida Department of Transportation Pg 56
- C.  Authorization to Execute First Amendment to the Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility Pg 58

8. Discussion

- A.  Update on Take the Wheel - Employee Engagement in Shaping Vision, Mission and Values Pg 60

9. Other Business

10. Adjourned

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

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

LYNX
Central Florida Regional Transportation Authority
Oversight Committee Meeting Minutes

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

DATE: **October 24, 2024**

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

Members in Attendance:

Viviana Janer, Chair, Commissioner,
Osceola County BoCC
Brian Sanders, Orange County
Renzo Nastasi, City of Orlando
John Tyler, Florida Department of
Transportation – District 5, Secretary
Kristian Swenson, Seminole County

Staff Members in Attendance:

Tiffany Homler-Hawkins, Chief Executive Officer
Leonard Antmann, Chief Financial Officer
David Burrowes, Chief Operations Officer
James Boyle, Interim Chief Planning & Development Officer

1. Call to Order

Chair Janer called the meeting to order at 11:00 a.m.

2. Approval of Minutes

A motion to approve the August 22, 2024, Oversight Committee meeting minutes was made by Secretary Tyler and seconded by Renzo Nastasi. Motion passed unanimously.

3. Public Comments

No one requested to address the Committee.

4. Chief Executive Officer's Report

Tiffany Homler Hawkins, Chief Executive Officer, stated that twenty years ago, buses started rolling out of LYNX Central Station, with a grand opening on November 19, 2004. A twenty-year celebration will be held on November 19, 2024, and invitations are forthcoming.

5. Finance & Audit Committee Report

Chair Janer stated that the Finance & Audit Committee did not have a meeting in October, so there is no report.

6. Committee Consent Agenda Items

Chair Janer asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.ii. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval.

A. Request for Proposal (RFP)

- i. Authorization to Release a Request for Proposal (RFP) for Fire Alarm System Monitoring, Inspection and Repair Services

B. Award Contracts

- i. Authorization to Negotiate and Award a Contract to Integrated Fire and Security Solutions for the Supply and Installation of Security Equipment and Repair of Existing Equipment for a Not to Exceed Amount of \$609,825

C. Extension of Contracts

- i. Authorization to Exercise the First Option Year of Contract 23-C51 with Towlando Towing & Recovery, Inc. and Increase the Not to Exceed (NTE) to \$525,000
- ii. Authorization to Exercise the First Option Year of Contract 22-C28 with Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services

D. Miscellaneous

- i. Authorization to Reappoint Michelle Daley to Pension Trustee and Administrative Committee Boards and Adoption of Resolution 24-010
- ii. Authorization to Enter into an Interlocal Agreement with Orange County for the International Drive Transit Project

Kristian Swenson made a motion to approve Consent Agenda items 6.A.i. through 6.D.ii. Second by Secretary Tyler. Motion passed unanimously.

7. Action Items

A. Authorization to Implement the December 8, 2024, Service Changes

Chair Janer recognized Bruce Detweiler, Manager of Service Planning, to make the presentation. Mr. Detweiler stated that route changes are necessary to service the new Pine Hills Transfer Center. Service efficiency was improved with schedule analysis and adjustments. Changes were made to accommodate County budget requirements, and frequency and service span improvements were made through the Accelerated Transportation Safety Program with Orange County.

Public outreach was conducted for the Service Changes with notification on the LYNX website and social media. Notices were placed at key stops and terminals. Due to the size of the change, eight information sessions were held.

Nine routes had schedule adjustments, thirteen route changes, two discontinued routes and two routes with service improvements were discussed.

Brian Sanders made a motion for Authorization to Implement the December 8, 2024, Service Changes. Second by Secretary Tyler. Motion passed unanimously.

8. Discussion Items

A. Presentation of FY2024 Audit Plan by MSL, PA CPAs & Advisors

Chair Janer recognized Joel Knopp, Shareholder from MSL CPAs & Advisors, to make the presentation. Mr. Knopp stated that IT systems will be audited for security assessment and security controls. The significant areas of the audit include the balance sheet and the income statement.

New accounting standards for FY2024 did not include any significant changes. There are several significant changes coming up in FY2025 and FY2026. The final audit will be presented in March 2025.

Secretary Tyler asked if there was any overlap with this audit and the changes coming to the Investment Policy that is currently being reviewed by the Finance & Audit Committee. Ms. Homler Hawkins stated that there is overlap, and the intent of the changes to the Investment Policy are to bring the changes to the Oversight Committee no later than January. Secretary Tyler asked if the changes to the Investment Policy are included anywhere in this audit plan. Ms. Homler Hawkins stated yes. Mr. Knopp stated that investment compliance is something that is specifically looked at and is required by the Auditor General. There is a specific report that deals with investment compliance in the back of the report given after the audit.

B. Update on the Swan Shuttle Autonomous Vehicle Demonstration

Chair Janer recognized Doug Jamison, Program Administrator Innovation, to make the presentation. Mr. Jamison stated that the Swan Shuttle is a project that LYNX recently completed in June with the City of Orlando and vendor Beep.

A plan for the readiness of autonomous vehicles was first developed in 2021 with City of Orlando and MetroPlan. A pilot program was developed that utilized the Orange line for Lymm, due to the dedicated lanes and traffic signals. This was a six-month demonstration operating in off-peak hours.

The main concerns from customers included would the vehicle be able to continue on the path, be reliable, and the speed and size of the vehicle. Lessons learned from the pilot program included how the weather affected operations, heat and humidity affected the battery range, and if there were lane blockages the shuttle needed to be placed in manual mode to be able to go around the blockage. Passengers like being able to speak with drivers for information and have more personal space than the shuttle allows.

The shuttles were not able to operate thirty-one percent of the time due to weather or construction.

C. Update on Mobile Fare Payments

Mr. Jamison continued with this item. He stated that you can click in the app to make bus pass purchases. The bus pass purchase will generate a code, and the code is scanned on the fare box. There is an update to the point-of-sale terminals with updated technology and the electronic fare portal will allow customers to purchase passes and have them mailed to them.

There will be a soft launch next month with a formal launch in December. Both apps are currently available, to allow for customers to make the transition to the new app. Fare media will not be available for purchase on the old app. Everyone should be transitioned to the new app by January.

Brian Sanders asked if there have been any thoughts on adding SunRail to the app purchases. Mr. Jamison stated that on the LYNX side, it is possible to work between the two systems. There would need to be agreements in place to read the fare media. There have been preliminary discussions with the vendors.

D. Discussion on OSF CNG Options

Chair Janer recognized Lenny Antmann, Chief Financial Officer, to make the presentation. Mr. Antmann stated that LYNX staff have been looking at options to bring CNG to the Osceola facility. Currently, LYNX has 204 CNG vehicles, with 25 due in the next couple of months. There are 40 to 45 vehicles at the OSF site, and the only fueling capabilities are diesel. The last diesel bus purchase was 2015, so the diesel buses are pretty old and close to end of life. There are also NeighborLink routes that pull out of the Osceola facility. Teco stated that they could run the CNG lines along the perimeter of the property.

Fueling could be completed by Teco pipeline or by virtual pipeline with direct fueling from a truck. The virtual pipeline includes a trucking expense and would not be economically feasible. There are two options for the pipeline. The first is to install the pipeline for a \$2.5 million investment and have vendor Nopetro operate the pipeline. The second option, Nopetro would make the \$2.5 million investment, acquire the equipment and install and manage the pipeline. There are two options regarding the contract with Nopetro and the compression fees of natural gas. The current contract term could be maintained, and Nopetro would charge a premium to recover their capital investment, or Nopetro agreed to honor the same compression fees charged in Orlando, despite their capital investment, if the contract is amended back to the full twenty-year term.

A chart displaying the costs between diesel and CNG was displayed. That chart highlighted the fact that CNG would be a big cost savings to LYNX.

Chair Janer has many concerns regarding the OSF facility, since it is leased. She wants to know if there have been discussions regarding the extension of the lease. Mr. Antmann stated that a lease renewal is currently under review by the City and the City attorney. If LYNX is able to obtain a Southern Operations base, the equipment would

be transferable. Chair Janer believes that none of the options presented are feasible, and LYNX may need to order a couple more diesel buses until a permanent base is found. This is a discussion that is needed with the Board.

Kristian Swenson stated that there are other options, and a contract should not be extended without looking at all the options that are out there.

