



Board Date: 5/26/2010  
Time: 1:00 P.M.

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










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

## 1. Call to Order

## 2. Approval of Minutes

-  Minutes from the March 25, 2010 Audit Committee Meeting Pg 1

## 3. Audit Agenda Items

- A.  Update on Administrative Rules Pg 7
- B.  Update on the Draft Fiscal Years 2011-2020 Transit Development Plan (TDP) Submittal Pg 9
  - Attachment 
- C.  Briefing on the U.S. Department of Transportation (USDOT) and the Federal Transit Administration (FTA) Funding Applications for Tiger II, Tigger II and State of Good Repair Grants Pg 18
- D.  Update on the Commuter Assistance Program (CAP) Pg 21
- E.  Presentation on the Release of a Request for Proposal (RFP) for Paratransit Services Pg 22
- F.  Presentation on the Release of an Information for Bid (IFB) for LYNX Operations Center Improvements and the Purchase/Installation of a Paint Booth and Emergency Generators Pg 23
- G.  Health Care Plan Review Pg 24
  - Attachment 

## 5. Information Items

(For Review Purposes Only - No action required)

- I.  LYNX 12 Month Rolling Calendar Pg 27

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Audit Committee Meeting Minutes**

**PLACE:** LYNX Central Station  
455 N. Garland Avenue  
Conference Room, 2<sup>nd</sup> Floor  
Orlando, FL 32801

**DATE:** March 25, 2010

**TIME:** 10:30 a.m.

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**Members in Attendance:**

Seminole County Commissioner, Carlton Henley, Chairman  
Osceola County, Tiffany Homler, Multimodal Planner  
FDOT District 5 Secretary, Noranne Downs, Secretary  
Orange County, Jim Harrison, Director of Growth Management  
City of Orlando, Roger Neiswender, Director of Transportation

**Members Absent:** Osceola County Commissioner, Brandon Arrington

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**1. Call to Order**

The Chairman, Commissioner Carlton Henley, called the meeting to order at 10:30 a.m.

**2. Approval of Minutes**

**Motion** was made and seconded to approve the Minutes of the January 7, 2010 Audit Committee meeting. The motion passed unanimously.

**3. Audit Agenda Items**

**A. FY2011 Proposed Budget Development Assumptions**

The Chairman recognized Bert Francis, Chief Financial Officer, for presentation.

Mr. Francis presented the key assumptions that LYNX' budget team will use in the preparation of the FY2011 Operating and Capital Budgets.

- Orange County decreasing LYNX funding by 7% from FY2010 amount
- Apply 7% reduction to all local funding partners to create equity
- Maintain same level of service throughout the system
- No additional fare increase in FY2011
- Reduce cost utilizing Flex services

- Key Budget Assumptions – Revenue
  - Use ARRA funding for operating expenses – preventative maintenance and capital cost of contracting
  - Maintain current level of Federal Preventative Maintenance Funding (currently \$8,794,752)
  - No plan to utilize Operating Reserves
  - No fare increase in FY2011
  - Advertising revenue program status quo
  
- Key Budget Assumptions – Expenses
  - Maintain current staffing levels
  - No pay increases
  - Hiring freeze for all but the most crucial positions
  - 3% increase in healthcare cost from Orange County along with a change in the plan design
  - Impact of Union negotiations
  - Decrease retirement contribution rate to FRS levels and health benefits
  - 10% increase in fuel cost
  - Continue OPIS pricing for fuel purchases
  - Potential fuel savings for bio-diesel
  - Benefit full year of service efficiencies made in FY2009 and FY2010
  
- Pending Items Not Currently in Budget
  - Review type of fixed route vehicles used in future operations
  - Closure of South Street and related Southern Operating Facility
  - Reduced deadhead cost due to change in operating facility
  - Increased efficiency of additional interlining with Southern Operating Base
  - Savings based on LYMMO ownership of paratransit vehicles
  - Providing paratransit service outside of the ¾ mile minimum
  - Potential decrease in utilities due to LEED investments
  - Additional part-time position in operations
  - Additional impact of Federal Jobs Bill

The Committee discussed at length that the American Recovery and Reinvestment Act (ARRA) funding currently makes up 19% of LYNX' budget. In two years (FY2012), the ARRA funds will no longer be available and either the budget must be reduced by 19% or other sources of funding identified to maintain the level of service.

