

LYNX Finance & Audit Committee Agenda

Meeting Date: 4/21/2022
Meeting Time: 2:00 PM

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

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

1. Call to Order

2. Approval of Committee Minutes



Finance Committee Minutes - March 10, 2022

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3. Public Comments

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

4. Chief Financial Officer Report

5. Discussion Items








A. Reserve Analysis

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6. Consent Agenda


A. Invitation for Bid (IFB)


- | | | | |
|------|---|--|-------|
| i. |  | Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor | Pg 10 |
| ii. |  | Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center | Pg 12 |
| iii. |  | Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion | Pg 14 |
| iv. |  | Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B | Pg 15 |
| v. |  | Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center | Pg 17 |

B. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Widener-Burrows & Associates, Inc. for a System-Wide Passenger Survey Pg 19


C. Miscellaneous

- i.  Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training Pg 21

- ii.  Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies Pg 23

7. Action Items

- A.  Approval to Amend the FY2022 Operating Budget Pg 25

- B.  Approval of the Proposed FY2023 Operating Budget Pg 28

8. Other Business

9. Adjourned

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

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

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

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

DATE: March 10, 2022

TIME: 2:00 p.m.

Members in Attendance:

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

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance

Guest:

Joel Knopp, MSL CPAs & Advisors

1. Call to Order

Chair Clavijo called the meeting to order at 2:00 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the February 17, 2022 Finance & Audit Committee meeting minutes. Motion to approve the February 17, 2022 minutes was made by Kurt Petersen, second by Michelle McCrimmon. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Lenny Antmann, Chief Financial Officer.
Mr. Antmann provided the following updates:

- Annual audit complete, Action Item – MSL Auditors Report
- Rosemont Transfer Center has been completed and is open to the public.

- Office of Inspector General/Florida Department of Transportation audit of LYNX procedures, policies and practices has begun.
- LYNX is anticipating OPAGA audit associated with the Orange County sales tax initiative.
- Mask Mandate for transit is scheduled to expire on March 18, but may be extended for an additional month.
- In April we will come to the committee with the Amended FY2022 Operating Budget and finalized reserve analysis based on financials presented today by MSL.
- Because the March Finance meeting is held a week early, we do not have all the consent items that will appear on Oversight and Board meetings. We do have a discussion item to provide an update on items added since we published.

Mr. Antmann concluded his report.

5. Consent Agenda

- A. Request for Proposal (RFP)
 - i. Authorization to Release a Request for Proposal (RFP) to Procure Legal Services for Risk Management
- B. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Tolar Manufacturing Company, Inc. for the Manufacturing of Commercial Shelters
 - ii. Authorization to Negotiate and Award a Contract to Kimley-Horn and Associates for the Transit Development Plan (TDP) Major Update
- C. Miscellaneous
 - i. Authorization to Implement April 24, 2022 Service Changes
 - ii. Authorization to Dispose of Items Accumulated Through the Lost and Found Process
 - iii. Authorization to Write Off Assets Pursuant to the September 30, 2021 Physical Inventory Count and Reconciliation

Chair Clavijo asked if any items needed to be pulled. No changes requested.

Michelle McCrimmon made a motion to approve Consent Agenda, second by Tim Jecks. Motion passed unanimously.

6. Action Items

- A. Recommendation to Authorize Approval of FY2021 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program

Mr. Joel Knopp, MSL Shareholder, provided the results and communication of the audit for fiscal year ended September 30, 2021.

MSL was engaged to audit LYNX's financial statements for the fiscal year ended September 30, 2021. The summary of the audit results reflects an unmodified clean opinion, meaning the statements are presented in accordance with Generally Accepted Accounting Principles. There were no findings on Internal Controls over Financial Reporting and on Compliance and Other Matters, Examination Report on Investment Compliance, Compliance for Each Major Federal Program and Major State Project, and Internal Control Over Compliance with those grants. The primary grant reviewed was the Federal Transit Cluster. There were no audit adjustments made during the course of the audit. There were no unreported or unadjusted differences. The Management Letter required by the Auditor General included new elements related to special districts. LYNX staff will submit the audited financial statements to GFOA by March 31, 2022.

Michelle McCrimmon made a motion to approve FY2021 Annual Financial Report and Subsequent Submittal to the Government Financial Officers Association's (GFOA) Certificate of Achievement Program, second by Jo Santiago. Motion passed unanimously.