Secretary Tyler stated that he would like to know about the challenges regarding the Southern Operations base and the critical aspects on moving it forward. He also asked if there was a way to secure a procurement for the project to ensure a competitive opportunity. Mr. Antmann stated that the current contract with Nopetro allows them the first right of refusal if another CNG fueling station is opened in the service area in the next ten years.

Chair Janer would like to see a Board workshop on this item, as she would like to see other solutions. Ms. Homler Hawkins stated that the fleet management plan for the bus mix would be brought to the December Board meeting, as well as the grants that have been filed with the FTA for CNG and how the grants would impact the project. Mr. Christiansen has been in contact with the Assistant City Manager of Kissimmee. Chair Janer stated that her comments could change drastically, if there are comments from the City of Kissimmee.

9. Other Business

No other business was discussed.

10. Adjourned

Meeting adjourned at 12:06 p.m.

Certification of Minutes:

I certify that the foregoing minutes of the October 24, 2024, Oversight Committee meeting are true and correct, approved by the Oversight Committee.

X

Assistant

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Oversight Committee

From: David Burrowes
Chief Operations Officer
Reinaldo Quinones
Technical Contact

Phone: 407.841.2279 ext: 6161

Item Name: Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor uniforms.

BACKGROUND:

Per the Union Contract, bus operators receive a yearly uniform allowance to be used for the purchase of shirts, pants, jackets, caps and other authorized items from the authorized supplier who is currently DesignLab, Inc. The second option year of the contract will expire February 14, 2025.

At the July 22, 2021, Board of Director's meeting, staff received authorization to release a Request for Proposal (RFP) for operator uniforms. The RFP was released August 20, 2021. In January of 2022, the Board awarded Contract 22-C39 to DesignLab, Inc. for the provision of uniforms. The contract was for three (3) years with two (2) one (1) year options.

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 (Race Neutral).

LYNX Oversight Committee Agenda

FISCAL IMPACT:

The approved FY2025 Operating Budget has \$321,668 for uniform allowance for Transportation uniforms.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.A. ii

To: LYNX Oversight Committee

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Pre-Employment Background Screening & Related Services.

BACKGROUND:

Background checks are a vital part of the employment process to assist in hiring the best possible candidate. As part of our hiring process, LYNX conducts a comprehensive background check on every new hire. Because obtaining a comprehensive criminal history check involves accessing numerous sources of information where challenges in getting this information can vary from state to state and county to county, performing these checks in-house is not cost effective. Therefore, due to the volume of background checks needed and the complexities involved, LYNX uses a third-party provider whose business it is to conduct background checks.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal is established for this solicitation. Proposers are encouraged to make every attempt to obtain participation of certified DBEs and other small businesses.

LYNX Oversight mmittee Agenda

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$60,000 for Pre-Employment Background Screening and Related Services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.B. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements

Date: 12/12/2024

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 LYNX Operations Center Building B (LOC B) Bus Entrance Driveway Concrete Improvements.

BACKGROUND:

The LOC B building and concrete bus parking area were completed in 2007. Since then, the concrete in this area has experienced substantial deterioration, primarily due to high bus loads compounded by water infiltration through surface cracks which developed insufficient subbase conditions. Notable failures and visible cracking, particularly in the concrete entrance driveway, may adversely affect ongoing bus maintenance and, if left unaddressed, could lead to further degradation and increased future repair costs to maintain it in a state of good repair.

In conjunction with the planned security gate repair, which requires concrete demolition, it is proposed to improve the concrete condition in this area to ensure long-term durability. The project also includes a median.

At a high level, the proposed project scope includes: temporary barriers and phased construction to prevent obstruction to bus entrance and operations, concrete demolition, installation of a new subbase, reinforced concrete, electrical conduits for a potential future gate, flexible delineators, and pavement markings.

LYNX Oversight Committee Agenda

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

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

FISCAL IMPACT:

The Approved FY2025 Capital Budget includes \$400,000 for concrete for the LOC B entrance. This project is 100% funded through Federal Grants.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: **Authorization to Award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to Support Existing Contracts for a Total Not to Exceed Amount of \$2,000,000**

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award Contract 25-C042 to CDM Smith, Inc. for Construction Engineering and Inspection Services to support existing contracts for a not to exceed amount of \$2,000,000.

BACKGROUND:

On August 24, 2023, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Construction Engineering and Inspection (CEI) Services to support existing contracts due to a need for a third A & E firm when additional funding sources become available for capital projects.

The RFP was released on April 10, 2024. All bids were due on June 5, 2024. A Source Evaluation Committee (SEC) was held on August 21, 2024, to rank the firms.

At the September 2024 Board of Directors meeting, the Chief Executive Officer (CEO) or designee was approved to move forward with the SEC rankings and initiate negotiations with CDM Smith, Inc. In accordance with Fla. Stat. 287.055, the award of contract is the final step in this process.

LYNX Oversight Committee 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 in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2025 Capital Budget includes \$2,810,000 for projects requiring Construction Engineering and Inspection (CEI) Services. This project is 100% Federally funded.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.C. ii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: **Authorization to Award Contract 25-C043 for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal to Helman Hurley Chavart Peacock Architects, Inc. for a Not to Exceed of \$920,788**

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to award Contract 25-C043 to Helman Hurley Chavart Peacock Architects, Inc. for Architecture and Engineering Services for Window Replacement at LYNX Central Station Building and Bus Passenger Terminal for a Not to Exceed of \$920,788.

BACKGROUND:

At the April 27, 2023, the Board of Directors meeting, LYNX was authorized to issue a Request for Proposal (RFP) for Architecture and Engineering Services for replacement of the windows at the LYNX Central Station Building and Bus Passenger Terminal.

The RFP was released on January 2, 2024. All proposals were due back on April 12, 2024, and a Source Evaluation Committee (SEC) was held on July 18, 2024, to rank the firms.

At the July 2024 Board of Directors meeting, the Chief Executive Officer (CEO) or designee was approved to move forward with the SEC rankings and initiate negotiations with Helman Hurley Chavart Peacock Architects, Inc. (HHCP). In accordance with Fla. Stat. 287.055, the award of contract is the final step in this process.

LYNX Oversight 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 in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Capital budget includes \$6,574,000 for Window Replacement at LYNX Central Station Building and Passenger Terminal. This project is 100% funded through the Federal Resiliency Grant and the Federal Protect Grant.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. i

To: LYNX Oversight Committee

From: **John Burkholder**
Director Of Risk Management And Safety
John Burkholder
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: **Authorization to Exercise the First Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) and Increase the Not to Exceed to \$206,500**

Date: 12/12/2024

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-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) for insurance agent and brokerage services and increase the not to exceed (NTE) to \$206,500 to cover the first option year agreed to contract cost of \$39,000.

BACKGROUND:

On December 9, 2021, the LYNX Board of Directors approved the award of Contract 22-C30 for insurance agent and brokerage services with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) for three (3) years with two (2) one (1) year options with a not to exceed of \$167,500. The initial term of Contract 22-C30 expires on December 6, 2024.

LYNX uses Gallagher to market, negotiate, and procure insurance coverages for its expected exposures.

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 (Race Neutral).

LYNX Oversight mmittee Agenda

FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$39,000 for third party administration services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. ii

To: LYNX Oversight Committee

From: **John Burkholder**
Director Of Risk Management And Safety
John Burkholder
Technical Contact

Phone: 407.841.2279 ext: 6167

Item Name: **Authorization to Exercise the First Option Year of Contract 22-C34 with Cannon Cochran Management Services, Inc. (CCMSI) and Increase the Not To Exceed (NTE) to \$1,733,039**

Date: 12/12/2024

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-C34 Third Party Administration services for Workers' Compensation, Tort, Public Liability, and subrogation of claims and increase the not to exceed (NTE) to \$1,733,039.

BACKGROUND:

On December 9, 2021, the LYNX Board of Directors approved the award of Contract 22-C34 for Third Party Administration services for Workers' Compensation, Tort, Public Liability, and subrogation of claims to Cannon Cochran Management Services, Inc. (CCMSI) for three (3) years with two (2) one (1) year options with a not to exceed of \$ 1,440,039. The initial term of Contract 22-C34 expires on December 20, 2024.

LYNX uses CCMSI to assist in the resolution of third party and workers' compensation claims as well as subrogation recoveries.

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 (Race Neutral).