Ms. Watson noted that staff is in the process of developing LYNX' long term service plan (2030) and that the Board will receive a presentation from staff on the five year strategic service plan. Additionally, she reported that staff is working to develop a public education campaign. If there is support of local political leaders for pursuing dedicated funding, LYNX will have a plan completed by the end of this year that can be presented to the public for dedicated funding to support the long term expenses of transit.

In conclusion, Mr. Francis presented the Budget Calendar:

March 25	Key Budget Assumptions Presentation to the Audit Committee
March 25	Present Overview of FY2011 Preliminary Operating Budget to Board of Directors
April 26	Funding Request Letters Submitted to Funding Partners
June/July	Budget Presentation Osceola & Orange Counties
August	Budget Presentation Seminole County
September 23	Final Board Action
October 1	Budget Year 2010-2011 Commences

## **B. Update on the Altamonte Springs FlexBus Project**

The Chairman recognized Edward Johnson, Chief Administrative Officer, for presentation.

Mr. Johnson noted that the FlexBus project was set aside in March 2008; however, there is currently an opportunity to proceed. He also advised the Committee that Frank Martz, incoming City Manager, City of Altamonte Springs, was present and available for questions.

The FlexBus is designed to operate as a special transit circulation system in the Altamonte Springs service area that includes both Bus Rapid Transit (BRT) and Intelligent Transportation Systems (ITS) elements. FDOT provided the project management for this phase of the design resulting in the final plans for the procurement of the capital needs, definition of the operating needs and business plan, and a comprehensive startup and implementation plan. Design was also completed for seven roadway improvements which included six turn lane extensions and one short roadway extension, all of which will reduce traffic congestion in the area and allow for a more efficient operation of the FlexBus.

The concept is designed to be replicable in other service areas, not only within the LYNX system but also in other national markets.

### ➤ FlexBus Concept

- Operate as a transit circulation system in the City of Altamonte Springs area
- Utilize Intelligent Transportation Systems (ITS) to accept customer reservations and dispatch vehicles
- Respond to customer trip requests in “real-time”
- Provide connection to and from the Sunrail Station to key activity centers in the City of Altamonte Springs
- Alleviate traffic congestion

### ➤ FlexBus Location

- North : near Central Parkway
- West : near State Road 434
- East : near US Highway 17-92
- South : near Maitland Boulevard

- Next Steps
  - Formalize an agreement to designate the project manager for deployment and the contracting agency for construction
  - Secure all funding needed to complete implementation of the project
  - Identify the sources of an commitment to fund operations and maintenance
  - Review and update the final design documents due to passage of time since their completion
  
- Project Implementation
 

Months 1-3	Confirm start-up service features and requirements
Months 1-8	Establish the operating structure
Months 1-10	Acquisition of Funding
Months 1-4	Property agreement for stations and vehicle staging
Months 2-22	Procurement of vehicles, ITS, and operating contractor
Months 16-31	ITS Implementation
Months 11-28	Physical improvements to stations and roadways
Months 9-32	Marketing and Promotion
Months 15-29	Operations and maintenance preparation for start-up
Months 28-36	Operations testing
Month 32	Open service to public
Months 28-44	Evaluation and assessment
  
- Projected Costs
  - Capital
 

Vehicles	\$ 4,685,059
LYNX Facilities	\$ 60,833
Roadway Improvements	\$ 1,285,302
ITS Improvements	\$ 4,953,985
Marketing (capital)	<u>\$ 127,749</u>
	\$11,112,928
  
  - Operating
 

Annually	\$ 3,000,000
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**C. Presentation on the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending September 30, 2009**

The Chairman recognized Bert Francis, Chief Financial Officer, for presentation.

Mr. Francis introduced Mr. Ronald Conrad, Partner with the firm Cherry, Bakeart & Holland, L.L.P. to present the results of the annual financial audit and Comprehensive Annual Financial Report (CAFR) for fiscal year ending September 30, 2009.

Mr. Conrad reported that Cherry, Bakeart & Holland performed the audit of the basic financial statements in accordance with government auditing standards. A “clean” opinion was issued and there were no significant deficiencies or material weaknesses based on the statements.

Additionally, a single audit was conducted on the federal and state grant awards and a clean opinion was issued on the programs with no compliance concerns or violations in relation to either.

LYNX implemented a new standard on Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions which resulted in additional disclosures and an accrual of other postemployment benefit obligations actuarially estimated. In addition, a new standard was implemented for Accounting and Financial Reporting for Pollution Remedial Obligations for which there was no related financial statement affect.