7. Discussion Items

A. Review of Consent Agenda

Mr. Antmann reviewed the draft Board Consent Agenda items which were added after Finance and Audit agenda published:

- Authorization to Release a Request for Proposal (RFP) for NeighborLink Services
- Authorization to Release an Invitation for Bid (IFB) for the Provision of Transit Bus Remanufactured Transmissions
- Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for Property Insurance and Fiduciary Liability
- Authorization to Submit a Grant Application to the Florida Department of Environmental Protection (DEP) Under the Electric Transit Bus Project
- Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies
- Authorization to Enter into the Third Amended and Restated Operations Agreement for the LYMMO Services with the City of Orlando

B. Discussion Regarding Preliminary FY2023 Operating Budget

Mr. Antmann led the discussion of the preliminary FY2023 Operating Budget. The Key budget assumptions were discussed last month. The FY2023 Operating Budget is compared to the current FY2022 Budget authorized in September 2021.

Overall, the FY2023 budget is approximately a \$2.3 million increase year-over-year. In FY2022, we still have stimulus funds estimated at \$44M dollars. Approximately a \$15-16M increase in actual expense between FY2022 and FY2023. Once we do the amended budget, the difference will be in the \$8-10M range.

On the revenue side for Customer Fares, we are at \$18.5M for FY2022 and very slightly less than that going into FY2023. A change of \$112K, all on the Paratransit side, due to the mix in the number of trips between ADA and transportation disadvantaged (TD). On the Fixed Route side, customer fares are identical year-over-year based on the same assumption of 75% of pre-COVID level trips.

Contract services are down \$1.5M, this is one of the items that will be impacted by the budget amendment. When we prepared the FY2022 budget, we anticipated dollars for TD trips through the contract with the state. However, when the number came in it was about \$800K less than we anticipated. That difference year-over-year will drop from \$1.5M to \$700K. On the Fixed Route side, \$100K is due to fluctuations in the level of service on our bus service contracts. The \$500-600K balance is due to further reductions on TD trip allocations grant.

Advertising Revenue is \$1M less than FY2022, as we have seen Advertising revenue is slow to rebound. For FY2023 we have budgeted based on the contract minimum guarantee. Interest and Other Income is going up approximately \$200K, all indications are that the Federal government is anticipating 2-3 rate increases going into this year.

Federal Revenue is increasing over FY2022; however, this is because the remaining stimulus funds will be exhausted in FY2022. Federal Revenue is usually about \$6.8M for preventative maintenance, approximately \$2.5M for ADA trips on paratransit side, property and tire leases, and funds for planning studies – normally in the range of \$3M. Traditionally pre-COVID, our Federal Revenue was between \$13-14M.

State Revenue slight increase primarily due to block grant returning to traditional level and \$144K anticipated increase on Road Ranger contract – this increase in revenue will be offset by increase in expense.

Local Revenue \$1.6M increase associated with the increased service in the Orange County I-Drive service area and increases in rate-per-service hour on bus service contracts.

Funding Partner revenue reflects a \$41M increase needed to balance the budget. Later in the presentation, Mr. Antmann presented several FY2023 Partner Funding scenarios for committee discussion to determine how much will be funded and how much will come from budget stabilization funds.

Wages & Benefits will increase approximately \$10M over the FY2022 budget. There will be a \$5M adjustment on the FY2022 budget. The increase covers the market adjustments for all employees approved after the FY2022 budget was approved along with approximately 10 drivers for the Orange County I-Drive service area increase, 2 Road Ranger drivers due to the adjusted contract, a few positions for Planning, Diversity Inclusion along with increase to cover increased medical expense. Based on the Adjusted FY2022 Budget, the growth going into FY2023 will be approximately \$5M or about 5.5% which includes the wage increases and additional medical expense which has substantially increased with that increased expected to continue.

We are projecting a \$2.4M Fuel increase. We do not have any fuel hedge contracts beyond FY2022. LYNX staff continuously monitor the market for favorable contracts to stabilize fuel expenses.

Materials and Supplies has about a \$400K increase which is associated with the rising cost of oil.

Casualty & Liability increase of \$1.5M. We've estimated \$1M for settlements the past three years and we had to amend the amount each year. This year, we looked at the average cost for Casualty & Liability over the past three years (\$4.5M) and budgeted to reflect that average.