LYNX Oversight mmittee Agenda

FISCAL IMPACT:

The FY2025 Proposed Operating Budget includes \$293,000 for third party administration services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. iii

To: LYNX Oversight Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
Technical Contact

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Exercise the First Option Year of Contract 23-C46 with PYE-Barker Fire & Safety, LLC for Vehicle Fire Suppression System Inspection and Maintenance and Increase the Not to Exceed (NTE) to \$280,000

Date: 12/12/2024

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 23-C46 with PYE-Barker Fire & Safety, LLC for transit vehicle fire suppression system inspection and maintenance services and increase the not to exceed (NTE) to \$280,000.

BACKGROUND:

On December 15, 2022, the LYNX Board of Directors approved the award of Contract 23-C46 to PYE-Barker Fire & Safety, LLC, for the provision of transit bus engine compartment fire suppression system inspection and maintenance services for two (2) years with three (3) one (1) year options with a not to exceed of \$210,000. The initial term of Contract 23-C46 expires on January 22, 2025.

The LYNX Vehicle Maintenance Division maintains a fleet of 297 gasoline, CNG and diesel-powered transit buses, and all are equipped with engine compartments and CNG fuel cylinder fire suppression systems. The Amerex, Kidde and Fogmaker fire suppression systems are the current on-board fire suppression systems used in the LYNX fleet. They are used in the event of a catastrophic fire in the engine compartment or CNG fuel storage locations. The services

LYNX Oversight mmittee Agenda

requested will consist of semi-annual and annual inspections, six (6) year maintenance/service and twelve (12) year hydrostatic tests of the fire suppression agent storage cylinders as required by regulations. Each bus must be serviced by a certified technician trained in each type of fire suppression system.

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 (Race Neutral).

FISCAL IMPACT:

The FY2025 Approved Operating Budget includes \$102,000 for the provision of transit bus engine compartment fire suppression systems inspection and maintenance services.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.D. iv

To: LYNX Oversight Committee

From: **Matthew Friedman**
Director Of Marketing Communications
Matthew Friedman
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: **Authorization to Extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services**

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend Contract 20-C37 with Enterprise Leasing Company for Vanpool Management Services through February 28, 2025.

BACKGROUND:

The LYNX Vanpool program was developed 30 years ago to provide additional commuter options for the Central Florida community to get to work. The Vanpool program offers individuals who live and work in the same area an affordable rideshare transportation option. LYNX is the program administrator while the services are currently managed day to day by Commute with Enterprise.

The Vanpool program consists of rideshare matching process, assisting employers with the implementation of commuter programs and formation of Vanpool groups as well as maintaining ridership and Vanpool participation.

On December 5, 2019, at the LYNX Board of Directors meeting, staff received authorization to Negotiate and Execute Contract 20-C37 for Vanpool Support for Three (3) years with the Option to extend Two (2) One (1) year period.

On May 23, 2024, at the LYNX Board of Directors meeting, staff received authorization to release a Request for Proposal (RFP) for Vanpool Management Services. The current contract

LYNX Oversight mmittee Agenda

second year option of 20-C37 is set to expire December 31, 2024. This extension request will allow staff adequate time to complete the procurement process.

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 FY2025 Approved Operating Budget includes \$360,000 for anticipated Vanpool management service expenses.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. i

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6169

Item Name: Authorization to Purchase Thirty (30) Replacement Vehicles for ACCESS LYNX Paratransit Services with a Not to Exceed (NTE) Amount of \$5,300,000

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to purchase a total of Thirty (30) Paratransit Vehicles, replacing similar vehicles ready for surplus. The proposed vehicle procurements have been budgeted in the FY2025 Capital Asset Budget with a Not to Exceed (NTE) amount of \$5,300,000.

BACKGROUND:

This procurement will support the replacement of vehicles currently in the ACCESS LYNX fleet that have outlived their useful life in both age and mileage. The vehicles will be purchased through the Florida Department of Transportation's Transit Research Inspection Procurement Services (TRIPS) program. The replacement vehicles will lower maintenance costs and enhance the quality of service provided to ACCESS LYNX customers. All the vehicles will be outfitted with appropriate lifts, seating, and securement systems to be ADA compliant. Additionally, each vehicle will be outfitted with a 4 Camera Surveillance System paid for by separate grant funding.

LYNX Oversight mmittee Agenda

Paratransit Vehicles	Quantity	Cost/Vehicle	Total
Paratransit - Replacement	30	\$169,938	\$5,098,140
*4 Camera Surveillance System per unit. Grant	30	*\$4072.00	*\$122,160
Total Paratransit Vehicle Cost			\$5,220,300

*Procurement funded through separate FTA Grant entitled "Procurement, Installation & Maintenance Surveillance Cameras"

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal is established for this purchase.

FISCAL IMPACT:

The FY2025 Approved Capital Budget includes \$5,300,000 for the purchase of replacement paratransit vehicles and the purchase of cameras and other equipment. This procurement of paratransit vehicles is contingent upon the allocation of Federal and State funding.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. ii

To: LYNX Oversight Committee

From: Terri Settington
Director Of Human Resources
Terri Settington
Technical Contact

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Services

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into a Cooperative Purchase Agreement with BMG Money, Inc. for Employee Voluntary Payroll Deduction Loan Program Services.

BACKGROUND:

As an employer, LYNX provides an array of benefit plans and programs to its employees. LYNX previously piggybacked on the City of Sanford's Contract with BMG Money, Inc. to provide and administer a voluntary loan program to assist employees who may be living paycheck to paycheck and who may not have access to cash, loans or other traditional credit options. These voluntary loans assist employees who may have experienced unexpected emergency expenses, increased health care costs or need funding for major household items.

Employees must be active full-time or part-time employees who have been employed by LYNX for a continuous one-year time period. Participating employees will make loan payments via automated payroll deductions.

There is no cost to LYNX to administer this employee voluntary loan program. LYNX does not pay any fees, contributions, assessments, premiums or charges of any kind whatsoever. LYNX is reimbursed for its administrative costs associated with this program.

LYNX Oversight mmittee Agenda

Some of the voluntary loan program terms and conditions are:

- Provide loans of up to \$5,000 dollars via a fast and convenient online application and approval process.
- Must provide mandatory financial education providing debt management, instruction on responsible borrowing and financial literacy community outreach.
- Repayment of the loans shall be through installments, which shall be available anywhere from six (6) months to twenty-four (24) months in duration and will be automatically deducted from each of the employee applicant's paychecks, until such time when the loan is completely paid off.
- The contractor shall assume any and all liability associated with said loans, inclusive of loans pertaining to employee applicants no longer under the Authority's employment, whether due to resignation, termination or otherwise.
- Employees can pay off loan(s), in full or partially, at any time with no prepayment penalties.
- The annual interest rate is 23.99%.

LYNX shall bear no liability or risk against any risk or credit losses from the program's implementation and operation LYNX shall not be guarantors or secondary liable in any manner for the repayment of the voluntary loans and responsibility for all such voluntary loans shall be strictly and solely the employee applicant's and BMG Money, Inc.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

There is no fiscal impact since this is an employee benefit that is paid 100% through an employee payroll deduction.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. iii

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Amend the LYNX Deferred Compensation Plan and Adoption of Resolution 24-012

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization to amend the LYNX Deferred Compensation Plan to approve the creation of a Loan Program and adoption of Resolution No. 24-012.

BACKGROUND:

Description of the Plan: The LYNX Deferred Compensation Plan (“Plan”) provides an optional means for employees to save more for their retirement through tax-deferred elective deferrals from their wages. The Plan is generally available to all employees of LYNX, including those represented by the Amalgamated Transit Union AFL-CIO Local 1596 ("drivers/maintenance union") and Amalgamated Transit Union Local 1749 ("supervisors' union").

Proposed Plan Change: From time to time it may be necessary or desirable to amend the Plan to provide additional options to participants for use of their Plan benefits.

Subject to the requirements of applicable federal tax, the Plan may offer a Loan Program to allow participants to borrow funds on a nontaxable basis from the participants' Plan accounts at a reasonable interest rate. Further, the interest payments that participants make when repaying loans are deposited into their own Plan accounts, such that the participants are paying themselves back with interest to augment their retirement savings.

LYNX Oversight Committee Agenda

Many governmental employers, including the State of Florida and Orange County, offer a Loan Program in their deferred compensation plans.

To adopt a Loan Program for the Plan, the governing Plan document must be amended to permit loans pursuant to a Loan Policy. The Loan Policy is a written document that would set forth the Loan Program's rules and operational details and would be adopted by the Plan's Administrative Committee as the designated party to carry out the duties of the Plan Administrator. Additionally, to implement a Loan Program for the Plan, LYNX must execute a service agreement with the Plan's service provider, Voya Retirement Insurance and Annuity Company ("Voya"), to allow Voya to assist with administering the loans.