Adjustments that were made included removal of the standard funding account as a prepaid pension asset, resulting from analysis of actuarial calculations from which it was derived and adjustments of the net pension obligation to equal the actuarially determined balance at September 30, 2009.

Mr. Francis reported that the CAFR will be submitted by March 31<sup>st</sup>, for approval and consideration of the Excellence in Achievement Award.

Without objection, the Audit Committee will recommend acceptance of the Annual Financial Audit and Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending September 30, 2009.

#### **4. Review of Board Package**

The Chairman recognized Linda Watson, Chief Executive Officer, to provide an overview of items that will come before the Board.

1. Ms. Watson extended LYNX' appreciation to Mr. Conrad and staff of Cherry, Bakeart & Holland as this is the last option year of the contract with the firm for auditing services. Staff will be requesting authorization to release a Request for Proposal (RFP) for auditing services.
2. Staff will also be seeking authorization to issue an Invitation for Bid (IFB) for Ultra Low Sulfur Diesel Fuel.
3. Staff will be seeking authorization to award a contract to Tolar Manufacturing Company, Inc. for bus shelters; award a contract to Seon Design, Inc. for surveillance system upgrade in revenue buses; award a contract to Integrated Claims Solutions for third party claims administration; award a contract to Costa DeVault for consulting services for communications and public relations.
4. Staff will be seeking authorization to exercise option year one on Contract #07-022 with Pride Enterprises for the printing of public schedule books, schedule maps and single schedules.
5. Staff will be seeking authorization to write-off assets as of the June 30, 2009 physical inventory count and reconciliation; implement service changes for April 25, 2010; transfer surplus bicycles to City of Orlando.

Mr. Neiswender asked to clarify a report that indicated the City of Orlando had been transferred 125 bicycles at one time. He noted that approximately six to eight

bicycles was the actual number that had been transferred to the City's bicycle safety program.

6. Staff will be seeking authorization to issue a purchase order to First Class Coach Sales for the procurement of eight paratransit replacement vehicles. A vehicle is staged in the Kiss 'N Ride lot and available for viewing.
7. Ms. Watson announced that at 12:45 p.m., Mayor Dyer and Police Chief Demmings will welcome the Board members into the new Orlando Police Department/LYNX Community Policing Facility located at LYNX Central Station. The facility will be utilized by the officers that assist LYNX with safety and security issues.

Pat Christiansen, LYNX' General Counsel, brought to the attention of the Committee that an additional item will be added as a "Blue Sheet" to the Board Agenda. He noted that the City of Detroit has indicated that it would like to utilize the Florida Consortium Bus Contract of which LYNX is the lead agency, to purchase 50 buses under the Contract. Staff will be seeking authorization for the Chief Executive Officer to assign the purchase of buses to the City of Detroit.

The meeting adjourned at 12:00 noon.

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.A

**To:** LYNX Board of Directors

**From:** Edward Johnson  
CHIEF ADMINISTRATIVE OFFICER  
Bert Francis  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6017

**Item Name:** Update on Administrative Rules

**Date:** 5/26/2010

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Pat Christiansen, LYNX' General Counsel, will provide an update on several Administrative Rules. The Administrative Rules to be discussed include:

1. **Administrative Rule #1 – Adoption of Administrative Rules and Definitions.** Since the Board of Directors adopted the administrative rules several years ago, new rules have been adopted and/or earlier versions have been modified. Proposed changes are designed to clarify certain descriptive titles.
2. **Administrative Rule #2 – Board Governance (Bylaws).** An amendment will be proposed that is designed to clarify who shall serve on the LYNX Board of Directors and terms of their appointments. Additionally, the changes will delineate the power and authorization levels of the officers of the organization. Lastly, the change incorporates the establishment of the Audit Committee that will henceforth be recognized as the Oversight and Audit Committee.
3. **Administrative Rule #4 – Procurement and Contract Administration.** Proposed revisions to this Rule are designed to provide clarity on levels of authority for execution of contracts at certain dollar values, delegation authority, and actions under financial exigency.
4. **Administrative Rule #6 – Dispute Resolution.** This proposed new rule is designed to define the processes for dispute resolution to be utilized in matters involving procurement, contracting and purchasing goods, supplies and services.
5. **Administrative Rule #10 – Solicitation at Authority Facilities.** The proposed revisions are designed to better define the LYNX facilities and LYNX bus/super stops as facilities. Additionally, the revision will clarify prohibitions at LYNX facilities.