Purchase Transportation increases \$800K, all on the Paratransit side. The current MV contract expires November 30 so we do not know what the rate will be for the remainder of FY2023. The RFP will be issued in the next few weeks. This budgeted amount is based on the current contract with a cost of living increase.

Leases & Miscellaneous increases \$400K due to the planned move to Office365 which is software as a service that will be an operating expense.

Funding Partner Contributions

In FY2020 and FY2021 the funding in total was \$71.4M by the funding partners, kept consistent between each of the counties both years. In FY2022, the funding total remained the same but we returned fully back to the funding model and flexed within the counties based on the level of service. Going into FY2023, based on current projection of \$112.7M, we are projecting a \$41.3M increase. Last year at this time we had a \$25M increase – about a \$16M difference year-over-year as to the funding requirement if fully funded.

Based on the model agreed to last year, the FY2022 Partner contribution total increased by 0%, FY2023 contributions would increase by 11%, 13% increase for FY2024, 14% increase for FY2025, maxing out at 16% increase for FY2026, 14.68% FY2027 and then normalizing at 7-8% FY2028 and beyond.

Mr. Antmann presented four FY2023 Partner Funding scenarios for the committee discussion. The four scenarios show the use of budget stabilization on contributions increasing by 6%, 8%, 10% and 11%.

Three additional options were presented to illustrate how a more level path to normalcy could be accomplished.

- A 12% FY2023 increase will max out at 14.5% increase FY2026.
- A 13% FY2023 increase will max out at 13.5% increase FY2026.
- A 14% FY2023 increase will max out at 13% increase FY2026.

The committee had a lengthy discussion on the scenarios presented and a consensus was to present the 12% option to their respective commissions/administration and share feedback.

Local Capital

As covered in previous Budget Assumption discussions, the majority of new FTA grants are competitive and require local match. As we start to purchase more electric vehicles, we will need more local dollars to compete for the grants. Several breakdowns by County were presented: Capital Contribution of \$2 on Fixed Route Hours, Capital Contribution of \$2 on NeighborLink Hours, and Additional \$1 Capital Contribution on both NeighborLink and Fixed Route Hours which would increase the local capital by an additional \$1.2M.

The committee agreed to present the \$3 Capital Contribution on both NeighborLink and Fixed Route service hours to their respective commissions/administration.

Next Steps – Timeline

- April - FY2023 Preliminary Operating Budget presentation Finance & Audit and Oversight Committees
- June/July – prepare Budget Presentations to Orange, Osceola and Seminole Counties
- August – presentation of final requested FY2023 budget to Finance & Audit and Oversight Committees. Board of Directors Work Session on operating budget.
- September – Final Board Action to adopt FY2023 budget to go into effect October 1

8. Other Business

Chair Clavijo is not available to attend the March Oversight Committee meeting. Mr. Antmann agreed to present the Finance & Audit Report to the Oversight Committee.

9. Adjourned

The meeting adjourned at 3:00 p.m.

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Discussion Item #5.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Reserve Analysis

Date: 4/21/2022

LYNX Staff will present the Reserve Analysis as of September 30, 2021.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. i

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Roof Replacement at the LYNX Operations Center Building A, 2nd Floor

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Roof Replacement Project at the LYNX Operations Center (LOC) Building A, 2nd Floor.

BACKGROUND:

Back in 2013, LYNX via AECOM had provided a thorough evaluation on roof conditions for the complete LOC A building. In 2014, LYNX via AECOM developed a set of plans and specifications that addressed all issues observed in the 2013 report for the roof area repair, but this work was not performed. Years after, a mold issue was observed in the LOC A, 2nd floor. In September 2021, LYNX declared this mold issue an emergency project. This initiated the Mold Source Evaluation and Recommendation Report provided in early January 2022 by AECOM. In this report, it was identified that the mold source was “due to prolonged water intrusion at the rooftop unit and the office location”, but source of the water leak in the office area was untraced and further investigation would be needed. LYNX immediately initiated correction for the rooftop unit (RTU) base and, after various corrections, the water leak was not corrected and there was still the untraced water leak coming into the office area.