Fiduciary Review: At its public regular and special meetings held on November 12, 2024, the Plan's Administrative Committee reviewed (i) the federal tax law requirements for Plan loans, (ii) the Loan Program administrative platform offered by Voya, and (iii) Voya's contractual terms for a Loan Program. The Plan's Administrative Committee proposes to adopt the following initial key Loan Program design parameters if LYNX authorizes the creation of the Loan Program:

- *Number of Loans Outstanding.* The maximum number of Plan loans that a participant may have outstanding at any time will be two (2), consisting of one (1) loan to purchase a primary residence and one (1) general purpose (i.e., non-residential) loan. There will be no waiting period between the time a participant pays off a loan and the time the participant may initiate a new loan. If a participant defaults on a Plan loan, the participant will not be permitted to initiate another loan of the same type until the defaulted amount is repaid.
- *Loan Amounts.* The maximum loan amount will satisfy the computation formula under the U.S. Treasury Regulations, with a minimum loan amount of \$1,000 and a maximum loan amount of \$50,000.
- *Loan Term.* The maximum term of a general purpose loan will be 57 months and the maximum term of a residential loan will be 60 months.
- *Interest Rate.* Loan interest rates will be fixed (not variable). The fixed interest rate for a new loan will be based on the Prime Interest Rate published in the Wall Street Journal on the last business day of the immediately prior month, plus 1%.
- *Fees.* The participants who take Plan loans will pay Voya's fees for administrative services, which fees are currently \$75 for initiation of a loan and a \$25 annual loan maintenance fee thereafter while the loan is outstanding.
- *Repayment Timing and Method.* Participants will repay their loans via a Voya-initiated ACH debit from the participants' bank accounts on a bi-weekly basis, which coincides with payroll frequency. The grace period for an underpaid or missed loan repayment will be the last business day of the calendar quarter following the calendar quarter in which the loan repayment was due.

LYNX Oversight Committee Agenda

- *Repayment Following Employment Termination.* Participants will be permitted to continue to make loan repayments after employment termination, provided, however, that if a participant takes a complete distribution of the participant's Plan account, the loan will be automatically defaulted.
- *Prepayment.* Prepayment of the full loan amount will be permitted at any time without penalty, but partial prepayments will not be allowed (Voya's platform cannot process partial prepayments, which is the case for many service providers).
- *Spousal Consent.* Spousal consent will not be required for a participant to take a loan.
- *Loan Authorization and Monitoring.* Voya will be primarily responsible for in-take and processing of loan applications (including via the phone and web), authorizing loans in accordance with the Loan Policy and applicable federal law, calculating loan repayment amounts based on level amortization and the applicable interest rate, providing the contractual documentation for loans (such as the promissory note and security agreement) and obtaining the participants' execution of that documentation, providing required legal notices to participants about loans, reflecting participant loan activity on the participants' quarterly Plan account statements, monitoring loans for default on a monthly basis, communicating with participants concerning potential loan defaults (including the grace period and potential adverse income tax consequences of a default), communicating with participants about defaulted loans, and performing income tax reporting for loan defaults, deemed distributions, and offsets.
- *Florida Documentary Stamp Tax.* The position of the State of Florida's Department of Revenue is that the one-time documentary stamp tax applicable to promissory notes executed or delivered in Florida is due with respect to loans from retirement plans. For a loan program that permits loan amounts ranging from \$1,000 to \$50,000, the one-time tax ranges from \$3.50 to \$175.00. A participant who fails to pay the tax on a retirement plan loan is exposed to financial penalties and possible first degree misdemeanor charges. This is a tax that is unique to Florida and accordingly, Voya (like many other national service providers) does not provide administrative support for the payment of the tax. To assist participants with tax compliance, and as a condition of their participation in the Loan Program, LYNX will calculate and deduct the tax from a participant's paycheck following the participant's receipt of the loan proceeds and LYNX will file the reporting form and remit the tax funds to the State.

If LYNX authorizes the creation of the Loan Program, the Plan's Administrative Committee will monitor the utility and effectiveness of the Loan Program, and based on the actual experience, may determine that it is in the best of the Plan and participants to change certain program design details in the future.

Collective Bargaining: With respect to the 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

LYNX Oversight Committee Agenda

deferrals that certain employees choose to make to the Plan, and (ii) the menus of investment options for selection by participants in the Plan and the LYNX Defined Contribution Plan for BU Employees are required to be substantially similar. Since the proposed addition of an optional Loan Program 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 addition of the Loan Program to the Plan is a change that 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.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this matter.

FISCAL IMPACT:

The proposed creation of the Plan Loan Program will not increase the Plan's benefits or costs to the employer, and therefore there is no fiscal impact to LYNX as a result of the proposed change.

CFRTA RESOLUTION NO. 24-012

**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 to provide additional options to participants for use of their Plan benefits; and

WHEREAS, as permitted by applicable federal tax law, the Plan may offer a Loan Program to allow participants to borrow funds on a nontaxable basis from the participants' Plan accounts at a reasonable interest rate; and

WHEREAS, it has been proposed that LYNX authorize the creation of a Loan Program for the Plan; and

WHEREAS, to create a Plan Loan Program, the Plan's governing plan document must be amended; and

WHEREAS, a Plan Loan Program would be governed by a written Loan Policy, to be adopted by the Plan's Administrative Committee, setting forth the rules and operational details for the Loan Program; and

WHEREAS, the Plan's recordkeeper and administrative service provider, Voya Retirement Insurance and Annuity Company ("Voya"), is able to provide administrative support for a Plan Loan Program, subject to execution of an administrative service agreement with LYNX concerning the operation of the Loan Program; and

WHEREAS, LYNX wishes to authorize the creation of a Loan Program for the Plan.

CFRTA RESOLUTION NO. 24-012

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, a formal written amendment to the governing document for the LYNX Deferred Compensation Plan, to permit loans from the Plan with such effective date, as the LYNX CEO, in consultation with the Plan's Administrative Committee, determines is practicable.
2. The Plan's Administrative Committee is hereby authorized and directed to adopt a Loan Policy for the Plan's Loan Program, with such terms as the Plan's Administrative Committee, in consultation with the LYNX CEO or her delegee, determines are reasonable and appropriate, and to amend the terms of the Plan's Loan Policy from time to time as the Plan's Administrative Committee, in consultation with the LYNX CEO or her delegee, determines is reasonable and appropriate.
3. The LYNX CEO is hereby authorized and directed to execute, for and on behalf of LYNX, an administrative service agreement with Voya for the operation of the Plan's Loan Program, with such terms as the LYNX CEO, in consultation with the Plan's Administrative Committee, determines are reasonable and appropriate.
4. 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.
5. 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.

**CFRTA RESOLUTION NO. 24-012
RESOLUTION OF THE CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY (d/b/a/ LYNX) TO AMEND THE LYNX
DEFERRED COMPENSATION PLAN**

APPROVED AND ADOPTED this 12 day of December, 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chair

ATTEST:

Secretary

NTD: The selections below are the proposed loan program terms to incorporate into a services agreement (or amendment to the existing agreement) to add support for a Loan Program for the LYNX Deferred Compensation Plan, a 457(b) plan with Voya plan number 664636. The yellow highlighting below was contained in the original template provided by Voya.

RETIREMENT PLAN SERVICES AGREEMENT

This Agreement is made and entered into this ## day of Month, Year, by and among Plan Sponsor, (the "Plan Sponsor") and Voya Retirement Insurance and Annuity Company ("VRIAC"), a corporation organized and existing under the laws of the State of Connecticut and Voya Financial Partners, LLC a limited liability company organized and existing under the laws of the State of Delaware and registered as a broker-dealer under the federal securities laws (the "Broker-Dealer"). VRIAC and the Broker-Dealer are hereinafter collectively called the "Contractor". This Agreement governs the services the Contractor will provide to 457 Plan Name (the "457(b) Plan"), the 401 Plan Name (the "401(a) Plan"), the 403 Plan Name (the "403(b) Plan") and unless specified otherwise, will collectively be referred to herein as the "Plan". This Agreement is separate and apart from any other contract issued to the Plan or Plan Sponsor by VRIAC, including any group annuity contract, funding agreement, or custodial / trust agreement.