## LYNX Board Audit Committee Agenda

6. **Administrative Rule #11 – Miscellaneous Matters**. The proposed new rule is designed to define miscellaneous activities that are outside the matters described or defined under all other rules and may not require separation for the purpose of delineating authority levels and procedures.

Under separate cover, LYNX' General Counsel will provide the Audit Committee a more in-depth analysis of the proposed revisions together with copies of the current rules with changes delineated for its review prior to the scheduled meeting.

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.B

**To:** LYNX Board of Directors

**From:** **Edward Johnson**  
CHIEF ADMINISTRATIVE OFFICER  
**Rudolph Walter**  
(Technical Contact)  
**Jerry Bryan**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Update on the Draft Fiscal Years 2011-2020 Transit Development Plan (TDP) Submittal

**Date:** 5/26/2010

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to submit the draft FY 2011-2020 Transit Development Plan (TDP) annual update to Florida Department of Transportation (FDOT) by July 1, 2010. A brief presentation will be provided on the draft FY 2011-2020 TDP annual update.

### **BACKGROUND:**

The Transit Development Plan (TDP) is a strategic plan for LYNX services, capital investments and customer amenities for the community over a ten year period. The plan includes elements that identify potential revenues and expenditures to accomplish the initiatives outlined in the plan.

The TDP is a ten year plan with major updates every five years and annual updates in the interim. The last major update of the TDP was in 2007 for FY 2008-2017. The TDP is required by FDOT and is a prerequisite for approximately \$8.3 million in annual block grant funding through FDOT. The TDP also satisfies the Federal Transit Administration (FTA) requirements for publishing a program of projects.

The FY 2011-2020 draft TDP will be presented to METROPLAN ORLANDO's Committees and Board, and LYNX' Committees as an information item for comment and review. Public workshops to review and comment on the draft TDP are scheduled for Tuesday May 25, 2010 from 9:00am to 11:00am at Seminole State College Lake Mary campus, Thursday May 27, 2010 from 9:00am to 11:00am and from 4:00pm to 6:00pm at the LYNX Central Station 2<sup>nd</sup> Floor Open Space and, and at the Osceola Square Mall, date and time to be determined. The draft TDP

## LYNX Board Audit Committee Agenda

is available on the LYNX web site, [www.golynx.com](http://www.golynx.com), along with print copies available for public viewing at LYNX 1<sup>st</sup> floor security desk. The final FY 2011-2020 TDP will be brought back for ratification at the July 22, 2010 Board meeting.

### **FISCAL IMPACT:**

The TDP is part of LYNX' requirement to receive State block grant funds from the Florida Department of Transportation. For FY 2010/11 the block grant amount is \$8,312,029.

# Central Florida Regional Transportation Authority LYNX

Transit  
Development  
Plan  
Fiscal Years 2010-2019  
DRAFT



2011-2020

LYNX Transit

Development Plan

Annual Update

# TDP PURPOSE

- Basis for defining public transit need, as required for FDOT funding
- Provides planning, development, and operational guidance
- LYNX Strategic Plan
- Satisfies Federal Transit Administration requirements for a Program of Projects
- Focus on the near & mid-term needs of community

# 10-Year TDP Content

- Mission/Vision – Service Excellence Philosophy
- Demographic Information
- Peer Comparisons
- History and Description of LYNX
- Service Plan
- Intergovernmental Coordination Efforts
- Transit Action Plan
- Capital Improvement Program
- Accomplishments

# TDP Annual Report Content

- Compares actual goals and achievements for 2010 with those in last year's TDP
- Revisions to implementation program for the coming year
- Updates New 10<sup>th</sup> year of plan
- Revised Financial Plan
- Revised list of projects or services needed to meet LYNX goals & objectives

# Actions and Schedule

- Regional Working Group – Draft presentation in June
- METROPLAN ORLANDO Committees and Board May/June
- Public comment period – until June 25, 2010
- Transmit to FDOT – by September 1, 2010



# Availability

- Online-[www.golynx.com](http://www.golynx.com)
- LYNX Central Station Reception Area
- CD
- Alternate Format Upon Request

# Contact Information

Jerry Bryan

LYNX Manager of Service Planning

(407) 254-6042

[jbryan@golynx.com](mailto:jbryan@golynx.com)

