

# LYNX Audit C mmittee Agenda

Central Florida Regional Transportation Authority

455 N. Garland Ave.

2nd Floor Board Room

Orlando, FL 32801

Board Date: 5/24/2007

Time: 9:30 AM



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

## 1. Call to Order

## 2. Approval of Minutes

-  Approve the Minutes from the April 26, 2007 Audit Committee meeting (pgs 2-10)

## 3. Audit Agenda Items


- A.  Update on the Flexbus Program (pg 11)
- B.  Update on the LOC - LYNX Operations Center (pg 12)

## 4. Review of Board Package: 5/24/2007

- A. Review and discussion of Consent Agenda Items
- B. Review and discussion of Action Agenda Items

## 5. Information Items

(For Review Purposes Only - No action required)

- I.  LYNX' Board of Directors' 12-month rolling calendar of agenda items (pg 13-14)

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

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

**DATE:**       **April 26, 2007**

**TIME:**       **9:30 a.m.**

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**Audit Committee Members in Attendance:**

Orange County Commissioner, Mildred Fernandez  
Osceola County Commissioner, Bill Lane  
FDOT District 5, Noranne Downs  
City of Orlando Representative, Roger Neiswender

**Not in Attendance:**

City of Orlando, Mayor Buddy Dyer  
Seminole County Chair, Carlton Henley

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**1. Call to Order**

Commissioner Mildred Fernandez called the meeting to order at 9:35 a.m.

**2. Approval of Minutes**

Commissioner Lane moved to approve the minutes of the March 29, 2007 Audit Committee meeting. Roger Neiswender seconded the motion. The motion passed unanimously.

**3. Audit Agenda Items**

**A. Update on Flex Bus**

Bert Francis, Chief Financial Officer (CFO), provided an update on the Flex Bus program.

Mr. Francis distributed an action plan to the Audit Committee for the FlexBus program. Mr. Francis explained that this spreadsheet outlines the tasks and who is responsible for those tasks. Staff continues to formulate the plan which is quite lengthy.

Recently, there was a meeting with Altamonte Springs, FDOT and LYNX to finalize who would do each task and to identify a timeframe. Some of the items that are highlighted on the handout are critical path items.

There are two outstanding items which are funding and to identify the project manager. Most likely, LYNX will be the project manager; however, that does not mean that LYNX will head up the funding effort.

If LYNX does indeed become the project manager, an Interlocal Agreement will be drafted between all parties clearly delineating each party's responsibilities.

In May, staff will come back to the Board with a finalized action plan.

Mr. Francis explained that on April 25, there were discussions with TranSystems and FDOT. Staff asked them to stop work on all tasks by April 30 because of funding based on information received from FDOT. TranSystems explained that they would not be able to complete those tasks by April 30. There have been preliminary discussions with FDOT to extend the JPA or get it front-funded. There will be a blue sheet item for the Board to consider. This would allow LYNX to get paid for that task and then, in turn, LYNX could pay TranSystems.

Ms. Downs, FDOT, explained that they used the timeframes because there were no future construction funds. However, she explained that FDOT is willing to extend the timeframe to finish some of the tasks. Mr. Francis explained that the blue sheeted item will address this. Ms. Downs reported that the scope of work and engineering is done; however, the permits still need to be completed. The only task not done is working with the business owners but this cannot be done until the construction date is identified. Mr. Francis mentioned that there are right-of-way issues that need to be discussed with the business owners. Ms. Downs explained that there are a couple of projects that do not need right-of-way that could go forward should someone else take it over.

Mr. Francis explained that Altamonte Springs has a contractor onboard that could be mobilized within 30-days.

Ms. Downs reported that FDOT is committed to keep this project going to the best of their ability; however, there is no more money. Ms. Downs requested a letter from the identified project manager so FDOT can assign the project back to LYNX since it was an original LYNX project. Then, LYNX could assign it to Altamonte Springs if they choose. Ms. Downs needs a commitment to continue the TOPS dollars in a letter format which will continue the conversations. TOPS money was based on application and it was to be completed within 5 years. If it can be proven that someone is willing to take the project over and has construction dollars and can give FDOT a timeframe, the money could be assigned back to LYNX. If someone can prove to FDOT that the money is available from the project manager, FDOT is willing to roll the money forward.