RECITALS

WHEREAS, the Plan will be construed, administered and enforced according to the Internal Revenue Code (the "Code") and the laws of the jurisdiction of issue identified in section 5.06; and

WHEREAS, the Plan Sponsor has selected certain investment products offered or otherwise made available by or through VRIAC or the Broker-Dealer, respectively, for the investment of the Plan's assets (the "Program"); and

WHEREAS, the Plan Sponsor further wishes to engage the Contractor as an administrative service provider to facilitate the administration of the Plan by providing services that shall include without limitation, accounting for deferrals or contributions, disbursement of funds, withholding of taxes, investment education, retirement counseling, investment of assets in the appropriate Plan investment options and proper recordkeeping of participant accounts; and

WHEREAS, the Contractor wishes to provide such administrative services to the Plan.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties do hereby agree as follows:

Plan Name(s)

Schedule B: Loan Program

Terms of Contractor's Loan Program ("Loan Program"):

- Types of Loans Permitted – select all that apply.
 - General Purpose
 - Residential
- Maximum number of loans that may be outstanding at any time.
 - 1 General Purpose
 - 1 Residential
 - 2 Total (regardless of type of loan and assuming participant has no prior loan that has been deemed distributed, i.e. in default)

- Permitted Frequency – Default is no restrictions on how often a participant may request a loan as long as the maximum number of loans is not exceeded. If Plan provides for a restriction on frequency, it is to be noted below. Leave blank if no restriction.
 - One General Purpose loan every Leave Blank (No Restriction) months.
 - One Residential loan every Leave Blank (No Restriction) months.
- Minimum Loan Amount - Indicate the minimum loan amount pursuant to this Loan Program **\$1,000**.
- Minimum Loan Amount - Indicate the minimum loan amount by type of loan pursuant to this Loan Program
 - General Purpose **\$1,000**
 - Residential **\$1,000**
- Maximum Loan Amount - the maximum amount of a loan made pursuant to this Loan Program shall be an amount which, when added to the outstanding balance of any other loans to the participant from the Plan and any other qualified plan of the Employer, does not exceed the lesser of:
 - (i) \$50,000 reduced by the excess (if any) of
 - a) the highest outstanding balance of loans from the Plan to the participant during the one year period ending on the day before the date on which such loan is made, less
 - b) the outstanding balance of loans from the Plan to the participant on the date on which such loan was made, or
 - (ii) one-half (1/2) of the present value of the non-forfeitable accrued benefit of the participant under the Plan.
 - For purposes of this limit, all plans of the Employer shall be considered one plan, to the extent required by Section 72 of the Internal Revenue Code, and the balance of all loans under any plan of the Employer under which the individual participates must be aggregated in determining the maximum loan available from the Plan. The Employer will be responsible for confirming the accuracy of the loan amount available for participant and has an outstanding loan balance with an Employer sponsored plan that is not administered by the Contractor.
 - **All assets under the participant's Account with the Contractor will be considered in determining the maximum loan amount available.**
 - **Loan fee/Loan Initiation Fee shall be deducted from the participant's total account balance before determining the maximum loan amount available. [NTD: Later, this document indicates that the loan initiation fee is \$75.]**
- Loan Interest Rate – the interest rate used for loans from your Plan must be commensurate with interest rates currently charged by persons in the business of lending money for loans which would be made under similar circumstances.

The Contractor will set the loan interest rate on the first business day of each calendar month following the month in which a change in the loan interest rate index occurs. Changes to the loan rate will be applicable to loans issued on or after the first business day of the month following the month in which the rate is changed. The index for establishing the loan interest rate for the Plan is as follows. Select one of the following options:

- The Prime Interest Rate published in the Wall Street Journal on the last business day of each month.
- Moody's Corporate Bond Yield Average – Monthly Average Corporates, as published by Moody's Investors Service, Inc. on the last business day of each month.

The following adjustment factor is to be added to the indexed interest rate for loans issued under the Plan. Select one of the following options.

- No adjustment
- 0.5% (one-half percent)
- 1.0% (one percent)
- 1.5% (one and one-half percent)
- 2% (two percent)
- 2.5% (two and one-half percent)
- Other (specify)* _____

* Subject to the Contractor's underwriting review and approval.

- Loan Repayment Frequency - The loan repayment frequency will be used to amortize the loan and calculate loan repayments. The loan repayment frequency will be determined by the payroll frequency. Check all that apply. If more than one frequency is checked, indicate the payroll location name or number to which the frequency applies.

<input type="checkbox"/>	Frequency	Location Name or Number (list all that apply)
<input type="checkbox"/>	Weekly	_____
<input checked="" type="checkbox"/>	Bi-weekly	_____
<input type="checkbox"/>	Semi-Monthly	_____
<input type="checkbox"/>	Monthly	_____
<input type="checkbox"/>	Annually	_____

- Loan Repayment Method – Select one of the following options.
 - Payroll deduction, subject to the Loan Repayment Following Separation from Service option shown below.
 - ACH debit to the participant's bank account**

- Loan Repayment Following Separation from Service – Are participants that have separated from service permitted to continue loan repayments?
 - Yes – Plan Sponsor understands and agrees to the conditions noted below.
 - No

Conditions:

1. Must be permitted under the Plan document.
2. Plan Sponsor is responsible for providing the Contractor with any and all participant termination data in a mutually agreed upon electronic format.
3. **Loan repayments for participants that have separated from service will be made via ACH Debit to the participant's bank account.**
4. Should the participant take a full distribution of his or her account balance, the outstanding loan will be automatically defaulted.

- Prepayment - Prepayment of the full loan amount will be allowed at any time, without penalty. **Partial loan prepayments are not permitted.**

- **Loan payoffs received by ACH or check, if applicable, are subject to a seven business day hold which may impact loan availability**

- Maximum loan repayment period – Internal Revenue Code section 72(p) requires a plan loan be repaid in full no later than 5 years from the date of the loan (except for a loan used to acquire a principal residence of the plan participant). Accordingly, it may be necessary to provide for a loan repayment term that is less than 60 months in order to meet the Code section 72(p) requirement (e.g., 57 or 58 months, etc.).

General Purpose 57 (maximum of 57 months.)

Residential **60 [5 years]** (maximum of 360 months.)

- Investment of Loan Repayments - **Loan repayments will be allocated in accordance with the participant's current contribution investment allocation instructions on the date a loan repayment is received in good order.**
- Loan Default Restrictions - If the participant defaults on any loan under the Plan, the participant shall not be allowed to initiate another loan of that type under the Plan until the defaulted amount is repaid.
- Loan Initiation Fee - The Contractor shall charge a one-time fee to the participant at the time of loan for services rendered under this Loan Program, in the amount of ~~\$75100~~ per loan.

- **Annual Loan Administration Fee - The Contractor will charge an ongoing annual administration fee in the amount of \$25 to the Participant's account for each outstanding loan for the Participant under this Loan Program.**

- Money Source Withdrawal Sequence
The withdrawal or liquidation sequence for money sources available to fund a loan from the **457 Plan** is identified below.

Employee Elective Deferrals

Rollovers from another 457 Plan

Rollovers from a 401(a)/(k) or 403(b) Plan or IRA
Other (Please specify) N/A – Default sequence is fine.

The withdrawal or liquidation sequence for money sources available to fund a loan from the 401(a) Plan is identified below.

Employee Elective Deferrals
Employee Mandatory Contribution
Employer Contribution
Rollover
After-tax Contribution
Other (Please specify) _____

The withdrawal or liquidation sequence for money sources available to fund a loan from the 403(b) Plan is identified below.

Employee Elective Deferrals
Employee Mandatory Contribution
Employer Matching Contribution
Employer Discretionary Contribution
Other Employer Contribution
Rollover
After-tax Contribution
Other (Please specify) _____

- Fund Withdrawal Sequence – money will be withdrawn from participant investment options on a pro-rata basis. the <<Fund Name – Share Class>> (fund #XXXX) is the designated 403(b)(7) Loan Investment Option. The designated 403(b)(7) Loan Investment Option is to be used to initially fund a loan. To the extent the amount in the designated 403(b)(7) Loan Investment Option is insufficient to fund the loan, assets will be withdrawn from the participant's other investment options on a pro-rata basis. If this is still insufficient to fund a loan, an exchange from the 403(b)(1) annuity will be processed automatically.
- Spousal Consent – indicate if spousal consent is required for loans from the Plan
 Yes
 No
- Loan Authorization – indicate who will be responsible for authorizing loan disbursements. Select one of the following options:
 the Contractor, based on the loan provisions of the Internal Revenue Code Section 72(p), corresponding regulations and terms of the Loan Program as identified in this Schedule.
 Authorized Plan Sponsor representative
 Planwide Authorized
 Other Aggregator Authorized: (firm name) _____
 Other firm or individual's name) _____

Include the following bullet only if a Voya Administration service model is to be used for loans and spousal consent is not required. [NTD: Include, as both conditions are met.]