Public comments accepted until COB

Friday, June 25, 2010

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.C

**To:** LYNX Board of Directors

**From:** **Edward Johnson**  
CHIEF ADMINISTRATIVE OFFICER  
**Rudolph Walter**  
(Technical Contact)  
**Belinda Balleras**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** **Briefing on the U.S. Department of Transportation (USDOT) and the Federal Transit Administration (FTA) Funding Applications for Tiger II, Tigger II and State of Good Repair Grants**

**Date:** 5/26/2010

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Edward John, Chief Administrative Officer, will provide an overview of the grant applications of the United States Department of Transportation (USDOT) and Federal Transit Administration (FTA) for transportation funding.

The USDOT has released several "Notices of Funding Availability (NOFA)," in recent weeks outlining new discretionary grant opportunities for transit systems. The NOFAs describe grant opportunities for funds that were previously appropriated or recaptured from expiring grants or Congressional earmarks. The focus of these grant opportunities is to have a regional impact, support Transit Oriented Design and encourage the continued efforts to develop livable, sustainable communities.

LYNX staff is coordinating a series of meetings with our funding partners and other regional agencies to discuss potential partnerships for regionally significant and supported projects to submit for these grants. Through the discussions, LYNX will develop applications that are in accordance with the criteria of the funding opportunities. However, listed in the description of each funding opportunity, potential projects are identified that are related to LYNX specific activities.

Some potential projects include Alternatives Analysis, Environmental Studies, Engineering and Design for SR 50, SR 436, US 441 or US 192 and four of the 14 LYNX premium corridors. Other projects being discussed are highly efficient cooling systems for the LYNX bus fleet and potential roadway and signal prioritization to improve efficiency and the speed of buses in congested roadways.

# LYNX Board Audit Committee Agenda

A brief summary of the opportunities is highlighted below:

## **TIGER II Discretionary Grants (Transportation Investment Generating Economic Recovery):**

- \$600M Capital Investment (80 federal/20 local hard match)
  - \$140M minimum to rural areas
  - \$150M TIFIA Payments
  - \$35M Planning Grants
- Funds for surface transportation infrastructure projects that will have a significant impact on the nation, a metropolitan area or a region.
- Capital and planning projects that are DOT eligible
- Pre-application Friday, July 16, 2010
- Potential Projects
  - Premium Corridor Planning Studies to include alternatives analysis, environmental studies, engineering and design for SR 50, SR 436, US 441 or US 192, four of the fourteen LYNX premium corridors. The estimated cost is \$3.0M. Completion of these studies position a corridor to secure federal funds targeted for construction.

## **TIGGER II (Transit Investment for Greenhouse Gas and Energy Reduction):**

- \$75M Capital Investment (90 federal/10 local potential toll revenue credits)
- Funds are to
  - Breaking dependency on oil
  - Producing more energy at home
  - Promoting energy efficiency
  - Enhance the quality of public transportation services
  - Assist nonattainment and maintenance areas
  - Support clean fuel and advanced propulsion technologies
  - Reduce greenhouse gas emissions
- Capital investments that reduce the energy consumption and reduce greenhouse gas emissions of a transit system.
- Application due Wednesday, August 11, 2010
- Potential Projects
  - Mini-Hybrid cooling systems that reduce fuel consumption and improve the performance of the buses. The estimated cost is \$2.5M

## **2010 Clean Fuels Grant Program and Bus, Bus Facilities Program:**

- \$81.2M Capital Investment (ranges 80-90 federal/ 20-10 local potential toll revenue credits)
- Funds to aid non-attainment and maintenance areas to achieve or maintain the National Ambient Air Quality Standard and for Bus and Bus Facilities in attainment areas.
- Clean fuels, buses, bus facilities
- Application due Monday, June 14, 2010

# LYNX Board Audit Committee Agenda

- Potential Projects
  - Traffic signal prioritization and bi-pass lanes in high traffic congestion areas with marginal air quality. These projects improve bus travel times through these areas attracting drivers from their cars to the bus both reducing emissions from the bus and the cars that are not driven in the area. The estimated cost is \$3.0M.