Mr. Francis committed to get the letter to Ms. Downs.

Vice Chairman Fernandez asked what the deadline is to get the letter to FDOT. Ms. Downs would like to have the letter by the end of next week.

Mr. Neiswender asked what the blue sheet item is. Mr. Francis explained that the blue sheet item is to negotiate with TranSystems to extend the existing JPA.

**B. Update on the LOC – LYNX Operations Center**

Bert Francis, CFO, gave an update on the LYNX Operations Center (LOC). Mr. Francis explained that the project is still on schedule to have various inspections performed to get partial CO's. The LOC is expected to be completed by the end of May. By the end of April or beginning of May, staff should be able to occupy everything but Building B. The entire project should be complete by the end of May or by the first week in June.

The inspectors are scheduled to go out the end of this week and beginning of next week. The preliminary fire inspection is set to begin today.

Vice Chairman Fernandez pointed out Information Item B: Change orders for the LOC. In particular, she identified change order #106 which reallocates funds previously anticipated for interior/exterior signage and indicates the signage will be provided at a much later date. Vice Chairman Fernandez asked Mr. Francis to explain that change order and to explain when it will be provided and any additional cost associated with it, if any. Mr. Francis explained that there was an original item in the change orders for interior and exterior signage for approximately \$127,000. Because the budget is so tight that money had to be reallocated to other items/change orders. The signage is not a critical path item. Once the project is complete, staff will re-look at how the signage is done.

Commissioner Lane would like to have another tour of the LOC. Mr. Francis explained that staff will give an update on all the warranty items at next months' staff meeting.

**C. Fiscal Year 2007-2008 Budget Development Assumptions**

Bert Francis, CFO, presented the key assumptions that the LYNX budget team will use in the preparation of the Fiscal Year 2007-2008 budget development process. Staff is continuing the two-year budget development process. The level of service will need to be determined. The basis of funding will be done on the Regional Model. The budget could be impacted by the proposed property tax reform. Staff will also consider the impact of fare increases. Staff will maintain the current level of Federal Preventive Maintenance funding for the operating budget.

The key budget assumptions include no new positions unless economically justifiable. Staff will come back to the Board to outline the funding needed to

implement the COA, implement the fixes recommended in the maintenance audit, increase security and is also preparing for a 10-20% reduction. This will most likely include service cuts.

Fuel is currently budgeted at \$2.3223 per gallon and this will most likely continue to rise. The union contract is a three-year contract so that is locked in. The contract already has a 4% increase built-in. The impact of the new operations center is still unknown. In light of all this, staff is trying to build organizational reserves which is a good business practice but difficult to do in times when the budget is so tight.

Mr. Francis gave a history on what the federal preventative maintenance levels have been for the past number of years in dollars. In 2007, the preventative maintenance dollars went back to the 2005 dollar amount of \$6,794,752. This is slightly less than 2006. As a percentage of the operating budget it continues to decrease.

Ms. Watson explained that every year LYNX gets federal funds that can be used for capital procurement. However, there is one stipulation that FTA allows the money to be used for preventative maintenance. If the FTA gives transit systems money to buy buses, but the transit systems do not have the money to maintain those buses, they have wasted federal funds. The problem LYNX has had in the past is that LYNX has used so much money on preventative maintenance and has fallen behind on the bus replacement schedule. Three years ago, the Board recognized this problem and said replacement buses are more important than getting federal funds for preventative maintenance. Staff has been backing off that but that means the local partners must pay more annually for the operating budget.

Mr. Francis went through the budget calendar. He explained that he will be meeting with each of the counties to discuss the budget.

Ms. Downs asked how staff estimates the gas price. Mr. Francis responded that the procurement staff, last year, determined where they thought the prices were going for the year.

Ms. Watson mentioned that there are also different organizations that predict gas prices. Staff also contacts different agencies to see what thoughts they have on gas prices and put all the information together and get the best estimate.