On March 24, 2022, LYNX decided to execute a complete roof improvement to the LOC A, 2nd floor roof area via an Invitation for Bid (IFB) using an updated version of original AECOM's documents developed in 2013 and 2014 to meet current site conditions for a Commercial Roof Vendor to improve the roof conditions, stop the untraceable water leaks, and provide the much-needed enhancement above current conditions specifically in this roof area prior to continuing with the mold remediation and final interior repairs in the LOC A, 2nd floor (being requested as

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a separate board item). This will ensure that the area will not have any water leaks that could create a mold issue in the future, and that it is safe for employees to go back to work in this area.

DISADVANTAGE 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 FY2022 Approved Capital Budget includes \$3,162,054 for HVAC Upgrades for all facilities which includes roof replacement at the LOC A facility. This project is 100% Federally funded.

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Consent Agenda Item #6.A. ii

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for HVAC Systems Replacement & Enhancement at the LYNX Central Station and LYNX Operations Center

Date: 4/21/2022

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 HVAC Systems Replacement & Enhancement at the LYNX Central Station (LCS) and the LYNX Operations Center (LOC).

BACKGROUND:

LYNX operates out of two owned main facilities: the LYNX Central Station and Office Tower, and the LYNX Operations Center. The facilities have HVAC systems of different manufacturers and types that have met their useful life. The units are over fifteen (15) years old and have become failure prone, and increasingly costly and difficult to maintain. LYNX is seeking to replace the major components of the HVAC systems at both locations with systems of the same name brand manufacturer, with the latest high efficiency HVAC systems available for the building climate-controlled areas.

It is our goal to bid this project at the three (3) locations together due to the economies of scale, to attract more potential bidders, and to ensure same brand manufacturer for future service and maintenance benefit.

DISADVANTAGE 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 Finance & Audit Committee Agenda

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$3,162,054 for HVAC Upgrades at both the LCS Facility and the LOC Facility. This project is 100% Federally funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. iii

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Installation of an Emergency Diesel Generator at LYNX Operations Center Expansion

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Installation of an Emergency Generator at the LYNX Operations Center (LOC) Expansion.

BACKGROUND:

Recently, LYNX has completed the construction of the LOC Expansion to serve Mobility Services. Initially, the project scoped a 30kW generator. A subsequent evaluation determined that this is sufficient to run the maintenance building but not the administrative building. Hence, an additional generator is necessary to provide zero downtime during a power outage event to the administration building, allowing LYNX to fulfill the mandate to be able to remain operational during emergencies.

DISADVANTAGE 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 FY2022 Approved Capital Budget includes \$296,549 for Administration Building Generator at the LOC Expansion Facility. This project is 100% Federally funded.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.A. iv

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Renovation of the Tool Crib at LOC A and the Wellness Center at LOC B

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to issue an Invitation for Bid (IFB) for the Renovation Project to LYNX Operations Center (LOC) Building A Tool Crib and LYNX Operations Center (LOC) Building B Wellness Center.

BACKGROUND:

It is our goal to bid the two (2) projects together due to the possible economies of scale, and to attract more potential bidders.

LOC A Tool Crib Renovation

In 2014, AECOM had originally designed a Tool Crib Renovation Project at LOC A. Its scope consisted converting the existing tool crib and equipment storage areas into four (4) offices and a training area, but this project was not executed.

LYNX is now proposing two (2) offices, one (1) breakroom, a closed off Training/Conference Room area, and updating the original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (new doors, glass windows, acoustical ceiling, and epoxy finish flooring), electrical (power outlets and data), and mechanical (air duct and fire sprinkler work).

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LOC B Wellness Center Renovation

In 2014, AECOM originally designed a Wellness Center renovation at LOC B. Its scope consisted of increasing the wellness center space area from 728 SQFT to 971 SQFT, but this project was not executed.

LYNX is now proposing updating original design and technical specifications to comply with current 2020 Florida Building Code. The project is anticipated to consist at a minimum of: architectural (a new wall, acoustical ceiling, rubber flooring installation), electrical (power outlets) and mechanical (air duct and fire sprinkler work),

DISADVANTAGE 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 FY2022 Approved Capital Budget includes \$632,774 for Tool Crib & Wellness Center Renovations. This project is 100% Federally funded.

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Consent Agenda Item #6.A. v

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Issue an Invitation for Bid (IFB) for Concrete and Drainage Replacement at LYNX Central Station and LYNX Operations Center

Date: 4/21/2022

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 Concrete and Drainage Replacement at LYNX Central Station (LCS) and LYNX Operations Center (LOC).