- Paperless Loan Processing – This service allows Plan participants to initiate general purpose loans online through a secure website or through a toll-free customer service line and receive a check directly from the Contractor without completing loan request paperwork. The loan provisions (Promissory Note and Truth and Lending Disclosure) are included on the check remittance. By endorsing the check, the participant accepts the terms of the loan.

Paperless loan processing service is not available if the Plan requires additional qualifying criteria for loans (e.g., hardships or unforeseeable emergency) or if the Plan requires spousal consent for loan requests. This service is not available for residential loan requests.

Plan Sponsor elects to utilize the Contractor's paperless loan processing service.

- Loan Default Monitoring – Where the Contractor is recordkeeping loans under the Plan, the Contractor will perform loan default monitoring as described herein. The loan default process will occur on the next to last business day of each month. This schedule allows us to effectively monitor and take action on loans that risk default. [NTD: The following Grace Period is fine to include in the Loan Policy:] The Plan Sponsor agrees that the Plan document shall identify the Grace Period as the last business day of the calendar quarter following the calendar quarter in which the loan repayment was due. You also agree to have the Contractor actively monitor and alert participants of potential loan defaults and defaulted loans.

[NTD: The following paragraph/selection options will be deleted. LYNX wishes for the Contractor (Voya) to perform the Loan Default Monitoring on the terms described in the above paragraph.] The Plan Sponsor will be responsible for loan default monitoring under the Plan as described herein. The Plan Sponsor agrees to monitor loans and direct the Contractor on actions to be taken regarding missed loan payments. It is the Plan Sponsor's responsibility to notify the Contractor when a loan is to be defaulted. It is the Plan Sponsor's responsibility to alert participants of potential loan defaults and defaulted loans. The grace period to be used to administer all existing and future loans will be as noted below. Select one of the following options:

- _____ months (cannot extend beyond the end of the quarter following the quarter the loan payment was missed.)
- The end of the quarter following the quarter the loan payment was missed.

- Trust Requirement - Loans extended under this Loan Program will be held in trust by Voya Institutional Trust Company.

Plan Sponsor Responsibilities:

- Ensure the Plan document and any applicable state/local law allows for loans to be administered in accordance with the terms of this Loan Program. **[NTD: Governing Plan Document amendment and written Loan Policy needed.]**
Include the following bullet if the Plan Sponsor has elected to authorize loan requests [NTD: N/A – LYNX wishes for Voya to authorize loan requests.]
- An authorized Plan Sponsor representative will determine if a requested loan may be made under the Plan, and notify the Contractor electronically through a secure website or in writing by signing and submitting the participant Loan Request form to the Contractor.
Include the following bullet if the Plan Sponsor has elected to have Voya authorize loan requests [NTD: Fine.]
- The Plan Sponsor will inform the Contractor of the any change to the provisions of the Loan Program (and thus the criteria for approving loans under the Plan) as identified in this Schedule.
Include the following 2 bullets if loans are to be repaid via payroll deduction, otherwise delete both bullet items. [NTD: N/A. Loan repayment will be via ACH.]
- Establish payroll deduction of loan repayment amount for each participant with an approved loan.
- Remit loan repayment amounts via the payroll submission tool being utilized by the Plan Sponsor on behalf of each active participant with an approved loan. The data provided is to include the loan identifier and repayment amount.
- Notify the Contractor of any participant with an outstanding loan who begins a leave of absence, either bona fide (for a period of not more than one year) or due to uniformed service (military duty) and for whom suspension of loan repayments will apply. The data provided is to include the type of leave, the start date and the end date.
Include the following bullet (and numbered items) if the Plan Sponsor has elected to monitor loan defaults [NTD: N/A – LYNX wishes for Voya to monitor loan defaults.]
- The Plan Sponsor will notify the Contractor, in writing when a participant loan should be defaulted. The Contractor will only default participant loans upon written direction from the Plan Sponsor. A confirmation statement will be sent to participants following the processing of a loan default. Each calendar quarter, the Contractor will provide the following reports to the Plan Sponsor through a secure web site:
 1. Report of all loans activity during the reporting period, including defaulted loans
 2. Report of all participants with an outstanding loan balance during the reporting period.

Contractor Responsibilities:

DELETE the following bullet if the Plan Sponsor has elected to monitor and set the loan interest rate [NTD: Do not delete the first bullet – LYNX wishes for Voya to automatically update the interest rate for new loans each month based on the Prime + 1 interest rate specified above.]

- The Contractor will set the interest rate to apply to loans issued under the Plan. Such rate will be determined monthly for new loans. A loan will be processed using the rate in effect when the loan request package is sent to the participant. The loan request package and interest rate will be valid for a maximum of 30 days. The Contractor will reset the loan interest rate as indicated in the Loan Interest Rate section above. The rate will apply for the duration of the loan.
- **Process loans from a participant's account in accordance with the terms of the Loan Program and the loan request package.** The Contractor will rely on information provided by the Plan Sponsor or its designee to monitor regulatory limitations when issuing loans. The Contractor will not be responsible for any errors resulting from the failure of the Plan Sponsor or its designee to provide complete and accurate information.
- **Deduct the loan amount from the participant's account based on the Money Source Withdrawal Sequence selected above,** on a pro-rata basis across all current investment options within the participants account or such other method as agreed upon between Contractor and the participant.
- Generate reports, including a Loan Amortization Report, to be made available to the Plan Sponsor through a secure website. **If the Plan Sponsor has elected to utilize the Contractor's plan sponsor reporting by payroll location service, the Loan Amortization Report will be segregated by payroll location.**
- Furnish participants with quarterly account statements, reflecting loan activity since the prior statement date.
- Provide the Plan Sponsor with the loan repayment amount for each participant loan as determined by the level amortization calculation applicable to the amount of the loan, the repayment frequency, and selected repayment period. Loan repayment amounts will be provided through an automated periodic payroll feedback file as described in Appendix III to Schedule A.

Loans can be re-amortized only upon written direction from the Plan Sponsor and only if there has been a change in the **borrower's payroll frequency** or status. Outstanding loans cannot be refinanced.

- Upon notice from Plan Sponsor that a participant with an outstanding loan is on a qualifying leave of absence, loan repayments may be suspended for the maximum period permitted under IRS rules. Currently, IRS rules permit loan repayments to be suspended in the following circumstances:
 - A participant on a bona fide leave may suspend payments for up to one year if the pay received by the participant during this period is less than the amount of the installment payments required under the terms of the loan. However, the loan must still be repaid by the end of the loan term (i.e., the period of suspension will be less than one year if the loan was within one year of the final payment due date when the leave began).
 - A participant on a leave of absence due to performance of the uniformed services (as described under Internal Revenue Code Section 414(u)), may elect to suspend loan repayments for the period of uniformed service. In this **situation, upon the participant's** return from uniformed service, the loan repayment period will be extended by a period equal to the length of the uniformed service.

DELETE the following bullet if the Plan Sponsor has elected to do the loan default monitoring themselves. [NTD: Keep the following bullet because LYNX wishes for Voya to do the loan default monitoring.]

- The Contractor will monitor loan repayments and perform default processing if there is an outstanding balance after the scheduled loan maturity date or there is more than one scheduled loan repayment not received by the end of the Grace Period. Should this occur, the entire loan will be in default. Each month, we will generate a warning notification to any participant who has missed more than one loan repayment during the previous quarter or has an outstanding balance after the scheduled loan maturity date. The notification will describe the implications of missing a loan repayment and the date on which the loan will be defaulted unless a repayment is promptly received. At the same time, we will generate a series of loan reports as noted below to be made available to the Plan Sponsor through a secure website. **If the Plan Sponsor has elected to utilize the Contractor's plan sponsor reporting by payroll location service, these following reports will be segregated by payroll location.**
 1. Missed First Loan Payment Report – reflects loans with a first payment due during the current or previous month and have not had any loan payments applied.
 2. Delinquent Loans Report – reflects loans that had any missing payments during the current month.
 3. Loans Past Maturity Report – reflects loans that had a loan payoff/maturity date during the current month but have an outstanding loan balance.