Mr. Neiswender referred to the chart that is titled Federal Preventative Maintenance. Mr. Neiswender would also like to know the cumulative costs of all forms of bus maintenance. He would like to compare what is being done with the age of the fleet and the replacement of buses to what is happening to the total cost of what is being spent on maintenance. The main

issue is the reliability of the system. Mr. Neiswender does not want to get to the end of the budget process and find out that all the other priority items that are being recommended for the base budget; the maintenance audit, increased security; when the main issue is the reliability of the system and the ability to pull out every morning and keep buses out there all day. Mr. Neiswender does not see that as one of the priority items. Mr. Neiswender wants to see the age of the buses decreasing and pick up reliability and have the maintenance costs go down to a sustainable level.

Mr. Francis explained that there are over 100 buses that have over 500,000 miles on them. Mr. Francis will provide more information at the next Board meeting.

Vice Chairman Fernandez asked if Orange County will get those numbers by May 1. Mr. Francis indicated that they will have them in May.

#### **D. Paratransit Mobile Data Terminal (MDT) Presentation**

Bill Hearndon, Manager of Paratransit, discussed the Paratransit Mobile Data Terminals.

Mr. Hearndon explained that in 2002 LYNX received a Federal Transit Administration Joint Rural ITS Grant with Polk County. The first phase of that grant was to get an ITS component so there could be a demonstration project using that technology to fulfill the grant requirements. MDT's have been installed in the paratransit fleet. Since those units have been installed there has been a drastic decrease in customer complaints, a drastic increase in on time performance. In the near future, implementation of the Rural ITS Demonstration Project will begin.

Mr. Hearndon introduced Joe Timpless, MV Transportation's Manager of Information Technology who will be discussing the MDT unit, the installation process, etc.

Mr. Timpless explained that last September the units were installed in every vehicle, and here's how they work. The driver logs into the vehicle and gets the manifest for the day. The information is provided to the driver instantaneously. Customer service is much better now, the ETA's are much more reliable, and customer questions can be answered almost instantly as to where the driver is, etc. This unit runs through Nextel.

Vice Chairman Fernandez asked if this will be discussed at the Rider's Forum taking place this Saturday. Mr. Timpless said it will. A unit will be on display in a vehicle for demonstration purposes.

Commissioner Lane asked what happens if the system goes out. Mr. Timpless explained that the driver carries a paper manifest with him everyday just in

case something happens with the unit. The units can be changed out fairly easily. There are spares on hand. Maintenance wise, occasionally it will crash but it is a simple fix.

Ms. Downs asked how many vehicles have the units installed in them. Mr. Timless stated that 125 vehicles have them installed.

#### **E. Shelter Update**

Doug Jamison from the Planning Division gave an overview of the LYNX shelter program.

Mr. Jamison gave a brief history of the shelter program. He explained that in 1994 staff conducted an interactive design process with local planners, jurisdictional staff, and our customers to design transit facilities for the LYNX system. Staff developed two manuals. The design manual is a definitive statement of the actions needed to successfully integrate the physical design of independent projects into comprehensive sustainable communities that are served by a balanced transportation system.

The second manual provides the reader with a clear means of identifying, analyzing and proposing solutions to LYNX transit facilities' design questions.

The LYNX shelter program focuses on the customer. It complements the surrounding community and is economical to install and maintain.

Mr. Jamison reviewed the styles of the shelters. The residential design blends in to the location of the stop. The commercial design is visible in an area full of signs and streetscape where users are not familiar with the location of the stop. The special shelters are designed to blend in a historical environment while remaining visible for users not familiar with the location of the stop.

The minimum life expectancy of a shelter is 30 years. The industry standard is 10 years. The shelters need to be painted every 5 years. Mr. Jamison explained that they are economical to install and to maintain. Their modularity allows growth and expansion and they have minimal operating and maintenance costs.

Mr. Jamison then presented a chart that compared LYNX' shelters to Hartline and Miami Dade's shelters.

LYNX currently has seven 6' x 9' shelters installed with ten units pending installation. There are 177 units of the 10' x 10' shelters installed, to date with ten units pending installation. There are a total of nineteen 15' x 15' shelters installed to date.

Mr. Jamison then reviewed the regulations, i.e. Florida Administrative Code – 14-20.003, Americans with Disabilities Act, Clear Zone and Wind Loading.