BACKGROUND:

LYNX is proposing three (3) construction improvements projects at the LYNX Central Station (LCS) and at the LYNX Operations Center (LOC). It is our goal to bid these three (3) projects together due to economies of scale, and to attract more potential bidders.

LCS Bus Facility Concrete Improvement: The concrete pavement at the LCS bus entrance from Amelia St. to the edge of the bus bays has experienced significant concrete failure over time. The scope of this project will correct the deficient state of the concrete curbs at the entrance and exit of LCS, improve the American with Disabilities Act (ADA) non-compliant ramps, installation of new reinforced concrete pavement and associated pavement markings.

LOC Bus Wash Exit Concrete & Drainage Improvements: The concrete located at the exit to the bus wash at LOC has experienced major failures. This project will correct the deficient state of concrete at the bus wash exit area by improving this area to include concrete demolition, new base/sub-base, new steel reinforcement, high early strength concrete, and surface water drainage improvement.

LOC Fuel Island Drain Improvement: The LOC fuel island has been experiencing significant drainage issues over the years, resulting in the drain line being grouted full where it connects to

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the main sanitary line. The goal of this project is to install a new drainage system to serve the fuel island and maintain environmental protection. The project will include concrete demolition, new sanitary drain, and new oil/water separator.

DISADVANTAGE 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 FY2022 Approved Capital Budget includes \$525,052 for Concrete & Drainage Improvements at LCS & LOC. This project is 100% Federally funded.

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Consent Agenda Item #6.B. i

To: LYNX Finance & Audit Committee

From: **Bruce Detweiler**
Interim Director Of Planning And Development
Myles O'Keefe
(Technical Contact)

Phone: 407.841.2279 ext: 6136

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

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with Widener-Burrows & Associates, Inc., d.b.a. WBA Research, for a system-wide passenger survey. The total not to exceed cost is \$918,382.

BACKGROUND:

At the April 22, 2021, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for a system-wide passenger survey. The RFP for this project, 22-R06, was released on November 23, 2021, with proposals due January 13, 2022.

LYNX is required by the Federal Transit Administration (FTA) to collect passenger demographic information at least every five years, per FTA Circular 4702.1B – "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." This information is comprised of a system-wide on-board origin and destination passenger review and is a transit industry best practice.

Updates to LYNX's Title VI Program in 2023 and 2026 are driven by the data from this survey. The most recent system-wide passenger survey was completed in 2017 as part of an origin and destination customer survey that also supported the "After" study requirements for SunRail Phase 1. The 2017 system-wide passenger survey data was used in the 2017 and 2020 Title VI Program updates.

LYNX will leverage this information in support of the agency's corridor studies, the major update of LYNX's Transit Development Plan (TDP), and share the data with its partners as they conduct their own transportation studies. LYNX will coordinate with SunRail and FDOT staff to

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provide the collected survey information to also support the “After” study requirements for SunRail Phase 2.

The Source Evaluation Committee (SEC) public meeting was held on March 14, 2022, with the following results:

Proposer	Total Score	Ordinal Ranking
ETC Institute, Inc.	426	11
Warner Transportation Consulting, Inc.	370	14
Widener-Burrows & Associates, Inc. dba WBA Research	446	5

The SEC recommends that LYNX proceed with contracting with WBA Research to complete the system-wide passenger survey.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget for Professional Services includes \$920,000 for a system-wide passenger survey.

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Consent Agenda Item #6.C. i

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Elvis Dovalles
(Technical Contact)
Prahallad Vijayvargiya
(Technical Contact)
Kenneth Jamison
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Submit a Grant Application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program for Fixed Route Electric Buses and NeighborLink Electric Vehicles and Associated Charging Equipment and Training**

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit a grant application to the Federal Transit Administration (FTA) for the FY2022 Low or No Emission Grant Program and the Bus and Bus Facilities Competitive Program in the amount of \$15 million for twenty (20) fixed route electric buses and five (5) NeighborLink electric vehicles and associated charging equipment and training.

BACKGROUND:

On March 7, 2022, the FTA released a joint Notice of Funding Opportunity (NOFO) and availability of \$1.47 billion in competitive grants under both the FY2022 Low or No (Low-No) Emission Grant Program and the Grants for Buses and Bus Facilities (Bus & Bus Facilities) Competitive Program. An applicant may submit a low or no emission project to both programs or may choose to submit to only one of the two programs. If a project is submitted for consideration under both programs is selected for funding, the FTA will exercise its discretion to determine under which program the project will receive funding. Additionally, an applicant proposing a low or no emission project under both programs may include partnerships with other entities that intend to participate in the implementation of the project. Grant applications are due on May 31, 2022.