4. Deemed/Offset Loans Report – reflects loans that were deemed or offset due to not being paid by the grace period applicable to the Plan.

On the last business day of the calendar quarter we will default any loan in which the grace period expires that day. A confirmation statement will be sent to participants for whom a loan default is processed.

- Compute and withhold federal and state income taxes, as required by law, for loan defaults or withdrawals from the Plan in order to repay outstanding loan amounts in full, in accordance with the Internal Revenue Code and applicable guidance. The Contractor will forward, within the applicable time limit, the appropriate information return reflecting the amount of the defaulted loan disbursement and taxes withheld to the appropriate taxing authority and to the participant.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. iv

To: LYNX Oversight Committee

From: **Michelle Daley**
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Transfer Five (5) Retired Buses to St. Lucie County

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to transfer five (5) buses to St. Lucie County.

BACKGROUND:

LYNX Asset Management staff identified five (5) retired buses to transfer to St. Lucie County. This organization has expressed an interest in receiving these retired vehicles to provide transportation to the Port St. Lucie area. The County made a formal request on September 9, 2024 and their Board passed a resolution accepting the transfer from LYNX on Resolution number 2024-205 on October 15, 2024.

LYNX staff is preparing a submission to the Federal Transit Administration (FTA) for approval to waive or transfer any outstanding obligation associated with the vehicles and the related components. Upon Board of Directors approval, LYNX staff will continue to work with St. Lucie County's Area Regional Transit (ART) to facilitate the transfer of the vehicles. If the transfer of the vehicles is not successful, LYNX staff will then include them in the upcoming public auction.

LYNX Oversight mmittee Agenda

Vehicle Listing

System Number	Asset ID	Acquisition Date	Class	Description	Estimated Life	Acquired Value*	NBV*
12491	728	12/31/2007	RV	29' LF BRT -G27E102N2 Gillig Bus	9	\$289,014.00	\$0
12492	728A	12/31/2007	RV	CUMMINS ISL 8.3L 280HP ENGINE	5	\$19,636.00	\$0
12493	728B	12/31/2007	RV	ZF 594C AUTOMATIC TRANS	5	\$17,247.00	\$0
13114	6-309	07/27/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13115	6-309A	07/27/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13116	6-309B	07/27/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073.00	\$0
13120	8-309	07/29/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13121	8-309A	07/29/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13122	8-309B	07/29/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073.00	\$0
13123	9-309	08/03/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13124	9-309A	08/03/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13125	9-309B	08/03/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,073.00	\$0
13138	14-309	08/06/2009	RV	35' LF BRT- G27B102N4 Gillig Bus	9	\$323,646.00	\$0
13139	14-309A	08/06/2009	RV	CUMMINS ISL 8.9L 280HP ENGINE	5	\$20,024.00	\$0
13140	14-309B	08/06/2009	RV	ZF 594C AUTOMATIC TRANS	5	\$18,174.00	\$0
Total						\$1,772,970.00	\$0

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The net book value of the five (5) diesel revenue vehicles and components is \$0. The potential FTA obligation is \$0.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. v

To: LYNX Oversight Committee

From: **Michelle Daley**
Director Of Finance
Kenneth Roberts
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Dispose of Lost and Found Items

Date: 12/12/2024

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's 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.

LYNX Oversight Committee Agenda

Lost and Found Articles Items to Donate or Auction

Article	Qty
Cellphone	271
Bag / Backpack	252
Bike	156
Wallet / Purse	120
Electronic	119
Clothing	107
Glasses	104
Umbrella	87
Thermos / Mug / Cooler	46
Books	40
Cane / Wheelchair	27
Tool	18
Watch	14
Toy	11
Jewelry	10
Grand Total	1383

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 LYNX's FY2025 non-operating revenue.

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. vi

To: LYNX Oversight Committee

From: Michelle Daley
Director Of Finance
Christopher Plummer
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Approve an Assignment of Contract 20-C80 for Audit Services with MSL, P.A. to Forvis Mazars, LLP

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve an assignment of Contract 20-C80 for audit services with MSL, P.A. to Forvis Mazars, LLP.

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.

On September 24, 2020, the Board of Directors awarded a three (3) year contract with two (2) one (1) year renewal options to MSL, P.A. On May 25, 2023, the Board of Directors approved the first option year of the contract and on July 25, 2024 the Board of Directors approved the second option year.

The contractor has notified LYNX that Forvis Mazars, LLP will be acquiring its assets and that a number of the contractor's team members joined Forvis Mazars, LLP. LYNX staff met with the Contractor and confirmed that the personnel assigned to LYNX's contract have joined Forvis Mazars, LLP and that Forvis Mazars, LLP is qualified and able to perform the duties under the contract.

LYNX Oversight Committee Agenda

Pursuant to Section 16(e) of the contract, the assignment and/or transfer of rights and/or obligations of the contractor must have written consent of LYNX. The parties have agreed that all obligations, responsibilities and duties under the contract will be the responsibility of Forvis Mazars, LLP and the terms of the contract will remain in full force and effect. MSL P.A. will retain its professional liability insurance coverage through the term of the Contract and has agreed to obtain tail insurance for five years following the closing of the transaction. The policy shall be approved by LYNX.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

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

LYNX Oversight Committee Agenda

Consent Agenda Item #6.E. vii

To: LYNX Oversight Committee

From: Tiffany Homler Hawkins
Chief Executive Officer
Tiffany Homler Hawkins
Technical Contact

Phone: 407.841.2279 ext: 6064

Item Name: Authorization to Approve the LYNX Oversight Committee Meeting Dates for 2025

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Oversight Committee's approval for the LYNX Oversight Committee meeting dates for 2025.

BACKGROUND:

LYNX Administrative Rule 2 – Board Governance (Bylaws) states that the Governing Board shall annually establish a schedule for the LYNX Oversight Committee. The LYNX Oversight Committee typically holds its meetings on the fourth Thursday of the month. The meetings can be cancelled if there are no urgent or time-sensitive issues. The proposed dates for 2025 are as follows:

- January 23, 2025
- February 27, 2025
- March 27, 2025
- April 24, 2025
- May 22, 2025
- June 26, 2025
- July 24, 2025
- August 28, 2025
- September 25, 2025
- October 23, 2025
- December 11, 2025

LYNX Oversight Committee Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) also authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule.

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.

LYNX Oversight Committee Agenda

Action Item #7.A

To: LYNX Oversight Committee

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

Phone: 407.841.2279 ext: 6036

Item Name: Authorization to Submit Grant Applications to the Florida Department of Transportation (FDOT) and Adoption of Resolution 24-011

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit grant applications to the Florida Department of Transportation (FDOT) and adoption of Resolution 24-011 for the FY2025 Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program, the Formula Grants for Rural Areas 5311 Program, and the Buses and Bus Facilities Section 5339 Program in the amount of approximately \$5,836,000.

This action also includes authorization for the Chief Executive Officer (CEO) or designee to execute Public Transportation Grant Agreements (PTGA) from FDOT originating from these programs, as well as any future amendments to the PTGA.

BACKGROUND:

On October 22, 2024, the Florida Department of Transportation conducted an open house to announce its funding solicitation and guidance for FTA's Section 5310-Enhanced Mobility of Seniors and Individuals with Disabilities Program, Section 5311-Formula Grants for Rural Areas Program, and Section 5339-Buses and Bus Facilities Program. These solicitations are due for submission on January 10, 2025. The submission is contingent on rural area eligibility based on the 2020 Census data.

LYNX Oversight Committee Agenda

The funding programs are described as follows:

- **Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. 5310):** Provides formula funding to improve mobility for seniors and individuals with disabilities. The Fixing America's Surface Transportation (*FAST Act - continues under the Infrastructure Investment and Jobs Act aka "IIJ" Act*), expanded the eligibility of the 49 U.S.C. 5310 program funds to be used for operating expenses, in addition to capital expenses, for transportation services addressing the needs of seniors and individuals with disabilities.

LYNX intends to apply for both capital and operating projects in the amount of approximately \$1,200,000 for paratransit vehicles and approximately \$992,000 for the above and beyond paratransit service operations within rural areas. The matching requirements for this program remained the same: capital assistance is provided on an 80% Federal share, 10% state share and 10% local share, with operating assistance requiring a 50% match. These operating projects are part of our continuing mobility initiatives to address paratransit mobility needs with Neighbor Link routes.