LYNX has shelters throughout its jurisdiction but there are some other people providing them as well. Signal Outdoor Advertising has a contract with LYNX to put shelters in unincorporated Orange County. So far there are 200 shelters that have gone in under this contract. Signal also holds another contract with Seminole County that is outside the jurisdiction of LYNX. Sometimes there is a competition for shelters. LYNX was just required to remove 4 shelters in Seminole County for a roadway project. When that is finished they will be replaced with advertising shelters. There will be a net loss of shelters in Seminole County. The same issues exist with 20/20 Media. They put in shelters in Osceola County. They have first right to a lot of the sites so LYNX comes in secondary. LYNX has been asked to remove shelters in Osceola County to make room for 20/20 shelters. Jaycee/Altrusa only does benches. They coordinate quite well with LYNX and put benches at many of LYNX' shelters.

Commissioner Lane stated that he likes the shelter. Commissioner Lane has concerns about blowing rain and lightening protection. Mr. Jamison explained that every shelter is grounded and has a lightening rod in the ground and the structure itself is attached to that. Commissioner Lane wants more information on the 20/20 Media in Osceola County and how they can work with LYNX.

Vice Chairman Fernandez asked if staff is working with Orange County and the people from zoning when identifying locations for shelters. Mr. Jamison explained that staff is working with Orange County and other jurisdiction.

Ms. Downs stated this was an excellent presentation. She asked what the percentage is for bus stops that are covered with shelters. Mr. Jamison stated that he does not have the figures in front of him; however, it is his understanding that there are 300 LYNX shelters, 200 Signal shelters, and he is not sure about 20/20. There are roughly 500 shelters for 5,000 stops.

Mr. Neiswender stated that he was not aware that the contracts with any of the private vendors allowed them to come in and designate spaces they wanted and require removal of shelters. He is distressed to hear that LYNX is paying to put up shelters and also to pull them out only to be replaced by private companies' shelters.

Ms. Watson explained that staff will bring other options for providing shelters in both Orange County and the City of Orlando next month.

Mr. Neiswender stated that most of the pictures look as though all the seating is exposed to the sun. He asked if someone is looking at the width of the



shelter so in the late afternoon there would be shade over the seated areas. Mr. Jamison explained that staff has looked at angling the roof or installing something that hangs down to provide more shade.

#### **F. Service Development Grant Choices**

Jennifer Stults, Deputy Chief of Operations for Planning gave an overview of the Service Development Grant choices.

Ms. Stults explained to the Board that this is a preview of the Service Development Grant choices. Staff will be coming to the Board next month to ask approval to make application.

Ms. Stults explained that Service Development Grants are a Florida Department of Transportation (FDOT) sponsored program that will provide state funding for new or expanded services and/or technology. This program provides a 50% state match for up to two years and there is a 50% local match required. LYNX has had success with these programs in recent years.

The Lake County services implemented in December 2006 (Clermont Express and Link 55 extension) were both the result of Service Development Grants funded in LYNX' 2005 request. April's new "Trailblazer" service, operating from the University of Central Florida Superstop to Waterford Lakes, was also a result of the 2005 funding cycle.

FDOT has recently solicited applications. They are looking for projects that are already identified in the TDP that are long standing identified needs. They are looking for more support up front such as Board Resolutions, letters of support, etc.

Ms. Stults presented a preliminary list for 2007 applications for FDOT FY2009. She explained that the list is lengthy; however, staff will be narrowing it down and make application on the items that have the best chance. The funds would be available July 1, 2008.

All projects are included in LYNX' 15-year Comprehensive Operations Analysis, with the exception of the Winter Garden Village and the Maitland Circulator. FDOT has indicated that they would consider the Maitland Circulator as a feeder to commuter rail.

Ms. Stults explained that under the projects that are listed under the current TDP, LYNX had applied for a regional intelligent transportation systems travel center project last year that was not funded. Staff will be reapplying for this. She also explained that the technology projects could qualify for up to 100% state funding. There were Disney 3D services that were not funded last year which staff will be reapplying for. There are two listed in Seminole County; Lake Mary Boulevard Seminole Towne Center. This project seems

to be losing momentum. The county is, however, pushing forward with the State Road 434 cross-town route. There has been much demand for this route over the years and staff is already moving forward with a Resolution to their Board. There are two in Osceola County; Gaylord Palms and the State Road 535. LYNX is still in discussions at the staff level with Osceola County. Osceola had indicated there was more interest in Poinciana at this time.