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The Low-No Program provides funding for the purchase or lease of zero-emission and low-emission transit buses as well as for the acquisition, construction or leasing of supporting facilities and equipment. The Bus & Bus Facilities Program authorizes the FTA to assist in the financing of buses and bus facilities capital projects including replacing, rehabilitating, purchasing, or leasing buses or related equipment and in rehabilitating, purchasing, constructing or leasing bus-related facilities. The maximum Federal share is 85% for leasing or acquiring buses, 90% for acquiring, installing, or constructing vehicle-related equipment or facilities, and 80% for other projects. Five (5) percent of the requested Federal award for zero-emissions projects must be used for workforce development unless the applicant explains why less funding is needed.

LYNX will submit one application to both programs for twenty (20) battery electric buses for five (5) NeighborLink electric buses and associated charging stations and training as summarized below. The application is for the cost of charging stations and the incremental cost of electric buses.

FTA Low-No and Bus & Bus Facilities Funding Request Approximately:	\$12,750,000
Local Match (Toll Revenue Credits) Approximately	\$ 2,250,000
Other Federal/State Funding Approximately	<u>\$13,000,000</u>
Total Project Cost Approximately	\$28,000,000

The application will be scalable down to ten (10) electric buses and five (5) NeighborLink electric buses and associated charging and training. This is based upon previous requests from the FTA for flexibility in grant submissions if needed due to funding allocations.

LYNX will work with the Center for Transportation and the Environment, the Orlando Utilities Commission, bus manufacturer Proterra, Inc., and ABC Companies, Inc. to develop and submit the grant application. Local match will consist of Toll Revenue Credits.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable for this activity.

FISCAL IMPACT:

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

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #6.C. ii

To: LYNX Finance & Audit Committee

From: **Tiffany Homler Hawkins**
Chief Administrative Officer
Prahallad Vijayvargiya
(Technical Contact)

Phone: 407.841.2279 ext: 6064

Item Name: **Authorization to Extend Sub-Recipient Awards and to Enter into Sub-Recipient Agreements with the Selected Human Services Agencies**

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to extend sub-recipient awards to selected Human Services Agency projects and to enter into sub-recipient agreements with the selected applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities.

BACKGROUND:

LYNX is the designated recipient of Section 5310 program funds for the Urbanized Orlando and Kissimmee areas. LYNX received Board authorization on December 9, 2021 to solicit Human Services Agency projects for the Urbanized Orlando and Kissimmee Section 5310 Program funds.

LYNX conducted a Section 5310 Virtual Grant Workshop on January 21, 2022 and each interested applicant was required to coordinate projects with ACCESS LYNX as the Community Transportation Coordinator (CTC). Project proposals were due February 18, 2022 and a multi-disciplinary team comprised by the Florida Department of Transportation, MetroPlan Orlando and ACCESS LYNX met to evaluate them.

APPLICATION EVALUATION:

A total of eight (8) proposals were received. Two (2) of the proposals were disqualified due to incomplete or missing documentation, and/or lack of authorized signatures. The other six (6) applications moved forward for evaluation.

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Proposals were prioritized and notices of intent to award were issued. A pre-award monitoring phase will be conducted to ensure compliance with federal regulations and LYNX requirements. These projects will support the travel needs of the elderly and individuals with disabilities in the LYNX service area, targeted to provide cost-effective transportation options beyond paratransit and supporting regional transportation coordination while reducing resource demands on ACCESS LYNX.