## **Discretionary Bus and Bus Facilities Program (State of Good Repair):**

- \$775M (80 federal/ 20 local potential toll revenue credits)
- Funds are to
  - Replace, rehabilitate and purchase buses and replacement equipment
  - Replace, rehabilitate and purchase bus related facilities
  - Support emerging clean fuel and advanced propulsion technologies for transit
  - Transportation asset management
- Purchase, replace and rehabilitate buses, equipment and bus related facilities. Develop and implement a transit asset management system.
- Application due Friday, June 18, 2010
- Potential Projects
  - Southern Operations Facility relocation can improve the efficiency of service by reducing the non-revenue vehicle miles and fuel consumption. The estimated capital cost to operate from an initial facility is \$3.0M.
  - A Transportation Asset Management System expands upon LYNX current asset management systems to include detailed management plans and tracking software for maintenance facilities, transfer centers, shelters, bus stops and LYNX Central Station. The estimated cost is \$300,000.

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.D

**To:** LYNX Board of Directors

**From:** Edward Johnson  
CHIEF ADMINISTRATIVE OFFICER  
William Fay  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Update on the Commuter Assistance Program (CAP)

**Date:** 5/26/2010

### Commuter choice Transportation Program

Carpool/Vanpool Inquiries	<u>March 2010</u>	<u>March 2009</u>
Phone	31	44
Internet:	28	12
Letters:	30	24
Matches:	11	11

Vanpools	<u>March 2010</u>	<u>March 2009</u>
Vanpool Participants	568	568
Total Revenue Miles YTD	589,171	470,063
New Vanpools	0	2
Returned Vans	1	3
Current Vans in Service	65	60

**Pending Vanpool Interest:** Osceola Health Care Center; Osceola Council on Aging;  
City of Orlando – Street Division; United Global Outreach

**Number of Employers Contacted:** 16  
**Number of Employees Contacted:** 85

**Employer Program Presentations:** Devereux Florida  
**Employee Program Presentations:** Walt Disney World – Earth Month 120  
Transit Advisory Committee 20  
Clermont Park and Ride – Expansion 110

**Other Presentations/Meetings:** I-Drive “Visit Florida” Luncheon 120

**Total Participants 370**

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.E

**To:** LYNX Board of Directors

**From:** Lisa Darnall  
CHIEF OPERATING OFFICER  
William Hearndon  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Presentation on the Release of a Request for Proposal (RFP) for Paratransit Services

**Date:** 5/26/2010

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Lisa Darnall, Chief Operating Officer, will provide an overview of the proposed Request for Proposal (RFP) for paratransit services.

The contract with MV is for a term of three years with two one-year options. The second and final one-year option will expire September 2011.

The Scope of Work of the prior RFP was developed by staff and a paratransit consultant and will be used as a template and modified to accommodate any contractual issues that were not addressed, or have changed since 2006. Additionally, considerations of lessons learned, best practices, program goals, policies and procedures, input from paratransit customers and advocates, and other items to increase program efficiencies and maximize cost savings to LYNX will be included.

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.F

**To:** LYNX Board of Directors

**From:** Lisa Darnall  
CHIEF OPERATING OFFICER  
Joe Cheney  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Presentation on the Release of an Information for Bid (IFB) for LYNX Operations Center Improvements and the Purchase/Installation of a Paint Booth and Emergency Generators

**Date:** 5/26/2010

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Lisa Darnall, Chief Operating Officer, will provide an overview of the proposed Information for Bid (IFB) for LYNX Operations Center (LOC) improvements and the purchase/installation of a paint booth and emergency generators.



# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.G

**To:** LYNX Board of Directors

**From:** Edward Johnson  
CHIEF ADMINISTRATIVE OFFICER  
Edward Johnson  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6058

**Item Name:** Health Care Plan Review

**Date:** 5/26/2010

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Edward Johnson, Chief Administrative Officer, will provide the Audit Committee with proposed changes to LYNX' healthcare plan beginning January 2011. LYNX' healthcare plan is administered by the Orange County Commission, which is self insured. The proposed changes will include modifications to the deductible, co-pay and maximum out of pocket expenses.