Ms. Stults explained that vehicles related to the new services and service expansions resulting from the 2005 and 2006 Service Development Grant requests were obtained through the new TRIP funding program, in which FDOT provided 50% capital matching grants. LYNX matched those funds with a SIB loan. Staff will come to the Board for a TRIP and SIB application request next month.

Ms. Stults mentioned that FDOT has moved up the TRIP deadline from September 1 to July 1 this year.

Vice Chairman Fernandez explained that the biggest concern is what is going to happen with the property tax reform.

Ms. Stults explained that the sample Resolutions are written with language indicating that the project is pending available funding.

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

The Audit Committee meeting concluded at approximately 10:40 a.m.

# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.A

**To:** LYNX Board of Directors

**From:** Bert Francis  
CHIEF FINANCIAL OFFICER  
Blanche Sherman  
(Technical Contact)  
Jennifer Stults  
(Technical Contact)

**Presented By:** Bert Francis

**Phone:** 407.841.2279 ext: 3047

**Item Name:** Update on the Flexbus Program

**Date:** 5/24/2007

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Staff has been working with both FDOT and the City of Altamonte Springs to develop an action plan that would keep the Flex Bus project moving forward. Part of the plan consisted of identifying a funding source for the project. At the last LYNX Board meeting, FDOT Secretary Downs stated that if she received a letter from LYNX and Altamonte Springs describing the various aspects of the project that could be accomplished in the next year that it would be possible to roll forward the remaining TOPS funds that were expiring. Staff prepared a letter to Secretary Downs addressing her issues. The roll forward of these funds would not pay for the total project but would pay for several items of construction that could be accomplished within the next twelve months that are necessary elements of the project. Staff will give the board an update as to the status of this funding effort as well as the status of the action plan.

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# LYNX Board Audit Committee Agenda

## Audit Committee Agenda Item #3.B

**To:** LYNX Board of Directors

**From:** **Bert Francis**  
CHIEF FINANCIAL OFFICER  
**Rick Wilson**  
(Technical Contact)  
**Blanche Sherman**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 3047

**Item Name:** Update on the LOC - LYNX Operations Center

**Date:** 5/24/2007

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Staff as well as EarthTech continues to work on critical issues as well as work towards a project deadline. Bert Francis will provide an update on the LOC construction as well as a revised timeline.

# LYNX Board Audit Committee Agenda

## Audit Committee Information Item #.I

**To:** LYNX Board of Directors

**From:** **Linda Watson**  
CHIEF EXECUTIVE OFFICER  
**Edward Johnson**  
(Technical Contact)  
**Mark Forsyth**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 3017

**Item Name:** LYNX' Board of Directors' 12-month rolling calendar of agenda items

**Date:** 5/24/2007

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### May 2007

#### June 2007

- Authorization to execute Transportation Disadvantaged Trip Grant Agreement
- Authorization to execute Rural Capital Assistance Grant Agreement
- Adoption of TDP Major Update for FY08-17
- Authorization to purchase expansion and replacement buses
- Authorization to submit TRIP fund applications to FDOT

#### July 2007

- Authorization to award contract for general printing services

#### August 2007

- Approval of LYNX' DBE goal

#### September 2007

- Authorization to execute funding agreement with regional funding partners
- Authorization to execute a JPA with FDOT for Commuter Assistance Grant Program
- Adoption of the FY2008 Operating and Capital Grant Budget
- Authorization to execute local funding agreements
- Annual Board of Directors' selection of officers

# LYNX Board Audit Committee Agenda

## October 2007

- Acceptance of the Chief Executive Officer's (CEO) annual appraisal
- Authorization to retire and sell surplus property
- Authorization to release RFP for artistic painting of buses
- Adoption of Title VI Program

## November 2007

- Authorization to submit annual certifications

## December 2007

- Authorization to purchase fixed route buses
- Authorization to submit annual appropriations grant to FTA
- Authorization to submit grant applications to FDOT for rural transportation services
- Authorization to execute agreement with the CTD for non-emergency Medicaid transportation

## January 2008

- Review staff recommendations for FY09 legislative priorities

## February 2008

- Adoption of FY09 legislative priorities