LYNX proposes to provide Section 5310 sub-recipient funding, subject to Federal Transit Administration (FTA) grant awards for the respective agencies below, based on the Evaluation Committee recommendation:

Agency Name	Operating Funds	Vanpool Funds	Total
Special Hearts Farm	-	4,140.00	\$ 4,140.00
Quest	40,000.00	-	\$ 40,000.00
The Opportunity Center	62,604.09	-	\$ 62,604.09
Meals on Wheels	-	4,140.00	\$ 4,140.00
Primrose Center	182,235.00	-	\$ 182,235.00
	\$ 284,839.09	\$ 8,280.00	\$ 293,119.09

Funds will be provided to sub-recipients at 50% federal share under the Section 5310 grant program for operating and vanpool projects. In addition, a total of three (3) passenger vans w/o wheelchairs were requested. Vehicles will be transferred based on availability from LYNX annual retirements as follow: One 10 passenger van to Special Hearts Farm and two 10 passenger vans to Park Place Behavioral Health Care.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$300,000 for Sub-Recipient Agreements with Human Service Agencies.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.A.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval to Amend the FY2022 Operating Budget

Date: 4/21/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to amend the FY2022 Adopted Operating Budget.

BACKGROUND:

These changes will not result in any increase request from the funding partners.

LYNX Finance & Audit Committee Agenda

FY2022 Operating Budget Amendment

	APPROVED FY2022	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2022
REVENUES			
Customer Fares	\$ 18,480,166	\$ (1,516,857)	\$ 16,963,309
Contract Services	5,739,863	(606,881)	5,132,982
Advertising	3,550,000	(1,145,000)	2,405,000
Interest & Other Income	790,900	-	790,900
Federal Revenue	8,310,944	300,000	8,610,944
State Revenue	13,691,519	720,551	14,412,070
Local Revenue	9,037,152	1,035,035	10,072,187
Local Revenue Funding Partner	71,422,119	-	71,422,119
ARPA Federal Revenue	<u>44,000,000</u>	<u>1,414,879</u>	<u>45,414,879</u>
TOTAL REVENUE	\$ <u>175,022,663</u>	\$ <u>201,727</u>	\$ <u>175,224,390</u>
	APPROVED FY2022	PROPOSED ADJUSTMENTS	PROPOSED AMENDED FY2022
EXPENSE			
Salaries, Wages & Fringe Benefits	\$ 88,144,812	\$ 4,789,158	\$ 92,933,970
Other services	12,997,815	-	12,997,815
Fuel	12,158,746	-	12,158,746
Materials and Supplies	9,630,955	-	9,630,955
Utilities	1,717,676	-	1,717,676
Casualty & Liability	3,189,832	-	3,189,832
Taxes and Licenses	598,048	-	598,048
Purchased Transportation Services	31,468,965	-	31,468,965
Leases & Miscellaneous	1,670,104	-	1,670,104
Transfer to Reserves	<u>13,445,710</u>	<u>(4,587,431)</u>	<u>8,858,279</u>
TOTAL EXPENSE	\$ <u>175,022,663</u>	\$ <u>201,727</u>	\$ <u>175,224,390</u>
CHANGE IN NET POSITION	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

LYNX Finance & Audit mmittee Agenda

Explanation of Changes:

Revenues:

Customer Fares - Ridership for both Fixed Route and Paratransit is not increasing at the projected rate originally budgeted. The Fixed Route adjustment reflects a change from 75% of FY19 actuals (pre-covid) to 70%, while the Paratransit adjustment reflects a change from 95% to 73%.

Contract Services – The adjustment is primarily on the Paratransit side, due to the TD Grant funding allocations methodology being readjusted.

Advertising Revenue – Advertising revenue has not rebounded as anticipated: the adjustment reflects the contract minimum guarantee.

State Revenue – Block grant award was higher than anticipated.

Federal Revenue – The \$300,000 increase is due to an additional NeighborLink 5310 Grant not previously budgeted.

Local Revenue – A new contract with Orange County was adopted in December 2021 to add service to the I-Drive Corridor.

Federal ARPA Revenue – An additional ARPA Rural Allocation was distributed as 5311 passthrough in the amount of \$1,414,879.

Expenses:

Salaries, Wages and Fringe/ Other Services – The adjustment for wages and fringe includes one-time market adjustments plus additional positions have been added to support the I-drive services, road ranger program and for training & diversity. Medical expense increases are also reflected in the adjustment.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE goal is applicable to this activity.

FISCAL IMPACT:

The Amended FY2022 Operating Budget has been balanced from offsetting adjustments in other categories.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.B.

To: LYNX Finance & Audit Committee

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

Phone: 407.841.2279 ext: 6125

Item Name: Approval of the Proposed FY2023 Operating Budget

Date: 4/21/2022

LYNX Staff is requesting approval of the Proposed FY2023 Operating Budget to move forward to the Oversight Committee.