## Medical Plan Comparison Chart

Type of Plan	HMO 2010	2010 Choice Plus POS		Health Savings Account HDP 2011	
		In-Network	Out-of Network		
Pre-existing Conditions	Covered in Full	Covered in Full	Covered in Full	Covered in Full	
Medical Account Contribution	n/a	n/a	n/a	\$750 Self Only \$1250 Family	
<b><u>DEDUCTIBLE</u></b>				In Network	Out of Network
Individual/Family	None	None	\$500 / \$1000	\$1500/\$3000	\$3000/\$6000
Lifetime Maximum	Unlimited	Unlimited	\$1,000,000 per covered person		
<b><u>OUT OF POCKET MAXIMUM</u></b>					
Individual/Family	N/A	\$1,500 / \$3,000	\$3,000 per person + deductible not to exceed \$6,000 per family	\$3,000 per person + deductible not to exceed \$6,000 per family	\$6,000 per person + deductible not to exceed \$12,000 per family
Coinsurance	None	20%	40% R&C after calendar year deductible	20% after CYD	40% after CYD
<b><u>PHYSICIAN OFFICE VISITS</u></b>					
Preventive Care	\$0 copay	\$0 copay	Coverage is for state mandated benefits only. Refer to Certificate	\$0 copay	\$0 copay
Primary Care	\$15 copay	\$15 copay	40% R&C after calendar year deductible	20% after CYD	40% after CYD
Specialist	\$25 copay	\$25 copay	40% R&C after calendar year deductible	20% after CYD	40% after CYD
<b><u>HOSPITAL ADMISSION</u></b>	\$150 copay per day, for the first 4 days	20%	40% R&C after calendar year deductible	20% after CYD	40% after CYD

\*R&C-Reasonable and customary

\*HDP – High Deductable Plan

\*CYD- Current Year Deductable

Type of Plan	HMO 2010	2010 Choice Plus POS		Health Savings Account HDP 2011	
		In-Network	Out-of Network	In Network	Out of Network
<b><u>OUTPATIENT SERVICES</u></b>					
Surgical Care	\$100 copay No copay for colonoscopies	20%	40% R&C after calendar year deductible	20% after CYD	40% after CYD
Lab and radiology/X-ray	\$0 copay	\$0 copay	40% R&C after calendar year deductible	20% after CYD	40% after CYD
CT Scans, PET Scans, MRI and Nuclear Medicine	\$25 copay	20%	40% R&C after calendar year deductible	20% after CYD	40% after CYD
Urgent Care	\$35 copay per visit	\$35 copay per visit	40% R&C after calendar year deductible	20% after CYD	40% after CYD
Emergency Room (Waived if admitted)	\$150 copay per visit	\$150 copay per visit	40% R&C after calendar year deductible	20% after CYD	40% after CYD
Vision Care – annual eye exam every other year	\$15 copay	\$15 copay	Not covered	20% after CYD	40% after CYD
Durable Medical Equipment	No copay. Prior notification is required for items over \$1000. Maximum of \$50,000 per calendar year.	20% Prior notification is required for items over \$1000. Maximum of \$50,000 per calendar year.	40% R&C after calendar year deductible. Prior notification is required for items over \$1000. Maximum of \$50,000 per calendar year.	20% after CYD	40% after CYD
<b>MENTAL HEALTH</b>					
<b>Outpatient</b> Requires prior authorization with UBH.	\$15 copay individual \$10 copay group 30 visits per calendar year	20% (30 visit limit)	No benefits	20% after CYD	40% after CYD
<b>Pharmacy</b> Generic Brand Preferred Brand Non-Preferred	\$10 \$30 \$50	\$10 \$30 \$50		<b>After CYD</b> \$10 \$30 + 10% \$50 + 10%	No Coverage

# LYNX Board Audit Committee Agenda

## Audit Committee Information Item #.I

**To:** LYNX Board of Directors

**From:** Bert Francis  
CHIEF FINANCIAL OFFICER  
Rich Bannon  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6047

**Item Name:** LYNX 12 Month Rolling Calendar

**Date:** 5/26/2010

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### September 2010

- Authorization to issue a Request for Proposal for A&E Services
- Contract #07-026 Authorization to exercise the first option year with Bank of America for Banking Services

### November 2010

- Contact #07-051 Authorization to exercise the first option year with Grovsenor Building Services for Janitorial Services

### March 2011

- Contract #08-C14 Authorization to exercise the first option year with Akerman Senterfitt for General Counsel Legal Services

### April 2011

- Contact #07-022 Authorization to exercise the second option year with Pride Enterprises for the Printing of Public Timetables
- Contract #08-C10 Authorization to exercise the first option year with Itchin' to Bee Stichin' for Operator Uniforms.

### May 2011

- Contract #06-C11 Authorization to exercise the first option year with Diamond Security for Security Guard Services.