- **Formula Grants for Rural Areas Program (49 U.S.C. 5311):** The Rural Areas program provides formula funding for the purpose of supporting public transportation in areas with a population of less than 50,000. Funding will be used for operating expenses.

LYNX intends to apply for operating funds in the amount of approximately \$1,984,000 under the 49 U.S.C. 5311 to maintain provision of services in the rural areas. 49 U.S.C. Section 5311 operating funds are 50% federal and 50% non-Department of Transportation match.

- **Buses and Bus Facilities (49 U.S.C. 5339):** The Buses and Bus Facilities Program provides capital funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities for services in the rural areas.

LYNX intends to apply for a capital project in the amount of approximately \$1,660,000 under the 49 U.S.C. 5339 program for buses with the necessary technologies and equipment. These capital purchases will support the provision of both fixed-route services that operate either entirely or predominately in rural areas. Buses and Bus Facilities capital funds are 80% federal and 20% non-federal share (FDOT will provide the required 20% match).

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

LYNX staff will include the award of this grant in the appropriate LYNX fiscal year budget upon confirmation of award and securing the local match.

CFRTA RESOLUTION NO. 24-011

A RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FY2025-2026 SECTION 5339 FTA FUNDS FOR RURAL AREA BUSES AND BUS FACILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$5,836,000 DOLLARS.

WHEREAS, LYNX has satisfied the requirement to complete a Transportation Development Plan (TDP) for FY2022-2031 which has been submitted to FDOT in September 2022. LYNX TDP update is consistent with METROPLAN Orlando's 2045 Plan and Five-Year Transportation Improvement Plan (TIP); and

WHEREAS, these funds are awarded to eligible transit providers who are recipients of funding from the Federal Transit Administration's formula program for non-urbanized areas; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The BOARD has the authority to authorize the submission of grant applications to the Florida Department of Transportation (FDOT).
2. The BOARD has the authority to authorize the execution of Public Transportation Grant Agreements to be issued by FDOT in FY2025-2026.
3. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to submit grant applications to the Florida Department of Transportation for Fiscal Year 2025-2026 in the amount of approximately \$5,836,000 dollars on behalf of LYNX and the ability for the CEO to execute the grant applications, amendments, warranties, certifications, assurances, reimbursement invoices and any other documents in connection with the grant applications.
4. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to sign any and all agreements or contracts, which may be required in connection with the application, and subsequent agreements, with FDOT.
5. The BOARD authorizes Tiffany Homler Hawkins, Chief Executive Officer, or designee, to make purchases and/or expend funds in connection with these grants as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended.

CFRTA RESOLUTION NO. 24-011

6. The above authorization shall be continuing in nature until revoked by the Chairman of the Governing Board.

CERTIFICATION OF THE ADOPTION OF THE PROPOSED RESOLUTION OF THE CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY (d/b/a/ LYNX) AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO EXECUTE AND SUBMIT GRANT APPLICATIONS WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE, FY2025-2026 SECTION 5339 FTA FUNDS FOR RURAL AREA BUSES AND BUS FACILITIES PROGRAM, SECTION 5311 FORMULA GRANTS FOR RURAL AREAS PROGRAM, AND SECTION 5310 FTA ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM, IN THE AMOUNT OF APPROXIMATELY \$5,836,000 DOLLARS.

APPROVED AND ADOPTED this 12th day of December 2024 by the Governing Board of the Central Florida Regional Transportation Authority.

CENTRAL FLORIDA REGIONAL
TRANSPORTATION AUTHORITY

By: Governing Board

Chairman

ATTEST:

Assistant Secretary

LYNX Oversight Committee Agenda

Action Item #7.B

To: LYNX Oversight Committee

From: **James Boyle**
Interim Chief Planning And Development Officer
Myles O'Keefe
Technical Contact
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: 12/12/2024

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:

Effective July 9, 2024, Rule 14-73, Florida Administrative Code, pertaining to TDPs for public transit agencies was updated to streamline the process, increase coordination with Metropolitan Planning Organizations, increase focus on prioritized projects, and establish a new submission deadline of March 1st for Major Updates and Annual Updates.

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plan 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 implementation plan for the coming year.

The Annual Update also includes a new 10th year (2034) and associated new projects 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.

LYNX Oversight Committee Agenda

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, April 2024, August 2024, and December 2024.
- 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.
- Began an Americans with Disabilities Act (ADA) assessment of LYNX bus stops and facilities.
- Coordination with MetroPlan Orlando for consistency with the Metropolitan Transportation Planning process.

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

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable to this activity.

FISCAL IMPACT:

There is no Fiscal Impact.

LYNX Oversight Committee Agenda

Action Item #7.C

To: LYNX Oversight Committee

From: Michelle Daley
Director Of Finance
Michelle Daley
Technical Contact

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Execute First Amendment to the Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility

Date: 12/12/2024

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute the First Amendment to Lease Agreement Between the City of Kissimmee and the Central Florida Regional Transportation Authority d/b/a LYNX (Southern Operations Base Facility) for purpose of (i) obtaining additional property to be leased from the City and to place on that property a facility for Nopetro LLC (or another party) to provide CNG fuel to LYNX CNG buses, and (ii) extend the primary term of the Lease, which LYNX has with the City of Kissimmee's public works facility known as the LYNX Osceola Satellite Facility (OSF). A preliminary draft of the Lease Agreement has been sent back by the City of Kissimmee, and authorization is for the CEO to execute said document, with such amendments or modifications as may be approved by the General Counsel for LYNX and LYNX Chairman.

BACKGROUND:

In 2010, LYNX staff, with consultant assistance and in coordination with Osceola County staff, completed a preliminary analysis of relocating a portion of LYNX fixed route operations in Osceola County. The result of this analysis indicated an opportunity to reduce the number of bus hours and mileage and expense experienced each year generated by buses traveling from the LYNX Operations Center (LOC) near downtown Orlando to start revenue service in Osceola County. A reduction in non-productive bus travel presented an opportunity to improve the efficiency of the system and reduce overall operating costs to the system.

LYNX Oversight Committee Agenda

Current services require over one hundred drivers, seven supervisors and nine maintenance personnel assigned to work out of the OSF facility along with parking for 46 buses.

At the June 24, 2021 Board Meeting, the then current lease agreement between the City of Kissimmee and LYNX was cancelled and a new Lease Agreement was signed dated July 21, 2021. This new Lease has an initial primary term to December 31, 2026, and also provided to LYNX the option to extend the Lease for one additional term of five years. However, the City could during the renewal term terminate the Lease on one year's prior notice if the City needed the lease premises for its governmental operations. Under that current Lease, LYNX can use the premises only for a diesel fueling station, and not for any CNG.

LYNX intends to phase out its diesel fuel fleet at the Kissimmee location over time with CNG buses. Also, LYNX has a contract with Nopetro LLC at its Orlando facility which contains a right for Nopetro LLC to provide that CNG fuel. In order to utilize the current Lease in Kissimmee for a CNG facility, the existing Lease with the City needs to be amended to provide for a portion of the leased premises to be used for a CNG fuel operation and also extend the primary term. Recently, LYNX staff has been working with the City to Amend the lease agreement. The First Amendment to Lease Agreement provides approval for a Compressed Natural Gas (CNG) Fueling station on the premises and extends the primary term. The agreement further provides for LYNX to grant a license to Nopetro LLC to operate the CNG fueling station. All other terms of the agreement will remain in effect.

LYNX staff continues to work to identify property in North Osceola/Southern Orange County for a long-term solution for a southern operating facility.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The FY2025 approved operating budget includes \$9,140 per month rent for both the office and bus lot contained in the lease agreement. This expense is paid with federal funding.

LYNX Oversight Committee Agenda

Discussion Item #8.A

To: LYNX Oversight Committee

From: **Matthew Friedman**
Director Of Marketing Communications
Matthew Friedman
Technical Contact

Phone: 407.841.2279 ext: 6206

Item Name: **Update on Take the Wheel - Employee Engagement in Shaping Vision, Mission and Values**

Date: 12/12/2024

LYNX contractor Amanda Day, of Day Communications, will present an update on “Take the Wheel,” the ongoing employee engagement initiative, helping to shape the vision, mission and values of LYNX.

For the past year, the agency has been developing an employee-driven vision, mission and values program as part of the broader employee engagement initiative. This is aimed at shaping LYNX's future direction. Amanda Day will provide an update on the work to date from dozens of meetings and events including one-on-one meetings with each board member. The next step will be to close out the project with a Board workshop in early 2025.